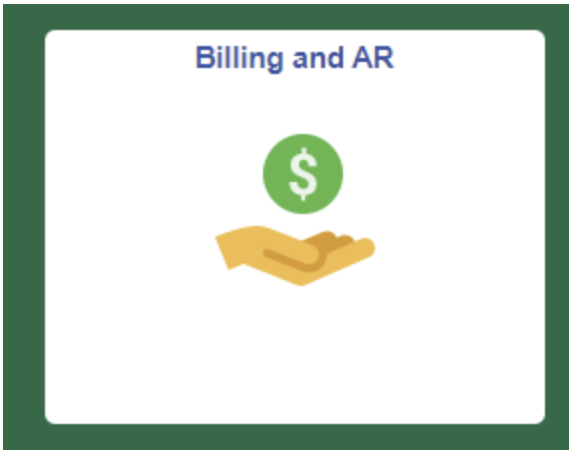
Express Billing

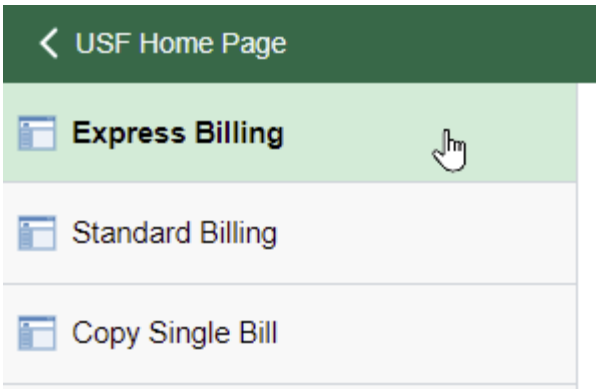
This guide details the Express Billing page which is an alternative to using the Standard Billing pages for Bill Entry. This guide is considered supplemental to the "Billing and AR - Step by Step" document and should be used in conjunction with this guide.

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.



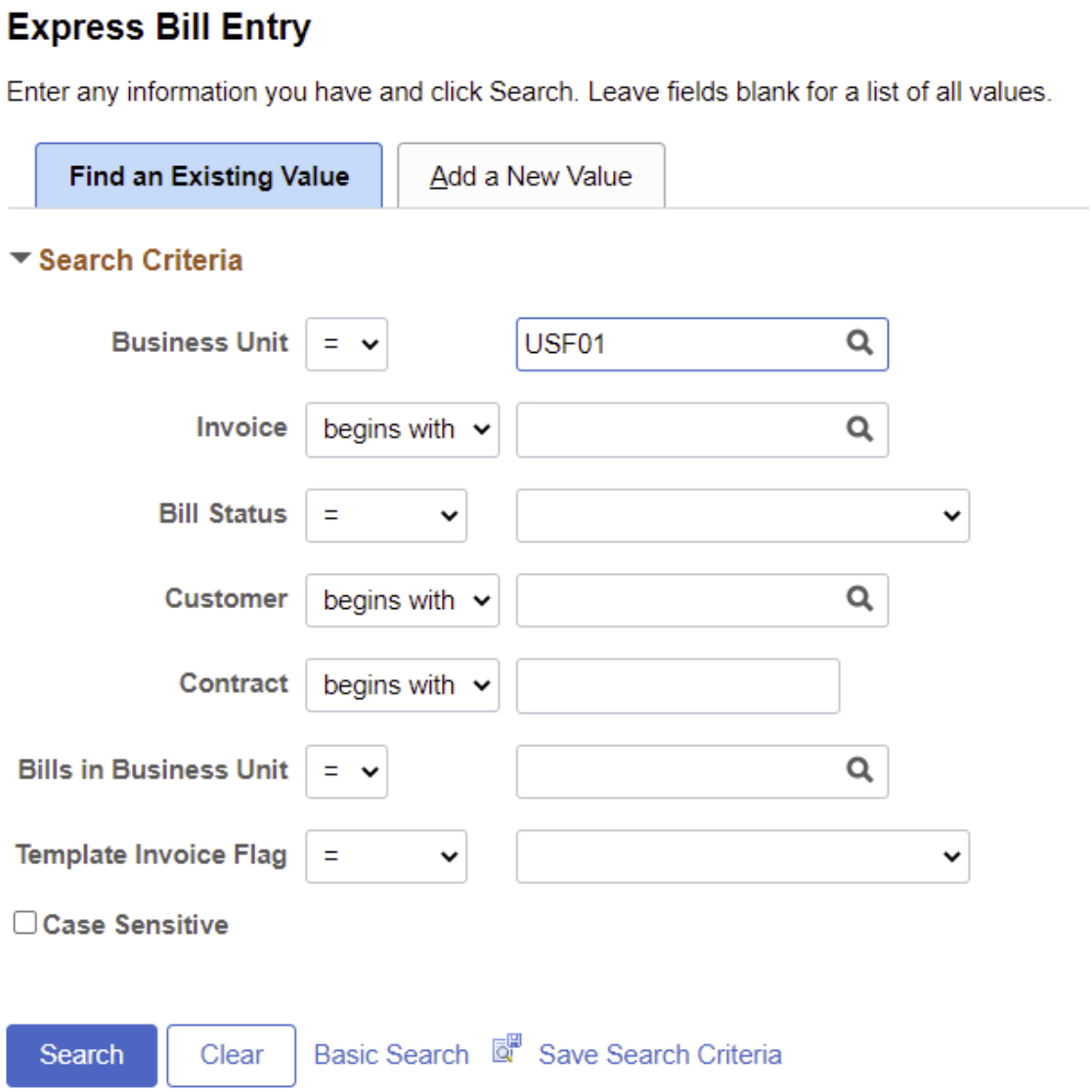


Searching For and Entering a New Bill

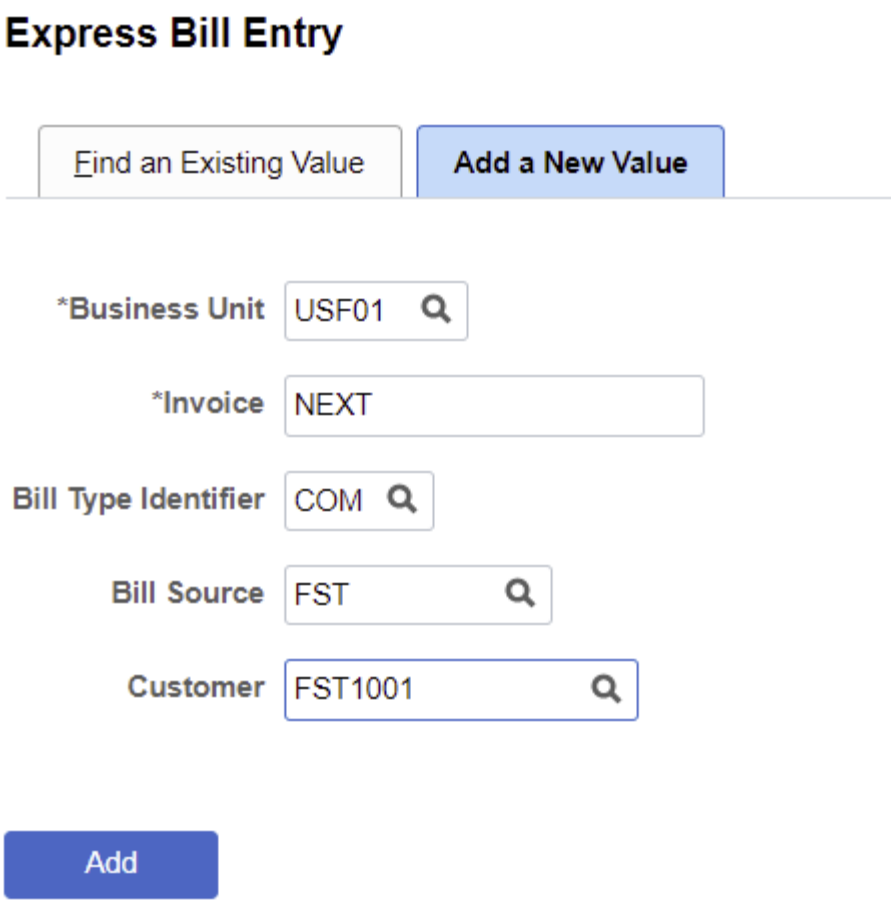
The search screen is similar to the Standard Billing Search Screen and searching for existing non-finalized bills are the same.

