


How to amend an invoice

1. Click on 'Work' then 'Invoicing'



Purefresh Fruit Juice Ltd.

Overview | Contacts | Work ▾ | Bills

Overview

Estimates
Projects
Time Tracking
Invoicing

Profit And Loss | Tax Timeline

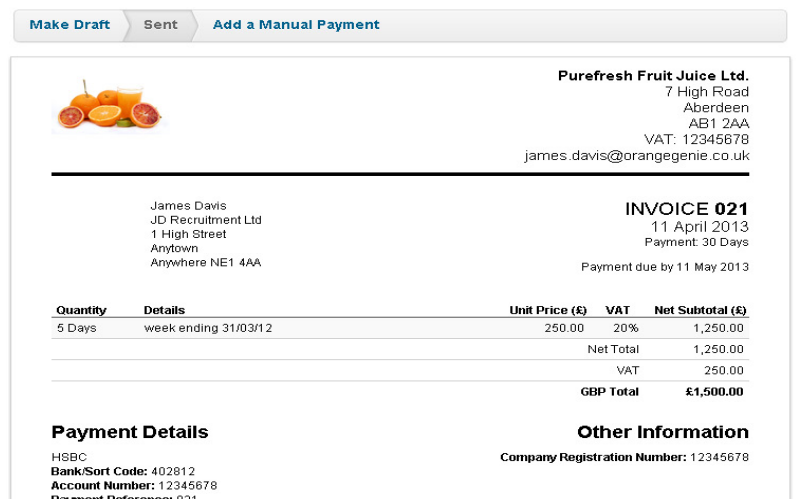
2. Click on the relevant invoice which needs to be amended

Date	Invoice	Description	Amount	Status
09 Nov 12	Invoice 008	JD Recruitment Ltd: Deskside Support	3,000.00	Paid on – 09 Dec 12
16 Nov 12	Invoice 009	JD Recruitment Ltd: Deskside Support	3,000.00	Paid on – 16 Dec 12
23 Nov 12	Invoice 010	JD Recruitment Ltd: Deskside Support	3,000.00	Paid on – 23 Dec 12
30 Nov 12	Invoice 011	JD Recruitment Ltd: Deskside Support	3,000.00	Paid on – 30 Dec 12
07 Dec 12	Invoice 012	JD Recruitment Ltd: Deskside Support	3,000.00	Paid on – 06 Jan 13
14 Dec 12	Invoice 013	JD Recruitment Ltd: Deskside Support	3,000.00	Paid on – 13 Jan 13
14 Dec 12	Invoice 018	JD Recruitment Ltd: Deskside Support	600.00	Overdue – due 3 months ago
21 Dec 12	Invoice 014	JD Recruitment Ltd: Deskside Support	3,000.00	Overdue – due 3 months ago
04 Jan 13	Invoice 015	JD Recruitment Ltd: Deskside Support	1,800.00	Overdue – due 2 months ago
11 Jan 13	Invoice 016	JD Recruitment Ltd: Deskside Support	2,700.00	Overdue – due 2 months ago
15 Jan 13	Invoice 019	JD Recruitment Ltd: Deskside Support	3,900.00	Overdue – due about 1 month ago
11 Apr 13	Invoice 021	JD Recruitment Ltd: Deskside Support	1,500.00	Open – due in about 1 month
GBP Total			£52,500.00	Due £13,500.00

3. Click on Edit at the right hand side to amend the line(s) already on the invoice or click on add invoice item to create a new line.

Tips:

To change the invoice date, time, payment terms and invoice number click on edit at the top of the screen.



Make Draft | Sent | Add a Manual Payment

Purefresh Fruit Juice Ltd.
7 High Road
Aberdeen
AB1 2AA
VAT: 12345678
james.davis@orangegenie.co.uk

James Davis
JD Recruitment Ltd
1 High Street
Anytown
Anywhere NE1 4AA

INVOICE 021
11 April 2013
Payment: 30 Days
Payment due by 11 May 2013

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
5 Days	week ending 31/03/12	250.00	20%	1,250.00
			Net Total	1,250.00
			VAT	250.00
			GBP Total	£1,500.00

Payment Details
HSBC
Bank/Sort Code: 402812
Account Number: 12345678
Payment Reference: 021

Other Information
Company Registration Number: 12345678