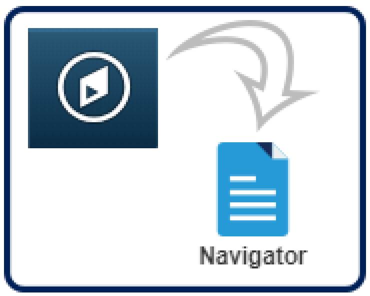
Billing Page Series

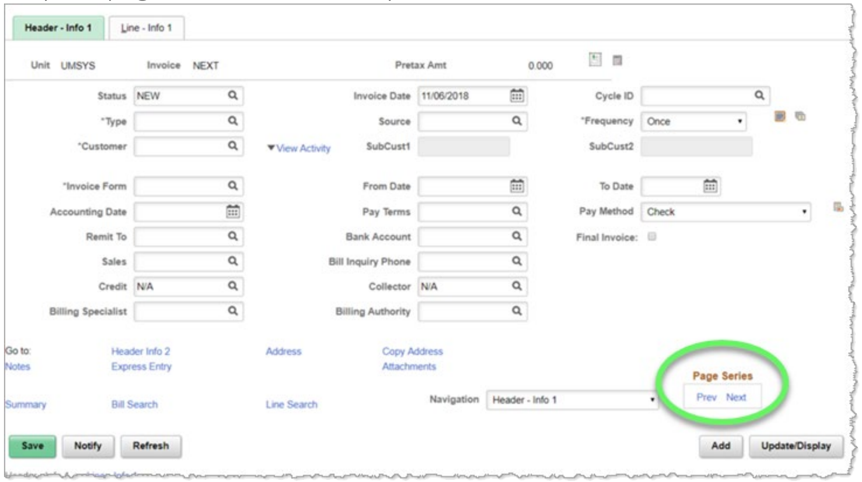
Navigation Options

Navigation Collection Tile
Billing | Create Billing Invoices | Standard Billing



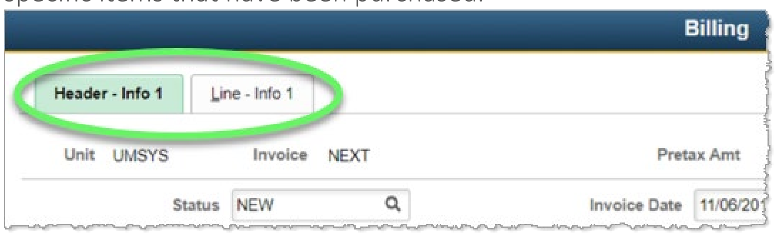
NavBar:Navigator
Billing | Maintain Bills | Standard Billing

1. The **Bill Entry** module consists of many pages and options. **Page Series** links, included in the lower right of each page in the Bill Entry series, access only the pages that the university uses to create invoices.



2. Parts of an Invoice

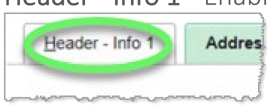
   An invoice has two parts: a header and lines. The header includes information that pertains to the entire bill, and line information pertains to the specific items that have been purchased.



3. Header Data

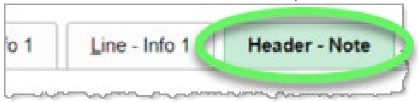
   Bill header data pages include the following four pages (in order of page series setup):

   1. **Header - Info 1** - Enables you to record bill type, customer, and the billing operation.



   2. **Address Info** - Enables you to review mailing address information and change the location code, if necessary.

   3. Header - Note - Enables you to add internal notes or notes to be printed on the invoice that pertains to the entire bill.

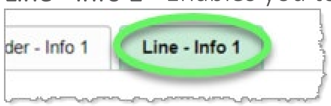


   4. Header - Service Info - Enables you to enter a customer's PO number if you have one.

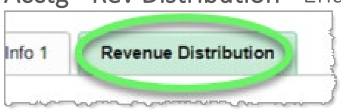
4. Line Data

   Bill line data pages include the following three pages (in order of page series setup):

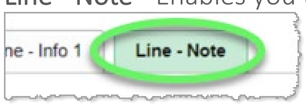
   1. Line - Info 1 - Enables you to record required charge information such as product, quantity, and price.