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



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.



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
*Bill Type COM
Cycle ID DAILY
*Invoice Form CRYSTAL

Invoice Date
Bill Source FST
*Frequency Once

Customer Information

*Customer FST1001
FST TRAINING CUSTOMER ONE

SubCust1
SubCust2

View Customer Activity

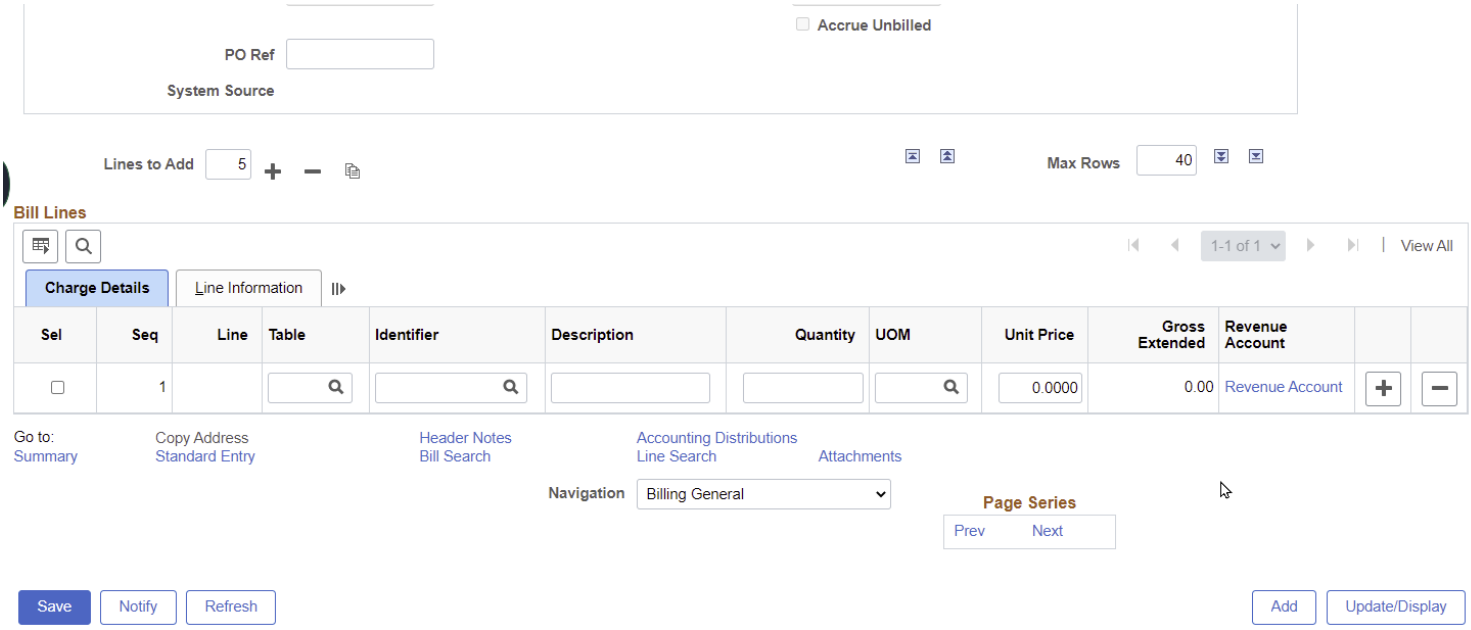
Address

Payment Information

Header Detail

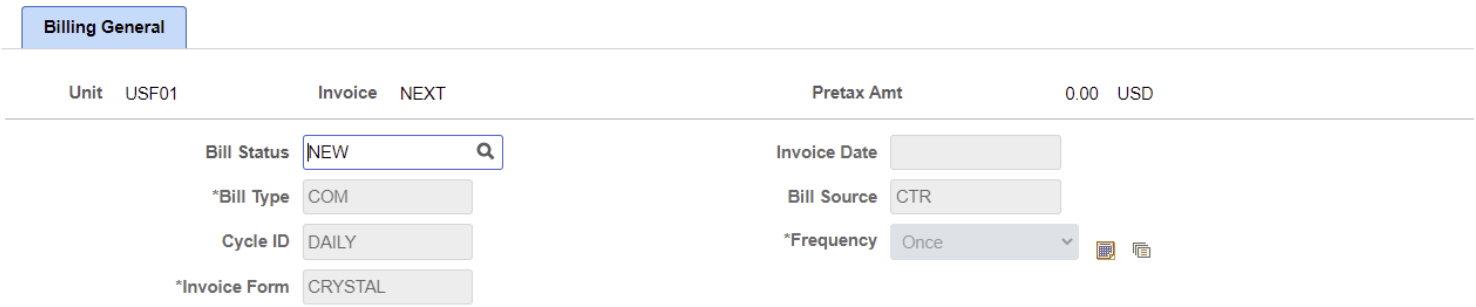
Accounting Date
From Date
Sales Person SALES1
Credit Analyst FST
Billing Specialist FST
Entry Type Daniel Van Der Meulen

Hold Until Date 01/10/2022
To Date
Bill Inquiry Phone 813.974.4966
Collector FST
Billing Authority AROFFICE
Entry Reason Accounts Receivable Office



