

Invoices

Viewing, downloading and paying your invoices, and keeping track of your beat usage.

06

<https://cockpit.memo-offitel.be/>

WHERE

Menu > Facturen

TIME

2 minutes

YOU WILL LEARN

Downloading and paying invoices

Facturen

Bekijk, download en betaal uw facturen.

1 **Beats-verbruik · CORE**
Extra beats worden nagerekend. 1.467 beats over

FACTUURNR.	BEDRAG	STATUS	VERVALDATUM	ACTIES
20262124	€ 121	3 Openstaand	30 okt 2026	4 5
20261702	€ 1.180,50	Betaald	31 aug 2026	
20261475	€ 1.320,75	Betaald	31 jul 2026	

Betalen gaat met een overschrijving met de gestructureerde mededeling. De facturen komen uit Exact Online.

- Beat usage:** your subscription and remaining beats. Extra beats are charged afterwards.
- Select:** tick invoices to download them together.
- Status:** *Openstaand* (outstanding) or *Betaald* (paid).
- Betaal** (pay): shows the details for a bank transfer.
- PDF:** download the invoice.

Downloading an invoice

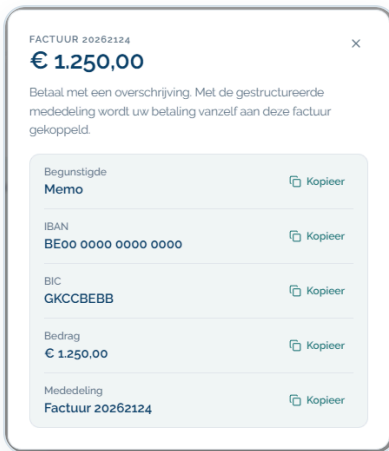
- Go to **Facturen** (invoices).
- Find the invoice by invoice number or due date. Click a column title to sort.
- Click **PDF**. Several invoices at once? Tick them and click **Download als zip** (download as zip).

FACTUURNR.	BEDRAG	STATUS	VERVALDATUM	ACTIES
☒ 20262124	€ 1.250,00	Openstaand	30 okt 2026	
☐ 20261702	€ 1.180,50	Betaald	31 aug 2026	
☐ 20261475	€ 1.320,75	Betaald	31 jul 2026	

1 factuur geselecteerd X Selectie wissen

Selecting invoices and downloading them together as a zip.

Paying an invoice



The payment details of an invoice (sample data).

- 1 Find an invoice with the status **Openstaand** (outstanding) and click **Betaal** (pay).
- 2 You see the beneficiary, IBAN, BIC, amount and payment reference. Use **Kopieer** (copy) to copy each detail into your banking app.
- 3 Pay by bank transfer using the reference: your payment is then linked to the invoice automatically. The status then changes to **Betaald** (paid).

The outstanding amount is also shown at the top of the dashboard. Questions about an invoice? Use **Neem contact op** on the dashboard and choose **Facturatie** (billing).

Questions about Memo Cockpit? Our team is happy to help. +32 52 89 84 31 · Migratie@Memo-Offitel.be

Screenshots of the Dutch-language interface, with sample data. Your screen may differ slightly. Version 0.1 · October 2026.