



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.

State of Vermont
Department of Finance & Management
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Revisions

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- Manual finalized

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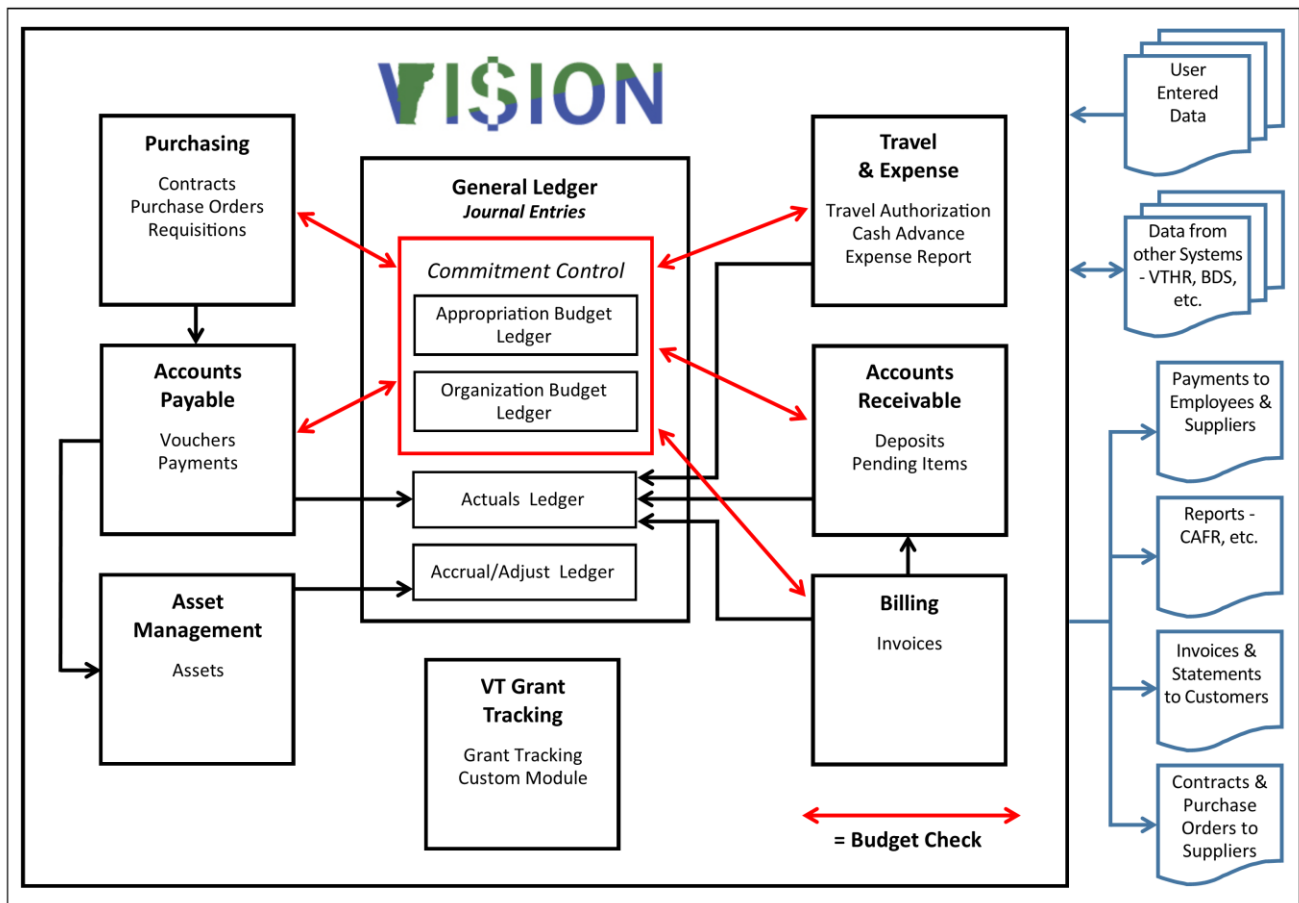
- Manual written

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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.

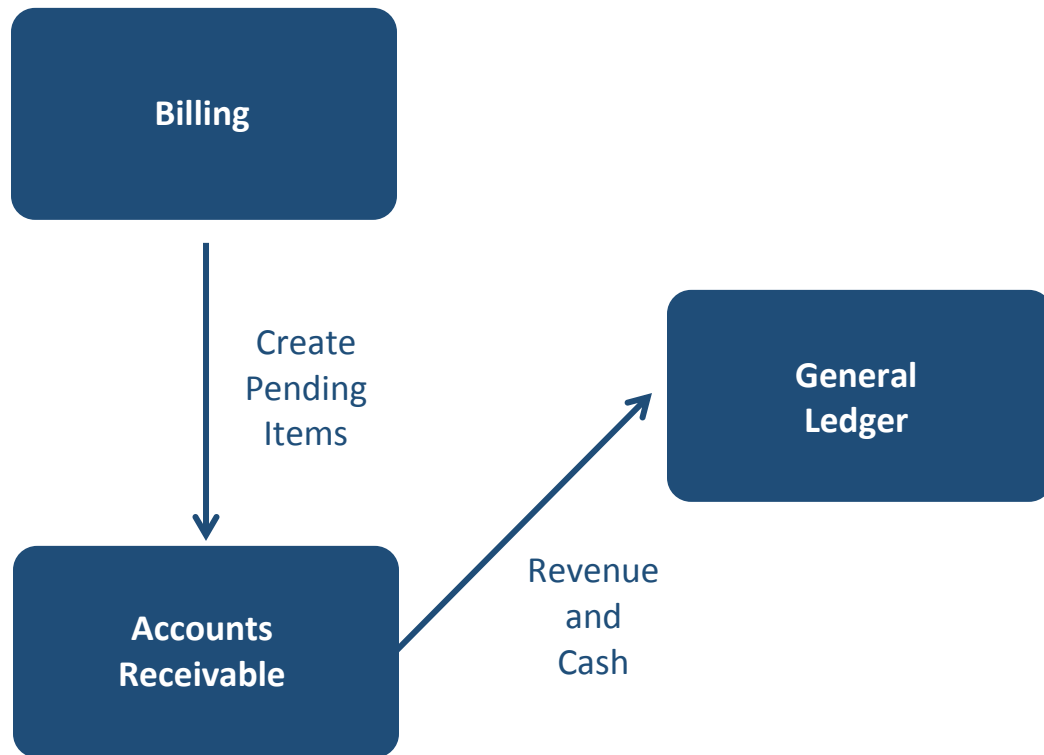
Generate Invoice Processes

- **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 has a header with tabs: 'General Info', 'Bill To Options', 'Ship To Options', 'Sold To Options', and 'Miscellaneous General Info'. Below the header, there are fields for 'SetID', 'STATE', 'Customer ID', and 'NEXT'. A 'General Info Links' link is also present. The main section contains several fields: '*Status' (Active), '*Date Added' (11/11/2018), '*Since' (11/11/2018), '*Name 1' (Training Example), 'Name 2', 'Currency Code', 'Rate Type', 'Level' (Regular), '*Type' (User 1), and '*Short Name' (Training E). Below these fields is a 'Roles' section with a list of checkboxes: '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', and 'Consolidation Customer'. A 'Consolidation Business Unit' field is also present. Red circles with numbers 1 through 9 are overlaid on the image, pointing to the following fields: 1. *Status, 2. *Date Added, 3. *Name 1, 4. Level, 5. *Type, 6. *Short Name, 7. Currency Code, 8. Rate Type, and 9. Bill To Customer checkbox.

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

- 1. Credit Analyst and Collector** - Credit Analyst and Collector are required fields for bill to customers
- 2. 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 with the following fields and their corresponding numbered callouts:

- 1**: Status (NEW)
- 2**: Invoice Date
- 3**: Type
- 4**: Source
- 5**: Frequency (Once)
- 6**: Customer
- 7**: Cycle ID
- 8**: Invoice Form
- 9**: From Date/To Date
- 10**: Pay Terms
- 11**: Pay Method (Check)
- 12**: Remit To/Bank Account

Other visible fields include: Unit 01100, Invoice NEXT, Pretax Amt 0.000, *Type, *Customer, *Invoice Form, Accounting Date, Remit To, Sales, Credit, Billing Specialist, Billing Authority, Billing Inquiry Phone, Bank Account, Pay Terms, From Date, To Date, Cycle ID, *Frequency, SubCust1, SubCust2, Pay Method, and Navigation: Header - Info 1.

- Status** - Defaults as **NEW**, to process bill change status to **RDY**
- 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
- Type** - The bill type represents the category of activity grouped on a specific bill
- Source** - This field shows how this bill was added to VISION. Example: Manual entry, Interface etc.
- 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
- Customer** - Enter a valid customer for whom you are billing
- Cycle ID** - Associates a billing cycle (monthly, on-demand, quarterly) with a recurring or installment bill
- 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.
- From Date/To Date** - Specifies or indicates a date range for calculations, reports, invoices and searches. The dates are inclusive.
- Pay Terms** - Payment terms govern the length of time that a customer has to pay an item
- Pay Method** - Defaults as **CHK**
- 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
 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 **Identifier** search field.
- 3** points to the **Description** field.
- 4** points to the **Quantity** field.
- 5** points to the **Unit of Measure** field.
- 6** points to the **Unit Price** field.
- 7** points to the **Gross Extended** field.

Other visible fields include: Seq 1, Line, 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, 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.

- 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 links. The 'Accounting' link is highlighted with a red rectangular box. Other visible elements 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', 'Update/Display', and a header bar with 'Header - Info 1 | Line - Info 1'.

The [Revenue Distribution](#) page opens:

The screenshot shows the 'Revenue Distribution' page. Eight red circles with white numbers 1 through 8 are overlaid on the page, with arrows pointing to specific fields. Circle 1 points to the 'Acctg Information' tab. Circle 2 points to the 'Code' field. Circle 3 points to the 'Account' field. Circle 4 points to the 'Fund' field. Circle 5 points to the 'Dept' field. Circle 6 points to the 'Program' field. Circle 7 points to the 'Class' field. Circle 8 points to the 'Amount' field. The page also shows a table with columns for 'Percent', 'Amount', and 'Gross Extended'. At the bottom, there are navigation 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', 'Update/Display', and a header bar with '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 I** 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.

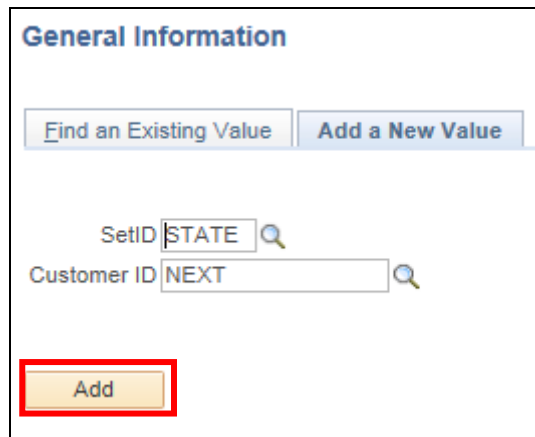
Note: Auto numbering requires specific setup in VISION.

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](#) tab:



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 for SetID 01110 and Customer ID ST100. Key fields highlighted with red boxes include:

- Name 1**: Vision 9.2 Upgrade
- Short Name**: VISION
- Currency Code**: USD
- Rate Type**: CRRNT
- Roles**: A list of checkboxes where 'Bill To Customer' is checked, and 'Correspondence Customer', 'Remit From Customer', and 'Corporate Customer' are also checked.
- Support Teams**: A table with one entry 'FM' which is selected as the default.

 Other visible fields include *Status (Active), *Date Added (10/12/2018), *Since (10/12/2018), Level (Regular), and *Type (User 1).

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

The screenshot shows two main sections: 'Address Locations' and 'Address Details'. In 'Address Locations', the 'Location' is set to 1 and the 'Description' is 109 State Street. Checkboxes for 'Bill To' and 'Primary' are selected. In 'Address Details', the 'Effective Date' is 10/11/2018 and the 'Status' is Active. The 'Country' is USA. Address 1 is 'Finance and Management', Address 2 is '109 State Street', and Address 3 is blank. The 'City' is Montpelier, 'State' is VT, and 'Postal' is 05609-0401. The 'County' field is empty.

