



Invoice Workspace User Guide

Real Estate Manager

Version 26.2.1



Document Information

Notices

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Disclaimer

This guide is designed to help you to use the Real Estate Manager applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.



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The Invoice Workspace

Introduction

Real Estate Manager provides a flexible Invoice Management function that includes creating, tracking, and linking Invoices to Contracts. The system organizes Invoices according to payment direction, Ad Hoc or Recurring, and Linked or Unlinked to a Contract as described in the table below. Any combination of the Invoice characteristics can be used. For example, you can create a Payable Ad Hoc Invoice Linked to a Contract.

Invoice Characteristic	Description
Payable	Funds are paid out.
Receivable	Funds are received.
Ad-hoc	An invoice that is for a one-time good or service, does not recur on a regular schedule, or does not have a standard amount due or received.
Recurring	An invoice that recurs on a regular schedule for a standard amount.
Linked	An invoice that is linked to a contract.
Unlinked	An invoice that is not linked to a contract.

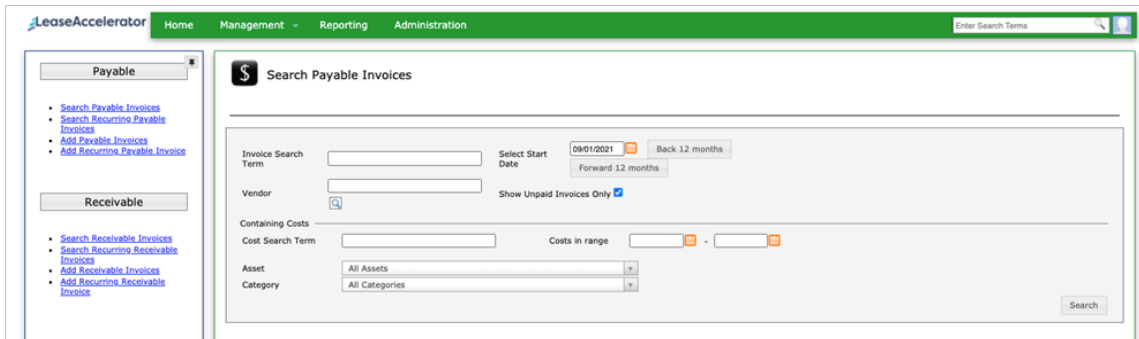
Recurring Invoice Description	Start Date	End Date	Contact	Assets	Category	Base Total	Tax Total
Monthly Payments	04/01/2020	03/31/2022	CBRE Group, Inc.	Acme Headquarters	Base Rent (Rent), CAM (Operating Expenses), Insurance (Insurance), Maintenance (Operating Expenses), Utilities (Operating Expenses)	\$11,161.00 USD	\$0.00 USD
Monthly Lease Payment	11/30/2018	N/A	U.S. Bancorp Finance, Inc.	Acme Nevada Office	Base Rent (Rent)	\$3,750.00 USD	\$0.00 USD
Monthly Lease Payment	09/01/2013	N/A	CBRE Group, Inc.	Acme Telecommunications	Base Rent (Rent), Utilities (Operating Expenses)	\$5,500.00 USD	\$0.00 USD
Monthly Lease Payment	03/01/2015	02/28/2025	U.S. Bancorp Finance, Inc.	Acme Texas Office	Base Rent (Rent), Utilities (Operating Expenses)	\$4,750.00 USD	\$0.00 USD

Adding Invoices in the User Interface

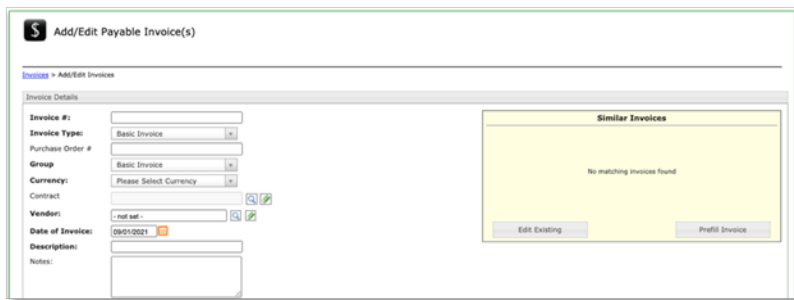
Real Estate Manager offers several ways to add invoices to Assets and tie them to Contracts. You may do this in the Contract when adding the costs or you may do this in the Invoice workspace. Additionally, Invoices may be created upon import of the REPIW. Invoices must be created before you can use the Payment feature.

Adding an Ad-hoc Payable Invoice

1. From the Top NavBar, select **Management and Invoices**.



2. In the Action Panel, in the Payable section, click the **Add Payable Invoices** link to add an invoice that you pay.
3. In the Invoice # field, enter an identifier for the Invoice.



4. From the Invoice Type drop-down, select the appropriate Invoice Type.

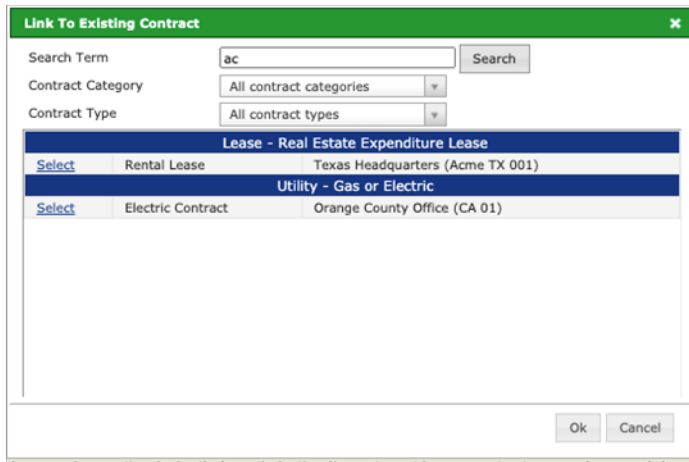
Note: Invoice Types are defined and configured in the Administration Invoice Types function. Each Invoice Type can have Custom Fields defined.

5. In the Purchase Order # field, enter an identifier for the Purchase Order if appropriate.
6. From the Group drop-down, select the identifier you want to use to group invoices.

