



THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

Billing & Accounts Receivable User Manual

PeopleSoft Financials V9.2

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How to use this Guide

This document was written for the University of Auckland Financial Services department, as a guide to using PeopleSoft Financials -Billing and Accounts Receivable module.

This document should be used in conjunction with the **Introduction to PeopleSoft Financials Guide** as a training aid for new staff and as a reference tool for experienced users.

All financial transactions carried out on behalf of the University of Auckland must be performed in accordance with the **UoA Financial Policies and Procedures** as listed in the Introduction Guide. Financial Policies and Procedures are available on the Financial Services website. All users of PeopleSoft Financials must have read the relevant Financial Policies and Procedures.

Throughout this guide:

All steps required to execute a task are numbered.

Additional information is bulleted.

Fields that do not need to be populated are not included in the numbered steps.

Additional Field descriptions are contained in Appendices.

Bolded text denotes a corresponding field or value within PeopleSoft.

Hyperlinks are underlined and coloured blue as visible within PeopleSoft.

Note: is used to inform of relevant information not covered in the steps.

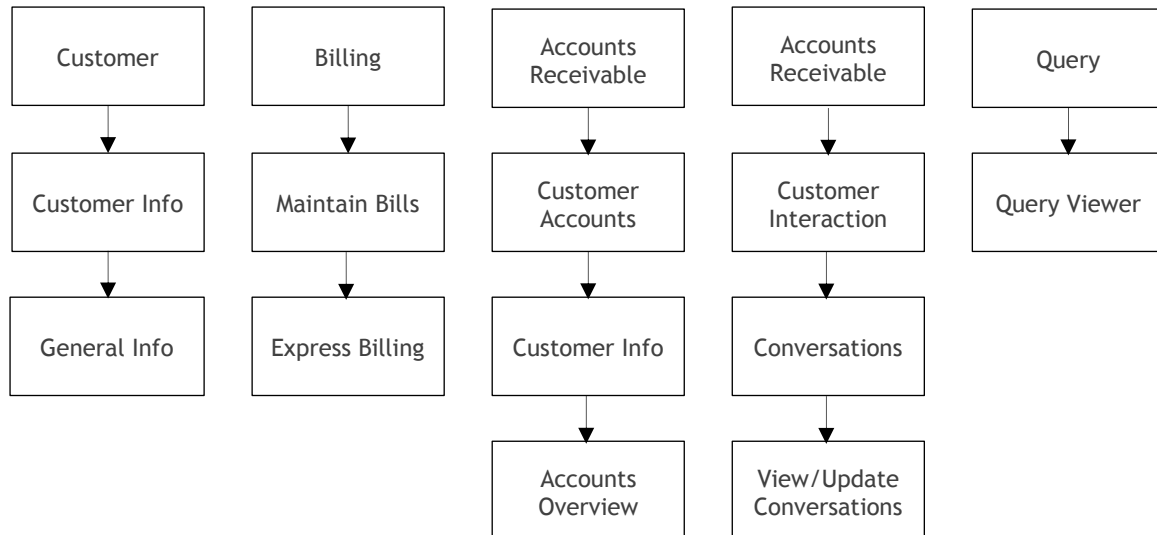
Related policy and guidelines

- <https://www.staff.auckland.ac.nz/en/central-services/finance-and-purchasing/finance-user-manuals-and-guides.html>
- <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/finance/credit-management.html>

Overview of Billing and Accounts Receivable

Billing Process Diagram

The diagram below shows the common business functions used in Billing and Accounts Receivable at the University of Auckland.

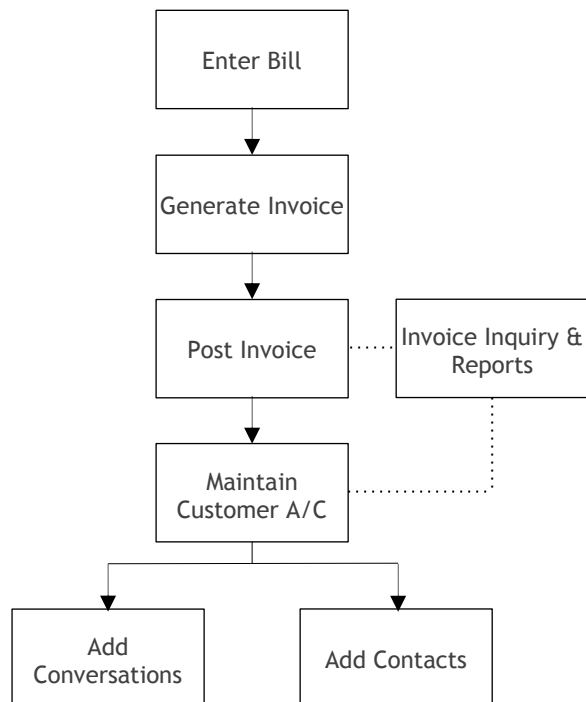


Billing

Invoice Processing Flow

The Invoice Processing flow starts with the input of Bills where customer information and invoice line details are added. A Bill can be printed only after it has been finalised. Once the invoice is generated the transaction is posted overnight to the General Ledger and the Accounts Receivable Ledger.

Customer accounts and transactions can be reviewed and maintained using Inquiries, Reports and Conversations.



Billing

Maintain Bills

Enter Bills

An invoice consists of a Bill Header, Bill Lines and Accounting Distribution lines. Header and Line Notes can be added to the invoice if required. A Bill is created with a status of NEW, and must be changed to Ready (RDY) before the invoice can be generated - finalised and printed. A Bill can only be raised in a foreign currency to a specified customer account. Currencies default according to the customers selected. There are a couple of ways to Enter Bills:

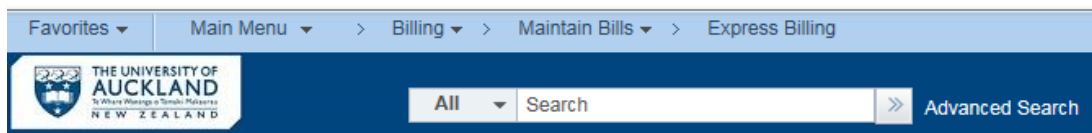
- Express Billing
- Copy Bills

Express Bills

To Enter a Bill using Express Billing, follow the steps below.

Steps:

1. From the Left Hand Navigation column click **Billing**.
2. Click **Maintain Bills**.
3. Click **Express Billing**.
4. Click the **Add A New Value** tab. The **Express Bill Entry** Page will appear.



The screenshot shows the top navigation bar of the system. It includes a 'Favorites' dropdown, a 'Main Menu' dropdown, and a breadcrumb trail: 'Billing > Maintain Bills > Express Billing'. Below the navigation bar is a dark blue header area containing the University of Auckland logo, a search bar with a dropdown set to 'All', and an 'Advanced Search' link.

Express Bill Entry



The screenshot shows the 'Express Bill Entry' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs are several input fields with search icons: 'Business Unit' (containing 'FS'), 'Invoice' (containing 'NEXT'), 'Bill Type Identifier', 'Bill Source', 'Customer', and 'Accounting Date' (with a calendar icon). At the bottom left of the form is an 'Add' button.

[Find an Existing Value](#) | [Add a New Value](#)

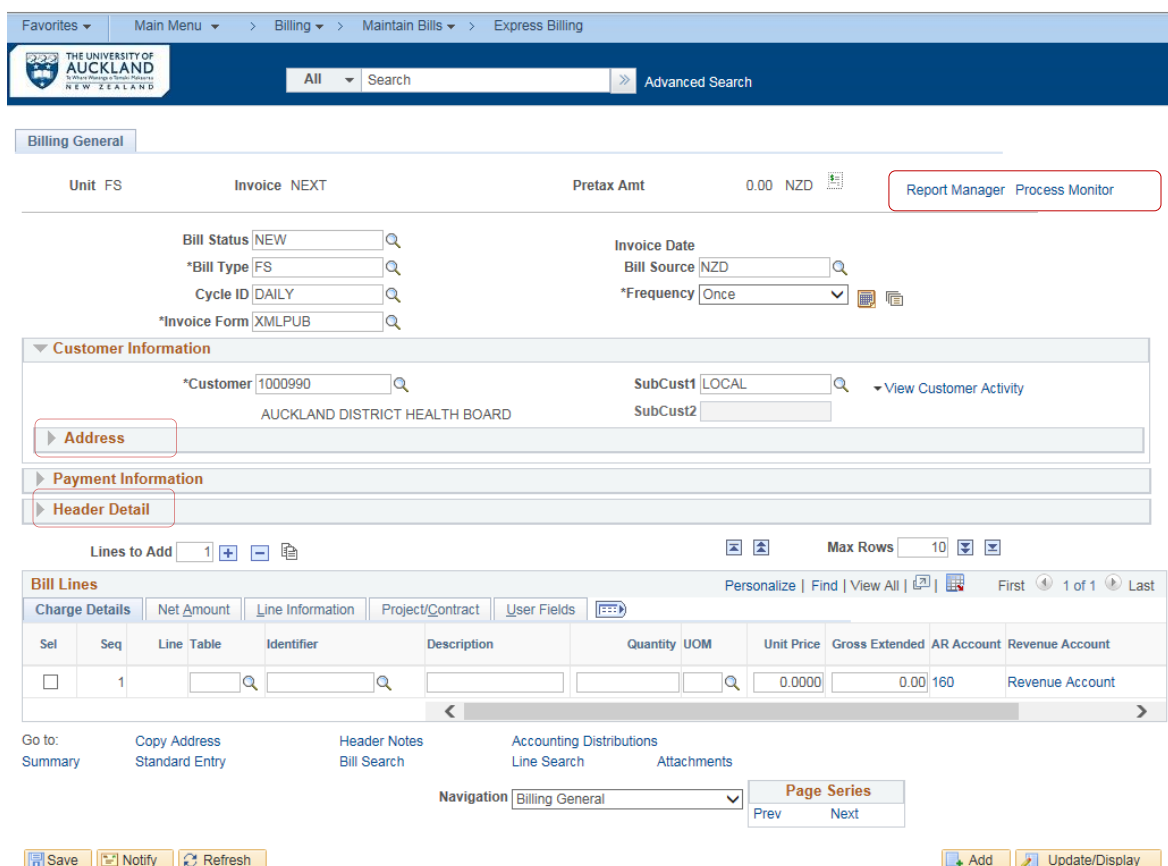
5. Select a **Business Unit** using the **Lookup** icon.

Note: Users will have a default Business Unit from their security setup.

6. Fill in the **Bill Type**, **Customer ID** and **Accounting Date**.

Note: These can also be filled in in the next page as detailed in the following steps.

7. Click **Add**. The **Billing General** page will appear. The default status of the Bill is **NEW**, and the next Invoice Number is yet to be allocated.



Unit FS Invoice NEXT Pretax Amt 0.00 NZD Report Manager Process Monitor

Bill Status NEW *Bill Type FS Cycle ID DAILY *Invoice Form XMLPUB Invoice Date Bill Source NZD *Frequency Once

Customer Information *Customer 1000990 SubCust1 LOCAL SubCust2 View Customer Activity

Address

Payment Information

Header Detail

Lines to Add 1 Max Rows 10

Charge Details	Net Amount	Line Information	Project/Contract	User Fields
Sel	Seq	Line	Table	Identifier
	1			

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

Navigation Billing General Page Series Prev Next

Save Notify Refresh Add Update/Display

8. Leave the status as 'NEW'.

Note: If you want to work on the invoice for longer than a day, select status **HOLD** by using the search icon and select 'HLD'.

9. Using the lookup icon, select the appropriate **Bill Type** for your Faculty or Department in the corresponding field if you have not entered in the front page.

10. Enter a **Customer ID** or search by using the **Lookup** icon if you have not entered in the front page. The customers default payment settings will populate the remaining mandatory fields.

11. Using the **Lookup** icon, select the appropriate **Bill Source**.

Note: The Billing Source codes denotes the currency we expect to receive the invoice payment in. The Billing Source code will set the Remit To Bank details on the Bill. The general rules applied to Bill Source Codes are as follows:

- If the Bill currency is NZD the Bill Source is set to NZD then the bank details shown on the Payment Information section of the Bill will be as follows:

- o Remit To: ANZ
- o Bank Account: NZD

- If the Bill currency is AUD the Bill Source is set to AUD then the bank details shown on the Payment Information section of the Bill will be as follows:
 - o Remit To: ANZFX
 - o Bank Account: AUD
- If the Bill currency is EUR the Bill Source is set to EUR then the bank details shown on the Payment Information section of the Bill will be as follows:
 - o Remit To: ANZFX
 - o Bank Account: EUR
- If the Bill currency is GBP the Bill Source is set to GBP then the bank details shown on the Payment Information section of the Bill will be as follows:
 - o Remit To: ANZFX
 - o Bank Account: GBP
- If the Bill currency is USD the Bill Source is set to USD then the bank details shown on the Payment Information section of the Bill will be as follows:
 - o Remit To: ANZFX
 - o Bank Account: USD
- If the Bill currency is another foreign currency where we don't hold a bank account then the Bill Source is set to NZD then the bank details shown on the Payment Information section of the Bill will be as follows:
 - o Remit To: ANZ
 - o Bank Account: NZD

Below is a page showing the relevant codes for a NZD invoice:

Navigation: Favorites > Main Menu > Billing > Maintain Bills > Express Billing

Search: All Search Advanced Search

Billing General

Unit FS Invoice NEXT Pretax Amt 0.00 NZD Report Manager Process Monitor

Bill Status NEW
 *Bill Type FS
 Cycle ID DAILY
 *Invoice Form XMLPUB

Invoice Date
 Bill Source NZD
 *Frequency Once

Customer Information

*Customer 1000990 SubCust1 LOCAL View Customer Activity
 AUCKLAND DISTRICT HEALTH BOARD SubCust2

Payment Information

Pay Terms 20TH
 Remit To ANZ
 Paid Reference
 Paid Amount 0.00
 Letter of Credit ID

Pay Method Check
 Bank Account NZD
 Prepayment Lookup
 Fwd Balance 0.00
 Letter of Credit Document ID

Header Detail

Accounting Date 30/07/2018 Hold Until Date 30/07/2018
 From Date To Date
 Sales Person FS Bill Inquiry Phone
 Credit Analyst UOFAK Collector AR
 *Billing Specialist FS003 Billing Authority
 Jane Cadellis
 Entry Type Entry Reason
 *PO Ref Accrue Unbilled
 System Source VAT Information

Below is a page showing the relevant codes for an AUD invoice:

Navigation: Favorites > Main Menu > Billing > Maintain Bills > Express Billing

Search: All Search Advanced Search

Billing General

Unit FS Invoice NEXT Pretax Amt 0.00 NZD Report Manager Process Monitor

Bill Status NEW
 *Bill Type FS
 Cycle ID DAILY
 *Invoice Form XMLPUB

Invoice Date 30/07/2018
 Bill Source AUD
 *Frequency Once

Customer Information

*Customer 1275943 SubCust1 OVERSEAS View Customer Activity
 UNIVERSITY OF SOUTHERN QUEENSLAND SubCust2

Payment Information

Pay Terms 20TH
 Remit To ANZFX
 Paid Reference
 Paid Amount 0.00
 Letter of Credit ID

Pay Method Check
 Bank Account AUD
 Prepayment Lookup
 Fwd Balance 0.00
 Letter of Credit Document ID

Header Detail

Accounting Date 30/07/2018 Hold Until Date 30/07/2018
 From Date To Date
 Sales Person FS Bill Inquiry Phone
 Credit Analyst UOFAK Collector AR
 *Billing Specialist FS003 Billing Authority
 Jane Cadellis
 Entry Type Entry Reason
 *PO Ref Accrue Unbilled
 System Source VAT Information

- Click the **Address** expand section to check customer details to ensure the correct Customer has been selected.

Note: Only use 7 digit numbers. Use **Customer Maintenance Form FS-11** to request new customer being setup. Form is located on Financial Services' webpage.

