

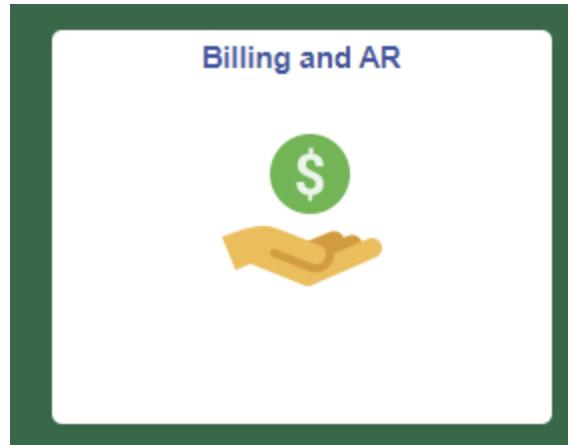
Express Billing

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 =

USF01



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

*Invoice

Bill Type Identifier

Bill Source

Customer

[Add](#)

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

*Bill Type

Cycle ID

*Invoice Form

Invoice Date

Bill Source

*Frequency

▼ Customer Information

*Customer

SubCust1

[▼ View Customer Activity](#)

SubCust2

FST TRAINING CUSTOMER ONE

► Address

► Payment Information

▼ Header Detail

Accounting Date

Hold Until Date

From Date

To Date

Sales Person

Bill Inquiry Phone

Credit Analyst

Collector

Billing Specialist

Billing Authority

Daniel Van Der Meulen

Accounts Receivable Office

Entry Type

Entry Reason



PO Ref

System Source

Accrue Unbilled

Lines to Add + - Max Rows

Bill Lines

Charge Details		Line Information		Line Data								
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"/>		0.0000	0.00	Revenue Account		

Go to: Summary Copy Address Standard Entry Header Notes Bill Search Accounting Distributions Line Search Attachments

Navigation Billing General Page Series Prev Next

Buttons: 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 Type <input type="text" value="COM"/>	Bill Source <input type="text" value="CTR"/>		
Cycle ID <input type="text" value="DAILY"/>	*Frequency <input type="text" value="Once"/>		
*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	FST1001	<input type="button" value="🔍"/>	SubCust1	<input type="text"/>	▼ View Customer Activity
FST TRAINING CUSTOMER ONE			SubCust2	<input type="text"/>	
Address <input type="button" value="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"/> <input type="button" value="🔍"/>	Contact Name	<input type="text"/>
*Location	1 <input type="button" value="🔍"/>	Number of Copies	1
Language Code	ENG	*Invoice Media	<input type="button" 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	1	Contact Name	EMAIL CUSTOMER
*Location	1	Number of Copies	1
Language Code	ENG	*Invoice Media	Email Invoice as Attachment
Email Address	DVANDERM@USFEDU		
Country	USA	United States	
Address 1	4202 E FOWLER AVE		
Address 2	SVC 1039		
Address 3			
City	TAMPA		
County			
Postal	33620		
State	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	IMMED	Pay Method	Check
Remit To	WACH	Bank Account	ARBI
Paid Reference		Prepayment Lookup	
Paid Amount	0.00	Fwd Balance	0.00
Letter of Credit ID		Letter of Credit Document ID	



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	Prepayment Lookup	
Paid Amount	1000.00	Fwd Balance	0.00
Letter of Credit ID		Letter of Credit Document ID	

Prepaid Items

Sel	AR Unit	Item ID	Document ID	Paid Amount	Entry Type
<input checked="" type="checkbox"/>	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

