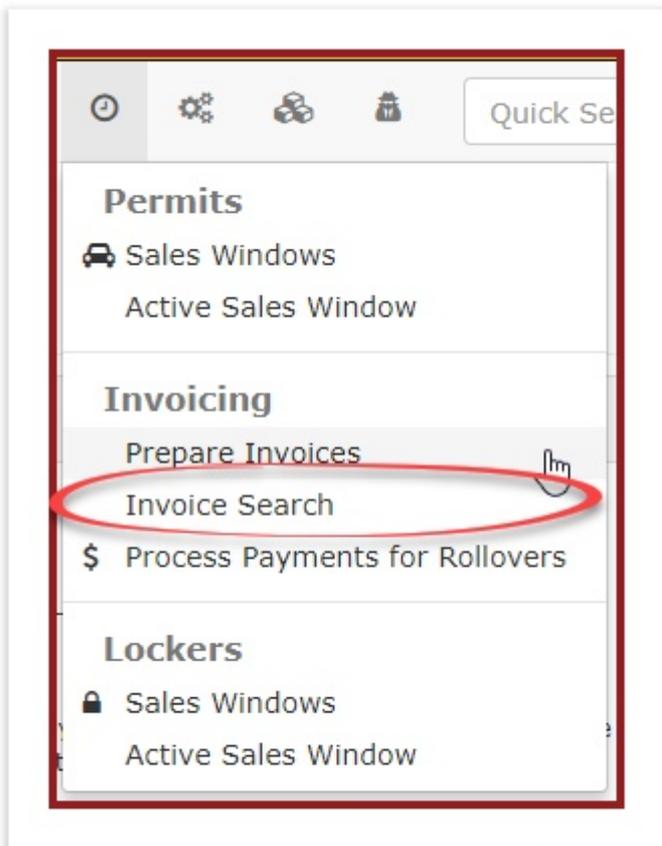


Invoice Search

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

Up to and including

Cancelled Status Both Cancelled and Valid Exclude Only Show

Paid Status Both Paid and Unpaid Only Unpaid Only Paid

Invoice Number

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	<input type="button" value="Cancel"/>
197102	Jones Windows	1019	May 24 2018	Jun 23 2018	2	\$500.00	\$65.00	\$565.00	Unpaid	<input type="button" value="Cancel"/>
2574141	OPS-COM Corp	1020	May 24 2018	Jun 23 2018	1	\$250.00	\$32.50	\$282.50	Unpaid	<input type="button" value="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	<input type="button" value="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 IB5

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																																																																			
<table border="1"> <thead> <tr> <th>LOT</th> <th>Account Name</th> <th>Invoice</th> <th>Billing Date</th> <th>Permits</th> <th>Parking</th> <th>Tax</th> <th>Total</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Lilac - Daily Reserved</td> <td>Voula Costa</td> <td>1021</td> <td>May 24, 2018</td> <td></td> <td>1</td> <td>\$250.00</td> <td>\$32.50</td> <td>\$282.50</td> <td>Cancelled</td> </tr> <tr> <td></td> <td>197102 Jones Windows</td> <td>1019</td> <td>May 24, 2018</td> <td></td> <td>2</td> <td>\$500.00</td> <td>\$65.00</td> <td>\$565.00</td> <td>Unpaid</td> </tr> <tr> <td></td> <td>2574141 OPS-COM Corp</td> <td>1020</td> <td>May 24, 2018</td> <td></td> <td>1</td> <td>\$250.00</td> <td>\$32.50</td> <td>\$282.50</td> <td>Unpaid</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total Billing</td> <td></td> <td>\$750.00</td> <td>\$97.50</td> <td>\$847.50</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Cancelled Billing</td> <td></td> <td>\$250.00</td> <td>\$32.50</td> <td>\$282.50</td> <td></td> </tr> </tbody> </table>										LOT	Account Name	Invoice	Billing Date	Permits	Parking	Tax	Total	Status	Lilac - Daily Reserved	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	
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Revision #2

Created 13 September 2024 15:55:22 by Nicole

Updated 13 September 2024 15:57:58 by Nicole