Billing

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

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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


- **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

Billing

Create Pending Items

Accounts Receivable

General Ledger

Revenue and Cash
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

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
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

1. **Status** - Defaults as **NEW**, to process bill change status to **RDY**

2. **Invoice Date** - Not a mandatory field. Field is populated with the date established at the pre-process and finalization. The invoice date cannot be entered on this page

3. **Type** - The bill type represents the category of activity grouped on a specific bill

4. **Source** - This field shows how this bill was added to VISION. Example: Manual entry, Interface etc.

5. **Frequency** - Defaults as **Once**. Another option is Recurring. Recurring option enables you to reproduce bills or portions of bills and generate invoices by using templates

6. **Customer** - Enter a valid customer for whom you are billing

7. **Cycle ID** - Associates a billing cycle (monthly, on-demand, quarterly) with a recurring or installment bill

8. **Invoice Form** - The invoice form code is an identifier for the formatting options that determines the sorting and summarization levels for invoice information. XP_PS/GEN is the default that is currently used.

9. **From Date/To Date** - Specifies or indicates a date range for calculations, reports, invoices and searches. The dates are inclusive.

10. **Pay Terms** - Payment terms govern the length of time that a customer has to pay an item

11. **Pay Method** - Defaults as CHK

12. **Remit To/Bank Account** - Defaults from the bill Type that was selected. Varies with departments. Established with setup
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

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 Revenue Distribution page opens:

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

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

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

Note: Auto numbering requires specific setup in VISION.

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

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

Navigator menu navigation: Customers > Customer Information > General Information

The General Information search page displays, click on the Add a New Value 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:

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**
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:

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:

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:

4. Click on the + icon in the **Address Details** section to open a new effective dated row
5. Enter the new address information

6. Click Save

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

7. Click the View All link
The **General Information** page is displayed with both effective dated rows. The first row is the latest update:

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:

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:

**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:

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

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

Former Name 1 field displays the original Customer Name 1

8. Click the **General Info** link
The General Information page is displayed:

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

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 address:

![Address Details](image)

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:

![Address Details](image)

---

**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:

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:

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:

<table>
<thead>
<tr>
<th>SetID</th>
<th>Billing Currency</th>
<th>Billing Charge ID</th>
<th>Description</th>
<th>Unit of Measure</th>
<th>List Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>01151</td>
<td>USD</td>
<td>9000</td>
<td>16mm 100' roll processing only EA</td>
<td></td>
<td>3.2</td>
</tr>
<tr>
<td>01151</td>
<td>USD</td>
<td>9000</td>
<td>16mm 100' roll processing only EA</td>
<td></td>
<td>5.2</td>
</tr>
<tr>
<td>01151</td>
<td>USD</td>
<td>9000</td>
<td>16mm 100' roll processing only EA</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

4. Click on first row in Search Results list

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

5. **Click on** + button to add a new effective dated row. This row will carry forward all information from the last effective dated row

6. **Effective Date** - Defaults to today and may be overridden

7. **Status** - Defaults to Active and may be changed to Inactive to discontinue use of this code

8. **Change other value as necessary** - List Price is an example of a common effective dated change to a Charge Code

9. 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:

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:

![Image of the Line - Info 1 page]

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
If entering more than one billing line click on the [+].

21. Click on the [+] icon to add a new row
The **Line - Info 1** page displays with a second row inserted:

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:

**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:

<table>
<thead>
<tr>
<th>Seq</th>
<th>Table ID</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Gross Extended</th>
<th>Less Discount</th>
<th>Plus Surcharge</th>
<th>Net Extended</th>
<th>VAT Amount</th>
<th>Tax Amount</th>
<th>Net Plus Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>15.0000</td>
<td>EA</td>
<td>1.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>10.0000</td>
<td>EA</td>
<td>1.0500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

30. Click the Accounting link
The **Revenue Distribution** page displays:

![Image of the Revenue Distribution page]

**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:

32. Click the **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 the **Line - Info 1** tab.
35. Click Notes link

The Line - Note page will display:

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:

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

39. **Click Save**

Bill is saved and an invoice # is assigned:

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

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**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

Data Sheet page displays:

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.

