

Customer Billing Management (CBM) & Bill Presentation

Systems used to review and modify charges

The following bill areas feed to **CBM** for departments to modify any necessary charges before they post to Bill Presentation:

BKP	Iron Mountain Annual Review
INN	Carolina Inn
CRC	Computer Repair Service
DIS	Dispatch Services
ECD	Ecommerce (FedEx, AirGas - DryIce, Fisher, Dental/Mini Storeroom)
EHS	Environment, Health & Safety
FRI	Friday Center Conference Center
CEU	Friday Center CEU
PRK	Parking
PRT	Printing
DPS	Public Safety
RFS	Remedy Maintenance
RIZ	Rizzo Center
SSC	Student Stores

The following bill areas feed to **Bill Presentation** only without the ability to modify charges in CBM first:

CCC	Carolina Copy
AUX	Dining
ECO	Ecommerce (Air Gas-Cylinder Rental, WEX)
UTL	Energy Services
FSB	Facilities Services (includes Mail)
FBA	Faculty Benefits Administration
LSV	Laundry
TEL	Telecom

CBM and Bill Presentation Timeline

15th of every month

Transactions feed to CBM for departments to review and modify

21st of every month

CBM closes and feeds to Central Accounting to post in ConnectCarolina

~3 days after 21st

Transactions feed to Bill Presentation for departments to view

NEED ACCESS TO CBM?

Please have your business manager contact Lauren Gardner (lauren_gardner@med.unc.edu) with the following information:

- Your ONYEN
- Dept. ID's/range of Dept. ID's you need access to
- Whether you need: (can be any combination of the following)
 - dept. default view privileges
 - dept. default edit privileges
 - ability to modify current month charges

Bill Area	Desc 1	Desc 2	Desc 3	Desc 4	Notes
AUX - Dining	"Carolina Dining Services"	Dining location	Department/School	NOT USED	
BKP - Iron Mountain Annual Renewal	-	-	-	-	
CCC - Carolina Copy	Machine no.	Machine default	NOT USED	NOT USED	
CEU - Friday Center CEU	Serial no.	Name of CEU	Date of CEU	Activity no.	
CRC - Computer Repair Center	Description of charge	Cont. description of charge	Cont. description of charge	Phone # to Contact w/questions	
DIS - Dispatch Services	Description of charge	Cont. description of charge	Rate of pay	Phone # to Contact w/questions	
DPS - Public Safety	Description of charge	Department name	Additional Detail	Additional Detail	DT # is on the paper form the customer fills out. Customer should be receiving the white copy for their record.
ECD - Ecommerce					
FedEx	FedEx act no. and tracking no.	Shipper name	Recipient name	Reference Note	
AirGas Dry Ice	Description of charge	PI's last name	Orderer's PID	NOT USED	
Fisher	Description from Fisher	Customer Info from Fisher	Customer Info from Fisher	NOT USED	
Dental/Mini Storeroom	"Ministoreroom"	Product ordered	Customer name	NOT USED	
ECO - Ecommerce					
AirGas Cylinder Rental	Tank no.	"NTW"	NOT USED	NOT USED	
WEX	Wex license no.	"WEX"	NOT USED	NOT USED	
EHS - Environmental, Health and Safety	Description of charge	PI name, <i>if applicable</i>	Work Unit, <i>if applicable</i>	The person the charges apply to	
FBA - Faculty Benefits Administration	Month & Year	Name of employee	Benefit type	NOT USED	
FRI - Friday Center Conference Center	Reservation #	Booking department	Reservation date range	NOT USED	
FSB - Facilities	General description of charge	Detailed description of charge	Detailed description of charge, cont.	NOT USED	
INN - Carolina Inn	Person Making Reservation	Reservation/Service For	Type (i.e. parking, food, room, restaurant, etc.)	Department, <i>if applicable</i>	
LSV - Laundry Services	Laundry Ticket #	Date	Customer # in Laundry System	NOT USED	
PRK - Public Safety	Description of charge	Booking department	Additional Detail	Additional Detail	DT # is on the paper form the customer fills out. Customer should be receiving the white copy for their record.
PRT - Printing	Order no. & date OR description of charge	Date & time entered	Due date	Completed date	
RFS - Remedy Annual Maintenance	-	-	-	-	
RIZ - Rizzo Center	Description of charge	Person Making Reservation	Reason for reservation	NOT USED	
SSC - Student Stores	Purchaser	Register/Receipt #	Phone # or Optional Field Provided by Purchaser	Type of purchase (i.e. supplies)	The Register/Receipt # is on the cash register receipt given to the person at the time they make their purchase. There is also an optional "add'l info field" available on the form the purchaser fills out. Although this is a manual process, SStores Acct staff will put this in Desc 3 if provided.
TEL - Telecom	Description of charge	Phone no. of transaction	NOT USED	NOT USED	
UTL - Energy Services	Utility Service(ie.Water)	Description of Charge	Meter #	NOT USED	If you also get billed for Utilities, this is the format