



Billing

This manual walks you through adding and Maintaining Customers, entering and maintaining Standard Bill, Recurring Bill Templates, Charge Codes, Reviewing, Errors, Reports, and Generate Invoices processes.

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Department of Finance & Management
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Revisions

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- Updated for PeopleTools 8.60 upgrade

May 2019:

- Manual finalized

December 2018:

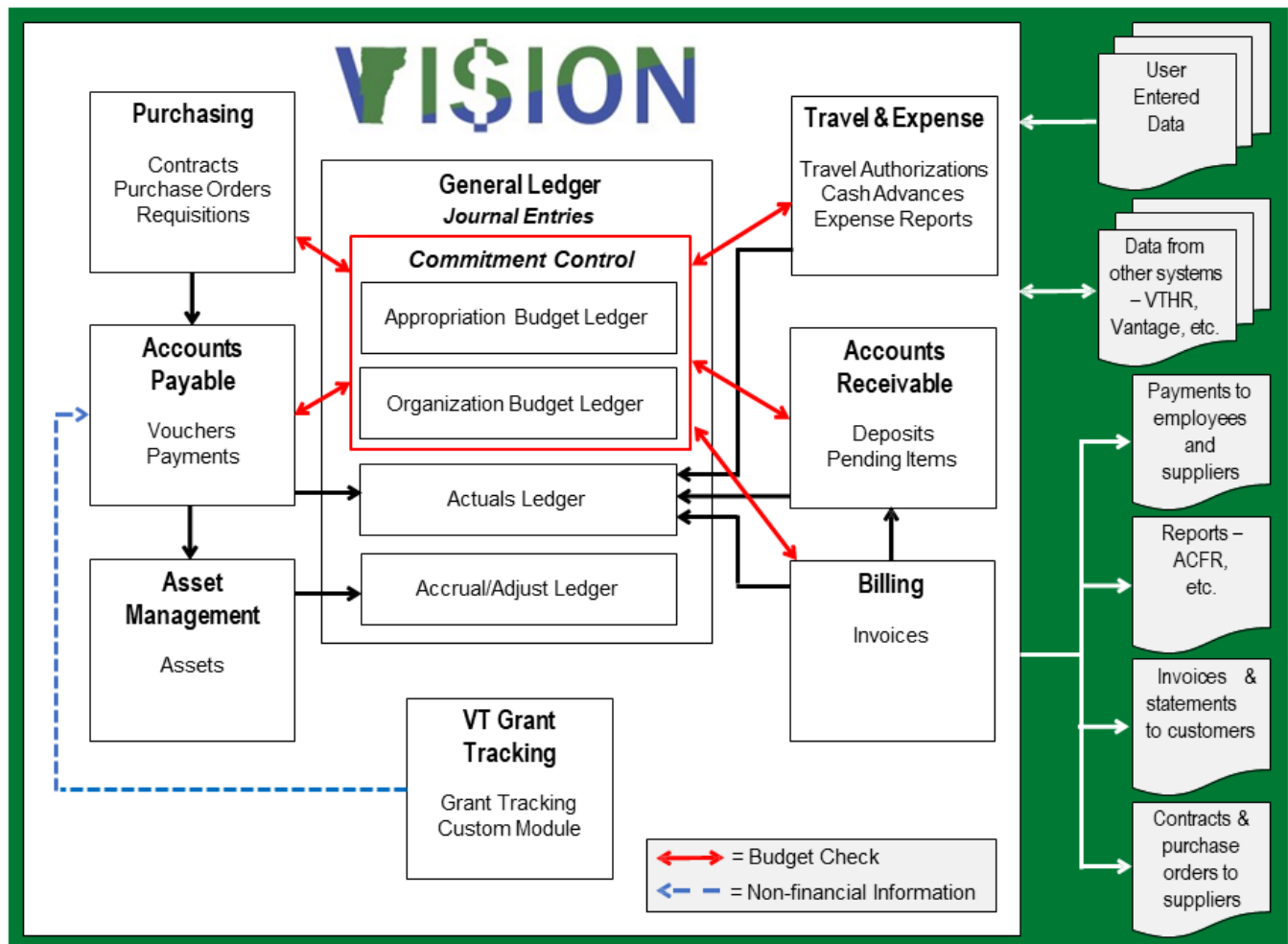
- Manual written

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Introduction to Billing

Overview of VISION Financial System



Billing is the process of charging a customer (invoicing) for goods and/or services provided. The Billing module enables you to enter bills online or to import billing activity from external billing sources such as the Billing Interface Spreadsheet. In the Billing module, bills are invoiced, accounting entries are created, and invoices are printed. Once invoices are generated and printed, they are loaded to the Accounts Receivable module as a pending group where they post to the customer's account as an open receivable. All completed Billing and Accounts Receivable activity creates journal entries that post to general ledger.

Billing Frequently Asked Questions

Why are my invoices blank when I print them?

You need to run the extract process. To ensure that you haven't missed any other steps, please refer to the [Generate Invoices](#) process starting on page 79 of this manual.

Why is an invoice not picking up in the Generate Invoice Processes?

Entered invoices are created with a NEW status. In order for an invoice to process through the generate invoice processes, it needs to be in a RDY status. Refer to the [Generate Invoices](#) process starting on page 79 of this manual.

Business Process, Reminders, Hints

General

- **MER Queries** – Run month end queries (anytime throughout the month) to check for invoices that are not complete, or in error. See Month End Closing Instructions
http://finance.vermont.gov/sites/finance/files/documents/Train_Support/VISION_Manuals/Reporting_Manual/FIN-MonthEnd_Reporting_Manual.pdf
- **Note:** Remember to check that all invoices are processed within the current month.

Recurring Bill Templates (Department of Corrections)

- Never back date a bill template. If the recurring bills have been generated for the month you should not create a schedule start date for that month. Enter a pending item for the current month and generate the schedule date for the next month.

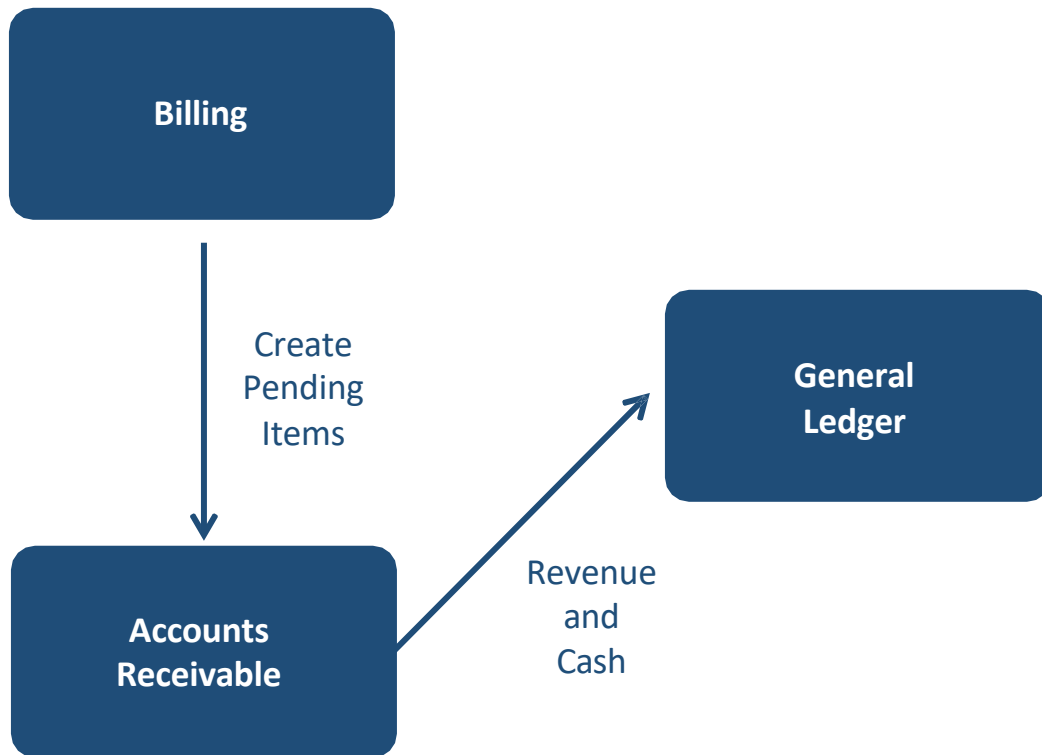
Generate Invoice Processes

- **Invoices** - All invoices need to be in a **RDY** status before they are picked up in the Generate Invoice Processes. Bills in a **NEW** status will not pick up when generating invoices.
- Do not run processes out of sequence. The correct order of process is below.
 1. **Finalize and Print** (Pre-process & Finalization)
 2. **Create Accounting Entries** (Currency Conversion, PreLoad, GL Entries and Budget Check processes)
 3. **Print Invoices**
 4. **Load Invoices to Accounts Receivable**
- **Single Action Job** – An alternate method for generating invoices is now available to combine the four steps for generating an invoice into a single process job. See details in the [Single Action Job](#) section of this manual.
- After each generate invoice process listed above check Review Bill summary to assure that the process did run to success. Instructions and navigation are listed after each of the generate invoice processes listed above.

Adjustment Invoices

- You can only adjust an invoice or line once. If you attempt to adjust an invoice a second time you will receive one of the following error messages: No matching values were found or, you cannot adjust a bill line that has already been adjusted. This means one of the lines you have selected for adjustment has already been adjusted. Review the Adjustment Line History page to determine the latest bill in the adjustment chain and adjust that bill. Exercise is listed under the Table of Contents.

Billing Flowchart



Available Statuses of a Bill

NEW - Defaults when adding a manual bill

CAN - Cancel when you do not want bill to process

FNL - Finalized Bill – Not used by SOV (State of VT) at this time

HLD - Hold Bill – do not want to pick up in generate Inv Process

INV - Status of bill changes from RDY to INV when Finalize and Print process is run (Pre-Load)

PND - Pending Approval

RDY - User changes status to **RDY** once the bill has been entered and ready to process. Interfaced bills automatically populate with a RDY status

TMP - Temporary Bill–Not used by SOV (State of VT) at this time

TMR - Temporary Ready Bill–Not used by SOV (State of VT) at this time

Customer Pages and Descriptions

General Info Page

The screenshot shows the 'General Info' tab of a customer record. The page includes tabs for 'General Info', 'Bill To Options', 'Ship To Options', 'Sold To Options', and 'Miscellaneous General Info'. The main form contains fields for 'SetID', 'STATE', 'Customer ID', and 'NEXT'. A 'General Info Links' section is on the right. The 'Status' field is set to 'Active' (1). The 'Date Added' field is '11/11/2018' (2). The 'Name 1' field is 'Training Example' (3). The 'Level' dropdown is 'Regular' (4). The 'Type' dropdown is 'User 1' (5). The 'Short Name' field is 'Training E' (6). The 'Currency Code' field is empty (7). The 'Rate Type' field is empty (8). The 'Roles' section has a list of checkboxes: 'Bill To Customer' (checked), 'Bill To Selection', 'Ship To Customer', 'Ship To Selection', 'Sold To Customer', 'Sold To Selection', 'Broker Customer', 'Indirect Customer', 'Correspondence Customer', 'Correspondence Selection', 'Remit From Customer', 'Remit From Selection', 'Corporate Customer', 'Corporate Selection', and 'Consolidation Customer' (9). The 'Consolidation Business Unit' field is empty.

1. **Customer Status** - Defaults as active. You cannot post pending items to inactive customer accounts. Account information, however, appears on the customer pages and remains part of historical information
2. **Date Added & Since** - Enter the date when you established this customer in the system. You can also specify that the customer has been a customer since a certain date, which may or may not be the date added. The current date appears by default for both fields. In add mode, you can change the effective date for all matching effective-dated customer records by changing the Date Added field
3. **Name 1** - Enter the customer's primary name. When a customer's name changes, you can enter the new name and still maintain a record of the previous name. When you overwrite the value in the Name 1 field, the original value appears on the Miscellaneous General Information page's Former Name 1 field. When you change the value in the Name 1 field a second time, Former Name 2 field appears on the page and is populated with the replaced previous name
4. **Level** - Defaults as regular, accept default
5. **Type** - Defaults as User 1, accept default
6. **Short Name** - The system populates this field with the first ten characters of the Name 1 field
7. **Currency Code** - Enter or select **USD**
8. **Rate Type** - Enter or Select **CRRNT** for Current
9. **Bill To Customer** - Select bill to Customer. When you select this check box, the system designates the customer as a correspondence and a remit from customer and makes those check boxes available. Corporate customers default with the check box checked. Only bill to customers can be correspondence or remit from customers

All other fields in this section of the page are not required/or used at this time.

Support Teams Section

1. **Team Code** - Select a valid value – most departments will have only one selection
2. **Default** - Select the **Default** box

Address Locations Section

1. **Location** - The primary location – indicated by a 1 – is the address you use most often when you contact the customer. Accept default
2. **Bill To** - Select bill to address. You must select one address as the primary bill to address. Once you select the bill to box, select the primary box to make this the default billing address
3. **Effective Date** - Defaults with current date, accept default
4. **Status** - Defaults as Active, accept default
5. **Country** - Defaults as USA, accept default
6. **Address 1** - Enter appropriate address (required field)
7. **Address 2** - Additional line
8. **Address 3** - Additional line
9. **City** - Enter appropriate data
10. **County** - Not a required field – can be left blank
11. **State** - Enter appropriate data or select valid value
12. **Postal** - Enter appropriate Zip Code

Bill To Options Page

General Info | **Bill To Options** | Ship To Options | Sold To Options | Miscellaneous General Info

SetID STATE Customer ID NEXT Training Example

Customer Bill To Options Find | View All First 1 of 1 Last

*Effective Date 11/11/2018 *Status Active

Currency Code Rate Type

Responsibilities

Credit Analyst Collector

AR Specialist Bill Inquiry Phone

Billing Specialist Billing Authority

Billing Options

☒ Direct Invoicing
☐ Federal Highway File
☐ Prompt for Billing Currency
☐ Electronic Invoice

*Freight Bill Type Shipping
 Bill Type
 Billing Cycle Identifier
 Invoice Form
 Bill By Identifier
 AR Distribution Code
 Hold Number of Days

Billing Consolidation Data

Consolidation Key
 SetID
 Customer ID

Blanket Purchase Orders

Blanket PO Number
 Start Date
 End Date

Order Management Options

☐ Purchase Order Required
☐ Disable Prices on Receipt

InterUnit Billing

☐ InterUnit Customer
 GL Business Unit

Immediate Payment Options

☐ Immediate Payment Required
 Deposit Percent

Reference Qualifier Code Aging ID

Payment Method Options

Payment Method
 Draft Type
 Direct Debit Group
 Bank Account

Draft Document Required
 Draft Approval
 Direct Debit Profile ID
 Credit Card Profile

Payment Terms

Payment Terms ID
 Description
 Discount Grace Days Due Grace Days

Payment Predictor Options

☐ Partial Payment Switch
☐ Payment Predictor Hold
 Method

Write-Off Info

Maximum Write-Off Amount 999999999999.990
 Maximum Write-Off Percent 100 Days Until Write-Off

Bank Holiday Options

Bank Holiday Options Not Applicable
 Days ☐ Allow due date in next month

- Credit Analyst and Collector** - Credit Analyst and Collector are required fields for bill to customers
- All other fields** - Accept defaults

Screen Shots and Descriptions for Manual Bills Pages that are Used by SOV

Header - Info 1

The screenshot shows the 'Header - Info 1' form in a software application. The form is divided into several sections. At the top, there are tabs for 'Header - Info 1' and 'Line - Info 1'. Below the tabs, the form contains various input fields and buttons. Twelve red circles with numbers 1 through 12 are overlaid on the form, with arrows pointing to specific fields: 1 points to the 'Status' field (value: NEW), 2 points to the 'Invoice Date' field, 3 points to the '*Type' field, 4 points to the 'Pretax Amt' field (value: 0.000), 5 points to the '*Frequency' field (value: Once), 6 points to the '*Customer' field, 7 points to the 'Cycle ID' field, 8 points to the '*Invoice Form' field, 9 points to the 'From Date' field, 10 points to the 'Pay Terms' field, 11 points to the 'Pay Method' field (value: Check), and 12 points to the 'Remit To' field. The form also includes a 'View' button, a 'Navigation' dropdown menu, and buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

1. **Status** - Defaults as **NEW**, to process bill change status to **RDY**
2. **Invoice Date** - Not a mandatory field. Field is populated with the date established at the pre-process and finalization. The invoice date cannot be entered on this page
3. **Type** - The bill type represents the category of activity grouped on a specific bill
4. **Source** - This field shows how this bill was added to VISION. Example: Manual entry, Interface etc.
5. **Frequency** - Defaults as **Once**. Another option is Recurring. Recurring option enables you to reproduce bills or portions of bills and generate invoices by using templates
6. **Customer** - Enter a valid customer for whom you are billing
7. **Cycle ID** - Associates a billing cycle (monthly, on-demand, quarterly) with a recurring or installment bill
8. **Invoice Form** - The invoice form code is an identifier for the formatting options that determines the sorting and summarization levels for invoice information. XP_PS/GEN is the default that is currently used.
9. **From Date/To Date** - Specifies or indicates a date range for calculations, reports, invoices and searches. The dates are inclusive.
10. **Pay Terms** - Payment terms govern the length of time that a customer has to pay an item
11. **Pay Method** - Defaults as **CHK**
12. **Remit To/Bank Account** - Defaults from the bill Type that was selected. Varies with departments. Established with setup

Header - Info 1 | Line - Info 1

Unit 01100 Invoice NEXT Pretax Amt 0.000

Status NEW Invoice Date Cycle ID
 *Type Source *Frequency Once
 *Customer SubCust1 SubCust2

View Activity

Invoice Form From Date To Date
 Accounting Date Pay Terms Pay Method Check
 Remit To Bank Account
 Sales Bill Inquiry Phone
 Credit Collector
 Billing Specialist Billing Authority

Header Info 2 Address Copy Address
 Express Entry Attachments
 Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh Page Series Prev Next Add Update/Display

13. Accounting Date - Accounting date defaults from the date established at the Finalize and Print Pre-process from generate invoices. Accounting date cannot be entered on this page

14. Remit to and Bank Account - Remit to bank account where the payment is to be deposited

15. Sales - This field defaults from the Bill Type that is selected. SOV uses this field in a couple of ways. Most common default is department abbreviation. Example: Building and General Services = BGS

16. Bill Inquiry Phone - Defaults from Bill Type selected. The bill inquiry phone is the number on invoices for customers to call if they have questions about their bills

17. Credit - Defaults from Bill Type selected. This is a mandatory field and currently populates with the department abbreviation. Example: Building and General Services = BGS

18. Collector - Defaults from Bill Type selected. Mandatory field and currently populates with the department abbreviation. Example: Building and General Services = BGS with the exception of Corrections which uses this field to populate an office #

19. Billing Specialist - Person associated with processing bills or contact person

Note: The above field's descriptions are just a brief explanation on what they are used for. Some of the fields vary from department to department.

Line - Info 1

The screenshot shows the 'Line - Info 1' form with the following fields and callouts:

- 1** points to the **Table** dropdown menu.
- 2** points to the **Line** dropdown menu.
- 3** points to the **Description** text field.
- 4** points to the **Quantity** text field.
- 5** points to the **Unit of Measure** dropdown menu.
- 6** points to the **Unit Price** text field.
- 7** points to the **Gross Extended** text field.

Other visible fields include: Seq 1, Identifier, Net Extended 0.00, From Date, To Date, Line Type REV, Accumulate, Tax Code, Exempt Cert, Less Discount 0.00, Plus Surcharge 0.00, Net Extended 0.00, VAT Amount 0.00, Tax Amount 0.00, Net Plus Tax 0.00. Navigation buttons at the bottom include Save, Notify, Refresh, Add, and Update/Display.

1. **Table** - Select from drop down list – ID – PS/Billing charge ID is the option currently used by SOV
2. **Identifier** - Enter valid value or select one from
3. **Description** - Defaults with description of identifier
4. **Quantity** - Enter the quantity requested
5. **Unit of Measure** - Defaults from identifier selected
6. **Unit Price** - Defaults if price is associated with identifier or enter correct unit price
7. **Gross Extended** - Populates when page is refreshed or saved

Accounting – Rev Distribution

Click on [Accounting](#) link on the **Line - Info 1** page:

The screenshot shows the 'Line - Info 1' page with various navigation and action links. The 'Accounting' link is highlighted with a red rectangular box. Other visible links include 'Go to: Line Info 2', 'Tax', 'Discount/Surcharge', 'Notes', 'Express Entry', 'Summary', 'Bill Search', 'Line Search', 'Navigation', 'Line - Info 1', 'Page Series', 'Prev', 'Next', 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The header at the bottom reads 'Header - Info 1 | Line - Info 1'.

The [Revenue Distribution](#) page opens:

The screenshot shows the 'Revenue Distribution' page. At the top, there are tabs for 'Header - Info 1', 'Line - Info 1', and 'Revenue Distribution'. Below the tabs, there are fields for 'Unit 01100', 'Bill To BGS34', 'Pretax Amt 0.00 USD', and 'Invoice NEXT'. The main section is titled 'Bill Line' and contains a table with columns: 'Seq 1', 'Line Identifier', 'Code', 'Account', 'Fund', 'Dept', 'Program', 'Class', 'Affiliate', 'Project', 'Percentage', and 'Amount'. Red circles with numbers 1 through 8 are placed over the table headers, with arrows pointing to the corresponding fields. Circle 1 points to the 'Code' header, circle 2 to 'Account', circle 3 to 'Fund', circle 4 to 'Dept', circle 5 to 'Program', circle 6 to 'Class', circle 7 to 'Project', and circle 8 to 'Amount'. Below the table, there are summary fields for 'Percent 0.00', 'Amount 0.00', and 'Gross Extended 0.00'. At the bottom, there are navigation and action links similar to the first screenshot, including 'Go to: Line Info 2', 'Tax', 'Accounting', 'Discount/Surcharge', 'Notes', 'Express Entry', 'Summary', 'Bill Search', 'Line Search', 'Navigation', 'Acctg - Rev Distribution', 'Page Series', 'Prev', 'Next', 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The header at the bottom reads 'Header - Info 1 | Line - Info 1 | Revenue Distribution'.

1. **Code** - Populates if set up with identifier, or select valid value
2. **Account** - Enter valid value or populates if set up with identifier
3. **Fund** - Enter valid value or populates if set up with identifier
4. **Dept** - Enter valid value or populates if set up with identifier
5. **Program** - Enter valid value or populates if set up with identifier
6. **Class** - Enter valid value or populates if set up with identifier
7. **Project** - Enter valid value or populates if set up with identifier
8. **Amount** - Populates from the **Line - Info 1** page

Enter a New Customer

Possible situations when this function is used: To create a Customer for both Billing and Accounts Receivable to allow the processing of receivables for that customer. There are several ways of setting up customers in VISION.

Depending on your department's specific needs, some use prefixes with auto numbering. If your department uses a certain prefix, you need to enter the prefix in the customer Id field on the Add a New Value page and the system will assign the next auto number for that prefix.

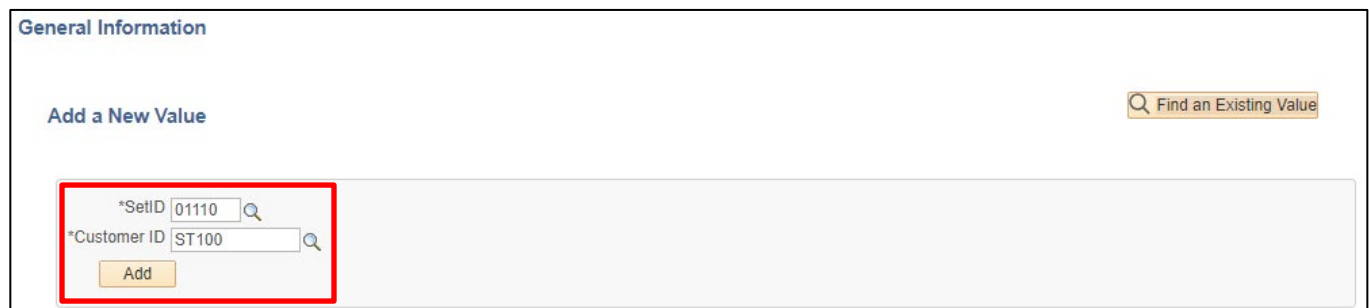
Note: Auto numbering requires specific setup in VISION.

Departments entering customers for Federal draws are using auto numbering without a prefix. On the Add A New Value page an auto number will be assigned once a customer is entered and saved Ex: 1001 etc.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Customer Accounts > General Information

Navigator menu navigation: Customers > Customer Information > General Information

The **General Information** search page displays, click on the [Add a New Value](#) button:



1. **SetID** - Defaults with STATE – **Do not use STATE**, Enter customer(s) under appropriate Business Unit or generic SetID.
BGS uses a list of customers that are shared between many Business Units and must use a SetID = **BGS** when establishing new customers
DOC uses a list of customers that are shared between many Business Units and must use a SetID = **DOC** when establishing new customers
All other departments must use a SetID = their own **Business Unit**
2. **Customer ID** - Enter New Customer ID. **Do not use NEXT unless this a new Federal customer**
3. Click [Add](#)

The **Customer General Info** page displays:

The screenshot shows the 'General Info' tab of a customer record. The page includes tabs for 'General Info', 'Bill To Options', 'Ship To Options', 'Sold To Options', and 'Miscellaneous General Info'. The customer details are as follows:

- SetID:** 01110, **Customer ID:** ST100
- Status:** Active (dropdown), **Level:** Regular (dropdown), **Type:** User 1 (dropdown)
- Date Added:** 10/12/2018, **Since:** 10/12/2018
- Name 1:** Vision 9.2 Upgrade (highlighted with a red box)
- Short Name:** VISION (highlighted with a red box)
- Name 2:** (empty)
- Currency Code:** USD (highlighted with a red box)
- Rate Type:** CRRNT (highlighted with a red box)
- Roles:**
 - ☒ **Bill To Customer** (highlighted with a red box)
 - ☐ Ship To Customer
 - ☐ Sold To Customer
 - ☐ Broker Customer
 - ☐ Indirect Customer
 - ☒ **Correspondence Customer** (highlighted with a green box)
 - ☒ **Remit From Customer** (highlighted with a green box)
 - ☒ **Corporate Customer** (highlighted with a green box)
 - ☐ Consolidation Customer
- Federal Attributes:**
 - ☐ Federal Customer
 - ☐ Appropriation Symbol Not Required for Reimbursable Agreements
- Support Teams:**
 - Team Code:** FM (highlighted with a red box)
 - Default:** ☒ (highlighted with a red box)
 - Description:** FM
- Address Locations:**
 - *Location:** 1
 - Description:** (empty)
 - ☒ Bill To, ☒ Primary
 - ☐ Ship To, ☐ Primary
 - ☐ Sold To, ☐ Primary
 - ☐ Broker, ☐ Primary
 - ☐ Indirect, ☐ Primary
 - ☐ Correspondence Address
 - ☐ RFID Enabled, [VAT Default](#), [VAT Service Treatment Setup](#)

4. **Name 1** - Enter customer Name
5. **Short Name** - Enter a short name or accept default of the first ten character from Name
6. **Currency Code** - Enter USD
7. **Rate Type** - Enter CRRNT
8. **Roles Section**
 - Check the **box** to the left of **Bill To Customer** (Correspondence Customer and Remit From Customer will automatically select)
 - **Corporate Customer** selection defaults, accept default
9. **Support Teams Section**
 - **Add Team Code** - click on the magnifying glass for selection. The team entered is automatically selected as the default.
10. Scroll to the bottom of the **General Info** page to **Address Locations**

Reminder: Complete address required. Address1, City, State and Zip

Address Locations Find | View All First 1 of 1 Last

*Location 1

Description 109 State Street

☒ Bill To ☒ Primary

☐ Ship To ☐ Primary

☐ Sold To ☐ Primary

☐ Broker ☐ Primary

☐ Indirect ☐ Primary

☐ Correspondence Address

☐ RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All First 1 of 1 Last

*Effective Date 10/11/2018

*Status Active

Tax Code

Language Code English

Physical Nature

Where Performed

Alternate Name 1

Alternate Name 2

Country USA United States

Address 1 Finance and Management

Address 2 109 State Street

Address 3

City Montpelier ☐ In City Limit

County

Postal 05609-0401

State VT

View Phone Information

General Info Links

Save Notify Refresh Add Update/Display Include History Correct History

11. **Location** - Leave default of 1
12. **Enter Description** - Enter appropriate location description (not mandatory)
13. **Select Bill To** - Select **Bill To**
14. **Select Primary** - Select Primary checkbox
15. **Ship To** - Primarily used by department of BGS
16. **Sold To** - Primarily used by department of BGS
17. **Effective Date** - Leave as default, Current Date
18. **Status** - Leave as default, Active
19. **Country** - Leave as default USA or click on magnifying glass and choose a valid value
20. **Address 1** - Enter appropriate Customer Street Address
21. **Address 2** - Enter appropriate data if applicable
22. **Address 3** - Enter appropriate data if applicable
23. **Enter City, State, Postal** - Enter appropriate city, state, and zip for the Customer
24. **County** - Leave value blank
25. Click on the **Bill To Options** tab

