Miscellaneous Billing

MB–700 Year End Checklist

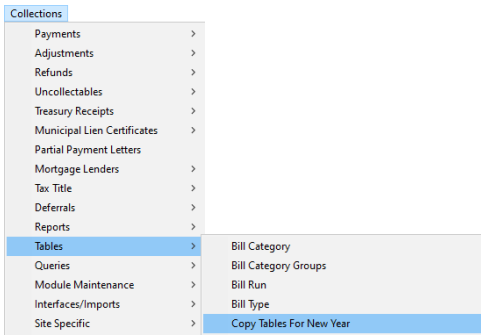## Contents

First, Finance must complete the Finance Office GL–710 Fiscal Year End Checklist that provides details on the Ledgers and other modules. For users of Miscellaneous Billing, complete the following before creating invoices for the new year.

1 Copy the MB Tables to the New Year

Check with Finance to establish that the new Chart of Accounts for the new fiscal year exists. Ask the Finance Office staff to copy the Service Type, Bill Cycle, and Bill Print Sequence tables for the new fiscal year. From the menu, select:

**Collections ▶ Tables ▶ Copy Tables for New Year**

Select level 710, 720, and 730 for the Service Type, Bill Cycle, and Bill Print Sequence Table. By default, the Bill Type and Bill Category table are always included in each copy.

After the copy, the "From" and "To" years will show the years entered on the prompt.

The process runs an error check on the Service Type table. If it comes up as "No Records Selected", all is well.
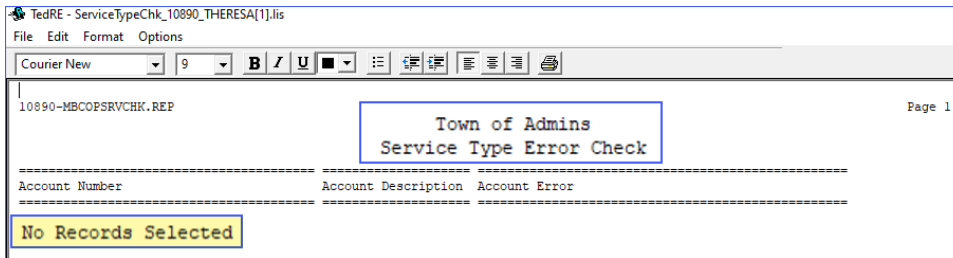

2   Review the Account Setup on the Service Type Table

If any accounts should be changed for the new fiscal year (e.g., if there is an element in the account structure that represents a year that changes each year), change them now. To access the Service Type Table accounts, from the menu, select:

Misc Billing ▶ Tables ▶ Service Type ▶ 3 Accounting
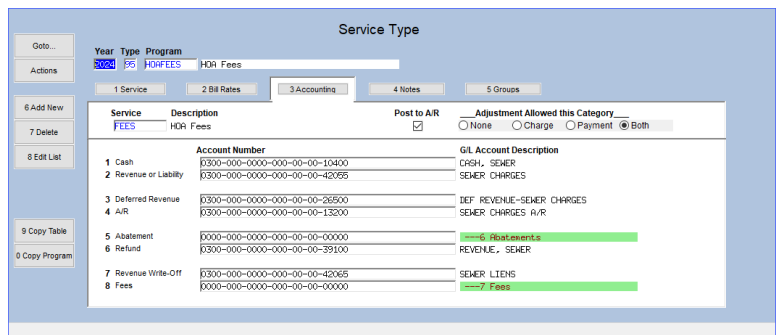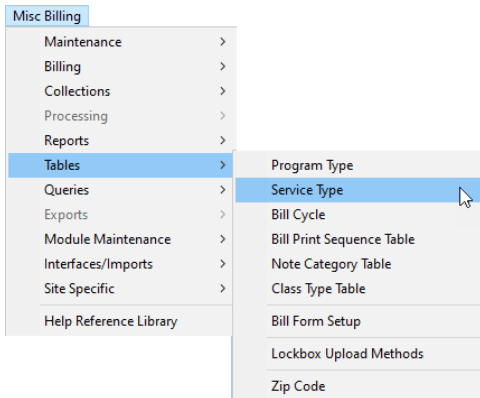
3   Update Module Control 11001 to the New Year
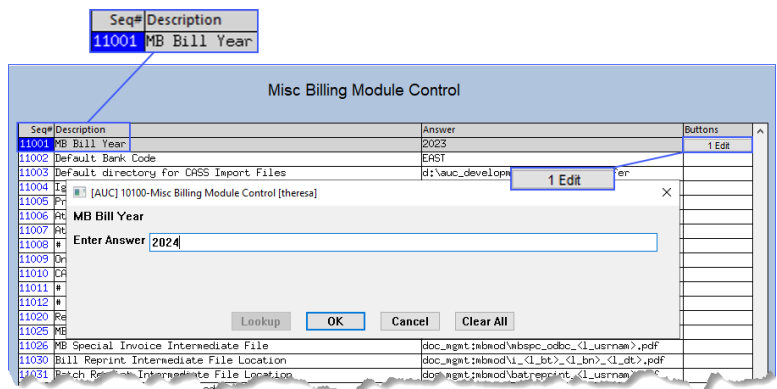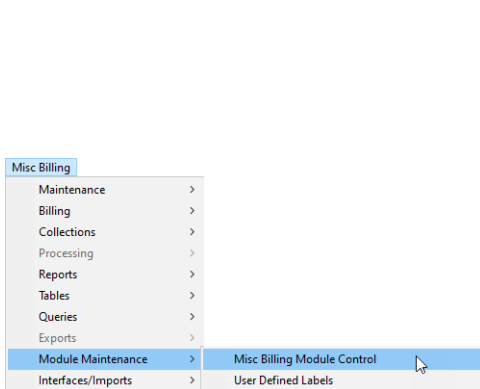
The system is now ready to create invoices for the new year.

m:\training\mb_module\auc_miscbilling_yearendchecklist.docx