Note: Contact Names can be updated on Invoices. The primary contact will always default to the Express Bill page if available. To enter a new contact name, blank out the '**Attention To**' field, a message will display, click **OK** and the '**Contact Name**' field will then be updateable. See relevant screen prints below:

THE UNIVERSITY OF AUCKLAND By Whare Kaitiaki o Te Upoko o Te Motu											
All		Search		Advanced Search							
Billing General											
Unit FS		Invoice NEXT		Pretax Amt		0.00 NZD		Report Manager		Process Monitor	
Bill Status NEW				Invoice Date 30/07/2018							
*Bill Type FS				Bill Source NZD							
Cycle ID DAILY				*Frequency Once							
*Invoice Form XMLPUB											
Customer Information											
*Customer 1000990				SubCust1 LOCAL				View Customer Activity			
AUCKLAND DISTRICT HEALTH BOARD				SubCust2							
Address											
Attention To 6				Contact Name Theresa Mackenzie							
*Location 3				Number of Copies 1							
Language Code ENG				*Invoice Media Print Copy							
Email Address theresamackenzie@xtra.co.nz											
Country NZL New Zealand											
Address 1 2 Park Road											
Address 2 Grafton											
Address 3											
Address 4											
City Auckland											
				Postal 1023							
Payment Information											
Header Detail											
Lines to Add 1				Max Rows 10							
Bill Lines											
Personalize Find View All First 1 of 1 Last											
Charge Details Net Amount Line Information Project/Contract User Fields											
Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
☐	1							0.0000	0.00	160	Revenue Account
Navigation Billing General Page Series Prev Next											

▼ Address

Attention To

*Location

Language Code

ENG

Email Address

theresamackenzie@xtra.co.nz

Country

NZL New Zealand

Address 1

2 Park Road

Address 2

Grafton

Address 3

Address 4

City

Auckland

Contact Name

Theresa Mackenzie

Number of Copies

1

*Invoice Media

Print Copy

Postal

1023

Message

Changing this field may change auto defaults based on Contact. Do you still want to change? (12500,374)

OK

Cancel

▼ Address

Attention To

*Location

Language Code ENG

Email Address

Country NZL New Zealand

Address 1 2 Park Road

Address 2 Grafton

Address 3

Address 4

City Auckland

Contact Name Theresa Mackenzie

Number of Copies 1

*Invoice Media Print Copy

Postal 1023

- The Contact name can then be changed to a new value which will print on the invoice, see relevant pages below:

▼ Address

Attention To

*Location

Language Code ENG

Email Address

Country NZL New Zealand

Address 1 2 Park Road

Address 2 Grafton

Address 3

Address 4

City Auckland

Contact Name John Smith

Number of Copies 1

*Invoice Media Print Copy

Postal 1023

- The contact name entered will now print on the invoice, see below:

AUCKLAND DISTRICT HEALTH BOARD
2 Park Road
Grafton
Auckland 1023
NEW ZEALAND

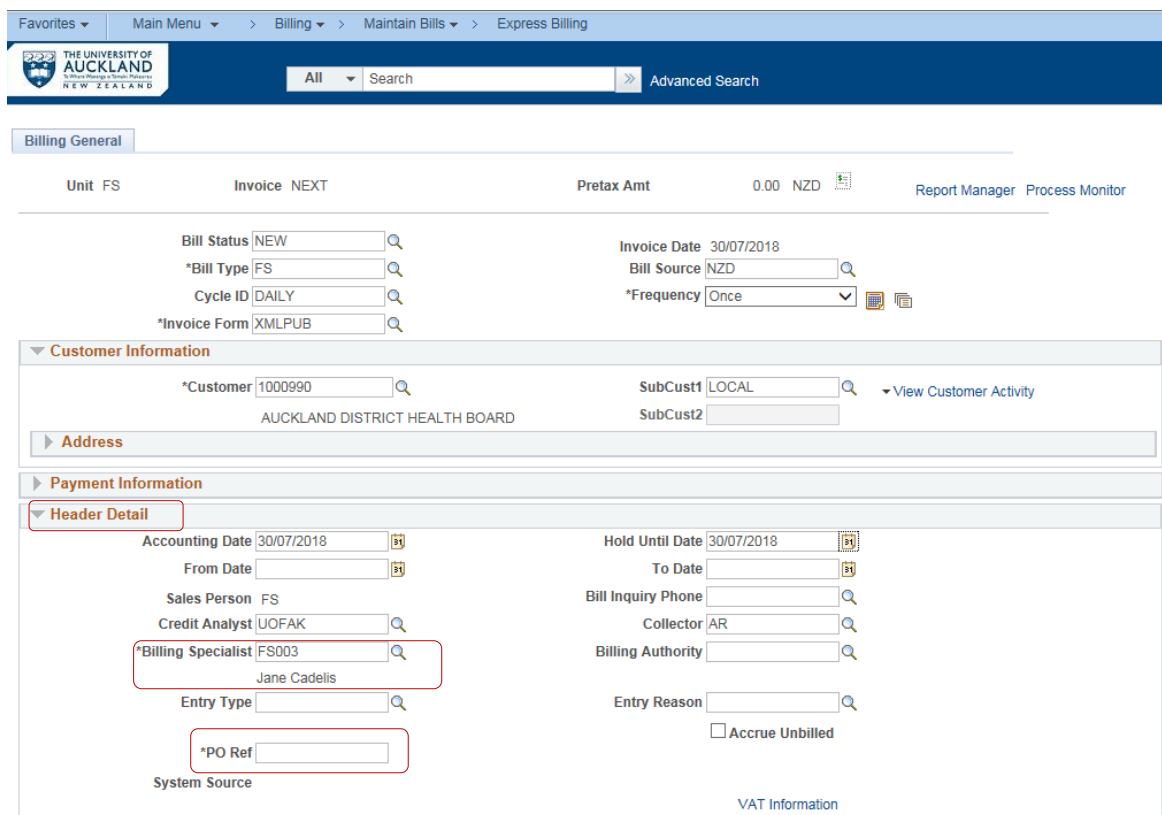
Client Contact:

John Smith

Note: See Appendix A for a full list of Billing Header Info page descriptions.

- Click the **Header Detail** expand section, the **Header Detail** page will appear.
- Enter the **Accounting Date** if you have not entered in the front page.
- Enter **Billing Specialist**.

Note: The Billing Specialist code is mandatory on all invoices. This code holds the name of the person entering the Bill and holds additional details such as email address and telephone number which will print on the Invoice. Any new request for Billing Specialist codes to be setup can be channelled to the PeopleSoft SAS support team in the future. Below is the Billing Specialist code.



Navigation: Favorites > Main Menu > Billing > Maintain Bills > Express Billing

Search: All Search Advanced Search

Billing General

Unit FS Invoice NEXT Pretax Amt 0.00 NZD Report Manager Process Monitor

Bill Status NEW Invoice Date 30/07/2018
 *Bill Type FS Bill Source NZD
 Cycle ID DAILY *Frequency Once
 *Invoice Form XMLPUB

Customer Information

*Customer 1000990 SubCust1 LOCAL View Customer Activity
 AUCKLAND DISTRICT HEALTH BOARD SubCust2

Address

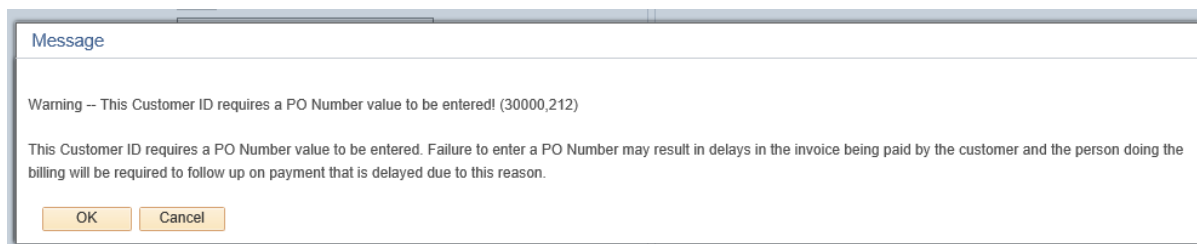
Payment Information

Header Detail

Accounting Date 30/07/2018 Hold Until Date 30/07/2018
 From Date To Date
 Sales Person FS Bill Inquiry Phone
 Credit Analyst UOFAK Collector AR
 *Billing Specialist FS003 Jane Cadellis Billing Authority
 Entry Type Entry Reason
 *PO Ref Accrue Unbilled
 System Source VAT Information

16. Enter the PO reference in **PO Ref**.

Note: Customer records can be setup to require a Purchase Order. In this case, if a Purchase Order number isn't entered, a warning message will be displayed asking for a Purchase Order Number to be entered before the invoice is finalised and printed. See warning message below:



Message

Warning -- This Customer ID requires a PO Number value to be entered! (30000,212)

This Customer ID requires a PO Number value to be entered. Failure to enter a PO Number may result in delays in the invoice being paid by the customer and the person doing the billing will be required to follow up on payment that is delayed due to this reason.

OK Cancel

Note: Not adding a Purchase Order Number on the invoice will not stop it from being processed. The Purchase Order number field should be entered in the PO Ref field in the Header Detail section of the Express Bill page.

17. Collapse the **Header Details** section.

18. In **Bill Lines** section, use the search icon to select **ID** in the **Table** field.

Navigation: Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Express Billing

THE UNIVERSITY OF AUCKLAND Te Whare Wānanga o Tāmaki Makaurau NEW ZEALAND

All ▾ Search >> Advanced Search

Billing General

Unit FS Invoice NEXT Pretax Amt 1,000.00 NZD Report Manager Process Monitor

Bill Status NEW Invoice Date 30/07/2018
 *Bill Type FS Bill Source NZD
 Cycle ID DAILY *Frequency Once
 *Invoice Form XMLPUB

Customer Information

*Customer 1000990 SubCust1 LOCAL View Customer Activity
 AUCKLAND DISTRICT HEALTH BOARD SubCust2

Address

Payment Information

Header Detail

Lines to Add 1 Max Rows 10

Bill Lines Personalize Find View All First 1 of 1 Last

Charge Details	Net Amount	Line Information	Project/Contract	User Fields					
Sel	Seq	Line Table	Identifier	Description	Quantity UOM	Unit Price	Gross Extended	AR Account	Revenue Account
☐	1	ID	GST	Test Transaction	1.0000 EA	1,000.0000	1,000.00	160	Revenue Account

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

Navigation Billing General Page Series Prev Next

Save Notify Refresh Add Update/Display

Note: See Appendix A for a full list of the Bill Lines page field descriptions.

19. Use the **Lookup** icon to select the appropriate tax **Identifier** (GST or ZEROGST).
20. Enter a description of the bill line into the **Description** field. This will print on the invoice.
21. Enter the **Quantity** into the corresponding field.
22. The **UOM** defaults to EA (each). Override this if required.
23. Enter the dollar value per unit into the **Unit Price** field.

24. Press **Enter**. The **Gross Extended** field will calculate the value of the Goods or Services automatically.

Note: The GST will not be calculated and shown in the **Gross Extended** field until the finalisation process is run. If you want to check the tax information before finalisation see [Summary](#) hyperlink at the bottom. You need to save the bill before you can access the [Summary](#) hyperlink.

25. To add another blank line to the Bill, enter a number in the **Lines to Add** box and Click the **+** icon. Complete the required fields in the new lines as above.
26. To copy Bill Lines tick the selected line to copy under **Sel**. Enter a number in the **Lines to Add** box and click the **Bill Line Copy Down** icon. The new bill lines will be copied with identical field values. Change the values in the new bill lines as appropriate.

Navigation: Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Express Billing

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

All ▾ Search >> Advanced Search

Billing General | Accounting Distributions

Unit FS Bill To 1000990 Pretax Amt 1,000.00 NZD
Invoice NEXT AUCKLAND DISTRICT HEALTH BOARD Max Rows 10

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Net Extended 1,000.00
Identifier GST Description Test Transaction

Revenue Distribution

BI Creates GL Acct Entries

Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

Account	Dept	Product	Project	Percentage	Amount	Statistic Amount
651	8501			100.00	1000.00	
Percent	100.00	Amount	1,000.00	Gross Extended	1,000.00	

Deferred Revenue Distribution

Unbilled AR Distribution

Go to: Tax Accounting Distributions Discount/Surcharge Notes
Summary Standard Entry
Bill Search Line Search Navigation Accounting - Distributions

Page Series
Prev Next

Save Notify Refresh Add Update/Display

Billing General | Accounting Distributions

Note: If a line is copied after Accounting Distributions have been allocated, the Bill Line and the Accounting Distributions will be copied.

27. Click the [Accounting Distribution](#) hyperlink, the Accounting Distribution page will appear.

28. Enter the **Account** and **Dept** codes into the corresponding fields.

Note: There are few ways of accessing Accounting Distribution page. You can also access it by clicking [Revenue Account](#) hyperlink in Bill Lines or by clicking [Next](#) in the **Page Series** at the right bottom corner as well as choosing from the drop down **Navigation** menu.

29. If required enter **Product** and **Project** codes into the corresponding fields.

30. Click the **Refresh** icon. The **Amount** fields will default from the bill line details previously entered.

31. If required, add multiple **Accounting Distribution Lines** for the Bill line by clicking the + icon in the **Bill Line Distribution** panel.

32. If you want to split the cost between accounts or departments, enter a **Percentage** into the corresponding field for each line.

33. Click the **Refresh** icon, the **Amount** fields will recalculate based on the percentage entered. The total of all lines should equal 100%.

34. Click [Next](#) from the **Page Series** icon. The **Header Notes/Line Notes** page tab will appear. If you need to enter any header or line specific notes, they are entered on this page in the **Note Text** box. This tab can also be accessed by clicking the [Header Notes](#) hyperlink or selecting **Header-Note** option from **Navigation** drop down menu.

Note: Header Notes appear on the top of the invoice and Line Notes appear on the bottom of each line.

35. Go back to **Billing General** Page to change the status from New to Ready 'RDY' and click **Save**. The next invoice number is allocated and appears on the Header.

36. Click the [Summary](#) hyperlink at the bottom of the page. The **Bill Summary Info** page will appear.

37. Click on **Calculate Taxes** tab. The GST portion of the bill will appear in the **Total VAT Amount** field. Make sure the GST amount is correct for the bill.

Navigation: Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Express Billing ▾ > Bill Summary

THE UNIVERSITY OF AUCKLAND Te Whare Wānanga o Tāmaki Makaurau NEW ZEALAND

All ▾ Search >> Advanced Search

Bill Summary Info Bill Summary Info 2

Unit	FS	Invoice	FS100020	Invoice Date	30/07/2018
Gross Extended Amount			1,000.00	Customer	1000990 AUCKLAND DISTRICT HEALTH BOARD
Total Discounts			0.00	Invoice Type	Regular
Total Surcharges			0.00	Bill Type	FS Finance Services
Net Extended Amount			1,000.00	Bill Source	NZD NZD
Total VAT Amount			150.00	Bill Status	NEW
Total Taxes			0.00	Template	No
Total Invoice Amount			1,150.00	Consol Hdr	No
Forward Bal			0.00	Bill By ID	
Paid Amount			0.00	Invoice Media	Print Copy
Total Due			1,150.00 NZD	Due Date	

Calculate Taxes

Go to: Header Info 1 Address Copy Address Notes
[Bill Search](#) [Line Search](#)

[Save](#) [Return to Search](#) [Notify](#)

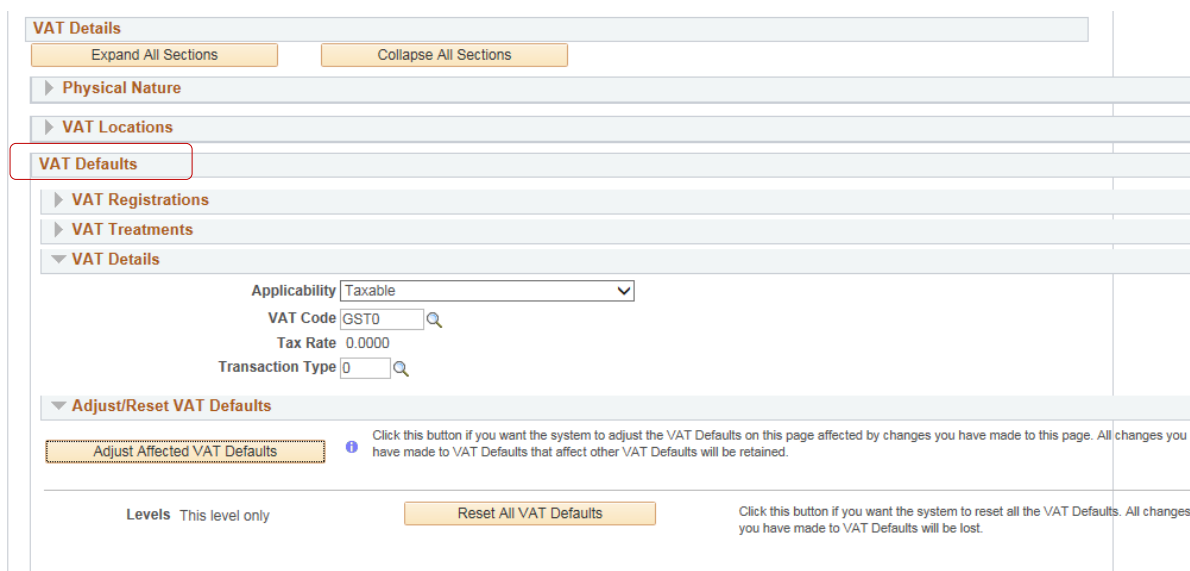
[Bill Summary Info](#) | [Bill Summary Info 2](#)

38. Click **Save**. Click **Express Billing** Tab to go back to the bill. The invoice can be finalised and printed. See Generate Invoices section.

