

Managing Invoices

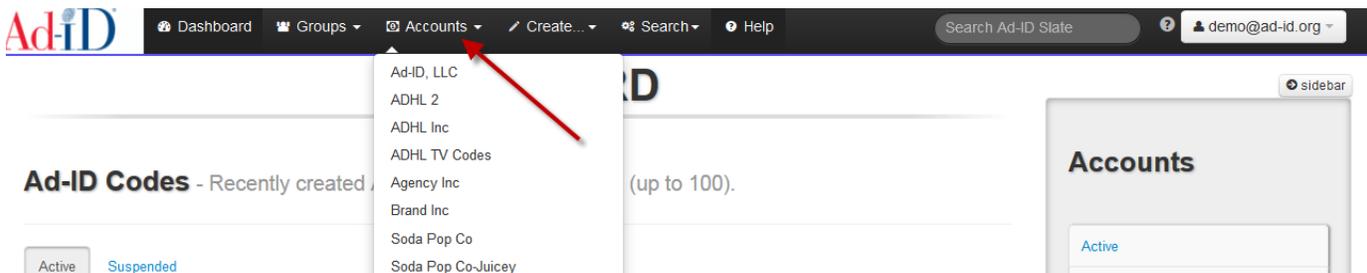
Ad-ID codes are created at www.ad-id.org. In order to create a code, you must first have a group, prefix and account set up and associated to each other. This document will provide instructions on how to manage invoices.

Invoices are available directly on the Ad-ID system and are accessible within an account. Accounts are used to purchase credits so that you can create codes. Anyone with access to the account can view the invoice log and there are various types of invoices available.

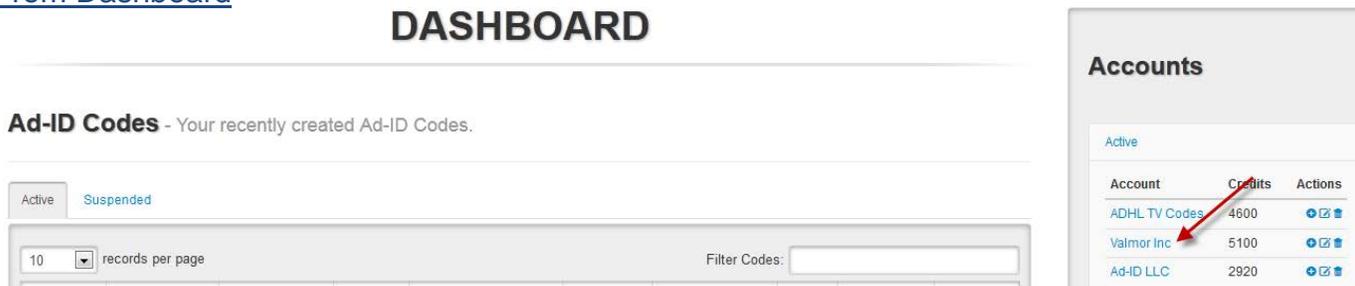
Accessing Invoices

1. To access the account, click on the Accounts drop down menu from the top navigation bar or click on the Account name on the right side of your dashboard.

From Navigation Bar



From Dashboard



- Click on the Invoice Log to view all invoices for the account.

ADHL Purchase Credits

Account Details (1 credit = \$1)

Credits Available	2,480
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ACCOUNT ACTIONS

- [Edit Account](#)
- [Purchase Credits](#)
- [Calculator](#)
- [Invoice Log](#)

- Within the invoice log, you can view the following four invoice types:
 - Deposit Invoice:** For purchases made on the account. The only invoices that users will need to process for payment (unless pre-paid by credit card). Emailed to invoice recipients at end of day.
 - Usage Receipt:** Reflects the usage that has occurred on the account (code/prefix creation). Usage is combined for the entire day. Usage receipts are not available until the following day. Payment is not required.
 - Credit Memo:** Refunds made to the account. Payment is not required.
 - Reversal Receipt:** A credit has been processed for a code by customer relations. Payment is not required.

Invoice Log - A list of invoices in this account. Invoice Search

Today's [usage](#) and [reversal](#) receipts will not be available until tomorrow.
 This invoice log does not provide information on invoice payments.
 Please contact accounting@ad-id.org for payment status or to request a statement.
 Need an explanation of invoice types? [?](#)

Click on deposit to view invoice

Showing 1 - 3 of 3 results « ← Prev 1 Next → »

Show entries Actions:

<input type="checkbox"/>	Type	Payment Method	Invoice #	Amount	Date	Edit Invoice
<input type="checkbox"/>	usage		0078899	-\$980.00	2015-11-20	
<input type="checkbox"/>	deposit	Purchase Order 36959	0078878	\$60.00	2015-09-24	✎
<input type="checkbox"/>	deposit	Purchase Order 213412c	0078780	\$3,400.00	2015-08-31	✎

Showing 1 - 3 of 3 results « ← Prev 1 Next → »

Note: The Ad-ID system does not have receivables information so you cannot see invoice payments on the system. Regular monthly statements will be emailed from a separate accounting system to the email addresses that are set up as statement recipients. Please contact accounting@ad-id.org for payment status or to request a statement.

