UNIVERSITY OF CALGARY

Account Receivable – Express Billing for Operations

Reference Guide

Accounts Receivable – Express Billing for Operations

Purpose: The purpose of this document is to explain how to create an invoice for operations through PeopleSoft Express Billing.

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

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

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

Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca

Step 1: Access & PeopleSoft Login

Before you can create billings in PeopleSoft you must have access to create express billings.

1. A PeopleSoft Access Request (PSAR) must be entered by the reports to manager of the individual needing to create billings. Refer to the job aid on how to request this access.

2. Login to PeopleSoft by going to: login.my.ucalgary.ca
   Please note you MUST login to the My UofC portal at login.my.ucalgary.ca to engage MFA Multi-Factor Authentication. If you do not login with MFA the express billing role will not appear. If you do not have Multi-Factor Authentication activated instructions on how to activate can be found here.

Step 2: 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

Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca
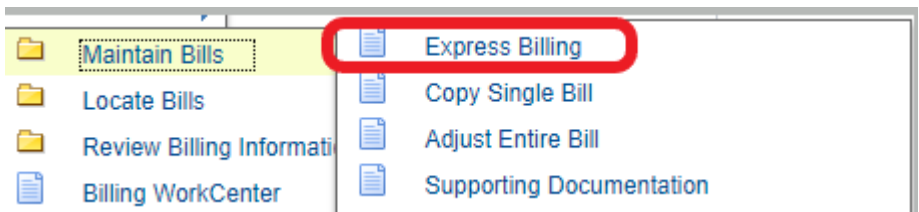
Step 3: Add a New Value

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

2. Enter the following information:

   - Business Unit: **UCALG**

   - Bill Type Identifier: Select from options

   - Bill Source: **GENONL**

   - Customer: Search by name

   - Invoice date: Leave blank u

3. Click the **Add** button.

Express Bill Entry

| Find an Existing Value | Add a New Value |

Business Unit UCALG
Invoice NEXT
Bill Type Identifier
Bill Source GENONL
Customer
Invoice Date

Add

Step 4: 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.

Billing General

Unit UCALG   Invoice NEXT   Pretax Amt   0.00 CAD

Bill Status HLD   Invoice Date
*Bill Type MED   Bill Source GENONL
Cycle ID DAILY   *Frequency Once
*Invoice Form STANDARD

▼ Customer Information
      *Customer 00100081
              Alberta Cancer Board
▶ Address

▶ Header Detail

Lines to Add 5 + - 🗐   Max Rows 30

Bill Lines   Personalize | Find | View All | 🗗 | 🆖   First ◁ 1 of 1 ▷ Last

Charge Details | Project/Contract | 🗐

Sel	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended
☐				1.0000	EA	0.0000	0.00 + -

Go to: Summary   Attachments   Header Notes   Accounting Distributions

Navigation Billing General

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3. In the Address section, validate or change the following information:

- **Attention To**: Select a contact by using the lookup button and confirm the correct person is selected for the invoice you are creating. Review name under Contact Name and email under Email Address. If you need to request a new contact please complete the Customer Setup or Update Request form and email to finance@ucalgary.ca

- **Location**: Confirm the correct location for the customer ID you selected. Use the lookup to view all locations.

- **Invoice Media**: Preferred method **is Email as Attachment** as the system will automatically email the invoice to the email on file once it has been approved. This method is only possible if there is a contact email setup on the customer record for the individual that you have selected as the **Attention** To. If you select this option, the email address appearing in the Email Address section is where the invoice will be sent. Please note that the customer's accounts payable email address is the preferred contact email address.

  If you prefer to email the invoice to the customer manually you will need to select **Print Copy** as the Invoice Media and then manually save the PDF once the invoice has been approved and submitted. See Step 10 of this document for instructions.

  Note: You cannot use email as attachment if there is no email appearing in the Email Address section. The invoice will not get sent out by the system unless there is a valid email address appearing.

4. Click to expand the **Header Detail** section.
   In the top section, enter the following information as needed:
   - Accounting Date: Leave Blank
   - PO Reference (PO Ref): Optional. Only complete if you have a PO reference number that the customer has requested you to use

Header Detail

Accounting Date

Biller

Entry Type

PO Ref

System Source

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

▶ Currency Information

6. Use the **Change Bill Currency** link to change the currency as required. Note that billings can only be done in the following currencies: CAD, USD. EUR, GBP, and QAR.

