

View Supporting Documentation for a Bill

This guide covers how to use the Supporting Documentation inquiry which can be used to view the invoice pdf and any other documents attached to the invoice.

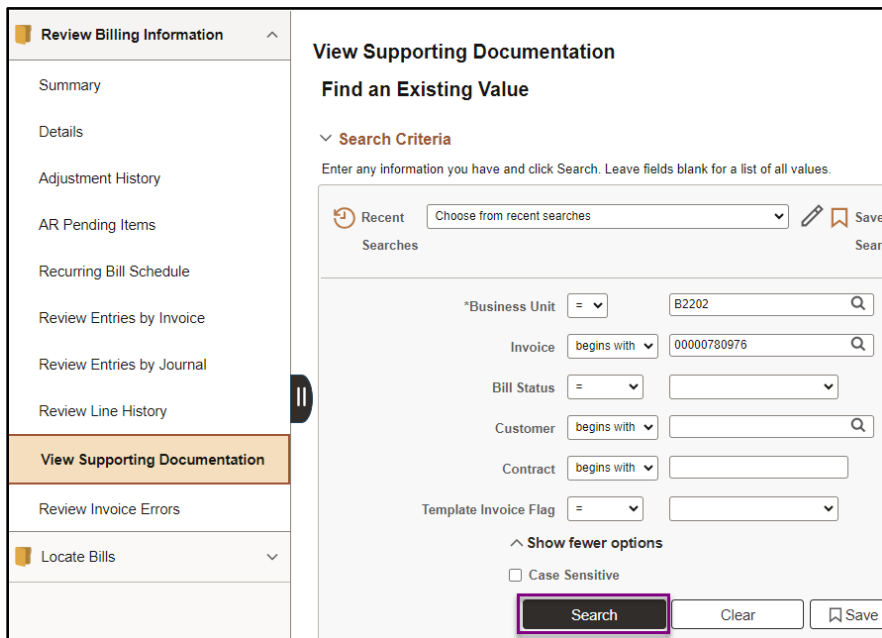
1. Navigate to the View Support Documentation page as directed below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left menu, View Supporting Documentation.

2. Enter search criteria as described below:

Field Name	Field Description
*Unit	Accept the default Business Unit or select a different Business Unit.
Invoice	Select an 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(s) matching your criteria display in the **Search Results** section.



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

Search Results
1 rows - Business Unit "B2202" Invoice "00000780976"

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Template Invoice Flag	
B2202	00000780976	Regular	PAR	Invoiced	ONLINE	GMB2200067	(blank)	No	>


5. The Header Documentation page displays showing attachments in the **Invoice Documents** section. The Document Description, name of Attached file, and the Internal Only checkbox display for each entry. Select the **Show All Columns** icon or the **Additional Info** tab to view the date the document was added and the ID of the person/process that entered the document.
6. Select the **View** button to display the file in a new window.

Header Documentation | Line Documentation

Business Unit B2202 Invoice 00000745853

Invoice Documents

1-2 of 2

Documents | Additional Info | 

Document Description	Attached File	Internal Only	View
	Partner_Billing_Info.docx	<input checked="" type="checkbox"/>	View
Invoice Image	B2202000007458530.pdf	<input type="checkbox"/>	View