

State of Oklahoma

COR406

Billing – Managing Invoices Manual
Office of Management & Enterprise Services



OKLAHOMA

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 Delete Temporary Bills 64



Document History

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1.0	04/15/2010	Initial Document
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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 unique list of Customer ID's 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

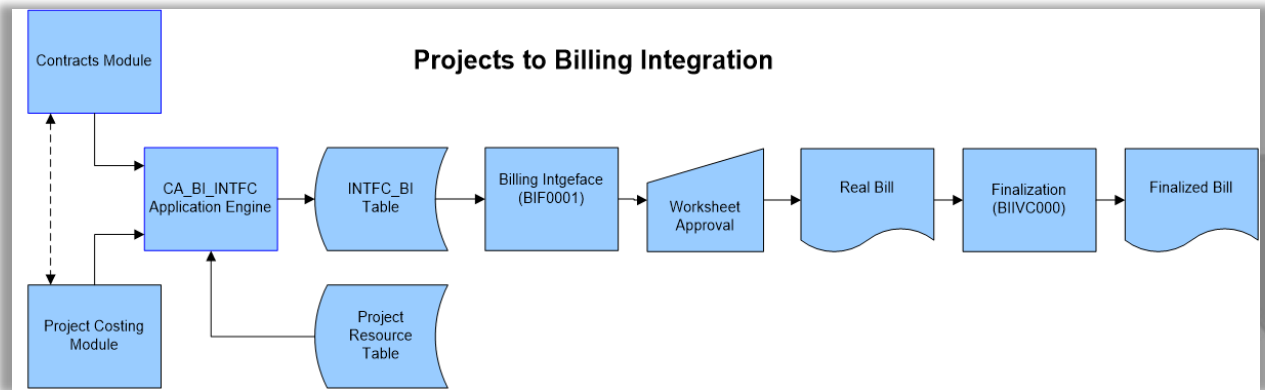


Diagram 1: Projects/Billing Module Integration

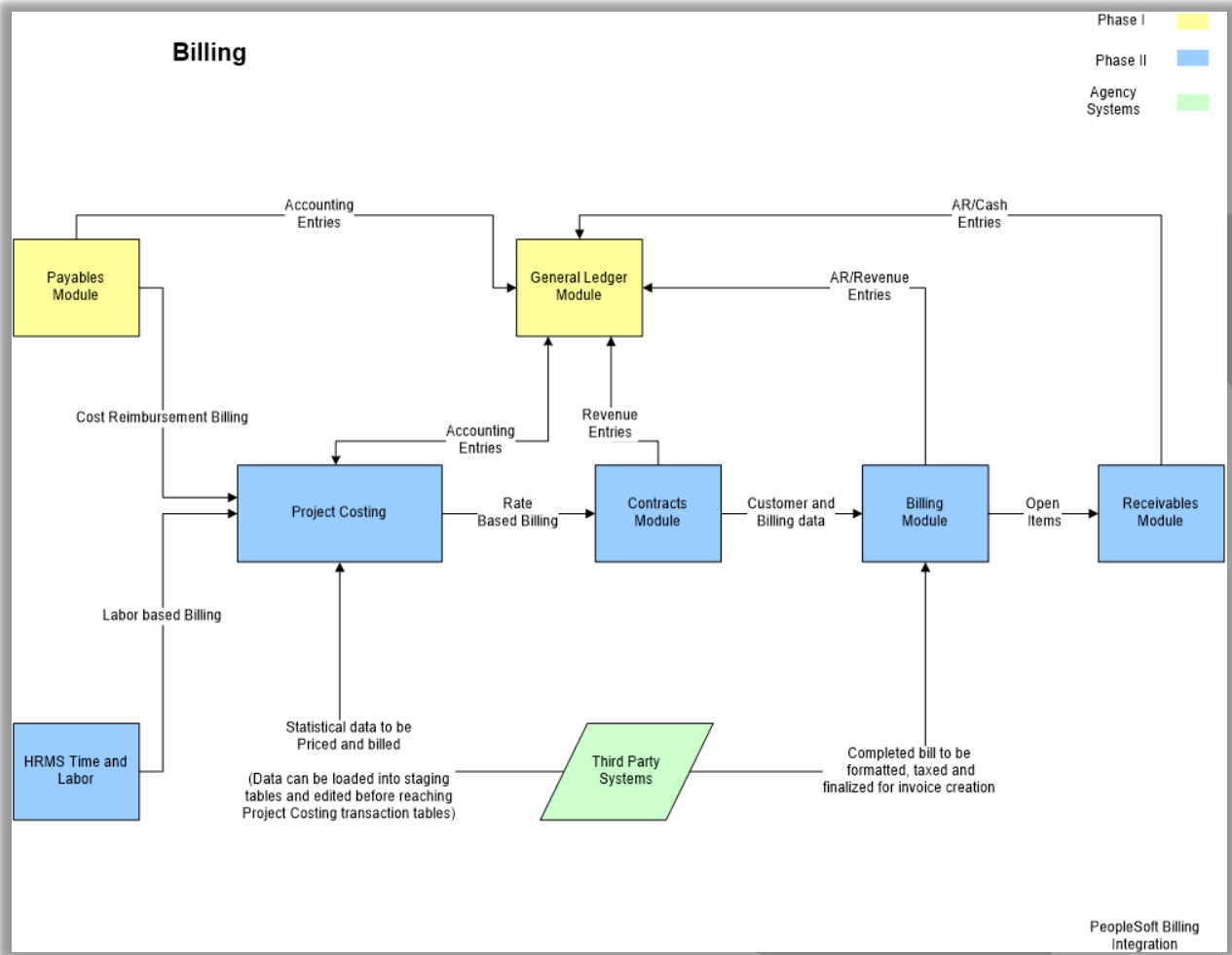


Diagram 2: Billing Integration Options

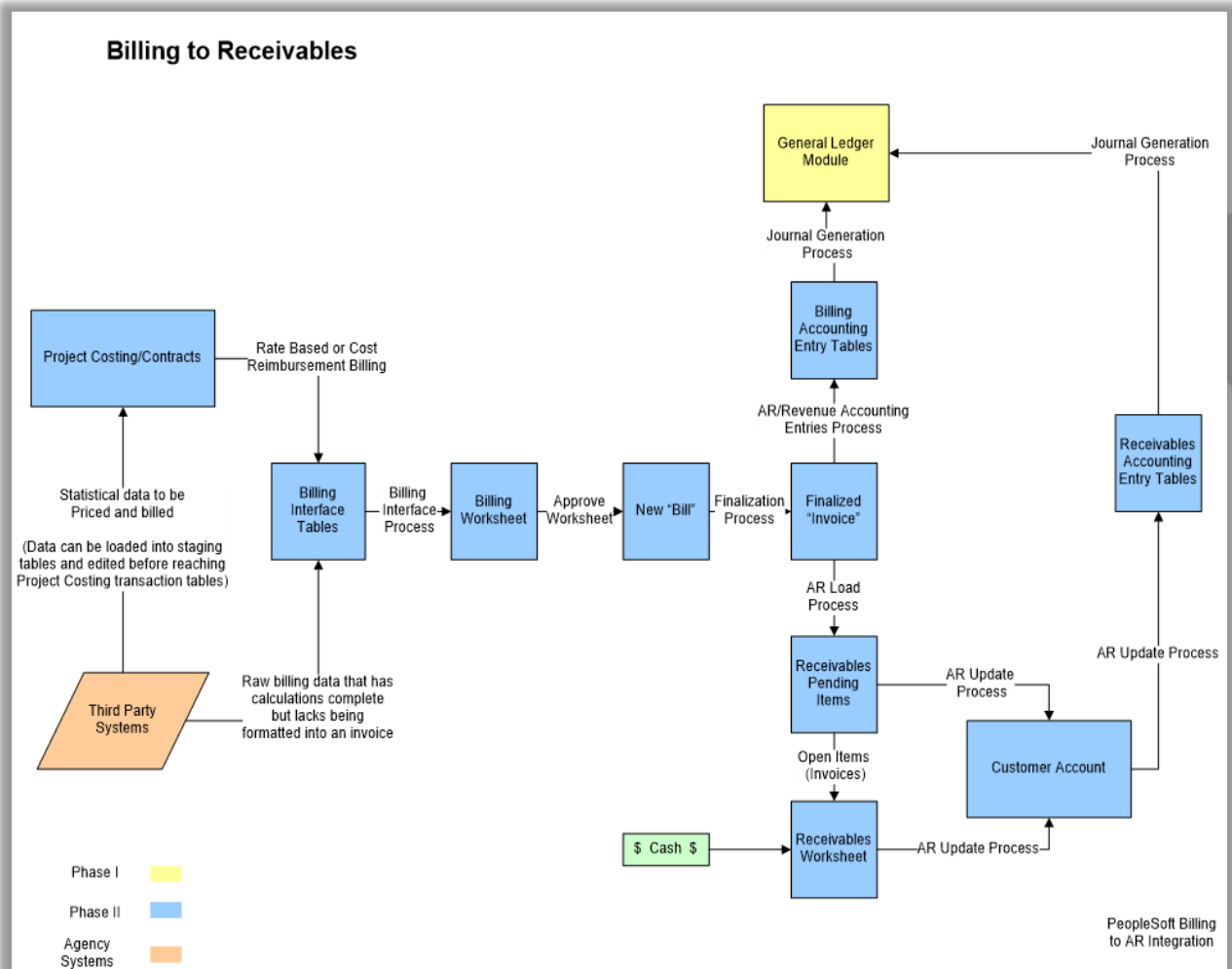


Diagram 3: Billing to Receivables Integration Options

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.

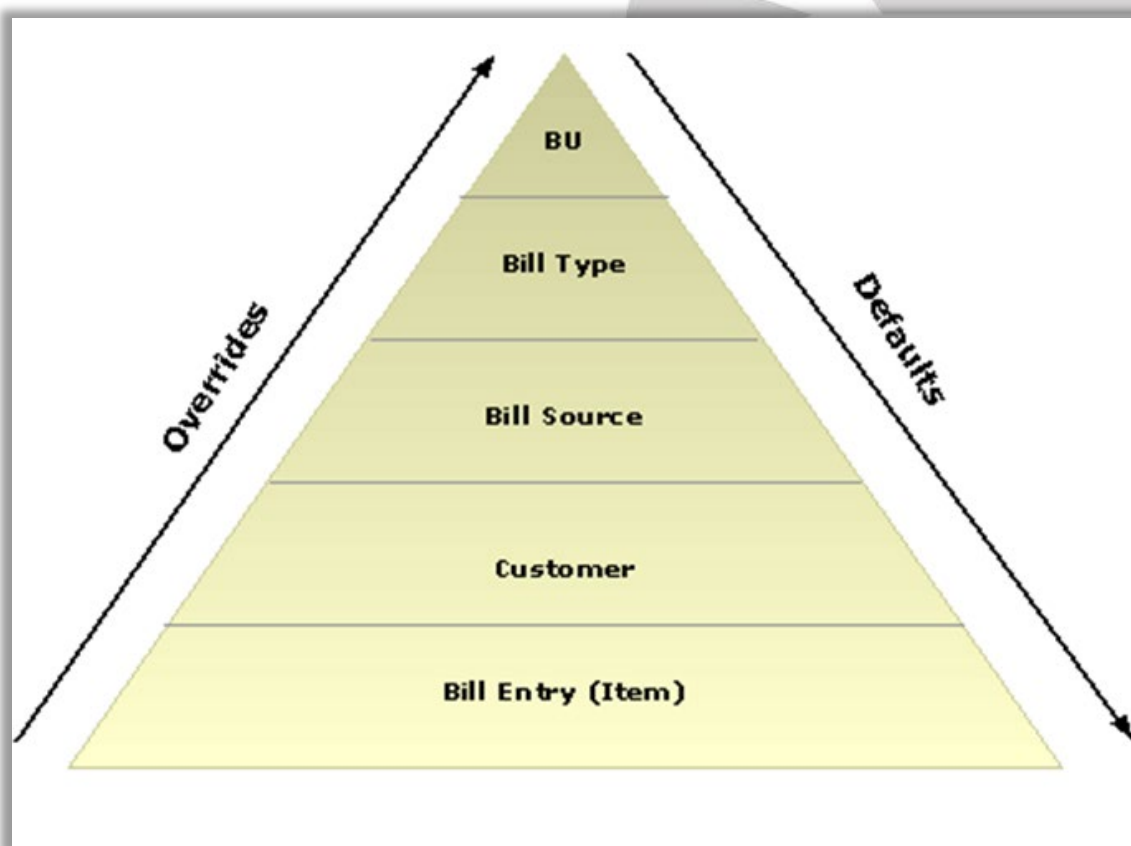


Diagram 3: Billing Default Hierarchy



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. Bill-by-Identifier – way to group similar bill lines together when interfaced into Billing.
11. 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



Recurring Invoice Creation

When invoices need to be created on a repeatable, periodic basis, **Recurring Invoices** can be generated for a customer. Recurring invoices are setup in the system using a 'Template' that defines the bill header, bill line and periodic billing schedule for the recurring invoices.

By associating a Recurring **Template** with a predefined **Schedule**, agencies can control when and how often Recurring bills are generated. The schedules automate and control the generation of Recurring bills. Bills can be generated daily, weekly, monthly, or annually.

The Schedule is defined on the **Billing Cycle**. The Billing Cycle is populated on the Recurring Bill Template Header page. The Billing Cycle does the following when generating recurring bills:

- Links the Schedule to the Recurring bill template.
- Defines when the Recurring bill is to be generated.
- Defines the number of days before the bill generation date that you can generate a Recurring bill.
- Establishes the Invoice Date that appears by default on the Recurring Bill Schedule page



Step 1: Create a Recurring Bill Template using Standard Billing

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

Express Bill Entry

Find an Existing Value Add a New Value

*Business Unit 29200

*Invoice NEXT

Bill Type Identifier GM

Bill Source FED

Customer 0000026609

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.

