

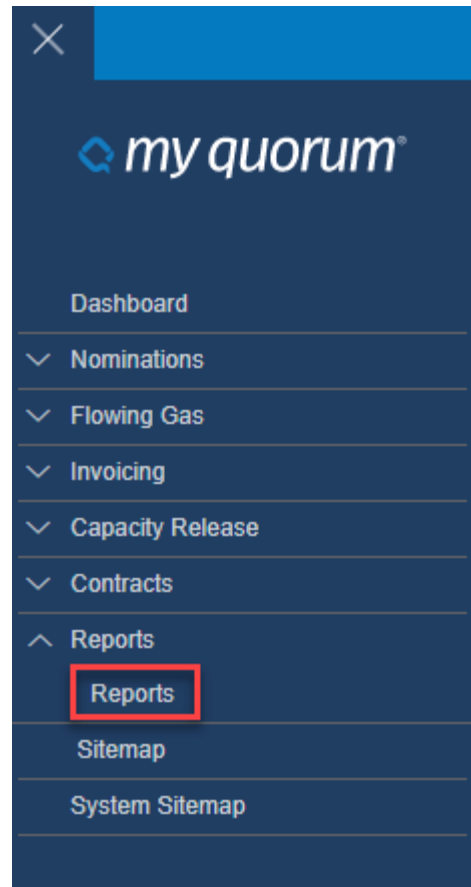
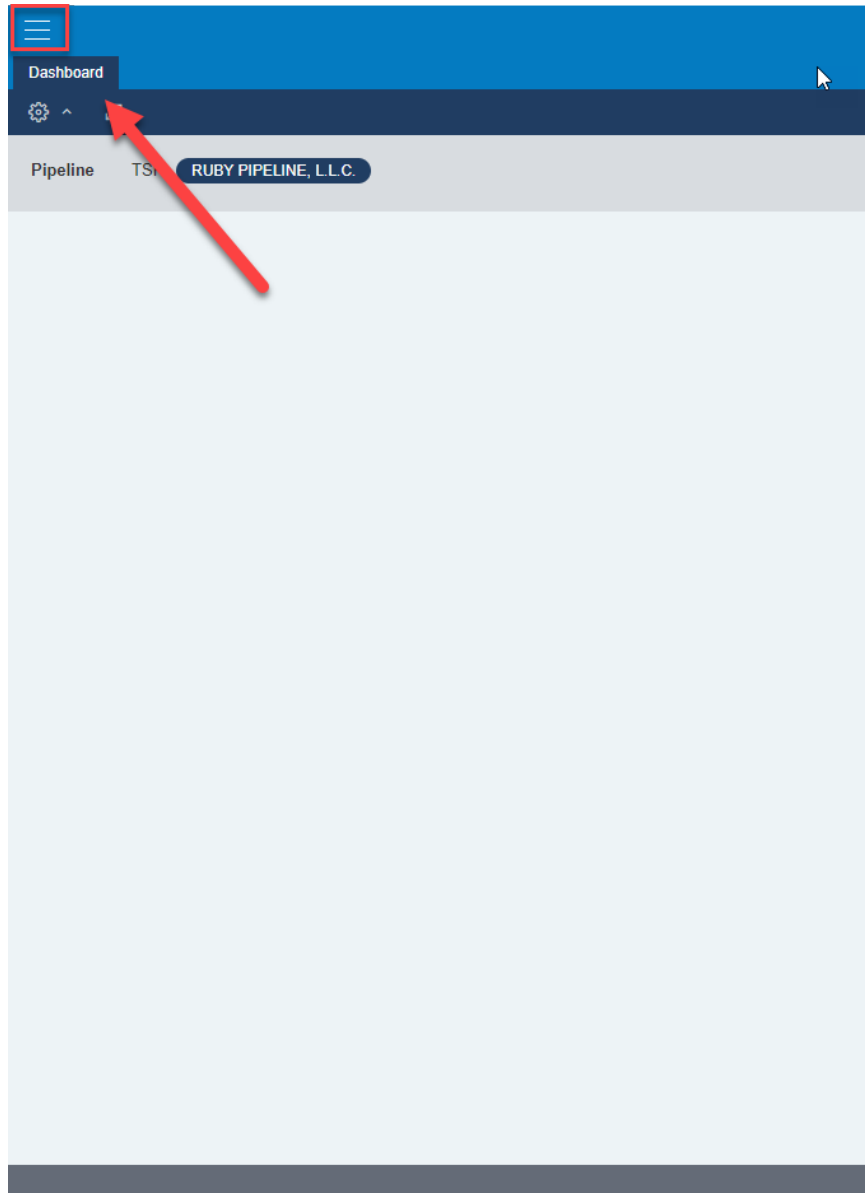
MyQuorum – Invoice Retrieval

