

Interagency Billing Transaction (IBT) Processing (R6)

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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Interagency Billing Transaction (IBT) Processing (R6)

Interagency Billing Transaction (IBT) Processing (R6) Overview

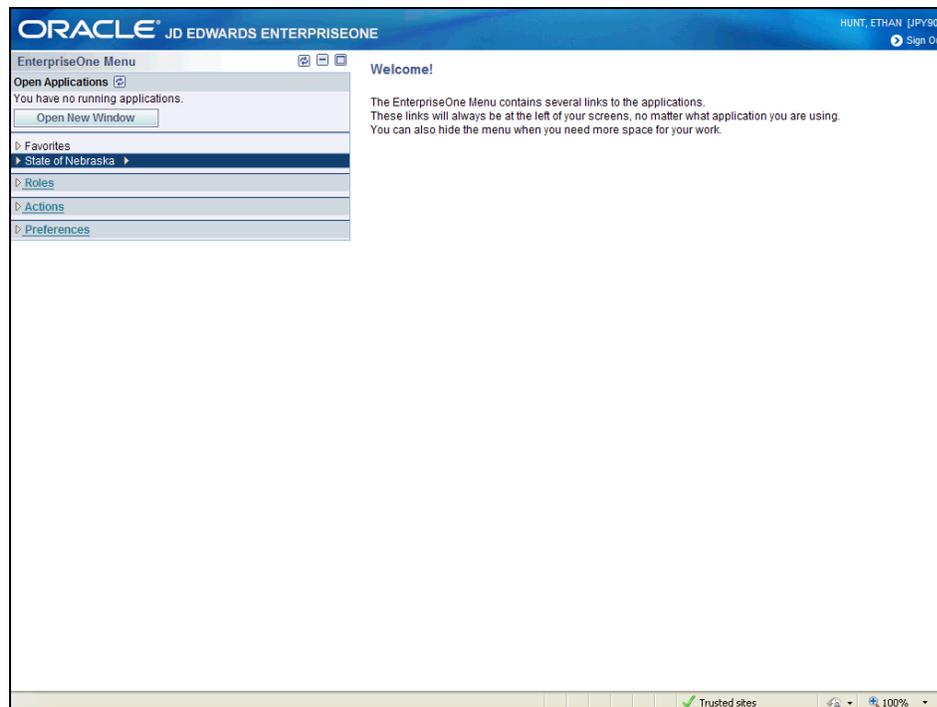
You can create account receivable invoices. You will be able to create entries as a single invoice, multiple invoices, with text or template attachments or through a speed invoice entry process.

Speed Invoice Entry is used when you have several simple invoices to enter. It allows you to quickly enter invoices that have only one pay item and simple accounting instructions. Because this method is designed for speed and efficiency during entry, you cannot use it to change, delete, or void invoices.

Enter IBT Invoice Lesson

Procedure

In this lesson you will learn how to enter an IBT Invoice.



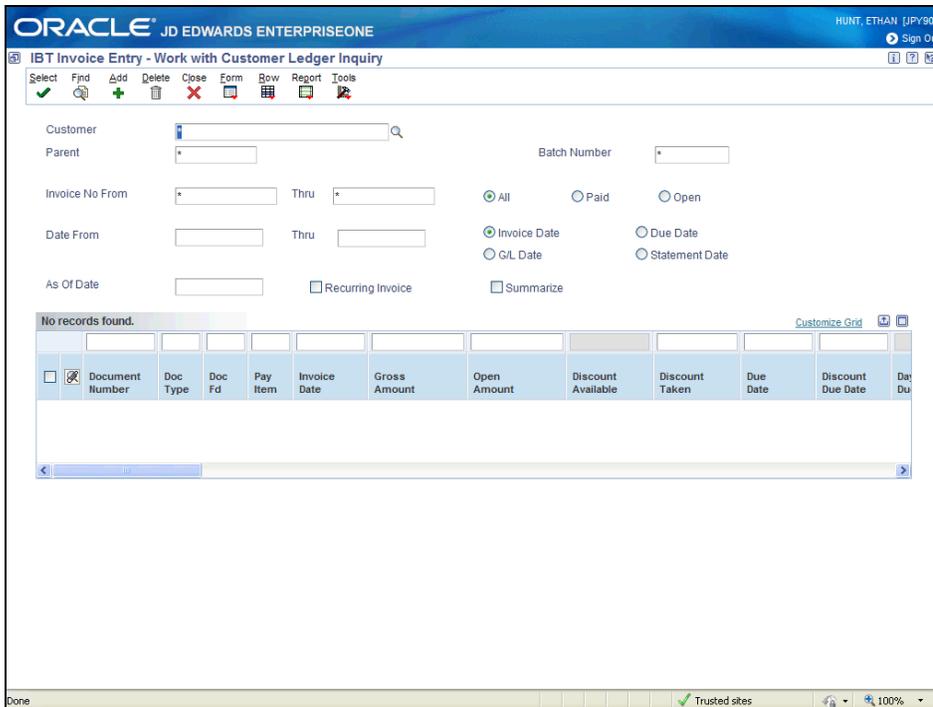
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable

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Interagency Billing Transaction (IBT) Processing (R6)



Step	Action
3.	Click the Accounts Receivable Processing link.
4.	Click the Invoicing link.
5.	Click the Enter & Print Invoice link.
6.	Click the IBT Invoice Entry link.



Step	Action
7.	Click the Add button.

Step	Action
8.	Enter the customer address book number into the Customer field. Note: When billing on an IBT use an address book search type of F.
9.	Press [Tab] .
10.	Enter the fund into the Fund field.
11.	Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date.
12.	Click in the G/L Date field. <input type="text"/>
13.	Enter the date on which the entry should post to the general ledger into the G/L Date field.
14.	Click in the Gross Amount field. <input type="text"/>
15.	Enter the amount into the Gross Amount field.
16.	Press [Tab] .
17.	Identify the invoice (up to 30 characters) into the Remark field.

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Step	Action
18.	<p>Note: Click the down arrow key on the keyboard to add additional lines.</p> <p>Note: G/L Class – enter the appropriate offset code – this field is required when the general ledger distribution for a portion of the invoice will go to a fund other than the fund listed in the invoice header. You will need to scroll to the right on the QBE line.</p>
19.	<p>Click the OK button.</p> 

Step	Action
20.	Enter the account number into the Account Number field.
21.	<p>Note:</p> <p>Amount – should be negative, all or part of the Gross Amount</p> <p>Explanation -Remark- – will default to the same as above or can be modified</p>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

IBT Invoice Entry - G/L Distribution

Document No/Type/Co: 306765 R6 10000 Batch Number: 1993452

Customer: 605965 Explanation: CSI - AS NIS

GL Date: 12/15/2009 Percent

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
65025009.961000		200.00-	TRAINING EXAMPLE	0				
			TRAINING EXAMPLE	0				

Amount: Remaining: 200.00-

Step	Action
22.	Press the down arrow on your keyboard.
23.	Add additional line(s) as needed. Note: Amount field should show full distributed amount, Remaining field should be blank.
24.	Note: If the General Ledger distribution involves more than one fund, be sure the distribution is consistent with the invoice grid information and the G/L Class codes used.

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IBT Invoice Entry - G/L Distribution

OK Delete Cancel Form Row Tools

Document No/Type/Co 306765 R6 10000 Batch Number 1993452

Customer 605965 Explanation CSI - AS NIS

GL Date 12/15/2009 Percent

Records 1 - 2 [Customize Grid](#)

	Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
<input type="radio"/>	65025009 961000	AUTHORIZED AMOUNT	200.00-	TRAINING EXAMPLE	0				
<input type="radio"/>				TRAINING EXAMPLE	0				

Amount 200.00- Remaining

Done Trusted sites 100%

Step	Action
25.	Click the OK button. 
26.	Recorded the batch number.

Step	Action
27.	Click the Cancel button. 

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Interagency Billing Transaction (IBT) Processing (R6)

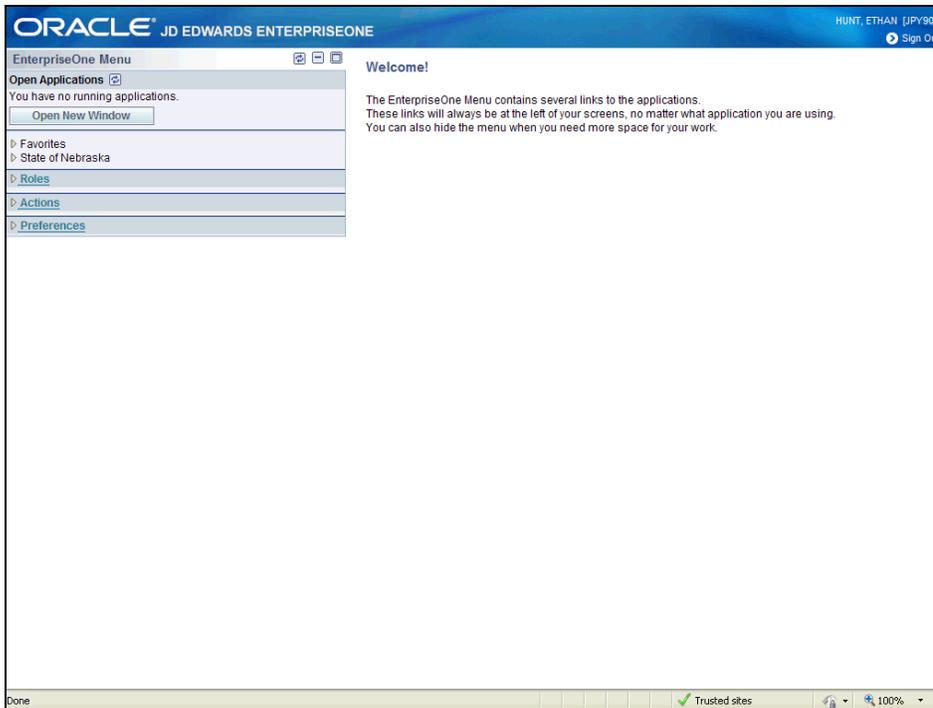


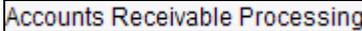
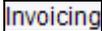
Step	Action
28.	Click the Close button. 
29.	You have successfully completed this lesson. End of Procedure.

