

Invoicing Concepts: Invoicing in LogiPoint Web Industrial is a two-step process: First, print invoices for selected loads and second, transfer invoicing information to QuickBooks Online.

To generate printed invoices from within LogiPoint Web Industrial, select the **Invoicing** option from the **Invoicing** menu. This will display a list of all loads that are ready to be invoiced (to see when a load will appear in this list please refer to the “More Information: Load Status Categories” document). Check the loads you want to invoice and click the “Generate Invoices” button in the toolbar: This will download, to your browser, a PDF document for each invoice produced. You may rerun this process as many times as necessary, until you are satisfied with the output. You can then print, fax or email invoices directly from the PDF (this depends on the browser and PDF plugin installed on your computer). The process of selecting the **Invoicing** option, generating invoices and then transferring them to QuickBooks is known in LogiPoint as an invoice “run”.

Please note that, in order to avoid document duplication and possible data corruption, LogiPoint Web Industrial allows only one operator to run invoicing at a time. Once an operator starts an invoice run, **the “Generate Invoices” button will be unavailable to all other users**. This will be the case until invoices are transferred to QuickBooks **or** a user selects the **Clear Pending Invoices** option from the **Invoicing** menu. The **Clear Pending Invoices** option ends the invoice run without transferring invoice information to QuickBooks; all loads previously selected for invoicing will be removed from the queue and again made available for editing. Further, **any** operator will then be able to start a new invoice run.