BILL ENTRY AND MAINTENANCE

ROLES

COMMERCIAL BILLING PERSONNEL (AUXILIARY OPERATIONS)

OBJECTIVES
Create and maintain bills
Change the status of a bill
Print the bill to send to the customer

OVERVIEW
To create Bills, Invoices, AR Items, and apply payments, the user must first enter a Bill.

Bill entry and processing:
- Identifies the specific customer involved in the transaction
- Specifies the goods and/or services being charged (Charge Codes), along with associated Units-Of-Measure (UOM’s) and prices
- Calculates Sales Taxes for each Charge Code as appropriate and adds them to the bill
- Creates the revenue accounting entries associated with the invoice, to be interfaced to the PS-General Ledger (GL) system for associated accounting entries
- Creates the information to be interfaced to the PS-Receiveables (AR) system for creation of an AR Item and application of subsequent payments.

Once set up, billing information can be changed as needed, until the bill is processed to produce an invoice. Pro-forma bills may be produced to use as quotes. Prepayments can be applied against a bill as it is created. Notes can also be added to a bill, to be used for internal purposes or to be printed on the invoice.

Once the bill has been changed to an invoice, it can only be adjusted (i.e., reversed) or adjusted-and-rebilled (e.g., with changes/corrections to the detail). While billing maintenance has no effect on the PS-GL or PS-AR systems, adjustment/rebilling activities reverses all entries made as a result of processing the original invoice, and replaces them with the information on the rebilled invoice.

Invoices can be printed and mailed to the customer for payment.

The bill number is automatically generated by the system the first time the bill is saved. USF will use certain PeopleSoft system features to create bill/invoice numbers that correspond to the selected customer by having the first three characters (Bill Source) of the bill/invoice number be the same as the Bill Source of the Customer ID. This will be accomplished by using the Bill Source code as the Bill Source identifier. Additionally, the invoice number is used as the Item number by the PS-AR system. Thus, all bills associated with a particular customer can be grouped for lookup, inquiry, and reporting Purposes in both the PS-BI and PS-AR systems.

NOTE: The information in this guide is based on certain assumptions:
- Users have previously received training in PeopleSoft 8.9 navigation
- Control tables have been set up with needed values prior to performing the activities described in the following sections
**DOCUMENTS REQUIRED:**

1) Bill Information Transmittal form

NOTE: Bills can be entered online from information received in a telephone conversation or from notes or other correspondence. However, some customers may send the selling department a purchase order, while others send in some other written order form. Billing departments are delegated the responsibility to create and preserve billing support documentation for the services they offer to commercial customers.

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<thead>
<tr>
<th>SCENARIOS:</th>
<th>ROLES PERFORMING:</th>
<th>DOCUMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Create/maintain new bill online</td>
<td>Selling Department billing staff</td>
<td>Bill Entry and Maintenance</td>
</tr>
<tr>
<td>- Bill Header</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Bill Line</td>
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<td>2) Generate a pro-forma invoice</td>
<td>Selling Department billing staff</td>
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<td>3) Print an Invoice</td>
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<td>Automated process</td>
<td>Customer Inquiries and Reports</td>
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<td>Automated process</td>
<td>Customer Inquiries and Reports</td>
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<td>Centralized AR staff</td>
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<td>8) Inquiries and Reports</td>
<td>Selling Department billing staff</td>
<td>Customer Inquiries and Reports</td>
</tr>
<tr>
<td></td>
<td>Centralized AR staff</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: The Section in **BOLD**, above, refers to this document
ENTER/MAINTAIN NEW BILL – HEADER & LINE

**SHORT GUIDE:**

Step 1: Navigate to the Standard Billing Component
Step 2: Select Add criteria
Step 3: Enter Bill Header Information, including Notes
Step 4: Enter Bill Line information, including Taxes, Notes
Step 5: Change Bill Status to Produce Invoice
Step 6: Bill Maintenance

**STEP 1**

**NAVIGATE TO THE STANDARD BILLING COMPONENT**

1.1 To open the General Information page, select **Billing, Maintain Bills, Standard Billing**. This will generate the “Find an Existing Value” page. Select the “Add a New Value” tab.

