Account Receivable – Express Billing for Projects

Reference Guide

Accounts Receivable – Express Billing for Projects

Purpose:	The purpose of this document is to explain how to create an invoice for a project through PeopleSoft.
Audience:	University of Calgary employees responsible for creating invoices for projects.
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.

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:
   Main Menu → Billing → Maintain Bills → Express Billing
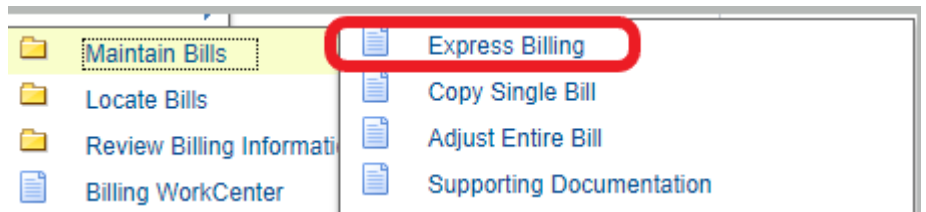
Step 3: Add a New Value

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

2. Enter the following information:

   - Business Unit: **RESRC**

   - Bill Type Identifier: **CA**

   - Bill Source: **CONTRACTS**

   - Customer number: Search by name

   - Invoice date: Leave blank

3. Click the **Add** button.

Express Bill Entry

Find an Existing Value | Add a New Value

*Business Unit RESRC
*Invoice NEXT
Bill Type Identifier CA
Bill Source CONTRACTS
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**.

Billing General

Unit RESRC   Invoice NEXT   Pretax Amt   0.00   CAD

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

2. If you have invoices that have overhead the invoice from will need to be changed from STANDARD. Use the magnifying glass to view invoice form options. For multi-line invoices with overhead select MLTI_LN_OH. For single line invoices with overhead select OVERHEAD. Select STANDARD for invoices without overhead.
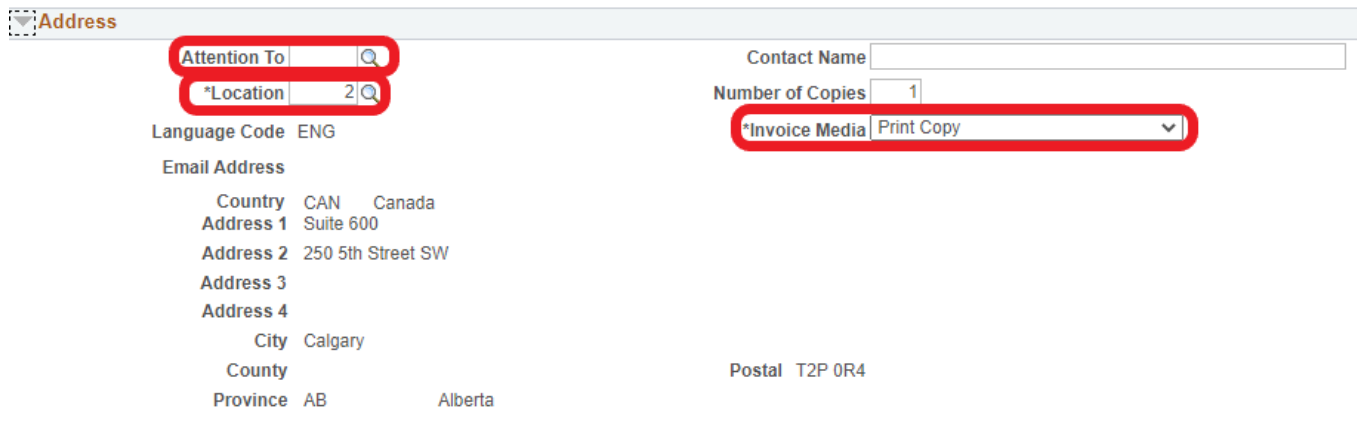
Look Up Invoice Form   x