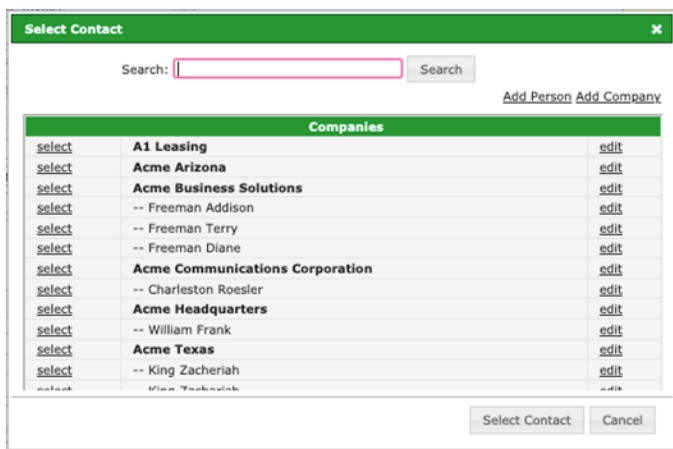
Note: The Invoice field Group acts like a tag and is used to group Invoices in the system for reporting purposes.

7. To add a new Group, enter the name of the new Group and click the **Add and select?** link. A new Group is created for the Group name you entered.
8. From the Currency drop-down, select the monetary currency in which the Invoice is paid.

- To link the Invoice to a Contract, click the **magnifying glass** icon next to the Contract field or enter the Contract Number in the Contract field.



- From the Contract Category and Contract Type drop-downs, select the **Contract Category** and **Contract Type** for the Contract you want to link to the Invoice. You may leave these as is to include all Contract Categories and Contract Types.
- Click **Search**.
- From the search results listed, click the **Select** link for the Contract you want to link to the Invoice.
- Click **OK**.
- Click the **magnifying glass** icon next to the Vendor field.



- Click **select** for the appropriate Vendor.
- Click **Select Contact**.
- Click the Calendar icon and select the date for the Date of Invoice field.

Note: The Invoice Date field defaults to the current date.

18. In the Description field, enter information about the Invoice as needed.
19. In the Notes field, enter any additional information as needed.
20. Depending on the Invoice Type selected, there can be Custom Fields defined for the Invoice Type to complete.

21. To define the Invoice Costs in the lower section, start by entering information about the Invoice in the Description field.

Description	Asset	Archived	Category	Jurisdiction	Tax Rate	Payment	Tax Amount	Total	Incurred	Actions
	Please Select	<input type="checkbox"/>	Please select category	Select jurisdiction	Select tax rate	0.00	0.00	0.00	09/01/2021 - 09/01/2021	fields

Add Cost

22. In the Asset drop-down, select the Asset to which the Invoice relates.
23. Check the Archived box to include Archived Assets in the drop-down.
24. From the Category drop-down, select the Cost Category.
25. From the Jurisdiction drop-down, select the country and province/state.
26. Click the Tax Rate field to display a drop-down to select the county or province that assesses taxes.
27. Click the **Calculator** icon to calculate applicable taxes that display in the Tax Amount field.

Note: If the Tax Rate is updated, you must click the Calculator icon again in the Payment field to ensure accurate tax amount is calculated in the Tax Amount field. Similarly, if the Payment amount is edited, you should click the Calculator icon again to ensure the accurate tax amount is calculated in the Tax Amount field.

28. In the Payment field, enter the amount of the payment, then click the **Calculator** icon to update.
29. Click the Incurred field to display the Calendar and select the beginning and ending dates covered for the Invoice.
30. To enter data for the Custom Fields that are defined for the Cost Category, in the Actions column, click the **fields** link.

Note: Custom Fields for a Cost Category are defined and configured in the Administration workspace within the Cost Categories file.

31. In the Edit Cost Field Values pop-up, enter or select data for the Custom Fields defined.
32. Click Save.
33. If the Asset has Apportionments for Costs defined, the **apportion** link displays in the Actions column.

Note: Apportioning costs is available only if Apportionments have been defined for the Asset on the Apportionments tab. The Apportionments defined for the Asset on the Apportionments tab can be edited for the Invoice.

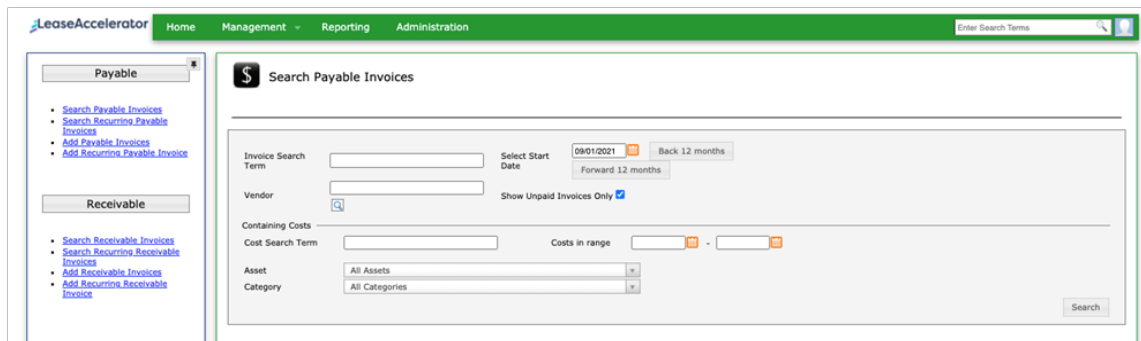
34. To apportion the Costs across Divisions and Subdivisions, click the **apportion** link.
35. In the Edit Cost Apportionments pop-up, select the Division to which you want to distribute costs from the Division drop-down.
36. The Subdivision drop-down displays Subdivisions defined for the selected Division to select from. Choose the appropriate Subdivision.
37. In the Split Percentage field, enter the percentage that you want to distribute to the Subdivision.
38. To add additional Apportionments, click **Add Apportionment** to display a new row and then select the appropriate Division and Subdivision from the drop-downs.
39. In the Split Percentage field, enter the percentage that you want to distribute costs.

Note: The Split Percentage must total 100%. If the Split Percentages entered do not total 100%, you cannot save the Apportionment updates. Click **Normalize** to adjust the Split Percentages to total 100% by updating the last Split Percentage.

