

Question: How can I review invoice detail history related to my customer account?


- Choose the **Bills** menu option from the main **Ebill Payment Home** menu:

The screenshot shows the enesco eBill website interface. On the left, there is a navigation menu with 'Bills' highlighted. The main content area is titled 'Bills' and 'World's Greatest Hallmark'. Below this, there is a 'Bill List' table with columns for Invoice Number, View/print, Invoice Date, Due Date, Pay Method, Invoice Amount, Current Balance, and Currency. The first row of the table, with invoice number 15735727, is circled in red. The 'View/print' link for this row is circled in blue.

Invoice Number	View/print	Invoice Date	Due Date	Pay Method	Invoice Amount	Current Balance	Currency
15735727	View/print	02/14/2016	03/15/2016	Check	629.36	629.36 USD	
15735726	View/print	02/14/2016	02/14/2016	Check	629.36	629.36 USD	
15734088	View/print	02/11/2016	03/12/2016	Check	793.00	793.00 USD	
15734087	View/print	02/11/2016	03/12/2016	Check	301.00	301.00 USD	
15734086	View/print	02/11/2016	03/12/2016	Check	192.00	192.00 USD	
15734085	View/print	02/11/2016	03/12/2016	Check	971.00	971.00 USD	
15734084	View/print	02/11/2016	03/12/2016	Check	860.00	860.00 USD	
15734083	View/print	02/11/2016	03/12/2016	Check	1,654.00	1,654.00 USD	
15734082	View/print	02/11/2016	03/12/2016	Check	2,291.00	2,291.00 USD	
15734081	View/print	02/11/2016	03/12/2016	Check	2,381.00	2,381.00 USD	

You have the ability to inquire on one specific invoice by clicking on an **Invoice Number** in the 1st column (see red circle above) and you will be taken to the **Bill Summary** page that displays the invoice details, or you can choose the **View/print** hyperlink in the 2nd column that will display a copy of the invoice.

Invoice Inquiry



enesco
enescogift DEPARTMENT GUND GREGG GIFT COMPANY

ENESCO, LLC
225 WINDSOR DRIVE
ITASCA, IL 60143
Ph:800-436-3726 Fax:630-875-8324
www.enesco.com

INVOICE #: **15734081**
 INVOICE DATE: **2/11/2016**
 PAGE NUMBER: **Page 1 of 4**

INVOICE

World's Greatest Hallmark

PO Box 99999
Seattle WA 98111-0870

SHIP TO CUSTOMER: 123456

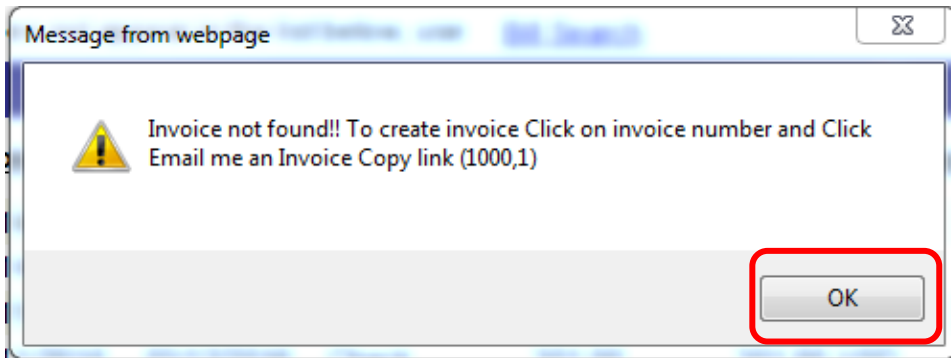
World's Greatest Hallmark
PO 1234
Seattle WA 98111

PAYMENT TERMS: Net 30 Days
PAYMENT DUE DATE: 3/12/2016
SALESPERSON:

