

# How to Use Total Cost for Borrower

Under the Tools section, from the main CIS screen, choose Total Cost for Borrower:

**Tools**

<a href="#">Documentation</a> <a href="#">Requests</a> <a href="#">Import Report</a> <a href="#">Total cost for borrower</a> <a href="#">Management Reports</a>	<a href="#">User Setup</a> <a href="#">Invoices</a> <a href="#">Change Credit Report</a> <a href="#">Owner</a> <a href="#">Generate Auth Code</a>
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On the following screen, enter the search criteria for the borrower you wish to find total cost:

**Total Cost for Borrower**

Enter First name, Last name and/or SSN# and/or Reference Number to search for ordered products.

<b>First Name</b>	<b>Last Name / Company Name</b>	<b>Reference #</b>	<b>SSN</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Start Date</b>	<b>End Date</b>	<i>Control the dates to search, if needed</i>
<input type="text" value="09/20/2019"/>	<input type="text"/>	

**Branch** --- ALL ---

All products that match the search criteria will appear. Uncheck any product, or credited amount, that you do not want to appear on the invoice, then select View Invoice:

**Uncheck the transaction(s) you do not want and click on View Invoice.**

**Credit Reports**

	Date	File#	Ref#	Firstname	Lastname	SSN	Customer	User	Product	Credit	Charge	Inv#
<input checked="" type="checkbox"/>	10/29/2019	9965245		CONDI	TESTCASE	*****0017	SANDYS MORTGAGE COMPANY #CIS-8888	SHARIN PEET	3BUR	\$0.00	\$5.00	320761
<input checked="" type="checkbox"/>	10/29/2019	9965245		CONDI	TESTCASE	*****0017	SANDYS MORTGAGE COMPANY #CIS-8888	SHARIN PEET	CREDIT	\$5.00	\$0.00	320761
<input type="checkbox"/>	10/29/2019	9965245		CONDI	TESTCASE	*****0017	SANDYS MORTGAGE COMPANY #CIS-8888	SHARIN PEET	3BURJ	\$0.00	\$10.00	320761

**L&J**

	Date	File#	Ref#	Firstname	Lastname	Customer	User	Product	Credit	Charge	Inv#
<input checked="" type="checkbox"/>	10/29/2019	527327		CONDI	TESTCASE	SANDYS MORTGAGE COMPANY #CIS-8888	SHARIN PEET	LIENS AND JUDGMENTS	\$0.00	\$0.00	320761

The invoice will appear, from which you can Print, or save in pdf format. To save in pdf format, after selecting Print, choose your pdf software as the destination printer.