Billing Reporting Manual

This guide walks you through steps for running queries and reports for the Billing module

State of Vermont

Department of Finance & Management

January 2024

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Billing Queries

VTBI003 – Bills Not Invoiced	
Purpose	Lists all bills not yet invoiced for a Billing business unit
Prompts	Billing business unit
Columns	Billing business unit, invoice date and number, customer id and name, bill status and bill status text

VT_BILLING_SALES_ANALYSIS_RPT	
Purpose	Lists all invoices generated by a Billing business unit within a date range
Prompts	Billing business unit and a range of invoice dates
Columns	Billing business unit, customer id, invoice date and number, identifier (charge code), unit of measure, quantity, unit price and amount

VT_BI_INV_DATE_CUST – BI invoice date cust id	
Purpose	Lists invoices for a billing business unit and customer id within a range of invoice dates. (Similar to VT_BILLING_SALES_ANALYSIS_RPT but has added prompts for customer id and identifier.)
Prompts	Billing business unit, range of invoices dates, customer id, and identifier (charge code)
Columns	Billing business unit, customer id, invoice date and number, identifier, unit of measure, quantity, unit price and amount

VT_CUSTOMERS – Customers for a SET ID	
Purpose	Lists all information in the Customer record. Used to review basic information about one or more customers used by a business unit
Prompts	Set ID (business unit), customer id and customer status (% can be used for customer id and status)
Columns	All fields in the customer record are reported

VT_CUSTOMER_NOTES – Customers with STD Notes	
Purpose	Lists customers that use a standard note for a specific Set ID (business unit)
Prompts	Set ID
Columns	Set ID, customer id, customer name, sequence number, standard note code and the text of the note.

VT_BI_CHARGE_ID_LIST – List SETID Active Charge IDs	
Purpose	Lists all charge codes along with descriptive information for a Set ID
Prompts	Set ID
Columns	SetID, charge ID, description, effective date, status, distribution code, unit of measure, list price, long description, revenue recognition basis, physical nature, last update timestamp, last maintained by operator ID

VT_BI_CHARGE_ID_LIST_DST – List SETID Active Charge IDs	
Purpose	Lists all charge codes along with descriptive information including chartfields for a Set ID
Prompts	Set ID
Columns	SetID, charge ID, description, effective date, status, distribution code, unit of measure, list price, long description, revenue recognition basis, physical nature, last update timestamp, last maintained by operator ID and all chartfields

Invoice Register

Possible situations when this report should be run: You can run an invoice register once a bill status is INV. An invoice register can be sorted by Invoice ID or by Customer.

WorkCenter navigation: Billing WorkCenter > Reports pagelet > Generate Invoices > Invoice Register

Navigator Menu navigation: Billing > Generate Invoices > Reports > Invoice Register

Run Control ID
- Click **Add a New Value** to create a unique run control ID, then click **Add**

  or

- Use the dropdowns for **Recent Searches** or **Saved Searches**

The Invoice Register page is displayed

Enter information on Invoice Register page
- **Business Unit** – Enter valid value
- **Range Selection** – Accept default (final date range)
- **Start Date/End Date** - If you generate invoice once a month you can enter date range

Click on Run

The **Process Scheduler Request** page displays

Click OK

The **Invoice Register** page displays

Click Process Monitor

The **Process Monitor** page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Click Report Manager link

The **Report Manager** page displays

Click Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

User ID [DSHEPARD] Type [_____ ∨] [Last ∨] [1] [Days ∨] [Refr

Status [_____ ∨] Folder [_____ ∨] Instance [_____] to [_____]

Report List

[grid icon] [search icon] |< < [1-8 of 8 ∨] > >| | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513692	12436813	Invoice Register by Customer	01/11/2024 7:28:10AM	Acrobat (*.pdf)	Posted	Details
☐	5513691	12436812	Invoice Register by Invoice Id	01/11/2024 7:28:09AM	Acrobat (*.pdf)	Posted	Details

