

Invoicing tips

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We recommend the following to make sure your invoicing is as accurate as possible:

- Raise your invoices at the same time each month. This will benefit your customers, as they will know when to expect the invoices & also help with your administration.
- Before you generate your invoices for the month, check the **Bookings** tab to see if any bookings from the previous month are unbilled. Use the filters to select 'Confirmed' & 'Unbilled' and amend the date range as required. These bookings can then be billed by client if needed, or amend the date range on your bulk invoice run.

<input type="checkbox"/>	Date	Start time	End time	Space	Client	Bookings Value (Ex. VAT)	Category	Status	Payment Status	Booking Ref	Edit
<input type="checkbox"/>	06/11/2020	18:00	19:30	AWP 2 (5 aside) - 7 aside Pitch A	david Dawns (Saints Football)	£52.50		confirmed	Unbilled	#514370	Edit
<input type="checkbox"/>	06/11/2020	19:00	20:00	Badminton Court 2	Telma Louro	£7.50		confirmed	Unbilled	#522430	Edit
<input type="checkbox"/>	10/11/2020	09:00	10:00	Badminton Court 1	Katie Boxer (Katie Kickboxing)	£6.25		confirmed	Unbilled	#513654	Edit
<input type="checkbox"/>	11/11/2020	17:00	18:00	Castle View Sports Hall 2	Paul Elliott's	£10.00	Special Events	confirmed	Unbilled	#518436	Edit
<input type="checkbox"/>	12/11/2020	17:00	23:00	AWP 1 (5 aside)- 7 aside Pitch A	Abba Mania (Dancing Queen)	£300.00		confirmed	Unbilled	#522431	Edit
<input type="checkbox"/>	13/11/2020	18:00	19:30	AWP 2 (5 aside) - 7 aside Pitch A	david Dawns (Saints Football)	£52.50		confirmed	Unbilled	#514370	Edit
<input type="checkbox"/>	13/11/2020	18:00	20:00	Badminton Court 2	Paul Elliott's	£15.00	Sport & Fitness	confirmed	Unbilled	#518429	Edit
<input type="checkbox"/>	17/11/2020	09:00	10:00	Badminton Court 1	Katie Boxer (Katie Kickboxing)	£6.25		confirmed	Unbilled	#513654	Edit
<input type="checkbox"/>	20/11/2020	18:00	19:30	AWP 2 (5 aside) - 7 aside Pitch A	david Dawns (Saints Football)	£52.50		confirmed	Unbilled	#514370	Edit
<input type="checkbox"/>	20/11/2020	18:00	20:00	Badminton Court 2	Paul Elliott's	£15.00	Sport & Fitness	confirmed	Unbilled	#518429	Edit
<input type="checkbox"/>	27/11/2020	18:00	19:30	AWP 2 (5 aside) - 7 aside Pitch A	david Dawns (Saints Football)	£52.50		confirmed	Unbilled	#514370	Edit

- Once you've raised the invoices, check to ensure there are no unallocated credit notes. Do this on **Invoices** tab, selecting **Credit Notes** sub-tab. Click on the 'Unallocated' column header to sort by value. To action these, click on [View](#). This will bring up the credit note, with a drop down menu at the bottom to allocate to an invoice.

Number	Client	Created at	Value	Unallocated	Reason	
#109	jason stocks	16/11/2012	£2,350.00	£2,350.00		View
CN_GP382	Laura White (Yoga Buddies)	14/10/2015	£1,768.00	£1,768.00	test	View
CN_GP68	Beverley Roy (Art Club)	03/07/2013	£936.00	£936.00		View
CN_GP440	Mince Pies (Christmas cooking)	15/12/2015	£650.00	£650.00	cancel	View
CN_GP255	Bilbo Baggins	12/11/2014	£720.00	£621.00	rain	View
CN_GP426	Kathryn Garden (Star Makers)	15/12/2015	£608.34	£608.34	cancel	View
CN_GP415	Adam Smith (Church Group Leicester)	15/12/2015	£600.00	£600.00	cancel	View
CN_GP435	Paul Scholes (Football Conferences)	15/12/2015	£600.00	£600.00	cancel	View
CN_GP197	Craig Oliphant (Oliphants Amateur Swim Club)	16/06/2014	£600.00	£600.00		View

- The final step is to make sure that there are no unallocated payments. Do this on the **Payments** tab & use the filters shown below to identify these. To action these, click on [View](#)

ID	Date	Client	Method	Amount	Fees	Net	Status	Notes	Allocated	
<input checked="" type="checkbox"/> #45292	18/01/2016	Karen Taylor (Training Time)	Cash	£12.00	£0.00	£12.00	Paid	Cash in office	No	View
<input checked="" type="checkbox"/> #37414	20/10/2015	Sarah Stokes (abc childcare)	Cash	£200.00	£0.00	£200.00	Paid	accounts have informed me payment is made 1-10-15	No	View
<input type="checkbox"/> #37332	19/10/2015	Telma Louro	Cash	£200.00	£0.00	£200.00	Paid	paid 18-10-15	No	View
<input checked="" type="checkbox"/> #35751	01/10/2015	Danielle Tanser (Hinckley Swimmers)	Bank Transfer	£70.00	£0.00	£70.00	Paid	BACS rec 01/10/15	No	View
<input type="checkbox"/> #34948	17/09/2015	Liz Hughes (Dance classes)	Bank Transfer	£40.00	£0.00	£40.00	Paid	Cash received	No	View

Tip - It's essential to ensure that you've done the steps above to allocate any credit balances, as customers are only able to pay the invoice amount via GoCardless.