

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

Search Results
View All

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract
UMN01	2020000556	Regular	001	New Bill	202	5000166	(blank)
UMN01	2020000555	Regular	001	New Bill	202	5000001	(blank)
UMN01	2020000554	Rebill	001	New Bill	202	5005230	(blank)

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