# Invoices - SKY Customer

## Regular Invoices

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

The *Selection* option on the 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.

Choose **Export** to download a CSV of Invoices. Filters can be applied to refine the list before exporting.

**Barry Anderson**

Regular | Memo Invoice

Search invoices | Selection: ● ON ••• | Export

| | | Invoice # | PO Number | Invoice Date | Due Date | Original Amt | Amt Due | User | Status | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | 1200929 | | 06/14/2024 | 07/15/2024 | $427.50 | $427.50 | 1RE | Open | 👁 | ☁ |
| ☑ | | 1200930 | | 05/31/2024 | 06/15/2024 | $1,279.60 | $1,279.60 | 1RE | Open | 👁 | ☁ |
| ☐ | | 1200928 | | 05/23/2024 | 06/15/2024 | $22.50 | $0.00 | 1RE | Paid | 👁 | ☁ |
| ☐ | | 1200927 | | 05/22/2024 | 06/15/2024 | $159.95 | $0.00 | 1RE | Paid | 👁 | ☁ |

**1** Invoices Selected     Total- **$1,279.60**     Pay Invoices

# Memo Invoices

Memo Invoices are tied to Budget Billing in the Energy module. Memo Invoices are a request for a monthly payment but do not affect the customer's balance, inventory, or the G/L.

Use the *Search invoices* field to filter Invoices by *Memo Invoice #*, *Invoice Date*, *Due Date*, *User*, or *Status*.

**Barry Anderson**

Regular | Memo Invoice

Search invoices

| | Memo Invoice # | Invoice Date | Due Date | Total Due | User | Status |
|---|---|---|---|---|---|---|
| $ | 49 | 06/10/2024 | 07/01/2024 | $75.00 | 1RE | Open |
| $ | 48 | 05/10/2024 | 06/01/2024 | $75.00 | 1RE | Open |