

View Bill Lines Invoiced Inquiry

This guide covers how to view the Lines Invoiced inquiry. You can use this inquiry to search for bill lines invoiced for a specific customer.

1. Navigate to the Lines Invoiced page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left menu, Locate Bills, Lines Invoiced.

2. On the Line Search page, enter your search criteria as described below.

Field Name	Field Description
*Unit	Accept the default Business Unit or select a different Business Unit.
Invoice	Select and Invoice ID, if desired.
Customer ID	Select the Customer ID.

3. Select the **Search** button.

The screenshot shows the 'Line Search' interface. On the left is a navigation menu with 'Lines Invoiced' selected. The main area is titled 'Line Search' and 'Find an Existing Value'. Under 'Search Criteria', there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are several search fields:

- '*Business Unit' with a dropdown set to '=' and a text input containing 'B2202'.
- 'Invoice' with a dropdown set to 'begins with' and a text input containing '00000767042'.
- 'Customer' with a dropdown set to 'begins with' and an empty text input.
- 'Contract' with a dropdown set to 'begins with' and an empty text input.

 At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox (unchecked), and two buttons: 'Search' and 'Clear'. A purple box highlights the Business Unit and Invoice fields, and another purple box highlights the Search and Clear buttons.

- Select the invoice you want to view from the Search Results.

▼ Search Results
 1 rows - Business Unit "B2202" Invoice "00000767042"

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	
B2202	00000767042	Regular	PAR	Invoiced	ONLINE	GMB2200067	(blank)	>

- The Lines Invoiced page displays showing the Line Number, Seq Number, Identifier (Charge Code), and Description in the Bills Lines section. Select the **Show All Columns** icon or the tabs to view the amount and dates.
- Select a bill line to view more detail by selecting on a **Go to** link at the bottom of the page, including the Bill Summary, Header Info 1, or Accounting pages.

Lines Invoiced

Unit B2202 Invoice 00000767042 Type PAR
 Bill To GMB2200067 Date 11/13/2023 Status INV
 AVIVO Contract Currency Option Transaction Currency

1 To 3 Of 3 57.420 / 57.420 USD

Bill Lines

Select	Line	Seq	Identifier	Description
<input type="checkbox"/>	1	12		MN IT SERVICES
<input type="checkbox"/>	2	13		MN IT SERVICES
<input checked="" type="checkbox"/>	3	14		MN IT SERVICES

[Summary](#) [Header Info 1](#) [Address](#) [Copy Address](#) [Header Notes](#) [Bill Search](#)
[Line Info 1](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Line Notes](#)