

Revving Revenues with General Billing

FAIRFIELD CO AUDITOR'S OFFICE



WHY GENERAL BILLING?

Create invoices or bills for collecting revenue

Eliminate manual calculations

Retain bill history

Generate printed invoices and statements

Tracks revenues efficiently



CURRENT USERS



PRESCHOOL TUITION, CONTRACT SERVICES



AIRPORT FEES, FUEL COSTS



FINGERPRINTING, SPECIAL SERVICES



HYDRANT METERS



AERIAL CONTRACTS, SUPPORT SERVICES



BASICS OF BILLING



AR Categories-General Billing & Misc. Cash



AR Codes-set up by department



AR Charge Codes-actual charges used on invoice to specify what the customer is paying for

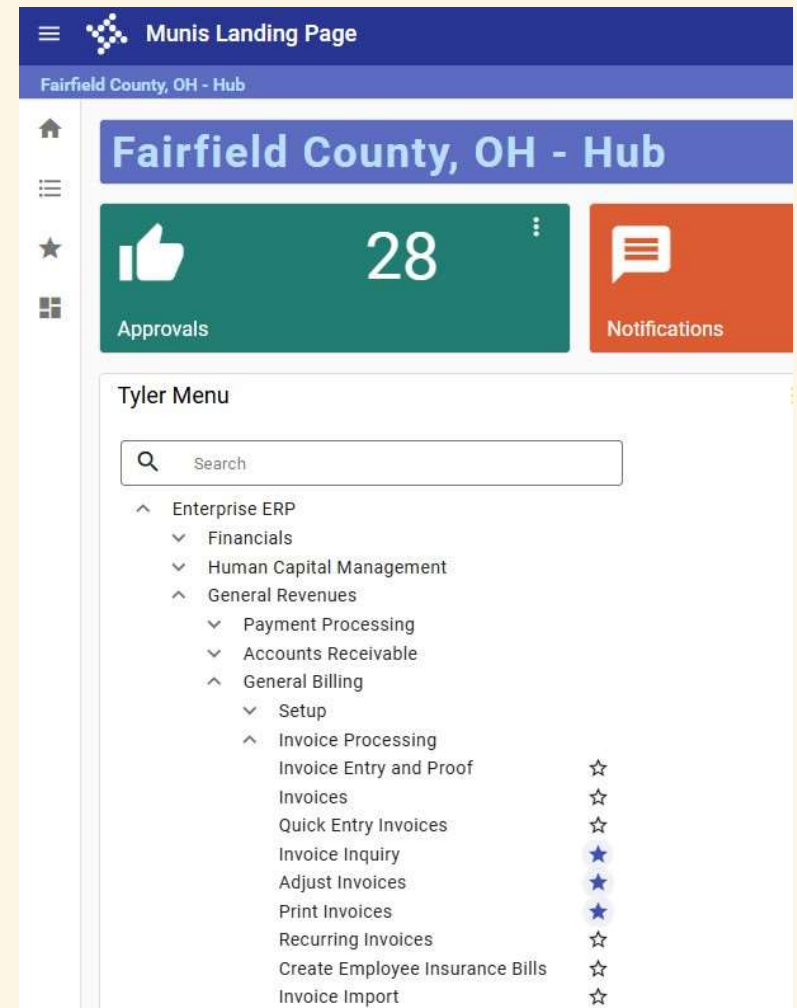


Calculation Codes-fixed amount of charge code or quantity x unit price methods

GENERAL BILLING

Enterprise ERP

- > General Revenues
 - > General Billing
 - > Invoice Processing
 - > Invoice Entry and Proof or
 - > Recurring Invoices



Munis Landing Page

Fairfield County, OH - Hub

Fairfield County, OH - Hub

Approvals 28

Notifications

Tyler Menu

Search

- Enterprise ERP
 - Financials
 - Human Capital Management
 - General Revenues
 - Payment Processing
 - Accounts Receivable
 - General Billing
 - Setup
 - Invoice Processing
 - Invoice Entry and Proof ☆
 - Invoices ☆
 - Quick Entry Invoices ☆
 - Invoice Inquiry ☆
 - Adjust Invoices ☆
 - Print Invoices ☆
 - Recurring Invoices ☆
 - Create Employee Insurance Bills ☆
 - Invoice Import ☆

Invoice Entry and Proof

Close | Accept | Cancel

Invoice Entry and Proof > ✎

Batch Information

Clerk: matthias.white

Invoice count: 0

Amount total: 0.00

Default invoice date *: 02/19/2024

GL effective date *: 02/19/2024

Year/period *: 2024 | 8 | FEB

Batch *: 0

Payment terms:

INVOICE ENTRY AND PROOF

Default invoice date generates on individual invoices, but it can be overridden, and is used to calculate due dates; GL effective date is the date the journal created by posting the invoice will impact the General Ledger

