PantherSoft Financials
Smart Internal Billing
Agenda

- Benefits
- Security and User Roles
- Definitions
- Workflow
- Defining/Modifying Items
- Creating an Invoice
- Using the Smart Gadgets
- Approving/Denying an Invoice
- Queries
Benefits

Smart Internal Billing is an electronic invoicing tool that facilitates revenue collection from internal customers.

**Benefits of the tool include:**

- Improved revenue collection
- Reduction of data-entry errors
- Automated workflow process
- System generated journal after approval process has been completed
Security and User Roles

Are you a Customer or Seller?

As a Customer, you will contact the appropriate department to purchase a good or service for your area.

The Customer’s (Receiving) Department PI, Manager, Director etc., will have the authority to approve the purchase of the good or service.

The Selling (Billing) Department will provide the service or good and initiate the billing process. This department will have to define the items in the system prior to creating an invoice.
Security and User Roles

Expense Managers, whether their department is the Seller or the Customer, will have access to approve automatically. Others users can obtain access via the Access Request Form (ARF), and authorized by organizational department approvers. Access is granted to the range of departments you input on the ARF form.

User roles are the following:

- **Smart Billing - Bill Creator** - User is allowed to create/modify invoice. *(ARF # 017)*

- **Smart Billing - Item Creator** - User is allowed to create new items & update existing items. *(ARF # 018)*
Definitions

Billing (Seller) Activity: Activity Nbr that provided the service/good; benefitting department.

- **Note:** *Invoices are always initiated by Billing Department.*
- **Bill Creator:** User from Billing Department who creates the invoice; may also be an approver.
- **Bill Approver:** User in Billing Department responsible for approving outgoing invoices.

Receiving (Customer) Activity: Activity Nbr that received the service/goods and needs to pay billing department.

- **Note:** *Billing Department needs the Receiving Activity Nbr prior to creating an invoice.*
- **Receiving Approver:** User in Receiving Department responsible for approving incoming invoices.
Workflow Process

1. Items are defined by the Selling Department
2. Invoice is created by Seller
3. Sellers Approver reviews and approves invoice
4. Receiving Approver reviews and approves invoice
5. Journal is generated and posted
Defining Items

**Items** represent the product or service offered by a selling department for a fee. Items must be defined prior to creating a bill. Some of the attributes that need to be defined for each item offered include the description, the accounting information (accounts for revenue and expenses), unit of measure and, most importantly, price. Benefits of defining items prior to billing include:

- Consistent pricing for all services
- Reduced labor costs by eliminating double entry
- Unique item list for every department
Defining Items
Defining Items

Define Items

Find an Existing Value  Add a New Value

Activity Nbr: 1104120002
Item ID: NEXT

Add

Find an Existing Value  Add a New Value
Defining Items

**Note:** Make sure the status is set on active and the Eff Date is set to 01/01/1901.
Defining Items

Define Items

- Activity Nbr: 1003330001
- EH&S AUX FUND
- Item ID: NEXT
- Golf Cart Safety Training

- Type: Internal
- *Status: Active
- *Eff Date: 01/01/1901
- *Long Descr: Golf Cart Safety Training
- *UOM: EA
- *Price: 10.00

Accounting Distribution
- *Billing Account: Revenue
- *Customer Account: Expense
Defining Items

Note: If the Billing Account is set to Revenue, then only revenue accounts will be displayed and vice versa. The Billing Account is the “crediting” account for the seller.
Defining Items

Note: The Customer Account is the “debiting” account. If using Educational & General (E&G) it is Expense to Expense.
Defining Items

Note: Once the Item is saved, a sequential number will be assigned automatically and the item definition is completed.
Modifying an Existing Item

Note: Sometimes modifying an existing item is necessary. For example, a price change or a change in accounting information.
Modifying an Existing Item

Note: Once you add a new record for the same item, the Eff Date field will populate the current date. The tool will use the new changes for invoices created after the new date.
Modifying an Existing Item

Define Items
Activity Nbr: 1104120002  Controllers Office
Item ID: 0000007271  Golf Cart Training

Item Details
Type: Internal  Status: Active   Eff Date: 10/05/2015
Long Descr: Golf Cart Training
UOM: EA   Price: 10.00

Accounting Distribution
Billing Account: Expense   773601  Educational Supplies
Customer Account: Expense   773601  Educational Supplies

Type: Internal  Status: Active   Eff Date: 01/01/1901
Long Descr: Golf Cart Training
UOM: EA   Price: 10.00

