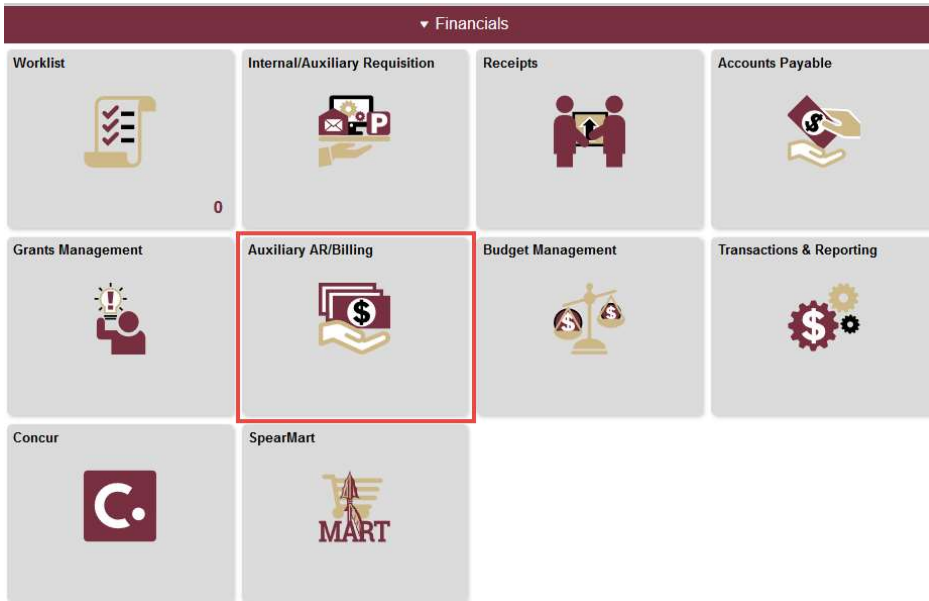


Header and Line Notes

This guide outlines how to use line and header note functionality for additional detail.

Line Notes

Select the Auxiliary AR/Billing Tile:



Navigate to **View/Edit Bill** and search for the invoice under an **AUX01** business unit:

The image shows the 'Auxiliary Billing' interface. On the left is a sidebar with a list of options, including 'View/Edit Bill' which is highlighted. The main area is titled 'Bill Entry' and contains a 'Find an Existing Value' section. This section has search criteria for 'Business Unit' (set to 'AUX01') and 'Invoice' (beginning with 'AUX00216214'). Below these are fields for 'Bill Status', 'Customer', 'Contract', 'Bills in Business Unit', and 'Template Invoice Flag'. At the bottom, there is a 'Search' button highlighted with a red border, along with 'Clear' and 'Save Search' buttons. A 'Case Sensitive' checkbox is also visible.

Use line notes to add additional detail to a bill line. Line Notes will show up as indicated below:

Inst Trauma & Resilience Stud

Line	Identifier	Activity Date	Description	Quantity	UOM	Unit Amount	Net Amount
1	ND	10/13/2025	Fundamentals of Neurodivergenc	56.0000	EA	235.0000	13,160.00
Registrations for the online Professional Certification in the Fundamentals of Neurodivergence.							
Subtotal:							13,160.00
Amount Due:							13,160.00

Thank you for doing business with Florida State University and the Institute for Trauma and Resilience Studies. For billing questions, please contact ITRS-Pathways@fsu.edu.
Please include a copy of this invoice with payment. Thank you.

When ready to add line notes, select the option for "Line-Note" in the Navigation drop down box of view/edit:

Standard Billing

Header - Info 1

Line - Info 1

Line - Note

Unit AUX01
Invoice AUX00214724

Bill To AUX1003051
Florida Agricultural and Mechanical Univ

Pretax Amt 120.00 USD
Max Rows 100

Bill Line

Seq 1
Line Identifier Jamel Ali
Net Extended 120.00
Description DECEMBER 2025 FIB SEM USAGE

Bill Line Note

☐ Standard Note Flag
☐ Internal Only Flag

Standard Note Code
Note Type

Note Text
DECEMBER 2025 FIB SEM USAGE ASHLEY
220 characters remaining

Go to: Notes
Line Info 2 Express Entry
Tax
Accounting
Discount/Surcharge

Summary
Bill Search
Line Search

Navigation Line - Note

Page Series
Prev Next

Save
Return to Search
Notify
Refresh

Add
Update/Display

1) Type the text you like to include on the line in the "Note Text" box:

Bill Line Note

1 of 1

View All

☐ Standard Note Flag
 Standard Note Code

☐ Internal Only Flag
 Note Type

Note Text

DECEMBER 2025 FIB SEM USAGE ASHLEY

220 characters remaining

2) When ready, Save your bill by clicking the “Save” button.

Header Notes

Perform the same steps as above but navigate to the “Header-Note” area using the navigation drop down.

Header - Info 1

Line - Info 1

Header - Note

Unit AUX01

Bill To AUX1006082

Invoice Amt 13,160.00 USD

Invoice AUX00207563

Saint Peter's University

Customer Notes

Bill Header Notes

1 of 1

View All

☐ Standard Note Flag
 Std Note

☐ Internal Only Flag
 Note Type CUSTNOTE

Note Text

Thank you for doing business with Florida State University and the Institute for Trauma and Resilience Studies. For billing questions, please contact ITRS-Pathways@fsu.edu

Go to:

Header Info 2

Address

Copy Address

Notes

Summary

Commit Cntrl

Bill Search

Line Search

Header - Note

Page Series

Prev

Next

Return to Search

Notify

Refresh

Header - Info 1

Line - Info 1

Header - Note

These notes appear at the bottom of the invoice and refer to the entire invoice. **This section can be left blank and is only optional.**

Inst Trauma & Resilience Stud

Line	Identifier	Activity Date	Description	Quantity	UOM	Unit Amount	Net Amount
1	ND	10/13/2025	Fundamentals of Neurodivergenc	56.0000	EA	235.0000	13,160.00
			<i>Registrations for the online Professional Certification in the Fundamentals of Neurodivergence.</i>				
			Subtotal:				13,160.00
			Amount Due:				13,160.00

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