Help

Cancel

Search Results

View 100   First ◀ 1-4 of 4 ▶ Last

Invoice Form	Description
MLTI_LN_OH	Multi Line with Overhead
NO PRINT	This format doesn't Print
OVERHEAD	Overhead Invoice Format
STANDARD	Default Invoice Format

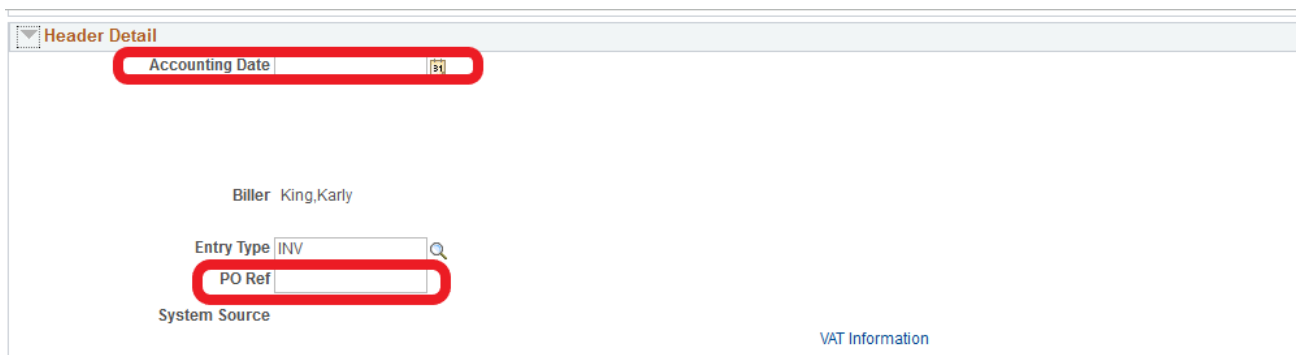3. In the **Address** section, validate or change the following information:

- **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 button to view all locations.

- **Invoice Media**: Preferred method is **Email Invoice 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** for the Invoice Media and then manually save a 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. In the **Header Detail** section enter the following information as needed:
   - Accounting Date: Leave blank
   - PO Ref: Optional. Only complete is you have a PO reference number from the customer

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

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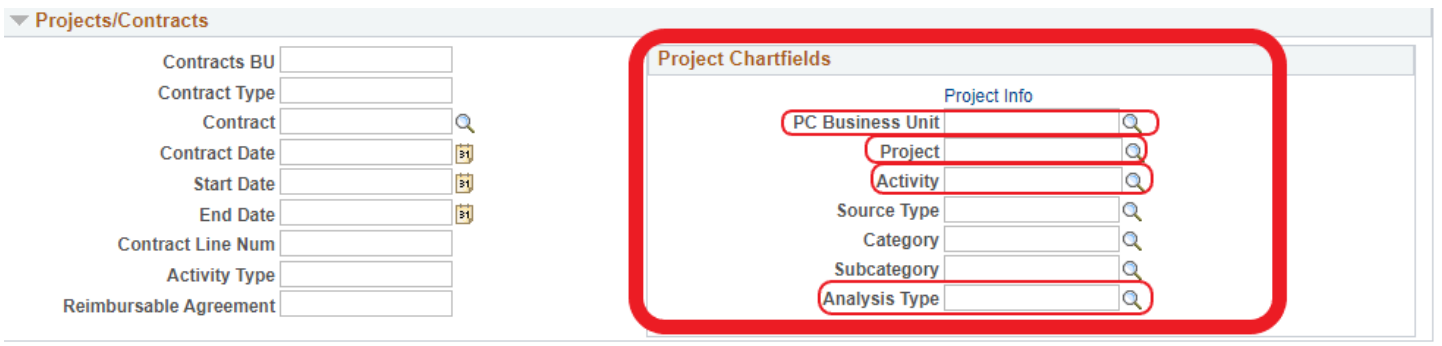

