## Invoice Statuses

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After creating an invoice, you can <u>locate</u> the invoice to view the invoice status. The invoice status indicates where the invoice is in the processing cycle.

| Status      | Description  |
|-------------|--|
| Paid        | The customer has paid the invoice.   |
| Outstanding | <ul> <li>An invoice that meets any of these criteria will be shown as outstanding:</li> <li>It has not passed the payment due date, and the customer has not yet paid the full invoiced amount.</li> <li>The customer has passed the payment due date and has not paid the full invoiced amount yet.</li> <li>Partially paid invoice, regardless of the due date.</li> </ul> |
| Saved       | The invoice was created but never sent to the customer.  |
| Canceled    | The invoice is canceled.   |