
Queen's University



**PeopleSoft: Accounts Receivable
Creating Standard Bills**

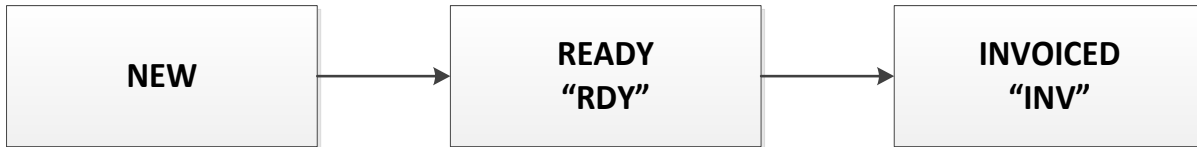
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Overview

An invoice will be required to be issued by Queen’s University to a customer when goods/services are delivered. By issuing an invoice it improves transparency into the funds that are owed to the University and improves the chance of collection of those funds as an invoice is a legal document.

Understanding Invoice Status



Status	Purpose
New	All invoices will have NEW status upon initial creation. Billing Specialist will print copy of Pro Forma in NEW status to send to approver (see Approval Process below).
Ready “RDY”	Once the invoice has been reviewed and is ready to process, Approver will manually set the status to “RDY” (ready to invoice). See Changing Bill (Invoice) Status section for further details.
Invoiced “INV”	Once the invoice button has been clicked to move the invoice from RDY to invoiced and the invoice did not encounter an error, it will have “INV” status. This also means that it has been loaded to Accounts Receivable.

Approval Process

Since the new Accounts Receivable (AR) module will automatically generate the journal entry (post the AR and corresponding revenue to the general ledger) a new internal approval process is recommended, much like the internal journal entry approval we have now. Entries should be reviewed and approved by a knowledgeable approver. Evidence of approval should be maintained.

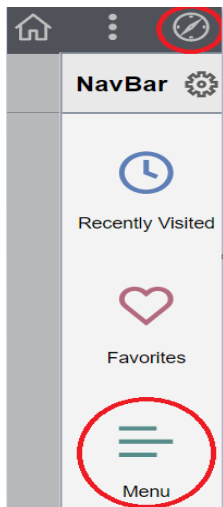
- The staff member creates the invoice, saves the invoice in NEW status, and sends an email to approver attaching a copy of the Pro Forma invoice for approval including any supporting documentation
 - Both internal and external documents can be attached to the invoices, so all supporting documentation can be included and kept with the invoice itself
- The approver would review the invoice and supporting documentation:
 - If approved, the approver would move the invoice from NEW to RDY then clicks the invoice button to finalize invoice and send to customer. The approver would then reply to staff member that the invoice is approved, and the staff member

- goes into the system to download or print finalized invoice for their records (if required).
- If not approved, the approver would reply to the staff member and identify changes that need to be made. The staff member makes the changes and starts the process again.

Please note that the process shown above is evolving and is subject to change as we 'grow' with the new AR module.

Adding a New Bill (Invoice) – Standard Billing

Open the NavBar and expand the Menu:



Navigate to:

Menu > Billing > Maintain Bills > Standard Billing

[Favorites](#) - [Main Menu](#) - [Billing](#) - [Maintain Bills](#) - [Standard Billing](#)

Bill Entry

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

▼ **Search Criteria**

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#)

On the 'Add a New Value' tab enter preliminary details like Bill Type Identifier, Bill Source (Online), and Customer. Invoice Date and Accounting Date are Optional. If left blank, system date will be used.

Select Bill Type Identifier applicable to your department. If your department is not available from the list, select QU (Queen's University). For Research Accounting, select bill type identifier 'RA'.

Look Up Bill Type Identifier

SetID: _____ SHARE: _____

Bill Type Identifier: begins with

[Basic Lookup](#)

Search Results

View 100

Bill Type Identifier	Description
CT	Canadian Cancer Trials Group
FG	Facilities Management
FIN	Financial Services
OPI	Off Partnership & Innovation
QU	Queen's University
RA	Research Accounting

Click the 'Add' button.

Page Shot

Navigation: Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

Bill Entry

Find an Existing Value

Business Unit: QUNIV

Invoice: NEXT

Bill Type Identifier: QU

Bill Source: ONLINE

Customer: 1000000016

Invoice Date:

Accounting Date:

'Header - Info 1' tab

Enter the required Bill (Invoice) Information such as Customer, Billing lines etc.

- Always change the Credit Analyst 'Credit' field – select your name using magnifying glass.

The screenshot shows the 'Header - Info 1' tab in a billing system. The interface includes a navigation bar at the top with 'Favorites', 'Main Menu', 'Billing', 'Maintain Bills', and 'Standard Billing'. Below the navigation bar, there are two tabs: 'Header - Info 1' (selected) and 'Line - Info 1'. The main content area is divided into several sections:

- Unit:** QUNIV
- Invoice:** NEXT
- Pretax Amt:** 0.00 CAD

The form contains various fields for invoice information:

- Status: NEW
- *Type: QU
- *Customer: 1000000016
- *Invoice Form: Kinetics Inc. XP_PS/GEN
- Accounting Date: [Calendar icon]
- Remit To: BMO
- Sales: 100
- Credit: 100** (highlighted with a red circle)
- Billing Specialist: 100

Additional fields include:




