

## QUICK REFERENCE GUIDE

November 1, 2019

### 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
<b>Navigation Collection</b>	Accounting, Billing, Review Billing, left-menu, View Supporting Documentation.

2. Enter search criteria as described below:

Field Name	Field Description
<b>*Unit</b>	Accept the default Business Unit or select a different Business Unit.
<b>Invoice</b>	Select and Invoice ID, if desired.
<b>Bill Status</b>	Select a Bill Status, if desired, such as New, Ready, Canceled or Hold.
<b>Customer ID</b>	Select the Customer ID.

**View Supporting Documentation**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Template Invoice Flag =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-1 of 1

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Template Invoice Flag
G1001	00000491317	Regular	MSC	Invoiced	ONLINE	0000000006	(blank)	No

3. Click on the **Search** button. Line(s) matching your criteria display in the **Search Results** section.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Click on a line entry in the Search Results, if necessary.
- 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.
- Click on the **View** button to display the file in a new window.

Header Documentation | Line Documentation

Business Unit G1001 Invoice 00000491317

### Invoice Documents

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Documents | Additional Info |

Document Description	Attached File	Internal Only	View
TEST	Billing_Tile-Navigation_Mtg.docx	<input checked="" type="checkbox"/>	<b>View</b>
Invoice Image	G1001000004913170.pdf	<input type="checkbox"/>	View

Return to Search | Notify

Header Documentation | Line Documentation