Creating an Invoice of your Order Time Subscription

Last Modified on 12/18/2024 9:43 pm EST

Overview

A select few customers have expressed the need for a formal document that outlines their subscription charges and fees. While Order Time does not currently offer a direct export feature for subscription invoices, there is an easy alternative. By utilizing the print-to-PDF function available in most web browsers, users can quickly create a PDF document of their Order Time subscription charges for convenient reference and record-keeping.

Procedure

- Follow the steps below to export an invoice for your Order Time subscriptions:
- Navigate to Admin Page:
 - Click on the company name located in the top right corner of the Order Time page. This will take you to the Admin page

Order Time	Search	Q		0	All Orders Demo
# Home 🛷 Sales	🗮 Purchasing 📦 Warehouse	Reports			
Create New 🔶	Admin			la	n Benoliel Thursday, November 9, 2023
Open Full List 🚽	General		Settings	Users & Roles	
Recent Records toto1613 toto1613 toto1613 toto1045 toto1045 toto1045 toto1045 toto1045 toto106 toto1106 toto110 tot010 tot01 tot01 tot01	Import Profile Lists Doc Status Alerts Alerts Alerts Alerts Accounting integration Accounting integration Comparison Betwice Accounting integration Context integrations Mail and Calendar integration Context Sequence Light		Company Info Company Info Company Performance Castom Relds Page Layouts Email Templates Famil Templates Label Templates Label Templates Domain Verification	Roles Users Billing and Subscription	

- Access Billing and Subscriptions:
 - Once on the Admin page, locate and enter the "Billing and Subscriptions" menu under the "Users and Roles" section.
- View monthly Charges:
 - In the Billing and Subscriptions menu, you will find an itemized list of charges related to your Order Time subscription. above that you will see a section titles company id, in that section you will navigate a line item called payment history where you will click the View Payment HistoryLink

OrderTime		Search		Q					All Orders D	emo	Logout	0
🖷 Home	🛷 Sales	🗮 Purchasing	Q [®] Production	🗑 Warehouse	🖨 Reports							
Admin > Billing	and Subscription											
Billing and	Subscription											
Company Id:	3109											
	Status Active Cano	el										
Payment m	ethod Credit Card	No x000000000000000000000000000000000000	2030 Edit									
Payment In	iterval Monthly											
Next	harge 12/9/2023											
Payment h	istory View payme	ent history										
Subscription e	details Edit or A	dd Services										

- This link will direct you to a page displaying all transactions made in the past year. Please select the desired time frame from the drop-down menu located in the top-left corner, just below the 'Payment History' heading.
- Once selected, click on any transaction ID on the left side of the page to

🖷 Home	🛷 Sales	🐂 Purchasing	© Production	🗑 Warehouse	🖨 Reports
Admin > Billing	and Subscription	Payment history			
Payment histo	bry				
2023	~				
ID			DATE		
8647			4/3/2	023	
10610			11/13	8/2023	
10611			11/13	8/2023	

- This link will bring you to the payments page outlining payment info used to make the transaction, just click the ID link again view the corresponding invoice.
- Print the Page:
 - Right-click anywhere on the page to open a context menu.
 - Select Print:
 - From the context menu, choose the "Print" option. This will open the Print dialog

OrderTime		Search		Q					All Orders Demo	Log
# Home	🋷 Sales	🗮 Purchasing	Q [®] Production	🗑 Warehouse	🖨 Reports		the the the the the t	lada da babada da b		
dmin 🕨 Billing	and Subscription	Payment history > Inve	oice							
nvoice										
nvoice - 8715										
Total An	Date 4/3/2023 nount 50.00 Faxes 0.00						Back Forward Reload Save As Print			
ITEM		QUANTITY			PRICE	EX	Cast Search Images with Google	TAX RATE		
Misc		1			50.00	50.	Send to Your Devices	0.00 %		
							Translate to English View Page Source Inspect			

- Choose Save as PDF:
 - In the Print dialog, locate the destination field and select "Save as PDF" as the printing destination.
- Save the PDF:

• Click the "Save" button to generate a PDF file of the itemized charges for your Order Time subscription.

All Orders Demo Destination	
	Save a
Admin > Billing and Subscription > Payment history > Invoice	
Invoice Pages	All
Invoice - 8715	
Date 4/3/2023 Layout Total Amount 50.00	Portrait
Taxes 0.00	
Items More setting	s
ITEM QUANTITY PRICE EXT. TAX.RATE	
Misc 1 50.00 50.00 0.00%	

By following these steps, you can easily create a PDF document containing the details of your Order Time subscription charges for your records.

Note: The steps mentioned above may vary slightly depending on the browser you are using. Ensure that your browser is up to date for optimal performance.