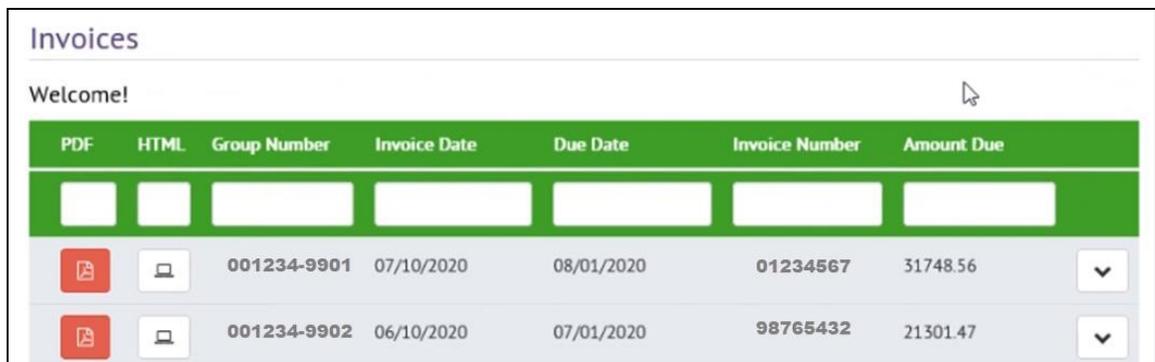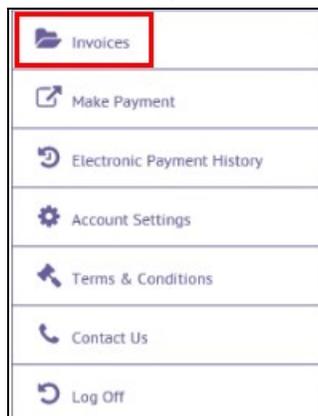**△ DELTA DENTAL®**

Job Aid – View Invoice

1. Click **Invoices** to display invoices for all subgroups that have been assigned to you.

   Notes:
   - This will only display up to 12 months of invoices.
   - If you want to keep invoices longer than the 12 months, download and save a copy in a PDF or HTML format for your records.

2. Click on a column label, to sort by that column.
3. Enter specific criteria in a search box to narrow down your search. For example, enter an Invoice Number.
4. Click on the dropdown next to an invoice to see a snapshot of the **Activity Summary** page of the invoice.

Self-Insured View

Activity Summary for Billing Period: 08/01/2020 - 08/31/2020

ABC Co., Boston

Previous Balance	$21,301.47	Activity Summary	
Payment	-$21,301.47	Claims Paid During Jun 2020	$24,992.51
Adjustment	$0.00	Administrative Expense Per Member	$6,676.45
Carried Forward	$0.00	Administrative Adjustment	$79.60
		Subtotal	$31,748.56
		Total Amount Due	**$31,748.56**

Fully Insured/Risk View

Activity Summary for Billing Period: 08/01/2020 - 08/31/2020

ABC Co., Boston

Previous Balance	$302.40	Activity Summary	
Payment	-$302.40	Current Amount Due	-$753.90
Adjustment	$0.00	**Total Amount Due**	**-$753.90**
Carried Forward	$0.00		

5. To view or save a PDF or HTML copy of the invoice.

   Note: From HTML you can also export an employee or claims listing, when available, to Excel.

   a.   Click   to get and save a PDF version.

   b.   Click to get and save a HTML version. This allows you to click on an item, like the subscriber listing, and export to Excel.