

QUICK REFERENCE GUIDE

November 1, 2019

View Bill Lines Not Invoiced

This guide covers how to view the Lines Not Invoiced inquiry. You can use this inquiry to search for bill lines that have not been invoiced for a specific customer.

Step 1: View Bills Lines Not Invoiced

1. Navigate to the *Lines Not Invoiced* page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left-menu, Locate Bills, Lines Not Invoiced.

2. On the *Line Search – Not Invoiced* 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.
Bill Status	Select a Bill Status, if desired, such as New, Ready, Canceled or Hold.
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 - Not Invoiced

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

▼ Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-9 of 9

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
G1001	00000491364CR	Cred Bill	MSC	Ready	ONLINE	TRN000002	(blank)	G1001	No
G1001	00000491446	Regular	MSC	New Bill	ONLINE	TRN000002	(blank)	G1001	No

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

5. The *Lines Not 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 Not Invoiced

Unit G1001 Invoice 00000491364CR Type MSC
 Bill To TRN000002 Date Status RDY
 TRAINING CUSTOMER 2 Contract Currency Option Transaction Currency

1 To 1 Of 1 -50.000 / -50.000 USD

Bill Lines

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

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

Return to Search Previous in List Next in List Notify Refresh

- 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.