

New World ERP

Miscellaneous Billing Invoice Type Setup

1. Navigate to Maintenance>Financial Management>Miscellaneous Billing>Invoice Types
2. Click New

Invoice Type List

Active	Code	Description	Category	Classification	Invoice Format
✓	44test	44test	Business Improvement District	Template	Miami Shores 37
✓	61880	Grant 61880	Business Improvement District	Standard	Midland
✓	aaa	aaa	Business Improvement District	Standard	St. Clair
✓	Airport Lease	Airport Lease	Charges	Template	St. Clair
✓	Ann Arbor	Ann Arbor	Business Improvement District	Standard	Macon 4
✓	Attorney	Attorney Billing	Charges	Template	WORK
✓	Basketball	Basketball Security	Services Provided	Standard	Hot Springs 2
✓	BID #1	Business Improvement District #1	Business Improvement District	Template	invoice
✓	Billing Licenses	Billing Licenses	Services Provided	Template	Standard
✓	bus lic	bus lic	Business Improvement District	Standard	testing
✓	Cash Basis	Cash Basis	Business Improvement District	Standard	Standard
✓	CDBG Grant	CDBG Reimbursement	Grant	Standard	invoice
✓	Cemetary	Cemetary	Charoes	Standard	invoice

New Delete Refresh Print

3. Fill in the required fields then click Save.

Invoice Type

General

Code: Caltrans
 Description: Caltrans
 Active:
 Category: BID - Business Imp
 Classification: Standard
 Invoice Format: Standard
 Invoice Reprint Format: Reprint
 Print Barcode on Invoice:
 Payment Code:
 Number of Days until Due: 30
 Allow Associated Parcel:
 Subledger Receivable:

Memo Invoices

Allowed: No
 Generate G/L Entries:

Remittance

Contact Name:
 Contact Description:
 Address Line 1:
 Address Line 2:
 Address Line 3:
 Zip Code:
 City:
 State:
 Phone Number:
 Extension:
 Fax Number:
 E-mail Address:

Save Save/New Delete Reset Distributions Late Notices Comments User Defined Fields

4. Clicking save will automatically take you to the Distribution screen.

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- Enter the current date as the Start Date
- Enter the Revenue and Bad Debt GL Account
- The Override Cash Account is optional and should only be used if the revenue collected for this invoice type should go to a different cash account than the main account associated to this fund
- The Override Receivable Account is optional and should be used if the accounts receivable account for this invoice type is different than the main A/R account setup on the fund
- Once everything is filled out, click save then click the Billing Codes button

Invoice Type Distributions

Effective Dates

Start Date 01/27/2017

Defaults

Billing Account Method

Revenue G/L Account

Bad Debt Expense G/L Account

Override Cash Account

Override Receivable Account

Doubtful Receivable Account

Default Project

Allow Partial Payments

Partial Payment Method

Invoice Payment Sequence Number

Late Fee Payment Sequence Number

Finance Charge Payment Sequence Number

Reclassification Credit Points

Assignment Credit Points

Write Off Credit Points

Late Fees

Apply Late Fees

Finance Charges

Apply Finance Charges

5. Click New

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Sequence Number	Billing Code	Description	Default Unit of Measure
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New **Delete** **Refresh**

6. Fill out the billing code information. Only fill in the Revenue and/or Bad Debt Expense account fields if they are different than the accounts setup on the distribution screen. This allows you to setup multiple payment codes on a single invoice type with different accounts for each one
7. Click Save or if additional Billing Codes need to be added, click Save/New

Billing Code

Code: Caltrans Fee
Description: Caltrans Fee
Sequence Number: 1
Default Unit of Measure: Each - Eac

General

Apply Late Fee
Apply Finance Charge
Memo Billing Charge
Calculation Method: Single Amount per Unit
Amount: \$12.5000

Override G/L Accounts

Revenue:
Bad Debt Expense:

Save **Save/New** **Delete** **Reset** **Rates**

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8. Once a new MB Invoice type is created, it will need to be authorized to applicable users in User-Based Security
9. Navigate to Maintenance>new world ERP Suite>Security>User-Based Security
10. Choose the User and Select 'Miscellaneous Billing Invoice Types' in the Function field
11. Move the Invoice Type to the Authorized section on the right then click Save

The screenshot shows a web interface for configuring user-based security. The title bar reads "User-Based Security - Miscellaneous Billing Invoice Types". Below the title bar, there are two dropdown menus: "User" with "NWS" selected and "Function" with "Miscellaneous Billing Invoice Types" selected. The main area is divided into two columns. The left column is titled "Available Miscellaneous Billing Invoice Types: 0" and contains an empty rectangular box. The right column is titled "Authorized Miscellaneous Billing Invoice Types: 1" and contains a box with the text "Bus Pass - Bus Passes". Between the two columns are four circular buttons with arrows: a right-pointing arrow, two double-right-pointing arrows, a double-left-pointing arrow, and a left-pointing arrow. At the bottom left of the interface are two buttons labeled "Save" and "Reset".