



PeopleSoft Billing 8.8 PeopleBook

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PeopleSoft Billing 8.8 PeopleBook

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About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications*.

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>O</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
See Also	
	<i>Using PeopleSoft Applications</i>
	<i>PeopleSoft Process Scheduler</i>

PeopleSoft Billing

This preface discusses:

- PeopleSoft application fundamentals.
- Common elements in this PeopleBook.
- Pages with deferred processing.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Application Fundamentals

The *PeopleSoft Billing PeopleBook* provides you with implementation and processing information for the PeopleSoft Billing system. However, additional, essential information describing the setup and design of the system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks contain information that applies specifically to PeopleSoft Billing.

- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook.*
- *PeopleSoft Setting Up Global Options and Reports PeopleBook.*
- *PeopleSoft Working With Customers and Orders PeopleBook.*
- *PeopleSoft Bank Setup and Processing PeopleBook.*
- *PeopleSoft Setting Up and Using Commitment Control PeopleBook.*
- *PeopleSoft Managing Procurement PeopleBook.*
- *PeopleSoft Managing Items PeopleBook.*
- *PeopleSoft Supply Chain Management Integration PeopleBook.*
- *PeopleSoft Setting Up and Using Engagement Planning PeopleBook.*

Pages With Deferred Processing

Several pages in PeopleSoft Billing operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Application Designer

Common Elements Used in This PeopleBook

Account	Classifies the nature of the transaction.
Accounting Date	If you have a business reason for establishing an accounting date that differs from the invoice date, specify that date in the Accounting Date field.
Activity ID	ID assigned to the individual tasks or events you want to update in a project.
Affiliate or Affil	Use this ChartField to identify a related entity. Affiliate provides a way to map transactions between business units while using a single inter-organization account. When the Affiliate Defaulting Applies flag is set to Y (BUS_UNIT_TBL_GL.CUST_VNDR_AFFILIATE = 'Y'), this field is not available for entry. In this case, the system assigns a value to this field (in the Billing Interface and in online bill entry components) with a default value. For transactions created within the From GL Business Unit, the system maps the To Business Unit field to the Affiliate field. For transactions created within the To Business Unit, the system maps the From Business Unit field to Affiliate field. Note. When affiliate defaulting applies, the Billing Interface ignores all values provided for the Affiliate field.
AltAcct (alternate account)	Used to meet the needs of many multinational organizations and statutory requirements for some countries, this ChartField can be used as a Statutory Account or a Corporate Account ChartField. To add or update Alternate Accounts, use the Alternate Account page. See See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i>, “Using Alternate Account”.
As of Date	The last date for which a report or process includes data.
Base Amount	The amount which serves as the initial basis for all calculations in an invoice or report.
Bill Inquiry Phone	The number customers may call if they have questions about their bill. This field is optional and may default from the business unit, bill type, bill source, or customer options, depending on the level at which you specified these values. This number is entered on the Bill Inquiry Phone page. See <u>Chapter 4, “Structuring Bills,” Defining Customer Billing Contacts, page 33.</u>

Bill Source	See Source.
Bill Type	Represents the category of the product or service being billed. For example, your business may generate income from a variety of sources or departments such as training, rental property, order management or project costing. You need to establish different bill types for each of them, so that they not only appear on separate invoices but so that you can also default certain billing options for each bill type. A bill must have a bill type. You may change the bill type, but each bill may have only one type during any given transaction.
Billing Authority	A billing specialist who is responsible for approving invoices. An approver might be a manager who is not necessarily the person responsible for entering bills daily. To indicate that a billing specialist is a billing authority, select the Bill Approver option for the corresponding bill specialist on the Billing Specialist page. See Chapter 4, “Structuring Bills,” Entering Information for Billing Specialists and Billing Authorities, page 34.
Billing Business Unit	See Business Unit.
Billing Specialist	Any person in an organization responsible for entering, monitoring, or approving system billing activity. This information is entered via the Billing Specialist page. See Chapter 4, “Structuring Bills,” Entering Information for Billing Specialists and Billing Authorities, page 34.
Budget Period	The period to which a budget amount applies.
Bus Unit, Invoice	If you select Bus (business) Unit, Invoice, in the Print Invoice Sort By group box, invoices will print in business unit, invoice order, and courtesy copies will print after the primary invoices.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization. For PeopleSoft Billing, a business unit is a grouping of customer invoices. All bill entry, invoicing and the generation of accounting entries is done by business unit.
Contract Number	The contract number associated with the bill or bill line. The CONTRACT_NUM field can be populated through online entry, and by external sources such as PeopleSoft Contracts, Projects, and PeopleSoft Order Management (for buying agreements). CONTRACT_NUM can also be contain a value representing a reimbursable agreement.

Note. No prompt table exists for the CONTRACT_NUM field. Because contract numbers can be assigned from a variety of sources, a single prompt table is not adequate for this field. Nor is a dynamic prompt to this field appropriate, as no bill header characteristic exists to determine the source of the CONTRACT_NUM value. Bills can contain lines from various sources where CONTRACT_NUM might have different meanings. A contract number in PeopleSoft Contracts, for example, for might have a different meaning than one imported from PeopleSoft Order Management which represents a Buying Agreement. You can add a single prompt to this table, if you can predict the source of this information.

County, Postal

Select County, Postal in the Print Invoice Sort By group box to print invoices (including courtesy copies) in alphabetical order by the country and postal code defined in either the Standard Billing – Address Info page or Standard Billing - Courtesy Copy Addr page.

See [Chapter 6, “Entering Bills Online,” Changing the Bill Currency, page 101.](#)

See [Chapter 6, “Entering Bills Online,” Defining the Courtesy Copy Information, page 110.](#)

Custom Label

Use Custom Label to include a comment such as "Duplicate." This comment will print on the pro forma or invoice in the bottom right corner of all bills in the range. Without this option checked, the pro forma or invoice prints:

Original for the primary copy.

Duplicate for the subsequent copies.

Courtesy Copy for the courtesy copy address.

Customer ID (customer identifier/customer number)

The code used on many pages and reports that uniquely identifies each of your customers. If you are adding a new customer, you may enter this code manually or use the Automatic Numbering page to have the system automatically assign the next sequential Customer ID.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Automatic Numbering.

Customer Number

See Customer ID.

Cycle ID

Associates a billing cycle (monthly, on-demand, quarterly) with a bill. Select the default cycle ID for a bill using the Billing Options – Billing Business Unit Options page. You can override defaults that you set on this page on lower level pages.

See [Chapter 3, “Establishing PeopleSoft Billing Business Units,” Establishing PeopleSoft Billing Business Unit Options , page 30.](#)

Department

This field indicates who is responsible for or affected by a transaction. To add or update department codes, use the Department page.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining and Using ChartFields,” Adding Department Values.

Description

When this field is available as an entry field, you can input up to 36 free flow text characters to describe an entity such as a business unit, a product or service or a sales representative, depending on the entry page. When this field appears as a read only field, it displays the appropriate information from previous entry pages. When you enter a Description of an entity, you are usually asked to also enter a Short Description.

Distribution Code

Distribution codes simplify the process of generating accounting entries by defining a valid combination of ChartField values that are used as defaults on other pages. Use the Distribution Code page to review or refine distribution code information.

See Chapter 4, “Structuring Bills,” Setting Up Distribution Codes, page 58.

Effective Date

Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

EmpID (employee ID)

Unique identification code for an individual associated with an organization.

Entry Events

Entry events (EEs) are codes you can use to post pro-forma accounting entries to the general journal. Entry event codes enable PeopleSoft applications to automatically create standard accounting entries based on accounting lines generated by document posting routines. There are no entry event processes or steps defined specifically for PeopleSoft Billing. PeopleSoft Billing enables you to enter any entry event codes for each bill entered manually or imported through the Billing Interface. All billing data is subsequently loaded into PeopleSoft Receivables during the Load AR process (BILDAR01).

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Entry Events”.

Frequency

Frequency indicates how often an event, such as invoicing, occurs: daily, monthly, end of business day, and so forth.

From Process Instance/To Process Instance

Select a from process instance and to process instance to determine the range of invoices selected. If you are selecting only a single invoice, the from process instance and to process instance fields will be the same. If you previously ran the SQR extract process, these fields populate automatically.

From/To date

Specifies or indicates a date range for calculations, reports, invoices and searches. The dates are inclusive.

GL Business Unit (general ledger business unit)

Individual business unit entities typically created for accounting purposes.

Gross Extended Price/Amount	Quantity x Unit Price = Gross Extended Price. This amount does not include discounts, surcharges, taxes or other adjustments.
I Type	See Invoice Type.
Identifier	Represent values from Charge Code tables.
Interface ID	The interface ID is a unique identifier assigned to a group or batch of billable activity that has been produced by a PeopleSoft Billing source system, which enables the system to share group bill information between its various components. The interface ID is incremented and assigned by the system and is typically a numeric value.
Invoice	The printed document containing bill information for a particular customer. Each invoice corresponds in the system to a unique Invoice ID.
Invoice Amt (amount)	The total of all billing activity, including discounts, surcharges, and taxes.
Invoice Date Option Group Box	Select the Processing Date field if you want the current system date at the time of processing to be used as the default date on the bill. This is useful if you are running bills on a pre-scheduled basis, for example at the end of each month. If you want any other date to appear on the invoices, select the User Defined field and enter that date in the adjacent field. The system uses the date you enter here as the invoice date regardless of when this run control is processed. The Invoice Date Option only sets the invoice date on the bill if it is blank to start out with. If you entered an invoice date on the bill itself, that date takes precedence over anything entered on the run control.
Invoice Dt (date)	The date the invoice is entered into the system. This date may differ from the accounting date. The default option is current date. The system automatically uses the system date at the time of processing as the invoice date on all invoices so that the invoices will always have the current system date on them, even when you prearrange (in the process scheduler) a process to run periodically on a schedule basis. You can override the Processing Date default and enter another date to appear on the invoices.
Invoice Form	The invoice form code is an identifier for the formatting options that determines the sorting and summarization levels for invoice information.
Invoice Generated	Indicates if an invoice has (Y) or has not (N) been generated. If the invoice has been generated, the date generated is also listed.
Invoice Media	The method by which the report will be generated, either printed copy or electronic data interchange (EDI).
Invoice Type	The invoice type is assigned by the system when a bill is created. Values are: <i>REG</i> - (regular) entered through online entry or via the Billing Interface. <i>RAJ</i> - (regular with adjustments) created when you add adjustments to an existing bill. <i>ADJ</i> - (adjustment) assigned when you create a new bill with adjustment lines only.

	ACR - (credit bill) created when you elect to do a full bill adjustment credit. ARB - (rebill bill) created when you elect to do a full rebill.
Language or Language Code	The language in which you want the field labels and report headings of the reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
LOC Doc ID (letter of credit document identification)	The document number authorizing the letter-of-credit draw. This field is available only when CA_CONTR_HDR.METHOD_PAYMENT is <i>LOC</i> (letter of credit).
Line	The line number that the system assigns once you've run the pro forma preparation or invoice finalization steps, or the line number you assign manually during bill entry. System assigned line numbers are created according to the sort by criteria you specify for the invoice form selected. The manual Invoice line numbering feature enables you to enter invoice line numbers during online bill entry. You can control invoice line numbers when you insert bill lines into a new or existing bill, delete existing bill lines, or update invoice line numbers for existing bill lines. Manual invoice line numbering only applies to bill lines entered online; it doesn't apply to bill lines coming in through the Billing Interface. See Chapter 6, "Entering Bills Online," Invoice Line Number Assignment, page 90.
Media	See Invoice Media.
Net Discounts	The total discounts and surcharges applied to the invoice subtotal. Net discounts do not include taxes.
Net Extended Amount	Gross extended amount after discounts and surcharges are applied. Does not include tax.
Operating Unit	A location-like ChartField used to identify a plant, office, branch, or a physical location, and so forth. It may also refer to a geographical location, or for responsibility reporting, such as a profit center. To add or update operating unit codes, use the Operating Unit page. See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i>, "Defining and Using ChartFields," Adding Operating Unit Values.
Operator ID or OPRID	See User ID.
Page No.	Page number.
Page Series	Enables you to define which PeopleSoft Billing pages you want to access and in what order during bill entry or inquiry. You can place pages that you rarely use at the end of the page series. You can control what pages appear in the menu list through various features in PeopleTools. To define a page series, go to the Bill Entry Page Series page.

	See Chapter 4, “Structuring Bills,” Defining Page Series Definitions, page 39.
Pay Method	The type of payment to be made: cash, credit card, check, and so forth.
Payment Terms or Pay Terms	The agreement with a customer defining how and when you expect to be paid. Choices include monthly, net 60 and upon receipt.
PC Business Unit	Business unit assigned to the project in PeopleSoft Projects.
Pretax Amount	The billed amount before invoicing.
Print Listing	Select to enable the printing of reports produced by the PeopleSoft Billing Load AR, Load GL, and Generate AP Voucher (generate accounts payable voucher) processes. Clear the Print Listing check box if you do not want these processes to generate a report. The Load AR, Load GL, and Generate AP processes write summary information to the Message Log, whether or not the process generates a printed report.
Print Only Primary Copy	Select Print Only Primary Copy to print only one hard copy. If you do not select this option, the system prints all the copies requested on the Standard Billing – Address Info page or the Standard Billing - Courtesy Copy Addr page. See Chapter 6, “Entering Bills Online,” Accessing Bill Header Address Information, page 109. See Chapter 6, “Entering Bills Online,” Defining the Courtesy Copy Information, page 110.
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don’t Run. Always executes the request every time the batch process runs. Don’t Run ignores the request when the batch process runs.
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Product	An internal code that identifies the item or service being invoiced on a particular bill line. The Product ChartField captures additional information useful for profitability and cash flow analysis. To add or update product codes, use the Department page. See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Department Values.
Project ID	The name or number by which a project is identified in all tables and pages in PeopleSoft Projects. The project must already be established in PeopleSoft Projects.
Quantity	The amount or number of items being invoiced.

Range Selection

The parameters the system uses to select the bill or group of bills for processing for the specified business unit. If you don't define a business unit, the system processes the range of bills for all Billing business units.

You can select:

All - chooses all bills.

Bill Cycle - specify any Cycle ID.

Date - specify any Bills Added On or After date.

Range ID - specify a range selection ID for the group of bills to be processed. PeopleSoft Order Management and PeopleSoft Projects both use this field extensively to group bills together for processing.

Invoice ID - specify the From/To Invoice number range. The numbers are inclusive. To choose a single bill, enter that invoice number in both the From Invoice and the To Invoice fields.

Cust (customer) ID - specify the Customer number. You can further qualify the customer by Bill Type or Source or both, but this further qualification is optional.

Bill Type - specify any Bill Type.

Bill Source - specify any Bill Source.

Recipient (Language)

A customer's preferred language for reports and invoices as originally indicated on the General Information - Ship To Options page or the General Information - Address age. Different preferred languages can be set up for different locations for the same customer. You can also override the default preferred language on many of the inquiry, invoicing and report pages.

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, "Maintaining General Customer Information".

Reimbursable Agreement

Assign a customer reimbursable agreement to the corresponding bill. Reimbursable agreements might represent contracts issued between two or more organizations, where one organization is performing services for another organization. For example, the State of Texas, Department of Computer Services might estimate that they will provide 1,000,000 USD worth of computer training services for various state agencies throughout the year. They can create a reimbursable agreement with each of these agencies against which the agencies are billed. A reimbursable agreement might also represent funds that an organization receives to complete a project from funding sources at various levels of government. For example, a bridge retrofit project might receive funding from local, state, and federal resources. You assign reimbursable agreements to customers on the Reimbursable Agreements - Funds page.

Remit to

The financial institution receiving payment.

Report ID

The seven or eight character code that identifies the type of report you are working with.

Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Resource Type	Resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups.
Run	Click to access the Process Scheduler Request page, where you can specify the location where a process or job runs and the process output format. <i>See PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler</i>
Run Date and Run Time	The time and date the report was generated.
Seq	See Sequence Number.
Sequence Number	A bill line always has a sequence number regardless of whether it has been printed, prepared, or finalized. The sequence number is the natural order in which the lines were added onto the bill, either through online bill entry or through the interface.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define an organization's structure and processing options.
Short Description	Frequently used when space on a report or page is limited. When this field is available as an entry field, you can input up to 12 free flow text characters to describe an entity such as a business unit, a product or service or a sales representative, depending on the entry page. When this field appears as a read only field, it displays the appropriate information from previous entry pages. When you enter a short description for an entity, you are usually asked to also enter a regular description. (See also Description)
Source	Indicates where the billing activity came from, such as online input, order management system, project costing system, and so forth.
Specified (Language)	Select the Specified option and select from the Language field a language for the printing of reports and invoices. When you select Specified, it overrides the preferred language selection originally designated when you set up this account.
Start Date/End Date	Use the StartDate/EndDate field to select by date the invoices to be included in a process. The starting and ending dates are inclusive.
Status	Select <i>Active</i> or <i>Inactive</i> . By linking status and effective date, you can retain historical information and plan future implementation. For auditing purposes, PeopleSoft encourages inactivating data that is no longer in use instead of deleting it. In PeopleSoft Billing, the field can also represent the current state of a bill during its progress through the invoice process. Some common values are <i>FNL</i> (finalized), <i>HLD</i> (hold) and <i>RDY</i> (ready to invoice).
Unit	See Business Unit.

Unit Price	Price per unit.
UOM (unit of measure)	The units in which a customer is being billed: by the pound, per hour, per square foot, per item, and so forth.
User ID	The system identifier for the individual who generates a transaction.

CHAPTER 1

Getting Started With PeopleSoft Billing

This chapter discusses PeopleSoft Billing:

- Business processes.
- Integrations.
- Implementation tasks.

PeopleSoft Billing Business Processes

The following graphic lists the PeopleSoft Billing business processes:

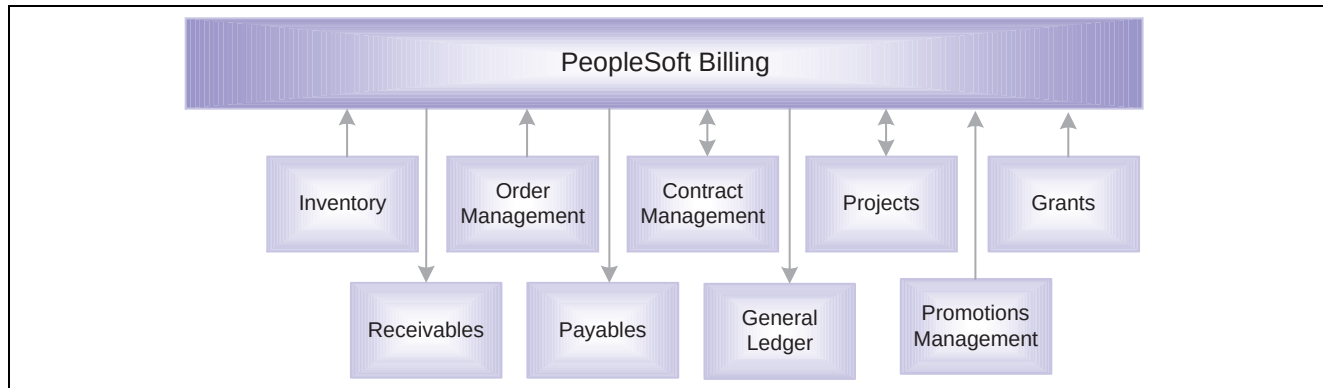


PeopleSoft Billing business processes

We cover these business processes in the business process chapters in this PeopleBook.

PeopleSoft Billing Integrations

PeopleSoft Billing integrates with the following PeopleSoft applications:



PeopleSoft Billing Integration

We cover integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

Integration with PeopleSoft Order Management

By implementing PeopleSoft Order Management, you can take advantage of the following:

- Supply sales order information to PeopleSoft Billing directly from PeopleSoft Order Management through the Billing Interface for the purpose of invoicing, revenue recognition, and interfacing downstream to PeopleSoft Receivables and PeopleSoft General Ledger.
- Provide direct invoicing from PeopleSoft Order Management. Direct invoicing streamlines the billing process by combining several steps in the collection and processing of billing activity from other source systems.
- Receive direct return material authorization (RMA) credits and credit card transactions from PeopleSoft Order Management. PeopleSoft Billing supports additional fields to track credit card processing for bills originating from PeopleSoft Order Management.
- Print configuration detail as a page at the end of your invoices for any bill line that originated from PeopleSoft Order Management and was configured in PeopleSoft Product Configurator.

Integration with PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft Grants

By implementing PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft Grants, you can take advantage of the following:

- Print project and contract information from PeopleSoft Projects and Contracts on invoices.
- Manage revenue recognition with methods other than invoicing activity.
- Write billing information into PeopleSoft Projects tables to support drill down capabilities from PeopleSoft Billing to PeopleSoft Projects. You can also access PeopleSoft Projects from the bill entry component to view project detail. You can book advances to an unearned income account and book retainages to a long-term receivables account. PeopleSoft Contracts passes PeopleSoft Billing these accounts.

- Bill information for letters of credit, if you have installed PeopleSoft Grants.

Integration with PeopleSoft Pay/Bill Management

You can route PeopleSoft Pay/Bill Management transactions to PeopleSoft Billing as part of the PeopleSoft purchase order tracking functionality, which enables you to track customer invoices against purchase orders committed to purchase staffing services.

You can review and adjust bill lines from PeopleSoft Pay/Bill Management using the billing worksheet and send information back to PeopleSoft Pay/Bill Management using the Billing to Project Costing/Contracts Interface process.

Integration with PeopleSoft Promotions Management

By implementing PeopleSoft Promotions Management, you can receive information on bill back or lump sum payments created against promotions using a credit memo or deduction payment method. PeopleSoft Billing then processes these types of payments by creating customer credit invoices, and posts these credits into PeopleSoft Receivables.

Integration with PeopleSoft Asset Management

By implementing PeopleSoft Asset Management, you can take advantage of the following:

- Pass asset retirement by sale transactions from PeopleSoft Asset Management to PeopleSoft Billing to generate appropriate accounting entries to relieve fixed assets, calculate VAT as necessary, initiate creation of open items in PeopleSoft Receivables, post to PeopleSoft General Ledger, and initiate InterUnit payable voucher creation if transferring asset between business units or legal entities.
- Send asset reinstatements to PeopleSoft Billing as credit lines.

Integration with PeopleSoft General Ledger

By implementing PeopleSoft General Ledger, you can take advantage of the following:

- Generate accounting entries to book account receivables entries at summary or detail level to PeopleSoft General Ledger. This process also produces a listing of all accounting entries created for invoices (both regular and consolidated) according to the parameters you define.
- Support billings with revenue and deferred revenue recognition accounts.
- Create accounting entries for uninvoiced revenue activity to recognize within the current accounting period.
- Share the same accounting environment defined in PeopleSoft General Ledger.
- Provide PeopleSoft General Ledger with preverified accounting entries through extensive ChartField combination edits for invoices entered in PeopleSoft Billing.

Note. PeopleSoft Billing does not initiate the Combination Edit process for transactions imported into the Billing Interface from source systems.

- After you've run the Load GL or Unbilled Revenue Accrual processes and the accounting entries have gone through the Journal Generator process and been posted to GL, you can inquire about them by using the Accounting Entries By Journal page. You can then view exchange rate detail for converting bill transaction currency to base currency for the accounting entry.

Integration with PeopleSoft Payables

By implementing PeopleSoft Payables, you can initiate the creation of vouchers for InterUnit bills for PeopleSoft Payables.

Integration with PeopleSoft Receivables

By implementing PeopleSoft Receivables, you can take advantage of the following:

- Distribute pending items to PeopleSoft Receivables. This process also produces a listing of all pending items generated for invoices (both regular and consolidated) according to the parameters you define.
- Retrieve invoice details from PeopleSoft Receivables.

Integration with External non-PeopleSoft Systems

PeopleSoft Billing also supports the following integration with external non-PeopleSoft systems:

- Integrate the external non-PeopleSoft system to PeopleSoft Billing via the Billing Interface which is a standardized transaction type driven interface provided to meet various transaction needs.
- Integrate with third-party tax vendor, Vertex or Taxware. These vendors provide solutions to the most complex sales tax requirements and maintain tax rates for you. With our PeopleSoft Billing application, we deliver PeopleSoft Tax Tables, which meet simple sales tax requirements but require you to maintain tax rates.

PeopleSoft Billing Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

PeopleSoft Billing also provides component interfaces to help you load data from your existing system into PeopleSoft Billing tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	Component Interface	Reference
Charge Code	BI_CHARGE_CI	See Chapter 4, “Structuring Bills,” Setting Up PeopleSoft Billing Charge Codes , page 60.
Discounts and Surcharge Code	BI_DISC_SUR_CI	See Chapter 4, “Structuring Bills,” Setting Up Discounts and Surcharges , page 65.

Component	Component Interface	Reference
Standard Note	STANDARD_NOTE	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Standard Notes.
Sales and Use Tax Authorities	TAX_AUTHORITY_CI	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining Financials and Supply Chain Management Common Definitions,” Defining PeopleSoft Sales and Use Tax Authorities and Codes.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Planning PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “PeopleSoft Application Fundamentals PeopleBook Preface”

PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook

PeopleTools 8.44 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Preparing to Implement

This chapter provides an overview of the PeopleSoft Billing tables, and discusses how to:

- Establish default levels for PeopleSoft Billing options.
- Establish first row dates for tables.
- Set up PeopleSoft Billing without PeopleSoft Receivables.

Understanding PeopleSoft Billing Tables

A bill may have many attributes, all of which are stored as data elements in various tables. Some attributes are processing related, such as invoice format, payment terms, or distribution code. Others are informational, such as bill inquiry phone, or notes. Some attributes you use internally for reporting or managing workflow, such as billing specialist, credit analyst, or bill cycle.

The tables that hold these data elements are user definable. The following tables describe how the system uses the data that is stored in the various PeopleSoft Billing tables. We categorize the tables according to whether the data:

- Is used to define the default hierarchy and invoicing parameters.
- Is data that has significant impact on processes or other parts of the system.
- Is used to define PeopleSoft Billing charge attributes.
- Is informational in nature.

Default and Invoice Data Tables

This table contains information about default and invoice data tables:

Table	Required/Optional	Description	Use
Bill Type (BI_TYPE).	Required for each bill.	Denotes the category of activity that is being billed. A bill can only have one bill type defined at the bill header level.	Used as a default level for other billing options. Also used as an invoicing parameter.

Table	Required/Optional	Description	Use
Bill Source (BI_SOURCE).	Conditional.	Indicates the origin of the billing activity. Examples are: online input, order management system, or project costing system.	Used as a default level for other billing options. Also used as an invoicing parameter.
Billing Cycle (BI_CYCLE).	Conditional.	An identifier that is used to group billing activity according to a common invoicing schedule. The billing cycle is defined at the bill header level.	Used as an invoicing parameter. For example, a specific cycle could represent a monthly schedule for invoicing. It's also used to schedule recurring billing.
Business Unit Options (BUS_UNIT_OPT_BI).	Required.	PeopleSoft Billing financial default options that can be shared by multiple business units, such as remit to bank/account or accounts receivable distribution code. Keyed by setID.	Used to identify billing options that appear by default at the business unit level. Billing origin ID is required, as is group type. Other business unit options are optional and you may override them by setting another default at a lower level.
Billing Installation Options (INSTALLATION_BI) and (INSTALLATION_BI2).	Required.	This table includes system-wide settings and some general parameters.	Used to define installation options specific to PeopleSoft Billing. Determines the level at which certain billing options appear by default. System-wide options are set here.

Tables of Significant Impact

This table contains information about tables of significant impact:

Table	Required/Optional	Description	Used
Bill By (BI_BILL_BY)	Required for external interface.	The criteria that you use to group billing activity onto a single bill. An example is contract number, where each contract number for a customer defines a separate bill.	Used only for billing activity coming through an external interface.

Table	Required/Optional	Description	Used
Distribution Code (DIST_CODE_TABLE)	Conditional.	Represents a valid combination of ChartFields to be posted to the general ledger.	This code makes the deferred distribution code appear by default. Each billing identifier, such as a charge code, discount, or surcharge, may have a default distribution code.
Invoice Format (BI_FORMAT_GENERAL)	Required.	A combination of parameters that control the display of information, such as notes, taxes, discounts and surcharges, and sorting of lines, for a particular invoice layout.	Used in the pro forma and invoice printing process.
Invoice Layout (BI_LAYOUT_ID)	Required.	Identifies the Structured Query Report (SQR) program that controls the general layout of the invoice.	Uniquely named in the actual SQR program.
Invoice Number ID (BI_IVC_NUM)	Required.	Defines an invoice numbering scheme, including how many parts, text for prefixes and suffixes, next autosequence number, and length of field.	You can use many different invoice numbering schemes throughout the system at various levels.
Page Series (BI_PNL SERIES)	Conditional.	Defines the pages and their order of use for bill entry.	You can assign a different page series at various levels, such as business unit or bill type, depending on your needs.

Table	Required/Optional	Description	Used
Payment Terms (PAY_TERMS_AR) and Payment Terms Timing (PAY_TERMS_TIME1)	Required.	Payment term identifies the payment due date and any payment discounts. You establish a payment terms timing so that the system can calculate a payment term.	Payment terms mainly provide information that is to be printed on invoices. Processing, such as calculating discounts, takes place in the receivables system.
Sort By Identifier (BI_SORT_BY)	Required.	Identifies the sort order of bill lines on an invoice, such as by alphabetical bill line description or descending charge from date.	Each invoice format has a sort by identifier. The Pro Forma Pre-process or Invoice Finalization (BIIVC000) process assigns invoice line sequence numbers accordingly.

Billing Charge Data Tables

This table contains information about PeopleSoft Billing charge data tables:

Option	Required/Optional	Description	Use
Charge Code (BI_CHARGE).	Conditional.	Represents a bill line. This may be a product, a type of service, or anything that you would bill to your customers.	Associated with a charge code is a description, unit of measure, price, revenue distribution code, and revenue recognition basis for deferred revenue. Because charge codes are created by currency, the fields on this page are populated by the default currency code that you set on the User Preferences - Billing page.

Option	Required/Optional	Description	Use
Discount and Surcharge (BI_DISC_SUR).	Conditional.	Defines multilevel percentage or dollar amount discounts or surcharges that are applied to a bill line that affects the net extended amount for that bill line. You can also enter a dollar amount discount or surcharge as a bill line.	Since discounts and surcharges are created by currency, the fields on this page are populated by the default currency code that you set in User Preferences - Billing page. Associated with a discount or surcharge is either a percentage or dollar amount and a distribution code, which is used to track discounts and surcharges separate from sales revenue.
Sales/Use Tax Authority and Code (TAX_CODE) (TAX_AUTHORITY).	Conditional.	Identifies tax authorities and percentages and defines combinations of different tax authorities into a single tax code.	Tax codes are applied and calculated at the bill line level so that each bill line can be taxed at a different rate. Associated with each tax authority is a percentage and the appropriate chart fields for tracking tax liability in the general ledger.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining PeopleSoft Billing User Preferences

Informational Tables

This table contains information about PeopleSoft Billing informational tables:

Option	Required / Optional	Description	Use
Bill Inquiry Phone (BI_INQPHONE).	Optional.	Telephone number to call for billing inquiries.	May be printed on the invoice.
Billing Specialist (BI_SPECIALIST).	Optional.	Person who is responsible for answering billing inquiries or processing these bills.	May be printed on the invoice or used internally to manage the work load.

Option	Required / Optional	Description	Use
Collector (COLLECTOR_TABLE).	Required.	Person or agency that is involved in the collection of payment.	Carries over to the receivables system.
Credit Analyst (CR_ANALYST_TABLE).	Required.	Person who is involved in credit analysis for this bill.	Carries over to receivables.
Bank Code (BANK_CD).	Required.	Bank to which the customer should remit payment.	Carries over to receivables.
Sales Person (SALES_PERSON1).	Required.	Person responsible for the sale or contracting for this bill.	May be used for reporting.
Note Type (NOTE_TYPE).	Optional.	Category of different notes, whether they are standard notes or one-time only for a specific bill.	Used to control the placement of the header or line notes according to the invoice format. Define note types on the Note Types page.
Standard Notes (NOTE_TYPE)	Optional.	Notes that you generally used repeatedly. You may print header notes that are applicable to the entire invoice or line notes that apply to specific bill lines.	Printed on the pro forma or invoice. You can also identify a note as internal only, in which case it only appears online and is not printed on any documents. Define note types on the Note Type page.

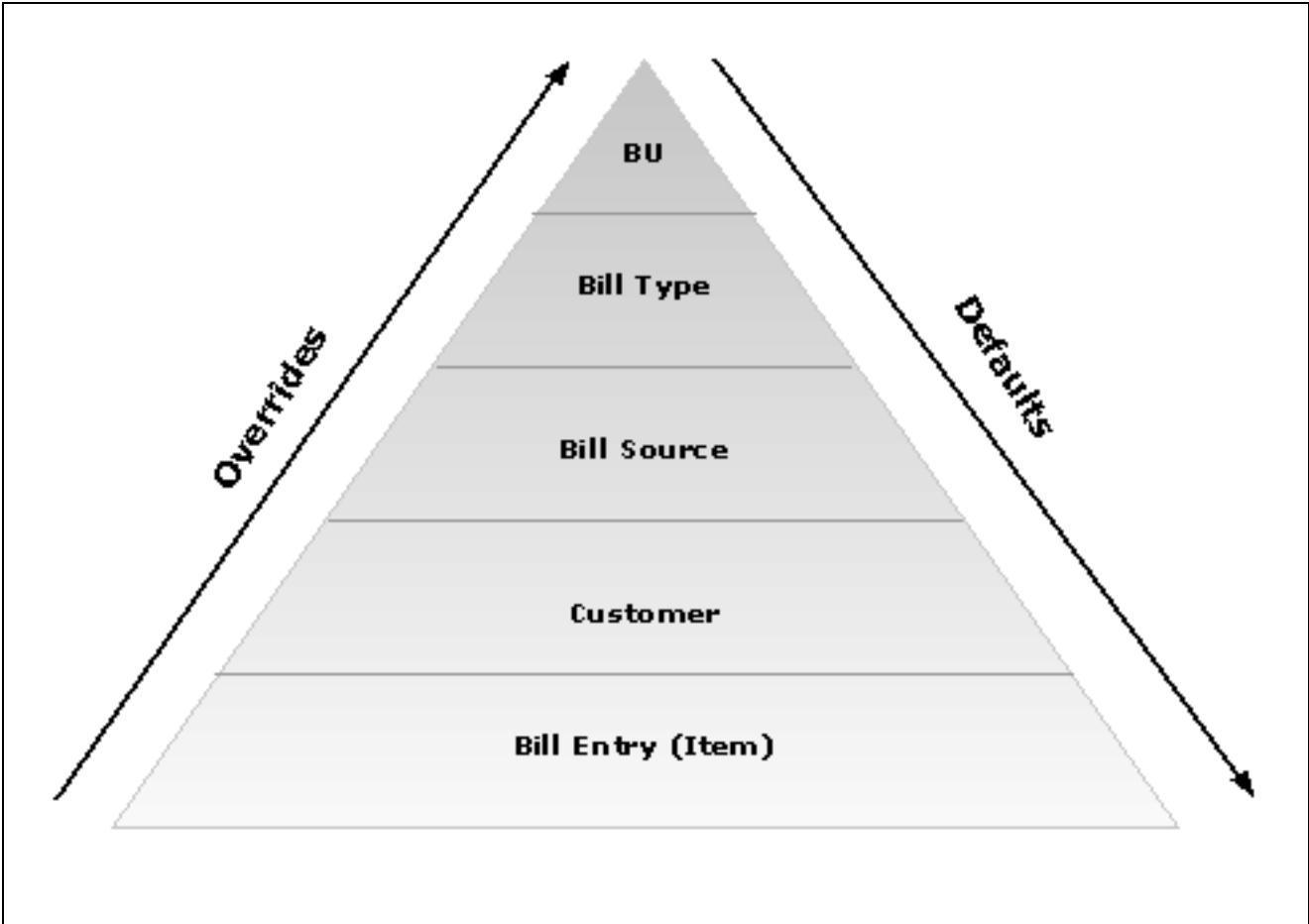
Establishing Default Levels for PeopleSoft Billing Options

PeopleSoft Billing uses extensive defaults to automatically populate bill information. During online bill entry, as you enter certain fields, the system automatically populates other fields on the bill header based on the defaults that you set up. Automatic field population also occurs during the Billing Interface process (BIIF0001) when a field that has possible default information is left blank.

It is important to understand which fields appear by default, as well as the hierarchy by which this occurs. Before you begin setting up PeopleSoft Billing tables, you must consider which values are related to other values.

For example, consider these payment terms, which vary by bill type. Your consulting invoices use net 30, and your hardware products and maintenance use two percent, 10 days, net 30. However, if you negotiate a payment term of net 60 for a particular customer regardless of bill type, you would additionally set up net 60 on the customer record. When you enter any type of bill for that customer, net 60 always appears by default because customer information overrides bill type information.

This diagram shows the billing defaults and overrides hierarchy:



PeopleSoft Billing defaults and overrides hierarchy

The following table is another way of illustrating the default relationships and the hierarchical default levels for billing fields. In order of hierarchy, columns on the left of the grid override levels to the right of the grid. Defaults that you set at the customer level, bill source, or bill type, override defaults that you set at a business unit or system level. During online bill entry, you can always override any of these defaults by entering a new value.

Before you begin assigning default levels, you must have a clear idea of the proposed structure of your business units, the different bill types and bill sources that you plan to define, and who your bill to customers are. Consider the different values that you want to set up for the rules and tables that are listed in the first row going down the grid. Decide which rules and values are most often used at each level. Whenever possible, for ease of data maintenance, define defaults at the highest level possible. In this example, the highest levels are the right-most columns on the grid.

Setting up defaults at the highest possible level makes it easy for you to maintain data. If a change is required, you don't have to change every instance individually. Rather, you make the change at the highest level possible, and it appears by default down through the data hierarchy.

The columns in the chart marked with *XX* indicate levels at which you can set up a default value for the corresponding field value referenced in the first column of the grid. Columns marked with *NA* indicate that you cannot set up a default value at the corresponding level.

Note. All of the default information that is contained in this table applies to both online bill entry and entry through the Billing Interface, unless it is qualified as only one or the other in the comment column.

Field Value	Bill Entry Hdr/Line	Cust	Bill Source	Bill Type	Bus. Unit	System
Invoice Number ID. Required on the level defined on the Installation Options - Billing - General Options page.	NA	NA	XX	XX	XX	XX
Page series. Required on the level that is defined on the Installation Options - Billing - General Options page.	NA	NA	XX	XX	XX	XX
General Ledger Options and Deferred Revenue Options. Required on the level defined on the Installation Options - Billing - GL/AR Options page.	NA	NA	NA	XX	XX	XX

Field Value	Bill Entry Hdr/Line	Cust	Bill Source	Bill Type	Bus. Unit	System
AR Options. Required on the level that is defined on the Installation Options - Billing - GL/AR Options page.	NA	NA	NA	XX	XX	XX
Bill By.	NA	XX	XX	XX	XX Billing Options.	NA
Billing Cycle. Required as a default for Billing Interface activity.	XX	XX	XX	XX	XX Billing Options.	NA
Invoice Form.	XX	XX	XX	XX	XX Billing Options.	NA
AR Distribution Code. Resides at the header level only.	XX	XX	XX	XX	XX Billing Options.	NA
Remit To.	XX	XX	XX	XX	XX Billing Options.	NA
Bill Inquiry Phone.	XX	XX	XX	XX	XX Billing Options.	NA
Billing Specialist.	XX	XX	XX	XX	XX Billing Options.	NA

Field Value	Bill Entry Hdr/Line	Cust	Bill Source	Bill Type	Bus. Unit	System
Deferred Distribution Code. Used if there is no deferred distribution code that is associated with the charge code.	XX	NA	NA	XX	XX Billing Options.	NA
Revenue Recognition Basis. Used if there is no revenue recognition basis that is associated with the charge code.	XX	NA	NA	XX	NA	NA
Entry Type and Entry Reason. Resides at the header level only and applies only to online entry.	XX	NA	XX	XX	XX	NA
Payment Terms.	XX	XX	XX	XX	XX Billing Options.	NA
Bill To Address.	XX	XX	NA	NA	NA	NA
Bill To Contact.	XX	XX	NA	NA	NA	NA
Collector.	XX	XX	NA	NA	NA	NA

Field Value	Bill Entry Hdr/Line	Cust	Bill Source	Bill Type	Bus. Unit	System
Credit Analyst.	XX	XX	NA	NA	NA	NA
Tax Code. Appears by default from the ship to customer address.	XX	XX	NA	NA	NA	NA
Tax Exempt Certificate. Conditionally required.	XX	XX	NA	NA	NA	NA
Subcustomer Qualifiers.	XX	XX	NA	NA	NA	NA
Rate Type.	XX	XX	NA	NA	XX Billing Options.	NA
Currency Code.	XX	XX	NA	NA	XX	NA
Consol. SetID. Applies to the Billing Interface only.	NA	XX	NA	NA	NA	NA
Consol. Customer.	NA	XX	NA	NA	NA	NA
Consol. BU. Applies to the Billing Interface only.	NA	XX consol cust.	NA	NA	NA	NA
Accrue Unbilled.	NA	NA	NA	XX	XX	NA

Field Value	Bill Entry Hdr/Line	Cust	Bill Source	Bill Type	Bus. Unit	System
Bus Unit To.	XX	XX	NA	NA	NA	NA
Order Acceptance Location. Resides on the Standard Billing - Line - Tax Info page. Default applies only if you use a third-party tax vendor.	XX	NA	NA	NA	XX	NA
Order Origin Loc. Resides on the Standard Billing - Line - Tax Info page. The default applies only if you use a third-party tax vendor.	XX	NA	NA	NA	XX	NA
Installment Plan ID.	XX	NA	XX	XX	XX Billing Options.	NA

Note. Select the default rate type and default currency code at the customer level. Failure to select the default exchange rate type at the customer level on the Miscellaneous General Info page could cause unreliable results in the default hierarchy.

Note. You can also set up default values for the AR Distribution Code at the Central InterUnit and IntraUnit Setup table level. For Inter/IntraUnit bills, the Receivables ChartFields (and not the Receivables distribution code) are defaulted from the Centralized Inter/IntraUnit setup tables.

See Also

[Chapter 4, “Structuring Bills,” Defining Billing Cycles, page 42](#)

[Chapter 4, “Structuring Bills,” Defining Bill Sources, page 47](#)

[Chapter 6, “Entering Bills Online,” Entering Bill Line Information, page 111](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information”

Establishing First Row Dates for Tables

When setting up the control tables, it is recommended that you use the effective date January 1, 1901 to distinguish the entries from the delivered PeopleSoft entries that are dated January 1, 1900. This ensures effective date integrity. If January 1, 1901 does not work for your business practices, then select a default beginning date that is old enough to ensure that no new data is dated before the default date.

Setting Up PeopleSoft Billing Without PeopleSoft Receivables

PeopleSoft Billing is delivered ready to integrate with PeopleSoft Receivables. If, however, you are not using PeopleSoft Receivables, you must make the following changes so that PeopleSoft Billing functions properly. If you’re using PeopleSoft Billing with a third-party accounts receivable system, edit the following fields in order to use the Load AR Pending Items process (BILDAR01) to populate the PS_PENDING_ITEM table with invoiced data, and to load this activity into the accounts receivable system:

- BUSINESS_UNIT_AR.
- GROUP_TYPE.

Edit these fields in PeopleSoft Application Designer.

Note. To use PeopleSoft Billing without PeopleSoft Receivables or to use PeopleSoft Billing with a third-party accounts receivable system, you must make the following field edits. To use this functionality, log on to the PeopleTools windows client.

To use PeopleSoft Billing without PeopleSoft Receivables:

1. Select *Record* for the object type, then enter *BUS_UNIT* in the Name field.
2. Click the Select button; a list of possible records beginning with *BUS_UNIT* appears.

Select *BUS_UNIT_TBL_BI*.

3. Double-click *BUSINESS_UNIT_AR*, then select the Edits tab.

The Receivables business unit cannot be entered here because the view prompts from a table that cannot be populated without PeopleSoft Receivables installed.

4. Change the edit type to no edit.
5. Save the change by selecting File, Save.
6. Return to PeopleSoft Application Designer and select File, Open.
7. Select *Record* for the object type.
8. Enter *BUS_UNIT* in the Name field.
9. Click the Select button, and a list of possible records appears.

Select *BUS_UNIT_OPT_BI*.

10. Double-click *GROUP_TYPE*, then select the Edits tab.
11. Ensure that you select the Required check box.

You cannot enter the group type because the view prompts from a table that cannot be populated without PeopleSoft Receivables installed.

Warning! The Load AR Pending Items process does not run if you do not specify a group type on the Billing Options - Billing Business Unit Options page.

See Also

Chapter 3, “Establishing PeopleSoft Billing Business Units,” page 21

CHAPTER 3

Establishing PeopleSoft Billing Business Units

This chapter provides an overview of PeopleSoft Billing business units and discusses how to establish new PeopleSoft Billing business units.

Understanding PeopleSoft Billing Business Units

Before you begin using a PeopleSoft Billing system, you must create a PeopleSoft Billing business unit, which is the backbone of the system. In PeopleSoft Billing, a business unit is an operational subset of an organization. You can use business units to plan operations around the way that the organization functions.

A PeopleSoft Billing business unit passes PeopleSoft Receivables data to a Receivables business unit; it then passes accounting information to a PeopleSoft General Ledger business unit. Therefore, you must establish these business units before you establish PeopleSoft Billing business units, and you must link the Billing business units to both a General

Ledger business unit and a Receivables business unit. Do this whether you use PeopleSoft General Ledger and Receivables or a third-party applications. You must establish these units first.

If you use PeopleSoft Receivables, the PeopleSoft Receivables implementation team should have already set up a Receivables business unit for you. If not, you must set up a dummy Receivables business unit for the PeopleSoft Billing system to function properly.

Establishing New PeopleSoft Billing Business Units

To establish new PeopleSoft billing Business units, use the Billing Definition and Billing Options components.

After you establish the PeopleSoft General Ledger and Receivables business units, you can begin establishing the Billing business units. Create setIDs or business unit names that are 5 characters long; performance degradation occurs if setIDs or business unit names have fewer than 5 characters.

This section discusses how to:

- Define new PeopleSoft Billing business units.
- Define tax control and deferred revenue options.
- Set defaults for the Unbilled Revenue Accrual process.
- Enable PeopleSoft Billing business units for value-added tax (VAT).
- Establish PeopleSoft Billing business unit options.

Pages Used to Establish New PeopleSoft Billing Business Units

Page Name	Object Name	Navigation	Usage
Billing Definition - Business Unit 1	BUS_UNIT_TBL_BI	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 1	Define new PeopleSoft Billing business units, modify existing business units, establish VAT billing business units, and establish a link with a General Ledger business unit and a Receivables business unit.
Billing Definition - Business Unit 2	BUS_UNIT_TBL_BI2	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 2	Define tax control and deferred revenue options, and establish default debit and credit entry types and reasons.
Billing Definition - Business Unit 3	BUS_UNIT_TBL_BI3	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 3	At the business unit level, set defaults for the Unbilled Revenue Accrual process and defaults for document sequencing.
Billing Definition - Business Unit 4	BUS_UNIT_TBL_BI4	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 4	Enable PeopleSoft Billing business units for VAT.
Billing Options - Billing Business Unit Options	BUS_UNIT_OPT_BI	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Options, Billing Business Unit Options	Establish PeopleSoft Billing business unit options, or review existing business unit options.

Defining New PeopleSoft Billing Business Units

Access the Billing Definition - Business Unit 1 page.

Default SetID

Select a new or existing setID.

Description

Displays a description which PeopleSoft Billing uses throughout the system in prompt lists, reports, online inquiries, and other pages. PeopleSoft Billing uses the short description on pages and online inquiries with limited display space. If you establish a business unit with the same name as one that exists in PeopleSoft General Ledger or Receivables, the system uses the default description.

Create BU (create business unit)

Click to have the system create a default relationship between the business unit and setID. If you have already set up a PeopleSoft General Ledger business unit or a Receivables business unit with the same name, this button does not appear, and you do not need to provide a default setID because it already exists for the business unit. After you click this button, the Default SetID field no longer appears. You can override this option for specific

record groups at a later time. However, you should set the defaults at the highest level possible to avoid unnecessary work later.

Location Code

Select a code to represent the location of the billing business unit. The system uses this code for the default ship from country and state, as well as the default seller's VAT country and state on VAT invoices. You define location codes on the Location - Location Definition page.

AR Business Unit (accounts receivable business unit)

Select a receivables business unit to associated with the corresponding billing business unit.

GL Business Unit (general ledger business unit)

When you select an accounts receivable business unit, the system populates this field with a default value—the PeopleSoft General Ledger business unit with which the Receivables business unit is associated. The relationship between a PeopleSoft Billing business unit and a General Ledger business unit is inherited from Receivables. If you don't have PeopleSoft Receivables installed, enter any value in these two fields; the system validates against tables.

If the default value is tied to a VAT entity, the system populates the identifier of that entity in the VAT Reporting Entity field on the Billing Definition - Business Unit 4 page, indicating that this is a VAT-enabled PeopleSoft Billing business unit. If this value is not tied to a VAT entity, the fields on the Billing Definition - Business Unit 4 page are blank.

Base Currency

Displays the base currency of the PeopleSoft General Ledger business unit if you've installed PeopleSoft Receivables or General Ledger. Additionally, the system uses this currency as the default billing currency for the business unit. You can select a different default billing currency if appropriate.

Billing Currency

Displays the base currency of the PeopleSoft General Ledger business unit. You can select a different value that the system uses as the default billing currency when the currency is not specified on the bill and the customer has no assigned currency.

Journal Template

Select a value to use when transferring balances to PeopleSoft General Ledger.

Update Open Periods

Click to access the Open Periods page, where you can edit the parameters of an open period.

If, on the Installation Options - Billing: General Options page, you defined certain options to be the defaults at the business unit level, the system enables several fields in the Bus Unit Level System Controls (business unit level system controls) group box. The fields that the system displays depend on which options you select as the defaults. Options are:

Invoice Number ID

Enter the default value for this business unit.

Page Series ID

Enter a value to enable navigation through the same set of bill entry pages in the same order for any bill of this business unit.

Accounting Display Template

Select to control the display of ChartFields.

Select one of the following general ledger levels for the business unit:

AR Creates GL Acct Entries (accounts receivable creates general ledger accounting entries)	Select to disable validation requirements for values defined for each revenue line of a bill when changing status to <i>RDY</i> (ready). PeopleSoft Receivables creates accounting entries. PeopleSoft Billing does not track accounting information.
BI Creates GL Acct Entries (billing creates general ledger accounting entries)	PeopleSoft Billing creates General Ledger accounting entries.
No GL Acct Entries (no general ledger accounting entries)	PeopleSoft Billing does not create General Ledger accounting entries.

Select one of the following accounts receivable levels as the default level for the business unit:

Header is AR Open Item (header is accounts receivable open item)	PeopleSoft Billing creates a single open item for each bill.
Bill Line is AR Open Item (bill line is accounts receivable open item)	PeopleSoft Billing creates an open item entry for each bill line of a bill.
No AR Open Items (no accounts receivable open items)	PeopleSoft Billing does not create PeopleSoft Receivables open items.

Select one of the following accounts receivable options as the default for the business unit:

Use Header for Distribution	The system sends item distribution to PeopleSoft Receivables from the bill header. This option is valid only if you select <i>Header is AR Open Item</i> for the accounts receivable level.
Use Line for Distribution	The system sends item distribution to PeopleSoft Receivables from the bill lines. This option is valid for both accounts receivable level options: <i>Header is AR Open Item</i> and <i>Bill Line is AR Open Item</i> . If you use this option with <i>Header is AR Open Item</i> , you can have one open item in PeopleSoft Receivables and nevertheless use different Receivables account distribution for each bill line.

See Also

Chapter 2, “Preparing to Implement,” page 7

PeopleSoft Payables 8.8 PeopleBook, “Setting Up PeopleSoft Payables Business Units”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Journal Generator”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

Defining Tax Control and Deferred Revenue Options

Access the Billing Definition - Business Unit 2 page.

Business Unit Tax Controls

Select one of the following tax vendor options:

Use Tax Vendor

Select to associate the business unit with the tax vendor that you define on the Installation Options - Overall/GL (installation options - overall and general ledger) page. You select this option to indicate that third-party tax vendor software calculates taxes for billing transactions in this business unit.

Note. Do not select this field if the billing business unit is associated with a VAT entity.

Note. If you do not select the Use Tax Vendor option, no additional fields appear in the Bus Unit Tax Controls (business unit tax controls) group box.

Company

Enter a company code that you set up in the tax vendor system. This code is associated with all bills you create in this business unit. The system reports the taxes calculated in this business unit under the selected company code in the tax vendor’s system.

Division

Enter a value if applicable. Set up division codes in the tax vendor system.

Ord Accept (order acceptance) and **Ord Origin** (order origin)

Enter the bill line default order acceptance and order origin locations to be used in third-party software tax calculations for bills that you create in this business unit.

Tax Liability Account

Sales/Use

Provide the appropriate accounting entry definition that the system passes to PeopleSoft General Ledger for all bill tax lines.

InterUnit Voucher Control

AP Origin ID (accounts payable origin ID)

If you use a third-party tax provider in PeopleSoft Billing, no tax codes are available to pass to PeopleSoft Payables. Therefore, you need voucher entry intervention to enter the tax information. Set up a unique ID to identify vouchers that require manual intervention.

If you do not have PeopleSoft Payables installed, you cannot take advantage of voucher functionality, and the Generate AP Voucher (generate accounts payable voucher) option on the System Transaction Map - Transaction Options page is unavailable. If you do not select the Generate AP Voucher option, you must provide payables distribution information for the InterUnit pair. This enables the Load GL Interface (load general ledger interface) process to generate accounting entries for the InterUnit payables and expense entries. Configure the system to extract data from the PeopleSoft Billing tables to create vouchers.

Deferred Revenue Options

The fields in this group box appear only if you defined the general ledger options at the business unit level on the Installation Options - Billing - GL/AR options page.

Enable Deferred Revenues

Before you can generate deferred accounting entries, select this option, and define the future period accounting dates. These definitions tell the system whether it can generate deferred revenue entries and which accounting date to use for future dated accounting entries. Set these definitions at the same level that you set the general ledger options. In other words, if the general ledger options are at the business unit level, set this option and the future period accounting dates at that level also.

The proration method is the calculation method used to divide and distribute deferred revenue across accounting periods. Select from the options listed in this table:

Code	Field Value	Function
1	<i>By Days Within Range</i>	The system divides the number of revenue days in the period by the number of days in the range.
2	<i>Evenly Using All Pds</i> (evenly using all periods)	The system divides the total invoice line amount by the number of periods in the range. Revenue is recognized in equal portions for each accounting period, regardless of the number of days in each period.

Code	Field Value	Function
3	<i>Evenly Using Mid-period Rule</i>	The system divides the total invoice line amount by the number of recognizable periods in the range. The number of recognizable periods is derived from applying rules to start and end days and the mid-period day to determine whether the first and the last periods are recognizable or excluded from the calculations. The Mid-Period # of Days field becomes available for entry. Enter the day in an accounting period that determines whether the accounting period is fully recognizable or not recognizable at all. Specify the mid-period day here, or enable the system to assign the date. The system defines the mid-period day by dividing the number of days in the accounting period by two and rounding to the nearest whole number.
4	<i>Evenly/Partial by Days</i>	Revenue is recognized in steps. The system prorates first and last periods by dividing the total number of days in the period by the total number of days in the range. The revenue recognized for these partial periods is deducted from the total. The remainder revenue is divided equally between the total number of fully recognizable periods.
5	<i>User Defined Proration Method</i>	This option is available to create a configured proration method.

Entry Type/Reason Code

DR Entry Type (debit entry type), **Reason** (debit entry reason), **CR Entry Type** (credit entry type), and **Reason** (credit entry reason)

Select an option to define the debit activity and credit activity (respectively) for the business unit. Only those values predefined in PeopleSoft Receivables appear. To add accounts receivable entry types and entry reasons, access the Entry Type page and Entry Reason page. You are required to establish both here because these fields are optional at all other levels. Requiring them at the business unit level (the top of the default hierarchy) ensures that the Load AR Pending Items (load accounts receivable pending items) process always has entry type and reason values to pass to PeopleSoft Receivables. Passing an entry type and reason is required by the PeopleSoft Receivables system for further processing of pending items.

Entry Event

Entry Event Define the default entry event code for the corresponding business unit. Options include only those values identified with the Receivable Update process (ARUPDATE). This field appears only if entry events are defined as *Required* or *Optional* in the Billing field on the Installation Options - Entry Event page.

See Also

Chapter 21, “Establishing InterUnit and IntraUnit Billing,” page 459

Chapter 17, “Processing Deferred Revenue Accounting Entries,” page 415

PeopleSoft Receivables 8.8 PeopleBook, “Defining Receivables Processing Options,”
Defining Entry Types and Reasons

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales
and Use Tax in Supply Chain Management”

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service
Automation, and Supply Chain Management PeopleBook*, “Using Entry Events”

Setting Defaults for the Unbilled Revenue Accrual Process

Access the Billing Definition - Business Unit 3 page.

Enable Unbilled Rev Accrual (enable unbilled revenue accrual)	Select to enable accrual processing for the business unit. When you select this option, define a default unbilled accounts receivable distribution code and an accrued journal template. Only those journal templates that are set up to autoreverse are available.
Include Status	Define which bill statuses to include in the accrual. You can define multiple statuses by inserting a row for each additional status. The following statuses are eligible for accrual: <i>Finalized</i> , <i>Hold</i> , <i>New Bill</i> , <i>Pend Apprv</i> (pending approval), and <i>Ready</i> .
Accrue Bills at This Level	Select to accrue bills by business unit. To enable unbilled revenue accrual at the business unit level for certain bill types only, do not select this option. Instead, select the same option on the Bill Type 3 page.
Document Sequencing Defaults	Enter the document type that you want to associate with the invoice types listed. The journal code that you associate with the document type on the General Options Document Type page becomes the default code automatically.

See Also

Chapter 18, “Using Unbilled Revenue Accrual,” page 429

Chapter 4, “Structuring Bills,” Defining Bill Types, page 44

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Defining Document Sequencing”

Enabling PeopleSoft Billing Business Units for VAT

Access the Billing Definition - Business Unit 4 page.

VAT Reporting Entity	If the business unit is enabled for VAT, this field is populated. The default information appears if, on the Billing Definition - Business Unit 1 page, you link the PeopleSoft Billing business unit to a General Ledger business unit that is already tied to a VAT entity. This is required for VAT Billing business units. If this field is blank, the business unit is not set up for VAT.
Physical Nature	Indicates whether a VAT billing business unit is for goods or services. Physical nature is required for billing business units that are tied to a VAT entity This field appears only when the billing business unit's associated general ledger business unit is associated with a VAT entity.
Where Service Performed	Indicates the location where the service is physically performed. Where Service Performed is required for billing business units that are tied to a VAT entity. Options are: <i>Buyer's Location</i>, <i>Ship From Location</i>, <i>Ship To Location</i>, or <i>Supplier's Location</i>. This field appears only when the billing business unit's associated general ledger business unit is associated with a VAT entity.
VAT Default Setup	Click to access the VAT Defaults Setup page. The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define business unit VAT defaults per VAT registration country and state, as applicable. This link appears only when the billing business unit's associated general ledger business unit is associated with a VAT entity.
VAT Service Treatment Setup	Click to access the Services VAT Treatment Drivers Setup page. The Services VAT Treatment Drivers Setup is a common page used to set up VAT services treatment for all PeopleSoft applications processing VAT transactions. If you are required to implement special handling for services, you can specify business unit VAT service treatment defaults on this page per a supplier's location country and state, as applicable. This link appears only when the billing business unit's associated general ledger business unit is associated with a VAT entity.

Note. The VAT Defaults Setup and Services VAT Treatment Drivers Setup pages are described in detail in the *PeopleSoft Global Options and Reports PeopleBook*, "Working with Value Added Taxes (VAT)."

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)".

Warning! If the fields on the Billing Definition - Business Unit 4 page are blank, do not use the VAT Entity - Identification page to link the PeopleSoft General Ledger business unit to a VAT entity. Doing so does not convert the associated Billing business unit to a VAT Billing business unit. Instead, use the Billing Definition - Business Unit 1 page to link the Billing business unit to the General Ledger business unit again. Change the PeopleSoft Receivables business unit to some other value and then immediately reinstate its original value. This change causes the system to determine whether the General Ledger business unit is linked to a VAT entity. After the link between the General Ledger business unit and the VAT entity is verified, the Billing business unit becomes a VAT Billing business unit, and the VAT entity identification is copied onto the Billing Definition - Business Unit 4 page.

See Also

[Chapter 3, “Establishing PeopleSoft Billing Business Units,” Enabling PeopleSoft Billing Business Units for VAT, page 29](#)

[Chapter 3, “Establishing PeopleSoft Billing Business Units,” Defining New PeopleSoft Billing Business Units, page 22](#)

[Chapter 12, “Calculating Value-Added Tax \(VAT\) in PeopleSoft Billing,” page 291](#)

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT),” Setting Up VAT Entities

Establishing PeopleSoft Billing Business Unit Options

Access the Billing Options - Billing Business Unit Options page.

After you define the PeopleSoft Billing business units, select the financial defaults. Such defaults are classified as Billing business unit options, but the record that contains the Billing options is actually keyed by setID. This enables multiple business units to share billing options if business processes are common across business units. Consequently, you may have to add a Billing options record even though you’ve already established a business unit. The records are separate and are keyed by different fields.

Billing Origin ID

(Required) Displays the source of PeopleSoft Billing items that are loaded into the PeopleSoft Receivables system. If you use PeopleSoft Receivables, you should have already set this up on the Group Origins page. Ensure that the origin type is *Billing* and the origin method is *External*. If you’re not using Receivables, you can enter any value here; the system does not edit the value.

Group Type

(Required) Specify a group type. This value is used to interact with PeopleSoft Receivables. If you have PeopleSoft Receivables installed, you must specify a valid group type as established on the Group Type page. If you’re not using PeopleSoft Receivables, you can enter any value here; the system does not edit the value.

Exchange Rate Type

(Required) Displays the group of exchange rates that the system uses when it converts bill currency amounts to the base currency of the PeopleSoft General Ledger or Receivables system. This default value is drawn from the Miscellaneous General Info page, where it is a required field. You can override the default here. If the system does not populate this field with a default value, return to the Miscellaneous General Info page, and select a default value.

Note. Select the default exchange rate type at the customer level. Failure to select the default exchange rate type at the customer level on the Miscellaneous General Info page can cause unreliable results in the default hierarchy.

Business Unit Level Defaults

The remaining fields on this page establish business unit level defaults. Some of the fields are required and some are optional. You can override any defaults that you provide on this page by another default set at a lower level.

See Also

Chapter 4, “Structuring Bills,” page 33

Chapter 2, “Preparing to Implement,” Establishing Default Levels for PeopleSoft Billing Options, page 12

PeopleSoft Receivables 8.8 PeopleBook, “Defining Receivables Processing Options,”
Setting Up Group Types and Group Origins

PeopleSoft Payables 8.8 PeopleBook, “Processing Multiple Currencies in PeopleSoft Payables”

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information”

CHAPTER 4

Structuring Bills

This chapter discusses how to:

- Define customer billing contacts.
- Define ChartField reporting options.
- Assign invoice number IDs.
- Define page series definitions.
- Define bill cycles.
- Define bill cycle dates for PeopleSoft Grants.
- Define bill types.
- Define bill sources.
- Establish invoice formatting, sorting, and printing options.
- Set up distribution codes.
- Set up group types and group IDs.
- Establish timing for payment terms.
- Set up payment terms.
- Set up billing charge codes.
- Set up billing charge code VAT groups.
- Establish tax groups.
- Set up discounts and surcharges.
- Define subcustomer qualifiers.
- Set up bill by identifiers for external sources.
- Define accumulations.
- Use workflow processes.
- Use the billing mass change definition.

Defining Customer Billing Contacts

To define customer billing contacts, use the Billing Specialist, Bill Inquiry Phone, Team Member Personal Data, Collector, and Credit Analyst components.

This section discusses how to:

- Enter information for billing specialists and billing authorities.
- Define bill inquiry phone numbers.
- Set up team member information.
- Set up collectors.
- Set up credit analysts.

Pages Used to Define Customer Billing Contacts

Page Name	Object Name	Navigation	Usage
Billing Specialist	BI_SPECIALIST	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Billing Specialist	Enter information for billing specialists and billing authorities.
Bill Inquiry Phone	BI_INQPHONE	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Inquiry Phone	Enter bill inquiry phone information.
Team Member Personal Data	MEMBER_PERSON1	Set Up Financials/Supply Chain, Common Definitions, Team Members, Team Member Personal Data, Member Data	Set up individual team members.
Collector	COLLECTOR_TABLE	• Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Collector • Set Up Financials/Supply Chain, Product Related, Billing, Setup, Collector	Establish valid collectors.
Credit Analyst	CR_ANALYST_TABLE	• Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Credit Analyst • Set Up Financials/Supply Chain, Product Related, Billing, Setup, Credit Analyst	Add or modify information for a credit analyst.

Entering Information for Billing Specialists and Billing Authorities

A billing specialist is anyone in an organization, including a manager, who is responsible for entering, monitoring, or approving system billing activity. Enter information for at least one billing specialist so that the table is properly established.

Note. Before entering billing specialist information, you must assign user IDs and user preferences to the specialists.

Add new billing specialists on the Billing Specialist page. To access the page, enter a billing specialist code—an eight-character code that can be any identifier that you want (for example, the person's initials). To indicate that the billing specialist is a billing authority, select the Bill Authority Flag check box and include the billing authority phone number.

See Also

PeopleTools 8.44 PeopleBook: Security Administration

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences”

Defining Bill Inquiry Phone Numbers

The bill inquiry phone is the number on invoices for customers to call if they have questions about their bills. You can define as many bill inquiry phone numbers as needed on the Bill Inquiry Phone page. You can have different phone numbers based on where customers are located.

Specify when you want the Bill Inquiry Phone number to take effect in the Effective Date field, and indicate the status for the number.

Setting Up Team Member Information

Set up team member codes—formerly salesperson codes—on the Team Member Personal Data page.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel

Setting Up Collectors

Set up valid collectors on the Collector page. Enter the effective date and status of the collector, as well as the name and telephone number.

Setting Up Credit Analysts

Add or modify information for a credit analyst on the Credit Analyst page. Enter the effective date, status, name, and telephone number for the credit analyst.

Defining ChartField Reporting Options

To define ChartField reporting options, use the ChartField Report Options component.

PeopleSoft Billing enables you to define the ChartFields that print and the order in which they appear on eligible Structured Query Reports (SQRs). You must set up the reporting options for the following SQRs:

- BILDGL01
- BIGLRT01
- BISF108X

Note. Add eligible SQRs on the ChartField Report Options Add a New Value page.

Important! You must set up ChartField reporting options before running the Load GL Accounting Entries process (BILDGL01). Without the ChartField reporting option information, the system cannot determine which ChartFields to include on the report.

Page Used to Define ChartField Reporting Options

Page Name	Object Name	Navigation	Usage
ChartField Report Options	FS_REPORT_CF_SETUP	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Report Options	Select the ChartFields and define the sequence order in which they appear on the corresponding report. Click the Refresh button to clear all check boxes; click the Restore button to restore the previous selections.

Assigning Invoice Number IDs

To assign invoice number IDs, use the Invoice Number ID component.

This section provides an overview of invoice number IDs and discusses how to add or modify invoice number IDs.

Understanding Invoice Number IDs

You can structure invoice numbers to have up to three parts. You can define any one the parts as auto-sequenced; for all other parts, you must select the static option. A static part can be alphabetic, numeric, or a combination of both.

On the Installation Options - Billing - General Options page, you specify the default level for controlling invoice numbering. Because of the default hierarchy, you can define invoice numbers as system-wide, or you can assign a unique structure for different business units, bill types, or bill sources.

You must define one invoice number ID for each invoice number structure that you plan to use. You can have invoice numbers follow a general structure, or you can define them to be completely different for separate business units, bill sources, or bill types.

Regardless of how many invoice number IDs you define, adhere to the following rules:

- Define at least one part and no more than three parts.
- Select the *Auto Sequenced* value for only one part.
You must define all others as *Static* or *None*.
- Define invoice numbers with no more than 22 characters, including dashes and any other character separators.
No part defined as text can be more than 10 characters long.
- Include any dashes or other separators in the invoice definition if you want the parts to be segmented.
Otherwise, the system truncates the parts, placing them together without separation. You cannot use spaces.
- Assign unique invoice numbers.
If you define more than one invoice number ID, use at least two parts for each ID or assign the beginning sequence numbers far enough apart that they are unique in everyday use.

See Also

Chapter 2, “Preparing to Implement,” page 7

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

Page Used to Define Invoice Numbers

Page Name	Object Name	Navigation	Usage
Invoice Number	BI_IVC_NUM	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Invoice Number ID, Invoice Number	Add a new invoice number ID or modify an existing invoice number ID.

Adding or Modifying Invoice Number IDs

Access the Invoice Number page.

Invoice Number									
Invoice ID:		EXAMPLE							
Description:		Example Invoice ID				Status:		Active	
User definable ☐ For New Bills ☐ For Adjustments					Example Invoice OM-0012345-USA				
Part 1:	☒ Static	OM-		Next Seq:		☒ Autofill			
Length:	3	☐ Auto Sequenced							
		☐ None							
Part 2:	☐ Static			Next Seq:		☒ Autofill		Length: 7	
Length:	7	☒ Auto Sequenced		12345					
		☐ None							
Part 3:	☒ Static	-USA		Next Seq:		☒ Autofill			
Length:	4	☐ Auto Sequenced							
		☐ None							

Invoice Number ID page

User Definable

To define invoice numbers at the customer level, override the automatic number sequencing. You can override the automatic number sequencing for new bills and for adjustments.

Note. If you use your own invoice numbering scheme, you may inadvertently use the same invoice number in different business units.

Example Invoice

The example in the group box shows how the invoice number looks for the current definition.

Part

You define each part of the invoice ID number using the same steps.

To define a part:

1. Select whether the part is Static, Auto Sequenced, or None (not used).
2. If you select Static, enter the text that the system uses for each invoice number.
3. If you select Auto Sequenced, enter the next sequence number that you want the system to assign.

For each invoice number assigned thereafter, the system increments the number by one. Select the length of the field and whether the system automatically fills the part number with zeroes and right-justifies the sequence number.

Note. For best results, select the Autofill option when you elect to use the auto sequenced feature

4. Select None if you do not want the system to use the part.

For example, if you select Auto Sequenced with a sequence length of 7 and set the autofill option with the next sequence number 12345, the first invoice number for the part is 0012345. If you then define a text prefix of OM- and a text suffix of -USA, the entire invoice number will be OM-0012345-USA.

Defining Page Series Definitions

To define page series definitions, use the Page Series Definition component.

You can add or modify page series definitions to define which pages to access and in what order during bill entry.

Understanding Page Series Definitions

The Page Series Definition component enables you to define the PeopleSoft Billing pages that you access and the order in which they appear during bill entry or inquiry. You can place pages that you rarely use at the end of the page series. For instance, if only a small percentage of bills use discounts and surcharges, you can place the relevant page near the end.

Using PeopleTools security, you can deny certain users access to selected pages. When those users access the bill entry component and click the Next link in the Page Series group box, they can view see only the pages for which they have access rights. This option is useful if the same user works with different business units or bills from different sources.

Warning! Using a page series definition does not prevent users from accessing pages that are not included in the definition. This option is not designed to provide security.

Note. Creating a page series definition does not prevent you from using the other navigational features of PeopleTools. You can still step through each page in a component in sequence by using the standard buttons on the main toolbar. These buttons do not use the page series definition; they use the page order based on the menu setup. In addition, you can still select a particular page from the menu.

Process Flow Analysis

Before defining a page series, you should analyze the billing process flow to determine the best arrangement of billing pages.

As part of the analysis, classify the different billing operations. Determine which pages are useful for a particular business unit, and which header and line data apply to a type of bill. For example, if the bill source is online entry, determine whether to step through every page, or whether some pages are used infrequently. For instance, you might not include the accounting entries distribution code page if the PeopleSoft Receivables system creates accounting entries.

After you determined the most likely scenarios for page access, determine the order in which the pages appear. Although creating a page series does not modify the order in which the system displays the pages in PeopleSoft Internet Architecture navigation, you can control the way that users cycle through the pages during bill entry or bill inquiry using the Prev (previous) and Next links in the Page Series group box.

Page Series Definition

To define a page series, create a header record with the ID and detail lines that list each page name and the sequence in which you use them. You need to be familiar with the object name for each page. Refer to the table that follows the Bill Entry Page Series page in this section.

Default Level

Decide at which level to establish the PeopleSoft Billing page series definition. Each business unit may need a unique page series. Within a business unit, you may need to create a page series for each bill type or bill source. If the billing activity is standard, you may only need to establish a single page series for the entire system.

Use the Installation Options - Billing - General Options page to assign the level at which you define the page series.

Use of Page Series

During bill entry or bill inquiry, the system displays the proper page series. If you set up a system-wide page series, it uses that page series. If you establish a page series at the business unit level, the system accesses that page series when you define a business unit.

If you define the page series at the bill type level, the Bill Type field is a required field in the first bill header page. Once you assign a bill type, the system uses the page series associated with that bill type. Likewise, if you change the bill type and the new type uses a different page series, the page sequence changes accordingly.

If you define the page series at the bill source level, you must assign that bill source to the bill. However, the Bill Source field is not a required field in the bill header. Consequently, if you don't enter a bill source, the system uses the default page series ID that you define on the Installation Options - Billing - General Options page.

The page series works the same when importing data through the Billing Interface.

Note. If you are navigating in express billing using a page series definition that includes pages which exist in standard billing only, the system advances to the next page defined in the series that is available in express billing.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining PeopleSoft Billing Installation Options

Page Used to Define Page Series Definitions

Page Name	Object Name	Navigation	Usage
Bill Entry Page Series	BI_PNL SERIES	Set Up Financials/Supply Chain, Product Related, Billing, Define Preferences, Page Series Definition, Bill Entry Page Series	Set up page series definitions.

Adding or Modifying a Page Series

Access the Bill Entry Page Series page.

Enter the sequence and page name of each page that you want to use in the page series definition. Enter the sequence in any order; however, you should begin with the main Standard Billing - Header - Info 1 page.

When selecting pages to add to the page series, include only pages that pertain to a single bill (Bill Header and Bill Line pages). For a smooth transition between pages, the system must have the proper key information. For the delivered PeopleSoft Billing system, select from the following pages when building a page series:

Object	Page
BI_HDR	Standard Billing - Header - Info 1
BI_HDR2	Standard Billing - Header - Info 2
BI_HDR_AR	Standard Billing - Header - AR Distribution
BI_HDR_ADDR	Standard Billing - Address Info
BI_HDR_CC	Standard Billing - Courtesy Copy Addr
BI_HDR_MISC	Standard Billing - Header - Misc Info
BI_HDR_OM	Standard Billing - Header - Order Info
BI_HDR_PC	Standard Billing - Header - Project Info
BI_HDR_SVC	Standard Billing - Header - Service Info
BI_LINE	Standard Billing - Line - Info 1
BI_LINE2	Standard Billing - Line - Info 2
BI_LINE_IU_EXP	Standard Billing - Acctg - InterUnit Exp/Inv
BI_LINE_IU_PAY	Standard Billing - Acctg - InterUnit Payables
BI_LINE_VAT	Standard Billing - Line - VAT Info
BI_LINE_UAR	Standard Billing - Acctg - Unbilled AR
BI_LINE_DST_STA	Standard Billing - Acctg - Statistical Info
BI_LINE_TAX	Standard Billing - Line - Tax Info

Object	Page
BI_LINE_OM	Standard Billing - Line - Order Info
BI_LINE_PC	Standard Billing - Line - Project Info
BI_LINE_SVC	Standard Billing - Line - Service Info
BI_LINE_MISC	Standard Billing - Line - Misc Info
BI_LINE_DST	Standard Billing – Rev Distribution
BI_LINE_DFR	Standard Billing - Acctg - Deferred
BI_LINE_AR	Standard Billing - Acctg - AR Offset
BI_LINE_DS	Standard Billing - Discount/Surcharge
BI_LINE_DS_DFR	Standard Billing - Disc/Surcharge Deferred
BI_HDR_NOTE	Standard Billing - Header - Note
BI_LINE_NOTE	Standard Billing - Line - Note

See Also

Chapter 6, “Entering Bills Online,” page 85

Defining Billing Cycles

To define bill cycles, use the Bill Cycle component.

You can process or group invoices to run according to billing cycles that you define. The billing cycles can run monthly, weekly, quarterly, or on a schedule that you configure.

When defining bill cycles, establish the number of cycles available and indicate their names in the Bill Cycle page. Define the timing of the billing cycles in PeopleSoft Process Scheduler.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Page Used to Define Billing Cycles

Page Name	Object Name	Navigation	Usage
Bill Cycle	BI_CYCLE	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Cycle	Add a new billing cycle or review existing billing cycles.

Adding or Modifying Bill Cycles

Access the Bill Cycle page.

If the cycle ID applies to recurring or installment bills, enter the recurring bill parameters or the installment bill parameters. If not, you do not need to use the following options:

Schedule	Specify a schedule for generating recurring bills. Select the schedule associated with the proper setID.
Bill Generation Date Basis	Define when to generate the bill.
Bill Generation Lead Days	Specify how many days before the schedule date you want the system to generate recurring or installment bills.
Invoice Date Default	Select a default invoice date for the recurring bill. The value that you select is used as the default on the Recurring Bill Schedule page for recurring bills, or on the Installment Bill Schedule page for installment bills.

See Also

[Chapter 28, “Generating Recurring Bills,” page 537](#)

[Chapter 29, “Working with Installment Bills,” page 543](#)

Defining Bill Cycle Dates for PeopleSoft Grants

The Billing Cycle ID page enables you to establish billing ranges for each cycle ID. For example, if the cycle ID is quarterly, then enter a date range for each quarter. You supply these values during setup of the Contracts/Billing Interface process when preparing PeopleSoft Grants billing activity.

When you select a bill cycle, the system retrieves the bill cycle date ranges based on the maximum date less than or equal to the system date. These dates are assigned to the bill header from and to dates and appear on PeopleSoft Grants invoices.

To define bill cycle dates for PeopleSoft Grants, use the Bill Cycle Dates component.

Page Used to Defining Bill Cycle Dates for PeopleSoft Grants

Page Name	Object Name	Navigation	Usage
Bill Cycle Dates (for Grants) - From - Thru Dates	GM_CYL_SCHED	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Cycle Dates (for Grants), From - Thru Dates	Define billing ranges for each billing cycle ID.

Defining Bill Types

To define bill types, use the Bill Type component.

The bill type represents the category of activity grouped on a particular bill. For example, suppose that a business performs a variety of services—consulting, training, and installation—and each should appear on separate bills. You need to establish different bill types for each service. Not only do they appear on separate invoices, but you also want to create defaults for certain billing options for each bill type. To accomplish this, follow the steps discussed in this section.

This section discusses how to:

- Enter definitions and defaults for bill types.
- Specify bill type level system controls.
- Set up defaults for the Unbilled Revenue Accrual process and for VAT defaults at the bill type level.

Pages Used to Define Bill Types

Page Name	Object Name	Navigation	Usage
Bill Type 1	BI_TYPE	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type	Enter the bill type definition and bill type defaults.
Bill Type 2	BI_TYPE2	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type 2	Specify bill type level system controls.
Bill Type 3	BI_TYPE3	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type 3	Set up defaults for the Unbilled Revenue Accrual process at the bill type level, and set up VAT defaults at the bill type level.

Entering Definitions and Defaults for Bill Types

Access the Bill Type 1 page.

Entry Type/Reason

DR (debit) and **CR** (credit) Enter a debit or credit code, or both. The system uses these codes to categorize pending items when passing PeopleSoft Billing information to the PeopleSoft Receivables system. Only values that are predefined in PeopleSoft Receivables appear as available options. To add your own entry types and entry reasons, access the Entry Type page.

The default debit and credit entry types and reasons that you define at the bill type level override the entry types and reasons defined at the business unit level.

Entry Event

Entry Event Enter the default entry event code for the corresponding bill type. Valid options include only those values identified with the Receivable Update process (ARUPDATE). This field appears only if entry events are defined as *Required* or *Optional* in the Billing field on the Installation Options - Entry Event page.

Bill Type Level Defaults

You can set up several defaults at the bill type level. Define the default levels for the fields in this group box, as appropriate.

Note. If you set up the bill type for PeopleSoft Projects, you must define the invoice form as *PS/PC* for PeopleSoft Projects and leave the Invoice Form field blank on the General Information - Bill To Options page. If you don't, a pro forma invoice or actual invoice prints using the invoice form specified on the General Information - Bill To Options page. Defaults established at the bill type level override defaults at the business unit and system levels, but they are overridden by defaults defined at the bill source and customer levels.

See Also

[Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Understanding the Load AR Pending Items Process \(BILDAR01\), page 399](#)

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Entry Events”

PeopleSoft Receivables 8.8 PeopleBook, “Defining Receivables Processing Options,”
Defining Entry Types and Reasons

Specifying Bill Type Level System Controls

Access the Bill Type 2 page.

Invoice Number ID, Page Series ID, and Accounting Display Template Enter the default values for these fields if they have been defined as defaults at the bill type level on the Installation Options - Billing - General Options page.

Deferred Revenue Options If you enable deferred revenue accounting on the Installation Options - Billing - General Options page, you can select options in this group box.

Revenue Recognition Basis	Enter the date that the system uses to calculate future accounting periods to post the recognized revenue. The <i>Invoice Date</i> option is the default and indicates a non-deferral. All other basis options indicate deferrals if the corresponding date or date range is in a future accounting period. For example, if you select the value <i>Ship Date</i> , and the ship date is in a future accounting period, the bill line is subject to deferred accounting. If you select <i>From/To Date Range</i> , and the charge to date is in a future accounting period, the bill line is subject to deferred accounting.
Default Deferred Dist Code (default deferred distribution code)	Enter the distribution code for deferred revenue that you want as the default. You can override this code at the time of bill entry.

See Also

Chapter 4, “Structuring Bills,” Setting Up Distribution Codes, page 58

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

Setting Up Defaults for the Unbilled Revenue Accrual Process

Access the Bill Type 3 page.

Unbilled AR Distribution Code (unbilled accounts receivable distribution code)	To use a different unbilled receivables distribution code for different bill types, enter a code here. If you define an unbilled receivables distribution code on the Distribution Code page, the system uses that value. If you leave that field blank, the system uses the code you establish here at the bill type level. If you don’t establish a code here, the system uses the one you established at the business unit level, where the code is required.
Accrue Bills of This Level	Select to enable unbilled revenue accrual of bills at the bill type level.
Bill Entry Express Template	Associate bill types with a bill entry express template. Set up bill entry express templates on the Bill Entry Express Template page.

Bill Type VAT Controls

Countries that use VAT must report separately the sale and purchase of goods from the sale and purchase of services. Applicable VAT defaults such as VAT declaration point, VAT code and VAT transaction type can be defined for a bill type identifier for countries and states that are registered with VAT authorities. Setting up VAT defaults for a bill type identifier is optional.

Physical Nature	Select whether a bill type identifier is for a good or a service. Associating a bill type with a physical nature of good or service is optional.
Where Service Performed	Select the location where the service is physically performed. Options are: <i>Buyer’s Location</i> , <i>Ship From Location</i> , <i>Ship To Location</i> , or <i>Supplier’s Location</i> . This field is optional for a bill type.
VAT Default	Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define bill type VAT defaults per VAT registration country and state, as applicable.

VAT Service Treatment Setup

Click to access the Services VAT Treatment Drivers Setup page.

The Services VAT Treatment Drivers Setup is a common page used to set up VAT services treatment for all PeopleSoft applications processing VAT transactions. If you are required to implement special handling for services, you can specify bill type VAT service treatment defaults on this page for a supplier's (seller's) location country and state, as applicable.

Note. The VAT Defaults Setup and Services VAT Treatment Drivers Setup pages are described in detail in the *PeopleSoft Global Options and Reports PeopleBook*, “Working with Value Added Taxes (VAT).”

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT)”.

See Also

[Chapter 4, “Structuring Bills,” Setting Up Distribution Codes, page 58](#)

[Chapter 18, “Using Unbilled Revenue Accrual,” page 429](#)

[Chapter 7, “Using Express Billing,” Associating Bill Types with Bill Entry Express Templates, page 152](#)

Defining Bill Sources

To define bill sources, use the Bill Source component.

In PeopleSoft Billing, you can enter and identify billing information from a variety of sources, both external systems and online. You use the Bill Source component to define the description and defaults connected to the sources.

If billing information is generated from the mail order desk, the retail sales floor, and the service department—and each of these sources has a tracking system of its own that stores and generates a different set of data—you can define each of these different systems as a bill source.

This section discusses how to:

- Add new bill sources.
- Establish default debit and credit entry types and reasons.
- Define VAT defaults for a bill source identifier.

Pages Used to Define Bill Sources

Page Name	Object Name	Navigation	Usage
Bill Source	BI_SRC	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source	Add a new bill source or review existing sources.
Bill Source 2	BI_SRC2	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source, Bill Source 2	Establish default debit and credit entry types and reasons.
Bill Source 3	BI_SRC3	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source, Bill Source 3	Define bill source VAT controls.

Adding New Bill Sources

Access the Bill Source page.

Bill Source Level Defaults Define any defaults that are controlled at the bill source level. Any defaults that you establish here override defaults at the system level, business unit level, and bill type level, but not those defined at the customer level.

Establishing Default Debit and Credit Entry Types and Reasons

Access the Bill Source 2 page.

The values that you enter on the Bill Source page for effective date, status, short description, and long description appear on this page.

Entry Type/Reason Define the debit (DR) entry type and reason and the credit (CR) entry type and reason for debit and credit activity. The system uses these codes to categorize pending items when passing PeopleSoft Billing information to the PeopleSoft Receivables system. You can define one without the other. Only values predefined in PeopleSoft Receivables are listed as available options. To add entry types and entry reasons, access the Entry Type page.

The default debit and credit entry types and reasons that you define at the bill source level override defaults at the bill type and business unit levels.

Bill Src Level System Controls (bill source level system controls)

Two PeopleSoft Billing installation options enable you to enter data in this group box, if you want to define them by bill source:

- Define at the bill source level the Auto-Numbering Params (auto numbering parameters) option on the Installation Options - Billing - General Options page to enable the Invoice Number ID field.
- Define at the bill source level the bill entry page series on the Installation Options - Billing - General Options page to enable the Page Series ID field.

If you do not set any defaults at the bill source level, this group box is empty.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing.” Understanding the Load AR Pending Items Process (BILDAR01), page 399

PeopleSoft Receivables 8.8 PeopleBook, “Defining Receivables Processing Options,”
Defining Entry Types and Reasons

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

Defining Bill Source VAT Controls

Access the Bill Source 3 page.

Countries that use VAT must report separately the sale and purchase of goods from the sale and purchase of services. Applicable VAT defaults such as VAT declaration point, VAT code and VAT transaction type can be defined for a bill source identifier for countries and states that are registered with VAT authorities. Setting up VAT defaults for a bill source identifier is optional.

Physical Nature	Select whether a bill source identifier is for a good or a service. Associating a bill source with a physical nature of good or service is optional.
Where Service Performed	Select the location where the service is actually, physically performed. Options are: <i>Buyer's Location</i> , <i>Ship From Location</i> , <i>Ship To Location</i> , or <i>Supplier's Location</i> . This field is optional for a bill source.
VAT Default	Click to access the VAT Defaults Setup page. The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define bill source VAT defaults per VAT registration country and state, as applicable.
VAT Service Treatment Setup	Click to access the Services VAT Treatment Drivers Setup page. The Services VAT Treatment Drivers Setup is a common page used to set up VAT services treatment for all PeopleSoft applications processing VAT transactions. If you are required to implement special handling for services, you can specify bill source VAT service treatment defaults on this page for a supplier's (seller's) location country and state, as applicable.

Note. The VAT Defaults Setup and Services VAT Treatment Drivers Setup pages are described in detail in the *PeopleSoft Global Options and Reports PeopleBook*, “Working with Value Added Taxes (VAT).”

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

Establishing Invoice Formatting, Sorting, and Printing Options

To establish invoice formatting options, use the Invoice Formatting Options, Invoice Layout Identifiers, Sort by Fields, and Sort by Line Types components.

PeopleSoft Billing enables you to create as many different formats for invoices as your business practices require. Once you specify the invoice formatting options, you define the parameters that control the grouping and timing of the output. You can also define a variety of default parameters associated with these options.

This section discusses how to:

- Define sort-by criteria.
- Define sort-by line types.
- Define invoice page orientation and arrangement.
- Create new layout formats.
- Set up discount, surcharge, and tax print options.
- Set up invoice header note print options.
- Set up invoice line note print options.
- Specify value-added tax (VAT) information print options.

Pages Used to Establish Invoice Formatting, Sorting, and Printing Options

Page Name	Object Name	Navigation	Usage
Sort-By Options	BI_SORT_BY	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Sort-by Fields, Sort-By Options	Define the information contained in the bill line that the system uses as the criteria for sorting.
Sort-By Line Type	BI_SORT_BY_LIN	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Sort-by Line Type	Define the sort order of information on the invoice by line type.
Layout Identifiers	BI_LAYOUT_ID	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Layout Identifiers, Layout Identifiers	Define the page orientation and arrangement of the printed invoice.
Invoice Formatting Options - General	BI_FORMAT_GENERAL	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, General	Create a new layout format or review existing layout formats.
Invoice Formatting Options - Discounts, Surcharges, Taxes	BI_FORMAT_DS_TAX	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, Discounts, Surcharges, Taxes	Set up discount, surcharge, and tax print options.
Invoice Formatting Options - Header Notes	BI_FORMAT_HDR_NOTE	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, Header Notes	Set up invoice header note print options.
Invoice Formatting Options - Line Notes	BI_FORMAT_LIN_NOTE	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, Line Notes	Set up line note print options.
Invoice Formatting Options - VAT Treatment Msg	BI_FORMAT_VAT_MSG	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, VAT Treatment Msg	Specify the VAT information print options.

Defining Sort-By Criteria

Access the Sort-By Options page.

During invoicing, the sort-by option reorders the bill's lines based on the criteria that you define on this page.

Invoice Line Sort-By Fields In the first line of this group box, enter the highest order of sorting. In the second line, enter the next highest order of sorting. Continue this pattern until you define all the levels of sorting that you want. You must define at least one level, and you can define up to 10 fields for sorting. Sort the fields in either ascending or descending order by selecting *A* or *D*, respectively. The system sequences bill lines according to this sort order or according to the invoice line numbers that you define manually on the bill during bill entry.

To sort by line type, first access the Sort-By Line Type page and establish a sort order for the line types. Return to the Sort-By Options page to select the identifier that you create for the line type.

Defining Sort-By Line Types

Access the Sort-By Line Type page.

Line Type Sort-By Fields Select the line types to use for sorting. For instance, to sort by revenue lines, then by freight (surcharge) lines, then by miscellaneous charge lines, select *REV* (revenue), then insert lines for *FRGT* (freight) and *MISC* (miscellaneous).

Defining Invoice Page Orientation and Arrangement

Access the Layout Identifiers page.

Select a layout type from the following options:

Extract Table Select to use the PeopleSoft reporting tool, Crystal Reports. The system calculates invoice information and sends it to the Extract table, where it is stored until you print it in a Crystal report.

SQR - Landscape Select to use SQRs to print the invoice. The system calculates invoice information and prints it on the invoice in landscape orientation.

SQR - Portrait Select to use PeopleSoft SQRs to print the invoice. The system calculates invoice information and prints it on the invoice in portrait orientation.

Creating New Layout Formats

Access the Invoice Formatting Options - General page.

You can define as many layout formats as you need.

Last Update Displays the date and time that the invoice format ID was updated. The User ID field identifies the user who made the update.

In the Formatting Options group box, select an invoice layout ID from the following options:

EXTRACT Generic extract layout. Select this option for all bills requiring regular or consolidated processing. If you select this layout option, most of the formatting options are determined by the Crystal report.

CA51 Contract detail layout.

GM_103X	PeopleSoft Grants 1034 and 1035 layout.
GM_270	PeopleSoft Grants OMB-270 layout.
GM_GEN	PeopleSoft Grants general invoice layout.
PSA51	Layout by project and employee.
PSA52	Layout by project, activity, and employee.
PSA53	Project detail layout.
PS_CA	PeopleSoft Contracts layout (Crystal Reports).
PS_PC	PeopleSoft Projects layout (Crystal Reports).
SF1080	Standard federal form 1080.
SF1081	Standard federal form 1081.
LANDSCAPE	Landscape orientation layout.
MISC	Miscellaneous portrait layout.
ORDERMGMT	PeopleSoft Order Management layout. Select this option for a bill containing sales order information.
PORTRAIT	Portrait orientation layout.
PS_PC	Projects with contract totals layout. Select this option for a bill with project and contract related information.
RIGHTSTUB	Right stub layout. Select this option when to print full invoice information l on the main part of the invoice and summary information on the right side of the invoice. Customers can tear off the stub and return it with their payments.

Note. To add a new invoice layout ID, you must add supporting logic to one of the printing SQRs.