Note: All foreign customers are defaulted to NO GST. If GST needs to be charged on an invoice for a foreign customer, complete the additional steps below to ensure GST is correct; otherwise save as per step 38.

Additional GST Steps:

1. From the **Navigation** drop down menu, select Line-VAT.
2. Click on **VAT Details** to expand the section.
3. In the section of **VAT Details**, use the **Lookup** icon in the **VAT Code** field to select GST and in the **Transaction Type** field to select GST.
4. Click the **Adjust Affected VAT Defaults** tab and **Save**.



VAT Details

Expand All Sections Collapse All Sections

► Physical Nature

► VAT Locations

VAT Defaults

► VAT Registrations

► VAT Treatments

▼ VAT Details

Applicability Taxable

VAT Code GST0

Tax Rate 0.0000

Transaction Type 0

▼ Adjust/Reset VAT Defaults

Adjust Affected VAT Defaults

Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.

Levels This level only

Reset All VAT Defaults

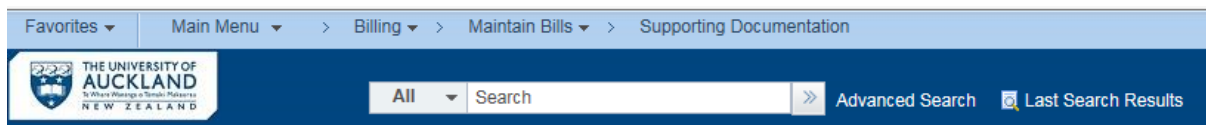
Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.

5. Go back to **Billing General** Page to change the status from New to Ready '**RDY**'.
6. Click **Save**. The next invoice number is allocated and appears on the Header. The invoice can be finalised and printed. See the Generate Invoices section.

Adding an attachment to a bill/Supporting Documentation Steps:

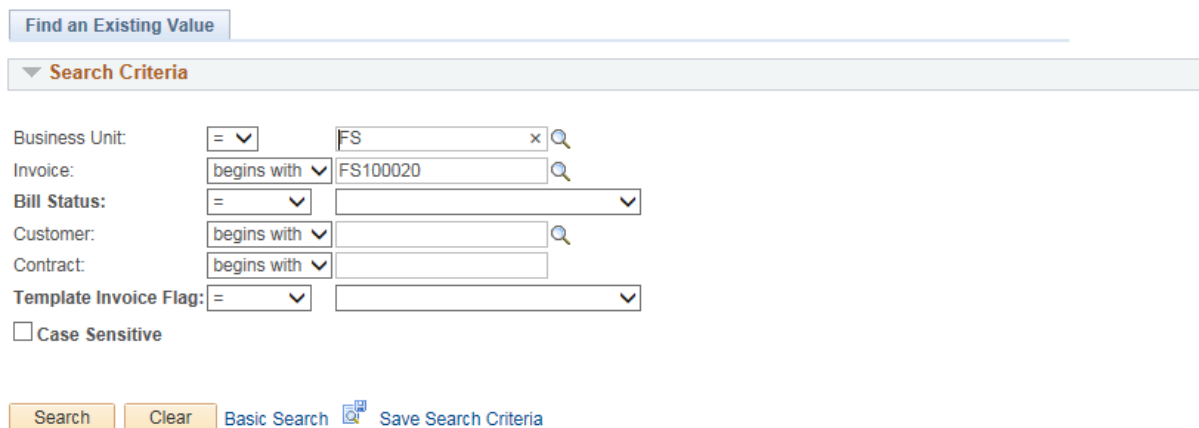
1. Click the [Attachments](#) hyperlink at the bottom of the billing general tab. Header Documentation page will appear.
2. Click **upload**. A **File Attachment** window will appear.
3. Select a document you want to attach to the bill by clicking **Browse** and upload the document.
4. Enter a **document description** and click **Save**. You can view the attached document by clicking **View** button.
5. Select **Express Billing** Tab to go back to the Bill page.

Note: If you would like to view the attached documents in the future, access **Billing/Maintain Bills/Supporting Documentation**. Enter **Business unit** and **Invoice number**. Click **search**.

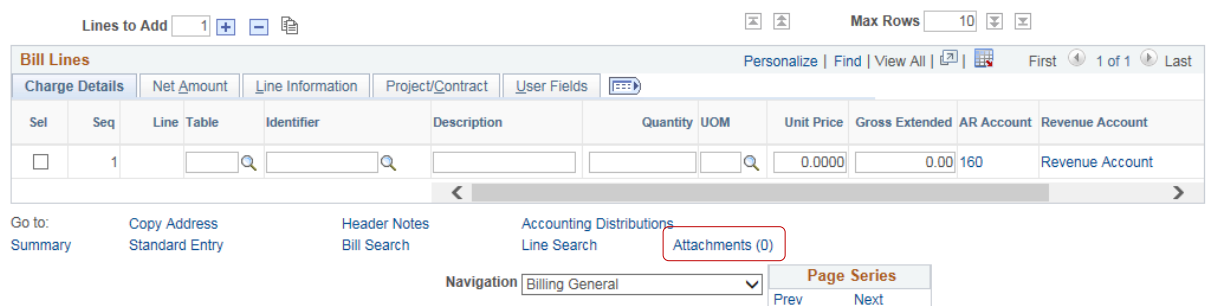


Supporting Documentation

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



Note: Attachments to Bills have a number showing on the page against the Attachments hyperlink to denote the number of documents attached to a Bill.

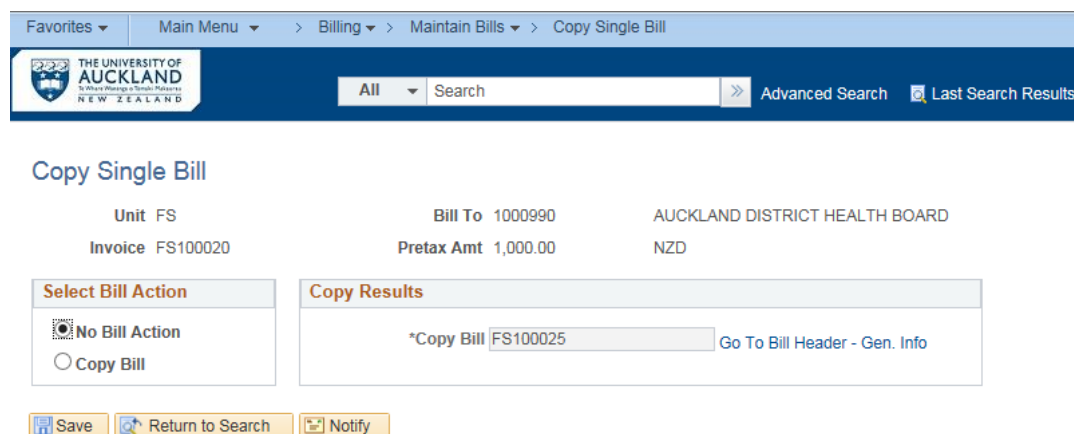


Copy Bills

To improve efficiency in creating bills, you can copy a similar existing bill and alter it.

Steps:

1. Access **Billing>Maintain Bills>Copy Single Bill**. The **Copy Single Bill** page will appear.
2. Use the **Lookup** icons to select a **Business Unit** and an existing **Invoice ID** to copy.
3. Click **Search**. If more than one match is listed, click the hyperlink of the invoice you wish to copy.
4. In the **Select Bill Action** panel, select the **Copy Bill** radio button.
5. Click **Save**. The Bill number for the new Bill will be displayed in the **Copy Bill** field.



The screenshot shows the 'Copy Single Bill' page. At the top is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Billing > Maintain Bills > Copy Single Bill'. Below this is a search bar with a dropdown menu set to 'All', a search input field, and buttons for 'Advanced Search' and 'Last Search Results'. The main content area is titled 'Copy Single Bill' and displays the following information:

Unit FS	Bill To 1000990	AUCKLAND DISTRICT HEALTH BOARD
Invoice FS100020	Pretax Amt 1,000.00	NZD

Below the information are two panels. The 'Select Bill Action' panel on the left contains two radio buttons: 'No Bill Action' (selected) and 'Copy Bill'. The 'Copy Results' panel on the right shows '*Copy Bill FS100025' and a hyperlink 'Go To Bill Header - Gen. Info'. At the bottom are three buttons: 'Save', 'Return to Search', and 'Notify'.

6. Click the [Go to Bill Header - Gen Info](#) hyperlink. The **Billing General** page will appear displaying the new bill in Status **NEW** with a blank invoice date.
7. Change the **Customer ID** if required. Click **OK** to confirm.
8. Go to **Header Detail** section to enter the **Accounting Date**.
9. Make any further required changes to the **Header and/or Lines** sections.
10. Go back to **Billing General** page to change the status to **RDY**.
11. Click **Save**. The invoice can be finalised and printed. See the **Generate Invoices** section.

Generate Invoices

Finalisation

The finalisation process changes the status of Bill(s) from RDY to INV and calculates the GST component. If errors in a bill are found after finalisation, a Credit Note must be raised. To finalise a single invoice or a batch of invoices follow the steps below:

Steps:

1. If not already in the Invoice you want to finalise, click **Billing>Maintain Bills>Express Billing**. Find an **Existing Value** page will appear. Use the **Lookup** icon to select a **Business Unit** and an existing.
2. Click **Search**.
3. Change the Bill Status to Ready 'RDY' if not already.
4. To run the invoice, click on the  icon on the bill page.

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Express Billing

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

All ▾ Search  Advanced Search

Billing General

Unit FS Invoice FS100020 Pretax Amt 1,000.00 NZD  Report Manager Process Monitor

Bill Status RDY 
 *Bill Type FS 
 Cycle ID DAILY 
 *Invoice Form XMLPUB 

Invoice Date 30/07/2018
 Bill Source NZD 
 *Frequency Once 

Customer Information

*Customer 1000990  SubCust1 LOCAL  [View Customer Activity](#)
 AUCKLAND DISTRICT HEALTH BOARD SubCust2 

Address

Payment Information

Header Detail

Accounting Date 30/07/2018  Hold Until Date 30/07/2018 
 From Date  To Date 
 Sales Person FS Bill Inquiry Phone 
 Credit Analyst UOFAK  Collector AR 
 *Billing Specialist FS003  Billing Authority 
 Jane Cadelis
 Entry Type  Entry Reason 
 PO Ref 123456789
 System Source  Accrue Unbilled
 VAT Information

Currency Information

Order Management

Lines to Add 1    Max Rows 10 

Bill Lines

Personalize | Find | View All |  First 1 of 1 Last

Charge Details	Net Amount	Line Information	Project/Contract	User Fields					
Sel	Seq	Line Table	Identifier	Description	Quantity UOM	Unit Price	Gross Extended	AR Account	Revenue Account
☐	1	ID	GST	Test Transaction	1.0000 EA	1,000.0000	1,000.00	160	651

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

Navigation Billing General  Page Series Prev Next

 Save  Return to Search  Notify  Refresh  Add  Update/Display

5. When you click on the  icon the following message appears:

Message

Invoicing initiated successfully. No further changes to this bill will be allowed during Bill Entry.

User has selected to invoice this bill. Once invoicing is initiated against a bill, you cannot perform any additional add or update action on the bill while still in Bill Entry.

OK

6. Click on the **OK** box.
7. Click the [Process Monitor](#) hyperlink.
8. A new window **Process List** will appear. A PeopleSoft Job called **UOABIJOB** is submitted.
9. Click **Refresh** button periodically until the **Run status** changes from **Queued** to **Success**.
10. Click on the **UOABIJOB** process and the following page displays:

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Express Billing](#) > [Process Monitor](#)


All Search
Advanced Search
Last Search Results

Process List [Server List](#)

View Process Request For

User ID
 Type Days

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List									
Personalize Find View All									
First	1-4 of 4	Last							
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	3510370		PSJob	UOABIJOB	LJES978	13/08/2018 11:51:36AM NZST	Success	Posted	Details

Process Detail

[Help](#)

Process Name UOABIJOB

Refresh

Main Job Instance 3509759

Left | Right

-  3509759 - UOABIJOB Success
-  3509760 - BIIVC000 Success
-  3509761 - BI_IVCEXT Success
-  3509762 - UOAPRNT01 Success

Return

11. Click on the **UOAPRNT01** process.

Process Detail



[Help](#)

Process

Instance 3509762 Type BI Publisher
Name UOAPRNT01 Description UOA XMLP - Invoice
Run Status Success Distribution Status Posted

Run

Run Control ID PSBIIIFS100020
Location Server
Server PSNT
Recurrence

Update Process

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Date/Time

Request Created On 03/08/2018 1:06:43PM NZST
Run Anytime After 03/08/2018 1:06:42PM NZST
Began Process At 03/08/2018 1:07:59PM NZST
Ended Process At 03/08/2018 1:08:12PM NZST

Actions

[Parameters](#) Transfer
[Message Log](#) View Locks
[Batch Timings](#)
[View Log/Trace](#)

OK

Cancel

12. Click on View Log/Trace option.

View Log/Trace



[Help](#)

Report

Report ID 4831850 Process Instance 3510373 [Message Log](#)
Name UOAPRNT01 Process Type XML Publisher
Run Status Success

UOA XMLP - Invoice

Distribution Details

Distribution Node UOA_TST Expiration Date 20/08/2018

File List

Name	File Size (bytes)	Datetime Created
AE_UOAPRNT01_3510373.log	408	13/08/2018 11:52:59.541912AM NZST
AE_UOAPRNT01_3510373.trc	3,875	13/08/2018 11:52:59.541912AM NZST
UOA_XMLP_INV.pdf	22,931	13/08/2018 11:52:59.541912AM NZST

Distribute To

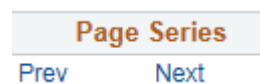
Distribution ID Type	*Distribution ID
User	LJES978

Return

13. Select UOA_XMLP_INV.pdf option to view the Tax Invoice and Print.

Note: The finalise and print process can be run together and submitted via an icon on the bill page.

Note: You can use the **Page Series** buttons displaying on the bottom right hand of the Billing pages to move through the different Billing pages. See the Prev and Next buttons shown below:



Invoice Reprints

The following steps are to be followed for re-printing of invoices.

Option 1

Steps:

1. Access **Billing>Locate Bills>Bills Invoiced**.
2. Enter **Customer ID** number and click **Search**.
3. Select the item you wish to re-print.
4. Click on the  button and a new window page, **Invoice Reprint Overrides** will display.

Favorites

Main Menu

Billing

Locate Bills

Bills Invoiced



All

Search

Advanced Search

Last Search Results

Bills Invoiced

*Unit FS

*Currency Option Transaction Currency

*Bill To Customer

*ID 1000990

Search

1 To 19 Of 19

12,133.65 / 12,133.65

Bill Search Results

Personalize

Find

View All

First

1-9 of 19

Last

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
☐	FS	INV	NZD	FS100031	N	30/07/2018	1,150.00 NZD		LJES978
☐	FS	INV	NZD	FS100026	N	06/08/2018	3,105.00 NZD		LJES978
☒	FS	INV	NZD	FS100025	N	03/08/2018	3,335.00 NZD		LJES978
☐	FS	INV	NZD	FS100024	N	03/08/2018	1,150.00 NZD		LJES978
☐	FS	INV	NZD	FS100023	N	03/08/2018	1,150.00 NZD		LJES978
☐	FS	INV	NZD	FS100021	N	31/05/2018	115.00 NZD		LJES978
☐	FS	INV	NZD	FS100020	N	30/07/2018	1,150.00 NZD		LJES978
☐	FS	INV	NZD	FS100018	N	21/05/2018	748.65 NZD		JCAD006
☐	FS	INV	NZD	FS100016	N	30/05/2018	57.50 NZD		LFAN028

Summary

Header Info 1

Address

Copy Address

Header Notes

Line Info 1

Tax

Accounting

Discount/Surcharge

Line Notes

Line Search

Notify

Refresh

Invoice Reprint Overrides



[Help](#)

Custom Label

Print Invoice Sort By ▼

Server Name 🔍

Output Destination

☒ Web
 ☐ File
 ☐ Printer

*Output Destination

Note: The output destination must always be set to Web.

5. Select **Output Destination** to Web and then click **OK** button. A process called 'UOABIJB2' is run.
6. Access the bill within the Process Monitor: **People Tools>Process Scheduler>Process Monitor**. Click on the process name of UOABIJB2 and follow the Generate Invoice steps 7 to 13.

Favorites ▾ Main Menu ▾ > PeopleTools ▾ > Process Scheduler ▾ > Process Monitor


 Search

Process List

View Process Request For

User ID 🔍 Type Last 1 Days

Server Name 🔍 Instance to

Run Status Distribution Status ☒ Save On Refresh

Process List								Personalize Find View All		First	1-4 of 4	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
☐	3510370		PSJob	UOABIJB2	LJES978	13/08/2018 11:51:36AM NZST	Success	Posted	Details			

Option 2

Steps:

1. Access **Billing>Generate Invoices>Non-Consolidated>Reprint Invoices**. The **Invoice Register Run Control** page will appear.
2. Click **Add A New Value**.
3. In the **Run Control** field, type PRINTINV.
4. Click **Add**. The **Reprint Invoice** page will appear.
5. Select a **Business Unit** and **Invoice Number** using the **Lookup** icon.

