
Queen's University



**PeopleSoft: Accounts Receivable
Recurring Invoices**

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Overview

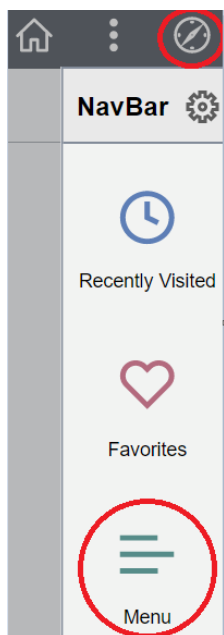
By associating a recurring template with a predefined schedule, you control when and how often recurring bills are generated. The schedules automate and control the generation of recurring bills. This process can be used for generating monthly invoices.

Please note:

- There is no option to 'view' the invoice before it is generated. The Pro Forma is not available for this process.
- Recurring bills will be created in a RDY status and do not allow for any updates, changes, or review before they are finalized.
- The invoices will be created on the dates specified in the recurring bill schedule and will post during the overnight process automatically.

Creating a recurring bill (invoice)

Open the NavBar and expand the Menu:



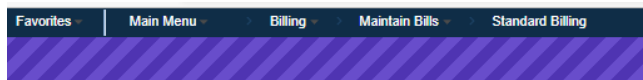
Navigate to:

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

Navigation: Favorites | Main Menu | Billing | Maintain Bills | Copy Single Bill | Standard Billing

Header - Info 1 | Line - Info 1

Unit QUNIV Invoice RA00000170 Pretax Amt 5,208.33 CAD

Status	NEW	Invoice Date	2022/09/19	Cycle ID	
*Type	RA	Source	ONLINE	*Frequency	Once
*Customer	1000000254	SubCust1		SubCust2	
*Invoice Form	XP_PS/GEN	From Date		To Date	
Accounting Date	2022/09/19	Pay Terms	NET30	Pay Method	Check
Remit To	BMO	Bank Account	CNEF		
Sales	100	Bill Inquiry Phone	613-533-6000X320E		
Credit	118	Collector	100		
Billing Specialist	100	Billing Authority			

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Go to: Header Info 2 | Address | Copy Address | Notes | Express Entry | Attachments

Summary | Bill Search | Line Search | Navigation: Header - Info 1 | Page Series: Prev Next

Buttons: Save | Return to Search | Notify | Refresh | Add | Update/Display

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 the appropriate 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 chartfield security rules in PS)

The screenshot displays the 'Line - Info 1' tab in a software application. The interface includes a header with 'Unit QUNIV', 'Invoice NEXT', 'Bill To 1000000254', 'Pretax Amt 0.00 CAD', and 'Max Rows 300'. The main section is titled 'Bill Line' and contains several input fields: 'Seq 1', 'Line', 'Table', 'Identifier', 'Description Monthly', 'Quantity 1', 'Unit of Measure', 'Unit Price 500.00', 'From Date', 'To Date', 'Line Type REV', 'Tax Code', 'Exempt Cert', 'Gross Extended 0.00', 'Less Discount 0.00', 'Plus Surcharge 0.00', 'Net Extended 0.00', 'VAT Amount 0.00', 'Tax Amount 0.00', and 'Net Plus Tax 0.00'. The 'Accounting' link is highlighted in red. The bottom of the screen shows navigation and action buttons: 'Go to: Notes', 'Line Info 2 Express Entry', 'Tax', 'Accounting', 'Discount/Surcharge', 'Navigation Line - Info 1', 'Page Series Prev Next', 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

[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 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

