



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](mailto:AccountingandTimekeepingTraining@utrgv.edu)) or

**Accounts Receivable** ([AccountsReceivable@utrgv.edu](mailto: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](mailto:accountsreceivable@utrgv.edu)) to have the INVOICE closed, canceled, cleared.**
- 6. If the INVOICE was improperly created, please notify ACCOUNTS RECEIVABLE ([accountsreceivable@utrgv.edu](mailto: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](mailto: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.

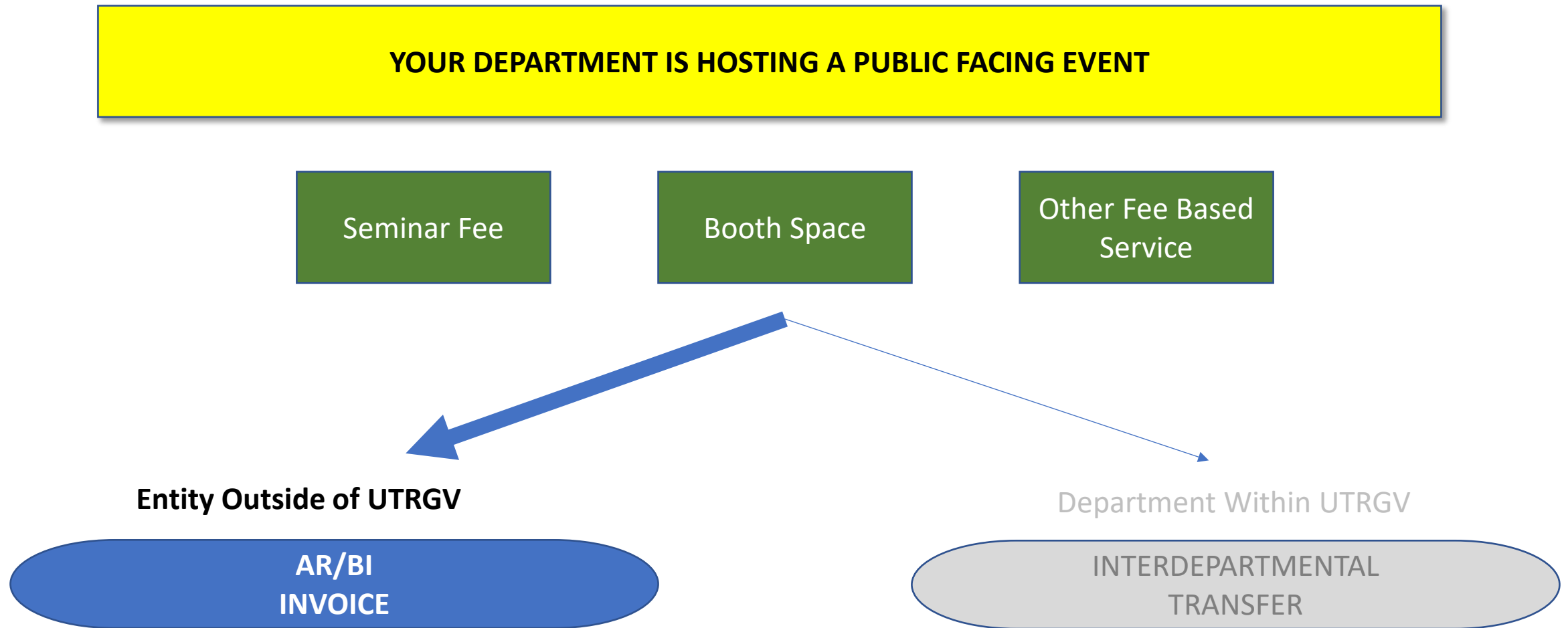
IF YOU DO NOT KNOW WHO THE NEW POINT OF CONTACT WILL BE, YOU CAN MENTION THE COST CENTER MANAGER OF THE INVOICE AS THE INTERIM POINT OF CONTACT.

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

**Training Coordinator** ([AccountingandTimekeepingTraining@utrgv.edu](mailto:AccountingandTimekeepingTraining@utrgv.edu)) or

**Accounts Receivable** ([AccountsReceivable@utrgv.edu](mailto:AccountsReceivable@utrgv.edu))

## SCENARIO OF WHEN TO CREATE AN AR/BI INVOICE



## 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

### 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](mailto:treasury@utrgv.edu) or [accountsreceivable@utrgv.edu](mailto: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.