ORDER #: EGV4237164
CUSTOMER PO #:
BILL TO ACCOUNT: 98765

ENESCO PRODUCT	CUSTOMER PRODUCT	PRE PACK	PRODUCT DESCRIPTION	UPC #	PICK BATCH	QTY	UOM	LIST PRICE	EXT LIST PRICE	EXT ADJ.	EXT NET PRICE
058133			Winky Lamb Rattle White 7"	028399581337	73879	4	EA	\$6.50	\$26.00		\$26.00
058133			Winky Lamb Rattle White 7"	028399581337	73879	4	EA	\$6.50	\$26.00		\$26.00
058133			Winky Lamb Rattle White 7"	028399581337	73879	4	EA	\$6.50	\$26.00		\$26.00
058133			Winky Lamb Rattle White 7"	028399581337	73879	12	EA	\$6.50	\$78.00		\$78.00
058935			Lopsy Lamb Comfy Cozy 24"	028399589357	73879	2	EA	\$17.50	\$35.00		\$35.00
058935			Lopsy Lamb Comfy Cozy 24"	028399589357	73879	2	EA	\$17.50	\$35.00		\$35.00
319737			Lena Lamb Keywind-Brahms Lulla	028399004362	73879	8	EA	\$15.00	\$120.00		\$120.00
319737			Lena Lamb Keywind-Brahms Lulla	028399004362	73879	2	EA	\$15.00	\$30.00		\$30.00

If you choose to **View/print** an invoice and you receive the following message:



You can generate your own copy of the invoice by doing the following:

- a. Click **OK** on the error message (see red circle above).
- b. Click on the **Invoice Number** hyperlink from the **Bills** page and that will take you to the **Bill Summary** page.
- c. Then you can choose the **Email me an Invoice Copy** hyperlink for the invoice that you're interested in viewing.
- d. Once you've confirmed the email address is correct, click **Send**:



...and you will find a copy of the invoice in your email inbox.

- If you click a specific invoice number from the **Bills** page, you will then see this **Bill Summary** page:

The screenshot shows the 'Bill Summary' page for invoice number 15734086. The page includes a navigation menu with links for Home, Profile, Contact Us, and Sign Out. A sidebar on the left contains 'eBill Payment Links' and 'Payment Cart'. The main content area displays the following summary table:

Invoice Date	Due Date	Current Balance
02/11/2016	03/12/2016	192.00 USD
Gross Extended Amount:		192.00
Total Discounts:		0.00
Total Surcharges:		0.00
Net Extended Amount:		192.00
Total VAT Amount:		0.00
Total Sales/Use Tax:		0.00
Total Invoice Amount:		192.00

Below the table are three buttons: 'Add to Payment Cart' (highlighted with a red circle), 'Return to Bill List' (highlighted with a green circle), and 'Email me an Invoice Copy' (highlighted with a purple circle). A 'Bill Details' section at the bottom shows line item 1 for 'Curious George Take a Long 15\"

On this page, you have the ability to:

1. View the details of a particular invoice
2. Choose to email an invoice copy by clicking on the **Email me an Invoice Copy** hyperlink (purple circle above)
3. Add the invoice to your payment cart by clicking on the **Add to Payment Cart** button (red circle above).
4. Return to Bill List takes you back to the main page that lists all bills (green circle above).

Invoice Inquiry

- Another option for finding the bills that you'd like to pay is to click on the **Bill Search** button from the initial **Bills** page, and you can enter specific search criteria such as:
 - Invoice Number
 - From and To Invoice Date
 - From and To Amount

- Additionally, you can sort the list of invoices (ascending or descending) by:
 - a. Invoice Date
 - b. Invoice Amount
 - c. Due Date
 - d. Invoice Number

The screenshot shows the enesco eBill website interface. At the top, there is a navigation bar with the enesco logo, a row of holiday-themed icons, and the text "Welcome, Nancy Solis! Representing: World's Greatest Hallmark". Below this are links for Home, Profile, Contact Us, and Sign Out.

