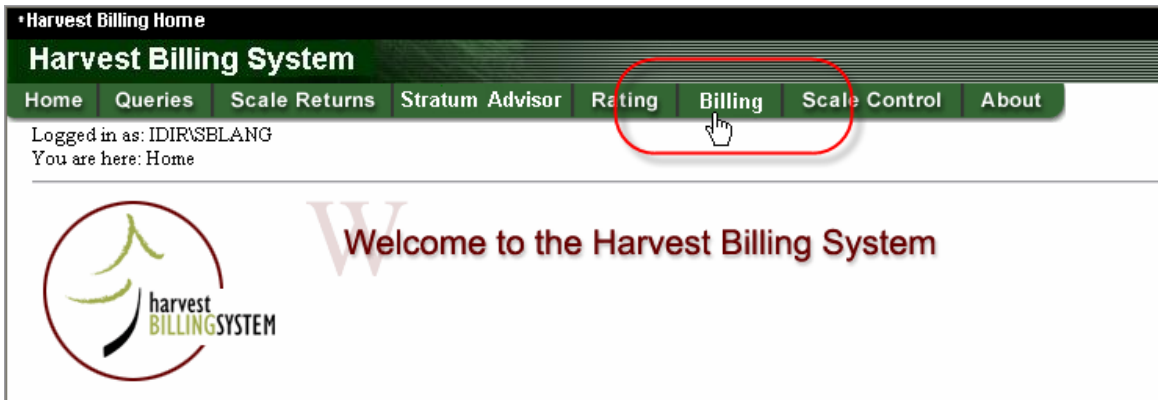
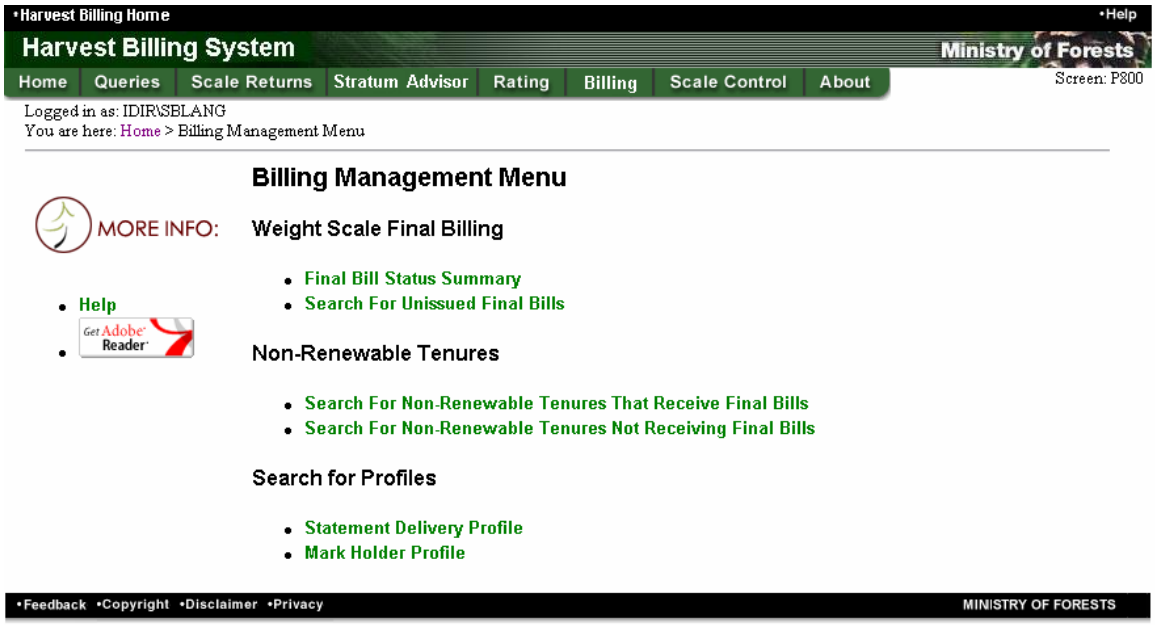
Final Billing Quick Reference Guide