Exporting Invoices

1. Click on the link in the Type column and this provides a pdf of the invoice.
2. Use check boxes to choose one or multiple invoices and use the drop down to export invoices. You can email or print the invoices using one of four options:
 - a. **Email:** A message in the body of the email is required and you can enter multiple emails by using a comma separated list. The invoice will be emailed as a pdf attachment.
 - b. **Export as one PDF:** You can select invoices and export them as one pdf. This will open the invoices in one file for easier printing of multiple invoices.
 - c. **Export as Individual PDFs:** This will provide a zip file that contains a pdf with each individual invoice.
 - d. **Print Log:** Allows you to print the information from the invoice log as you see it in the table.
 - e. **Export Log:** Allows you to export information from the invoice log to Excel.

The screenshot shows a web interface for managing invoices. At the top, it says "Showing 1 - 3 of 3 results". Below this, there is a "Show 25 entries" dropdown and an "Actions:" dropdown menu currently set to "Selected". A red arrow points from the text "Check the items you want to export" to the checkboxes in the table. Another red arrow points from the text "Use the menu to select the export option" to the "Selected" dropdown menu. The table has columns for "Invoice #", "Amount", "Date", and "Edit Invoice". Three rows are visible, with the first two having checkboxes checked. A dropdown menu is open over the "Selected" dropdown, listing the following actions: "Email", "Export as One PDF", "Export as Individual PDFs", "Print Log", and "Export Log to Excel".

	Type	Payment M	Invoice #	Amount	Date	Edit Invoice
<input type="checkbox"/>	usage		0078899	-\$980.00	2015-11-20	
<input checked="" type="checkbox"/>	deposit	Purchase O	0078878	\$60.00	2015-09-24	
<input checked="" type="checkbox"/>	deposit	Purchase O	0078780	\$3,400.00	2015-08-31	

Editing Invoices

1. Click on the edit button across from the invoice.
 - a. You can only edit deposit invoices.
 - b. Invoices cannot be edited by the Ad-ID customer relations team. Changes must be made online by the user.
 - c. The Administrator of the account and the user that made the purchase are the only ones that can edit the invoice.

Showing 1 - 3 of 3 results

Only deposit invoices can be edited

← Prev 1 Next →

Show 25 entries Actions: Selected

Click button to edit invoice

<input type="checkbox"/>	Type	Payment Method	Invoice #	Amount	Date	Edit Invoice
<input type="checkbox"/>	deposit	Purchase Order 213412c	0078780	\$3,400.00	2015-08-31	

2. You cannot edit the invoice date or amount. You can update the billing contact, billing company, address, purchase order, job # and invoice note field.

> Edit invoice #0078780

Created: 2015-08-31 15:26 **This information cannot be edited**

Transaction Type: deposit

Amount: 3400

Billing Information

Update fields as needed

Contact Name *: Peter Piper

Company Name *: 72andSunny Partners

Address *: 413 2nd Ave

Address 2:

Purchase Order #: 213412c

Enter your Job/Project #:

City *: Los Angeles

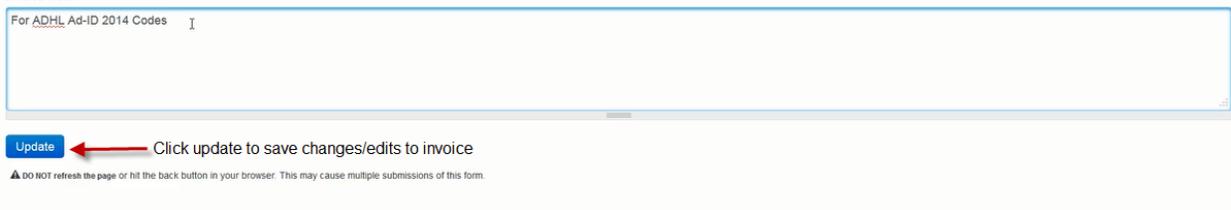
State *: CA|California

Zip Code *: 12657

Country *: United States

Invoice Note:

3. Click update to save the changes.
 - a. You can immediately print or email a copy of the invoice which includes the changes you have made.
 - b. Invoices are not emailed automatically from the Ad-ID system after changes are made.



