

## QUICK REFERENCE GUIDE

November 1, 2019

### View Bills Invoiced

This guide covers how to view the Bills Invoiced inquiry. You can use this inquiry to search for bills invoiced for a specific customer. A summary listing of bills displays and you can drill down to view the bill details.

#### Step 1: View Bills Invoiced for a Customer

1. Navigate to the *Bills Invoiced* page using the instructions below.

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

2. On the *Bills 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.
*Customer ID	Select the Customer ID.

3. Click on the **Search** button. Bills for the customer display in the **Bill Search Results** section showing the Bill Type, Status, Source, Invoice Number, Template Invoice Flag, Invoice Date, Amount, and the User ID for the person/process that created the bill.

**Bills Invoiced**

\*Unit: G1001    \*Currency Option: Transaction Currency    \*ID: TRN000002    Search

\*Bill To: Customer

1 To 5 Of 5    1,500.00 / 1,500.00

**Bill Search Results**

1-5 of 5 | View All

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	MSC	INV	ONLINE	TRNBILLINES	N	09/28/2018	250.00	USD	0115
<input type="checkbox"/>	MSC	INV	ONLINE	00000491366	N	09/28/2018	400.00	USD	0115
<input type="checkbox"/>	MSC	INV	ONLINE	00000491364	N	09/27/2018	50.00	USD	0115
<input type="checkbox"/>	MSC	INV	ONLINE	00000491363	N	09/26/2018	400.00	USD	0115
<input type="checkbox"/>	MSC	INV	ONLINE	00000491362	N	09/26/2018	400.00	USD	0115

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

- Select a bill 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.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Click on Invoice ID to view the *Bill Header – Info 1* and *Line – Info 1* pages for the bill. **Go to** links are also provided on these pages.