

Invoice Management Introduction

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The Ostara Application provides a centralised system for invoice input and processing. Invoice Actions are all accessible through two tools: the 'Finance Section' on the Helpdesk work page and the ribbon menu buttons (Invoice Actions) in the Finance module. The actions available are dependent on the status of the current Work Order or Invoice. Each Action (once complete) will show as an Event in the right-hand Events window within the Helpdesk Work Page. This makes for both quick reference against all actions performed for the specific Work Order number but also acts as a permanent record for audit history and reporting. Supporting documents (invoice, worksheet or both) can be added on creation of an invoice or upon editing an existing invoice (see [Add/Edit/View Documents](#)).

[Create New Invoice](#)

[Create New PO Invoice](#)

[Invoice Search](#)

[Viewing/Editing an Invoice](#)

[Invoices Sub Menu](#)

[Helpdesk Work Page Invoice Actions](#)

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