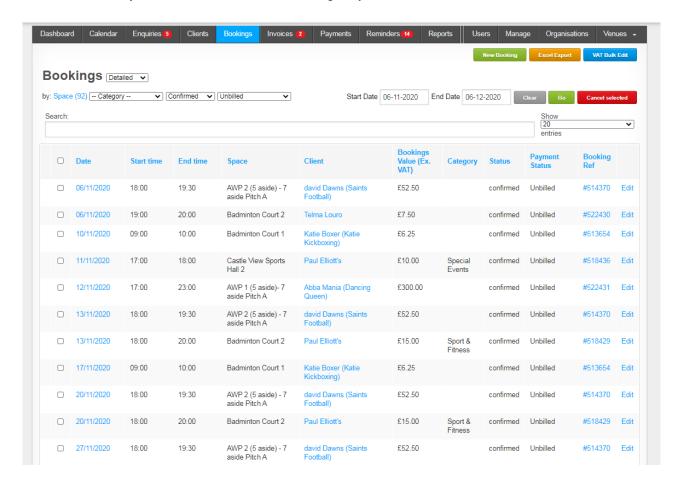
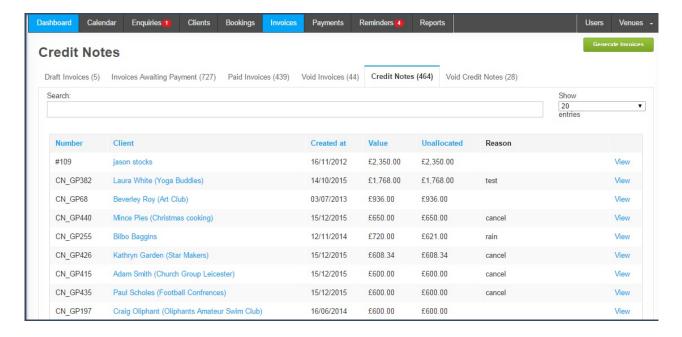


We recommend the following to make sure your invoicing is as accurate as possible:

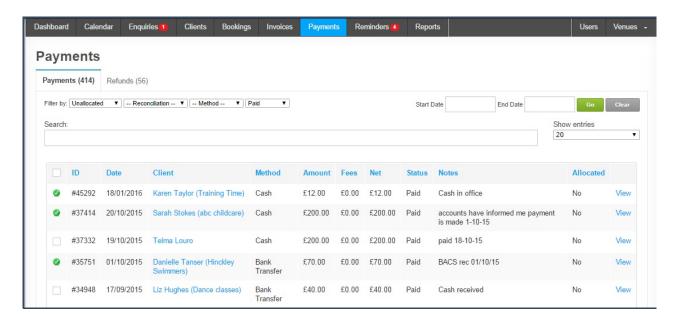
- Raise your invoices at the same time each month. This will benefit your customers, as they will know when to expect the
 invoices & also help with your administration.
- Before you generate your invoices for the month, check the Bookings tab to see if any bookings from the previous month
 are unbilled. 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.



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.



• 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



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.