

# Interagency Billing Transaction (IBT) Processing

## Overview

In NIS, 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.

This work instruction shows the process for:

[Enter IBT Invoice](#)

[Review IBT Invoice Batch](#)

[Approve IBT Invoice Batch](#)

[Delete IBT Invoice Batch](#)

[Post IBT Invoice Batch](#)

[Void IBT Invoice Batch](#)

[Print IBT Invoice Batch](#)

## NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.ne.gov/>.

## Navigation

Click Roles, Accounts Receivable.

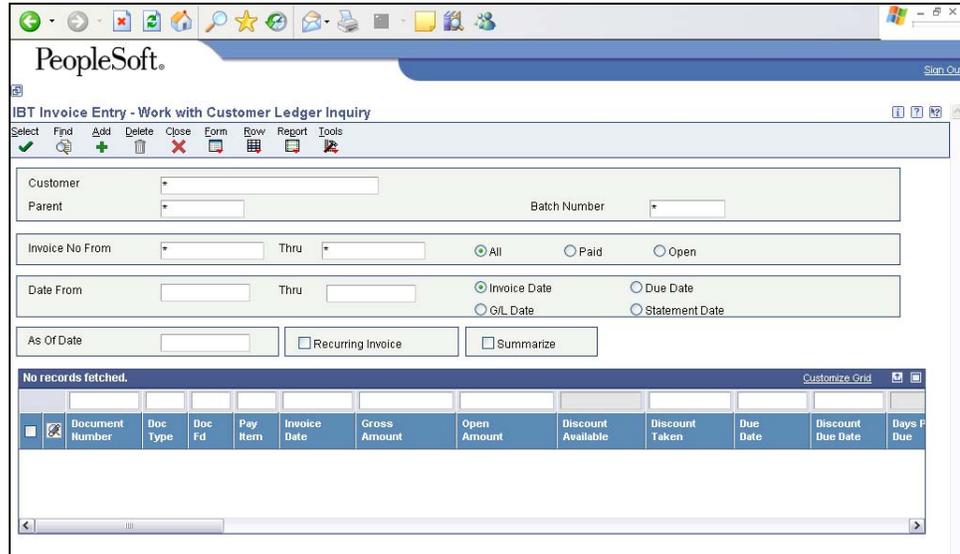
(Citrix users – right click on the menu, choose View by Role, choose Accounts Receivable.)

Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > IBT Invoice Entry

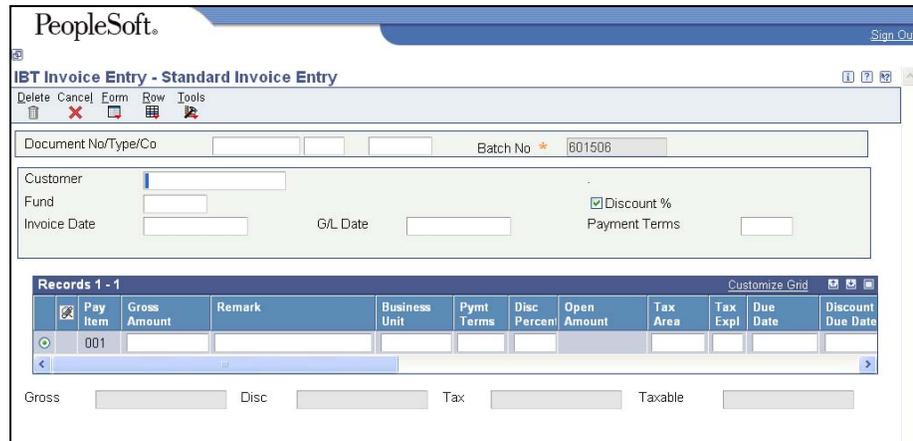
# Steps

## Enter IBT Invoice

Start this instruction from the IBT Invoice Entry – Work with Customer Ledger Inquiry window.