1. Select the **Billing** main menu option from a Harvest Billing System page

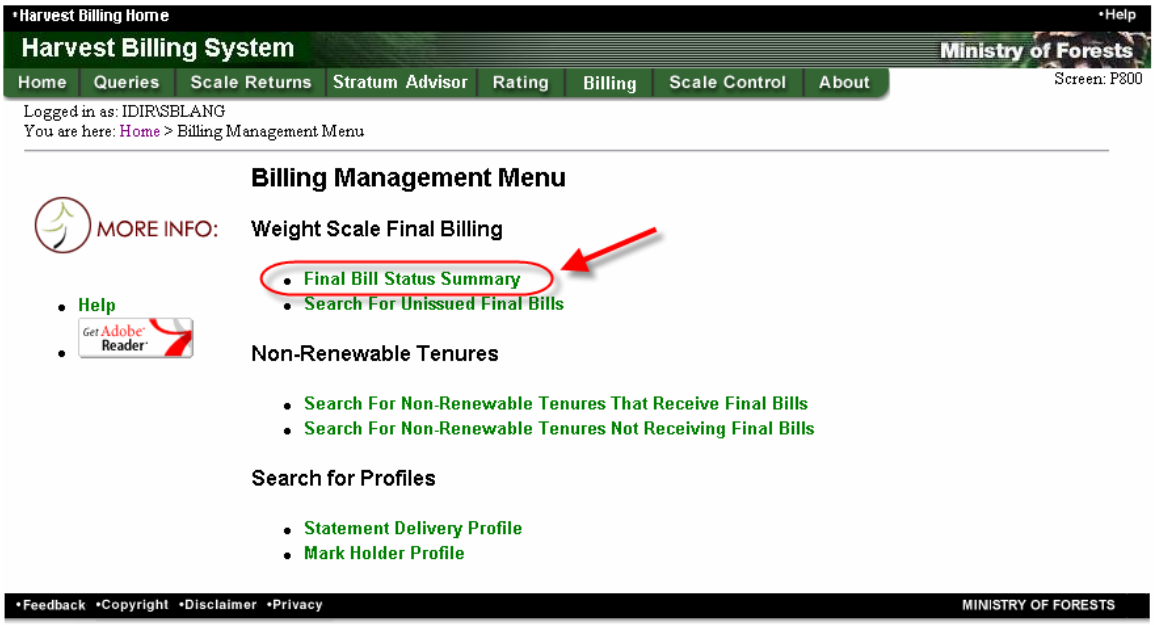


This will take you to “your view” of the Billing Management Menu page (P800)

