Installment & Recurring Billing

Finance Business Solutions – User Support & Training
Agenda

- What is Installment Billing & What is Recurring Billing?
  - Installment Billing Process
    - Billing Templates
    - Schedules & Bill Cycles
    - Save > Header Info 1 > Status RDY
  - Reviewing / Adjusting a Schedule
  - Recurring Billing Process
    - Billing Templates
    - Schedules & Bill Cycles
    - Save > Header Info 1 > Status RDY
  - Review / Adjusting a Schedule

- Task – Create an Installment Bill
- Task – Create a Recurring Bill

Questions / Discussion Points
- Bill to Date vs. Bill From Date – Bill Cycle
- Updating Templates – change to Invoice Amounts, Chartfields, etc. – Re-generate
- Process / Procedures – Debt Management, Invoice & Accounting Dates, etc.
- Revenue reporting – revenue recorded at accounting date of invoice
- FX Invoices
Installment vs. Recurring Billing

Installment & Recurring Billing each use invoice templates to allow Billers to generate repeat invoices for clients, either for a sum total split across multiple invoices or for the same total to be billed periodically.

Use Installment Billing if you have a defined amount you wish to invoice over a period of time in installments – the installments may be of equal or differing amounts.

Use Recurring Billing when you have a client you are repeatedly invoicing for the same charge item(s) every month (OR week, fortnight, year, bi-annually, etc.)
Installment Billing – Process

1. Raise Invoice
2. Cycle ID & Frequency
3. Installment
   - Inst. Bill Terms
   - Inst. Bill Schedule
4. Header Info 1
   Status: RDY
5. Review Installments
6. Invoice Release Alert or Auto?
   ?
   Update Installments
7. Send to Customer
Cycle ID & Frequency

Raise an invoice using the Page Series process, when you have returned to Header Info - 1

Select the Cycle ID - MONTHLY
Cycle ID is **configurable** and determines –

- Billing cycles can be set up for different periods: Monthly, Weekly, etc.
- Billing Cycle are set up with defaults - determine dates for: invoice generation, billing period, invoice date on bill header, & how these relate to the billing period.

**Note:** Bill Header From Date & To Date do not appear on the Invoice Image.

For example you may want to consider if an invoice:

- should be raised prior to or at the end of a billing cycle period?
- should be raised on each Monday (or other day) of the week? (Weekly / Fortnightly Cycles)
- Date should default to date of Invoice Generation OR manually entered by the Biller
Cycle ID Options

We have created a **MONTHLY & QUARTERLY** Cycles

**MONTHLY:**
Invoicing occurs at the end of a Billing Period with Invoices generated on the 3rd date of the subsequent month (this is always the next accounting period).

E.g. Recurring Billing

![Recurring Schedule](image)

Start Date of 5th August is used (and also any date up to the 4th September)
End Date of 3rd September is used (and any date up to the 4th October)

Result: A Recurring schedule with the initial invoice generated for the September 2014 Billing Period (Bill Cycle) on the 3rd of the following month. The invoice date on the Bill Header showing 03/10/2014.

11 further invoices will be generated for the next 11 subsequent Billing Periods (Bill Cycles)
Cycle ID & Frequency

Specify Frequency -

Save > Go To Installment Bill Schedule
Bill Terms

Specify the Installment Plan using Look up Installment Plan (Alt + 5)
Installment Plan Options

- Custom
- Equal
- Percentage

Installment Plan Type is configurable

Billing patterns to consider?

- Cycle - Monthly / Weekly
- Cycle – Bill To OR Bill From Date, 1st, last day, 1st Monday, etc.
- Common / Likely Patterns for Equal & Percentage plans

Look Up Installment Plan

<table>
<thead>
<tr>
<th>Installment Plan ID</th>
<th>Description</th>
<th>Installment Plan Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUST10</td>
<td>Ten Custom Installments</td>
<td>Custom</td>
</tr>
<tr>
<td>CUST2</td>
<td>Two Custom Installments</td>
<td>Custom</td>
</tr>
<tr>
<td>CUST3</td>
<td>Three Custom Installments</td>
<td>Custom</td>
</tr>
<tr>
<td>CUST4</td>
<td>Four Custom Installments</td>
<td>Custom</td>
</tr>
<tr>
<td>CUST5</td>
<td>Five Custom Installments</td>
<td>Custom</td>
</tr>
<tr>
<td>EQUAL10</td>
<td>Ten Equal Installments</td>
<td>Equal</td>
</tr>
<tr>
<td>EQUAL2</td>
<td>Two Equal Installments</td>
<td>Equal</td>
</tr>
<tr>
<td>EQUAL3</td>
<td>Three Equal Installments</td>
<td>Equal</td>
</tr>
<tr>
<td>EQUAL5</td>
<td>Five Equal Installments</td>
<td>Equal</td>
</tr>
<tr>
<td>PRCNT1</td>
<td>Ten / Ninety % Installments</td>
<td>Percent</td>
</tr>
<tr>
<td>PRCNT2</td>
<td>Twenty / Eighty % Installments</td>
<td>Percent</td>
</tr>
</tbody>
</table>
Bill Terms

Specify the Installment Plan using **Look up Installment Plan (Alt + 5)**
Select the **Installment Bill Schedule** tab
Bill Schedule – Start Date / Generate

Business Unit: MEDIC
Installment Template Invoice: GRP0194445
Pretax Invoice Amount: 33,750.00 AUD
Installment Plan: EQUAL3 Three Equal Installments
Start Date: 04/12/2013

Installment Billing Schedule

Number | Generate Date | Invoice | Installment Amount | Service Charge Amount
--- | --- | --- | --- | ---

Return to Bill Entry
Installment Billing

For **Percentage** installments or **Equal** installments plans, click the Generate button to generate the installment bill schedule based upon the invoice template, installment plan, and installment bill terms that you define.

For **Custom** installments you will not use these buttons for generating the schedule, rather these will be entered manually.

If you change any of the schedule information (**Equal** or **Percentage** Installments) on this page, the Generate button name changes to Regenerate.

Regenerating the installment bill schedule deletes and replaces any lines for which installment bills have not already been generated.
Bill Schedule – Start Date / Generate

Business Unit: MEDIC
Installment Template Invoice: GRP0194445
Pretax Invoice Amount: 33,750.00 AUD
Installment Plan: EQUAL3 Three Equal Installments
Start Date: 04/12/2013

Generate Installmt Bill Sched

Installment Billing Schedule

Number | Generate Date | Invoice | Installment Amount | Service Charge Amount
--- | --- | --- | --- | ---

Return to Bill Entry

Save | Return to Search | Notify

Installment Bill Terms | Installment Bill Schedule

UNSW Australia
Bill Schedule – Confirm Dates

**Business Unit:** MEDIC

**Installment Template Invoice:** GRP0194445

**Pretax Invoice Amount:** 33,750.00 AUD

**Installment Plan:** EQUAL3 Three Equal Installments

**Start Date:** 04/12/2013

**Pre-Assign Invoice Numbers**

<table>
<thead>
<tr>
<th>Number</th>
<th>Generate Date</th>
<th>Invoice</th>
<th>Installment Amount</th>
<th>Service Charge Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31/01/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>28/02/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>31/03/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
</tbody>
</table>

Return to Bill Entry

Save  Return to Search  Notify
Bill Schedule – Confirm Dates

Business Unit: MEDIC
Installment Template Invoice: GRP0194445
Pretax Invoice Amount: 33,750.00 AUD
Installment Plan: EQUAL3 Three Equal Installments
Start Date: 04/12/2013

Number | Invoice Date | From Date | To Date | Accounting Date
-------|--------------|-----------|---------|------------------
1       | 31/01/2014   | 01/01/2014| 31/01/2014|                  
2       | 28/02/2014   | 01/02/2014| 28/02/2014|                  
3       | 31/03/2014   | 01/03/2014| 31/03/2014|                  

Return to Bill Entry

Save | Return to Search | Notify

Installment Bill Terms | Installment Bill Schedule
Bill Schedule – Changing Dates

Regenerating the installment bill schedule deletes and replaces any lines for which installment bills have not already been generated.

For example, suppose you set up a schedule to generate starting on December 4, 2013, and you save the schedule.

If you decide to change the start date to December 1, 2013, click Regenerate and Save to create the new schedule.

