The University of Texas Rio Grande Valley™

Accounts Receivable

Enter A Bill

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Objective

How To Properly
Enter A Bill via Express Billing
in
PeopleSoft 9.2
Accounts Receivable Module
Billing Component
by Explanation, Demonstration, & Practical Application

Navigation

- Log in to PeopleSoft 9.2
- Fluid Tile: Program Mgmt, Billing & AR / Billing / My Billing Invoices / Express Billing
- NavBar: Navigator > Financial > Billing > Maintain Bills > Express Billing

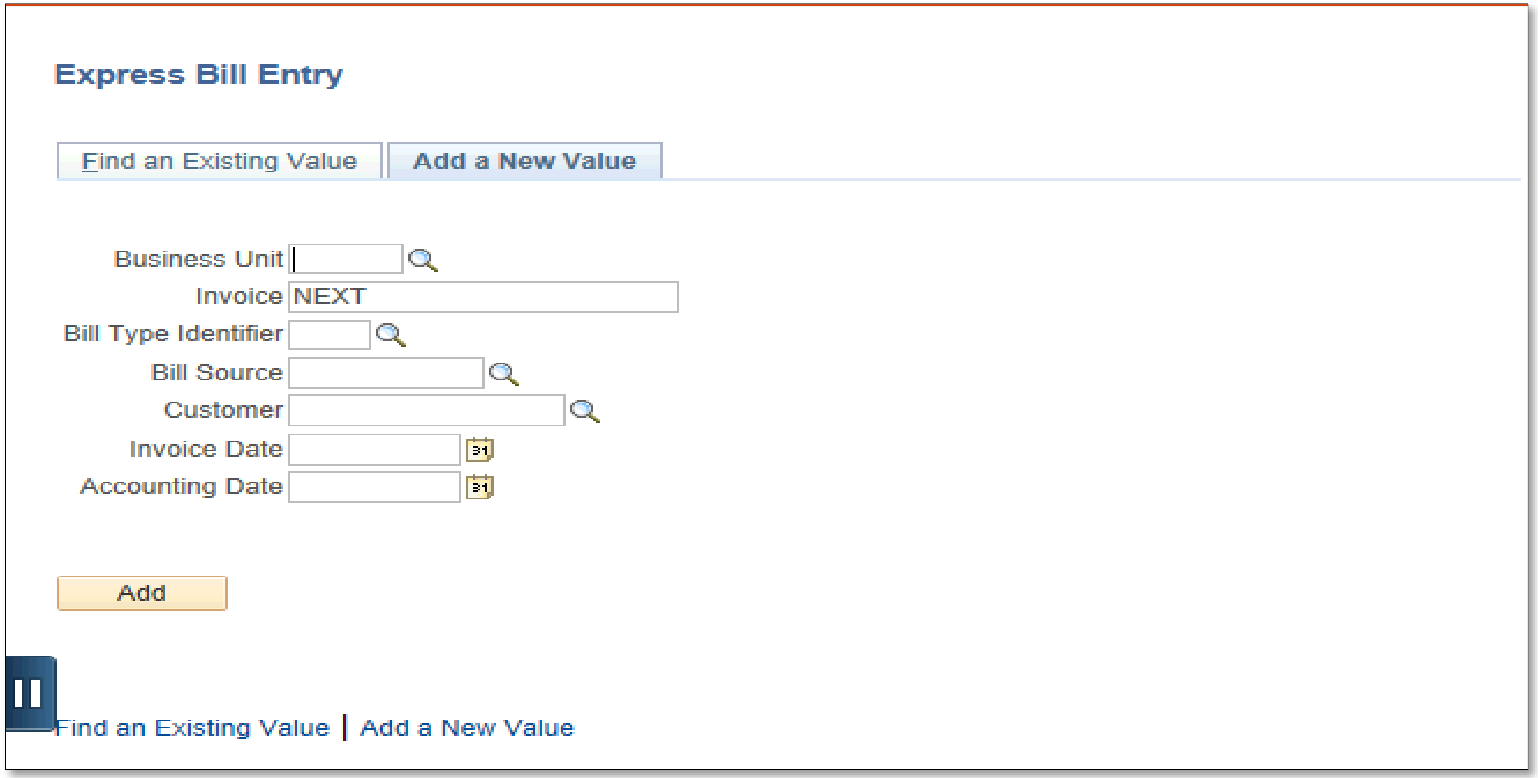
IMPORTANT

- **RECORD ALL INVOICE NUMBERS YOU CREATE**
  - Especially, those invoices you plan to use as recurring (COPY SINGLE BILL)