- Invoice Date: [Calendar icon]
- Source: ONLINE
- SubCust1: [Empty]
- From Date: [Calendar icon]
- Pay Terms: NET30
- Bank Account: CNEF
- Bill Inquiry Phone: 703-862-7000
- Collector: 100
- Billing Authority: 100
- Cycle ID: IMM
- *Frequency: Once
- SubCust2: [Empty]
- To Date: [Calendar icon]
- Pay Method: Check

At the bottom, there are navigation and action buttons:

- Go to: Notes, Header Info 2, Express Entry
- Summary: Bill Search
- Line Search
- Navigation: Header - Info 1
- Page Series: Prev, Next
- Buttons: Save, Notify, Refresh, Add, Update/Display

Other Fields:

Leave blank or keep default values

Field	Purpose
Invoice	Default value is NEXT (system-assigned ID)
Status	Status at creation is NEW (default). Once you are ready to process the bill (invoice), manually set it to RDY. Refer to the Changing Bill (Invoice) Status section for further details. The Load to Accounts Receivable process happens when the invoice is moved from RDY to INV.
Type	Bill type identifier, will determine the default value of other fields such as Remit To, Billing Specialist, etc.
Customer	Select the customer ID that you are creating the bill (invoice) for
Invoice Date and Accounting Date	Select the invoice date that you want to appear on the bill. If the fields are left blank, the dates will be populated by the system date. If the invoice is associated with a VAT billing business unit, the system uses the invoice date as the effective date when processing VAT defaults If the accounting date is blank and the invoice date is populated, then the check for transactions in closed accounting period will be done on the invoice date.
 Calculate Taxes icon	Click the Calculate Taxes icon to display the Bill Summary Info page with the tax information. Refer to Calculating Taxes section for further details.
Frequency	The default is 'Once'. To define a bill as a recurring bill template, select Recurring. To define a bill as an installment bill template, select Installment (installment).
 Installment Bill Schedule icon	Click to access the Installment Bill Schedule page
 Recurring Bill Schedule icon	Click to access the Recurring Bill Schedule page
Invoice Form	Default value is XP_PS/GEN
From Date and To Date	Indicate the date range of billing activity that the corresponding invoice covers. Please note this does not appear on the invoice. It is for reference purposes only.
Pay Terms	Enter payment terms
Pay Method	Displays the payment method. The system searches the customer record for a default payment method. If it does not find a value, the system does not populate this field

Remit To and Bank Account	Displays a list of financial institutions that are associated with the payment. This will default from the Bill Source.
Sales (salesperson), Credit (credit analyst) and Collect (collector)	<p>The system populates these fields with default values from the customer table. Only one value is defined for Salesperson and Collector. The Credit Analyst (Credit) is the only field that is required to be changed.</p> <p>Update the Credit Analyst field to reflect the user that will be responsible for invoice processing and collection. The named entered here will be displayed on the customer invoice as the person to contact for bill inquiries.</p>
Billing Specialist & Billing Authority	The system populates these values from the Bill Type. Only one value is defined for each Billing Specialist and Billing Authority

Optional Additional Bill (Invoice) Details – including changing currency


'Header – Info 1' tab links

To change the currency that you wish to bill – select the Header Info 2 link

The screenshot displays a software interface for managing an invoice. At the top, there are navigation tabs: 'Header - Info 1', 'Header - Info 2' (which is circled in red), and 'Line - Info 1'. Below the tabs, the invoice details are shown, including 'Unit: QUNIV', 'Bill To: 1000000016', 'Pretax Amt: 2,000.00 CAD', and 'Invoice: QU00000024'. The 'Currency Information' section is highlighted with a red box and contains the following fields: 'Billing Currency' (CAD), 'Exchange Rate' (1.00000000), 'Rate Type' (CRRNT), 'Source' (Tables), and 'Base Currency' (CAD). Below this section, there are navigation links: 'Go to: Notes', 'Header Info 2' (circled in red), 'Address', 'Copy Address', 'Attachments', 'Summary', 'Bill Search', 'Line Search', and 'Navigation' (set to 'Header - Info 2'). At the bottom, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Other Fields:

Leave blank or keep default values

Field	Description
Change Bill Currency	Click the Change Bill Currency button to access the Change Bill Currency page, where you can change the currency type. Select the appropriate currency for the Bill
Exchange Rate	Accounting transactions are prepared in the base currency (the primary reporting currency of the PeopleSoft General Ledger business unit); for Queen's this is CAD. Consequently, each bill needs a currency exchange rate that the system uses to convert bill currency to base currency. The currency code for the base currency appears beneath the rate type. The exchange rate converts amounts in the bill currency to an equivalent amount in base currency.
Rate Type	Displays the assigned rate type of the bill-to customer. You can select a different rate type if required. Table will provide pre-assigned rates that are updated by Financial Services where User allows you to enter a rate for other currencies.
Base Currency	Base Currency for Queen's in CAD. This is from the GL Business Unit
Source	Used to assign the exchange rates from market rate tables. Alternatively, you can provide an exchange rate. To provide a rate, select User from the drop down. When you select User, the Rate Type field is available. Enter a revised exchange rate for the bill.
	Click the Exchange Rate Detail button to access the Exchange Rate Detail page, where you can review detailed information about the rate

Select contact and address location

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

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

Unit QUNIV | Bill To 1000000016 | Pretax Amt 2,000.00 CAD
 Invoice NEXT | Kinetics Inc.

Attention To | Contact Name Steven Xu
 *Location | Number of Copies
 Language Code ENG | *Invoice Media
 Email Address AP@kinetics.com

Country CAN Canada
 Address 1 Build. KD100 Receiving
 Address 2 800 Kipling Ave, Unit 2

City Toronto | County | Postal MSZ 5G5
 Province ON Ontario

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

Summary | Bill Search | Line Search | Navigation Address Info | Page Series | Prev Next

Save | Notify | Refresh | Add | Update/Display

Other Fields:

Leave blank or keep default values

Field	Purpose
Attention To	The system populates this field, as well the primary bill-to contact, the primary bill-to location, and Location with default values. Override these values, if necessary.
Email Address	Displays the email address of the invoice contact. The system sends the email to this address when you select one of the Email options as the Invoice Media setting
Invoice Media	Select Print Copy if the invoice is to be printed or Email Invoice as Attachment if the invoice is to be emailed with the invoice and the supporting documents attached. This field should default depending on whether a contact with an email address has been linked to the customer.

Adding Header Notes

Use this page to create or attach general header notes to bills. Header notes apply to the entire bill. Examples of header notes include the company contact name (attention to), the Principal Investigator (PI) Name, details of the contract, announcements of sales, changes in personnel, changes in price lists, or other general information.

The screenshot shows the 'Header - Note' form in a billing system. The form includes the following elements:

- Navigation tabs: Header - Info 1, Line - Info 1, **Header - Note** (highlighted with a red circle).
- Unit: QUNIV, Invoice: NEXT, Bill To: 1000000016, Pretax Amt: 2,000.00 CAD, Kinetics Inc.
- Customer Notes section:
 - Bill Header Notes: 1 of 1, View All
 - Standard Note Flag:
 - Internal Only Flag: (highlighted with a red box)
 - Std Note:
 - Note Type:
 - Note Text: (254 characters remaining)
- Go to: **Notes** (highlighted with a red circle), Header Info 2, Address, Copy Address, Summary, Bill Search, Line Search, Navigation: Header - Note
- Page Series: Prev, Next
- Buttons: Save, Notify, Refresh, Add, Update/Display

Other Fields:

Leave blank or keep default values

Field	Purpose
Bill Header Notes	Queen's has not defined any pre-defined notes. Enter notes in the Note Text field. The text will appear on the invoice.
Internal Flag Only	Select if you do not want the note to appear on the actual invoice
+ / -	Add or Delete header notes

Adding/Including Attachments

The screenshot shows the 'Header - Info 1' section of an invoice form. The 'Attachments' link is circled in red. Other visible fields include Status (NEW), Invoice Date, Cycle ID (BIM), *Type (QU), Source (ONLINE), *Frequency (Once), *Customer (100000015), SubCust1, SubCust2, Invoice Form (Kinetrix Inc. XP_PS/GEN), From Date, To Date, Accounting Date, Pay Terms (NET30), Pay Method (Check), Remit To (BMO), Bank Account (ONEF), Sales (100), Bill Inquiry Phone (705-862-7000), Credit (100), Collector (100), Billing Specialist (100), Billing Authority (100), Queen's U. Address, and Queen's U. Copy Address.

The screenshot shows the 'Header Documentation' section. The 'Header Documentation' tab is circled in red. Below it, the 'Invoice Documents' section is visible, showing a table with one document entry. The table has columns for Document Description, Attached File, Internal Only, Upload, and View.

Document Description	Attached File	Internal Only	Upload	View
Test Attachment x	THIS_IS_A_TEST.docx	<input checked="" type="checkbox"/>	Upload	View

Other Fields:

Leave blank or keep default values

Field	Purpose
Upload	Click to browse for and add an attachment
View	After you upload an attachment, click the View button to view it
Attached File	After you upload an attachment, its name appears here

Close the page (x out) once you are finished uploading the documents.

'Line – Info 1' tab

Entering Charge Lines

The screenshot shows the 'Line - Info 1' tab in a billing system. The form is for entering a charge line. The 'Table' field is set to 'ID', 'Identifier' is 'LEASE', and 'Description' is 'Monthly Lease'. The 'Quantity' is 1.0000, 'Unit of Measure' is 'EA', and 'Unit Price' is 2,000.0000. The 'Gross Extended' amount is 2,000.00. The 'Net Extended' amount is also 2,000.00. The form includes various other fields like 'From Date', 'To Date', 'Line Type', 'Tax Code', and 'Exempt Cert'. There are also navigation and action buttons at the bottom.

Other Fields:

Leave blank or keep default values

Field	Purpose
Table	Optional: Select the table where the bill charge is coming from. Very few have been setup for Queen's D: Discount Table – creates a credit line ID: PS/Billing Charge Id – creates a charge S: Surcharge Table – create a surcharge
Identifier	Optional: Select the type of charge based on Table
Description	Enter any description that you would like to see in the bill (invoice)

Quantity, UOM, Unit Price and Gross Extended	Enter line-specific values. You must enter or verify these for each bill line. The system automatically computes the gross extended amount when you enter a unit price, and the system computes the unit price when you enter a gross extended price
Less Discount, Plus Surcharge, and Net Extended Amount	Displays information that refers to this bill line only
VAT Amount and Tax Amount	Tax amounts on the bill line are broken down into a VAT amount and a sales and use tax amount. The system tracks these amounts separately. Both a VAT code and a sales and use tax code can appear on the same bill line depending on the rules.
From Date and Through Date	If applicable, enter the dates that are associated with this bill
Tax Code, Tax Exempt and Exempt Certification Number	Enter a code that has been predefined on the Tax Code page if you are using The tax code you enter for the bill lines determines the tax rate to calculate for each line. Tax is applied to each line separately, rather than applied to a subtotal of the bill, which enables you to establish different tax rates for each bill line. If a bill line is tax-exempt, select Tax Exempt and enter the exempt certification number instead of a tax code.
+ / -	Add or Delete bill lines

Adding Chartfield Information for Charge Lines

Use this page to enter revenue bill (invoice) line accounting information. This could have default information based on the bill identifier and charge code but can be overridden.

The screenshot shows a software interface for managing bill lines. At the top, there are tabs for 'Header - Info 1', 'Line - Info 1', and 'Revenue Distribution' (which is circled in red). Below the tabs, there is a header section with fields for Unit (QUNV), Bill To (100000016), Pretax Amt (2,000.00 CAD), and Invoice (QU00000006). The main area is titled 'Bill Line' and shows details for 'Seq: 1', 'Line: LEASE', and 'Net Extended: 2,000.00'. Below this, there is a section for 'Bill Line Distribution - Revenue' with a table for 'Acctg Information'. The table has columns for Code, Fund, Dept, Account, Program, Class, Project, Fund A/R#, Percentage, Amount, and Budget Dat. The first row shows: Code: REV-OTHER, Fund: 10000, Dept: 42001, Account: 100003, Percentage: 100.00, Amount: 2000.00. Below the table, there are links for 'Go to Notes', 'Line Info 2 Express Entry', 'Tax', 'Accounting' (circled in red), and 'Discount/Surcharge'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Notes:

- Chartfields follow current combo edits in Peoplesoft
- Enter Fund/Department/Account at minimum
- If applicable enter Program, Class, and Project

Entering Line Specific Notes

The screenshot shows the 'Line - Note' tab in the Peoplesoft Billing interface. The 'Internal Only Flag' checkbox is highlighted with a red box. The 'Navigation' dropdown menu is also highlighted with a red circle, showing 'Line - Note' selected. The interface includes fields for 'Standard Note Code', 'Note Type', and 'Note Text' (with a 254 character limit). Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom.

Other Fields:

Leave blank or keep default values

Field	Purpose
Standard Note	Standard notes have not been defined for Queen's. Enter the text to appear on the invoice line in the Note Text field.
Internal Only Flag	Select to define a note for internal use only (a note which will not be printed on the final invoice)
+ / -	Add or Delete line notes

Entering Customer Reference (PO Number)

The screenshot shows a software interface with a top navigation bar containing 'Favorites', 'Main Menu', 'Billing', 'Maintain Bills', and 'Standard Billing'. Below this, there are three tabs: 'Header - Info 1', 'Header - Order Info' (circled in red), and 'Line - Info 1'. The main area contains various input fields and buttons. The 'PO Ref' field is highlighted with a red box. Other fields include 'Contract', 'Contract Date', 'Contract Type', 'OM Bus Unit', 'Order No', 'Order Date', 'Ship Bus Unit', 'Ship ID', 'Freight Terms', 'Ship Via', 'Bill of Lading', 'PK Slip No', 'Sold To', 'Sold Loc', 'Ship To', 'Ship Loc', 'Ship to Country' (set to CAN), and 'Ship to State' (set to ON). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A 'Navigation' dropdown menu is also circled in red, showing 'Header - Order Info' as the selected option.

Other Fields:

Leave blank or keep default values

Field	Purpose
PO Ref	The value entered in this field will appear on the Invoice
Sold To / Sold Loc	Blank: The Sold To / Sold Loc will default to the same Customer Bill To / Primary Location Override if you want to specify another Sold To Customer / Sold Loc
Ship To / Ship Loc	Blank: The Ship To / Ship Loc will default to the same Customer Bill To / Primary Location Override if you want to specify another Ship To Customer / Ship Loc

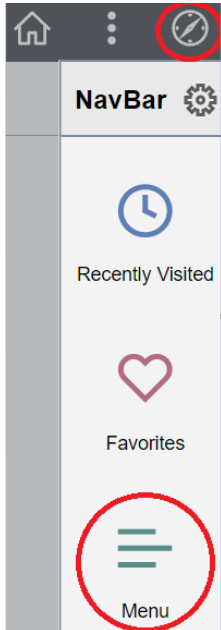
Click the  Save button.

Federal & Provincial Taxes (HST/GST and PST)

Standard Billing – HST

HST – values are defaulted therefore no need to update unless different VAT rules are applicable. If changes are required, complete the following steps.

Open the NavBar and expand the Menu:



Navigate to:

Menu > Billing > Maintain Bills > Standard Billing > Line – VAT info

- a. In 'Find an Existing Value' tab, enter, search, and select the bill (invoice) to display.
- b. In the 'Header – Info 1' tab, scroll down to the 'Navigation' drop down field and select 'Line – VAT Info'.
- c. Click on the 'Get VAT Defaults' button to retrieve the values.