**STEP 2**

**SELECT ADD CRITERIA**

2.1 Enter the Business Unit ID of USF01

NOTE: All Billing and AR transactions for external commercial customers will use the Business Unit of USF01

NOTE: Each department’s commercial Customer ID’s and Bill/Invoice Number ID’s will begin with a three-character Bill Source unique to the particular department. **These Bill Sources must be set up in the PeopleSoft system’s Automatic Numbering function prior to adding a new customer.**

2.2 Enter the Bill Type Identifier of COM

2.3 Select the correct department Bill Source from the Bill Source search list. Click on the magnifying glass icon.
Bill Entry

Find an Existing Value | Add a New Value

Business Unit: USF01
Invoice: NEXT
Bill Type Identifier: COM
Bill Source: LIB
Customer: LIB

2.4 Click to select three-character department Bill Source

Look Up Bill Source

SetID: USF01
Bill Source: begins with

Search Results

2.5 In the Customer Field Enter the 3 digit department Bill Source and click on the magnifying glass.
2.6 Select the desired customer from the list. Or if you know the customer number you may just enter the customer number manually on the previous screen.

**Look Up Customer**

<table>
<thead>
<tr>
<th>SetID:</th>
<th>USFSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer ID:</td>
<td>begins with LIB</td>
</tr>
<tr>
<td>City:</td>
<td>begins with</td>
</tr>
<tr>
<td>Name 1:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

[Look Up]  [Clear]  [Cancel]  [Basic Lookup]

**Search Results**

Only the first 300 results can be displayed. Enter more information above:

**View All**  **First**: 1-100 of 300  **Last**

<table>
<thead>
<tr>
<th>Customer ID</th>
<th>City</th>
<th>Name 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB1</td>
<td>Tampa</td>
<td>USF Library</td>
</tr>
<tr>
<td>LIB1001</td>
<td>Oldsmar</td>
<td>Copley Kimberly Y</td>
</tr>
<tr>
<td>LIB1002</td>
<td>Tampa</td>
<td>Kluf Jonathon</td>
</tr>
<tr>
<td>LIB1003</td>
<td>Tampa</td>
<td>McHugh Dillon L</td>
</tr>
<tr>
<td><strong>LIB1004</strong></td>
<td>Tampa</td>
<td>Nessib Ali H</td>
</tr>
</tbody>
</table>

2.7 Click on

**Bill Entry**

- **Business Unit:** USF01
- **Invoice:** NEXT
- **Bill Type Identifier:** COM
- **Bill Source:** LIB
- **Customer:** LIB1004

[Find an Existing Value]  [Add a New Value]  [Add]
NOTE: Certain fields in the following pages require values that must be set up on the appropriate control tables in the PeopleSoft system prior to adding a new bill.

NOTE: Certain fields in the following pages will contain values defaulted from both the Business Unit and Customer setups. These values must be set up on the appropriate Business Unit control tables and Customer tables in the PeopleSoft system prior to adding a new bill.

NOTE: Unit = USF01 and Invoice = NEXT are carried from Add selections; Pretax Amt: is system-generated online as Charge Codes are added. These fields are not editable.

NOTE: The use of the “Generate Pro Forma Invoice” icon will be described in a separate document. The “Generate Invoice” icons will not be used by USF at this time.

3.1 Accept the following defaults:

- Status: “NEW”
- Invoice Date: blank (to be generated by system when invoice is generated for this bill.
- Type: “COM”
- Source = three-character department Bill Source carried from Add selections.
- Frequency = Once
  NOTE: USF will not use the “Installment” or “Recurring” functions in the PS-BI system at this time.
- Curr = blank and grayed
  NOTE: USF will only use “USD” as the currency for all transactions at this time.
- Customer: Accept the customer that was entered in the previous screen.
3.2 Accept the following defaults:
   - SubCust 1 = blank and grayed (not used by USF at this time)
   - SubCust 2 = blank and grayed (not used by USF at this time)

3.3 For the Cycle ID field, the default is generated from the Customer record.

3.4 For the Invoice Form field, the default is generated from the Customer record.

3.5 For the From Date and To Date fields, the default values are blank. If the bill is for work done over a period of time, these fields can be filled with the beginning/ending dates of the period covered. Use the “Calendar” icon to select a date, or enter the date manually. Press the Tab-key.

3.6 For the Pay Terms field, the default value is generated from the Customer record.

3.7 For the Pay Method, the default value is generated from the Customer record.

3.8 For the Remit To and Bank Account fields, the default values are generated from the Business Unit record.

3.9 For the Acctg Date field, the default value is blank (will be generated by system when invoice is generated for this bill).

3.10 For the Account field, the value is generated from the Business Unit or Customer records.

3.11 For the Sales, Bill Inquiry Phone, Credit, Collect, Biller, and Billing Authority fields, the default values are generated from the Customer record. The user can override these values by clicking on the magnifying glass icon and selecting a new value from the Lookup List, if needed. When finished, press the Tab-key.

NOTE: The “Go To” hyperlinks and Navigation drop-down menu can be used to navigate to the various pages in the online Bill Entry activities, as needed. The Page Series feature is not used by USF at this time.
3.12 Click the Save icon to save the Bill Entry and create the Bill/Invoice ID.

