INFORMATION BULLETIN
CAL FIRE Internal Billing

Published: July 2024
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OVERVIEW

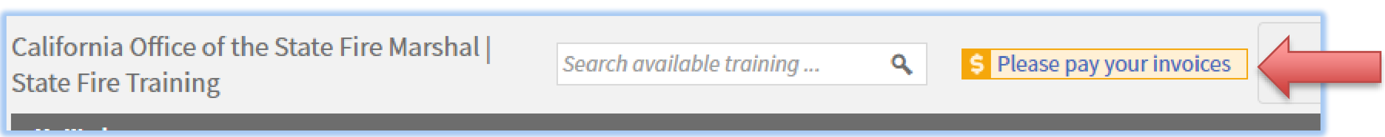
New features and enhancements have been activated on the State Fire Training (SFT) User Portal. This information bulletin shows CAL FIRE agencies how to return documentation for internal billing of course invoices.

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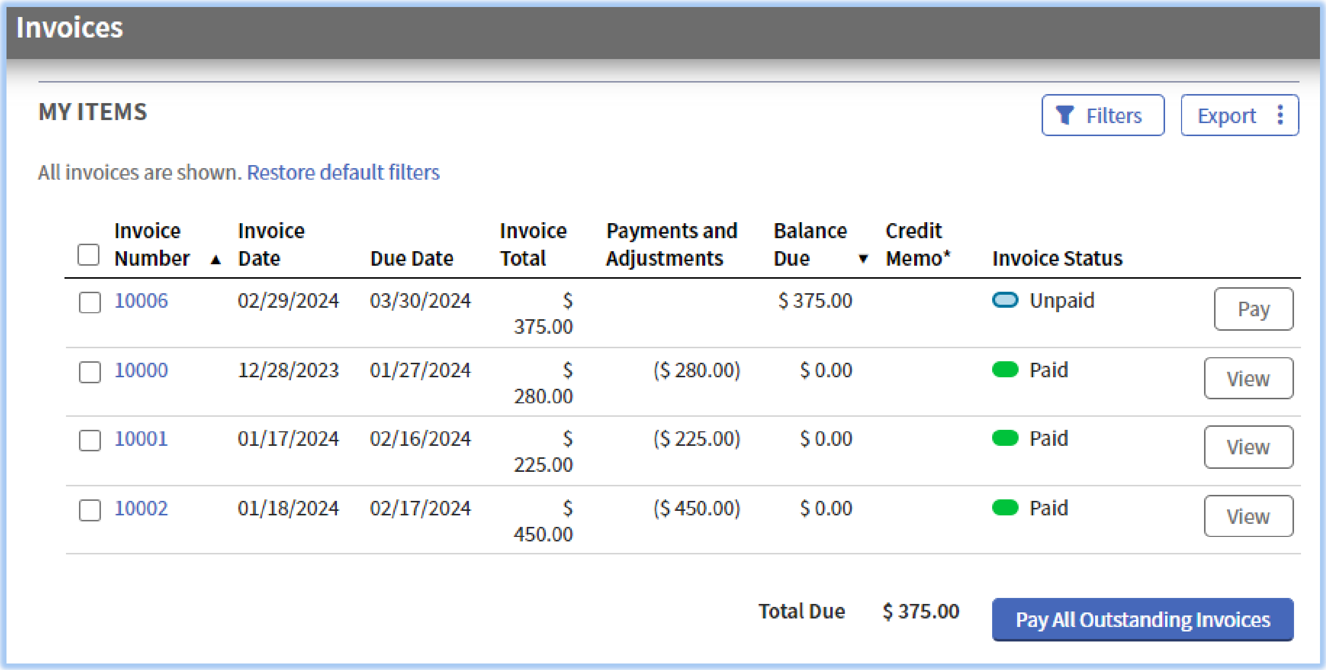
3. Here you will see recent course invoices, their due date, total, amount paid, balance due, and status. Click on the invoice number to view a detailed screen showing more information about which course and students the invoice applies to.


Invoices

MY ITEMS

Filters Export

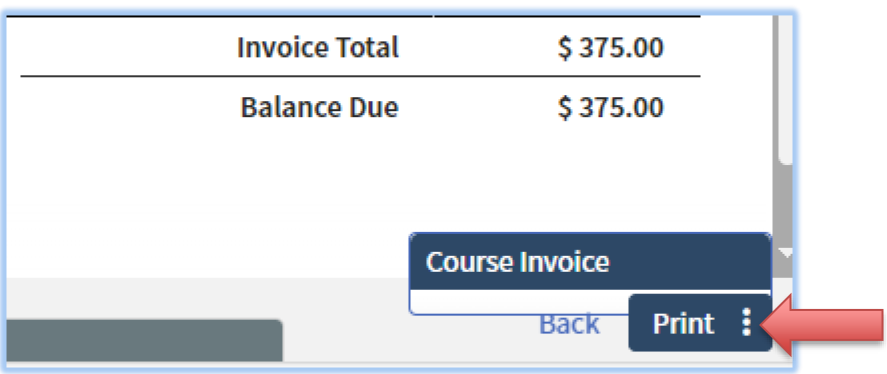
All invoices are shown. Restore default filters

	Invoice Number ▲	Invoice Date	Due Date	Invoice Total	Payments and Adjustments	Balance Due ▼	Credit Memo*	Invoice Status	
☐	10006	02/29/2024	03/30/2024	$ 375.00		$ 375.00		Unpaid	Pay
☐	10000	12/28/2023	01/27/2024	$ 280.00	($ 280.00)	$ 0.00		Paid	View
☐	10001	01/17/2024	02/16/2024	$ 225.00	($ 225.00)	$ 0.00		Paid	View
☐	10002	01/18/2024	02/17/2024	$ 450.00	($ 450.00)	$ 0.00		Paid	View

Total Due $ 375.00 Pay All Outstanding Invoices

Example of Invoices Screen

4. 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.



RECEIPT THE PURCHASE ORDER (PO) IN FI$CAL

Before returning the internal billing documents to SFT, ensure that the unit finance person receipts the purchase order and uploads the required documentation within Fi$cal. The required documents that must be signed and uploaded into Fi$cal are:

1. **STD-697 form**
   a. The Department of General Services (DGS) has decommissioned this form, but the State Controller's Office (SCO) is still accepting it for Course Invoicing. If a copy of this form is needed, contact SFT.
   b. On page 2, within the "Additional Information" field, include the following information: Doc #, Account Coding, PO #, Dates of the Course, and the fee breakdown (ex., 10 Students x $140 Fee = $1,400 owed.)
2. **Purchase Order**.
   a. This is the PO your unit will generate to pay for the course.
3. **SFT Course Invoice** (includes an official SFT Roster).
   a. If the roster included on the invoice is not signed, preferably via DocuSign, the submission will not be approved. The signature should be from whoever authorizes the training within the unit.
4. **SFT Course Approval Form**
   a. This document is provided during course approval. If a copy is needed, contact SFT.

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 additional information is needed, this person will be contacted.
   d. Upload a copy of the Fi$Cal Purchase Order Form
   e. Upload a copy of the completed STD-697 Form
   f. Upload a copy of the SFT Course Invoice/Signed Roster
5. Submit
6. Once SFT receives the Payment Voucher from Cashiering, SFT admin staff will process the submission. For non-ALA CAL FIRE units, diplomas will not be released until the payment voucher is received.

CONTACT

For additional assistance with returning a course or paying for a course, submit questions to SFTHelpDesk@fire.ca.gov.