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 y LexisNexis® service.	ou for using the	Welcome to your LexisNexis account
D		administrator portal
Password		
	SHOW	

- 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 drop-down or you are unable to sign into LexisNexis Account Center with your Lexis ID and password, contact your firm's administrator





** Once logged in, take the following steps to view an invoice and payment history:

Account Center	•			Support \vee Le	xisNexis® Products ∨	٥	(2) LNAC \sim
Home Invoice & Payme	ent v Users v Orgar	isation ~					
Good Afternoo	on, LNAC						
Awaiting Your Actions		You're all caught up on your ta	sks.		Support	Support	
Outstanding Balance SGD \$0.00 • Invoice	Due (0)			View Due Invoice →	+65-63490110 Quick Reference View Help	(General Supp e Guide	vort)
Invoice Number	Date	Account	Status	Billed Amount			
4190016149	07/02/2024	SG_Trial_IDs	Paid	SGD \$20,530.14	Training Reso	urces	
4190015841	05/25/2024	SG_Trial_IDs	Paid	SGD \$20,530.14	Learn how to us at its best. Quick Tutorial	e LexisNexis /	Account Center

1. Click on Invoice & Payment and select Invoices from the dropdown menu.

Account Center*								
Home	Invoice & Payment	 Users ~ Organisation ~ 						
Good	Invoices Statements	LNAC						
Awaiti	Payment Preferences Invoice Contacts							
	Account Access	You re all caught up on your tasks.						



2. In the Invoices tab, click the Download Invoice and Payment History icon, which will download an Excel file.

Account Center*		Support V Le	exisNexis® Products \checkmark	û @ LNAC ∨
Home Invoice & Payment v Users v Organisation v				
Invoices				(?) Quick Tutori
Account: 4 - SG_Trial_IDs	Total Balance Due: SGD \$0.00			Pay on Account
Search item number All Items V Last 2 Years V Q				
Select All				
Credit - July 2024 Credit 4	SGD \$- Download Invoice ar Credited Amount:	d Payment History		
July 2024 Invoice 4	SGD \$ SGD \$-20,3 ✓ Paid Credit Number: Cred	lit Date: Account Number:	Account Name:	
Credit - June 2024 Credit 4	SGD \$ July Mailing Address: 3 Killiney Road Winslar	4, 2024 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	SG_Trial_IDs	
May 2024	SGD \$: PDF Items 🛃			

The downloaded excel file contains the following columns:

- Account Number
- Due Date - Currency
- Account Name - Invoice Date

- Item Number - Payment Date

- Type

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

ile <u>Home</u> Inse X ste Sphoard To D	rtt Page Layout Formulas Data → 111 → A* A* 型 → □ + A* A* Fort A → A* Fort A → A* Fort A → A*	Review Vie ** * # El El El present	w Help General \$ ~ %	9 % 48	File name number al Conditional Formatting *	Format as Cell Table - Styles	ccount na wnload Einse Dele Forr Cel	ter v $\sum_{x} v$ ter v $\sum_{x} v$ nat v $Q v$ p	if Share A → O iont & Find & iber ~ Select ~ Editing Analyze Analyze Analyze	Commen
A 13/2/23 10:36:01 P	B	С	D	E	F	G	н	1	J	К
Account Number 42 42 42 42 42 42	Account Name Beijing Company Beijing Company China Imp. CN CN	Date 03 Jul 2021 03 Jul 2021 03 Jul 2021 03 Jul 2021 03 Jul 2021	Closed Closed Closed Closed Closed Closed	Type	Item Number 38 38 38 38 38 38 38	02 Aug 2021 02 Aug 2021 02 Aug 2021 02 Aug 2021 02 Aug 2021 02 Aug 2021	HKD HKD HKD HKD HKD	Total Amount	IOnginal Item Amount	Payment An
]				



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 customers have multiple billing accounts, they can choose from the dropdown menu the specific billing account to download the invoice and pay history.

END OF PROCESS

