

Print Invoice

Quick Reference

Step 1 – Select *Print Invoice*



bill payment

Test Test

Home

Your last login was 05/09/2017 at 02:06:39 PM EST

Your Current 05/01/2017 Invoice

Test Group	\$15,229.68
00000000-0001	<i>Amount Due</i>

Billed Date: 04/16/2017
Invoice Number: 0000
Due Date: 05/01/2017
Coverage Period: 05/01/2017-05/31/2017

[Print Invoice](#) [View Details](#)

Ask a Question

Do you have a question?
[Ask a Question](#)

You have no new reponses.

Other Invoices

You have no delinquent invoices.

Step 2 – check your Print Options and *Print*

Print Options

What format would you like for this report? PDF

There are 1 invoices selected to print. [select invoices](#)
Choose the invoice sections to include in this report:

<input type="checkbox"/>	View Summary	Sort By	Last Name	Order	Ascending
<input type="checkbox"/>	View Financial Totals	Then By		Order	Ascending
<input type="checkbox"/>	View Details	Sort By	Last Name	Order	Ascending
<input type="checkbox"/>	View Activity	Then By		Order	Ascending
<input type="checkbox"/>	View Adjustments	Sort By	Change Rea	Order	Ascending
		Then By		Order	Ascending

Cancel Print

Step 3 – Refresh Report and Download

The screenshot shows a web application interface for 'Completed Reports'. On the left is a dark sidebar with navigation icons for Home, Billing, Reports, and Setup. The main content area has a header 'Completed Reports' and a sub-menu with 'Create Reports', 'Completed Reports' (selected), and 'Scheduled Reports'. A message at the top of the main area reads: 'If any of these reports have a status of 'Running', please click the 'Refresh Reports' button to refresh the table. Please use 'Scheduled Reports' for larger reports since they can take longer to run.' Below this message is a blue button labeled 'Refresh Reports'. Underneath is a table with one item. The table has columns for Status, Date, Report Name, Criteria, and Size. The row shows a report with status 'COMPLETE', date '05/16/2017 01:36:55 PM ET', name 'Export / Print Invoice Report', criteria 'Format: PDF', and size '11 Kb'. A dropdown menu is open under the 'Options' column, showing a blue 'Download' button and a 'Delete' link. A warning message at the bottom of the dropdown says 'Reports will be automatically deleted.'

Completed Reports

Create Reports

Billing

Completed Reports

Scheduled Reports

Reports

Setup

If any of these reports have a status of 'Running', please click the 'Refresh Reports' button to refresh the table. Please use 'Scheduled Reports' for larger reports since they can take longer to run.

Refresh Reports

1 Items | 1-1

Options	Status	Date	Report Name	Criteria	Size
Download	COMPLETE	05/16/2017 01:36:55 PM ET	Export / Print Invoice Report	Format: PDF	11 Kb

Reports will be automatically deleted.

Step 4 – Save or Print Bill



Export / Print Invoice Report

Report Format:

PDF

Generated On:

05/16/2017 01:36:53 PM EDT

Group Name	Test Group	Group ID	000000	Billed Date	04/16/2017	Amount Due	\$15,229.68
Address	101 Testing Drive Rochester, NY 14607	Subgroup ID	0001	Invoice Number	0000		
				Due Date	05/01/2017		
				Coverage Period	05/01/2017-05/31/2017		

View Financial Totals

Previous Total Due	\$15,229.68
Payments	\$3,807.42
Outstanding Balance	\$19,037.10
Current Invoice	\$3,807.42
Retroactive Adjustments	\$0.00
Amount Due	\$15,229.68