

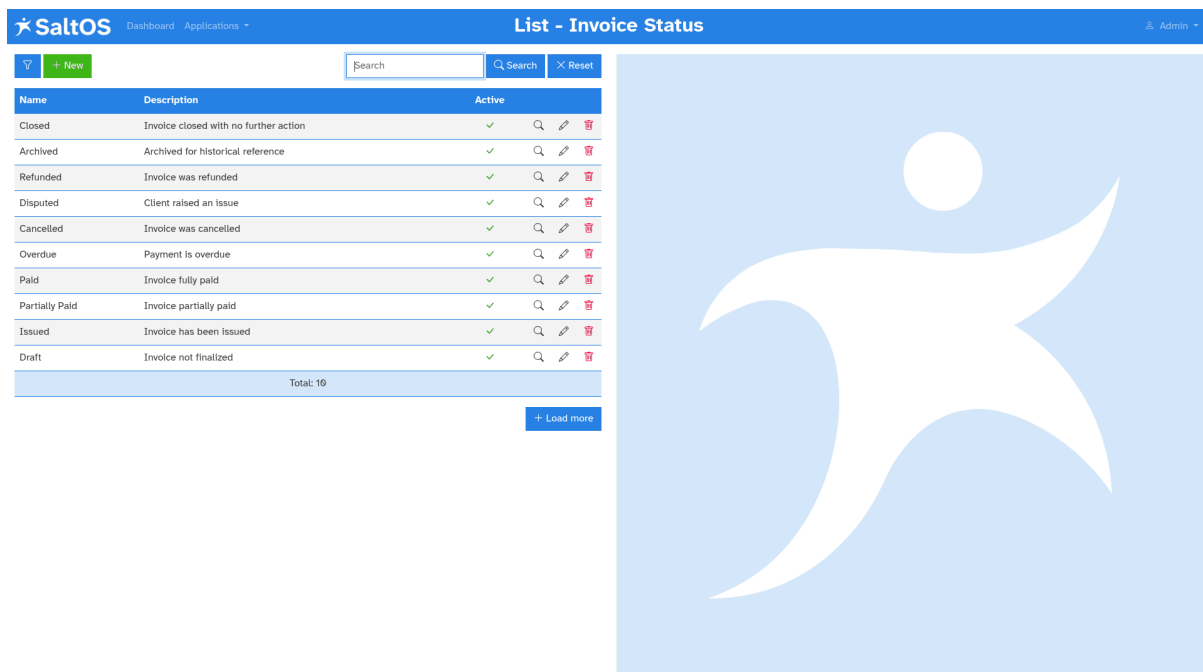
Invoices Status

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



| 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| Archived | Archived for historical reference | ✓ |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 | | |

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.

SaltOSDashboardApplications

New - Invoice StatusAdmin

▼

+ New

🔍 Search

✕ Reset

Active

Name

Description

✓ Create

✕ Cancel

| 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| Archived | Archived for historical reference | ✓🔍✎🗑 |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

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

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Detail - Invoice StatusAdmin

▼

+ New

🔍 Search

✕ Reset

Active

Name

Closed

Description

Invoice closed with no further action

📄 Info

Edit

Delete

✕ Close

| 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

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

SaltOS
Dashboard Applications +
Modify - Invoice Status
Admin +

+ New

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 |

Save
Cancel

[+ Load more](#)

Name

Description

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.