# The University of Texas Rio Grande Valley ™

Accounts Receivable

# Copy a Single Bill

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# Objective

***How To Properly Copy a Single Bill***
***in***
***PeopleSoft 9.2***
***Accounts Receivable Module***
***Billing Component***
***by Explanation, Demonstration, & Practical Application***

# Caveat

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

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.

- Log in to PeopleSoft 9.2
- Fluid Tile: Program Mgmt, Billing & AR / Billing / My Billing Invoices / Copy Single Bill
- NavBar: Navigator > Financials > Billing > Maintain Bills > Copy Single Bill
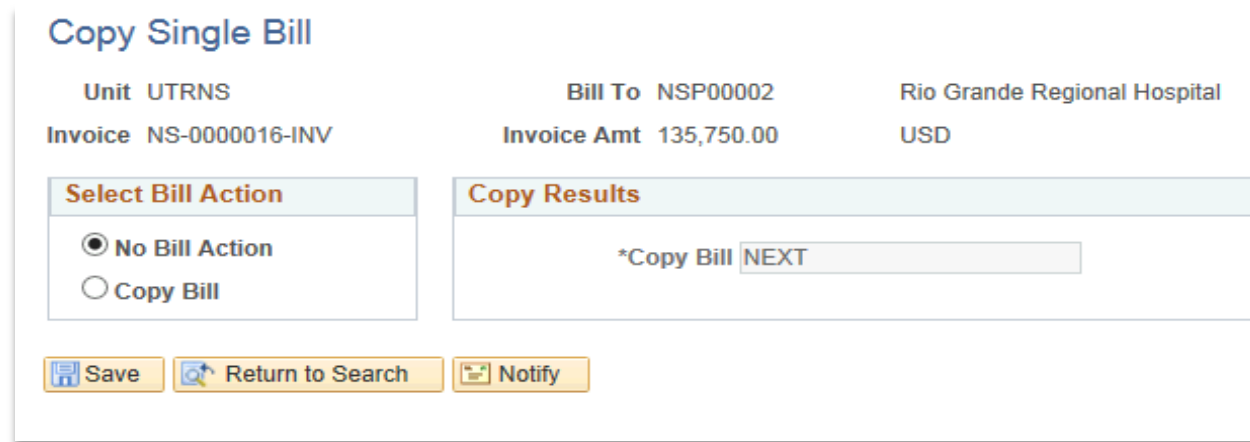
# Copy A Single Bill

- Find an Existing Value

- Business Unit - **UTRNS**
- Invoice [begins with] : NS-######-INV
  - Data starts to populate under that field
- For training purposes, please use *NS-0000016-INV*

*NOTE:* If INVOICE number is known the following is not required: Bill Status, Customer  [begins with], Contact.

**Copy Single Bill**

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

Find an Existing Value

▼ Search Criteria

Business Unit [= ▼] [____] 🔍
Invoice [begins with ▼] [____] 🔍
Bill Status [= ▼] [____ ▼]
Customer [begins with ▼] [____] 🔍
Contract [begins with ▼] [____]

☐ Case Sensitive

[Search]  [Clear]  Basic Search  Save Search Criteria

# Data Entry

- Click **Search** button

- **Copy Single Bill** page opens
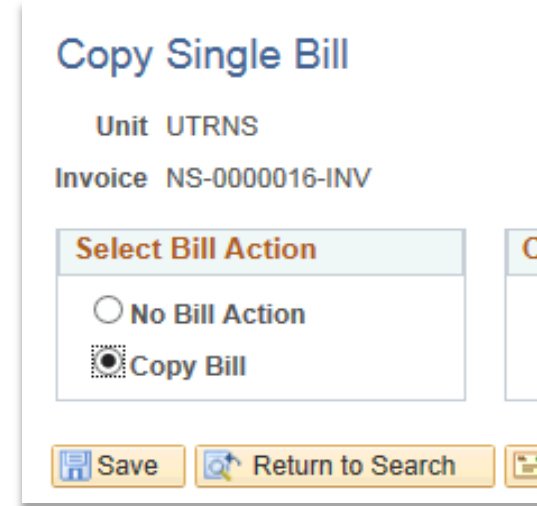


- REVIEW content presented to ensure you have selected correct invoice.

- If this is not the correct invoice, CLICK the **RETURN TO SEARCH** button

# Data Processing

- Click **Copy Bill** in SELECT BILL ACTION section
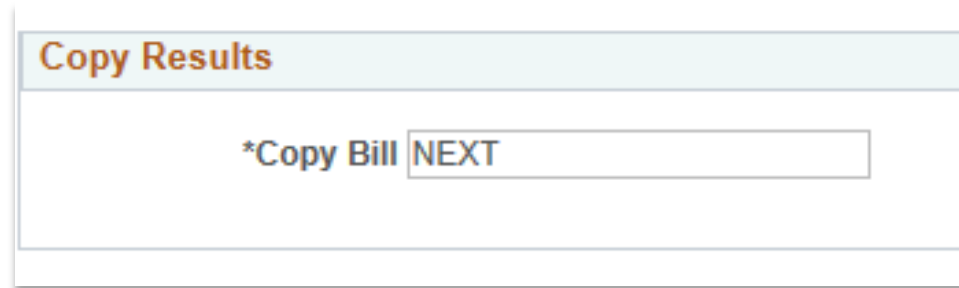


