

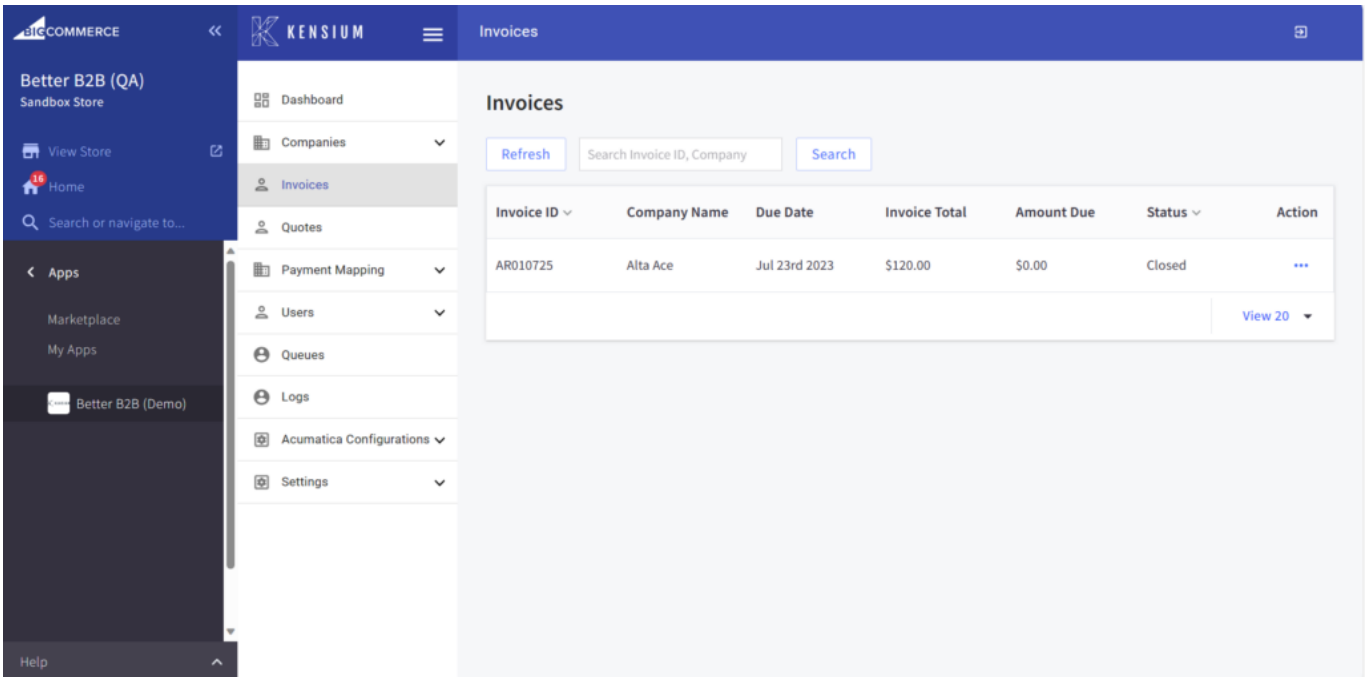
Managing Invoices in B2B



The invoices which are synced into B2B will be displayed on the screen. This includes the following columns.

- Invoice ID
- Company Name
- Due Date
- Invoice Total
- Amount Due
- Status
- Action.

On the menu bar you will have [Refresh] and [Search box].



Invoice ID	Company Name	Due Date	Invoice Total	Amount Due	Status	Action
AR010725	Alta Ace	Jul 23rd 2023	\$120.00	\$0.00	Closed	...

Invoices screen in BetterB2B

Upon clicking on the Action [...] button, you can preview the invoice.

KENSIUM

Dashboard
Refresh

Invoice: AR010725

Type	Invoice	Customer	Atta Aze	Detail Total	\$120.00
Invoice Number	AR010725	Location	New York	Discount Total	\$0.00
Status	Closed	Terms	30D	VAT Taxable Total	\$0.00
Date	Nov 20th 2023	Due Date	Jul 29th 2023	VAT Exempt Total	\$0.00
Description	test	Cash Discount Date	Jul 29th 2023	Tax Total	\$0.00
				Write Off Total	\$0.00
				Balance	\$0.00
				Amount	\$120.00
				Cash Discount	\$0.00
				Net Released Amount	\$0.00
				Total Paid	\$120.00
				Unpaid Balance	\$0.00

Invoice Items

Order No.	Shipment No.	Inventory ID	Description	Quantity	Discount Percent	Discount Amount	Manual Amount	Discount Code
50000769	054366	CLC	Canvas Laundry Cart	1	0.0000%	\$0.00	No	

Invoice Transactions

Doc Type	Reference No.	Amount Paid	Cash Discount Taken	Write Off Amount	Payment Date	Balance	Payment Reference
Invoice	ly5539dx	\$120.00	\$0.00	\$0.00	Nov 20th 2023	\$0.00	ly5539dx

Invoice Addresses

Address Type	Contact Name	Address
Billing	Atta Aze	156 120th Ave New York NEW YORK United States of America 10011
Shipping	Atta Aze	156 120th Ave New York NEW YORK United States of America 10011

Preview of the Invoice