



Business Process Document
PS FIN Grants Suite Inquiries and Reports: Review
Billing Information- Detail

Department	
Responsibility/Role	
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Review Billing Information- Detail

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

Business Process Document

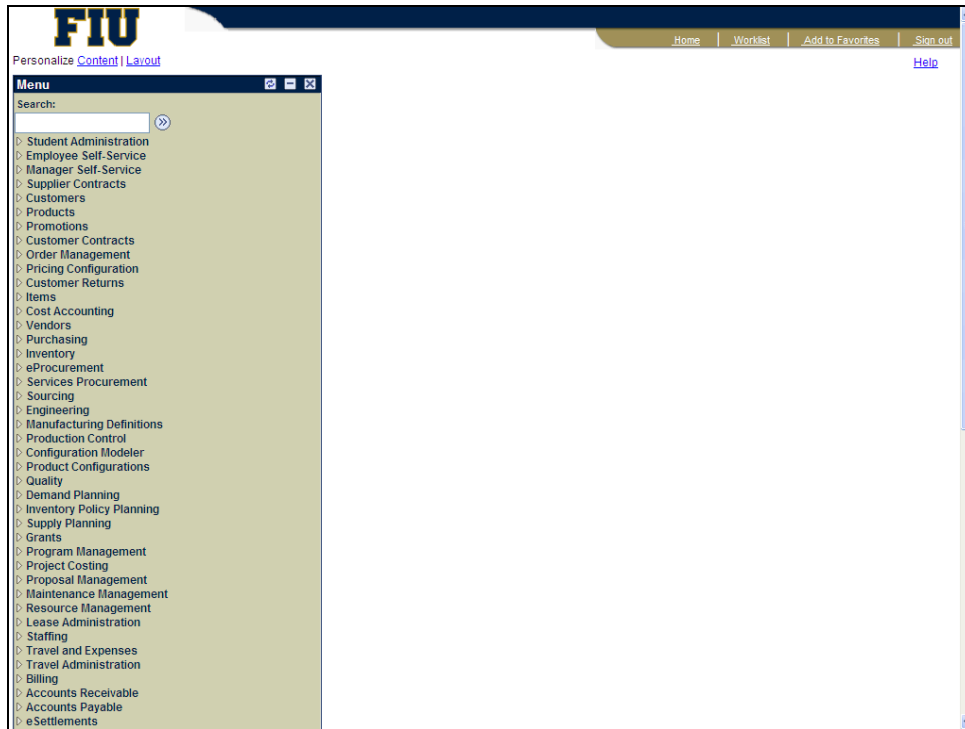
PS FIN Grants Suite Inquiries and Reports: Review


Billing Information- Detail



Procedure

The **Billing Information Detail Inquiry** allows users to view General Bill information such as the Invoice Date, Status, Customer Name, and Pay Terms at the header level.

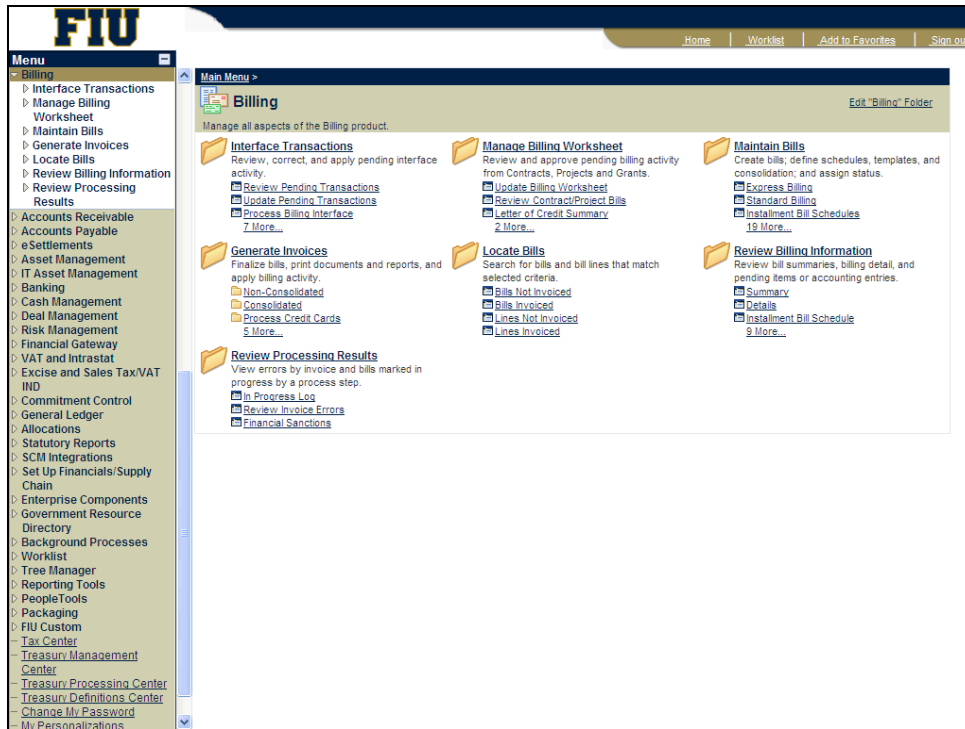


Step	Action
1.	Click the Billing link. 



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Step	Action
2.	Click the Review Billing Information link. Review Billing Information
3.	Click the Details link. Details

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FIU Home | Worklist | Add to Favorites | Sign out

New Window | Help |

Menu

- Review Billing Information
 - Summary
 - Details
 - Installment Bill Schedule
 - Recurring Bill Schedule
 - Consolidated Bills
 - Attached Bills
 - AR Pending Items
 - Review Entries by Invoice
 - Review Entries by Journal
 - Adjustment History
 - Review Line History
 - View Supporting Documentation
- Review Processing Results
 - Accounts Receivable
 - Accounts Payable
 - eSettlements
 - Asset Management
 - IT Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - Financial Gateway
 - VAT and Intrastat
 - Excise and Sales Tax/VAT
 - IND
 - Commitment Control
 - General Ledger
 - Allocations
 - Statutory Reports
 - SCM Integrations
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Government Resource Directory
 - Background Processes
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Packaging
 - FIU Custom

Bill Inquiry

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

Find an Existing Value

Business Unit: =

Invoice: begins with

Bill Status: =

Customer: begins with

Contract: begins with

Case Sensitive


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

Step	Action
4.	Click in the Business Unit field. <input type="text"/>
5.	Enter the desired information into the Business Unit field. Enter " FSR01 ".
6.	Click in the Invoice field. <input type="text"/>
7.	Enter the desired information into the Invoice field. Enter " SP-0000704 ".
8.	Click the Search button. <input type="button" value="Search"/>
9.	Note: This page displays the Invoice #, Invoice Amount, Cycle ID, Invoice form, Payment Terms, and many other details.



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Step	Action
10.	Click the Home link. 
11.	Congratulations. You successfully ran an inquiry for a Billing Information- Detail. End of Procedure.