

## QUICK REFERENCE GUIDE

February 26, 2024

### 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 processed successfully or not. If the file was successful, the Process Billing Interface must be run. The process is included in the overnight batch processing or can be run manually 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.

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

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Billing, Process Billing Interface. The Process Billing Interface page displays by default.
<b>WorkCenter</b>	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**

**Find an Existing Value** ⊕ Add a New Value

∨ **Search Criteria**

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

**Recent**  ∨

Searches

**Saved**  ∨

Searches

Run Control ID  ∨

∧ **Show fewer options**

Case Sensitive

Search

3. Enter the From and To Interface IDs 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.

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

4. Select the **Run** button.

### Process Billing Interface

Run Control ID Default      Report Manager      Process Monitor      **Run**

\*From Interface ID

\*To Interface ID

**Save**    [Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)    [Add](#)    [Update/Display](#)

5. The Process Scheduler Request page displays. Accept the default **Billing Interface** process.
6. Select the **OK** button to return to the Process Billing Interface page.

### Process Scheduler Request

User ID 01152500      Run Control ID Default

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Server Name       Run Date

Recurrence       Run Time       [Reset to Current Date/Time](#)

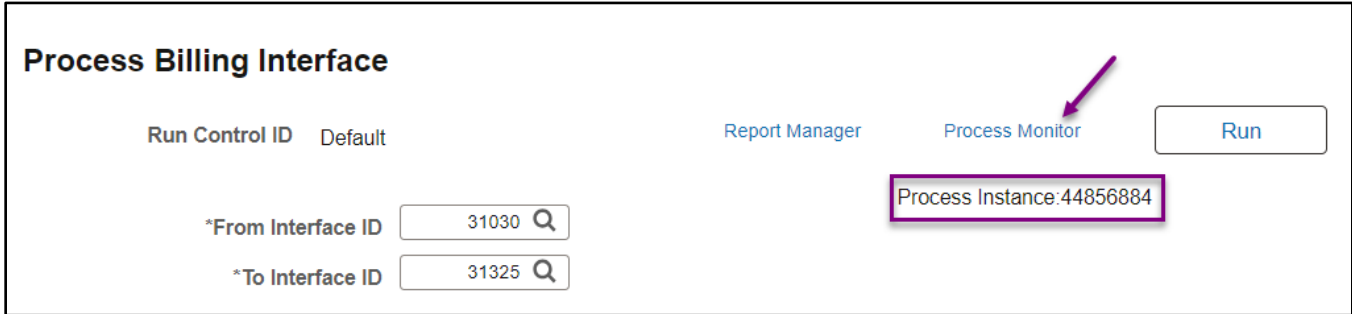
Time Zone

**Process List**

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

**OK**    [Cancel](#)

- On the Process Billing Interface page, a Process Instance number assigned. Select the **Process Monitor** link.



- At the Process List page, locate the Process Instance for the job and view the status of the job. Select the **Refresh** button to update the status. If the job is successful, you see "Success" in the Run Status and "Posted" in the Distribution Status.
- Select the **Actions** dropdown to see more information, including the Message Log.

The screenshot shows a 'Process List' table with the following columns: Select, Instance, Seq., Run Control ID, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row is highlighted with a purple box around the 'Instance' column (44856884) and the 'Run Status' (Success) and 'Distribution Status' (Posted) columns. The 'Actions' dropdown menu is expanded, showing options: Update Process, Details, Parameters, Message Log (highlighted with a purple box), Batch Timings, and View Log/Trace.

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	44856884		Default	Application Engine	BIIF0001		02/23/2024 3:53:49PM CST	Success	Posted	Details	Update Process Details Parameters Message Log Batch Timings View Log/Trace
<input type="checkbox"/>	44856883			nVision Report	NVSRUN		02/23/2024 3:05:55PM CST	Success	Not Posted	Details	
<input type="checkbox"/>	44856882			nVision Report	NVSRUN		02/23/2024 12:33:42PM CST	Success	Posted	Details	
<input type="checkbox"/>	44856881			nVision Report	NVSRUN		02/23/2024 12:17:13PM CST	Success	Posted	Details	
<input type="checkbox"/>	44856879			nVision Report	NVSRUN		02/23/2024 11:15:09AM CST	Success	Posted	Details	