- **Please communicate to your customers; they have the option to pay by WIRE TRANSFER along with all other payment options.**
  - If your customer is interested in paying by Wire Transfer
    - The UTRGV Employee will email either treasury@utrgv.edu or accountsreceivable@utrgv.edu and ask for a copy of the "WIRING INSTUCTIONS".
    - The UTRGV Employee will email the "Wiring Instructions" to the customer.
    - Ensure that Customer **REFERENCES** the **INVOICE #** when payment is sent.

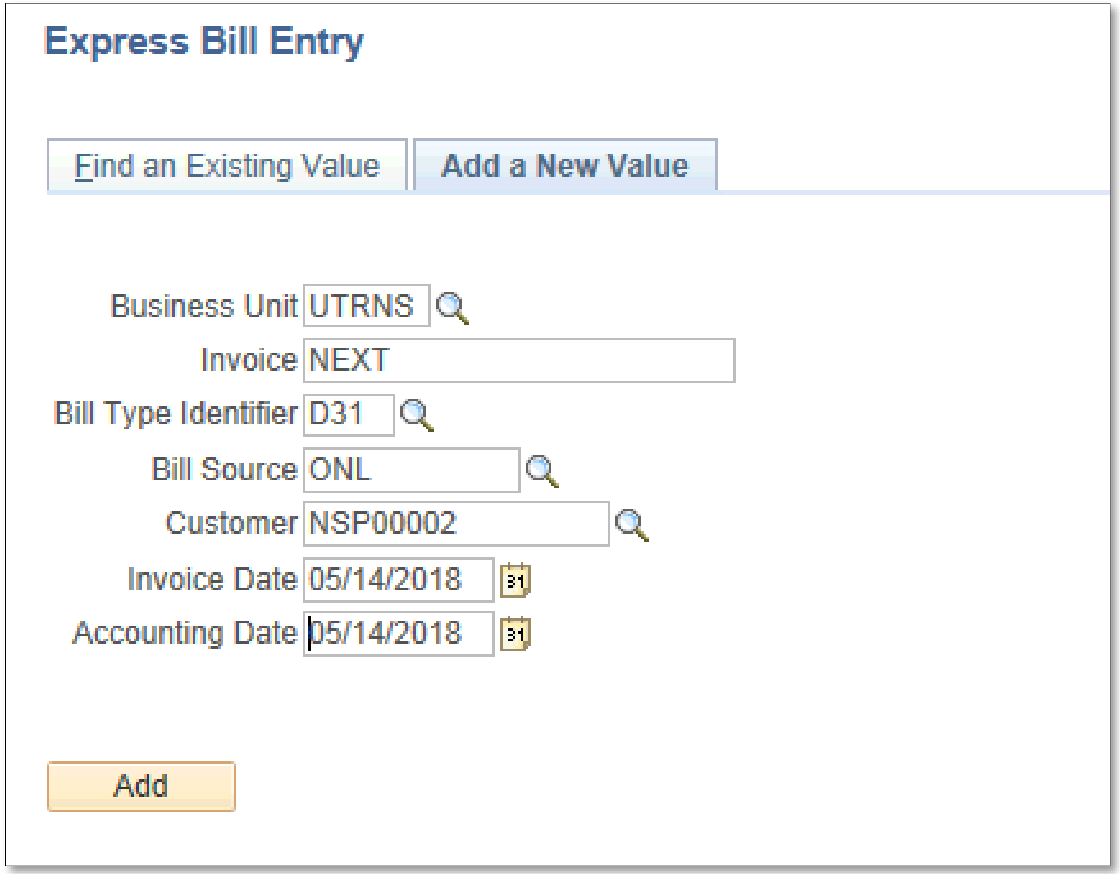
Enter A Bill

- Express Bill Entry screen



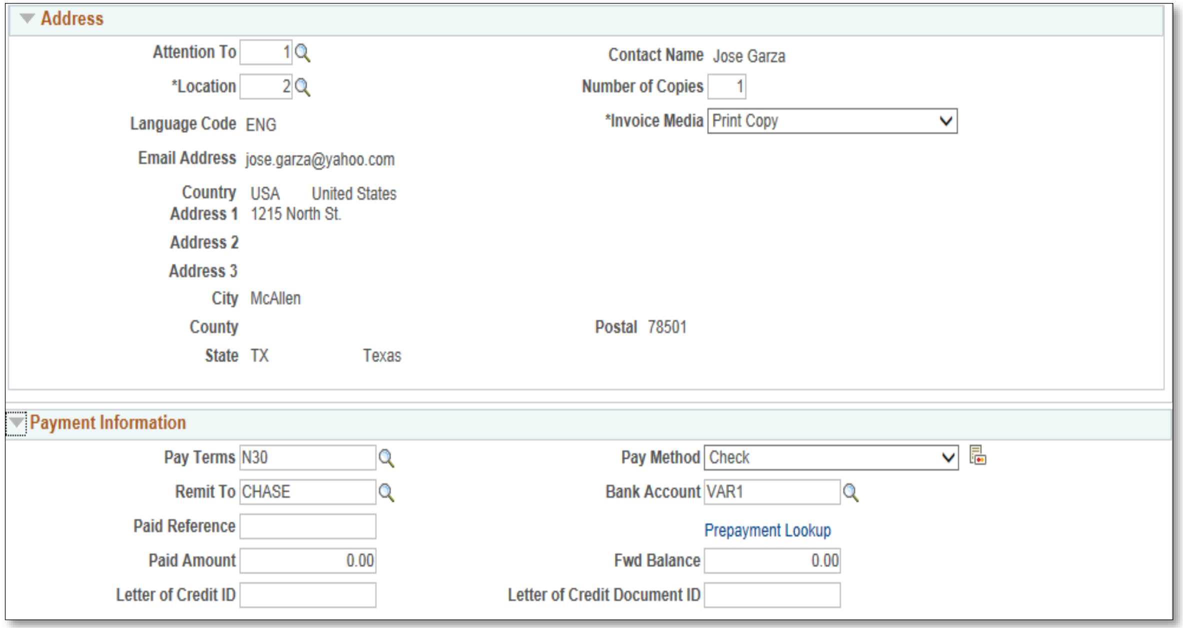
Add A New Value tab

- Click **Add a New Value** tab
- Enter
  - Business Unit: **UTRNS**
  - Invoice: **NEXT** (defaults)
- **Bill Type Identifier**: (lookup if necessary)
  - select from pop-up (i.e., D31)
- **Bill Source**: (optional)
  - select from pop-up (i.e., ONL (Online transaction)
- **Customer ID** (use lookup if necessary)
  - select from pop-up (i.e., Rio Grande Regional Hosp)
- **Invoice Date**: (enter current date)
- **Accounting Date**: (enter current date)



Enter A Bill

- Click **Add** button
  - Billing General Page displays
- Review
  - (**DO NOT MAKE ANY CHANGES**)
    - REVIEW: Address Info (Location, Contact person)
    - REVIEW: Payment Info (e.g. Payment terms N30)
  - If changes do need to be made then EMAIL: **AccountsReceivable@UTRGV.edu** and provide detailed information regarding the add, change, or deletion.



