SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

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.

Step 1: View Supporting Documentation for a Bill

1. Navigate to the *View Support Documentation* page using the instructions 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 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. Click on the **Search** button. Line(s) matching your criteria display in the **Search Results** section.

4. Click on a line entry in the Search Results, if necessary.

5. The *View Supporting Documentation* page displays showing the **Invoice Documents** listing. The Document Description, name of Attached file, and the Internal Only checkbox display for each entry.

   • Click on 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. Click on the **View** button to display the file in a new window.

Header Documentation	Line Documentation			
Business Unit G1001		Invoice 00000491317		
Invoice Documents				1-2 of 2
Documents	Additional Info			
Document Description	**Attached File**	**Internal Only**	**View**	
TEST	Billing_Tile-Navigation_Mtg.docx	☑	View	
Invoice Image	G1001000004913170.pdf	☐	View	

Return to Search   Notify

Header Documentation | Line Documentation