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

The **Bill To Options** page displays:

General Info | **Bill To Options** | Ship To Options | Sld 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

InterUnit Billing

☐ InterUnit Customer

GL Business Unit

Immediate Payment Options

☐ Immediate Payment Required

Deposit Percent

Reference Qualifier Code Aging ID

16. Effective Date - Accept Current Date default

17. Status - Accept Active Default

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

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

20. 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

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

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

▼ **Search Criteria**

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

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

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](#) | [Sld 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 [View Phone Information](#)

Address 2
Address 3

City ☐ In City Limit
County Postal
State Vermont

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 [View Phone Information](#)

Address 2
Address 3

City ☐ In City Limit
County Postal
State Vermont

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

Effective Date 01/19/2019

Tax Code
Physical Nature
Alternate Name 1

*Status Active

Language Code English
Where Performed
Alternate Name 2

Country USA United States
Address 1 109 State St 4th Flr
Address 2
Address 3
City Montpelier
County
State VT Vermont
In City Limit
Postal 05609-0201
View Phone Information

*Effective Date 06/29/2002

Tax Code
Physical Nature
Alternate Name 1

*Status Active

Language Code English
Where Performed
Alternate Name 2

Country USA United States
Address 1 109 State St 5th Flr
Address 2
Address 3
City Montpelier
County
State VT Vermont
In City Limit
Postal 05609-0201
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:

General Information

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

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

▼ **Search Criteria**

SetID = [dropdown] STATE [search icon]

Customer ID [dropdown] [search icon]

Name 1 [dropdown]

Name 2 [dropdown]

Telephone [dropdown]

City [dropdown]

State [dropdown]

Postal Code [dropdown]

☐ Include History ☒ **Correct History** ☐ Case Sensitive

Limit the number of results to (up to 300): 300

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

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 selected in a customer record. The 'SetID' is 01110 and the 'Customer ID' is ST003. The '*Name 1' field, which contains 'Financial Operations', is highlighted with a green box. Other fields include '*Status' (Active), '*Date Added' (06/28/2002), '*Since' (06/28/2002), 'Level' (Regular), '*Type' (User 1), and '*Short Name' (FM). The 'Currency Code' is USD and the 'Rate Type' is CRRNT. The 'General Info Links' dropdown shows '...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), 'Former Name 2', 'Tax ID', 'Supplier SetID', 'Supplier ID', 'Workflow User', 'Customer Web Site', and 'Stock Symbol'. The 'Former Name 1' field is highlighted with a green box. Below this is the 'Sub Customer Information' section with a 'SubCustomer' checkbox and fields for 'SubCustomer 1' and 'SubCustomer 2'. At the bottom, 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. The 'General Info Links' dropdown shows '...More'. A toolbar at the bottom includes buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History. The navigation bar at the very bottom shows the 'Miscellaneous General Info' tab selected.

Former Name 1 field displays the original Customer Name 1

8. Click the **General Info** link

The **General Information** page is displayed:

The screenshot shows the 'General Information' page for SetID 01110 and Customer ID ST003. The page is divided into several sections: 'General Info' (top), 'Roles' (middle), 'Federal Attributes' (bottom left), 'Support Teams' (bottom middle), and 'Address Locations' (bottom right). The 'Roles' section contains checkboxes for various roles like 'Bill To Customer', 'Ship To Customer', etc. The 'Support Teams' section shows a table with columns for Team Code, Default, and Description. The 'Address Locations' section is partially visible at the bottom, showing a table with columns for Location, Description, and other details. A red arrow on the right side of the page indicates the scroll direction.

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

The screenshot shows the 'Address Locations' section, specifically the 'Address Details' form. The form includes fields for 'Effective Date' (06/29/2002), 'Status' (Active), 'Language Code' (English), 'Where Performed', 'Alternate Name 1', 'Alternate Name 2', 'Country' (USA), 'Address 1' (Finance & Mgmt), 'Address 2' (109 State St 5th Flr), 'Address 3', 'City' (Montpelier), 'County', 'State' (VT), and 'Postal' (05609-0401). A red box highlights the 'Plus' sign in the top right corner of the 'Address Details' section, and another red box highlights the 'Save' button at the bottom left. The 'Save' button is located in the bottom left corner of the page, next to the 'Return to Search', 'Notify', and 'Refresh' buttons.

9. 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
10. **Address 1 line** - Enter the new address information
11. Click **Save**

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

The screenshot shows the 'Address Details' form. At the top right, there is a 'Find' button and a 'View All' link, which is highlighted with a red rectangular box. Below this, the form contains various fields: '*Effective Date' (10/30/2018), '*Status' (Active), 'Tax Code', 'Language Code' (English), 'Physical Nature', 'Where Performed', 'Alternate Name 1', and 'Alternate Name 2'. A green box highlights the address fields: 'Country' (USA), 'Address 1' (Finance Operations), 'Address 2' (109 State St 5th Flr), and 'Address 3'. Other fields include 'City' (Montpelier), 'County', 'State' (VT), and 'Postal' (05609-0401). A 'View Phone Information' link is also present. At the bottom, there is a 'General Info Links' dropdown menu.

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

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

The screenshot shows the 'Address Details' form with two rows of address information. The top row is highlighted with a green rectangular box. It includes the '*Effective Date' (10/30/2018), '*Status' (Active), 'Tax Code', 'Language Code' (English), 'Physical Nature', 'Where Performed', 'Alternate Name 1', and 'Alternate Name 2'. The address fields are 'Country' (USA), 'Address 1' (Finance Operations), 'Address 2' (109 State St 5th Flr), 'Address 3', 'City' (Montpelier), 'County', 'State' (VT), and 'Postal' (05609-0401). A 'View Phone Information' link is also present. The bottom row is identical but has an '*Effective Date' of 06/29/2002. The 'View All' link at the top right is now 'View 1', and the pagination shows '1-2 of 2'.

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

Enter a New Charge Code

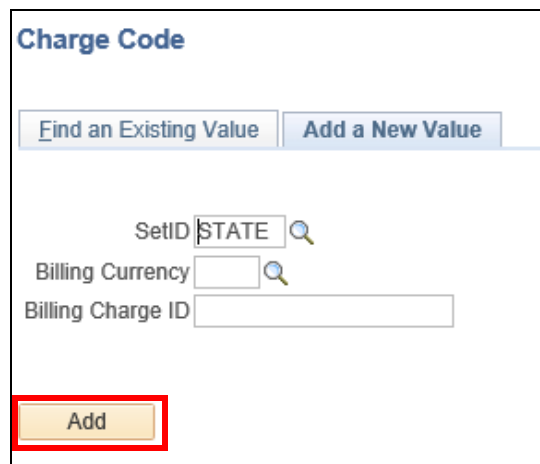
Possible situations when this function is used: Charge codes also known as identifiers are used in billing. The Charge Code page is used to define a product code, description, unit of measure, unit price, and revenue distribution code for a specific type of service or commodity. When creating a bill 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** tab:



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:

The screenshot shows the 'Charge Code' form. At the top, there are tabs for 'Charge Code' and 'Charge Code 2'. Below the tabs, the form is organized into sections. The 'Effective Date' is set to 01/19/2019, and the 'Status' is set to Active. The 'Unit of Measure' and 'List Price' fields are highlighted with red boxes. The 'Description' field is also highlighted with a red box. The 'Long Description' field is below it, with a note '254 characters remaining'. The 'Revenue Distribution Code', 'Tax Group', and 'VAT Group' fields are at the bottom left. The 'Transaction Type' is set to 'Sale' and the 'Transaction Sub Type' is set to 'None'. At the bottom left, the 'Save' button is highlighted with a red box. At the bottom right, there are buttons for 'Add', 'Update/Display', and 'Include History'.

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**

The **Charge Code** page displays:

The screenshot shows the 'Charge Code' page with the following details:

- SetID:** STATE
- Currency:** USD
- Charge ID:** PENCIL#4
- Charge Code:** 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

Buttons at the bottom: Save, Notify, Add, Update/Display, Include History.

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, in order 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** search page displays with the **Find an Existing Value** tab active.

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

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** tab:



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

Notice: *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 displays the 'Header - Info 1' page of a software application. The page is divided into several sections. At the top, there are tabs for 'Header - Info 1' and 'Line - Info 1'. Below the tabs, the page shows various fields for invoice information. The 'Status' field is set to 'NEW'. The 'Invoice Date' field is empty. The 'Cycle ID' field is set to 'MONTHLY'. The '*Type' field is set to 'AO'. The 'Source' field is set to 'MANUAL'. The '*Frequency' field is set to 'Once'. The '*Customer' field is set to 'BGS17'. The 'SubCust1' and 'SubCust2' fields are empty. The '*Invoice Form' field is set to 'XP_PS/GEN'. The 'Accounting Date' field is empty. The 'Remit To' field is set to 'ADM'. The 'Sales' field is set to 'BGS'. The 'Credit' field is set to 'BGS'. The 'Billing Specialist' field is set to 'CTOUCHET'. The 'From Date' field is empty. The 'Pay Terms' field is set to 'DUR'. The 'To Date' field is empty. The 'Pay Method' field is set to 'Check'. The 'Bank Account' field is set to '001'. The 'Bill Inquiry Phone' field is set to '802-828-3078'. The 'Collector' field is set to 'BGS'. The 'Billing Authority' field is empty. The page also includes navigation tabs like 'Header Info 2', 'Address', 'Copy Address', 'Attachments', '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 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
 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:

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

Unit 01100 | Bill To BGS17 | Pretax Amt 15.00 USD
 Invoice 66002748 | BGS COMMISSIONERS OFFICE | Max Rows 99

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

Seq 3 | Line | Net Extended 0.00

Table | **Identifier** | Description

Quantity | From Date | To Date | Line Type REV | ☒ Accumulate
 Unit of Measure | Tax Code | Exempt Cert
 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
 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

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:

The screenshot displays the 'Line - Info 1' page. At the top, there are tabs for 'Header - Info 1' and 'Line - Info 1'. Below the tabs, the page shows bill details: Unit 01100, Invoice 66002748, Bill To BGS17, BGS COMMISSIONERS OFFICE, Pretax Amt 25.50 USD, and Max Rows 99. The 'Bill Line' section includes a 'Find' button, a 'View All' button (highlighted with a red box), and navigation controls. The main area shows fields for Seq (3), Line (), Table ID (), Identifier (BND-07), Net Extended (10.50), and Description (Employee Dishonesty Bond Ins.). Below these are fields for Quantity (10.0000), Unit of Measure (EA), Unit Price (1.0500), Gross Extended (10.50), From Date, To Date, Line Type (REV), Tax Code, Exempt Cert, and checkboxes for Accumulate and Tax Exempt. A summary table shows Less Discount (0.00), Plus Surcharge (0.00), Net Extended (10.50), VAT Amount (0.00), Tax Amount (0.00), and Net Plus Tax (10.50). At the bottom, there are navigation links (Go to: Line Info 2, Tax, Accounting, Discount/Surcharge), a 'Page Series' button, and a 'Navigation' dropdown set to 'Line - Info 1'. Action buttons at the bottom include Save, Notify, Refresh, Add, and 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	Add Update/Display

30. Click the **Accounting** link

The **Revenue Distribution** page displays:

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

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

Find | View 1 First 1-2 of 2 Last

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

BI Creates GL Acct Entries

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

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

Percent 100.00 Amount 15.00 Gross Extended 15.00

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

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

Code	Account	Fund	Dept	Program	Class	Affiliate	Project	Percentage	Amount	Bud
ADMAO-REV	424320	56300	1100129000					100.00	10.50	

Percent 100.00 Amount 10.50 Gross Extended 10.50

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 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:

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:

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 OFFICE Max Rows 99

Bill Line Find | View All First 2 of 2 Last

Seq 2 Line Identifier BND-07 Net Extended 10.50
Table ID 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
Summary Bill Search Line Search Navigation Line - Info 1 Page Series
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 OFFICE Max Rows 99

Bill Line Find | View All First 2 of 2 Last

Seq 2 Line Identifier BND-07 Net Extended 10.50
Table ID 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
Summary Bill Search Line Search Navigation Line - Note Page Series
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:

Header - Info 1 | Line - Info 1

Unit 01100 Invoice NEXT Pretax Amt 25.50 USD

Status **NEW** Invoice Date Cycle ID MONTHLY

*Type AO Source MANUAL *Frequency Once

*Customer BGS17 SubCust1 SubCust2

BGS COMMISSIONERS OFFICE

*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 CTOUCHET Billing Authority

Caitlin Touchette

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh Page Series Prev Next

Add Update/Display

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

39. Click **Save**

Bill is saved and an invoice # is assigned:

Header - Info 1 | Line - Info 1

Unit 01100 Invoice **66002749** Pretax Amt 25.50 USD

Status **RDY** Invoice Date Cycle ID MONTHLY

*Type AO Source MANUAL *Frequency Once

*Customer BGS17 SubCust1 SubCust2

BGS COMMISSIONERS OFFICE

*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 CTOUCHET Billing Authority

Caitlin Touchette

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh Page Series Prev Next

Add Update/Display

Header - Info 1 | Line - Info 1

Note: In order 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 have it 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:

