

# Creating an Invoice of your Order Time Subscription

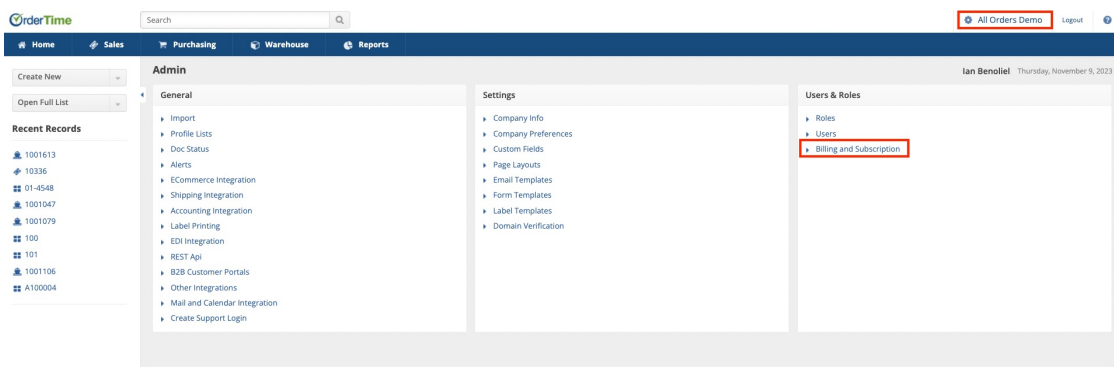
Last Modified on 11/28/2023 4:58 pm EST

## 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

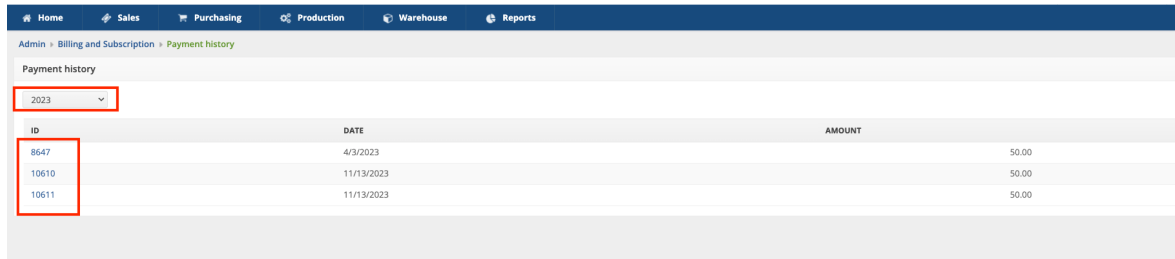
- Follow the steps below to export an invoice for your Order Time subscriptions:
- **Navigate to Admin Page:**
  - Click on the company name located in the top right corner of the Order Time page. This will take you to the Admin page



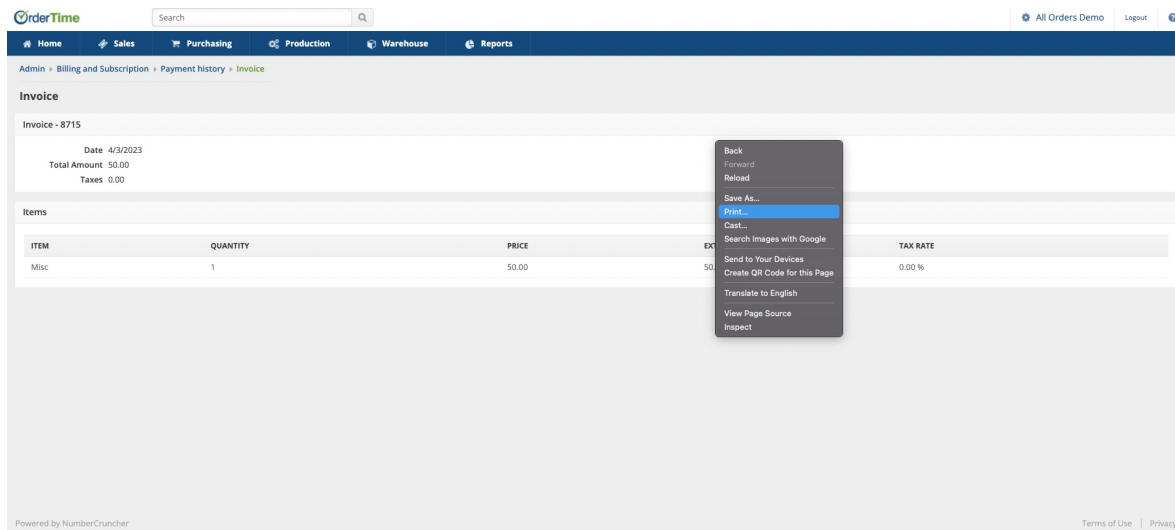
- **Access Billing and Subscriptions:**
  - Once on the Admin page, locate and enter the "Billing and Subscriptions" menu under the "Users and Roles" section.
- **View monthly Charges:**
  - In the Billing and Subscriptions menu, you will find an itemized list of charges related to your Order Time subscription. 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 with a print overlay. The invoice details are as follows:

11/22/23, 10:53 AM  
Invoice  
Search [ ] Q Logout [ ] [ ]  
All Orders Demo

Admin > Billing and Subscription > Payment history > Invoice

### Invoice

Invoice - 8715

Date: 4/3/2023  
Total Amount: 50.00  
Taxes: 0.00

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

Powered by NumberCruncher Terms of Use | Privacy

11/22/23, 10:53 AM 1/1

Print 1 page

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Cancel Save

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.