

AUTO INVOICE

USER GUIDE

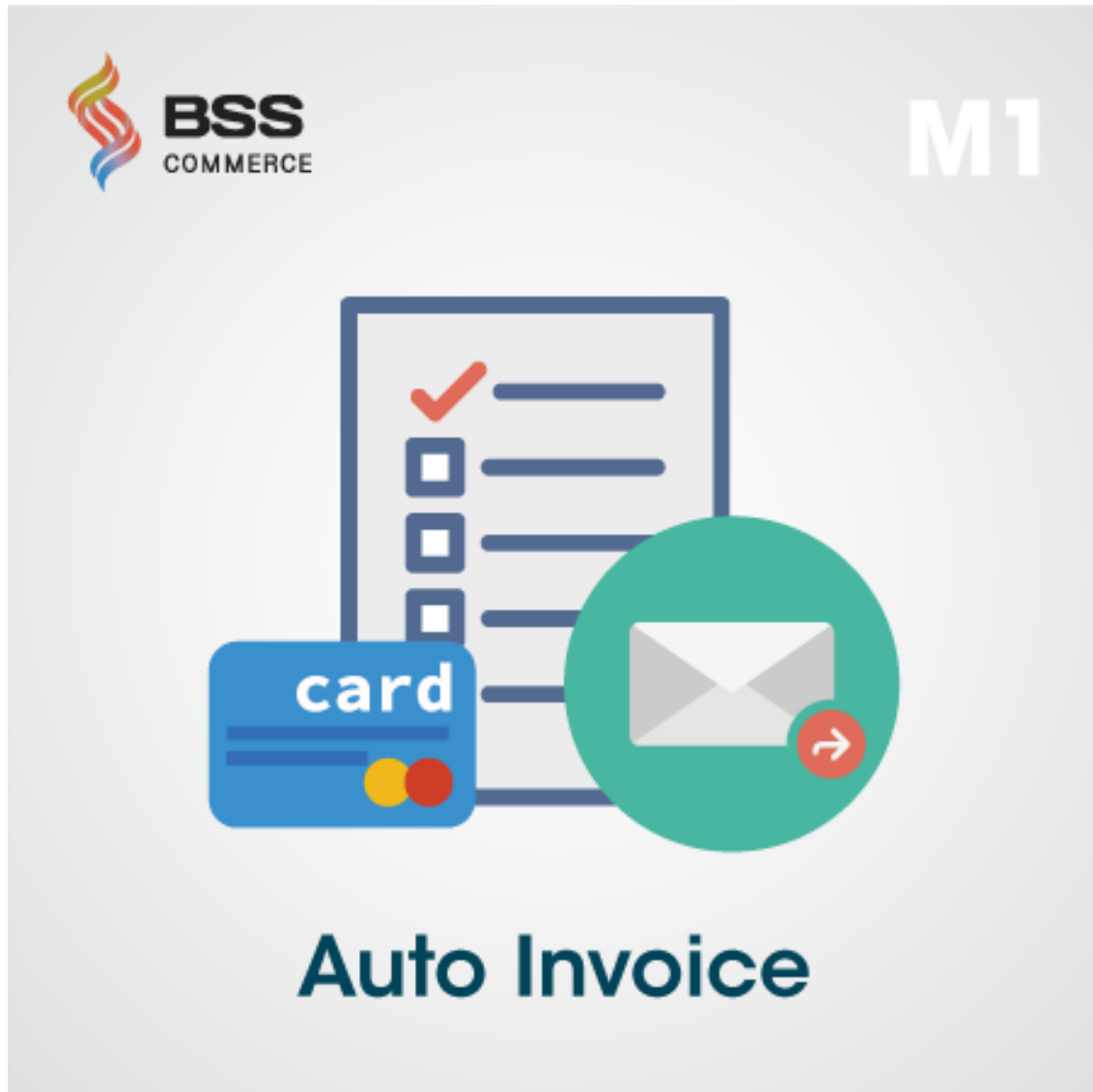


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I. Auto Invoice Extension Overview

Auto Invoice simplifies order status management which not only reduces significant admin works but also satisfies customers' need. Customers always want the place order as fast as possible and at once. With Auto Invoice, all status of orders will be automatically changed into "Complete" and invoices will accordingly be created. As a result, Auto Invoice will put an end of overload of manually creating an invoice too much for Magento Store Owners.

