

Example Scenario for Training Purposes Only

Note: The following training exercise is intended to provide “real-life” scenarios for use during instructor led training. Refer to the accompanying data sheet as necessary while performing the practice training exercises. Please note that the scenario and data provided are for example purposes only.

OVERVIEW

Purpose

The purpose of this document is to provide the necessary information to complete the classroom training exercises. In addition to the information provided below, you may also reference your training guide for additional information.

List of Activities

The following training exercises are part of the FIN306: Inter Unit Billing course:

- Activity 1: Creating an Inter Unit Bill Training Exercise
- Activity 2: Receiving an Inter Unit Bill Training Exercise



ACTIVITY 1: CREATING AN INTER UNIT BILL TRAINING EXERCISE

You are an employee of the Department of Natural Resources (DNR). Your department recently made a transaction for vehicle sales to the Department of Corrections (DOC). You need to create an Inter Unit Bill between your agency and the DOC. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Billing > Maintain Bills > Standard Billing	
Select Add a New Value tab	
Business Unit	37000
Invoice	NEXT
Click Add	
Type	STD
Frequency	Once
Customer	INTER41000
Click Refresh	
Click  (Bill to Unit) to verify the Bill to GL Unit	
Click OK	
Click Line – Info 1 tab	
Description	Large Bed Pick-Up Trucks
Quantity	2
Unit of Measure	EA
Unit Price	12,500
Click Refresh	
Click Accounting link	
Fund	10000
Appropriation	100GE
Select from Navigation menu: Acctg – InterUnit Exp/Inv	
Fund	10000

Field	Value
Appropriation	100GE
Click Header – Info 1 tab	
Change the Status to RDY	
Click Save	
<i>Write down the Invoice Number to be used in below steps and in Activity 2</i>	
Navigate to Main Menu > Billing > Generate Invoice > Non-Consolidated > Single Action Invoice	
Select Add a New Value Tab	
Run Control ID	<Your Initials>_SINGLE_IU_INV
Click Add	
The Single Action Invoice Run Control page displays	
Business Unit	37000
From Invoice	<i>Use the Invoice Number from Activity 1</i>
To Invoice	<i>Use the Invoice Number from Activity 1</i>
Click  (Bills to be Processed) to the right of the Run button	
Verify that the Status reflects value of RDY	
Click Return	
Click Run	
Process Scheduler Request page displays	
Select checkbox next to the Single Action Invoice process option	
Click OK	
Select Process Monitor link	
Click Refresh until Run Status displays value of Success and Distribution Status is Posted	
You have now completed this training exercise!	



ACTIVITY 2: RECEIVING AN INTER UNIT BILL TRAINING EXERCISE

You are an employee of the Department of Corrections. You have received an Inter Unit Bill from the Department of Natural Resources for a recent purchase of vehicles. You need to process the Inter Unit Bill and prepare it for payment processing. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Build	
Select Add a New Value tab	
Run Control	<Your Initials>_INTERAGENCY
Click Add	
Voucher Build tab	
Request ID	1
Description	Inter Agency Billing
From Date	01/01/2015
To Date	<i>Use Today's Date</i>
Process Option	Business Unit
Voucher Sources	New Voucher Data
Business Unit	41000
Voucher Build Interfaces	Billing Vouchers
Click Run	
Process Scheduler Request page appears	
Click OK	
Click Process Monitor link	
Click Refresh until Run Status displays Success and Distribution Status displays Posted for Process Name AP_VCHRBLD	
To verify voucher creation, navigate to Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry	
Select Find An Existing Value tab	
Business Unit	41000
Invoice Number	<i>Insert Invoice Number from Activity 1</i>



Field	Value
Click Search	
Review created Voucher for payment processing	
You have now completed this training exercise!	