

# Download Invoices as Excel Spreadsheet Instructions

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

**Find An Entity**

**Search Criteria**

Searches across Group, Entity, Name, City, and State.

**Recently Selected**

| Entity        | Name | Location | Group |
|---------------|------|----------|-------|
| mccMiDio1Unit | ...  | ...      | ...   |
| mccMiDio1Unit | ...  | ...      | ...   |
| mccMiDio6Unit | ...  | ...      | ...   |
| mccMiDio1Unit | ...  | ...      | ...   |
| mccMiDio6Unit | ...  | ...      | ...   |

**Search Results**

| Entity | Name          | Location | Last Date Invoiced | Balance | Status |
|--------|---------------|----------|--------------------|---------|--------|
| Unit   | mccMiDio1Unit | ...      | ...                | ...     | ...    |

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

**Choose Another Entity**

unit (mccMiDio) [Image]  
Net Due \$56,350.07

**Invoicing**

**Latest Activity**

|                 | Date       | Amount      |
|-----------------|------------|-------------|
| Last Invoice    | 04/25/2025 | \$56,350.07 |
| Last Payment    | 04/10/2025 | \$56,248.73 |
| Last Credit     | 04/24/2025 | \$0.00      |
| Last Adjustment | 04/14/2025 | (\$123.00)  |

**Messages**

**Invoice Preferences**

Exclude From Invoicing  
Receive Statement  
[Update](#)

**Currently Billed Participants**

Number of Participants 56  
[View List](#)

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.

View Existing Invoices | [Pre Bill](#) | [Invoice Preferences](#) | [Generate Pre Bill](#) | [Generate On Demand Invoice](#) | [Generate Adjustment Only Invoice](#)

**Find Invoices**

Invoice Date

From 02/03/2025 To 05/02/2025 Additional Search Options

Invoice Type

**Search Results**

| ID                     | Invoice Date | Invoice Type | Billing Period          | Status    | Prior Balance | Invoiced Amts./ Adjustments | Allocated Pmts./ Credits | Unallocated Pmts./ Credits | Amount Due  |
|------------------------|--------------|--------------|-------------------------|-----------|---------------|-----------------------------|--------------------------|----------------------------|-------------|
| <a href="#">124742</a> | 04/25/2025   | Scheduled    | 05/01/2025 - 05/31/2025 | Processed | \$56,248.73   | \$56,350.07                 | (\$56,248.73)            | \$0.00                     | \$56,350.07 |
| <a href="#">123857</a> | 03/25/2025   | Scheduled    | 04/01/2025 - 04/30/2025 | Processed | \$54,422.48   | \$56,248.73                 | (\$54,422.48)            | \$0.00                     | \$56,248.73 |
| <a href="#">122972</a> | 02/25/2025   | Scheduled    | 03/01/2025 - 03/31/2025 | Processed | \$61,006.53   | \$54,422.48                 | (\$61,006.53)            | \$0.00                     | \$54,422.48 |

**Invoice Details**

Invoice Date 04/25/2025 Status Processed

Type Scheduled Invoice ID 124742

Billing Period 05/01/2025 - 05/31/2025

Run by Marlo Heniser (MHENISER) on 04/24/2025 using billingInvoicesUnit

Invoice Transactions (Showing Only the First 250 Results)

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.

View Existing Invoices | [Pre Bill](#) | [Invoice Preferences](#) | [Generate Pre Bill](#) | [Generate On Demand Invoice](#) | [Generate Adjustment Only Invoice](#)

**Find Invoices**

Invoice Date

From 02/03/2025 To 05/02/2025 Additional Search Options

Invoice Type

**Search Results**

| ID                     | Invoice Date | Invoice Type | Billing Period          | Status    | Prior Balance | Invoiced Amts./ Adjustments | Allocated Pmts./ Credits | Unallocated Pmts./ Credits | Amount Due  |
|------------------------|--------------|--------------|-------------------------|-----------|---------------|-----------------------------|--------------------------|----------------------------|-------------|
| <a href="#">124742</a> | 04/25/2025   | Scheduled    | 05/01/2025 - 05/31/2025 | Processed | \$56,248.73   | \$56,350.07                 | (\$56,248.73)            | \$0.00                     | \$56,350.07 |
| <a href="#">123857</a> | 03/25/2025   | Scheduled    | 04/01/2025 - 04/30/2025 | Processed | \$54,422.48   | \$56,248.73                 | (\$54,422.48)            | \$0.00                     | \$56,248.73 |
| <a href="#">122972</a> | 02/25/2025   | Scheduled    | 03/01/2025 - 03/31/2025 | Processed | \$61,006.53   | \$54,422.48                 | (\$61,006.53)            | \$0.00                     | \$54,422.48 |

