

SEARCH FOR A BILL

Overview

The *screen depicted to the right* is displayed after selecting the 'Search' button on the left hand navigation. The sections of search criteria are collapsible to allow more space for results. Users can search by:

- 1) Billing Document Info
- 2) Customer Information
- 3) Line Item Detail

Search Bills Screen

Dashboard

Create Bill

Search

Reports

Welcome, Denise

GIPSA Billing Application
Version: 1.0.1.1

Billing Document Info

Billing FO: [dropdown] BD#: [text] Bill Type: [dropdown]

GBA Status: [dropdown] Bill Comments: [text]

FMMI Status: [dropdown] Date Created: [text] To: [text]

Created By: [dropdown]

Customer Information

Customer Name (contains): [text]

Customer Number: [text]

Line Item Detail

Rate Code: [text] Shorthand Code: [text]

Fund Code: [dropdown] Line Description (contains): [text]

Date of Service: [text] To: [text]

Clear Form Search

[-] Collapse All

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Search by Billing Document Info

This section of the search page allows the user to search by information associated with billing documents. The fields searchable by the user in this section include:

- 1) BD# - Search for a specific bill using its billing document number
- 2) GBA Status – Search for bills with a specific GBA Status
- 3) FMMI Status – Search for bills with a specific FMMI Status
- 4) Created By – Search for bills using the specific user that created the bill
- 5) Bill Type – Search for bills with a specific bill type
- 6) Bill Comments – Search for bills containing specific comments
- 7) Date Created – Search for bills within a specific date range
- 8) Billing FO – Search for bills with a specific Billing Field Office (only available to users with more than one field office identity)

Search Bills Screen – Search by Billing Document Info

The screenshot displays the 'Search Bills Screen' with a focus on the 'Search by Billing Document Info' section. The interface includes a sidebar with navigation options: Dashboard, Create Bill, Search, and Reports. Below these is a welcome message for 'Denise' and the application version '1.0.1.1'. The main search area is divided into three sections: 'Billing Document Info', 'Customer Information', and 'Line Item Detail'. The 'Billing Document Info' section is highlighted with a red border and contains fields for Billing FO (dropdown), GBA Status (dropdown), FMMI Status (dropdown), Created By (dropdown), BD# (text), Bill Type (dropdown), Bill Comments (contains) (text), and Date Created (range). The 'Customer Information' section has fields for Customer Name (contains) and Customer Number. The 'Line Item Detail' section has fields for Rate Code, Fund Code (dropdown), Shorthand Code, Line Description (contains), and Date of Service (range). At the bottom, there are 'Clear Form' and 'Search' buttons.

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Search by Customer Information

This section of search page allows the user to search by information associated with the customers assigned to billing documents. The fields searchable in this section include:

- 1) Customer Name – Search for bills with a customer name containing specific text
- 2) Customer Number – Search for bills with a specific customer

Search Bills Screen – Search by Customer Information

The screenshot displays the 'Search Bills Screen' with a focus on the 'Search by Customer Information' section. The interface includes a left-hand navigation menu with buttons for 'Dashboard', 'Create Bill', 'Search', and 'Reports'. Below the menu, it shows 'Welcome, Denise' and 'GIPSA Billing Application Version: 1.0.1.1'. The main content area is titled 'Search Bills Screen – Search by Customer Information' and features a 'Collapse All' button. The search criteria are organized into three sections: 'Billing Document Info', 'Customer Information', and 'Line Item Detail'. The 'Customer Information' section is highlighted with a red border and contains two input fields: 'Customer Name (contains):' and 'Customer Number:'. The 'Billing Document Info' section includes fields for 'Billing FO:', 'BD#:', 'Bill Type:', 'GBA Status:', 'Bill Comments (contains)', 'FMMI Status:', 'Date Created:', and 'Created By:'. The 'Line Item Detail' section includes fields for 'Rate Code:', 'Shorthand Code:', 'Fund Code:', 'Line Description (contains)', and 'Date of Service:'. At the bottom of the search area, there are 'Clear Form' and 'Search' buttons.

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Search by Line Item Detail

This section of search page allows the user to search by detailed line item information associated with billing documents. The fields searchable in this section include:

- 1) Rate Code – Search for bills containing line items with a specific rate code
- 2) Fund Code – Search for bills containing line items with a specific fund code
- 3) Service Date Range – Search for bills containing line items with a date of service within a specific date range
- 4) Shorthand Code – Search for bills containing line items with a specific shorthand code
- 5) Line Description – Search for bills containing line items with a specific line description

Search Bills Screen – Line Item Detail

The screenshot shows the 'Search Bills Screen – Line Item Detail' interface. On the left is a sidebar with buttons for 'Dashboard', 'Create Bill', 'Search', and 'Reports'. Below these buttons, it says 'Welcome, Denise' and 'GIPSA Billing Application Version: 1.0.1.1'. The main content area is titled 'Search Bills Screen – Line Item Detail' and has a 'Collapse All' button in the top right. The search filters are organized into three sections:

- Billing Document Info:** Includes fields for Billing FO (dropdown), GBA Status (dropdown), FMMI Status (dropdown), Created By (dropdown), BD# (text), Bill Type (dropdown), Bill Comments (contains) (text), and Date Created (range).
- Customer Information:** Includes fields for Customer Name (contains) (text) and Customer Number (text).
- Line Item Detail (highlighted with a red border):** Includes fields for Rate Code (text), Shorthand Code (text), Fund Code (dropdown), Line Description (contains) (text), and Date of Service (range).

At the bottom of the main content area are 'Clear Form' and 'Search' buttons.

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Search Results

After a search has been performed and results have been generated, the *screen depicted to the right* will be displayed. This screen will also allow users to:

- 1) View the number of results
- 2) Change the number of results shown per page
- 3) Sort search results by specific fields
- 4) Navigate through pages of results
- 5) Clear the form and search results

Search Bills Screen – Search Results

The screenshot displays the 'Search Bills Screen – Search Results' interface. On the left is a navigation menu with buttons for 'Dashboard', 'Create Bill', 'Search', and 'Reports'. Below the menu, it says 'Welcome, Denise' and 'GIPSA Billing Application Version: 1.0.1.1'. The main area features search filters: 'Billing Document Info', 'Customer Information', and 'Line Item Detail', each with an expand/collapse icon. There are 'Clear Form' and 'Search' buttons. Below the filters, it shows 'Showing Results 1 - 4 of 4' and 'Results per page: 10'. A table of results is displayed with the following data:

Action	BD Number	Bill Type	Bill Amount	Customer Name	GBA Status	FMMI Status	Billing FO	Create Date	Last Update Date
	11PO040003	FMMI	\$3,360.00	ADM GRAIN	Open		Portland Field Office	4/27/2011	4/27/2011
	11CR040007	FMMI	\$37.60	ADM GRAIN	Open		Cedar Rapids Field Office	4/27/2011	4/27/2011
	11CR040003	FMMI	\$22.60	ADM BENSON QUINN	Open		Cedar Rapids Field Office	4/26/2011	4/27/2011
	11CR040001	FMMI	\$86.00	ADM EDIBLE BEAN SPECIALTIE	Processed	Posted	Cedar Rapids Field Office	4/26/2011	4/27/2011

At the bottom of the table area, there are navigation buttons: 'First', 'Prev', '- Page 1 of 1 -', 'Next', and 'Last'.