



Accounts Receivable

Creating A Bill & Generating An Invoice Copy Single Bill

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NOTICE

IMPORTANT: *TO OBTAIN ACCESS IN PEOPLESOFT YOU WILL NEED TO ATTEND THE AR/BI (BILLING & INVOICING PROCESS).* SUCCESSFUL ATTENDANCE & COMPLETION OF AR/BI TRAINING **BEFORE** ACCESS BE GRANTED TO PRODUCTION

PLEASE READ & UNDERSTAND THE CONTENTS OF THIS TRAINING DOCUMENT.

Additionally, Please Periodically Check For Updates, Revisions, or Modifications to this Document on BRIGHTSPACE: <https://brightspace.utrgv.edu/d2l/home/11896>

Accounts Receivable Resources Webpage:

<https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/accounts-receivable/index.htm>

If you have any comments, concerns, or questions please do not hesitate to contact

Training Coordinator (AccountingandTimekeepingTraining@utrgv.edu) or

Accounts Receivable (AccountsReceivable@utrgv.edu)

YOUR ROLE & RESPONSIBILITIES AS AN INVOICE CREATOR

- 1. As the creator of the invoice, it is assigned to you permanently.**
- 2. All invoices created IMMEDIATELY impact your budget.**
- 3. It falls on you and your department to follow up on payment for that invoice. You can use the **DUNNING LETTER** to assist.**
- 4. There is a default 30-day deadline for payment**
 - 1. 30 CALENDAR DAYS (can be modified 15-days or due immediately)**
 - 2. Weekends and Holidays Included.**
- 5. If the payment is not going to be made, it is your responsibility to reach out to **ACCOUNTS RECEIVABLE** (accountsreceivable@utrgv.edu) to have the **INVOICE** closed, canceled, cleared.**
- 6. If the **INVOICE** was improperly created, please notify **ACCOUNTS RECEIVABLE** (accountsreceivable@utrgv.edu) immediately to have **INVOICE** closed, canceled, and cleared.**

EFFECTIVE 26 MARCH 2024

IMPORTANT:

IF THERE COMES A TIME, AFTER SUCCESSFULLY CREATING AT LEAST ONE INVOICE, YOU LEAVE YOUR CURRENT DEPARTMENT OR UTRGV, PLEASE SEND AN EMAIL TO ACCOUNTSRECEIVABLE@UTRGV.EDU

IN THAT EMAIL, PLEASE STATE YOUR DEPARTURE AND WHO WILL BE THE NEW POINT OF CONTACT FOR TRACKING THE INVOICE AFTER YOUR DEPARTURE.

IF YOU DO NOT KNOW WHO THE NEW POINT OF CONTACT WILL BE, YOU CAN MENTION THE COST CENTER MANAGER OF THE INVOICE AS THE INTERIM POINT OF CONTACT.

If you have any comments, concerns, or questions please do not hesitate to contact

Training Coordinator (AccountingandTimekeepingTraining@utrgv.edu) or

Accounts Receivable (AccountsReceivable@utrgv.edu)

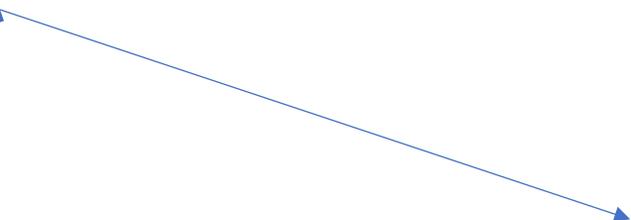
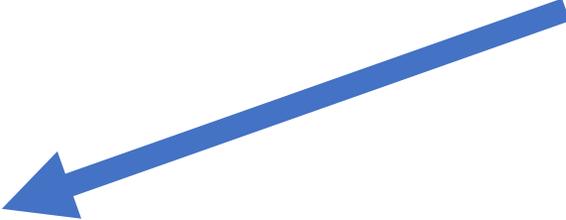
SCENARIO OF WHEN TO CREATE AN AR/BI INVOICE

YOUR DEPARTMENT IS HOSTING A PUBLIC FACING EVENT

Seminar Fee

Booth Space

Other Fee Based Service



Entity Outside of UTRGV

AR/BI INVOICE

Department Within UTRGV

INTERDEPARTMENTAL TRANSFER

ACCESS REQUEST

submit this request **along** with
BILLING SPECIALIST (see next page)

Accounts Receivable – Invoices (AR Specialist)

1. Please visit and login at **SUPPORT.UTRGV.EDU**
2. Click on **Information Technology** blue button
3. Click on **Get Access!**
4. Then click on **REQUEST ACCESS**
5. In the following fields please enter the associated information:

Category: PeopleSoft – Financials

Resource: PeopleSoft – Accounts Receivable

Description: “Please provide access to **AR Specialist** role, in the **PRODUCTION & TRAINING** environments of PeopleSoft, as current responsibilities as _____ require me to attend the mandatory AR/BI training with access to generate and process invoices in the production environment.”

6. Click on **REQUEST** (blue button at the bottom of screen)
7. Check your email for EULA agreement notification

ACCESS REQUEST

submit this request **along** with
AR SPECIALIST (see previous page)

Billing – Entry (Billing Specialist)

1. Please visit and login at **SUPPORT.UTRGV.EDU**
2. Click on **Information Technology** blue button
3. Click on **Get Access!**
4. Then click on **REQUEST ACCESS**
5. In the following fields please enter the associated information:

Category: PeopleSoft – Financials

Resource: PeopleSoft – Billing

Description: “Please provide access to **Billing Specialist** role, in the **PRODUCTION & TRAINING** environments of PeopleSoft, as current responsibilities as _____ require me to attend the mandatory AR/BI training with access to generate and process invoices in the production environment.”

6. Click on **REQUEST** (blue button at the bottom of screen)
7. Check your email for EULA agreement notification

REMINDER

All Invoices Created are done so in anticipation payment will be made in a timely manner

- Creating an Invoice means the customer is ready to pay for the service or product your department is providing.

Record All Invoice Numbers You Create

- Especially, those invoices you plan to use as recurring (see COPY SINGLE BILL)

Important:

- Revenue that is received by an outside customer for a service needs to be recorded with an invoice.

• Please communicate to your customers; they have the option to pay by WIRE TRANSFER along with all other payment options.

- If your customer is interested in paying by Wire Transfer
- The UTRGV Employee will email either treasury@utrgv.edu or accountsreceivable@utrgv.edu and ask for a copy of the “WIRING INSTRUCTIONS”.
- The UTRGV Employee will email the “Wiring Instructions” to the customer.
- Ensure that Customer **REFERENCES** the **INVOICE #** when payment is sent.

HOW TO CANCEL AN INVOICE (AFTER IT HAS BEEN GENERATED)

1. If an invoice has been generated and it must be **cancelled** due to
 1. Customer has elected not to pay invoice
 2. Errors identified in generated invoice
2. Contact AccountsReceivable@UTRGV.edu with the following **required** information:
 1. Invoice Number
 2. Customer Name
 3. Invoice Amount
 4. Reason for cancellation
 5. Cost Center Manager's Approval to proceed with cancellation
 6. If possible, include notice from Customer requesting the invoice be cancelled
 7. If the Invoice Payment has been applied to the GL string send a copy of the receipt
3. **IMPORTANT:** Do not proceed with any additional activity with customer until you receive confirmation from Accounts Receivable that invoice has been cancelled.
4. After cancellation, if applicable, notify the customer the invoice has been cancelled.

NOTE: Failure to provide the required information to cancel will result in delaying the cancellation.

NAVIGATION

Log in to PeopleSoft 9.2

Fluid Tile Navigation

Employee Self Service ▾

Project Mgmt, Billing & AR ▾

Billing



My Billing Invoices ▾

Express Billing



NAVBAR Navigation 

Click on NavBar
Menu
Financials
Billing
Maintain Bills
Express Billing

EXPRESS BILL ENTRY

Express Bill Entry

Find an Existing Value ⊕ Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

^ Show fewer options

Case Sensitive

Express Bill Entry screen appears.

Click on the **Add a New Entry** button

EXPRESS BILL ENTRY

Express Bill Entry

Add a New Value

Find an Existing Value

*Business Unit  

*Invoice

Bill Type Identifier 

Bill Source 

Customer 

Invoice Date 

Accounting Date 

FIRST

change Business Unit to **UTRNS**
use the *look up* icon if necessary

The ***Invoice** field is correctly populated
with **NEXT**

EXPRESS BILL ENTRY

Express Bill Entry

Add a New Value

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

In Bill Type Identifier click on The **look up** icon to reveal the available options.

Select the appropriate option. This is associated with the Cost Center type being used to receive the revenue generated by the invoice we will ultimately create.

Look Up Bill Type Identifier × Help

*SetID UTRNS

Bill Type Identifier begins with

Basic Lookup

Search Results

View 100 |< < 1-6 of 6 > >|

Bill Type Identifier	Description
AUX	Auxiliary Fund
CNV	Conversion Invoices
D31	Designated Fund - 3100
D32	Designated Fund - 3200
MSC	Miscellaneous
RES	Restricted Fund

EXPRESS BILL ENTRY

Express Bill Entry

Add a New Value

Find an Existing Value

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date



Set the Bill Source to **ONL**
use the *look up* icon if necessary

EXPRESS BILL ENTRY

Express Bill Entry

Add a New Value

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

The Customer field is a unique value. It can be manually entered or use the **look up** icon if necessary. Using the available search features, you can locate the customer.

IMPORTANT: If the customer is not listed, please go to page 86 to the **WHAT IF?** section.

Look Up Customer

SetID UTRNS

Customer ID

City

Name 1

Search Results

Only the first 300 results can be displayed.

View 100

Customer ID	City	Name 1
NSP00001	Harlingen	City of Harlingen
NSP00002	Edinburg TX	
NSP00003	Edinburg	
NSP00004	Edinburg	Golden Chick Edinburg
NSP00005	La Joya	Golden Chick La Joya
NSP00006	Plano	Totoya North America
NSP00007	Pharr	Pharr Housing Authority
NSP00008	Edinburg	Region One ESC
NSP00009	Edinburg	University Draft House
NSP00009	McAllen	University Draft House
NSP00010	Edinburg	UTRGV Foundation
NSP00011	Edinburg	Edinburg EDC

EXPRESS BILL ENTRY

Express Bill Entry

Add a New Value

Find an Existing Value

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

Add



Invoice and Accounting Dates should be set to the same calendar day.

