

QUICK REFERENCE GUIDE

November 1, 2019

Process Billing Interface

When an agency sends a file to the Mainframe, a response file is sent to the agency identifying the Interface ID and noting if the file was successful or not. If the file was successful, the Process Billing Interface must be run. The process is included in the overnight batch processing or it can be manually run as described in this guide.

The Process Billing Interface process:

- Validates billing activity on the staging tables
- Applies defaults to fields not populated by the external systems
- Determines whether the billing activity is to be added to an existing bill or a new bill
- Converts all valid billing activity into the bill format
- Processes entered adjustments

Step 1: Run Process Billing Interface

Begin by navigating to the *Process Billing Interface* page. This page is used to enter the request parameters which define the processing rules and data to be included when the process is run.

1. Navigate to the *Process Billing Interface* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Process Billing Interface. The Process Billing Interface page will display by default.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Reports/Processes section, Generate Invoices, Process Billing Interface.

2. Search for an existing *Run Control ID* or add a new *Run Control ID* for the *Process Billing Interface*.

Process Billing Interface

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Run Control ID

Case Sensitive

[Basic Search](#)

3. Enter the *From* and *To Interface ID*'s at the *Process Billing Interface* page. An *Interface ID* is a unique number for each batch of bill lines assigned by the process that populates the staging area.

Process Billing Interface

Run Control ID G1001 [Report Manager](#) [Process Monitor](#)

*From Interface ID

*To Interface ID

Field Name	Field Description
*From Interface ID	Enter the <i>From Interface ID</i> or click the Lookup button to search for the <i>Interface ID</i> . Use the <i>From Interface ID</i> field to enter the start of a range of interface identifiers that you want to include in the interface process.
*To Interface ID	After you select the <i>From Interface ID</i> , the <i>To Interface ID</i> automatically populates to the same number. You can change it, if necessary. The <i>To Interface ID</i> field is the end of a range of interface identifiers that you want to include in the interface process.

4. Click the **Run** button and the *Process Scheduler Request* page displays.

Process Scheduler Request

User ID: 01159534 Run Control ID: G1001

Server Name: PSNVS2 Run Date: 05/29/2019

Recurrence: Run Time: 3:20:22PM

Time Zone: [Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

5. Accept the default **“Billing Interface”** process with Process Name **“BIIF0001”**.
6. Click the **OK** button to return to the *Process Billing Interface* page.
7. Make note of the *Process Instance* number displayed below the **Run** button and click the *Process Monitor* link.
8. At the *Process List* page, locate the *Process Instance* for the job and view the status of the job. Click on the Refresh button to update the status. If the job is successful, the *Run Status* will be updated to **“Success”** and the *Distribution Status* will be **“Posted”**.

Process List [Server List](#)

View Process Request For

User ID: 01159534 Type: Last: 1 Days: [Refresh](#)

Server: Name: Instance From: Instance To: [Report Manager](#)

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	28128907		Application Engine	BIIF0001	01159534	05/29/2019 3:20:22PM CDT	Success	Posted	Details

[Go back to Process Billing Interface](#)

[Save](#) [Notify](#)

9. Click on the *Details* link, if you want to see more information, including the Message Log.