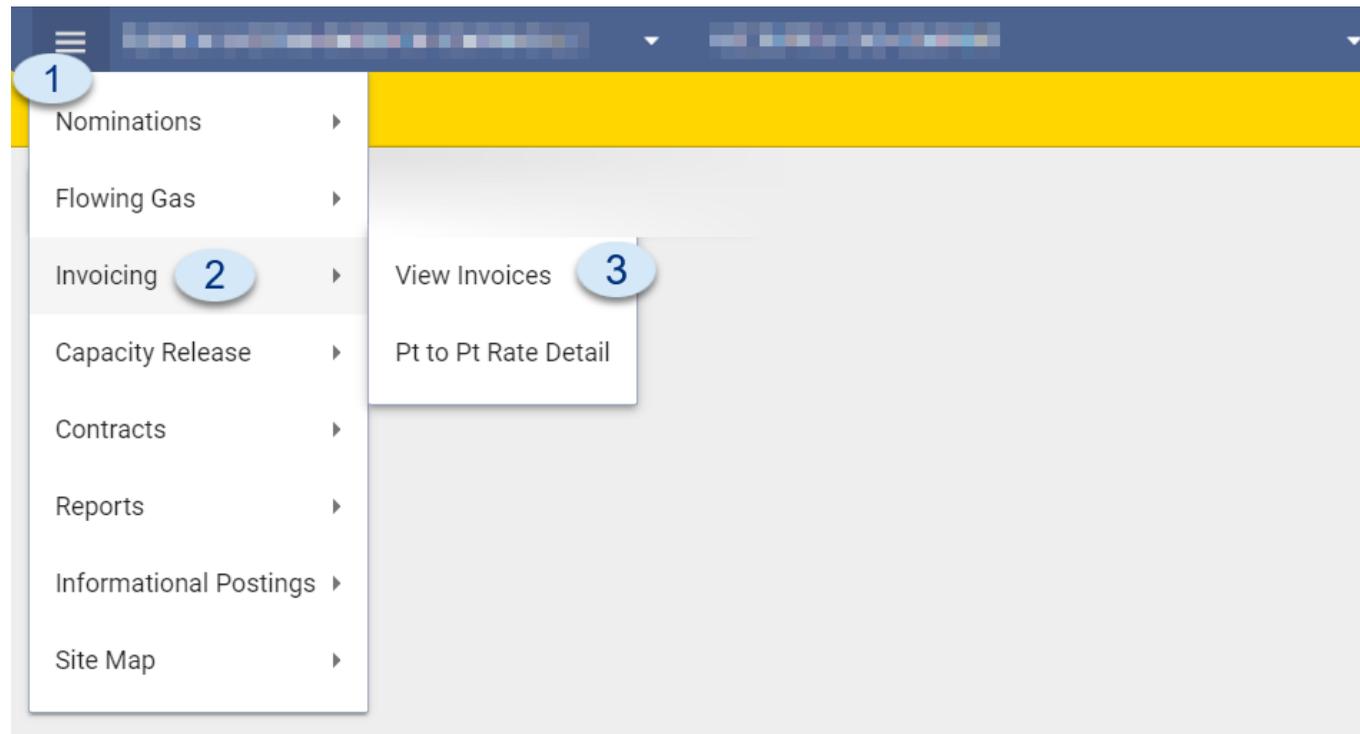




Messenger+
Invoicing:
How to Retrieve Invoices

How to Retrieve Invoices

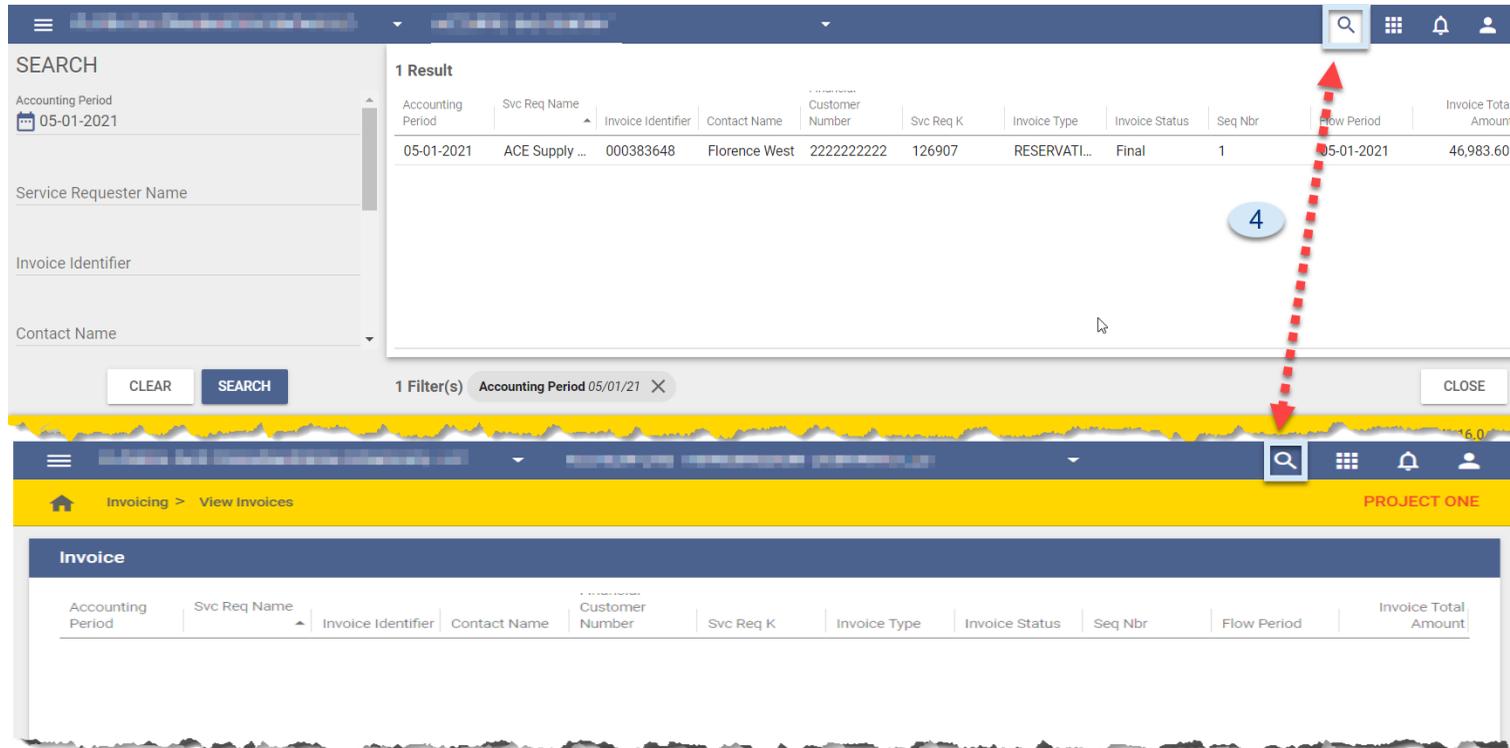
You may retrieve and view **Invoices** in **Messenger+** using the following steps.



1. To retrieve and view **Invoices** select the **Customer Activities Menu** .

2 & 3. Select **Invoicing** and **View Invoices**.

How to Retrieve Invoices, cont.