EXPRESS BILL ENTRY

Express Bill Entry

Add a New Value

Find an Existing Value

The screenshot shows a web form for 'Express Bill Entry' with the following fields and values:

- *Business Unit: UTRNS
- *Invoice: NEXT
- Bill Type Identifier: D31
- Bill Source: ONL
- Customer: NSP00353
- Invoice Date: 04/14/2023
- Accounting Date: 04/14/2023

Annotations on the form include:

- A blue double-headed vertical arrow pointing to the fields from the text: "Review to ensure all fields are properly populated."
- An orange arrow pointing from the text: "When ready click on the **Add** button" to the 'Add' button at the bottom left.

ENTER A BILL - BILLING GENERAL TAB

The Billing General page now appears.

Review the content, add or modify as needed.

Billing General

Unit UTRNS Invoice NEXT Pretax Amt 0.00 USD

Bill Status: NEW
*Bill Type: D31
Cycle ID:
*Invoice Form: XMLPUB

Invoice Date: 04/14/2023
Bill Source: ONL
*Frequency: Once

Customer Information
*Customer: NSP00353
SubCust1:
SubCust2:
Rio Grande City CISD
[View Customer Activity](#)

Address

Payment Information

Header Detail

Lines to Add: 5
Max Rows: 5

Bill Lines

Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service
----------------	------------	------------------	---------	-------	----------	---------------	------------------	---------

ENTER A BILL - BILLING GENERAL TAB – TOP INFORMATION SECTION

Billing General								
Unit	UTRNS	Invoice	NEXT	Pretax Amt	0.00	USD		
Bill Status	NEW			Invoice Date	04/14/2023			
*Bill Type	D31			Bill Source	ONL			
Cycle ID				*Frequency	Once			
*Invoice Form	XMLPUB							

Review Content

- Unit = UTRNS
- Invoice = Next
- Pretax = 0.00
- Bill Status = NEW
- Invoice Date = date entered in previous screen
- Bill Type = data entered in previous screen
- Bill Source = data entered in previous screen
- Cycle ID = leave as is / do not alter
- Frequency = leave as is / do not alter
- Invoice Form = leave as is / do not alter

ENTER A BILL - BILLING GENERAL TAB – CONTACT INFORMATION SECTION

Customer Information

*Customer

SubCust1

[View Customer Activity](#)

SubCust2

Rio Grande City CISD

Address

Attention To

Contact Name

*Location

Number of Copies

Language Code ENG

*Invoice Media

Email Address

Country USA United States

Address 1 1 South Fort Ringgold

Address 2

Address 3

City Rio Grande City

County

Postal 78582

State TX

Texas

Address Information dropdown

Review the content. If address has changed, please visit the **WHAT IF?** section on page 86 to know what to do.

ENTER A BILL - BILLING GENERAL TAB – PAYMENT INFORMATION SECTION

Payment Information

Pay Terms	N30	Pay Method	Check
Remit To	*GRBK	Bank Account	VGR1
Paid Reference		Prepayment Lookup	
Paid Amount	0.00	Fwd Balance	0.00
Letter of Credit ID		Letter of Credit Document ID	

*****DO NOT MAKE ANY CHANGES UNLESS AUTHORIZED BY COST CENTER MANAGER*****

Then the **ONLY** change that can be applied is to the **PAY TERMS**

There are only three (3) options to the Pay Terms

N00 – Net Due Immediately

N15 – Net Due in 15 Days

N30 – Net Due in 30 Days (*this is the default value*)

Please do not change the terms unless authorized by the Cost Center Manager

IMPORTANT: Please review the **FOLLOW UP PROCESS** at end of this document

Look Up Pay Terms

*SetID: UTSHR

Payment Terms ID: begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 | 1-3 of 3

Payment Terms ID	Description
N00	Due Immediately
N15	Net Due in 15 Days
N30	Net Due in 30 Days

ENTER A BILL - BILLING GENERAL TAB – HEADER DETAIL SECTION

Header Detail

Accounting Date	04/14/2023	Hold Until Date	06/15/2023
From Date		To Date	
Sales Person	NON-GR01	Bill Inquiry Phone	956-855-2889
Credit Analyst	CA	Collector	COL01
Billing Specialist	BILLERCN	Billing Authority	BILLAUTH
Entry Type	UTRGV Conversion - Non Grants	Entry Reason	
PO Ref		<input type="checkbox"/> Accrue Unbilled	
System Source			

Review the content in this section. Make modifications, ONLY if necessary.

You can use the **PO Ref** field, if needed. Please know any information added with **NOT** appear in final invoice.

ENTER A BILL - BILLING GENERAL TAB – HEADER DETAIL SECTION

Billing Currency USD
[Change Bill Currency](#)

Exchange Rate
Rate Type:
Base Currency: USD Rate:

Order Management

OM Bus Unit: <input type="text"/>	Order Date: <input type="text"/>
Order No: <input type="text"/>	Ship ID: <input type="text"/>
Ship Bus Unit: <input type="text"/>	Ship Vls: <input type="text"/>
Freight Terms: <input type="text"/>	PK Ship No: <input type="text"/>
Bill of Lading: <input type="text"/>	Sold Loc: <input type="text"/>
Sold To: <input type="text"/>	Ship Loc: <input type="text"/>
Ship To: <input type="text"/>	

Projects/Contracts

Contract BU: <input type="text"/>	Project Charfields Project Info
Contract Type: <input type="text"/>	
Contract: <input type="text"/>	
Contract Date: <input type="text"/>	
Start Date: <input type="text"/>	PC Business Unit: <input type="text"/>
End Date: <input type="text"/>	Project: <input type="text"/>
Contract Line Num: <input type="text"/>	Activity: <input type="text"/>
Activity Type: <input type="text"/>	Analysis Type: <input type="text"/>
Reimbursable Agreement: <input type="text"/>	

Service

Service Customer: <input type="text"/>
Service Loc: <input type="text"/>

Consolidation

Key: <input type="text"/>

The remaining fields and sub-sections (Order Management, Projects/Contracts, Service, & Consolidation) are **NOT** used at UTRGV.

Do **NOT** populate any of the fields in these sub-sections.

ENTER A BILL - BILLING GENERAL TAB – BILL LINES

> Header Detail

Lines to Add + -

Bill Lines

Charge Details	Net Amount	Line Information
----------------	------------	------------------

ENTERING TRANSACTION INFORMATION

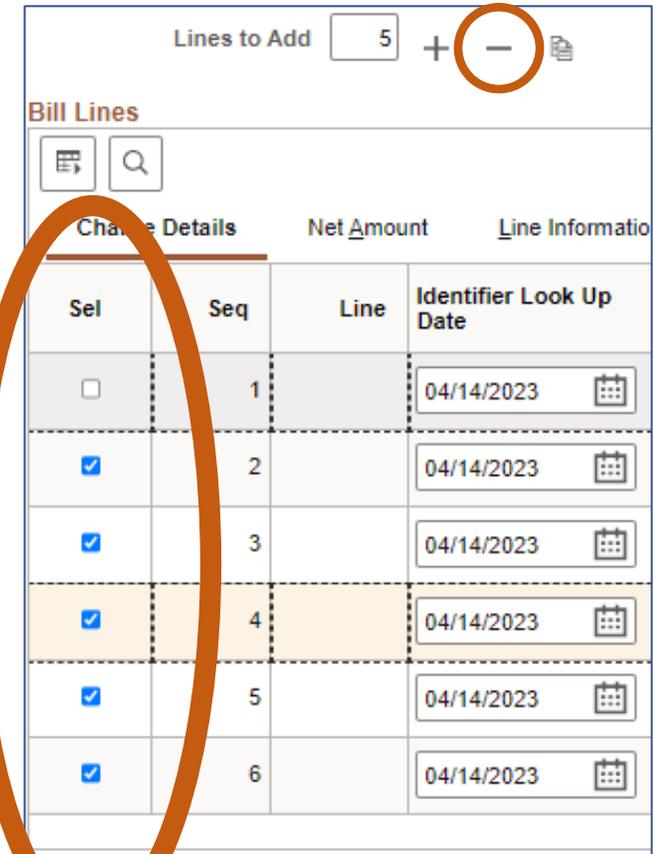
- Ensure you have appropriate number of **Bill Lines** If you need to add additional lines, please use **Lines To Add** option
- Using the Lines To Add + or – you can add additional bill lines (think line items)
 - Default amount is 5
 - Adjust amount accordingly
 - Please note: + will **ADD** an **ADDITIONAL** number of lines to the already existing amount

ENTER A BILL - BILLING GENERAL TAB – BILL LINES

ENTERING TRANSACTION INFORMATION

If you added too many **Bill Lines** or do not need that many and you need to remove one (1) or more, you have two options:

- **BILL LINE REMOVAL OPTION 1** (*preferred*)
 - In the BILL LINES entry section on the LEFT side, you will see a column **SEL**
 - Check the box corresponding to the line you want to delete
 - Then on top of the BILL LINES entry section you will see the **Lines To Add** to the right of that you will see a + (plus) & – (minus)
 - Click on the – (minus) sign to remove the selected line
- Proceed to Page 27 (*skip next page*)



Lines to Add			
5	+	–	
Bill Lines			
Charge Details	Net Amount	Line Information	
Sel	Seq	Line	Identifier Look Up Date
<input type="checkbox"/>	1		04/14/2023
<input checked="" type="checkbox"/>	2		04/14/2023
<input checked="" type="checkbox"/>	3		04/14/2023
<input checked="" type="checkbox"/>	4		04/14/2023
<input checked="" type="checkbox"/>	5		04/14/2023
<input checked="" type="checkbox"/>	6		04/14/2023

ENTER A BILL - BILLING GENERAL TAB – BILL LINES

ENTERING TRANSACTION INFORMATION

If you added too many **Bill Lines** or do not need that many and you need to remove one (1) or more, you have two options:

- **BILL LINE REMOVAL OPTION 2** (*not preferred*)
 - Find the line you want to remove.
 - Use the Horizontal Slide bar, in Bill Lines section, move to the far right until you see **+ -**
 - Click on the **LINE** you want to remove; a pop-up will appear. Press the **OK** button.

id	AR Account	Revenue Account		
30	11680	Revenue Account	+	-
30	11680	Revenue Account	+	-
30	11680	Revenue Account	+	-
30	11680	Revenue Account	+	-
30	11680	Revenue Account	+	-
30	11680	Revenue Account	+	-

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

- Clicking the **SAVE** button will remove the line.

