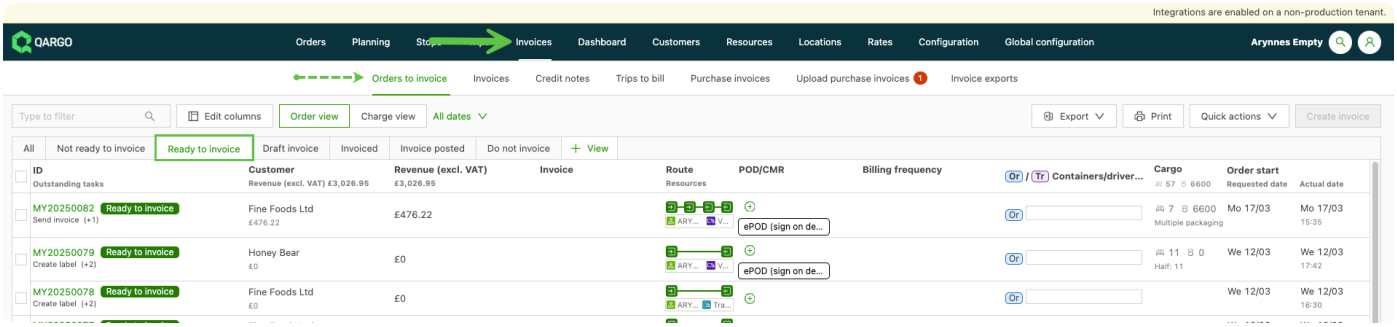
Invoices – Set "Do not invoice" in bulk

Set completed orders with no billing to 'Do not invoice' for easy tracking. Use filters, update the status, and manage them in a separate tab.

