

View Outstanding Invoices

Last Modified on 06/20/2023 3:00 pm PDT

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

To identify all the outstanding invoices:

1. Click the **filter** button and then set the *Status* to **Outstanding**.
 2. Click **Add Filter**.
 3. The **Invoice Summary** table will update to show only the invoices with a status of *Outstanding*.
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