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Generate Invoices](#) > [Non-Consolidated](#) > [Reprint Invoices](#)


 [Advanced Search](#) [Last Search Results](#)

[Reprint Invoices](#) | [Print Options](#)

Run Control ID 5 [Report Manager](#) [Process Monitor](#) [Run](#)

Language ☒ Specified Language ☐ Recipient's Language

Selection Parameters [Find](#) | [View All](#) First 1 of 1 Last

Seq Nbr 1

☐ Include Attached Bills
☐ Include Open Items Only

Range Selection

☐ All ☒ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☐ Bill Source
☐ Public Voucher Number

From Business Unit
 To Business Unit
 From Invoice
 To Invoice
 From Due Date
 To Due Date
 From Invoice Date
 To Invoice Date

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

[Reprint Invoices](#) | [Print Options](#)

6. Click Run. The Process Scheduler Request page will appear. A process called UOABIJB2 is run.

Process Scheduler Request [Help](#)

User ID LJES978 Run Control ID PRINTINV

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
☒	UOA Print XMLP Invoice	UOABIJB2	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

7. Use the **Server Name** drop down box to select PSNT2.
8. Place a checkmark beside the report you wish to print.
9. Click OK.
10. The **Process Instance Number** will be displayed under the **Run** button.
11. Click the [Process Monitor](#) hyperlink. Follow the Generate Invoice steps 7 to 13.

Option 3

Steps:

1. Access Main Menu>Accounts Receivable>Customer Accounts>Customer Information>Account Overview.
2. Select the Unit as 'UOA' which is the AR Business Unit and enter a valid Customer ID. Click Search.
3. Click the Profile tab, then click [Item List](#) hyperlink. Customer Item Inquiry page will appear.
4. Select the Item you wish to reprint and select the 'Reprint Invoices' option as the Item Action. Then click on the GO button. The Invoice Reprint Overrides page will appears.
5. Ensure the Output Destination says Web then click on the OK button. A process called UOABIJB2 is run.

Customer Item Inquiry Help

Item List Advanced Search

SetID UOFAK Unit UOA Customer 1000990 AUCKLAND DISTRICT HEALTH BOARD *Level No Relationship

SubCustID

*Status Open Search Advanced Search

Add Conversation View/Update Conversations Account Overview

Row Selection Range GO Select All Deselect All

Item Action Reprint Invoices GO

Item List Personalize | Find | View All | 123 | First 1-8 of 50 Last

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	☐	CE100006			1 UOA	1000990	Open	20TH	INV	SALES	20/05/2018	86	23,080.45 NZD	
2	☐	CS100005			1 UOA	1000990	Open	20TH	INV	SALES	20/05/2018	86	2,190.68 NZD	
3	☐	MA0000001827			1 UOA	1000990	Open	20TH	INV	SALES	20/04/2018	116	20,146.74 NZD	
4	☐	MA100001			1 UOA	1000990	Open	20TH	INV	SALES	20/04/2018	116	20,990.38 NZD	
5	☐	MA100040			1 UOA	1000990	Open	20TH	INV	SALES	20/05/2018	86	1,053.44 NZD	
6	☒	MC0000006314			1 UOA	1000990	Open	20TH	INV	SALES	20/02/2018	175	19,390.24 NZD	
7	☐	MC0000006354			1 UOA	1000990	Open	20TH	INV	SALES	20/03/2018	147	38,874.09 NZD	
8	☐	MC0000006357			1 UOA	1000990	Open	20TH	INV	SALES	20/03/2018	147	19,390.24 NZD	

Search Result Totals

	Debits	50	Debit Amount	1,333,295.70	Currency	NZD
	Credits		Credit Amount		Currency <td>NZD</td>	NZD
	Total	50	Total Amount	1,333,295.70	Currency <td>NZD</td>	NZD
	Selected				Currency <td></td>	

Cancel Refresh

Item List | Advanced Search

Invoice Reprint Overrides

Help

Custom Label Duplicate

Print Invoice Sort By Customer, Invoice

Server Name

Output Destination

☒ Web ☐ File ☐ Printer

*Output Destination

OK Cancel Refresh

Note: Reprinted Invoices/Credit Notes will have the wording 'REPRINT' printed on the document. See example below:



The University of Auckland

Revenue Collections
Private Bag 92019
Victoria Street West
Auckland 1142
NEW ZEALAND

Website: www.auckland.ac.nz
GST Number: 10-010-381

TAX INVOICE REPRINT

AUCKLAND DISTRICT HEALTH BOARD
2 Park Road
Grafton
Auckland 1023
NEW ZEALAND

Invoice No: SA100039
Invoice Date: 21/03/2018
PO Ref:
Page No: 1
Customer No: 1000990
Billing Contact: Lisa Solanki
Email Address: l.solanki@auckland.ac.nz
Telephone: 09 923 2925

Client Contact: Theresa Mackenzie

Line	Bill Line Description	Qty	UOM	Unit Cost	Net Amount	GST Amount	Total Amount
Header Note Details - aaaaaaaaaaaaaaaaaaaaaaaaaa							
1	Consultancy Fee	1	EA	1,000.00	1,000.00	150.00	1,150.00
Header Note Details - aaaaaaaaaaaaaaaaaaaaaaaaaa							
Payment Due Date: 20/04/2018				Total	NZD	\$1,000.00	\$150.00
							\$1,150.00

Terms: Unless otherwise stated in your contract, payment is due 20th of the following month after invoice date.

Please remit payments directly to our bank account quoting your payment details shown below:

Particulars (Invoice No)	Code (Customer Name)	Reference (Customer ID)
S A 1 0 0 0 3 9	A U C K L A N D D I S	1 0 0 0 9 9 0
Beneficiary Name: The University of Auckland	Bank Name: ANZ Bank New Zealand Limited	Swift Code: ANZBNZ22
Bank Address: Cnr Queen and Victoria Streets	Account Number: 01-1839-0818777-00	
Auckland 1142		
New Zealand		

Please email remittance advice to : revenue-collect@auckland.ac.nz

Payments by credit card can be made by calling +64 9 923-9475. These payments will incur a 1.8% merchant service charge fee.

AMOUNT DUE: \$1,150.00 NZD

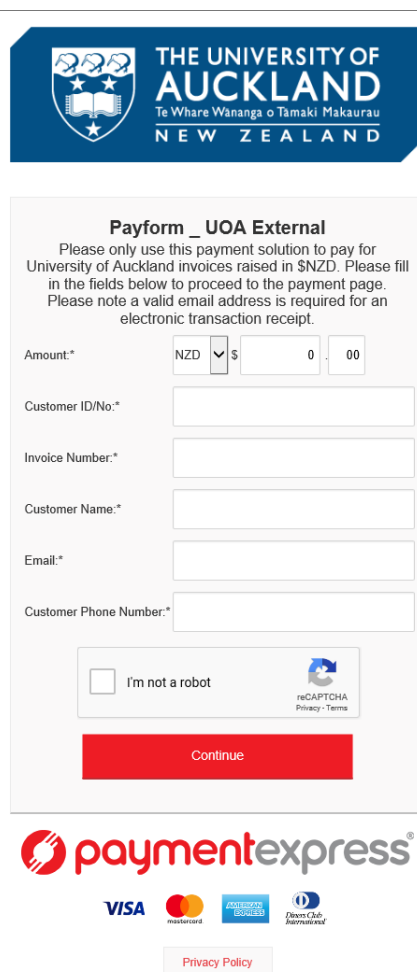
Note: Once an invoice is finalised any future printing of the invoice will show the wording 'REPRINT'.

Note: Payment Link for Credit Card as the method of payment. The payment link will display at the bottom of the invoice for NZD related invoices as follows:

Please email remittance advice to : revenue-collect@auckland.ac.nz

Payments by credit card can be made by clicking this link [Pay by Credit Card](#). These payments will incur a 1.8% merchant service charge fee.

- When customers click on the Pay by Credit Card link the following page displays.



The screenshot shows the 'Payform _ UOA External' page. At the top is the University of Auckland logo. Below it, the title 'Payform _ UOA External' is followed by instructions: 'Please only use this payment solution to pay for University of Auckland invoices raised in \$NZD. Please fill in the fields below to proceed to the payment page. Please note a valid email address is required for an electronic transaction receipt.' The form contains several input fields: 'Amount.*' with a dropdown for 'NZD' and a numeric input showing '0.00'; 'Customer ID/No.*'; 'Invoice Number.*'; 'Customer Name.*'; 'Email.*'; and 'Customer Phone Number.*'. Below these fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'Continue' button. At the bottom of the form, the 'paymentexpress' logo is displayed, along with logos for VISA, Mastercard, American Express, and Diners Club International. A 'Privacy Policy' link is also present.

Note: Customers can enter the relevant payment details in this link. Note the Payment link is only applicable to NZD invoices. The link will not display on foreign currency invoices or credit notes. For Draft invoices the link displays but is not available to be used.

Note: If a customer is not able to receive/open the PDF version of the invoice, the link below can be sent to them: External
https://sec.paymentexpress.com/pxaccess/pxpay/payform?userid=UOARevenueCollection_External

Review Billing Info

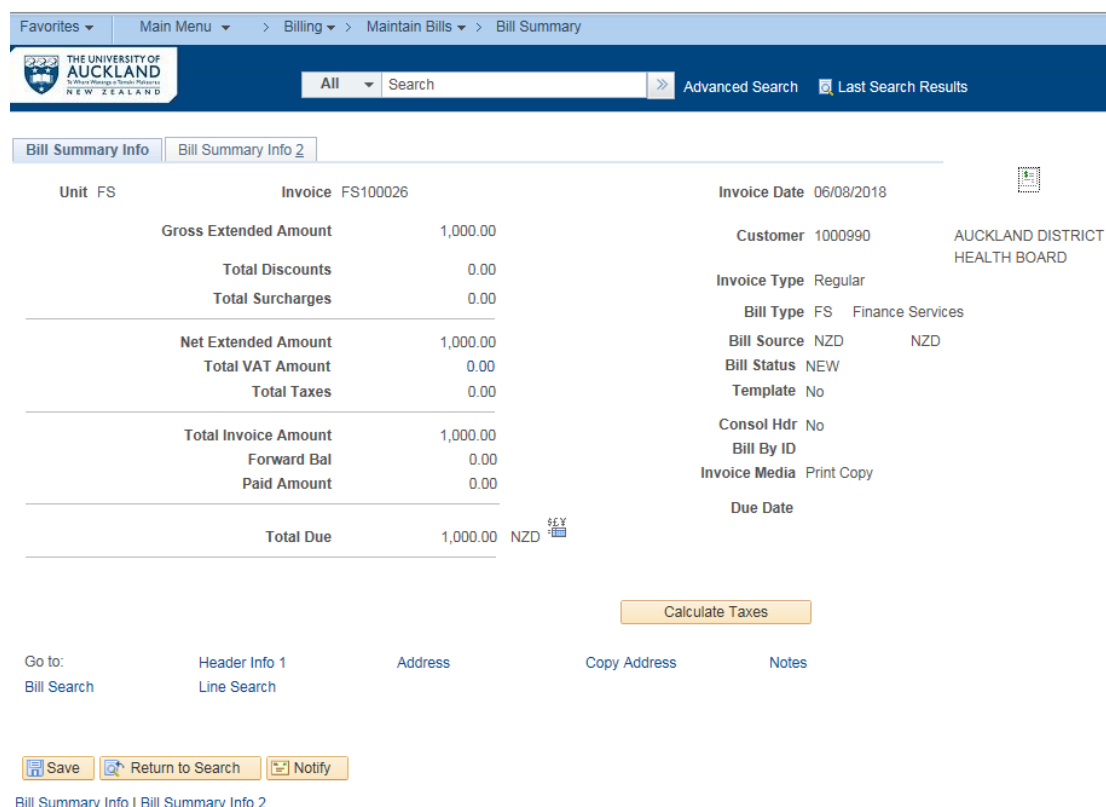
The Bill Summary page provides you with a snapshot of your Bill Header and Lines information. It is useful for checking the Bill Status and Processing Status at any time.

Bill Summary – Before Finalisation

You can check the tax information on an invoice before you finalise it by accessing the Bill Summary pages. The tax totals displayed are estimates until Finalization is run.

Steps:

1. Access **Billing>Maintain Bills>Bill Summary**. The **Bill Summary** search page will appear.
2. Use the **Lookup** icons to select a **Business Unit** and an existing **Invoice ID**.
3. Click **Search**. The **Bill Summary Info** page will appear.



Bill Summary Info | Bill Summary Info 2

Unit	FS	Invoice	FS100026	Invoice Date	06/08/2018
		Gross Extended Amount	1,000.00	Customer	1000990 AUCKLAND DISTRICT HEALTH BOARD
		Total Discounts	0.00	Invoice Type	Regular
		Total Surcharges	0.00	Bill Type	FS Finance Services
		Net Extended Amount	1,000.00	Bill Source	NZD NZD
		Total VAT Amount	0.00	Bill Status	NEW
		Total Taxes	0.00	Template	No
		Total Invoice Amount	1,000.00	Consol Hdr	No
		Forward Bal	0.00	Bill By ID	
		Paid Amount	0.00	Invoice Media	Print Copy
		Total Due	1,000.00 NZD	Due Date	

Calculate Taxes

Go to: Header Info 1 Address Copy Address Notes
 Bill Search Line Search

Save Return to Search Notify

Bill Summary Info | Bill Summary Info 2

4. Click the **Calculate Taxes** icon. A GST estimate displays in the **Total VAT** amount field.
5. Check the **Bill** details displayed, **Customer**, **Amounts** and **Bill Status**.
6. Click the **Bill Summary Info 2** page tab. The check boxes are ticked to show processing phase for the bill. For example, VAT applied or Invoice Printed.

Note: Access the Bill Header, Lines and Notes via the hyperlinks at bottom of page.

Generating Pro-Forma or Draft Invoice

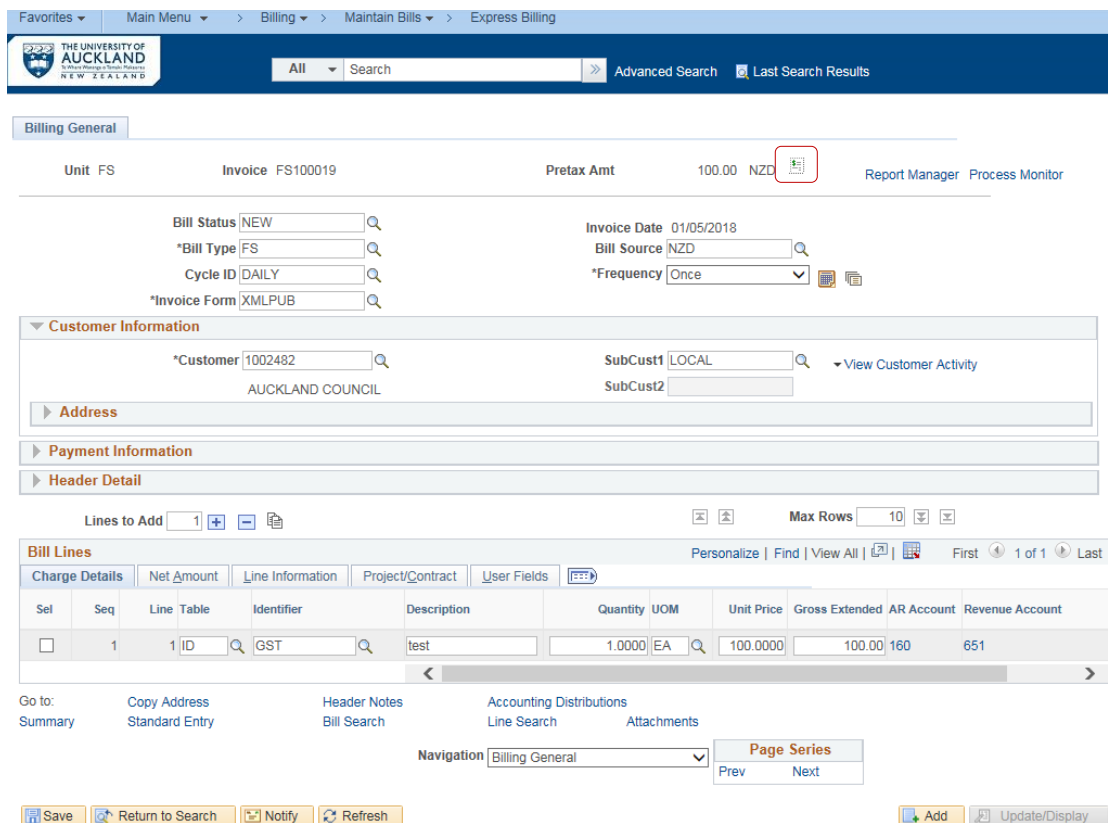
A Pro-forma or Draft invoice can be run multiple times and is typically run to verify the layout of the invoice before finalising it. Changes can be made to the invoices if required. A Pro-forma or Draft invoice can be produced any time, this can be submitted via an icon on the Bill page.