May 2023



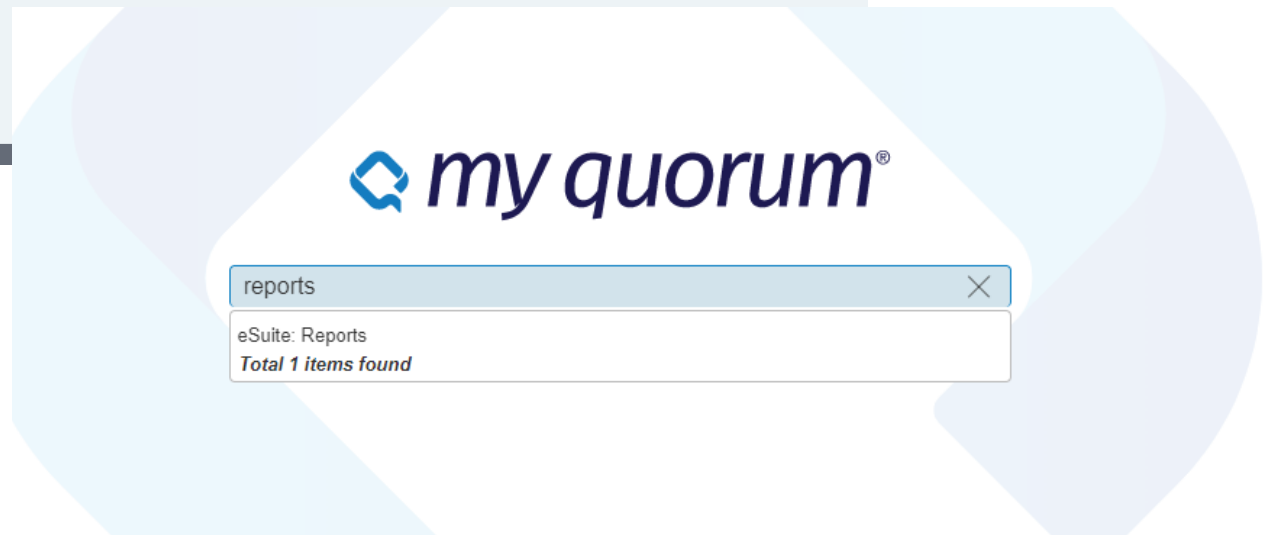
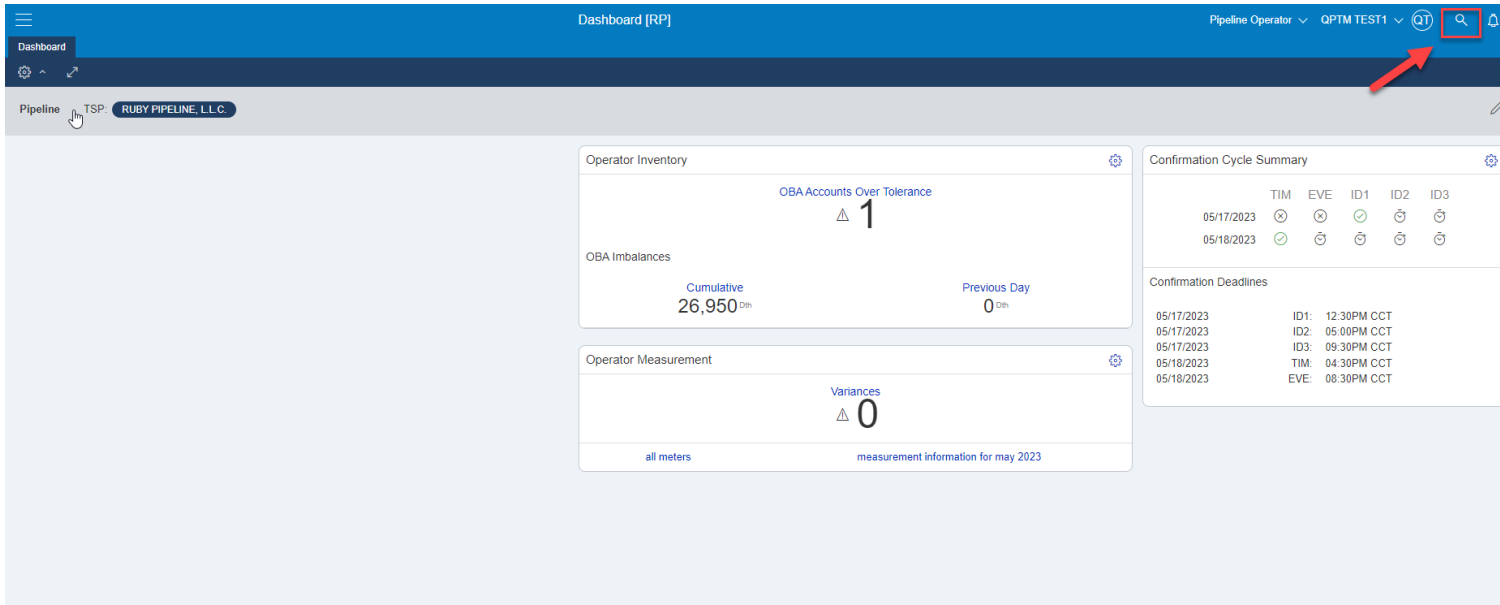
Navigation to Reporting Screen

