

Open Invoices Overview

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Under the Open Invoices area, all invoices associated with the customer with a balance due will be listed. When highlighting one of the open Invoices in the Active Pane and right-clicking, there are several options available; New Invoice, Edit Invoice, Export Invoice Detail, Credit Off Invoice, Create Credit From, Create Cycle Invoice Now, Make EFT Payment, and Refresh. If your company is using Credit Requests, the Credit Off Invoice and Create Credit From options will not be available. If the User does not have the appropriate permissions, some or all of the right-click options will be dimmed out.

Follow the links below for detailed information of each right-click option.

- [New Invoice](#)
- [Edit Invoice](#)
- [Export Invoice Detail](#)
- [Credit Off Invoice](#)
- [Create Credit From](#)
- [Create Cycle Invoice Now](#)
- [Make EFT Payment](#)
- [Refresh](#)

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