

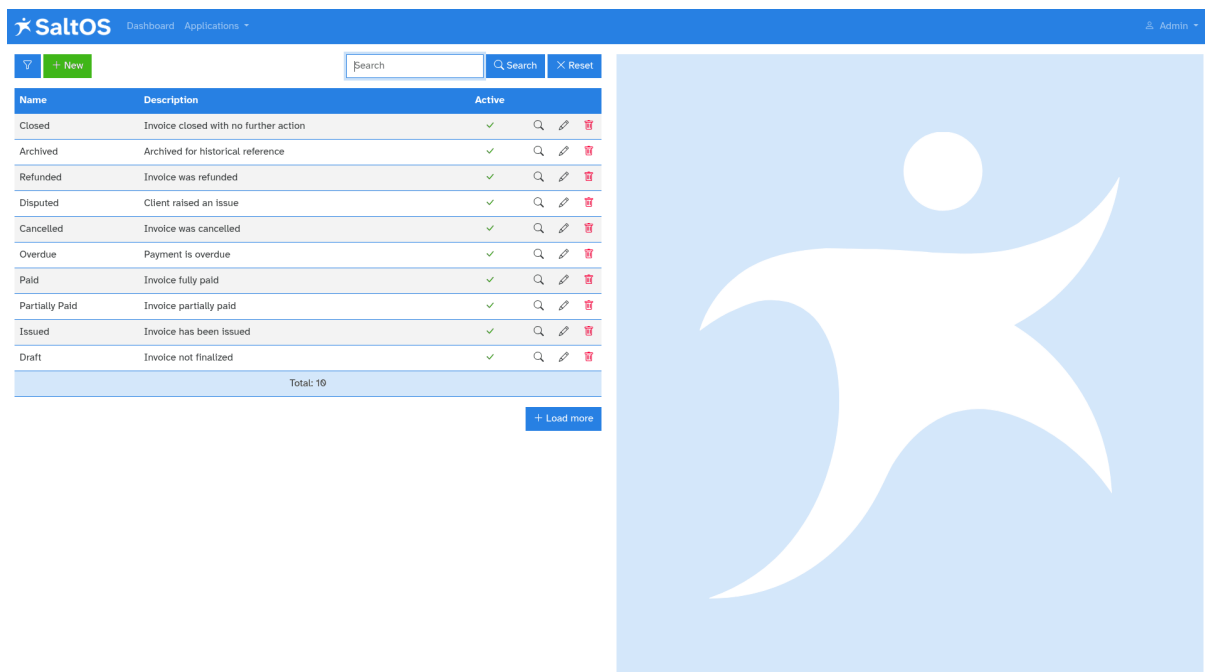
Invoices Status

Description

The Invoices Status application allows you to define the different states that an invoice can go through during its lifecycle. These statuses help distinguish between draft, issued, paid, or cancelled invoices, enabling better financial tracking and reporting.

Common statuses may include "Draft", "Pending", "Paid", or "Cancelled".

List view



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▼ + New	Search	Q Search X Reset
Name	Description	Active
Closed	Invoice closed with no further action	✓ Q ✎ 🗑
Archived	Archived for historical reference	✓ Q ✎ 🗑
Refunded	Invoice was refunded	✓ Q ✎ 🗑
Disputed	Client raised an issue	✓ Q ✎ 🗑
Cancelled	Invoice was cancelled	✓ Q ✎ 🗑
Overdue	Payment is overdue	✓ Q ✎ 🗑
Paid	Invoice fully paid	✓ Q ✎ 🗑
Partially Paid	Invoice partially paid	✓ Q ✎ 🗑
Issued	Invoice has been issued	✓ Q ✎ 🗑
Draft	Invoice not finalized	✓ Q ✎ 🗑
Total: 10		+ Load more

The following fields are displayed in the list view:

- Name: The name of the invoice status (e.g., Paid, Cancelled).
- Description: Explanation of the status usage or meaning.
- Active: Indicates whether this status is currently in use.

Form view

This view is used to create, view or edit invoice status entries.

In **create** mode, a new tax rule can be defined.

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Reset

Active

Name	Description	Active
Closed	Invoice closed with no further action	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Archived	Archived for historical reference	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Refunded	Invoice was refunded	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Disputed	Client raised an issue	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Cancelled	Invoice was cancelled	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Overdue	Payment is overdue	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Paid	Invoice fully paid	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Partially Paid	Invoice partially paid	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Issued	Invoice has been issued	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Draft	Invoice not finalized	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Total: 10		

+ Load more

Name

Description

✓ Create

✕ Cancel

In **view** mode, tax details are visible but not editable.

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Search

Reset

Active

Name	Description	Active
Closed	Invoice closed with no further action	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Archived	Archived for historical reference	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
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Draft	Invoice not finalized	<div><div>✓</div><div>🔍</div><div>✎</div><div>🗑</div></div>
Total: 10		

+ Load more

Name

Closed

Description

Invoice closed with no further action

Info

Edit

Delete

Close

In **edit** mode, existing values can be updated.

Dashboard Applications

Admin

+ New

Search

Search

Reset

Active

Name	Description	Active
Closed	Invoice closed with no further action	✓
Archived	Archived for historical reference	✓
Refunded	Invoice was refunded	✓
Disputed	Client raised an issue	✓
Cancelled	Invoice was cancelled	✓
Overdue	Payment is overdue	✓
Paid	Invoice fully paid	✓
Partially Paid	Invoice partially paid	✓
Issued	Invoice has been issued	✓
Draft	Invoice not finalized	✓
Total: 10		

+ Load more

Name

Closed

Description

Invoice closed with no further action

Save Cancel

The form includes the following fields:

- Active: Allows enabling or disabling the status.
- Name: Label of the status.
- Description: Optional clarification on when to use this status.

Delete

Statuses can only be deleted if no invoice is assigned to them.

Deactivation is preferred when in use, to preserve consistency across records.