

Billing

myFinance Training Guide

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Finance Systems

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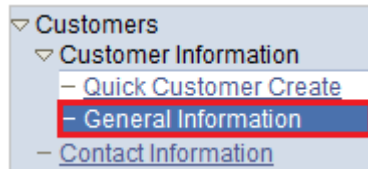
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Section 1: Bills

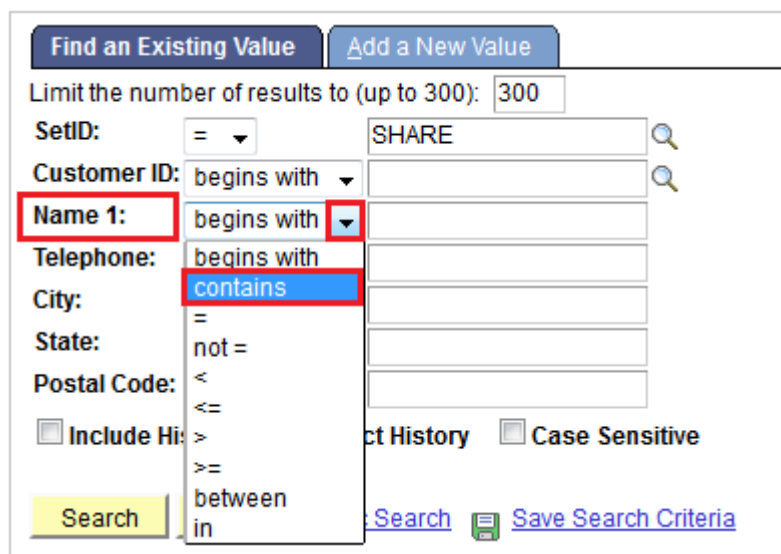
Search for a Customer in myFinance

Detailed procedure

1. Navigate to **Customers > Customer Information > General Information**.

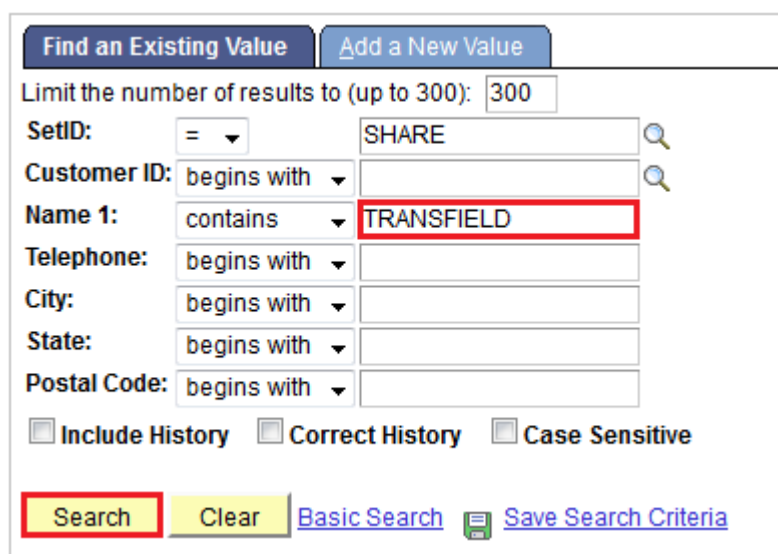


2. On the **Find an Existing Value** page, change the **Name 1** search operator to **Contains**.



A screenshot of the 'Find an Existing Value' search form. The form has two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs, there is a text input for 'Limit the number of results to (up to 300):' with the value '300'. The form contains several search criteria fields: 'SetID:' with a dropdown set to '=' and a text input containing 'SHARE'; 'Customer ID:' with a dropdown set to 'begins with' and an empty text input; 'Name 1:' with a dropdown set to 'begins with' and an empty text input; 'Telephone:', 'City:', 'State:', and 'Postal Code:' each with a dropdown set to 'begins with' and an empty text input. A dropdown menu is open for the 'Name 1:' field, showing options: 'begins with', 'contains', '=', 'not =', '<', '<=', '>', '>=', 'between', and 'in'. The 'contains' option is highlighted with a blue background. At the bottom left is a yellow 'Search' button. At the bottom right are links for 'Search' and 'Save Search Criteria'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'.

3. Type part of the Customer's name into the **Name 1** field. For example, type just their surname, or if it is a business, type part of the business name.
4. Click the **Search** button.



A screenshot of the 'Find an Existing Value' search form, similar to the previous one. The 'Name 1:' dropdown is still set to 'contains', but the text input field now contains 'TRANSFIELD', which is highlighted with a red rectangular box. The 'Search' button at the bottom left is also highlighted with a red rectangular box. The other fields and options remain the same as in the previous screenshot.

- The system will return a list of search results of all customers whose name includes the word you have searched for.

Search Results							
View All					First	1-13 of 13	Last
SetID	Customer ID	Name 1	Telephone	City	State	Postal Code	
SHARE 50005195	50005195	TRANSFIELD SERVICES (WA) "Do not Use"	040/539-8163	GARDEN ISLAND	WA	6168	
SHARE 50005566	50005566	TRANSFIELD SERVICES - Do not use"	03 5735 7972	PUCKAPUNYAL	VIC	3662	
SHARE 50000475	50000475	TRANSFIELD SERVICES ENGINEERING GROUP	02 4222 0505	CONISTON	NSW	2500	
SHARE 50000475	50000475	TRANSFIELD SERVICES ENGINEERING GROUP	02 4255 9400	CONISTON	NSW	2500	
SHARE 50000473	50000473	TRANSFIELD SERVICES(Australia) - MALVERN	03 8823 7600	NORTH RYDE	NSW	1670	
SHARE 50004321	50004321	TRANSFIELD SERVICES(Australia)-Fremantle	08 9311 2119	NORTH RYDE	NSW	1670	
SHARE 50003692	50003692	TRANSFIELD SERVICES[Aust] - ALTONA GATE	02 9464 1000	NORTH RYDE	NSW	1670	
SHARE 50003692	50003692	TRANSFIELD SERVICES[Aust] - ALTONA GATE	03 9235 2642	ALTONA GATE	VIC	3025	
SHARE 50000474	50000474	TRANSFIELD SERVICES[Aust] - PORT KEMBLA	02 4276 5348	NORTH RYDE BC	NSW	1670	
SHARE 50000476	50000476	TRANSFIELD SERVICES[Aust] - PUCKAPUNYAL	(blank)	PUCKAPUNYAL	VIC	3662	
SHARE 50000476	50000476	TRANSFIELD SERVICES[Aust] - PUCKAPUNYAL	02 9464 1000	NORTH RYDE BC	NSW	1670	
SHARE 50002197	50002197	Transfield - Stirling "Do not USE"	(blank)	Rockingham DC	WA	6958	
SHARE 50005879	50005879	Transfield Services	08 8341 4300	NORTH HAVEN	SA	5018	

Hint: You may perform this search numerous times, using different parts of the customer name. Try to avoid entering the customer's entire name, and instead select one word in the name to search for.

