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.

					0.000	ax Amt	Preta	NEXT	Invoice	UMSYS	Unit
	Q,			Cycle ID		11/06/2018	Invoice Date	۹	NEW	Status	
B Ø		•	Once	*Frequency	Q,		Source	Q,		•Туре	
				SubCust2			▼View Activity SubCust1	٩		*Customer	
				To Date	(iii)		From Date	Q		"Invoice Form	
•			Check	Pay Method	Q		Pay Terms	Î		Accounting Date	
				Final Invoice:	Q		Bank Account	Q		Remit To	
					Q		Bill Inquiry Phone	۹		Sales	
					Q,	N/A	Collector	٩	N/A	Credit	
					Q		Billing Authority	٩		Billing Specialist	1
						ddress	Address Copy Ad		der Info 2	Hea	to:
		Page Series	1			nents	Attachm		ess Entry	Exp	les
/		Prev Next	1	1	Header - Info 1	Navigation	Line Search		learch	Bill S	nmary

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:

END OF PROCEDURE

		University of INVOICE	Missouri	
Customer: MO OFFICE C	e anna a' su NGM 1.1		Page: Invoice Date: Customer Number: P.O. Number Payment Terms: Due Date: Federal Id Number: AMOUNT DUE:	1 INV00 10/21/2004 4000 Net 30 11/20/2004 43-6004000 USD
For billing question	is, please callMorenet			
Line Adj Identifier	Description	Quantity	UOM Unit Amt	Net Amount
1 MNF INSTF 6/28/04 6/29/04 6/30/04 7/1/04 1 7/1/04 5 5	TRG Internal Staff Train Basic Troubleshooting Te Networking 101 Configuring TCP/IP ntroduction to Wireless rridging, Switching & Rou SUBTOTAL:	ing chniques LANS ting	EA	
PLEASE DETACH THIS B MAKE CHECKS PAYABLI Invoice No: Customer Number: Due Date: Amount Due:	OTTOM PORTION AND RET TO THE UNIVERSITY OF M INV00 4000 11/20/2004	URN WITH YOUR PAYMENT MISSOURI. We accept [] VISA Please che Credit Card Number: Cardholder Name:	IN THE ENCLOSED WINDOW I MASTERCARD I C credit card used. I I I I I I I I I I I I I I I I I I I	ENVELOPE. DISCOVER
Amount Enclosed:		Cardholder Signature:		
Customer:		REMIT TO:	University of Missouri P.O. Box 807012 Kansas City, MO 64	-Columbia AR 180-7012
95400479	20000000000059485000000	00000750008		

Create an Invoice

Navigation Options



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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.

Header - Info 1	Line - Info 1									
Unit UMSYS	Invoice NEXT		Pret	ax Amt		0.00 USD 🖭 🔟				
Status	NEW	Q	Invoice Date	12/13/2018	:::	Cycle ID	DAILY	م		
*Type	COP	Q	Source		Q,	*Frequency	Once	\sim		
*Customer	0000021630	Q	View Activity SubCust1			SubCust2				
	NOVA CTR INC									
*Invoice Form	STANDARD	Q	From Date		:::	To Date				
Accounting Date			Pay Terms	N30	Q,	Pay Method	Check		~	· 🖡
Remit To	10601	Q	Bank Account	CAL	Q,	Final Invoice				
Sales	N/A	Q	Bill Inquiry Phone		Q,					
Credit	N/A	Q	Collector	N/A	Q,					
Billing Specialist	CASRECT	Q	Billing Authority		Q,					
Go to: Heal Notes Expr	der Info 2 ess Entry		Address Copy A Attachr	ddress nents				Page Series		
Summary Bill S	earch		Line Search	Navigation H	leader ·	- Info 1	~	Prev Next		
Save Notify	Refresh							Add Up	date/Di	splay

- 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 RETXXXXXXX. 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.

Cred	Credit N/A Q Look Up Billing Specialist					
Billing Specialis	st			SCMED	ASC Media Rental@573-882-3601	^
		UOFN	0 <u>CAS</u>	SRESCT	Assessment Resource Center@573-882-4694	
He Ex	Header Info 2 Express Entry			JTISM	Autism Center @ (573)882-3661	
		UOFM	ю сві	OGEOC	BIOGEOCHEM ISOTOPE SVC @ 573-882-2040	
y Bil	I Search	UOFN	ю сві	OSCI	Biological Sciences@573-882-0122	

- 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.

