



# INFORMATION BULLETIN

## CAL FIRE Internal Billing

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### OVERVIEW

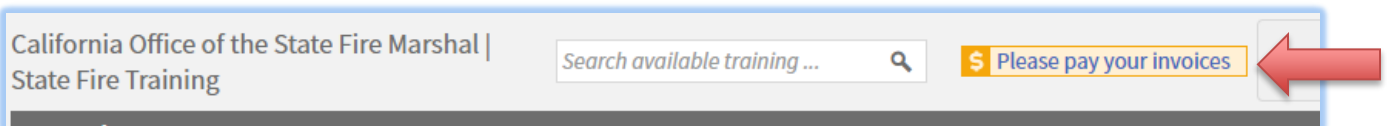
New features and enhancements have been activated on the [State Fire Training \(SFT\) User Portal](#). This information bulletin shows CAL FIRE agencies how to return documentation for internal billing of course invoices.

### RETURNING A COURSE

To return a course, please follow the instructions outlined in the [Digital Roster and Grade Submission for Instructors Information Bulletin](#). After completion, your submission will enter a queue that SFT staff will review. Once SFT staff approves your submission, the status will change from "Approved" to "Completed" and an electronic invoice will be emailed to the registered instructors and billing agency contact on file. Diplomas will not be issued until your submission is approved and you have returned billing documents for the course. Please ensure your unit has an appropriate billing contact on file. If you have not already done so, have the billing contact for your unit submit the "Agency Billing Contact Request" [WebForm](#) to establish who will receive the emailed invoices (besides the registered instructors assigned to the course).

### OBTAINING THE COURSE INVOICE

1. Once your course return has been approved and you have received the email that your invoice is ready, log in to the SFT User Portal
2. When assigned as the billing party, or as an administrative assistant for your agency/company with billing permissions, you will see a notification at the top right of the screen when you log into your account. Click on the notice to be taken to the invoices webpage.



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- Here you will see recent course invoices, their due date, total, amount paid, balance due, and status. Click on the invoice number to view a detailed screen showing more information about which course and students the invoice applies to.

### Invoices

**MY ITEMS** Filters Export

All invoices are shown. [Restore default filters](#)

<input type="checkbox"/>	Invoice Number	Invoice Date	Due Date	Invoice Total	Payments and Adjustments	Balance Due	Credit Memo*	Invoice Status
<input type="checkbox"/>	10006	02/29/2024	03/30/2024	\$ 375.00		\$ 375.00		Unpaid <span>Pay</span>
<input type="checkbox"/>	10000	12/28/2023	01/27/2024	\$ 280.00	(\$ 280.00)	\$ 0.00		Paid <span>View</span>
<input type="checkbox"/>	10001	01/17/2024	02/16/2024	\$ 225.00	(\$ 225.00)	\$ 0.00		Paid <span>View</span>
<input type="checkbox"/>	10002	01/18/2024	02/17/2024	\$ 450.00	(\$ 450.00)	\$ 0.00		Paid <span>View</span>

Total Due \$ 375.00 Pay All Outstanding Invoices

Example of Invoices Screen

- At the bottom right of the screen you can select the "Print" button and then "Course Invoice." This will generate a PDF invoice that can be used for the internal billing process. The invoice now contains the list of students, eliminating the need for a separate invoice and signed course roster.

<b>Invoice Total</b>	<b>\$ 375.00</b>
<hr/>	
<b>Balance Due</b>	<b>\$ 375.00</b>

Course Invoice  
Back **Print**



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### RETURNING THE INTERNAL BILLING DOCUMENTS

1. Log in to your [SFT User Portal](#)
2. Navigate to the WebForms page
3. Select the “CAL FIRE Internal Billing Supplemental Documents” form
4. Complete the form fields:
  - a. Course Code/Name (e.g. CSRA1234)
  - b. Course End Date
  - c. Contact Email Address – if any additional documentation is needed or questions arise this person will be contacted.
  - d. Fi\$Cal PO Number (this is the PO your unit will generate to pay for the course)
  - e. Upload the completed STD-697 Form (one per course for all students is sufficient)
  - f. Upload a Signed Roster (it is suggested you docusign or print out and sign the invoice obtained in the prior steps) – signature should be from whoever is authorizing the training within the unit.
5. Submit. Once the submission is received, SFT admin staff will process and release diplomas for the course. SFT Staff will forward the appropriate documents along to accounting to complete the transfer of funds.

### CONTACT

For additional assistance with returning a course or paying for a course, submit questions to [SFTHelpDesk@fire.ca.gov](mailto:SFTHelpDesk@fire.ca.gov).