Invoice look-up

Video Length: 2:41

Video Description:

There are a few ways to search for a specific invoice within the ConnectBooster portal.

1. If you know the invoice number, you can use the search bar found in the upper right and begin typing until you see the invoice number populate in the list below.

2. If you wish to look up the specific company the invoice is tied to, you can use the A/R by Company list found on the Dashboard screen of your ConnectBooster portal or, by viewing the Customers list found under the 3 line drop-down > Settings.

To view additional information on what is available when you view an invoice, please take a look at our Viewing Invoices support article.

Hearing impaired? Turn on the auto-generated subtitles available in the video Settings.