Queen's University

PeopleSoft: Accounts Receivable Installment Invoices

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Creating an installment bill (invoice)

Installment billing can be used to invoice your customers in segments, with the total amount due divided equally, by percentage, or according to the configured definition. Each installment invoice includes the installment number, the total number of installments, the installment amounts due, and the total invoice amount. You can also include a flat rate or percentage service charge. Taxes are applied to each installment amount at the time of billing.

Open the NavBar and expand the Menu:
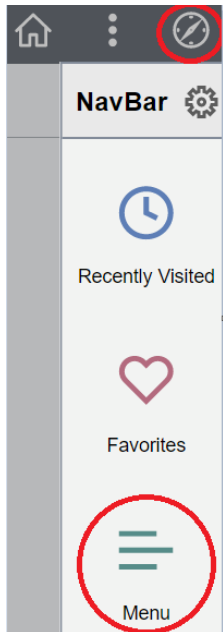
Navigate to:

Menu > Billing > Maintain Bills > Standard Billing

Enter a new invoice which will be used/saved as the template for each invoice

On the Add a New Value tab, enter the following information:

- Business Unit – will default to QUNIV; if not, select via the magnifying glass
- Invoice – leave as 'NEXT'
- Bill Type Identifier – select your appropriate department identifier (e.g., QU will be used unless your specific department is shown)
- Bill Source – select your appropriate department source ('ONLINE' for standard billing)
- Customer – select customer via the magnifying glass
- Invoice Date – enter current date
- Accounting Date – enter current date

- Click 'Add' button to enter a new invoice (invoice will be created in NEW status)
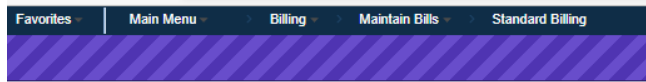
'Header – Info 1' tab

Update or enter the following information (most have default values already):

- Status – Leave as NEW
- Credit – if 100, **update** to your appropriate credit analyst code
  - Using the magnifying glass select your Credit Analyst code from the selection
- Billing Specialist – Leave as 100
- Collector - Leave as 100
- Billing Authority - Leave as 100 or blank whatever the default is

'Line – Info 1' tab

Enter the following information:

- For each line item:
    - Enter a brief line description (limited to 30 characters-if more room is required add a line note with the full details)
    - Quantity – enter any quantity
    - Unit Price - Enter the appropriate unit price

Click the blue 'Accounting' link (new Revenue Distribution tab opens)

- On the Revenue Distribution page enter the chartfield information (follows the chartfield security rules in PS)

Header - Info 1	Line - Info 1	Revenue Distribution

Unit QUNIV   Bill To 1000000254   Pretax Amt   500.00 CAD

Invoice NEXT   REDACTED   Max Rows 300

Bill Line   🔍 | ◁◁ ◁ 1 of 1 ▽ ▷ ▷▷ | View All

Seq 1   Line   Net Extended 500.00

Identifier   Description Monthly

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

◁◁ ◁ 1-1 of 1 ▽ ▷ ▷▷ | View All

Acctg Information	Reference Information	II▷

	Code	Fund	Dept	Account	Program	Class	Project	Fund Affil	Percentage	Amount	Budget Dat
➕ ➖	🔍	10000 🔍	15501 🔍	460001 🔍	🔍	🔍	🔍	🔍		0.00	

Percent 0.00   Amount 0.00   Gross Extended 500.00

Go to: Line Info 2   Tax   Accounting   Discount/Surcharge

Notes   Express Entry

    Navigation   Acctg - Rev Distribution ▽   **Page Series**

Summary   Bill Search   Line Search   Prev   Next

Save	Notify	Refresh	Add	Update/Display

Header - Info 1 | Line - Info 1 | Revenue Distribution

Click 'Save' on the bottom left-hand side

Enter Installment Bill Schedule to Create Template

From the 'Header – Info 1' tab, update the following information:

- Frequency – Installment
- Cycle ID – leave blank

Click the 'Save' button on the bottom left-hand side.

Click the 'Go To Recurring Bill Schedule' icon next to the Frequency field.

On the Installment Bill Terms tab select 'Custom Installment Plan' using the magnifying glass.

On the Installment Bill Schedule tab click the 'Pre-Assign Invoice Numbers' so you will know which invoices belong to you once generated.

From same tab enter the schedule to create your invoices in the Installment Billing Schedule (two tabs will be used in this section, Installment Billing Schedule, and Installment Billing Schedule 2).

On the Installment Billing Schedule tab, use the '+' sign to enter the amount of installment invoices to be generated.

- Enter the number of each installment under the 'Number' column (starting at '1')
- Enter date which you want the invoices to be generated in the system in the 'Generate Date' column
- Enter the amount of each installment under the 'Installment Amount' column

Next click on the 'Installment Billing Schedule 2' tab

- Notice that the installment bill numbers are already populated; enter the invoice date when you want the invoices to be generated under the 'Invoice Date' column (leave all other columns blank).

Note that I entered the same dates that I used for the 'Generate Date' column in the Installment Billing Schedule tab.

Return to the 'Installment Billing Schedule' tab and click 'Save' in the bottom left corner.

- The invoice numbers have now been generated.

Click the blue 'Return to Bill Entry' link to go back to the template.

Approval

The next step needs to be done by your Approver. You will leave the invoice in 'NEW' status, send an email to your approver to review and they will change the invoice to 'RDY' status for invoice generation.

Approver:

Set the status of the template to 'RDY'.

- Note: For the batch process to pick it up for invoice generation, you must set the status of the template bill to 'RDY'.

Click the 'Save' button.

Please note that you will not be able to view a Pro Forma of the template.
- The invoice will be created on the date(s) entered in the installment bill schedule.
- They will be created in NEW status and will remain in NEW status until your approver has reviewed/finalized invoice.