

# The University of Texas Rio Grande Valley<sup>TM</sup>

Accounts Receivable

## Generate a Non-Sponsor Invoice

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Updated: 07/20/18

# Objective

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***To Properly Generate a Non-Sponsored Invoice  
in  
PeopleSoft 9.2  
Accounts Receivable Module  
Billing Component  
by Explanation, Demonstration, & Practical Application***

# Caveats


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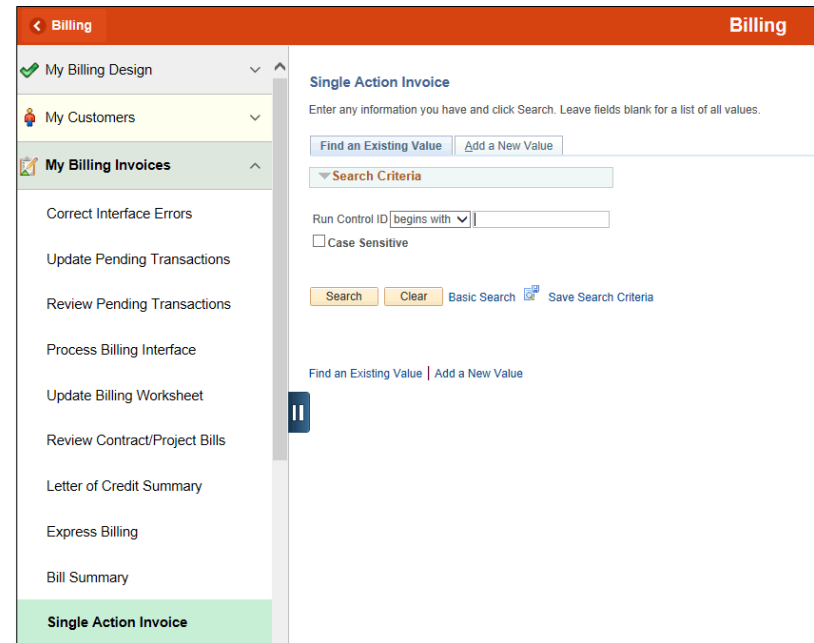
Before we begin: Please ENSURE POP-UPS are ENABLED for this server. This will make viewing the INVOICE or other DOCUMENTS in PDF easier during training and practical use of this module.

A bill is created with RDY status and next steps can be 'Print Pro Forma Invoice' process if needed to review the invoice before finalizing (Optional, refer to the test script of 'Print Pro Forma Invoice') or Finalize and Generate an invoice.

The page parameters should be selected to run the invoices. Invoice Date option should be 'Processing date'. Make sure 'Batch Standard' under Posting Action is selected, if not they will not be Posted.

# Navigation

- Log in to PeopleSoft 9.2
- Fluid Tile: Program Mgmt, Billing & AR / Billing / My Billing Invoices / Single Action Invoice
-  NavBar: Navigator > Financials > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice



The screenshot displays the 'Billing' application interface. On the left is a navigation pane with the following items: 'My Billing Design', 'My Customers', 'My Billing Invoices' (highlighted), 'Correct Interface Errors', 'Update Pending Transactions', 'Review Pending Transactions', 'Process Billing Interface', 'Update Billing Worksheet', 'Review Contract/Project Bills', 'Letter of Credit Summary', 'Express Billing', 'Bill Summary', and 'Single Action Invoice' (highlighted). The main content area is titled 'Single Action Invoice' and contains a search form with the following elements: a header 'Single Action Invoice', a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.', two buttons 'Find an Existing Value' and 'Add a New Value', a 'Search Criteria' dropdown menu, a text input field for 'Run Control ID' with a 'begins with' dropdown, a 'Case Sensitive' checkbox, and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

# Single Action Invoices

- Click **Add A New Value** tab  
(SINGLE\_ACTION\_INVOICE)
- Enter **Control ID** (create or find existing)
  - SINGLE\_ACTION\_INVOICE
- Click **Search** button

**Single Action Invoice**


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](#)

▼ **Search Criteria**

Run Control ID

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

# Data Entry

- Enter

- FROM BUSINESS UNIT: UTRNS
- FROM INVOICE: this should be known (i.e., NS-0000016-INV)
- TO INVOICE: this should be known (i.e., NS-0000016-INV)
- In INVOICE DATE OPTION ensure PROCESSING DATE is bubbled in
- In POSTING ACTION ensure BATCH STANDARD is bubbled in
- In RANGE SELECTION ensure INVOICE ID is bubbled in

Single Action Invoice | Print Options

Run Control ID SINGLE\_ACTION\_INVOICE Report Manager Process Monitor Run

Language English Specified Language Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Supplier 1