Sort-By ID	Select a value for the system to use in this format.
Print Form	Select if you want to use the format in Print mode. Select this option with an SQR invoice layout ID to enable the Repeat Heading on Each Page option, as well all options in the PS/Order Management Options and Installment Billing Options group boxes.
Summary Page Options	If you select Print Form, also define how you want the summary page to print. Options are: • As the Leading Page • As the Trailing Page • As the Trailing Page • Print No Summary Page

- Print Only Summary Page

PS/Order Management Option

If you have PeopleSoft Order Management installed and you want to print configuration codes on invoices, select the Print Configuration Code option. If you want to print configuration details on invoices, select the Print Configuration Detail option.

Tree SetID

If you select either *GM_103X* or *GM_GEN* in the Invoice Layout ID field, select a tree setID, tree name, or level name. You cannot select a level name unless you select a tree that has level names associated with it. Based on the tree level that you select, these options define the level of detail that you display on an invoice.

Using trees, the PeopleSoft Grants process for printing bills enables you to summarize bill line detail.

Installment Billing

Detailed information about the invoice, such as item description and unit of measure, is included on the first of the installment bills. Select Print Installment Detail to include a breakdown of the installment billing invoice amounts on all installment invoices.

Select Print Installment Summary to include an Installment Bill Summary invoice.

Setting Up Discount, Surcharge, and Tax Print Options

Access the Invoice Formatting Options - Discounts, Surcharges, Taxes page.

Discounts/Surcharges

Select one of the following line options:

Combined Discount

w/Surcharges (combined discount with surcharges)

Select to combine discounts with surcharges in one total for each line.

Summarized Each

Select to summarize the discounts and surcharges for each line.

No Detail

Select to display no discounts or surcharges at the line level.

Apply Disc/Surchg

to Line Amt (apply discount/surcharge to line amount)

Select to apply discounts and surcharges to line amount.

Select one of the following total options:

Total Combined

Disc/Surchg (total combined discount with surcharges)

Select to combine the discounts and surcharges in one bill total.

Total for Each

Select to total the discounts and surcharges separately.

No Discount or Surcharge Total Select to display no discount or surcharge totals.

Taxes

In the Line Options group box, select from the following options:

By Tax Code or By Tax Authority Select to print the following information on invoices:

- VAT basis amount.
- VAT code description.
- VAT code percentage.
- VAT amount.

No Line Tax Select to print no tax information (sales and use, or VAT) on the invoice.

In the Total Options group box, select from the following options:

Total Tax by Tax Code Select to print the following information on invoices:

- Total net line amount by VAT code
- VAT code description.
- VAT code percentage.
- Total VAT amount by VAT code.

Total Tax Only Select to have the system total all of the taxes (sales and use, and VAT) into one amount.

See Also

Chapter 12, “Calculating Value-Added Tax (VAT) in PeopleSoft Billing,” page 291

Setting Up Invoice Header Note Print Options

Header notes convey information that pertains to the invoice as a whole. You must associate both primary and secondary header notes with specific note types that you enter in the corresponding field on the Header Notes page. All other notes are designated as remaining header notes, and they print as you specify.

Note. Not all sample invoice layouts use all of the following invoice note options. For example, Crystal Reports invoices do not have all of the same notes logic as the SQR invoices. Additionally, some PeopleSoft Grants and federal invoices do not include notes.

Access the Invoice Formatting Options - Header Notes page.

Primary Header Note Position

Note Type Identify the note type for the primary header note. Primary header notes appear within the invoice header, on the first or all pages. There is only one primary header note per invoice header. If you define more than one primary header

note, the subsequent notes appear with the remaining header notes. Notes appear in alphabetical order by note type. For example, suppose that you define three note types: ANN-01, HOLIDAY, and CUSTNOTE. The notes appear on the invoice alphabetically in the following order: ANN-01, CUSTNOTE, then HOLIDAY. You can print primary header notes using the following options:

- Within Inv Heading (First Pg) (within invoice heading first page).
- Within Inv Heading (All Pages) (within invoice heading all pages).

Secondary Header Note Position

Note Type Identify the note type for the secondary header note. Secondary header notes appear in a location that you designate as an additional note area where you can place comments with particular emphasis. For instance, you can include a *Thank you for your business* note at the end of the bill.

Select from the following print options for secondary header notes:

- Before First Line.
- After Last Line.
- After Totals.

Summary Page Options

Include Primary Header Notes Select this option or the Include Secondary Header Notes option to include one or both on the summary page.

Remaining Header Note Position

Any header notes that are not designated as primary or secondary become remaining header notes. All note types except the primary and secondary header notes fall into this category. Often, these notes are specific to the bill rather than general announcements.

Order Header Note Position

After Last Line Select to print order header notes after the last invoice line and after the invoice header notes printed at this location.

Before First Line Select to print order header notes before the first invoice line but after the invoice header notes printed at this location.

After Totals Select to print order header notes after the invoice totals and after the invoice header notes printed at this location.

Suppress printing Select if you do not want to print the order header notes.

If you want only internal employees to view notes generated from a note type specified on this page, select the Internal Only Flag field for the note type on the Standard Billing - Line - Note page.

See Also

Chapter 6, "Entering Bills Online," page 85

Setting Up Invoice Line Note Print Options

Access the Invoice Formatting Options - Line Notes page.

Primary Line Notes	Select to emphasize particular line notes. For example, suppose that you want to add a note to a standard message about discontinued items to inform customers about an alternative product. You can designate that such a note appears with the line or in a footnote at the end of the bill. You must associate primary line notes with a specific note type. Print these notes before or after the related line or as a footnote.
Remaining Line Notes	Select to specify the placement of line notes that are associated with no note type or with a note type that does not match the primary line note type. Print these note types before or after the related line or as a footnote.
Footnote Position	Select where on the invoice that you want the footnotes to print. Print footnotes before or after the totals.

Specifying VAT Information Print Options

Access the Invoice Formatting Options - VAT Treatment Msg page.

The following VAT information prints on each of invoice, in this order:

1. Buyer's VAT registration ID (prints the two-character country code prefix plus the registration ID).
2. Seller's VAT registration ID
3. VAT treatment message based on codes DGS, DSE, DSS, EGDS, EGS, ESS, NONE, OESS, OOS, OSE, ZESS, ZGE, or ZSE.

Note. VAT Treatment drivers are described in detail in the *PeopleSoft Global Options and Reports PeopleBook*, "Working with Value Added Taxes (VAT)."

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)".

4. VAT exception message of *Suspended* or *Exonerated* with certificate ID.
5. Declaration point of invoice or payment.
6. Calculation method (gross or net).

VAT Treatment Msg Placement (VAT treatment message placement)	Select from the following options to print VAT information: • Within Inv Heading (First Pg) (within invoice heading first page). • Within Inv Heading (All Pages) (within invoice heading all pages). • Before First Line. • After Last Line. • After Last Line.

Summary Page Option	To print VAT treatment information on the summary page of the invoice, select Include VAT Treatment Msg (include value-added tax treatment message).

See Also

Chapter 13, “Describing and Modifying PeopleSoft Billing Invoice Print Processes,”
Modifying Invoice Layouts for VAT, page 346

Setting Up Distribution Codes

To set up distribution codes, use the Distribution Code component.

Distribution codes simplify the process of generating accounting entries by defining a valid combination of ChartField values.

Pages Used to Set Up Distribution Codes

Page Name	Object Name	Navigation	Usage
Distribution Code	DST_CODE_TABLE	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code	Define or review distribution codes.
Draft Details	DST_CODE_DRAFT_SEC	Click the Draft Distributions Codes button on the Distribution Code page.	Specify the draft distribution codes to link to a receivables distribution code. If you link draft distribution codes to a receivables distribution code, the system uses that code to create accounting entries. Otherwise, it uses the codes that you assign to a draft type and business unit combination.

Defining Distribution Codes

Access the Distribution Code page.

Select the distribution type. The distribution types used in PeopleSoft Billing are:

Dfr Rev (deferred revenue)	Used for setting up deferred account distribution codes.
Dfr Disc (deferred discounts)	Used for setting up deferred discount account distribution codes.
Dfr Surch (deferred surcharges)	Used for setting up deferred surcharge account distribution codes.
Discount	Used for setting up discount account distribution entries.
GST (goods and services tax)	Used for Canadian accounting entries when you use Vertex or Taxware.
IU Pay (InterUnit payables)	Used for setting up InterUnit payables account distribution codes.

IU Rec (InterUnit receivables)	Used for setting up InterUnit receivables account distribution codes.
Revenue	Used for setting up revenue accounts.
Sales/Use	Used for U.S. taxes when using Vertex or Taxware.
Surcharge	Used for setting up surcharge account distribution entries.
Unbill AR (unbilled accounts receivable)	Used for setting up unbilled accounts receivable accounts.

Select an unbilled receivables deferred distribution code.

ChartField Values Enter the combination of values that PeopleSoft General Ledger uses to process activity marked with this distribution code. Enter values only for the ChartFields that you use. You can have multiple receivables accounts that are affected by all types of transactions. You cannot select a statistical account for any of the distribution codes.



Click the Draft Distributions Codes button to access the Draft Details page, where you can specify the draft distribution codes that you want to link to a receivables distribution code.

Linking Draft Distribution Codes

Access the Draft Details page.

Draft AR Distribution Code (draft accounts receivable distribution code)	Select to define the receivable account for approved drafts.
Remitted Draft Receivable Code	Select to define the receivable account for remitted drafts.
Draft Discount Receivable Code	Select to define the receivables account for the discounted drafts.
Draft Discount Liability Code	Select to define the liability account for drafts discounted with recourse.
Dishonored Draft Code	Select to define the receivable account for dishonored drafts.

Setting Up Group Types and Group IDs

The documentation for PeopleSoft Receivables discusses group types and group IDs in detail.

See *PeopleSoft Receivables 8.8 PeopleBook*, “Defining Receivables Processing Options,” Setting Up Group Types and Group Origins.

Establishing Timing for Payment Terms

The documentation for PeopleSoft Receivables discusses timing and payment terms in detail.

See *PeopleSoft Receivables 8.8 PeopleBook*, “Defining Additional Processing Options,” Setting Up Paym.

Setting Up Payment Terms

The documentation for PeopleSoft Receivables discusses setting up payment terms in detail.

See *PeopleSoft Receivables 8.8 PeopleBook*, “Defining Additional Processing Options,” Setting Up Paym.

Setting Up PeopleSoft Billing Charge Codes

To set up PeopleSoft Billing charge codes, use the Charge Code component. Use the BI_CHARGE_CI component interface to load data into the tables for this component.

You can use charge codes to bill for something that is not usually classified as a product by normal business practices. For example, if you are a manufacturer, but you lease part of your corporate headquarters to another organization, you can classify rent and utilities, or any other nonstandard revenue, using a charge code.

You set up a charge code as if it were a part of a product table, but because it resides on a separate table from regular products, it is easier to maintain. As a separate table, it doesn't have to meet any verification demands of billing source applications, such as PeopleSoft Order Management or PeopleSoft Projects.

Charge codes are defined by setID and currency code. For convenience when defining charge codes, select the currency code on the User Preferences - Billing page. To create a charge code, use the Charge Code page.

This section discusses how to:

- Define charge codes.
- Define charge code VAT information.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining PeopleSoft Billing User Preferences

Page Used to Set Up PeopleSoft Billing Charge Codes

Page Name	Object Name	Navigation	Usage
Charge Code	BI_CHARGE	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code	Set up charge codes or review existing charge codes.
Charge Code 2	BI_CHARGE2	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code 2	Define charge code VAT information.

Defining Charge Codes

Access the Charge Codes page.

Revenue Distribution Code These codes simplify the process of generating accounting entries by defining a valid combination of ChartField values. Set up revenue distribution codes on the Distribution Code page.

Tax Group If applicable, enter the tax group, transaction type, and transaction subtype.

The applicability of these fields depends on the tax solution option that you select on the Billing Definition - Business Unit 2 page:

- If you select the tax solution option *None*, indicating you use only the PeopleSoft Billing tax solution, the Tax Group, Transaction Type, and Tax Sub Type fields are not applicable.
- If you use Taxware as the third-party tax solution, take advantage of Taxware's product matrix.

If you use the product matrix, enter the Taxware product code as the tax group. Also enter the transaction type to appear as the default on the bill line at the time you enter a charge code in bill entry. If you don't specify a tax group, the system sends the identifier code with the bill line through the interface as the product.

- If you are using Quantum, enter the tax group exception classes.

If you enter the transaction type and transaction sub type, they appear as defaults on the bill at the time you enter a charge code in bill entry. You can only enter this information if you first set up product exception classes in the Tax Group page. If you don't specify a tax group, the system sends the identifier code with the bill line through the interface as the product.

VAT Group Enter the VAT group, if applicable. The applicability of this field depends on whether the billing business unit is tied to a VAT entity - Business Unit 4 page. When you enter a charge code with an associated VAT group on a bill line, the system uses the VAT defaults that are defined for the VAT group for that bill line

Revenue Recognition Basis Establish the date or range of dates that the system uses to determine when to realize revenue. The *Invoice Date* option is the default and indicates a non-deferred situation. All other basis options indicate a deferral if the corresponding date or date range is in a future accounting period. For

example, if you select the value *Ship Date*, and the shipping date is in a future accounting period, the bill line is subject to deferred accounting. If you select *From/To Date Range*, and the date range falls within a future accounting period, the bill line is subject to deferred accounting.

See Also

[Chapter 3, “Establishing PeopleSoft Billing Business Units,” Defining Tax Control and Deferred Revenue Options, page 25](#)

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Installing Third-Party Tax Applications”

Defining Charge Code VAT Information

Access the Charge Code 2 page.

Countries that use VAT must report separately the sale and purchase of goods from the sale and purchase of services. Applicable VAT defaults such as VAT declaration point, VAT code and VAT transaction type can be defined for a charge code per country/state that registered with VAT authority. Setting up VAT defaults for a charge code is optional.

Physical Nature	Indicates whether a charge code is a good or a service. The physical nature must be specified for a charge code.
Where Service Performed	Select the location where the service is physically performed. Options are: <i>Buyer’s Location</i> , <i>Ship From Location</i> , <i>Ship To Location</i> , or <i>Supplier’s Location</i> . This field is optional for a charge code.
VAT Default	Click to access the VAT Defaults Setup page. The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define charge code VAT defaults per VAT registration country and state, as applicable.
VAT Service Treatment Setup	Click to access the Services VAT Treatment Drivers Setup page. The Services VAT Treatment Drivers Setup is a common page used to set up VAT services treatment for all PeopleSoft applications processing VAT transactions. If you are required to implement special handling for services, you can specify charge code VAT service treatment defaults on this page for a supplier’s (seller’s) location country and state, as applicable. You must define the Physical Nature as <i>Service</i> to access the Services VAT Treatment Drivers Setup page.

Note. The VAT Defaults Setup and Services VAT Treatment Drivers Setup pages are described in detail in the *PeopleSoft Global Options and Reports PeopleBook*, “Working with Value Added Taxes (VAT).”

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT).”

Establishing Tax Groups

To establish tax groups, use the Charge Code Tax Group component.

Tax groups enable you to identify tax charge information associated with individual charge codes. Tax groups are not used if you install the PeopleSoft Billing tax solution.

This section discusses how to define tax groups.

Page Used to Establish Tax Groups

Page Name	Object Name	Navigation	Usage
Tax Group	BI_TAX_GROUP	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code Tax Group, Tax Group	Establish tax groups and take advantage of a third-party tax solution such as Taxware or Vertex.

Defining Tax Groups

Access the Tax Group page.

If you are using either of the supported third-party tax vendors—Taxware or Vertex—you can define tax groups.

Taxware

If you use Taxware's product matrix, enter the Taxware product codes here. This step is not mandatory, but it reduces errors during bill entry because the table is accessed when you establish charge codes or enter bills. Be sure to enter product codes correctly; the system does not verify that the tax group is a valid Taxware product code. Once you have entered them the product codes, they should pass through the Taxware interface without error.

Tax groups appear as the defaults on the bill line in bill entry at the time you enter a charge code. If you don't specify tax groups, the charge code is sent with the bill line through the tax interface as the product.

Note. The Billing Interface doesn't display default charge code tax group information for the bill line. To enhance performance, the system does not provide any default charge code values to the Billing Interface activity.

Vertex

If you use the Vertex tax solution, enter the product exception classes here.

During tax calculation, a tax group associated with a bill line is sent through the tax interface to match with Quantum. You create this default when you establish charge codes or enter bills. Be sure to enter the tax groups correctly; the system does not verify that the tax groups are valid in Quantum. Once you have entered the tax groups, they should pass through the Quantum interface without error.

Tax groups appear as defaults on the bill line in bill entry at the time you enter a charge code. If you don't specify a tax group, the charge code is sent with the bill line.

See Also

Chapter 4, “Structuring Bills,” Setting Up PeopleSoft Billing Charge Codes, page 60

Chapter 6, “Entering Bills Online,” page 85

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Installing Third-Party Tax Applications”

Establishing Charge Code VAT Groups

To minimize data entry, you can define a charge code VAT group for multiple charge codes when those charge codes share the same VAT characteristics. After you define a charge code VAT group, you can associate it to a charge code in the VAT Group field on the Charge Codes page.

To establish charge code VAT groups, use the Charge Code VAT Group component.

Page Used to Establish Charge Code VAT Groups

Page Name	Object Name	Navigation	Usage
VAT Group	BI_VAT_GROUP	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code Tax Group, Tax Group	Define VAT groups, and access the VAT Defaults Setup and the VAT Service Treatment Setup pages to define the VAT defaults for the VAT group.

Defining VAT Groups

Access the VAT Group page.

VAT Default

Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define charge code VAT defaults per VAT registration country and state, as applicable.

VAT Service Treatment Setup

Click to access the Services VAT Treatment Drivers Setup page.

The Services VAT Treatment Drivers Setup is a common page used to set up VAT services treatment for all PeopleSoft applications processing VAT transactions. If you are required to implement special handling for services, you can specify charge code VAT service treatment defaults on this page for a supplier’s (seller’s) location country and state, as applicable. You must define the Physical Nature as *Service* to access the Services VAT Treatment Drivers Setup page.

Setting Up Discounts and Surcharges

To set up discounts and surcharges, use the Discounts and Surcharges component. Use the BI_DISC_SUR_CI component interface to load data into the tables for this component.

Products or services that you offer may have discounts or surcharges added to them. You establish the definitions on the Discount/Surcharge page so that the discount and surcharge definitions can be used when entering bill lines. This page enables you to enter as many predefined discounts or surcharges as you want. They can be associated with a flat amount or a percentage.

Discount and surcharge codes are defined by currency code. For convenience when defining these codes, set the default currency code on the User Preferences - Billing page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining PeopleSoft Billing User Preferences

Page Used to Set Up Discounts and Surcharges

Page Name	Object Name	Navigation	Usage
Discount/Surcharge	BI_DISC_SUR	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Discount & Surcharge, Discount/Surcharge	Add a new discount or surcharge or review an existing discount or surcharge.

Adding New Discounts and Surcharges

Access the Discount/Surcharge page.

Type	Select to define as a discount, surcharge, installment surcharge, or retainage. A discount lowers the amount due from a customer; a surcharge raises the amount due from a customer.
Computation Basis	Select to specify a flat amount or percentage. Whichever you select, also enter the amount or the percentage in the adjacent field. Enter the percentage as a number with two decimal places; for example, enter 5 percent as 5.00.
VAT Default	Click to access the VAT Defaults Setup page. The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define bill source VAT defaults per VAT registration country and state, as applicable.
VAT Service Treatment Setup	Click to access the Services VAT Treatment Drivers Setup page. The Services VAT Treatment Drivers Setup is a common page used to set up VAT services treatment for all PeopleSoft applications processing VAT transactions. If you are required to implement special handling for services,

you can specify bill source VAT service treatment defaults on this page for a supplier's (seller's) location country and state, as applicable.

Distribution Code

Select a code that reflects the accounting distribution.

Note. The VAT Defaults Setup and Services VAT Treatment Drivers Setup pages are described in detail in the *PeopleSoft Global Options and Reports PeopleBook*, “Working with Value Added Taxes (VAT).”

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT).”

See Also

[Chapter 4, “Structuring Bills,” Setting Up Distribution Codes, page 58](#)

Setting Up Bill-By Identifiers for External Sources

To set up bill by identifiers, use the Bill By Identifier component.

PeopleSoft Billing uses the bill-by ID to define how to group billing activity on invoices when it is added to a bill through the Billing Interface. A bill-by ID that you define can appear as the default at the customer, bill source, bill type, and business unit levels.

Note. If you define any one of the following fields as yes, the Billing Interface creates a new bill: CREATE_NEW_BILL, DIRECT_INVOICING, or TMP_BILL_FLG.

Page Used to Set Up Bill-By Identifiers for External Sources

Page Name	Object Name	Navigation	Usage
Bill By Identifier	BI_BILL_BY	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill-by Identifier, Bill By Identifier	Enter a new bill-by field or review existing bill-by fields.

Defining Bill-By Identifiers

Access the Bill By Identifier page.

New Bill Status

Select the status that the system assigns to a new bill header. This value determines the status of new bills generated by the Billing Interface process (BIIF0001).

Add to Bills With Status

Displays the valid status of bill headers to which the system can add billing activity in the interface staging area.

Bill By Fields

When you add bill-by fields to the bill-by definition, you are instructing the Billing Interface to use those fields to determine which non-invoiced bills are subject to interface activity.

If you define a bill by-ID with the fields ORDER_NO and SHIP_TO_ADDR_NUM, the interface process generates a new bill for each combination of order number and ship to location for each customer. For each line of activity in the interface staging area, the interface process verifies that a non-invoiced bill exists for that business unit, bill to customer, order number, and ship to location. If a bill exists, the process adds the interface line of activity to the bill as another bill line. If no bill exists, the interface process generates a new bill header and adds the interface line activity to the new bill.

Bill-By Example

The following example demonstrates how five lines of billable activity are populated in the interface staging area for customer 5001:

Line	Business Unit	Customer	Order Number	Ship To Location	Amount
1	US001	5001	5550122	1	500 USD
2	US001	5001	5550122	1	2000 USD
3	US001	5001	5554095	1	45 USD
4	US001	5001	5554095	2	4700 USD
5	US001	5001	5554095	1	16000 USD

When the Billing Interface processes this activity, it establishes whether any non-invoiced bill headers exist for each business unit, customer, order number, and ship to location combination. If there are any non-invoiced bill headers, it adds the interface lines to the appropriate bills. If there are none, it generates new bill headers and adds the interface lines to the new bills.

Suppose that before the interface process was run for the preceding activity, there was one non-invoiced bill for business unit US001, customer 5001, order 550122, and ship to location 1, and no existing bills for order number 5554095. The interface process determines that a bill exists for order number 5550122 and ship to location 1, so it adds lines 1 and 2 to that bill. It then generates two new bill headers—one for order 5554095 and ship to location 1, and one for order 5554095 and ship to location 2. It adds lines 3 and 5 to the first of these two new bills. It adds line 4 to the second of these two new bill headers.

Defining Accumulations

To define accumulations, use the Accumulation Description and Accumulation Beginning Balance components.

You can calculate cumulative balances for a nearly unlimited set of key combinations in PeopleSoft Billing. Typically, the behind-the-scenes calculations generate balances for any amount or quantity fields in the system. These balances can reflect the following amounts:

- Invoiced.
- Uninvoiced.
- Total—invoiced plus uninvoiced

You can maintain inception-to-date balances for customers, contracts, or projects. You can accumulate year-to-date quantities for a given identifier. You can accumulate how many items with a particular charge code are sold in a given month and the gross amount of those sales. You can define as many accumulation descriptions as you want, and you can accumulate the balances in the billing currency, base currency, or euro currency.

Balances can provide useful and powerful information to assist you in data analysis. Ceiling balances are an additional way to compare to-date balances with a limit or threshold.

To define accumulation balances:

1. Establish accumulation rules on the Accumulation Description page.
2. Enter beginning balance or ceiling amounts on the Accumulation Beginning Balance - Accumulation Initialization page or on the Accumulation Beginning Balance - Accum Euro Initialization page, depending on the currency perspective you prefer.

You can add beginning and ceiling balances to accumulation rules. You can then compare balances to date to ceiling amounts. The system adds beginning balances to accumulated amounts to arrive at a Balance To Date on the Accumulated Beginning Balance pages. If you do not enter beginning balance amounts, the system uses 0 as the beginning balances. These pages are optional; you should use them only if you need information about beginning and ceiling balances.

3. Run the Accumulation process on the Balance Accumulation Process page.
4. Inquire about the results.

Review reports or navigate to the two inquiry pages provided in PeopleSoft Billing: Accumulated Balance Inquiry - Cumulative Billing page and Accumulated Balance Compare - Cumulative Compare Inquiry page.

This section discusses how to:

- Establish the accumulation rules.
- Establish beginning balances in billing and base currency.
- Establish beginning balances in billing and euro currency.

See Also

Chapter 6, “Entering Bills Online,” Accumulating Balances, page 148

Pages Used to Define Accumulations

Page Name	Object Name	Navigation	Usage
Accumulation Description	BI_ACCUM_DEFN	Set Up Financials/Supply Chain, Product Related, Billing, Define Accumulations, Accumulation Description	Define the combinations of key fields and the amount or quantity fields for which you want to accumulate balances.
Accumulation Beginning Balance - Accumulation Initialization	BI_ACCUM_INIT	Set Up Financials/Supply Chain, Product Related, Billing, Define Accumulations, Accumulation Beginning Balance, Accumulation Initialization	Establish beginning balances for an accumulation in billing and base currency.
Accumulation Beginning Balance - Accum Euro Initialization	BI_ACCUM_INIT_E	Set Up Financials/Supply Chain, Product Related, Billing, Define Accumulations, Accumulation Beginning Balance, Accum Euro Initialization	Establish a beginning balance for an accumulation in billing and euro currency.

Establishing the Accumulation Rules

Access the Accumulation Description page.

In addition to establishing how the system accumulates balances, this page enables you to specify the starting point from which to begin accumulating. You can set up as many accumulation rules as necessary.

Accumulation Start Date

Enter the date on which the accumulation begins. You can change this date at any time. This enables you to change the starting point for accumulating. For example, if you want year-to-date balances, simply reset the accumulation start date to *January 1* of the current year. If you want to accumulate quantity, select the Accumulate Quantity check box.

Key 1

Select the keys (up to a maximum of five). You can select the key from a list that includes most of the informational fields found in the bill header and bill line tables. A key is any key field to which you want this accumulation to apply. Every key that you add after the first increases the level of detail that you retrieve. For example, if you accumulate by customer, you receive a total for each customer. If you accumulate by customer and order number, you receive subtotals for each combination of customer and order number, which significantly increases the number of rows in the database. In the above example, this accumulation updates bill to customer balances.

Note. With a few exceptions, all key fields available for selection here are line level fields. They must contain values at the line level to return a meaningful result.

Amount 1

Enter the amounts that can pertain to this accumulation. Balances are maintained for invoiced bills, uninvoiced bills, and total bills (invoiced plus uninvoiced). In the preceding example, this accumulation updates cumulative balances for quantity (because you selected the Accumulate Quantity check box), gross extended amount, and net extended amount.

To define the beginning amount or place a ceiling on the totals, you can further define the accumulation rules in the Accumulation Beginning Balance pages. When you complete the definition, you can access the Balance Accumulation Process page. If you define no beginning balances, the system uses 0 for the beginning balances.

See Also

Chapter 6, “Entering Bills Online,” Accumulating Balances, page 148

Establishing Beginning Balances in Billing and Base Currency

Access the Accumulation Beginning Balance - Accumulation Initialization page.

When assigning beginning balances to accumulations, you must enter a billing currency and base currency at the search prompt. If you are entering a large number of balances, you can set a default currency code on the User Preferences - Billing page. Euro currency is optional; you can use it when appropriate.

At the search prompt, enter the accumulation key values for the key fields. The accumulation key value fields are the key fields that you associated with the accumulation description when you defined it. For example, if you assigned BILL_TO_CUST_ID as the first key, you can provide a value for the chosen customer in the Accumulation Key 1 Value field here. You must enter all keys that pertain to this accumulation description in the key section of this page. In this example, Key 1 is the bill to customer number for which you are accumulating totals. Beginning balances are set to 0 but could be any amount.

Accum ID (accumulation ID)

Select the field that you associate with the accumulation description. The adjacent value appears by default from the Accumulation Key 1 field that you specify.

Balance Types

Options are:

- Beginning
- Ceiling
- Invoiced
- Total
- Uninvoiced

For example, you can supply ceiling balances in the same manner as beginning balances, where appropriate. These balances appear on the Accumulated Balance Compare - Cumulative Compare Inquiry page to show how close a balance is to an established threshold.

Eff Dates (effective dates)

Specify different dates for beginning balances and ceiling balances. You can reset the balances each year (or whenever you want) and only the current effective-dated balances appear on the Accumulated Balance Compare page.

Cumulative Quantity

Summarize the bill line quantity.

The balances appear under a heading (Billing Currency, Base Currency, or Euro Currency) to identify the currency with which you are working.

See Also

[Chapter 6, “Entering Bills Online,” Accumulating Balances, page 148](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining PeopleSoft Billing User Preferences

Establishing Beginning Balances in Billing and Euro Currency

Access the Accumulation Beginning Balance - Accum Euro Initialization page.

The fields on this page are identical to those on the Accumulation Beginning Balance - Accumulation Initialization page.

Using Workflow Processes in PeopleSoft Billing

To utilize workflow processes in PeopleSoft Billing, use the Workflow/Batch Parameters component.

In PeopleSoft applications, pages and components are organized according to their related functions. This structure is designed for a general business organization, but you may want to develop other structures to complete business processes.

Typically, you access only a subset of the pages regularly. To streamline operations, you can define graphical, process-based maps. With maps, you can create a visual overview for each business process to see how a particular task fits into the big picture. Maps also enable you to quickly navigate to the pages that you need. As you create maps, you can also build workflow into business processes. You can also build business processes to implement workflow—even if you don’t intend to use the business processes to navigate the system.

See Also

PeopleTools 8.44 PeopleBook: Workflow Technology

Page Used to Use Workflow Processes

Page Name	Object Name	Navigation	Usage
WorkFlow/Batch Parameters	BI_WF_OPTIONS	Set Up Financials/Supply Chain, Product Related, Billing, Define Workflow, WorkFlow/Batch Parameters	Modify PeopleSoft Billing workflow parameters. You can specify when to initiate a workflow action on unprocessed transactions. PeopleSoft provides initial values for the fields on this page at installation, but you can modify them to suit your business needs.

Modifying Workflow and Batch Parameters

Access the WorkFlow/Batch Parameters page.

Pending Interface Notification, Number of Days Pending

Enter the duration that pending interface lines can remain unprocessed in the staging area before a worklist notification is sent.

Delete Temporary Bills, Number of Days Old

Enter the number of days after which the system deletes temporary bills from the Billing tables.

Delete Crystal Extract Bills, Number of Days Old

Enter the number of days after which the system deletes PeopleSoft Billing information from the Crystal Reports extract tables.

Delete SQR Extract Bills, Number of Days Old

Enter the number of days after which the system deletes PeopleSoft Billing information from the BI_PROJ_XTRCT table.

Important! You must periodically delete the billing information from the Crystal extract tables. Otherwise, too many rows will accumulate and processing will slow significantly.

Inactive Bill Notification, Number of Days Inactive

Enter the duration that non-invoiced bills can remain inactive before a worklist notification is sent.

Pending Credit Card Authorization, Number of Days Pending

Enter the duration that pending credit card authorizations can remain unprocessed before a worklist notification is sent.

See Also

[Chapter 32, “Managing PeopleSoft Billing Utilities,” Deleting Temporary Bills, page 582](#)

[Chapter 32, “Managing PeopleSoft Billing Utilities,” Deleting Extract Bills, page 583](#)

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Processing Credit Cards”

PeopleTools 8.44 PeopleBook: Workflow Technology

CHAPTER 5

Describing the Billing Data Structure

This chapter describes PeopleSoft Billing tables, key structures, and relationships among tables. There are three main categories of PeopleSoft Billing tables:

- Control tables.
- Billing and accounting tables.
- Billing Interface tables.

Note. In the following sections, the child tables are indented below their parent table. Each table's key follows the table name in parentheses.

Control Tables

Control tables contain information and options that enable you to adapt PeopleSoft Billing to the unique requirements of your business environment.

This table provides information for:

- Table keys.
- Business unit tables.
- Bill structure tables.
- General tables.
- Ledger tables.
- ChartField tables.
- Miscellaneous tables.

Table Keys

Most of these tables are keyed by setID, although a limited number are keyed by business unit. The setID tables may share table data with multiple business units.

For the tables keyed by business unit, you must enter information for each business unit. This information can't be shared with other business units.

Tables that have EFFDT as part of their key may contain multiple records with the same key made unique by the effective date.

See Also

Chapter 2, “Preparing to Implement,” page 7

Business Unit Tables

This section contains information about business unit tables:

BUS_UNIT_TBL_FS (BUSINESS_UNIT)	Contains one record for each business unit established for the PeopleSoft Financials applications.
BUS_UNIT_TBL_GL (BUSINESS_UNIT)	Parent table that contains one record for each business unit authorized as a PeopleSoft General Ledger business unit. BU_LED_TBL (BUSINESS_UNIT, LEDGER): Child table that contains one record for each ledger assigned to a PeopleSoft General Ledger business unit. BU_LED_CUR_TBL (BUSINESS_UNIT, LEDGER, CURRENCY_CD): Child table that contains one record for each ledger in each currency code.
BUS_UNIT_TBL_BI (BUSINESS_UNIT)	Contains one record for each business unit authorized as a PeopleSoft Billing business unit.
BUS_UNIT_OPT_BI (SETID)	Contains one record for a setID, which may correspond to a single business unit or to a group of business units, depending on the use of setID features. Contains PeopleSoft Billing processing options.
BUS_UNIT_TBL_AR (BUSINESS_UNIT)	Contains one record for each business unit authorized as a PeopleSoft Receivables business unit.
BUS_UNIT_OPT_AR (SETID)	Contains one record for a setID, which may correspond to a single business unit or to a group of business units, depending on the use of setID features. Contains PeopleSoft Receivables processing options.

Bill Structure Tables

This section contains information about bill structure tables:

BI_BILL_BY (BILL_BY_ID)	Parent table that contains one record for each bill by identifier. BI_BILL_BY_FLD (BILL_BY_ID, FIELDNAME): Child table that contains one record for each field associated with a bill by identifier.
BI_INQPHONE_TBL (SETID, BILL_INQUIRY_PHONE, EFFDT)	Contains one record for each bill inquiry phone.
BI_SRC (SETID, BILL_SOURCE_ID, EFFDT)	Contains one record for each bill source.
BI_TYPE (SETID, BILL_TYPE_ID, EFFDT)	Contains one record for each bill type.

BI_INSTALL_PLAN (SETID, INSTALL_PLAN_ID, EFFDT)	Contains one record for each installment bill plan ID used by the installment billing feature.
BI_INSTALL_PCT (SETID, INSTALL_PLAN_ID, EFFDT, INSTALL_NBR)	Contains one record for each installment bill plan ID percentage used by the installment billing feature.
BI_CYCLE (BILL_CYCLE_ID)	Contains one record for each bill cycle.
BI_CYCLE_PARM (BILL_CYCLE_ID, CYCLE_PARM_TYPE)	Contains one record for each recurring bill and installment bill under the bill cycle identifier.
BI_SPECIALIST (SETID, BILLING_SPECIALIST, EFFDT)	Contains one record for each billing specialist.
BI_CHARGE (SETID, BI_CURRENCY_CD, CHARGE_ID)	Contains one record for each charge code identifier.
BI_CF_TMPLT_HDR (TEMPLATE_ID)	Contains ChartField configuration templates. BI_CF_TMPLT_LN (TEMPLATE_ID, FIELDNAME): Child table that contains the ChartFields for each template ID.
COLLECTOR_TBL (SETID, COLLECTOR, EFFDT)	Contains one record for each collector.
CR_ANALYST_TBL (SETID, CR_ANALYST, EFFDT)	Contains one record for each credit analyst.
BI_DISC_SUR (SETID, BI_CURRENCY_CD, DISC_SUR_ID, EFFDT)	Contains one record for each discount or surcharge and currency code combination.
DST_CODE_TBL (SETID, DST_ID, EFFDT)	Contains one record for each distribution code.
BI_IVC_FORM (INVOICE_FORM_ID)	Contains one record for each combination of invoice formatting options.
BI_IVC_LAYOUT (INVOICE_LAYOUT_ID)	Contains one record for each invoice layout.
BI_IVC_NUM (IVC_NUM_ID)	Contains one record for each invoice number definition.
NOTE_TYPE (SETID, NOTE_TYPE, EFFDT)	Contains one record for each note type.

BI_PNLSERIESHDR (BI_PNLSERIES_ID)	Contains one record for each PeopleSoft Billing page series definition.
BI_PNLSERIESDTL (BI_PNLSERIES_ID , SEQ_NUM)	Contains one record for each page and sequence in a page series definition.
PAY_TRMS_TIME (SETID , PAY_TRMS_TIME_ID)	Contains one record for each timing ID.
PAY_TRMS_TBL (SETID , PYMNT_TERMS_CD , EFFDT)	Parent table that contains one record for each payment terms code. PAY_TRMS_NET (SETID , PYMNT_TERMS_CD , EFFDT , BASIS_FROM_DAY): Child table that contains one record for each net term within a date range. PAY_TRMS_DSCNT (SETID , PYMNT_TERMS_CD , EFFDT , BASIS_FROM_DAY , DS_PY_TERM_TIME_ID): Child table that contains one record for each discount term within a date range.
SALES_PERSN_TBL (SETID , SALES_PERSON , EFFDT)	Contains one record for each salesperson.
TAX_AUTH_HDR (SETID , TAX_AUTHORITY_CD)	Parent table that contains one record for each tax authority. TAX_AUTHORITY (SETID , TAX_AUTHORITY_CD): Child table that contains one record for each effective date of a tax authority.
TAX_HEADER_TBL (SETID , TAX_CD)	Parent table that contains one record for each tax code established for a setID. TAX_CD (SETID , TAX_CD , TAX_AUTHORITY_CD): Child table that contains one record for each tax authority related to a tax code.
BI_SORT_BY (INVOICE_SORT_BY_ID)	Contains one record for each sort by identifier.
BI_SORT_BY_FLD (INVOICE_SORT_BY_ID , IVC_LINE_ORDER_SEQ)	Contains one record for each field and its sequence for each sort by identifier.
BI_SORT_BY_LIN (LIN_TYP_SORT_BY_ID)	Contains one record for each sort by line type identifier.
BI_SORT_LIN_TYP (LIN_TYP_SORT_BY_ID , LIN_TYP_ORDER_SEQ , LINE_TYPE)	Contains one record for each line type and its sequence for each line type sort by identifier.
STD_NOTE (SETID , STD_NOTE_CD , EFFDT)	Contains one record for each standard note.
BI_TAX_GROUP (SETID , TAX_GROUP)	Contains one record for each tax group.

BI_VAT_GROUP (SETID, VAT_GROUP)	Contains one record for each VAT group.
BI_ACCUM_ID (BAL_ACCUM_ID)	Contains one record for each balance accumulation ID where each ID represents a set of accumulation rules (for example, accumulate by contract).
BANK_CD_TBL (SETID, BANK_CD)	Contains one record for each bank.
BANK_ACCT_TBL (SETID, BANK_CD, BANK_ACCT_KEY)	Contains one record for each bank account or remit to address that is not a bank.

General Tables

This section contains information about general data tables:

ACCT_TYPE_TBL (SETID, ACCOUNT_TYPE)	Contains one record for each account type established for a setID (identifier). An account type is used to classify accounts as income, expense, and so on.
JRN LGEN_DEFN (SETID, ACCT_DEF_NAME)	Parent table that contains one record for each journal generator account definition for a setID. You don't need to set this up if you don't plan to create general ledger accounting entries.
	JRN LGEN_DEFNV (SETID, ACCTG_DEF_NAME, FIELD_SEQUENCE): Child table that contains one record for each accounting entry that maps to a ChartField.
AUTO_NUMFLD_TBL (SETID, NUM_TYPE)	Contains one record for each type of field in a setID that uses automatic number sequencing. For PeopleSoft Billing, set up a record for customer ID. Handle invoice numbering in a separate function.
AUTO_NUM_TBL (SETID, NUM_TYPE, BEG_SEQ)	Contains one record for each type of autonumbering scheme that you want to set up. You can specify only one as the default scheme.
COUNTRY_TBL (COUNTRY)	Parent table that contains one record for each country code established. The installation database contains most values that you need.
	STATE_TBL (COUNTRY, STATE): Child table that contains one record for each state that is valid for a country. The installation database contains most values that you need.
CURRENCY_CD_TBL (CURRENCY_CD, EFFDT)	Contains one record for each effective-dated currency code. The installation database contains most values that you need.
CURRENCY_EURO (CURRENCY_CD)	Contains one record for each currency code that's migrating to the euro currency.
CUR_RT_TYPE_TBL (CUR_RT_TYPE, EFFDT)	Contains one record for each effective-dated currency rate type.

CUR_RT_TBL (FROM_CUR, TO_CUR, CUR_RT_TYPE, EFFDT)	Contains one record for effective-dated currency rate type exchange rate.
CAL_DEFN_TBL (SETID, CALENDAR_ID)	Contains one record for each detail calendar for a setID.
CAL_DETP_TBL (SETID, CALENDAR_ID, FISCAL_YEAR, ACCOUNTING_PERIOD)	Contains one record for each period in a detail calendar.
INSTALLATION	Contains PeopleSoft installation options and defaults.
INSTALLATION_FS (NO KEY)	Contains PeopleSoft Financials installation options.
INSTALLATION_BI (NO KEY)	Contains PeopleSoft Billing installation options.
JRNLGEN_APPL_ID (SETID, APPL_JRNL_ID, EFFDT)	Contains one record for each journal generator template for each application by setID. This is required only if you plan to generate journals for PeopleSoft Billing.
JRNLGEN_SUMV (SETID, APPL_JRNL_ID, EFFDT, SELECT_VALUE)	Contains one record for each summarization option for the journal generator.
SOURCE_TBL (SETID, SOURCE, EFFDT)	Contains one record for each effective-dated journal source for a setID. This is required only if you plan to generate journals for PeopleSoft Billing.
LOCATION_TBL (SETID, LOCATION, EFFDT)	Contains one record for each location (address) for a setID. You might set up separate locations for each business unit, office location, warehouse, sales office, and so forth.
OPR_DEF_TBL_FS (OPRID)	Contains one record for each PeopleSoft Financials user.
OPR_DEF_TBL_BI (OPRID)	Contains one record for each PeopleSoft Billing user.
RT_DFLT_VW (FROM_CUR, TO_CUR, RT_TYPE, EFFDT)	Contains one record for each effective-dated currency rate type exchange rate. This table replaces references to CUR_RT_TBL in older releases of PeopleSoft applications.
RT_TYPE_TBL (RT_TYPE)	Contains one record for each rate type.
UNITS_TBL (UNIT_OF_MEASURE)	Parent table that contains one record for each unit of measurement established.
	UNITS_CVT_TBL (UNIT_OF_MEASURE, UNIT_OF_MEASURE_TO): Child table that contains a record for each unit of measurement and its conversion unit.

FREIGHT_TERMS (SETID, FREIGHT_TERMS)	Contains one record for each freight terms entry.

Ledger Tables

This section contains information about ledger tables:

LED_DEFN_TBL (SETID, LEDGER)	Contains one record for each ledger established for a setID. This is required if you plan to generate accounting entries for PeopleSoft Billing.

LED_FLDS_TBL (SETID, LEDGER, FIELD_SEQUENCE, CHARTFIELD)	Contains one record for each ChartField mapped in a ledger.

ChartField Tables

This section contains information about ChartField tables:

GL_ACCOUNT_TBL (SETID, ACCOUNT, EFFDT)	Contains one record for each general ledger account established for a setID.

ALTACCT_TBL (SETID, ALTACCT, EFFDT)	Contains one record for each general ledger alternate account established for a setID.

DEPT_TBL (SETID, DEPTID, EFFDT)	Contains one record for each department established for a setID.

OPER_UNIT_TBL (SETID, OPERATING_UNIT, EFFDT)	Contains one record for each operating unit established for a setID.

PRODUCT_TBL (SETID, PRODUCT, EFFDT)	Contains one record for each product established for a setID.

PROJECT (SETID, PROJECT, EFFDT)	Contains one record for each project established for a setID.

STAT_TBL (SETID, STATISTICS_CODE)	Contains one record for each statistics code established.

Miscellaneous Tables

This section contains information about miscellaneous tables:

MC_DEFN_BI (MC_DEFN_ID)	Contains one record for every process in PeopleSoft Billing that utilizes mass change.

BI_IVC_NUM_PRE (BUSINESS_UNIT, INVOICE)	Contains one record for each invoice number that has been preassigned in a batch process, such as bill copy group or bill interface, to avoid a duplicate key assignment.
SETID_TBL (SETID)	Contains one record for each setID created in PeopleSoft.
SET_CNTRL_TBL (SETCNTRLVALUE)	Contains one record for each set control value and its default setID.
SET_CNTRL_GROUP (SETCNTRLVALUE, REC_GROUP_ID)	Contains one record for each record group and the pointers between a set control value and a setID.
SET_CNTRL_REC (SETCNTRLVALUE, REC_GROUP_ID, RECNAME)	Contains one record for each record and the record group to which it belongs. The table also contains the pointers between a set control value and a setID.

Billing and Accounting Tables

The following tables store billing and accounting data. The business unit is the primary key of all tables in this group. These tables are not effective-dated; only control tables have this feature.

BI_HDR (BUSINESS_UNIT, INVOICE)	Parent table that contains one record for each bill header. BI_HDR_CC (BUSINESS_UNIT, INVOICE, SEQ_NUM): Child table that contains one record for each courtesy copy address for a bill header. BI_HDR_CRCARD (BUSINESS_UNIT, INVOICE, SEQ_NUM): Child table that may contain one record per invoice that contains credit card payment information. BI_HDR_VAT (BUSINESS_UNIT, INVOICE): Child table that contains header value-added tax (VAT) information for the bill.
BI_LINE (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM)	Parent table that contains one record for each bill line for a bill header. BI_LINE_NOTE (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, NOTES_SEQ_NUM): Child table that contains one record for each note or comment for a bill line. BI_LINE_DST (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, LINE_DST_SEQ_NUM): Child table that contains one record for each distribution or accounting entry for a bill line.
BI_HDR_AR	May contain one record for each bill that contains receivables accounting information
BI_LINE_TAX	May contain one record for each line that contains sales and use tax.
BI_LINE_TAX_DTL	May contain one record for each sales and use tax authority for a bill line.
BI_LINE_DS_LVL	May contain one record for each discount or surcharge for a bill line.

