

# InterUnit Invoice Portal

Version: 1.0 Created: 9/23/2022

## Purpose

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This job aid provides both billed and billing state departments with instructions on how to access, review and print invoices in the FI\$Cal InterUnit Invoice Portal and how the billing departments must modify their customers’ setup to use this portal.

Prior to the development of the InterUnit Invoice Portal, Department of General Services (DGS) has maintained a web portal service to allow billed departments to review and print the invoices charged to them by DGS. With the InterUnit Invoice Portal, FI\$Cal and Non-FI\$Cal departments can access and retrieve the same information as previously obtained from the DGS web portal.

InterUnit Invoice Portal can display all the interunit (department to department) billings statewide, even if billed department is not part of FI\$Cal. All FI\$Cal billing departments can leverage this functionality to display their interunit invoices in this portal. In order to do so, the billing departments must first modify their customers’ setup to meet the requirements for the invoice portal.

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## Target Audience

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FI\$Cal and Non-FI\$Cal departmental users who have the following roles:

- **Interunit Billed Processor** (for departments that receive invoices from other departments)
- **Interunit Billing Processor** (for departments that bill other departments)
- BI Processor
- BI/AR Approver
- BI/AR Confidential User

## Key Points

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Two new inquiry pages have been developed in the FI\$Cal menu for the InterUnit Invoice Portal to accommodate different users' needs. One inquiry page for billed departments and one inquiry page for billing departments. The default inquiry on each page allows the user to search for one billed department at a time for their invoices for the last 180 days. Besides displaying the last 180 days of all invoices based on the invoice date, all open invoices regardless of age are also shown in the search results.

### **Billed Department Inquiry on InterUnit Invoices**

This page is for the billed departments to inquire on invoices that have been billed to them in the last 180 days. They inquire using their Customer Account Numbers (CANs) that have been set up by DGS or Customer ID numbers set up by other billing departments. If no search criteria are entered, the search results will return all invoices billed to them in the last 180 days based on the invoice date on file. The user can enter additional search criteria to narrow down the search results. Invoices can be searched by the billed department's active 'Customer Number', 'Invoice From' and 'Invoice To' dates, 'SCO Document Number', 'Agreement Number', 'Invoice Number' and/or 'Bill Type Identifier'. This page was designed for the users to print or save the invoices in PDF format.

### **Billing Department Inquiry on InterUnit Invoices**

This page is for the billing departments to inquire on all invoices that they have billed to other departments for the last 180 days. They inquire using the CANs if department is DGS or Customer ID numbers for all other billing departments searching for one billed department at a time. If no search criteria is entered, the search results will return all invoices that they have billed to a specific department in the last 180 days based on invoice date on file. The user can enter additional search criteria to narrow down the search results. Invoices can be searched by the billed department's active 'Customer Number', 'Invoice From' and 'Invoice To' dates, 'SCO Document Number', 'Agreement

Number', 'Invoice Number' and/or 'Bill Type Identifier'. This page was designed for the users to print or save the invoices in PDF format.

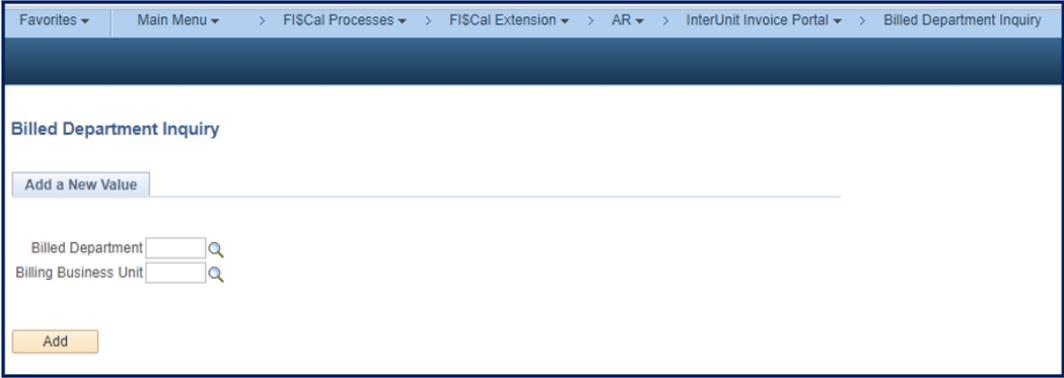
### Prerequisites

- The Departmental Authority or Designee (DAD) must request the new **Interunit Billed Processor** and/or **Interunit Billing Processor** roles for this process for the appropriate staff.
- The billing departments must first modify their customers' setup before their billed customer invoices will display on the portal. See Part 3 below for details.