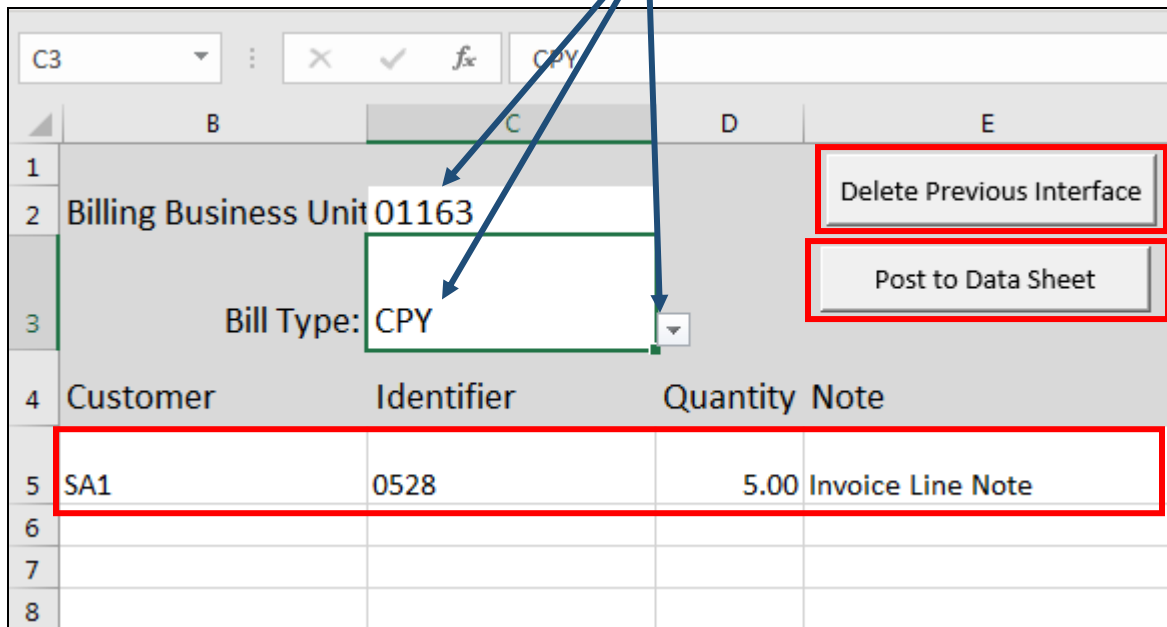
	A	PO	PV	PW
1				
2				
3				
4				
5	Generate XML	Go to Data Entry tab to enter transactions.		
6				
7	Generate XML & Post			
8				
9				
10	Display Template			
11				
12				
13				
14				
15	Previously Submitted On:			
16	8/20/2018 14:06			
17				

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)

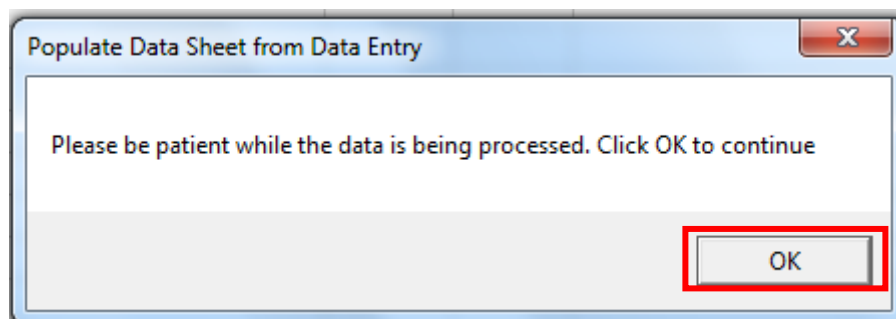
Warning: The Identifier field, also known as the Charge Code, must be a valid code for this Business Unit or the resulting bill created from this row will load in a Hold status (HLD) until this is manually corrected.

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

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

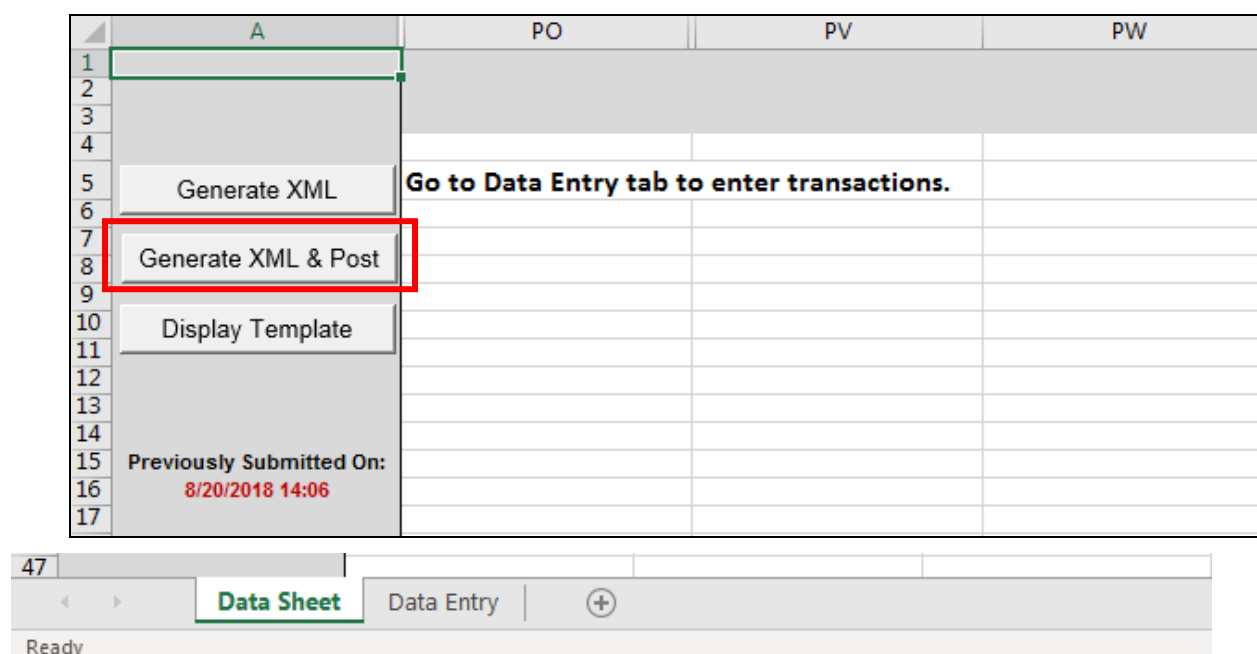
8. Click **Post to Data Sheet** - Moves the transactions to the Data Sheet and formats the data so that it can be uploaded into the Billing Interface tables.

Pop up message displays:



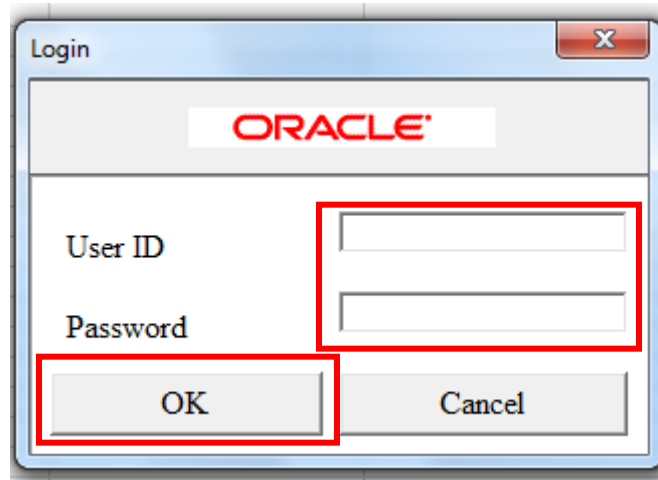
9. Click **OK**

The Data Sheet tab displays:



10. Click **Generate XML & Post**

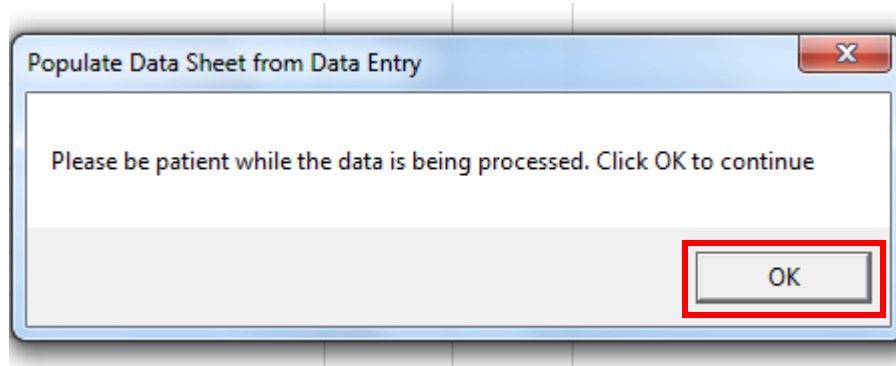
VISION Login pop up box displays:



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

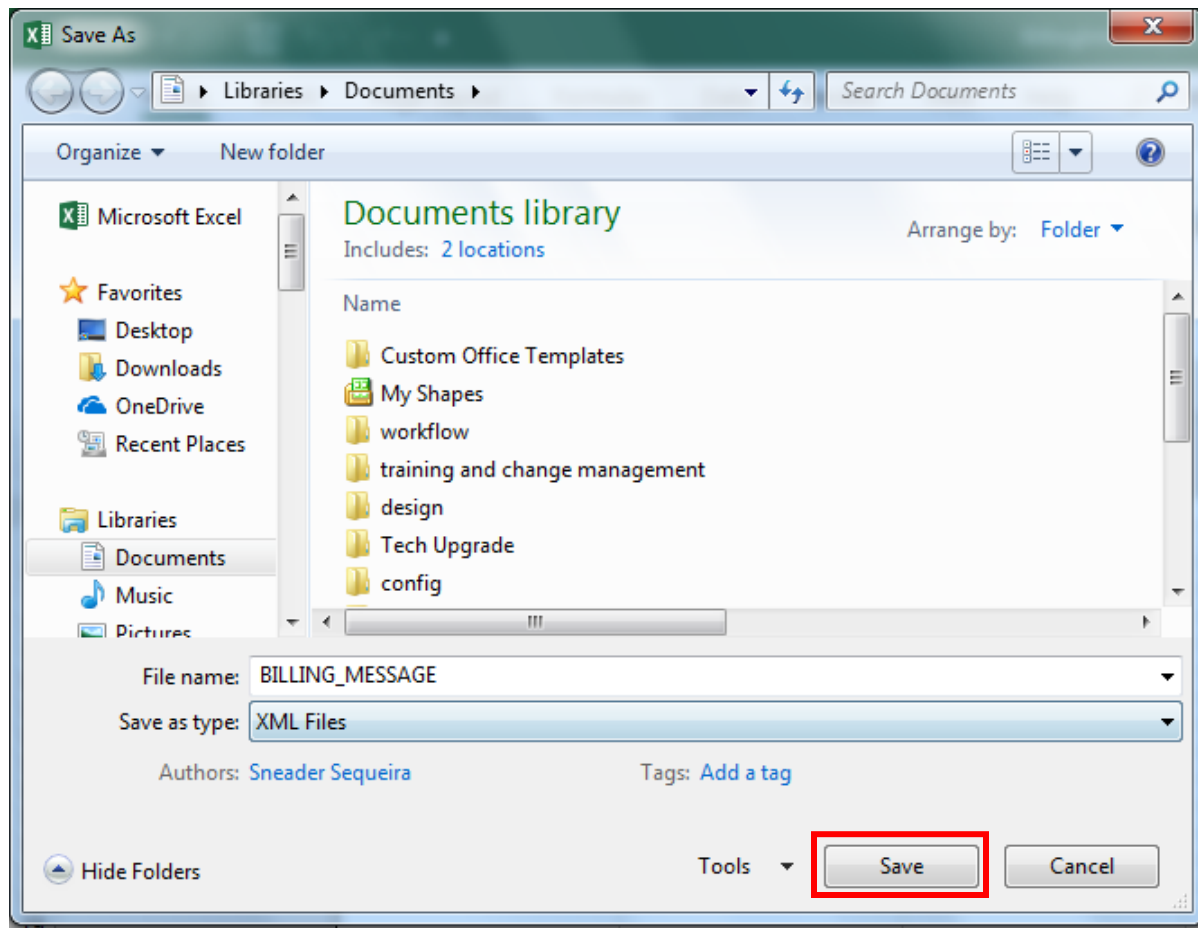
12. Click **OK**

The following pop up message displays:



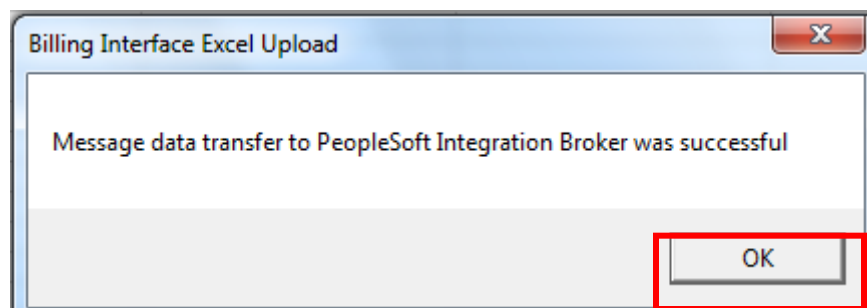
13. Click **OK**

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.

