



This section provides an overview of the enhancements related to the Billing Module resulting from the upgrade from Core-CT 8.9 to Core-CT 9.1. Each of the enhancements described in this section is covered in additional detail in the remaining sections of this course.

New Invoice Publishing Format

Core-CT 9.1 uses XML publisher to generate invoices as pdf files. This change offers several key enhancements:

Invoices can be automatically sent to customers as pdf attachments to an email. This feature requires that a contact for the customer be set up to receive invoices as email.

Navigation:

Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

Customers > Contact Information

Pro Formas are generated as XML files.

Navigation

Billing > Generate Invoices > Print Pro Formas

The PDF for an invoice can be viewed directly on the billing pages by clicking on a **View Invoice Image** link.

Navigation:

Billing > Review Billing Information > Summary

Billing > Review Billing Information > Detail

Billing > Locate Bills > Bills Invoiced > Summary

Billing > Locate Bills > Bills Invoiced > Header Info 1

Billing > Locate Bills > Bills Invoiced > Summary

Billing > Locate Bills > Bills Invoiced > Header Info 1

Pro Formas for individual bills can be rendered directly from the billing pages (without requiring end users to use the **Process Monitor**) by clicking the view Pro Forma button.

Navigation:

Billing > Maintain Bills > Standard Billing

Billing > Maintain Bills > Bill Summary

Billing > Review Billing Information > Summary

Billing > Review Billing Information > Details

Billing > Locate Bills > Bills Not Invoiced > Summary

Billing > Locate Bills > Bills Not Invoiced > Header Info 1

Billing > Locate Bills > Lines Not Invoiced > Summary

Billing > Locate Bills > Lines Not Invoiced > Header Info 1

Core-CT 9.1 will not convert invoices created in Core-CT 8.9 to the new format. End users must run the **Reprint Invoice** process for existing Core-CT 8.9 invoices.

New Pro Formas and Invoices generated through the **Print Pro Forma, Finalize and Print, or Reprint Invoices** processes must be viewed using **Report Manager**. They cannot be viewed using the **View Log/Trace** page.

Federal Highway Billing

This process is used by a single agency, the Department of Transportation, for a single customer, the Federal Highway Administration (FED015). Core-CT provides a new process used to create the data extract file required by the federal government to process bills. This process replaces the process that was used in Core-CT 8.9. The new process requires that a customer be set up as a Federal Highway customer using the **Federal Highway File Billing** checkbox on the **Bill To Options** page. This will be set up by Core-CT for 9.1 Go-Live.

Navigations:

Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File
Billing > Generate Invoices > Utilities > Federal Highway Billing > Recreate Federal Highway File
Customers > Customer Information > General Information

The files generated by the **Create Federal Highway File** and **Recreate Federal Highway File** processes are Text files and may be viewed using the **View/Log Trace** page or **Report Manager**.

Audit Logging

In Core-CT 9.1 information from billing transactions are captured and stored in an Audit Log file. Users can access this information by using a **View Audit Log List** link that appears on several pages in the Billing module:

Navigations:

Billing > Review Billing Information > Summary
Billing > Review Billing Information > Details
Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs

The information captured in the Audit Log File varies with the transaction that was audited. Details about what appears in these logs is provided in the Audit Log section of this course.

Credit Bills

In Core-CT 9.1 end users must supply a reason when creating an adjustment to an existing invoiced bill or an adjustment to a line on an existing invoiced bill. An adjustment Reason field is found on the **Adjust Entire Bill** page and the **Adjust Selected Bill Lines** page. These fields are new and do not exist in Core-CT 8.9.

In Core-CT 9.1 write-off requests from Accounts Receivable are handled through the creation of a credit bill in Billing.

Navigations:

Billing > Maintain Bills > Adjust Entire Bill
Billing > Maintain Bills > Selected Bill Lines

Core-CT 9.1 provides two adjustment reasons:

- Other—used for correcting billing mistakes
- Write Off—used only with crediting an entire bill

Approvals for Credit Bills

In Core-CT 9.1 all credit bills and any bill with a credit line must be approved before they can be processed by the invoicing process and sent to Accounts Receivable. Users must supply supporting documentation for all credit bills related to write-offs prior to submitting them for approval. Supporting documentation for credit bills/lines used to correct billing mistakes is not required.

The approval process is handled through workflow and the worklist. Once approved, end users can run the **Finalize and Print** process to create an invoice and send the bill to Accounts Receivable. Once in Accounts Receivable, an end user will use a maintenance worksheet to offset the credit (from the credit bill) against the original debit.

Navigations:

Billing > Maintain Bills > Adjust Entire Bill

Billing > Maintain Bills > Standard Billing

Billing > Maintain Bills > Supporting Documentation

Worklist