

Filtering Billing Data

<https://campus.barracuda.com/doc/97520671/>

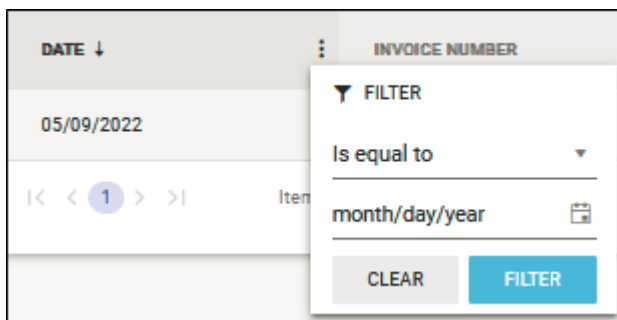
You can filter billing data by:

- Date
- Invoice Number
- Amount
- Status

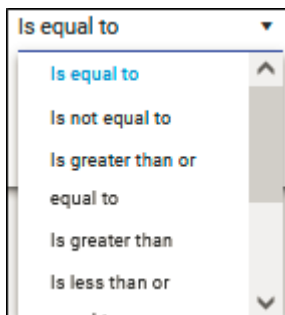
Filter by Date

Clicking the Date filter icon  displays the following options:

- Is equal to
- month/date/year




Clicking the **Is equal to** down arrow, displays the following options:



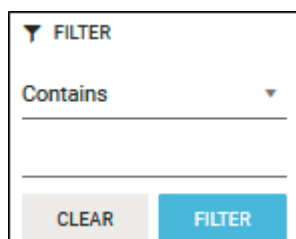
Make your selection, and then click **Filter**.

Clicking the Month/date/year option displays a calendar.

Filter by Invoice Number

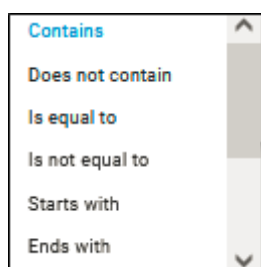
Clicking the Invoice Number filter icon  displays the following options:

- Contains
- Empty field



A filter dialog box titled 'FILTER' with a funnel icon. It contains a dropdown menu currently showing 'Contains'. Below the dropdown is a text input field. At the bottom are two buttons: 'CLEAR' and 'FILTER'.

Click the **Contains** down arrow to display the following options, make your selection, and then click **Filter**.



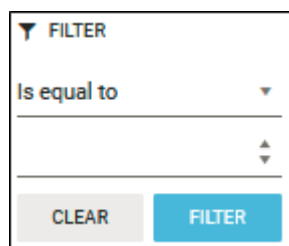
A dropdown menu showing the following options: 'Contains' (highlighted in blue), 'Does not contain', 'Is equal to', 'Is not equal to', 'Starts with', and 'Ends with'.

Use the blank field to enter your specific filter criteria.

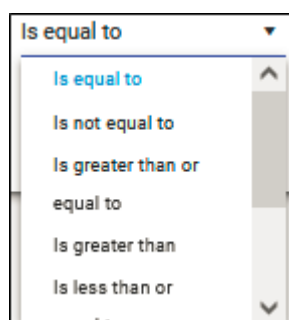
Filter by Amount

Clicking the Amount filter icon  displays the following options:

- Is equal to
- Empty field

A filter dropdown menu with a blue filter icon and the word "FILTER" in blue. Below the icon is a text input field containing "Is equal to" with a small downward arrow on the right. Below the input field are two buttons: a grey "CLEAR" button and a blue "FILTER" button.

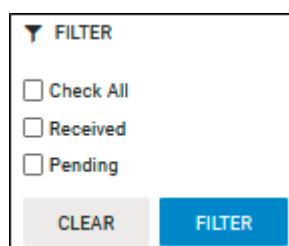
Clicking the **Is equal to** down arrow, displays the following options:

A filter dropdown menu with a blue filter icon and the word "FILTER" in blue. Below the icon is a text input field containing "Is equal to" with a small downward arrow on the right. Below the input field is a list of options: "Is equal to", "Is not equal to", "Is greater than or equal to", "Is greater than", and "Is less than or equal to". Each option has a small upward arrow on the right. Below the list are two buttons: a grey "CLEAR" button and a blue "FILTER" button.

Use the blank field to enter your specific filter criteria.

Filter by Status

Clicking the Status filter icon  displays the following options:

A status filter dropdown menu with a blue filter icon and the word "FILTER" in blue. Below the icon are three checkboxes: "Check All", "Received", and "Pending". Below the checkboxes are two buttons: a grey "CLEAR" button and a blue "FILTER" button.

Select your filtering option and then click **Filter**.

Figures

1. image2022-7-25 11:11:56.png
2. image2022-7-28 8:1:33.png
3. image2022-7-28 7:58:15.png
4. image2022-7-25 11:12:20.png
5. image2022-7-28 8:2:40.png
6. image2022-7-25 11:15:37.png
7. image2022-7-25 11:12:31.png
8. image2022-7-28 8:3:28.png
9. image2022-7-28 8:4:29.png
10. image2022-7-25 11:12:51.png
11. image2022-7-28 8:4:59.png

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