State of Oklahoma

COR405

Billing – Creating and Processing Bills Manual

Office of Management & Enterprise Services

OKLAHOMA

Table of Contents

Document History 4
Creating Invoices Overview 5
Key Terms 6
Process Flows 8
Guidelines, Concepts, and Alternatives 10
On-line Invoice Creation 12
Create a Bill using Express Billing 12
Billing General Page 14
BI Line Section 17
Accounting Distributions Page 18
Billing General Page 19
Header Detail Section 22
Interfacing Bills from External Sources 23
Reviewing Billing Activity in the Billing Interface Tables 23
Billing Interface Page 25
Update Billing Activity in the Billing Interface Tables 27
Billing Interface Page 29
Run the Billing Interface Process 30
Billing Interface Page 31
Review and Approve the Billing Worksheet 33
Worksheet Header Page 33
Line Details Page 37
Update Contracts/Projects with Billing Info 39
Run Projects/Contracts Update 39
Update Contract/Projects Data Page 40
Billing Inquiry and Reporting 41
Invoice Register Report 41
Invoice Register Page 42
General Ledger Accounting Entries Report 44
GL Accounting Entries Page 45
Locate Bills Not Invoiced 47

Bill Search Page 47
Bill Search Criteria Page 48
Locate Bills Invoiced 50
Bill Search Page 50
Bill Search Criteria Page 51
Review Summary Billing Information 53
Bill Summary Info Page 54
Bill Summary Info 2 Page 55
Review Detail Billing Information 56
Header – Info 1 Page 57
Line – Info 1 Page 58
Review Recurring Bill Schedules 59
Recurring Schedule Inquiry 60
Review Entries by Invoice 61
Accounting Entries Page 62
Review Entries by Journal 64
Accounting Entry Page 65
Review Entries by Adjustment History 66
Adjustment History Page 67

Document History

Document Revision	Date	Description
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

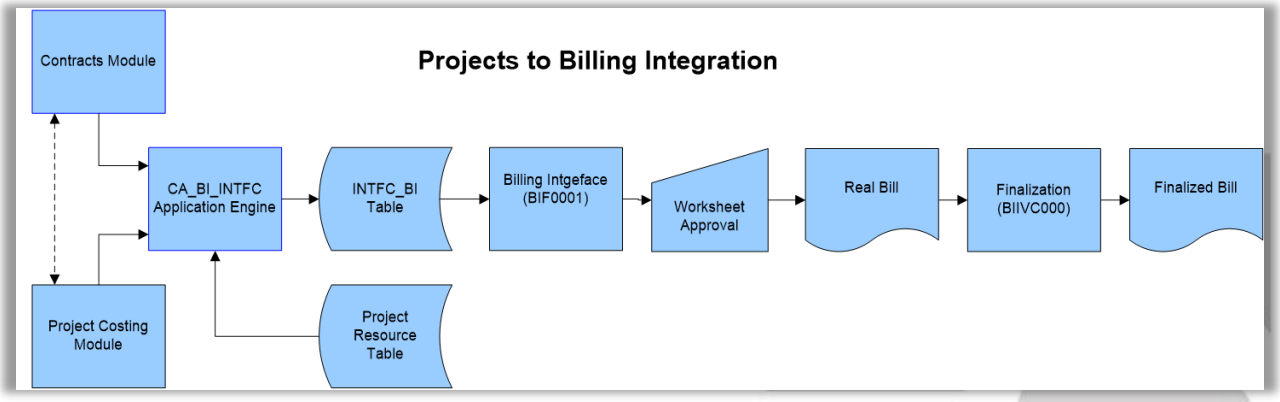


Diagram 1: Projects/Billing Module Integration

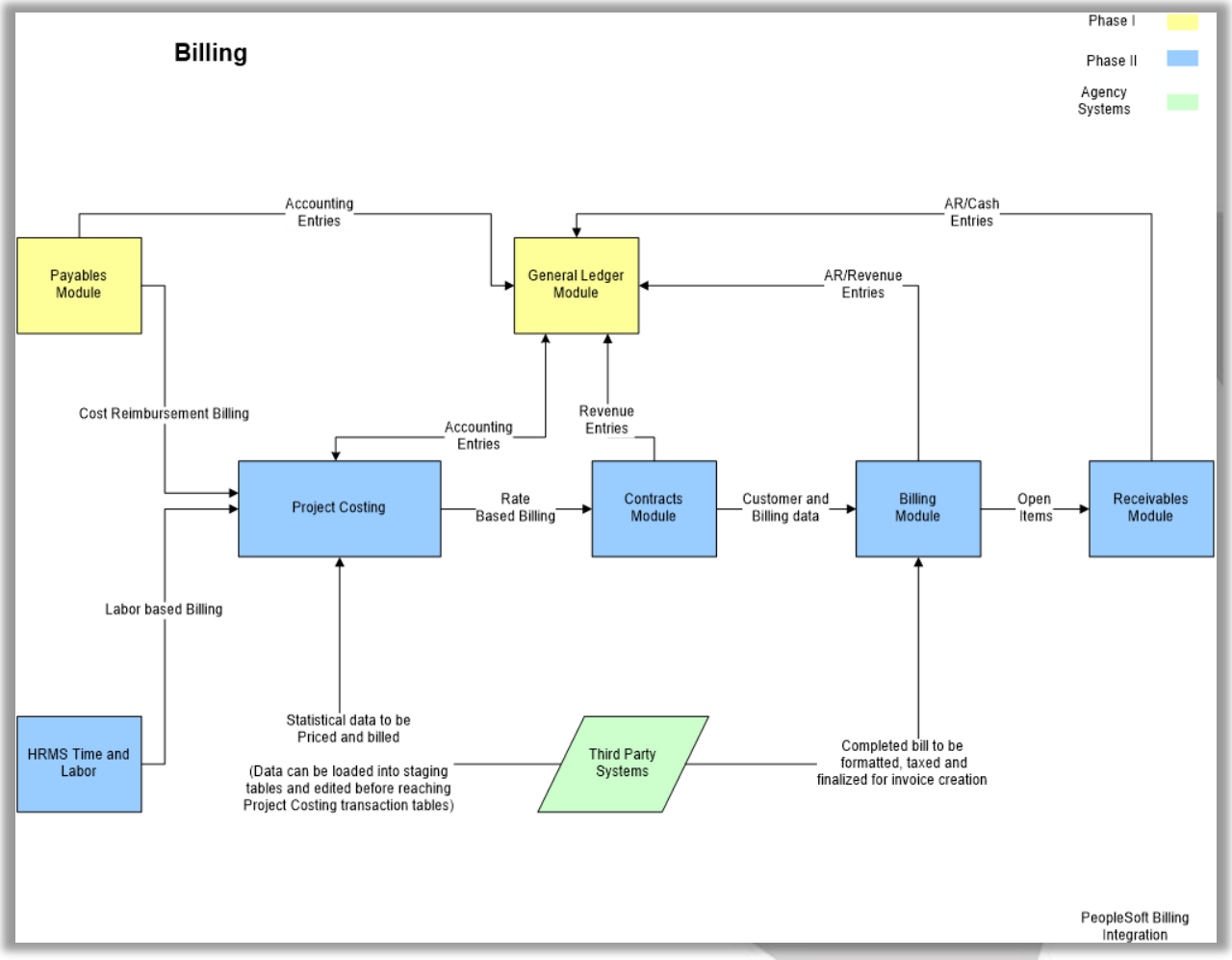


Diagram 2: Billing Integration Options

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.

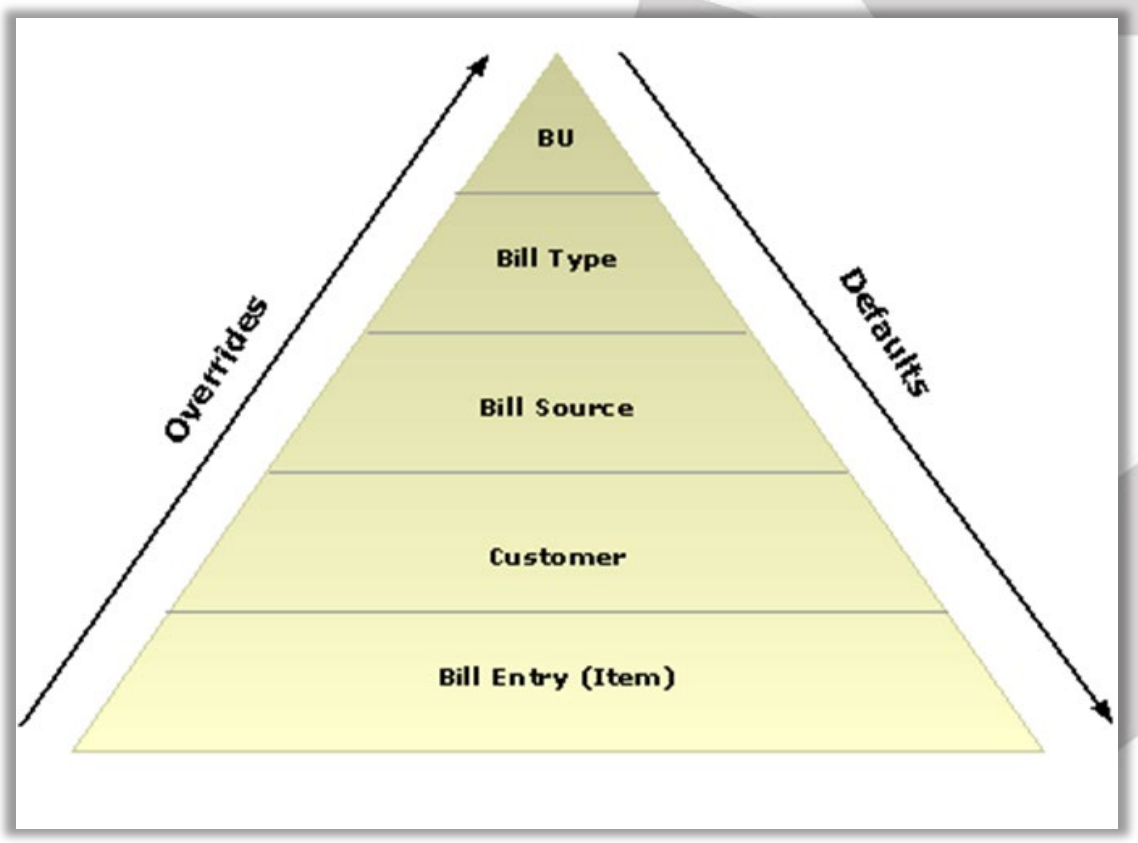


Diagram 3: Billing Default Hierarchy

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

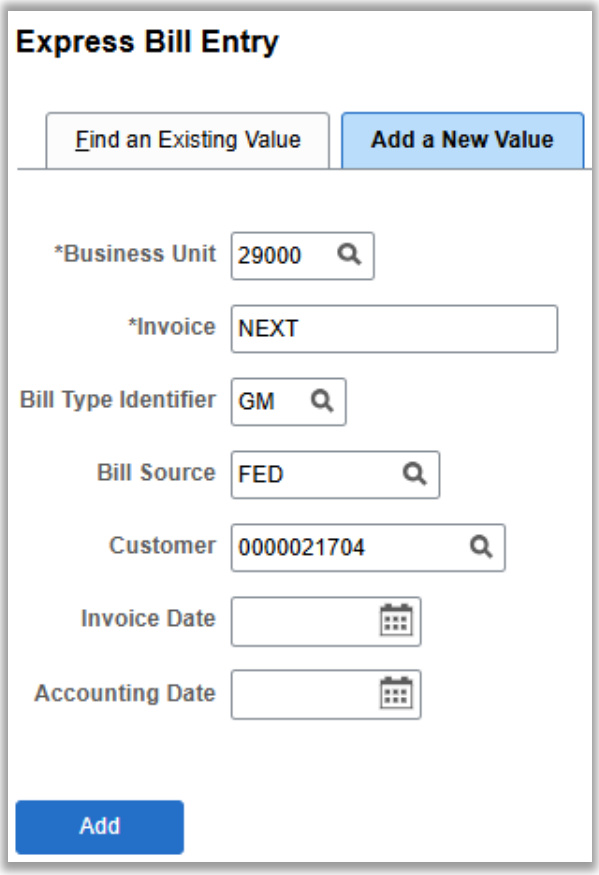
One way to create Bills (Invoices) in the system is to use the Billing pages to create a bill manually on-line. As opposed to bills that are generated externally and interfaced into the Billing Module, these bills originate in Billing and properties of the bill are assigned manually by the user creating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



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.

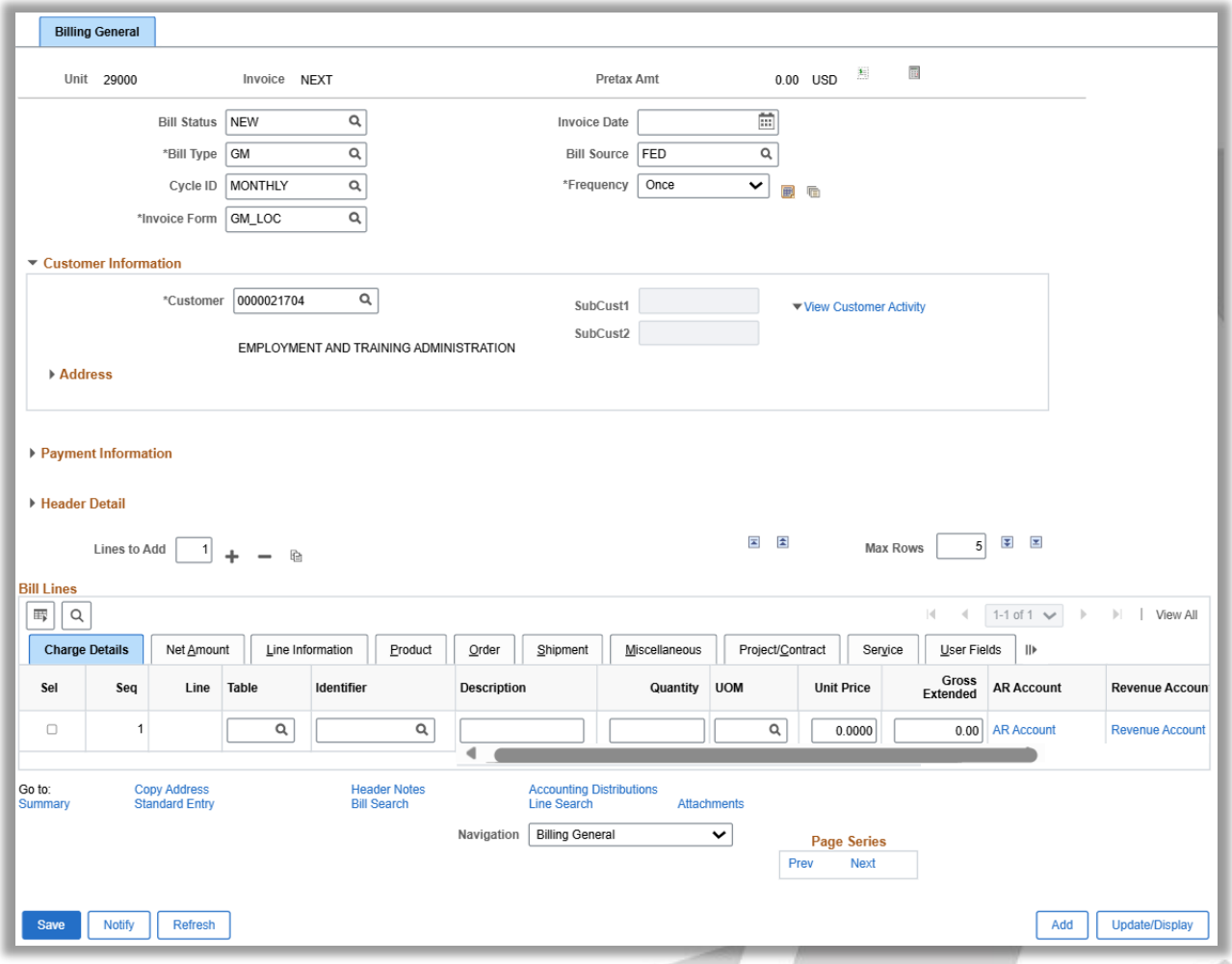
Bill Type Identifier – select the Bill Type value for this invoice.

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



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.

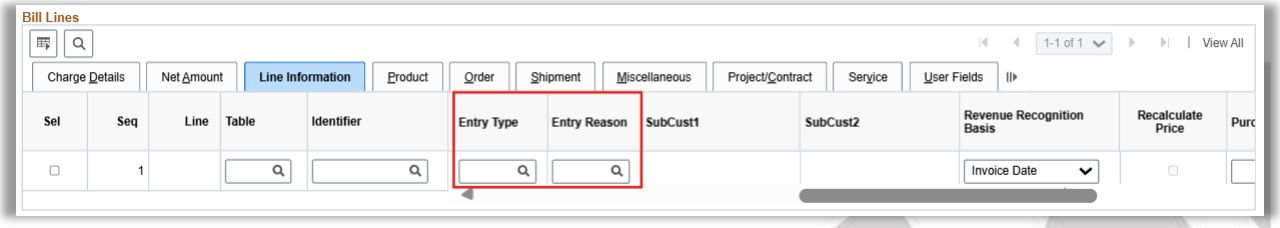
NOTE: Use the **plus (+)** button to insert as many Bill Lines as are needed.

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.



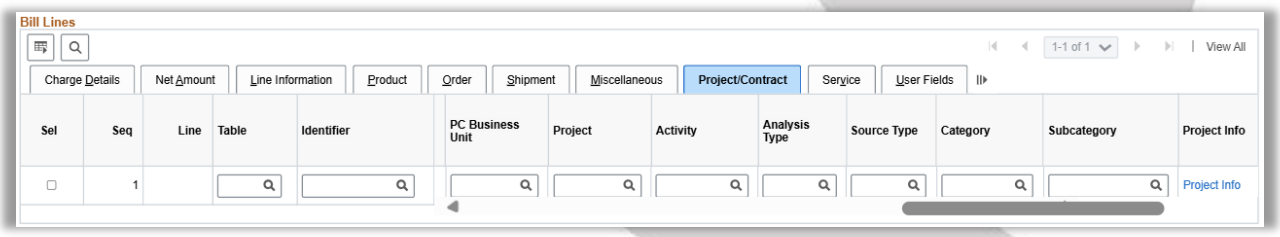
On the **Line Information** Tab under Bill Lines section use the slide bar to locate:

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



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:



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

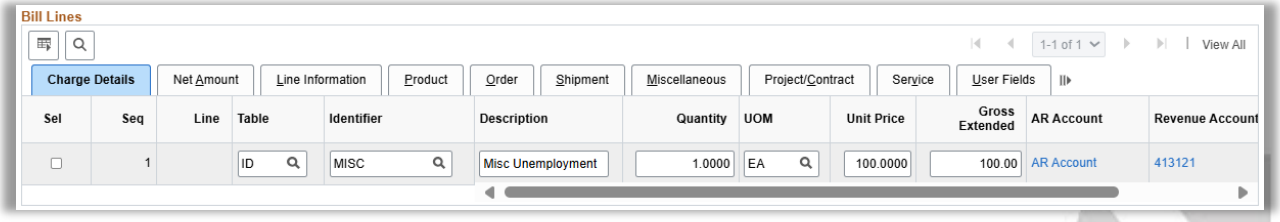
Use the other available tabs under Bill Lines to enter or view Bill Line information related to **Dates**, **Employees** or **Contracts**.

