



http://libraries.ucsd.edu/billing-ILL



Billing ILL

Welcome to Billing ILL.
Please [Sign in](#)

For security reason, if you haven't logged in via UCSD single sign-on:
The front page will not show any functional menu and search bar.
And you are not able to view/retrieve any data from Billing ILL.
The Sign in link will show up which redirect you to single sign-on with AD.



http://libraries.ucsd.edu/billing-ILL



Billing ILL

[Home](#)

[Recharge](#)

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[Patron](#)

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Welcome, Roger Casti

Create new Recharge >

View or process current batch >

View all Recharges >

Create new Invoice >

View or process current batch >

View all Invoices >




Create new Patrons >

View all Partons >


A Drop down list
from top menu

Welcome to Billing ILL. Some Description goes here.

Search By: ☐ Patron Name ☐ Invoice#

  http://libraries.ucsd.edu/billing-ILL/search?utf8=✓&search_term=25678 

Billing ILL

[Home](#)[Recharge](#)[Invoice](#)[Patron](#)[Logout](#) Default search by Invoice#

Welcome, Roger Casti

Search By: ☐ Patron Name ☐ Invoice#

Invoice search results: Total 5 invoices.

<<	<	1	2	3	4	5	>	>>
----	---	---	---	---	---	---	---	----

Invoice number	Patron Name	Invoice Type	ILL Number	Charge	CreationDate	status	
223966	John Cannell	book loan	1234	\$ 100	Nov. 21, 2014	Pending	edit
223965	John Cannell	book loan	2234	\$ 200	Nov. 21, 2014	Pending	edit
223964	John Cannell	book loan	3345	\$ 50	Nov. 19, 2014	Pending	edit
223963	John Cannell	e-copy	4456	\$ 50	Nov. 18, 2014	Submitted	
223962	John Cannell	e-copy	6678	\$ 50	Nov. 17, 2014	Submitted	

Create a New Invoice

*: Required field

Invoice Type *

Select Invoice Type ▼

e-copy
book loan

Number of Prints *

Charge *

\$ 000.00

use 000.00 format

Status*

Active ▼

Pending

Default is "Active" status

ILL Number(s) *

Patron Name *

Choose patron from the list ▼

patron 1
patron 2

Save

Cancel

Go to Index View

Note for "Patron" field:

The patron list will pull all patron names out from patron table.

Note for "Invoice num" field:

Invoice num is generated by system automatically(from 50000+1)
Invoice Type: drop down menu

Note for "Status" field:

"Active" if you have still been working on this invoice.
"Pending" if it is finished and you want it to merge to the current batch submit.



Billing ILL

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Welcome, Roger Casti

Edit an Invoice

Submit is failed. 2 errors prohibited it to be saved:

Number of Prints is required field.
Patron name is required field.

* : Required field

Invoice Type *

Select Invoice Type
e-copy

Number of Prints *

Charge *

use 000.00 format

Status*

Pending

Default is "Active" status

ILL Number(s) *

Patron Name *

patron 1
patron 2



Billing ILL

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Total 100 invoices in invoice table.

<< < 1 2 3 4 5 > >>

Invoice number	Patron Name	Invoice Type	ILL Number	charge	creationDate	status	
223966	John Cannell	book loan	1234	\$ 100	Nov. 21, 2014	Active	edit
223965	John Cannell	book loan	2234	\$ 200	Nov. 21, 2014	Active	edit
223964	John Cannell	book loan	3345	\$ 50	Nov. 19, 2014	Active	edit
223963	Alice Doe	e-copy	4456	\$ 50	Nov. 18, 2014	Pending	edit
223962	Alice Doe	e-copy	6678	\$ 50	Nov. 17, 2014	Pending	edit
223961	xxx	book loan	1000	\$ 100	Nov. 16, 2014	Pending	edit
223960	xxx	book loan	1001	\$ 200	Nov. 16, 2014	Submitted	
223959	xxx	book loan	1002	\$ 50	Nov. 16, 2014	Submitted	
223958	xxx	e-copy	1003	\$ 50	Nov. 15, 2014	Submitted	
223957	xxx	e-copy	1004	\$ 50	Nov. 14, 2014	Submitted	

Note:

1. Three status:
Submitted --> submitted to ACT.
Pending--> Merged, and will be submitted to ACT at the current batch submission.
Active --> Still working on.

2. creationDate is sorted by: the most recent is first

3. Edit link will show up if the status is Pending or Active

Current batch has 50 invoices

<< < 1 2 3 4 5 > >>

Invoice number	Patron Name	Invoice Type	ILL Number	charge	creationDate	state
223966	John Cannell	book loan	1234	\$ 100	Nov. 21, 2014	Active
223965	John Cannell	book loan	2234	\$ 200	Nov. 21, 2014	Active
223964	John Cannell	book loan	3345	\$ 50	Nov. 19, 2014	Active
223963	Alice Doe	e-copy	4456	\$ 50	Nov. 18, 2014	Active
223962	Alice Doe	e-copy	6678	\$ 50	Nov. 17, 2014	Pending
223961	xxx	book loan	1000	\$ 100	Nov. 16, 2014	Pending
223960	xxx	book loan	1001	\$ 200	Nov. 16, 2014	Pending
223959	xxx	book loan	1002	\$ 50	Nov. 16, 2014	Pending
223958	xxx	e-copy	1003	\$ 50	Nov. 15, 2014	Pending
223957	xxx	e-copy	1004	\$ 50	Nov. 14, 2014	Pending

Note:

1. Generate output files of PERSON.txt, ENTITY.txt, CHARGE.txt.
2. CLICK FTP to ACT button will perform the following tasks automatically:
 - send 3 output files to ACT
 - sent a email to ACT.
 - change Pending status to submitted status.

[Create customer reports](#)[Preview Output Files](#)[FTP to ACT](#)



There is 20 bills generated from current batch

Vendor Name	Total charge	View Patron Bill
John Cannell	\$ 500	View Bill Detail Download Bill(PDF) Send a email
Jacob Don	\$ 300	View Bill Detail Download Bill(PDF) Send a email
Alice Chloe	\$ 200	View Bill Detail Download Bill(PDF) Send a email
XXX	\$ 700	View Bill Detail Download Bill(PDF) Send a email
XXX	\$ 600	View Bill Detail Download Bill(PDF) Send a email
XXX	\$ 400	View Bill Detail Download Bill(PDF) Send a email
XXX	\$ 100	View Bill Detail Download Bill(PDF) Send a email
XXX	\$ 500	View Bill Detail Download Bill(PDF) Send a email
XXX	\$ 400	View Bill Detail Download Bill(PDF) Send a email
XXX	\$ 250	View Bill Detail Download Bill(PDF) Send a email

Note:

1. The billing software will automatically search all invoices belong to a customer, pack them into one invoice, and generate two formats of patron bill on fly: html format and PDF format for you to preview and download.

2. Request feature:
click "send an email" will open default email client.



AA0014629

Cannell, John Dr.

Vitamin D Council

1241 Johnson Ave. #134

San Luis Obispo, CA 93401

10/16/2014

858 534-2528

UCSD FEIN: 95-6006144

Det Code

Total

Det Code

Total

LIBLPS

599.00

Make checks payable to: The Regents of the University of California

Mail payment and a copy of this invoice to:

Central Cashier's Office 0009

9500 Gilman Drive

La Jolla, CA 92093-0009

Please include your account number and the invoice number on your remittance.

Total

599.00










Description of Charges

	Job #	Detail Code	LIBLPS	Pages		
779		Various		52	Various Interlibrary Loan Electronic PhotoCopy ----- 52 Requests total ILL# 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321, 356535322, 3653525, 36535319, 36535320, 36535321	599.00
**Final Counts:		Articles=		1	Total	599.00

Download as PDF

RE: Billing output file Transfer

<https://mail.ucsd.edu/owa/?ae=PreFormAction&a=ReplyAll&t=IPM.Note&id=RgAAAADkYk4D%2f7JnSaPtc%2fvJP7JvBwDrur6YgTYvQ6BLihpJRu...>

Send          Options... Plain text

To... ACT

Cc... rccastillo@ucsd.edu

Subject: Billing output file Transfer

Accom Production Control
User Information

Date: 10/16/14

Department: Library - Interlibrary Loan Billing
Contact Name: Roger Castillo
E-mail address: rccastillo@ucsd.edu
Phone: 858 534 5902
Mailcode: 0175-A

File Description: Accounts Receivable Batch Input Files
From: UCSD Libraries Interlibrary Loan Services
Record Length: 320 Characters

Process File Goes To: ARD2501 (AR Batchload job for Library, ILL) Files have been loaded to/NET/u/l/bzzz/in

File	Dataset Name (yydd-Julian Date)	Record Count
Charges:	CHARGE.D14289.TXT	16
Entity:	ENTITY.D14289.TXT	10
Person:	PERSON.D14289.TXT	8

Date input file is to be processed: 10/18/14

Production Control Information

(For Production Control Use Only)

File	Dataset Name (yydd-Julian Date)	Record Count
Charges:	SISP.ARD2501.LIBBUS.CHARGE.D14289	16
Entity:	SISP.ARD2501.LIBBUS.ENTITY.D14289	10
Person:	SISP.ARD2501.LIBBUS.PERSON.D14289	8

Please let me know if you have not received these files or there are any problems.

*** Please note that these files are not directly transferred into the allocated file. They need to be moved. Please run the allocation job. Edit and run the retrieve job with the Julian date provided from the client. ***

Note:

1.Change Subject field to "ARD2501 submitted"

2. variables:

Contact Name: pull from session

Email: pull from session

Record Length

Dataset Name (e.x. D14289 usig Julian Date)

Record Count

Processed date(e.x. 10/16/14)



Billing ILL

[Home](#)[Recharge](#)[Invoice](#)[Patron](#)[Logout](#)

Welcome, Roger Casti

Create a New Recharge

* : Required field

Number of Copies *

Charge * use 000.00 format

Status*

Active

Pending

Notes

Index Code *

Choose Fund code from the list

index code 1

index code 2

"Number of Copies" field:
required field.

"Notes" field:
optional

Note for "Fund Code" field:
will depend on the discussion with ACT.



Billing ILL

[Home](#)[Recharge](#)[Invoice](#)[Patron](#)[Logout](#)

Welcome, Roger Casti

Edit a Recharge

Submit is failed. 3 errors prohibited it to be saved:

Number of Copies is required field.
Charge is required field.
Index code is required field.

* : Required field

Number of Copies *

Charge *

Status*

Active ▼
Pending

Notes

Index Code *

Choose Fund code from the list ▼
index code 1
index code 2



Billing ILL

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Total 100 Recharges in recharge table.

<< < 1 2 3 4 5 > >>

number_copies	Index_code	charge	creationDate	status	
2	xxxx	\$ 100	Nov. 21, 2014	Active	edit
3	xxxx	\$ 200	Nov. 21, 2014	Active	edit
2	xxxx	\$ 50	Nov. 19, 2014	Active	edit
5	xxxx	\$ 50	Nov. 18, 2014	Pending	edit
4	xxxx	\$ 50	Nov. 17, 2014	Pending	edit
3	xxxx	\$ 100	Nov. 16, 2014	Pending	edit
5	xxxx	\$ 200	Nov. 16, 2014	Submitted	
2	xxxx	\$ 50	Nov. 16, 2014	Submitted	
4	xxxx	\$ 50	Nov. 15, 2014	Submitted	
5	xxxx	\$ 50	Nov. 14, 2014	Submitted	

Note:

The index page is able to display all recharge record via pagination.