Click on the **Invoice Register by Invoice ID** link

Click on the **Invoice Register by Customer** link PDF

```
Report ID: BIIVC003                          PeopleSoft BI                                    Page No.  1
                               INVOICE REGISTER BY CUSTOMER NAME                             Run Date 01/10/2019
Range Option:    FINAL DATE RANGE                                                           Run Time 14:12:04
Final Start Date:  08/01/2018
Final End Date:  08/31/2018

Business Unit:    01163

Bill-To Customer Name              Customer Number   Unit   Invoice              Invoice Dt  Bill Source  Bill Type   IType  Invoice Amt                Final Dt
---------------------------------  ---------------   ----   -------------------  ----------  -----------  ---------   -----  --------------------------  ----------
Customer/Currency: ADM FINANCIAL SERVICES DIVISION     / USD
ADM FINANCIAL SERVICES DIVISION    ADM4             01163  63088510             08/01/2018  INTERFACE    CNV         REG          100.00   USD  08/13/2018
                                                    01163  63089063             08/01/2018  INTERFACE    CNV         REG          100.00   USD  08/14/2018
                                                    01163  63088823             08/01/2018  INTERFACE    CNV         ACR         -100.00   USD  08/14/2018

    TOTAL # OF INVOICES:               3
    TOTAL INVOICE AMOUNT:         100.00   USD


Customer/Currency: AG ADMINISTRATION                   / USD
AG ADMINISTRATION                  AG1              01163  63088824             08/01/2018  INTERFACE    CNV         ACR         -419.00   USD  08/14/2018
                                                    01163  63089064             08/01/2018  INTERFACE    CNV         REG          419.00   USD  08/14/2018
                                                    01163  63088511             08/01/2018  INTERFACE    CNV         REG          419.00   USD  08/13/2018

    TOTAL # OF INVOICES:               3
    TOTAL INVOICE AMOUNT:         419.00   USD


Customer/Currency: AG MEDICAID FRAUD CONTROL           / USD
AG MEDICAID FRAUD CONTROL          AG9              01163  63088825             08/01/2018  INTERFACE    CNV         ACR          -50.00   USD  08/14/2018
                                                    01163  63088512             08/01/2018  INTERFACE    CNV         REG           50.00   USD  08/13/2018
                                                    01163  63089065             08/01/2018  INTERFACE    CNV         REG           50.00   USD  08/14/2018

    TOTAL # OF INVOICES:               3
    TOTAL INVOICE AMOUNT:          50.00   USD


Customer/Currency: AGR ADMINISTRATION                  / USD
AGR ADMINISTRATION                 AGR1             01163  63088826             08/01/2018  INTERFACE    CNV         ACR         -334.00   USD  08/14/2018
                                                    01163  63088513             08/01/2018  INTERFACE    CNV         REG          334.00   USD  08/13/2018
                                                    01163  63088750             08/01/2018  INTERFACE    CPY         REG          135.00   USD  08/13/2018
                                                    01163  63089066             08/01/2018  INTERFACE    CNV         REG          334.00   USD  08/14/2018

    TOTAL # OF INVOICES:               4
    TOTAL INVOICE AMOUNT:         469.00   USD


Customer/Currency: AGR ANIMAL HEALTH                    / USD
AGR ANIMAL HEALTH                  AGR8             01163  63088754             08/01/2018  INTERFACE    CPY         REG           14.00   USD  08/13/2018
```

Reprint Invoices

Possible situations when this function is used: Sometimes an invoice either doesn't print properly or customer has lost his invoice are a couple of reasons you would need to reprint an invoice or a range of invoices.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Generate Invoices > Reprint Invoices

Navigator Menu navigation: Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

Run Control ID
- Click **Add a New Value** to create a unique run control ID, then click **Add** or
- Use the dropdowns for **Recent Searches** or **Saved Searches**

The Reprint Invoices page is displayed

- **Range Selection** - Select valid value – If you're printing one invoice or a range of invoices accept default of Invoice ID as shown above.
- **Business Unit** - Enter valid value.

- **From Invoice -** Enter invoice # when you tab out of field the invoice # will also populate to the **To Invoice** field.

- **To Invoice -** If you are only reprinting one invoice your invoice # is already defaulted for you. If you are reprinting a range of invoices, then you would remove the defaulted invoice # and enter the invoice # you want to print to.

All other fields are available if needed but are not mandatory

- Click **Save** button to save your selection as well as save your run-control if you created a new run-control. Whenever you need to reprint an invoice you can use the same run-control. You will just override the default fields where needed.