The **Bill To Options** page displays:

General Info **Bill To Options** Ship To Options Sgld To Options Miscellaneous General Info

SetID 01110 Customer ID ST100 Vision 9.2 Upgrade

Customer Bill To Options Find | View All First 1 of 1 Last

*Effective Date 10/12/2018 *Status Active

Currency Code USD Rate Type CRRNT

Responsibilities

Credit Analyst FM Collector FM

AR Specialist Bill Inquiry Phone

Billing Specialist Billing Authority

Billing Options

☒ Direct Invoicing
☐ Federal Highway File
☐ Prompt for Billing Currency
☐ Electronic Invoice

*Freight Bill Type Shipping

Bill Type

Billing Cycle Identifier

Invoice Form

Bill By Identifier

AR Distribution Code

Hold Number of Days

Billing Consolidation Data

Consolidation Key

SetID

Customer ID

Blanket Purchase Orders

Blanket PO Number

Start Date

End Date

Order Management Options

☐ Purchase Order Required
☐ Disable Prices on Receipt

Immediate Payment Options

☐ Immediate Payment Required

Deposit Percent

InterUnit Billing

☐ InterUnit Customer

GL Business Unit

Reference Qualifier Code

Aging ID

26. Effective Date - Accept Current Date default

27. Status - Accept Active Default

28. Credit Analyst - Enter appropriate credit analyst or click on the magnifying glass for selection

29. Collector - Enter appropriate collector or click on the magnifying glass for selection

30. Click [Save](#)

Enter a New Customer is Complete

Maintain/Update Customer Name and/or Address

Possible situations when this function is used: An error was made, or a Customer has a name and/or address change, so the Customer information needs to be updated. This exercise is used only if the customer does not have any open receivables.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Customer Accounts > General Information

Navigator Menu navigation: Customers > Customer Information > General Information

The **Customer General Information** page displays:

General Information

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

*SetID = 01110

Customer ID begins with ST001

Name 1 begins with

Name 2 begins with

Telephone begins with

City begins with

State begins with

Postal Code begins with

[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear

1. **SetID** - Enter the appropriate business unit or SetID (BGS or DOC)
2. **Customer ID** - Enter appropriate Customer ID
3. Click **Search**

The **Customer General Information** page displays:

General Info | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Miscellaneous General Info](#)

SetID 01110 Customer ID ST001 General Info Links [...More](#)

*Status Active Level Regular
 *Date Added 06/28/2002 *Since 06/28/2002 *Type User 1
 *Name 1 Agency of Administration *Short Name Admin
 Name 2
 Currency Code USD Rate Type CRRNT

Roles

<input checked="" type="checkbox"/> Bill To Customer Bill To Selection	<input checked="" type="checkbox"/> Correspondence Customer Correspondence Selection
<input type="checkbox"/> Ship To Customer Ship To Selection	<input checked="" type="checkbox"/> Remit From Customer Remit From Selection
<input type="checkbox"/> Sold To Customer Sold To Selection	<input checked="" type="checkbox"/> Corporate Customer Corporate Selection
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer
<input type="checkbox"/> Indirect Customer	

Consolidation Business Unit

Address Locations Find | View All First 1 of 1 Last + -

*Location 1 ☒ Bill To ☒ Primary ☐ Broker ☐ Primary
 Description 109 State Street ☐ Ship To ☐ Primary ☐ Indirect ☐ Primary
 ☐ Sold To ☐ Primary ☐ Correspondence Address

☐ RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All First 1 of 1 Last + -

*Effective Date 06/29/2002 *Status Active
 Tax Code Language Code English
 Physical Nature Where Performed
 Alternate Name 1 Alternate Name 2

Country USA United States
 Address 1 109 State St 5th Flr
 Address 2 [View Phone Information](#)
 Address 3
 City Montpelier ☐ In City Limit
 County Postal 05609-0201
 State VT Vermont

General Info Links [...More](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#)

[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Miscellaneous General Info](#)

- Click on the **+** icon in the **Address Details** section to open a new effective dated row

Address Locations Find | View All First 1 of 1 Last

*Location ☒ Bill To ☒ Primary ☐ Broker ☐ Primary
☐ Ship To ☐ Primary ☐ Indirect ☐ Primary
☐ Sold To ☐ Primary ☐ Correspondence Address

☐ RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All First 1 of 2 Last

Address Details

*Effective Date *Status
Tax Code Language Code
Physical Nature Where Performed
Alternate Name 1 Alternate Name 2

Country United States
Address 1
Address 2
Address 3

City ☐ In City Limit
County Postal
State Vermont

View Phone Information

General Info Links

Save Return to Search Notify Refresh Add Update/Display Include History

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

5. Enter the new address information

6. Click **Save**

The **General Information** page is refreshed with the new customer address:

Address Locations Find | View All First 1 of 1 Last

*Location ☒ Bill To ☒ Primary ☐ Broker ☐ Primary
☐ Ship To ☐ Primary ☐ Indirect ☐ Primary
☐ Sold To ☐ Primary ☐ Correspondence Address

☐ RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find **View All** First 1 of 2 Last

Address Details

*Effective Date *Status
Tax Code Language Code
Physical Nature Where Performed
Alternate Name 1 Alternate Name 2

Country United States
Address 1
Address 2
Address 3

City ☐ In City Limit
County Postal
State Vermont

View Phone Information

General Info Links

Save Return to Search Notify Refresh Add Update/Display Include History

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

7. Click the **View All** link

The **General Information** page is displayed with both effective dated rows. The first row is the latest update:

Address Details

Find | View 1 | First 1-2 of 2 Last

Address Details

Effective Date 01/19/2019

*Status Active

Tax Code

Language Code English

Physical Nature

Where Performed

Alternate Name 1

Alternate Name 2

Country USA United States

Address 1 109 State St 4th Flr

Address 2

Address 3

City Montpelier

☐ In City Limit

County

Postal 05609-0201

State VT Vermont

View Phone Information

*Effective Date 06/29/2002

*Status Active

Tax Code

Language Code English

Physical Nature

Where Performed

Alternate Name 1

Alternate Name 2

Country USA United States

Address 1 109 State St 5th Flr

Address 2

Address 3

City Montpelier

☐ In City Limit

County

Postal 05609-0201

State VT Vermont

View Phone Information

General Info Links ...More

Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

Maintain/Update Customer Name and/or Address is Complete

Maintain/Update Customer Name and/or Address in Correct History Mode

Possible situations when this function is used: An error was made, or a Customer has a name and/or address change, so the Customer information needs to be updated. A small number of individuals can update customers using correct history. This exercise is used only if the customer does not have any open receivables.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Customer Accounts > General Information

Navigator Menu navigation: Customers > Customer Information > General Information

The **Customer General Information** page displays:

The screenshot shows the 'General Information' page for a customer. At the top, there is a 'Find an Existing Value' section with a search criteria dropdown and an 'Add a New Value' button. Below this, there are 'Recent Searches' and 'Saved Searches' dropdowns. The main search criteria section is highlighted with a red box. It includes fields for '*SetID' (set to '=') and 'Customer ID' (set to 'begins with'). The values '01110' and 'ST003' are entered in the respective text boxes. Below these are fields for 'Name 1', 'Name 2', 'Telephone', 'City', 'State', and 'Postal Code', each with a 'begins with' dropdown. At the bottom, there are checkboxes for 'Case Sensitive', 'Include History', and 'Correct History' (which is checked). A 'Search' button is also highlighted with a red box.

8. **SetID** - Enter the appropriate business unit or SetID (BGS or DOC)

9. **Customer ID** - Enter appropriate Customer ID

10. Select **Correct History**

11. Click **Search**

The **Customer General Information** page displays:

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info | VT Personal

SetID 01110 Customer ID ST003 General Info Links ...More

*Status Active Level Regular

*Date Added 06/28/2002 *Since 06/28/2002

*Type User 1

*Name 1 Finance and Managements *Short Name FM

Name 2

Currency Code USD Rate Type CRRNT

Roles

☒ Bill To Customer [Bill To Selection](#)

☐ Ship To Customer [Ship To Selection](#)

☐ Sold To Customer [Sold To Selection](#)

☐ Broker Customer

☐ Indirect Customer

☒ Correspondence Customer [Correspondence Selection](#)

☒ Remit From Customer [Remit From Selection](#)

☒ Corporate Customer [Corporate Selection](#)

☐ Consolidation Customer

Consolidation Business Unit

Country USA United States

Address 1 Finance & Mgmt

Address 2 109 State St 5th Flr

Address 3

City Montpelier

County

State VT Vermont

☐ In City Limit

Postal 05609-0401

View Phone Information

General Info Links ...More

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info | VT Personal

Warning: Changing certain fields within the customer pages require you to use Correct History. If you tried changing one of those fields without selecting or clicking on the **Correct History** button you will receive the following error message: *Cannot change current or history records unless in correction mode*

12. Name 1 - Enter new/updated name in the Name 1 field (overwrite)

13. Click **Save**

The **Customer Name** has been updated:

This screenshot shows the 'Miscellaneous General Info' tab of a customer record. The 'SetID' is 01110 and the 'Customer ID' is ST003. The '*Status' is set to 'Active'. The '*Date Added' is 06/28/2002 and the '*Since' date is also 06/28/2002. The '*Name 1' field is highlighted with a green box and contains the text 'Financial Operations'. Other fields include 'Level' (Regular), '*Type' (User 1), '*Short Name' (FM), 'Currency Code' (USD), and 'Rate Type' (CRRNT). The 'General Info Links' dropdown is set to '...More'.

14. Click on the **Miscellaneous General Info** tab

The **Miscellaneous General Information** page is displayed:

This screenshot shows the 'Miscellaneous General Information' page for the same customer. The 'SetID' is 01110 and the 'Customer ID' is ST003. The 'Financial Operations' section is expanded, showing fields for '*Name 1' (Financial Operations), 'Name 2', 'Name 3', 'Former Name 1' (Finance and Management, highlighted with a green box), 'Former Name 2', 'Tax ID', 'Supplier SetID', 'Supplier ID', 'Workflow User', 'Customer Web Site', and 'Stock Symbol'. There are links for 'Supplier Information', 'Go To Website URL', and 'Go To Stock Symbol'. The 'Sub Customer Information' section has a 'SubCustomer' checkbox and fields for 'SubCustomer 1' and 'SubCustomer 2'. The 'Last Maintained' date is 10/30/2018 and the 'Last Maintained By User ID' is RSMITH1. The 'General Info' link is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'General Info Links' dropdown is set to '...More'.

Former Name 1 field displays the original Customer Name 1

15. Click the **General Info** link

The **General Information** page is displayed:

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info | VT Personal

SetID 01110 Customer ID ST003 General Info Links ...More

*Status Active Level Regular
*Date Added 06/28/2002 *Since 06/28/2002 *Type User 1
*Name 1 Financial Operations *Short Name FM
Name 2
Currency Code USD Rate Type CRRNT

Roles

☒ Bill To Customer ☒ Correspondence Customer
☐ Ship To Customer ☒ Remit From Customer
☐ Sold To Customer ☒ Corporate Customer
☐ Broker Customer ☐ Consolidation Customer
☐ Indirect Customer

Federal Attributes

☐ Federal Customer Trading Partner Code Disbursing Office
☐ Appropriation Symbol Not Required for Reimbursable Agreements

Support Teams Personalize | Find | View All | First 1 of 1 Last

Team Code Default Description
FM ☒ FM

Address Locations Find | View All | First 1 of 1 Last

Scroll down to the **Address** section of the page to edit the address information.

Address Locations Find | View All | First 1 of 1 Last

*Location 1 Description 109 State Street

☒ Bill To ☒ Primary ☐ Broker ☐ Primary
☐ Ship To ☐ Primary ☐ Indirect ☐ Primary
☐ Sold To ☐ Primary ☐ Correspondence Address

☐ RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All | First 1 of 1 Last

*Effective Date 06/29/2002 *Status Active
Tax Code Language Code English
Physical Nature Where Performed
Alternate Name 1 Alternate Name 2

Country USA United States

Address 1 Finance & Mgmt
Address 2 109 State St 5th Flr
Address 3

City Montpelier ☐ In City Limit
County Postal 05609-0401
State VT Vermont

General Info Links ...More

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info | VT Personal

16. Add new effective dated row in the **Address Details** by clicking on the **Plus** sign. A new row is created with a new effective date (current date). The original address populates in the new effective dated row

17. **Address 1** line - Enter the new address information

18. Click **Save**

The **General Information** page is refreshed with the new customer address:

Address Details

Find View All First 1 of 2 Last

Address Details

*Effective Date 10/30/2018 *Status Active

Tax Code Language Code English

Physical Nature Where Performed

Alternate Name 1 Alternate Name 2

Country USA United States

Address 1 Finance Operations

Address 2 109 State St 5th Flr

Address 3

City Montpelier In City Limit

County Postal 05609-0401

State VT Vermont

View Phone Information

General Info Links More

19. Click on the **View All** link

The **General Information** page is displayed with both effective dated rows. The first row is the latest update:

Address Details

Find View 1 First 1-2 of 2 Last

Address Details

*Effective Date 10/30/2018 *Status Active

Tax Code Language Code English

Physical Nature Where Performed

Alternate Name 1 Alternate Name 2

Country USA United States

Address 1 Finance Operations

Address 2 109 State St 5th Flr

Address 3

City Montpelier In City Limit

County Postal 05609-0401

State VT Vermont

View Phone Information

Address Details

*Effective Date 06/29/2002 *Status Active

Tax Code Language Code English

Physical Nature Where Performed

Alternate Name 1 Alternate Name 2

Country USA United States

Address 1 Finance & Mgmt

Address 2 109 State St 5th Flr

Address 3

City Montpelier In City Limit

County Postal 05609-0401

State VT Vermont

View Phone Information

Maintain/Update Customer Name and/or Address in Correct History Mode is Complete

Enter a New Charge Code

Possible situations when this function is used: Charge codes also known as identifiers are used in billing. The Charge Code page is used to define a product code, description, unit of measure, unit price, and revenue distribution code for a specific type of service or commodity. When creating a bill to a customer, entry of the charge code will add this information to the bill line. The charge code is the product, type of service, or fee that is billed to a customer. The charge ID, Unit of Measure, List Price, and Description fields are printed on the invoice. When charge codes are printed on an invoice, the charge code ID and its corresponding description appear next to each other on the bill line. The long description field (254 characters) does not print on the invoice.

Defining the revenue distribution code on the Charge Code page will default the revenue accounting distribution on the Accounting – Rev Distribution page for the bill line when creating the invoice.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Set Up > Charge Code

Navigator Menu navigation: Set Up Financial\Supply Chain > Product Related > Billing > Setup > Charge Code

The **Charge Code** page displays, click on the **Add a New Value** button:



Charge Code

Add a New Value

Find an Existing Value

*SetID 01110

*Billing Currency USD

*Billing Charge ID PENCIL#4

Add

1. **SetID** - Defaults as STATE, Charge codes are set up under your Business Unit. There are exceptions for department of BGS and DOC
2. **Billing Currency** - USD
3. **Billing Charge ID** - Enter charge code (charge code can be entered in alphanumeric up to 18 characters). Billing Charge Codes default to upper case, so even if you enter in lower case it will save as upper case
4. Click **Add**

The **Charge Code** page displays:

Charge Code | Charge Code 2

5. **Effective Date** - Defaults with current date

6. **Status** - Defaults as Active

7. **Unit of Measure** - Select valid value

8. **List Price** - Enter a price and this will default automatically when you enter an invoice. Or leave blank. If left blank when you enter a bill you will need to manually enter a list price.

Warning: List Price is required for a Charge Code/Identifier that will be used with the Billing Interface.

9. **Description** - Enter a brief description.

10. **Long Description** - If description field was not long enough you could add additional information in the long description.

Note: Long Description does not appear on invoice.

11. **Revenue Distribution Code** - Select valid value – Revenue distribution code if selected will automatically populate the accounting entries page when entering an invoice. If you need a new revenue distribution code or to update an existing one, contact the [VISION Helpdesk](#).

Warning: Revenue Distribution Code is required for a Charge Code/Identifier that will be used with the Billing Interface.

Note: All other fields accept default. The State of Vermont does not use Tax Group or Vat Group fields. Charge Code 2 page is not currently used.

12. Click **Save**

Charge Code	Charge Code 2
SetID STATE	Currency USD
Charge ID PENCIL#4	
Find View All First 1 of 1 Last	
*Effective Date	01/19/2019
Status	Active
*Unit of Measure	DOZ
List Price	2.5000
*Description	#4 Pencil
Long Description	One dozen #4 pencils
234 characters remaining	
Revenue Distribution Code	
Tax Group	
VAT Group	
Transaction Type	Sale
Transaction Sub Type	None
Save Notify Add Update/Display Include History	
Charge Code Charge Code 2	

Charge code is now available for use in billing.

Enter a New Charge Code is Complete

Maintain a Charge Code

Possible situations when this function is used: Once a charge code has been entered, to make any changes to the charge code you will add a new effective dated row.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Setup > Charge Code

Navigator Menu navigation: Set Up Financial\Supply Chain > Product Related > Billing > Setup > Charge Code

The **Charge Code - Find an Existing Value** search page displays:

Charge Code

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

*SetID = 01151

Billing Currency begins with

Billing Charge ID begins with 9000

Description begins with

[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear [Save Search](#)

1. **SetID** - Defaults as STATE, Charge codes are set up under your Business Unit
2. **Billing Charge ID** - Enter charge code (charge code can be entered in alphanumeric up to 18 characters). Billing Charge Codes default to upper case, so even if you enter in lower case it will save as upper case
3. Click **Search**

Search Results display:

Search Results					
View All			First	1-4 of 4	Last
SetID	Billing Currency	Billing Charge ID	Description	Unit of Measure	List Price
01151	USD	9000	16mm 100' roll processing only	EA	3.2
01151	USD	9000	16mm 100' roll processing only	EA	5.2
01151	USD	9000	16mm 100' roll processing only	EA	6

- Click on first row in Search Results list

The **Charge Code** page displays with your selection:

Charge Code

Charge Code 2

SetID 01151
Currency USD
Charge ID 9000

Charge Code

Find

View All

First

1 of 4

Last

*Effective Date 10/31/2018

Status Active

+

*Unit of Measure EA

List Price 6.0000

*Description 16mm 100' roll processing only

Long Description

254 characters remaining

Revenue Distribution Code MI-REV

*Revenue Recognition Basis Invoice Date

Tax Group

Transaction Type Sale

VAT Group

Transaction Sub Type None

Save

Return to Search

Previous in List

Next in List

Notify


Add

Update/Display

Include History

Correct History

Charge Code | Charge Code 2

- Click on  button to add a new effective dated row. This row will carry forward all information from the last effective dated row
- Effective Date** - Defaults to today and may be overridden
- Status** - Defaults to Active and may be changed to Inactive to discontinue use of this code
- Change other value as necessary** - List Price is an example of a common effective dated change to a Charge Code
- Click **Save**

Maintain a Charge Code is Complete

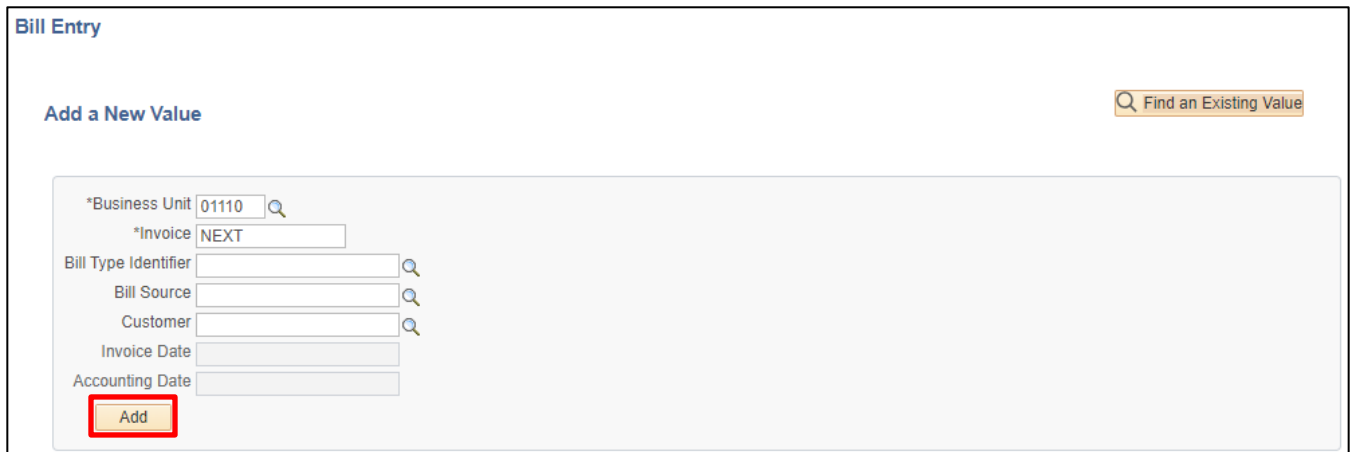
Entering Manual Bills

Possible situations when this function is used: To create an invoice to bill for goods or services, for state or non-state customers.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Maintain Bills > Standard Billing

Navigator Menu navigation: Billing > Maintain Bills > Standard Billing

The **Bill Entry Search** page displays, click the **Add a New Value** button:



Invoice Date and Accounting Date are assigned when the invoice is generated. They are not available for editing.



1. **Business Unit** - Accept defaulted Business Unit **or** Enter valid value
2. **Invoice** - Defaults as NEXT accept default. System assigns sequential invoice # when invoice is saved
3. **Bill Type Identifier** - Leave blank **or** enter valid value (Bill types are set up specific to a Business Unit)
4. **Bill Source** - Leave blank **or** enter valid value
5. **Customer** - Leave blank **or** enter valid value

Note: *Filling in the fields above will save you time as they populate the Header - Info 1 page automatically.*

6. Click **Add**

The **Header - Info 1** page displays:

The screenshot shows the 'Header - Info 1' page of a billing system. The page is divided into several sections. At the top, there are tabs for 'Header - Info 1' and 'Line - Info 1'. Below the tabs, there are fields for 'Unit 01100', 'Invoice NEXT', 'Pretax Amt 0.00 USD', and 'Cycle ID MONTHLY'. The main section contains various fields for invoice information, including 'Status NEW', 'Invoice Date', 'Cycle ID MONTHLY', '*Type AO', 'Source MANUAL', '*Frequency Once', '*Customer BGS17', 'SubCust1', 'SubCust2', '*Invoice Form XP_PS/GEN', 'From Date', 'To Date', 'Accounting Date', 'Pay Terms DUR', 'Pay Method Check', 'Remit To ADM', 'Bank Account 001', 'Sales BGS', 'Bill Inquiry Phone 802-828-3078', 'Credit BGS', 'Collector BGS', 'Billing Specialist C TOUCHET', and 'Billing Authority'. There are also links for 'View Activity', 'Go to: Header Info 2', 'Address', 'Copy Address', 'Attachments', 'Navigation', 'Page Series', 'Prev', 'Next', and buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

7. **Status** - Defaults as **New** accept default
8. **Invoice Date** - The invoice date is assigned when the invoice is generated. The field is not available for editing
9. **Type** - Select valid value (mandatory field). Once selection is made the following fields will populate, Cycle ID, Invoice Form, Pay Terms, Pay Method, Remit To, Bank Account, Bill inquiry Phone, Billing Specialist.
10. **Source** - Select valid value (MANUAL)  or Populates if entered on the Add a New Value page
11. **Frequency** - Accept default – Once
12. **Customer** - Select valid value  or Populates if entered on the Add a New Value page
All other fields either populate from the Type selection or are not required.
13. Click **Line - Info 1** tab

The **Line - Info 1** page displays:

Header - Info 1 | **Line - Info 1**

Unit 01100 Bill To BGS17 Pretax Amt 0.00 USD
 Invoice NEXT BGS COMMISSIONERS Max Rows 99
 OFFICE

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line

Table Identifier

Net Extended 0.00
 Description

Quantity
 Unit of Measure
 Unit Price 0.0000
 Gross Extended 0.00

From Date
 To Date
 Line Type REV
 Tax Code
 Exempt Cert

Accumulate
 Tax Exempt

Less Discount 0.00
 Plus Surcharge 0.00
 Net Extended 0.00
 VAT Amount 0.00
 Tax Amount 0.00
 Net Plus Tax 0.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search

Navigation Line - Info 1

Page Series
 Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

14. Table - Select or enter ID - PS/Billing Charge ID.

15. Identifier - Select valid value . This field is also known as **Charge Code**.

16. Description - Populates from Identifier (Charge Code)

17. QTY - Enter quantity

18. Unit of Measure - Select valid value or automatically populates from Identifier (Charge Code)

19. Unit Price - Enter price or automatically populates from Identifier (Charge Code)

20. Click **Refresh** to populate the gross extended amount, see page below

Header - Info 1 | Line - Info 1

Unit 01100 Bill To BGS17 Pretax Amt 15.00 USD
 Invoice NEXT BGS COMMISSIONERS Max Rows 99
 OFFICE

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line
 Table ID Identifier AL-01 Net Extended 15.00
 Description Auto Liability State Policy

Quantity 15.0000 From Date
 Unit of Measure EA To Date
 Unit Price 1.0000 Line Type REV ☒ Accumulate
 Gross Extended 15.00 Tax Code ☐ Tax Exempt
 Exempt Cert

Less Discount 0.00
 Plus Surcharge 0.00

Net Extended 15.00
 VAT Amount 0.00
 Tax Amount 0.00

Net Plus Tax 15.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation Line - Info 1

Page Series
 Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

If entering more than one billing line click on the  button.

21. Click on the  icon to add a new row

The **Line - Info 1** page displays with a second row inserted:

The screenshot shows the 'Line - Info 1' page. At the top, there's a header with 'Unit 01100', 'Invoice 66002748', 'Bill To BGS17', 'BGS COMMISSIONERS OFFICE', 'Pretax Amt 15.00 USD', and 'Max Rows 99'. Below this is the 'Bill Line' section with 'Find | View All' and 'First 2 of 2 Last' navigation. The main form area includes fields for 'Seq 3', 'Table' (highlighted with a red box), 'Line', 'Identifier' (highlighted with a red box), 'Net Extended 0.00', and 'Description'. A table of values is shown: Quantity, Unit of Measure, Unit Price (0.0000), Gross Extended (0.00), Less Discount (0.00), Plus Surcharge (0.00), Net Extended (0.00), VAT Amount (0.00), Tax Amount (0.00), and Net Plus Tax (0.00). To the right of the table are fields for 'From Date', 'To Date', 'Line Type REV', 'Tax Code', 'Exempt Cert', 'Accumulate' (checked), and 'Tax Exempt' (unchecked). At the bottom, there's a 'Go to:' section with links for 'Line Info 2', 'Tax', 'Accounting', 'Discount/Surcharge', 'Notes', 'Express Entry', 'Summary', 'Bill Search', and 'Line Search'. A 'Navigation' dropdown is set to 'Line - Info 1'. At the bottom left, there are buttons for 'Save', 'Notify', and 'Refresh' (highlighted with a red box). At the bottom right, there are buttons for 'Add' and 'Update/Display'.

22. Table - Select or enter ID - PS/Billing Charge ID

23. Identifier - Select valid value . This field is also known as **Charge Code**

24. Description - Populates from Identifier (Charge Code)

25. QTY - Enter quantity

26. Unit of Measure - Select valid value or automatically populates from Identifier (Charge Code)

27. Unit Price - Enter price or automatically populates from Identifier (Charge Code)

28. Click **Refresh**

The **Line - Info 1** page is refreshed with the gross extended amount calculated:

Unit 01100 Bill To BGS17 Pretax Amt 25.50 USD
 Invoice 66002748 BGS COMMISSIONERS OFFICE Max Rows 99

Bill Line Find **View All** First 2 of 2 Last

Seq 3 Line
 Table ID Identifier BND-07 Net Extended 10.50
 Description Employee Dishonesty Bond Ins.

Quantity	10.0000	From Date	
Unit of Measure	EA	To Date	
Unit Price	1.0500	Line Type	REV
Gross Extended	10.50		<input checked="" type="checkbox"/> Accumulate
		Tax Code	
		Exempt Cert	
Less Discount	0.00		
Plus Surcharge	0.00		
Net Extended	10.50		
VAT Amount	0.00		
Tax Amount	0.00		
Net Plus Tax	10.50		

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation Line - Info 1

Page Series Prev Next

Save Notify Refresh Add Update/Display

Note: When Charge Codes are added in VISION you can associate the accounting entries to each Charge Code. Selecting the Identifier on the Bill Line automatically populates the accounting page with required ChartFields. To add a new Charge Code in VISION, follow instructions in manual for [Add a new Charge Code](#).

If you have several Bill Lines, in order to view accounting entries for all Bill Lines you can click on the **View All** link before going to the accounting page or click the View All link on the accounting page.

