



Accounts Receivable – Express Billing for Operations	
Purpose:	The purpose of this document is to explain how to create an invoice for operations through PeopleSoft Express Billing.
Audience:	University of Calgary employees responsible for creating invoices for operations.
Prerequisites:	Prior to executing this process, complete the Express Billing: Create Invoice for Operations simulation.
Related Documents	For related Accounts Receivable learning resources visit: ucalgary.ca/training
QuickLinks	Click a link below to navigate directly to that section of the document. Step 1: Navigation Step 2: Add a New Value Step 3: Enter Details Step 4: Add Bill Lines Step 5: Add Notes Step 6: Confirm VAT Details Step 7: Enter Accounting Information Step 8: Add Attachments Step 9: Submit for approval

Step 1: Navigation

1. To navigate to the Express Billing page, go to: **My work** → **PS Finance & Supply Chain (or PS Finance)**



2. Follow the menu path: Billing → Maintain Bills → Express Billing



Step 2: Add a New Value

1. Click the **Add a New Value** tab.
2. Enter the following information:
 - Bill Type Identifier
 - Bill Source: GENONL
 - Customer
3. Click the **Add** button.

A screenshot of a web form titled 'Add a New Value'. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in a red box. The form contains several input fields: 'Business Unit' with the value 'UCALG', 'Invoice' with the value 'NEXT', 'Bill Type Identifier' (empty), 'Bill Source' with the value 'GENONL', and 'Customer' (empty). The 'Bill Type Identifier', 'Bill Source', and 'Customer' fields are grouped together in a red box. Below these are 'Invoice Date' and 'Accounting Date' fields, each with a calendar icon. At the bottom left, there is an 'Add' button highlighted in a red box.

Step 3: Enter Details

1. To ensure the invoice does not move forward in the process prematurely, change the **Bill Status** from **New** to **Hold**.
2. Click to expand the **Address** section.

The screenshot shows the 'Billing General' form with the following details:

- Unit: UCALG
- Invoice: NEXT
- Pretax Amt: 0.00 CAD
- Bill Status: HLD (highlighted with a red box)
- Invoice Date: [empty]
- *Bill Type: CA
- Bill Source: GENONL
- Cycle ID: DAILY
- *Frequency: Once
- *Invoice Form: STANDARD
- Customer Information: *Customer 00100497 (Calgary Health Trust)
- SubCust1: [empty]
- SubCust2: [empty]
- Address: [highlighted with a red box]
- Payment Information: [empty]
- Header Detail: [empty]

3. In the Address section, validate or change the following information:
 - **Attention To:** Confirm the correct person is selected for the invoice you are creating
 - **Location:** Confirm the correct location for the customer ID you selected
 - **Invoice Media:** Preferred method is Email as Attachment but you can also select Print Copy to manually send the invoice

The screenshot shows the 'Address' section of the form with the following details:

- Attention To: 1 (highlighted with a red box)
- *Location: 1 (highlighted with a red box)
- Contact Name: Vicki Liddell
- Number of Copies: 1
- *Invoice Media: Print Copy (highlighted with a red box)
- Language Code: ENG
- Email Address: pstrain2@ucalgary.ca
- Country: CAN (Canada)
- Address 1: 800 11012 Macleod Trail SE
- Address 2: [empty]
- Address 3: [empty]
- Address 4: [empty]
- City: Calgary
- County: [empty]
- Province: AB (Alberta)
- Postal: T2J 6A5

4. Click to expand the **Payment Information** section.
5. Review the information. It is recommended that you not alter any fields within this section.

Payment Information

Pay Terms <input type="text" value="NET30"/>	Pay Method <input type="text" value="Check"/>
Remit To <input type="text" value="RBC"/>	Bank Account <input type="text" value="DEPC"/>
Paid Reference <input type="text"/>	Prepayment Lookup <input type="text"/>
Paid Amount <input type="text" value="0.00"/>	Fwd Balance <input type="text" value="0.00"/>
Letter of Credit ID <input type="text"/>	Letter of Credit Document ID <input type="text"/>

6. Click to expand the **Header Detail** section.
7. In the top section, enter the following information as needed:
 - Accounting Date
 - PO Reference (PO Ref)