Invoice Date – Enter the date of the invoice. This date will be displayed on the printed invoice.

Accounting Date – Enter the date when the transaction is recognized. The accounting date and invoice date can be the same. The accounting date for an invoice is normally the invoice date.

Click the **Add** button enter the Standard Billing pages.

NOTE: Before creating recurring Bills required setup includes: A **Schedule** for recurring bills, a link between the Schedule and a **Bill Cycle**, and a **Recurring Bill Template**.



Billing General Page

Billing General

Unit 29200 Invoice NEXT Pretax Amt 0.00 USD

Bill Status: NEW
 *Bill Type: GM
 Cycle ID: MONTHLY
 *Invoice Form: GM_LOC

Invoice Date: 10/24/2024
 Bill Source: FED
 *Frequency: Recurring

Customer Information
 *Customer: 0000026609
 SubCust1:
 SubCust2:
 OFFICE OF FEDERAL ACTIVITIES

Payment Information

Header Detail
 Lines to Add: 1 Max Rows: 5

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							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: Billing General Page Series: Prev Next

Buttons: Save, Notify, Refresh, Add, Update/Display

Use the **Billing General** page to define high-level, general information for the Bill Template. The Address, Payment Information, and Header Detail lines appear collapsed initially and can be expanded by clicking the Section Header. These sections will be discussed below. All lines on the Bill will be governed by the values defined on the Bill Header. The page displays Bill Header information derived from system defaults or the Billing Hierarchy.

NOTE: For Recurring Billing this invoice will become a ‘Template’ from which all recurring bills will be generated.

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, if not defined at bill creation.

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

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

Frequency – for a ‘Recurring Bill’ select **Recurring** for this value.

Cycle ID – define the Cycle value that will be used for the Recurring Bill.

NOTE: The Cycle selected here must have Recurring Bill Parameters defined for it. The Recurring Bill Parameters define the **Frequency** at which the recurring bills will be generated, the Billing **Generation** date and the default Invoice Date for the recurring bills.

Address Section

Address

Attention To <input type="text"/>	Contact Name <input type="text"/>
*Location <input type="text" value="1"/>	Number of Copies <input type="text" value="1"/>
Language Code ENG	*Invoice Media <input type="text" value="Print Copy"/>
Email Address	
Country USA United States	
Address 1 1200 N. PENNSYLVANIA AVE NW	
Address 2	
Address 3	
City WASHINGTON	
County	Postal 20460
State DC District of Columbia	

Click the Address section header to expand the section and view the Customer address for this invoice.



Payment Information Section

Payment Information			
Pay Terms	30	Pay Method	Check
Remit To	7626	Bank Account	0017
Paid Reference		Prepayment Lookup	
Paid Amount	0.00	Fwd Balance	0.00
Letter of Credit ID		Letter of Credit Document ID	

Payment Terms – The Payment Information section displays the payment terms extended to the customer, that are 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.

Header Detail Section

Header Detail			
Accounting Date	10/24/2024	Hold Until Date	10/24/2024
From Date		To Date	
Sales Person	STATE_01	Bill Inquiry Phone	405/702-1071
Credit Analyst	CRAN_01	Collector	COLL_01
Billing Specialist	BISP_01	Billing Authority	BISP_01
Entry Type	Bernice Green	Entry Reason	Bernice Green
PO Ref		<input type="checkbox"/> Accrue Unbilled	
System Source			

► Projects/Contracts

Accounting Date – define the Accounting Date in the Header Detail section that will drive when accounting entries for the bill are booked in the General Ledger, if not defined at bill creation.



Billing General Page continued

The screenshot displays the 'Billing General' page with the following details:

- Unit:** 29200
- Invoice:** NEXT
- Pretax Amt:** 0.00 USD
- Bill Status:** NEW
- Invoice Date:** 10/24/2024
- *Bill Type:** GM
- Bill Source:** FED
- Cycle ID:** MONTHLY
- *Frequency:** Recurring
- *Invoice Form:** GM_LOC
- Customer Information:** *Customer: 0000026609, SubCust1, SubCust2, OFFICE OF FEDERAL ACTIVITIES
- Payment Information:** (Collapsed)
- Header Detail:** Lines to Add: 1
- Navigation:** Billing General (highlighted in a red box)
- Bill Lines Table:**

Charge Details	Net Amount	Line Information	Product	Order	Project/Contract	Service	User Fields	AR Account	Revenue Account	
Sel	Seq	Line	Table	Identifier	Description	M	Unit Price	Gross Extended	AR Account	Revenue Account
	1						0.0000	0.00	AR Account	Revenue Account

AR Account – If no AR account is displayed, **click** the **Navigation** dropdown and **select Header AR Distribution** from the Navigation dropdown shown above.

Alternatively, use the AR Account hyperlink in the Bill Lines section.

The **Acctg Information** tab allows you to define additional Bill Header AR Distribution information.

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


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


Click the **Billing General** tab and access the Recurring Schedule pages.


Click the Recurring Bill Schedule icon, outlined above next to Frequency field, to view the Recurring Bill Schedule page.

Alternatively use **Billing > Maintain Bills > Recurring Bill Schedule > Recurring Bill Schedule** Page.





Recurring Bill Schedules

Business Unit 29200 Template Invoice GM-0007008 

Start Date  Pre-Assign Invoice Numbers

End Date  Use Header Dates For Lines

Recurring Schedule | < << 1-1 of 1 >> > | View All

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
<input type="text"/> 	<input type="text"/> 	NEXT	N	
	Bill Header From Date	<input type="text"/> 	To Date	<input type="text"/> 

[Return to Bill Entry](#)

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

Use the **Recurring Bill Schedule** page to define a schedule that recurring bills will be built on for this invoice.

Start/End Date – define the billing period for this recurring bill activity.

Pre-Assign Invoice Numbers - select to have the system assign all the invoice numbers to the recurring bills when you save the page. If not selected, the system will assign invoice numbers when the recurring invoices are generated later.

Click the Generate Rev. Rec. Schedule icon, outlined in the screenshot above, to generate the recurring bills based on the Dates and Bill Cycle defined on the invoice.



Recurring Bill Schedules page continued.

Recurring Bill Schedules

Business Unit 29200 Template Invoice GM-0007008
 Pre-Assign Invoice Numbers
 Use Header Dates For Lines

Start Date 01/01/2024
End Date 12/31/2024

Recurring Schedule 1-12 of 12 | View 2

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
01/01/2024	01/01/2024	NEXT	N	
Bill Header From Date		01/01/2024	To Date	01/31/2024
02/01/2024	02/01/2024	NEXT	N	
Bill Header From Date		02/01/2024	To Date	02/29/2024
03/01/2024	03/01/2024	NEXT	N	
Bill Header From Date		03/01/2024	To Date	03/31/2024
04/01/2024	04/01/2024	NEXT	N	
Bill Header From Date		04/01/2024	To Date	04/30/2024
05/01/2024	05/01/2024	NEXT	N	
Bill Header From Date		05/01/2024	To Date	05/31/2024

Generate Date – this value is derived from the Bill Cycle defined on the **Billing General** page. The Generate Date is a property of the Bill Cycle’s **Recurring Bill Parameters**.

