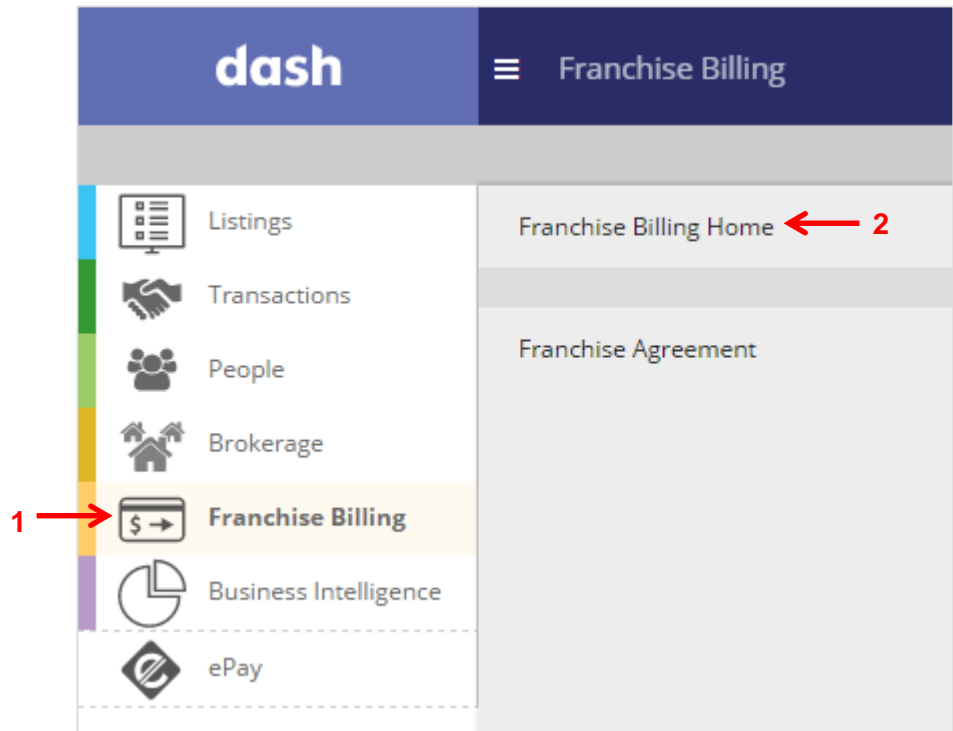


## View Monthly Reports and Invoices

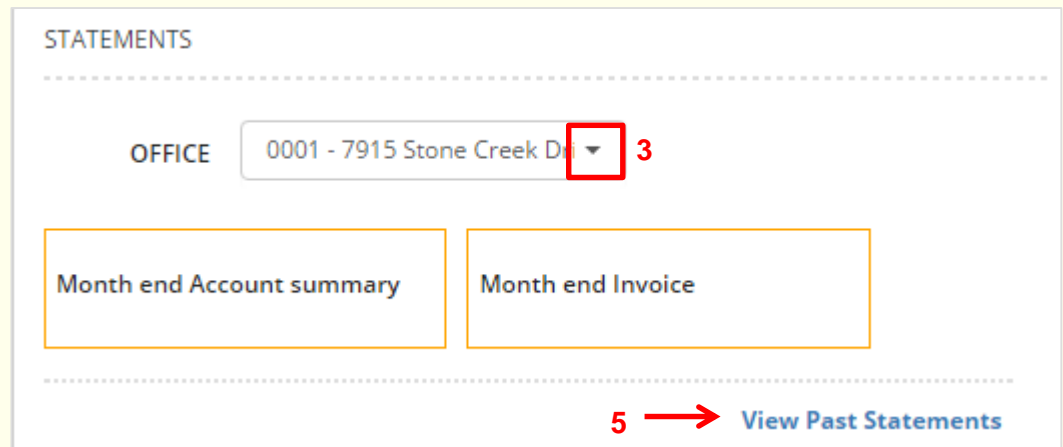
You can view monthly account summary reports and month end invoices in dash to help you better understand how your fees were calculated.