7. Click **SAVE**

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

9. Leave the **Contracts** fields blank.

10. Enter the following under **Project Chartfields** information:
    - PC Business Unit (RESRC for projects beginning with RT, UCP01 for all other projects)
    - Project
    - Activity
    - Analysis Type = BAJ (Billing Adjustment)

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 of charge. This will appear on the invoice image
   - Unit Price
   - If more than one bill line is required, click the (+) icon to add additional lines
   - If your invoice has overhead, this is where you will add additional lines for the overhead

2. Click the **Project/Contract** tab.

3. 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)

4. For Overhead lines you will need to change the details to reflect the overhead distribution

5. Click the **Navigation** drop down menu to continue.
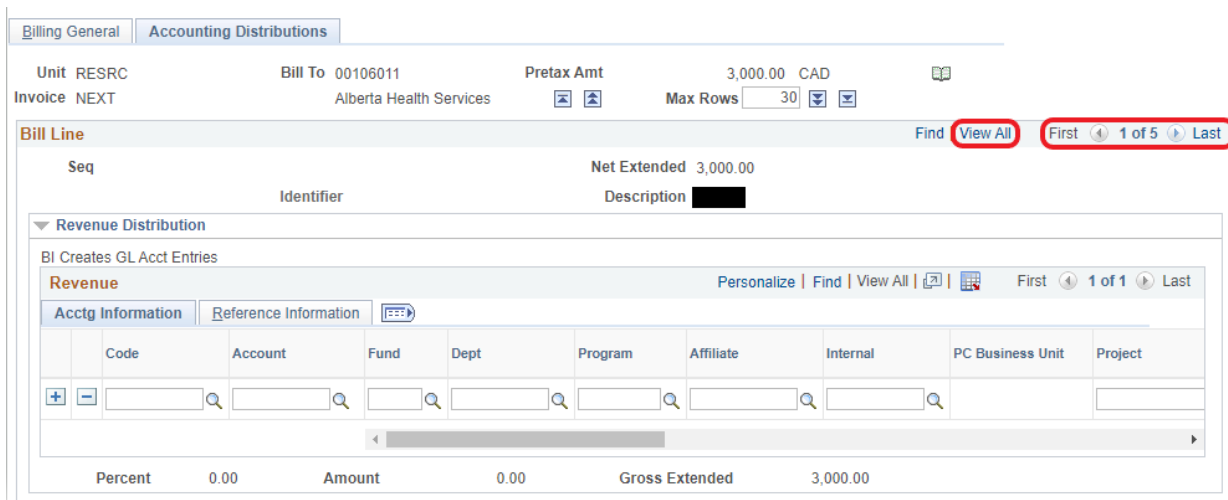
Step 6: Enter Accounting Information

