

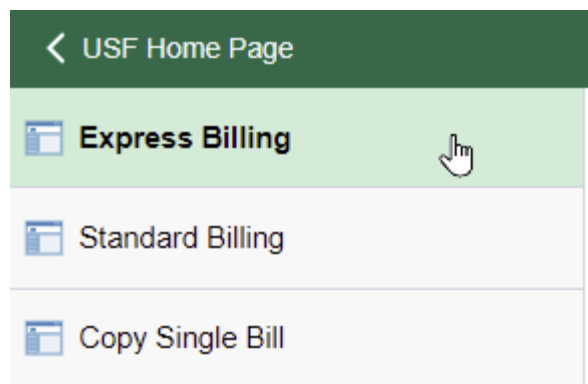
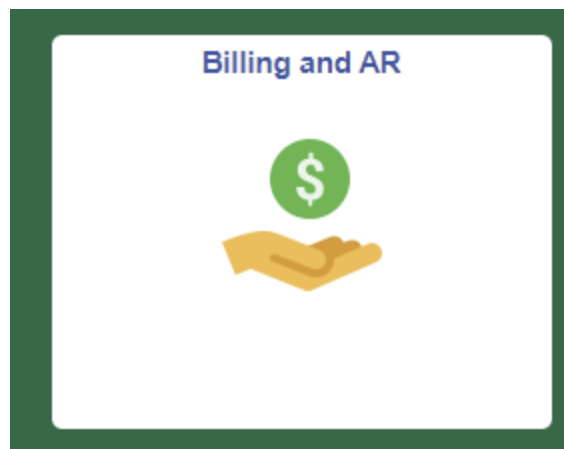
Express Billing

This guide details the Express Billing page which is an alternative to using the Standard Billing pages for Bill Entry. This guide is considered supplemental to the "Billing and AR - Step by Step" document and should be used in conjunction with this guide.

Last Update: June 27 2022

Navigate to Express Billing

From the FAST USF Home Page click on the Billing and AR Tile. When the page refreshes Express Bill Entry search page should be presented. If not, select Express Billing in the Navigation Collection.



Searching For and Entering a New Bill

The search screen is similar to the Standard Billing Search Screen and searching for existing non-finalized bills are the same.

You may search for existing Bills/Invoices not yet finalized by either:

- Entering the Bill Source ID in the Invoice Field OR Customer ID Field
- Specific Invoice ID in the Invoice Field
- Specific Customer ID in the Customer ID Field

Express Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Business Unit = ▼ 🔍

Invoice begins with ▼ 🔍

Bill Status = ▼ ▼

Customer begins with ▼ 🔍

Contract begins with ▼

Bills in Business Unit = ▼ 🔍

Template Invoice Flag = ▼ ▼

☐ Case Sensitive

Search

Clear

Basic Search  Save Search Criteria



To add a new Bill, select the Add a New Value Tab.

Ensure your Business Unit is set to USF01

Invoice is NEXT

Bill Type Identifier is COM

Bill Source is the Bill Source for the area the invoice belongs to

Customer ID for the Customer.

Click the Add Button.

Express Bill Entry

Find an Existing Value	Add a New Value
--	---------------------------------

*Business Unit	<input type="text" value="USF01"/>	<input type="button" value="Q"/>
*Invoice	<input type="text" value="NEXT"/>	
Bill Type Identifier	<input type="text" value="COM"/>	<input type="button" value="Q"/>
Bill Source	<input type="text" value="FST"/>	<input type="button" value="Q"/>
Customer	<input type="text" value="FST1001"/>	<input type="button" value="Q"/>

The Billing page is separated into various sections.

