Review Incomplete Bills

1. Navigate to Billing > Maintain Bills > Standard Billing
   - Enter Bill Status = “New”
   - Enter Bill Source = Cluster ID
   - Click Search
   - Repeat for Bill Status of “Hold Bill” and “Pending Approval”

2. Select Invoice by clicking on Invoice link

3. If invoice is no longer needed, change status to CAN, if invoice should be processed change status to RDY