- From the **Search Results**, you can click on a **Customer ID** to view the address details for that customer.

Important: If you are certain that the customer you are searching for does not exist, you will need to complete a [New Customer Application or Change of Customer Details Form \(pdf, 95kb\)](#), which is available for download from the Finance@FedUni website: www.federation.edu.au/finance

End of procedure.

How to raise an invoice in myFinance

Quick steps guide

(Please note: This is a brief outline of steps only; for further information, refer to the 'Detailed procedure' on page 7).

Step	
1.	Navigate to Billing > Maintain Bills > Standard Billing .
2.	Click the Add a New Value tab.
3.	Enter the Bill Type Identifier , Bill Source and Customer ID number.
4.	Click the Add button.
5.	Select yourself as the Biller on the Header- Info 1 page.
6.	Click the Line – Info 1 tab.
7.	Enter ' ID ' into the Table field.
8.	Use the Look Up button to select the appropriate Identifier .
9.	Complete the Description field (if required, dependent on type of Identifier selected) and enter the Qty , and GST-Exclusive Unit Price .
10.	Click the Accounting link to enter the Billing Revenue distribution (if required, dependent on type of Identifier selected) and click the Save button.
11.	Click the Notes link to enter additional information to print on the invoice and click the Save button.
12.	Click the Summary link, and use the Calculate Taxes button to check the total of the invoice.
13.	Click the Save button.
14.	Click the Header – Info 1 link.

-
15. Change the **Bill Status** to **Pending Approval**.

 16. Click the **Save** button.

 17. Use the **Notify** button to send a notification email to the approver.

Detailed procedure

1. Navigate to **Billing > Maintain Bills > Standard Billing**.
2. Click the **Add a New Value** tab.
3. There are 3 fields on this page that need to be populated:
 - a) The **Bill Type** is used to determine the type of bill to be generated. Click the **Bill Type Identifier Look Up** button, and select the most appropriate option. *Note: Higher Education Students are invoiced through their student account within myStudent Centre. HE students can be easily identified by their Student ID number, which begins with '30xxxxxx'.*
 - b) The **Bill Source** is where the bill is generated from. This will be your own area. Click the **Bill Source Look Up** button. Locate and click the appropriate entry in the **Bill Source** column.
 - c) If you know the **Customer ID** number, enter it into the **Customer** field. If you do not know it, use the **Customer Look Up** button to search for the customer.

Business Unit: UB001
Invoice: NEXT
Bill Type Identifier:
Bill Source:
Customer:

4. Click the **Add** button.
5. On the **Header – Info 1** page, you must select yourself as the **Bill**. Click the **Bill Look Up** button.

Unit: UB001 Invoice: NEXT Pretax Amt: 0.00 AUD
Status: New Bill Invoice Date: Curr: AUD
*Type: HE Source: 220 *Frequency: Once
*Customer: 50000015 Address SubCust1:
A & L WINDOWS SubCust2:
Cycle ID: DAILY *Invoice Form: XMLPUB From Date: To Date:
Pay Terms: 30 Pay Method: CHK Remit To: AUANZ Bank Account: AZ1
Accounting: Account: 1104 AR Distribution
Date: Bill Inquiry Phone: 03 5327 9505
Sales: CS Biller: Billing Authority: MT
Credit: ARTL Collect: DARNOTT
Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 Page Series [Prev](#) [Next](#)

6. Select your **User ID** from the list.

Important! The **User ID** is the **ONLY** field that needs to be modified on this screen, **UNLESS** you need to select an alternative **Contact** for your selected **Customer**. Please do not change any other fields on this screen.

7. Click the **Line – Info 1** tab.

Hint: The **Line - Info 1** screen is where you specify what the customer is being billed for, including a description, pricing, account codes and any notes.

8. Enter 'ID' into the **Table** field. The **Table** field will always be **ID** as this is the code required to access the billing charge codes in the Identifier field.

9. Click the **Identifier Look Up** button.

The screenshot shows the 'Line - Info 1' tab in the myFinance system. At the top, there are fields for Unit (UB001), Bill To (50000015), Pretax Amt (0.00 AUD), Invoice (NEXT), and A & L WINDOWS. Below this is the 'Bill Line' section with a table header: Seq, Line, Table, Identifier, Description, and Net Extended. The first row shows Seq 1, Line 1, Table (highlighted with a red box), Identifier (with a magnifying glass icon), Description (with a magnifying glass icon), and Net Extended 0.00. Below the table are various input fields: Qty, UOM, Unit Price (0.0000), Gross Extended (0.00), Line Type (REV), From Date, Through Date, Tax Code, Exempt Cert, and checkboxes for Accumulate (checked) and Tax Exempt (unchecked). At the bottom, there are summary fields: Less Discount (0.00), Plus Surcharge (0.00), Net Extended (0.00), VAT Amount (0.00), Tax Amount (0.00), and Net Plus Tax (0.00). A 'VAT Info' link is also present.

Using Identifiers:

An Identifier is a charge ID which drives the GST treatment. Charge ID's provide a shortcut to include details such as account codes, GST treatment and transaction description. There are two types of Identifiers set up within myFinance:

FedUni Billing Identifiers These have been set up for things such as Materials Fees or Program Fees, and are specific to different areas across the University. These Identifiers include a description and are pre-loaded with the correct account codes.

A current list of existing FedUni Billing Identifiers is available at www.federation.edu.au/finance (under Training resources). If you require a new Identifier to be set up in myFinance, please lodge your request via the ITS ServiceNow portal.

