# All - Vendor Invoices

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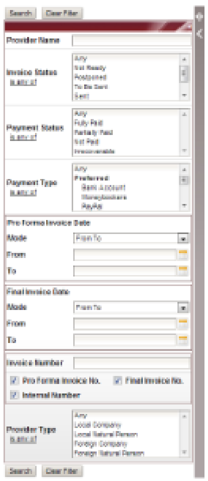
|  | In the All tab, you can review all the vendor job specifications invoices stored in the system. |
| Search Filter | |
|   | The filter is used to limit your search for an invoice.<br><br>• To adjust the width of the filter, click and hold  . While holding the icon, move your cursor to the left screen to decrease or to the right side to increase the filter. |

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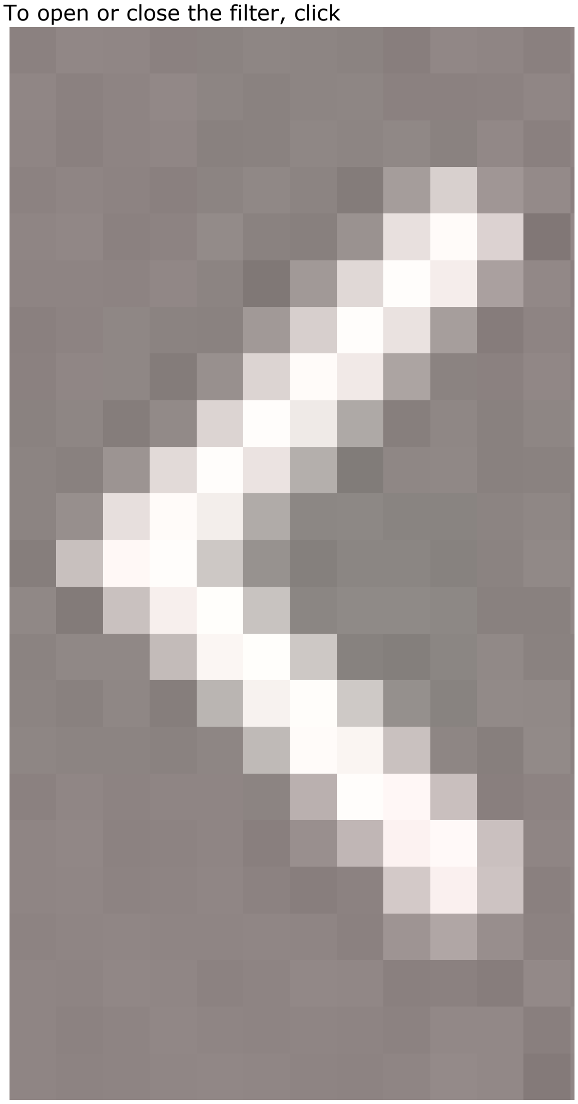
| | • To open or close the filter, click  .<br><br>Configuring Search Filter Panel<br>You can configure the filter and the way the entities ar<br>displayed in the View Editor pop-up window.<br><br>View Editor Pop-up Window |
|   | Click to begin filtering the data. |

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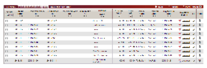
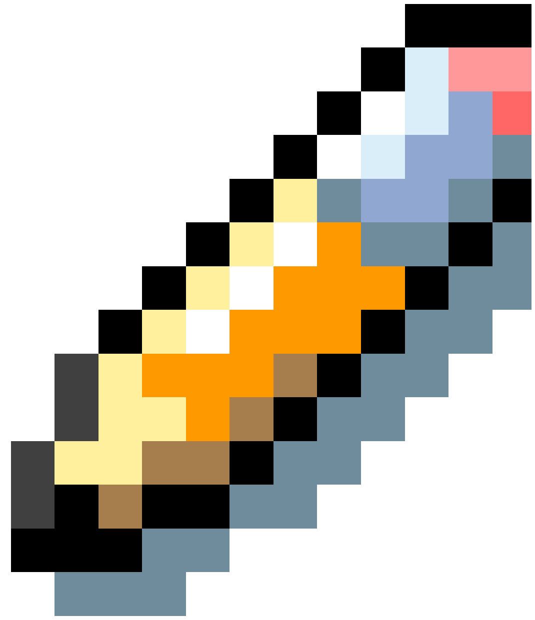
| <br> | Click to cancel the past filters. |
| All Table | |
|  | The table records all of your vendor invoices.<br>• To download an invoice, click  . |

- To edit an invoice, click



. When you click on this, you are taken to a new pag
description of the page, click here: Vendor Invoice Di
- To delete an invoice, click

. When you click on this, a confirmation window appe
your decision.

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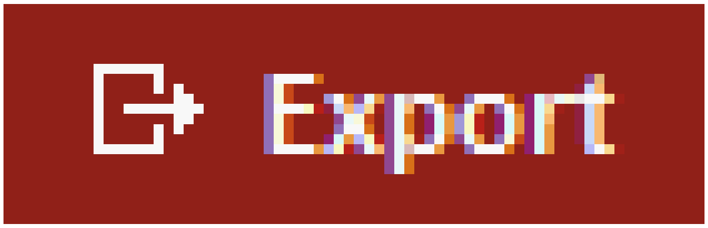
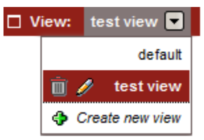
|  | Click to format the data from the All table so that it can be us another application. When you click on the button, the Export p window appears.<br><br>Export Data Pop-up Window |
|  | Click to update the entities in the All table. |
|  | Click to configure what and how information will be displayed ble.<br><br>When you click<br>Create new view<br>, a new window appears.<br><br>View Editor Pop-up Window |

<table>
<tr>
<td>
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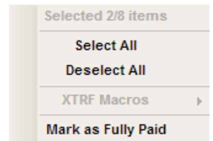
<td>
Actions which you can apply to either one or multiple entities
This button is recommended to manage and/or modify<br>entities at once.
Click here for a description of the actions...
<table>
<tr><td>
</td><td>The list of available actions.</td></tr>
<tr><td>Select All</td><td>To select all the invoices in the tab</td></tr>
<tr><td>Deselect All</td><td>To deselect all the selected invoice<br>table.</td></tr>
<tr><td>XTRF Macros</td><td> Macros enable you to write scripts<br>operate on the entities that you ha<br>selected, allowing you a greater fre<br>when working on the entities. For e<br>you could change properties for all<br>once or merge multiple entities int Move your cursor over the action a<br>one of the macros from the drop-d To create a macro, go to Sy<br>onfiguration > Integration ><br>Macros. </td></tr>
<tr><td>Mark as Fully Paid</td><td> To confirm that the invoice was pa<br>and to record how the payment wa<br>and the date. When you select this, a window ap<br>description of the window, click he<br>Fully Paid pop-up window. </td></tr>
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