

# Download Invoices as Excel Spreadsheet Instructions

1. From **Find an Entity** under the *Billing Tab*, select your Unit from **Recently Selected** or **Search Results**

The screenshot shows the 'Find An Entity' interface. At the top, there are navigation tabs: 'ACCESS A PARTICIPANT', 'BILLING' (selected), 'RECENT COMMUNICATIONS', and 'FORMS/REPORTS/DOCUMENTS'. Below the tabs, the 'Find An Entity' section is divided into two main areas:

- Search Criteria:** A section with a search box and a magnifying glass icon. Text below the box reads: "Searches across Group, Entity, Name, City, and State."
- Recently Selected:** A table with columns: Entity, Name, Location, and Group. It lists several units, including 'mccMiDio1Unit' and 'mccMiDio6Unit'.
- Search Results:** A table with columns: Entity, Name, Location, Last Date Invoiced, Balance, and Status. It shows one result for 'mccMiDio1Unit'.

2. On the *dashboard screen*, select the blue-linked **Last Invoice** date to open the details of that invoice.

The screenshot shows the dashboard for a participant. At the top, there are navigation tabs: 'ACCESS A PARTICIPANT', 'BILLING' (selected), 'RECENT COMMUNICATIONS', and 'FORMS/REPORTS/DOCUMENTS'. Below the tabs, the dashboard is divided into several sections:

- Choose Another Entity:** A link to switch entities.
- Net Due:** A display showing "Net Due \$53,611.67".
- Navigation:** A set of tabs: Home, Transactions, Invoicing, Payments, Credits, Adjustments.
- Latest Activity:** A section with a red box highlighting the "Last Invoice" entry for "01/25/2024" with a balance of "\$53,611.67". Below it are "Last Credit" (01/24/2024, \$0.00) and "Last Adjustment" (01/15/2024, (\$21.00)).
- Messages:** A section for viewing messages.
- Invoice Preferences:** A section with "Exclude From Invoicing" and "Receive Statement" options, and an "Update" button.
- Currently Billed Participants:** A section showing "Number of Participants 109" and a "View List" button.
- Notes:** A section with "Add New Note" and a table of notes. The table has columns: Date, Type, Note, and User Name. One note is visible: "01/02/2019 General Rolling display net due has been corrected to be in sync with transactions" by "Krystal Azimullah".

- In the **Search Results** section of the *Invoicing sub-tab*, select the blue-linked ID# at the left of the Invoice Date. There should now be a yellow band, highlighting that **Search Result**.

The screenshot shows the 'Invoicing' sub-tab with a search filter for 'Find Invoices' from 01/25/2024 to 01/30/2024. The search results table highlights the invoice with ID 110618, dated 01/25/2024, with a status of 'Processed' and an amount due of \$53,611.67. Below the search results, the 'Invoice Details' section shows the invoice type as 'Scheduled', the billing period as '02/01/2024 - 02/29/2024', and the run by 'Marlo Heniser (MHENISER) on 01/24/2024 using billingInvoicesUnit'.

- Once the Invoice is selected, click on the **tools icon** (screwdriver and wrench, crisscrossing each other) on the right-end of the khaki ribbon, called **Invoice Details**.

This screenshot shows the 'Invoice Details' section for invoice ID 110618. A red box highlights the tools icon (a screwdriver and wrench) on the right side of the khaki ribbon. A dropdown menu is open, showing the following options: 'Download Details to Excel', 'View Statement', 'Back out this Invoice', and 'Rerun this Invoice'.

5. Open downloaded spreadsheet and save/import as desired.

AutoSave On results - 2024-01-30T155911.097 - Protected View • Saved to this PC Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

