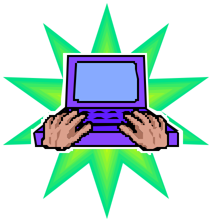

Accounts Receivable and Billing Navigation and Inquiry Quick Reference Guide

To Create a Bill — DO NOT USE THE BACK BUTTON IN PS 8.8. — p. 22

- Billing > Maintain Bills > Standard Billing
  - Add a New Value tab – Select Business Unit and click Add.
  - Header Info tab – Enter Type (STL), Customer, and Biller. Click Next (Page Series).
  - Address Info tab – Verify address. Use Attention To only if necessary. Click Next.
  - Header–Note tab – (Optional) Add a note that pertains to the entire bill. Click Next.
  - Header-Service Info tab – Enter PO if you have one. Click Next.
  - Line-Info 1 tab – Enter billing information. Use +/- buttons to add/delete rows. Select Tax Code (if item is taxable) Click Next.
  - Acctg-Rev Distribution tab – Enter distribution code or chartfield. Select View All to view multiple lines of data at once. Click Next.
  - Line-Note tab – (Optional) Add notes for specific line, if needed. Click Next.
  - Header-Info 1 tab – Change status to ready. Click Save.

To Print a Proforma — p. 55

- Billing > Generate Invoices > Non-Consolidated > Print Pro Forma
  - Add a New Value tab – (To enter new run control ID.) Enter Run Control ID of Proforma.
  - Find an Existing Value tab – Search for and select Run Control ID of Proforma.
  - Pro Forma tab – Enter Business Unit, From Invoice and To Invoice. Click Run.
  - Process Scheduler Request page – Enter Server of PSUNX, check box for Print Portrait Invoices, enter Type of Email or Window, enter Format of PDF, and click OK.

To Copy a Bill — p. 84

- Billing > Maintain Bills > Copy Single Bill

To Adjust/Credit an Entire Bill — p. 44

- Billing > Maintain Bills > Adjust Entire Bill

To Adjust/Credit Bill Lines — p. 47

- Billing > Maintain Bills > Adjust Selected Bill Lines

To Create/Inquire on a Conversation — p. 111

- Accounts Receivable > Customer Interactions > Conversations > View/Update Conversations

To Create/Inquire on a Standard Note — p. 11

- Set Up Financials/Supply Chain > Common Definitions > Notes > Standard Notes

To Create/Inquire on a Distribution Code — p. 6

- Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code

To Create/Inquire on a Charge ID — p. 8

- Set Up Financials/Supply Chain > Product Related > Billing > Set Up > Charge Code

To View Customer Information

➢ Customers > Customer Information > General Information

- Find an Existing Value tab - Accept Set ID default of UOFMO. Enter or select Customer ID. Click Search.
- General Info tab – Use to view name information.
- Address tab – Use to view address information.

To View an Existing Invoice

➢ Billing > Locate Bills > Bills Invoiced

- Enter the Business Unit and Customer Id. Click Search.
- Select an invoice and click a link at the bottom of the page to view invoice details.

OR

➢ Billing > Review Billing Information > Summary

- Find an Existing Value tab - Enter search criteria and click Search.

To View a Customer Balance

➢ Accounts Receivable > Customer Accounts > Customer Information > Account Overview*

- Enter or select a Business Unit (or leave blank). Enter the Customer ID. Click Search.
- To view balance detail, click Balance. Change the "Status" and click Search to limit invoices to All, Closed, Open, or Past Due.

To View Specific Invoice/Item Activity, Balance Due, and Accounting Entries

➢ Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details*

- Enter BU, Customer ID, and select Item Status. Click Search.
- Select an invoice by clicking the blue underlined link.
- Select Item Activity tab*.
- Select Item Accounting Entries tab*.

To Create or View Customer Conversations (notes)

➢ Accounts Receivable > Customer Interactions > Conversations > View/Update Conversations

- To View: Find an Existing Value tab – Enter search criteria, click Search. Select record.
- To Create: Add a New Value tab – Enter Customer ID and click Add.

*Conversations can also be viewed or updated on any page listed above with an asterisk

Web Applications

To View or Print an Invoice p. 55

➢ MIS WEB APPS > PS SEARCH OPTIONS > AR/BI INVOICE NUMBER

To View and Print a Biller Aging Report p. 106

➢ MIS WEB APPS > PS SEARCH OPTIONS > AR/BI AGING REPORT