

Weekly invoicing



Last Modified on 06/11/2020 1:05 pm GMT

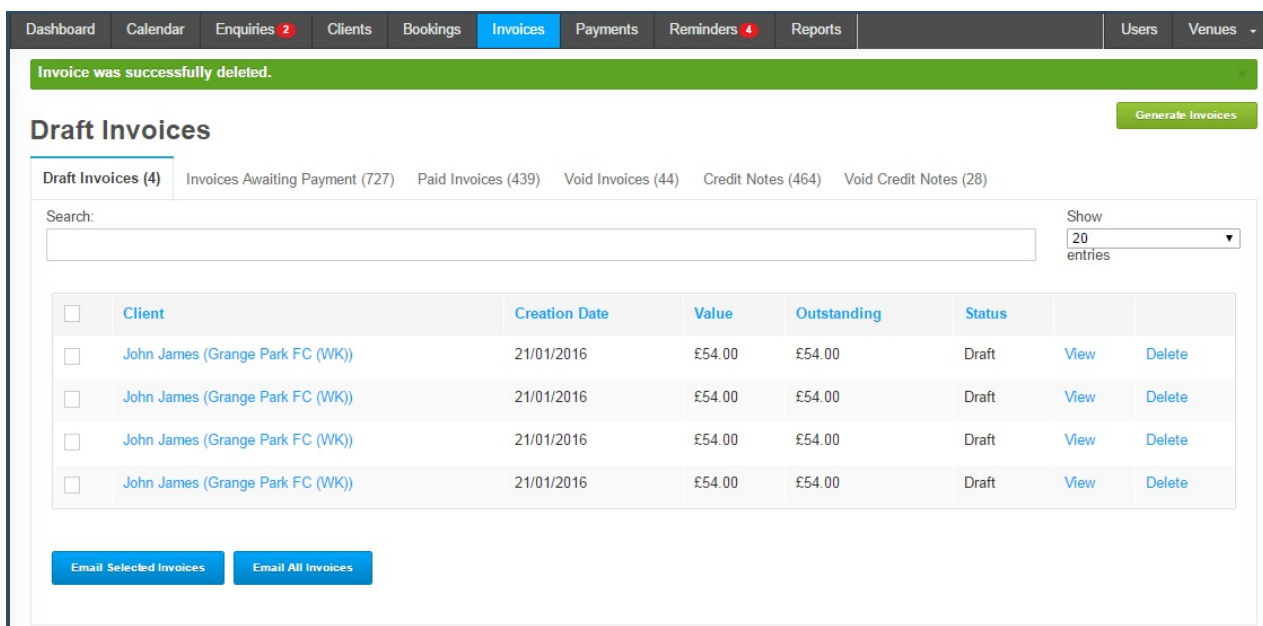
Weekly invoicing can be a common request, particularly for football groups. By raising them weekly, this allows the client to pay the invoice via GoCardless, reducing the need for you to collect their cash on a weekly basis.

We'd recommend that these invoices are done first, before you do the bulk invoice run for your school. To identify these clients, why not put a flag against their client account. See our article on how to set this up [here](#).

If rather than manually bulk invoicing your clients you have automated invoicing setup, you tick exclude certain clients from being picked up in the run. See our Automated invoicing article on how to set this up [here](#).

Follow these invoicing instructions for weekly invoices:

- Use the **Clients** tab to select the client you wish to invoice
- Scroll to the bottom of the client page
- Click on the  option
- Enter the dates for the first week of the month, select 
- Use back button on browser & repeat date process until you've completed each week.
- Now the invoices are available to view either on the client account or on the **Invoices** tab. Simply click to send them now, or as part of your bulk invoice run.



Dashboard Calendar Enquiries 2 Clients Bookings **Invoices** Payments Reminders 4 Reports Users Venues -

Invoice was successfully deleted.

Draft Invoices Generate Invoices

Draft Invoices (4) Invoices Awaiting Payment (727) Paid Invoices (439) Void Invoices (44) Credit Notes (464) Void Credit Notes (28)

Search: Show 20 entries

<input type="checkbox"/>	Client	Creation Date	Value	Outstanding	Status		
<input type="checkbox"/>	John James (Grange Park FC (WK))	21/01/2016	£54.00	£54.00	Draft	View	Delete
<input type="checkbox"/>	John James (Grange Park FC (WK))	21/01/2016	£54.00	£54.00	Draft	View	Delete
<input type="checkbox"/>	John James (Grange Park FC (WK))	21/01/2016	£54.00	£54.00	Draft	View	Delete
<input type="checkbox"/>	John James (Grange Park FC (WK))	21/01/2016	£54.00	£54.00	Draft	View	Delete

Email Selected Invoices Email All Invoices