Invoice Date - this value is derived from the Bill Cycle defined on the **Billing General** page. The Generate Date is a property of the Bill Cycle’s **Recurring Bill Parameters**

Invoice – displays the ‘NEXT’ value indicating the system will assign that bill on the schedule the next available Invoice ID.

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

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

NOTE: If the Pre-Assign Invoice Numbers checkbox was selected, the Recurring Invoice numbers will be created at this point.

Click **Return to Bill Entry** hyperlink to go back to the **Billing General** page.



Billing General Page continued

Billing General

Unit 29200 Invoice GM-0007008 Pretax Amt 0.00 USD

Bill Status NEW Invoice Date 10/24/2024
 *Bill Type GM Bill Source FED
 Cycle ID MONTHLY *Frequency Recurring
 *Invoice Form GM_LOC

Customer Information
 *Customer 0000026609 SubCust1 SubCust2
 OFFICE OF FEDERAL ACTIVITIES View Customer Activity

Payment Information

Header Detail
 Lines to Add 1 Max Rows 5

Bill Lines

Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields		
1								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 Billing General Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Frequency – the frequency option is not editable after creating the recurring schedule.

Go the **Bill Lines** section on the **Billing General** Page.

Bill Line Section

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

Table – define the Bill Line as a Charge Code, Discount or Surcharge. For product type offerings, use Charge Code (**ID** value).

Identifier – choose the Identifier for the selected Charge Code. Each agency will have a unique list of Identifiers representing their product offerings.

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.).

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

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

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

Navigation Billing General

Page Series
[Prev](#) [Next](#)

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

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

Use the **Navigation** drop-down to go to the Accounting Distributions page, or **click** the Revenue Account link in the Bill Lines section.

The screenshot shows a software interface with a dropdown menu open. The dropdown menu lists various options under the heading 'Accounting - Distributions', including 'Billing General', 'Courtesy Copy Addr', 'Disc/Surch Contract Liability', 'Disc/Surcharge', 'Disc/Surcharge Distribution', 'Header - Credit Card', 'Header - Note', 'Header AR Distribution', 'Line - Note', 'Line - Tax info', and 'Line - VAT info'. The 'Billing General' option is highlighted with a red box. In the background, a table is visible with columns for 'Sel', 'Seq', 'Line', 'Table', 'Identifier', 'Description', 'Unit Price', 'Gross Extended', 'AR Account', and 'Revenue Account'. The 'Revenue Account' column contains the value '474105' and is highlighted with a red box. At the bottom of the interface, there is a 'Navigation' dropdown menu with 'Billing General' selected, also highlighted with a red box. Other interface elements include 'Go to: Summary', 'Copy Address Standard Entry', 'Header Notes Bill Search', 'Page Series' (Prev, Next), 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

Acctg – Rev Distribution Page

The screenshot displays the 'Accounting Distributions' page for a specific Bill Line. At the top, it shows 'Unit 29200', 'Invoice GM-0007008', 'Bill To 0000026609 OFFICE OF FEDERAL ACTIVITIES', and 'Pretax Amt 50.00 USD'. The 'Bill Line' section shows 'Seq 1', 'Line Identifier 100070', and 'Net Extended 50.00' with a description of 'Sample Analysis [0142-1]'. The 'Revenue Distribution' section is expanded, showing a table with the following data:

Code	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref
REV_DEFLT	474105							

Below the table, it indicates 'Percent 100.00' and 'Amount 50.00', with a 'Gross Extended' of 50.00. The page also features a 'Navigation' dropdown set to 'Accounting - Distributions' and a 'Page Series' section with 'Prev' and 'Next' buttons. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Use the **Accounting – Revenue Distribution** 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 Bi Line page.

Click the **Save** button to save the Revenue Distribution for the Bill Line.

NOTE: For recurring invoices, all recurring invoices created will inherit the Accounting Distribution defined on the original invoice.

Use the **Navigation** drop-down and select **Header AR Distribution** from the drop-down list to go to the **Header AR Distribution** page.



Header – AR Distribution Page

Use the **Header – AR Distribution** page to define additional chartfields when booking Accounts Receivable accounting entries for this bill.

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

NOTE: This value likely will be defaulted into the bill based on the billing hierarchy.

Chartfields – populate the desired chartfields for this AR accounting entry.

Click the **Save** button to save the Receivables Distribution for the Bill Line.

NOTE: For recurring invoices, all recurring invoices created will inherit the Accounting Distribution defined on the original invoice.

Click the **Billing General** Tab.



Billing General Page continued

Billing General					
Unit	29200	Invoice	GM-0007008	Pretax Amt	50.00 USD
Bill Status	<input type="text" value="RDY"/>	Invoice Date	<input type="text" value="10/24/2024"/>		
*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="Recurring"/>		
*Invoice Form	<input type="text" value="GM_LOC"/>				

Set the **Bill Status** to 'Ready' for what now is the Recurring Bill Template

NOTE: The Bill Status for the Recurring Bill Template must be set to 'READY' for the system to create recurring invoices.

Click the **Save** button to save the Bill in 'Ready' status.



Step 2: Generate the Recurring Invoices

Navigation: Billing > Maintain Bills > Create Recurring Bills

Generate Recurring Bills


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.



Create Recurring Bills Criteria page

Create Recurring Bills

Run Control ID RECURRING Report Manager Process Monitor Run

*Business Unit

Range Selection

All

Bill Cycle

Invoice ID

Cust ID

From Invoice

To Invoice

Business Unit – select the agency billing business unit in which the Recurring Bill has been created.

Range Selection – is this section of the page to select the recurring bill that will be selected.

All – all recurring bills in a Business Unit.

Bill Cycle – all recurring bills assigned a particular Bill Cycle ID.

Invoice ID – select a particular Recurring Bill.

Customer ID – select recurring bills by Customer ID.

Click the **Run** button to execute the Recurring Bill Generation process.



Process Scheduler Request

User ID: BBENN06 Run Control ID: RECURRING

Server Name: Run Date: 10/24/2024

Recurrence: Run Time: 10:46:08AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Generate Recurring Bills	BIRECUR	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** to view the Process instance

NOTE: Upon completion of this process, all recurring bills with a ‘Generate Date’ (defined on the Recurring Bill Schedule) equal to or less than the current date will be created.

Recurring Bill Schedules

Business Unit: 29200 Template Invoice: GM-0007008

Start Date: 01/01/2024 Pre-Assign Invoice Numbers

End Date: 12/31/2024 Use Header Dates For Lines

Recurring Schedule

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
01/01/2024	01/01/2024	GM-0007009	Y	10/24/2024
Bill Header From Date: 01/01/2024		To Date: 01/31/2024		
02/01/2024	02/01/2024	GM-0007010	Y	10/24/2024
Bill Header From Date: 02/01/2024		To Date: 02/29/2024		
03/01/2024	03/01/2024	GM-0007011	Y	10/24/2024
Bill Header From Date: 03/01/2024		To Date: 03/31/2024		
04/01/2024	04/01/2024	GM-0007012	Y	10/24/2024
Bill Header From Date: 04/01/2024		To Date: 04/30/2024		

The Recurring Bill Schedules page, shown on page 19, displays that Invoices have now been generated for previous dates.

