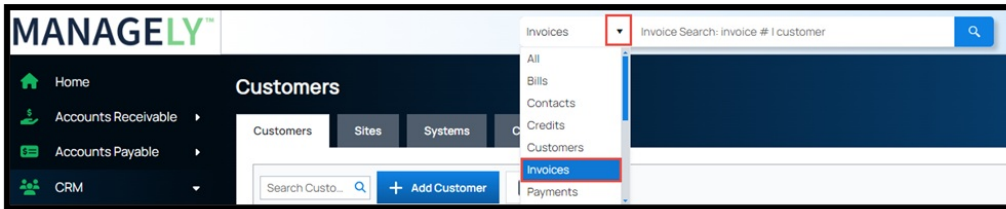


# Managely – Multiple Ways of looking up an Invoice

Last Modified on 10/24/2024 3:45 pm EDT

There are multiple ways of looking up an invoice in Managely by Invoice number.

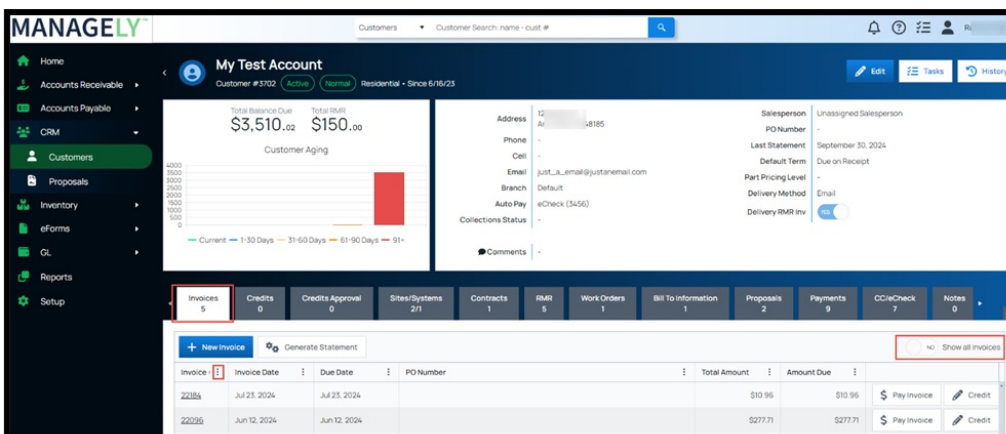
1. Switch the search criteria from the top drop-down from customers to invoices (then type the invoice number and the Enter key):



2. From the customer page under Invoices tab.

a. If the invoice is paid or \$0.00, the 'Show All Invoices' toggle needs to be enabled.

b. The filter option (three vertical dots) can be used to filter for exact invoice number.



3. From the invoices tab (type the invoice number and then click the filter button):

The screenshot shows the MANAGELY interface with the 'Invoices' section active. A filter menu is open over the 'Customer Name' column header. The menu options include 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter'. The 'Filter' option is selected, and a dropdown menu is visible with 'Contains' selected. Below the dropdown, there are input fields for filtering, an 'And' dropdown, and 'Clear' and 'Filter' buttons. The table below shows several invoices with their respective statuses: 'Printed' and 'Not Delivered'.

Invoice #	Customer Name	Branch	Delivery Status	Invoice Date
22305		TST	Printed	Mar 1, 2026
22313			Not Delivered	Oct 9, 2024
22312			Not Delivered	Oct 9, 2024
22311			Not Delivered	Oct 7, 2024
22310			Not Delivered	Oct 7, 2024
22309			Not Delivered	Oct 7, 2024
22308			Not Delivered	Oct 3, 2024
22299			Not Delivered	Oct 1, 2024

If the invoice has been paid, the toggle for 'Show All Invoices' needs to be enabled:

The screenshot shows the MANAGELY interface with the 'Invoices' section active. The 'Show all invoices' toggle is located in the top right corner of the table area and is currently turned on (indicated by a blue switch). The table area is mostly obscured by the toggle and the 'Export to Excel' button.