

## QUICK REFERENCE GUIDE

November 1, 2019

### View Bills Not Invoiced

This guide covers how to view the Bills Not 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 Not Invoiced for a Customer

1. Navigate to the *Bills Not 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 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.
*Customer ID	Select the Customer ID.

3. Click on the **Search** button. Bills that have not 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.

**Bills Not Invoiced**

\*Unit: G1001    \*Currency Option: Transaction Currency    \*Bill To: Customer    \*ID: TRN000002    Search

-200.00 / -200.00    1 To 2 Of 2

**Bill Search Results**

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	MSC	NEW	ONLINE	TRNBILLINESCR	N		-150.00	USD	0115
<input type="checkbox"/>	MSC	RDY	ONLINE	00000491364CR	N		-50.00	USD	0115

Summary    Header Info 1    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.
- 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.