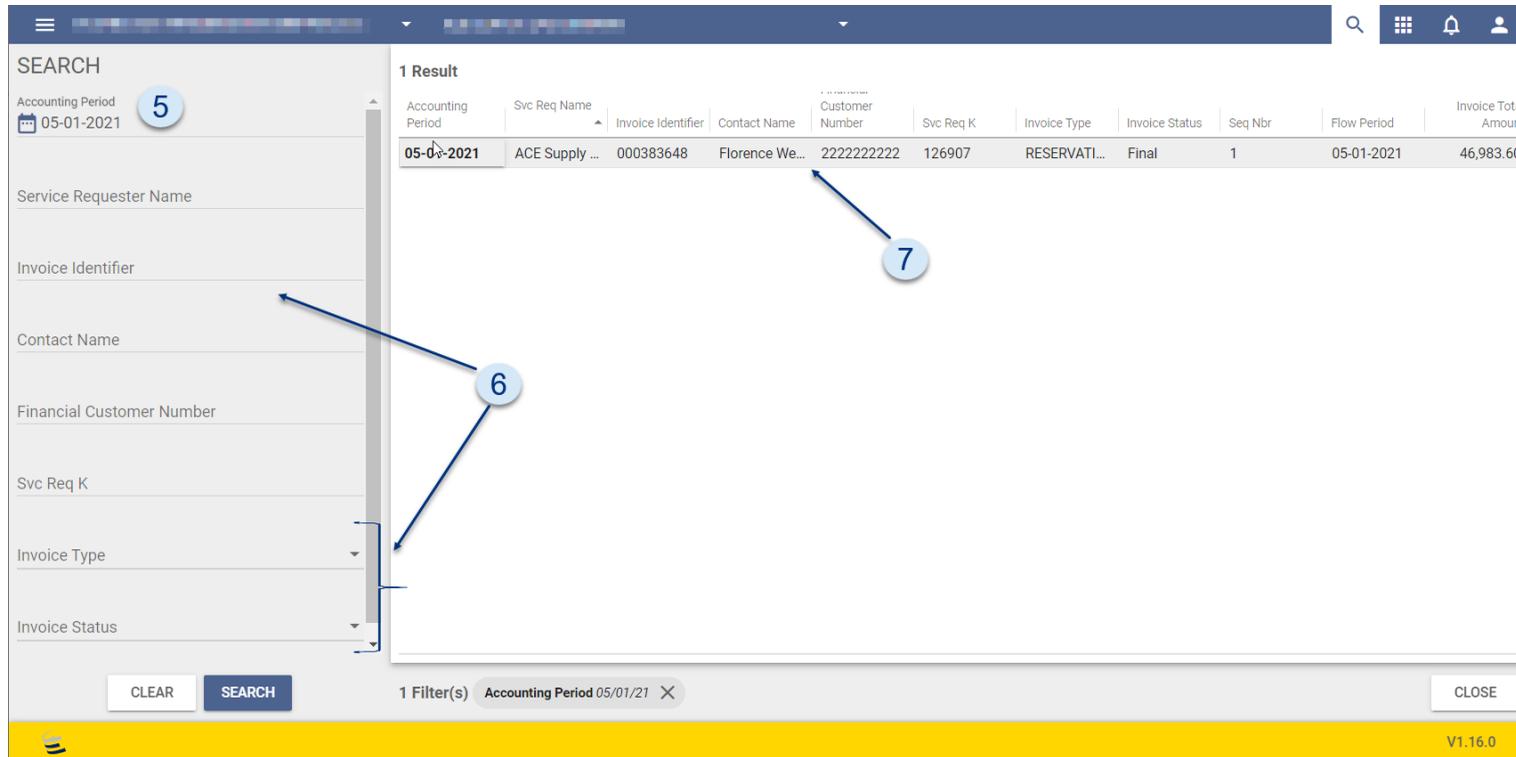


The screenshot shows a search interface with a search bar and a table of results. A magnifying glass icon in the top right corner is highlighted with a red dashed arrow and a blue circle containing the number 4. The table below shows one result for an invoice.

Accounting Period	Svc Req Name	Invoice Identifier	Contact Name	Customer Number	Svc Req K	Invoice Type	Invoice Status	Seq Nbr	Flow Period	Invoice Total Amount
05-01-2021	ACE Supply ...	000383648	Florence West	2222222222	126907	RESERVATI...	Final	1	05-01-2021	46,983.60

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.



The screenshot displays the 'SEARCH' interface. On the left, search criteria are listed: Accounting Period (05-01-2021), Service Requester Name, Invoice Identifier, Contact Name, Financial Customer Number, Svc Req K, Invoice Type, and Invoice Status. A 'SEARCH' button is at the bottom left. The main area shows '1 Result' in a table. A blue circle with the number '5' points to the Accounting Period field. A blue circle with the number '6' points to the Search criteria section. A blue circle with the number '7' points to the Customer Number column header in the results table.

Accounting Period	Svc Req Name	Invoice Identifier	Contact Name	Customer Number	Svc Req K	Invoice Type	Invoice Status	Seq Nbr	Flow Period	Invoice Total Amount
05-01-2021	ACE Supply ...	000383648	Florence We...	2222222222	126907	RESERVATI...	Final	1	05-01-2021	46,983.60

1 Filter(s) Accounting Period 05/01/21 X

5. 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.
- i** 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.