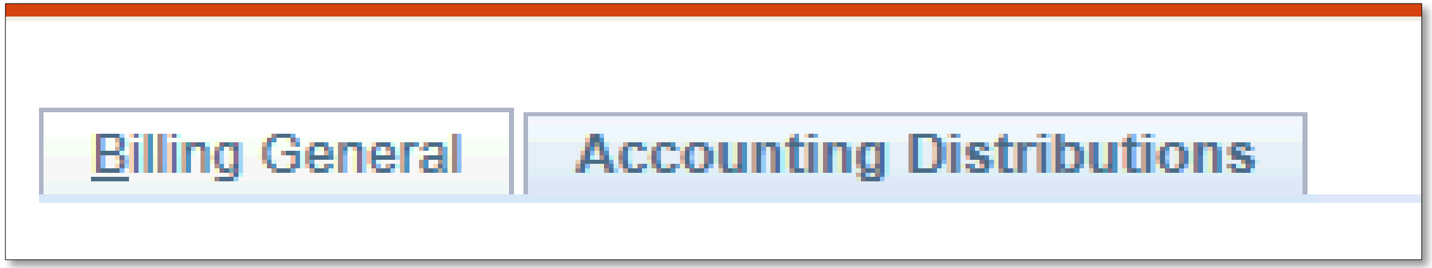
Data Entry

- ENTER TRANSACTION INFO
  - Enter appropriate into **Bill Lines** Section:
    - in the **Charge Details** tab
      - Table: (lookup if necessary & select from list of values) **ID**
      - Identifier: (lookup if necessary & select from list of values) **REV_RGV_DES31**
      - Description: it may be populated (delete content and add your unique info)
      - Quantity: ###
      - UOM: (defaults to **UNT** but can be changed)
      - Unit Price: (enter known price)
      - scroll to the right (if necessary) until you see **REVENUE ACCOUNT**
        - Click on the number link that appears (i.e., **42306**)

Data Entry

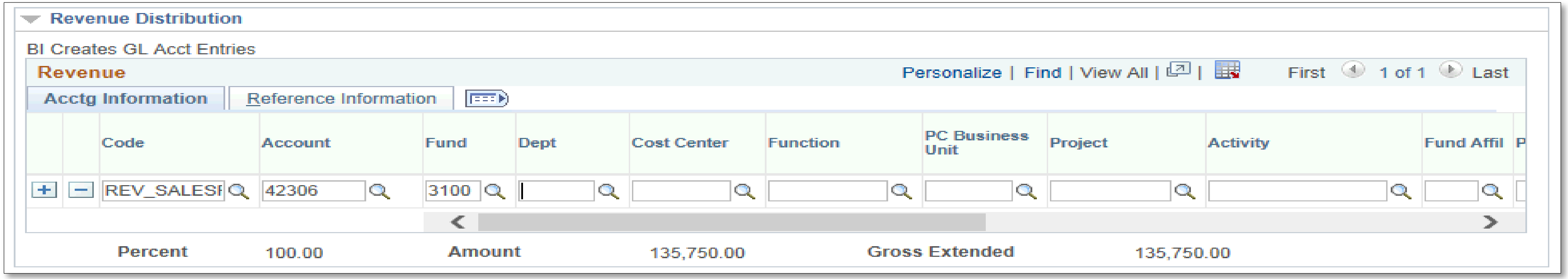
REVENUE ACCOUNT (link)

