SedonaOffice - How to Make a Pending Invoice

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What is a pending invoice? This is an invoice that does not affect the company's GL.

Use the process below if you are trying to make an invoice for a project but you do not have a job in SedonaOffice currently.

Steps to recreate:

1. Choose the customer
2. Select the correct site
3. Choose the invoice option (right click)
4. Choose new invoice
5. Fill out all sections of the invoice
6. Uncheck the completed section at the bottom of the invoice and save
7. All pending invoices have a * and the word Pending
8. The pending invoice will NOT be a choice in the payment processing section. Apply payments to unapplied cash or a job in the others tab
9. Delete the pending invoice after the payment is received. *Remember* there will be no record of the invoice once it is deleted. Best practice is making good notes or scanning a copy into SedonaOffice.