Currency Information

Billing Currency CAD

Change Bill Currency

Exchange Rate

Rate Type CRRNT

Base Currency CAD

Rate 1.00000000

7. Click **SAVE**

Step 5: Add Bill Lines

Add individual Bill Lines that detail what is being invoiced.

1. On the **Charge Details** tab, enter the following information
   - Description
   - Unit Price
   - Click the (+) button to add additional bill lines if more than one line is needed

Bill Lines　　Personalize | Find | View All | 🗗 | 🎟　First ◀ **1 of 1** ▶ Last

Charge Details | Project/Contract

Sel	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended		
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2. Click the **Navigation** drop
down menu to continue.
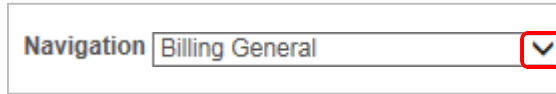
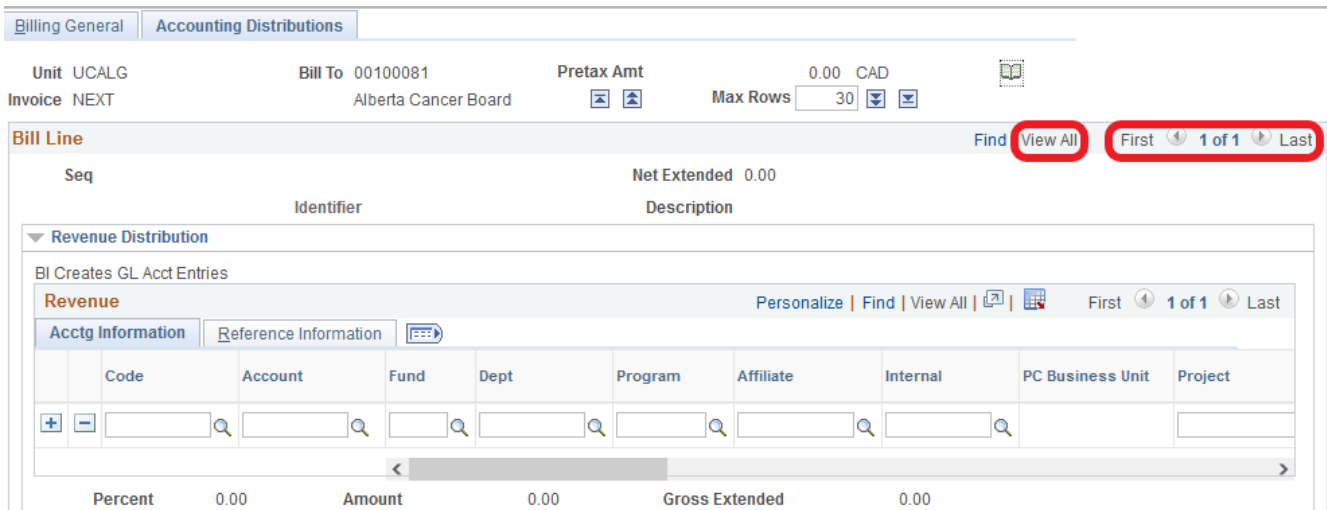Step 6: Enter Accounting Information

1. Scroll to the bottom of the page.
2. Click the **Navigation** drop down menu.
3. Select **Accounting - Distributions**.
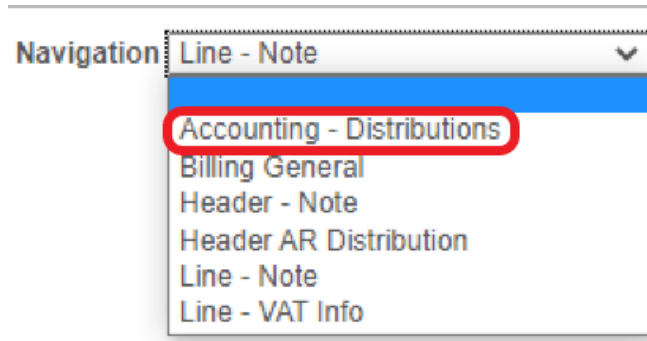
4. Click the **Show All Columns** link to view the entire form.