- ACCOUNTING DISTRIBUTIONS tab opens



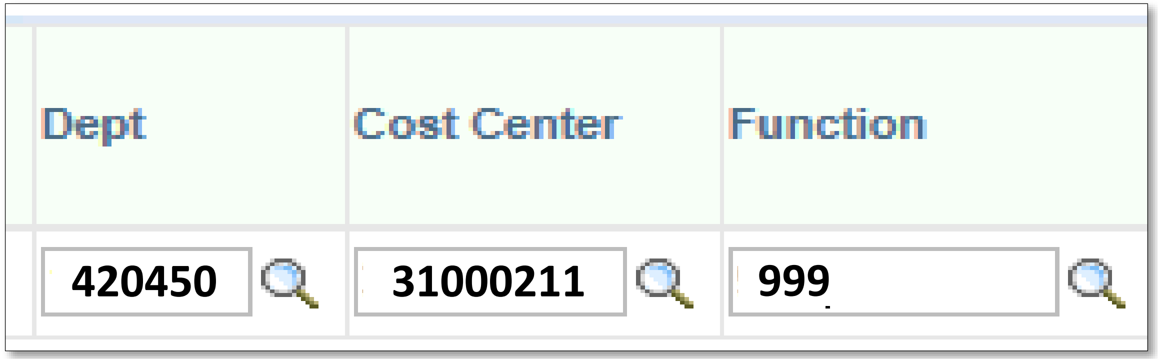
Data Entry

- Review Contents in
  REVENUE DISTRIBUTION – BI CREATES GL ACCT ENTRIES



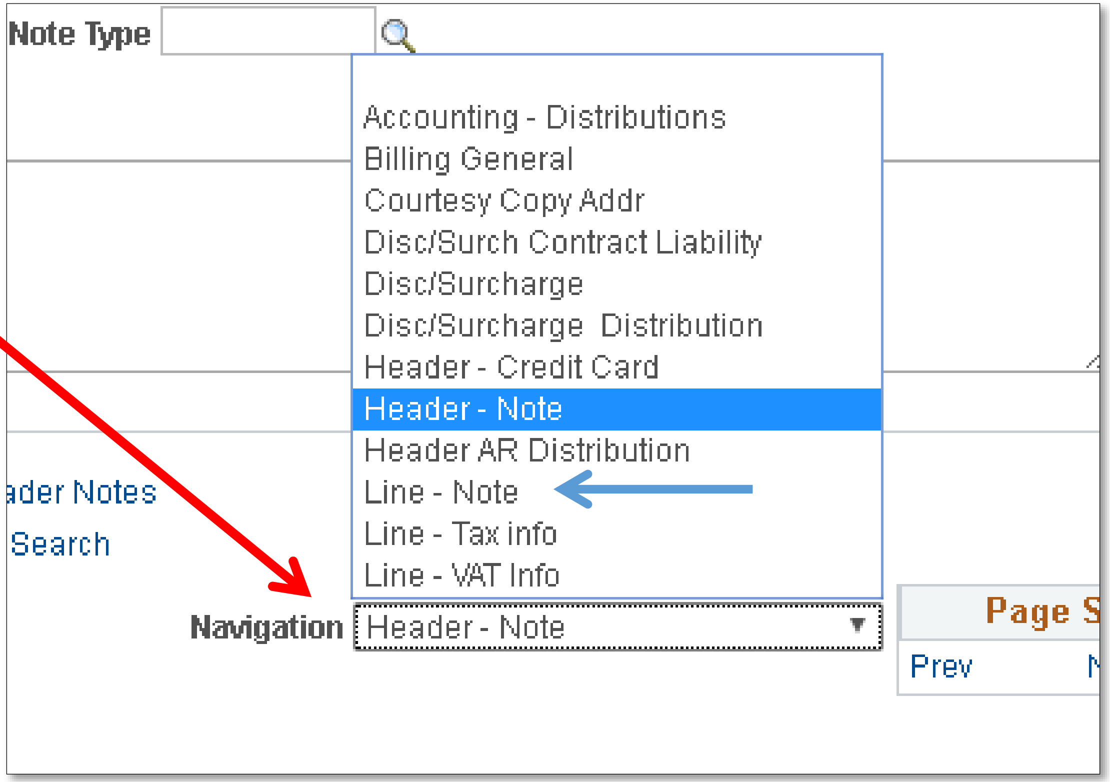
Data Entry

- REMAINING STRINGS
  (corresponding to particular bill type (funding sources))
  - Dept: enter if known or look up (i.e., **420450** or)
  - Cost Center: enter if known or look up (i.e., **31000211**) (fund = cost center)
  - Function: enter if known or look up (i.e., **999**) (always USE this Function)



Data Entry (optional)

- To Add Notes to a Bill
  - Scroll down
  - Next to ‘Navigation’, select HEADER - NOTE or LINE-NOTE from drop down
  - Enter “NOTE TEXT” (in the box). If necessary, click the + icon on the upper right.
  - Repeat process for the other NOTE area in the Navigation drop down



Data Entry (optional)

