

Invoice View User Guide



Table of Contents

Invoice View2

Invoice View

Invoice View shows details of current period or all the current years' invoices. These invoices could have been created through Invoice View or Batch Billing. Payments will be recorded against the invoices if applicable.

Charges entered or edited through the Invoice View cannot be viewed through a Batch or printed as part of a Batch consequently it is not so easy to track. If you need to keep a hard copy of the entry for future reference then the charges should be made through a Batch.

Charges can be added, edited or deleted through Invoice View providing the entries are in the current period of processing.

1.	Select a Student.
2.	Select how you want the GST calculated.
3.	You can select to view all or current entries only.
4.	To make a new entry, select the Cost Centre by clicking on the word code or enter the number in is known.
5.	The date will default and can be edited.
6.	Enter or edit the amount in the appropriate active column.
7.	Click Save or tab off the line to save the entry.
8.	Be careful when Deleting a line; <ul style="list-style-type: none"> • The entry must be in the current period. • If Utilities have been rolled you must not delete the line. • Do not delete any line with payments against it.