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**Queen's University**



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**PeopleSoft: Accounts Receivable  
Installment Invoices**

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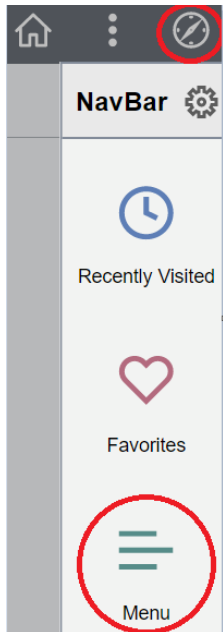
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## Creating an installment bill (invoice)

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:

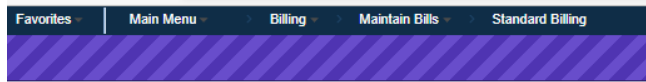
**Menu > Billing > Maintain Bills > Standard Billing**

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)



## Bill Entry

Find an Existing Value

Business Unit

Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

[Find an Existing Value](#) | [Add a New Value](#)

## '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

[Favorites](#) | [Main Menu](#) | [Billing](#) | [Maintain Bills](#) | [Copy Single Bill](#) | [Standard Billing](#)

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Header - Info 1 | Line - Info 1

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Unit QUNIV      Invoice RA00000170      Pretax Amt 5,208.33 CAD

|   |   |   |
|---|---|---|
| Status <input type="text" value="NEW"/>   | Invoice Date <input type="text" value="2022/09/19"/>              | Cycle ID <input type="text"/>                 |
| *Type <input type="text" value="RA"/>   | Source <input type="text" value="ONLINE"/>                        | *Frequency <input type="text" value="Once"/>  |
| *Customer <input type="text" value="1000000254"/>   | SubCust1 <input type="text"/>                                     | SubCust2 <input type="text"/>                 |
| *Invoice Form <input type="text" value="REDACTED"/>   | From Date <input type="text"/>                                    | To Date <input type="text"/>                  |
| Accounting Date <input type="text" value="2022/09/19"/>   | Pay Terms <input type="text" value="NET30"/>                      | Pay Method <input type="text" value="Check"/> |
| Remit To <input type="text" value="BMO"/>   | Bank Account <input type="text" value="CNEF"/>                    |   |
| Sales <input type="text" value="100"/>  | Bill Inquiry Phone <input type="text" value="613-533-6000X320E"/> |   |
| <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Credit <input type="text" value="118"/></span> | Collector <input type="text" value="100"/>                        |   |
| Billing Specialist <input type="text" value="100"/>   | Billing Authority <input type="text"/>                            |   |

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Go to: [Header Info 2](#) | [Address](#) | [Copy Address](#)  
[Notes](#) | [Express Entry](#) | [Attachments](#)

Summary [Bill Search](#) | [Line Search](#)

Navigation  | [Page Series](#)

Header - Info 1 | [Line - Info 1](#)

## '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

Header - Info 1 | **Line - Info 1**

Unit QUNIV Bill To 1000000254 Pretax Amt 0.00 CAD  
 Invoice NEXT REDACTED Max Rows 300

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**Bill Line** 1 of 1 | View All

Seq 1 Line [ ] Net Extended 0.00  
 Table [ ] Identifier [ ] Description Monthly

Quantity 1  
 Unit of Measure [ ]  
 Unit Price 500.00  
 Gross Extended 0.00

From Date [ ]  
 To Date [ ]  
 Line Type REV  Accumulate  
 Tax Code [ ]  Tax Exempt  
 Exempt Cert [ ]

|                |      |
|----------------|------|
| Less Discount  | 0.00 |
| Plus Surcharge | 0.00 |
| Net Extended   | 0.00 |
| VAT Amount     | 0.00 |
| Tax Amount     | 0.00 |
| Net Plus Tax   | 0.00 |

VAT Info

Go to: Notes Line Info 2 Express Entry Tax **Accounting** Discount/Surcharge  
 Summary Bill Search Line Search Navigation Line - Info 1 Page Series  
 Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

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

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**Bill Line** 1 of 1 | View All

