Walsall Council

How to View an Accounts Receivable Invoice

This Guide is for all system users who Raise Accounts Receivable Invoices

Author	Version	Edit Date
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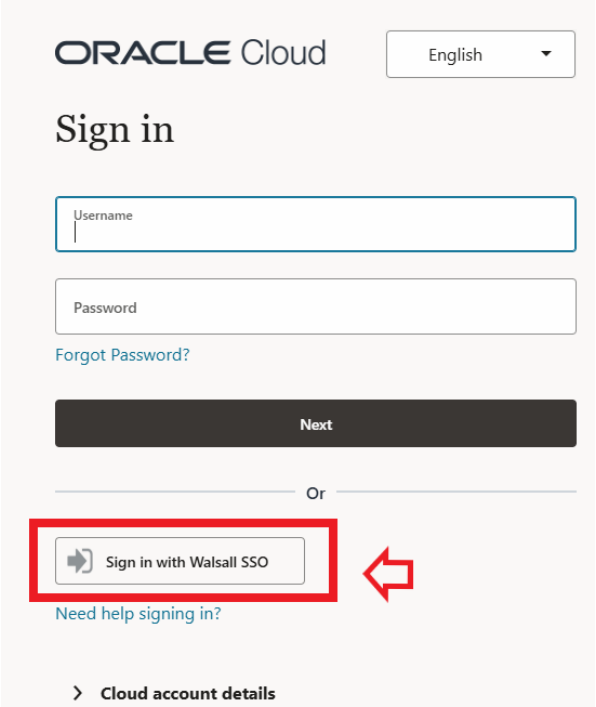
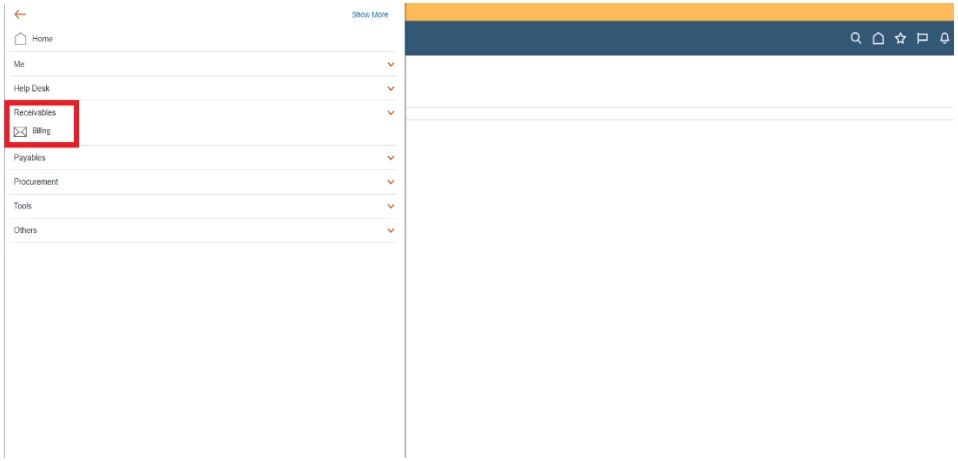
Lindsey Loverock	1.1	24/07/2026

Step Number	Step Description	Step Image
1	Sign into OneSource	
2	Click **Receivables** and select **Billing**	