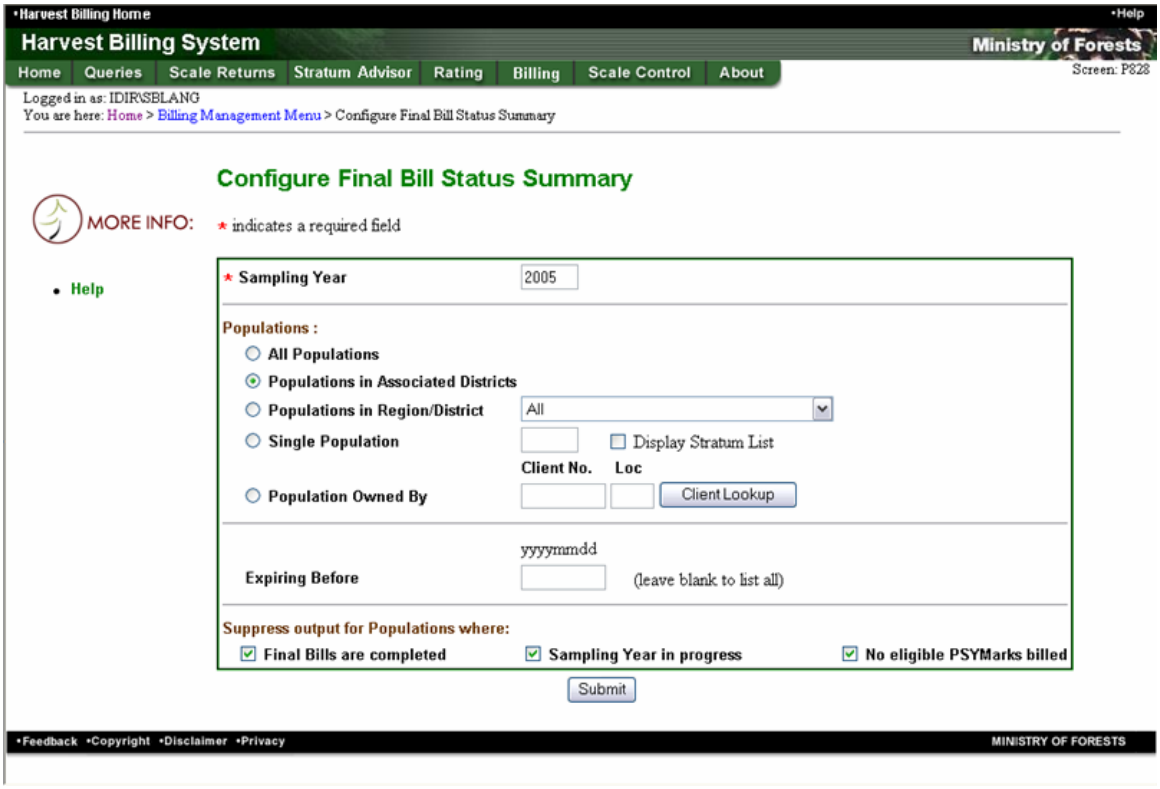


(i.e. depending on your role you may have more or less options on this page)

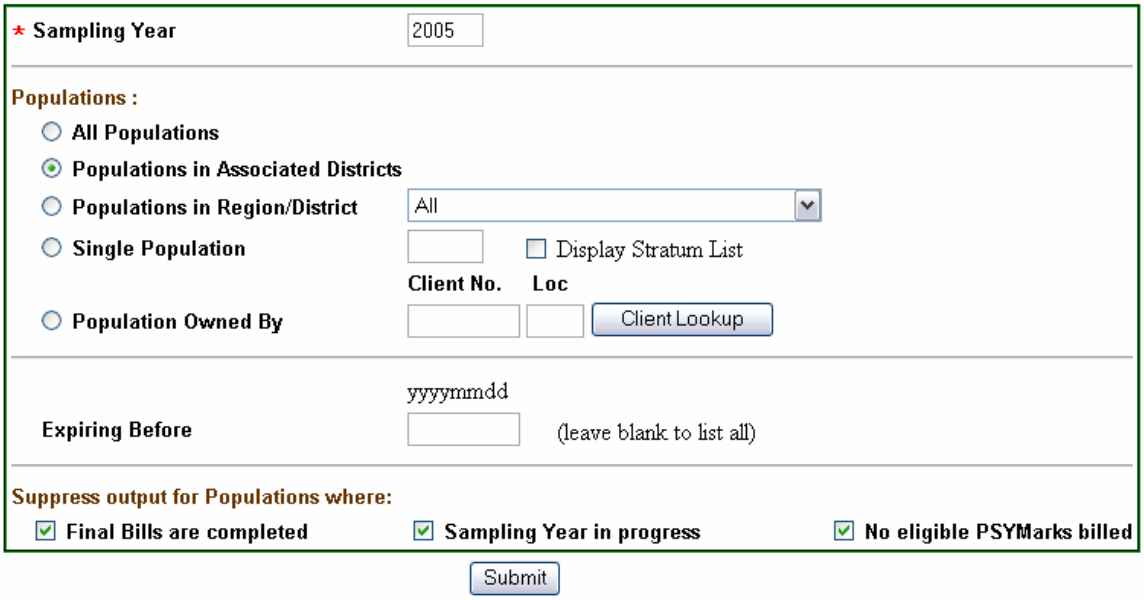
2. Select menu option • **Final Bill Status Summary**



This will take you to the Final Bill process configuration page (P828)