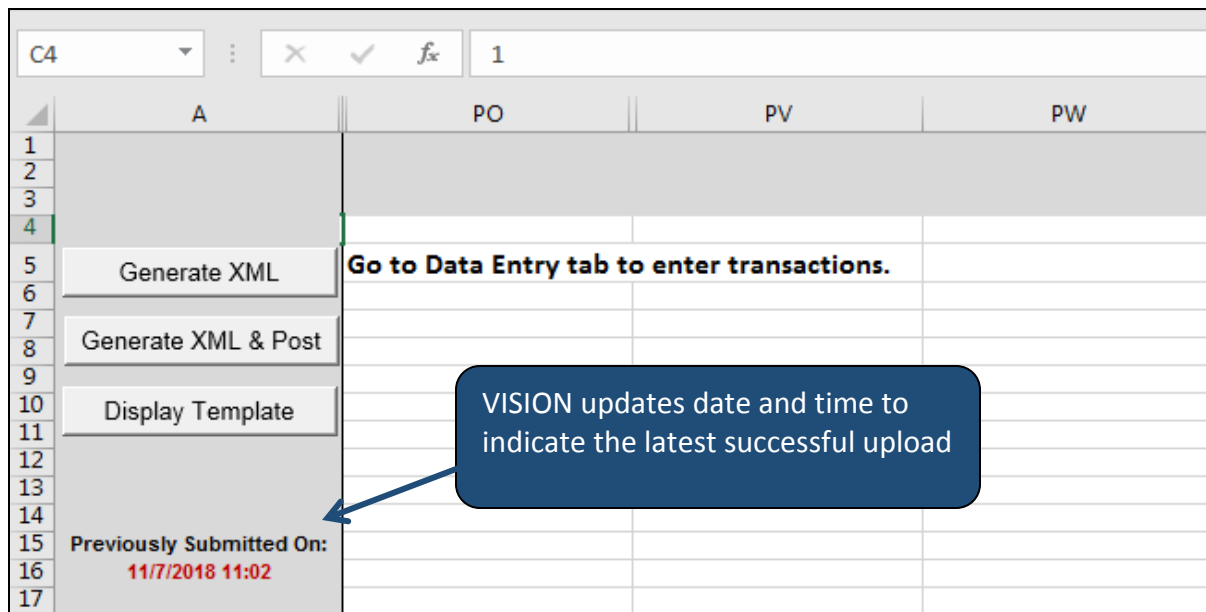


14. Click **Save**

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

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

[Find an Existing Value](#)

Search Criteria

Interface ID =

Interface Line Number =

Transaction Type =

Transaction Type Seq =

Error Status =

Business Unit begins with

Customer begins with

Bill Source begins with

Bill Type Identifier begins with

Limit the number of results to (up to 300):

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

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
		Note		(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** tab:


The screenshot shows the 'Process Billing Interface' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there is a text input field labeled 'Run Control ID'. This field is highlighted with a red rectangular box. Below the input field, there is a yellow button labeled 'Add', which is also highlighted with a red rectangular box. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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, there are two tabs: 'Run Control ID' and 'Billing_Interface'. The 'Run Control ID' tab is selected. Below the tabs, there is a text input field labeled '*From Interface ID'. This field is highlighted with a red rectangular box. To the right of this field is a magnifying glass icon. Below the '*From Interface ID' field, there is another text input field labeled '*To Interface ID'. To the right of this field is a magnifying glass icon. At the top right of the page, there is a yellow button labeled 'Run', which is highlighted with a red rectangular box. At the bottom of the page, there are four buttons: 'Save', 'Notify', '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 [dropdown] Run Date 11/07/2018 [calendar icon]
Recurrence [dropdown] Run Time 3:45:44PM [button: Reset to Current Date/Time]
Time Zone [text box] [magnifying glass icon]

Process List

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

[button: OK] [button: Cancel]

9. Click **OK**

Returns to **Process Billing Interface** page:

Process Billing Interface

Run Control ID Billing_Interface

Report Manager [link: Process Monitor] [button: Run]

[button: Process Instance: 9196346]

*From Interface ID [text box] [magnifying glass icon]
*To Interface ID [text box] [magnifying glass icon]

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

The Process Instance is displayed below the Run button

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

The **Process Monitor** displays.:

Process Monitor

Process List | Server List

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

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

Find an Existing Value

Search Criteria

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

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

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	Seq Num 1
Business Unit 01163	Invoice 53087860	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

View Activity

SA ADDISON COUNTY

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

Invoice Date
Source
SubCust1
SubCust2

Cycle ID MONTHLY
*Frequency Once
Pay Method Check

From Date
To Date
Pay Terms DUR
Bank Account 001
Bill Inquiry Phone 802-828-2830
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

Page Series
Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

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 displays the 'Line - Info 1' page. At the top, it shows 'Unit 01163', 'Bill To SA1', 'Pretax Amt 102.00 USD', and 'Invoice 63087860'. The 'Bill Line' section includes a search bar with 'Find | View All' and 'First 1 of 1 Last'. The main form contains the following fields:

- Seq: 1
- Table ID: [Search]
- Line: [Search]
- Identifier: 0528 [Search]
- Quantity: 5.0000 [Search]
- Unit of Measure: CTN [Search]
- Unit Price: 20.4000 [Search]
- Gross Extended: 102.00
- Less Discount: 0.00
- Plus Surcharge: 0.00
- Net Extended: 102.00
- VAT Amount: 0.00
- Tax Amount: 0.00
- Net Plus Tax: 102.00
- From Date: [Calendar]
- To Date: [Calendar]
- Line Type: REV [Search]
- Accumulate: ☒
- Tax Code: [Search]
- Tax Exempt: ☐
- Exempt Cert: [Search]

At the bottom, there is a navigation bar with links: 'Go to: Line Info 2', 'Tax', 'Accounting' (highlighted), and 'Discount/Surcharge'. Other links include 'Notes', 'Express Entry', 'Summary', 'Bill Search', and 'Line Search'. The 'Page Series' section has 'Prev' and 'Next' buttons. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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
COPY&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 **Add a New Value** tab

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:

The screenshot shows the 'Header - Info 1' page for Unit 03564 and Invoice SUP094118. The page is divided into several sections with various input fields. Red circles with numbers 9 through 16 point to specific fields and icons:

- 9** points to the ***Type** dropdown menu.
- 10** points to the **Source** dropdown menu.
- 11** points to the ***Frequency** dropdown menu.
- 12** points to the **Cycle ID** dropdown menu.
- 13** points to the **Go to Recurring Bill Schedule** icon (a calendar with a plus sign).
- 14** points to the ***Invoice Form** dropdown menu.
- 15** points to the **Save** button at the bottom left.
- 16** points to the **Go to Recurring Bill Schedule** icon (a calendar with a plus sign).

Other visible fields include: Status (NEW), Invoice Date, Pretax Amt, *Customer (ABAIR1), Robert E. Abair, *Invoice Form (XP_PS/GEN), Account, Date, Remit To (PEOP3), Sales (839), Credit (DOC), Billing Specialist (RFRAZIER), Robin Frazier, From Date, Pay Terms (SUP), Bank Account (0002), Bill Inquiry Phone (802-786-5809), Collector (12), Billing Authority, Cycle ID (MONTHLY), *Frequency (Recurring), SubCust1, SubCust2, To Date, Pay Method (Check), Navigation (Header - Info 1), and buttons for Notify, Refresh, Add, and Update/Display.


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 ☐ Pre-Assign Invoice Numbers

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

Generate Rev. Rec. 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

*Type SUP

*Customer ABAR1

Robert E. Abair

*Invoice Form XP_PS/GEN

Accounting Date

Remit To PEOP3

Sales 839

Credit DOC

Billing Specialist RFRAZIER

Robin Frazier

View Activity

Invoice Date

Source

SubCust1

From Date

Pay Terms SUP

Bank Account 0002

Bill Inquiry Phone 802-786-5809

Collector 12

Billing Authority

Cycle ID MONTHLY

*Frequency Recurring

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

22. Click on **Line – Info 1** tab:

Line - Info 1 page displays:

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

Unit 03564 Bill To AB AIR1 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 Identifier SUPERVISION Net Extended 0.00
 Table ID 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

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

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: Notes Line Info 2 Tax Accounting Discount/Surcharge
Summary Bill Search Line Search Navigation Line - Info 2 Page Series Prev Next

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:

Header - Info 1		Line - Info 1	
Unit 03564	Invoice SUP094118	Pretax Amt 15.00 USD	
Status RDY	Invoice Date	Cycle ID MONTHLY	
*Type SUP	Source	*Frequency Recurring	
*Customer ABAR1	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		

Note: In order 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

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

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

Search Criteria

Run Control ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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

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 Request For

User ID ETEST 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	1-6 of 6	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	9196540		Application Engine	BIRECUR	ETEST	11/26/2018 1:49:36PM EST	Success	Posted	Details						
<input type="checkbox"/>	9196539		Application Engine	FS_BP	ETEST	11/26/2018 1:49:18PM EST	Warning	Posted	Details						
<input type="checkbox"/>	9196538		Application Engine	FS_BP	ETEST	11/26/2018 1:47:49PM EST	Success	Posted	Details						
<input type="checkbox"/>	9196537		Application Engine	BIRECUR	ETEST	11/26/2018 1:08:47PM EST	Success	Posted	Details						
<input type="checkbox"/>	9196536		SQR Report	BIIVC002	ETEST	11/26/2018 11:10:19AM EST	Success	Posted	Details						
<input type="checkbox"/>	9196508		PSJob	BIPJ10	ETEST	11/26/2018 10:29:02AM EST	Success	Posted	Details						

[Go back to Generate Recurring Bills](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

- 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

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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

300 of 841 results are displayed.

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

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
03564	SUP089986	Regular	SUP	Ready	MANUAL	DUPRJ1	(blank)	03564	Recurring
03564	SUP089198	Regular	SUP	Ready	MANUAL	DERIR1	(blank)	03564	Recurring
03564	SUP089197	Regular	SUP	Ready	MANUAL	SHAWN1	(blank)	03564	Recurring
03564	SUP089196	Regular	SUP	Ready	MANUAL	GEROJ3	(blank)	03564	Recurring
03564	SUP089195	Regular	SUP	Ready	MANUAL	OUELJ4	(blank)	03564	Recurring
03564	SUP089194	Regular	SUP	Ready	MANUAL	STEEC2	(blank)	03564	Recurring
03564	SUP089193	Regular	SUP	Ready	MANUAL	RODRA2	(blank)	03564	Recurring
03564	SUP089192	Regular	SUP	Ready	MANUAL	BEATJ3	(blank)	03564	Recurring
03564	SUP089191	Regular	SUP	Ready	MANUAL	RUMBH1	(blank)	03564	Recurring
03564	SUP089190	Regular	SUP	Ready	MANUAL	CHRIR1	(blank)	03564	Recurring
03564	SUP089189	Regular	SUP	Ready	MANUAL	DUMAJ3	(blank)	03564	Recurring
03564	SUP089188	Regular	SUP	Ready	MANUAL	BADGJ1	(blank)	03564	Recurring
03564	SUP089186	Regular	SUP	Ready	MANUAL	RAYBM1	(blank)	03564	Recurring
03564	SUP089185	Regular	SUP	Ready	MANUAL	WOODJ4	(blank)	03564	Recurring
03564	SUP089184	Regular	SUP	Ready	MANUAL	CAMPL2	(blank)	03564	Recurring
03564	SUP089183	Regular	SUP	Ready	MANUAL	LEROM3	(blank)	03564	Recurring
03564	SUP089182	Regular	SUP	Ready	MANUAL	HANSC5	(blank)	03564	Recurring
03564	SUP089181	Regular	SUP	Ready	MANUAL	PECKJ4	(blank)	03564	Recurring

13. Click on the link to template **SUP089986**

The **Bill Summary Info** page displays:

Bill Summary Info		Bill Summary Info 2	
Unit 03564	Invoice SUP089986	Invoice Date	
Gross Extended Amount	15.00	Customer	DUPRJ1 Joseph Duprey
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	0.00	Bill By ID	
Amount		Invoice Media	Print Copy
Total Due	15.00 USD	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 SUP089986	Pretax Amt	15.00 USD
Status RDY	Invoice Date	Cycle ID	MONTHLY
Type SUP	Source MANUAL	Frequency	Recurring
Customer DUPRJ1	SubCust1	SubCust2	
Joseph Duprey	From Date	To Date	
Invoice Form XP_PS/GEN	Pay Terms SUP	Pay Method	Check
Accounting Date	Bank Account 0002	Bill Inquiry Phone	802-786-5809
Remit To PEO3	Collect 11	Billing Authority	
Sales 243			
Credit DOC			
Billing Specialist RFRAZIER			
Robin Frazier			
Go to:	Header Info 2	Address	Copy Address
Summary	Commit Cntrl		Notes
Bill Search	Line Search	Header - Info 1	Page Series
Return to Search	Notify	Refresh	Prev Next
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 SUP089986

Start Date 09/01/2018

End Date 12/31/2018

[Return to Bill Inquiry](#)

Recurring Schedule

[Find](#) | [View All](#) [First](#) [1-2 of 4](#) [Last](#)

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
09/01/2018	09/01/2018	SUP094115	Y	11/26/2018
From Date 09/01/2018		To Date 09/30/2018		

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
10/01/2018	10/01/2018	SUP094116	Y	11/26/2018
From Date 10/01/2018		To Date 10/31/2018		

[Return to Search](#)

[Notify](#)

In this example invoice # SUP089986 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

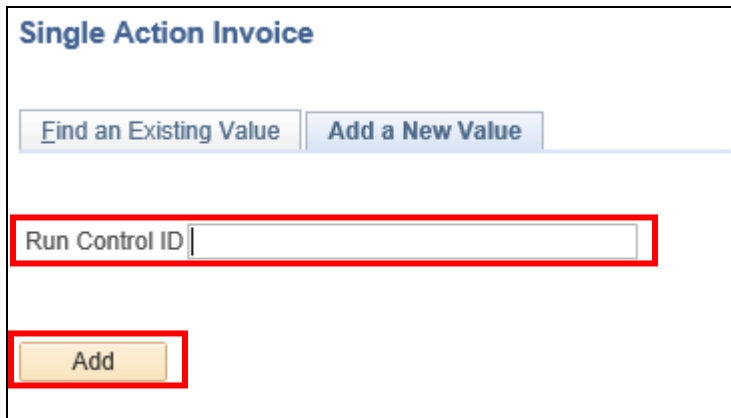
Generate Invoices

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

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

The screenshot shows the 'Single Action Invoice' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there is a text input field labeled 'Run Control ID'. A red rectangle highlights this field. Below the input field, there is a yellow 'Add' button, also highlighted with a red rectangle.

