



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

Department	
Responsibility/Role	
File Name	Review Billing Information- Summary_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Review Billing Information- Summary

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

Business Process Document

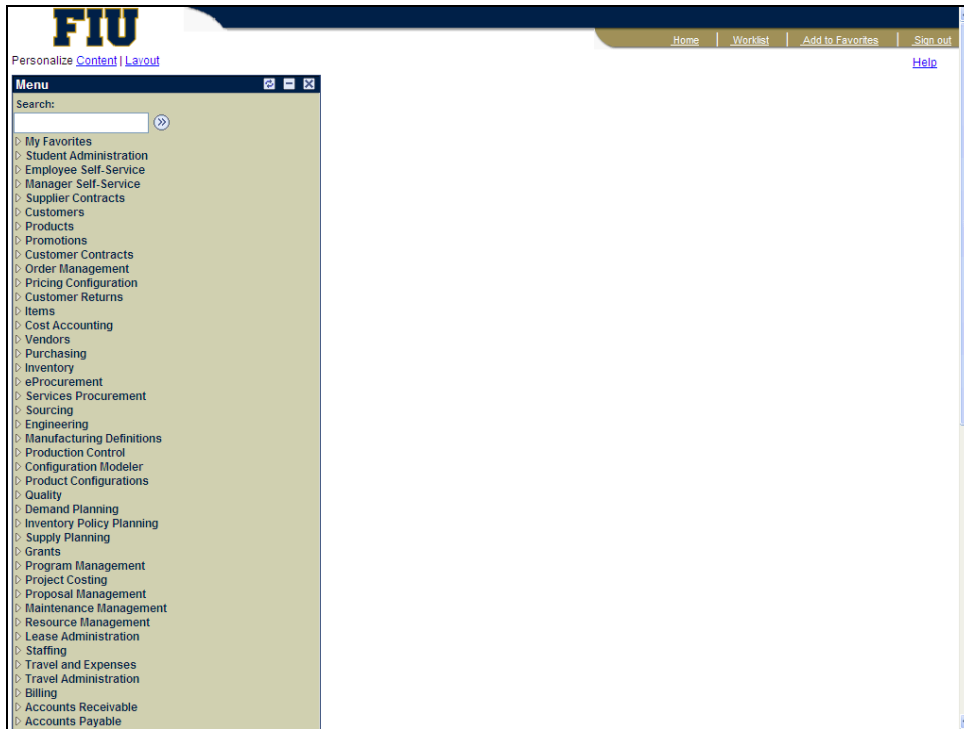
PS FIN Grants Suite Inquiries and Reports: Review


Billing Information- Summary



Procedure

The **Billing Information Summary** shows you the total amount billed, the customer name, the invoice date and the date the bill was created.



Step	Action
1.	Click the Vertical scrollbar.
2.	Click the Billing link. 



Business Process Document

PS FIN Grants Suite Inquiries and Reports: Review Billing Information- Summary



Step	Action
3.	Click the Review Billing Information link. Review Billing Information
4.	Click the Summary link. Summary

Business Process Document

PS FIN Grants Suite Inquiries and Reports: Review Billing Information- Summary



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
- Full Custom...

Bill Summary

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 []

Bills in Business Unit: = []

Template Invoice Flag: = []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
5.	Click in the Business Unit field. []
6.	Enter the desired information into the Business Unit field. Enter " FSR01 ".
7.	Click in the Invoice field. []
8.	Enter the desired information into the Invoice field. Enter " SP-0000704 ".
9.	Click the Search button. [Search]
10.	Note: This page displays the Invoice #, Invoice Date, Balance of the invoice, Bill by ID, Bill Type, Date Bill, and the Due Date.



Business Process Document

PS FIN Grants Suite Inquiries and Reports: Review Billing Information- Summary

The screenshot displays the 'Review Billing Information - Summary' page in the FIU system. The left-hand menu is expanded to show 'Review Billing Information'. The main content area is titled 'Bill Summary Info' and shows details for Unit FSR01 and Invoice SP-00000704, dated 06/11/2009. The financial summary includes:

Unit:	FSR01	Invoice:	SP-00000704	Invoice Date:	06/11/2009
Gross Extended Amount:	191,495.00	Customer:	00000011	National Oceanic and Atmospheric Admin	
Total Discounts:	0.00	Invoice Type:	Regular		
Total Surcharges:	0.00	Bill Type:	GM Non Letter of Credit		
Net Extended Amount:	191,495.00	Bill Source:			
Total VAT Amount:	0.00	Bill Status:	INV		
Total Taxes:	0.00	Template:	No		
Total Invoice Amount:	191,495.00	Consol Hdr:	No		
Forward Bal:	0.00	Bill By ID:	GM_FIX/ED		
Paid Amount:	0.00	Due Date:	06/11/2009		
Total Due:	191,495.00	Date Bill Added:	06/11/2009 12:46PM		

Navigation links at the bottom include 'Return to Search' and 'Notify'.

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