

Invoice Search

Searching for an Invoice

First, navigate to the invoice search page.

The page can be found under the menu tree:

- **Permits -> Invoice Search**

This will open the invoice search page.

There are a list of search criteria presented that can be used to filter the results returned. Additional search options can be found by clicking the toggle button in the top right of the menu.

Invoice Search

[Toggle More Options](#)

Billed On	<input type="text" value="Billed On Start"/>	<input type="text" value="Billed On End"/>
Due Date	<input type="text" value="Due Date Start"/>	<input type="text" value="Due Date End"/>
Cancelled Status	<input type="text" value="Cancelled and Valid"/> ▼	
Paid Status	<input type="text" value="Paid and Unpaid"/> ▼	
Invoice Number	<input type="text"/>	
First / Last Name	<input type="text"/>	
Company	<input type="text" value="Any Company"/> ▼	

Press the search button to find invoices matching the entered search criteria.

Click on the invoice number listed within the results to view that invoice.

4 records found.

Lot ADA Temp Lot													
#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status	Paytype	Lock	Processed Date	Cancel
	Jane Doe	1019	Nov 19, 2020	Dec 19, 2020	1	\$0.00	\$0.00	\$0.00	Paid	Cash		Aug 20, 2024	Cancel
	Jane Doe	1020	Nov 19, 2020	Dec 19, 2020	1	\$0.00	\$0.00	\$0.00	Paid	Cash		Aug 20, 2024	Cancel

Lot Guest Overflow Lot													
#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status	Paytype	Lock	Processed Date	Cancel
	Jane Doe	1019	Nov 19, 2020	Dec 19, 2020	1	\$25.00	\$3.25	\$28.25	Paid	Cash		Aug 20, 2024	Cancel

Lot Red Student Lot West													
#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status	Paytype	Lock	Processed Date	Cancel
001	ACME Meters	1018	May 29, 2019	Jun 28, 2019	2	\$1,050.00	\$136.50	\$1,186.50	Paid	Electronic Funds Transfer		Sep 26, 2022	Cancel

This will open a copy of the invoice sent to the user.



Invoice

Bill To: James Rockwood
2964 Jerome Avenue
PO #00012345
Ottawa, ON
M4C 1B5

Invoice No.: 1057
Date: 08/16/2018
Due Date: 09/15/2018

Name	Permit	Sale Window	Quantity	Rate	Amount
James Rockwood	BLW-18	Seasonal 2018-2 Summer	1	\$100.00	\$100.00

Subtotal	\$100.00
Taxes	\$0.00
Total	\$100.00

This is a test of the text block at the bottom of the page:

PO-12345

Balance Due \$100.00

The search results can also be exported to an Excel document using the button next to the search button.

The exported document will display the revenue for a selected date range by lot.

Invoice Search Export										
Lot	ADA Temp Lot									
Account Number	Account Name	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status	Processed
	Jane Doe	1019	Nov 19, 2020	Dec 19, 2020	1	\$0.00	\$0.00	\$0.00	Cancelled	
	Jane Doe	1020	Nov 19, 2020	Dec 19, 2020	1	\$0.00	\$0.00	\$0.00	Overdue	
				Total Billing	\$0.00	\$0.00	\$0.00			
Lot	Guest Overflow Lot									
Account Number	Account Name	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status	Processed
	Jane Doe	1019	Nov 19, 2020	Dec 19, 2020	1	\$25.00	\$3.25	\$28.25	Overdue	
				Total Billing	\$25.00	\$3.25	\$28.25			
Lot	Red Student Lot West									
Account Number	Account Name	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status	Processed
001	ACME Meters	1018	May 29, 2019	Jun 28, 2019	2	\$1,050.00	\$136.50	\$1,186.50	Paid	Sep 26, 2022
				Total Billing	\$1,050.00	\$136.50	\$1,186.50			

Revision #3

Created 13 September 2024 15:55:22 by Nicole

Updated 5 May 2025 09:49:15 by Nicole