

“BILL” TRANSACTION QUICK REFERENCE GUIDE

Web ATIDS

HOW TO...

ACCESS THE BILL TRANSACTION?

- Login to Web ATIDS
- From Main menu click on “Billing Activity Menu” button
- This will display the Billing Activity Menu

PRINT A MONTHLY SUMMARY?

- Click on “Summary by Month”
- In the “Month/Year” field type the desired month and year
- Click on the “Print” option
- Click Submit

PRINT A DETAIL BY FILE?

- Click on “Detail by File”
- In the “File Name/No.” field type file name or number
- Click on the “Print” option
- Click Submit

PRINT AN INVOICE BY FILE?

- Click on “Invoice by File”
- In the “File Name/No.” field type file name or number
- Click on the “Print” option
- Click Submit

PRINT AN INVOICE BY DAY?

- Click on “Invoice by Day”
- In the “Invoice No.” field type file name or number or in the “Activity Date” field type the desired date
- Click on the “Print” option
- Click Submit

MAKE AN ADJUSTMENT TO A FILE?

- Click on “Adjustment Request”
- In the “File Name/No.” field type file name or number
- Click Submit
- In the “Requestor” field type the name of the person requesting the adjustment
- Select the Adjustment Reason Code
- Click Submit

TIPS:

- To obtain the equivalent of the monthly detail report previously sent by The Fund, select “Detail by Month” and enter the month/year for the desired month.
- For additional options, click on the “Advanced Billing Activity Menu”
- The Bill Transaction contains one year’s worth of history.
- Billing charges will appear the day after a charge has been incurred. For example, a file opened today will be available in the BILL transaction the next business day.
- “Date Range” criteria allows any variation of a maximum of 31 days.
- The Fund will continue to send a consolidated monthly statement for only “OPEN/UNPAID” items.