

InterUnit Invoice Portal

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Purpose

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

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

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

The departmental user with the **Interunit Billed Processor** role logs into FI\$Cal to access the Billed Department Inquiry page.

Navigation: Main Menu > FI\$Cal Processes > FI\$Cal Extensions > AR > InterUnit Invoice Portal > Billed Department Inquiry

| Favorites - | Main Menu 🗸 | > FI\$Cal Proc | esses ▾ → FI\$Ca | al Extension 👻 > | AR → InterUni | t Invoice Portal $	imes$ $	imes$ | Billed Department Inquiry |
|------------------------------------|---------------|----------------|------------------|------------------|---------------|----------------------------------|---------------------------|
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| Billed Depart | tment Inquiry | | | | | | |
| Billed Departs Billing Business | ment Q | | | | | | |
| Add | | | | | | | |



| Steps | Description |
|-------|--|
| | Enter billed department BU number and billing department BU number. Click Add |
| | Favorites Main Menu FI\$Cal Processes FI\$Cal Extension AR FI\$Cal Extension AR FI\$Cal Extension FI\$Cal Extension |
| | |
| | Billed Department Inquiry |
| | Add a New Value |
| | Billed Department 3790 Q Billing Business Unit 7760 Q |
| | Add |
| | |
| 2 | following fields: |
| | Customer Number Invision Frame Data (up to 100 days prior to the surrout data) |
| | 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 . |
| | |
| | Favorites Main Menu |
| | Billed Department Inquire |
| | Billed Department 3790 Dept of Parks & Recreation |
| | *Billing Department 7760 Ceperatment of General Services Customer |
| | Invoice Date From Agreement Number Invoice Date To Invoice Invoice Date To Invoice |
| | Search |
| | 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 |
| 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'. |



| 5 | Descript | on | | | | | | |
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| | Favorites - M | ain Menu ▼ → FI\$Cal F | Processes 🔻 > FI\$Cal Ex | ttension 🔹 > AR 👻 | > InterUnit Invoice Portal | > Billed Dep | partment Inquiry | |
| | | | | | | | | |
| | Billed Department | nquire | | | | | | |
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| | *Billing Departm | ent 7760 Q Depar | tment of General Services | | | | | |
| | Customer | 053073 Q | | | | | | |
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| | | | | | | | | |
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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.

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| silling Department | 7760 O Denar | tment of General Services | | | | | | | | | | | | | |
| ustomer | 053073 Q | | | | | | | | | | | | | | |
| woice Date From | 05/01/2022 | Agreement Number | | | | | | | | | | | | | |
| molee Date From | 05/31/2022 | level a | | | | | | | | | | | | | |
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| earch results | include all open inv | oices. Closed invoice | are limited to | the last 180 | days. | | | | | | | | | | |
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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 | The departmental user with the Interunit Billing Processor role logs into FI\$Cal to access the Billing Department Inquiry page. |
| | Navigation: Main Menu > FI\$Cal Processes > FI\$Cal Extensions > AR > InterUnit Invoice Portal > Billing Department Inquiry |
| | Favorites ▼ Main Menu ▼ >> FI\$Cal Processes ▼ >> FI\$Cal Extension ▼ >> AR ▼ >> InterUnit Invoice Portal ▼ >> Billing Department Inquiry |
| | Billing Department Inquiry |
| | Add a New Value Billing Business Unit |
| | Billed Department |
| | Ασσ |
| | Enter Billing department BU number and Billed department BU number. Click Add |
| | Favorites Main Menu FI\$Cal Processes FI\$Cal Extension AR AR Billing Department Inquiry |
| | Billing Department Inquiry |
| | Add a New Value |
| | Billing Business Unit 7760 Q Billed Department 3540 Q |
| | Add |



3

| Steps | Description |
|-------|--|
| 2 | It o harrow 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 |
| | Favorites • Main Menu • > FISCal Processes • > FISCal Extension • > AR • > InterUnit Invoice Portal • > Billing Department Inquiry Billing Department 7760 Department of General Services * * Billing Department 3540 • CAL FIRE Customer |
| | List Of Invoices Customer ID Customer Name SCO Document Number SCO Document Date Invoice Number Invoice Date Bill Type Invoice From Date Inv |
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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'.



