

State of Oklahoma

COR405

Billing – Creating and Processing Bills
Manual

Office of Management & Enterprise Services



OKLAHOMA

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Document History

<u>Document Revision</u>	<u>Date</u>	<u>Description</u>
1.0	04/15/2010	Initial Document
2.0	05/01/2014	Upgrade Update
3.0	10/25/2024	Upgrade Update

The content of this training manual is based largely on a generic system configuration and illustrates the base-line functionality required to execute transactions in the module. Your agency may be utilizing more or less of the functionality illustrated in this manual. This manual is intended to be a framework upon which agencies can add agency-specific training content that speaks specifically to the system functionality that they have deployed and related configuration that they use for transaction processing. Agencies should not depend on these manuals for end-user training or problem resolution until they have been reviewed by the agency for appropriateness



Creating Invoices Overview

Invoices can be created on-line through the Bill Entry pages in the Billing Module or from an external source like the Contract Module. Regardless of source, once created, bills can be edited, approved (set to 'Ready' status), and 'Finalized' all within the Billing Module. Once bills are Finalized, the invoice can be sent to the Accounts Receivable module for Cash Application.

Within the Billing Module, bills can be adjusted to reflect credit or correction activity. Bills can also be Copied to create new bills from similar bills that exist in the system.

The Billing Module supports the following bill/invoice features for maintenance purposes:

- Create Bills/Invoices
- Receive billing data from other PeopleSoft applications
- Receive billing data from non-PeopleSoft applications
- Create installment bills
- Create recurring bills
- Review and validate bills
- Adjust invoices
- Create accounting entries for PeopleSoft General Ledger, Receivables and Accounts Payable
- Accrue unbilled revenue
- Defer revenue accounting



Key Terms

Billing Business Unit: Each agency has one, and only one Billing Business Unit. The Business Unit is the 3 digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Customer: A customer is an external entity that is defined in a Contract to receive invoices and from which revenue is recognized. Customers can be individuals, businesses or federal grantors.

Customer ID: Customer ID is a unique identifier for Customers within the system. Customer ID's can be assigned by the system or keyed manually by a user. Each agency will have a unique list of Customer IDs with which they do business (generate revenue).

Bill (Invoice): The transaction containing invoice information for a Customer (bill header, bill lines, amounts, due dates, etc.). Bills are created then 'Finalized' in Billing to become a completed Invoice to which customer cash can be applied. The term Bill and Invoice can be used interchangeably.

Bill Type: The Bill Type represents a category of billing activity that should be grouped together on a particular bill. Default values can also be defined on the Bill Type that can default down onto bills (invoices). Bill Types can control values that appear on invoices as well as the appearance of the invoice.

Bill Source: Bill Source identifies a grouping of billing activity by the source of invoicing. Default values can be defined on the Bill Source that can default down onto bills (payment terms, bill cycles, accounts receivable distribution, etc.).

Contracts Business Unit: Each agency has one, and only one Contracts Business Unit. The Business Unit is the 3 digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Distribution Code: Distribution codes simplify the process of generating accounting entries by defining a valid combination of Chartfield values that are used as defaults on other pages. Distribution Codes can be defined for Revenue or Accounts Receivable.

Bill by Identifier: Billing uses the Bill-by Identifier to define how to group billing activity on invoices when it is added to a bill through the Billing Interface (external source). A Bill-by ID can appear as the default at the customer, bill source, bill type, and business unit levels.



Charge Codes: Charge Codes are similar to Products in the Contracts module that represent the basic offerings to the agency customer base. Charge codes can be used to bill for something that is not usually classified as a Product by normal business practices. Charge Codes are defined similar to a Product in the system but with less required parameters than Products used in the Contracts Module. Charge Codes define Price, Unit of Measure, Description, etc.

Recurring Bill Template: Defines the billing cycle for bills that are “Recurring” in nature. Bills can be scheduled to occur daily, monthly, annually, etc.



Process Flows

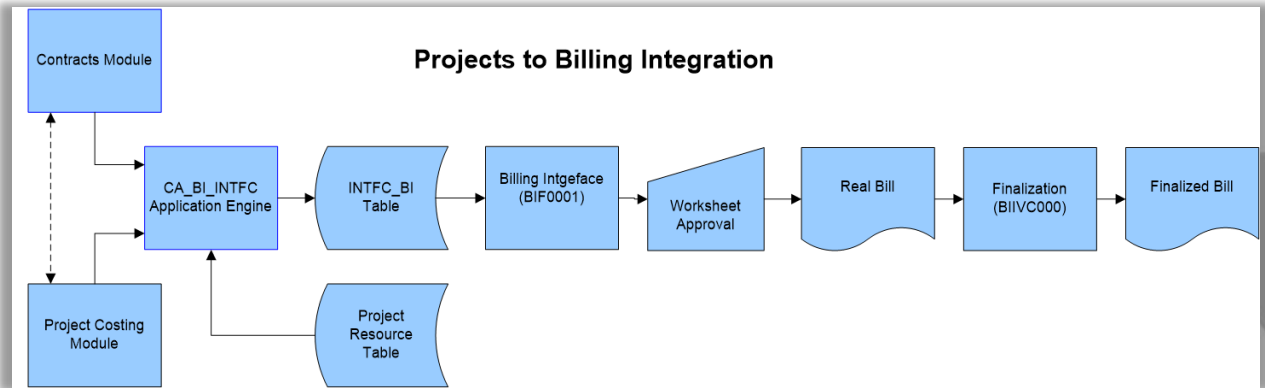


Diagram 1: Projects/Billing Module Integration



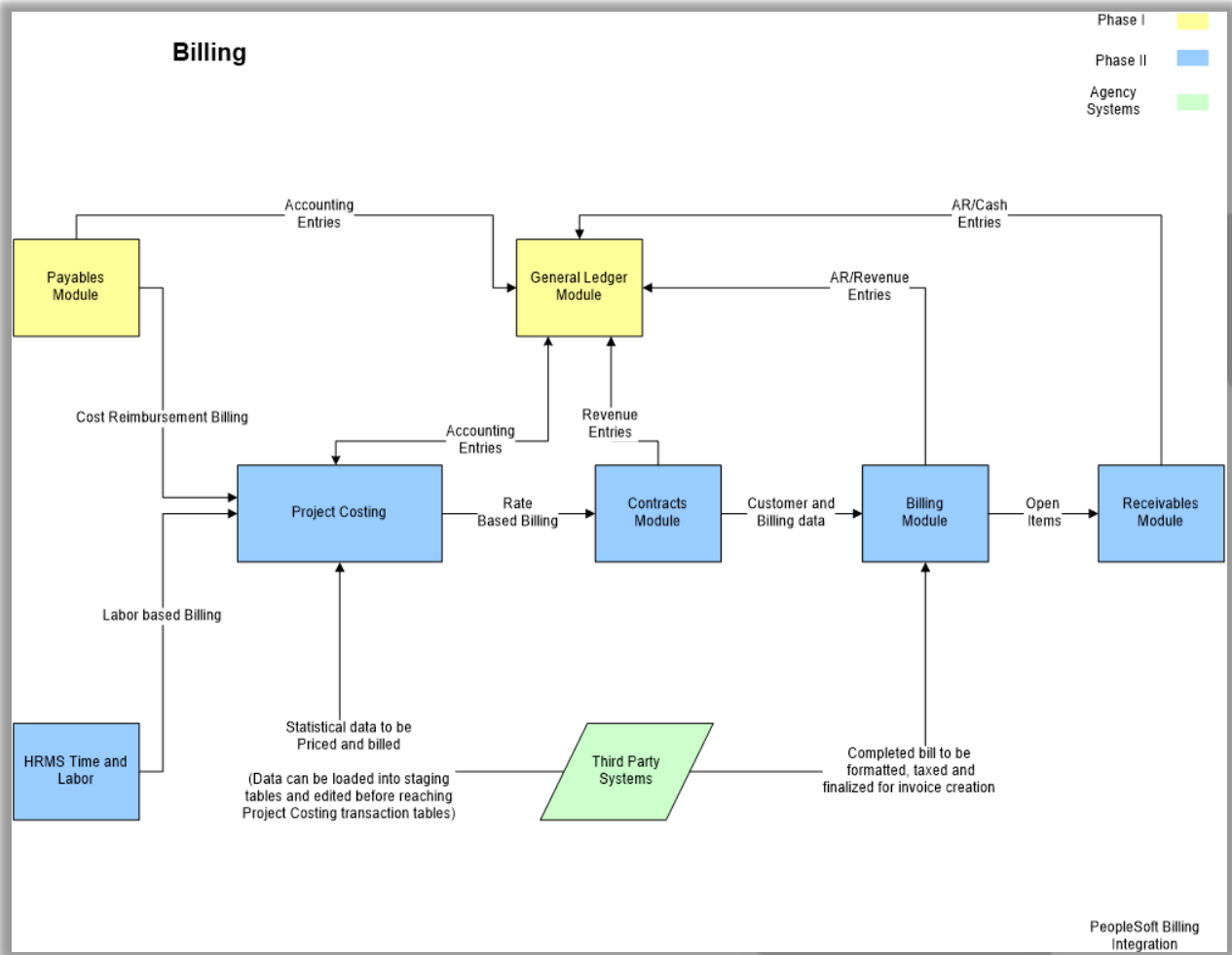


Diagram 2: Billing Integration Options

Guidelines, Concepts, and Alternatives

PeopleSoft Billing uses extensive defaults to automatically populate bill information. During online Bill entry, as certain fields are populated, the system automatically populates other fields on the Bill Header based on the defaults that are configured by the agency. Automatic field population also occurs during the Billing Interface process (BIIF0001) when a field that has possible default information is left blank.