Unit	COLUM		Bill To 0000021630		Pretax Amt	0.00 USD	E		
ice	NEXT		NOVA CTR INC						
	Attention	To 1 Q	Cont	act Name Billing					
	"Locati	on 1 Q	Number	of Copies					
	Language Co	de ENG	*Invo	ice Media Print C	Сору	1			
	Email Addre	55							
	Country	USA United	States						
	Address 1	Accounts Payabl	e						
	Address 2								
	City	Kansas City							
	Gity								
	County			Posta	64132-2513				
	County State	MO	Missouri	Posta	64132-2513				
to:	County State	MO Header Info 2	Missouri Addr	Posta	Copy Address				
to:	County State	MO Header Info 2 Express Entry	Missouri Addr	Posta	 64132-2513 Copy Address Attachments 				Page Series
to: es	County County State	MO Header Info 2 Express Entry Bill Search	Missouri Addr	Posta ess Search	 64132-2513 Copy Address Attachments Navigation 	Address Info		•	Page Series Prev Next
to: es	County County State	MO Header Info 2 Express Entry Bill Search	Missouri Addr Line	Posta ess Search	 64132-2513 Copy Address Attachments Navigation 	Address Info		•	Page Series Prev Next

- 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.

UNIC COLUM	Bill To	0000021630		Pretax Amt		0.00 USD		E	
woice NEXT		NOVA CTR INC			Cust	omer Notes			
Bill Header Notes			Q	1 11 1	1 of 1 *) >i	View All		
Standard Note Flag		Std Note	Q				+ -		
Internal Only Flag		Note Type	٩						
Note Text:							æ		
254 characters remaining									
254 characters remaining o to:	Header Info 2	Addr	ess	Copy Addr	ess				
254 characters remaining o to: otes	Header Info 2 Express Entry	Addr	ess	Copy Addr Attachmen	ess ts				Page Series
254 characters remaining o to: otes immary	Header Info 2 Express Entry Bill Search	Addr	ess Search	Copy Addr Attachmen	ess ts lavigation	Header - No	te		Page Series Prev Next

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.)

Bill Header Notes	
Standard Note Flag	- NIVINI
	Ĩ

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.

NOVA CTR INC			
		Look Up Std Note	×
QI	QUESTIONS	Questions	^
Std Note	REG. FEE	registration fee	- 18
	RET	RET CK #	- 18
Note Type	RET CK GEN	RETURN CHECK	- 18
	RETCK1	RETURN CHECK RESIDENTIAL LIFE	- 18
	SAD ID#	STUDENT AFFAIRS/DISABILITY ID#	- 18
	SEMICHEM	SEMICHEM	- 18
	SODEXHO	SODEXHO MGMT SERVICES	- 18
Address	STOWERS	STOWERS INSTTITUTE	- 18
	TEAR SHEET	COMMUNIVERSITY AD TEAR SHEET	s
Line Search	TECH SERV	Te wgy Services Billing	
Line Collion	THANK YOU	Thank You Note	

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

Standard Note Flag	Std Note	THANKYOU	Q
Internal Only Flag	Note Type	STANDARD	Q
Note Text Thank you for using our services		Standard Note	Туре
222 characters remaining			

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:

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.
 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.

Unit UMSYS	Bill Te	0000021630	Pretax Amt	0.00 USD		
TORCE HEAT						
	PO					
	Contract		Q,			
	Contract Date					
	Contract Type					
	Service Customer	Q				
Ser	vice Address Num	Q				
a to:	Handar Min 2	Address	Conv Address			
tes	Express Entry	Auditas	Attachments			Page Series
mmary	Bill Search	Line Search	Navigation	Header - Service Info	\sim	Prev Next

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

PO	345119	
		-

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

6. The Line - Info 1 tab opens.

Unit UMSYS woice NEXT		Bill To 000	0021630 /A CTR INC	Pretax Amt	Max Rows	0.0	00 USD 25 😨 🗷	2]
Bill Line						C	2 1 14 14	1 of 1	▶ ▶ View
	Sea	1	Line				Not Federade d		+
	Table	Q	Identifier		Q		Description	0.00	
Q	uantity			From Date					
Unit of Me	asure	Q		To Date					
Uni	t Price		0.00	Line Type	REV	Q	Accumulate		
Gross Ext	ended		0.00	Tax Code		٩	Tax Exempt		
				Exempt Cert			c		
Less Dis	Plus		0.00						
Surc	harge								
Net Exte	ended		0.00						
VAT Ar	nount		0.00						
Tax Ar	nount		0.00						
Net Pla	is Tax		0.00						
to:	Line Info 2	v	Tax	Accour	iting		Discount/Surcharge		
									Page Series
immary I	Bill Search		Line Search		Navigation	Line	e - Info 1	~	Prev Next

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 <u>Create Charge Codes</u> 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.

Seq		1	Line		
Table	ID	Q	Identifier	Q	
Jurgensis		~~~		m	

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.