5. To view all bill lines click view all or use the arrows

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6. Enter accounting information to detail where the revenue will be coded. Populate the **Account, Fund, Dept, Program, and affiliate** as applicable for each bill line that you created

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Step 7: Add Notes

1. Select **Header – Note**.
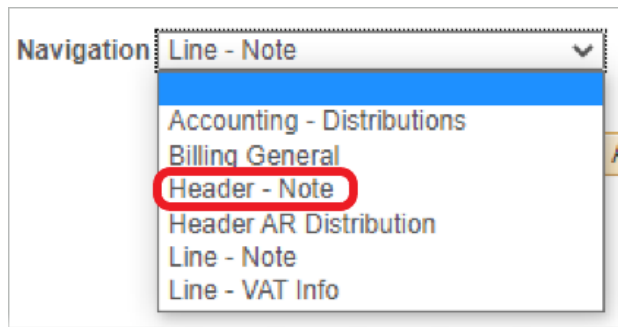
2. On the **Header – Notes** tab, in the **Note Text** field, enter a brief description of who the invoice is coming from. Example:
*Faculty: Cumming School of Medicine*
Contact: Dr. XXXXXXX

A header note will appear on the header of the invoice and should provide the customer with information on who the invoice is coming from and the program, project, or initiative that the invoice is for.

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

   Line notes will appear next to the invoice bill line and only need to be used if you need to provide the customer with additional details of the item that you are invoicing for.
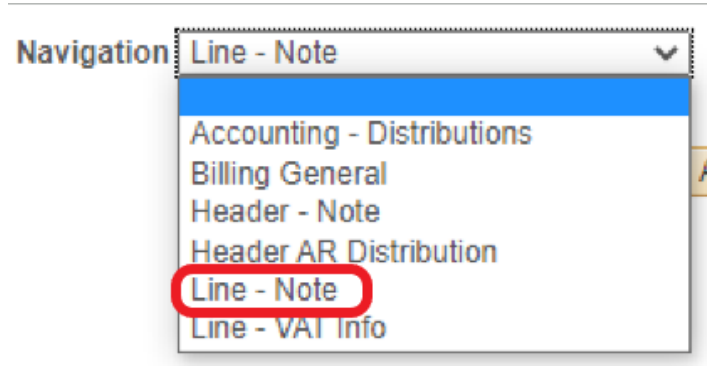
4. On the **Line – Notes** tab, add details about the charges included on the invoice.
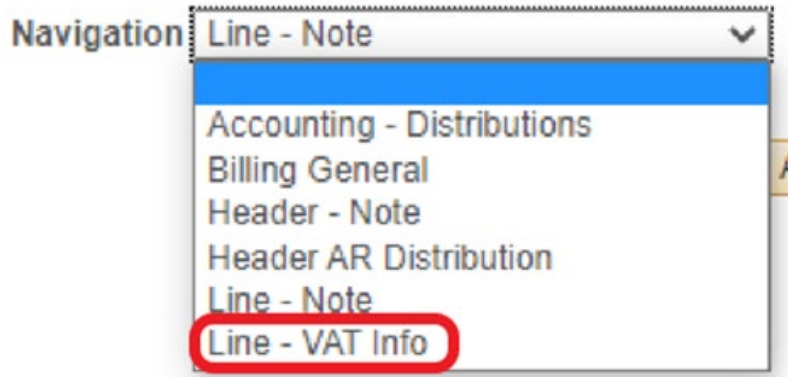
5. Use the arrows to select an individual billing line and add notes for that specific line.
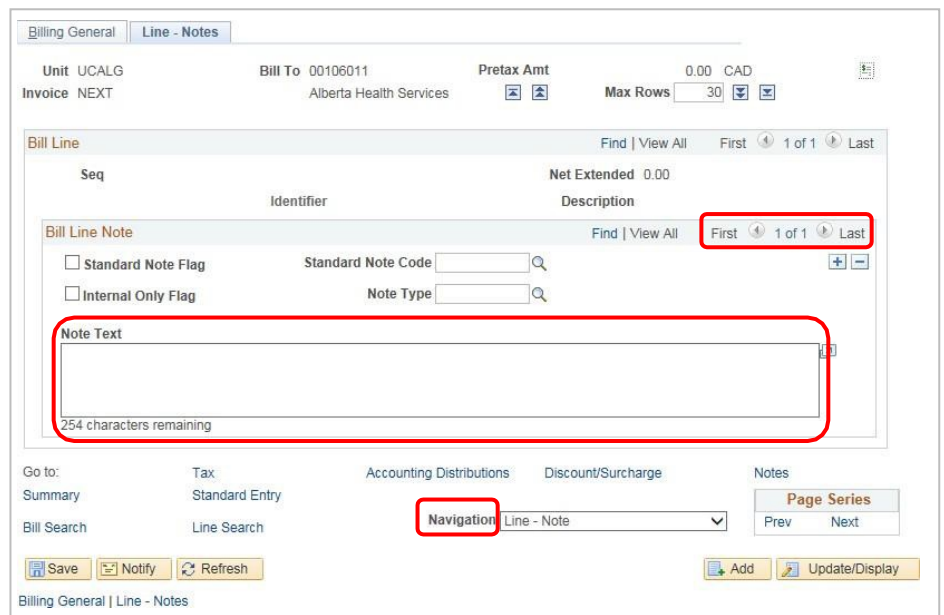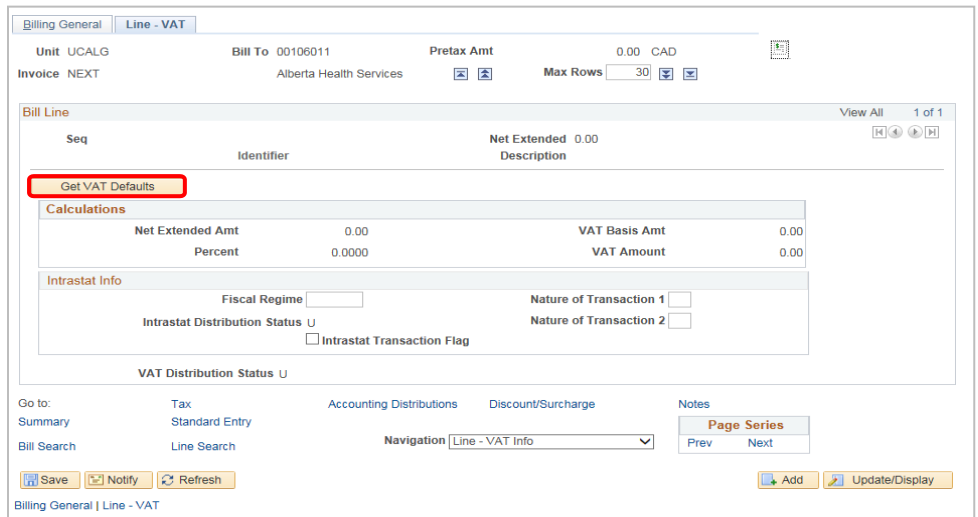
Step 8: Confirm VAT Details