   2. Acctg - Rev Distribution - Enables you to specify general ledger account distribution information for each bill line.



   3. Line - Note - Enables you to add internal or printed notes for each item that is billed.



Example of printed invoice:

University of Missouri

INVOICE

Page:	1
Invoice No:	INV00[illegible]
Invoice Date:	10/21/2004
Customer Number:	4000
P.O. Number	
Payment Terms:	Net 30
Due Date:	11/20/2004
Federal Id Number:	43-6004000

AMOUNT DUE: [illegible] USD

Customer:

MO OFFICE OF [illegible]

[illegible]

For billing questions, please callMorenet

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
			MOREnet training for attendees				
1		MNF INSTF TRG	Internal Staff Training	[illegible]	EA	[illegible]	[illegible]
			6/28/04 Basic Troubleshooting Techniques				
			6/29/04 Networking 101				
			6/30/04 Configuring TCP/IP				
			7/1/04 Introduction to Wireless LANs				
			7/1/04 Bridging, Switching & Routing				

SUBTOTAL: [illegible]

T0TAL AMOUNT DUE : [illegible]

PLEASE DETACH THIS BOTTOM PORTION AND RETURN WITH YOUR PAYMENT IN THE ENCLOSED WINDOW ENVELOPE.
MAKE CHECKS PAYABLE TO THE UNIVERSITY OF MISSOURI.

Invoice No:	INV00[illegible]
Customer Number:	4000
Due Date:	11/20/2004
Amount Due:	[illegible]
Amount Enclosed:	

We accept [ ] VISA [ ] MASTERCARD [ ] DISCOVER
Please check credit card used.
Credit Card Number: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
Cardholder Name: ____________________ (Please print) Exp Date:___/___
Cardholder Signature: ____________________

Customer:

[illegible]

REMIT TO:

University of Missouri-Columbia AR
P.O. Box 807012
Kansas City, MO 64180-7012

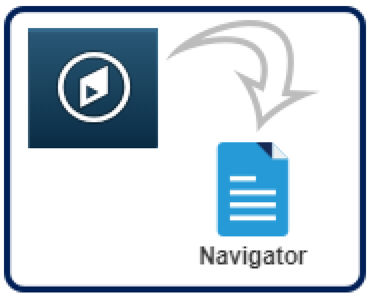
954004792000000000000594850000000000750008

END OF PROCEDURE

Create an Invoice

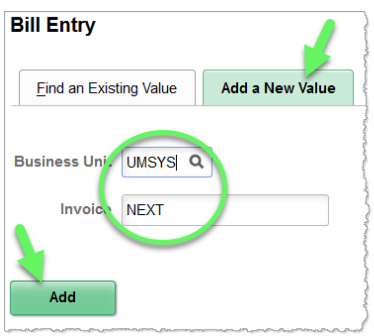
Navigation Options

Navigation Collection Tile
Billing | Create Billing Invoices | Standard Billing



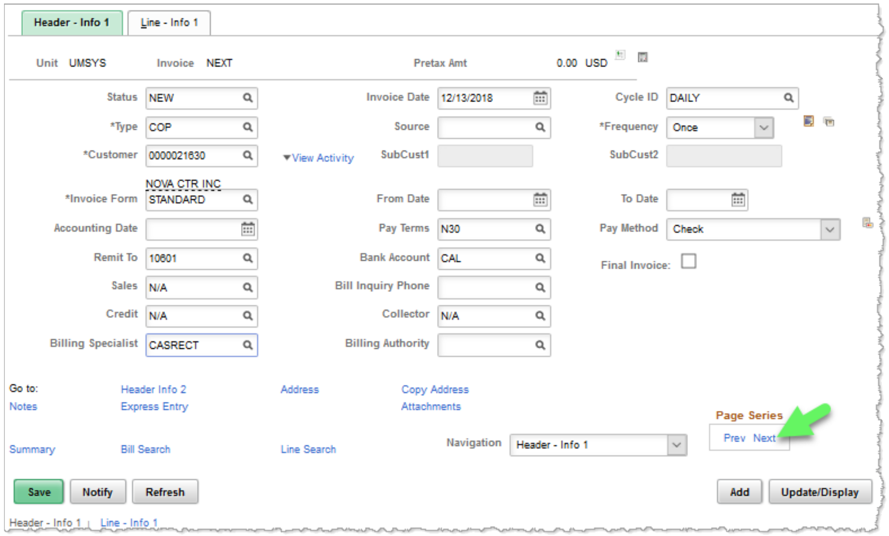
NavBar:Navigator
Billing | Maintain Bills | Standard Billing

1. Click the **Add a New Value** tab.



a. The **Business Unit** must be the same as the ChartField string that will be receiving revenue.
b. For the **Invoice** field, accept the default **NEXT** so that the system assigns this invoice the next sequential invoice number.
c. Click the **Add** button.

