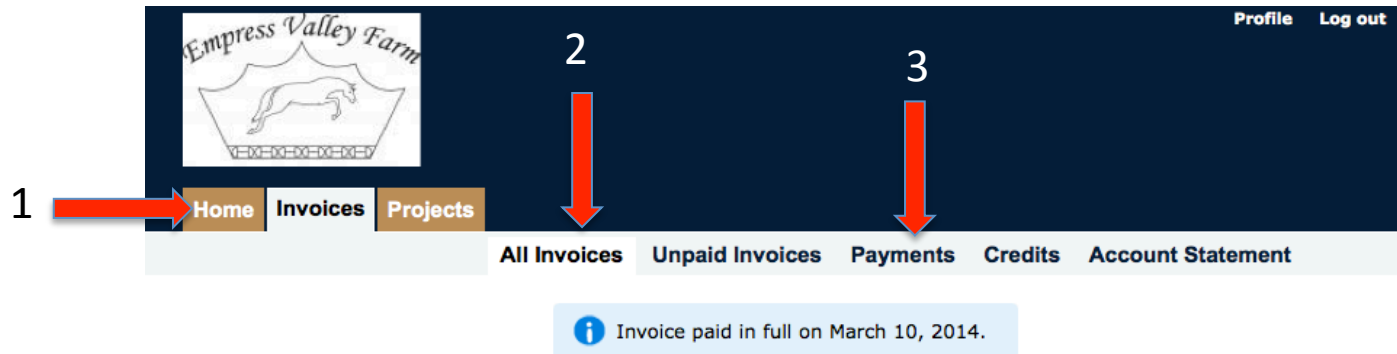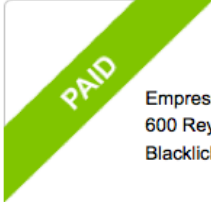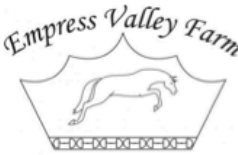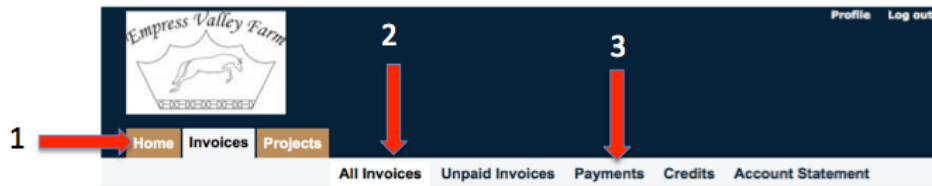# Top 3 Ways to Use your EVF Freshbooks Client Account

When you click on the link to your monthly invoice and log into your EVF account, not only do you see the invoice, but you have full access to many great additional features!
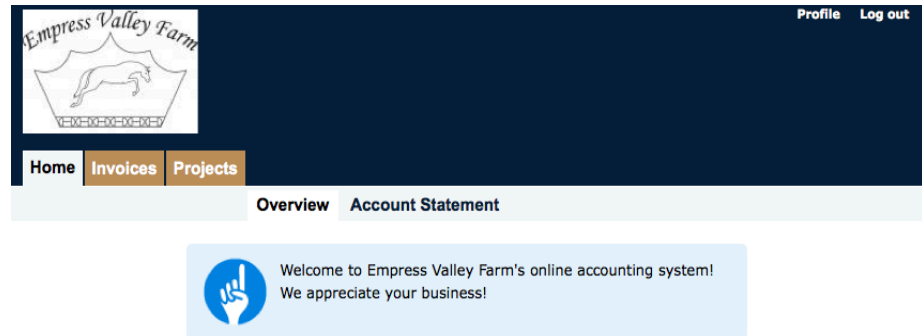
1. By Clicking on the "Home" tab, you will see the simple account profile shown below. This is an easy to read overview or summary of your account.

Outstanding balances

Credit on the account

Why might I have credit? When you are a lesson student and purchase a block of lessons, a credit is created in your account for the cost of the block (for example, $240 for a block of 4, $60 lessons). At the end of the month, we tally how many lessons were taken and the corresponding amount is subtracted from the credit. The amount remaining as credit is an easy way to see how many lessons you still have left in your "bank".
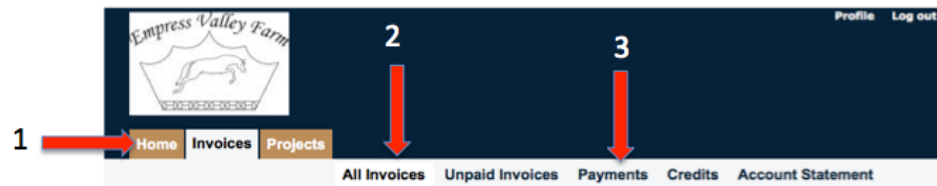
2. Invoices – Click on the "All Invoices" tab to see a list of all invoices created for the account or on the "Unpaid Invoices" to see the outstanding invoices in one list.
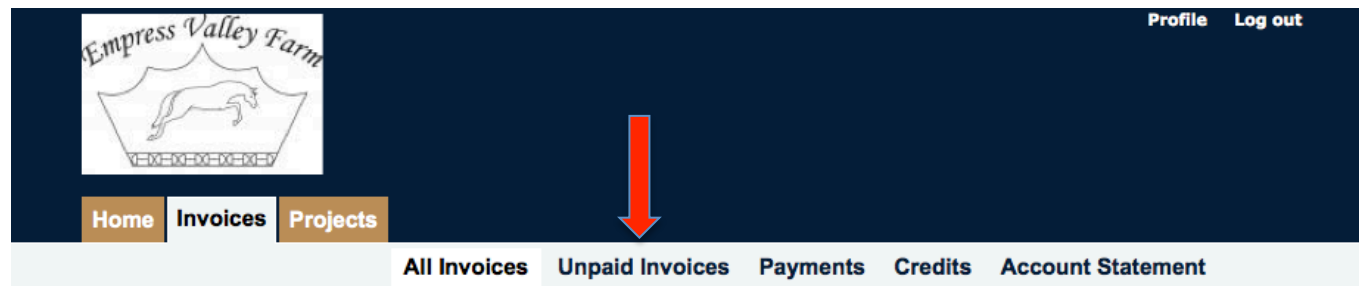
Click on the invoice number to see the invoice details.