ENTER A BILL - BILLING GENERAL TAB – BILL LINES

The screenshot shows the 'Bill Lines' form with the following fields and values:

Charge Details	Net Amount	Line Information	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields	
Sel	Seq	Line	Identifier Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price
<input type="checkbox"/>	1		04/14/2023	<input type="text"/>	0.0000				

ENTERING TRANSACTION INFORMATION

Enter appropriate content into **Bill Lines** Section:

- in the **Charge Details** tab **ONLY**
 - **Table:** select ONLY the “ID” value, use the lookup icon if necessary & select from list of values.
- Do **NOT** use any other value.

The 'Look Up Table' dialog shows the following options:

- ID PS/Billing Charge Id
- ID PS/Billing Charge Id
- ID PS/Billing Charge Id

A green oval highlights the first option, 'ID PS/Billing Charge Id'.

ENTER A BILL - BILLING GENERAL TAB – BILL LINES

Bill Lines

Charge Details Net Amount Line Information Product Contract Service

Sel	Seq	Line	Identifier Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price
<input type="checkbox"/>	1		04/14/2023	ID	<input type="text"/>	<input type="text"/>			0.0000

Look Up Identifier

SetID UTRNS
Billing Currency USD
Identifier begins with
Description begins with

Basic Lookup

Search Results

View 100 1-10 of 10

Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code
REV_RGV_AUX_SALES	01/01/1902	Auxiliary - Sales	UNT	0	REV_SALES
REV_RGV_DES31	01/01/1902	Fund 3100 - Sales - Other	UNT	0	REV_SALESF
REV_RGV_DES31_CONT	01/01/1902	Fund 3100 - Contract Remit	UNT	0	RGV_REV_CT
REV_RGV_DES31_PROG	01/01/1902	Fund 3100 - Program	UNT	0	RGV_NS_PRG
REV_RGV_RES_GIFTS	01/01/1902	Restricted - Gifts	UNT	0	RGV_GIFTS
REV_RGV_RES_OTHERS	01/01/1902	Restricted - Others	UNT	0	REV_NS_MIS
RGV_SOMH&CF&C	01/01/1902	RGV_DES3430_SOMH&CF&C	UNT	0	RGV_SOMHCF
RGV_SOMH&CF&C_MISC	01/01/1902	RGV_SOMH&CF&C_MISCREV	UNT	0	RGV_SOMISC
RGV_SOM_CLINIC	01/01/1902	RGV_DES3410_SOM_ClinicRev	UNT	0	RGV_CLINIC
RGV_SOM_LAB	10/01/2020	RGV_DES3410_MSRDP_LAB	UNT	0	RGV_SM_LAB

Identifier:

- use the lookup icon & select from list of values
- Typically, if BILL TYPE IDENTIFIER is **D31** then **REV_RGV_DES31** is identifier

Description:

- will auto-populate after selecting Identifier with description data shown (do **NOT** leave as is or use the default description)
- **REPLACE** the default content with **your unique description** information up to 30 characters.

ENTER A BILL - BILLING GENERAL TAB – BILL LINES – DESCRIPTION

- Will auto-populate after selecting Identifier with description data shown (do **NOT** leave as is or use the default description)
- **REPLACE** the default content with **your unique description** information up to 30 characters.

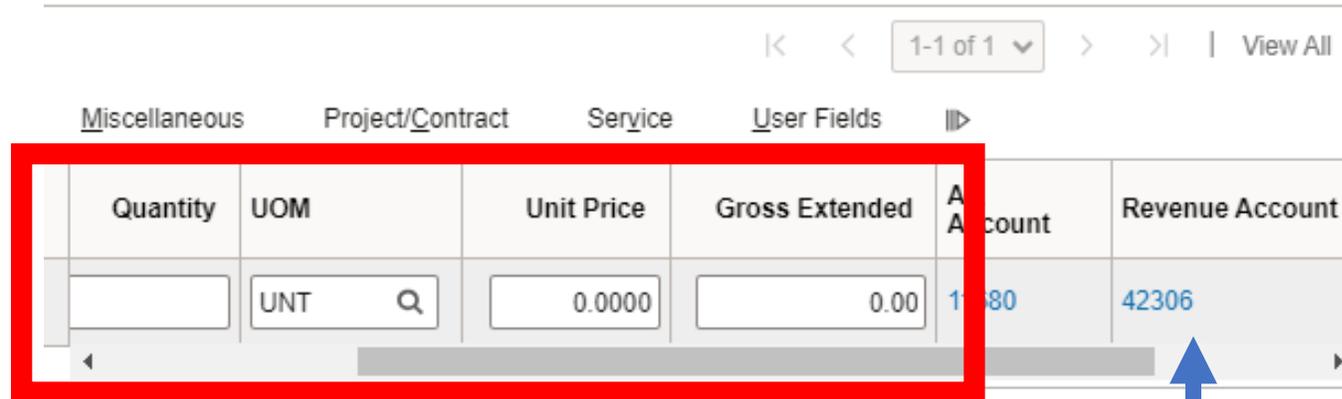
EXAMPLES OF ACCEPTABLE DESCRIPTIONS	EXAMPLES OF <u>UN-ACCEPTABLE DESCRIPTIONS</u>
2024 APSI Registration Fee	Fund 3100 – Sales – Other
Teachers Job Expo	Fund 3100 – Contract Remit
Data Analytics Course fee	Fund 3100 – Program Fee
Aux – Sales – Parking Permits	Auxiliary - Sales
STEM Center	<<leaving description field blank>>
Corporate Sponsorship	

Ensure you are stating what the invoice is for, be as specific as possible within the 30-character limit.

ENTER A BILL - BILLING GENERAL TAB – BILL LINES

Bill Types & Identifiers								
Bill Type	Description	Bill Source	PeopleSoft Fund	PeopleSoft Cost Center / Project	Identifier	Description	PS Account	Comments
D31	Designated Fund - 3100	ONL	3100	31XXXXXX	REV_RGV_DES31	Sales - Other	42306	** Need to enter Department & Cost Center manually
D31	Designated Fund - 3100	ONL	3100	31XXXXXX	REV_RGV_DES31_CONT		42209	** Need to enter Department & Cost Center manually
D31	Designated Fund - 3100	ONL	3100	31XXXXXX	REV_RGV_DES31_PROG	Program Fee	42211	** Need to enter Department & Cost Center manually
D31	Designated Fund - 3100	ONL	3100	31XXXXXX	NO IDENTIFIER	All Other Designated Revenue Accounts	Other Revenue	** Need to enter Department & Cost Center manually
D32	Designated Fund - 3200	ONL	3200	32XXXXXX	NO IDENTIFIER			** Need to enter Department & Cost Center manually
AUX	Auxiliary Fund	ONL	4100	41XXXXXX	REV_GR_AUX_SALES		42306	** Need to enter Department & Cost Center manually
AUX	Auxiliary Fund	ONL			NO IDENTIFIER	All Other Auxiliary Revenue Accounts	Other Revenue - Auxiliary	** Need to enter Department & Cost Center manually
RES	Restricted Fund	ONL	5300	53XXXXXXXX	REV_RGV_GIFTS	Gift Income	45100	** Need to enter Department & Cost Center manually
RES	Restricted Fund	ONL	5500	55XXXXXX	REV_RGV_OTHERS	Other Revenue Restricted	44451	** Need to enter Department & Cost Center manually
RES	Restricted Fund	ONL	5500	55XXXXXX	NS_MISC_REV	Other Revenue Restricted	44451	** Need to enter Department & Cost Center manually
MSC	Miscellaneous (All other Types of	ONL						Need to enter ALL account details manually
CNV	Conversion Invoices - Open Invoices converted from Oracle	CNV						These are invoices that were converted from Oracle

ENTER A BILL - BILLING GENERAL TAB – BILL LINES



Quantity	UOM	Unit Price	Gross Extended	Account	Revenue Account
<input type="text"/>	UNT <input type="text"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	1180	42306

ENTERING TRANSACTION INFORMATION

Continue entering appropriate content into **Bill Lines** Section:
in the **Charge Details** tab

- Quantity: ###
- UOM: (defaults to **UNT** but can be changed)
- Unit Price: (enter known price, i.e., 23.75)
- Gross Extended: (**skip as PeopleSoft will Auto-Sum**)
- scroll to the right (if necessary) until you see REVENUE ACCOUNT
- Click on the number link that appears below the words REVENUE ACCOUNT (i.e., 42306)

Please ensure the **UOM** value is present
Which is typically:
UNT (unit)

ENTER A BILL – ACCOUNTING DISTRIBUTION TAB

Billing General

Accounting Distributions

After clicking on the *Revenue Account* link the **ACCOUNTING DISTRIBUTIONS** tab opens

ENTER A BILL – ACCOUNTING DISTRIBUTION TAB

Billing General		Accounting Distributions					
Unit	UTRNS	Bill To	NSP00353	Pretax Amt	23.75 USD		
Invoice	NEXT		Rio Grande City CISD	 	Max Rows	<input type="text" value="5"/>	 

Review and Verify Content corresponds to what you have entered, so far.

Unit = UTRNS

Invoice = Next

Bill To = Customer you selected

Pretax Amt = Total of all Bill Lines Gross Extended (i.e., 23.75)

ENTER A BILL – ACCOUNTING DISTRIBUTION TAB – BILL LINE SECTION

In the AR Distribution subsection
Locate and click on the downward
pointing arrow next
to **AR DISTRIBUTION**

The screenshot shows the 'Bill Line' interface. At the top, it displays 'Seq 1', 'Line Identifier REV_RGV_DES31', 'Net Extended 23.75', and 'Description Career Day 2023 Registration'. Below this, the 'AR Distribution' subsection is expanded, showing a table with columns for 'Code', 'Account', 'Fund', 'Dept', 'Cost Center', 'Function', 'Project', 'Fund Affil', and 'Statistic Amount'. Each column has a search icon. The 'AR Offset' section is also visible above the table.

