How to Find Invoices

Purpose

To provide help to end users on how to find Invoices within the MCL System.

Finding an Invoice

1. Click on the "**Invoices**" link in the **Administrative Tools** section located on the main desktop of MCL.

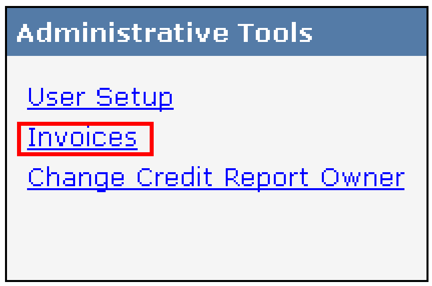

Figure 1: Administrative Tools

2. The list of invoices will display with the most recent at the top.
3. Administrators may have additional options to view invoices.
    a. To list invoices for a sub-account, check the "**Include sub-account invoices**" and press "**refresh**".
    b. To list invoices for a user account that uses separate invoices, select the user account from the "**User**" list and press "**refresh**".
4. If you would like to view the invoice in web format click on the "**View**" link. Or if you would like to view the invoice as an excel file click the "**Excel**" link.

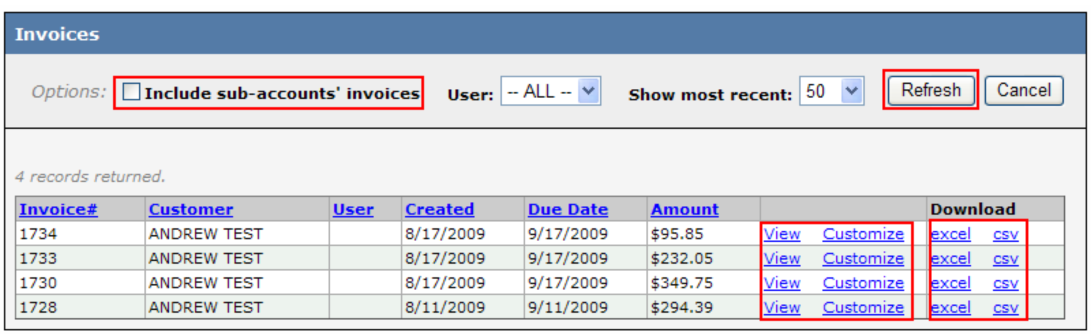

Figure 2: Invoices

5. Clicking on the "**Customize**" link will allow you to break apart and view an invoice by the individual user responsible for the charges.
6. Once clicked the user will be prompted with the option to select a particular user, and then be able to view a detailed invoice for the specified user.