Generic Identifiers These are used when there is not a FedUni Billing Identifier available. These Identifiers can be used by all FedUni staff as they require the user to enter their own description and account codes.

Which type of Identifier do you want to use for your bill?

- I want to use a FedUni Billing Identifier that has already been set up in the system

Continue to step 10 below

- I want to use a Generic GST Identifier, and enter my own description and account codes

Go to step 33 on page 14

10. Locate and click on the appropriate Identifier from the list. This will automatically populate the **Description** field (if required, further details can be added via the **Notes** link – see steps 13 and 14).
11. Enter the quantity into the **Qty** field.
12. Enter the **GST Exclusive price** into the **Unit Price** field.
13. To add detailed information to the bill, click the **Notes** link.

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

Unit: UB001 Bill To: 50000015 Pretax Amt: 0.00 AUD
Invoice: NEXT A & L WINDOWS Max Rows: 10

Bill Line Find | View All First 1 of 1 Last

Seq	Line	Table	Identifier	Description	Net Extended
1					0.00

Qty: Line Type: REV Accumulate
UOM: From Date: Through Date:
Unit Price: Tax Code: Tax Exempt
Gross Extended: Exempt Cert:

Less Discount: 0.00
Plus Surcharge: 0.00
Net Extended: 0.00
VAT Amount: 0.00 [VAT Info](#)
Tax Amount: 0.00
Net Plus Tax: 0.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) **[Notes](#)** [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 **Page Series**
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14. Type any extra information you have into the **Note Text** field. Information typed into this field will print on the invoice.

The screenshot shows the 'Line - Note' tab in a billing system. At the top, there are tabs for 'Header - Info 1', 'Line - Info 1', and 'Line - Note'. Below the tabs, there are fields for 'Unit: UB001', 'Bill To: 50000015', 'Pretax Amt: 0.00 AUD', 'Invoice: NEXT', and 'A & L WINDOWS'. There are also 'Max Rows: 10' and navigation buttons. The main area is a 'Bill Line' table with columns 'Seq', 'Line', 'Identifier', 'Description', and 'Net Extended'. The table has one row with 'Seq' 1 and 'Net Extended' 0.00. Below the table is a 'Bill Line Note' section with checkboxes for 'Standard Note Flag' and 'Internal Only Flag', input fields for 'Std Note' and 'Note Type', and a large 'Note Text' text area. A red box highlights the 'Note Text' field. A red box also highlights a plus sign button in the 'Std Note' field.

*Hint: The **Note Text** field is NOT unlimited; there are 280 characters available. Should you require more space for notes, click the **Add a new row at row 1** button (plus symbol as highlighted in image above). You can add as many **Note Text** fields as you like. Simply click the **View All** link to display all the **Note Text** fields on one page.*

15. Click the **Save** button. An invoice number will be allocated to the bill when you click the **Save** button; you may wish to take note of this on your accompanying paperwork.
16. Click the **Summary** link.
17. The **Bill Summary Info** page is used to check the balance of the entire bill prior to submitting it for approval. Click the **Calculate Taxes** button to calculate GST on the relevant bill lines.
18. The system will update the GST-inclusive Bill total (**Total Due**). Check this total against your paperwork, and if correct, click the **Save** button.

Bill Summary Info		Bill Summary Info 2	
Unit:	UB001	Invoice:	5149864
Gross Extended Amount:	200.00	Invoice Date:	
Total Discounts:	0.00	Customer:	50000015 A & L WINDOWS
Total Surcharges:	0.00	Invoice Type:	Regular
Net Extended Amount:	200.00	Bill Type:	HE HE Customer
Total VAT Amount:	0.00	Bill Source:	220 Business
Total Taxes:	0.00	Bill Status:	NEW
Total Invoice Amount:	200.00	Template:	No
Forward Bal:	0.00	Consol Hdr:	No
Paid Amount:	0.00	Bill By ID:	
Total Due:	200.00 AUD	Due Date:	
		Date Bill Added:	11/01/2012 9:46AM

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#) [Bill Search](#) [Line Search](#)

[Save](#) [Return to Search](#) [Notify](#) [Calculate Taxes](#)

- Click the **Header Info 1** link.
- To submit the bill for approval, you must change the **Status** to 'Pending Approval'. (Bills with a status of 'New Bill' will not be approved). To do this, click the **Status** dropdown list and select **Pending Approval**.
- Click the **Save** button.

Header - Info 1		Line - Info 1	
Unit:	UB001	Invoice:	5149864
Status:	New Bill	Pretax Amt:	200.00 AUD
*Type:	HE	Invoice Date:	
*Customer:	50000015	Source:	220
A & L WINDOWS		*Frequency:	Once
Cycle ID:	DAILY	SubCust1:	
Pay Terms:	30	SubCust2:	
Accounting Date:		*Invoice Form:	XMLPUB
Sales:	CS	Pay Method:	CHK
Credit:	AR TL	Account:	1104
Collect:		Bill Inquiry Phone:	03 5327 9505
		From Date:	
		Remit To:	AUANZ
		Bank Account:	AZ1
		Bill:	CG
		Billing Authority:	MT

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 [Page Series](#) [Prev](#) [Next](#)

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

Hint: The system will NOT automatically send an email to the approver; this needs to be done manually using the **Notify** button.

22. Click the **Notify** button.
23. Click the **Lookup Recipient** link.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details	
To:	
CC:	
BCC:	

[Lookup Recipient](#)
[Delivery Options](#)
 RichText

24. Enter the name of the approver into the **Name** field.
25. Click the **Search** button.
26. Click the **To** checkbox.
27. Click the **Add to Recipient List** button.

Hint: It is recommended that you also 'cc' yourself into this notification. As the email is generated from myFinance, there will be no record in your Outlook Sent folder. By 'cc'-ing yourself, you will have a record of when you notified the Approver.

28. Click the **OK** button.

Recipient Search

Name:

Search Results Customize | Find | View All | | First 1 of 1 Last

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Add to Recipient List

Recipient List

To:

CC:

BCC:

29. Enter a subject for the email into the **Subject** field. For example, you could enter "Bill for Approval".

30. If you wish to add a personal message for the approver, type this into the **Message** field.
31. Click the **OK** button.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details	
To:	Leona Pike/LPIKE
CC:	
BCC:	
Priority:	
Subject:	
Template:	Workflow Notification Priority: %NotificationPriority Date Sent: 2012-01-11
Message:	

[Lookup Recipient](#)
[Delivery Options](#)
 RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

End of procedure. Remaining steps apply to other paths.

