



FLORIDA
INTERNATIONAL
UNIVERSITY

**ACCOUNTS RECEIVABLE
AND BILLING MANUAL**
BILLING SPECIALISTS
(JULY 2020)



FLORIDA
INTERNATIONAL
UNIVERSITY

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Customer Creation

Search for Existing Customer

Navigation: Main Menu > Customers > Customer Information > General Information.

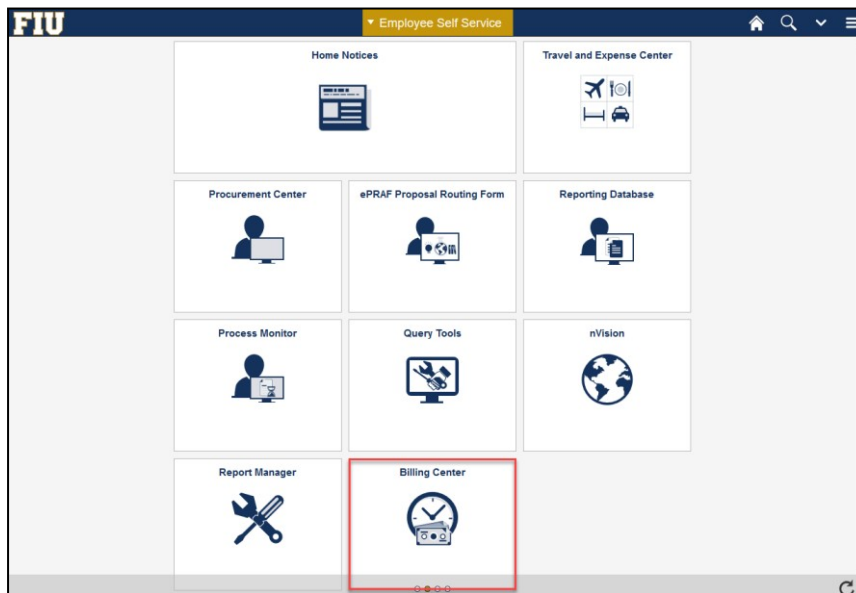
1. Verify the **SetID** and use the available **Search Criteria**, then click **Search**.

2. If the customer exists, the **General Information** page will display.

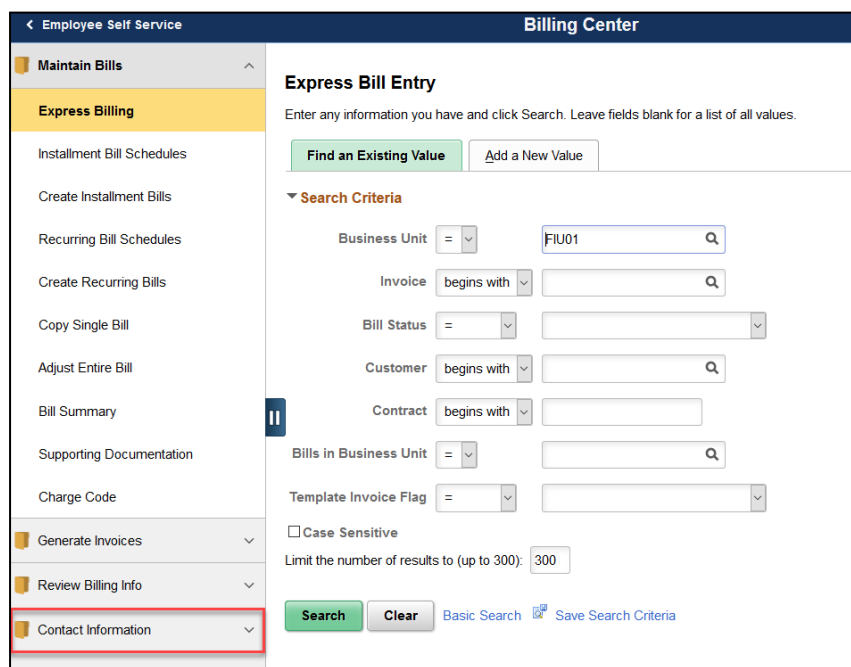
To request changes to an existing Customer or Contact, email pay@fiu.edu.

Request a New Customer

1. Click the **Billing Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Select **Contact Information**



3. Select **FIU Request Customer/Contact**

The screenshot shows the 'Search Criteria' section of the Billing Center. On the left, a navigation menu lists various options, with 'FIU Request Customer/Contact' highlighted in red. The main content area includes several search filters: Business Unit (set to FIU01), Invoice (begins with), Bill Status, Customer (begins with), Contract (begins with), Bills in Business Unit, and Template Invoice Flag. There is also a 'Case Sensitive' checkbox and a limit on results to 300. A green 'Search' button is highlighted, along with a 'Clear' button and links for 'Basic Search' and 'Save Search Criteria'.

4. Within the **Add a New Value** tab, verify that “FNS01” is selected as the **SetID**, then click **Add**.

The screenshot shows the 'Add a New Value' tab in the Billing Center. The title is 'FIU Request Customer/Contact'. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in red. Below this, the 'SetID' field is set to 'FNS01' and is highlighted in red. The 'Cust/Contact Seq' field is set to 'NEXT'. At the bottom, a green 'Add' button is highlighted in red.

- Fill in all required fields marked with an asterisk (*).

Enter Contact Information Section:

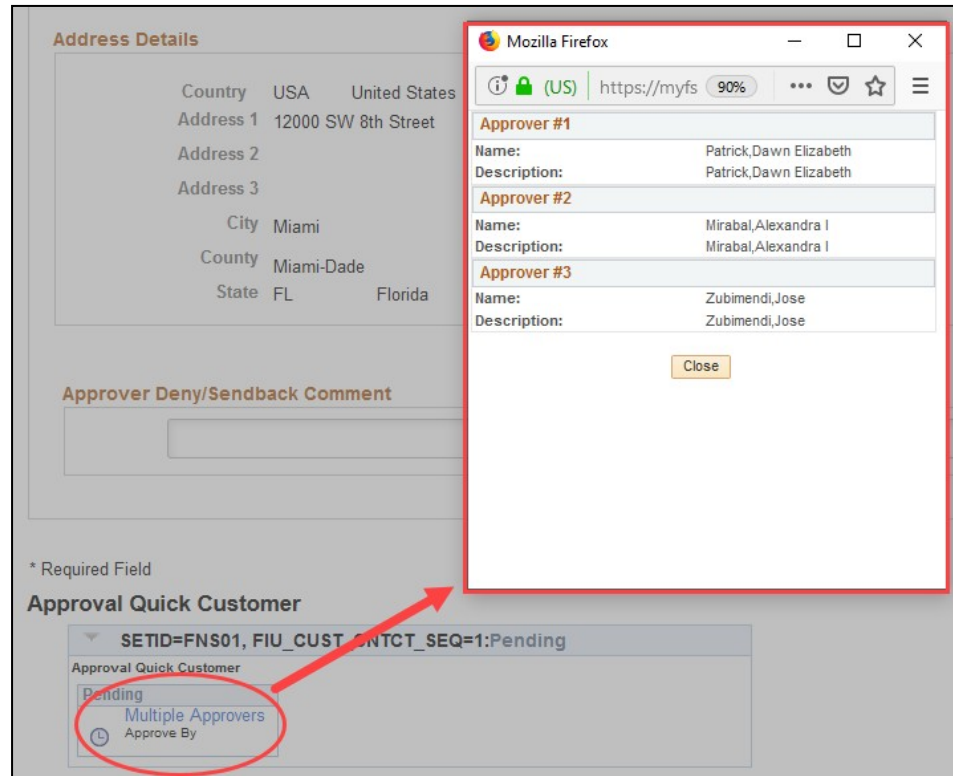
- Fill out **Name 1** with the name of the Contact.
- Fill out **Email Address** with the Contact's email.
- Fill out **Telephone** with the Contact's phone number.

Enter Customer Information and Address Details Section:

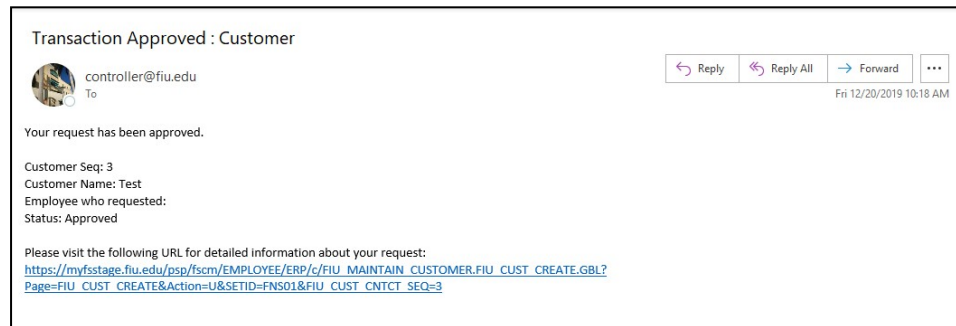
- Fill out **Customer Name**. The **Short Name** will fill in automatically.
- Select the **Customer Type** from the dropdown menu, excluding the options for "User 1, 2, 3, 4".
- Enter the **Customer's address**. It will be validated using address verification and standardization.

- Click **Submit for Approval** once all the information is entered.

7. Approvers can be verified via the [Multiple Approvers](#) link, which will appear after submission of the request.

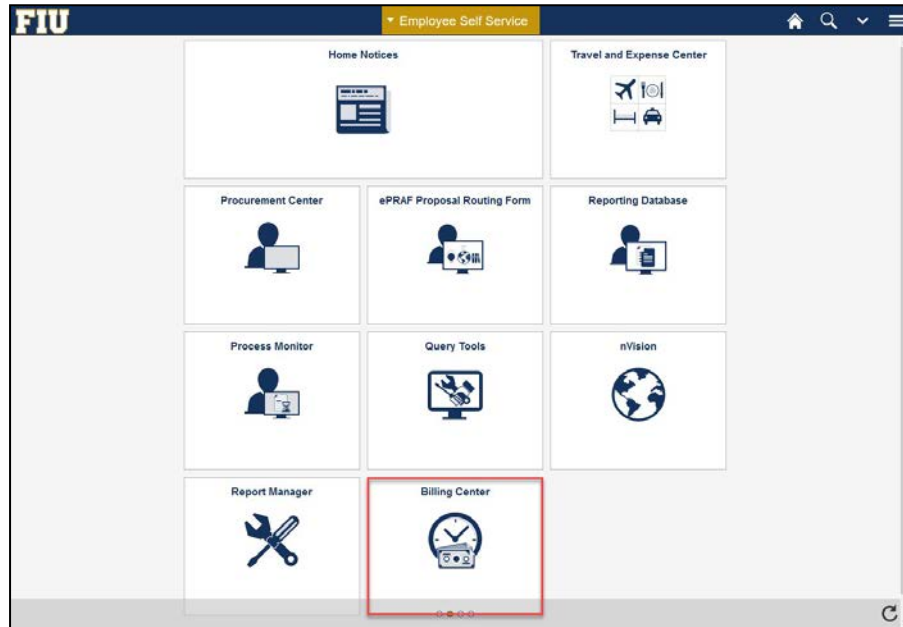


Once the Customer is approved, the submitter will receive an email like what is found below.

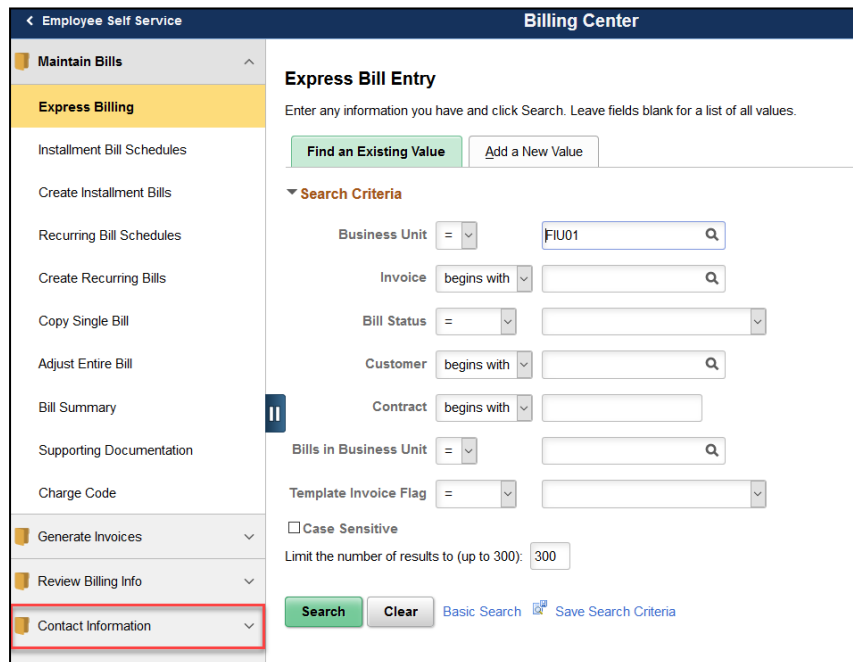


Check the Status of a Customer Request

1. Click the **Billing Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



2. Select **Contact Information**



3. Select **FIU Request Customer/Contact**.

The screenshot shows the 'Search Criteria' section of the Billing Center. The left sidebar has a menu with the following items: Create Recurring Bills, Copy Single Bill, Adjust Entire Bill, Bill Summary, Supporting Documentation, Charge Code, Generate Invoices, Review Billing Info, Contact Information, Contact Information, General Information, Customers by Unit, Contacts by Unit, and FIU Request Customer/Contact (highlighted in red). The main search area includes fields for Business Unit (FIU01), Invoice (begins with), Bill Status (=), Customer (begins with), Contract (begins with), Bills in Business Unit (=), and Template Invoice Flag (=). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300): 300' field. Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are present.

