Training Manual

Bill Presentation

Purpose: To view charges from billing areas that use the Bill Presentation system.

Security Access Requirement: Access is based on the business units you have security to see in ConnectCarolina. Contact your department's Access Request Coordinator (ARC) if you have questions about access.
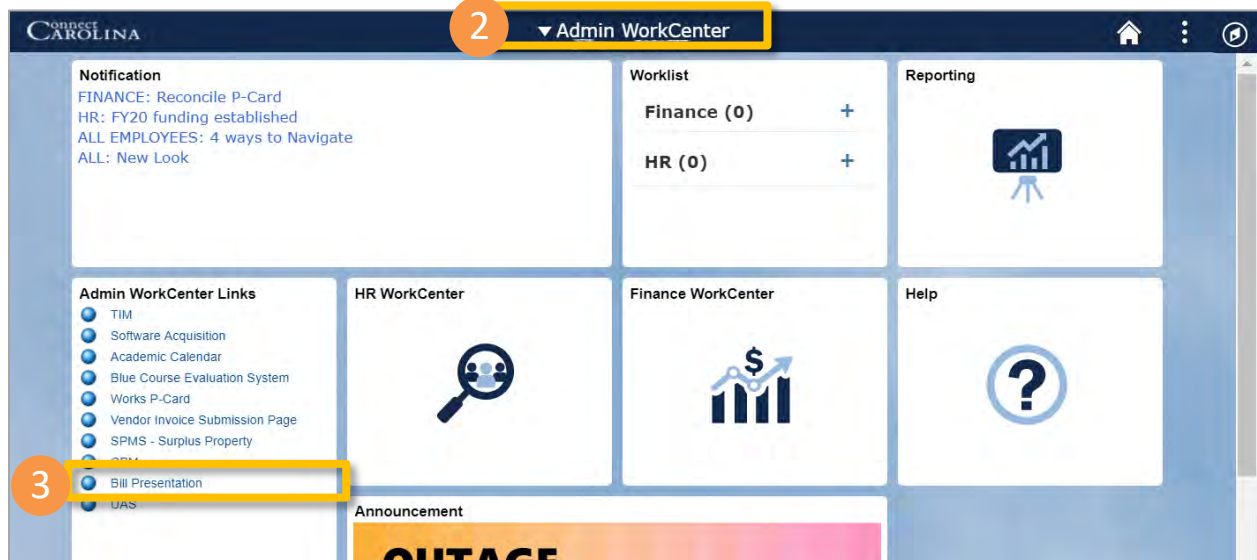
Prerequisites: None.

Find Help: Call 919-962-HELP and the issue will be routed appropriately.

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Signing In

1. Sign in to connectcarolina.unc.edu using your Onyen and password.

2. Make sure that you have selected **Admin WorkCenter.**

3. In the Admin Work Center Links tile click on **Bill Presentation**.

Result: The filter screen will open, displaying the Business Units you have access to, based on your ConnectCarolina security. If you do not have access to any units, the system will display a message indicating that you cannot run the search report. You will however still be able to access the Business Contact and Business Website pages.