Proof Header

Back | Accept | Cancel

Invoice Entry and Proof > Proof Header > ✎

Invoice header

GL effective date *: 01/01/2024

Year/period *: 2024 | 7 | JAN

Customer *: 88888888 | Addr no.: 0

NEARY, ROY
1 White River Way
Beech Grove, IN 46107 USA

AR code *: ET - EXTRATERRESTIAL DEFENSE

Invoice *: 1057 | Project Strings apply

Invoice date *: 02/19/2024

Installments *: 1 | Split installments evenly

Inst. No | Start Date | Due Date | Interest Date

1 | 02/19/2024 | 03/20/2024 | 03/21/2024

PROOF HEADER

Indicates the general information of the invoice such as the Customer being charged, the AR code to select charge codes from, invoice number and date, along with installment details.

SPLIT INSTALLMENTS EVENLY

the default option which divides the detail line for the invoice evenly across each installment

SPLIT INSTALLMENTS BY PERCENTAGE

the percentage indicated will be the amount of each charge allocated to the installment

Installments * ☒ Split installments evenly

Inst. No	Start Date	Due Date	Interest Date
1	02/19/2024	03/20/2024	03/21/2024
2	03/19/2024	04/18/2024	04/19/2024

Installments * ☐ Split installments evenly

Inst. No	Percent	Start Date	Due Date	Interest Date
1	45.0000	02/19/2024	03/20/2024	03/21/2024
2	55.0000	03/19/2024	04/18/2024	04/19/2024



RECURRING INVOICES

Recurring Invoices [FAIRFIELD COUNTY]

Close Search Browse Add Update Delete Output Print Display PDF Save Excel Word Email Schedule

Recurring Invoices [FAIRFIELD COUNTY]

Recurring Invoice Invoice Detail Installments Detail Invoice History

Invoice header

Customer * Address Total invoice AR code * Invoice prefix Contract Contract amount Billed amount Customer PO Discount code Discount percent Department Cash account * Parcel

Project Strings apply For/Loc

Comments

Recurrence pattern

Search by recurrence

Weekly Monthly Yearly Custom

Recurrence details

Start date End date Last date invoiced

Recurring Invoices-invoices that are repeatedly issued on a pre-determined schedule; same customer, amount, and charge

Recurrence Pattern-weekly, monthly, yearly, custom

Recurrence Details-set up start and end dates for issuing invoices

Installment Detail-specify the number of installments and the number of days between each

Proof Detail

Back | Accept | Cancel

Invoice Entry and Proof > Proof Header > Proof Detail > ✎

Invoice header

Year: 2024 Invoice Total:

Invoice: 1059

Customer: 88888888 NEARY, ROY

Invoice detail

Line: 1

Charge code *: SPCLSR - SPACE LASER

Quantity: 1.00 UOM: EACH

Price: 10,000.000000

Discount amount: 0.00

Bill amount: 10,000.00

Recipient:

Accounts Installments

Line	Org	Obj	Proj	Description	Total Amount
------	-----	-----	------	-------------	--------------

INVOICE DETAILS

- Select charge code
- Post to journal
- Add multiple lines
- Indicate specific notes

CHARGE CODES



Charge Code

Year Code Category

General Accounts

General Information

AR code SHERIFF REVENUE

Activity

Group

Description 1

Description 2

Short description

Rate Information

Calculation code QUANTITY X UNIT PRICE

Amount

Minimum Amount

Maximum Amount

Charge Code

Year Code Category

General **Accounts**


Account Title	Org	Object	Project	Amount	Account Description
Ar	1001	040100		0.00000000	GB - ACCOUNTS RECEIVABLE
Cash	0000	001102		0.00000000	FAIRFIELD NAT'L MAIN 9143
Deposit					
Over Short	00100130	434999		0.00000000	OVER SHORT
Revenue	00100130	434000		100.00000000	CHARGES FOR SERVICES

PRINTED INVOICES

READYFORMS ALLOWS CUSTOMIZATION

- Includes custom remit messages for payment guidelines
- Individual department branding with logos and remit addresses
- Detachable remit coupon for easy return of payment processing





Fairfield County Commissioners
210 East Main Street, 3rd Floor
Lancaster, Ohio 43130

General Invoice
Customer Copy


CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
FAIRFIELD COUNTY EMA	06/26/2025	18077	\$2,337.00	07/31/2025	\$0.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
ANNUAL REA SUPPORT SERVICES	1.00	\$2337.000000	EACH	\$2,337.00	\$0.00	\$2,337.00	\$0.00
2025 ANNUAL REA SUPPORT SERVICES							