Billing ILL

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Total 40 Recharges in current batch

<< < 1 2 3 4 5 > >>

number_copies	Index_code	charge	creationDate	status	
2	xxxx	\$ 100	Nov. 21, 2014	Active	edit
3	xxxx	\$ 200	Nov. 21, 2014	Active	edit
2	xxxx	\$ 50	Nov. 19, 2014	Active	edit
5	xxxx	\$ 50	Nov. 18, 2014	Pending	edit
4	xxxx	\$ 50	Nov. 17, 2014	Pending	edit
3	xxxx	\$ 100	Nov. 16, 2014	Pending	edit
5	xxxx	\$ 200	Nov. 16, 2014	Pending	edit
2	xxxx	\$ 50	Nov. 16, 2014	Pending	edit
4	xxxx	\$ 50	Nov. 15, 2014	Pending	edit
5	xxxx	\$ 50	Nov. 14, 2014	Pending	edit

[Preview Output files](#)[FTP to ACT](#)**Note:**

After Click "FTP to ACT" button:

1. Only Pending recharge will be processed into current batch, and generate output file (IFISDATA.txt)
- 2.. The output file will automatically FTP to ACT, and an email will send to ACT.
3. All Pending status will be automatically changed to submitted status.

Send          Options... HTML 

To... ACT

Cc... [Castillo, Roger](#)

Subject: ILL Billing Recharge File

Calibri  12  **B** *I* U       

User Information
=====

Date: 10/15/14

DEPARTMENT: Library - Interlibrary Loan Services

CONTACT NAME: Roger Castillo

EMAIL ADDRESS: rccastillo@ucsd.edu

CONTACT PHONE: 858-534-5902

MAILCODE: 0175-A

Input File Name: FISP.JVDATA.D141001.LIB

File Description: INPUT DATA FOR DEPARTMENTAL RECHARGES

Record Count: 12

Record Length: 250

Date when input file is to be processed: 10/15/14

Process File Goes Into: IFIS Batch Journal Process

Please let me know if you have not received this file or if there is a problem with the file.

PLEASE NOTE FILE IS LOCATED in: [/ftp/libzzz/in](ftp://libzzz/in)



Billing ILL

[Home](#)[Recharge](#)[Invoice](#)[Patron](#)[Logout](#)

Welcome, Roger Casti

Patron Create Form

Name (Required)

Email (Required)

Address 1 (Required)

Address 2

Address 3

City State ZIP

AR Code (Required)



Billing ILL

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Welcome, Roger Casti

Patron Edit Form

Submit is failed. 2 errors prohibited it to be saved:

Email is required field.
AR Code is required field.

Name (Required)

Email (Required)

Address 1 (Required)

Address 2

Address 3

City State ZIP

AR Code (Required)



Billing ILL

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Welcome, Roger Casti

Total 100 patrons in patron table.

[<<](#) [<](#) [1](#) [2](#) [3](#) [4](#) [5](#) [>](#) [>>](#)

Name	ar code	email	creation date	
John Cannell	xxx	xxx	Nov. 21, 2014	edit
Mike Don	xxx	xxx	Nov. 21, 2014	edit
Rose May	xxx	xxx	Nov. 19, 2014	edit
xxx	xxx	xxx	Nov. 18, 2014	edit
xxx	xxx	xxx	Nov. 17, 2014	edit
xxx	xxx	xxx	Nov. 16, 2014	edit
xxx	AAxxx	xxx	Nov. 16, 2014	edit
xxx	AAxxx	xxx	Nov. 16, 2014	edit
xxx	AAxxx	xxx	Nov. 15, 2014	edit
xxx	AAxxx	xxx	Nov. 14, 2014	edit

Note:

The index page is able to display all patron records via pagination.