For example, an agency may extend different 'Payment Terms' to customers based on the 'Type' of invoice that is being generated. If Payment Terms are defined by **Bill Type**, then each time a Bill Type is selected onto an invoice the corresponding Payment Terms are defaulted to the Bill Header.

Billing default values defined at the Lower-level of the diagram below "**Override**" values at a Higher-level in the hierarchy. For example, Payment Terms defined for the Customer would override Payment Terms defined for the Bill Type. When creating invoice on-line the system will search for the lowest level value in the hierarchy to populate a particular default field.

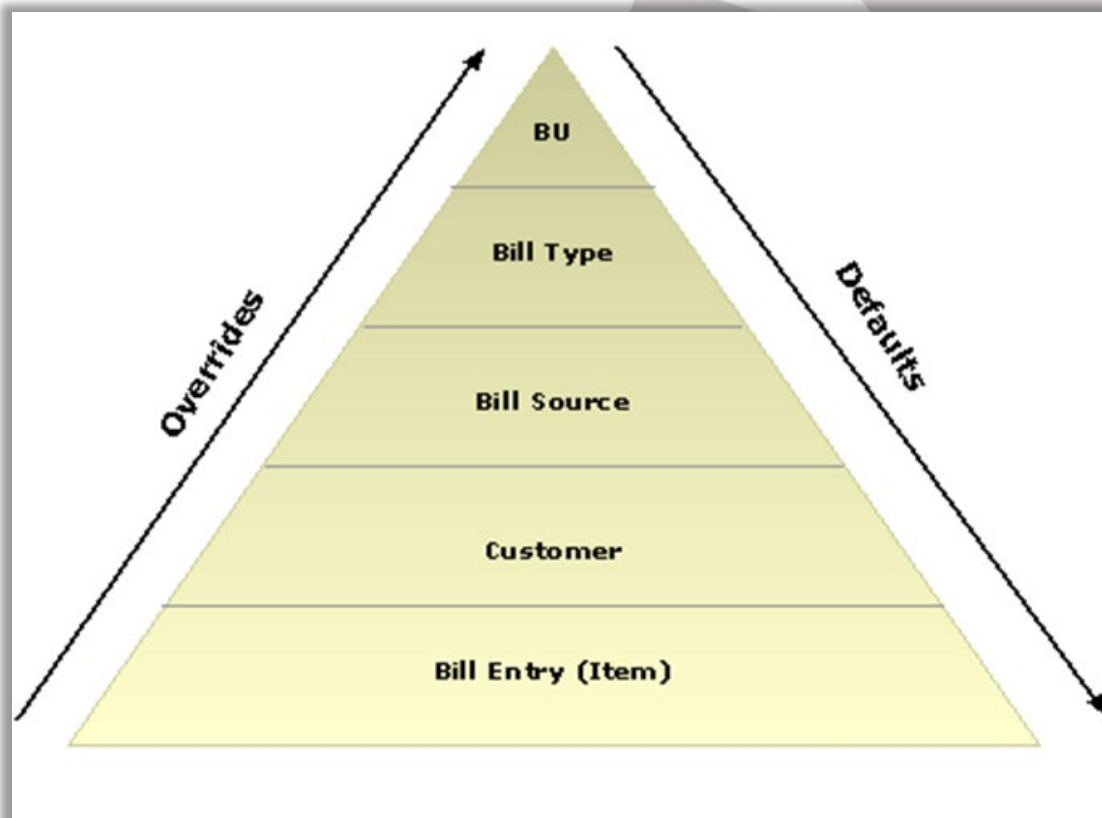


Diagram 3: Billing Default Hierarchy



Values Controlled at levels of the Billing Default Hierarchy:

Billing Business Unit:

1. Bill Cycle – defines processing parameters for an invoice (monthly, quarterly, etc.)
2. Remit To Bank Code – bank receiving payment.
3. Bank Account – bank account receiving payment.
4. Payment Terms – extended to customer on each invoice.
5. Accounts Receivable Distribution Code – Debit side of entry to establish Accounts Receivable balance for an invoice.
6. Deferred Revenue Distribution Code – Credit side of entry to establish deferred revenue.
7. Installment Plan ID – used for installment billing features.
8. Bill Inquiry Phone – Phone number on invoice for customer to direct inquiries.
9. Billing Specialist – Resource (person) on invoice for customer to direct inquiries.
10. Billing Authority –
11. Bill-by-Identifier – way to group similar bill lines together when interfaced into Billing.
12. Invoice Form – dictates the “look and feel” of invoice.

Bill Type:

- Bill Cycle, Remit To Bank Code, Bank Account, Payment Terms, Accounts Receivable Distribution Code, Installment Plan ID, Bill Inquiry Phone, Billing Specialist, Billing Authority, Bill-by-Identifier, Invoice Form

Bill Source:

- Bill Cycle, Remit To Bank Code, Bank Account, Payment Terms, Accounts Receivable Distribution Code, Installment Plan ID, Bill Inquiry Phone, Billing Specialist, Billing Authority, Bill-by-Identifier, Invoice Form

Customer:

- Bill Cycle, Invoice Form, Bill-by-Identifier, Accounts Receivable Distribution Code



On-line Invoice Creation

One way to create Bills (Invoices) in the system is to use the Billing pages to create a bill manually on-line. As opposed to bills that are generated externally and interfaced into the Billing Module, these bills originate in Billing and properties of the bill are assigned manually by the user creating the bill.

On-line bill entry can be useful for miscellaneous billing activity or billing activity that is not frequent enough to warrant automatic interface of billing data from another source.

Bills are comprised of both **Header** information and **Line** information. Both of these levels of the bill will be defined by the user during bill entry steps.

Create a Bill using Express Billing

Navigation: Billing > Maintain Bills > Express Billing > Add a New Value

Express Bill Entry

Find an Existing Value
Add a New Value

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

Add

Business Unit – enter the agency business unit value.

Invoice – leave this value as ‘NEXT’ to let the system assign the next auto-assigned invoice value. Alternatively, key the desired invoice number in this field.

Bill Type Identifier – select the Bill Type value for this invoice.

Bill Source – select the Bill Source value for this invoice.

Customer – select the customer for which this invoice is being created.

Click the **Add** button to enter the Express Billing pages.



Billing General Page

Unit 29000 Invoice NEXT Pretax Amt 0.00 USD

Bill Status <input type="text" value="NEW"/>	Invoice Date <input type="text"/>
*Bill Type <input type="text" value="GM"/>	Bill Source <input type="text" value="FED"/>
Cycle ID <input type="text" value="MONTHLY"/>	*Frequency <input type="text" value="Once"/>
*Invoice Form <input type="text" value="GM_LOC"/>	

Customer Information

*Customer SubCust1 [View Customer Activity](#)

EMPLOYMENT AND TRAINING ADMINISTRATION

SubCust2

[Address](#)

Payment Information

Header Detail

Lines to Add Max Rows

Bill Lines

Charge Details												Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields
Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account									
☐	1		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	0.00	AR Account	Revenue Account									

Go to: [Summary](#) [Copy Address Standard Entry](#) [Header Notes Bill Search](#) [Accounting Distributions Line Search](#) [Attachments](#)

Navigation: Page Series:

Use the **Bill Lines** section to define all Bill Lines for this invoice.

NOTE: Not all fields available in the Billing pages are illustrated in this manual. Only those fields generally used or required are listed and an explanation provided.

Line/Sequence – define how the system will track Bill Lines for this invoice – by line number or line sequence.

Identifier/Description – choose whether to create the Bill Line using a free-form **Description** or a pre-defined bill line **Identifier**.



NOTE: Bill Line **Identifiers** can be created for **Charge Codes, Discounts or Surcharges**. Typically, agencies can use Charge Codes to identify offerings to their customer base similar to Products in the Contracts Module (fees, licenses, etc.).

NOTE: When using Charge Codes with the **Identifier** option, you must first select the **Table** that values will be selected from (Charge Codes, Surcharges or Discounts), then select the Identifier value.

Description – define the Bill Line description.

Quantity – define the quantity value for this Bill Line.

Unit of Measure – define the Unit of Measure for the Quantity that is defined.

Unit Price – define the unit price for this Bill Line.

Gross Extended – this value will be calculated by the system when the page is refreshed or saved.

NOTE: When using Charge Codes with the **Identifier** option, the Unit of Measure and Unit Price will default from the Identifier selected.

NOTE: Use the **plus (+)** button to insert as many Bill Lines as are needed.

Select a Bill Line and **click** the copy icon, outlined below, to copy an existing Bill Line down to a new line. The system will create new Bill Lines equal to the number defined in the **Lines to Add** field.



On the **Line Information** Tab under Bill Lines section use the slide bar to locate:

Entry Type/Entry Reason – for Accounts Receivable processing, optionally enter these values.

The screenshot shows the 'Bill Lines' interface with the 'Line Information' tab selected. The table below is a representation of the data visible in the interface:

Sel	Seq	Line	Table	Identifier	Entry Type	Entry Reason	SubCust1	SubCust2	Revenue Recognition Basis	Recalculate Price	Purc
<input type="checkbox"/>	1		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Invoice Date	<input type="checkbox"/>	<input type="checkbox"/>

Purchase Order/ Purchase Order Line Item – to link this invoice line to a customer Purchase Order, enter those values.

On the **Project/Contract** Tab you will find the following fields:

The screenshot shows the 'Bill Lines' interface with the 'Project/Contract' tab selected. The table below is a representation of the data visible in the interface:

Sel	Seq	Line	Table	Identifier	PC Business Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Project Info
<input type="checkbox"/>	1		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Project Info

PC Business Unit/Project/Activity/Source Type/Category/Subcategory – optionally, enter Project Costing chartfields to link this Bill Line to a Project.

Use the other available tabs under Bill Lines to enter or view Bill Line information related to **Dates, Employees or Contracts**.