4. Click on the icon in the first column in the Invoice Log to view the invoice edit history.

Showing 1 - 3 of 3 results ← Prev 1 Next →

Show entries Actions:

<input type="checkbox"/>	Type	Payment Method	Invoice #	Amount	Date	Edit Invoice
<input type="checkbox"/>	deposit	 Purchase Order[213412c	0078780	\$3,400.00	2015-08-31	

5. On the Invoice Edit History screen, you can view changes that have been made to an invoice.

Invoice 0000118 **Edit History** - A list of changes to this invoice.

Changes made to invoice

Showing 1 - 2 of 2 results ← Prev 1 Next →

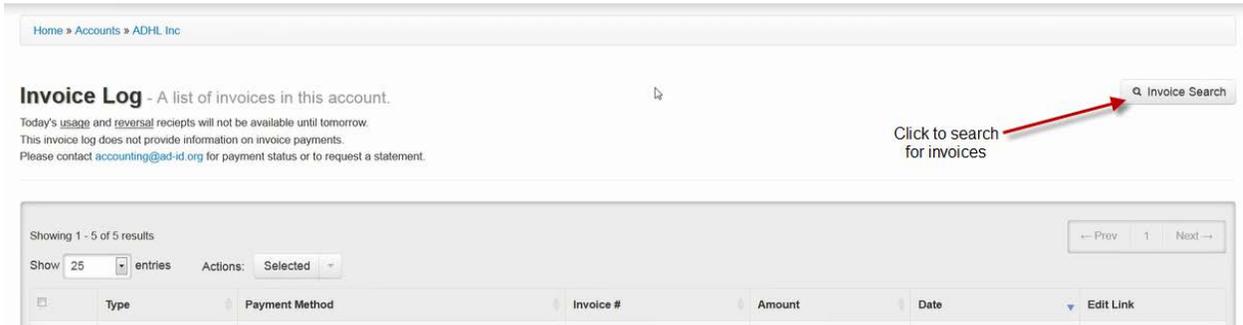
Show entries

	User	Field Changed	Old Value	New Value	Date Changed
	 demo@ad-id.org	po number	65742	65711	2014-03-19 11:09:56
	 demo@ad-id.org	job number		7894	2014-03-19 11:09:56

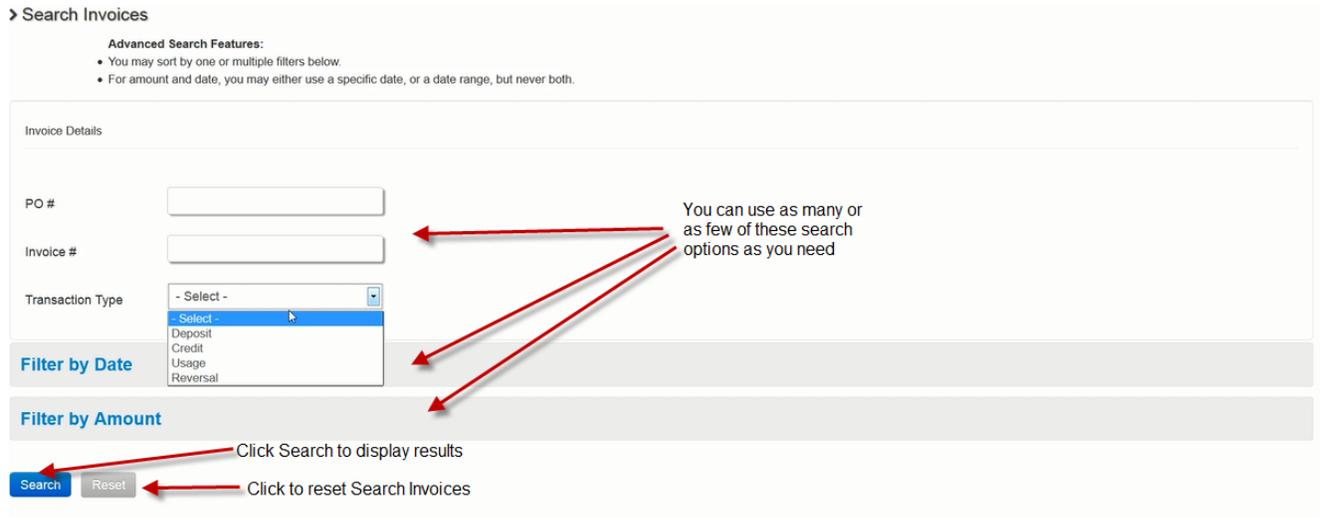
Showing 1 - 2 of 2 results ← Prev 1 Next →

Searching for Invoices

1. On the Invoice Log screen, click on Invoice Search.



2. You can look for invoices by PO #, Invoice #, transaction type, specific date or date range. You can also enter a specific amount or find invoices over or under a certain amount. You can use as many or as few of these options as you need.



3. The search results will display in the invoice log where you can print, email or edit the invoice(s).

Please visit www.ad-id.org to access additional help instructions or contact Ad-ID Customer Relations at 704-501-4410 or cs@ad-id.org.