Review Invoice Batch Lesson

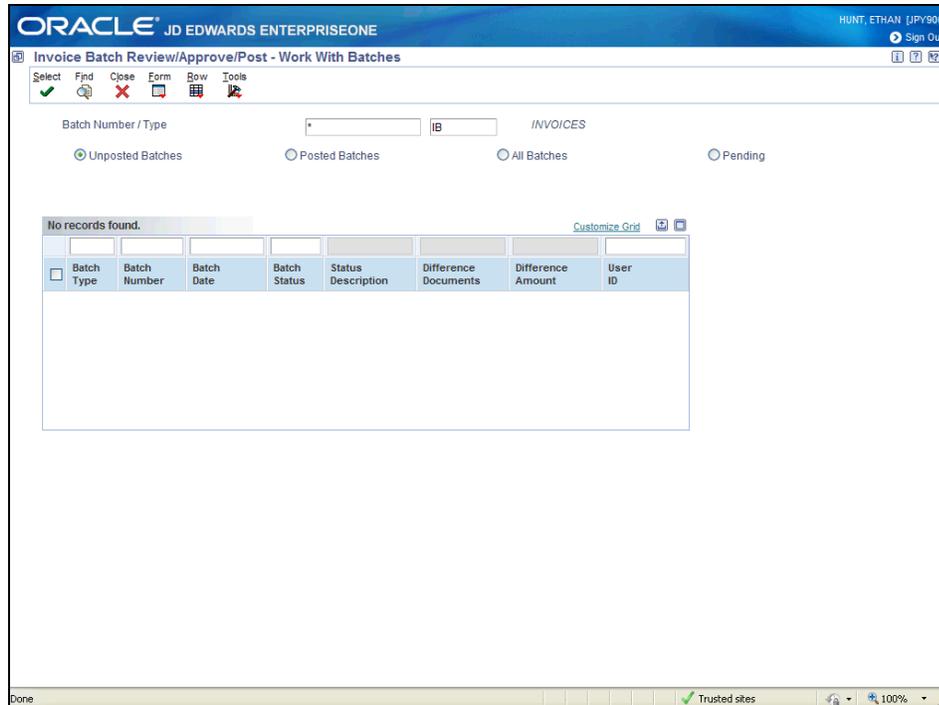
Procedure

In this lesson you will learn how to review an IBT invoice batch.



Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 

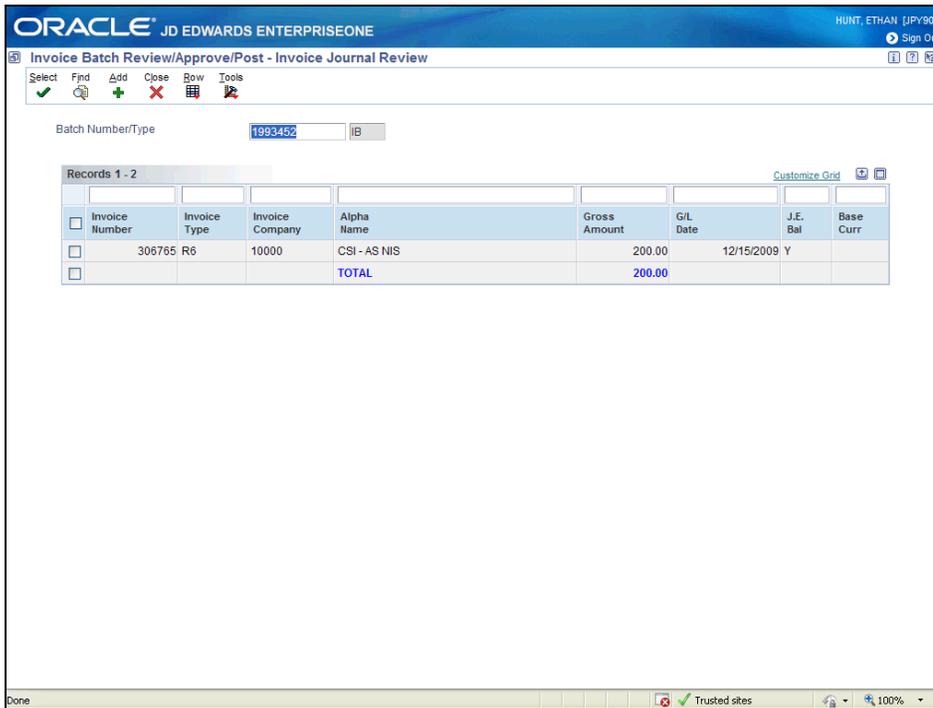
Step	Action
5.	Click the Review & Approve Invoice Batches link.
6.	Click the Invoice Batch Review/Approve/Post link.



Step	Action
7.	Enter your User ID in the User ID field in the QBE line to bring up only the invoices you prepared. Note: You may use other QBE fields or combinations of fields if you know what you are looking for.
8.	Click the Find button.
9.	Choose the desired batch by clicking the check box next to it.
10.	Click the Select button.

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Interagency Billing Transaction (IBT) Processing (R6)



Step	Action
11.	Choose the desired Invoice Number by clicking the invoice next to it. <input type="checkbox"/>
12.	Click the Select button. <input checked="" type="checkbox"/>
13.	Review the invoice.

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Invoice Batch Review/Approve/Post - Standard Invoice Entry

Document No/Type/Fd: 306785 R6 10000 Batch No: 1993452

Customer: 605965 CSI - AS NIS

Fund: 10000 STATE GENERAL FUND Discount %

Invoice Date: 12/15/2009 G/L Date: 12/15/2009 Payment Terms:

Pay Item	Gross Amount	Remark	Due Date	PS	Disc Percent	Disc Take	Open Amount	Tax Expl	Receipt Match Reference1
001	200.00	TRAINING EXAMPLE	01/14/2010	A			200.00		
002									

Gross: 200.00 Disc: Tax: Taxable:

Step	Action
14.	Click the Cancel button.

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Invoice Batch Review/Approve/Post - Invoice Journal Review

Batch Number/Type: 1993452 IB

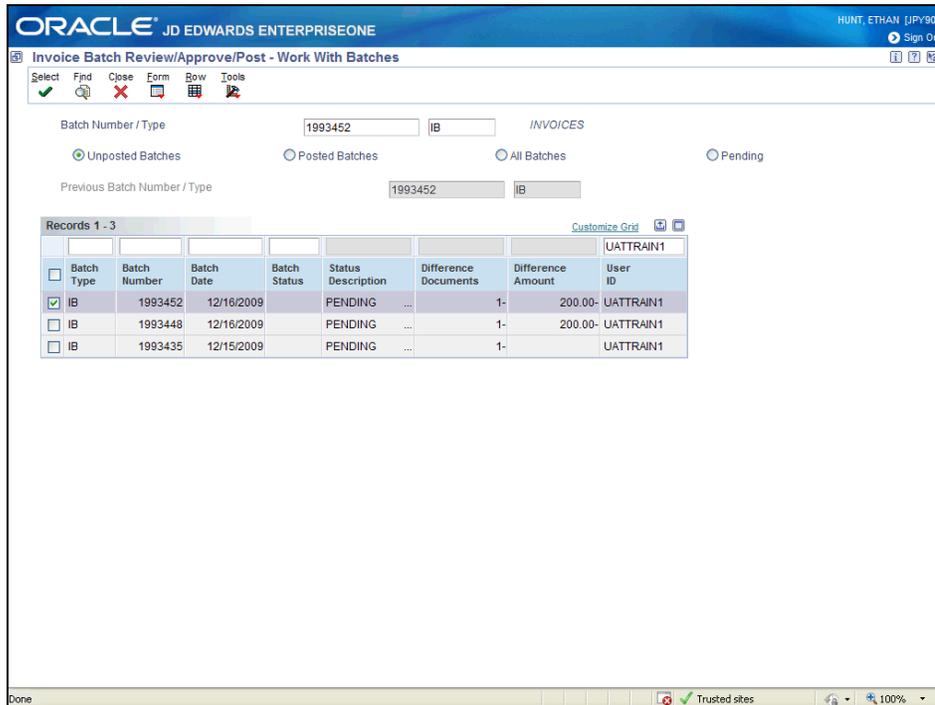
Invoice Number	Invoice Type	Invoice Company	Alpha Name	Gross Amount	G/L Date	J.E. Bal	Base Curr
<input checked="" type="checkbox"/> 306785	R6	10000	CSI - AS NIS	200.00	12/15/2009	Y	
<input type="checkbox"/>			TOTAL	200.00			

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Interagency Billing Transaction (IBT) Processing (R6)



Step	Action
15.	Click the Close button. 