## Part 1 – Billed Department Inquiry on InterUnit Invoices

### Billed Department Inquiry on InterUnit Invoices:

Billed departments will use this page to inquire on all of their CANs if billed by DGS or Customer ID numbers for all other billing departments. If no search criteria are entered, the search results will return all open invoices and all invoices billed to them in the last 180 days based on the invoice date. The user can enter additional search criteria to narrow down the search results. Invoices can be searched by the billed department's active 'Customer Number', 'Invoice From' and 'Invoice To' dates, 'SCO Document Number', 'Agreement Number', 'Invoice Number' and/or 'Bill Type Identifier'. This page was designed for the users to print or save the invoices in PDF format.

Steps	Description
1	<p>The departmental user with the <b>Interunit Billed Processor</b> role logs into FI\$Cal to access the Billed Department Inquiry page.</p> <p><b>Navigation:</b> Main Menu &gt; FI\$Cal Processes &gt; FI\$Cal Extensions &gt; AR &gt; InterUnit Invoice Portal &gt; Billed Department Inquiry</p> 

**Steps | Description**

Enter billed department BU number and billing department BU number.  
Click **Add**

The screenshot shows the 'Billed Department Inquiry' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > FISCAL Processes > FISCAL Extension > AR > InterUnit Invoice Portal > Billed Department Inquiry. Below the title, there is a button labeled 'Add a New Value'. Underneath, there are two input fields: 'Billed Department' with the value '3790' and a search icon, and 'Billing Business Unit' with the value '7760' and a search icon. At the bottom left, there is an orange 'Add' button.

2 To narrow the search on the Billed Department Inquiry page, enter any of the following fields:

- Customer Number
- Invoice From Date (up to 180 days prior to the current date)
- Invoice To Date (required field if Invoice From Date is entered)
- SCO Document Number
- Agreement Number
- Invoice Number
- Bill Type Identifier

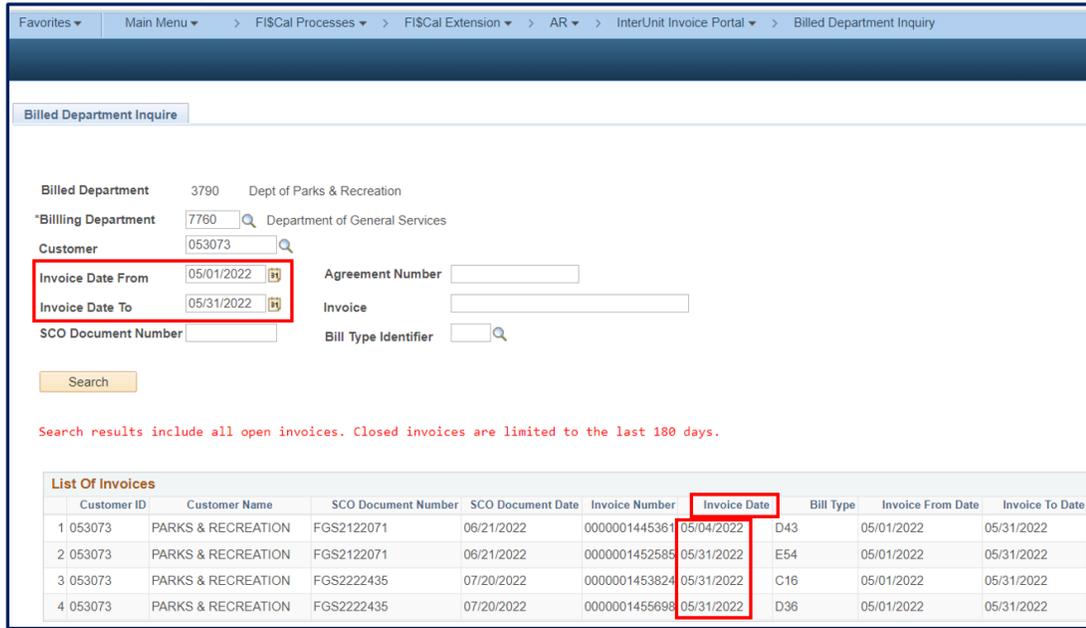
Otherwise, leave these fields blank and click **Search**.

