# **Customer Portal - Invoices**

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## Overview

If you are given access to the Invoices tab in WebCenter, you will be able to search for, review, and print invoices.

\*Note\* Please contact your Staffing Provider in the event you require access to the Invoices tab.

Invoices						
Quick Filters	× v Invoice #	Invoice Date	Due Date	Department	PO Numbers	
Employee Name	Invoice Amount	Balance Due	Assignment ID			
			FEWER FILTERS			RESET
Invoice Date	Due Date	Department	Invoice #	PO Numbers	Balance Due	
3/6/2012	Monday, Mar 26 3/26/2012	Primary	43256		\$0.00 of \$10.00	
5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840		<b>\$0.00</b> of \$1,120.00	
6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858		<b>\$0.00</b> of \$1,800.00	
6/13/2012	Tuesday, Jul 3 7/3/2012	Primary	43277		\$0.00 of \$600.00	
10/9/2012	Monday, Oct 29 10/29/2012	Primary	43326		\$0.00 of \$960.00	
11/8/2012	Wednesday, Nov 28 11/28/2012	Primary	43331		\$0.00 of \$1,248.13	
2/6/2013	Tuesday, Feb 26 2/26/2013	Primary	43360		\$0.00 of \$279.00	

#### **Searching for Invoices**

Navigate to the Invoices tab within WebCenter and select the "More Filters" option to view all the available filters:

A Home	Invoices						
Job Orders	Quick Filters	× v Invoice #	Invoice Date	Due Date	Department	PO Numbers	
emps				MORE FILTERS			RESET
Invoices	Invoice Date	Due Date	Department	Invoice #	PO Numbers	Balance Due	
A Home	Invoices						
Job Orders	Quick Filters	× v Invoice #	Invoice Date	Due Date	Department	PO Numbers	
emps	Employee Name	Invoice Amount	Balance Due	Assignment ID			
Invoices				FEWER FILTERS			RESET SEARCH
C Time	Invoice Date	Due Date	Department	Invoice #	PO Numbers	Balance Due	
Cards	3/6/2012	Monday, Mar 26 3/26/2012	Primary	43256		<b>\$0.00</b> of \$10.00	:
Reports	5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840		\$0.00 of \$1,120.00	:
Docs	6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858		\$0.00 of \$1,800.00	:
Ō	6/13/2012	Tuesday, Jul 3 7/3/2012	Primary	43277		\$0.00 of \$600.00	:
Clock	10/9/2012	Monday, Oct 29 10/29/2012	Primary	43326		<b>\$0.00</b> of \$960.00	i

e I	nvoices									
1	Quick Filters									
s	All	× ^	Invoice #	•••	Invoice Date		Due Date	Department	PO Numbers	
	All									
	Unpaid (33)		Invoice Amount		Balance Due		Assignment ID			
	Daid (EQ)					551450				

Enter the information within the filters and select "Search" to find the invoices that match the search criteria.

#### **Viewing Invoice Details**

You can view the invoice details by either double-clicking on the invoice within the list or by selecting the icon and selecting "Details":

A Home	1	Invoices						
Job Orders		Quick Filters All X V	Invoice #	Invoice Date	Due Date	Department	PO Numbers	
emps		Employee Name	Invoice Amount	Balance Due	Assignment ID			
Invoices				FE	WER FILTERS		R	SEARCH
C		Invoice Date	Due Date	Department	Invoice #	PO Numbers	Balance Due	
Cards		3/6/2012	Monday, Mar 26 3/26/2012	Primary	43256		<b>\$0.00</b> of \$10.00	<u> </u>
Reports		5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840		\$0.00 of \$1,120.00	Details
Docs		6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858		\$0.00 of \$1,800.00	Download

The invoice details will open within a side window:

Home B Job Orders	Invoices Quick Filters All	× v Invoice #	Invoice Date	Due Date	ā	Invoice #43256 Due: 3/26/2012 Balance \$0.00 of original amount \$10.00	X
Emps Invoices	Employee Name	Invoice Amount	Balance Due	Assignmer	nt ID	Send Payment To 7942 Penn Avenue North , MN,	Contact 2001 Cliff Road South West #100 (651) 452-0362 olya.spasova@mentormate.com
Cards	Invoice Date 3/6/2012	Due Date Monday, Mar 26 3/26/2012	Department Primary	Invoice # 43256	PO	N Jackson, Brady Total: \$10.00 ID Number - xxx-xx-3512	Job Title: <b>Unknown</b> Weekend Date: 2/19/2012 Pay Code: <b>Reg</b>
Reports	5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840			Hours/Units: 1.00 Rate: 10

\*Note\* Selecting the arrows at the bottom of the invoice details allows you to quickly navigate between invoice records while also showing your current location within the list:

Quick Filters	Y y Invoice #	Invoice Date	🛱 Due Date	of original amount \$1,800.00
				PRINT / DOWNLOAD
Employee Name	Invoice Amount	Balance Due	Assignment ID	Send Payment To 7942 Penn Avenue North , MN, , MN, Contact 2001 Cliff Road South West (651) 452-0362 olys.spasov@mentormate.com
Invoice Date	Due Date	Department	Invoice #	PO N Jean, Billy Job Title: Doubletime
3/6/2012	Monday, Mar 26 3/26/2012	Primary	43256	Total: \$400.00 Weekend Date: \$/13/2012   ID Number - xxx-xx-4856 Pay Code: Reg
5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840	Hours/Units: 10.00 Rate: 40
6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858	Jean, Billy Job Title: Overtime
6/13/2012	Tuesday, Jul 3 7/3/2012	Primary	43277	Total: \$600.00 Weekend Date: 5/13/2012   ID Number - xxx-xx-4856 Pay Code: Reg
10/9/2012	Monday, Oct 29 10/29/2012	Primary	43326	Hours/Units: 20.00 Rate: 30
11/8/2012	Wednesday, Nov 28 11/28/2012	Primary	43331	Jean, Billy Job Title: Unknown
2/6/2013	Tuesday, Feb 26 2/26/2013	Primary	43360	Total: \$800.00 Weekend Date: 5/13/2012 D Number - xxx-xx-4856 Pay Code: Reg
2/6/2013	Tuesday, Feb 26 2/26/2013	Primary	43363	Hours/Units: 40.00 Rate: 20
2/14/2013	Wednesday, Mar 6 3/6/2013	Primary	43365	
5/21/2013	Monday, Jun 10 6/10/2013	Primary	43421	
8/8/2013	Wednesday, Aug 28 8/28/2013	Primary	43479	
9/24/2013	Monday, Oct 14 10/14/2013	Primary	43544	

### **Downloading/Printing Invoices**

You can Print/Download the invoice by selecting the "Print/Download" option within the invoice details:

PRINT / DOWNLOAD								
Send Payment To 7942 Penn Avenue North , MN,	Contact 2001 Cliff Road South West #100 (651) 452-0362 olya.spasova@mentormate.com							
Jean, Billy Total: \$400.00 ID Number - xxx-xx-4856	Job Title: Doubletime Weekend Date: 5/13/2012 Pay Code: Reg Hours/Units: 10.00 Rate: 40							
Jean, Billy Total: \$600.00 ID Number - xxx-xx-4856	Job Title: Overtime Weekend Date: 5/13/2012 Pay Code: Reg Hours/Units: 20.00 Rate: 30							
Jean, Billy Total: \$800.00 ID Number - xxx-xx-4856	Job Title: Unknown Weekend Date: 5/13/2012 Pay Code: Reg Hours/Units: 40.00 Rate: 20							

\*Note\* Optionally, you can select the icon to the right of the invoice record and select either "Print" or "Download":

Invoice Date	Due Date	Department	Invoice #	PO Numbers	Balance Due	
3/6/2012	Monday, Mar 26 3/26/2012	Primary	43256		\$0.00 of \$10.00	1
5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840		<b>\$0.00</b> of \$1,120.00	Details
6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858		<b>\$0.00</b> of \$1,800.00	Download
	Transford Int 9				** **	

Selecting the "Print/Download" option will open the invoice within a separate window:

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	7942 Penn Avenue No	th									
						IN	VOICE				
	Vandy En	lerprises			Invoice D	late Ir	nvoice #				
	,				6/4/201 Custome	2 5 er# Inv	5553858 voice Amt				
					42949693	95 \$ PO Numbe	1,800.00 r				
				Terms: Pay	ment Past Du	e 20 Days Af	fter Invoice				
	Employee	Description	Reg Hrs	Rate	e: OT Hrs	OT Rate	Total				
	Jean, Billy	WeekendDate: 5/13/2012 Unknown	40.00	\$20.00	20.00	\$30.00	\$1,800.00				
					Please Pay		\$1,800.00				

\*Note\* The updated WebCenter Customer Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:

	DCenter	_	Back to Legacy WebCenter VickiT (16784)		
Home	Dashboard		12		Back to Legacy WebCenter
Job Orders	Messages	2	Job Orders (12)		
emos	Andrew Grout1 - 05/04/2023 554 was changed from: 662244655		Employees (5)		
•	Show more		Invoices (8)		
0			S Timecards (0)		
Cards			Reports		
Reports			Cocuments		
Does			TimeClock (0)		
Time Clock					
				1	

For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled Customer Portal - Navigating to Legacy & Feedback Survey.

### **Related Articles**