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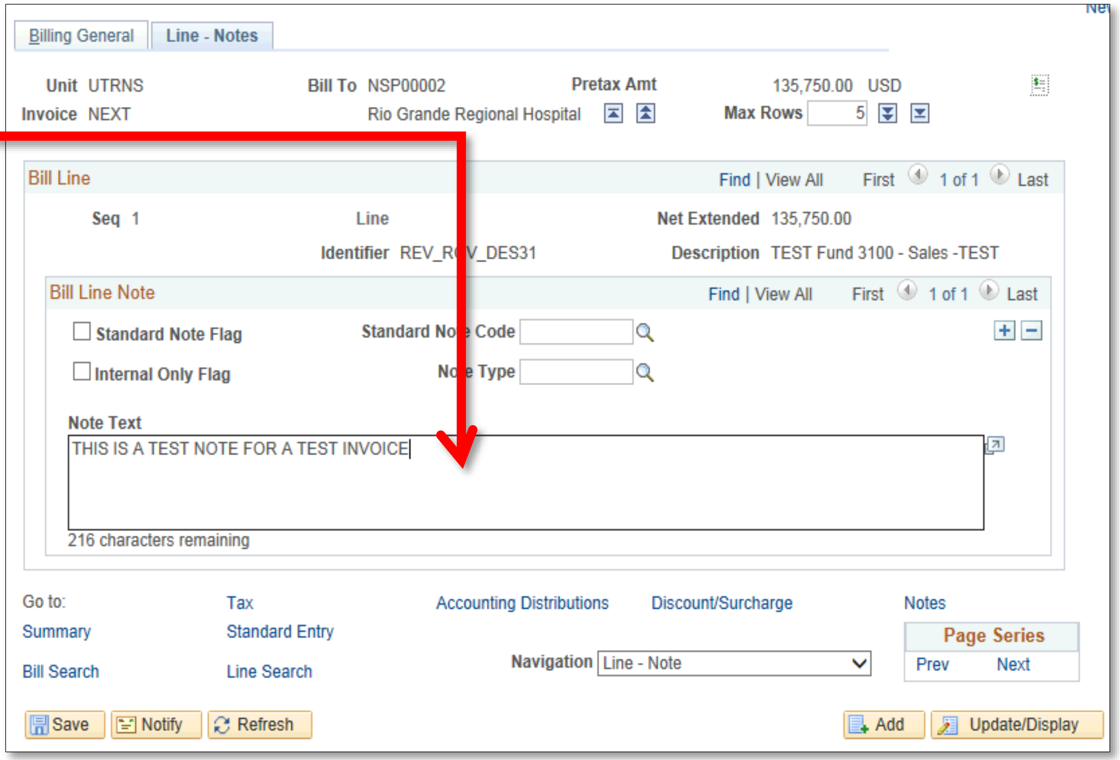

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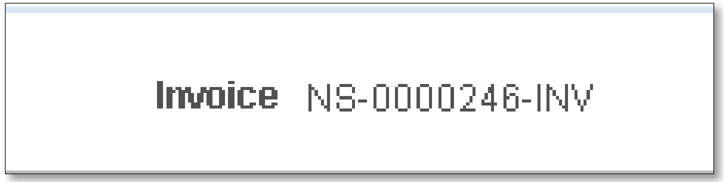
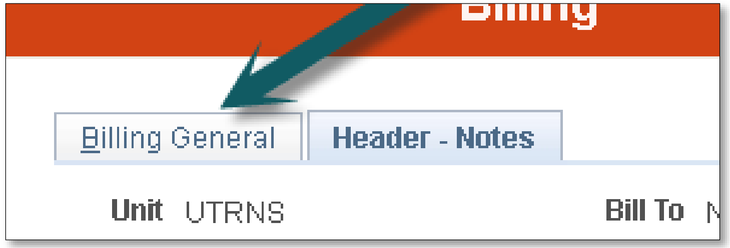
Data Entry



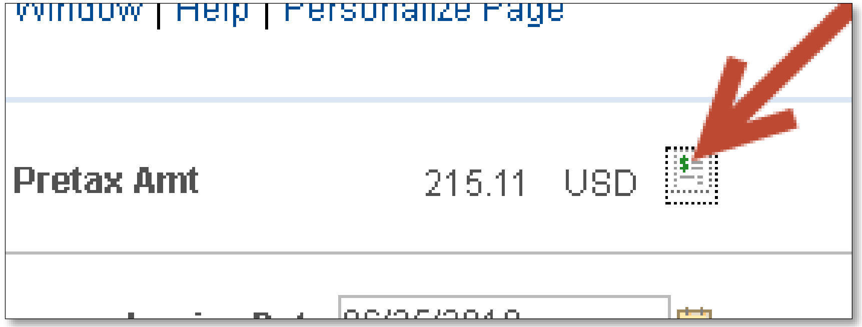
- Click **Save** button
  - The invoice number is now generated at the top of the screen replacing the word NEXT.