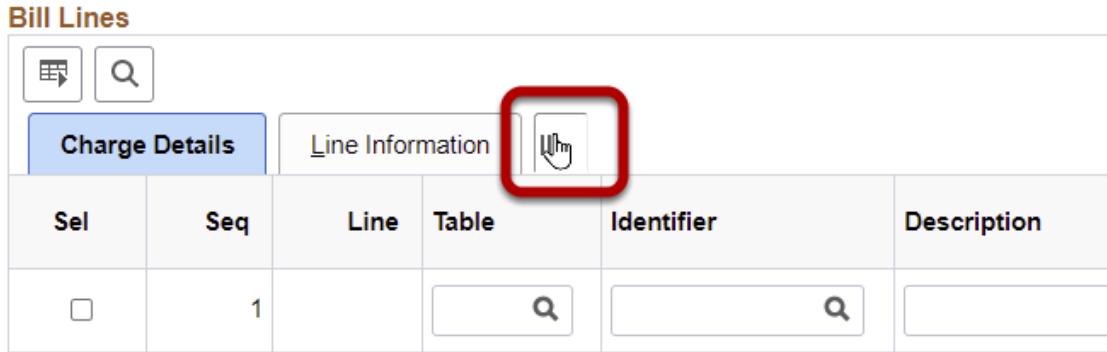
Accounting Date	<input type="text"/>	Hold Until Date	01/12/2022	<input type="button" value="Calendar"/>
From Date	<input type="text"/>	To Date	<input type="text"/>	<input type="button" value="Calendar"/>
Sales Person	SALES1	Bill Inquiry Phone	813.974.4966	<input type="button" value="Search"/>
Credit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

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="button" value="Search"/>	<input type="button" value="Search"/>	

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="button" value="Search"/>	<input type="button" value="Search"/>			<input type="button" value="Search"/>	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.

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



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 x Help

Select one of the following values:

D	Discount Table
ID	PS/Billing Charge Id 
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.

From Date	Through Date	Tax Code	Tax Exempt	Exemption Certificate		
<input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>	<input type="button" value="Search"/>	<input type="checkbox"/>	<input type="button" value="Search"/>	<input type="button" value="+"/>	<input 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.

Unit USF01

Invoice FST-00012

Pretax Amt

500.00 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	FST-BOOTHREN	You can update this	1.0000	EA	500.0000	44010
<input type="checkbox"/>	2							0.0000	Revenue Account
<input type="checkbox"/>	3							0.0000	Revenue Account
<input type="checkbox"/>	4							0.0000	Revenue Account
<input type="checkbox"/>	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.

Lines to Add 5

Update the copied lines as necessary.

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

A screenshot of a software interface showing a table with two rows. The first row contains a search icon and a row of empty cells. The second row contains a search icon, a plus sign icon, a minus sign icon, and a row of empty cells. A tooltip at the bottom right of the minus sign icon says "Delete row 2 (Alt+8)". Above the table, there are navigation buttons: back, forward, page number "1-2 of 2", and "View All".

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

A screenshot of a software interface titled "Bill Lines". At the top, there is a button for "Lines to Add" set to 5, a plus sign button, a minus sign button, and a file icon. Below this is a toolbar with icons for grid view, search, and back/forward. The main area is a table with the following data:

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

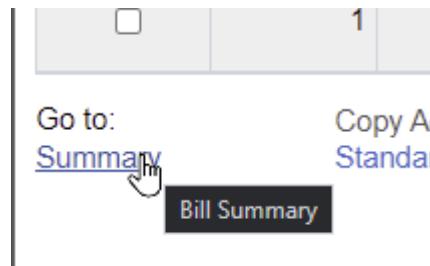


Calculating the Taxes

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

[Calculate Taxes](#)

Go to: [Bill Search](#)

Header Info 1 [Line Search](#)

Address

[Copy Address](#) [Notes](#)



Once finished click 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.

