

View, Download and Print an Invoice

6 Steps [View most recent version](#) 

Created by
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STEP 1

Click on Revenue

The screenshot shows a dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Communication, Library, All Documents, My Documents, Trash, **Revenue** (highlighted with an orange border), Legislation, Events, Accreditation, and Settings and Configuration. The main content area is titled 'Accounting Metrics (Last 180 days)' and contains four cards: Invoices (\$0.00 out of \$5,546.00), Payments (\$0.00 out of \$...), Credits (\$0.00 Used, \$0.00 Unused), and Refunds (\$0.00). Below the metrics is a section for 'All Transactions (Last 180 days)' with an 'Add Transaction' button and a filter bar for Favorite, State Creation Date, Due Date, and Type.

STEP 2

Click on Transactions

The screenshot shows the same dashboard as in Step 1, but with the 'Transactions' menu item highlighted in orange. The breadcrumb navigation at the top of the main content area reads 'Home / Revenue / All Transactions'. The 'Accounting Metrics' section remains the same, showing \$0.00 for Invoices, Payments, Credits, and Refunds. The 'All Transactions' section is visible at the bottom of the main content area.

STEP 3

Click on the specific invoice you wish to view,

Invoice Date	Type	Search ID	Search Buyer Name or Org Name
	Consolidated Invoice	Inv 10000021	Blount County Sharon Bells
	Invoice	Inv 10000011	Ally McBeal Fancy Wine Co
	Invoice	Inv 10000010	Mike Katz Association of Denver Proj
	Invoice	Inv 10000007	Mike Katz Association of Denver Proj
	Invoice	Inv 10000006	Association of Denver Proj Carla Nichols

STEP 4

You will be routed to a page where you will see the context of the invoice.

Billing Information *

Email: allymcbeal@yepmail.com
Phone: [Redacted]

Address:
Galleria Parkway Southeast
Galleria Parkway Southeast, Cumberland Fulton County
Atlanta, GA 30339
United States

General Activity Associated Items

Invoice Date and Time*
Jun 26, 2023 01:16 PM

#	Who is this for?	Name	Category	Description	SKU	Quantity	Unit Price	Subtotal	
1	Michael Coors	Required Training Bundle	Bundle			1	\$500.00	\$500.00	
2	Michael Coors	Three Day Conference	Event			1	\$0.00	\$0.00	
								Subtotal:	\$500.00
								Total:	\$500.00

