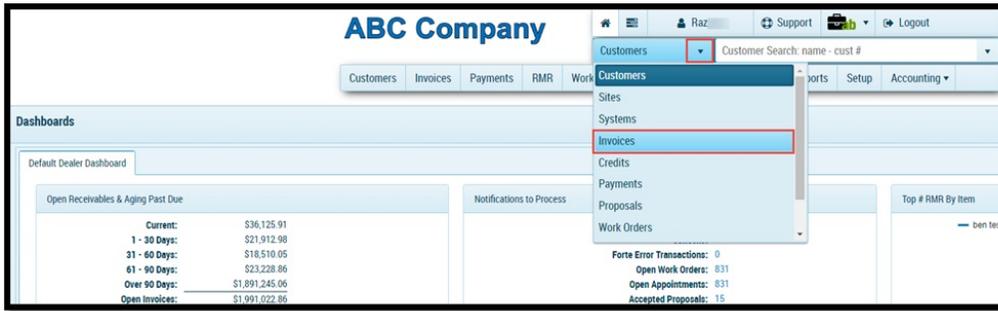


AlarmBiller – Multiple ways of looking up an Invoice

Last Modified on 10/24/2024 3:52 pm EDT

In AlarmBiller, there are multiple ways of looking up an invoice by Invoice number.

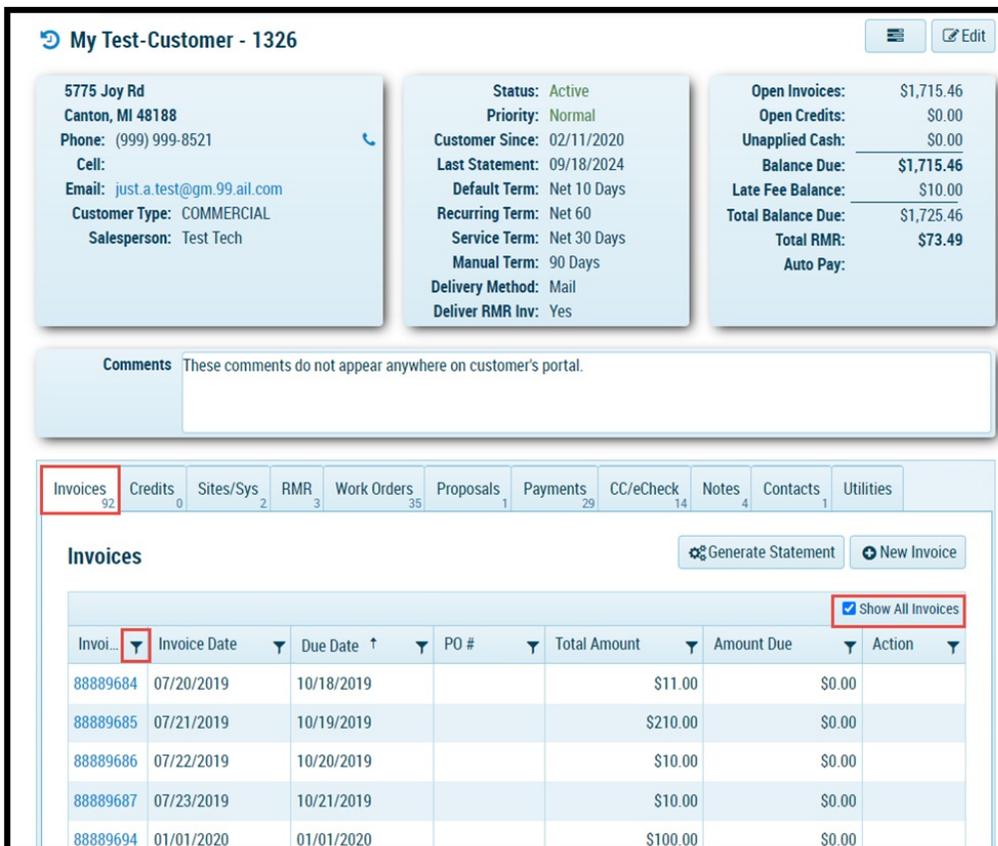
1. Switch the search criteria from the top drop-down from customers to invoices (then type the invoice number and the Enter key):



2. From the customer page under Invoices tab.

a. If the invoice is paid or \$0.00, the Show All Invoices option needs to be enabled.

b. The filter option (funnel icon) can be used to filter for exact invoice number.



3. From the invoices tab (type the invoice number and then click the filter button):

The screenshot shows the 'Open Invoices & Credits' interface. The 'Invoices' tab is selected. A filter dropdown menu is open over the 'Invoice #' column, showing options for 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter'. The 'Filter' option is selected, and a filter dialog box is displayed with the following details:

- Show items with value that:
- Contains
- And
- Contains
- Filter
- Clear

Invoice #	Customer Name	Invoice Dat...	Total Amount	Amount Due	
12034		11/01/2024	\$90.00	\$90.00	\$ Pay It
12033		11/01/2024	\$2,400.00	\$2,400.00	\$ Pay It
12032		11/01/2024	\$180.00	\$180.00	\$ Pay It
12031	2	11/01/2024	\$28.35	\$28.35	\$ Pay It
12030	2	11/01/2024	\$30.00	\$30.00	\$ Pay It
12029	2	11/01/2024	\$150.00	\$150.00	\$ Pay It
12028	2	11/01/2024	\$441.88	\$441.88	\$ Pay It
12027	2 noklee	11/01/2024	\$19.99	\$19.99	\$ Pay It

If the invoice has been paid, the option for 'Show All Invoices' needs to be enabled:

The screenshot shows the 'Open Invoices & Credits' interface. The 'Invoices' tab is selected. The 'Show All Invoices' checkbox is checked and highlighted with a red box.