Click the **Save** button to save the Bill.

NOTE: The Bill can be saved at this point to save information entered so far and assign the Invoice Number. Additional information can be added after the **Save** button is clicked.

Click the **Charge Details** Tab under Bill Lines section.



BI Line Section

Bill Lines

Charge Details | Net Amount | Line Information | Product | Order | Shipment | Miscellaneous | Project/Contract | Service | User Fields

Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
<input type="checkbox"/>	1		ID	MISC	Misc Unemployment	1.0000	EA	100.0000	100.00	AR Account	413121

The BI Line displays on the **Billing General** page. Click the **Line Information** tab.

Bill Lines

Charge Details | Net Amount | Line Information | Product | Order | Shipment | Miscellaneous | Project/Contract | Service | User Fields

Sel	Seq	Line	Table	Identifier	Line Type	Accumulate	From Date	Through Date	Tax Code	Tax Exempt	Exemption Certificate	System S
<input type="checkbox"/>	1		ID	MISC	REV	<input checked="" type="checkbox"/>				<input type="checkbox"/>		

Line Type – defaults as ‘REV’ to represent a revenue bill line for a customer (as opposed to Surcharge, Discount, Freight, etc.)



Accounting Distributions Page

Click the **Charge Details** Tab to choose the [Revenue Account](#) link which will open the Accounting Distribution page. This page contains the Revenue Distribution.

NOTE: When using the **Navigation** feature to access Bill Line pages for additional information, select the bill line on which line action will be taken. This selection is required for Bills with more than one line.

Use the **Revenue Distribution** section on the Accounting Distributions page to define the revenue Accounting Entry for each Bill Line.

Code – Use the Distribution Code to facilitate populating chartfields for the revenue accounting line.

Chartfields – Populate the desired chartfields for this Bill Line revenue accounting entry.

Amount – Displays the amount of the Bill Line defined earlier on the Line List page.

Click the **Billing General** Tab.



Billing General Page

The screenshot shows the 'Billing General' page with the following fields and values:

- Unit: 29000
- Invoice: 290-0000032225
- Pretax Amt: 100.00 USD
- Bill Status: NEW
- Invoice Date: (empty)
- *Bill Type: GM
- Bill Source: FED
- Cycle ID: MONTHLY
- *Frequency: Once
- *Invoice Form: GM_GEN
- Customer Information:
 - *Customer: 0000021704
 - SubCust1: (empty)
 - SubCust2: (empty)
 - Address: EMPLOYMENT AND TRAINING ADMINISTRATION
- Payment Information: (empty)
- Header Detail: (empty)

The **Billing General** page displays Bill Header information derived from system defaults or the Billing Hierarchy. Required fields and those fields from which default values are derived appear above the Bill Lines section. Bill header fields that are optional and fields that are automatically populated according to the default hierarchy appear in the top section of the page.

Bill Status – At this point in the bill creation process this value should be set to ‘NEW’.

NOTE: Once the on-line Bill is complete, this value must be changed to READY for further invoice processing. This change can be done manually on the Bill or through a batch process.

Invoice Date – Define the invoice date for this bill.

Frequency – For a ‘One-Time’ invoice, define the value as ‘Once’.

Bill Type – Displays the Bill Type selected for this invoice.

Bill Source – Displays the Bill Source selected for this invoice.



Address	
Attention To	<input type="text" value=""/>
*Location	<input type="text" value="1"/>
Language Code	ENG
Email Address	
Country	USA United States
Address 1	200 Constitution Avenue NW
Address 2	
Address 3	
City	WASHINGTON
County	
State	DC District of Columbia
Contact Name	<input type="text" value=""/>
Number of Copies	<input type="text" value="1"/>
*Invoice Media	Print Copy
Postal	20210

Use the **Address** Section on the **Billing General** page to view the Customer address for this invoice. The section initially appears collapsed but can be expanded by clicking on the “**Address**” Section header.

Payment Information	
Pay Terms	<input type="text" value="00"/>
Remit To	<input type="text" value="400E"/>
Paid Reference	<input type="text" value=""/>
Paid Amount	<input type="text" value="0.00"/>
Letter of Credit ID	<input type="text" value=""/>
Pay Method	Check
Bank Account	<input type="text" value="0001"/>
	Prepayment Lookup
Fwd Balance	<input type="text" value="0.00"/>
Letter of Credit Document ID	<input type="text" value=""/>

Use the **Payment Information** section on the **Billing General** page to view:

Payment Terms – displays the payment terms extended to the customer. This value is defaulted into this bill from the billing default hierarchy.

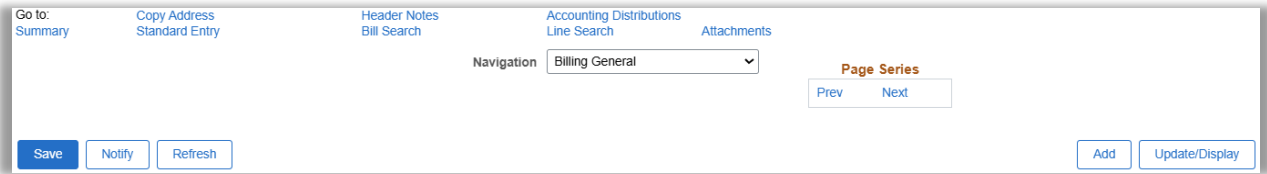
Accounting Date – define the Accounting Date that will drive when accounting entries for the bill are booked in the General Ledger.

Account – displays the Accounts Receivable Account defaulted into this bill from the billing default hierarchy.

Remit To – displays the Bank Code defaulted into this bill from the billing default hierarchy.

Bank Account – displays the bank account for the bank code that is defaulted into this bill from the billing default hierarchy.

NOTE: Bill values defaulted from the billing hierarchy are changeable by the user when entering the bill on-line.



The screenshot shows a software interface with several sections. At the top, there are links for 'Go to: Summary', 'Copy Address Standard Entry', 'Header Notes Bill Search', 'Accounting Distributions Line Search', and 'Attachments'. Below these is a 'Navigation' dropdown menu currently set to 'Billing General'. To the right of the dropdown is a 'Page Series' section with 'Prev' and 'Next' buttons. At the bottom left are 'Save', 'Notify', and 'Refresh' buttons. At the bottom right are 'Add' and 'Update/Display' buttons.

Use the bottom section of the page to hyperlink to additional billing features like [Bill Search](#), [Header Notes](#) or [Summary](#) information.

Also use the **Navigation** drop-down to access more detailed information for the bill.

Use the **Page Series** feature to scroll through the billing pages in a pre-defined order using the [Prev](#) or [Next](#) hyperlinks.

Click the **Header Detail** section to expand.



Header Detail Section

Header Detail

<p>Accounting Date <input type="text" value=""/></p> <p>From Date <input type="text" value=""/></p> <p>Sales Person <input type="text" value="STATE_01"/></p> <p>Credit Analyst <input type="text" value="CRAN_01"/></p> <p>Billing Specialist <input type="text" value="BISP_01"/></p> <p>Entry Type <input type="text" value="Jane Pulse"/></p> <p>PO Ref <input type="text" value=""/></p> <p>System Source <input type="text" value=""/></p>	<p>Hold Until Date <input type="text" value="10/22/2024"/></p> <p>To Date <input type="text" value=""/></p> <p>Bill Inquiry Phone <input type="text" value="405-557-5327"/></p> <p>Collector <input type="text" value="COLL_01"/></p> <p>Billing Authority <input type="text" value="BISP_01"/></p> <p>Entry Reason <input type="text" value="Jane Pulse"/></p> <p><input type="checkbox"/> Accrue Unbilled</p>
--	---

Projects/Contracts

<p>Contracts BU <input type="text" value=""/></p> <p>Contract Type <input type="text" value=""/></p> <p>Contract <input type="text" value=""/></p> <p>Contract Date <input type="text" value=""/></p> <p>Start Date <input type="text" value=""/></p> <p>End Date <input type="text" value=""/></p> <p>Contract Line Num <input type="text" value=""/></p> <p>Activity Type <input type="text" value=""/></p> <p>Reimbursable Agreement <input type="text" value=""/></p>	<p>Project Chartfields</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right; margin-bottom: 0;">Project Info</p> <p>PC Business Unit <input type="text" value=""/></p> <p>Project <input type="text" value=""/></p> <p>Activity <input type="text" value=""/></p> <p>Source Type <input type="text" value=""/></p> <p>Category <input type="text" value=""/></p> <p>Subcategory <input type="text" value=""/></p> <p>Analysis Type <input type="text" value=""/></p> </div>
---	---

The **Header Detail** section displays additional header level information that can be assigned to the invoice.

Use the various sections of the **Header Detail** section to populate **Payment, Letter of Credit** or **Purchase Order** information for the Bill Header.

Use the **Projects/Contracts** section of the page to populate Contract or Project Costing data elements for the Bill Header.

NOTE: When using the Express Billing feature, it is generally not necessary to populate this page with information.

Click the **Save** button to save the Bill.



Interfacing Bills from External Sources

The Billing Module accepts bills from external sources including the Project Costing and Contracts Modules. Bills from these modules are accepted initially in the **Billing Interface Tables**. Once data from external modules is inserted into the Billing Interface Tables, the **Billing Interface** process edits, defaults and groups rows of billing activity to create Bills.

Billing activity staged in the Billing Interface Tables can be reviewed and altered, if necessary, before Bills are created. Once billing activity has been reviewed and the Billing Interface process has edited and created Bills, the **Temporary Bills** must be approved in a **Billing Worksheet**.

Temporary Bills in the Billing Worksheet are subject to actions like deferral or write-off if necessary. Once the Billing Worksheet has been approved, the Temporary Bills become Real Bills that can be reviewed and changed before completed. Once bills are complete and accurate, they can be **Finalized** and sent to Accounts Receivable for customer deposit application.

