

Tip of the Week: Quickly view invoices with outstanding balances and resend to clients

This week's Tip of the Week will look at how users can quickly view invoices with outstanding balances and resend them out to their clients. This is a simple and easy tip to help our users save time when payments are due and reminders need to be sent out.

Head under **Invoices>Sent** screen. This screen will display all sent invoices in the date range shown at the top of the screen. Users can change this date range to pull up older invoices as needed, and hit the search button.

By default, the '**Balance**' column will be sorted by paid invoices. When the user clicks on the '**Balance**' column it will sort unpaid balances to the top of the list. Simply click on the checkboxes next to the unpaid balance and hit the '**Resend**' button on the top right of the screen.

If you'd like TimeSolv support to help you in understanding how to quickly view invoices with outstanding balances and resend them out to your clients, please call 1.800.715.1284 or Contact support.

[Contact support](#)