NOTE: If you update any of the dates manually – do not select Regenerate as this will wipe out your adjusted dates with the default values. You will need to simply select Save.
### Bill Schedule – Changing Dates

**Business Unit:** MEDIC  
**Installment Template Invoice:** GRP0194445  
**Pretax Invoice Amount:** 33,750.00 AUD  
**Installment Plan:** EQUAL3 Three Equal Installments  
**Start Date:** 04/12/2013

<table>
<thead>
<tr>
<th>Number</th>
<th>Generate Date</th>
<th>Invoice</th>
<th>Installment Amount</th>
<th>Service Charge Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>28/02/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>31/03/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
</tbody>
</table>

Return to Bill Entry

- Save
- Return to Search
- Notify

**Installment Bill Terms | Installment Bill Schedule**
Bill Schedule – Changing Dates

### Installment Bill Terms

- **Business Unit:** MEDIC
- **Installment Template Invoice:** GRP0194445
- **Pretax Invoice Amount:** 33,750.00 AUD

#### Installment Plan:
- **Start Date:** 01/12/2013
- **Installment Plan:** EQUAL3
- **Number of Equal Installments:** Three Equal Installments

### Installment Billing Schedule

<table>
<thead>
<tr>
<th>Number</th>
<th>Generate Date</th>
<th>Invoice</th>
<th>Installment Amount</th>
<th>Service Charge Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31/12/2013</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>31/01/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>28/02/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
</tbody>
</table>

---

Return to Bill Entry

Save  Return to Search  Notify
Bill Schedule – Changing Dates

Business Unit: MEDIC
Installment Template Invoice: GRP0194445
Pretax Invoice Amount: 33,750.00 AUD
Installment Plan: EQUAL3 Three Equal Installments
Start Date: 01/12/2013

Message
This function will delete & replace any lines that have not had installment bills already generated. (12500,300)

OK Cancel

Return to Bill Entry
Bill Schedule – Changing Dates

Business Unit: MEDIC
Installment Template Invoice: GRP0194445
Pretax Invoice Amount: 33,750.00 AUD
Installment Plan: EQUAL3 Three Equal Installments
Start Date: 01/12/2013

Number | Generate Date | Invoice | Amount
--- | --- | --- | ---
1 | 31/01/2014 | NEXT | 11,250.00
2 | 28/02/2014 | NEXT | 11,250.00
3 | 31/03/2014 | NEXT | 11,250.00

Message: Start Date is prior to today's date. Back dated invoices may be generated. (12500,352)

Return to Bill Entry

Save Return to Search Notify
Bill Schedule Updated

Business Unit: MEDIC
Installment Template Invoice: GRP0194445
Pretax Invoice Amount: 33,750.00 AUD
Installment Plan: EQUAL3 Three Equal Installments
Start Date: 01/12/2013

<table>
<thead>
<tr>
<th>Number</th>
<th>Generate Date</th>
<th>Invoice</th>
<th>Installment Amount</th>
<th>Service Charge Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31/12/2013</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>31/01/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>28/02/2014</td>
<td>NEXT</td>
<td>11,250.00</td>
<td></td>
</tr>
</tbody>
</table>

Return to Bill Entry

Save  Return to Search  Notify

Installment Bill Terms  Installment Bill Schedule

UNSW Australia
**Bill Schedule Manually Updated**

```
Business Unit: MEDIC
Installment Template Invoice: GRP0194445
Pretax Invoice Amount: 33,750.00 AUD
Installment Plan: EQUAL3 Three Equal Installments
Start Date: 01/12/2013

<table>
<thead>
<tr>
<th>Number</th>
<th>Invoice Date</th>
<th>From Date</th>
<th>To Date</th>
<th>Accounting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31/01/2014</td>
<td>01/01/2014</td>
<td>31/01/2014</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>28/02/2014</td>
<td>01/02/2014</td>
<td>28/02/2014</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>31/03/2014</td>
<td>01/03/2014</td>
<td>31/03/2014</td>
<td></td>
</tr>
</tbody>
</table>
```

Return to Bill Entry

Save  Return to Search  Notify

Installment Bill Terms  | Installment Bill Schedule

[Image of the bill schedule interface]
Review Installment Billing Schedules

Search Criteria

Business Unit: SCTEC
Invoice: begins with
Bill Status: (blank)
Customer: begins with
Contract: begins with
Bills in Business Unit: (blank)
Template Invoice Flag: (blank)

Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Invoice</th>
<th>Invoice Type</th>
<th>Bill Type Identifier</th>
<th>Bill Status</th>
<th>Bill Source</th>
<th>Customer</th>
<th>Contract</th>
<th>Bills in Business Unit</th>
<th>Billing Frequency</th>
<th>Template Invoice Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCTEC</td>
<td>GRP0196494 Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>(blank)</td>
<td>ALL122719</td>
<td>(blank)</td>
<td>SCTEC</td>
<td>Installmnt</td>
<td>Installmnt</td>
<td>Installmnt</td>
</tr>
<tr>
<td>SCTEC</td>
<td>GRP0196490 Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>(blank)</td>
<td>ALL122719</td>
<td>(blank)</td>
<td>SCTEC</td>
<td>Installmnt</td>
<td>Installmnt</td>
<td>Installmnt</td>
</tr>
<tr>
<td>SCTEC</td>
<td>GRP0196475 Regular</td>
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<td>Ready</td>
<td>(blank)</td>
<td>ALL100868</td>
<td>(blank)</td>
<td>SCTEC</td>
<td>Installmnt</td>
<td>Installmnt</td>
<td>Installmnt</td>
</tr>
</tbody>
</table>
**Review Installment Billing Schedules**

**View / Update Installment Billing Schedules**

---

**Business Unit:** KENCL  
**Installment Template Invoice:** GRP0192533  
**Pretax Invoice Amount:** 5,215.00 AUD  
**Installment Plan:** EQUAL6  
**Start Date:** 01/06/2013

---

**Installment Billing Schedule**

<table>
<thead>
<tr>
<th>Number</th>
<th>Generate Date</th>
<th>Invoice</th>
<th>Installment Amount</th>
<th>Service Charge Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/06/2013</td>
<td>GRP0192534</td>
<td>869.17</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01/07/2013</td>
<td>GRP0192535</td>
<td>869.17</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01/08/2013</td>
<td>GRP0192536</td>
<td>869.17</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>01/09/2013</td>
<td>NEXT</td>
<td>869.17</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>01/10/2013</td>
<td>NEXT</td>
<td>869.17</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>01/11/2013</td>
<td>NEXT</td>
<td>869.15</td>
<td></td>
</tr>
</tbody>
</table>
Recurring / Instalment Bill Search

![Image of Recurring Instalment Bill Search page]

**Bill Entry**

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

**Search Criteria**

- **Business Unit**: in COMEC, ENGIN, MEDIC, SCTEC
- **Invoice**: begins with  
- **Bill Status**: = Ready to Invoice
- **Customer**: begins with
- **Contract**: begins with
- **Bills in Business Unit**: =
- **Template Invoice Flag**: =

**Case Sensitive**

- **Search**  
- **Clear**  
- **Basic Search**  
- **Save Search Criteria**

**Search Results**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Invoice Type</th>
<th>Invoice Type</th>
<th>Bill Type Identifier</th>
<th>Bill Status</th>
<th>Bill Source</th>
<th>Customer</th>
<th>Contract</th>
<th>Bills in Business Unit</th>
<th>Template Invoice Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGIN</td>
<td>Regular</td>
<td>MSC</td>
<td>(blank)</td>
<td>Ready</td>
<td>ALL 107915</td>
<td>Account No: PSW2178</td>
<td>ENGIN</td>
<td>(installnt)</td>
<td></td>
</tr>
<tr>
<td>MEDIC</td>
<td>Regular</td>
<td>MSC</td>
<td>(blank)</td>
<td>Ready</td>
<td>ALL 130005</td>
<td>ALL 129605</td>
<td>MEDIC</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>MEDIC</td>
<td>Regular</td>
<td>MSC</td>
<td>(blank)</td>
<td>Ready</td>
<td>ALL 100041</td>
<td>ALL 122719</td>
<td>MEDIC</td>
<td>Recurring</td>
<td></td>
</tr>
<tr>
<td>SCTEC</td>
<td>Regular</td>
<td>MSC</td>
<td>(blank)</td>
<td>Ready</td>
<td>ALL 122719</td>
<td>ALL 122719</td>
<td>SCTEC</td>
<td>installnt</td>
<td></td>
</tr>
<tr>
<td>SCTEC</td>
<td>Regular</td>
<td>MSC</td>
<td>(blank)</td>
<td>Ready</td>
<td>ALL 122719</td>
<td>ALL 122719</td>
<td>SCTEC</td>
<td>installnt</td>
<td></td>
</tr>
</tbody>
</table>
Installment Billing Task

1. Search for an existing invoice in your Business Unit – ensure it is not a template. Check details are valid.
2. Update Cycle ID & Frequency. Save and select Go to Installment Bill Schedule
3. Select an Equal or Percentage schedule
4. Enter the Start date 05/09/2014
5. Select Generate Instalment Bill Schedule
6. Save and select Return to Bill Entry
7. Change status to RDY at Header Info - 1

Run Installment Billing Process

8. Navigate to Billing > Maintain Bills > Installmmt Bill Sched
9. Update installment amounts or start date.
10. Select Re-generate Install Bill Sched and Save
Recurring Billing – Process

1. Raise Invoice
2. Cycle ID & Frequency
3. Period
   - Start / End Dates
   - Generate
4. Header Info 1
   - Status: RDY
   - BIRECUR runs Overnight
   - Creates Invoices dependent on the Bill Schedule
5. Review Bill Schedule
6. Invoice Release
   - Alert or Auto ?
7. Send to Customer

Update Schedule
Recurring Billing

Specify Frequency on Bill Header – Info 1 page

Save > Go To Recurring Bill Schedule
Recurring Bill Schedules

Specify the Start and End Date
Select Generate Recurring Schedule
# Review Bill Schedules

Review and adjust the **Start** and **End Dates** if necessary

---

### Recurring Bill Schedules

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>MEDIC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong></td>
<td>04/12/2013</td>
</tr>
<tr>
<td><strong>End Date:</strong></td>
<td>04/06/2014</td>
</tr>
</tbody>
</table>

**Template Invoice:** GRP0173111

- [ ] Pre-Assign Invoice Numbers
- [ ] Use Header Dates For Lines

#### Recurring Schedule

<table>
<thead>
<tr>
<th>Generate Date</th>
<th>Invoice Date</th>
<th>Invoice</th>
<th>Inv Generated?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/01/2014</td>
<td>31/01/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bill Header From Date:</td>
<td>01/01/2014</td>
<td>To Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Generate Date</th>
<th>Invoice Date</th>
<th>Invoice</th>
<th>Inv Generated?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/02/2014</td>
<td>28/02/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bill Header From Date:</td>
<td>01/02/2014</td>
<td>To Date:</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Generate Date</th>
<th>Invoice Date</th>
<th>Invoice</th>
<th>Inv Generated?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/06/2014</td>
<td>30/06/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bill Header From Date:</td>
<td>01/06/2014</td>
<td>To Date:</td>
</tr>
</tbody>
</table>

---

[Return to Bill Entry]
Update Bill Schedules

Save and then select **Re-generate Recur Bill Schedule** if any changes made

![Recurring Bill Schedules](image)

<table>
<thead>
<tr>
<th>Recurring Schedule</th>
<th>Find</th>
<th>View 2</th>
<th>First</th>
<th>1-6 of 6</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate Date</td>
<td>Invoice Date</td>
<td>Invoice</td>
<td>Inv Generated?</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>31/01/2014</td>
<td>31/01/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Header From Date:</td>
<td>01/01/2014</td>
<td>To Date:</td>
<td>31/01/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28/02/2014</td>
<td>28/02/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Header From Date:</td>
<td>01/02/2014</td>
<td>To Date:</td>
<td>28/02/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30/06/2014</td>
<td>30/06/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Header From Date:</td>
<td>01/06/2014</td>
<td>To Date:</td>
<td>30/06/2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to Bill Entry
Update Bill Schedules

Recurring Bill Schedules

Business Unit: MEDIC
Start Date: 01/12/2013
End Date: 01/06/2014

Template Invoice: GRP0173111

- Pre-Assign Invoice Numbers
- Use Header Dates For Lines

Recurring Schedule

<table>
<thead>
<tr>
<th>Generate Date</th>
<th>Invoice Date</th>
<th>Invoice</th>
<th>Inv Generated?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/01/2014</td>
<td>31/01/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>28/02/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31/03/2014</td>
<td>31/03/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bill Header From Date: 01/01/2014 To Date: 31/01/2014

