The University of Texas Rio Grande Valley™

Accounts Receivable

Locate & Review Billing Information

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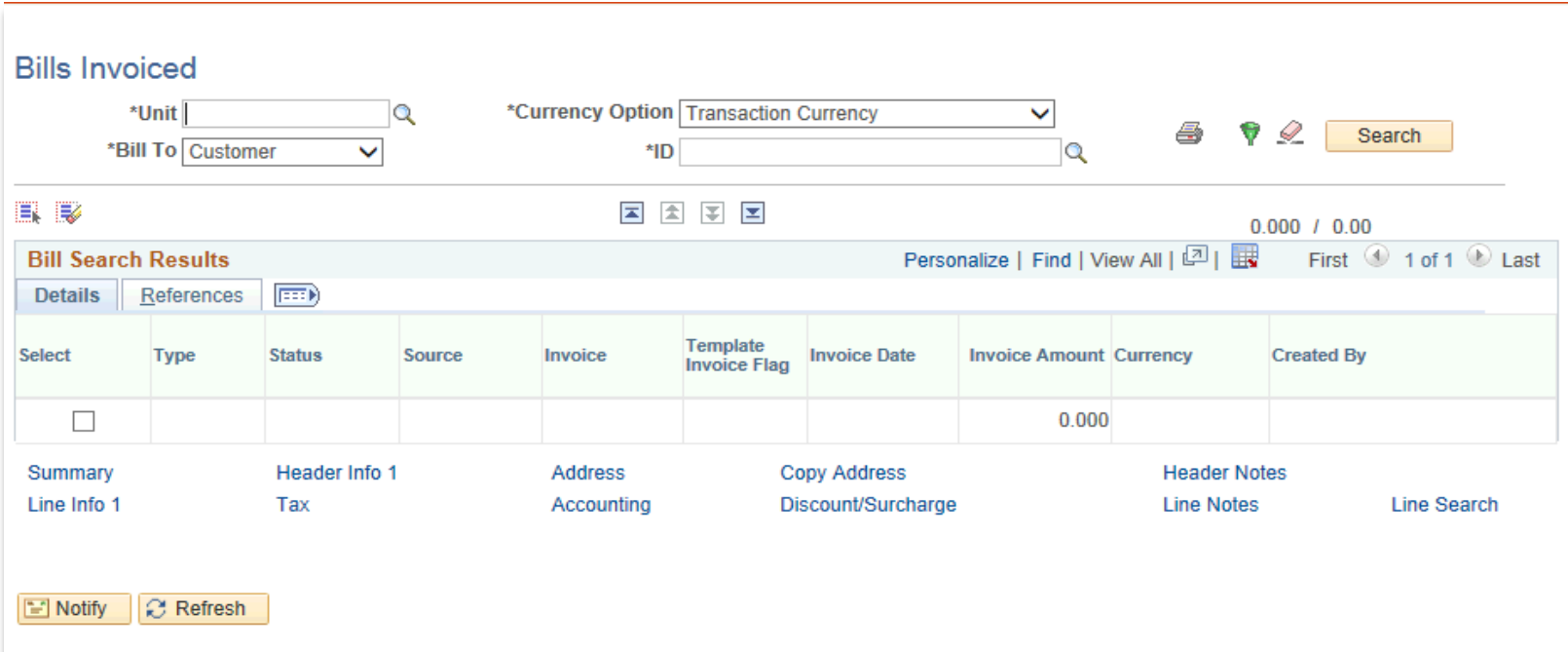
Updated: 07/20/18

Objective

How To Properly Locate & Review
Billing Information
in
PeopleSoft 9.2
Accounts Receivable Module
Billing Component
by Explanation, Demonstration, & Practical Application

Navigation

- Log in to PeopleSoft 9.2
- Fluid Tile:
- 🏠 NavBar: Navigator > Financials > Billing > Locate Bills > Bills Invoiced

Data Entry

- Enter
  - Business Unit: UTRNS
  - Bill to: Customer (default) or Contract
  - Customer ID: (lookup icon) (i.e., NSP00002)