29. Click on the **View All** link

All lines of the bill are displayed. Use scroll bar to the right to view all bill lines:

Header - Info 1		Line - Info 1	
Unit 01100	Bill To BGS17	Pretax Amt 25.50 USD	
Invoice NEXT	BGS COMMISSIONERS OFFICE	Max Rows 99	
Bill Line		Find View 1 First 1-2 of 2 Last	
Seq 1	Line	Net Extended 15.00	
Table ID	Identifier AL-01	Description Auto Liability State Policy	
Quantity 15.0000	From Date		
Unit of Measure EA	To Date		
Unit Price 1.0000	Line Type REV	<input checked="" type="checkbox"/> Accumulate	
Gross Extended 15.00	Tax Code	<input type="checkbox"/> Tax Exempt	
	Exempt Cert		
Less Discount 0.00			
Plus Surcharge 0.00			
Net Extended 15.00			
VAT Amount 0.00			
Tax Amount 0.00			
Net Plus Tax 15.00			
Seq 2	Line	Net Extended 10.50	
Table ID	Identifier BND-07	Description Employee Dishonesty Bond Ins.	
Quantity 10.0000	From Date		
Unit of Measure EA	To Date		
Unit Price 1.0500	Line Type REV	<input checked="" type="checkbox"/> Accumulate	
Gross Extended 10.50	Tax Code	<input type="checkbox"/> Tax Exempt	
	Exempt Cert		
Less Discount 0.00			
Plus Surcharge 0.00			
Net Extended 10.50			
VAT Amount 0.00			
Tax Amount 0.00			
Net Plus Tax 10.50			
Go to:	Line Info 2	Tax	Accounting
Notes	Express Entry		Discount/Surcharge
Summary	Bill Search	Line Search	Navigation Line - Info 1
Save	Notify	Refresh	Page Series Prev Next
			Add Update/Display

30. Click the **Accounting** link

The **Revenue Distribution** page displays:

Header - Info 1

Line - Info 1

Revenue Distribution

Unit 01100
Invoice NEXT

Bill To BGS17
BGS COMMISSIONERS
OFFICE

Pretax Amt 25.50 USD
Max Rows 99

Bill Line

Seq 1

Line
Identifier AL-01

Net Extended 15.00
Description Auto Liability State Policy

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Personalize | Find | View All |

First 1 of 1 Last

Acctg Information

Reference Information

	Code	Account	Fund	Dept	Program	Class	Affiliate	Project	Percentage	Amount	Budg
+	ADMLIA-REV	424320	56200	1100119000					100.00	15.00	

Percent 100.00
Amount 15.00
Gross Extended 15.00

Seq 2

Line
Identifier BND-07

Net Extended 10.50
Description Employee Dishonesty Bond Ins.

Bill Line Distribution - Revenue

Personalize | Find | View All |

First 1 of 1 Last

Acctg Information

Reference Information

Percent 100.00
Amount 10.50
Gross Extended 10.50

Go to:

Line Info 2
Notes
Summary

Tax
Express Entry
Bill Search

Accounting
Line Search

Discount/Surcharge
Navigation Acctg - Rev Distribution

Page Series
Prev Next

Save Notify Refresh

Add Update/Display

Note: The accounting entries are populated from the Distribution Code associated with the Identifier that was selected on the Line – Info 1 page. In rare cases, you can update the accounting entries. The need for recurring changes should be addressed through a new or updated distribution code. If you need a new revenue distribution code or to update an existing one, contact the [VISION Helpdesk](#).

31. Click **Header - Info 1** tab

The **Header - Info 1** page displays:

Header - Info 1 | Line - Info 1

Unit 01100 Invoice NEXT Pretax Amt 25.50 USD

Status NEW
*Type AO
*Customer BGS17 View Activity
BGS COMMISSIONERS OFFICE
*Invoice Form XP_PS/GEN
Accounting Date
Remit To ADM
Sales BGS
Credit BGS
Billing Specialist CTOUCHET
Caitlin Touchette

Invoice Date
Source MANUAL
SubCust1
SubCust2
Cycle ID MONTHLY
*Frequency Once
From Date
To Date
Pay Terms DUR
Pay Method Check
Bank Account 001
Bill Inquiry Phone 802-828-3078
Collector BGS
Billing Authority

Go to: Notes Header Info 2 Address Copy Address
Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Info 1

Page Series
Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

When entering a standard bill, you can add notes to either the header page or the line page.

32. Click **Notes** link to add a header note

The **Header - Note** page displays:

Header - Info 1 | Line - Info 1 | Header - Note

Unit 01100 Bill To BGS17 Pretax Amt 25.50 USD
Invoice NEXT BGS COMMISSIONERS OFFICE

Customer Notes
Find | View All First 1 of 1 Last

Bill Header Notes
☐ Standard Note Flag Std Note
☐ Internal Only Flag Note Type

Note Text:
254 characters remaining

Go to: Notes Header Info 2 Address Copy Address
Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Note

Page Series
Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Header - Note

33. Enter text in the Note Text field in the Bill Header Notes section. This information prints on the header portion of the invoice. You can also add line notes which will appear under the charge code line of the invoice

34. Click **Line - Info 1** tab

The **Line - Info 1** page displays:

Header - Info 1 | Line - Info 1

Unit 01100 Bill To BGS17 Pretax Amt 25.50 USD
Invoice NEXT BGS COMMISSIONERS Max Rows 99
OFFICE

Bill Line Find | View All First 2 of 2 Last

Seq 2 Line Net Extended 10.50
Table ID Identifier BND-07 Description Employee Dishonesty Bond Ins.

Quantity 10.0000 From Date
Unit of Measure EA To Date
Unit Price 1.0500 Line Type REV ☒ Accumulate
Gross Extended 10.50 Tax Code ☐ Tax Exempt
Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended 10.50
VAT Amount 0.00
Tax Amount 0.00

Net Plus Tax 10.50

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry Page Series
Summary Bill Search Line Search Navigation Line - Info 1 Prev Next
Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

35. Click **Notes** link

The **Line - Note** page will display:

Header - Info 1 | Line - Info 1 | Line - Note

Unit 01100 Bill To BGS17 Pretax Amt 25.50 USD
Invoice NEXT BGS COMMISSIONERS Max Rows 99
OFFICE

Bill Line Find | View All First 2 of 2 Last

Seq 2 Line Net Extended 10.50
Identifier BND-07 Description Employee Dishonesty Bond Ins.

Bill Line Note Find | View All First 1 of 1 Last

☐ Standard Note Flag Standard Note Code
☐ Internal Only Flag Note Type

Note Text
254 characters remaining

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry Page Series
Summary Bill Search Line Search Navigation Line - Note Prev Next
Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

36. Enter text in the Note text field. This information will print on the invoice.

37. Click **Header - Info 1** tab

The **Header - Info 1** page displays:

Unit 01100 Invoice NEXT Pretax Amt 25.50 USD

Status NEW

*Type AO

*Customer BGS17

BGS COMMISSIONERS OFFICE

*Invoice Form XP_PS/GEN

Accounting Date

Remit To ADM

Sales BGS

Credit BGS

Billing Specialist CTOUCHET

Caitlin Touchette

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search

Navigation Header - Info 1

Page Series

Prev Next

Save Notify Refresh

Add Update/Display

38. Status - Change status from **NEW** to **RDY**

39. Click Save

Bill is saved and an invoice # is assigned:

Unit 01100 Invoice 66002749 Pretax Amt 25.50 USD

Status RDY

*Type AO

*Customer BGS17

BGS COMMISSIONERS OFFICE

*Invoice Form XP_PS/GEN

Accounting Date

Remit To ADM

Sales BGS

Credit BGS

Billing Specialist CTOUCHET

Caitlin Touchette

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search

Navigation Header - Info 1

Page Series

Prev Next

Save Notify Refresh

Add Update/Display

Header - Info 1 | Line - Info 1

Note: To generate an invoice(s), invoices need to be in **RDY** status.

Entering Manual Bills is Complete

Excel Spreadsheet Upload

Possible situations when this function is used: The Spreadsheet Upload to Billing Interface is used to enter invoice data in a worksheet format and automatically generate Billing. The file is posted into the PeopleSoft Billing Interface transaction tables. The Billing Interface process converts the imported transactions into Bills in a Ready status (RDY) which then go through the same invoice generation process as is used with manually entered bills.

The steps to uploading transactions from Excel are as follows:

1. Open Excel Workbook upload template
2. Delete previously generated transactions from the excel workbook
3. Enter or copy transactions into the data entry tab
4. Generate transactions to Billing
5. Complete Billing Interface in VISION

Navigation: Open Excel Billing Interface template

A pre-configured template for your Business Unit will be provided. Contact the VISION Finance Support Team for assistance @ 828-6700. option 2


Data Sheet page displays:

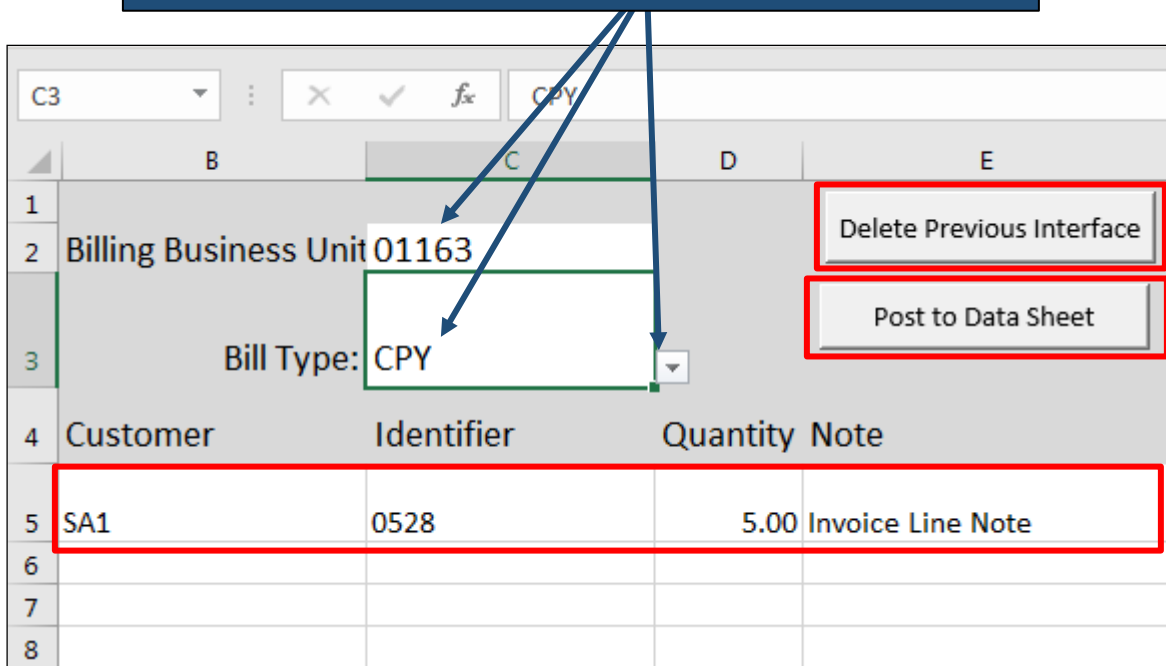
	A	PO	PV	PW
1				
2				
3				
4				
5	Generate XML	Go to Data Entry tab to enter transactions.		
6				
7	Generate XML & Post			
8				
9				
10	Display Template			
11				
12				
13				
14				
15	Previously Submitted On:			
16	8/20/2018 14:06			
17				

47			
<	Data Sheet	Data Entry	+
Ready			


1. Click **Data Entry** tab

Data Entry tab displays:

Your BU template is populated with the Business Unit and Bill Type. With the Bill Type entry field selected, the drop down symbol  indicates there are multiple Bill Type options. No drop down means that there is only one Bill Type Option set up for this Business Unit.



	B	C	D	E
1				
2	Billing Business Unit	01163		
3	Bill Type:	CPY		
4	Customer	Identifier	Quantity	Note
5	SA1	0528	5.00	Invoice Line Note
6				
7				
8				

2. Click **Delete Previous Interface** - This step prevents generating duplicate invoice entries from the previous interface.
3. Select **Bill Type** from the drop down  or accept the default value

Enter or copy transaction data. An interface may have up to 3000 rows.

4. Customer (required)

Warning: The Customer field must be a valid/active customer for this Business Unit or the resulting bill created from this row will load in a Hold status (HLD) until this is manually corrected.

5. Identifier (required)

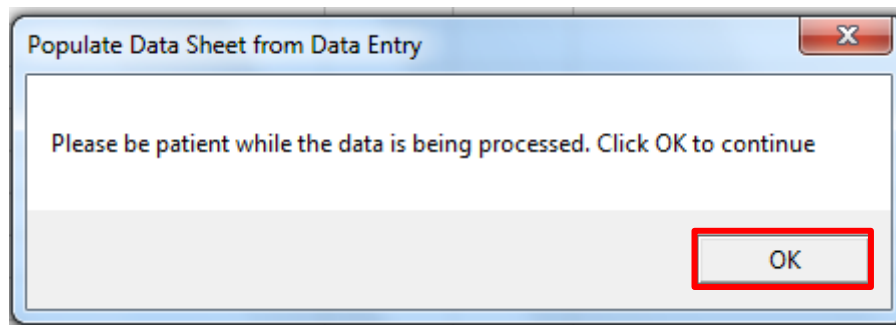
Warning: The Identifier field, also known as the Charge Code, must be a valid code for this Business Unit or the resulting bill created from this row will load in a Hold status (HLD) until this is manually corrected.

6. Quantity (required – cannot be a negative quantity)

7. Note (optional – this relates to a line note)

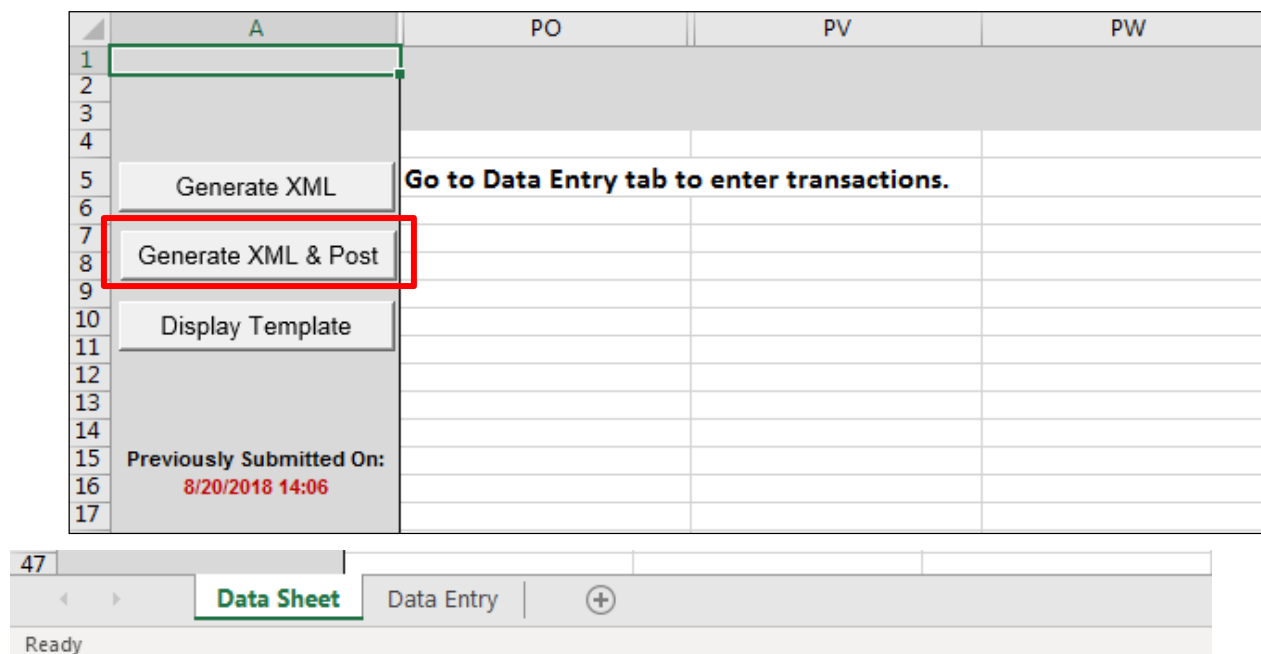
8. Click **Post to Data Sheet** - Moves the transactions to the Data Sheet and formats the data so that it can be uploaded into the Billing Interface tables.

Pop up message displays:



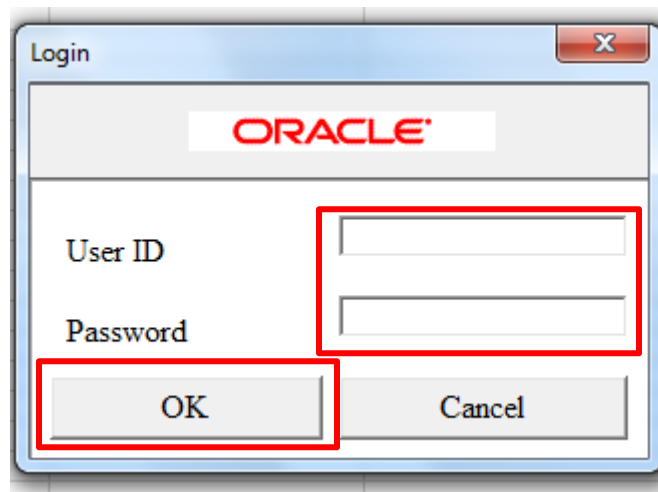
9. Click **OK**

The Data Sheet tab displays:



10. Click **Generate XML & Post**

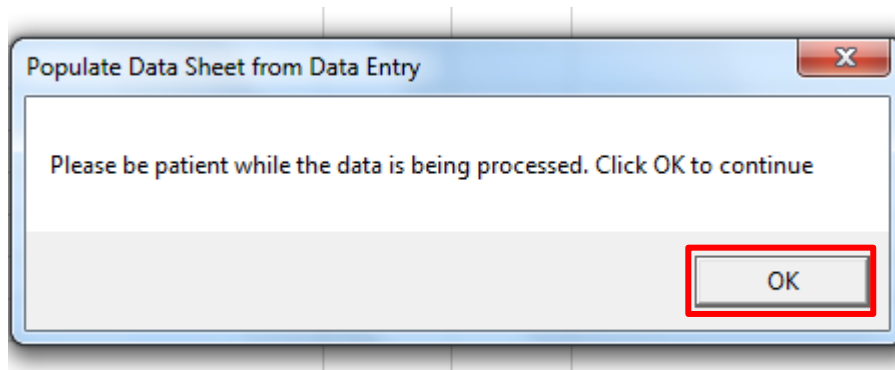
VISION Login pop up box displays:



11. Enter your **VISION User ID** and **Password**

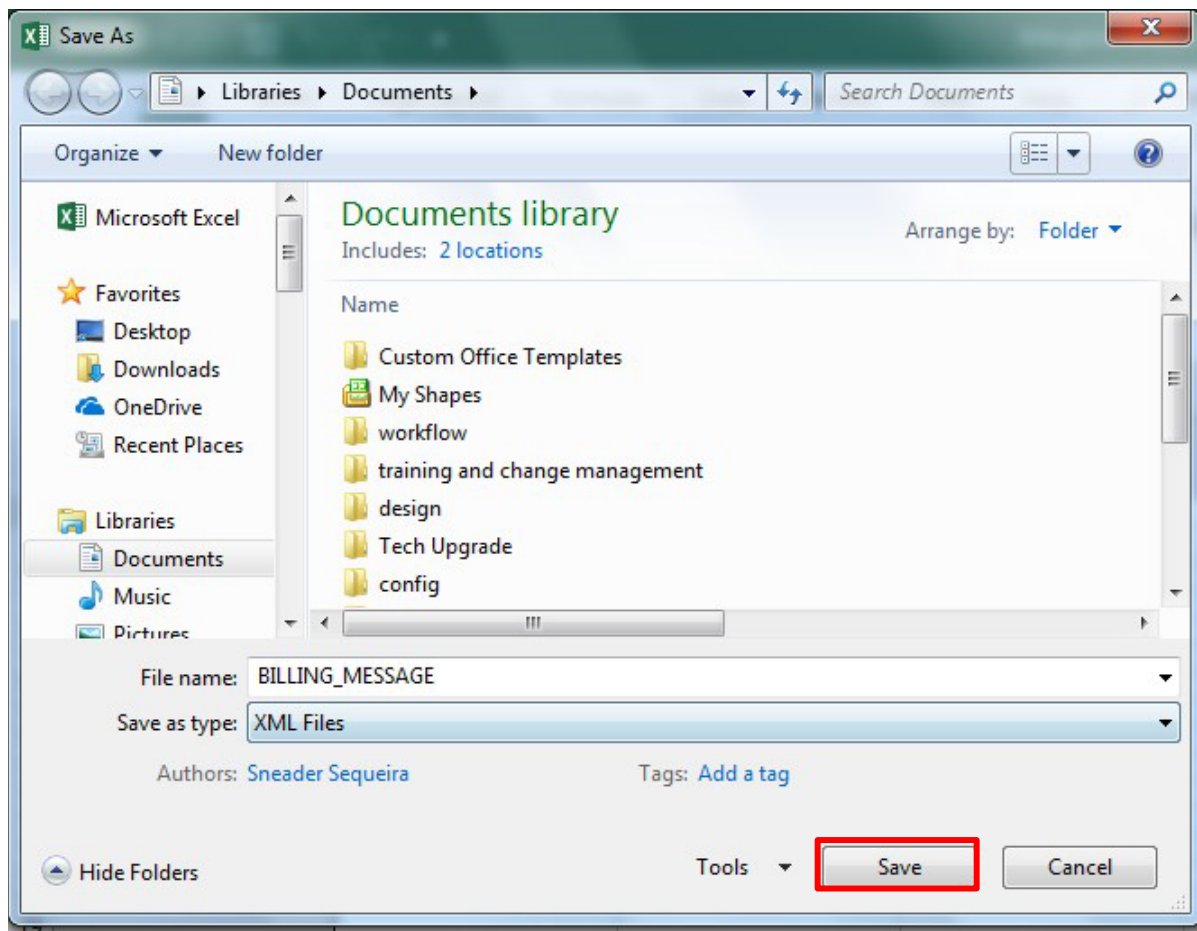
12. Click **OK**

The following pop up message displays:



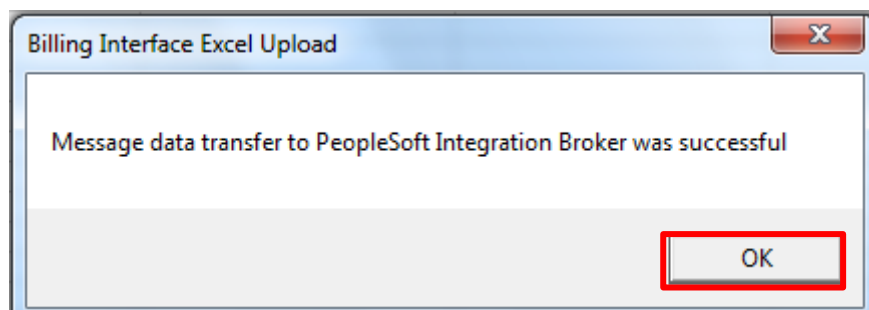
13. Click **OK**

Windows Explorer opens. The message created by this load will be saved. Change the file name to maintain history otherwise the file is replaced with each execution. The default location is the same as the Excel template and may be overridden.

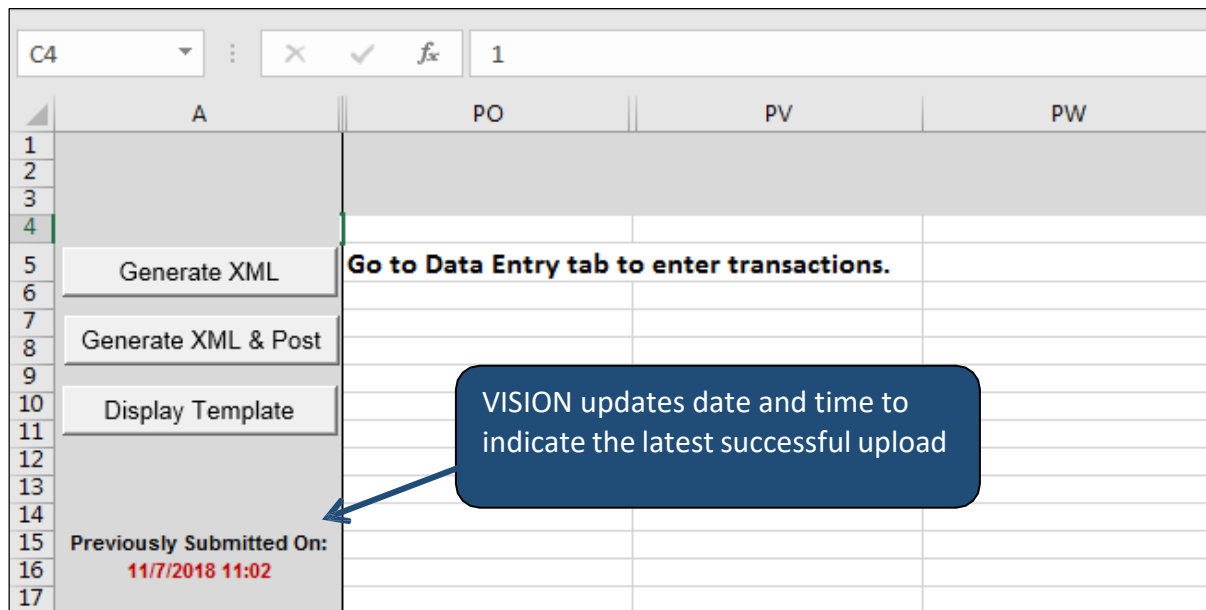


14. Click [Save](#)

Message displays indicating a successful upload:



15. Click [OK](#)



Excel Spreadsheet Upload is Complete

Billing Interface Process

Possible situations when this function is used: The Billing Interface creates new or updates existing Bills in the VISION Billing module from imported transactions. The State of Vermont will be using the Billing Interface to process invoice lines from the Excel Spreadsheet Upload. Use the Review Pending Transactions screen to obtain the Interface ID you will need to process the billing interface.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Interface Transactions > Review Pending Transactions

Navigator Menu navigation: Billing > Interface Transactions > Review Pending Transactions

The **Review Interface - Pending** search page displays, unprocessed interface transactions are accessible by using this search page:

Review Interface - Pending

Find an Existing 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

Interface ID = [] []
Interface Line Number = [] []
Transaction Type = [] []
Transaction Type Seq = [] []
Error Status = [] []
Business Unit begins with []
Customer begins with []
Bill Source begins with []
Bill Type Identifier begins with []
^ Show fewer options

Search **Clear**

1. **Business Unit** - Enter your billing business unit
2. **Customer** - Enter customer - optional search criteria will narrow the search for unprocessed interface transactions
3. Click **Search**

Search results display the pending interface lines:

Search Results													
View All													
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
3	1	Charge	1	(blank)	01163	SA1	EXCEL	CPY	(blank)	(blank)	(blank)	(blank)	0
3	1	Note	1	(blank)	01163	SA1	EXCEL	CPY	(blank)	(blank)	(blank)	(blank)	0

Note: In the example provided above, the Charge line and Note line are posted separately for Interface ID 3. These will be combined on the Bill Line created by the interface.

Note the Interface ID – to use when you execute the interface. If you click twice on the Interface ID column heading the search results will sort the highest number to the top of the list.