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:

The screenshot shows the 'Single Action Invoice' run control page. At the top, there is a 'Print Options' tab highlighted with a red box and a red circle with the number 7. Below this, the 'Run Control ID' is 'ETEST', and the 'Language' is set to 'English'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Selection Parameters' section includes a 'Seq Nbr' of 1. Under 'Invoice Date Option', 'Processing Date' is selected (callout 3). Under 'Posting Action', 'Batch Standard' is selected (callout 4). Under 'Range Selection', 'All' is selected (callout 5). To the right, the 'Business Unit' field is highlighted with a red box and a red circle with the number 6. Below it are 'From Invoice' and 'To Invoice' fields. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

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						
<div> <div> <div>Bills To Be Processed</div> <div> Personalize Find View 100 </div> </div> <div> <div>First</div> <div>1-9 of 2170</div> <div>Last</div> </div> </div>						
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

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

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 box containing the text 'Report Manager'. Further right are links for 'Process Monitor' and a 'Run' button. Below these 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 box containing the text 'Process Instance:9196309'. The main section is titled 'Selection Parameters' and contains three sub-sections: 'Invoice Date Option' with radio buttons for 'Processing Date' (selected) and 'User Defined'; 'Posting Action' with radio buttons for 'Do Not Post' and 'Batch Standard' (selected); and 'Range Selection' with radio buttons for 'All' (selected), 'Bill Cycle', 'Date Bill Added', 'Range ID', 'Public Voucher Number', 'Invoice ID', 'Cust ID', 'Bill Type', and 'Bill Source'. To the right of these sub-sections is a 'Business Unit' field with the value '03564' and a search icon. At the bottom of the page are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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

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

View Reports For

User ID: ETEST Type: [dropdown] Last: [dropdown] 1 Days: [dropdown] **Refresh**

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Report List Personalize | Find | View All | [icon] First 1-26 of 26 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2510449	9196318	BIXPRNT00 - BIXPRNT00.pdf	11/06/2018 1:55:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510448	9196319	Invoice Bursting Program	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510446	9196317	Load AR Pending Items	11/06/2018 1:54:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510445	9196316	Comm. Cntrl. Budget Processor	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510444	9196315	Load GL Interface	11/06/2018 1:54:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510443	9196314	Billing Pre-Load Process	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510442	9196313	Billing Currency Conversion	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510441	9196311	Invoice Extract Process	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510440	9196310	Pre-process & Finalization	11/06/2018 1:54:34PM	Text Files (*.txt)	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 window showing the Load AR Report

Report Manager fintraining.erp.vermont.gov

Report ID: BILDAR01 PeopleSoft BI LOAD AR PENDING ITEMS Page No. 1
Run Date 11/06/2018
Run Time 11:06:35

Range Option: ALL
Business Unit: 03564
Post Action: No Post Action

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USER ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR ACCOUNTING DT	TERMS
28490	1	SPICD1	SUP089987		IN	SUP	IT-01	15.00	USD	15.00	USD 2018-06-01	SUP

OF INVOICES IN GROUP: 1
OF AR ENTRIES IN GROUP: 1
ACCOUNTS RECEIVABLE AMOUNT: 15.00 USD

TOTAL # OF INVOICES PROCESSED: 1
TOTAL # OF AR ENTRIES GENERATED: 1

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. Click **Report Manager** tab to return to the **Administration** page

Returns to the **Administration** tab:

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

View Reports For

User ID: ETEST Type: [dropdown] Last: [dropdown] 1 Days: [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Report List Personalize | Find | View All | [icon] | [icon] First 1-26 of 26 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2510449	9196318	BIXPRNT00 - BIXPRNT00.pdf	11/06/2018 1:55:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510448	9196319	Invoice Bursting Program	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510446	9196317	Load AR Pending Items	11/06/2018 1:54:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510445	9196316	Comm. Cntrl. Budget Processor	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510444	9196315	Load GL Interface	11/06/2018 1:54:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510443	9196314	Billing Pre-Load Process	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510442	9196313	Billing Currency Conversion	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510441	9196311	Invoice Extract Process	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510440	9196310	Pre-process & Finalization	11/06/2018 1:54:34PM	Text Files (*.txt)	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 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

[Printer icon highlighted]

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

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

21. Click **Report Manager** tab to return to the **Administration** page

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

The screenshot shows the 'Administration' tab in a software interface. At the top, there are tabs for 'List', 'Explorer', 'Administration' (selected), and 'Archives'. Below the tabs is a 'View Reports For' section with filters for 'User ID' (ETEST), 'Type' (dropdown), 'Status' (dropdown), 'Folder' (dropdown), 'Instance' (dropdown), and 'Days' (dropdown). A 'Refresh' button is on the right. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains 10 rows of report data.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2510449	9196318	BIXPRNT00 - BIXPRNT00.pdf	11/06/2018 1:55:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510448	9196319	Invoice Bursting Program	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510446	9196317	Load AR Pending Items	11/06/2018 1:54:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510445	9196316	Comm. Cntrl. Budget Processor	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510444	9196315	Load GL Interface	11/06/2018 1:54:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510443	9196314	Billing Pre-Load Process	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510442	9196313	Billing Currency Conversion	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510441	9196311	Invoice Extract Process	11/06/2018 1:54:34PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510440	9196310	Pre-process & Finalization	11/06/2018 1:54:34PM	Text Files (*.txt)	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:

The screenshot shows the 'Bill Summary' search page. It has a title 'Bill Summary' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section contains several search fields: '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). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with '300' entered. At the bottom, there are 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

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

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

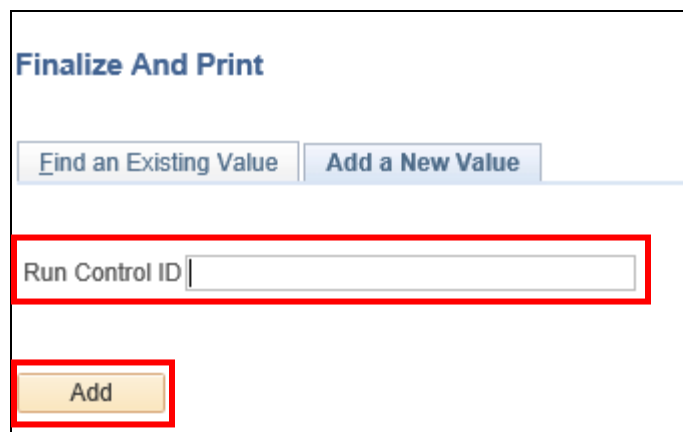
First Step – Pre-process & Finalization

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](#) tab:



The screenshot shows a web interface titled "Finalize And Print". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs, there is a text input field labeled "Run Control ID". Below the input field, there is a yellow button labeled "Add". Both the input field and the button are highlighted with red rectangles.

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

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 ETEST

Run Control ID Finalize_and_Print

Server Name

Run Date 11/05/2018

Recurrence

Run Time 2:02:45PM

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:

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: 9191814

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

Finalize and Print | Print Options

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:

Process List | Server List

View Process Request For

User ID ETEST 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 | 1-2 of 2 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	9191814		Application Engine	BIIVC000	ETEST	11/05/2018 2:02:45PM EST	Success	Posted	Details
<input type="checkbox"/>	9191813		Application Engine	GL_JEDIT_0	ETEST	11/05/2018 12:02:29PM EST	Success	Posted	Details

Go back to Finalize And Print

Save | Notify

Process List | Server List

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:

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

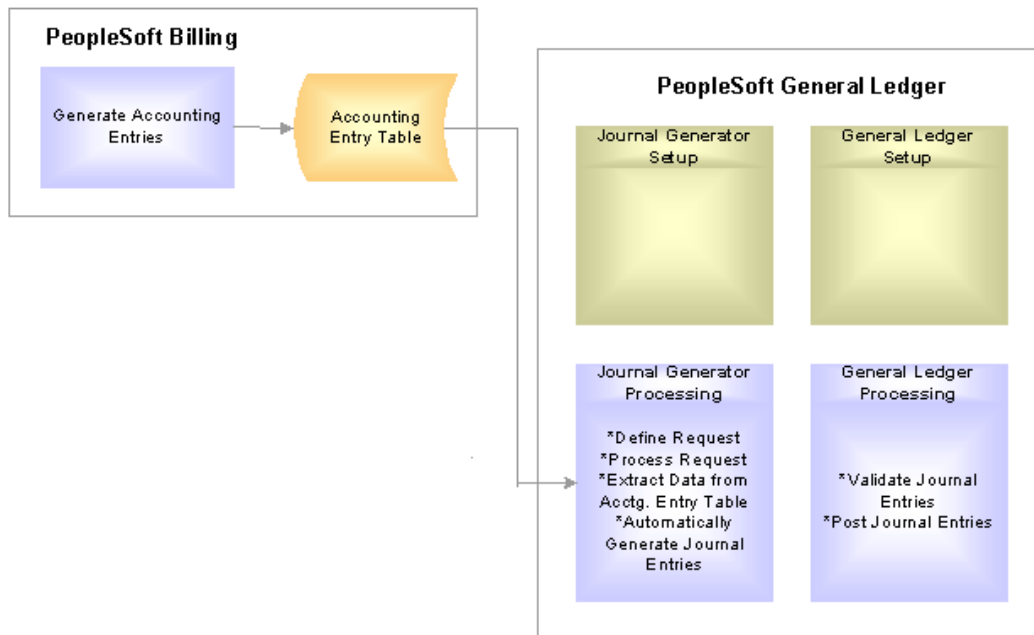
The **Bill Summary Info** page is displayed:

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.

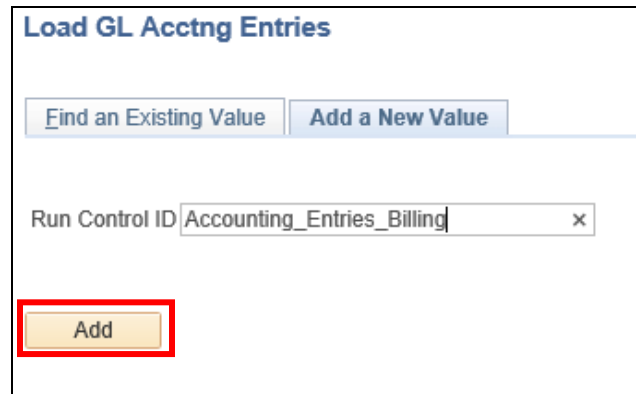


- **Currency Conversion** - Currency conversion calculates base currency and foreign currency amount values. SOV only processes USD, however this step is a required process
- **Pre-Load Process** - Prepares accounting entries for the next step which is Load GL process. Preload creates accounting entries 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

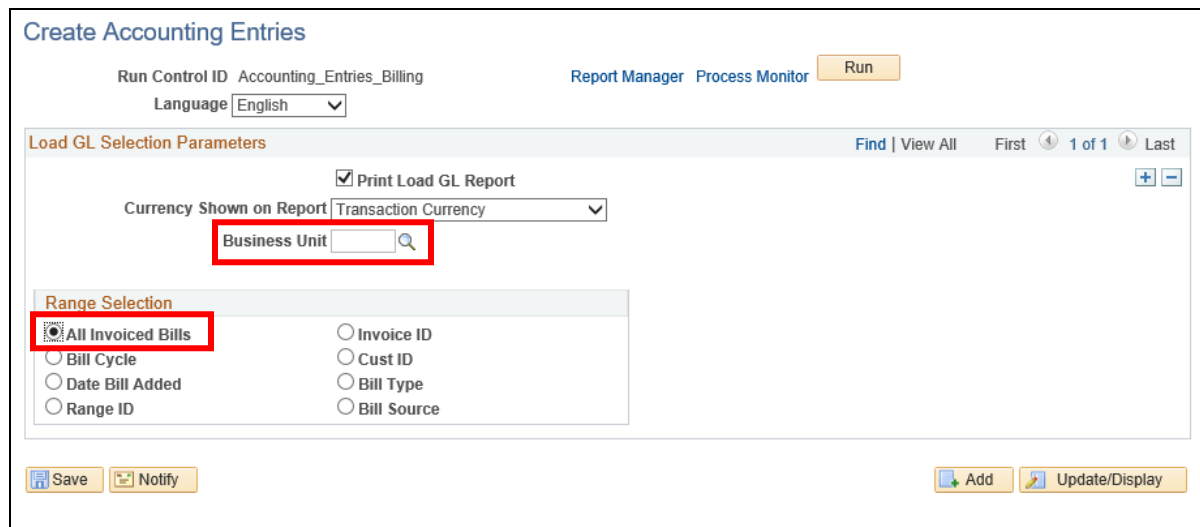
Navigator Menu navigation: Billing > Generate Invoices > Non-Consolidated > Create Accounting Entries

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



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 [dropdown] Reset to Current Date/Time

Recurrence [dropdown] Run Time 3:30:27PM

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 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

OK 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 Language English

Report Manager Process Monitor Run

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

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

Save Notify Add 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:

Administration

View Reports For
 User ID: ETEST Type: Last 1 Days
 Status: Folder: Instance: to: Refresh

Select	Report ID	Prcs 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: 811205021
 Range Option: ALL
 Business Unit: ALL VALUE

Division	Account	Fund	Date	Program	Class	All Entry Amount	Offset Entry Amount	GL Entry Amount
000	110001	21843	2018-06-01	3400004430		15.00		03400 2018-06-01
000	417915	21843	2018-06-01	3400004430		-15.00	-15.00 USD	03400 2018-06-01
000	110001	21843	2018-06-01	3400004430		15.00		03400 2018-06-01
000	417915	21843	2018-06-01	3400004430		-15.00	-15.00 USD	03400 2018-06-01
000	110001	21843	2018-06-01	3400004430		15.00		03400 2018-06-01
000	417915	21843	2018-06-01	3400004430		-15.00	-15.00 USD	03400 2018-06-01
000	110001	21843	2018-06-01	3400004430		15.00		03400 2018-06-01
000	417915	21843	2018-06-01	3400004430		-15.00	-15.00 USD	03400 2018-06-01
41000004	110001	58300	2018-06-01	1240100200		54.00		01140 2018-06-01
41000004	424205	58300	2018-06-01	1240100200		-54.00	-54.00 USD	01140 2018-06-01
41000004	424205	58300	2018-06-01	1240100200		54.00		01140 2018-06-01

Printer icon highlighted in the bottom toolbar.