Header Detail

Accounting Date <input type="text"/>	Hold Until Date <input type="text" value="2017/02/14"/>
From Date <input type="text"/>	To Date <input type="text"/>
Sales Person <input type="text" value="SLS"/>	Bill Inquiry Phone <input type="text"/>
Credit Analyst <input type="text" value="UCGENERI"/>	Collector <input type="text" value="UCCENTRA"/>
Biller <input type="text" value="Baber,Sumayah"/>	Billing Authority <input type="text"/>
Entry Type <input type="text"/>	Entry Reason <input type="text"/>
PO Ref <input type="text"/>	
System Source <input type="text"/>	

8. Within **Header Detail**, expand the **Currency Information** section.

Currency Information

9. Invoices can only be created in **CAD** or **USD**. Use the **Change Bill Currency** link to change the currency as needed.
10. Refer to the [Bank of Canada Currency Converter](#) to confirm you are using the correct currency rate for the Accounting Date.

Currency Information

Billing Currency <input type="text" value="CAD"/>	Exchange Rate
Change Bill Currency	Rate Type <input type="text" value="CRRNT"/>
	Base Currency <input type="text" value="CAD"/> Rate <input type="text" value="1.00000000"/>

Step 4: Add Bill Lines

Add individual Bill Lines that detail what is being invoiced.

- On the **Charge Details** tab, enter the following information
 - Description
 - Quantity
 - Unit of Measure (UOM)
 - Unit Price

Sel	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended
<input type="checkbox"/>						0.0000	0.00

- Click the **Navigation** drop down menu to continue.

Navigation: Billing General ▼

Step 5: Add Notes

- Select **Header – Note**.

Navigation:

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

- On the **Header – Notes** tab, in the **Note Text** field, enter a brief description of the invoice, starting with who the invoice is coming from.

Billing General: Header - Notes

Unit: UCALG Bill To: 00106011 Pretax Amt:
 Invoice: NEXT Alberta Health Services

Bill Header Notes Find | View All

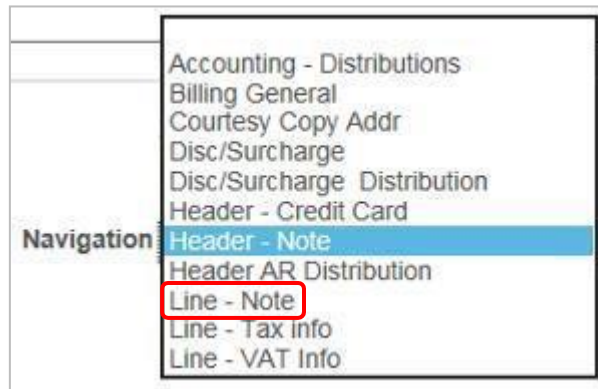
Standard Note Flag Std Note:

Internal Only Flag Note Type:

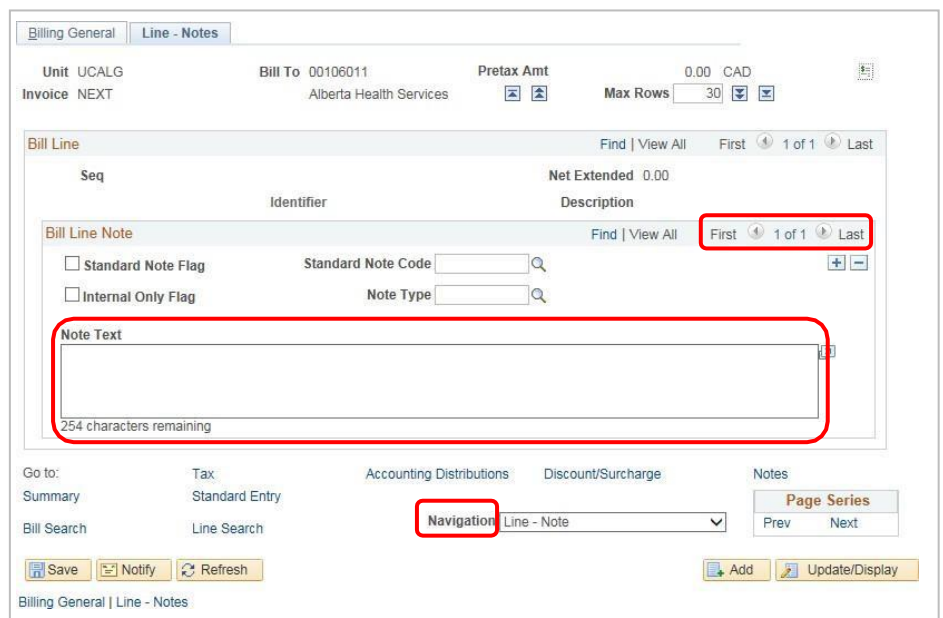
Note Text:

254 characters remaining

- Click the **Navigation** drop down menu and select **Line – Note**.