The section will collapse. There is no need for data entry in the AR Distribution sub-section

The screenshot shows the 'Bill Line' interface with the 'AR Distribution' subsection collapsed. The text '> AR Distribution' is circled in green, indicating the downward arrow that was clicked to collapse the section.

ENTER A BILL – ACCOUNTING DISTRIBUTION TAB – BILL LINE SECTION

Scroll Down Until you see

- **Revenue Distribution** sub-section
 - **BI CREATES GL ACCT ENTRIES**
 - **Revenue**
 - **Acctg Information**

You will need to populate a TWO (2) fields in this section: DEPARTMENT ID & COST CENTER #.

IMPORTANT: Please verify that the **COST CENTER** belongs to the **DEPARTMENT** you are entering. You can verify this by accessing the latest **COST CENTER LISTING (XLS)** on the Accounting & Reporting Webpage at <https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>

Revenue Distribution

BI Creates GL Acct Entries

Revenue

Acctg Information Reference Information

		Code	Account	Fund	Dept	Cost Center	Function	Project	Fund Affil
+	-	REV_SALESF	42306	3100			999		
Percent		100.00	Amount	23.75		Gross Extended	23.75		

ENTER A BILL – ACCOUNTING DISTRIBUTION TAB – BILL LINE SECTION

In the **Acctg Information** tab

Enter your Department ID & Cost Center ID in the Dept & Cost Center fields.

Please ensure you are entering the correct values as errors may be generated later in this process.

IMPORTANT: Please verify that the COST CENTER belongs to the DEPARTMENT you are entering. You can verify this by accessing the latest COST CENTER LISTING (XLS) on the Accounting & Reporting Webpage at <https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>

The Account, Fund, Function fields are pre-populated and do NOT need modification.

Revenue Distribution

BI Creates GL Acct Entries

Revenue

Acctg Information Reference Information

	Code	Account	Fund	Dept	Cost Center	Function	Project	Fund Affil
+ -	REV_SALESF	42306	3100			999		

Percent 100.00 Amount 23.75 Gross Extended 23.75

Please note, as you are working in this section the **CODE** content (first entry box) will disappear. If it does disappear, there is no need to re-enter the information. The application will continue to function.

ENTER A BILL – ACCOUNTING DISTRIBUTION TAB – BILL LINE SECTION

Acctg Information		Reference Information		>			
		Code	Account	Fund	Dept	Cost Center	Function
<input data-bbox="300 696 364 746" type="button" value="+"/>	<input data-bbox="415 696 479 746" type="button" value="-"/>	<input data-bbox="522 689 835 746" type="text"/>	42306 <input data-bbox="1090 689 1141 746" type="text"/>	3100 <input data-bbox="1358 689 1409 746" type="text"/>	420450 <input data-bbox="1625 689 1676 746" type="text"/>	31000211 <input data-bbox="1944 689 1995 746" type="text"/>	999 <input data-bbox="2186 689 2237 746" type="text"/>

Note: After populating the **Dept** and **Cost Center** fields the **CODE** field is now intentionally blank.

ENTER A BILL – ACCOUNTING DISTRIBUTION TAB – BILL LINE SECTION

Accounting Distributions

Unit UTRNS Bill To NSP00353 Pretax Amt 23.75 USD
Invoice NEXT Rio Grande City CISD Max Rows 5

Bill Line

Seq 1 Line Net Extended 23.75
Identifier REV_RGV_DES31 Description Career Day 2023 Registration

> AR Distribution

Revenue Distribution

BI Creates GL Acct Entries

Revenue

Code	Account	Fund	Dept	Cost Center	Function	Project	Fund Affil
	42306	3100	420450	31000211	999		

Percent 100.00 Amount 23.75 Gross Extended 23.75

> Contract Liability Dist

> Contract Asset Distribution

> InterUnit Expense Distribution

> InterUnit Payable Distribution

> Statistical Distribution

Go to: Summary Tax Standard Entry Account Distributions Discount/Surcharge Notes

Navigation Accounting - Distributions

Bill Search Line Search Prev Next

Save Notify Refresh Add Update/Display

To Add Notes to a Bill
Scroll down & Locate the 'Navigation'
dropdown menu

Accounting Distributions Discount/Surcharge

Navigation Accounting - Distributions

ENTER A BILL – ACCOUNTING DISTRIBUTION TAB – BILL LINE SECTION

Distributions

Navigation

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

Accounting - Distributions ▼

To Add Notes to a Bill
Using the 'Navigation' drop down menu
Click and select **HEADER - NOTE**

ENTER A BILL – HEADER NOTES TAB



After clicking on the *Navigation > Header - Notes* menu item the **HEADER - NOTES** tab opens

ENTER A BILL – HEADER NOTES TAB

To Add Notes to a Bill

- Enter “**NOTE TEXT**” (in the box). If necessary, click the + icon on the upper right to add a new Note Text field for more data entry (up to 254 characters).
- This section should be used for information related to the issuing department or program.

Unit UTRNS Bill To NSP00353 Pretax Amt 23.75 USD
Invoice NEXT Rio Grande City CISD Customer Notes

Bill Header Notes [Search] | [Navigation] | 1 of 1 | View All

Standard Note Flag Std Note [Search] [+] [-]
 Internal Only Flag Note Type [Search]

Note Text:
For credit card payments call 956-665-2158. Please reference this invoice for remittance.
We accept Visa, Mastercard and Discover.
Please contact <<FIRST NAME & LAST NAME>> @ 956 <<PHONE NUMBER>> with any questions.
Thank you for your business.

10 characters remaining

Go to: Summary Copy Address Standard Entry Header Notes Bill Search Accounting Distributions Line Search Attachments

Navigation Header - Note Page Series Prev Next

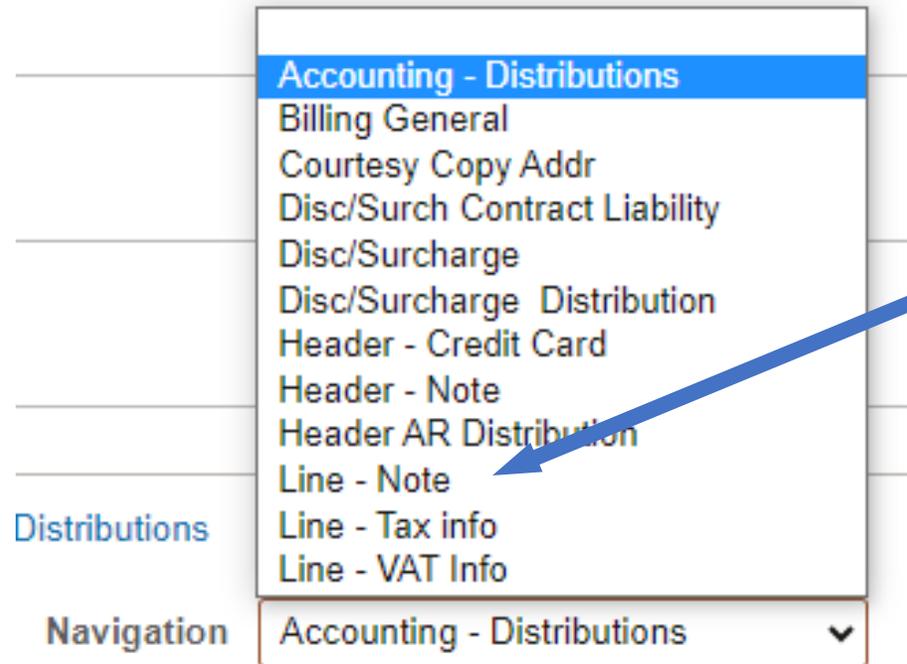
Save Notify Refresh Add Update/Display

Billing General | Header - Notes

FOR EXAMPLE:

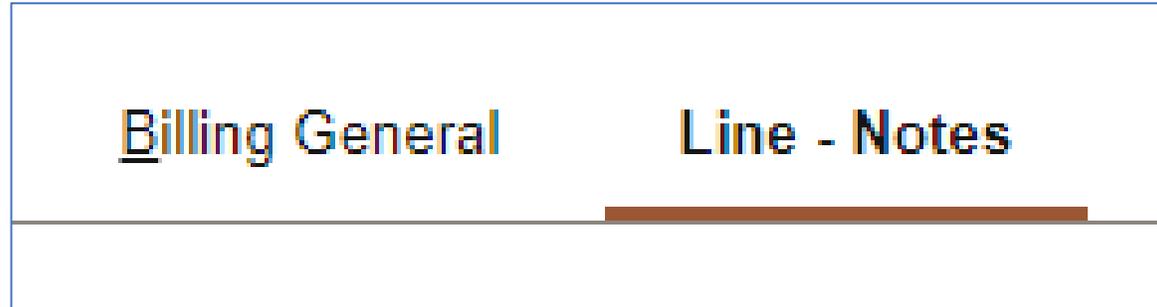
Please contact <<FIRST NAME & LAST NAME>> @ 956 <<PHONE NUMBER>> with any questions.
Thank you for your business.

ENTER A BILL – HEADER NOTES TAB



To Add Notes to a Bill
Using the 'Navigation' drop down menu
Click and select **LINE - NOTE**

ENTER A BILL – LINE NOTES TAB



After clicking on the *Navigation > Line - Notes* menu item the **LINE - NOTES** tab opens

ENTER A BILL – LINE NOTES TAB

Billing General | **Line - Notes**

Unit UTRNS Bill To NSP00353 Pretax Amt 23.75 USD
Invoice NEXT Rio Grande City CISD Max Rows 5

Bill Line | 1 of 1 | View All

Seq	Line Identifier	Net Extended	Description
1	REV_RGV_DES31	23.75	Career Day 2023 Registration

Bill Line Note | 1 of 1 | View All

Standard Note Flag Standard Note Code [] [+] [-]
 Internal Only Flag Note Type []

Note Text
CAREER DAY seminar registration. Check-in starts are 8:30am. Seminar session begins at 9:00am
161 characters remaining

Go to: Summary Tax Standard Entry Accounting Distributions Discount/Surcharge Notes
Navigation: Line - Note Page Series: [] [Prev] [Next]

[Save] [Notify] [Refresh] [Add] [Update/Display]

[Billing General](#) | [Line - Notes](#)

To Add Notes to a **Bill Line**

- Enter “**NOTE TEXT**” (in the box).
If necessary, click the + icon on the upper right to add a new Note Text field for more data entry (up to 254 characters).

