

Create a Standard Bill


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

Audience: Finance/Billing.

 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_APPR_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.

 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**

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*).

The screenshot shows the 'Standard Billing' interface with the 'Header - Info 1' tab selected. A red arrow points to the 'Notes' link in the 'Go to:' section. The interface includes various fields for invoice details, customer information, and payment terms. The 'Save' button is highlighted in red at the bottom left.

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.

i 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 - Info 1](#)
[Line - Info 1](#)
[Header - Note](#)

Unit WA040 Bill To 001000463 Pretax Amt 0.00 USD
 Invoice MSC-0000022194 State Board For Com & Tech Colleges

Customer Notes

Bill Header Notes

☐ Standard Note Flag Std Note

☐ Internal Only Flag Note Type

Note Text:

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

161 characters remaining


Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments

Summary Bill Search Line Search Navigation Header - Note

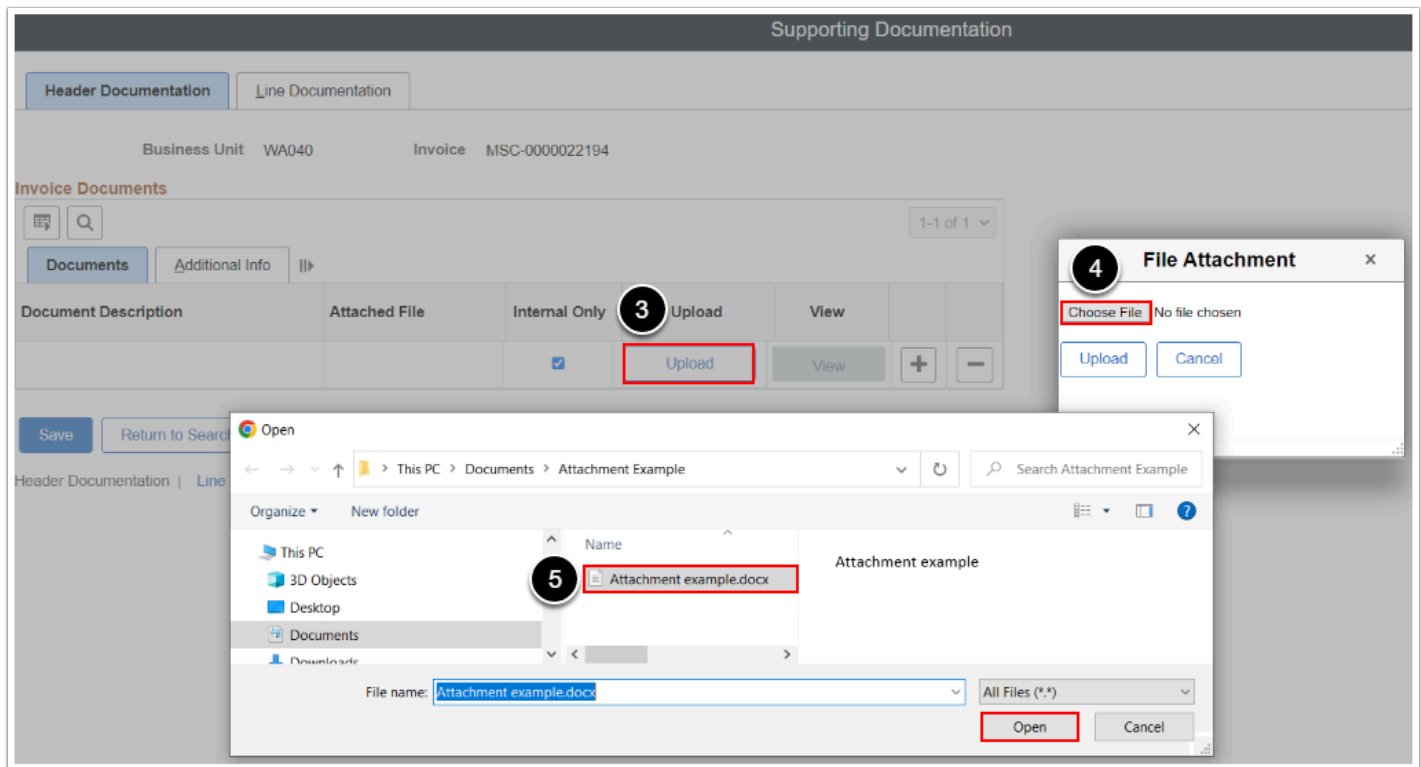
[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1 | Header - Note

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 File 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.

Supporting Documentation

Header Documentation
Line Documentation

Business Unit WA040
Invoice MSC-0000022194

Invoice Documents
1-1 of 1

Documents
Additional Info
»

Document Description	Attached File	Internal Only	Upload	View		
Room Rental - Sept 2023	Attachment_example.docx	<input checked="" type="checkbox"/>	Upload	View	+	-

Save
Return to Search
Notify

Header Documentation
Line Documentation

File Attachment
×

Choose File
Attachment example.docx

Upload
Cancel

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.

Standard Billing

Unit WA040 Bill To 001000463 Pretax Amt 500.00 USD
 Invoice MSC-0000022194 State Board For Com & Tech Colleges Max Rows 20

Bill Line

Identifier Look Up Date 10/24/2023

Seq 1 Line Net Extended 500.00
 Table Identifier Description Room Rental - Sept 2023

Quantity 1.0000 From Date
 Unit of Measure EA To Date
 Unit Price 500.0000 Line Type REV Accumulate
 Gross Extended 500.00 Tax Code Tax Exempt
 Exempt Cert

Less Discount 0.00
 Plus Surcharge 0.00
 Net Extended 500.00
 VAT Amount 0.00
 Tax Amount 0.00
 Net Plus Tax 500.00

Go to Notes Line Info 2 Tax Accounting Discount/Surcharge
 Express Entry

Summary Bill Search Line Search Navigation Line - Info 1 Page Series
 Prev Next

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

Header - Info 1 Line - Info 1

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**.

Unit WA040 Bill To 001000463 Pretax Amt 500.00 USD
 Invoice MSC-0000022194 State Board For Com & Tech Colleges Max Rows 20

Bill Line 1 of 1 View All

Seq	Line	Identifier	Description	Net Extended
1	1		Room Rental - Sept 2023	500.00

Bill Line Note 1 of 1 View All

☐ Standard Note Flag
☐ Internal Only Flag

Standard Note Code
 Note Type CUSTNOTE

Note Text

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

161 characters remaining

Go to: Notes Line Info 2 Express Entry Tax **Accounting** Discount/Surcharge
 Summary Bill Search Line Search Navigation Line - Note Page Series Prev Next

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

Header - Info 1 | Line - Info 1 | Line - Note

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.

Unit WA040 Bill To 001000463 Pretax Amt 500.00 USD
 Invoice MSC-0000022194 State Board For Com & Tech Colleges Max Rows 20

Header - Info 1 | Line - Info 1 | **Revenue Distribution**

Bill Line

Seq 1 Line 1 Net Extended 500.00
 Identifier Description Room Rental - Sept 2023

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information Reference Information

Code	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Project	Program	Subsidiary	Affilia
+	-	4030020	7040	570		20501	265	N			

Percent 100.00 Amount 500.00 Gross Extended 500.00

Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge

Summary Bill Search Line Search Navigation Acctg - Rev Distribution Page Series Prev Next

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

Header - Info 1 | Line - Info 1 | Revenue Distribution

Review & Finalize Invoice

- i** 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 for XML formatted invoices only.

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

Line - Info 1

Invoice MSC-0000022194 Pretax Amt 500.00 USD

Status NEW Invoice Date 10/24/2023 Cycle ID ON

*Type MSC Source ONBILLING *Frequency OI

- ! 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																													
<table><thead><tr><th>Line</th><th>Identifier</th><th>Description</th><th>Quantity</th><th>UOM</th><th>Unit Amt</th><th>Original Net Amount</th></tr></thead><tbody><tr><td>1</td><td></td><td>Room Rental - Sept 2023 570--265-20501-4030020-- Room rental for September 18 - 23, 2023 Health Benefits Update Meeting arranged by J.R. Smith</td><td>1.00</td><td>EA</td><td>500.00</td><td>500.00</td></tr><tr><td colspan="6">Subtotal:</td><td>500.00</td></tr><tr><td colspan="6">Amount Due:</td><td>500.00</td></tr></tbody></table>		Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount	1		Room Rental - Sept 2023 570--265-20501-4030020-- Room rental for September 18 - 23, 2023 Health Benefits Update Meeting arranged by J.R. Smith	1.00	EA	500.00	500.00	Subtotal:						500.00	Amount Due:						500.00
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- ! **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.

Header - Info 1

Line - Info 1

Unit WA040 Invoice MSC-000022194 Pretax Amt 500.00 USD

Status RDY

*Type MSC

*Customer 001000463

*Invoice Form XMLPUB

Accounting Date 10/24/2023

Remit To 040IB

Sales SALES

Credit CRAN

Billing Specialist BISPEC

Invoice Date 10/24/2023

Source ONLBILLING

SubCust1

From Date

Pay Terms NET30

Bank Account CHCK

Bill Inquiry Phone 360-416-7801

Collector GENERIC

Billing Authority BISPEC

Cycle ID ON-DEMAND

*Frequency Once

SubCust2

Acceptgiro

To Date

Pay Method Check

State Board For Com & Tech Colleges

View Activity

Go to: Notes

Header Info 2

Express Entry

Address

Copy Address

Attachments

Summary

Bill Search

Line Search

Navigation Header - Info 1

Page Series

Prev

Next

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header - Info 1 | Line - Info 1

- !

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](#).

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.