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:

Bill Summary

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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▼ 🔍

Invoice begins with ▼ 🔍

Bill Status = ▼ ▼

Customer begins with ▼ 🔍

Contract begins with ▼

Bills in Business Unit = ▼ 🔍

Template Invoice Flag = ▼ ▼

☐ **Case Sensitive**

Limit the number of results to (up to 300):

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

1. **Business Unit** - Enter valid BU
2. **Invoice** - Enter invoice number
3. Click [Search](#)

The **Bill Summary** Info page displays:

Bill Summary Info		Bill Summary Info 2	
Unit	03564	Invoice	SUP089987
Gross Extended Amount	15.00	Invoice Date	06/01/2018
Total Discounts	0.00	Customer	SPICD1 Deborah Spicer
Total Surcharges	0.00	Invoice Type	Regular
		Bill Type	SUP Supervision Fees
		Bill Source	MANUAL Manual
Total VAT Amount	0.00	Bill Status	INV
Total Taxes	0.00	Template	No
		Consol Hdr	No
Total Invoice Amount	15.00	Bill By ID	
Forward Bal	0.00	Invoice Media	Print Copy
Paid Amount	0.00	Due Date	06/01/2018
Total Due	15.00 USD		

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:

Bill Summary Info		Bill Summary Info 2	
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 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](#)

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

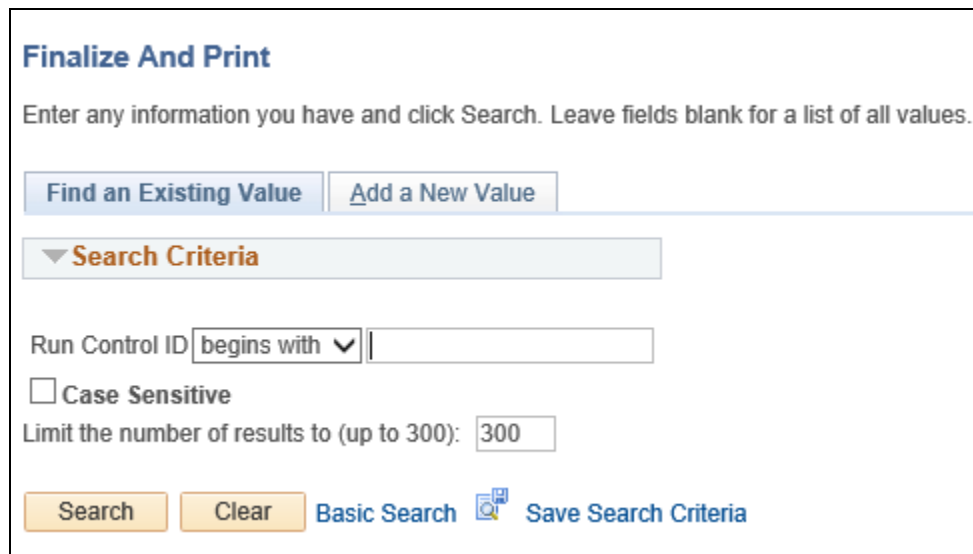
Possible situations when this function is used: Invoices are printed in a two-step process. The first step to printing invoices (after finalization) is to run the BI_IVCEXT extract process. The extract process populates the extract tables with the data necessary to print invoices. The second process 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:



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

Search results display:

Finalize And Print

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

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

▼ **Search Criteria**

Run Control ID

☐ Case Sensitive

Limit the number of results to (up to 300):

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

Search Results

View All First 1-6 of 6 Last

Run Control ID	Language Code
Accounting_Entries_Billing	English
Budget_Check	English
Finalize_and_Print	English
POBudTest	English
PO_BUDGET_CHECK	English
Test1	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 [Report Manager](#) [Process Monitor](#) [Run](#)

Language ☒ 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

Range Selection

☒ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

☐ Public Voucher Number

From Business Unit [Search](#)

To Business Unit [Search](#)

[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

Summarization Options

For Invoices associated with Summarization Template:

☒ Print Detail

☐ Print Summarized

☐ Print Both Summarized & Detail

*EDI Invoice Options

*Email Invoice Options

*Federal Highway File Options

*Elec Invoice File Options

☒ 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:

6. Click **Save**

7. Click **Run** to run process

The **Process Scheduler Request** page displays:

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 SF 1080/81 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**

The **Finalize and Print** page displays:

The screenshot shows the 'Finalize and Print' interface. At the top, there are tabs for 'Finalize and Print' and 'Print Options'. Below the tabs, there's a 'Run Control ID' field set to 'Finalize_and_Print' and a 'Language' dropdown set to 'English'. A 'Report Manager' link is highlighted with a red box. To the right, there's a 'Process Monitor' section with a 'Run' button. Below this, there's a 'Selection Parameters' section with various options like 'Processing Date', 'User Defined' (selected), 'Range Selection', and 'Invoice ID'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

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

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

The screenshot shows the 'List' page with the 'Administration' tab selected. At the top, there are tabs for 'List', 'Explorer', 'Administration' (selected), and 'Archives'. Below the tabs, there's a 'View Reports For' section with fields for 'User ID' (ETEST), 'Type' (dropdown), 'Last' (dropdown), '1' (text), 'Days' (dropdown), and a 'Refresh' button highlighted with a red box. Below this, there's a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains several rows of reports, with the 'BIXPRNT00 - BIXPRNT00.pdf' link highlighted in a red box. The 'Status' column for this row is 'Posted'.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2510300	9196166	VT Purchasing Budget Activity	11/06/2018 9:27:30AM	SQR Portable Format (*.spf)	Posted	Details
<input type="checkbox"/>	2510272	9196134	BIXPRNT00 - BIXPRNT00.pdf	11/06/2018 9:20:26AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510268	9196135	Invoice Bursting Program	11/06/2018 9:19:28AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2510266	9196132	Invoice Extract Process	11/06/2018 9:19:28AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2506706	9192571	Comm. Cntrl. Budget Processor	11/05/2018 5:28:38PM	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	<h2 style="margin: 0;">INVOICE</h2>	Invoice No: Invoice Date: Page:	SUP089987 06/01/2018 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:

Bill Summary

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

Find an Existing Value

▼ **Search Criteria**

Business Unit = [dropdown] [text field] [magnifying glass icon]

Invoice begins with [dropdown] [text field] [magnifying glass icon]

Bill Status = [dropdown] [text field] [dropdown arrow]

Customer begins with [dropdown] [text field] [magnifying glass icon]

Contract begins with [dropdown] [text field]

Bills in Business Unit = [dropdown] [text field] [magnifying glass icon]

Template Invoice Flag = [dropdown] [text field] [dropdown arrow]

☐ Case Sensitive

Limit the number of results to (up to 300): [text field: 300]

Search **Clear** [Basic Search](#) [magnifying glass icon] [Save Search Criteria](#) [document icon]

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.

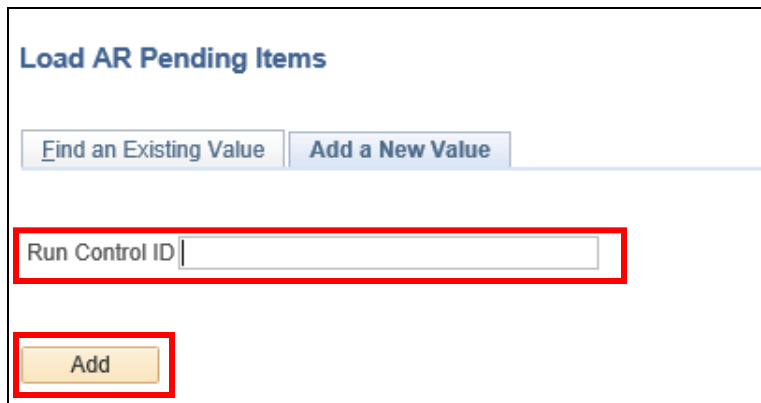
Fourth Step – Creates an External Pending Group to load in AR

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

Find an Existing Value Add a New 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' form. At the top, there is a 'Run Control ID' field with the value 'Load_AR' and a 'Language' dropdown menu set to 'English'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red box. Below this is the 'Load AR Selection Parameters' section, which includes a 'Find | View All' link and pagination controls showing '1 of 1'. The section contains several groups of options: 'Print Load AR Report' (checked, highlighted with a red box), 'Posting Action' (radio buttons for 'Do Not Post' and 'Batch Standard', with 'Batch Standard' highlighted by a red box), 'Business Unit' (a text input field with a search icon, highlighted by a red box), and 'Range Selection' (radio buttons for 'All Invoiced Bills', 'Invoice ID', 'Bill Cycle', 'Cust ID', 'Date Bill Added', 'Bill Type', 'Range ID', and 'Bill Source', with 'All Invoiced Bills' highlighted by a red box). At the bottom, there are 'Save' and 'Notify' buttons (both highlighted with red boxes), and '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 [dropdown] Run Date 11/06/2018 x [calendar icon]
Recurrence [dropdown] Run Time 10:59:33AM [button: Reset to Current Date/Time]
Time Zone [text box]

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

[button: OK] [button: 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

[button: Report Manager] [button: Process Monitor] [button: 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

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

11. Click on **Report Manager** link

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

The **Administration** tab is displayed:

View Reports For

User ID: ETEST Type: [dropdown] Last: [dropdown] 1: [dropdown] Days: [dropdown] **Refresh**

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Report List Personalize | Find | View All | [icon] | [icon] First 1-18 of 18 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2510438	9196307	Load AR Pending Items	11/06/2018 11:06:05AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510437	9196306	VT Purchasing Budget Activity	11/06/2018 10:43:58AM	SQR Portable Format (*.spfl)	Posted	Details
<input type="checkbox"/>	2510300	9196166	VT Purchasing Budget Activity	11/06/2018 9:27:30AM	SQR Portable Format (*.spfl)	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
Run Date 11/06/2018
Run Time 11:06:35

Range Option: ALL
Business Unit: 03564
Post Action: No Post Action

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
28490	1	SPICD1	SUP089987		IN	SUP	IT-01	15.00	USD	15.00	2018-06-01	SUP

OF INVOICES IN GROUP: 1
OF AR ENTRIES IN GROUP: 1
ACCOUNTS RECEIVABLE AMOUNT: 15.00 USD

TOTAL # OF INVOICES PROCESSED: 1
TOTAL # OF AR ENTRIES GENERATED: 1

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

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Invoice begins with

Customer begins with

Contract begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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:

The screenshot shows the 'Adjust Entire Bill' page. At the top, it displays 'Unit 01106', 'Bill To TRE3', and 'TRE STATE TREASURER'. Below this, 'Invoice 69162359' and 'Invoice Amt 273.70' are shown, along with 'USD'. The page is divided into two main sections: 'Select Bill Adjustment Action' and 'Adjustment Results'. In the 'Select Bill Adjustment Action' section, the 'Credit Entire Bill' radio button is selected and highlighted with a red box. Below this, the 'Rebill Default Action' section shows 'Retain Original Invoice Value' selected. In the 'Adjustment Results' section, the 'Adjustment Reason' dropdown is set to 'PRICE' and is highlighted with a red box. At the bottom, the 'Save' button is highlighted with a red box. Other buttons at the bottom include 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and '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**

This screenshot shows the 'Adjust Entire Bill' page after the adjustment has been saved. The 'Select Bill Adjustment Action' section now has 'No Bill Action' selected. The 'Adjustment Results' section shows the '*Credit Bill' field populated with '69162635' and the 'Rebill Bill' field set to 'NEXT'. A red circle with the number '9' and an arrow points to the '*Credit Bill' field. Another red circle with the number '10' and an arrow points to the 'Header Info 1' link next to the '*Credit Bill' field. The 'Adjustment Reason' dropdown remains set to 'PRICE'. The 'Save' button is no longer highlighted.

