CORES Quick Guide

Generating Invoice Reports

1. Click on the Reports Menu Tab. Under the Reports Menu Tab, click on Invoice Reports and then Invoice.

2. To locate your invoice, type in the Invoice Number in the Search bar. If you don’t have your invoice number, select your department and go through the list of invoices that pops up to locate your invoice.
3. If you would like to print the invoice, click Print. Here is an example of an invoice: