# Create a Standard Bill

Purpose:  Use this document as a reference for how to create a standard bill in ctcLink.

Audience:  Finance/Billing.

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⚠️ You must have at least one of these local college managed security roles:

- ZZ Billing Entry
- ZZ_AWE_BI_APPR_060
- ZZ_AWE_BI_APPR_060_HI
- ZZ_AWE_BI_APPR_062
- ZZ_AWE_BI_APPR_063
- ZZ_AWE_BI_AAPR_064
- ZZ_AW_BI_INV

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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ℹ️ A Standard Bill contains at least one *Bill Header* and one *Bill Line*.

Use the **Header - Info 1** page to specify bill header information including data about:

- Where the bill came from
- Where the bill is going
- When the bill will be sent to the customer
- How the bill should be formatted

Use the **Line - Info 1** page to specify bill line information.

- Multiple lines can be created to reflect the number of items needed on the invoice.

## Creating a Standard Bill

**Navigation: Billing > Maintain Bills > Standard Billing**

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# Bill Header

1. **Select** the **Add a New Value** tab.
2. Enter or look up **Business Unit** field.
3. Leave the **Invoice** field at the default of "Next".
4. Enter or lookup values to populate the Header Info - 1 page:
   a. **Bill Type Identifier.**
   b. **Bill Source.**
   c. **Customer.**
   d. **Invoice Date.**
   e. **Accounting Date** (current date recommended or within an open period).
5. Select the **Add** button.

> 💡 Adding the initial field values on the Bill Entry page will auto populate various Bill Header field values. Optional to change and/or update fields on the Header or Lines pages when the Bill is in 'NEW' status.

**Bill Entry**

| Find an Existing Value | **Add a New Value** |

*Business Unit  WA040 🔍

*Invoice  NEXT

Bill Type Identifier  MSC 🔍

Bill Source  ONLBILLING 🔍

Customer  001000463 🔍

Invoice Date  10/24/2023 📅

Accounting Date  10/24/2023 📅

Add

6. The **Header - Info 1** page displays.
7. Depending upon your local college billing setup and template formats, various fields populate. Optional to add/update/change the default values such as:

- **Invoice and Accounting Dates:** Usually Accounting Date and Invoice Date are the same but may be different. Accounting Date reflects the date the transaction is recognized versus  the date the transaction is actually entered into ctcLink.
- **From Date:** Date reflects the start of the invoice period and used to determine the service start date.
- **To Date:** Date reflects the end of the invoice period and is used to determine the service end date. T
- **Pay Terms:** Options of "IMMED" (Due Immediately) or "NET30" (Due in 30 Days) or "NET90" (Due in 90 days).

8. Select the **Save** button to generate the Invoice number.
9. Select the **Notes** link (or use the *Navigation drop down arrow > Header Note*).



10. The **Header - Note** tab displays. Header notes will be displayed below the Customer Name on the Invoice.
11. In the **Note Text** field, optional to add invoice details.
12. Select the **Save** button to save changes.

> ℹ️ Depending upon college Billing Template and Bill Header Notes setup, you may have *Standard Note Flag/Std Note* (displayed to customers) or *Internal Only Flag/Note Type* (internal note for colleges staff) options available. Please check with your local security administrator. Please contact the Service Desk if you need assistance with configuration.

## Header Documentation via Attachments Link

💡 Optional to add backup or supporting document(s) at to the Bill Header. Please note Attachments made at the Billing stage will remain in the Billing Module and not carry forward to the AR Module.