- Click on the **Print Options** tab:

- Click **Save**

- Click on the **Reprint Invoices** tab

- Click **Run**

The **Process Scheduler Request** page opens:

- **Select – Print XMLP Invoice** (process **BIPJ75**)

- Click **OK**

The **Reprint Invoices** page displays

Click on **Process Monitor** link on the Reprint Invoices tab.

The **Process Monitor** page displays

Click **Refresh** button until Run Status is Success and Distribution Status is posted

Click the **Report Manager** link

The **Report Manager** page displays

Click the **Administration** tab

- Click the **BIXPRNT00 – BIXPRNT00.pdf** link

BGS Print Shop (43658)	**INVOICE**	Invoice No:	63089959
		Invoice Date:	10/01/2018
		Page:	**1** of **1**

Please Remit To:

BGS Print Shop (43658)
General Services Center
109 State St
Montpelier VT 05609-3100

		Customer No:	VHA2
		Payment Terms:	DUR
		Due Date:	10/01/2018

Bill To:

VERMONT STATE HOUSING
ATHRTY
1 PROSPECT STREET
MONTPELIER VT 05602-3556

AMOUNT DUE: **210.00 USD**

_____

Amount Remitted

For billing questions, please call 802-828-2830

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	IC1000	Print DP 8.5x11 Simplex	3,000.00	EA	0.03	81.00
		20SEP18-58728 TENANT STATUS FORM - -- DEBBY HICKORY				
2	IC1801	NCR DP 8.5x11 2-part	1,500.00	ST	0.09	129.00
		20SEP18-58728 TENANT STATUS FORM - -- DEBBY HICKORY				

GL Accounting Entries

Possible situations when this report should be run: You can run the GL Accounting Entries report to review the accounting entries that have been created.

WorkCenter navigation: Billing WorkCenter > Reports pagelet > Generate Invoices > GL Accounting Entries

Navigator Menu navigation: Billing > Generate Invoices > Reproduce Reports > GL Accounting Entries

GL Accounting Entries

Find an Existing Value ⊕ Add a New Value
▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

⟳ Recent Searches [Choose from recent searches ▾] ✎   ⌁ Saved Searches [Choose from saved searches ▾] ✎

Run Control ID [begins with ▾] [   ]
⌃ Show fewer options

☐ Case Sensitive

[Search] [Clear]

Run Control ID
- Click **Add a New Value** to create a unique run control ID, then click **Add**
  or
- Use the dropdowns for **Recent Searches** or **Saved Searches**

The GL Accounting Entries page is displayed

GL Accounting Entries

GL Accounting Entries

Run Control ID GLEntries   Report Manager Process Monitor   [Run]
Language [English ▾]

Report Request Parameters
Business Unit [01163] 🔍   Currency Shown on Report [Transaction Currency ▾]
Start Accounting Date [10/01/2018] 📅
End Accounting Date [10/05/2018] 📅   [Reset to Current Date]
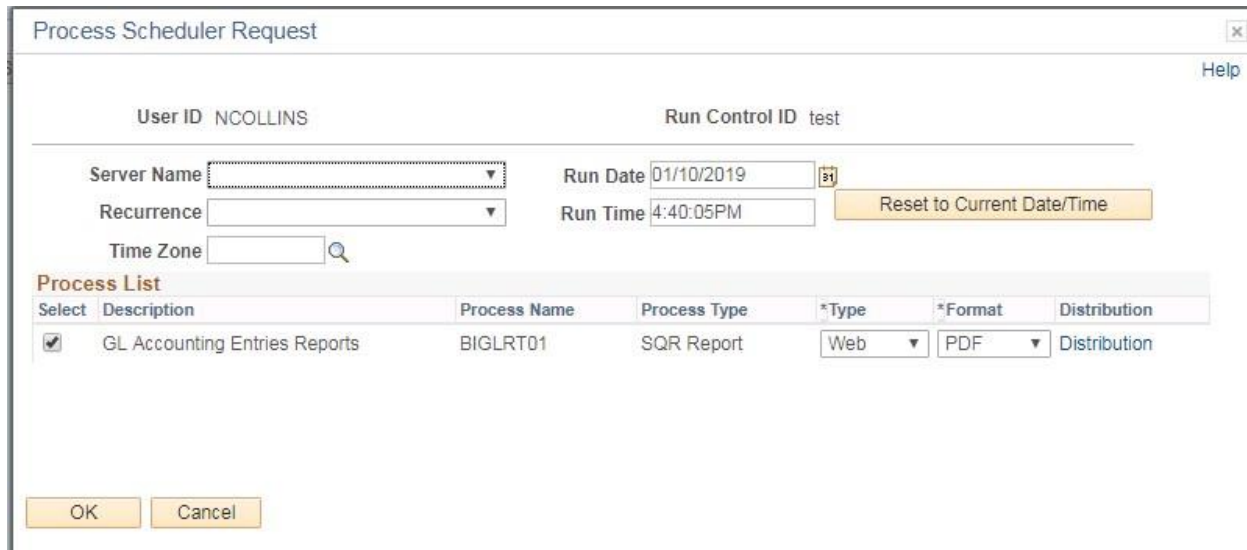
[💾 Save] [📧 Notify]   [➕ Add] [🔧 Update/Display]