1. Scroll to the bottom of the page.
2. Click the **Navigation** drop down menu.
3. Select **Accounting- Distributions**.
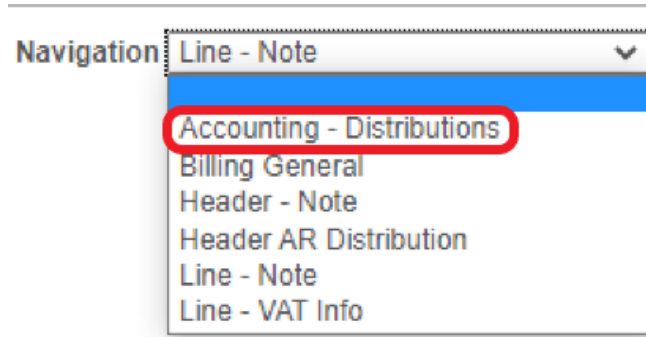
4. Click the **Show All Columns** link to view the entire form.
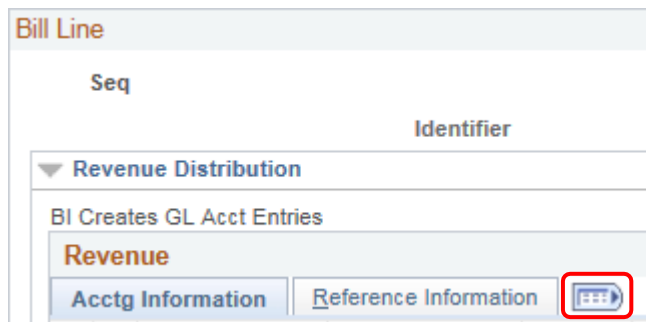
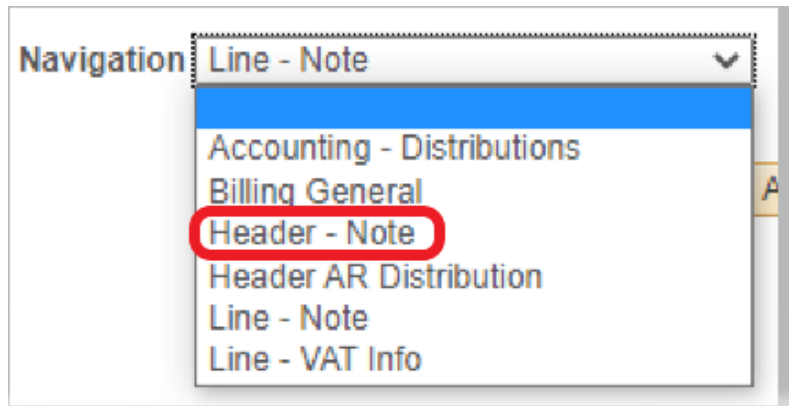5. To view all bill lines click **View All** or use the arrows.

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

7. Click **SAVE**

Step 7: Add Notes

1. Go to the **Navigation** drop down menu and 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.
Example Text:
Principal Investigator: XXXXX
Project Title: XXXXXX

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.

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

8

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 line item that you are invoicing them for.
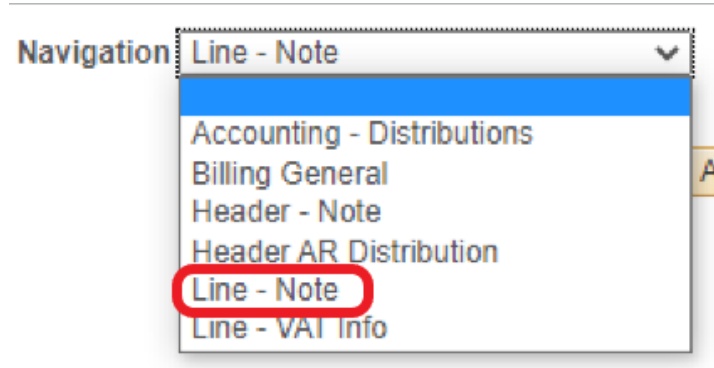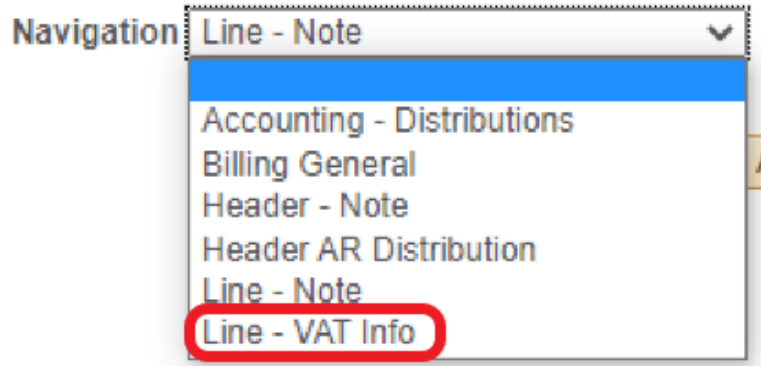