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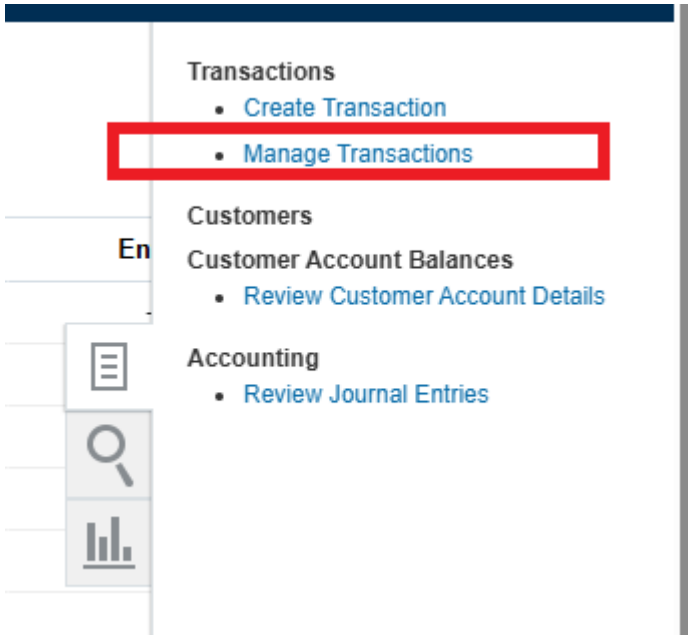
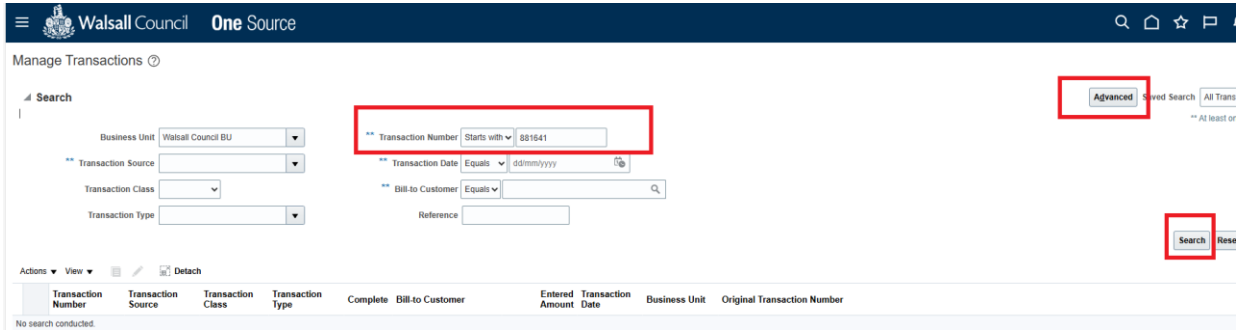
3 Select the Task icon and from the drop-down menu, select Manage Transaction



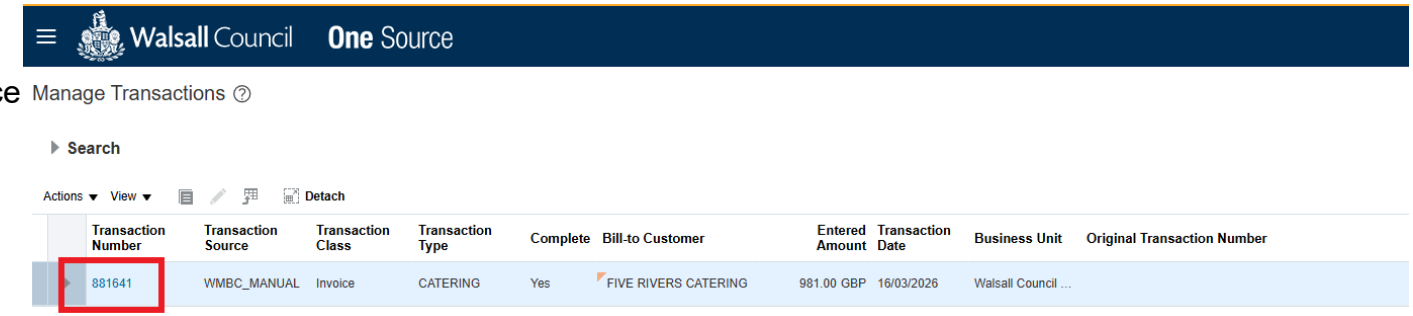
4 Enter invoice number in the transaction number field. You can also search by customer name or any other search field on the