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 [View Activity](#)

TRE STATE TREASURER

*Invoice Form XP_PS/GEN

Accounting Date

Remit To GOVNT

Sales BGS

Credit BGS

Billing Specialist LLABOUT

Labounty, Lisa

Invoice Date

Source INTERFACE

SubCust1

SubCust2

Cycle ID MONTHLY

*Frequency Once

From Date

To Date

Pay Terms DUR

Bank Account 001

Bill Inquiry Phone 802-828-1600

Collector BGS

Billing Authority

Pay Method Check

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Approvals](#) [Page Series](#)

Notes [Express Entry](#) [Attachments](#) [Navigation](#) [Header - Info 1](#) [Prev](#) [Next](#)

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

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

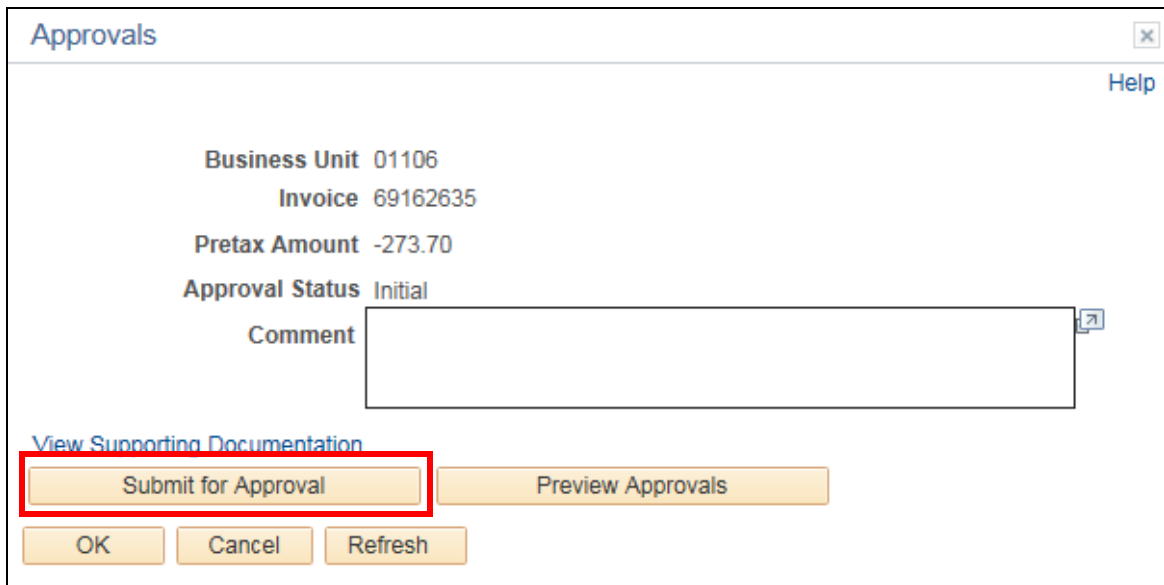
Header - Info 1 | Line - Info 1

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:



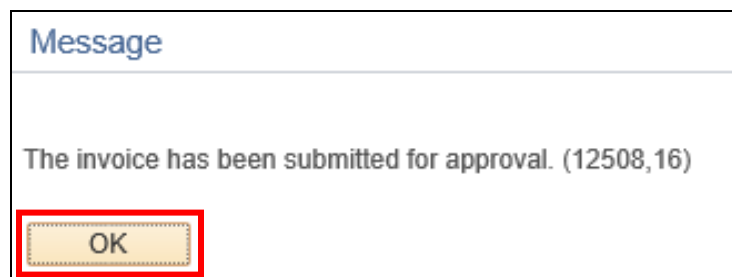
The 'Approvals' window displays the following information:

- Business Unit 01106
- Invoice 69162635
- Pretax Amount -273.70
- Approval Status Initial
- Comment (empty text box)

Below the information, there is a link for [View Supporting Documentation](#) and two buttons: **Submit for Approval** (highlighted with a red box) and **Preview Approvals**. At the bottom are three buttons: **OK**, **Cancel**, and **Refresh**.

13. Click **Submit for Approval**

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



The 'Message' window displays the following text:

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

Below the text is a button labeled **OK**, which is highlighted with a red box.

14. Click **OK**

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

15. Click **Approvals** link

The **Approvals** window opens:

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

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Invoice begins with

Customer begins with

Contract begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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 C
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 Llabount, Lisa 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

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 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

Notes Express Entry Attachments

Summary Bill Search Line Search

Navigation Header - Info 1

Page Series

Prev Next

Save Return to Search Notify Refresh

Add Update/Display

Header - Info 1 | Line - Info 1

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

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

Find an Existing Value

Search Criteria

Business Unit =

Invoice begins with

Customer begins with

Contract begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

Search **Clear** **Basic Search** **Save Search Criteria**

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

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](#)

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 type="text"/>
<input checked="" type="checkbox"/>	2	2	8024	Monthly copier fee	294.00	294.00	CUSTOMER <input type="text"/>

☒ Select All ☐ Clear All

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 [View Activity](#)

JUD WINDSOR UNIT FAMILY DIVISION

*Invoice Form XP_PS/GEN

Accounting Date

Remit To BGS

Sales BGS

Credit BGS

Billing Specialist HQUENNEV

Heidi Quenneville

Invoice Date

Source

SubCust1

Cycle ID MONTHLY

*Frequency Once

SubCust2

From Date

To Date

Pay Terms DUR

Bank Account 001

Bill Inquiry Phone 802-828-1012

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](#)

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:

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 Identifier 8024 Description Monthly copier fee

Quantity -94.000 From Date To Date
Unit of Measure EA Line Type REV Accumulate
Unit Price 1.0000 Tax Code Tax Exempt
Gross Extended 294.00 Exempt Cert

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

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. 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 Page Series

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

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

18. Click on **Header – Info 1** tab

19. Click on the **Approvals** link

The **Approvals** window opens:

Approvals

Business Unit 01163

Invoice 63087861

Pretax Amount -94.00

Approval Status Initial

Comment Reduced quantity by 94 units.

View Supporting Documentation

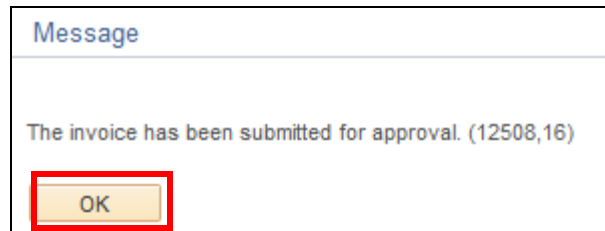
Submit for Approval Preview Approvals

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 bellow 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. The title is 'Adjust Selected Bill Lines'. Below the title is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below that is a section titled 'Search Criteria' with a dropdown arrow. Under 'Search Criteria', there are four rows: 'Business Unit' with a dropdown set to '=', a text box containing '01163', and a search icon; 'Invoice' with a dropdown set to 'begins with', a text box containing '63089882', and a search icon; 'Customer' with a dropdown set to 'begins with', an empty text box, and a search icon; and 'Contract' with a dropdown set to 'begins with', an empty text box, and a search icon. Below these is a checkbox labeled 'Case Sensitive' which is unchecked. Underneath is a text box labeled 'Limit the number of results to (up to 300):' containing the value '300'. At the bottom, there is a row of buttons: 'Search' (highlighted with a red rectangle), 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a floppy disk icon).

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:

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: NEXT

Total Lines Adjusted

Set Filter Options 1 To 8 Of 8 Sort L 1-10 of 8

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

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

Total Lines Adjusted 1

Bill Line Info 1

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 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	
Unit of Measure	SH	To Date	
Unit Price	0.0270	Line Type	REV <input checked="" type="checkbox"/> Accumulate
Gross Extended	-8.40	Tax Code	<input type="checkbox"/> Tax Exempt
		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	
Unit of Measure	SH	To Date	
Unit Price	0.0240	Line Type	REV <input checked="" type="checkbox"/> Accumulate
Gross Extended	8.40	Tax Code	<input type="checkbox"/> Tax Exempt
		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 Bill To AGR10 Pretax Amt -0.94 USD
Invoice 63089978 AGR ARMS 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 From Date
Unit of Measure SH To Date
Unit Price 0.0270 Line Type REV ☒ Accumulate
Gross Extended -8.40 Tax Code ☐ Tax Exempt
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
Table ID Identifier IC1552 Net Extended 7.46
Description Paper 8.5x11 24# Ultra Orange

Quantity 311.0000 From Date
Unit of Measure SH To Date
Unit Price 0.0240 Line Type REV ☒ Accumulate
Gross Extended 7.46 Tax Code ☐ Tax Exempt
Exempt Cert

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

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:

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 From Date To Date

Accounting Date Pay Terms DUR Pay Method Check

Remit To BGS Bank Account 001

Sales BGS Bill Inquiry Phone 802-828-2830

Credit BGS Collector BGS

Billing Specialist CNILES Billing Authority

Churchill, Connie

Go to: Header Info 2 Address Copy Address Approvals

Notes Express Entry Attachments Page Series

Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

20. Click on the **Approvals** link

The **Approvals** window opens:

Approvals

Business Unit 01163

Invoice 63089979

Pretax Amount 0.28

Approval Status Initial

Comment

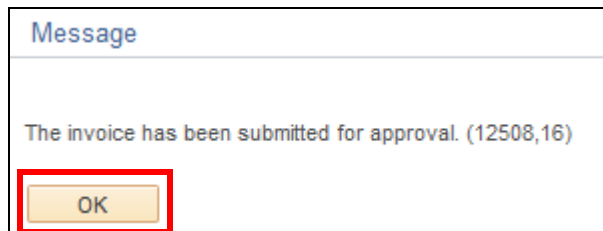
View Supporting Documentation

Submit for Approval Preview Approvals

OK Cancel Refresh

21. Click on **Submit for Approval**

The following **Message** appears:



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:

A screenshot of the 'Adjust Selected Bill Lines' web form. The title is 'Adjust Selected Bill Lines'. Below the title is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button 'Find an Existing Value'. Below that is a section 'Search Criteria' with a dropdown arrow. It contains four search criteria: 'Business Unit' with a dropdown set to '=' and a text box with '01163'; 'Invoice' with a dropdown set to 'begins with' and a text box with '63089701'; 'Customer' with a dropdown set to 'begins with' and an empty text box; and 'Contract' with a dropdown set to 'begins with' and an empty text box. Each text box has a magnifying glass icon. Below these is a checkbox for 'Case Sensitive' and a text box for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there is a 'Search' button highlighted with a red border, followed by a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

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:

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 NEXT
 Total Lines Adjusted

Set Filter Options 1 To 12 Of 12 Sort L

Select Bill Lines Personalize | Find | View All | 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="text"/>
<input type="checkbox"/>	2	2	IC4019	Copier - Monthly Lease Fee	152.00	152.00	<input type="text"/>
<input type="checkbox"/>	3	3	IC4019	Copier - Monthly Lease Fee	152.00	152.00	<input type="text"/>
<input type="checkbox"/>	4	4	IC4019	Copier - Monthly Lease Fee	152.00	152.00	<input type="text"/>

☒ 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 Last

Select Bill Lines Personalize Find View All 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

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Identifier IC4019 Net Extended -152.00
 Table ID 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

Header - Info 1 | Line - Info 1

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
 View Activity

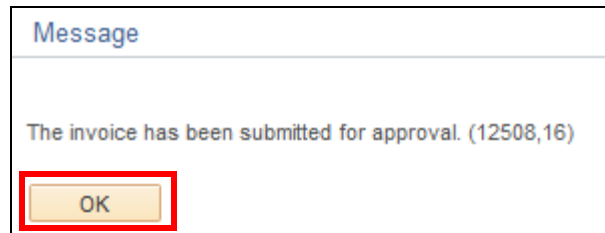
AOT FINANCE & ADMINISTRATION
 *Invoice Form XP_PS/GEN
 Accounting Date From Date To Date
 Remit To BGS Pay Terms DUR Pay Method Check
 Sales BGS Bank Account 001
 Credit BGS Bill Inquiry Phone 802-828-2830
 Billing Specialist CNILES Collector BGS
 Billing Authority
 Churchill, Connie

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

Header - Info 1 | Line - Info 1

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 \$		000000000000000000000034740, 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 (highlighted with green box)

*Type TEL

*Customer VHS9 View Activity

VT HISTORICAL SOCIETY ADMIN

*Invoice Form XP_PS/GEN

Accounting Date

Remit To GOVNT

Sales BGS

Credit BGS

Billing Specialist LLABOUNT

Labounty, Lisa

Invoice Date

Source INTERFACE

SubCust1

SubCust2

From Date

Pay Terms DUR

Bank Account 001

Bill Inquiry Phone 802-828-1600

Collector BGS

Billing Authority

Cycle ID MONTHLY

*Frequency Once

To Date

Pay Method Check

Go to: Header Info 2 Address Copy Address Approvals (highlighted with red box)

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

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. Below the title bar, there is a "Help" link. The main content area displays the following information:

- Business Unit 01106
- Invoice 69162633
- Pretax Amount -238.62
- Approval Status Pending
- Comment: A text input field with a small icon to its right.

