

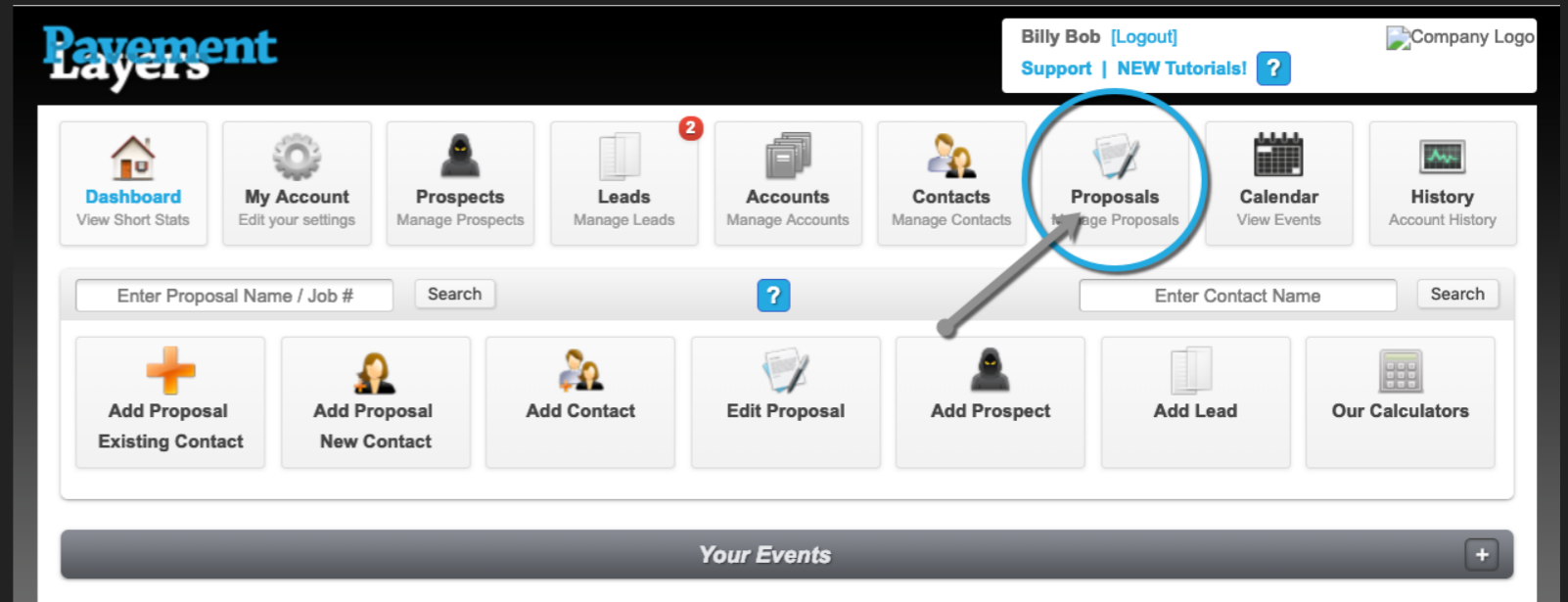
Pavement TUTORIAL

Layers

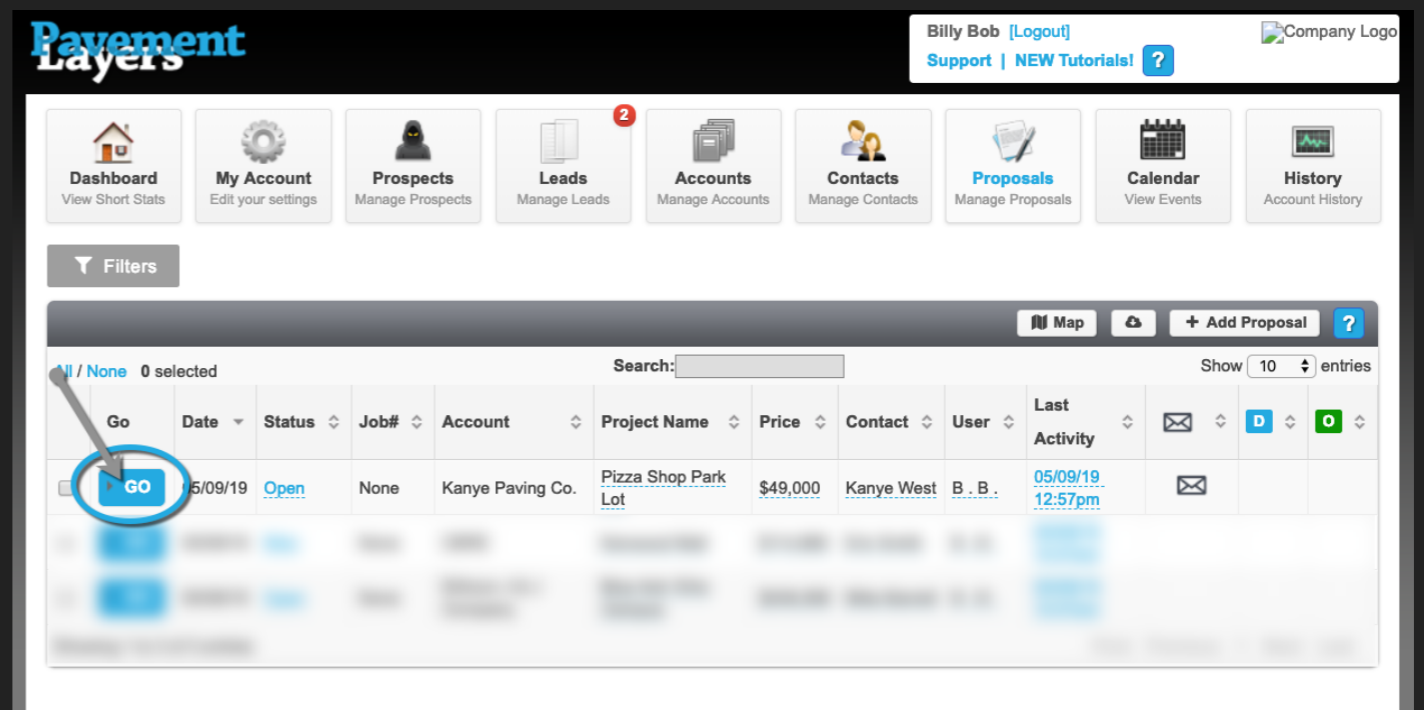
**HOW TO INVOICE AFTER LINKING
WITH QUICKBOOKS ONLINE**