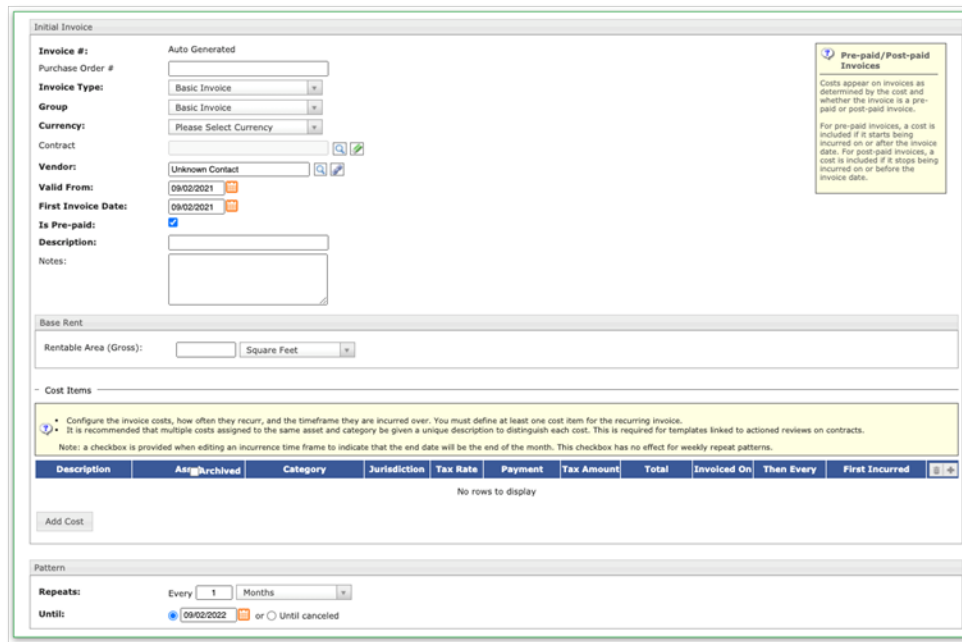
40. Click **Set**.
41. To add another row for costs, click **Add Cost**.
42. Complete the cost definitions for any additional costs.
43. Click **Save and Finish**.

Adding a Recurring Payable Invoice

1. From the Top NavBar, select **Management** and **Invoices**.



2. In the Action Panel, in the Payable section, click the **Add Recurring Payable Invoices** link to add an invoice that you pay.



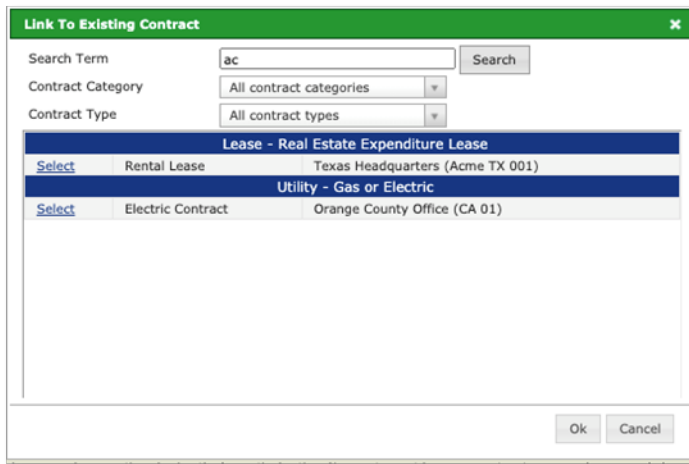
3. In the Purchase Order # field, enter an identifier for the Purchase Order if appropriate.
4. From the Invoice Type drop-down, select the appropriate Invoice Type.

Note: Invoice Types are defined and configured in the Administration Invoice Types function. Each Invoice Type can have Custom Fields defined.

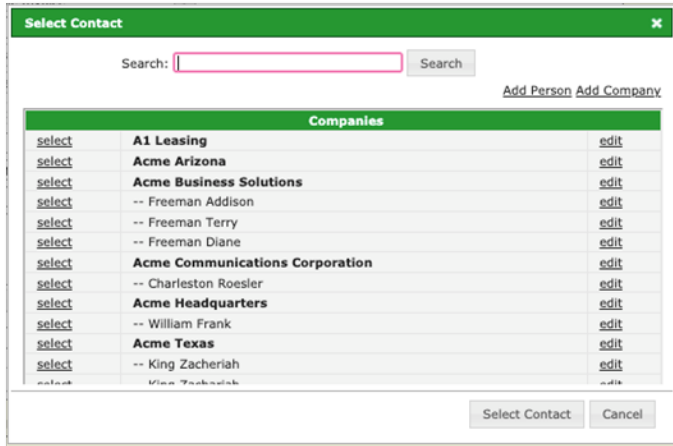
5. From the Group drop-down, select the identifier you want to use to group invoices.

Note: The Invoice field Group acts like a tag and is used to group Invoices in the system for reporting purposes.

6. To add a new Group, enter the name of the new Group and click the **Add and select?** link. A new Group is created for the Group name you entered.
7. From the Currency drop-down, select the monetary currency in which the Invoice is paid.
8. To link the Invoice to a Contract, click the **magnifying glass** icon next to the Contract field or enter the Contract Number in the Contract field.



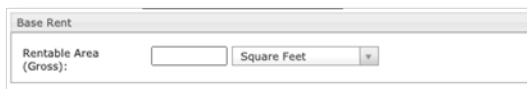
9. From the Contract Category and Contract Type drop-downs, select the **Contract Category** and **Contract Type** for the Contract you want to link to the Invoice. You may leave these as is to include all Contract Categories and Contract Types.
10. Click **Search**.
11. From the search results listed, click the **Select** link for the Contract you want to link to the Invoice.
12. Click **OK**.
13. Click the **magnifying glass** icon next to the Vendor field.



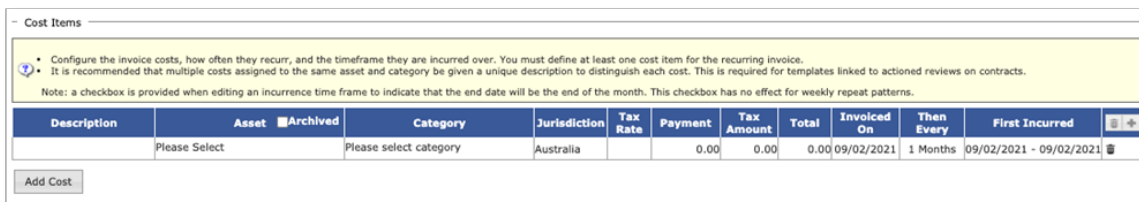
14. Click **select** for the appropriate Vendor.
15. Click **Select Contact**.
16. Click the Calendar icons for the Valid From and First Invoice Date fields and select the dates that the Recurring Invoice is valid and the first invoice is to be generated.

