

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 ctcLink.

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
=
WA170

Invoice
begins with
WKS-0000000606

Bill Status
=

Customer
begins with

Contract
begins with

Bills in Business Unit
=

Template Invoice Flag
=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

- 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
Status RDY
Currency Option Transaction Currency

Bill To 001000229
Date
Contract

Gonzaga University

1 To 1 Of 1

62,280 / 62,280

USD

Bill Lines

Line Details

References

Dates

Line Amounts

II>

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

Summary

Header Info 1

Address

Copy Address

Header Notes

Bill Search

Line Info 1

Tax

Accounting

Discount/Surcharge

Line Notes

Return to Search

Notify

Refresh

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Page 2

6. 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.

Lines Not Invoiced

Bill Summary

Bill Summary Info

Bill Summary Info 2

Unit

WA170

Invoice

WKS-0000000606

Invoice Date

Gross Extended Amount

62.28

Customer

001000229

Gonzaga University

Total Discounts

0.00

Invoice Type

Regular

Total Surcharges

0.00

Bill Type

WKS WorkStudy

Net Extended Amount

62.28

Bill Source

ONLBILLING Online Billing

Total VAT Amount

0.00

Bill Status

RDY

Total Taxes

0.00

Template

No

Total Invoice Amount

62.28

Consol Hdr

No

Forward Bal

0.00

Bill By ID

Paid Amount

0.00

Invoice Media

Print Copy

Total Due

62.28 USD

Due Date

Calculate Taxes

Go to:

Header Info 1

Address

Copy Address

Notes

Bill Search

Line Search

Save

Return to Search

Notify

Bill Summary Info

Bill Summary Info 2

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

Lines Not Invoiced

Bill Summary

Bill Summary Info

Bill Summary Info 2

Unit

WA170

Invoice

WKS-0000000606

GL Level

BI Creates GL Acct Entries

AR Level

Bill Line is AR Open Item

AR Option

Use Line for Distribution

InterUnit AP Level

Pre-Load Status

Pending

Budget Check Status

Not Budget Checked

Approval Status

Not Required

Date Bill Added

02/25/2019 9:09AM

Created By

CTC_MMEDER

Mary Meder

Created By Process

Single Bill Copy

Attach Invoice Image

VAT Defaults Applied

Invoice Printed

EDI Sent

Currency Converted

Email Sent

GL Entries Created

AR Pending Item Created

Go to:

Header Info 1

Address

Copy Address

Notes

Bill Search

Line Search

Save

Return to Search

Notify

Bill Summary Info

Bill Summary Info 2

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

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

Bill Summary Info

Express Billing

Billing General

Unit: WA170Invoice: WKS-0000000606Pretax Amt: 62.28 USD

Bill Status: RDY

Invoice Date:

*Bill Type: WKS

Bill Source: ONBILLING

Cycle ID: ON-DEMAND

*Frequency: Once

*Invoice Form: XMLPUB

Customer Information

*Customer: 001000229

SubCust1:

Gonzaga University

SubCust2:

View Customer Activity

Payment Information

Header Detail

Lines to Add: 5

Max Rows: 20

Bill Lines

Charge Details

Net Amount

Line Information

Shipment

Sel	Seq	Line	Identifier	Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended
<input type="checkbox"/>	1		05/06/2019		ID	171-WSGZA	Gonzaga University V	1.0000	EA	62.2800	62.28

Go to: Summary

Copy Address Standard Entry

Header Notes Bill Search

Accounting Distributions Line Search

Attachments

Navigation: Billing General

Page Series: Prev Next

Save

Return to Search

Notify

Refresh

Add

10. Process complete.

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