

QUICK REFERENCE GUIDE

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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.

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. Select the **Search** button. Bills that have been invoiced 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.
4. Select a bill and view more detail by selecting on a Go to link at the bottom of the page, including the Bill Summary, Header Info 1, and Accounting pages.
5. Select 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.

The screenshot shows the 'Bills Invoiced' interface. On the left is a navigation menu with 'Bills Invoiced' selected. The main area contains search filters: *Unit (G1001), *Bill To (Customer), *Currency Option (Transaction Currency), and *ID (0000000001). A 'Search' button is highlighted. Below the filters is a 'Bill Search Results' section with a table of results. The table has columns: Select, Type, Status, Source, Invoice, Template Invoice Flag, Invoice Date, Invoice Amount, Currency, and Created By. Three rows are visible, with the first row's 'Select' checkbox and 'Invoice' field highlighted. At the bottom, there are navigation links: Summary, Header Info 1, Address Accounting, Copy Address Discount/Surcharge, Header Notes, Line Notes, and Line Search.

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	MAD	INV	ONLINE	RBA 030221-9-12	N	03/05/2021	460.00	USD	01106579
<input type="checkbox"/>	MAD	INV	ONLINE	RBA 030221-8	N	03/05/2021	115.00	USD	01106579
<input type="checkbox"/>	MAD	INV	ONLINE	2013-140-01-13	N	02/21/2013	3,000.00	USD	