

GBA Helpful Hints #1

Here is a list of helpful hints for entering billing documents.

Customer Search – Typing in the FMMI number is the fastest way to find the correct customer you are looking for, but remember you can search on any piece of the address field as long as you enter 2 consecutive characters. (i.e. any part of the fields below can be used to find this customer)

FMMI #	Customer Name	Address
3000096	21 CENTURY BEAN PROC CO	PO BOX 6 715 E 2ND STREET SHARON SPRINGS KS 67758

Date of Service – typing in the date is the fastest way to input the service date information (i.e. 11/01/11, 11/1/11, 11/1/2011, 11/01/2011 all will work)

Shorthand Code Search – to find SHC codes faster try using your office abbreviation (i.e. NOFO), or your Cost Center number (i.e. 700FM) or the last part of the SHC (i.e. M03 or R01, E13, etc.) to further speed the list population. Again remember any part of the SHC code or Description (i.e. Commodity Coop Agmt (NOFO)) are searchable characters for SHC field as long as you are entering 2 consecutive characters. The drop down list cannot be limited to just your cost center, since offices bill for other offices services.

Add New Line Item

Date of Service: 11/2/2011

Shorthand Code: nof

12XX04050R58GRFO0700FMCOM03 - 58
New Orleans
Commodity Coop Agmt (NOFO)

12XX04050R58GRFO0700FMCOM01 - 58
New Orleans
Commodity Inspection (NOFO)

12XX04050R58GRFO0700FMCOM02 - 58
New Orleans
Graded Commodities (NOFO)

12XX04050R52GRFO0700FMDIR01 - 52
New Orleans
Grain Inspection & Weighing – Official Inspection

FA Code: 58
Cost Center: New Orleans

Line Description – If you will be using the same text or similar text from one line to the next, before saving the line highlight the text use **Ctrl-C** to copy the text. Then after you copy the line update the rate code and qty/amount, click in the Line Description and click **Ctrl-V** to paste the text. Update as necessary...copy again or just use the previous line information still available for paste.

Also remember that Bill Comments, Line Description, and Line Comments all can be populated with information you copy using **Ctrl-C** and **Ctrl-V** from any text fields. This can even be copied from spreadsheets, word documents, emails, etc.

Please remember to submit your billing documents for processing. FMMI bills status will change to Pending (for FMMI file pickup) and COD bills status will change to Processed (since they are not sent to FMMI).