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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.

| | lain Menu 👻 🔰 FISC | Cal Processes 🔹 🚿 FI\$Cal | Extension • > AR • > | InterUnit Invoice Por | rtal 👻 > - B | lilling Depa | tment Inquiry | | | | | | | | |
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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 | 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. |
| | Navigation: Main Menu > Customers > Customer Information > General Information |



| Steps | Description |
|-------|---|
| | Favorites Main Menu Customers Customer Information General Information |
| | |
| | |
| | General Information |
| | Enter any information you have and click Search, Leave fields blank for a list of all values. |
| | |
| | Find an Existing Value Add a New Value |
| | Search Criteria |
| | |
| | *SetID = V |
| | Name 1 begins with V |
| | Name 2 begins with V |
| | Telephone begins with V |
| | City begins with V |
| | State begins with V |
| | Postal Code begins with V |
| | □ Include History □ Correct History □ Case Sensitive |
| | |
| | Search Clear Pasis Search 🖉 Save Search Criteria |
| | Search Clear Basic Search 🖾 Save Search Chiena |
| | |
| | |
| | Find an Existing Value Add a New Value |
| | |

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

| Favorites - | Main Menu 	→ Customers 	→ > | Customer Information | _ | | _ | | |
|-----------------|--|--|----------|------------|----------|-------------|--------|
| | | | | | | | |
| | | | | | | | |
| eneral Info | rmation | | | | | | |
| nter any inform | ation you have and click Search. Leave fie | ds blank for a list of all values. | | | | | |
| | | | | | | | |
| Find an Exist | ing Value Add a New Value | Look Up Customer ID | | | | | × |
| Search Cri | iteria | | | | | H | lelp 🔺 |
| | | SetID 3540 | | | | | |
| *SetID = | ✓ 3540 0 | Customer ID begins with v 34% | | | | | |
| ustomer ID be | egins with V | Name 1 begins with V | | | | | - 1 |
| Name 1 be | egins with 🗙 | Telephone begins with V | | | | | - 1 |
| Name 2 be | equips with V | City begins with V | | | | | - 1 |
| Telephone be | agins with V | State begins with V | | | | | - 1 |
| City | sgine with ta | Postal Code begins with ¥ | | | | | |
| City De | | | | | | | |
| State De | | Look Up Clear Cancel Basic Lookup | | | | | |
| ostal Code be | egins with V | | | | | | |
| Include Hist | tory U Correct History U Case Sen | iti Search Results | | | | | |
| | | View 100 | | First (4) | 1-186 of | 186 🕑 Last | |
| | | Customer ID Name 1 | Telephor | ne City | State | Postal Code | |
| Search | Clear Basic Search 🖾 Save Search | 34000000000 EMERGENCY MGMT AGENCY | (blank) | MATHER | CA | 95655 | |
| | | 34000000010 DEPT OF PARKS & RECREA | (blank) | AUBURN | CA | 95603 | |
| | | 34000000050 DEPT OF PARKS & RECREA | (blank) | ARNOLD | CA | 95223 | |
| | | 34000000100 CAL TRANS , LAKEPORT | (blank) | EUREKA | CA | 95502 | |
| nd an Existing | Value Add a New Value | 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 | |
| | | 34000001250 CDCR | (blank) | EL CENTRO | CA | 92244 | |

