Locate An Invoice

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 the *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.