Note: The Valid From and First Invoice Date fields default to the current date.

17. If the Invoice is to be paid prior to the initiation of the covered period, verify that the Is pre-paid checkbox is checked. If the Invoice is to be paid in arrears, click to uncheck the box.
18. In the Description field, enter information about the Invoice as needed.
19. In the Notes field, enter any additional information as needed.
20. Depending on the Invoice Type selected, there can be Custom Fields defined for the Invoice Type to complete.




21. To define the Invoice Costs in the lower section, start by entering information about the Invoice in the Description field.




22. In the Asset drop-down, select the Asset to which the Invoice relates.

23. Check the Archived box to include Archived Assets in the drop-down.
24. From the Category drop-down, select the Cost Category.
25. From the Jurisdiction drop-down, select the country and province/state.
26. Click the Tax Rate field to display a drop-down to select the county or province that assesses taxes.
27. Click the **Calculator** icon to calculate applicable taxes that display in the Tax Amount field.

 **Note:** If the Tax Rate is updated, you must click the Calculator icon again in the Payment field to ensure accurate tax amount is calculated in the Tax Amount field. Similarly, if the Payment amount is edited, you should click the Calculator icon again to ensure the accurate tax amount is calculated in the Tax Amount field.

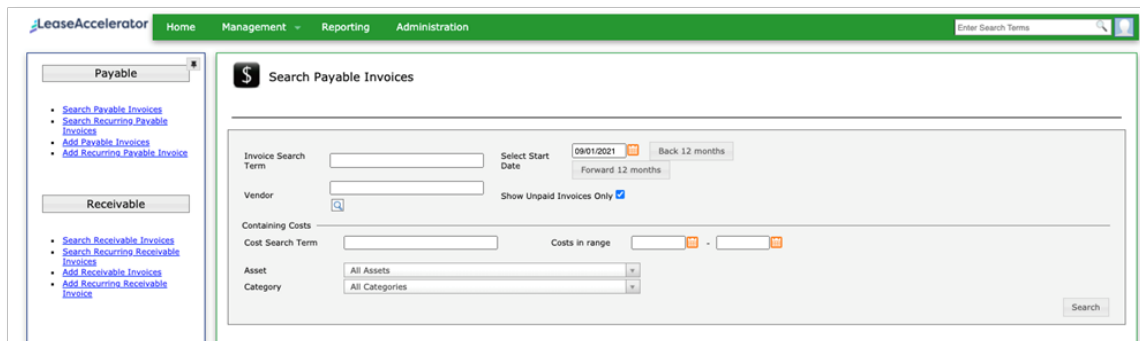
28. In the Payment field, enter the amount of the payment, then click the **Calculator** icon to update.
29. Click the Invoiced On field to display the Calendar and select the date of the first Invoice.
30. In the Then Every field, enter the number of times the Invoice is to be generated and from the drop-down, select the frequency.
31. Click in the fields in the First Incurred column and select the dates the Invoice covers.

 **Note:** A checkbox is provided when editing an incurrence time frame to indicate that the end date will be the end of the month. This checkbox has no effect for weekly repeat patterns.

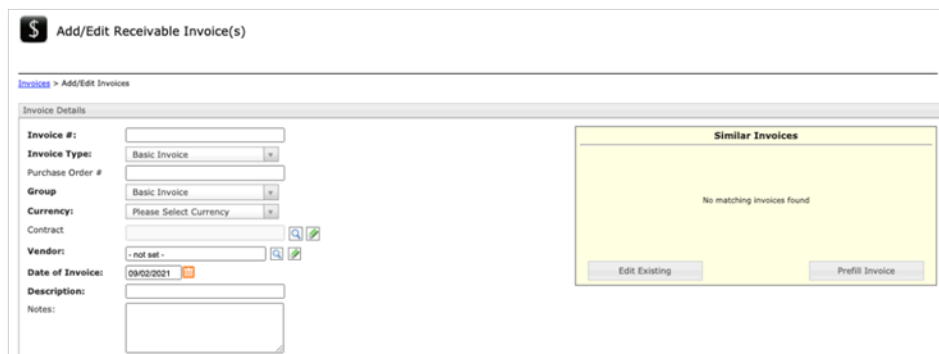
32. Click **Save**.
33. To add another row for costs, click **Add Cost**.
34. Complete the cost definitions for any additional costs.
35. Click **Save**.

Adding an Ad-hoc Receivable Invoice

1. From the Top NavBar, select **Management** and **Invoices**.



2. In the Action Panel, in the Receivable section, click the **Add Receivable Invoices** link to add an invoice.
3. In the Invoice # field, enter an identifier for the Invoice.



4. From the Invoice Type drop-down, select the appropriate Invoice Type.

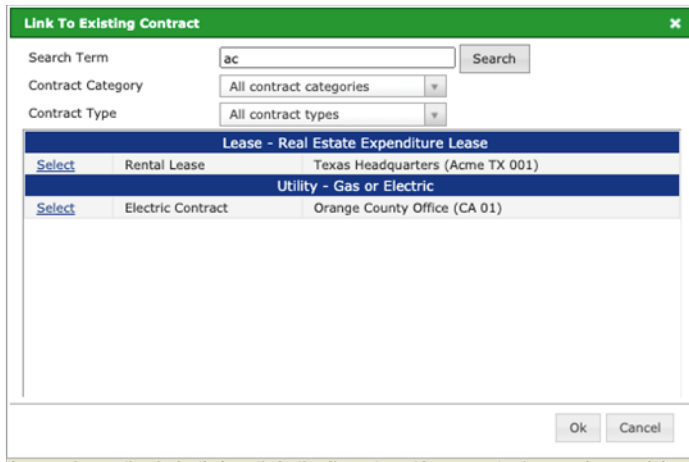
Note: Invoice Types are defined and configured in the Administration Invoice Types function. Each Invoice Type can have Custom Fields defined.

5. In the Purchase Order # field, enter an identifier for the Purchase Order if appropriate.
6. From the Group drop-down, select the identifier you want to use to group invoices.

