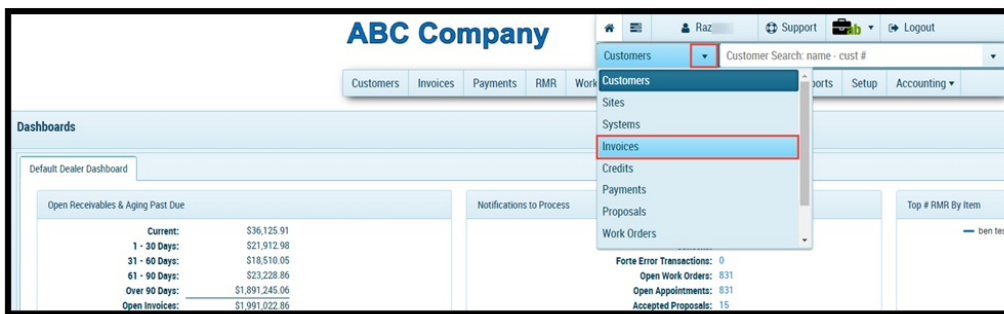


AlarmBiller – Multiple ways of looking up an Invoice

10/24/2024 3:51 pm EDT

In AlarmBiller, there are multiple ways of looking up an invoice by Invoice number.

1. Switch the search criteria from the top drop-down from customers to invoices (then type the invoice number and the Enter key):



2. From the customer page under Invoices tab.

- a. If the invoice is paid or \$0.00, the Show All Invoices option needs to be enabled.
- b. The filter option (funnel icon) can be used to filter for exact invoice number.

My Test-Customer - 1326 Edit

5775 Joy Rd
Canton, MI 48188
Phone: (999) 999-8521
Cell:
Email: just.a.test@gm.99.ail.com
Customer Type: COMMERCIAL
Salesperson: Test Tech

Status: Active
Priority: Normal
Customer Since: 02/11/2020
Last Statement: 09/18/2024
Default Term: Net 10 Days
Recurring Term: Net 60
Service Term: Net 30 Days
Manual Term: 90 Days
Delivery Method: Mail
Deliver RMR Inv: Yes

Open Invoices: \$1,715.46
Open Credits: \$0.00
Unapplied Cash: \$0.00
Balance Due: \$1,715.46
Late Fee Balance: \$10.00
Total Balance Due: \$1,725.46
Total RMR: \$73.49
Auto Pay:

Comments: These comments do not appear anywhere on customer's portal.

Invoices Credits 0 Sites/Sys 2 RMR 3 Work Orders 35 Proposals 1 Payments 29 CC/eCheck 14 Notes 4 Contacts 1 Utilities

Generate Statement New Invoice

Show All Invoices

Invo...	Invoice Date	Due Date	PO #	Total Amount	Amount Due	Action
88889684	07/20/2019	10/18/2019		\$11.00	\$0.00	
88889685	07/21/2019	10/19/2019		\$210.00	\$0.00	
88889686	07/22/2019	10/20/2019		\$10.00	\$0.00	
88889687	07/23/2019	10/21/2019		\$10.00	\$0.00	
88889694	01/01/2020	01/01/2020		\$100.00	\$0.00	

3. From the invoices tab (type the invoice number and then click the filter button):

Open Invoices & Credits Generate Recurring Invoices

Invoices Credits Invoices/Credits Not Delivered Printed Batch History

Available Columns Export to Excel Custom Grid Layouts

Show All Invoices

Drag a column header and drop it here to group by that column

Invoice #	Customer Name	Invoice Dat...	Total Amount	Amount Due	
12034		11/01/2024	\$90.00	\$90.00	\$ Pay It
12033		11/01/2024	\$2,400.00	\$2,400.00	\$ Pay It
12032		11/01/2024	\$180.00	\$180.00	\$ Pay It
12031	2	11/01/2024	\$28.35	\$28.35	\$ Pay It
12030	2	11/01/2024	\$30.00	\$30.00	\$ Pay It
12029	2	11/01/2024	\$150.00	\$150.00	\$ Pay It
12028	2	11/01/2024	\$441.88	\$441.88	\$ Pay It
12027	2 noklee	11/01/2024	\$19.99	\$19.99	\$ Pay It

Show items with value that:

Contains

And

Contains

Filter Clear

If the invoice has been paid, the option for 'Show All Invoices' needs to be enabled:

