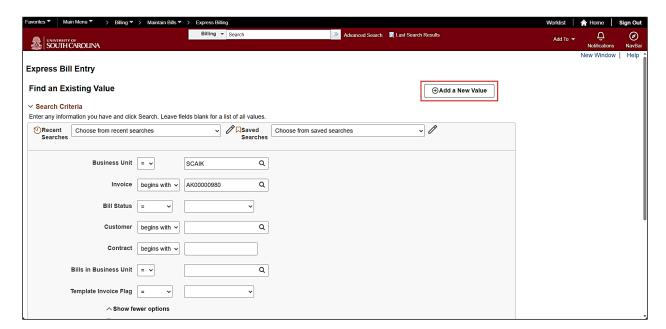


## Office of the Controller Miscellaneous Accounts Receivable Creating an Invoice

A customer can be invoiced once activated. To create an invoice in PeopleSoft finance, use the navigation:

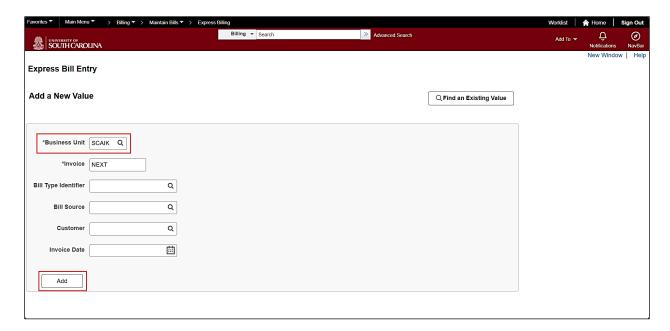
Main Menu > Billing> Maintain Bills > Express Billing

Step 1: Click Add a New Value button.



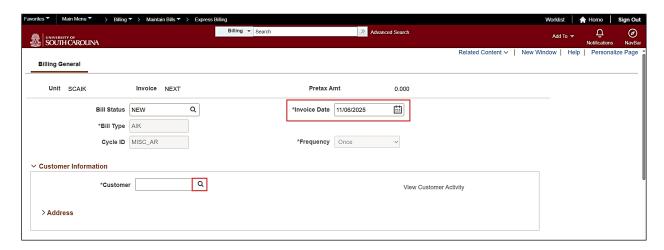
## **Step 2:** From the next screen, click the **Add** button.

Note: Business Unit should correlate to your Campus.

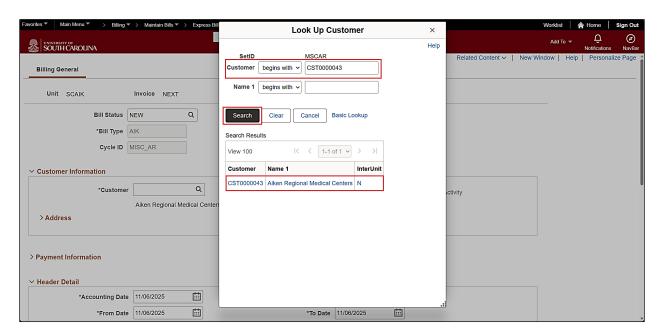


**Step 3:** On the Billing General page, enter the Invoice Date in the **Invoice Date** field. The invoice date is the <u>current</u> date.

**Step 4:** Click the **Customer Lookup** button and select the appropriate Customer.

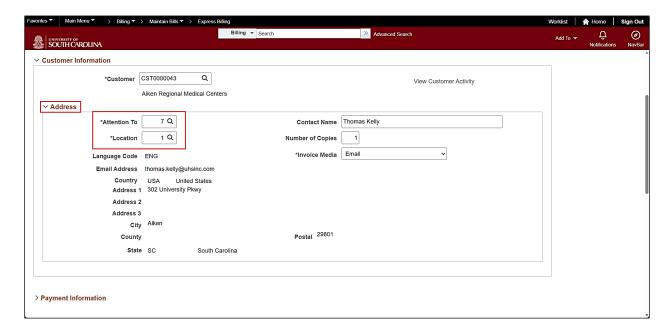


- Step 5: Enter the customer ID in the Customer field.
- **Step 6:** Click the **Search** button.
- **Step 7:** Click the **Customer** hyperlink to populate the Customer field on the Billing General page.



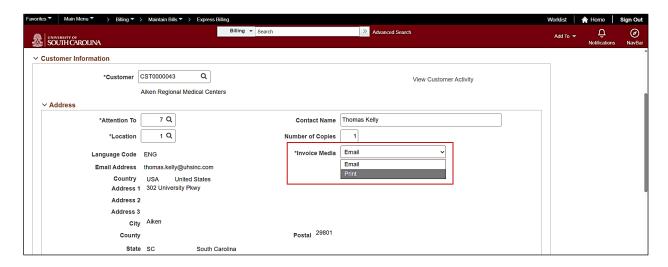
**Step 8:** In the Customer Information section, click the **expand** arrow next to Address to verify the contact was added successfully. There should be a 1 in the \*Attention To box and in the \*Location box.

Note: If either box is empty, the contact was not added successfully.



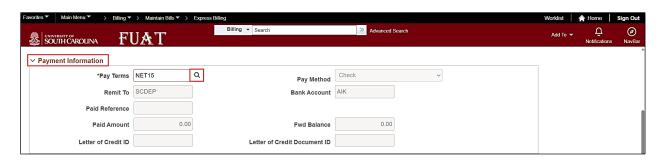
Step 9: Click the Invoice Media drop-down arrow and make the appropriate selection.

- Select **Email** if you would like the system to email the invoice to the Customer.
- Select **Print** if you would like to print/save the invoice and email the invoice to the customer to include additional attachments.

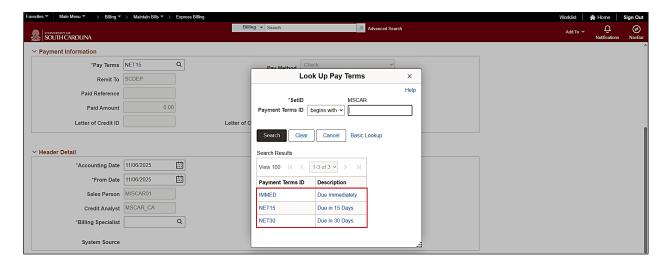


Step 10: Click the Payment Information expand arrow to update the Payment Terms.

Step 11: If you need to select a different Pay Terms option, click the Pay Terms Lookup button.



**Step 12:** Click the **Payment Terms ID** applicable for this invoice.

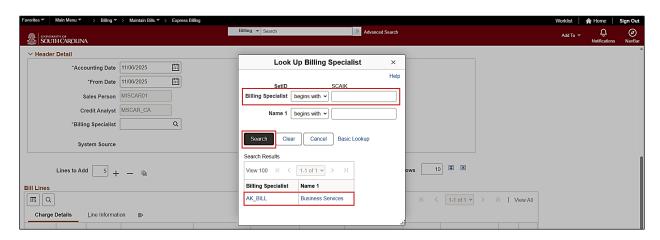


**Step 13:** In the **Header Detail** section, click the **Billing Specialist Lookup** button to select the Billing Specialist.



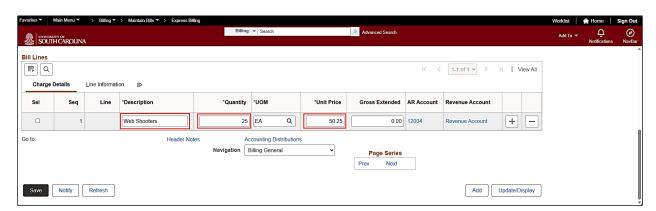
**Step 14:** The Billing Specialist is linked to the Remit Address on the invoice. Carefully select your campus/department Billing Specialist.

**Note: For the Columbia campus**, please use the Look Up option and search by department number to ensure the correct Billing Specialist is selected.

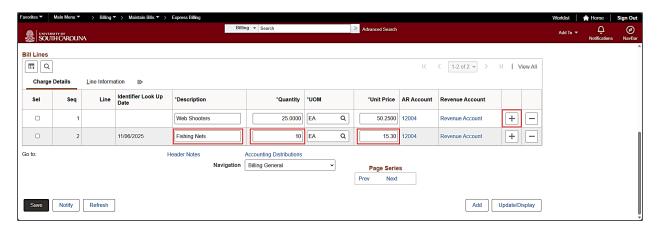


**Step 15:** In the **Bill Lines** section, enter the \*required fields:

- Description,
- Quantity,
- Unit price.

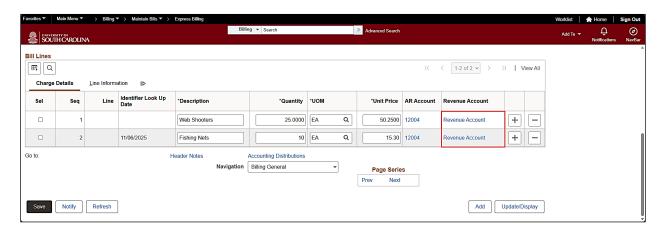


**Step 16:** Click the **Plus** button to add additional lines for billed items.

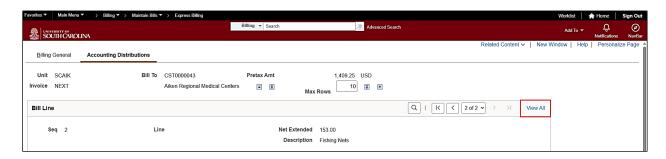


**Step 17:** To add your chartfield information, click the **Revenue Account** link.

**Note:** Different chartfields can be added for each line when applicable.

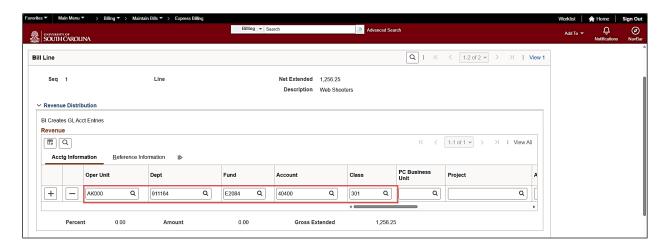


**Step 18:** Before entering the chartfield information for each billed item, click the **View All** link so that you can enter the chartfield information for each one if there are multiple.

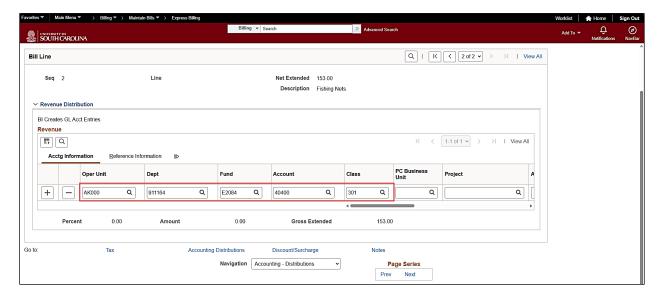


## **Step 19:** Enter the **Chartfield** string for each billed item.

Note: Be sure you are associating the correct chartfield to the correct item if using different accounts.

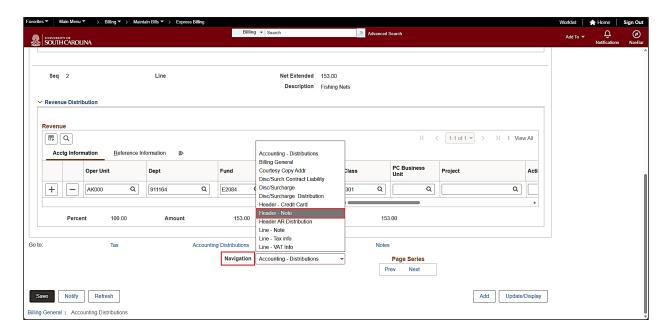


**Step 20:** If applicable, scroll down to add the chartfield information for the second billed item.

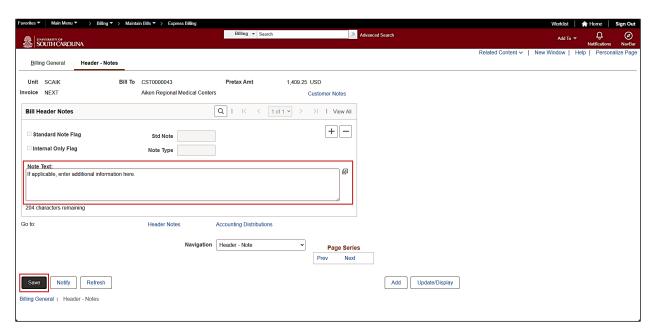


**Header Notes** and **Line Notes** can be added to an invoice for a variety of reasons. A Header Note should be added to elaborate on billing details, to note special payment agreements, etc. Line Notes can be added to indicate something particular about a billed item or service.