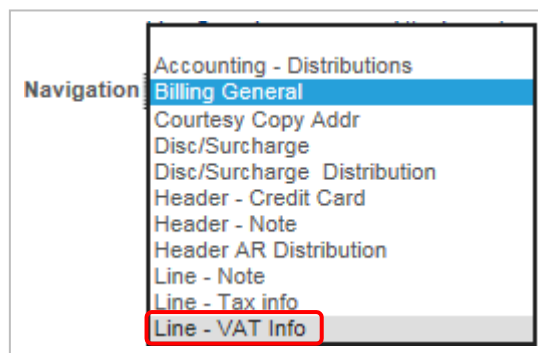


- On the **Line – Notes** tab, add details about the charges included on the invoice.
- Use the arrows to select an individual billing line and add notes for that specific line.



Step 6: Confirm VAT Details

- Click the **Navigation** drop down menu and select **Line – VAT Info**.



VAT stands for Value Added Tax and refers to the GST information for the customer. What appears in this section is a part of the Customer ID record and, for the most part, should be left as is. In this section, confirm the information is correct.

2. Click the **Get VAT Defaults** button.

3. Click the **Expand All Sections** button.

4. Scroll down to the **VAT Defaults** section.
5. Confirm the information in **VAT Defaults**.

Most invoices are processed without tax. When processing with tax, ensure the following fields are populated accurately: Applicability: **Taxable**, Vat Code: **GST**, Transaction Type: **Sale**

In this example, the Customer is exempt from tax, but the **Transaction Type** field is blank and not reflective of this.

6. Click the **Look Up Transaction Type** button (magnifying glass).

- Click the **NV link** to indicate that the customer is VAT Exempt

Look Up Transaction Type

SetID: SHARE

VAT Transaction Type: begins with

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

VAT Transaction Type	Description
BOOK	Books GST Tax
ITC	VAT ITC (100% rebate)
NV	VAT Exempt
REBT	Vat Rebates (Rebate < 100%)
SALE	VAT Sales

- If you make a change to the VAT details, click the **Adjust Affected VAT Defaults** button to apply the changes.

Adjust/Reset VAT Defaults

Adjust Affected VAT Defaults

Step 7: Enter Accounting Information

- Scroll to the bottom of the page.
- Click the **Navigation** drop down menu.
- Select **Accounting - Distributions**.

Nature of Transaction 1

Accounting - Distributions

Billing General

Courtesy Copy Addr

Disc/Surcharge

Disc/Surcharge Distribution

Header - Credit Card

Header - Note

Header AR Distribution

Line - Note

Line - Tax info

Line - VAT Info

- Click the **Show All Columns** link to view the entire form.

Bill Line

Seq: Identifier

Revenue Distribution

BI Creates GL Acct Entries

Revenue

Acctg Information Reference Information

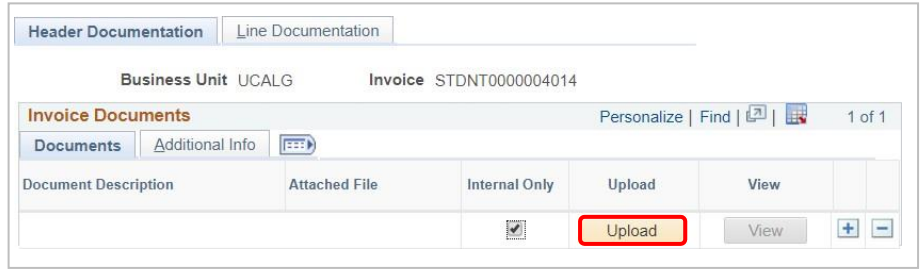
Show All Columns

5. Enter the correct accounting information to detail where the revenue will be distributed.
6. To split the accounting, click the plus (+) icon at the start of the row.

