

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

Dashboard | Documentation

**\$87,150** TOTAL INVOICED | **\$9,000** OUTSTANDING | **1** OVERDUE | **\$49,750** PAID

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

Invoice #	Client	Issue Date	Due Date	Total	Balance Due	Status	Payment Options
INV-TEST-69d2caaa4870c	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d2caab672f3	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d2caab7b360	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	
INV-TEST-69d2cadf23344	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d28a70e1496	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d2cae03e5fb	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d2cae052185	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	
INV-TEST-69d28a7207d46	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d28a721b814	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	
INV-TEST-69d2cb1060a30	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d28b464d480	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d2cb117bbe4	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d2cb118f4f1	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	
INV-TEST-69d28b476868d	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d28b477c202	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	

Showing 1 to 15 of 75 records | Previous 1 2 ... 5 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, and rates; totals calculate in real time
- **Online Payments:** Accept credit cards via Stripe — clients pay directly from their invoice link; optionally pass the card processing fee to the client
- **Multiple Payment Methods:** Offer Stripe, ACH, Zelle, check, or wire transfer on any invoice

- **Public Invoice Link:** Every invoice gets a short, secure shareable link (inv.air4.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, and footer text
- **QuickBooks Export:** Export selected invoices to QuickBooks in one click
- **PDF Download:** Download or print any invoice as a PDF
- **Dashboard Stats:** Total invoiced, outstanding balance, overdue count, and paid total at a glance — click any stat card to filter the list instantly

## 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; use To, CC, and BCC fields as needed
3. Optionally type a personal note to include in the email
4. Click **Send Invoice** — your client receives an email with a "View & Pay Invoice" button; the invoice moves from Draft to Sent automatically

### 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 payment entries or delete non-Stripe payments as needed
3. For Stripe payments, click **Refund**, choose full or partial refund, select a 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 a footer note and save — all invoices update immediately

## Tips

- Drafts are invisible to clients — finalize before sending
- Use **Copy Link** from any invoice row to share the payment link directly, without sending an email
- Click **Pay Now** in a row to open the client's payment page instantly for quick follow-up
- 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
- Connect your Stripe account in **Settings** to enable online card payments