

Knowledge Base



Invoices

In Gojee, you can create invoices for your jobs which will be synced directly into Xero. Your Xero branding themes will be applied to make sure your invoices look exactly the way you'd like them to.

You can create invoices in either draft or approved states, and you can also delete these invoices from Gojee.

We also provide the flexibility of emailing your invoices to your customers from Gojee directly, meaning you don't need to go back and forth between Xero and Gojee to send invoices to your customers. Once sent, the email status of the invoice will be updated in both Xero and Gojee.

Once you've created an invoice, you can also take payment from within Gojee using our Square Payments integration. This means you can take not just web based payment online, but also physical payments on job sites with a contactless, swipe, or chip Square reader connected to your phone. Alternatively, payments reconciled in Xero (for bank transfers, etc) for invoices created in Gojee will also be updated in Gojee so the invoice is marked with the payment.

Deposits & Payments

Gojee's two-way integration with Xero enables users to take payments in either platform and have it updated in the other. Payments taken in Gojee will be updated in Xero in real time as the transaction is processed. Payments and credit notes reconciled in Xero against invoices raised in Gojee will be updated with the overnight sync. You can also sync these payments on demand, if required, from the [My Account](#) page.

To facilitate payments, Gojee has an inbuilt integration with the [Square](#) payment processing system to enable you to take payments from within Gojee, either via a physical card payment, or via an online payment portal.

Gojee also enables cash payments to be taken without requiring the square integration to be turned on if you don't require online or card payment functionality.

Payments can be taken for existing invoices or as a prepayment (deposit) against a job.

To get started, refer to the the sections on taking [deposits](#) or [creating invoices](#).