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

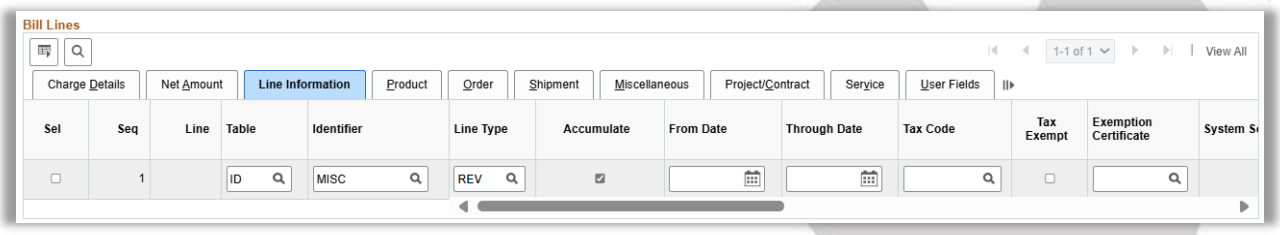
NOTE: The Bill can be saved at this point to save information entered so far and assign the Invoice Number. Additional information can be added after the **Save** button is clicked.

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

BI Line Section



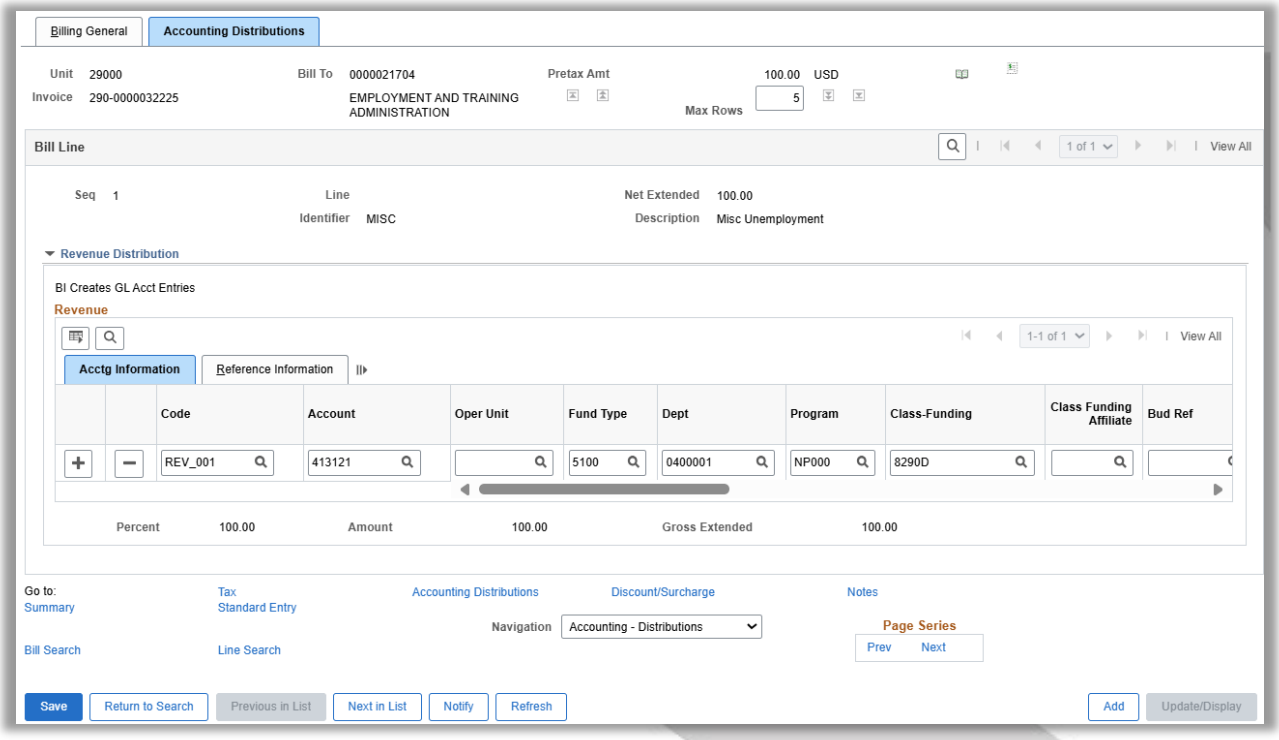
The **BI Line** displays on the **Billing General** page. Click the **Line Information** tab.



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.

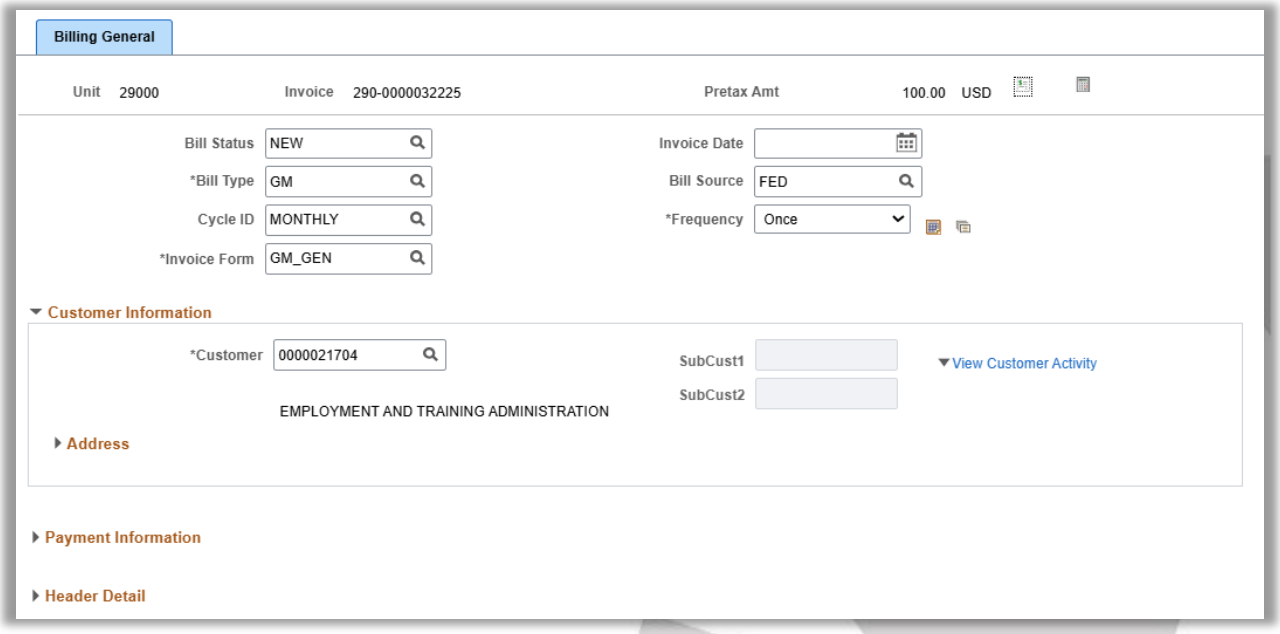
Code – Use the Distribution Code to facilitate populating chartfields for the revenue accounting line.

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 **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'.

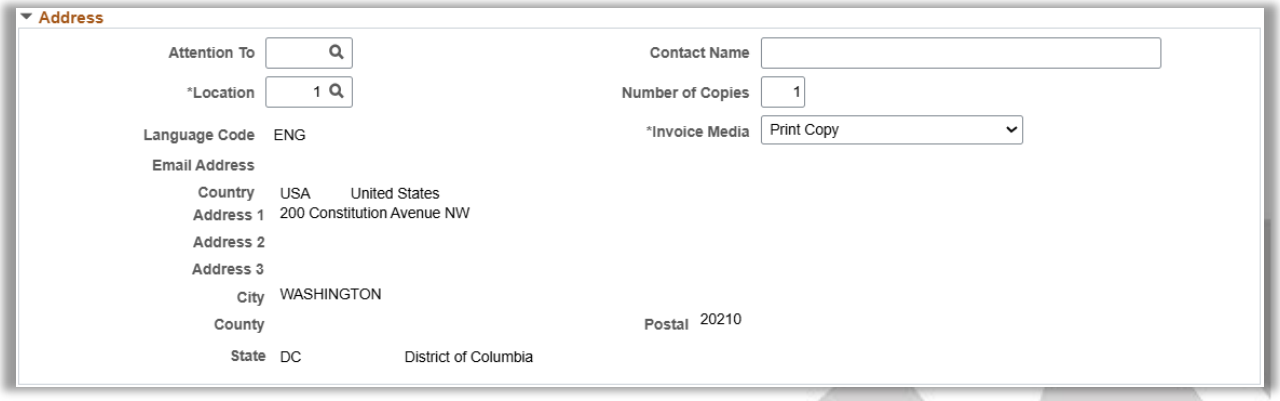
NOTE: Once the on-line Bill is complete, this value must be changed to READY for further invoice processing. This change can be done manually on the Bill or through a batch process.

Invoice Date – Define the invoice date for this bill.

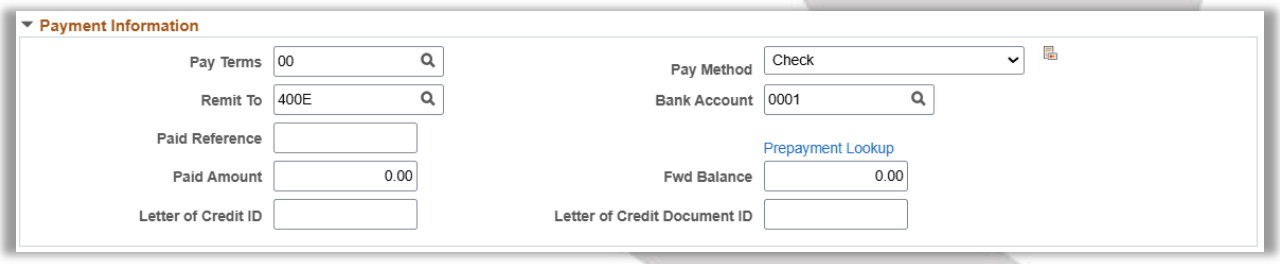
Frequency – For a 'One-Time' invoice, define the value as '**Once**'.

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

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



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.



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.

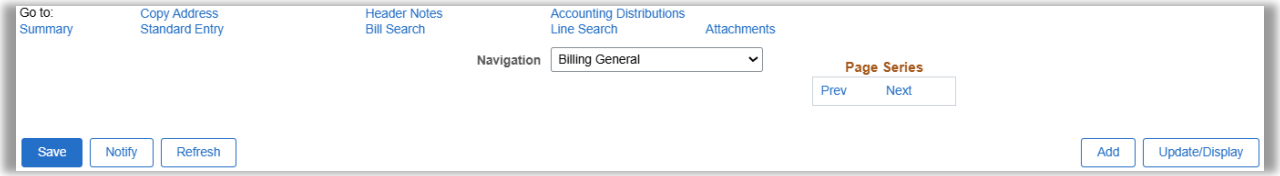
Accounting Date – define the Accounting Date that will drive when accounting entries for the bill are booked in the General Ledger.

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.



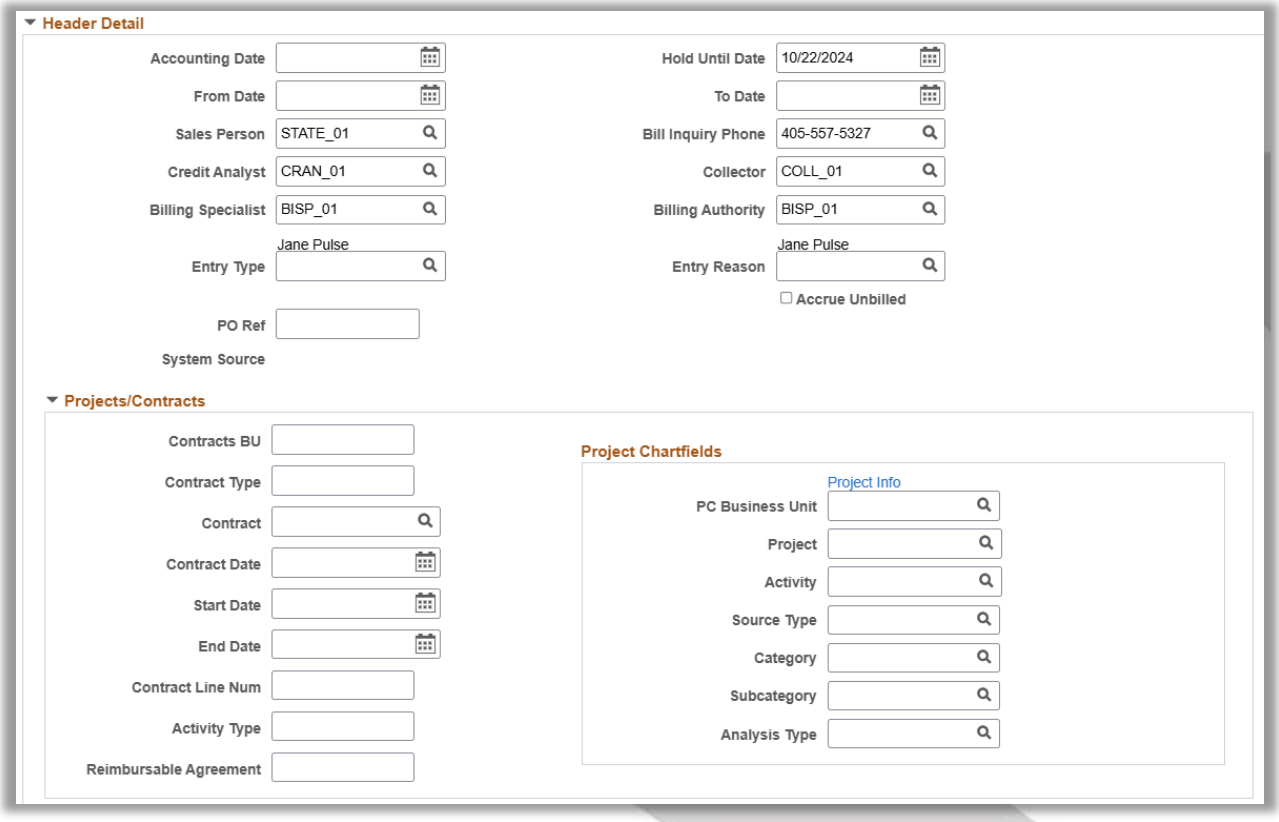
Use the bottom section of the page to hyperlink to additional billing features like **Bill Search**, **Header Notes** or **Summary** information.

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



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.

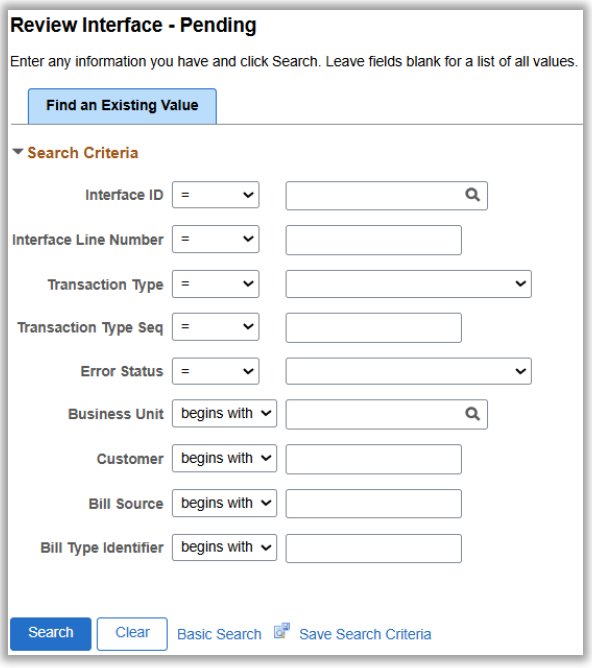
Billing activity staged in the Billing Interface Tables can be reviewed and altered, if necessary, before Bills are created. Once billing activity has been reviewed and the Billing Interface process has edited and created Bills, the **Temporary Bills** must be approved in a **Billing Worksheet**.

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



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.

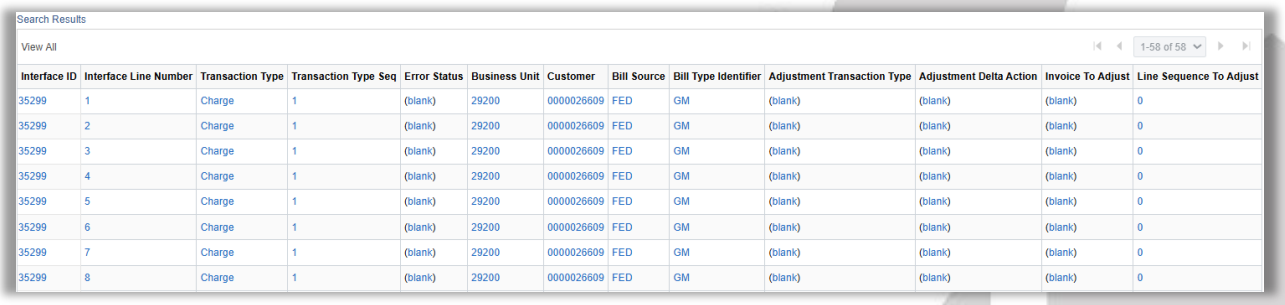
Business Unit – define the agency business unit number.