II. How does BSS Auto Invoice for Magento 2 Extension work?

2.1. Invoice Management

Step 1: After the orders has been successfully made with all required fields to be filled in, checking in your Sales->Invoices



Step 2: Submit your wanted confirmed orders, choose "Action" status into "PDF" if you want to attach invoice PDF files into the email. After submitting, Click "View" button!

Invoices

Page 1 of 1 pages | View 20 per page | Total 4 records found | Export to: CSV | Export | Reset Filter | Search

Select Visible | Unselect Visible | 4 items selected | Actions | PDF Invoices | Submit

Invoice #	Invoice Date	Order #	Order Date	Bill to Name	Status	Amount	Action
<input checked="" type="checkbox"/> 100000004	Jan 12, 2015 9:07:58 PM	100000004	Jan 12, 2015 9:07:58 PM		Paid	\$505.00	View
<input checked="" type="checkbox"/> 100000003	Jan 12, 2015 8:26:13 PM	100000003	Jan 12, 2015 8:26:13 PM		Paid	\$2,704.98	View
<input checked="" type="checkbox"/> 100000002	Jan 12, 2015 8:00:39 PM	100000002	Jan 12, 2015 8:00:39 PM		Paid	\$2,704.98	View
<input checked="" type="checkbox"/> 100000001	Jan 11, 2015 11:59:45 PM	100000001	Jan 11, 2015 11:59:45 PM		Paid	\$2,704.98	View

Click “Send Email” and your customer will be successfully received it.

Invoice #100000004 | Paid | Jan 12, 2015 9:07:58 PM (the invoice email is not sent) | Back | Send Email | Print

<p>Order # 100000004 (the order confirmation email was sent)</p> <p>Order Date: Jan 12, 2015 9:07:58 PM</p> <p>Order Status: Complete</p> <p>Purchased From: Main Website Main Store English</p> <p>Placed from IP: 14.162.79.136</p>	<p>Account Information</p> <p>Customer Name</p> <p>Email</p> <p>Customer Group: NOT LOGGED IN</p>
<p>Billing Address Edit</p> <p>Test Tesst, American Samoa, 10000 United States T: 10000</p>	<p>Shipping Address Edit</p> <p>Test Tesst, American Samoa, 10000 United States T: 10000</p>

2.2. Backend Configuration

Auto Invoice is easily configured from backend by these steps: BSS Backend-> system->configuration

Easily enable/disable the extension and select the suitable Payment Methods

Bss Auto Invoice

Enabled

Select Payment Methods

- Credit Card (Authorize.net)
- Credit Card Direct Post (Authorize.net)
- Moneybookers**
- All Polish Banks
- CartaSi
- Carte Bleue
- Credit Card / Visa, Mastercard, AMEX, JCB, D
- Dankort
- EPS Online-Überweisung

▲ Select payment methods for which invoice and shipment autogeneration will work

Set enable or disable for automatic invoice and shipment generation in the same page as:

Enable automatic invoice generation

Enable automatic shipment generation

Yes

Yes

No

III. Contact Us



**30-day
Money Back**



**Free Lifetime
Update**



**Free 3-month
Support**

Any questions or concern about us, feel free contact:

Website: <http://bsscommerce.com>

Support: support@bsscommerce.com

Skype: support.bsscommerce

BSS Support team is always ready to aid you with any issue related to our products. Additionally, we also give you Website development and Administration Support.

We do offer:

1. Free installation services for commercial products
2. Free updates within offered support period

Our duties:

1. Responsibility for resolving product bugs
2. Help with technical queries
3. Technical support in installation and product usage.