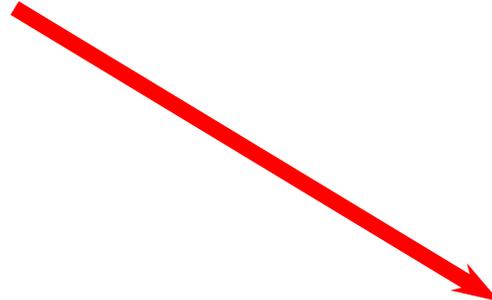
- This section should be used for information related to the specific line item.

FOR EXAMPLE:

CAREER DAY seminar registration. Check-in starts are 8:30am. Seminar session begins at 9:00am

ENTER A BILL – LINE NOTES TAB

When ready click on the **SAVE** button



Billing General | **Line - Notes**

Unit UTRNS Bill To NSP00353 Pretax Amt 23.75 USD
Invoice NEXT Rio Grande City CISD Max Rows 5

Bill Line | 1 of 1 | View All

Seq 1	Line Identifier REV_RGV_DES31	Net Extended 23.75	Description Career Day 2023 Registration
-------	-------------------------------	--------------------	--

Bill Line Note | 1 of 1 | View All

Standard Note Flag Standard Note Code

Internal Only Flag Note Type

Note Text
CAREER DAY seminar registration. Check-in starts are 8:30am. Seminar session begins at 9:00am

161 characters remaining

Go to: Summary Tax Standard Entry Accounting Distributions Discount/Surcharge Notes

Navigation Line - Note

Bill Search Line Search Page Series Prev Next

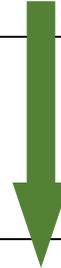
Save Notify Refresh Add Update/Display

Billing General | Line - Notes

ENTER A BILL – LINE NOTES TAB

The invoice number is now generated at the top of the screen replacing the word NEXT.

Invoice NEXT



Invoice NS-0009762-INV

Click **BILLING GENERAL** tab



Billing General Line - Notes

ENTER A BILL – BILLING GENERAL TAB – PRO FORMA

In the Billing General tab, at the upper right of screen, hover your mouse over the paper icon with the \$ sign on it (to the right of Pretax Amt \$\$\$.^{¢¢} USD)

- Click **PRO FORMA** icon
- To generate a sample of the invoice so you can review
- If needed, changes can be made.

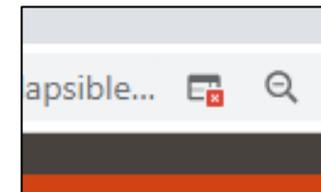
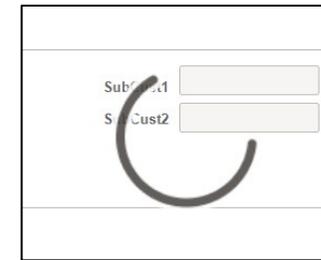


DO NOT SEND PRO FORMA TO CUSTOMER

- NOTE: This is the only time you can make edits, once Invoice has been generated **NO** edits can be made.

To **MINIMIZE** cancellations please ensure all values are correct

- If the processing wheel stops and nothing happens check your Pop-Up Blocker (upper right-hand corner of your browser)



BI_PRNXPNO1.pdf – PRO FORMA – BROWSER TAB

PRO FORMA appears in NEW browser tab

- Review content
- If corrections need to be made
 - Close current Pro Forma tab
 - Return to Express Billing tab
 - Make Your Adds, Deletions, or Adjustments
- Click **SAVE** button
- **Do NOT send Pro Forma to customer**
- You can click on Pro Forma icon to create a new Pro Forma to review

The screenshot shows a web browser window with the title 'Express Billing' and the address bar containing 'zbfi-uat.utshare.utssystem.edu/psc/ZBFIUAT/view/%7bV2%7dTGT6fNwq4UxByVzgyJFekh_zX.i...'. The page content is a Pro Forma invoice for 'The University of Texas Rio Grande Valley'. The invoice details include:

- Invoice No:** NS-0009762-INV
- Invoice Date:** 04/14/2023
- Customer Number:** NSP00353
- Payment Terms:** Net 30
- Due Date:** 05/14/2023
- AMOUNT DUE:** 23.75 USD

The 'Bill To' information is: Rio Grande City CISD, 1 South Fort Ringgold, Rio Grande City TX 78582, United States. The 'Please Remit To' information is: The University of Texas Rio Grande Valley, Bursar Office ESSBL 1.200, 1201 West University Dr., Edinburg TX 78539, United States. A note in a box states: 'For proper posting to your account, please include the invoice number on all remittances and correspondences'.

Line	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	Career Day 2023 Registration	1.00	UNT	23.75	23.75
	CAREER DAY seminar registration. Check-in starts are 8:30am. Seminar session begins at 9:00am				
	Subtotal:				23.75
	Amount Due:				23.75

For credit card payments call 956-665-2158. Please reference this invoice for remittance. We accept Visa, Mastercard and Discover. Please contact <<FIRST NAME & LAST NAME>> @ 956 <<PHONE NUMBER>> with any questions.

EXPRESS BILLING – BILLING GENERAL TAB – MAKE READY TO INVOICE

Click on **Express Billing** browser tab, then ensure you are in **BILLING GENERAL**.

The screenshot shows the Express Billing web application. The 'Billing General' tab is active, and the 'Bill Status' field is highlighted with a yellow box, showing 'NEW'. A 'Look Up Bill Status' dialog box is open, displaying a list of bill statuses. The 'RDY Ready to Invoice' option is highlighted with a red box. A green arrow points from the 'Express Billing' browser tab to the 'Billing General' tab.

Code	Description
CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMR	Temporary Ready Bill

If Bill is ready to be invoiced

- In **Bill Status** field, click **Look Up** icon
- Change **Bill Status**
- from **NEW** to **RDY (Ready to Invoice)**
- Click **Save** button

(Ensure you have copied/save the invoice number for next step)

A close-up of the 'Save' button in the Billing General tab, highlighted with a purple box. Other buttons like 'Notify' and 'Refresh' are also visible.

INVOICE TRACKING

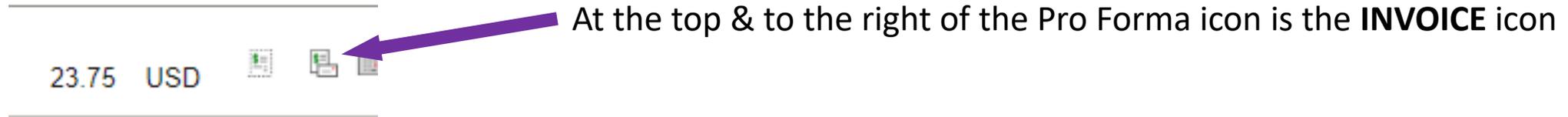
Copy/Save the invoice number for next step

TIP: CREATE AN INVOICE TRACKING SYSTEM

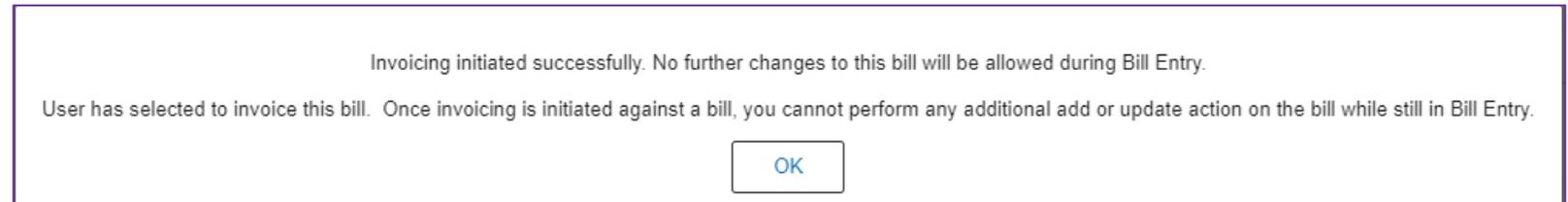
A Tracking System will help minimize the time it takes to find an invoice you created last year that you can copy this year.

INVOICE DATE	INVOICE NUMBER	CUSTOMER ID	CUSTOMER NAME	PURPOSE	GOOD TO COPY?
4/13/2023	NS-0009732-INV	NSP285393	Edinburg CISD	Career Day Seminar	Yes
4/13/2023	NS-0009737-INV	NSP309440	Weslaco CISD	Career Center Service	No
4/13/2023	NS-0009738-INV	NSP00176	McAllen ISD	Career Day Seminar	Yes
4/14/2023	NS-0009760-INV	NSP00612	Valley View ISD	Career Day Seminar	Yes
4/14/2023	NS-0009762-INV	NSP00353	Rio Grande City CISD	Career Day Seminar	Yes

EXPRESS BILLING – BILLING GENERAL TAB – INVOICE ICON



Click on the **Invoice** Icon (ONE TIME ONLY)
In a couple of seconds, you will see the follow message pop-up,
read it, then click **OK**.



IMPORTANT
UNLIKE THE PRO FORMA, YOU WILL NOT IMMEDIATELY SEE THE INVOICE.
DO NOT CLICK ON THE INVOICE ICON MORE THAN ONE TIME!

EXPRESS BILLING – BILLING GENERAL TAB

Now, click on the **Single Action Invoice** link on the far-left side of the screen.