... Continued from page 7

32. Type 'G' into the **Identifier** field.
33. Click the **Look Up** button. This will refine the search results to only those that begin with G (i.e. all the **Generic GST Identifier** codes).

Look Up Identifier

SetID: SHARE
Billing Currency: AUD
Identifier: begins with ▾ G
Effective Date: = ▾ 11/01/2012 ⓘ
Description: begins with ▾

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-243

Identifier	Effective Date	Description	Unit of Measure	List Price
170000050004	01/01/1901	Conf Trade - HE Victoria St	EA	130
170000050005	01/01/1901	Conf Trade - HE Bella Guerin	EA	0
170000050006	01/01/1901	Conf Trade - HE Victoria St	EA	100

34. Locate and click on the appropriate Identifier relevant to the GST treatment for the bill. This will ensure that the correct GST default settings are applied to the bill. The most commonly used are GEN-GST 10%, which will add GST to your line amount, and GEN_GST FREE which, when selected, will not calculate GST on your line amount.

If you are in doubt regarding the nature of the GST treatment for your bill, please contact David Plucke - Accountant, Treasury and Taxation.

*Hint: When using a **Generic GST Identifier**, a generic description will appear. For example, if you select GEN-GST 10%, the description field will populate with 'GST PAYABLE'. This should be overwritten with a meaningful description/overview of what the bill is for, as this is the description that will appear on the bill AND on the statement.*

There is a limit of 30 characters in this field, so keep this description brief. You will be able to add detailed information later on.

35. Enter a brief description into the **Description** field.
36. Enter the quantity into the **Qty** field.

37. Enter the **GST Exclusive price** into the **Unit Price** field.

Header - Info 1 | Line - Info 1

Unit: UB001 Bill To: 50000015 Pretax Amt: 0.00 AUD
Invoice: 5149864 A & L WINDOWS Max Rows: 10

Bill Line Find | View All First 1 of 1 Last

Seq	Line	Table	Identifier	Description	Net Extended
1		ID	GEN-GST 10%	GST PAYABLE	0.00

Qty: 0.0000 Line Type: REV Accumulate
UOM: EA From Date: Through Date: Tax Exempt
Unit Price: 0.0000 Tax Code: Exempt Cert: Tax Exempt
Gross Extended: 0.00

Less Discount: 0.00
Plus Surcharge: 0.00
Net Extended: 0.00
VAT Amount: 0.00 [VAT Info](#)
Tax Amount: 0.00
Net Plus Tax: 0.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

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Important: *Generic GST Identifiers do not have any account codes attached to them. You will need to manually specify the **Bill Revenue Distribution** (Account + Dept OR Project) appropriate to the goods/services you are billing for.*

38. Click the **Accounting** link.

39. Click the **Account Look Up** button.

Hint: *The system will display all available account codes. As a basic rule, revenue account codes begin with 4xxx. You can narrow down the search results to show only revenue codes by entering '4' into the field and clicking the **Look Up** button.*

40. Locate and click on the appropriate **Account** code for your bill from the list.

41. Enter the appropriate **Dept** or **Project** code.

Header - Info 1 | Line - Info 1 | **Acctg - Rev Distribution**

Unit: UB001 Bill To: 50000015 Pretax Amt: 0.00 AUD
 Invoice: 5149864 A & L WINDOWS Max Rows: 10

Bill Line Find | View All First 1 of 1 Last

Seq	Line	Identifier	Description	Net Extended
1		GEN-GST 10%	GST PAYABLE	0.00

BI Creates GL Acct Entries

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

Acctg Information Reference Information

	Code	Account	Dept	Project	Percentage	Amount	Stat Amt	UOM
+ -							0.00	

Percent: 0.00 Amount: 0.00 Gross Extended: 0.00

42. Click the **Save** button.

*Hint: An invoice number will be allocated to the bill when you click the **Save** button. You may wish to take note of this on your accompanying paperwork.*

43. Click the **Line – Info 1** tab.

44. To add detailed information to the bill, click the **Notes** link.

45. Type any extra information you have into the **Note Text** field. Information typed into this field will print on the invoice.

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

Unit: UB001 Bill To: 50000015 Pretax Amt: 0.00 AUD
 Invoice: NEXT A & L WINDOWS Max Rows: 10

Bill Line Find | View All First 1 of 1 Last

Seq	Line	Identifier	Description	Net Extended
1				0.00

Bill Line Note Find | View All First 1 of 1 Last

Standard Note Flag Std Note:

Internal Only Flag Note Type:

Note Text

*Hint: The **Note Text** field is NOT unlimited: there are 280 characters available. Should you require more space for notes, click the Add a new row at row 1 button (plus symbol as highlighted in image above). You can add as many Note Text fields as you like. Simply click the **View All** link to display all the Note Text fields on one page.*

46. Click the **Save** button.

47. Click the **Line – Info 1** tab.

48. Click the **Summary** link.

Hint: The system will NOT automatically send an email to the approver; this needs to be done manually using the **Notify** button.

- 54. Click the **Notify** button.
- 55. Click the **Lookup Recipient** link.

- 56. Enter the name of the approver into the **Name** field.
- 57. Click the **Search** button.
- 58. Click the **To** checkbox.
- 59. Click the **Add to Recipient List** button.

Hint: It is recommended that you also 'cc' yourself into this notification. As the email is generated from myFinance, there will be no record in your Outlook Sent folder. By 'cc'-ing yourself, you will have a record of when you notified the Approver.

- 60. Click the **OK** button.

Recipient Search

Name:

Search Results

Customize | Find | View All | | | First ◀ 1 of 1 ▶ Last

To	cc	bcc		Recipient	Email Address	User ID
<input style="width: 15px; height: 15px;" type="checkbox"/>	<input style="width: 15px; height: 15px;" type="checkbox"/>	<input style="width: 15px; height: 15px;" type="checkbox"/>				

Recipient List

To:

CC:

BCC:

61. Enter a subject for the email into the **Subject** field. For example, you could enter "Bill for Approval".
62. If you wish to add a personal message for the approver, type this into the **Message** field.
63. Click the **OK** button.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details	
To:	Leona Pike/LPIKE
CC:	
BCC:	
Priority:	<input type="text"/>
Subject:	<input type="text"/>
Template:	Workflow Notification
	Priority: %NotificationPriority
	Date Sent: 2012-01-11
Message:	<input type="text"/>

[Lookup Recipient](#)
[Delivery Options](#)
 RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

OK	Cancel	Apply
----	--------	-------

End of procedure.

