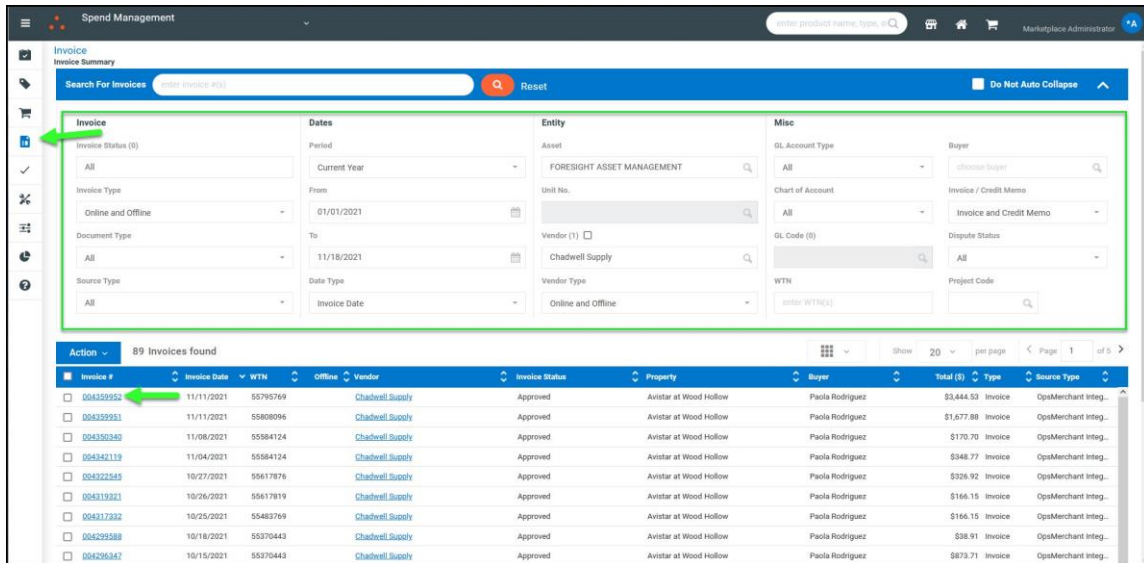**The customer can view all invoices and use several filters to review invoices in the invoice summary.**

1.   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.
2.   Then find and select the invoice.

3.   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'.
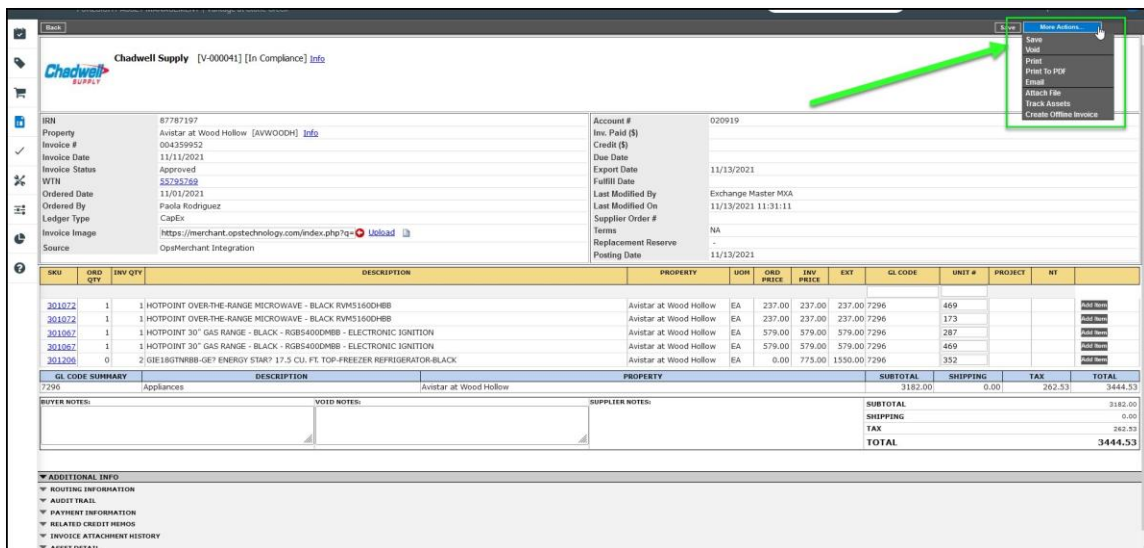
4. At the bottom there is an audit trail which will identify who has reviewed the invoice and if it is sitting with a user for approval (boxed in green).

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