Pavement Layers

1. Select the “Proposals” tab on the upper menu bar.



2. Select the blue “GO” button on the proposal you wish to invoice.



3. Once in the dropdown menu, select the “Invoice” button under QuickBooks.

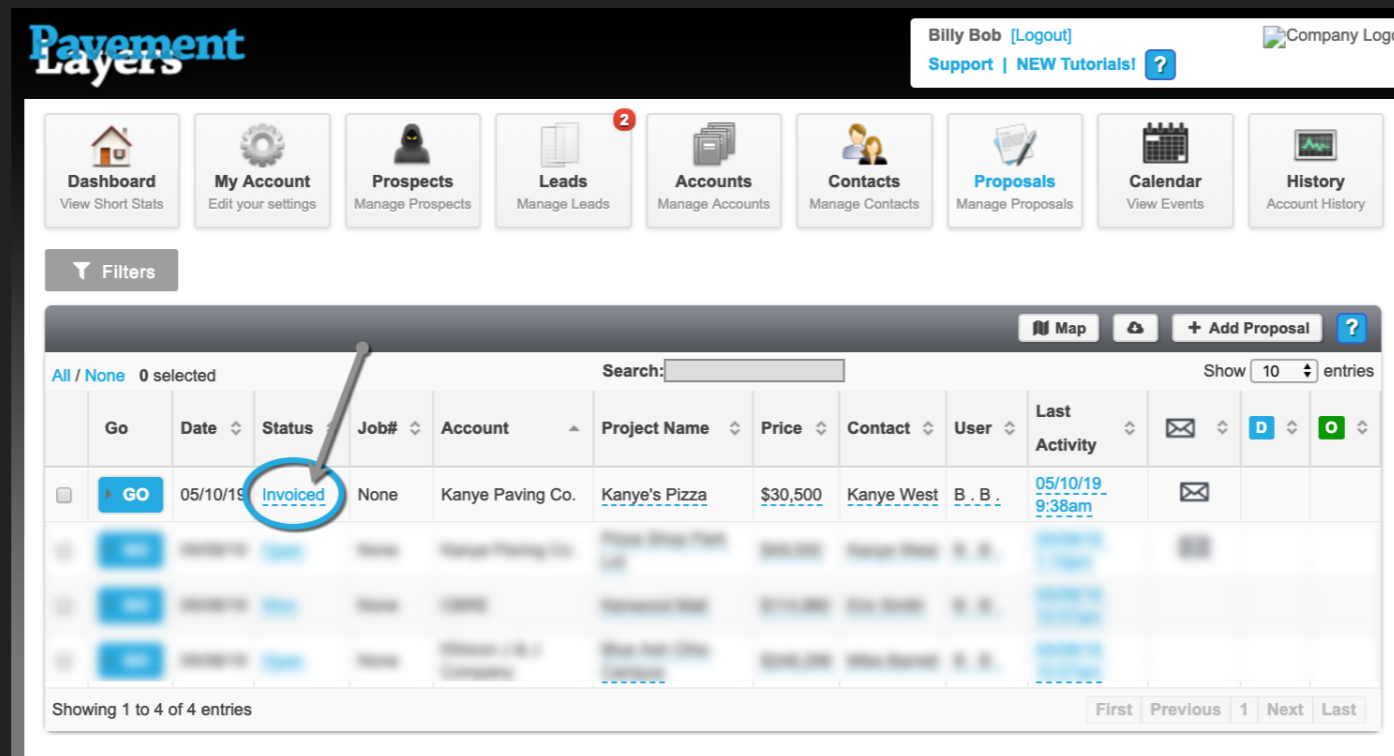
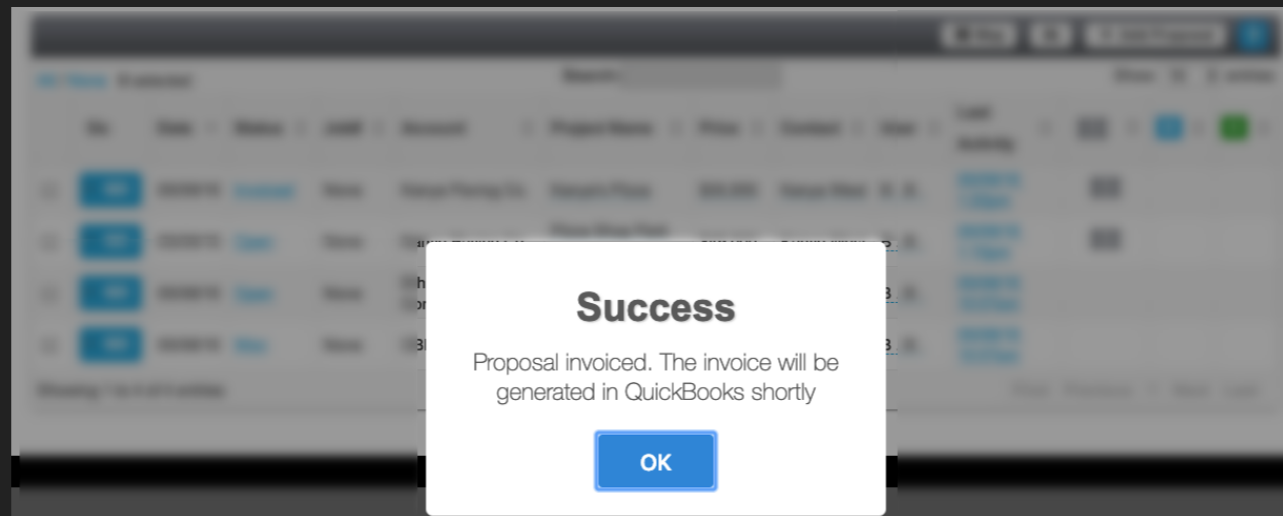
The screenshot displays the Pavement Layers dashboard. At the top, the user is logged in as Billy Bob, with options for [Logout], Support, and NEW Tutorials! A Company Logo placeholder is also visible. The main navigation bar includes buttons for Dashboard, My Account, Prospects, Leads (with a notification badge), Accounts, Contacts, Proposals, Calendar, and History. Below this is a Filters section and a toolbar with Map, Add Proposal, and a help icon. The central area features a table of proposals with columns for Go, Date, Status, Job#, Account, Project Name, Price, Contact, User, and Last Activity. A modal window is open for the proposal 'Kanye Paving Co.: Pizza Shop Park Lot', showing a list of actions and views. The 'Quickbooks' section at the bottom of the modal contains an 'Invoice' button, which is circled in blue and pointed to by a grey arrow.