The screenshot shows the 'Billed Department Inquiry' page with search criteria filled in. The breadcrumb trail is the same as in the previous screenshot. The 'Billed Department' field is filled with '3790' and 'Dept of Parks & Recreation'. The 'Billing Department' field is filled with '7760' and 'Department of General Services'. Other fields include 'Customer', 'Invoice Date From', 'Invoice Date To', 'Agreement Number', 'Invoice', 'SCO Document Number', and 'Bill Type Identifier'. A 'Search' button is at the bottom left. Below the search area, there is a red text note: 'Search results include all open invoices. Closed invoices are limited to the last 180 days.' At the bottom, there is a table titled 'List Of Invoices'.

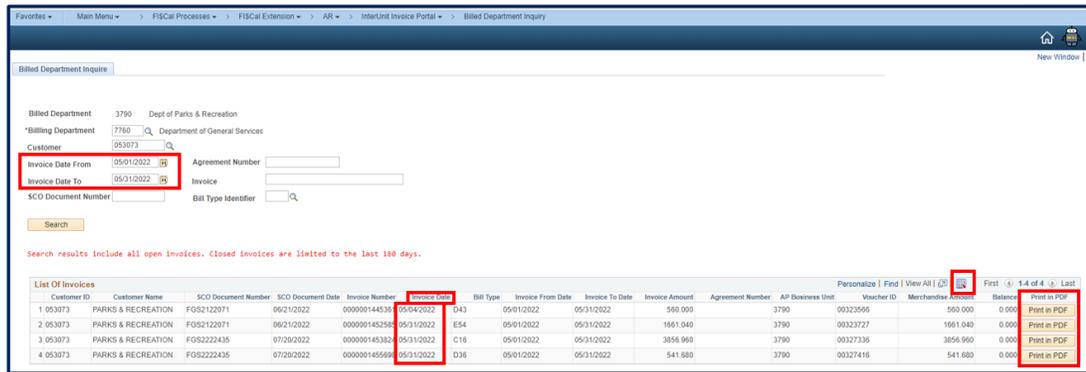
Customer ID	Customer Name	SCO Document Number	SCO Document Date	Invoice Number	Invoice Date	Bill Type	Invoice From Date	Invoice To Date	Invoice Amount
1									0.000

3 The inquiry results display invoices for the billed department where the billing department's **Invoice Date** falls between the requested 'Invoice Date From' and 'Invoice Date To'.

**Steps | Description**



4 This screen shows the inquiry results at reduced size to view the entire report in one screen, specifically the 'Print in PDF' button in the far right column. Also useful is the 'spreadsheet icon' which gives the user an option to export the inquiry results to an Excel file.



Print and/or save the resulting PDF copies of the invoices and the Excel spreadsheet of the invoices.

Log out of FI\$Cal.

## Part 2 – Billing Department Inquiry on InterUnit Invoices

### Billing Department Inquiry on InterUnit Invoices

Billing departments can inquire on all of their CANs if DGS or Customer ID numbers for all other billing departments for one selected billed department at a time. If no search criteria are entered, the search results will return all open invoices and all billed invoices in the last 180 days based on invoice date. The user can enter additional search criteria to narrow down the search results. Invoices can be searched by the billed department's active 'Customer Number', 'Invoice From' and 'Invoice To' dates, 'SCO Document Number', 'Agreement Number', 'Invoice Number' and/or 'Bill Type Identifier'. This page was designed for the users to print or save the invoices in PDF format.

Steps	Description
1	<p>The departmental user with the <b>Interunit Billing Processor</b> role logs into FI\$Cal to access the Billing Department Inquiry page.</p> <p><b>Navigation:</b> Main Menu &gt; FI\$Cal Processes &gt; FI\$Cal Extensions &gt; AR &gt; InterUnit Invoice Portal &gt; Billing Department Inquiry</p> <div data-bbox="321 961 1403 1346" data-label="Image"> <p>The screenshot shows the 'Billing Department Inquiry' page. At the top, there is a breadcrumb trail: 'Main Menu &gt; FI\$Cal Processes &gt; FI\$Cal Extension &gt; AR &gt; InterUnit Invoice Portal &gt; Billing Department Inquiry'. Below the title, there is a blue 'Add a New Value' button. Underneath, there are two search fields: 'Billing Business Unit' and 'Billed Department', each with a magnifying glass icon. At the bottom left, there is an orange 'Add' button.</p> </div> <p>Enter Billing department BU number and Billed department BU number. Click <b>Add</b></p> <div data-bbox="321 1497 1403 1871" data-label="Image"> <p>This screenshot shows the same 'Billing Department Inquiry' page, but with the search fields populated. The 'Billing Business Unit' field contains the value '7760' and the 'Billed Department' field contains '3540'. The 'Add a New Value' button is now greyed out, and the orange 'Add' button is visible at the bottom left.</p> </div>