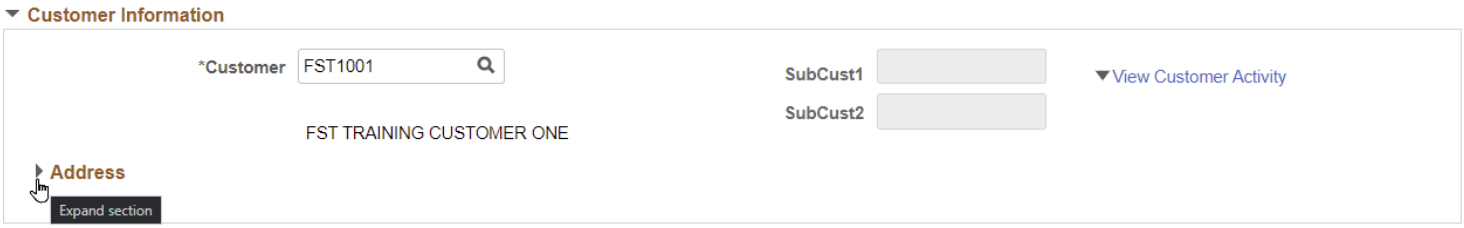
Header

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

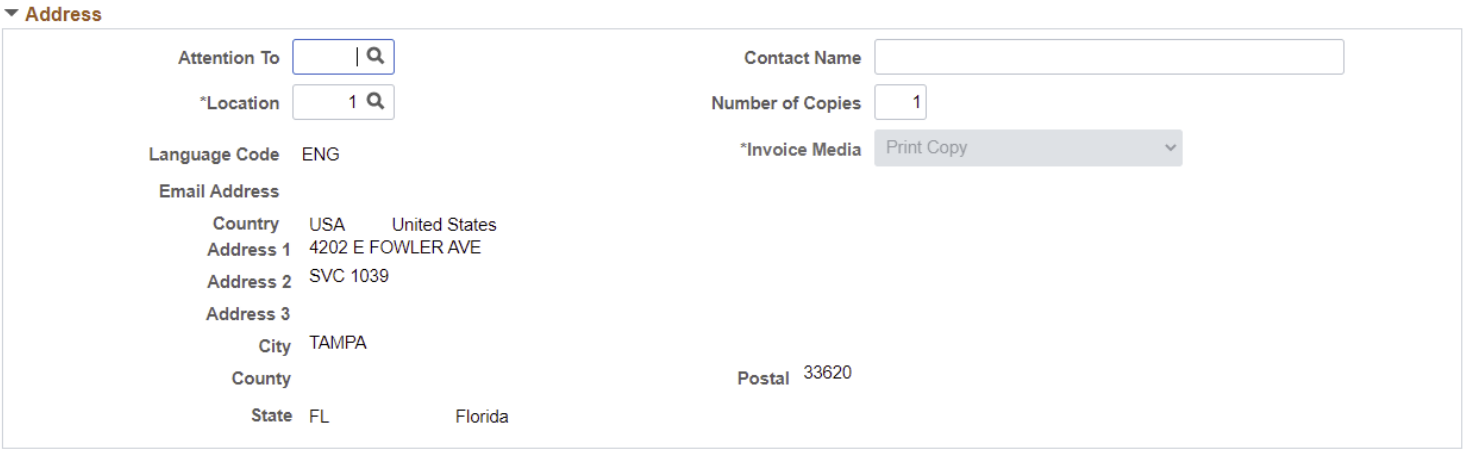


Customer and Address

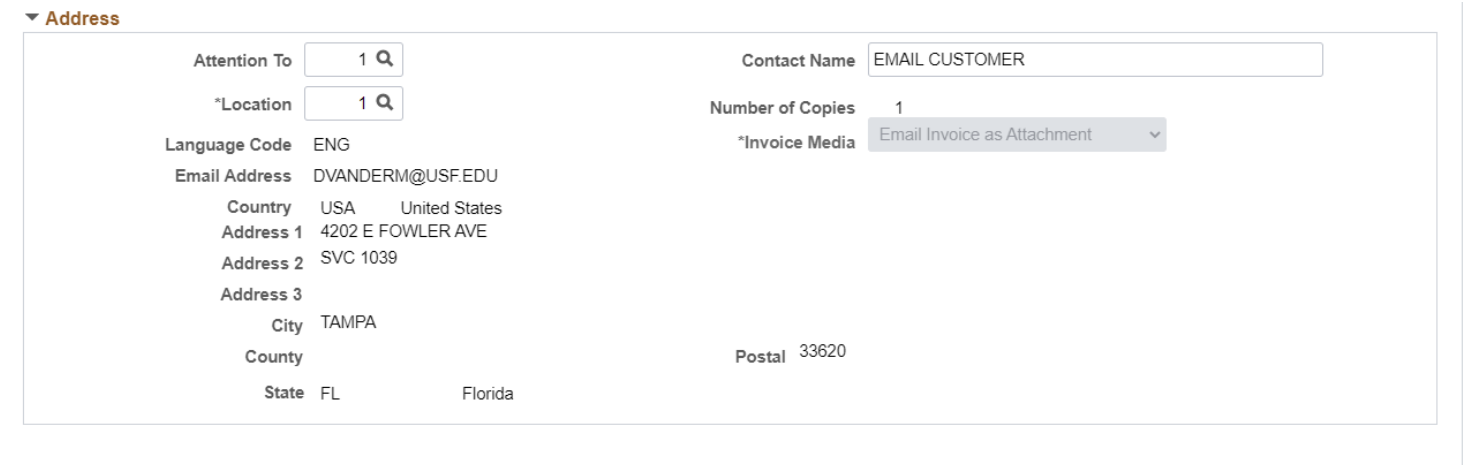
The customer section shows the Customer ID entered on the previous screen as well as the customer name. Should you have entered an incorrect Customer ID you may change it at this time.



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.

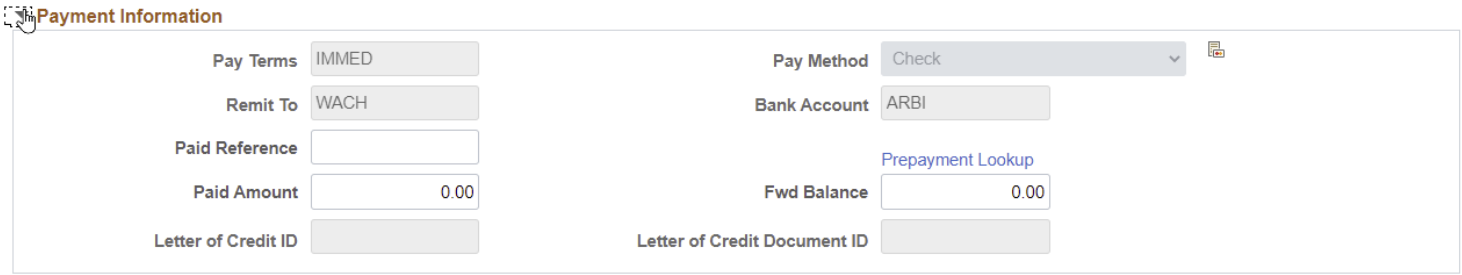


If the customer is an EMAIL CUSTOMER as denoted by the Contact Name 'EMAIL CUSTOMER' and an Email Address visible on the screen you are NOT to change any information in this section of the page. If there are changes made to this section the customer will NOT receive an invoice by email and instead will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

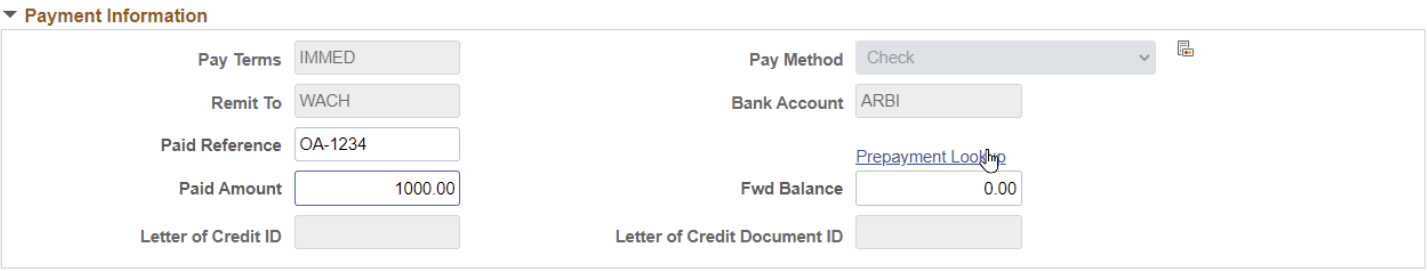


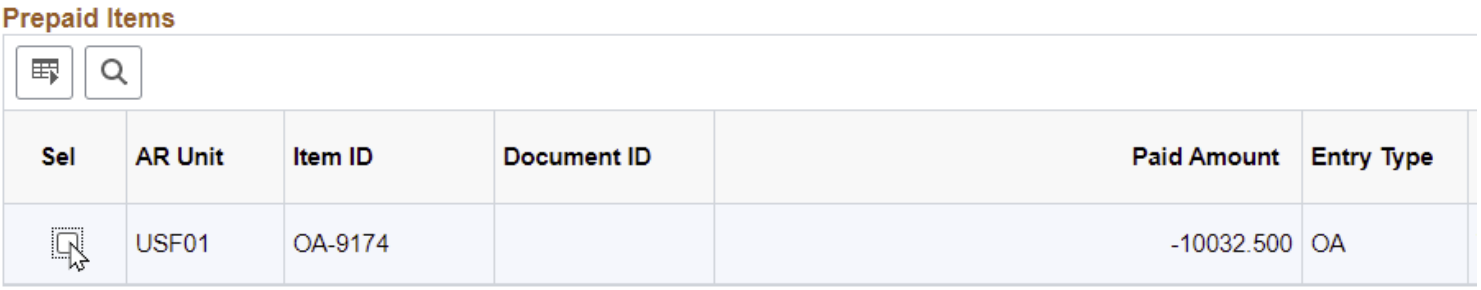
Payment Information

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.



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

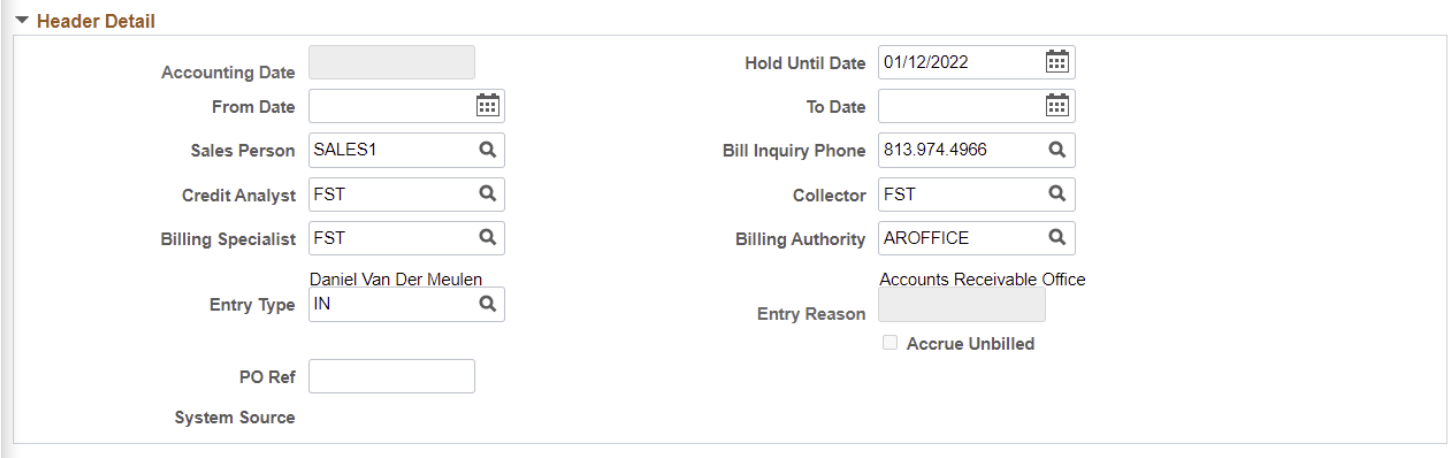




Header Detail

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.

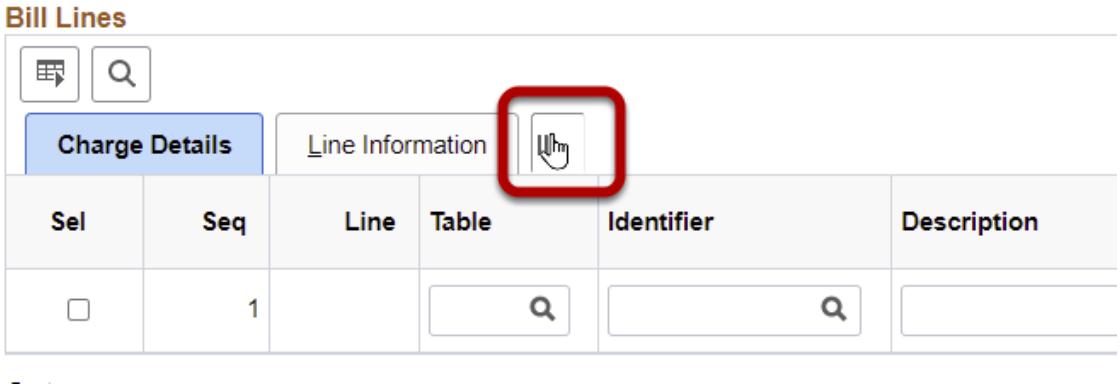
Should you use the Copy Single Bill feature (contained in other documentation) and navigated to the Express Entry from the Standard Bill Entry page, the Entry Type Field is available for you on this page to clear out the "IN" when using the copy feature.



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.



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
☐	1							0.0000	0.00	Revenue Account

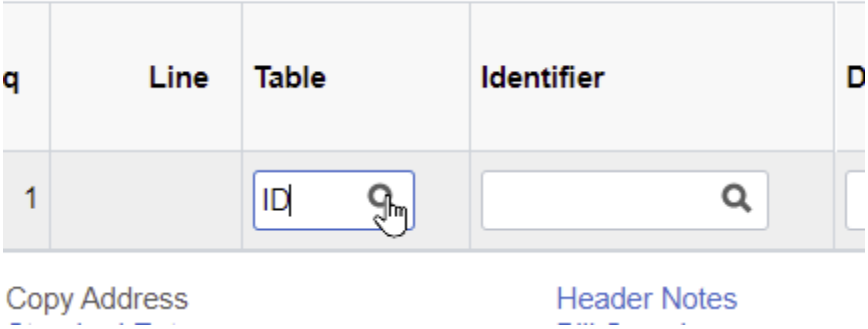
The From and Through Dates for, if needed, the dates of service. This does not need to be completed.
For the Tax Code look up the appropriate Tax Code should the service or goods you are selling are taxable.
If the customer is Tax exempt, an exemption certificate should be on file for them. If so, select 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.

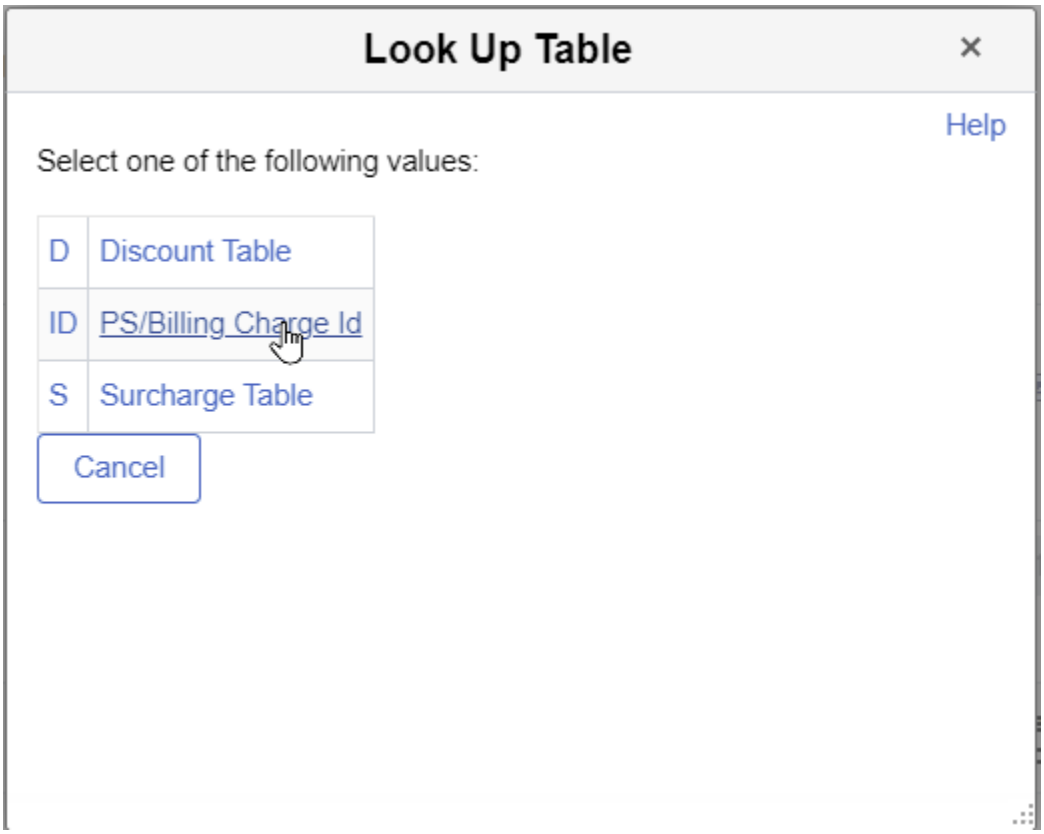
1-1 of 1 | View All

From Date	Through Date	Tax Code	Tax Exempt	Exemption Certificate		
			☐		+	−

Adding a Bill Line

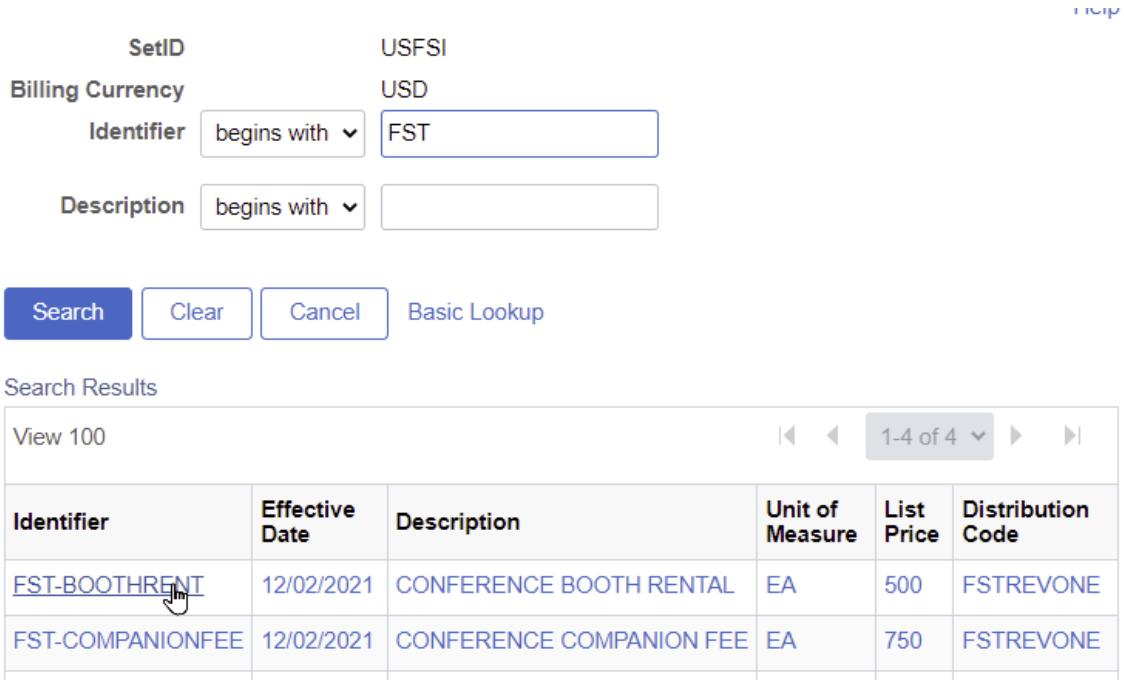
First enter ID in the Table Field and then click the look up icon. Then on the pop up select "ID PS/Billing Charge ID".



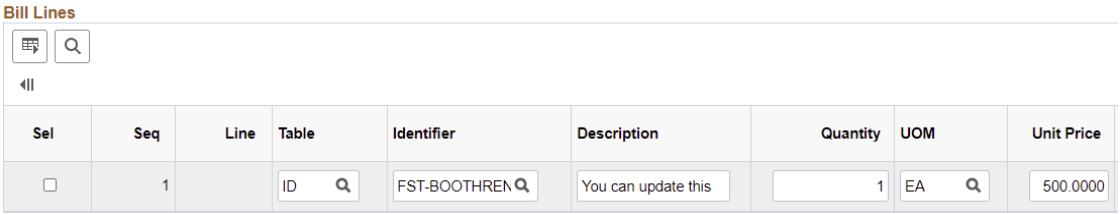


Next enter your Bill Source in the Identifier field and click the look up icon.

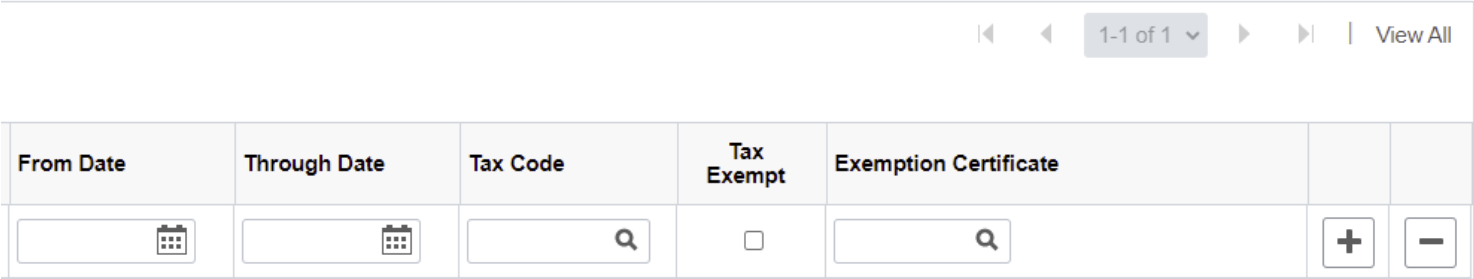
Select from the list presented to you the Identifier you wish to use for the Bill Line.



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.



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.



Click Save.

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

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

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.

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
☐	1		ID	FST-BOOTHREN	You can update this	1.0000	EA	500.0000	44010
☐	2							0.0000	Revenue Account
☐	3							0.0000	Revenue Account
☐	4							0.0000	Revenue Account
☐	5							0.0000	Revenue Account

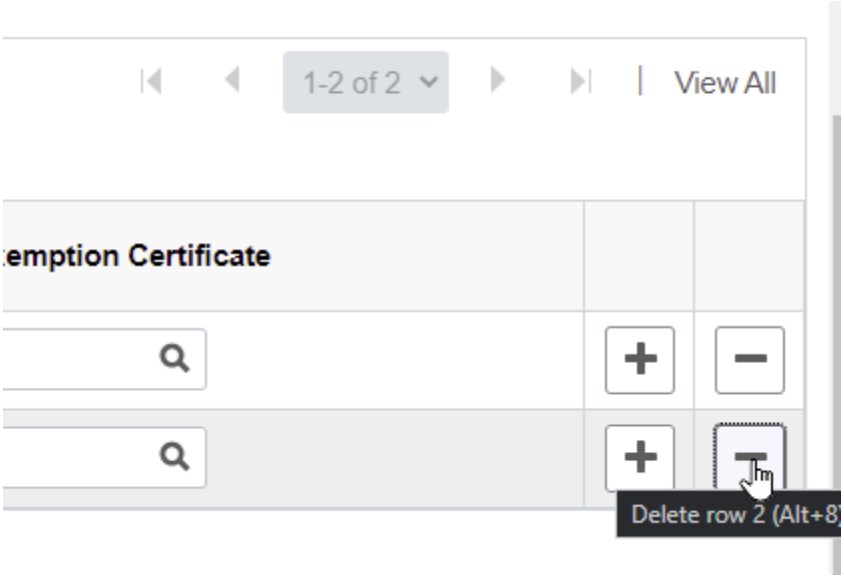
If you have an invoice where many of the lines are repetitive for the Identifier, you can use the copy down function which is the icon to the right of the minus sign. This will copy down everything from the first line to the next lines when the lines are added.

Update the copied lines as necessary.

