



**State of Wisconsin  
Department of Administration**

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**Generating an Invoice  
Job Aid**

**Version 1.0**



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**PURPOSE**

This Job Aid is designed to provide additional information regarding generating an invoice, including pre-processes, online manual bill entry, and invoice adjustments.

The **Generating an Invoice** job aid will review the following processes:

- Manual Billing
- Creating an Invoice
- Making Adjustments to Invoices

The following icons are depicted throughout this document to bring special attention to additional information, key points, and warnings.

Icon	Description	Purpose
	Additional information	Provides more information on the fields highlighted or selected on the screenshot.
	Key Points	Explains the purpose/importance of a particular field/option.
	Warning	Provides any critical information for critical fields.



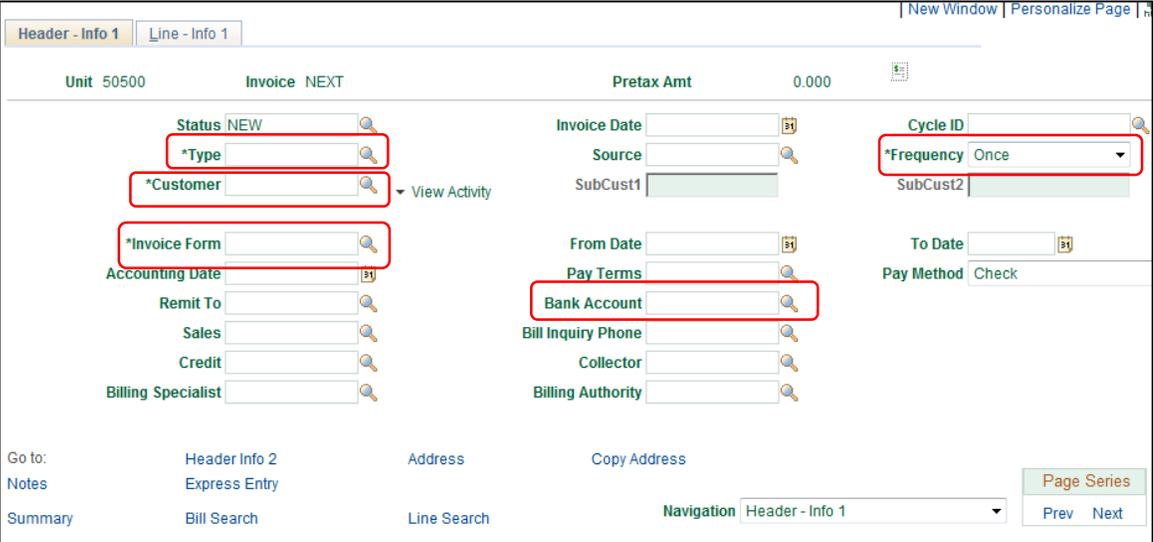
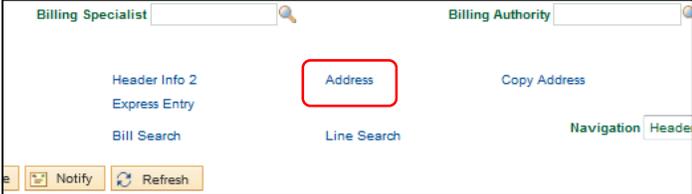
## MANUAL BILLING ENTRY

### Description

Manual billing is the manual method of online bill entry. To begin the bill entry process, enter bill header and line information into the system. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed.