**Steps** | **Description**

2 To narrow the search on the Billed Department Inquiry page, enter any of the following fields:

- Customer Number
- Invoice From Date (up to 180 days prior to the current date)
- Invoice To Date (required field if Invoice From Date is entered)
- SCO Document Number
- Agreement Number
- Invoice Number
- Bill Type Identifier

Otherwise, leave these fields blank and click **Search**.

The screenshot shows the 'Billing Department Inquire' page with the following search criteria:

- Billing Department: 7760 Department of General Services
- \*Billed Department: 3540 CAL FIRE
- Customer: [Blank]
- Invoice Date From: 05/01/2022
- Invoice Date To: 05/31/2022
- SCO Document Number: [Blank]
- Agreement Number: [Blank]
- Invoice: [Blank]
- Bill Type Identifier: [Blank]

A 'Search' button is present below the filters. A red message states: "Search results include all open invoices. Closed invoices are limited to the last 180 days."

The 'List Of Invoices' table contains one entry:

	Customer ID	Customer Name	SCO Document Number	SCO Document Date	Invoice Number	Invoice Date	Bill Type	Invoice From Date	Inv
1									

3 The example inquiry results display invoices for the billed department where the billing department's **Invoice Date** falls between the requested 'Invoice Date From' and 'Invoice Date To'.

**Steps** | **Description**

[Favorites](#) > [Main Menu](#) > [FISCal Processes](#) > [FISCal Extension](#) > [AR](#) > [InterUnit Invoice Portal](#) > [Billing Department Inquiry](#)

**Billing Department Inquire**

Billing Department: 7760 Department of General Services  
 \*Billed Department: 3540 CAL FIRE  
 Customer:   
 Invoice Date From: 05/01/2022 Agreement Number:   
 Invoice Date To: 05/31/2022 Invoice:   
 SCO Document Number:  Bill Type Identifier:

Search results include all open invoices. Closed invoices are limited to the last 180 days.

List Of Invoices										
	Customer ID	Customer Name	SCO Document Number	SCO Document Date	Invoice Number	Invoice Date	Bill Type	Invoice From Date	Invoice To Date	Invoice Amount
1	013001	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001445201	05/04/2022	D43	05/01/2022	05/31/2022	85.000
2	013001	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001454791	05/31/2022	C16	05/01/2022	05/31/2022	53.340
3	013001	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001455156	05/31/2022	D57	05/01/2022	05/31/2022	32295.620
4	013001	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001456112	05/31/2022	D57	02/01/2022	02/28/2022	494.100
5	013001	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001456318	05/31/2022	A41	05/01/2022	05/31/2022	366.000
6	013002	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001445516	05/04/2022	D43	05/01/2022	05/31/2022	140.000
7	013003	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001445515	05/04/2022	D43	05/01/2022	05/31/2022	1095.000
8	013003	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001450605	05/31/2022	D57	04/01/2022	04/30/2022	130.000
9	013003	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001452612	05/31/2022	E54	05/01/2022	05/31/2022	106.290
10	013003	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001455157	05/31/2022	D57	05/01/2022	05/31/2022	30.000

4 This screen shows the inquiry results at reduced size to view the entire report in one screen, specifically the 'Print in PDF' button in the far right column. Also useful is the 'spreadsheet icon' which gives the user an option to export the inquiry results to an Excel file.

[Favorites](#) > [Main Menu](#) > [FISCal Processes](#) > [FISCal Extension](#) > [AR](#) > [InterUnit Invoice Portal](#) > [Billing Department Inquiry](#)

**Billing Department Inquire**

Billing Department: 7760 Department of General Services  
 \*Billed Department: 3540 CAL FIRE  
 Customer:   
 Invoice Date From: 05/01/2022 Agreement Number:   
 Invoice Date To: 05/31/2022 Invoice:   
 SCO Document Number:  Bill Type Identifier:

Search results include all open invoices. Closed invoices are limited to the last 180 days.