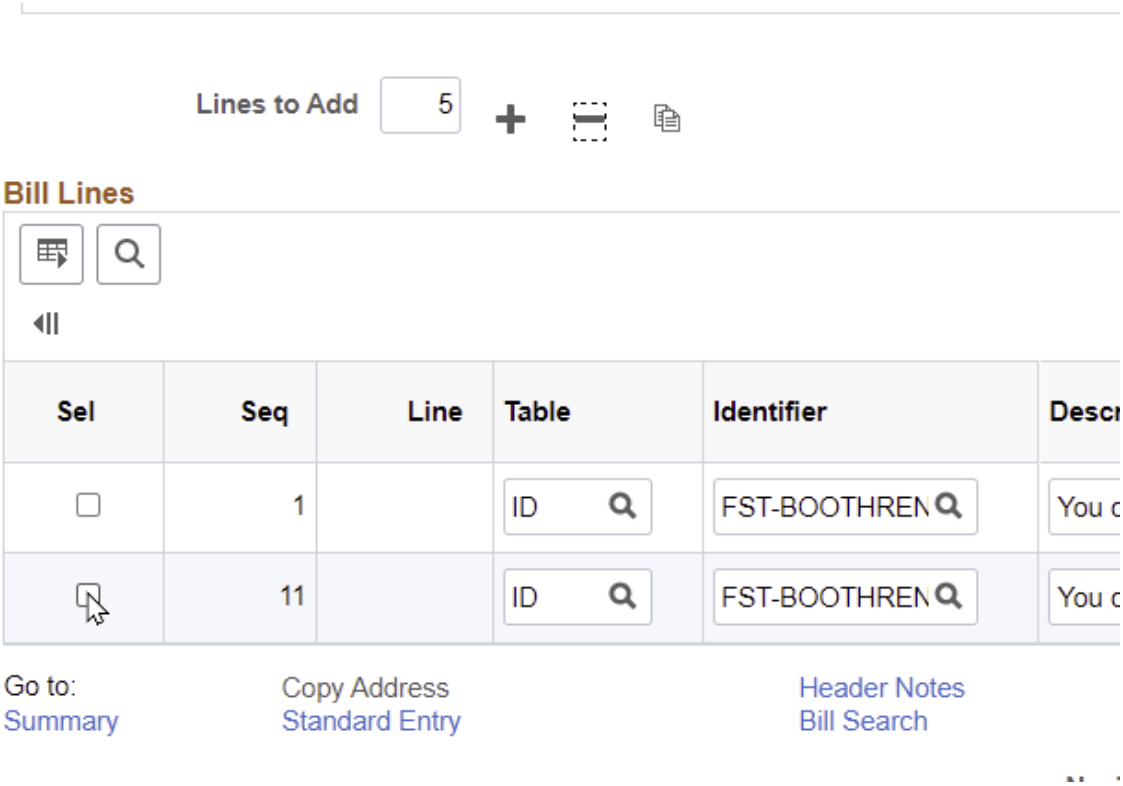
Bill Lines

Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Revenue Account
☐	1		ID	FST-BOOTHREN	You can update this	1.0000	EA	500.0000	44010
☐	7		ID	FST-BOOTHREN	You can update this	1.0000	EA	500.0000	44010
☐	8		ID	FST-BOOTHREN	You can update this	1.0000	EA	500.0000	44010
☐	9		ID	FST-BOOTHREN	You can update this	1.0000	EA	500.0000	44010
☐	10		ID	FST-BOOTHREN	You can update this	1.0000	EA	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.

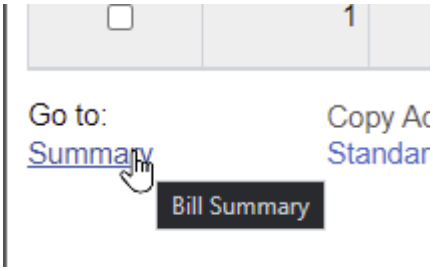


Calculating the Taxes

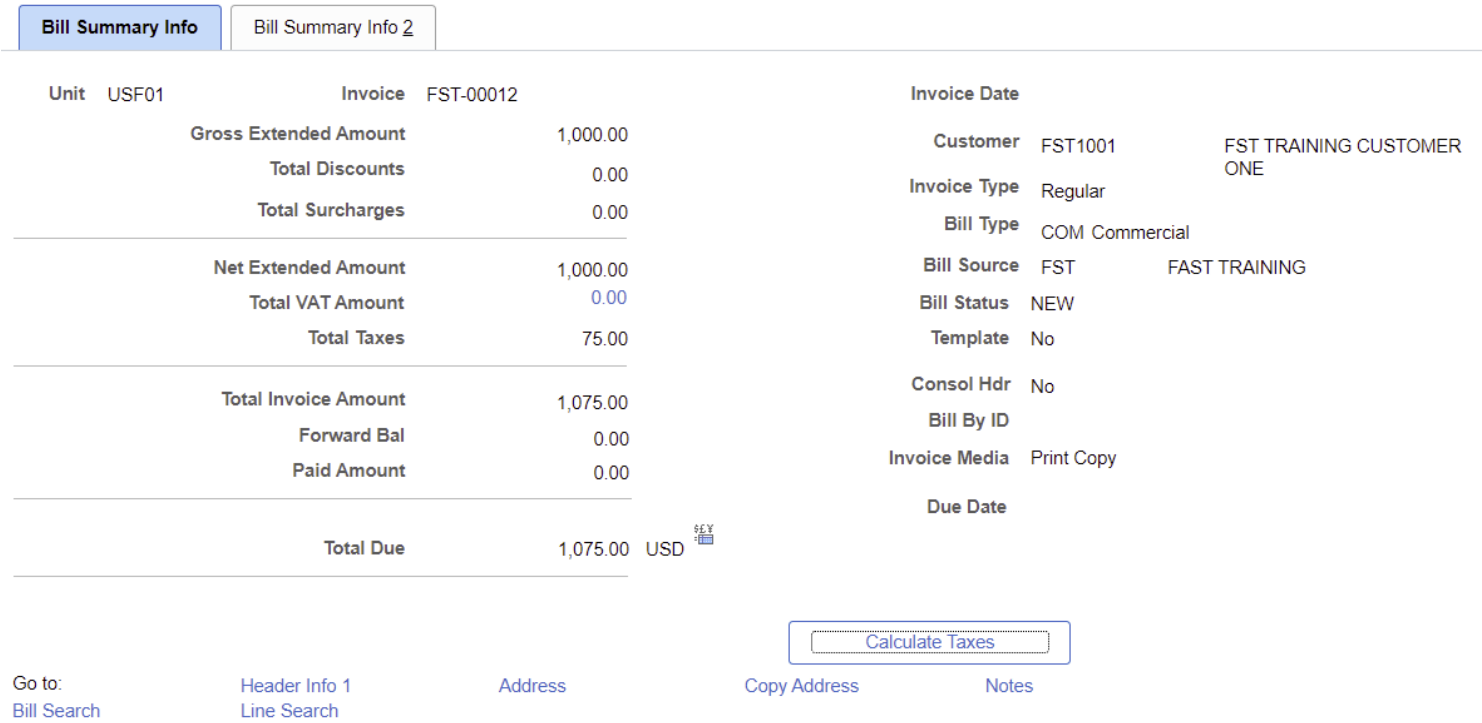
The nightly process will calculate the taxes for you, however sometimes you may need to know how much the taxes are going to be so you may provide an amount ahead of time to the customer.

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.

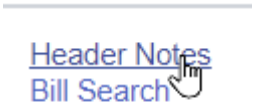


Once finished clicked Save

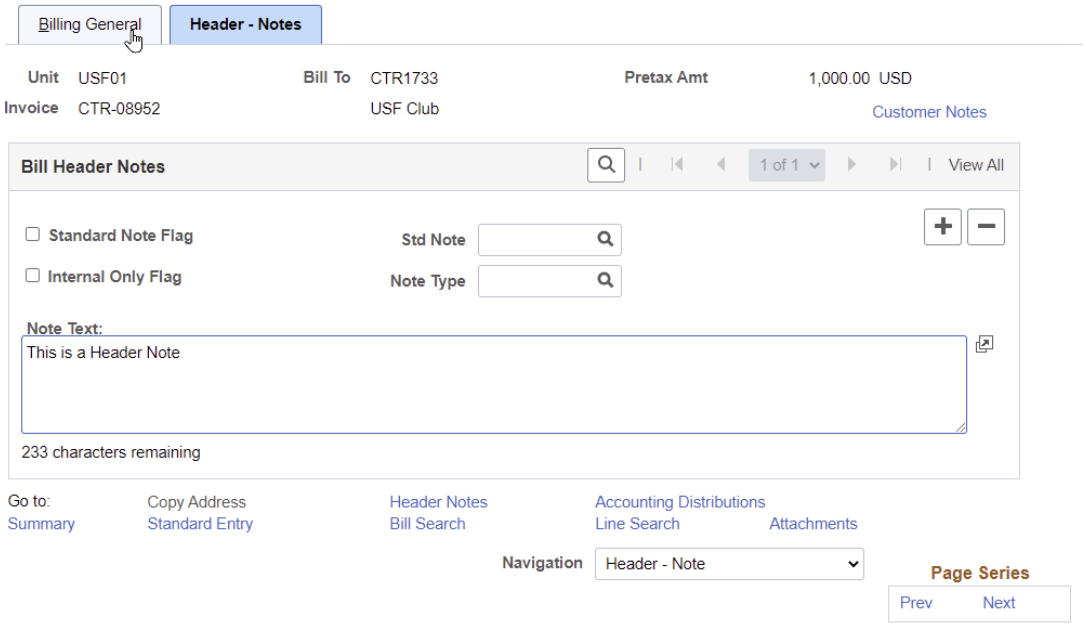
Then click the link Header Info 1 to return to the Bill Entry.

