

1. Start by logging into Xactus360 and click Account.



2. The current months invoice will be displayed with the amount due and options to make a payment.

Account Account Summary All Invoices Charges on your pending invoice: 65.50 View s Total Balance Due: - \$ 0.00 Current: \$ 0.00 Past Due 30 Days: \$ 0.00 Past Due 60 Days: \$ 0.00 Past Due 75+ Days: \$ 0.00 nformation current as of 09-23-2022, 08:17:20 AM

To view previous invoices, click All Invoices.

3. This page allows for selection of Customer, Date, and specific monthly invoices. Click View Selected Invoices to see more options.

Select dste: (All Dates)	Select date: P2022)  (All Dates)	t customer: Select date: TEST ACCOUNT(CP2022) V (All Dates) V
Select date: (All Dates)	Status Total Code Customer Name Company Identifier	Isustomer:     Select date:       TEST ACCOUNT (CF2022)     (All Dates)
Select date: (All Dates)  V Total Code Customer Name	Status Total Code Customer Name	t customer:     Select date:       TEST ACCOUNT (CP2022)     (All Dates)
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4. There is an option to view specific cost-centers and whether a full detail invoice is needed or by Loan, Operator, Cost-Center, or Cost Only. The Output can either be HTML, Excel, CSV, or PDF. Click Submit when selections have been made.

Invoices	
	Report On
	All cost-centers
	○ Single cost-center (Select the Cost Center) ∨
	$\bigcirc$ Single operator (Select the Operator) $\checkmark$
	Specify the Detail
	Full 🗸
	Specify the Output
	Excel 🗸
$\rightarrow$	Submit

5. Below is a sample of the invoice in PDF format.

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PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.