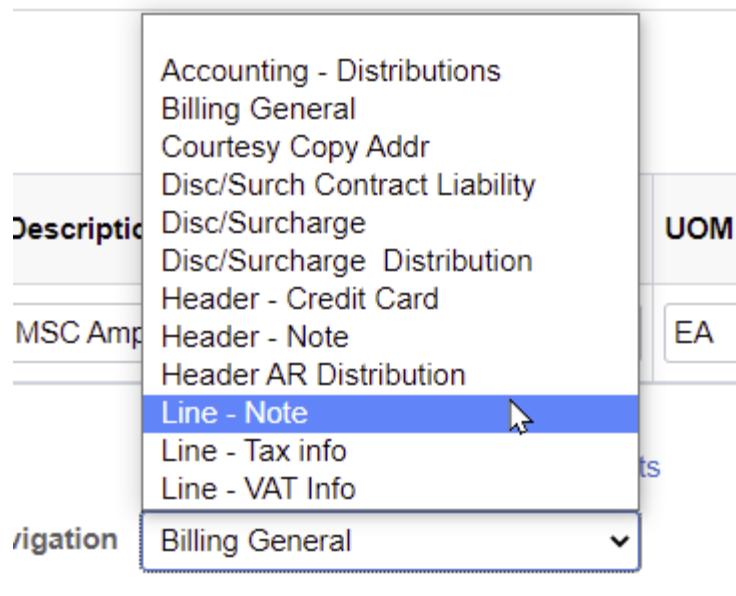
[Header Notes](#)
[Bill Search](#)

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

A screenshot of a web-based application for managing bill header notes. At the top, there are two tabs: "Billing General" (which is currently selected) and "Header - Notes". Below the tabs, there are fields for Unit (USF01), Bill To (CTR1733), Pretax Amt (1,000.00 USD), Invoice (CTR-08952), and Customer Notes. A search bar and navigation buttons are also present. The main area is titled "Bill Header Notes" and contains a form for adding a note. It includes checkboxes for "Standard Note Flag" and "Internal Only Flag", input fields for "Std Note" and "Note Type", and a large text area for "Note Text" containing the placeholder "This is a Header Note". There are also buttons for adding (+) and deleting (-) notes. At the bottom, there are links for "Go to: Summary" and "Copy Address Standard Entry", and buttons for "Header Notes" and "Bill Search". Other options like "Accounting Distributions", "Line Search", and "Attachments" are available via dropdown menus. Navigation controls include "Page Series" (with "Prev" and "Next" buttons), a dropdown for "Navigation" set to "Header - Note", and a "View All" link.

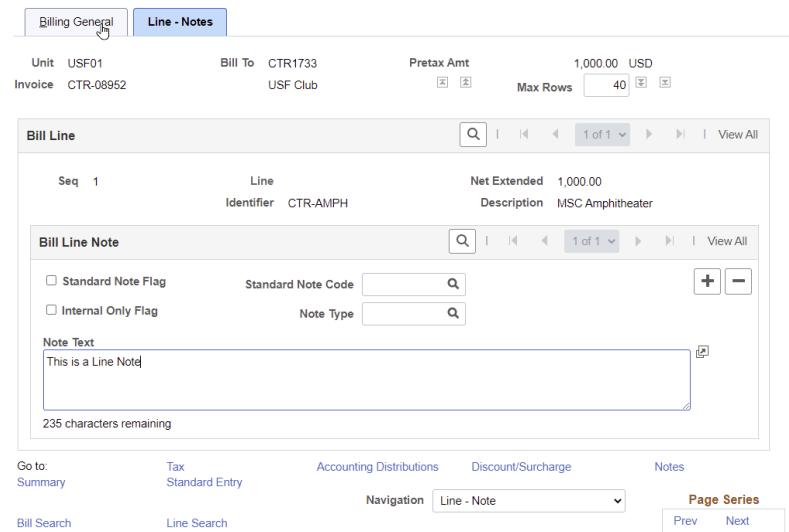
Line Notes

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.



The screenshot shows the 'Line - Notes' tab selected in the top navigation bar. The main area displays a bill line with the following details:

- Unit: USF01
- Invoice: CTR-08952
- Bill To: CTR1733
USF Club
- Pretax Amt: 1,000.00 USD
- Max Rows: 40

Below this, the 'Bill Line' table shows one row:

Seq	Line Identifier	Net Extended	Description
1	CTR-AMPH	1,000.00	MSC Amphitheater

The 'Bill Line Note' table shows one note entry:

Standard Note Flag	Standard Note Code	Note Type
<input type="checkbox"/>		
<input type="checkbox"/>		

The note text area contains the following text:

```
This is a Line Note
```

Character count: 235 characters remaining

At the bottom, there are navigation links: Go to: Summary, Tax Standard Entry, Accounting Distributions, Discount/Surcharge, Notes, Bill Search, Line Search, Page Series, Prev, and Next.



