

9.2 How to Review Bill Lines Not Invoiced

Purpose: Use this document as a reference for how to review bill lines not invoiced in ctLink.

Audience: Billing Specialist.

! You must have at least one of these local college managed security roles:

- ZZ Billing Entry

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

NOTE: In general, you will not need to look for unbilled lines - generally you are looking for unbilled invoices in their totality which can be found on the Travel WorkCenter.

How to Review Bill Lines Not Invoiced

Navigation: NavBar > Navigator > Billing > Locate Bills > Lines Not Invoiced

1. On the **Line Search-Not Invoiced** search page, enter **Business Unit**.
2. Enter additional **Search Criteria** to identify your invoice.
3. Select **Search**. The Lines Not Invoiced page will display.

< Manager Self Service Line Search - Not Invoiced

Line Search - Not Invoiced

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

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#)

- On the **Lines Not Invoiced** page, you have several investigative tools from which to choose. Selecting an item in the list will take you to a summary of that item. What you plan on doing with the uninvoiced billing line will determine where you are going next.
- For example, if you want to look at its status you can select the **Summary** link which will take you to the Bill Summary Info tab.

< Manager Self Service Line Search - Not Invoiced

Lines Not Invoiced

Unit WA170 Invoice WKS-0000000606 Type WKS

Bill To 001000229 Date Status RDY

Gonzaga University Contract Currency Option Transaction Currency

1 To 1 Of 1 62.280 / 62.280 USD

Bill Lines

Select	Line	Seq	Identifier	Description
<input type="checkbox"/>		1	171-WSGZA	Gonzaga University WorkStudy

[Header Info 1](#) [Address Accounting](#) [Copy Address Discount/Surcharge](#) [Header Notes Line Notes](#) [Bill Search](#)

- On the **Bill Summary Info** tab, you might select the **Bill Summary Info 2** tab to review how far this billing line has been processed.

Bill Summary

Unit WA170 Invoice WKS-0000000606

Gross Extended Amount	62.28	Invoice Date	
Total Discounts	0.00	Customer	001000229 Gonzaga University
Total Surcharges	0.00	Invoice Type	Regular
Net Extended Amount	62.28	Bill Type	WKS WorkStudy
Total VAT Amount	0.00	Bill Source	ONBILLING Online Billing
Total Taxes	0.00	Bill Status	RDY
Total Invoice Amount	62.28	Template	No
Forward Bal	0.00	Consol Hdr	No
Paid Amount	0.00	Bill By ID	
Total Due	62.28 USD	Invoice Media	Print Copy
		Due Date	

Go to: [Bill Search](#) [Header Info 1 Line Search](#) [Address](#) [Copy Address](#) [Notes](#)

[Save](#) [Return to Search](#) [Notify](#)

Bill Summary Info | [Bill Summary Info 2](#)

- On the **Bill Summary Info 2** tab, you could also select the **Header Info 1** link. The Billing General tab will display.

Bill Summary

Unit WA170 Invoice WKS-0000000606

GL Level	BI Creates GL Acct Entries	<input checked="" type="checkbox"/> Attach Invoice Image
AR Level	Bill Line is AR Open Item	<input type="checkbox"/> VAT Defaults Applied
AR Option	Use Line for Distribution	<input type="checkbox"/> Invoice Printed
InterUnit AP Level		<input type="checkbox"/> EDI Sent
Pre-Load Status	Pending	<input type="checkbox"/> Currency Converted
Budget Check Status	Not Budget Checked	<input type="checkbox"/> Email Sent
Approval Status	Not Required	<input type="checkbox"/> GL Entries Created
Date Bill Added	02/25/2019 9:09AM	<input type="checkbox"/> AR Pending Item Created
Created By	CTC_MMEDER Mary Meder	
Created By Process	Single Bill Copy	

Go to: [Bill Search](#) [Header Info 1 Line Search](#) [Address](#) [Copy Address](#) [Notes](#)

[Save](#) [Return to Search](#) [Notify](#)

Bill Summary Info | [Bill Summary Info 2](#)

- On the **Billing General** tab, you might cancel the invoice in **Bill Status**.

9. If you do update anything, please remember to select **Save**.

The screenshot displays the 'Express Billing' interface. At the top, it shows 'Bill Summary Info' and 'Express Billing'. The 'Billing General' section includes fields for Unit (WA170), Invoice (WKS-0000000006), Pretax Amt (62.28 USD), Bill Status (RDY), Invoice Date, Bill Type (WKS), Bill Source (ONBILLING), Cycle ID (ON-DEMAND), and Invoice Form (XMLPUB). Below this is the 'Customer Information' section with fields for Customer (001000229), SubCust1, and SubCust2, with Gonzaga University listed as the address. The 'Payment Information' and 'Header Detail' sections are also visible. The 'Bill Lines' section features a table with columns: Sel, Seq, Line, Identifier, Look Up Date, Table, Identifier, Description, Quantity, UOM, Unit Price, and Gross Extended. The table contains one row for Gonzaga University V with a quantity of 1.0000 and a unit price of 62.2800. At the bottom, there are navigation buttons: Save, Return to Search, Notify, Refresh, and Add. The 'Save' button is highlighted with a red box.

10. Process complete.