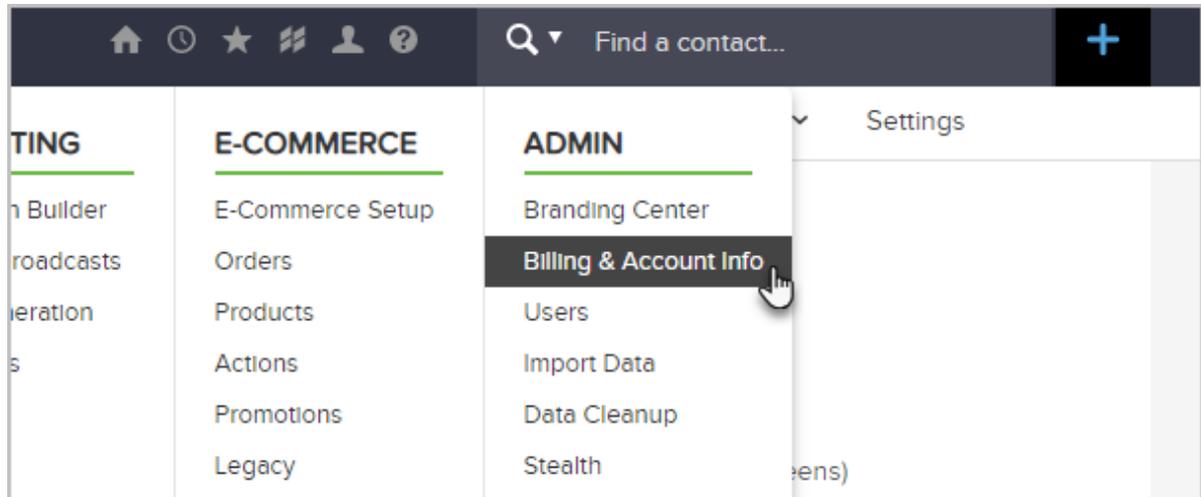


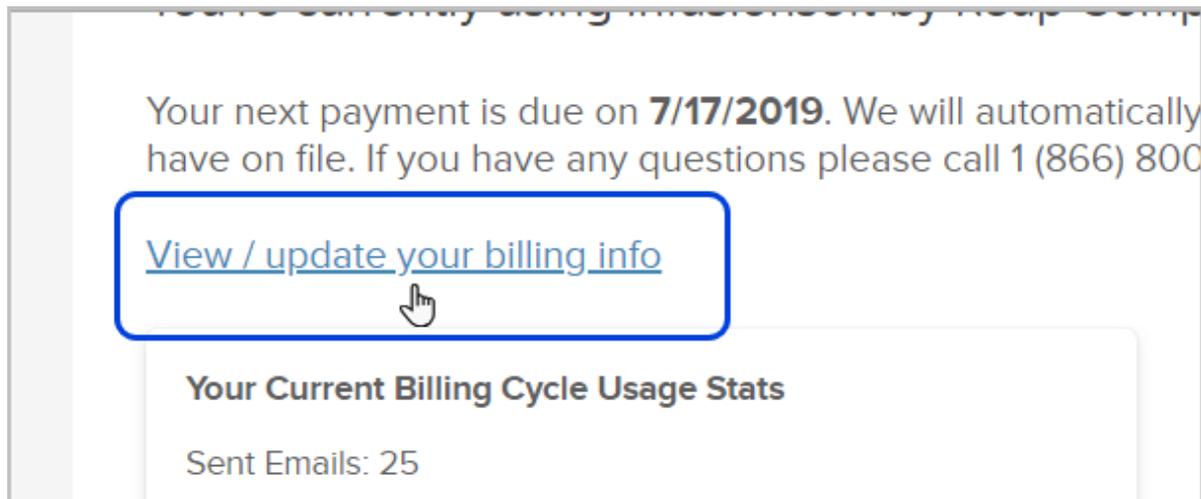
# How to view your Infusionsoft invoices