- Click on a **Charge** line from the list to open a pending transaction

The **Interface Detail** page displays. Load Status is NEW:

Billing Interface - 1
Billing Interface - 1

Interface ID 3
Line Number 1
Transaction Type LINE
Seq Num 1

Load Status NEW
Business Unit 01163
Customer ID SA1
GL Business Unit

Header Fields Key
Header Fields Bill By
Adjust Trans Type
Create New Bill:
Temporary Bill:
Entry Type
Entry Reason
Entry Event
*Business Unit 01163
GL Business Unit
Customer ID SA1
Bill To Location
Number of Copies
Contact Seq Number
Name
InterUnit Bill:
Business Unit To
Direct Invoicing:
Range Selection ID
Bill Source EXCEL
Bill Type CPY
Billing Cycle ID
Bill By ID
Pay Method
Payment Terms ID
Bank Code
Bank Account
Billing Currency USD
Base Currency
Exchange Rate Type CRRNT
Rate Multiplier 1.00000000
Rate Divisor 1.00000000
Exchange Rate Source U
Invoice Date
Accounting Date
Accrue Bills of This Level:

Letter of Credit ID
Letter of Credit Document ID
Sequence Number
Sold To Customer SA1
Sold To Address Seq Number 1
Project
Analysis Type
Billing Plan ID
Bill Plan Line Number
Event Occurrence
Cross Reference Seq Number
Prepaid Add Sequence
Transaction ID
PC Distribution Status
Rate Effective Date
Activity Type
Distribution Configuration N
Product Kit Number
System Source
Empl ID
Start Date
End Date
From Date
To Date
Service Customer ID
Service Address Number
Note Type
Standard Note Flag
Internal Only Flag
Header or Line Note
AR Level
AR Distribution Option
GL Level
InterUnit AP Level
Enable Contract Liability

WorkCenter navigation: Billing WorkCenter > Links pagelet > Interface Transactions > Process Billing Interface

Navigator Menu navigation: Billing > Interface Transactions > Process Billing Interface

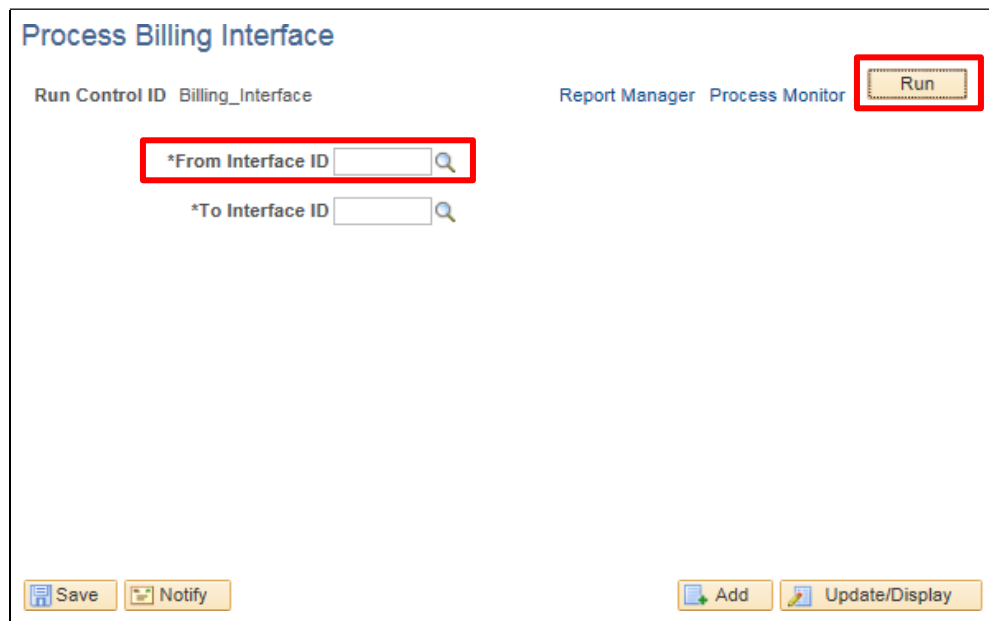
The **Process Billing Interface** page displays, click the **Add a New Value** button:


The screenshot shows the 'Process Billing Interface' page. At the top left, the title 'Process Billing Interface' is displayed. Below it, the text 'Add a New Value' is visible. On the right side, there is a button labeled 'Find an Existing Value' with a magnifying glass icon. In the center, there is a text input field labeled '*Run Control ID'. Below this field, the 'Add' button is highlighted with a red rectangle.

5. **Run Control ID** - Enter a run control ID, for example Billing_Interface

6. Click **Add**

The **Process Billing Interface** run control page displays:

The screenshot shows the 'Process Billing Interface' run control page. At the top left, the title 'Process Billing Interface' is displayed. Below it, the text 'Run Control ID Billing_Interface' is visible. On the right side, there are two buttons: 'Report Manager' and 'Process Monitor'. The 'Run' button is highlighted with a red rectangle. In the center, there are two text input fields: '*From Interface ID' and '*To Interface ID'. Both fields have a magnifying glass icon to their right. The '*From Interface ID' field is highlighted with a red rectangle. At the bottom left, there are two buttons: 'Save' and 'Notify'. At the bottom right, there are two buttons: 'Add' and 'Update/Display'.

7. **Enter the Interface ID** you noted from the Review Interface Transactions step from above or click on the look up icon  to locate your interface. The **To Interface ID** automatically populates with the ID you enter in the From Interface ID field

8. Click **Run**

The **Process Scheduler Request** displays with the **Billing Interface** selected:

Process Scheduler Request

User ID RSMITH1 Run Control ID Billing_Interface

Server Name Run Date 11/07/2018
Recurrence Run Time 3:45:44PM
Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	VT_BIIF0	PSJob	(None)	(None)	Distribution

OK Cancel

9. Click **OK**

Returns to **Process Billing Interface** page:

Process Billing Interface

Run Control ID Billing_Interface

Report Manager Process Monitor Run

*From Interface ID 3
*To Interface ID 3

Process Instance: 9196346

Save Notify Add Update/Display

The Process Instance is displayed below the Run button

10. Click on the **Process Monitor** link

The **Process Monitor** displays:

View Process Request For

User ID: RSMITH1 x Type: Last 1 Days **Refresh**

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9196346		PSJob	VT_BIIF0	RSMITH1	11/07/2018 3:45:44PM EST	Success	Posted	Details

Go back to Process Billing Interface

Save **Notify**

11. Click **Refresh** button till **Run Status = Success** and **Distribution Status = Posted**

WorkCenter navigation: Billing WorkCenter > Links pagelet > Interface Transactions > Review Interface Completions

Navigation Menu navigation: Billing > Interface Transactions > Review Interface Completions

The **Review Interface - Complete** search page displays:

Review Interface - Complete

Find an Existing 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

Interface ID = Interface Line Number = Transaction Type = Transaction Type Seq = Business Unit begins with Customer begins with Invoice begins with Sequence = Bill Source begins with Bill Type Identifier begins with

Show fewer options

Search **Clear**

12. **Interface ID** - Enter Interface ID from the previous step

13. Click **Search**

The **Search Results** list the transactions included in this interface:

Search Results View All First 1-2 of 2 Last

Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Business Unit	Customer	Invoice	Sequence	Bill Source	Bill Type Identifier	Adjustment	Transaction Type	Adjustment Delta	Action	Invoice To Adjust	Line Sequence To Adjust
3	1	Charge		01163	SA1	63087860 1	EXCEL	CPY	(blank)	(blank)	(blank)	(blank)	(blank)	0	
3	1	Note		01163	SA1	63087860 1	EXCEL	CPY	(blank)	(blank)	(blank)	(blank)	(blank)	0	

14. Click a [Charge](#) row link

The Interface Detail page displays:

Billing Interface - 1		Billing Interface - 1	
Interface ID 3		Line Number 1	Transaction Type LINE
Business Unit 01163		Invoice 63067860	Seq Num 1
		Line Seq 1	Process Instance 9196347
Header Fields Key		Letter of Credit ID	
Header Fields Bill By		Letter of Credit Document ID	
Adjust Trans Type		Sequence Number	
Create New Bill: <input type="checkbox"/>		Sold To Customer SA1	
Temporary Bill: <input type="checkbox"/>		Sold To Address Seq Number 1	
Entry Type		Project	
Entry Reason		Analysis Type	
Entry Event		Billing Plan ID	
GL Business Unit 01160		Bill Plan Line Number	
Customer ID SA1		Event Occurrence	
Bill To Location		Cross Reference Seq Number	
Number of Copies		Prepaid Add Sequence	
Contact Seq Number		Transaction ID	
Name		PC Distribution Status I	
InterUnit Bill: <input type="checkbox"/>		Rate Effective Date	
Business Unit To		Activity Type	
Direct Invoicing: <input type="checkbox"/>		Distribution Configuration N	
Range Selection ID		Product Kit Number	
Bill Source EXCEL		System Source	
Bill Type CPY		Employee ID	
Billing Cycle ID		Start Date	
Bill By ID BILL_TYPE		End Date	
Payment Method		From Date	
Payment Terms ID		To Date	
Bank Code		Service Customer ID	
Bank Account		Service Address Number	
Billing Currency USD		Note Type	
Base Currency USD		Standard Note Flag	
Exchange Rate Type CRRNT		Internal Only Flag	
Rate Multiplier 1.00000000		Header or Line Note	
Rate Divisor 1.00000000		AR Level	

A completed Interface Line displays. Heading information includes the Interface ID and Line Number along with the Business Unit, Invoice id and Line Sequence of the Bill created by the interface. The line details are displayed as well.

15. Click [Invoice](#) link

The Bill **Header - Info 1** page displays:

Header - Info 1 | Line - Info 1

Unit 01163 Invoice 63087860 Pretax Amt 102.00 USD

Status RDY
*Type CPY
*Customer SA1

Invoice Date
Source
SubCust1

Cycle ID MONTHLY
*Frequency Once
SubCust2

SA ADDISON COUNTY
*Invoice Form XP_PS/GEN
Accounting Date
Remit To BGS
Sales BGS
Credit BGS
Billing Specialist CNILES
Churchill, Connie

From Date
Pay Terms DUR
Bank Account 001
Bill Inquiry Phone 802-828-2830
Collector BGS
Billing Authority

To Date
Pay Method Check

Go to: Header Info 2 Address Copy Address
Notes Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

Notice that the status is **RDY** indicating the bill is ready for invoice generation. The **Bill Type** and the **Customer** are values provided on the Spreadsheet Data Entry page.

16. Click **Line - Info 1** tab

The **Line - Info 1** page displays. The **Identifier** and **Quantity** are values from the Spreadsheet Data Entry tab:

The screenshot shows the 'Line - Info 1' page. At the top, there are tabs for 'Header - Info 1' and 'Line - Info 1'. Below the tabs, the page displays bill information: Unit 01163, Bill To SA1, Pretax Amt 102.00 USD, Invoice 63087860, SA ADDISON COUNTY, and Max Rows 99. The 'Bill Line' section shows Seq 1, Line 0528, and Description WASTE TONER TOSHBA 7560. The Quantity is 5.0000, Unit of Measure is CTN, and Unit Price is 20.4000. The Gross Extended amount is 102.00. The page also includes a table with columns for Less Discount, Plus Surcharge, Net Extended, VAT Amount, Tax Amount, and Net Plus Tax. The Accounting link is highlighted with a red box.

Unit of Measure and **Unit Price** are defaulted from the Identifier value as is the accounting information you will link to next.

The interface will add additional lines to an existing Bill as long as the Bill Status is RDY and the Customer on the interface is the same as the previously created Bill Header. If the Bill is New, Invoiced or On Hold there will be no lines added by the interface.

17. Click on the **Accounting** link

The **Revenue Distribution** page displays:

Header - Info 1 | Line - Info 1 | **Revenue Distribution**

Unit 01163 Bill To SA1 Pretax Amt 102.00 USD
Invoice 63087860 SA ADDISON COUNTY Max Rows 99

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Net Extended 102.00
Identifier 0528 Description WASTE TONER TOSHBA 7560

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information | Reference Information

	Code	Account	Fund	Dept	Program	Class	Affiliate	Project	Percentage	Amount Bu
+	COPYP&D-R	426205	58300	1160109200					100.00	102.00

Percent 100.00 Amount 102.00 Gross Extended 102.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Acctg - Rev Distribution Page Series
Prev Next
Save Return to Search Notify Refresh Add Update/Display

The AR Revenue Code is populated based on the Identifier and is used to default in the Account, Fund and Department.

Billing Interface process is Complete


Enter Recurring Bill Template/Bill Schedule (Department of Corrections Only)

Possible situations when this function is used: To enter Manual Bill Templates for invoices that are processed once a month for Supervision Fees.

WorkCenter navigation: Billing WorkCenter > > Links pagelet > Maintain Bills > Standard Billing

Navigator Menu navigation: Billing > Maintain Bills > Standard Billing

The **Bill Entry** page displays, Click on the **Add a New Value** button:



The screenshot shows the 'Bill Entry' page with a header 'Add a New Value' and a search button 'Find an Existing Value'. Below is a form with the following fields:

- *Business Unit: 03564 (with a search icon)
- *Invoice: NEXT
- Bill Type Identifier: (with a search icon)
- Bill Source: (with a search icon)
- Customer: (with a search icon)
- Invoice Date: (with a search icon)
- Accounting Date: (with a search icon)

At the bottom of the form is an 'Add' button, which is highlighted with a red rectangle in the original image.

1. **Business Unit** - Accept defaulted Business Unit **or** enter valid value
2. **Invoice** - Defaults as **NEXT** accept default
3. **Bill Type Identifier** - Leave blank **or** enter valid value
4. **Bill Source** - Leave blank **or** enter valid value – (MANUAL)
5. **Customer** - Leave blank **or** enter valid value

Note: *Filling in the fields above will save you time as they populate the Header – Info 1 page automatically.*

6. Click **Add** button

The **Header - Info 1** page is displays:

Header - Info 1 | Line - Info 1

Unit 03564 Invoice SUP094118 Pretax Amt 0.00 USD

Status NEW Invoice Date Cycle ID MONTHLY

*Type SUP Source *Frequency Recurring

*Customer AB AIR1 SubCust1 SubCust2

Robert E. Abair

*Invoice Form XP_PS/GEN From Date To Date

Accounting Date Pay Terms SUP Pay Method Check

Remit To PEOP3 Bank Account 0002

Sales 839 Bill Inquiry Phone 802-786-5809

Credit DOC Collector 12

Billing Specialist RFRAZIER Billing Authority

Robin Frazier

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

7. **Status** - Defaults as **New** accept default

8. **Invoice Date** - Leave blank. This value is assigned when the bill is finalized.

9. **Type** - Mandatory field, select valid value. Once selection is made the following fields will populate, Cycle ID, Invoice Form, Pay Terms, Pay Method, Remit To, Bank Acct, Account, Bill inquiry phone, Biller.

10. **Source** - Select valid value or populates if entered on the [Add a New Value](#) page

11. **Frequency** - Change default – from **Once** to **Recurring**

12. **Customer** - Select valid value or populates if entered on the [Add a New Value](#) page

13. **Cycle ID** - Populates from Type selection

14. **Invoice Form** - Populates from Type selection

All other fields either populate from the Type selection or are not required.

15. Click [Save](#)

16. Click [Go to Recurring Bill Schedule](#) icon - this is where you create the bill schedule

The **Recurring Bill Schedules** page displays:

Recurring Bill Schedules

Business Unit 03564 Template Invoice SUP094118

Start Date 12/01/2018 End Date 11/01/2019

☐ Pre-Assign Invoice Numbers ☐ Use Header Dates For Lines

Recurring Schedule Find | View All First 1 of 1 Last

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
		NEXT	N	

Bill Header From Date To Date

[Return to Bill Entry](#)

17. Start Date - Enter the Date you want to start generating bills – Corrections generate bill process setup for the 1st of each month.

18. End Date - Enter the last date you want a bill to process.

19. Click **Generate Rev. Rec. Schedule** icon to generate schedule

Recurring Bill Schedule is created:

Recurring Bill Schedules

Business Unit 03564 Template Invoice SUP094118

Start Date 12/01/2018 ☐ Pre-Assign Invoice Numbers

End Date 11/01/2019 ☐ Use Header Dates For Lines

Recurring Schedule Find | View All First 1-2 of 12 Last

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
12/01/2018	12/01/2018	NEXT	N	
Bill Header From Date 12/01/2018		To Date 12/31/2018		
01/01/2019	01/01/2019	NEXT	N	
Bill Header From Date 01/01/2019		To Date 01/31/2019		

[Return to Bill Entry](#)

Next time Create Recurring Bills process runs, in this example an invoice will be created for 12/01/2018.

NOTE: Never back date a template. For example, if you are entering a new template or regenerating an existing template say mid-month or past the 1st of the month (example the month of May). Do not use a start date of 05/01/YY. Bills have already been generated for that month, so you would use a start date of 06/01/YY. If this customer needs to be charged Sup Fees for the current month after the recurring process has run, you would enter a pending item for that months charge for the customer. Instructions for entering a pending item are found in the Accounts Receivable found on the VISION Web Page.

20. Click [Save](#)

21. Click on the [Return to Bill Entry](#) link

Header - Info 1 page displays:

Header - Info 1 | **Line - Info 1**

Unit 03564 Invoice SUP094118 Pretax Amt 0.00 USD

Status NEW	Invoice Date	Cycle ID MONTHLY
*Type SUP	Source	*Frequency Recurring
*Customer ABAIR1	SubCust1	SubCust2
Robert E. Abair		
*Invoice Form XP_PS/GEN	From Date	To Date
Accounting Date	Pay Terms SUP	Pay Method Check
Remit To PEOP3	Bank Account 0002	
Sales 839	Bill Inquiry Phone 802-786-5809	
Credit DOC	Collector 12	
Billing Specialist RFRAZIER	Billing Authority	
Robin Frazier		

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

Page Series Prev Next

22. Click on **Line – Info 1** tab:

Line - Info 1 page displays:

Header - Info 1 | **Line - Info 1**

Unit 03564 Bill To ABAIR1 Pretax Amt 0.00 USD
 Invoice SUP094118 Robert E. Abair Max Rows 99

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Net Extended 0.00
 Table ID Identifier SUPERVISION Description Supervision Fees

Quantity 1
 Unit of Measure EA
 Unit Price 15.0000
 Gross Extended 0.00

From Date
 To Date
 Line Type REV ☒ Accumulate
 Tax Code ☐ Tax Exempt
 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	0.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	0.00

Go to: **Line Info 2** Tax Accounting Discount/Surcharge
 Notes Express Entry Page Series
 Summary Bill Search Line Search Navigation Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

23. Table - Enter or Select ID - PS/Billing Charge Id

24. Identifier - Enter or select valid value

25. Description - Description populates when you tab out of the Identifier field

26. Qty - Enter quantity to bill - Corrections Department enter a quantity of 1

27. Unit Price - Enter a unit price **or** if the charge codes (identifier) has been set up with a list price this price will populate. Even though a price populates you can still override. Corrections department Sup Fees automatically populates with a Unit Price

28. Click on the [Line - Info 2](#) link

The **Line - Info 2** page displays:

Header - Info 1 | Line - Info 1 | **Line - Info 2**

Unit 03564 Bill To ABAIR1 Pretax Amt 15.00 USD
Invoice SUP094118 Robert E. Abair Max Rows 99

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Net Extended 15.00
Table ID Identifier SUPERVISION Description Supervision Fees

Purchase Order Line System Source
Contract No Line Entry Type
Contract Date Type Entry Reason
SubCustomer 1
SubCustomer 2 Revenue Recognition Basis Invoice Date

☒ Use Effective Dated Price on Recurring Bills

AR Level Header is AR Open Item AR Option Use Header for Distribution
GL Level BI Creates GL Acct Entries Discount/Surcharge

Go to: Line Info 2 Tax **Accounting** Page Series
Notes Express Entry Navigation Line - Info 2 Prev Next

Summary Bill Search Line Search

Save Return to Search Notify Refresh Add Update/Display

29. Select box for **Use Effective Dated Price on Recurring Bills**

30. Click **Save**

31. Click on the **Accounting** link to view accounting entries

The **Revenue Distribution** tab displays:

Note: The Accounting entries are populated from the identifier that was selected on the Line – Info 1 page. In rare cases, you can update the accounting entries. The need for recurring changes should be addressed through a new or updated distribution code. If you need a new revenue distribution code or to update an existing one, contact the [VISION Helpdesk](#).

32. Click on the **Header - Info 1** tab

Header - Info 1 page displays:

33. **Status** – Change status from **NEW** to **RDY**

34. Click on the **Save** button

Bill is saved, an invoice # is assigned:

Unit 03564		Invoice SUP094118		Pretax Amt 15.00 USD	
Status	RDY	Invoice Date		Cycle ID	MONTHLY
*Type	SUP	Source		*Frequency	Recurring
*Customer	ABAIR1	SubCust1		SubCust2	
Robert E. Abair		View Activity			
*Invoice Form	XP_PS/GEN	From Date		To Date	
Accounting Date		Pay Terms	SUP	Pay Method	Check
Remit To	PEOP3	Bank Account	0002		
Sales	839	Bill Inquiry Phone	802-786-5809		
Credit	DOC	Collector	12		
Billing Specialist	RFRAZIER	Billing Authority			
Robin Frazier					
Go to:	Header Info 2	Address	Copy Address	Page Series	
Notes	Express Entry	Attachments		Prev Next	
Summary	Bill Search	Line Search	Navigation	Header - Info 1	
Save Return to Search Notify Refresh				Add Update/Display	
Header - Info 1 Line - Info 1					

Note: To generate an invoice(s), they need to be in a RDY status.

Enter Recurring Bill Template/Bill Schedule is Complete

Recurring Bill Process

(Department of Corrections only)

Possible situations when this function is used: Generate recurring bills from either Monthly or Quarterly templates.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Maintain Bills > Create Recurring Bills

Navigator Menu navigation: Billing > Maintain Bills > Create Recurring Bills

The **Generate Recurring Bills** page displays:

Generate Recurring Bills

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 Train4
[Show fewer options](#)

☐ Case Sensitive

Search Clear

Click on **Add a New Value** or **Find an Existing Value**

1. **Run Control ID** - Enter new or find existing run control
2. Click **Add** for a new run control or **Search** button for an existing run control

The **Generate Recurring Bills** page displays:

Create Recurring Bills

Run Control ID Train4 Report Manager Process Monitor **Run**

*Business Unit 03564 🔍

Range Selection

☒ All
☐ Bill Cycle
☐ Invoice ID
☐ Cust ID

Save Notify Add Update/Display

3. **Business Unit** - Enter valid value or select value from 🔍. It is **very important** that you **do not leave the Business Unit field blank**
4. **Range Selection** - Defaults as **All** either accept default or choose **Bill Cycle**, **Invoice ID**, or **Cust ID**. Preferred method for corrections is the default of **All**
5. Click **Run**

Process Scheduler Request page displays:

Process Scheduler Request

User ID ETEST Run Control ID Train4 Help

Server Name Run Date 11/26/2018
Recurrence Run Time 1:08:47PM 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

6. Click **OK**

- Click the **Process Monitor** link to assure that the process runs to success and posted:

Create Recurring Bills

Run Control ID Train4

Report Manager **Process Monitor** Run

*Business Unit 03564

Range Selection

☒ All

☐ Bill Cycle

☐ Invoice ID

☐ Cust ID

Save Return to Search Notify Add Update/Display

The **Process Monitor** page displays:

Process List Server List

View Process Requests

User ID EHOEFEL Type Last 1 Days Refresh Clear Reset

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12437289		Create_Bills	Application Engine	BIRECUR	EHOEFEL	01/23/2024 12:54:49PM EST	Success	Posted	Details	Actions

- Click **Refresh** until **Run Status = Success** and **Distribution Status = Posted**

To ensure bills were created use the following navigation:

WorkCenter navigation: Billing WorkCenter > Links pagelet > Review Billing Information > Bill Summary

Navigator Menu navigation: Billing > Review Billing Information > Summary

The **Bill Summary** search page displays:

Bill Summary

Find an Existing 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 ✎

*Business Unit = 03564 🔍

Invoice begins with 🔍

Bill Status = Ready to Invoice

Customer begins with 🔍

Contract begins with 🔍

Bills in Business Unit = 🔍

Template Invoice Flag = Recurring Bill

[Show fewer options](#)

☐ Case Sensitive

Search Clear

9. **Business Unit** - Enter Valid value or select from list 🔍

10. **Bill Status** - Select **Ready to Invoice**

11. **Template Invoice Flag** - Select **Recurring Bill**

12. Click **Search**

Search results for all bill templates at **Ready** status will display:

▼ Search Results

Only the first 100 results of a possible 513 can be displayed. Business Unit "03564", Bill Status "Ready to Invoice" +1 more

View All										First	1-10 of 100	Last
Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag			
03564	SUP126175	Regular	SUP	Ready	MANUAL	DECRM1	(blank)	03564	Recurring	>		
03564	SUP126174	Regular	SUP	Ready	MANUAL	CUNNJ2	(blank)	03564	Recurring	>		
03564	SUP126173	Regular	SUP	Ready	MANUAL	ARNOS2	(blank)	03564	Recurring	>		
03564	SUP126172	Regular	SUP	Ready	MANUAL	NETEE1	(blank)	03564	Recurring	>		
03564	SUP126171	Regular	SUP	Ready	MANUAL	BUCHA1	(blank)	03564	Recurring	>		

13. Click on the link to template **SUP126175**

The **Bill Summary Info** page displays:

Bill Summary Info		Bill Summary Info 2	
Unit 03564	Invoice SUP126175	Invoice Date	SEY
Gross Extended Amount	15.00	Customer	DECRM1 Mark Decrisantis
Total Discounts	0.00	Invoice Type	Regular
Total Surcharges	0.00	Bill Type	SUP Supervision Fees
Net Extended Amount	15.00	Bill Source	MANUAL Manual
Total VAT Amount	0.00	Bill Status	RDY
Total Taxes	0.00	Template	Recurring Bill
Forward Bal	0.00	Consol Hdr	No
Paid Amount	0.00	Bill By ID	
Total Due	15.00 USD	Invoice Media	Print Copy
		Due Date	
Go to:	Header Info 1	Address	Copy Address
Bill Search	Line Search		Notes
Return to Search	Previous in List	Next in List	Notify
Bill Summary Info Bill Summary Info 2			

14. Click on the **Header Info 1** link

The **Header - Info 1** page displays:

Header - Info 1		Line - Info 1	
Unit 03564	Invoice SUP126175	Pretax Amt	15.00 USD
Status RDY	Invoice Date	Cycle ID	MONTHLY
Type SUP	Source MANUAL	Frequency	Recurring
Customer DECRM1	SubCust1	SubCust2	
Mark Decrisantis			
Invoice Form XP_PS/GEN	From Date	To Date	
Accounting Date	Pay Terms SUP	Pay Method	Check
Remit To PEO3	Bank Account 0002		
Sales 1382	Bill Inquiry Phone 802-786-5809		
Credit DOC	Collect 11		
Billing Specialist RFRAZIER	Billing Authority		
Robin Frazier			
Go to:	Header Info 2	Address	Copy Address
Summary	Commit Cntrl		Notes
Bill Search	Line Search		
Return to Search	Notify	Refresh	
Header - Info 1 Line - Info 1			

15. Click on the **Go to Recurring Bill Schedule** icon

The **Recurring Bill Schedule** inquiry page displays:

Recurring Bill Schedule

Business Unit 03564

Template Invoice SUP126175

Start Date 09/01/2023

End Date 01/01/2025

[Return to Bill Inquiry](#)

Recurring Schedule					Find View All	First	1-2 of 17	Last
Generate Date	Invoice Date	Invoice	Inv Generated?	Date				
09/01/2023	09/01/2023	SUP128797	Y	01/16/2024				
From Date 09/01/2023			To Date 09/30/2023					
10/01/2023	10/01/2023	SUP128798	Y	01/16/2024				
From Date 10/01/2023			To Date 10/31/2023					

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

In this example invoice # SUP126175 was generated for September and October. Corrections run recurring bills once a month so the next month an invoice will be created for November.

Note: Once invoices have been generated, checked for Back dated errors, no Quantity, and Collector and Sales person you are now ready to start the generate invoice processes.

Recurring Bill Process is Complete

Generate Invoices

Possible situations when this function is used: Steps 1 through 4 are combined in a single process which includes all the processes required to generate an invoice and integrate with General Ledger and Accounts Receivable. This process may be used in place of the individual steps documented above.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Generate Invoices > Single Action Invoice Process

Navigator Manu navigation: Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

The **Single Action Invoice** page displays, click on the **Add a New Value** button:



The screenshot shows the 'Single Action Invoice' page. At the top left, the title 'Single Action Invoice' is displayed. Below it, there is a section with two buttons: 'Add a New Value' on the left and 'Find an Existing Value' on the right. The 'Find an Existing Value' button has a magnifying glass icon. Below these buttons is a large text input field. Inside this field, the text '*Run Control ID' is followed by the value 'Single_Action_Invoi'. Below the input field, there is a red rectangular button labeled 'Add'.

