



Automated Billing Statement to CIMS FMS

Overview

Recurring monthly billing statements from vendors issued in spreadsheet or datafile formats can be uploaded into CIMS FMS software to create time-saving entries. The data from these recurring statements would otherwise need to be entered manually as an FMS accounts payable invoice.

We also offer the same process for automating vendor billing with an offsetting CIMS FMS Journal Entry to balance recurring statements that are processed as an ACH debit to the district's cash account.

Advantages of CMT's Automated Billing Statement:

- ◆ Eliminate labor intensive re-keying of data.
- ◆ Streamline employee absence and sub time worked processing and increase accuracy in reporting.
- ◆ Real-time qualifying information from pre-defined data fields default seamlessly into CIMS database files.
- ◆ Secure, user ID and password-protected environment.
- ◆ Sensitive employee data is not stored locally on the PC, increasing security.
- ◆ Run directly from the System i and does not need to be loaded on each workstation.

The Basics

A custom prompt screen to import and convert the billing statement will be created. The prompt screen will include fields to specify uploaded File Location for library, file name, and member name.

For Accounts Payable invoice creation: The invoice will consist of line items of the employee amounts totaled by account number. A special category code must be set up for the vendor for the interface to automatically generate the invoice.

For General Ledger JE creation: The prompt screen will have another field to allow you to specify the account code Keyword to offset the cash account for the vendor's automatic debit. A double-sided adjusting journal entry (AJE) is automatically populated in GNL.401 - Journal Entry Input. It will consist of line items of the employee amounts totaled by account numbers listed in the billing statement.

Pricing

For additional information or to obtain an official quote for this program, please contact a CMT Finance Application Consultant at cmtfin@cmtonline.com or call (989) 791-4860.