4. Within the **Find an Existing Value** tab, verify that “FNS01” is selected as the **SetID** and use the **Search Criteria** to locate the request.

The screenshot shows the 'Billing Center' interface with the 'FIU Request Customer/Contact' title. Below the title is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted in red) and 'Add a New Value'. The search criteria section includes: SetID (begins with) FNS01, Cust/Contact Seq (begins with) 1, and Customer Name (begins with) Test. There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300): 300' field. Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are present.

- Use the **Approval Status** as well as the status of the **Approval Quick Customer** to verify the overall status of the request.

Billing Center

Create New Customer/Contact

SetID FNS01 Non-Sponsor A/R - BI Cust/Contact Seq 1 Approval Status Submitted

Enter Contact Information

Name 1 Roary Panther

Email Address rpanther@fiu.edu Business Phone Home Phone

Telephone 305/384-7200 Extension

Enter Customer Information

Customer Name Test

Short Name Test

Customer Type StateLocal

Contact Flag External

Address Details

Country USA United States

Address 1 12000 SW 8th Street

Address 2

Address 3

City Miami

County Miami-Dade Postal 33184-1634

State FL Florida

Approver Deny/Sendback Comment

* Required Field

Approval Quick Customer

▼ SETID=FNS01, FIU_CUST_CNTCT_SEQ=1:Pending

Approval Quick Customer

Pending

Multiple Approvers

⌚ Approve By

NOTE: Do not submit new Customer requests if one is already submitted or approved.

To view existing Customers, see the [Search for Existing Customer](#) section of this document.

To request changes to an existing Customer or Contact, email pay@fiu.edu.

Review Customer Account

Navigation: Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account

Overview

1. Enter the SetID= FNS01; Unit= FNS01; Customer= 00000257
2. Click **Search**
 - o You should see the item ID you were working on and the most recent payment for the customer.

The screenshot displays the 'Review Customer Account' interface. At the top, there are tabs for 'Balances', 'Profile', 'Customer Action', and three 'Customer Trend' tabs. Below these are search filters for SetID (FNS01), Unit (FNS01), and Customer (00000257), along with a 'Search' button. The 'Most Recent Activity' section shows a table with columns for Item ID, Date, Amount, and Currency. Below this is a summary table with columns for Count, Amount, and Currency. At the bottom, there is a 'Summary Aging' section with a table showing '01 Future' and '02 Current' items.

Item ID	Date	Amount	Currency
Item ID: SBW-0000047	06/11/2019	40.00	USD
Payment: COB3	06/05/2019	300.00	USD

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	20	18,053.96	USD
Past Due:	8	3,980.00	USD
Disputed:	0	0.00	USD
Doubtful:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD
Supplier Balance:	0	0.00	USD
High Balance YTD:		0.00	USD
Sales YTD:		0.00	USD
Last Year Sales:		0.00	USD

	Count	Amount	Currency
01 Future	7	13,498.96	USD
02 Current	8	3,980.00	USD

Update Customer Account

Navigation: Main Menu> Accounts Receivable> Receivables Update> Request Receivables Update

1. Add a New Value and enter ARUPDATE as the Run Control ID then Click **Add**

- o Run Control IDs only need to be created ONCE. When created, you can use Find an Existing Value and search for the Run Control ID

Request Receivables Update

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

Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

Search Clear Basic Search Save Search Criteria

Search Results

View All

Run Control ID	Language Code
ARUPDATE	English
DEPTBUD	English

2. Group Unit= FNS01; Process Frequency= Always
3. Accounting Date From= 01/01/1900; Accounting Date To= 01/01/2500 (to capture all invoices)
4. Click **Save** then **Run**

Receivable Update Request Options

Run Control ID ARUPDATE Report Manager **Process Monitor** **Run**

Process Request Parameters 1 of 1 View All

*Group Unit FNS01
Process Frequency Always
*High Balance Basis Date Run Date
*Accounting Date From 01/01/1900 *Accounting Date To 06/11/2019

Transaction Types

ALL Pending Items Payments Maintenance Transactions
 Direct Debits Drafts Transfers Unpost Transactions
 Overdue Charges

Customer History Options

User Defined
 Payment Performance
 DSO
 SubCustomer

Last Run On

Last Run On 06/05/19 3:27:24PM
Process Instance 6735500

Save Return to Search Previous in List Next in List Notify Add Update/Display

- Select the PS/AR Receivable Update process then click OK
 - Type and Format should be none

Process Scheduler Request

User ID Run Control ID ARUPDATE

Server Name Run Date 06/11/2019
 Recurrence Run Time 2:25:43PM **Reset to Current Date/Time**
 Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

OK Cancel

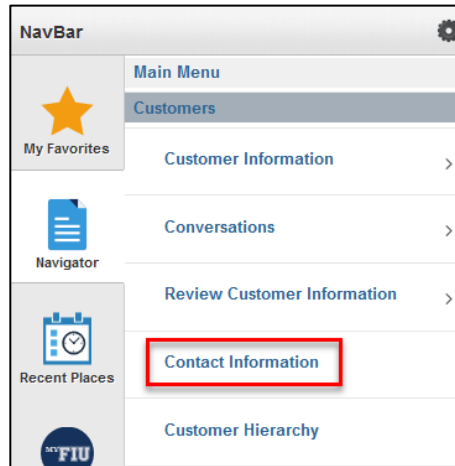
- Check the Process Monitor; Run Status= Success and Distribution Status= Posted

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
<input type="checkbox"/>	6735834		PSJob	ARUPDATE	5707538	06/11/2019 2:25:43PM EDT	Success	Posted

Creating New Contact Information

Navigation: Main Menu > Customers > Contact Information



1. Enter the SetID= **FNS01**
 - o The Contact ID must be unique to be added

The screenshot shows a form titled 'Contact Info'. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are two input fields: 'SetID' with the value 'FNS01' and 'Contact ID' with the value 'NEXT'. At the bottom of the form, there is a green 'Add' button, which is highlighted with a red rectangular box.

The message will appear if contact already exists:

The value you tried to add already exists.
Select it below if you'd like to update it, or
specify a new value in the fields above.

2. Fill out the Effective Date, Name, Email Address, Preferred Communication and Contact Flag
3. Click on Contact Phone and Type link to add a phone number

Contact Information
Maintain Contacts

SetID FNS01 Contact ID 33

Contact Information 1 of 1 View All

*Effective Date 06/26/2019 *Status Active **+**

*Name Linda Champagne *Contact Flag Internal Contact

Title

Email Address plchampagne@fiu.edu;alyew@fiu.edu

Salutation Code Salutation

*Preferred Communication Call Language Code English

Person ID

Contact Customers **Contact Phone and Type** User Profile

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

4. Fill out the Phone Type and Phone Number then click **Save**

Contact Information
Contact Phone and Type

SetID FNS01 Contact ID 33

Contact Information Effective Date 06/26/2019 Name Linda Champagne 1 of 1 View All

Contact Phone Information 1-1 of 1 View All

*Phone Type	International Prefix	Phone Number	Extension	Primary Phone		
BUSN		305/348-1324		<input type="checkbox"/>	+	-

Contact Type Information 1-1 of 1 View All

Contact Type	Description		
		+	-

Contact Information Contact Customers User Profile

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

5. Click on the Contact Customers link to associate the contact with a customer

Contact Information

Maintain Contacts

SetID FNS01 Contact ID 33

Contact Information 1 of 1 View All

*Effective Date 06/26/2019 *Status Active +

*Name Linda Champagne *Contact Flag Internal Contact

Title

Email Address plchampagne@fiu.edu;alyew@fiu.edu

Salutation Code

Salutation

*Preferred Communication Call

Language Code English

Person ID

Contact Customers Contact Phone and Type

User Profile

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

6. Enter the Customer ID; Location= 1 then click **Save**

Contact Information

Contact Customers

Contact SetID FNS01 Contact ID NEXT

Contact Information 1 of 1 View All

Effective Date 06/27/2019 Name

Link Contact to Customer

*Customer SetID	*Customer ID	Customer Name	Location	Credit Cards	Documentation	Primary Bill To	Primary Ship To	Primary Sold To		
FNS01				Credit Cards	Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Contact Information

Contact Phone and Type User Profile

Save Notify Add Update/Display Include History Correct History

7. Once you select a Customer ID, you will be able to click the Documentation link

Contact Customers

Documentation

Contact SetID FNS01 Contact ID NEXT Name
 Customer SetID FNS01 Customer ID 00000003 Name Miami-Dade County Parks
 Effective Date 06/27/2019

Documentation

1-1 of 1 | View All

*Document Code	*Preferred Communication	Number of Copies
INVC	Email Invoice as Attachment	1

[Contact Information](#) [Contact Customers](#)
[Contact Phone and Type](#) [User Profile](#)

The Document Codes that are available are:

Look Up Document Code

Select one of the following values:

ACKN	Order Acknowledgment
ASN	Advance Shipping Notification
BOL	Bill of Lading
CACK	Order Change Acknowledgement
CREN	Buying Agreement Renewal
CSTS	Buying Agreement Status
INCC	Invoice Courtesy Copy
INVC	Invoice
INVN	Invoice Notification
PACK	Packing List
PICK	Picking Plan
PPRC	Product Price List
PRAD	Payment Remittance Advice
QUOT	Quotation
RMA	Return Material Authorization

- In Self Service Security tab, check Bill To, Ship To, Sold To, Correspondence and View Statements then click Save

The following needs to be setup this way for “External” Customer Contact to receive any Supporting Documentation attached to a Bill.

Contact Information

Contact Customers

Contact SetID FNS01 Contact ID 49

Contact Information 1 of 1 View All

Effective Date 07/08/2019 Name Alexis Lyew

Link Contact to Customer

Customer **Self Service Security**

*Customer SetID	*Customer ID	View All Orders	Bill To	Ship To	Sold To	Broker Customer	Correspondence	View Statements		
FNS01	00000019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

Contact Information User Profile

Contact Phone and Type

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

- Supporting Documentation needs to have “Internal Only” unchecked since the Customer Contact is “External”

Header Documentation Line Documentation

Business Unit FNS01 Invoice DIT-0000001

Invoice Documents

1-1 of 1

Documents Additional Info ||▶

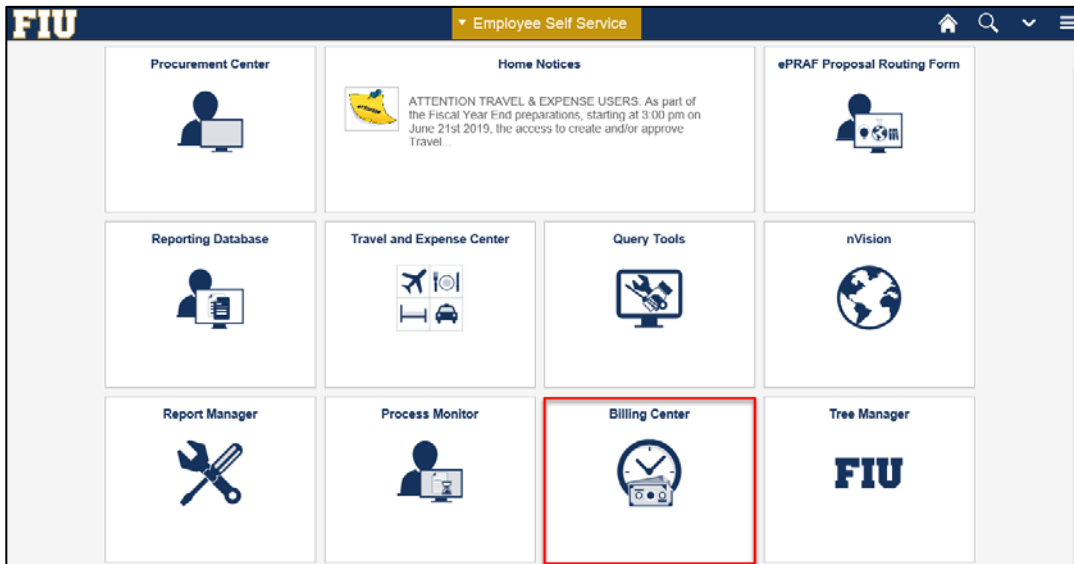
Document Description	Attached File	Internal Only	Upload	View		
	mis_tutorial.pdf	<input type="checkbox"/>	Upload	View	+	-

Save Return to Search Notify

Header Documentation | Line Documentation

Create Express Bills

1. Click on **Billing Center** tile



2. Add a New Value then enter the Bill Type Identifier, Bill Source and Customer ID
 - o The customer ID is 8 characters long and starts with 3
3. Click **Add**
 - o Ensure Business Unit is FNS01 or Customer ID will not show up

The screenshot shows the 'Billing Center' interface for 'Express Bill Entry'. On the left is a navigation menu with 'Express Billing' selected. The main form contains the following fields:

- Business Unit: FNS01
- Invoice: NEXT
- Bill Type Identifier: COB
- Bill Source: COB_EPE
- Customer: 30000001
- Invoice Date: 07/10/2019
- Accounting Date: 07/10/2019

Buttons for 'Find an Existing Value' and 'Add a New Value' are at the top. The 'Add' button at the bottom is highlighted with a red border.

