

QUICK REFERENCE GUIDE

November 1, 2019

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.

Step 1: View Bills Lines Invoiced

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. Click on the **Search** button. Line(s) matching your criteria display in the **Search Results** section.

Line Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Invoice

Customer

Contract

Case Sensitive

[Basic Search](#)

Search Results

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Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract
G1001	TRAIN000001	Regular	MSC	Invoiced	ONLINE	TRN000001	(blank)
G1001	TRAIN000002	Regular	MSC	Invoiced	ONLINE	TRN000001	(blank)

4. Click on a line entry in the Search Results.

5. The *Lines Invoiced* page displays showing the Line Number, Seq Number, Identifier (Charge Code), and Description in the **Bills Lines** section.

- Click on the **Show All Columns** icon or the tabs to view the amount and dates.

Lines Invoiced

Unit G1001 Invoice TRAIN000001 Type MSC 📍 🗑️
 Bill To TRN000001 Date 07/01/2018 Status INV
 TRAINING_CUSTOMER1 Contract Currency Option Transaction Currency

1 To 1 Of 1 250.000 / 250.000 USD

Bill Lines

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Line Details References Dates Line Amounts ||▶

Select	Line	Seq	Identifier	Description
<input type="checkbox"/>	1	1	ELD_INV	Enterprise Learning Dev

Summary
Line Info 1
Header Info 1
Tax
Address
Accounting
Copy Address
Discount/Surcharge
Header Notes
Line Notes
Bill Search

- Select the bill line and view more detail by clicking on a **Go to** link at the bottom of the page, including the Bill Summary, Header Info 1, and Accounting pages.