General Billing Invoice Entry

Invoice Entry and Proof program allows you to enter general billing invoices in batch mode, and subsequently proof and post the invoices to bill customers for general revenue receivables.

Invoice entry is divided into three sections, batch entry, proof header entry and proof detail entry. The program automatically displays the Proof Header screen once you add the batch information. Likewise, the program automatically displays the Proof Detail screen once you complete entry of information on the Proof Header screen.

Add and Post the Current Batch

Open the Invoice Entry and Proof program.
General Revenues > General Billing > Invoice Processing > Invoice Entry and Proof
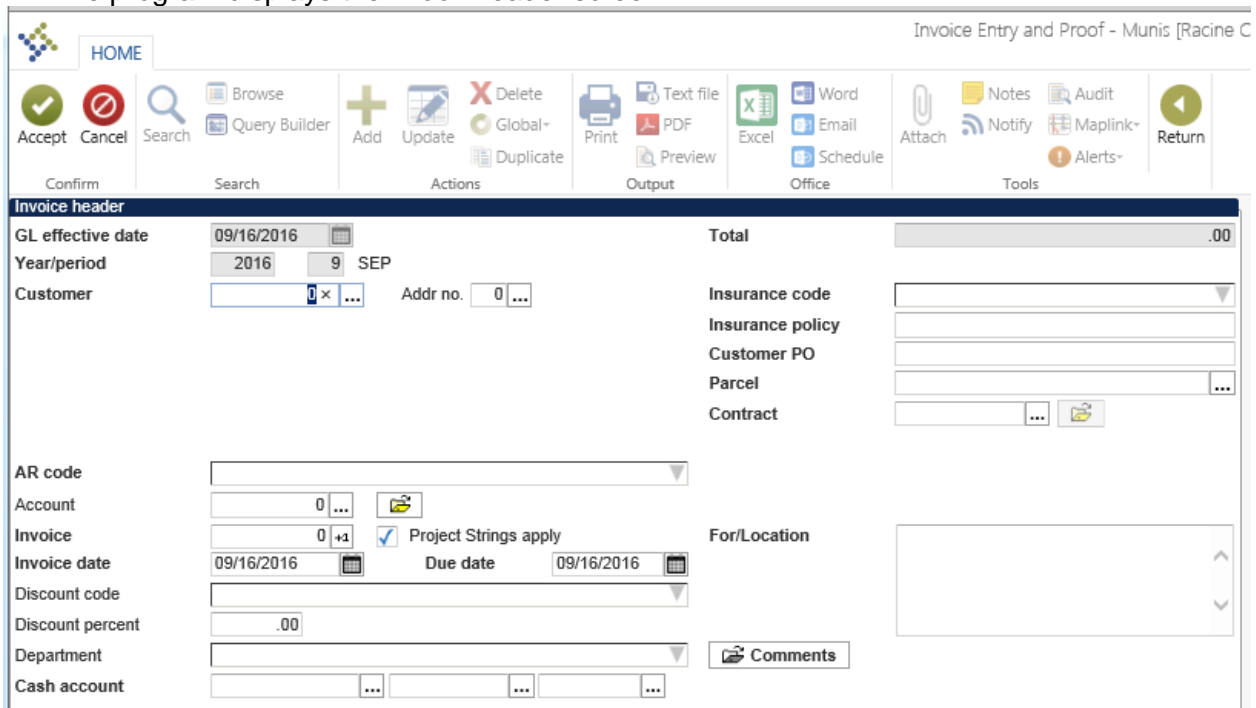

1. Click **Add Batch** to create a new batch for invoices or click **Add** ➕.

2. Complete the following fields in order to create the batch for invoices.

Field	Action or Description
Batch	This box indicates the invoice batch number or code. The system automatically assigns the batch number that is next in sequence as defined in the General Billing Parameters program, but this can be changed.
Default Invoice Date	This box indicates the default invoice date of all invoice proof records added to the current batch. You can type the date in the box or click calendar button to select the date.
GL Effective Date	This box indicates the general ledger effective date for the journal.