NOTE: When the user saves the Bill Entry (Step 3.17, above), the system:
- Validates all entries that are based on control table values and ensures that all required fields are completed.
- Creates the Bill/Invoice ID, adding a sequential number to the three-character Bill Source selected on the Add page. This is based on the three-character Bill Source selected in the “Source” field.

3.26 If there are Header Notes applicable to this bill, click on the Notes hyperlink. This will generate the Line – Note page for this line. **IF HEADER NOTES ARE NOT APPLICABLE FOR THIS BILL LINE, SKIP TO STEP 4, BELOW.**

NOTE: Unit = USF01, Bill To = CustID, Pretax Amt, Invoice ID, and Customer Name field values are carried from the Header-Info 1 page. These fields are not
NOTE: The Customer Notes hyperlink will not be used by USF at this time

3.27 For the Bill Header Note – Standard Note Flag field, if the note is to be printed at the line level of the bill, check this checkbox. Press the Tab-Key.

3.28 For the Bill Header Note – Std Note field, if the user chooses to select from predefined notes, click on the magnifying glass icon to display the available values for this field. Click on the selected value. Press the Tab-key.
NOTE: The text of the selected note will be displayed in the Bill Line Note – Note Text field. The user cannot override this text.

3.29 For the Bill Header Note – Internal Only Flag field, if the note is to be available only for internal USF purposes, check this checkbox. Press the Tab-key.

3.30 For the Bill Header Note – Note Type field, if the user chooses to select from predefined notes, click on the magnifying glass icon to display the available values for this field. Click on the selected value. Press the Tab-key.
NOTE: The text of the selected note will be displayed in the Bill Line Note – Note Text field. However, the user can override this text and the system will change the selected Note Type to the default Note Type for the system.

3.31 For the Bill Header Note - Note Text field, the text associated with the selected Std Note or Internal Note code will be displayed. If the user has overridden the automatically generated text, the user’s entry will be displayed.

3.32 Click on the Save icon to save the entry.

3.33 Click on the Line – Info 1 tab to enter detail lines for this bill (see Step 4, below).
NOTE: Certain fields in the following pages require values that must be set up on the appropriate control tables in the PeopleSoft system prior to adding a new bill.

NOTE: Certain fields in the following pages will contain values defaulted from both the Business Unit and Customer setups. These values must be set up on the appropriate Business Unit control tables and Customer tables in the PeopleSoft system prior to adding a new bill.

NOTE: Unit = USF01, Bill To = CustID, Pretax Amt, Invoice ID, and Customer Name are carried from the Header-Info 1 page. These fields are not editable.

4.1 Accept the following defaults:
   - Max Rows = 40
   - Bill Line - Seq = 1
   - Bill Line - Line = blank

4.2 For the Table field, click on the magnifying glass icon to display the available values for this field. Select the “ID” ("PS/Billing Charge Id") value. Press the Tab-key

4.3 For the Identifier field, click on the magnifying glass icon to display the available values for this field. Press the Tab-key
   NOTE: The user may enter the three-character Bill Source for the Charge Codes related to this selling department in this field prior to executing the search. This will generate a Lookup List limited to the Charge Codes for the selling department only.

4.4 For the Charge Code description field, description will be automatically generated in this field from the selection made in the “Identifier” field (4.3, above). Press the Tab-key

4.5 For the QTY field, enter how many of this Charge Code will be billed to the customer, in terms of the UOM value immediately following (see 4.6, below). Press the Tab-key

4.6 Accept the following defaults:
   - Unit Price = amount automatically generated in this field from the Charge Code selected in the “Identifier” field (4.3, above)
     NOTE: If the Unit Price = 0, the user MUST overwrite this value with an “actual” price. The price entered should correspond to the UOM value (i.e., if the charge is for room rental, the Unit-Price should be in terms of one UOM, such as $10-per-hour, or $100-per-day)
   - Gross Extended = 0. The amount is calculated as the Qty X Unit Price. It is automatically generated by the system when the page is Saved.
     NOTE: Qty is in terms of the indicated UOM for this Charge Code.

4.7 The following fields are display-only and cannot be edited by the user:
   - Less Discount = 0 unless discounts are entered for this line of the bill
   - Plus Surcharge = 0 (not used by USF at this time)
     NOTE: Per USF business policies, freight, handling, and similar charges will be charged on an invoice as separate lines, using appropriate Charge Codes, rather than as Surcharges.
- Net Extended = the amount of the bill line (Qty X Price)
- VAT Amount = 0 (not used by USF at this time)
- Tax Amount = 0 until taxes are calculated
- Net Plus Tax = the amount of the bill line (see Net Extended, above) plus taxes

4.8 For the Line Type field, the default value will be “REV” (“Revenue Line”). The user can override these values by clicking on the magnifying glass icon and selecting a new value from the Lookup List, if needed. When finished, press the Tab-key.

