

How to See All Invoices for a Customer in AlarmBiller

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Follow these steps to see all invoices for one customer

1. Click on the invoices tab up top and then checkmark the Show All invoices checkbox.

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2. Click on the vertical ellipsis to the right of the Customer Name column and then enter the customers last name (or customer number) as shown below

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3. You will see all the invoices for that particular customer. If the amount due shows a value of \$0.00 the invoice has been paid.

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4. You can export this to excel so you may email/print.