Field	Action or Description
	You can type the date in the box, click the calendar button to select the date, or leave the default date, which is the current date.
Year/Period	These boxes indicate the general ledger year and period to which these invoices will post. The default values are the default year and period as defined in the GL Parameter program. You can change the year, but you can only change the period if you have the appropriate general ledger permissions.

3. Click **Accept** ✅ or press **Enter**.
   The program displays the Proof Header screen.

4. Complete the following fields on the invoice header:

Field	Action or Description
GL effective date	This box indicates the general ledger (GL) date to which bills will post. The default value is today.
Year/Per	This box indicates the general ledger (GL) year and period to which bills will post. The default values are the default year and period as defined in the GL Parameter Maintenance program. The year can be changed. If the General Ledger permissions for your user ID allow you to override the accounting period, you can change the period, as well.
Reference	This box indicates the reference code associated with the customer account number and is only available when you add a proof header record and reference codes are associated with customer account numbers. Type the reference code in the box or click the help button to select the code from a list. If there are no reference codes associated with customer account numbers, the program does not display the Reference box on the screen.

Field	Action or Description
Customer	This box indicates the identification or account number of the customer to receive the invoice. You can type the number in the box, click the help button to conduct a search for a customer, or click the folder button to add a customer in the Customer Maintenance program. **Notes:** • Once you type a customer number in the box for a new invoice, the program displays the insurance code and policy information if it exists on the customer record. • Your ability to maintain customer information is dependent upon the user permissions established for your role.
Addr No	This box indicates the optional address number (if one exists) for the customer as established in the Customer Maintenance program. Since there can be more than one address per customer (such as a mailing and a street address), a number represents the address. If the customer record has only one address, the default value in the box is 0 and there is no access.
AR Code	This list indicates the accounts receivable code for the invoice.
Invoice	This box indicates the invoice number. You can type a number in the box or click the +1 button to have the system automatically assign a number.
Project Accounting Invoice	If project accounting is in use and this check box is selected, it directs the program to create invoices for project accounts. If the Project Accounting Invoice check box is selected, but the charge code selected on the Proof Detail screen does not contain project accounts, the program displays the following message: "The charge does not include project accounts." Project accounts must be added to selected charges before invoices can be created. If the Project Accounting Invoice check box is cleared, but the charge code selected on the Proof Detail screen does contain project accounts, the program displays the following message: "The charge includes project accounts; however, no project activity will occur." The program does not store the project accounts for the charge and does not include them in output.
Inv Date	This box indicates the date the invoice was created. You can type the date in the box, click the calendar button to select the date, or accept the default value, which is the date from the Default Invoice Date box on the Add Batch screen. You can enter invoices for the prior fiscal year, current fiscal year, or the next year.
Due Date	This box indicates the date that payment is due for the invoice. You can type the date in the box, click the calendar button to select the date, or accept the default value, which is the invoice date plus the number of days due.
Discount code	*SKIP*
Discount percent	*SKIP*
Department	This list indicates the code for the department associated with the invoice. Department codes are established in the System Administration Department Codes program.

Field	Action or Description
Cash Account	These boxes indicate the general ledger cash account org, object, and project codes associated with the invoice. You can type each code in the boxes, click the help buttons to select the codes, or leave the default cash account establish in the AR Code Maintenance program for the selected accounts receivable (AR) code in the AR Code list. If you want to change the cash account number for the selected AR code, on the General Revenues/ Accounts Receivables Auxiliary Programs menu, open the AR Code Maintenance program. **Important:** Do not change the cash account until you verify the change with the appropriate financial contact.
Ins Code	*SKIP*
Ins Policy	*SKIP*
Cust PO	This box indicates the customer's purchase order number.
Parcel	*SKIP*
Contract	This box allows you to specify the contract number associated with the invoice. The folder button to the right of the field opens Contract Inquiry for the associated contract number.
For/Loc	This box allows you to add For/Location comments, such as general remarks about what the bill is for or where it originated from, that print at the top of the bill. If For/Loc Comments are related to Applications, Violations, or Inspections (due to Invoices in the Permits and Code Enforcement module), then the For/Loc Comments box cannot be updated. Programs that print a fixed length description, such as form prints and flat files, will still only print the first 120 or 200 characters of the description, but XML-based outputs display the full 8000 characters.