- o You can choose any of the Bill Type Identifier below:

Look Up Bill Type Identifier x

[Help](#)

SetID FNS01

Bill Type Identifier begins with

Search Clear Cancel [Basic Lookup](#)

Search Results

View 100 1-4 of 4

Bill Type Identifier	Description
COB	College of Business
DIT	Division of IT
PRV	Office of Provost
SBW	South Beach Wine Food Festival

- o These are the available Bill Source:

Look Up Bill Source x

[Help](#)

SetID FNS01

Bill Source begins with

Search Clear Cancel [Basic Lookup](#)

Search Results

View 100 1-7 of 7

Bill Source	Description
COB_EPE	COB EPE Programs
COB_GMAT	COB GMAT PACKAGES
DIT_GEN	Division of IT
PRV_1Y	Provost First Year
PRV_RNT	Space Rent/Lease
PRV_SL	Provost Shorelight
SBW_WNF	SOBE WINE & FOOD FESTIVAL

4. The **Cycle ID and the Frequency** should automatically be populated
 - o To define a bill as a recurring bill template, select Recurring. For installment, select Installment
5. You have the ability to change the **Attention To and Location**
6. Invoice Media = **Email Invoice as Attachment**

Billing General

Unit	FNS01	Invoice	NEXT	Pretax Amt	0.00 USD
------	-------	---------	------	------------	----------

Bill Status	NEW	Invoice Date	07/10/2019
*Bill Type	COB	Bill Source	COB_EPE
Cycle ID	ON-DEMAND	*Frequency	Once
*Invoice Form	XP_PS/GEN		

Customer Information

*Customer	30000001	SubCust1	
	American Airlines, Inc.	SubCust2	

Address

Attention To	2	Contact Name	Alexis Lyew
*Location	1	Number of Copies	1
Language Code	ENG	*Invoice Media	Email Invoice as Attachment
Email Address	alyew@fiu.edu		
Country	USA United States		
Address 1	901 Ponce de Leon Blvd.		
Address 2	Suite 103		
Address 3			
City	Coral Gables		
County			
Postal	33134		

7. In the Header Detail, enter the invoice recipients email in Bill Inquiry Phone
8. Enter PO Ref if this bill is associated to a purchase order

Header Detail

Accounting Date	07/10/2019	Hold Until Date	07/10/2019
From Date		To Date	
Sales Person	FN-01	Bill Inquiry Phone	LMAQUINT@FIU.EDU
Credit Analyst	CRAN001	Collector	COLL01
Billing Specialist	COB_SPL1	Billing Authority	
Entry Type	Liezal Quintana	Entry Reason	
PO Ref	00000002	<input type="checkbox"/> Accrue Unbilled	
System Source			

9. Enter the Identifier or click the magnifying glass to choose from options
 - o Description will automatically populate
 - o The Identifier that you select needs to match your Bill Source

- 10. Enter the Quantity and Unit Price
- 11. Use the +/- button to add/delete bill lines

Billing General

Unit FNS01 Invoice COB-0000001 Pretax Amt 440.00 USD

Bill Status NEW Invoice Date 07/10/2019
 *Bill Type COB Bill Source COB_EPE
 Cycle ID ON-DEMAND *Frequency Once
 *Invoice Form XP_PS/GEN

Customer Information

*Customer 30000001 SubCust1 [View Customer Activity](#)
 American Airlines, Inc. SubCust2
 Accepgiro

Payment Information

Header Detail

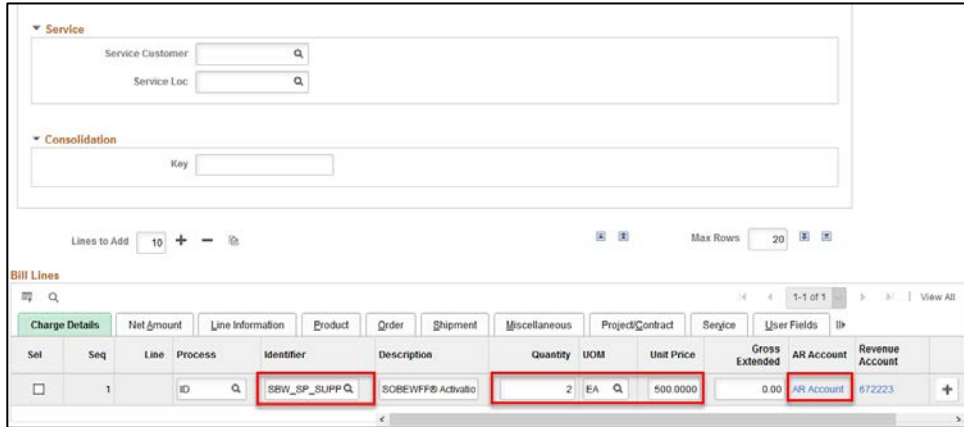
Lines to Add 10 Max Rows 20

Bill Lines

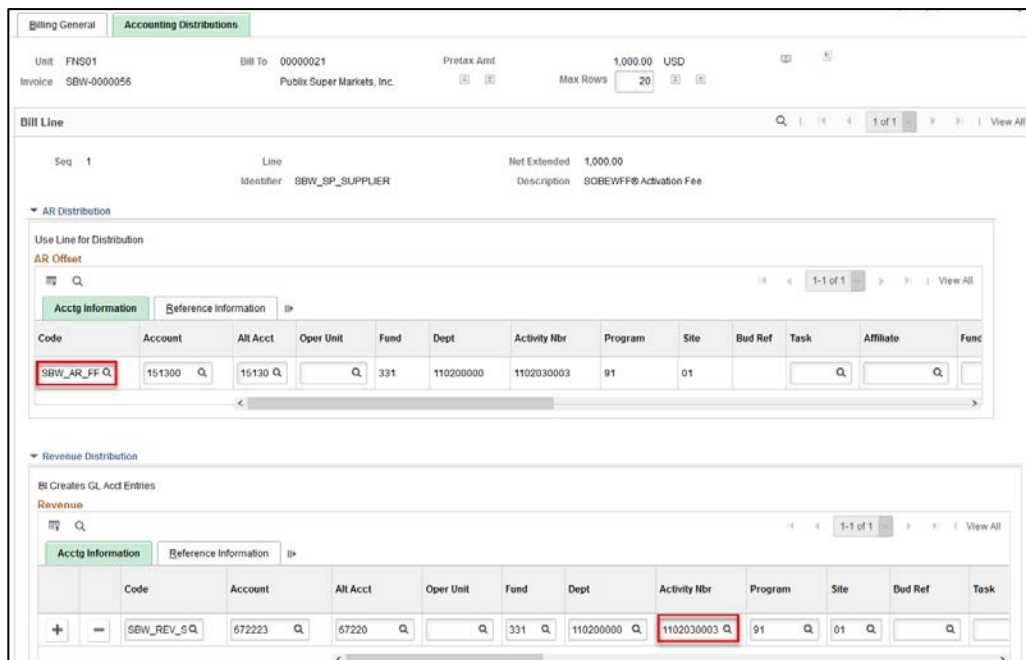
Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields				
Sel	Seq	Line	Process	Identifier	Option	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account		
<input type="checkbox"/>	1	1	ID	COB_EPE_CAS	Lighting & Advisor	2.0000	EA	200.0000	400.00	AR Account	613703	+	-
<input type="checkbox"/>	2	2	ID	TAX_MIABCH_R	Beach Resort	2.0000	EA	20.0000	40.00	311316	311316	+	-

Using Alternative Activity Number/Tax Code

1. If you decide to enter another activity number apart from 1102030001, click AR Account link
 - o Users of the bill type SBW has requested the ability to use a different activity number



2. In the Accounting Distributions tab, enter Code for the AR Offset= **SBW_AR_FFF** under the AR Distribution tab
3. Enter Activity Number for the Revenue under Revenue Distribution



4. Or if you decide to enter a **tax charge code** (starting with 'tax_'), click AR Account link

Bill Lines

Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields			
Sel	Seq	Line	Process	Identifier	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account		
<input type="checkbox"/>	1	1	ID	COB_EPE_CAS	2.0000	EA	200.0000	400.00	AR Account	613703	+	-
<input type="checkbox"/>	4		ID	TAX_MIABCH_RT	2.0000	EA	20.0000	40.00	AR Account	311316	+	-

5. Choose the AR Offset Code that matches the Revenue Code

Billing General | Accounting Distributions

Unit FNS01 Bill To 30000001 Pretax Amt 440.00 USD
 Invoice COB-0000001 American Airlines, Inc. Max Rows 20

Bill Line 2 of 2 | View All

Seq 2 Line 2 Net Extended 40.00
 Identifier TAX_MIABCH_RESORT Description Miami Beach Resort Tax

AR Distribution

Use Line for Distribution

AR Offset

Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Site	Bud Ref	Task	Affiliate	Fund Affil	Acti
TXAR311311	311316	31100		441	110401000	61	01					110-

Revenue Distribution

BI Creates GL Acct Entries

Revenue

Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Site	Bud Ref	Task	Affiliate
TXRV311311	311316	31100		441	110401000	61	01			

Percent 100.00 Amount 40.00 Gross Extended 40.00

6. Click on the Line Information tab and enter the From and Through Date

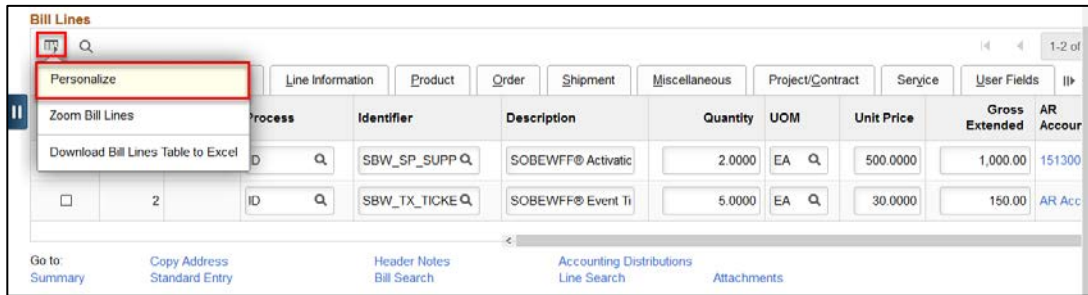
7. Use the scroll bar to navigate to the right if you have a Purchase Order or Purchase Order Line Item to enter

Bill Lines

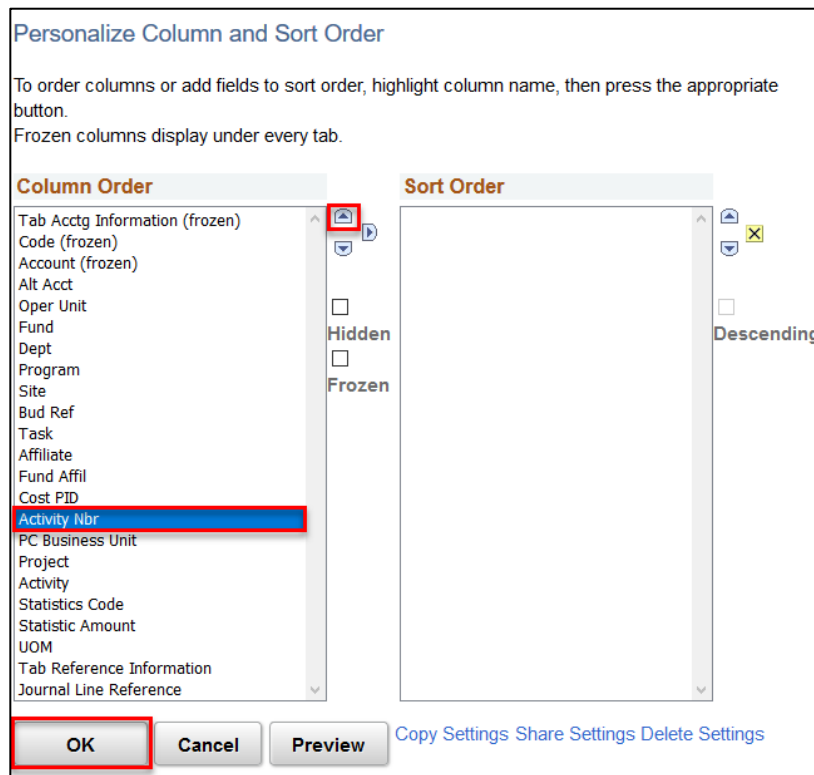
Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields			
Sel	Seq	Line	Process	Identifier	Line Type	Accumulate	From Date	Through Date	Tax Code	Tax Exempt	Exemption Certificate	System Source
<input type="checkbox"/>	1	1	ID	COB_EPE_CAS	REV	<input checked="" type="checkbox"/>	07/01/2019	07/05/2019		<input type="checkbox"/>		
<input type="checkbox"/>	2	2	ID	TAX_MIABCH_R	REV	<input checked="" type="checkbox"/>	07/03/2019	07/05/2019		<input type="checkbox"/>		

