

Meeting Information

Meeting Name: Billing Part 1– Conference Room Pilot
Scribe: DeVal Lott
Facilitator: Phil Gross/Janice Brown
Date: August 9, 2005
Time: 1:00pm – 4:00pm
Location: Suite 1616 West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
+	Tim Wright	DOAS	
+	Renee Martin	DOAS	
+	Zeinab Diallo	DOAS	
+	Dyan Jones	DOAS	
+	Mike Elmer	OSAH	
+	Billy Gilbert	DOAS	
+	Connie Walton	DOAS	
+	Patrice Roberson	DOAS	
+	Jimmy Jones	DOAS	
+	Sharon Frasier-Hagan	DOAS	
-	Lisa Pratt	DOAS	
-	Tammy Strong	DOAS	
-	Eric Phillips	DOAS	
-	Bonita Streetman	OSAH	
-	Lisa Gooden	DOAS	

	Name	Organization/Department	Substituting For Role
	Project Staff		
+	Phil Gross	Accenture	
+	Janice Brown	SAO	

Agenda

Item No.	Topic	Presenter
1.	Introduction	
2.	Project Guiding Principles	
3.	Meeting Handouts	
4.	Topics for Discussion	
4A	PeopleSoft 8.8 Billing Overview	
4B	Enter a Bill Online	
4C	Adjust Bill Lines	
4D	Credit & Re-Bill	
4E	Create and Select Surcharges	
4F	Printing/Re-Printing (generating an invoice)	
4G	Bill Review	
4H	Copy Single Bill	
4I	Standard Bill Layout (new bill format)	
5	Conclusion	

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	<p>Introduction, Project Guiding Principles, Meeting Handouts.</p> <p>Phil opened the meeting with introductions and the meeting handouts were discussed.</p>
4A	<p>PeopleSoft 8.8 Billing Overview</p> <p>PeopleSoft version 8.8 Billing will provide greater uniformity of Billing processes than is currently provided by performing billing functions from numerous systems.</p> <p>DOAS generates billing in the following areas: Motor Vehicle Rental (CARSPLUS system), Central Supply, Contract Maintenance (Outsourced), Mail (HASLER System/Access Database) and Courier (Access Database), Office of State Administrative Hearings (Excel Spreadsheet), Risk Management (Excel Spreadsheets/AS400 system/Oracle Database), Surplus Property (Outsourced), and Miscellaneous.</p> <p>Billing areas to be included in implementation are Motor Vehicle Rental, Mail & Courier Services, Office of State Administrative Hearings, Risk Management and Miscellaneous.</p>
4B	<p>Enter a Bill Online</p> <p>Auto-numbering will be used for assignment of invoice numbers in the Billing module. "Type" field on the Bill Header page determines auto numbering scheme. The scheme may be different for each type if applicable.</p> <p>Invoice # will have a three (3) digit prefix (this will determine which division of DOAS is creating invoice for billing).</p> <p>UPK and the Sys databases were used to demonstrate a walk through of creating a bill online. Generally, invoices are created during overnight processing.</p>
4C	<p>Adjust Bill Lines</p> <p>When an invoice is accessed in the Billing module for adjustment, all lines will be available for editing. Users must select lines which are to be adjusted.</p> <p>The adjustment invoice ID will appear in the "Line Adjustment Results" field and the "Total Lines Adjusted" will be displayed.</p>

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4D	<p>Credit & Re-Bill</p> <p>A credited invoice will generate a separate invoice number from the original invoice ID. The original invoice will be credited and a new invoice issued. The history of all of the invoice numbers will be stated on the newly created invoice. Users may elect to 'delete' the entire bill or use the option to credit and re-bill the invoice.</p> <p>It was stated during the presentation that the interface files could be altered to replace the "adjustment invoice number" with the "original invoice number" during the overnight process for Accounts Receivable purposes, if necessary.</p>
4E	<p>Create and Select Surcharges</p> <p>Surcharges may still be accessed in the billing module. Surcharges will be billed on a separate line of the invoice. DOAS requested that the surcharge be billed on the same line as the "fees". DOAS also wanted a sub total by rental agreement e.g. mileage and rental fee billed on same line. See Action Item # 1 & #2</p>
4F	<p>Printing/Re-Printing (generating an invoice)</p> <p>This topic will be discussed in the Billing – Part 2 session</p>
4G	<p>Bill Review</p> <p>This topic will be discussed in the Billing – Part 2 session</p>
4H	<p>Copy Single Bill</p> <p>This topic will be discussed in the Billing – Part 2 session</p>
4I	<p>Standard Bill Layout (new bill format)</p> <p>This topic will be discussed in the Billing – Part 2 session</p>
5	<p>Conclusion</p> <p>A continuing discussion ensued concerning the security to enter online billing. DOAS requested having security set up by "bill type" to ensure that an employee could not enter bills for another division or unit of the Business Unit. (See Action Item #3)</p> <p>Time expired before all topics were discussed. Another meeting will be scheduled soon to complete the session.</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
A11.	8/09/05	Sub-Total by Rental Agreement/Renter (employee) – Mileage and Rental fee on 1 line of bill	A subtotal of billed activity may be attainable with system modification. This action item remains under review to determine the nature and extent of system modification required to meet this requirement.
A12.	8/09/05	Motor Vehicle Rental Invoice – Mileage, rental, surcharges all billed on one line	One bill line charge for multiple charge codes is not possible.
A13.	8/09/05	Security set up by Bill Type?	Security established by Bill Type is not possible. Since Bill Type and charge codes would have to be selected to generate bill lines and save bill, if an error was made upon entering end-user should be able to detect and correct error prior to invoicing. If it is determined an error was made and the bill is not to be invoiced, the Bill Status may be changed to 'CAN' for 'Canceled'. This will prevent the system from including the bill in any finalization and printing processing.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	Customer Consolidation / Bill to / Ship To - how to separate customers within an agency. e.g. 42700 DHR, 42701 DFACS Atlanta office, 42702 Macon office. Customer Consolidation processes are still under review. Detailed information will be provided by SAO once processes and procedures are in place to complete the consolidation.