

Open Invoices Report

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Exciting news! Our ConnectBooster Support documentation is moving to a new location. Be sure to bookmark the new link below.

<https://help.cb.kaseya.com/help/Content/0-HOME/Home.htm>

To access the Open Invoices Report, direct to **Reports > Open Invoices**

This report will provide you full list of ALL open invoices currently within the portal. They will be listed individually with the invoice number, due date, invoice total, amount paid, remaining balance, and transaction date.

The screenshot displays the 'Open Invoice Report' interface in the ConnectBooster portal. The left sidebar shows the navigation menu with 'Open Invoices' highlighted. The main content area features a table with the following data:

| Company Name | Invoice | Due Date | Invoice Total | Amount Paid | Balance | Transaction Date | Purchase Order | Autopay |
|----------------------|-------------|------------|---------------|-------------|------------|------------------|----------------|---------|
| Demo Company | CB6606 | 06-01-2021 | \$99.00 | \$0.00 | \$99.00 | 06-01-2021 | | NO |
| Demo Company | CB6604 | 05-01-2021 | \$99.00 | \$0.00 | \$99.00 | 05-01-2021 | | NO |
| BNG Design | 1003 | 02-16-2014 | \$6,000.00 | \$260.00 | \$5,740.00 | 01-17-2014 | | NO |
| XYZ Test Company | CW6603 | 05-31-2021 | \$2,500.00 | \$2,002.00 | \$498.00 | 05-01-2021 | | YES |
| Iowa Sports Central | CB6608 | 09-25-2021 | \$350.00 | \$15.00 | \$335.00 | 09-15-2021 | | YES |
| Iowa Sports Central | CB6612 | 06-30-2021 | \$350.00 | \$38.00 | \$312.00 | 06-15-2021 | | YES |
| A. Datum Corporation | CS1nbYDc2gA | 05-02-2021 | \$3.33 | \$0.00 | \$3.33 | 04-02-2021 | | YES |
| Demo Company | 751 | 05-14-2021 | \$257.50 | \$0.00 | \$257.50 | 04-14-2021 | | NO |
| Demo Company | A1034 | 03-24-2017 | \$2,562.50 | \$15.00 | \$2,547.50 | 02-22-2017 | | NO |
| A. Datum Corporation | QB21006 | 11-22-2021 | \$200.00 | \$0.00 | \$200.00 | 11-22-2021 | | YES |

The interface also includes a search bar for 'Search Open Invoice' and a 'Load More' button at the bottom.

This report is also available to download into a CSV file.