4.9 For the From Date-Through Date fields, the default is blank.
NOTE: If dates were entered in Step 3.9, above, those dates will appear in these fields as the default values.

NOTE: If the product or service being charged on this Line is NOT subject to Sales Tax, SKIP STEPS 4.10-4.12. If the charge is taxable but the customer is exempt from Sales Tax, SKIP STEP 4.10 and proceed to Steps 4.11-4.12. If the charge IS taxable and the customer is NOT exempt, see Step 4.23, below

4.10 For the Tax Code field, the default is blank. If this line on this bill is taxable for this customer, the user may click on the magnifying glass icon to display the available values for this field. Click on the selected value. Press the Tab-key
NOTE: The Tax amount will not be calculated at this point. See Step 4.26, below

4.11 For the Tax Exempt field, the default is that the checkbox is blank. If this line on the bill is not taxable because the customer is tax exempt, the user must check the checkbox. Press the Tab-key

4.12 For the Exempt Cert field, if the Tax Exempt checkbox is checked (see 4.11, above), the user MUST enter the Exempt Certificate number in this field. Press the Tab-key

4.13 Save the entry.

See Step 4.14, below
4.14 If there are Line Notes applicable to this Bill Line, click on the Notes hyperlink. This will generate the Line – Note page for this line. **IF LINE NOTES ARE NOT APPLICABLE FOR THIS BILL LINE, SKIP TO STEP 4.43, BELOW.**

**NOTE:** Unit = USF01, Bill To = CustID, Pretax Amt, Invoice ID, Customer Name, Seq, Line, Identifier, Description, and Next Extended field values are carried from the Header-Info 1 page. **These fields are not editable.**

4.15 Accept the following defaults:
   - Max Rows = 40 (carried from the Line-Info 1 page)

4.16 For the Bill Line Note – Standard Note Flag field, if the note is to be printed at the line level of the bill, check this checkbox. Press the Tab-Key

4.17 For the Bill Line Note – Std Note field, if the user chooses to select from predefined notes, click on the magnifying glass icon to display the available values for this field. Click on the selected value. Press the Tab-key
   **NOTE:** The text of the selected note will be displayed in the Bill Line Note – Note Text field. The user cannot override this text.

4.18 For the Bill Line Note – Internal Only Flag field, if the note is to be available only for internal USF purposes, check this checkbox. Press the Tab-key

4.19 For the Bill Line Note – Note Type field, if the user chooses to select from predefined notes, click on the magnifying glass icon to display the available values for this field. Click on the selected value. Press the Tab-key
   **NOTE:** The text of the selected note will be displayed in the Bill Line Note – Note Text field. However, the user can override this text and the system will change the selected Note Type to the default Note Type for the system.

4.20 For the Bill Line Note - Note Text field, the text associated with the selected Std Note or Internal Note code will be displayed. If the user has overridden the automatically generated text, the user’s entry will be displayed.
Click on the Save icon to save the entry.

NOTE: The user can now enter additional Lines to this bill, by navigating to the Line-Info 1 page and using the “Add a new row” button. Existing Lines may also be deleted from the bill by using the “Delete row” button. Bills can have multiple Lines, as needed.

4.22 If there are taxes appropriate for this line (see Step 4.10 & 4.11, above), click on the Summary hyperlink. This will generate the Summary page for this bill. **IF TAXES ARE NOT APPLICABLE FOR THIS BILL, SKIP TO STEP 4.30, BELOW.**

NOTE: Unit = USF01, Bill To = CustID, Pretax Amt, Invoice ID, Customer Name, Seq, Line, Identifier, Description, and Next Extended field values are carried from the Header-Info 1 page. These fields are not editable.

4.23 Accept the following defaults:
- Max Rows = 40 (carried from the Line-Info 1 page)
4.24 Press the Calculate Taxes button. This will execute calculation of the taxes, and the resulting totals.

Save the entry.

4.25 If this sale is not subject to UBIT skip this step, however if this sale is subject to UBIT click on the Line Search Hyperlink. This will generate the Bill Line Search page, with a list of all the lines currently entered on this bill.

4.26 To select the Bill Line to return to, check the “Sel” checkbox for the line. Click on the Line-Info 1 hyperlink. This will generate the Line-Info 1 page for this Bill Line.