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

Unit QUNIV Bill To 0000000054 Pretax Amt 2,000.00 CAD
Invoice NEXT Carmela Roberts Max Rows 300

Bill Line 1 of 1 | View All

Seq 1	Line Identifier	Net Extended 2,000.00	Description This is a test
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Get VAT Defaults

Calculations

Net Extended Amt	2,000.00	VAT Basis Amt	0.00
Percent	0.0000	VAT Amount	0.00

Intrastat Info

Intrastat Transaction Flag Nature of Transaction 1
Fiscal Regime Nature of Transaction 2
Intrastat Distribution Status U

VAT Distribution Status U

Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge

Summary Bill Search Line Search **Navigation** Line - VAT Info Page Series Prev Next

Save Notify Refresh Add Update/Display

- d. In the 'Line – Vat Info' tab, expand the 'VAT Details' section.
- e. Change the 'Applicability' to 'Exempt'
- f. Click on the 'Adjust Affected VAT Defaults' button.

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

VAT Defaults

- ▶ VAT Registrations
- ▶ VAT Treatments
- ▼ **VAT Details**

Applicability: Taxable
 VAT Code: HST
 Tax Rate: 13.0000
 Transaction Type: GSTA

▼ **Adjust/Reset VAT Defaults**

Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.

Levels: This level only
Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.

Calculations

Net Extended Amt	2,000.00	VAT Basis Amt	2,000.00
Percent	13.0000	VAT Amount	260.00

Intrastat Info

Intrastat Transaction Flag Nature of Transaction 1
 Fiscal Regime Nature of Transaction 2
 Intrastat Distribution Status: U
 VAT Distribution Status: U

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

Summary: [Bill Search](#) | [Line Search](#) | **Navigation** | [Line - VAT Info](#)

Standard Billing – PST

PST – need to specify manually by selecting the 'Tax Code' on the 'Line – Info 1' tab.

Navigate to:

Menu > Billing > Maintain Bills > Standard Billing > Line – Info 1

- In 'Find an Existing Value' tab, enter, search, and select the bill (invoice) to display.
- In the 'Line – Info 1' tab, update the 'Tax Code' field to the applicable information.

The screenshot shows the 'Line - Info 1' tab in a software application. The 'Look Up Tax Code' dialog box is open, displaying a search results table. The 'Tax Code' field in the main form is highlighted with a red circle, and the 'Tax Code' column in the search results table is also highlighted with a red circle.

Look Up Tax Code

SetID: SHARE
Tax Code: begins with []

Search Results

Tax Code	Description
BC-PST	BC - Provincial Sales Tax
MB-PST	MB - Provincial Sales Tax
PE-PST	PE - Provincial Sales Tax
PST	Provincial Sales Tax
QC-PST	QC - Provincial Sales Tax
SK-PST	SK - Provincial Sales Tax

Standard Billing – Calculating Taxes

There are two ways to calculate the taxes.

1. 'Calculate Taxes' icon on the 'Header – Info 1' page

Navigate to:

Menu > Billing > Maintain Bills > Standard Billing > Header – Info 1 > Calculate Taxes Icon

The screenshot displays the 'Header - Info 1' page of a billing system. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Billing', 'Maintain Bills', and 'Standard Billing'. Below this, there are tabs for 'Header - Info 1' and 'Line - Info 1'. The main content area shows invoice details for Unit QUNIV, Invoice QU00000006, and Pretax Amt 2,000.00 CAD. A red circle highlights the 'Calculate Taxes' icon in the top right corner of the form area. The form includes fields for Status (NEW), *Type (QU), *Customer (1000000016), *Invoice Form (XP_PS/GEN), Accounting Date, Remit To (BMO), Sales (QUEENS), Credit (100), Billing Specialist (100), Invoice Date, Source (ONLINE), SubCust1, From Date, Pay Terms (NET30), Bank Account (CNEF), Bill Inquiry Phone (703-862-7000), Collector (100), Billing Authority (100), Cycle ID (IMM), *Frequency (Once), SubCust2, To Date, and Pay Method (Check). There are also buttons for 'View Activity', 'Go to: Notes', 'Summary', 'Bill Search', 'Line Search', 'Navigation', 'Page Series', 'Prev', 'Next', 'Add', and 'Update/Display'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', and 'Add', 'Update/Display'.

2. Calculate Taxes button – on the Summary page

From the 'Header – Info 1' tab, click the blue 'Summary' link

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

Header - Info 1 | Line - Info 1

Unit: QUNIV Invoice: QU00000006 Pretax Amt: 2,000.00 CAD

Status: NEW	Invoice Date: [Calendar]	Cycle ID: IMM
*Type: QU	Source: ONLINE	*Frequency: Once
*Customer: 1000000016	SubCust1: [Field]	SubCust2: [Field]
Kinetrics Inc. *Invoice Form: XP_PS/GEN	From Date: [Calendar]	To Date: [Calendar]
Accounting Date: [Calendar]	Pay Terms: NET30	Pay Method: Check
Remit To: BMO	Bank Account: CNEF	
Sales: QUEENS	Bill Inquiry Phone: 703-862-7000	
Credit: 100	Collector: 100	
Billing Specialist: 100	Billing Authority: 100	

Queen's U. Queen's U.

