

How to Create Smartbilling Invoices for Recharge Centers

See Steps below:

STEP 1: Go to Smart Internal Billing Menu and then select **Add New Value**

Smart Internal Billing

Find an Existing Value Add a New Value

Business Unit:

Bill ID:

Billing Activity:

Receiving Activity:

Add

- **Billing Activity ID:** Add your recharge center 10-digit ID
- **Receiving ID:** This ID you should use to charge for the service provided. Get it from the department staff that requested the service.

STEP 2: Inputting the information on Invoice:

Smart Internal Billing

Business Unit: FIU01 Bill ID: NEXT Entered by: Salas, Alejandra

Bill Status: Open WorkFlow Status: None Entered On: 09/09/16 10:18AM

*Date From: 01/01/2017 Date To: 01/31/2017 Billing:

Last Updated By: Last Updated On: Receiving:

*Descr: Add PI name and sample ID Billing Dept Use Only

Internal Ref:

*Item ID	Description	*Quantity	UOM	Price	Extended Amount
000006075	Misc. Costs	<input type="text"/>	EA	1.00	<input type="text"/>

Total Extended Amount:

- **Date range:** date sample run(date from) to date report delivered (date to)
 - Descr: Add PI name and sample ID Example: Sample ID = SK2-80 PI = Wnuk, Student = C. Gonzalez
- **Item ID:** click on magnifying glass to see list of items created and available for recharge center ID

Look Up Item ID

Item ID:


Description:

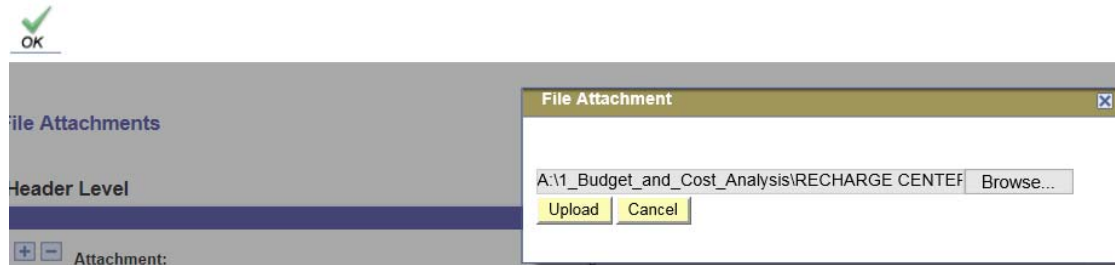
Look Up Clear Cancel Basic Lookup

- For the quantity, input the amount based on sample submission form or Sample Analysis report.


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- Save Invoice. Copy Bill ID and Amount to your Sample Submission Listing file.

STEP 3: Make sure to attach the billing backup information to the invoice for further reference. Click on the “Attach icon” . Look for the Sample form submission form or Invoice PDF and then upload it.



STEP 4: When done, save it.

STEP 5: When saved then you can submit it by clicking in  icon and then SUBMIT. Then, this smart billing invoice will be routed to recharge center ID approver.

Approval Map			
Billing Department Approval			
Bill ID = 0000018263, Billing Activity =	Receiving Activity =	Completed	
New Path			
Approved			
 Department Approval 6/25/2014 - 7:19 PM			