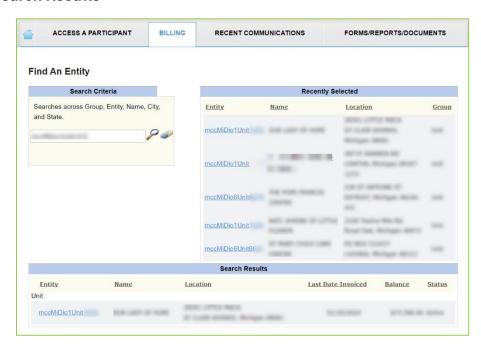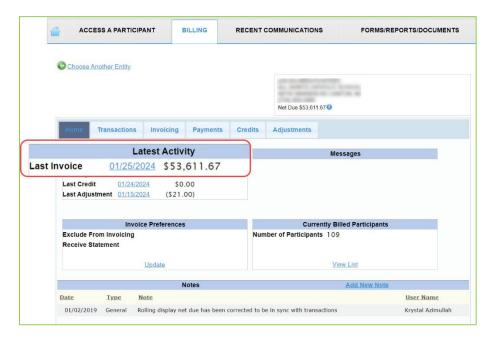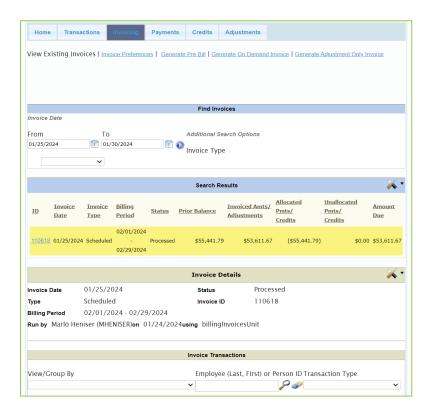# Download Invoices as Excel Spreadsheet Instructions

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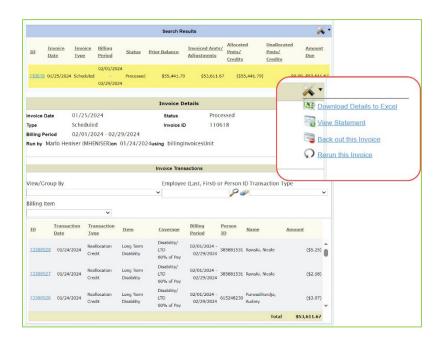

2. On the *dashboard screen*, select the blue-linked **Last Invoice** date to open the details of that invoice.

3. 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.**

4. 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**.

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