**Invoice Details**

Invoice Date 04/25/2025 Status Processed

Type Scheduled Invoice ID 124742

Billing Period 05/01/2025 - 05/31/2025

Invoice Transactions (Showing Only the First 250 Results)

**Tools**

[Download Details to Excel](#)

[View Statement](#)

[Back out this Invoice](#)

[Rerun this Invoice](#)

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

| AutoSave results - 2024-01-30T155911.097 - Protected View - Saved to this PC   |               |                |             |                    |                  |                          |   |                    |            |           |                      |            |    |
|--|---------------|----------------|-------------|--------------------|------------------|--------------------------|---|--------------------|------------|-----------|----------------------|------------|----|
| File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat  |               |                |             |                    |                  |                          |   |                    |            |           |                      |            |    |
| PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing |               |                |             |                    |                  |                          |   |                    |            |           |                      |            |    |
| A1 BILLING GROUP   |               |                |             |                    |                  |                          |   |                    |            |           |                      |            |    |
|  | A             | B              | C           | D                  | E                | F                        | G   | H                  | I          | J         | K                    | L          | M  |
| 1  | BILLING GROUP | BILLING ENTITY | TRANSACTION | TRANSACTION DATE   | TRANSACTION ITEM | COVERAGE                 | BILLING PERIOD BEG                            | BILLING PERIOD END | PERSON ID  | NAME      | AMOUNT               | DEPARTMENT |    |
| 2  | unit          |                | 13368504    | 1/24/2024 10:04 PM | Adjustment       | Long Term Disability     | Disability / LTD / 60% of Pay                 | 1/1/2024           | 1/31/2024  | 26708453  | Dr. Pauline J. Brown | -5.25      | 11 |
| 3  | unit          |                | 13368503    | 1/24/2024 10:04 PM | Adjustment       | Long Term Disability     | Disability / LTD / 60% of Pay                 | 12/1/2023          | 12/31/2023 | 26708453  | Dr. Pauline J. Brown | -5.25      | 11 |
| 4  | unit          |                | 13368502    | 1/24/2024 10:04 PM | Adjustment       | Long Term Disability     | Disability / LTD / 60% of Pay                 | 11/1/2023          | 11/30/2023 | 26708453  | Dr. Pauline J. Brown | -5.25      | 11 |
| 5  | unit          |                | 13368501    | 1/24/2024 10:04 PM | Adjustment       | Long Term Disability     | Disability / LTD / 60% of Pay                 | 10/1/2023          | 10/31/2023 | 26708453  | Dr. Pauline J. Brown | -5.25      | 11 |
| 6  | unit          |                | 13368500    | 1/24/2024 10:04 PM | Adjustment       | Vision Insurance Premium | Vision / Vision / Employee Only               | 1/1/2024           | 1/31/2024  | 26708453  | Dr. Pauline J. Brown | -7.50      | 10 |
| 7  | unit          |                | 13368499    | 1/24/2024 10:04 PM | Adjustment       | Optional Life            | Optional Life / Optional Life / \$100,000     | 1/1/2024           | 1/31/2024  | 26708453  | Dr. Pauline J. Brown | -10.60     | 10 |
| 8  | unit          |                | 13368498    | 1/24/2024 10:04 PM | Adjustment       | Full Medical Premium     | Medical / BCN Blue Elect Plus / Employee Only | 1/1/2024           | 1/31/2024  | 26708453  | Dr. Pauline J. Brown | -740.00    | 10 |
| 9  | unit          |                | 13368497    | 1/24/2024 10:04 PM | Adjustment       | Long Term Disability     | Disability / LTD / 60% of Pay                 | 1/1/2024           | 1/31/2024  | 26708453  | Dr. Pauline J. Brown | -26.53     | 10 |
| 10   | unit          |                | 13368496    | 1/24/2024 10:04 PM | Adjustment       | Dental Insurance Premium | Dental / Dental / Employee Only               | 1/1/2024           | 1/31/2024  | 26708453  | Dr. Pauline J. Brown | -45.00     | 10 |
| 11   | unit          |                | 13368495    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 111043007 | Dr. Pauline J. Brown | 0.96       | 40 |
