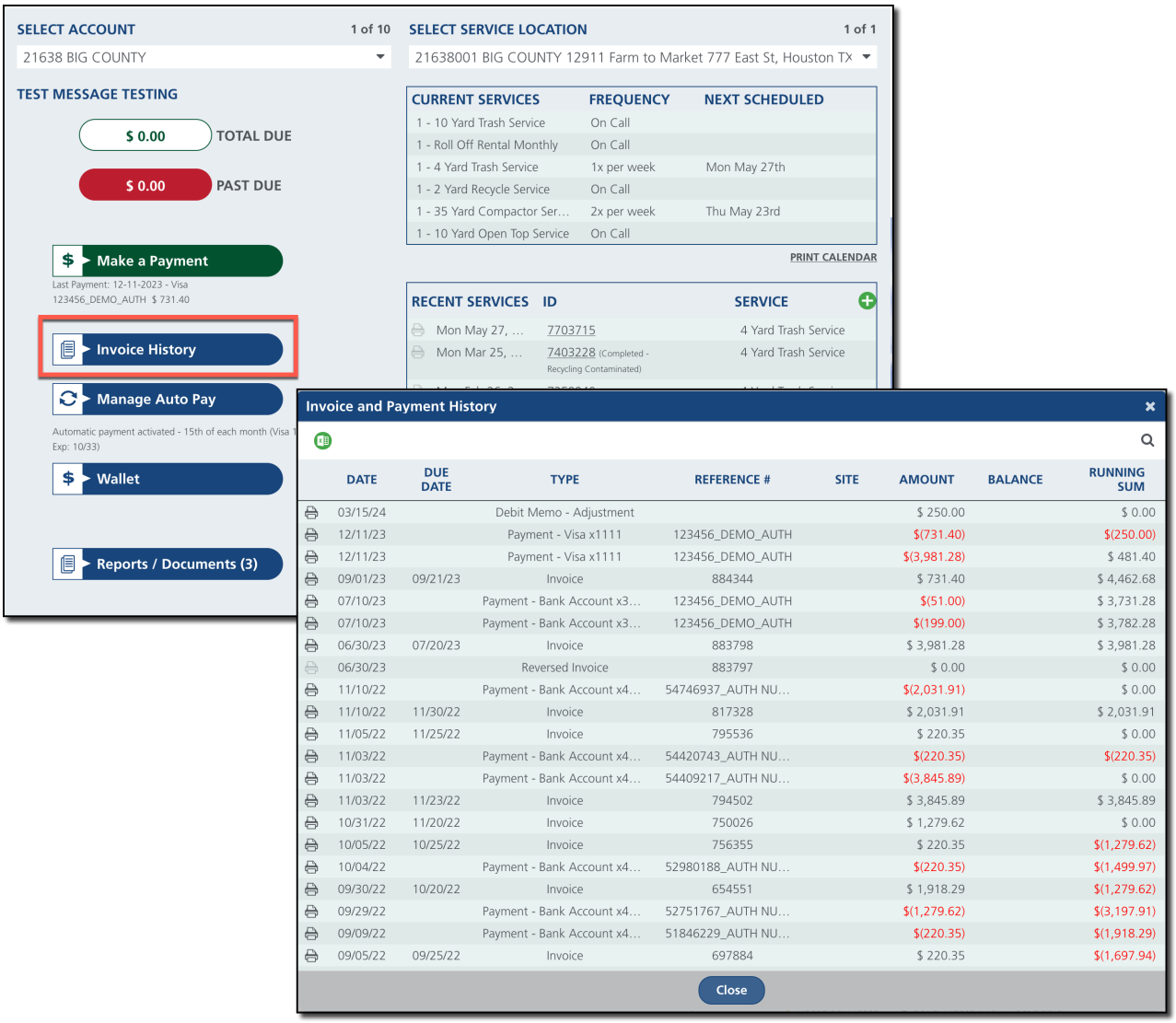
Customer Portal - Invoice History

Last Modified on 06/24/2026 2:26 pm PDT

Pathway: *Customer Portal > Invoice and Payment History*

The Invoice and Payment History screen enables customers to view, print, and export invoice and payment details associated with their account.



Field Descriptions

Field	Description
Excel (Icon)	Option to export the Invoice and Payment History details to an excel spreadsheet.
Print (Icon)	Option to print the invoice or payment receipt.
Date	The date the invoice was generated, or the transaction date.

Due Date	The date payment is due for the associated invoice.
Type	Indicates if the record is an invoice or payment transaction. Payments also reference the payment method that was used.
Reference #	Displays the reference number for a payment or invoice.
Site	The site the invoice or payment is for. Applies when an account has multiple sites.
Amount	The amount of the invoice or payment.
Balance	The balance due on the invoice.
Running Sum	The account's current balance after all payment transactions.