Accounting Distribution
Billing Account: Expense   773601  Educational Supplies
Customer Account: Expense   773601  Educational Supplies
Creating an Invoice
Creating an Invoice

Note: Only those Activity Numbers in which you have been granted Billing access will be displayed.
Creating an Invoice

Note: All fields with an asterisk* must be filled. Repeated items cannot be on the same invoice.
Creating an Invoice

Header Information:

- **Business Unit**: Currently, the tool has been configured for FIU01 only
- **Bill ID**: Sequential & unique number assigned after an invoice has been saved
- **Entered by**: The user who originally created the invoice
- **Entered on**: The date the invoice was created
- **Date From**: A required date field used to track the date that the service was performed or will be performed
- **Billing Activity**: The department that is invoicing or billing for services performed
Creating an Invoice

Header Information Continued:

- Last updated by: Last person who updated the invoice
- Last updated on: The date & time that the invoice was updated
- Receiving Activity: The department invoiced for the service
- Descr: A comment box used to write the description of invoice for record keeping
- Internal Ref: Another text field to be used by the Billing Department only, used as an internal record-keeping mechanism
- Show Offset Lines: This button allows the user to view the offsetting lines; only visible after invoice has been saved
Creating an Invoice

The Bill Status and the Workflow Status are both interrelated i.e. the Bill Status dictates the workflow status. The relationships below exist between both statuses:

<table>
<thead>
<tr>
<th>Bill Status</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>None</td>
</tr>
<tr>
<td>Invoiced</td>
<td>Pending/Denied</td>
</tr>
<tr>
<td>Completed</td>
<td>Approved</td>
</tr>
<tr>
<td>Cancelled</td>
<td>None</td>
</tr>
</tbody>
</table>
Creating an Invoice

**Bill Status:** The current status of an invoice. The statuses are listed below:

- **Open:** The default status of an invoice after it has been created

- **Invoiced:** The tool changes the status to “invoiced” once the invoice has been submitted to workflow

- **Completed:** Indicates that the invoice has been fully approved by both the receiving and billing approvers and it is ready for journal generation

- **Cancelled:** Indicates that the invoice has been cancelled by either the person who initially entered the invoice or by a billing approver. An invoice could never be deleted, just “cancelled”
Creating an Invoice

**Workflow Status:** The current workflow status of an invoice. The statuses are listed below:

- **None:** The default workflow status of the invoice
- **Pending:** Workflow status after the invoice has been submitted and is waiting for approval
- **Approved:** Workflow status after the invoice has been fully approved by both parties
- **Denied:** This workflow indicates that the invoice has been denied through the workflow process by either party
Creating an Invoice

Account Distribution: The user will be able to see the speedtype and the corresponding departmental information such as the fund, pcs fund, etc. for the Billing Activity.
Creating an Invoice

### Item Details

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000005076</td>
<td>Golf Cart Safety Training</td>
<td>EH&amp;S AUX FUND</td>
<td>-80.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Total Extended Amount:** 80.00

### Item Offset Details

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000005076</td>
<td>Golf Cart Safety Training</td>
<td>DHR Operations</td>
<td>80.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Total Credits:** 80.00
Creating an Invoice

Saved Successfully

OK

Bill ID Status

Bill ID 0000003133 has been saved successfully.

Click OK to return to the transaction.

[Notifications and Refresh buttons]
Creating an Invoice

Smart Internal Billing

- **Business Unit**: FIU01
- **Bill ID**: 0000029464
- ** Entered by**: Guzman, Gloria Alejandra
- **Entered On**: 10/05/15 4:10PM
- **Workflow Status**: None
- **Date From**: 10/01/2015
- **Date To**: 10/01/2015
- **Last Updated By**: Guzman, Gloria Alejandra
- **Last Updated On**: 10/05/15 4:11:11PM
- **Billing**: 1003330001 EH&S AUX FUND
- **Receiving**: 1564020001 DHR Operations

**Descrip**: Golf Cart Training

**Item Details**

- **Item ID**: 0000005076
- **Description**: Golf Cart Safety Training
- **Quantity**: 8.00
- **Price**: 10.00
- **Extended Amount**: 80.00

**Total Extended Amount**: 80.00
Creating an Invoice

Once the invoice is ready to be submitted for approval, the workflow process is initiated by clicking on the button on the main invoice page. Then click on the submit button. The approvers will then receive an email message.
Creating an Invoice

Smart Internal Billing

- Business Unit: FIU01
- Bill Status: Invoiced
- Date From: 10/01/2015
- Last Updated By: Guzman, Gloria Alejandra
- Descri: Golf cart training

