Chapter

6

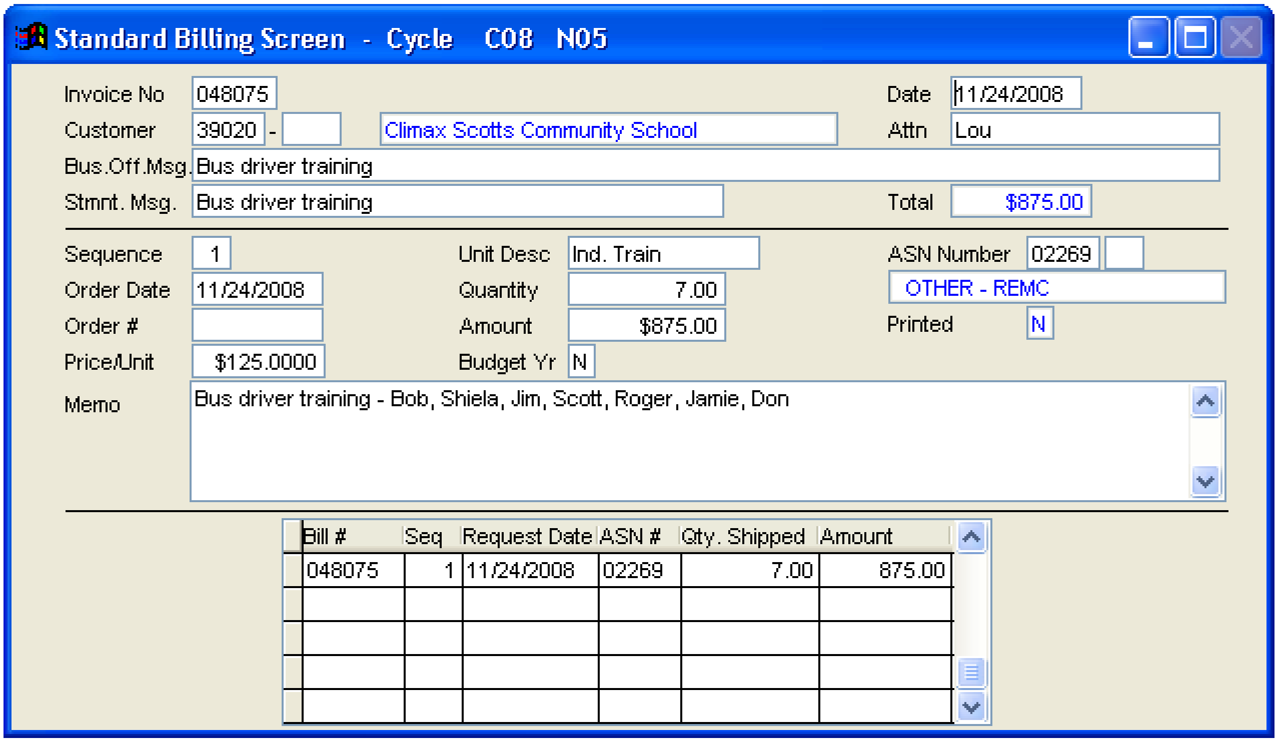
Billing Module

The Financial Accounting System Billing Module gives you the ability to create custom invoices for services, inventory, and cyclical billing. When you use the System to generate and print invoices, the dollar amounts are automatically posted to the General Ledger Chart of Accounts. Using the Inventory Billing section uses the invoice as a connection in the paper trail between inventory and accounts receivable.

A special forms generator allows you to print the invoice form as you print the data on a laser printer. You do not need special invoice forms with the System.

Standard Billing Screen

Choose **Modules** → **Billing Module** → **Standard Billing** to open the *Standard Billing Screen*. The System brings the last customer invoice you had open to the screen.



