Chapter 11 – Filtering Inbox

The default number of invoices viewable at one time is five. This number can be changed to 100.

Filtering an inbox can be beneficial if there are many invoices to process.

Make sure filter values are typed correctly and also removed after a filter is finished. If filtering criteria is left, other invoices will not show up until the filter is reset.

To clear a filter, click Reset Filters and then Apply Filters.