2. Complete the following fields on the **Header - Info 1** tab.



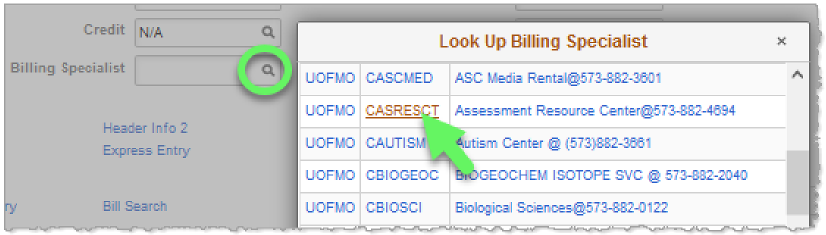
a. Accept the default (current date) in the **Invoice Date** field.
b. Enter or select the bill **Type** for your operation.

Bill **Type** is used to default several fields on the **Header - Info 1** tab. Unless your department does a lot of invoices, use the standard bill type for your campus: COLUM - COP, HELTH - HTH, HOSPT - HOS, KCITY - KCL, ROLLA - ROL, STLOU - STL, UMSYS - COP, UOEXT - COP. Work with your campus accounting office if you need a specific bill type.

c. Enter or select the desired information for the **Customer** field.

If the customer has not been created, a Customer Request Form will need to be submitted and a customer number assigned before proceeding. (See the "Create a New Customer or Update an Existing Customer" topic for instructions.)
Do not use customers that start with 8899XXXXXX or RETXXXXXXXX. These customers are only to be used by Campus Grants Offices and Retirement/Payroll.

d. For some departments, the **Billing Specialist** field will default in when you select your **Type**. Other departments must populate the **Billing Specialist** field by using the lookup feature and selecting it.

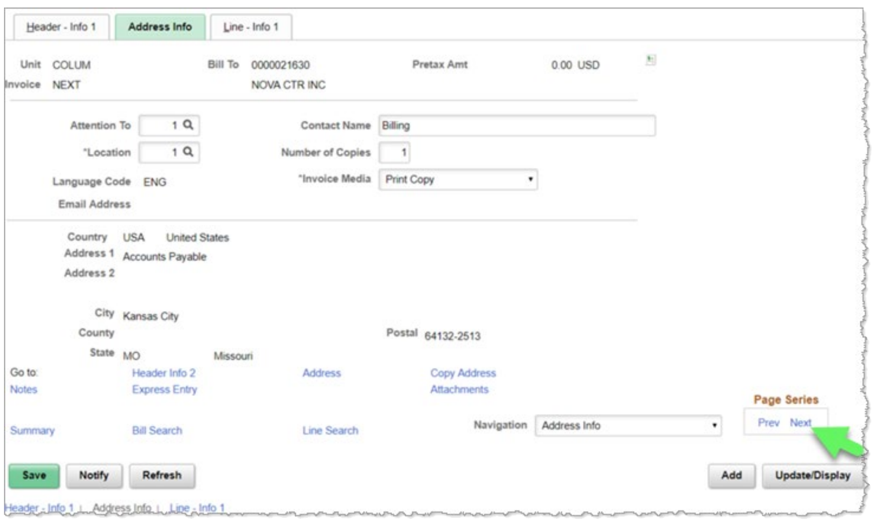


e. The **Sales** field defaults as "N/A" (unless it is associated to the Billing Specialist), but it can be used for tracking purposes. Contact the accounting office about setting up a person's name in the system to select for this field. It will not print on the invoice.

f. After the Billing Specialist is entered, several other fields are automatically populated and others are blank.
Do not change or fill in these fields.

g. Click the **Next** link in the **Page Series** box (lower right corner of page).