Header Notes

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

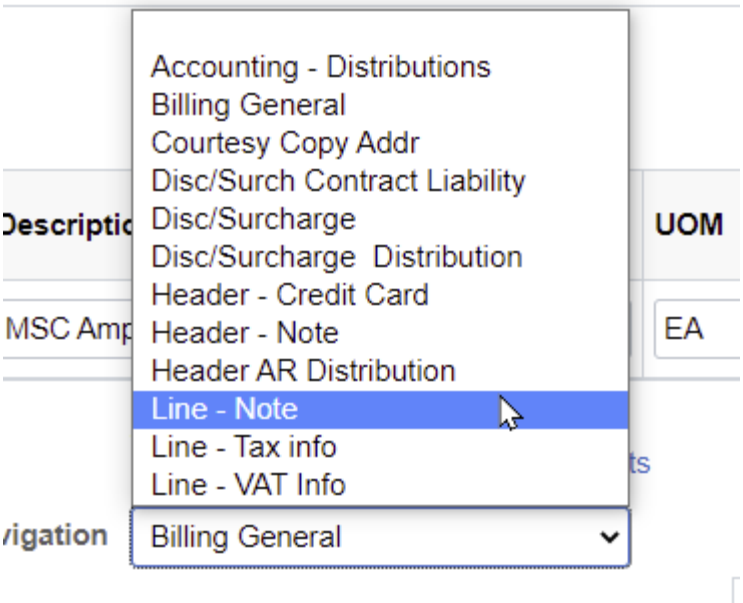


Enter your Header Note and then when finished click save, and then click Billing General Tab to return to the previous screen.

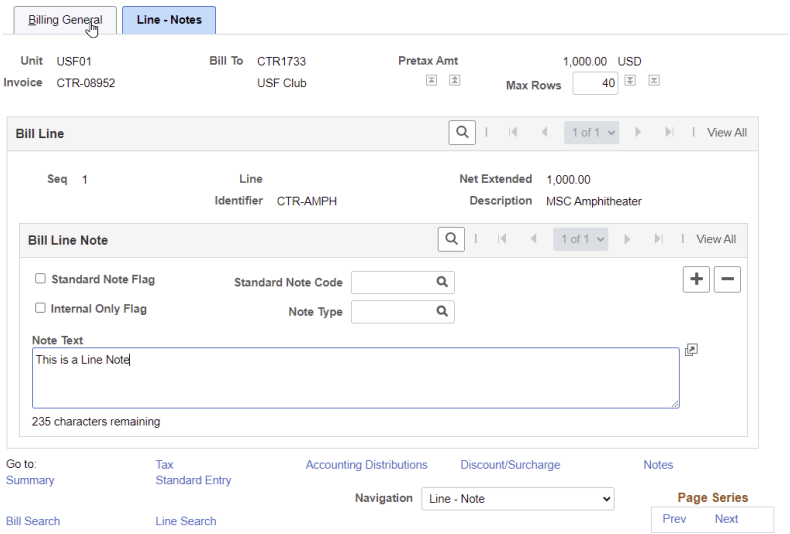


Line Notes

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



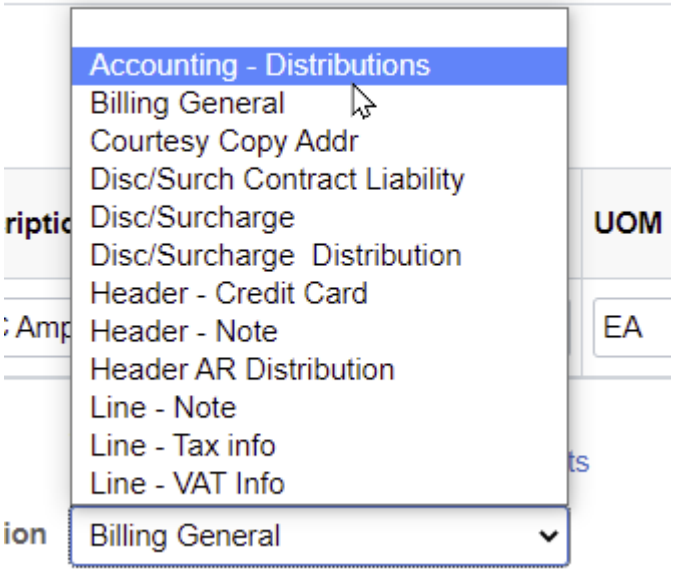
Then add the Line Note. If you should have multiple lines to add notes to they will be presented on this screen.
Once the Line Note is entered, click save and then click the Billing General Tab to return to the previous screen.



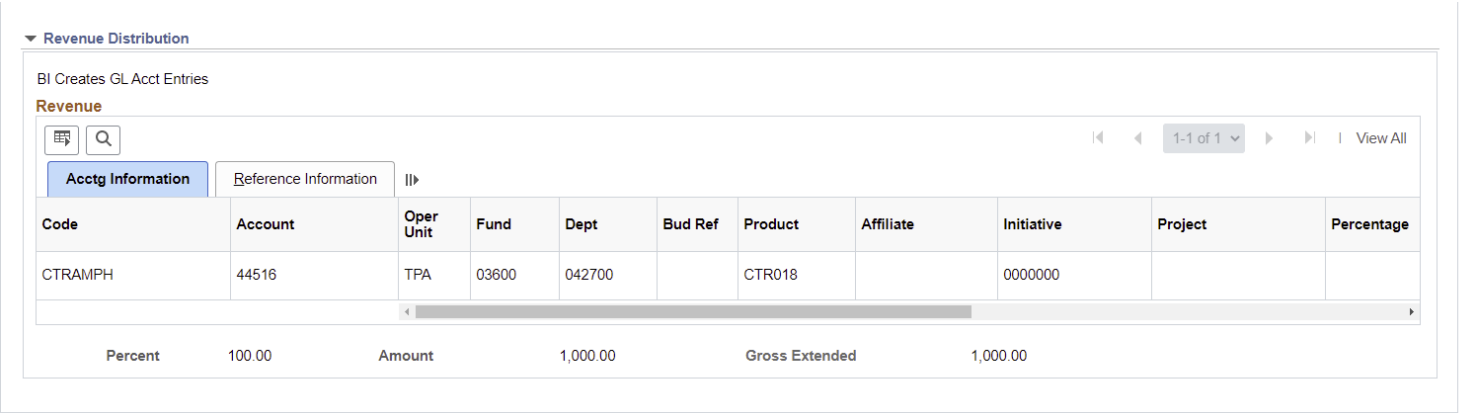
Accounting Distributions

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

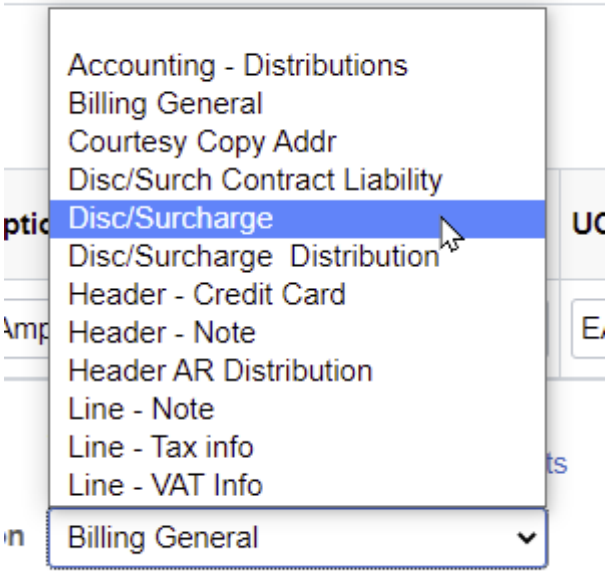


Once the page refreshes you will be presented with the revenue CFs for a line. For greater than one line select the View All option to view all rows and scroll down.