- Bill ID: 0000029464
- WorkFlow Status: Pending
- Enter by: Guzman, Gloria Alejandra
- Entered On: 10/05/15 4:10PM
- Billing: 1003330001 EH&S AUX FUND
- Receiving: 1564020001 DHR Operations

Item Details

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000005076</td>
<td>Golf Cart Safety Training</td>
<td>8.00</td>
<td>EA</td>
<td>10.00</td>
<td>80.00</td>
</tr>
</tbody>
</table>

Total Extended Amount: 80.00
Using the Smart Gadgets

Save: To save any changes on the invoice

Copy: To retrieve a previously saved invoice

Collaborate: To comment on the invoice

Attach: To attach files to the invoice

Workflow: To submit an invoice for workflow and start the approval process. You can also view approver’s names.

Cancel: Allows the user that created the invoice or an approver for the billing activity to cancel or void an invoice
Approving/Denying an Invoice

Benefits of the Workflow Process:

- Reduces the time it takes to approve the invoice
- Reduces unnecessary paper work
- Approvers will be receiving email notifications informing them to approve invoices
Approving an Invoice

A user must first retrieve the invoice in order to approve it. There are a couple of ways in which the invoice can be retrieved.

Navigate to Approval Inbox: Smart Solutions > Smart Workflow > Transaction Approval > Approval Inbox
Approving an Invoice

Approval Inbox

TransactionType: BillingApproval
Use Saved Search:

Bill ID equal to
Billing Activity equal to
Receiving Activity equal to
Business Unit equal to
Bill Status equal to
Workflow Status equal to
User ID equal to

Search Clear Advanced Search Save Search Criteria Delete Saved Search Personalize Search

Office of the Controller
Approving an Invoice

Another way to locate an invoice is to search for the invoice directly:

Smart Solutions > Smart Documents >
Smart Internal Billing > Smart Internal Billing

Click on the “Find and Existing Value” tab and search for the invoice.
Approving an Invoice

Smart Internal Billing

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

Find an Existing Value | Add a New Value

**Search Criteria**

- Business Unit: begins with FIU01
- Bill ID:
- Billing Activity:
- Receiving Activity:
- Workflow Status:

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value
Approving an Invoice

All invoices must be approved by the billing activity approver first and then by the receiving activity approver. To approve an invoice:

- Retrieve the invoice and review the details
- Click on “Workflow”
- Click the “Approve” button to approve the invoice

An email notification is sent to the user who created the invoice.
Denying an Invoice

Denying an invoice should only be done when any one of the approvers does not agree with the contents of the invoice. To deny an invoice:

- Search for the invoice through any of the ways explained in the Approving an invoice section.
- Click on the Workflow button and approvers must then comment on why the invoice is being denied on the comment box. Then click on Deny.
Queries

1. **Internal_Billing_Item_Details**: This query allows the user to view the latest item information per activity number.

2. **Smart_Internal_Bill**: This query can be used to track information on entered invoices.
Website & Links

Florida International University - Office of the Controller

Directory of Services

Accounting and Reporting Services
- Find a Team Member
- Merchant Solutions - Credit Card Processing
- Month End Calendars and Deadlines for 2012-2013
- 2011-2012 Year End Calendars and Deadlines
- Chart of Accounts
- Fund Matrix
- Bond Documents
- BSG Requests
- Annual Reports

Financial Systems and Support Services
- Find a Team Member
- FIU Chat
- Financial's Systems Access
- Reporting Resources
- Training Registration
- Training Resources
- User Productivity Kit (UPK)
- Deleting Cookies

Payment Services
- Find a Team Member
- Accounts Payable
- Credit Card Solutions Program
- Travel

Tax Services
- Find a Team Member
- Tax Certificates

Purchasing Services
- Find a Team Member
- Asset Management
- Competitive Solicitations
- Central Receiving
- Scientific Receiving
- New Vendor Application
- FVE 2011-2012 Open Encumbrances

Student Services
- Find a Team Member
- Due Dates & Deadlines
- Tuition & Fee Information
- FAQ's
- Academic Calendar
- Forms

Chart of Accounts Redesign Project
- New Features
- Meet the Team
- Project Timeline
- Presentations and Announcements
- Crosswalks

All Controllers Services and Documents Index

Controller's Policies, Procedures and Manuals
Just for Students
Controller's Submission Calendar
About our Controller and Associate Vice President - Cecilia Hamilton's Bio
Questions?