Invoices

	Invoice	Description	Date ▼	Total	Status
	0003096	December Lesson Summary	01/01/15	0.00 USD	outstanding
☐	0003074	January Invoice	12/28/14	730.00 USD	paid
☐	0003023	November Lesson Summary	12/01/14	0.00 USD	outstanding
☐	0003000	December Invoice	11/28/14	730.00 USD	paid
☐	0002946	October Lesson Summary	11/01/14	125.00 USD	paid
☐	0002925	November Invoice	10/28/14	830.00 USD	paid
☐	0002892	October Invoice	10/01/14	630.00 USD	paid
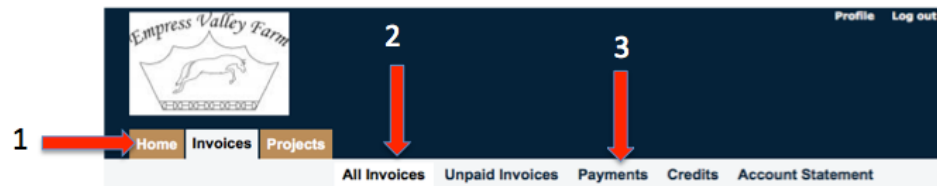
3. Payments – Click on the Payments tab to see a list of all payments applied to the account. If paying by check, the check number will be recorded in the "note" section normally so you can easily track payments. Additionally, this list shows where (what invoice) each payment was applied. If you pay by PayPal or cash, these will also be recorded here.
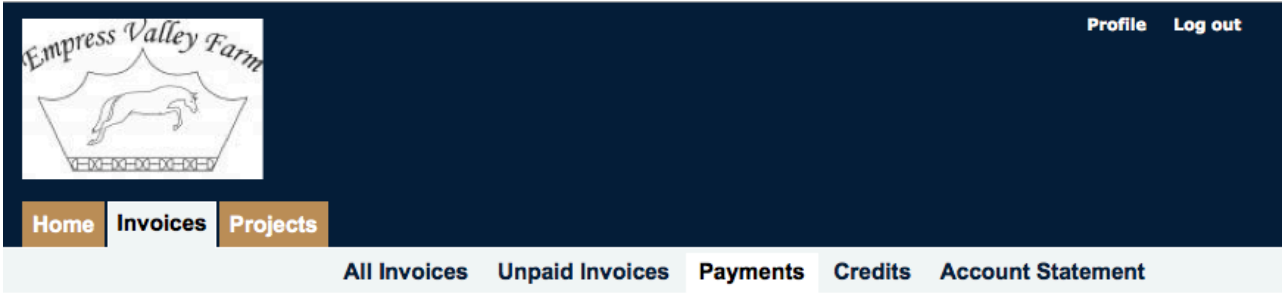
Payments

Payment For	Method	Note	Date ▼	Amount
Invoice 0003074	Check		01/01/15	730.00 USD
Credit 0000968	Credit		12/31/14	80.00 USD
Invoice 0003000	Check		12/14/14	730.00 USD
Invoice 0002925	Check		11/03/14	830.00 USD
Invoice 0002946	Check		11/03/14	43.50 USD

Another really cool feature is the projects tab:

Empress Valley Farm

Home   Invoices   **Projects**

Projects

Projects

Projects

Hours Logged To: Katie Campbell

Tasks

Project Tasks	Logged Hours
IND 2hr Group Boarder	2.00
IND Group, Boarder	2.00
IND Private, Boarder	26.00
IND Semi, Boarder	1.00
Misc	2.00
Prepaid - 1/2 hr	1.00
Prepaid - 45 Min	17.00
Prepaid - Group	8.00
Prepaid - Private	103.00
Prepaid - Semi	20.00
Training Ride	5.00
Total:	187.00

Project Name ▼	Last Invoiced	Unbilled Hours	Total Hours
Katie Campbell	01/01/15	1.00	187.00

Search

Click on your name
or the name of your
rider to see a complete
record of all lessons taken!

December 2014

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
30	1 1.00	2	3	4	5	6	1.00
7	8	9	10 1.00	11	12	13	1.00
14	15 1.00	16	17	18	19	20	1.00
21	22	23	24	25	26	27	0.00
28	29 1.00	30	31	1	2	3	1.00
				Total for December 2014:			4.00

Scroll through the calendar to see the actual
days lessons were taken! (A "1.0" on a date means
one lesson was entered for this person on that date.)

We are striving to make our business a delightful customer experience.

Tell us how we can improve:

empressvalleyfarm@yahoo.com