You may now configure the Final Bill data

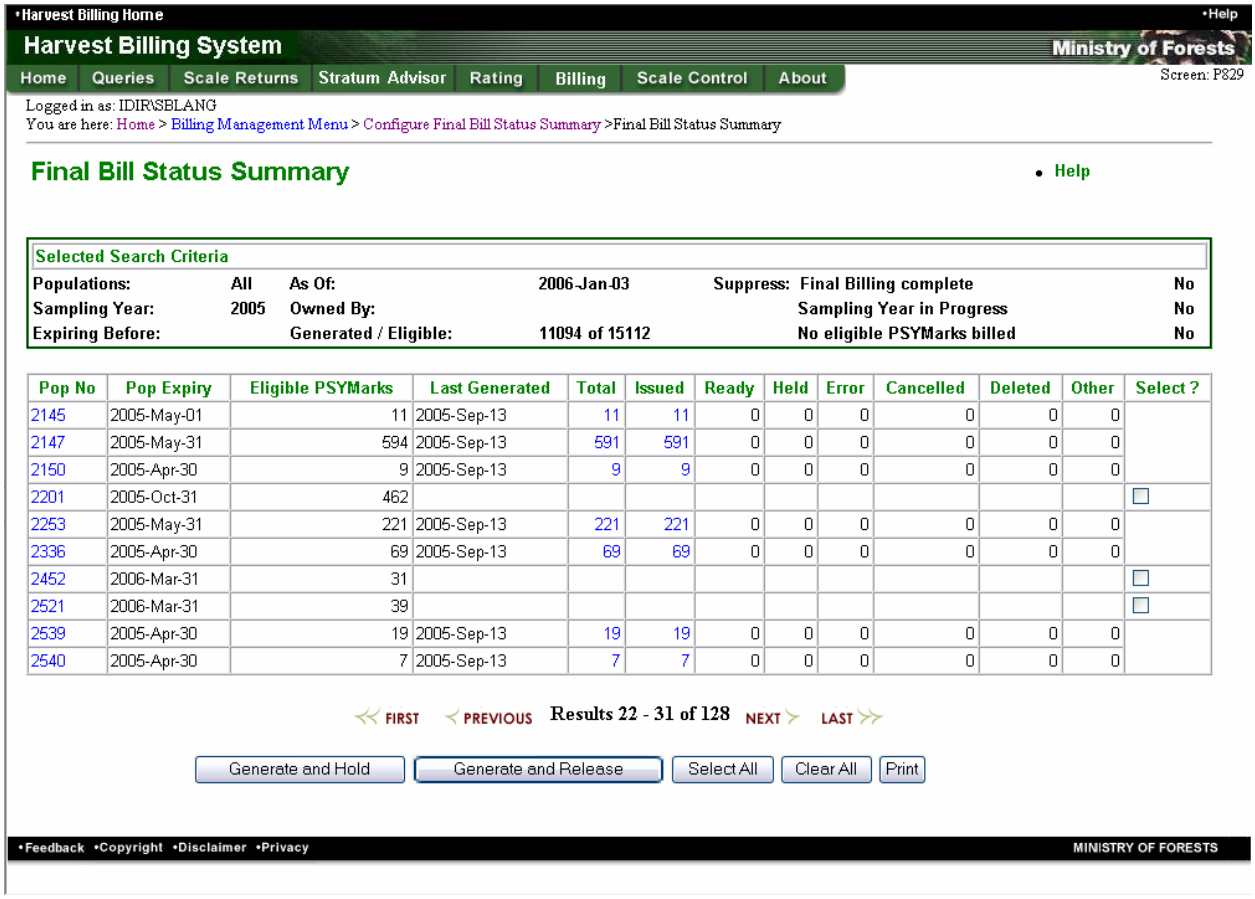


1) Specify Sampling Year
2) Specify the Population(s) which you want to “process” (i.e. report, generate, etc.)
   a) Select all populations
   b) Populations for which you are associated with
   c) All populations for a region or district
   d) A Single population
      You may select to increase the level of detail to the stratum level for a single population
      This is the option to use if you want to exclude one or more particular stratums from processing
   e) You may select populations owned by a specified client
3) Filter the list of Populations/Stratums by their expiry data
4) Select suppression of output to minimize the list of data to deal with
5) Once you are satisfied with the configuration, click the Submit button.

If you selected a population list you will go to page P829

if you selected a single population with the stratum list displayed you will go to page P830

P829 – Final Bill Status Summary



From this page you can perform the following tasks:

- drill down to a stratum list for a specific population, by clicking on the population number in the “Pop No” column. This will take you to page P830.
- drill down to a list of weight scale summary returns, that have been generated for a population, by clicking on any of the non-zero, non-blank values in the following columns:

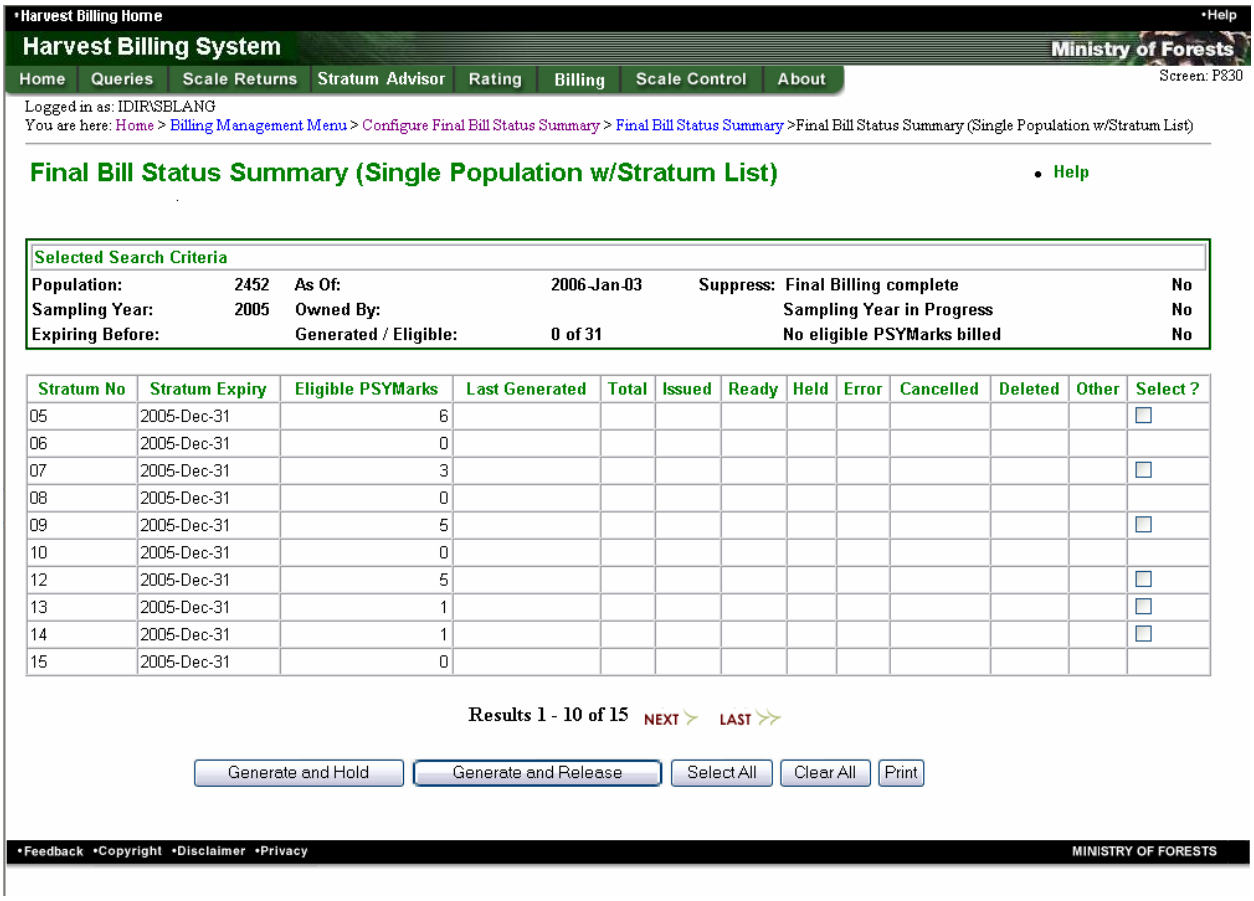
Total	Issued	Ready	Held	Error	Cancelled	Deleted	Other

- select populations that you want to generate final bills for, by clicking the appropriate check box in the “Select?” column, and then clicking one of the “Generate” buttons
- The “Select All” button will “check” all check boxes on the **current*** page.
- The clear all button “un-checks” all check boxes on the **current*** page
- The print button produces a report of all of the populations specified in the “Selected Search Criteria:” frame.

current* - This implies only the rows displayed on this page. (i.e. **not** any of the populations that would be displayed by clicking on the results navigation links.