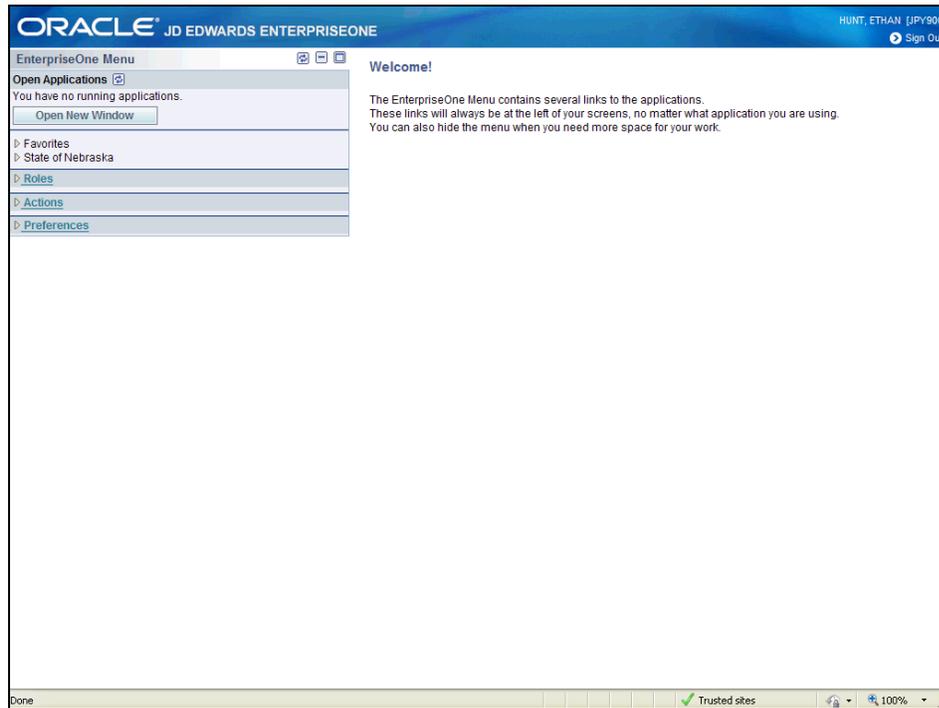


Step	Action
16.	Click the Close button. 
17.	You have successfully completed this lesson. End of Procedure.

Approve Invoice Batch Lesson

Procedure

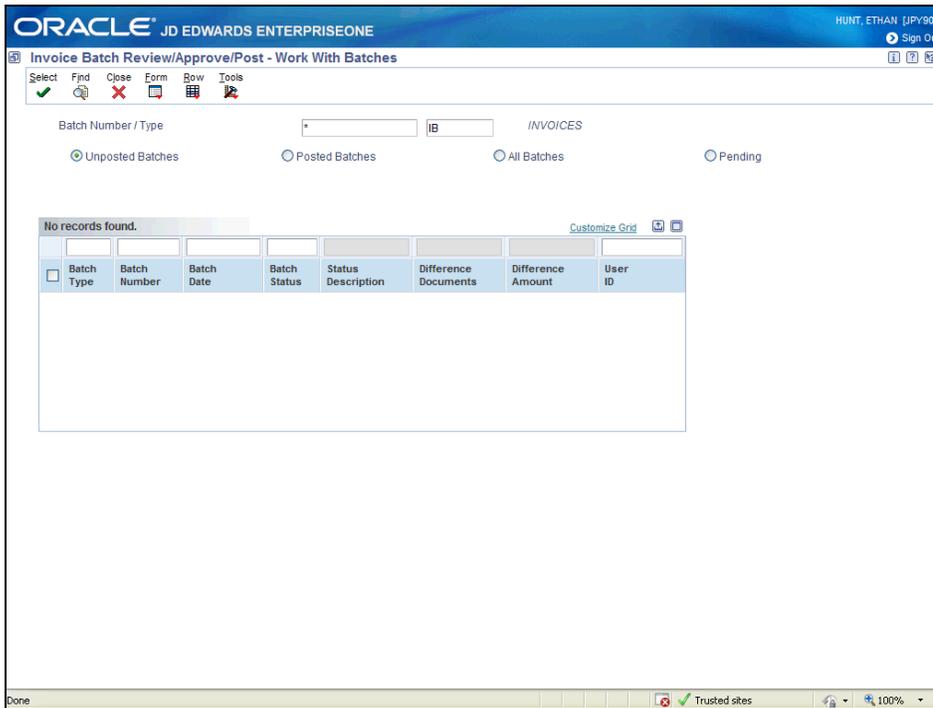
In this lesson you will learn how to approve an IBT Invoice batch.



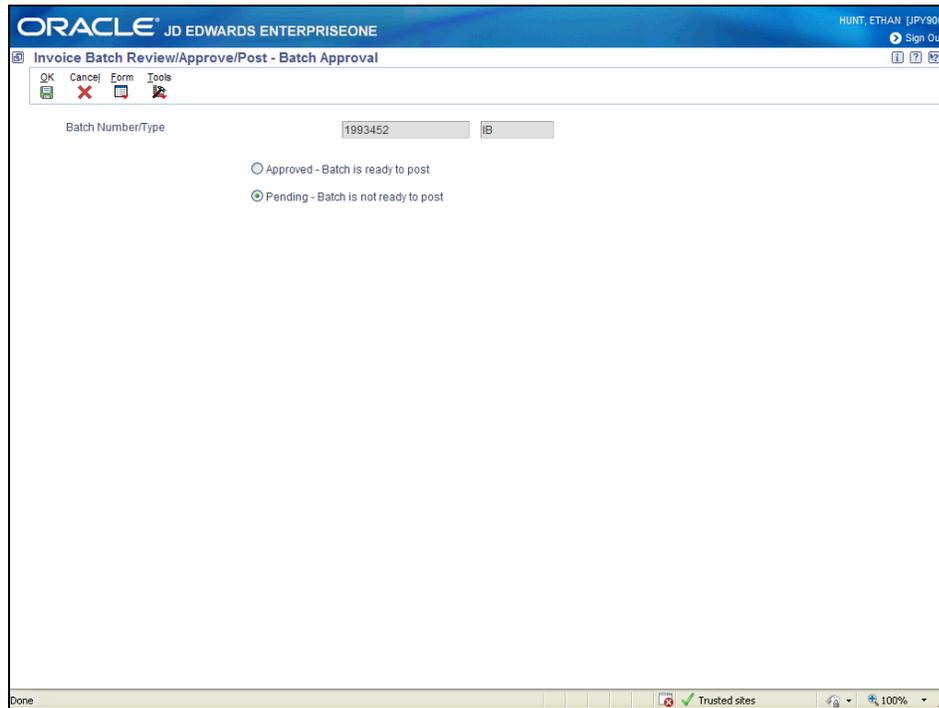
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable
3.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
4.	Click the Invoicing link. Invoicing
5.	Click the Review & Approve Invoice Batches link. Review & Approve Invoice Batches
6.	Click the Invoice Batch Review/Approve/Post link. Invoice Batch Review/Approve/Post

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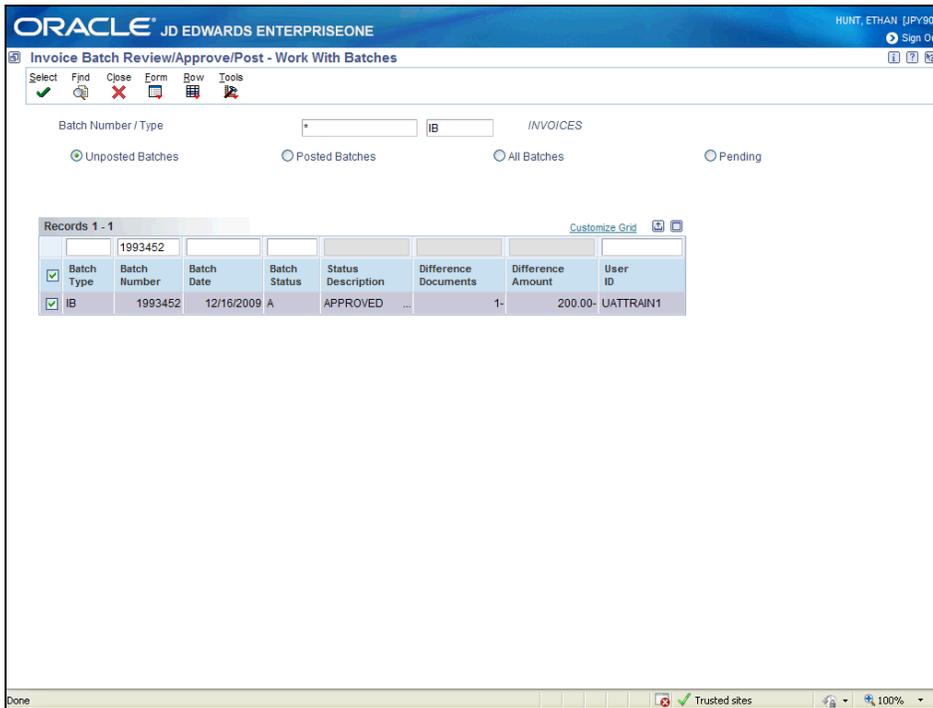
Step	Action
7.	Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.) <input type="text"/>
8.	Click the Find button. 
9.	Choose the desired batch(es) by clicking the check box. Click the 1993452 option. <input type="checkbox"/>
10.	Click the Row button. 
11.	Click the Batch Approval menu. <input type="text" value="Batch Approval"/>



Step	Action
12.	Click the Approved - Batch is ready to post option. 
13.	Click the OK button. 