### Steps

**Scenario:** Follow the steps explained below to manually create a new bill in STAR.

Step	Action
1.	In the Main Menu, navigate to: <b>Billing &gt; Maintain Bills &gt; Standard Billing</b>
2.	Select the <b>Add a New Value</b> tab.
3.	Enter the appropriate <b>Business Unit</b> and accept the system-generated Invoice ID: NEXT. Click <b>Add</b> . Other fields include Bill Type Identifier, Bill Source, Customer, and Invoice and Accounting Dates.
4.	<p>Use the <b>Header – Info 1</b> page to specify bill header information:</p> <ul style="list-style-type: none"> <li>• Type</li> <li>• Customer</li> <li>• Invoice Form</li> <li>• Bank account</li> <li>• Frequency</li> </ul> 
5.	<p>When the Customer ID is entered, the <b>Bill To</b> information associated with the customer, including address, will also be included. Click <b>Address</b> at the bottom of the page to review mailing address information.</p> 



After creating the Bill Header, complete the **Bill Line** page. This data corresponds to an individual bill line including **Quantity**, **Unit of Measure**, and **Unit Price**. Enter the following:

- Charge identifiers – Upon selecting, associated fields will automatically populate.
- Descriptions
- Pricing
- General Ledger account codes

6.

Click **Accounting** to designate which accounts will be affected by the bill by either:

7.

1. Entering Accounting **Code** – if provided by agency, code will also populate the other appropriate **ChartField** Values.
2. Manually entering accounting Information



8.	After Bill Header, Line Info, and Accounting pages have been populated, click <b>Save</b> .
9.	The billing process is complete and invoicing procedures can begin pending <b>Bill Status</b> change to <b>RDY</b> (ready).

## CREATING AN INVOICE

### Description

After the billing process is completed, invoicing can be generated for existing bills. Before invoicing procedures can begin, the **Bill Status** must be changed to a **RDY** (ready) status. Bills will be changed to RDY status in one of two ways:

- The **Automatic Batch Process** will run every 24 hours and change every bill status to RDY.
- Manually changing bill status by modifying the **Bill Header** page.

The key activities involved in creating an invoice are:

1. Verifying or updating **Bill Status** to **RDY** – STAR will run an Automatic Batch Process every 24 hours to change the status of bills to be ready for invoicing. When the status of bills needs to be changed manually, please refer to **Activity 3.2** below.
2. Single Action Invoicing.

### Manually Changing Bill Status Steps

**Scenario:** An invoice has to be generated before the next scheduled **Automatic Batch Process**. Before the Invoice can be created, the bills need to be changed to **RDY** status. Follow the steps below to manually change the status of bills.



Step	Action
1.	In the Main Menu, navigate to: <b>Billing &gt; Locate Bills &gt; Bills Not Invoiced.</b>
2.	Select Customer in the <b>Bill To</b> drop-down menu and enter <b>Customer ID</b> in the ID Field. Click <b>Search.</b>
3.	A list of bills not yet invoiced will appear. Select bills with <b>NEW Status</b> and click <b>Header Info 1</b> at the bottom left of screen, which will direct you to the <b>Billing General</b> page.
4.	In the <b>Billing General</b> page, change the <b>Bill Status</b> to <b>RDY</b> in the drop-down menu. Click <b>Save.</b>

### Single Action Invoicing Steps

**Scenario:** The Single Action Invoice tool allows for a number of processes to run in a single action. Using the **Single Action Invoice** tool, you are able to finalize and print, load AR pending items, load GL Accounting Entries, and distribute the invoice.

Distributing invoices by email can be selected in the **Print Options** tab. The invoice can only be distributed by email if a contact email exists for the customer. Please refer to the **Creating a Customer** Job Aid for additional information in updating customers and contacts.

Use the steps below to run the Single Action Invoice process.

Step	Action
1.	Navigate to: <b>Billing &gt; Generate Invoices &gt; Non-Consolidated &gt; Single Action Invoice</b>
2.	Click <b>Control ID</b> to define the bills being invoiced.
3.	Click <b>Batch Standard</b> in <b>Posting Action</b> section and search for the <b>Invoice ID</b> of the bill you want to invoice. Click <b>Run.</b>