BI_LINE_DS_DTL	May contain one record for each calculation of a discount or surcharge.
BI_LINE_EXS_DTL	May contain one record for each India Excise/Sales Tax for a bill line.
BI_LINE_DST_AR (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, LINE_DST_SEQ_NUM)	Contains one record for each line that contains receivables accounting information.
BI_LINE_DST_UAR (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, LINE_DST_SEQ_NUM)	Contains one record for each line that contains unbilled-receivables accounting information.
BI_LINE_DST_DFR (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, LINE_DST_SEQ_NUM)	Contains one record for each deferred distribution or accounting entry for the line that contains receivables accounting information.
BI_LINE_DST_STA (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, LINE_DST_SEQ_NUM)	Contains one record for each bill line statistical accounting distribution that is used to create the accounting entry for the line.
BI_LINE_IU_EXP (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, LINE_DST_SEQ_NUM)	Contains one record for each bill line InterUnit expense distribution that is used to create the accounting entry for the line. This is only for InterUnit bills. However, InterUnit bill lines that take default accounting distribution information from the InterUnit Control Definitions table do not have this distribution line.
BI_LINE_IU_PAY (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, LINE_DST_SEQ_NUM)	Contains one record for each bill line InterUnit payables distribution that is used to create the accounting entry for the line. This is only for InterUnit bills. However, InterUnit bill lines that take default accounting distribution information from the InterUnit Control table do not have this distribution line. Also, InterUnit bills that have PeopleSoft Payables generate vouchers have accounting entries generated from PeopleSoft Payables; therefore, these bills don't have an InterUnit payables distribution line.
BI_LINE_DS_LVL (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, DISC_SUR_LVL)	Parent table that contains one record for each discount or surcharge level for a bill line. BI_LINE_DS_DTL (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, DISC_SUR_LVL, DISC_SUR_ID): Child table that contains one record for each discount or surcharge for a discount or surcharge level.

BI_LINE_ADJ_AUX
(**BUSINESS_UNIT,**
INVOICE,
ADJ_AUX_LINE_SEQ)

Parent table that contains one record for every bill line adjustment that doesn't have a reference pointer to an original bill line.

BI_LINE_TAX (**BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM**): Child table that contains one record for each bill line that has AVP or VERTEX tax fields.

BI_LINE_TAX_DTL (**BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, TAX_AUTHORITY_CD**): Child table that contains one record for each tax authority for a bill line.

BI_HDR_NOTE
(**BUSINESS_UNIT,**
INVOICE,
NOTES_SEQ_NUM)

Contains one record for each note or comment for a bill header.

BI_BILL_CPY_HDR
(**BILL_CPY_GRP_ID**)

Parent table that contains one record for each bill copy group.

BI_BILL_CPY_GRP (**BILL_CPY_GRP_ID, SEQ_NUM**): Child table that contains one record for each invoice copy template in a bill copy group.

BI_ACCUM_KEY
(**BAL_ACCUM_ID,**
BI_CURRENCY_CD,
BASE_CURRENCY,
ACCUM_KEY1VAL,
ACCUM_KEY2VAL,
ACUM_KEY3VAL,
ACCUM_KEY4VAL,
ACUM_KEY5VAL)

Contains one record for each key value of each balance accumulation ID, bill currency, and base currency (for example, when accumulating by contract, one record for each contract value).

BI_ACCUM_TYPE
(**BAL_ACCUM_ID,**
BI_CURRENCY_CD,
BASE_CURRENCY,
CURRENCY_CD_XEU,
ACCUM_KEY1VAL,
ACCUM_KEY2VAL,
ACUM_KEY3VAL,
ACCUM_KEY4VAL,
ACUM_KEY5VAL)

Contains from one to five records for each combination of accumulation key, accumulation ID, and currency combination. The five possible types include beginning, ceiling, invoiced, uninvoiced, and total.

BI_ACCUM_BAL
(**BAL_ACCUM_ID,**
BI_CURRENCY_CD,
BASE_CURRENCY,
CURRENCY_CD_XEU,
ACCUM_KEY1VAL,
ACCUM_KEY2VAL,
ACUM_KEY3VAL,
ACCUM_KEY4VAL,
ACUM_KEY5VAL)

Contains one record for each accumulation type of each accumulation key and currency combination.

BI_HDR_EC (ECTRANSID , ECTRANSINOUTSW , ECQUEUEINSTANCE)	Contains one record for each bill that has been invoiced with electronic data interchange.
BI_SCHEDULE (BUSINESS_UNIT , INVOICE , EVENT_OCCURANCE)	Contains one record for each scheduled event of a recurring invoice template.
BI_INSTALL_SCHE (BUSINESS_UNIT , INVOICE , EVENT_OCCURANCE)	Contains one record for each scheduled event of an installment invoice template.
BI_INSTALL_TRMS (BUSINESS_UNIT , INVOICE)	Contains one record for each installment bill plan and a schedule for an installment invoice template.

Billing Interface Tables

This section contains information about the Billing Interface tables:

INTFC_BI (INTFC_ID , INTFC_LINE_NUM , TRANS_TYPE_BI , TRANS_TYPE_BI_SEQ , HDR_FIELDS_KEY)	Contains billable data being sent to PeopleSoft Billing from external sources.
INTFC_BI2 (INTFC_ID , INTFC_LINE_NUM , TRANS_TYPE_BI , TRANS_TYPE_BI_SEQ)	Contains billable data being sent to PeopleSoft Billing from external sources. This table can be considered an expansion table for the INTFC_BI table.
INTFC_BI_NOTE (INTFC_ID , INTFC_LINE_NUM , TRANS_TYPE_BI , TRANS_TYPE_BI_SEQ)	Contains a nonstandard bill header or line note for billable data being sent to PeopleSoft Billing from external sources. This table can be considered an expansion table for the INTFC_BI table.
INTFC_BI_HDR (INTFC_ID , INTFC_LINE_NUM , TRANS_TYPE_BI , TRANS_TYPE_BI_SEQ , HDR_FIELDS_KEY , HDR_TRANS_TYPE)	Contains override-credit card, VAT, and miscellaneous bill-header-related data being sent to PeopleSoft Billing from an external source. This table can be considered an expansion table for the INTFC_BI table.

INTFC_BI_AEDS (INTFC_ID, INTFC_LINE_NUM, TRANS_TYPE_BI, TRANS_TYPE_BI_SEQ)	Contains accounting data and discount/surcharge data sent to PeopleSoft Billing from external sources.
GROUP_CONTROL (GROUP_BU, GROUP_ID)	Contains one record for every group of pending items generated through the Load AR Pending Items (load accounts receivable pending items) process.
PENDING_ITEM (GROUP_BU, GROUP_ID, BUSINESS_UNIT, CUST_ID, ITEM, ITEM_LINE, GROUP_SEQ_NUM)	Parent table that contains one record for every pending item generated through the Load AR Pending Items process. PENDING_DST (GROUP_BU, GROUP_ID, BUSINESS_UNIT, CUST_ID, ITEM, ITEM_LINE, GROUP_SEQ_NUM, DST_SEQ_NUM): Child table that may contain none, one, or more than one record for each pending item generated through the Load AR Pending Items process.
BI_ACCT_ENTRY (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, DISC_SUR_LVL, DISC_SUR_ID, LINE_DST_SEQ_NUM, TAX_AUTHORITY_CD, PROCESS_INSTANCE)	Contains one record for each accounting entry generated through the Load GL Accounting Entries process or the Unbilled Accrual process.
BI_ADJ_GRP_LINE (BUSINESS_UNIT_OM, RMA_ID, RMA_LINE_NBR, LINE_TYPE, SEQ_NUM)	Contains one record for every return material authorization (RMA) line or restocking fee generated through the RMA Adjustment interface.

CHAPTER 6

Entering Bills Online

PeopleSoft Billing provides two methods for entering new bill information: importing bills through the Billing Interface or manually entering data online.

This chapter provides an overview of online bill entry and discusses how to:

- Configure the bill entry accounting template.
- Enter bill header information.
- Enter bill line information.
- Enter bill source information.
- Review bill summary information.
- Enter consolidated bill information.
- Accumulate balances.

See Also

[Chapter 7, “Using Express Billing,” page 151](#)

Understanding Online Bill Entry

This section lists common elements and discusses:

- New invoice number assignment.
- Invoice line number assignment.
- Chunking.
- Defaults.
- ChartField combination edits.
- Affiliate ChartField Defaulting feature.
- Entry types and entry reasons.
- Online bill inquiries.

Online bill entry enables you to enter bills directly into the system, bypassing the Billing Interface. Although the manual method is less common than using the billing interface, it is useful for miscellaneous billing activity and for small departments that do not warrant their own tracking systems.

Online bill entry—whether for standard or express billing—enables you to view and modify online bills that have been imported through the Billing Interface. You can review the bills before converting them into invoices.

When entering bills online, you should understand the difference between bill header and bill line data:

- Information that you enter on bill header pages applies to the invoice as a whole.

For example, if you enter a contract number on one of the header pages, all billing activity for the invoice corresponds to that contract number.

- Information that you enter on bill line pages applies only to a particular line of a bill.

For example, to combine billing activity for more than one contract number in a single invoice, enter the contract number on each bill line, not in the header.

Note. Information that you enter at the line level overrides information at the header level.

Most components in this chapter operate in deferred processing mode. The system does not update or validate most fields until you save a page or refresh it by clicking a button, link, or tab. This delayed processing has implications for the field values on a page—for example, if a field contains a default value, any values that you enter before the system updates the page override the default. Also, the system updates quantity balances or totals only when you save or refresh the page.

See Also

[Chapter 6, “Entering Bills Online,” Defaults, page 92](#)

[Chapter 10, “Processing Billing Interface Activity,” page 267](#)

Common Elements Used in This Chapter



Click the Pro Forma button to save the current component and run the Pro Forma process (BIIVC100) on the default server. If the invoice format is a Structured Query Report (SQR), the list file for the bill is also saved on the default server.



Click the Invoice button to save the current component and run the invoice job on the default server. If the invoice format is an SQR report, the list file for the bill is also saved on the default server.



Click the ChartFields Display Override button to access the Online Override of ChartField Display Template page, where you can define the ChartFields that you use on the bill entry pages.

Note. Bill entry accounting templates affect the ChartFields that appear online. They do not determine whether a ChartField is populated with a value. A ChartField may be populated automatically with a value defined in the distribution code.



Click the Change Bill Currency button to access the Change Bill Currency page, where you can change the currency type.

Note. You cannot change the currency to a currency with a different currency precision. If the number of decimal positions specified for the new currency is different from the number for the original currency, access the Customer - Miscellaneous General Info page to change the default currency in the customer record. Alternately, select the Prompt for Billing Currency Options on the Customer - Bill To Options page if you want the system to prompt you for the billing currency when you add a new bill for a customer.

See [Chapter 6, “Entering Bills Online,” Changing the Bill Currency, page 101.](#)

Go To Bill To Address
button

Click the Go To Bill To Address button to access the Create Consolidated Header - Address page, where you can view more information about the customer, such as contact name or location.

Line

Displays the line number that the system assigns once you have run the Pro Forma Pre-process or invoice Finalization process steps if you enable the system to assign line numbers automatically. The system assigns this line number according to the sort-by criteria that you specify for the invoice form. The field is blank until you perform either the preparation or finalization steps.

If you enable manual line numbering on the Installation Options - Billing - General Options page, you can enter this value manually. You can enter invoice line numbers on new bills or change existing bills by entering new lines, deleting lines, or updating invoice line numbers. When you save the page, the system re-sorts the invoice line numbers according to the line numbers that you enter. The system checks for duplicate line numbers, and if one is detected, it displays a Duplicate Invoice Line Number error message when you press TAB to exit the field.

Identifier

The value that you select in the Table field determines the options that are available. For example, if the bill line identifier comes from the Charge Code table established under Structure Billing, select the table value *ID*. The values available in the Identifier field would come from the Charge Code table. You can, for example, select from the Discount table or the Surcharge table to enter dollar amount discounts and surcharges.

Values for the Identifier table field include:

- *ID*: The identifier originates from the BI_CHARGE table.
- *D*: The identifier is a discount code, originating from the BI_DISC_SUR table.
- *S*: The identifier is a surcharge code, originating from the BI_DISC_SUR table.

To enter a one-time only identifier (one that does not come from any pre-established table), leave the Table field blank and enter an identifier and description.

Bill Line Description

Enter or modify the description of the bill line.

Note. If you enter or modify a bill line description or a discount/surcharge description when signed onto the system in a language other than the base language, the system saves the description to the billing tables in the signon language only.

Modifications you make in languages other than the base language may not be appropriate for other users who sign on to the system using a different language and view the same bill.

Additionally, the system prints bill line and discount/surcharge descriptions on invoices, which may not be appropriate when a customer's language is different from the user's signon language.

Consequently, the system saves the modified description to the billing tables in the signon language only. Users who signon to the system using other languages will not have access to the modified description—they see the description in their signon language, or in the base language (if available). Additionally, when the invoice is printed, the system may not print the modified description if the invoice language is different from the language in which the description was modified.

Percentage

Displays the percentage of the bill line to be applied to the general ledger ChartField.

Important! You cannot save this bill in *RDY* (ready) status unless the total of all accounting lines for any non-zero bill line equals 100 percent. If you have already tried to save in *RDY* status and have encountered an error, first change the status to something other than *RDY*. After you correct the accounting line percentages, change status back to *RDY* and save it again.

Amount

You can enter an amount instead of a percentage of the gross amount to send to the account. When you do, the system calculates the percentage in the Percentage field. The restrictions on saving in *RDY* status still apply if you use amounts to calculate the percentages.

Stat Amount (statistical amount)

Displays the quantity of the unit of measure associated with the statistics code. This field must not equal 0 when tracking data using a statistics code. When you enter a value in the Stat (statistics code) field, the Stat Amount field becomes available for entry.

Note. To track statistical information in conjunction with deferred revenue bills, use the Standard Billing - Acctg - Statistical Info page to enter the data by way of statistics account. Statistical data is passed to PeopleSoft General Ledger with current period entries on a separate accounting entry line. Statistical information may also be passed to PeopleSoft General Ledger with current period accounting entries from the Standard Billing - Acctg - AR Offset page, Standard Billing - Acctg - InterUnit Exp/Inv page, and Standard Billing - Acctg - InterUnit Payables page, as these accounting entries are not prorated into future periods.

Budget Date	The Load GL process (BILDGL01) searches for this value in the bill line distribution record for revenue, discount or surcharge, or InterUnit expense. If no value appears on these pages, the Load GL process uses the default value from the Accounting Date field in the bill header.
Percent	Displays the total percentage of account distribution.
Amount	Displays the total dollar amount assigned to all accounts.
Gross Extended	Displays the total gross extended amount for the bill line.
PO (purchase order)	Displays the associated purchase order number.
Contract, Contract Date, and Contract Type	If a sales contract is associated with the order, you can enter the contract number, date, and type.
Service Cust (service customer)	Use this reference field for unique business needs. This field is optional and prompts against the customer tables to enable you to select a customer from that list. You might enter a service customer if you are billing a customer for a service, but you are sending the bill to a different bill to customer.
Resource Category and Resource SubCategory	Select to identify additional levels for defining and tracking resources. For example, you might have a general resource type <i>Labor</i> , but want to track labor more specifically. By creating resource categories, you can track different types of labor such as architect, carpenter, plumber, and electrician labor. You could then create resource subcategories of standard labor and overtime labor. Using the resource types, resource categories, and resource subcategories in this example, you could easily calculate total labor costs for a project, total overtime hours, architect overtime hours, or carpenter standard hours.

See Also

Chapter 30, “Searching for Bills,” page 553

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

New Invoice Number Assignment

When you enter a new bill online, you can enable the system to automatically assign an invoice number, or you can manually enter individual invoice numbers. To assign invoice numbers manually at bill entry, select the User Definable - For New Bills check box on the Invoice Number page. If you enter your own invoice number, the system ensures that a unique number is assigned to the business unit when you save the bill.

To assign a new invoice number to a bill:

1. Select a business unit on the Standard Billing - Add A New Value search page.
2. Enter the bill type identifier, bill source, and customer to have the system populate the fields on the bill header pages that use the default information associated with these values.
3. Click Add to accept the next system-assigned invoice number; alternately, enter an invoice number manually and click Add.

See Also

Chapter 6, “Entering Bills Online,” Common Elements Used in This Chapter, page 86

Chapter 4, “Structuring Bills,” Assigning Invoice Number IDs, page 36

Invoice Line Number Assignment

There are two methods for assigning invoice line numbers in PeopleSoft Billing:

1. Assign invoice line numbers manually during bill entry on the Standard Billing - Line - Info 1 page.
2. Enable the system to assign line numbers automatically by using the sort-by ID tied to the invoice during the Finalize process (BIIVC000).

System Assigned Line Numbering

The system assigns a line number to each line once you perform the pro forma preparation or invoice finalization steps. The system assigns this line number according to the sort-by criteria that you specify for the invoice form. The Line field on the bill entry bill line pages remains blank until you perform either the preparation or finalization steps.

Manual Line Numbering

The manual invoice line numbering feature enables you to enter invoice line numbers during online bill entry. You can control invoice line numbers when you insert bill lines into a new or existing bill or delete existing bill lines, or when you update invoice line numbers for existing bill lines. Manual invoice line numbering applies only to bill lines entered online; it doesn't apply to bill lines imported through the Billing Interface.

To enable manual line numbering, select Enable Manual Line Numbering on the Installation Options - Billing - General Options page. The Manual Line Numbering option on the Standard Billing - Header - Info 2 page is automatically set to *On*.

Use the Line field on the Standard Billing - Line - Info 1 page to enter invoice line numbers. You can enter invoice line numbers on new bills or change existing bills by entering new lines, deleting lines, or updating invoice line numbers. When you save the page, the system re-sorts the invoice line numbers according to the line numbers that you enter. The system checks for duplicate line numbers, and if detected, displays a duplicate invoice line number error message when you press TAB to exit the Line field.

The system also checks for blank invoice line numbers. The system does not change the status of a bill to *RDY* (ready) if there are blank invoice line numbers. If you change the status of a bill with any blank invoice line numbers to *RDY* and click Save, the system issues an error message.

You can:

- Have the system assign invoice line numbers.
- Enter invoice line numbers manually.
- Cancel the save.

If both assigned and unassigned invoice line numbers exist, the system generates a warning. You can have the system assign invoice line numbers to the unassigned line numbers, or you can cancel the save.

If you enable manual line numbering, the Pre-Process and Finalization process (BIIVC000) does not assign line numbers to those bill lines. In that case, the line numbers that you assign at bill entry remain intact. If, however, any of the conditions for manual line numbering are not met, then the Pre-Process and Finalization process assigns the invoice line numbers.

When you copy a bill or define groups of bills to be copied together, the bill copy is an exact replica of the original invoice. The copy includes the same invoice line numbers and retains the value of the manual invoice line numbering option on the Standard Billing - Header - Info 2 page of the original bill.

Recurring bills are exact replicas of the original invoice. They include all of the same invoice line numbers and retain the value of the manual invoice line numbering option found on the Standard Billing - Header Info 2 page of the original bill.

For returned material authorization (RMA) adjustments, the invoice line numbers and manual invoice line numbering option found on the original bill carries over to resulting bills.

Bill Adjustment

When adjusting an entire bill (credit entire bill, credit and rebill), the system copies invoice line numbers to the resulting bill.

When adjusting selected lines (for example, when creating net adjustments, reversal and rebill, and credit lines), you can:

- Add to an existing bill.

Invoice line numbers are not copied over to the new bill. The system detects blank line numbers using *RDY* save logic.

- Elect not to add to an existing bill.

Invoice line numbers are not copied over to the new bill. The system detects blank line numbers using *RDY* save logic.

See Also

Chapter 31, “Adjusting Bills,” page 561

Chapter 4, “Structuring Bills,” Establishing Invoice Formatting, Sorting, and Printing Options, page 50

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

Chunking

Bills may consists of hundreds of bill lines. Chunking enables you to control the number of rows that appear for the corresponding bill. You view rows of data in chunks so that you do not have to wait for the system to retrieve and display all bill lines at once.

Specify a value on the Installation Options - Billing - General Options page for Bill Entry Max Rows (bill entry maximum rows) to define the maximum number of rows that appear when you display a bill. After the system returns the first chunk, use the arrow command buttons to select a chunk to view.

Note. A chunk is not the same as the amount of data that appears on screen at one time. It represents all of the rows in the scroll at a given point in time.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options.

Defaults

Bill line values inherit default values from the bill header only when you first enter the bill line in online bill entry. If you change information on a bill line or the bill header, the new information may not appear in both the header and line unless you manually entered it.

When you assign a header value and insert a new line, the system initializes the fields that derive default values from header to correspond to the header values. Although you can override the bill line default values, changing the value of a bill line—even if you change that value for all bill lines—does not update the header value. Similarly, if you assign a header value and enter bill lines, then you change the header value and enter additional bill lines, the bill header value retains the second value and matches only those line values entered after you changed the header value.

Bills that come from the Billing Interface have values on the bill header that the system may have assigned using bill-by options. A bill created with this option has the same field value in the bill header and all bill lines.

Warning! If you have both PeopleSoft Receivables and PeopleSoft Billing installed, enter receivables data consistent with the accounts receivable level and accounts receivable option on the Installation Options - Billing - GL/AR Options page. For example, if you send data to PeopleSoft Receivables at the header level only (that is, you select *Header is an AR Open Item*), then enter the data at the header level. Conversely, if you send data to PeopleSoft Receivables at the line level only (that is, you select *Bill Line is AR Open Item*), enter the data at the line level. The Load AR Pending Items process (BILDAR01) sends to PeopleSoft Receivables only the data at the level defined on the Installation Options - Billing - GL/AR Options page.

See Also

[Chapter 2, “Preparing to Implement,” Establishing Default Levels for PeopleSoft Billing Options, page 12](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

ChartField Combination Edits

ChartField combination edits prevent errors in the combination of ChartFields that PeopleSoft Billing passes to the general ledger system. Enable combination edits on the Installation Options - Billing - GL/AR Options page by selecting Edit Chart of Account Combinations.

If you enable the combination edits feature, you must enter account combinations defined as valid combinations. The PeopleSoft Billing system validates the accounting entries against the predefined combination edit rules. If you enter an invalid ChartField combination, you cannot save the bill. If you use distribution codes for entering ChartField values, ensure that the ChartField values defined with the distribution codes satisfy the combination edit rules. Otherwise, the system generates an error and does not save the bill until you correct the ChartField information by entering a valid combination.

Note. If you enable ChartField inheritance or ChartField balancing, the system performs combination edits during the Pre-Load process.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Editing ChartField Combinations”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Journal Generator”

Affiliate ChartField Defaulting Feature

The Affiliate ChartField Defaulting feature enables you to automatically populate the Affiliate ChartField value on accounting entries in bill entry when you are using the Affiliate Defaulting method.

When you select the Affiliate Defaulting Applies option on the General Ledger business unit that corresponds to the PeopleSoft Billing business unit (BUS_UNIT_TBL_GL.CUST_VNDR_AFFILIATE = Y), the system provides automatic defaulting. If you provide Affiliate values when importing bills through the Billing Interface, the system does not use these values when affiliate defaulting applies. In that case, the Billing Interface uses Affiliate default values for accounting entries rows, and the Affiliate field is not available for entry in bill entry. For transactions created within the From General Ledger business unit, the system maps the To Business Unit to the Affiliate field. For transactions created within the To business unit, the system maps the From business unit to the Affiliate field.

Note. For transactions within the To business unit, PeopleSoft Billing does not pass the Affiliate field value to PeopleSoft Payables during the Generate AP Vouchers process (BIGNAP01). PeopleSoft Payables assigns this value, overriding any values provided.

When you select the Affiliate Defaulting Applies option, the system overrides any inheritance rules that you specify in InterUnit and IntraUnit setup.

Entry Types and Entry Reasons

The system uses entry types and entry reasons to categorize pending items when passing PeopleSoft Billing information to the PeopleSoft Receivables system. You can define these default entry types and reasons for debit and credit activity at multiple levels. You can define them at the business unit, bill type, and bill source levels. In addition, you can override the defaults during bill entry at the bill header and bill line levels.

This last option enables you to assign entry types and reasons when you make adjustments to invoices. When you click the button next to the invoice numbers on the Adjust Entire Bill page and the Adjust Selected Bill Lines page, the system displays the bill entry so that you can make changes.

In bill entry, you can enter an entry type and entry reason on the bill itself if you define the accounts receivable level on the Installation Options - Billing - GL/AR Options page with the value *Header is Open Item*. The Load AR Pending Items process (BILDAR01) uses the value that you enter online when passing items to the PeopleSoft Receivables system instead of using default values for this information from the bill source, bill type, or business unit at the time of bill entry.

The system verifies that the entry type that you enter is the appropriate debit or credit type for the invoice amount and that the reason code corresponds to the entry type. If the combination is invalid, a warning message instructs you to click the prompt button for a list of values. This message is only a warning at the bill header level, because it is possible that the invoice amount may have changed from positive to negative when taxes were applied.

Note. If you enter an entry type and entry reason at the header level but the accounts receivable level is defined as *Line is Open Item* (on the Installation Options - Billing - GL/AR Options page), the system does not forward the values to PeopleSoft Receivables.

The entry type and entry reason codes that you establish in PeopleSoft Billing are always passed to PeopleSoft Receivables for the processing of pending items. However, PeopleSoft Receivables uses these values to classify pending items only if on the Installation Options - Billing - GL/AR Options page you elected to have PeopleSoft Receivables create the accounting entries. If you elected to have PeopleSoft Billing create the accounting entries, then the receivables system uses the receivables account defined in one of the following places:

- If you select *Use Header for Distribution* for the accounts receivable options on the Installation Options - Billing - GL/AR Options page, PeopleSoft Receivables uses the accounts receivable account that you define on the Standard Billing - Header - Info 1 page to categorize the pending items.
- If you select *Use Line for Distribution* for the accounts receivable options on the Installation Options - Billing - GL/AR Options page, PeopleSoft Receivables uses the accounts receivable offset account that you define on the Standard Billing - Acctg - AR Offset page to categorize the pending items. If do not enter a value on the Standard Billing - Acctg - AR Offset page, PeopleSoft Receivables uses the receivables account that you define on the Standard Billing - Header Info 1 page.

See Also

[Chapter 31, “Adjusting Bills,” page 561](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

Online Bill Inquiries

PeopleSoft Billing enables you to inquire about bills in a specified currency: transaction, euro, or base. To view a bill in one of these currencies, access the appropriate page in the Inquiry component or click the currency buttons at the top of the bill entry pages to view the perspective that you want.



Click the View in Transaction Currency button to retrieve bill information in the transaction currency.



Click the View in Euro Currency button to retrieve bill information in euros.



Click the View in Base Currency button to retrieve bill information in the base currency.

Once you have chosen a currency, the currency perspective remains the same when you select other pages in the component. When you inquire about bill data, the page fields are usually the same as those on the bill entry pages, but you can only view the information. You cannot enter or change data. All of the page examples in this chapter show the transaction currency perspective.

Configuring the Bill Entry Accounting Template

Bill entry accounting templates enable you to define a selection of ChartFields that you want to work with while using the bill entry pages. If there are ChartFields that have a constant value when you enter accounting information for invoices, you can configure a template to exclude those ChartFields. Defining an accounting template minimizes data entry and prevents redundant information. Define the bill entry accounting template at the system, business unit, bill type, or bill source level on the Installation Options - Billing - GL/AR Options page.

Note. Bill entry accounting templates affect the ChartFields that appear online. They do not determine whether a ChartField is populated with a value. A ChartField may be populated automatically with a value defined in the distribution code.

To configure a bill entry accounting template, use the Bill Entry Accounting Template component.

This section lists the pages used to configure the bill entry accounting template.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

Pages Used to Configure the Bill Entry Accounting Template

Page Name	Object Name	Navigation	Usage
Bill Entry Acctg Template (bill entry accounting template)	BI_ACCT_DSPTMPLT	Set Up Financials/Supply Chain, Product Related, Billing, Define Preferences, Bill Entry Accounting Template, Bill Entry Acctg Template	Select the ChartFields that you want to work with while using the bill entry pages. You can override these values when using bill entry by clicking the ChartFields Display Override button on any of the bill entry pages. Fields that you do not select do not appear in bill entry.
Online Override of ChartField Display Template	BI_OPR_CONFIG_SEC	Click the ChartFields Display Override button on bill entry pages.	Select the ChartFields that you want to work with while using the bill entry pages.

Entering Bill Header Information

Header information applies to the entire bill. The bill header contains all information identifying the bill's source, destination, appearance, format, and the internal codes and dates that distinguish the bill from others in the accounting system. If you import a bill through the Billing Interface, the header information is included. If you enter the bill online, you must specify all the header data on these pages.

On the bill header, you can override entry type and entry reason defaults, set document sequence parameters, enter currency exchange rates, and view VAT information.

This section discusses how to:

- Enter general bill header information.
- Change the bill currency.
- Defining PeopleSoft General Ledger business unit InterUnit pairs.
- Reviewing ChartField values.
- Enter additional bill header information.
- Select customer prepayment information.
- Access bill header address information.
- Define courtesy copy information.
- Create or attach bill header notes.

Pages Used to Enter Bill Header Information

Page Name	Object Name	Navigation	Usage
Standard Billing - Header - Info 1 (information 1)	BI_HDR	Billing, Maintain Bills, Standard Billing, Header - Info 1	Access and review bill header general information.
Change Bill Currency	BI_CURR_CHG_SEC	Click the Change Bill Currency button on the Standard Billing - Header - Info 1 page.	Select a new currency code.
Bill To Business Unit	BI_IU_TO_SEC	Click the Maintain Bill To GL Unit detail button on the Standard Billing - Header Info 1 page.	Define a valid PeopleSoft General Ledger business unit InterUnit pair.
Header Info 1 - Credit Card Information	BI_HDR_CRCARD	Click the View Credit Card Information button on the Standard Billing - Header - Info 1 page.	Enter or modify customer credit card information.
Credit Card Address	BI_HDR_CRCARD2	Click the Credit Card Address button on the Header Info 1 - Credit Card Information page.	Enter customer credit card billing address information.
Standard Billing - Header - Info 2 (information 2)	BI_HDR2	Billing, Maintain Bills, Standard Billing, Header - Info 2	Enter additional bill header information.
AR Distribution (accounts receivable distribution)	BI_AR_DST	Click the AR Distribution link on the Standard Billing - Header - Info 1 page.	Review the ChartField values for an receivables account.
Prepayment Lookup	BI_ITEM_LOOKUP	Click Prepayment Lookup on the Standard Billing - Header - Info 2 Page.	Select customer prepayment and document cross-reference information to apply to an invoice.
Standard Billing - Address Info	BI_HDR_ADDR	Billing, Maintain Bills, Standard Billing, Address Info	Access and review bill header address data.
Courtesy Copy Addr (courtesy copy address)	BI_HDR_CC	Billing, Maintain Bills, Standard Billing, Courtesy Copy Addr	Enter the number and distribution of courtesy copies.
Standard Billing - Header - Note	BI_HDR_NOTE	Billing, Maintain Bills, Standard Billing, Header - Note	Create or attach general header notes to bills.
Review Billing Information - Details - Header - Info 1	BI_HDR_INQ	Billing, Review Billing Information, Details, Header - Info 1	Review general bill information at the header level in the specified currency perspective.

Page Name	Object Name	Navigation	Usage
Review Billing Information - Details - Header - Info 2	BI_HDR2_INQ	Billing, Review Billing Information, Details, Header - Info 2	Review additional general bill information at the header level in the specified currency perspective.
Review Billing Information - AR Distribution (accounts receivable distribution)	BI_AR_DST_INQ	Billing, Review Billing Information, Details, Header - AR Distribution	Review the ChartField values for an receivables account.
Review Billing Information - Details - Address Info	BI_HDR_ADDR_INQ	Billing, Review Billing Information, Details, Address Info	Review bill address information at the header level in the specified currency perspective.
Review Billing Information - Details - Courtesy Copy Addr	BI_HDR_CC_INQ	Billing, Review Billing Information, Details, Courtesy Copy Addr	Review the number and distribution of courtesy copies in the specified currency perspective.
Review Billing Information - Details - Header - Note	BI_HDR_NOTE_INQ	Billing, Review Billing Information, Details, Header - Note	Review general header notes attached to bills in the specified currency perspective. Header notes apply to the entire bill. Examples of header notes include announcements of sales, changes in personnel, changes in price lists, and other general information.

Entering General Bill Header Information

Access the Standard Billing - Header - Info 1 page.

Invoice Date and Accounting Date

Select the date that you want to appear on the bill. If you specify a value that falls within a period currently closed in PeopleSoft Billing, the system issues a warning. To specify an open period in PeopleSoft Billing, navigate to Billing Definition - Business Unit 1 page and click the Update Open Periods link to access the Open Period Update page, where you can define open periods for a GL business unit and ledger group.

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 you do not provide an invoice date, the system uses the current date as the effective date.

If you specify an accounting date in the Accounting Date field that falls within an accounting period currently closed in PeopleSoft General Ledger, the system issues a warning. To specify an open period in PeopleSoft General Ledger, use the Ledgers For A Unit - Definition page.

Frequency

To define a bill as a recurring bill template, select *Recurring*. To define a bill as an installment bill template, select *Installmnt* (installment). Otherwise, select *Once*.

Installment Bill Schedule	Click to access the Installment Bill Schedule page. To generate an installment billing schedule, the schedule associated with the bill cycle must have a setID corresponding to the bill's business unit.
Recurring Bill Schedule	Click to access the Recurring Bill Schedule page. To generate a recurring bill schedule, the schedule associated with the bill cycle must have a setID corresponding to the bill's business unit.
Customer	(Required) Select a customer to have the system populate the Curr (currency code) field with the customer's default currency. When you enter an InterUnit customer and press TAB to exit the field, the Bill To Business Unit page appears if the InterUnit customer has no default PeopleSoft General Ledger business unit or if the default General Ledger business unit does not make a valid InterUnit pair.
	Click the Change Bill Currency button to access the Change Bill Currency page, where you can change the currency type. Note. You cannot change the currency to a currency with a different currency precision. If the number of decimal positions specified for the new currency is different from the number for the original currency, access the Customer - Miscellaneous General Info page to change the default currency in the customer record. Alternately, select the Prompt for Billing Currency Options on the Customer - Bill To Options page if you want the system to prompt you for the billing currency when you add a new bill for a customer.
Address	Click to access the Standard Billing - Address Info page, where you can view more information on this customer, such as contact name or location.
Maintain Bill To GL Unit	Click this button to return to the Bill To Business Unit page if you want to redefine a valid GL unit pair.
SubCust1 (subcustomer 1)	If you have defined this customer with subcustomer 1 and subcustomer 2 qualifiers in the Maintain Customers component, you must specify a value here and in the SubCust2 (subcustomer 2) field. If you have defined data to be passed to PeopleSoft Receivables at the header level only, you can override this value. However, you cannot leave it blank. If it is blank, the system populates these fields with defaults defined in the Maintain Customer component.
Invoice Form	(Required) Select a format for the bill. You can add new invoice forms on the Invoice Formatting Options - General page.
From Date and To Date	Indicate the date range of billing activity that the corresponding invoice covers.
Pay Terms (payment terms)	(Required) Enter payment terms.
Pay Method (payment method)	Displays the payment method. The system searches the customer record for a default payment method. If it doesn't find a value, the system doesn't populate this field.
	Click the View Credit Card Information button to access the Header Info 1 - Credit Card Information page, where you can review or update credit card information for the customer.

Remit To	Displays a list of financial institutions associated with the payment. Enter a value in this field, as well as an associated payment account, in the adjacent field.
Account	Enter a receivables account to override the system defaults provided at other levels.
AR Distribution (accounts receivable distribution)	Click to access the AR Distribution page, where you can view the remaining ChartField accounts for the accounts receivable account.

The following fields contain the internal contact's information. Override any of these defaults by entering a value.

Sales (salesperson), Credit (credit analyst), and Collect (collector)	If you do not specify these contacts, the system populates these fields with default values from the customer table. Note. The system uses as the default value for the Sales field the team member on the default support team with the highest priority number defined on the Support Team Mbrs (support team members) page. Define the default support team on the Miscellaneous General Info page. For example, if you defined team member A with a priority of 002 and team member B with a priority of 003, the system selects team member A as the default sales person.
Billers (billing specialist)	The system populates this field with a default value from the business unit, bill type, bill source, or customer options, depending at which level you specified this value.

See Also

Chapter 6, "Entering Bills Online," Defining PeopleSoft General Ledger Business Unit InterUnit Pairs, page 101

Chapter 29, "Working with Installment Bills," page 543

Chapter 28, "Generating Recurring Bills," page 537

Chapter 4, "Structuring Bills," Establishing Invoice Formatting, Sorting, and Printing Options, page 50

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PeopleSoft Working with Customers and Orders 8.8 PeopleBook, "Processing Credit Cards"

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel

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PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars," Defining and Updating Open Periods

Changing the Bill Currency

Access the Change Bill Currency page.

To change the bill currency, select a New Currency Code and click OK. Click Cancel to return to the Standard Billing - Header - Info 1 page without changing the bill currency.

Defining PeopleSoft General Ledger Business Unit InterUnit Pairs

Access the Bill To Business Unit page.

Bill to business units are required for InterUnit bills.

Bill To GL Unit (bill to general ledger business unit) Select to define a valid bill to PeopleSoft General Ledger business unit and bill from General Ledger business unit pair.

See Also

Chapter 21, “Establishing InterUnit and IntraUnit Billing,” page 459

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

Reviewing ChartField Values

Access the AR Distribution page.

Select the accounts receivable distribution code that represents the combination of ChartFields that you want to use in generating the accounting entries for PeopleSoft Receivables. The system populates the accounts receivable ChartField values on the bill according to the code that you select.

Override any of this information, if necessary. Only the account number is mandatory.

See Also

Chapter 28, “Generating Recurring Bills,” page 537

Chapter 29, “Working with Installment Bills,” page 543

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Accounting Calendars,” Defining and Updating Open Periods

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Processing Credit Cards”

Entering Additional Bill Header Information

Access the Standard Billing - Header - Info 2 page.

Integration between PeopleSoft Billing and PeopleSoft Receivables enables you to match prepayments in PeopleSoft Receivables to invoices in the PeopleSoft Billing system. You can check PeopleSoft Receivables for on-account items by business unit and customer ID; match them to a contract, order, account, or policy number; and apply them as deposits or prepayments to invoices. This is useful, for example, for a contract that doesn't begin until you receive a deposit on account, or for an insurance policy that doesn't take effect until you receive a prepayment. An on-account item is a PeopleSoft Receivables entry type category applied to a payment received from a customer for which there is no matching open item. On-account items are assigned a system function ID of either WS-05 or DM-03.

In PeopleSoft Receivables, when you receive a prepayment for which you have no matching open item, enter it as an on-account item along with the associated prepayment reference information in the Document field.

Prepayment Lookup

In PeopleSoft Billing, when you create an invoice online, click to access the Prepayment Lookup page, where you can search a list of documents and associated prepayment amounts from PeopleSoft Receivables for the customer ID.

Paid Amount

When you select an item, the system displays the amount in this field and the reference information in the Paid Reference field on the bill header. Overwrite this cross-reference and payment information, if necessary. The prepayment is reflected in the net amount due and is printed on the invoice. PeopleSoft Billing passes the PAID_REFERENCE value to the Document field in PeopleSoft Receivables. Consequently, you can match a specific prepayment to a specific contract, order, account, or policy number.

Note. To import prepayment information into PeopleSoft Billing through the billing interface, you must populate the PAID_AMT and the PAID_REFERENCE fields in the Billing Interface Header table (INTFC_BI_HDR). PeopleSoft Billing does not validate the data in the billing interface; you must validate prepayment information in the source system—before you pass the data to PeopleSoft Billing.

Fwd Balance (forward balance)

Displays any prior balance that is unpaid.

Letter of Credit ID

Enter the letter of credit number. A letter of credit is a document stating a commitment to pay someone (supplier, exporter, vendor) a stated amount of money on behalf of a buyer (or importer) as long as the vendor meets specific terms and conditions as specified by the document. Use the Standard Billing - Header - Note page for any item descriptions or goods requirements.

Accrue Unbilled

If you selected Accrue Bills at This Level at either the bill type or business unit levels, then that information appears by default on this page and the system populates this option automatically. In order for the bill to be eligible for accrual, you must select this option.

Entry Event

Define the default entry event code for the entire bill. Valid options include only those values identified with the Receivable Update process (ARUPDATE). This field appears for each bill header only if entry events are defined as *Required* or *Optional* in the Billing field on the Installation Options - Entry Event page. The code that you select here uses default

values for all bill lines for the corresponding bill, overriding the values that you set at the business unit and bill type levels.

Manual Line Numbering

Select **No** to disable the manual line numbering option. The default is **Yes** if you have enabled manual invoice line numbering on the Installation Options - Billing - General Options page. If you have not enabled manual line numbering, this group box does not appear.

Note. Manual invoice line numbering bypasses the chunking feature of PeopleSoft Billing. When you enable manual line numbering, the system disables the chunking buttons and sets the value of the Bill Entry Max Rows field on the Bill Entry Bill Line pages to 99999. Thus, when you call up a bill, the entire set of rows appears.

Document Sequencing

Click to access the Document Sequence page, where you can specify sequencing values for documents. Statutory legal requirements in some countries require that all financial transactions (documents) be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The document sequencing feature enables you to maintain established business practices by meeting both of these requirements. If you have enabled document sequencing for a particular business unit and you create a document (such as a journal, invoice, or voucher) for that business unit, this link appears on the bill entry pages.

VAT Information

Appears only if the invoice is tied to a VAT billing business unit. Click to access the VAT Header Information page, where you can view or modify header-level defaults.

To inquire about VAT header information, access the page through the Inquire component. Standard Billing - Header - VAT Information has all the same fields in inquiry as in entry, but all fields are read-only.



VAT Information - Needs Review

Appears only if you have changed a VAT driver value after the system has applied VAT defaults. Return to the Header - VAT Information page to review the VAT driver data and ensure that the system generated VAT defaults are accurate.

Exchange Rate

Accounting transactions are prepared in the base currency (the primary reporting currency of the PeopleSoft General Ledger business unit). 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 is used to convert 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.



Click the Exchange Rate Detail button to access the Exchange Rate Detail page, where you can review detailed information about the rate.

Source

Use to assign to bills the exchange rates from market rate tables. Alternatively, you can provide a user-defined exchange rate. To provide such a rate,

select *User*. When you select *User*, the Rate Type field is available. Enter a revised rate, or click the Exchange Rate Detail button to enter detailed rate information on the Exchange Rate Detail page.

Euro Currency

If you enter a bill in euro-participating currency, an exchange rate is needed to convert the bill currency to euros. For bills in euro-participating currencies, the euro currency code appears with a rate for converting the bill currency to euros. Click the Exchange Rate Detail 2 button for more information about the rate. Euro exchange rates are always retrieved from market rate tables. The euro exchange rate line is hidden if the bill is not in euro-participating currency.

Base Currency To

If you enter an InterUnit bill, an exchange rate is needed to convert the bill currency to the base currency of the business unit to value. For InterUnit bills, this field is the base currency of the business unit to value. The system uses the corresponding exchange rate to convert the bill currency amounts to this base currency. Click the Exchange Rate Detail 3 button for more information about the rate. InterUnit exchange rates are always retrieved from market rate tables. The InterUnit exchange rate line is hidden if the bill is not an InterUnit bill.

See Also

Chapter 6, “Entering Bills Online,” Chunking, page 91

Chapter 6, “Entering Bills Online,” Invoice Line Number Assignment, page 90

Chapter 18, “Using Unbilled Revenue Accrual,” Understanding the Unbilled Revenue Accrual Process, page 429

Chapter 12, “Calculating Value-Added Tax (VAT) in PeopleSoft Billing,” Establishing VAT Defaults at the Header Level, page 297

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Load AR Pending Items Process (BILDAR01), page 399

PeopleSoft Receivables 8.8 PeopleBook, “Applying Payments”

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Processing Multiple Currencies,” Defining Market Rates

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Defining Document Sequencing”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Entry Events”

Defining Header-Level VAT Defaults

Access the Bill Header - VAT Information page.

Business Unit

Displays the billing business unit that is associated with the bill header.

Invoice

Displays the invoice that is associated with the bill header.

- Go Back To Bill Header**
Click to return to the Header Info 2 page.
- Expand All Sections**
Click to expand all of the group boxes and display all of the fields on the Bill Header - VAT Information page.
- Collapse All Sections**
Click to collapse all of the group boxes and hide all of the fields on the Bill Header - VAT Information page.

Physical Nature

The system the physical nature from the bill header when bill lines do not have a default physical nature. For example, if a charge code on the bill line is defined with a default physical nature, the system uses that value on the bill line. However, if the charge code on the bill line does not have an associated default physical nature, then the system uses the default physical nature defined on the bill header or the bill line value.

- Change Physical Nature**
Click this button if you want to change physical nature (to goods or services) and reset all VAT defaults at this level only.

The system obtains the default for this field from the header level defaulting hierarchy, and uses this value as an input during the VAT defaulting process.

VAT Locations

The fields that appear in this group box depend on the physical nature that you select.

- Ship From Country**
The system obtains the default value from the ship from business unit if available, or from the billing business unit location when there is no ship from business unit. Because a location is required for all business units, the system always populates this field with an initial value.

In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.
- Ship From State**
The system obtains the default value from the billing business unit location only when the ship from country tracks VAT by province.
- Ship To Country**
The system obtains the default value from the ship to customer’s address, or from the bill to customer’s ship to address if the ship to customer is not available. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Note. The Ship To Country field value on this page will default from the country of any ship to address you enter on the Standard Billing - Header - Order Info page.

- Ship To State**
The system obtains the default value from the ship to customer location state only when the ship to country tracks VAT by province.

The following additional fields appear if you define the physical nature as *Service*:

- Location Country**
For services only, displays the billing business unit (seller) location country.

Location State	For services only, displays the billing business unit (seller) location state. The system populates this field with a default value only when the location country tracks VAT by province.
Customer Location Country	For services only, displays the customer's (buyer) bill to location country.
Customer Location State	For services only, displays the customer's (buyer) bill to location state. The system populates this field with a default value only when the customer location country tracks VAT by province.
Service Performed Country	For services only. Depending on the services performed flag setting in the VAT defaulting hierarchy (for example, at customer or business unit level), the system sets the value for this field as follows: • If the services performed flag is the ship from location, the system defines the service performed country with the value from the ship from business unit location country. If the system cannot obtain the ship from business unit, it uses the billing business unit location country. • If the services performed flag is the ship to location, the system defines the service performed country with the value from the with the ship to customer location country. • If the services performed flag is the buyer's location, the system defines the service performed country with the value from the customer's bill to location country. • If the services performed flag is the supplier's location, the system defines the service performed country with the value from the billing business unit location country.
Service Performed State	For services only. The system obtains a default value for this field only when the service performed country tracks VAT by province. Depending on the services performed flag setting in the VAT defaulting hierarchy (for example, customer or business unit level), the system sets the value for this field as follows: • If the services performed flag is the ship from location, the system defines the service performed state with the ship from business unit location state. If there is no ship from business unit, the system uses the billing business unit location state. • If the services performed flag is the ship to location, the system defines the service performed state with the ship to customer location state. • If the services performed flag is the buyer's location, the system defines the service performed state with the customer's bill to location state. • If the services performed flag is the supplier's location, the system defines the service performed state with the billing business unit location state.

