

Locate An Invoice

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Go to **Invoices** and scroll down to view the **Invoice Summary** section.

To locate an invoice:

1. Click the Filter icon.
 2. Select a filter option to use. Options available are: *Currency, Customer ID, Due Date, Date Created, Email Address, First Name, Invoice Amount, Invoice Number, Last Name, Last Payment Date, Paid Amount, or Status.*
 3. Add the criteria to search on and then click **Add Filter**.
 4. The **Invoice Summary** table will update to show only the invoices with your selected criteria.
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