See **Diagram 1: Projects/Billing Module Integration** in the Process Flows section of this manual

Reviewing Billing Activity in the Billing Interface Tables

Navigation: *Billing > Interface Transactions > Review Pending Interface Txn > Find an Existing Value*

The screenshot shows a web-based search interface titled "Review Interface - Pending". At the top, it instructs the user to "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a blue button labeled "Find an Existing Value". Underneath is a section titled "Search Criteria" with a dropdown arrow. This section contains several search fields, each with a dropdown menu for the operator and a text input field with a search icon:

- Interface ID = [dropdown] [input field]
- Interface Line Number = [dropdown] [input field]
- Transaction Type = [dropdown] [input field]
- Transaction Type Seq = [dropdown] [input field]
- Error Status = [dropdown] [input field]
- Business Unit begins with [dropdown] [input field]
- Customer begins with [dropdown] [input field]
- Bill Source begins with [dropdown] [input field]
- Bill Type Identifier begins with [dropdown] [input field]

At the bottom of the form are three buttons: "Search", "Clear", and "Basic Search" (with a magnifying glass icon). To the right of the "Basic Search" button is a link labeled "Save Search Criteria" with a document icon.

Use the **search** criteria fields to retrieve the billing interface activity to be reviewed.



NOTE: Billing Interface activity is stored by Interface ID numbers that are shared state-wide. Use the other search fields (Business Unit, Bill Source, etc.) to retrieve the desired interface rows.

Interface ID – a unique number that represents the ‘Batch’ of billing interface rows that were inserted into the Billing Interface Table together.

Interface Line Number – the individual line number of the billing interface activity within an Interface ID.

Transaction Type – defines the type of billing interface line. Interface line types can be related to accounting, discounts, notes, etc. **Chargeable Line** is the type that holds the main billing interface line information.

Business Unit – define the agency business unit number.

Customer – to search for billing interface rows by customer populate this field.

Bill Source - to search for billing interface rows by Bill Source populate this field.

Bill Type Identifier - to search for billing interface rows by Bill Type populate this field.

Click the **Search** button to retrieve the billing interface rows matching the search criteria. The Business Unit criteria was populated with “29200” to retrieve the following search results:

Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Error Status	Business Unit	Customer	Bill Source	Bill Type Identifier	Adjustment Transaction Type	Adjustment Delta Action	Invoice To Adjust	Line Sequence To Adjust
35299	1	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	2	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	3	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	4	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	5	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	6	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	7	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	8	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0

Select the billing interface line number to review.

Billing Interface Page

Billing Interface - 1		Billing Interface - 1	
Interface ID	35299	Line Number	1
Load Status		Transaction Type	LINE
Business Unit	29200	Process Instance	29690827
		GL Business Unit	
Customer ID	0000028609	Seq Num	1

Header Fields Key	<input type="checkbox"/>	Letter of Credit ID	BG99890021
Header Fields Bill By	<input type="checkbox"/>	Letter of Credit Document ID	06FFFE00/292139424
Adjust Trans Type	<input type="checkbox"/>	Sequence Number	<input type="text"/>
Create New Bill:	<input type="checkbox"/>	Sold To Customer	0000028609 <input type="text"/>
Temporary Bill:	<input checked="" type="checkbox"/>	Sold To Address Seq Number	1 <input type="text"/>
Entry Type	<input type="text"/>	PC Bus Unit	29200 <input type="text"/>
Entry Reason	<input type="text"/>	Project	292139424 <input type="text"/>
Entry Event	<input type="text"/>	Activity	810 <input type="text"/>
*Business Unit	29200 <input type="text"/>	Source Type	LABOR <input type="text"/>
GL Business Unit	<input type="text"/>	Category	ZZZZI <input type="text"/>
Customer ID	0000028609 <input type="text"/>	Subcategory	<input type="text"/>
Bill To Location	1 <input type="text"/>	Analysis Type	BIL <input type="text"/>
Number of Copies	1 <input type="text"/>	Billing Plan ID	B101
Contact Seq Number	<input type="text"/>	Bill Plan Line Number	<input type="text"/>
Name	<input type="text"/>	Event Occurrence	<input type="text"/>
InterUnit Bill:	<input type="checkbox"/>	Cross Reference Seq Number	<input type="text"/>
Business Unit To	<input type="text"/>	Prepaid Add Sequence	<input type="text"/>
Direct Invoicing:	<input type="checkbox"/>	Transaction ID	405801253
Range Selection ID	CA29690827	PC Distribution Status	<input type="text"/>
Bill Source	FED <input type="text"/>	Rate Effective Date	<input type="text"/>
Bill Type	GM <input type="text"/>	Activity Type	<input type="text"/>
Billing Cycle ID	ON_DEMAND <input type="text"/>	Distribution Configuration	<input type="text"/>
Bill By ID	GM_LOC <input type="text"/>	Product Kit Number	<input type="text"/>
Pay Method	EFT <input type="text"/>	System Source	PBI <input type="text"/>
Payment Terms ID	00 <input type="text"/>	Empl ID	332326
Bank Code	<input type="text"/>	Start Date	10/01/2023 <input type="text"/>
Bank Account	<input type="text"/>	End Date	09/30/2028 <input type="text"/>
Billing Currency	USD	From Date	<input type="text"/>
Base Currency	<input type="text"/>	To Date	<input type="text"/>
Exchange Rate Type	CRRNT <input type="text"/>	Service Customer ID	<input type="text"/>
Rate Multiplier	<input type="text"/>		
Rate Divisor	<input type="text"/>		

Review the billing interface activity from Contracts or Projects modules.

Switch to the other **Billing Interface – 1** tab at the top of the page to review the accounting entries corresponding to the billing interface row.

The screenshot shows a software interface for 'Billing Interface - 1'. At the top, there are fields for 'Interface ID 35299', 'Line Number 1', 'Business Unit 20200', and 'Process Instance 29900827'. Below this is a section titled 'Accounting and Discount/Surcharge Entries' with a search icon and a '1-1 of 1' dropdown. A table with the following columns is displayed: Transaction Type, Seq Num, Type, Load Status, Error Status, Description, Business Unit, Invoice, Line Seq, Rev Seq, Distribution Code, and Contr/Dist C. The first row contains the value 'AE' in the Transaction Type column, 'Unbilled Acct Receivabl' in the Type column, and '20200' in the Business Unit column. At the bottom of the interface, there are buttons for 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

NOTE: Depending on the type of billing activity, the accounting entries could be for Unbilled Accounts Receivable or Revenue.

Update Billing Activity in the Billing Interface Tables

Navigation: Billing > Interface Transactions > Update Pending Transactions > Find an Existing Value

Update Interface - Pending

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Interface ID =

Interface Line Number =

Transaction Type =

Transaction Type Seq =

Error Status =

Business Unit begins with

Customer begins with

Bill Source begins with

Bill Type Identifier begins with

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

Use the **search** criteria fields to retrieve the billing interface activity to be updated.

NOTE: Billing Interface activity is stored by Interface ID numbers that are shared state-wide. Use the other search fields (Business Unit, Bill Source, etc.) to retrieve the desired interface rows.

Interface ID – a unique number that represents the ‘Batch’ of billing interface rows that were inserted into the Billing Interface Table together.

Interface Line Number – the individual line number of the billing interface activity within an Interface ID.



Transaction Type – defines the type of billing interface line. Interface line types can be related to accounting, discounts, notes, etc. **Chargeable Line** is the type that holds the main billing interface line information.

Business Unit – define the agency business unit number.

Customer – to search for billing interface rows by customer populate this field.

Bill Source - to search for billing interface rows by Bill Source populate this field.

Bill Type - to search for billing interface rows by Bill Type populate this field.

Click the **Search** button to retrieve the billing interface rows matching the search criteria.

Search Results

View All

1-58 of 58

Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Error Status	Business Unit	Customer	Bill Source	Bill Type Identifier	Adjustment Transaction Type	Adjustment Delta Action	Invoice To Adjust	Line Sequence To Adjust
35299	1	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	2	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	3	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	4	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	5	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	6	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	7	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0
35299	8	Charge	1	(blank)	29200	0000026609	FED	GM	(blank)	(blank)	(blank)	0

Select the billing interface line number to update.