Changing the Order of the Columns

1. Click on Grid Action Menu then Personalize



2. Select the column that is being moved
3. Use the Move Up arrow icon to move the column further up in the sequence then click OK



View Accounting Distribution Lines

1. Click on the Accounting Distribution link to see the Accounting Information for the bill

Billing General

Unit: FNS01 Invoice: NEXT Pretax Amt: 200.00 USD

Bill Status: NEW Invoice Date: 06/19/2019
 *Bill Type: DIT Bill Source: DIT_NET
 Cycle ID: ON-DEMAND *Frequency: Once
 *Invoice Form: XP_PS/OM

Customer Information

*Customer: 00000257 SubCust1: SubCust2:
 FSSS TEST

Payment Information

Header Detail

Lines to Add: 10 Max Rows: 20

Bill Lines

Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields		
Sel	Seq	Line	Process	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
	1		ID	DIT_EQUIP_VM	Voicemail Charge	2.0000	EA	100.0000	200.00	AR Account	671204

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

2. Scroll to the right to see the activity number
3. If this information is incorrect, choose another charge code (Identifier) before posting

Billing General **Accounting Distributions**

Unit: FNS01 Bill To: 00000257 Pretax Amt: 200.00 USD
 Invoice: NEXT FSSS TEST Max Rows: 20

Bill Line

Seq: 1 Line: DIT_EQUIP_VMMAIL Net Extended: 200.00
 Identifier: DIT_EQUIP_VMMAIL Description: Voicemail Charge

AR Distribution

Use Line for Distribution

AR Offset

Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Site	Bud Ref	Task	Affiliate	Fund Affil	Act

Revenue Distribution

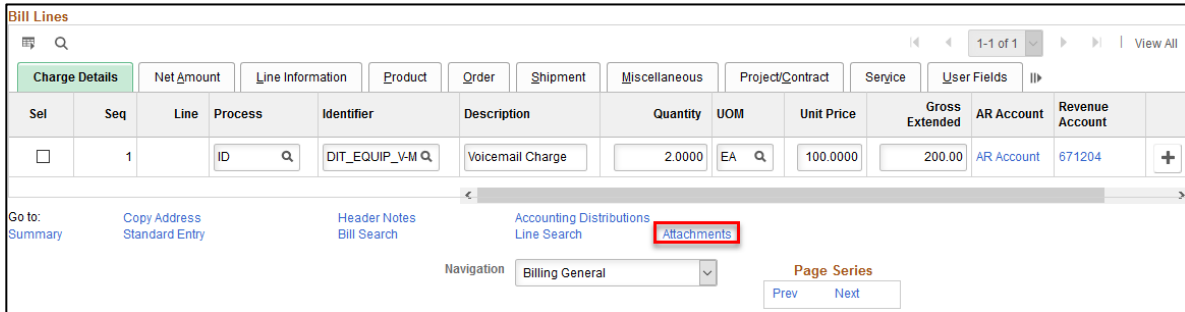
BI Creates GL Acct Entries

Revenue

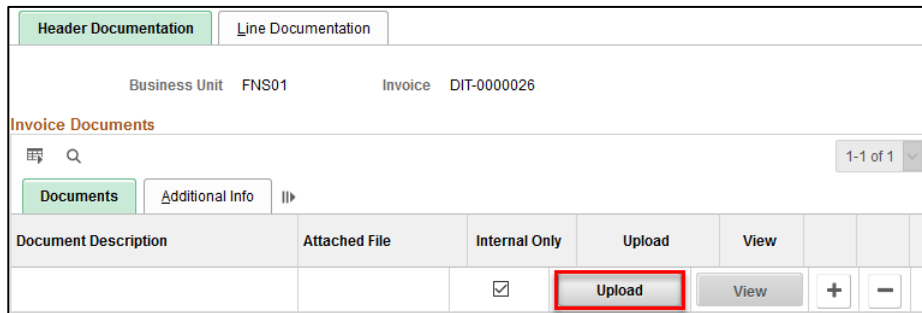
Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Site	Bud Ref	Task	Affiliate
+	-	DIT_REV_EC	671204	67120	331	144200000	67	01		

Add Attachments to a Bill

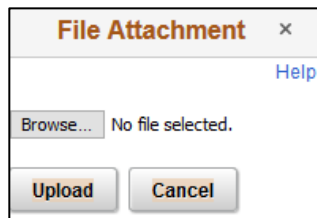
1. Click **Save** then click on the Attachments link to add any attachments



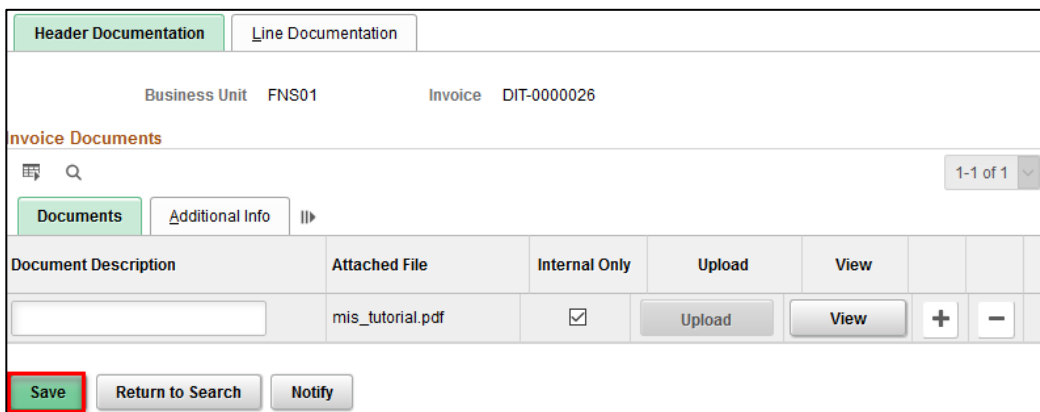
2. Click the Upload button



3. Click Browse and select the attachment then click **Open** then **Upload**



4. Click **Save** and go back to the Bill Header page to uncheck Internal Only for external customers



Header Notes

1. To add notes to the header, click on Header Notes link

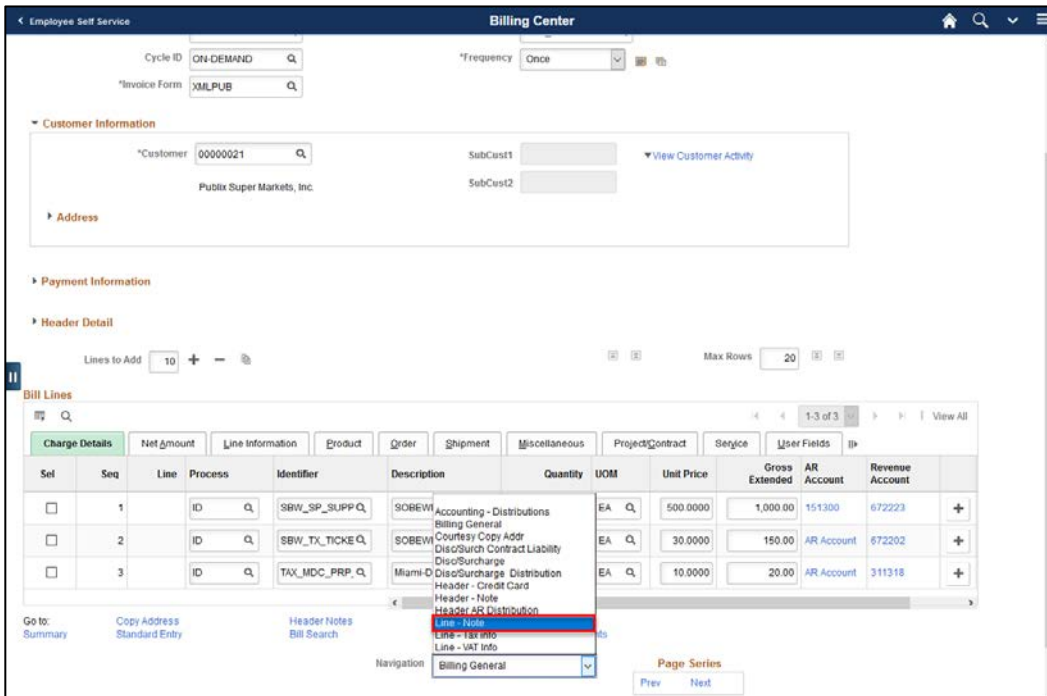
The screenshot shows the 'Billing General' form. At the top, it displays 'Unit FNS01', 'Invoice SBW-0000056', and 'Pretax Amt 1,000.00 USD'. Below this are fields for 'Bill Status' (RDY), 'Invoice Date' (06/25/2019), '*Bill Type' (SBW), 'Bill Source' (SBW_WNF), 'Cycle ID' (ON-DEMAND), and '*Frequency' (Once). The '*Invoice Form' is set to XMLPUB. Under 'Customer Information', the '*Customer' is 00000021 (Publix Super Markets, Inc.) and 'SubCust1' and 'SubCust2' are empty. The 'Header Detail' section shows 'Lines to Add' set to 10 and 'Max Rows' set to 20. Below this is a table of 'Bill Lines' with columns for Sel, Seq, Line, Process, Identifier, Description, Quantity, UOM, Unit Price, Gross Extended, AR Account, and Revenue Account. The first line is selected. At the bottom, there are navigation links: 'Go to: Summary', 'Copy Address Standard Entry', 'Header Notes Bill Search' (highlighted in red), 'Accounting Distributions Line Search', and 'Attachments'.

2. Enter the note that you would like to add then click **Save**

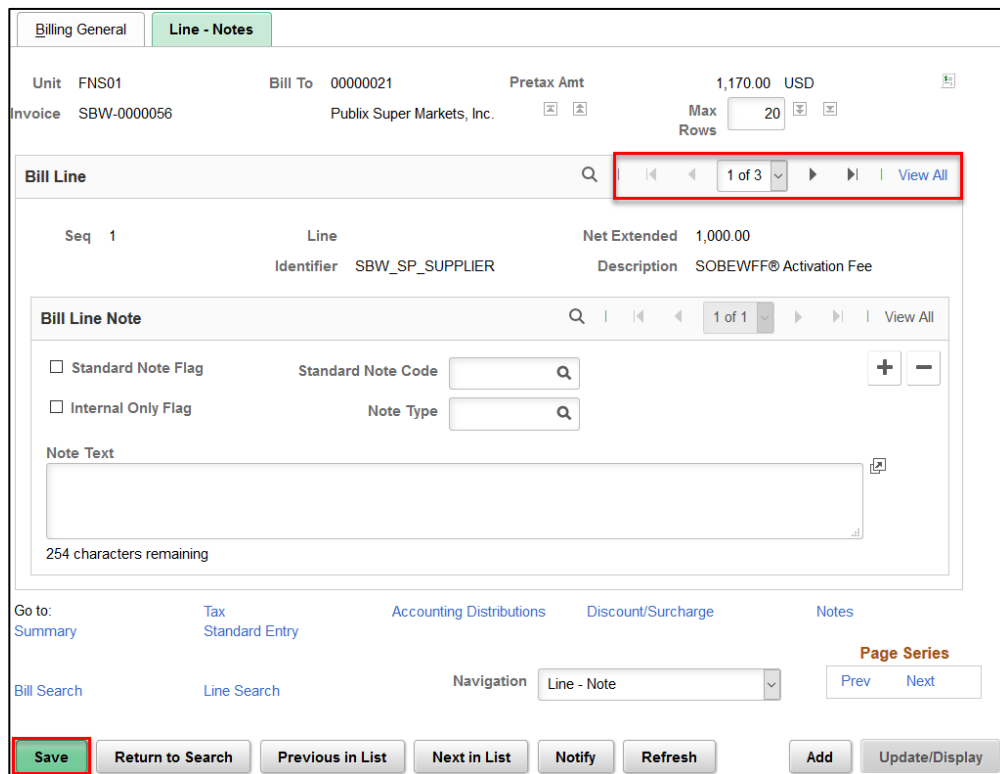
The screenshot shows the 'Billing General' form with the 'Header - Notes' tab selected. It displays 'Unit FNS01', 'Bill To 00000021', 'Pretax Amt 1,170.00 USD', and 'Invoice SBW-0000056' for 'Publix Super Markets, Inc.'. The 'Customer Notes' section is active, showing 'Bill Header Notes' with a search bar and '1 of 1' indicator. There are checkboxes for 'Standard Note Flag' and 'Internal Only Flag'. Fields for 'Std Note' and 'Note Type' are present. A large text area for 'Note Text' is empty, with '254 characters remaining' indicated below it. At the bottom, there are navigation links: 'Go to: Summary', 'Copy Address Standard Entry', 'Header Notes Bill Search', 'Accounting Distributions Line Search', and 'Attachments'. A 'Navigation' dropdown is set to 'Header - Note', and a 'Page Series' section has 'Prev' and 'Next' buttons. At the very bottom, a row of buttons includes 'Save' (highlighted in red), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

