

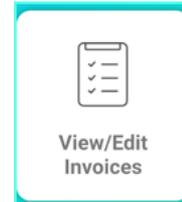


♥ View/Edit Invoices ♥

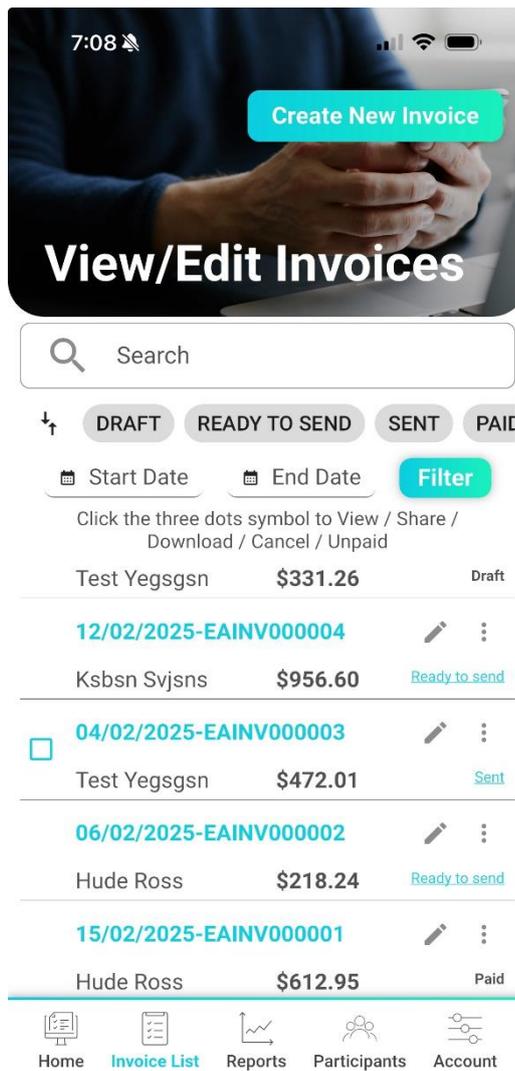
Welcome to EasyAs Invoicing!

This user guidance is for the [View/Edit Invoices](#) screen.

Select the [View/Edit Invoices](#) icon from the Home Screen

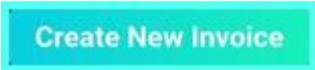


♥ View/Edit Invoices ♥



♥ Create New Invoice

From this screen you can create new invoices.
Refer to the [Create Invoice](#) user guide.



♥ Search

Use the Search function to filter for a participant invoices.



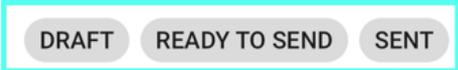
♥ Filter

Use the filter arrows to sort your invoices by invoice number.



♥ Invoice Status Filter

Select the filter statuses to select the invoices for each status.
For example, select Paid to view all Paid invoices.



For example, select Sent to view all invoices you have Sent and emailed for payment.

The invoice statuses in EasyAs invoices are:

Draft, Ready to Send, Sent, Paid and Cancelled.

Refer to the User Guide [EasyAs Invoice Status Explained](#) for more information.

♥ Start Date and End Date Filter

Use the Start Date and End Date Filter to filter your invoices to a specific date range.



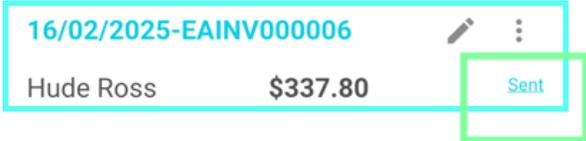
♥ Edit Invoices

Click the pencil icon to go to the [Edit Your Invoices](#) Screen.



♥ Check the Invoice Status

Every invoice will have their current invoice status on this Screen.



16/02/2025-EAINV000006		
Hude Ross	\$337.80	Sent

The invoice statuses in EasyAs invoices are:

Draft, Ready to Send, Sent, Paid and Cancelled.

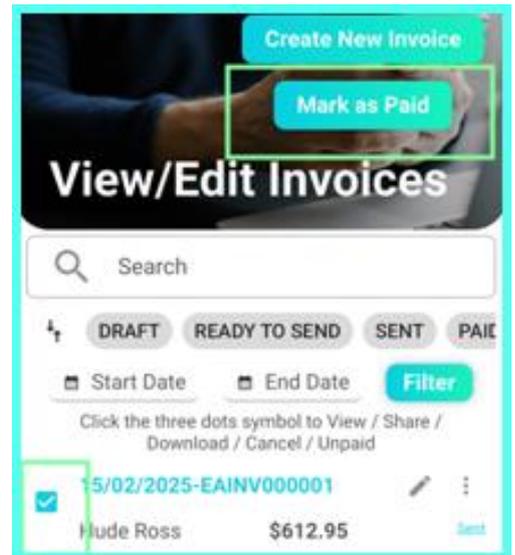
Click on the Edit pencil icon or the Status to update the invoice.

Refer to the User Guide [EasyAs Invoice Status Explained](#) for more information.

♥ Mark Invoices as Paid

Invoices can be manually marked as paid when payment is received to keep track of your outstanding invoice.

Please refer to the **User Guide Mark Invoices as Paid** for more information.



♥ Use the three-dots symbol to View / Share / Download and Cancel invoices

Use the three-dots to:

- **View** a PDF version of the invoice
- **Share** the PDF version of the invoice – email, print etc
- **Download** the invoice
- **Cancel** this option is used to cancel an invoice that has been cancelled and will remain unpaid