Header

Customer Information

Address

Payment Information

Header Detail

Bill Line



Billing General

Unit USF01

Invoice NEXT

Pretax Amt

0.00 USD

Bill Status NEW

Invoice Date

*Bill Type COM

Bill Source FST

Cycle ID DAILY

*Frequency Once

*Invoice Form CRYSTAL

Customer Information

*Customer FST1001

SubCust1

[View Customer Activity](#)

FST TRAINING CUSTOMER ONE

SubCust2

Address

Payment Information

Header Detail

Accounting Date

Hold Until Date 01/10/2022

From Date

To Date

Sales Person SALES1

Bill Inquiry Phone 813.974.4966

Credit Analyst FST

Collector FST

Billing Specialist FST

Billing Authority AROFFICE

Entry Type Daniel Van Der Meulen

Entry Reason Accounts Receivable Office



PO Ref

☐ Accrue Unbilled

System Source

Lines to Add + - 📄

🔍 🔍 Max Rows 📄 📄

Bill Lines

🔍 🔍 1-1 of 1 ▶ ▶ View All

Charge Details		Line Information											
Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	Revenue Account			
<input type="checkbox"/>	1		<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Q"/>	0.0000	0.00	Revenue Account	+	-	

Go to:
Summary

Copy Address
Standard Entry

Header Notes
Bill Search

Accounting Distributions
Line Search

Attachments

Navigation

Page Series

Prev Next

Save Notify Refresh

Add Update/Display

Header

This section contains default information as well as the Bill Status which is used to set the Bill to ready for invoicing.

Billing General

Unit	USF01	Invoice	NEXT	Pretax Amt	0.00	USD
Bill Status	<input type="text" value="NEW"/>	Invoice Date	<input type="text"/>	Bill Source	<input type="text" value="CTR"/>	
*Bill Type	<input type="text" value="COM"/>	*Frequency	<input type="text" value="Once"/>			
Cycle ID	<input type="text" value="DAILY"/>					
*Invoice Form	<input type="text" value="CRYSTAL"/>					


Customer and Address

The customer section shows the Customer ID entered on the previous screen as well as the customer name. Should you have entered an incorrect Customer ID you may change it at this time.



▼ Customer Information

*Customer	<input type="text" value="FST1001"/>	SubCust1	<input type="text"/>	▼ View Customer Activity
		SubCust2	<input type="text"/>	
FST TRAINING CUSTOMER ONE				

 **Address**

Expand section

Clicking the triangle next to the word Address expands the Address section. Review this section for accuracy. Should the customer have multiple mailing locations you can select the appropriate location from the Location look up. Should the customer have a contact Name or an Attention To you may enter the Name in the Contact Name Field. Should Contacts exists in the contact records you may selected from the Attention To Lookup.

▼ Address

Attention To	<input type="text"/>	Contact Name	<input type="text"/>
*Location	<input type="text" value="1"/>	Number of Copies	<input type="text" value="1"/>
Language Code	ENG	*Invoice Media	<input type="text" value="Print Copy"/>
Email Address			
Country	USA United States		
Address 1	4202 E FOWLER AVE		
Address 2	SVC 1039		
Address 3			
City	TAMPA		
County		Postal	33620
State	FL Florida		



If the customer is an EMAIL CUSTOMER as denoted by the Contact Name 'EMAIL CUSTOMER' and an Email Address visible on the screen you are NOT to change any information in this section of the page. If there are changes made to this section the customer will NOT receive an invoice by email and instead will have the original printed and sent through the mail.

▼ Address

Attention To	<input type="text" value="1"/>	Contact Name	<input type="text" value="EMAIL CUSTOMER"/>	
*Location	<input type="text" value="1"/>	Number of Copies	<input type="text" value="1"/>	
Language Code	ENG		*Invoice Media	<input type="text" value="Email Invoice as Attachment"/>
Email Address	<input type="text" value="DVANDERM@USF.EDU"/>			
Country	<input type="text" value="USA"/> United States			
Address 1	<input type="text" value="4202 E FOWLER AVE"/>			
Address 2	<input type="text" value="SVC 1039"/>			
Address 3	<input type="text"/>			
City	<input type="text" value="TAMPA"/>		Postal	<input type="text" value="33620"/>
County	<input type="text"/>			
State	<input type="text" value="FL"/>	Florida		

Payment Information

Sometimes customers pre-pay for services, overpay, or send in duplicate payments. These payments may be on the customer record as a credit to their customer account. You can enter the payment information in the appropriate field as well as the whole dollar amount of the credit you wish to show reflected on the invoice.