Copy an Invoice

When a new invoice needs to be created and an existing invoice is similar in content, use the Copy Single Bill feature to make a new invoice from an existing invoice.

Step 1: Copy a Single Invoice

Navigation: Billing > Maintain Bills > Copy Single Bill > Find an Existing Value

Copy Single Bill

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

Use the **Search** criteria to select the Invoice that will be copied.

Business Unit – enter the agency business unit value.

Invoice – select the invoice ID that will copied from.

Bill Status – to search for invoices by Bill Status populate this field.

Customer – select the customer for which the invoice was created.

Click the **Search** button to enter the Copy Single Bill pages.



Copy – Single Bill Page

Copy Single Bill

Unit 29200	Bill To 0000026609	OFFICE OF FEDERAL ACTIVITIES	Validate
Invoice GM-0007007	Pretax Amt 1,275.85	USD	

Select Bill Action

No Bill Action
 Copy Bill

Number of Copies [Create Bills](#)

Copy Results

⌵ 🔍 ⏪ ⏩ 1-1 of 1

Sequence	*Copy Bill	Invoice Date
1	<input style="width: 90%;" type="text" value="NEXT"/>	<input style="width: 90%;" type="text"/> 📅

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

Use the **Copy Single Bill** page to define the new Bill (Invoice).

Select Bill Action – set this radio button to ‘**Copy Bill**’ to ready the copy.

Copy Results – leave the **Copy Bill** field set to ‘NEXT’ to let the system assign the next auto-assigned invoice value. Alternatively, key the desired invoice number in this field

Click the **Save** button to execute the Copy Bill feature.



Copy Single Bill page continued

Copy Single Bill

Unit 29200	Bill To 0000026609	OFFICE OF FEDERAL ACTIVITIES	Validate
Invoice GM-0007007	Pretax Amt 1,275.85	USD	

Select Bill Action

No Bill Action
 Copy Bill

Number of Copies [Create Bills](#)

Copy Results

Sequence	*Copy Bill	Invoice Date	
1	GM-0007019	10/24/2024	Go To Bill Header - Gen. Info

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

When the Copy feature is complete, the new **Invoice** number will be displayed in the Copy Bill field.

Use the [Go To Bill Header – Gen. Info](#) hyperlink to navigate directly to the new Invoice.

NOTE: The system copies all bill information—including any discounts, surcharges, notes, and accounting distributions, but excluding bill status and invoice date—to the new Bill. The new bill is created with a status of *NEW* and with a blank invoice date.

Change the Status of a Bill

When bills are created on-line in the Billing module, the **Status** must be changed to ‘Ready’ before the invoice can be processed to completion. A bill’s Status can be changed on the bill itself by retrieving the bill and manually changing the Status or the Status can be changed using a batch process that is able to change the Status of one or more bills at once.

The batch bill status change process is useful when a large number of bills need to be changed at once.

Manually Change the Status of a Bill

Navigation: Billing > Maintain Bills > Standard Billing > Find an Existing Value

Bill Entry
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

Business Unit = ▾ 29200 🔍

Invoice begins with ▾ GM-0007007 🔍

Bill Status = ▾ ▾

Customer begins with ▾ 🔍

Contract begins with ▾

Bills in Business Unit = ▾ 🔍

Template Invoice Flag = ▾ ▾

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Use the **Search** criteria to select the desired Invoice.

Business Unit – enter the agency business unit value.

Invoice – select the invoice ID that will be changed.

Bill Status – to search for invoices by Bill Status populate this field.

Customer – select the customer for which the invoice was created.

Click the **Search** button to enter the Billing pages.



Header – Info 1 Page

Header - Info 1 | Line - Info 1

Unit 29200 Invoice GM-0007007 Pretax Amt 1,275.85 USD

Status **RDY** Invoice Date 10/23/2024 Cycle ID MONTHLY

*Type GM Source FED *Frequency Once

*Customer 0000026609 SubCust1 SubCust2

OFFICE OF FEDERAL ACTIVITIES
*Invoice Form GM_LOC From Date To Date

Accounting Date Pay Terms 00 Pay Method Check

Remit To 7626 Bank Account 0017

Sales STATE_01 Bill Inquiry Phone 405/702-1071

Credit Analyst CRAN_01 Collector COLL_01

Billing Specialist BISP_01 Billing Authority BISP_01

Go to: Bernice Green Bernice Green
Notes Header Info 2 Address Copy Address
Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1 Page Series
Prev Next

Save Return to Search Notify Refresh Add Update/Display

The **Header – Info 1** page displays the Bill Status value.

Bill Status – the bill status can be changed manually by selecting a new Bill Status value:

- **Cancel** – cancel the Bill.
- **Hold** – change the Bill Status to ‘Hold’ to prevent further processing.
- **Invoiced** – the Bill Status can only be changed to this status through the Invoice Finalization process.
- **New** – a bill begins in the New status.

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



Change the Status of Multiple Bills

Navigation: Billing > Maintain Bills > Change Status of Bills > Find an Existing Value

Bill Status Change


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.



Status Change Page

Change Status of Bills

Run Control ID STATUS_CHANGE Report Manager Process Monitor

Language English ▼

From Status

New Ready
 Hold Canceled
 Pending

To Status

*New Bill Status Ready Bill ▼

Range Selection

All Invoice ID
 Bill Cycle Cust ID
 Date Bill Added Bill Type
 Range ID Bill Source
 Copy Group ID

Include Consolidation Group

Business Unit 29200 🔍

The **Status Change** page allows the user to change many bills from one Status value to another Status value.

From Status – select the Bill Status value that will be used as selection criteria to retrieve all bills in this Status.

To Status – select the Bill Status that the bills will be changed to.

Range Selection – use the selection criteria to choose bills matching the user defined selection values.

NOTE: The system uses the **From Status** value in combination with the **Range Selection** to retrieve a group of bills that will be changed.

Click the **Run** button to execute the Bill Status Change process.



Process Scheduler Request

[Help](#)

User ID BBEN06
Run Control ID STATUS_CHANGE

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 type="checkbox"/>	AE for RTI Batch Switch	AE_RTI_LDAR1	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

[OK](#)
[Cancel](#)

Select the checkbox next to the desired process, **Invoice Status Change (BIIVCSTS)**.

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

NOTE: The Bill Status Change process produces a report listing all Bills that had a status change.



Adjust an Invoice

When an invoice has been created and Finalized, any changes to the bill require an **Invoice Adjustment**.

The system can credit entire Bills and 'Re-bill' with one action, or the user can select only certain lines to credit and Re-bill. You can also add lines of activity and Re-bill.

In some cases, adjustments may need to be originated in the source module (Contracts, for example) and interfaced into the Billing Module for audit trail purposes. However, for invoices that are created in the Billing Module, or if adjustments in the source module are not appropriate, the Invoice Adjustment feature is available.