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



| Steps | Description |
|-------|---|
| | Favorites Main Menu Customers Customer Information General Information |
| | |
| | |
| | Concert lafe an etica |
| | General Information |
| | Enter any information you have and click Search. Leave fields blank for a list of all values. |
| | The days Table Matter Add a Man Malus |
| | Find an Existing Value Add a New Value |
| | Search Criteria |
| | |
| | *SetID = 🗸 3540 🔍 |
| | Customer ID begins with V 34000000010 |
| | Name 1 begins with V |
| | Name 2 begins with V |
| | City begins with |
| | State begins with ¥ |
| | Postal Code begins with V |
| | Include History |
| | |
| | |
| | Search Clear Basic Search |
| | |
| | |
| | Find an Existing Value Add a New Value |
| | |

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.



| Favorites - Main Menu - | > Customers + > | Customer Information - | General Information | | | |
|---|--|--|--|--------------------------------------|--|-------------|
| | | | | | | |
| General Info | Ship To Options S | gld To Options | | | | |
| SetID 3540 | Customer ID 3400000 | 000010 | General Info L | linkaMore | ~ | |
| *Status Active *Date Added (05/13/2 *Name 1 (DEPT C Name 2 Currency Code (USD | | *Since 05/13/2008 | | Lev *Typ *Short Nam | el Regular Department DEPT OF PA | > |
| Roles | | | | | | |
| Bill To Customer Bill To Selection Ship To Customer Ship To Selection Sold To Customer Sold To Customer Broker Customer Indirect Customer | | Correspondence Selection Correspondence Selection Remit From Customer Remit From Selection Corporate Customer Corporate Selection Consolidation Customer Grants Management Spons | or | Consolidation | Business Unit | |
| Federal Attributes | | | | | | |
| Federal Customer | | Trading Partner Code | | Disbursi | ng Office | |
| Appropriation Symbol Not Re | quired for Reimbursal | ble Agreements | | | | |
| Support Teams | | | Personalize Fin | d View All 🔃 📑 | First 🚯 1 of | 1 🛞 Last |
| Team Code | Default | Description | | | | |
| (TEAM | 2 | Support Team | | | | + - |
| Address Locations | | | | Find View All | First 🛞 10 | f1 () Last |
| *Location 1 Description BILLING |] ADDRESS | Bill To Ship To Sold To | Primary Primary Primary | Broker Indirect Correspondence | Primary Primary Address | |
| | | RFID Enabled | VAT Default | VAT Service T | reatment Setup | |
| Address Details "Effective Date @ Tax Code Physical Nature Atternate Name 1 | 5/13/2008 Q | ~ | *Statu Language Codi Where Performer Alternate Name | Find View All | First (6) 1 of 1 |) Last |
| Country U Address 1 11 Address 2 2 Address 3 City A County 5 | A Q United States 1 First Street its 100A IBURN A Q California | in City Limit Postal g | 5603 | View Phone Informati | on | |
| | | | General Info L | InksMore | ~ | • |

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 inqure on all interunit invoices on the invoice portal.

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



Steps | Description

| General Info Bill To Options Ship To C | Options Sold To Option | s User Defined Fie | elds | | |
|--|------------------------|--------------------|-----------|--|--|
| SetID 3540 Custor | ner ID 340000000010 | DEPT OF PARKS | & RECREA | | |
| Cust Char30 A 34000000010 | | Ban | kruptcy 🗌 | | |
| Cust Char30 B | | Cust | Char1 B | | |
| Cust Char30 C | | Cust | Char1 C | | |
| Cust Char30 D | | Cust | Char1 D | | |
| Cust Char10 A | | Cu | st Char2 | | |
| Cust Char10 B | | Cu | st Char4 | | |
| Cust Char10 C | | Cu | st Char6 | | |
| Billed BU (Cust Char10 D) 3790 | 2 | Cu | st 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 | | |
| | | | | | |

Log out of FI\$Cal.



Appendix

Key Words

N/A

Definitions

N/A

Reference Materials

N/A

Revision Table

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

Contacts

For questions about this job aid, please contact the FI\$Cal Client Training Section at <u>FiscalLearningCenter@fiscal.ca.gov</u>.