

Sending a Copy Invoice

There are two methods for getting copy invoices, directly from the Matic Track or from our accounts software Xero.

Sending from MaticTrack

1. Go to the **Project** you want a copy invoice for
2. Under the invoices section you will see all the invoice related to this Project
3. If an invoice is viewable there will be a "**View Invoice**" button
4. Click the button to view the invoice

Invoices				
SAGE REF	TOTAL	START DATE	INVOICED DATE	OPTIONS
QUO:928011	£18.49	2022-05-20 17:13:38	2022-05-20 00:00:00	Delete View Invoice

5. You can then copy the Invoice URL from the URL Bar

The screenshot shows a web browser with the URL <https://in.xero.com/PXOqz7fEBVhtaReshuWkPNWQBWqILY37B5cNTBep> in the address bar. A red arrow points to the URL. Below the browser, a blue banner indicates 'Outstanding bills 13,085.87 GBP'. A green 'Pay now' button is next to '22.19 GBP'. To the right are 'Save to' buttons for PDF, CSV, and Xero. Below this is a 'TAX INVOICE' from Matic Media. The 'To' field is redacted with a red cloud. The 'From' field is Matic Media Services Limited, Unit 9-11, Hagmill Road, Shawhead Industrial Estate, Coatbridge, North Lanarkshire, ML5 4XD, UNITED KINGDOM. The invoice details are as follows:

Account Number	
Invoice Number	
Reference	112438
VAT Number	878098854
Issued	20 May 2022
Due	19 June 2022, Due in 19 days

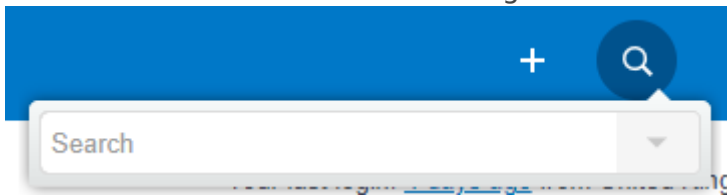
The bottom of the invoice shows a table with columns: Description, Quantity, Unit Price, VAT, and Amount GBP.

6. Or you can download a pdf using the buttons at the top right

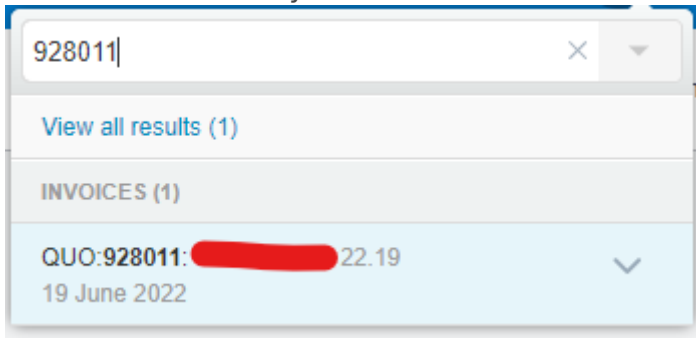


Sending from Xero

1. Log into Xero
2. Search for the Invoice Number using the search bar



3. Click on the Invoice you want to View



4. To download as a PDF

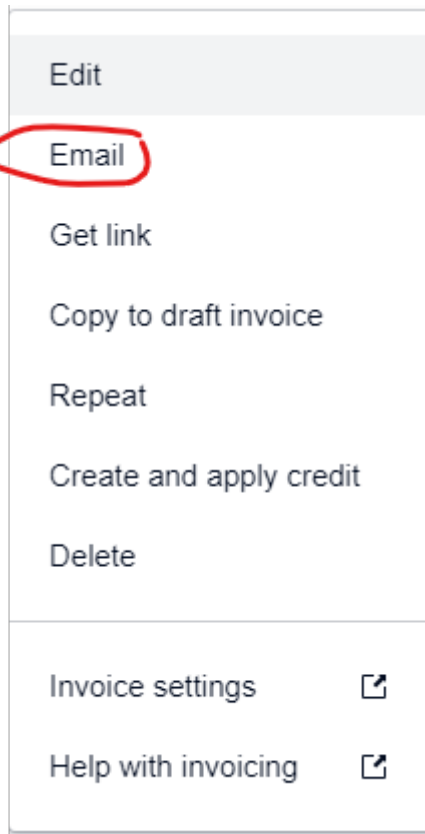


5. To Email directly to customer

1. Click the three vertical dots



2. Click Email



3. Add any additional emails and decide if you want to attach the invoice as a PDF or link to the Xero to view online

Send invoice



accounting@

Invoice QUO:928011 from Matic Media Services Limited for Linden Signs

Hi Gillian,

Here's invoice QUO:928011 for GBP 22.19.

The amount outstanding of GBP 22.19 is due on 19 June 2022.

View your bill online:

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please let us know.

Thanks,

Matic Media Services Limited

☐ Send me a copy

☐ Attach PDF

Cancel

Send

Revision #3

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