Line Notes

1. To add a note to a line, select Line-Note from the Navigation drop down menu




2. Enter your note in the desired line then click **Save**



Generating Invoice with Invoice Icon

1. View the Pro Forma by clicking on the icon

Billing General

Unit FNS01 Invoice DIT-0000001 Prefax Amt 62.00 USD 

Bill Status: NEW Invoice Date: 07/10/2019

*Bill Type: DIT Bill Source: DIT_GEN

Cycle ID: ON-DEMAND *Frequency: Once

*Invoice Form: XP_PS/OM


Customer Information

*Customer: 30000008 SubCust1: [View Customer Activity](#)

Miami Dade County Public Schools SubCust2:

2. Change the Status to RDY then click **Save**

Billing General

Unit FNS01 Invoice DIT-0000001 Prefax Amt 62.00 USD 

Bill Status: RDY Invoice Date: 07/10/2019

*Bill Type: DIT Bill Source: DIT_GEN

Cycle ID: ON-DEMAND *Frequency: Once

*Invoice Form: XP_PS/OM

Customer Information

*Customer: 30000008 SubCust1: [View Customer Activity](#)

Miami Dade County Public Schools SubCust2:

Address

Payment Information

Header Detail

Lines to Add: 10 Max Rows: 20

Bill Lines

Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields		
Sel	Seq	Line	Process	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
<input type="checkbox"/>	1		ID <input type="text"/>	DIT_SS_CABLE <input type="text"/>	Cable TV Services	2.0000	EA <input type="text"/>	10.0000	20.00	AR Account	672204
<input type="checkbox"/>	2		ID <input type="text"/>	TAX_MDC_PRP_ <input type="text"/>	Miami-Dade Sales T:	3.0000	EA <input type="text"/>	14.0000	42.00	311318	311318


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

Navigation: Billing General Page Series: [Prev](#) [Next](#)

Save

3. Click the Invoice icon to generate the invoice

Billing General

Unit FNS01 Invoice DIT-0000001 Pretax Amt 62.00 USD 

Bill Status: RDY Invoice Date: 07/10/2019
 *Bill Type: DIT Bill Source: DIT_GEN
 Cycle ID: ON-DEMAND *Frequency: Once
 *Invoice Form: XP_PS/OM

Customer Information

*Customer: 30000008 SubCust1: [View Customer Activity](#)
 Miami Dade County Public Schools SubCust2:

Address

Payment Information

Header Detail

4. Check the Process Monitor to ensure that it is Success and Posted
 - o Each process will be different depending on the bill type selected. For example, if you chose the bill type DIT, the Process Name is FIUBIDIT

Process List

1-1 of 1 | View All






Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6851064		PSJob	FIUBIDIT		07/10/2019 12:12:12PM EDT	Processing	N/A	Details

The processes included in the job are:

Process Detail

Process Name: FIUBIDIT
 Main Job Instance: 6851064

[Left](#) | [Right](#)

-  6851064 - FIUBIDIT No Success
 -  6851065 - BIIVC000 No Success
 -  6851066 - BI_IVCEXT Pending
 -  6851067 - BIXPRNT02 Pending
 -  6851068 - BI_XMLPBURST Pending

Installment Billing

Summary

- You can use installment billing to invoice your customers in segments, with the total amount due divided equally, by percentage, or according to the configured definition.
- Each installment invoice includes the installment number, the total number of installments, the installment amount due, and the total invoice amount.
- You can also include a flat rate or percentage service charge. Taxes are applied to each installment amount at the time of billing.
- Create a template for installment bills using a new bill or an existing bill. You control the schedule that controls when the system generates installment invoices. The system copies all non-amount information, such as customer, distribution of revenue, accounts receivable, and discounts and surcharges, from the template invoice to the installment billing invoices.
- When you select an invoice format, you control whether the system displays a breakdown of the installment billing invoice amounts on the invoice.
- Online inquiry enables you to inquire about current and previous installment billing invoices. PeopleSoft Billing supports three ways to define the default installment billing plan: at the business unit, bill type, or bill source level. You can create plans based on equal installments, percentage installments, or custom installments.

Installment Bill Templates

1. Enter the Cycle ID and Frequency then click on the GoTo Installment Bill Schedule icon
 - o To define a bill as a recurring bill template, select Recurring. To define a bill as an installment bill template, select Installment


The screenshot shows the 'Billing General' form. At the top, it displays 'Unit FNS01', 'Invoice COB-0000040', and 'Pretax Amt 0.00 USD'. Below this, there are several input fields: 'Bill Status' (NEW), '*Bill Type' (COB), 'Cycle ID' (MONTHLY), and '*Invoice Form' (XP_PS/GEN). On the right side, there are 'Invoice Date' (06/06/2019), 'Bill Source' (COB_GMAT), and '*Frequency' (Installment). The 'Cycle ID' and '*Frequency' fields are highlighted with red boxes. There is also a small icon to the right of the '*Frequency' dropdown.

2. Choose the Installment Plan then select the Installment Bill Schedule tab

The screenshot shows the 'Installment Bill Terms' and 'Installment Bill Schedule' tabs. The 'Installment Bill Schedule' tab is active and highlighted with a red box. The form displays 'Business Unit FNS01', 'Installation Template Invoice COB-0000040', and 'Pretax Invoice Amount USD'. The '*Installation Plan' field is set to 'INST-1' and is highlighted with a red box. Below this, there is a 'Service Charge' section with a '*Charge' dropdown set to 'None' and an 'Identifier' field. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify', and a link for 'Return to Bill Entry'.

3. Click on Generate Installment Bill Sched icon
4. Enter the Start Date, Number, Generate Date and Installment Amount


Installation Bill Terms | **Installation Bill Schedule**

Business Unit FNS01 

Installation Template Invoice COB-0000040

Pretax Invoice Amount USD




Installation Plan INST-1 Installments-6

Start Date 05/01/2019 

Pre-Assign Invoice Numbers

Installation Billing Schedule

Installation Billing Schedule | Installation Billing Schedule 2 | Installation Billing Schedule 3 ||>


Number	Generate Date	Invoice	Installation Amount	Service Charge Amount
1	05/28/2019 	NEXT	100.00	+ -
2	06/29/2019 	NEXT	100.00	+ -
3	07/29/2019 	NEXT	100.00	+ -

[Return to Bill Entry](#)

Save | Return to Search | Notify

5. Enter the Number, Invoice Date, From and To Date
6. Click **Save**
 - o The button should change to Re-Generate Install Bill Sched


Installation Bill Terms | **Installation Bill Schedule**

Business Unit FNS01 

Installation Template Invoice COB-0000040

Pretax Invoice Amount 300.00 USD













Installation Plan INST-1 Installments-6

Start Date 05/01/2019 

Pre-Assign Invoice Numbers

Installation Billing Schedule

Installation Billing Schedule | **Installation Billing Schedule 2** | Installation Billing Schedule 3 ||>

Number	Invoice Date	From Date	To Date	Accounting Date
1	05/31/2019 	05/31/2019 	06/30/2019 	 + -
2	06/30/2019 	06/30/2019 	07/31/2019 	 + -
3	07/31/2019 	07/31/2019 	08/31/2019 	 + -

[Return to Bill Entry](#)

Save | Return to Search | Notify

Generate Installment Bills

Navigation: Main Menu> Billing> Maintain Bills> Create Installment Bills

1. Add a New Value, enter the Run Control ID then click **Add**

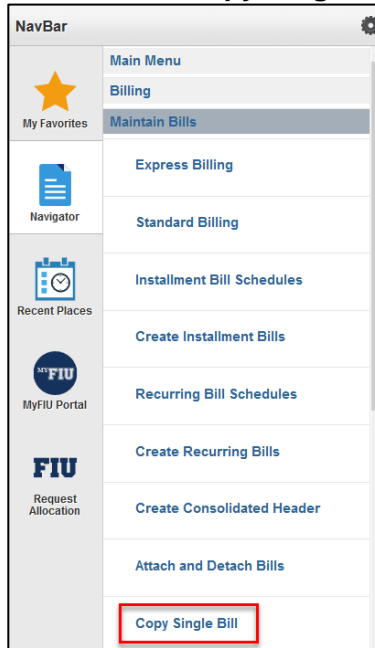
2. Enter the Business Unit= FNS01; Range Selection= Bill Cycle; Cycle ID= MONTHLY
3. Click **Run**

4. Select the Generate Installment Bills process then click **OK**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Generate Installment Bills	BIINSTAL	Application Engine	Web	TXT	Distribution

Copy Single Bill

Navigation: Main Menu> Billing> Maintain Bills> Copy Single Bill



1. Enter the Business Unit and Customer then click **Search**
2. Select the invoice to copy

Copy Single Bill

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

Find an Existing Value

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All 1-30 of 30

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
FNS01	SBW0000034	Regular	Invoiced	SBW	SOB_WNF	00000257	(blank)
FNS01	SBW0000033	Regular	Invoiced	SBW	SOB_FFF	00000257	(blank)
FNS01	PRV-0000022	Regular	New Bill	PRV	PRV_1Y	00000257	(blank)
FNS01	PRV-0000021	Regular	New Bill	PRV	PRV_1Y	00000257	(blank)

3. Select Copy Bill then click **Save**

Copy Single Bill

Unit FNS01	Bill To 00000257	FSSS TEST
Invoice SBW0000034	Invoice Amt 600.00	USD

Select Bill Action

No Bill Action

Copy Bill

Copy Results

*Copy Bill

Save
Return to Search
Previous in List
Next in List
Notify

o The new express bill information will be populated:

Copy Single Bill

Unit FNS01	Bill To 00000257	FSSS TEST
Invoice SBW0000034	Invoice Amt 600.00	USD

Select Bill Action

No Bill Action

Copy Bill

Copy Results

*Copy Bill [Go To Bill Header - Gen. Info](#)

4. Click Go To Bill Header – Gen. Info to see the newly created express bill.

Reprinting an Invoice

1. Access the Reprint Invoice page via Billing Center Tile under the Generate Invoices folder. Create a new Run Control.

2. Select Invoice ID and enter the Invoice number that needs to be reprinted. After saving, the icon next to Run will indicate which Invoice will be re-printed.

Bills To Be Processed

Bills To Be Processed

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
FNS01	SBW-0000134	INV	30000142	XMLPUB	X	Email Invoice as Attachment

3. Click Run to start the Re-print job.
4. Select the job that corresponds to the department's Bill Type (i.e. COB – College of Business) and click OK.
 - o **It is very important to select the correct job otherwise; the invoice will print with the incorrect business logo as each department has their unique invoice format/logo.**

Billing Center
🏠

Process Scheduler Request

User ID: 1355213 Run Control ID: search

Server Name: Run Date: 04/13/2020

Recurrence: Run Time: 1:25:43PM

Time Zone: EST Eastern Time (US)

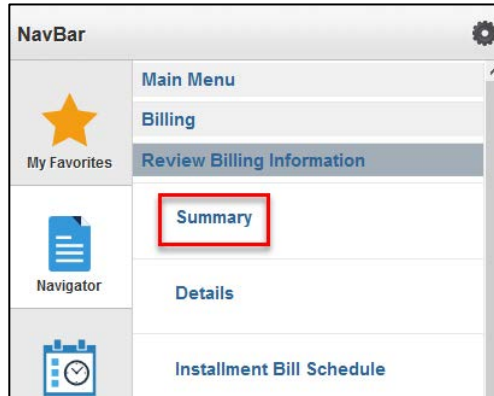
Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	COB Print Invoice	FIUBICOB	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	DIT Print Invoice	FIUBIDIT	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	FAC Print Invoice	FIUBIFAC	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	PRV Print Invoice	FIUBIPRV	PSJob	(None) ▼	(None) ▼	Distribution
<input checked="" type="checkbox"/>	SBW Detail Invoice	FIUBISW1	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	SBW Total Invoice	FIUBISW2	PSJob	(None) ▼	(None) ▼	Distribution

Once the job completes, the Customer Contacts for associated invoice will receive the email notification along with invoice attached.