- **Business Unit** – Enter Value

- **Start Accounting Date** – Enter beginning date of date range

- **End Accounting Date –** Enter ending date of date range

- Click **Run**

The **Process Scheduler** page displays.
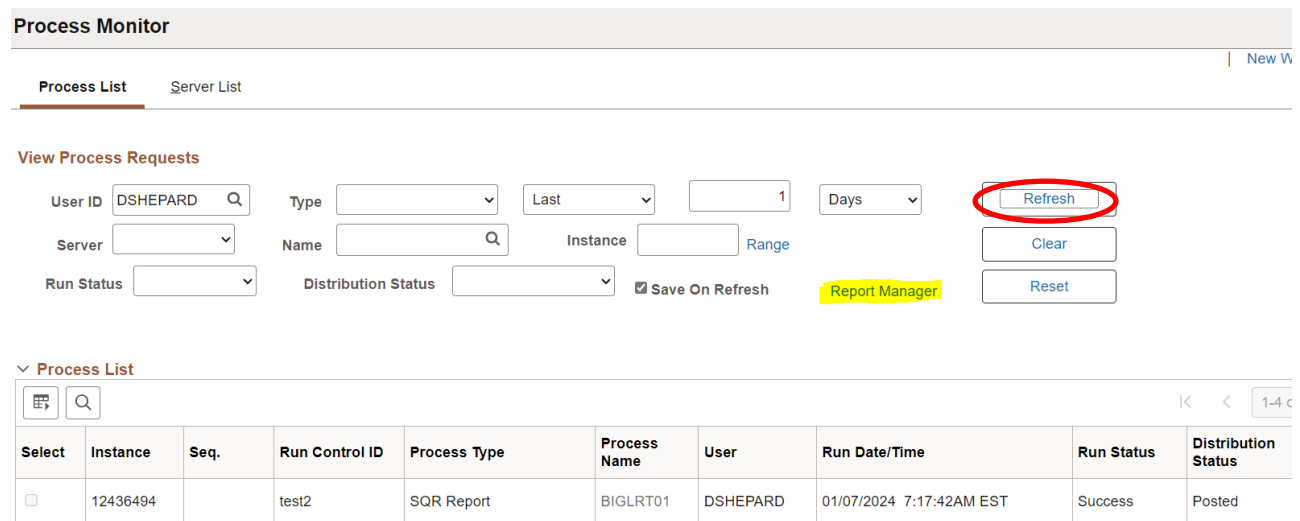
Click OK

The **GL Accounting Entries** page is displayed

Click on **Process Monitor** link

The **Process Monitor** page displays

Click **Refresh** until Run Status is Success and Distribution Status is Posted

Click **Report Manager** link

The **Report Manager** page displays

Click **Administration** tab

| List | Explorer | Administration | Archives |

View Reports For

User ID NCOLLINS	Type ▼ Last ▼ 10 Minutes ▼ Refresh
Status ▼	Folder ▼ Instance to

Report List   Personalize | Find | View All | ⧉ | 🔢   First ◀ 1 of 1 ▶ Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2619124	9472789	GL Accounting Entries Reports	01/10/2019 4:44:28PM	Acrobat (*.pdf)	Posted	Details

☑ Select All   ☐ Deselect All

Delete   Click the delete button to delete the selected report(s)