Standard Billing Screen

Instructional documentation to complete the following processes related to the Standard Billing Screen can be found on the following pages:

Standard Billing Screen Operations

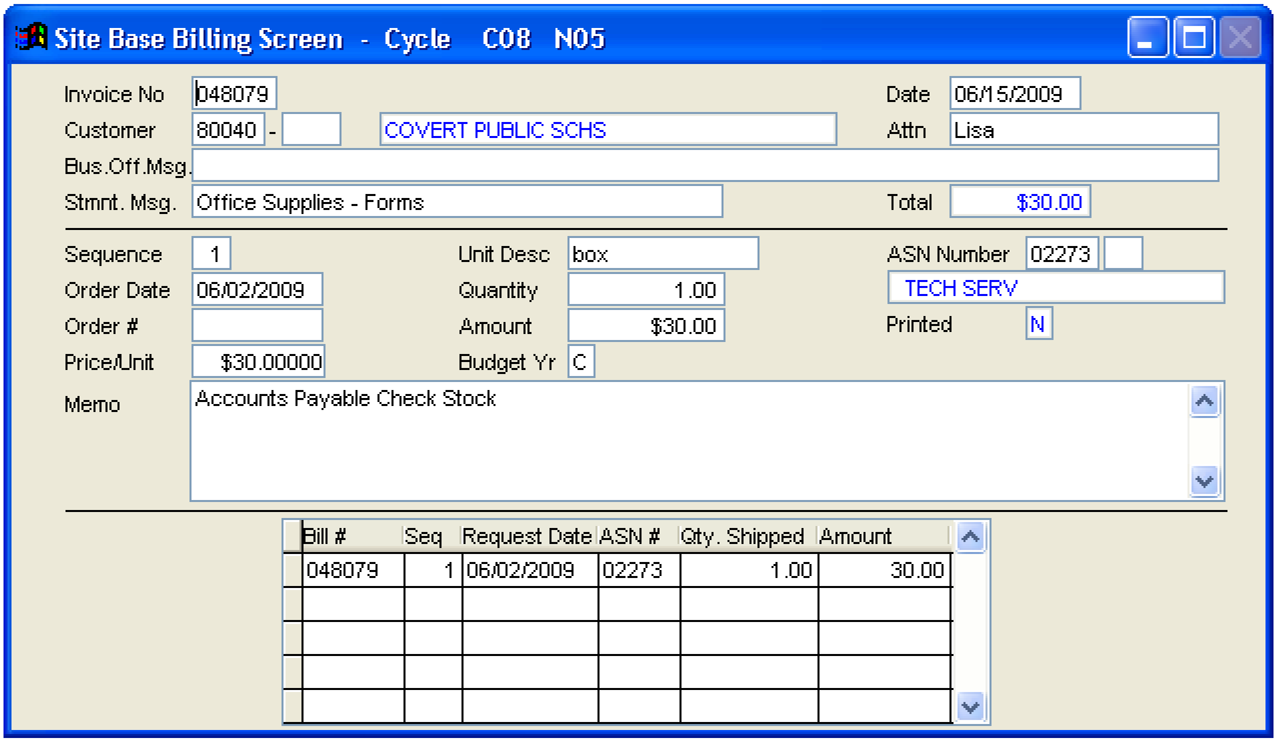
Convert REMC Invoices Changes invoices generated by REMC into standard billing invoices.

Standard Billing Screen Reports

Generate One Invoice	Prints the invoice currently displayed onscreen.
Generate All Invoices	Prints all invoices not previously printed.
Customer Detail List	Prints invoice details from a specified time period by customer.
Customer Summary List	Prints invoice summaries from a specified time period by customer.

Site Based Billing Screen

Choose **Modules** → **Billing Module** → **Site Based Billing** to open the *Site Based Billing Screen*. The System brings the last customer invoice you had open to the screen.



Site Based Billing Screen

This screen is to be used in-house as an electronic request for billing rather than using a paper request form. Once the request is approved, an operation will be run to transfer this request to the *Standard Billing Screen* where reports and invoices can be printed.