Review Bill Summary

Navigation: Main Menu> Billing> Review Billing Information> Summary



1. Enter the Business Unit= FNS01
2. Click Search

Bill Summary

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

[Find an Existing 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

Limit the number of results to (up to 300):

[Basic Search](#)

- Bills that are invoiced will be shown as Bill Status= Invoiced

Bill Summary

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

Find an Existing 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

Limit the number of results to (up to 300):

[Basic Search](#)

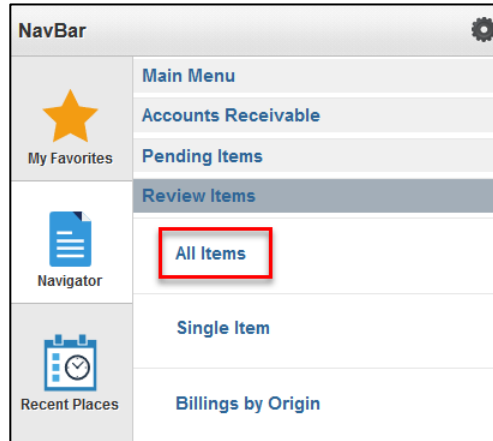
Search Results

View All 1-13 of 13

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
FNS01	SBW-000039	Regular	SBW	Ready	SBW_WNF	3000003	(blank)	FNS01	No
FNS01	SBW-000038	Regular	SBW	New Bill	SBW_WNF	3000003	(blank)	FNS01	No
FNS01	SBW-000037	Regular	DIT	New Bill	SBW_WNF	3000012	(blank)	FNS01	No
FNS01	SBW-000036	Regular	SBW	New Bill	SBW_WNF	3000003	(blank)	FNS01	No
FNS01	SBW-000035	Regular	SBW	New Bill	SBW_WNF	3000003	(blank)	FNS01	No
FNS01	PRV-000002	Regular	PRV	New Bill	PRV_RNT	3000011	(blank)	FNS01	No
FNS01	PRV-000001	Regular	PRV	Invoiced	PRV_1Y	3000001	(blank)	FNS01	No
FNS01	DIT-000002	Regular	DIT	New Bill	DIT_GEN	3000006	(blank)	FNS01	No
FNS01	DIT-000001	Regular	DIT	Invoiced	DIT_GEN	3000008	(blank)	FNS01	No
FNS01	COB-000004	Regular	COB	New Bill	COB_EPE	3000011	(blank)	FNS01	No
FNS01	COB-000003	Regular	COB	New Bill	COB_EPE	3000010	(blank)	FNS01	No
FNS01	COB-000002	Regular	COB	New Bill	COB_EPE	3000007	(blank)	FNS01	No
FNS01	COB-000001	Regular	COB	Invoiced	COB_EPE	3000001	(blank)	FNS01	No

Review Pending Items

Navigation: Main Menu > Accounts Receivable > Pending Items > Review Items > All Items



1. Enter the Group Unit= FNS01; User ID= PID of who entered the bill/invoice; Entered Date
2. Click **Search**

All Items

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

[Find an Existing Value](#)

Search Criteria

Group Unit =

Group ID begins with

User ID begins with

Assigned Operator ID begins with

Group Type begins with

Origin ID begins with

Entered Date =

Posting Status =

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All 1-5 of 5

Group Unit	Group ID	User ID	Assigned Operator ID	Group Type	Origin ID	Entered Date	Posting Status	Posted Date
FNS01	80			B	PS_BI	06/11/2019	Not Posted	(blank)
FNS01	81			B	PS_BI	06/11/2019	Not Posted	(blank)
FNS01	82			B	PS_BI	06/11/2019	Not Posted	(blank)
FNS01	84			B	PS_BI	06/11/2019	Not Posted	(blank)
FNS01	85			B	PS_BI	06/11/2019	Not Posted	(blank)

- o The group status should be: Edit Status= Edited; Balanced= Yes; Posting Status= Complete; Accounting Entries= Balanced; Posting Action= Batch Standard

Group Control		Pending Item 1	Pending Item 2	Pending Item 3
Group Unit	FNS01	Group ID		85
Accounting Date	06/11/2019	Approved By		
Group Type	B	Billing		
Origin ID	PS_BI	Billing		
Currency				
Control	USD	Format		USD
Totals				
Control	198.00	*Count	1	
Entered	0.00	Count	0	
Difference	198.00	Count	1	
Posted	0.00	Count	0	
Control Data				
Received	06/11/2019			
Entered	06/11/2019			
Posted				
Assign				
User				
Group Status				
Edit Status	Not Edited		Accounting Entries	
Balanced	No		Balanced	
Posting Status	Not Posted		Posting Action	
			Batch Standard	

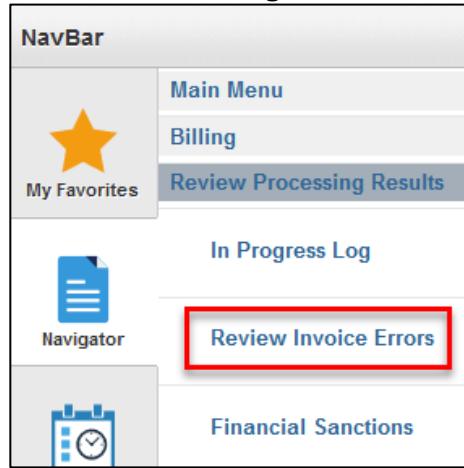
After updating the customer account, the Group Status should now be:

- o Edit Status= Edited; Balanced= Yes; Posting Status= Complete

Group Control		Pending Item 1	Pending Item 2	Pending Item 3
Group Unit	FNS01	Group ID		85
Accounting Date	06/11/2019	Approved By		
Group Type	B	Billing		
Origin ID	PS_BI	Billing		
Currency				
Control	USD	Format		USD
Totals				
Control	198.00	*Count	1	
Entered	198.00	Count	1	
Difference	0.00	Count	0	
Posted	198.00	Count	1	
Control Data				
Received	06/11/2019			
Entered	06/11/2019			
Posted	06/11/2019			
Assign				
User				
Group Status				
Edit Status	Edited		Accounting Entries	
Balanced	Yes		Balanced	
Posting Status	Complete		Posting Action	
			Do Not Post	

Review Invoice Errors

Navigation: Main Menu > Billing > Review Processing Results > Review Invoice Errors



1. Enter the Business Unit then click **Search**

View Error by Invoice

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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit =

Invoice begins with

Error Status =

Limit the number of results to (up to 300):

[Basic Search](#)

Review Bills Not Invoiced

Navigation: Main Menu> Billing> Locate Bills> Bills Not Invoiced



1. Enter the Unit and Customer ID then click **Search**

Bills Not Invoiced

*Unit: *Currency Option: Transaction Currency

*Bill To: Customer *ID:

90.00 / 90.00 1 To 1 Of 1

Bill Search Results

1-1 of 1 | View All

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	COB	RDY	COB_EPE	COB-0000003	I	06/20/2019	90.00	USD	

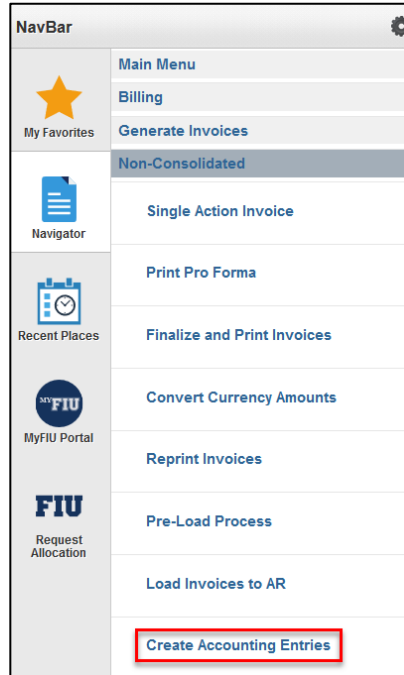
Summary Line Info 1 | Header Info 1 Tax | Address Accounting | Copy Address Discount/Surcharge | Header Notes Line Notes | Line Search

2. You will be able to click on the Bill ID and edit or generate the invoice for the bill.

Accounting Entries

Create Accounting Entries

Navigation: Main Menu> Billing> Generate Invoices> Non-Consolidated> Create Accounting Entries



1. Enter the Business Unit= **FNS01**; Range Selection= **Invoice ID** and use the +/- to add/delete rows
2. Enter From and To Invoice then click **Run**

Create Accounting Entries

Run Control ID PSBIICOB-0000001 Report Manager Process Monitor **Run**

Language English

Load GL Selection Parameters 1 of 1 View All

Print Load GL Report + -

Currency Shown on Report Transaction Currency

Business Unit FNS01

Range Selection

<input type="radio"/> All Invoiced Bills	<input checked="" type="radio"/> Invoice ID
<input type="radio"/> Bill Cycle	<input type="radio"/> Cust ID
<input type="radio"/> Date Bill Added	<input type="radio"/> Bill Type
<input type="radio"/> Range ID	<input type="radio"/> Bill Source

From Invoice COB-0000001

To Invoice COB-0000001

Save Return to Search Previous in List Next in List Notify Add Update/Display

3. Select the process BIJOB06 to generate the accounting entries then click **OK**

Process Scheduler Request

[Help](#)

User ID
Run Control ID

Server Name

Recurrence

Time Zone

Run Date

Run Time

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Curr Conv, Preload & Load GL	BIJOB06	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Curr Cnv, Preload, Load GL, KK	BIJOB06K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK
Cancel

The processes that are included in BIJOB06:

Process Detail

Process Name BIJOB06

Main Job Instance 6851123

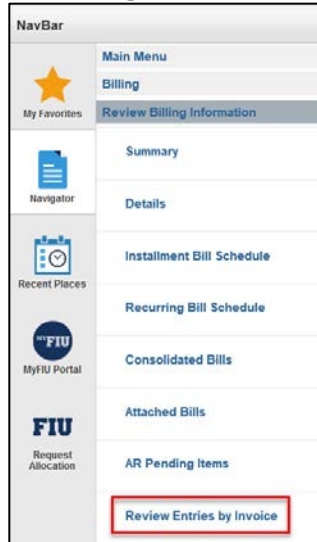
[Left](#) | [Right](#)

6851123 - BIJOB06 Success

- 6851124 - BICURCNV Success
- 6851125 - BIPRELD Success
- 6851126 - BILDGL01 Success
- 6851127 - BILDAR01 Success

Review Accounting Entries

Navigation: Main Menu> Billing> Review Billing Information> Review Entries by Invoice



1. Enter the Business Unit and Invoice then click **Search**

The screenshot shows the 'Accounting Entries by Invoice' search form. The 'Business Unit' is set to 'FNS01' and the 'Invoice' is set to 'COB-0000050'. The 'Search' button is highlighted with a red box.

2. Scroll to the right to view the activity number that the bill and payment is posted to

Review Entries by Invoice

Unit FNS01 Bill To 00000257 Invoice Amt 198.00 USD
 Invoice COB-0000050 FSSS TEST

Accounting Entries

Acctg Information Transaction Amounts Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Site	Bud Ref	Tax
FIU01	06/11/2019	Accounts Receivable	151300	15130		335	231001000	78	01		
FIU01	06/11/2019	Recognized Revenue	613703	61300		335	231001000	78	01		
Total Debits						198.00 USD		Total Credits			

Return to Search Notify

Payment Options

1. Customer Payment Options

A. Check

- i. Check payment should be remitted by the customer to the address printed on the invoice, inform the customer to remit a printed copy of the invoice(s) with the check and to write the invoice number on the memo section of the check.
- ii. Checks need to be made payable to “Florida International University”
- iii. Once a payment is received at your department please do the following:
 - a. Prepare a “Non-Sponsored Accounts Receivable Deposit Form” and attach invoice provided by the customer and the check and bring it to the Cashiers Office at MMC or BBC to deposit into our bank account
 - b. If the customer did not submit a copy of the invoice(s) you must contact the customer so you can identify the invoices being paid to accurately complete the Non-Sponsored Accounts Receivable Deposit Form and print and attach the invoices to the Deposit Form and then proceed to the Cashiers Office at MMC or BBC to deposit into our bank account

B. Cash

- i. Collecting cash is **strongly discouraged**
- ii. Cash payments can only be accepted by delivery in person to your unit/college/area
 - a. On the invoice(s) being paid by the customer please do the following:
 - 1) Stamp it “PAID” or write the word PAID if you do not have a stamp
 - 2) Write the date the cash is received
 - 3) Write your name and Panther ID (or the individual who accepts cash in your unit/college/area)
 - 4) Make a photocopy to provide to the customer for their records
 - 5) Prepare a “Non-Sponsored Accounts Receivable Deposit Form” and attach the original invoice from the steps above along with the cash collected and bring it to the Cashiers Office at MMC or BBC

C. Credit Card

- i. All customers will receive an email with a pdf of their invoice as well as a link that will allow them to pay for the specific invoice attached on a payment site
 - a. On the payment site they will have the option to select other invoices they may have outstanding and can select them for payment as well
 - b. The payment site will provide them a receipt with a transaction ID once their credit card has been processed for their records
 - c. A credit card **cannot** be used for partial payments

D. Wire

- i. Provide customers the “BANKING INSTRUCTIONS-Wire Payments PeopleSoft AR” form
- ii. The customer should complete the form and submit it to you via email as well as to pay@fiu.edu. They should include their customer number and invoice(s) on the wire
 - a. If the customer sends you an email stating the invoices they are paying then please forward that email to pay@fiu.edu so we can apply the wire payment correctly

E. ACH

- i. Provide customers the “BANKING INSTRUCTIONS-ACH Payments PeopleSoft AR” form

- ii. The customer should complete the form and email it to you as well as pay@fiu.edu and include the invoice(s) on the ACH as long as they use CCD+ or CTX formats for the ACH
 - a. If the customer sends you an email stating the invoices they are paying then please forward that email to pay@fiu.edu so we can apply the ACH payment correctly

Refunds/Offsets/Write-offs

Adjust Entire Bill

Use the Adjust Entire Bill page (BI_ADJ_BILL) to credit entire bills and reverse original invoices, or credit entire bills and rebill with the correct information.