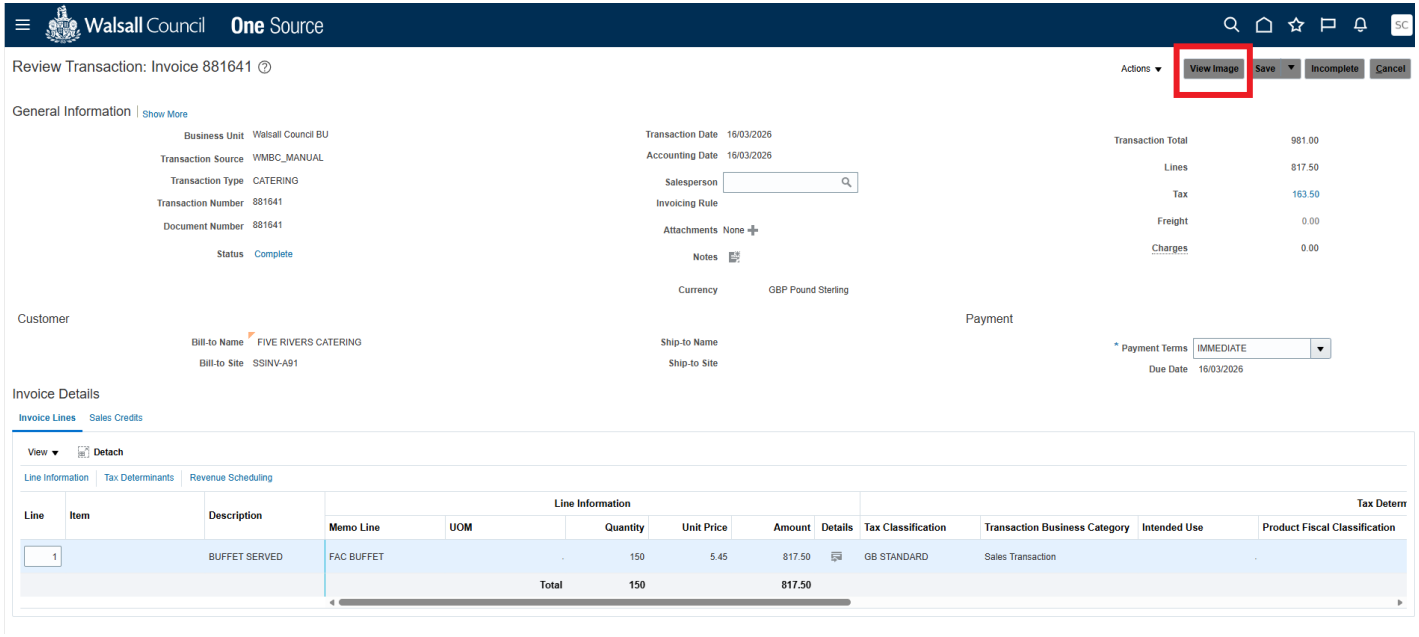
By clicking on The Advanced Search button this can widen the search criteria.

screen. Click on search button.