NOTE: The user may now enter additional lines, by returning to Step 4.1, above, and clicking on using the Add a New Row button to generate a new Line – Info 1 page for this bill.
4.27 If the charge on this Bill Line IS subject to UBIT Tax, make a note of the “Gross Extended” amount. Select “Line-Misc Info” from the Navigation drop-down menu list.

NOTE: Unit = USF01, Bill To = CustID, Pretax Amt, Invoice ID, Customer Name, Seq, Line, Identifier, Description, and Next Extended field values are carried from the Header-Info 1 page. These fields are not editable.

4.28 Accept the following defaults:
- Max Rows = 40 (carried from the Line-Info 1 page)
4.29 For the User Amt 1 field, enter the Gross Extended amount of the charge (BEFORE DISCOUNTS AND/OR TAXES)

4.30 Save the entry. Click on the Line – Info 1 tab to return to the Line – Info 1 page.

NOTE: If this bill involves a prepayment use the following steps to associate the prepayment with the bill. If not Skip to the next subject.

4.31 If this bill involves a prepayment, click on the Header - Info 2 hyperlink. This will generate the Header – Info 2 page.

NOTE: A prepayment Item must first have been posted to the customer’s PS-AR account. A prepayment may be a partial payment as a deposit or guarantee against the anticipated total cost of the invoice, a 100% payment to secure a price, etc.

NOTE: Unit = USF01 and Invoice ID are carried from the Header-Info 1 page. Pretax Amt: is system-generated online as Charge Codes are added. These fields are not editable.

4.32 Click on the Prepayment Lookup hyperlink. This will generate the Prepayment Lookup page.

4.33 Select from the prepayment items listed on the Prepayment Lookup page by checking the appropriate checkbox.
4.32: Click on the Prepayment Lookup hyperlink

4.33: Select the appropriate prepayment item from the PS-AR system for this bill.

4.34: Click the OK button. The system will return the selected prepayment information to the Header-Info 2 page.
4.35 Click the Save icon to save the link between the bill and the prepayment item and to recalculate the bill including the prepayment amount.

4.36 Click on the Summary hyperlink. This will generate the Bill Summary Info page. The “Paid Amount” field will include the selected Prepayment Item amount.

4.37 Click on the Header - Info 1 hyperlink to return to the Header – Info 1 page.

**NOTE:** Unit = USF01, Bill To = CustID, Pretax Amt, Invoice ID, and Customer Name field values are carried from the Header-Info 1 page. These fields are not editable.
4.38 Click on the Line – Info 1 tab

4.39 If there are discounts appropriate for this line, click on the Discount/Surcharge hyperlink. **IF DISCOUNTS ARE NOT APPLICABLE FOR THIS BILL, SKIP TO STEP 4.28, BELOW. SURCHARGES WILL NOT BE USED BY USF. IF YOU HAVE A SURCHARGE YOU MUST ENTER A NEW LINE ON THE BILL WITH THE SURCHARGE AMOUNT.**

NOTE: Unit = USF01, Bill To = CustID, Pretax Amt, Invoice ID, and Customer Name are carried from the Header-Info 1 page. These fields are not editable.

4.40 Accept the following defaults:
- Max Rows field = 40
- Bill Line – Seq field = 1
- Bill Line – Line field = 1
- Bill Line – Identifier field: carried from Line-Info 1 page
- Bill Line – Description field: carried from Line-Info 1 page
- Bill Line – Net Extended field = system calculated for this Line. Not editable

4.41 For the Discount/Surcharge Level – Level field: default is blank. Enter “1”. Press the Tab-key. If you wish to add more layers of discount to this line, you can add more levels (Example: If you wanted both a % Discount and a $ Amt Discount).

4.42 Accept the following defaults:
- Discount/Surcharge Level – Lvl Disc field: automatically calculated by system for this line, not editable
- Discount/Surcharge Level – Lvl Surch field: automatically calculated by system for this line, not editable
- Discount/Surcharge Level – Subtotal field: automatically calculated by system for this line, not editable
- For the Discount/Surcharge Detail – Discount/Surcharge radio buttons: Discount is selected

4.43 For the Discount/Surcharge Detail – ID field, click on the magnifying glass icon to display the available values for this field. Click on the selected value. Press the Tab-key

NOTE: The Discount codes are similar to Charge Codes. Each selling department will have two Discount Codes: one for a predetermined percentage value, and one for a predetermined dollar value. The user will select one or the other and then may override the percentage or dollar values as needed for this Line. (see XXX below)

4.44 Accept the following defaults:
- Discount/Surcharge Detail – Account field: click on the magnifying glass icon to display the available values for this field. Click on the selected value. Press the Tab-key
- Discount/Surcharge detail – Description field: automatically generated by system from the Discount Code (see 4.18, above)

4.45 For the Discount/Surcharge Detail – Pct field: automatically generated by the system from the Discount Code (see 4.18, above). The user can override this value by entering a new value in this field.