1. From the **Header - Info 1** or **Header Note** page, select the **Attachments** link.
2. The **Supporting Documentation** page opens on a new window.
3. Select the **Upload** button.
4. The **File Attachment** window displays. Select the **Choose File** button.
5. Depending upon your computer setup, select the file, i.e. *Attachment Example.docx.* Select the **Open** button. The PC > Documents window disappears.
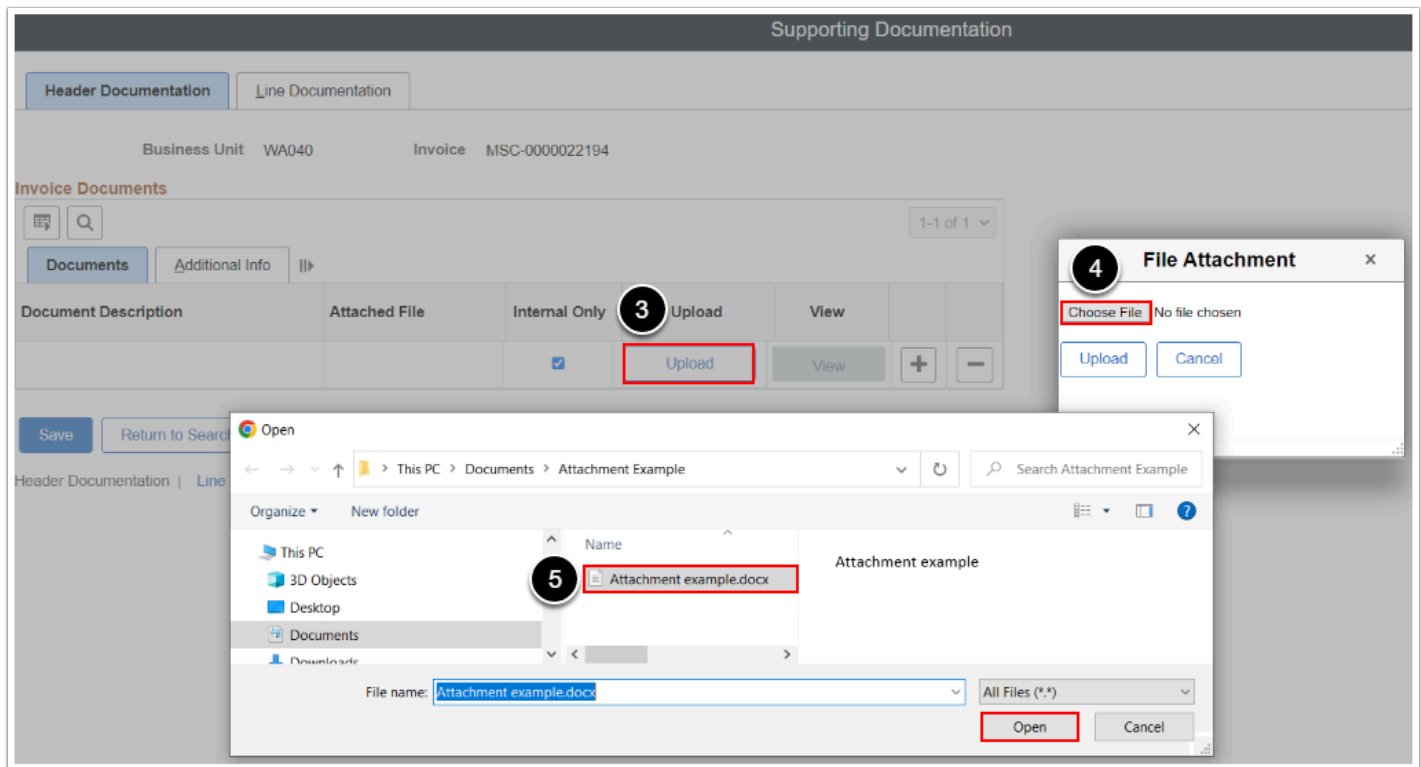
6. The file populates the **File Attachment** window. Select the **Upload** button and close out the Fill Attachment window.
7. The Attachment was added to the **Invoice Documents** section.
8. Optional features to utilize:
   • Update the **Document Description** field, i.e. *Room Rental - Sept 2023*.
   • Add lines for additional backup documents by selecting the **plus icon [+]**.
   • Select the **View** button to review attached documents.

9. Select **Save** to save changes.

> ⓘ Note the **Internal Only** box is automatically checked which means attachment(s) is for internal college viewing only.

10. Close out the Supporting Documentation window to return to the Standard Billing **Header Info 1** or **Header Note** page.

# Bill Line(s)

1. Select the **Line - Info 1** tab.
2. Optional to use the **Table** and **Identifier** fields utilizing the speed type functionality. For more information or help with setup, please see QRG Creating a Bill Charge Code.
3. Enter the applicable field values:
   a. **Description** (field may populate if identifier is selected).
   b. **Quantity**
   c. **Unit of Measure.**
   d. **Unit Price.**
   e. **Gross Extended.**
   f. **From and To Dates** (fields may populate if entered on the Header Info - 1 page).
   g. **Line Type:** Leave as default "REV" (Revenue).
   h. **Tax Code:** Select appropriate tax code according to the city.
   i. **Tax Exempt:** Select this box if applicable.