Seq: 1      Line Identifier:      Net Extended: 500.00  
 Description: Monthly

BI Creates GL Acct Entries

**Bill Line Distribution - Revenue** 1-1 of 1 | View All

[Acctg Information](#) | [Reference Information](#)

|                | Code | Fund  | Dept  | Account | Program | Class | Project | Fund Affil | Percentage | Amount | Budget Da |
|----------------|------|-------|-------|---------|---------|-------|---------|------------|------------|--------|-----------|
| +              |      | 10000 | 15501 | 460001  |         |       |         |            |            | 0.00   |           |
| Percent        |      |       |       |         |         |       |         |            |            | 0.00   |           |
| Amount         |      |       |       |         |         |       |         |            |            | 0.00   |           |
| Gross Extended |      |       |       |         |         |       |         |            |            | 500.00 |           |

Go to: [Notes](#) | [Line Info 2 Express Entry](#) | [Tax](#) | [Accounting](#) | [Discount/Surcharge](#)

Summary | [Bill Search](#) | [Line Search](#)

Navigation: [Acctg - Rev Distribution](#)

[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

Pretax Amt 500.00 CAD

Invoice Date 2022/09/19

Source ONLINE

SubCust1

From Date

Pay Terms NET30

Account CNEF

Cycle ID

\*Frequency Installment

SubCust2


To Date

Pay Method Check

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

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

\*Frequency Installment



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

Installation Bill Terms Installation Bill Schedule

Business Unit QUNIV

Installation Template Invoice QU00000057

Pretax Invoice Amount 500.00 CAD

\*Installation Plan CUSTOM Custom Installation Plan

Service Charge

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



|  |                                  |                         |
|--|----------------------------------|-------------------------|
| Installment Bill Terms   | <b>Installment Bill Schedule</b> |                         |
| Business Unit  | QUNIV                            |                         |
| Installment Template Invoice                                   | QU00000057                       |                         |
| Pretax Invoice Amount  | 500.00                           | CAD                     |
| Installment Plan   | CUSTOM                           | Custom Installment Plan |
| Start Date   | <input type="text"/>             |                         |
| <input checked="" type="checkbox"/> Pre-Assign Invoice Numbers |                                  |                         |

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).

Pre-Assign Invoice Numbers

**Installment Billing Schedule**

|                                     |                                |                |
|-------------------------------------|--------------------------------|----------------|
| <b>Installment Billing Schedule</b> | Installment Billing Schedule 2 | Installmen     |
| <b>Number</b>                       | <b>Generate Date</b>           | <b>Invoice</b> |

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

### Installment Billing Schedule

| Number | Generate Date | Invoice | Installment Amount | Service Charge Amount |
|--------|---------------|---------|--------------------|-----------------------|
| 1      | 2022/09/15    | NEXT    | 2,500.00           |                       |
| 2      | 2023/09/15    | NEXT    | 2,500.00           |                       |
| 3      | 2024/09/15    | NEXT    | 2,500.00           |                       |
| 4      | 2025/09/15    | NEXT    | 2,500.00           |                       |

[Return to Bill Entry](#)

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).

16-Assign Invoice Numbers

### Installment Billing Schedule

| Number | Invoice Date | From Date | To Date |
|--------|--------------|-----------|---------|
| 1      | 2022/09/15   |           |         |
| 2      | 2023/09/15   |           |         |
| 3      | 2024/09/15   |           |         |
| 4      | 2025/09/15   |           |         |

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.

| Number | Generate Date | Invoice    | Installment Amount | Service Charge Amount |
|--------|---------------|------------|--------------------|-----------------------|
| 1      | 2022/09/15    | QU00000058 | 2,500.00           |                       |
| 2      | 2023/09/15    | QU00000059 | 2,500.00           |                       |
| 3      | 2024/09/15    | QU00000060 | 2,500.00           |                       |
| 4      | 2025/09/15    | QU00000061 | 2,500.00           |                       |

[Return to Bill Entry](#)

[Installment Bill Terms](#) | [Installment Bill Schedule](#)

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.