

All - Vendor Invoices



Invoice No.	Invoice Date	Invoice Amount	Invoice Status	Payment Status	Payment Date	Payment Amount	Payment Method	Payment Reference
1000000001	2010-01-01	1000000000	Not Ready	Not Ready				
1000000002	2010-01-01	1000000000	Assigned	Assigned				
1000000003	2010-01-01	1000000000	To Be Done	To Be Done				
1000000004	2010-01-01	1000000000	Done	Done				

In the All tab, you can review all the vendor job specifications invoices stored in the system.

Search Filter



Search Filter

Provider Name: Any

Invoice Status: Not Ready, Assigned, To Be Done, Done

Payment Status: Any, Fully Paid, Partially Paid, Not Paid, Incomplete

Payment Type: Prepaid, Bank Account, Miscellaneous, Payroll

Pro Forma Invoice Date: Made From To

Final Invoice Date: Made From To

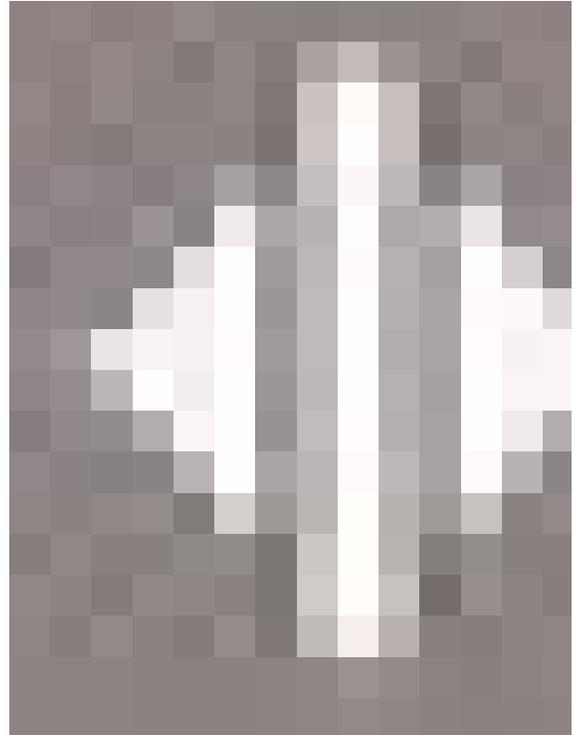
Invoice Number: Pro Forma Invoice No., Final Invoice No., Internal Number

Provider Type: Any, Local Company, Local Natural Person, Foreign Company, Foreign Natural Person

Search Clear Filter

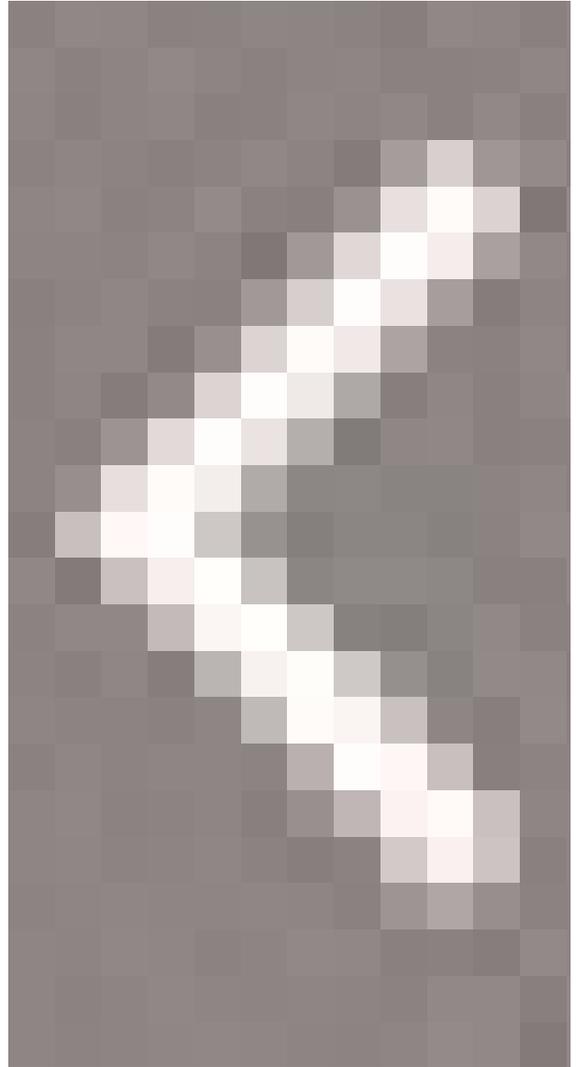
The filter is used to limit your search for an invoice.

- 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.

- To open or close the filter, click



Configuring Search Filter Panel
You can configure the filter and the way the entities are displayed in the View Editor pop-up window.

 View Editor Pop-up Window



Click to begin filtering the data.

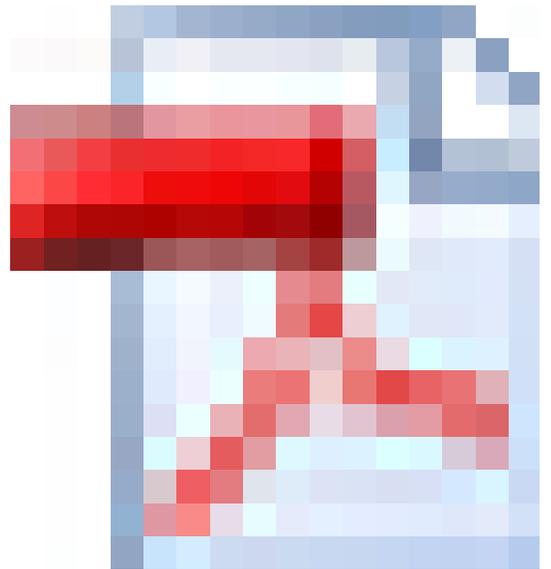


Click to cancel the past filters.

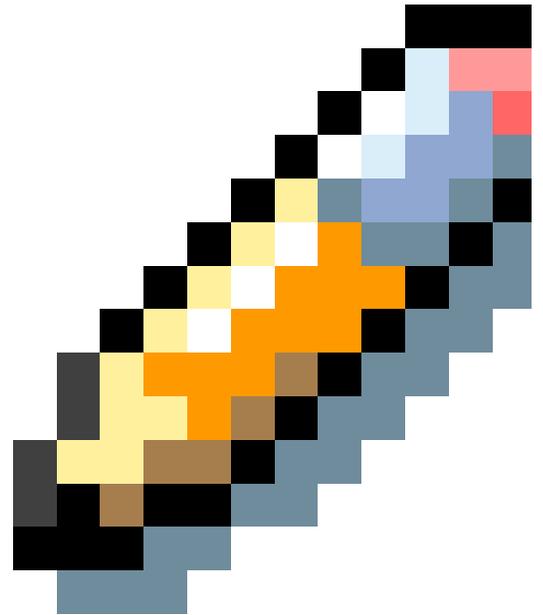
All Table

The table records all of your vendor invoices.

- To download an invoice, click

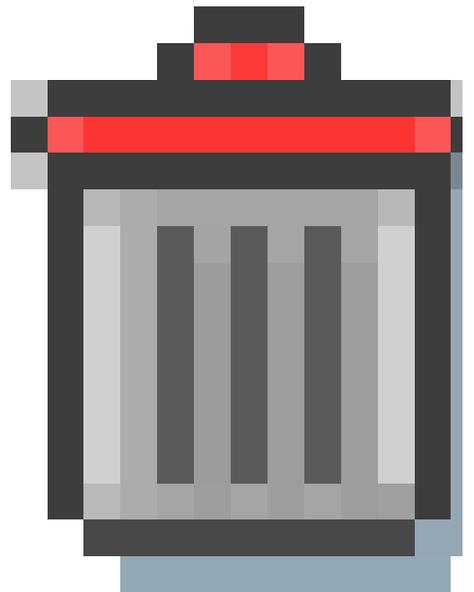


- To edit an invoice, click

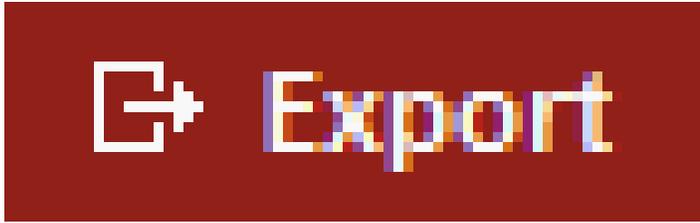


. When you click on this, you are taken to a new page description of the page, click here: [Vendor Invoice Di](#)

- To delete an invoice, click



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



Click to format the data from the All table so that it can be used in another application. When you click on the button, the Export pop-up window appears.

+ Export Data Pop-up Window



Click to update the entities in the All table.



Click to configure what and how information will be displayed.

When you click **+ Create new view**, a new window appears.

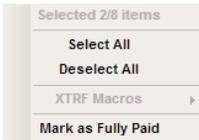
+ View Editor Pop-up Window

Actions

Actions which you can apply to either one or multiple entities

This button is recommended to manage and/or modify entities at once.

▼ [Click here for a description of the actions...](#)

	The list of available actions.
Select All	To select all the invoices in the tab
Deselect All	To deselect all the selected invoice table.
XTRF Macros	<p>Macros enable you to write scripts operate on the entities that you ha selected, allowing you a greater fr when working on the entities. For r you could change properties for all once or merge multiple entities int</p> <p>Move your cursor over the action a one of the macros from the drop-d</p> <div data-bbox="1141 961 1511 1079" style="border: 1px solid yellow; padding: 5px;"><p>To create a macro, go to Sy onfiguration > Integration > Macros.</p></div>
Mark as Fully Paid	<p>To confirm that the invoice was pa and to record how the payment wa and the date.</p> <p>When you select this, a window ap description of the window, click he Fully Paid pop-up window.</p>