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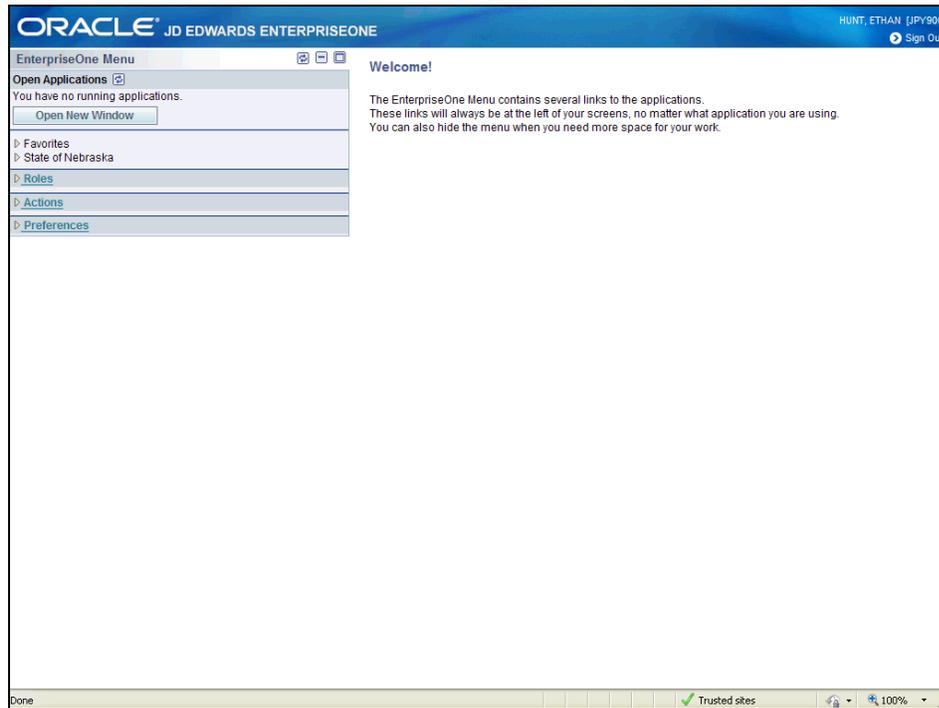


Step	Action
14.	Click the Close button. 
15.	You have successfully completed this lesson. End of Procedure.

Delete an Unposted IBT Invoice Lesson

Procedure

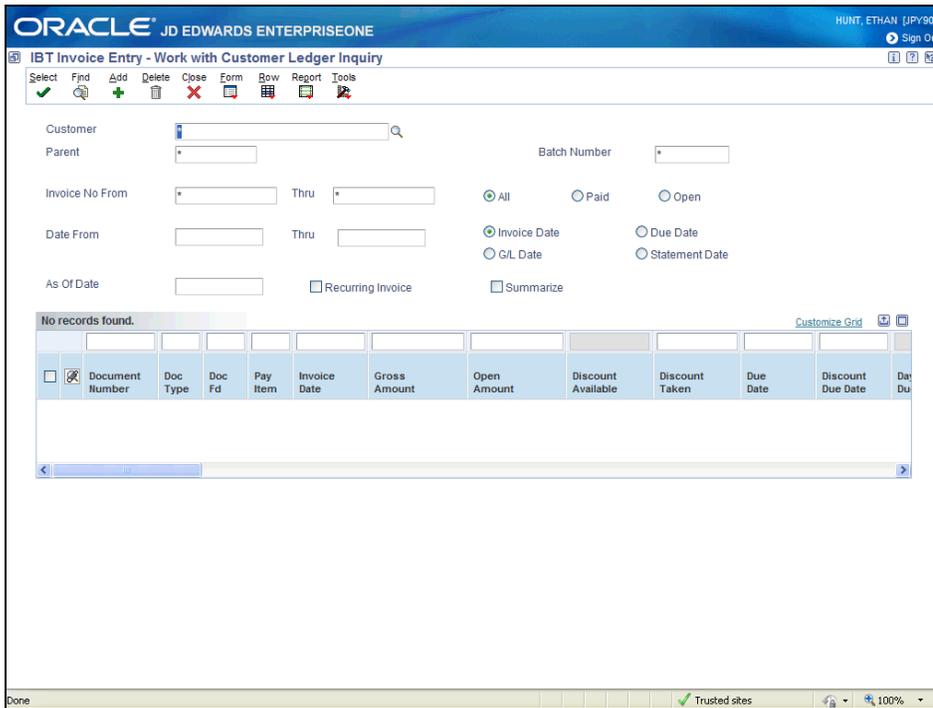
In this lesson you will learn how to delete an unposted IBT invoice.



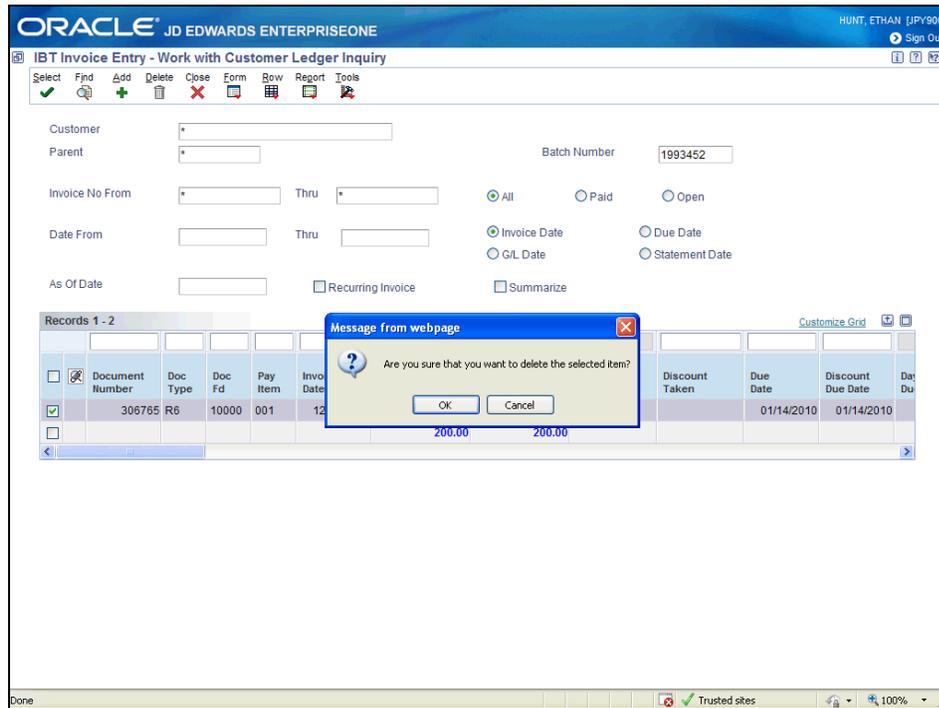
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable
3.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
4.	Click the Invoicing link. Invoicing
5.	Click the Enter & Print Invoice link. Enter & Print Invoice
6.	Click the IBT Invoice Entry link. IBT Invoice Entry

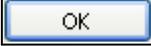
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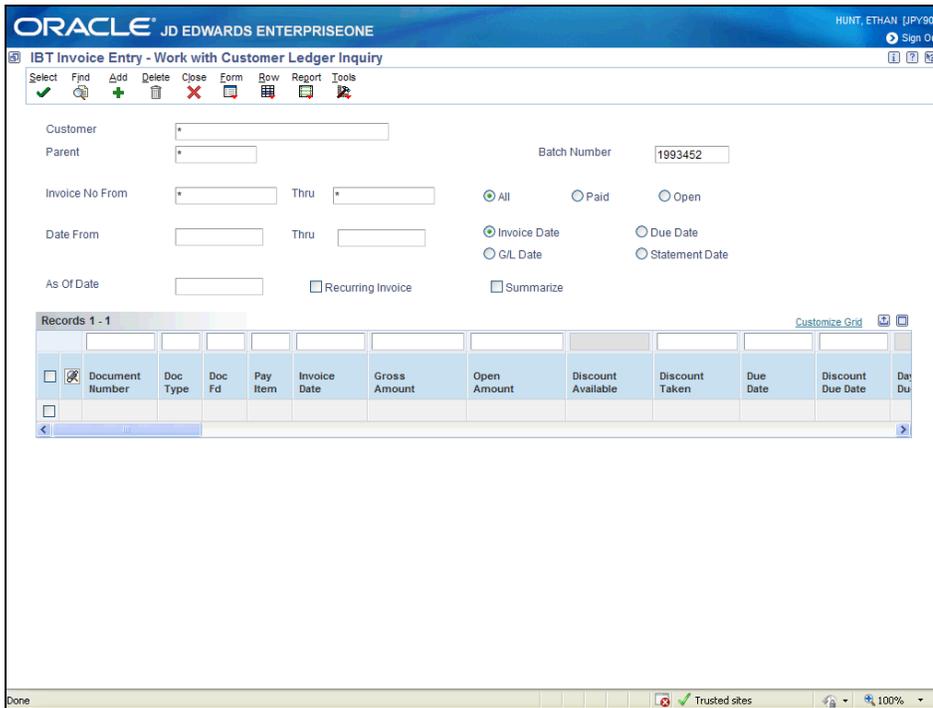
Step	Action
7.	Enter Batch Number , Document Number , or Supplier Number . <input type="text" value="*"/>
8.	Click the Find button. 
9.	Choose the document(s) to delete by clicking the check box next to it. Note: If you wish to delete all the documents in a batch or all the documents for a supplier, choose the "select all" box (left hand side of QBE line). Up to 200 records will display in the grid with a checkmark. Note: If your batch or supplier has more than 200 documents/records, click scroll-to-end to retrieve all records. Only 200 can be displayed and deleted at one time. <input type="checkbox"/>
10.	Click the Delete button. 