INSTALLMENT NUMBER	CHARGE CODE	START DATE	DUE DATE	INTEREST DATE	BILLED AMOUNT	ADJUSTED AMOUNT	TOTAL PAID	INTEREST DUE	PRINCIPAL UNPAID	BALANCE UNPAID
1		06/26/2025	07/31/2025	07/31/2025	\$2,337.00	\$0.00	\$2,337.00	\$0.00	\$0.00	\$0.00

Invoice Total: \$0.00

County Base Mapping Program (2020-2025)
2025 Aerial Photo Projects



Fairfield County Commissioners
210 East Main Street, 3rd Floor
Lancaster, Ohio 43130


General Invoice
Remit Portion


Invoice Date	06/26/2025
Invoice Number	18077
Customer Number	153515
Amount Paid	
Due Date	07/31/2025
Invoice Total Due	\$0.00


Please write your Invoice Number on your check and enclose this portion of the bill with your payment.
Make checks payable: Fairfield Co Commissioners


FAIRFIELD COUNTY EMA
240 BALDWIN DRIVE
LANCASTER, OH 43130


PAYMENT ENTRY


 **Payment Entry**


 Close


 Enter Receipts


 Customer


 GB Invoice


 Parcel


 Personal Property


 Motor Vehicles


 Tax Title


 Tax Owner


 Business License


 Parking Ticket


 Utility Account


 Bankruptcy


 Payment Plan


 Statement

 SSN/PO

 Quick Entry

 Scan Bill

 Preferences

 View Batch

Payment Entry > 🔍

Find Bills

Category Year Bill Number

1 - General Billing & Misc Cash 🔍 Go


Advanced Search

CUSTOMER


INVOICE


INVOICE DATE

AR CODE

 **General Billing Invoice Search**

 Back

 Accept

 Cancel

 Query

Payment Entry > General Billing Invoice Search > 🔍

Year

Period

Invoice Number

Customer Number

Address Number

Reference Code

AR Code

Invoice Date

Batch Number

Clerk

PO Number

Department Code

Parcel

Contract

For/Loc



Customers [FAIRFIELD COUNTY]

Close

Search

Browse

Add

Update

Delete

Output

Print

Display

PDF

Save

Excel

Word

Schedule

Attach

Notify

Find

Statement

Audit

Historical Audit

Credit Score

Delivery Methods

EFT

Automatic Payments

Text

Mass Activate

Mass Inactivate

Bill Inquiry

Inter Dept

Customers [FAIRFIELD COUNTY]

Customer

Customer ID 153515 ☐ Active Last changed by mw8366 09/22/2023 at 17:49

Contact Information

Names and Addresses

Personal / Business

Customer Relationships

Other

General Billing

History

Delivery Methods

User Defined

Similar Customers

Bills

Payments/Adjustments

Statistics

Associations

Year	Type	Bill Reference	Bill Amount	Total Due	Alternate Parcel	AR Code	Bill Date1	Due Date1	Int Date1	Blocked
2025	GB-I	18077 06/26/25 153515	2337.00	0.00		AUD	06/26/2025	07/31/2025	07/31/2025	
2025	GB-I	18081 06/26/25 153515	1500.00	0.00		AUD	06/26/2025	07/31/2025	07/31/2025	
2024	GB-I	17648 10/22/24 153515	2337.00	0.00		AUD	10/22/2024	10/22/2024	10/22/2024	
2024	GB-I	17737 12/05/24 153515	1500.00	0.00		AUD	12/05/2024	12/05/2024	12/05/2024	
2023	GB-I	16851 09/25/23 153515	2337.00	0.00		AUD	09/25/2023	10/25/2023	10/25/2023	
2023	GB-I	16945 11/13/23 153515	1500.00	0.00		AUD	11/13/2023	12/13/2023	12/13/2023	
2022	GB-I	15834 09/08/22 153515	1500.00	0.00		AUD	09/08/2022	10/08/2022	10/08/2022	
2022	GB-I	15839 09/08/22 153515	2337.00	0.00		AUD	09/08/2022	10/08/2022	10/08/2022	
2021	GB-I	14253 02/19/21 153515	1500.00	0.00		AUD	02/19/2021	03/19/2021	03/19/2021	
2021	GB-I	14320 03/26/21 153515	2337.00	0.00		AUD	03/26/2021	04/30/2021	12/15/2021	
2020	GB-I	13241 02/10/20 153515	500.00	0.00		AUD	02/10/2020	02/10/2020	02/10/2020	
2020	GB-I	13597 07/07/20 153515	2337.00	0.00		AUD	07/07/2020	08/10/2020	12/31/2020	
2019	GB-I	11964 03/01/19 153515	0.00	0.00		AUD	03/01/2019	03/01/2019	03/01/2019	

Provides details for each installment, payment history, how charges post to account ledgers, and more



10