Payment Information

Pay Terms	<input type="text" value="IMMED"/>	Pay Method	<input type="text" value="Check"/>
Remit To	<input type="text" value="WACH"/>	Bank Account	<input type="text" value="ARBI"/>
Paid Reference	<input type="text"/>	Prepayment Lookup	
Paid Amount	<input type="text" value="0.00"/>	Fwd Balance	<input type="text" value="0.00"/>
Letter of Credit ID	<input type="text"/>	Letter of Credit Document ID	<input type="text"/>



Alternately you can select the Prepayment Look up and select it from the pop up.

▼ **Payment Information**

Pay Terms	IMMED	Pay Method	Check
Remit To	WACH	Bank Account	ARBI
Paid Reference	OA-1234		
Paid Amount	1000.00	Prepayment Lookup	
Letter of Credit ID		Fwd Balance	0.00
		Letter of Credit Document ID	

Prepaid Items

Sel	AR Unit	Item ID	Document ID	Paid Amount	Entry Type
	USF01	OA-9174		-10032.500	OA

OK

Cancel

Refresh

Header Detail

The header detail has several defaults in place and you should not change unless you are aware there is an error in the option. In the Header detail this is where you can provide From and To Dates for services rendered for the entire invoice. Also this is where you can add the Purchase Order reference should the customer have provided one to you for the services/products. If you have multiple POs for a single Bill you would want to enter those on the individual Bill Lines.

Should you use the Copy Single Bill feature (contained in other documentation) and navigated to the Express Entry from the Standard Bill Entry page, the Entry Type Field is available for you on this page to clear out the "IN" when using the copy feature.

Header Detail

Accounting Date	<input type="text"/>	Hold Until Date	01/12/2022
From Date	<input type="text"/>	To Date	<input type="text"/>
Sales Person	SALES1	Bill Inquiry Phone	813.974.4966
Credit Analyst	FST	Collector	FST
Billing Specialist	FST	Billing Authority	AROFFICE
Entry Type	Daniel Van Der Meulen IN	Accounts Receivable Office	
PO Ref	<input type="text"/>	Entry Reason	<input type="text"/>
System Source		<input type="checkbox"/> Accrue Unbilled	

Bill Lines

The Bill Lines section is where you enter the "what you're billing" the customer. These lines should represent the services/products the customer is purchasing from your area.

You should get into the habit of clicking on the expand row icon to the right of the Line Information tab.

Bill Lines

Charge Details
Line Information

Sel	Seq	Line	Table	Identifier	Description
<input type="checkbox"/>	1		<input type="text"/>	<input type="text"/>	<input type="text"/>

For the line entry, just like in Standard Billing, the Table will always be ID.

The Identifier is also known as a Charge Code.

Description will default from the Charge Code. However, you may overwrite the Description if you wish.

Quantity is the number you are selling to the customer.

UOM is the Unit of Measure and defaults from the Charge Code. You can override this by selecting a different one from the look up.

Unit price is the per unit amount you are charging for each service/product you are selling to the



customer. The system will automatically calculate the Gross Extended amount based off the quantity and unit price you entered.

The Revenue Account will appear once you have entered an Identifier/Charge Code

Bill Lines

Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	Revenue Account
<input type="checkbox"/>	1		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	0.00	Revenue Account

The From and Through Dates for, if needed, the dates of service. This does not need to be completed.

For the Tax Code look up the appropriate Tax Code should the service or goods you are selling are taxable.

If the customer is Tax exempt, an exemption certificate should be on file for them. If so, select the Tax Exempt check box and then look up and select their Exemption Certificate. If we do not have an exemption on file and the services/goods are taxable you must charge taxes until an Exemption is received from the customer.


1-1 of 1

View All

From Date	Through Date	Tax Code	Tax Exempt	Exemption Certificate		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Adding a Bill Line

First enter ID in the Table Field and then click the look up icon. Then on the pop up select "ID PS/Billing Charge ID".

q	Line	Table	Identifier	D
1		ID 		

[Copy Address](#)

[Header Notes](#)

Look Up Table

×

Help

Select one of the following values:

D	Discount Table
ID	<u>PS/Billing Charge Id</u>
S	Surcharge Table

Cancel



Next enter your Bill Source in the Identifier field and click the look up icon.

Identifier

FST
🔍

Select from the list presented to you the Identifier you wish to use for the Bill Line.