5. Click **Accept** or press **Enter**.
   The program displays the Proof Detail screen, where you can add the invoice detail.

6. Complete the following fields:

Field	Action or Description
Chg Code	This list indicates the charge code. This list is only accessible when adding an invoice. Note: Exiting the Charge Codes program returns you to this field. The AR Category must be General Billing. If the charge code is associated with sales tax: • A red message is displayed telling you "Charge [charge code] is subject to sales tax." • When there is more than one record to display, the first record is the primary charge code and the rest are the associated sales tax charge codes.
Line Description	The text box next to the Chg Code list display the description associated with the selected charge code. You can accept the default description associated with the selected charge code or edit the description to add more detail. This box also displays the number of occurrences generated from the Incidents program for each charge line.
Qty	This box indicates the quantity to be invoiced. If quantity is not applicable, leave as a quantity of 1. The Qty box is not accessible on this screen if the value of the Calc Code for the charge code is 02-Fixed Amount from Charge Code. If the value of the Calc Code is 05-Quantity X Unit Prices, the Qty box is accessible.
UOM	This box indicates the unit of measure, such as each, dozen, or pounds.

| Field	Action or Description
Price	This box indicates the price per unit of measure. In addition to the actual price per unit, you can type a zero in the box to post zero-balance bills or type a negative amount in the box. Note: In order to have a negative invoice amount, the charge code's minimum amount must be zero.
Disc Amt	This is the discount amount. The amount must be less than the Qty x Price and is subtracted from the gross price. For the sales tax, this field is automatically calculated.
Bill Amt	This box indicates the amount that results from the system subtracting the discount amount from the gross price. For sales tax, this field is automatically calculated.
Recipient	This list indicates a person who receives services purchased by a general billing customer. For example, a student is the recipient of school services. Recipients may be associated with invoice detail lines. The list displays all recipients with a "Billing CID" that matches the "Customer." The recipient name prints after each detail line. Recipients are established in Recipients.

7. Click **Accept** ✅ or press **Enter**.
8. You can click GL Detail to open the detail table for maintenance of up to five revenue accounts between which to distribute the current charge or click Add Detail to add up to five detail lines. The available columns on the detail table depends on whether or not the invoice is a project accounting invoice and if your site uses the Full Account or Org general ledger account entry method:

| Field	Action or Description
The program displays the following columns if your site uses project accounting and the invoice is a project accounting invoice:	
T	This box indicates the project account type, such as F for funding or E for expense.
Project Account	This box indicates the project account number.
The program displays the following columns if your site uses the Full Account general ledger account entry method:	
	This box indicates the project type, such as E for expense, R for revenue, or B for balance.
Account	This box indicates the full general ledger cash account that is debited when payments are taken.
The program displays the Rev Org, Obj, and Proj columns if your site uses the Org general ledger account entry method:	
Org	This box indicates the organization code for the cash account.
Obj	This box indicates the object code for the cash account.
Proj	This box indicates the object code for the cash account.
Description	This box indicates the description of the cash account.
Total Amount	This box indicates the total amount allocated to the cash account line item.
Total Allocation	This box indicates the total dollar amount allocated for this invoice.

9. You can also click User Def to display the Proof Detail User-Defined Fields screen and update user-defined fields if they are associated with the invoice.

10. To add additional charges to invoice click **Add** ✚ and repeat the process from step 7 to add the new charge code lines.