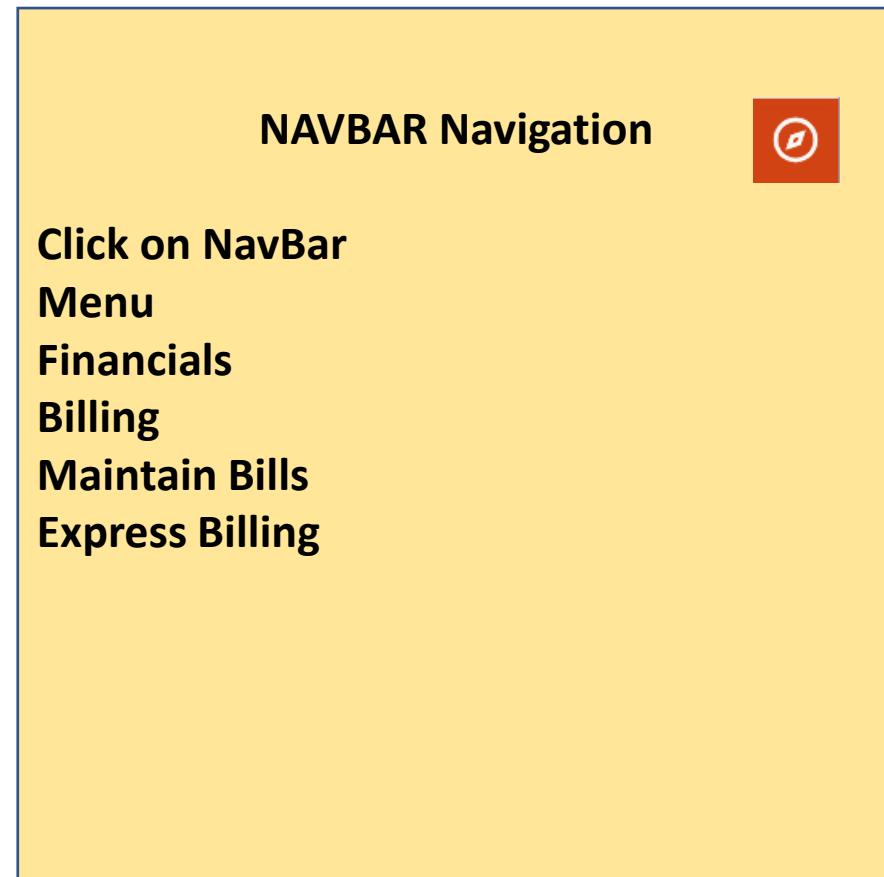
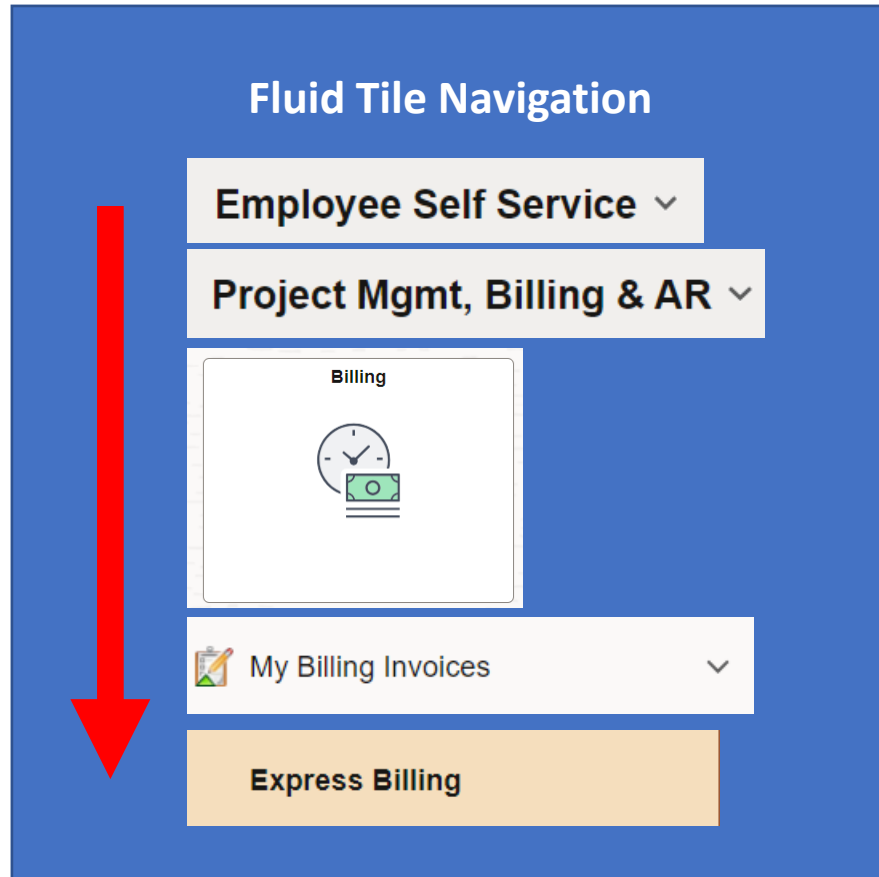
## HOW TO CANCEL AN INVOICE

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](mailto: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



# EXPRESS BILL ENTRY

**Express Bill Entry**

**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

Bills in Business Unit =

Template Invoice Flag =

^ Show fewer options

☐ Case Sensitive

Search Clear

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

UTRGV

Q

\*Invoice

NEXT

Bill Type Identifier

Q

Bill Source

Q

Customer

Q

Invoice Date

Accounting Date

Add

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

Add

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 85 to the **WHAT IF?** section.

Look Up Customer × Help

SetID  UTRNS

Customer ID

City

Name 1

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 |< < 1-300 of 300 > >|

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

UTRNS

\*Invoice

NEXT

Bill Type Identifier

D31

Bill Source

ONL

Customer

NSP00353

Invoice Date

04/14/2023

Accounting Date

04/14/2023


Add

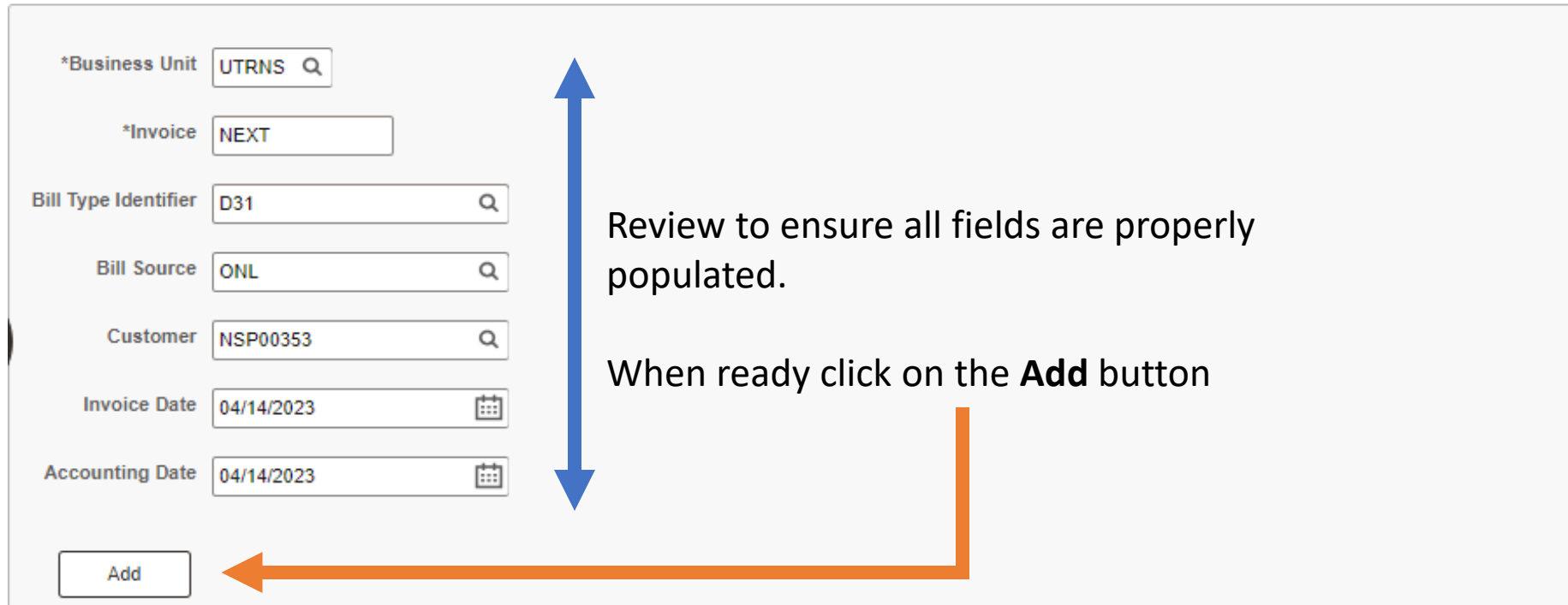
Invoice and Accounting Dates should be set to the same calendar day.