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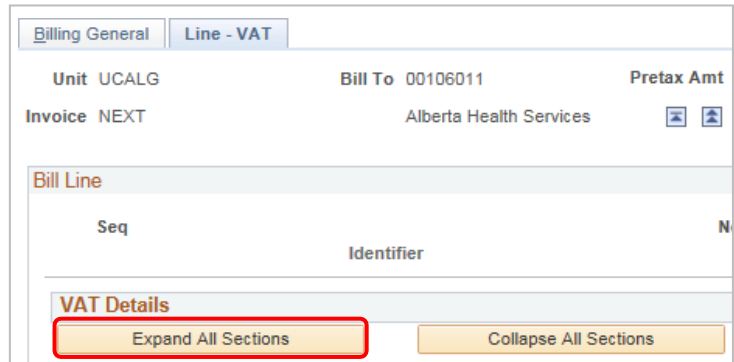
    VAT stands for Value Added Tax and refers to the GST information for the customer. What appears in this section is a part of the Customer ID record and, for the most part, should be left as is.

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

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

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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, the **Transaction Type** field is NV.

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

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

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

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Step 9: Final Steps

1. Click the **Billing General** tab

2. Click the **Save** button to save all work and to obtain and invoice number. Make note of the invoice number created for your bill as this will be required to later retrieve it. **Note that you cannot move onto the next step until you have an invoice number and invoice number will be generated by the system once you hit save.**

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3. Change the Bill Status to **RDY** and click save again; you will be warned that attachments aren't found