Navigation: Main Menu > Billing > Maintain Bills > Adjust Entire Bill

1. Enter the Business Unit and Customer then click **Search**
 - o If the bill that you select has had prior adjustments made at the bill line level, it is not a valid choice on this page. You must continue that bill adjustment on the Adjust Selected Bill Lines page.
2. Select the invoice to adjust

Adjust Entire Bill

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

Find an Existing Value

Search Criteria

Business Unit =

Invoice begins with

Customer begins with

Contract begins with

Case Sensitive

Limit the number of results to (up to 300):

Search [Basic Search](#)

Search Results

View All 1-21 of 21

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Source	Customer	Contract
FNS01	SBW0000034	Regular	SBW	SOB_WNF	00000257	(blank)
FNS01	SBW0000033	Regular	SBW	SOB_FFF	00000257	(blank)
FNS01	PRV-0000020	Regular	PRV	PRV_1Y	00000257	(blank)
FNS01	PRV-0000019	Regular	PRV	PRV_1Y	00000257	(blank)

- In the Select Bill Adjustment Action group box, select one of these options before defining the adjustment:

Bill Adjustment Action	Description
No Bill Action	No action for the displayed bill will occur at this time. When you first access the page, the system uses this value as the default action. This prevents you from adjusting a bill unintentionally. Whenever you save the process, this default action resets.
Credit Entire Bill	Create a credit bill for the displayed bill. The bill has a status of RDY (ready).
Credit & Rebill	Create a credit bill and create a copy of the displayed bill. The rebill copy has the status of NEW.

- In the Rebill Default Action group box, select one of these options if you select the Credit & Rebill option in the Select Bill Adjustment Action group box.
 - Retain Original Invoice Value: Select this option to retain the customer information from the original bill.
 - Use Current Customer Value: Select this option to use current customer information on the rebill.
- The system assigns a default invoice number to the adjustments and populates the Credit Bill or Rebill Bill field with the value Next.

Adjust Entire Bill

Unit FNS01 Bill To 00000257 FSSS TEST
 Invoice SBW0000034 Invoice Amt 600.00 USD

Select Bill Adjustment Action

No Bill Action

Credit Entire Bill

Credit & Rebill

Adjustment Results

*Credit Bill

Rebill Bill Header Info 1

Rebill Default Action

Retain Original Invoice Value

Use Current Customer Value

Adjustment Reason

6. Enter the Adjustment Reason. The reason code is mandatory when issuing a credit.

Look Up Adjustment Reason x

[Help](#)

SetID: FNS01

Reason Code: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 | 1-1 of 1

Reason Code	Description
CREDITMEMO	Credit Memo

7. Click **Save**

Adjust Entire Bill

Unit: FNS01 Bill To: 00000257 FSSS TEST
 Invoice: SBW0000034 Invoice Amt: 600.00 USD

Select Bill Adjustment Action

No Bill Action
 Credit Entire Bill
 Credit & Rebill

Adjustment Results

*Credit Bill: [Header Info 1](#)
 Rebill Bill: [Header Info 1](#)

Rebill Default Action

Retain Original Invoice Value
 Use Current Customer Value

Adjustment Reason:

8. Click the Header Info 1 link

o To access the corresponding bill in bill entry. You can make changes and process the bill as usual

Adjust Entire Bill

Unit: FNS01 Bill To: 00000257 FSSS TEST
 Invoice: SBW0000034 Invoice Amt: 600.00 USD

Select Bill Adjustment Action

No Bill Action
 Credit Entire Bill
 Credit & Rebill

Adjustment Results

*Credit Bill: SBW-0000043 [Header Info 1](#)

 Rebill Bill: [Header Info 1](#)

Rebill Default Action

Retain Original Invoice Value
 Use Current Customer Value

Adjustment Reason:

Adjust Selected Bill Lines

Navigation: Main Menu> Billing> Maintain Bills> Adjust Selected Bill Lines

1. Enter the Business Unit and Customer then click **Search**
2. Select the invoice to adjust

Adjust Selected Bill Lines

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Invoice begins with

Customer begins with

Contract begins with

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

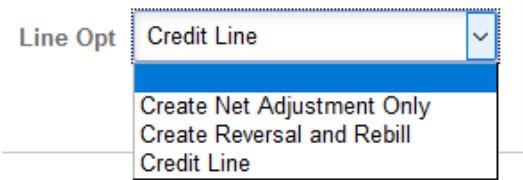
Search Results

View All 1-20 of 20

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Source	Customer	Contract
FNS01	SBW0000033	Regular	SBW	SOB_FFF	00000257	(blank)
FNS01	PRV-0000020	Regular	PRV	PRV_1Y	00000257	(blank)
FNS01	PRV-0000019	Regular	PRV	PRV_1Y	00000257	(blank)

3. In the Line Adjustment Parameters group box, select:

Line Adjustment Parameter	Description
No Bill Action	When you first access the page, the system uses this field as the default bill action. This setting prevents you from adjusting the bill unintentionally.
Adjust Selected Lines	Enables you to adjust any combination of lines on this bill. When you select this option, the Add to Existing Bill check box appears.
Add to Existing Bill	Select to add the lines to an existing bill. If you do not select this check box, the system generates a new bill for these adjustment lines. However, you can add only adjusted bill lines that contain value-added tax (VAT) information to a new bill. The new bill will contain an exact copy of the source bill VAT header.

	Note: If you add lines with summarization templates to a non-summarized bill, a summarized invoice may be printed when the invoice is generated.
Line Opt (line options)	<p>Select a value:</p> <p>Create Net Adjustment Only: Creates one adjustment line.</p> <p>Create Reversal and Rebill: Creates two new lines, one that credits the original line chosen, and one that reflects the adjustment.</p> <p>Credit Line: Creates one line with a reversal of the amounts from the original line chosen</p> 
Adjustment Reason Default	A reason code is required for a reversal line and a credit line.

- **Line Adjustment Results:** The system displays this field if you elect to add to a new bill. The system assigns the default invoice number NEXT to the adjustments. If you specify the invoice ID for this type of bill as user-definable for adjustments on the Invoice Number page, you can assign your own invoice numbers to the credit bill or rebill by overriding NEXT. **You can adjust a bill header or bill line only once.**

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Credit Line

Adjustment Reason Default: CREDITMEMO

Line Adjustment Results

*Adjustment: NEXT

Total Lines Adjusted

- Select the line to adjust and the Adjustment Reason should automatically populate
- Click **Save**

Adjust Selected Bill Lines

Unit: FNS01 Bill To: 00000257 FSSS TEST
 Invoice: SBW0000033 Invoice Amt: 400.00 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt:

Adjustment Reason Default:

Line Adjustment Results

*Adjustment:

Total Lines Adjusted:

Set Filter Options

1 To 1 Of 1 Sort: L

Select Bill Lines

1-1 of 1 | View All

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input checked="" type="checkbox"/>	1	1	SOBE_SPONSORGOLD	2019 SOBEWFF Gold Level Spnsr	400.00	400.00	CREDITMEMO <input type="text" value=""/>

Select All Clear All

Save Return to Search Previous in List Next in List Notify Refresh

- A bill will be generated

Adjust Selected Bill Lines

Unit: FNS01 Bill To: 00000257 FSSS TEST
 Invoice: SBW0000033 Invoice Amt: 400.00 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt:

Adjustment Reason Default:

Line Adjustment Results

*Adjustment: [Header Info 1](#)

Total Lines Adjusted: [Bill Line Info 1](#)

Set Filter Options

1 To 1 Of 1 Sort: L

Select Bill Lines

1-1 of 1 | View All

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input checked="" type="checkbox"/>	1	1	SOBE_SPONSORGOLD	2019 SOBEWFF Gold Level Spnsr	400.00	400.00	CREDITMEMO <input type="text" value=""/>

- o Click the Header Info 1 or Bill Line Info 1 to see the general information for the Bill Header/Line

Billing General

Unit FNS01 Invoice SBW-000044 Pretax Amt -400.00 USD

Bill Status NEW Invoice Date

*Bill Type SBW Bill Source SOB_FFF

Cycle ID ON-DEMAND *Frequency Once

*Invoice Form XMLPUB

Customer Information

*Customer 00000257 SubCust1 [View Customer Activity](#)

FSSS TEST SubCust2

Payment Information

Header Detail

Lines to Add 10 Max Rows 20

Bill Lines

Charge Details												Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields
Sel	Seq	Line	Process	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account									
<input type="checkbox"/>	1		ID	SOBE_SPONSC	2019 SOBEWFF Golf	-2.0000	EA	200.0000	-400.00	AR Account	672223									

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

Navigation: Billing General Page Series: [Prev](#) [Next](#)

1. Returned Checks – contact pay@fiu.edu for additional instructions
2. Refunds - contact pay@fiu.edu for additional instructions
3. Write-offs - contact pay@fiu.edu for additional instructions

Credit Card Chargebacks

1. An email from the Merchant Services team within the Accounting and Reporting department will be sent to inform you that a chargeback has occurred
2. Contact the customer to discuss the chargeback within 3 working days
 - A. Email the Merchant Services team with a summary of that discussion to determine if the chargeback was warranted or if we need to respond to the chargeback request with supporting documentation to have the chargeback reversed
 - i. Provide any supporting documentation requested by the Merchant Services team so they can respond to the chargeback within 5 workdays
 - ii. If the chargeback is not reversed and it is deemed that the customer still owes FIU for the goods or services they purchased then you will need to contact the customer and create a new invoice to send to the customer for payment
 - B. This process **cannot** exceed 15 calendar days

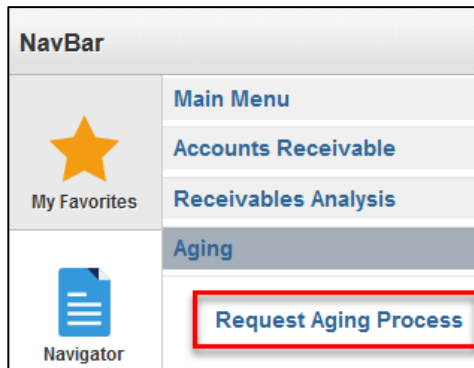
Revenue Distribution Codes

1. If you need a new Revenue Distribution code added to PeopleSoft you need to send an email to pay@fiu.edu with the following information:
 - A. Revenue GL Account
 - B. Activity number
 - C. Brief description of the goods and or services you plan on invoicing with this revenue distribution code
2. Your request will be processed by the Accounting and Reporting Team within 3 working days
3. If you require an emergency creation of a Revenue Distribution code then please contact Dawn Patrick at 305-348-2542 or Jose Zubimendi at 305-348-1139
4. Please note that if your request involves a new Activity number that has not been previously been set-up for your unit/college/area, then we will also create a corresponding Accounts Receivable Distribution code since to be used in conjunction with the new Revenue Distribution code

Monitoring

Requesting Aging Process

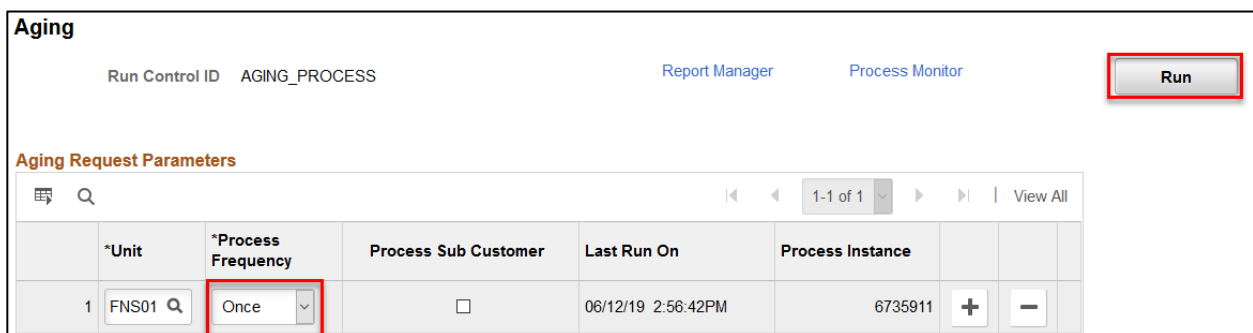
Navigation: Main Menu> Accounts Receivables> Receivables Analysis> Aging> Request Aging Process



1. Add a New Value and enter the Run Control ID then click **Add**



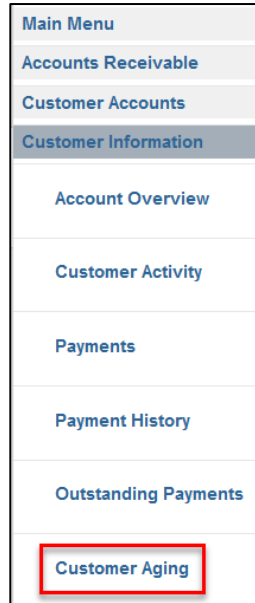
2. Choose Once for the Process Frequency then click **Run**



Once it is Success Posted in the Process Monitor, navigate to the Aging Report

Customer Aging

Navigation: Main Menu> Accounts Receivable> Customer Accounts> Customer Information> Customer Aging



1. Enter SetID= FNS01; Unit= FNS01; Customer ID and Click **Search**

Customer Aging

SetID Unit Customer *Level

2. Click Balance link to view Customer Item Inquiry

Customer Aging

SetID Unit Customer FSSS TEST *Level

[Add Conversation](#)

Aging Information

Aged Date 06/10/2019 Aging ID 30-60 New Balance

Customer Balances

Balance:	18,053.960	High Balance	33,728.960	Balance Date	05/23/2019
Past Due:	3,980.000	High Past Due	0.000	Past Due Date	

Customer Aging ⓘ

1-2 of 2 | View All

Aging Category	Amount	Currency	Aging Count
01 Future	13,498.96	USD	7
02 Current	3,980.00	USD	8