Step	Action
11.	Click the OK button. 
12.	If the document has not posted and no warning is received move to the next step. Warning: If the document has been posted, you will be prompted to enter the G/L date for the voiding entry. Enter today's date as the G/L date. Be sure to approve the batch to complete the void process.

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Step	Action
13.	<p>Click the Close button.</p> <p>Note: When deleting a multi-line invoice, all lines are deleted as expected. However, line items which were not highlighted for deleting still appear. After refreshing the screen (clicking Find), no line items appear.</p> 
14.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>

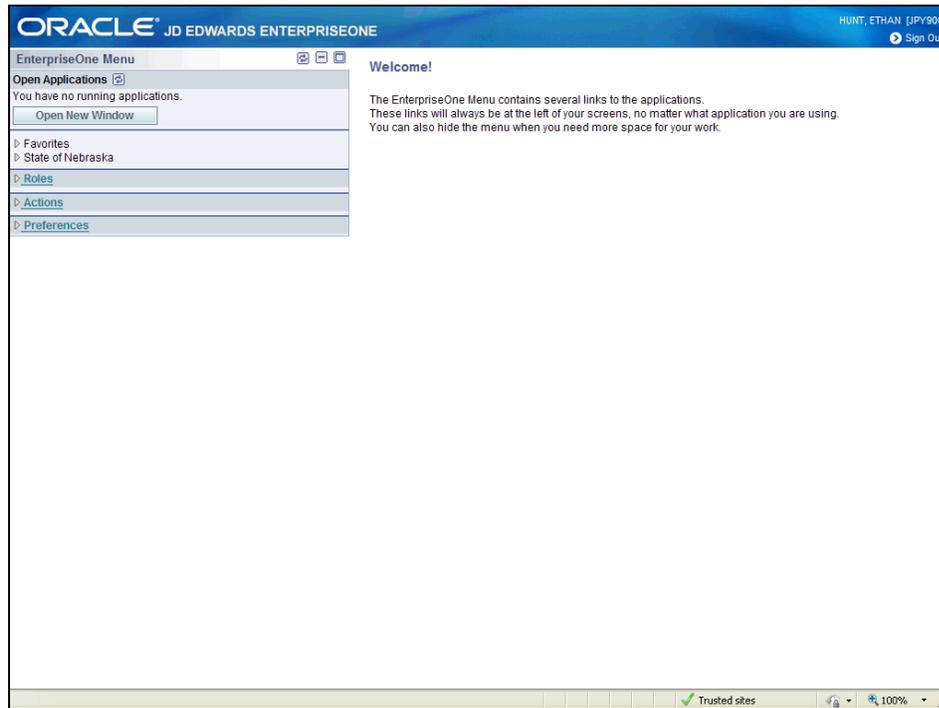
Post IBT Invoice Batch

Invoice posting will take place through an automated process. All approved invoices will be posted. The status of the invoice will change to "Posted" once the automatic process has completed.

Void a Posted IBT Lesson

Procedure

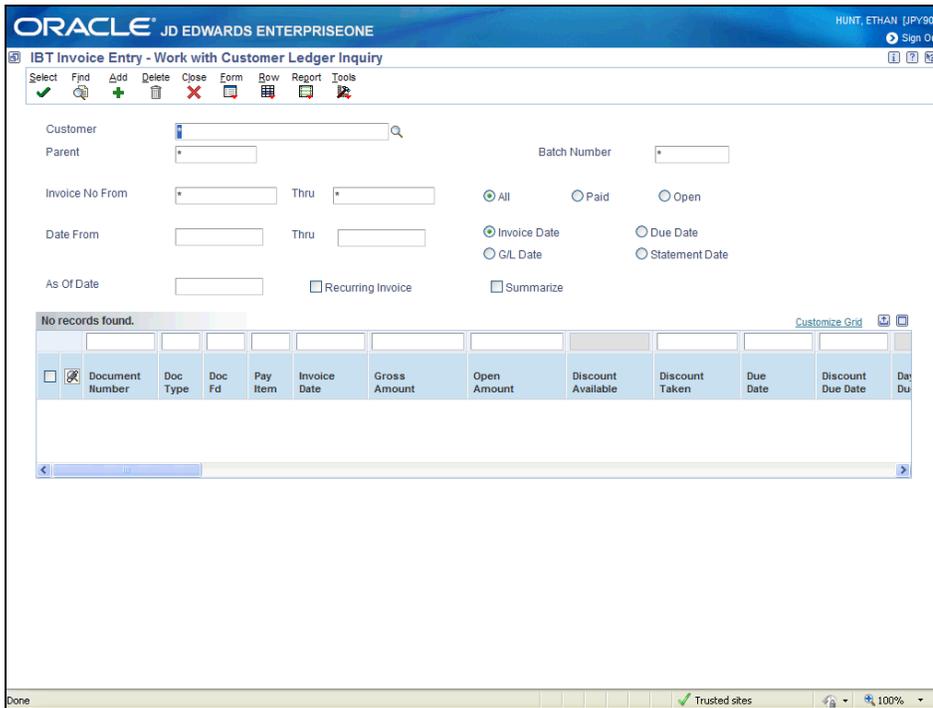
In this lesson you will learn how to void a posted IBT.



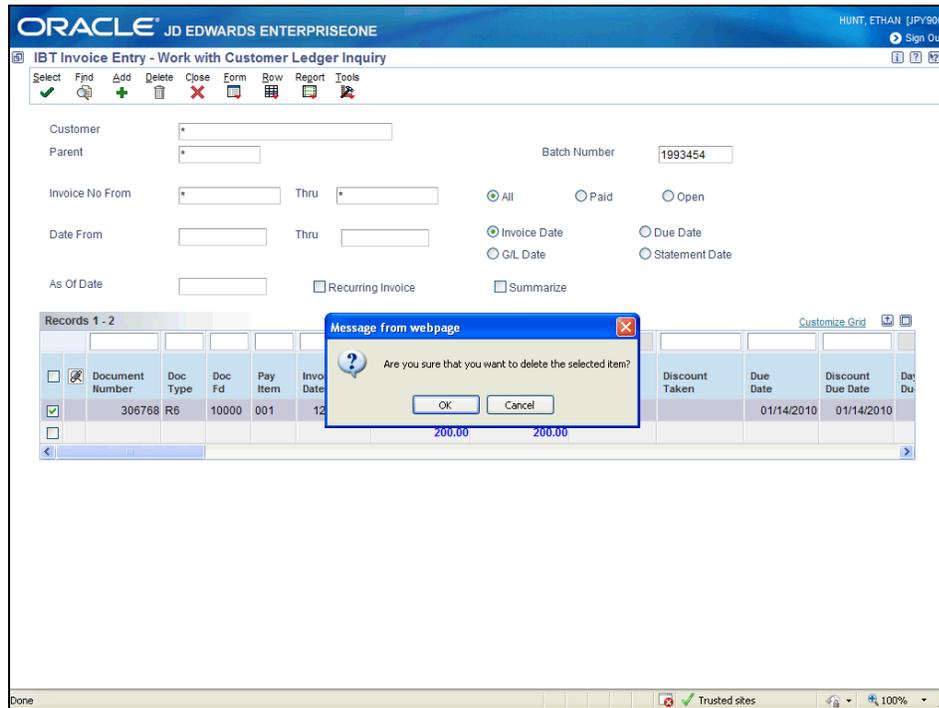
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable
3.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
4.	Click the Invoicing link. Invoicing
5.	Click the Enter & Print Invoice link. Enter & Print Invoice
6.	Click the IBT Invoice Entry link. IBT Invoice Entry

