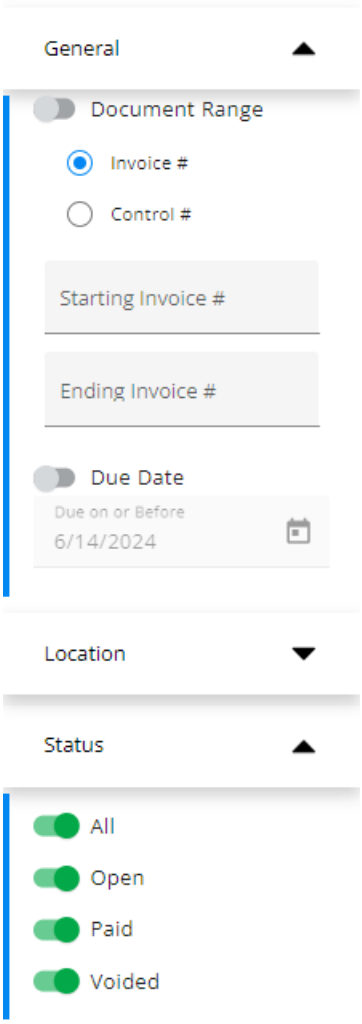
Invoices - Agvance SKY Customer

Last Modified on 07/07/2026 7:19 am CDT

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.

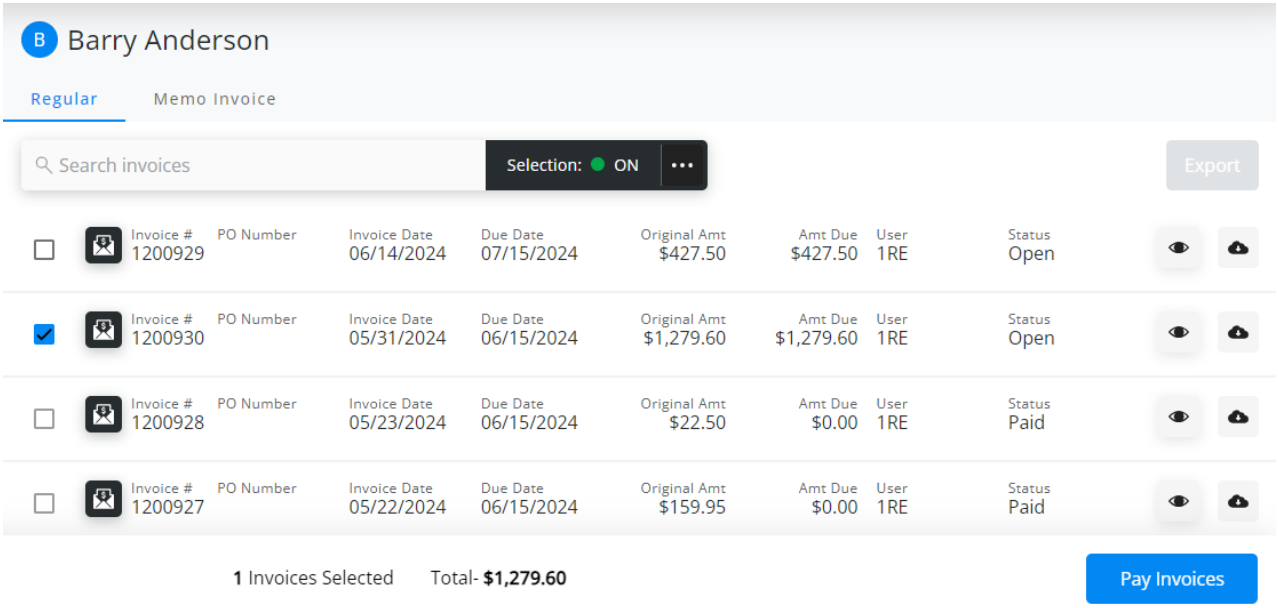


Use the *Search* field to filter Invoices by *Invoice #*, *PO Number*, *Invoice Date*, *Due Date*, or *User*.

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.



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*.