Note: A Pro-forma or Draft invoice can be run if the Bill Status field has a value of either 'RDY' for Ready, 'NEW' for New or 'HLD' for Hold.

Note: Once a Pro-forma or Draft invoice is run you must exit the relevant Bill page and call it back up if you want to finalise and print the invoice.

Steps:

1. Access **Billing>Maintain Bills>Express Billing**. The **Express Bill Entry** page will appear.
2. Use the **Lookup** icons to select a **Business Unit** and an existing **Invoice ID**/or follow the step for a new bill.
3. Click **Search**. The **Billing General** page will appear.
4. To run the Pro-forma or Draft invoice click on the  **Pro Firma** icon on the Bill page.



Unit FS Invoice FS100019 Pretax Amt 100.00 NZD  Report Manager Process Monitor

Bill Status Invoice Date 01/05/2018
 *Bill Type Bill Source
 Cycle ID *Frequency
 *Invoice Form

Customer Information
 *Customer SubCust1
 AUCKLAND COUNCIL SubCust2
 Address
 Payment Information
 Header Detail

Lines to Add Max Rows

Charge Details	Net Amount	Line Information	Project/Contract	User Fields						
Sel	Seq	Line Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
☐	1	1 ID	GST	test	1.0000	EA	100.0000	100.00	160	651

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

Navigation Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Note: Pro-forma or Draft invoices should not be sent out to third parties, they are NOT Tax invoices. They should only be used for internal purposes to check the way the Bill will print out.

5. When you click Pro Forma icon, the following message appears. Click **OK**. A PeopleSoft Job called **UOABIJOB** is submitted.

Message

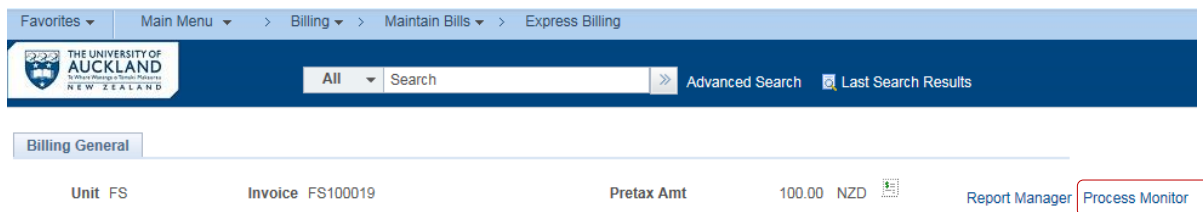
Pro Forma process UOABIJOB has been submitted. (12500,671)

Use the process monitor to review the process status and output.

OK

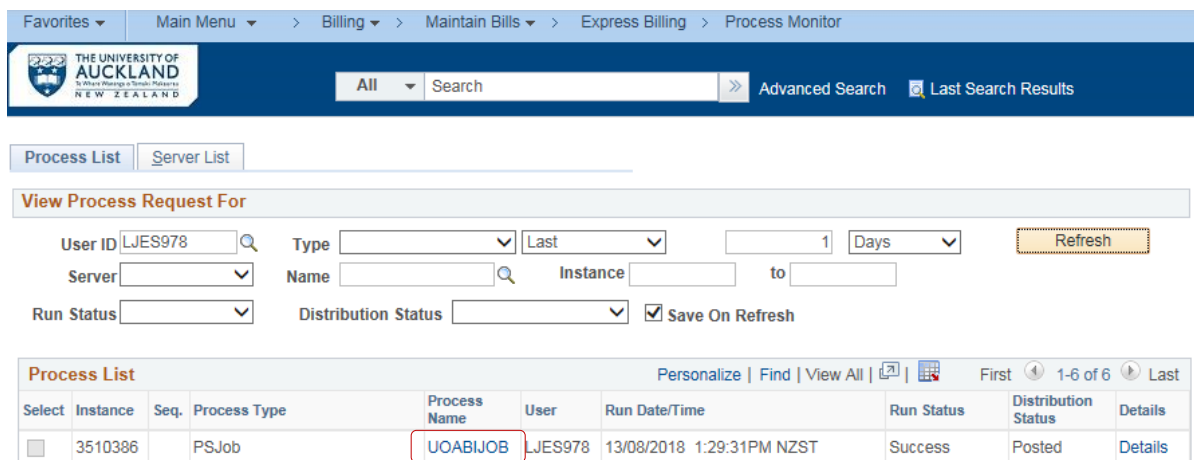
Note: If you wish, you then can watch the process run by clicking on the Process Monitor option that now appears on the Bill page.

6. Click [Process Monitor](#) hyperlink. Process List will appear.



The screenshot shows the top navigation bar of the system. The 'Process Monitor' option is highlighted in the top right corner of the navigation bar. The main content area shows the 'Billing General' section with fields for Unit FS, Invoice FS100019, Pretax Amt 100.00 NZD, and a 'Report Manager' button.

7. Click on the [UOABIJOB](#) hyperlink.

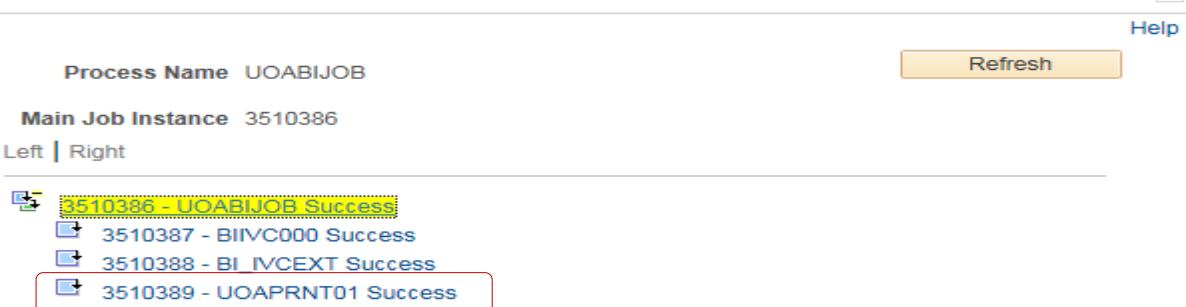


The screenshot shows the 'Process Monitor' page. The 'Process List' tab is selected. The 'View Process Request For' section shows filters for User ID (LJES978), Type, Last, 1 Days, and a 'Refresh' button. The 'Process List' table is displayed with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The row for 'UOABIJOB' is highlighted.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	3510386		PSJob	UOABIJOB	LJES978	13/08/2018 1:29:31PM NZST	Success	Posted	Details

8. Click on the UOAPRNT01 process then View Log/Trace options.

Process Detail



The screenshot shows the 'Process Detail' page. The 'Process Name' is UOABIJOB. The 'Main Job Instance' is 3510386. The 'Left | Right' section shows a list of processes: 3510386 - UOABIJOB Success, 3510387 - BIIVC000 Success, 3510388 - BI IVCEXT Success, and 3510389 - UOAPRNT01 Success. The 'UOABIJOB Success' process is highlighted.

Process Name UOABIJOB

Main Job Instance 3510386

Left | Right

- 3510386 - UOABIJOB Success
- 3510387 - BIIVC000 Success
- 3510388 - BI IVCEXT Success
- 3510389 - UOAPRNT01 Success

- Click on UOA_XMLP_INV.pdf option to view the Pro-forma/Draft invoice.

View Log/Trace ✕

Help

Report

Report ID 4831863 Process Instance 3510389 [Message Log](#)

Name UOAPRNT01 Process Type XML Publisher

Run Status Success

UOA XMLP - Invoice

Distribution Details

Distribution Node UOA_TST Expiration Date 20/08/2018

File List

Name	File Size (bytes)	Datetime Created
AE_UOAPRNT01_3510389.log	407	13/08/2018 1:31:07.782111PM NZST
AE_UOAPRNT01_3510389.trc	3,875	13/08/2018 1:31:07.782111PM NZST
UOA_XMLP_INV.pdf	22,613	13/08/2018 1:31:07.782111PM NZST

Distribute To

Distribution ID Type	*Distribution ID
User	LJES978

Note: The Pro-forma/Draft invoice can also be run using the following navigation:

Steps:

- Access **Billing>Generate Invoices>Non-Consolidated>Print Pro Forma**. Pro Forma page will appear.
- Click **Add a New Value**. Enter Run Control ID: 'BI_PROFORMA'. Click **Add**.

Note: Create a new Run Control ID the first time you use this eg: 'BI_PROFORMA'. Once created you can use this for all processes in the future.

- Using **Lookup** icon, select the **Business Unit** and the **Invoice Number**.

Favorites ▾ Main Menu ▾ > Billing ▾ > Generate Invoices ▾ > Non-Consolidated ▾ > Print Pro Forma



All ▾ Search

Advanced Search  Last Search Results

Pro Forma Print Options

Run Control ID BI_PROFORMA Report Manager Process Monitor Run

Language English ▾ ☒ Specified Language ☐ Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

☒ Processing Date
 ☐ User Defined

Range Selection

☐ All ☒ Invoice ID
 ☐ Cust ID
 ☐ Bill Type
 ☐ Bill Source
 ☐ Public Voucher Number

From Business Unit FS 

To Business Unit FS 

From Invoice FS100026  

To Invoice FS100026 

Save Notify

Add Update/Display

Pro Forma | Print Options

4. Click **Run** button. The **Process Scheduler Request** window will appear.
5. Select **UOABIJOB** and click **OK** box to run the process.
6. Follow **Process Monitor** steps to view Pro-forma/Draft Invoice.

Bill Summary – After Finalisation

You can check the tax information on an invoice after finalisation by accessing the Bill Summary pages. The tax totals displayed are finalised and Bill Status is INV.

Steps:

1. Access **Billing>Review Billing Information>Summary**. The **Bill Summary** search page will appear.
2. Use the lookup icons to select a **Business Unit** and an existing **Invoice ID**.
3. Click **Search**. The **Bill Summary Info** page will appear.

Favorites

Main Menu

Billing

Maintain Bills

Bill Summary



All Search

Advanced Search

Last Search Results

Bill Summary Info

Bill Summary Info 2

Unit FS	Invoice FS100026	Invoice Date 06/08/2018
Gross Extended Amount	1,000.00	Customer 1000990 AUCKLAND DISTRICT HEALTH BOARD
Total Discounts	0.00	Invoice Type Regular
Total Surcharges	0.00	Bill Type FS Finance Services
Net Extended Amount	1,000.00	Bill Source NZD NZD
Total VAT Amount	150.00	Bill Status NEW
Total Taxes	0.00	Template No
Total Invoice Amount	1,150.00	Consol Hdr No
Forward Bal	0.00	Bill By ID
Paid Amount	0.00	Invoice Media Print Copy
Total Due	1,150.00 NZD	Due Date 20/09/2018

Calculate Taxes

Go to:

Header Info 1

Address

Copy Address

Notes

Bill Search

Line Search

Save

Return to Search

Notify

Bill Summary Info | Bill Summary Info 2

4. Check the bill details displayed, amounts, VAT, Customer and Bill Status.
5. Click the **Bill Summary Info 2** page tab for more detail. The check boxes are ticked to show processing phase for the bill. For example, VAT applied, Invoice Printed, General Ledger entries created, and Accounts Receivable updated.

Note: The Header, Lines and Notes for the bill can be accessed via the hyperlinks on the bottom of the Bill Summary Info pages or via the Left Hand Navigation column.

Credit Adjustments

Credits can be processed to adjust the value of either the entire Bill or individual lines on a Bill. Depending on your requirements, there are three options for processing credit adjustments:

- **Credit Entire Bill** - Use **Adjust Entire Bill** function to credit the entire invoice.
- **Full Credit Bill Line(s)** - Use **Credit Line** function to credit the total value of one or more lines of a Bill.
- **Partial Credit Bill Line-** Use **Net Adjustment Only** function to reduce the value of one or more lines on a Bill by creating a partial credit.

Note: Please also note that journals, rather than credit adjustments, are the appropriate tool for making any required changes to the general ledger coding on posted Bills.

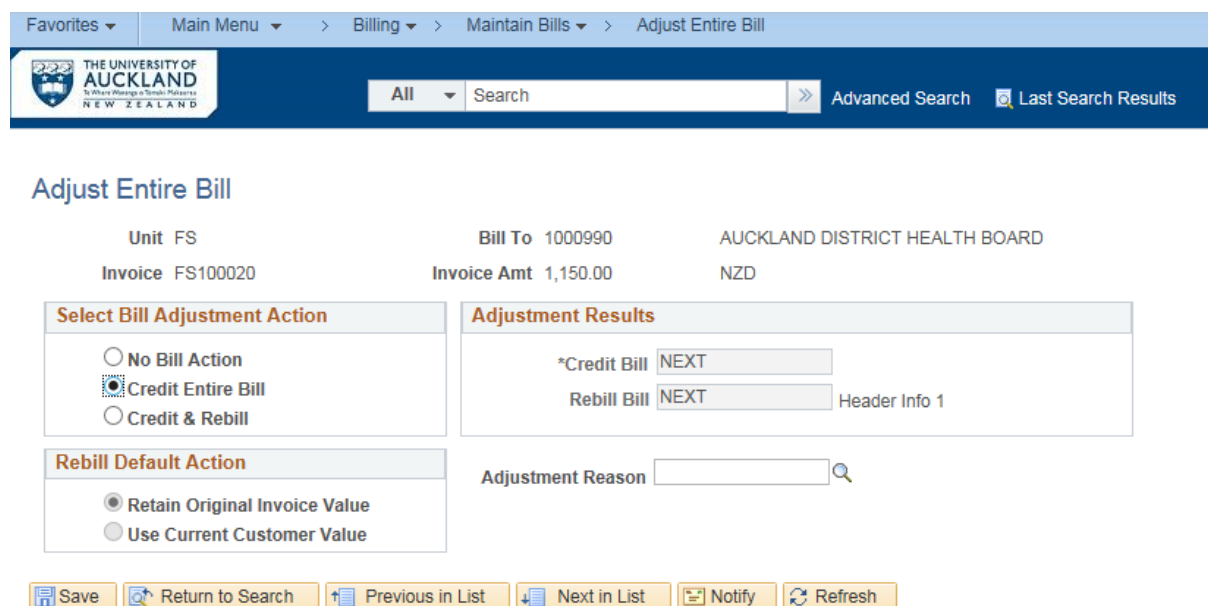
Credit Entire Bill

Steps:

1. Access **Billing>Maintain Bills>Adjust Entire Bill**. The **Adjust Entire Bill** search page will appear.
2. Enter a **Business Unit** or use the **Lookup** icons to select one.
3. Enter the **Invoice ID** for the bill you want to credit.

Note: If you do not know the Invoice number, search for it by entering the Business Unit only and clicking search. Narrow search results by selecting a Customer using the lookup icon in the Customer field.

4. Click **Search**. The **Adjust Entire Bill** page appears. The Customer and Invoice details for the bill to be credited are displayed in the header.



The screenshot shows the 'Adjust Entire Bill' page. At the top is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Billing > Maintain Bills > Adjust Entire Bill'. Below this is a header section with the University of Auckland logo, a search bar with 'All' and 'Search' buttons, and links for 'Advanced Search' and 'Last Search Results'.

The main content area is titled 'Adjust Entire Bill' and contains the following information:

- Unit:** FS
- Bill To:** 1000990
- Customer:** AUCKLAND DISTRICT HEALTH BOARD
- Invoice:** FS100020
- Invoice Amt:** 1,150.00
- Currency:** NZD

Below the header are two main sections:

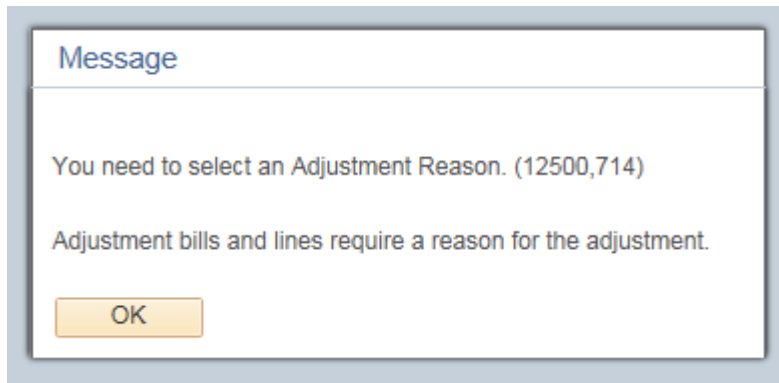
- Select Bill Adjustment Action:** Contains three radio buttons: 'No Bill Action', 'Credit Entire Bill' (which is selected), and 'Credit & Rebill'.
- Rebill Default Action:** Contains two radio buttons: 'Retain Original Invoice Value' (which is selected) and 'Use Current Customer Value'.