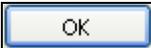
Training Guide

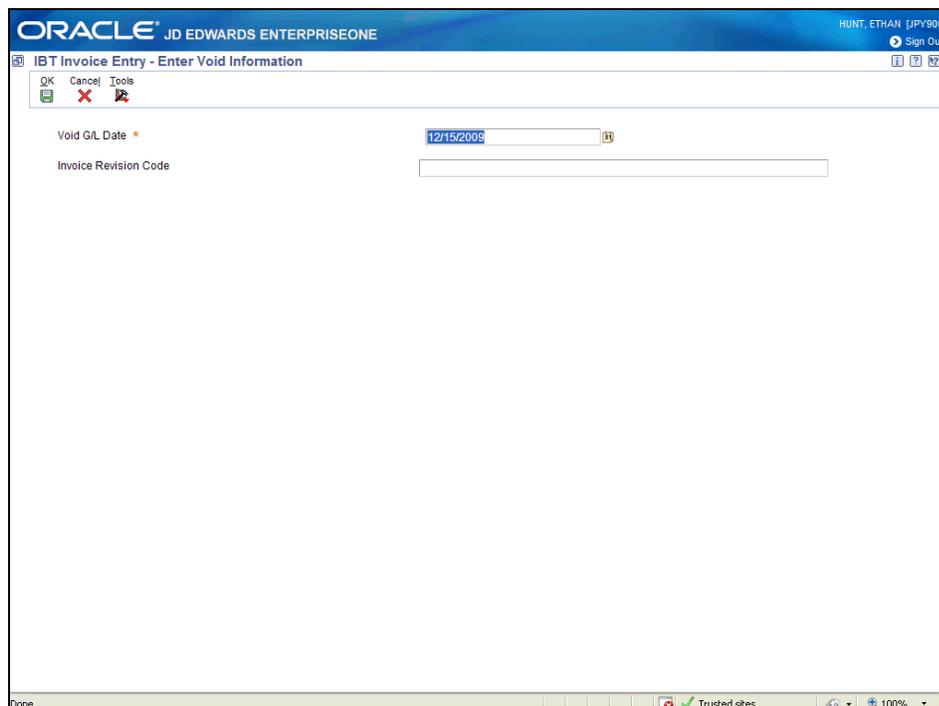
Interagency Billing Transaction (IBT) Processing (R6)



Step	Action
7.	Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number , etc.) <input type="text" value="*"/>
8.	Click the Find button. 
9.	Choose the Document Number to void by clicking the check box next to it. <p>Note: Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided.</p> <input type="checkbox"/>
10.	Click the Delete button. 



Step	Action
11.	Click the OK button. 

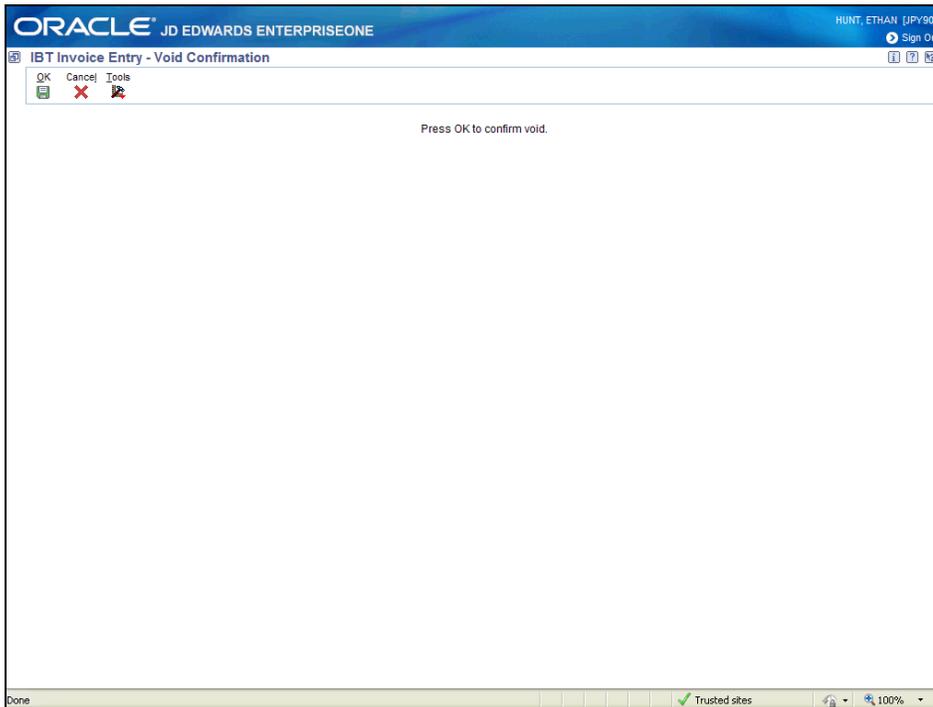


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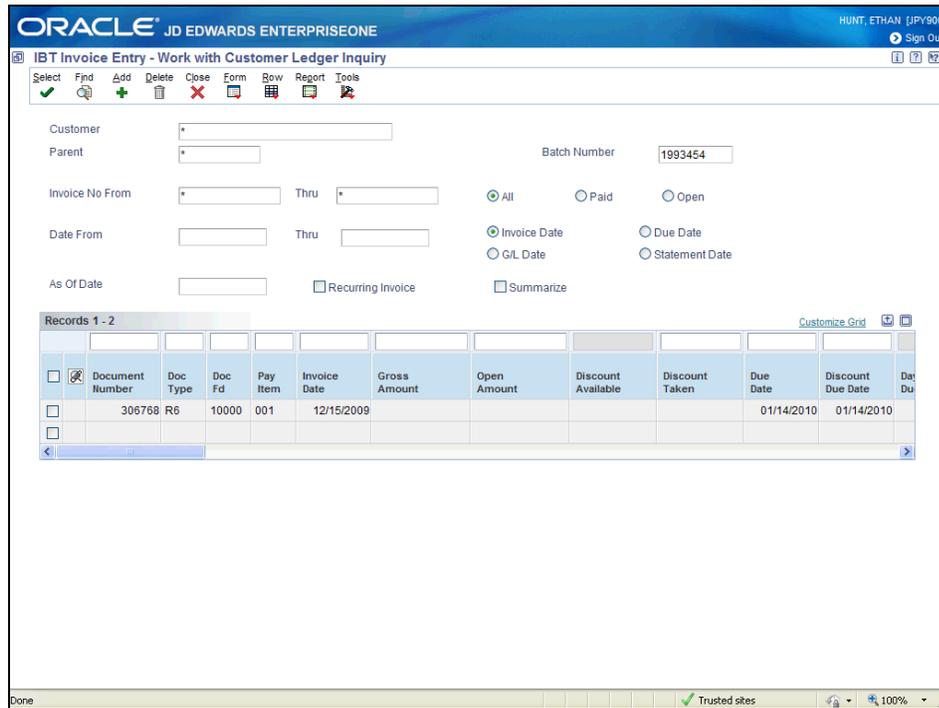
Interagency Billing Transaction (IBT) Processing (R6)



Step	Action
12.	Enter the current date into the Void G/L Date field. Warning: Be sure to change this field. The G/L Date field defaults to the original invoice entry date. If this date is in a prior month, the void can not be posted.
13.	Click the OK button. 



Step	Action
14.	Click the OK button. 



Step	Action
15.	<p>Click the Close button.</p> <p>Note: Voiding a Posted Invoice will create a batch that will need to be re-approved.</p> 
16.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>

