View and understand the Invoice overview

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View and understand the Invoice overview

This guide explains how to view and understand the invoice overview in Stella Care's Administration System. Here, you can find all invoices and their basic information.

Important note

It is not possible to see whether an invoice has been paid. All invoices will always appear as "Draft" in the system.

Also note that the invoice number shown in Stella Care's system is not the same as the invoice number in e-conomic.

How to find the invoice overview

1. Go to the "Invoices" menu on the left side of the Administration System.
2. You will see a list of all invoices linked to your organization or customer.
3. Use the search field at the top to find a specific invoice.
4. You can also filter the view by selecting a time period.

Information in the Invoice Overview

Each row in the table shows basic information for an invoice:

- **Status:** Always shown as "Draft."
- **Invoice Number:** An internal number shown in the system. This differs from the invoice number used in e-conomic.
- **Issue Date:** The date the invoice was generated.
- **Due Date:** The payment deadline.
- **Payer:** The customer or organization set as the payer.
- **Total Price:** The amount including VAT.

View Invoice Details

Click an invoice in the table to open it.

At the top of the page, you'll see:

• The customer's name

• The issue date

• The due date

At the bottom, you'll find the invoice lines showing:

• Which organization the invoice is connected to

• How many citizens and devices the invoice includes

• Price excluding VAT and total price

Download an Invoice

Click the Download button to save the invoice as a PDF file.

The file can be used for documentation.

Tips

- Use the time filter to find invoices from a specific period.
- If you need to update billing information, please contact Stella Care Support using the support form.

Related Content

- Download an invoice
- Filter and search for invoices