- Two Ways to Access Reports:
 - Menu → Reports

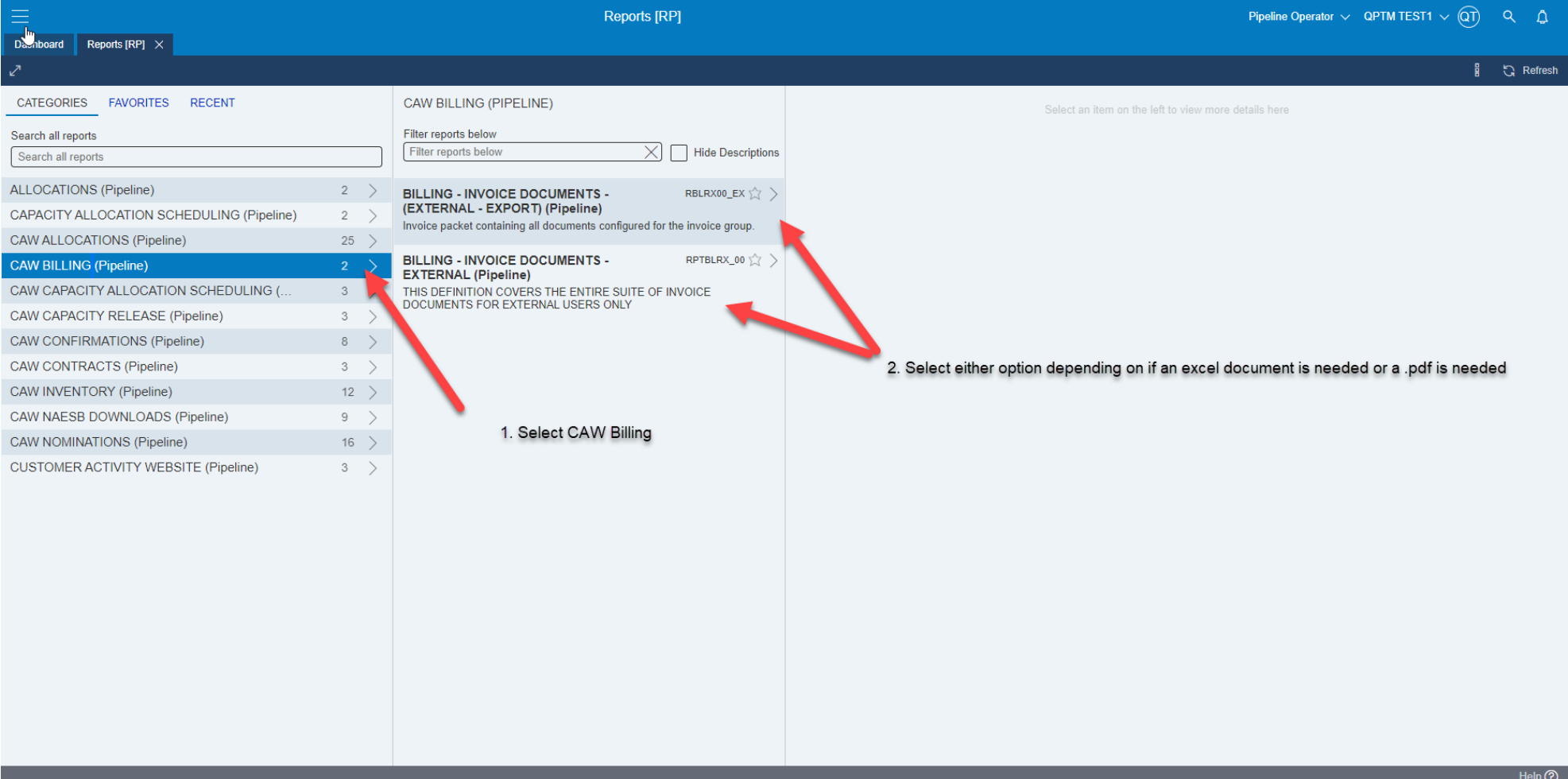


Navigation to Reporting Screen

- Two Ways to Access Reports:
 - Search for “Reports” through search function.



Choosing Report Type



The screenshot shows the 'Reports [RP]' interface. On the left, a list of report categories is displayed under 'CATEGORIES', 'FAVORITES', and 'RECENT'. The 'CAW BILLING (Pipeline)' report is highlighted in blue. A red arrow points to this category with the text '1. Select CAW Billing'. In the center, the details for 'CAW BILLING (PIPELINE)' are shown, including a search filter and two sub-options: 'BILLING - INVOICE DOCUMENTS - (EXTERNAL - EXPORT) (Pipeline)' and 'BILLING - INVOICE DOCUMENTS - EXTERNAL (Pipeline)'. A red arrow points to the second sub-option with the text '2. Select either option depending on if an excel document is needed or a .pdf is needed'. The right side of the interface is currently empty, displaying the text 'Select an item on the left to view more details here'.

1. Select CAW Billing

2. Select either option depending on if an excel document is needed or a .pdf is needed

Choosing Accounting Month and Invoice Generation TALLGRASS

BILLING - INVOICE DOCUMENTS - EXTERNAL

TSP NO
*325

ACCOUNTING MONTH
*ACCOUNTING MONTH

INVOICE SORT ORDER
*ACCOUNTING MGR/BP NAME

INVOICE CONTACT ID
INVOICE CONTACT ID

INVOICE GROUP ID
INVOICE GROUP ID

INVOICE STMT DISPLAY TYPE
*CONFIG

PRINT STMT OF ACCTS

PRINT INVOICE SUMMARY

PRINT INVOICE REMIT ADVISE

