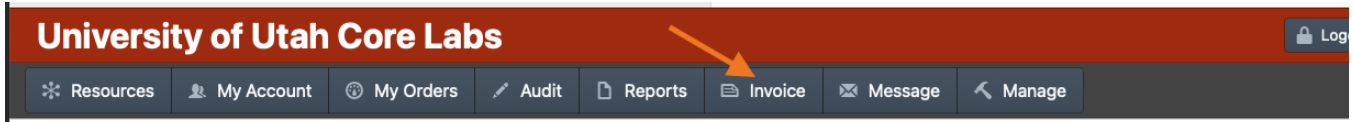
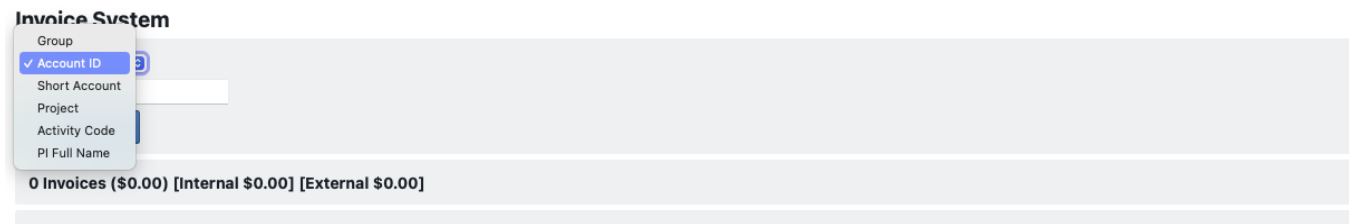


# Search for an Invoice

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.

| Invoice System   |                          |              |                 |          |                       |                  |                  |
|--|--------------------------|--------------|-----------------|----------|-----------------------|------------------|------------------|
| Group: 2021 Mar Cell Imaging                                       |                          |              |                 |          |                       |                  |                  |
| Get Invoices   |                          |              |                 |          |                       |                  |                  |
| 75 Invoices (\$26253.49) [Internal \$25713.49] [External \$540.00] |                          |              |                 |          |                       |                  |                  |
| Print Batch  |                          |              |                 |          |                       |                  |                  |
| Actions  | Select                   | Merge Status | Invoice ID      | Date     | # of Orders           | Activity/Project | PI Name          |
| Print Internal   | <input type="checkbox"/> | Merged       | 841-2-20210301  | Mar 2021 | 21 Orders (\$1701.00) | 12452            | Erik Jorgensen   |
| Print Internal   | <input type="checkbox"/> | Merged       | 5878-2-20210301 | Mar 2021 | 2 Orders (\$220.00)   | 29441            | Kimberley Evason |
| Print Internal   | <input type="checkbox"/> | Merged       | 5855-2-20210301 | Mar 2021 | 3 Orders (\$319.13)   | 59315940         | Scott Summers    |
| Print Internal   | <input type="checkbox"/> | Merged       | 5836-2-20210301 | Mar 2021 | 3 Orders (\$92.00)    | 54504604         | Micah Drummond   |

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