3. The **Address Info** tab opens.



a. Verify that the address is correct.

b. If the address is not correct, use the lookup feature for the **Location** field to select another location.

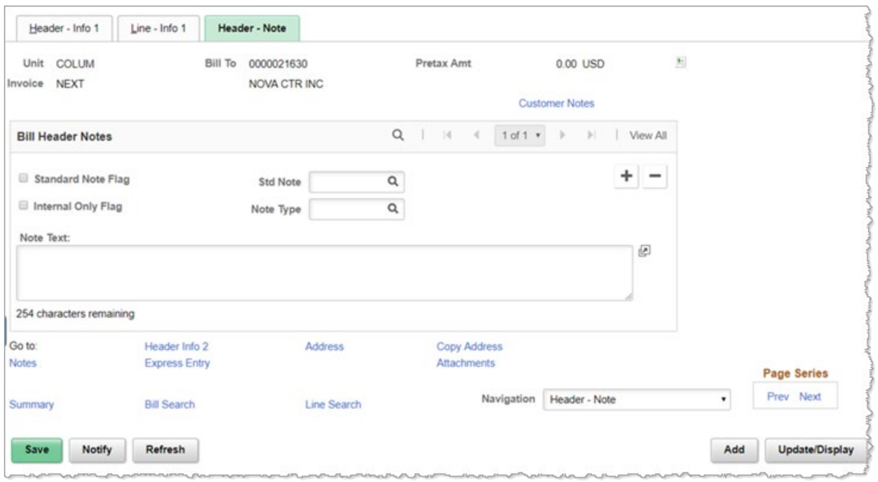
c. If there is a contact name set up for this customer, you can enter it or select it using the lookup feature for the **Attention To** field.

Location field: Most customers will have one customer number and only one location number (address). Larger customers that have a main address, as well as several other addresses will have one customer number but several other location numbers to select from. **Note:** The location/address shown as a default is Location 1 for each customer. This is the customer's primary location.

Attention To field: Contacts can be added for selection with the Customer Request Form in Outlook. Besides selecting or entering a contact name that has already been set up, you can enter a different name if desired. This will print on the invoice. **Note:** If data is entered in the Attention To field, it will override the second name line of the customer if there is one.

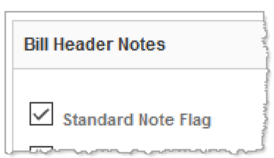
d. Click the Page Series **Next** link.

4. The **Header - Note** tab opens.

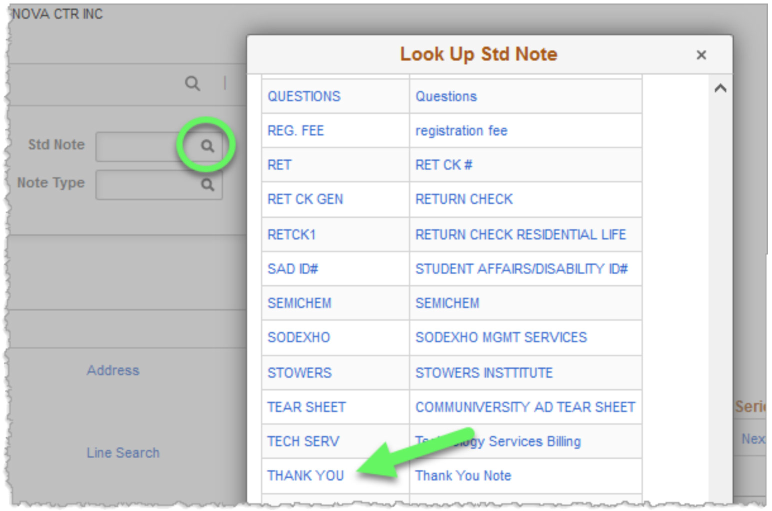


Header notes appear at the top of the invoice and should provide information that pertains to the entire bill.

a. Select the **Standard Note Flag** option to add a standard note. (You can also add manual and internal notes.)



b. Click the **Std Note** lookup feature and click the link of the desired note in the **Look Up Std Note** dialog window that appears.



c. The selected note appears in the **Note Text** field.

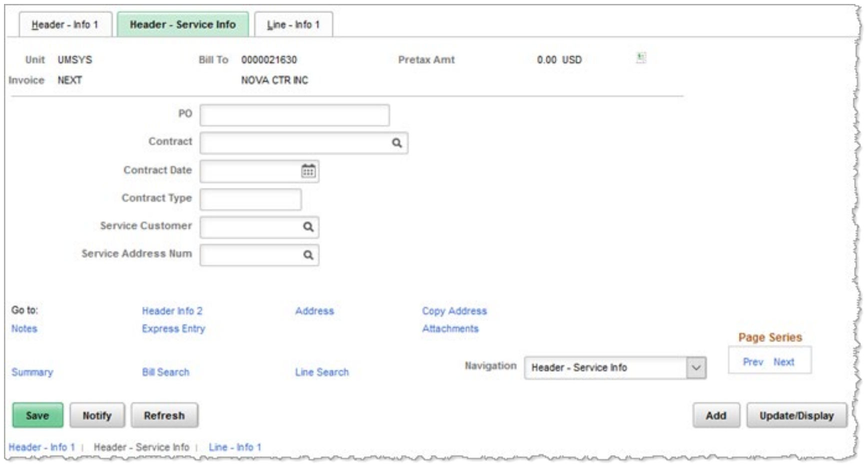
d. Click the Page Series **Next** link.

Header notes typically include thank you for purchase notes, announcements of sales, return policies, holiday greetings, and other such general information. (The other place you may make notes is on the bill lines. Line notes apply to only one item.)

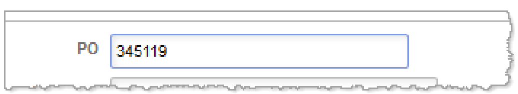
When entering notes on the **Header - Notes** tab, it is important to remember that these notes will appear only if selected on an invoice. If you need to set up a standard note to select when you do an invoice, please refer to the "Set Up Standard Notes" topic in the System Set Up lesson.

The three types of header notes are the following:
1) **Standard:** These notes are already set up in the system for you to select. Click the **Standard Note Flag** check box to select it and select the standard note.
2) **Manual:** These are notes that are entered manually. Type the note in the **Note Text** field.
3) **Internal:** These notes **will not** print on the invoice. Click the **Internal Only Flag** check box to select it and use the lookup feature to select a note or type a note in the **Note Text** field.

5. The **Header - Service Info** tab opens.

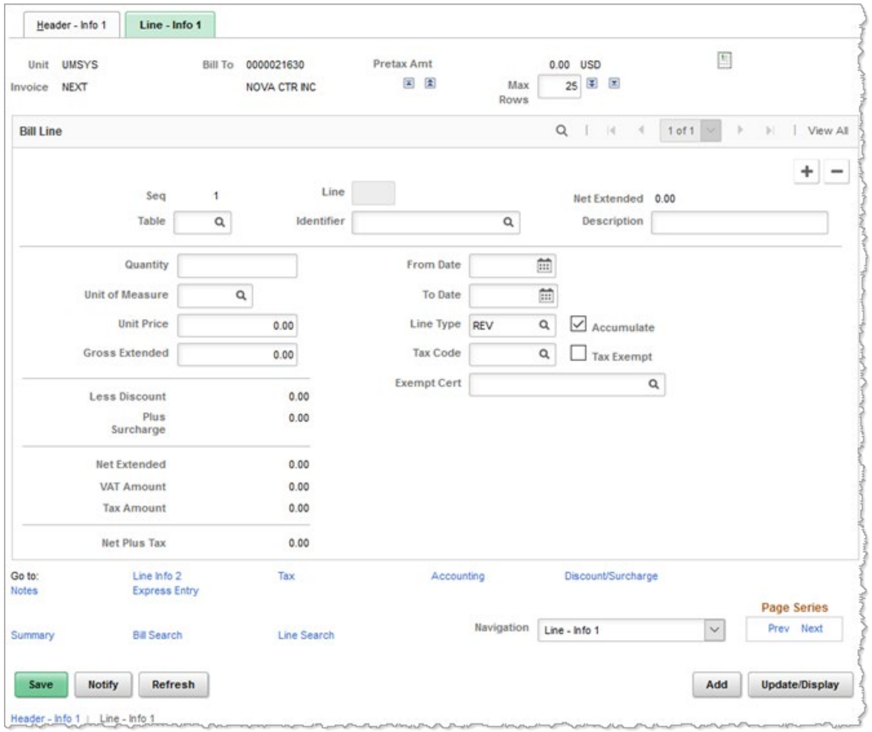


a. If the customer provided a purchase order number, enter it in the **PO** field.



b. Do not use the other fields.
c. Click the Page Series **Next** link.

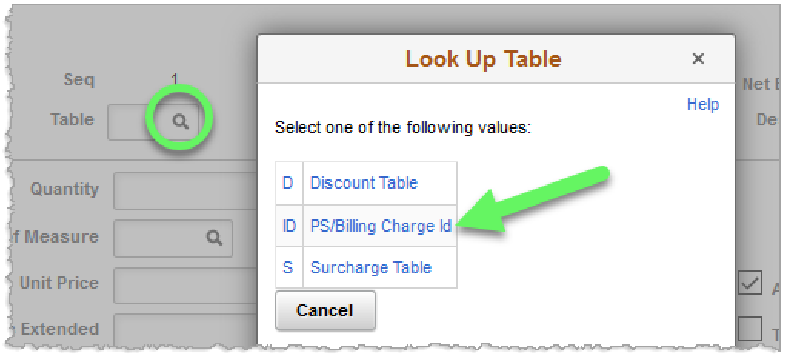
6. The **Line - Info 1** tab opens.



There are two ways to enter items for billing: manually enter items or define items ahead of time and select them from a stored table of items called charge codes.

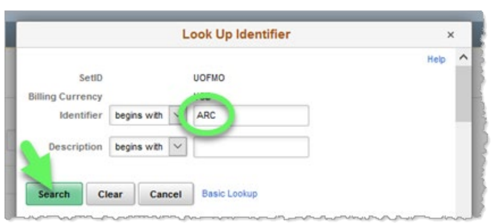
- **Enter manually**: To manually enter items for billing, enter data for the **Description**, **Quantity**, **Unit of Measure**, and **Unit Price** fields.

- **Select charge code:** Use this method if you will be billing repetitively for goods and services, and you have created charge codes for your items. (See the *Create Charge Codes* topic for instructions.)

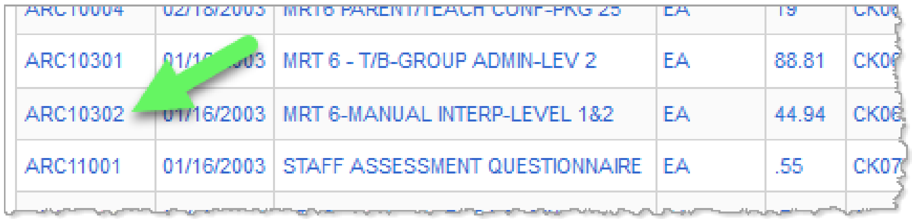


a. Click the **Table** lookup feature.
b. Click the **PS/Billing Charge Id** link.
c. As an option, you can enter or select the Charge ID for your operation for the **Identifier** field. ***Note:*** *The identifier prints on the invoice.*
Click the **Identifier** lookup feature.

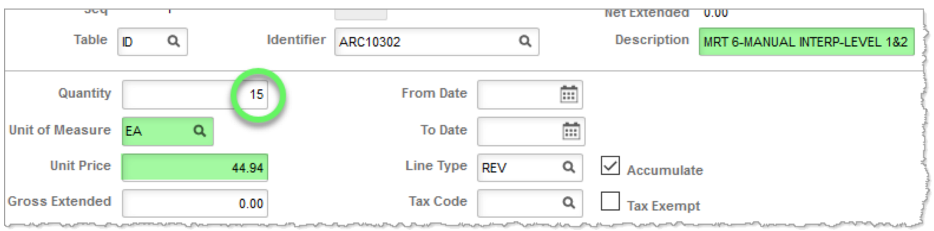
d. Search by entering the first two or three characters of your Charge ID in the **Identifier** field.



e. When you locate the appropriate entry, click its link in the **Identifier** column.



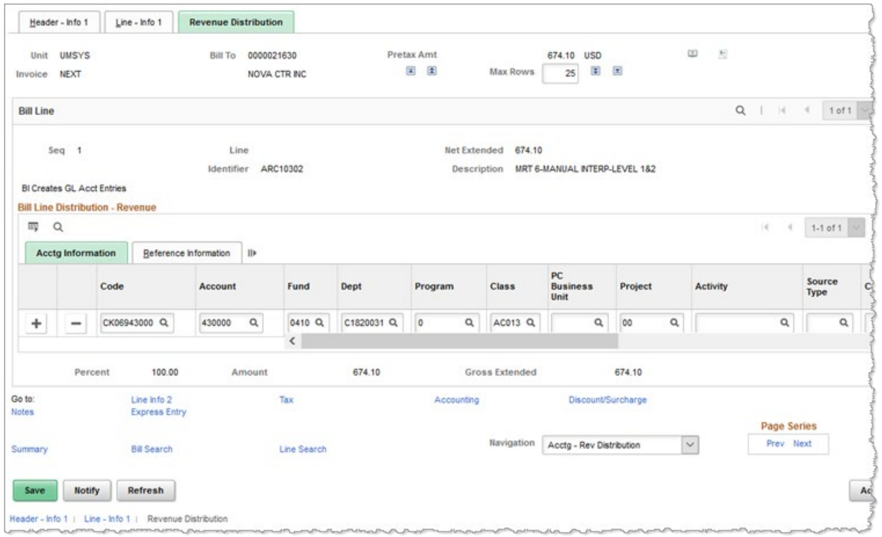
f. The **Description**, **Unit of Measure**, and **Unit Price** default from the **Identifier** field. (The description prints on the invoice and is a required field.) ***Note:*** *All defaults can be overridden by typing over them.*
Enter the desired quantity into the **Qty** field.



g. If tax needs to be charged, refer to the next topic, *[Calculate Taxes](#)*, for instructions.
h. To add more lines, click the plus sign button in the upper right corner of the **Bill Line** section.

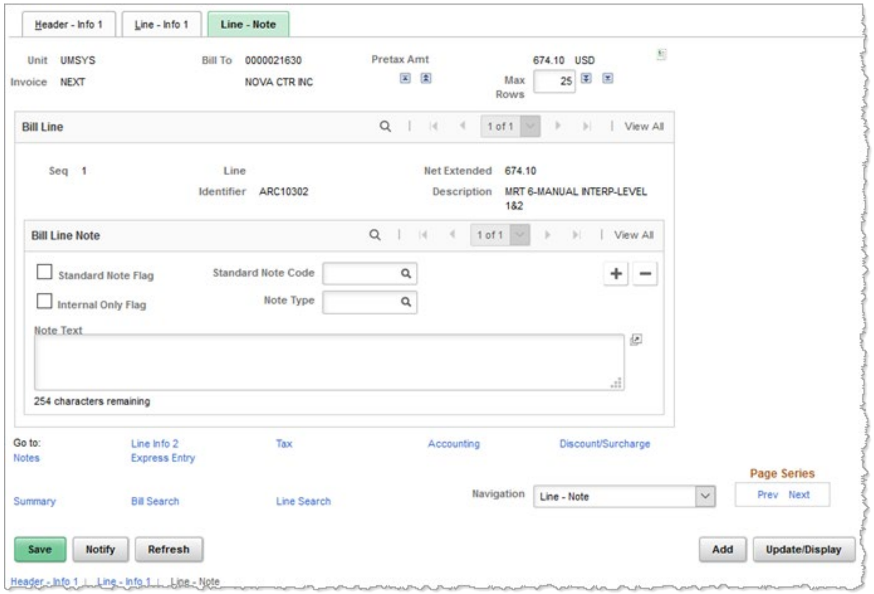
i. Click the Page Series **Next** link.

7. The **Revenue Distribution** tab opens.



- The required fields may already be populated if the revenue distribution code is tied to the Charge ID for the item.
- If the fields are not already populated, use the lookup feature for the **Code** field to search for the revenue distribution code or type in the ChartField strings.
- To split revenue in multiple ChartFields, use the plus sign button to the left of the ChartField string.
- Scroll to the right as needed and use the arrows to navigate to the other billing lines, if there is more than one.
- Click the Page Series **Next** link.