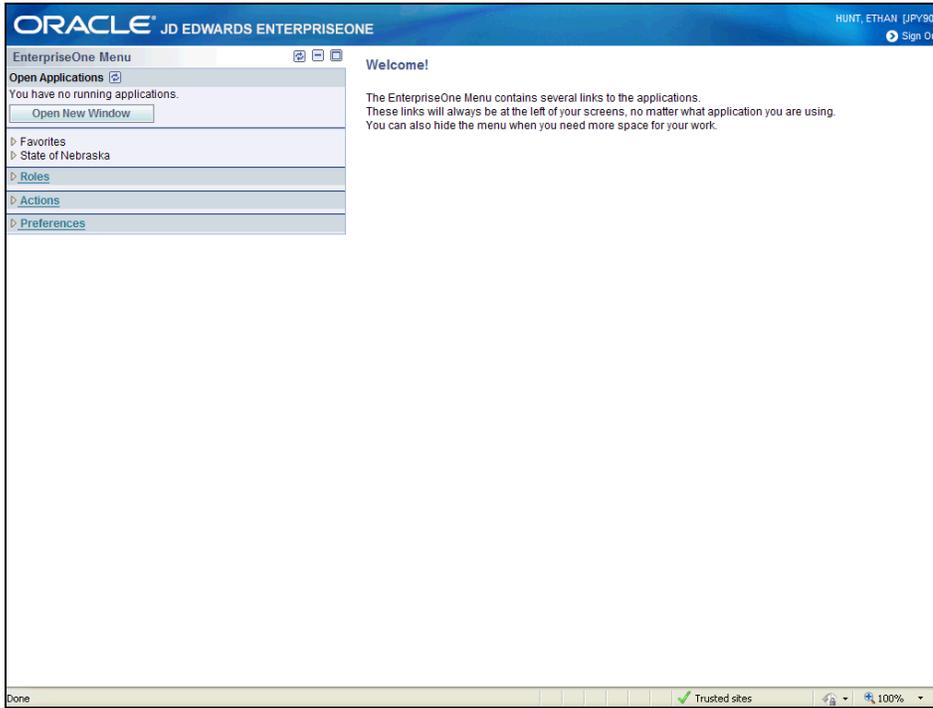
Print IBT Invoice Batch Lesson

Procedure

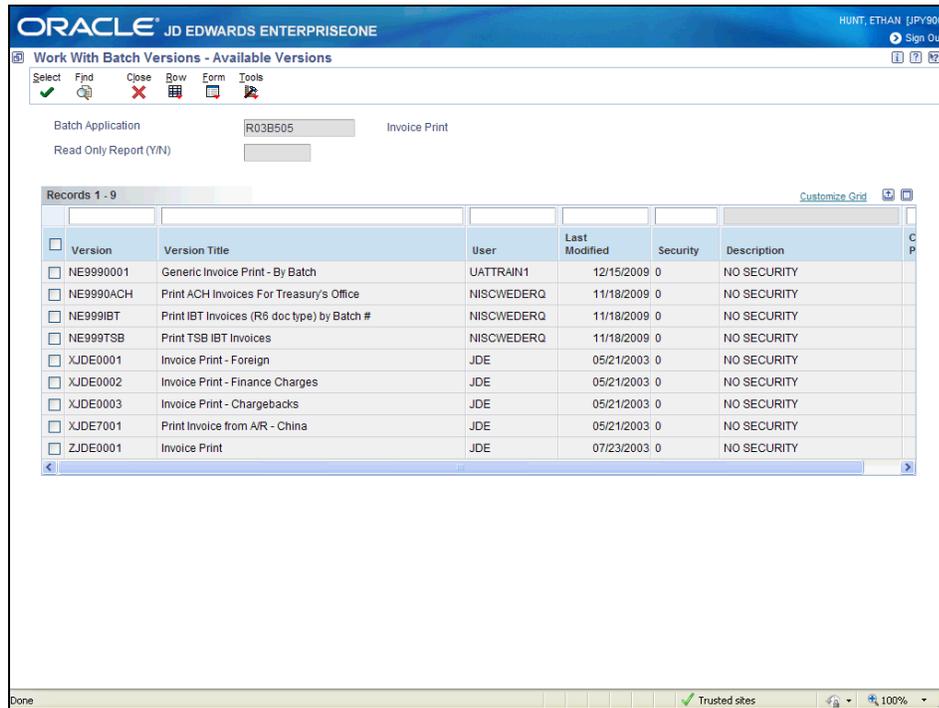
In this lesson you will learn how to print an IBT invoice batch.

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Interagency Billing Transaction (IBT) Processing (R6)



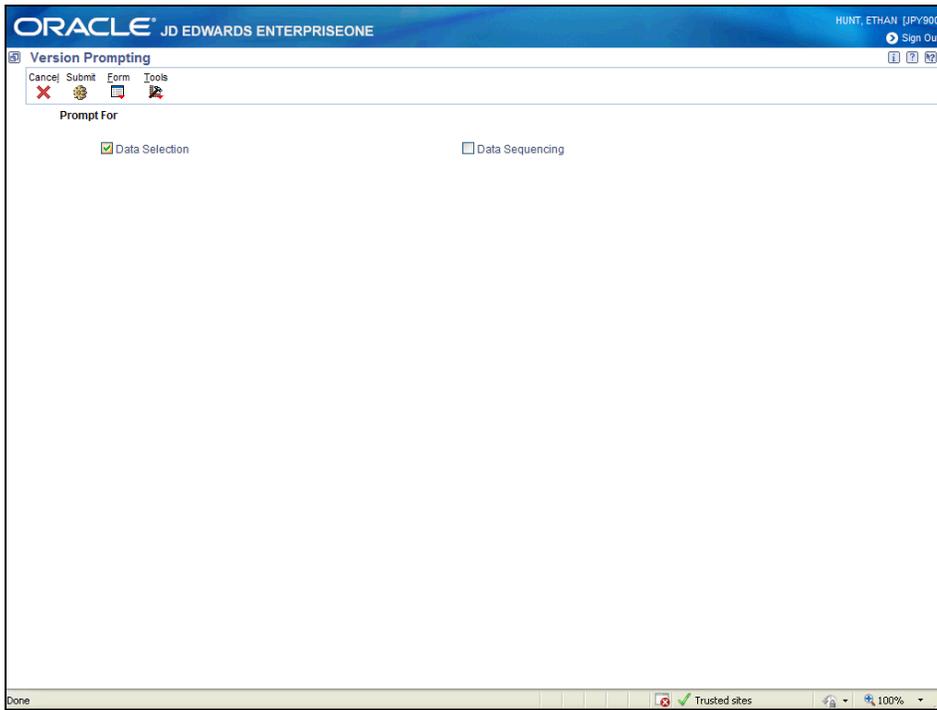
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Receivable link. Accounts Receivable
3.	Click the Accounts Receivable Processing link. Accounts Receivable Processing
4.	Click the Invoicing link. Invoicing
5.	Click the Enter & Print Invoice link. Enter & Print Invoice
6.	Click the Invoice Print link. Invoice Print



Step	Action
7.	Choose the Version/Version Title desired by clicking the check box next to it. <input type="checkbox"/>
8.	Click the Select button. <input checked="" type="checkbox"/>

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Step	Action
9.	Click the Data Selection option. 
10.	Click the Submit button. 

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Batch Number (F03B11) (ICU) [BC]	is equal to	Null
<input type="checkbox"/>	And		

Add Row
Advanced

Done Trusted sites 100%

Step	Action
11.	Click the Right Operand list of the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null</div>

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Batch Number (F03B11) (ICU) [BC]	is equal to	Null
<input type="checkbox"/>	And		

Add Row
Advanced

Done Trusted sites 100%

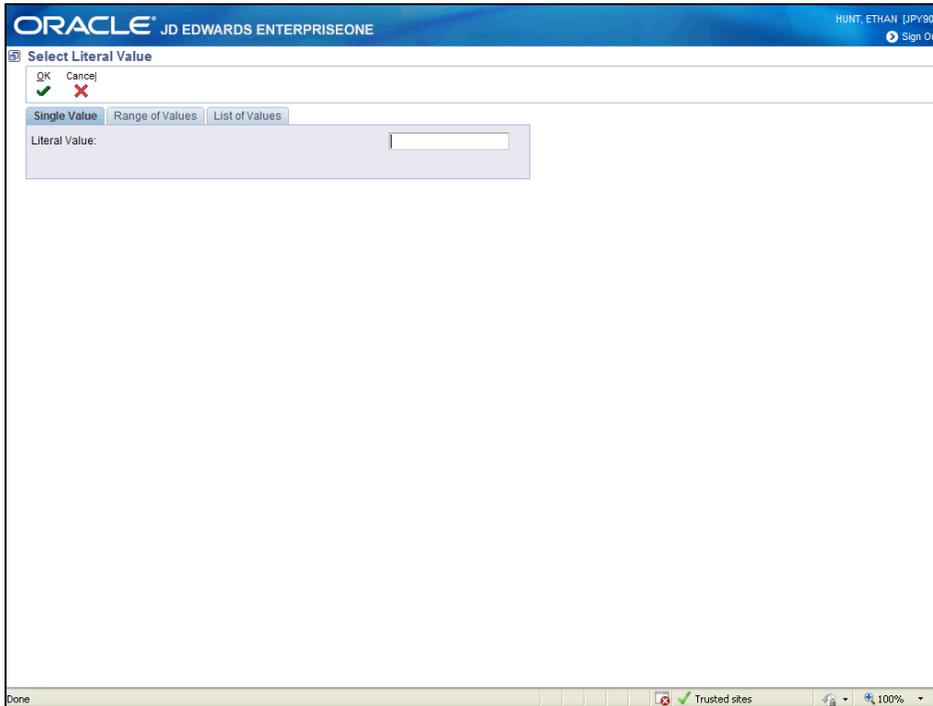
- Null
- Blank
- Zero
- Address Number (F03012) (AN8) [BC]
- Address Number (F03B11) (AN8) [BC]
- Address Number - Alternate Payee (F03B11)
- Address Number - Parent (F03B11) (PA8) [BC]
- Amount - Currency (F03B11) (ACR) [BC]
- Amount - Foreign Discount Available (F03B11)
- Amount - Foreign Discount Taken (F03B11) (F)
- Amount - Foreign Non-Taxable (F03B11) (CT)
- Amount - Foreign Open (F03B11) (FAP) [BC]
- Amount - Foreign Tax (F03B11) (CTAM) [BC]
- Amount - Foreign Taxable (F03B11) (CTXA) [E]
- Amount - Gross (F03B11) (AG) [BC]
- Amount - Non-Taxable (F03B11) (ATXN) [BC]
- Amount - Tax (F03B11) (STAM) [BC]
- Amount - Taxable (F03B11) (ATXA) [BC]
- Amount Open (F03B11) (AOP) [BC]
- Batch Number (F03B11) (ICU) [BC]
- Currency Conversion Rate - Spot Rate (F03B)
- Discount Available (F03B11) (ADSC) [BC]
- Discount Taken (F03B11) (ADSA) [BC]
- Document (Voucher, Invoice, etc.) (F03B11) (I)
- Document - Original (F03B11) (ODOC) [BC]
- Original Document No (RV)
- Payor Address Number (F03B11) (PYR) [BC]
- User Reserved Amount (F03B11) (URAT) [BC]
- User Reserved Number (F03B11) (URAB) [B]

