Customer Billing Search

The **Customer Billing Search** allows customers to search for specific charges by filling in one or more search fields.

Click on the blue questions mark next to the field name to get info on what to enter in that field.

After filling in one or more search fields you can click **Run**, **Export**, or **Save**.

- By clicking **Run** you will open a report based on the entered search criteria in PDF format.
- By clicking **Export** you will open an excel document that shows detailed charges based on the entered search criteria.
- By clicking **Save** you will save and name the search parameters entered for future use.

Transaction Number Search

The transaction number is the 6 digit number located in **WISDM** in the **Description** and **PO** fields.

Main Menu ▼ Comment

Fund: 101
Department: 717109
Excluding Projects
Back to Summary Report
☑ Include Payroll Detail

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Acct Descr	PO
101	717109		7	2140		823.82	FLEET-JUL-199520	Travel-Fleet Charges-Vehicles	199520

Customer Billing Search

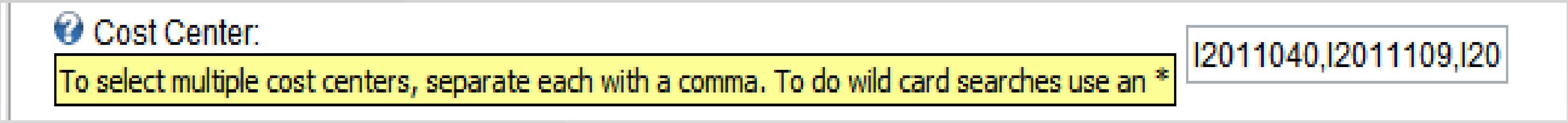
Transaction Number:

Enter a transaction number. This is the 6 digit number in the description field of WISDM

Running a search based on this criterion will show the detail behind the **Monetary Amt** in **WISDM**.

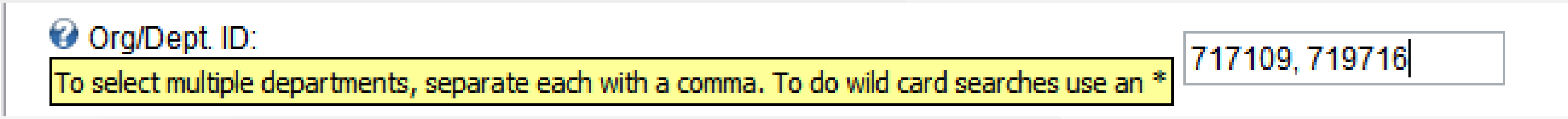
Cost Center Search

You can search for charges for multiple cost centers by typing in each cost center separated by a comma.



Org/Dept ID Search

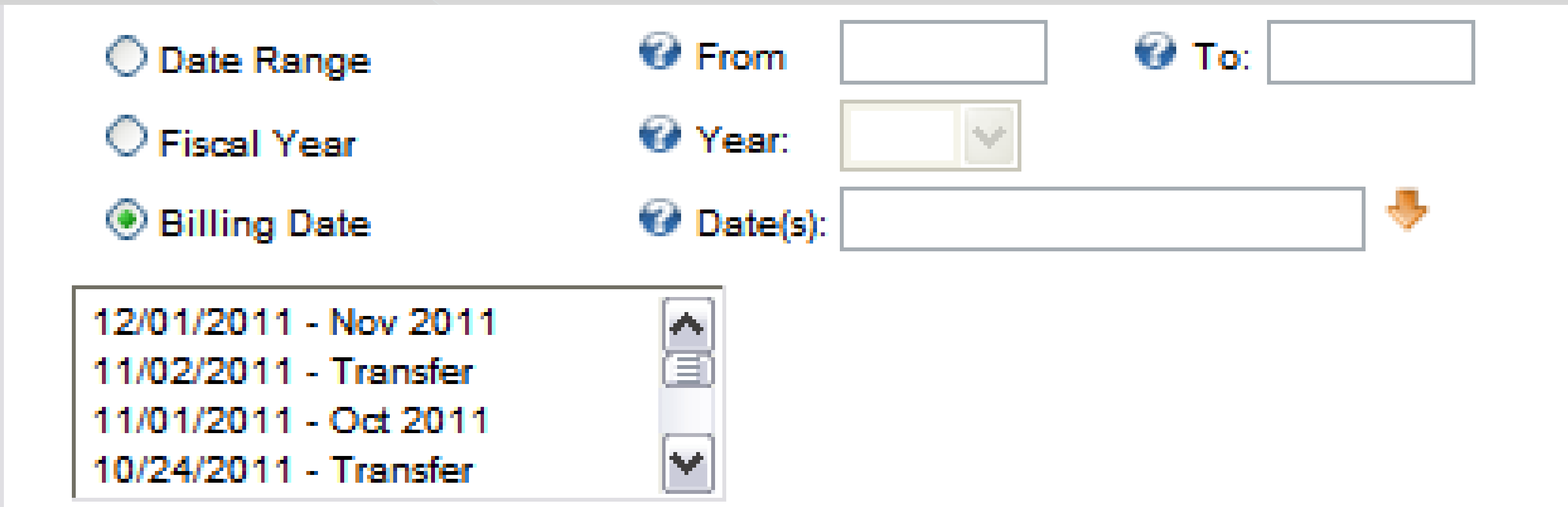
You can search for charges for multiple departments by typing in each department separated by a comma.



Tip- Some search fields allow you to use a “wild card” in the search parameter.
Example: Entering 85* in the Org/Dept. ID field will expand the search to include all Org/Dept. ID’s that begin with 85.

Date Fields

You can narrow your search to a specific date or date range by selecting either the Date Range, Fiscal Year, or Billing Date fields. Leaving the date fields unchecked will run the billing form life-to-date.



Tip: The November billing is the 12/01/2011 billing, the October billing is the 11/01/2011 billing, etc.

Additional Tips

- The more fields entered in billing search the more specific the search result
  - Ex: Entering an **Org/Dept. ID** and a **Fund** will lead to a more focused report
- If you plan to run the same search over and over, you should utilize the **Save** option to save your search parameters for future use.