Adjust an Entire Invoice

Navigation: *Billing > Maintain Bills > Adjust Entire Bill > Find an Existing Value*

Adjust Entire Bill

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

Customer begins with

Contract begins with

Case Sensitive

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

Use the **Search** criteria to select the desired Invoice.

Business Unit – enter the agency business unit value.

Invoice – select the invoice ID that will be Adjusted.

Customer – select the customer for which the invoice was created.

Click the **Search** button to enter the Bill Adjustment pages.



Adjust Entire Bill Page

Adjust Entire Bill

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

Select Bill Adjustment Action

No Bill Action
 Credit Entire Bill
 Credit & Rebill

Adjustment Results

*Credit Bill

Rebill Bill Header Info 1

Rebill Default Action

Retain Original Invoice Value
 Use Current Customer Value

Adjustment Reason

Save
Return to Search
Notify
Refresh

Use the **Adjust Entire Bill** page to Adjust (Credit) an entire bill and optionally create a new Bill (Re-bill).

Select Bill Adjustment Action – use this section of the page to define the Adjustment that will be taken on the Invoice:

- **No Bill Action** – the page defaults with this radio button selected to ensure the user deliberately takes adjustment action on the Invoice.
- **Credit Entire Bill** – this option creates a credit of the entire bill selected.

NOTE: The Credit Bill will be a ‘Negative’ version of the Bill selected for Credit Action. The Status of the Credit Bill will be ‘Ready’

- **Credit and Rebill** – this option will create two new bills. One is a credit to the selected bill. The other is a copy of the displayed bill.

NOTE: The Rebill copy of the selected bill will have a status of ‘New’

Adjustment Reason - Select the appropriate code from a list of valid reason codes that will be made available to the user via a prompt list. The reason code is mandatory when issuing a credit.

Adjustment Results – use these fields to create the new Bill ID values. Leave the **Credit Bill** set to ‘NEXT’ for the system to assign the next available automatic bill number to the Credit Bill. Leave the Rebill Bill set to ‘NEXT’ for the system to assign the next available automatic bill number to the Rebill Bill. Optionally, key in the desired invoice numbers.

Click the **Save** button to create the new Credit (and Rebill if applicable) Bills.



Adjust Entire Bill page continued

Adjust Entire Bill

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

Select Bill Adjustment Action

No Bill Action

Credit Entire Bill

Credit & Rebill

Adjustment Results

*Credit Bill [Header Info 1](#)

Rebill Bill [Header Info 1](#)

Rebill Default Action

Retain Original Invoice Value

Use Current Customer Value

Adjustment Reason

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

Once the Credit (and Rebill if applicable) bill has been created, the new Bill ID's are displayed.

Credit Bill – this field will display the value of the new Credit Bill.

Rebill Bill - this field will display the value of the new Bill, if applicable.

Click the [Header Info 1](#) hyperlink(s) to navigate to the Credit and/or Rebill Bills.

NOTE: Rebill Bills can be changed as necessary to make desired billing adjustments (amounts, format, accounting entries, etc.). Credit Bills cannot be changed to ensure the credit of the original invoice is done correctly.



Billing General Page

Billing General

Unit 29200
Invoice VCP0003848
Pretax Amt -989.50 USD

Bill Status

*Bill Type

Cycle ID

*Invoice Form

Invoice Date

Bill Source

*Frequency

Customer Information

*Customer SubCust1 [View Customer Activity](#)

JOSLYN HOLDING COMPANY RAB VALLEY 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
<input type="checkbox"/>	1		<input type="text"/>	VCP_RATE_BAS	Billing	-1.0000	<input type="text"/>	0.7000	-0.70	AR Account	Revenue Account
<input type="checkbox"/>	2		<input type="text"/>	VCP_RATE_BAS	Billing	-1.0000	<input type="text"/>	0.0900	-0.09	AR Account	Revenue Account
<input type="checkbox"/>	3		<input type="text"/>	VCP_RATE_BAS	Billing	-1.0000	<input type="text"/>	3.3100	-3.31	AR Account	Revenue Account
<input type="checkbox"/>	4		<input type="text"/>	VCP_RATE_BAS	Billing	-1.0000	<input type="text"/>	1.2800	-1.28	AR Account	Revenue Account
<input type="checkbox"/>	5		<input type="text"/>	VCP_RATE_BAS	Billing	-1.0000	<input type="text"/>	1.8100	-1.81	AR Account	Revenue Account

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

Navigation **Page Series**

The Credit Bill is a ‘Reversal’ of the original invoice.

Pretax Amount – this value reflects the reversal of original Invoice.

Status – the Credit Bill is set to ‘Ready’ Status.

Adjust Selected Bill Lines

Navigation: Billing > Maintain Bills > Adjust Selected Bill Lines > Find an Existing Value

Adjust Selected Bill Lines

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 ▾

Customer begins with ▾ 🔍

Contract begins with ▾

Case Sensitive

Search

Clear

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

Use the **Search** criteria to select the desired Invoice.

Business Unit – enter the agency business unit value.

Invoice – select the invoice ID that will be Adjusted.

Customer – select the customer for which the invoice was created.

Click the **Search** button to enter the Bill Adjustment pages.



Adjust Selected Bill Lines Page

Adjust Selected Bill Lines

Unit 29200
Invoice VCP0003845

Bill To 0000303826
Invoice Amt 4,252.11

LEONARD STREET AND DEINARD
USD

[Validate](#)

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Create Net Adjustment Only

Adjustment Reason Default:

Line Adjustment Results

*Adjustment NEXT

Total Lines Adjusted

Set Filter Options

1 To 40 Of 213 Sort L Q ⌂ ⌂ ⌂ ⌂

Select Bill Lines

Line Details References Dates Line Amounts

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input checked="" type="checkbox"/>	1	1	VCP_RATE_BASED	Billing	4.45	4.45	CR MEMO Q
<input type="checkbox"/>	2	2	VCP_RATE_BASED	Billing	20.94	20.94	 Q
<input type="checkbox"/>	3	3	VCP_RATE_BASED	Billing	11.44	11.44	 Q
<input type="checkbox"/>	4	4	VCP_RATE_BASED	Billing	2.68	2.68	 Q

Select All Clear All

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

The **Adjust Selected Bill Lines** page allows the user to select particular Bill Lines to Credit and/or Rebill.

Invoice Amount – this field displays the total amount of the selected invoice amount.

Select the **Adjust Selected Lines** radio button.

Add to Existing Bill - Select this check box to add the lines to an existing bill. If the checkbox is not selected, the system generates a new bill for these adjustment lines. If the checkbox is selected, the **Add to Bill** field appears and should be populated.

NOTE: Adjustments to Projects/Contracts Bills should **NOT** be added to Non-Projects/Contracts Invoices.



Line Option – the Line Option options define what action will be taken on the invoice.

- **Create Net Adjustment Only** – this selection creates a single credit bill line.
- **Create Reversal and Rebill** – this option creates two new lines, one that credits the original line chosen, and one that reflects the adjustment
- **Credit Line** – this option creates one line with a reversal of the amounts from the original line chosen.