Unit UTRNS Invoice NS-0009762-INV Pretax Amt 23.75 USD

Bill Status RDY Invoice Date 04/14/2023
*Bill Type D31 Bill Source ONL
Cycle ID *Frequency Once
*Invoice Form XMLPUB

Customer Information
*Customer NSP00353 Rio Grande City CISD
SubCust1 SubCust2
 Acceptgiro

> Address
> Payment Information
> Header Detail

Lines to Add 5 Max Rows 5

Bill Lines

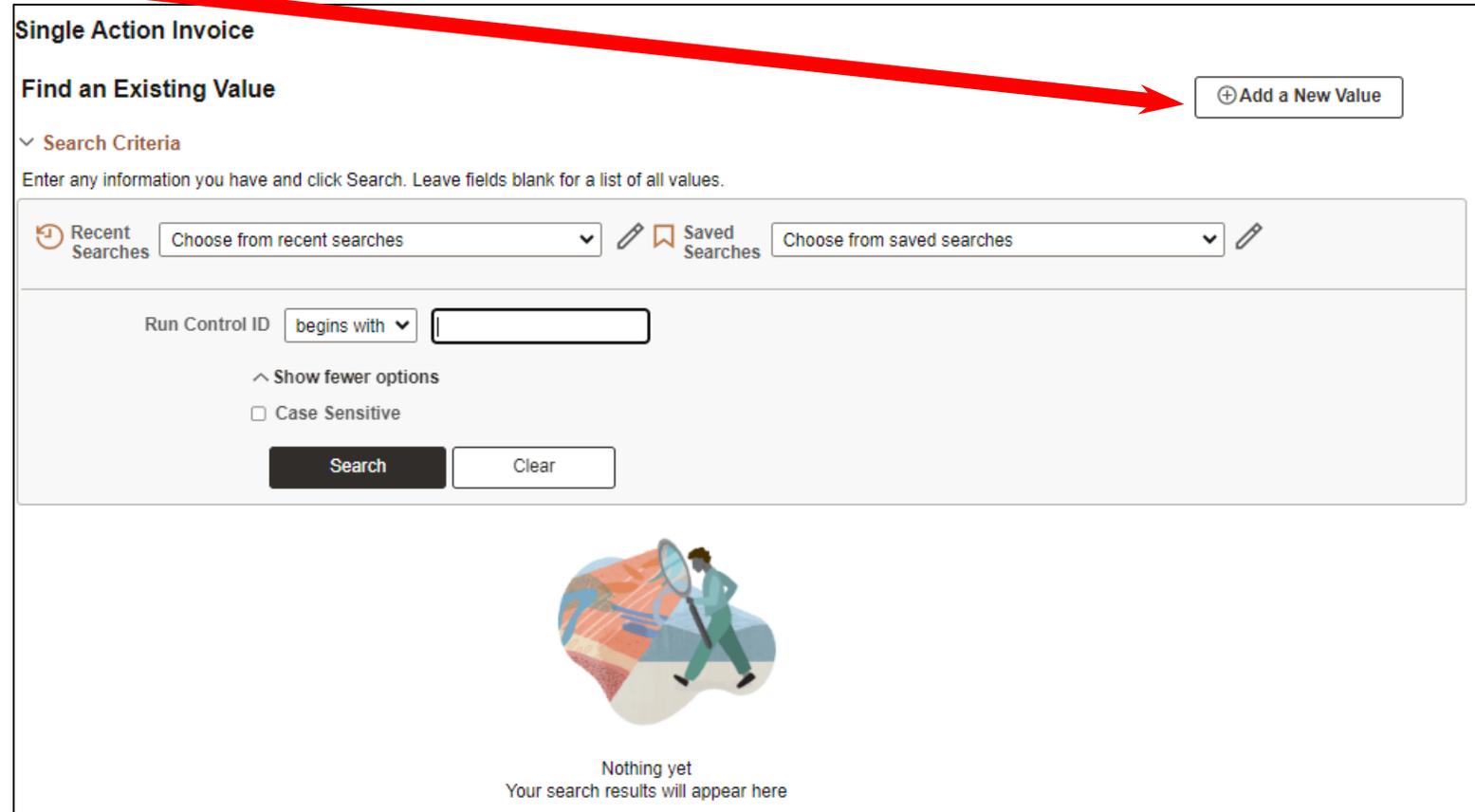
Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service		
Sel	Seq	Line	Identifier Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended
<input type="checkbox"/>	1	1	04/14/2023	ID	REV_RGV_DES31	Career Day 2023 Regist	1.0000	UNT	23.7500	23.75

SINGLE ACTION INVOICE

First time here? Use this **ONE TIME ACTION ONLY** process

If you have completed this part of the process, please go to page 55

Click **Add A New Value** button



The screenshot shows the 'Single Action Invoice' search interface. At the top right, there is a button labeled '+ Add a New Value'. Below this is a section titled 'Find an Existing Value' with a 'Search Criteria' dropdown. A red arrow points from the text 'Click Add A New Value button' to the '+ Add a New Value' button. The search area includes 'Recent Searches' and 'Saved Searches' dropdowns, a 'Run Control ID' field with a 'begins with' dropdown and an input box, and checkboxes for 'Show fewer options' and 'Case Sensitive'. There are 'Search' and 'Clear' buttons. At the bottom, there is an illustration of a person with a magnifying glass and the text 'Nothing yet Your search results will appear here'.

SINGLE ACTION INVOICE

In the **Add A New Value** screen

- Enter **Control ID** (recommend using the same as title of screen)
- **SINGLE_ACTION_INVOICE** (ensure you are NOT using space bar. PeopleSoft will reject any entry that has a space. Instead replace with _ (underscore) or – (dash) or remove all spaces to make one long word.
- Click **Add** button

IMPORTANT:

Ensure you use **ONLY** the Run Control ID that YOU Create.



Single Action Invoice

Add a New Value Find an Existing Value

*Run Control ID

Add

SINGLE ACTION INVOICE

Single Action Invoice [Print Options](#)

Run Control ID: Single_Action_Invoice Report Manager Process Monitor Run Validate

Language: English Specified Language Recipient's Language

Selection Parameters | < > | 1 of 1 | View All

Seq Nbr: 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-0009762-INV To Invoice: NS-0009762-INV

Save Add Update/Display

Single Action Invoice | [Print Options](#)

Populate the following fields:

- BUSINESS UNIT: **UTRNS**
- FROM INVOICE: current invoice #
- TO INVOICE: current invoice #

- Click **SAVE** button

SINGLE ACTION INVOICE

In the Find an Existing Value screen

- Click on **Search** button
- In Search Results look for and click on the Run Control ID you previously created and saved.

For example,
SINGLE_ACTION_INVOICE

Single Action Invoice

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**

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

🕒 Recent Searches   Saved Searches 

Run Control ID

^ Show fewer options

Case Sensitive



Nothing yet
Your search results will appear here

IMPORTANT:

Ensure you use **ONLY** the Run Control ID that YOU previously created.

SINGLE ACTION INVOICE

IMPORTANT:

Ensure you use **ONLY** the Run Control ID that YOU created.

The screenshot shows the 'Single Action Invoice' interface. At the top, there are tabs for 'Single Action Invoice' and 'Print Options'. Below the tabs, the 'Run Control ID' is set to 'Single_Action_Invoice' and the 'Language' is set to 'English'. There are radio buttons for 'Specified Language' (selected) and 'Recipient Language'. A red arrow points from the 'Run Control ID' field to the 'Process Monitor' link in the top navigation bar. Another red arrow points from the 'Process Monitor' link to the 'Process Monitor' link in the 'Selection Parameters' section. The 'Selection Parameters' section includes a search bar, a 'View All' link, and a table with columns for 'Seq Nbr' and '1'. Below the table, there are three sections: 'Invoice Date Option' with radio buttons for 'Processing Date' (selected) and 'User Defined'; 'Posting Action' with radio buttons for 'Do Not Post' (selected) and 'Batch Standard'; and 'Range Selection' with radio buttons for 'All', 'Bill Cycle', 'Date Bill Added', 'Range ID', 'Public Voucher Number', 'Invoice ID' (selected), 'Cust ID', 'Bill Type', and 'Bill Source'. To the right of these sections are input fields for 'Business Unit' (UTRNS), 'From Invoice' (NS-0009762-INV), and 'To Invoice' (NS-0009762-INV). At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Click on **Process Monitor** link **ONLY**

- Do **NOT** click on anything else

SINGLE ACTION INVOICE – PROCESS MONITOR

Process List | Server List

View Process Requests

User ID Type Last 3 Days **Refresh**

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager **Reset**

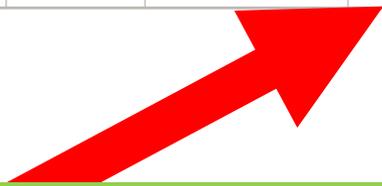
Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2567914		PSBIINS-0009762-INV	PSJob	BIJOB03K	<input type="text"/>	06/16/2023 11:01:02AM CDT	Success	Posted	Details	Actions

[Go back to Single Action Invoice](#)

Save

Process List | Server List



IMPORTANT:

In the PROCESS NAME column, ensure that **BIJOB03K** appears here. If anything, different appears, please contact Training Coordinator **ASAP**

Periodically click the **Refresh** button until in Process List section the **Run Status** shows *SUCCESS*, and the **Distribution Status** show *POSTED* (see image)

Note: Distribution Status **must** say **POSTED** before proceeding.

Press **Refresh** button if necessary

SINGLE ACTION INVOICE – PROCESS MONITOR

The screenshot displays the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Requests' section with various filters like 'User ID', 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance', 'Range', 'Run Status', and 'Distribution Status'. A 'Process List' table is shown below, with columns for 'Select', 'Instance', 'Seq.', 'Run Control ID', 'Process Type', 'Process Name', and 'Run Date/Time'. The first row is highlighted, showing '2567914' as the instance and 'BIJOB03K' as the process name. An orange circle highlights the 'BIJOB03K' cell. A 'Process Detail' pop-up window is open on the right, showing 'Process Name: BIJOB03K' and 'Main Job Instance: 2567914'. It lists sub-processes with their statuses, all of which are 'Success'. A 'Refresh' button is visible in the top right of the pop-up. An orange callout box points to the 'BIJOB03K' cell in the table and the 'Process Detail' window.