# EXPRESS BILL ENTRY

## Express Bill Entry

### Add a New Value

 Find an Existing Value



The screenshot shows the 'Express Bill Entry' form 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:

- A blue double-headed vertical arrow points to the text: "Review to ensure all fields are properly populated."
- An orange arrow points 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.

New Window | Help | Personalize Page

**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

Customer Information

\*Customer NSP00353 SubCust1 View Customer Activity

SubCust2

Rio Grande City CISD

> 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

Identifier Look Up

## 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 NSP00353

SubCust1

View Customer Activity

SubCust2

Rio Grande City CISD

## Address

Attention To

Contact Name

\*Location 1

Number of Copies 1

Language Code ENG

\*Invoice Media Print Copy

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 85 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			
Paid Amount	0.00	Fwd Balance	0.00
Letter of Credit ID		Letter of Credit Document ID	

[Prepayment Lookup](#)

**\*\*\*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				
PO Ref					
System Source					
			Entry Reason		
			<input type="checkbox"/> Accrue Unbilled		

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 QID: <input type="text"/>	<b>Project Characteristics</b> <b>Project Info</b> PC Business Unit: <input type="text"/> Project: <input type="text"/> Activity: <input type="text"/> Analysis Type: <input type="text"/>
Contract Type: <input type="text"/>	
Contract: <input type="text"/>	
Contract Date: <input type="text"/>	
Start Date: <input type="text"/>	
End Date: <input type="text"/>	
Contract Line Num: <input type="text"/>	
Activity 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

The screenshot shows a software interface for entering a bill. At the top, there is a section labeled '> Header Detail'. Below this, there is a 'Lines to Add' section with a text input field containing the number '5', followed by '+' and '-' buttons, and a document icon. Below the 'Lines to Add' section is a section labeled 'Bill Lines'. This section contains two icons: a list icon and a search icon. Below the icons are three tabs: 'Charge Details' (which is selected and underlined), 'Net Amount', and '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**

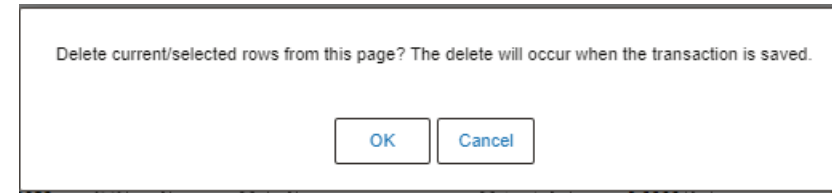
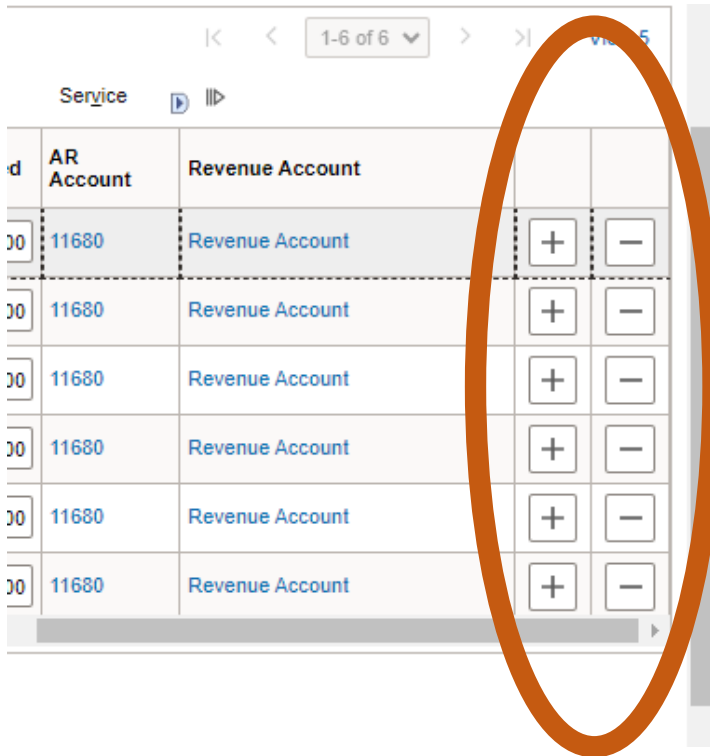
Charge Details	Net Amount	Line Information	
Sel	Seq	Line	Identifier Look Up Date
<input type="checkbox"/>	1		04/14/2023
<input checked="" type="checkbox"/>	2		04/14/2023
<input checked="" type="checkbox"/>	3		04/14/2023
<input checked="" type="checkbox"/>	4		04/14/2023
<input checked="" type="checkbox"/>	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.



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

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

The screenshot shows the 'Bill Lines' form with several tabs: Charge Details, Net Amount, Line Information, Order, Shipment, Miscellaneous, Project/Contract, Service, and User Fields. The 'Charge Details' tab is active. The 'Table' field is highlighted with a red box, and a blue arrow points from it to the 'Look Up Table' dialog box.