NOTE: The Credit Line option creates an exact credit of the selected Invoice Line that cannot be changed. The Create Net Adjustment Only option creates an adjustment invoice that can be altered as desired.

Line Adjustment Results – define the Adjustment Bill using ‘NEXT’ to assign the next available invoice number to the credit bill or alternatively key the Bill ID.



Line Search – Click the [Set Filter Options](#) to search bill lines.

Reference – define a data element that will be used to search for Bill Lines (Purchase Order, Contract, etc.)

Value – for the Reference selected, populate with the value that will be used for the Search.

Operand – use this field to define how the bill lines will be searched for.

Invoice Line – specify the Line that is to be adjusted.

Click the **OK** button to execute the Bill Line search.

Sort – Found on the Adjust Selected Bill Lines page. Use to define the type of Bill Line sort that will be executed (by amount, description, line number, etc.) Click the sort icon, outlined above, to sort the Bill Lines.

Adjust Selected Bills page continued

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input checked="" type="checkbox"/>	1	1	VCP_RATE_BASED	Billing	4.45	4.45	CR MEMO <input type="text"/>

Select the Bill Line to be adjusted using the **Select** checkbox in the Line Details tab.

Adjustment Reason - Select the appropriate code from a list of valid reason codes that will be made available to the user via a prompt list. The reason code is mandatory when issuing a credit.

Click the **Save** button to create the new Credit (and Rebill if applicable) Bills.

Line Adjustment Results

***Adjustment**

Total Lines Adjusted

VCP0003849

1

[Header Info 1](#)

[Bill Line Info 1](#)

The **Line Adjustment Results** section of the page displays Adjustment Bill ID information.

Use the **Header Info 1** hyperlink to navigate to the new Credit Bill.

Use the **Bill Line Info 1** hyperlink to navigate to the new Credit Bill Lines.

Click the **Header Info 1** hyperlink.



Header Primary Page

Billing General

Unit 29200 Invoice VCP0003849 Pretax Amt 4.45 USD

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

Customer Information

*Customer <input type="text" value="0000303826"/>	SubCust1 <input type="text"/>
LEONARD STREET AND DEINARD	
SubCust2 <input type="text"/>	

View Customer Activity

Payment Information

Header Detail

Lines to Add Max Rows

Bill Lines

Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
<input type="checkbox"/>	1			VCP_RATE_BAS	Billing	1.0000		4.4500	4.45	AR Account	Revenue Account

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

Navigation: Page Series:

The **Credit** or **Adjustment** Bill will be created to reflect the selected action.

Status – for Credit Bills, the Status will be set to ‘RDY’ while Adjustment Bills Status will be set to ‘NEW’.

Finalize and Print a Bill

When a Bill has been created and the Status set to Ready, it must be **Finalized** in order to complete the invoicing process and update Accounts Receivable for customer cash application. The Finalize process is a batch process that is executed on one or more invoices.

Invoices can also be printed in a **Pro-Forma** fashion. This provides the ability to look at the invoice format and content before it is released to the Customer.

Invoices can also be **Re-Printed** after they've been Finalized and Printed previously. This would be useful to change a customer address or to reprint an invoice after it has been paid.

Print a Pro-Forma Invoice

Navigation: Billing > Generate Invoices > Non-Consolidated > Print Pro Forma > Find an Existing Value

Pro Forma

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 begins with ▼ PROFORMA

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.



Pro Forma Page

Use the **Pro Forma** page to define the bill or group of bills that will be selected for Pro Forma printing.

Invoice Date Option – select to have the system assign the Invoice date as the current **Processing Date** or **User Defined**. When the **User Defined** option is selected, populate the **Date** field.

Range Selection – use this section of the page to define the group of invoices to print by:

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

Click the **Bills To Be Processed** icon, outlined in the screenshot above, to preview the invoice or group of invoices that will be printed based on the **Range Selection** values provided.



Bills To Be Processed Page

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
29200	GM-0007019	NEW	0000026609	GM_GEN	P	Print Copy

Return

The **Bills To Be Processed** page displays all the invoices that match the Range Selection criteria provided by the user.

Click the **Return** button to return to the Pro Forma page.



Pro Forma page continued

The screenshot displays the 'Pro Forma' configuration window. At the top, there are tabs for 'Pro Forma' and 'Print Options'. Below the tabs, the 'Run Control ID' is set to 'PROFORMA' and the 'Language' is set to 'English'. There are radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. A 'Run' button is visible in the top right. The main section is titled 'Selection Parameters' and includes a search bar, navigation arrows, and a 'View All' link. Below this, there are several sections: 'Invoice Date Option' with 'Processing Date' selected; 'Range Selection' with 'Invoice ID' selected; and a section for business unit and invoice ranges with values '29200' and 'GM-0007019'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons. The footer shows 'Pro Forma | Print Options'.

Click the **Run** button to execute the Pro Forma Print process.

Process Scheduler Request

User ID **BBENN06** Run Control ID **PROFORMA**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	+Type	+Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Proforma & Print	BIJOBP01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Proforma & Print-short job	BIJOBP1S	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	J40-short-Print Invoice w/Crys	BIPJ40SH	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	For Reprinting QCF	BIPJ76	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Reprint OSA Invoice	BIPJ77	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution

Select the checkbox next to the desired process.

NOTE: When printing an invoice, the user must select a job on the Process Scheduler Request page that will generate the type of invoice that you selected during bill entry (or was selected through the billing interface if the bill was generated externally to Billing), or the invoices will not print.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** to view the Process instance and retrieve the printed copy of the Bill.

NOTE: The **Process Monitor** will house the copy of the Invoice(s) that were selected in the Pro Forma process. Navigate to the Process Monitor to view the printed invoice(s).



Finalize and Print an Invoice

Navigation: Billing > Generate Invoices > Non-Consolidated > Finalize and Print > Find an Existing Value

Finalize And Print


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](#)

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

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

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



Finalize and Print Page

Use the **Finalize and Print** page to define the bill or group of bills that will be selected for invoice Finalization and Printing.

Invoice Date Option – select to have the system assign the Invoice date as the current **Processing Date** or **User Defined**. Populate the **Date** field when User Defined option is selected.

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

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

Click the **Bills To Be Processed** icon to preview the invoice or group of invoices that will be Finalized based on the **Range Selection** values provided.

NOTE: Invoices **can** be Finalized without being printed.



Bills To Be Processed Page

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
29200	GM-0007018	RDY	0000026609	GM_GEN	P	Print Copy

The **Bills To Be Processed** page displays all the invoices that match the Range Selection criteria provided by the user.

Click the **Return** button to return to the Finalize and Print page

NOTE: Only Bills that match the Range Selection Criteria and are in a **Ready (RDY)** status will be selected for the Finalize and Print Process.