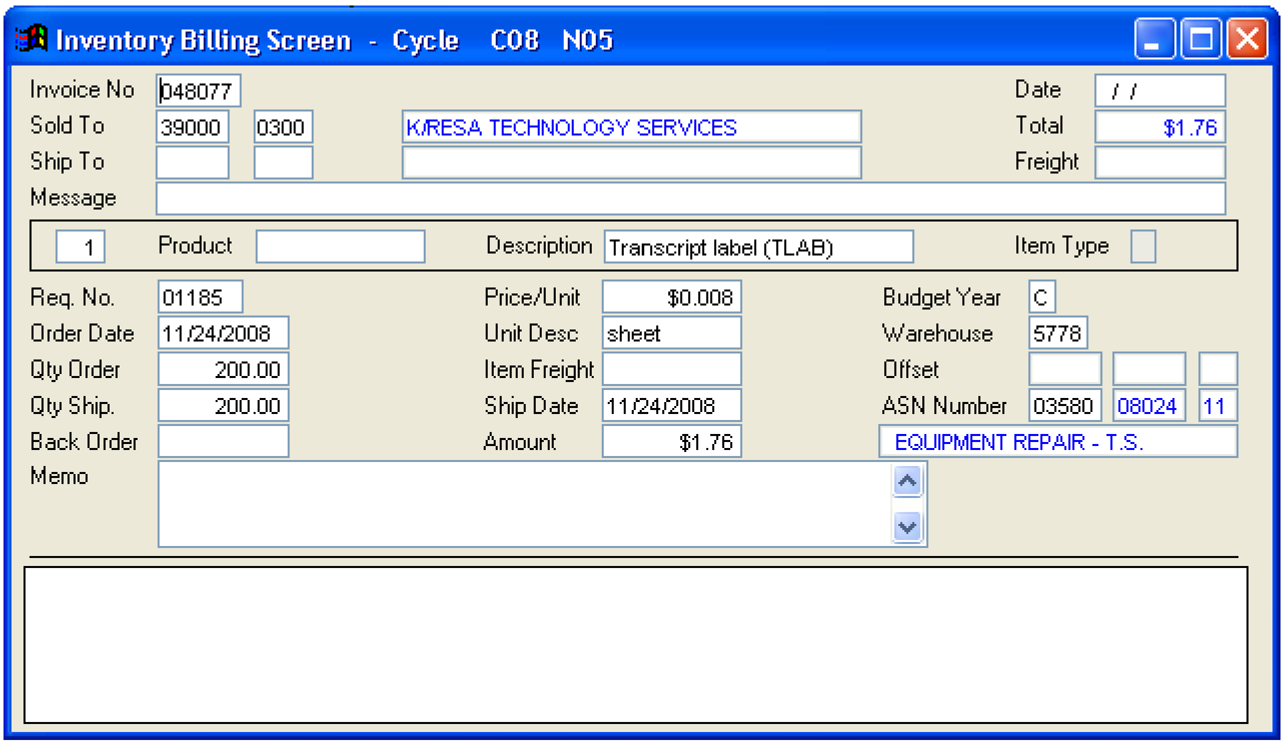
Instructional documentation to complete the following processes related to the Site Based Billing Screen can be found on the following pages:

Site Based Billing Screen Operations

Move Approved Items to the Standard Billing Screen	Changes approved invoice requests into standard billing invoices.

Inventory Billing Screen

Choose **Modules** → **Billing Module** → **Inventory Billing** to open the *Inventory Billing Screen*. It displays all requests made from the inventory system after the inventory cutoff date.



Inventory Billing Screen

The *Inventory Billing Screen* receives its data from the *Inventory Request Screen*. The *Requisition* screen then posts inventory items as expenses.

Inventory Billing Screen Operations

Assign Invoice by Customer & Section — Groups invoices by customer number and section; assigning one invoice to the customer number and section.

