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

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Questions? Contact UService at 403-210-9300 or finance@ucalgary.ca
Accounts Receivable – Express Billing for Projects

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
   You will need to 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

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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 if specific date required, otherwise leave blank
3. Click the **Add** button.

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. 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.

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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](mailto:finance@ucalgary.ca) 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.

4. In the **Header Detail** section enter the following information as needed:
   - Accounting Date. This will only be required if you want a specific date, otherwise leave blank
   - PO Reference (PO Ref)
5. Within **Header Detail**, expand the **Currency Information** section.

6. 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.

![Currency Information](image)

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

8. Leave the **Contracts** fields blank.

9. 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)

![Projects/Contracts](image)
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: 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. Example Text:
   Principal Investigator: XXXXX
   Project Title: XXXXXX

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 7: 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.

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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.

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Step 8: 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.
Step 9: Final Steps

1. **Click the Billing General tab**

2. Click the **Save** button to save all work completed up to this step. Change the Bill Status to RDY and click save again; 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

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**
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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 field 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
Accounts Receivable – Express Billing for Projects

- 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

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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

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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. **Do not** 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.

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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

<table>
<thead>
<tr>
<th>Alberta Government Codes</th>
<th>Description</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>40060</td>
<td>Alberta Government Agencies</td>
<td>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</td>
</tr>
<tr>
<td>40065</td>
<td>AB innovates Corp.</td>
<td></td>
</tr>
<tr>
<td>40080</td>
<td>ASRIP Grants</td>
<td>Alberta Government Research Infrastructure and Alberta Science &amp; Research Investments Programs</td>
</tr>
<tr>
<td>40090</td>
<td>AB Research and Innovation Authority Grants</td>
<td></td>
</tr>
<tr>
<td>40095</td>
<td>Alberta Infrastructure Grants</td>
<td></td>
</tr>
<tr>
<td>40100</td>
<td>AHS</td>
<td>Alberta Heath Services</td>
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<tr>
<td>40105</td>
<td>AB Health &amp; Wellness Grants</td>
<td>Include grants or donations not specifically mentioned somewhere else (see accounts above)</td>
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<tr>
<td>40010</td>
<td>AB Govt - Other Department Operating</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Government Codes</th>
<th>Description</th>
<th>Note</th>
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<tbody>
<tr>
<td>41025</td>
<td>CIHR Grants</td>
<td></td>
</tr>
<tr>
<td>41020</td>
<td>Canada Foundation for Innovation (CFI)</td>
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</tr>
<tr>
<td>41030</td>
<td>Health Canada Grants</td>
<td></td>
</tr>
<tr>
<td>41035</td>
<td>SSHRC</td>
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</tr>
<tr>
<td>41040</td>
<td>CIDA</td>
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<tr>
<td>41045</td>
<td>NSERC</td>
<td></td>
</tr>
<tr>
<td>41050</td>
<td>Federal Government grants (not mentioned above)</td>
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### Other Government codes (non Federal or provincial)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>41055</td>
<td>Municipal Govt grants</td>
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<tr>
<td>41060</td>
<td>US Government Grants</td>
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<tr>
<td>41065</td>
<td>Foreign Government Grants</td>
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### Universities

<table>
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<tr>
<th>Code</th>
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<th>Note</th>
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<tbody>
<tr>
<td>40060</td>
<td>Alberta Universities/Colleges</td>
<td>And provincial government grants outside of Alberta</td>
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<tr>
<td>41002</td>
<td>Canadian Universities outside AB</td>
<td></td>
</tr>
<tr>
<td>42020</td>
<td>Foreign Universities</td>
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### Business, non-profits & individuals

<table>
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<th>Code</th>
<th>Description</th>
<th>Note</th>
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<tbody>
<tr>
<td>42010</td>
<td>Corporations, proprietorships, or partnerships</td>
<td></td>
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<tr>
<td>42015</td>
<td>Foundations</td>
<td></td>
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<tr>
<td></td>
<td>Calgary Health Trust</td>
<td></td>
</tr>
<tr>
<td>42020</td>
<td>Grants received from non-profits (excluding foundations 42015)</td>
<td>&quot;*Includes Physician Association&quot;</td>
</tr>
<tr>
<td>42020</td>
<td>Hospitals</td>
<td></td>
</tr>
<tr>
<td>45100</td>
<td>Individuals</td>
<td></td>
</tr>
</tbody>
</table>