Copy an existing bill

This document demonstrates how to copy an existing bill to create a new bill. This process can be used to save you time – for example, when the bill details are to remain the same, but a different customer needs to be billed.

Quick steps guide

(Please note: This is a brief outline of steps only; for further information, refer to the 'Detailed procedure' on page 22).

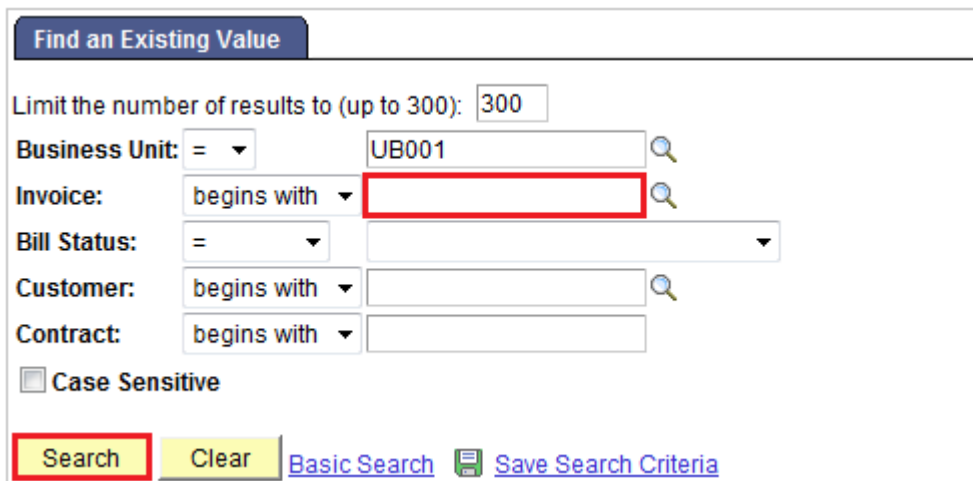
Step	
1.	In the Menu, navigate to Billing > Maintain Bills > Copy Single Bill .
2.	Enter the invoice number that you would like to copy from into the Invoice field and click the Search button.
3.	Click the Copy Bill option.
4.	Click the Save button.
5.	Click the Go To Bill Header - Gen. Info link. The new bill will open in a new window.
6.	To change the customer, click the Look up Customer button.
7.	Use the Name 1 field and the Look Up button to search for the new customer you would like to bill.
8.	Click the Customer Name .
9.	Click the OK button.
10.	Click the OK button.
11.	Click the Save button.
12.	Change the Status of the bill to Pending Approval .
13.	Click the Save button.
14.	Use the Notify button to send a notification email to the approver.

Detailed procedure

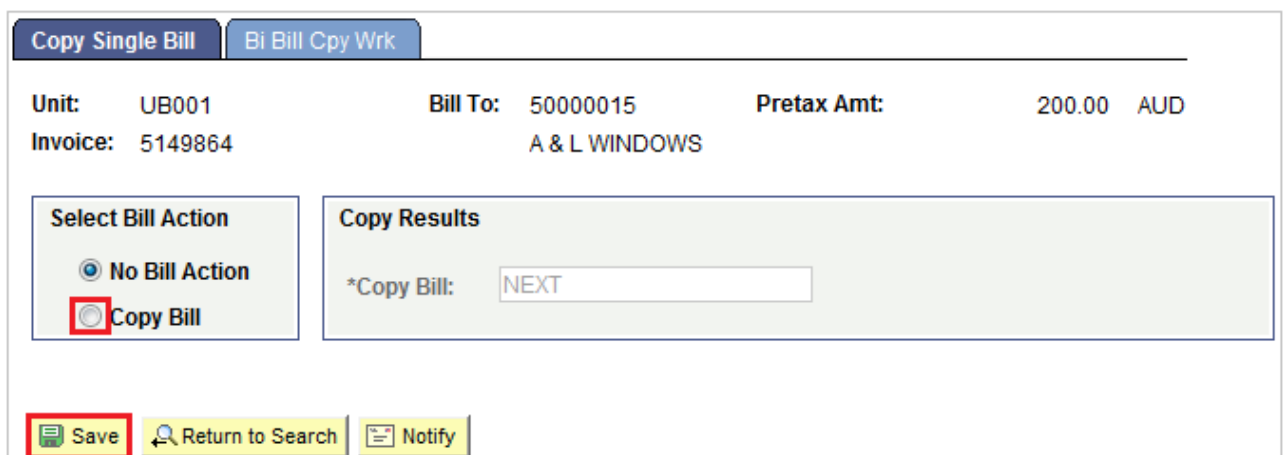
1. In the **Menu**, click the **Billing** link.
2. Click the **Maintain Bills** link.
3. Click the **Copy Single Bill** link.



4. Enter the invoice number that you would like to copy from into the Invoice field. If you don't know the invoice number, you can use the **Look Up** button to search for it.
5. Click the **Search** button.

A screenshot of a search form titled 'Find an Existing Value'. The form has several input fields: 'Limit the number of results to (up to 300):' with a value of '300'; 'Business Unit:' with a dropdown set to '=' and a text field containing 'UB001'; 'Invoice:' with a dropdown set to 'begins with' and an empty text field; 'Bill Status:' with a dropdown set to '=' and an empty dropdown menu; 'Customer:' with a dropdown set to 'begins with' and an empty text field; and 'Contract:' with a dropdown set to 'begins with' and an empty text field. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

6. Click the **Copy Bill** option.
7. Click the **Save** button.

A screenshot of a form titled 'Copy Single Bill' with a sub-tab 'Bi Bill Cpy Wrk'. The form displays the following information: 'Unit: UB001', 'Bill To: 50000015', 'Pretax Amt: 200.00 AUD', 'Invoice: 5149864', and 'A & L WINDOWS'. Below this information, there are two main sections. The first section is 'Select Bill Action' with two radio buttons: 'No Bill Action' (selected) and 'Copy Bill' (highlighted with a red box). The second section is 'Copy Results' with a label '*Copy Bill:' and a text field containing 'NEXT'. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'.