To the right of these sections is the **Adjustment Results** area, which includes:

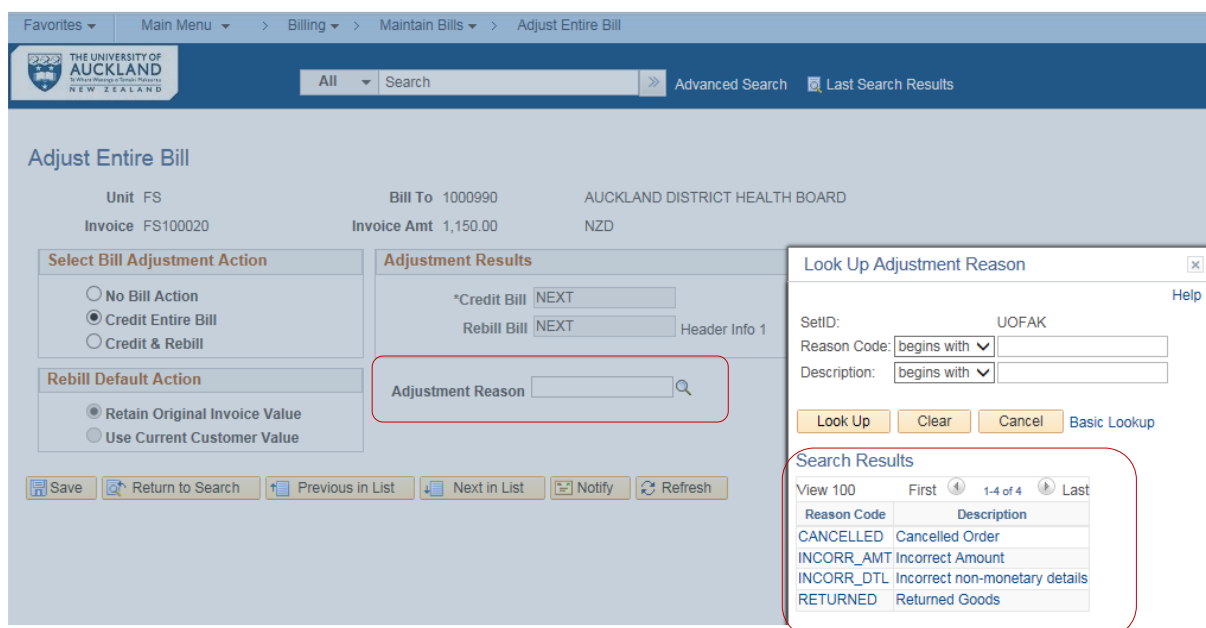
- *Credit Bill: NEXT
- Rebill Bill: NEXT
- Header Info 1
- Adjustment Reason: [Text Field]

At the bottom of the page are six buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

5. Under **Select Bill Adjustment** select the **Credit Entire Bill** radio button.
6. Click **Save**. The select an **Adjustment Reason** message will appear.



7. Click **OK**. Choose a credit reason from the **Adjustment Reason** lookup icon.



Adjust Entire Bill

Unit FS Bill To 1000990 AUCKLAND DISTRICT HEALTH BOARD
 Invoice FS100020 Invoice Amt 1,150.00 NZD

Select Bill Adjustment Action

☐ No Bill Action
☒ Credit Entire Bill
☐ Credit & Rebill

Rebill Default Action

☒ Retain Original Invoice Value
☐ Use Current Customer Value

Adjustment Results

*Credit Bill NEXT
 Rebill Bill NEXT Header Info 1

Adjustment Reason

Look Up Adjustment Reason

SetID: UOFAK
 Reason Code: begins with
 Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Reason Code	Description
CANCELLED	Cancelled Order
INCORR_AMT	Incorrect Amount
INCORR_DTL	Incorrect non-monetary details
RETURNED	Returned Goods

8. Click **Save**. The **Adjustment Results** box is greyed out and shows the credit bill number allocated.
9. Click the [Header Info 1](#) hyperlink beside the Credit Bill number. The **Billing General** page for the credit bill is displayed. The default status for the credit bill is RDY. All other fields default from the original bill.
10. Confirm the Pretax Amt has defaulted to show as a negative (credit) amount.
11. Enter the **Accounting Date** in the Header Detail section.
12. Click the [Next](#) hyperlink in the **Page Series** box. The **Header Notes** page appears.
13. Enter a reason for raising a credit note into the **Bill Header Note Text** box. This reason applies to the entire bill.
14. Click **Save**. A saved message returns in the top right of the page. The credit note is saved.
15. Click the [Approvals](#) hyperlink at the bottom of the page. The **Approvals** page will appear.

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Adjust Entire Bill](#) > [Express Billing](#)


 [Advanced Search](#) [Last Search Results](#)

Billing General

Unit FS Invoice FS100027 Pretax Amt -1,000.00 NZD [Report Manager](#) [Process Monitor](#)

Bill Status Invoice Date 07/08/2018
 *Bill Type Bill Source
 Cycle ID *Frequency
 *Invoice Form

Customer Information
 *Customer SubCust1 [View Customer Activity](#)
 AUCKLAND DISTRICT HEALTH BOARD SubCust2
Address
Payment Information
Header Detail

Lines to Add [Add](#) [Delete](#) [Copy](#) [Paste](#) Max Rows

Bill Lines [Personalize](#) [Find](#) [View All](#) [Print](#) First 1 of 1 Last

Charge Details	Net Amount	Line Information	Project/Contract	User Fields																								
<table border="1"> <thead> <tr> <th>Sel</th> <th>Seq</th> <th>Line</th> <th>Table</th> <th>Identifier</th> <th>Description</th> <th>Quantity</th> <th>UOM</th> <th>Unit Price</th> <th>Gross Extended</th> <th>AR Account</th> <th>Revenue Account</th> </tr> </thead> <tbody> <tr> <td>☐</td> <td>1</td> <td></td> <td>ID</td> <td>GST</td> <td>Test Transaction</td> <td>-1.0000</td> <td>EA</td> <td>1,000.0000</td> <td>-1,000.00</td> <td>160</td> <td>651</td> </tr> </tbody> </table>	Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account	☐	1		ID	GST	Test Transaction	-1.0000	EA	1,000.0000	-1,000.00	160	651				
Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account																	
☐	1		ID	GST	Test Transaction	-1.0000	EA	1,000.0000	-1,000.00	160	651																	

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

Navigation [Page Series](#)
[Prev](#) [Next](#)

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

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Adjust Entire Bill](#) > [Express Billing](#)


 [Advanced Search](#) [Last Search Results](#)

Billing General **Header - Notes**

Unit FS Bill To 1000990 Pretax Amt -1,000.00 NZD [Customer Notes](#)
 Invoice FS100027 AUCKLAND DISTRICT HEALTH BOARD

Bill Header Notes [Find](#) [View All](#) First 1 of 1 Last

☐ Standard Note Flag Std Note
☐ Internal Only Flag Note Type

Note Text:
 Cancelled order
 239 characters remaining

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

Navigation [Page Series](#)
[Prev](#) [Next](#)

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

Billing General | Header - Notes

- Fill in the **Comment** filed in the **Approvals** page with a detailed reason of the credit note and click **Submit for Approval**. Click **OK**. The credit note will be work flowed to the Business Unit finance manager for approval.

Approvals



[Help](#)

Business Unit FS

Invoice FS100027

Pretax Amount -1,000.00

Approval Status Initial

Comment

[View Supporting Documentation](#)

Submit for Approval

Preview Approvals

OK

Cancel

Refresh

17. Approvals status can be reviewed by going back to the **Approvals** page. The [Approval Monitor](#) hyperlink can provide the information of where the approval is sitting with.

Approvals



[Help](#)

Business Unit FS

Invoice FS100027

Pretax Amount -1,000.00

Approval Status Pending

Comment

[View Supporting Documentation](#)

[Approval Monitor](#)

Cancel Approval Process

Restart Approval Process

OK

Cancel

Refresh

18. Once a credit note is approved by the Finance Manager, the billing user will be sent an email to confirm the credit note is ready to be finalised.
19. To finalise the credit note, follow generate invoice - finalisation steps: click the Invoice icon on the bill page, top right corner.

Note: A credit note can only be finalised once it has been approved by the Finance Manager.

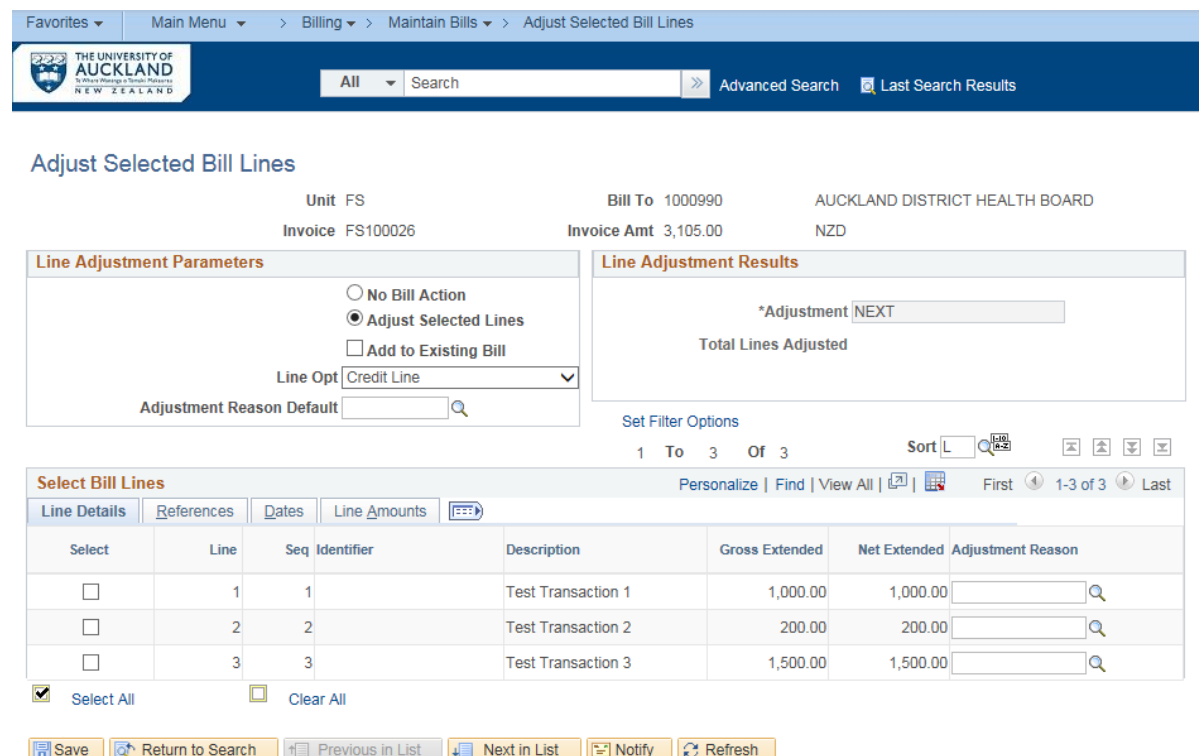
Credit Entire Line(s)

Steps:

1. Access **Billing>Maintain Bills>Adjust Selected Bill Lines**. The **Adjust Selected Bill Lines** search page will appear.
2. Enter a **Business Unit** or use the **Lookup** icons to select one.
3. Enter the **Invoice ID** for the bill you want to adjust.

Note: If you do not know the invoice number, search for it by entering the Business Unit only and clicking search. Narrow search results by selecting a Customer using the lookup icon in the Customer field.

4. Click **Search**. The **Adjust Selected Bill Lines** page appears. The Customer and Invoice details for the bill to be adjusted are displayed in the header. Click **View All** to see all the lines.



The screenshot shows the 'Adjust Selected Bill Lines' page. At the top, there's a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Billing > Maintain Bills > Adjust Selected Bill Lines'. Below this is a search bar with 'All' and 'Search' buttons, and links for 'Advanced Search' and 'Last Search Results'.

The main content area is divided into two columns. The left column, 'Line Adjustment Parameters', contains radio buttons for 'No Bill Action', 'Adjust Selected Lines' (which is selected), and 'Add to Existing Bill'. Below these is a 'Line Opt' dropdown menu set to 'Credit Line' and an 'Adjustment Reason Default' field with a search icon.

The right column, 'Line Adjustment Results', shows '*Adjustment NEXT' and 'Total Lines Adjusted'. Below this is a 'Set Filter Options' section with '1 To 3 Of 3' and a 'Sort' dropdown.

Below the parameters and results sections is a table titled 'Select Bill Lines'. The table has columns: 'Line Details', 'References', 'Dates', 'Line Amounts', and a search icon. The table body has three rows, each with a 'Select' checkbox, 'Line' number, 'Seq' number, 'Identifier', 'Description', 'Gross Extended', 'Net Extended', and 'Adjustment Reason'.

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
☐	1	1		Test Transaction 1	1,000.00	1,000.00	
☐	2	2		Test Transaction 2	200.00	200.00	
☐	3	3		Test Transaction 3	1,500.00	1,500.00	

Below the table are 'Select All' and 'Clear All' buttons. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

5. Under **Line Adjustment Parameters** select **Adjust Selected Lines** radio button. Do NOT tick the **Add to Existing Bill** box and click on **OK**.
6. Click on the **Line Opt** drop down box.
7. Click **Credit Line** from the drop down list. Chose an adjustment reason from the **Adjustment Reason Default** field. Tick the line you would like to credit and choose a reason from the Adjustment Reason field of the line and click on **Save**. A new invoice number appears under the Line Adjustment Results.
8. Click the [Header Info 1](#) hyperlink beside the Credit Note number. The **Billing General** page for the credit bill is displayed. The default status for the credit bill is NEW. All other fields default from the original bill.

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Adjust Selected Bill Lines](#)


 [Advanced Search](#) [Last Search Results](#)

Adjust Selected Bill Lines

Unit FS Bill To 1000990 AUCKLAND DISTRICT HEALTH BOARD
 Invoice FS100026 Invoice Amt 3,105.00 NZD

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 1 [Bill Line Info 1](#)

Set Filter Options

1 To 3 Of 3 Sort

Select Bill Lines

Personalize | Find | View All | | [First](#) | [Last](#)

Line Details	References	Dates	Line Amounts				
Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
☐	1	1		Test Transaction 1	1,000.00	1,000.00	
☒	2	2		Test Transaction 2	200.00	200.00	INCCORR_AMT
☐	3	3		Test Transaction 3	1,500.00	1,500.00	

☒ Select All ☐ Clear All

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Adjust Selected Bill Lines](#) > [Express Billing](#)


 [Advanced Search](#) [Last Search Results](#)

Billing General

Unit FS Invoice FS100028 Pretax Amt -200.00 NZD [Report Manager](#) [Process Monitor](#)

Bill Status
 *Bill Type
 Cycle ID
 *Invoice Form

Invoice Date
 Bill Source
 *Frequency

Customer Information

*Customer SubCust1 [View Customer Activity](#)
 AUCKLAND DISTRICT HEALTH BOARD SubCust2

Address

Payment Information

Header Detail

Lines to Add Max Rows

Bill Lines

Personalize | Find | View All | | [First](#) | [Last](#)

Charge Details	Net Amount	Line Information	Project/Contract	User Fields							
Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
☐	1				Test Transaction 2	-1.0000	EA	200.0000	-200.00	160	651

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

Navigation [Page Series](#)
 Prev Next

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

- Enter the **Accounting Date** in the Header Detail section.
- Go back to Billing General and change the status to RDY.

11. Click the [Next](#) hyperlink in the **Page Series** box. The **Header Notes** page appears.
12. Enter a reason for raising a credit note into the Bill Header Note Text box. This reason applies to the entire bill.
14. Click **Save**. A saved message returns in the top right of the page. The credit note is saved.
15. Click the [Approvals](#) hyperlink at the bottom of the page. The **Approvals** page will appear.
16. Fill in the **Comment** filed in the **Approvals** page with a detailed reason of the credit note and click **Submit for Approval**. The credit note will be work flowed to the Business Unit finance manager for approval.
17. Approvals status can be reviewed by going back to the **Approvals** page. The [Approval Monitor](#) hyperlink can provide the information of where the approval is sitting with.
18. Once a credit note is approved by the Finance Manager, the billing user will be sent an email to confirm the credit note is ready to be finalised.
19. To finalise the credit note, follow generate invoice - finalisation steps: click the Invoice icon on the bill page, top right corner.

Note: A credit note can only be finalised once it has been approved by the Finance Manager.