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:

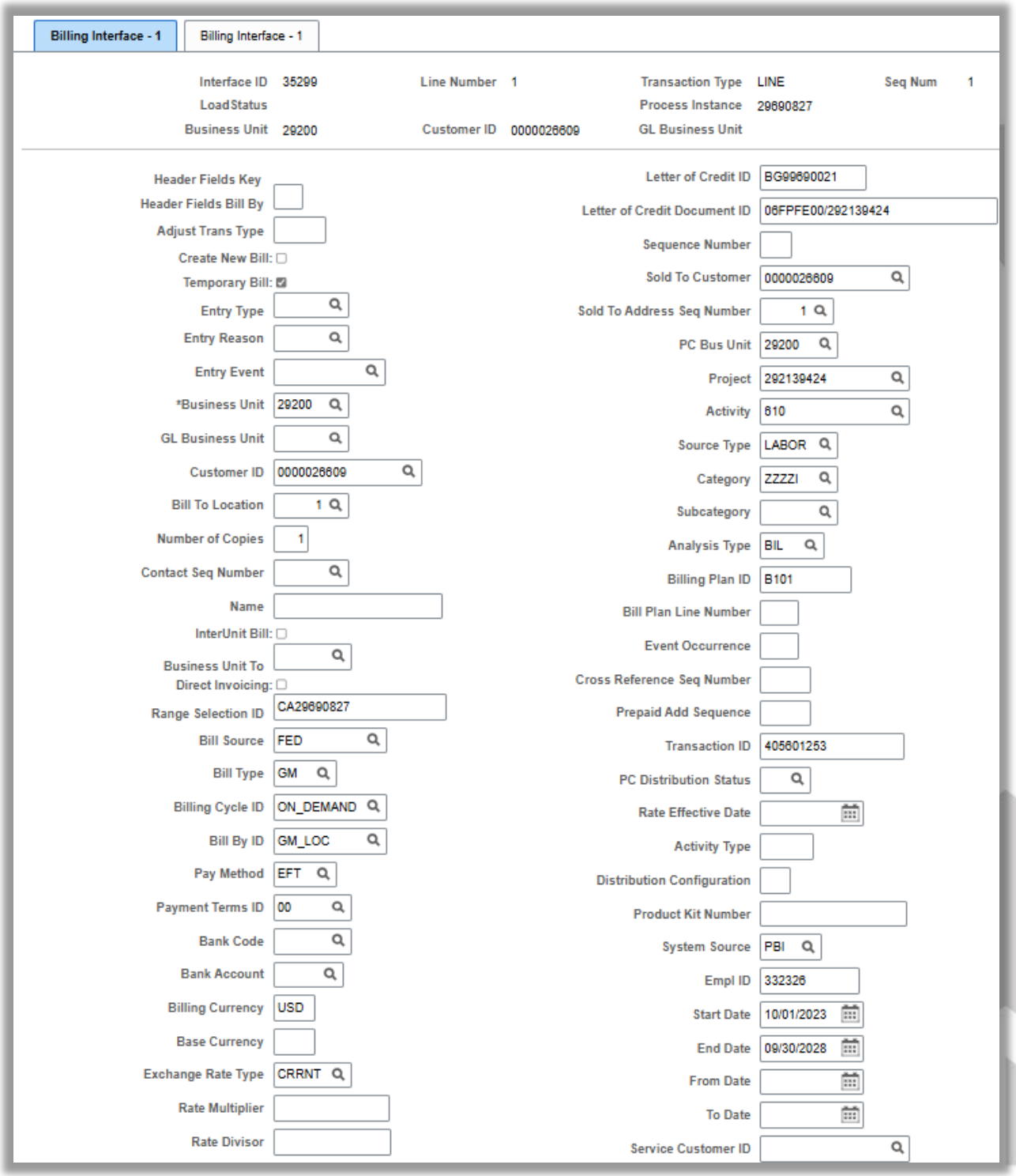

Search Results

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

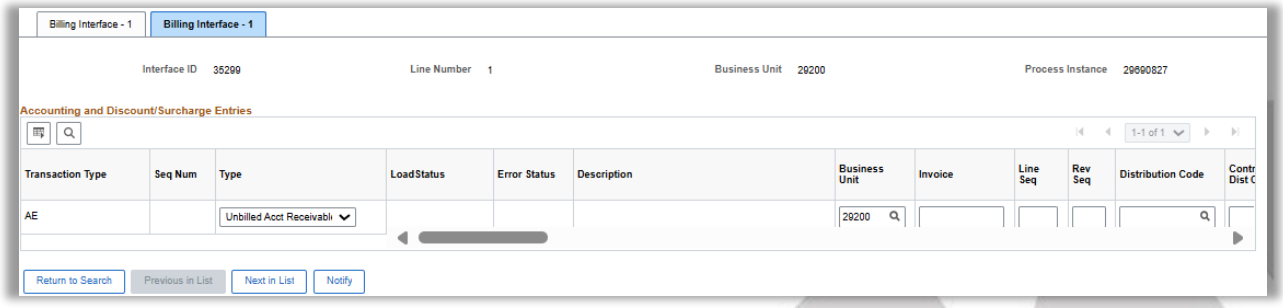
Select the billing interface line number to review.

Billing Interface Page



Review the billing interface activity from Contracts or Projects modules.

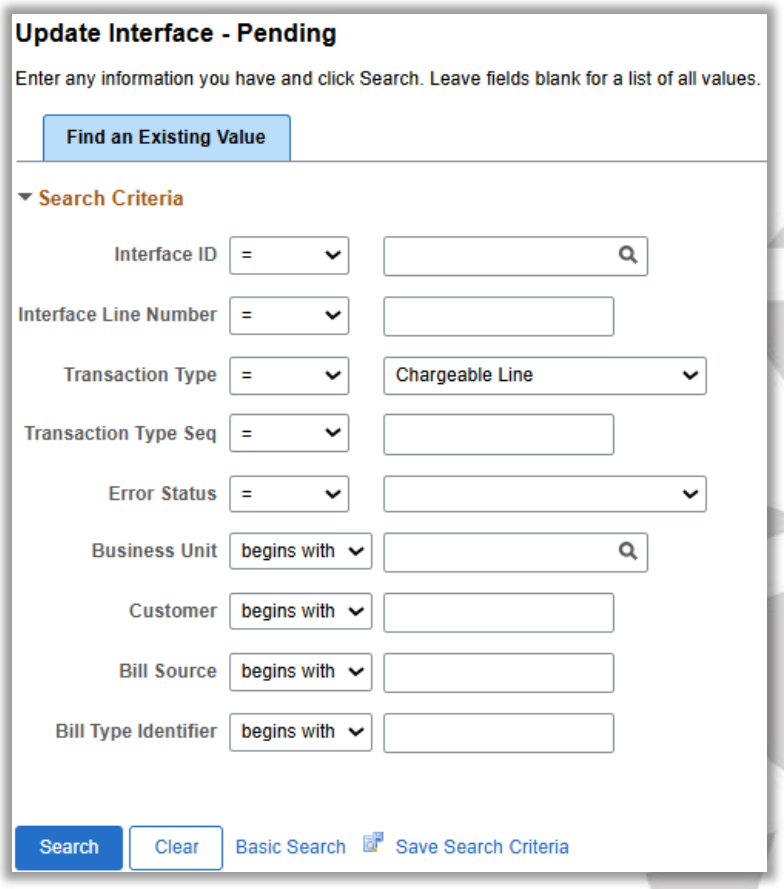
Switch to the other **Billing Interface – 1** tab at the top of the page to review the accounting entries corresponding to the billing interface row.



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



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.

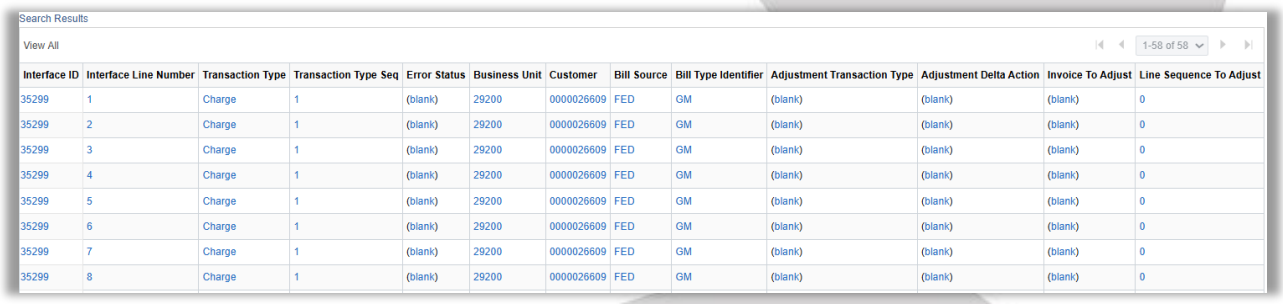
Business Unit – define the agency business unit number.

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.

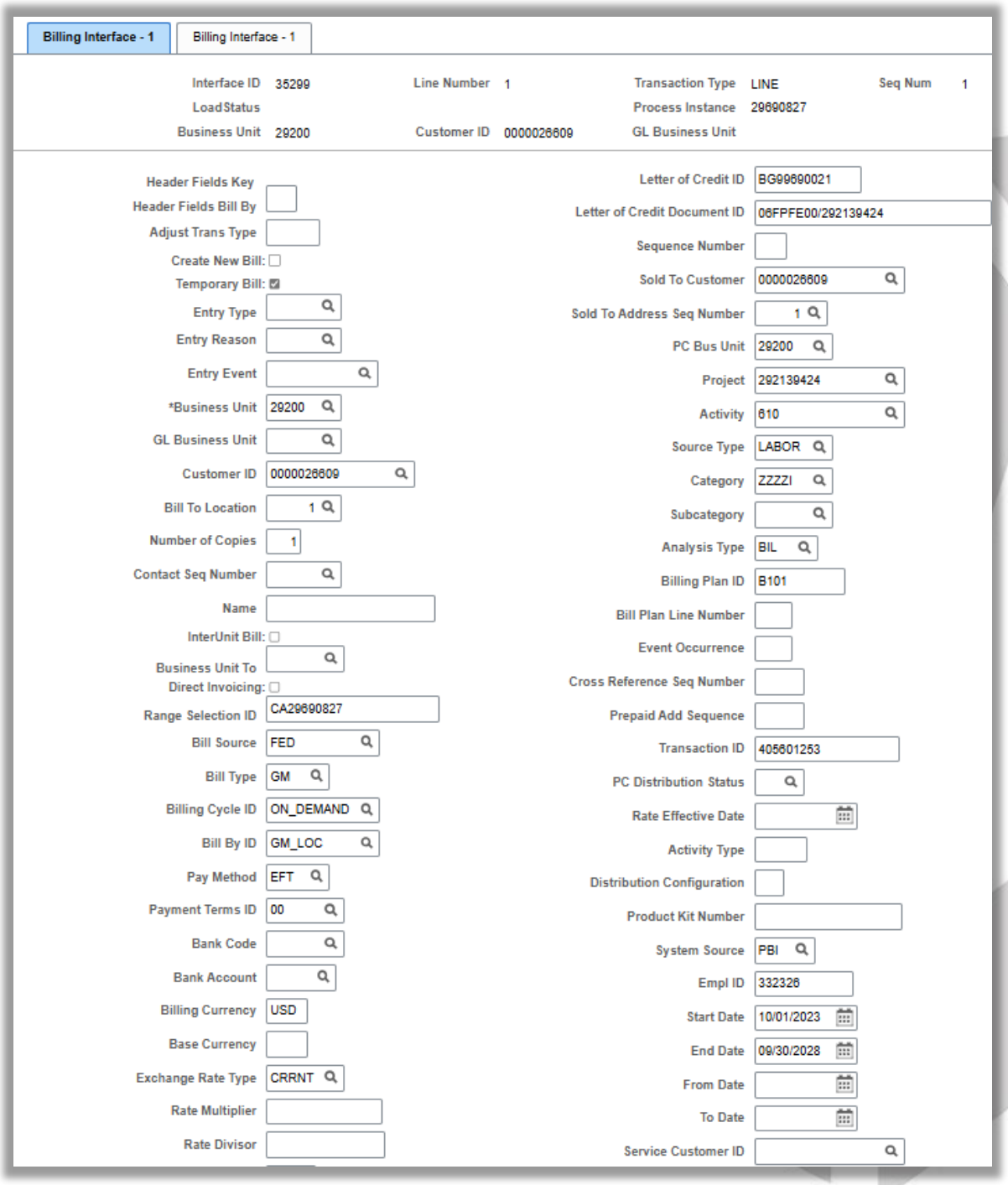

Search Results

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

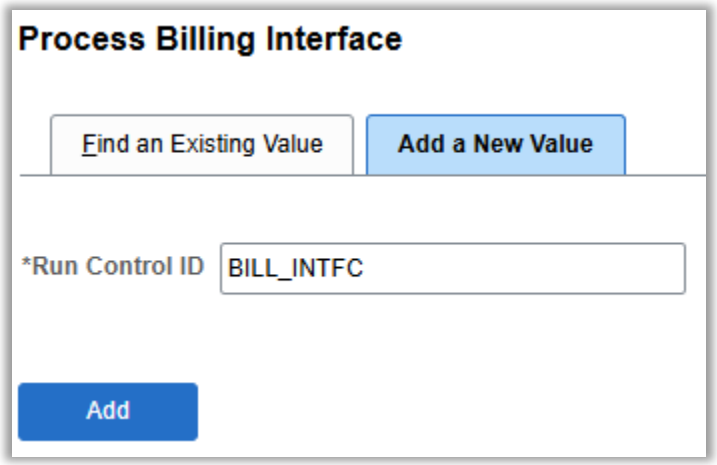


Update the **Billing Interface** activity from Contracts or Projects modules.

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

Run the Billing Interface Process

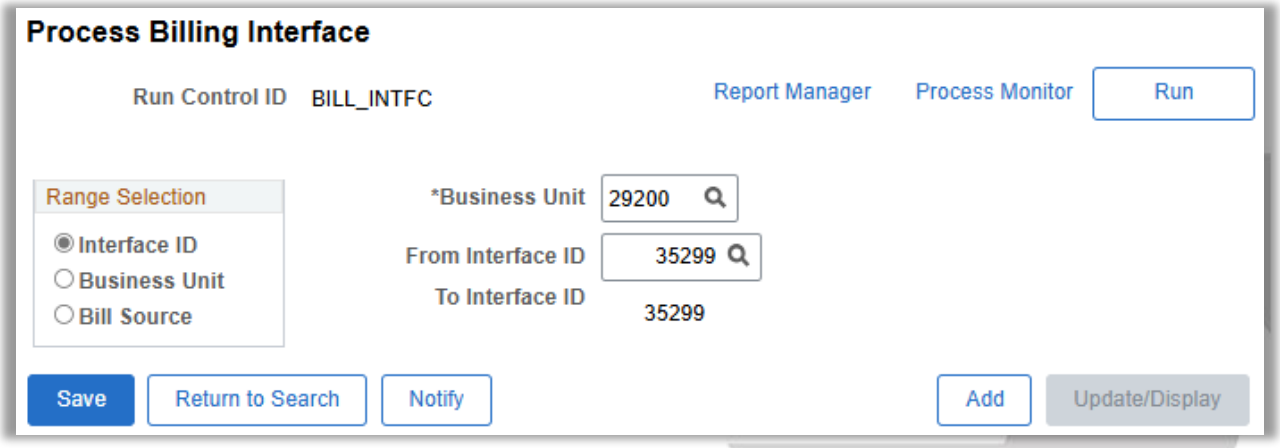
Navigation: Billing>Interface Transactions>Process Billing Interface



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

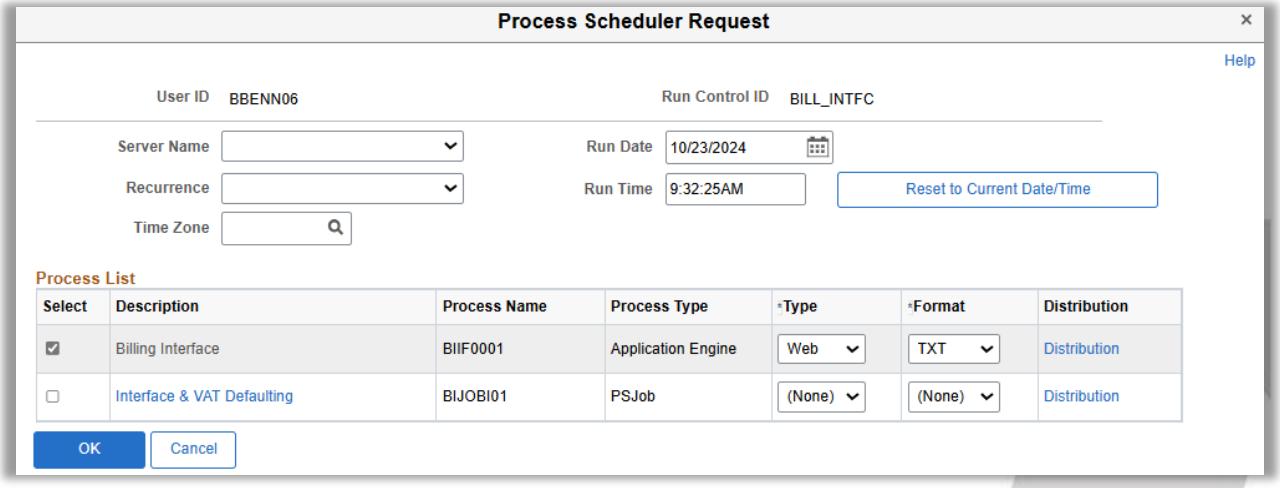


Use the **Billing Interface** page to define a range of Interface ID's that will be selected for the Billing Interface process.

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

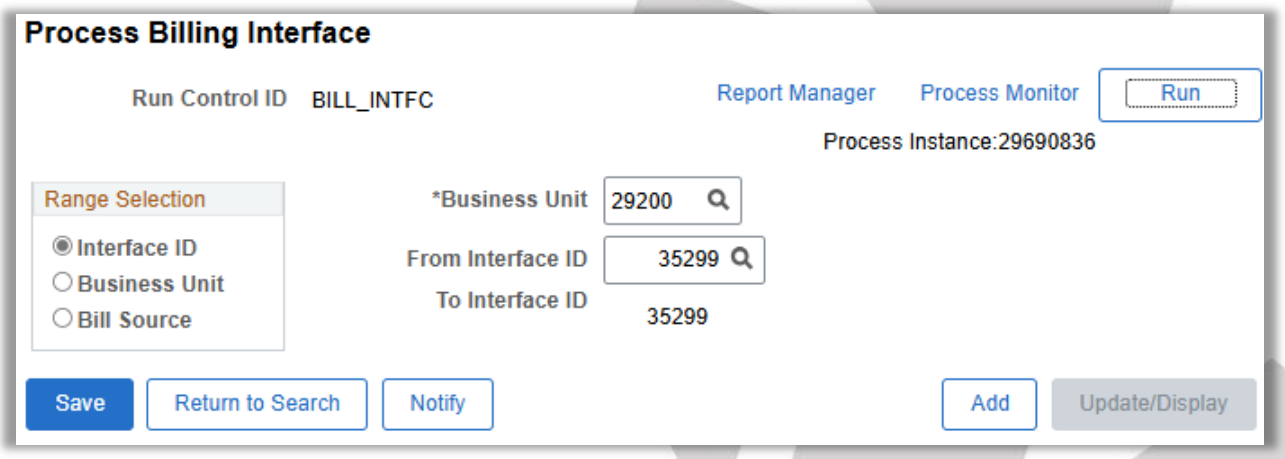
NOTE: If the Billing Interface is executed on Interface ID only, it may be necessary to Review billing interface activity to identify the Interface ID before executing this process.