| 12   | unit          |                | 13368494    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 844189403 | Dr. Pauline J. Brown | 8.89       | 11 |
| 13   | unit          |                | 13368493    | 1/24/2024 10:04 PM | Invoice          | Long Term Disability     | Disability / LTD / 60% of Pay                 | 2/1/2024           | 2/29/2024  | 844189403 | Dr. Pauline J. Brown | 5.60       | 11 |
| 14   | unit          |                | 13368492    | 1/24/2024 10:04 PM | Invoice          | Lay Retirement           |   | 2/1/2024           | 2/29/2024  | 844189403 | Dr. Pauline J. Brown | 152.89     | 11 |
| 15   | unit          |                | 13368491    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 264104400 | Dr. Pauline J. Brown | 1.43       | 40 |
| 16   | unit          |                | 13368490    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 1.12       | 40 |
| 17   | unit          |                | 13368489    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 3.77       | 45 |
| 18   | unit          |                | 13368488    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 270881418 | Dr. Pauline J. Brown | 1.86       | 40 |
| 19   | unit          |                | 13368487    | 1/24/2024 10:04 PM | Invoice          | Vision Insurance Premium | Vision / Vision / Employee & Family           | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 22.39      |    |
| 20   | unit          |                | 13368486    | 1/24/2024 10:04 PM | Invoice          | Long Term Disability     | Disability / LTD / 60% of Pay                 | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 25.21      | 30 |
| 21   | unit          |                | 13368485    | 1/24/2024 10:04 PM | Invoice          | Lay Retirement           |   | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 476.44     | 30 |
| 22   | unit          |                | 13368484    | 1/24/2024 10:04 PM | Invoice          | Vision Insurance Premium | Vision / Vision / Employee & LDA              | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 14.10      |    |
| 23   | unit          |                | 13368483    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 11.06      | 10 |
| 24   | unit          |                | 13368482    | 1/24/2024 10:04 PM | Invoice          | Long Term Disability     | Disability / LTD / 60% of Pay                 | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 15.75      | 10 |
| 25   | unit          |                | 13368481    | 1/24/2024 10:04 PM | Invoice          | Lay Retirement           |   | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 297.69     | 10 |
| 26   | unit          |                | 13368480    | 1/24/2024 10:04 PM | Invoice          | Dental Insurance Premium | Dental / Dental / Employee & LDA              | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 83.50      | 10 |
| 27   | unit          |                | 13368479    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 271268493 | Dr. Pauline J. Brown | 3.65       | 35 |
| 28   | unit          |                | 13368478    | 1/24/2024 10:04 PM | Invoice          | Long Term Disability     | Disability / LTD / 60% of Pay                 | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 16.80      | 30 |
| 29   | unit          |                | 13368477    | 1/24/2024 10:04 PM | Invoice          | Lay Retirement           |   | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 317.54     | 30 |
| 30   | unit          |                | 13368476    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 26708453  | Dr. Pauline J. Brown | 10.30      |    |
| 31   | unit          |                | 13368475    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 270881418 | Dr. Pauline J. Brown | 0.23       | 40 |
| 32   | unit          |                | 13368474    | 1/24/2024 10:04 PM | Invoice          | Unemployment             |   | 2/1/2024           | 2/29/2024  | 270881418 | Dr. Pauline J. Brown | 1.51       | 70 |
| 33   | unit          |                | 13368473    | 1/24/2024 10:04 PM | Invoice          | Long Term Disability     | Disability / LTD / 60% of Pay                 | 2/1/2024           | 2/29/2024  | 271268493 | Dr. Pauline J. Brown | 16.65      | 45 |
| 34   | unit          |                | 13368472    | 1/24/2024 10:04 PM | Invoice          | Lay Retirement           |   | 2/1/2024           | 2/29/2024  | 271268493 | Dr. Pauline J. Brown | 314.69     | 45 |