

Air4media Pilot v10

BETA

ACME Creative Agency

OWNER

ACME Creative Agency

Laurent P Groult

Dashboard

Documentation

CLIENTS

DIGITAL ASSETS

FLYING LICENSE

WEBSITE

AI

SETTINGS

PLATFORM

Invoicing

Company Management

User Management

System Settings

Module Manager

Menu Management

Domain Manager

Page Management

Template Management

Service Manager

Backup

Onboarding

Log Manager

Login Monitor

Guest Resources

\$87,150

TOTAL INVOICED

\$9,000

OUTSTANDING

1

OVERDUE

\$49,750

PAID

Search...

All Statuses

Create Invoice

Template Editor

Settings

Sync QuickBooks

Invoice #	Client	Issue Date	Due Date	Total	Balance Due	Status	Payment Options
INV-TEST-69d2caaa4870c	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d2caab672f3	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d2caab7b360	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	
INV-TEST-69d2cadf23344	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d28a70e1496	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d2cae03e5fb	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d2cae052185	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	
INV-TEST-69d28a7207d46	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d28a721b814	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	
INV-TEST-69d2cb1060a30	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d28b464d480	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$500.00	sent	
INV-TEST-69d2cb117bbe4	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d2cb118f4f1	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	
INV-TEST-69d28b476868d	Test Site	4/5/2026	5/5/2026	\$500.00	\$500.00	sent	
INV-TEST-69d28b477c202	Test Site	4/5/2026	5/5/2026	\$1,000.00	\$0.00	paid	

Showing 1 to 15 of 75 records

Previous12...5Next

Invoicing

Create, send, and track professional invoices — from first draft to final payment — with online payment collection, full payment history, and your own branded invoice design.

Key Features

- **Invoice Creation:** Add line items, quantities, and rates; totals calculate in real time
- **Online Payments:** Accept credit cards via Stripe — clients pay directly from their invoice link; optionally pass the card processing fee to the client
- **Multiple Payment Methods:** Offer Stripe, ACH, Zelle, check, or wire transfer on any invoice

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- **Public Invoice Link:** Every invoice gets a short, secure shareable link (inv.air4.link/...) — clients view and pay without logging in
- **Status Tracking:** Invoices move through Draft → Sent → Partially Paid → Paid automatically, or update manually
- **Payment History:** See all payments per invoice; edit manual entries or issue Stripe refunds directly
- **Partial Payments:** Record multiple payments — the balance updates automatically after each one
- **Template Editor:** Customize your invoice with your logo, brand colors, and footer text
- **QuickBooks Export:** Export selected invoices to QuickBooks in one click
- **PDF Download:** Download or print any invoice as a PDF
- **Dashboard Stats:** Total invoiced, outstanding balance, overdue count, and paid total at a glance — click any stat card to filter the list instantly

How to Use

Create an Invoice

1. Click **Create Invoice**
2. Select a client and set the issue and due dates
3. Add line items — description, quantity, and rate; the total calculates automatically
4. Choose which payment methods to offer (Stripe, ACH, Zelle, check, wire)
5. Click **Save** to store as a draft

Send an Invoice

1. Open an invoice and click **Send**
2. Add recipients — contacts auto-suggest as you type; use To, CC, and BCC fields as needed
3. Optionally type a personal note to include in the email
4. Click **Send Invoice** — your client receives an email with a "View & Pay Invoice" button; the invoice moves from Draft to Sent automatically

Record a Payment

1. Click **Record Payment** on any sent invoice
2. Enter the amount, payment method, and date; save
3. The balance updates automatically — status changes to Paid when settled in full

View Payments & Issue Refunds

1. Click **Payments** on any invoice to open the payment history
2. Edit manual payment entries or delete non-Stripe payments as needed
3. For Stripe payments, click **Refund**, choose full or partial refund, select a reason, and confirm

Customize Your Invoice Design

1. Click **Template Editor** in the toolbar
2. Upload your logo, set your brand colors, and fill in your company details
3. Add a footer note and save — all invoices update immediately

Tips

- Drafts are invisible to clients — finalize before sending
- Use **Copy Link** from any invoice row to share the payment link directly, without sending an email
- Click **Pay Now** in a row to open the client's payment page instantly for quick follow-up
- Select multiple invoices to batch-send emails, export to QuickBooks, or delete at once
- Use **Mark as Sent** or **Mark as Draft** from the row menu to adjust status manually
- The **Overdue** stat turns red when invoices are past due — click it to filter the list
- Only draft or cancelled invoices can be permanently deleted
- Connect your Stripe account in **Settings** to enable online card payments