Note: ConnectCarolina data is updated nightly to the Bill Presentation tables providing the Dept IDs you are able to access based on your Onyen.
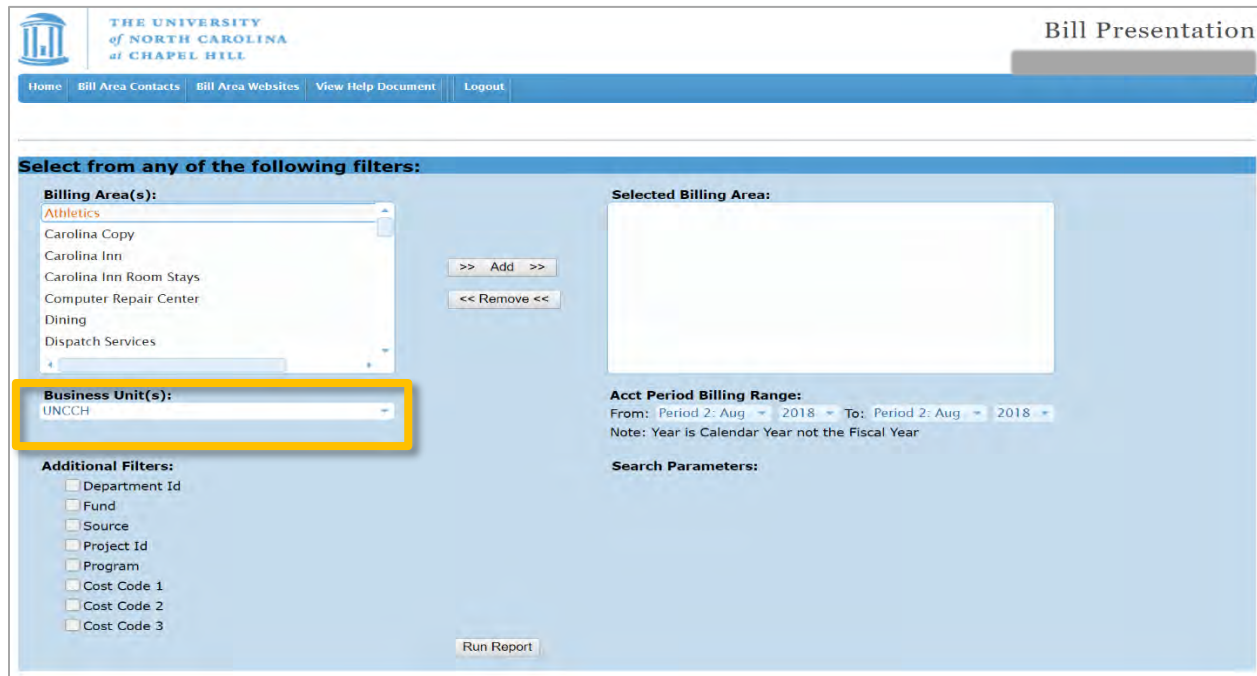
Setting Search Parameters

1. **Billing Areas:** You can specify which areas you want to include by selecting them from the list. If you do not make any selections, the search will be for all. You can also select multiple areas at the by holding down the "Shift" or "Ctrl" keys as you can in Excel.

2. Click **Add.** Your selection will move to the **Selected Billing Area** box.

3. **Business Units:** Select one business unit at a time from the dropdown box. If there is only one choice, then it will default to that single business unit.

4. **Acct Period Billing Range:** Use the drop-down buttons to select the date range.

Note: The Year field indicates the calendar year, not the fiscal year.

5. **Additional filters:** Searches may also be done by Department Id, Fund, Source, Project Id, Program, Cost Code1, Cost Code2, and/or Cost Code3. You can either create a list of items, search by a range of items or do a wildcard search.

Notes:
- If you are doing a wildcard search for any of the Additional Filters substitute a % for one or more characters – ex. 201% or %2480%.
- If you are searching by Department Id and enter an Id for which you do not have access you will receive a message in the report, and it will not be included in your list.

6. When you have selected and added your filters, click the **Save** button.

Creating the Report

1. When you have entered and saved the report parameters, click **Run Report**.

Result: The system displays the transaction that fit the search criteria. If you included in a department range or wild card search a department for which you do not have access, you will receive a message on the screen.

2. You can sort by any column by selecting the drop-down options from the column header.

Note on Chartfield String Changes

If a chartfield string is modified in Customer Billing Management and the new string doesn't pass budget check or chartfield check ("combo edit check"), Customer Billing Management replaces the modified string with a default chartfield string when posting to ConnectCarolina, and **YES** will appear in the CFS Change column to mark the affected transaction. To view the change details, click the **YES** indicator.

If you export the affected transactions to Excel, the original chartfield string and the corresponding error message will be displayed along with the default chartfield string that was substituted in.

