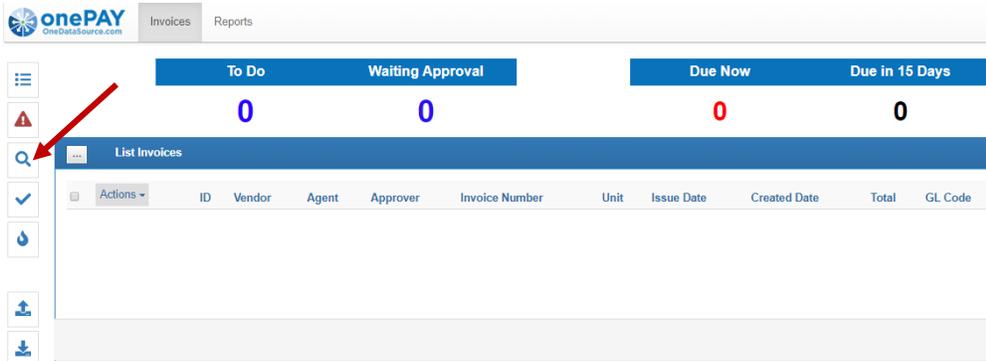


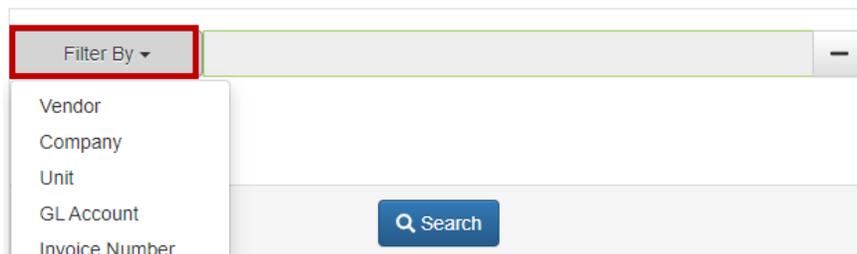


Advanced Search in onePAY

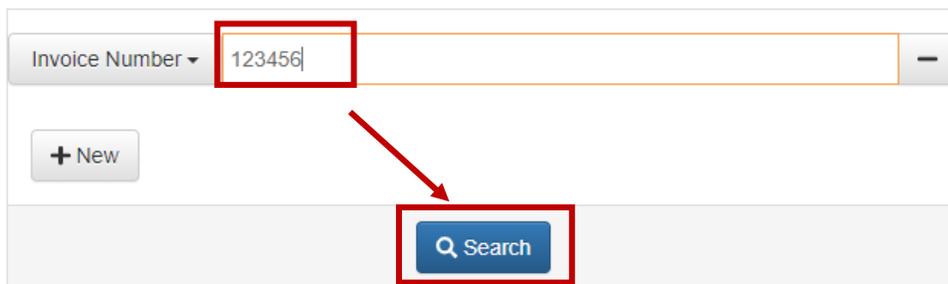
To look up invoices in onePAY you will want to utilize the Advanced Search feature. To start a search, you will need to select the magnifying glass icon on the left-hand toolbar. This will direct you to the 'Advanced Search' feature in onePAY.



From here you can search for invoices by unit/store, vendor, invoice number etc. To start your search, you will need to select a filter by clicking on the 'Filter By' dropdown. You will then select what type of data you are searching by.



After you have selected your filter, you will then enter the search criteria. Click 'Search' to generate your results.



If you wish to add additional filters to your Advanced Search you can do so by clicking the **+New** icon. An additional filter will then be added.

The image shows a screenshot of an Advanced Search interface. It features a search bar with a dropdown menu labeled "Vendor" and the text "Barco" entered. Below this is another dropdown menu labeled "Filter By" which is currently empty. A red box highlights a "+ New" button, and a red arrow points from it to the "Filter By" dropdown. At the bottom of the interface is a blue "Search" button with a magnifying glass icon.