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):

ABC Company				Customers Customer Search	port 🛃 🔹 🕞 Logout			(➡ Logout	•	
rs Invoices	Payments	RMR	Work	Customers	0	rts	Setup	Accounting •		
				Systems	F					
				Invoices Credits						
	Notification	s to Proces		Payments Proposals				Top # RMR By Iten	m	
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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.

5775 Joy Rd Canton, Mi Phone: (99 Cell: Email: just Customer Salespe	t 18188 9) 999-8521 .a.test@gm.99.ail.com Type: COMMERCIAL rson: Test Tech	L.	Status: Priority: Customer Since: Last Statement: Default Term: Recurring Term: Service Term: Manual Term: Delivery Method: Deliver RMR Inv:	Active Normal 02/11/2020 09/18/2024 Net 10 Days Net 60 Net 30 Days 90 Days Mail Yes	Open Invoices: Open Credits: Unapplied Cash: Balance Due: Late Fee Balance: Total Balance Due: Total RMR: Auto Pay:	\$1,715.46 \$0.00 \$0.00 \$1,715.46 \$10.00 \$1,725.46 \$73.49					
Comm	Comments These comments do not appear anywhere on customer's portal.										
92			Proposais Pa	ments CC/eCheck	Notes Contacts Uti	lities					
Invoices	0 2	3 35	1 1	29 CC/eCheck	Notes Contacts Uti 4 Contacts 1	New Invoice					
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3. From the invoices tab (type the invoice number and then click the filter button):

Customers	Invoices	Payments	RMR	Work Orders	Propos	als Caler	Idar	GL	Reports	Setup	Account	iting 🔻	
Open Invoi	pen Invoices & Credits												oices
Invoices	Invoices Credits Invoices/Credits Not Delivered Printed Batch History												
Availat	Available Columns 🔀 Export to Excel												ts
	Show All Invoices												es
Drag a colu	Drag a column header and drop it here to group by that column												
Invoice #	: Custom	er Name			:	Invoice Da	it :	Tota	Amount :	Amoun	t Due 🚦		:
12034	↑ Sort Asce	ending cending				11/01/202	4		\$90.00		\$90.00	\$ Pay It	
12033	III Columns	•				11/01/202	4		\$2,400.00	\$2	2,400.00	\$ Pay It	
12032	T Filter	•	Show item	is with value that:	•	11/01/202	4		\$180.00		\$180.00	\$ Pay It	
12031	2		1			11/01/202	4		\$28.35		\$28.35	\$ Pay It	
12030	2		And	•		11/01/202	4		\$30.00		\$30.00	\$ Pay It	
12029	2		Contallis			11/01/202	4		\$150.00		\$150.00	\$ Pay It	
12028	2		Filter	r Clear		11/01/202	4		\$441.88		\$441.88	\$ Pay It	
12027	2	,	noklee			11/01/202	4		\$19.99		\$19.99	\$ Pay It	

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

Customers	Invoices	Payments	RMR	Work Orders	Proposals	Calendar	GL	Reports	Setup	Accounting •	
Open Invoi	Dpen Invoices & Credits										
Invoices Credits Invoices/Credits Not Delivered Printed Batch History											
Availat	Available Columns Export to Excel										ayouts
										Show All In	nvoices