



Reminder: 0 Credit Card: 0

Invoice List

Statement of A/C New (UnProcessed) **Add To Task** **Apply Label**
Import

Click the BLUE Invoice icon

Select company name at the drop down

AutoCollectSpectrum

My Account | Lock | Logout

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Invoice List

Statement of A/C New (UnProcessed) **Add To Task** **Apply Label** **New**
Import

Company: [Redacted] From Date: [Redacted] To Date: [Redacted] All Normal Inv. Billing Inv.

Filter
 Invoice Quotation Both Include Deleted Unpaid Inv. Unpaid/Partial Paid Inv. Paid Inv. Partial Paid Inv. Blank Inv. All

Search Inv # [] on Client Name Pending: 0 --Select Label--

Export Page 1 of 1

	Inv.#	Client Name	Date	Amount	Paid Amount	Write Off + Adjustment	Credit Balance	Remaining Amount	Labels	Action
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]
<input type="checkbox"/>		[Redacted]								[Icons]

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Click on the "icon" Shaped like a bag full of money

Reminder: 0 Credit Card: 0

Payments Details

Back

All Invoice Normal Invoice Billing Invoice

Company:

New

Credit Balance

Client Name: * [] Credit Balance (\$): \$0.00

Payment Date: * 01/16/2020

Payment No: 2375

Amount To Be Received(\$): \$31.58

Payment Mode: * Cash

Deposit Date: * 01/16/2020

<input type="checkbox"/>	Invoice Type	Bill To	Invoice #	Date	Invoice Payable Amt(\$)	Paid Amt(\$)	Write Off + Adjustment Amt(\$)	Remaining Amt(\$)	Payment Received(\$)	Action
<input checked="" type="checkbox"/>	Normal	[]	[]	01/09/2020	31.58	0.00	0.00	0.00	31.58	[] [] [] [] []
					31.58	0.00	0.00	0.00	31.58	

Amount Received(\$): * 31.58 [Ok]

Received By: * []

Payment Note

Save

Cancel

Payment History

No Record Found

Deleted Payment History

No Record Found

- Change payment mode to "cash" the date will default to the day you are entering the payment

Amount Received(\$): * 31.58 [Ok]

Received By: * []

Payment Note

Save

Cancel

Payment History

No Record Found

Always put the amount of the payment received and hit Save --