Sel	Seq	Line	Identifier Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price
<input type="checkbox"/>	1		04/14/2023						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 box is shown with the text 'Select one of the following values:'. A list of values is displayed, and 'ID PS/Billing Charge Id' is selected and circled in green. A 'Cancel' button is at the bottom.

## 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					0.0000

### 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.

Look Up Identifier

SetID UTRNS  
Billing Currency USD  
Identifier begins with  
Description begins with

Search Clear Cancel 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

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 UN-ACCEPTABLE DESCRIPTIONS
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	Revenue Account
	UNT	0.0000	0.00	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

<u>Billing General</u>		<u>Accounting Distributions</u>					
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**

Bill Line

Seq1

Line

Net Extended23.75

IdentifierREV\_RGV\_DES31

DescriptionCareer Day 2023 Registration

AR Distribution

Use Header for Distribution

AR Offset

Acctg Information

Reference Information

Acctg Information

Code	Account	Fund	Dept	Cost Center	Function	Project	Fund Affil	Statistic Amount

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

Bill Line

Seq1

Line

Net Extended23.75

IdentifierREV\_RGV\_DES31

DescriptionCareer Day 2023 Registration

> AR Distribution

## 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.

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

Percent	Amount	Gross Extended
100.00	23.75	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="300 686 366 753" type="button" value="+"/>	<input data-bbox="417 686 484 753" type="button" value="−"/>	<input data-bbox="524 686 840 753" type="text"/>	<input data-bbox="927 686 1141 753" type="text" value="42306"/>	<input data-bbox="1217 686 1406 753" type="text" value="3100"/>	<input data-bbox="1447 686 1676 753" type="text" value="420450"/>	<input data-bbox="1717 686 1982 753" type="text" value="31000211"/>	<input data-bbox="2023 686 2237 753" type="text" value="999"/>

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

Billing General    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

Acctg Information    Reference Information    ID

	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    Accounting Distributions    Discount/Surcharge    Notes

Navigation: Accounting - Distributions

Bill Search    Line Search    Prev    Next

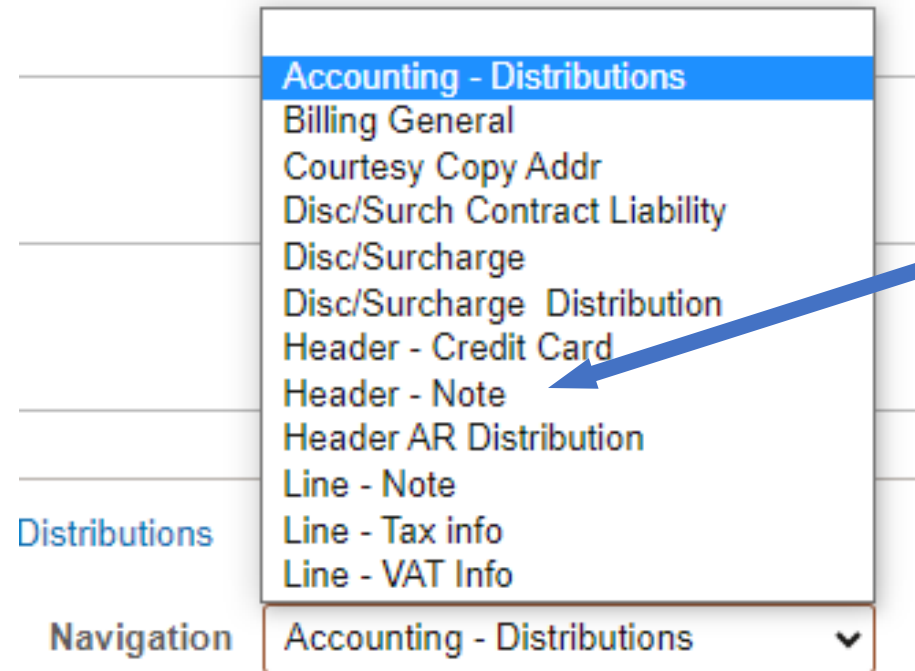
Save    Notify    Refresh    Add    Update/Display

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

Accounting Distributions    Discount/Surcharge

Navigation    Accounting - Distributions

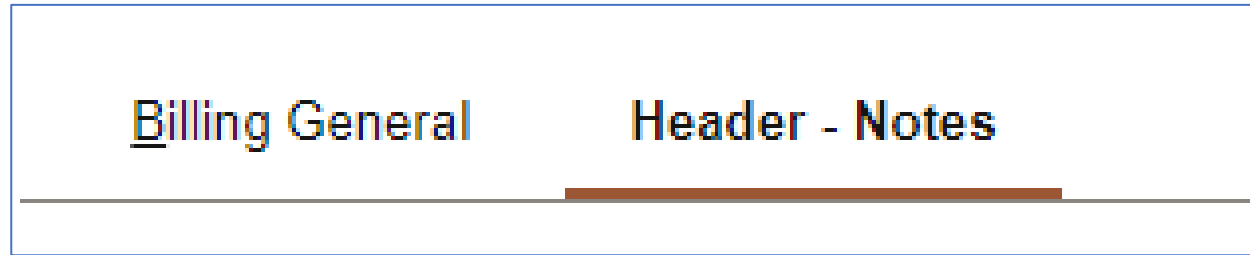
## ENTER A BILL – ACCOUNTING DISTRIBUTION TAB – BILL LINE SECTION



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.