1. Click **Franchise Billing** on the left navigation menu.
2. Click **Franchise Billing Home**.



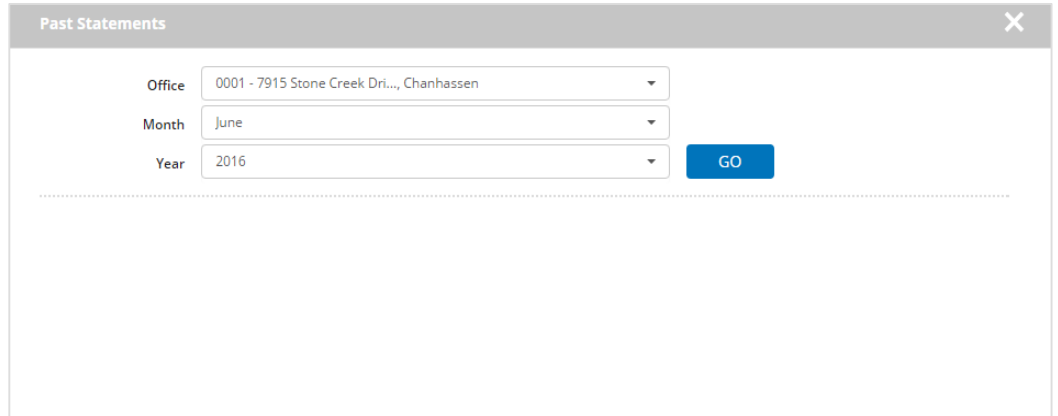
The **Franchise Billing** homepage displays.

3. In the **Statements** section at the top of the screen, select the office you would like to view.
4. Click **Month end Account summary** or **Month end Invoice** to see the most recent statements available.
5. To see previous months' statements, click **View Past Statements**.



The **Past Statements** window displays.

6. Select your report criteria.
7. Click **Go**.

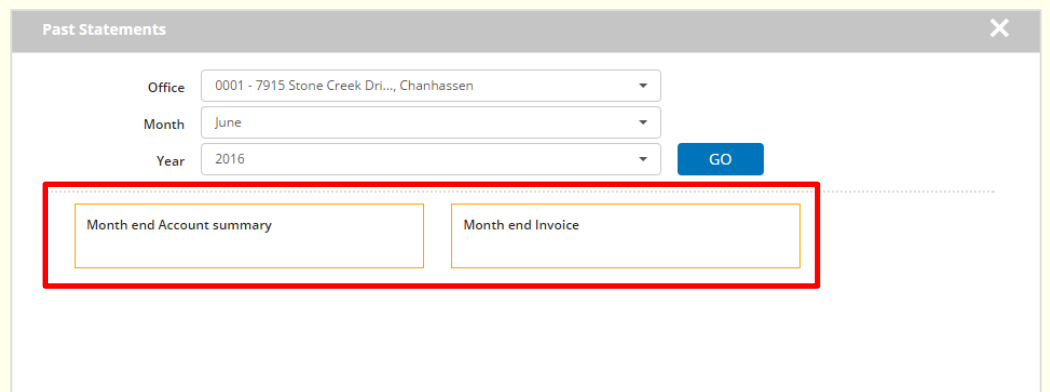


The screenshot shows a window titled "Past Statements" with a close button (X) in the top right corner. Below the title bar, there are three dropdown menus: "Office" with the value "0001 - 7915 Stone Creek Dri..., Chanhassen", "Month" with the value "June", and "Year" with the value "2016". To the right of these dropdowns is a blue button labeled "GO". Below the dropdowns, there is a horizontal dashed line.

The **Month end Account summary** and **Month end Invoice** buttons appear.

8. Click **Month-end Account Summary** to view all charges posted to your account as of the last day of the selected month, or **Month end Invoice** to view invoice details for the selected month.

The statement displays in a PDF format.



This screenshot is similar to the one above, but it shows two buttons below the "GO" button: "Month end Account summary" and "Month end Invoice". These two buttons are enclosed in a red rectangular box, indicating they are the focus of the next step in the process.