

Customer Portal - Invoices (Pre-Release)

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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.

Home	Invoices					
Job Orders	Quick Filters					
Emps	All	Invoice #	Invoice Date	Due Date	Department	PO Numbers
Invoices	Employee Name	Invoice Amount	Balance Due	Assignment ID	FEWER FILTERS	
Time Cards	Invoice Date	Due Date	Department	Invoice #	PO Numbers	Balance Due
Reports	3/6/2012	Monday, Mar 26 3/26/2012	Primary	43256		\$0.00 of \$10.00
Docs	5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840		\$0.00 of \$1,120.00
Time Clock	6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858		\$0.00 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:

Home	Invoices					
Job Orders	Quick Filters					
Emps	All	Invoice #	Invoice Date	Due Date	Department	PO Numbers
Invoices	MORE FILTERS				RESET	SEARCH
	Invoice Date	Due Date	Department	Invoice #	PO Numbers	Balance Due

Home

Job Orders

Emps

Invoices

Quick Filters

All

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▼

Invoice #

Invoice Date

Due Date

Department

PO Numbers

Employee Name

Invoice Amount

Balance Due

Assignment ID

FEWER FILTERS

RESET

SEARCH

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		\$0.00 of \$1,120.00	⋮
6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858		\$0.00 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	⋮

Note The Quick Filters can be selected to narrow the search for Unpaid or Paid invoices:

Home

Job Orders

Emps

Invoices

Invoices

Quick Filters

All

All

Unpaid (33)

Paid (59)

Invoice #

Invoice Date

Due Date

Department

PO Numbers

Invoice Amount

Balance Due

Assignment ID

FEWER FILTERS

RESET

SEARCH

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":

Home

Job Orders

Emps

Invoices

Invoices

Quick Filters

All

Invoice #

Invoice Date

Due Date

Department

PO Numbers

Employee Name

Invoice Amount

Balance Due

Assignment ID

FEWER FILTERS

RESET

SEARCH

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	<div>Details</div> <div>Print</div> <div>Download</div>
5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840		\$0.00 of \$1,120.00	
6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858		\$0.00 of \$1,800.00	

The invoice details will open within a side window:

Home

Job Orders

Emps

Invoices

Time Cards

Reports

Invoices

Quick Filters

All

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Invoice #

Invoice Date

Due Date

Employee Name

Invoice Amount

Balance Due

Assignment ID

FEWER FILTERS

Invoice Date	Due Date	Department	Invoice #	PO N
3/6/2012	Monday, Mar 26 3/26/2012	Primary	43256	
5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840	

Invoice #43256

Due: 3/26/2012

Balance \$0.00

of original amount \$10.00

PRINT / DOWNLOAD

Send Payment To

7942 Penn Avenue North
, MN,

Jackson, Brady

Total: \$10.00

ID Number - xxx-xx-3512

Contact

2001 Cliff Road South West #100
(651) 452-0362
olya.spasova@mentormate.com

Job Title: Unknown

Weekend Date: 2/19/2012

Pay Code: Reg

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:

Home

Job Orders

Emps

Invoices

Time Cards

Reports

Docs

Time Clock

Invoices

Quick Filters

All

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Invoice #

Invoice Date

Due Date

Employee Name

Invoice Amount

Balance Due

Assignment ID

FEWER FILTERS

Invoice Date	Due Date	Department	Invoice #	PO N
3/6/2012	Monday, Mar 26 3/26/2012	Primary	43256	
5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840	
6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858	
6/13/2012	Tuesday, Jul 3 7/3/2012	Primary	43277	
10/9/2012	Monday, Oct 29 10/29/2012	Primary	43326	
11/8/2012	Wednesday, Nov 28 11/28/2012	Primary	43331	
2/6/2013	Tuesday, Feb 26 2/26/2013	Primary	43360	
2/6/2013	Tuesday, Feb 26 2/26/2013	Primary	43363	
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	

Invoice #5553858

Due: 6/24/2012

Balance \$0.00

of original amount \$1,800.00

PRINT / DOWNLOAD

Send Payment To

7942 Penn Avenue North
, MN,

Jean, Billy

Total: \$400.00

ID Number - xxx-xx-4856

Contact

2001 Cliff Road South West #100
(651) 452-0362
olya.spasova@mentormate.com

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

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Downloading/Printing Invoices

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

Invoice #5553858



Due: 6/24/2012

Balance \$0.00

of original amount \$1,800.00

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	 Details Print Download
5/11/2012	Thursday, May 31 5/31/2012	Primary	5553840		\$0.00 of \$1,120.00	
6/4/2012	Sunday, Jun 24 6/24/2012	Primary	5553858		\$0.00 of \$1,800.00	

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

7942 Penn Avenue North

Vandy Enterprises
MN

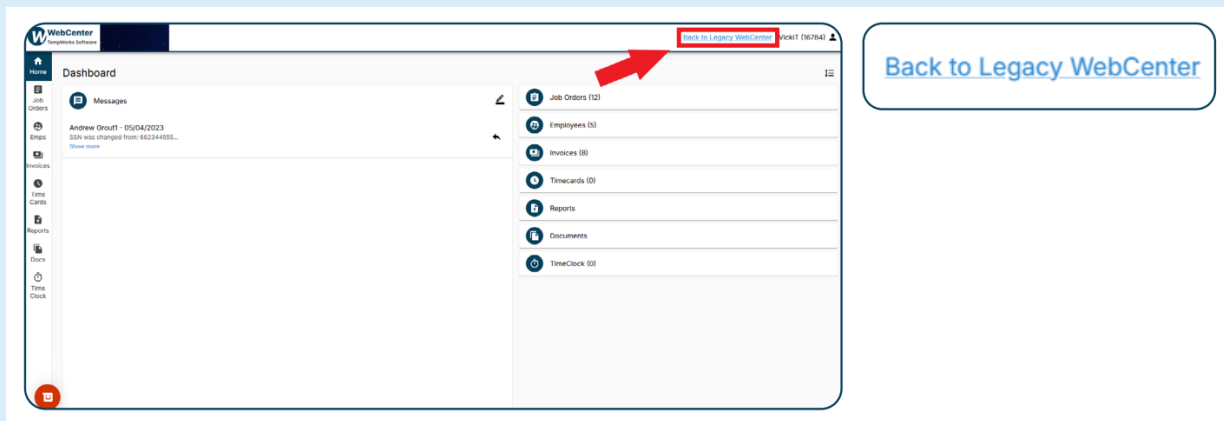
INVOICE

Invoice Date: 6/4/2012
Invoice #: 5553858
Customer #: 4294969395
Invoice Amt: \$1,800.00
PO Number

Terms: Payment Past Due 20 Days After Invoice Date

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Jean, Billy	Weekend Date: 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:



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 \(Beta\)](#).

Related Articles