Message:

This function will delete and replace any lines that have not had recurring bills already generated. (12500,180)

[OK] [Cancel]
Update Bill Schedules

Recurring Bill Schedules

Business Unit: MEDIC
Start Date: 01/12/2013
End Date: 01/06/2014

Template Invoice: GRP0173111

Pre-Assign Invoice Numbers
Use Header Dates For Lines

Recurring Schedule

<table>
<thead>
<tr>
<th>Generate Date</th>
<th>Invoice Date</th>
<th>Invoice</th>
<th>Inv Generated?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/01/2014</td>
<td>31/01/2014</td>
<td>NEXT</td>
<td>N</td>
<td>31/01/2014</td>
</tr>
<tr>
<td>01/01/2014</td>
<td>31/01/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/03/2014</td>
<td>31/03/2014</td>
<td>NEXT</td>
<td>N</td>
<td>31/03/2014</td>
</tr>
<tr>
<td>01/03/2014</td>
<td>31/03/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Message:
Start Date is prior to today’s date. Back dated invoices may be generated. (12500, 187)

OK  Cancel
Update Bill Schedules

Save and then select Return to Bill Entry

---

**Recurring Bill Schedules**

**Business Unit:** MEDIC  
**Template Invoice:** GRP0173111

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Template Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDIC</td>
<td>GRP0173111</td>
</tr>
</tbody>
</table>

**Start Date:** 01/12/2013  
**End Date:** 01/06/2014

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Template Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDIC</td>
<td>GRP0173111</td>
</tr>
</tbody>
</table>

**Pre-Assign Invoice Numbers:**  
**Use Header Dates For Lines:**

---

### Recurring Schedule

<table>
<thead>
<tr>
<th>Generate Date</th>
<th>Invoice Date</th>
<th>Invoice</th>
<th>Inv Generated?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/12/2013</td>
<td>31/12/2013</td>
<td>NEXT</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Bill Header From Date:** 01/12/2013  
**To Date:** 31/12/2013

<table>
<thead>
<tr>
<th>Generate Date</th>
<th>Invoice Date</th>
<th>Invoice</th>
<th>Inv Generated?</th>
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**Bill Header From Date:** 01/01/2014  
**To Date:** 31/01/2014

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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/06/2014</td>
<td>30/06/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Bill Header From Date:** 01/06/2014  
**To Date:** 30/06/2014

---

**Return to Bill Entry**
## Reviewing Recurring Bill Schedules

### Recurring Schedule Inquiry

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

### Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>MEDIC</td>
</tr>
<tr>
<td>Invoice</td>
<td>begins with GRP0173111</td>
</tr>
<tr>
<td>Bill Status</td>
<td>=</td>
</tr>
<tr>
<td>Customer</td>
<td>begins with</td>
</tr>
<tr>
<td>Contract</td>
<td>begins with</td>
</tr>
<tr>
<td>Bills in Business Unit</td>
<td>=</td>
</tr>
<tr>
<td>Template Invoice Flag</td>
<td>=</td>
</tr>
</tbody>
</table>

### Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Invoice</th>
<th>Invoice Type</th>
<th>Bill Type Identifier</th>
<th>Bill Status</th>
<th>Bill Source</th>
<th>Customer</th>
<th>Contract</th>
<th>Bills in Business Unit</th>
<th>Billing Frequency</th>
<th>Template Invoice Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDIC</td>
<td>GRP0173111</td>
<td>Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>ALL100041</td>
<td>MEDIC</td>
<td>Recurring</td>
<td>MEDIC</td>
<td>Recurring</td>
<td>Recurring</td>
</tr>
</tbody>
</table>
# Reviewing Recurring Bill Schedules

## Recurring Bill Schedule

**Business Unit:** MEDIC  
**Template Invoice:** GRP0173111  
**Start Date:** 01/12/2013  
**End Date:** 01/06/2014

<table>
<thead>
<tr>
<th>Generate Date</th>
<th>Invoice Date</th>
<th>Invoice</th>
<th>Inv Generated?</th>
<th>Date</th>
</tr>
</thead>
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<td>NEXT</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From Date: 01/12/2013</td>
<td>To Date: 31/12/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31/01/2014</td>
<td>31/01/2014</td>
<td>NEXT</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From Date: 01/01/2014</td>
<td>To Date: 31/01/2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Return to Search]  [Notify]
Recurring / Installment Bill Search