VAT Defaults

Service Type	If the physical nature of the transaction is defined as <i>Service</i>, this field appears. The system retrieves the value from the service VAT treatment default, according to the VAT defaulting hierarchy. This value determines whether the VAT treatment is defaulted based on the ship to and ship from countries, or the buyer's and seller's countries.
Place of Supply Driver	If the physical nature of the transaction is defined as <i>Service</i>, this field appears. The system retrieves the value from the service VAT treatment default, according to the VAT defaulting hierarchy. It is used in determining the default place of supply, which determines where VAT is liable.
Reporting Country	Displays the country for which this VAT will be reported. This determines many of the VAT defaults.
Defaulting State	Displays the state that defaults based on the VAT reporting country.
Customer Registration Country and Customer Registration ID	Displays the registration country and ID of the bill to customer.
Customer Exception Type	Displays the exception granted to the customer. Options are: <i>None</i>, <i>Exonerated</i>, or <i>Suspended</i>. This value defaults from the bill to customer VAT defaults.
Certificate ID	If applicable, displays the ID of the VAT exception certificate of the bill to customer.
Calculate at Gross or Net	Indicates how VAT is calculated. Options are: <i>Gross</i>: The system calculates VAT before it applies any early payment discounts. <i>Net</i>: The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages. The default value comes from the VAT entity driver.
Recalculate at Payment	Select this check box to enable the recalculation of VAT at payment time to allow for any early payment discounts, if you are calculating VAT at gross. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This is set on the VAT entity driver.
Declaration Point	Displays when VAT transaction information should be recognized for reporting purposes. Options are: <i>Invoice</i>: VAT is recognized at time of invoice. <i>Payment</i>: VAT is recognized at time of payment. <i>Delivery</i>: VAT is recognized on delivery. This value is retrieved through the VAT hierarchy.

Declaration Date	If left blank, the system assigns a value for this field during the Finalization process. The declaration date is not available for entry if the declaration point is set to <i>Payment</i> .
VAT Rounding Rule	Displays the VAT rounding rule. The value comes from the VAT country driver definition. Options are: <i>Natural Round:</i> Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46. <i>Round Down:</i> Amounts are rounded down. <i>Round Up:</i> Amounts are rounded up with a rounding precision to one additional decimal place.
Treatment Group	The system determines this value based on the VAT defaulting algorithm. Options are: <i>Domestic Sales</i>, <i>European Union Sales</i>, <i>Exports</i>, <i>No VAT Processing</i>, and <i>Out of Scope</i>. Within PeopleSoft, detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines. Each of these detail VAT treatment values are associated with a VAT treatment group. The system tracks the VAT treatment group on the header to ensure that individual transaction lines are grouped together under one VAT treatment group.
Adjust Affected VAT Defaults	Click this button if you want the system to adjust the VAT Defaults on this page that are 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.  If you change the value of any VAT drivers, click the List of Fields to be Adjusted button to review which VAT defaults that will be affected by your modification when you click the Adjust Affected VAT defaults button.
Levels	Displays the level of VAT defaults that will be affected when you click the Reset All VAT Defaults button. You may reset all defaults on the header and all existing bill lines, all defaults on the header only, or all defaults on the existing bill lines only.
Reset All VAT Defaults	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.

Note. The values of the following fields on the bill lines must be the same as their values on the bill header level for VAT bills: Ship From Country, Ship To Country, VAT Reporting Country, and Customer's VAT registration Country. If the bill line values are not identical to those on the header, you cannot save the bill in *RDY* status. In addition, the VAT treatment on all the lines must belong to the VAT treatment group on the header.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)"

Selecting Customer Prepayment Information

Access the Prepayment Lookup page.

The system displays a list of documents and associated prepayment amounts from PeopleSoft Receivables for the customer ID. The system retrieves these values from the Item table based on the Receivables business unit and customer ID of the item match with that of the bill header, an item status *Open* and the system function ID *WS-04*, *WS-05*, *DM-02*, or *DM-03*.

Sel (select)	Click to select the prepayment to apply to the invoice.
AR Unit (accounts receivable unit)	Displays the PeopleSoft Receivables business unit associated with the customer ID.
Item ID	Displays the unique identifier assigned to the prepayment when it is entered in the receivables system. In PeopleSoft Receivables, items are the individual receivables that comprise a customer's balance.
Document ID	Displays the contract, account, policy, or order number that the prepayment was applied to in PeopleSoft Receivables.
System Function ID	Displays the identifier used to define PeopleSoft Receivables activities. Each system function is prefixed with a two-letter identifier describing the part of the PeopleSoft Receivables system that uses this function.
OK	Click to apply the prepayment and document cross-reference information to the invoice.

See Also

PeopleSoft Receivables 8.8 PeopleBook, "Defining Receivables Processing Options"

Accessing Bill Header Address Information

Access the Standard Billing - Address Info page.

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.
Invoice Media	Select <i>P</i> if the invoice is to be printed only, or <i>E</i> if it is transmitted by electronic data interchange (EDI) only. If EDI transmissions are defined, the EDI Profile field displays the EDI profile name for the customer.

The system populates the other fields on this page, such as the address detail fields, with default values as you enter values into the fields that are available for entry.

See Also

Chapter 33, "Processing EDI Transactions in PeopleSoft Billing," page 589

Defining the Courtesy Copy Information

Access the Standard Billing - Courtesy Copy Addr page.

See Also

PeopleTools 8.44 PeopleBook: Global Technology

Creating or Attaching Bill Header Notes

Access the Standard Billing - Header - Note page.

Header notes apply to the entire bill. Examples of header notes include announcements of sales, changes in personnel, changes in price lists, or other general information.

You can control the placement of header notes when defining the invoice formatting options. You can define a header note to be primary, secondary, or remaining. A primary header note appears in the invoice heading. You can choose to have the secondary and remaining header notes appear either before the first bill line, just after all bill lines, or after invoice totals are printed.

Bill Header Notes

To choose a predefined note (one that you have already defined on the Standard Note page in General Options), select Standard Note Flag and select a note code in Std Note (standard note). Once you press TAB to exit the Std Note field, the note type ID appears in the Note Type field, and the predefined text for that note appears in the Note Text field. To create your own note, do not select Standard Note Flag. Select a note type, and in the Note Text field, enter the text to appear on the invoice.

Internal Flag Only

Select if you do not want the note to appear on the actual invoice.

Invoice notes defined for customers appear on the invoice when the invoice is printed. The following table provides examples of the different types of notes you might print on invoices and the actions that you need to take to enter them into the system.

Print Option	Action	Effective-Dated
To print a note on all invoices (effective date and effective status can be controlled).	Define the note on the Standard Notes page and select <i>Invoice</i> in the Print On Document field. On the Customer Notes page, associate the standard note code with customers.	Yes
To print a note on all invoices for multiple customers (effective date and effective status can be controlled).	Define the note on the Standard Notes page and select <i>Invoice</i> in the Print On Document field. On the customer Notes page, associate the standard note code with the customers who should see this note on invoices.	Yes

Print Option	Action	Effective-Dated
To print a note on all invoices for one customer.	Define a note on the customer Notes page. Select <i>Custom</i> in the Classification field, then specify the note in the Text field. Select <i>Invoice</i> in the Print on Document field.	No
To print a note on certain invoices.	Define the note on the Standard Notes page and select <i>Invoice</i> in the Print On Document field. On the Bill Header Notes page, associate the standard note code with the invoices that should include the note.	Yes
To print a note on one invoice.	Enter the note text directly on the Bill Header Notes page for that invoice.	No

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining Additional Customer Information”

Entering Bill Line Information

Bill line data pertains to a particular line of a bill. Charge identifiers, descriptions, pricing, discounts and surcharges, general ledger account codes, and line notes are included in this class of information. If you enter the bill online, you must specify all line data on the bill entry line information pages.

This section discusses how to:

- Enter general bill line information.
- Enter additional bill line information.
- Enter tax information.
- Override the ship to location.
- Enter bill line VAT information.
- Enter bill line account distribution information.
- Enter bill line deferred accounting information.
- Enter bill line receivables offset information.
- Enter statistical information.
- Enter bill line unbilled accounts receivable ChartField information.
- Enter bill line InterUnit expense and inventory ChartField information.

- Enter bill line InterUnit payables ChartField information.
- Enter bill line discount and surcharge information.
- Enter discount distribution and surcharge distribution ChartField information.
- Enter bill line notes information.
- Review bill line details.

Pages Used to Enter Bill Line Information

Page Name	Object Name	Navigation	Usage
Standard Billing - Line - Info 1	BI_LINE	Billing, Maintain Bills, Standard Billing, Line - Info 1	Enter bill line general data.
Standard Billing - Line - Info 2	BI_LINE2	Billing, Maintain Bills, Standard Billing, Line - Info 2	Enter additional bill line general data.
Standard Billing - Line - Tax Info	BI_LINE_TAX	Billing, Maintain Bills, Standard Billing, Line - Tax Info	Enter tax exempt information and data necessary for calculating taxes.
Ship-to Override	BI_LINE_SHPTO_OVER	Click the Override button on the Standard Billing - Line - Tax Info Page.	Override the ship to location.
Standard Billing - Line - VAT Info	BI_LINE_VAT	Billing, Maintain Bills, Standard Billing, Line - VAT Info	Access and review bill line VAT information.
Standard Billing - Acctg Rev Distribution	BI_LINE_DST	Billing, Maintain Bills, Standard Billing, Acctg - Rev Distribution	Enter bill line accounting information.
Standard Billing - Acct - Deferred	BI_LINE_DFR	Billing, Maintain Bills, Standard Billing, Acctg - Deferred	Enter information necessary to send the bill line accounting data to the general ledger system.
Standard Billing - Acctg - AR Offset	BI_LINE_AR	Billing, Maintain Bills, Standard Billing, Acctg - AR Offset	Enter bill line receivables offset information; specify different receivables accounts for each line.
Standard Billing - Acctg - Statistical	BI_LINE_DST_STA	Billing, Maintain Bills, Standard Billing, Acctg - Statistical Info	Enter statistical data by way of a statistical account.
Standard Billing - Acctg - Unbilled	BI_LINE_UAR	Billing, Maintain Bills, Standard Billing, Acctg - Unbilled AR	Edit bill line unbilled receivables ChartFields.
Standard Billing - Acctg - InterUnit Exp/	BI_LINE_IU_EXP	Billing, Maintain Bills, Standard Billing, Acctg - InterUnit Exp/Inv	Edit bill line InterUnit expense and inventory ChartFields.

Page Name	Object Name	Navigation	Usage
Standard Billing - Acctg - InterUnit	BI_LINE_IU_PAY	Billing, Maintain Bills, Standard Billing, Acctg - InterUnit Payables	Edit InterUnit payables ChartField information.
Standard Billing - Discount/Surcharge	BI_LINE_DS	Billing, Maintain Bills, Standard Billing, Disc/Surcharge	Enter any discount and surcharge information for any bill line. List any combination of discounts and surcharges as appropriate.
Disc/Surcharge Distribution	BI_LINE_DS_DTL	Billing, Maintain Bills, Standard Billing, Disc/Surcharge Distribution	Enter the full ChartField accounts for a discount or surcharge.
Disc/Surcharge Deferred	BI_LINE_DS_DFR	Billing, Maintain Bills, Standard Billing, Disc/Surcharge Deferred	Enter ChartFields for a deferred discount or surcharge information.
Standard Billing - Line - Note	BI_LINE_NOTE	Billing, Maintain Bills, Standard Billing, Line - Note	Enter and review bill line notes information.
Review Billing Information - Details - Line - Info 1	BI_LINE_INQ	Billing, Review Billing Information, Details, Line - Info 1	Review general bill information at the line level in the specified currency perspective.
Review Billing Information - Details - Line - Info 2	BI_LINE2_INQ	Billing, Review Billing Information, Details, Line - Info 2	Review additional general bill information at the line level in the specified currency perspective.
Review Billing Information - Details - Line - Tax Info	BI_LINE_TAX_INQ	Billing, Review Billing Information, Details, Line - Tax Info	Review bill tax information at the line level in the specified currency perspective when using the delivered tax solution in PeopleSoft Billing.
Review Billing Information - Details - Line - VAT Info	BI_LINE_VAT_INQ	Billing, Review Billing Information, Details, Line - VAT Info	Review bill VAT information at the line level in the specified currency perspective.
Review Billing Information - Details - Acctg - Rev Distribution	BI_LINE_DST_INQ	Billing, Review Billing Information, Details, Acctg - Rev Distribution	Review bill accounting information at the line level in the specified currency perspective.
Review Billing Information - Details - Acctg - Deferred	BI_LINE_DFR_INQ	Billing, Review Billing Information, Details, Acctg - Deferred	Review deferred bill account information at the line level in the specified currency perspective.
Review Billing Information - Details - Acctg - AR Offset	BI_LINE_AR_INQ	Billing, Review Billing Information, Details, Acctg - AR Offset	Review bill receivables offset information at the line level in the specified currency perspective.

Page Name	Object Name	Navigation	Usage
Review Billing Information - Details - Acctg - Unbilled AR	BI_LINE_UAR_INQ	Billing, Review Billing Information, Details, Acctg - Unbilled AR	Review unbilled receivables ChartFields at the line level in the specified currency perspective.
Review Billing Information - Details - Acctg - InterUnit Exp/Inv	BI_LINE_IUE_INQ	Billing, Review Billing Information, Details, Acctg - InterUnit Exp/Inv	Review bill expenses and inventory information at the line level in the specified currency perspective.
Review Billing Information - Details - Discount/Surcharge	BI_LINE_DS_INQ	Billing, Review Billing Information, Details, Discount/Surcharge	Review discount and surcharge information in the specified currency perspective.
Review Billing Information - Details - Acctg - InterUnit Payable Info	BI_LINE_IUP_INQ	Billing, Review Billing Information, Details, Acctg - InterUnit Payable	Review InterUnit payables information in the specified currency perspective.
Review Billing Information - Details - Acctg - Statistical Info	BI_LINE_STA_INQ	Billing, Review Billing Information, Details, Acctg - Statistical Info	Review statistical information in the specified currency perspective.
Review Billing Information - Details - Line - Note	BI_LINE_NOTE_INQ	Billing, Review Billing Information, Details, Line - Note	Review bill note information at the line level in the specified currency perspective. Bill line notes are notes associated with a particular line. When the invoice prints, these notes can appear either before the bill line, after the bill line, or as a footnote. When they are footnotes, the notes can appear before or after the bill totals.
Review Billing Information - Details - Line List	BI_LINE_LIST_INQ	Billing, Review Billing Information, Details, Line List	Review bill line details.
Review Billing Information - Disc/Surcharge Distribution	BI_LINE_DSĐT_INQ	Billing, Review Billing Information, Details, Disc/Surcharge Distribution	Review the full ChartField accounts for a discount or surcharge.
Review Billing Information - Disc/Surcharge Deferred	BI_LINE_DSDF_INQ	Billing, Review Billing Information, Details, Disc/Surcharge Deferred	Review ChartFields for a deferred discount or surcharge information.

Entering General Bill Line Information

Access the Standard Billing - Line - Info 1 page.

Unit Price

When you select an identifier, this field and the description, unit of measure, and revenue distribution code appear by default. Override any of these defaults, if necessary.

Quantity, UOM (unit of measure), **Unit Price**, and **Gross Extended Price**

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. Although both a VAT code and a sales and use tax code can appear on the same bill line, that is unlikely.



The Line VAT Alert warning appears if you modify VAT drivers after you applied VAT defaults for the associated bill line. Return to the Line - VAT Info page to review the VAT determinants and VAT defaults for the affected bill line and to ensure that these values remain accurate.



If you are in a VAT environment, the Go To Bill Line VAT Info Page button is enabled. Click it to access the Standard Billing - Line - VAT Info page to view line VAT defaults.

Error Status

Displays the third-party tax vendor error code and its description if you are using a third-party tax vendor and a tax calculation error occurs.

Line Type

(Required) By default displays the type based on the identifier that you enter in the Identifier field and the table from which it came. The different line types enable you to categorize the bill lines. Translate values are *BRT* (billing retainage, which comes from PeopleSoft Project Costing), *ADV* (advanced billing), *REV* (standard chargeable revenue lines), *DISC* (discount lines), *SUR* (surcharge lines), *FRGT* (freight), and *RSTK* (restock). The translate values *FRGT* and *RSTK* are used primarily with PeopleSoft Order Management. Even if PeopleSoft Order Management is not installed, you can use these values to define the surcharge line.

Accumulate

Select to enable the accumulations feature. Accumulated balances enable you to define and run balances for any set of essential combinations in PeopleSoft Billing.

If you define the line item amount or quantity field for which you want to track cumulative balances on the Accumulation Description page, select this check box. If you update an existing bill line whose item amount or quantity field has been defined on the Accumulation Description page as one for which you track cumulative balances, the check box is selected by default. If you do not want to include this bill line amount or quantity in the cumulative balance for this line item, clear this check box.

From Date and **Through Date**

If applicable, enter the dates 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 PeopleSoft Billing delivered tax solution and not a third-party tax vendor. 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, enabling 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.

Tax Timing

Indicates whether a PeopleSoft Contracts bill line is taxed. PeopleSoft Contracts bills can be taxed upon generation or upon service. When a bill is taxed upon service, the system taxes only the service bill; the system does not apply tax to the initial bill or any utilization bills.

This field appears on the Standard Billing - Line Info 1 page only when PeopleSoft Contracts populates this field with a value S (taxes on services rendered). The system does not calculate taxes or VAT for the bill line when this field has the value S. When the tax timing field is blank, the system applies normal tax or VAT calculations to the bill line.

Note. If all bill lines do not appear within the Bill Line group box, use the chunking buttons to view more bill lines.

See Also

[Chapter 6, “Entering Bills Online,” New Invoice Number Assignment, page 89](#)

[Chapter 6, “Entering Bills Online,” Chunking, page 91](#)

[Chapter 12, “Calculating Value-Added Tax \(VAT\) in PeopleSoft Billing,” page 291](#)

[Chapter 4, “Structuring Bills,” Defining Accumulations, page 67](#)

[Chapter 4, “Structuring Bills,” Setting Up PeopleSoft Billing Charge Codes, page 60](#)

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management”

Entering Additional Bill Line Information

Access the Standard Billing - Line - Info 2 page.

Purchase Order and Contract No. (contract number)

If applicable, enter values in these fields and enter the corresponding line values.

Contract Date and Type

If applicable, enter the values associated with the bill line.

SubCustomer 1

If applicable, enter a value in this field the SubCustomer 2 field, and the Revenue Recognition Basis field. Enter new information or override the defaults for this information.

Use Effective Dated Price on Recurring Bills

Select if this is a recurring bill or a recurring bill template, and you want the price of this bill line to display the default prices, discounts, and surcharges effective as of the invoice date.

System Source	Displays the system where the bill originated.
Entry Event	Define the default entry event code for each bill line. Valid options include only those values identified with the Receivable Update process (ARUPDATE). This field appears for each bill line only if entry events are defined as <i>Required</i> or <i>Optional</i> in the Billing field on the Installation Options - Entry Event page. The code that you select overrides the values that you set at the business unit, bill type, and bill header levels.
AR Level (accounts receivable level)	Indicates the level at which PeopleSoft Billing passes open items to the receivables system.
AR Option (accounts receivable option)	Indicates the level of detail passed to the PeopleSoft Receivables offset accounting entries. If it is <i>Use Header for Distribution</i> , receivables offset entry is created at the header level (one entry per invoice). If it is <i>Use Line for Distribution</i> , the receivables offset entry is created at the line level (one entry per bill line). This value is defined system-wide either by business unit or by bill type. When you enter a bill, the system derives this value from the table setup.
GL Level (general ledger level)	Displays the application that you use to pass accounting entries to the general ledger system: PeopleSoft Billing, PeopleSoft Receivables, or none. This value is defined system-wide either by business unit or by bill type. When you enter a bill, the system derives this value from the table setup.

See Also

Chapter 17, “Processing Deferred Revenue Accounting Entries,” page 415

PeopleSoft Receivables 8.8 PeopleBook, “Defining Receivables Processing Options”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Entry Events”

Entering Tax Information

Access the Standard Billing - Line - Tax Info page, which displays different fields, depending on which tax solution is installed.

Tax Exempt	Select when entering invoice lines that are exempt from taxes.
Certificate	You must enter a certificate number on all lines marked as exempt. Predefine certificate numbers for every customer in the Customer component on the General Information - Tax Exempt Certificate Info page before entering invoices that use the certificate. Select from the valid certificates defined in PeopleSoft, or enter a valid, effective certificate not defined in PeopleSoft. If you are using a third-party tax vendor, PeopleSoft Billing passes this number to the tax vendor, where the entire line amount is exempt from any tax calculations. This number is used in the tax vendor register and audit file for reporting.

The following fields appear on this page only if the business unit uses a third-party tax vendor for tax calculations. The addresses used for third-party tax calculations are as follows:

Ship To Address

(Required) The system retrieves the ship to address from:

- Address Override on the Standard Billing - Line - Tax Info page.

This page contains a ship to override address that takes precedence over the ship to customer's address. To access this address, click Override and complete the appropriate address information. You must provide at least a valid state and postal code combination. The Override button appears only if you selected to use a third-party tax vendor on the Billing Definition - Business Unit 2 page.

- Ship To Customer on the Standard Billing Line - Tax Info page.

This page also contains the ship to customer and ship to location that make up the address. These fields initially display defaults from the Ship To Customer field and the Ship To Loc (location) field on the Standard Billing - Header - Order Info page, but you can override the default for each bill line. If you have not entered anything on the header page and do not enter a ship to customer and location, the third-party tax vendor is not able to calculate taxes for this line.

Note. The ship to customer and location values are required, even if you provide a ship to address override.

Ship From Address

(Optional) Enter the ship from location for the bill line. If you do not provide a value, the third-party tax vendor uses the ship to address as the ship from address.

Ord Acceptance Address
(order acceptance address)

(Optional) The place of business where you accepted a purchaser's offer to buy or the place where you became contractually obligated to make the sale. Defaults from the order acceptance location that is associated with the Billing business unit. This field is used by the third-party tax vendor to determine tax jurisdiction. If you have not provided an order acceptance address, the third-party tax vendor assumes the address is the same as the Ship From address.

Order Origin Address

(Optional) The place of business where you receive a purchaser's offer to buy. The value appears automatically from the order origin location that is associated with the PeopleSoft Billing business unit. This field is used only by Taxware for jurisdiction determination. If you have not provided an order origin address, the third-party tax vendor uses the order acceptance address as the order origin address.

Store Loc (store location)

The system passes this value to Vertex as the store code, or to Taxware as the business location code.

Tax Group

The system passes this value to Vertex as the product category, or to Taxware as the product code. You can set a default value from the charge code ID.

Trans Type (transaction type)	Select <i>None</i> , <i>Rental</i> , <i>Sale</i> , or <i>Service</i> . You can set a default value from the charge code ID. The system passes this value to the third-party tax vendor for tax calculation.
Transaction Sub Type	Select from the valid transaction subtypes. You can set a default value from the charge code ID. This value is passed to Vertex only.
Tax Customer	Enter the customer to pass to the third-party tax vendor for exemption processing. If you leave this field blank, the system sends the ship to customer to the third-party tax vendor.
Tax Detail	After you have calculated taxes, this scroll area displays the different applicable tax authorities, along with the percentage and amount of tax. If using PeopleSoft tax calculations, the tax authorities displayed are the tax authorities associated with the tax code entered on the bill line. If using third-party tax vendors, the tax authorities are: • <i>ST</i>: Represents state tax. • <i>CTY</i>: Represents city tax. • <i>CNY</i>: Represents county tax. • <i>DST</i>: Represents district tax. • <i>SCN</i>: Secondary county tax. • <i>SCI</i>: Secondary city tax. • <i>SDI</i>: Secondary district tax. • <i>GST</i>: Represents Canadian goods and services tax. • <i>PST</i>: Represents Canadian provincial sales tax.
Exempt Reason	This field appears only when using Taxware as the third-party tax vendor. Enter Taxware reason codes to indicate why taxes are exempt for the bill line. You must add translate values into the field TAX_EXEMPT_RC to use them online.
Title Pass	Select the point of title passage. Select <i>Seller</i> , <i>Buyer</i> , or <i>Destination</i> . The system passes this value to Taxware only for jurisdiction determination.
Job Number	The system passes this value to Taxware to determine tax exceptions only.
Tax User Area	The system passes this value to Vertex for reference purposes only.
Error Desc (error description)	If a tax calculation error occurs during third-party tax vendor calculations, the returned error codes and messages appear in this field. Refer to the third-party tax vendor documentation for an explanation of these errors. For transactions processed by Taxware, the error codes are returned in the following order: • General completion code. • State completion code. • County completion code.

- City completion code.
- District completion code.
- Secondary state completion code.
- Secondary county completion code.
- Secondary city completion code.

For example, in an error description of *0095, 0099,0001,0001*, the first error code is a general return code, the second is a state completion code, the third is a county completion code, and the fourth is a city completion code.

Note. Refer to the third-party tax vendor documentation for more information about specific third-party tax vendor terms and values.

See Also

Chapter 3, “Establishing PeopleSoft Billing Business Units,” Defining Tax Control and Deferred Revenue Options, page 25

Chapter 12, “Calculating Value-Added Tax (VAT) in PeopleSoft Billing,” Establishing VAT Defaults at the Header Level, page 297

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information,” Setting Up Tax-Exempt Certificate Information

Overriding the Ship To Location

Access the Ship-to Override page.

Enter an address to use as an override address for the ship to address for the current line. You must provide at least the postal code. When finished, click OK.

See Also

PeopleSoft Supply Chain Management Integration 8.8 PeopleBook, “Calculating Sales and Use Tax in Supply Chain Management,” Setting Up Third-Party Tax Vendors in PeopleSoft SCM

Entering Bill Line VAT Information

Access the Standard Billing - Line - VAT Info page.



The Line VAT Alert warning appears adjacent to a bill line if you modify VAT drivers after you applied VAT defaults for the associated bill line. Review the VAT determinants and VAT defaults for the affected bill line to ensure that these values remain accurate.

Expand All Sections and Collapse All Sections

Click to expand or collapse all group boxes and display or hide all fields on this page.

Get VAT Defaults

Click to apply VAT defaults from the common VAT function. This button appears only if you have not previously applied VAT defaults for the associated bill line.

Note. If you enter VAT bill lines and save the bill without going to the bill line VAT page, this button does not appear.

Physical Nature

The physical nature of a transaction indicates whether it is for a good or a service. For many countries, there is a requirement to report the sale and purchase of goods separately from services. The system retrieves the default value from the identifier value (charge code or product), or from the bill header.

Change Physical Nature Click to change the physical nature associated with the bill line, and to reset all VAT defaults on the line.

VAT Locations

The fields that appear in this group box depend on the physical nature that you select.

Ship From Country The system retrieves the default value from the ship from business unit if available, or from the Billing business unit location when there is no ship from business unit. Because a location code is required for all business units, this field always has an initial value.

In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Note. To save the bill in *RDY* status, this value must be the same as the ship from country on the VAT bill header.

Ship From State The system retrieves a default value from the Billing business unit location only when the ship from country tracks VAT by province.

Ship To Country The system retrieves a default value from the ship to customer's address, or from the bill to customer's ship to address if the ship to customer is not available. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Note. The Ship To Country field value on this page will default from the country of any ship to address you enter on the Standard Billing - Line - Order Info page.

Note. To save the bill in *RDY* status, this value must be the same as the ship to country on the VAT bill header.

Ship To State The system retrieves a default value from the ship to customer location state only when the ship to country tracks VAT by province.

The following additional fields appear if you define the physical nature as *Service*:

Location Country For services only. Displays the country of the business unit that is the source of the transaction. If the line is from PeopleSoft Order Management,

the system uses the Order Management business unit location country. If the line is from PeopleSoft Inventory, the system uses the ship from business unit location country. If the line is from PeopleSoft Contracts, the system uses the Contracts business unit location country. If the line is from PeopleSoft Asset Management, the system uses the Asset Management business unit location country. If none of these business units are available, or if the source of the transaction is not as listed above, then the system uses the Billing business unit location country.

Location State

For services only, displays the state of the business unit that is the source of the transaction. If the line is from PeopleSoft Order Management, the system uses the Order Management business unit location state. If the line is from PeopleSoft Inventory, the system uses the ship from business unit location state. If the line is from PeopleSoft Contracts, the system uses the Contracts business unit location state. If the line is from PeopleSoft Asset Management, the system uses the Asset Management business unit location state. If none of these business units are available, or if the source of the transaction is not as listed above, then the system uses the Billing business unit location state. The system retrieves a default value for this field only when the location country tracks VAT by province.

Customer Location Country

For services only, displays the customer's (buyer) bill to location country.

Customer Location State

For services only, displays the customer's (buyer) bill to location state. The system retrieves a default value for this field only when the customer location country tracks VAT by province.

Service Performed Country

For services only. Depending on the services performed flag setting in the VAT defaulting hierarchy (for example, at the charge code or customer level), the system sets the value for this field as follows:

- If the services performed flag is the ship from location, the system populates the service performed country with the ship from business unit country. If there is no ship from business unit, the system uses the billing business unit location country.
- If the services performed flag is the ship to location, the system populates the service performed country with the ship to customer location country.
- If the services performed flag is the buyer's location, the system populates the service performed country with the customer's bill to location country.
- If the services performed flag is the supplier's location, the system populates the service performed country with the billing business unit location country.

Service Performed State

For services only. This field is defaulted only when the service performed country tracks VAT by province. Depending on the services performed flag setting in the VAT defaulting hierarchy (for example, at the charge code or customer level), the system sets the value for this field as follows:

- If the services performed flag is the ship from location, the system populates the service performed state with the ship from business

unit state. If there is no ship from business unit, the system uses the billing business unit location state.

- If the services performed flag is the ship to location, the system populates the service performed state with the ship to customer location state.
- If the services performed flag is the buyer's location, the system populates the service performed state with the customer's bill to location state.
- If the services performed flag is the supplier's location, the system populates the service performed state with the billing business unit location state.

Defaults

Use this group box to view or update VAT defaults.

Service Type	If the physical nature on the line is defined as <i>Service</i> , this field appears. The system retrieves the value from the service VAT treatment default, according to the VAT defaulting hierarchy. This value determines whether the VAT treatment is defaulted based on the ship to and ship from countries, or the buyer's and seller's countries.
Place of Supply Driver	If the physical nature on the line is defined as <i>Service</i> , this field appears. It is retrieved from the service VAT treatment default according to the VAT defaulting hierarchy. It is used in determining the default place of supply, which determines where VAT is liable.
Reporting Country	Displays the country for which this VAT will be reported. This determines many of the VAT defaults.
Note. To save the bill in <i>RDY</i> status, this value must be the same as the reporting country on the VAT bill header.	
Defaulting State	Displays the state that defaults based on the VAT reporting country on the VAT header.
Customer Registration Country	Displays the registration country of the bill to customer.
Note. To save the bill in <i>RDY</i> status, this value must be the same as the customer registration country on the VAT bill header.	
Place of Supply Country	Displays the country where the place of supply occurs. If the physical nature on the line is defined as <i>Service</i> , this field appears.
Treatment	The system determines this value using a VAT defaulting algorithm. Options are: <i>Deemed Service Export:</i> Services that are provided in the supplier's country to a foreign buyer, where the supply of these services must be zero-rated (that is, the place of supply is the country in which the supplier is located and registered for VAT, but the customer is located in another country). <i>Domestic Goods Sale:</i> Sale of goods where the supplier and customer are located in the same country.

EU Distance Sale: Sale of goods between European Union (EU) countries in which the supplier is registered in an EU country and the purchaser is not registered in an EU country. The VAT rate charged is the rate applicable in the supplier's country.

EU Goods Sale: Sale of goods between European Union countries.

EU Sale (Simplification): Used for a transaction between an intermediary and the purchaser in cases when there is a sale of goods between European Union countries involving three parties: the purchaser, an intermediary (bill-from) supplier, and the actual goods supplier. Each party is located in a different EU country and registered in his own country, and not in either of the other two countries. The only difference between this VAT treatment and that applied to normal EU sales is that the supplier is required to print a different message on the invoice referencing the statute that applies to triangulation, rather than the one that references the statute for normal EU sales.

No VAT Processing: No VAT processing required.

Out of Scope EU Services: EU services out of the scope of VAT.

Outside of Scope: Outside the scope of VAT.

Zero-rated EU Service: Sale of services within the European Union subject to zero-rated VAT.

Zero-rated Goods Export: Export of goods subject to zero-rated VAT.

Zero-rated Services Export: Export of services subject to zero-rated VAT.

Within PeopleSoft detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines. The detail VAT treatment must belong to the VAT treatment group assigned on the bill header.

Applicability

Displays the VAT applicability. Options are:

Taxable

Exempt (not subject to VAT)

Outside of Scope of VAT

This value defaults from different levels in the VAT defaulting hierarchy.

VAT Code

Displays the VAT code that defines the rate at which VAT is calculated for this line. This value defaults from different levels in the VAT defaulting hierarchy.

Transaction Type

Displays the code that categorizes and classifies this transaction for VAT reporting and accounting. This value defaults from different levels in the VAT defaulting hierarchy.

Adjust Affected 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.



If you change the value of any VAT drivers, click the List of Fields to be Adjusted button to review which VAT defaults that will be affected by the modification when you click the Adjust Affected VAT defaults button.

Levels

The system always sets this field to *This Level Only*.

Reset All VAT Defaults

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

In this group box, the system displays the VAT calculation information for the associated bill line. You can review net extended amount, the percent used in the calculation, the calculated VAT amount, and the VAT basis amount. You can calculate VAT amounts in the Bill Summary component, or during the Pro Forma or Finalization processes (BIIVC000). If the bill has not had VAT amounts calculated, the VAT amount on this page is zero, even if the VAT percentage is non-zero.

Intrastat

If both the source and destination business units are members of the European Union, the InterUnit transfers may require Intrastat reporting.

Intrastat Transaction Flag

When selected, indicates that the bill line is applicable for intrastat reporting. This value will be returned by the VAT defaulting process.

Nature of Transaction 1

Intrastat transactions are identified by nature of transaction codes. All EU member states require the first digit for Intrastat reporting. In addition, several EU member states use a second digit to categorize transactions.

Designate the first digit of the default codes that are used for Intrastat transactions that the system automatically compiles on the Nature of Transaction Codes - 1st Digit page.

Nature of Transaction 2

Intrastat transactions are identified by nature of transaction codes. All EU member states require the first digit for Intrastat reporting. In addition, several EU member states use a second digit to categorize transactions.

Designate the second digit of the default codes that are used for Intrastat transactions that the system automatically compiles on the Nature of Transaction Codes - 2nd Digit page.

Fiscal Regime

Determines the type of transaction that will be reported on the Intrastat report.

See Also

[Chapter 12, “Calculating Value-Added Tax \(VAT\) in PeopleSoft Billing,” Establishing VAT Defaults at the Line Level, page 301](#)

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Setting Up and Running Intrastat Reports”

Entering Bill Line Account Distribution Information

Access the Standard Billing - Rev Distribution page.

You can have more than one account distribution line for each bill line. Information on this page is not required if you define the general ledger option as *AR Creates GL Acct Entries* or *No GL Accounting Entries* on the Installation Options - Billing - GL/AR Options page.

Bill Line Distribution - Revenue

The ChartField values in this group box appear automatically based on the distribution code. If you leave the distribution Code field blank, you must enter the ChartFields here. Information on this page controls the revenue and inventory accounting entries created for the bill from business unit's books.

Bill Line

The bottom of this group box displays the various totals for this line to provide an overall line status. This is particularly useful if you have distributed accounting information to several general ledger accounts.

See Also

Chapter 21, "Establishing InterUnit and IntraUnit Billing," page 459

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional PeopleSoft Billing Installation Options

Entering Bill Line Deferred Accounting Information

Access the Standard Billing - Acctg - Deferred page.

For each bill line, you can define multiple deferred account distribution lines. Accounting distribution information for deferred revenue is not required under the following circumstances:

- If you have defined the GL Option as *AR Creates GL Acct Entries* or *No GL Accounting Entries* on the Installation Options - Billing - GL/AR Options page.
- If you have not enabled deferred revenue accounting.
- If you defined the revenue recognition basis on the Standard Billing - Line Info 2 page as *Invoice Date* or *None*.

Deferred Revenue Distribution

The ChartField values in this group box appear automatically based on the distribution code. If you leave the Distribution Code field blank, you must enter the ChartFields here. Information on this page controls the revenue and inventory accounting entries created for the bill from business unit's books.

See Also

Chapter 17, "Processing Deferred Revenue Accounting Entries," page 415

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional PeopleSoft Billing Installation Options

Entering Bill Line Receivables Offset Information

Access the Standard Billing - Acctg - AR Offset page.

For each bill line, you can have only one receivables offset line, which is valid only if you defined the accounts receivable option on the Installation Options - Billing - GL/AR Options page as *Bill Line is AR Open Item*. Otherwise, the information automatically appears from the header.

AR Distribution (accounts receivable distribution)

The ChartField values in this group box appear automatically based on the distribution code. If you leave the distribution code blank, you must enter the ChartFields here. Information on this page controls the receivables offset accounting entries created for the bill from general ledger business unit's books.

Note. ChartFields defined with inheritance options enabled on the ChartField Inheritance page are not available for entry.

See Also

[Chapter 17, "Processing Deferred Revenue Accounting Entries," page 415](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional PeopleSoft Billing Installation Options

Entering Statistical Information

Access the Standard Billing - Acctg - Statistical Info page.

Add

Click to add multiple bill lines. There is no distribution check to ensure the total of all accounting lines equals 100 percent on this page. The absence of a distribution check enables you to enter multiple types of statistical information, each bill line having different statistical accounts.

Important! The Load GL process does not pass any entries to PeopleSoft General Ledger that are prorated into future periods. Statistical information associated with a deferred revenue bill is passed to PeopleSoft General Ledger with current period entries on a separate accounting entry line.

Bill Line Distribution - Statistical

Review or edit the value of each ChartField in this group box.

See Also

[Chapter 20, "Tracking Statistical Data in PeopleSoft Billing," page 453](#)

Entering Bill Line Unbilled Accounts Receivable ChartField Information

Access the Standard Billing - Acctg - Unbilled AR page.

Note. You cannot enter new values on this page unless the bill is an installment bill or is sourced from PeopleSoft Contracts or PeopleSoft Project Costing.

Unbilled AR Distribution
(unbilled accounts receivable distribution)

The ChartField values in this group box appear automatically based on the distribution code. If you leave the distribution code blank, you must enter the ChartFields here. Information on this page controls the revenue and inventory accounting entries created for the bill from business unit's books.

Bill Line

The bottom of this group box displays the various totals for this line to provide an overall line status. This is particularly useful if you have distributed accounting information to several general ledger accounts.

See Also

Chapter 18, "Using Unbilled Revenue Accrual," page 429

Entering Bill Line InterUnit Expense and Inventory ChartField Information

Access the Standard Billing - Acctg - InterUnit Exp/Inv page.

Bill Line Distribution I/U Expense (bill line distribution InterUnit expense)

The ChartField values in this group box appear automatically based on the Centralized Inter/IntraUnit Setup tables, depending on whether the bill is InterUnit, IntraUnit, InterEntity, or IntraEntity. Information on this page controls the expense and inventory accounting entries created for the bill to PeopleSoft General Ledger business unit's books.

See Also

Chapter 21, "Establishing InterUnit and IntraUnit Billing," page 459

Entering Bill Line InterUnit Payables ChartField Information

Access the Standard Billing - Acctg - InterUnit Payables page.

Note. This page is populated with field values only if you selected a bill to business unit not designated to generate an accounts payable voucher. If you elected to generate an accounts payable voucher for the bill to business unit, the InterUnit Payables Distribution group box indicates that PeopleSoft Payables generates the voucher and that distribution is defined in PeopleSoft Payables.

InterUnit Payables Distribution

The ChartField values in this group box are based on the Centralized Inter/IntraUnit Setup tables, depending on whether the bill is InterUnit, IntraUnit, InterEntity, or IntraEntity. Information on this page controls the accounting entries created for the bill to PeopleSoft General Ledger business unit's books.

See Also

Chapter 21, "Establishing InterUnit and IntraUnit Billing," page 459

Entering Bill Line Discount and Surcharge Information

Access the Standard Billing - Discount/Surcharge page.

Header - Info 1		Line - Info 1		Disc/Surcharge	
Unit:	FRA01	Bill To:	FRA01	Pretax Amt:	0.00 EUR
Invoice:	0000678497		ITN Wholesale, France	Max Rows:	5
Bill Line Find View All First 1 of 1 Last					
Seq	Line	Identifier	Description	Net Extended	
1		LOCAL-02	Local City Service	0.00	
Discount/Surcharge Level Find View All First 1 of 1 Last					
*Level: 1		Lvl Disc:	0.00		
		Lvl Surch:	0.00	+ -	
		Subtotal:	0.00		
Discount/Surcharge Detail Find View All First 1 of 1 Last					
☒ Discount ☐ Surcharge Discount/Surcharge Distribution		+ -			
*ID:	NEW CUST GLOBAL	Account:	540000		
Description:		New Customer Discount - INTL			
Pct:	10.00	Amt:			
Discount/Surcharge Totals					
Unit:		234.0000			
Gross:		0.00			
Discount:		0.00			
Surcharge:		0.00			
Net:		0.00			
Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry					
Summary Bill Search Line Search		Navigation: Disc/Surcharge		Page Series Prev Next	

Standard Billing - Disc/Surcharge page

Level

When you locate the bill line for which you want to enter discounts or surcharges, enter a level number. Each discount or surcharge must be applied in a particular order. All Level 1 discounts and surcharges are applied to the gross extended amount. Any Level 2 discounts and surcharges are applied to the gross extended amount less any Level 1 discounts or plus any Level 1 surcharges, and so forth. Assign the level accordingly.

Multiple discounts and surcharges at the same level are calculated on the same extended amount. For example, you enter two different Level 2 discounts: a 10 percent new product discount and a 5 percent storewide discount. After Level 1 discounts and surcharges, the extended amount for this line totals USD 92.50. The two Level 2 discounts are USD 9.25 and USD 4.16. After these Level 2 discounts are applied, the new extended amount totals USD 79.09. Enter the information specific to either a discount or surcharge for the level that appears by selecting the appropriate option. Use the prompt table for identification to select a predefined discount or surcharge. The Description, Pct (percent), and Amt (amount) field values appears automatically from the Discount or Surcharge table. If the discount or surcharge that you select is a percentage type discount or surcharge, the system automatically calculates the value in the Amt field based on the extended amount for that line.

You can also define and enter a new discount or surcharge for one-time only usage. In that case, there is no defaulting of values for the Description, Pct, or Amt field. If you enter a percent, the system calculates the amount.

Account	Displays the account field associated with the distribution code for this discount or surcharge.
Disc/Surcharge Distribution (discount/surcharge distribution)	Click to access the Disc/Surcharge Distribution page, where you can enter ChartField information for a discount or surcharge.

Entering Discount Distribution and Surcharge Distribution ChartField Information

Access the Disc/Surcharge Distribution page.

Override any of the information on these pages, if necessary. Only the Account field is mandatory.

Deferred revenue information is required only if deferred accounting is enabled and the revenue recognition basis is not *INV* or *None*.

See Also

Chapter 17, “Processing Deferred Revenue Accounting Entries,” page 415

Entering Discount Distribution and Surcharge Deferred Distribution ChartField Information

Access the Disc/Surcharge Deferred page.

Override any ChartField information for Deferred Discounts or Surcharges if necessary.

Entering Bill Line Notes Information

Access the Standard Billing - Line - Note page.

Standard Note Flag	To choose a predefined note, select this option and select a note code in the Std Note (standard note) field. Once you press TAB to exit the Std Note field, the note type ID automatically appears in the Note Type field, and the predefined text for that note appears in the Note Text field. To create your own note, do not select this option. Select a note type and enter the text to appear on the invoice 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 eventual invoice).

If the bill lines do not appear in the Bill Line group box, use the chunking buttons to view more bill lines.

Reviewing Bill Line Details

Access the Review Billing Information - Details - Line List page.

Seq (sequence)	Select to sort the bill lines by sequence or by line number. You can view either the identifier or the description of the bill line.

Disc/Surch (discount/surcharge)	Click a link in this column to access the Review Billing Information - Details - Discount/Surcharge page, where you can view discount and surcharge information pertaining to the corresponding bill line.
Tax Amount	Click a link in this column to access the Review Billing Information - Details - Line - Tax Info page, where you can view tax information pertaining to the corresponding bill line.
Vat Amount	Click a link in this column to access the Review Billing Information - Details - Line - VAT Info page, where you can view value added tax information pertaining to the corresponding bill line.

Entering Bill Source Information

PeopleSoft Billing comes with several bill source pages to facilitate data entry from a variety of online sources. Bill header and line fields that are typically pertinent to certain types of bills are grouped on individual page views. You can reorganize the delivered pages or configure your own.

No fields on the bill source-specific pages are required for bill entry at the header or line level. All of the fields required to create a basic bill appear on the Standard Billing - Header - Info 1 page, Standard Billing - Line - Info 1 page, and Standard Billing - Line - Tax Info page.

In many cases, fields that appear on these pages are automatically loaded when you use PeopleSoft Billing with another PeopleSoft application, such as PeopleSoft Order Management. However, if you enter bills for activity from an external system with similar reference information, you can supply values for these fields.

This section discusses how to:

- Enter bill header order management information.
- Enter bill header project information.
- Entering project resource information by invoice number.
- Enter bill header service information.
- Enter bill header miscellaneous information.
- Enter bill line order management information.
- View previously defined order header notes.
- Enter bill line project information.
- Enter bill line service information.
- Enter bill line miscellaneous information.
- Enter billing worksheet information.

Pages Used to Enter Bill Source Information

Page Name	Object Name	Navigation	Usage
Standard Billing - Header - Order Info	BI_HDR_OM	Billing, Maintain Bills, Standard Billing, Header - Order Info	Enter bill header order management information.
Standard Billing - Header - Project Info	BI_HDR_PC	Billing, Maintain Bills, Standard Billing, Header - Proj Info	Enter bill header project information.
Projects Information	PC_FIELDS	Click the Projects button on the Standard Billing - Header - Project Info Page.	Enter project resource data by invoice number.
Standard Billing - Header - Service Info	BI_HDR_SVC	Billing, Maintain Bills, Standard Billing, Header - Service Info	Enter bill header service information.
Standard Billing - Header - Misc Info (standard billing - header - miscellaneous information)	BI_HDR_MISC	Billing, Maintain Bills, Standard Billing, Header - Misc Info	Enter bill header miscellaneous information.
Standard Billing - Line - Order Info (standard billing - line - order information)	BI_LINE_OM	Billing, Maintain Bills, Standard Billing, Line - Order Info	Enter bill line order management information.
Notes Defined on (OM) Order Header	BI_OR_HD_NOTES_INQ	Click the View Order Header Note button on the Standard Billing - Line - Order Info page.	View previously defined order header notes. The OM Bus Unit and Order No/Line fields on the Standard Billing - Line - Order Info page must first be populated.
Standard Billing - Line - Project Info	BI_LINE_PC	Billing, Maintain Bills, Standard Billing, Line - Proj Info	Enter bill line project information.
Standard Billing - Line - Service Info	BI_LINE_SVC	Billing, Maintain Bills, Standard Billing, Line - Service Info	Enter bill line service information.
Standard Billing - Line - Misc Info (standard billing - line - miscellaneous information)	BI_LINE_MISC	Billing, Maintain Bills, Standard Billing, Line - Misc Info	Enter miscellaneous bill line information.
Standard Billing - Line Worksheet	BI_LINE_WKS	Billing, Maintain Bills, Standard Billing, Line - Worksheet	Enter changes to bill line information for bills in the Billing Worksheet component.

