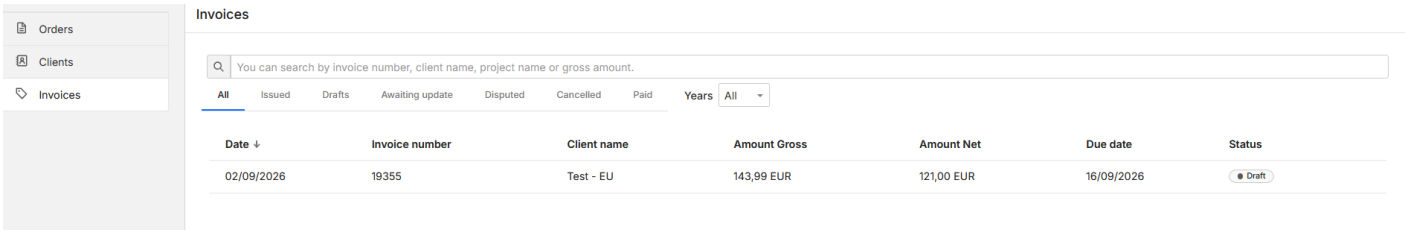
Check invoice status

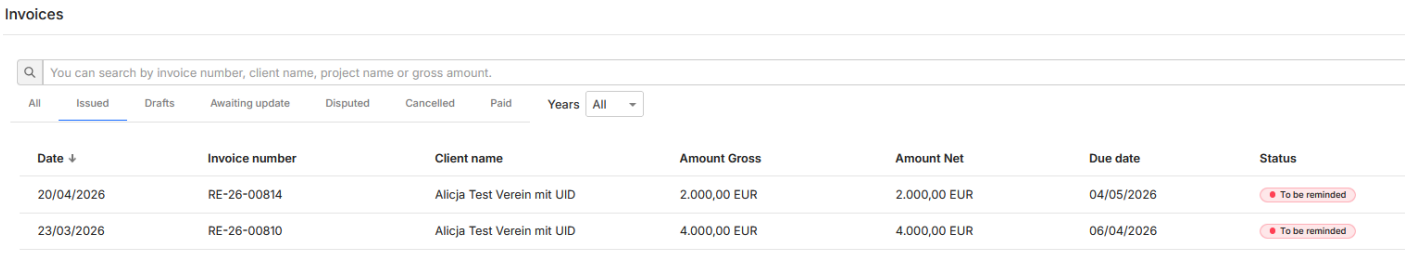
Invoices are created based on orders and go through different statuses. In the **“Invoices”** overview, you will find lists showing the current status of each of your invoices. Click on the relevant status to view and open your invoices.

Invoices are sent to your client by email based on the order. The client will receive an email containing the invoice as a PDF, as well as an e-invoice in XML format (XRechnung). If you have uploaded any additional attachments to be sent with the invoice, these will also be included in the email to the client.



All: all invoices in all statuses

Issued: these invoices have already been sent to the client and are waiting for payment. Here, you can see from the status whether the invoice has already been subject to a payment reminder and how many payment reminders have already been sent:



Drafts: Here you can find drafts of the invoices that are automatically generated in the portal 7 days prior to the invoice date (based on your order). As soon as the draft is ready, you will receive a notification per e-mail. At this point you can still request changes to the invoice. We will also adjust your budget overview, if necessary. Moreover, you can send the invoice yourself to the client via "Save and send", for example if the invoice is urgent. If you do not request any changes and leave the draft as is, the invoice will be sent by us on the scheduled invoice date.

image.png

Awaiting for update: these are the draft invoices that will be adjusted again by Smart at your request. As soon as they are processed, they change the status to "Invoiced".

Disputed: These are invoices that have been disputed by your clients. We will consult you about the needed changes and cancel the invoice if necessary.

Cancelled: These are invoices that have been cancelled. The client will receive a receipt of the cancellation of the invoice per e-mail. If a payment has already been done, it will be refunded by Smart to the client.

Paid: These invoices have been paid in full by the client.

All e-mail templates that clients receive from Smart in the process are listed in the next chapter.

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