ARC10004	02/16/2003	MRTO PARENT/TEACH CONF-PKG 25	EA	19	CRUS
ARC10301	01/10 -03	MRT 6 - T/B-GROUP ADMIN-LEV 2	EA	88.81	СКОР
ARC10302	01/16/2003	MRT 6-MANUAL INTERP-LEVEL 1&2	EA	44.94	ское
ARC11001	01/16/2003	STAFF ASSESSMENT QUESTIONNAIRE	EA	.55	СК07
	Low		J.,		كسسها

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.

Joy							Net Extended	0.00
Table	D	Q,	Identifier	ARC10302	Q		Description	MRT 6-MANUAL INTERP-LEVEL 1&2
Quantity			15	From Date		:::		
Unit of Measure	EA	Q	\sim	To Date		:::		
Unit Price			44.94	Line Type	REV	Q	Accumulate	e
Gross Extended			0.00	Tax Code		Q	Tax Exempt	

- g. If tax needs to be charged, refer to the next topic, <u>Calculate Taxes</u>, 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.

Teager	- info 1	Line - Info 1	Revenue Dis	stribution									
Unit voice	UMSYS		Bill To	00000216 NOVA CT	130 R INC	Pret	tax Amt	Max Rows	674.10 USD		ш ж		
ill Line												Q H	< 1 of
Se SI Creates	iq 1 s GL Acc	t Entries ion - Revenue	Lin Identifie	er ARC1	0302		Net Ext Desc	ription MRT 6	0 S-MANUAL INTERP	LEVEL 182			
m , O	2											14 4	1-1 of 1
Acctg) Inform	Code	Account	IÞ	Fund	Dept	Program	Class	PC Business Unit	Project	Activity	r :	Source Type
+	-	CK06943000 Q	430000	Q,	0410 Q	C1820031 Q	0 9,	AC013 Q	٩	00	٩	٩	0
					<								
	Perc	ent 100.00	An	nount		674.10	G	oss Extended		674.10			
to: 55		Line Info 2 Express Entr	Y	T	BX		Accountin	9	Discount/5	urcharge		Page Se	eries
nmary		Bill Search		U	ine Search			Navigation	Acctg - Rev Dis	tribution	>	Prev 1	Vext
_													

- 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.

Bill Line Note Q I I I I I I I I I I View Alt Standard Note Flag Standard Note Code Q I I I I I I I I I I I I I I I I I I I		Identifi	er ARC10302		Descrip	ption MRT 6 182	MANUAL IN	TERP-LEVEL	
Standard Note Flag Standard Note Code Q H Standard Note Code Q H Standard Note Type Q Note Type Q Standard Note T	Bill Line Note			Q	(e) = e	1 of 1 🔍	$ \mathbf{b} = \mathbf{b} $	View All	
Internal Only Flag Note Type Q Note Type Q	Standard Note	e Flag Stan	dard Note Code	٩				+ -	
254 characters remaining 254 characters remaining to: Une Info 2 Tax Accounting Discount/Surcharge	Internal Only	Flag	Note Type	۹					
254 characters remaining to: Line Info 2 Tax Accounting Discount/Surcharge	india roat							Ø	
to: Line Info 2 Tax Accounting Discount/Surcharge	254 characters rema	aining						.11	
Ad Evolution									
	to: es	Line Info 2 Express Entry	Tax		Accounti	ing	Discou	int/Surcharge	Page Series

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.

Unit UMSYS	Invoice NE	EXT	Pret	ax Amt	674.10	USD 🗄 🗐					
Status	NEW	Q	Invoice Date	12/13/2018		Cycle ID	DAILY		Q		
"Type	COP	Q	Source		Q	*Frequency	Once	~			
*Customer	0000021630	Q	View Activity SubCust1			SubCust2					
	NOVA CTR INC										
*Invoice Form	STANDARD	Q,	From Date			To Date		Ē			
Accounting Date			Pay Terms	N30	Q,	Pay Method	Check			~	
Remit To	10601	Q	Bank Account	CAL	Q	Final Invoice:					
Sales	N/A	Q	Bill Inquiry Phone	[Q						
Credit	N/A	Q	Collector	N/A	Q						
Billing Specialist	CASRESCT	Q,	Billing Authority		Q						
	Assessment Re	source Cent	ter@573-882-4694								
to: Hea	der Info 2		Address Copy A	ddress							
tes Exp	ress Entry		Attachn	nents				Page Series	s		
immary Bill S	Search		Line Search	Navigation	Header - Info	1	~	Prev Next			

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

	ine - into 1			Look Up	Status	×
YS	Invoice NEX	Т	Select	one of the following v	alues:	Help
Status	NEW	(Q)	CAN	Canceled		
*Туре	COP	Q,	FNL	Finalized Bill		
Customer	0000021630	Q,	HLD	Hold Bill		
	NOVA CTR INC	_	INV	Invoiced Bill		
lice Form	STANDARD	Q	NEW	New Bill		
nting Date			PND	Pending Approval		
Remit To	10601	Q	RDY	Ready to Invoice		
						-

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.