	CFS Changed		Business Unit	Fund	Sour
44606			UNCCH	25210	491
35105	UNCCH;25201;49000;527420;424001;;;;;;;;:OSR_PAR-GL_JOURNAL-E2-No Budget Exists-500100		UNCCH	27110	141
50111			UNCCH	25210	490
5105	UNCCH;25210;49000;527420;424001;;;;;;;;:OSR_PAR-GL_JOURNAL-E1-Exceeds Budget Tolerance-500100		UNCCH	27110	141
5105	UNCCH;25210;49000;527420;424001;;;;;;;;:OSR_PAR-GL_JOURNAL-E1-Exceeds Budget Tolerance-500100		UNCCH	27110	141
5105	UNCCH;25210;49000;527420;424001;;;;;;;;:OSR_PAR-GL_JOURNAL-E1-Exceeds Budget Tolerance-500100		UNCCH	27110	141

Viewing and Exporting Invoices

After you have created your online report, you have several options for viewing and exporting the invoices.

1. You can view **invoice details** by clicking on the number located in the **Invoice Number Column**.

2. To open a **PDF of an invoice**, select **ImageNow**.

3. You can export your report to Excel by selecting the **Export to Excel** button.

Select from any of the following filters:

Search parameters

'FSB'	Billing_Area				
UNCCH	Business Uni...				
8/01/2019 to 8/31/2019	Date Range				

[Export to Excel] [Return to Search Screen]

Billi...	Bill Date	Invoice Num	ImageNow	Trans Date	PID/Onyen	Units Billed	Unit Price	UOM	Total	Desc 1	Desc 2	Desc 3	Desc 4
FSB	8/1/20	387653	ImageNow	7/3/2019	-----	1	2.7	EA	$2.70	M ELECTRICAL	2G LOW V...	20007613	...
FSB	8/1/2019	387653	ImageNow	7/3/2019	-----	4.5	60		$270.00	L ELECTRICAL	(507) ELEC...	20007613	...
FSB	8/1/2019	387653	ImageNow	7/1/2019	-----	1	6.7	PK	$6.70	M ELECTRICAL	TIE, CABLE,...	20007613	...
FSB	8/1/2019	3876	ImageNow	7/10/2019	-----	0.5	59		$29.50	L VEHICLE REPAIR	(423) FACI...	20008279	...
FSB	8/1/2019	387653	ImageNow	7/3/2019	-----	1	0.47	EA	$0.47	M ELECTRICAL	4-11/16" S...	20007613	...
FSB	8/1/2019	387653	ImageNow	7/2/2019	-----	5	60		$300.00	L ELECTRICAL	(507) ELEC...	20007613	...
FSB	8/1/2019	387653	ImageNow	7/3/2019	-----	1	2.04	EA	$2.04	M ELECTRICAL	4-11/16" S...	20007613	...

4. In the pop-up window at the bottom of your screen, select **Open** or **Save** to access the Excel file.

What do you want to do with dwnld.csv?
From: billing.itsapps.unc.edu

[Open] [Save] [Cancel]

Creating a Pivot Table in Excel

Excel Pivot Tables can help you organize and sort the information you exported from Bill Presentation. To create a Pivot Table in Excel:

1. Select all data by clicking the **triangle** in the upper left-hand corner of the spread sheet.

2. Select **Insert** on the ribbon at the top of your screen.
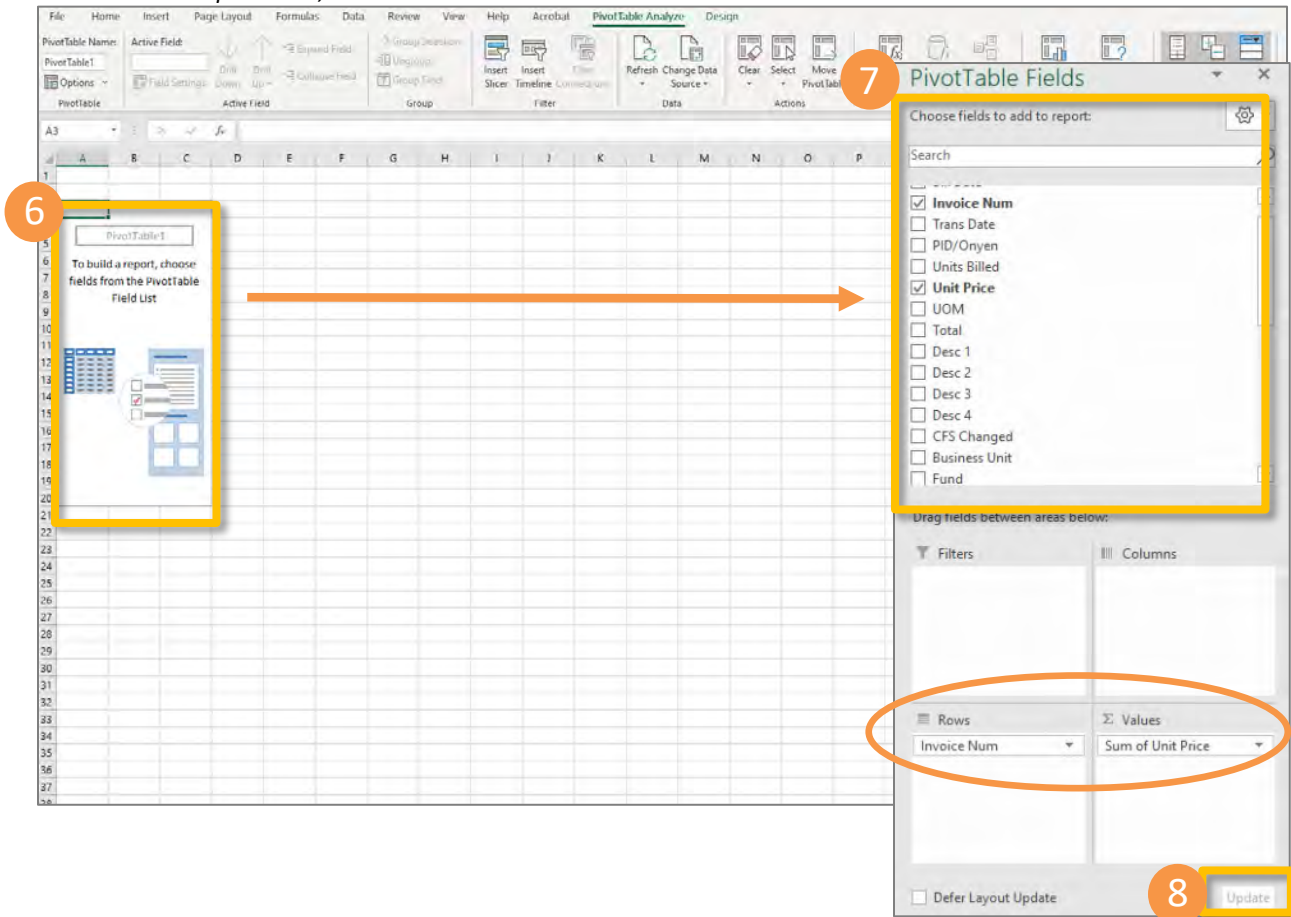
3. Select **Pivot Table**.
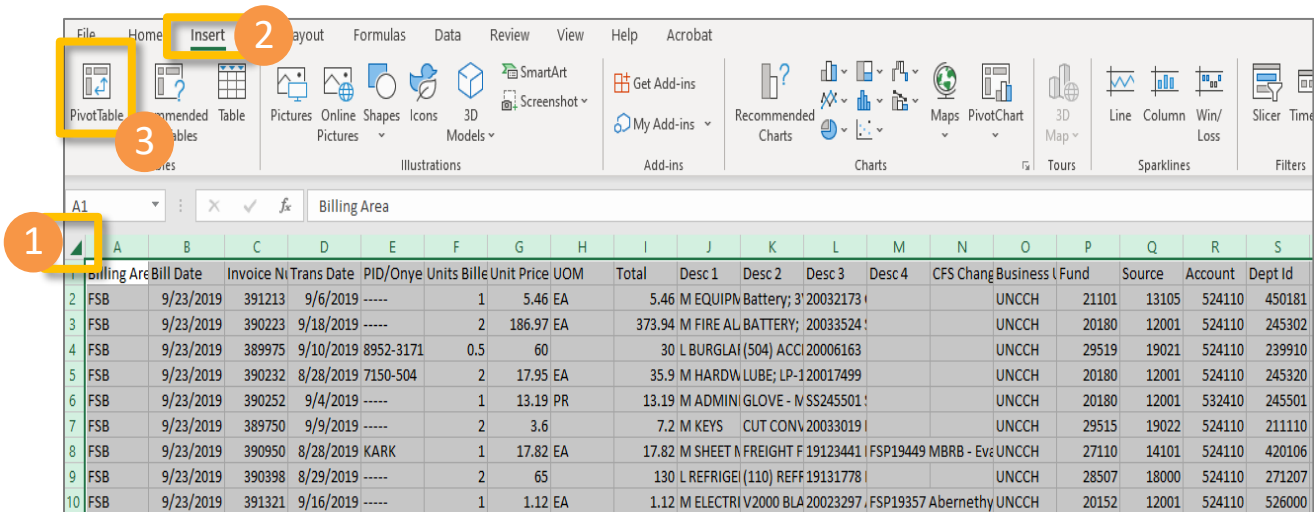
4. In the pop-up window you can select a table and range.