Below the information, there are two sections of buttons:

- View Supporting Documentation**: Contains a "Cancel Approval Process" button.
- Approval Monitor**: Contains a "Restart Approval Process" button.

Below these, there are three buttons: "Approve" (highlighted with a red rectangle), "Deny", and "OK". At the bottom, there are three buttons: "OK", "Cancel", and "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

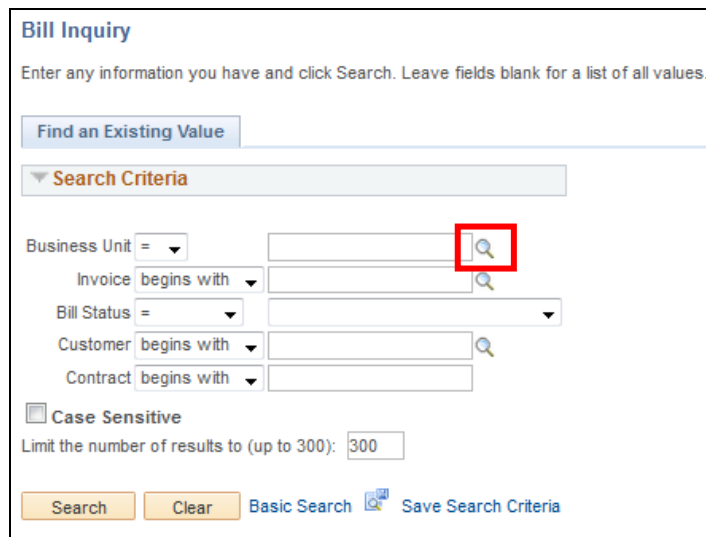
Possible situations when this function is used: The Search Results Job Aid provides you with information on how to narrow a search in the Billing module. If some fields on search pages are left blank, the searcher will receive a large list of search results. These fields include:


- 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:



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:

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

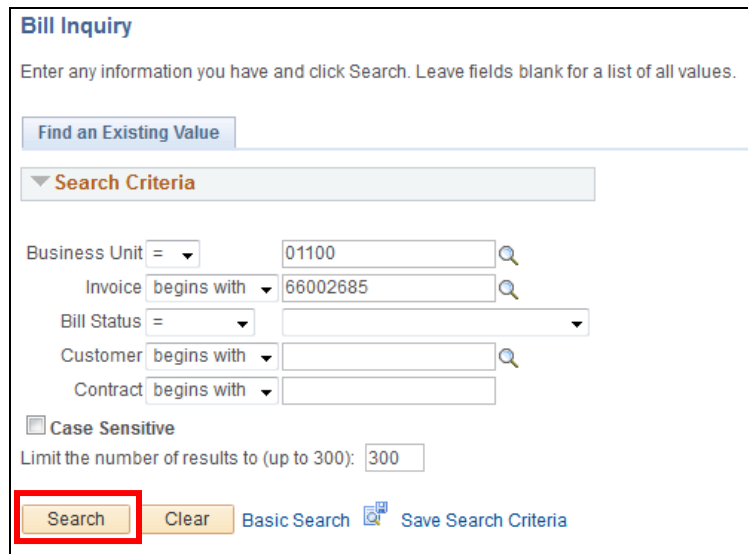
Review Billing Information

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:



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	\$6.55
Status INV	Invoice Date 12/14/2017	Cycle ID MONTHLY	
Type AO	Source MANUAL	Frequency Once	
Customer NR7	SubCust1	SubCust2	
NR OFFICE OF MANAGEMENT SRVCS			
Invoice Form XP_PS/GEN	From Date	To Date	
Accounting Date 12/14/2017	Pay Terms DUR	Pay Method Check	
Remit To ADM	Bank Account 001		
Sales BGS	Bill Inquiry Phone 802-828-3078		
Credit BGS	Collect BGS		
Billing Specialist CTOUCHET	Billing Authority		
Caitlin Touchette			
Go to:	Header Info 2	Address	Copy Address
Summary	Commit Cntrl		Notes
Bill Search	Line Search		
			Page Series
			Header - Info 1
			Prev Next
Return to Search Notify Refresh			
Header - Info 1 Line - Info 1			

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:

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	
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

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

[Find an Existing Value](#)

Search Criteria

Group Unit = 01100

Group ID begins with 1048

User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300): 300

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

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 01100

Group ID 1048

Entered 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	\$:Y

Group Total

10,086.51 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:

Accounting Entries by Invoice

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

Find an Existing Value

▼ Search Criteria

Business Unit = 01100

Invoice begins with 66002819

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

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

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

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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:

Invoice Register

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

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

Search Criteria

Run Control ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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

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 are fields for 'Run Control ID' (Test2) and 'Language' (English). To the right are links for 'Report Manager', 'Process Monitor', and a 'Run' button highlighted with a red box. Below these 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' section 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' page. At the top, there are fields for 'User ID' (ETEST) and 'Run Control ID' (Test2). Below these are fields for 'Server Name', 'Run Date' (11/26/2018), 'Recurrence', 'Run Time' (11:10:19AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is also present. The main section is the 'Process List' table, which is highlighted with a red box. The table has columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. There are two rows: 'Invoice Register by Invoice Id' (selected) and 'Invoice Register by Customer'. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button 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**

The **Invoice Register** page displays:

Invoice Register

Run Control ID Test2

Language English

Report Manager Process Monitor Run

Report request Parameters

Business Unit 01163

Range Selection

Final Date Range

Bill Cycle

Start Date 08/01/2018

End Date 08/31/2018

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 ETEST Type Last 1 Days Refresh

Status Folder Instance to

Report List Personalize Find View All First 1-6 of 6 Last

Select	Report ID	Pros Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2510639	9196538	Invoice Register by Invoice Id	11/26/2018 11:14:32AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510623	9196514	Print Portrait style invoices.	11/26/2018 10:41:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510622	9196513	Print Landscape Invoices	11/26/2018 10:41:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510621	9196512	Print Portrait Invoices	11/26/2018 10:41:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510620	9196511	Landscape summarize Invoices	11/26/2018 10:41:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2510619	9196509	Invoice Extract Process	11/26/2018 10:41:30AM	Text Files (*.txt)	Posted	Details

Select All Deselect All

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

Go back to Invoice Register

Save

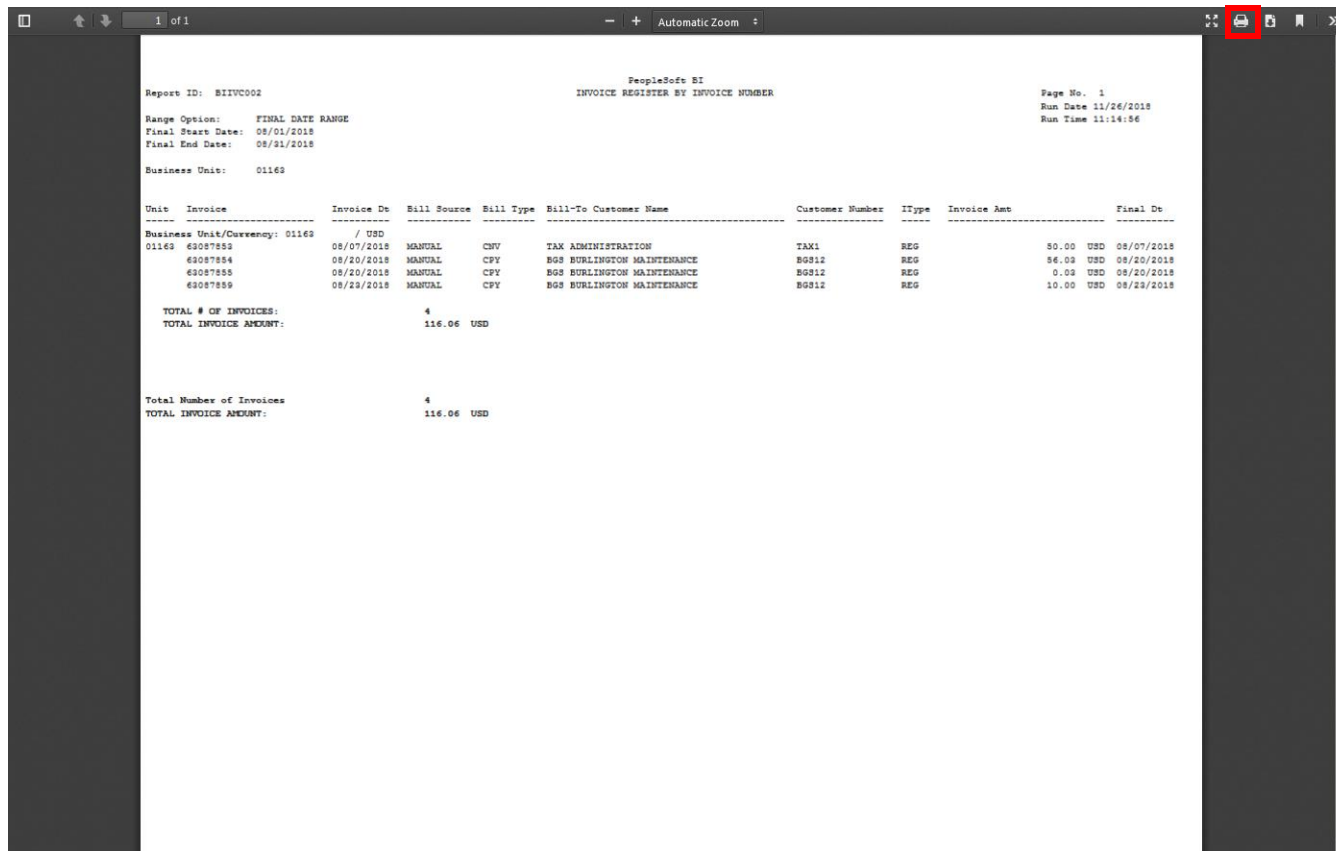
List Explorer Administration Archives

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
Range Option: FINAL DATE RANGE
Final Start Date: 08/01/2018
Final End Date: 08/31/2018
Business Unit: 01163

PeopleSoft BI
INVOICE REGISTER BY INVOICE NUMBER
Page No. 1
Run Date 11/26/2018
Run Time 11:14:56

Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	ITYPE	Invoice Amt	Final Dt
Business Unit/Currency: 01163 / USD									
01163	63087853	08/07/2018	MANUAL	CMV	TAX ADMINISTRATION	TAX1	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:

Reprint Invoices

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

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

Search Criteria

Run Control ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

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

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

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:

The screenshot shows the 'Reprint Invoices' web application interface. At the top, there are tabs for 'Reprint Invoices' and 'Print Options'. Below these, a 'Run Control ID' field is set to 'Test_2', and a 'Language' dropdown is set to 'English'. There are radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. A 'Run' button is visible. The main section is titled 'Selection Parameters' and includes a 'Find | View All' link and pagination controls showing '1 of 1'. On the left, under 'Seq Nbr 1', there are checkboxes for 'Include Attached Bills' and 'Include Open Items Only'. Below this is a 'Range Selection' section with two columns of radio buttons. The first column includes 'All', 'Bill Cycle', 'Date Bill Added', 'Range ID', and 'Public Voucher Number'. The second column includes 'Invoice ID' (which is selected), 'Cust ID', 'Bill Type', and 'Bill Source'. On the right side of the form, there are input fields for 'From Business Unit' (01163), 'To Business Unit' (01163), 'From Invoice' (00000000000000630029), 'To Invoice' (00000000000000630029), 'From Due Date', 'To Due Date', 'From Invoice Date', and 'To Invoice Date'. At the bottom left, a 'Save' button is highlighted with a red box. Other buttons at the bottom include 'Return to Search', 'Notify', 'Add', and 'Update/Display'. Red callout circles with numbers 3 through 6 point to the 'Range Selection' section, the 'From Business Unit' field, the 'From Invoice' field, and the 'To Invoice' field respectively.

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

User ID ETEST Run Control ID Test_2

Server Name Run Date 12/04/2018

Recurrence Run Time 10:53:47AM [Reset to Current Date/Time](#)

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

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

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

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 Language: English Specified Language Recipient's Language Run

Report Manager Process Monitor

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

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

☐ Public Voucher Number

From Business Unit: 01163 To Business Unit: 01163

From Invoice: 00000000000000630029 To Invoice: 00000000000000630029

From Due Date: 31 To Due Date: 31

From Invoice Date: 31 To Invoice Date: 31

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](#) | [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)

Please Remit To:

BGS Copy Center (43658)
General Services Center
Route 2, Drawer 33
Middlesex VT 05633-7601

Bill To:

PSD PUBLIC SERVICE DEPT
112 STATE STREET
2ND FLOOR
MONTPELIER VT 05620-2601

INVOICE

Invoice No: 63002999
Invoice Date: 02/28/2002
Page: 1 of 1

Customer No: PSD6
Payment Terms: DUR
Due Date: 02/28/2002

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>