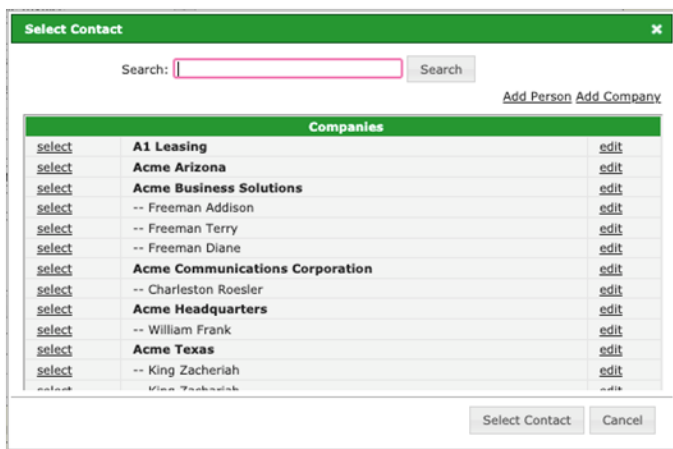
Note: The Invoice field Group acts like a tag and is used to group Invoices in the system for reporting purposes.

7. To add a new Group, enter the name of the new Group and click the **Add and select?** link. A new Group is created for the Group name you entered.
8. From the Currency drop-down, select the monetary currency in which the Invoice is paid.

- To link the Invoice to a Contract, click the **magnifying glass** icon next to the Contract field or enter the Contract Number in the Contract field.



- From the Contract Category and Contract Type drop-downs, select the **Contract Category** and **Contract Type** for the Contract you want to link to the Invoice. You may leave these as is to include all Contract Categories and Contract Types.
- Click **Search**.
- From the search results listed, click the **Select** link for the Contract you want to link to the Invoice.
- Click **OK**.
- Click the **magnifying glass** icon next to the Vendor field.



- Click **select** for the appropriate Vendor.
- Click **Select Contact**.
- Click the Calendar icon and select the date for the Date of Invoice field.

Note: The Invoice Date field defaults to the current date.

18. In the Description field, enter information about the Invoice as needed.
19. In the Notes field, enter any additional information as needed.
20. Depending on the Invoice Type selected, there can be Custom Fields defined for the Invoice Type to complete.

21. To define the Invoice Costs in the lower section, start by entering information about the Invoice in the Description field.

Description	Asset	Archived	Category	Jurisdiction	Tax Rate	Payment	Tax Amount	Total	Incurred	Actions
	Please Select	<input type="checkbox"/>	Please select category	Select jurisdiction	Select tax rate	0.00	0.00	0.00	09/01/2021 - 09/01/2021	fields

Add Cost

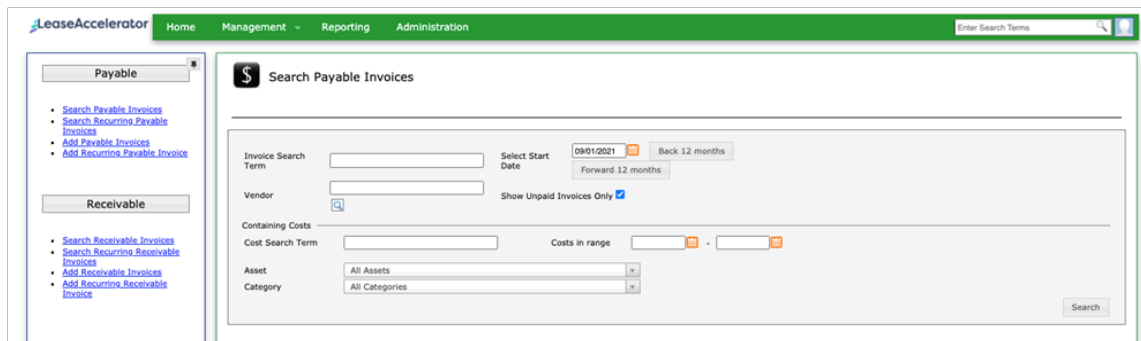
22. In the Asset drop-down, select the Asset to which the Invoice relates.
23. Check the Archived box to include Archived Assets in the drop-down.
24. From the Category drop-down, select the Cost Category.
25. From the Jurisdiction drop-down, select the country and province/state.
26. Click the Tax Rate field to display a drop-down to select the county or province that assesses taxes.
27. Click the **Calculator** icon to calculate applicable taxes that display in the Tax Amount field.

Note: If the Tax Rate is updated, you must click the Calculator icon again in the Payment field to ensure accurate tax amount is calculated in the Tax Amount field. Similarly, if the Payment amount is edited, you should click the Calculator icon again to ensure the accurate tax amount is calculated in the Tax Amount field.

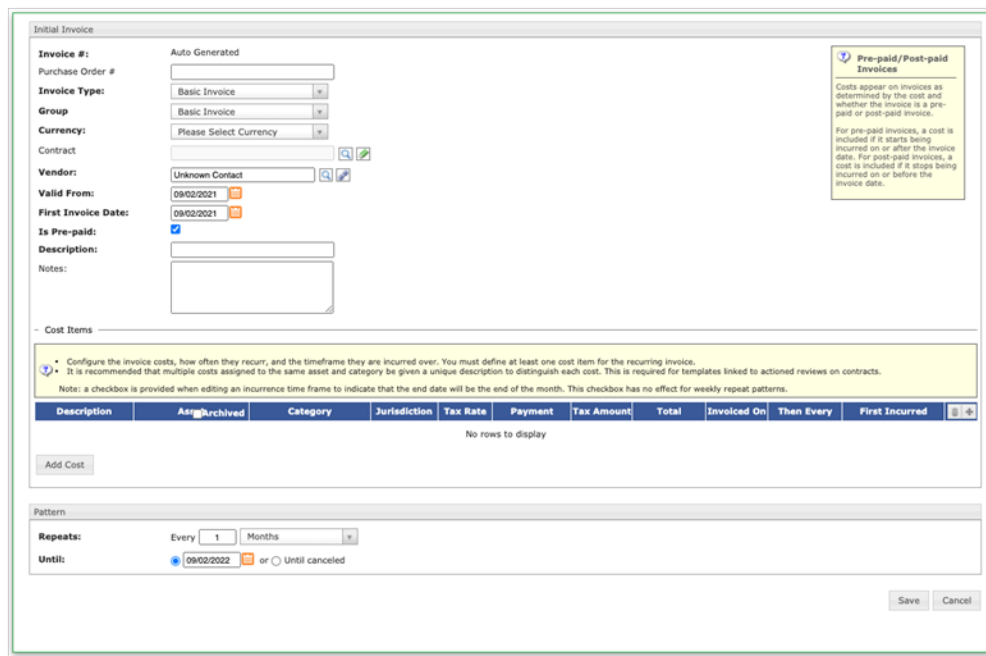
28. In the Payment field, enter the amount of the payment, then click the **Calculator** icon to update.
29. Click the Incurred field to display the Calendar and select the beginning and ending dates covered for the Invoice.
30. To add another row for costs, click **Add Cost**.
31. Complete the cost definitions for any additional costs.
32. Click **Save and Finish**.