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	Run Date/Time
<input type="checkbox"/>	2567914		PSBIINS-0009762-INV	PSJob	BIJOB03K	06/16/2023 11:01:02AM CDT

Process Detail

Process Name: BIJOB03K
Main Job Instance: 2567914

- 2567914 - BIJOB03K Success
- 2567915 - BIIVC000 Success
- 2567916 - BI_IVCEXT Success
- 2567917 - BISPJ00 Success
- 2567918 - BIXPJ00 Success
- 2567919 - BISLSUM Success
- 2567920 - BIGIVCPN Success
- 2567921 - UTZFG514 Success
- 2567922 - UTZFB108 Success
- 2567923 - BICURCNV Success
- 2567924 - BIPRELD Success
- 2567925 - BILDGL01 Success
- 2567926 - FS_BP Success
- 2567927 - BILDAR01 Success
- 2567928 - BISF108X Success
- 2567929 - BIGNAP01 Success
- 2567930 - BI_MASK_AE Success

If you encounter **WARNINGS** or **ERRORS** or anything other than **SUCCESS**, please reach out immediately

In the Process List section:

click on top process **BIJOB03K**

The Process Detail pop-up box appears

The sub-processes to complete the Billing to Invoice are displayed in this pop-up

Press **Refresh** button if necessary to see the latest status

When all status is **SUCCESS**, click the **Return** button (upper right corner of the pop-up)

SINGLE ACTION INVOICE – PROCESS MONITOR

To view the Invoice in PDF format
Click **Go back to Single Action Invoice** link

The screenshot shows the 'Process List' tab of a web application. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Requests' section with various filters: 'User ID' (with a search icon), 'Type' (dropdown), 'Last' (dropdown), a numeric input '3', 'Days' (dropdown), 'Refresh' button, 'Server' (dropdown), 'Name' (with a search icon), 'Instance' (input), 'Range' (link), 'Clear' button, 'Run Status' (dropdown), 'Distribution Status' (dropdown), 'Save On Refresh' (checkbox), 'Report Manager' (link), and 'Reset' button.

Below the filters is a 'Process List' section with a search icon and a table. The table has columns: 'Select', 'Instance', 'Seq.', 'Run Control ID', 'Process Type', 'Process Name', 'User', 'Run Date/Time', and 'Run Stat'. One row is visible with the following data:

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Stat
<input type="checkbox"/>	2567914		PSBIINS-0009762-INV	PSJob	BIJOB03K	[User Icon]	06/16/2023 11:01:02AM CDT	Success

Below the table, there is a link 'Go back to Single Action Invoice', a 'Save' button, and a 'Notify' button. At the bottom, there are tabs for 'Process List' and 'Server List'.

SINGLE ACTION INVOICE

Single Action Invoice [Print Options](#)

Run Control ID: Single_Action_Invoice
Language: English

Specified Language Recipient's Language

Selection Parameters | < > | 1 of 1 | [View All](#)

Seq Nbr: 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-0009762-INV
To Invoice: NS-0009762-INV

Single Action Invoice | [Print Options](#)

Click on **REPORT MANAGER** link

SINGLE ACTION INVOICE – REPORT MANAGER

List [Explo](#) **Administration** [Archives](#)

View Reports For

User ID Type Last 3 Days Refresh

Status Folder Instance to

Report List

1-22 of 22 | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>				06/16/2023 11:05:35AM	Acrobat (*.pdf)		Details
<input type="checkbox"/>	2911531	2567934	BI_PRNXP01 - BI_PRNXP01.pdf	06/16/2023 11:02:07AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2911529	2567944	Invoice Bursting Program			Posted	Details

Click on **Administration** tab

Click on INVOICE link in description field:
BI_PRNXP01 – BI_PRNXP01.pdf

BI_PRNXPNO1.pdf – INVOICE – BROWSER TAB

The **INVOICE** will appear in NEW browser window or tab of your browser.

You can now save your invoice to PC or email it or print it or whatever you need to do.

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

**The University of Texas
Rio Grande Valley**

INVOICE

Invoice No: NS-0009762-INV
Invoice Date: 04/14/2023

Bill To:
Rio Grande City CISD
1 South Fort Ringgold
Rio Grande City TX 78582
United States

Customer Number: NSP00353
Payment Terms: Net 30

Due Date: 05/14/2023

Please Remit To:
The University of Texas Rio Grande Valley
Bursar Office ESSBL 1.200
1201 West University Dr.
Edinburg TX 78539
United States

AMOUNT DUE: 23.75 USD

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

Line	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	Career Day 2023 Registration	1.00	UNT	23.75	23.75
	CAREER DAY seminar registration. Check-in starts are 8:30am. Seminar session begins at 9:00am				
	Subtotal:				23.75
	Amount Due:				23.75

For credit card payments call 956-665-2158. Please reference this invoice for remittance. We accept Visa, Mastercard and Discover.
Please contact <<FIRST NAME & LAST NAME>> @ 956 <<PHONE NUMBER>> with any questions.

BILLING ENTRY – GENERATE AN INVOICE

THIS PROCESS IS NOW COMPLETE

COPY SINGLE BILL

The Copy Single Bill Process is an optional process that can be used when you want to create a new bill from a previously generated bill/invoice for a repeat customer and billable event/activity with only minimal change to the new bill/invoice.

COPY SINGLE BILL

Login to **PeopleSoft**

Navigate from **Employee Self Service**
to **Project Mgmt, Billing & AR**

Click on **Billing** tile

On left side menu look for and click on

My Billing Invoices

Next click on **Copy Single Bill**

Copy Single Bill

Find an Existing Value

▼ **Search Criteria**

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

*Business Unit = UTRGV

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

^ Show fewer options

Case Sensitive

Search Clear



Nothing yet
Your search results will appear here

COPY SINGLE BILL

In the Find an Existing Value section, populate the following fields:

Business Unit = UTRNS

Invoice = the complete invoice # you want to copy

When ready click **SEARCH** button

The screenshot shows a web interface titled "Copy Single Bill" with a section "Find an Existing Value". Under "Search Criteria", there is a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two dropdown menus: "Recent Searches" (containing "Choose from recent searches") and "Saved Searches" (containing "Choose from saved searches"). The main search area contains the following fields:

- *Business Unit: dropdown menu set to "=", text input field containing "UTRNS", and a search icon.
- Invoice: dropdown menu set to "begins with", text input field containing "NS-0009664-INV", and a search icon.
- Bill Status: dropdown menu set to "=", and another dropdown menu.
- Customer: dropdown menu set to "begins with", and a search icon.
- Contract: dropdown menu set to "begins with", and an empty text input field.

At the bottom of the search area, there is a link to "Show fewer options" and a checkbox for "Case Sensitive". At the very bottom are two buttons: "Search" and "Clear".

COPY SINGLE BILL

Search Clear Save Search

Search Results
1 rows - Business Unit "UTRNS" Invoice "NS-0009664-INV"

1-1 of 1 View All

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract	
UTRNS	NS-0009664-INV	Regular	Invoiced	D31	ONL	NSP285393	(blank)	>

The results will be revealed in the SEARCH RESULTS content below the SEARCH button. When ready click anywhere on the row that has the Invoice, you want to copy.

COPY SINGLE BILL

The screen will change.
Please **verify** the information at the top of the screen is correct.

In the **Select Bill Action** box, fill in **Copy Bill** option bubble.

OPTIONAL: **Invoice Date** may be added.
If left blank this will default to today's date after clicking SAVE button.

Click on **SAVE**

Copy Single Bill

Unit UTRNS Bill To NSP285393 Edinburg CISD
Invoice NS-0009664-INV Invoice Amt 600.00 USD

Select Bill Action

No Bill Action
 Copy Bill

Number of Copies [Create Bills](#)

Copy Results

Sequence	*Copy Bill	Invoice Date
1	<input type="text" value="NEXT"/>	<input type="text"/>

[Save](#) [Return to Search](#) [Notify](#)

Calendar

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

< Current Date >

COPY SINGLE BILL – COPY RESULTS

In the Copy Results section, the NEW bill has been generated and a new invoice number has been assigned.

Please, make note of the new invoice number as you will need it for the next part of the process.

Copy Results

Sequence	*Copy Bill	Invoice Date	
	NS-0009763-INV	06/16/2023	Go To Bill Header - Gen. Info

COPY SINGLE BILL – NAVIGATE TO EXPRESS BILLING

In the vertical menu (left side of screen) look for and click on **Express Billing**.



EXPRESS BILL ENTRY

Stay on **FIND AN EXISTING VALUE**

Change **Business Unit = UTRNS**

Add the newly created invoice number
in the **Invoice** field

Click on the **Search** button

Express Bill Entry

Find an Existing Value ⊕ Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

Business Unit = ▼ Q

Invoice begins with ▼ Q

Bill Status = ▼

Customer begins with ▼ Q

Contract begins with ▼

Bills in Business Unit = ▼ Q

Template Invoice Flag = ▼

^ Show fewer options

Case Sensitive

Search Clear



Nothing yet
Your search results will appear here

EXPRESS BILL ENTRY

Search Clear Save Search

Search Results
1 rows - Business Unit "UTRNS" Invoice "NS-0009763-INV"

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag	
UTRNS	NS-0009763-INV	Regular	D31	New Bill	ONL	NSP285393	(blank)	UTRNS	No	>

Revealed in the SEARCH RESULTS content below the SEARCH button is the BILL you created in the COPY SINGLE BILL action.

When ready click anywhere on the row that has the Invoice Number information to begin the review and bring up-to-date process.

EXPRESS BILL ENTRY – BILLING GENERAL

The screenshot shows the 'Billing General' form with the following fields and values:

- Unit: UTRNS
- Invoice: NS-0009763-INV
- Amount: 600.00 USD
- Bill Status: NEW
- *Bill Type: D31
- Cycle ID: (empty)
- *Invoice Form: XMLPUB
- Invoice Date: 06/16/2023 (highlighted with an orange circle)
- *Frequency: Once
- *Customer: NSP285393
- Edinburg CISD
- *Location: 1
- Language Code: ENG
- Country: USA (United States)
- Address 1: Drawer 990
- City: Edinburg
- State: TX (Texas)
- Postal: 78540

The 'Customer Information > Address' section is highlighted with a large orange circle.