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

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Bill Summary Info

Bill Summary Info 2

Unit	QUNIV	Invoice	QU00000006	Invoice Date	
		Gross Extended Amount	2,000.00	Customer	1000000016 Kinetics Inc.
		Total Discounts	0.00	Invoice Type	Regular
		Total Surcharges	0.00	Bill Type	QU Queen's University
		Net Extended Amount	2,000.00	Bill Source	ONLINE Direct Entry in PS
		Total VAT Amount	0.00	Bill Status	NEW
		Total Taxes	0.00	Template	No
		Total Invoice Amount	2,000.00	Consol Hdr	No
		Forward Bal	0.00	Bill By ID	
		Paid Amount	0.00	Invoice Media	Email Invoice as Attachment
		Total Due	2,000.00 CAD	Due Date	

Calculate Taxes

Go to: [Bill Search](#) | [Header Info 1](#) | [Address](#) | [Copy Address](#) | [Notes](#)

[Save](#) | [Return to Search](#) | [Notify](#)

Bill Summary Info | [Bill Summary Info 2](#)

Other Fields:

Leave blank or keep default values

Field	Purpose
Calculate Taxes	Click to calculate both sales and use taxes and VAT for bills that you have not yet invoiced. You must click the Save button to save the new calculated amounts. The system uses the current effective-dated tax rates. You can also recalculate taxes after changing the bill. The system calculates the taxes on the gross extended amount, less all discounts and including all surcharges
Total VAT Amount and Total Taxes	Displays the sales and use tax amount. The VAT amount appears on a separate line called Total VAT Amount because the system tracks VAT separately. Click the Total VAT Amount link to access the Bill Summary - VAT Information page, where you can review the VAT details that pertain to the bill

Generating Pro Forma Invoice

Provides high level view of the invoice status.

Navigate to:

Menu > Bills > Maintain Bills > Standard Billing > Bill Summary

This page will indicate what stage the invoice is currently at (what processes have occurred).

Unit QUNIV Invoice QU00000006

GL Level BI Creates GL Acct Entries
AR Level Header is AR Open Item

AR Option Use Header for Distribution
InterUnit AP Level
Pre-Load Status Pending
Approval Status Not Required
Date Bill Added 2021/07/08 2:26PM
Created By CR97 CR97
Created By Process Standard Billing

- Attach Invoice Image
- VAT Defaults Applied
- Invoice Printed
- EDI Sent
- Currency Converted
- GL Entries Created
- AR Pending Item Created

Go to: [Bill Search](#) [Header Info 1 Line Search](#) [Address](#) [Copy Address](#) [Notes](#)

[Save](#) [Return to Search](#) [Notify](#)

[Bill Summary Info](#) | [Bill Summary Info 2](#)

You can generate Pro Forma Invoice in standard billing or bill summary component pages

Navigate to:

Menu > Bills > Maintain Bills > Standard Billing

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

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

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with


Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search for the Bill (Invoice) that you want to generate the Pro Forma for. Click the  button.

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

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

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Click the 'Generate Pro Forma' button

The screenshot shows a software interface with a top navigation bar containing 'Favorites', 'Main Menu', 'Billing', 'Maintain Bills', and 'Standard Billing'. Below this is a header section with 'Header - Info 1' and 'Line - Info 1' tabs. The main area contains various input fields for invoice details, including 'Unit', 'Invoice', 'NEXT', 'Pretax Amt', 'Status', 'Invoice Date', 'Cycle ID', 'Type', 'Source', 'Frequency', 'Customer', 'SubCust1', 'SubCust2', 'Invoice Form', 'From Date', 'To Date', 'Accounting Date', 'Pay Terms', 'Pay Method', 'Remit To', 'Bank Account', 'Sales', 'Bill Inquiry Phone', 'Credit', 'Collector', and 'Billing Specialist'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display', along with a 'Page Series' section with 'Prev' and 'Next' buttons.

A PDF Pro Forma Invoice will be generated so user can preview the bill before being processed.

The screenshot shows a generated Pro Forma invoice. The header includes the Queen's University logo and the text 'PRO FORMA'. The invoice details are as follows:

Page Invoice No:	1 of 1
Customer ID:	QU00000015 1000000016
Invoice Date:	10/08/2021
Payment Terms:	Due in 30 Days
Currency:	CAD
Customer Reference No:	

Bill To:

Kinetics Inc.
Build. KD100 Receiving
800 Kipling Ave, Unit 2
Toronto ON M8Z 5G5
Canada

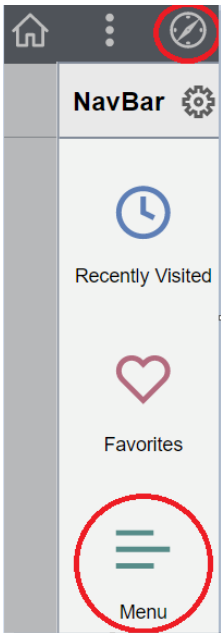
Line	Description	Quantity	Unit Price	Amount	Tax Code
1	Monthly Lease	1.00	2,000.00	2,000.00	HST
Subtotal:				2,000.00	
Subtotal (Taxes):					
	Net Amount:	2,000.00	ON-HST 13.00 %	260.00	
TOTAL TAXES:				260.00	
AMOUNT DUE:				2,260.00	CAD

GST/HST# 10786 8705 RT0001

Generating Invoice

The bill (invoice) status needs to be updated from NEW (draft) to RDY (ready) to mark it for further processing (e.g., invoice creation, etc.). You can generate the invoice in standard billing or bill summary component pages.