4. Upload supporting documentation in the **Attachments** link. You will be brought to a new window in your web browser.

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

6. Browse to locate the document and then once selected, click **Upload** and then **Save**
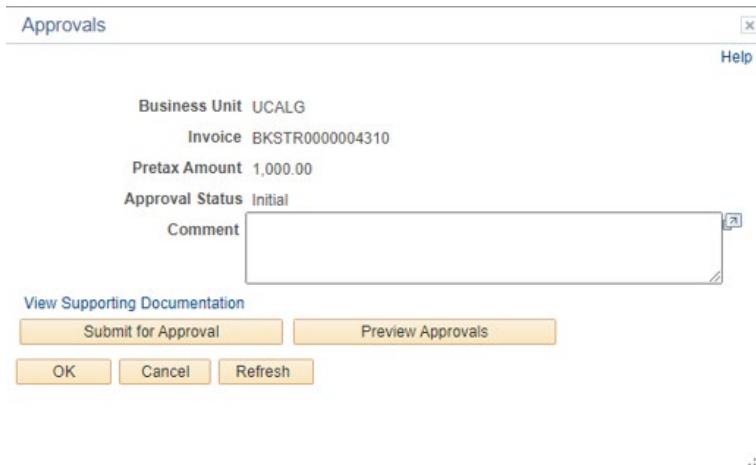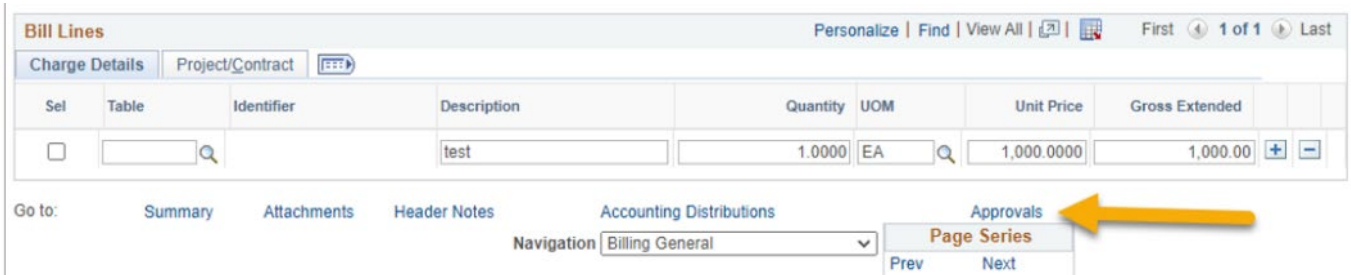
Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca

7. Return to your express billing page on your <u>web browser</u>. At this point you should still have the express billing page open in a different window in your web browser, go back to that tab in your web browser and then click **Save.** A message will appear:

Message

Approval Required. (32000,46)

Approval is required for all invoices. Select the Approvals hyperlink and Submit for Approval.

OK
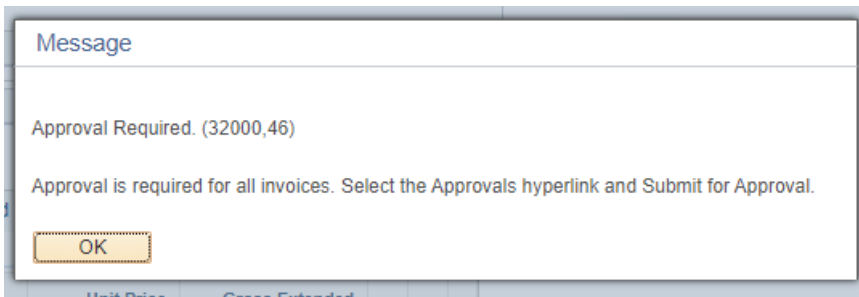
8. Click the **Approvals** link and then the **Submit for Approval** button

Bill Lines						Personalize | Find | View All |		First 1 of 1 Last

Charge Details	Project/Contract							
Sel	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	
☐	🔍		test	1.0000	EA 🔍	1,000.0000	1,000.00 ➕ ➖	

Go to: Summary   Attachments   Header Notes   Accounting Distributions   Approvals

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Approvals   ✖
                                                              Help

Business Unit UCALG
Invoice BKSTR0000004310
Pretax Amount 1,000.00
Approval Status Initial
Comment [   ]

View Supporting Documentation
   Submit for Approval   Preview Approvals
OK   Cancel   Refresh

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Your invoice has now been submitted and may require approval. To see if approval is required go back into the **Approvals** Link and click on the **Approval Monitor** Link

If approval is required, billing workflow will appear and approval will be completed by the Accounts Receivable team. If approval is not required it will indicate that no approval required.