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



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

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



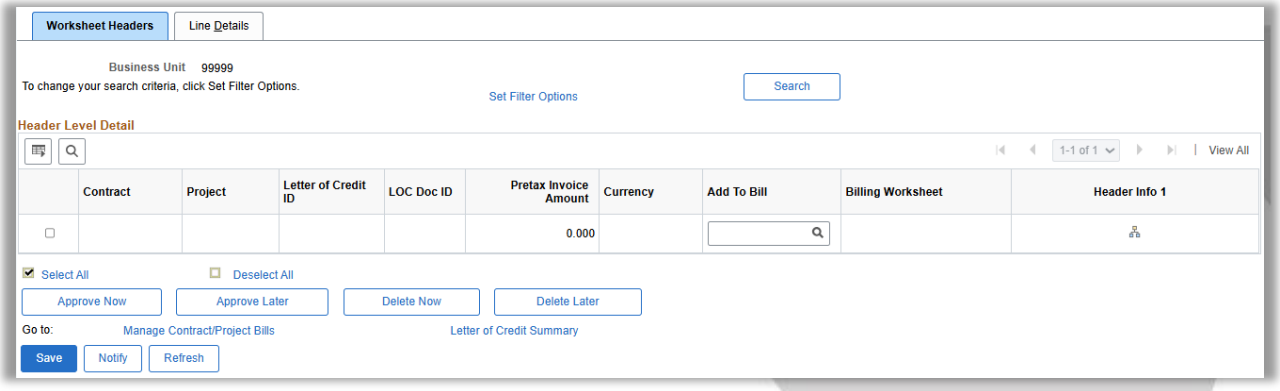
Click the **Process Monitor** link to view the Process instance.

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.

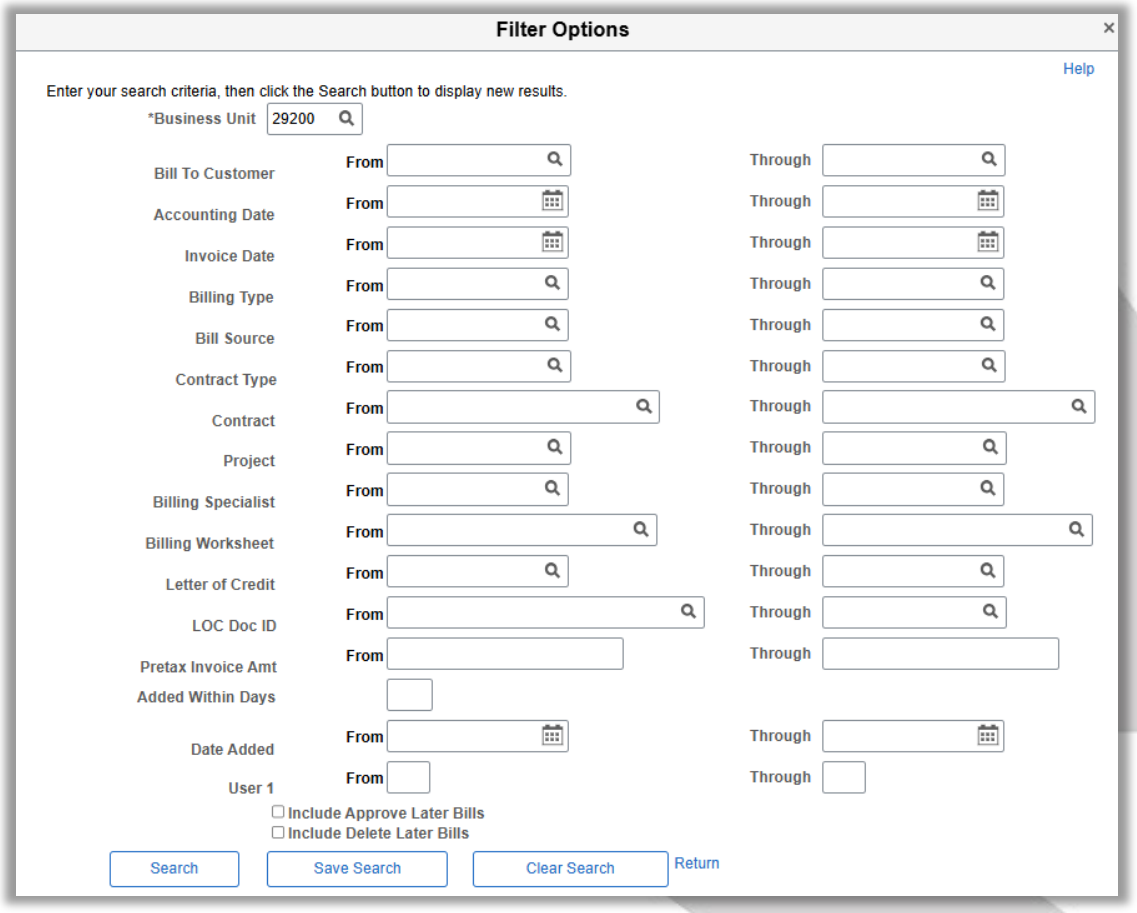
Review and Approve the Billing Worksheet

Navigation: Billing > Manage Billing Worksheet > Update Billing Worksheet

Worksheet Header Page



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.

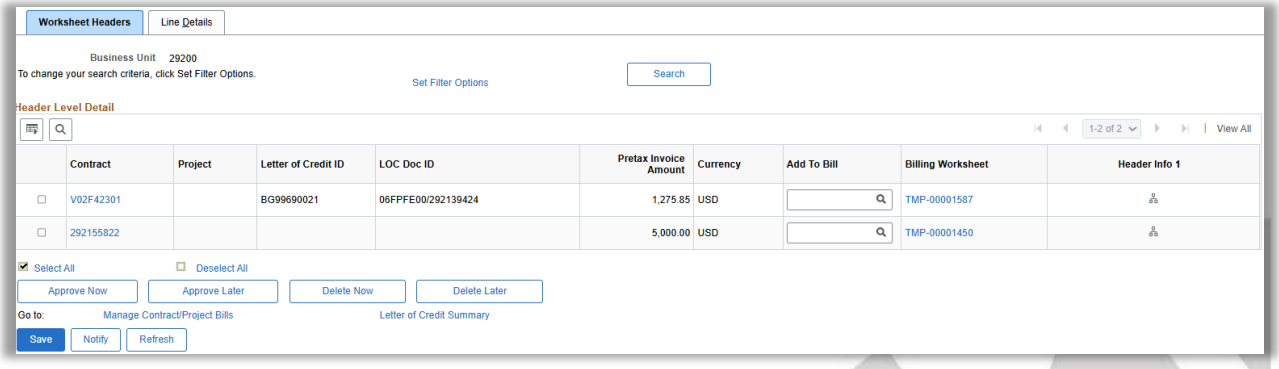
Customer – to search for billing activity by Customer ID, populate this field.

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:

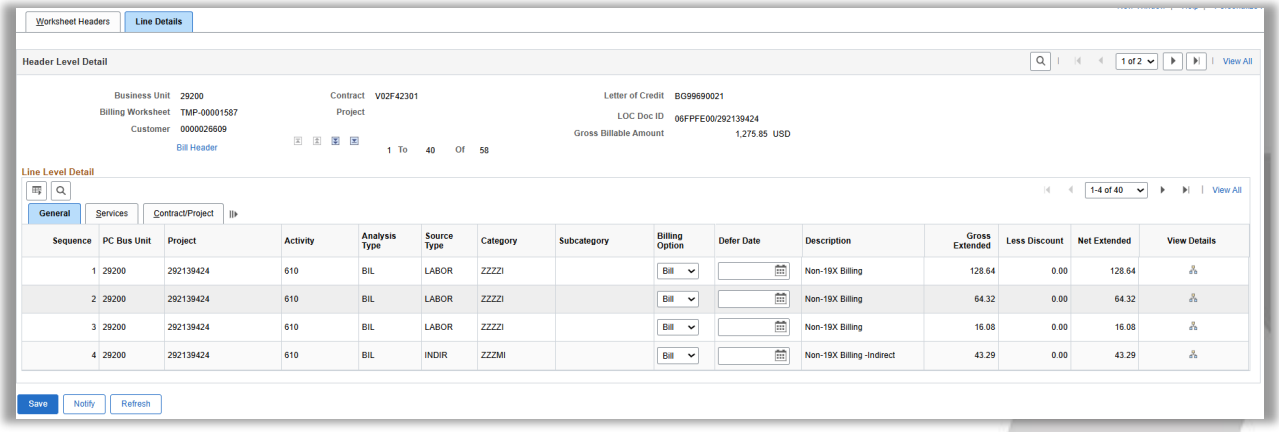
- Invoices with the same Billing business unit as the worksheet bill.
- Invoices with the same bill-to-customer as the worksheet bill.
- Invoices with the same contract ID as the worksheet bill.
- Invoices with the same currency as the worksheet bill.
- Invoices with an invoice status of *NEW* or *HLD* (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



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.

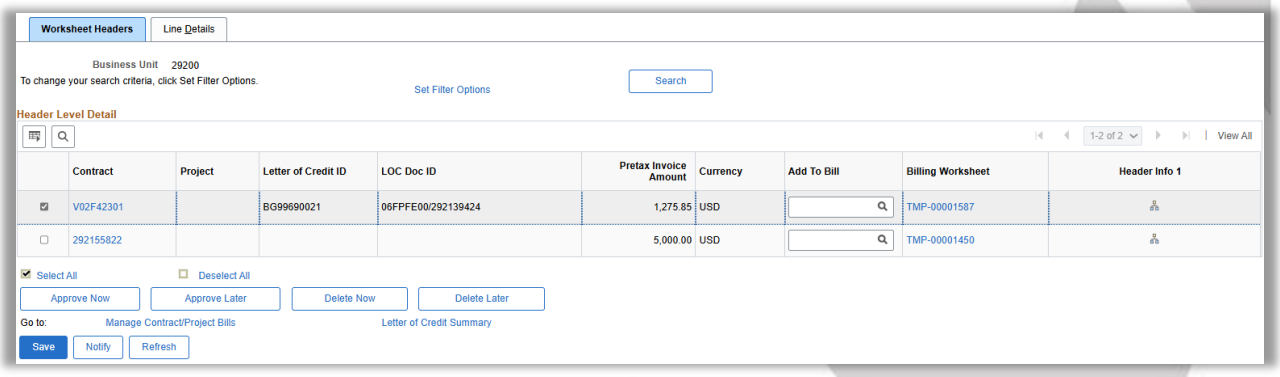
Analysis Type – reflects the Analysis Type for Rate Based billing. The **Billing Option** selected can change the Analysis Type for rate based bill lines.

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.



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

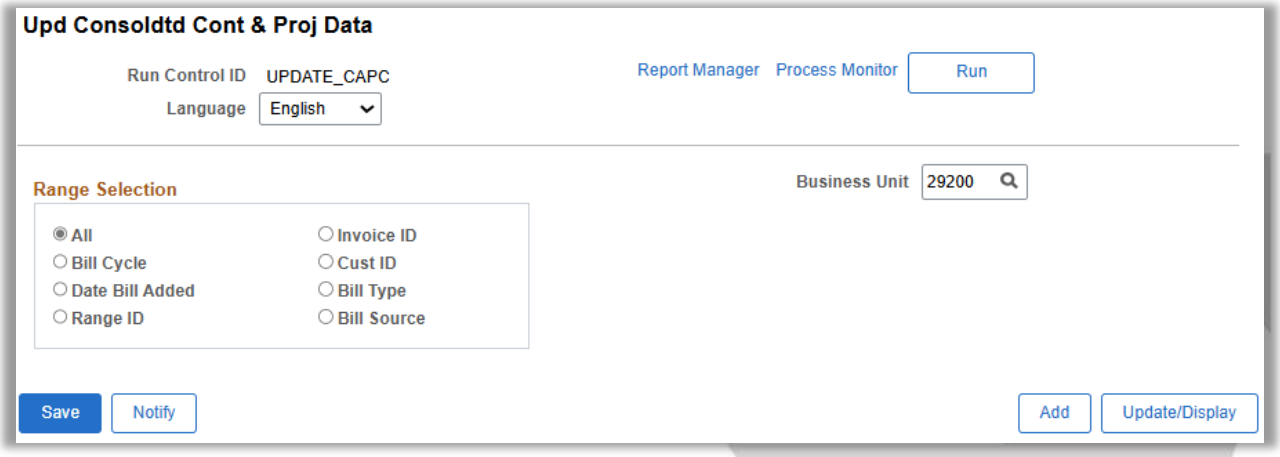
Navigation: Billing > Generate Invoices > Utilities > Upd Consoldtd Cont & Proj Data



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



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.

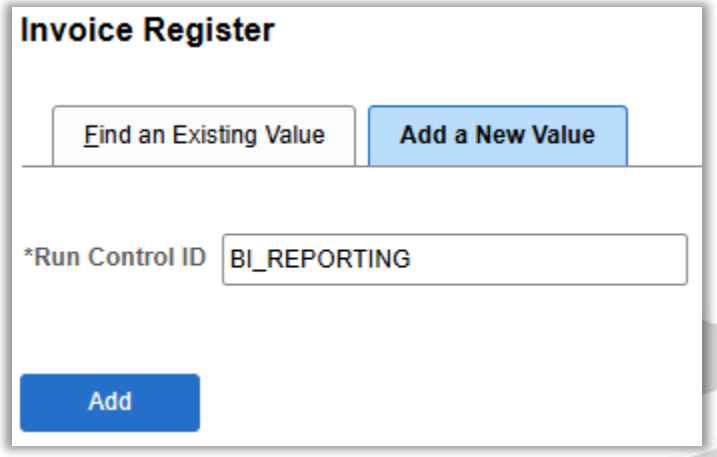
Click the **Run** button to execute the Contract/Projects Update process.

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

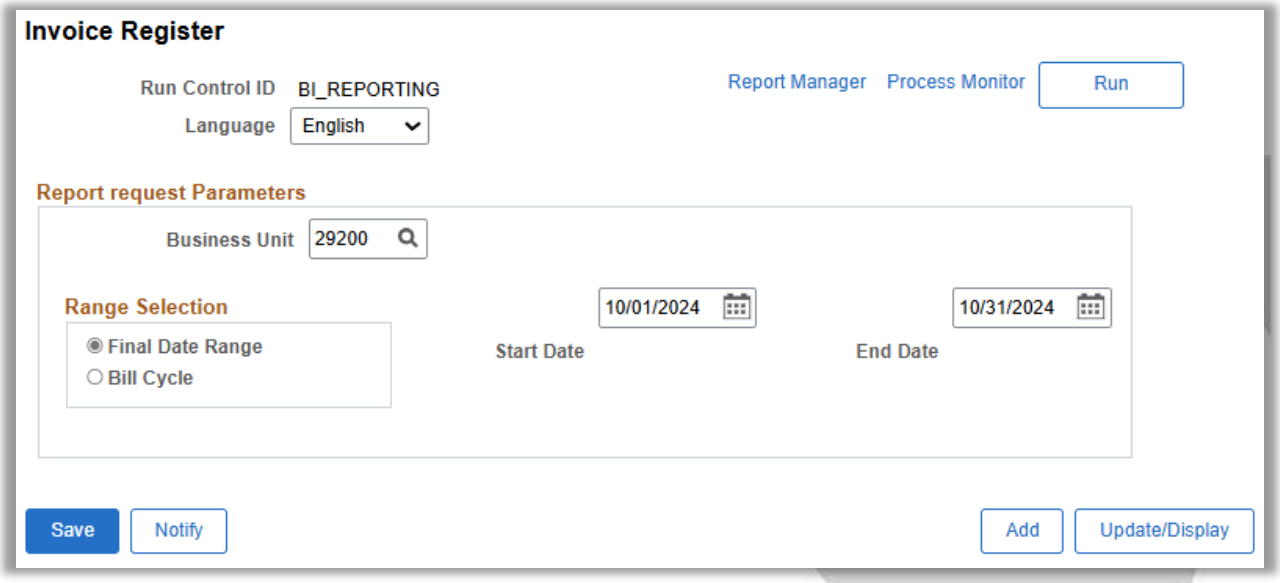
Navigation: Billing > Generate Invoices > Reports > Invoice Register



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

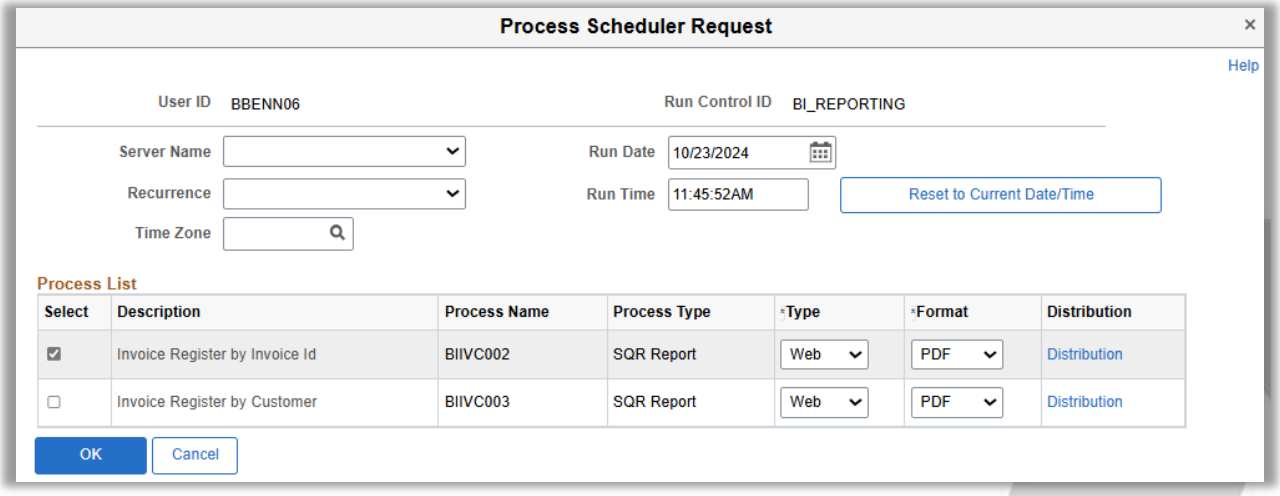


Use the **Invoice Register** page to determine which invoice(s) will be selected for the report. The Invoice Register report displays a list of invoices by Invoice Number (**BIIVC002**) or Customer (**BIIVC003**).

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.



