

The University of Texas Rio Grande ValleyTM

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 INSTRUCTIONS”.
 - 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


Express Bill Entry


[Find an Existing Value](#) [Add a New Value](#)


Business Unit 


Invoice

Bill Type Identifier 


Bill Source 

Customer 

Invoice Date 

Accounting Date 


[Add](#)

 [Find an Existing Value](#) | [Add a New Value](#)


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)


Express Bill Entry


Business Unit 


Invoice

Bill Type Identifier 

Bill Source 

Customer 

Invoice Date 

Accounting 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.

The screenshot displays a web form with two main sections: Address and Payment Information.

Address Section:

- Attention To:
- *Location:
- Language Code: ENG
- Email Address: jose.garza@yahoo.com
- Country: USA United States
- Address 1: 1215 North St.
- Address 2:
- Address 3:
- City: McAllen
- County:
- State: TX Texas
- Contact Name: Jose Garza
- Number of Copies:
- *Invoice Media:
- Postal: 78501

Payment Information Section:

- Pay Terms:
- Remit To:
- Paid Reference:
- Paid Amount:
- Letter of Credit ID:
- Pay Method:
- Bank Account:
- Prepayment Lookup:
- Fwd Balance:
- Letter of Credit Document ID:

Data Entry

- ENTER TRANSACTION INFO

- Enter appropriate into **Bill Lines** Section:

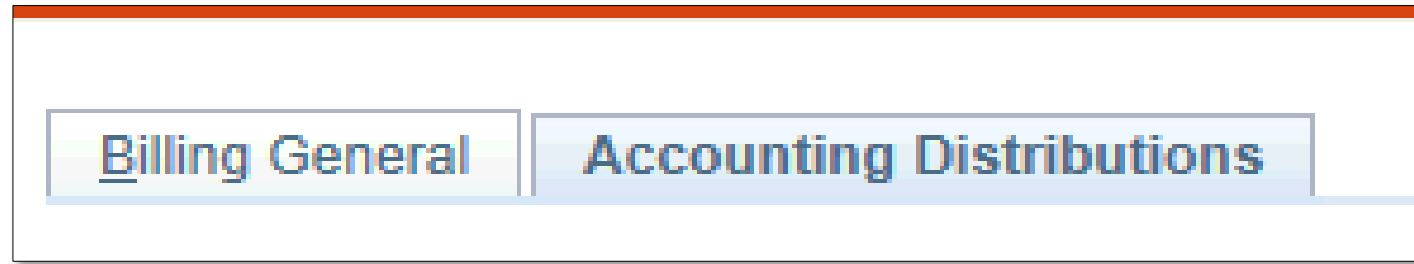
- in the **Charge Details** tab

- 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**

▼ Revenue Distribution

BI Creates GL Acct Entries

Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information




	Code	Account	Fund	Dept	Cost Center	Function	PC Business Unit	Project	Activity	Fund Affil	P
+ -	REV_SALES	42306	3100								
Percent	100.00	Amount	135,750.00	Gross Extended	135,750.00						

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)

Dept	Cost Center	Function
420450 	31000211 	999 

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

The screenshot shows a software interface with a 'Note Type' dropdown menu. The menu is open, displaying a list of note types. 'Header - Note' is highlighted in blue. A red arrow points from the text 'HEADER - NOTE or LINE-NOTE' in the list to the 'Header - Note' option in the dropdown. A blue arrow points from the 'Line - Note' option in the dropdown to the 'Navigation' label in the interface. The interface also shows a search bar, a 'Page S' button, and a 'Prev' button.

Note Type
Accounting - Distributions
Billing General
Courtesy Copy Addr
Disc/Surch Contract Liability
Disc/Surcharge
Disc/Surcharge Distribution
Header - Credit Card
Header - Note
Header AR Distribution
Line - Note
Line - Tax info
Line - VAT Info

Navigation: Header - Note

Page S

Prev

Data Entry (optional)

- To Add Notes to a Bill
 - 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

The screenshot shows a software interface for adding notes to a bill line. The interface is divided into several sections:

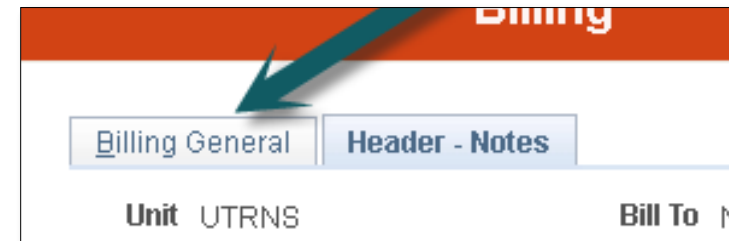
- Top Section:** Contains fields for Unit (UTRNS), Invoice (NEXT), Bill To (NSP00002, Rio Grande Regional Hospital), Pretax Amt (135,750.00 USD), and Max Rows (5).
- Bill Line Section:** Displays a table with columns for Seq (1), Line, Identifier (REV_RV_DES31), and Description (TEST Fund 3100 - Sales -TEST). It also shows Net Extended (135,750.00).
- Bill Line Note Section:** Contains a form for adding a note. It includes checkboxes for "Standard Note Flag" and "Internal Only Flag", a "Standard Note Code" field, and a "Note Type" field. Below these is a large text area labeled "Note Text" containing the text "THIS IS A TEST NOTE FOR A TEST INVOICE". A red arrow points from the "Line - Notes" tab to this text area.
- Bottom Section:** Contains navigation and action buttons. It includes "Go to:" (Summary, Bill Search), "Tax" (Standard Entry, Line Search), "Accounting Distributions", "Discount/Surcharge", "Notes" (Page Series, Prev, Next), and "Navigation" (Line - Note). Action buttons include Save, Notify, Refresh, Add, and Update/Display.

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

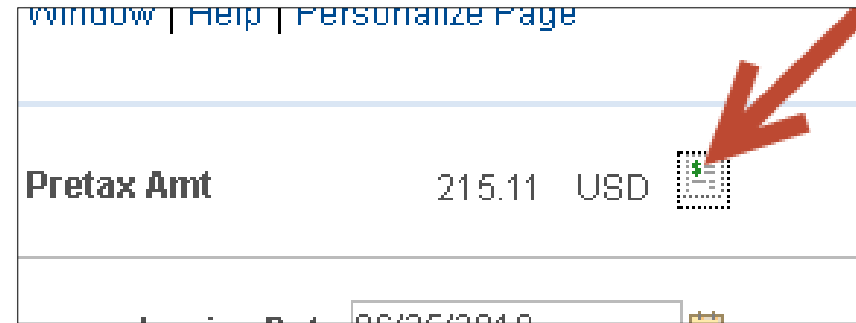
Invoice NEXT

Invoice NS-0000246-INV



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

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PRO FORMA

Invoice No: NS-0000247-INV
Invoice Date: 06/25/2018

Customer Number: NSP00002
Payment Terms: Net 30
Due Date: 07/25/2018

AMOUNT DUE: 215.11 USD

For proper posting to your account, please include the invoice number on all remittances and correspondences

Line	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	Fund 3100 - Sales - Other Bill Line Note	878.00	UNT	0.24	215.11
Subtotal:					215.11
Amount Due:					215.11

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)

The screenshot shows a software interface for bill management. In the background, there is a form with fields for 'Bill Status' (set to NEW), 'Invoice Date' (05/14/2018), '*Bill Type' (D31), 'Bill Source' (ONL), 'Cycle ID', 'Invoice Form' (XMLPUB), '*Customer' (NSP00002), 'Attention To' (1), '*Location' (2), 'Language Code' (ENG), 'Email Address' (jose.garza@yahoo.com), 'Country' (USA), 'Address 1' (1215 North St.), 'Address 2', 'Address 3', 'City' (McAllen), 'County', and 'State' (TX). A 'Look Up' icon is visible next to the 'Bill Status' field. A red arrow points from this icon to a 'Look Up Bill Status' dialog box in the foreground. The dialog box contains a table of bill statuses and a 'Cancel' button.

Look Up Bill Status	
Select one of the following values:	
CAN	Canceled
FIN	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMP	Temporary Bill
TMR	Temporary Ready Bill

Cancel

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

Invoice NS-0000246-INV

This Process Is Now Complete

Contact us at:

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

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