Invoice Dashboard

Go to **Invoices** and view the dashboard.

The invoice dashboard consists of:

1. **Days overdue** graph shows the number of invoices that are X days overdue. When you click one of the bars, a filter is applied to the Invoice Summary table, and you can view all invoices in the selected range of days overdue.
2. **Invoice Status** pie chart for the current month shows the breakdown of the number and amount of paid and outstanding invoices. When you click a pie section, a filter is applied to the **Invoice Summary Table**, and you can view all invoices with the selected status.
3. **Invoice summary Table**. The table can be filtered by *Currency*, *Customer ID*, *Due Date*, *Date Created*, *Email Address*, *First Name*, *Invoice Amount*, *Invoice Number*, *Last Name*, *Last Payment Date*, *Paid Amount*, and *Status*. A definition of all the fields is available below.
4. The number of **Undeliverable Communications** provides a list of all the emails that have been successful at delivering.

Invoice Summary Table Fields

Reporting Field	Description
Invoice Number	Invoice number created by you for bookkeeping and reconciliation purposes.
Customer ID	An ID assigned to the customer at the time of creation. Once entered, you cannot modify the customer ID.
Name	Name of your Customer.
Status	Status of the invoice: • *Outstanding* - An invoice that has not yet been paid. • *Paid* - An invoice that has been paid. • *Saved* - An invoice that has been created but never sent to your customer. • *Canceled* - An invoice that has been canceled. Example: an incorrect invoice or accidentally created duplicate invoice.
Date Created	The date you created the invoice.
Due Date	The date the invoice is due.
Invoice Amount	The total amount charged to your customer. The invoice amount is the total of line items and sales tax (if applicable).
Amount Paid	It is the amount paid by your customer towards the invoice.
Amount Due	It is the amount due by your customer for the invoice. If your customer makes a partial payment, the invoice is updated, and you can see the remaining amount due here.
Currency	The currency you are requesting from your customer.