Partial Line Credits

Steps:

1. Access **Billing>Maintain Bills>Adjust Selected Bill Lines**. The **Adjust Selected Bill Lines** search page will appear.
2. Enter a **Business Unit** or use the **Lookup** icons to select one.
3. Enter the **Invoice ID** for the bill you want to adjust.

Note: If you do not know the invoice number, search for it by entering the Business Unit only and clicking search. Narrow search results by selecting a Customer using the lookup icon in the Customer field.

4. Click **Search**. The **Adjust Selected Bill Lines** page appears. The Customer and Invoice details for the bill to be adjusted are displayed in the header. Click **View All** to see all the lines.
5. Under Line Adjustment Parameters select **Adjust Selected Lines** radio button. Do NOT tick the **Add to Existing Bill** box and click on **OK**.
6. Click on the **Line Opt** drop down box.

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Adjust Selected Bill Lines


 All ▾ Search >> Advanced Search Last Search Results

Adjust Selected Bill Lines

Unit FS Bill To 1000990 AUCKLAND DISTRICT HEALTH BOARD
 Invoice FS100025 Invoice Amt 3,335.00 NZD

Line Adjustment Parameters

☐ No Bill Action
☒ Adjust Selected Lines
☐ Add to Existing Bill
 Line Opt Create Net Adjustment Only ▾
 Adjustment Reason Default RETURNED 🔍

Line Adjustment Results

*Adjustment NEXT
 Total Lines Adjusted

Set Filter Options 1 To 3 Of 3 Sort L 🔍 (1-3) (0-2)

Personalize | Find | View All | 🔍 | First 1-3 of 3 Last

Line Details	References	Dates	Line Amounts				
Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
☐	1	1	GST	Test Transaction 1	1,000.00	1,000.00	🔍
☐	2	8	GST	Test Transaction 2	400.00	400.00	🔍
☒	3	9	GST	Test Transaction 3	1,500.00	1,500.00	RETURNED 🔍

☒ Select All ☐ Clear All

7. Click **Create Net Adjustment Only** from the drop down list. Chose an adjustment reason from both the **Adjustment Reason Default** field. Tick the line you would like to credit. Choose a reason from the Adjustment Reason field of the line and click on **Save**. A new invoice number appears under the Line Adjustment Results.
8. Click the [Header Info 1](#) hyperlink beside the Credit Note number. The **Billing General** page for the credit bill is displayed. The default status for the credit bill is NEW. All other fields default from the original bill.
9. Enter the **Accounting date** in Header Detail.
10. In the **Bill Lines** section, change the quantity to a negative figure and enter the unit price of the reduced net value in the **Unit Price** field. Click **Refresh**, the **Gross extended amount** appears.

11. Change the bill status to RDY.
12. Click the [Next](#) hyperlink in the **Page Series** box. The **Header Notes** page appears.
13. Enter a reason for raising a credit note into the **Bill Header Note Text** box. This reason applies to the entire bill.
14. Click **Save**. A saved message returns in the top right of the page. The credit note is saved.
15. Click the [Approvals](#) hyperlink at the bottom of the page. The **Approvals** page will appear.
16. Fill in the **Comment** filed in the **Approvals** page with a detailed reason of the credit note and click **Submit for Approval**. The credit note will be work flowed to the Business Unit finance manager for approval.
17. Approvals status can be reviewed by going back to the Approvals page. The Approval Monitor hyperlink can provide the information of where the approval is sitting with.
18. Once a credit note is approved by the Finance Manager, the billing user will be sent an email to confirm the credit note is ready to be finalised.
19. To finalise the credit note, follow generate invoice - finalisation steps: click the Invoice icon on the bill page, top right corner.

Note: A credit note can only be finalised once it has been approved by the Finance Manager.

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Adjust Selected Bill Lines > Express Billing

 All ▾ Search >> Advanced Search >> Last Search Results

Billing General

Unit FS Invoice FS100030 Pretax Amt -600.00 NZD  Report Manager Process Monitor

Bill Status  Invoice Date 07/08/2018
 *Bill Type  Bill Source 
 Cycle ID  *Frequency  
 *Invoice Form 

▼ **Customer Information**

*Customer  SubCust1  View Customer Activity
 AUCKLAND DISTRICT HEALTH BOARD SubCust2
 ▶ **Address**

▶ **Payment Information**

▶ **Header Detail**

Lines to Add    Max Rows 

Bill Lines Personalize | Find | View All |   First 1 of 1 Last

Charge Details	Net Amount	Line Information	Project/Contract	User Fields	
Sel	Seq	Line Table	Identifier	Description	Quantity UOM Unit Price Gross Extended AR Account Revenue Account
☐	1	ID	GST	Test Transaction 3	-3.0000 EA 200.0000 -600.00 160 651

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

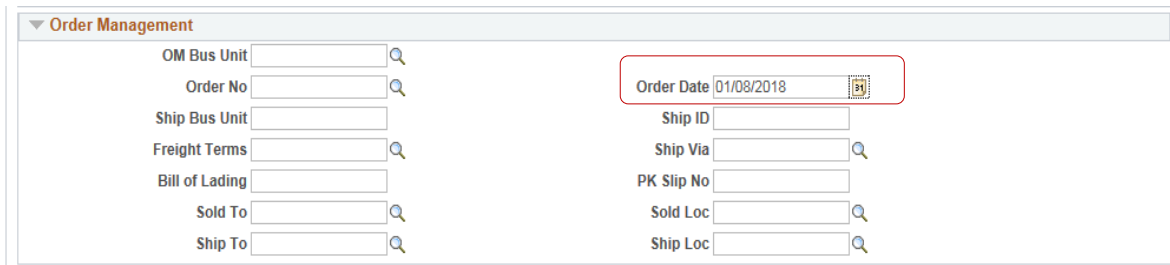
Navigation  **Page Series**
 Prev Next

 Save  Return to Search  Notify  Refresh  Add  Update/Display

Additional Notes to Short Courses

For bill type ES - Executive Programmes 2, additional steps have been created to meet the deferred revenue requirements. Based on the Express Bill steps, the following steps are to be followed for all the ES bills.

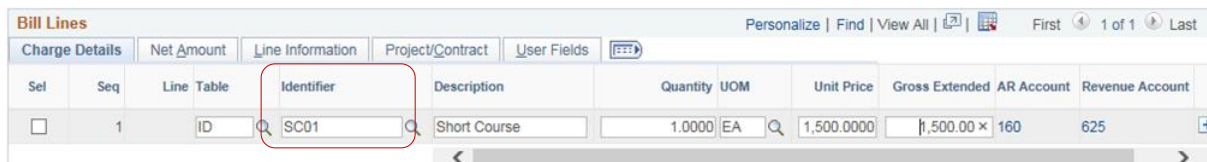
1. Under **Header details** click **Order Management** and select an Order Date - this date is the actual course date.



Order Management

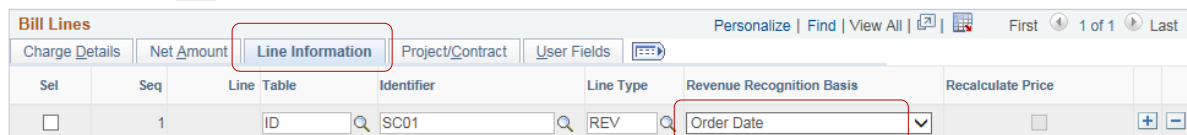
OM Bus Unit		Order Date	01/08/2018
Order No		Ship ID	
Ship Bus Unit		Ship Via	
Freight Terms		PK Slip No	
Bill of Lading		Sold Loc	
Sold To		Ship Loc	
Ship To			

2. **Identifier - SC01** is designed for the standard identifier for all ES invoices. By choosing this identifier account code is default to 625.



Bill Lines											
Personalize Find View All First 1 of 1 Last											
Charge Details		Net Amount		Line Information		Project/Contract		User Fields			
Sel	Seq	Line	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
☐	1	ID		SC01	Short Course	1.0000	EA	1,500.0000	1,500.00 x	160	625

3. **Line Information** -click on **Line Information** tab. Revenue recognition basis is selected as Order Date. This will decide if a deferred revenue journal needs to be created.



Bill Lines											
Personalize Find View All First 1 of 1 Last											
Charge Details		Net Amount		Line Information		Project/Contract		User Fields			
Sel	Seq	Line	Table	Identifier	Line Type	Revenue Recognition Basis	Recalculate Price				
☐	1	ID		SC01	REV	Order Date	☐				

Note: Once the course has started, a journal will be created by AR between the deferred revenue and current sales account codes.

Accounts Receivable

Accounts Receivable holds all the information about customer account balances. It is possible to view customer accounts, outstanding invoices, payment details and customer conversations.

Customer Accounts

View Outstanding Invoices on an Account

Users can go to customer accounts to view outstanding invoices.

Steps:

1. Access **Accounts Receivable>Customer Accounts>Customer Information>Account Overview**.
2. Enter a Unit of UOA.
3. Type the **Customer ID** into the corresponding field. Use the **Lookup** icon if required.
4. Click **Search**. The customer name and customer **Most Recent Activity** page will appear.

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

Search: All Search [] Advanced Search [] Last Search Results []

Tab: Balances | Profile | Customer Action

SetID: UOFAK [] Unit: UOA [] Customer: 1000990 [] AUCLAND DISTRICT HEALTH BOARD [] *Level: No Relationship [] Search []

SubCust1: []

Buttons: Add Conversation | View/Update Conversations | Messages

Most Recent Activity

	Item ID	Date	Amount	Currency
Item ID:	RC100173	19/07/2018	2,300.00	NZD
Payment:	0005465 200418	20/04/2018	206,276.30	NZD

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	NZD
Balance:	50	1,333,295.70	NZD
Past Due:	50	1,333,295.70	NZD
Deductions:	0	0.00	NZD
Disputed:	0	0.00	NZD
Doubtful:	0	0.00	NZD
Collections:	0	0.00	NZD
Supplier Balance:	0	0.00	NZD
Draft Amount:	0	0.00	NZD
High Balance YTD:		0.00	NZD
Sales YTD:		0.00	NZD
Last Year Sales:		0.00	NZD

View Adjusted Balance []

Summary Aging Find | View All First 1-4 of 4 Last

	Count	Amount	Currency
02 Current	24	690,870.79	NZD
03 31-60	16	435,277.60	NZD
04 61-90	5	175,270.94	NZD
05 90+	1	19,390.24	NZD

Aging Chart []

Balances | Profile | Customer Action

5. Click the **Customer Action** tab.
6. Click **Search** on the **Customer Action** page. The [Item List](#) hyperlink will appear.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Account Overview](#)


 [Advanced Search](#) [Last Search Results](#)

[Balances](#) | [Profile](#) | [Customer Action](#)

SetID Unit Customer [AUCKLAND DISTRICT HEALTH BOARD](#) [Search](#)

SubCust1

[Item List](#)

[Balances](#) | [Profile](#) | [Customer Action](#)

Customer Item Inquiry [Help](#)

[Item List](#) | [Advanced Search](#)

SetID Unit Customer [AUCKLAND DISTRICT HEALTH BOARD](#) *Level

SubCust1

*Status [Search](#) [Advanced Search](#)

[Add Conversation](#) [View/Update Conversations](#) [Account Overview](#)

Row Selection **Item Action**

Range [GO](#) [Select All](#) [Deselect All](#)

Select Action... [GO](#)

Item List [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1-8 of 50 | [Last](#)

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	☐	CE100006			1 UOA	1000990	Open	20TH	INV	SALES	20/05/2018	79	23,080.45 NZD	
2	☐	CS100005			1 UOA	1000990	Open	20TH	INV	SALES	20/05/2018	79	2,190.68 NZD	
3	☐	MA0000001827			1 UOA	1000990	Open	20TH	INV	SALES	20/04/2018	109	20,146.74 NZD	
4	☐	MA100001			1 UOA	1000990	Open	20TH	INV	SALES	20/04/2018	109	20,990.38 NZD	
5	☐	MA100040			1 UOA	1000990	Open	20TH	INV	SALES	20/05/2018	79	1,053.44 NZD	
6	☐	MC0000006314			1 UOA	1000990	Open	20TH	INV	SALES	20/02/2018	168	19,390.24 NZD	
7	☐	MC0000006354			1 UOA	1000990	Open	20TH	INV	SALES	20/03/2018	140	38,874.09 NZD	
8	☐	MC0000006357			1 UOA	1000990	Open	20TH	INV	SALES	20/03/2018	140	19,390.24 NZD	

Search Result Totals

Debits	50	Debit Amount	1,333,295.70	Currency NZD
Credits		Credit Amount		Currency NZD
Total	50	Total Amount	1,333,295.70	Currency NZD
Selected				Currency

[Cancel](#) [Refresh](#)

Item List | Advanced Search

- Click the [Item List](#) link. A new window will open with a list of outstanding invoices for the customer.
- Use the drop down box to change the *Status from Open to All.
- Click **Search**. A list of all invoices ever charged to the customer will be displayed.

Confirm Invoice Payment

Steps:

1. Access **Accounts Receivable>Customer Accounts>Item Information>Item Activity Summary**.
2. Type UOA into the **Business Unit** field.
3. Type the **Invoice Number** into the **Item ID** field.
4. Click **Search**. **Item Activity** page will appear. Sequence 1 shows the item information and Sequence 2 shows the payment/credit information.

Note: Sequence 2 will only show if the invoice has been paid, credited or written off to bad debt. Entry Type decides if it has been paid, credited or written off.

Favorites ▾
Main Menu ▾
> Accounts Receivable ▾
> Customer Accounts ▾
> Item Information ▾
> Item Activity Summary



All ▾
>>

Advanced Search
Last Search Results

Item Activity Summary

Unit: UOA
Customer: 1007428
MASSEY UNIVERSITY LOCAL

Item ID: FS0000001698
Line:
Days Late: 23
Status: Closed

Item Activity
Find | View All
First 1-2 of 2 Last

Item Balance
0.00 NZD

*Display Amount Switch
Entry

Seq	Entry Type	Reason	Document ID	Accounting Date	Balance	Currency	Posted
1	INV			28/11/2017	4,830.00	NZD	28/11/2017
2	PAY			12/01/2018	-4,830.00	NZD	19/01/2018

Return to Search
Previous in List
Next in List
Notify

Customer Conversations

This function is used by both Billing Clerks and staff in Financial Services to record information about contact with customers. It is essential that any information shared with a customer about a particular invoice is recorded.

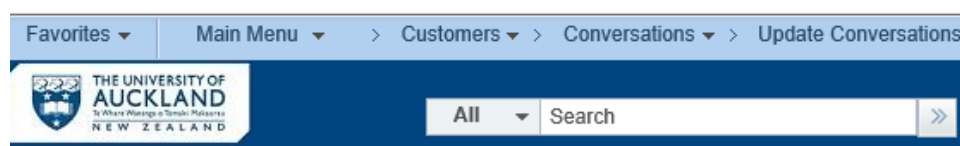
Add a Conversation

To enter a conversation please use one of the following navigation paths based on your access in PeopleSoft:

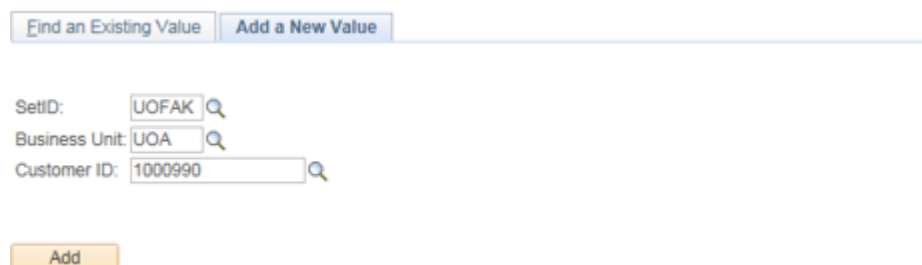
Option 1

Steps:

1. From the Left Hand Navigation column, access **Customers>Conversations>Update Conversations**.
2. Click **Add A New Value**.
3. Type UOFAK into the **Set ID** field and UOA into the **Business Unit** Field.
4. Type in the **Customer ID** you wish to add a conversation to.
5. Click **Add**.



