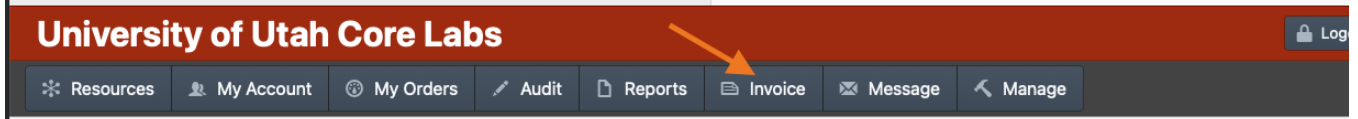


Accessing Invoices

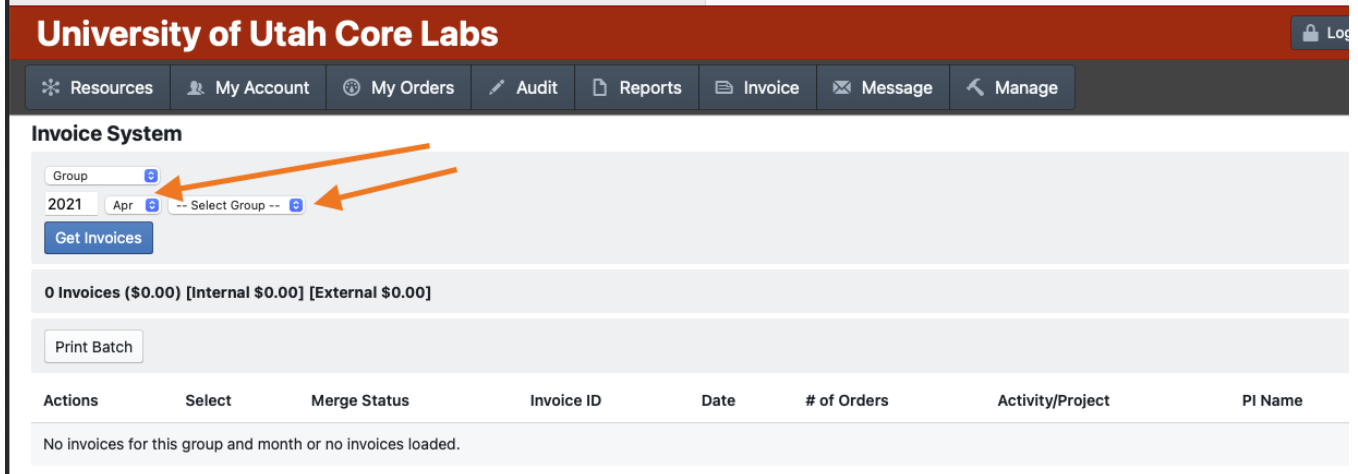
- [List Invoices by Billing Month](#)
- [Search for an Invoice](#)

List Invoices by Billing Month

1. Click on the "Invoices" button on the top bar



2. Select the Month, Year, and group you want to load invoices for



3. Click the "Get Invoices" button
4. Click the "Print" button on the invoice you want to view OR use the checkbox to select all the invoices you want to print as a batch and click the "Print Batch" button.

Invoice System

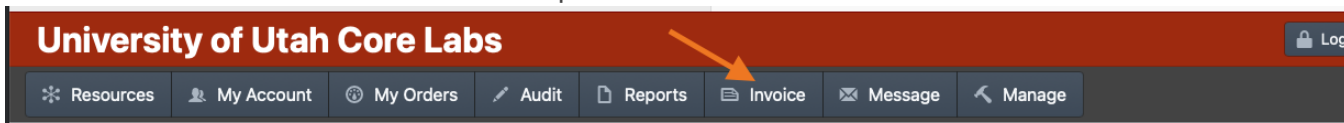
Group: Year: 2021 Month: Mar

75 Invoices (\$26253.49) [Internal \$25713.49] [External \$540.00]

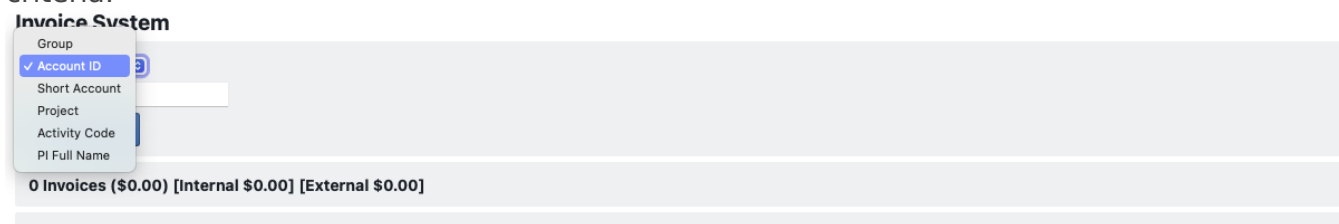
Actions	Select	Merge Status	Invoice ID	Date	# of Orders	Activity/Project	PI Name
<input type="button" value="Print"/> <input type="button" value="Internal"/>	<input type="checkbox"/>	<input type="button" value="Merged"/>	841-2-20210301	Mar 2021	21 Orders (\$1701.00)	12452	Erik Jorgensen
<input type="button" value="Print"/> <input type="button" value="Internal"/>	<input type="checkbox"/>	<input type="button" value="Merged"/>	5878-2-20210301	Mar 2021	2 Orders (\$220.00)	29441	Kimberley Evason
<input type="button" value="Print"/> <input type="button" value="Internal"/>	<input type="checkbox"/>	<input type="button" value="Merged"/>	5855-2-20210301	Mar 2021	3 Orders (\$319.13)	59315940	Scott Summers
<input type="button" value="Print"/> <input type="button" value="Internal"/>	<input type="checkbox"/>	<input type="button" value="Merged"/>	5836-2-20210301	Mar 2021	3 Orders (\$92.00)	54504604	Micah Drummond

Search for an Invoice

1. Click on the "Invoices" button on the top bar



2. Select the type of search you want to use from the dropdown and enter your search criteria.



3. Click the "Get Invoices" button
4. Click the "Print" button on the invoice you want to view OR use the checkbox to select all the invoices you want to print as a batch and click the "Print Batch" button.

