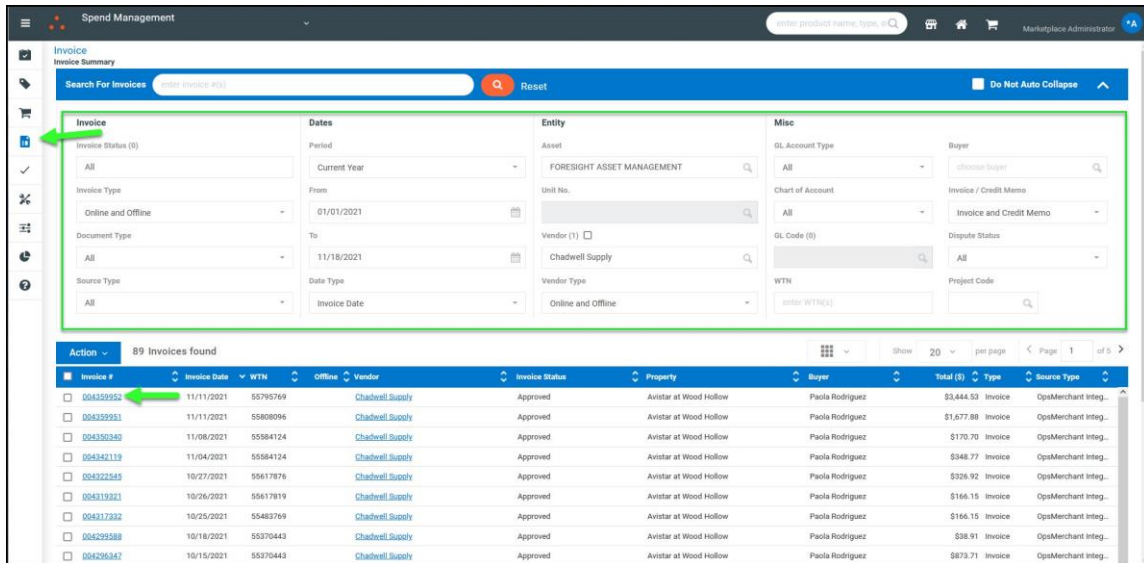
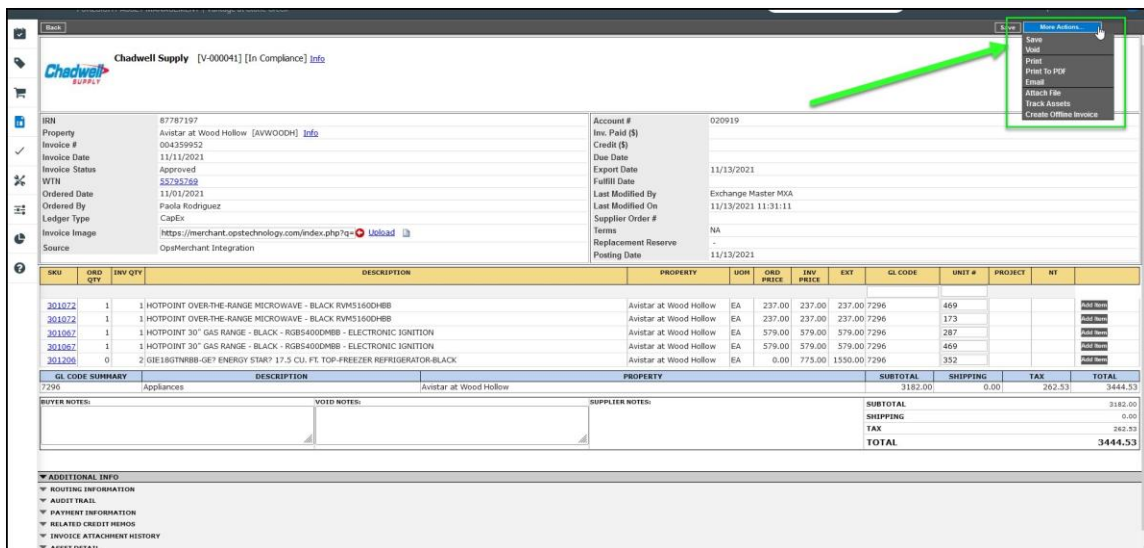


The customer can view all invoices and use several filters to review invoices in the invoice summary.