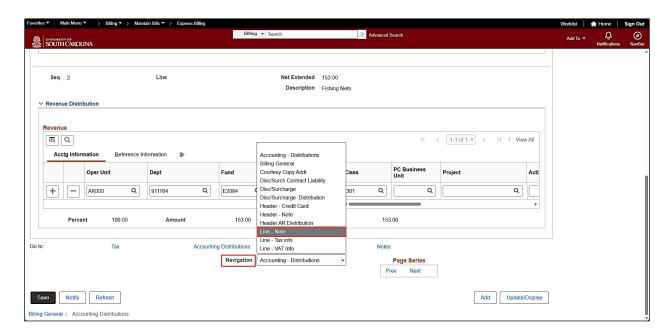
**Step 21:** To add a **Header Note**, click the **Navigation** drop-down arrow and select **Header – Note** from the list.



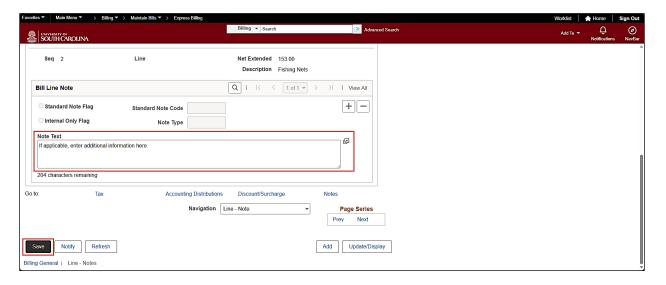
**Step 22:** Enter a **Bill Header Note** in the **Note Text** box and click the **Save** button.



**Step 23:** To add a **Bill Line Note**, click the **Navigation** drop-down arrow and select **Line-Note** from the list.

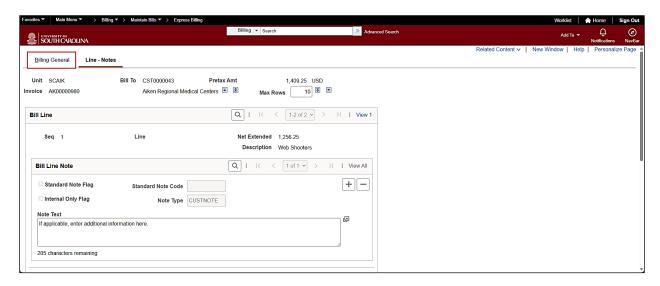


Step 24: Enter a Bill Line Note in the Note Text box and click the Save button.

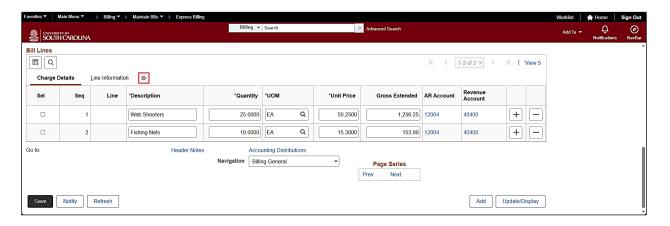


## Sales tax should be added for all taxable goods and services.

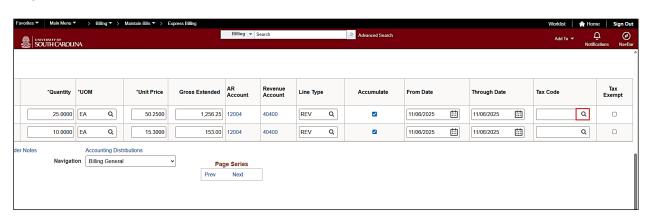
**Step 25:** To add sales tax for all taxable goods and services, return to the **Billing General** page by clicking the **Billing General** tab.