Open the NavBar and expand the Menu:

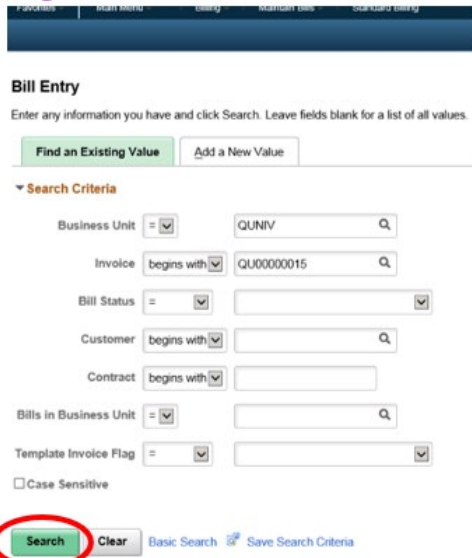


Navigate to:

Menu > Bills > Maintain Bills > Standard Billing

Click 'Find an Existing Value' tab

Search for the Bill (Invoice) that you want to update. Click the  button.



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

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

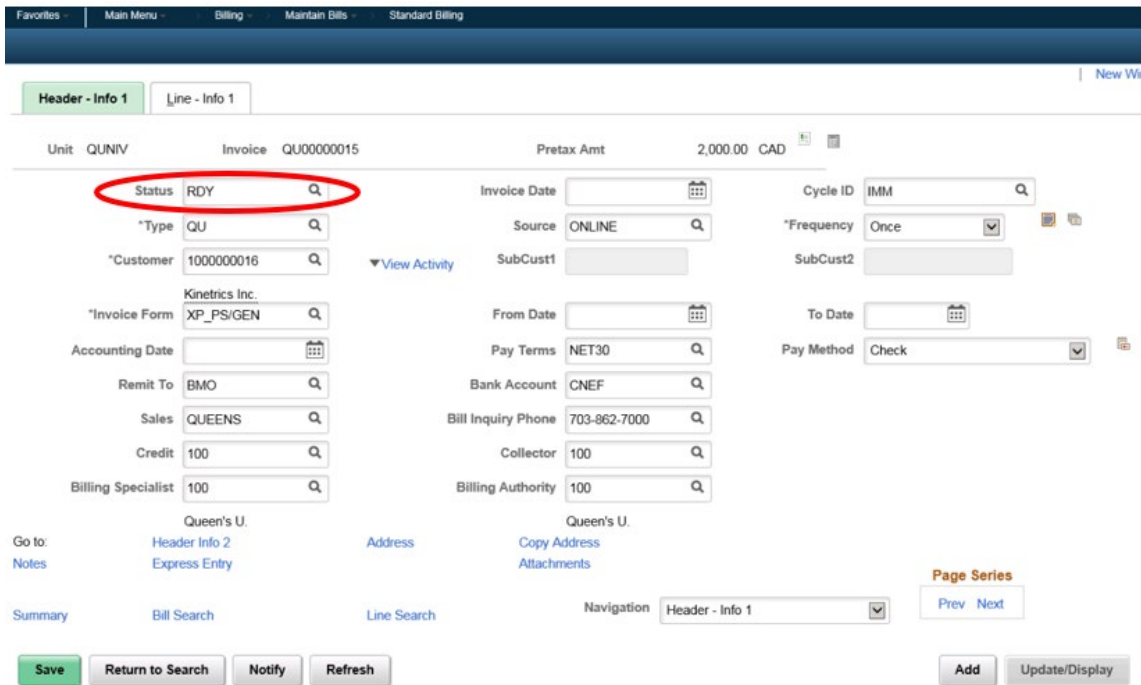
Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#)

Update the Status to 'RDY' from 'NEW'. Click the  button.



Unit: QUNIV Invoice: QU0000015 Pretax Amt: 2,000.00 CAD

Status

*Type

*Customer [View Activity](#)

Kinetrics Inc.
*Invoice Form

Accounting Date

Remit To

Sales

Credit

Billing Specialist


Queen's U.
Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
[Notes](#) [Express Entry](#) [Attachments](#)

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

Navigation:

Click 'Invoice' button

The screenshot shows a web-based billing system interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Billing', 'Maintain Bills', and 'Standard Billing'. Below this is a header area with 'Header - Info 1' and 'Line - Info 1' tabs. The main content area displays bill details for Unit QUNIV, Invoice QU00000015, and Pretax Amt 2,000.00 CAD. The 'Invoice' button is circled in red. The form includes fields for Status (RDY), Invoice Date, Cycle ID (IMM), *Type (QU), Source (ONLINE), *Frequency (Once), *Customer (1000000016), SubCust1, SubCust2, *Invoice Form (XP_PS/GEN), From Date, To Date, Accounting Date, Pay Terms (NET30), Pay Method (Check), Remit To (BMO), Bank Account (CNEF), Sales (QUEENS), Bill Inquiry Phone (703-862-7000), Credit (100), Collector (100), and Billing Specialist (100). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A 'Page Series' section with 'Prev' and 'Next' buttons is also visible.

Click  when you receive warning message (see below).

