

## Locate the Non-Student Billing Req ID for an invoice

Go to the Billing Details screen

The screenshot shows the Oracle Billing interface. The breadcrumb navigation is: Favorites > Main Menu > Billing > Review Billing Information > Details. A dropdown menu is open under 'Review Billing Information', listing several options: Interface Transactions, Manage Billing Worksheet, Maintain Bills, Generate Invoices, Locate Bills, Review Billing Information, and Review Processing Results. The 'Review Billing Information' option is selected, and a sub-menu is open, listing: Summary, Details (circled in red), Installment Bill Schedule, Recurring Bill Schedule, Attached Bills, AR Pending Items, Review Entries by Invoice, Review Entries by Journal, Adjustment History, and Review Line History. The search form on the left includes fields for Business Unit, Invoice, Bill Status, Customer, and Contract, each with a 'begins with' dropdown. There is a 'Find an Existing Value' button and a 'Search' button.

Search for an Invoice number

The screenshot shows the Oracle Billing interface. The breadcrumb navigation is: Favorites > Main Menu > Billing > Review Billing Information > Details. The search form is visible, with the 'Invoice' field highlighted by a red oval. The 'Invoice' field contains the text 'misc049586'. The 'Business Unit' field contains 'UOD01'. The 'Limit the number of results to (up to 300):' field contains '300'. There is a 'Find an Existing Value' button and a 'Search' button.

Req ID number is captured as "Web ID"

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Unit: UOD01 Invoice: MISC049586 Invoice Amt: 24.99 USD  
**Web ID 3039401.00**

Status: INV Invoice Date: 04/17/2014 Cycle ID: DAILY  
Type: STN Source: 02725 Frequency: Once  
Customer: 25566 SubCust1: SubCust2:  
Crystal Mason  
Invoice Form: MISC\_BILL From Date: To Date:  
Accounting Date: 04/17/2014 Pay Terms: DOR Pay Method: Check  
Remit To: UOD01 Bank Account: DEP  
Sales: CS Bill Inquiry Phone: 302-831-2559  
Credit: CS Collect: GL

Biller: Billing Authority:  
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