Assign Invoice by Customer Section & ASN Section — Groups invoices by customer section and ASN section, assigning one invoice to the customer and ASN sections.

Inventory Billing Screen Reports

Generate One Invoice	Prints the currently displayed invoice.
Generate All Invoices	Prints all invoices accessible through this screen.
Invoice List	Prints a list of all inventory invoices.
Unassigned Invoice List	Prints a list of all items that have yet to be turned into an invoice.

Standard Billing: Invoice Creation

CREATION

- **Module: Billing Module**
- **Screen: Standard Billing**

a. Click **New** on the toolbar, the cursor jumps to the "Invoice No" field when you open the screen.
b. **Invoice No:** Key the Invoice Number or press **Enter** if you elected to have system generated numbers.
c. **Date:** Key the date you want printed on the invoice.
d. **Customer:** Key in the customer number or press **Enter** to bring up a Customer Browse Screen. By pressing the **Find Name** button located at the bottom left corner of the screen and keying in the customer name or the first couple of characters you will be taken to the area where the customer should appear. Select the customer or press the **Insert** key on your keyboard to add a new customer if the customer does not exist. Key in the identifying information and press save. (You will still need to go back and complete the rest of the customer information at a later time).
e. **Attention**: Type the name of the person you would like the invoice to be mailed to at the customer's location and press **Enter**.
f. **Bus. Off. Message**: This field gives you space for a brief notation that will not print on the invoice. This is meant for business office use. Press **Enter** when finished or to bypass this field.
g. **Stmnt. Msg.:** Key a brief summary explaining the purpose of the invoice. Prints on past due statements. Press **Enter** when finished or bypass this field.
h. **Total:** Auto-filled with the grand total of all items on the invoice request.
i. **Sequence**: Key the item number and press **Enter**.
j. **Order Date**: Key in the date of the order or service and press **Enter**.
k. **Order Number**: Key in the customer order number if desired or press **Enter** to bypass.
l. **Price/Unit**: Key in the item's unit price and press **Enter**.
m. **Unit Desc**: Key in a unit description, i.e. each, pair, dozen, etc. and press **Enter**.
n. **Quantity**: Key in the quantity and press **Enter**.
o. **Amount**: The System automatically calculates the dollar amount based on the price per unit and number of units purchased. Press **Enter**.
p. **Budget Yr**: The budget year defaults to **"C"** for current year. Enter **"N"** if you wish this invoice to be posted against the new fiscal year budget.
q. **ASN Number**: Key in a valid ASN Number against which this item is to be charged or press **Enter** to get the browse list.
r. **Memo**: Key in the description of the item and **TAB** to leave the Memo section. This description will print on the original invoice.

Repeat the above steps for additional items.

- **Standard Billing Screen Reports:**

    a. Generate One Invoice – Prints the invoice currently displayed on the screen.
    b. Generate All Invoices – Prints all invoices not previously printed.
    c. Customer Detail List – Prints invoice details from a specified time period by customer.
    d. Customer Summary List – Prints invoice summaries from a specified time period by customer.

Note: Invoices you create are posted to accounts receivable only after you print them.

Standard Billing: Toolbar Options

Mark (Delete) an Invoice or Invoice Item

Use this procedure to delete either an entire invoice or individual items from a specific invoice.

1. Choose **Modules** → **Billing Module** → **Standard Billing** to open the *Standard Billing Screen*.

2. Use either the **Browse** or **Find** feature to open the invoice you want to work with.

3. Once you have the invoice you want displayed onscreen, you may delete an entire invoice by simply clicking the **Mark** button on the toolbar. This displays the "Choose a Mark Option" window. Click **Mark/Unmark an Invoice for Deletion**. Click **OK** to mark the invoice for deletion. This invoice will no longer be displayed with active invoices.

4. To delete an invoice item, highlight the item in the scroll list at the bottom of the screen, then click **Mark** on the toolbar. This displays the "Choose a Mark Option" window. Click **Mark/Unmark an Invoice Item for Deletion**. Click **OK** to mark this item for deletion. The marked item will no longer be displayed or print on the invoice.