4. On the **Line – Notes** tab, add details about the charges included on the invoice

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

6. Click **SAVE** to save work to this point
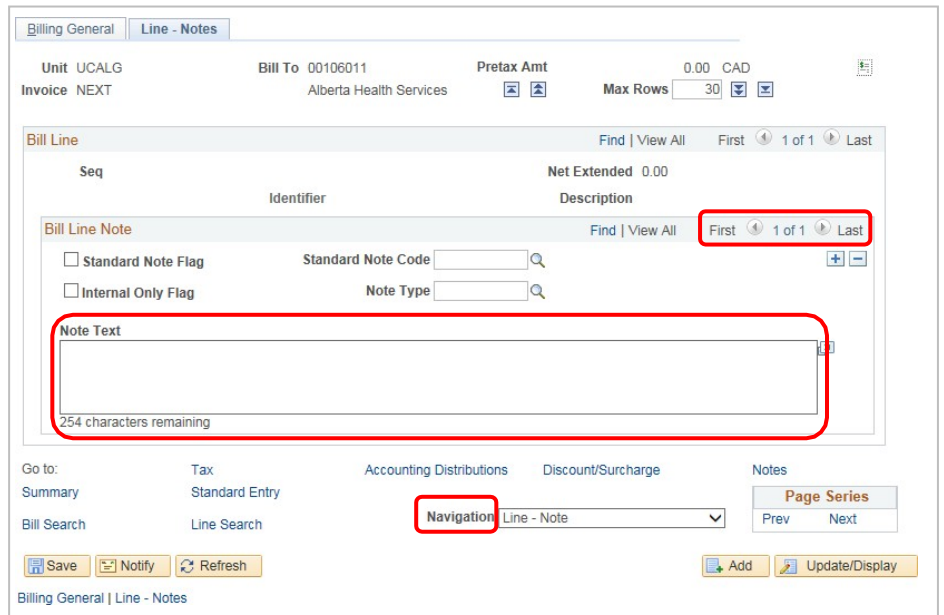
Step 8: Confirm VAT Details

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

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.

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. <u>Make note of the invoice number</u> 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.**

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 into a <u>new window</u> 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**

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:
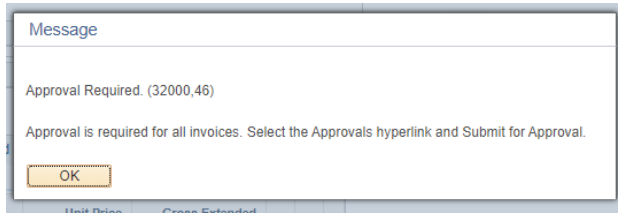
8. Click the **Approvals** link and then the **Submit for Approval** button
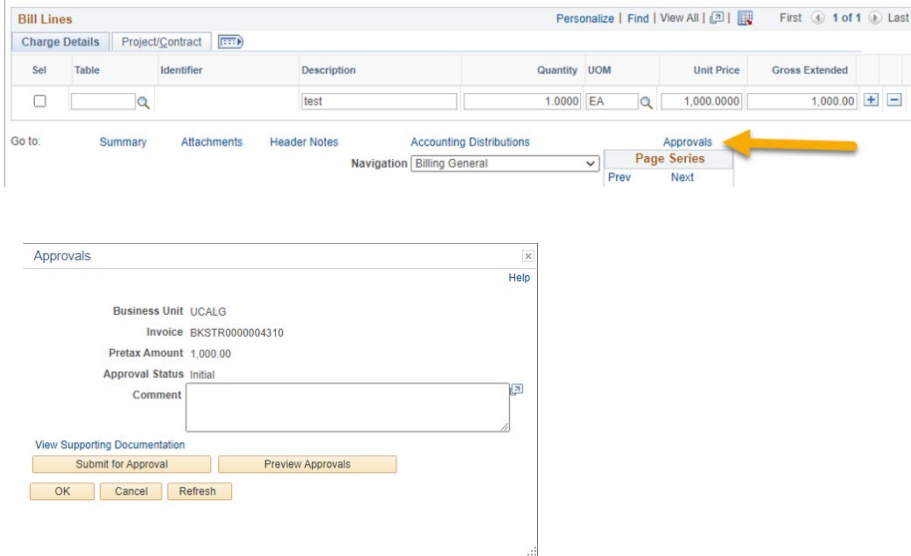
Your invoice has now been submitted and may require approval. To see if approval is required go back into the **Approvals** Link and click on the **Approval Monitor** Link
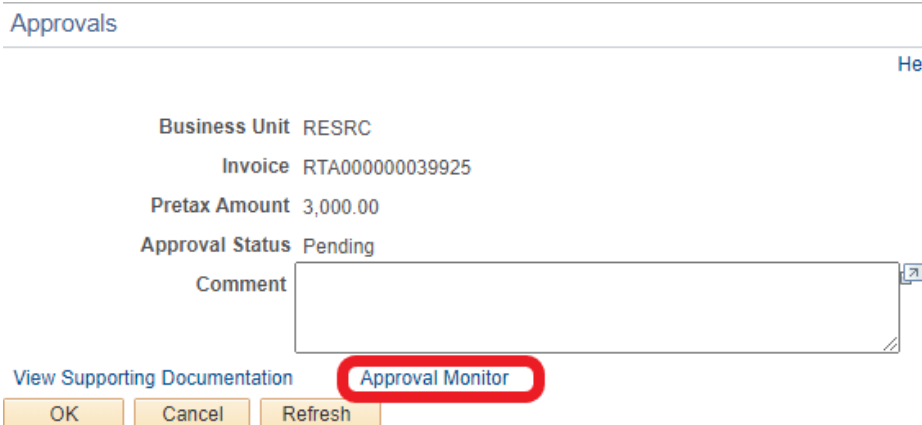
If approval is required billing workflow will appear and approval will be completed by the Accounts Receivable team. If approval is not required it will indicate that no approval required.