This screenshot shows the same billing system interface as above, but with a warning message dialog box overlaid in the center. The dialog box contains the following text: 'Invoicing initiated successfully. No further changes to this bill will be allowed during Bill Entry. User has selected to invoice this bill. Once invoicing is initiated against a bill, you cannot perform any additional add or update action on the bill while still in Bill Entry.' Below the text is an 'OK' button. The background interface is dimmed.

Go to the 'Bill Details' page to view/download the PDF document.

Navigate to:

Menu > Billing > Review Billing Information > Details

Bill Inquiry

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 = [v] QUNIV [Q]

Invoice begins with [v] QU00000015 [x] [Q]

Bill Status = [v] [v]

Customer begins with [v] [Q]

Contract begins with [v] [Q]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Click search

Header - Info 1 | Line - Info 1

Unit	QUNIV	Invoice	QU00000015	Invoice Amt	2,260.00 CAD	
Status	INV	Invoice Date	2021/08/10	Cycle ID	IMM	
Type	QU	Source	ONLINE	Frequency	Once	
Customer	1000000016	SubCust1		SubCust2		
Invoice Form	Kinetrics Inc. XP_PS/GEN	From Date		To Date		
Accounting Date	2021/08/10	Pay Terms	NET30	Pay Method	Check	View Invoice Image
Remit To	BMO	Bill (Ctrl)	CNEF			
Sales	QUEENS	Bill Inquiry Phone	703-862-7000			
Credit	100	Collect	100			
Billing Specialist	100	Billing Authority	100			
	Queen's U.		Queen's U.			

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#)

[Summary](#) [Commit Cntrl](#)

Bill Search | Line Search

Header - Info 1 | [Prev](#) [Next](#)

[Return to Search](#) [Notify](#) [Refresh](#)

Header - Info 1 | Line - Info 1

Click blue 'View Invoice Image' link



INVOICE

Page 1 of 1
 Invoice No: QU00000015
 Customer ID: 1000000016

University Department: Queen's University
 Contact Name: Accounts Receivable
 Contact Email: AR@queensu.ca
 Contact Phone: 613/533-6000

Invoice Date: 10/08/2021
 Payment Terms: Due in 30 Days
 Currency: CAD
 Customer Reference No:

Bill To:
 Kinetrics Inc.
 Build. KD100 Receiving
 800 Kipling Ave, Unit 2
 Toronto ON M8Z 5G5
 Canada

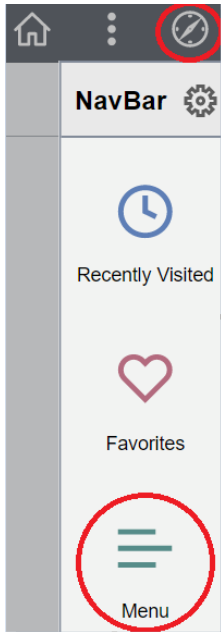
Line	Description	Quantity	Unit Price	Amount	Tax Code
TEST NOTE					
1	Monthly Lease	1.00	2,000.00	2,000.00	HST
Subtotal:				2,000.00	
Subtotal (Taxes):					
Net Amount:		2,000.00	ON-HST 13.00 %	260.00	
TOTAL TAXES:				260.00	
AMOUNT DUE:				2,260.00	CAD

GST/HST# 10786 8705 RT0001

Adding a New Bill (Invoice) – Standard Billing – Copy Bill

1. Go to the 'Copy Single Bill' page.

Open the NavBar and expand the Menu:



Navigate to:

Menu > Billing > Maintain Bills > Copy Single Bill

Favorites | Main Menu | Billing | Maintain Bills | Copy Single Bill

Copy Single 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 = [UNIV] x Q

Invoice begins with [] Q

Bill Status = []

Customer begins with [] Q

Contract begins with []

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for a bill (invoice) that you want to copy.

Copy Single 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 = QUNIV

Invoice begins with QU

Bill Status =

Customer begins with

Contract begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All 1-6 of 6

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
QUNIV	QU00000006	Regular	New Bill	QU	ONLINE	100000016	(blank)
QUNIV	QU00000005	Regular	New Bill	QU	EXPRESS	100000013	(blank)
QUNIV	QU00000004	Regular	New Bill	QU	EXPRESS	100000013	(blank)

3. On the 'Copy Single Bill' page, do the following:
 - a. On the 'Select Bill Action' tick the 'Copy Bill' option.
 - b. Leave *Copy Bill as NEXT.

Copy Single Bill

Unit QUNIV Bill To 100000016 Kinetrics Inc.

Invoice QU00000006 Pretax Amt 2,000.00 CAD

Select Bill Action

No Bill Action

Copy Bill

Copy Results

*Copy Bill NEXT

Save Return to Search Previous in List Next in List Notify

4. Click the **Create Bills** button.

5. Click the **Save** button. Upon saving, the invoice number will be generated, and invoice date will default to current date. The 'Select Bill Action' field will default back to 'No Bill Action'.

Copy Single Bill

Unit	QUNIV	Bill To	1000000016	Kinetrics Inc.
Invoice	QU00000006	Pretax Amt	2,000.00	CAD

Select Bill Action

- No Bill Action
- Copy Bill

Copy Results

*Copy Bill QU00000014 [Go To Bill Header - Gen. Info](#)

Save

Return to Search

Previous in List

Next in List

Notify

- Click the blue [Go To Bill Header - Gen. Info](#) link to update the bill (invoice) details as applicable. The new bill (invoice) will have a status of 'NEW' and will open in Standard Billing.