

1. Hover over **Dashboard** and select **Account**

2. Select **Enquiry Type** and select **Display**

Enquiry Type:

Outstanding Invoice Summary

Display

Download

3. Your accounts details will appear below, displaying any outstanding invoices.

Invoice Details - Outstanding Invoices Summary

Subtotal All Periods:	Account Balance:	Last Payment Date:			
\$10,000.00	\$10,000.00				
Current:	30 Days:	60 Days:	90+ Days:	Fwd Dated:	
\$2,308.25	\$2,308.25	\$0.00	\$0.00	\$0.00	

4. A list of recent Invoices will also be displayed under your account details, you can check each invoice by clicking the **Invoice Number**

Transaction Date	Invoice Dates	Type	Invoice #	Details	Invoice Amount	Owing
01-Jan-2023	01-Jan-2023	IN	123456		\$2,333.18	\$2,333.18
03-Jan-2023	03-Jan-2023	IN	234567		\$1,825.14	\$1,825.14
03-Jan-2023	03-Jan-2023	IN	345678		\$4,841.50	\$4,841.50
05-Jan-2023	05-Jan-2023	IN	456789		\$1,000.18	\$1,000.18

5. Once selected you will get a detailed breakdown of the invoice with options to **View** or **Print Invoice**

Search Results

2 records (1 page)

Order No / Invoice No	Order Date	Customer Code	Status	Your Ref	Total (ex)	Options
123456 SI	01/01/2023		Invoiced		\$2099.86	<input type="checkbox"/> Print Invoice <input checked="" type="checkbox"/> View

Select All Clear All Request Selected Invoice(s)

2 records (1 page)

[Back To Results](#)

[Copy To Current Order](#)

[Print Invoice](#)

[Print Page](#)

\$2,333.18
Including GST \$233.31