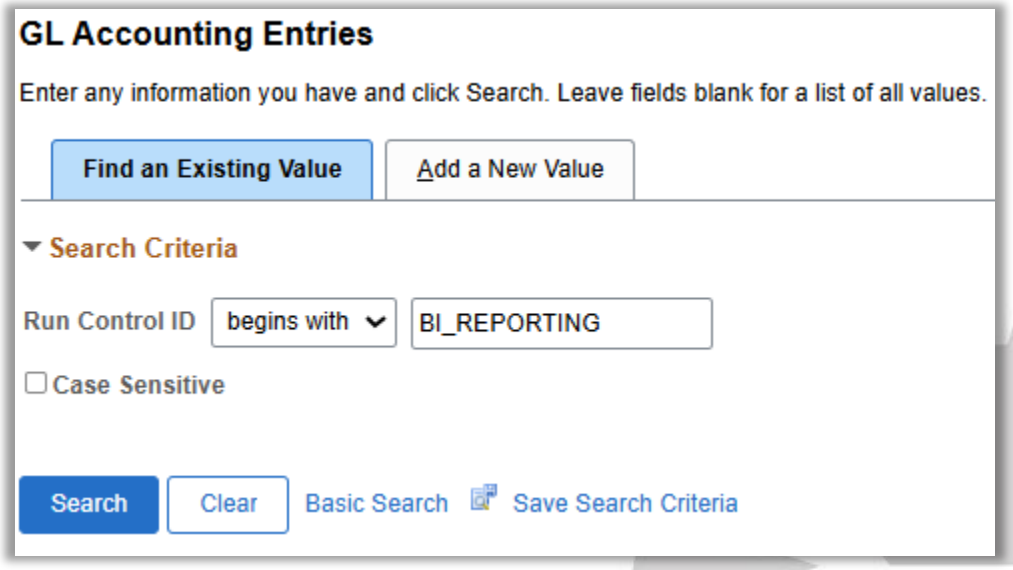
Select the checkbox next to the desired report.

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

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

General Ledger Accounting Entries Report

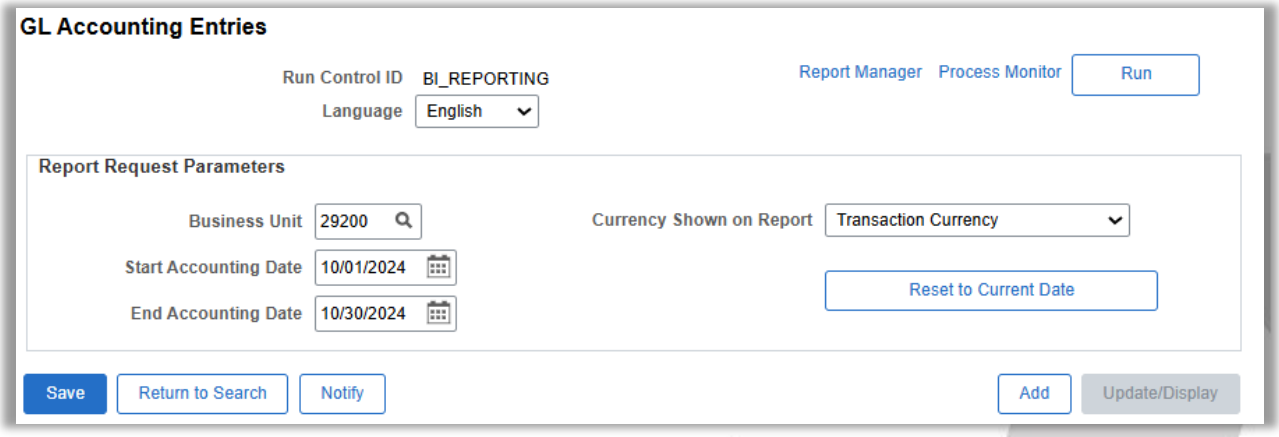
Navigation: Billing > Generate Invoices > Reproduce Reports > GL Accounting Entries > Find an Existing Value



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



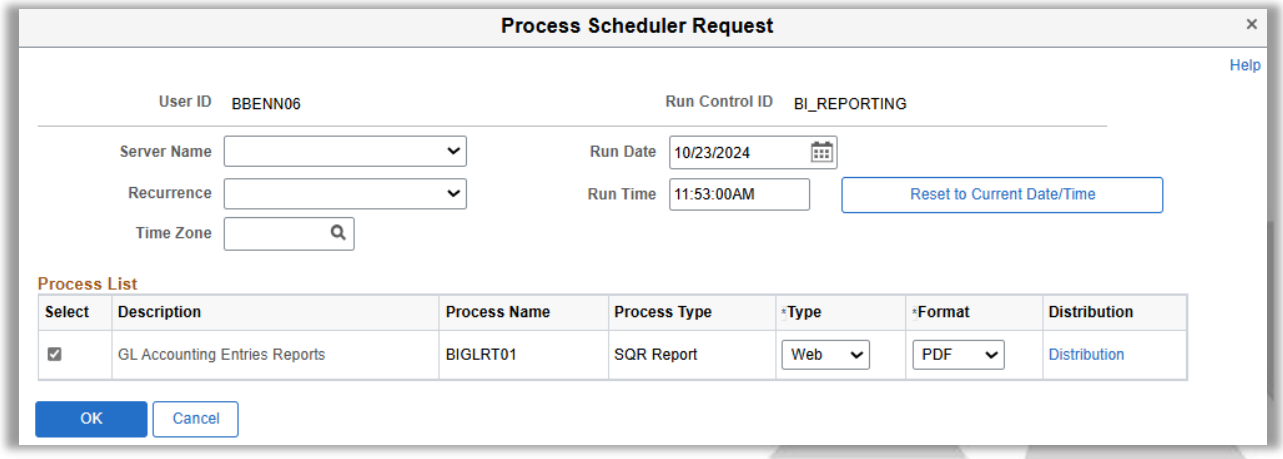
Use the **GL Accounting Entries Report** page to determine which accounting entries will be selected for the report. GL Accounting Entries report displays all the accounting entries that were processed in a specified accounting date range.

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.



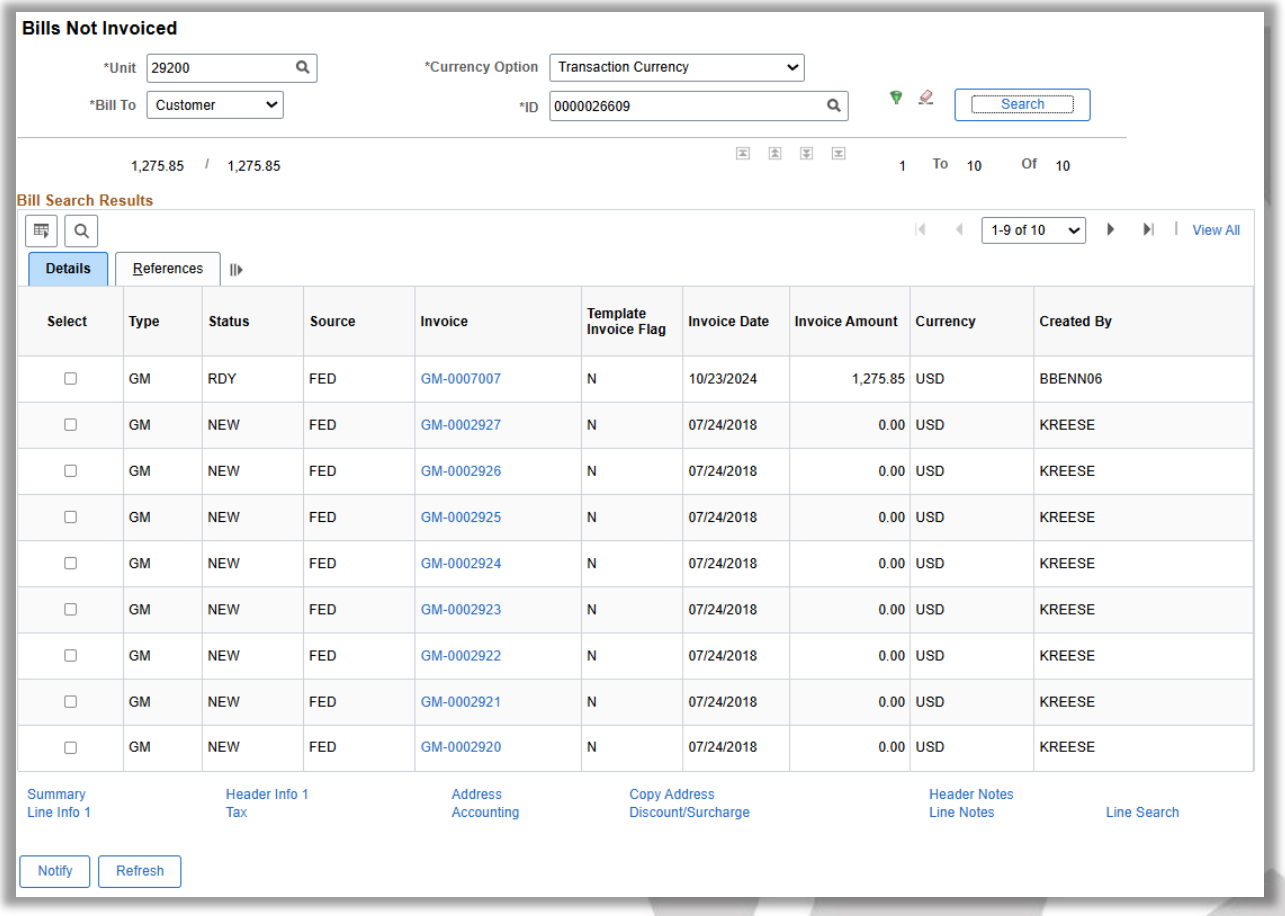
Select the checkbox next to the desired report.

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



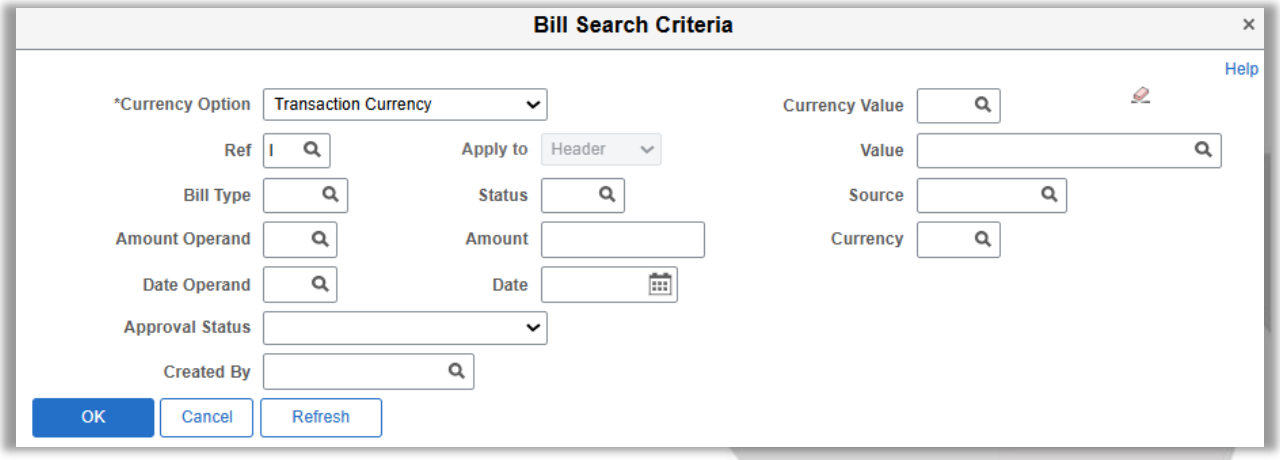
Use the **Bill Search** page to retrieve bills not yet invoiced (not Finalized).

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

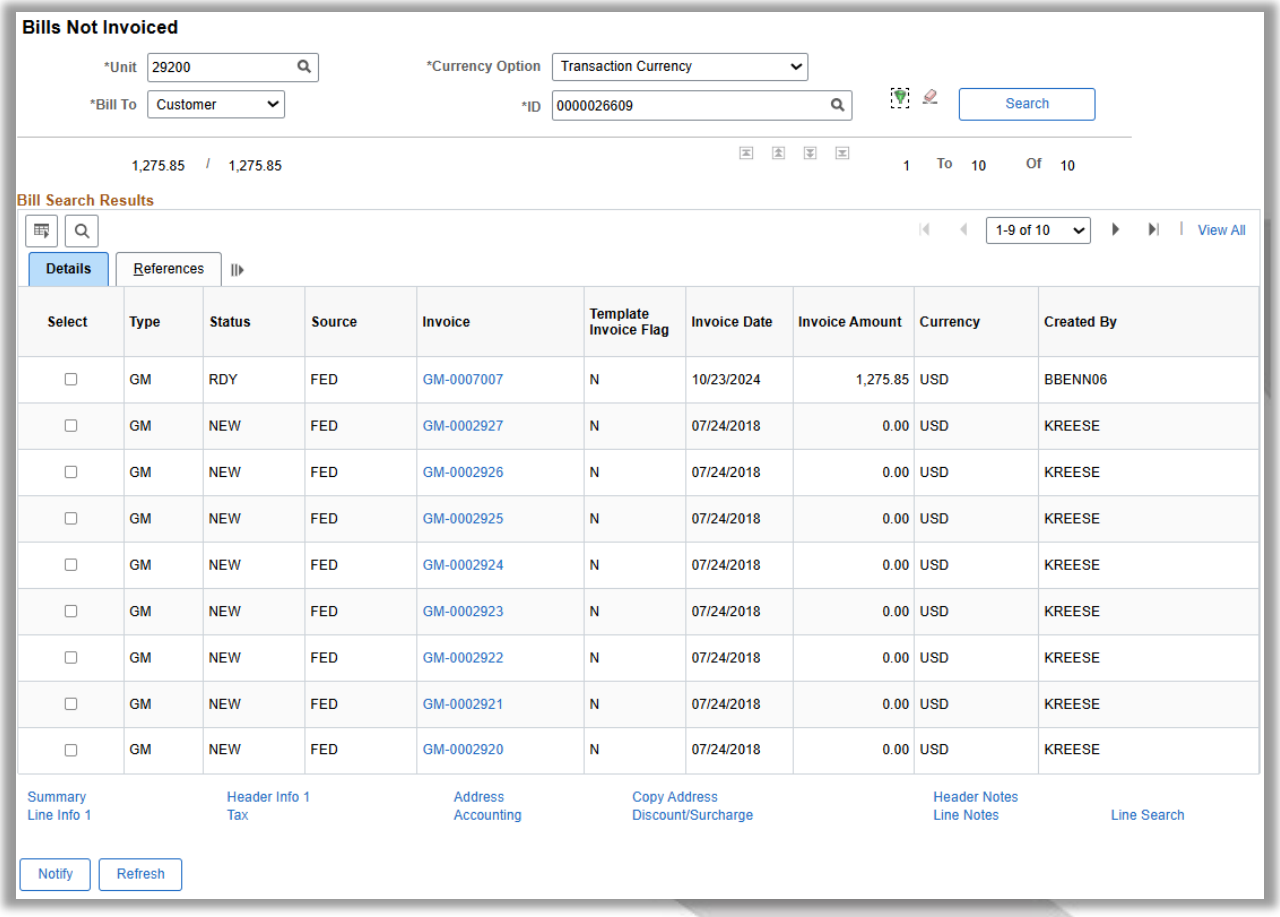


Use the ***Bill Search Criteria*** page to add additional search criteria.

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.

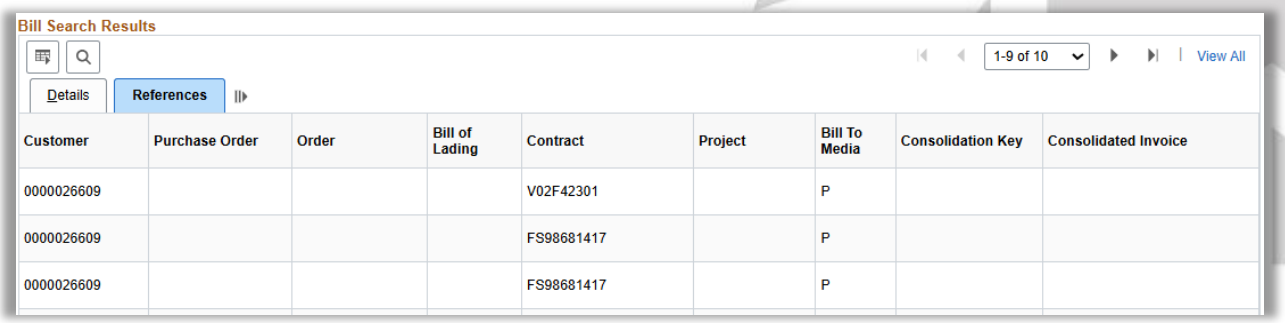
Click the **Search** button to retrieve bills that match the selection criteria.



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.

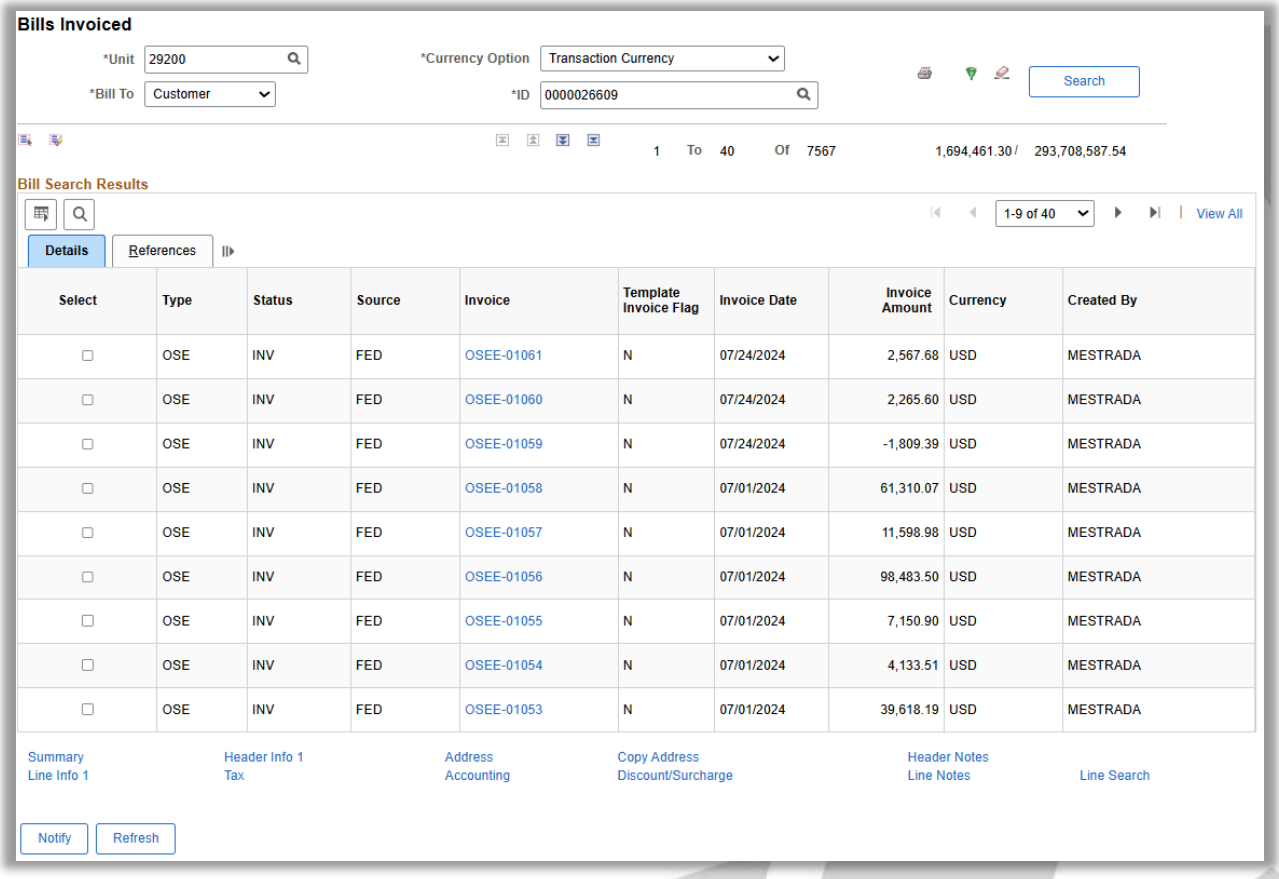


The **Bill Search Results References** Tab displays additional invoice information.