Billing Interface Page

Billing Interface - 1		Billing Interface - 1	
Interface ID	35299	Line Number	1
Load Status		Transaction Type	LINE
Business Unit	29200	Process Instance	29890827
Customer ID	0000028609	Seq Num	1
GL Business Unit		GL Business Unit	

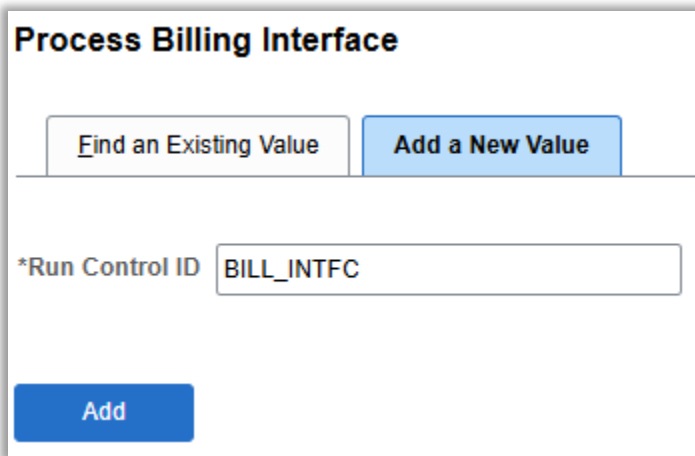
Header Fields Key	<input type="checkbox"/>	Letter of Credit ID	BG99690021
Header Fields Bill By	<input type="checkbox"/>	Letter of Credit Document ID	08FFFE00/292139424
Adjust Trans Type	<input type="checkbox"/>	Sequence Number	<input type="text"/>
Create New Bill:	<input type="checkbox"/>	Sold To Customer	0000028609 <input type="text"/>
Temporary Bill:	<input checked="" type="checkbox"/>	Sold To Address Seq Number	1 <input type="text"/>
Entry Type	<input type="text"/>	PC Bus Unit	29200 <input type="text"/>
Entry Reason	<input type="text"/>	Project	292139424 <input type="text"/>
Entry Event	<input type="text"/>	Activity	B10 <input type="text"/>
*Business Unit	29200 <input type="text"/>	Source Type	LABOR <input type="text"/>
GL Business Unit	<input type="text"/>	Category	ZZZZ <input type="text"/>
Customer ID	0000028609 <input type="text"/>	Subcategory	<input type="text"/>
Bill To Location	1 <input type="text"/>	Analysis Type	BIL <input type="text"/>
Number of Copies	1 <input type="text"/>	Billing Plan ID	B101
Contact Seq Number	<input type="text"/>	Bill Plan Line Number	<input type="text"/>
Name	<input type="text"/>	Event Occurrence	<input type="text"/>
InterUnit Bill:	<input type="checkbox"/>	Cross Reference Seq Number	<input type="text"/>
Business Unit To	<input type="text"/>	Prepaid Add Sequence	<input type="text"/>
Direct Invoicing:	<input type="checkbox"/>	Transaction ID	405601253
Range Selection ID	CA29690827	PC Distribution Status	<input type="text"/>
Bill Source	FED <input type="text"/>	Rate Effective Date	<input type="text"/>
Bill Type	GM <input type="text"/>	Activity Type	<input type="text"/>
Billing Cycle ID	ON_DEMAND <input type="text"/>	Distribution Configuration	<input type="text"/>
Bill By ID	GM_LOC <input type="text"/>	Product Kit Number	<input type="text"/>
Pay Method	EFT <input type="text"/>	System Source	PBI <input type="text"/>
Payment Terms ID	00 <input type="text"/>	Empl ID	332326
Bank Code	<input type="text"/>	Start Date	10/01/2023 <input type="text"/>
Bank Account	<input type="text"/>	End Date	09/30/2028 <input type="text"/>
Billing Currency	USD	From Date	<input type="text"/>
Base Currency	<input type="text"/>	To Date	<input type="text"/>
Exchange Rate Type	CRRNT <input type="text"/>	Service Customer ID	<input type="text"/>
Rate Multiplier	<input type="text"/>		
Rate Divisor	<input type="text"/>		

Update the **Billing Interface** activity from Contracts or Projects modules.

Click the **Save** button to save any updates to billing interface activity.

Run the Billing Interface Process

Navigation: Billing>Interface Transactions>Process Billing Interface



The screenshot shows a web form titled "Process Billing Interface". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there is a label "*Run Control ID" followed by a text input field containing the value "BILL_INTFC". At the bottom left of the form, there is a blue button labeled "Add".

Use an Existing **Run Control** value or create a New Value.

Click the **Add** button on the Add a New Value Tab to create a new Run Control or click the **Search** button on the Find an Existing Value Tab to use an existing Run Control value.

Billing Interface Page

Process Billing Interface

Run Control ID BILL_INTFC Report Manager Process Monitor

Range Selection

Interface ID

Business Unit

Bill Source

*Business Unit

From Interface ID

To Interface ID 35299

Use the **Billing Interface** page to define a range of Interface ID's that will be selected for the Billing Interface process.

Select Interface ID for the Range Selection Option and input the Business Unit and Interface ID.

NOTE: If the Billing Interface is executed on Interface ID only, it may be necessary to Review billing interface activity to identify the Interface ID before executing this process.

Click the **Run** button to execute the Billing Interface process.



Process Scheduler Request

Help

User ID **BBENN06** Run Control ID **BILL_INTFC**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution
<input type="checkbox"/>	Interface & VAT Defaulting	BIJOB101	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	Distribution

Select the checkbox next to the desired process, Billing Interface (BIIF0001).

Click the **OK** button to execute the process.

Process Billing Interface

Run Control ID **BILL_INTFC** Report Manager Process Monitor

Process Instance: 29690836

Range Selection

Interface ID Business Unit Bill Source

*Business Unit

From Interface ID

To Interface ID

Click the **Process Monitor** link to view the Process instance.

NOTE: It may be necessary to review the billing interface activity after the Billing Interface process is complete to ensure there are no Edit Errors encountered.

Review and Approve the Billing Worksheet

Navigation: Billing > Manage Billing Worksheet > Update Billing Worksheet

Worksheet Header Page

The screenshot displays the 'Worksheet Headers' tab of a software interface. At the top, it shows 'Business Unit 99999' and a search bar. Below this is a 'Header Level Detail' section with a table. The table has columns for Contract, Project, Letter of Credit ID, LOC Doc ID, Pretax Invoice Amount (0.000), Currency, Add To Bill, Billing Worksheet, and Header Info 1. Below the table are buttons for 'Approve Now', 'Approve Later', 'Delete Now', and 'Delete Later'. At the bottom, there are 'Go to:' options for 'Manage Contract/Project Bills' and 'Letter of Credit Summary', along with 'Save', 'Notify', and 'Refresh' buttons.

Click the [Set Filter Options](#) Link to input search criteria.

Use [Set Filter Options](#) to set search parameters to retrieve Temporary Bills created from the Billing Interface process. Depending on the type of billing, various worksheet actions can be taken on the bills.

Business Unit – populate with the agency business unit.

Customer – to search for billing activity by Customer ID, populate this field.

Contract – search for temporary bills by Contract ID.

Letter of Credit – for federal billing (from the Grants module) use LOC values.

NOTE: The search fields on this page are based on bills existing in the worksheet. For example, not all Customers will appear as available in the Customer field. Rather, only Customers with bills in the worksheet are available for selection.

Click the [Search](#) button to retrieve the temporary bills matching the search criteria fields.



The Worksheet Headers page displays the Temporary Bills that match the search criteria provided by the user.

The **Header Level Detail** allows the user to take billing action on the bill header and drill-down to other transactions related to the bill.

Worksheet Action – select the desired action for the bill header:

- **Approve Now** – approve the entire bill (all lines included)
- **Approve Later** – These are set to approve when the Billing Worksheet Batch Update process runs.
- **Delete Now** – delete the entire bill in the worksheet.
- **Delete Later** - These are set to delete when the Billing Worksheet Batch Update process runs.

NOTE: When a bill is approved or deleted in a worksheet, it disappears from the worksheet grid. For Approved worksheet bills, the system copies all the lines to be billed into a **Real Bill**.

Contract – use the contract hyperlink to drill-down to the Contract that created the bill.

Add to Bill – select an existing bill to ‘Append’ this billing activity to. Generally, this feature is not used.

NOTE: In order for a worksheet bill to be added to an existing bill, it must meet certain requirements:

- Invoices with the same Billing business unit as the worksheet bill.
 - Invoices with the same bill-to-customer as the worksheet bill.
 - Invoices with the same contract ID as the worksheet bill.
 - Invoices with the same currency as the worksheet bill.
 - Invoices with an invoice status of *NEW* or *HLD* (hold).
 - Invoices with an invoice type other than *ACR* (credit bill).
-



Billing Worksheet – use this hyperlink to access the **Line Details** Tab.

Use the **Header Info 1** icon to view the Temporary Bill. The temporary bill will look like the Real Bill when complete and can be printed in Pro Forma format.

Click the Billing Worksheet hyperlink ([TMP-0000####](#)) or click the **Line Details** Tab.



Line Details Page

Worksheet Headers | **Line Details**

Header Level Detail

Business Unit: 29200 | Contract: V02F42301 | Letter of Credit: B09660021
 Billing Worksheet: TMP-00001567 | Project: | LOC Doc ID: 06FFFE00/292139424
 Customer: 0000026609 | Gross Billable Amount: 1,275.85 USD

Line Level Detail

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Billing Option	Defer Date	Description	Gross Extended	Less Discount	Net Extended	View Details
1	29200	292139424	610	BIL	LABOR	ZZZZ		Bill		Non-19X Billing	128.64	0.00	128.64	🔍
2	29200	292139424	610	BIL	LABOR	ZZZZ		Bill		Non-19X Billing	64.32	0.00	64.32	🔍
3	29200	292139424	610	BIL	LABOR	ZZZZ		Bill		Non-19X Billing	16.08	0.00	16.08	🔍
4	29200	292139424	610	BIL	INDIR	ZZZZ		Bill		Non-19X Billing -indirect	43.29	0.00	43.29	🔍

Save | Notify | Refresh

Use the **Line Details** page to take action on individual worksheet lines (temporary bill lines).

Billing Option – select the option or action to take on the bill line:

- **Bill** – this is the default value indicating that the bill lines will be billed or turned into a real bill.
- **Defer** – delay the billing line to a subsequent date.
- **Delete** – delete the billing line (only allowed for utilization rows or withholding rows)
- **Over Limit** – Over the contract limit, this status will cause the line not to be billed.
- **Write-Off** – write-off the billing line.

NOTE: Billing Options are intended to be used with Rate Based Billing originating in Project Costing. For Amount Based billing originating in the Contracts module, delete the worksheet and make necessary corrections in the Contracts Module.


Defer Date – when deferring bill lines, indicate when the bill line row will be deferred until.

Project – reflects the Project ID for rate based billing.

Analysis Type – reflects the Analysis Type for Rate Based billing. The **Billing Option** selected can change the Analysis Type for rate based bill lines.