NOTE: Overriding the value will generate a warning message:
4.46 For the Discount/Surcharge Detail – Amt field: automatically generated by
the system from the Discount Code (see 4.18, above). It is calculated as
the result of
the percentage (if applicable) X the price for
the line, or as the amount of the dollar-value
for the Discount Code if not a percentage. The user can override this value by
entering a new value in this field.
NOTE: Overriding the value will generate a warning message:
Press “OK” and continue, entering new value

4.47 Accept the following defaults:
• Discount/Surcharge Totals – Unit field: automatically calculated by system for
this line, not editable
• Discount/Surcharge Totals – Gross field: automatically calculated by system for
this line, not editable
• Discount/Surcharge Totals – Discount field: automatically calculated by system
for this line, not editable
• Discount/Surcharge Totals – Surcharge field: value will always be 0.00 as USF
does not currently use this field.
• Discount/Surcharge Totals – Net field: automatically calculated by system for
this line, not editable

4.28 Save the entry. Click on the Header Info 1 tab

The Discount amount will be calculated and applied to the total
5.1 For the Status field, click on the magnifying glass icon to display the available values for this field. Select the “RDY” (“Ready to invoice”) value. Press the Tab-key.

![Header - Info 1 page]

5.2 Save the entry.

**NOTE:** In order to produce an invoice from a bill, the bill must have a status of “RDY”. No other status will be recognized by the PS-BI system for processing.

**NOTE:** The user can still perform additional maintenance activities on a bill, even though the status is set to “RDY”. See Step 6, on the next page.

**Activity**

Use the Standard Billing page to create a new bill.

- **Business Unit:** USF01
- **Invoice:** NEXT
- **Bill Type Identifier:** COM
- **Bill Source:** CTR
- **Customer:** CTR16

**Line Info 1:**
- **Table:** ID
- **Identifier:** CTRAD007
- **Qty:** 2
- **Tax Code:** FLHILLS

Add any Header Notes/ Line Notes that you like

Add a Discount to the bill.

Set the Bill to RDY Status.
MAINTENANCE: NAVIGATE TO THE BILLING – STANDARD BILLING COMPONENT, SELECT UPDATE/DISPLAY CRITERIA, BEGIN MAINTENANCE ENTRIES

NOTE: The user can perform maintenance activities on the bill, at any time until the Finalize and Print process is run; when this process is run, the status of the bill will change to “INV” (Invoiced”) and the bill cannot be accessed for maintenance activities.

After the Bill Status has been changed to “INV”, only the centralized AR group can perform additional maintenance on a bill unless the department has proven separation of duties between who enters the bill and who makes the changes.

6.1 Click To open the Header – Info 1 page for an existing bill with any status other than “INV”, select Billing, Maintain Bills, Standard Billing. This will generate the “Find an Existing Value” page

6.1 For the Business Unit field, click on the magnifying glass icon to display the available values for this field, and select the “USF01” value. Press the Tab-key.
NOTE: All Billing and AR transactions for external commercial customers will use the SetID of USF01

6.3 For the Invoice field, enter the correct department Bill Source for the selling department. Click on the magnifying glass icon to display the available values for this field. The system will generate a Lookup List of bills not yet invoiced.
NOTE: Each department’s commercial Customer ID’s and Bill/Invoice Number ID’s will begin with a three-character Bill Source unique to the particular selling department. (See NOTES for Step 2.1, above)

Step 6.3: Click to generate Search Result list of available bills for this selling department

Find an Existing Value | Add a New Value
6.4 Click on the row for the bill to be selected for maintenance. This will generate the Header – Info 1 page for this bill record, for review or maintenance. The system will open the appropriate page, in an Update/Display mode.

6.6 Perform maintenance as needed. See Steps 3 through 5, above.

6.7 Save the entries
Activity

Search for the bill you created in the previous Activity and make a change to the Qty field. Save your changes.
HINT: Did you recalculate your tax?
ENTER/MAINTAIN NEW BILL – COPY BILL

**SHORT GUIDE:**
Step 1: Navigate to the Copy Single Bill Component
Step 2: Select Invoice to copy From
Step 3: Select Copy action and Save
Step 4: Enter in new line items or change existing ones.
Step 5: Change Bill Status to Produce Invoice

**STEP 1**
**NAVIGATE TO THE COPY SINGLE BILL COMPONENT**

1.1 To open the General Information page, select Billing, Maintain Bills, Copy Single Bill. This will generate the “Find an Existing Value” page.