Billing GeneralHeader - Notes

UnitUTRNSBill ToNSP00353Pretax Amt23.75 USD

InvoiceNEXTRio Grande City CISDCustomer Notes

Bill Header Notes

☐ Standard Note Flag

Std Note

☐ Internal Only Flag

Note Type

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:SummaryCopy AddressStandard EntryHeader NotesBill SearchAccounting DistributionsLine SearchAttachments

NavigationHeader - Note

Page SeriesPrevNext

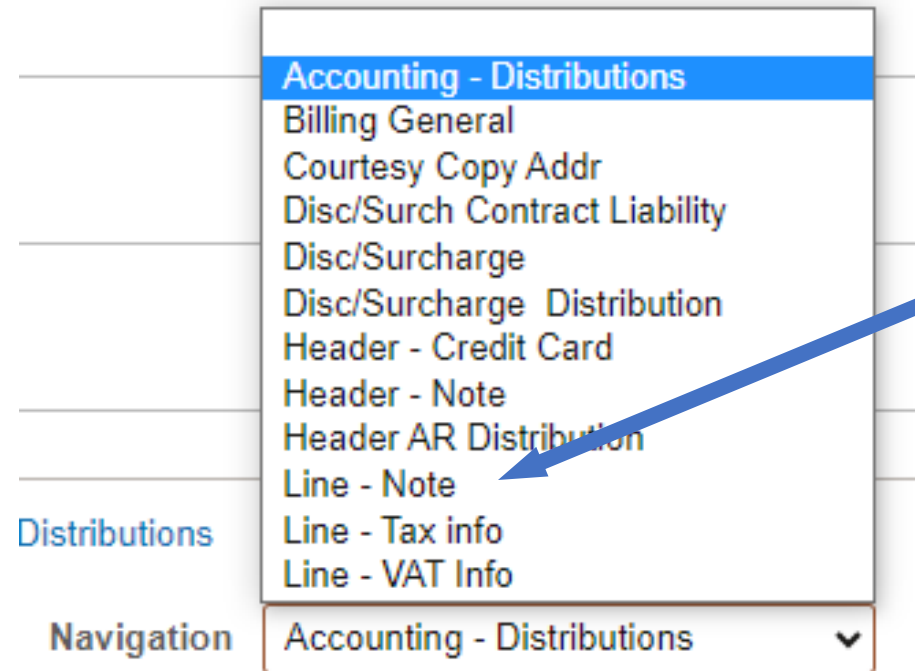
SaveNotifyRefresh

AddUpdate/Display

Billing General | Header - Notes

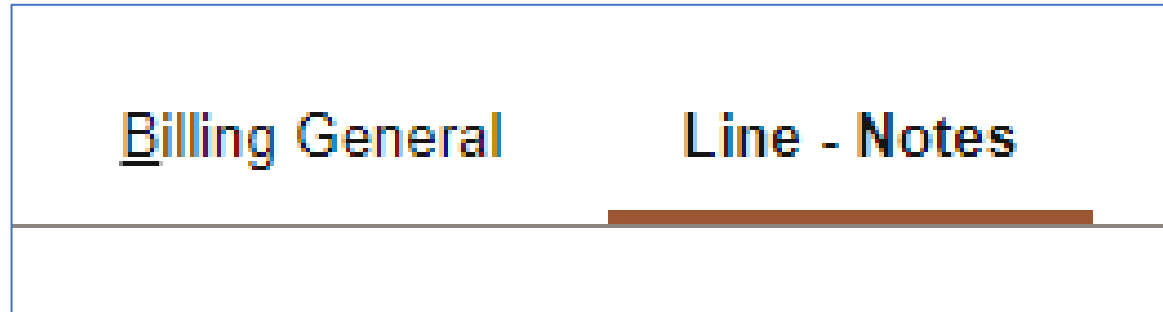
**FOR EXAMPLE:**  
Please contact <<FIRST NAME & LAST NAME>> @ 956 <<PHONE NUMBER>> with any questions.  
Thank you for your business.

## 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

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

Page Series

Prev

Next

Bill Search

Line Search

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

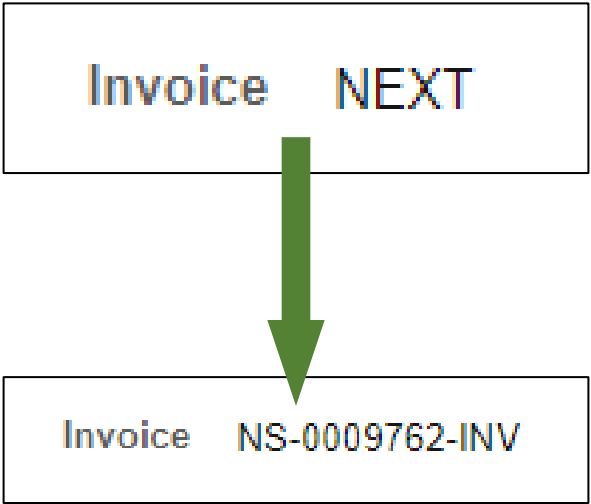
## ENTER A BILL – LINE NOTES TAB

When ready click on the **SAVE** button

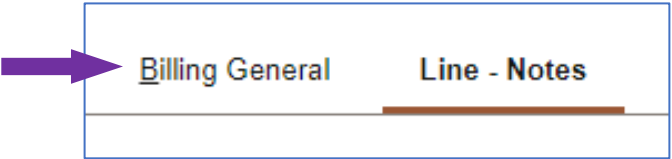
The screenshot shows the 'Line - Notes' tab in a billing system. At the top, there are tabs for 'Billing General' and 'Line - Notes'. Below the tabs, there are fields for 'Unit' (UTRNS), 'Bill To' (NSP00353), 'Pretax Amt' (23.75 USD), and 'Invoice' (NEXT). A 'Max Rows' dropdown is set to 5. Below this is a 'Bill Line' section with a search bar and navigation controls. It shows 'Seq 1', 'Line Identifier REV\_RGV\_DES31', 'Net Extended 23.75', and 'Description Career Day 2023 Registration'. Below the 'Bill Line' section is a 'Bill Line Note' section with a search bar and navigation controls. It contains two checkboxes: 'Standard Note Flag' and 'Internal Only Flag'. There are also fields for 'Standard Note Code' and 'Note Type', each with a search icon. A 'Note Text' field contains the text: 'CAREER DAY seminar registration. Check-in starts are 8:30am. Seminar session begins at 9:00am'. Below the 'Note Text' field is a character count: '161 characters remaining'. At the bottom of the form, there are several buttons: 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. There are also links for 'Go to: Summary', 'Tax Standard Entry', 'Accounting Distributions', 'Discount/Surcharge', 'Notes', 'Bill Search', and 'Line Search'. A 'Page Series' section with 'Prev' and 'Next' buttons is also present.