SetID
USFSI

Billing Currency
USD

Identifier

begins with ▼

FST

Description

begins with ▼

Search

Clear

Cancel

Basic Lookup

Search Results

View 100
⏪
⏩
1-4 of 4 ▼
⏪
⏩

Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code
FST-BOOTHRENT	12/02/2021	CONFERENCE BOOTH RENTAL	EA	500	FSTREVONE
FST-COMPANIONFEE	12/02/2021	CONFERENCE COMPANION FEE	EA	750	FSTREVONE

Once you return to the page you can either leave the Description as the default from the Charge Code or update it as necessary.

Enter a Quantity, update the UOM if necessary and enter or update the Unit Price.

Bill Lines

☰

🔍

⏪

Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price
<input type="checkbox"/>	1		ID 🔍	FST-BOOTHREN 🔍	You can update this	1	EA 🔍	500.0000



Next enter the From and Through Dates if needed (This may also be entered on the Header)
Tax Code if the line item is Taxable
Then if the customer is exempt and a Tax Code was entered, select the Tax Exempt check box
and use the look up to select the customer's Tax Exemption Certificate.

1-1 of 1

View All

From Date	Through Date	Tax Code	Tax Exempt	Exemption Certificate		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input data-bbox="1386 762 1438 810" type="button" value="+"/>	<input data-bbox="1463 762 1515 810" type="button" value="-"/>

Click Save.



The page should refresh and you should now have an invoice ID and an amount should be displayed in the appropriate field.

UnitUSF01

InvoiceFST-00012

Pretax Amt500.00 USD

Also, on the Bill Line the Gross Extended amount should now reflect the total for the line.

Gross Extended
500.00

Should you need more lines you can use the Lines to Add section to add lines. You may change the Lines to add value to the maximum allowable of 40.

Lines to Add



Once you add however many lines you ask it to it will present the lines for you to add.

Bill Lines

Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Revenue Account
<input type="checkbox"/>	1		ID <input type="button" value="Search"/>	FST-BOOTHREN <input type="button" value="Search"/>	You can update this	1.0000	EA <input type="button" value="Search"/>	500.0000	44010
<input type="checkbox"/>	2		ID <input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	0.0000	Revenue Account
<input type="checkbox"/>	3		<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	0.0000	Revenue Account
<input type="checkbox"/>	4		<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	0.0000	Revenue Account
<input type="checkbox"/>	5		<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	0.0000	Revenue Account

If you have an invoice where many of the lines are repetitive for the Identifier, you can use the copy down function which is the icon to the right of the minus sign. This will copy down everything from the first line to the next lines when the lines are added.

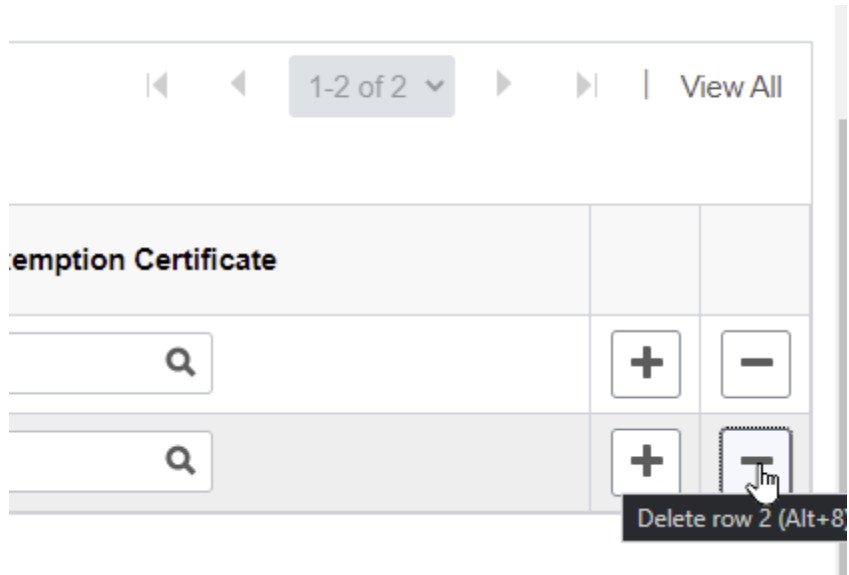
Lines to Add + -

Update the copied lines as necessary.