1. Click **Add**. The IBT Invoice Entry – Standard Invoice Entry window appears.



2. Enter the following information in the header:

- Customer – customer Address Book number  
✎ When billing on an IBT use an address book search type of F.
- Fund – fund number
- Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date
- G/L Date – the date on which the entry should post to the general ledger

3. Click the cursor in the Gross Amount field in the grid to refresh the window.

4. Enter the following information in the grid:

- Gross Amount
  - Remark – identify the invoice, up to 30 characters
  - Click the down arrow key on the keyboard to add additional lines.
  - 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.
5. Click **OK**.
  6. The IBT Invoice Entry – G/L Distribution window appears.

7. Enter the following information in the grid:
  - Account Number – G/L number
  - Amount – should be negative, all or part of the Gross Amount
  - Explanation -Remark- – will default to the same as above or can be modified
  - Press the down arrow on the keyboard to accept the data entered.
  - Add additional line(s) as needed and repeat step 7.
  - Amount field should show full distributed amount, Remaining field should be blank
8. Click **OK**. The IBT Invoice Entry - Standard Invoice Entry window appears.
9. Repeat steps 2 - 8 as needed if multiple invoices are being prepared in this batch.
10. Record the batch number.
11. Click **Cancel**.
12. Click **Close**.

## Review Invoice Batch

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Review & Approve Invoice Batches > Invoice Batch Review/Approve/Post

Start this instruction from the Invoice Batch Review – Work with Batches window.

1. Enter your User ID in the User ID field in the QBE line to bring up only the invoices you prepared. You may use other QBE fields or combinations of fields if you know what you are looking for.
2. Click **Find**, this displays only your batches.
3. Choose the desired batch.
4. Click **Select**. The Invoice Batch Review/Approve/Post – Invoice Journal Review window appears.
5. Choose the desired Invoice Number.
6. Click **Select**. The Invoice Batch Review/Approve/Post – Standard Invoice Entry window appears.
7. Review the invoice.
8. Click **Cancel** to return to the Invoice Batch Review/Approve/Post - Invoice Journal Review window.
9. Click **Close** to return to the Invoice Batch Review/Approve/Post - Work with Batches window.
10. Click **Close**.

## Approve Invoice Batch

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Review & Approve Invoice Batches > Invoice Batch Review/Approve/Post

Start this instruction from the Invoice Batch Review/Approve/Post– Work with Batches window.

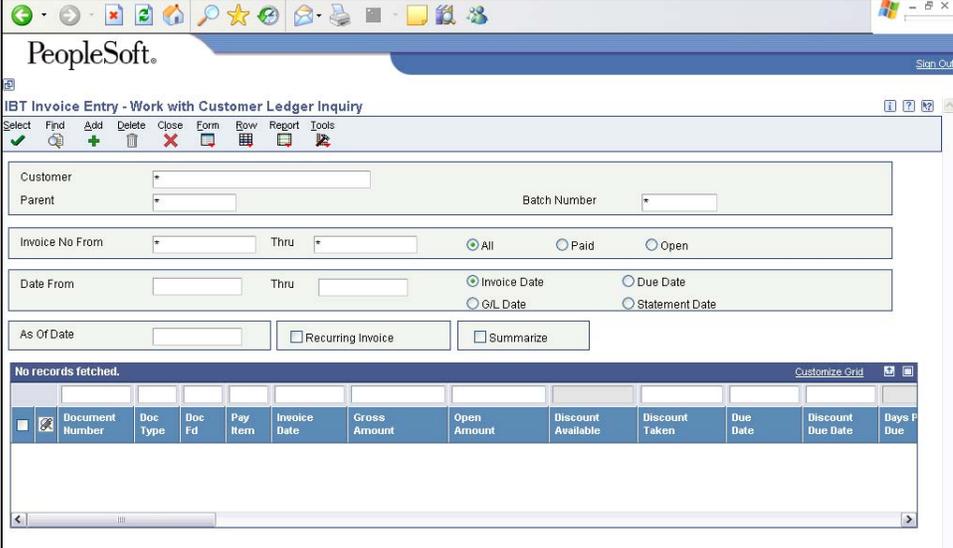
1. Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.)
2. Click **Find**, this will display only your batches.
3. Choose the desired batch(es).
4. Click **Row, Batch Approval**.

