## Invoicing tips

Last Modified on 26/04/2018 9:38 am BST

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.

	e (92) Catego	ry 🗸	Confirmed 🗸	Unbilled 🗸	Start Date 06-11-2020 End Date 06-12			2-2020 Clear Go Cancel sel			
arch:									Show 20 entries		~
	Date	Start time	End time	Space	Client	Bookings Value (Ex. VAT)	Category	Status	Payment Status	Booking Ref	
	06/11/2020	18:00	19:30	AWP 2 (5 aside) - 7 aside Pitch A	david Dawns (Saints Football)	£52.50	£52.50		Unbilled	#514370	Edi
	06/11/2020	19:00	20:00	Badminton Court 2	Telma Louro	£7.50		confirmed	Unbilled	#522430	Edi
	10/11/2020	09:00	10:00	Badminton Court 1	Katie Boxer (Katie Kickboxing)	£6.25		confirmed	Unbilled	#513654	Edi
	11/11/2020	17:00	18:00	Castle View Sports Hall 2	Paul Elliott's	£10.00	Special Events	confirmed	Unbilled	#518436	Edi
	12/11/2020	17:00	23:00	AWP 1 (5 aside)- 7 aside Pitch A	Abba Mania (Dancing Queen)	£300.00		confirmed	Unbilled	#522431	Edi
	13/11/2020	18:00	19:30	AWP 2 (5 aside) - 7 aside Pitch A	david Dawns (Saints Football)	£52.50		confirmed	Unbilled	#514370	Edi
	13/11/2020	18:00	20:00	Badminton Court 2	Paul Elliott's	£15.00 Sport & Fitness		confirmed	Unbilled	#518429	Edi
	17/11/2020	09:00	10:00	Badminton Court 1	Katie Boxer (Katie Kickboxing)	£6.25		confirmed	Unbilled	#513654	Edi
	20/11/2020	18:00	19:30	AWP 2 (5 aside) - 7 aside Pitch A	david Dawns (Saints Football)	£52.50		confirmed	Unbilled	#514370	Edi
	20/11/2020	18:00	20:00	Badminton Court 2	Paul Elliott's	£15.00 Sport & Fitness		confirmed	Unbilled	#518429	Edi
	27/11/2020	18:00	19:30	AWP 2 (5 aside) - 7 aside Pitch A	david Dawns (Saints Football)	£52.50		confirmed	Unbilled	#514370	Edi

Once you're 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.

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nvoices Awaiting Payment (727) Paid Invoices (439)	Void Invoices (44)	Credit Note	s (464) Void Cree	dit Notes (28)		
					Show 20 entries	
Client	Created at	Value	Unallocated	Reason		
ason stocks	16/11/2012	£2,350.00	£2,350.00			View
Laura White (Yoga Buddies)	14/10/2015	£1,768.00	£1,768.00	test		View
Beverley Roy (Art Club)	03/07/2013	£936.00	£936.00			View
Mince Pies (Christmas cooking)	15/12/2015	£650.00	£650.00	cancel		View
Bilbo Baggins	12/11/2014	£720.00	£621.00	rain		View
Kathryn Garden (Star Makers)	15/12/2015	£608.34	£608.34	cancel		View
Adam Smith (Church Group Leicester)	15/12/2015	£600.00	£600.00	cancel		View
Paul Scholes (Football Confrences)	15/12/2015	£600.00	£600.00	cancel		View
	ason stocks aura White (Yoga Buddies) leverley Roy (Art Club) lince Pies (Christmas cooking) ilbo Baggins iathryn Garden (Star Makers) dam Smith (Church Group Leicester)	Ason stocks 16/11/2012 aura White (Yoga Buddies) 14/10/2015 leverley Roy (Art Club) 03/07/2013 fince Pies (Christmas cooking) 15/12/2015 ilibo Baggins 12/11/2014 ilibo Baggins 15/12/2015 dam Smith (Church Group Leicester) 15/12/2015	Image: son stocks     16/11/2012     £2,350.00       aura White (Yoga Buddies)     14/10/2015     £1,768.00       aura White (Yoga Buddies)     03/07/2013     £936.00       teverley Roy (Art Club)     03/07/2013     £936.00       tince Pies (Christmas cooking)     15/12/2015     £650.00       tilbo Baggins     12/11/2014     £720.00       tathryn Garden (Star Makers)     15/12/2015     £608.34       dam Smith (Church Group Leicester)     15/12/2015     £600.00	Inson stocks     Inf/1/2012     £2,350.00     £2,350.00       aura White (Yoga Buddies)     14/10/2015     £1,768.00     £1,768.00       aura White (Yoga Buddies)     03/07/2013     £936.00     £936.00       leverley Roy (Art Club)     03/07/2013     £936.00     £650.00       lince Pies (Christmas cooking)     15/12/2015     £650.00     £651.00       libo Baggins     12/11/2014     £720.00     £621.00       liathryn Garden (Star Makers)     15/12/2015     £608.34     £608.34       dam Smith (Church Group Leicester)     15/12/2015     £600.00     £600.00	Initial State     Initial	Item     Created at     Value     Unallocated     Reason       ason stocks     16/11/2012     £2,350.00     £2,350.00     £2,350.00       aura White (Yoga Buddies)     14/10/2015     £1,768.00     £1,768.00     test       everley Roy (Art Club)     03/07/2013     £936.00     £936.00     cancel       tince Pies (Christmas cooking)     15/12/2015     £650.00     £650.00     cancel       tilbo Baggins     12/11/2014     £720.00     £621.00     rain       tathryn Garden (Star Makers)     15/12/2015     £600.00     £600.00     cancel

• 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

2											
ayme	ents (414)	Refunds (56	)								
Filter by	: Unallocate	d 🔻 Reco	nciliation 🔻 🔤 Method 🔻	Paid 🔻				Start D	Date End Date	Go	Clear
Search	1:									ow entries	
									20		
					4	_			1.2		
	ID	Date	Client	Method	Amount	Fees	Net	Status	Notes	Allocated	
0	#45292	18/01/2016	Karen Taylor (Training Time)	Cash	£12.00	£0.00	£12.00	Paid	Cash in office	No	View
0	#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
	#37332	19/10/2015	Telma Louro	Cash	£200.00	£0.00	£200.00	Paid	paid 18-10-15	No	View
0	#35751	01/10/2015	Danielle Tanser (Hinckley Swimmers)	Bank Transfer	£70.00	£0.00	£70.00	Paid	BACS rec 01/10/15	No	View
	#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.