List Of Invoices											Personalize	Find	View 100	Print	First	1-21 of 275	Last
	Customer ID	Customer Name	SCO Document Number	SCO Document Date	Invoice Number	Invoice Date	Bill Type	Invoice From Date	Invoice To Date	Invoice Amount	Agreement Number	AP Business Unit	Voucher ID	Merchandise Amount	Balance	Print in PDF	
1	013001	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001445201	05/04/2022	D43	05/01/2022	05/31/2022	85.000	3540	00350017	85.000	0.000	Print in PDF		
2	013001	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001454791	05/31/2022	C16	05/01/2022	05/31/2022	53.340	3540	00358055	53.340	53.340	Print in PDF		
3	013001	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001455156	05/31/2022	D57	05/01/2022	05/31/2022	32295.620	3540	00358166	32295.620	32295.620	Print in PDF		
4	013001	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001456112	05/31/2022	D57	02/01/2022	02/28/2022	494.100	3540	00358188	494.100	494.100	Print in PDF		
5	013001	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001456318	05/31/2022	A41	05/01/2022	05/31/2022	366.000	3540	00358198	366.000	366.000	Print in PDF		
6	013002	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001445516	05/04/2022	D43	05/01/2022	05/31/2022	140.000	3540	00350043	140.000	0.000	Print in PDF		
7	013003	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001445515	05/04/2022	D43	05/01/2022	05/31/2022	1095.000	3540	00350042	1095.000	0.000	Print in PDF		
8	013003	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001450605	05/31/2022	D57	04/01/2022	04/30/2022	130.000	3540	00350222	130.000	0.000	Print in PDF		
9	013003	FORESTRY & FIRE PROT	FGS2121932	06/21/2022	0000001452612	05/31/2022	E54	05/01/2022	05/31/2022	106.290	3540	00350296	106.290	0.000	Print in PDF		
10	013003	FORESTRY & FIRE PROT	FGS2222294	07/20/2022	0000001455157	05/31/2022	D57	05/01/2022	05/31/2022	30.000	3540	00358167	30.000	30.000	Print in PDF		

Steps	Description
	Print and/or save the resulting PDF copies of the invoices and the Excel spreadsheet of the invoices.
	Log out of FI\$Cal.

## Part 3 – Billing Departments Customers’ Setup Modification

### Billing Departments Customer Setup for InterUnit Invoices

All FI\$Cal billing departments must first modify their state department customers’ setup to meet the requirements for the invoice portal. There is a tab under customers’ General Information page that has a field that must be completed to identify the customer’s Business Unit (BU) in order for the invoice data to be populated on the interface file and interface invoice portal.

Steps	Description
1	<p>Departmental user with a role to set up/modify customers (such as BI Processor, BI/AR Approver and BI/AR Confidential User) logs into FI\$Cal to access the Customer General Information page.</p> <p><b>Navigation:</b> Main Menu &gt; Customers &gt; Customer Information &gt; General Information</p>

**Steps | Description**

- 2 Enter billing department’s BU number (if not already displayed). Enter Customer ID number if known or look up Customer ID using search criteria to narrow list to state departmental customers.

**Steps** | **Description**

The screenshot shows a 'Look Up Customer ID' dialog box. The search criteria section includes a dropdown for '\*SetID' with the value '3540' and several 'begins with' fields for Customer ID, Name 1, Telephone, City, State, and Postal Code. Below the criteria are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. The search results section displays a table with the following data:

Customer ID	Name 1	Telephone	City	State	Postal Code
340000000000	EMERGENCY MGMT AGENCY	(blank)	MATHER	CA	95655
340000000010	DEPT OF PARKS & RECREA	(blank)	AUBURN	CA	95603
340000000050	DEPT OF PARKS & RECREA	(blank)	ARNOLD	CA	95223
340000000100	CAL TRANS , LAKEPORT	(blank)	EUREKA	CA	95502
340000000700	CA AIR RESOURCES BOARD	(blank)	SACRAMENTO	CA	95812
340000001000	CALIFORNIA CONSERVATION CORPS.	(blank)	SACRAMENTO	CA	95816
340000001100	DEPT OF CONSERVATION CA GEOLOGICAL SURV	(blank)	SACRAMENTO	CA	95814
340000001110	DEPT OF CONSERVATION TECH SERVICES DIV	(blank)	SACRAMENTO	CA	95814
340000001120	DEPT OF CONSERVATION	(blank)	SACRAMENTO	CA	95814
340000001200	DEPT OF CORRECTIONS & REHAB	(blank)	LITCHFIELD	CA	96117
340000001250	CDCR	(blank)	EL CENTRO	CA	92244