Go back to GL Accounting Entries

💾 Save

List | Explorer | Administration | Archives

- Click **GL Accounting Entries Reports** link

```
Report ID:  BIGLRT01                              PeopleSoft BI                              Page No.  1
                                               GL ACCOUNTING ENTRIES                          Run Date 01/10/2019
                                                                                             Run Time 16:44:46
Start Accounting Date:   10/01/2018
End Accounting Date:     10/05/2018
Business Unit:           01163



Invoice              Account   Fund   Dept      Program   Class                AR Entry Amount   Offset Entry Amounts   GL Unit Acctg Date
                     Project
USD
63089961             110001    58300  1160109100                                    50.00                               01160   2018-10-01
                     426200    58300  1160109100                                                         -50.00          01160   2018-10-01
                                                                               ----------------   --------------------
                                                                                    50.00                -50.00  USD

63089960             110001    58300  1160109200                                    -2.15                               01160   2018-10-01
                     426205    58300  1160109200                                                          2.15          01160   2018-10-01
                                                                               ----------------   --------------------
                                                                                    -2.15                  2.15  USD

63089959             110001    58300  1160109200                                   210.00                               01160   2018-10-01
                     426205    58300  1160109200                                                         -81.00          01160   2018-10-01
                     426205    58300  1160109200                                                        -129.00          01160   2018-10-01
                                                                               ----------------   --------------------
                                                                                   210.00               -210.00  USD

63089958             110001    58300  1160109200                                  2,031.03                              01160   2018-10-01
                     426205    58300  1160109200                                                        -679.43          01160   2018-10-01
```

AR Pending Item

Possible situations when this report should be run: You can run an AR pending item report once a billing process has completed been the accounting entries have journal generated.

WorkCenter navigation: Billing WorkCenter > Reports pagelet > Generate Invoices > AR Pending Item Report

Navigator Menu navigation: Billing > Generate Invoices > Reproduce Reports > AR Pending Item Report

AR Pending Item

Find an Existing Value

⊕ Add a New Value

▼ **Search Criteria**

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

🕘 Recent Searches | Choose from recent searches ⌄ | 🔖 Saved Searches | Choose from saved searches ⌄

Run Control ID [begins with ⌄] [   ]

∧ Show fewer options

☐ Case Sensitive

[Search]   [Clear]

Run Control ID
- Click **Add a New Value** to create a unique run control ID, then click **Add**
  or
- Use the dropdowns for **Recent Searches** or **Saved Searches**

The **AR Pending Item Report** page is displayed

AR Pending Item Report

Run Control ID Test2   Report Manager Process Monitor [Run]
Language [English ▾]

Report Request Parameters

Business Unit [01163] 🔍

Start AR Entry Date [10/01/2017] 📅

End AR Entry Date [10/05/2017] 📅

[Reset to Current Date]

[💾 Save] [↩ Return to Search] [✉ Notify]   [➕ Add] [🗐 Update/Display]

Enter information on AR Pending Item Report page
- **Business Unit** – Enter valid value
- **Start AR Entry Date** - enter beginning date for date range
- **End AR Entry Date** – enter ending date for date range

- **Click on Run**

The **Process Scheduler Request** page displays

Click OK

The **AR Pending Item Report** page is displayed

Click on **Process Monitor**

The Process Monitor page is displayed

Click **Refresh** until Run Status is Success and Distribution Status is Posted

Click **Report Manager** link

The **Report Manager** page is displayed

Click **Administration** tab

| List | Explorer | Administration | Archives |

View Reports For

| User ID NCOLLINS | Type | ▼ | Last | ▼ | 5 | Minutes | ▼ | Refresh |
| Status | ▼ | Folder | ▼ | Instance | to | | | |

Report List   Personalize | Find | View All | ⬚ | ⬚   First ◀ 1 of 1 ▶ Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2619125	9472790	AR Pending Item Reports	01/10/2019 5:06:13PM	Acrobat (*.pdf)	Posted	Details

☑ Select All   ☐ Deselect All

[Delete]   Click the delete button to delete the selected report(s)