2. Click **Delete Previous Interface** - This step prevents generating duplicate invoice entries from the previous interface.

3. Select **Bill Type** form 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:

![Populate Data Sheet from Data Entry](image)

Please be patient while the data is being processed. Click OK to continue

9. Click **OK**

The Data Sheet tab displays:

![Data Sheet Tab](image)

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:

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:

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.

4. Click on a Charge line from the list to open a pending transaction

The interface detail page displays. Load Status is NEW:
**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:

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

6. Click **Add**

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

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:

9. Click OK

Returns to Process Billing Interface page:

The Process Instance is displayed below the Run button

10. Click on the Process Monitor link
The **Process Monitor** displays:

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:

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

13. Click **Search**

The **Search Results** list the transactions included in this interface:
14. Click a **Charge** row link

The Interface Detail page displays:

> 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:

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 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:

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

![Bill Entry Page](image)

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

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

6. Click **Add** button
The **Header - Info 1** page is displayed:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td><strong>Status</strong> - Defaults as <strong>New</strong> accept default</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td><strong>Invoice Date</strong> - Leave blank. This value is assigned when the bill is finalized.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td><strong>Type</strong> - 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.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td><strong>Source</strong> - Select valid value 🗝️ or populates if entered on the <strong>Add a New Value</strong> page</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td><strong>Frequency</strong> - Change default – from Once to <strong>Recurring</strong></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td><strong>Customer</strong> - Select valid value 🗝️ or populates if entered on the <strong>Add a New Value</strong> page</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td><strong>Cycle ID</strong> - Populates from Type selection</td>
<td></td>
</tr>
</tbody>
</table>
| 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:

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:

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
22. Click on **Line – Info 1** tab:
Line - Info 1 page displays:

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:

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:

![Image of invoice creation process]

**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:

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:

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:

6. Click **OK**
7. Click the **Process Monitor** link to assure that the process runs to success and posted:

![Process Monitor screenshot](image)

The **Process Monitor** page displays:

![Process Monitor page screenshot](image)

8. 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 Search Page](image)

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](image)

13. Click on the link to template **SUP089986**
The Bill Summary Info page displays:

14. Click on the Header Info 1 link

The Header - Info 1 page displays:

15. Click on the Go to Recurring Bill Schedule icon
The **Recurring Bill Schedule** inquiry page displays:

![Recurring Bill Schedule](image)

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

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

![Single Action Invoice](image)

1. **Run Control ID** - Enter a unique run control ID, example: Single_Action_Invoice
2. Click **Add**
The **Single Action Invoice** run control page displays:

3. **Invoice Date Option** - Defaults as **Processing Date** - if you accept the default, invoices will process with the current date as the accounting date. **User Defined** - If you select user defined 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
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:

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:

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

12. Click **Save**

13. Click **Run**
The **Process Scheduler Request** page displays:

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:

13. Click on the **Report Manager** link
The **List Page** displays, click on the **Administration** tab:

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

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:
17. Click **Load GL Interface**

![Load GL Interface](image)

Opens the Load GL Accounting Entries report listing the GL transactions generated from the invoices processed by the Single Action Invoice job.

18. Click **Report Manager** tab to return to the Administration page
You are returned to the **Administration** tab:

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

![Invoice Image]

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:

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:

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:

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:

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

7. Click **Return**

Finalize and Print page displays:

8. Click **Run** to start the process
The **Process Scheduler Request** page is displayed:

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

10. **Click OK**
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:

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**
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.

