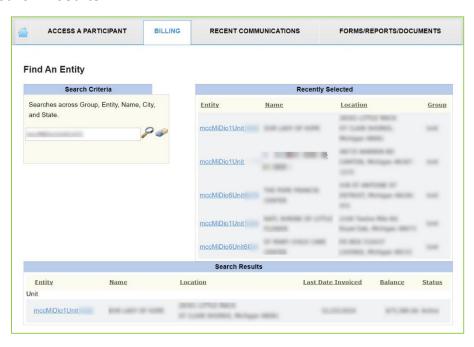
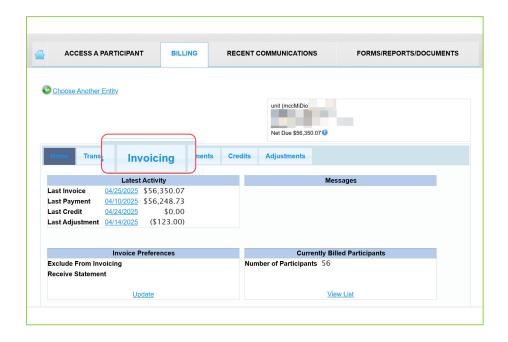
Download Invoices as Excel Spreadsheet Instructions

1. From **Find an Entity** under the *Billing Tab*, select your Unit from **Recently Selected** or **Search Results**



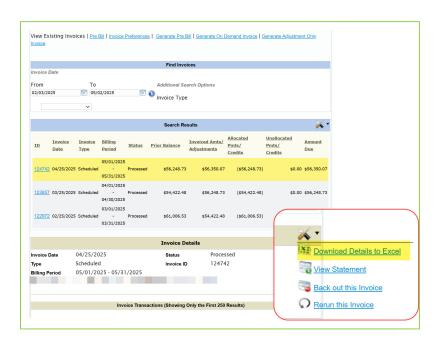
2. On the *dashboard screen*, select **Invoicing** to locate the invoice.



3. In the **Search Results** section select the blue-linked ID# at the left of the Invoice Date. There should now be a yellow band, highlighting the invoice.



4. Once the Invoice is selected, click on the **tools icon** (screwdriver and wrench, crisscrossing each other) on the right-end of the khaki ribbon, called Invoice Details then download to Excel.



5. Open downloaded spreadsheet and save/import as desired.