Go back to AR Pending Item

📇 Save

List | Explorer | Administration | Archives

Click **AR Pending Item Reports** link

```
                                                    PeopleSoft BI
Report ID:  BIARRT01                              AR PENDING ITEMS                                        Page No.  1
                                                                                                         Run Date 01/10/2019
                                                                                                         Run Time 17:14:35
Start Entry Date:  10/01/2017
End Entry Date:    10/05/2017
Business Unit:     01163

                                                  ENTRY ENTRY  ENTRY
GROUP ID        Seq #  CUST ID       ITEM (INVOICE)     LINE  TYPE  RSN   USE ID  ENTRY AMOUNT         CUR  ENTRY AMOUNT (BASE)     CUR ACCOUNTING DT  TERMS
--------------  -----  ------------  --------------     ----  ----- ----  ------  -----------------    ---  -----------------       --- -------------  --------
90675           1      ADM4          63085199                 IN    COPY  IT-01            19.44  USD               19.44  USD 2017-10-01  DUR
                2      ADM4          63085294                 IN    COPY  IT-01           310.00  USD              310.00  USD 2017-10-01  DUR
                3      AG1           63085295                 IN    COPY  IT-01           419.00  USD              419.00  USD 2017-10-01  DUR
                4      AG7           63085200                 IN    COPY  IT-01             1.03  USD                1.03  USD 2017-10-01  DUR
                5      AG9           63085296                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                6      AGR1          63085297                 IN    COPY  IT-01           334.00  USD              334.00  USD 2017-10-01  DUR
                7      AGR10         63085298                 IN    COPY  IT-01           190.00  USD              190.00  USD 2017-10-01  DUR
                8      AGR11         63085299                 IN    COPY  IT-01           199.00  USD              199.00  USD 2017-10-01  DUR
                9      AGR3          63085300                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                10     AGR6          63085301                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                11     AGR7          63085201                 IN    COPY  IT-01            15.12  USD               15.12  USD 2017-10-01  DUR
                12     AGR7          63085302                 IN    COPY  IT-01           100.00  USD              100.00  USD 2017-10-01  DUR
                13     AGR9          63085202                 IN    COPY  IT-01           210.00  USD              210.00  USD 2017-10-01  DUR
                14     AHS14         63085303                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                15     AHS28         63085304                 IN    COPY  IT-01           553.00  USD              553.00  USD 2017-10-01  DUR
                16     AHS37         63085305                 IN    COPY  IT-01            45.00  USD               45.00  USD 2017-10-01  DUR
                17     AHS5          63085306                 IN    COPY  IT-01           720.00  USD              720.00  USD 2017-10-01  DUR
                18     AHS6          63085307                 IN    COPY  IT-01           150.00  USD              150.00  USD 2017-10-01  DUR
                19     AIL14         63085308                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                20     AIL17         63085309                 IN    COPY  IT-01           317.00  USD              317.00  USD 2017-10-01  DUR
                21     AIL26         63085310                 IN    COPY  IT-01           242.00  USD              242.00  USD 2017-10-01  DUR
                22     AIL27         63085311                 IN    COPY  IT-01           257.00  USD              257.00  USD 2017-10-01  DUR
                23     AIL28         63085312                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                24     AIL29         63085313                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                25     AIL3          63085314                 IN    COPY  IT-01           290.00  USD              290.00  USD 2017-10-01  DUR
                26     AIL30         63085203                 IN    COPY  IT-01           780.00  USD              780.00  USD 2017-10-01  DUR
                27     AIL30         63085315                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                28     AIL32         63085316                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                29     AIL33         63085204                 IN    COPY  IT-01            43.00  USD               43.00  USD 2017-10-01  DUR
                30     AIL33         63085317                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                31     AIL34         63085318                 IN    COPY  IT-01           200.00  USD              200.00  USD 2017-10-01  DUR
                32     AIL35         63085319                 IN    COPY  IT-01           232.00  USD              232.00  USD 2017-10-01  DUR
                33     AIL36         63085320                 IN    COPY  IT-01           200.00  USD              200.00  USD 2017-10-01  DUR
                34     AIL38         63085321                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                35     AIL40         63085322                 IN    COPY  IT-01           163.00  USD              163.00  USD 2017-10-01  DUR
                36     AIL6          63085323                 IN    COPY  IT-01           215.00  USD              215.00  USD 2017-10-01  DUR
                37     AIL62         63085205                 IN    COPY  IT-01            40.06  USD               40.06  USD 2017-10-01  DUR
                38     AIL70         63085324                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                39     AIL74         63085325                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                40     AIL75         63085326                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
                41     AIL77         63085206                 IN    COPY  IT-01            21.62  USD               21.62  USD 2017-10-01  DUR
                42     AIL77         63085327                 IN    COPY  IT-01            50.00  USD               50.00  USD 2017-10-01  DUR
```