Purpose: The purpose of this document is to explain how to create an invoice for a project through PeopleSoft. This process is only used for invoices with one project for the entire bill.

Audience: University of Calgary employees responsible for creating invoices for projects.

Prerequisites: Prior to executing this process, complete the Express Billing: Create Invoice for a Project - Simulation

Related Documents For related Accounts Receivable learning resources visit: ucalgary.ca/training

QuickLinks Click a link below to navigate directly to that section of the document.

Step 1: Navigation
Step 2: Add a New Value
Step 3: Enter Details
Step 4: Add Bill Lines
Step 5: Add Notes
Step 6: Confirm VAT Details
Step 7: Enter Accounting Information
Step 8: Final Steps
Accounts Receivable – Express Billing for Projects

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:
   - Business Unit: RESRC
   - Bill Type Identifier
   - Bill Source: CONTRACTS
   - Customer number

3. Click the Add button.

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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. Invoice Form must be changed for invoices with Overhead. For multi-line invoices with overhead select MLTI_LN_OH. For single line invoices with overhead select OVERHEAD. Select STANDARD for invoices without overhead.

3. Click to expand the Address section.
4. 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 invoice as an attachment but you can print copy and send manually

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

7. Click to expand the **Header Detail** section.
8. In the top section, enter the following information as needed:
   • Accounting Date
   • PO Reference (PO Ref)
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. Refer to the Bank of Canada Currency Converter to confirm you are using the correct currency rate for the Accounting Date.

10. Expand the **Projects/Contracts** section.

11. Leave the **Contracts** fields blank.
12. Enter the following **Project Chartfields** information:
   - PC Business Unit
   - Project
   - Activity
   - Analysis Type (BAJ – Billing Adjustment)
13. Minimize the **Projects/Contracts** section.
Accounts Receivable – Express Billing for Projects

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 plus (+) icon to add lines for overhead or to add additional bill lines

3. Click the Project/Contract tab.
4. Ensure the fields accurately reflect the information added to the Project Chartfields section. This includes:
   - PC Business Unit
   - Project
   - Activity
   - Analysis Type: BAJ (Billing Adjustment)
5. Click the **Navigation** drop down menu to continue.

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**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**.

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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

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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.

Enter the correct accounting information to detail where the revenue and/or overhead will be distributed.

5. Populate the Project field, as well as the accounting fields.
6. To split the accounting, click the click the plus (+) icon at the start of the row.
Step 8: Final Steps

1. Click the **Billing General** tab
2. Change the Bill Status to **RDY** and click save; you will be warned that attachments aren’t found

3. Upload supporting documentation in the **Attachments** link

4. Click the **Upload** button to find the documentation to be added to the invoice

5. Browse to locate the document and then once selected, click **Upload** and then **Save**

6. Return to your express billing screen and click **Save**. A message will appear:
7. Click the **Approvals** link and then the **Submit for Approval** button

**Next Steps:** If there are approvals required you have now placed the invoice into workflow for approval. You will be notified once the invoice has been approved via automated email. Invoices are imaged in an overnight process once it has been approved.

**Search for Your 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**