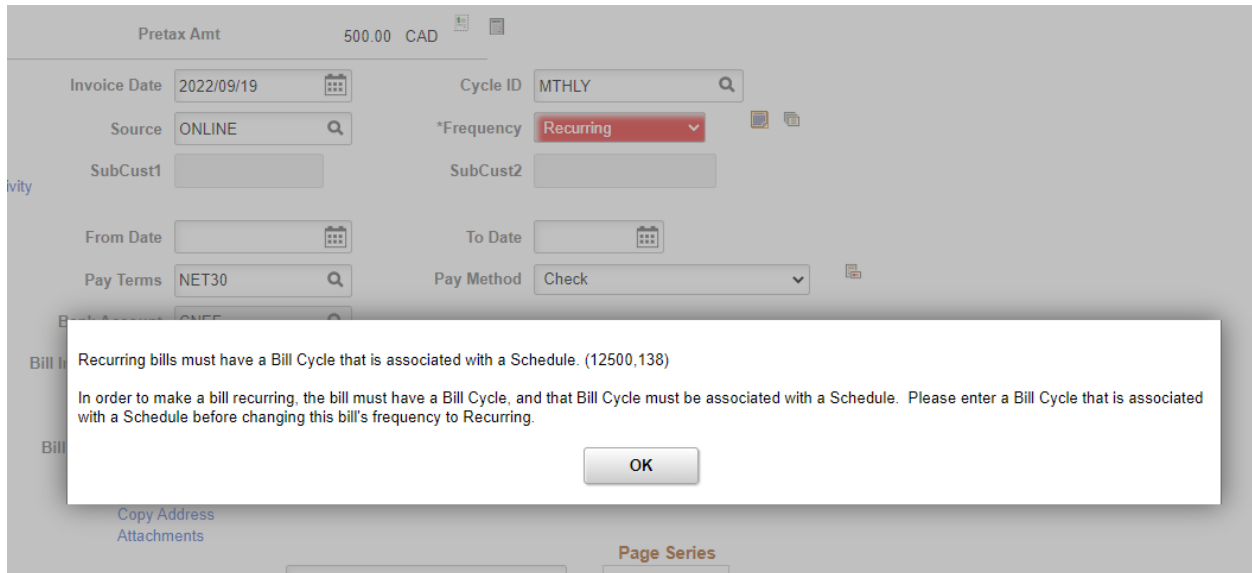
Click 'Save' on the bottom left-hand side

Enter Recurring Bill Schedule to Create Template

‘Header – Info 1’ tab

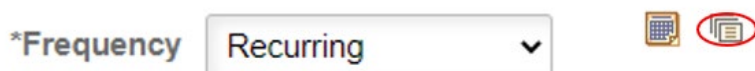
Update the following information:

- Frequency – Recurring
- Cycle ID – MTHLY (we’re only using Mthly selection)
- When you receive the pop-up message shown below, click ‘OK’



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 Recurring Bill Schedule page, generate the recurring bill schedule by entering the following information:

- Start Date – date you want schedule to start
- End Date – date you want to stop the recurring bill
- Pre-Assign Invoice Numbers checkbox (optional) – check if you want to reserve the invoice numbers upon saving this page; leave un-checked if you want the system to get the NEXT invoice number upon invoice generation.
 - Our suggestion will be to click the checkbox so you’re aware of the invoice numbers that will be generated.

Recurring Bill Schedules

Business Unit QUNIV Template Invoice QU00000057
Start Date 2022/10/01  Pre-Assign Invoice Numbers
End Date 2023/01/31  Use Header Dates For Lines

Recurring Schedule					1-1 of 1	View All
Generate Date	Invoice Date	Invoice	Inv Generated?	Date	+	-
<input type="text"/>	<input type="text"/>	NEXT	N			
	Bill Header From Date	<input type="text"/>	To Date	<input type="text"/>		

















Click the 'Generate Recur Bill Schedule' icon to schedule the recurring bills.



You will see schedules created.

Recurring Bill Schedules

Business Unit QUNIV Template Invoice QU00000057
Start Date 2022/10/01  Pre-Assign Invoice Numbers
End Date 2023/01/31  Use Header Dates For Lines

Recurring Schedule					1-4 of 4	View 2
Generate Date	Invoice Date	Invoice	Inv Generated?	Date	+	-
2022/09/30 	2022/10/01 	NEXT	N			
	Bill Header From Date	2022/10/01 	To Date	2022/10/31 		
2022/10/31 	2022/11/01 	NEXT	N			
	Bill Header From Date	2022/11/01 	To Date	2022/11/30 		
2022/11/30 	2022/12/01 	NEXT	N			
	Bill Header From Date	2022/12/01 	To Date	2022/12/31 		
2022/12/31 	2023/01/01 	NEXT	N			
	Bill Header From Date	2023/01/01 	To Date	2023/01/31 		

[Return to Bill Entry](#)

- Generate Date - actual date of when the invoice will be generated. You can override this date.
- Invoice Date – this will follow the Generate Date. You can override this date.
- Invoice – will either be NEXT or reserved invoice numbers depending on the Pre-Assign Invoice Numbers checkbox (if using the Pre-Assign Invoice Numbers then the invoice numbers will not show until the Save button has been clicked-next step).

Click the 'Save' button

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.

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'.
- Your approver should not click the invoice button after moving the template to RDY status

Click the 'Save' button.

Reminder:

- The invoices will be generated in RDY status on the dates entered in the in the recurring bill schedule.
- The invoices will post automatically during the overnight status.