Adding a Recurring Receivable Invoice

1. From the Top NavBar, select **Management** and **Invoices**.



2. In the Action Panel, in the Receivable section, click the **Add Recurring Receivable Invoices** link to add an invoice.



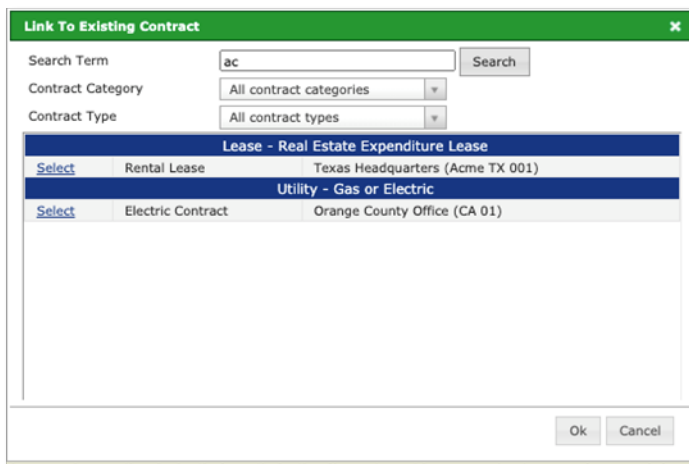
3. In the Purchase Order # field, enter an identifier for the Purchase Order if appropriate.
4. From the Invoice Type drop-down, select the appropriate Invoice Type.

Note: Invoice Types are defined and configured in the Administration Invoice Types function. Each Invoice Type can have Custom Fields defined.

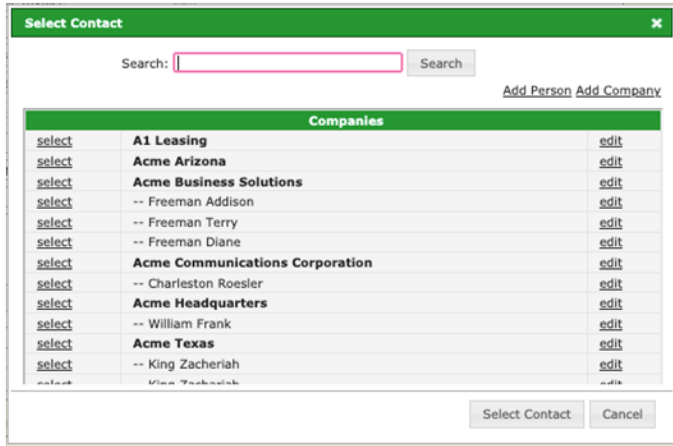
5. From the Group drop-down, select the identifier you want to use to group invoices.

Note: The Invoice field Group acts like a tag and is used to group Invoices in the system for reporting purposes.

6. To add a new Group, enter the name of the new Group and click the **Add and select?** link. A new Group is created for the Group name you entered.
7. From the Currency drop-down, select the monetary currency in which the Invoice is paid.
8. To link the Invoice to a Contract, click the **magnifying glass** icon next to the Contract field or enter the Contract Number in the Contract field.



9. From the Contract Category and Contract Type drop-downs, select the **Contract Category** and **Contract Type** for the Contract you want to link to the Invoice. You may leave these as is to include all Contract Categories and Contract Types.
10. Click **Search**.
11. From the search results listed, click the **Select** link for the Contract you want to link to the Invoice.
12. Click **OK**.
13. Click the **magnifying glass** icon next to the Vendor field.



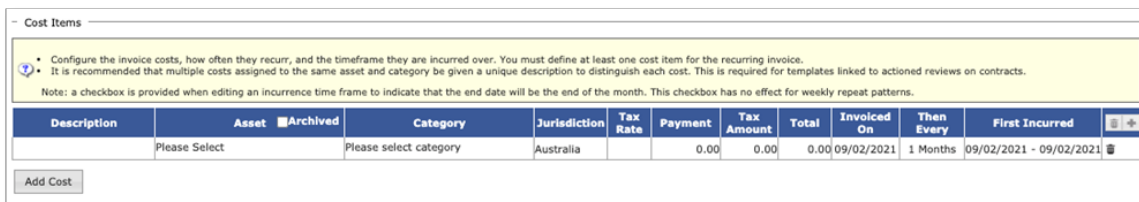
14. Click **select** for the appropriate Vendor.
15. Click **Select Contact**.
16. Click the Calendar icons for the Valid From and First Invoice Date fields and select the dates that the Recurring Invoice is valid and the first invoice is to be generated.

Note: The Valid From and First Invoice Date fields default to the current date.

17. If the Invoice is to be paid prior to the initiation of the covered period, verify that the Is pre-paid checkbox is checked. If the Invoice is to be paid in arrears, click to uncheck the box.
18. In the Description field, enter information about the Invoice as needed.
19. In the Notes field, enter any additional information as needed.
20. Depending on the Invoice Type selected, there can be Custom Fields defined for the Invoice Type to complete.



21. To define the Invoice Costs in the lower section, start by entering information about the Invoice in the Description field.



22. In the Asset drop-down, select the Asset to which the Invoice relates.

23. Check the Archived box to include Archived Assets in the drop-down.
24. From the Category drop-down, select the Cost Category.
25. From the Jurisdiction drop-down, select the country and province/state.
26. Click the Tax Rate field to display a drop-down to select the county or province that assesses taxes.
27. Click the **Calculator** icon to calculate applicable taxes that display in the Tax Amount field.

Note: If the Tax Rate is updated, you must click the Calculator icon again in the Payment field to ensure accurate tax amount is calculated in the Tax Amount field. Similarly, if the Payment amount is edited, you should click the Calculator icon again to ensure the accurate tax amount is calculated in the Tax Amount field.

28. In the Payment field, enter the amount of the payment, then click the **Calculator** icon to update.
29. Click the Invoiced On field to display the Calendar and select the date of the first Invoice.
30. In the Then Every field, enter the number of times the Invoice is to be generated and from the drop-down, select the frequency.
31. Click in the fields in the First Incurred column and select the dates the Invoice covers.

