**An Overview of Managing Billing Worksheet**

**Navigation**

Billing > Managing Billing Worksheet > Update Billing Worksheet

**Purpose**

The purpose of the Billing Worksheet is for users to review the temporary bills before they are processed into real bills. This will allow users to correct any errors or delete the worksheets and start the billing process again to ensure that the real invoices are created correctly.

### Billing Worksheets

#### Searching Billing Worksheets

1. Click on **Update Billing Worksheet**
2. The **Business Unit** is determined from your user preferences (Common Definitions, User Preferences). From here, you can **Set Filter Options**.
3. Click on the magnifying glass next to various fields, to get a list of the valid, search values.

**Filter Options**

```
*Business Unit:  
Bill To Customer:  
Billing Type:  
```

4. Click **Search** to run the query (this query will return only the customers from 1234 through 1888).

**Filter Options**

```
*Business Unit:  
Bill To Customer:  From:  
Billing Type:  
```

**Note:** Use **Save Search** to run same criteria multiple times. Use **Clear Search** to reset the search values.

### Approve or Delete Worksheets

1. Once you have searched for your temporary billing worksheets, return to the **Billing Worksheet** page.
2. Select the contract that you want to approve or delete by **checking the box** on the left of the page.
3. Click **Approve Now** or **Delete Now** to process the temporary-billing worksheets to create a real bill. Click the **Approve Later** or **Delete Later** to use the delivered process to approve (or delete) the invoices together, through the Process Monitor instead of directly on the Billing Worksheet page.

<table>
<thead>
<tr>
<th>Customer ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000100123</td>
<td>5468.44 USD</td>
</tr>
</tbody>
</table>

4. **The icon** to the far right, allows the review of other BI Header fields.

5. Once you approve an invoice, it will drop off this list and you can continue to process the invoice through **Review Projects/Contracts Bills** page.

6. Click on the **Line Details** tab to review the detail transactions of each temporary billing worksheets.
Billing Worksheets

Processing Approved or Deleted Worksheets Using the Delivered Batch Process

1. If you choose to approve later or delete later, you may want to review which invoices are selected. You can choose an option from the Filter Options or run a predefined query. From the Filter Options, click the Include Approve/ Delete Later Bills option and then click Search.

2. On the Update Billing Worksheet page, a new column (Worksheet Action) will appear with the current status.

Worksheet Approval Batch Process


1. Create a run control for the first time. Specify criteria to select the worksheets depending on how you assign your business process (e.g., Business Unit and Billing Specialist).

Worksheet Delete Batch Process


1. Create a run control for the first time. Specify criteria to select the worksheets depending on how you assign your business process (for example, Business Unit and Billing Specialist). Check the process monitor to verify that the job completed successfully.

Message Log

1. Review the message log for the details.