5. Click **Approved – Batch is ready to post.**
6. Click **OK** or **Form, OK to All** for multiple invoices.
7. Chosen batch(es) will show status of Approved.
8. Click **Close.**

## Delete an Unposted IBT Invoice

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter and Print Invoices > IBT Invoice Entry

Start this instruction from the IBT Invoice Entry - Work with Customer Ledger Inquiry

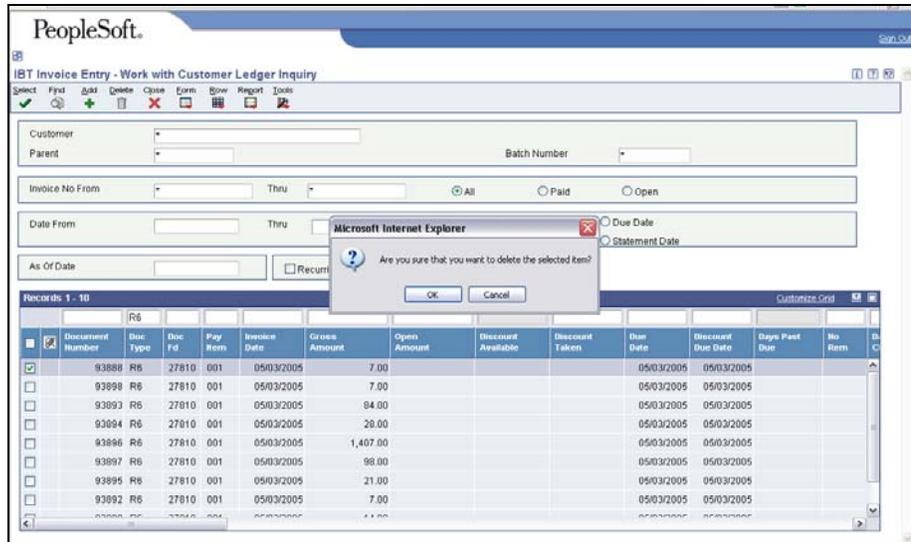


The screenshot displays the PeopleSoft interface for 'IBT Invoice Entry - Work with Customer Ledger Inquiry'. It features a search area with the following fields and options:

- Customer: [Text Field]
- Parent: [Text Field]
- Batch Number: [Text Field]
- Invoice No From: [Text Field] Thru: [Text Field] (Radio buttons: All, Paid, Open)
- Date From: [Text Field] Thru: [Text Field] (Radio buttons: Invoice Date, Due Date, G/L Date, Statement Date)
- As Of Date: [Text Field] (Checkboxes: Recurring Invoice, Summarize)

Below the search fields is a grid with the following columns: Document Number, Doc Type, Doc Id, Pay Item, Invoice Date, Gross Amount, Open Amount, Discount Available, Discount Taken, Due Date, Discount Due Date, and Days P Due. The grid currently displays 'No records fetched.'

1. Enter **Batch Number**, **Document Number**, or **Supplier Number**.
2. Click **Find**.
3. Choose the document(s) to delete.
  -  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.
  -  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.
4. Click **Delete**. The confirmation window appears.



5. Click **OK**. Then if the document has not posted and no warning is received move to step 7.
6. Click **OK** to confirm the void and return to the IBT Invoice Entry window.
  -  **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.**
7. Click **Close**.

 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.