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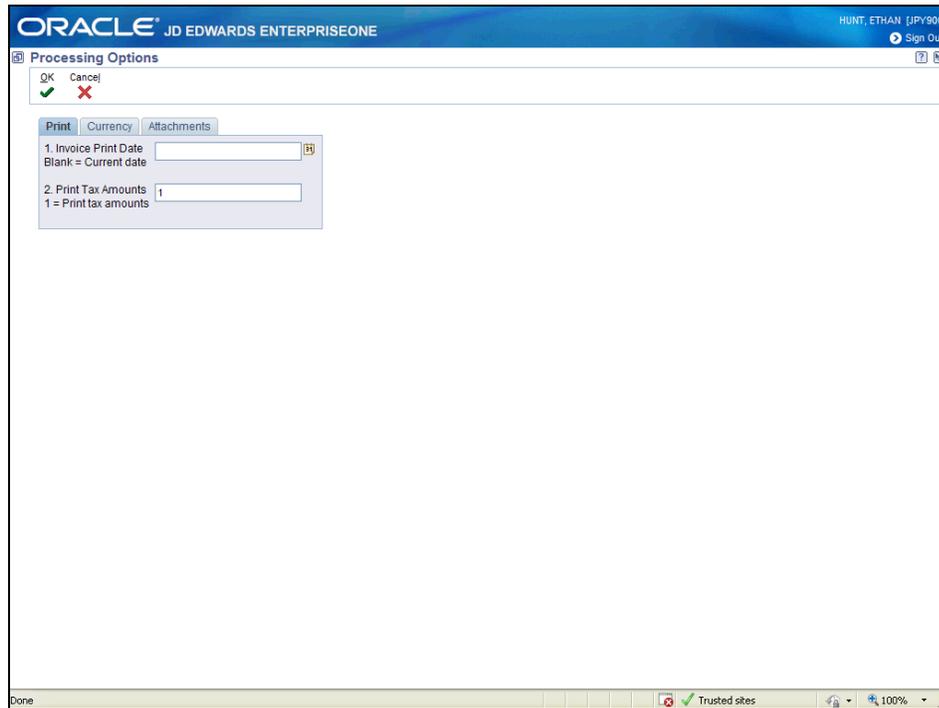
Interagency Billing Transaction (IBT) Processing (R6)



Step	Action
12.	Click the Literal list item. 



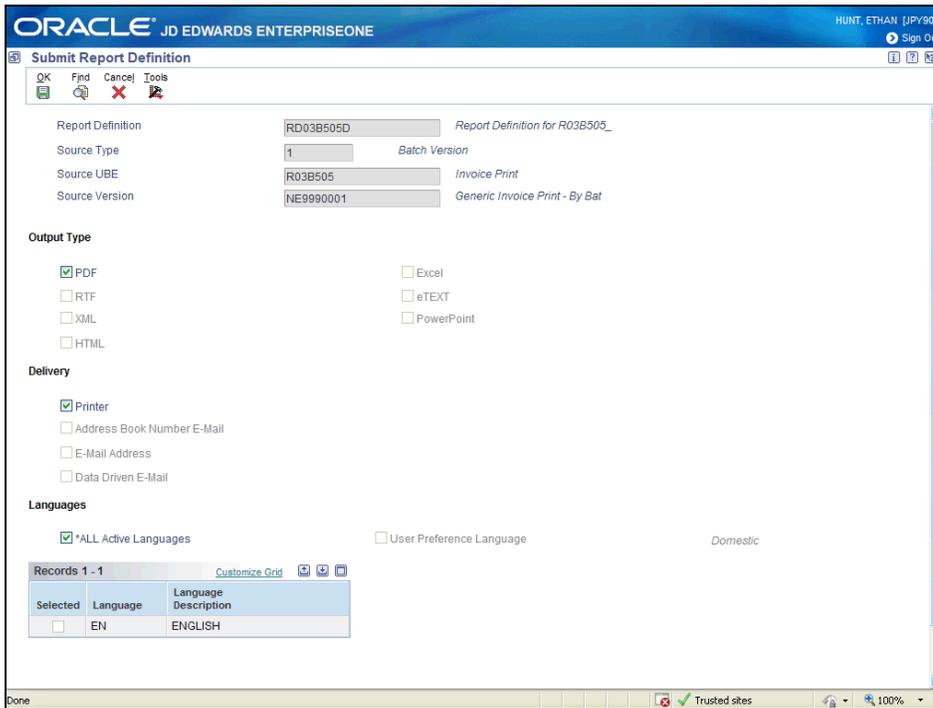
Step	Action
13.	Enter the batch number into the Literal Value: field.
14.	Click the OK button. 
15.	Click the OK button. 



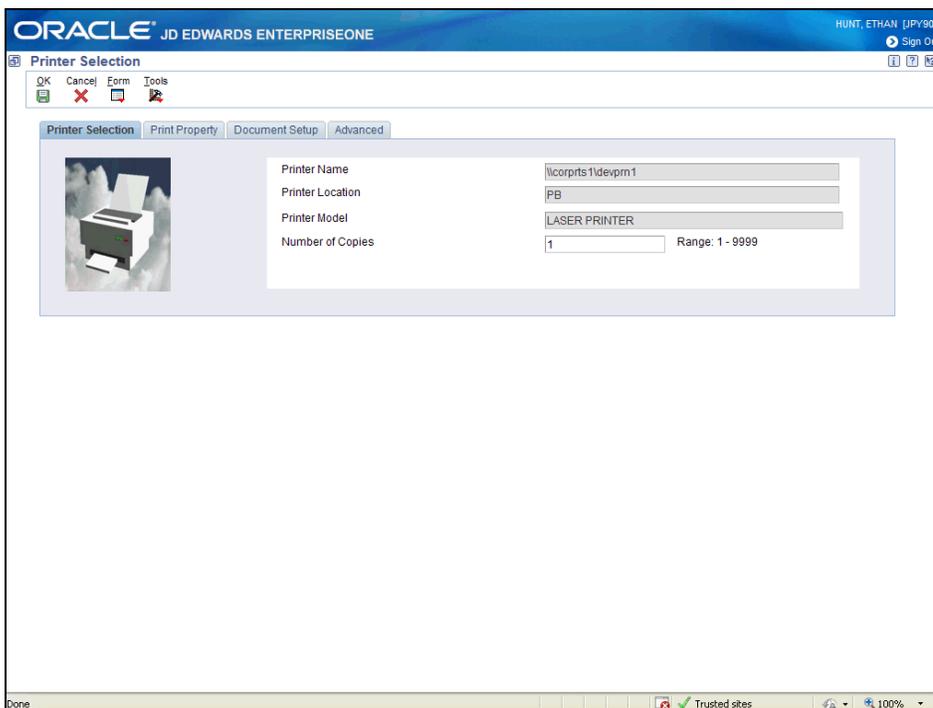
Step	Action
16.	Click the Attachments tab. 
17.	Verify "1" is entered in the Print Attachments field.
18.	Click the OK button. 

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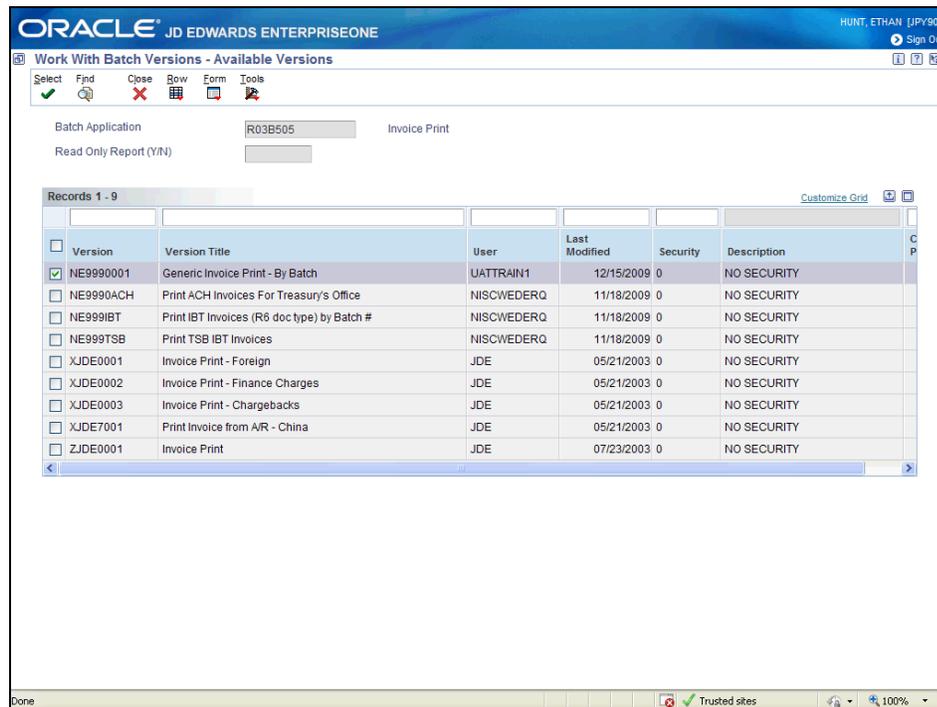
Interagency Billing Transaction (IBT) Processing (R6)



Step	Action
19.	Click the OK button. 



Step	Action
20.	Click the OK button. 



Step	Action
21.	Click the Close button. 
22.	<p>You have successfully completed this lesson.</p> <p>Note: This report runs in OSA</p> <p>When the receivable fund is a fund that is used by multiple agencies (such as funds 10000, 33000 or 40000, which have an Administrative Services address record), write your agency name and billing number on the invoice so the paying agency knows who to pay on the voucher.</p> <p>End of Procedure.</p>