Invoices Report

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The **Invoices report** in Kilo GMS lists every package and retail invoice for all of your athletes in one place. You can filter, sort, and download it, and take action on any invoice directly from the report.

What you can do with the Invoices report

- See package and retail invoices for all athletes
- Filter and sort invoices
- Download the report as a CSV file
- Refund, void, or collect on an invoice
- Change the payment method for a single invoice

Getting to the report

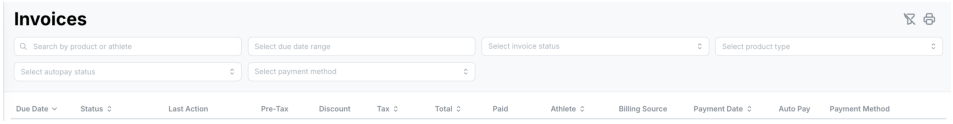
Select **Invoices** in the left menu of Kilo GMS.

To see invoices for one athlete only, open the athlete's profile and go to the **Invoices** tab.

Filter and sort the report

Use the four filter options at the top of the report to narrow the invoices shown.

Invoices are listed from oldest to newest by default. To change the order, click the up or down arrow beside a column heading.



Download the report

Click the printer icon to the far right of your screen to download the invoice data as a CSV file.

Take action on an invoice

1. Find the invoice on the report.
2. Click the blue arrow button to the far right of the invoice.
3. Select an action.

The actions available depend on the invoice's status.

Action	Available when	What it does
Refund	The invoice is Paid	Refunds part or all of the amount
Void	The invoice is not Paid, for example Upcoming or Failed	Removes the payment so it is no longer expected
Collect on Invoice	The invoice is Failed or Upcoming	Collects the invoice immediately
Change Payment Method	Before the invoice is collected	Updates the payment method for this invoice only

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How do I collect a failed or upcoming invoice?

Click the blue arrow button beside the invoice, select Collect on Invoice, then click Collect.

- If a card or bank account is listed in the **Payment Method** column, that payment method is charged.
- If the payment method is **Cash or Check**, the invoice is marked Paid. Only do this once you have collected the funds from the athlete.

Does voiding an invoice cancel the athlete's package?

No. Voiding an invoice does not remove the athlete's package or their available credits.

> [CALLOUT — Warning] If an athlete should no longer have access to events, cancel their package early in addition to voiding the invoice.

Helpful tips

- Use **Change Payment Method** for a one-time change to a single invoice
- Mark cash and check invoices as collected only after you have the funds in hand
- Use the athlete's **Invoices** tab when you only need one athlete's history

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If you have questions about the Invoices report in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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