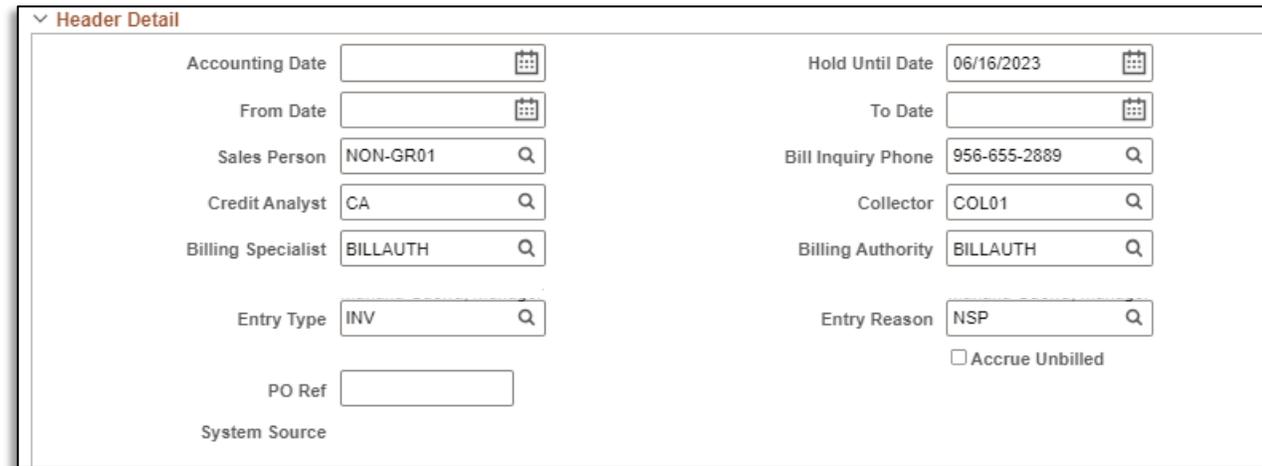
In this screen, please ensure the following content is updated:

- Invoice Date
- Customer Information > Address (esp. if it has been a while since last invoice)

EXPRESS BILL ENTRY – BILLING GENERAL

In the **Header Detail** section

The **Accounting Date** field will be empty. Please add the Accounting Date (same as Invoice Date).



The screenshot shows the 'Header Detail' section of a software interface. It contains the following fields and values:

Field	Value
Accounting Date	[Empty]
From Date	[Empty]
Sales Person	NON-GR01
Credit Analyst	CA
Billing Specialist	BILLAUTH
Entry Type	INV
PO Ref	[Empty]
System Source	[Empty]
Hold Until Date	06/16/2023
To Date	[Empty]
Bill Inquiry Phone	956-655-2889
Collector	COL01
Billing Authority	BILLAUTH
Entry Reason	NSP

There is also an unchecked checkbox labeled 'Accrue Unbilled'.

FYI: Entry Type & Entry Reason fields have content. The content denotes this Bill was created using the Copy Single Bill process. Do not modify or delete information.

EXPRESS BILL ENTRY – BILLING GENERAL

Under the Billing General tab and in the Bill Lines section. At a minimum, update as necessary:

Description

Quantity

Unit Price

Description	Quantity	UOM	Unit Price
2023 APSI Registration I	1.0000	UNT	600.0000

EXPRESS BILL ENTRY – BILLING GENERAL

Price	Gross Extended	AR Account	Revenue Account	
000	600.00	11680	42306	



In the Bill Lines section, navigate to Accounting Distributions section by clicking on the **Revenue Account** number appearing in at the end of the BILL LINES > Charge Details line

EXPRESS BILL ENTRY – BILLING GENERAL – ACCOUNTING DISTRIBUTIONS

Billing General

Accounting Distributions

In Accounting Distributions section please review the content in the Revenue Distribution > Acctg Information line to ensure that what needs modification is modified accurately and properly.

Revenue Distribution

BI Creates GL Acct Entries

Revenue

Acctg Information Reference Information

	Code	Account	Fund	Dept	Cost Center	Function	Project	Fund Affil
+	-	<input type="text"/>	42306	3100	420123	31000202	999	
Percent	100.00	Amount	600.00	Gross Extended	600.00			

EXPRESS BILL ENTRY – BILLING GENERAL – HEADER NOTE

Under the Accounting Distribution tab and in the Navigation drop down select: Header – Note

Header – Notes tab will appear at top of screen & to the right of Billing General

Update content in Note Text box

Navigation

Billing General Header - Notes

Note Text:
Please include the UTRGV invoice # with payment
Please call us at
956.665.9999

175 characters remaining

EXPRESS BILL ENTRY – BILLING GENERAL – LINE NOTE

Under the Accounting Distribution tab and in the Navigation drop down select: Line – Note

Line – Notes tab will appear at top of screen & to the right of Billing General

Update content in Note Text box

Navigation

Billing General **Line - Notes**

Note Text

WK 1 June 27-30
AP World History
Teacher training

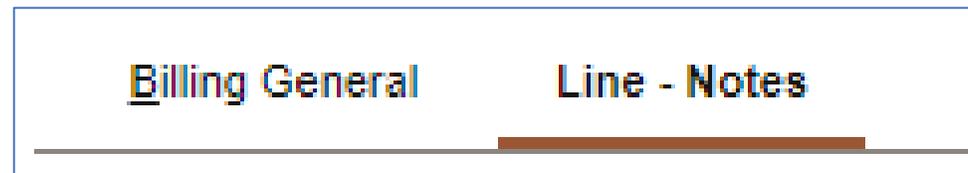
204 characters remaining

EXPRESS BILL ENTRY – BILLING GENERAL

Under the Line – Notes tab, at the bottom left of the workspace click on **SAVE** button.



Click on the **Billing General** tab at top of workspace.



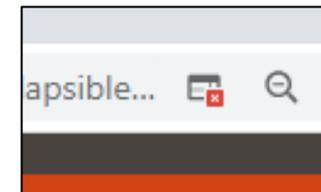
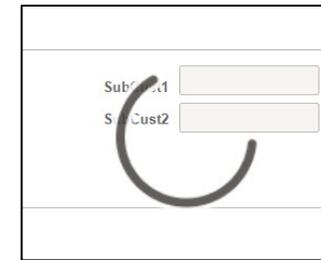
ENTER A BILL – BILLING GENERAL TAB – CREATE PRO FORMA

In the Billing General tab, at the upper right of screen, hover your mouse over the paper icon with the \$ sign on it (to the right of Pretax Amt \$\$\$. $\phi\phi$ USD)

- Click **PRO FORMA** icon
- To generate a sample of the invoice so you can review and if needed changes can be made.

- **NOTE:** This is the only time you can make edits. Once Invoice has been generated **NO** edits can be made.

- If the processing wheel stops and nothing happens check your Pop-Up Blocker (upper right-hand corner of your browser)



BI_PRNXPNO1.pdf – PRO FORMA – BROWSER TAB

PRO FORMA appears in NEW browser tab

- Review content
- If corrections need to be made
 - Close current Pro Forma tab
 - Return to Express Billing tab
 - Make Your Adds, Deletions, or Adjustments
- Click **SAVE** button
- You can click on Pro Forma icon to create a new Pro Forma to review
- **Do NOT send to customer**

**The University of Texas
Rio Grande Valley**

PRO FORMA

Invoice No: NS-0009762-INV
Invoice Date: 04/14/2023

Customer Number: NSP00353
Payment Terms: Net 30
Due Date: 05/14/2023

AMOUNT DUE: 23.75 USD

Bill To:
Rio Grande City CISD
1 South Fort Ringgold
Rio Grande City TX 78582
United States

Please Remit To:
The University of Texas Rio Grande Valley
Bursar Office ESSBL 1.200
1201 West University Dr.
Edinburg TX 78539
United States

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

Line	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	Career Day 2023 Registration	1.00	UNT	23.75	23.75
	CAREER DAY seminar registration. Check-in starts are 8:30am. Seminar session begins at 9:00am				
	Subtotal:				23.75
	Amount Due:				23.75

For credit card payments call 956-665-2158. Please reference this invoice for remittance. We accept Visa, Mastercard and Discover. Please contact <<FIRST NAME & LAST NAME>> @ 956 <<PHONE NUMBER>> with any questions.

COPY SINGLE BILL – READY TO INVOICE

When you are ready to invoice this BILL change the **BILL STATUS** from **NEW** to **RDY** (READY).

To continue with the CREATING INVOICE process please go to slide/page #48 of this document.

PLEASE DO NOT USE THE PRD (Production Environment) TO PRACTICE

WHAT IF?

- A Customer ID is not present?
 - Provide the required information: Name, Physical Address, and type of service customer will be billed.
- Business Entity Name Has Changed?
 - Provide New entity name and previous name
- Contact Location is missing or needs to be updated?
 - Provide complete physical or mailing address
- An invoice needs to be cancelled after it has been generated using Single Action Invoice process?
 - See next page (page 87 for full details on this process)
- Payment was made using Marketplace and NOT directly to Bursar's Office (the invoice will need to be cancelled)

Answer: Contact **AccountsReivable@UTRGV.edu** regarding your issue and provide as much detailed information as possible.

IMPORTANT: Do **NOT** proceed until you have received a message from Accounts Receivable stating it is OK to proceed.

THE FOLLOW-UP PROCESS

1. Keep Track of Invoice Issue Date and Due Date.
2. Typically, Due Date is 30 days after Invoice date.
3. UTRGV does not have a collections process for outstanding invoices.
 1. That is left to the issuing department.
 2. You can now use the DUNNING LETTER PROCESS to assist with reminders to customer(s).
4. Communicate with the Customer as the deadline approaches to reach a viable solution or if necessary, initiate the cancellation of the Invoice.
5. If payment was made through the MARKETPLACE and NOT directly to Bursar's Office. You will need to get the invoice cancelled as this will reflect double amount in your budget.
6. Do not forget to contact **AccountsReivable@UTRGV.edu** regarding your issue and provide as much detail as possible.

HOW TO CANCEL AN INVOICE

1. If an invoice has been generated and it must be **cancelled** due to
 1. Customer has elected not to pay invoice
 2. Errors identified in generated invoice
2. Contact AccountsReceivable@UTRGV.edu with the following **required** information:
 1. Invoice Number
 2. Customer Name
 3. Invoice Amount
 4. Reason for cancellation
 5. Cost Center Manager's Approval to proceed with cancellation
 6. If possible, include notice from Customer requesting the invoice be cancelled
 7. If the Invoice Payment has been applied to the GL string send a copy of the receipt
3. **IMPORTANT**: Do **not** proceed with any additional activity with customer until you receive confirmation from Accounts Receivable that invoice has been cancelled.
4. After cancellation, if applicable, notify the customer the invoice has been cancelled.

NOTE: Failure to provide the required information to cancel will result in delaying the cancellation.

Contact Us:

Training Coordinator: AccountingandTimekeepingTraining@utrgv.edu

Accounts Receivable: AccountsReceivable@utrgv.edu

WWW: <https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>



Finance and Fiscal Reporting
Accounts Receivable