

Enterprise - How to Find Processed Invoices

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What are Processed Invoices?

Once transactions have been entered in Time Entry, proofed and run through invoicing, they are considered processed invoices. These invoices don't disappear from the system. This article will take a look at a few different ways you can search for your invoices.

From the Customer Record

A customer's invoices can easily be found on the customer record. This is a great option if you are only wanting to look at, review, print, email invoices for that one specific customer.

To Locate Invoices on a Customer Record:

1. Navigate to the customer record you want to see invoices for
2. Select Invoice History option on the left

Buy N Large (Primary)
 123 Main St. ID: 4295013744
 Cokato, MN 55321 Branch: Minneapolis
 (123) 456-7890

! Lunch Today

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Invoices Detailed View

Drag a column header here to group by that column.

Inv...	Posted	Inv Num	Date	Customer	Department	Branch	Amount	Paid
1563352		Buy N Large,	1/6/2020					
Inv ID: 20565		Cost Center	Invoice Date	Amount				
Master Inv Number: 1563352		Last Paid	1/6/2020	Paid				
		Invoice Due	1/16/2020	Balance				
48663		Buy N Large,	1/23/2020					
Inv ID: 20503		Cost Center	Invoice Date	Amount				
Master Inv Number: 48663		Last Paid	1/23/2020	Paid				
		Invoice Due	2/2/2020	Balance				
1563460		Buy N Large,	1/24/2020					
Inv ID: 20516		Cost Center	Invoice Date	Amount				
Master Inv Number: 1563460		Last Paid	1/24/2020	Paid				
		Invoice Due	2/3/2020	Balance				
1563476		Buy N Large,	1/24/2020					
Inv ID: 20534		Cost Center	Invoice Date	Amount				
Master Inv Number: 1563476		Last Paid	1/24/2020	Paid				
		Invoice Due	2/3/2020	Balance				
1563477		Buy N Large,	1/24/2020					
Inv ID: 20535		Cost Center	Invoice Date	Amount				
Master Inv Number: 1563477		Last Paid	1/24/2020	Paid				
		Invoice Due	2/3/2020	Balance				
1563705		Buy N Large,	3/13/2020					
Inv ID: 20849		Cost Center	Invoice Date	Amount				
Master Inv Number: 1563705		Last Paid	3/13/2020	Paid				

search

Invoice Dates

From 12/24/2019

To

Customer

Due Date

Inv Number

Inv ID

Inv Amount

Balance

Show pending invoices

Show only Overdue invoices

Exclude \$0 Balance invoices

Search

- Double click on any invoice to view the details
- Use the search filters on the left to narrow down the invoices shown

From the Invoice Register

If you are looking for a few different invoices from different customers or already in the pay/bill area, you can view the full **Buy N Large** register to find an invoice you are looking for.

Note Your current **hierarchy** level can affect which invoices are shown in the invoice register.

To Find the Invoice Register

1. In Enterprise, navigate to Pay/Bill
2. Select Invoice Register in the upper left

Payroll / Invoicing ! Lunch Today

Current Weekend Bill ● 1153 Unused Timesheets
 3/15/2020 ● 12 Timesheets Not Paid

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payroll and invoicing

time entry

▶ check register

incomplete transactions

◀ **invoice register**

invoice detail

▶ other

employee

customer

order

assignment

contact

pay / bill

calendar

all options ▶

Invoices Detailed View

Drag a column header here to group by that column.

Inv...	Posted	Inv Num	Date	Customer	Department	Branch	Amount	P
1562331		ABC 0001 MPN,	8/2/2019				Amount	
Inv ID: 18759		Cost Center	Invoice Date				Amount	
Master Inv Number: 1563593			Last Paid				2/9/2020	Paid
			Invoice Due				8/17/2019	Balance
		ABC 0001 MPN,	8/2/2019				Amount	
1562332		Cost Center	Invoice Date				Amount	
Inv ID: 18760			Last Paid				2/20/2020	Paid
Master Inv Number: 1563593			Invoice Due				8/17/2019	Balance
		ABC 0001 MPN,	8/2/2019				Amount	
1562333		Cost Center	Invoice Date				Amount	
Inv ID: 18761			Last Paid				2/20/2020	Paid
Master Inv Number: 1563594			Invoice Due				8/17/2019	Balance
		ABC 0001 MPN,	9/12/2019				Amount	
1562519		Cost Center	Invoice Date				Amount	
Inv ID: 19060			Last Paid				2/20/2020	Paid
Master Inv Number: 1563594			Invoice Due				9/27/2019	Balance
		Temple Automotive, Retail	10/14/2019				Amount	
1562864		Cost Center	Invoice Date				Amount	
Inv ID: 19641			Last Paid				2/20/2020	Paid
Master Inv Number: 1562864			Invoice Due				10/29/2019	Balance
		Dante's Inferno,	10/22/2019				Amount	
48603		Cost Center	Invoice Date				Amount	
Inv ID: 19759			Last Paid				2/13/2020	Paid

search

Invoice Dates

From 12/24/2019

To 3/24/2020

Customer

Due Date

Inv Number

Inv ID

Inv Amount

Balance

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By Using the Invoice Register Report

You can pull invoices in a report format by using the Invoice Register Report. For more information on this report, check out [Invoice Register Report](#).

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