



## ♥ How to Mark Invoices as Paid in EasyAs Invoicing ♥

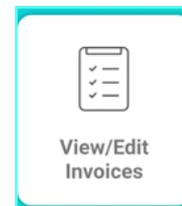
Welcome to EasyAs Invoicing!

Follow this step-by-step guide to mark your invoices as paid.

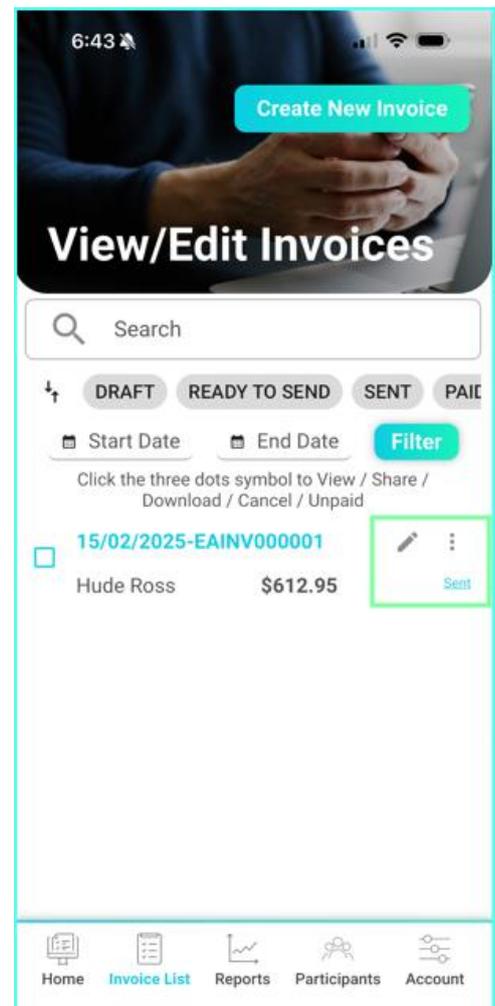
This is an **optional step in EasyAs Invoicing and can be used to change the invoice Status from Sent to Paid.**

This will allow Providers to **Generate Reports for Sent** invoices only – this will show which invoices have been **Sent for Payment, but remain Unpaid.**

**Step 1: Select the [View/Edit Invoices](#) icon from the [Home Screen](#)**



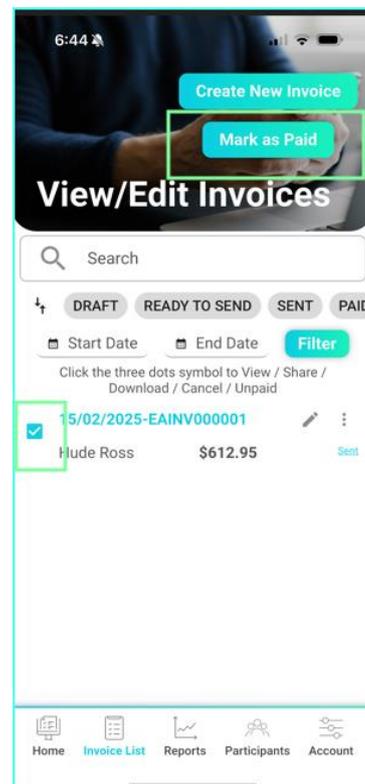
**Step 2: To mark as invoice as Paid, the invoice must already be at a Status of [Sent](#)**  
(meaning the invoice has been emailed to the Plan Manager or Participant for payment)



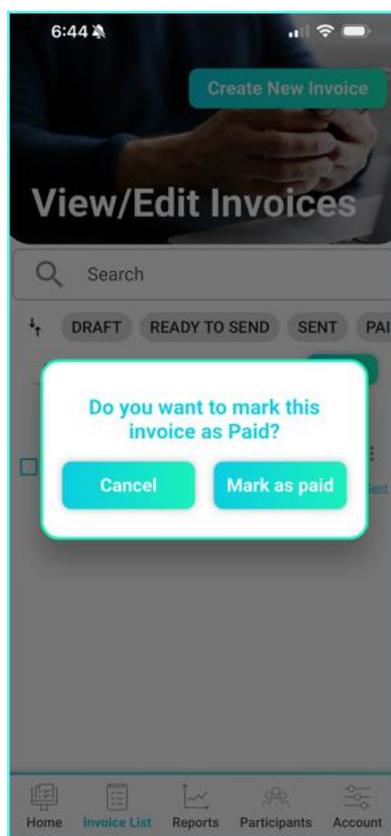
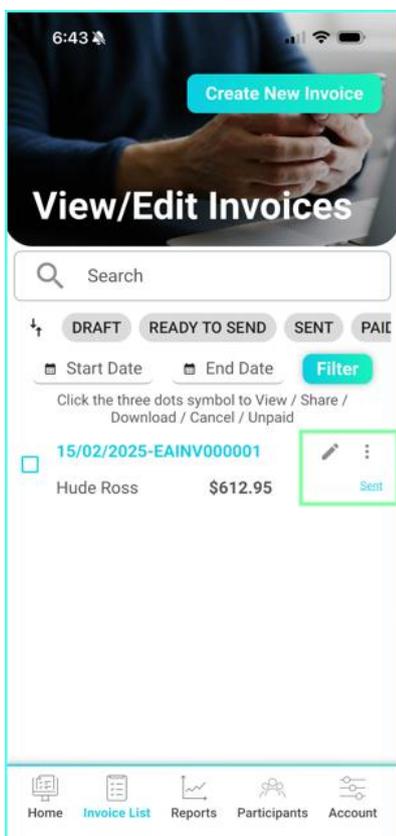
### Step 3: Mark Your Invoice as Paid – Two Methods

- As highlighted in the Picture, **tick the check box** on the left side of the invoice number. The **Mark As Paid** button will appear top right corner, select this box.

OR



- Click the word **Sent** and a box will appear **Do you want to mark this invoice as Paid?** Select **Mark as paid**.





♥ Using the **Mark As Paid** feature in EasyAs Invoicing will assist with your debt collection process.

♥ By **Marking Invoices As Paid**, this will change the **status of the invoice from Sent to Paid**.

♥ When using the **Generate a Report** function in EasyAs Invoicing, you will then be able to generate a report of all invoices that have the status of Sent.

♥ The **Sent invoices** will be all the invoices you have emailed to the Plan Manager or Participant for payment but haven't yet been marked as Paid. This will be all your **Outstanding Invoices**.

♥ Please refer to the **User Guide Generate an Invoice Report** for further information.