**STEP 2**
**SELECT INVOICE TO COPY FROM**

2.1 On the “Find Existing Value” tab enter in the invoice that you wish to copy from or search for the invoice by using the magnifying glass.

*Copy Single Bill*

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>USF01</td>
</tr>
<tr>
<td>Invoice</td>
<td>begins with LID-0554</td>
</tr>
<tr>
<td>Bill Status</td>
<td></td>
</tr>
<tr>
<td>Customer</td>
<td>begins with</td>
</tr>
<tr>
<td>Contract</td>
<td>begins with</td>
</tr>
</tbody>
</table>

[Search] [Clear] [Basic Search] [Save Search Criteria]
2.2 Once entered click on the search button.

**STEP 3**  
**SELECT COPY ACTION AND SAVE**

3.1 Click the Copy Bill option in the Select Bill Action field.

3.2 Click **Save**

**STEP 4**  
**ENTER IN NEW LINE ITEMS OR CHANGE EXISTING ONES**

4.1 Click on the “Go To Bill Header – Gen Info Hyperlink.”

4.2 A new window should open with the new bill. The user may change the Quantities, Dollar amounts, Charge Codes, delete or add lines.

4.3 When finished updating click **Save**

**STEP 5**  
**CHANGE BILL STATUS TO READY AND SAVE**

5.1 Click on the General Info-1 Tab.
5.2 Change the status to “RDY”
5.3 Click Save.
BILL ENTRY AND MAINTENANCE – PRINT INVOICES

ROLES

COMMERCIAL BILLING PERSONNEL (AUXILIARY DEPTS., INCLUDING SDCA’S)
CENTRALIZED ACCOUNTS RECEIVABLE PERSONNEL (AUXILIARY DEPTS., INCLUDING SDCA’S)

OBJECTIVES

Locate and review bills for printing an invoice
Run job to create the USF crystal invoice
View/print the invoice

OVERVIEW

Once produced as an invoice, the end-user can print the bill and send it to the customer for payment. End-users will utilize the Reprint Invoices function to print invoices within a particular department. End users will be responsible for ensuring they keep a log of invoices created during the business day to print on the following business day.

An invoice is produced from a bill by processing it from an “RDY” (“Ready”) status to an “INV” (“Invoice”) status. This is accomplished by running the Finalize and Print process. USF will run this process automatically, as a “batch” job at night. All bills with an “RDY” status will be produced as invoices during this process.

NOTE: Refer to the “Bill Entry and Maintenance” document, Step 5.

Once an invoice has been created, it can be viewed online by the user, but cannot be changed unless it is processed through the Adjust Bills function. The department must prove separation of duties to adjust any bill that have been invoiced.

NOTE: Refer to the “Bill Entry Overview – Centralized Maintenance, End User Inquiries and Reports” document.

An invoice can be reprinted as many times as needed.

NOTE: See the appendix for an example of an Invoice.

NOTE: The information in this guide is based on certain assumptions:

- Users have previously received training in PeopleSoft 8.9 navigation
- Control tables have been set up with needed values prior to performing the activities described in the following sections

NOTE: The information in this guide is accurate at the time of creation with the goal of assisting users with the use of new processes and systems at the time of the PeopleSoft go-live. The creators of this document assume that USF will maintain this document to show changes in process, systems, roles, etc., as they occur.

DOCUMENTS REQUIRED:

2) Standard USF Invoice form

USF will use a “standardized” invoice form across all departments. This form must be designed, produced, and distributed to all billing departments.
<table>
<thead>
<tr>
<th>Scenarios:</th>
<th>Roles Performing:</th>
<th>Document:</th>
</tr>
</thead>
</table>
| 1) Create/maintain new bill online  
   - Bill Header  
   - Bill Line | Selling Department billing staff | Bill Entry and Maintenance |
| 2) Generate a pro-forma invoice | Selling Department billing staff | Bill Entry and Maintenance – Pro Forma |
| 3) Print an Invoice | Selling Department billing staff | Print Invoices |
| 4) Generate Invoice from bill | Automated process | Customer Inquiries and Reports |
| 5) Create accounting entries for an invoice | Automated process | Customer Inquiries and Reports |
| 6) Create AR entries for an invoice | Automated process | Customer Inquiries and Reports |
| 7) Adjust/Rebill | Centralized AR staff  
   Selling Department staff | Customer Inquiries and Reports |
| 8) Inquiries and Reports | Selling Department billing staff  
   Centralized AR staff | Customer Inquiries and Reports |