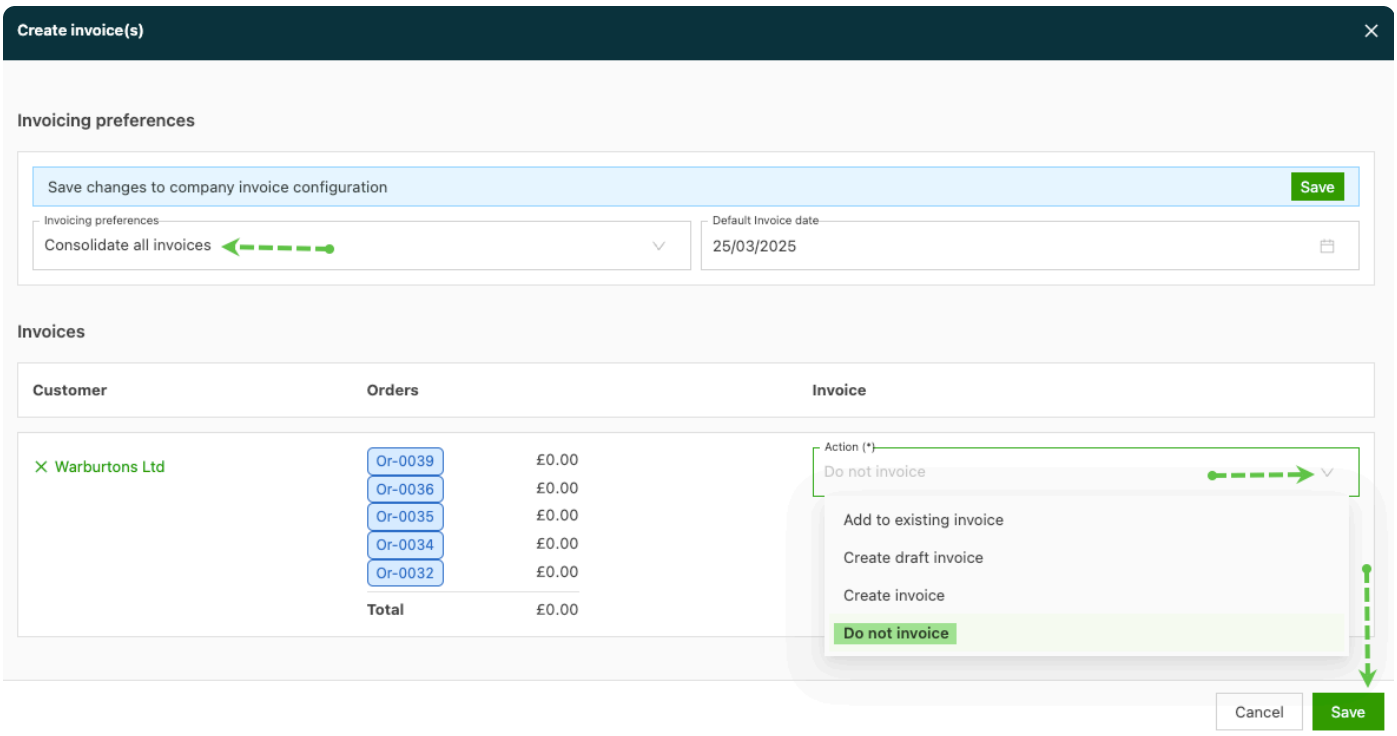
Updated March 8, 2026

When there are completed orders that **do not** require billing, the revenue value should be set to 0. To clear these orders, the status can be set to ***'Do not invoice'***, which puts them into a separate tab. To move an order to this status, it must first be set to ***'Ready to invoice'*** (click here for details).

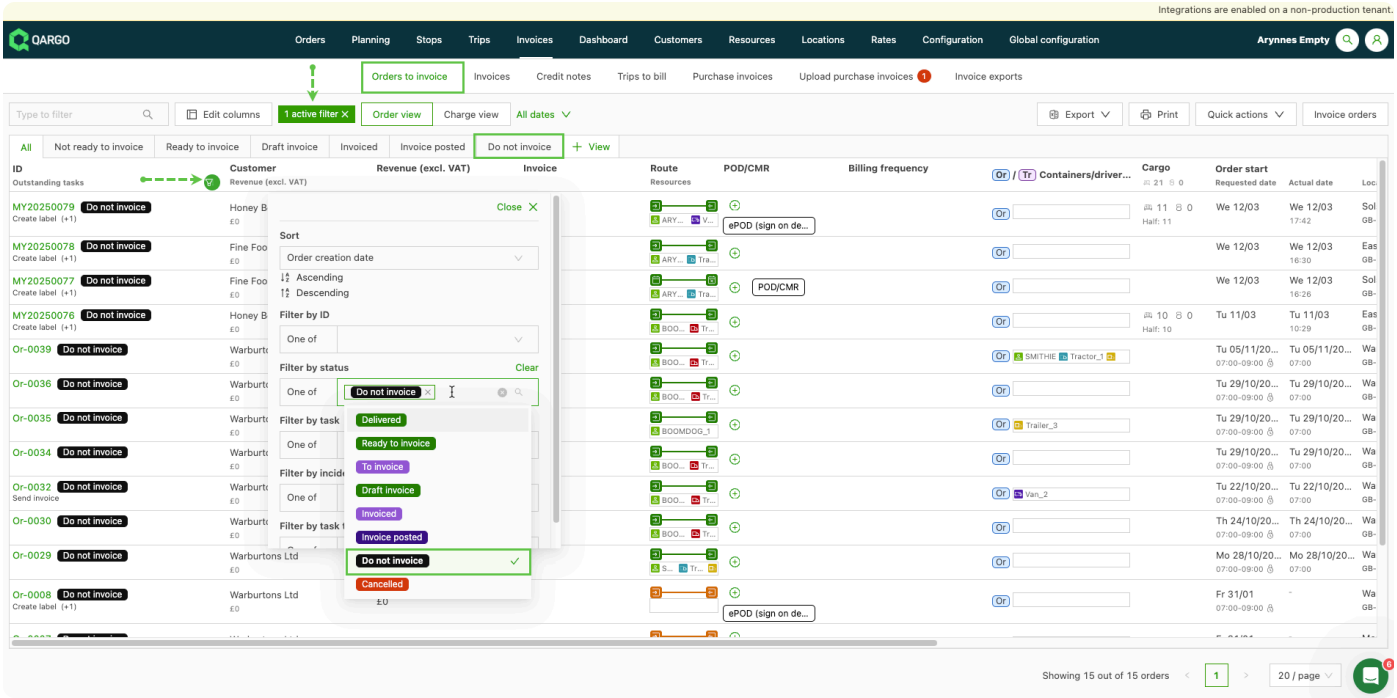
- Navigate to **Invoices** and click the ***'Orders to invoice'*** submenu.