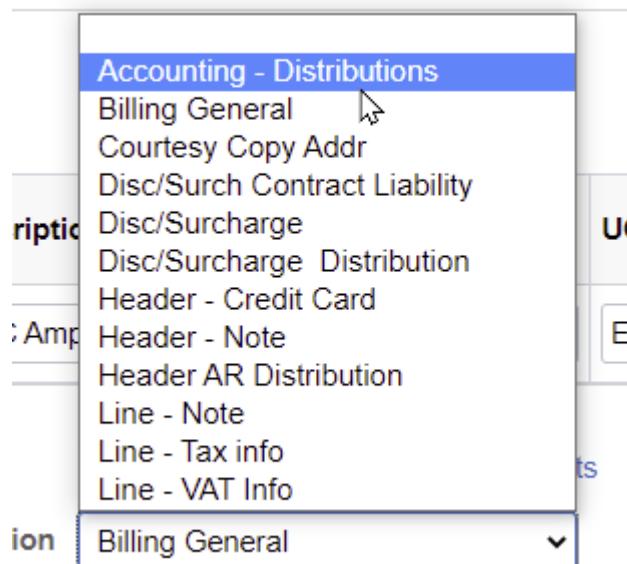
Accounting Distributions

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





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

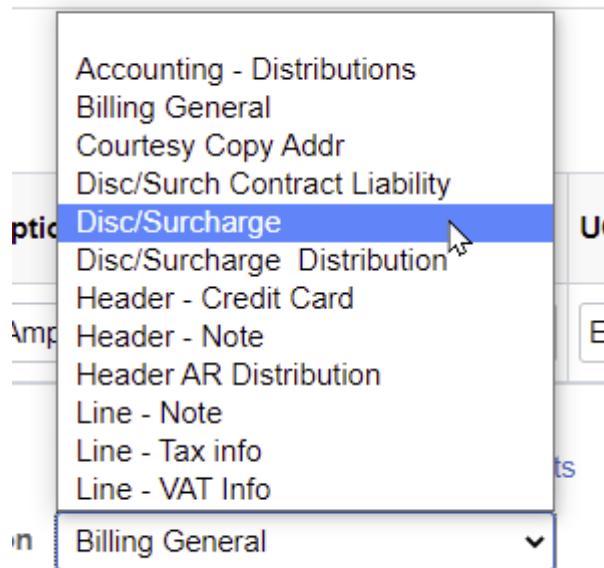
Acctg Information Reference Information

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.





Readyng 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.

The screenshot shows a software interface with a dropdown menu for 'Bill Status'. The menu lists several options: CAN (Canceled), FNL (Finalized Bill), HLD (Hold Bill), INV (Invoiced Bill), NEW (New Bill), PND (Pending Approval), RDY (Ready to Invoice), TMP (Temporary Bill), and TMR (Temporary Ready Bill). The 'RDY' option is highlighted with a mouse cursor. A tooltip 'Look up Bill Status (Alt+5)' is visible near the dropdown button. A 'Cancel' button is located at the bottom of the dropdown menu.

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

Unit	USF01	Invoice	FST-00012	Pretax Amt	1,000.00	USD	
Status	NEW	Invoice Date		Cycle ID	DAILY		
*Type	COM	Source	FST	*Frequency	Once		
*Customer	FST1001	SubCust1		SubCust2			
EST TRAINING CUSTOMER ONE							
*Invoice Form	CRYSTAL	From Date		To Date			
Accounting Date		Pay Terms	IMMED	Pay Method	Check		
Remit To	WACH	Bank Account	ARBI				
Sales	SALES1	Bill Inquiry Phone	813.974.4966				
Credit	FST	Collector	FST				
Billing Specialist	FST	Billing Authority	AROFFICE				
Daniel Van Der Meulen Accounts Receivable Office							
Go to: Notes	Header Info 2 Express Entry	Address	Copy Address Attachments				
Summary	Bill Search	Line Search	Navigation Header - Info 1				
Page Series							
				Prev	Next		
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]