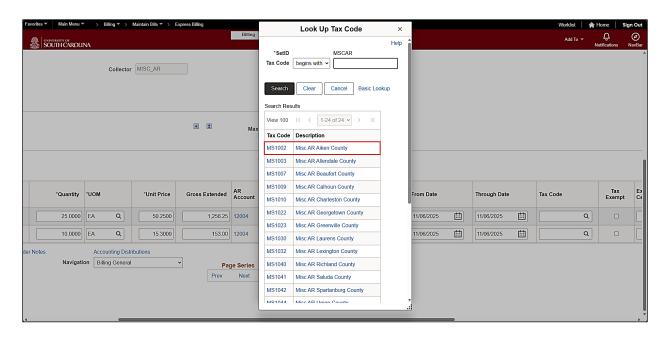
**Step 26:** In the Bill Lines section, click the **Arrow** symbol next to the Line Information tab to view additional fields.



Step 27: Scroll to the Tax Code field.



**Step 28:** Click the **Tax Code Lookup** button to select the appropriate county code for your campus/department. Add the Tax Code to all applicable billing items. Be sure to click the **Save** button once the Tax Code field is populated.

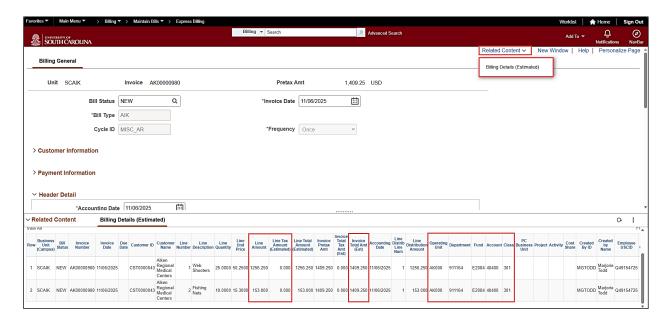


Before updating the Bill Status, always review the invoice details for accuracy by using the **Related Content** which can be found at the top right of the screen.

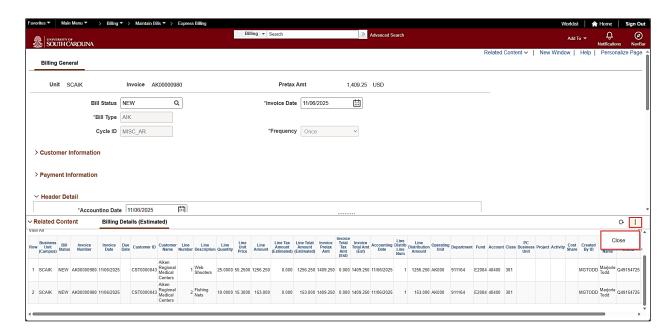
- Step 29: Click the Related Content drop-down arrow.
- Step 30: Click the Billing Details option.

**Step 31:** The Bill Lines query populates at the bottom of the Express Bill page. Be sure to pay attention to the following:

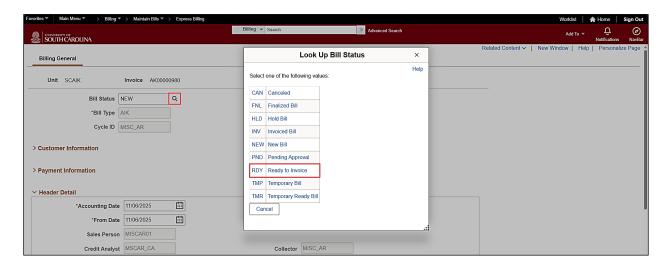
- Line Amounts
- Total Invoice Amount
- Chartfield Information
- Tax Code and Description



**Step 32:** Click the three **vertical dots** to close the Billing Details query before updating the Bill Status to RDY.



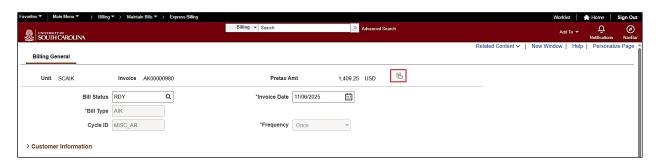
**Step 33:** When all billing information has been reviewed and finalized, click the **Billing Status Lookup** button to change the status from **NEW** to **RDY**. Click the **Save** button once the status is updated.



