How to create a new Invoice/Order

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The Financials module lets you manually create and manage orders (quotations) and invoices. You can view details like status and amount, search with filters, and export results.

Note

Invoices are required to collect payments. Orders are preliminary transaction records that can be emailed to members but must be converted into invoices to accept payment. Invoices are created from orders, and the two remain linked within the system.

To Get Started

1. From the main menu on the left, click Financials, then select Orders.
2. You will be redirected to a list of existing orders. Click the Add button to create a new order.
3. You will be redirected to the Create Order page where you can set up initial information about the invoice:
    - **Customer** - Look up the member or contact who is being billed.
    - **Linked To (optional)** - Use this field, if the order relates to another contact. This allows both the order and the generated invoice to be emailed to this contact in addition to the member record. The order will also appear in their profile; however, the invoice will remain associated with the original record.
    - **Status** - Choose between:
      Quotation: A quotation is a draft order status under which an invoice cannot be generated.
      Active: An active order is an order status under which an invoice can be generated.
    - **Date** - Set the order or invoice date.
    - **Order Number** - Automatically generated by the system and cannot be edited.

Viewing and Editing Order/Invoice Details

After clicking Save, you will be redirected to the Order page, where details are organized into editable sections.

1. At the top of the page, you will see:
    - Order number, total, balance amount, and current status.
    - A direct link to the individual’s profile.

    - Action buttons in the top-right corner:
        - Email, Print, Cancel, Delete, or Activate (for quotations).

2. Billing Information, Details, and Invoice Settings:
    - This section auto-fills based on the contact/member's profile but can be updated as needed.
    - **Details Section**: Add tags, a purchase number, or a memo. Tags used here are unique to Financials.
    - **Invoice Settings**: Adjust the invoice and due dates. Due dates can follow payment terms or be set manually.
3. Adding Items to the Order or Invoice: In the Active Items section, you can add and manage the items being billed.
    - **Add Item**:
        - From the Item Type dropdown, select the item you wish to bill.
          The price and description will auto-fill based on the item but can be manually edited.
        - Use the action arrow to edit or delete individual items.
    - **Apply Promotion**:
        - Click this to open a field for entering a promotion code.
        - Once saved, the promotion is applied to the order total.

For creating and managing **promo codes**, refer [Promo Code Setup Guide]

Note

You can email both orders and invoices, but only invoices can be used to collect payment. If you are not yet ready to collect payment, save the document as a Quotation (Order) and email for review. When you are ready to proceed with payment, continue with invoice generation.

Generating the Invoice

Once all the information has been added:

- Click **Generate Invoice**.
- The System will change the status from **Quotation** to **Activ**e and display the **Payment Details** section at the bottom.

Payment Details Section:

- View, Export as PDF, or Email the invoice.

- Log Payment manually or Pay Online.

After generating the invoice, the Generate Invoice button will be replaced by View Invoice, which opens a preview of the invoice details.