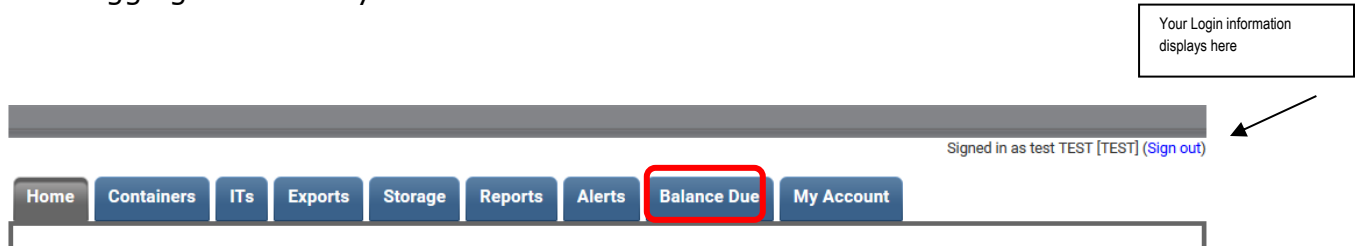




Balance Due

After logging in click on your "Balance Due" tab.



From your home page please select the "Balance Due" tab. This will bring you to your invoice statement, as shown below.

Account Number
Customer Name
Total Outstanding Balance

Current
30-60
60-90
Over 90

Search by invoice number: [Go](#) Print invoices by date: [Print](#)

Invoice Number	Print Invoice	Date	Reference	House BI No	Outstanding Balance
000004457	<input type="checkbox"/>	05/07/2013			
000004588	<input type="checkbox"/>	07/07/2013			
000005074	<input type="checkbox"/>	11/07/2013			
000005070	<input type="checkbox"/>	11/12/2013			
1000495692	<input type="checkbox"/>	02/14/2014			
1000495693	<input type="checkbox"/>	02/14/2014			
1000495694	<input type="checkbox"/>	02/14/2014			
1000495695	<input type="checkbox"/>	02/14/2014			
1000495696	<input type="checkbox"/>	02/14/2014			
1000498386	<input type="checkbox"/>	03/03/2014			

[Print Statement](#) [Print Selected](#) [Print All](#)

Warning: Selecting "Print All" may take several minutes to process

Note: Some data is blocked in this example for privacy

Below highlighted are key area's of this display:

- A. Total Balance Due
- B. Aging Category
- C. Customer Reference Number
- D. House Bill Number
- E. Invoice Amount Due

Total Due →

Aging Categories →

Invoice Total Due →

Use the Search function to search for a particular invoice by:

- Invoice number
- Invoice date
- MBOL
- Reference

Invoice Number	Print Invoice	Date	Reference	House Bill No	Outstanding Balance
0000004457	<input type="checkbox"/>	05/07/2013			
0000004588	<input type="checkbox"/>	07/07/2013			
0000005074	<input type="checkbox"/>	11/07/2013			
0000005070	<input type="checkbox"/>	11/12/2013			
1000495692	<input type="checkbox"/>	02/14/2014			
1000495693	<input type="checkbox"/>	02/14/2014			
1000495694	<input type="checkbox"/>	02/14/2014			
1000495695	<input type="checkbox"/>	02/14/2014			
1000495696	<input type="checkbox"/>	02/14/2014			
1000498386	<input type="checkbox"/>	03/03/2014			

Search by Invoice Number [Go] Print invoices by date: [Print]

Print Statement Print Selected Print All

Warning: Selecting "Print All" may take several minutes to process

Search by Invoice Number [Go] f

- Invoice Number
- House Bill Number
- Reference

Print Invoice Date

You may **PRINT STATEMENT** by selecting the Print Statement Button.

To print a specific invoice, check the invoice you would like to print and select the **PRINT SELECTED** button.

To print all open invoices simply select the **PRINT ALL** button. (Note: Print All may take several minutes to process)