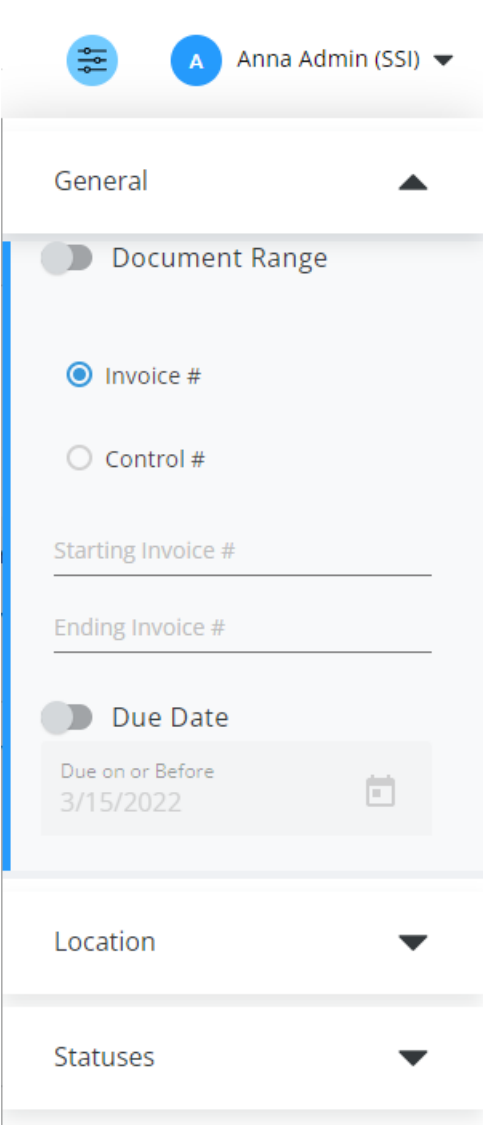


# Regular Invoices - SKY Customer

Last Modified on 04/03/2023 11:26 am CDT

The quick view of Regular Invoices includes the *Invoice #*, *Invoice* and *Due Date*, *Original Amt*, *Amt Due*, the *User* who created the Invoice and the *Status* – either *Open*, *Paid*, or *Voided*.

Invoices can be filtered by selecting the *Filter* menu.



Use the *Search* field to filter Invoices by *Invoice #*, *PO Number*, *Invoice Date*, *Due Date*, or *User*.

Selecting the **Eye** button expands the line item to display more information for that Invoice. The **Cloud** button can be selected to **View pdf** or **Download pdf**.

The *Selection* option on the *Search invoices* search bar is defaulted to *OFF*. Choose **Selection: OFF** to turn it on. Select the **Ellipsis** to *Select All* or *Deselect All*. Choosing **Pay Invoices** navigates to the *Add Payment* screen.

Search invoices

Selection: ON

	Invoice #	PO Number	Invoice Date	Due Date	Original Amt	Amt Due	User	Status		
<input checked="" type="checkbox"/>	1200859		03/29/2023	04/15/2023	\$322.50	\$22.50	1RE	Open		
<input checked="" type="checkbox"/>	1200856		01/18/2023	02/15/2023	\$1,290.00	\$1,290.00	1RE	Open		
<input type="checkbox"/>	1200855		01/18/2023	02/15/2023	\$650.00	\$650.00	1RE	Open		
<input type="checkbox"/>	1200854		01/18/2023	02/15/2023	\$3,600.00	\$2,850.00	1RE	Open		
<input type="checkbox"/>	1200853		01/18/2023	02/15/2023	\$150.00	\$0.00	1RE	Paid		

2 Invoices Selected Total- \$1,312.50

Pay Invoices