Site Based Billing: Invoice Request Creation

CREATION

- **Module: Billing Module**
- **Screen: Site Based Billing**

a. Click **New** on the toolbar, the cursor jumps to the "Invoice No" field when you open the screen.
b. **Invoice No:** Key the Invoice Number or press **Enter** if you elected to have system generated numbers.
c. **Date:** Key the date you want printed on the invoice.
d. **Customer:** Key in the customer number or press **Enter** to bring up a Customer Browse Screen. By pressing the **Find Name** button located at the bottom left corner of the screen and keying in the customer name or the first couple of characters you will be taken to the area where the customer should appear. Select the customer or press the **Insert** key on your keyboard to add a new customer if the customer does not exist. Key in the identifying information and press save. (You will still need to go back and complete the rest of the customer information at a later time).
e. **Attention**: Type the name of the person you would like the invoice to be mailed to at the customer's location and press **Enter**.
f. **Bus. Off. Message**: This field gives you space for a brief notation that will not print on the invoice. This is meant for business office use. Press **Enter** when finished or to bypass this field.
g. **Stmnt. Msg.:** Key a brief summary explaining the purpose of the invoice. Prints on past due statements. Press **Enter** when finished or bypass this field.
h. **Total:** Auto-filled with the grand total of all items on the invoice request.
i. **Sequence**: Key the item number and press **Enter**.
j. **Order Date**: Key in the date of the order or service and press **Enter**.
k. **Order Number**: Key in the customer order number if desired or press **Enter** to bypass.
l. **Price/Unit**: Key in the item's unit price and press **Enter**.
m. **Unit Desc**: Key in a unit description, i.e. each, pair, dozen, etc. and press **Enter**.
n. **Quantity**: Key in the quantity and press **Enter**.
o. **Amount**: The System automatically calculates the dollar amount based on the price per unit and number of units purchased. Press **Enter**.
p. **Budget Yr**: The budget year defaults to **"C"** for current year. Enter **"N"** if you wish this invoice to be posted against the new fiscal year budget.
q. **ASN Number**: Key in a valid ASN Number against which this item is to be charged or press **Enter** to get the browse list.
r. **Memo**: Key in the description of the item and **TAB** to leave the Memo section. This description will print on the original invoice.

Repeat the above steps for additional items.

When the invoice request is complete and approved, a centralized accounts receivable employee should run the following operation to Move Approved Items to the Standard Billing Screen.

OPERATION

- **Module: Billing Module**
- **Screen: Site Based Billing**
- **Operation: Move Approved Items to the Standard Billing Screen**

After the operation is run, the invoice will appear in the *Standard Billing Screen* where reports can be run and paper invoices generated.

Note: Invoices you create are posted to accounts receivable only after you print them.

Site Based Billing: Toolbar Options

Mark (Delete) an Invoice Request or Invoice Request Item

Use this procedure to delete either an entire invoice request or individual items from a specific invoice request.

1. Choose **Modules** → **Billing Module** → **Site Based Billing** to open the *Site Based Billing Screen*.

2. Use either the **Browse** or **Find** feature to open the invoice you want to work with.

3. Once you have the invoice request you want displayed onscreen, you may delete an entire invoice request by simply clicking the **Mark** button on the toolbar. This displays the "Choose a Mark Option" window. Click **Mark/Unmark an Invoice for Deletion**. Click **OK** to mark the invoice request for deletion. This invoice request will no longer be displayed with active invoice requests.

4. To delete an invoice request item, highlight the item in the scroll list at the bottom of the screen, then click **Mark** on the toolbar. This displays the "Choose a Mark Option" window. Click **Mark/Unmark an Invoice Item for Deletion**. Click **OK** to mark this item for deletion. The marked item will no longer be displayed or print on the invoice request.