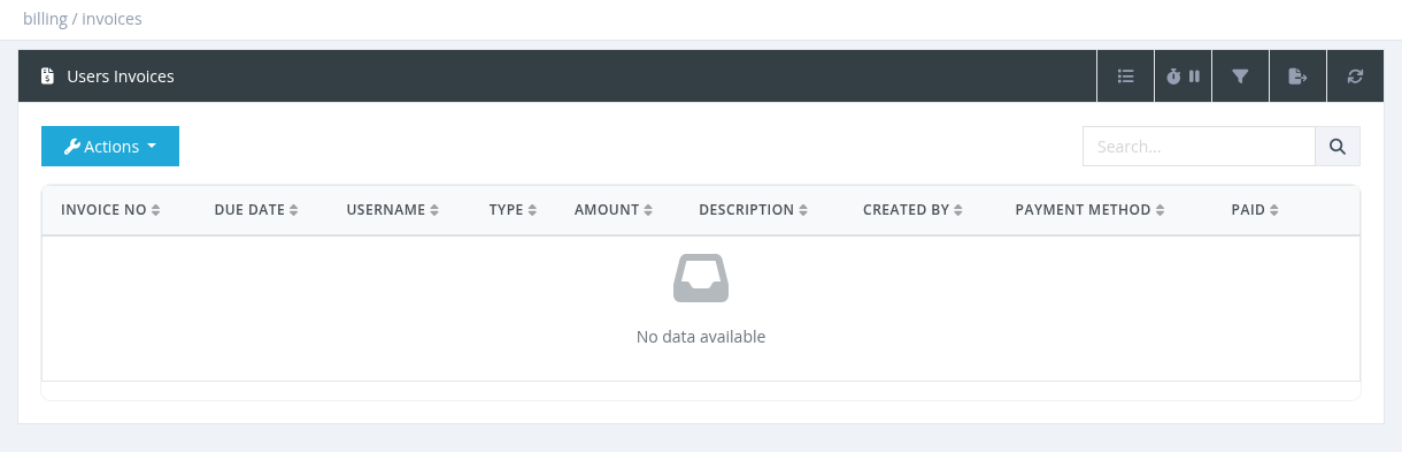
User Invoices

Billing → User Invoices lists the invoices of the subscribers you manage (your users and your sub-managers' users).



Columns

Invoice No (click to open), **Due Date**, **Username**, **Type**, **Amount**, **Description**, **Created By**, **Payment Method**, **Paid** (check mark), and **Date** (hidden by default).

- The **Search** box finds an invoice by its number.
- The **Advanced Filter** filters by **Invoice Status** (All / Paid / Unpaid) and **Username**.
- **Export** saves up to 1,000 invoices to Excel.

Actions

Action	What it does
Pay Invoice	Marks the invoice as paid (for example after the subscriber paid you in cash). It only changes the invoice status; balances and debts are not changed.
Un-Pay Invoice	Marks a paid invoice as unpaid **and adds the amount as a debt** on the user (shown in the Debts column of the Users List). Use *Pay Debt* on the user when the money is received.
Download	Downloads the invoice as PDF.

Action	What it does
Invoice Designer	Opens the Invoice Designer (system administrators).

- Only the manager who created an invoice, or a system administrator, can pay, un-pay or edit it. Automatic postpaid invoices can be handled by system administrators.
- Invoices can't be deleted. To correct a manual invoice, open it and edit the lines.

> A user's invoices are also shown on the user details page, in the **Invoices** tab.

Required permission: Billing and Users - Show Users Invoices

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