1. **Run Control ID** - Enter a unique run control ID, example: Single_Action_Invoice
2. Click **Add**

The **Single Action Invoice** run control page displays:

3. **Invoice Date Option** - Defaults as **Processing Date** - if you accept the default, invoices will process with the current date as the accounting date. **User Defined** - If you select user define you choose which accounting date the invoices will process with
4. **Posting Action** - Defaults as **Do Not Post**. Select **Batch Standard**. If you leave the default selection the resulting AR Pending Items will not process into AR open items until the Pending Item batch is set to post
5. **Range Selection**
 - **All** - If all is selected, all invoices at a RDY status will process – suggested selection
 - **Invoice ID** - Invoice ID defaults as selected. By selecting this option, you choose the invoice # range you want to process
 - **Bill Cycle** - Another option that can be used to process invoices. Not suggested selection.
 - **Cust Id, Date Bill Added, Bill Type, Range Id and Bill Source** - Not generally used by SOV (State of VT) but are available to limit the invoices selected for processing
6. **Business Unit**
 - **From Business Unit** - Enter valid value
 - **To Business Unit** - From value defaults and may be overridden to select a range of Business Units
7. Click on the **Print Options** tab

Single Action Invoice | **Print Options**

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Print Invoice Sort By

- ☐ Country, Postal
- ☐ Cust, Bus Unit
- ☒ Bus Unit, Invoice

Summarization Options

For Invoices associated with Summarization Template:

- ☒ Print Detail
- ☐ Print Summarized
- ☐ Print Both Summarized & Detail

*EDI Invoice Options: EDI Only

*Email Invoice Options: Email Only

*Federal Highway File Options: File Only

*Elec Invoice File Options: Xml Only

Currency Shown on GL Report: Transaction Currency

Save | Notify | Add | Update/Display

8. **Print Invoice Sort By** - Select the order you want the invoices to print in

9. Click on the **Single Action Invoice** tab

The **Single Action Invoice** page displays:

Single Action Invoice | **Print Options**

Run Control ID: ETEST | Report Manager | Process Monitor | Run |

Language: English | Specified Language | Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

- ☒ Processing Date
- ☐ User Defined

Posting Action

- ☐ Do Not Post
- ☒ Batch Standard

Range Selection

- ☒ All
- ☐ Invoice ID
- ☐ Bill Cycle
- ☐ Cust ID
- ☐ Date Bill Added
- ☐ Bill Type
- ☐ Range ID
- ☐ Bill Source
- ☐ Public Voucher Number

Business Unit: 03564

Save | Notify | Add | Update/Display

10. Once you fill make a Range Selection of All and fill in the Business Unit and tab out of the field click on icon (button is right of the Run button), a list of all invoices at a RDY status will display

Invoices at a **RDY** status display:

Bills To Be Processed Help

Bills To Be Processed Personalize | Find | View 100 | First 1-9 of 2170 Last

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
03564	SUP089987	RDY	SPICD1	XMLPUB	X	Print Copy
03564	SUP089988	RDY	SPICD1	XMLPUB	X	Print Copy
03564	SUP089989	RDY	SPICD1	XMLPUB	X	Print Copy
03564	SUP089990	RDY	ALEXJ3	XMLPUB	X	Print Copy
03564	SUP089991	RDY	ALEXJ3	XMLPUB	X	Print Copy
03564	SUP089992	RDY	ALEXJ3	XMLPUB	X	Print Copy
03564	SUP089993	RDY	WHITS9	XMLPUB	X	Print Copy
03564	SUP089994	RDY	WHITS9	XMLPUB	X	Print Copy
03564	SUP089995	RDY	WHITS9	XMLPUB	X	Print Copy

Return

11. Clicking **Return** will bring you back to the **Single Action Invoice** page:

Single Action Invoice

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

Language English ☒ Specified Language ☐ Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

☒ Processing Date ☐ User Defined

Posting Action

☒ Do Not Post ☐ Batch Standard

Range Selection

☒ All ☐ Invoice ID ☐ Bill Cycle ☐ Cust ID ☐ Date Bill Added ☐ Bill Type ☐ Range ID ☐ Bill Source ☐ Public Voucher Number

Business Unit 03564

Save **Notify** **Add** **Update/Display**

12. Click **Save**

13. Click **Run**

The **Process Scheduler Request** page displays:

Process Scheduler Request

Help

User ID ETEST

Run Control ID Single_Action_Invoice

Server Name

Run Date

11/06/2018

x

31

Recurrence

Run Time

1:44:10PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Single Action Invoice	BIJOB03	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action w/ Comm Cntrl	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	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"/>	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"/>	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
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK

Cancel

14. Select box - Single Action w/Comm Cntrl. This job includes the processes you ran in the previous 4 sections

15. Click **OK**

You are returned to the **Single Action Invoice** page. The Process Instance is recorded below the Process Monitor link:

The screenshot shows the 'Single Action Invoice' page. At the top, there is a 'Run Control ID' field with the value 'Single_Action_Invoice'. To its right is a red-bordered button labeled 'Report Manager'. Further right is a 'Process Monitor' link and a 'Run' button. Below these, there is a 'Language' dropdown menu set to 'English' and a radio button for 'Specified Language'. To the right of this is a radio button for 'Recipient's Language' and a green-bordered box containing the text 'Process Instance:9196309'. Below these elements is a 'Selection Parameters' section. It includes a 'Seq Nbr' field with the value '1'. Under 'Invoice Date Option', there are two radio buttons: 'Processing Date' (selected) and 'User Defined'. Under 'Posting Action', there are two radio buttons: 'Do Not Post' and 'Batch Standard' (selected). Under 'Range Selection', there are two columns of radio buttons. The first column has 'All' (selected), 'Bill Cycle', 'Date Bill Added', 'Range ID', and 'Public Voucher Number'. The second column has 'Invoice ID', 'Cust ID', 'Bill Type', and 'Bill Source'. To the right of the 'Range Selection' section is a 'Business Unit' field with the value '03564' and a search icon. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

13. Click on the [Report Manager](#) link

The **List Page** displays, click on the **Administration** tab:

List
Explorer
Administration
Archives

View Reports For

User ID: EHOEFEL
Type:
Last
1
Days
Refresh

Status:
Folder:
Instance:
to:

Report List

1-11 of 11
View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514190	12437299	BIXPRNT00 - BIXPRNT00.pdf	01/23/2024 1:06:13PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514189	12437300	Invoice Bursting Program	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514187	12437298	Load AR Pending Items	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514186	12437297	Comm. Cntrl. Budget Processor	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details

14. Click Refresh Button until **Status = Posted** for BIXPRNT00.pdf line as well as the other processes included in the Single Action Job beginning with the Pre-process & Finalization

15. Click on the Load AR Pending Items link, this will bring up a new browser window showing the Load AR Report:

Report ID: BILDAR01			PeopleSoft BI LOAD AR PENDING ITEMS					Page No. 1 Run Date 01/23/2024 Run Time 13:09:54						
Range Option: ALL														
Business Unit: 01163														
Post Action: Post Later														
GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS	
112806	1	BGS89	63106811		CR	COPY	IT-02	-50.00	USD	-50.00	USD	2024-01-23	DUR	
	2	FW6	63107459		CR	COPY	IT-02	-628.00	USD	-628.00	USD	2024-01-23	DUR	
# OF INVOICES IN GROUP:					2									
# OF AR ENTRIES IN GROUP:					2									
ACCOUNTS RECEIVABLE AMOUNT:					-678.00 USD									
TOTAL # OF INVOICES PROCESSED:					2									
TOTAL # OF AR ENTRIES GENERATED:					2									

External Pending Group has been created and will post to customer accounts when the ARUPDATE process runs overnight. Above report show the external pending group # and invoices tied to that group.

16. Close the browser window to return to the Administration page

Returns to the **Administration** tab:

[List](#) [Explorer](#) [Administration](#) [Archives](#)

View Reports For
User ID Type Last 1 Days [Refresh](#)
Status Folder Instance to

Report List
 1-11 of 11 [View All](#)

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514190	12437299	BIXPRNT00 - BIXPRNT00.pdf	01/23/2024 1:06:13PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514189	12437300	Invoice Bursting Program	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514187	12437298	Load AR Pending Items	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514186	12437297	Comm. Cntrl. Budget Processor	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514185	12437296	Load GL Interface	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514184	12437295	Billing Pre-Load Process	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514183	12437294	Billing Currency Conversion	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514182	12437292	Invoice Extract Process	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514181	12437291	Pre-process & Finalization	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details

17. Click [Load GL Interface](#)

Report ID: BILGLO1
Range Option: ALL
Business Unit: 01163

PeopleSoft BI
LOAD GL ACCOUNTING ENTRIES

Page No. 1
Run Date 01/23/2024
Run Time 13:08:01

Invoice	Account Project	Fund	Dept	Program	Class	AR Entry Amount	Offset Entry Amounts	GL Unit	Acctg Date
USD									
63107459	110001	58300	1160109200			-628.00		01160	2024-01-23
	426205	58300	1160109200				550.00	01160	2024-01-23
	426205	58300	1160109200				50.00	01160	2024-01-23
	426205	58300	1160109200				28.00	01160	2024-01-23
						-628.00	628.00	USD	
63106811	110001	58300	1160109100			-50.00		01160	2024-01-23
	426200	58300	1160109100				50.00	01160	2024-01-23
						-50.00	50.00	USD	
						-678.00	678.00	USD	
Total for Currency:									

Total # of Accounting Entries Generated: 6

Opens the Load GL Accounting Entries report listing the GL transactions generated from the invoices processed by the Single Action Invoice job in a new browser window.

18. Close the browser window to return to the Administration page

You are returned to the **Administration** tab:

Administration

View Reports For

User ID: EHOEFEL Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514190	12437299	BIXPRNT00 - BIXPRNT00.pdf	01/23/2024 1:06:13PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514189	12437300	Invoice Bursting Program	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514187	12437298	Load AR Pending Items	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514186	12437297	Comm. Cntrl. Budget Processor	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514185	12437296	Load GL Interface	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514184	12437295	Billing Pre-Load Process	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514183	12437294	Billing Currency Conversion	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514182	12437292	Invoice Extract Process	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514181	12437291	Pre-process & Finalization	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details

19. Click on [BIXPRNT00.pdf](#) link to open the invoice for printing

Department of Corrections

INVOICE

Invoice No: SUP089987
Invoice Date: 06/01/2018
Page: 1 of 1

Please Remit To:
Department of Corrections
Court and Reporative Service Unit
9 Merchants Row
PO Box 175
Rutland VT 05702

Customer No: SPICD1
Payment Terms: Super Fees
Due Date: 06/01/2018

Bill To:
Deborah Spicer
60 Cleveland Avenue, #2
Rutland VT 05701

AMOUNT DUE: 15.00 USD

Amount Remitted

For billing questions, please call 802-786-5809

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	SUPERVISION	SUPERVISION	1.00	EA	15.00	15.00
Subtotal:						15.00
AMOUNT DUE:						15.00 USD

Printer icon highlighted in red box.

Invoice opens in a new browser window and is now available to print.

20. Click on [Printer](#) icon to print report

21. Close the browser window to return to the **Administration** page

List Explorer **Administration** Archives

View Reports For

User ID: EHOEFEL Type: [v] Last: [v] 1 Days: [v] Refresh

Status: [v] Folder: [v] Instance: [v] to: [v]

Report List

[v] [Q] 1-11 of 11 View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514190	12437299	BIXPRNT00 - BIXPRNT00.pdf	01/23/2024 1:06:13PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514189	12437300	Invoice Bursting Program	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514187	12437298	Load AR Pending Items	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514186	12437297	Comm. Cntrl. Budget Processor	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514185	12437296	Load GL Interface	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514184	12437295	Billing Pre-Load Process	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514183	12437294	Billing Currency Conversion	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514182	12437292	Invoice Extract Process	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514181	12437291	Pre-process & Finalization	01/23/2024 1:05:08PM	Acrobat (*.pdf)	Posted	Details

When the Single Action Invoice job is complete the Bill Summary will reflect all the previously discussed processing results.

WorkCenter navigation: Billing WorkCenter > links pagelet > Review Billing Information > Bill Summary

Navigator Menu navigation: Billing > Review Billing Information > Summary

The **Bill Summary** search page displays:

Bill Summary

Find an Existing 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 [v] Saved Searches: Choose from saved searches [v]

*Business Unit [v] 03564 [Q]

Invoice [v] begins with SUP089987 [Q]

Bill Status [v]

Customer [v] begins with [Q]

Contract [v] begins with [Q]

Bills in Business Unit [v]

Template Invoice Flag [v]

Show fewer options

☐ Case Sensitive

Search Clear

23. Business Unit - Enter valid BU

24. Invoice - Enter the invoice number from the printed invoice above

25. Click [Search](#)

The **Bill Summary Info** page displays, click on the **Bill Summary Info 2** tab:

Unit 03564 Invoice SUP089987

GL Level	BI Creates GL Acct Entries	<input type="checkbox"/> Attach Invoice Image
AR Level	Header is AR Open Item	<input type="checkbox"/> VAT Defaults Applied
AR Option	Use Header for Distribution	<input checked="" type="checkbox"/> Invoice Printed
Pre-Load Status	Done	<input type="checkbox"/> EDI Sent
Budget Check Status	Valid	<input checked="" type="checkbox"/> Currency Converted
Approval Status	Not Required	<input checked="" type="checkbox"/> GL Entries Created
Date Bill Added	08/19/2018 10:54AM	<input checked="" type="checkbox"/> AR Pending Item Created

Created By MWHITE2 White,Michelle L
Created By Process Recurring Bill

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)

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

[Bill Summary Info](#) | [Bill Summary Info 2](#)

The summary will indicate all the steps completed successfully if the following values are set as follows:

- **Pre-Load Status** is **Done**
- **Budget Check Status** is **Valid**
- **Invoice Printed** is checked
- **Currency Converted** is checked
- **GL Entry Created** is checked
- **AR Pending Item Created** is checked

WARNING

If any values on Bill Summary Info 2 do not match the expected results listed above do not run next process. Contact the VISION Finance Support Team for assistance @ 828-6700 option 2.

Generate Invoices is Complete

Four-Step Generate Invoice Process

First Step – Pre-process & Finalization

Possible situations when this function is used: The system selects only bills with a **RDY**. Once a bill has been successfully finalized, the Finalization function changes the bill's status to **INV** (invoiced). You cannot make any further changes to the bill.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Generate Invoices > Finalize and Print Invoices


Navigator Menu navigation: Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

The **Finalize and Print** page displays, click the **Add a New Value** button:



1. **Run Control ID** - Enter a unique run control ID ex: Finalize_and_Print
2. Click **Add**

The **Finalize and Print** page displays:

3. **Invoice Date Options** - Defaults as Processing Date – if you accept the default, invoices will process with the current date as the accounting date. User Defined – If you select user define you choose which accounting date the invoices will process with
4. **Range Selection**
 - **All** – If all is selected, all invoices at a RDY status will process – suggested selection.
 - **Invoice Id** – Invoice Id defaults as selected. By selecting this option, you choose the invoice # range you want to process
 - **Bill Cycle** – Another option that can be used to process invoices. Not suggested selection
 - **Cust Id** – Not generally used by SOV (State of VT)
 - **Date Bill Added** – Not generally used by SOV (State of VT)
 - **Bill Type** – Not generally used by SOV (State of VT)
 - **Range Id** - Not generally used by SOV (State of VT)
 - **Bill Source** - Not generally used by SOV (State of VT)
5. **Business Unit**
 - **From Business Unit** - Enter valid value
 - **To Business Unit** – From value defaults and may be overridden to select a range of BUs
6. Once you fill in the BU and tab out of the field click on  icon (button is right of the Run button), a list of all invoices at a RDY status will display

Invoices at a **RDY** status display:

Bills To Be Processed Help

Bills To Be Processed Personalize | Find | View 100 | | First 1-9 of 2170 Last

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
03564	SUP089987	RDY	SPICD1	XMLPUB	X	Print Copy
03564	SUP089988	RDY	SPICD1	XMLPUB	X	Print Copy
03564	SUP089989	RDY	SPICD1	XMLPUB	X	Print Copy
03564	SUP089990	RDY	ALEXJ3	XMLPUB	X	Print Copy
03564	SUP089991	RDY	ALEXJ3	XMLPUB	X	Print Copy
03564	SUP089992	RDY	ALEXJ3	XMLPUB	X	Print Copy
03564	SUP089993	RDY	WHITS9	XMLPUB	X	Print Copy
03564	SUP089994	RDY	WHITS9	XMLPUB	X	Print Copy
03564	SUP089995	RDY	WHITS9	XMLPUB	X	Print Copy

Return

7. Click **Return**

Finalize and Print page displays:

Finalize and Print Print Options

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

Language English ☒ Specified Language ☐ Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

☐ Processing Date

☒ User Defined 09/30/2018

Range Selection

☒ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

☐ Public Voucher Number

From Business Unit 03564

To Business Unit 03564

Save Notify Add Update/Display

Finalize and Print | **Print Options**

8. Click **Run** to start the process

The **Process Scheduler Request** page is displayed:

Process Scheduler Request

Help

User ID ETESTRun Control ID Finalize_and_Print

Server Name

Run Date11/05/2018

Recurrence

Run Time2:02:45PM

Reset to Current Date/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"/>	Finalize and Print	BIJOB01	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"/>	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"/>	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

OK

Cancel

9. **Select Box** - Pre-process & finalization (BIIVC000)

10. Click **OK**

Returns to the **Finalize and Print** page:

The screenshot shows the 'Finalize and Print' interface. At the top, there are tabs for 'Finalize and Print' and 'Print Options'. Below these, there's a 'Run Control ID' field set to 'Finalize_and_Print' and a 'Language' dropdown set to 'English'. A 'Process Monitor' link is highlighted with a red box. Below it, the 'Process Instance: 9191814' is displayed in a green box. The main section is titled 'Selection Parameters' and includes options for 'Invoice Date Option' (Processing Date or User Defined) and 'Range Selection' (All, Bill Cycle, Date Bill Added, Range ID, Public Voucher Number, Invoice ID, Cust ID, Bill Type, Bill Source). There are also fields for 'From Business Unit' and 'To Business Unit', both set to '03564'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

The process request has been submitted and the Process Instance is listed below the Run button.

11. Click on the **Process Monitor** link

The **Process List** page is displayed:

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below these, there's a 'View Process Request For' section with fields for 'User ID' (E TEST), 'Type', 'Last', '1 Days', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', 'Distribution Status', and a 'Save On Refresh' checkbox. A 'Refresh' button is highlighted with a red box. Below this is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains two rows: one for Instance 9191814 (Application Engine, BIIVC000, ETEST, 11/05/2018 2:02:45PM EST, Success, Posted) and one for Instance 9191813 (Application Engine, GL_JEDIT_0, ETEST, 11/05/2018 12:02:29PM EST, Success, Posted). The first row is highlighted in green. At the bottom, there are buttons for 'Go back to Finalize And Print', 'Save', and 'Notify'.

12. Click **Refresh** till **Run Status = Success** and **Distribution Status = Posted**

Note: The Finalize and Print process (BIIVC000) changes invoices at a RDY status to a status of INV. You cannot make any further changes to the bill.

The following navigation brings you to the summary page of one of the invoices that processed, to confirm that this change has occurred.

WorkCenter Navigation: Billing WorkCenter > Links Pagelet > Review Billing Information > Bill Summary

Navigator Menu navigation: Billing > Review Billing Information > Summary

The **Bill Summary** page is displayed:

Bill Summary

Find an Existing 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

*Business Unit = 01110
Invoice begins with
Bill Status =
Customer begins with
Contract begins with
Bills in Business Unit =
Template Invoice Flag =

^ Show fewer options

☐ Case Sensitive

Search Clear

1. **Business Unit** - Enter valid BU
2. **Invoice** - Enter invoice number
3. Click **Search**

The **Bill Summary Info** page is displayed:

Bill Summary Info | Bill Summary Info 2

Unit 03564 Invoice SUP089987 Invoice Date 06/01/2018

Gross Extended Amount	15.00	Customer	SPICD1	Deborah Spicer
Total Discounts	0.00	Invoice Type	Regular	
Total Surcharges	0.00	Bill Type	SUP Supervision Fees	
		Bill Source	MANUAL	Manual
		Bill Status	INV	
		Template	No	
		Consol Hdr	No	
		Bill By ID		
		Invoice Media	Print Copy	
		Due Date	06/01/2018	

Total VAT Amount 0.00
Total Taxes 0.00
Total Invoice Amount 15.00
Forward Bal 0.00
Paid Amount 0.00
Total Due 15.00 USD

Go to: Header Info 1 Address Copy Address Notes
Bill Search Line Search

Return to Search Notify

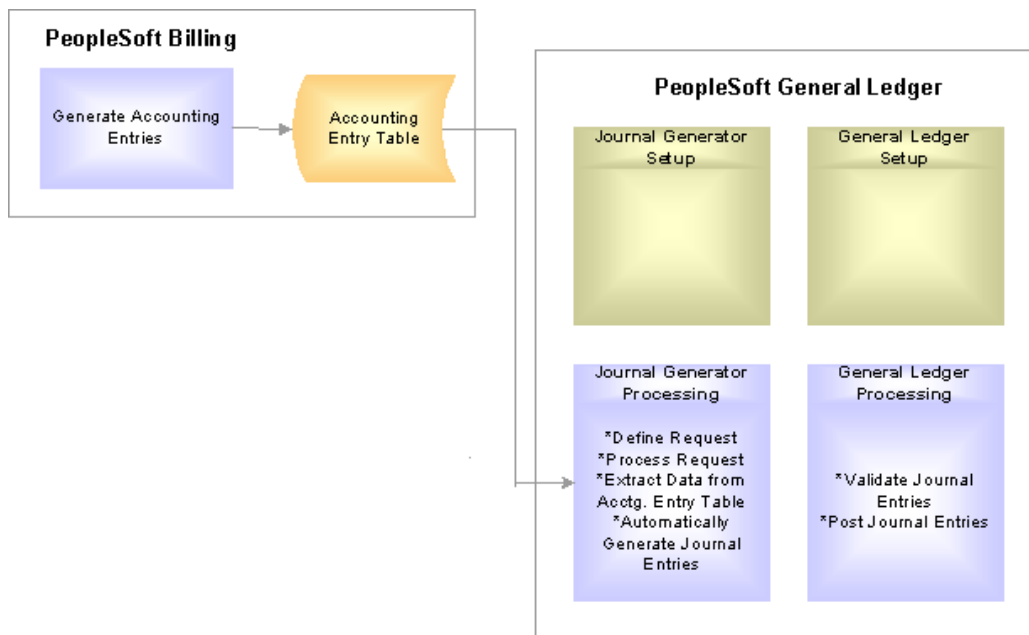
Bill Summary Info | Bill Summary Info 2

4. Bill Status has been changed from **RDY** to **INV**

Warning: If the Pre-finalize and print process ran to success and the bill status did not change to INV **STOP**. Do not run next process. Contact the VISION Finance Support Team for assistance @ 828-6700. option 2

Second Step - Create Accounting Entries

Possible situations when this function is used: Once bills have been processed through Finalize & Print process and have a Bill Status of INV (Invoice), the next step is to process accounting entries. This step includes processes for **Currency Conversion, Preload, GL Entries and Budget Check**. Once processes are done, an overnight Journal Generator process runs posting Billing accounting entries to the General Ledger.



- **Currency Conversion** - Currency conversion calculates base currency and foreign currency amount values. SOV only processes USD, however this step is a required process
- **Pre-Load Process** - Prepares accounting entries for the next step which is Load GL process. Preload creates accounting entries pre-defined by ChartField inheritance
- **Load GL Process** - The Load GL Accounting Entries process populates the Billing Accounting Entry table with accounting entries that the Journal Generator eventually picks up. The process selects for processing all bills in the specified range selection that have a status of INV and that have completed the Billing Currency Conversion process and the Pre-Load process
- **Budget Check** - The Load GL process populates the budget date with the accounting date that is determined when you run the Finalize and Print process pre-process. The Finalization process determines invoice dates and accounting dates. It populates the invoice date with the current date, and it populates the accounting date with the invoice date if the accounting date is not provided at Finalize and Print Pre-Process run control.

WorkCenter Navigation: Billing WorkCenter > Links pagelet > Generate Invoices > Create Accounting Entries

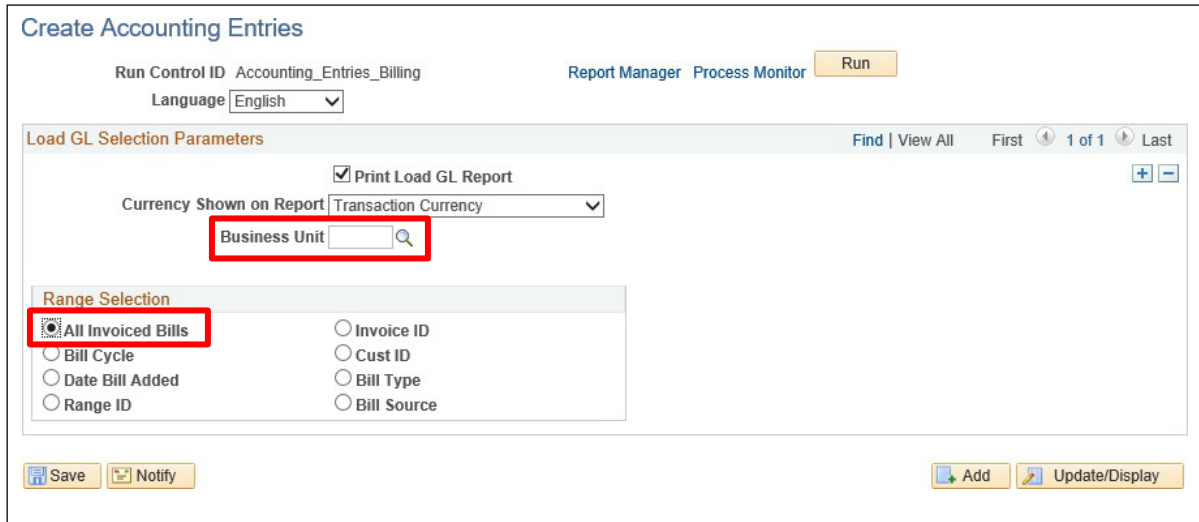
Navigator Menu navigation: Billing > Generate Invoices > Non-Consolidated > Create Accounting Entries

The **Load GL Acctng Entries** page displays, click on the **Add a New Value** button:



1. **Run Control ID** - Enter a unique run control ID, for example: Accounting_Entries_Billing
2. Click **Add**

The **Create Accounting Entries** page is displayed



3. **Business Unit:** Enter a valid value
4. **Range Selection** - The most common selections are: **All invoiced Bills** – defaults –accept default if you are processing all invoices for a Business Unit or **Invoice ID** – Select this option if you want to run a certain range of invoices. By selecting Invoice ID two fields will appear on screen so you can enter the invoice range
5. **Print Load GL Report** – Defaults as checked - accept default. This will produce an accounting entry report and will be available to print
6. Click **Run**

The **Process Scheduler Request** page displays:

Process Scheduler Request

User ID ETEST Run Control ID Accounting_Entries_Billing

Server Name [dropdown] Run Date 11/05/2018 x [calendar icon]
 Recurrence [dropdown] Run Time 3:30:27PM [button: Reset to Current Date/Time]
 Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Curr Conv, Preload & Load GL	BIJOB06	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Curr Cnv, Preload, Load GL, KK	BIJOB06K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

[button: OK] [button: Cancel]

7. **Select Box** - Process Name (BIJOB06K) this process runs Currency conversion, Preload, Load GL and Budget check all in one step

8. Click **OK**

You are returned to the **Create Accounting Entries** page:

Create Accounting Entries

Run Control ID Accounting_Entries_Billing [button: Report Manager] [button: Process Monitor] [button: Run]
 Language English [dropdown] Process Instance: 9192144

Load GL Selection Parameters Find | View All First 1 of 1 Last

☒ Print Load GL Report
 Currency Shown on Report Transaction Currency [dropdown]
 Business Unit 03564

Range Selection

☐ All Invoiced Bills ☒ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☐ Bill Source

From Invoice SUP089987
 To Invoice SUP089987

[button: Save] [button: Notify] [button: Add] [button: Update/Display]

The process request has been submitted and the Process Instance is listed below the Process Monitor link.

9. Click **Report Manager** link

List page displays, click the **Administration** tab:

View Reports For

User ID: ETEST Type: Last Status: Folder: Instance: to: Days: Refresh

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2506283	9192148	Comm. Cntrl. Budget Processor	11/05/2018 3:36:08PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2506282	919214	Load GL Interface	11/05/2018 3:36:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2506281	9192146	Billing Pre-Load Process	11/05/2018 3:36:08PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2506280	9192145	Billing Currency Conversion	11/05/2018 3:36:08PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2506270	9192134	Comm. Cntrl. Budget Processor	11/05/2018 3:33:42PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2506269	9192133	Load GL Interface	11/05/2018 3:33:42PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2506268	9192132	Billing Pre-Load Process	11/05/2018 3:33:42PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2506267	9192131	Billing Currency Conversion	11/05/2018 3:33:42PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2505951	9191814	Pre-process & Finalization	11/05/2018 2:06:25PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2505950	9191813	PS/GL Online Journal Edit	11/05/2018 12:02:30PM	Text Files (*.txt)	Posted	Details

10. Click **Refresh** until the Load GL Interface process runs to a status of **Posted**

11. Click on **Load GL Interface** link

The Report opens in a new browser window:

Report ID: 81120201 Page No: 1

Range Option: ALL VALUES Run Date: 11/15/2018

Run Time: 11:34:48

Division	Account	Fund	Desc	Program	Class	All Entry Amount	Offset Entry Amount	GL Date	Amount Date
000	110001	21843	3400004400			15.00		01/01/2018	01/01/2018
000	417915	21843	3400004400				-15.00	01/01/2018	01/01/2018
						15.00	-15.00	000	
000	110001	21843	3400004400			15.00		01/01/2018	01/01/2018
000	417915	21843	3400004400				-15.00	01/01/2018	01/01/2018
						15.00	-15.00	000	
000	110001	21843	3400004400			15.00		01/01/2018	01/01/2018
000	417915	21843	3400004400				-15.00	01/01/2018	01/01/2018
						15.00	-15.00	000	
000	110001	21843	3400004400			15.00		01/01/2018	01/01/2018
000	417915	21843	3400004400				-15.00	01/01/2018	01/01/2018
						15.00	-15.00	000	
42081004	110001	58100	1240100000			54.00		01/01/2018	01/01/2018
	420205	58100	1240100000				-54.00	01/01/2018	01/01/2018
	420205	58100	1240100000				-54.00	01/01/2018	01/01/2018
						54.00	-54.00	000	

Printer icon highlighted in red.

