

Knowledge Base



Introduction

Note: Invoices that have a payment against them cannot be edited or voided unless the payment is firstly removed from the Invoice. This is a restriction from the Xero system. Refer to this [link](#) for more information on removing payments.

To get started, navigate to either the job invoices page (refer to the [Job Actions](#) section for more information) or to the [Reports > Invoices](#) page from the top navigation menu.

Editing Draft Invoices

- From the list of invoices, click on any draft invoice in the list and the invoice edit page will open.

Area Invoice No.	Invoice Ref.	Status	Total	Paid	Amount Due	Due Date	Sent
10000000	1 - PO-1234, 100-100000	Draft	\$100.00	\$0.00	\$100.00	14 Sep 2021	No

- Note, when clicking on the row from the list to open the edit page, you can click on any column where there is not a link, i.e. do not click on the PDF link, the Xero link or the Job Link (Reports>Invoices page) if you want to open the edit page. You will see the following screen when you open the draft invoice for editing:

- From this screen, make any changes required. You then have the option to Approve, Save, Delete or Cancel. Refer to [Create Invoices](#) for more information on these options.

Editing Approved Invoices

- From the list of invoices, click on any approved invoice in the list and the invoice edit page will open.

Invoice No.	Invoice Ref.	Status	Total	Paid	Amount Due	Due Date	Sent
1 - PO-1234, Job: 100017	PO-1234, Job: 100017	Approved	\$109.13	\$0.00	\$109.13	14 Sep 2023	No

- Note, when clicking on the row from the list to open the edit page, you can click on any column where there is not a link, i.e. do not click on the PDF link, the Xero link or the Job Link (Reports>Invoices page) if you want to open the edit page. You will see the following screen when you open the draft invoice for editing:

- Click on the Edit button to open the edit screen for the approved invoice:

- Make the required changes and then hit Save. This will update the approved invoice in both Gojee and Xero.

Voiding Approved Invoices

- From the list of invoices, click on any approved invoice in the list and the invoice edit page will open.

Jobs > Job 00037 > Invoices > New Invoice

Invoice - Abby & Wells - 1 - PO-1234, Job: 00037

Customer: Abby & Wells Due Date: 14/09/2023 Reference: 1 - PO-1234, Job: 00037 Xero Invoice No: 00000000000000000000

Name	Quantity	Unit Price	Discount %	Tax Amount	Amount (ex. GST)
Reverse Cycle Split System Air Conditioner	1	\$1.94		\$0.00	\$1.94
Ceiling Fan	1	\$108.00		\$10.80	\$108.00
Air Cond. Technician	2.5	\$47.20		\$11.80	\$104.00

Pay Amount: \$ 108.13

Total (ex. GST): \$201.94
Tax: \$20.19
Amount Paid: \$0.00
Amount Due: \$208.13

Take Cash Payment

Payment History

Date	Source	Amount Paid	Status
14/09/2023	Abby & Wells	\$0.00	Voided

Back to Job Invoices Back to All Invoices

- Click on the Void Invoice button. The invoice will be marked as voided in both Xero and Gojee. The Invoice will still be visible in Gojee against the job, but the invoice amount will not contribute to any job totals.

Jobs > Job 00037 > Invoices

Invoice - Abby & Wells - 1 - PO-1234, Job: 00037

Menu Invoice No.	Invoice Ref.	Status	Total	Paid	Amount Due	Due Date	Sent
00000000000000000000	1 - PO-1234, Job: 00037	Voided	\$208.13	\$0.00	\$208.13	14 Sep 2023	No

Total Amount Due: \$0

Next: [Take Payment for an Invoice.](#)