Billing Workflow

If approval is required your invoice has been placed in workflow for approval. 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.

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

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

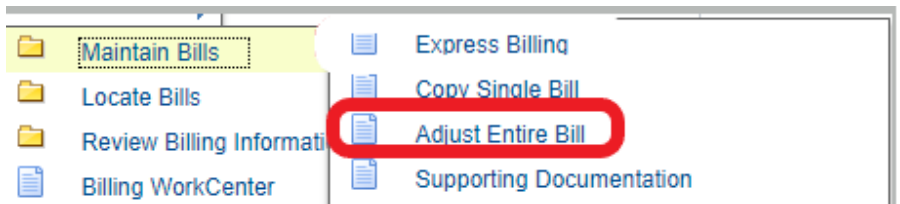- You can locate the invoice image by clicking on the **View Invoice Image**

- 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**

2. Enter the **Business Unit** and **Invoice Number** of the invoice requiring a correction

3. Click **Search**

Adjust Entire Bill

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

Find an Existing Value

▼ Search Criteria

Business Unit = RESRC
Invoice begins with
Customer begins with
Contract begins with
☐ Case Sensitive

Search   Clear   Basic Search 🔲 Save Search Criteria

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**

Adjust Entire Bill

Unit RESRC   Bill To 00102650   University of Alberta
Invoice RTA000000039304   Invoice Amt 3,200.00   CAD

Select Bill Adjustment Action
◉ No Bill Action
○ Credit Entire Bill
○ Credit & Rebill

Adjustment Results
*Credit Bill NEXT
Rebill Bill NEXT   Header Info 1

Rebill Default Action
◉ Retain Original Invoice Value
○ Use Current Customer Value

Adjustment Reason

🖫 Save 🔁 Return to Search Previous in List Next in List Notify Refresh

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

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

Adjustment Results
*Credit Bill RTA000000039364   Header Info 1
Rebill Bill RTA000000039365   Header Info 1

Rebill Default Action
◉ Retain Original Invoice Value
○ Use Current Customer Value

Adjustment Reason WRONGACCT

🖫 Save 🔁 Return to Search Previous in List Next in List Notify Refresh

6. You are unable to change anything on the credit bill as it is reversing everything on the original bill. Upload supporting documentation under the attachments tab for why the bill is being credited, click save and submit for approval.

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

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

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	