# Invoices

View a listing of all product Invoices. This includes both paid and unpaid Invoices.
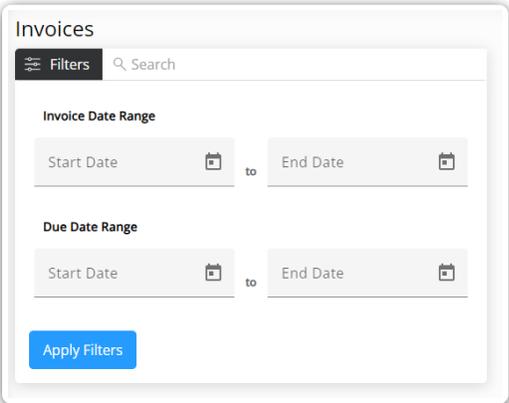
## Search

Use the *Search* field to search by *Invoice #*, *Control #*, *Field* or Invoice *Status.* Using the *Search* field filters the data down by matching results.
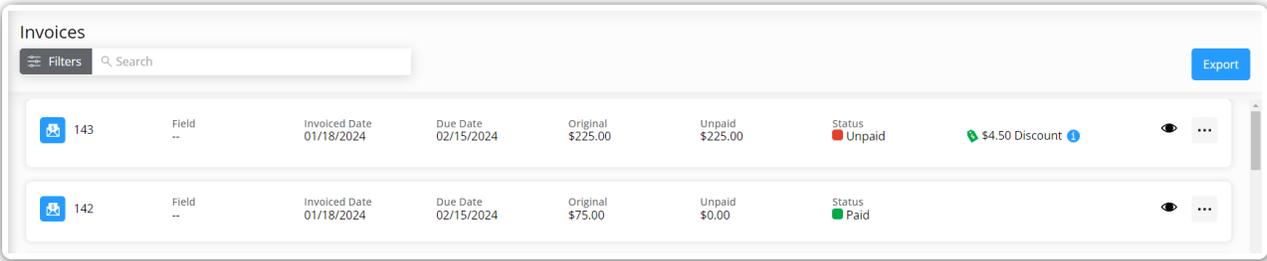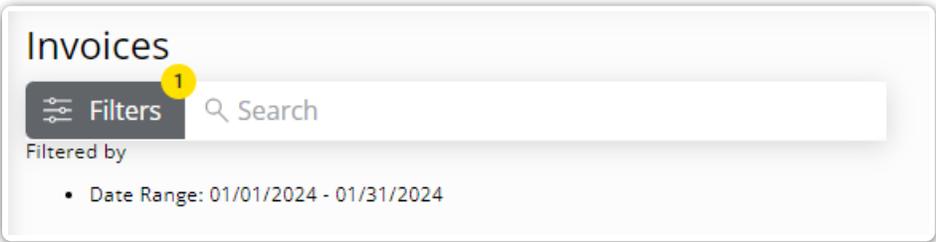


## Filter

Data can be further filtered by selecting the **Filters** icon next to the *Search* field. Filter by *Invoice Date Range* to display results for Invoices with an *Invoice Date* within the selected date range or *Due Date Range* to display Invoices with a Due Date in the specified range. The filter can be used in conjunction with the *Search* feature.

Select the **Calendar** icon and choose a date from the calendar that displays or select in the *Date Range* fields and key in the desired start and end dates. Choose **Apply Filters** when done.



The filters selected display below the **Filters** button.

# Invoices



- **Invoice #** – This is a unique identifying number assigned to the Invoice.
- **Field** – This is the Field to which the Invoice was applied.
- **Invoice Date** – This is the date listed on the Invoice. This can be the date the product was purchased or the date the Invoice was entered.
- **Due Date** – This is the date payment for the Invoice is due.
- **Original** – This is the original total dollar amount for the Invoice.
- **Unpaid** – This is the amount of the Invoice which has not been paid.
- **Status** – The *Status* indicates whether the Invoice has been *Paid* or remains *Unpaid*

  **Note:** If an Invoice has been partially paid, the *Status* will be *Unpaid*.
- **Discount** – If a discount is applicable, the amount of the discount will display here. Hovering over the blue tooltip provides the discount amount and expiration date.
- **Eye Icon** - Select the **Eye** icon to view additional Invoice details, including products, *Unit Price* and *Quantity*, *Split%*, *Tax*, and *Prepay*.
- **Ellipsis** – View or download a copy of the Invoice by selecting the **Ellipsis** icon. This contains additional details such as products listed on the Invoice, account information, and Invoice comments.