- In **COPY RESULTS** section leave content default (NEXT)
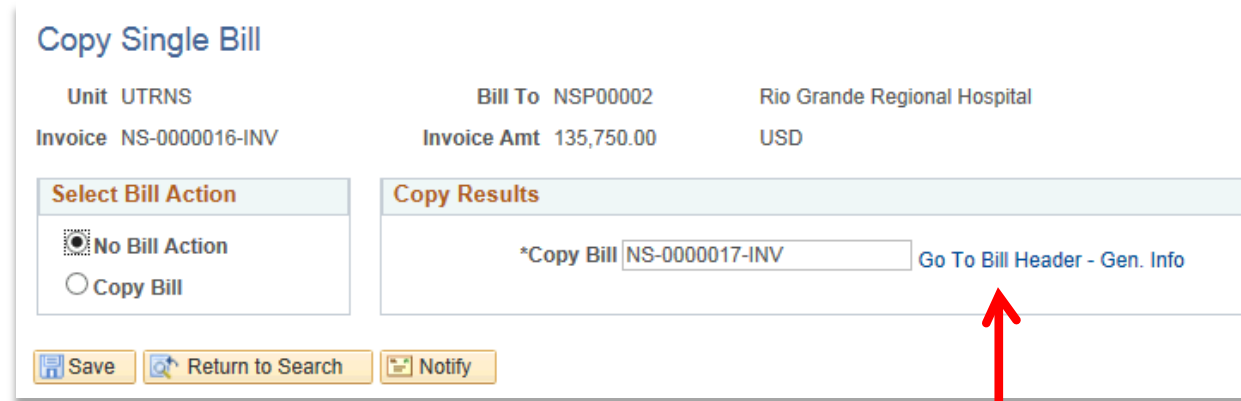
# Data Processing

- Click Save button
  - SELECT BILL ACTION section bubble returns to NO BILL ACTION
  - *COPY BILL changes from NEXT to NS-######-INV



- Click **Go To Bill Header – Gen. Info** link
  - a new browser tab will appear

# Data Processing

- Review ALL content displayed on HEADER – INFO 1 page



- Click LINE – INFO 1 tab

# Data Processing

- Review ALL content displayed on LINE – INFO 1 tab

# Data Processing

- Copy a bill to ensure accounting date is to current open period.

- Click **Save** button
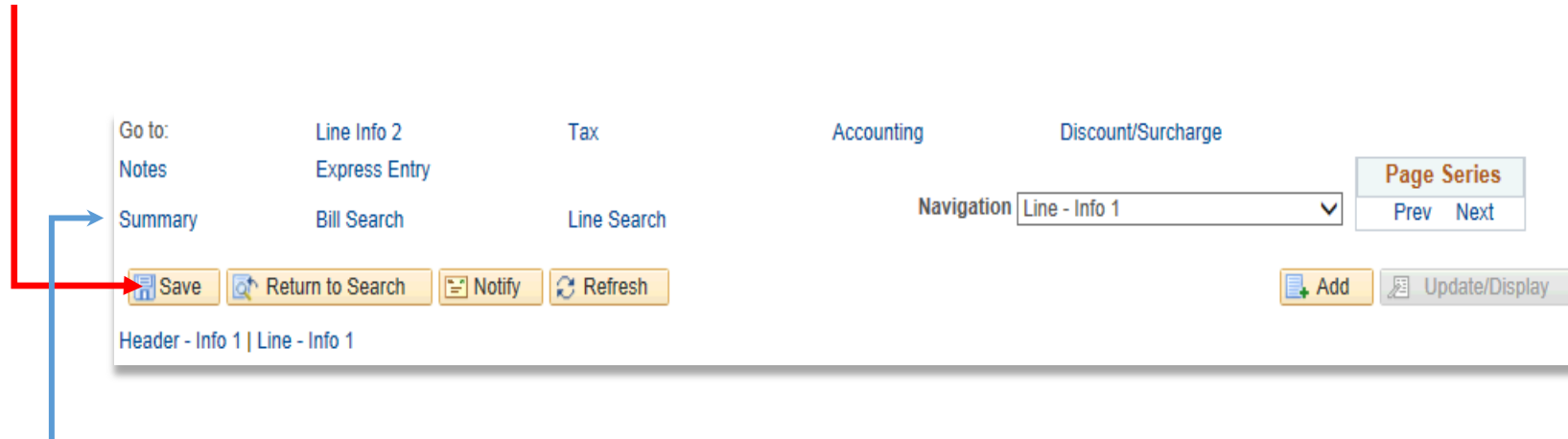


- Click **Summary** link (above Save button)

# Data Processing

- Review CONTENT displayed

- Take note of NEW invoice number for future reference

- Click **Bill Search** link (above SAVE button)

  - **Bills Not Invoiced** page appears

# Data Processing

- Enter
  - Unit: UTRNS
  - ID: use look up icon or manually enter (i.e., NSP00002)

- Click **Search** button

You should see your **NEW** invoice listed in the results.

If you do not see it:

1. You copied the wrong Invoice #

2. You did not properly copy the single bill.

# NAVIGATION

- TILES: Program Mgmt, Billing & AR > My Billing Invoices > Express Billing
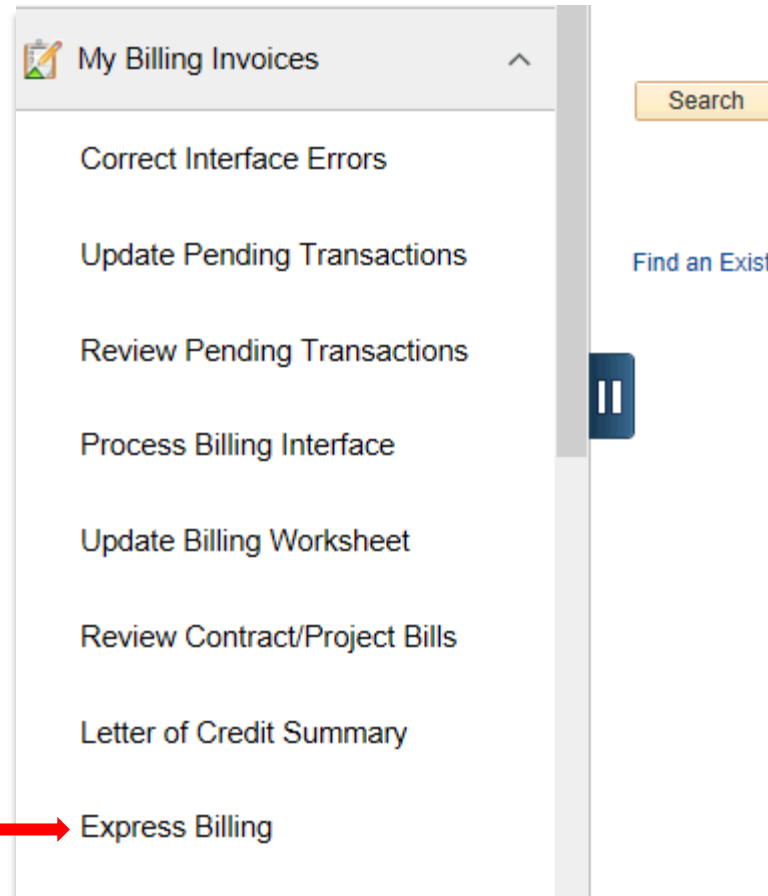
# Data Processing

