### Accounts Receivable – Express Billing for Operations

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

Step 1: Navigation

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

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

Step 2: Add a New Value

1. Click the **Add a New Value** tab.

2. Enter the following information:
   - Bill Type Identifier
   - Bill Source: GENONL
   - Customer

3. Click the **Add** button.
Step 3: Enter Details

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

3. In the Address section, validate or change the following information:
   - **Attention To**: Confirm the correct person is selected for the invoice you are creating
   - **Location**: Confirm the correct location for the customer ID you selected
   - **Invoice Media**: Preferred method is Email as Attachment but you can also select Print Copy to manually send the invoice
4. Click to expand the **Payment Information** section.
5. Review the information. It is recommended that you not alter any fields within this section.

![Payment Information]

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

![Header Detail]

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

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

![Currency Information]
Step 4: Add Bill Lines

Add individual Bill Lines that detail what is being invoiced.

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

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

Step 5: Add Notes

1. Select **Header – Note**.

2. On the **Header – Notes** tab, in the **Note Text** field, enter a brief description of the invoice, starting with who the invoice is coming from.
3. Click the **Navigation** drop down menu and select **Line – Note**.

4. On the **Line – Notes** tab, add details about the charges included on the invoice.

5. Use the arrows to select an individual billing line and add notes for that specific line.

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**Step 6: Confirm VAT Details**

1. Click the **Navigation** drop down menu and select **Line – VAT Info**.
VAT stands for Value Added Tax and refers to the GST information for the customer. What appears in this section is a part of the Customer ID record and, for the most part, should be left as is. In this section, confirm the information is correct.

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

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

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

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

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

6. Click the **Look Up Transaction Type** button (magnifying glass).
7. Click the **NV link** to indicate that the customer is VAT Exempt

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

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**Step 7: Enter Accounting Information**

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

4. Click the **Show All Columns** link to view the entire form.
5. Enter the correct accounting information to detail where the revenue will be distributed.
6. To split the accounting, click the plus (+) icon at the start of the row.

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**Step 8: Add Attachments**

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

3. Click **Choose File**.

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

5. Click the **Upload** button.

6. Click the **Save** button.
Step 9: Submit for Approval

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

2. In the Message window, click OK.

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

4. In the Approvals window, click the Submit for Approval button.
5. Click the OK button.

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

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

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

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