

# Intrastate Billing Transaction (IBT) Invoice Entry Screen Query

## Navigation

Accounts Receivable > Receivables > Accounts Receivable Processing > Invoicing > Enter and Print Invoice > IBT Invoice Entry

## Process

To search for all unpaid IBT's:

- 1) Choose the *Open* button in the 2<sup>nd</sup> box in the Header
- 2) Enter the Document Fund on the QBE line above the *Doc Fd* field
- 3) Click *Find*.

## Result

The first 10 lines of the data will appear.

Document Number	Doc Type	Doc Fd	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Days Pa Due
75185	R6	21390	001	11/04/2004	30.00	30.00			12/04/2004	12/04/2004	
45911	R6	21390	001	02/02/2004	85.00	85.00			03/03/2004	03/03/2004	
17521	R6	21390	001	05/01/2003	45.00	45.00			05/31/2003	05/31/2003	
69942	R6	21390	001	09/21/2004	130.00	130.00			10/21/2004	10/21/2004	
69950	R6	21390	001	09/21/2004	45.00	45.00			10/21/2004	10/21/2004	
70077	R6	21390	001	09/21/2004	135.00	135.00			10/21/2004	10/21/2004	
71262	R6	21390	001	09/02/2004	225.00	225.00			10/02/2004	10/02/2004	
75319	R6	21390	001	11/05/2004	45.00	45.00			12/05/2004	12/05/2004	
85138	R6	21390	001	02/08/2005	890.00	890.00			03/10/2005	03/10/2005	
85139	R6	21390	001	02/08/2005	45.00	45.00			03/10/2005	03/10/2005	

Click on the *Records 1-xx* down arrow(s) to get to the bottom of the grid to see all data.

Choose a row and click *Select* to see additional information such as *Customer Name, Remark* etc.

*Note: To search for a specific IBT:*

- 1) *Choose the All button in the 2<sup>nd</sup> box in the Header*
- 2) *Enter the IBT number on the QBE line above the Document Number field*
- 3) *Click Find. If the IBT has been paid, the Open Amount will be blank and there will be a date in the Date Closed field to the right in the grid.*