- Click **Find an Existing Value** tab (should be DEFAULT tab)

- Enter BUSINESS UNIT: **UTRNS**

- Enter **Invoice [begins with]**: NS-######-INV (the one you took note of for future use)

- Click **Search** button



**Express Bill Entry**

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

| Business Unit | = ∨ | UTRNS | |
|---|---|---|---|
| Invoice | begins with ∨ | ns | × |

| Bill Status | = ∨ | Invoice | Invoice Type | Bill Type Identifier | Bill Status | Bill Source |
|---|---|---|---|---|---|---|
| Customer | begins with ∨ | **NS**-0000017-INV | Regular | D31 | New Bill | ONL |

| Contract | begins with ∨ | |
| Bills in Business Unit | = ∨ | |
| Template Invoice Flag | = ∨ | ∨ |

☐ Case Sensitive

| Search | Clear | Basic Search | Save Search Criteria |

# Data Processing

- Billing General page appears

# Data Processing

- Click Address subsection in CUSTOMER INFORMATION section

- Review CONTENT as necessary
  - If you have to make changes on customer information at this time Mariana Guerra (Financial Manager, Financial Services-Comptroller) has asked that you contact her by email with your adds, changes, or deletions to the Customer Information.

# Data Processing

- Click on Payment Information in Customer Information section

- Review & Correct Content as necessary.
  - Check Pay Terms
  - Pay Method (no need to change)
  - Verify $$$ Amounts

# Data Processing

- Click on **Header Detail** section
- Review & Correct CONTENT as necessary

# Data Processing



- Enter In BILL LINES section (if NOT already populated or correct)
  - Identifier Look Up Date: Current Date
  - Table: ID
  - Identifier: *WARNING! – CHANGING IDENTIFIER WILL REPLACE PRICE WITH NEW IDENTIFIER'S LIST PRICE*
  - Description: (enter a unique description)
  - Quantity: ###
  - UOM: (if applicable use lookup icon)
  - Unit Price: $$$$.$$
  - Gross Extended (auto sums)
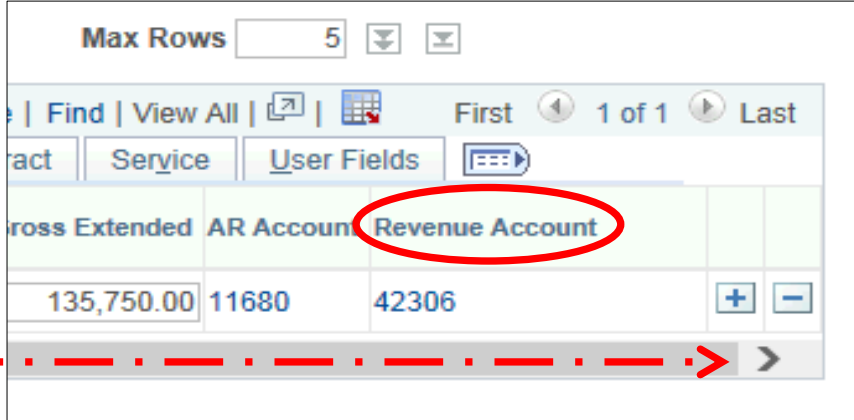
# Data Processing

- Click on ***Revenue Account*** link (next to GROSS EXTENDED)
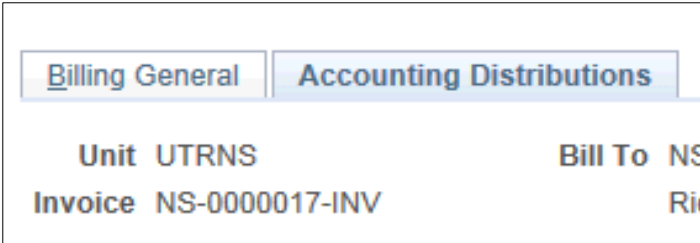


- Note: Accounting Distributions tab opens (if tab does not open, please click on ACCOUNTING DISTRIBUTIONS link below)

# Data Processing

- Review REVENUE DISTRIBUTION / BI CREATES GL ACCT ENTRIES / REVENUE section content
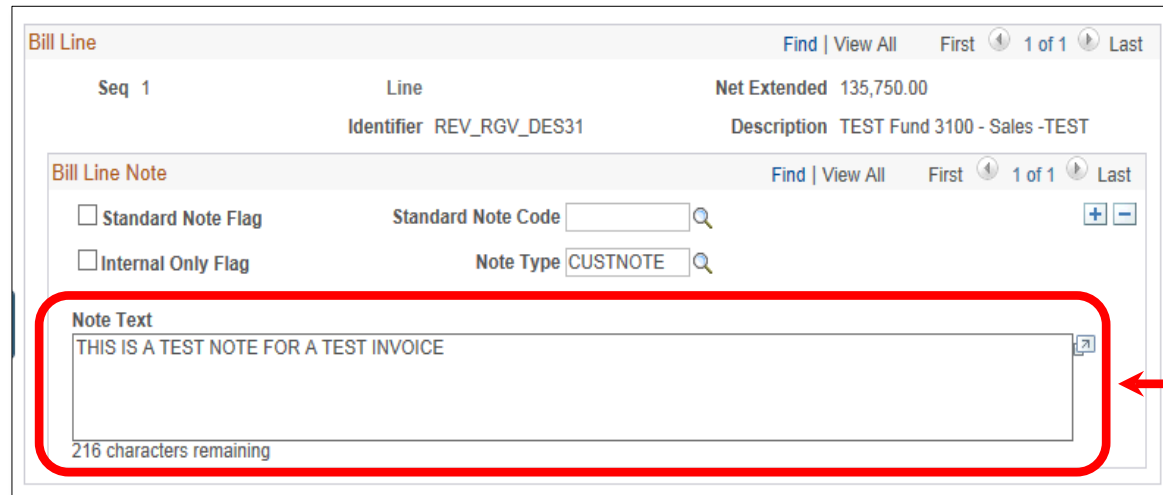
# Data Processing

