

Air4media Pilot v10 BETA | **ACME Creative Agency** OWNER | ACME Creative Agency | Laurent P Groult

Dashboard | Documentation

CLIENTS > | DIGITAL ASSETS > | FLYING LICENSE > | WEBSITE > | AI > | SETTINGS > | PLATFORM >

Invoicing

- Company Management
- User Management
- System Settings
- Module Manager
- Menu Management
- Domain Manager
- Page Management
- Template Management
- Service Manager
- Backup
- Onboarding
- Log Manager
- Login Monitor

\$64,650 TOTAL INVOICED

\$20,750 OUTSTANDING

2 OVERDUE

\$43,900 PAID

Search... All Statuses + Create Invoice Template Editor Settings Sync QuickBooks

Invoice #	Client	Issue Date	Due Date	Total	Balance Due	Status	Payment Options
INV-20260316-2157	X17 Agency	3/15/2026	3/15/2026	\$1,850.00	\$1,850.00	overdue	ACH, Zelle, Check
INV-20260203-6579	X17 Agency	2/3/2026	2/3/2026	\$1,850.00	\$0.00	paid	Card, Zelle, Check
INV-20260114-2568	Air4.media Website	1/13/2026	1/13/2026	\$20,000.00	\$0.00	paid	ACH, Zelle, Check
INV-20260109-5837	X17 Agency	1/9/2026	1/9/2026	\$1,850.00	\$0.00	paid	Card, ACH, Zelle, Check
INV-20251201-3262	X17 Agency	11/30/2025	11/30/2025	\$1,850.00	\$0.00	paid	Card, ACH, Zelle, Check
INV-20251106-5892	X17 Agency	11/5/2025	11/5/2025	\$1,850.00	\$0.00	paid	ACH, Zelle, Check
INV-20251002-9743	X17 Agency	10/1/2025	10/1/2025	\$1,850.00	\$0.00	paid	ACH, Zelle, Check
INV-20250902-3652	X17 Agency	9/1/2025	9/1/2025	\$1,850.00	\$0.00	paid	ACH, Zelle, Check
INV-20250801-4409	X17 Agency	7/31/2025	8/1/2025	\$1,850.00	\$0.00	paid	Card, Zelle, Check
INV-20250701-7104	X17 Agency	6/30/2025	6/30/2025	\$1,850.00	\$0.00	paid	Card, Zelle, Check
INV-20250618-8655	X17 Agency	6/17/2025	6/17/2025	\$23,900.00	\$18,900.00	overdue	Card, ACH, Zelle, Check
INV-20250601-8880	X17 Agency	5/31/2025	6/4/2025	\$4,100.00	\$0.00	paid	Card, ACH, Zelle, Check

Showing 1 to 12 of 12 records Previous 1 Next

Invoicing

Create, send, and track professional invoices — from first draft to final payment — with online payment collection, full payment history, and your own branded invoice design.

Key Features

- **Invoice Creation:** Add line items, quantities, rates, and taxes; totals calculate in real time
- **Online Payments:** Accept credit cards via Stripe — clients pay directly from their invoice

link

- **Multiple Payment Methods:** Offer Stripe, ACH, Zelle, check, or wire transfer on any invoice
- **Public Invoice Link:** Every invoice gets a secure shareable link — clients view and pay without logging in
- **Status Tracking:** Invoices move through Draft → Sent → Partially Paid → Paid automatically, or update manually
- **Payment History:** See all payments per invoice; edit manual entries or issue Stripe refunds directly
- **Partial Payments:** Record multiple payments — the balance updates automatically after each one
- **Template Editor:** Customize your invoice with your logo, brand colors, payment terms, and footer text
- **QuickBooks Export:** Export selected invoices to QuickBooks in one click
- **Duplicate & Reuse:** Clone any invoice instantly, or build line items from your saved products library
- **PDF Download:** Download or print any invoice as a PDF
- **Recurring Invoices:** Set invoices to repeat on a schedule and manage them from the recurring view
- **Dashboard Stats:** Total invoiced, outstanding balance, overdue count, and paid total at a glance

How to Use

Create an Invoice

1. Click **Create Invoice**
2. Select a client and set the issue and due dates
3. Add line items — description, quantity, and rate; the total calculates automatically
4. Choose which payment methods to offer (Stripe, ACH, Zelle, check, wire)
5. Click **Save** to store as a draft

Send an Invoice

1. Open an invoice and click **Send**
2. Add recipients — contacts auto-suggest as you type (To, CC, BCC)
3. Optionally edit the subject and add a personal note
4. Click **Send Invoice** — your client receives an email with a "View & Pay Invoice" button

Record a Payment

1. Click **Record Payment** on any sent invoice
2. Enter the amount, payment method, and date; save
3. The balance updates automatically — status changes to Paid when settled in full

View Payments & Issue Refunds

1. Click **Payments** on any invoice to open the payment history
2. Edit manual entries or delete them as needed
3. For Stripe payments, click **Refund**, enter the amount and reason, and confirm

Customize Your Invoice Design

1. Click **Template Editor** in the toolbar
2. Upload your logo, set your brand colors, and fill in your company details
3. Add payment terms and a footer note; save — all invoices update immediately

Tips

- Drafts are invisible to clients — finalize before sending
- Use **Duplicate** from the row menu to clone an invoice and avoid re-entering line items
- Select multiple invoices to batch-send emails, export to QuickBooks, or delete at once
- Use **Mark as Sent** or **Mark as Draft** from the row menu to adjust status manually
- The **Overdue** stat turns red when invoices are past due — click it to filter the list
- Only draft or cancelled invoices can be permanently deleted