NOTE: The Section in **BOLD**, above, refers to this document
**SHORT GUIDE:**

Step 1: Navigate to the Generate Invoices Component and Run the Reprint Invoices Process  
Step 2: View/Print the invoice

**STEP 1**

**NAVIGATE TO THE GENERATE INVOICES COMPONENT AND RUN THE REPRINT INVOICES PROCESS**

1. To print the invoice, select **Billing, Generate Invoices, Non-Consolidated, Reprint Invoices, “Find an Existing Value” tab**

   - **Billing**  
     - Interface Transactions  
     - Manage Billing Worksheet  
     - Maintain Bills  
     - Generate Invoices  
       - Non-Consolidated  
         - Single Action Invoice  
         - Print Pro Forma  
         - Finalize and Print Invoices  
         - Convert Currency Amounts  
       - Reprint Invoices  
         - Pre-Load Process  
         - Load Invoices to AR  
         - Create Accounting Entries  
         - Request Budget Check  
         - Load Invoices to AP

**NOTE:** The Finalize and Print process produces a file of ALL printable invoices, for all customers across all departments. Using the Reprint Invoices function allows the user to select only their particular invoices for local printing, in an easier fashion than would be required in searching for specific invoices from the larger file produced by the night “batch” run.

1.2 For the Run Control ID field, enter “PRINTCRYSTAL”. Click on the Search button. This will generate the Reprint Invoices Run Control page.
Reprint Invoices

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Run Control ID: begins with

☐ Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value

Run Control “Find an Existing Value” page

NOTE: If clicking on the Search button results in the message "No matching values were found", enter the Run Control ID into the "Run Control ID" field and click on the "Add a New Value" tab. Click on the Add button to generate the Reprint Invoices Run Control page. Click the Save icon to save the Run Control ID for future use.

1.3 Enter the From and To Business Unit of USF01

1.4 Enter the first invoice created from the day before in From Invoice Number field.
1.5 Enter the last invoice created from the day before in the To Invoice Number Field.
   "Keep a log of the invoices created during the day to ensure that you have them all."

1.6 Click on the Run button. This will generate the Process Scheduler Request page for the Reprint Invoice job.

1.7 Accept the following defaults:
   - User ID (carried from the Search page)
   - Run Control ID (carried from the Criteria page)

1.8 Accept the default server name as blank, if it is not blank change it to such. Press the Tab-Key.

1.9 Accept the following defaults:
   - Recurrence: the field is blank
   - Time Zone: the field is blank
   - Run Date: system-generated
   - Run Time: system-generated

1.10 For the Process List – Select field, check the "USF Billing Invoice" row checkbox, indicating that this is the process that will be run. This box may already be checked.

**Process Scheduler Request**

<table>
<thead>
<tr>
<th>User ID:</th>
<th>MDEVORE</th>
<th>Run Control ID:</th>
<th>print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Name:</td>
<td>PSNT</td>
<td>Run Date:</td>
<td>12/15/2006</td>
</tr>
<tr>
<td>Recurrence:</td>
<td></td>
<td>Run Time:</td>
<td>9:31:19AM</td>
</tr>
<tr>
<td>Time Zone:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Process List**

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>'Type'</th>
<th>'Format'</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Print Grants Invoice w/LOGR</td>
<td>BIFJ02</td>
<td>PSJob</td>
<td>(None)</td>
<td>(None)</td>
<td>Distribution</td>
</tr>
<tr>
<td></td>
<td>USF Billing Invoice</td>
<td>U_BILLINV</td>
<td>PSJob</td>
<td>(None)</td>
<td>(None)</td>
<td>Distribution</td>
</tr>
</tbody>
</table>

1.11 Change the Type to Web, and the Format to PDF.

1.12 Click on the OK button to start the process for the generation of this Reprint Invoice job. This will return the user to the Run Control page for this process.
1.13 Click on the hyperlink for Process Monitor on the Run Control Page.

1.14 Continue reviewing the progress of the job by clicking the Refresh button. When the run status of the job = SUCCESS, the Invoice is ready to print from your local printer. Click the U_BIINV link.
STEP 2  VIEW/PRINT THE INVOICE

2.1 Click on View Log/Trace hyperlink to pull up the U_BIPRNT list as illustrated below.

2.2 Click on View Log/Trace hyperlink to pull up the View Log/Trace link as illustrated below.
2.3 Click on the Report hyperlink (the U_BIPRINT PDF file hyperlink). This will generate an online view of the invoice. The invoice can be printed from within the online view. See the appendix for an example of an invoice.

NOTE: You can right click on the file to save the PDF file to your disk/hard drive. You can then rename the file to any name you choose.

ACTIVITY
Print a crystal invoice created in the Bill Entry training document