PRINT INVOICE DETAIL

PRINT INVOICE STORAGE STMT

PRINT INVOICE PAL STMT

PRINT INVOICE IMBAL STMT

PRINT INVOICE TRADE STMT

PRINT INVOICE TRANSFERS

PRINT INVOICE POOL STMT

PRINT INVOICE ALLOC STMT

PRINT INVOICE INCR CHRG DTL
*1

PRINT INVOICE CASHOUT
*1

PRINT INVOICE PRELIM CASHOUT
*1

PRINT INVOICE OVERRUN

2. Enter or Select Business Party Number

PRINT INVOICE INTEREST CHARGE

PRINT INVOICE PENALTY REFUND

BUSINESS PARTY
BUSINESS PARTY

INVOICE GRP CTGRY
INVOICE GRP CTGRY

1. Enter in Accounting Month

BILLING - INVOICE DOCUMENTS - EXTERNAL

INVOICE GROUP ID
INVOICE GROUP ID

INVOICE STMT DISPLAY TYPE
*CONFIG

PRINT STMT OF ACCTS

PRINT INVOICE SUMMARY

PRINT INVOICE REMIT ADVISE

PRINT INVOICE DETAIL

PRINT INVOICE STORAGE STMT

PRINT INVOICE PAL STMT

PRINT INVOICE IMBAL STMT

PRINT INVOICE TRADE STMT

PRINT INVOICE TRANSFERS

PRINT INVOICE POOL STMT

PRINT INVOICE ALLOC STMT

PRINT INVOICE INCR CHRG DTL
*1

PRINT INVOICE CASHOUT
*1

PRINT INVOICE PRELIM CASHOUT
*1

PRINT INVOICE OVERRUN

PRINT INVOICE INTEREST CHARGE

PRINT INVOICE PENALTY REFUND

PRINT INVOICE IMBAL DTL STMT
*1

BUSINESS PARTY
BUSINESS PARTY

INVOICE GRP CTGRY
INVOICE GRP CTGRY

3. Scroll down and click on Execute to generate the invoice

Advanced Parameters
Show more ^
(M) - Multiple value input. Use ';' to separate values.

DEFAULTS PREVIOUS RUN PARAMETERS EXECUTE



Contact:

If you have questions or need assistance, please reach out to the Business Analyst Team:

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