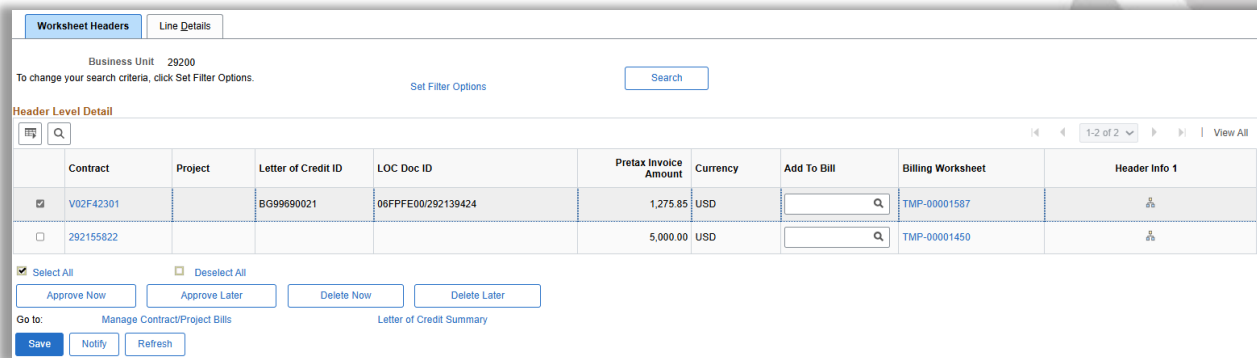
NOTE: When bill lines are changed to Defer, Delete, Over Limit or Write-Off the Analysis Type will change on the worksheet. The Billing to Projects/Contracts process must be executed to update those modules with the new Analysis Type values.



Use the **View Details**  icon on the far right hand side of the sequence line to view the temporary bill lines.



Click the **Save** button to save any action taken on temporary bill lines.

Click the **Worksheet Headers** Tab.



Business Unit 29200
To change your search criteria, click Set Filter Options. [Set Filter Options](#)

Header Level Detail

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input checked="" type="checkbox"/>	V02F42301		BG99690021	06FPFE00/292139424	1,275.85	USD	<input type="text" value=""/>	TMP-00001587	
<input type="checkbox"/>	292155822				5,000.00	USD	<input type="text" value=""/>	TMP-00001450	

Select All Deselect All

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

Select the **Billing Worksheet** before performing the **Worksheet Action button** to be taken on the worksheet activity (Approve Now, Approve Later, Delete Now, or Delete Later).

Click the **Save** button to execute the Worksheet Action selected.

The temporary bill(s) displayed in the worksheet should be generated into **Real Bills**.

NOTE: Any Bills that were generated will be in **Ready (RDY)** Status and are eligible for Finalization or review and change.

Update Contracts/Projects with Billing Info

Billing information for invoices originating from the Projects and Contracts modules needs to be sent back to those modules to reflect billing actions taken. These actions could include Billing Worksheet actions, Billing Finalization, etc.

A batch process is executed to send Contracts/Projects billing information back to Contracts and Projects from Billing.

Run Projects/Contracts Update

Navigation: Billing > Generate Invoices > Utilities > Upd Consoltd Cont & Proj Data



Run Projects/Contracts Intrlc

Find an Existing Value Add a New Value

*Run Control ID UPDATE_CAPC

Add

Use an Existing **Run Control** value or create a New Value.

Click the **Add** button to create a new Run Control or click the **Search** button to use an existing Run Control value.



Update Contract/Projects Data Page

Upd Consoldtd Cont & Proj Data

Run Control ID UPDATE_CAPC Report Manager Process Monitor

Language English Business Unit 29200

Range Selection

<input checked="" type="radio"/> All	<input type="radio"/> Invoice ID
<input type="radio"/> Bill Cycle	<input type="radio"/> Cust ID
<input type="radio"/> Date Bill Added	<input type="radio"/> Bill Type
<input type="radio"/> Range ID	<input type="radio"/> Bill Source

Range Selection – use this section of the page to define the group of invoices that will be selected:

- **Bill Cycle** – select all invoices in a business unit with a particular Bill Cycle.
- **Invoice ID** – specify an invoice or range of invoices to select.
- **Customer ID** – select all invoices for a particular Customer.
- **Bill Type** – select all invoices that have a specific Bill Type value.
- **Bill Source** - select all invoices that have a specific Bill Source value.

Click the **Run** button to execute the Contract/Projects Update process.

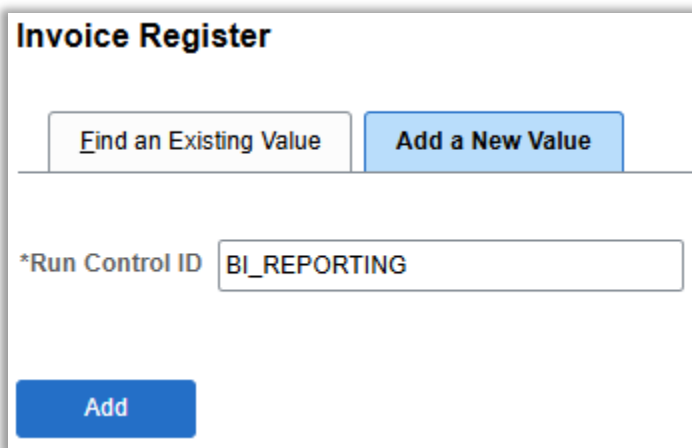


Billing Inquiry and Reporting

The system supports both on-line inquiries of billing data and batch reporting. On-line review of billing information is useful to see the history of billing activity quickly. Delivered and custom reports provide the user with a printed copy of billing history that can be used outside of the system.

Invoice Register Report

Navigation: Billing > Generate Invoices > Reports > Invoice Register



The screenshot shows a web form titled "Invoice Register". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons is a text input field labeled "*Run Control ID" with the value "BI_REPORTING" entered. At the bottom left of the form is a blue "Add" button.

Use an Existing **Run Control** value or create a New Value.

Click the **Add** button to create a new Run Control or click the **Search** button to use an existing Run Control value.



Invoice Register Page

Invoice Register

Run Control ID BI_REPORTING Report Manager Process Monitor

Language English

Report request Parameters

Business Unit

Range Selection

Final Date Range
 Start Date
End Date

Bill Cycle

Use the **Invoice Register** page to determine which invoice(s) will be selected for the report. The Invoice Register report displays a list of invoices by Invoice Number (**BIIVC002**) or Customer (**BIIVC003**).

Unit – populate with the agency business unit value.

Range Selection – select to retrieve invoices by **Date Range** or **Bill Cycle**.

Click the **Run** button to execute the Invoice Register report.



Process Scheduler Request

[Help](#)

User ID **BBENN06**
Run Control ID **BI_REPORTING**

Server Name

Recurrence

Time Zone

Run Date

Run Time [Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Invoice Register by Invoice Id	BIIVC002	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Invoice Register by Customer	BIIVC003	SQR Report	Web	PDF	Distribution

Select the checkbox next to the desired report.

Click the **OK** button to execute the process.

Click the **Process Monitor** link to view the report results.



General Ledger Accounting Entries Report

Navigation: Billing > Generate Invoices > Reproduce Reports > GL Accounting Entries > Find an Existing Value

GL Accounting Entries


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Use an Existing **Run Control** value or create a New Value.

Click the **Search** button to use an existing Run Control value.



GL Accounting Entries Page

GL Accounting Entries

Run Control ID BI_REPORTING Report Manager Process Monitor

Language English ▼

Report Request Parameters

Business Unit Currency Shown on Report ▼

Start Accounting Date

End Accounting Date

Use the **GL Accounting Entries Report** page to determine which accounting entries will be selected for the report. GL Accounting Entries report displays all the accounting entries that were processed in a specified accounting date range.

Unit – populate with the agency business unit value.

Start/End Accounting Date – select accounting entries by date range.

Use the **Reset to Current Date** button to reset the date range.

Click the **Run** button to execute the GL Accounting Entries report.



Process Scheduler Request

[Help](#)

User ID **BBENN06**
Run Control ID **BI_REPORTING**

Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	GL Accounting Entries Reports	BIGLRT01	SQR Report	Web <input type="text" value="v"/>	PDF <input type="text" value="v"/>	Distribution

Select the checkbox next to the desired report.

Click the **OK** button to execute the process. Navigate to the [Process Monitor](#) to view the report results.



Locate Bills Not Invoiced

Navigation: *Billing > Locate Bills > Bills Not Invoiced*

Bill Search Page

Bills Not Invoiced

*Unit *Currency Option
 *Bill To *ID

1,275.85 / 1,275.85 1 To 10 Of 10

Bill Search Results

1-9 of 10 [View All](#)

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	GM	RDY	FED	GM-0007007	N	10/23/2024	1,275.85	USD	BBENN06
<input type="checkbox"/>	GM	NEW	FED	GM-0002927	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002926	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002925	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002924	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002923	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002922	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002921	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002920	N	07/24/2018	0.00	USD	KREESE

Summary Line Info 1 Header Info 1 Tax Address Accounting Copy Address Discount/Surcharge Header Notes Line Notes Line Search

Use the **Bill Search** page to retrieve bills not yet invoiced (not Finalized).

Bill To – choose to search for Bills not invoiced by **Customer** or **Contract**.

ID – for the Bill To selection, populate the appropriate value.

Click the Header Selection Criteria icon  to provide additional search criteria.

Bill Search Criteria Page

Use the **Bill Search Criteria** page to add additional search criteria.

NOTE: This page allows the user to narrow the search for Bills not Invoiced to values like Bill Type, Bill Source or Status. For example, the user may not want to retrieve only Bills in Ready status by using the status value of ‘RDY’ as a search criterion.

When the additional search criteria page is complete, **click** the **OK** button.

Click the **Search** button to retrieve bills that match the selection criteria.



