

View Bill Lines Not Invoiced Inquiry

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.

1. Navigate to the Lines Not Invoiced page as directed 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. Select the **Search** button.

Line Search - Not Invoiced
Find an Existing Value

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

Recent Choose from recent searches Saved Search

Business Unit = B2202

Invoice begins with

Bill Status =

Customer begins with GMB2200094

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

^ Show fewer options

Case Sensitive

Search Clear

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

Search Results
1 rows - Business Unit "B2202" Invoice "00000774561"

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
B2202	00000774561	Regular	INC	New Bill	ONLINE	GMB2200094	(blank)	B2202	No

- The Lines Not 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 Not Invoiced

Unit: B2202 Invoice: 00000774561 Type: INC
 Bill To: GMB2200094 Date: Status: NEW
 KANDIYOHI CNTY HEALTH & HUMAN SVCS CNTR Contract: Currency Option: Transaction Currency

1 To 2 Of 2 86,505.600 / 86,505.600 USD

Bill Lines

Select	Line	Seq	Identifier	Description
<input type="checkbox"/>	1	1		B22KANDIYMFP23 - Dec 2023
<input checked="" type="checkbox"/>	2	2		B22KANDIYDWP23 - Dec 2023

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