

BM1023 – Billing Schedule Table

The Billing Schedule table is required when you are using the Customer Accounts module. This table contains codes defined by colleges.

Use the Billing Schedule Table to create a billing schedule or to access an existing one. The table defines when and how often billing documents are to be generated, the type of billing document (statement of accounts, invoice, second notice) that should be generated, and whether or not to include all or specific customers.

User Function Keys

F1	REFRESH	Returns your cursor to the Billing Schedule field. Any changes or additions you made to the screen since you last pressed Enter will disappear.
F2	ADD	Adds a new billing schedule.
F3	CHANGE	Changes an existing billing schedule.
F4	INQUIRE	Displays an existing billing schedule.
F5	PRINT	From the list of existing billing schedules, prints a list of those schedules.
F6	LIST	Lists existing billing schedules.
F8	MENU	Redisplays the FMS System menu.

Data Fields

BILLING SCHEDULE (key)	PERIOD
TITLE (required)	BILLING TYPE (required)
EDIT STAT (required)	YRS
NEXT BILLING DATE (display only)	BAL IND
RVSN DATE (display only)	CUST TYPE
BILLING DATE (required)	LAST BILLING
FREQ (required)	

Billing Schedule

Definition	Key field. A code defined by colleges identifying a billing schedule which can be attached to a customer ID.
Length	2 characters

Title

Definition	Required field . A description defined by colleges of a billing schedule.
Length	20 characters

Edit Status

Definition	Entry required. The status of the billing schedule.
Values	Valid values defined by SBCTC-ITD are: A Active (default) I Inactive D Delete
Length	1 character

Next Billing Date

Definition	Display only. A date identifying the next time a billing document is scheduled to be generated.
Length	6 digits
Format	MMDDYY

Revision Date

Definition	Display only. A date assigned by the system indicating when the current record was changed or added.
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Billing Date

Definition	Required field. A date identifying when a billing document is scheduled to be generated.
Length	6 digits
Format	MMDDYY

Period Frequency

Definition	Entry required if Period is specified; otherwise, not allowed. A number identifying the number of periods between billing documents.
Length	5 digits

Period Type

Definition	Entry required if Frequency is specified; otherwise, not allowed. A code indicating the type of period to be used in determining the next billing date.
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Values	Valid values defined by SBCTC-ITD are: D Days M Months Y Years
Length	1 character

Billing Type

Definition	Entry required. A code identifying the type of billing to be generated (for example, student statement, statement of account, invoice, or second notice). Must be valid on the Billing Type Table (BM1024).
Length	2 characters

Year/Session

Definition	Display only. An academic year and session.
Length	4 characters
Format	For year/quarter codes and more detailed information, see Year/Quarter Codes.

Balance Indicator

Definition	A code identifying whether or not all customers should be included on a billing document.
Values	Valid values defined by SBCTC-ITD are: Blank Include only customers with activity since the last billing was generated for a year/session less than or equal to the specified year/session (default) A Include all customer activity for the specified year/session and any open charges for a year/session less than the specified year/session. B Include all customers with a non-zero balance for a year/session less than or equal to the specified year/session. C Include only customers with activity since the last billing was generated for the specified year/session. D Include all customer activity for the specified year/session. E Include all customers with a no-zero balance for the specified year/session.
Length	1 character

Customer Type

Definition	A code identifying the type of customer to be included on the billing.
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Values	Valid values defined by SBCTC-ITD are: <table border="0"> <tr> <td>Blank</td> <td>Include all customers (default)</td> </tr> <tr> <td>S</td> <td>Student</td> </tr> <tr> <td>E</td> <td>Employee</td> </tr> <tr> <td>V</td> <td>Vendor</td> </tr> <tr> <td>O</td> <td>Other</td> </tr> </table>	Blank	Include all customers (default)	S	Student	E	Employee	V	Vendor	O	Other
Blank	Include all customers (default)										
S	Student										
E	Employee										
V	Vendor										
O	Other										
Length	1 character										

Last Billing

Definition	The date a billing document was last generated.
Length	6 digits

Updating the Table

To update the Billing Schedule Table, perform the following steps:

1. In the Billing Schedule field, type a billing schedule code.
2. Press the function key for the action you want to perform (Add, Change Inquire, or List).
3. View, add or modify data as needed.
4. To save new or modified data, press Enter.