## View Your Invoices

1. Go to Admin > Billing & Account info



2. Click [View/ update your billing info](#)



3. Under "View transactions" click [Click here](#)

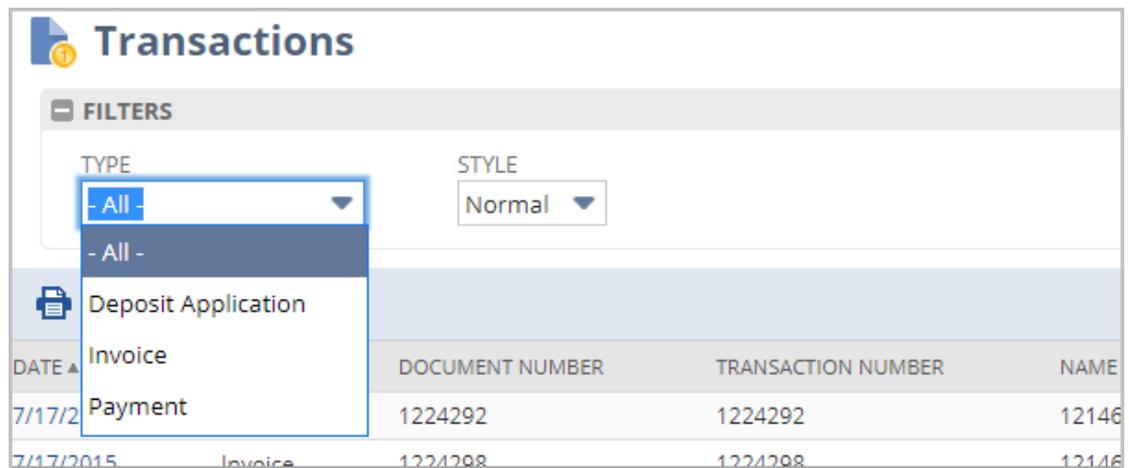
### View Transactions:

Get a comprehensive list of all your historical invoices and payments by clicking the link below.

[Click here](#) to see a list of all your historical transactions.

### Print A Statement:

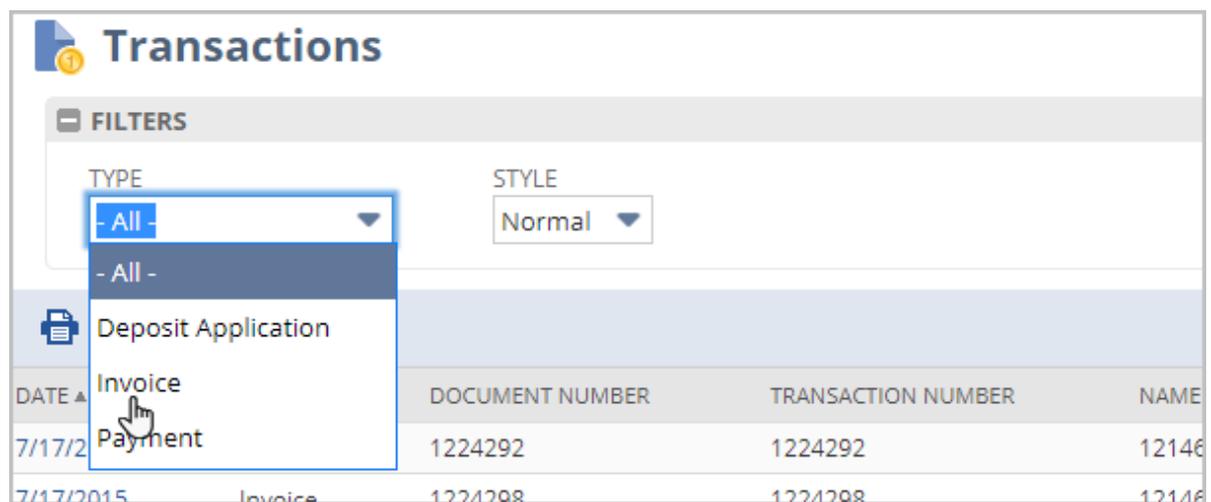
4. From the filter you can select
  1. Deposit application
  2. Invoice
  3. Payment



The screenshot shows the 'Transactions' page with a 'FILTERS' section. The 'TYPE' dropdown menu is open, showing options: '- All -', 'Deposit Application', 'Invoice', and 'Payment'. The 'STYLE' dropdown is set to 'Normal'. Below the filters is a table with columns: DATE, DOCUMENT NUMBER, TRANSACTION NUMBER, and NAME. The table contains two rows of data.

DATE	DOCUMENT NUMBER	TRANSACTION NUMBER	NAME
7/17/2015	Invoice	1224298	1224298
7/17/2015	Payment	1224292	12146

5. Click invoice



The screenshot shows the 'Transactions' page with a 'FILTERS' section. The 'TYPE' dropdown menu is open, showing options: '- All -', 'Deposit Application', 'Invoice', and 'Payment'. A mouse cursor is hovering over the 'Invoice' option. The 'STYLE' dropdown is set to 'Normal'. Below the filters is a table with columns: DATE, DOCUMENT NUMBER, TRANSACTION NUMBER, and NAME. The table contains two rows of data.