Locate Bills Invoiced

Navigation: Billing > Locate Bills > Bills Invoiced

Bill Search Page



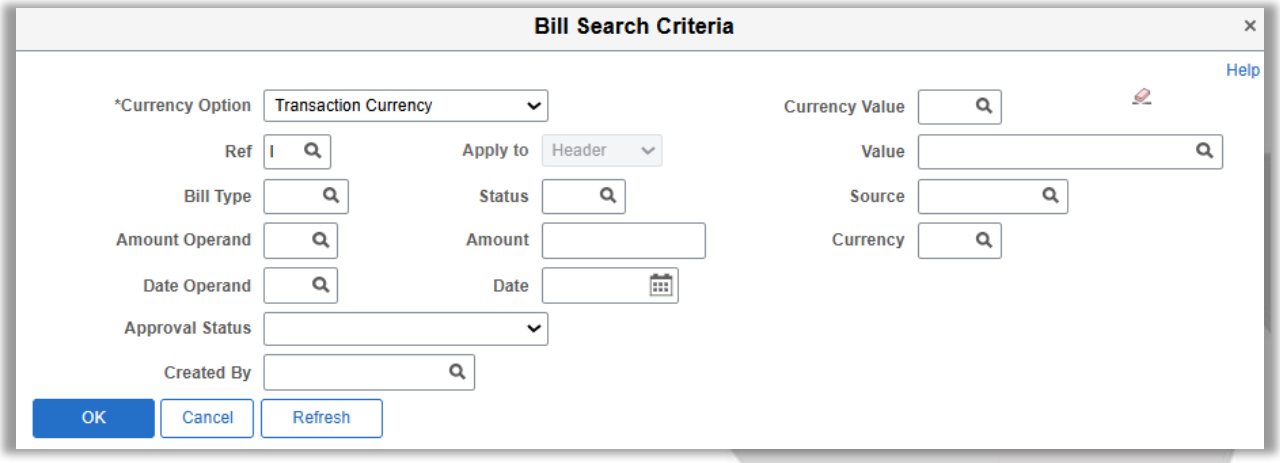
Use the **Bill Search** page to retrieve bills invoiced (Finalized).

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

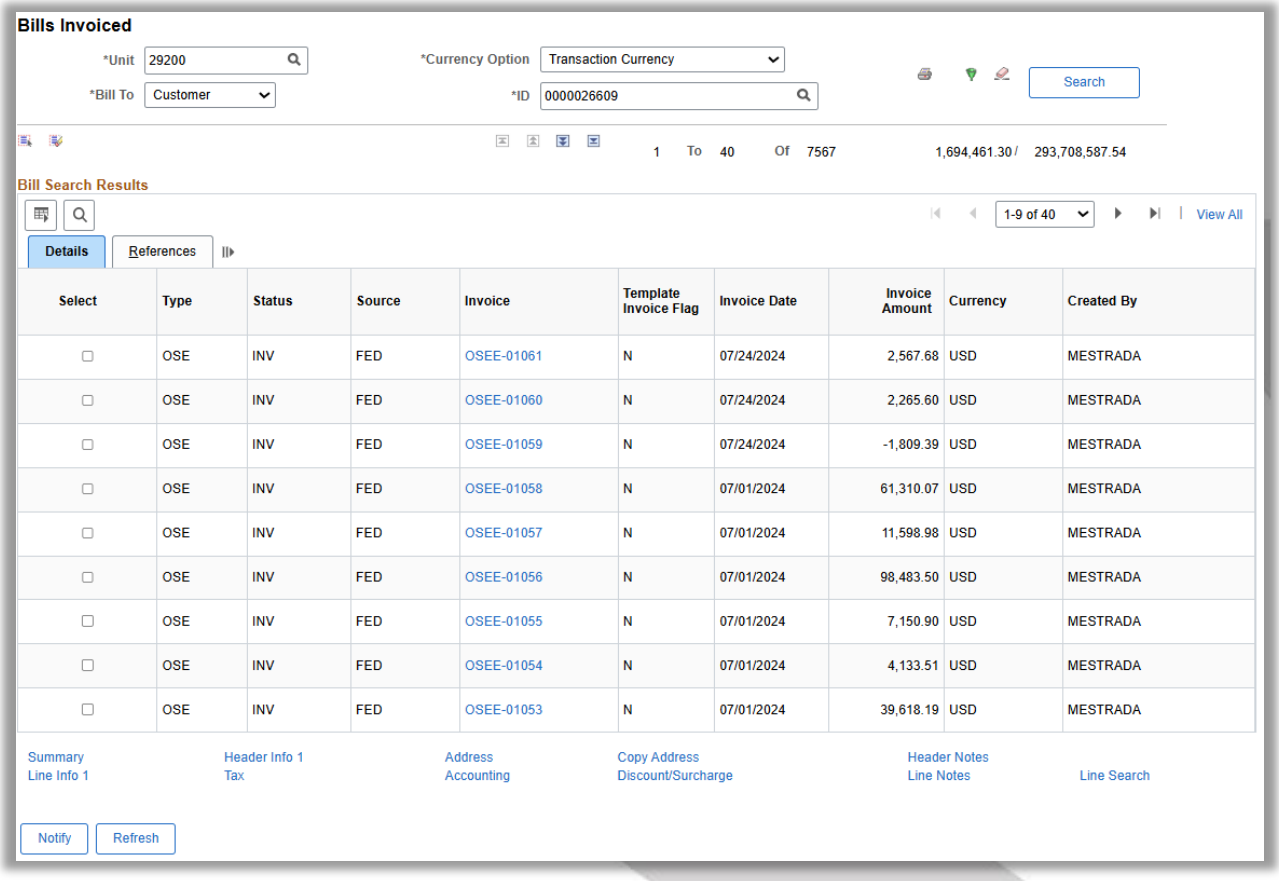


Use the **Bill Search Criteria** page to add additional search criteria.

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.

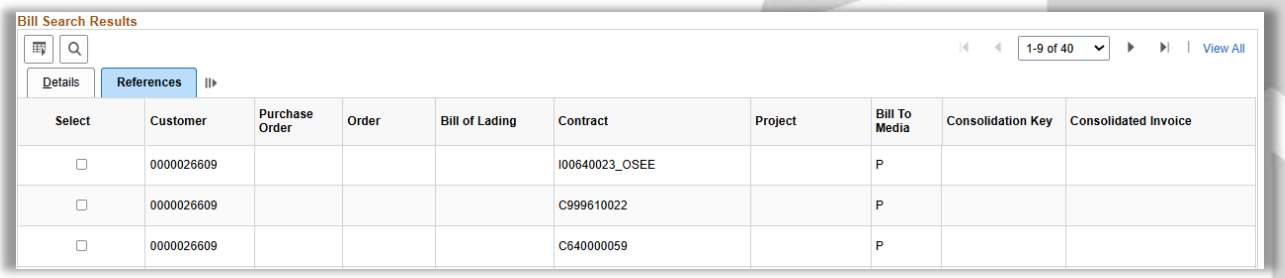
Click the **Search** button to retrieve bills that match the selection criteria.



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.

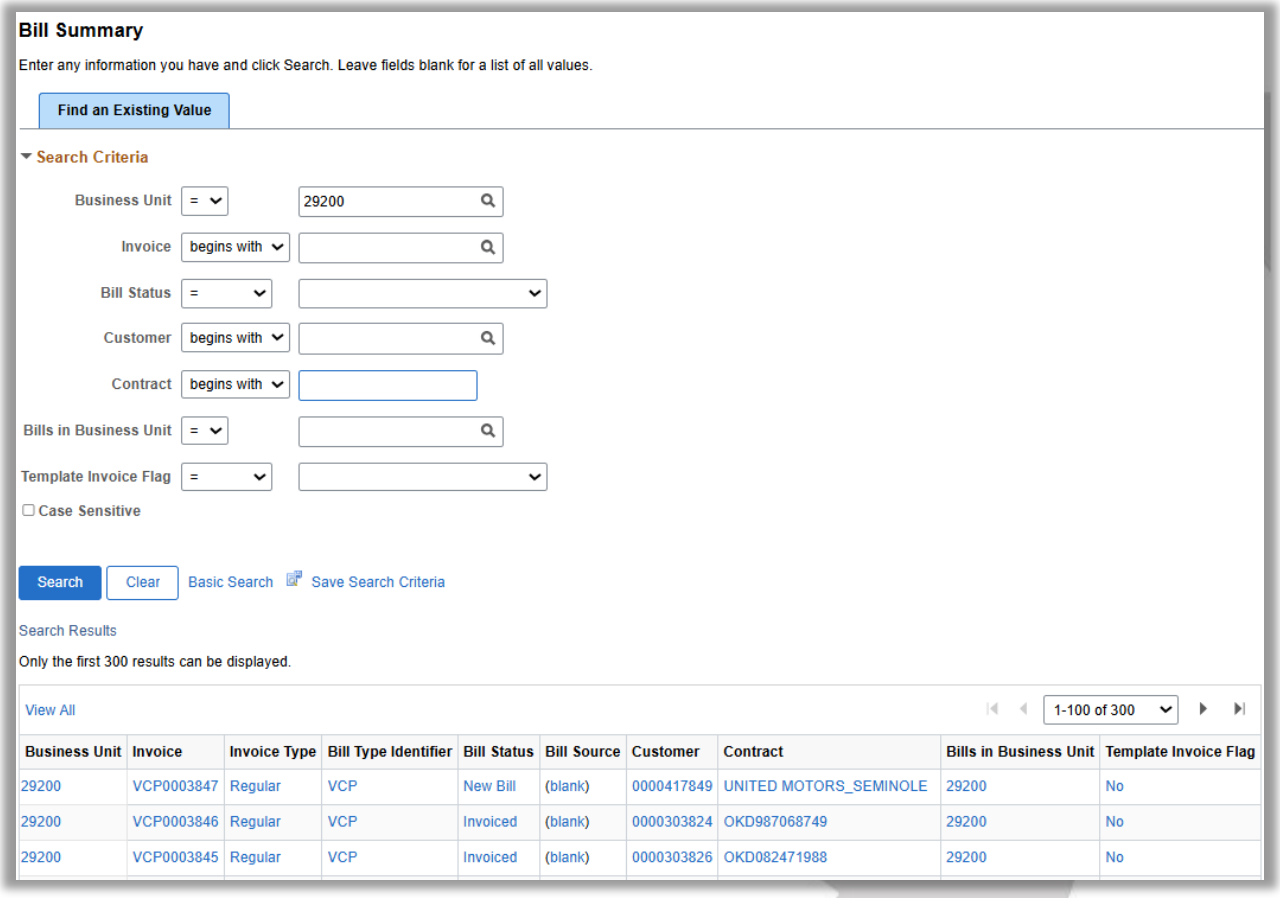
Select – choose this checkbox next to a bill to navigate to another page. Use the **hyperlinks** at the bottom of the page to navigate to another page for the un-invoiced bill.



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

Review Summary Billing Information

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



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.

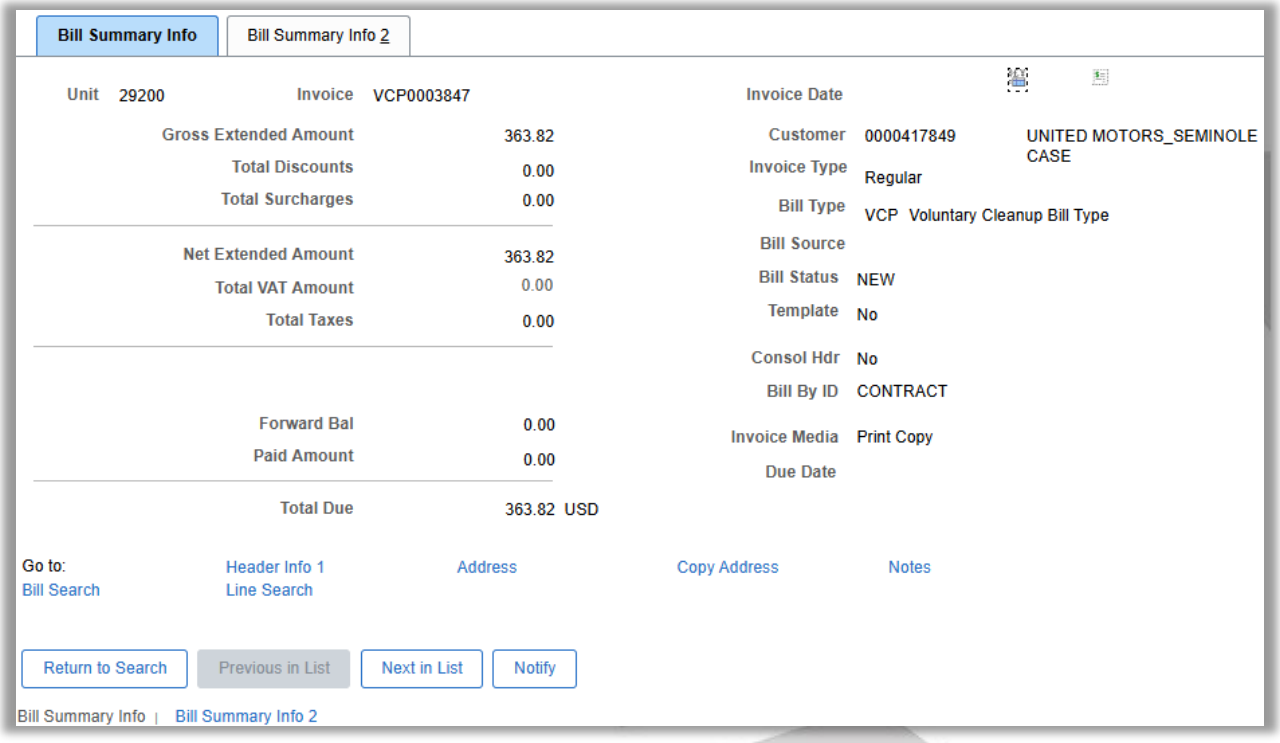
Bill Status – review invoices in a particular Bill Status.

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

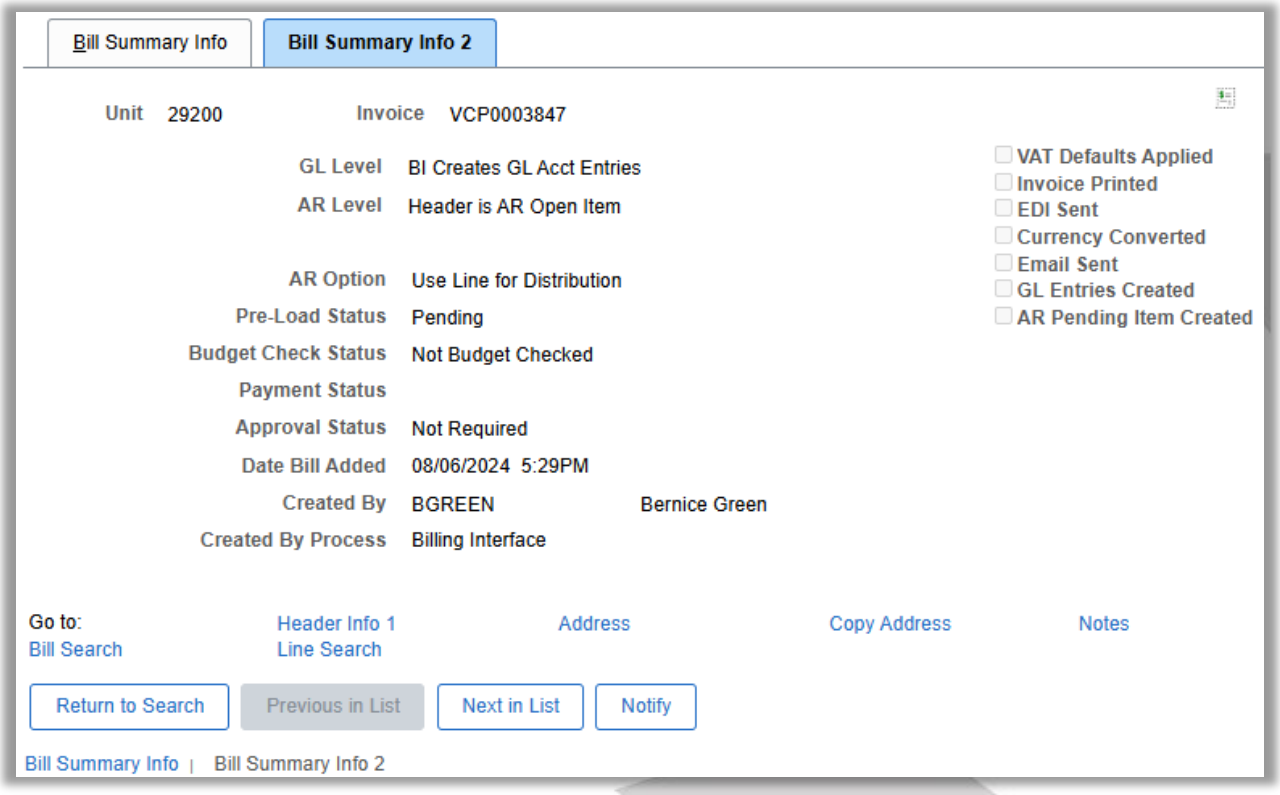


Use the **Bill Summary Info** page to view Bill Header information. This page displays important bill information such as amounts, status values, dates and categorizations.

Use the **hyperlinks** at the bottom of the page to navigate to other Bill pages if necessary.

