

# ESTABLISHING A BILL OF COLLECTIONS (BOC)

*Example adapted from Hines VA and Madison VA processes*

**NOTE:** Before beginning the Bill of Collection process, ensure that the debtor vendor code is established in the VISTA system!

## Submitting a BOC in VISTA

1. Login to VISTA system
2. Select **Billing Menu Option** or type **^BILLING**
  - a. If this is not available, skip to next step.
3. Select Billing Option: **New Bill (N)** or type **^new bill** in when prompted for Select Core Applications option
  - a. If you do not have the billing menu option and the **^new bill** prompt does not work, contact your Service ADP Application Coordinator (ADPAC).
4. Site: Accept the default site (**your institution**) by pressing **<enter>**
5. Bill Number Option: Enter **N** and press **<enter>**
  - a. The system will assign the next available bill of collection number. Write down or save this number.
6. Form Type: Enter **1114 (Current employee, ex-employee, and vendors)** and press **<enter>**
7. Category: Enter **V- Vendor** and press **<enter>**
8. Control point: Enter the **FCP number** that has been established for your NPC and press **<enter>**
  - a. If facility has multiple FCP with close numbers, may need to select from drop-down menu.
9. Date Bill Prepared: Enter **T** for **today's date** and press **<enter>**
  - a. Your fiscal service must be aware that you may receive funds from multiple fiscal years (FYs). Fiscal will need to know what FY to put the funds in.
10. Voucher Number: Enter the **bill number assigned in Step 5** and press **<enter>**
11. Billing Agency: Type **the billing agency code for your facility or facility name** and press **<enter>**

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**12.** Debtor (Payer): Type the **vendor name or vendor number for your NPC** and press **<enter>**

- a. You will be prompted to review the Vendor information. Press **<enter>** to confirm and continue.
- b. If you see the following message, your NPC does not have a vendor profile in VISTA. Email your facility contact to create a vendor profile before proceeding.

*Searching for a NEW PERSON, (pointed-to by DEBTOR)*

*Searching for a VENDOR, (pointed-to by DEBTOR)*

*Searching for a NEW PERSON*

*Searching for a VENDOR*

*??*

*DEBTOR*

*DEBTORY (PAYER):*

**13.** Select Date of Charges: Enter **applicable date of charge(s)** and press **<enter>**

- a. This is the date the service was provided. May enter **T** for today or if there is a date range, enter the **last day of the date range**.

**14.** Description of Charges – Edit?: Type **Y** and press enter.

- a. This is a free text field. Enter **descriptive and specific information related to charges**. Include fiscal year, fund/appropriation, fund control point, cost center, and budget object code (BOC).
- b. Discuss requirements with local fiscal contact and develop a submission template.
  - i. Suggested template: This bill of collection is for [service] fees collected from NPC for period ending [date]. FY[XX]; [Research Fund/Appropriation]; [FCP for NPC]; [Service Cost Center]; [BOC].
- c. To exit description, press **num lock + E** at the same time. If this does not work, try **CTRL + E**.

**15.** Quantity (units): Enter **Quantity** you are billing for (minimum 1) and press **<enter>**

- a. Enter **1** if billing for full amount.

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16. Unit cost: Enter **Cost** per item or job and press **<enter>**
  - a. If billing for full amount, enter the **full sum**.
17. Unit: Leave blank and press **<enter>** to skip
18. Total Amount: The system automatically calculates this amount. Make sure it is correct. No action needed.
19. Select of Date of Charges: Unless you have a second date or another line item to bill in reference to this bill, leave blank and press **<enter>** to skip.
20. Select Fiscal Year: Enter the appropriate **Fiscal Year** and press **<enter>**
  - a. Check with local fiscal what Fiscal Year is associated with the Research Fund/Appropriation and use this FY. The 0161X2 account is a no-year fund account.
21. FY ORIGINAL AMOUNT: System will show the total amount for the fiscal year. Press **<Enter>** to continue.
22. Select Fiscal Year: Press **<enter>** to skip.
23. Is This For Veterans Beneficiary Travel?: Type **N** press **<enter>**
24. Display / Print Bill: Enter **Yes** or press **<enter>**
  - a. Always select yes to preview the bill and review for accuracy.
25. Device: Defaults to **HOME //**. Press **<enter>** twice.
  - a. Recommend copying the displayed bill from VISTA into a word document and saving for local records.
26. Notify local Fiscal Team that bill has been input. Fiscal must approve all Bill of Collections.

**Complete! Bill of Collection has been submitted!**