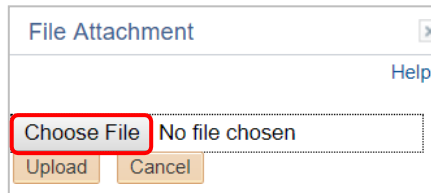
Step 8: Add Attachments

1. Click the **Attachments** hyperlink to open a new page titled **Supporting Documentation**.

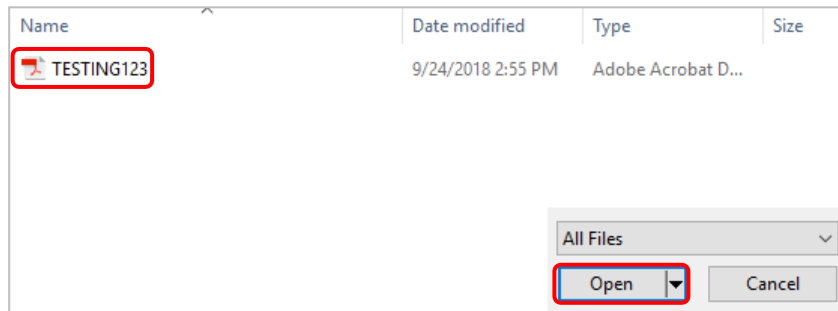
2. Click the **Upload** button.



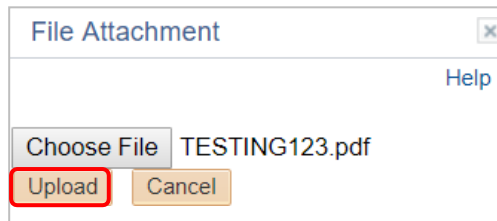
3. Click **Choose File**.



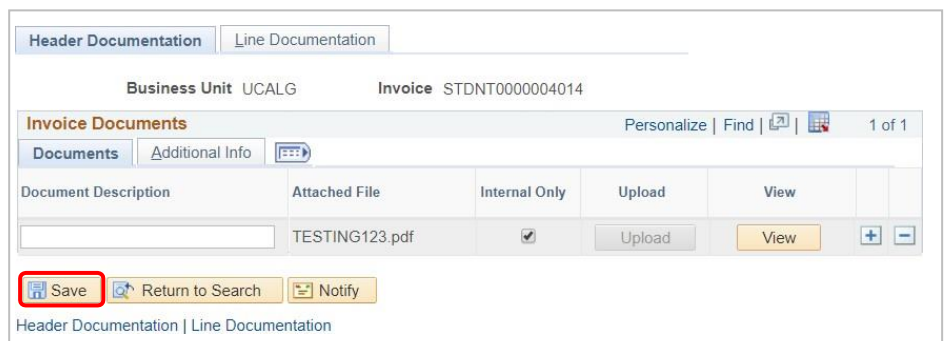
4. Select your attachment file and click **Open**.



5. Click the **Upload** button.



6. Click the **Save** button.



Step 9: Submit for Approval

1. In Express Billing, on the Billing General tab, change the Bill Status to **RDY**.

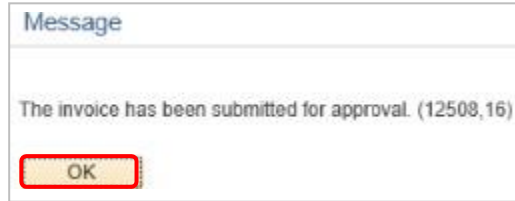
2. In the **Message** window, click **OK**.

3. At the bottom of the page, click the **Approvals** link.

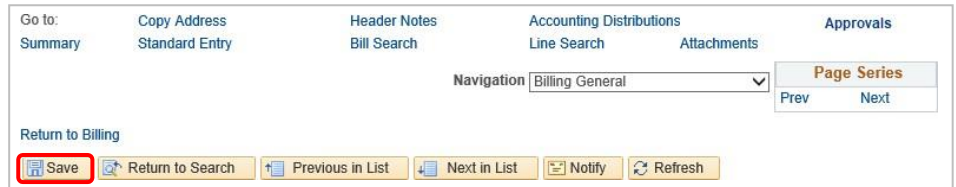
Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields	Revenue Account
<input type="checkbox"/>		1								

4. In the Approvals window, click the **Submit for Approval** button.

5. Click the **OK** button.



6. At the bottom of the page, click the **Save** button.



Next Steps: Now that you have sent the invoice for approval, the invoice is routed to Accounts Receivable if approval is required. Accounts Receivable will follow up with you if further information is required to process the invoice request.

Locate Approved Bills: To obtain an image of a processed invoice, navigate to Review Billing Information > Details

- Search based on business unit and invoice number for the invoice you created
- Invoices with an 'INV' status have been approved and processed and are ready to send to the customer
- You can locate the invoice image by clicking on the **View Invoice Image**