Bills Not Invoiced

*Unit: 29200 *Currency Option: Transaction Currency
 *Bill To: Customer *ID: 0000026609 Search

1,275.85 / 1,275.85 1 To 10 Of 10

Bill Search Results 1-9 of 10 View All

Details References

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	GM	RDY	FED	GM-0007007	N	10/23/2024	1,275.85	USD	BBENN06
<input type="checkbox"/>	GM	NEW	FED	GM-0002927	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002926	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002925	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002924	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002923	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002922	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002921	N	07/24/2018	0.00	USD	KREESE
<input type="checkbox"/>	GM	NEW	FED	GM-0002920	N	07/24/2018	0.00	USD	KREESE

Summary Header Info 1 Address Copy Address Header Notes
 Line Info 1 Tax Accounting Discount/Surcharge Line Notes Line Search

Notify Refresh

The **Bill Search Results Details** Tab displays the Bills Not Invoiced that meet the selection criteria.

Sort – use the Header fields to control the sort.

Select – choose this checkbox next to a bill to navigate to another page. Use the **hyperlinks** at the bottom of the page to navigate to another page for the un-invoiced bill.

Bill Search Results 1-9 of 10 View All

Details **References**

Customer	Purchase Order	Order	Bill of Lading	Contract	Project	Bill To Media	Consolidation Key	Consolidated Invoice
0000026609				V02F42301		P		
0000026609				FS98681417		P		
0000026609				FS98681417		P		

The **Bill Search Results References** Tab displays additional invoice information.

Locate Bills Invoiced

Navigation: *Billing > Locate Bills > Bills Invoiced*

Bill Search Page

Bills Invoiced

*Unit: 29200 *Currency Option: Transaction Currency *Bill To: Customer *ID: 0000026609 Search

1 To 40 Of 7567 1,694,461.30 / 293,708,587.54

Bill Search Results 1-9 of 40 View All

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	OSE	INV	FED	OSEE-01061	N	07/24/2024	2,567.68	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01060	N	07/24/2024	2,265.60	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01059	N	07/24/2024	-1,809.39	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01058	N	07/01/2024	61,310.07	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01057	N	07/01/2024	11,598.98	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01056	N	07/01/2024	98,483.50	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01055	N	07/01/2024	7,150.90	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01054	N	07/01/2024	4,133.51	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01053	N	07/01/2024	39,618.19	USD	MESTRADA

Summary Line Info 1 Header Info 1 Tax Address Accounting Copy Address Discount/Surcharge Header Notes Line Notes Line Search

Notify Refresh

Use the **Bill Search** page to retrieve bills invoiced (Finalized).

Bill To – choose to search for Bills not invoiced by **Customer** or **Contract**.

ID – for the Bill To selection, populate the appropriate value.

Click the Header Selection Criteria  icon to provide additional search criteria.

Bill Search Criteria Page

Use the **Bill Search Criteria** page to add additional search criteria.

NOTE: This page allows the user to narrow the search for Bills Invoiced to values like Bill Type, Bill Source, or Status.

When the additional search criteria page is complete, **click the OK** button.

Click the Search button to retrieve bills that match the selection criteria.



Bills Invoiced

*Unit: 29200 *Currency Option: Transaction Currency *Bill To: Customer *ID: 0000026609

1 To 40 Of 7567 1,694,461.30 / 293,708,587.54

Bill Search Results

1-9 of 40 View All

Details References

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	OSE	INV	FED	OSEE-01061	N	07/24/2024	2,567.68	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01060	N	07/24/2024	2,265.60	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01059	N	07/24/2024	-1,809.39	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01058	N	07/01/2024	61,310.07	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01057	N	07/01/2024	11,598.98	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01056	N	07/01/2024	98,483.50	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01055	N	07/01/2024	7,150.90	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01054	N	07/01/2024	4,133.51	USD	MESTRADA
<input type="checkbox"/>	OSE	INV	FED	OSEE-01053	N	07/01/2024	39,618.19	USD	MESTRADA

Summary Line Info 1 Header Info 1 Tax Address Accounting Copy Address Discount/Surcharge Header Notes Line Notes Line Search

Notify Refresh

The **Bill Search Results Details** Tab displays the Bills Not Invoiced that meet the selection criteria.

Sort – use the Header fields to control the sort.

Select – choose this checkbox next to a bill to navigate to another page. Use the **hyperlinks** at the bottom of the page to navigate to another page for the un-invoiced bill.

Bill Search Results

1-9 of 40 View All

Details References

Select	Customer	Purchase Order	Order	Bill of Lading	Contract	Project	Bill To Media	Consolidation Key	Consolidated Invoice
<input type="checkbox"/>	0000026609				I00640023_OSEE		P		
<input type="checkbox"/>	0000026609				C999610022		P		
<input type="checkbox"/>	0000026609				C640000059		P		

The **Bill Search Results References** Tab displays additional invoice information.

Review Summary Billing Information

Navigation: Billing > Review Billing Information > Summary > Find an Existing Value

Bill Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#)

Search Results

Only the first 300 results can be displayed.

[View All](#) 1-100 of 300

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
29200	VCP0003847	Regular	VCP	New Bill	(blank)	0000417849	UNITED MOTORS_SEMINOLE	29200	No
29200	VCP0003846	Regular	VCP	Invoiced	(blank)	0000303824	OKD987068749	29200	No
29200	VCP0003845	Regular	VCP	Invoiced	(blank)	0000303826	OKD082471988	29200	No

Use the **Search** criteria to find the invoice to review.

Business Unit – enter the agency business unit value.

Invoice – enter the invoice number to be reviewed.

Bill Status – review invoices in a particular Bill Status.



Customer – search for invoices by Customer ID.

Contract – search for all Bills from a specific Contract.

Click the **Search** button to retrieve bills that match the search criteria.



Bill Summary Info Page

Bill Summary Info		Bill Summary Info 2	
Unit	29200	Invoice	VCP0003847
		Invoice Date	 
Gross Extended Amount	363.82	Customer	0000417849 UNITED MOTORS_SEMINOLE CASE
Total Discounts	0.00	Invoice Type	Regular
Total Surcharges	0.00	Bill Type	VCP Voluntary Cleanup Bill Type
<hr/>		Bill Source	
Net Extended Amount	363.82	Bill Status	NEW
Total VAT Amount	0.00	Template	No
Total Taxes	0.00	Consol Hdr	No
<hr/>		Bill By ID	CONTRACT
Forward Bal	0.00	Invoice Media	Print Copy
Paid Amount	0.00	Due Date	
<hr/>			
Total Due	363.82 USD		
<p>Go to: Header Info 1 Address Copy Address Notes</p> <p>Bill Search Line Search</p>			
<p> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </p>			
<p> Bill Summary Info Bill Summary Info 2 </p>			

Use the **Bill Summary Info** page to view Bill Header information. This page displays important bill information such as amounts, status values, dates and categorizations.

Use the [hyperlinks](#) at the bottom of the page to navigate to other Bill pages if necessary.

Click the **Bill Summary Info 2** Tab.

Bill Summary Info 2 Page

Bill Summary Info		Bill Summary Info 2		
Unit	29200	Invoice	VCP0003847	
GL Level	BI Creates GL Acct Entries	<input type="checkbox"/> VAT Defaults Applied		
AR Level	Header is AR Open Item	<input type="checkbox"/> Invoice Printed		
AR Option	Use Line for Distribution	<input type="checkbox"/> EDI Sent		
Pre-Load Status	Pending	<input type="checkbox"/> Currency Converted		
Budget Check Status	Not Budget Checked	<input type="checkbox"/> Email Sent		
Payment Status		<input type="checkbox"/> GL Entries Created		
Approval Status	Not Required	<input type="checkbox"/> AR Pending Item Created		
Date Bill Added	08/06/2024 5:29PM			
Created By	BGREEN	Bernice Green		
Created By Process	Billing Interface			
Go to:	Header Info 1	Address	Copy Address	Notes
Bill Search	Line Search			
Return to Search	Previous in List	Next in List	Notify	
Bill Summary Info Bill Summary Info 2				

The **Bill Summary Info 2** page shows integration settings for other modules (AR and GL) and status values for the Invoice.



Review Detail Billing Information

Navigation: Billing > Review Billing Information > Details > Find an Existing Value

Bill Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Case Sensitive

[Basic Search](#)

Use the **Search** criteria to find the invoice to review.

Business Unit – enter the agency business unit value.

Invoice – enter the invoice number to be reviewed.

Bill Status – review invoices in a particular Bill Status.

Customer – search for invoices by Customer ID.

Contract – search for all Bills from a specific Contract.

Click the **Search** button to retrieve bills that match the search criteria.



Header – Info 1 Page

Header - Info 1		Line - Info 1	
Unit	29200	Invoice	VCP0003847
		Pretax Amt	363.82 USD
Status	NEW	Invoice Date	Cycle ID MONTHLY
Type	VCP	Source	Frequency Once
Customer	0000417849	SubCust1	SubCust2
	<u>UNITED MOTORS_SEMINOLE CASE</u>		
Invoice Form	PORTRAIT	From Date	To Date
Accounting Date		Pay Terms	00
Remit To	7626	Bank Account	0017
Sales	STATE_01	Bill Inquiry Phone	405/702-1071
Credit	CRAN_01	Collect	COLL_01
Billing Specialist	BISP_01	Billing Authority	BISP_01
	Bernice Green		Bernice Green
Go to:	Header Info 2	Address	Copy Address
Summary	Commit Cntrl		Notes
Bill Search	Line Search		Page Series
		Header - Info 1	Prev Next
Return to Search	Notify	Refresh	

Header - Info 1 | [Line - Info 1](#)

The **Header Info - 1** page displays all of the information available in the Standard Bill Entry component.

Click the **Line – Info 1** Tab.