ENTER A BILL – LINE NOTES TAB

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



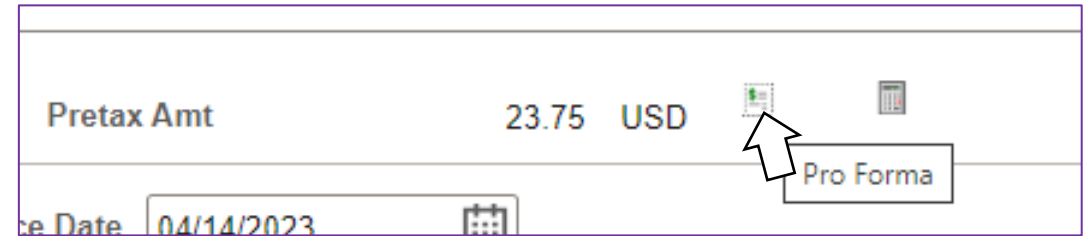
Click **BILLING GENERAL** tab



## 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.

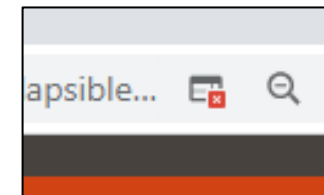
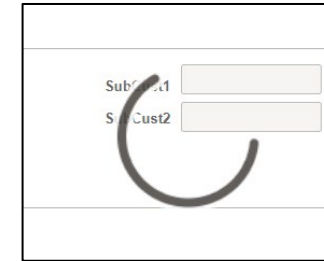


## DO NOT SEND PRO FORMA TO CUSTOMER

- 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 to customer
- You can click on Pro Forma icon to create a new Pro Forma to review

**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

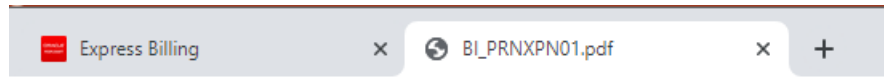
**Please Remit To:**  
The University of Texas Rio Grande Valley  
Bursar Office ESSBL 1.200  
1201 West University Dr.  
Edinburg TX 78539  
United States

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					
<b>Subtotal:</b>					23.75
<b>Amount Due:</b>					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

A screenshot of the Express Billing interface. The 'Look Up Bill Status' dialog box is open, showing a list of bill statuses. The 'RDY Ready to Invoice' option is highlighted with a red box. The background interface shows the 'Billing General' tab with fields for 'Bill Status' (set to 'NEW'), 'Cycle ID', '\*Invoice Form' (set to 'XMLPUB'), and '\*Customer' (set to 'NSP00353'). The 'Save' button is highlighted with a purple box.

Look Up Bill Status	
Select one of the following values:	
CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMP	Temporary Bill
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 screenshot of the Express Billing interface showing the 'Save' button highlighted with a purple box. Other buttons visible include 'Notify' and 'Refresh'. The 'Billing General' tab is selected.

# INVOICE TRACKING

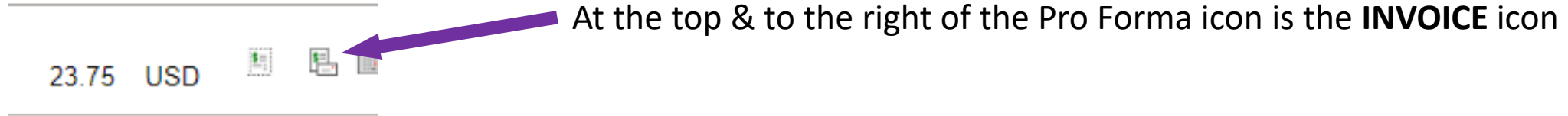
**Copy/Save the invoice number for next step**

## **TIP: CREATE AN INVOICE TRACKING SYSTEM**

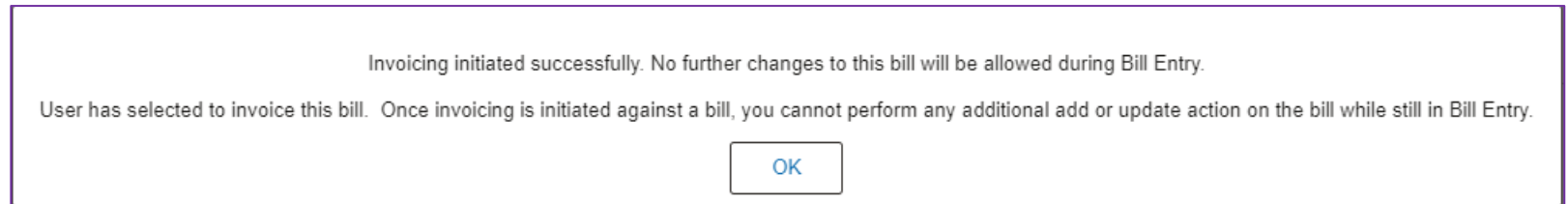
A Tracking System will help minimize the time it takes to find an invoice you created last year that you can copy this year.

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

Welcome David G Guerra \*\*\* Financials/SCM 9.20.46.000 \*\*\* ZBFIUAT Non-Prod Environment \*\*\* Database was refreshed on 2023-04-09

Search in Menu

## Billing

New Window | Help | Personalize Page

### Billing General

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 SubCust1 Rio Grande City CISD 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

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

# 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

Single Action Invoice

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 ⌵

Run Control ID begins with ⌵

⌵ Show fewer options

☐ Case Sensitive

Search Clear



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 | Language: English | Specified Language | Recipient's Language | Run | Validate

Selection Parameters

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 | Notify | Add | Update/Display

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.

Single Action Invoice

Print Options

Run Control ID

Single\_Action\_Invoice

Language

English

☒ Specified Language

Report Manager

Process Monitor

Run

Validate

☐ Recipient Language

Selection Parameters

Seq Nbr

1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☒ Do Not Post

☐ Batch Standard

Range Selection

☐ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

☒ Invoice ID

☐ Cust ID

☐ Bill Type

☐ Bill Source

Business Unit

UTRNS

From Invoice

NS-0009762-INV

To Invoice

NS-0009762-INV

Save

Notify

Add

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

1-1 of 1

View All

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		06/16/2023 11:01:02AM CDT	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

Go back to Single Action Invoice

Save

Notify

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 these, the 'View Process Requests' section contains various filters: User ID, Type, Last, Days, Server, Name, Instance, Range, Run Status, and Distribution Status. A 'Save On Refresh' checkbox is also present. The 'Process List' table below shows a single entry for 'BIJOB03K' with instance '2567914'. An orange circle highlights the 'BIJOB03K' process name in the table. A large orange arrow points from this circle to the 'Process Detail' pop-up window on the right. The 'Process Detail' window shows the 'Process Name' as 'BIJOB03K' and the 'Main Job Instance' as '2567914'. It lists sub-processes, with the first one, '2567914 - BIJOB03K Success', highlighted in yellow. A 'Refresh' button is in the top right, and a 'Return' button is at the bottom. A text box on the right side of the pop-up provides instructions on handling warnings or errors.

