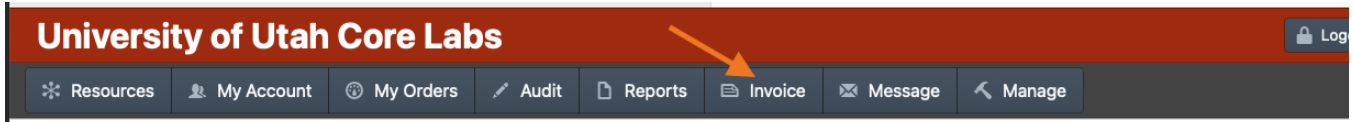


Search for an Invoice

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.

Invoice System

Group

✓ Account ID

Short Account

Project

Activity Code

PI Full Name

0 Invoices (\$0.00) [Internal \$0.00] [External \$0.00]

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

Revision #3

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