12. Click on **Printer** icon to print report

The following navigation brings you to the summary page of one of the invoices that processed, to confirm that this change has occurred.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Review Billing Information > Bill Summary

Navigator Menu navigation: Billing > Review Billing Information > Summary

The **Bill Summary** page is displays:

The screenshot shows the 'Bill Summary' page with a search section titled 'Find an Existing Value'. Below this is a 'Search Criteria' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history boxes: 'Recent Searches' and 'Saved Searches', both with a dropdown menu and an edit icon. The main search area contains several criteria, each with a dropdown menu and a search icon: '*Business Unit' (dropdown), 'Invoice' (dropdown with 'begins with' selected), 'Bill Status' (dropdown), 'Customer' (dropdown with 'begins with' selected), 'Contract' (dropdown with 'begins with' selected), 'Bills in Business Unit' (dropdown), and 'Template Invoice Flag' (dropdown). Below these is a link 'Show fewer options' and a checkbox 'Case Sensitive'. At the bottom are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

1. **Business Unit** - Enter valid BU
2. **Invoice** - Enter invoice number
3. Click **Search**

The **Bill Summary Info** page displays:

Unit 03564		Invoice SUP089987		Invoice Date 06/01/2018	
Gross Extended Amount	15.00	Customer	SPICD1	Deborah Spicer	
Total Discounts	0.00	Invoice Type	Regular		
Total Surcharges	0.00	Bill Type	SUP Supervision Fees		
		Bill Source	MANUAL	Manual	
Total VAT Amount	0.00	Bill Status	INV		
Total Taxes	0.00	Template	No		
Total Invoice Amount	15.00	Consol Hdr	No		
Forward Bal	0.00	Bill By ID			
Paid Amount	0.00	Invoice Media	Print Copy		
Total Due	15.00 USD	Due Date	06/01/2018		

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

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

4. Bill Status should be **INV**

5. Click **Bill Summary Info 2** tab

The **Bill Summary Info 2** page displays:

Unit 03564		Invoice SUP089987	
GL Level	BI Creates GL Acct Entries	<input type="checkbox"/> Attach Invoice Image	
AR Level	Header is AR Open Item	<input type="checkbox"/> VAT Defaults Applied	
AR Option	Use Header for Distribution	<input type="checkbox"/> Invoice Printed	
Pre-Load Status	Done	<input type="checkbox"/> EDI Sent	
Budget Check Status	Valid	<input checked="" type="checkbox"/> Currency Converted	
Approval Status	Not Required	<input checked="" type="checkbox"/> GL Entries Created	
Date Bill Added	08/19/2018 10:54AM	<input type="checkbox"/> AR Pending Item Created	
Created By	MWHITE2		
Created By Process	Recurring Bill		

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

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

If all processes ran to success the following statuses/options will be displayed: Pre-load Status = **Done**; Budget Check Status = **Valid**; Currency Converted and GL Entries Created check boxes are **Selected**.

WARNING

If the Create Accounting Entries ran to success and Currency Conversion, Pre-Load, GL Entries and Budget Check were not selected **STOP**. Do not run next process. Contact the VISION Finance Support Team for assistance @ 828-6700 option 2.

Third step – Extract Billing and Print Invoices

Possible situations when this function is used: Invoices are printed in a two-step process. The first step to printing invoices (after finalization) is to run the BI_IVCEXT extract process. The extract process populates the extract tables with the data necessary to print invoices. The second process is the print program. The State uses the BI Publisher Invoice (BIXPRNT00) which reads the extract information and produces a formatted invoice for printing or email.

You can use the same run control you created when running the Pre-process shown in step 1.

WorkCenter Navigation: Billing WorkCenter > Links pagelet > Generate Invoices > Finalize and Print Invoices

Navigator Menu navigation: Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

The **Finalize and Print** page displays with the **Find an Existing Value** tab open:

Finalize And Print

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

1. Click on **Search** to find and existing value (or click the **Add a New Value** button)

Search results display:


▼ **Search Results**
Only the first 100 results of a possible 191 can be displayed.

View All  First 51-60 of 100 Last		
Run Control ID	Language Code	
EJH_Test_24	English	>
EJH_Test_3	English	>
EJH_Train	English	>
EJH_Voucher	English	>
E_TEST_42	English	>
Eric_Test_131	English	>
Etest	English	>
Finalize_and_Print	English	>
GMCB	English	>
Gilman	English	>

2. Choose the run control created when you created the run control for finalize and print pre-process by clicking on the link. Example: [Finalize_and_Print](#)

The **Finalize and Print** page displays:

Finalize and Print **Print Options**

Run Control ID: Finalize_and_Print Report Manager Process Monitor Run 

Language: English Specified Language Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

☐ Processing Date ☒ User Defined 09/30/2018

Range Selection

☒ All ☐ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☐ Bill Source
☐ Public Voucher Number

From Business Unit: 03564 To Business Unit: 03564

Save Notify Add Update/Display

Finalize and Print | Print Options

NOTE: In this example since we used the run control that was created for the Pre-process finalize and print 1st step of Generating invoices, the Business Unit is already populated. If you created a new run control you will need to enter a Business Unit.

3. Click on the **Print Option** tab

The **Print Options** page displays:

Finalize and Print | Print Options

Seq Nbr 1

Print Invoice Sort By

☒ Country, Postal

☐ Cust, Bus Unit

☐ Bus Unit, Invoice

*EDI Invoice Options EDI Only

*Email Invoice Options Email Only

*Federal Highway File Options File Only

*Elec Invoice File Options Xml Only

Summarization Options

For Invoices associated with Summarization Template:

☒ Print Detail

☐ Print Summarized

☐ Print Both Summarized & Detail

☒ Print Only Unprinted Invoices

☐ Print Listing

Save Return to Search Previous in List Next in List Notify Add Update/Display

Finalize and Print | Print Options

4. **Print Invoice Sort By** options:

- **Country, Postal** - Defaults as selected – This option will sort and print invoices by Country
- **Cust, Bus Unit** - If selected invoices will sort and print by Customer
- **Business, Invoice** – If selected will sort and print invoices by invoice number

Note: Most departments using the Billing module prefer to use Cust, Bus Unit because when they attach invoices to statements, statements are printed by customer.

Accept remaining defaults on this page.

5. Click on the **Finalize and Print** tab

The **Finalize and Print** page displays:

The screenshot shows the 'Finalize and Print' page with the following details:

- Run Control ID:** Finalize_and_Print
- Language:** English (Selected), Specified Language (Unselected)
- Buttons:** Run (highlighted), Save (highlighted), Notify, Add, Update/Display
- Selection Parameters:** Seq Nbr 1, Invoice Date Option (Processing Date, User Defined (selected) 09/30/2018)
- Range Selection:** All (selected), Invoice ID, Cust ID, Bill Cycle, Date Bill Added, Bill Type, Range ID, Bill Source, Public Voucher Number
- Business Unit:** From Business Unit 03564, To Business Unit 03564

6. Click **Save**

7. Click **Run** to run process

The **Process Scheduler Request** page displays:

The screenshot shows the 'Process Scheduler Request' page with the following details:

- User ID:** ETEST
- Run Control ID:** Finalize_and_Print
- Server Name:** (Dropdown)
- Run Date:** 11/05/2018
- Recurrence:** (Dropdown)
- Run Time:** 2:02:45PM
- Time Zone:** (Dropdown)
- Process List:**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TEXT	Distribution
<input type="checkbox"/>	Finalize and Print	BIJOB01	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"/>	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"/>	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

8. **Select Box** - Print XMLP Invoice (BIPJ75), this is a job that combines the Extract and Print processes

9. Click **OK**

Finalize and Print | Print Options

Run Control ID: Finalize_and_Print | **Report Manager** | Process Monitor | Run

Language: English | Specified Language | Recipient's Language

Process Instance: 9196131

Selection Parameters | Find | View All | First | 1 of 1 | Last

Seq Nbr: 1

Invoice Date Option

☐ Processing Date

☒ User Defined | 09/30/2018

Range Selection

☒ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

☐ Invoice ID

☐ Cust ID

☐ Bill Type

☐ Bill Source

From Business Unit: 03564

To Business Unit: 03564

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Finalize and Print | Print Options

10. Click on the **Report Manager** link

The **List** page will display, click on the **Administration** tab:

List | Explorer | **Administration** | Archives

View Reports For

User ID: EHOEFEL | Type: | Last: | 1 | Days: | **Refresh**

Status: | Folder: | Instance: | to: |

Report List

1-23 of 23 | View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514205	12437317	BIXPRNT00 - BIXPRNT00.pdf	01/23/2024 1:49:04PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514204	12437318	Invoice Bursting Program	01/23/2024 1:47:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5514202	12437315	Invoice Extract Process	01/23/2024 1:47:34PM	Text Files (*.txt)	Posted	Details

11. Click **Refresh** until the invoice print process runs to a Status of **Posted**

12. Click on **BIXPRNT00.pdf** link to open the invoice for printing

The **Invoice** opens in a new browser window:

Department of Corrections	<h1 style="margin: 0;">INVOICE</h1>	Invoice No: SUP089987 Invoice Date: 06/01/2018 Page: 1 of 1
--------------------------------------	-------------------------------------	--

Please Remit To: Department of Corrections Court and Reparative Service Unit 9 Merchants Row PO Box 175 Rutland VT 05702	Customer No: SPICD1 Payment Terms: Super Fees Due Date: 06/01/2018
--	---

Bill To: Deborah Spicer 60 Cleveland Avenue, #2 Rutland VT 05701	AMOUNT DUE: 15.00 USD
--	------------------------------

 Amount Remitted

For billing questions, please call 802-786-5809

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	SUPERVISION	SUPERVISION	1.00	EA	15.00	15.00

Subtotal:	_____ 15.00
------------------	-----------------------

AMOUNT DUE:	_____ 15.00 USD
--------------------	---------------------------

13. Click on the **Printer icon to print the invoice**

When the Extract runs the Bill Summary 2 page is updated to indicate the invoice has been printed. The invoice cannot be printed again. The Reprint process is required to print an additional copy of an invoice after the Print flag is checked.

WorkCenter Navigation: Billing WorkCenter > Links pagelet > Review Billing Information > Bill Summary

Navigator Menu navigation: Billing > Review Billing Information > Summary

The **Bill Summary** page displays:

The screenshot shows the 'Bill Summary' search page. At the top, there's a section titled 'Find an Existing Value' with a 'Search Criteria' dropdown. Below this is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. The main search area contains several criteria: '*Business Unit' (dropdown and text input with '01110'), 'Invoice' (dropdown 'begins with' and text input), 'Bill Status' (dropdown), 'Customer' (dropdown 'begins with' and text input), 'Contract' (dropdown 'begins with' and text input), 'Bills in Business Unit' (dropdown), and 'Template Invoice Flag' (dropdown). A 'Show fewer options' link is below the criteria. At the bottom, there is a 'Case Sensitive' checkbox and two buttons: 'Search' (highlighted with a red box) and 'Clear'.

1. **Business Unit** - Enter valid BU
2. **Invoice** - Enter the invoice number from the printed invoice above
3. Click **Search**

The **Bill Summary Info** page displays, click the **Bill Summary Info 2** tab:

Unit 03564 Invoice SUP089987

GL Level BI Creates GL Acct Entries
AR Level Header is AR Open Item
AR Option Use Header for Distribution
Pre-Load Status Done
Budget Check Status Valid
Approval Status Not Required
Date Bill Added 08/19/2018 10:54AM
Created By MWHITE2 White,Michelle L
Created By Process Recurring Bill

☐ Attach Invoice Image
☐ VAT Defaults Applied
☒ Invoice Printed
☐ EDI Sent
☒ Currency Converted
☒ GL Entries Created
☐ AR Pending Item Created

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)

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

[Bill Summary Info](#) | [Bill Summary Info 2](#)

Invoice Printed box should be selected. Once you process the Extract the print box is checked indicating this invoice is printed.

WARNING

If Invoice printed box is not selected **STOP**. Do not run next process. Contact the VISION Finance Support Team for assistance @ 828-6700 option 2.

Fourth Step – Creates an External Pending Group to load in AR

Possible situations when this function is used: The Load AR process groups invoices and creates an external pending group. All invoices are created under one pending group. Invoice #'s within this group are populated in the Item ID field.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Generate Invoices > Load invoices to AR

Navigator Menu navigation: Billing > Generate Invoices > Non-Consolidated > Load invoices to AR

The **Load AR Pending Items** search page displays, click on the **Add a New Value** tab:



Load AR Pending Items

Add a New Value Find an Existing Value

*Run Control ID

Add

1. **Run Control ID** - Enter a new run control ID. Example: Load_AR
2. Click **Add**

The **Load AR Pending** Items page displays:

The screenshot shows the 'Load Invoices to AR' interface. At the top, there's a title bar and navigation links for 'Report Manager' and 'Process Monitor'. A 'Run' button is highlighted with a red box. Below this, the 'Run Control ID' is set to 'Load_AR' and the 'Language' is set to 'English'. The main section is titled 'Load AR Selection Parameters' and includes a 'Find | View All' search bar. The 'Print Load AR Report' checkbox is checked and highlighted with a red box. The 'Posting Action' section has two radio buttons: 'Do Not Post' (selected) and 'Batch Standard' (highlighted with a red box). The 'Business Unit' field is empty and highlighted with a red box. The 'Range Selection' section has two columns of radio buttons. The first column has 'All Invoiced Bills' (selected and highlighted with a red box), 'Bill Cycle', 'Date Bill Added', and 'Range ID'. The second column has 'Invoice ID', 'Cust ID', 'Bill Type', and 'Bill Source'. At the bottom, there are 'Save' and 'Notify' buttons, with 'Save' highlighted by a red box. On the right side of the bottom bar are 'Add' and 'Update/Display' buttons.

3. **Print Load AR Report** - Defaults as selected. Accept default this will generate a report with the pending group #'s and all invoices associated with that group
4. **Posting Action** - Defaults as **Do Not Post**. Select **Batch Standard**. If you leave the default selection, the resulting AR Pending Items will not process into AR. The external group will need to be manually set to Batch Standard in order to process into AR
5. **Business Unit** - Enter Valid Value
6. **Range Selection** - Defaults as All invoices Bills – Accept default or choose appropriate option.
7. Click **Save**
8. Click **Run**

The **Process Scheduler Request** page displays:

Process Scheduler Request

User ID ETEST Run Control ID Load_AR

Server Name Run Date 11/06/2018 x [31]
Recurrence Run Time 10:59:33AM Reset to Current Date/Time
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Curr Conv, Preload & Load AR	BIJOB05	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TXT	Distribution

OK Cancel

9. Select box - Load AR Pending Items (BILDAR01)

10. Click **OK**

The **Load AR Pending Items** page displays:

Load Invoices to AR

Run Control ID Load_AR Language English Process Instance: 9196307

Report Manager Process Monitor Run

Load AR Selection Parameters Find | View All First 1 of 1 Last

☒ Print Load AR Report

Posting Action

☐ Do Not Post
☒ Batch Standard

Business Unit 03564

Range Selection

☒ All Invoiced Bills ☐ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☐ Bill Source

Save Notify Add Update/Display

11. Click on **Report Manager** link

The **List Page** displays, click on the **Administration** tab:

The **Administration** tab is displayed:

List
Explorer
Administration
Archives

View Reports For

User ID: EHOEFEL
Type:
Last
1
Days:
Refresh

Status:
Folder:
Instance:
to:

Report List

1-24 of 24
View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514206	12437319	Load AR Pending Items	01/23/2024 2:06:24PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514205	12437317	BIXPRNT00 - BIXPRNT00.pdf	01/23/2024 1:49:04PM	Acrobat (*.pdf)	Posted	Details

12. Click **Refresh** till Status is **Posted** for Load AR Pending Items

13. Click on **Load AR Pending Items** link, this will open a new browse window showing the Load AR Report

Report ID: BILDAR01		PeopleSoft BI LOAD AR PENDING ITEMS										Page No. 1	
Range Option: ALL												Run Date 01/23/2024	
Business Unit: 03564												Run Time 14:06:39	
Post Action: Post Later													
GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
38953	1	ABARM2	SUP126705		IN	SUP	IT-01	15.00	USD	15.00	USD	2023-09-01	SUP
	2	ABARM2	SUP126706		IN	SUP	IT-01	15.00	USD	15.00	USD	2023-10-01	SUP
	3	ABARM2	SUP126707		IN	SUP	IT-01	15.00	USD	15.00	USD	2023-11-01	SUP
	4	ABARM2	SUP126708		IN	SUP	IT-01	15.00	USD	15.00	USD	2023-12-01	SUP
	5	ABARM2	SUP126709		IN	SUP	IT-01	15.00	USD	15.00	USD	2024-01-01	SUP
	6	ACKEK1	SUP128513		IN	SUP	IT-01	15.00	USD	15.00	USD	2023-09-01	SUP

*External Pending Group has been created and will post to customer's accounts when the ARUPDATE process runs overnight. Above report shows the external pending group # and invoices tied to that group.

Four-Step Generate Invoice Process is Complete

Adjust Entire Bill

Possible situations when this function is used: You can use the Adjust Bills function to credit an entire bill and reverse the original invoice or credit an entire bill and rebill with the correct information. The following example will walk you through crediting an entire invoice as well as credit and rebill.

Credit Entire Bill

WorkCenter navigation: Billing WorkCenter > Links pagelet > Maintain Bills > Adjust Entire Bill

Navigator Menu navigation: Billing > Maintain Bills > Adjust Entire Bill

The **Adjust Entire Bill** search page displays:

Adjust Entire Bill

Find an Existing 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 ▼ ✎

*Business Unit [= ▼] 01110 🔍
Invoice begins with ▼
Customer begins with ▼ 🔍
Contract begins with ▼
^ Show fewer options
☐ Case Sensitive
Search Clear

1. **Business Unit** - Enter valid value
2. **Invoice** - Enter invoice # to adjust entire bill
3. **Customer** - Enter customer or leave blank
4. **Contract** - Not used by SOV
5. Click **Search**

The **Adjust Entire Bill** page is displayed:

Adjust Entire Bill

Unit 01106 Bill To TRE3 TRE STATE TREASURER
Invoice 69162359 Invoice Amt 273.70 USD

Select Bill Adjustment Action

☐ No Bill Action
☒ **Credit Entire Bill**
☐ Credit & Rebill

Adjustment Results

*Credit Bill NEXT
Rebill Bill NEXT Header Info 1

Rebill Default Action

☒ Retain Original Invoice Value
☐ Use Current Customer Value

Adjustment Reason PRICE

Save Return to Search Previous in List Next in List Notify Refresh

6. **Select Bill Adjustment Action - No Bill Action** defaults, select **Credit Entire Bill** to credit the original invoice
7. **Adjustment Reason** - Select the adjustment reason
8. Click **Save**

Adjust Entire Bill

Unit 01106 Bill To TRE3 TRE STATE TREASURER
Invoice 69162359 Invoice Amt 273.70 USD

Select Bill Adjustment Action

☒ **No Bill Action**
☐ Credit Entire Bill
☐ Credit & Rebill

Adjustment Results

*Credit Bill 69162635 Header Info 1
Rebill Bill NEXT Header Info 1

Rebill Default Action

☒ Retain Original Invoice Value
☐ Use Current Customer Value

Adjustment Reason PRICE

Save Return to Search Notify Refresh

9. **Credit Bill** - Populates with a new invoice #

Note: You can only adjust a bill or a bill line once. After the adjustment is saved the bill or the line cannot be selected again for adjustment and will not appear in the adjustment searches.

10. Click the **Header Info 1** link

Header - info 1 page is displayed:

Header - Info 1 | Line - Info 1

Unit 01106 Invoice 69162635 Pretax Amt -273.70 USD

Status RDY

*Type TEL

*Customer TRE3

TRE STATE TREASURER

*Invoice Form XP_PS/GEN

Accounting Date

Remit To GOVNT

Sales BGS

Credit BGS

Billing Specialist LLABOUNT

Labounty, Lisa

Invoice Date

Source INTERFACE

SubCust1

Cycle ID MONTHLY

*Frequency Once

SubCust2

From Date

To Date

Pay Terms DUR

Pay Method Check

Bank Account 001

Bill Inquiry Phone 802-828-1600

Collector BGS

Billing Authority

Go to: Header Info 2 Address Copy Address Approvals

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh

Add Update/Display

Page Series Prev Next

11. Status - Defaults as **RDY** and will require approval before it will be picked up by the generate invoices process

Note: Credit invoices that have a credit amount of \$1 or more require approval.

12. Click on the **Approvals** link to submit the credit invoice for approval

A pop-up approval page displays:

Approvals

Help

Business Unit 01106
Invoice 69162635
Pretax Amount -273.70
Approval Status Initial

Comment

View Supporting Documentation

Submit for Approval Preview Approvals

OK Cancel Refresh

13. Click **Submit for Approval**

A Pop up **Message** confirms the invoice has been submitted.

Message

The invoice has been submitted for approval. (12508,16)

OK

14. Click **OK**

You are returned to the **Header - Info 1** page:

Header - Info 1 | Line - Info 1

15. Click **Approvals** link

The **Approvals** window opens:

Approvals

Business Unit 01106
Invoice 69162635
Pretax Amount -273.70
Approval Status Pending
Comment

View Supporting Documentation Approval Monitor

Cancel Approval Process Restart Approval Process

OK Cancel Refresh

The bill adjustment has been submitted for approval as indicated by the **Approval Status**. The approval routes a request to the Work List of each person authorized to approve credit invoices for the department. The bill will be selected by the next generate invoices process following approval. The approval process is documented in section titled Approve Credit Invoices.

Credit Entire Bill is Complete

Credit an Entire Bill and Rebill

WorkCenter navigation: Billing WorkCenter > Links pagelet > Maintain Bills > Adjust Entire Bill

Navigator Menu navigation: Billing > Maintain Bills > Adjust Entire Bill

The **Adjust Entire Bill** search page displays:

Adjust Entire Bill

Find an Existing 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 ▼ ✎

*Business Unit = 01110 🔍

Invoice begins with 🔍

Customer begins with 🔍

Contract begins with 🔍

^ Show fewer options

☐ Case Sensitive

Search Clear

1. **Business Unit** - Enter valid value
2. **Invoice** - Enter invoice # to adjust entire bill
3. **Customer** - Enter customer or leave blank
4. **Contract** - Not used by SOV
5. Click **Search**

The **Adjust Entire Bill** page displays:

Adjust Entire Bill

Unit 01106 Bill To SA13 SA ORLEANS COUNTY
Invoice 69162325 Invoice Amt 36.73 USD

Select Bill Adjustment Action
☐ No Bill Action
☐ Credit Entire Bill
☒ **Credit & Rebill**

Rebill Default Action
☒ Retain Original Invoice Value
☐ Use Current Customer Value

Adjustment Results
*Credit Bill NEXT
Rebill Bill NEXT Header Info 1

Adjustment Reason PRICE 🔍

Save Return to Search Previous in List Next in List Notify Refresh

6. **Select Bill Adjustment Action** - No Bill Action defaults, select **Credit & Rebill**
7. **Adjustment Reason** - Select the adjustment reason
8. Click **Save**

Adjust Entire Bill

Unit 01106 Bill To SA13 SA ORLEANS COUNTY
Invoice 69162325 Invoice Amt 36.73 USD

Select Bill Adjustment Action
☒ No Bill Action
☐ Credit Entire Bill
☐ Credit & Rebill

Rebill Default Action
☒ Retain Original Invoice Value
☐ Use Current Customer Value

Adjustment Results
*Credit Bill 69162636 **Header Info 1**
Rebill Bill 69162637 Header Info 1

Adjustment Reason PRICE 🔍

Save Return to Search Previous in List Next in List Notify Refresh

9. **Credit Bill and Rebill Bill** - Populate with a new invoice #'s
10. Click on the **Header Info 1** link next to the **Credit Bill**

The **Header - Info 1** page is displayed for the credit invoice:

Header - Info 1 | Line - Info 1

Unit 01106 Invoice 69162636 Pretax Amt -36.73 USD

Status **RDY** Invoice Date Cycle ID MONTHLY

*Type TEL Source INTERFACE *Frequency Once

*Customer SA13 SubCust1 SubCust2

SA ORLEANS COUNTY

*Invoice Form XP_PS/GEN From Date To Date

Accounting Date Pay Terms DUR Pay Method Check

Remit To GOVNT Bank Account 001

Sales BGS Bill Inquiry Phone 802-828-1600

Credit BGS Collector BGS

Billing Specialist LLABOUT Billing Authority

Labounty, Lisa

Go to: Header Info 2 Address Copy Address Approvals

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

11. Status - Defaults as RDY

Note: Because this is a credit invoice it will require the approval steps described in the proceeding section, *Credit Entire Bill*, steps 7 through 10. After approval the bill will be selected with the next *Generate Invoices* process.

Close the window to go back to the **Adjust Entire Bill** page:

Adjust Entire Bill

Unit 01106 Bill To SA13 SA ORLEANS COUNTY

Invoice 69162325 Invoice Amt 36.73 USD

Select Bill Adjustment Action

☒ No Bill Action

☐ Credit Entire Bill

☐ Credit & Rebill

Rebill Default Action

☒ Retain Original Invoice Value

☐ Use Current Customer Value

Adjustment Results

*Credit Bill 69162636 Header Info 1

Rebill Bill 69162637 Header Info 1

Adjustment Reason PRICE

Save Return to Search Previous in List Next in List Notify Refresh

12. Click on **Header Info 1** link besides **Rebill Bill** field

The **Header – Info 1** page is displayed for Rebill:

Header - Info 1 | Line - Info 1

Unit 01106 Invoice 69162637 Pretax Amt 36.73 USD

Status NEW
*Type TEL
*Customer SA13
SA ORLEANS COUNTY
*Invoice Form XP_PS/GEN
Accounting Date
Remit To GOVNT
Sales BGS
Credit BGS
Billing Specialist LABOUNT
Labounty, Lisa

Invoice Date
Source INTERFACE
SubCust1
Cycle ID MONTHLY
*Frequency Once
SubCust2
From Date
To Date
Pay Terms DUR
Pay Method Check
Bank Account 001
Bill Inquiry Phone 802-828-1600
Collector BGS
Billing Authority

Go to: Header Info 2 Address Copy Address
Notes Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

13. Status - Defaults as **NEW** change status to **RDY**

14. Click [Save](#)

Note: With the Rebill invoice you can make any changes needed. For example, if the original bill was entered with the wrong customer you can change the Rebill to reflect the correct customer. Basically, you can change anything that needs changing on the Rebill invoice.

Once status is changed to RDY and all necessary changes have been made to bill, bill is ready to be picked up in the next Generate Invoices process.

Credit and Rebill an Invoice is Complete

Adjust Selected Bill Lines

Possible situations when this function is used: You can use the adjust bills process to adjust selected bill lines on an existing bill. You can **Adjust Selected lines** which enables you to adjust any combination of lines on this bill. When you select this option, the Add to Existing Bill check box appears. **Add to existing bill**, Select and click OK to add the lines to an existing bill. If you do not select this check box, the system generates a new bill for these adjustment lines.

Line Opt (line options), Select a value:

- **Create Net Adjustment Only:** Creates one adjustment line
- **Create Reversal and Rebill:** Creates two new lines—one that credits the original line chosen, and one that reflects the adjustment
- **Credit Line:** Creates one line with a reversal of the amounts from the original line chosen

Note: You can adjust a bill header or bill line only once.

Create Net Adjustment Only

Creates one adjustment line.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Maintain Bills > Adjust Selected Bill Lines

Navigator Menu navigation: Billing > Maintain Bills > Adjust Selected Bill Lines

The **Adjust Selected Bill Lines** search page displays:

Adjust Selected Bill Lines

Find an Existing 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

*Business Unit = 01110
Invoice begins with
Customer begins with
Contract begins with
Show fewer options
Case Sensitive
Search Clear

1. **Business Unit** - Enter valid value
2. **Invoice** - Enter valid value
3. **Customer** - Not required or enter valid value
4. **Contract** - Not used by SOV
5. Click **Search**

The **Adjust Selected Bill Lines** page is displayed:

Adjust Selected Bill Lines

Unit 01163 Bill To JUD85 JUD WINDSOR UNIT FAMILY DIVISION
Invoice 63023707 Invoice Amt 316.22 USD

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 2 Of 2 Sort L

Select Bill Lines Personalize | Find | View All | First 1-2 of 2 Last

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	1	8023	Convenience Copier Charge	22.22	22.22	
<input checked="" type="checkbox"/>	2	2	8024	Monthly copier fee	294.00	294.00	CUSTOMER

☒ Select All ☐ Clear All

Save Return to Search Notify Refresh

6. **Select Bill Adjustment Action** - No Bill Action defaults, select **Adjust Selected Lines**

Note: Add to Existing Bill is unchecked so that the Line Adjustment results will create a new invoice.