- Click in **NAVIGATION** section (bottom middle) – **LINE – NOTE**
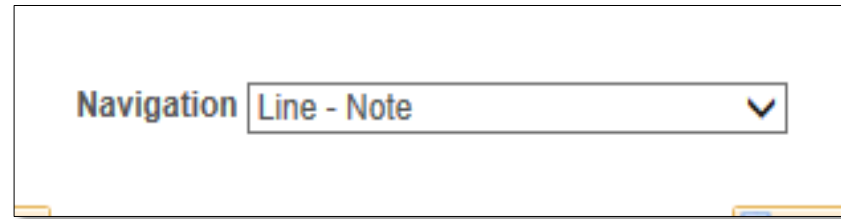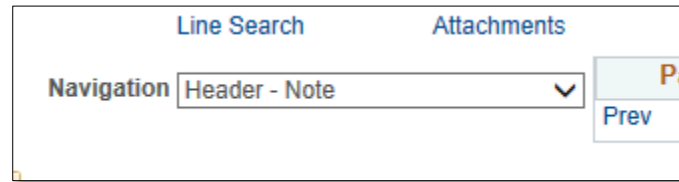


- Update content in **BILL LINE / BILL LINE NOTE / Note Text** Section

# Data Processing

- Click: In **NAVIGATION** section (bottom middle) – *HEADER NOTE*
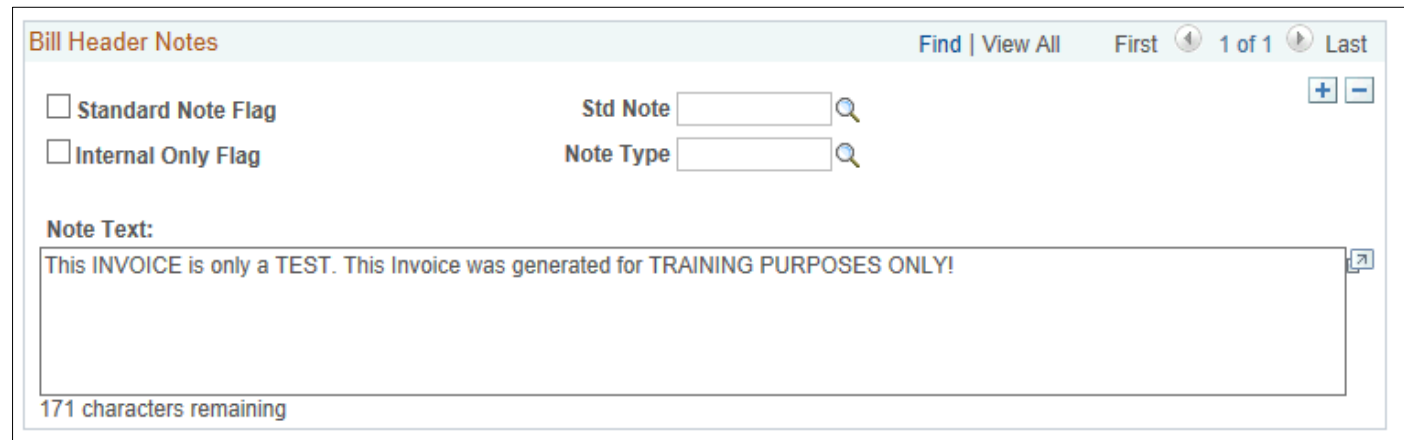


- Update content in *BILL HEADER NOTES / Note Text* Section
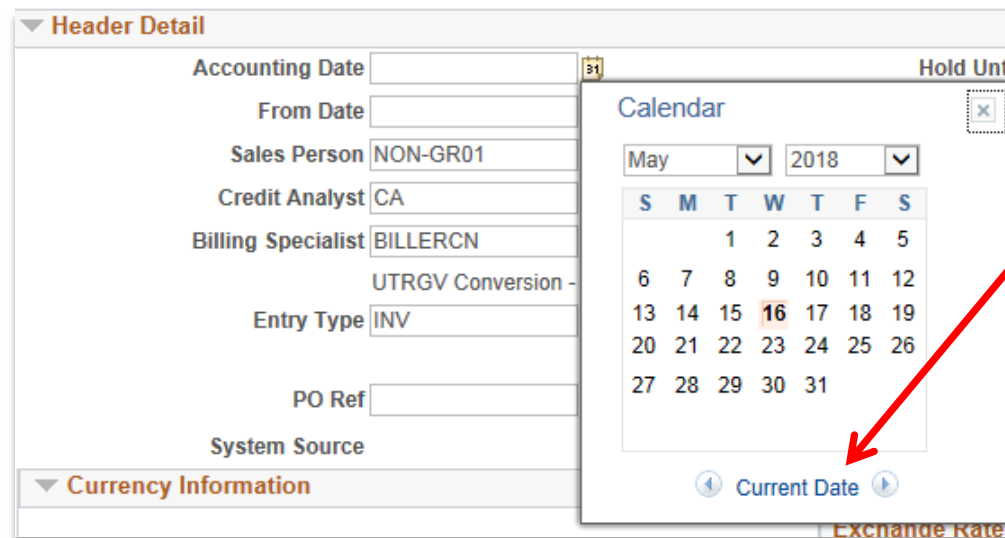
# Data Processing