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

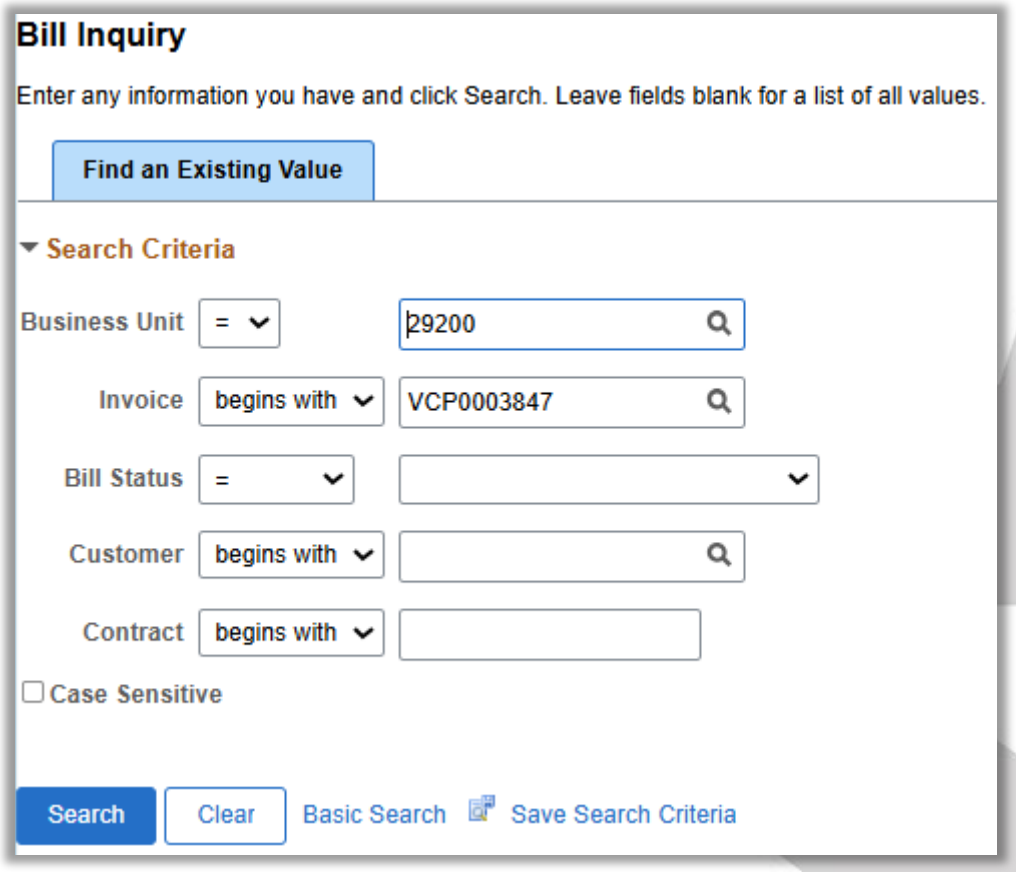
Bill Summary Info 2 Page



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



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.

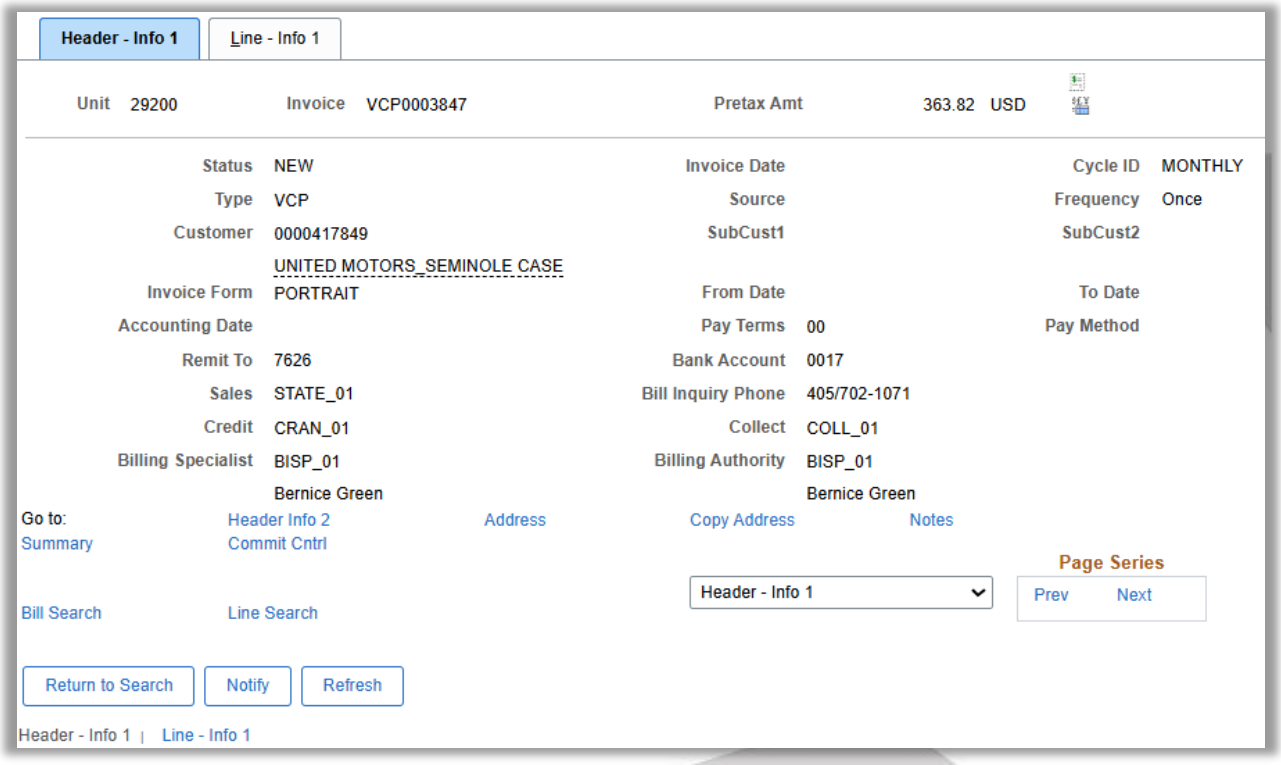
Bill Status – review invoices in a particular Bill Status.

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.

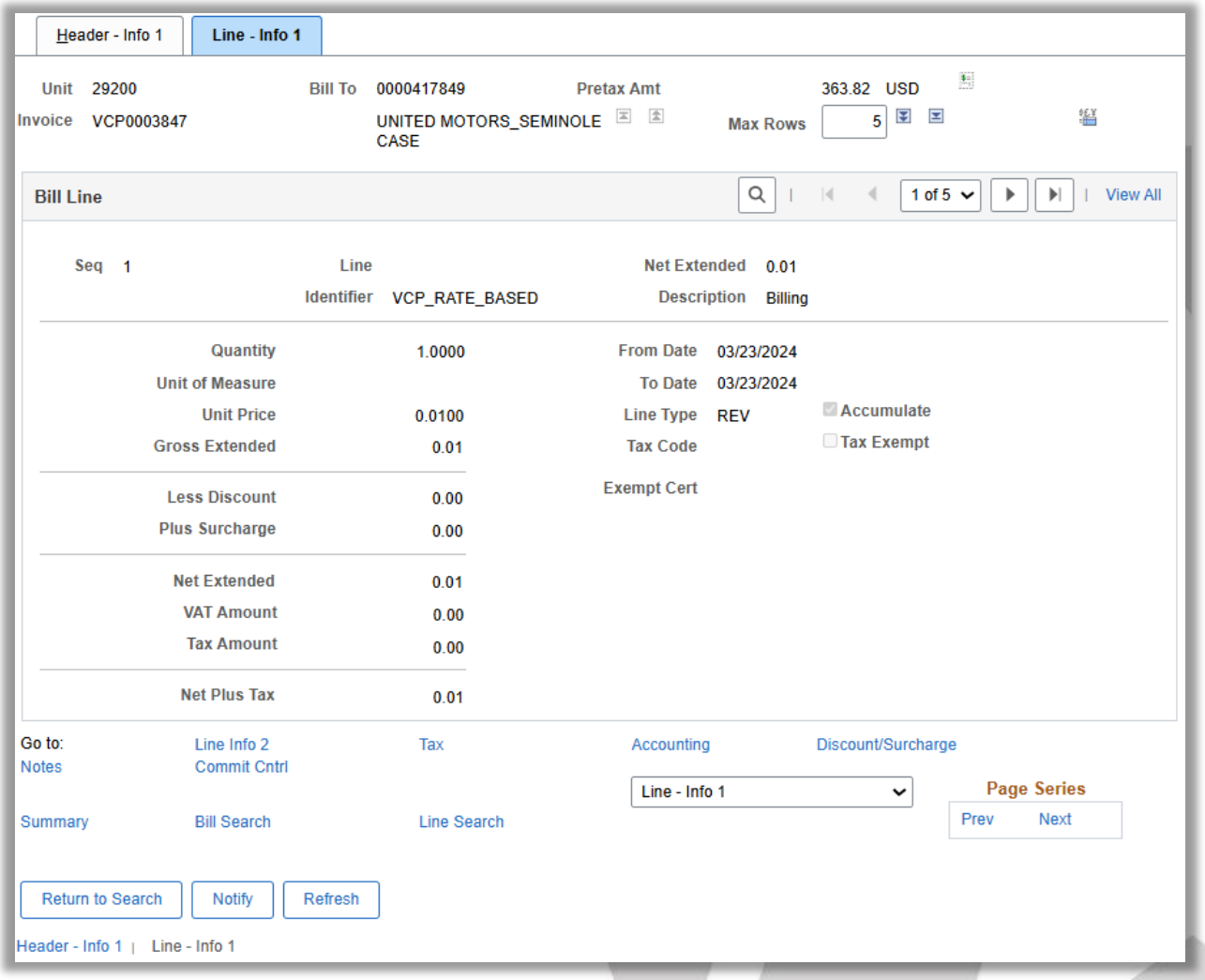
Header – Info 1 Page



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

Click the **Line – Info 1** Tab.

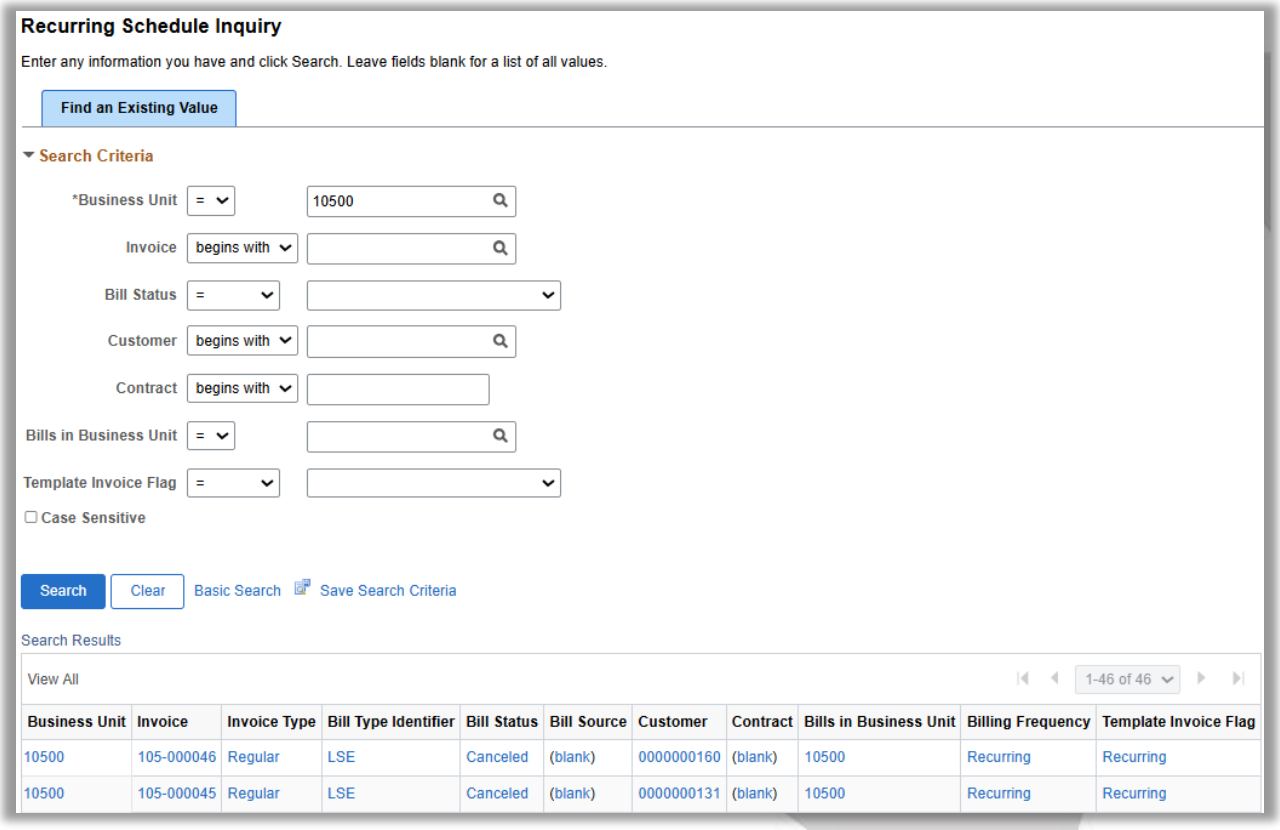
Line – Info 1 Page



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



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 form.

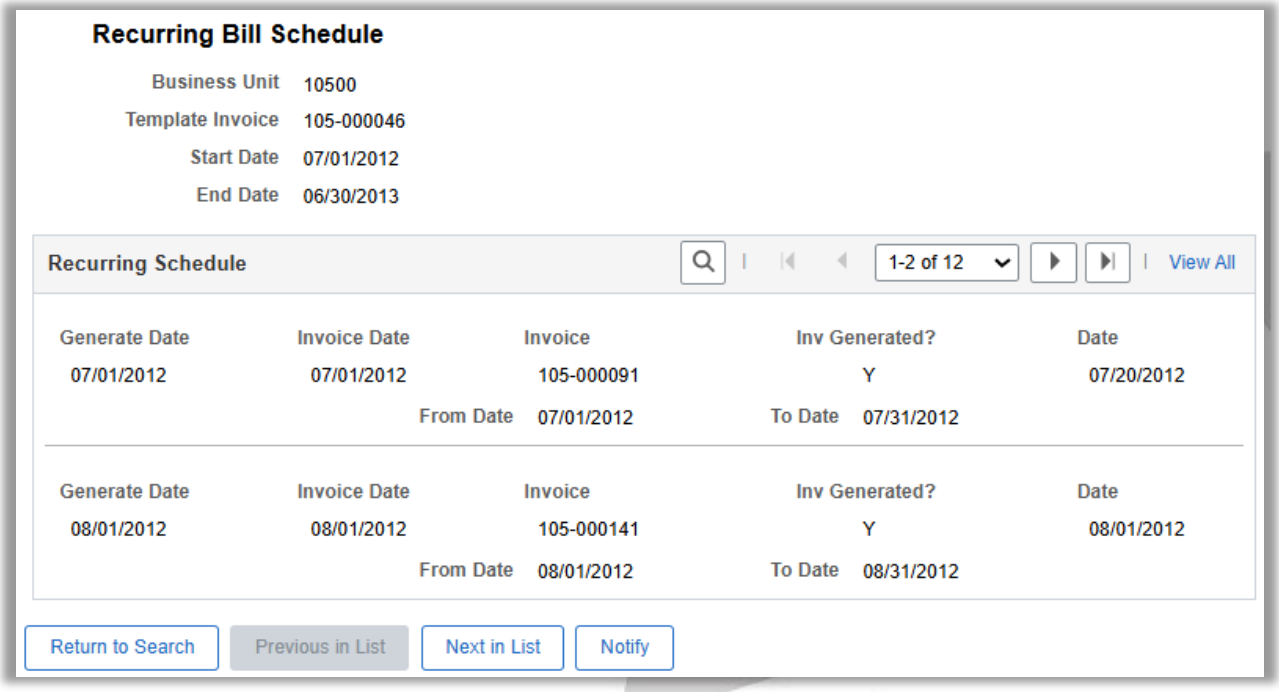
Bill Status – review invoices in a particular Bill Status.

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



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.

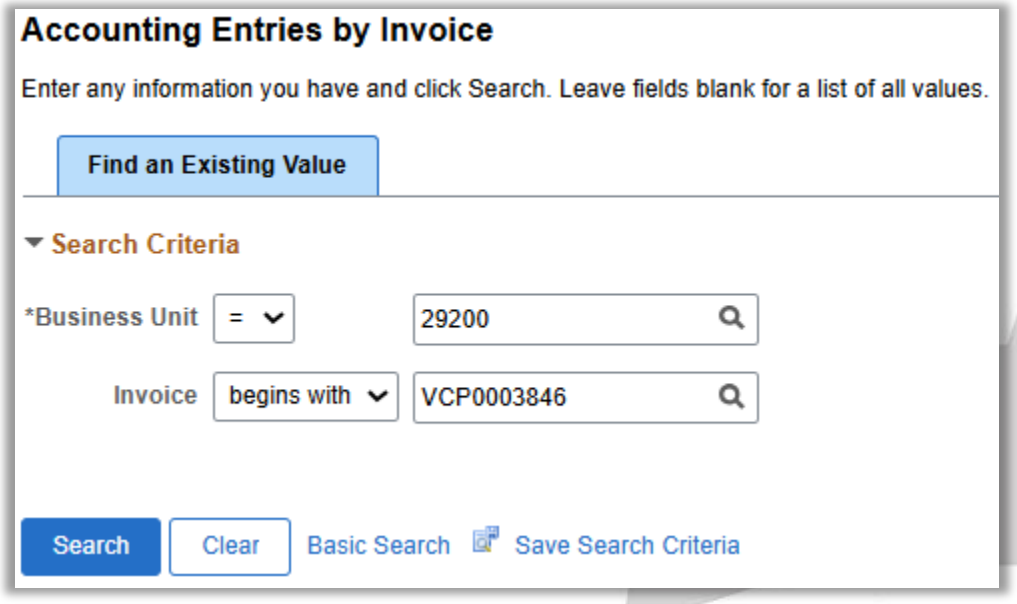
NOTE: This page allows the user to narrow the search for Bills Invoiced to values like Bill Type, Bill Source or Status.

Invoice Generated – indicates wither 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



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

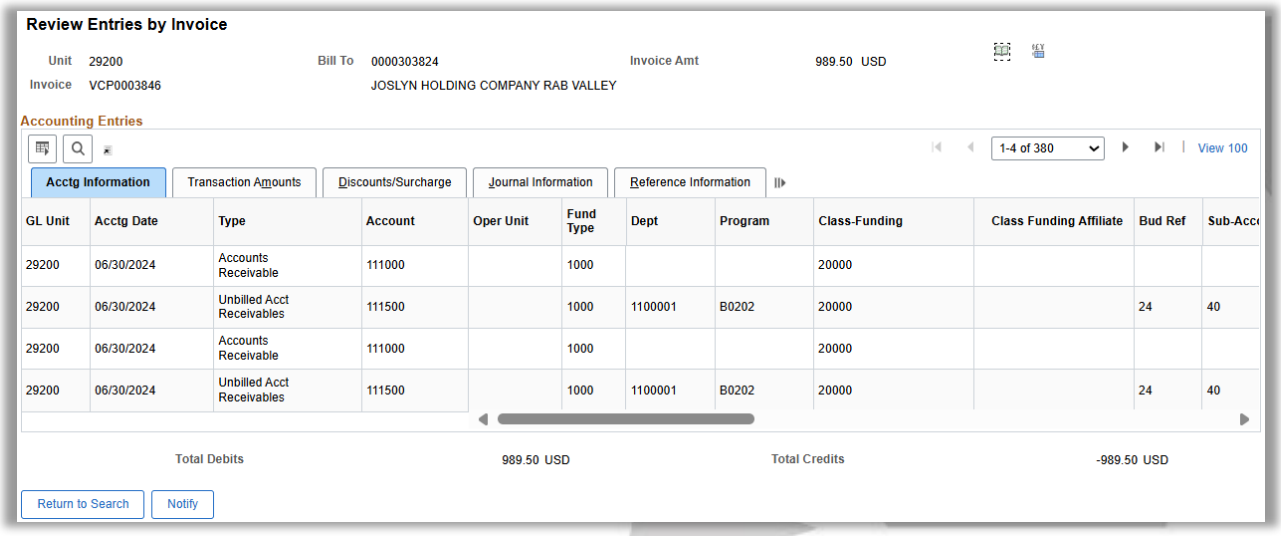
Business Unit – enter the agency business unit value.

