

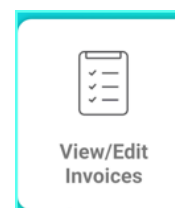


♥ EasyAs Invoicing ~ Invoice Status Explained ♥

Welcome to EasyAs Invoicing!

This is an [explanation of the various invoice status stages in EasyAs Invoicing](#) - to assist with management of the various stages of your invoice processing.

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

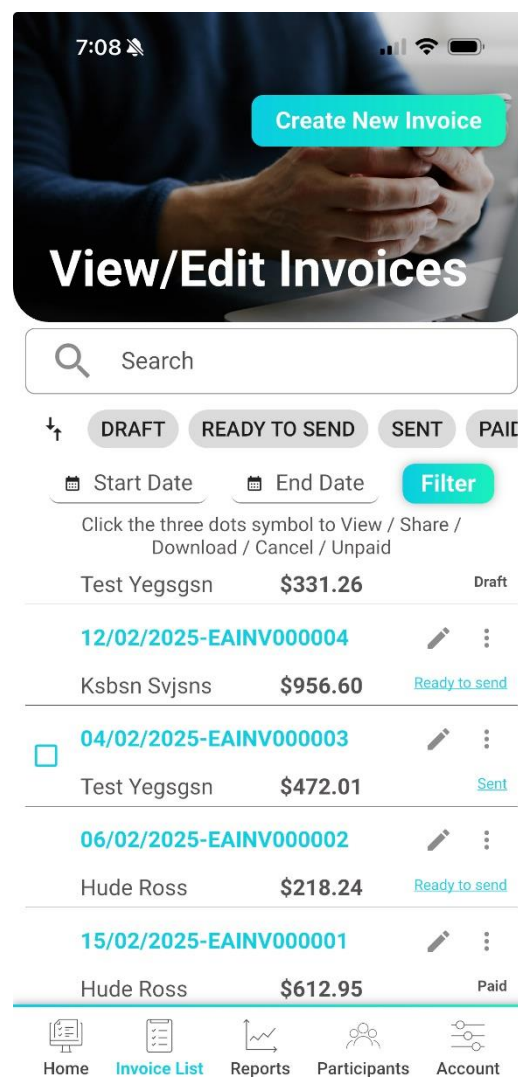


♥ Invoice Status Explained ♥

♥ **Draft** you have started preparing the invoice, but left part way through. EasyAs Invoicing has held your invoice in Draft status so you can return and complete the invoice.

♥ **Ready to Send** you have prepared your invoice, but have chosen not to email the invoice to the Plan Manager and / or Participant at this stage. You must return to the invoice and Send it when ready for payment.









♥ **Sent** the invoice has been emailed to the plan manager and / or the participant for payment. If you have EasyAs Invoicing integrated to MYOB or Xero accounting software, it is at the Sent stage that the invoice gets recorded in MYOB and Xero.





♥ **Paid** you have selected the **Mark As Paid** option in EasyAs Invoicing to record that payment has been Received.

♥ **Cancelled** you have cancelled the invoice in EasyAs Invoicing and it has not been paid by the plan manager or participant and no income from the invoice has been received.

16/02/2025-EAINV000006		 
Hude Ross	\$337.80	Paid
11/02/2025-EAINV000005		 
Test Yegsgsn	\$331.26	Draft
12/02/2025-EAINV000004		 
Ksbsn Svjsns	\$956.60	Ready to send
04/02/2025-EAINV000003		 
Test Yegsgsn	\$472.01	Sent