FIRST PREVIOUS Results 22 - 31 of 128 NEXT LAST

P830 – Final Bill Status Summary (Single Population w/Stratum List)



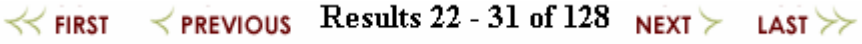
From this page you can perform the following tasks:

- drill down to a list of weight scale summary returns, that have been generated for a population, by clicking on any of the non-zero, non-blank values in the following columns:

Total	Issued	Ready	Held	Error	Cancelled	Deleted	Other

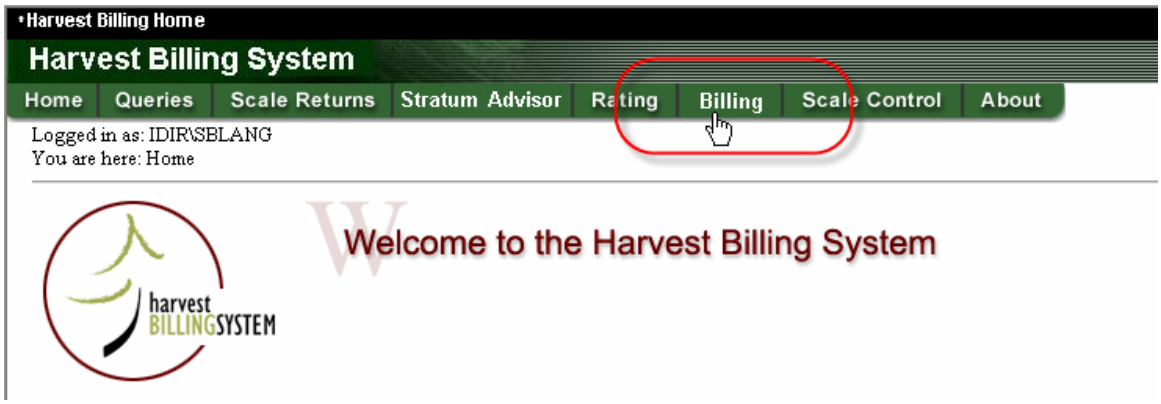
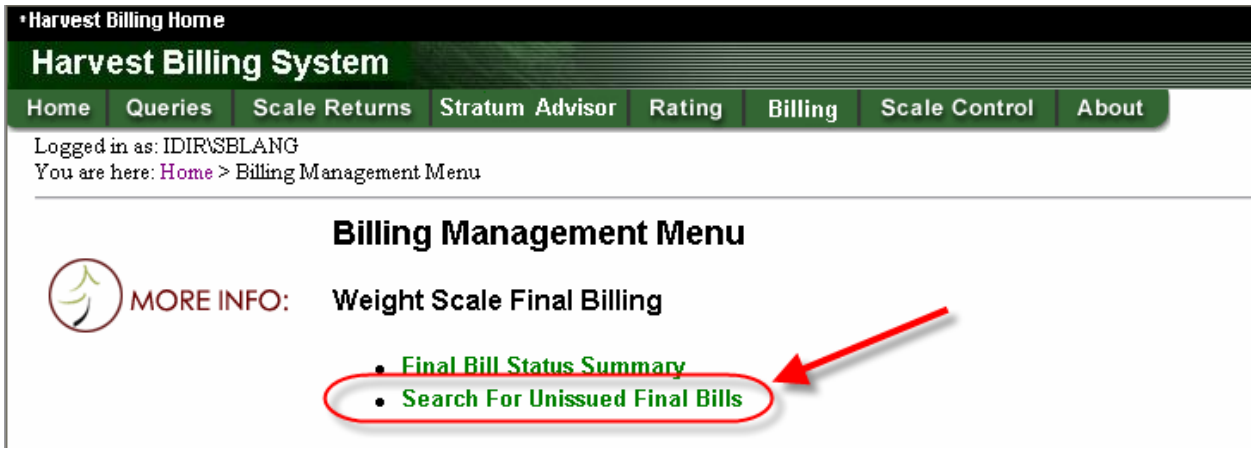
- select specific stratum numbers that you want to generate final bills for, by clicking the appropriate check box in the “Select?” column, and then clicking one of the “Generate” buttons
- The “Select All” button will “check” all check boxes on the **current*** page.
- The clear all button “un-checks” all check boxes on the **current*** page
- The print button produces a report of all of the populations specified in the “Selected Search Criteria:” frame.

current* - This implies only the rows displayed on this page. (i.e. **not** any of the populations that would be displayed by clicking on the results navigation links.



Release Final Bills

To release Final Bills, return to the billing menu



And select the • Search For Unissued Final Bills link