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

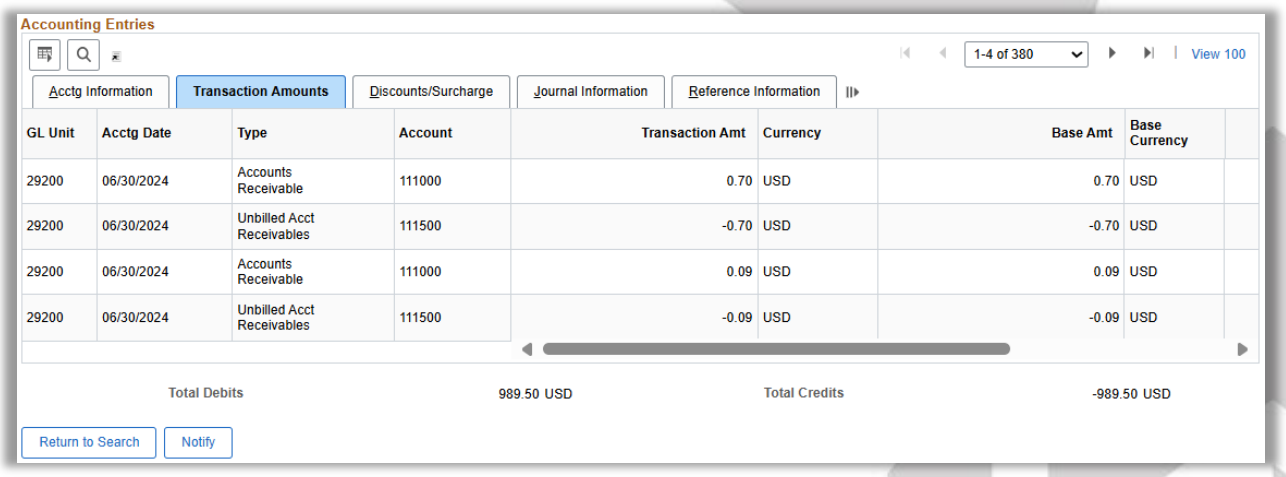
Acctg Information | Transaction Amounts | Discounts/Surcharge | Journal Information | Reference Information

GL Unit	Acctg Date	Type	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref	Sub-Acc
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

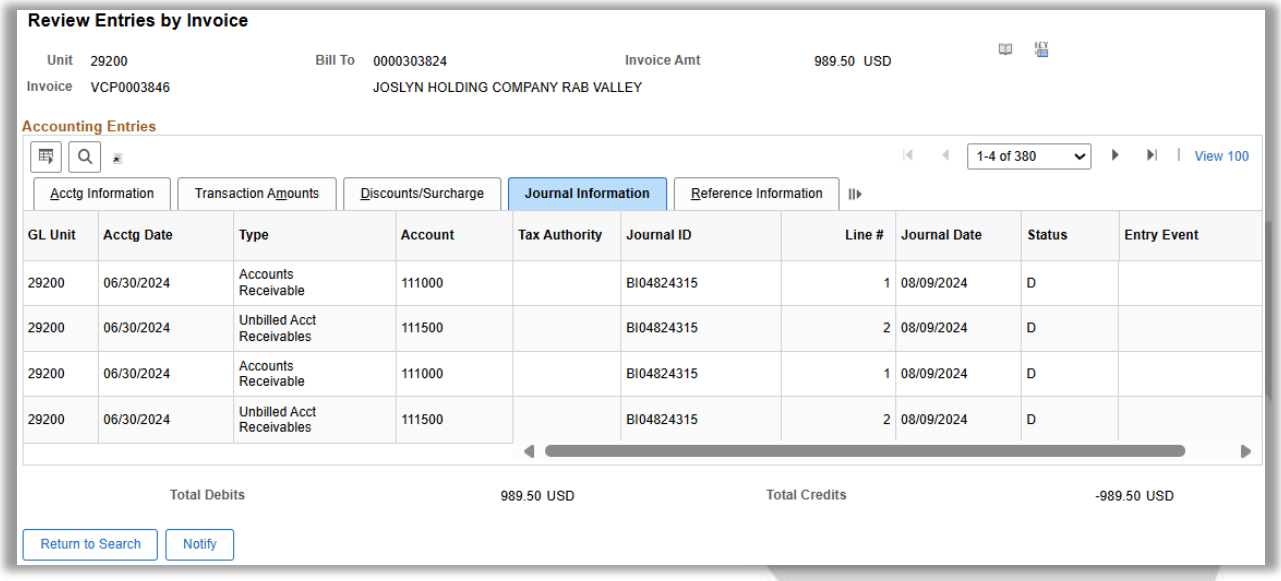
Acctg Information | Transaction Amounts | Discounts/Surcharge | Journal Information | Reference Information

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

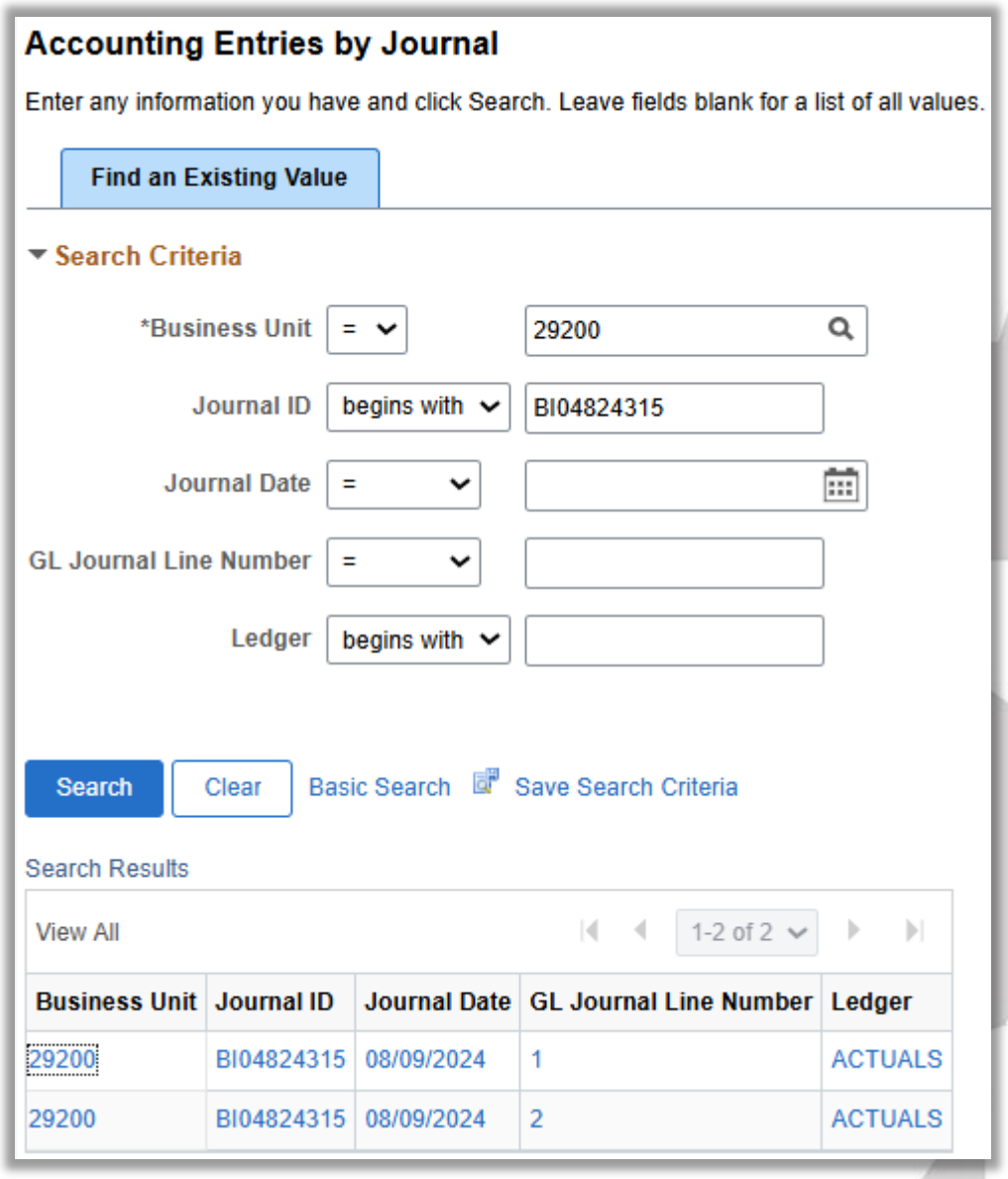
The **Transaction Amounts** Tab displays amounts for each accounting entry line.



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



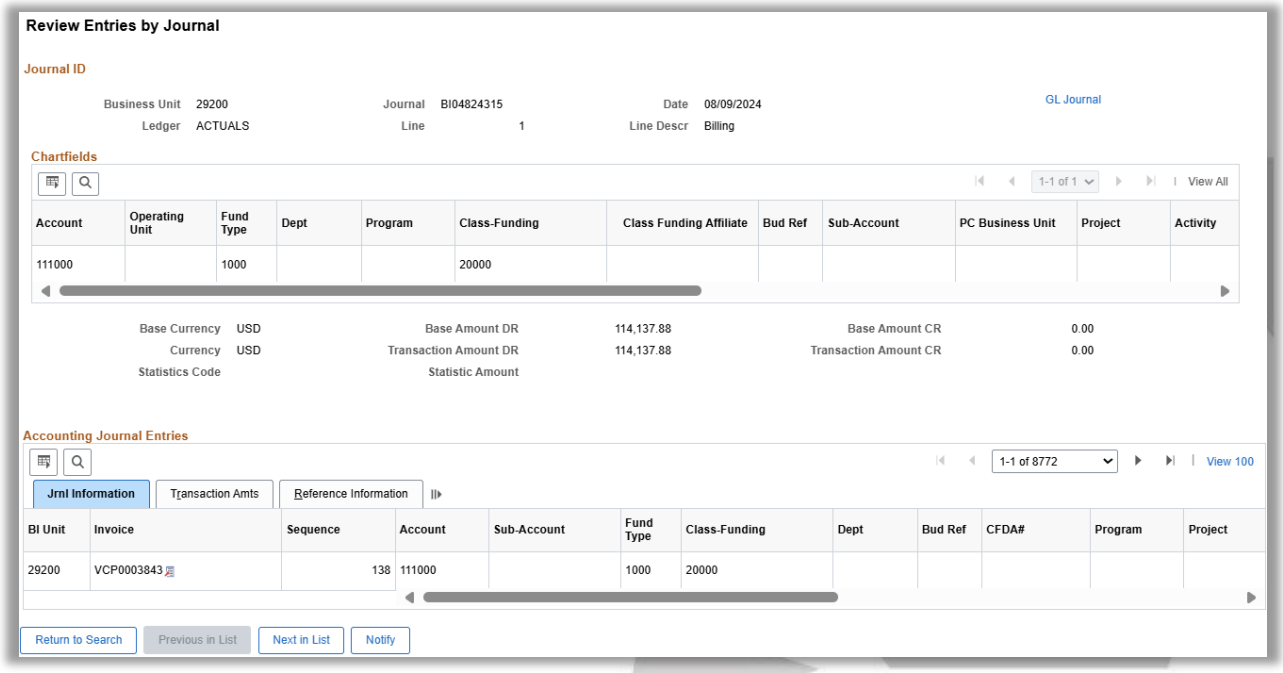
Use the **Search** criteria to find the invoice to review.

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.

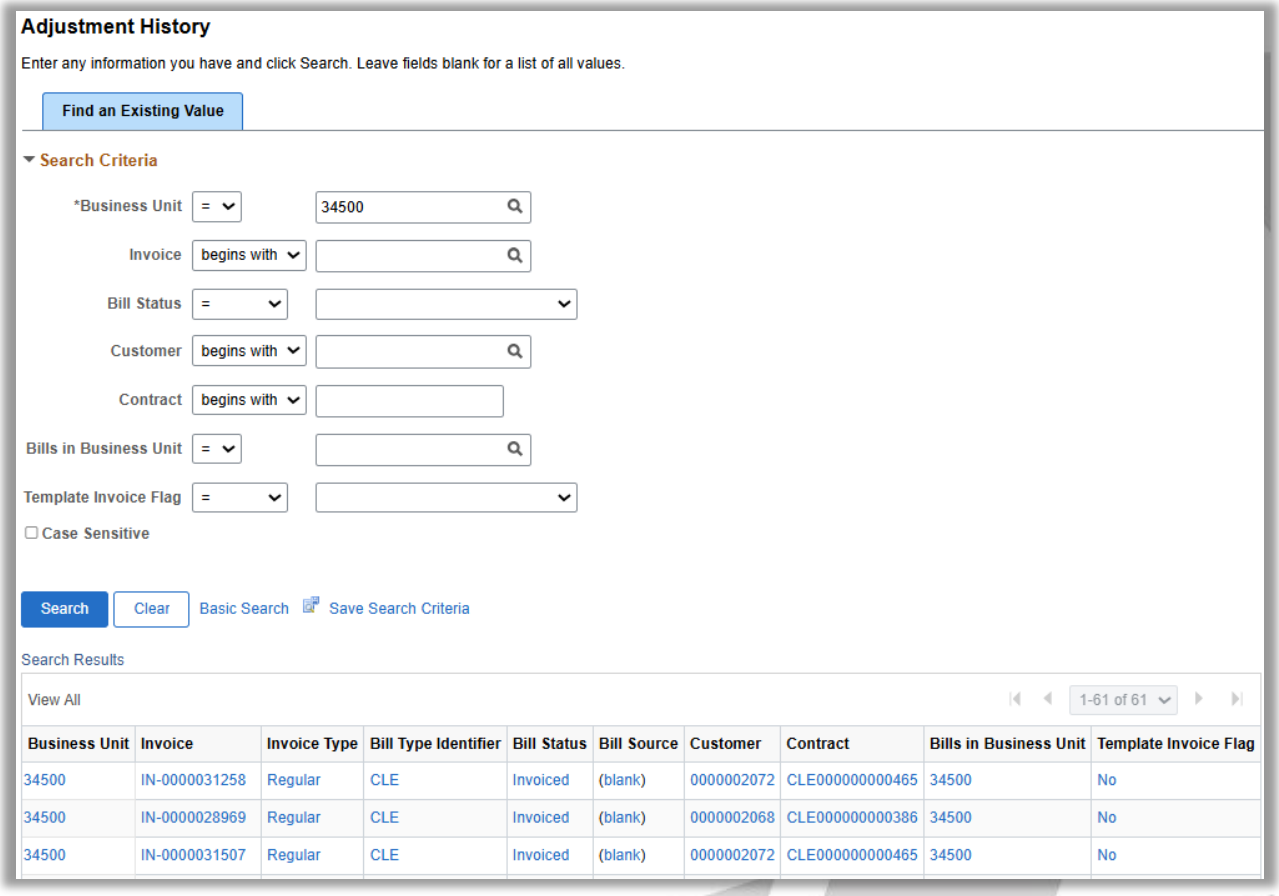
Accounting Entry Page



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



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.

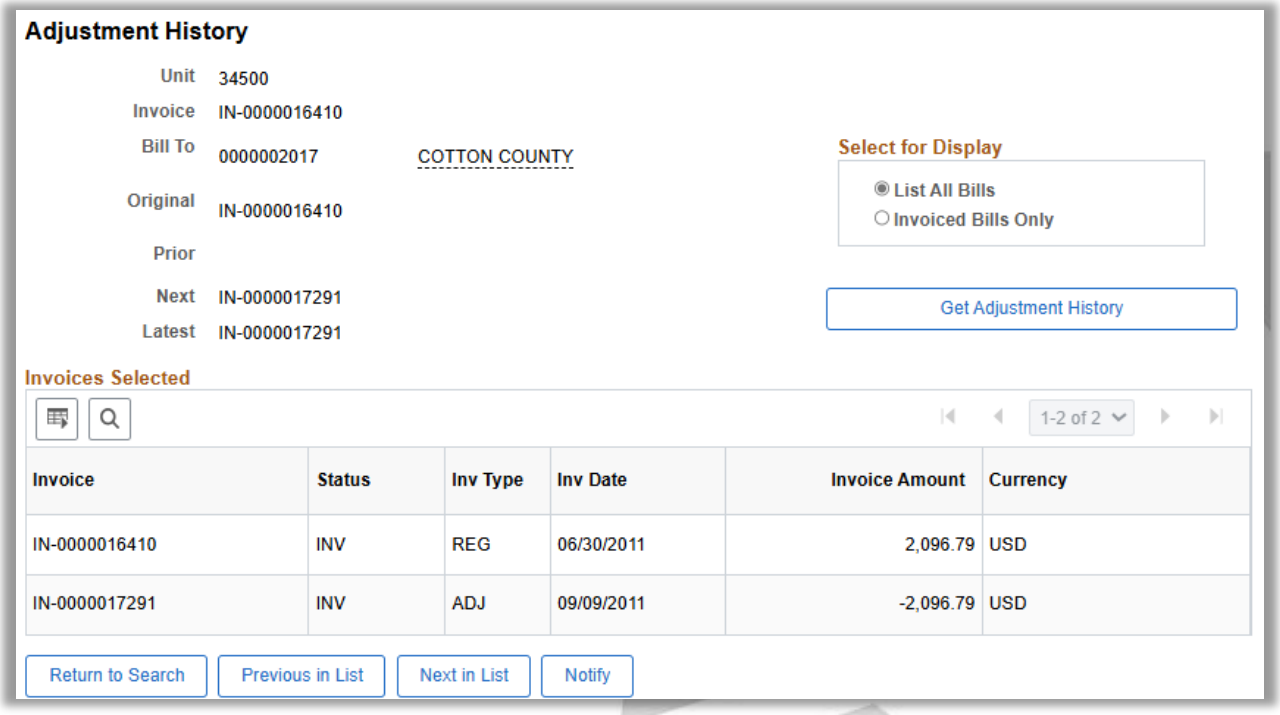
Bill Status – review invoices in a particular Bill Status.

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



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.