

Lesson 24: Billing Transactions

This lesson will teach the user how to view and Billing Transactions

1. Log in user your assigned User name and Password
2. On the menu bar, choose **Billing>Billing Transaction Console**
3. Enter your Incident number into the appropriate box on the **Billing Transaction Search screen**
4. The **Billing Transaction List** screen appears
5. Click on the check box to the left of the item and then click on the view details button
6. The ensuing screen will be the **Billing Transaction Details** screen
7. There are no further steps to view the Billing Transaction details