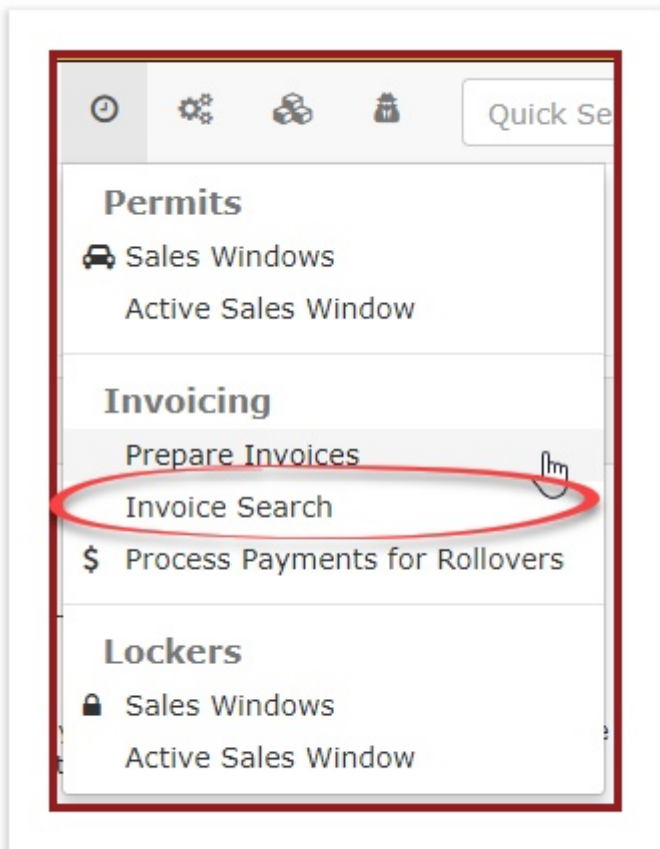


Invoice Search

Searching for an Invoice

Click **Allocations > Invoice Search**.



The '**Search for Invoices**' screen displays. You can search for a specific invoice or for an invoice issued during a range of dates. You can also eliminate canceled or paid invoices from the search parameters.

In this case we are searching for a date range.

Billed on

May 01, 2018

Up to and including

May 24, 2018

Cancelled Status

☒ Both Cancelled and Valid
 ☐ Exclude
 ☐ Only Show

Paid Status

☒ Both Paid and Unpaid
 ☐ Only Unpaid
 ☐ Only Paid

Invoice Number

Search

Export

4 records found.

Lot Lilac - Daily Reserved

#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status	
	Voula Costa	1021	May 24 2018	Jun 23 2018	1	\$250.00	\$32.50	\$282.50	Unpaid	Cancel
197102	Jones Windows	1019	May 24 2018	Jun 23 2018	2	\$500.00	\$65.00	\$565.00	Unpaid	Cancel
2574141	OPS-COM Corp	1020	May 24 2018	Jun 23 2018	1	\$250.00	\$32.50	\$282.50	Unpaid	Cancel

Lot Teal - Complimentary

#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status	
78541	Brady Cameron	1018	May 24 2018	Jun 23 2018	1	\$0.00	\$0.00	\$0.00	Unpaid	Cancel

Click on an **invoice number** to see a copy of the invoice that will be sent to the client.

Note: If you wish to print this you can right click and print it out of your browser. You can also print to a PDF if required.

92 Bridge Street
Carleton Place, Ontario



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

You can also export this report to Excel. This will show you the revenue for a selected date range by Lot.

Billing Starting Date	May 1, 2018								
Billing End Date	May 24, 2018								
LOT	Lilac - Daily Reserved								
Account Number	Account Name	Invoice	Billing Date	Permits	Parking	Tax	Total	Status	
	Voula Costa	1021	May 24, 2018		1	\$250.00	\$32.50	\$282.50	Cancelled
197102	Jones Windows	1019	May 24, 2018		2	\$500.00	\$65.00	\$565.00	Unpaid
2574141	OPS-COM Corp	1020	May 24, 2018		1	\$250.00	\$32.50	\$282.50	Unpaid
				Total Billing		\$750.00	\$97.50	\$847.50	
				Cancelled Billing		\$250.00	\$32.50	\$282.50	
LOT	Teal - Complimentary								
Account Number	Account Name	Invoice	Billing Date	Permits	Parking	Tax	Total	Status	
78541	Brady Cameron	1018	May 24, 2018		1	\$0.00	\$0.00	\$0.00	Unpaid
				Total Billing		\$0.00	\$0.00	\$0.00	

Revision #2

Created 13 September 2024 15:55:22 by Nicole

Updated 13 September 2024 15:57:58 by Nicole