

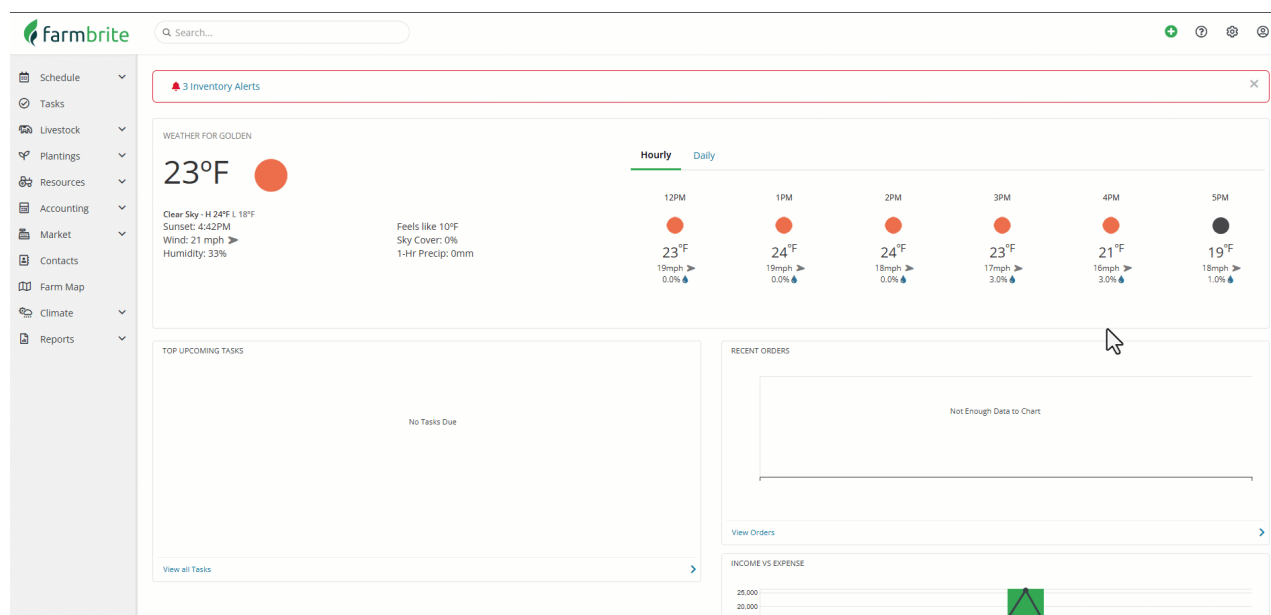
View Past Invoices

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You may need to reference previous invoices from your Farmbrite account from time to time. Perhaps your accounting team is asking for back up documents from months ago, or maybe you want to have receipts for tax purposes. These previous documents are stored in your Farmbrite account, and can easily be accessed and downloaded in PDF format.

To get started, navigate to the Gear icon in the upper right, and select Billing.

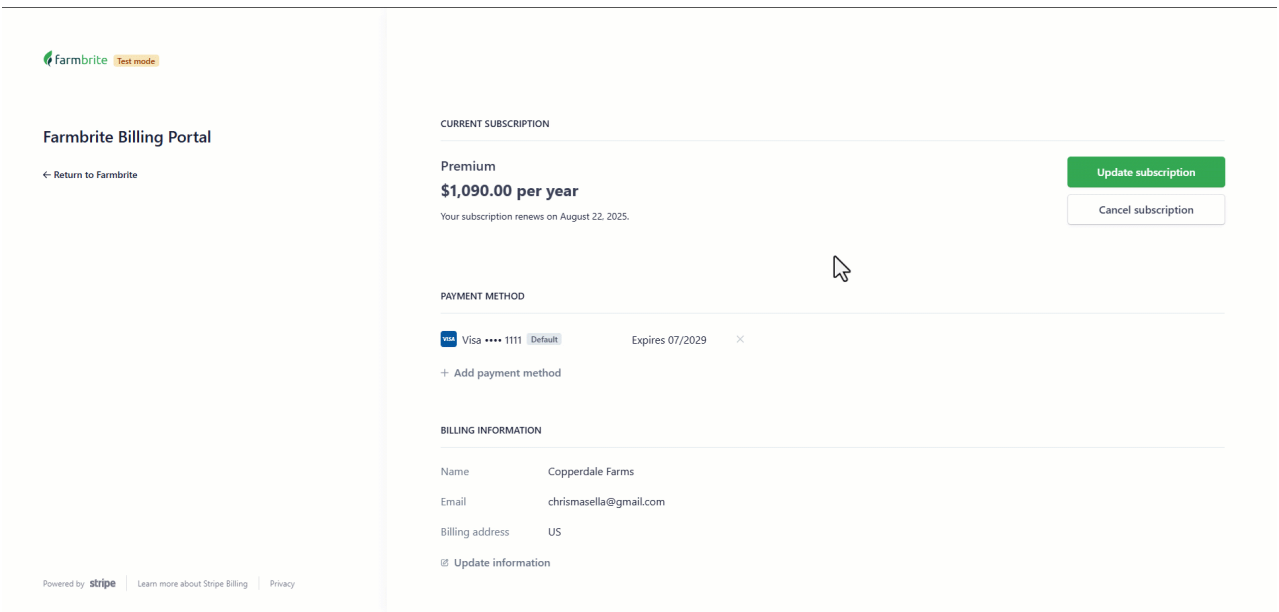
You'll immediately see some basic information, like your account name, when it was opened, and what plan level you are on. *Looking for help upgrading? Check out this article.* Below that, you'll find your next invoice date, and selection to view your Invoice History. Click that button and you'll be brought to Stripe, Farmbrite's credit card processing and billing partner.



The screenshot shows the Farmbrite dashboard interface. On the left is a navigation sidebar with categories like Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main content area features a weather widget for Golden, CO, displaying a current temperature of 23°F and a forecast for the next six hours. Below the weather are sections for 'TOP UPCOMING TASKS' (showing 'No Tasks Due') and 'RECENT ORDERS' (showing 'Not Enough Data to Chart'). At the bottom, there is an 'INCOME VS EXPENSE' bar chart. A search bar and a notification for '3 Inventory Alerts' are visible at the top of the dashboard.

Your billing information is presented, and as you scroll down you'll see a section for Invoice History. All previous invoices are listed here. If you pay monthly there may be quite a few, but if you pay yearly you won't see as many. *Interested in changing to yearly to save roughly 17%? You can change your plan here, even if you don't choose to upgrade to a different level.* The invoice status is shown, letting you know whether it is paid or still currently due. Click on the invoice, and see some selections in the new window.

You can choose Download Invoice to get a copy of the original bill for the subscription, or Download Receipt to see a copy of the paid invoice with payment reflected, if you have already made the payment.



These downloads will create PDFs, and store them in your default downloads folder from your browser.

After you are done downloading the PDFs that you need, you can click the Return to Farmbriote link on the left hand side. You'll be brought back to your Farmbrite billing page.

Need any help with these? [Reach out to us!](#)