- Click BILLING GENERAL tab
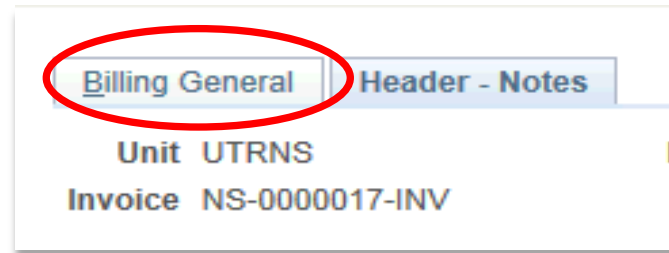


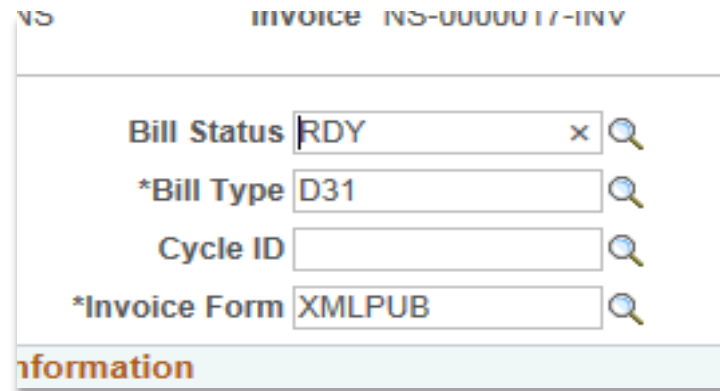- in *HEADER DETAIL* section make *ACCOUNTING DATE:* current date

# Data Processing

- At top of screen CHANGE Bill Status from NEW to **RDY**
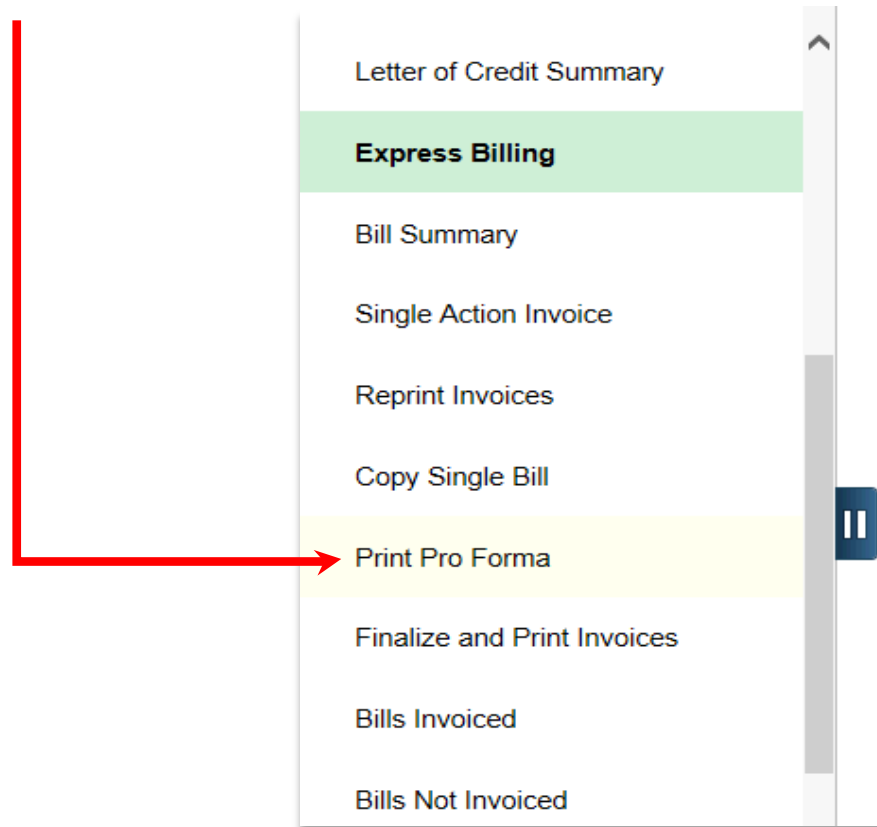


- Click **Save** button
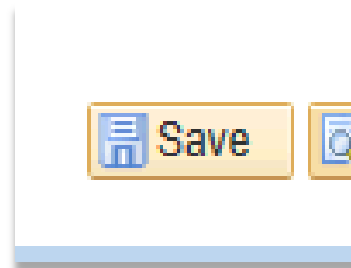
# Data Processing

- Take note of your current INVOICE # for future use

- In this document the invoice # is NS-0000017-INV

# NAVIGATION

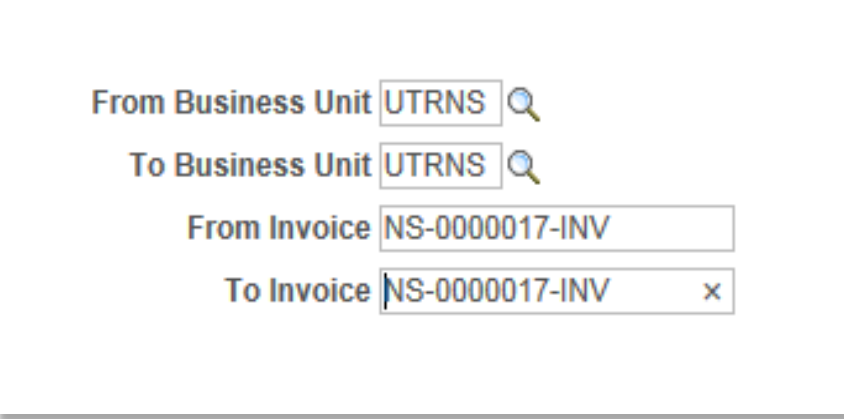- Click on **Print Pro Forma** (in Activity Guide Navigation Area)

# Data Processing

- Click on SEARCH
  - Click on your RUN CONTROL ID (i.e., BI_PRINT_PRO_FORMA)
  - PRO FORMA page opens

