

# Invoicing - List of invoices

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## Summary

In this section you can consult, filter, print, export or email all invoices or receipts issued and saved in the system.

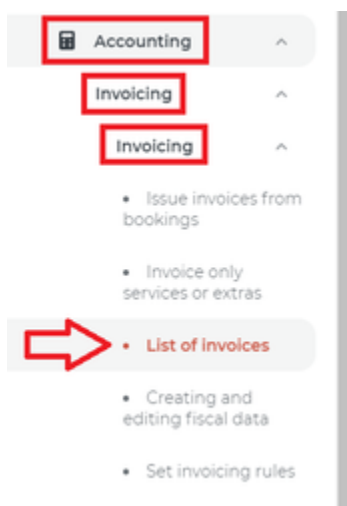
## Benefits

Using this module you can take complete control over all invoices issued through the system. Additionally, you can save time by applying the same action to multiple invoices at the same time.

## Configuration

By default, invoices issued during the last month will be listed. You can customise this list by using the filters at the top of the page to narrow or broaden your search e.g. only invoices sent from a specific property.

You can select one, several or all invoices and apply different instructions. The system allows you to edit, delete, make a payment, print, email or export the list to an Excel or CSV file.



Invoices							
Invoicing ⓘ							
FILTERS ⓘ ACTIONS EXPORT							
SELEC	INVOICE DATE	LEGAL NAME	SERIAL NUMBER	TYPE	RECEIVER	TOTAL	STATUS ACTIONS
<input type="checkbox"/>	04/09/2018	Demo Holiday Orete	Fatt./1701714	Invoice	Tom Room ram	1.054,50 €	None
<input type="checkbox"/>	30/08/2018	Demo Holiday Orete	Fatt./1701712	Invoice	Beatriz Ruiz Pelota	4.212,50 €	None
<input type="checkbox"/>	30/08/2018	Demo Holiday Orete	Fatt./1701713	Invoice	James Jameson Srl	315,00 €	None
<input type="checkbox"/>	29/08/2018	Demo Holiday Orete	Fatt./1701711	Invoice	Francisco Alfonso	4.912,50 €	Paid
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Status: <span>Paid</span> CHANGE STATUS							

1. Edit: Once an invoice has been issued, you can edit the invoice number, date of issue, description, quantity and amount.

2. Delete: You can delete one or more invoices. This can be useful if you have incorrectly generated an invoice, receipt or credit.

## In this section

## Related content

## Content by label

There is no content with the specified labels

Keep in mind that this will cause breaks or gaps in the invoice numbers. However, this can be resolved by manually editing the invoices.

3. Make a payment: Instead of deleting an invoice, the system generates a payment for the same amount. This action would be most commonly used when making a refund to the guest.

Note that it is not possible to make more than one payment at any time or pay a part of the amount. The payment will take into account the full amount of the invoice.

4. Export: You can export the list of issued invoices in Excel or CSV format.

5. Print: You can download the list of invoices as a PDF document and print or save them.

6. Send: You can export the list and send the invoices by email. Once you have entered an invoice you must click on 'more' and then 'send invoice by email'.

The template that appears by default is the template previously selected in the default options in the billing rule. You can, however, select another template at this time.

The language that appears by default is the one configured in the 'client' tab but you can also change this on this screen.

The selected template includes the message, whereas the invoice is sent attached as a PDF document.

7. Change status: At the bottom of the screen you will find the option to change the invoice status from 'sent' to 'paid'.

You can also find the list of invoices from the 'reports' tab by clicking ['billing'](#).