7. **Line Opt** - Select **Create Net Adjustment Only**

8. **Select Bill Lines** - Select the line to adjust

9. **Adjustment Reason** - Select the adjustment reason

10. Click **Save**

Adjust Selected Bill Lines

Unit 01163 Bill To JUD85 JUD WINDSOR UNIT FAMILY DIVISION
 Invoice 63023707 Invoice Amt 316.22 USD

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 63087861 Header Info 1
 Total Lines Adjusted 1 Bill Line Info 1

Set Filter Options
 1 To 2 Of 2 Sort L

Select Bill Lines Personalize Find View All First 1-2 of 2 Last

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	1	8023	Convenience Copier Charge	22.22	22.22	
<input checked="" type="checkbox"/>	2	2	8024	Monthly copier fee	294.00	294.00	CUSTOMER

☒ Select All ☐ Clear All

Save Return to Search Notify Refresh

11. Line Adjustment Results - The new invoice number appears

12. Click on [Header Info 1](#) link

A new window opens:

Header - Info 1 Line - Info 1

Unit 01163 Invoice 63087861 Pretax Amt 294.00 USD

Status RDY

*Type CNV

*Customer JUD85

*Invoice Form XP_PS/GEN

Accounting Date

Remit To BGS

Sales BGS

Credit BGS

Billing Specialist HQUENNEV

Heidi Quenneville

Invoice Date

Source

SubCust1

From Date

Pay Terms DUR

Bank Account 001

Bill Inquiry Phone 802-828-1012

Collector BGS

Billing Authority

Cycle ID MONTHLY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to: Header Info 2 Address Copy Address
 Notes Express Entry Attachments
 Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

13. Status - Defaults to **NEW**, change to **RDY**

14. Click on the [Line - Info 1](#) tab

The **Line - Info 1** page displays:

Header - Info 1 | Line - Info 1

Unit 01163 Bill To JUD85 Pretax Amt 294.00 USD
 Invoice 63087861 JUD WINDSOR UNIT FAMILY Max Rows 99
 DIVISION

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Identifier 8024 Net Extended 294.00
 Table Description Monthly copier fee

Quantity -94.000
 Unit of Measure EA
 Unit Price 1.0000
 Gross Extended 294.00
 Less Discount 0.00
 Plus Surcharge 0.00
 Net Extended 294.00
 VAT Amount 0.00
 Tax Amount 0.00
 Net Plus Tax 294.00

From Date
 To Date
 Line Type REV
 Tax Code
 Exempt Cert
☒ Accumulate
☐ Tax Exempt

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search
 Navigation Line - Info 1

Page Series
 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

15. Make adjustment - In this example the quantity is being reduced by 94

16. Click [Save](#)

The following **Message** appears:

Message

Approval for this bill is currently not required. The Bill Approval Status will be set to initial if saved.

Approval will then be required and the bill must be submitted for approval. Press OK to save or Cancel to not Save.

OK Cancel

17. Click [OK](#)

You are returned to the **Line - Info 1** page:

Unit 01163 Invoice 63087861 Pretax Amt -94.00 USD

Status RDY Invoice Date Cycle ID MONTHLY
*Type CNV Source *Frequency Once
*Customer JUD85 SubCust1 SubCust2
JUD WINDSOR UNIT FAMILY DIVISION
*Invoice Form XP_PS/GEN From Date To Date
Accounting Date Pay Terms DUR Pay Method Check
Remit To BGS Bank Account 001
Sales BGS Bill Inquiry Phone 802-828-1012
Credit BGS Collector BGS
Billing Specialist HQUENNEV Billing Authority
Heidi Quenneville

Go to: Header Info 2 Address Copy Address Approvals
Notes Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Info 1
Save Return to Search Notify Refresh Add Update/Display

18. Click on **Header – Info 1** tab

19. Click on the **Approvals** link

The **Approvals** window opens:

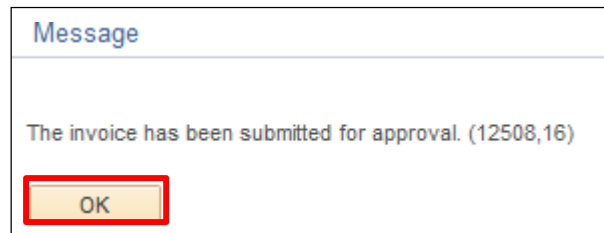
Approvals Help

Business Unit 01163
Invoice 63087861
Pretax Amount -94.00
Approval Status Initial
Comment Reduced quantity by 94 units.
View Supporting Documentation
Submit for Approval Preview Approvals
OK Cancel Refresh

20. Add a **comment** if desired

21. Click **Submit for Approval**

The following **Message** appears:



22. Click **OK**

Note: *The invoice has been submitted to the approval process which is documented below in the Approve Credit Bills section. The invoice will be selected for the Generate Invoices process when the approval is complete.*

Create Net Adjustment Only is Complete

Create Reversal and Rebill

Creates two new lines - one that credits the original line chosen, and one that reflects the adjustment.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Maintain Bills > Adjust Selected Bill Lines

Navigator Menu navigation: Billing > Maintain Bills > Adjust Selected Bill Lines

The **Adjust Selected Bill Lines** search page displays:

A screenshot of the 'Adjust Selected Bill Lines' search page in a software application. The page has a title 'Adjust Selected Bill Lines' and a section 'Find an Existing Value'. Under this section is a 'Search Criteria' area with the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The main search area contains four fields: '*Business Unit' (a dropdown menu), 'Invoice' (a text field with 'begins with' and '63089882'), 'Customer' (a text field with 'begins with'), and 'Contract' (a text field with 'begins with'). There are magnifying glass icons next to the Invoice and Customer fields. Below these fields is a link 'Show fewer options' and a checkbox 'Case Sensitive'. At the bottom are two buttons: 'Search' (highlighted with a red border) and 'Clear'.

1. **Business Unit** - Enter valid value
2. **Invoice** - Enter valid value
3. **Customer** - Not required or enter valid value
4. **Contract** - Not used by SOV
5. Click **Search**

The **Adjust Selected Bill Lines** page displays:

Unit 01163
Bill To AGR10
AGR ARMS

Invoice 63089882
Invoice Amt 95.03
USD

Line Adjustment Parameters

☐ No Bill Action
☒ **Adjust Selected Lines**
☐ Add to Existing Bill

Line Opt Create Reversal and Rebill

Adjustment Reason Default

Line Adjustment Results

*Adjustment NEXT

Total Lines Adjusted

Set Filter Options
1 To 8 Of 8
Sort L

Select Bill Lines
Personalize | Find | View All | First 1-4 of 8 Last

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	1	IC1001	Print DP 8.5x11 Duplex	16.79	16.79	
<input checked="" type="checkbox"/>	2	2	IC1552	Paper 8.5x11 24# Ultra Orange	8.40	8.40	PRICE
<input type="checkbox"/>	3	3	IC2075	Inserting per sheet or piece	6.84	6.84	
<input type="checkbox"/>	4	4	IC2160	Original - Setup (per 1/4 hour	7.00	7.00	

☒ Select All
☐ Clear All

Save
 Return to Search
 Notify
 Refresh

6. **Select Bill Adjustment Action** - No Bill Action defaults, select **Adjust Selected Lines**

7. **Line Opt** - Select **Create Reversal and Rebuild**

8. **Select Bill Lines** - Select the line to adjust

9. **Adjustment Reason** - Select the adjustment reason

10. Click **Save**

Adjust Selected Bill Lines

Unit 01163 Bill To AGR10 AGR ARMS
 Invoice 63089882 Invoice Amt 95.03 USD

Line Adjustment Parameters

☒ No Bill Action
☐ Adjust Selected Lines
☐ Add to Existing Bill

Line Opt: Create Reversal and Rebill

Adjustment Reason Default:

Line Adjustment Results

*Adjustment 63089978 Header Info 1

Total Lines Adjusted 1 Bill Line Info 1

Set Filter Options 1 To 8 Of 8 Sort L [1-8] [1-8]

Select Bill Lines Personalize | Find | View All | First 1-4 of 8 Last

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input type="checkbox"/>	1	1	IC1001	Print DP 8.5x11 Duplex	16.79	16.79	<input type="text"/>
<input checked="" type="checkbox"/>	2	2	IC1552	Paper 8.5x11 24# Ultra Orange	8.40	8.40	PRICE <input type="text"/>
<input type="checkbox"/>	3	3	IC2075	Inserting per sheet or piece	6.84	6.84	<input type="text"/>
<input type="checkbox"/>	4	4	IC2160	Original - Setup (per 1/4 hour	7.00	7.00	<input type="text"/>

☒ Select All ☐ Clear All

11. Line Adjustment Results - The new invoice number appears

12. Click on the **Header Info 1** link

A new window opens:

Header - Info 1 | **Line - Info 1**

Unit 01163 Invoice 63089978 Pretax Amt 0.00 USD

Status RDY

*Type CPY

*Customer AGR10 View Activity

AGR ARMS

*Invoice Form XP_PS/GEN

Accounting Date

Remit To BGS

Sales BGS

Credit BGS

Billing Specialist CNILES

Churchill, Connie

Invoice Date

Source INTERFACE

SubCust1

From Date

Pay Terms DUR

Bank Account 001

Bill Inquiry Phone 802-828-2830

Collector BGS

Billing Authority

Cycle ID MONTHLY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to: Header Info 2 Address Copy Address
 Notes Express Entry Attachments
 Summary Bill Search Line Search Navigation Header - Info 1

Header - Info 1 | Line - Info 1

13. Status - Defaults to **NEW**, change to **RDY**

14. Click on the **Line - Info 1** tab

The **Line - Info 1** page displays:

Header - Info 1 | Line - Info 1

Unit 01163 Bill To AGR10 Pretax Amt 0.00 USD
Invoice 63089978 AGR ARMS Max 99 Rows

Bill Line Find **View 1** First 1-2 of 2 Last

Seq 1 Line Net Extended -8.40
Table ID Identifier IC1552 Description Paper 8.5x11 24# Ultra Orange

Quantity -311.0000 From Date To Date Line Type REV ☒ Accumulate
Unit of Measure SH Unit Price 0.0270 Tax Code ☐ Tax Exempt
Gross Extended -8.40 Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended -8.40
VAT Amount 0.00
Tax Amount 0.00
Net Plus Tax -8.40

Seq 2 Line Net Extended 8.40
Table ID Identifier IC1552 Description Paper 8.5x11 24# Ultra Orange

Quantity 311.0000 From Date To Date Line Type REV ☒ Accumulate
Unit of Measure SH Unit Price 0.0240 Tax Code ☐ Tax Exempt
Gross Extended 8.40 Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended 8.40
VAT Amount 0.00
Tax Amount 0.00
Net Plus Tax 8.40

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry

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

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

15. Click on **View All** to see both lines (this action causes the link to re-label to **View 1**)

16. **Unit Price** - Adjust the price on line 2

17. Click **Save**

Header - Info 1

Line - Info 1

Unit 01163
Invoice 63089978

Bill To AGR10
AGR ARMS

Pretax Amt
-0.94 USD

Max 99
Rows

Bill Line

Find | View 1

First 1-2 of 2 Last

Seq 1

Line

Table ID

Identifier IC1552

Net Extended -8.40

Description Paper 8.5x11 24# Ultra Orange

Quantity -311.0000

Unit of Measure SH

Unit Price 0.0270

Gross Extended -8.40

From Date

To Date

Line Type REV

Tax Code

Exempt Cert

☒ Accumulate

☐ Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Net Extended -8.40

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax -8.40

Seq 2

Line

Table ID

Identifier IC1552

Net Extended 7.46

Description Paper 8.5x11 24# Ultra Orange

Quantity 311.0000

Unit of Measure SH

Unit Price 0.0240

Gross Extended 7.46

From Date

To Date

Line Type REV

Tax Code

Exempt Cert

☒ Accumulate

☐ Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Net Extended 7.46

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax 7.46

Go to:

Line Info 2

Tax

Accounting

Discount/Surcharge

Notes

Express Entry

Summary

Bill Search

Line Search

Navigation Line - Info 1

Page Series

Prev Next

Save

Return to Search

Notify

Refresh

Add

Update/Display

Header - Info 1 | Line - Info 1

18. Price has changed from .0270 to .0240 as well as the gross extended

19. Click on [Header - Info 1](#) link

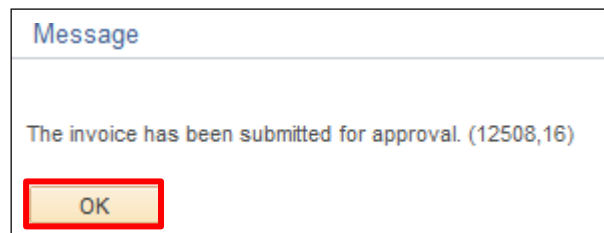
The **Header - Info 1** page displays:

20. Click on the **Approvals** link

The **Approvals** window opens:

21. Click on **Submit for Approval**

The following **Message** appears:



Message

The invoice has been submitted for approval. (12508,16)

OK

22. Click **OK**

Note: The invoice has been submitted to the approval process which is documented bellow in the **Approve Credit Bills** section. The invoice will be selected for the **Generate Invoices** process when the approval is complete.

Create Reversal and Rebill is Complete

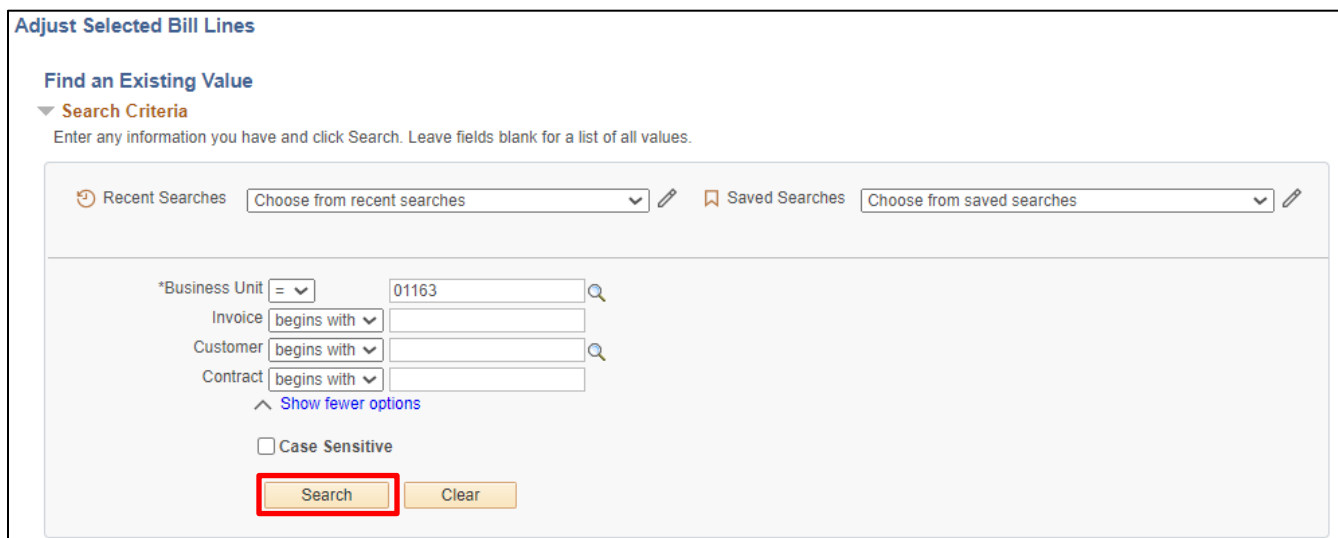
Credit line

Creates one line with a reversal of the amounts from the original line chosen. You can adjust a bill header or bill line only once.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Maintain Bills > Adjust Selected Bill Lines

Navigator Menu navigation: Billing > Maintain Bills > Adjust Selected Bill Lines

Adjust Selected Bill Lines page displays:



Adjust Selected Bill Lines

Find an Existing 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

*Business Unit = 01163

Invoice begins with

Customer begins with

Contract begins with

^ Show fewer options

☐ Case Sensitive

Search Clear

1. **Business Unit** - Enter valid value
2. **Invoice** - Enter valid value or leave blank
3. **Customer** - Not required or enter valid value
4. **Contract** - Not used by SOV
5. Click **Search**

The **Adjust Selected Bill Lines** page displays:

Unit 01163
Invoice 63089701

Bill To COR20
Invoice Amt 1,902.00

COR EDUCATION
USD

Line Adjustment Parameters

☐ No Bill Action
☒ **Adjust Selected Lines**
☐ Add to Existing Bill

Line Opt Credit Line
Adjustment Reason Default

Line Adjustment Results

*Adjustment NEXT
Total Lines Adjusted

Set Filter Options
1 To 12 Of 12
Sort L
Personalize | Find | View All | First 1-4 of 12 Last

Select Bill Lines

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input checked="" type="checkbox"/>	1	1	IC4019	Copier - Monthly Lease Fee	152.00	152.00	QUANTITY
<input type="checkbox"/>	2	2	IC4019	Copier - Monthly Lease Fee	152.00	152.00	
<input type="checkbox"/>	3	3	IC4019	Copier - Monthly Lease Fee	152.00	152.00	
<input type="checkbox"/>	4	4	IC4019	Copier - Monthly Lease Fee	152.00	152.00	

☒ Select All
☐ Clear All

6. Line Adjustment parameters - Select **Adjust Selected Lines**

7. Line Opt - Select Credit Line

8. Select Bill Lines - Select the line or lines to adjust

9. Adjustment Reason - Select **Adjustment Reason** using the look-up icon

10. Click **Save**

Adjust Selected Bill Lines page displays with new adjustment invoice

Adjust Selected Bill Lines

Unit 01163 Bill To COR20 COR EDUCATION
 Invoice 63089701 Invoice Amt 1,902.00 USD

Line Adjustment Parameters

☒ No Bill Action
☐ Adjust Selected Lines
☐ Add to Existing Bill

Line Opt Credit Line

Adjustment Reason Default

Line Adjustment Results

*Adjustment 63089977 **Header Info 1**
 Total Lines Adjusted 1 Bill Line Info 1

Set Filter Options

1 To 12 Of 12 Sort L 1-4 of 12 First 1-4 of 12 Last

Select Bill Lines Personalize Find View All 1-4 of 12 First 1-4 of 12 Last

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input checked="" type="checkbox"/>	1	1	IC4019	Copier - Monthly Lease Fee	152.00	152.00	QUANTITY
<input type="checkbox"/>	2	2	IC4019	Copier - Monthly Lease Fee	152.00	152.00	
<input type="checkbox"/>	3	3	IC4019	Copier - Monthly Lease Fee	152.00	152.00	
<input type="checkbox"/>	4	4	IC4019	Copier - Monthly Lease Fee	152.00	152.00	

☒ Select All ☐ Clear All

Save Return to Search Notify Refresh

11. Click on the **Header - Info 1** link

The **Header - Info 1** page displays:

Header - Info 1 Line - Info 1

Unit 01163 Invoice 63089977 Pretax Amt -152.00 USD

Status RDY

*Type CNV

*Customer COR20

COR EDUCATION

*Invoice Form XP_PS/GEN

Accounting Date

Remit To BGS

Sales BGS

Credit BGS

Billing Specialist CNILES

Churchill, Connie

Invoice Date

Source INTERFACE

SubCust1

From Date

Pay Terms DUR

Bank Account 001

Bill Inquiry Phone 802-828-2830

Collector BGS

Billing Authority

Cycle ID MONTHLY

*Frequency Once

SubCust2

To Date

Pay Method Check

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh

Page Series Prev Next

Header - Info 1 | Line - Info 1

12. **Status** - Status defaults as **NEW** change to **RDY**

13. Click **Save**

14. Click on the **Line - Info 1** tab

The Line - Info 1 page is displayed:

Header - Info 1 | Line - Info 1

Unit 01163 Bill To COR20 Pretax Amt -152.00 USD
Invoice 63089977 COR EDUCATION Max Rows 99

Find | View All First 1 of 1 Last

Seq 1 Line Net Extended -152.00
Table ID Identifier IC4019 Description Copier - Monthly Lease Fee

Quantity -152.0000 From Date
Unit of Measure EA To Date
Unit Price 1.0000 Line Type REV Accumulate
Gross Extended -152.00 Tax Code Tax Exempt
Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended -152.00
VAT Amount 0.00
Tax Amount 0.00

Net Plus Tax -152.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Line - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

15. Original line is credited and will pick up in next Generate Invoice Processes

16. Click on **Header - Info 1** tab

The Header - Info 1 page displays:

Header - Info 1 | Line - Info 1

Unit 01163 Invoice 63089979 Pretax Amt 0.28 USD

Status RDY Invoice Date Cycle ID MONTHLY
*Type CPY Source INTERFACE *Frequency Once
*Customer AOT40 SubCust1 SubCust2

AOT FINANCE & ADMINISTRATION
*Invoice Form XP_PS/GEN
Accounting Date
Remit To BGS
Sales BGS
Credit BGS
Billing Specialist CNILES
Churchill, Connie

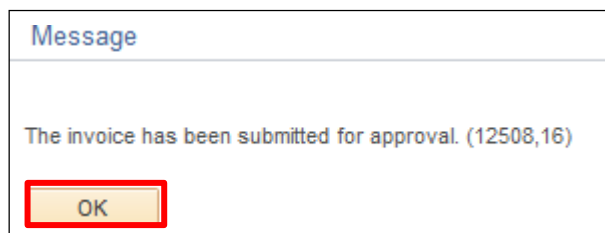
From Date Pay Terms DUR To Date
Bank Account 001 Pay Method Check
Bill Inquiry Phone 802-828-2830
Collector BGS
Billing Authority

Go to: Header Info 2 Address Copy Address Approvals Page Series Prev Next
Notes Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

17. Click on the **Approvals** link

The following **Message** appears:



18. Click **OK**

Note: The invoice has been submitted to the approval process which is documented bellow in the Approve Credit Bills section. The invoice will be selected for the Generate Invoices process when the approval is complete.

Adjust Selected Bill Lines Credit Line is Complete

Approve Credit Bill

Possible situations when this function is used: Credit bills that have a credit adjustment on \$1 or more require approval. Credit bills are submitted for approval when the bill status is set to RDY. A Worklist notice is sent to each VISION User with authority to approve credits for a department.

Navigation: Worklist > Worklist

A Credit Bill is submitted for approval when a credit is created and the Bill Status is set to Ready to Invoice (RDY) with any of three options; enter a bill line with a negative amount, Adjust Entire Bill process or Adjust Selected Bill Lines process. Once submitted for approval the approval task is routed to the **Worklist** of each person eligible to approve the transactions for the submitting department.

The navigation above opens the list of items requiring approval by the individual authorized to approve the submitted transaction.

Worklist

Worklist for SFULLER: Stephanie L Fuller

Detail View

Worklist Filters

Feed

Worklist Items

Personalize | Find | View All |

From	Date From	Work Item	Worked By Activity	Priority	Link	
SCI-Randy Smith	12/12/2018	Approval Routing	Approval Workflow	3-Low	Credit Invoice, 143, VTCredit Invoice Approval, 2018-01-11, N. 0, BUSINESS UNIT 01106 INVOICE 69162633 RDC.RA.0.A	Mark Worked
Earl Stubin	12/04/2018	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 265, VoucherApprovalDefault, 1901-01-04, N. 0, BUSINESS UNIT 01110 VOUCHER ID:00007771 RDC.RA.0.A	Mark Worked
Karen L Symonds	11/29/2018	Transaction Denied	Approval Workflow	3-Low	FormApproval, 45, VT SEC REQ, 1900-01-01, N. 0, Vision Module Security Form, SEC-06 TEST - 9	Mark Worked
Karen L Symonds	11/27/2018	Transaction Denied	Approval Workflow	3-Low	FormApproval, 43, VT EXP ACC, 1900-01-01, N. 0, Vision Expense Access Request, SEC-05 Test - 7	Mark Worked
Karen L Symonds	11/27/2018	Transaction Denied	Approval Workflow	3-Low	FormApproval, 42, VT EXP ACC, 1900-01-01, N. 0, Vision Expense Access Request, SEC-05 Test - 7	Mark Worked
Ruthellen Doyon	11/23/2018	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 226, VoucherApprovalDefault, 1901-01-04, N. 0, BUSINESS UNIT 01105 VOUCHER ID:00025807 RDC.RA.0.A	Mark Worked
Ruthellen Doyon	11/23/2018	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 227, VoucherApprovalDefault, 1901-01-04, N. 0, BUSINESS UNIT 01105 VOUCHER ID:00025808 RDC.RA.0.A	Mark Worked
Ruthellen Doyon	11/23/2018	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 225, VoucherApprovalDefault, 1901-01-04, N. 0, BUSINESS UNIT 01105 VOUCHER ID:00025806 RDC.RA.0.A	Mark Worked
VISION, Batch User	11/12/2018	Contract Thresholds	Expiring Contracts / Max \$		0000000000000000000000034740, STATE, 1., 2018-06-30, 0000085194, SFULLER	Mark Worked

Refresh

Credit Invoice approval items in the list have a link identified by the **Approval Process Name (Credit Invoice)** and the specific worksheet is identified by the worksheet **Business Unit** and **Invoice ID (01106/69162633)**.

Note: The **Worklist** can be sorted by clicking on a column heading. For example, to locate an approval request from a specific individual click on **From** in the heading for the first column then scroll through the list to find the individual's request.

1. Click the **Link** identified by the **Approval Process Name (Credit Invoice)** and the **BU and Invoice ID**.

The **Header - Info 1** page opens to the bill requiring approval:

Header - Info 1 | Line - Info 1

Unit 01106 Invoice 69162633 Pretax Amt -238.62 USD

Status RDY Invoice Date Cycle ID MONTHLY

*Type TEL Source INTERFACE *Frequency Once

*Customer VHS9 SubCust1 SubCust2

VT HISTORICAL SOCIETY ADMIN

*Invoice Form XP_PS/GEN From Date To Date

Accounting Date Pay Terms DUR Pay Method Check

Remit To GOVNT Bank Account 001

Sales BGS Bill Inquiry Phone 802-828-1600

Credit BGS Collector BGS

Billing Specialist LLABOUNT Billing Authority

Labounty, Lisa

Go to: Header Info 2 Address Copy Address Approvals

Notes Express Entry Attachments Page Series

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

Save Return to Search Notify Refresh Add Update/Display

The **Bill Status** is set to Ready to Invoice (RDY) and the **Approvals** link is available. This link is only visible on **Header - Info 1** for bills that require approval.

You can navigate to any associated pages to review the bill before approving by selecting the available links or using the Navigation drop down list.

2. Click on the **Approval** link button to approve the transaction

The **Approvals** page appears, and the **Approval Status** is **Pending**:

The screenshot shows a window titled "Approvals" with a close button in the top right corner. A "Help" link is also present. The main area displays the following information: Business Unit 01106, Invoice 69162633, Pretax Amount -238.62, and Approval Status Pending. Below this is a "Comment" label followed by a text input field. At the bottom, there are two columns of buttons. The left column has "View Supporting Documentation" and "Approve" (which is highlighted with a red rectangle). The right column has "Approval Monitor" and "Deny". Below these are three buttons: "OK", "Cancel", and "Refresh".

Business Unit 01106	
Invoice 69162633	
Pretax Amount -238.62	
Approval Status Pending	
Comment	<input type="text"/>
View Supporting Documentation	Approval Monitor
Cancel Approval Process	Restart Approval Process
Approve	Deny
OK	Cancel
Refresh	

From the **Approvals** page the following actions can be initiated:

- **Cancel Approval Process** - Sets the Approval Status to Initial and requires a resubmission for the approval process to complete
- **Restart Approval Process** - Resubmits the approval request and sets the Approval Status to Pending. The invoice cannot be approved by the VISION User that Restarts the process as one person cannot submit and approve an invoice
- **Deny** - Sets the Approval Status to Denied. The Deny action requires a comment to be added here to explain the reason for denial. Approval Status is set to Denied and must be resubmitted to continue the approval process
- **Approve** - Approval Status is set to Approved and the invoice is ready for the Generate Invoices process.

3. Click **Approve**

Approve Credit Bill is Complete

Search Results Job Aid – Review Billing Information

Possible situations when this function is used: The Search Results Job Aid provides you with information on how to narrow a search in the Billing module. If some fields on search pages are left blank, the searcher will receive a large list of search results. These fields include:

- Business Unit
- Invoice
- Bill Status
- Customer

Use this job aid to learn how to narrow your searches. In this scenario, your work requires you to do a search on a specific invoice.