Invoice Date Option

Processing Date  
 User Defined

Posting Action

Do Not Post  Batch Standard

Range Selection

All  Invoice ID  
 Bill Cycle  Cust ID  
 Date Bill Added  Bill Type  
 Range ID  Bill Source  
 Public Voucher Number

Business Unit UTRNS  
From Invoice NS-0000016-INV  
To Invoice NS-0000016-INV

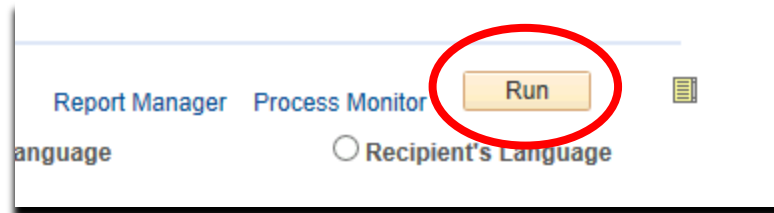
Save Return to Search Previous in List Next in List Notify Add Update/Display

Single Action Invoice | Print Options

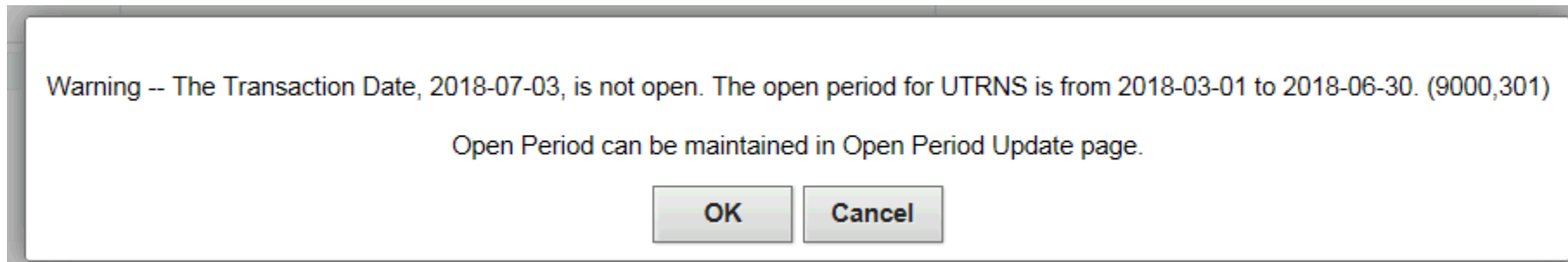
# Data Processing

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- Click **Run** button



- **Process Scheduler Request** window appears
  - *WARNING*: Ensure that the month you are in is OPEN. This error may appear close to the start of the new month. (Set Invoice Option date to User defined)



# Data Processing

- Select PROCESS NAME (i.e., BIJOB03K) and Single Action w/ Comm Cntl

Process Scheduler Request

Server Name: [ ] Run Date: 05/15/2018 [ ]  
Recurrence: [ ] Run Time: 3:25:30PM [ ] [Reset to Current Date/Time]  
Time Zone: [ ]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	PDF	Distribution
<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	PDF	Distribution
<input type="checkbox"/>	Single Action Invoice	BIJOB03	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Single Action w/ Comm Cntl	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action Com Cntl No Crvs	BIJOBX3K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF 1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	PDF	Distribution
<input type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	PDF	Distribution
<input type="checkbox"/>	UTZ Conversion Job	UTZCNVBI	PSJob	(None)	(None)	Distribution

OK Cancel

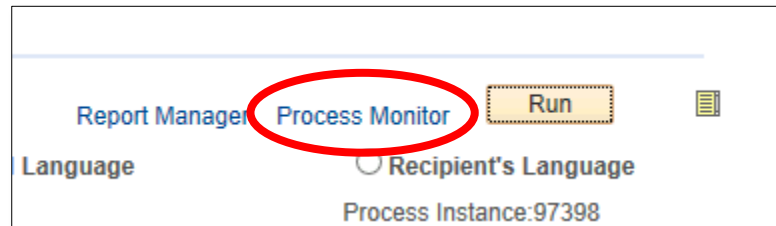
- Click OK



# Data Processing

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- Notice of ***SAVE PROCESS COMPLETION*** appears
- Click **Process Monitor** link



# Data Processing

- Notice PROCESS LIST page appears

Process List | Server List

**View Process Request For**

User ID  Type  Last  1 Days  Refresh

Server  Name  Instance From  Instance To

Run Status  Processing Distribution Status   Save On Refresh

**Process List** Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	97398		PSJob	BIJOB03K		05/15/2018 3:25:30PM CDT	Processing	N/A	Details