### 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

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter and Print Invoices > IBT Invoice Entry

Start this instruction from the IBT Invoice Entry - Work with Customer Ledger Inquiry

PeopleSoft®

IBT Invoice Entry - Work with Customer Ledger Inquiry

Select Find Add Delete Close Form Row Report Tools

Customer [ ] Parent [ ] Batch Number [ ]

Invoice No From [ ] Thru [ ]  All  Paid  Open

Date From [ ] Thru [ ]  Invoice Date  Due Date  
 G/L Date  Statement Date

As Of Date [ ]  Recurring Invoice  Summarize

No records fetched. Customize Grid

	Document Number	Doc Type	Doc Id	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Days P Due
No records fetched.												

1. Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.)
2. Click **Find**.
3. **Choose** the Document Number to void.
-  Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided.
4. Click **Delete**. A confirmation window will appear.
5. Click **OK** on the confirmation window.
6. Enter the **current date** in the G/L Date field.
-  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.
7. Click **OK** to return to the IBT Invoice Entry window.
8. Click **Close**.
-  Voiding a Posted Invoice will create a batch that will need to be re-approved. Please refer to the work instructions for [Approve Invoice Batch](#) and then [Post an Invoice Batch](#).

## Print IBT Invoice Batch

Navigation: Accounts Receivable > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > Invoice Print

Start this instruction from the Work with Batch Versions – Available Versions window.

Version	Version Title	Web Only	User	Last Modified	Security	Description	Client Platform
<input type="checkbox"/> NE999001	Generic Invoice Print - By Batch		NISDVOLKME	09/05/2006	0	NO SECURITY	
<input type="checkbox"/> NE999BACH	Print ACH Invoices For Treasury's Office		NISMSAWYER	03/21/2006	0	NO SECURITY	
<input type="checkbox"/> NE999IDT	Print IDT Invoices (PS doc type) by Batch #		NISLSCHLIT	09/01/2006	0	NO SECURITY	
<input type="checkbox"/> NE999TGB	Print TGB IDT Invoices		NISMSAWYER	06/06/2006	0	NO SECURITY	
<input type="checkbox"/> R180001	Print AIR Invoices		NISMSAWYER	12/23/2005	0	NO SECURITY	
<input type="checkbox"/> R180002	Reprint AIR Invoice		PSFT	01/22/2004	0	NO SECURITY	
<input type="checkbox"/> XJDE0001	Invoice Print - Foreign		PSFT	05/21/2003	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0002	Invoice Print - Finance Charges		PSFT	05/21/2003	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE0003	Invoice Print - Chargebacks		PSFT	05/21/2003	1	MEDIUM SECURITY	
<input type="checkbox"/> XJDE7001	Print Invoice from AIR - China		PSFT	05/21/2003	1	MEDIUM SECURITY	

1. Choose the Version/Version Title desired.
2. Click **Select**. The Version Prompting window appears.
3. Choose **Data Selection**.
4. Click **Submit**.
5. Change the Right Operand to **Literal**.
6. Enter the batch number in the Literal Value field.
7. Click **OK** to return to the Data Selection window.
8. Click **OK**. The Processing Options window appears.
9. In the Processing Options window, under the **Attachments** tab, enter 1 if not defaulted.
10. Click **OK**. The Printer Selection window appears.

 Citrix users only: click on the Document Setup tab and checkmark OSA Interface Name. Click the visual assist, choose FSOSATXRX, and click Select.

11. Click **OK**. The Work With Batch Versions - Available Versions window appears.
12. Click **Close**.

 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R03B50\_...) once the Description is "Done".

 This report runs in OSA

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.

 Depending on the configuration of your PC, you may see a pop-up window titled "You have chosen to download a file from this location."



If this screen appears, and "Open this file from its current location" is available as an option, click the radio button and click OK.

If the "Open this file from its current location" option is greyed out, click the radio button for "Save this file to disk". Choose a location, rename the file and save the file with a ".pdf" extension. Once the file is saved, you can open the .pdf file you just saved from its location on your disk.