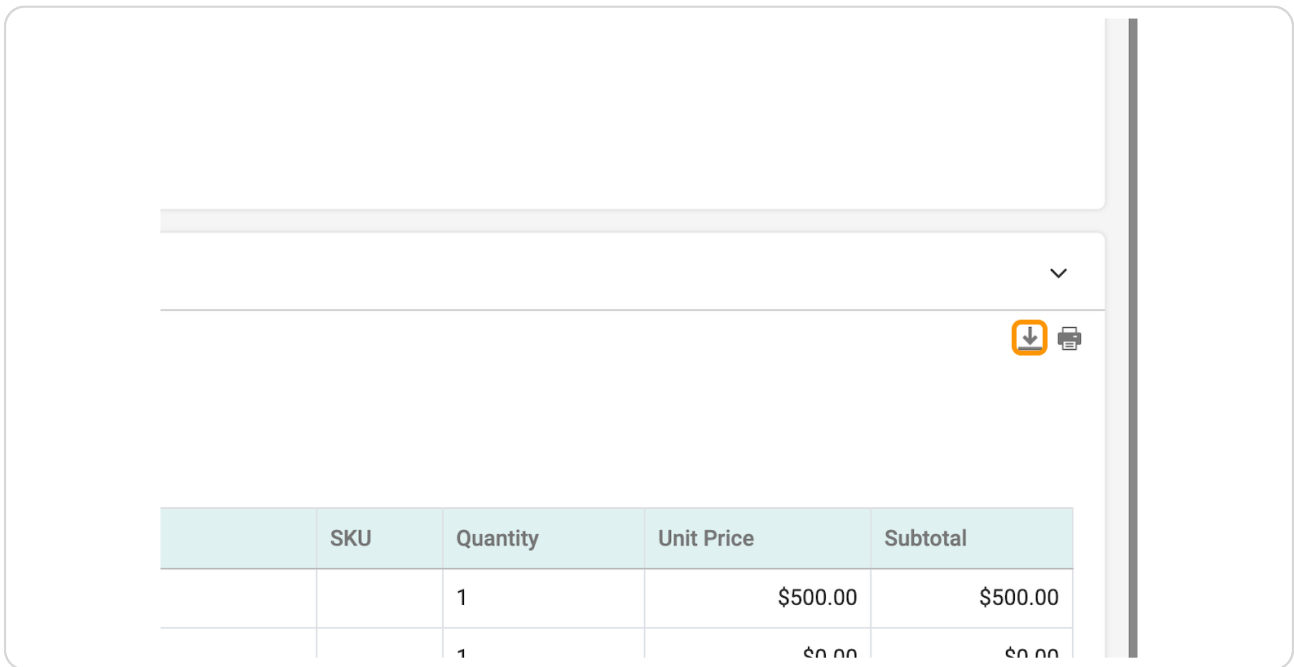
Memo
-

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STEP 5

Click on the download button to get a soft copy of the invoice

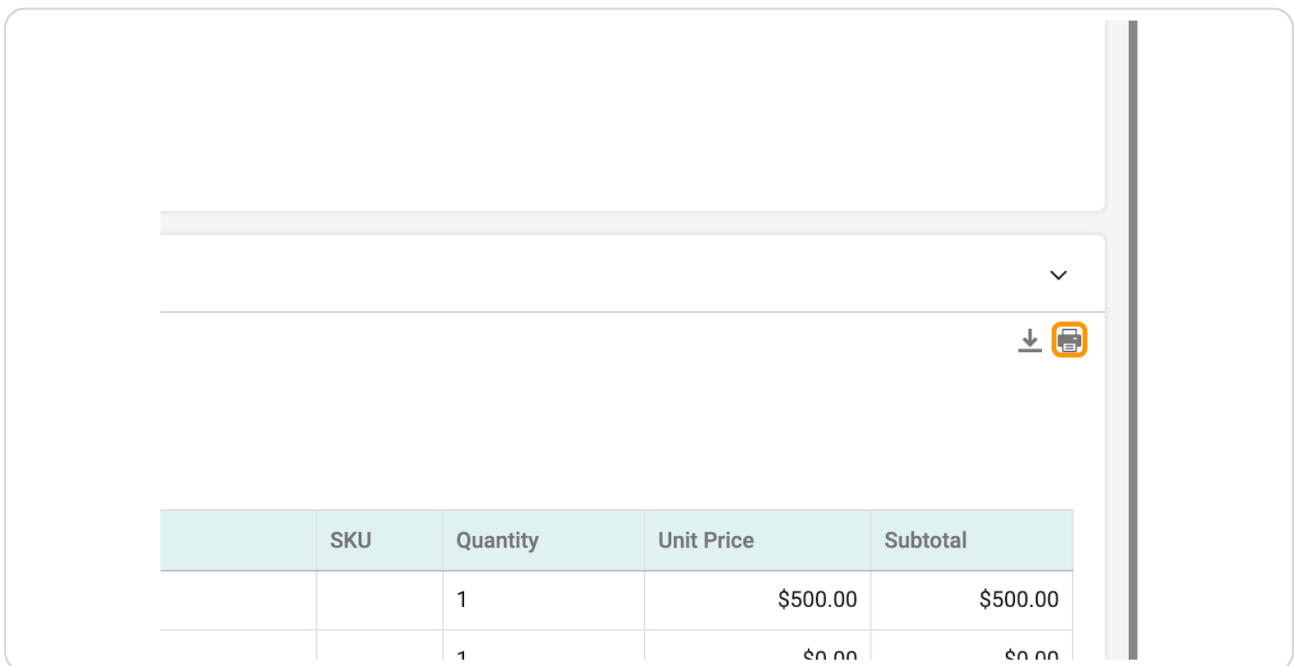


The screenshot shows a user interface for an invoice. At the top, there are two horizontal bars. Below them, on the right side, there are two icons: a download icon (a downward arrow inside a square) and a printer icon. The download icon is highlighted with a yellow border. Below the icons is a table with the following data:

	SKU	Quantity	Unit Price	Subtotal
		1	\$500.00	\$500.00
		1	\$0.00	\$0.00

STEP 6

Click on printer button to get a hard copy of it.



The screenshot shows the same user interface as in Step 5. In this step, the printer icon (a printer symbol inside a square) is highlighted with a yellow border. The table below the icons remains the same:

	SKU	Quantity	Unit Price	Subtotal
		1	\$500.00	\$500.00
		1	\$0.00	\$0.00