Bill Lines

Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Revenue Account
<input type="checkbox"/>	1		ID <input type="button" value="Search"/>	FST-BOOTHREN <input type="button" value="Search"/>	You can update this	1.0000	EA <input type="button" value="Search"/>	500.0000	44010
<input type="checkbox"/>	7		ID <input type="button" value="Search"/>	FST-BOOTHREN <input type="button" value="Search"/>	You can update this	1.0000	EA <input type="button" value="Search"/>	500.0000	44010
<input type="checkbox"/>	8		ID <input type="button" value="Search"/>	FST-BOOTHREN <input type="button" value="Search"/>	You can update this	1.0000	EA <input type="button" value="Search"/>	500.0000	44010
<input type="checkbox"/>	9		ID <input type="button" value="Search"/>	FST-BOOTHREN <input type="button" value="Search"/>	You can update this	1.0000	EA <input type="button" value="Search"/>	500.0000	44010
<input type="checkbox"/>	10		ID <input type="button" value="Search"/>	FST-BOOTHREN <input type="button" value="Search"/>	You can update this	1.0000	EA <input type="button" value="Search"/>	500.0000	44010





To delete a row, scroll to the right and select the minus sign for the row you wish to remove.



Alternately select the row you wish to delete, then click the minus sign next to the plus sign for adding rows.

Lines to Add +  

Bill Lines

Sel	Seq	Line	Table	Identifier	Description
<input type="checkbox"/>	1		ID 	FST-BOOTHREN 	You c
<input checked="" type="checkbox"/>	11		ID 	FST-BOOTHREN 	You c

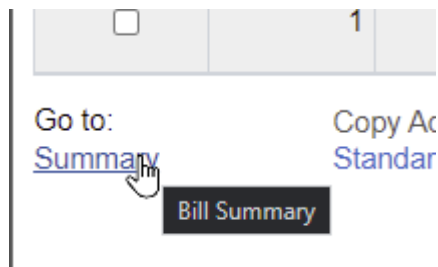
Go to: [Summary](#) Copy Address [Standard Entry](#) [Header Notes](#) [Bill Search](#)

Calculating the Taxes

The nightly process will calculate the taxes for you, however sometimes you may need to know how much the taxes are going to be so you may provide an amount ahead of time to the customer.

You must have saved your Bill and it updated with an Invoice ID BEFORE going to the Summary page.

To calculate, click the Summary link at the bottom of the page.



Then on the next page click Calculate Taxes.

This will refresh the page and show you the Invoice Amount with Taxes included.

Bill Summary Info		Bill Summary Info 2	
Unit	USF01	Invoice	FST-00012
Gross Extended Amount		1,000.00	
Total Discounts		0.00	
Total Surcharges		0.00	
Net Extended Amount		1,000.00	
Total VAT Amount		0.00	
Total Taxes		75.00	
Total Invoice Amount		1,075.00	
Forward Bal		0.00	
Paid Amount		0.00	
Total Due		1,075.00 USD	
Invoice Date		Customer FST1001 FST TRAINING CUSTOMER ONE	
Invoice Type		Regular	
Bill Type		COM Commercial	
Bill Source		FST FAST TRAINING	
Bill Status		NEW	
Template		No	
Consol Hdr		No	
Bill By ID			
Invoice Media		Print Copy	
Due Date			

Go to:
Bill Search
Header Info 1
Line Search
Address
Copy Address
Notes



Once finished clicked Save

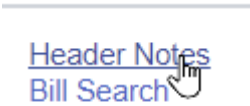


Then click the link Header Info 1 to return to the Bill Entry.

[Header Info 1](#)

Header Notes

To add a Header Note click on the Header Notes Link at the bottom of the page.



Enter your Header Note and then when finished click save, and then click Billing General Tab to return to the previous screen.