Disc/Surcharge

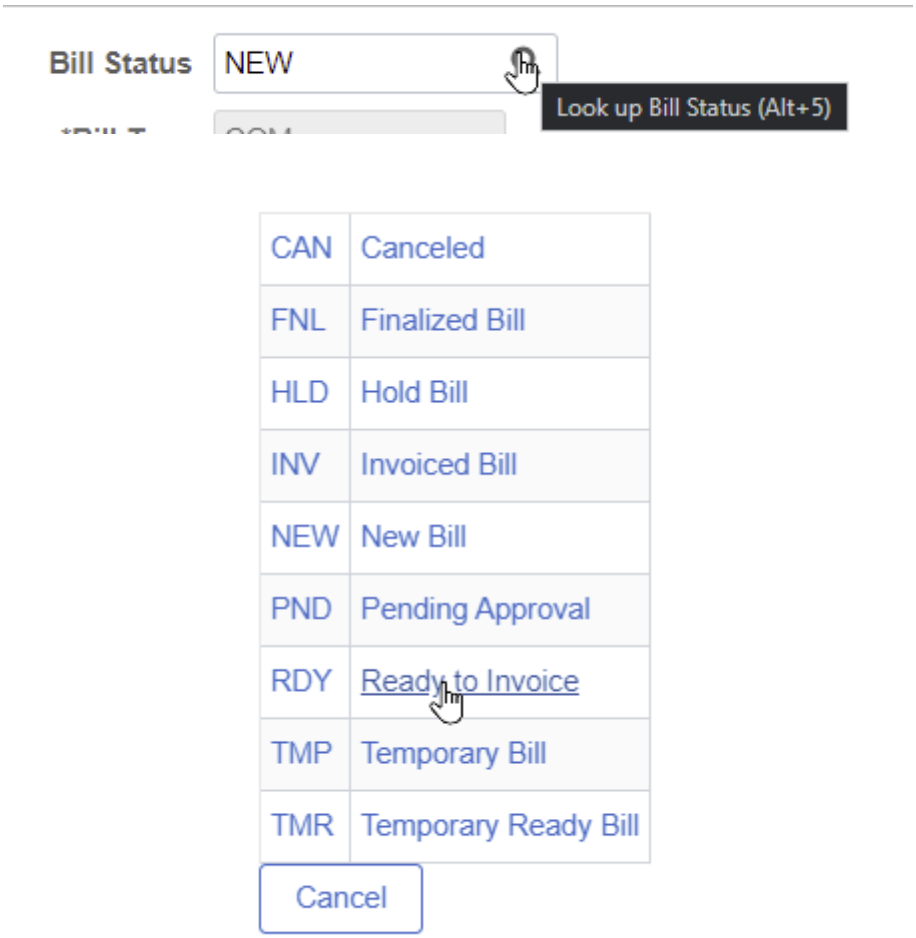
Should your department utilize Discounts, to add Discounts select the Disc/Surcharge option from the Drop down menu. Discounts must be set up for use for your area and you should only use those discounts which are for your area.



Readying the Bill to be Finalized into an Invoice

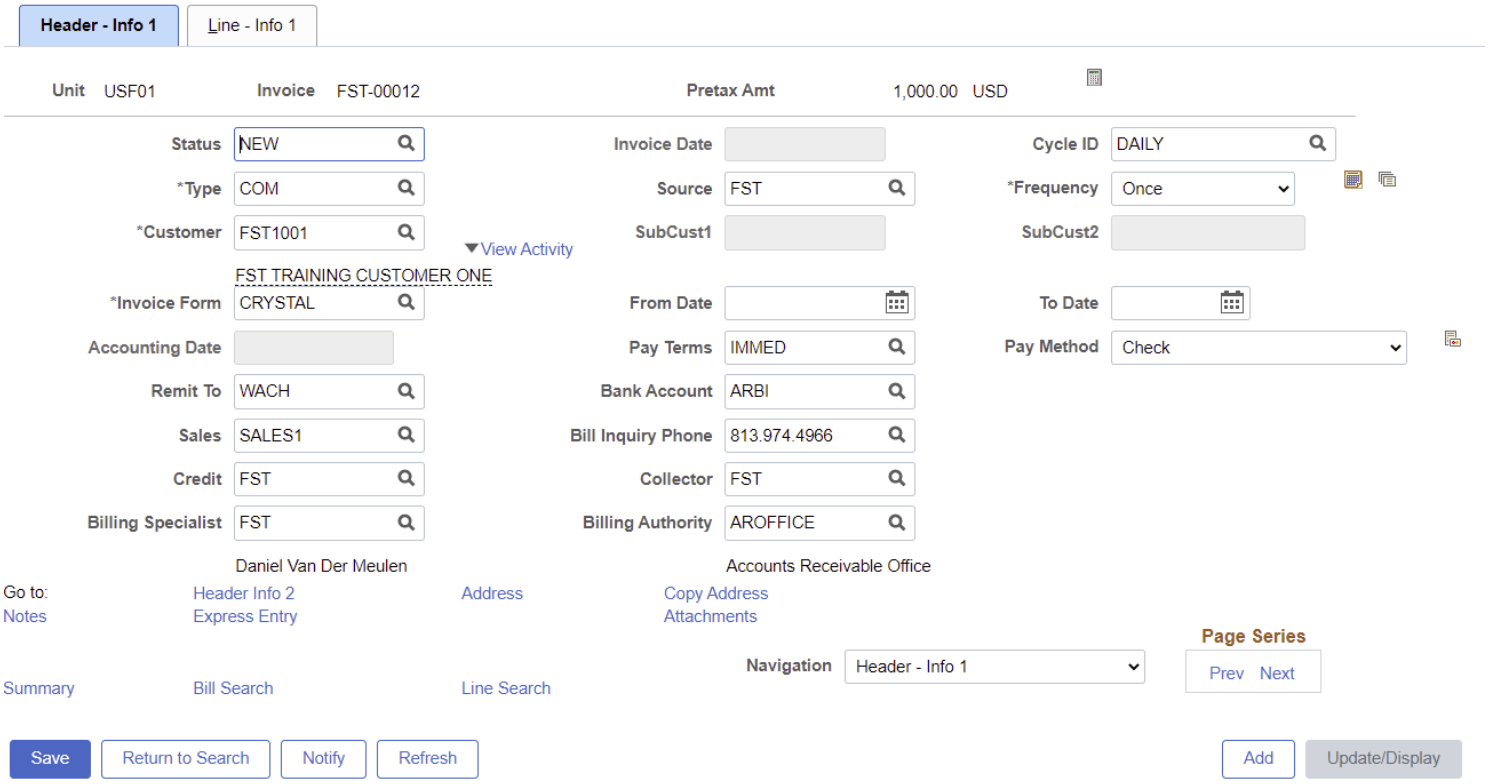
Once you are finished entering the billing information and you are ready for the system to finalize the bill to an invoice. Scroll to the Header Section and change the Bill Status from NEW to RDY and then save. You may do this either by using the Look up to find the RDY option or manually key in RDY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



Switching Between Express Billing Entry and Standard Billing Entry

When your 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.



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

[END]