You will be notified once the invoice has been approved via automated email.

Note Invoices are imaged in an overnight process once it has been approved. You will not be able to obtain an invoice until the day after it has been approved or the day after it was submitted for invoices that do not require approval. For example, invoices approved on Monday will be available on Tuesday to print and send to the customer.

Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca

Step 10: Find for Your Bills

1. 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 or search based on business unit and enter your UCID in the UCID filed to find invoices that you have created

Bill Inquiry

Enter any information you have and click Search. Leave fields blank for a l

| Find an Existing Value |

▼ **Search Criteria**

Business Unit = ▾   RESRC 🔍
Invoice begins with ▾   🔍
Bill Status = ▾   ▾
Customer begins with ▾   🔍
Contract begins with ▾
UCID begins with ▾ |
☐ Case Sensitive

Search   Clear   Basic Search 🔲 Save Search Criteria

   - Invoices with an 'INV' status have been approved and processed and are ready to send to the customer

| Header - Info 1 | Line - Info 1 |

Unit RESRC   Invoice RTA0000000█

Status INV
Type CA
Customer ███
████████████████
Invoice Form STANDARD
Accounting Date 2021/10/25
Remit To RBC
Sales SLS   Bi
Credit UCGENERI
Biller ████   E

Go to: Header Info 2   Address
Summary   Commit Cntrl
Bill Search   Line Search

🔲 Return to Search   🗐 Notify   🔁 Refresh

Header - Info 1 | Line - Info 1

Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca

- You can locate the invoice image by clicking on the **View Invoice Image**

- PDF of the invoice can be saved and sent to the customer

Step 11: Adjust a Bill

If you have identified an error with your bill you can make corrections through the credit and rebill process.

1. Navigate to **Main Menu > Maintain Bills > Adjust Entire Bill**
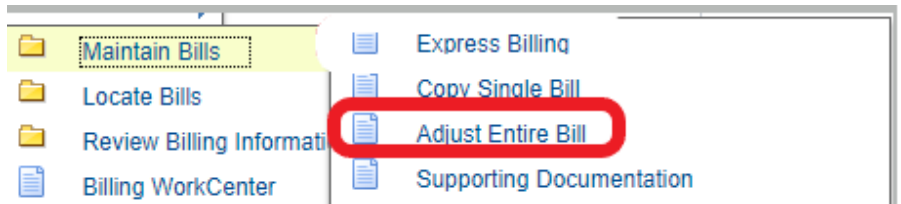
2. Enter the **Business Unit** and **Invoice Number** of the invoice requiring a correction

3. Click **Search**

Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca

4. To correct an invoice and rebill select the **Credit and Rebill** option under Select Bill Adjustment Action.

   To credit an entire bill where a rebill is not required, select **Credit Entire Bill** under Select Bill Adjustment Action.

   Select an **Adjustment Reason**

   Click **Save**

5. Once you hit save the **Adjustment Results** will populate with the credit bill number and rebill number

   Select the **Header Info 1** link for the credit bill. You will be brought back to the express billing page

6. Nothing can be changed on a credit bill. Upload supporting documentation under the **attachments** link. Documentation should provide support of why the bill is being credited, click **save** and submit for approval.

Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca

7. Go back to the **Adjust Entire Bill** page and select **Header Info 1** for the rebill

   You will be brought back to the **Express Billing** page

Adjust Entire Bill

| Unit | RESRC | | Bill To | 00106011 | | Alberta Health Services |
| Invoice | RTA000000039247 | | Invoice Amt | 15,000.00 | | CAD |

Select Bill Adjustment Action

- ● No Bill Action
- ○ Credit Entire Bill
- ○ Credit & Rebill

Rebill Default Action

- ● Retain Original Invoice Value
- ○ Use Current Customer Value

Adjustment Results

| *Credit Bill | RTA000000039364 | Header Info 1 |
| Rebill Bill | RTA000000039365 | Header Info 1 |

Adjustment Reason   WRONGACCT

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]

8. Make your adjustments to the bill, upload supporting documentation for the adjustment, and submit for approval.

Billing General

| Unit | RESRC | Invoice | RTA000000039365 | Pretax Amt | 15,000.00 CAD |

Bill Status	NEW		Invoice Date	
*Bill Type	CA		Bill Source	CONTRACTS
Cycle ID	DAILY		*Frequency	Once
*Invoice Form	STANDARD			

