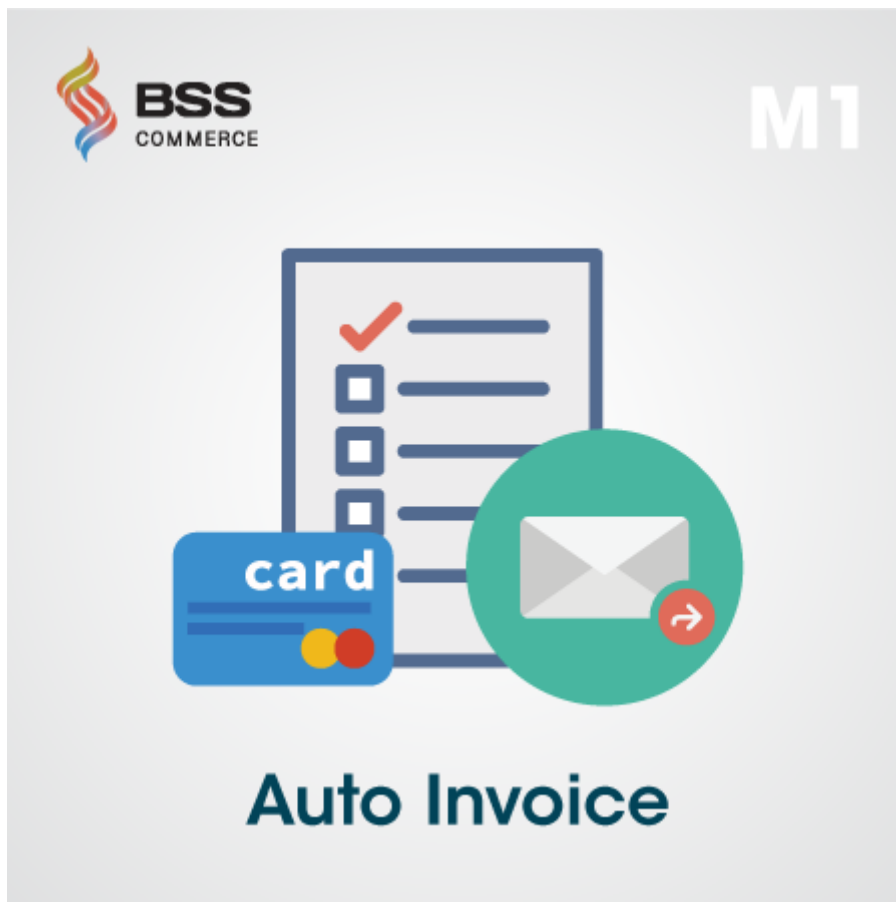




# AUTO INVOICE

## USER GUIDE



## Contents

- 1. Auto Invoice Extension Overview ..... 3**
- 2. How Does Auto Invoice Extension Work? ..... 3**
  - 2.1. Invoice Management ..... 3
  - 2.2. Backend Configuration ..... 4
- 3. Contact Us ..... 6**

## 1. Auto Invoice Extension Overview

[Auto Invoice Extension](#) 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.

## 2. How Does Auto Invoice Extension Work?

### 2.1. Invoice Management

After the orders has been successfully made with all required fields to be filled in, checking in your Sales →Invoices.

Submit your confirmed orders, and choose Action status into PDF if you want to attach invoice PDF files into the email. After submitting, Click View button.