5. Verify that the correct range is selected, then click **OK**.
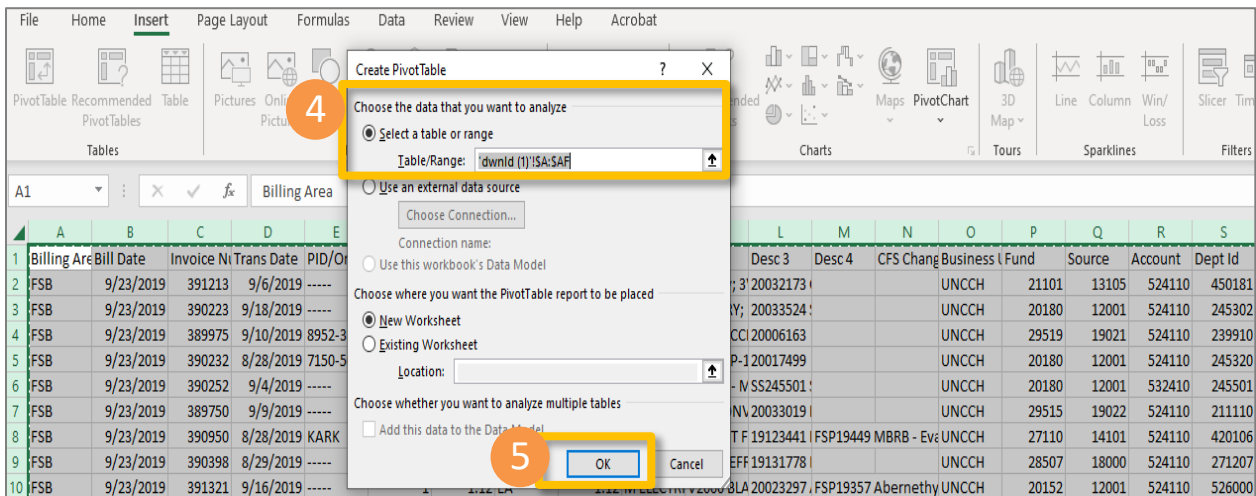
6. In the new worksheet you will be prompted to select the fields to add to your Pivot Table report.

7. Select the fields you wish to add from the list by checking the box next to that field. Selections will default to the Values area. These fields can be moved to other areas by selecting them and dragging them into the desired area.

8. Click **Update** once you have selected and arranged the fields in areas that meet your needs.

In the example below, Invoice Num and Unit Price were selected and Invoice Num was moved to Rows.

Excel will display your results based on your Pivot Table Field selections.

Billing Area Contact Information

If you have a question for a billing area, you can view their contact information directly from Bill Presentation.

1. Click the **Bill Area Contacts** tab.

2. Select the billing area you want to see.

3. Click the email address to send an email directly to that contact.

Billing Area Websites

Some billing areas have their own websites to provide additional information such as billing reports. You can access these sites directly on the **Bill Area Websites** tab.

1. Click on the **Bill Area Websites** Tab.

2. Select the Bill Area Website you want to see.