BILLING GROUP

BILLING GROUP	BILLING ENTITY	TRANSACTION	TRANSACTION DATE	TRANSACTION ITEM	COVERAGE	BILLING PERIOD BEG	BILLING PERIOD END	PERSON ID	NAME	AMOUNT	DEPARTMENT
unit		13368504	1/24/2024 10:04 PM	Adjustment	Long Term Disability	Disability / LTD / 60% of Pay	1/1/2024	1/31/2024	367206451		-5.25 11
unit		13368503	1/24/2024 10:04 PM	Adjustment	Long Term Disability	Disability / LTD / 60% of Pay	12/1/2023	12/31/2023	367206451		-5.25 11
unit		13368502	1/24/2024 10:04 PM	Adjustment	Long Term Disability	Disability / LTD / 60% of Pay	11/1/2023	11/30/2023	367206451		-5.25 11
unit		13368501	1/24/2024 10:04 PM	Adjustment	Long Term Disability	Disability / LTD / 60% of Pay	10/1/2023	10/31/2023	367206451		-5.25 11
unit		13368500	1/24/2024 10:04 PM	Adjustment	Vision Insurance Premium	Vision / Vision / Employee Only	1/1/2024	1/31/2024	367206451		-7.5 10
unit		13368499	1/24/2024 10:04 PM	Adjustment	Optional Life	Optional Life / Optional Life / \$100,000	1/1/2024	1/31/2024	367206451		-10.6 10
unit		13368498	1/24/2024 10:04 PM	Adjustment	Full Medical Premium	Medical / BCN Blue Elect Plus / Employee Only	1/1/2024	1/31/2024	367206451		-740 10
unit		13368497	1/24/2024 10:04 PM	Adjustment	Long Term Disability	Disability / LTD / 60% of Pay	1/1/2024	1/31/2024	367206451		-26.53 10
unit		13368496	1/24/2024 10:04 PM	Adjustment	Dental Insurance Premium	Dental / Dental / Employee Only	1/1/2024	1/31/2024	367206451		-45 10
unit		13368495	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	311204201		0.86 40
unit		13368494	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	344304001		8.89 11
unit		13368493	1/24/2024 10:04 PM	Invoice	Long Term Disability	Disability / LTD / 60% of Pay	2/1/2024	2/29/2024	344304001		5.6 11
unit		13368492	1/24/2024 10:04 PM	Invoice	Lay Retirement		2/1/2024	2/29/2024	344304001		152.89 11
unit		13368491	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	344304001		1.43 40
unit		13368490	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	344304001		1.12 40
unit		13368489	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	344304001		3.77 45
unit		13368488	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	344304001		1.86 40
unit		13368487	1/24/2024 10:04 PM	Invoice	Vision Insurance Premium	Vision / Vision / Employee & Family	2/1/2024	2/29/2024	344304001		22.30
unit		13368486	1/24/2024 10:04 PM	Invoice	Long Term Disability	Disability / LTD / 60% of Pay	2/1/2024	2/29/2024	344304001		25.21 30
unit		13368485	1/24/2024 10:04 PM	Invoice	Lay Retirement		2/1/2024	2/29/2024	344304001		476.44 30
unit		13368484	1/24/2024 10:04 PM	Invoice	Vision Insurance Premium	Vision / Vision / Employee & LDA	2/1/2024	2/29/2024	344304001		14 10
unit		13368483	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	344304001		11.06 10
unit		13368482	1/24/2024 10:04 PM	Invoice	Long Term Disability	Disability / LTD / 60% of Pay	2/1/2024	2/29/2024	344304001		15.75 10
unit		13368481	1/24/2024 10:04 PM	Invoice	Lay Retirement		2/1/2024	2/29/2024	344304001		297.69 10
unit		13368480	1/24/2024 10:04 PM	Invoice	Dental Insurance Premium	Dental / Dental / Employee & LDA	2/1/2024	2/29/2024	344304001		83.5 10
unit		13368479	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	311204201		3.65 35
unit		13368478	1/24/2024 10:04 PM	Invoice	Long Term Disability	Disability / LTD / 60% of Pay	2/1/2024	2/29/2024	367154001		16.8 30
unit		13368477	1/24/2024 10:04 PM	Invoice	Lay Retirement		2/1/2024	2/29/2024	367154001		317.54 30
unit		13368476	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	367154001		10 30
unit		13368475	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	367154001		0.23 40
unit		13368474	1/24/2024 10:04 PM	Invoice	Unemployment		2/1/2024	2/29/2024	367154001		1.51 70
unit		13368473	1/24/2024 10:04 PM	Invoice	Long Term Disability	Disability / LTD / 60% of Pay	2/1/2024	2/29/2024	311204201		16.65 45
unit		13368472	1/24/2024 10:04 PM	Invoice	Lay Retirement		2/1/2024	2/29/2024	311204201		314.69 45

Table