- Click **BILLING GENERAL** tab



Data Entry

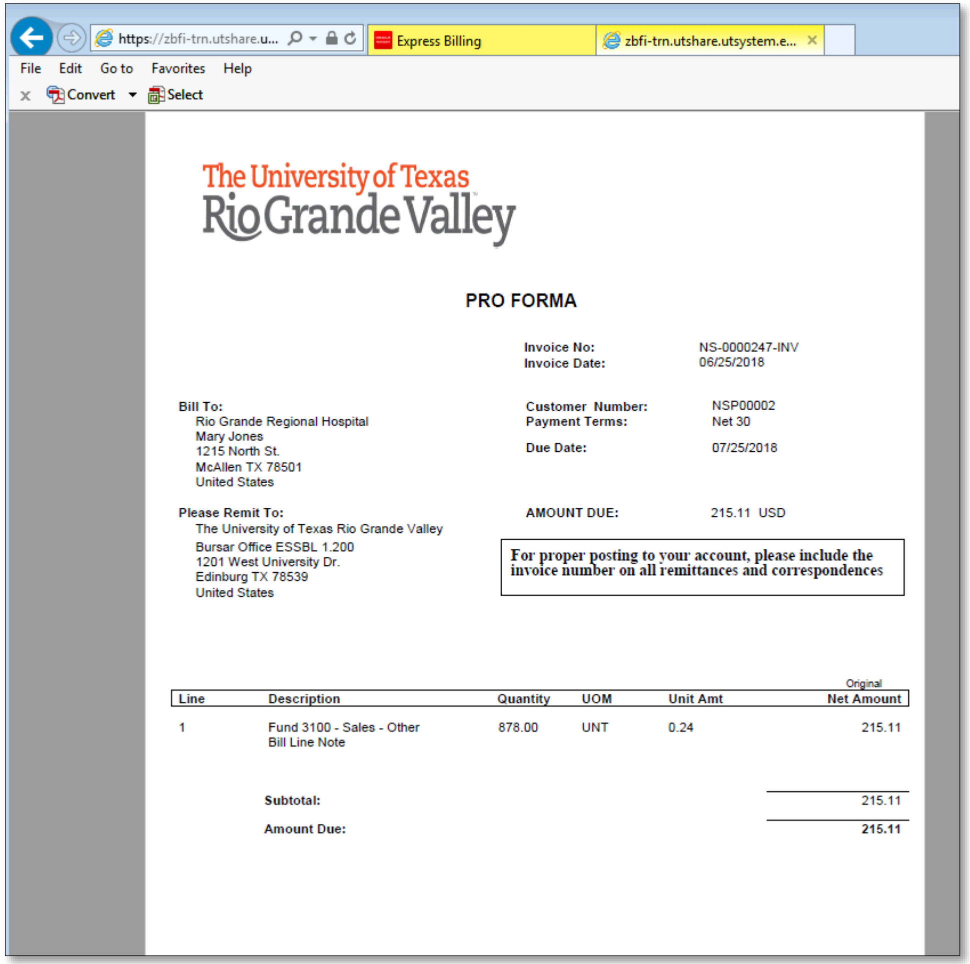
- Hover your mouse over the paper icon with the $ sign on it
  - To the right of Pretax Amt $$$.¢¢ USD



- Click **PRO FORMA** icon
- If the processing wheel stops and nothing happens check your Pop-Up Blocker