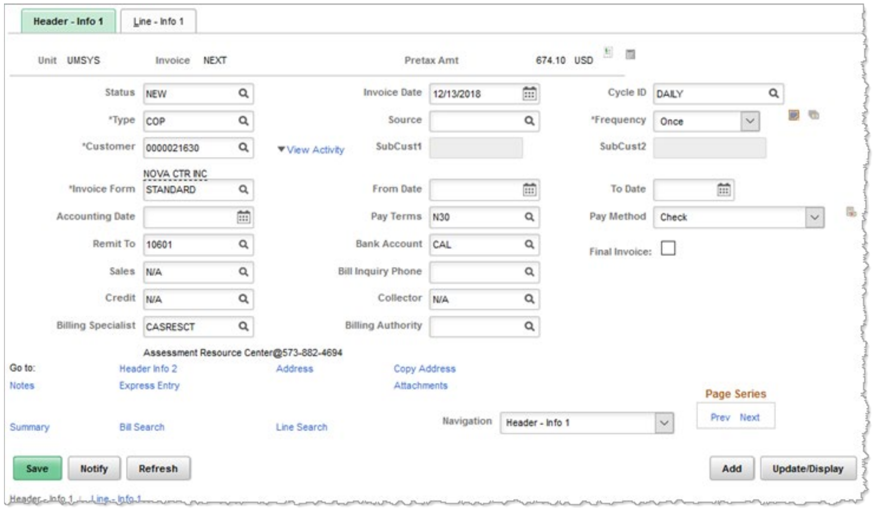
8. The **Line - Note** tab opens.



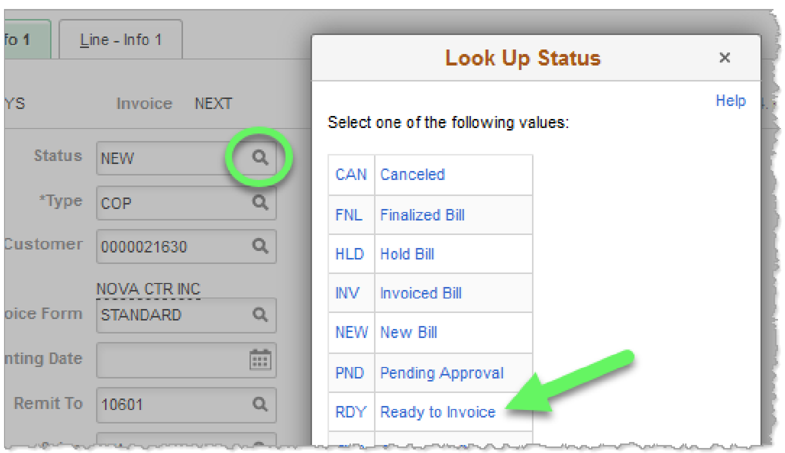
This tab allows you to enter a standard or manual note that will show on the invoice underneath a billing item or an internal note regarding the line that will not print on the invoice. (The instructions for entering line notes are the same as for entering header notes.)

The three types of line notes are as follows:
1) **Standard:** These notes are already set up in the system for you to select. Click the **Standard Note Flag** check box to select it and select the standard note.
2) **Manual:** These are notes that are entered manually. Type the note in the **Note Text** field.
3) **Internal:** These notes **will not** print on the invoice. Click the **Internal Only Flag** check box to select it and use the lookup feature to select a note or type a note in the **Note Text** field.
Note: Make sure you are on the line that you want to make a note for! Up to three notes can be created for each line on the invoice by inserting lines on the inside scroll bar.
If there is a scroll bar on the right side of the page, you may need to scroll down to see other lines of the invoice (if there are multiple invoice lines).

9. Click the Page Series **Next** link.
10. All of the pages in the series are now complete and you are returned to the first page in the series.



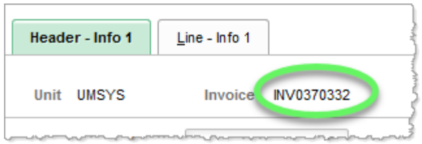
11. Click the **Status** lookup feature and select the **Ready to Invoice** link in the dialog window that appears.



Note: Doing this will initiate some edit checks, and it will let you know what, if anything, needs to be fixed.

12. Click the **Save** button to save the invoice.

13. An invoice number is assigned automatically. You may want to write down the invoice number to refer to it later.



END OF PROCEDURE.