

Creating an Invoice of your Order Time Subscription

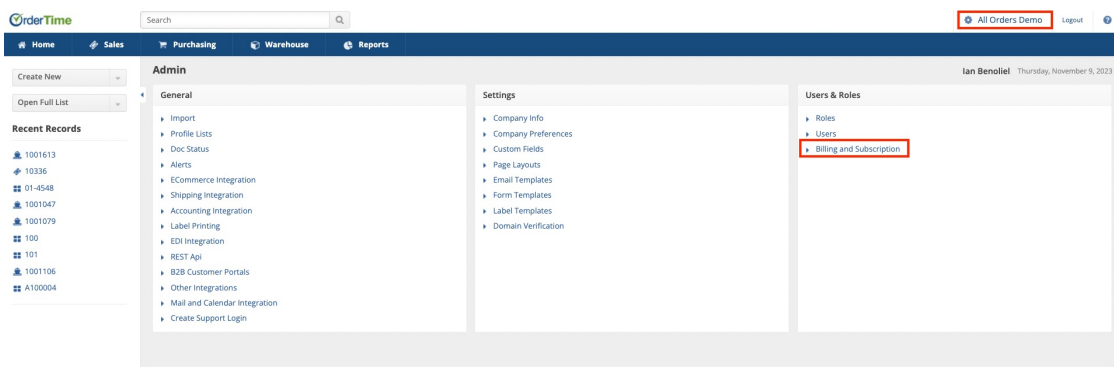
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Overview

A select few customers have expressed the need for a formal document that outlines their subscription charges and fees. While Order Time does not currently offer a direct export feature for subscription invoices, there is an easy alternative. By utilizing the print-to-PDF function available in most web browsers, users can quickly create a PDF document of their Order Time subscription charges for convenient reference and record-keeping.

Procedure

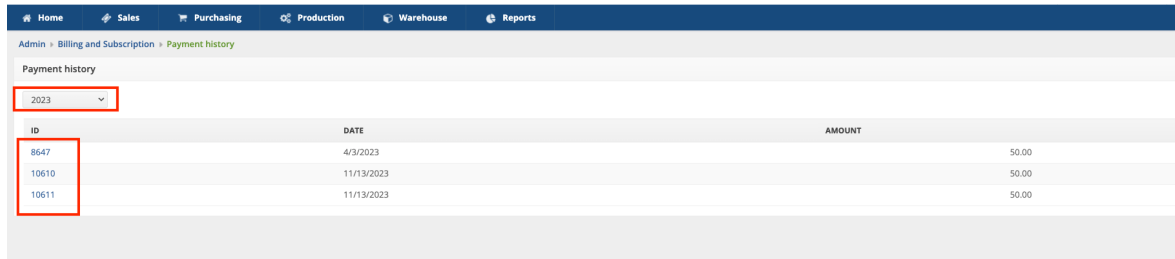
- Follow the steps below to export an invoice for your Order Time subscriptions:
- **Navigate to Admin Page:**
 - Click on the company name located in the top right corner of the Order Time page. This will take you to the Admin page



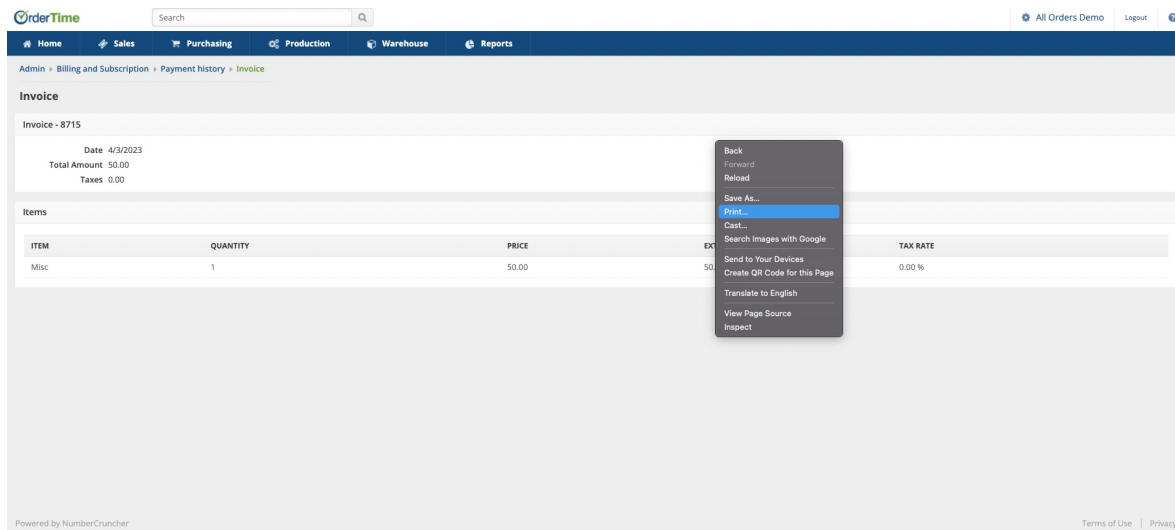
- **Access Billing and Subscriptions:**
 - Once on the Admin page, locate and enter the "Billing and Subscriptions" menu under the "Users and Roles" section.
- **View monthly Charges:**
 - In the Billing and Subscriptions menu, you will find an itemized list of charges related to your Order Time subscription. above that you will see a section titles company id, in that section you will navigate a line item called payment history where you will click the **View Payment HistoryLink**



- This link will direct you to a page displaying all transactions made in the past year. Please select the desired time frame from the drop-down menu located in the top-left corner, just below the 'Payment History' heading.
- Once selected, click on any transaction ID on the left side of the page to



- This link will bring you to the payments page outlining payment info used to make the transaction, just click the ID link again view the corresponding invoice.
- **Print the Page:**
 - Right-click anywhere on the page to open a context menu.
 - **Select Print:**
 - From the context menu, choose the "Print" option. This will open the Print dialog



- **Choose Save as PDF:**
 - In the Print dialog, locate the destination field and select "Save as PDF" as the printing destination.
- **Save the PDF:**

- Click the "Save" button to generate a PDF file of the itemized charges for your Order Time subscription.

The screenshot shows the OrderTime invoice page. The main content area displays the invoice details for invoice 8715, dated 4/3/2023, with a total amount of 50.00 and taxes of 0.00. The items table shows one item: Misc, with a quantity of 1, price of 50.00, and a tax rate of 0.00%. The print overlay on the right side of the page includes a 'Destination' dropdown menu with 'Save as PDF' selected, a 'Pages' dropdown set to 'All', and a 'Layout' dropdown set to 'Portrait'. At the bottom of the print overlay, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in blue.

ITEM	QUANTITY	PRICE	EXT.	TAX RATE
Misc	1	50.00	50.00	0.00 %

By following these steps, you can easily create a PDF document containing the details of your Order Time subscription charges for your records.

Note: The steps mentioned above may vary slightly depending on the browser you are using. Ensure that your browser is up to date for optimal performance.