Process List | Server List

View Process Requests

User ID [ ] Type [ ] Last [ ] 3 Days [ ]

Server [ ] Name [ ] Instance [ ] Range [ ]

Run Status [ ] Distribution Status [ ] ☒ Save On Refresh

Go back to Single Action Invoice

Save Notify

Process List | Server List

Process Detail

Process Name BIJOB03K

Main Job Instance 2567914

Left | Right

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

Return

Help

Refresh

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

Process ListServer List

View Process Requests

User ID

Type

Last

3

Days

Refresh

Server

Name

Instance

Range

Run Status

Distribution Status

☒ Save On Refresh

Report Manager

Clear

Reset

Process List

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	<div></div>	06/16/2023 11:01:02AM CDT	Success

Go back to Single Action Invoice

Save

Notify

Process List | Server List

Finance and Fiscal Reporting / Accounts Receivable

The University of Texas  
Rio Grande Valley

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# SINGLE ACTION INVOICE

Single Action Invoice

Print Options

Run Control ID

Single\_Action\_Invoice

Language

English

☒ Specified Language

☐ Recipient's Language

Report Manager

Process Monitor

Run

Validate

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

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

☒ Invoice ID

☐ Cust ID

☐ Bill Type

☐ Bill Source

Business Unit

UTRNS

From Invoice

NS-0009762-INV

To Invoice

NS-0009762-INV

Save

Notify

Add

Update/Display

Single Action Invoice

Print Options

Click on **REPORT MANAGER** link

# SINGLE ACTION INVOICE – REPORT MANAGER

[List](#) [Explore](#) **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	06/16/2023 11:02:07AM	Acrobat (*.pdf)	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

**Amount Due:** 23.75 USD

**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				
	<b>Subtotal:</b>				23.75
	<b>Amount Due:</b>				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.



**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

### 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

= ▼

UTRNS

Invoice

begins with ▼

NS-0009664-INV

Bill Status

= ▼

Customer

begins with ▼

Contract

begins with ▼

^ Show fewer options

☐ Case Sensitive

Search

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

UnitUTRNS

Bill ToNSP285393

Edinburg CISD

InvoiceNS-0009664-INV

Invoice Amt600.00

USD

Select Bill Action

☐ No Bill Action

☒ Copy Bill

Number of Copies1

Create Bills

Copy Results

1-1 of 1

Sequence	*Copy Bill	Invoice Date
1	NEXT	

Save

Return to Search

Notify

Calendar

June2023

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

>

Finance and Fiscal Reporting / Accounts Receivable

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Rio Grande Valley








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# COPY SINGLE BILL – COPY RESULTS

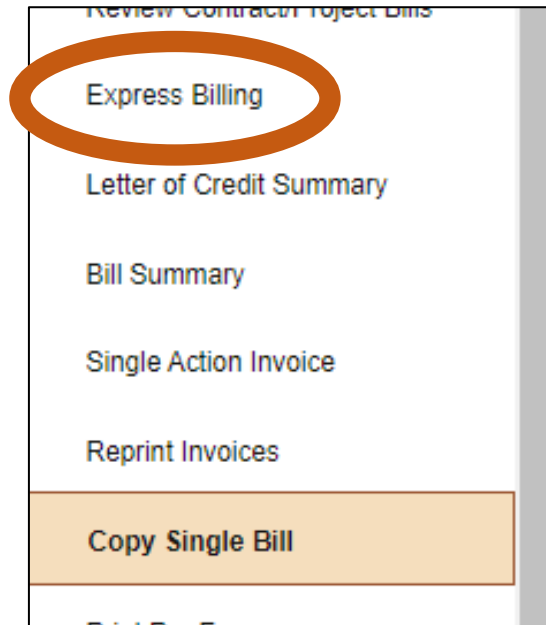
In the Copy Results section, the NEW bill has been generated and a new invoice number has been assigned.

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

Copy Results

						1-1 of 1 		
Sequence	*Copy Bill	Invoice Date						
	NS-0009763-INV	06/16/2023	<a href="#">Go To Bill Header - Gen. Info</a>					

## 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

=

UTRNS

Invoice

begins with

NS-0009763-INV

Bill Status

=

Customer

begins with

Contract

begins with

Bills in Business Unit

=

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"

<<<1-1 of 1>>>View All

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
- Post: 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)
- Source: ONI
- \*Frequency: Once
- Customer Information: NSP285393 (highlighted with an orange circle)
- SubCust1: (empty)
- SubCust2: (empty)
- View Customer Activity: (link)
- Address: (highlighted with an orange circle)
- Attention To: (empty)
- \*Location: 1
- Language Code: ENG
- Email Address: (empty)
- Country: USA United States
- Address 1: Drawer 990
- Address 2: (empty)
- Address 3: (empty)
- City: Edinburg
- County: (empty)
- State: TX Texas
- Contact Name: (empty)
- Number of Copies: 1
- \*Invoice Media: Print Copy
- Postal: 78540