Go	Date	Status	Job#	Account	Project Name	Price	Contact	User	Last Activity
<input type="checkbox"/>	05/09/19	Open	None	Kanye Paving Co.	Pizza Shop Park Lot	\$49,000	Kanye West	B. B.	05/09/19 12:57pm
<input type="checkbox"/>									05/08/19 10:07am
<input type="checkbox"/>									05/08/19 10:07am

Kanye Paving Co.: Pizza Shop Park Lot

Actions	Views	Contact
Edit Proposal	Preview Proposal	Add New Proposal
Send Proposal	Work Order: Send See Print	Existing Proposals
Edit Project Info	Work Order: Get Link	Contact Details
Copy Proposal	Proposal Activity	Edit Contact
Duplicate Proposal	Proposal Notes	Contact Notes
Delete Proposal		
Schedule an Event		
	Quickbooks	
	Invoice	

4. Once seeing the confirmation pop-up, check under the “Status” tab that the status has changed from “Open” to “Invoiced”.



5. Once in Quickbooks online, hover over the “sales” tab on the left menu bar, and then select “Customers”. Make sure you aren’t under the “Expenses” category.

The screenshot shows the QuickBooks Online interface for 'Sandbox Company_US_1'. The left sidebar has 'Sales' highlighted with a blue circle containing the number '1', and a dropdown menu is open showing 'Customers' selected with a blue circle containing the number '2'. The main content area is titled 'Customers' and features a summary bar with two sections: 'Unbilled Last 365 Days' showing '\$0' with '3 UNBILLED ACTIVITY' below it, and 'Unpaid Last 365 Days' showing '\$530,155' with '13 OVERDUE' below it. Below the summary bar is a table of customer records with columns for 'CUSTOMER / COMPANY' and 'PHONE'. The table includes entries for Amanda Cryder (Residential), Bill's Windsurf Shop, Bob Roth (Roth Industries), Chris Barrett (Barrett Industries), and Cool Cars.

CUSTOMER / COMPANY	PHONE
Amanda Cryder Residential	111-111-1111
Bill's Windsurf Shop Bill's Windsurf Shop	(415) 444-6538
Bob Roth Roth Industries	513-333-3333
Chris Barrett Barrett Industries	513-477-2727
Cool Cars Cool Cars	(415) 555-9933

6. When you open an invoice in QuickBooks, you will see the invoice you have just created.

Invoice #1042 Settings Help Close

Customer: Eric Smith **Customer email:** Send later [Co/Bcc](#)

Subtotal: **\$114,980.00** [Receive payment](#)

Billing address: Eric Smith
Residential
USA

Terms: **Invoice date:** 06/18/2019 **Due date:** 07/18/2019

Crew #:

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Asphalt Milling Repair	Asphalt Milling Repair - Parking Area	1		5,000.00	
2	Crack Sealing Hot Rubberized	Crack Sealing Hot Rubberized	1		4,900.00	
3	Sealcoating Specification	Sealcoating Specification	1		37,350.00	
4	New Asphalt Pavement Overlay	New Asphalt Pavement Blue Map Zone	1		66,530.00	
5	Line Striping	Line Striping	1		1,200.00	
6						

[Add lines](#) [Clear all lines](#) [Add subtotal](#) **Subtotal \$114,980.00**

Message on invoice: See Pavement Layers Proposal: https://dev.pavementlayers.com/proposals/live/view/col/plproposal_kcsZpJ02Ac9H5aU.pdf

Taxable subtotal: \$0.00 [let QuickBooks calculate your sales tax](#)

Total: \$0.00