4.	<p>The <b>Process Scheduler Request</b> page will open. Select <b>Single Action w/Comm Cntl</b> to run the desired invoice process.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Billing Currency Conversion</td> <td>BICURCNV</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Generate AP Vouchers</td> <td>BIGNAP01</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Pre-process &amp; Finalization</td> <td>BIIVC000</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Single Action Invoice</td> <td>BIJOB03</td> <td>PSJob</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Single Action w/ Comm Cntl</td> <td>BIJOB03K</td> <td>PSJob</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Load AR Pending Items</td> <td>BILDAR01</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	Single Action Invoice	BIJOB03	PSJob	(None)	(None)	Distribution	<input checked="" type="checkbox"/>	Single Action w/ Comm Cntl	BIJOB03K	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	Distribution
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5.	<p>Click <b>OK</b> at the bottom of the page.</p>																																																	
6.	<p>Click <b>Process Monitor</b> in the upper right screen.</p>																																																	
7.	<p>Verify <b>Run Status</b> in <b>Process List</b> section indicates <b>Success</b>. If status displays <b>Processing</b>, click <b>Refresh</b> button until updated.</p>																																																	

## MAKING ADJUSTMENTS TO INVOICES

### Description

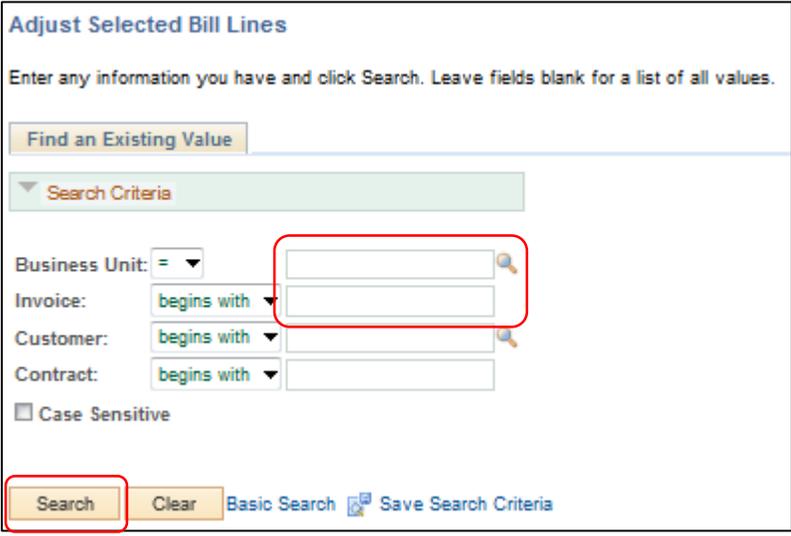
After the billing process is completed, invoicing can be generated for existing bills. Before invoicing procedures can begin, the **Bill Status** must be changed to a **RDY** (ready) status. Bills will be changed to RDY status in one of two ways:

1. Manually changing bill status
2. Automatic daily batch process run

### Adjusting Selected Bill Lines Steps

While adjusting an entire bill can be useful, sometimes a bill only needs adjustments within its lines. Use the steps below to make adjustments to invoices in selected bill lines.

Adjustments in bill lines can be either **added to an existing bill**, or **reversed**. You can choose to apply the adjustment line to an existing bill in the **Adjust Selected Bill Lines** page.

Step	Action
1.	Navigate to: <b>Billing &gt; Maintain Bills &gt; Adjust Selected Bill Lines</b>
2.	<p>Enter <b>Business Unit</b> and <b>Invoice ID</b> and click <b>Search</b>.</p> 
3.	<p>Select the <b>Adjust Selected Lines</b> option in <b>Line Adjustment Parameters</b>.          If the adjustment line will be added to an existing bill, check the <b>Add to Existing Bill</b> checkbox illustrated below:</p>