Data Entry

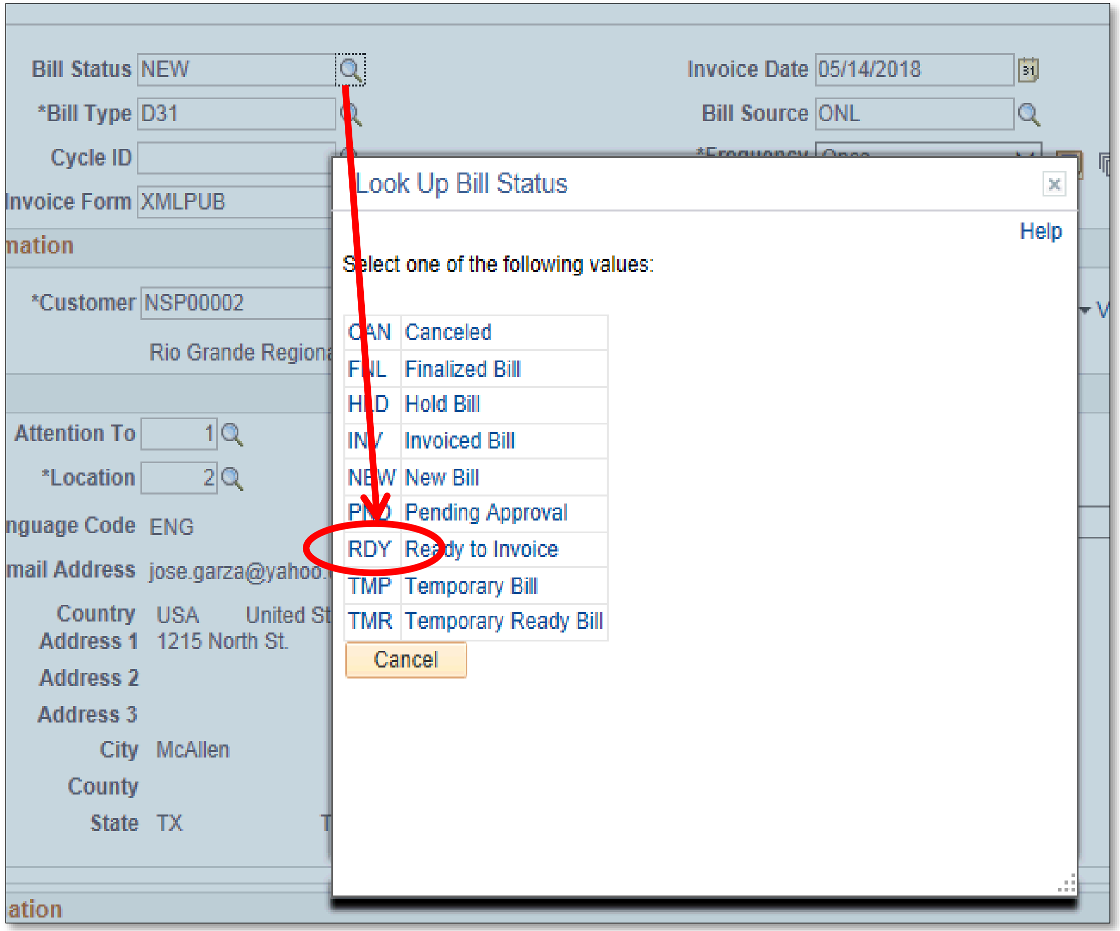
- **PRO FORMA** appears in NEW browser tab
- Review content
  - If corrections need to be made
    - Close current Pro Forma tab
    - Return to Express Billing tab
    - Make Your Adds, Deletions, or Adjustments
    - Click **SAVE** button
    - You can click on Pro Forma icon to create a new Pro Forma to review



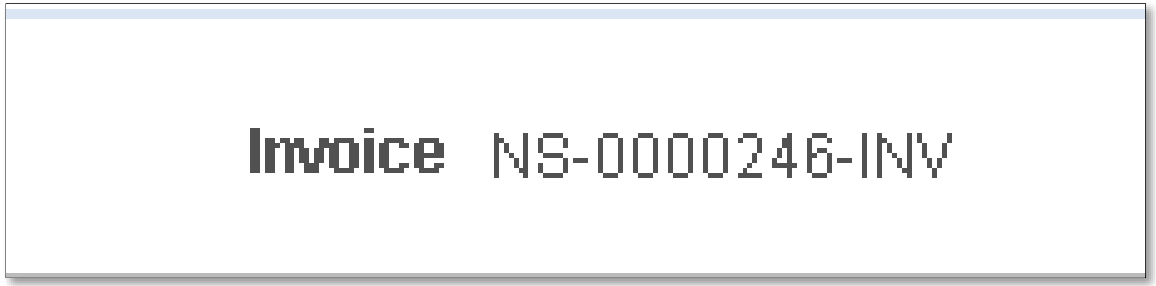
Data Entry

- If Bill is ready to be invoiced
- In **Bill Status**
  - Click Look Up icon
  - Change Bill Status
    - from NEW to **RDY (Ready to Invoice)**
- Click **Save** button

(Ensure you have copied/save the invoice number for next step)



- Ensure you have clicked on the **Save** button
- Also ensure you have copied/save the invoice number for next step



This Process Is Now Complete

Contact us at:

- If you have questions please contact: AccountsReceivable@utrgv.edu

The University of Texas
Rio Grande Valley™

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