Key Functionality | Billing Inquiry

To Inquire on **Billing activities**, begin by navigating to the **Billing** section.

Fill in the required fields, shown with a **Red sidebar**. Once populated, select Search.

The results default to display **All Subgroups**, however, this can be adjusted by clicking on the **Subgroup.**

If you wish to view additional details or download a report, select the caret icon to expand that specific Consolidation.

The **Date Range** defaults to display the last 3 months worth of processed invoices, but you can alter this by selecting a specific **From** and **To Date.**

If a **Consolidation** exists and you have authorizations for all the Subgroups that are part of the Consolidation, the **Consolidated Reports** tab will display.

Key Functionality | Billing Inquiry (continued)

If you wish to **Download** a **Billing Report**, select the caret icon to expand that specific Consolidation.

If you wish to view additional details or download a report, select the caret icon to expand that specific Consolidation.

Click on the **individual invoice** you are looking to download and begin the popup workflow.

When the **Download popup** appears, work through each section to download the report

PDF – will download instantly

XLS and **CSV** - will become available within the **My Reports** tab and can be downloaded from that section

Key Functionality | Billing Inquiry (continued)
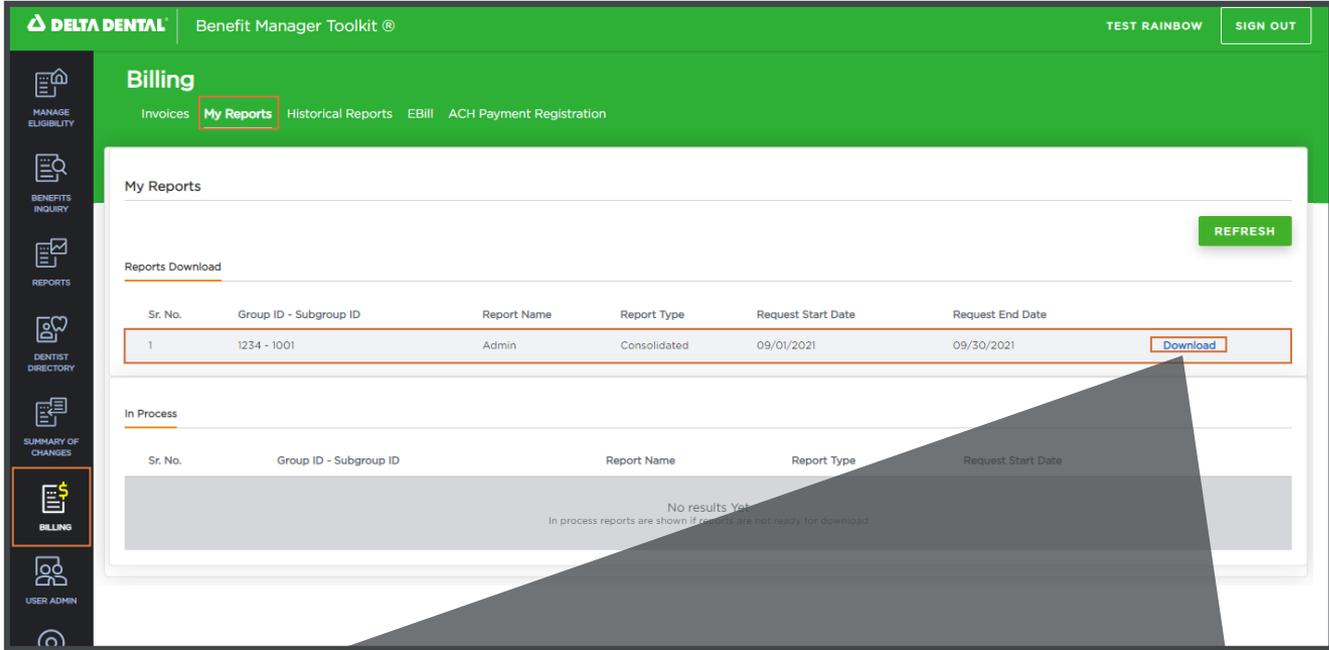
Once you have successfully completed the **Download popup** workflow, navigate to the **My Reports** tab within the **Billing** section.

All reports that are ready to Download will appear within the **Reports Download** section.
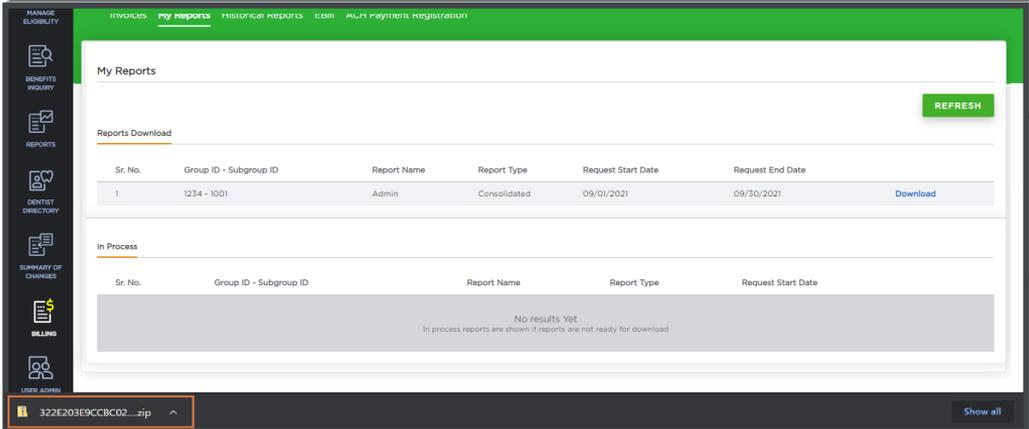
Selecting **Download** for the invoice you wish to save will begin the download process on your computer.

Once the file is ready to view, you can select the icon at the bottom of your browser or navigate to your **Download folder**.