Invoice #	Invoice Date	Order #	Order Date	Bill to Name	Status	Amount	Action
<input checked="" type="checkbox"/> 100000101	Dec 18, 2016 11:29:17 PM	100000132	Dec 18, 2016 11:29:17 PM	G G	Paid	\$600.00	<a href="#">View</a>
<input checked="" type="checkbox"/> 100000100	Dec 18, 2016 11:26:09 PM	100000131	Dec 18, 2016 11:23:17 PM	Gh Gh	Pending	\$300.00	<a href="#">View</a>
<input checked="" type="checkbox"/> 100000099	Dec 15, 2016 12:31:21 AM	100000130	Dec 15, 2016 12:31:21 AM	asdf asdf	Paid	\$600.00	<a href="#">View</a>
<input checked="" type="checkbox"/> 100000098	Dec 13, 2016 9:34:12 PM	100000129	Dec 13, 2016 9:34:11 PM	gabriel teste	Paid	\$300.00	<a href="#">View</a>
<input checked="" type="checkbox"/> 100000097	Dec 2, 2016 6:56:00 AM	100000125	Dec 2, 2016 6:56:00 AM	Ajay Pogul	Paid	\$300.00	<a href="#">View</a>
<input checked="" type="checkbox"/> 100000096	Dec 2, 2016 6:33:46 AM	100000124	Dec 2, 2016 6:33:46 AM	Ajay Pogul	Paid	\$300.00	<a href="#">View</a>
<input checked="" type="checkbox"/> 100000095	Nov 20, 2016 11:55:04 AM	100000118	Nov 20, 2016 11:55:04 AM	bmbm bk	Paid	\$300.00	<a href="#">View</a>
<input type="checkbox"/> 100000094	Nov 9, 2016 2:14:57 AM	100000116	Nov 9, 2016 2:14:57 AM	Arsenio Chavez	Paid	\$600.00	<a href="#">View</a>
<input type="checkbox"/> 100000093	Oct 26, 2016 2:29:36 AM	100000114	Oct 26, 2016 2:29:36 AM	Falzan Pervalz	Paid	\$300.00	<a href="#">View</a>
<input type="checkbox"/> 100000092	Oct 22, 2016 1:52:54 PM	100000113	Oct 22, 2016 1:52:54 PM	DUSHYANT kumar	Paid	\$300.00	<a href="#">View</a>

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

Invoice #100000101 | Paid | Dec 18, 2016 11:29:17 PM (the invoice email was sent)

Order # 100000132 (the order confirmation email was sent)

Order Date	Dec 18, 2016 11:29:17 PM
Order Status	Processing
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	91.58.47.76

Billing Address [Edit](#)

G G  
Tff  
56, Alabama, 666  
United States  
T: 566

Payment Information

Check / Money order  
Order was placed using USD

## 2.2. Backend Configuration

### Bss Autoinvoice

**Bss Auto Invoice**

Enabled	<input type="text" value="Yes"/>	[STORE VIEW]
Select Payment Methods	<input type="text" value="Credit Card (Authorize.net)"/> <input type="text" value="Credit Card Direct Post (Authorize.net)"/> <input type="text" value="Moneybookers"/> <input type="text" value="All Polish Banks"/> <input type="text" value="CartaSi"/> <input type="text" value="Carte Bleue"/> <input type="text" value="Credit Card / Visa, Mastercard, AMEX, JCB, D"/> <input type="text" value="Dankort"/> <input type="text" value="EPS Online-Überweisung"/>	[STORE VIEW]
Enable automatic invoice generation	<input type="text" value="Yes"/>	[STORE VIEW]
Enable automatic shipment generation	<input type="text" value="Yes"/>	[STORE VIEW]

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

In **Enabled**, choose Yes to enable Auto Invoice extension, otherwise choose No to disable it.

In **Select Payment Methods**, choose payment methods to apply automatic invoice.

In **Enable automatic invoice generation**, choose Yes to enable the function then invoices will be generated automatically after orders are completed.

In **Enable automatic shipment generation**, choose Yes to enable the function then shipment will be generated automatically after orders are completed.

### 3. Contact Us



Free 1-year  
Support



Free Lifetime  
Update



Free  
Installation

Any questions or concern about us, feel free to contact:

Website: <http://bsscommerce.com>

Support: [support@bsscommerce.com](mailto:support@bsscommerce.com)

Skype:support.bsscommerce

*BSS Support team is always ready to aid you with any issue referring 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.