# Data Processing

- Enter
    - From Business Unit: **UTRNS**
    - To Business Unit: **UTRNS**
    - From Invoice: (from previous function)
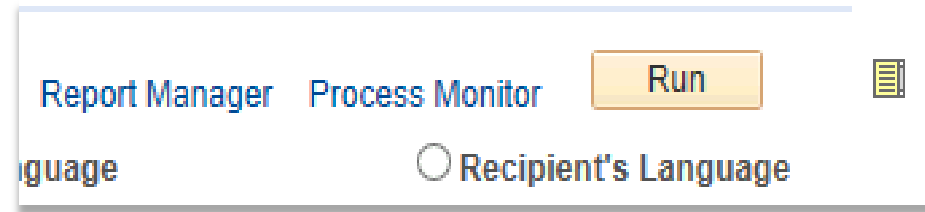    - To Invoice: (yes, the same invoice number as above)

|   |   |
|---|---|
| From Business Unit | UTRNS 🔍 |
| To Business Unit | UTRNS 🔍 |
| From Invoice | NS-0000017-INV |
| To Invoice | NS-0000017-INV  ✕ |

- Leave all other options DEFAULT

# Data Processing

- Click on **Run** button

# Data Processing

- PROCESS SCHEDULER REQUEST window appears

- Click Proforma & Print option
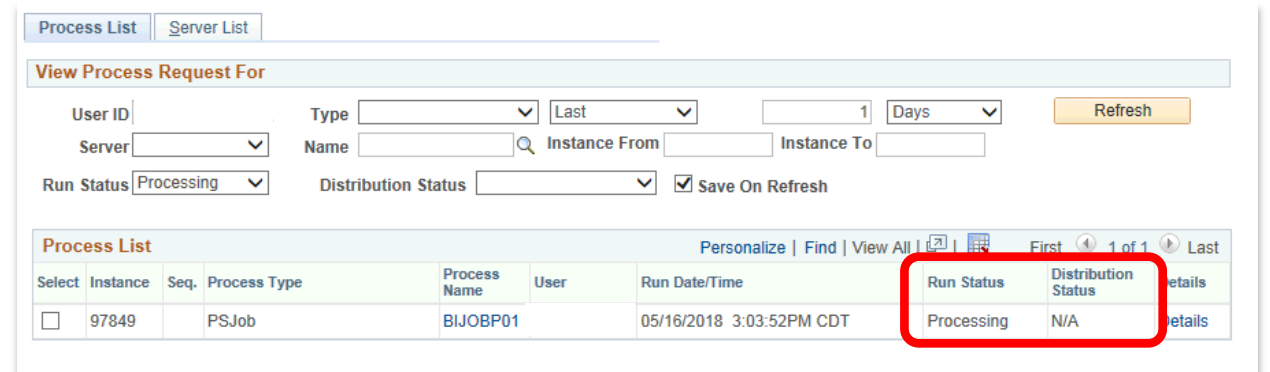
- Click OK

- Process Scheduler Request window disappears

# Data Processing

- Click Process Monitor link
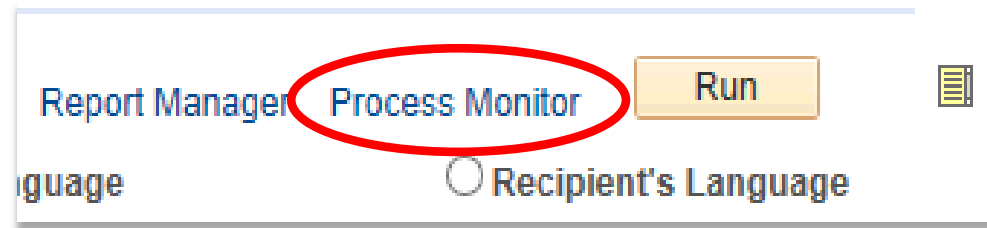


- Click REFRESH (as necessary) to view
  - RUN STATUS = SUCCESS
  - DISTRIBUTION STATUS = POSTED
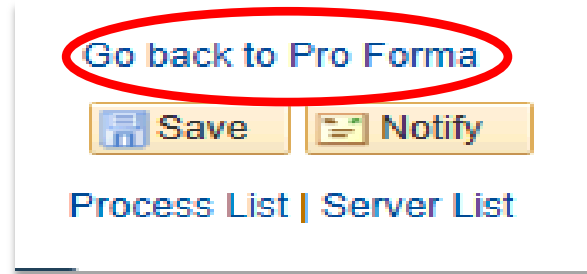  - or CONTENT may disappear