Note: A checkbox is provided when editing an incurrence time frame to indicate that the end date will be the end of the month. This checkbox has no effect for weekly repeat patterns.

32. Click **Save**.
33. To add another row for costs, click **Add Cost**.
34. Complete the cost definitions for any additional costs.
35. In the Pattern section, define the frequency of the Recurring Invoice.

The image shows a 'Pattern' dialog box with the following fields:

- Repeats:** Every
- Until:** Until canceled

36. In the Repeats field, enter the number of times the Recurring Invoice should be generated within the time selected from the drop-down.
37. Click the Until radio button to specify an end date for Recurring Invoice generation or click the Calendar icon and select the end date.

38. Click **Save**.
39. Click **Close** in the pop-up.

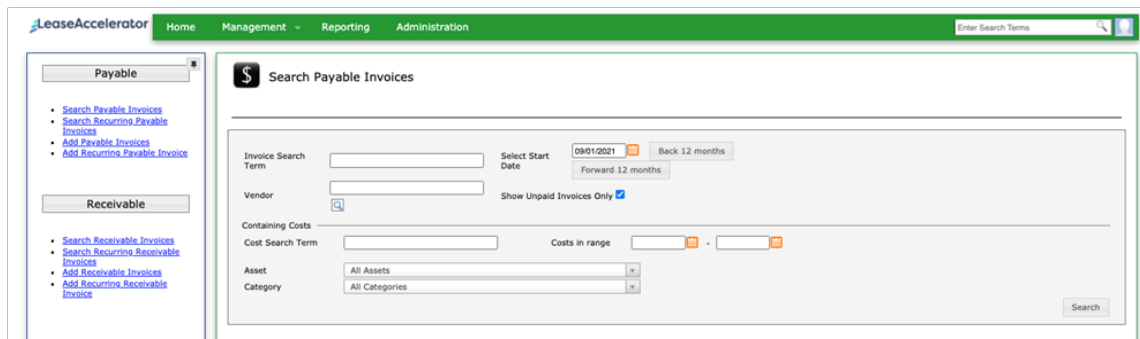


Prefilling an Ad-hoc Invoice

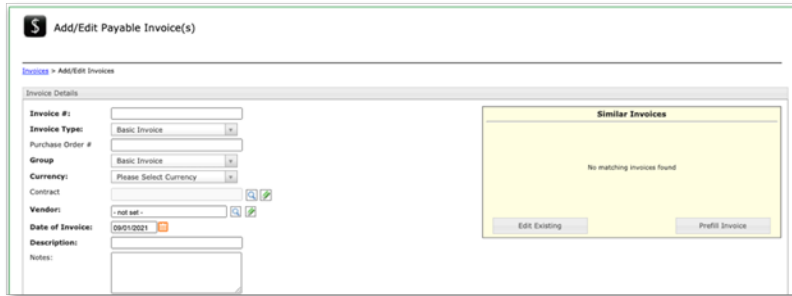
Ad Hoc Invoices can be prefilled with information from an existing similar Invoice. Recurring Invoices cannot be prefilled. As you complete the information to add an Ad Hoc Invoice, Real Estate Manager identifies similar Invoices that you can select to prefill the information. After pre-filling the information, you can edit it for the Invoice you are adding. Similar Invoices usually display after you select the Vendor. Two features are available:

- **Prefill Invoice** – Allows you to view the information from multiple similar Invoices and the information brought in from the similar Invoice does not overwrite information you entered but does add information from the similar Invoice for Costs.
- **Edit Existing** – Does not create a new Invoice but opens the existing similar Invoice and allows you to edit the information.

1. From the Top NavBar, select **Management** and **Invoices**.



2. In the Action Panel, in the Payable section, click the **Add Payable Invoices** link to add an invoice.



3. Complete the information for the Invoice you want to create until the Similar Invoices section displays Invoices that are useful for prefilling the Invoice.
4. These existing Invoices would have similar information to what you've entered.

Similar Invoices			
Date	Invoice #	Vendor	Total
<input type="radio"/> 03/01/2022	MitPrkVII-5-20220301	Moulton Parkway Villas	\$4,000.00 USD
<input type="radio"/> 02/01/2022	MitPrkVII-5-20220201	Moulton Parkway Villas	\$4,000.00 USD
<input type="radio"/> 01/01/2022	MitPrkVII-5-20220101	Moulton Parkway Villas	\$4,000.00 USD
<input type="radio"/> 12/01/2021	MitPrkVII-5-20211201	Moulton Parkway Villas	\$4,000.00 USD
<input type="radio"/> 11/01/2021	MitPrkVII-5-20211101	Moulton Parkway Villas	\$4,000.00 USD
<input type="radio"/> 10/01/2021	MitPrkVII-5-20211001	Moulton Parkway Villas	\$4,000.00 USD
<input type="radio"/> 09/01/2021	MitPrkVII-5-20210901	Moulton Parkway Villas	\$4,000.00 USD
<input type="radio"/> 08/01/2021	MitPrkVII-5-20210801	Moulton Parkway Villas	\$4,000.00 USD

5. To view information from a similar Invoice completing the Invoice you are adding, click the radio button for the similar Invoice and then click **Prefill Invoice**. You may continue to select different similar Invoices and clicking **Prefill Invoice** until you find the one you wish to use.

Note: The Edit Existing feature opens the selected similar Invoice to allow you to edit it. This effectively exits the process to add a new invoice and takes you into edit mode for that existing Invoice.

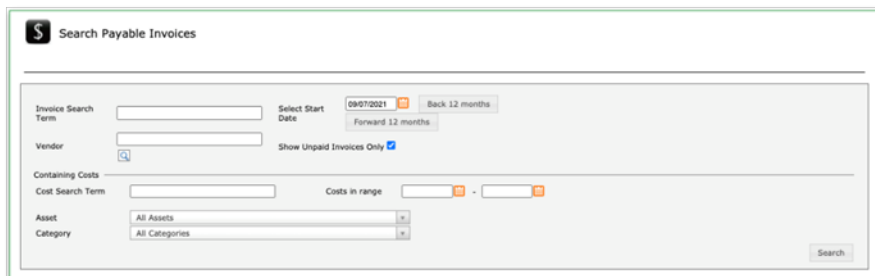
6. Depending on the Invoice Type selected, there can be Custom Fields defined for the Invoice Type to complete.
7. The information in the Cost section for the Invoice are based on the similar Invoice chosen. You may edit these as necessary, paying close attention to any date field.
8. Once all necessary fields have been populated, click **Save and Finish** to save this Invoice.