DATE	DOCUMENT NUMBER	TRANSACTION NUMBER	NAME
7/17/2015	Invoice	1224298	1224298
7/17/2015	Payment	1224292	12146

6. To view the invoice click the Document number

**FILTERS**

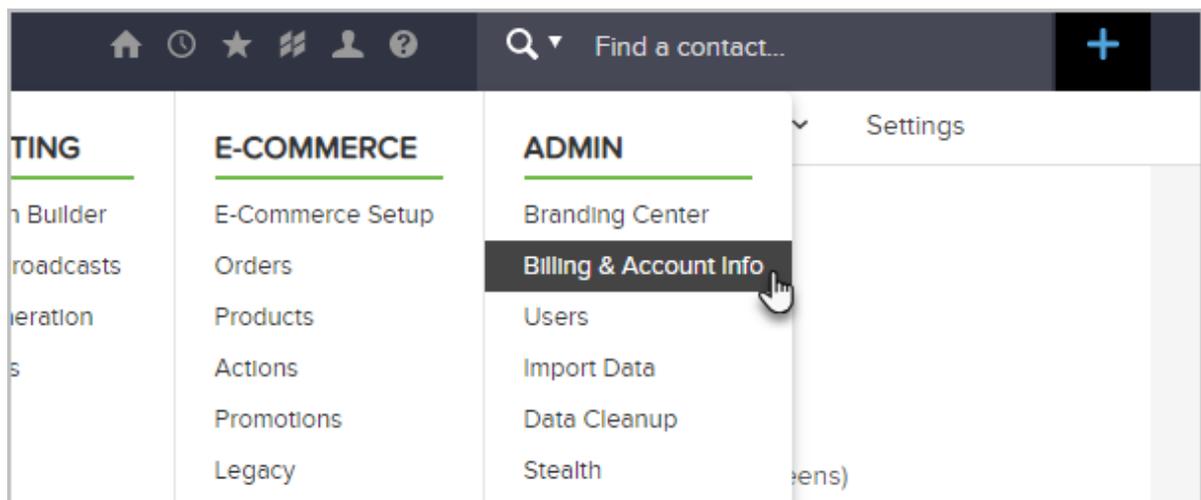
TYPE: Invoice | STATUS: - All - | STYLE: Normal

Print icon

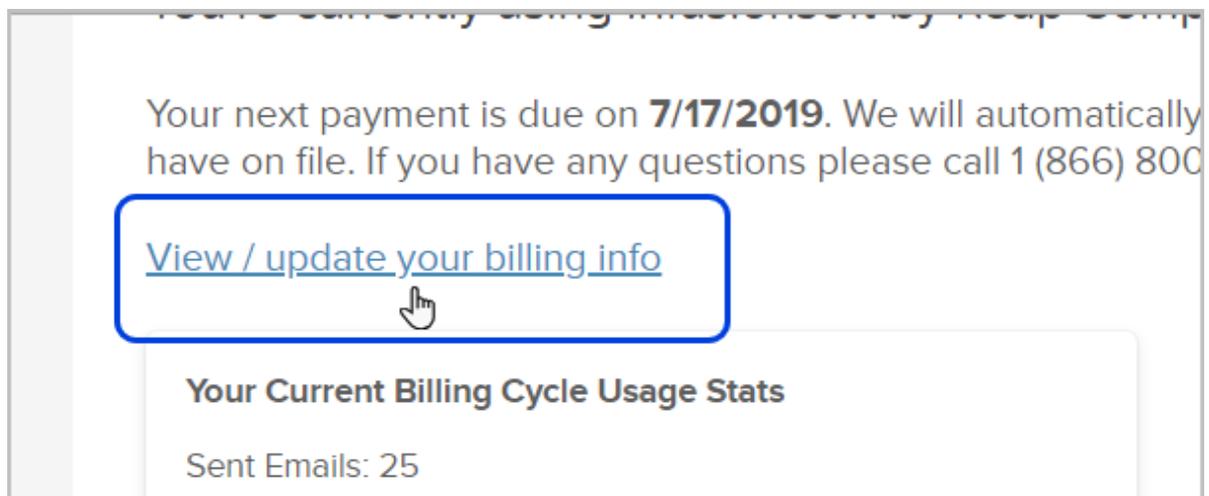
DATE ▼	PRINT	DOCUMENT NUMBER	NAME
6/17/2019	Print	<u>3045111</u>	1214680 Amanda Madsen
5/17/2019	Print	3045781	1214680 Amanda Madsen
4/17/2019	Print	2968023	1214680 Amanda Madsen

## Print a Statement

1. Go to Admin > Billing & Account info



2. Click View/ update your billing info



3. Under "Print a Statement" click [Click here](#)

**View Transactions:**

Get a comprehensive list of all your historical invoices and payments by clicking the link below.

[Click here](#) to see a list of all your historical transactions.

**Print A Statement:**

4. Set you Statement date/Start Date and select one of the following:

1. Print
2. Print in Customers local
3. Email
4. Fax

**keep**

Billing Information

**Print Individual Statement** **b**

Print Print in Customer's Locale Email Fax

CUSTOMER  
1214680 Amanda Madsen

SUBSIDIARY  
Infusionsoft (US)

BALANCE  
0.00 USD

**a** STATEMENT DATE \*  
6/21/2019

START DATE  
5/21/2019

SHOW ONLY OPEN TRANSACTIONS

Note: Print & Print in Customers local both open up a PDF to view and print the invoice