Line – Info 1 Page

Header - Info 1
Line - Info 1

Unit 29200
Invoice VCP0003847

Bill To 0000417849
UNITED MOTORS_SEMINOLE
CASE

Pretax Amt 363.82 USD
Max Rows 5

Bill Line

View All

Seq	Line	Net Extended	Description	Billing
1	VCP_RATE_BASED	0.01		
Quantity 1.0000			From Date 03/23/2024	
Unit of Measure			To Date 03/23/2024	
Unit Price 0.0100			Line Type REV	<input checked="" type="checkbox"/> Accumulate
Gross Extended 0.01			Tax Code	<input type="checkbox"/> Tax Exempt
Less Discount 0.00			Exempt Cert	
Plus Surcharge 0.00				
Net Extended 0.01				
VAT Amount 0.00				
Tax Amount 0.00				
Net Plus Tax 0.01				

[Go to:](#)
[Notes](#)

[Line Info 2](#)
[Commit Cntrl](#)

[Tax](#)

[Accounting](#)

[Discount/Surcharge](#)

[Summary](#)

[Bill Search](#)

[Line Search](#)

Line - Info 1

Page Series
Prev Next

Return to Search

Notify

Refresh

[Header - Info 1](#) | [Line - Info 1](#)

The **Line – Info 1** page displays all the information available in the Standard Bill Entry component.

Review Recurring Bill Schedules

Navigation: Billing > Review Billing Information > Recurring Bill Schedule > Find an Existing Value

Recurring Schedule Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#)

Search Results

View All 1-46 of 46

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Billing Frequency	Template Invoice Flag
10500	105-000046	Regular	LSE	Canceled	(blank)	0000000160	(blank)	10500	Recurring	Recurring
10500	105-000045	Regular	LSE	Canceled	(blank)	0000000131	(blank)	10500	Recurring	Recurring

Use the **Search** criteria to find the invoice to review.

Business Unit – enter the agency business unit value.

Invoice – enter the invoice number to be reviewed. Only Recurring Bills will be available to select from.

Bill Status – review invoices in a particular Bill Status.

Customer – search for invoices by Customer ID.

Contract – search for all Bills from a specific Contract.

Click the **Search** button to retrieve bills that match the search criteria.



Recurring Schedule Inquiry

Recurring Bill Schedule

Business Unit 10500
 Template Invoice 105-000046
 Start Date 07/01/2012
 End Date 06/30/2013

Recurring Schedule 1-2 of 12 [View All](#)

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
07/01/2012	07/01/2012	105-000091	Y	07/20/2012
		From Date 07/01/2012	To Date 07/31/2012	
08/01/2012	08/01/2012	105-000141	Y	08/01/2012
		From Date 08/01/2012	To Date 08/31/2012	

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

Use the Recurring Schedule Inquiry page to view the recurring schedule for a particular recurring invoice.

Invoice Date – displays the Invoice Date for each bill.

Invoice – the invoice number for each recurring bill.

NOTE: This page allows the user to narrow the search for Bills Invoiced to values like Bill Type, Bill Source or Status.

Invoice Generated – indicates whether the invoice has been created yet.

NOTE: Depending on the recurring schedule there may be multiple rows available on this page.



Review Entries by Invoice

Navigation: Billing > Review Billing Information > Review Entries by Invoice > Find an Existing Value

Accounting Entries by Invoice

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit =

Invoice begins with

[Basic Search](#)
[Save Search Criteria](#)

Use the **Search** criteria to find the invoice to review.

Business Unit – enter the agency business unit value.

Invoice – enter the invoice number to be reviewed. Only Invoice with Accounting Entries will be available to select from.

Click the **Search** button to retrieve bills that match the search criteria.



Accounting Entries Page

The **Accounting Entries** page shows accounting entries created in the Billing Module by invoice.

Review Entries by Invoice

Unit 29200 Bill To 0000303824 Invoice Amt 989.50 USD
 Invoice VCP0003846 JOSLYN HOLDING COMPANY RAB VALLEY

Accounting Entries

1-4 of 380 | View 100

Acctg Information Transaction Amounts Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref	Sub-Acct
29200	06/30/2024	Accounts Receivable	111000		1000			20000			
29200	06/30/2024	Unbilled Acct Receivables	111500		1000	1100001	B0202	20000		24	40
29200	06/30/2024	Accounts Receivable	111000		1000			20000			
29200	06/30/2024	Unbilled Acct Receivables	111500		1000	1100001	B0202	20000		24	40

Total Debits 989.50 USD Total Credits -989.50 USD

Return to Search Notify

The **Acctg Information** Tab displays Debit and Credit lines with chartfield values.

Accounting Entries

1-4 of 380 | View 100

Acctg Information **Transaction Amounts** Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Transaction Amt	Currency	Base Amt	Base Currency
29200	06/30/2024	Accounts Receivable	111000	0.70	USD	0.70	USD
29200	06/30/2024	Unbilled Acct Receivables	111500	-0.70	USD	-0.70	USD
29200	06/30/2024	Accounts Receivable	111000	0.09	USD	0.09	USD
29200	06/30/2024	Unbilled Acct Receivables	111500	-0.09	USD	-0.09	USD

Total Debits 989.50 USD Total Credits -989.50 USD

Return to Search Notify

The **Transaction Amounts** Tab displays amounts for each accounting entry line.

Review Entries by Invoice

Unit 29200 Bill To 0000303824 Invoice Amt 989.50 USD
 Invoice VCP0003846 JOSLYN HOLDING COMPANY RAB VALLEY

Accounting Entries

1-4 of 380 | View 100

Acctg Information Transaction Amounts Discounts/Surcharge **Journal Information** Reference Information

GL Unit	Acctg Date	Type	Account	Tax Authority	Journal ID	Line #	Journal Date	Status	Entry Event
29200	06/30/2024	Accounts Receivable	111000		BI04824315	1	08/09/2024	D	
29200	06/30/2024	Unbilled Acct Receivables	111500		BI04824315	2	08/09/2024	D	
29200	06/30/2024	Accounts Receivable	111000		BI04824315	1	08/09/2024	D	
29200	06/30/2024	Unbilled Acct Receivables	111500		BI04824315	2	08/09/2024	D	

Total Debits 989.50 USD Total Credits -989.50 USD

[Return to Search](#) [Notify](#)

The **Journal Information** page displays General Ledger Journal information.

Review Entries by Journal

Navigation: Billing > Review Billing Information > Review Entries by Journal > Find an Existing Value

Accounting Entries by Journal

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

*Business Unit =

Journal ID begins with

Journal Date =

GL Journal Line Number =

Ledger begins with

[Basic Search](#)
[Save Search Criteria](#)

Search Results

[View All](#)

1-2 of 2

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger
29200	BI04824315	08/09/2024	1	ACTUALS
29200	BI04824315	08/09/2024	2	ACTUALS

Use the **Search** criteria to find the invoice to review.

Business Unit – enter the agency business unit value.

Journal ID – enter the Journal number to be reviewed.

Click the **Search** button to retrieve journals that match the search criteria.

Accounting Entry Page

Review Entries by Journal

Journal ID

Business Unit 29200 Journal BI04824315 Date 08/09/2024 [GL Journal](#)

Ledger ACTUALS Line 1 Line Descr Billing

Chartfields

Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref	Sub-Account	PC Business Unit	Project	Activity
111000		1000			20000						

Base Currency USD Base Amount DR 114,137.88 Base Amount CR 0.00

Currency USD Transaction Amount DR 114,137.88 Transaction Amount CR 0.00

Statistics Code Statistic Amount

Accounting Journal Entries

BI Unit	Invoice	Sequence	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project
29200	VCP0003843	138	111000		1000	20000					

Return to Search Previous in List Next in List Notify

The **Accounting Journal Entries** section displays invoice accounting entry information by Journal Entry including chartfields, amounts, and status values.

Review Entries by Adjustment History

Navigation: *Billing > Review Billing Information > Adjustment History > Find an Existing Value*

Adjustment History

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#)

Search Results

View All 1-61 of 61

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
34500	IN-0000031258	Regular	CLE	Invoiced	(blank)	0000002072	CLE000000000465	34500	No
34500	IN-0000028969	Regular	CLE	Invoiced	(blank)	0000002068	CLE000000000386	34500	No
34500	IN-0000031507	Regular	CLE	Invoiced	(blank)	0000002072	CLE000000000465	34500	No

Use the **Search** criteria to find the invoice to review.

Business Unit – enter the agency business unit value.

Invoice – enter the invoice number to be reviewed. Only invoices with Adjustment action will be available for selection.

Bill Status – review invoices in a particular Bill Status.

Customer – search for invoices by Customer ID.

Contract – search for all Bills from a specific Contract.

Click the **Search** button to retrieve bills that match the search criteria.



Adjustment History Page

Adjustment History

Unit 34500
 Invoice IN-0000016410
 Bill To 0000002017 COTTON COUNTY
 Original IN-0000016410
 Prior
 Next IN-0000017291
 Latest IN-0000017291

Select for Display
 List All Bills
 Invoiced Bills Only

[Get Adjustment History](#)

Invoices Selected

☰ 🔍 1-2 of 2

Invoice	Status	Inv Type	Inv Date	Invoice Amount	Currency
IN-0000016410	INV	REG	06/30/2011	2,096.79	USD
IN-0000017291	INV	ADJ	09/09/2011	-2,096.79	USD

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

The Adjustment History page displays adjustment activity for a particular invoice. The page shows a “thread” of the Adjustment history.

Original – displays the original invoice that initiated the adjustment (credit).

Next – displays the invoice that was created as a result of the Adjustment.

Latest – displays the most recent invoice if multiple adjustments were made.

The **Invoices Selected** section of the page displays a chronological history of the Adjustment History.