Searching Invoices

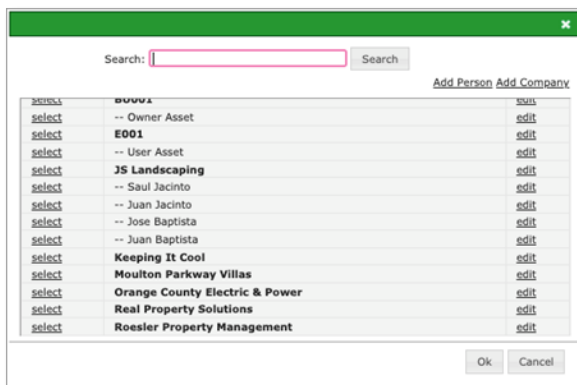
In addition to being able to add invoices in the user interface, Real Estate Manager offers the ability to automatically generate recurring invoices for lease contracts that are imported using the REPIW. All invoices, regardless of how they were created, are searchable within the Invoice Management workspace.

Searching for an Ad-hoc Invoice

1. From the Top NavBar, select **Management** and **Invoices**.
2. In the Action Panel, in the Payable or Receivable section, click the **Search Payable Invoices** or **Search Receivable Invoices** link.
3. You may enter text you want to use as the search criteria in the Invoice Search Term field.



4. You may also search by Vendor by clicking the **Magnifying glass** icon below the Vendor field.
5. Click **select** for the Vendor you want to use as the search criteria in the pop-up.



6. Click **Ok**.
7. To search by invoice date, click the Calendar icon for the Select Start Date field and select the beginning Invoice date to exclude invoice dates prior to the selected date.
8. Click Back 12 Months or Forward 12 Months to search for invoices with Invoice dates in the preceding or forthcoming 12 months form the date recorded in the Select Start Date field.
9. To limit the results to unpaid Invoices, verify that the Show Unpaid Invoices Only checkbox is checked or click to uncheck the Show Unpaid Invoices Only checkbox to include paid invoices in the search.
10. To search for an Invoice using cost information, in the Cost Search Term field, enter the text you want to use as the search criteria.

11. Click the Calendar icons for the Costs in range field and select the beginning and ending Invoice dates to include in the search.
12. To limit the search to invoices for a specific Asset, from the Asset drop-down, select the Asset.
13. To limit the search to invoices for a specific Cost Category, from the Cost Category drop-down, select the Cost Category.

Note: Search criteria for Invoice information and Cost information may be combined.

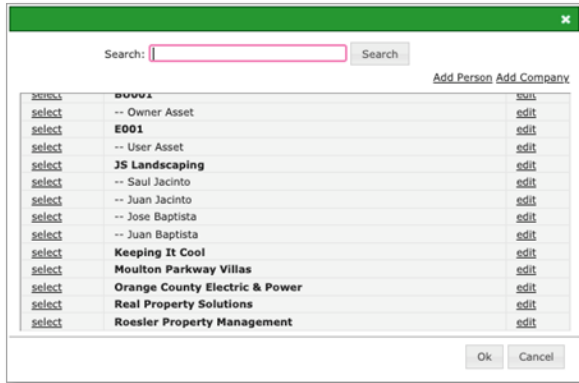
14. Click **Search**.
15. Click **view** in the Actions column to view an invoice.

Invoice #	Date of Invoice	Vendor	Group	Description	Assets	Cost Categories	Base Total	Tax Total	Invoice Total	State	Actions
RPrpSlt-1-20211001	10/01/2021	Real Property Solutions	Basic Invoice	Rental Lease Invoice	• Texas Headquarters (Acme TX 001)	• Base Rent (Rent)	\$5,000.00 USD	\$0.00 USD	\$5,000.00 USD (Monthly)	Unpaid	view edit delete
RPrpSlt-2-20211001	10/01/2021	Real Property Solutions	Basic Invoice	Rental Lease Invoice	• Texas Headquarters (Acme TX 001)	• Base Rent (Rent)	\$6,000.00 USD	\$0.00 USD	\$6,000.00 USD (Monthly)	Unpaid	view edit delete

Searching for a Recurring Invoice

1. From the Top NavBar, select **Management** and **Invoices**.
2. In the Action Panel, in the Payable or Receivable section, click the **Search Recurring Payable Invoices** or **Search Recurring Receivable Invoices** link.
3. You may enter text you want to use as the search criteria in the Invoice Search Term field.

4. You may also search by Vendor by clicking the **Magnifying glass** icon next the Vendor field.
5. Click **select** for the Vendor you want to use as the search criteria in the pop-up.



6. Click **Ok**.
7. Click **Search**.
8. Click the **description link** in the Recurring Invoice Description column to view an invoice.

Recurring Invoice Description	Start Date	End Date	Contact	Assets	Category	Base Total	Tax Total
Orange County Office Invoice	04/01/2021	03/31/2022	Moulton Parkway Villas	Orange County Office	Base Rent (Rent)	\$4,000.00 USD	\$0.00 USD
Electric Bill	04/01/2019	03/31/2022	Orange County Electric & Power	Orange County Office	Electric (Utilities)	\$1,275.00 USD	\$0.00 USD
Rental Lease Invoice	06/01/2018	05/31/2025	Real Property Solutions	Texas Headquarters	Base Rent (Rent)	\$5,000.00 USD	\$0.00 USD
Rental Lease Invoice	06/01/2020	05/31/2025	Real Property Solutions	Texas Headquarters	Base Rent (Rent)	\$6,000.00 USD	\$0.00 USD

Editing an Invoice

To edit an Invoice, use the Search function to locate the Invoice and select it for editing. If the Invoice was linked to a Contract, the Contract cannot be removed or changed. However, if the Invoice was not linked to a Contract, it can be linked to a Contract when edited.

Deleting an Invoice

To delete an Invoice, use the Search function to locate the Invoice and select the delete option in the Action Column. Once you confirm you want to delete, the invoice is removed.

To delete a Recurring (Payable or Receivable) Invoice, you must search for the recurring invoice first, then once you've selected the Recurring Invoice from the results, you may click the delete link to remove individual invoices.

Version Summary

Version	Changes/Updates	Date
21R3	Guide created. Invoice Workspace broken out from larger guide.	09/14/2021
23R3	Removed all reference to Real Estate Manager.	08/07/2023
24R1.1	Added steps for Tax Amount calculations.	03/01/2024