Select All  Deselect All

Delete Request Cancel Request Hold Request Restart Request

# Data Processing

- Select PROCESS NAME
  - **View Process Request For** window appears
  - Press **Refresh** button (as necessary)
  - Run Status = SUCCESS
  - Distribution Status = POSTED

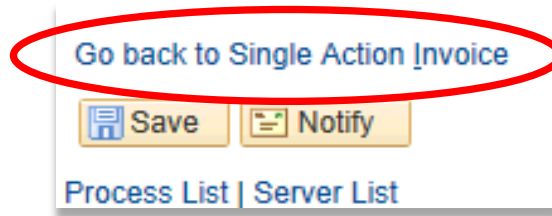
The screenshot shows a web interface for viewing process requests. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a section titled 'View Process Request For' with several filters: 'User ID', 'Server', 'Run Status' (set to 'Processing'), 'Type', 'Name', 'Instance From', 'Instance To', 'Distribution Status', and a 'Refresh' button. A 'Save On Refresh' checkbox is also present. Below the filters is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 97398, Process Type PSJob, Process Name BIJOB03K, User, Run Date/Time 05/15/2018 3:25:30PM CDT, Run Status Processing, and Distribution Status N/A. At the bottom, there are checkboxes for 'Select All' (checked) and 'Deselect All', and buttons for 'Delete Request', 'Cancel Request', 'Hold Request', and 'Restart Request'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	97398		PSJob	BIJOB03K		05/15/2018 3:25:30PM CDT	Processing	N/A	Details

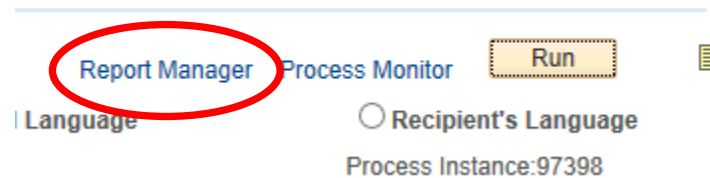
# Data Processing

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- Click **Go back to Single Action Invoice** link

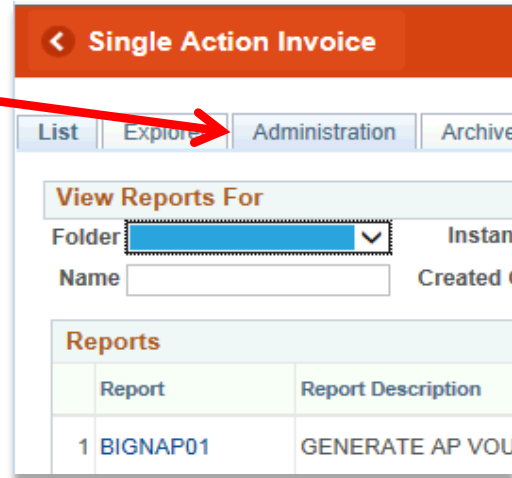


- Click on **REPORT MANAGER** link



# Data Processing

- Click on Administration tab



- Click on INVOICE link in description field (i.e., BI\_PRNXP01 – BI\_PRNXP01.pdf)

Report List							
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	25987	97415	<a href="#">BI_PRNXP01 - BI_PRNXP01.pdf</a>	05/15/2018 3:30:22PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25985	97424	<a href="#">Invoice Bursting Program</a>	05/15/2018 3:29:26PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25975	97414	<a href="#">Print Portrait style invoices.</a>	05/15/2018 3:29:26PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

# Viewing Invoice

- INVOICE will appear in NEW browser window or tab of your browser

REMINDER: Please ENSURE POP-UPS are ENABLED for this server.

This will make viewing the INVOICE or other DOCUMENTS in PDF easier during training and practical use of this module.

The University of Texas  
Rio Grande Valley

**INVOICE**

Invoice No: NS-000015-INV  
Invoice Date: 05/14/2018

Bill To:  
Rio Grande Regional Hospital  
Jose Garza  
1215 North St.  
McAllen TX 78501  
United States

Customer Number: NSP00002  
Payment Terms: Net 30  
Due Date: 06/13/2018

Please Remit To:  
The University of Texas Rio Grande Valley  
Payments & Collections Office SSB 1.1145  
1201 West University Dr.  
Edinburg TX 78539  
United States

AMOUNT DUE: 135,750 USD

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

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	TEST Fund 3100 - Sales - TEST	16.00	UNT	8,484.38	135,750.00
THIS IS A TEST NOTE FOR A TEST INVOICE					
Subtotal:					135,750.00
Amount Due:					135,750.00

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This Process Is Now Complete

Contact us at:

- If you have questions please contact: [AccountsReceivable@utrgv.edu](mailto:AccountsReceivable@utrgv.edu)

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**Rio Grande Valley**<sup>TM</sup>

Accounts Receivable