	<p><b>Adjust Selected Bill Lines</b></p> <p>Unit US001 Bill To 1005 Golden Inc.        Invoice 0000678542 Invoice Amt 745.15 USD</p> <p><b>Line Adjustment Parameters</b></p> <p><input type="radio"/> No Bill Action  <input checked="" type="radio"/> Adjust Selected Lines  <input type="checkbox"/> Add to Existing Bill</p> <p>Line Opt Create Reversal and Rebill        Adjustment Reason Default RETURN</p> <p><b>Line Adjustment Results</b></p> <p>*Adjustment NEXT        Total Lines Adjusted</p> <p>Select Bill Lines</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Line</th> <th>Seq Identifier</th> <th>Description</th> <th>Gross Extended</th> <th>Net Extended</th> <th>Adjustment Reason</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>3 ST-0002</td> <td>Logo T-shirt</td> <td>313.25</td> <td>313.25</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>1 ST-0003</td> <td>Logo Coffee Mug</td> <td>244.65</td> <td>244.65</td> <td></td> </tr> </tbody> </table>	Select	Line	Seq Identifier	Description	Gross Extended	Net Extended	Adjustment Reason	<input type="checkbox"/>	1	3 ST-0002	Logo T-shirt	313.25	313.25		<input checked="" type="checkbox"/>	2	1 ST-0003	Logo Coffee Mug	244.65	244.65	
Select	Line	Seq Identifier	Description	Gross Extended	Net Extended	Adjustment Reason																
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<input checked="" type="checkbox"/>	2	1 ST-0003	Logo Coffee Mug	244.65	244.65																	
4.	<p>The <b>Line Opt</b> drop-down menu allows you select one of three options by which to adjust bill line:</p> <ol style="list-style-type: none"> <li>1. Create Net Adjustment</li> <li>2. Create Reversal and Billing</li> <li>3. Credit Line</li> </ol> <p>Select the appropriate option.</p>																					
5.	<p>Select the bill line that you want to adjust in <b>Select Bill Lines</b> section</p>																					
6.	<p>Click <b>Save</b> at the bottom of the page.</p> <p>The <b>Adjustment</b> field in the <b>Line Adjustment Results</b> section is automatically populated with a system-generated <b>Invoice ID</b> when saving and when the adjustment is not being applied to an existing bill.</p> <p><b>Line Adjustment Results</b></p> <p>*Adjustment 0000678589        Total Lines Adjusted 1</p>																					
7.	<p>Invoice bill lines have been adjusted. Follow the subsequent steps to review adjustments made.</p>																					
8.	<p>Navigate to: <b>Billing &gt; Review Billing Information &gt; Review Line History</b> to review summary of adjustments to a particular bill.</p>																					
9.	<p>Enter the <b>Invoice ID</b> of the adjusted bill you obtained in Step 6, or enter the ID of the existing bill to which adjustment lines were added if adjustments were added to an existing bill, and click <b>Search</b>.</p>																					
10.	<p>Use the <b>Adjustment Line Summary</b> and <b>Adjustment Line History</b> to view details of each bill line, including all adjustments made.</p>																					



Invoice Lines Find First 1 of 2 Last

Line Seq 1 Net Extended Amount \*Billed later\*  
 Identifier ST-0003 After Adjustments 384.45  
 Logo Coffee Mug

Invoice	Status	Inv Date	Inv Type	Line	Seq	Net Extended Amt	Currency
0000678542	INV	07/31/2000	REG	2	1	244.65	USD
0000678589	NEW		ADJ		1	-244.65	USD
0000678589	NEW		ADJ		2	384.45	USD

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

## CREATING AN INVOICE SCREENSHOT ELEMENTS

Icon	Description	Purpose
	Bills to be Processed	Clicking allows you to view all the bills in the range selection that will undergo processing for invoicing

## APPENDIX

### Vocabulary Terms

Term	Definition
Adjustment Line History	View details of bill lines when adjusting invoices.
Adjustment Line Summary	View summary of adjusted bill lines.
Create Net Adjustment Only	Creates one adjustment line when making bill line adjustments.
Create Reversal and Billing	Creates two new lines when making bill line adjustments – one that credits original line chosen, and one that reflects adjustment.
Credit Line	Creates one line with a reversal of the amounts from the original line chosen.
Process Instance Number	Identifies the process you have run when checking status.