Page Name	Object Name	Navigation	Usage
Review Billing Information - Details - Header - Order Info	BI_HDR_OM_INQ	Billing, Review Billing Information, Details, Header - Order Info	Review bill order management information at the header level in the specified currency perspective.
Review Billing Information - Details - Header - Proj Info (review billing information - details - header - project information)	BI_HDR_PC_INQ	Billing, Review Billing Information, Details, Header - Proj Info	Review information about bill project costs at the header level in the specified currency perspective.
Review Billing Information - Details - Header - Service Info	BI_HDR_SVC_INQ	Billing, Review Billing Information, Details, Header - Service Info	Review bill service information at the header level in the specified currency perspective.
Review Billing Information - Details - Header - Misc Info (review billing information - details - header - miscellaneous information)	BI_HDR_MISC_INQ	Billing, Review Billing Information, Details, Header - Misc Info	Review miscellaneous bill information at the header level in the specified currency perspective.
Review Billing Information - Details - Line - Order Info	BI_LINE_OM_INQ	Billing, Review Billing Information, Details, Line - Order Info	Review information about bill order management at the line level in the specified currency perspective.
Review Billing Information - Details - Line - Proj Info (review billing information - details - line - project information)	BI_LINE_PC_INQ	Billing, Review Billing Information, Details, Line - Proj Info	Review information about bill project costs at the line level in the specified currency perspective.
Review Billing Information - Details - Line - Service Info	BI_LINE_SVC_INQ	Billing, Review Billing Information, Details, Line - Service Info	Review bill service information at the line level in the specified currency perspective.
Review Billing Information - Details - Line - Misc Info (review billing information - details - line - miscellaneous)	BI_LINE_MISC_INQ	Billing, Review Billing Information, Details, Line - Misc Info	Review miscellaneous bill information at the line level in the specified currency perspective.

Entering Bill Header Order Management Information

Access the Standard Billing - Header - Order Info page.

PO Ref (purchase order reference)

Enter the purchase order that you want to associate with the bill.

Contract, Contract Date, and Contract Type	If a sales contract is associated with the order, enter that contract number, date, and type.
OM Bus Unit (order management business unit)	Enter the PeopleSoft Order Management business unit where the sales order originated. Order Management business units are linked to PeopleSoft Billing business units in a one-to-one relationship.
Order No (order number)	Enter the PeopleSoft Sales order number.
Order Date	Enter the date on which the sales order was created.
Ship Bus Unit (shipping business unit) and Shipping ID	Enter the PeopleSoft Inventory business unit that shipped the ordered product. Associate this value with a shipping ID.
Freight Terms	Determine when title passes for shipments. PeopleSoft Order Management passes freight term information to PeopleSoft Inventory. Set up freight term codes on the Freight Terms page.
Ship Via	Enter information about the shipping document. Set up ship via codes on the Ship Via Codes page.
Bill of Lading	Enter information about the shipping document. Create bills of lading on the Build Bill of Lading - Bill of Lading page.
PK Slip No (packing slip number)	PeopleSoft Billing tracks this value but does not currently use it.
Sold To and Sold Loc (sold location)	Enter the customer ID for the customer that ordered the product. Customers can have several location addresses identified by numbers; you can also select the location code for this sold to customer in the Sold Loc field.
Ship To and Ship Loc (ship to location)	Enter the customer ID for the customer that is receiving the order and the ship to location of that customer.
Ship To Country and Ship To State	These fields appear for VAT transactions only. They default from the ship to customer address, if the ship to customer is provided. Otherwise, they default from the bill to customer's ship to address.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Creating Shipping Documentation,” Creating Bills of Lading and Shipping Manifests

PeopleSoft Order Management 8.8 PeopleBook, “Setting Up Your Order Processing Environment,” Establishing Shipping Priority Codes

PeopleSoft Order Management 8.8 PeopleBook, “Setting Up Your Order Processing Environment,” Setting Up Order Processing Options

PeopleSoft Contracts 8.8 PeopleBook, “Creating Contracts”

Entering Bill Header Project Information

Access the Standard Billing - Header - Project Info page.

Projects	Click to access the Projects Information page, where you can enter or review project resource data by invoice number.
Project Info (project information)	Click to access the Projects General Search page, where you can search for specific projects with a variety of search criteria.
CA Bus. Unit (contracts business unit), Contract number , Contract Dt (contract date), and Contract Type	If a sales contract is associated with the order, enter the contract’s business unit, number, date, and type.
PO Ref (purchase order reference)	Enter the associated purchase order number.
Start Date and End Date	Enter the contract dates. You can also enter the activity type. Then select an analysis type and system source.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Creating and Maintaining Projects”
PeopleSoft Project Costing 8.8 PeopleBook, “Structuring PeopleSoft Project Costing,” Creating Activity Types

Entering Project Resource Information by Invoice Number

Access the Projects Information page.

Note. If a bill originates in PeopleSoft Project Costing or PeopleSoft Contracts, the fields on the Projects Information page are not available for entry.

PC Business Unit (projects business unit)	Associate the order with a PeopleSoft Project Costing business unit. In the Project ID and Activity ID fields, you can associate a PeopleSoft Project Costing code and activity with the order.
Resource Types	Select to track, analyze, and report on project costs. Resource types are the highest level and may be as general or specific as your needs require.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Structuring PeopleSoft Project Costing”

Entering Bill Header Service Information

Access the Standard Billing - Header - Service Info page.

Service Address Num (service address number)	Displays the address of the corresponding service customer.

Entering Bill Header Miscellaneous Information

Access the Standard Billing - Header - Misc Info page.

Consolidation Key	Enter a value to associate groups of bills to consolidate. This is a free-form field, so you can create whatever labels best suit your business needs.
Consol Inv (consolidated bill invoice number)	Displays a value to indicate that this bill is grouped with other bills and is related to the specified business unit and invoice number.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information,” Understanding the Primary Customer Roles

Entering Bill Line Order Management Information

Access the Standard Billing - Line - Order Info page.

Configured Product	Select if the product is configured using PeopleSoft Product Configurator.
OM Price Adjust (order management price adjustments)	Click to access the OM Price Adjustments page where you can view list price details from PeopleSoft Order Management and the corresponding PeopleSoft Billing amounts.
Product ID	Identifies the product in PeopleSoft Order Management.
Kit	A fixed set of components that are sold as a unit. Once you have identified a product as a product kit on the Product Definition - Definition page, click the Product Kit Info link to access more information about the product kit.
OM Bus Unit (order management business unit)	Enter the PeopleSoft Order Management business unit where the sales order originated. Order Management business units are linked to PeopleSoft Billing business units in a one-to-one relationship.
Order No. (order number) and Line	Define the product and quantity for an order. Sales order schedules define shipping information for orders. If an order line is shipped in subquantities or at different times, you can have multiple schedule lines for a single order line.
	Click the View Order Header Note button to access the Notes Defined on (OM) Order Header page, where you can view previously defined order header notes. This button appears only when you complete the OM Bus Unit and Order No/Line fields.
Order Info (order information)	Click to access the Order Header page, where you can enter customer and order information pertaining to the entire order.
RMA Bus Unit (return material authorization business unit)	Enter the originating business unit for the return material authorization (RMA).
RMA Order No (return material authorization order number) and Line	Enter the order number and line of the returned material authorization.
RMA Info (return material authorization information)	Click to access the RMA Form page (in the PeopleSoft Order Management component), where you can capture return information from the customer and assign an RMA ID to the order.

Ship Unit	Enter the PeopleSoft Inventory business unit that shipped the ordered product. Associate the ship unit with a shipping ID.
Freight Trm (freight terms)	Enter information to determine when title passes for shipments. PeopleSoft Order Management passes freight term information to PeopleSoft Inventory. Set up freight term codes on the Freight Terms page.
Ship Via	Enter information about the shipping document. Set up ship via codes on the Ship Via Codes page.
Bill of Lading	Enter information about the shipping document. Create bills of lading on the Build Bill of Lading - Bill of Lading page.
Sold To	Enter the customer ID for the customer that ordered the product. Customers can have several location addresses identified by numbers; you can select the location code for this sold to customer from the values in the Loc (sold location) field.
Ship To and Loc	Enter the customer ID for the customer that is receiving the order and the shipping locator of that customer.
Ship To Country and Ship To State	These fields appear for VAT transactions only. They default from the ship to customer address, if the ship to customer is provided. Otherwise, they default from the bill to customer's ship to address.
Ord Date (order date)	Enter the date on which the sales order was created.
Ord Accept (order accepted)	Enter the place of business where you accepted a purchaser's offer to buy or the place where you became contractually obligated to make the sale.

See Also

Chapter 24, "Working With PeopleSoft Order Management," page 497

Chapter 12, "Calculating Value-Added Tax (VAT) in PeopleSoft Billing," page 291

PeopleSoft Inventory 8.8 PeopleBook, "Creating Shipping Documentation," Creating Bills of Lading and Shipping Manifests

PeopleSoft Order Management 8.8 PeopleBook, "Setting Up Your Order Processing Environment"

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, "Setting Up Products"

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, "Managing Returned Material," Managing Returned Material for Sales Orders

Viewing Previously Defined Order Header Notes

Access the Notes Defined on (OM) Order Header page.

Standard Notes The standard order header notes appear in this group box. Notes that you defined appear in the Custom Notes group box.

If multiple bill lines point to the same order, only one set of order header notes prints on the invoice.

Note. The system does not print RMA header notes and order header notes linked to an RMA.

Entering Bill Line Project Information

Access the Standard Billing - Line - Project Info page.

Projects	Click to access the Projects Information page, where you can enter or review project resource data by invoice number.
Project Info	Click to access the Projects General Search page, where you can search for specific projects with a variety of search criteria.
Start Date and End Date	Enter the length of this contract

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Creating and Maintaining Projects”

Entering Bill Line Service Information

Access the Standard Billing - Line - Service Info page.

Service Loc (service location)	Displays the address of the corresponding service customer.

Entering Bill Line Miscellaneous Information

Access the Standard Billing - Line - Misc Info page.

Start Date and End Date	Enter the to and from dates of this project or job.
User 1, User 2, User Amt 1 (user amount 1), and User Date 1	Enter information specific to your business needs. If you elect to use these fields, you must configure all aspects of their use, including integration with the Load AR Pending Items process (BILDAR01).

Entering Billing Worksheet Information

Access the Standard Billing - Line Worksheet page.

Back to Worksheet Line Detail	Click to access the Billing Worksheet - Line Details page after you have reviewed or changed the bill line.
Less Discount	Enter any discounts applied to the bill line.

Note. You cannot delete rows originating in PeopleSoft Project Costing or PeopleSoft Contracts on the bill entry pages. To prevent a line originating in PeopleSoft Project Costing or PeopleSoft Contracts from being billed, delete the billing worksheet on The Billing Worksheet - Worksheet Search page. For PeopleSoft Project Costing lines, tag the line as deferred or write-off prior to approval on The Billing Worksheet - Line Details page.

Important! Changing the bill line amount in bill entry for bill lines with SYSTEM_SOURCE = CBI is not recommended, as it can produce inconsistencies in that data that is maintained in PeopleSoft Contracts, PeopleSoft Project Costing, and PeopleSoft Billing.

Transaction Details

Activity ID	Activities are the individual tasks or events that make up a project. Resources can be added to a project only at the activity level. Resources are the transactions that are tracked and reported in PeopleSoft Project Costing.
Activity Type	Activity types are the labels that identify and group projects in PeopleSoft Project Costing. If activity types are assigned consistently throughout the PeopleSoft Project Costing system, you can analyze and report on all similar activities across all projects.
Analysis Type	The analysis type identifies the type of costs—budgets, commitments, actuals—assigned to individual resource rows in order to track costs as they move through different stages of a project.

Reference Information

Contract	The contract number associated with the bill line.
Purchase Order	Any purchase order number associated with the bill line.
Resource IDs	A unique identifier used in PeopleSoft Project Costing. Resources are the means by which the activities are conducted. Labor and materials are examples of resources. Resource IDs enable you to navigate to the source of the corresponding transaction in PeopleSoft Project Costing.

See Also

Chapter 25, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” page 503

PeopleSoft Project Costing 8.8 PeopleBook, “Structuring PeopleSoft Project Costing”

Reviewing Bill Summary Information

Use the Bill Summary Info (bill summary information) pages to review summary information on bills and to calculate taxes.

This section discusses how to:

- Review bill summary information.
- Review additional bill summary information.

Pages Used to Review Bill Summary Information

Page Name	Object Name	Navigation	Usage
Bill Summary Info	BI_SUMMARY	Billing, Maintain Bills, Bill Summary, Bill Summary Info	Review bill summary information and calculate taxes.
Bill Summary - VAT Information	BI_SUMMARY_VAT	Click the Total VAT Amount link on the Bill Summary Info page.	Review summary detail information for VAT calculations.
Bill Summary Info 2	BI_SUMMARY2	Billing, Maintain Bills, Bill Summary, Bill Summary Info 2	Review the options that have been set and the processes that have been run for the corresponding bill.
Bill Summary Info (inquiry)	BI_SUMMARY_INQ	Billing, Review Billing Information, Summary, Bill Summary Info	Review bill summary information in the specified currency perspective.
Bill Summary Info 2 (inquiry)	BI_SUMMARY2_INQ	- Billing, Review Billing Information, Summary, Bill Summary Info 2 - Billing, Review Billing Information, Bill Summary (Base Currency), Bill Summary Info 2 - Billing, Review Billing Information, Bill Summary (Euro Currency), Bill Summary Info 2	Review the options and processes applied to the corresponding bill. The general ledger level, accounts receivable level, and accounts receivable options are defined on the Installation Options - Billing - GL/AR Options page. The remaining fields on this page are selected if the particular option or process has been applied; they are cleared if they have not been applied for the corresponding bill.

Reviewing Bill Summary Information

Access the Bill Summary Info page.

Calculate Taxes

Click to calculate both sales and use taxes and VAT for bills that you have not yet invoiced and that have a valid VAT code or sales and use tax code. 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.

Note. The system does not calculate taxes or VAT for a bill line when the bill line's tax timing option (populated by PeopleSoft Contracts) is defined as *S* (taxes on services rendered).

Total Taxes and Total VAT Amount

Displays the sales and use tax amount. Because the system tracks VAT separately, the VAT amount appears on a separate line called Total VAT

Amount. Click the Total VAT Amount button to access the Bill Summary - VAT Information page, where you can review the VAT details pertaining to the bill.



Click the Estimate Currency button to run the PeopleSoft Billing currency conversion to estimate base and euro currency amounts.

Important! Regardless of the third-party tax vendor that you use, saving the calculated taxes on this page does not write or override any information in the third-party tax register or audit files. Final invoicing always recalculates sales and use taxes, even if they have been previously calculated in bill summary. Final invoicing is the only time transactions are sent to the third-party tax audit or register file. Any adjustments that you need to make to the audit file must go through final invoice processing. For example, to adjust the taxes when a customer pays an invoice less the tax amount and supplies an exempt certificate, you should reverse the original invoice and reinvoice without the taxes. This sends the tax adjustments to the audit files.

Reviewing Additional Bill Summary Information

Access the Bill Summary Info 2 page.

The general ledger level, accounts receivable level, and accounts receivable option that you define on the Installation Options - Billing - GL/AR Options page appear at the top of the page.

The remaining fields on this page are selected if the options and processes have been applied; the fields are cleared if the options and process have not been applied for the corresponding bill.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

Entering Consolidated Bill Information

Some customers might want to receive the individual invoices grouped or consolidated for ease in processing. To consolidate bills, create a consolidated bill header and then attach the individual bills to it. Bills attached to the same consolidated bill header are invoiced at the same time, but only if all the attached bills and the consolidated header are in *RDY* (ready) status. With PeopleSoft Billing, you can consolidate across business units and across bill to customers.

This section provides an overview of consolidated bill information and discusses how to:

- Create a consolidated bill header.
- Enter address information for consolidated headers.
- Attach bills to the consolidated bill header.

Understanding Consolidated Bill Information

Design and group bills in a way that best meets your business requirements. The following restrictions apply:

- Invoice layout IDs must be the same for all bills in the same consolidation group.

For example, you can't consolidate bills if one is in portrait mode and the other is in extract mode. Before attaching bills to a consolidated header, make certain that all invoice layout IDs are the same. If you have already attached dissimilar bills, you must detach them, change the invoice layout IDs to a common value, and then attach the bills to the consolidated header again. The invoice layout ID is associated with the invoice form.

- Transaction currencies must be the same for all bills.
- You cannot change the media to *EDI* if the consolidated header has attached bills from different customers.

All attached bills take on the media of the consolidation header. If the consolidated header media is defined as *EDI*, you can attach bills only from the same customer.

- When you use PeopleSoft Billing with PeopleSoft Receivables (through the Pending Items table), you can create a pending item at only the attached bill header or individual bill line levels.

This is determined by the value that you define in the AR Level field on the Installation Options - Billing - GL/AR Options page.

- You cannot create a pending item at the consolidated bill header level.

However, PeopleSoft Billing passes the consolidated bill invoice number and consolidated business unit to the Pending Items table. From PeopleSoft Receivables, you can view open items by consolidated business unit and invoice number.

See Also

Chapter 9, "Setting Up the Billing Interface," Generating Consolidated Billing Through the Billing Interface, page 258

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional PeopleSoft Billing Installation Options

Pages Used to Enter Consolidated Bill Information

Page Name	Object Name	Navigation	Usage
Create Consolidated Header - Header	BI_CONS_HDR	Billing, Maintain Bills, Create Consolidated Header, Header	Create a consolidated bill header. The consolidated header acts as the grouping mechanism for the attached bills and has its own payment term, invoice date, and due date. Each attached bill can have a different payment term, invoice date, and due date.
Notes Defined on Customer	CUST_NOTE_BI_INQ	- Click the View Notes Defined On Customer button on the Create Consolidated Header - Header page. - Click the Customer Notes link on the Header - Notes page.	Review notes that will be printed on the invoice. Previously defined notes for the corresponding customer appear in the Text field.
Create Consolidated Header - Address	BI_CONS_ADDR	Billing, Maintain Bills, Create Consolidated Header, Address	Enter address information for consolidated headers.
Attach and Detach Bills	BI_CONS_ATTACH	Billing, Maintain Bills, Attach and Detach Bills	Attach bills or detach them from the consolidated bill header.
Bill Header Detail	BI_CONS_ATTACH_DTL	Click Bill Detail on the Attach and Detach Bills page.	Review a summary of all possible field values for individual bills.
Review Billing Information - Consolidated Bills - Header	BI_CONS_HDR_INQ	Billing, Review Billing Information, Consolidated Bills, Header	Review consolidated bill header information.
Review Billing Information - Consolidated Bills - Address	BI_CONS_ADDR_INQ	Billing, Review Billing Information, Consolidated Bills, Address	Review a consolidated bill address.
Attached Bills inquiry	BI_CONS_DTL_INQ	Billing, Review Billing Information, Attached Bills	Review data regarding the attachments to a particular consolidated bill in the specified currency perspective.

Creating a Consolidated Bill Header

Access the Create Consolidated Header - Header page.

Billing Control

In this group box, the Bill Type, Bill Status, and Bill Source fields are required. If you don't provide a bill status, the system automatically sets the value to *NEW*.

Customer

(Required)



Click the View Notes Defined on Customer button to access the Notes Defined on Customer page, where you can view notes to be printed on the invoice.

Contacts

This group box includes the internal contacts, such as the salesperson, credit analyst, collector, and billing specialist, as well as the Bill Inquiry Phone field. The Sales field, Credit field, and Collect (collector) field are required. If you do not specify a contact in these fields, the system populates them with default values from the Customer table. The Biller field and Bill Inquiry Phone field are optional. They may display default information from the business unit, bill type, bill source, or customer options, depending on the level at which you specify these values. You can override any of the defaults by entering values.

From Date and To Date

(Optional) Indicate the date range of billing activity that the invoice covers.

Invoice Dt (invoice date)

The system automatically assigns an invoice date when you generate the invoice. However, you can manually enter an invoice date to override the system-generated date. If you specify an invoice date that falls within an accounting period currently closed in PeopleSoft General Ledger, the system issues a warning. To specify an open period in PeopleSoft General Ledger, use the Ledgers For A Unit - Definition page.

Invoice Form

(Required) Select to specify the sorting and summarization level of invoice information.

Remit To

Enter a code and corresponding account number to override the defaults.

Currency

Displays the currency assigned to the bill after you select a bill to customer number in the Bill To Customer field. When you select a bill to customer, the system populates the Currency field with the customer's default currency. You can select a different currency for the bill.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up Ledgers," Defining Ledgers for a Business Unit

Entering Address Information for Consolidated Headers

Access the Create Consolidated Header - Address page.

Location

Enter the location sequence number of the bill to customer address and complete the Attention to field (the contact sequence number at the customer location for this bill and the contact name). You can also override the default contact name for the consolidated bill.

Media

Select the output type. Options are *Printer* and *EDI*. If EDI transmissions are defined, the EDI profile displays the EDI profile name for this customer.

However, If you select *EDI* and the Profile ID field is blank, the profile has not been set up for the customer and the EDI bill cannot be saved in *RDY* status.

Warning! Changing the media setting in the consolidated header changes the media setting for all of the attached bills.

Attaching and Detaching Bills to the Consolidated Bill Header

Access the Attach and Detach Bills page.

Attach and Detach Bills

Unit: US001Bill To: 1000Consol Inv: OE-00091073

Status: NEWMedia: PrinterCurrency: USD

Search Parameters

*Key Sel: 1Bill To ID: 1000Ref: 1Query:

Unit:Type:Status:Source:

Attach

Detach

1 To 3 Of 3Currency Option: Transaction Currency*Sort: ID

Invoices to Attach or DetachFind | View AllFirst1-3 of 3Last

Select	Bill To	Cons Inv	Unit	Invoice	Inv Date	Invoice Amount	Currency	
☐	1000		US001	OE-00091076		600.00	USD	Bill Detail
☐	1000	US001 OE-00091073	US001	OE-00091070		33,250.00	USD	Bill Detail
☐	1000		US001	0000678479	07/15/2000	7,916.67	USD	Bill Detail

Attach and Detach Bills page

Bill Search Criteria

Key Sel (key selection)

The primary selection criteria. The selection in this field determines the values that are available in the other search fields, and the invoices that are returned. For instance, to see all the invoices with the contract number of CON-00020, select *Contract* from the available options in this field and *CON-00020* from the available options in the Bill To ID field.

Search

Click this button, and then select a value from the available options in the Invoices to Attach or Detach group box. Invoices that meet the specified criteria appear in the lower portion of the page.

The other fields on this page enable you to narrow the list of returned invoices. A blank value indicates a wildcard and displays bills with any value in this field. All standard wildcards are supported by PeopleSoft Billing search engines.

Page Orientation

Ref ID (reference ID) and Query

Set the orientation of the search page. Selecting a reference enables you to qualify which values for the reference to include. For instance, use the reference *I* (invoice) and enter a search value of *OE%* in the Query field to retrieve only invoices that begin with the letters *OE*. Selecting a reference and then performing a search also sets a default column name for the dynamic column in the scroll section of the results.

Use reference options for searching on either the bill header or bill line level. Regardless of the reference field that you select, enter the value to search by in the Query field. You can also leave the fields in search parameters blank or use wildcard characters. If you leave the fields blank, the system returns all bills.

The reference parameter options are:

- *C*: Contract number.
- *I*: Invoice.
- *J*: Project ID.
- *K*: Consolidated key.
- *L*: Bill of lading.
- *N*: Consolidated invoice.
- *O*: Order number.
- *P*: Purchase order.
- *U*: Customer.

Note. Unlike the other options—which refer to an alternate document—the consolidated key is a field to which you can assign a value to associate groups of bills that you might consolidate.

If you perform multiple searches and change the criteria several times, reenter the criteria. This resets the search path and assures a complete search.

Currency Option

Select to use the transaction currency, base currency, or euro currency for the search.

Search Results

The Sort field orders the query results and displays the results based on the following specified sort options:

AA	Invoice amount (ascending).
AD	Invoice amount (descending).
CA	Bill to customer (ascending).
CD	Bill to customer (descending).
IA	Invoice number (ascending).

ID	Invoice number (descending).
SA	Invoice status (ascending).
SD	Invoice status (descending).
	Click the Sort button after you select an option to obtain the results.

The status of the results—that is, the number of rows retrieved by the search—appears on the page. The number of rows is expressed in the following format:

X To Y Of Z

Z is the total number of rows that meet the search criteria specified, and *X* and *Y* refer to the rows that appear in the query chunk.

Use the scroll bar to scroll through the rows of bill header data. If you do not find the bill that you want but additional rows exist, click the Get Next Chunk button to obtain the next chunk of data.

The sort criteria that you specify determine the order of the rows that appear in a chunk. For example, if the sort order is *AA* (amount ascending), the first chunk of rows returned by a query displays the first maximum rows of data with the lowest invoice amounts. If the Max Rows field is set to *15*, the 15 bills with the lowest invoice amounts that match the rest of the query parameters appear first. If you were to run the query again with the same search parameters, but specify the sort order as *AD* (amount descending), the 15 bills with the highest invoice amount would appear first.

You can change the sort order without rerunning the search query by pressing the Sort button. The system doesn't invoke the query again, but it resorts the rows in the current chunk.

Note. If you re-sort a chunk of information, you must refresh the search to retrieve additional chunks. The sort command invalidates related chunks.

Bill Selection

All bills that satisfy the search criteria appear within the scroll area at the bottom of the page. Note that only bills with a transaction currency that matches the transaction currency of the consolidated invoice are selected for this function.

The columns that appear are:

Select	Click to select a bill for attachment or detachment.
Bill To	Displays the bill to customer number.
Invoice Amount	Displays the pretax invoice amount total.
Bill Detail	Click to access the Bill Header Detail page, where you can view a summary of all the possible field values for each bill.

The open field with a drop-down arrow is a dynamic column containing a series of fields. Select a field and the system returns all the values in that field for each of the bills listed. For instance, if you select *Media*, the system returns the media value for each of the bills. You can change your field selection at any time during the display without having to rerun the query. Select from the available field values:

<i>BOL:</i>	Bill of lading.
<i>Cons. Inv:</i>	Consolidated invoice, if the bill is already attached to a consolidation group.
<i>Cons. Key:</i>	Consolidated key.
<i>Contract:</i>	Contract ID.
<i>Customer:</i>	Bill to customer.
<i>Media:</i>	Media.
<i>Order Num.:</i>	Order number.
<i>PO:</i>	Purchase order.
<i>Project ID:</i>	Project identifier.
<i>Source:</i>	Bill source.
<i>Status:</i>	Bill status.
<i>Type:</i>	Bill type.

See Also

Chapter 30, “Searching for Bills,” Using Wildcard Features to Refine Bill Search Queries, page 559

Accumulating Balances

Accumulated balances enable you to dynamically define and run balances for key combinations in the PeopleSoft Billing application.

The Balance Accumulation process (BIACCUM) performs behind-the-scenes calculations that generate the invoiced balance, uninvoiced balance, and total (invoiced plus uninvoiced) balance. This process only maintains the current balances for each key combination defined by the accumulation description. Through the process, the system deletes old values and replaces them with current values. If you do not want to erase existing balances, change the Accumulation Start Dates field on the Accumulation Description page. The process calculates new balances without erasing the existing ones.

In this section, we discuss how to update balances for balance accumulations.

See Also

Chapter 4, “Structuring Bills,” Defining Accumulations, page 67

Pages Used to Accumulate Balances

Page Name	Object Name	Navigation	Usage
Balance Accumulations	RUN_BI_ACCUM	Billing, Generate Invoices, Accumulated Balances, Calculate Balances, Balance Accumulation	Update balances for one balance accumulation ID at a time.
Review Balances - Cumulative Billing Inquiry	BI_ACCUM_INQ	Billing, Generate Invoices, Accumulated Balances, Review Balances, Cumulative Billing Inquiry	Review results of a balance accumulation in the specified currency perspective. Select keys for the inquiry by selecting the accumulation ID, currency choices, and values for the keys that you associate with this accumulation ID. Once you run the accumulation, view the results in the specified currency: transaction, euro, or base.
Compare Balances - Cumulative Compare	BI_ACCUM_COMP	Billing, Generate Invoices, Accumulated Balances, Compare Balances, Cumulative Compare	Review the results of the accumulation process in the specified currency perspective.

Updating Balances for Balance Accumulations

Access the Balance Accumulation page.

The Balance Accumulation process (BIACCUM) updates balances for one balance accumulation ID at a time.

Select a balance accumulation ID. The identifiers are defined on the Accumulation Description page.

CHAPTER 7

Using Express Billing

The PeopleSoft express billing feature enables you to enter bills online quickly, especially when you have a large number of lines per bill. You can add and clone existing bill lines in bulk and configure the Express Billing - Line List page to fit your business needs. Express billing combines the standard bill entry pages to reduce the number of pages that you need to access when entering your bills online.

This chapter provides express-billing instructions for:

- Setting up express billing.
- Adding new bills.
- Entering bill header information.
- Entering bill line information.

See Also

Chapter 6, “Entering Bills Online,” page 85

Setting Up Express Billing

There are no steps that you are required to complete before using express billing. However, if you want to configure the Express Billing - Line List page to display only the configurable bill entry fields that you use often, or if you want to automatically navigate to express billing from the Bill Search page, use the Bill Entry Express, Bill Type, and Installation Options components to complete these steps:

- Use the Bill Entry Express component to select the configurable bill entry fields that you want to display.
- Associate bill types with a Bill Entry Express Template.
- Define express billing parameters.

Pages Used to Set Up Express Billing

Page Name	Object Name	Navigation	Usage
Bill Entry Express Template	BI_LINE_CFG_TMPLT	Set Up Financials/Supply Chain, Product Related, Billing, Define Preferences, Bill Entry Express Template, Bi Line Cfg Tmplt	Select the configurable bill entry fields that you want to display on the Express Billing - Line List page.
Bill Type 3	BI_TYPE3	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type 3	Associate bill types with a Bill Entry Express Template.
Installation Options – Billing - General Options	INSTALLATION_BI1	Set up Financials/Supply Chain, Install, Install Options, Billing - General Options	Define express billing parameters.

Selecting Configurable Bill Entry Fields

Access the Bill Entry Express Template page.

All configurable express billing fields appear on this page. You can elect to display the configurable fields on either the Line List - Primary or Secondary tabs, or on both. To include a field on the Express Billing - Line List page, select the corresponding Primary or Secondary check boxes.

Associating Bill Types with Bill Entry Express Templates

Access the Bill Type 3 page.

Select a template in the Bill Entry Express Template field. If a bill type is not associated with a Bill Entry Express Template, the system displays all configurable fields on both tabs of the Express Billing - Line List page for all bills with the corresponding bill type.

Defining Express Billing Parameters

Access the Installation Options – Billing - General Options page.

To define express billing parameters:

1. Select *Express* for the Bill Entry Hyperlink Option.

This option determines whether links on various pages—such as the Bill Search and Bill Summary pages—navigate to standard or express billing.

2. Define the default number of lines to add.

The system populates the Lines to Add field on the Express Billing - Line List page with this default value.

Adding New Bills in Express Billing

Access the Add a New Value page.

Invoice

(Required) When you enter a new bill online, you can accept the NEXT system-assigned invoice number or you can manually assign invoice numbers. To manually assign invoice numbers, select the User Definable - For New Bills check box on the Invoice Number page. System edits ensure that you assign a unique number to this business unit when you save the bill.

Bill Type Identifier and Customer

If you populate both of these fields, the system uses this information to populate required fields on the Express Billing - Header-Primary page with default values, and then takes you directly to the Express Billing - Line List page when you click the Add button. If you do not populate these fields on this search page, the system takes you to the Bill Header - Primary page, where these fields are required.

See Also

[Chapter 4, “Structuring Bills,” Assigning Invoice Number IDs, page 36](#)

Entering Express Billing Header Information

Bill header information applies to the entire bill and contains all the information identifying where the bill came from, where it is going, when it is going, and how it is formatted. When you load a bill through the Billing Interface, this header information is included from the source system. However, if you are entering the bill online, you must define all of the required header data.

This section provides instructions for:

- Entering required and general express billing information.
- Entering additional express billing information.

Pages Used to Enter Express Billing Header Information

Page Name	Object Name	Navigation	Usage
Express Billing - Header-Primary	BI_HDR_X	Billing, Maintain Bills, Express Billing, Header-Primary	Enter required and general bill header information.
Express Billing - Header-Secondary	BI_HDR2_X	Billing, Maintain Bills, Express Billing, Header-Secondary	Enter additional bill header information.

Entering Required and General Express Billing Information

Access the Express Billing - Header-Primary page.

Required fields or fields that drive default values appear above the shaded area. Bill header fields that are optional, as well as fields that are populated by defaults determined by the values that you enter in the required fields, appear in the shaded area of the page.

The fields on this page are the same as those that appear on the Standard Billing – Header – Info 1 page.

Entering Additional Express Billing Information

Access the Express Billing - Header-Secondary page.

General Information and Exchange Rate

The fields in these group boxes are the same as those that appear on the Standard Billing – Header – Info 2 page, except for PO Ref (purchase order reference) and System Source, which appear on the Standard Billing - Header - Service Info page and the Standard Billing - Header - Project Info page, respectively.

If a invoice is liable for VAT, the VAT Information link appears, which you can click to access the Bill Header VAT Information page, where you can review and maintain the invoice VAT information.

Order Management

The fields in this group box are the same as those that appear on the Standard Billing - Header - Order Info page.

Projects/Contracts

The fields in this group box are the same as those that appear on the Standard Billing - Header - Project Info page, except for Contract Type, which appears on the Standard Billing - Header - Service Info page.

Service

The fields in this group box are the same as those that appear on the Standard Billing - Header - Service Info page.

Key

Contains a value that you can assign to associate groups of bills that you may want to consolidate. In this field, you can create labels that best suit your business needs.

Note. No prompt table exists for the CONTRACT_NUM field. Because contract numbers can be assigned from a variety of sources, a single prompt table is not adequate for this field. Nor is a dynamic prompt to this field appropriate, as no bill header characteristic exists to determine the source of the CONTRACT_NUM value. Bills can contain lines from various sources where CONTRACT_NUM might have different meanings. A contract number in PeopleSoft Contracts, for example, might have a different meaning than one imported from PeopleSoft Order Management that represents a Buying Agreement. You can add a single prompt to this table, if you can predict the source of this information.

See Also

Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96

Entering Express Billing Bill Line Information

Bill line information pertains to a particular line of a bill. Charge identifiers, descriptions, pricing, discounts and surcharges, general ledger account codes, and line notes are included in this class of information. If you're entering the bill online, you must enter all of the required line data on these pages.

This section provides instructions for entering express billing bill line general information.

Page Used to Enter Express Billing Line Information

Page Name	Object Name	Navigation	Usage
Express Billing - Line List	BI_LINE_LIST_X	Billing, Maintain Bills, Express Billing, Line List	Enter or review bill line information.

Entering Express Billing Bill Line General Information

Access the Express Billing - Line List page.

Displaying Fields on the Primary and Secondary Tabs

The Secondary tab does not appear if:

- On the Bill Entry Express Template page, you elect to display no fields on the Secondary tab.
- On the Line List page, you click the Show All Columns button in the Bill Lines group box.

Sel (select), **Seq** (sequence), **Table**, **Identifier**, and **Quantity** These fields are not configurable in express billing.

Go To VAT Info The Go To VAT Info button appears if the bill line is subject to VAT. Click to access the Line - VAT Info page to view line VAT defaults

Adding, Deleting, and Copying Bill Lines

Lines to Add You can override the default value that you defined on the Installation Options – Billing - General Options page. Enter a value and click the Insert Bill Lines button, to add the specified number of blank rows at the bottom of the grid.

Delete Selected Bill Lines Populate the Sel field for all bill lines that you want to delete, and click this button at the bottom of the page. By using this method, you incur one server trip to delete multiple lines.

Alternatively, click the Delete Row button to the right of the bill line to delete lines individually. By using this method, you incur a server trip for each line that you delete.

Bill Line Copy Down To copy a bill line, populate the corresponding Sel field. You can select only one bill line to copy. In the Lines to Add field, specify the number of copies that you want to add. Click the Bill Line Copy Down button to display the new bill lines at the bottom of the grid.

Navigating in Express Billing

Click any of the links at the bottom of the page, or select an option from the drop-down menu to navigate to pages in express billing. When navigating to one of the accounting pages, you can select a bill line by selecting the corresponding Sel check box on the Express Billing - Line List page, and navigate directly to the corresponding bill line sequence number.

The following three scenarios are examples demonstrating which bill line would appear first on the Standard Billing – Rev Distribution page if you clicked the Accounting link at the bottom of the Line List page:

On the Line List Page, You Select	In the Bill Line Distribution - Revenue Scroll Area
No bill lines.	The line with the lowest sequence number (that is, the line sequence that is closest to 1) appears.
One bill line—for example, the bill line with the sequence number 3.	The bill line with the sequence number 3 appears.
Several bill lines.	The system displays an error message. You must select only one line to proceed with the navigation.

You can click the Standard Entry link to navigate to standard bill entry. Navigate to standard bill entry, for example, if you want a different bill entry presentation or if you need information about fields that you did not include in your express billing configuration.

Note. The remaining fields that appear on this page are the same as those that appear on the Standard Billing - Line - Info 1 and Standard Billing - Line - Info 2 pages. The fields that appear on the remaining express billing pages are the same as those that appear on their standard bill entry counterparts.

See Also

[Chapter 6, “Entering Bills Online,” page 85](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

CHAPTER 8

Understanding the Billing Interface Structure

This chapter discusses:

- The bill entry data structure.
- The Billing Interface temporary tables.
- The Billing Interface processing table (PS_INTFC_BI_PROC).
- The Billing Interface Application Engine state records (PS_INTFC_BI_AET, PS_INTFC1_BI_AET, VAT_DFLT_AET).
- The Billing Interface restart logic.
- The Billing Interface main processing logic (BIIF0001.MAINPROC section steps).

See Also

[Chapter 9, “Setting Up the Billing Interface,” page 173](#)

[Chapter 10, “Processing Billing Interface Activity,” page 267](#)

[Chapter 11, “Correcting Billing Interface Process Errors,” page 277](#)

Understanding the Billing Interface Data Structure

PeopleSoft Billing enables you to import billing activity from external systems and a number of internal systems—including PeopleSoft Contracts, Projects, Inventory, Order Management, Promotions Management, Asset Management systems—through several tables referred to as the Billing Interface staging area, which consists of the following six tables with all data attributes supported by the bill data structure: the PS_INTFC_BI table, the PS_INTFC_BI_AEDS table, the PS_INTFC_BI2 table, the PS_INTFC_BI_NOTE table, the INTFC_BI_EXSD table and the PS_INTFC_BI_HDR table.

The structure of the Billing Interface tables differs from the structure of a bill in its final form. The Billing Interface takes information from these tables, edits the data, provides defaults, and groups the data into bills. It’s important to understand the types of transactions stored in these tables. This chapter provides detailed information about the data in each of the Billing Interface tables, as well as how to populate each of the tables.

See Also

[Chapter 9, “Setting Up the Billing Interface,” page 173](#)

Understanding the Bill Data Structure

To understand the bill data structure, you must understand PeopleSoft Billing transactional data models and how the data is stored in the main PeopleSoft Billing tables. This table lists bill data structure details:

Table	Keys	Relationship
Bill Header table (PS_BI_HDR)	BUSINESS_UNIT INVOICE	Parent table.
Bill Header AR Accounting Distribution (bill header accounts receivable accounting distribution) table (PS_BI_HDR_AR)	BUSINESS_UNIT INVOICE SEQ_NUM	Bill header has one AR accounting distribution entry. SEQ_NUM always equals one.
Bill Header VAT (bill header value-added tax) table (PS_BI_HDR_VAT)	BUSINESS_UNIT INVOICE	Bill header has zero or one VAT header entry.
Bill Header Credit Card table (PS_BI_HDR_CRCARD)	BUSINESS_UNIT INVOICE SEQ_NUM	Bill header has zero or one Credit Card header entry.
Bill Header Note table (PS_BI_HDR_NOTE)	BUSINESS_UNIT INVOICE NOTES_SEQ_NUM	Bill header has zero or more header notes.
Invoice Carbon (or Courtesy) Copy Address (PS_BI_HDR_CC)	BUSINESS_UNIT INVOICE SEQ_NUM	Invoice has zero or more carbon copy address entries. The Billing Interface does not support carbon copy functionality.
Bill Line table (PS_BI_LINE)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM	Bill header has one or more bill lines.
Bill Line Tax table (PS_BI_LINE_TAX)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM	Bill line has zero or one bill line tax entry.

Table	Keys	Relationship
Bill Line Tax Detail table (PS_BI_LINE_TAX_DTL)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM TAX_AUTHORITY_CD	Bill line has zero or more tax detail entries. (These entries are not created by the Billing Interface for full bill credit and bill line adjustments.)
Bill Line Excise and Sales Tax Detail table PS_BI_LINE_EXS_DTL	BUSINESS_UNIT INVOICE LINE_SEQ_NUM EXS_TAX_TYPE EXS_TAX_RATE_SEQ	Bill line has zero or more tax detail entries.
Bill Line Note table (PS_BI_LINE_NOTE)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM NOTES_SEQ_NUM	Bill line has zero or more bill line notes.
Bill Line Accounting Entries table (PS_BI_LINE_DST)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM LINE_DST_SEQ_NUM	Bill line has zero or more accounting entries for regular revenue.
Bill Line Unbilled-AR Accounting Entries (bill line unbilled-accounts-receivable accounting entries) table (PS_BI_LINE_DST_UAR)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM LINE_DST_SEQ_NUM	Bill line has zero or one accounts-unbilled-receivable entries.
Bill Line AR Accounting Entries (bill line accounts receivable accounting entries) table (PS_BI_LINE_DST_AR)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM LINE_DST_SEQ_NUM	Bill line has zero or one accounts receivable offset entries.
Bill Line Deferred Accounting Entries table (PS_BI_LINE_DST_DFR)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM LINE_DST_SEQ_NUM	Bill line has zero or more accounting entries for deferred revenue.

Table	Keys	Relationship
Bill Line Deferred Accounting Entries table (PS_BI_LINE_DST_STA)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM LINE_DST_SEQ_NUM	Bill line has zero or more statistical accounting entries.
Bill Line InterUnit Payables table (PS_BI_LINE_IU_PAY)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM LINE_DST_SEQ_NUM	Bill line has zero or one InterUnit payables entries.
Bill Line InterUnit Expenses table (PS_BI_LINE_IU_EXP)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM LINE_DST_SEQ_NUM	Bill line has zero or one InterUnit expense entries.
Bill Line Discount/Surcharge Level table (PS_BI_LINE_DS_LVL)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM DISC_SUR_LVL	Bill line has zero or more discount or surcharge levels.
Bill Line Discount/Surcharge Detail table (PS_BI_LINE_DS_DTL)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM DISC_SUR_LVL DISC_SUR_ID	Bill line discount or surcharge level has one or more discount or surcharge details, each related to one discount or surcharge level.
Bill Line Deferred Discount/Surcharge Detail table (PS_BI_LINE_DS_DFR)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM DISC_SUR_LVL DISC_SUR_ID	Bill line discount or surcharge level has one or more deferred discount or surcharge details, each related to one discount or surcharge detail.

Understanding the Billing Interface Temporary Tables

The Billing Interface process is an Application Engine process that takes advantage of features, including parallel processing and set processing, that utilize temporary tables to reduce risk of data contention and deadlocks. To utilize Billing Interface temporary tables, you must understand how Application Engine employs temporary tables for parallel processing.

See *PeopleTools 8.44 PeopleBook: PeopleSoft Application Engine “Using Temporary Tables”*

The Billing Interface process uses the following temporary tables. *nn* represents the temporary table instance number between 1 and 99.

PS_INTFC_BI_TAOnn	Temporary table for PS_INTFC_BI.
PS_INTFC_BIE_TAO	Temporary table for PS_INTFC_BI_EXSD
PS_INTFC_BIA_TAOnn	Temporary table for PS_INTFC_BI_AEDS.
PS_INTFC_BI2_TAOnn	Temporary table for PS_INTFC_BI2.
PS_INTFC_BIN_TAOnn	Temporary table for PS_INTFC_BI_NOTE.
PS_INTFC_BIH_TAOnn	Temporary table for PS_INTFC_BI_HDR.
PS_INTFC_BI_ETMPnn	Error Processing temporary table. The interface process performs multiple data integrity edit checks. The system inserts temporary data into the PS_INTFC_BI_ETMP table to assist with error checking.
PS_INTFC_BI_NTMPnn	Invoice Numbering temporary table. The interface process inserts a row of data into this table for each invoice number ID. The data in this table assists in assigning invoice numbers to new bill headers.
PS_INTFC_BI_CTMPnn	Consolidated Bill Header temporary table. The interface process inserts a row of data into this table for every new consolidated bill header that it generates for insertion into the PS_BI_HDR table.
PS_INTFC_BI_DTMPnn	Discount/Surcharge Level temporary table. The interface process inserts a row of data into this table for every discount or surcharge level of each charge line, for insertion into the PS_BI_LINE_DS_LVL table.
PS_INTFC_BI_HTMPnn	Bill Header temporary table. The interface process inserts a row of data into this table for every new bill header that it generates for insertion into the PS_BI_HDR table.
BI_IHAR_TAOnn	Bill Header AR accounting distribution temporary table. The interface process inserts a row of data into this table for every new bill header that it generates for insertion into the PS_BI_HDR_AR table.
PS_BI_IHVAT_TAOnn	Bill Header VAT temporary table. The interface process inserts a row of data into this table for every new bill header with VAT information. This temporary table is used only by the Billing Interface process (BIIF0001).