The main content area is titled "Bills" and contains a "Bill Search" section. Below the title, it says "Enter search criteria and click on Search. Leave blank for all values." There is a "Search Criteria" section with the following fields:

- Invoice: [Text Input]
- From Invoice Date: [Text Input] (example: 12/31/2015)
- To Invoice Date: [Text Input] (example: 12/31/2015)
- From Amount: [Text Input]
- To Amount: [Text Input]
- Sort By: Invoice Date (dropdown) Descending (dropdown)

The "Sort By" dropdown menu is highlighted with a red box. Below the search criteria is a "Search" button.

On the left side, there is a sidebar with "eBill Payment Links" and "Payment Cart" sections. The "eBill Payment Links" section includes links for eBill Payment Home, Bills, Account Balance, Balance Detail, Payment History, My Preferences, Customers, and Order Management Home. The "Payment Cart" section shows "Payment Cart is empty."

- After you click the **Search button** from the **Bill Search** page, you will see a reduced listing of the initial the **Bills** page that contains only those invoices that are part of your search criteria:

The screenshot shows the enesco eBill website interface. On the left, there are navigation menus for 'eBill Payment Links' and 'Payment Cart'. The main content area is titled 'Bills' and shows a list of invoices for 'World's Greatest Hallmark'. A table lists various invoices with columns for Invoice Number, View/print, Invoice Date, Due Date, Pay Method, Invoice Amount, Current Balance, and Currency. A red box highlights the table headers, and a purple arrow points to the 'Bill Search' button in the text above the table.

Bills
World's Greatest Hallmark

Select the bill you wish to view.
If the bill you are looking for does not appear in the list below, use [Bill Search](#)

Invoice Number	View/print	Invoice Date	Due Date	Pay Method	Invoice Amount	Current Balance	Currency
15735727	View/print	02/14/2016	03/15/2016	Check	629.36	629.36	USD
15735726	View/print	02/14/2016	02/14/2016	Check	629.36	629.36	USD
15734088	View/print	02/11/2016	03/12/2016	Check	793.00	793.00	USD
15734087	View/print	02/11/2016	03/12/2016	Check	301.00	301.00	USD
15734086	View/print	02/11/2016	03/12/2016	Check	192.00	192.00	USD
15734085	View/print	02/11/2016	03/12/2016	Check	971.00	971.00	USD
15734084	View/print	02/11/2016	03/12/2016	Check	860.00	860.00	USD
15734083	View/print	02/11/2016	03/12/2016	Check	1,654.00	1,654.00	USD
15734082	View/print	02/11/2016	03/12/2016	Check	2,291.00	2,291.00	USD
15734081	View/print	02/11/2016	03/12/2016	Check	2,381.00	2,381.00	USD
15734080	View/print	02/11/2016	03/12/2016	Check	752.00	752.00	USD
15734079	View/print	02/11/2016	03/12/2016	Check	32.00	32.00	USD
15734078	View/print	02/11/2016	03/12/2016	Check	256.00	256.00	USD
15734077	View/print	02/11/2016	03/12/2016	Check	96.00	96.00	USD
15734076	View/print	02/11/2016	03/12/2016	Check	448.00	448.00	USD
15734075	View/print	02/11/2016	03/12/2016	Check	64.00	64.00	USD
15734074	View/print	02/11/2016	03/12/2016	Check	64.00	64.00	USD
15733906	View/print	02/11/2016	03/12/2016	Check	540.00	540.00	USD
15733905	View/print	02/11/2016	03/12/2016	Check	1,785.00	1,785.00	USD

Invoice Inquiry

- You have the ability to sort the data on the page in a variety of ways by clicking the heading of the column you want to use as your sort field (see red circle above).
- You also have the ability to download the data on the page into Excel by clicking on the download icon in the heading section of the chart (see purple arrow above).
- All grids displayed in Ebill have additional features available to aid in managing the data. Including:



(Show Next Row or Show Previous Row) Click to display the next or previous row of data.

View All Click to display the maximum number of rows available to be viewed at once on the page.

Find Click to find a row of data containing a specified search string.

First/Last Click to access the first or last row of data.