

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>. A red arrow points to the URL bar. 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 shows Matic Media Services Limited. The invoice details include Account Number, Invoice Number, Reference, VAT Number, Issued date, and Due date.

TAX INVOICE		maticmedia	
To	[Redacted]	From	Matic Media Services Limited Unit 9-11 Hagmill Road Shawhead Industrial Estate Coatbridge North Lanarkshire ML5 4XD UNITED KINGDOM
Account Number	[Redacted]		
Invoice Number	[Redacted]		
Reference	112438		
VAT Number	878098854		
Issued	20 May 2022		
Due	19 June 2022, Due in 19 days		

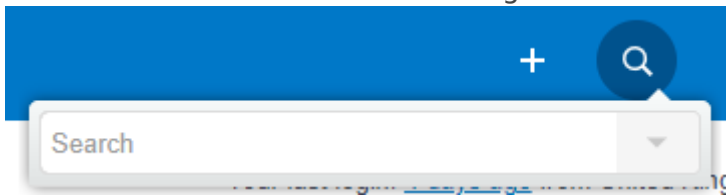
Description	Quantity	Unit Price	VAT	Amount GBP
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6. Or you can download a pdf using the buttons at the top right

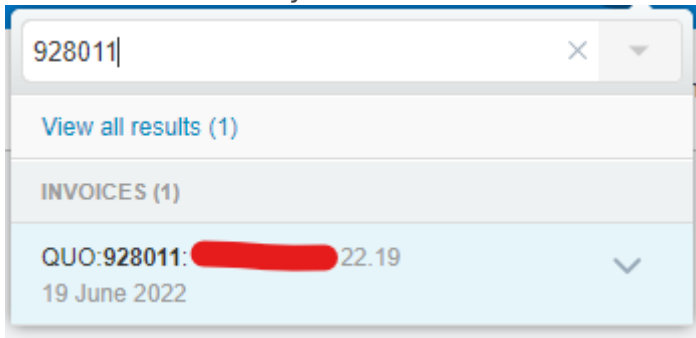


Sending from Xero

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

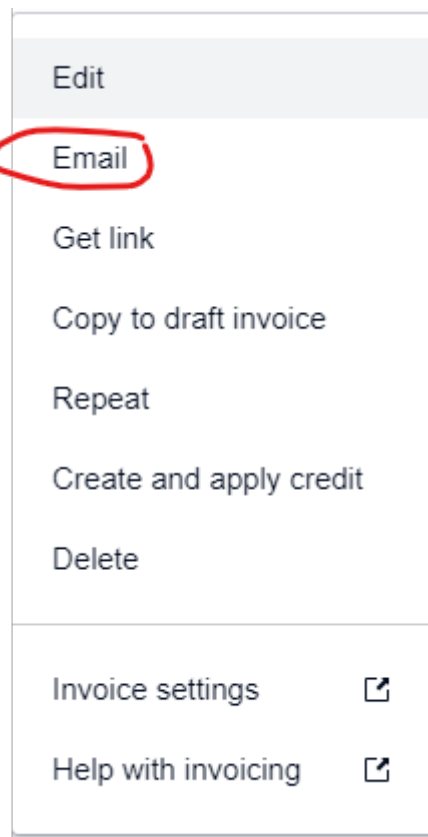


5. To Email directly to customer

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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