PS_BI_IHCRC_TAOⁿⁿ	Bill Header Credit Card temporary table. The interface process inserts a row of data into this table for every new bill header with credit card information that it generates for insertion into the PS_BI_HDR_CRCARD table.
PS_BI_IHCC_TAOⁿⁿ	Bill Header Courtesy Copy temporary table. The interface process inserts a row of data into this table for every piece of new bill header courtesy copy information that it generates for insertion into the PS_BI_HDR_CC table. This table is currently not used.
PS_BI_IHNOT_TAOⁿⁿ	Bill Header Note temporary table. The interface process inserts a row of data into this table for every new bill header with note information that it generates for insertion into the PS_BI_HDR_NOTE table.
PS_BI_ILINE_TAOⁿⁿ	Bill Line temporary table. The interface process inserts a row of data into this table for each charge line for insertion into the PS_BI_LINE table.
PS_BI_ITAX_TAOⁿⁿ	Bill Line Tax temporary table. The interface process inserts a row of data into this table for each charge line with tax information for insertion into the PS_BI_LINE_TAX table.
PS_BI_ITXD_TAOⁿⁿ	Bill Line Tax Detail temporary table. The interface process inserts a row of data into this table for full bill credit and bill line adjustments for insertion into the PS_BI_LINE_TAX_DTL table.
PS_BI_ILEXS_DTAOⁿⁿ	Bill Line Excise and Sales Tax Detail temporary table. The Billing Interface process inserts a row of data into this table for full bill credit and bill line adjustments for insertion into the PS_BI_LINE_EXS_DTL table. This table is used for India transactions only.
PS_BI_ILNOT_TAOⁿⁿ	Bill Line Note temporary table. The interface process inserts a row of data into this table for each charge line with note information for insertion into the PS_BI_LINE_NOTE table.
PS_BI_IDST_TAOⁿⁿ	Bill Line Revenue Distribution temporary table. The interface process inserts a row of data into this table for each charge line with revenue distribution information for insertion into the PS_BI_LINE_DST table.
PS_BI_IAR_TAOⁿⁿ	Bill Line AR Offset Distribution temporary table. The interface process inserts a row of data into this table for each charge line with AR distribution information for insertion into the PS_BI_LINE_DST_AR table.
PS_BI_IUAR_TAOⁿⁿ	Bill Line Unbilled AR temporary table. The interface process inserts a row of data into this table for each charge line with unbilled AR distribution information for insertion into the PS_BI_LINE_DST_UAR table.
PS_BI_IDFR_TAOⁿⁿ	Bill Line Deferred Revenue Accounting Entries temporary table. The interface process inserts a row of data into this table for each charge line with deferred revenue distribution information for insertion into the PS_BI_LINE_DST_DFR table.
PS_BI_ISTA_TAOⁿⁿ	Bill Line Statistical Revenue Accounting Entries temporary table. The interface process inserts a row of data into this table for each

charge line with statistical revenue distribution information for insertion into the PS_BI_LINE_DST_STA table.

PS_BI_IIUP_TAO_{nn}	Bill Line InterUnit Payable temporary table. The interface process inserts a row of data into this table for each charge line with InterUnit payable distribution information for insertion into the PS_BI_LINE_IU_PAY table.
PS_BI_IIUE_TAO_{nn}	Bill Line InterUnit Expense temporary table. The interface process inserts a row of data into this table for each charge line with InterUnit expense distribution information for insertion into the PS_BI_LINE_IU_EXP table.
PS_BI_IDS_D_TAO_{nn}	Bill Line Discount/Surcharge Detail temporary table. The interface process inserts a row of data into this table for each charge line with discount or surcharge and its distribution information for insertion into the PS_BI_LINE_DS_DTL table.
PS_BI_ILDDS_TAO_{nn}	Bill Line Deferred Discount/Surcharge Detail temporary table. The interface process inserts a row of data into this table for each charge line with deferred discount or surcharge and its distribution information for insertion into the PS_BI_LINE_DS_DFR table.
PS_BI_IDS_L_TAO_{nn}	Bill Line Discount/Surcharge Level temporary table. The interface process inserts a row of data into this table for each charge line with discount or surcharge level information for insertion into the PS_BI_LINE_DS_LVL table.

Understanding the Billing Interface Processing Table (PS_INTFC_BI_PROC)

Every time that you run the Billing Interface, the system inserts a row of data into the PS_INTFC_BI_PROC table. The Billing Interface process uses this secondary run control to prevent running the billing interface process with identical interface IDs. The system tracks the following data:

PROCESS_INSTANCE	Process Instance.
INTFC_ID	From Interface ID.
TO_INTFC_ID	To Interface ID.
INTFC_RUN_OPT	Interface Run Option.
OPRID	Operator ID.
RUN_CNTL_ID	Run Control ID.

When the interface completes successfully, it deletes this record.

Understanding the Billing Interface Application Engine State Records (PS_INTFC_BI_AET, PS_INTFC1_BI_AET, PS_VAT_DFLT_AET)

The State Record is a PeopleSoft record that must be created and maintained by an Application Engine developer. This record defines the fields that a program uses to pass values from one action to another. The fields of the Application Engine State Record can be considered a working storage for the Application Engine program.

An Application Engine State Record must have PROCESS_INSTANCE defined as the first field and the *only* key field. For the system to recognize the record as a State Record, all State Record names must end with the _AET identifier.

The Billing Interface employs two state records during its processing:

- PS_INTFC_BI_AET (primary).
- PS_INTFC1_BI_AET (secondary).
- PS_VAT_DFLT_AET (secondary). Used only for transactions that are liable for value added tax (VAT)

Understanding the Billing Interface Restart Logic

The Billing Interface uses Application Engine's built-in restart feature. If the process terminates abnormally, restart the process to continue from the last commit point. The restarted Billing Interface Application Engine program locates the last checkpoint or the last successfully carried out and committed step, and continues with the processing from that point forward. When the interface is running for a range of interface IDs, you cannot select those interface IDs for another run simultaneously.

To restart a Billing Interface process:

1. Access the Process Monitor page and locate the Billing Interface process that you want to restart.
2. Click the Details link for the Billing Interface process that you want to restart.
3. Select the Restart Request option under the Update Process group, and then click OK to restart the process.

Understanding the Billing Interface Main Processing Logic

This section contains an overview of the Billing Interface processing steps and their sequence. The headings are listed in the following format: AEPROGRAMNAME.SECTION.STEP.

BIIF0001.MAIN.INIT

This step performs initialization, including:

- Retrieving run control parameters.
- Checking for existing Billing Interface processes.

- Inserting a record into the Billing Interface processing table PS_INTFC_BI_PROC.
- Retrieving some PeopleSoft Billing installation options.
- Selecting *UPD* as the processing status for the interface record.

BIIF0001.MAIN.DISTTEMP

This step copies Billing Interface records from main staging tables to their respective temporary tables for processing:

Copies From	Copies To
PS_INTFC_BI	PS_INTFC_BI_TAO _{nn}
PS_INTFC_BI_AEDS	PS_INTFC_BIA_TAO _{nn}
PS_INTFC_BI2	PS_INTFC_BI2_TAO _{nn}
PS_INTFC_BI_NOTE	PS_INTFC_BIN_TAO _{nn}
PS_INTFC_BI_HDR	PS_INTFC_BIH_TAO _{nn}
PS_INTFC_EXSD	PS_INTFC_BIE_TAO

BIIF0001.MAIN.DEFAULTTS

This step performs defaulting of some common definitional fields, such as general ledger (GL) business units, GL level options, base currency code, ChartFields, currency rate sources, VAT defaults (such as VAT reporting country, customer's VAT registration country, VAT treatment group), and bill by IDs.

BIIF0001.MAIN.REQEDITS

This step performs target invoicing edits, including the bill status of a target invoice and no adjustments for target invoicing. This step also performs edit check for bill by fields.

BIIF0001.MAIN.OPTEDIT

This step edits the data in the interface tables for billing business rule compliance and data integrity. This step also ensures that transactions are ready to be billed.

BIIF0001.MAIN.MAINPROC

This step performs bill creation. This is the main processing step of the Billing Interface and is discussed in detail later in this section.

BIIF0001.MAIN.UPDINTFC

This step writes back critical field values from the Billing Interface temporary tables to the Billing Interface main staging tables and updates the Billing Interface main staging tables with error statuses and error messages for interface records.

BIIF0001.MAIN.STATS

This step calculates Billing Interface processing statistics, such as the number of lines in error, the number of new bill headers created, and the number of bill lines created; these statistics are then logged into a message log.

BIIF0001.MAIN.DELINTPR

This step deletes PS_INTFC_BI_PROC, the Billing Interface secondary run control record.

BIIF0001.MAIN.MAINPROC

This step calls the MAINPROC section, which is the main processing step of the Billing Interface.

BIIF0001.MAINPROC.NEWHDRS

This step:

1. Inserts one row of data into PS_INTFC_BI_HTMP n for every new bill header that the system needs to generate, as determined by the bill by options.

The data populated in the interface table represents bill line level data that the system must add to a bill. The system uses the bill by definition to establish whether it can add the line activity to an existing bill. If an appropriate bill does not already exist, the system generates a new bill header.

The interface process dynamically builds an INSERT/SELECT Structured Query Language (SQL) statement for each distinct bill by identifier appearing by default in the interface table, and then runs the statement. For each bill by identifier, the SQL statement inserts a row into PS_INTFC_BI_HTMP n for each new bill header that the system generates. The SQL generated has the following structure, with columns c1, c2, c3 . . . representing the bill by columns:

```
INSERT into PS_INTFC_BI_HTMP $n$ ( .. , .. , .. , .. , ...)
SELECT .. , .. , .. , .. FROM PS_INTFC_BI
WHERE INTFC_ID BETWEEN ... AND ...
AND NOT EXISTS
SELECT INVOICE FROM PS_BI_HDR
WHERE PS_BI_HDR.c1 = PS_INTFC_BI.c1
  AND PS_BI_HDR.c2 = PS_INTFC_BI.c2
  AND PS_BI_HDR.c3 = PS_INTFC_BI.c3
GROUP BY PS_INTFC_BI.c1, PS_INTFC_BI.c2, PS_INTFC_BI.c3, . ,
```

Note. FUNCLIB_BIINTFC.BILL_BY_ID.FieldFormula PeopleCode contains all logic related to building the dynamic SQL described above.

The system treats the following fields as bill by fields, even though they may not be part of the bill by definition.

Note. If on the Installation Options – Billing - General Options page you define your invoice numbering at the bill source level, the system also adds BILL_SOURCE_ID as an implicit bill by field.

BUSINESS_UNIT
BILL_TO_CUST_ID
BILL_TYPE_ID
BILL_SOURCE_ID (if invoice numbering is set to source)
BI_CURRENCY_CD
HDR_FIELDS_KEY
BUSINESS_UNIT_TO

2. Inserts one row of data into PS_INTFC_BI_HTMP n temporary table for every new bill header that is needed for a target invoice.

You can use a target invoice to specify the invoice number to which the lines should be added.

If the target invoice does not yet exist, the interface inserts a row into the header temporary table PS_INTFC_BI_HTMP n .

3. Inserts one row into the header temporary table for every rebill adjustment transaction line (AHDR/RBALL).

When creating a rebill adjustment of this nature, the only bill by options that are used are bill status options.

BIIF0001.MAINPROC.HDRDFTS

This step updates new bill header information in PS_INTFC_BI_HTMP n temp table with default data from:

- InterUnit setup defaults (InterUnit and IntraUnit bills only).
- Customer defaults.
- Bill source defaults.
- Bill type defaults.
- Business unit defaults.

When the system inserts new bill headers into the header temporary table, it enables data such as payment terms, payment method, and remit-to to appear by default into PS_INTFC_BI_HTMP n from customer, bill source, bill type, business unit, and system-wide billing installation options.

BIIF0001.MAINPROC.INSCRALL

This step inserts a row into the header temporary PS_INTFC_BI_HTMP n n for every credit bill transaction (AHDR/CRALL). Header defaults are applied before the interface inserts the credit rows, which preserves the values of the credit bill and ensures that the credit bill is an exact reversal of the bill being adjusted.

See [Chapter 9, “Setting Up the Billing Interface,” Processing Adjustments Through the Billing Interface, page 259.](#)

BIIF0001.MAINPROC.HDRDFTS2

This step updates new bill header information in the PS_INTFC_BI_HTMP n n temporary table with system level default data such as AR options, GL options, and current currency rate type. The invoice numbering default is also applied from either the system, bill source, bill type, or business unit level.

BIIF0001.MAINPROC.MAINCONS

This step:

1. Inserts a row into PS_INTFC_BI_CTMP n n for each new consolidated bill header that it generates.

The interface process supports consolidated billing. The system automatically consolidates bills through the interface for bill to customers who have consolidation data defined on the Customer Information, General Information, General Info page.

This step also determines how many new consolidated invoice numbers need to be checked out for each invoice number ID. The interface reserves the number needed by updating the BI_IVC_NUM table. For example, if 100 new invoice numbers are needed for a particular invoice number ID, this procedure increments the BI_IVC_NUM table by 100 to reserve the amount of new invoice numbers needed.

2. Updates new consolidated bill headers in PS_INTFC_BI_CTMP n n with customer-level defaulting and invoice numbers, and inserts them into the bill header table.

By the time that the system inserts new consolidated bill headers into PS_BI_HDR, there should exist at least one consolidated bill header to which the system can attach each new bill header in PS_INTFC_BI_HTMP n n, if appropriate.

See [Chapter 9, “Setting Up the Billing Interface,” Generating Consolidated Billing Through the Billing Interface, page 258.](#)

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information,” Adding General Customer Information.

BIIF0001.MAINPROC.BILLSTAT

This step updates new bill headers with the appropriate bill status. The bill status is usually determined according to the Bill By Identifier page by the value that you select in the New Bill Status group box. The bill status can also be determined by direct invoicing, temporary bill flag, billing frequency, and line type.

See [Chapter 9, “Setting Up the Billing Interface,” Using the Bill By Identifier with the Billing Interface, page 249.](#)

BIIF0001.MAINPROC.ASGN_IVC

This step:

1. Determines how many new invoice numbers need to be checked out for each invoice number ID.

The interface reserves the number needed by updating the BI_IVC_NUM table.

2. Assigns the new invoice numbers to regular bill headers in PS_INTFC_BI_HTMPnn.

BIIF0001.MAINPROC.CONSHDR

This step associates regular bill headers with appropriate consolidated bill headers.

BIIF0001.MAINPROC.ADJHDPTR

This step selects adjustments of type CRALL and RBALL in PS_INTFC_BI_HTMPnn. For these bills, this step assigns cross-reference invoice and line numbers.

BIIF0001.MAINPROC.INSBILLS

This step inserts bill headers into PS_BI_HDR, selecting from PS_INTFC_BI_HTMPnn.

BIIF0001.MAINPROC.ADJHDUPD

This step selects the headers from PS_INTFC_BI_HTMPnn that have a full bill credit, and updates the ADJUSTED_FLAG and NEXT references.

BIIF0001.MAINPROC.INS_DTMP

This step inserts a row for every distinct discount or surcharge level, for each charge line, into temporary table PS_INTFC_BI_DTMPnn.

For example, if the system is processing a charge line in the interface table with two related level one discounts and a level two discount, the system inserts two rows into PS_INTFC_BI_DTMPnn, enabling it to keep track of discount or surcharge level subtotals. When it has calculated the discount or surcharge totals, the system populates PS_BI_LINE_DS_LVL from PS_INTFC_BI_DTMPnn, and populates PS_BI_LINE_DS_DTL from PS_INTFC_BIA_TAOnn.

BIIF0001.MAINPROC.ASGNIVC5 and BIIF0001.MAINPROC.ASGNVIVC

This step assigns the invoice numbers to each LINE transaction in PS_INTFC_BI_TAOnn. Once the system processes the bill headers (and consolidated bill headers), this step evaluates the line charge detail and evaluates the invoice to which the lines belong. At this point in the process, every line processed should have a bill to which it can belong.

BIIF0001.MAINPROC.NEWSTAT

This step updates the bill status from *RDY* to *NEW* for installment invoices, recurring invoices, or invoices containing freight surcharge or miscellaneous charges and with no ship to address number.

BIIF0001.MAINPROC.LINESEQ

This step evaluates the line charge detail and:

- Assigns a line sequence number to the interface lines.
- Assigns line distribution sequence numbers to the accounting entries for the interface lines.
- Assigns note sequence numbers to header and line notes.
- Calculates discounts and surcharges and updates discount or surcharge subtotals.

BIIF0001.MAINPROC.LSTIVCSQ

This step updates the last line sequence number on the bill header.

BIIF0001.MAINPROC.ADJ_IVC

This step evaluates the line charge detail and performs these tasks on adjustment invoices:

- Determines the invoice to which the lines belong.
(At this point in the process, every line processed should have a bill to which it can belong.)
- Assigns a line sequence number to the interface line.
- Assigns line distribution sequence numbers to the accounting entries for the interface line.
- Assigns note sequence numbers to header and line notes.
- Calculates discounts and surcharges and updates discount or surcharge subtotals.

BIIF0001.MAINPROC.POPIUAES

This step populates accounting entries for InterUnit and IntraUnit bills, acquiring values from the central InterUnit and IntraUnit setup tables.

BIIF0001.MAINPROC.AFFLDFLT

This step defaults affiliate value on accounting distributions.

BIIF0001.MAINPROC.NEWLINES

This step inserts line data into a temporary line so that default values may be applied.

BIIF0001.MAINPROC.LINEDFTS

This step updates bill line temporary tables to populate line default values and:

- Applies customer default values to lines in the temporary table PS_BI_ILINE_TAO_{nn}.
- Applies business unit default values to lines in the temporary table PS_BI_ILINE_TAO_{nn}.
- Populates the temporary line table with adjustment lines that are bill reversals (CRALL), unchanged rebill lines (RBALL), and line reversals (CRLIN).
- Populates the temporary line table with adjustment lines, and updates adjustment history references for bill lines.

BIIF0001.MAINPROC.INSLINES

This step inserts the interface table data into the bill data structure.

BIIF0001.MAINPROC.TOTHDRS

This step:

1. Selects all bills impacted by inserting new bill lines, and updates their totals to reflect the new activity added to them.
2. Updates consolidated invoice pretax invoice amount by summing all attached invoice pretax invoice amounts.

BIIF0001.MAINPROC.TOTHDREX

This step accumulates excise and sales tax amounts from bill line and update the total excise and total sales tax amounts onto bill header.

BIIF0001.MAINPROC.UPDVATDF

This step sets the bill header VAT defaulting option to *L* indicate that new lines are appended to an existing VAT invoice. Setting bill header VAT defaulting option to *L* causes VAT defaults to be re-applied

BIIF0001.MAINPROC.UPPCSTAT

This step enables the PC_DISTRIB_STATUS value to appear by default in the PS_BI_HDR table, based on bill lines of the invoice. The values that are assigned control processing that is related to the integration with PeopleSoft Contracts and Projects applications.

BIIF0001.MAINPROC.INV_TYPE

This step:

1. Updates the invoice type—by setting it to *RAD* (regular with adjustments)—for any bill headers that had line adjustments added to them.
2. Updates the invoice type—by setting it to *RAD* (regular with adjustments)—for any bill headers that originally contained only adjustment lines but have had regular lines added to them.

BIIF0001.MAINPROC.DRILBACK

This step:

1. Updates the PS_SHIP_INF_INV table with invoice number and invoice line sequence number for activity from PeopleSoft Order Management and Inventory.
2. Updates the PS_CA_BP_XREF table with invoice number for activity from PeopleSoft Contracts.
3. Updates the PS_BI_ADJ_GRP_LINE table with invoice number and invoice line sequence number for activity from the return material authorization features of PeopleSoft Order Management or PeopleSoft Inventory.

BIIF0001.MAINPROC.RESETPI

This step updates process instance with zero for newly inserted headers in the PS_BI_HDR table.

BIIF0001.MAINPROC.MOVE2CMP

This step:

1. Moves the records from the temporary Billing Interface staging tables—PS_INTFC_BI_TAO_{nn}, PS_INTFC_BIA_TAO_{nn}, PS_INTFC_BI2_TAO_{nn}, PS_INTFC_BIN_TAO_{nn}, and PS_INTFC_BIH_TAO_{nn}—to their respective archiving tables: PS_INTFC_BI_CMP, PS_INTFC_BI_AD_CMP, PS_INTFC_BI2_CMP, PS_INTFC_BI_NT_CMP, and INTFC_BI_HDRCMP.
2. After archiving is complete, deletes those records from the Billing Interface tables that were moved to the archiving tables.

CHAPTER 9

Setting Up the Billing Interface

This chapter discusses how to:

- Receive billing activity from external sources.
- Populate the PS_INTFC_BI table.
- Populate the PS_INTFC_BI_AEDS table.
- Populate the PS_INTFC_BI_NOTE table.
- Populate the PS_INTFC_BI2 table.
- Populate the PS_INTFC_BI_HDR table.
- Populate the PS_INTFC_BI_EXSD table.
- Use the bill by identifier with the Billing Interface.
- Populating identifiers.
- Generate consolidated billing through the Billing Interface.
- Process adjustments through the Billing Interface.
- Use target invoice processing with the Billing Interface.
- Create temporary bills through the Billing Interface.
- Processing bill lines with deferred revenue accounting entries.

See Also

[Chapter 8, “Understanding the Billing Interface Structure,” page 157](#)

[Chapter 10, “Processing Billing Interface Activity,” page 267](#)

[Chapter 11, “Correcting Billing Interface Process Errors,” page 277](#)

Receiving Billing Activity from External Sources

The PeopleSoft Billing system can accept information from several billing sources. The Billing Interface tables (PS_INTFC_BI, PS_INTFC_BI2, PS_INTFC_NOTE, PS_INTFC_BI_AEDS, INTFC_BI_EXSD and PS_INTFC_BI_HDR) act as staging areas for this external source information, holding it until you run the Billing Interface process (BIIF0001).

This section discusses:

- The Billing Interface staging area.
- How to assign zero values to revenue percentage fields that exceed size limits.

Note. When importing data into the Billing Interface from an external source, ensure that you round the data to the transaction's currency precision.

Note. To maintain performance efficiency, the system does not perform edit checks for all of the required fields. Ensure that your source system populates required Billing Interface fields with valid data.

Understanding the Billing Interface Staging Area

Consider the Billing Interface staging tables as the denormalized form of the online bill data structure. Therefore, the Billing Interface staging area supports the online bill data structure, storing one or more rows of data for each line of chargeable activity sent into PeopleSoft Billing.

The type of data stored in the Billing Interface is characterized by one of five transaction types.

LINE	Represents a bill line charge. For any bill line presented to the interface staging area, one or more accounting entries may be related. For example, if a charge is presented to the staging area and the revenue is distributed 50 percent to one account and 50 percent to another account, then two account entry (AE) transactions are populated in the Billing Interface—one for each of the accounts.
AE (accounting entry)	Represents different types of accounting entries for the LINE transaction. The different types of accounting entries are revenue, deferred revenue, accounts receivable (AR), unbilled accounts receivable (UAR), InterUnit payables, InterUnit expenses, and statistical information. AE transactions for general ledger (GL) are only mandatory for a LINE transaction when PeopleSoft Billing is generating GL accounting distributions.
NOTE	Represents a note or comment for the LINE transaction. Notes or comments may be related to a LINE transaction and may represent bill header notes or comments or bill line notes or comments. In the event that there are multiple notes or comments for a particular LINE transaction, multiple NOTE rows may be populated in the interface staging area for the LINE transaction. Note or comment transactions (NOTE) are not mandatory for LINE transactions.
DS (discount or surcharge)	Represents an optional discount or surcharge for the LINE transaction. Discounts and surcharges may be related to a LINE transaction. In the event that there are multiple discounts or surcharges for a specific LINE transaction, multiple DS rows may be populated in the interface staging area for the LINE transaction. DS transactions are optional for LINE transactions.
DDS (deferred discount surcharge)	Represents deferred accounting distribution for the discount or surcharge of the LINE transaction. When the deferred revenue feature is enabled, each DS entry has DDS accounting distribution.
AHDR (adjustment header)	Represents an adjustment header. This transaction type is used only when adjusting an entire bill (CRALL and RBALL). It is also used to specify

values to appear on the rebill header. AHDR is the only transaction type that does not require an associated LINE transaction.

EXSD (Excise and Sales Tax Detail)	Represents excise and sales tax detail. This transaction type is used only for India transactions and is applicable only to PeopleSoft Order Management feeder system.

Note. To ensure that your data is populated correctly in the Billing Interface staging tables, populate all of the Billing Interface fields for which you have valid data. Even though the system provides default values for some fields if you leave them blank, you should populate all fields for which you have valid data. This also reduces the work required by the Billing Interface and can impact batch performance.

Assigning Zero Values to Revenue Percentage Fields that Exceed Size Limits

When importing from an external source other than a PeopleSoft application, and when you have defined the GL Level as BI Creates GL Acct Entries (billing creates general ledger accounting entries) on the Installation Options – Billing – GL/AR Options page, your source system must assign a zero value to all revenue (DST) percentage fields if they exceed the +/-999.99 size limit. Your source system cannot successfully insert into the interface tables if your revenue percentage field values exceed this size limit.

Additionally, for bill lines with zero-dollar gross extended amounts, you must assign a zero value to all revenue (DST) percentage fields.

A bill line revenue percentage might exceed the +/-999.99 size limit, for example, when there exists a sizable discrepancy between the line amount and the gross amount.

Note. Discount and surcharge percentages must not exceed the +/-999.99 field size limit.

Populating the PS_INTFC_BI Table

The following four attributes comprise the key to the Billing Interface table (PS_INTFC_BI):

INTFC_ID (interface ID)	Represents a batch of billing activity—that is, a collection of billing activity that may be produced by a billing source system. Some systems may generate a batch each night. Other systems may produce a batch for a certain kind of billing activity.
INTFC_LINE_NUM (interface line number)	Represents a bill line charge. For each interface ID (batch of billing activity), there may be multiple interface line numbers—one for each bill line charge in the group.
TRANS_TYPE_BI	Transaction type. Characterizes the type of data being stored. Options are LINE, NOTE, and AHDR: • Each LINE within an interface ID should be assigned a unique interface line number. • Each LINE may have multiple NOTE transactions.

- When providing AHDR transactions, there should be only one AHDR row for each interface line number.

In this scenario, you may only associate NOTE transaction types with the same interface line number and interface ID as this AHDR row.

TRANS_TYPE_BI_SEQ Transaction type sequence. Part of the key used to provide uniqueness in the event that there are multiple notes or comments for a bill line charge. For a LINE transaction, set this attribute to 0 (zero).

Understanding the PS_INTFC_BI Table

Populate the PS_INTFC_BI table for LINE, NOTE, and AHDR transactions only. For each bill line charge added as a bill line to the bill data structure, the Billing Interface contains one row of data with a transaction type of LINE. For each bill line charge row with a transaction type of LINE, the Billing Interface can contain one or more notes or comments (NOTES).

Note. For third-party tax transactions with no ship-to address override, you must populate either the SHIP_FROM_LOC field or the ORD_ACCEPT_LOC field for the system to insert a row into the BI_LINE_TAX table.

Field Number	Field Name	LINE	NOTE	AHDR
1	INTFC_ID (interface ID)	Required. Used to group or batch a collection of Billing Interface activity.	Required. Used to group or batch a collection of Billing Interface activity.	Required. Used to group or batch a collection of Billing Interface activity.
2	INTFC_LINE_NUM (interface line number)	Required. Each unique interface line number for an interface ID represents a separate bill line charge.	Required. Each unique interface line number for an interface ID represents a separate bill line charge.	Required. Each unique interface line number for an interface ID with AHDR transaction guarantees uniqueness.
3	TRANS_TYPE_BI (transaction type)	Required. Value must be LINE.	Required. Value must be NOTE.	Required. Value must be AHDR.

Field Number	Field Name	LINE	NOTE	AHDR
4	TRANS_ TYPE_BI_SEQ (transaction type sequence)	Required. Initialize to zero for LINE transaction type.	Required. If more than one note is populated for a particular LINE transaction, the transaction type sequence must be used for uniqueness. Note. For note transactions, do not initialize TRANS_ TYPE_BI_SEQ to zero. For note transactions, TRANS_TYPE_ BI_SEQ must begin with 1.	Required. Initialize to zero for AHDR transaction type.
5	HDR_FIELDS_ KEY	Populate whenever a record is inserted into the PS_ INTFC_BI_HDR table.	Leave blank.	Leave blank.
6	HDR_FIELDS_ BILL_BY	Leave blank.	Leave blank.	Leave blank.
7	ADJ_TRANS_ TYPE (adjustment transaction type)	Required if the line is part of an adjustment. Must be RBALL if line is a delta line for a Rebill Entire Bill. Select <i>CRLIN</i> for Credit Line, <i>RBLIN</i> for Rebill Line, and <i>NTLIN</i> for Net Line.	Leave blank.	Required. Must be CRALL for Credit Entire Bill or RBALL for Rebill Entire Bill.
8	CREATE_NEW_ BILL	Optional. <i>N</i> is the default value.	Leave blank.	Leave blank.
9	TMP_BILL_FLG (temporary bill flag)	Optional. <i>N</i> is the default value. Bills with this set to <i>Y</i> are created in <i>TMR</i> status.	Leave blank.	Leave blank. Temporary bills are not supported for adjustments.
10	ENTRY_TYPE	Optional.	Leave blank.	Optional.

Field Number	Field Name	LINE	NOTE	AHDR
11	ENTRY_REASON	Optional.	Leave blank.	Optional.
12	ENTRY_EVENT	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
13	LOAD_STATUS_BI	Optional. May initialize to <i>NEW</i> or leave blank.	Optional. May initialize to <i>NEW</i> or leave blank.	Optional. May initialize to <i>NEW</i> or leave blank.
14	ERROR_STATUS_BI	Leave blank.	Leave blank.	Leave blank.
15	BUSINESS_UNIT (billing business unit)	Required. Must be a valid billing business unit.	Required. Must be a valid billing business unit.	Required. Must be a valid billing business unit.
16	BUSINESS_UNIT_GL	Leave blank.	Leave blank.	Leave blank.
17	BILL_TO_CUST_ID (bill to customer)	Required. Must be a valid bill to customer.	Leave blank.	Required. Must be a valid bill to customer. Leave blank for India tax transactions populated by PeopleSoft Order Management. AHDR is not supported for India transactions.

Field Number	Field Name	LINE	NOTE	AHDR
18	ADDRESS_SEQ_NUM (address sequence number)	Required for India tax transactions populated by PeopleSoft Order Management. If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments. Leave blank for India tax transactions populated by PeopleSoft Order Management.
19	BILL_TO_COPIES	Leave blank.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
20	CNTCT_SEQ_NUM (contact sequence number)	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
21	NAME1 (customer name)	Leave blank.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
22	INTERUNIT_FLG	Leave blank.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
23	BUSINESS_UNIT_TO	Required if an InterUnit flag is active and the customer default does not provide a value. If not populated and if the customer is an InterUnit customer, the system uses the BUSINESS_UNIT_GL value from the CUST_OPTION table, based on the customer ID. If the system cannot obtain this value, it marks the transaction in error.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
24	DIRECT_INVOICING	Y or N. Bills set to Y are created in <i>RDY</i> bill status. If provided, it must be valid and included in the bill by definition. If not provided, defaults to N.	Leave blank.	Optional. Y or N. Defaults to N. Bills with this set to Y are created in <i>RDY</i> bill status.
25	RANGE_SELECTION_ID	Optional. Used in range selection options and with direct invoicing.	Leave blank.	Optional. Used in range selection options and with direct invoicing.
26	BILL_SOURCE_ID	Required only if invoice numbering by bill source. Must be a valid bill source if provided.	Leave blank.	Required only if invoice numbering by bill source. Must be a valid bill source if provided.
27	BILL_TYPE_ID	Required. Must be a valid bill type.	Leave blank.	Required. Must be a valid bill type.

Field Number	Field Name	LINE	NOTE	AHDR
28	BILL_CYCLE_ID	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
29	BILL_BY_ID (bill by identifier)	Optional. Defaults if left blank. Must be valid if provided.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
30	PAYMENT_METHOD (payment method)	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
31	PYMNT_TERMS_CD (payment terms code)	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
32	BANK_CD (bank code)	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
33	BANK_ACCT_KEY	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
34	BI_CURRENCY_CD (billing transaction currency)	Required. It must be a valid currency	Leave blank.	Leave blank for CRALL. Required for RBALL and must be the same currency as the bill being adjusted.
35	BASE_CURRENCY	Leave blank.	Leave blank.	Leave blank.
36	CUR_RT_TYPE (currency rate type)	Optional. Defaults if left blank; must be valid if provided.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
37	RATE_MULT (rate multiplier)	Required if CUR_RT_SOURCE is <i>U</i> (user defined). If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process sets it to 0 (zero)	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
38	RATE_DIV (rate divisor)	Required if CUR_RT_SOURCE is <i>U</i> (user defined). If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process sets it to 1.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
39	CUR_RT_SOURCE (currency rate source)	Defaults to <i>T</i> (from tables) if blank. If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
40	INVOICE_DT (invoice date)	Optional.	Leave blank.	Optional.
41	ACCOUNTING_DT (accounting date)	Optional.	Leave blank.	Optional.

Field Number	Field Name	LINE	NOTE	AHDR
42	ACCRUE_ UNBILLED	Leave blank.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
43	TARGET_ INVOICE	Optional. If passed, target invoice becomes the invoice number.	Leave blank.	Optional. If passed, target invoice becomes the invoice number.
44	INVOICE	Leave blank.	Leave blank.	Leave blank.
45	DOC_TYPE (document type)	Optional.	Leave blank.	Optional.
46	CONSOL_SETID (consolidation customer setID)	Populate if generating consolidated bill headers across bill to customers through the Billing Interface. If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank. Not supported for adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
47	CONSOL_CUST_ID (consolidation customer ID)	Populate if generating consolidated bill headers across bill to customers through the Billing Interface. If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank. Not supported for adjustments.
48	CONSOL_KEY (consolidation key)	Populate if generating consolidated bill headers through the Billing Interface. If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank. Not supported for adjustments.
49	INVOICE_TO_ADJ	Required for ADJ_TRANS_TYPES of <i>CRLIN</i> , <i>RBLIN</i> , <i>NTLIN</i> , and <i>RBALL</i> . Must be a valid invoice.	Leave blank.	Required. Invoice to be adjusted must be a valid invoice.

Field Number	Field Name	LINE	NOTE	AHDR
50	ADJ_DELTA_ACTION	Required for ADJ_TRANS_TYPES of RBALL. Must be <i>ADD</i> for new lines, <i>RPL</i> for lines to be replaced, and <i>DEL</i> for lines to be deleted.	Leave blank.	Leave blank.
51	LINE_SEQ_TO_ADJ	Required for ADJ_TRANS_TYPES of CRLIN, RBLIN, and NTLIN. Also required for RBALL except when ADJ_DELTA_ACTION is <i>DEL</i> . Must be a valid line sequence.	Leave blank.	Leave blank.
52	LINE_SEQ_NUM	Leave blank.	Leave blank.	Leave blank.
53	LINE_DST_SEQ_NUM	Leave blank.	Leave blank.	Leave blank.
54	LINE_DFR_SEQ_NUM	Leave blank.	Leave blank.	Leave blank.
55	LINE_UAR_SEQ_NUM	Leave blank.	Leave blank.	Leave blank.
56	LAST_NOTE_SEQ_NUM	Leave blank.	Leave blank.	Leave blank.
57	NOTES_SEQ_NUM	Leave blank.	Leave blank.	Leave blank.
58	LINE_TYPE	Required. Must be a valid translate value.	Leave blank.	Leave blank.
59	IDENTIFIER (bill charge identifier)	Optional. Please see Populating Identifiers section below for more details.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
60	DESCR (bill charge description)	Optional. For PeopleSoft feeder systems, use the base language description, if populated.	Leave blank.	Leave blank.
61	UNIT_OF_MEASURE	Optional. Must be valid if provided.	Leave blank.	Leave blank.
62	QTY (quantity)	Required.	Leave blank.	Leave blank.
63	ORIG_QTY (original quantity)	Optional. Used only with PeopleSoft Project Costing integration.	Leave blank.	Leave blank.
64	UNIT_AMT (unit amount)	Required.	Leave blank.	Leave blank.
65	LIST_PRICE	Optional.	Leave blank.	Leave blank.
66	PPRC_PROMO_CD (promotion code)	Optional.	Leave blank.	Leave blank.
67	MERCH_TYPE (merchant type)	Optional.	Leave blank.	Leave blank.
68	TAX_CD (tax code)	Must be valid if provided. If not populated and ship to customer exists, the system defaults the tax code from the ship to customer address for non third-party vendor tax transactions.	Leave blank.	Leave blank.
69	TAX_EXEMPT_CERT (tax exempt certificate)	Optional.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
70	TAX_EXEMPT_FLG (tax exempt flag)	If not provided, the system uses <i>N</i> (no) as the default value.	Leave blank.	Leave blank.
71	TAX_EXEMPT_RC (tax exempt reason code)	Optional. Used only with Taxware tax option.	Leave blank.	Leave blank.
72	TAX_JOB_NUM (tax job number)	Optional. Used only with Taxware tax option.	Leave blank.	Leave blank.
73	BI_TAX_TIMING	Optional.	Leave blank.	Leave blank.
74	CUSTOMER_GROUP	Optional.	Leave blank.	Leave blank.
75	VAT_TXN_TYPE_CD (value-added tax transaction type code)	Optional. This applies to VAT transactions only. If not provided, the system populates with a default value through the VAT Defaulting process.	Leave blank.	Leave blank.
76	TAX_CD_VAT (tax code value-added tax)	This applies to VAT transactions only. If not provided, the system populates with a default value through the VAT Defaulting process. Must be populated if VAT applicability is provided and equals <i>T</i> (taxable), <i>X</i> (exonerated), or <i>S</i> (suspended). Must be blank if VAT applicability is provided and equals <i>E</i> (exempt) or <i>O</i> (outside of scope).	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
77	VAT_ APPLICABILITY	Optional. This applies to VAT transactions only. If not provided, the system populates with a default value through the VAT Defaulting process.	Leave blank.	Leave blank.
78	VAT_PRODUCT_ GROUP	This applies to VAT transactions only. Optional if the IDENTIFIER_TBL = G. Otherwise, leave blank.	Leave blank.	Leave blank.
79	PROD_GRP_ SETID (product group setID)	This applies to VAT transactions only. Must be provided if the VAT_PRODUCT_GROUP is provided. Otherwise, leave blank.	Leave blank.	Leave blank.
80	IST_TXN_FLG (intrastat transaction flag)	This applies to VAT transactions only. Leave blank.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
81	IDENTIFIER_TBL (identifier table)	Required if IDENTIFIER is populated. values are <i>ID, D, S, PRD, PDA, CON, ITM, PRM, A, G</i>. The value entered in the IDENTIFIER and IDENTIFIER_TBL fields must be a valid combination. See Chapter 9, “Setting Up the Billing Interface,” Populating Identifiers, page 256. If the IDENTIFIER field is populated, and the IDENTIFIER_TBL field is not populated, the system uses <i>G</i> as the default value in the IDENTIFIER_TBL field.	Leave blank.	Leave blank.
82	SHIP_FROM_LOC (ship from location)	Optional. Must be a valid location if provided. Used in conjunction with Taxware or Vertex tax options.	Leave blank.	Leave blank.
83	ORD_ACCEPT_LOC (order acceptance location)	Must be a valid location if provided. Used in conjunction with Taxware or Vertex tax options. If not provided, the system retrieves as a default value the order acceptance location from the Billing business unit definition.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
84	ORD_ORIGIN_ LOC (order origin location)	Must be a valid location if provided. Used in conjunction with Taxware tax options. If not provided, the system retrieves as a default value the order origin location from the Billing business unit definition.	Leave blank.	Leave blank.
85	STORE_LOC (store location)	Optional. Must be a valid location if provided. Used in conjunction with Taxware or Vertex tax options.	Leave blank.	Leave blank.
86	TITLE_PASSAGE	Optional. Must be a valid value if provided. Used in conjunction with Taxware tax options.	Leave blank.	Leave blank.
87	TAX_GROUP	Optional. Used in conjunction with Taxware or Vertex tax options.	Leave blank.	Leave blank.
88	TAX_USER_ AREA	Optional. Used in conjunction with Vertex tax options.	Leave blank.	Leave blank.
89	TAX_TRANS_ TYPE (transaction type)	Optional. Used in conjunction with Taxware or Vertex tax options.	Leave blank.	Leave blank.
90	TAX_TRANS_ SUB_TYPE (transaction subtype)	Optional. Used in conjunction with Vertex tax options.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
91	NET_ EXTENDED_AMT (net extended amount)	Leave blank. Calculated by interface process, depending on gross extended amount, discounts, and surcharges.	Leave blank.	Leave blank.
92	GROSS_ EXTENDED_AMT (gross extended amount)	Required. Net extended amount, discounts, and surcharges are calculated based on this amount.	Leave blank.	Leave blank.
93	REV_RECOG_ BASIS	Required for deferred revenue recognition and defaults from Bill Type definition for deferred revenue transactions. Values are defined by translate table. If set to a value other than blank or <i>INV</i> , indicates whether the line can have deferred accounting entries created.	Leave blank.	Leave blank.
94	PROJECT_ID	Optional. You may assign a project reference value here. This value is not automatically associated with the PROJECT_ID. This is not used as a ChartField.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
95	BUSINESS_UNIT_OM (PeopleSoft Order Management business unit)	Required if PRODUCT_ID is populated or when India tax transactions are populated by PeopleSoft Order Management.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments. Leave blank for India tax transactions populated by PeopleSoft Order Management.
96	ORDER_NO (order number)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
97	ORDER_INT_LINE_NO (order line number)	Optional.	Leave blank.	Leave blank.
98	SCHED_LINE_NBR (schedule line number)	Optional.	Leave blank.	Leave blank.
99	DEMAND_SOURCE	Optional.	Leave blank.	Leave blank.
100	DEMAND_LINE_NO (demand line number)	Optional.	Leave blank.	Leave blank.
101	BUSINESS_UNIT_RMA (PeopleSoft Order Management business unit for RMA)	Optional.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
102	RMA_ID (RMA identifier)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
103	RMA_LINE_NBR (RMA line number)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
104	PRODUCT_ID (product identifier)	Required when PeopleSoft applications populate the IDENTIFIER_TBL with <i>PRD</i> or <i>PDA</i> . Please see Populating Identifiers section below for more details.	Leave blank.	Leave blank.
105	ORDER_DATE	Optional. Required for deferred revenue if recognition basis is <i>ORD</i> (order date).	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
106	PO_REF (purchase order number)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
107	PO_LINE (purchase order line)	Optional.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
108	CONTRACT_NUM (contract number)	Optional.	Leave blank.	Leave blank.
109	CONTRACT_DT	Optional. Required for deferred revenue if recognition basis is <i>CON</i> (contact date).	Leave blank.	Leave blank.
110	CONTRACT_TYPE	Optional.	Leave blank.	Leave blank.
111	CONTRACT_LINE_NUM (contract line number)	Optional.	Leave blank.	Leave blank.
112	FREIGHT_TERMS	Optional.	Leave blank.	Leave blank.
113	BILL_OF_LADING	Optional.	Leave blank.	Leave blank.
114	COUNTRY_SHIP_FROM	If not provided, the system obtains a default value from the ship from business unit, then from the billing business unit location for VAT transactions. Required for India tax transactions populated by PeopleSoft Order Management.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments. Leave blank for India tax transactions populated by PeopleSoft Order Management.

Field Number	Field Name	LINE	NOTE	AHDR
115	COUNTRY_SHIP_ TO	If not provided, the system obtains a default value from the ship to customer location for VAT transactions.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments. Leave blank for India tax transactions populated by PeopleSoft Order Management.

Field Number	Field Name	LINE	NOTE	AHDR
116	SHIP_TO_ CUST_ID (ship to customer)	Required when third-party tax software, such as Taxware or Vertex, is associated with a billing business unit, and for India tax transactions populated by PeopleSoft Order Management. For VAT transactions, if you do not provide a value, the Billing Interface process attempts to provide a default value in this manner: 1. If the bill to customer location is also a ship to customer location, the bill to customer becomes the ship to customer, and the bill to location becomes the ship to location. 2. If the bill to customer location is not a ship to customer location, the process uses as a default value the customer's primary ship to customer, if it exists.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments. Leave blank for India tax transactions populated by PeopleSoft Order Management.

