50.2 Enter and Maintain Bills

50.2.1 Customer Billing

Agency Billing Approver

Agency Billing Processor

1. Need to Create Customer Invoice

Option?

Manual

Spreadsheet

Start

2. Online Enter Bill

3. Spreadsheet Import Billing Data

4. Spreadsheet Import Billing Data

5. Billing Data Import Billing Data

6. Billing Data Import Billing Data

7. Create Bill

8. Maintain Bill

9. Create Pro Forma

Workflow?

No

Yes

10. Review Pro Forma

Bill Edits?

No

Yes

11. Execute Bill Status Change (RDY)

12. Finalize & Print Invoice

13. Email Invoice

14. Mail Printed Invoice

15. Currency Conversion

16. Preload

17. Create GL Accounting Entries

18. Request Budget Check

19. Load to Accounts Receivable

60.1.1-8 Set Pending AR to Post

End

Draft from All Agencies Confirmation Session
50.2 Enter and Maintain Bills

50.2.2 Refund/Credit Invoice

**Agency Billing Processor**

1. Need to Create a Refund or Credit Invoice
   - Yes: AR Customer?
   - No: Option?
   - Manual: 2 Online Enter Refund or Credit Bill
   - Spreadsheet: 3 Spreadsheet Refund/Credit Data
   - Interface: 4 Import Refund/Credit Data
   - 5 Import Billing Data
   - 6: 30.3.1-8 Enter/Update Voucher
   - 7: Create Credit or Refund Bill
   - 8: Set Worksheet to Post
   - 9: Run ARUPDATE
   - 10: Process Receivable Refund
   - 11: Process Customer Statement
   - 12: Create Credit Bill
   - 13: Maintain Bill
   - 14: Create Pro Forma
   - Workflow?
     - Yes: 16 Finalize & Print Invoice
     - No: 15 Review Pro Forma
     - BI Edits?
       - Yes: 17 Execute Bill Status Change (RDY)
       - No: 20 Currency Conversion

**Agency Billing Approver**

1. Review and Approve?
   - Yes: 18 Email Invoice
   - No: 23 Request Budget Check
   - 24 Load to Accounts Receivable
   - 60.1.1-8 Set Pending AR to Post
   - End
   - Draft from All Agencies Confirmation Session