11. When entry of all detail information is complete click Return ◀
    The Proof Header screen displays.

12. To add additional invoices click **Add** ✚ and repeat the process from step 5 to add the new invoice.

13. When entry of all invoices is complete click Return ◀
    The Invoice Entry and Proof screen displays.

14. Click **Output Post**
    The Output dialog box displays.
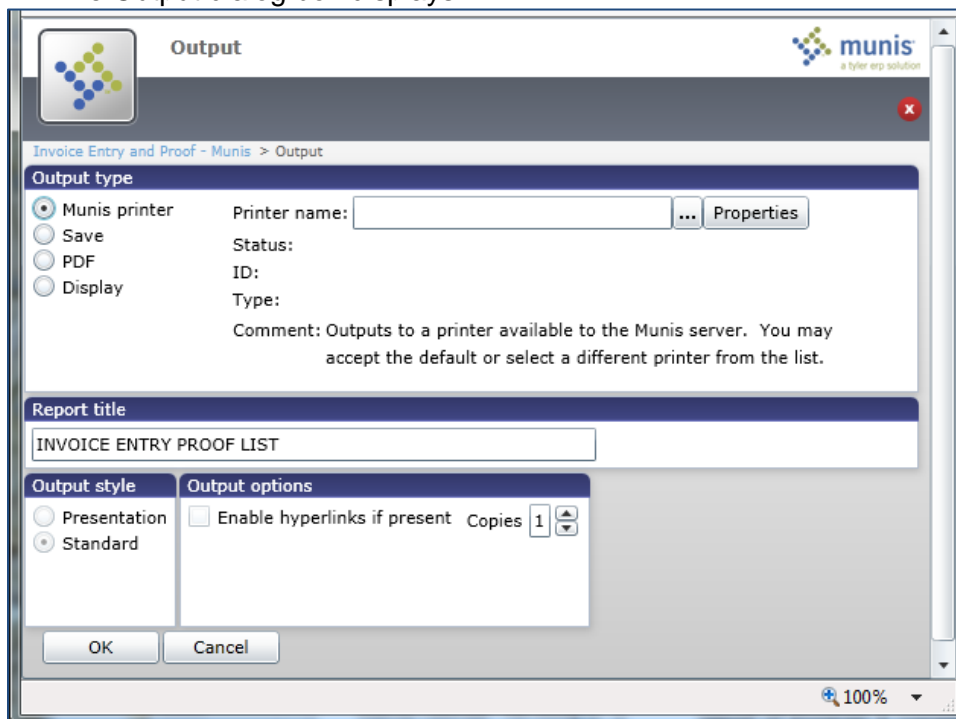
15. Complete the Output dialog box, and then click **OK**.
    The program closes the Output dialog box and if no errors are found, the program displays a confirmation message.
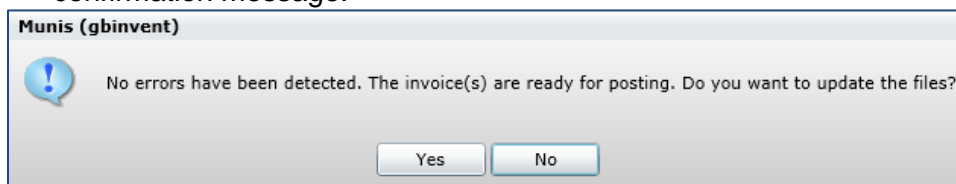
16. Click **Yes**.
    The program displays another confirmation message for which you can decide whether or not to update messages on invoices.

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⚠ Do you want to change the message for invoices in this batch?

Yes   No
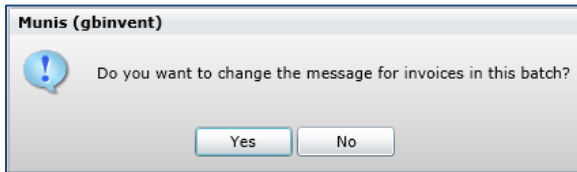
17. Click Yes to change the message for the invoices in the current batch or click No to proceed without changing the invoice message.
    If you click Yes, the program opens the Invoice Message Text list for entry.