

How can I view detailed information regarding a bill?

A. Choose **Open Bills** from the menu bar

1. Under **List of Open Bills** go to the far right and click on the PDF icon under the **Action** tab
2. Invoice amount(s) show immediately when the charge is entered in the billing system
3. If the Due Date is in the future, the invoice will not print until the first business day of the month when the invoice is processed for printing
4. Paid bill(s) are automatically removed from the list and are no longer available for printing
 - a) If you need a copy of an old invoice please call the Central Accounts Receivable Office at 765 494 -9459 or email ar@purdue.edu
 - b) Be sure to have and/or include your User ID, name, along with the request for an invoice