Home Invoicing > View Invoices > Details 000383648 (ACE Supply Gas Company) PROJECT ONE

INVOICES Invoice Details 8

SUMMARY

CHARGES B

VIEW/DOWNLOAD INVOICE 9

Invoice-ContractBased 1 / 1 | - 99% + | [Print] [Download]

FLORIDA GAS TRANSMISSION COMPANY, LLC Invoice

Stmt D/T: 8/28/2021 12:00:00 AM Remit to Party: 006924518 Payee: 006924518
 Billable Party: 000015850 Florida Gas Transmission Co LLC Disbursement Payee's Bank Account Number: Account # 9600168869
 ACE Supply Gas Company Remit Addr: P.O. BOX 204032 Payee's Bank ACH Number: ABA # 041203824
 FGT External Tester Dallas, TX 75320-4032 Payee's Bank Wire Number: ABA # 121000248
 Payee's Bank: Wells Fargo Bank NA
 Payee's Name: FLORIDA GAS TRANSMISSION CO LLC DISBURSEMENT
 Contact Name: LARRY BERGER
 Contact Phone: (713) 989-2091

Svc Req Name: ACE Supply Gas Company Invoice Date: 5/31/2021 Invoice Total Amount: \$46,983.60
 Svc Req: 000015850 Sup Doc Ind: Contract MDTQ Invoice Identifier: 000383648
 Svc Req K: 126907 Charge Indicator: Contract MDTQ Account Number: 222222222
 Svc Code: FTS-3 Prev Inv ID: Net Due Date: 06/10/2021
 Invoice Type: RESERVATION

Begin Transaction Date: 5/1/2021 End Transaction Date: 5/31/2021 Please reference your invoice identifier and your account number in your wire transfer.

Line No	Rec Loc	Rec Loc Name	Rec Zn	Del Loc	Del Loc Name	Del Zn	Charge Type	Base Rate	Base Rate Disc	Net Rate	Quantity	Amount Due	Date Range	TT	
1		Reservation/Demand D1					RD1	\$1.0104	\$0.0000	\$1.0104	46,500	\$46,983.60	1-31		
Invoice Total Amount:												46,500	\$46,983.60		

\$46,983.60 V1.16.0

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