- From the invoice summary:
 - Search by invoice number (list if separated by comma with no space, for example: 1234,1235,1236).
 - Search by date range, vendor, property, etc.
- Then find and select the invoice.



- The top right-hand corner has the available actions (indicated by green arrow).
 - These are set by user type so a user may not have access to certain functions, such as 'void'.



- At the bottom there is an audit trail which will identify who has reviewed the invoice and if it is sitting with a user for approval (boxed in green).

Invoice Status: Approved	WFTN	55795769	Export Date: 11/13/2021	Order Date: 11/01/2021	Ordered By: Paola Rodriguez	Ledger Type: CapEx	Invoice Image: https://merchant.opstechnology.com/index.php?q=Uoload	Source: OpsMerchant Integration	Export Date: 11/13/2021	Fulfill Date:	Last Modified By: Exchange Master MXA	Last Modified On: 11/13/2021 11:31:11	Supplier Order #:	Terms: NA	Replacement Reserve:	Posting Date: 11/13/2021
--------------------------	------	----------	-------------------------	------------------------	-----------------------------	--------------------	--	---------------------------------	-------------------------	---------------	---------------------------------------	---------------------------------------	-------------------	-----------	----------------------	--------------------------

SKU	ORD QTY	INV QTY	DESCRIPTION	PROPERTY	UOM	ORD PRICE	INV PRICE	EXT	GL CODE	UNIT #	PROJECT	NT	
301072	1	1	HOTPOINT OVER-THE-RANGE MICROWAVE - BLACK RVMS160DHBB	Avistar at Wood Hollow	EA	237.00	237.00	237.00	7296	469			Add Item
301072	1	1	HOTPOINT OVER-THE-RANGE MICROWAVE - BLACK RVMS160DHBB	Avistar at Wood Hollow	EA	237.00	237.00	237.00	7296	173			Add Item
301067	1	1	HOTPOINT 30" GAS RANGE - BLACK - RGS400DMBB - ELECTRONIC IGNITION	Avistar at Wood Hollow	EA	579.00	579.00	579.00	7296	287			Add Item
301067	1	1	HOTPOINT 30" GAS RANGE - BLACK - RGS400DMBB - ELECTRONIC IGNITION	Avistar at Wood Hollow	EA	579.00	579.00	579.00	7296	469			Add Item
301206	0	2	GIE18GTRNBB-GE7 ENERGY STAR® 17.5 CU. FT. TOP-FREEZER REFRIGERATOR-BLACK	Avistar at Wood Hollow	EA	0.00	775.00	1550.00	7296	352			Add Item

GL CODE SUMMARY	DESCRIPTION	PROPERTY	SUBTOTAL	SHIPPING	TAX	TOTAL
7296	Appliances	Avistar at Wood Hollow	3182.00	0.00	262.53	3444.53

BUYER NOTES:	VOID NOTES:	SUPPLIER NOTES:	SUBTOTAL	3182.00
			SHIPPING	0.00
			TAX	262.53
			TOTAL	3444.53

ADDITIONAL INFO			
ROUTING INFORMATION			
AUDIT TRAIL			
EVENT DATE	EVENT	PERSON	USER TYPE
11/13/2021 11:31:11	Posting Date updated to 11/13/2021 from NULL	Exchange Master MXA	Master Exchange Administrator
11/13/2021 11:31:11	Status changed to Processed	Exchange Master MXA	Master Exchange Administrator
11/13/2021 11:10:25	Unit # updated for 2 301206 from "[Blank]" to "352" where price = 775	Paola Rodriguez	Property Manager
11/13/2021 11:10:25	Status updated to Approved	Paola Rodriguez	Property Manager
11/12/2021 11:06:22	Created	Exchange Master MXA	Master Exchange Administrator
PAYMENT INFORMATION			
No Data			
RELATED CREDIT MEMOS			
INVOICE ATTACHMENT HISTORY			

- Payment information will show the check number and amount (not all customers share this information with RealPage, so it may remain blank).