8. The **Copy Results** box now becomes active, and the system has generated an invoice number for the new Bill. You now need to go into the new Bill and make your changes before submitting it for approval.
9. Click the **Go To Bill Header - Gen. Info** link.

The screenshot shows a software interface with two tabs: 'Copy Single Bill' and 'Bi Bill Cpy Wrk'. Below the tabs, there are fields for 'Unit: UB001', 'Invoice: 5149864', 'Bill To: 50000015', and 'Pretax Amt: 200.00 AUD'. A 'Select Bill Action' section contains two radio buttons: 'No Bill Action' (selected) and 'Copy Bill'. To the right, the 'Copy Results' section displays '*Copy Bill: 5149865' and a red-bordered button labeled 'Go To Bill Header - Gen. Info'.

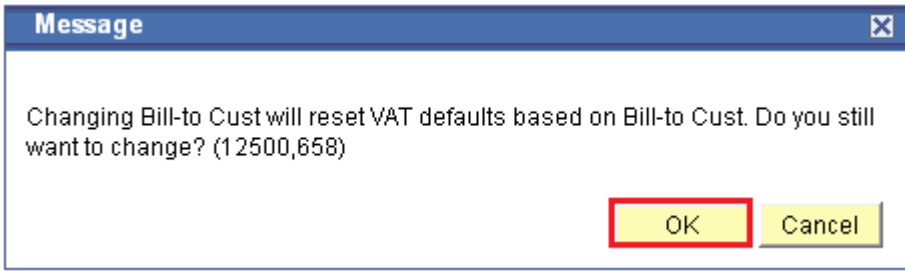
10. The newly created Bill will open in a new window.
11. To change the Customer, click the **Look up Customer** button.

The screenshot shows a software interface with two tabs: 'Header - Info 1' and 'Line - Info 1'. Below the tabs, there are fields for 'Unit: UB001', 'Invoice: 5149865', and 'Pretax Amt: 200.00 AUD'. The 'Status' is set to 'New Bill'. The '*Type:' field is 'HE' with a magnifying glass icon. The 'Source:' field is '220' with a magnifying glass icon. The '*Customer:' field is '50000015' and is highlighted with a red box, with a magnifying glass icon next to it. There are also fields for 'SubCust1:' and 'SubCust2:'. Links for 'Installment Bill Schedule' and 'Recurring Bill Schedule' are visible on the right.

12. Use the **Name 1** field and the **Look Up** button to search for the new Customer you would like to bill.
13. Click the **Customer** name.
14. The system will display a message advising that the **Bill To Customer** defaults are going to change to match the newly selected customer. Click the **OK** button.

The screenshot shows a 'Message' dialog box with a blue title bar and a close button. The message text reads: 'Changing this field may change auto defaults based on Bill-to Cust. Do you still want to change? (1 2500,169)'. At the bottom right, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

15. The system will display a message advising that the **VAT Defaults** will be reset. Click the **OK** button.



- 16. The new Customer details have been added to the bill.
- 17. Click the **Save** button.
- 18. To submit the bill for approval, you must change the **Status** to 'Pending Approval'. (Bills with a status of 'New Bill' will not be approved). To do this, click the **Status** dropdown list and select **Pending Approval**.
- 19. Click the **Save** button.

A screenshot of a web-based billing system interface. The top navigation bar shows "Header - Info 1" and "Line - Info 1". The main content area displays invoice details for Unit UB001 and Invoice 5149865. The "Status" dropdown menu is set to "New Bill" and is highlighted with a red box. Other fields include "Invoice Date", "Curr: AUD", "*Type: HE", "Source: 220", "*Frequency: Once", "SubCust1", "SubCust2", "Cycle ID: DAILY", "*Invoice Form: XMLPUB", "From Date", "To Date", "Pay Terms: 30", "Pay Method: CHK", "Remit To: AUANZ", "Bank Account: AZ1", "Accounting Date", "Account: 1104", "AR Distribution", "Sales: CS", "Bill Inquiry Phone: 03 5327 9505", "Credit: AR TL", "Collect: DARNOTT", "Biller: CNAPOL", and "Billing Authority: MT". At the bottom, there are several buttons: "Save" (highlighted with a red box), "Return to Search", "Notify", "Refresh", "Add", and "Update/Display". A "Page Series" dropdown is set to "Header - Info 1" with "Prev" and "Next" buttons.

*Hint: The system will NOT automatically send an email to the approver; this needs to be done manually using the **Notify** button.*

- 20. Click the **Notify** button.
- 21. Click the **Lookup Recipient** link.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To:

CC:

BCC:

[Lookup Recipient](#)

[Delivery Options](#)

RichText

22. Enter the name of the approver into the **Name** field.
23. Click the **Search** button.
24. Click the **To** checkbox.
25. Click the **Add to Recipient List** button.
26. Click the **OK** button.

Recipient Search

Name:

Search Results

Customize | Find | View All | | First 1 of 1 Last

To	cc	bcc	Recipient	Email Address	User ID
<input style="border: 2px solid red;" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Recipient List

To:

CC:

BCC:

27. Enter a subject for the email into the **Subject** field. For example, you could enter "Bill for Approval".
28. If you wish to add a personal message for the approver, type this into the **Message** field.
29. Click the **OK** button.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.

Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details	
To:	Leona Pike/LPIKE
CC:	
BCC:	
Priority:	<input type="text"/>
Subject:	<input type="text"/>
Template:	Workflow Notification
	Priority: %NotificationPriority
	Date Sent: 2012-01-11
Message:	<input type="text"/>

[Lookup Recipient](#)
[Delivery Options](#)
 RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.

Click Apply to send this notification and remain on this page.

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
-----------------------------------	---------------------------------------	--------------------------------------

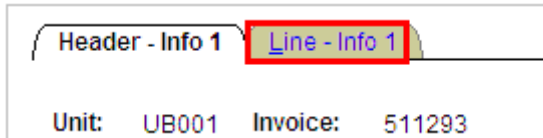
End of procedure.