Finalize and Print page continued

The screenshot displays the 'Finalize and Print' application interface. At the top, there are two tabs: 'Finalize and Print' (active) and 'Print Options'. Below the tabs, the 'Run Control ID' is set to 'FINALIZE' and the 'Language' is set to 'English'. There are radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. A 'Run' button is visible. The 'Selection Parameters' section includes a search bar, navigation arrows, and a 'View All' link. It shows 'Seq Nbr' as 1. Under 'Invoice Date Option', 'User Defined' is selected with a date of 10/24/2024. The 'Range Selection' section has radio buttons for 'All', 'Bill Cycle', 'Date Bill Added', 'Range ID', 'Public Voucher Number', 'Invoice ID' (selected), 'Cust ID', 'Bill Type', and 'Bill Source'. Business unit and invoice range filters are set to '29200' and 'GM-0007018'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons. A breadcrumb trail at the bottom left reads 'Finalize and Print | Print Options'.

Click the **Print Options** Tab to define the print parameters for the Finalization process.

Print Options Page

Use the **Print Options** page to define how a group of invoices will be printed.

Print Invoice Sort By – this section of the page allows the user to define the sort order of the printed invoices.

Summarization Options – **select** to define whether the invoice(s) will be summary or detail.

Print Only Unprinted Invoices – **select** this checkbox to exclude previously printed invoices.

Click the Finalize and Print tab.

From the **Finalize and Print** tab, **click the Run** button to execute the Finalize and Print process.

Process Scheduler Request

[Help](#)

User ID BBENN06 Run Control ID FINALIZE

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Finalize and Print	BIJOB01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	FinalzeandPrint w/Crystl-short	BIJOB51S	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Portrait Invoice w/SQR	BIPJ11	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	J40-short-Print Invoice w/Crys	BIPJ40SH	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution

Select the checkbox next to the desired process.

NOTE: When printing an invoice, the user must select a job on the Process Scheduler Request page that will generate the type of invoice that you selected during bill entry (or was selected through the billing interface if the bill was generated externally to Billing), or the invoices will not print.

Click the **OK** button to execute the process. Navigate to the [Process Monitor](#) to view the Process instance and retrieve the printed copy of the Bill.

NOTE: The **Process Monitor** will house the copy of the Invoice(s) that were selected in the Finalization and Print process. Navigate to the Process Monitor to view the printed invoice(s).



Reprinting an Invoice

Navigation: Billing > Generate Invoices > Non-Consolidated > Reprint Invoices > Find an Existing Value

Reprint Invoices

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 begins with ▼ REPRINT

Case Sensitive

Search
Clear
Basic Search Save Search Criteria

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

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

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

NOTE: The system selects only bills for reprint that have a status of *INV* (previously invoiced through the Finalization process) that have already been printed.



Reprint Invoices Page

Use the **Reprint Invoices** page to define the invoice or group of invoices that will be selected for reprinting.

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

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

From/To Due Date – populate these fields to define the range of invoices for reprinting by Due Date.

From/To Invoice Date – populate these fields to define the range of invoices for reprinting by Invoice Date.

Include Open Items Only – select to include as a search criterion only those invoices that have open Accounts Receivables balances (un-paid).

NOTE: This feature only works if the item is recognized in Accounts Receivable. Pending Items will not be picked up.



Click the **Bills To Be Processed** icon, outlined in the screenshot on the previous page, to preview the invoice or group of invoices that will be reprinted based on the **Range Selection** values provided.

Bills to Be Processed Page

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
29200	GM-0002918	INV	0000026609	GM_GEN	P	Print Copy

The **Bills To Be Processed** page displays all the invoices that match the Range Selection criteria provided by the user.

Click the **Return** button to return to the Finalize and Print page

Reprint Invoices page continued

The screenshot shows the 'Reprint Invoices' interface. At the top, there are tabs for 'Reprint Invoices' and 'Print Options'. Below the tabs, the 'Run Control ID' is set to 'REPRINT' and the 'Language' is set to 'English'. There are radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. A 'Run' button is visible in the top right. The 'Selection Parameters' section includes a search bar, navigation arrows, and a 'View All' link. It shows 'Seq Nbr 1' and checkboxes for 'Include Attached Bills' and 'Include Open Items Only'. A 'Range Selection' box contains radio buttons for 'All', 'Bill Cycle', 'Date Bill Added', 'Range ID', 'Public Voucher Number', 'Invoice ID', 'Cust ID', 'Bill Type', and 'Bill Source'. To the right, there are input fields for 'From Business Unit' (29200), 'To Business Unit' (29200), 'From Invoice' (GM-0002918), and 'To Invoice' (GM-0002918), each with a search icon. Below these are date pickers for 'From Due Date', 'To Due Date', 'From Invoice Date', and 'To Invoice Date'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons. A breadcrumb trail at the bottom left reads 'Reprint Invoices | Print Options'.

Click the **Run** button to execute the Reprint process.

Process Scheduler Request

[Help](#)

User ID BBEN06 Run Control ID REPRINT

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 type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	J40-short-Print Invoice w/Crys	BIPJ40SH	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	For Reprinting QCF	BIPJ76	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Reprint OSA Invoice	BIPJ77	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution

Select the checkbox next to the desired process.

NOTE: When printing an invoice, the user must select a job on the Process Scheduler Request page that will generate the type of invoice that you selected during bill entry (or was selected through the billing interface if the bill was generated externally to Billing), or the invoices will not print.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** to view the Process instance and retrieve the printed copy of the Bill.

NOTE: The **Process Monitor** will house the copy of the Invoice(s) that were selected in the Reprint process. Navigate to the Process Monitor to view the printed invoice(s).



Delete Temporary Bills

When bills are created from sources external to the Billing module, **Temporary Bills** are created in the Billing Worksheet. Once these have been reviewed and approved in the Billing Worksheet, they no longer serve a purpose in the processing of a bill. Occasionally, these Temporary Bills should be deleted from the system.

Delete Temporary Bills

Navigation: *Billing > Generate Invoices > Utilities > Delete Temporary Bills*

Delete Temporary Bills

*Business Unit

*Select

Temporary Bills Selection

Sel	Invoice	Customer	Contract	Project	Invoice Amount	Billing Currency
<input type="checkbox"/>	TMP-00001587	0000026609	V02F42301		1,275.85	USD
<input type="checkbox"/>	TMP-00001380	0000304792	21-107		5,000.00	USD

Use the **Delete Temporary Bills** page to search for and delete Temporary Bills.

Unit – populate with the agency business unit.

Select - choose an option to search for Temporary Bills by All, Customer, Contract or Project. Based on the Select option chosen, populate the corresponding value.

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

Delete Temporary Bills page continued

Delete Temporary Bills

*Business Unit

*Select

Select All Deselect All

Temporary Bills Selection

1-2 of 2 | View All

Sel	Invoice	Customer	Contract	Project	Invoice Amount	Billing Currency
<input checked="" type="checkbox"/>	TMP-00001587	0000026609	V02F42301		1,275.85	USD
<input checked="" type="checkbox"/>	TMP-00001380	0000304792	21-107		5,000.00	USD

All Temporary Bills that match the search criteria will be visible in the **Temporary Bills Selection** section of the page.

Select – chose this checkbox to mark the Temporary Bill for deletion.

Click the **Delete** icon, outlined in the screenshot above, to delete the Temporary Bills marked.