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
**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:

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:

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:

![List page displaying administration tab](image)

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 opened in new browser window](image)

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 displayed:

![Bill Summary Page](image)

1. **Business Unit** - Enter valid BU
2. **Invoice** - Enter invoice number
3. **Click Search**
The **Bill Summary** Info page displays:

4. Bill Status should be **INV**

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

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

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:

<table>
<thead>
<tr>
<th>Finalize And Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
<tr>
<td>Find an Existing Value</td>
</tr>
<tr>
<td>Search Criteria</td>
</tr>
<tr>
<td>Run Control ID <strong>begins with</strong></td>
</tr>
<tr>
<td>□ Case Sensitive</td>
</tr>
<tr>
<td>Limit the number of results to (up to 300): 300</td>
</tr>
<tr>
<td>Search</td>
</tr>
</tbody>
</table>

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

**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:

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:

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:

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

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

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:

![Invoice Image]

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:

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:

![Bill Summary Info 2](image)

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:

1. Run Control ID - Enter a new run control ID. Example: Load_AR
2. Click Add
The Load AR Pending Items page displays:

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:

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

10. Click **OK**

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

11. Click on **Report Manager** link
The **List Page** displays, click on the **Administration** tab:

The **Administration** tab is displayed:

![Image of Administration tab]

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

![Image of Load AR Pending Items](attachment:image.png)

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:

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:

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**

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
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:

13. Click **Submit for Approval**

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

14. Click **OK**
You are returned 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:

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:

6. **Select Bill Adjustment Action** - No Bill Action defaults, select **Credit & Rebill**

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

8. Click **Save**

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 page](image)

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 page](image)

12. Click on Header Info 1 link besides Rebill Bill field
The **Header – Info 1** page is displayed for Rebill:

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:

![Search page](image)

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:

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
11. **Line Adjustment Results** - The new invoice number appears

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

   A new window opens:

   ![Header Info 1 Window]

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

14. Click on the **Line - Info 1** tab
The Line - Info 1 page displays:

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 intial if saved.

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

17. Click OK
You are returned to the **Line - Info 1** page:

18. Click on **Header – Info 1** tab

19. Click on the **Approvals** link

The **Approvals** window opens:

20. Add a **comment** if desired

21. Click **Submit for Approval**
The following **Message** appears:

![Message](image)

22. Click **OK**

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

**Create Net Adjustment Only is Complete**

**Create Reversal and Rebill**

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

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

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

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

![Adjust Selected Bill Lines](image)

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:

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
11. **Line Adjustment Results** - The new invoice number appears

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

A new window opens:

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

14. Click on the **Line - Info 1** tab
The Line - Info 1 page displays:

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
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:

![Image of Header - Info 1 page](image)

20. Click on the **Approvals** link

The **Approvals** window opens:

![Image of Approvals window](image)

21. Click on **Submit for Approval**
The following Message appears:

```
Message

The invoice has been submitted for approval. (12508.16)
```

22. Click **OK**

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

Create 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:

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:

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 #

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

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

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

13. Click **Save**

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

17. Click on the **Approvals** link
The following **Message** appears:

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

**18. Click OK**

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

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.

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:

The **Bill Status** of 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**:

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:

![Look Up Business Unit](image)

2. Select your Business Unit

3. Click on the **Invoice** dropdown list to display a list of search options:

![Bill Inquiry](image)

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 that 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 Head – 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:

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:

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:

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 Page](image)

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:

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](image1)

You can click on page tabs to view additional information:

![Review Entries by Invoice](image2)

Transaction Amounts tab displays account #’s and transaction amount

4. Click on the **Journal Information** tab
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:

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 Page](image)

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:

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:

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:

7. **Process List** - Select by Invoice Id or By Customer
8. Click **OK**
9. Click on the Report Manager link

The List page displays:

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.

**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:

1. Click on Add a New Value or Find an Existing Value
2. Run Control ID - Enter new or find existing run control
3. Click Add for new or Search for an existing run control
The **Reprint Invoices** page is displayed:

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

4. **Business Unit** - Enter valid value

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

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

   **All other fields are available if needed but are not mandatory**

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

9. Click **Save**

10. Click on the **Reprint Invoices** tab

11. Click **Run**
The **Process Scheduler Request** page opens:

12. **Select** - Select the process **BIPJ75**

13. Click **OK**
Click on the Process Monitor link:

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

17. Click on the Report Manager link
18. Click the Administration tab

19. Click BIXPRNT00 - BIXPRNT00.pdf

PDF of Invoice opens in a new browser window:

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