



New Release: Invoice List Page – Update Paid Button

Audience: HDO

Release Date: 1/24/18

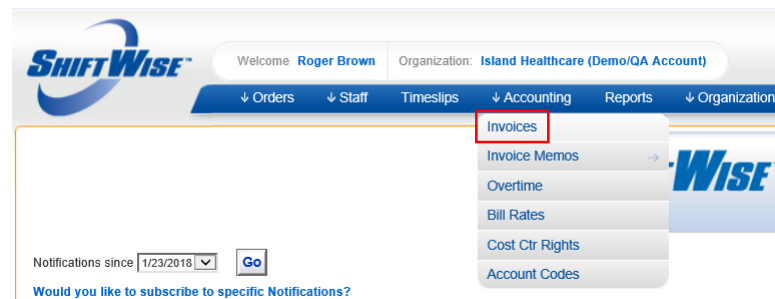
We are pleased to announce the release of a new feature!

Accounting - Invoice List Page – Update Paid button

A new feature has been added to the Invoice List page within ShiftWise VMS. You will now find a button named **Update Paid** above and below the Payment Rcvd (received) column. When updates are made to the checkboxes on this page, in order to save the changes you must click the **Update Paid** button. Previously when updates were made to the checkboxes, they were saved automatically. The purpose of these changes are to gain efficiencies in our technology.

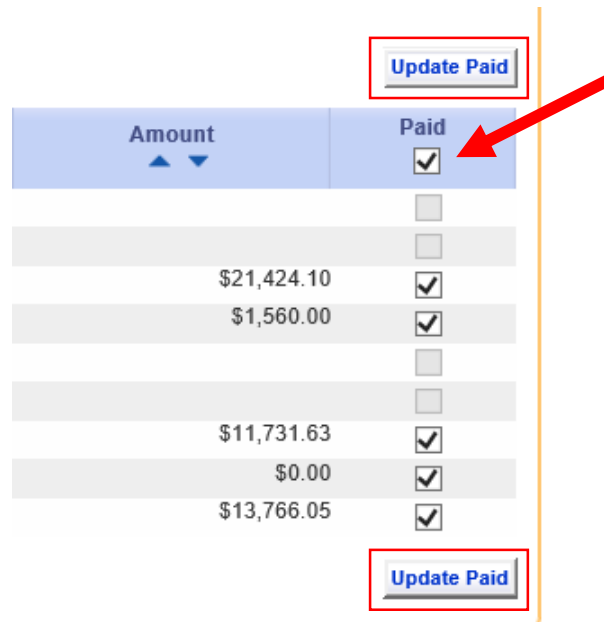
Locating the Update Paid button

After logging in, navigate to the **Accounting** menu, then select **Invoices**:



You will land on the *Invoice List* page.

Navigate to the column on the far right labeled **Paid**. The **Update Paid** button is available above and below the column. In addition, a select all feature has been added. To select all, click the checkbox below the title **Paid**. This action will check the box for all active invoices.



Amount	Paid
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
\$21,424.10	<input checked="" type="checkbox"/>
\$1,560.00	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
\$11,731.63	<input checked="" type="checkbox"/>
\$0.00	<input checked="" type="checkbox"/>
\$13,766.05	<input checked="" type="checkbox"/>

TIP:

Only invoices in invoiced status allow updates to checkboxes.

Questions? Email training@shiftwise.com