Update Conversations



Option 2

Steps:

1. From the Left Hand Navigation column, access **Accounts Receivable>Customer Interactions>Conversations>View>Update Conversations**.
2. Click **Add A New Value**.
3. Type UOFAK into the **Set ID** field and UOA into the **Business Unit** Field.
4. Type in the **Customer ID** you wish to add a conversation to.
5. Click **Add**.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Customer Interactions](#) > [Conversations](#) > [View/Update Conversations](#)


 [Advanced Search](#) [Last Search Results](#)

View/Update Conversations

[Find an Existing Value](#) [Add a New Value](#)

SetID: 
 Business Unit: 
 Customer ID: 

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- From the Conversations tab, use the **Lookup** icon to select a Subject.
 - Use the **Lookup** icon to select a Sub-topic.
 - Type the **Invoice number** the conversation relates to and a brief **Description** of the conversation into the corresponding field.
- Note:** If a conversation relates to a particular Invoice number, adding that Number to the Description field will make it easier to locate when Reviewing Conversation.
- Type a full description of the conversation and the relevant Invoice Number/s into the Comments field.
 - Click **Save**. The Conversation will save in status New.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Customer Interactions](#) > [Conversations](#) > [View/Update Conversations](#)


 [Advanced Search](#) [Last Search Results](#)

Conversations

SetID: UOFAK Business Unit: UOA Customer: 1000990 AUCKLAND DISTRICT HEALTH BOARD
 *Status:
 Subject: Dispute Description:
 Sub-Topic: Problem
☐ Promise of Payment

Review Date: Review Days: User ID: ☐ Done ☐ Supervisor Review
 Created On: 07/08/18 12:03:38PM Created By: LJES978 Last Modified On: 07/08/18 12:18PM Modified By: LJES978

Follow Up Action: User ID: Letter: Date: ☐ Done

Reference Totals Amount: Currency: Promise Date:

Keywords Keyword1: Keyword2: Keyword3:

[Add Conversation Entry](#)

Conversation Entries Find | View All First 1 of 1 Last
[Delete Entry](#) [Edit Entry](#)

Origin: Internal Contact ID: Email ID: Comments:
 Telephone: Extension:

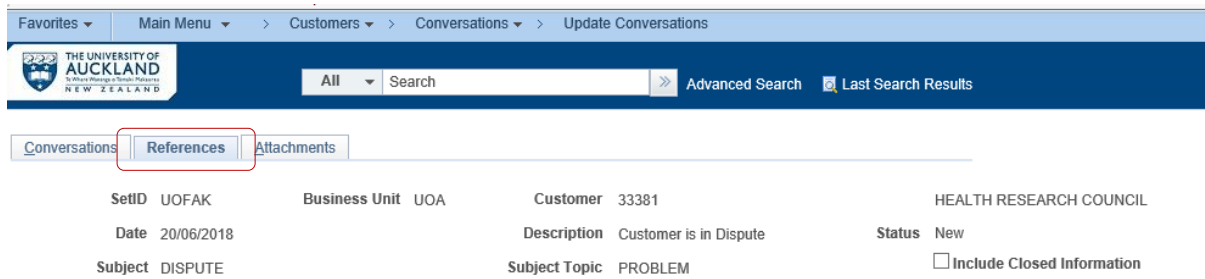
Created On: 07/08/18 12:03PM Created By: LJES978 Last Modified On: 07/08/18 12:18PM Modified By: LJES978

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Note: The important information to enter on a conversation is as follows:

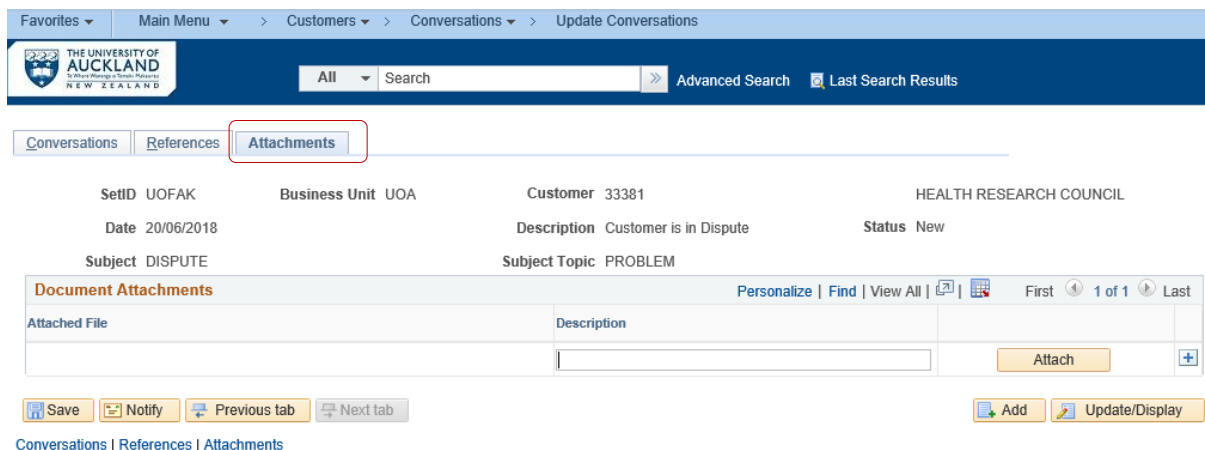
- **Description:** Enter the relevant description of what the conversation is about.
- **Subject:** Choose the relevant Subject of the conversation.
- **Sub-Topic:** Choose the relevant Sub-Topic of the conversation.
- **Contact ID:** Choose the Customer Contact ID relating to the conversation if available.
- **Comments:** Enter relevant Comments relating to the conversation.

Note: The **References** tab allows you to tie a conversation to invoices. Enter 'I' in the **Qualifier** field and then a relevant Invoice Number in the **Reference ID** field.



The screenshot shows the 'References' tab selected. The interface includes a top navigation bar with 'Favorites', 'Main Menu', 'Customers', 'Conversations', and 'Update Conversations'. Below this is a search bar with 'All' and 'Search' options, and links for 'Advanced Search' and 'Last Search Results'. The 'References' tab is highlighted, showing fields for SetID (UOFAK), Business Unit (UOA), Customer (33381), Date (20/06/2018), Description (Customer is in Dispute), Status (New), Subject (DISPUTE), and Subject Topic (PROBLEM). There is also an 'Include Closed Information' checkbox.

Note: The **Attachments** tab allows you to attach documents relating to the conversation. This is optional but should be used where applicable.



The screenshot shows the 'Attachments' tab selected. The interface is similar to the previous one, but with the 'Attachments' tab highlighted. Below the main fields, there is a 'Document Attachments' section with a table for 'Attached File' and 'Description'. The table has a header row and one data row with an 'Attach' button. At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'. The bottom navigation bar shows 'Conversations | References | Attachments'.

Review a Conversation

Steps:

1. Access **Accounts Receivable>Customer Interactions>Conversations>View>Update Conversations**.
2. Click **Find An Existing Value**.
3. Type UOFAK into the **Set ID** field and UOA into the **Business Unit** field.
4. Type the Customer ID you wish to search on into the **Cust ID** field.
5. Click **Search**. A list of conversations for that customer will appear.
6. Click on the conversation you wish to view.

Note: Once the issue has been resolved, use the drop down box to change the status to Closed. Save the change.

Query Reporting Tool

Run an Existing Accounts Receivable Query

Steps:

1. Access **Reporting Tools>Query>Query Viewer**. The **Query Viewer** page will appear.
2. Choose Query Name in the **Searched By** drop box.
3. In the free text search field, type 'UOA_AR'.
4. Click **Search**. A list of existing Accounts Receivable queries displays.
5. Click the [Run](#) hyperlink of the query you wish to use. For this example, select the Run to HTML alongside the query "UOA_AR_CUSTOMER_INVOICES". A new window opens and parameter fields will be displayed if required.
6. Enter the parameters for your query as prompted. The example shown below is A Customer Invoices query.

Note: '%' can be used as a wildcard for partial number searches.

UOA_AR_CUSTOMER_INVOICES - UOA_AR Customer Invoices

Customer ID:

For Invoice Dates less than:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

[View All](#)

	Customer ID	Name 1	Invoice Number	Status	Invoice Balance
1	1000990	AUCKLAND DISTRICT HEALTH BOARD	MC0000006314	O	19390.240
2	1000990	AUCKLAND DISTRICT HEALTH BOARD	MC0000006361	O	47222.840
3	1000990	AUCKLAND DISTRICT HEALTH BOARD	MC0000006358	O	42310.800
4	1000990	AUCKLAND DISTRICT HEALTH BOARD	MC0000006354	O	38874.090
5	1000990	AUCKLAND DISTRICT HEALTH BOARD	MC0000006357	O	19390.240
6	1000990	AUCKLAND DISTRICT HEALTH BOARD	MC0000006367	O	27472.970
7	1000990	AUCKLAND DISTRICT HEALTH BOARD	MA0000001827	O	20146.740
8	1000990	AUCKLAND DISTRICT HEALTH BOARD	MC0000006434	O	20626.650
9	1000990	AUCKLAND DISTRICT HEALTH BOARD	MC0000006449	O	19278.290

7. Click the **View Results** icon. The query results will display on the screen. This example shows Customer Invoices By Customer.
8. To select a different query, close this window and return to the main page.
9. To run the query with different parameters, change the parameter fields, then click the View Results icon. The results are refreshed on the page.
10. To save the results, click the [Excel Spreadsheet](#) hyperlink. The results are displayed in the browser in excel format. You must save as an excel file by selecting File/Save As from the browser toolbar. Select a file directory, File Name, and ensure the file type selected is .xls. Open the excel application and retrieve this excel file in the normal manner to use/manipulate the query.
11. Click the browser back arrow to return to the query results screen.

Run an Existing Billing Query

Steps:

1. Access **Reporting Tools>Query>Query Viewer**. The **Query Viewer** page will appear.
2. Choose Query Name in the **Searched By** drop box.
3. In the free text search field, type 'UOA_BI'.
4. Click **Search**. A list of existing Billing queries displays.
5. Click the [Run](#) hyperlink of the query you wish to use. For this example, select the Run to HTML alongside the query "UOA_BI_INVOICES_BY_BU". A new window opens and parameter fields will be displayed if required.
6. Enter the parameters for your query as prompted. The example shown below is an Invoice Status query.

UOA_BI_INVOICES_BY_BU - Invoices by BU and date range

Business Unit:

From Date:

To Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (121 kb)

[View All](#)

	Invoice	Unit Line	Acctg Date	User	Customer ID	Name	Currency	Amount	Total VAT Amnt	Account	Dept	Product	Project	Dtime Add
1	FS0000001718	FS	1 30/01/2018	XWAN035	1216251	AUCKLAND UNISERVICES LTD	NZD	7000.000	0.000	824	9167		3705716	30/01/2018 4:58:38PM
2	FS0000001719	FS	1 31/01/2018	SPRA735	1216251	AUCKLAND UNISERVICES LTD	NZD	577.320	0.000	703	8555			31/01/2018 10:50:41AM
3	FS0000001719	FS	2 31/01/2018	SPRA735	1216251	AUCKLAND UNISERVICES LTD	NZD	8297.470	0.000	725	8555			31/01/2018 10:50:41AM
4	FS0000001719	FS	3 31/01/2018	SPRA735	1216251	AUCKLAND UNISERVICES LTD	NZD	3083.340	0.000	848	8555			31/01/2018 10:50:41AM
5	FS0000001719	FS	4 31/01/2018	SPRA735	1216251	AUCKLAND UNISERVICES LTD	NZD	123191.500	0.000	848	8555			31/01/2018 10:50:41AM
6	FS0000001719	FS	5 31/01/2018	SPRA735	1216251	AUCKLAND UNISERVICES LTD	NZD	5175.820	0.000	848	8555			31/01/2018 10:50:41AM
7	FS0000001719	FS	6 31/01/2018	SPRA735	1216251	AUCKLAND UNISERVICES LTD	NZD	612.240	0.000	824	8555			31/01/2018 10:50:41AM

7. Click **View Results** icon. The query results will display on the screen. This example shows a list of invoices raised within the period for the Business Unite selected.
8. To select a different query, close this window and return to the main page.
9. To rerun the query with different parameters, change the parameter fields, click the **View Results** icon. The results are refreshed on the page.
10. To save the results, click the [Excel Spreadsheet](#) hyperlink. The results are displayed in the browser in excel format. You must save as an excel file by selecting File/Save As from the browser toolbar. Select a file directory, File Name, and ensure the file type selected is .xls. Open the excel application and retrieve this excel file in the normal manner to use/manipulate the query.
11. Click the browser back arrow to return to the query results screen.

APPENDIX A Field Descriptions

Billing General page fields' descriptions:

Note: * denotes required field.

<u>Field</u>	<u>Description</u>
Unit	Your Business Unit - see Appendix B for a complete list.
Invoice	Defaults to Next until invoice is saved, then displays Invoice ID.
Pre tax Amount	Total of all bill lines before tax.
Status	Displays current status of the bill. Defaults to New.
Invoice Dt	Date of invoice. Defaults to the Accounting Date.
*Bill Type	A Bill Type code that denotes the type of bill being processed.
Source	Determines the source of bill entry. Defaults to Customer Currency.
*Frequency	Only relevant to Recurring Bills. Determines the frequency of bill generation. Defaults to Once.
*Customer	Lookup displays a list of active UoA customers.
Address	Access to view the customer address page.
SubCust1	Local, Overseas or Research customers. Used for reporting purposes.
Cycle ID	Determines the schedule for bill generation. Defaults to DAILY.
*Invoice Form	Defaults to XMLPUB. Denotes the file format of a printed invoice.
From Date	Denotes the date that services were provided from.
To Date	Denotes the date that services were provided to.
Pay Terms	Denotes the terms of payment as agreed with the customer. Defaults to the 20 th , representing due 20 th of next month.
Pay Method	Defaults to Check (Cheque). Denotes the payment method as agreed with the customer.
Remit To	Defaults to ANZ for NZ customers and ANZFX for foreign customers - All customer payments are deposited into the ANZ Bank.
Bank Account	The currency expected to receive the invoice payment in.
Acctg Date	Date invoice is process to the General Ledger and Accounts Receivable modules.
<u>Revenue Account</u>	To enter and display Account/Department/Project chart fields for the bill.
Sales Person	Field populates automatically from Customer record.
Bill Inquiry Phone	UoA contact number for customer account inquiries.
Credit Analyst	Field populates automatically from Customer record.
Collector	Field populates automatically from Customer record.
Biller	Field populates automatically from Customer record.
*Billing Specialist	A billing specialist who is responsible for entering the Bill.

Billing Authority	Not used.
*PO Ref	Customer Purchase Order Number.
Copy Address	Access to view the courtesy customer address page.
Header Notes	Access the Header Notes page. The note appears at the top of the invoice and relates to all lines of the invoice.
Standard Entry	Click to toggle between standard and express bill entry.
Summary	Access to the bill summary page.
Bill Search	Hyperlink to the corresponding action in the Left Hand Navigation column.
Line Search	Hyperlink to the corresponding action in the Left Hand Navigation column.
Table	Identifier for Billing. Use ID identifier only.
Description	Free text field to describe the bill line item ordered by the customer.
Identifier	Tax indicator.
Quantity	Free text field. Number of goods or services provided.
UOM	Unit Of Measure.
Unit Price	Cost per unit of goods or services provided.
Gross Extended	Total value of goods or services provided.
Lines to Add	Used to add, subtract or copy lines from the bill.

APPENDIX B Billing Business Units and Bill Type Codes

Business Unit	Description	Bill Type	Description
AF	Faculty of Arts	AF FB TH	Arts Fale Booking Theology
AI	Asian Institute	AI	Asia Institute
AS	Academic Services	CA CE	Academic Development Continuing Education
AT	Creative Arts and Industries	AT FR	Appfa Faculty Fine Arts
BE	Business and Economics	BE ES	Business and Economics Executive Programmes 2
BN	Akl Bioengineering Institute	BN	Akl Bioengineering Institute
ED	Faculty of Education	ED EF	Faculty of Education Faculty of Education - Epsom
EN	School of Engineering	BN EN	Bio-Engineering Engineering
ER	External relations	CM ER SP	Communications and Marketing External Relations Schools Partnership Office
EX	Vice-Chancellor's Office	EX SH	Executive Shared Services
FS	Financial Services	FS	Financial Services
HR	Human Resources	HR	Human Resources
IP	Institute Prof Legal Studies	IP	Institute Prof Legal Studies
IT	IT Services	CN IT	Data Network - ITSS ITSS
LB	Library	LB	Library
LG	Liggins	LG	Liggins
LW	Faculty of Law	LW	Law
MD	Medical and Health Science	BS CL CS MA MC OP PH SN SS	Biomedical Science Clinics Clinical Sciences Administration Medicine Contracts Optometry Population Health Nursing Support Services
MT	Maidment Theatre	MT	Maidment Theatre
PS	Property Services	PS	Property Services
ROC	Research Office	FP TM	Fixed Price Time and Materials
SA	Student Administration	AR GC IO RL SA	Academic Registry Graduate Centre International Office Commercial Services CL Student Administration
SC	Faculty of Science	SC	Science
ST	Student Services	ST	Careers Advisory
SU	Student Support	SU	Scholarships and Financial Support
TR	Tamaki Registry	TR	Tamaki Registry

APPENDIX C Bill Status List

Any one of the following Statuses can be displayed in the Status field on the Bill Header. A user can manually adjust the status or it can be changed automatically by running a process.

CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMP	Temporary Bill
TMR	Temporary Ready Bill



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