

LP Invoice Preparation

Quick Reference Guide

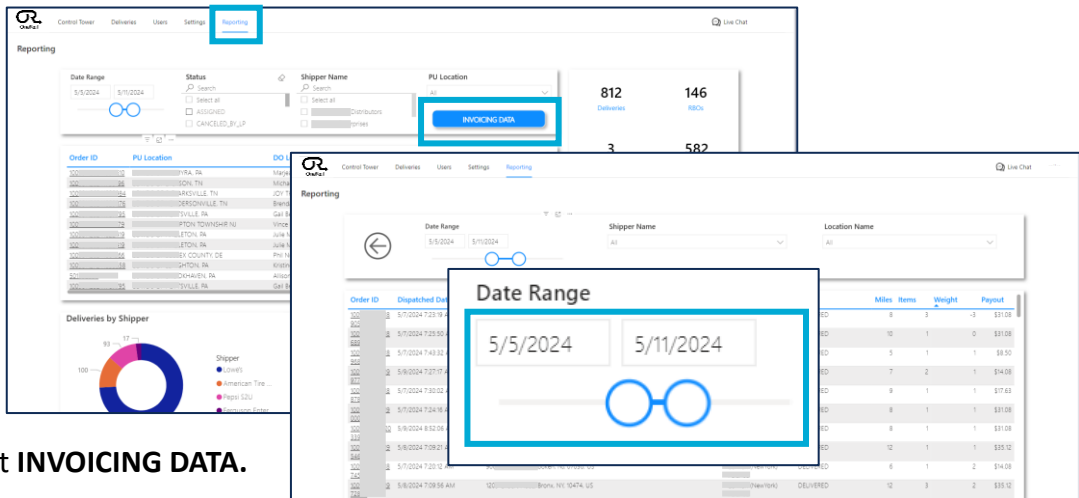


PURPOSE:

The following provides instructions on how to run the invoice data report in ORD and use it to create invoices in the correct ID format to ensure prompt and accurate processing.

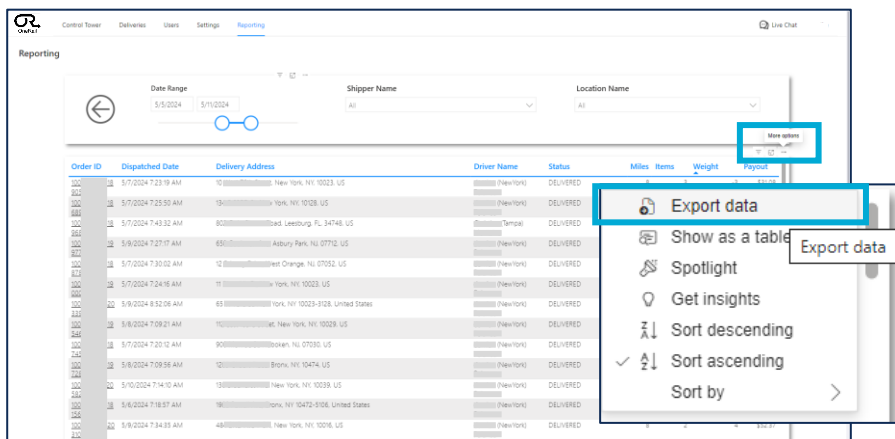
CREATING THE INVOICING DATA REPORT

In OneRail Driver, go to **Reporting** tab:



1. Select **INVOICING DATA**.
2. Select the *Date Range*.
 - Use the previous Sunday through Saturday date range.

EXPORT THE DATA



3. Select the three dots (•••) above **Payout** for more options.
4. Select **Export data**.