Begin by going to any **Search** page. In this scenario, use the Billing WorkCenter > Links pagelet > Review Billing Information > Bill Details

The **Bill Inquiry** search page displays:

Bill Inquiry

Find an Existing 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 ✎

*Business Unit = [] 🔍

Invoice begins with [] 🔍

Bill Status = [] 🔍

Customer begins with [] 🔍

Contract begins with [] 🔍

^ Show fewer options

☐ Case Sensitive

Search Clear

1. Click on the **Business Unit Look Up** button to search for your Business Unit

The **Look Up Business Unit** page displays:

Business Unit	Description
01100	Administration Agency
01106	DII Telecommunications
01107	DII System Management
01108	DII Customer Support
01109	DII Call Center
01120	Human Resources-Gov'tal
01130	Libraries
01151	BGS Public Records

2. Select your Business Unit

3. Click on the **Invoice** dropdown list to display a list of search options:

Bill Inquiry

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

Find an Existing Value

Search Criteria

Business Unit = 01163

Invoice begins with

Bill Status begins with

Customer contains

Contract =

Case Sen not =

Limit the number < to 300): 300

Search

Basic Search Save Search Criteria

4. These search options are the same for all fields. Use the list below to learn more about each of these search options and how to use them:

- **Begins with** - Use the Begins with option if you do not know the full invoice #, but know the first few numbers. For example, to search for invoice # 51002999 enter 51002. If you do this, the search results will display all invoices beginning with 51002

- **Contains** - Use the Contains option if you do not know the invoice #, but know some of the numbers in it. For example, to search for 51002999, enter 1002. If you do this, the search results will display all invoices containing the # 1002
- **=** - Use the = option if you know exactly what invoice you are searching for is. For example, to search for 51002999, enter 51002999. The search results will display only 51002999
- **Not =** - Use the Not = option to search for all invoices except one in particular. For example, if you want the search results to display all invoices for a particular Business unit except 51002999, type 51002999. If you do this, the search results list will display all Invoices except 51002999
- **<** - Use the < option to search for all invoices beginning with a number smaller than the one you enter. For example, if you type 51002999, the search results list will display all invoices less than 51002999
- **<=** - Use the <= option to search for all invoices beginning with an invoice # smaller than or equal to another. For example, if you type 51002, the search results will display all invoices less than your entry
- **>** - Use the > option to search for all invoices beginning with an invoice # greater than the one you enter. For example, if you type 51002999, the search results list will display all invoices starting with 51003000 and up
- **>=** - Use the >= option to search for all invoices # beginning with a number greater than or equal to the one you enter. For example, if you type 5102999, the search results list will display all invoice #'s beginning with 5102999 and up
- **Between** - Use the "between" option to search for all invoice #'s between two different invoices which you enter. For example, if you type 5102999 and 5103999, the search results list will display all invoices beginning with 5102999 and ending with 5103999
- **In** - Use the In option to search for more than one Business Unit at a time. For example, if you type 01151, 01177, with customer field entered as BGS2, the search results will display both Business unit invoices for that customer

Review Billing Information

Possible situations when this function is used: Review general bill information. In order to review a bill, the bill needs to be at an INV status. If you inquire on a bill not in INV status you will receive an error message “no matching values were found”. When reviewing a bill, the navigation will bring you to the Header – Info 1 page and from there you can drill down to all pages of the bill.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Review Billing Information > Bill Details

Navigator Menu navigation: Billing > Review Billing Information > Details

The **Bill Inquiry** page displays:

The screenshot shows the 'Bill Inquiry' page with a section titled 'Find an Existing Value'. Under 'Search Criteria', there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches', both set to 'Choose from recent searches' and 'Choose from saved searches' respectively. The main search area contains several fields: '*Business Unit' (a dropdown menu followed by a text box containing '01100'), 'Invoice' (a dropdown menu set to 'begins with' followed by a text box containing '66002685'), 'Bill Status' (a dropdown menu), 'Customer' (a dropdown menu set to 'begins with' followed by a text box), and 'Contract' (a dropdown menu set to 'begins with' followed by a text box). There is a 'Show fewer options' link below the contract field. A 'Case Sensitive' checkbox is also present. At the bottom are 'Search' and 'Clear' buttons. A red rectangle highlights the '*Business Unit' and 'Invoice' fields and the 'Search' button.

1. **Business Unit** - Enter valid value
2. **Invoice** - Enter Valid value
3. **Bill Status** - Not a required field, to narrow the search selection you can click on drop down arrow to select a valid value
4. **Customer** - Select valid value not required
5. **Contract** - Not used by SOV
6. Click **Search**

Header - info 1 page displays:

Header - Info 1

Line - Info 1

Unit 01100

Invoice 66002685

Invoice Amt 2,028.17 USD

SEY

Status INV

Type AO

Customer NR7

NR OFFICE OF MANAGEMENT SRVCS

Invoice Form XP_PS/GEN

Accounting Date 12/14/2017

Remit To ADM

Sales BGS

Credit BGS

Billing Specialist CTOUCHET

Caitlin Touchette

Invoice Date 12/14/2017

Source MANUAL

SubCust1

From Date

Pay Terms DUR

Bank Account 001

Bill Inquiry Phone 802-828-3078

Collect BGS

Billing Authority

Cycle ID MONTHLY

Frequency Once

SubCust2

To Date

Pay Method Check

Go to:

Header Info 2

Address

Copy Address

Notes

Summary

Commit Cntrl

Bill Search

Line Search

Header - Info 1

Page Series

Prev

Next

Return to Search

Notify

Refresh

Header - Info 1 | Line - Info 1

Depending on what you want to review, click on any of the links on the **Header - Info 1** page. You can navigate to additional pages by selecting a page from the drop-down list in the lower right section of this page.

Review Bill Details is Complete

Review Recurring Bill Schedule – Dept. of Corrections Only

Possible situations when this function is used: You can review the schedule that has been created by customer. This navigation will walk you through the steps to review bill templates that have been established.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Review Billing information > Recurring Bill Schedule

Navigator Menu navigation: Billing > Review Billing Information > Recurring Bill Schedule

The **Recurring Schedule Inquiry** search page displays:

Recurring Schedule Inquiry

Find an Existing 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 ✎

*Business Unit = 03545 🔍
Invoice begins with SUP033536 🔍
Bill Status =
Customer begins with 🔍
Contract begins with 🔍
Bills in Business Unit = 🔍
Template Invoice Flag =
[^ Show fewer options](#)
☐ Case Sensitive
Search Clear

1. **Business Unit** - Enter Valid Value
2. **Invoice** - Enter Valid Value or select from 🔍
3. **Bill Status**- Enter selection from Drop down list **or** leave blank
4. **Customer** - Enter Valid Value or select from 🔍 **or** leave blank
5. **Contract** -Not used by SOV
6. **Bills in Business Unit** - Leave Blank
7. **Template Invoice Flag** - Leave blank or select Recurring Bill
8. Click **Search**

The **Recurring Bill Schedule** page displays:

Recurring Bill Schedule

Business Unit 03545

Template Invoice SUP033536

Start Date 10/01/2018

End Date 08/01/2020

Recurring Schedule			Find View All	First	1-2 of 23	Last
Generate Date	Invoice Date	Invoice	Inv Generated?	Date		
10/01/2018	10/01/2018	SUP033543	Y	10/01/2018		
From Date		10/01/2018	To Date	10/31/2018		
Generate Date	Invoice Date	Invoice	Inv Generated?	Date		
11/01/2018	11/01/2018	NEXT	N			
From Date		11/01/2018	To Date	11/30/2018		

Return to Search

Notify

This page will display all scheduled invoices. Those that have been processed and those scheduled for processing.

Review Recurring Bill Schedule is Complete

Review AR Pending Item

Possible situations when this function is used: This review will allow you to view pending items created through the LOADAR process. When LOADAR process runs to complete, all invoices are grouped into one pending group.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Review Billing Information > AR Pending Items

Navigator Menu navigation: Billing > Review Billing Information > AR Pending Items

The **AR Pending Items** search page displays:

AR Pending Items

Find an Existing 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

*Group Unit = 01110

Group ID begins with 1048

User ID begins with

Assigned Operator ID begins with

^ Show fewer options

☐ Case Sensitive

Search Clear





1. **Group Unit** - Enter valid value or select from
2. **Group ID** - Enter valid value
3. **User ID** - Enter valid value or leave blank
4. **Assigned Operator ID** - Enter valid value or leave blank
5. Click **Search**


The **AR Pending Items** page displays:

AR Pending Items


Unit 01100Group ID 1048Entered 04/14/2015


Billing Pending Items

Personalize | Find | View All |   First  1 of 1  Last

Seq	Customer	Item ID	Line	Acctg Date	Terms	Amount	Currency	Base Amt	Currency	Exchange Rate Detail
1	FW7	FW UC QTR 033115		04/14/2015	DUR	10086.51	USD	10086.51	USD	

Group Total10,086.51 USD

 Return to Search

 Notify

This page allows you to view invoices that processed through the ARLOAD process. Overnight, a batch process ARUPDATE will run and post these invoices to customer's accounts.

Review AR Pending Items is Complete

Review Accounting Entries by Invoice

Possible situations when this function is used: To inquire on a specific invoice to see the accounting, view when the invoice posted to general ledger and the journal # associated.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Review Billing Information > Review Accounting Entries by Invoice

Navigator Menu navigation: Billing > Review Billing Information > Review Entries by Invoice

The **Accounting Entries by Invoice** search page displays:

AR Pending Items

Find an Existing 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

*Group Unit = 01100

Group ID begins with

User ID begins with

Assigned Operator ID begins with

^ Show fewer options

☐ Case Sensitive

Search Clear

1. **Business Unit** - Enter Valid Value or select
2. **Invoice** - Enter Valid Value
3. Click **Search**

The **Review Entries by Invoice** page displays:

Review Entries by Invoice

Unit 01100 Bill To BGS24 Invoice Amt 15,855.00 USD
 Invoice 66002819 BGS FEE FOR SPACE ADMIN

Accounting Entries Personalize | Find | View All | | First 1-3 of 3 Last

Acctg Information Transaction Amounts Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Fund	Dept	Program	Class	Project	Analysis Type	Affiliat
01100	09/01/2018	Accounts Receivable	110001	56300	1100129000					
01100	09/01/2018	Recognized Revenue	424320	56300	1100129000					
01100	09/01/2018	Recognized Revenue	424320	56300	1100129000					

Total Debits 15,855.00 USD Total Credits -15,855.00 USD

Return to Search Notify

You can click on page tabs to view additional information:

Review Entries by Invoice

Unit 01100 Bill To BGS24 Invoice Amt 15,855.00 USD
 Invoice 66002819 BGS FEE FOR SPACE ADMIN

Accounting Entries Personalize | Find | View All | | First 1-3 of 3 Last

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

GL Unit	Acctg Date	Type	Account	Transaction Amt	Currency	Base Amt	Base Currency
01100	09/01/2018	Accounts Receivable	110001	15,855.00	USD	15,855.00	USD
01100	09/01/2018	Recognized Revenue	424320	-15,750.00	USD	-15,750.00	USD
01100	09/01/2018	Recognized Revenue	424320	-105.00	USD	-105.00	USD

Total Debits 15,855.00 USD Total Credits -15,855.00 USD

Return to Search Notify

Transaction Amounts tab displays account #'s and transaction amount

- Click on the **Journal Information** tab

Review Entries by Invoice

Unit 01100

Bill To BGS24

Invoice Amt 15,855.00 USD

Invoice 66002819

BGS FEE FOR SPACE ADMIN

Accounting Entries

Personalize

Find

View All

First

1-3 of 3

Last

Acctg Information

Transaction Amounts

Discounts/Surcharge

Journal Information

Reference Information

GL Unit	Acctg Date	Type	Account	Tax Authority	Journal ID	Line #	Journal Date	Status	Entry Event
01100	09/01/2018	Accounts Receivable	110001		BI02540207	1	09/01/2018	D	
01100	09/01/2018	Recognized Revenue	424320		BI02540207	2	09/01/2018	D	
01100	09/01/2018	Recognized Revenue	424320		BI02540207	2	09/01/2018	D	

Total Debits

15,855.00 USD

Total Credits

-15,855.00 USD

Return to Search

Notify

If journal generator was processed, this page gives you the Journal ID # associated with the invoices.

Review Accounting Entries by Invoice is Complete

Review Adjustment History

Possible situations when this function is used: You can adjust a bill header or bill line only once. This review can tell you if the invoice that you have has been adjusted another time.

WorkCenter navigation: Billing WorkCenter > Links pagelet > Review Billing Information > Adjustment History

Navigator Menu navigation: Billing > Review Billing Information > Adjustment History

The **Adjustment History** search page displays:

Adjustment History

Find an Existing 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 ▼ ✎

*Business Unit = ▼ 01100 🔍
Invoice begins with ▼ 66002460 🔍
Bill Status = ▼
Customer begins with ▼ 🔍
Contract begins with ▼
Bills in Business Unit = ▼ 🔍
Template Invoice Flag = ▼

^ Show fewer options

☐ Case Sensitive

Search Clear

1. **Business Unit** - Enter valid value or select 🔍
2. **Invoice** - Enter valid value
3. **Bill Status** - Select value from drop down
4. **Customer** - Leave Blank or enter valid value
5. **Contract** - Not used by SOV
6. **Bills in Business unit** - Leave blank or enter valid value
7. **Template Invoice Flag** - Leave blank
8. Click **Search**

The **Adjustment History** page displays:

Adjustment History





Unit 01100
Invoice 66002460
Bill To SHE12
Original 66002460
Prior
Next 66002640
Latest 66002640


SHE SUPPORT SERVICES


Select for Display

☒ List All Bills
☐ Invoiced Bills Only

Get Adjustment History

Invoices Selected						Personalize Find  	First 	1-2 of 2	 Last
Invoice	Status	Inv Type	Inv Date	Invoice Amount	Currency				
66002460	INV	REG	11/01/2016	142.80	USD				
66002640	INV	ACR	04/01/2017	-142.80	USD				

 Return to Search

 Notify

9. Invoices Selected - Displays original invoice and adjustment made to the invoice. In this example an original invoice was entered and a credit was processed

Some of the reasons for adjusting an invoice are: Billed wrong customer, charged incorrect charge code, incorrect Quantity, incorrect list price

10. Select for Display - You can display:

- **All Bills** - Defaults to this selection
- **Invoiced Bills Only** - This option displays only invoices that have a bill status of INV

Review Adjustment History is Complete

Invoice Register

Possible situations when this function is used: 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

The **Invoice Register** page displays:

The screenshot shows the 'Invoice Register' page. At the top right is a button labeled '+ Add a New Value'. Below this is a section titled 'Find an Existing Value' with a sub-section 'Search Criteria'. A text prompt says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus: 'Recent Searches' and 'Saved Searches', both with the text 'Choose from recent searches' and 'Choose from saved searches' respectively. Below these is a 'Run Control ID' section with a dropdown menu set to 'begins with' and an empty text input field. Below the input field is a link that says '^ Show fewer options'. Below that is a checkbox labeled 'Case Sensitive'. At the bottom of this section are two buttons: 'Search' (which is highlighted with a red rectangle) and 'Clear'.

Click on **Add a New Value** or **Find an Existing Value**

1. **Run Control ID** - Enter new or find existing run control
2. Click **Add** for new or **Search** for an existing run control

The **Invoice Register** page displays:

The screenshot shows the 'Invoice Register' page. At the top, there's a 'Run Control ID' field with 'Test2' and a 'Language' dropdown set to 'English'. To the right are links for 'Report Manager', 'Process Monitor', and a 'Run' button highlighted with a red box. Below this is the 'Report request Parameters' section. It contains a 'Business Unit' field with a search icon, labeled with a red circle 3. Below that is a 'Range Selection' box with two radio buttons: 'Final Date Range' (selected) and 'Bill Cycle', labeled with a red circle 4. To the right of the range selection are 'Start Date' and 'End Date' fields with calendar icons, labeled with a red circle 5. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

3. **Business Unit** - Enter valid value
4. **Range Selection** - Accept default
5. **Start Date/End Date** - If you generate invoice once a month you can enter for example: 05/01/2008 to 05/31/2008
6. Click **Run**

The **Process Scheduler Request** page is displayed:

The screenshot shows the 'Process Scheduler Request' dialog box. It has fields for 'User ID' (ETEST) and 'Run Control ID' (Test2). Below these are fields for 'Server Name', 'Recurrence', 'Time Zone', 'Run Date' (11/26/2018), and 'Run Time' (11:10:19AM), along with a 'Reset to Current Date/Time' button. A table titled 'Process List' is highlighted with a red box. It has columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. Two rows are visible: 'Invoice Register by Invoice Id' (selected) and 'Invoice Register by Customer'. At the bottom are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box.

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

7. **Process List** - Select by Invoice Id **or** By Customer
8. Click **OK**

Invoice Register

Run Control ID Test2 Report Manager Process Monitor Run

Language English ▼

Report request Parameters

Business Unit 01163 🔍

Range Selection

☒ Final Date Range Start Date 08/01/2018 📅 End Date 08/31/2018 📅

☐ Bill Cycle

Save Return to Search Notify Add Update/Display

9. Click on the [Report Manager](#) link

The **List** page displays:

List Explorer Administration Archives

View Reports For

User ID EHOEFEL Type Last 1 Days Refresh

Status Folder Instance to

Report List

🔍
1-25 of 25
View All

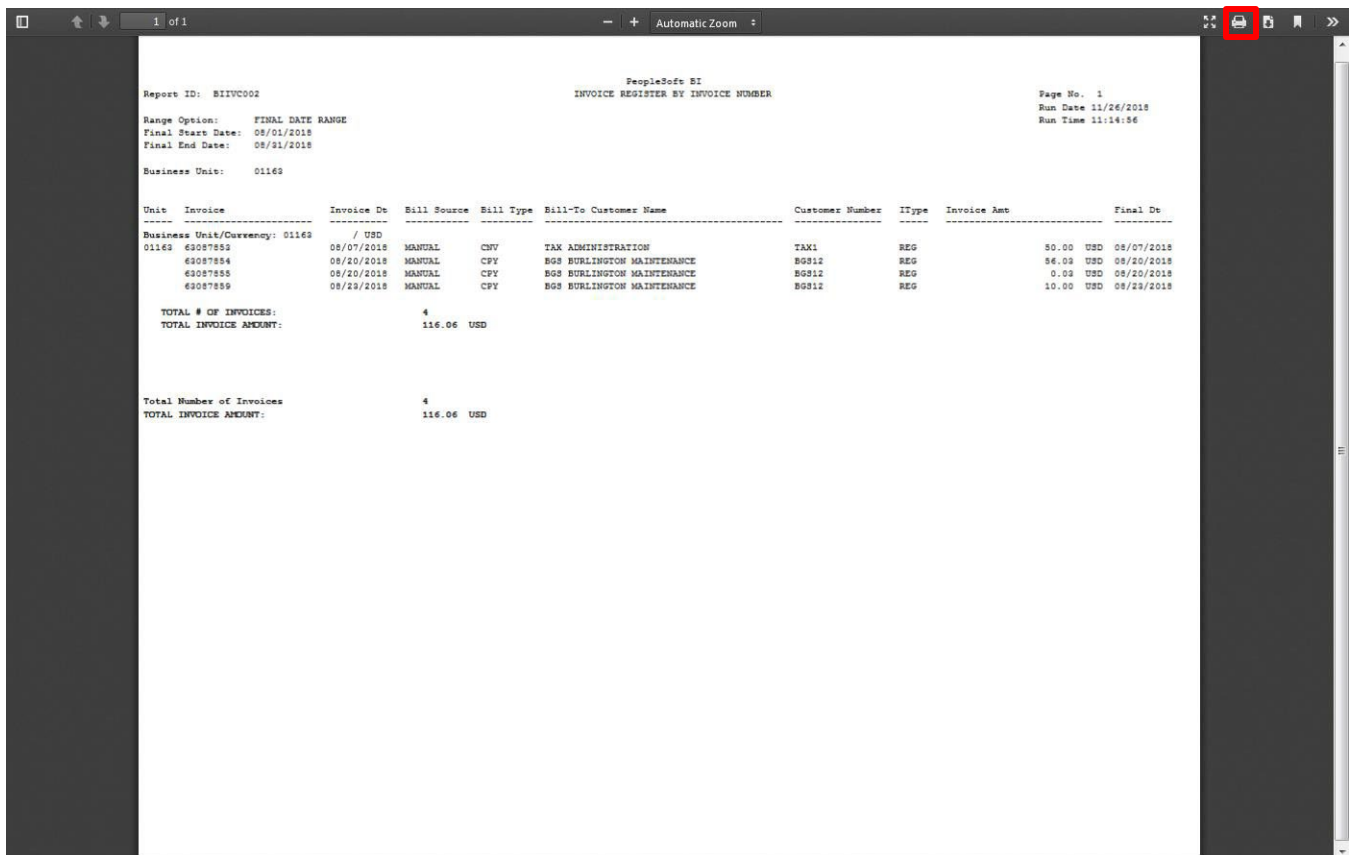
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5514213	12437325	Invoice Register by Invoice Id	01/23/2024 2:46:52PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5514206	12437319	Load AR Pending Items	01/23/2024 2:06:24PM	Acrobat (*.pdf)	Posted	Details

10. Click on [Administration](#) tab

11. Click [Refresh](#) until status of **Posted** is displayed

12. To print report, click on link under [Description](#) field

The Report appears in a new window, click the [print](#) icon to print report.



Report ID: BIIVC002 PeopleSoft BI
INVOICE REGISTER BY INVOICE NUMBER

Page No. 1
Run Date 11/26/2018
Run Time 11:14:56

Range Option: FINAL DATE RANGE
Final Start Date: 08/01/2018
Final End Date: 08/31/2018
Business Unit: 01162

Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	IType	Invoice Amt	Final Dt
Business Unit/Currency: 01162 / USD									
01162	63087852	08/07/2018	MANUAL	CMV	TAK ADMINISTRATION	TAK1	REG	80.00 USD	08/07/2018
	63087854	08/20/2018	MANUAL	CPY	BGS BURLINGTON MAINTENANCE	BGS12	REG	86.03 USD	08/20/2018
	63087855	08/20/2018	MANUAL	CPY	BGS BURLINGTON MAINTENANCE	BGS12	REG	0.03 USD	08/20/2018
	63087859	08/23/2018	MANUAL	CPY	BGS BURLINGTON MAINTENANCE	BGS12	REG	10.00 USD	08/23/2018
TOTAL # OF INVOICES:			4						
TOTAL INVOICE AMOUNT:			116.06 USD						
Total Number of Invoices			4						
TOTAL INVOICE AMOUNT:			116.06 USD						

Print Invoice Register is Complete

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

The **Reprint Invoices** page displays:

The screenshot shows the 'Reprint Invoices' page. At the top left is the title 'Reprint Invoices'. To the right is a button labeled '+ Add a New Value'. Below the title is a section 'Find an Existing Value' with a sub-section 'Search Criteria'. Under 'Search Criteria', there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two search filters: 'Recent Searches' with a dropdown 'Choose from recent searches' and 'Saved Searches' with a dropdown 'Choose from saved searches'. Below these is a 'Run Control ID' section with a dropdown menu currently showing 'begins with' and an adjacent text input field. Below the dropdown is a link 'Show fewer options'. There is also a checkbox labeled 'Case Sensitive'. At the bottom of this section are two buttons: 'Search' (highlighted with a red border) and 'Clear'.

1. Click on **Add a New Value** or **Find an Existing Value**
2. **Run Control ID** - Enter new or find existing run control
3. Click **Add** for new or **Search** for an existing run control

The **Reprint Invoices** page is displayed:

3. **Range Selection** - Select valid value – If you're printing one invoice or a range of invoices accept default of Invoice ID as shown above
4. **Business Unit** - Enter valid value
5. **From Invoice** - Enter invoice # when you tab out of field the invoice # will also populate to the **To Invoice** field
6. **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

7. Click **Save** 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:

Reprint Invoices | **Print Options**

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Print Invoice Sort By

- ☒ Country, Postal
- ☐ Cust, Bus Unit
- ☐ Bus Unit, Invoice

☐ Print Only Primary Copy

☐ Custom Label

☐ Use Current Effective Address

☐ Include Print Suppressed Forms

Summarization Options

For Invoices associated with Summarization Template:

- ☒ Print Detail
- ☐ Print Summarized
- ☐ Print Both Summarized & Detail

*Email Invoice Options Email Only

Save **Notify** **Add** **Update/Display**

Reprint Invoices | Print Options

9. Click **Save**

10. Click on the **Reprint Invoices** tab

Reprint Invoices | Print Options

Run Control ID Test_2 Report Manager Process Monitor **Run**

Language English Specified Language Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

☐ Include Attached Bills

☐ Include Open Items Only

Range Selection

- ☐ All
- ☐ Bill Cycle
- ☐ Date Bill Added
- ☐ Range ID
- ☐ Public Voucher Number
- ☒ Invoice ID
- ☐ Cust ID
- ☐ Bill Type
- ☐ Bill Source

From Business Unit 01163

To Business Unit 01163

From Invoice 00000000000000630029

To Invoice 00000000000000630029

From Due Date

To Due Date

From Invoice Date

To Invoice Date

Save **Return to Search** **Notify** **Add** **Update/Display**

Reprint Invoices | Print Options

11. Click **Run**

The **Process Scheduler Request** page opens:

Process Scheduler Request Help

User ID ETEST Run Control ID Test_2

Server Name Run Date 12/04/2018

Recurrence Run Time 10:53:47AM

Time Zone

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"/>	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 checked="" type="checkbox"/>	Print XMLP Invoice	BIPJ75	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

12. Select - Select the process **BIPJ75**

13. Click **OK**

Click on the [Process Monitor](#) link:

Process List | Server List

View Process Request For

User ID: ETEST | Type: PSJob | Last: 30 Days | Refresh | Server: | Name: | Instance From: | Instance To: | Run Status: | Distribution Status: | Save On Refresh

Process List | Personalize | Find | View All | First | 1-7 of 7 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9471735		PSJob	BIPJ75	ETEST	12/04/2018 10:53:47AM EST	Success	Posted	Details
<input type="checkbox"/>	9471730		PSJob	BIPJ75	ETEST	12/04/2018 10:51:11AM EST	Success	Posted	Details
<input type="checkbox"/>	9471724		PSJob	BIPJ75	ETEST	12/04/2018 10:45:29AM EST	No Success	Posted	Details
<input type="checkbox"/>	9471719		PSJob	BIPJ75	ETEST	12/04/2018 10:41:22AM EST	No Success	Posted	Details
<input type="checkbox"/>	9471714		PSJob	BIPJ75	ETEST	12/04/2018 10:39:38AM EST	No Success	Posted	Details
<input type="checkbox"/>	9471696		PSJob	BIPJ10	ETEST	12/04/2018 9:26:31AM EST	Success	Posted	Details
<input type="checkbox"/>	9471674		PSJob	POXMLP	ETEST	12/03/2018 2:20:49PM EST	Success	Posted	Details

Go back to Reprint Invoices | Save | Notify

Process List | Server List

14. Click [Refresh](#) until Run Status = Success and Distribution Status = Posted

15. Note the process Instance (9471730)

16. Click the [Go back to Reprint Invoices](#) link

Reprint Invoices | Print Options

Run Control ID: Test_2 | Report Manager | Process Monitor | Run | Language: English | Specified Language | Recipient's Language

Selection Parameters | Find | View All | First | 1 of 1 | Last

Seq Nbr: 1

☐ Include Attached Bills

☐ Include Open Items Only

Range Selection

☐ All ☐ Invoice ID ☐ Cust ID ☐ Bill Type ☐ Bill Source

☐ Bill Cycle ☐ Date Bill Added ☐ Range ID ☐ Public Voucher Number

From Business Unit: 01163 | To Business Unit: 01163

From Invoice: 00000000000000630029 | To Invoice: 00000000000000630029

From Due Date: | To Due Date: | From Invoice Date: | To Invoice Date: |

Save | Return to Search | Notify | Add | Update/Display

Reprint Invoices | Print Options

17. Click on the [Report Manager](#) link

[List](#) | [Explorer](#) | **Administration** | [Archives](#)

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 1 Days

18. Click the **Administration** tab

[List](#) | [Explorer](#) | **Administration** | [Archives](#)

View Reports For

User ID Type Last 1 Days [Refresh](#)

Status Folder Instance to

Report List Personalize | Find | View All | [Print](#) | [Export](#) First 1-5 of 5 Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618129	9471766	BIXPRNT00 - BIXPRNT00.pdf	12/04/2018 12:58:14PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2618128	9471767	Invoice Bursting Program	12/04/2018 12:57:35PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2618126	9471764	Invoice Extract Process	12/04/2018 12:57:35PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2618125	9471762	Invoice Bursting Program	12/04/2018 12:39:38PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2618123	9471759	Invoice Extract Process	12/04/2018 12:39:38PM	Text Files (*.txt)	Posted	Details

☒ Select All ☐ Deselect All

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

[Go back to Reprint Invoices](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

19. Click **BIXPRNT00 - BIXPRNT00.pdf**

PDF of Invoice opens in a new browser window:

1 of 2 Automatic Zoom

BGS Copy Center (43658)

INVOICE

Invoice No: 63002999
 Invoice Date: 02/28/2002
 Page: 1 of 1

Please Remit To:
 BGS Copy Center (43658)
 General Services Center
 Route 2, Drawer 33
 Middlesex VT 05633-7601

Customer No: PSD6
 Payment Terms: DUR
 Due Date: 02/28/2002

Bill To:
 PSD PUBLIC SERVICE DEPT
 112 STATE STREET
 2ND FLOOR
 MONTPELIER VT 05620-2601

AMOUNT DUE: 412.00 USD

Amount Remitted

20. Click on the **Printer** icon to print invoice

Reprint Invoices is Complete

Reports and Queries

Reports and Queries for Billing can be found in the Reporting Manual(s) located at <https://finance.vermont.gov/training-and-support/vision-manuals/reporting-manual>