Section 2: Approvals

Approve a bill

Detailed procedure

1. Click the link in the **Notification** email.
2. The **Header - Info 1** page will be displayed for the bill. As an Approver, you are required to check the bill details prior to approving it.
3. Click the **Line - Info 1** tab.



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

Unit: UB001 Invoice: 511293

4. The bill line information will be displayed. If there are multiple lines, click the **View All** link.
5. Click the **Accounting** link to view the **Bill Line Distribution for Revenue** (ie. Account, Department and/or Project codes)
6. Once you are satisfied that the bill details are correct, click the **Header - Info 1** tab.
7. Click the **Status** dropdown list.



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

Unit: UB001 Invoice: 51985

Status Pend Apprv Invoice Date:

*Type: TAF Source: 230

*Customer: 50000012 [Address](#)

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8. Select the **Approved** option.
9. Click **Save**. The bill will now be routed to Finance to check before the bill is processed.

End of procedure.

Section 3: Review

Look up and review existing bill information

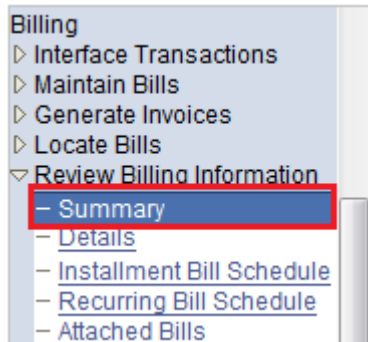
Quick steps guide

(Please note: This is a brief outline of steps only; for further information, refer to the 'Detailed procedure' on page 29).

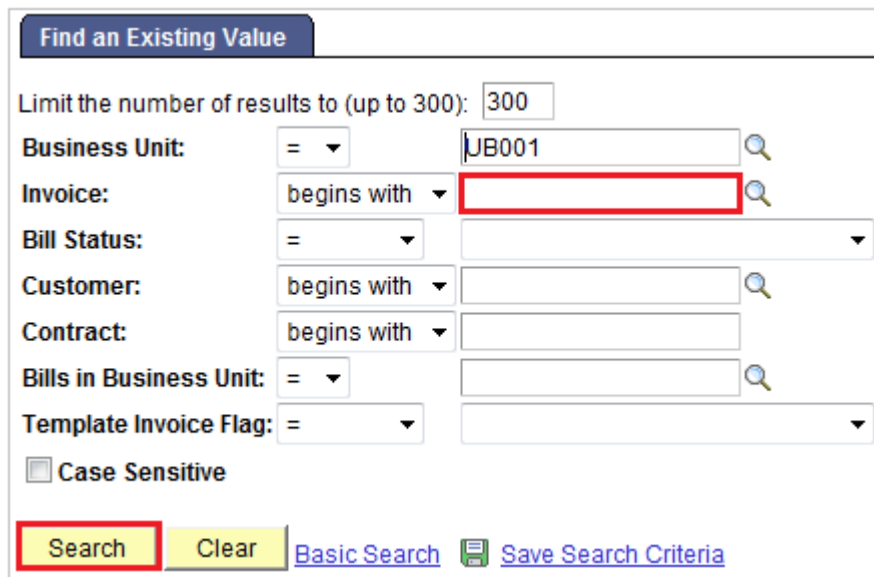
Step	
1.	In the Menu, navigate to Billing > Review Billing Information > Summary .
2.	Enter the invoice number into the Invoice field and click the Search button.
3.	The Bill Summary Info page will allow you to check the Bill Status (see table on page 4 for Bill Status codes and their meanings)
4.	To view the bill detail information, click the Header Info 1 link.
5.	To view details of what was billed, click the Line - Info 1 tab.

Detailed procedure


1. In the **Menu**, click the **Billing** link.
2. Click the **Review Billing Information** link.
3. Click the **Summary** link.



4. If you know the invoice number, enter it into the Invoice field. Alternatively, you can search for the invoice using the **Look Up** button.
5. Click the **Search** button to display the **Bill Summary Info** page.

A screenshot of a search form titled 'Find an Existing Value'. The form has several search criteria fields: 'Business Unit' (set to '=') with a text input containing 'JB001'; 'Invoice:' (set to 'begins with') with a red-bordered text input; 'Bill Status:' (set to '='); 'Customer:' (set to 'begins with'); 'Contract:' (set to 'begins with'); 'Bills in Business Unit:' (set to '='); and 'Template Invoice Flag:' (set to '='). There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

*Hint: You are able to determine what stage your bill is at by checking the **Bill Status**.*

Bill Summary Info		Bill Summary Info 2	
Unit:	UB001	Invoice:	5149864
		Invoice Date:	 5/5/12
Gross Extended Amount:	200.00	Customer:	50000015 A & L WINDOWS
Total Discounts:	0.00	Invoice Type:	Regular
Total Surcharges:	0.00	Bill Type:	HE HE Customer
<hr/>		Bill Source:	220 Business
Net Extended Amount:	200.00	Bill Status:	NEW
Total VAT Amount:	0.00	Template:	No
Total Taxes:	0.00	Consol Hdr:	No
<hr/>		Bill By ID:	
Total Invoice Amount:	200.00	Due Date:	
Forward Bal:	0.00	Date Bill Added:	11/01/2012 9:46AM
Paid Amount:	0.00		
<hr/>			
Total Due:	200.00 AUD		

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)

<i>If the Bill Status is...</i>	<i>Then the bill is...</i>	<i>Which means...</i>
NEW	A new bill	The bill is still in a 'draft' format, and has not yet been submitted to Workflow for approval.
PND	Pending approval	The bill is awaiting approval by the appropriate Faculty / School / Portfolio manager
APP	Approved	The bill has been approved by the appropriate Faculty / School / Portfolio manager and is now awaiting approval by Finance.
RDY	Ready	The bill has been approved by Finance and is ready to be selected in the next batch job for processing.
INV	Invoiced	The bill has been processed and the invoice sent to the customer. When the Bill Status is Invoiced , there will also be an Invoice Date at the top of this page which indicates the date the bill was processed and sent to the customer.

6. To view the bill detail information, click the **Header Info 1** link.
7. To view details of what was billed, click the **Line - Info 1** tab.
8. To view the Chartfield distribution (i.e. what Account + Dept or Project codes were used), click the **Accounting** link.
9. To view any notes the Biller may have included on the bill, click the **Notes** link.

End of procedure.