# Data Processing

- Click **Go back to Pro Forma** link



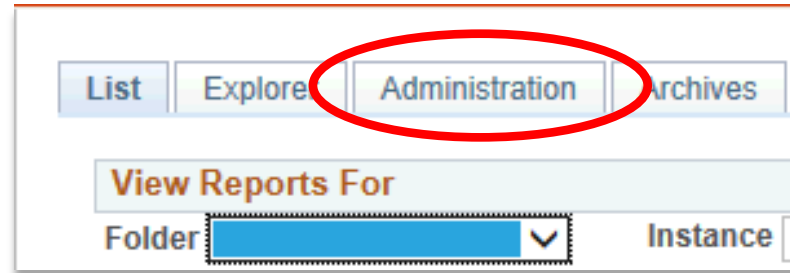- Click **Report Manager** link
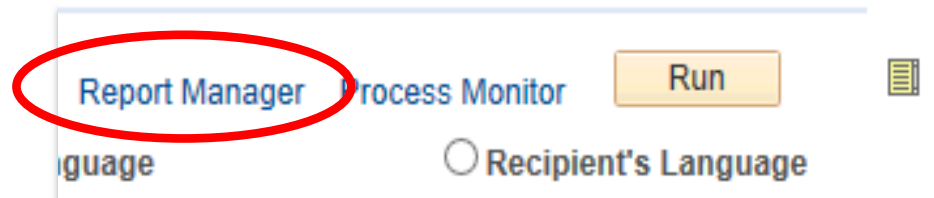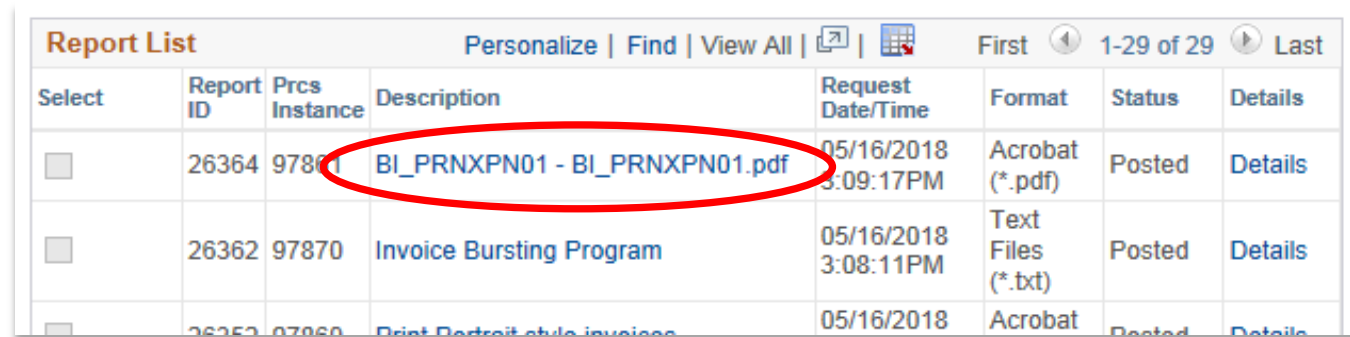
# Data Processing

- Click **Administration** tab



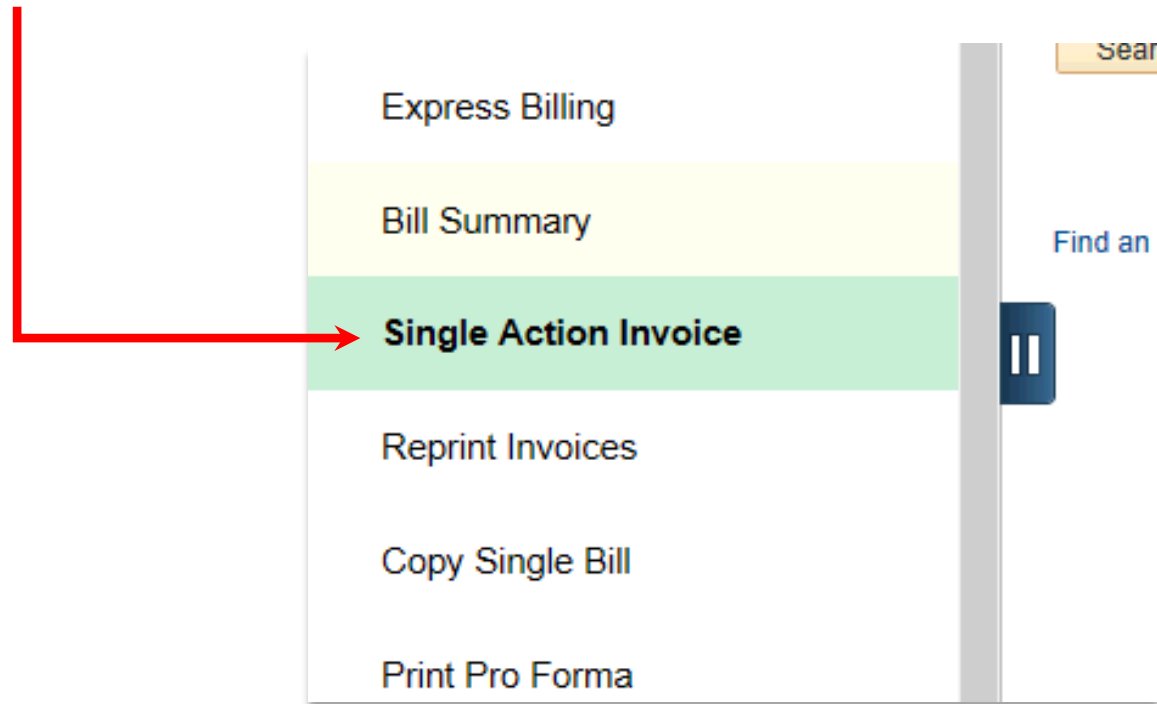- Click PDF version of INVOICE (typically on top of list)

# Navigation

- SINGLE ACTION INVOICE (in Activity Guide Navigation Area)

# Data Processing

- Click SEARCH button
  - Click on your RUN CONTROL ID
    - For Training Purposes Only, click on **SINGLE_ACTION_INVOICE**

Search Results

| | Run Control ID | Language Code |
|---|---|---|
| View All | First ◀ 1-2 of 2 ▶ Last | |
| | BI_PRINT_PRO_FORMA | English |
| | SINGLE_ACTION_INVOICE | English |

Find an Existing Value | Add a New Value

# Data Processing

- SINGLE ACTION INVOICE page is displayed
- Click in SELECTION PARAMETERS / POSTING ACTION = Batch Standard
- Click in SELECTION PARAMETERS / RANGE SELECTION = Invoice ID

# Data Processing

- Enter
  - Business Unit: UTRNS
  - From Invoice: (from previous process)
  - To Invoice: (same as above)

Business Unit UTRNS 🔍

From Invoice NS-0000017-INV

To Invoice NS-0000017-INV

This is the invoice number you were asked to take note of for future use

# Data Processing

- Click Run
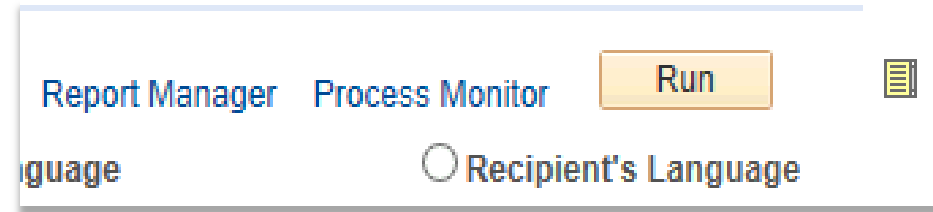


- Process Scheduler Request window opens
- Select PROCESS NAME (BIJOB03K) Description:
  Single Action w/Comm Cntl