Billing GeneralHeader - Notes

UnitUSF01Bill ToCTR1733Pretax Amt1,000.00 USD
InvoiceCTR-08952USF ClubCustomer Notes

Bill Header Notes

☐ Standard Note FlagStd Note

☐ Internal Only FlagNote Type

Note Text:
This is a Header Note

233 characters remaining

1 of 1

View All

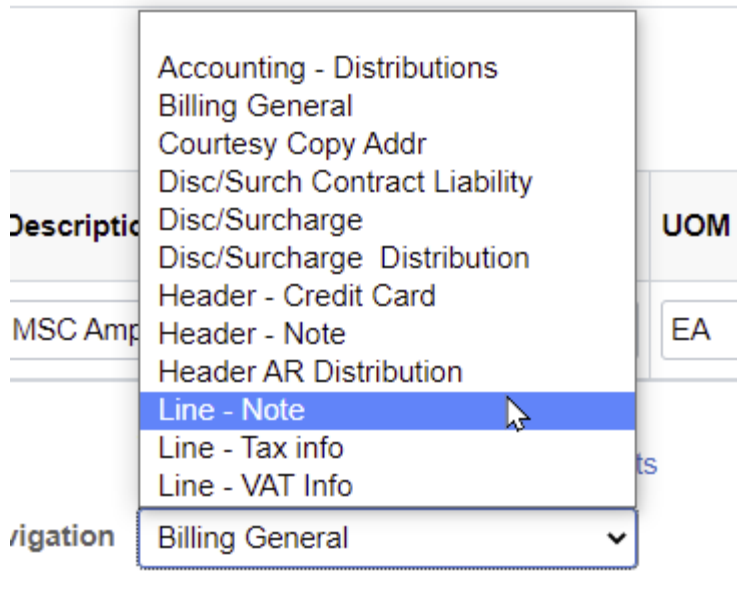
Go to:SummaryCopy AddressStandard EntryHeader NotesBill SearchAccounting DistributionsLine SearchAttachments

NavigationHeader - Note

Page SeriesPrevNext

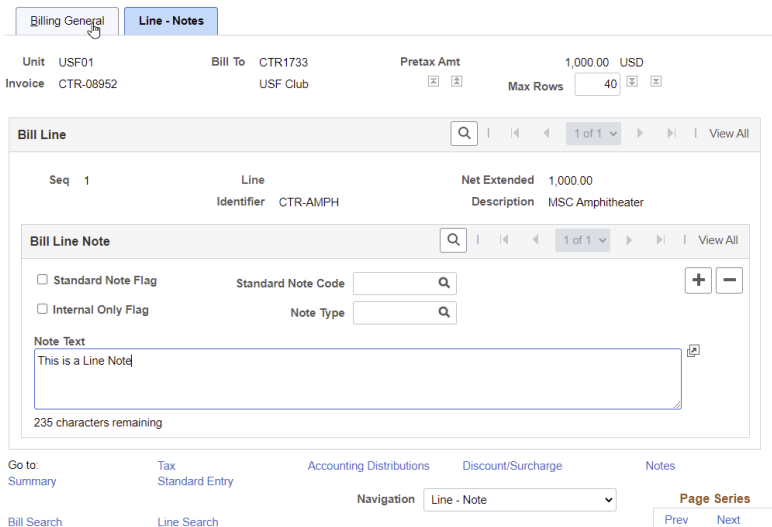
Line Notes

To add a Line note, select the Line-Note option from the Drop Down Menu



Then add the Line Note. If you should have multiple lines to add notes to they will be presented on this screen.

Once the Line Note is entered, click save and then click the Billing General Tab to return to the previous screen.



A screenshot of the 'Billing General - Line - Notes' screen. At the top, there are tabs for 'Billing General' and 'Line - Notes', with 'Line - Notes' being the active tab. Below the tabs, there is a header section with fields for 'Unit' (USF01), 'Bill To' (CTR1733), 'Pretax Amt' (1,000.00 USD), 'Invoice' (CTR-08952), and 'Max Rows' (40). The main section is titled 'Bill Line' and contains a table with columns for 'Seq', 'Line Identifier', 'Net Extended', and 'Description'. The first row shows 'Seq 1', 'Line Identifier CTR-AMPH', 'Net Extended 1,000.00', and 'Description MSC Amphitheater'. Below this table is a 'Bill Line Note' section with a search bar, a 'Standard Note Flag' checkbox, a 'Standard Note Code' field, an 'Internal Only Flag' checkbox, a 'Note Type' field, and a 'Note Text' area containing the text 'This is a Line Note'. At the bottom, there is a 'Navigation' dropdown menu set to 'Line - Note', a 'Page Series' section with 'Prev' and 'Next' buttons, and a 'Go to:' section with links for 'Summary', 'Tax Standard Entry', 'Accounting Distributions', 'Discount/Surcharge', and 'Notes'.