Look up a customer account balances and payments

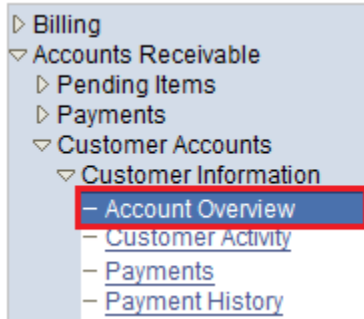
Quick steps guide

(Please note: This is a brief outline of steps only; for further information, refer to the 'Detailed procedure' on page 33).

Step	
1.	In the Menu, navigate to Accounts Receivable > Customer Accounts > Customer Information > Account Overview .
2.	Enter the Customer ID number into the Customer field. Alternatively, you can use the Customer Look Up button to search for a customer.
3.	Click the Search button.
4.	To view the items that make up the balance, click the Balance link.
5.	Click the Conversation Exists button to view conversation entries made by Finance staff or Faculty / School / Portfolio staff.
6.	To return to the Item List page, click the Cancel button.
7.	To return to the Account Overview page, click the Cancel button
8.	Click the Payments link in the Menu to view the details of any payments made by the customer.
9.	Change the From Date to broaden the payment results returned.
10.	Click the Search button to display payments for the specified period.

Detailed procedure

1. In the **Menu**, click the **Accounts Receivable** link.
2. Click the **Customer Accounts** link.
3. Click the **Customer Information** link.
4. Click the **Account Overview** link.



5. Enter the **Customer ID** number into the **Customer** field. Alternatively, you can use the **Customer Look Up** button to search for a customer.
6. Click the **Search** button.

[Balances](#) | [Profile](#) | [Customer Action](#) | [Customer Trend 1](#) | [Customer Trend 2](#) | [Customer Trend 3](#)

SetID:
 Unit:
 Customer:
 *Level:

[Balances](#) | [Profile](#) | [Customer Action](#) | [Customer Trend 1](#) | [Customer Trend 2](#) | [Customer Trend 3](#)

*Hint: The **Most Recent Activity** box (highlighted below) displays the last invoice created on this account, and the last payment made by the customer. Note that they do not necessarily relate to one another, they are simply the most recent entry of each.*

[Balances](#) | [Profile](#) | [Customer Action](#) | [Customer Trend 1](#) | [Customer Trend 2](#) | [Customer Trend 3](#)

SetID:
 Unit:
 Customer:
[ALBINS OFF ROAD GEAR](#)*Level:


[Add A Conversation](#) [Display Currency](#)

Most Recent Activity						
	Item ID	Date	Amount	Currency	Amount	Currency
Item ID:	5149486	27/10/2011	346.50	AUD	346.50	AUD
Payment:	50003844516	11/10/2011	293.00	AUD	293.00	AUD

*Hint: The **Balance** row (highlighted below) displays the current outstanding amount on this customer's account. In this example, there is 1 item (**Count** column), with a total outstanding balance of \$346.50 (**Amount** column).*


	Count	Amount	Currency	Amount	Currency
Pay History Days:		0.00			
Credit Limit:		0.00	AUD	0.00	AUD
Balance:	1	346.50	AUD	346.50	AUD
Past Due:	1	346.50	AUD	346.50	AUD
Deductions:	0	0.00	AUD	0.00	AUD
Disputed:	0	0.00	AUD	0.00	AUD
Doubtful:	0	0.00	AUD	0.00	AUD
Collections:	0	0.00	AUD	0.00	AUD
Vendor Balance:	0	0.00	AUD	0.00	AUD
Draft Amount:	0	0.00	AUD	0.00	AUD
High Balance YTD:		1,376.01	AUD	1,376.01	AUD
Sales YTD:		0.00	AUD	0.00	AUD
Last Year Sales:		0.00	AUD	0.00	AUD

- To view the items that make up the balance, click the **Balance** link.
- The **Item List** will display the invoice number, due date and amount for each item.

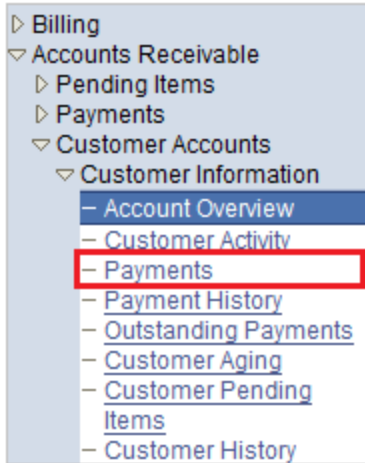
Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6												
Seq Nbr	Item	Line	Activities	Conv	Conversation Exists?	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur		
1	5149486	1			Y	UB001	50003844	Open	30	IN		26/11/2011	47	346.50	AUD		

Hint: A speech-bubble icon in the Conv column indicates that there are conversations posted against this item.

- Click the **Conversation Exists** button to view conversation entries made by Finance staff or Faculty / School / Portfolio staff. Conversation entries will include the User ID and the date/time the entry was made.

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6											
Seq Nbr	Item	Line	Activities	Conv	Conversation Exists?	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur	
1	5149486	1			Y	UB001	50003844	Open	30	IN		26/11/2011	47	346.50	AUD	

10. To return to the Item List page, click the **Cancel** button.
11. To return to the Account Overview page, click the **Cancel** button.
12. To view the details of any payments made by the Customer, click the **Payments** link in the Menu. The system will automatically insert the Customer details from the **Account Overview** screen.



13. The date range for payments will default to today's date. Change the **From Date** to broaden the payment results returned.
14. Click the **Search** button.

Customer Payments

SetID: Unit: Customer: [ALBINS OFF ROAD GEAR](#)

[Add A Conversation](#) [View/Update Conversations](#) [Display Currency](#)

From Date: To Date:

15. Any payments made by the customer in the specified date range will appear in the **Payment Details** box.

Payment Details								Customize	Find	View All	First	1-2 of 2	Last
	Unit	Deposit ID	Seg	Payment ID	Acctg Date	Entry Amount	Currency						
1	UB001	4146	5	50003844516	11/10/2011	-293.00	AUD						
2	UB001	3945	12	50003844516	15/06/2011	-1,376.01	AUD						
Totals													
Payment Count:		2		Total:		-1,669.01		AUD					

End of procedure.