# Data Processing

- Click OK & Process Scheduler Request window closes
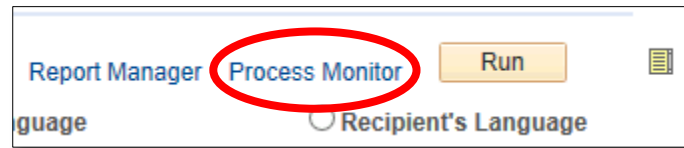


- View Process Request For page appears

# Data Processing

- Press the REFRESH button as necessary until
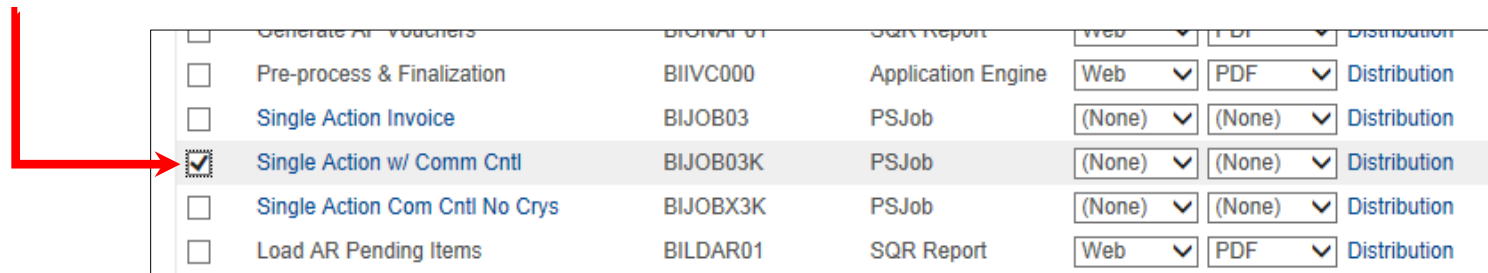    - RUN STATUS = SUCCESS
    - DISTRIBUTION STATUS = POSTED
    - or CONTENT in PROCESS LIST may completely disappear

- Click **Go Back To Single Action Invoice** link
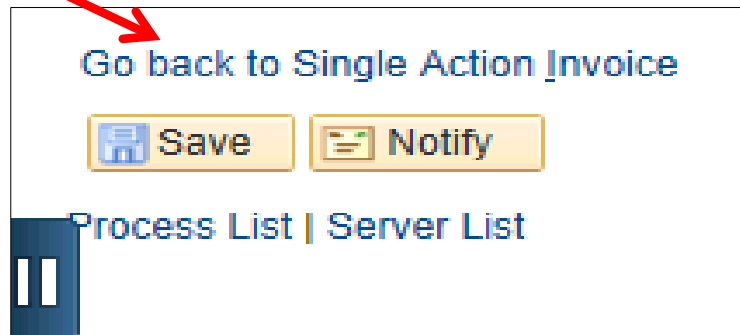
# Data Processing

- Click **Report Manager** link



- **View Reports For** page displays
- Click **Administration** tab

# Data Processing

- Click PDF version of INVOICE (typically on top of list) to view

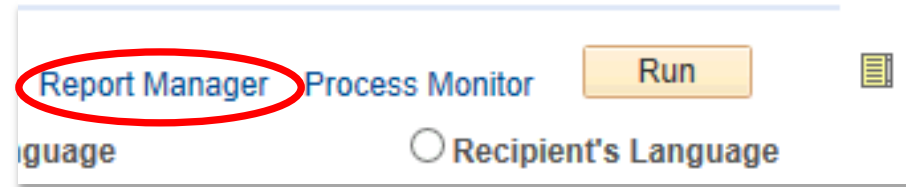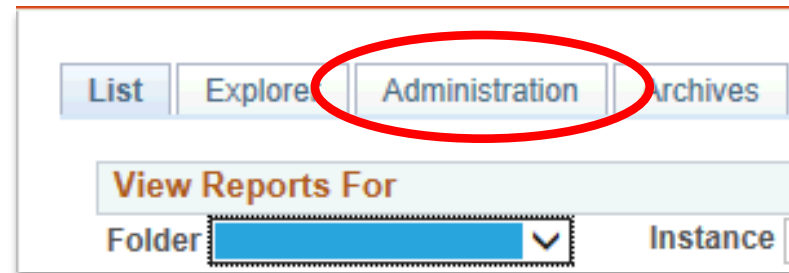| Report List | | | | Personalize \| Find \| View All \| 🔳 \| 🔲 | First ◀ 1-29 of 29 ▶ Last | | | |
|---|---|---|---|---|---|---|---|---|
| Select | Report ID | Prcs Instance | Description | Request Date/Time | Format | Status | Details | |
| ☐ | 26399 | 97903 | BI_PRNXPN01 - BI_PRNXPN01.pdf | 05/16/2018 3:47:05PM | Acrobat (*.pdf) | Posted | Details | |
| ☐ | 26398 | 97912 | Invoice Bursting Program | 05/16/2018 3:45:51PM | Acrobat (*.pdf) | Posted | Details | |
| ☐ | 26388 | 97902 | Print Portrait style invoices. | 05/16/2018 3:45:51PM | Acrobat (*.pdf) | Posted | Details | |
| ☐ | 26387 | 97901 | Print Landscape Invoices | 05/16/2018 3:45:51PM | Acrobat (*.pdf) | Posted | Details | |

- You can now save, print, or email this invoice

# 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.

# This Process Is Now Complete

# Contact us at:

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

# The University of Texas
# RioGrande Valley™

Accounts Receivable