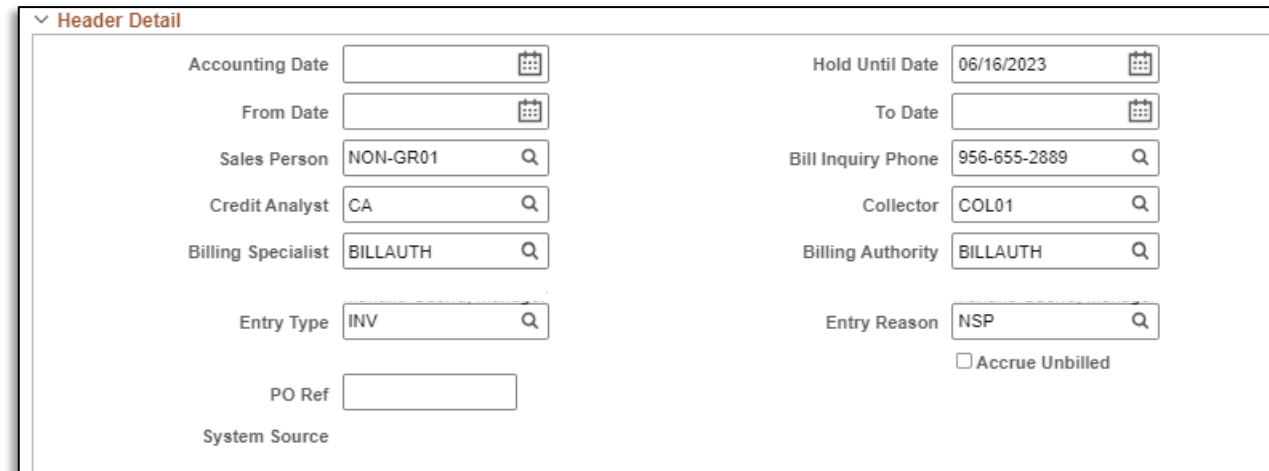
In this screen, please ensure the following content is updated:

- 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 a 'Header Detail' form with 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
Accrue Unbilled	<input type="checkbox"/>

**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

1-1 of 1

View All

Acctg Information

Reference Information

		Code	Account	Fund	Dept	Cost Center	Function	Project	Fund Affil
+	-		42306	3100	420123	31000202	999		

Percent

100.00

Amount

600.00

Gross Extended

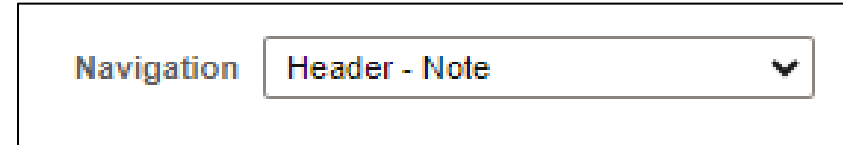
600.00

## EXPRESS BILL ENTRY – BILLING GENERAL – HEADER NOTE

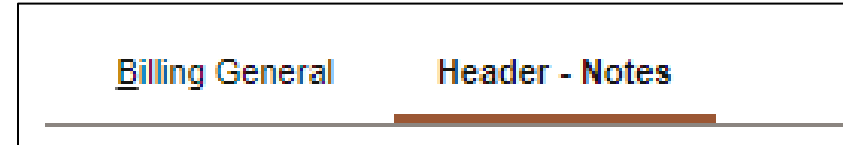
Under the Accounting Distribution tab and in the Navigation drop down select: Header – Note

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

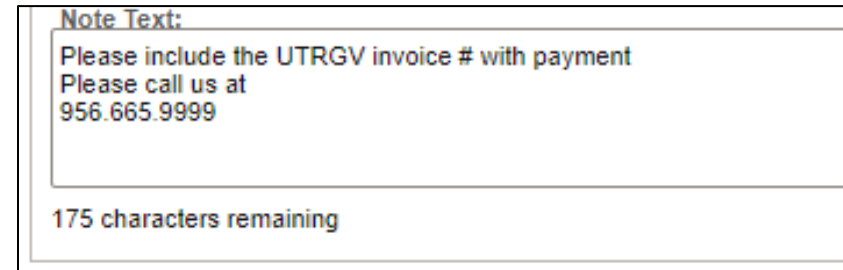
Update content in Note Text box



Navigation Header - Note ▼



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

Line - Note

Billing General

Line - Notes

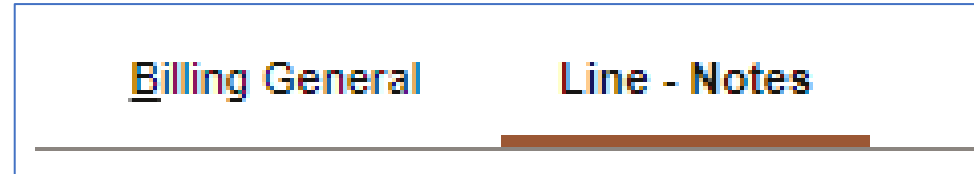
Note Text

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.



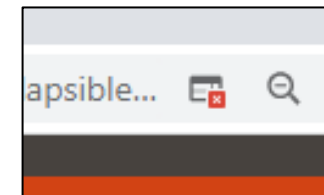
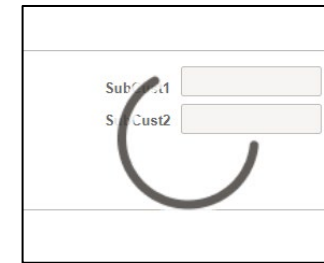
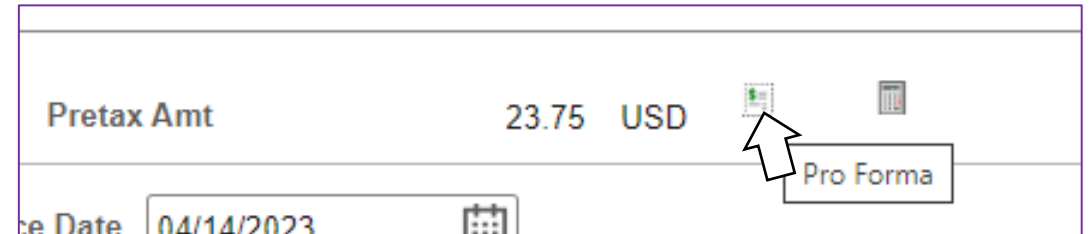
## ENTER A BILL – BILLING GENERAL TAB – CREATE PRO FORMA

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 \$\$\$.\$¢ 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	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				
	<b>Subtotal:</b>				23.75
	<b>Amount Due:</b>				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 **AccountsReceivable@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](mailto: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](mailto:AccountingandTimekeepingTraining@utrgv.edu)

Accounts Receivable: [AccountsReceivable@utrgv.edu](mailto: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