4. Optional to selection the **plus icon [+]** to add Bill Line(s) and refer back to step 2.
5. Select the **Save** button.
6. Optional to select the **Notes** link to be directed to the optional **Line - Note** page.

10. The **Line - Note** tab displays. Line notes will be displayed below the selected Line of the Invoice.
11. In the **Note Text** field, optional to add invoice details.
12. Select the **Save** button to save changes.
13. Select the **Accounting** link or use the Navigation drop down menu and select **Acctg - Rev Distribution.**

14. The **Revenue Distribution** tab displays. Note: Billing Charge Code functionality will prefill the Acctg Information. For setup or configuration see QRG Creating a Bill Charge Code.

15. In the **Bill Line Distribution - Revenue** section, enter the valid field values or select the applicable 'Code' if your college has configured this function.
    a. **Account.**
    b. **Oper Unit.**
    c. **Fund.**
    d. **Dept.**
    e. **Class.**
    f. **State Purpose.**

16. Select the **Save** button.

## Review & Finalize Invoice

> ℹ️ A Pro Forma is a "sample" copy of an invoice. Viewing a Pro Forma will help you to identify errors that can be corrected before bills are invoiced. It is especially helpful when you have a bill that contains a large number of lines.
>
> The Pro Forma will display when the invoice Status is anything except "Invoiced" or Cancelled". The Pro Forma process should ONLY be used internally and does not result in a receivable item being created on the customer's account. The following instructions are fro XML formatted invoices only.

1. From the Header or Line pages, select the **Pro Forma icon** at the top right of the page.
2. The **Pro Forma** displays as a .pdf on a new window. Review the details: Customer Name, Terms, Revenue Distribution, Header and/or Line Notes.

> ⊗ Prior to finalizing bill information, review the Pro Forma and make necessary changes to the bill. All changes should be completed prior to setting the bill **Status** to "RDY" (Ready to Invoice). Edits to the bill cannot be made after the bill has a **Status** of "Invoiced".

**PRO FORMA**

| | |
|---|---|
| **Invoice No:** | MSC-0000022194 |
| **Invoice Date:** | 10/24/23 |
| **Page:** | 1 of 1 |

**Remit To:**
SKAGIT VALLEY COLLEGE
Attn to: Business Office
2405 E COLLEGE WAY
MOUNT VERNON, WA, 98273

| | |
|---|---|
| **Customer Number:** | 001000463 |
| **Payment Terms:** | Net 30 |
| **Due Date:** | 11/23/23 |

**Bill To:**
State Board For Com & Tech Colleges
Jackie Eppler-Clark
Instruction Commission
1300 Quince St SE
Olympia WA 98504-2495
United States

**AMOUNT DUE:**     500.00 USD

Net 30

**Amount Remitted**

For billing questions, please call 360-416-7801

Original

| Line | Identifier | Description | Quantity | UOM | Unit Amt | Net Amount |
|---|---|---|---|---|---|---|
| 1 | | Room Rental - Sept 2023 | 1.00 | EA | 500.00 | 500.00 |
| | | 570--265-20501-4030020-- | | | | |

Room rental for September 18 - 23, 2023
Health Benefits Update Meeting arranged by J.R.Smith   **Line Note**

| | |
|---|---|
| **Subtotal:** | 500.00 |
| **Amount Due:** | **500.00** |

Room rental for September 18 - 22, 2023
Health Benefits Update Meeting arranged by J.R. Smith   **Header Note**

> ⚠ **WARNING - Do not change the Status of the bill to "Ready to Invoice" before the bill is ready to be processed. This practice will prevent the bill from being run by the Single Action Invoice process before the bill information has been finalized.**

3. Navigate to the **Header - Info 1** tab to change the **Status** of the bill to RDY or "Ready to Invoice".
4. Select the **Save** button.

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⚠ Depending upon your local business practice, please refer to the next step in the Invoice process:

- **Submit Invoice for Approval:** QRG Submit Billing Invoices for Approval
- **Finalize Invoice**: QRG Finalize Bills via Single Action Invoice w/ Commitment Control.

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# Video Tutorial

The video below demonstrates the process actions described in steps listed above.  There is no audio included with this video.  Select the play button to start the video.

# Video Tutorial Via Panopto

View the link to Create a Standard Bill.  This link will open in a new tab/window.

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