- Use the column header filters to display the records to update. (*Note: a maximum of 100 records can be displayed.*) Select the records using the checkboxes.
- Click the ***'Create invoice'*** button. This opens a new window showing the selected orders. If the orders are all for the same customer, use the option to consolidate the invoices. This groups the orders so the **'Do not invoice'** action only has to be selected once.
    - No invoices are actually created. Instead, all the orders are updated to the **Do not invoice** status.
- Click **Save** to update.



- The order status is set to ***'Do not invoice'*** and the orders no longer appear in the list.
- To view the orders, navigate to the ***'Orders to invoice'*** submenu.
    - Click the **'Do not invoice'** tab to view the list of orders.
    - Use the column header filter and filter by status.





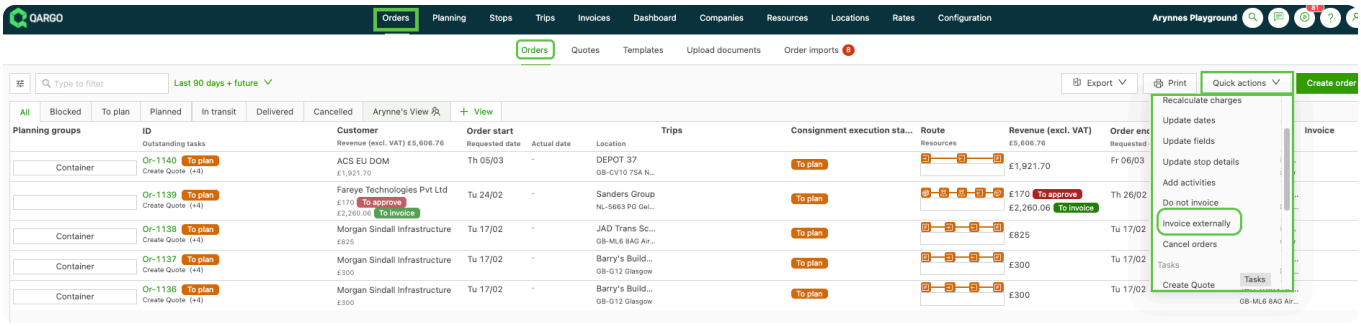
Set “Invoice externally” in bulk

In addition to **Do not invoice**, selected orders can be marked as **Invoice externally** in bulk directly from the **Orders** page using the **Quick actions** menu.

- **Invoice externally** means the charge lines for those orders are handled outside of Qargo (e.g., through a third-party billing system).
- Orders with this status are excluded from Qargo’s billing workflow.

How to set “Invoice externally” in bulk

1. Go to **Orders** and select the orders to update (use filters or checkboxes)
2. Click the **Quick actions** button (top right of the order list)
3. Select **Invoice externally** from the menu



4. Confirm the action

Charge lines that are already processed are not affected:

- Lines already in another status (e.g., Approved, Posted, Do not invoice) are not affected.
- Setting “Invoice externally” at the **quote level** is not currently available through this quick action. This must still be done per order.