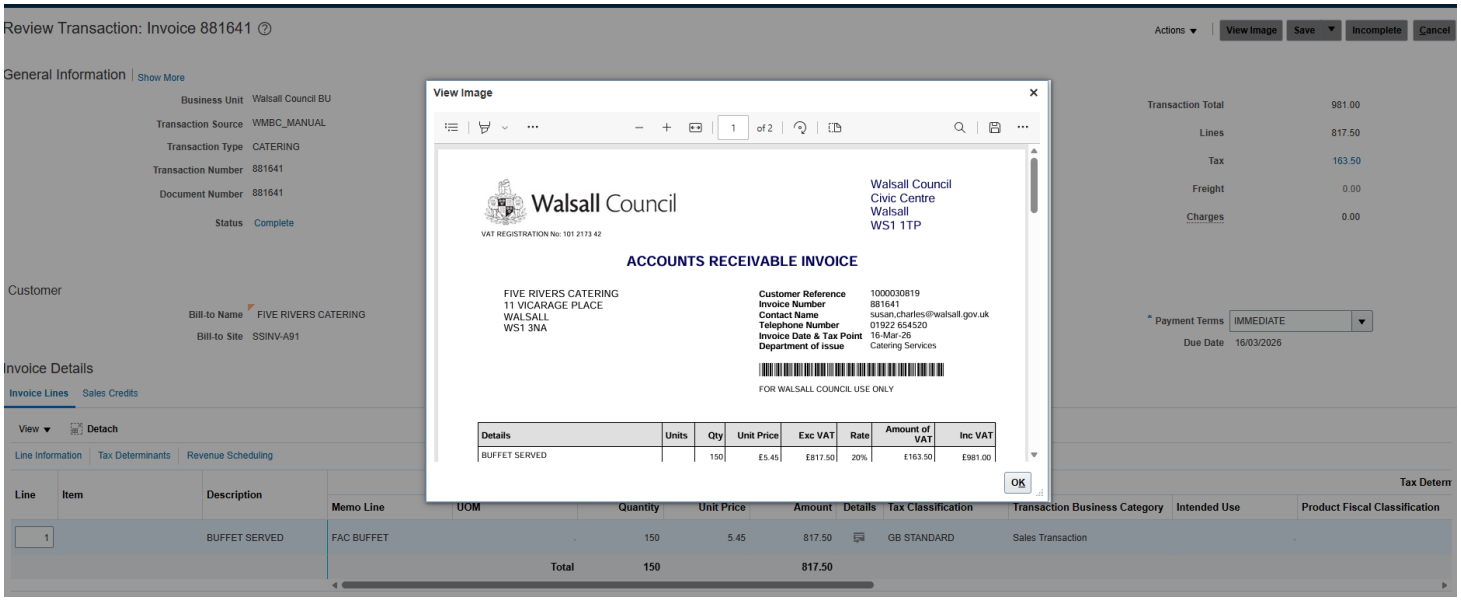
5 Click on the Blue invoice number to view the invoice details.



6 The invoice details will appear on screen.
Click on View Image Button to view the Invoice.



7 The image will Appear. The image can be downloaded or printed if required.



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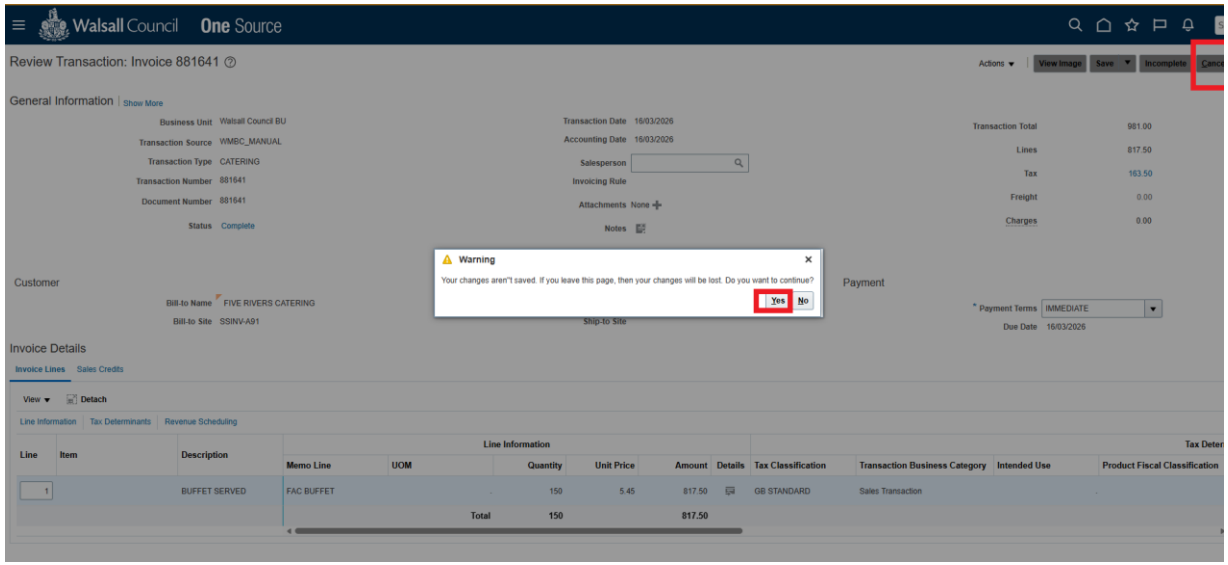
8 Close invoice screen by clicking on the cancel button and click Yes.



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