Accounting Distributions

there are three different ways to see the Accounting Distribution

1. Clicking on the Revenue Account Displayed on the Bill Line
2. The Accounting Distributions Link at the bottom of the Express Bill Entry Page
3. From the Drop Down Menu

nded	Revenue Account	
000.00	44516	+

[Accounting Distributions](#)
[Line Search](#)

riptic

: Amp

ion

Accounting - Distributions

Billing General

Courtesy Copy Addr

Disc/Surch Contract Liability

Disc/Surcharge

Disc/Surcharge Distribution

Header - Credit Card

Header - Note

Header AR Distribution

Line - Note

Line - Tax info

Line - VAT Info

Billing General

UOM

EA

ts



Once the page refreshes you will be presented with the revenue CFs for a line. For greater than one line select the View All option to view all rows and scroll down.

▼ Revenue Distribution

BI Creates GL Acct Entries

Revenue

Acctg Information Reference Information

Code	Account	Oper Unit	Fund	Dept	Bud Ref	Product	Affiliate	Initiative	Project	Percentage
CTRAMPH	44516	TPA	03600	042700		CTR018		0000000		

Percent 100.00 Amount 1,000.00 Gross Extended 1,000.00

Disc/Surcharge

Should your department utilize Discounts, to add Discounts select the Disc/Surcharge option from the Drop down menu. Discounts must be set up for use for your area and you should only use those discounts which are for your area.

Accounting - Distributions
Billing General
Courtesy Copy Addr
Disc/Surch Contract Liability
Disc/Surcharge
Disc/Surcharge Distribution
Header - Credit Card
Header - Note
Header AR Distribution
Line - Note
Line - Tax info
Line - VAT Info
Billing General

Readying the Bill to be Finalized into an Invoice

Once you are finished entering the billing information and you are ready for the system to finalize the bill to an invoice. Scroll to the Header Section and change the Bill Status from NEW to RDY and then save. You may do this either by using the Look up to find the RDY option or manually key in RDY in the field.

To save you time from needing to scroll all the way to the bottom of the page to click save, you may use the keyboard shortcut of Alt+1. That is you press the Alt key and the number 1 key at the same time.

Bill Status

NEW

Look up Bill Status (Alt+5)

CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	<u>Ready to Invoice</u>
TMP	Temporary Bill
TMR	Temporary Ready Bill

Cancel

Switching Between Express Billing Entry and Standard Billing Entry

When you have your bill saved and have an invoice number, should a user wish to switch from the Express Bill Entry to Standard Bill Entry, you may click on the Standard Entry Link at the bottom of the page. This will take you to the Standard Bill Entry Screens.

Copy Address
[Standard Entry](#)



Header - Info 1

Line - Info 1

UnitUSF01InvoiceFST-00012Pretax Amt1,000.00USD

StatusNEW

*TypeCOM

*CustomerFST1001

*Invoice FormCRYSTAL

Accounting Date

Remit ToWACH

SalesSALES1

CreditFST

Billing SpecialistFST

▼View Activity

FST TRAINING CUSTOMER ONE

Daniel Van Der Meulen

Invoice Date

SourceFST

SubCust1

From Date

Pay TermsIMMED

Bank AccountARBI

Bill Inquiry Phone813.974.4966

CollectorFST

Billing AuthorityAROFFICE

Cycle IDDAILY

*FrequencyOnce

SubCust2

To Date

Pay MethodCheck

Go to:
Notes

Header Info 2

Express Entry

Address

Copy Address

Attachments

Summary

Bill Search

Line Search

Navigation

Header - Info 1

Page Series

PrevNext

Save

Return to Search

Notify

Refresh

Add

Update/Display

Should you wish to switch back to the Express Bill Entry pages, click the Express Entry link at the bottom of the page.

[Express Entry](#)

[END]