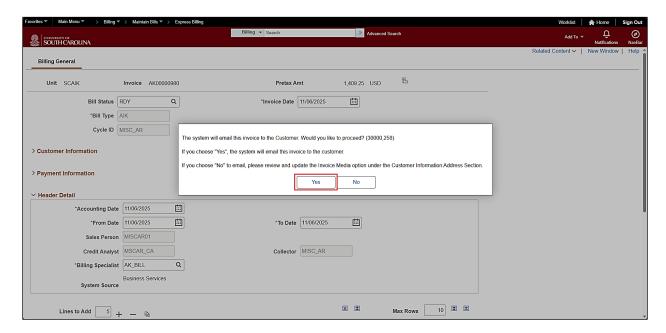
Step 34: Notice the Invoice number is populated, and Bill Status is RDY.



**Step 35:** Now that all the invoice details have been finalized and the status updated to RDY, it's time to submit the invoice. To do this click the **Invoice** icon at the top right of the page.



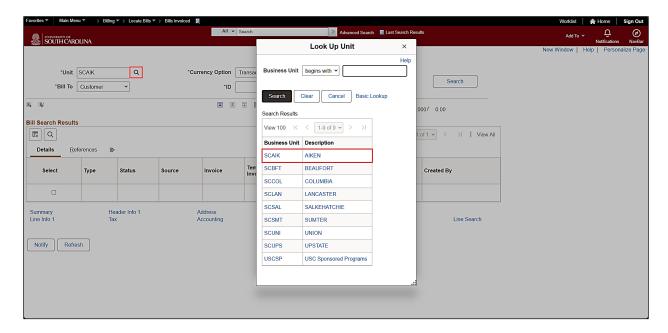
Step 36: Click the OK button when the Success Message appears.



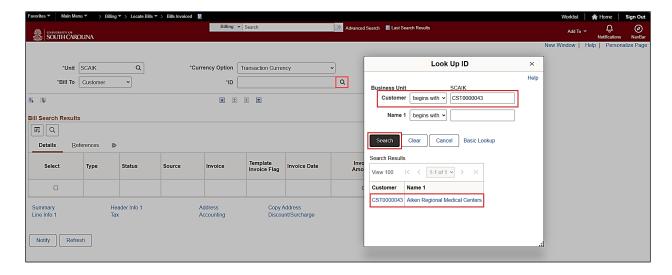
After a few minutes, an invoice can be viewed and saved using the following steps. Use the navigation:

Main Menu > Billing > Locate Bills > Bills Invoiced

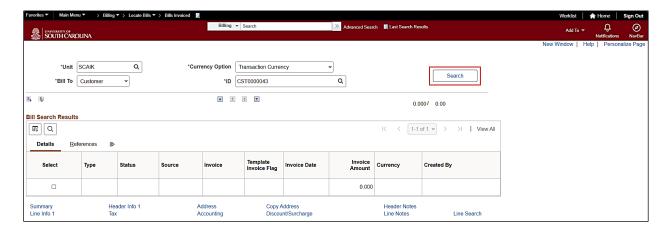
**Step 37:** Click the **Unit Lookup** button and select the unit for your campus.



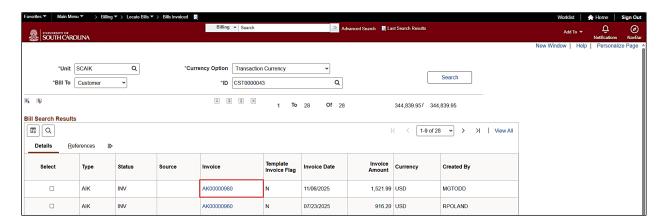
- **Step 38:** On the Billed Invoice page, click the \*ID Lookup button to select the appropriate customer.
- Step 39: Enter the customer ID in the Customer field.
- Step 40: Click the Search button.
- Step 41: Click the link for the customer to populate the \*ID field on the Bills Invoiced page.



Step 42: Click the Search button.



**Step 43:** In the Bill Search Results section, click the **Invoice** link.



**Step 44:** Click the **View Invoice Image** link to view/save the invoice.