Customer Information

*Customer   00106011

Alberta Health Services

Address

Header Detail

Lines to Add   5   Max Rows   30

Bill Lines

Personalize | Find | View All | First 1 of 1 Last

Charge Details | Project/Contract

Sel	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	
☐			Funding July-Sep 2021	1.0000	EA	15,000.0000	15,000.00	[+] [−]

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[Save] [Return to Search] [Notify] [Refresh]   [Add] [Update/Display]

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Appendix A – Account Codes

Frequently Used Revenue Codes		

Alberta Government Codes	Description	Note
40060	Alberta Government Agencies	Grants or donations received from organizations that are agent of the provide of Alberta, such as Health care Authorities, Councils, or Boards, which carry out various functions, delegated to them by the province and are primarily funded out of provincial govt funds. Name of agency must be included in the description field
40065	AB innovates Corp.	
40080	ASRIP Grants	Alberta Government Research Infrastructure and Alberta Science & Research Investments Programs
40090	AB Research and Innovation Authority Grants	
40095	Alberta Infrastructure Grants	
40100	AHS	Alberta Heath Services
40105	AB Health & Wellness Grants	
40010	AB Govt - Other Department Operating	Include grants or donations not specifically mentioned somewhere else (see accounts above)

Federal Government Codes	Description	Note
41025	CIHR Grants	
41020	Canada Foundation for Innovation (CFI)	
41030	Health Canada Grants	
41035	SSHRC	
41040	CIDA	
41045	NSERC	
41050	Federal Government grants (not mentioned above)	

Other Government codes (non Federal or provincial)	Description	Note
41055	Municipal Govt grants	
41060	US Government Grants	
41065	Foreign Government Grants	

Universities	Description	Note
40060	Alberta Universities/Colleges	
41002	Canadian Universities outside AB	And provincial government grants outside of Alberta
42020	Foreign Universities	

Business, non-profits & individuals	Description	Note
42010	Corporations, proprietorships, or partnerships	
42015	Foundations Calgary Health Trust	
42020	Grants received from non-profits (excluding foundations 42015)	
42020	Hospitals	*Includes Physician Association
45100	Individuals	

Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca

Appendix B – Bill Type Identifiers

Bill Type Identifier	Description	Bill Type Identifier	Description
ALM	Hotel Alma	KAT	Kinesiology Athletics
ARC	Animal Research Centre	KCR	Kinesiology Recreation
BGS	Biogeoscience Institute	KIN	Faculty of Kinesiology
BKS	Book Store	KOP	Kinesiology Operations
BSC	Biological Sciences	LAW	Faculty of Law
CBA	Cell Biology and Anatomy	LIB	Library
CCS	Conference Catering	LSE	Real Estate / UTI Lease
CED	Continue Education	MED	Medicine
CHM	Department of Chemistry	MER	Medical Education Resources
CME	Continuing Medical Education	MIF	Microscopy & Imaging Facility
CMM	Communications Media	MM	MultiMedia
CMP	Campus Planning	NUR	Faculty of Nursing
CMR	Community Relations	OLO	Olympic Oval
COM	Faculty of Communication & Cul	PAS	Physics and Astronomy
CPE	Chemical and Petroleum Eng	PAY	Payroll
CTE	Destiny 1 Continue Education	PHP	Physical Plant
DDM	Dance, Drama & Music	PRK	Parking Services
DEV	Development Office	PST	Postal Services
DNA	DNA Lab	PSY	Dept of Psychology
DWN	Downtown Campus	RHC	Residence, Hotel & Conf Srvcs
EDU	Faculty of Education	RMS	Risk Management
ENG	Faculty of Engineering	SSL	Adv Tech Skills Simulation Lab
FLO	UofC Flowcytometry	SUW	SU Wellness Centre
FOM	Faculty of Management	SWK	Faculty of Social Work
FSR	Financial Services	TCM	Telecommunications
FSW	Destiny 1 Faculty Social Work	UME	Undergraduate Medical Educatn
GEO	Geology and Geophysics	UTS	University Theater Services
HEE	Destiny 1 Haskayne Exec Ed	VET	Faculty of Veterinary Medicine
HUM	Human Resources	WIS	Destiny 1 Werklund ISE
INC	International Centre	WSE	Destiny 1 Werklund School Ed

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