

Messenger+ Invoicing: How to Retrieve Invoices

How to Retrieve Invoices



You may retrieve and view **Invoices** in **Messenger+** using the following steps.

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- 1. To retrieve and view **Invoices** select the **Customer** Activities Menu .
- 2 & 3. Select Invoicing and View Invoices.

How to Retrieve Invoices, cont.



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4. Upon initial entry, either the **Search** screen or the **Invoice Dashboard** is displayed. To toggle between these screens, select the **magnifying glass icon**.

How to Retrieve Invoices, cont.



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- Upon entry to the Search screen, the Accounting Period is defaulted to the latest accounting month that invoices are finalized.
- 6. Search criteria can be entered into the various search fields or selected from the provided drop downs. Some fields such as the Service Requester Name, Invoice Identifier, Contact Name, and Financial Customer Number fields allow you to enter partial data. To retrieve data press the enter key, tab out of the field, or click the **Search** button.
- Once results appear, clicking a column header will sort the results by the data in that column.
- 7. Select a line item to go to the **Invoicing > View Invoices > Details screen**.

How to Retrieve Invoices, cont.



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- 8. Click the Download button to open the Invoice in the View/Download Invoice screen.
- **9.** From this screen, you can **View**, **Download** and **Print** the invoice.