Item List Advanced Search

SetID: FNS01 Unit: FNS01 Customer: 00000257 FSSS TEST *Level: No Relationship

*Status: Open

Search

Row Selection: Range [] GO Select All Deselect All

Item Action: Select Action... GO

Item List

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	COB-0000006	1		3 FNS01	00000257	Open	NET30	IN		05/16/2019	27	1,680.00	USD
2	<input type="checkbox"/>	COB-0000006	2		3 FNS01	00000257	Open	NET30	IN		05/16/2019	27	500.00	USD
3	<input type="checkbox"/>	COB-0000008	1		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	100.00	USD
4	<input type="checkbox"/>	COB-0000008	2		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	500.00	USD
5	<input type="checkbox"/>	COB-0000009	1		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	100.00	USD
6	<input type="checkbox"/>	COB-0000009	2		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	500.00	USD
7	<input type="checkbox"/>	COB-0000010	1		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	100.00	USD
8	<input type="checkbox"/>	COB-0000010	2		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	500.00	USD

Search Result Totals

Debits	20	Debit Amount	18,053.96	Currency	USD
Credits		Credit Amount		Currency	USD
Total	20	Total Amount	18,053.96	Currency	USD
Selected				Currency	

3. Click on Past Due link

Item List Advanced Search

SetID: FNS01 Unit: FNS01 Customer: 00000257 FSSS TEST *Level: No Relationship

*Status: Past Due

Search

Row Selection: Range [] GO Select All Deselect All

Item Action: Select Action... GO

Item List

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	COB-0000006	1		3 FNS01	00000257	Open	NET30	IN		05/16/2019	27	1,680.00	USD
2	<input type="checkbox"/>	COB-0000006	2		3 FNS01	00000257	Open	NET30	IN		05/16/2019	27	500.00	USD
3	<input type="checkbox"/>	COB-0000008	1		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	100.00	USD
4	<input type="checkbox"/>	COB-0000008	2		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	500.00	USD
5	<input type="checkbox"/>	COB-0000009	1		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	100.00	USD
6	<input type="checkbox"/>	COB-0000009	2		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	500.00	USD
7	<input type="checkbox"/>	COB-0000010	1		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	100.00	USD
8	<input type="checkbox"/>	COB-0000010	2		1 FNS01	00000257	Open	NET30	IN		05/17/2019	26	500.00	USD

Search Result Totals

Debits	8	Debit Amount	3,980.00	Currency	USD
Credits		Credit Amount		Currency	USD
Total	8	Total Amount	3,980.00	Currency	USD
Selected				Currency	

The Item Actions include:

Customer Aging by Chartfield

Navigation: Main Menu > Accounts Receivables > Receivables Analysis > Aging > Aging by Chartfield Rpt

1. Add a New Value, enter the Run Control ID then click **Add**

2. Enter the Business Unit, Default SetID, Aging Set ID as FNS01

3. Choose the Aging ID then click **Save** then **Run**

Aging By Chartfield

Run Control ID: AGING_BY_CHARTFIELD Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*As of Date: 06/12/2019 Use System Date

Customer ID: Exclude IU Customers

Exclude Customers with Different Aging ID

*Display Option: Include All

Aging ID

Business Unit: FNS01 *Aging SetID: FNS01

*Default SetID: FNS01 *Aging ID: 30-60

Report Option

Detail Summary

Refresh

ChartField Selection

ChartField Name	Subtotal	Value	To Value
	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Save **Notify** **Add** **Update/Display**

4. Check the Process Monitor to see if it is Success Posted
5. Go to Report Manager and download the output

Report ID: AR30006 Peoplesoft Receivables Page No. 4
Aging ID: FNS01/30-60 AGING BY CHARTFIELD Run Date 06/12/2019
Chartfield Parameters 12-JUN-2019 Run Time 14:57:59
Display Option: Include All
Business Unit: FNS01

Item	Line	As of	Entry Type	Reason	Terms	Total Selected Amount	Future	Current	31-60	61-90	91-120	121+
SBW-0000046	1	06/11/2019	IN		NET30	40.00	40.00					
SBW-0000047	1	06/11/2019	IN		NET30	40.00	40.00					
SBW0000034	1	05/22/2019	IN		NET30	600.00	600.00					
Total PSSS TEST						18,053.96	14,073.96	3,980.00				
Customer ID 00000260 Customer Name Shorelight Education LLC												
PRV-0000004	1	04/23/2019	IN		NET30	3,740.40		3,740.40				
PRV-0000004	2	04/23/2019	IN		NET30	3,331.32		3,331.32				
PRV-0000006	1	04/23/2019	IN		NET30	3,740.40		3,740.40				
PRV-0000006	2	04/23/2019	IN		NET30	3,331.32		3,331.32				
PRV-0000008	2	04/24/2019	IN		NET30	250.00		250.00				
PRV-0000009	1	04/29/2019	IN		NET30	200.00		200.00				
PRV-0000009	2	04/29/2019	IN		NET30	1,000.00		1,000.00				
PRV-0000010	1	04/29/2019	IN		NET30	5,049.48		5,049.48				
PRV-0000010	2	04/29/2019	IN		NET30	343.36		343.36				
PRV-0000027	1	06/11/2019	IN		NET30	100.00	100.00					
Total Shorelight Education LLC						21,086.28	100.00	20,986.28				
Total Receivables Due												
						Total Selected Amount	Future	Current	31-60	61-90	91-120	121+
						85,964.24	15,508.96	69,587.28	868.00			

Customer Aging Detail by Unit

Navigation: Main Menu> Accounts Receivables> Receivables Analysis> Aging> Aging Detail by Unit Rpt

A vertical navigation menu with the following items: Main Menu, Accounts Receivable, Receivables Analysis, Aging, Request Aging Process, Aging Detail by Tree Rpt, and Aging Detail by Unit Rpt. The 'Aging Detail by Unit Rpt' item is highlighted with a red rectangular border.

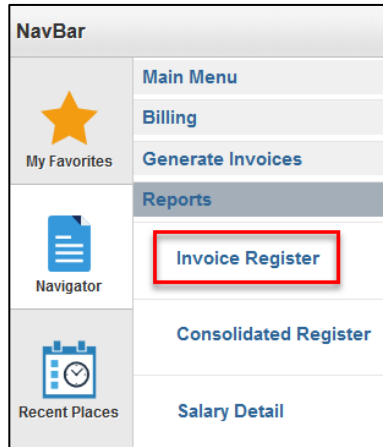
1. Add a New Value, enter the Run Control ID then click **Add**

The 'Aging Detail by Unit Rpt' form contains two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field labeled 'Run Control ID' containing the value 'AGING_BY_UNIT'. At the bottom of the form, there is a green 'Add' button highlighted with a red rectangular border.

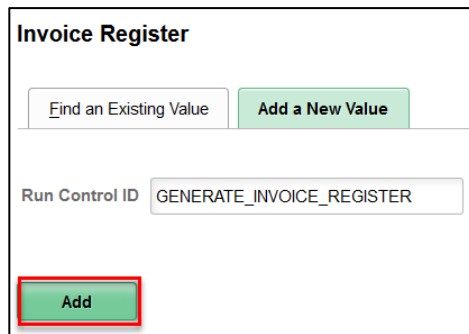
2. Enter the SetID, Aging ID and Business Unit
3. Click **Save** then **Run**

Generate Invoice Register Reports

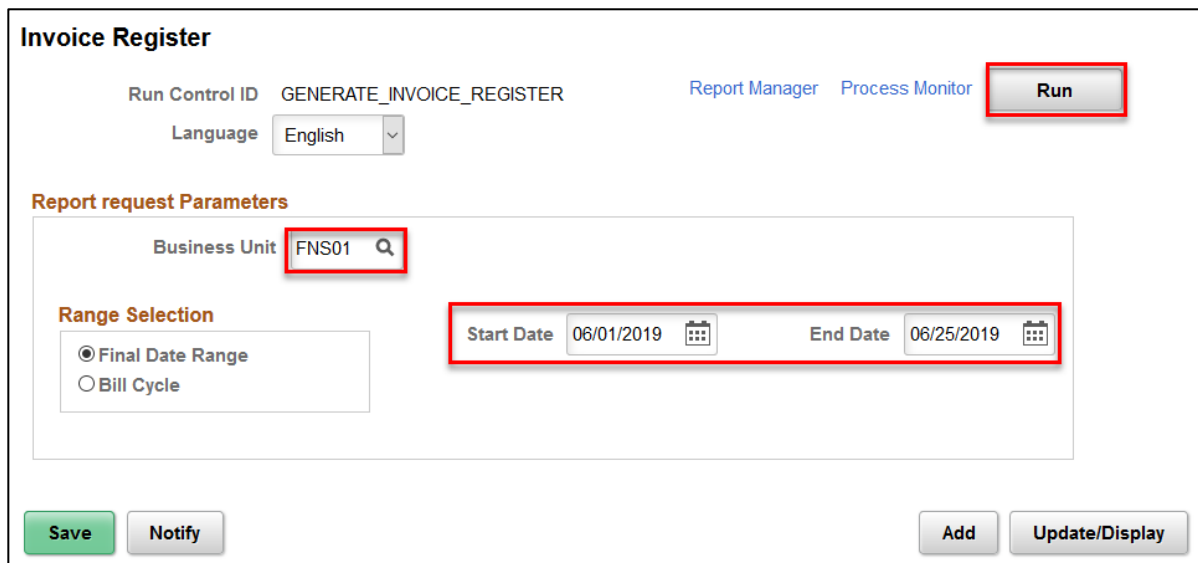
Navigation: Main Menu> Billing> Generate Invoices> Reports> Invoice Register



1. Add a New Value, enter the Run Control ID then click **Add**



2. Enter the Business Unit, Start and End Date then click **Run**



3. Select the Invoice Register by Customer process then click OK

Process Scheduler Request

User ID _____ Run Control ID GENERATE_INVOICE_REGISTER

Server Name Run Date

Recurrence Run Time Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Invoice Register by Invoice Id	BIIVC002	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Invoice Register by Customer	BIIVC003	SQR Report	Web	PDF	Distribution

OK
Cancel

4. Check the Process Monitor for the run and distribution status

Process List

1-1 of 1 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6820129		SQR Report	BIIVC003		06/25/2019 3:11:52PM EDT	Success	Posted	Details

Report ID: BIIVC003 Page No. 1

PeopleSoft BI
INVOICE REGISTER BY CUSTOMER NAME

Range Option: FINAL DATE RANGE Run Date 06/25/2019

Final Start Date: 06/01/2019 Run Time 15:16:19

Final End Date: 06/25/2019

Business Unit: FNS01

Bill-To Customer Name	Customer Number	Unit	Invoice	Invoice Dt	Bill Source	Bill Type	IType	Invoice Amt	Final Dt
Customer/Currency: Baptist Health		/ USD							
Baptist Health	00000008	FNS01	COB-0000014	06/22/2019	COB_EPE	COB	REG	400.00 USD	06/24/2019
TOTAL # OF INVOICES:		1							
TOTAL INVOICE AMOUNT:		400.00 USD							
Customer/Currency: Capital One Services, LLC		/ USD							
Capital One Services, LLC	00000018	FNS01	SEW-0000051	06/25/2019	SEW_WNF	SEW	ACR	-750.00 USD	06/25/2019
		FNS01	SEW-0000052	06/25/2019	SEW_WNF	SEW	REG	750.00 USD	06/25/2019
		FNS01	SEW-0000046	06/22/2019	SEW_WNF	SEW	REG	750.00 USD	06/24/2019
TOTAL # OF INVOICES:		3							
TOTAL INVOICE AMOUNT:		750.00 USD							
Customer/Currency: Florida Int'l Bankers Assoc (FIBA)		/ USD							
Florida Int'l Bankers Assoc (FIBA)	00000009	FNS01	COB-0000004	06/20/2019	COB_EPE	COB	REG	7,500.00 USD	06/20/2019
		FNS01	COB-0000008	06/20/2019	COB_GMAT	COB	REG	494.00 USD	06/20/2019
		FNS01	COB-0000007	06/21/2019	COB_EPE	COB	REG	2,500.00 USD	06/20/2019
TOTAL # OF INVOICES:		3							
TOTAL INVOICE AMOUNT:		10,434.00 USD							
Customer/Currency: Florida Power & Light		/ USD							
Florida Power & Light	00000013	FNS01	DIT-0000004	06/21/2019	DIT_GEN	DIT	REG	35.99 USD	06/21/2019
		FNS01	DIT-0000005	06/21/2019	DIT_GEN	DIT	REG	46.74 USD	06/21/2019
		FNS01	DIT-0000002	06/21/2019	DIT_GEN	DIT	REG	131.51 USD	06/21/2019
TOTAL # OF INVOICES:		3							
TOTAL INVOICE AMOUNT:		214.24 USD							
Customer/Currency: Goya Foods		/ USD							
Goya Foods	00000020	FNS01	SEW-0000037	06/24/2019	SEW_WNF	SEW	REG	40.00 USD	06/24/2019
		FNS01	SEW-0000045	06/24/2019	SEW_WNF	SEW	REG	50,000.00 USD	06/24/2019
TOTAL # OF INVOICES:		2							
TOTAL INVOICE AMOUNT:		50,040.00 USD							