Choose or enter the Customer ID number to be modified and click **Search**.

**Steps** | **Description**

- 3 On **General Info** tab, scroll down to the bottom and click **Correct History** button. Then scroll back up, click **General Info Links** dropdown menu and select **User Defined** option.

**Steps | Description**

The screenshot displays the 'General Information' tab for a customer. Key elements include:

- General Info Links:** A dropdown menu at the top right, highlighted with a red box.
- Customer Information:** Fields for SetID (3540), Customer ID (34000000010), Status (Active), Date Added (05/13/2008), and Name 1 (DEPT OF PARKS & RECREA).
- Roles:** A section with checkboxes for various roles such as 'Bill To Customer', 'Ship To Customer', 'Sold To Customer', 'Correspondence Customer', 'Remit From Customer', and 'Corporate Customer'.
- Federal Attributes:** Fields for 'Federal Customer', 'Trading Partner Code', and 'Disbursing Office'.
- Support Teams:** A table listing support teams, with 'TEAM' and 'Support Team' visible.
- Address Locations:** Fields for 'Location', 'Description' (BILLING ADDRESS), and checkboxes for 'Bill To', 'Ship To', 'Sold To', 'Primary', 'Broker', 'Indirect', and 'Correspondence Address'.
- Address Details:** Fields for 'Effective Date', 'Tax Code', 'Physical Nature', 'Country' (USA), 'Address 1' (111 First Street), 'Address 2' (Suite 100A), 'City' (AUBURN), 'County', 'State' (CA), and 'Postal' (95603).
- Buttons:** A row of action buttons at the bottom, with 'Correct History' highlighted by a red box.

4 On the **User Defined Fields** tab, go to **Billed BU (Cust Char10 D)** field and **enter the billed department’s BU number** (in the example, the billed department is Department of Parks and Recreation, BU 3790). **This is a required field for all billing departments to inquire on all interunit invoices on the invoice portal.**

Click **SAVE** to update the customer information.

**Steps | Description**

The screenshot displays the 'General Information' page for a customer. The breadcrumb trail at the top reads: Favorites > Main Menu > Customers > Customer Information > General Information. Below this, there are tabs for 'General Info', 'Bill To Options', 'Ship To Options', 'Spld To Options', and 'User Defined Fields'. The 'General Info' tab is active, showing the following data: SetID 3540, Customer ID 340000000010, and DEPT OF PARKS & RECREA.

The form contains several input fields and checkboxes:

- Cust Char30 A: 340000000010
- Bankruptcy:
- Cust Char30 B:
- Cust Char1 B:
- Cust Char30 C:
- Cust Char1 C:
- Cust Char30 D:
- Cust Char1 D:
- Cust Char10 A:
- Cust Char2:
- Cust Char10 B:
- Cust Char4:
- Cust Char10 C:
- Cust Char6:
- Billed BU (Cust Char10 D): 3790** (highlighted with a red box)
- Cust Char8:
- Cust N12.3 A:
- Cust Nbr15 A:
- Cust N12.3 B:
- Cust Nbr15 B:
- Cust N12.3 C:
- Cust Nbr15 C:
- Cust N12.3 D:
- Cust Nbr15 D:

At the bottom, there is a 'General Info Links: ...More' dropdown menu and a row of action buttons: **Save** (highlighted with a red box), Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

Log out of FI\$Cal.

## Appendix

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### Key Words

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N/A

### Definitions

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N/A

### Reference Materials

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N/A

### Revision Table

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Date	Version	Update Description
9/23/2022	1.0	Initial Version

### Contacts

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For questions about this job aid, please contact the FI\$Cal Client Training Section at [FiscalLearningCenter@fiscal.ca.gov](mailto:FiscalLearningCenter@fiscal.ca.gov).