

## Filtering Billing Data

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

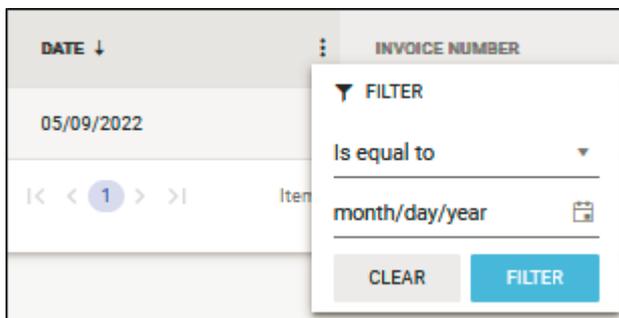
You can filter billing data by:

- Date
- Invoice Number
- Amount
- Status

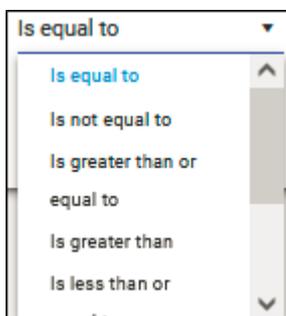
### Filter by Date

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.

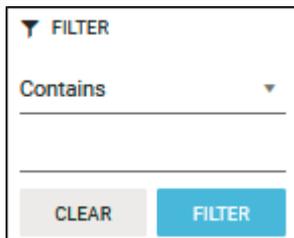
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## Filter by Invoice Number

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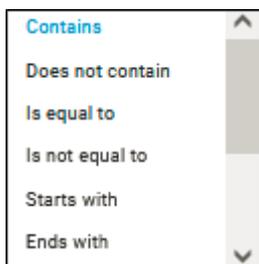
Clicking the Invoice Number filter icon  displays the following options:

- Contains
- Empty field



The screenshot shows a filter dialog box with a title bar that says 'FILTER' and a dropdown arrow. Below the title bar, the word 'Contains' is displayed next to a small downward arrow. Underneath is a text input field. At the bottom of the dialog, there are two buttons: 'CLEAR' and 'FILTER'.

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



The screenshot shows a dropdown menu with the following options: 'Contains' (highlighted in blue), 'Does not contain', 'Is equal to', 'Is not equal to', 'Starts with', and 'Ends with'. There are upward and downward arrow icons at the top and bottom of the menu.

Use the blank field to enter your specific filter criteria.

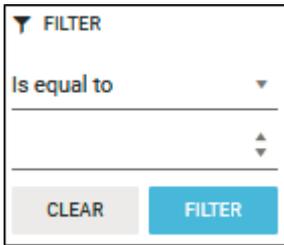
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## Filter by Amount

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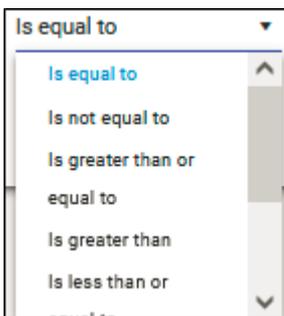
Clicking the Amount filter icon  displays the following options:

- Is equal to
- Empty field



A screenshot of a filter dropdown menu. At the top, it says "FILTER" with a downward arrow icon. Below that, the text "Is equal to" is displayed next to a downward arrow. There is a blank input field below the text. At the bottom of the menu, there are two buttons: "CLEAR" and "FILTER".

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

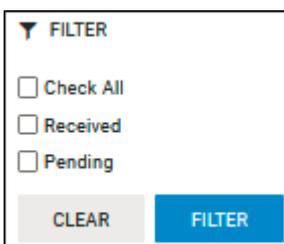


A screenshot of the expanded filter dropdown menu. The text "Is equal to" is at the top with a downward arrow. Below it, a list of options is shown: "Is equal to", "Is not equal to", "Is greater than or equal to", "Is greater than", and "Is less than or equal to". Each option has a small upward or downward arrow next to it. A scrollbar is visible on the right side of the list.

Use the blank field to enter your specific filter criteria.

## Filter by Status

Clicking the Status filter icon  displays the following options:



A screenshot of a status filter dropdown menu. At the top, it says "FILTER" with a downward arrow icon. Below that, there are three options, each with a checkbox: "Check All", "Received", and "Pending". At the bottom of the menu, there are two buttons: "CLEAR" and "FILTER".

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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