## How to view invoice and payment history

The LexisNexis® Account Center tool allows Administrators the ability to view their payment history.

Lexis Nexis Account Center (LNAC) can be accessed by following either step below:

1. You can access this <u>Lexis Nexis Account Center</u> link directly and log in using your user ID and password

Sign In	Help *	
You are now signed out. Thank you fo LexisNexis® service.	or using the	Welcome to your LexisNexis account
D		administrator portal
Password	SHOW	
Remember Me	Sign In	

- 2. Take the following steps to access LexisNexis Account Center while signed in to Lexis service:
  - I. Click More in the upper right corner on the Lexis service.
  - II. Select LexisNexis® Account Center.
  - III. Enter your Lexis ID and password if prompted.

**Note:** If you do not have the LexisNexis Account Center option under the More dropdown or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator



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	V	Vhat task wou	ld you like to a	accomplish today?	Client: -None- ^ -None- / Set/Add Client ID
Q Legal Research		Search Practical Guidance		Singapore 🗸 Al	Alerts Notifications Settings
Practical Guidance		Veractice Areas     Singapore     Commercial	United Kingdom Corporate		Feedback Sign-In Profile LexisNexis® Account Centre Sign Out
		Not in SG subscription	Family Law	Tax	
		Dispute Resolution	IP & IT	Indonesia Commercial	
		Employment	Private Client	Indonesia Corporate	

\*\*Once logged in, take the following steps to download an invoice

1. **Select Invoice & Payment** from the left side of the page.

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3	Invoices Statements Payment Preferences	Invoice Contac	ts Purchase Order Account Access				
nice & ment	Account: 425		Total Balance Due: SGD	on Account			
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A	Select All	⊥					
) lisation	January 2022 Invoice 41	SGD	January 2022 Credited Amount:				
	December 2021	SGD	SGD and the law				
	Invoice 41	▼ Paid	Credit Number: Credit Date: Account Number: Account Name: 41 January 16, 2022 42 S s				
			Mailing Address: Singapore, 9				
			DF Items				
			December 2021				
			January 2022				



2. In the Invoices tab, click the Download Invoice and Payment History icon to the right of the invoice filter drop-down.

This will download an Excel file.

Home	Invoice & Payment			Quick Tutorial			
③ Invoice & Payment	Invoices Statements Payment Preferences Account: 42	Invoice Contacts	Purchase Order Account Access Total Balance Due: SGD	Pay on Account			
O Users	Search item number (All Items V (Last 2 Years V)	Q					
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			PDF Items December 2021 January 2022				

The downloaded excel file contains the following columns:

1	In-	等线 B I			<ul> <li>11 &lt; A<sup>*</sup></li> <li>▲ &lt; <sup>±</sup></li> </ul>		= =	亚国•	Seneral \$ ~ % 9 Number	-0 00 0	te of download Conditional Format as Styles	Cell Insert ~	∑ ~ ŽV Sort & Find	& Analyze t Analysis	Sensiti Sensiti
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- Account Number
- Account Name
- Invoice Date
- Type
- Item Number
- Payment Date

- Due Date
- Currency
- Total Amount Due
- Original Item Amount
- Payment Amount
- Item status



**Note:** The Administrator should be able to view the list of Billing Accounts and the respective invoices (should there be multiple accounts) by using the filter functionality in Excel.

\*\*If customer has multiple billing accounts, they can choose from the drop-down menu the specific billing account to download the invoice and pay history.

**END OF PROCESS** 