![Image of Bill Entry Form]

**Bill Entry**

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

**Search Criteria**

- **Business Unit:**
  - IN
  - COMEC, ENGIN, MEDIC, SCTEC

- **Invoice:**
  - Begins with

- **Bill Status:**
  - =
  - Ready to Invoice

- **Customer:**
  - Begins with

- **Contract:**
  - Begins with

- **Bills in Business Unit:**
  - =

- **Template Invoice Flag:**
  - =

**Search Results**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Invoice</th>
<th>Invoice Type</th>
<th>Bill Type Identifier</th>
<th>Bill Status</th>
<th>Bill Source</th>
<th>Customer</th>
<th>Contract</th>
<th>Bills in Business Unit</th>
<th>Template Invoice Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGIN</td>
<td>GRF0016711</td>
<td>Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>(blank)</td>
<td>ALL107915</td>
<td>Account No: PSW2178</td>
<td>ENGIN</td>
<td>Installment</td>
</tr>
<tr>
<td>MEDIC</td>
<td>GRF0190060</td>
<td>Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>(blank)</td>
<td>ALL130005</td>
<td>(blank)</td>
<td>MEDIC</td>
<td>No</td>
</tr>
<tr>
<td>MEDIC</td>
<td>GRF0190112</td>
<td>Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>(blank)</td>
<td>ALL129605</td>
<td>(blank)</td>
<td>MEDIC</td>
<td>No</td>
</tr>
<tr>
<td>MEDIC</td>
<td>GRF0173111</td>
<td>Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>(blank)</td>
<td>ALL100041</td>
<td>(blank)</td>
<td>MEDIC</td>
<td>Recurring</td>
</tr>
<tr>
<td>SCTEC</td>
<td>GRF0196494</td>
<td>Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>(blank)</td>
<td>ALL122719</td>
<td>(blank)</td>
<td>SCTEC</td>
<td>Installment</td>
</tr>
<tr>
<td>SCTEC</td>
<td>GRF0196490</td>
<td>Regular</td>
<td>MSC</td>
<td>Ready</td>
<td>(blank)</td>
<td>ALL122719</td>
<td>(blank)</td>
<td>SCTEC</td>
<td>Installment</td>
</tr>
</tbody>
</table>
Recurring Billing Task

1. Search for an existing invoice in your Business Unit – ensure it is not a template. Check details are valid **make a note of the Invoice Number**.
2. Update Cycle ID & Frequency. Save and select **Go to Recurring Bill Schedule**
3. Select the **Start Date 05/09/2014** and the **End Date 30/06/2014**
4. Select **Generate Recurring Bill Schedule**
5. Save and select **Return to Bill Entry**
6. Change status to **RDY at Header Info - 1**

**Run Recurring Billing Process**

7. Navigate to **Billing > Maintain Bills > Standard Billing**
8. Update Recurring Bill Template chartfields

**Will you need to Re-generate Recurring Bill Schedules?**
Issues / Questions?

Q Can I use an existing invoice?
Copy the existing invoice – the new invoice will be your template.

Q Can I use a template invoice again?
No – however you can copy the existing invoice to create a new template.

Q What happens to the template invoice?
It is flagged as an Instalment template invoice. You are able to come back and adjust the schedule if necessary. It may also be used to copy to create a new template.

Q Do I need to change the status of the template once the instalment invoices have been generated?
No – no further invoices will be generated unless you make an adjustment to the schedule that involves additional instalments.
Issues / Questions?

Q What if I need to cancel an Installment or Recurring Invoice –
1. Return to the Template Invoice – Change Status/Schedule
2. If invoices have already been invoiced that require cancellation raise Credit Adjustments.

Q When is revenue recognised?
The revenue will be reflected as per standard invoices – on the accounting date for the item. For Installment & Recurring billing, disregard the date of your template invoice and refer to the accounting date for each specific item that is generated as per your bill schedule.

Q Project & other Chatfield closures / Changes
You will need to update your template invoice so that all subsequent invoices are generated with the correct values.
Questions?

Finance Help Desk
financehelp@unsw.edu.au
Ext 53330