- Click Search button
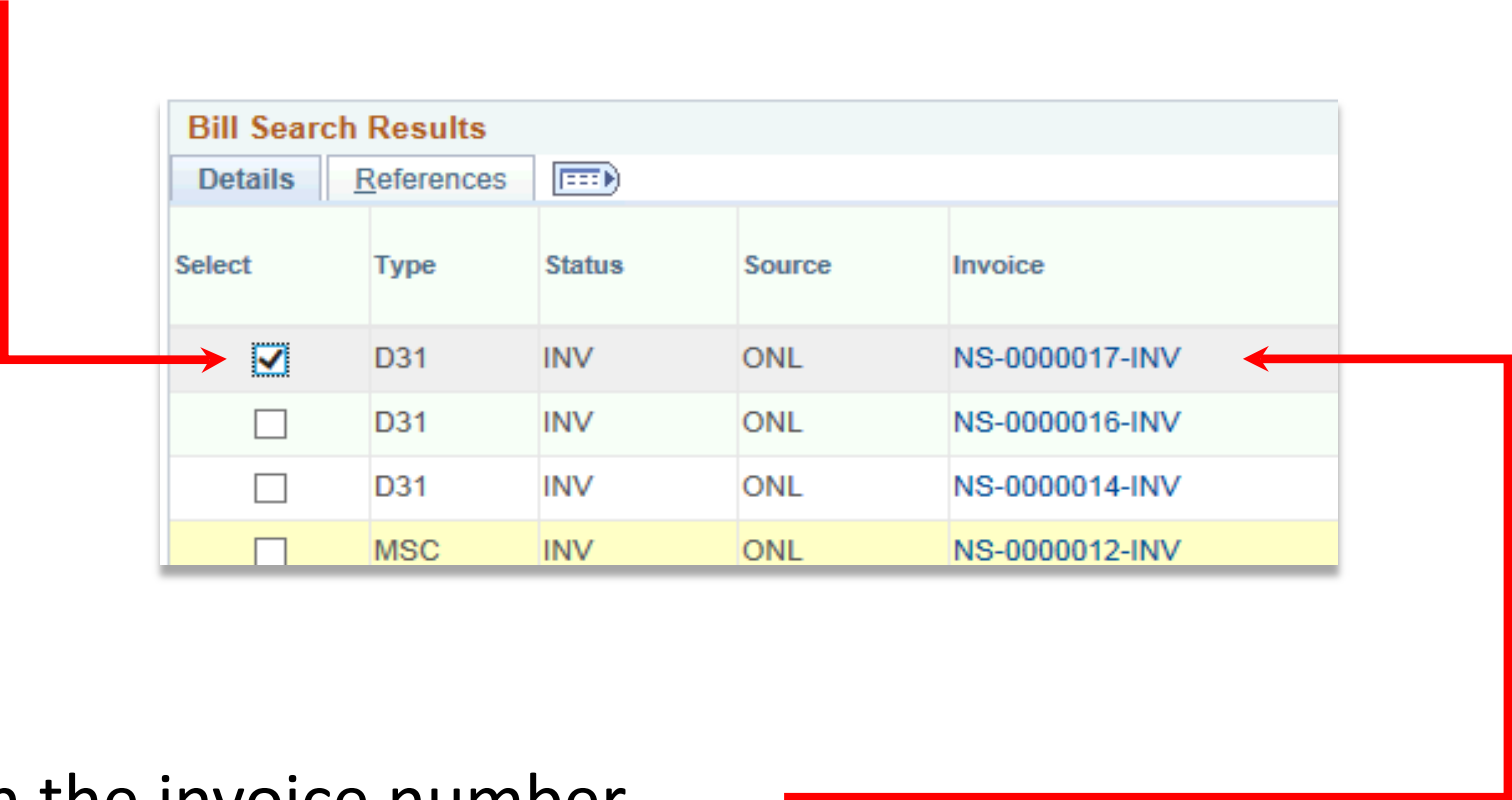
Data Entry

- Bill Search Results page appears

Data Entry

- Select **Invoice** you are wanting to review by clicking checkbox

- or click on the invoice number

Data Entry

- If you checked the **Select** box then click **Header Info 1** link

Data Entry

- Review ALL content on **Header – Info 1** page

Data Entry

- Click **Line – Info 1** tab

Data Entry

- Review ALL content on **Line – Info 1** page

This Part of the Process is Complete

Navigate

- **REVIEW ALL BILLS**

- NavBar: Financials > Billing > Review Billing Information > Summary

Data Entry

- Enter
  - Business Unit: (typically UTRNS)
  - Invoice [begins with]: enter if known (i.e., NS-0000017-INV) (optional entry)

- Click **Search** button

Data Entry

- As we entered an Invoice number the **Bill Summary Info** page appears
  -- Otherwise, if you leave Invoice box blank & click Search --

- Select **Invoice** you are wanting to review by clicking on it

Search	Clear	Basic Search		Save Search Criteria					

Search Results

Only the first 300 results can be displayed.

View All   First ◀ 1-100 of 300 ▶ Last

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
UTRNS	RGVNONSP-CNV97183	Regular	CNV	Invoiced	CNV	NSP345190	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97182	Regular	CNV	Invoiced	CNV	NSP345190	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97181	Regular	CNV	Invoiced	CNV	NSP327983	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97180	Regular	CNV	Invoiced	CNV	NSP327983	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97176	Regular	CNV	Invoiced	CNV	NSP286575	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97173	Regular	CNV	Invoiced	CNV	NSP285058	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97171	Regular	CNV	Invoiced	CNV	NSP270333	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97169	Regular	CNV	Invoiced	CNV	NSP043285	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97166	Regular	CNV	Invoiced	CNV	NSP345116	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97165	Regular	CNV	Invoiced	CNV	NSP342280	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97162	Regular	CNV	Invoiced	CNV	NSP343717	(blank)	UTRNS	No
UTRNS	RGVNONSP-CNV97161	Regular	CNV	Invoiced	CNV	NSP274087	(blank)	UTRNS	No

Data Entry

- Review ALL content on the **Bill Summary Info** page

Data Entry

- Click ***Bill Summary Info 2*** tab
- Review Content on page, including links

- This Part of the Process is Complete

Navigate

Locating Billing Detail

- Billing > Review Billing Information > Details

Data Entry

- Enter
  - BUSINESS UNIT: UTRNS (may be defaulted if continuing from previous process)
- Click **Search** button
- View ALL invoices

- Select **Invoice**

Data Entry

- Review ALL content on **Header – Info 1** page including links & tabs

- This Part of the Process is Complete

Navigate

Locate Bills – Lines Not Invoiced

- Billing > Locate Bills > Lines Not Invoiced

Data Entry

- Enter
  - Business Unit: **UTRNS**
- Click Search

- All relevant Invoices appears

- Select an **INVOICE**

Data Entry

- Review ALL content on **Lines Not Invoiced** page including links

- This Part of the Process is Complete

Navigate

Locate Bills – Lines Invoiced

- Billing > Locate Bills > Lines Invoiced

Data Entry

- Enter
  - BUSINESS UNIT: **UTRNS**
  - INVOICE [begins with]: enter if known (i.e., NS-0000000-INV) otherwise leave blank
- Click Search
- All relevant Invoices appears

- Select an **INVOICE**

Data Processing

- Review ALL content on **Lines Invoiced** page including links

This Process Is Now Complete

Contact us at:

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

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