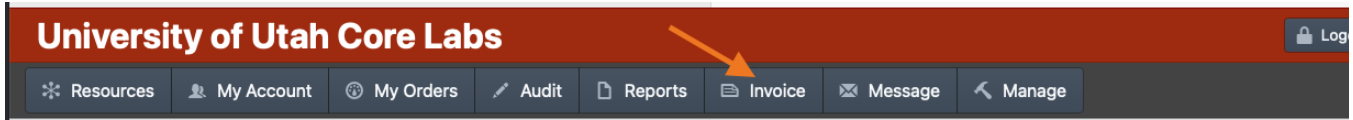
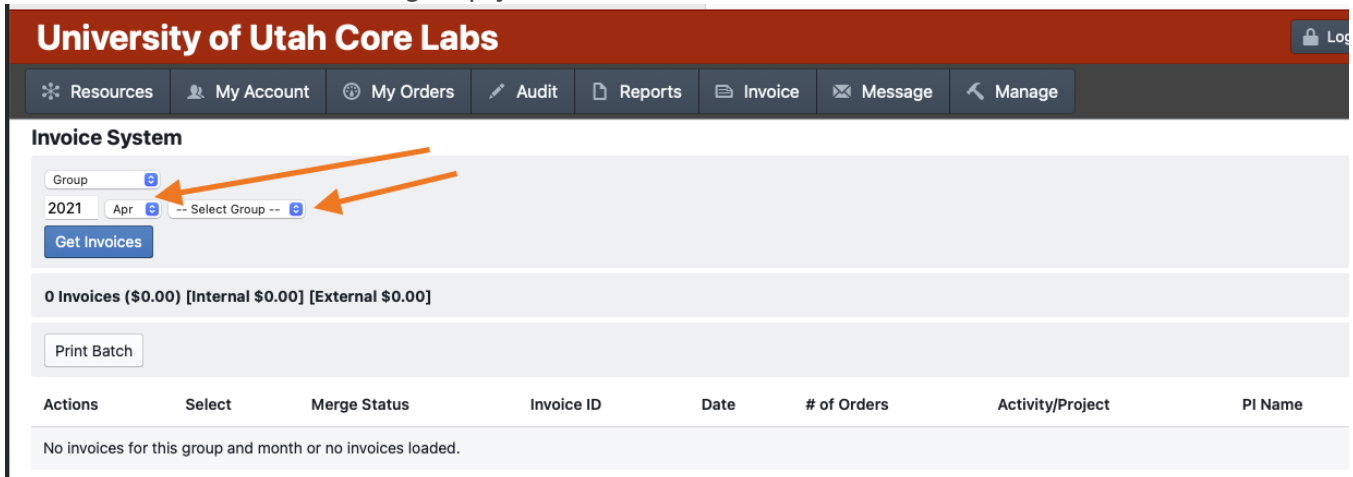


List Invoices by Billing Month

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
2021 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"/>	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"/>	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"/>	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"/>	Merged	5836-2-20210301	Mar 2021	3 Orders (\$92.00)	54504604	Micah Drummond

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