******State of Kansas**

**Billing Manager Dashboard**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 11/11/2015 |
| **Version:** | 1.0 |
| **Last Updated Date:** | 3/4/2019 |
|  | The Billing Manager Dashboard provides three pivot grids useful in obtaining a visual overview of Invoice Analysis by Month, Bills by Status, and Incomplete Invoice Process. Note: On the Incomplete Invoice Process pivot grid, the Bill Source field did not populate in the data tables prior to the Upgrade. As data accumulates, this grid should populate. |
| Navigation: Billing Homepage > Utilities > Review Billing Information > Billing Manager Dashboard **or** Navigator > Billing > Billing Manager Dashboard  Select the gear icon and select *Prompts*. |  |
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| Enter the criteria for the prompt. Click *OK*.  |  |
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| After the grid updates, use the filters to further limit results. |   |
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| The grids provide many hyperlinks or *Action* links to drill down into the data.  |  |
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| Results are limited to 100. Click *Return* or *X* to close the Pivot Grid Drilldown. |  |
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| Clicking on the Bar Chart, then clicking the Detailed View also activates the Privot Grid Drilldown with the detail for the month selected. |  |
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| The icons in the screenshot allow for the personalization of the chart. |  |
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| The grids provide the ability to download the data. |  |
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| Bills by Status and Incomplete Invoice Process pivot grids follow the same setup as above by using the gears to set up prompts and filters for display. |  |