

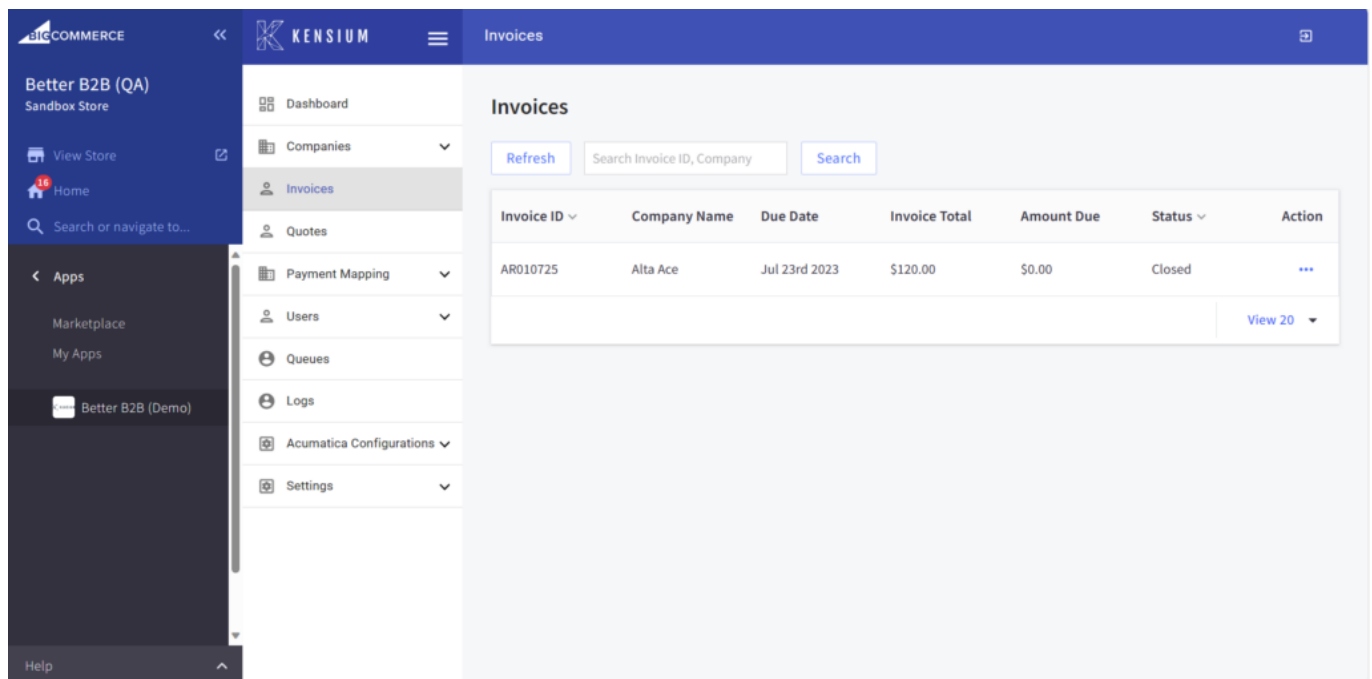
# Managing Invoices in B2B



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.

REX

INTELLIGENCE

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Invoices

Refresh

Invoice: AR010725

Type:	Invoice	Customer:	Atta Ace	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 28th 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 Discount 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	004366	CJC	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	By5539dx	\$120.00	\$0.00	\$0.00	Nov 28th 2023	\$0.00	By5539dx

Invoice Addresses

Address Type	Contact Name	Address
Billing	Atta Ace	156 108th Ave New York NY 10081United States of America 10011
Shipping	Atta Ace	156 108th Ave New York NY 10081United States of America 10011

Preview of the Invoice