Field Number	Field Name	LINE	NOTE	AHDR
117	SHIP_TO_ADDR_NUM (ship to address)	Required when third-party tax software, such as Taxware or Vertex, is associated with a billing business unit and for India tax transactions populated by PeopleSoft Order Management. For VAT transactions, if you do not provide a value, the Billing Interface process attempts to provide a default value in this manner: 1. If the bill to customer location is also a ship to customer location, the bill to customer becomes the ship to customer, and the bill to location becomes the ship to location. 2. If the bill to customer location is not a ship to customer location, the process uses as a default value the customer's primary ship to customer, if it exists.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments. Leave blank for India tax transactions populated by PeopleSoft Order Management.
118	SHIP_ID (shipment ID)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
119	SHIP_TYPE_ID (shipment type)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
120	SHIP_FROM_BU (ship from business unit)	Required when PeopleSoft applications populate IDENTIFIER with INV_ITEM_ID from MASTER_ITEM_TBL	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments. Leave blank for India tax transactions populated by PeopleSoft Order Management.
121	SHIP_DATE	Optional. Required for deferred revenue if recognition basis is <i>SHP</i> (ship date).	Leave blank.	Leave blank.
122	SHIP_TIME	Optional.	Leave blank.	Leave blank.
123	PACKSLIP_NO (packing slip number)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
124	LC_ID (letter of credit ID)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
125	LOC_DOC_ID (location document ID)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
126	SEQUENCE_NBR (shipment sequence number)	Optional.	Leave blank.	Leave blank.
127	SOLD_TO_CUST_ID (sold to customer)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
128	SOLD_TO_ADDR_NUM (sold to address number.)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
129	BUSINESS_UNIT_PC (PeopleSoft Project Costing business unit)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
130	BUSINESS_UNIT_CA (PeopleSoft Contracts business unit)	Required if PRODUCT_ID from PROD_ITEM table is populated by PeopleSoft Contracts.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
131	RT_EFFDT (rate effective date)	Optional. Not currently used.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
132	BILL_PLAN_ID	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
133	PC_DISTRIB_STATUS	Leave blank. <i>N</i> is the default value if Contract Number and Bill Plan ID are present. If they are not present, <i>I</i> is the default value. Controls integration with PeopleSoft Project Costing.	Leave blank.	Leave blank.
134	BPLAN_LN_NBR (bill plan line number)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
135	EVENT_OCCURRENCE	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
136	XREF_SEQ_NUM (cross-reference sequence number)	Optional.	Leave blank.	Leave blank.
137	CONTRACT_PPD_SEQ (prepaid add sequence)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
138	ANALYSIS_TYPE	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
139	RESOURCE_ID	Optional.	Leave blank.	Leave blank.
140	RESOURCE_TYPE	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
141	RESOURCE_CATEGORY	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
142	RESOURCE_SUB_CAT (resource subcategory)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
143	ACTIVITY_ID	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
144	ACTIVITY_TYPE	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
145	DIST_CFG_FLAG	Set to either Y or N. When an item is configurable, set to Y.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
146	PRODUCT_KIT_ID	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments. Leave blank for India tax transactions populated by PeopleSoft Order Management.
147	SYSTEM_SOURCE	For PeopleSoft Order Management sales orders: <i>OBI</i>. For PeopleSoft Order Management and Inventory returns: <i>OBI</i>. For PeopleSoft Promotions Management: <i>OBI</i>. For PeopleSoft Inventory: <i>IBI</i>. For PeopleSoft Contracts: <i>CBI</i>. For PeopleSoft Project Costing: <i>PBI</i>. For PeopleSoft Asset Managements: <i>ABI</i>. If left blank, the Billing Interface process uses <i>BBI</i> as the default value.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
148	EMPLID (employee ID)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
149	EMPL_RCD (number of employee record)	Optional.	Leave blank.	Leave blank.
150	START_DT	Optional. Required for deferred revenue if recognition basis is <i>STE</i> (start and end date range).	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
151	END_DT	Optional. Required for deferred revenue if recognition basis is <i>STE</i> (start and end date range).	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
152	FROM_DT	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
153	TO_DT	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
154	SERVICE_ CUST_ID (service customer)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
155	SERVICE_ADDR_ NUM (service address)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
156	NOTE_TYPE	Leave blank.	Optional.	Leave blank.
157	STD_NOTE_ FLAG (standard note flag)	Leave blank.	Optional. Y is the default value if a standard note code (STD_NOTE_CD) exists and the note text (TEXT254) is blank. N is the default value if note text (TEXT254) is populated and standard note code (STD_NOTE_CD) is blank.	Leave blank.
158	INTERNAL_FLAG	Leave blank.	Required. Internal flag. Must be Y or N.	Leave blank.
159	HDR_OR_LINE_ NOTE (header or line note flag)	Leave blank.	Optional. Values are: H (header note) and L (line note). L appears as the default value, if left blank.	Leave blank.
160	AR_LVL	Leave blank.	Leave blank.	Leave blank.
161	AR_DST_OPT	Leave blank.	Leave blank.	Leave blank.
162	GL_LVL	Leave blank.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
163	ENABLE_DFR_ REV_FLG	Leave blank.	Leave blank.	Leave blank.
164	BILLING_ SPECIALIST	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
165	BILLING_ AUTHORITY	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
166	BILLING_ FREQUENCY	Optional. <i>ONC</i> (once) is the default value, if left blank.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
167	BILL_INQUIRY_ PHONE	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
168	SALES_PERSON	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
169	COLLECTOR	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
170	CR_ANALYST	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
171	INVOICE_FORM_ID	If provided, it must be valid and included in the bill by definition. If not provided, the Billing Interface process obtains a default value from the setup tables, based on the PeopleSoft Billing default hierarchy.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
172	STD_NOTE_CD (standard note code)	Leave blank.	Required if there is no associated row in INTFC_BI_NOTE where TEXT254 is not blank. Must be valid if provided.	Leave blank.
173	TOT_LINE_DST_AMT	Leave blank.	Leave blank.	Leave blank.
174	TOT_LINE_DST_PCT	Leave blank.	Leave blank.	Leave blank.
175	TOT_LINE_DFR_PCT	Leave blank.	Leave blank.	Leave blank.
176	TOT_LINE_DFR_AMT	Leave blank.	Leave blank.	Leave blank.
177	TOT_LINE_UAR_AMT	Leave blank.	Leave blank.	Leave blank.
178	TOT_LINE_UAR_PCT	Leave blank.	Leave blank.	Leave blank.
179	SSN (social security number)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
180	CHARGE_FROM_DT (charge from date)	Optional. Required for deferred revenue if recognition basis is <i>CHG</i> .	Leave blank.	Leave blank.
181	CHARGE_TO_DT (charge to date)	Optional. Required for deferred revenue if recognition basis is <i>CHG</i> .	Leave blank.	Leave blank.
182	SUBCUST_QUAL1 (subcustomer qualifier 1)	If not populated, the system defaults subcustomer1 from bill to customer setup.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
183	SUBCUST_QUAL2 (subcustomer qualifier 2)	If not populated, the system defaults subcustomer2 from bill to customer setup.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
184	REIMB_AGREEMENT	Optional.	Optional.	Optional.
185	TOT_DISCOUNT_AMT	Leave blank.	Leave blank.	Leave blank.
186	TOT_SURCHARGE_AMT	Leave blank.	Leave blank.	Leave blank.
187	ACCUMULATE	Include in cumulative balance (Y/N). If not provided, the system uses Y as the default value.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
188	VAT_ TREATMENT_ GRP	Optional. This applies to VAT transactions only. If provided, it must be a valid VAT treatment group. If not provided, the system populates with a default value through the VAT Defaulting process.	Leave blank.	Leave blank.
189	COUNTRY_VAT_ BILLFR	Optional. This applies to VAT transactions only. If provided, it must be a valid VAT country. If not provided, the system populates with a default value through the VAT Defaulting process.	Leave blank.	Leave blank.
190	COUNTRY_VAT_ BILLTO	Optional. This applies to VAT transactions only. If provided, it must be a valid VAT country. If not provided, the system populates with a default value through the VAT Defaulting process.	Leave blank.	Leave blank.
191	VAT_ TREATMENT	Optional. This applies to VAT transactions only. If provided, it must be a valid VAT treatment. If not provided, the system populates with a default value through the VAT defaulting process.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
192	PHYSICAL_ NATURE	G for goods. S for services. Optional. This applies to VAT transactions only. If not provided, the Billing Interface process obtains a default value from the PeopleSoft Billing VAT drivers hierarchy for transactions that are liable for VAT.	Leave blank.	Leave blank.
193	COUNTRY_LOC_ BUYER	Optional. this applies only to VAT transactions where the physical nature is S (services). If provided, it must be a valid country. If not provided, the system obtains a default value from the customer's bill to location.	Leave blank.	Leave blank.
194	STATE_LOC_ BUYER	Optional. This applies only to VAT transactions where the physical nature is S (services). If provided, it must be a valid state associated with the buyer's location country. If not provided, the system obtains a default value from the customer's bill to location. Leave blank when the buyer's location country does not track VAT by state or province.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
195	COUNTRY_LOC_SELLER	Optional. This applies only to VAT transactions where the physical nature is S (services). If provided, it must be a valid country. If not provided, the system obtains a default value from the appropriate business unit location according to the source of the transaction.	Leave blank.	Leave blank.
196	STATE_LOC_SELLER	Optional. This applies only to VAT transactions where the physical nature is S (services). If provided, it must be a valid state associated with the seller's location country. If not provided, the system obtains a default value from a business unit location, as described for COUNTRY_LOC_SELLER. Leave blank when the seller's location country does not track VAT by state or province.	Leave blank.	Leave blank.
197	VAT_SVC_SUPPLY_FLG	Optional. This applies only to VAT transactions where the physical nature is S (services). If provided, it must be valid. If not provided, the system populates with a default value through the VAT Defaulting process.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
198	VAT_SERVICE_ TYPE	Optional. This applies only to VAT transactions where the physical nature is S (services). If provided, it must be a valid VAT service type. If not provided, the system populates with a default value through the VAT Defaulting process.	Leave blank.	Leave blank.
199	COUNTRY_VAT_ PERFRM	Optional. This applies only to VAT transactions where the physical nature is S (services). If provided it must be a valid country. If not provided, the system populates with a default value from the PeopleSoft Billing VAT drivers hierarchy.	Leave blank.	Leave blank.
200	STATE_VAT_ PERFRM	Optional. This applies only to VAT transactions where the physical nature is S (services). If provided, it must be a valid state associated with the COUNTRY_VAT_PERFRM value. If not provided, the system populates with a default value from the PeopleSoft Billing VAT drivers. Leave blank when the COUNTRY_VAT_PERFRM does not track VAT by state or province.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
201	COUNTRY_VAT_SUPPLY	Optional. This applies only to VAT transactions where the physical nature is S (services). If provided it must be a valid country. If not provided, the system populates with a default value through the VAT Defaulting process.	Leave blank.	Leave blank.
202	STATE_VAT_SUPPLY	Leave blank.	Leave blank.	Leave blank.
203	STATE_SHIP_FROM	Optional. If provided, it must be a valid state associated with the ship from country. If not provided, the system obtains a default value as described for COUNTRY_SHIP_FROM. Leave blank when the ship from country does not track VAT by state or province.	Leave blank.	Leave blank.
204	STATE_SHIP_TO	Optional. If provided, it must be a valid state. If not provided, the system obtains a default value from the ship to customer location for VAT transactions. Leave blank when the ship to country does not track VAT by state or province.	Leave blank.	Leave blank.
205	MAST_CONTR_ID	Optional.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
206	TAX_CUST_ID	Optional. Used in conjunction with Taxware or Vertex tax options. Populate with customer number defined in Vertex or Taxware to determine tax exemptions. (If blank, tax calculation in PeopleSoft Billing sends ship to customer to Vertex or Taxware.)	Leave blank.	Leave blank.
207	BUSINESS_UNIT_AM	Populated by the asset management system only. Required.	Leave blank.	Leave blank.
208	BUSINESS_UNIT_AMTO	Populated by the asset management system only. Required for InterUnit transactions.	Leave blank.	Leave blank.
209	ASSET_ID	Populated by asset management system only. Required for InterUnit transactions.	Leave blank.	Leave blank.
210	PROFILE_ID	Populated by the asset management system only. Required for InterUnit transactions.	Leave blank.	Leave blank.
211	COST_TYPE	Populated by the asset management system only. Required for InterUnit transactions.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
212	STATE_VAT_DEFAULT	Optional. This applies to VAT transactions only. If not provided, the system populates with a default value through the VAT Defaulting process. Leave blank when the VAT reporting country does not track VAT by state or province.	Leave blank.	Leave blank.
213	SO_ID	Optional.	Leave blank.	Leave blank.
214	BUSINESS_UNIT_REF	Optional. If populated, use the CRM services business unit value associated with the SO_ID.	Leave blank.	Leave blank.
215	SOURCE_REF_TYPE	Optional. Populate if the SOURCE_REF_NO is populated, and use a value that describes the type of generic reference used in the SOURCE_REF_NO field.	Leave blank.	Leave blank.
216	SOURCE_REF_NO	Optional. If populated, use a unique generic reference number (that doesn't already exist on the INTFC_BI table), such as the CRM agreement or CRM case ID.	Leave blank.	Leave blank.

Field Number	Field Name	LINE	NOTE	AHDR
217	SOURCE_REF_KEY	Optional. Populate only when SOURCE_REF_NO is also populated, and use a key to the generic reference number. For example, you might use the business unit or SetID.	Leave blank.	Leave blank.
218	USER_AMT1 (user amount 1)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
219	USER_AMT2 (user amount 2)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
220	USER_DT1 (user date 1)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
221	USER_DT2 (user date 1)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
222	USER1 (user field 1)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
223	USER2 (user field 2)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
224	USER3 (user field 3)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
225	USER4 (user field 4)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
226	USER5 (user field 5)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
227	USER6 (user field 6)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.

Field Number	Field Name	LINE	NOTE	AHDR
228	USER7 (user field 7)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
229	USER8 (user field 8)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
230	USER9 (user field 9)	Optional.	Leave blank.	Leave blank for CRALL. Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.
231	SETID	Leave blank.	Leave blank.	Leave blank.
232	PROCESS_INSTANCE	Leave blank.	Leave blank.	Leave blank.
233	ADD_DTTM	Required for accurate reporting purposes and for taking advantage of interface workflow function.	Required for accurate reporting purposes and for taking advantage of interface workflow function.	Required for accurate reporting purposes and for taking advantage of interface workflow function.
234	LAST_UPDATE_DTTM	Leave blank.	Leave blank.	Leave blank.

Note. When importing bills with VAT data, to ensure VAT data integrity you must run the VAT Defaulting process after the Billing Interface process.

Populating the PS_INTFC_BI_AEDS Table

The Billing Interface Accounting Entry and Discount/Surcharge table (PS_INTFC_BI_AEDS) contains only AE, DDS and DS transactions. The following four attributes comprise the key to the PS_INTFC_BI_AEDS table.

INTFC_ID (interface ID)	Represents a group or batch of billing activity—that is, a collection of billing activity that may be produced by a billing source system. For example, a system may generate a group or batch each night, while another may produce a group or batch for a certain kind of billing activity.
INTFC_LINE_NUM (interface line number)	Represents a bill line charge. For each interface ID (group or batch of billing activity), there may be multiple interface line numbers—one for each bill line charge in the group.
TRANS_TYPE_BI (transaction type)	Characterizes the type of data being stored. Options are: • AE (bill line accounting entry). • DS (bill line discount or surcharge). • DDS (bill line deferred discount or surcharge entry). For each interface line number associated with an interface ID, there should be only one row of transaction type LINE in the PS_INTFC_BI table. There can be multiple rows with transaction types containing AE, DS, or DDS values in the PS_INTFC_BI_AEDS table. When the deferred revenue feature is enabled, bill lines using revenue recognition basis other than <i>INV</i> (invoice date) must have deferred revenue ChartFields associated with the revenue ChartFields.
TRANS_TYPE_BI_SEQ (transaction type sequence)	The part of the key that provides uniqueness in the event that there are multiple AE, DS, or DDS transactions for a bill line charge.

Understanding the PS_INTFC_BI_AEDS Table

For each bill line charge added as a bill line to the bill data structure, the Billing Interface contains one row of data with a transaction type of LINE. For each bill line charge row with a transaction type of LINE, the Billing Interface can contain accounting entries (AE), discounts or surcharges (DS), and discount or surcharge deferred accounting entries (DDS) in the PS_INTFC_BI_AEDS table:

Field Number	Field Name	AE	DS	DDS
1	INTFC_ID (interface ID)	Required. Used to group or batch a collection of Billing Interface activity.	Required. Used to group or batch a collection of Billing Interface activity.	Required. Used to group or batch a collection of Billing Interface activity.
2	INTFC_LINE_NUM (interface line number)	Required. Each unique interface line number for an interface ID represents a separate bill line charge.	Required. Each unique interface line number for an interface ID represents a separate bill line charge.	Required. Each unique interface line number for an interface ID represents a separate bill line charge.
3	TRANS_TYPE_BI (transaction type)	Required. Value must be AE.	Required. Value must be DS.	Required. Value must be DDS.

Field Number	Field Name	AE	DS	DDS
4	TRANS_ TYPE_BI_SEQ (transaction type sequence)	Required. If more than one accounting entry is populated for a particular LINE transaction, the transaction type sequence must be used for uniqueness.	Required. If more than one discount or surcharge is populated for a particular LINE transaction, the transaction type sequence must be used for uniqueness.	Required. If more than one discount or surcharge is populated for a particular LINE transaction, the transaction type sequence must be used for uniqueness. DDS rows have a one-to-one relationship with DS rows.
5	ACCT_ENTRY_ TYPE	Required. Must be <i>AR</i> for AR offset entries, <i>RR</i> for regular revenue entries, <i>DR</i> for deferred revenue, <i>IP</i> for InterUnit payables, <i>IE</i> for InterUnit expenses, <i>ST</i> for statistical entry, and <i>UAR</i> for unbilled AR.	Leave blank.	Leave blank.
6	LOAD_STATUS_ BI (load status)	Optional. May initialize to <i>NEW</i> or leave blank.	Optional. May initialize to <i>NEW</i> or leave blank.	Optional. May initialize to <i>NEW</i> or leave blank.
7	ERROR_ STATUS_BI	Leave blank.	Leave blank.	Leave blank.
8	BUSINESS_UNIT (billing business unit)	Required. Must be a valid billing business unit.	Required. Must be a valid billing business unit.	Required. Must be a valid billing business unit.
9	INVOICE	Leave blank.	Leave blank.	Leave blank.
10	LINE_SEQ_NUM	Leave blank.	Leave blank.	Leave blank.
11	LINE_DST_SEQ_ NUM	Leave blank.	Leave blank.	Leave blank.

Field Number	Field Name	AE	DS	DDS
12	DST_ID (distribution code)	Optional. Must be valid if provided.	Optional. Defaults from discount, surcharge ID (DISC_SUR_ID) if DISC_SUR_ID is provided.	Leave blank.
13	DST_ID_DFR	Leave blank.	Leave blank.	Optional. Appears by default from the discount surcharge line's distribution ID. Must be present if no ACCOUNT is provided.
14	DISC_SUR_LVL (discount, surcharge level)	Leave blank.	Optional. Defaults to 1 if less than one. If the charge line has more than one level of discount or surcharge, you must provide unique values for each discount surcharge level.	Optional. Defaults to 1 if less than one. If the charge line has more than one level of discount or surcharge, you must provide unique values for each discount surcharge level.
15	DISC_SUR_INDICATOR (discount or surcharge indicator)	Leave blank.	Optional. Values are: D (discount), S (surcharge). Defaults to D if left blank.	Leave blank.
16	DISC_SUR_ID (discount or surcharge identifier)	Leave blank.	Required.	Required.
17	DESCR	Leave blank.	If not populated, the system obtains a default value from the Discount & Surcharge table. For PeopleSoft application systems, use base language description, if populated.	Leave blank.

Field Number	Field Name	AE	DS	DDS
18	AMOUNT (accounting entry amount)	Required. Sum of accounting entry amounts for a particular LINE transaction must equal GROSS_EXTENDED_AMT on the LINE transaction.	Optional. Appears by default from the value that is associated with the discount or surcharge ID (DISC_SUR_ID) if DISC_SUR_ID is provided.	Leave blank.
19	PERCENTAGE (discount or surcharge percentage)	Required. Accounting entry percent. Sum of accounting entry percents for a particular LINE transaction must equal 100 percent.	Optional. Appears by default from the value that is associated with the discount or surcharge ID (DISC_SUR_ID) if DISC_SUR_ID is provided.	Leave blank.
20	BI_CURRENCY_CD	Leave blank.	Leave blank.	Leave blank.
21	BASE_CURRENCY	Leave blank.	Leave blank.	Leave blank.
22	BUSINESS_UNIT_GL	Leave blank.	Leave blank.	Leave blank.
23	BUSINESS_UNIT_TO	Leave blank.	Leave blank.	Leave blank.
24	TARGET_INVOICE	Leave blank.	Leave blank.	Leave blank.

Fields 25 through 40 describe ChartFields as they are initially delivered in your system. By using ChartField configuration, you can define your ChartFields differently. The behavior described here provides general reference for how ChartFields are handled in this context.

Configurable ChartFields can be fully configurable (identified below by *F*), partially configurable (identified below by *P*), or affiliate ChartFields (identified below by *A*).

Note. If you selected the Customer Vendor Affiliate option (BUS_UNIT_TBL_GL.CUST_VNDR_AFFILIATE = Y) on the General Ledger Definition - Definition page, the system ignores any affiliate values that you provide to the Billing Interface tables when creating bills. In this scenario, the system automatically populates affiliate fields by using default values.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Setting Up Ledgers”.

25	ACCOUNT (P)	Required unless appearing by default from DST_ID. Appears by default from DST_ID if DST_ID is provided.	Required unless appearing by default from DST_ID. Appears by default from DST_ID if DST_ID is provided.	Required unless appearing by default from DST_ID. Appears by default from DST_ID if DST_ID is provided.
26	ALTACCT (P)	Optional. Appears by default from DST_ID. Appears by default from DST_ID if DST_ID is provided.	Optional. Appears by default from DST_ID. Appears by default from DST_ID if DST_ID is provided.	Required unless appearing by default from DST_ID_DFR. Appears by default from DST_ID_DFR if DST_ID_DFR is provided.
27	DEPTID (department) (P)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
28	OPERATING_UNIT (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
29	PRODUCT (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
30	FUND_CODE (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.

31	CLASS_FLD (class field) (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
32	PROGRAM_CODE (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
33	BUDGET_REF (budget reference) (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
34	AFFILIATE (A)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
35	AFFILIATE_INTRA1 (A)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
36	AFFILIATE_INTRA2 (A)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
37	CHARTFIELD1 (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.

38	CHARTFIELD2 (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.
39	CHARTFIELD3 (F)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.
40	PROJECT_ID (P)	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
41	STATISTICS_CODE	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID if DST_ID is provided. Must be valid if provided.	Optional. Appears by default from DST_ID_DFR if DST_ID_DFR is provided. Must be valid if provided.
42	STATISTIC_AMOUNT	Optional.	Leave blank.	Leave blank.
43	BUDGET_DT (budget date)	Optional.	Leave blank.	Leave blank.
44	PPRC_PROMO_CD (promotion code)	Leave blank.	Optional.	Leave blank.
45	MERCH_TYPE (merchant type)	Leave blank.	Optional.	Leave blank.
46	SETID	Leave blank.	Leave blank.	Leave blank.
47	PROCESS_INSTANCE	Leave blank.	Leave blank.	Leave blank.

48	ADD_DTTM	Required for accurate reporting purposes and for taking advantage of interface workflow function.	Required for accurate reporting purposes and for taking advantage of interface workflow function.	Required for accurate reporting purposes and for taking advantage of interface workflow function.
49	LAST_UPDATE_DTTM	Leave blank.	Leave blank.	Leave blank.

Note. When a feeder system passes the DST_ID (distribution code) and an account value, the system ignores the account and the ChartField data on the INTFC_BI_AEDS table. It will use the default values from the DST_ID setup obtained from subsequent accounting processing (the Pre-Load process, the Load GL process, and the Load AR process). To preserve the feeder system ChartField information on the invoice and on the accounting entries, feeder systems must pass only the account value.

Populating the PS_INTFC_BI_NOTE Table

The Billing Interface Note/Comment table (PS_INTFC_BI_NOTE) contains only NOTE transactions. The following four attributes comprise the key to the PS_INTFC_BI_NOTE table:

INTFC_ID	Represents a group or batch of billing activity—that is, a collection of billing activity that may be produced by a billing source system. For example, a system may generate a group or batch each night, while another may produce a group or batch for a certain kind of billing activity.
INTFC_LINE_NUM	Represents a bill line charge. For each interface ID (group or batch of billing activity), there may be multiple interface line numbers—one for each bill line charge in the group.
TRANS_TYPE_BI	Characterizes the type of data being stored. NOTE (custom note or comment) is the only valid option. For each interface line number associated with an interface ID, there should be only one row of transaction type LINE. There can be multiple rows with transaction type NOTE. The exception is that you can only associate transaction types of NOTE within the same interface line number and interface ID as the AHDR row when providing AHDR adjustment activity.
TRANS_TYPE_BI_SEQ	Part of the key that provides uniqueness in the event that there are multiple notes or comments for a bill line charge.

Understanding the PS_INTFC_BI_NOTE Table

The PS_INTFC_BI_NOTE table has the same key structure as the PS_INTFC_BI table; consider it an extension of the PS_INTFC_BI table. In addition to the key fields, the table contains one additional column: TEXT254. Populate this table to pass nonstandard notes along with an interface transaction line. The TEXT254 column is used to hold the note text. The value of the TRANS_TYPE_BI column for the PS_INTFC_BI_NOTE table must be NOTE.

For every row in PS_INTFC_BI_NOTE, there must exist a row in PS_INTFC_BI with the same key values. You do not, however, need a row in INTFC_BI_NOTE for every row in PS_INTFC_BI.

If you are passing standard notes (the note is already predefined in the PeopleSoft Billing system), you don't need to pass an associated PS_INTFC_BI_NOTE row. Specify the note code in the STD_NOTE_CD column.

If you elect to pass a nonstandard note in PS_INTFC_BI_NOTE, the associated row in PS_INTFC_BI must have the standard note code column (STD_NOTE_CD) set to blank:

Field Number	Field	NOTE
1	INTFC_ID (interface ID)	Required. Used to group or batch a collection of Billing Interface activity.
2	INTFC_LINE_NUM (interface line number)	Required. Each unique interface line number for an interface ID represents a separate bill line charge.
3	TRANS_TYPE_BI (transaction type)	Required. Value must be NOTE.
4	TRANS_TYPE_BI_SEQ (transaction type sequence)	Required. If more than one note is populated for a particular LINE transaction, the transaction type sequence must be used for uniqueness. Note. For note transactions, do not initialize TRANS_TYPE_BI_SEQ to zero. For note transactions, TRANS_TYPE_BI_SEQ must begin with 1.
5	PROCESS_INSTANCE	Leave blank.
6	TEXT254 (note text)	Required if standard note (STD_NOTE_CD) is left blank on the associated row in PS_INTFC_BI.
7	ADD_DTTM	Required for accurate reporting purposes and for taking advantage of interface workflow function.
8	LAST_UPDATE_DTTM	Leave blank.

Populating the PS_INTFC_BI2 Table

The Billing Interface Extension table (PS_INTFC_BI2) (used for ship to address overrides and India transactions) contains LINE transactions only. India related fields are populated only by PeopleSoft Order Management. The following four attributes comprise the key to the PS_INTFC_BI2 table:

Note. India tax functionality is supported only for PeopleSoft Order Management and only for net line adjustments (adjustment transaction type = *NTLIN*).

INTFC_ID	Represents a group or batch of billing activity—that is, a collection of billing activity that may be produced by a billing source system. For example, a system may generate a group or batch each night, while another may produce a group or batch for a certain kind of billing activity.
INTFC_LINE_NUM	Represents a bill line charge. For each interface ID (group or batch of billing activity), there may be multiple interface line numbers—one for each bill line charge in the group.
TRANS_TYPE_BI	Characterizes the type of data being stored. LINE (bill line charge) is the only valid option. For each interface line number associated with an interface ID, there should be only one row of transaction type LINE.
TRANS_TYPE_BI_SEQ	Zero for LINE transactions.

Understanding the PS_INTFC_BI2 Table

The PS_INTFC_BI2 table has the same key structure as the PS_INTFC_BI table; consider it an extension of the PS_INTFC_BI table. Currently, it is used only for ship to address overrides (for tax vendor tax calculation purposes) and India transactions

For every row in PS_INTFC_BI2, there must exist a row in the PS_INTFC_BI table with the same key values. However, you do not need a row in the PS_INTFC_BI2 table for every row in PS_INTFC_BI.

The following table contains all columns in the PS_INTFC_BI2 table and how they should be populated for LINE transactions:

Note. For Third-party tax transactions with a ship-to address override, you must at least populate the following fields: to insert a row into BI_LINE_TAX table: CITY, STATE, POSTAL, and COUNTRY.

Field Number	Field Name	LINE
1	INTFC_ID (interface ID)	Required. Used to group or batch a collection of Billing Interface activity.
2	INTFC_LINE_NUM (interface line number)	Required. Each unique interface line number for an interface ID represents a separate bill line charge.

Field Number	Field Name	LINE
3	TRANS_TYPE_BI (transaction type)	Required. Value must be LINE.
4	TRANS_TYPE_BI_SEQ	Required. Set it to 0 (zero).
5	PROCESS_INSTANCE	Leave blank.
6	ADDRESS1 (address line1)	Optional.
7	ADDRESS2 (address line2)	Optional.
8	ADDRESS3 (address line3)	Optional.
9	ADDRESS4 (address line4)	Optional.
10	IN_CITY_LIMIT	Optional. Used by third-party tax provider products to determine additional city taxes, where applicable.
11	GEO_CODE (geographic code)	Optional. Used by the third-party tax provider products to determine what taxing jurisdictions and tax rates to use.
12	CITY	Optional.
19	COUNTY	Optional.
13	HOUSE_TYPE	Optional.
14	ADDR_FIELD1 (address field1)	Optional.
15	ADDR_FIELD2 (address field2)	Optional.
16	ADDR_FIELD3 (address field3)	Optional.
20	STATE	Optional. Select from the values in the PS_STATE_TBL.
21	POSTAL	Leave blank.

Field Number	Field Name	LINE
22	COUNTRY	Optional. Select from the values in the PS_COUNTRY_TBL.
17	NUM1	Optional. Related to an address in countries, such as the Netherlands.
18	NUM2	Optional. Related to an address in countries, such as the Netherlands.
23	EXD_INVOICE_NO	Required for India transactions populated by PeopleSoft Order Management if excise tax is applicable.
24	EXD_INVOICE_LINE	Required for India transactions populated by PeopleSoft Order Management. Populate if excise tax is applicable.
25	EXD_APPL_FLG	Required for India transactions populated by PeopleSoft Order Management. Values are: • Y if excise tax is applicable. • N if excise tax is not applicable.
26	STX_APPL_FLG	Required for India transactions populated by PeopleSoft Order Management. Values are: • Y if sales tax is applicable. • N if sales tax is not applicable.
27	STX_TAX_AUTH_CD	Required for India transactions populated by PeopleSoft Order Management. Populate with a valid sales tax authority code.
28	EXD_TAX_RATE_CD	Required for India transactions populated by PeopleSoft Order Management. Populate with a valid excise tax rate code if excise tax is applicable.

Field Number	Field Name	LINE
29	STX_TAX_RATE_CD	Required for India transactions populated by PeopleSoft Order Management. Populate with a valid sales tax rate code if sales tax is applicable.
30	INV_ITEM_ID	Required for India transactions populated by PeopleSoft Order Management.
31	ORG_SETID	Required for India transactions populated by PeopleSoft Order Management.
32	ORG_CODE	Required for India transactions populated by PeopleSoft Order Management.
33	ORG_TAX_LOC_CD	Required for India transactions populated by PeopleSoft Order Management.
34	EXD_CONVERSION_RT	Required for India transactions populated by PeopleSoft Order Management.
35	QTY_BASE	Required for India transactions populated by PeopleSoft Order Management. Populate with QTY_SHIP_BASE field.
36	EXS_TAX_TXN_TYPE	Required for India transactions populated by PeopleSoft Order Management.
37	EXD_CUST_CATG_CD	Required for India transactions populated by PeopleSoft Order Management.
38	STX_CUST_CATG_CD	Required for India transactions populated by PeopleSoft Order Management.
39	EXD_ITM_CATG_CD	Required for India transactions populated by PeopleSoft Order Management.

Field Number	Field Name	LINE
40	STX_ITM_CATG_CD	Required for India transactions populated by PeopleSoft Order Management.
41	EXS_SERV_TAX_FLG	Required for India transactions populated by PeopleSoft Order Management.
42	EXD_ASSESS_VALUE	Required for India transactions populated by PeopleSoft Order Management. Populate when excise tax is applicable.
43	EXD_UOM	Required for India transactions populated by PeopleSoft Order Management. Populate when excise tax is applicable.
44	EXD_USE_AV_FLG	Required for India transactions populated by PeopleSoft Order Management.
45	BI_CURRENCY_CD	Leave blank.
46	BASE_CURRENCY	Leave blank.
47	EXS_CURRENCY_RPTG	Required for India transactions populated by PeopleSoft Order Management.
48	EXD_TAX_AMT	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
49	EXD_TAX_AMT_BSE	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
50	EXD_TAX_AMT_RPT	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
51	STX_TAX_AMT	Required if taxes are calculated in PeopleSoft Order Management for India transactions.

Field Number	Field Name	LINE
52	STX_TAX_AMT_BSE	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
53	STX_TAX_AMT_RPT	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
54	STX_FORM_CD	Required for India transactions populated by PeopleSoft Order Management.
55	LOAD_STATUS_BI	Initialize to <i>NEW</i> or leave blank.
56	ERROR_STATUS_BI	Leave blank.
57	ADD_DTTM	Required for accurate reporting purposes and for taking advantage of interface workflow function.
58	LAST_UPDATE_DTTM	Leave blank.

Populating the PS_INTFC_BI_HDR Table

The Billing Interface Bill Header table (PS_INTFC_BI_HDR) contains only LINE transactions. The following six attributes comprise the key to the PS_INTFC_BI_HDR table:

INTFC_ID	Represents a group or batch of billing activity—that is, a collection of billing activity that may be produced by a billing source system. For example, a system may generate a group or batch each night, while another may produce a group or batch for a certain kind of billing activity.
INTFC_LINE_NUM	Represents a bill line charge. For each interface ID (group or batch of billing activity), there may be multiple interface line numbers—one for each bill line charge in the group.
TRANS_TYPE_BI	Characterizes the type of data being stored. LINE (bill line charge) is the only valid option. For each interface line number associated with an interface ID, there should be only one row of transaction type LINE.
TRANS_TYPE_BI_SEQ	Zero for LINE transactions.

HDR_FIELDS_KEY
(header fields key)

Represents subheader information, including VAT, credit card, header level AR distribution, and miscellaneous header information. This field also exists in the PS_INTFC_BI table and is used as a foreign key to the INTFC_BI_HDR table. Source systems populate and maintain this key based on grouping of billing activity. PeopleSoft Billing maintains this field in the Billing Interface History record (PS_INTFC_BI_CMP) as well as in the BI_HDR record.

Bill header-related overrides for credit card, VAT, AR, and miscellaneous data records in the PS_INTFC_BI_HDR table are tied to the main Billing Interface Staging table (PS_INTFC_BI) through this field.

HDR_TRANS_TYPE
(header transaction type)

Options are:

VAT: Bill header VAT data.

CRC: Bill header credit card data.

MSC: Bill header miscellaneous data.

HAR: Bill header AR data.

Understanding the PS_INTFC_BI_HDR Table

The following table demonstrates how to populate the PS_INTFC_BI_HDR table for LINE transactions:

Field Number	Field Name	LINE
1	INTFC_ID (interface ID)	Required. Used to group or batch a collection of Billing Interface activity.
2	INTFC_LINE_NUM (interface line number)	Required. Each unique interface line number for an interface ID represents a separate bill line charge.
3	TRANS_TYPE_BI (transaction type)	Required. Value must be LINE.
4	TRANS_TYPE_BI_SEQ (transaction type sequence)	Set to 0 (zero).
5	HDR_FIELDS_KEY	Required.
6	HDR_TRANS_TYPE	Depending on the transaction type, enter <i>VAT</i> , <i>CRC</i> , <i>MSC</i> , or <i>HAR</i> .
7	PROCESS_INSTANCE	Leave blank.
8	LOAD_STATUS_BI	Leave blank.

Field Number	Field Name	LINE
9	ERROR_STATUS_BI	Leave blank.
10	BUSINESS_UNIT	Required.
11	INVOICE	Leave blank.
12	BUSINESS_UNIT_GL	Leave blank.
13	BUSINESS_UNIT_TO	Leave blank.
14	TARGET_INVOICE	Leave blank.
15	DST_ID_AR	Optional. Must be provided in the absence of ACCOUNT. [HAR]

Fields 16 through 31 describe ChartFields as they are initially delivered in your system. By using ChartField configuration, you can define your ChartFields differently. The behavior described here provides general reference for how ChartFields are handled in this context.

Configurable ChartFields can be fully configurable (identified below by *F*), partially configurable (identified below by *P*), or affiliate ChartFields (identified below by *A*).

Note. If you selected the Customer Vendor Affiliate option (BUS_UNIT_TBL_GL.CUST_VNDR_AFFILIATE = Y) on the General Ledger Definition - Definition page, the system ignores any affiliate values that you provide to the Billing Interface tables when creating bills. In this scenario, the system automatically populates affiliate fields by using default values:

Note. VAT-related fields in this table are provided so that feeder systems can pass VAT-related data into the Billing Interface. Feeder systems such as PeopleSoft Order Management pass fully-defaulted VAT data. Some other feeder systems may pass less than fully defaulted VAT data. You must run the Billing VAT Defaults process (BIPVAT00) to assign missing default values and to validate the fully defaulted VAT data.

16	ACCOUNT (P)	Required unless appearing by default from DST_ID_AR. Appears by default from DST_ID_AR if DST_ID_AR is provided [HAR]
17	ALTACCT (P)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. It must get a value when Alt Accounting is ON. [HAR]

18	DEPTID (department) (P)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
19	OPERATING_UNIT (F)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
20	PRODUCT (F)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
21	FUND_CODE (F)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
22	CLASS_FLD (class field) (F)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
23	PROGRAM_CODE (F)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
24	BUDGET_REF (budget reference) (F)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
25	AFFILIATE (A)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
26	AFFILIATE_INTRA1 (A)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
27	AFFILIATE_INTRA2 (A)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]

28	CHARTFIELD1 (F)	Leave blank. [HAR]
29	CHARTFIELD2 (F)	Leave blank. [HAR]
30	CHARTFIELD3 (F)	Leave blank. [HAR]
31	PROJECT_ID (P)	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
32	STATISTICS_CODE	Optional. Appears by default from DST_ID_AR if DST_ID_AR is provided. Must be valid if provided. [HAR]
33	PAID_AMT (paid amount)	Required when paid reference provided for HDR_TRANS_TYPE is MSC.
34	PAID_REFERENCE (paid reference)	Optional. [MSC]
35	VAT_CALC_GROSS_NET	Optional. If provided, it must be valid. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).
36	VAT_DCLRTN_DT	Required if VAT declaration date source is <i>M</i> (manual) or <i>D</i> (delivery). This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).
37	VAT_DCLRTN_DT_SRC	Optional. VAT declaration date source. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).

38	VAT_DCLRTN_POINT (VAT declaration point)	Optional. If provided, it must be valid. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).
39	VAT_DST_ACCT_TYPE	Optional. If provided, it must be valid. If not provided, the system populates with a default value during the invoice finalization process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).
40	VAT_EXCPTN_CERTIF	Optional. If provided, it must be valid. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT), when VAT exception type is not blank or not N.
41	VAT_EXCPTN_TYPE (VAT exception type)	Optional. If provided, it must be valid. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).
42	VAT_RECALC_FLG (VAT recalculate at payment flag)	Optional. If provided, it must be valid. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).
43	VAT_ROUND_RULE (VAT rounding rule)	Optional. If provided, it must be valid. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).

44	VAT_RGSTRN_BUYER	Optional. If provided, it must be valid. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).
45	VAT_RGSTRN_SELLER	Optional. If provided, it must be valid. If not provided, the system populates with a default value obtained through the VAT Defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT).
46	PROVINCE	Leave blank.
47	CR_CARD_DIGITS	Required when HDR_TRANS_TYPE is CRC.
48	CR_CARD_EXPMO (credit card expiration month)	Required when HDR_TRANS_TYPE is CRC.
49	CR_CARD_EXPYR (credit card expiration year)	Required when HDR_TRANS_TYPE is CRC.
50	CR_CARD_FNAME (credit card first name)	Required when HDR_TRANS_TYPE is CRC.
51	CR_CARD_LNAME (credit card last name)	Required when HDR_TRANS_TYPE is CRC.
52	CR_CARD_NBR (credit card number)	Required when HDR_TRANS_TYPE is CRC.
53	CR_CARD_TYPE (credit card type)	Required when HDR_TRANS_TYPE is CRC.
54	NAME_EXACT	Optional. Populates only when HDR_TRANS_TYPE is CRC.
55	EXPIRATION_DT (expiration date)	Required when HDR_TRANS_TYPE is CRC.

56	ADDRESS1 (address line 1)	Required when HDR_TRANS_TYPE is CRC.
57	ADDRESS2 (address line 2)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
58	ADDRESS3 (address line 3)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
59	ADDRESS4 (address line 4)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
60	NUM1 (number 1)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
61	NUM2 (number 2)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
62	CITY	Optional. Populate only when HDR_TRANS_TYPE is CRC.
63	COUNTY	Optional. Populate only when HDR_TRANS_TYPE is CRC.
64	STATE	Optional. Populate only when HDR_TRANS_TYPE is CRC.
65	POSTAL	Required when HDR_TRANS_TYPE is CRC.
66	GEO_CODE (tax vendor geocode)	Leave blank.
67	COUNTRY	Optional. Populate only when HDR_TRANS_TYPE is CRC.
68	PHONE	Optional. Populate only when HDR_TRANS_TYPE is CRC.
69	EMAILID (email address)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
70	HOUSE_TYPE	Optional. Populate only when HDR_TRANS_TYPE is CRC.

71	ADDR_FIELD1 (address field 1)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
72	ADDR_FIELD2 (address field 2)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
73	ADDR_FIELD3 (address field 3)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
74	IN_CITY_LIMIT	Optional. Populate only when HDR_TRANS_TYPE is CRC.
75	CR_CARD_RQST_ID (credit card request ID)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
76	CR_CARD_AUTH_STAT (credit card authorization status)	Optional. Populate only when HDR_TRANS_TYPE is CRC.
77	CR_CARD_AUTH_CD (credit card authorization code)	Optional. Populates only when HDR_TRANS_TYPE is CRC. This field is populated by your credit card processing vendor.
78	CR_CARD_A_DTTM (credit card authorization code date and time)	Optional. Populates only when HDR_TRANS_TYPE is CRC. This field is the credit card authorization date and time in characters and is populated by your credit card processing vendor.
79	CR_CARD_AUTH_DTTM (credit card authorization code date and time)	Optional. Populates only when HDR_TRANS_TYPE is CRC. This field is populated by your credit card processing vendor.
80	CR_CARD_MSG1 (credit card message 1)	Optional. Populates only when HDR_TRANS_TYPE is CRC. This field is populated by your credit card processing vendor.
81	CR_CARD_MSG2 (credit card message 2)	Optional. Populates only when HDR_TRANS_TYPE is CRC. This field is populated by your credit card processing vendor.

82	CR_CARD_MSG3 (credit card message 3)	Optional. Populates only when HDR_TRANS_TYPE is CRC. This field is populated by your credit card processing vendor.
83	COUNTRY_LOC_BUYER	Optional. If provided it must be a valid country. If not provided, the system obtains a default value from the customer's bill to location. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT), where the physical nature is S (services).
84	STATE_LOC_BUYER	Optional. If provided it must be a valid state associated with the buyer's location country. If not provided, the system obtains a default value from the customer's bill to location. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT), when the physical nature is S (services) and the buyer's location country tracks VAT by state or province.
85	COUNTRY_LOC_SELLER	Optional. If provided, it must be a valid country. If not provided, the system obtains the default value from the billing business unit location. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT) where the physical nature is S (services).
86	STATE_LOC_SELLER	Optional. If provided, it must be a valid state associated with the seller's location country. If not provided, the system obtains the default value from the billing business unit location. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT) where the physical nature is S (services). Leave blank when the seller's location country does not track VAT by state or province.

87	VAT_SVC_SUPPLY_FLG	Optional. If provided it must be valid. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT) where the physical nature is S (services).
88	VAT_SERVICE_TYPE	Optional. If provided it must be a valid VAT service type. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT) where the physical nature is S (services).
89	COUNTRY_VAT_PERFRM	Optional. If provided it must be a valid country. If not provided, the system populates with a default value from the PeopleSoft Billing VAT drivers hierarchy. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT) where the physical nature is S (services).
90	STATE_VAT_PERFRM	Optional. If provided it must be a valid state associated with the COUNTRY_VAT_PERFRM value. If not provided, the system populates with a default value from the PeopleSoft Billing VAT drivers hierarchy. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT) where the physical nature is S (services). Leave blank when the COUNTRY_VAT_PERFRM value does not track VAT by state or province.
91	COUNTRY_VAT_SUPPLY	Optional. If provided it must be a valid country. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT) where the physical nature is S (services).
92	STATE_VAT_SUPPLY	Leave blank.

93	VAT_HDR_IND	Leave blank.
94	STATE_VAT_DEFAULT	Optional. If provided it must be a valid state associated with the VAT reporting country. If not provided, the system populates with a default value obtained through the VAT defaulting process. This applies only to VAT transactions (when HDR_TRANS_TYPE is VAT) where the physical nature is S (services).
95	ADD_DTTM	Required for accurate reporting purposes and for taking advantage of interface workflow function.
96	LAST_UPDATE_DTTM	Leave blank.

Note. When importing bills with VAT data, to ensure VAT data integrity you must run the VAT Defaulting process after the Billing Interface process.

You do not need to populate a row in INTFC_BI_HDR for every row in INTFC_BI. You need only to populate one row in which INTFC_BI_HDR matches the key of the LINE with MIN(INTFC_ID) and MIN(INTFC_LINE_NUM) in the PS_INTFC_BI table. For example, if your PS_INTFC_BI table is populated for Interface ID 75, for an order as follows:

INTFC_LINE_NUM	TRANS_TYPE_BI	TRANS_TYPE_BI_SEQ	ORDER_NO	HDR_FIELDS_KEY
1	LINE	0	WESUS001	WESUS001CRC
2	LINE	0	WESUS001	WESUS001CRC
3	LINE	0	WESUS001	WESUS001CRC
4	LINE	0	WESUS001	WESUS001CRC

Your PS_INTFC_BI_HDR table should appear as follows:

INTFC_LINE_NUM	TRANS_TYPE_BI	TRANS_TYPE_BI_SEQ	HDR_FIELDS_KEY	HDR_TRANS_TYPE
1	LINE	0	WESUS001	CRC

Populating the PS_INTFC_BI_EXSD Table

The Excise Tax Detail table (PS_INTFC_BI_EXSD) contains EXSD (India excise and sales tax detail) transactions only. The following four attributes comprise the PS_INTFC_BI_EXSD key:

Note. The Excise Tax Detail table is populated only by PeopleSoft Order Management. India tax functionality is supported only for PeopleSoft Order Management.

INTFC_ID	Represents a group or batch of billing activity. PeopleSoft uses the term <i>group</i> or <i>batch</i> to mean a collection of billing activity that may be produced by a billing source system. Some systems may generate a group or batch each night. Other systems may produce a group or batch for a certain kind of billing activity.
INTFC_LINE_NUM	Represents a bill line charge. For each interface ID (group or batch of billing activity), there may be multiple interface line numbers—one for each bill line charge in the group.
TRANS_TYPE_BI	Characterizes the type of data being stored. The only option is EXSD (bill line excise tax detail entry). For each interface line number associated with an interface ID, there should be only one row of transaction type LINE in the PS_INTFC_BI table. There can be multiple rows with transaction type EXSD in the PS_INTFC_BI_EXSD table.
TRANS_TYPE_BI_SEQ	The transaction type sequence is part of the key, to provide uniqueness in the event that there are multiple EXSD for a bill line charge.

Understanding the PS_INTFC_BI_EXSD Table

For each bill line charge added as a bill line to the bill data structure, the Billing Interface contains one row of data with a transaction type of LINE. The value of the TRANS_TYPE_BI column for the PS_INTFC_BI_EXSD table must be *EXSD*. For each bill line charge row with a transaction type of LINE, the Billing Interface can contain bill line excise tax detail entries (*EXSD* entries) in the PS_INTFC_BI_EXSD table.

The following table demonstrates how to populate the PS_INTFC_BI_EXSD table for LINE transactions:

Field Number	Field Name	EXSD
1	INTFC_ID	Required for India transactions populated by PeopleSoft Order. Used to group or batch a collection of Billing Interface activity.
2	INTFC_LINE_NUM	Required for India transactions populated by PeopleSoft Order Management. Each unique interface line number for an interface ID represents a separate bill line charge.
3	TRANS_TYPE_BI	Required for India transactions populated by PeopleSoft Order Management. Value must be <i>EXSD</i> .
4	TRANS_TYPE_BI_SEQ	Required for India transactions populated by PeopleSoft Order Management. If more than one excise tax detail entry is populated for a particular EXSD transaction, the transaction type sequence must be used for uniqueness.
5	LOAD_STATUS_BI	. Initialize to NEW or leave blank.
6	ERROR_STATUS_BI	Leave blank.

The following fields can contain values for excise and sales tax. When the *EXS_TAX_TYPE* equals *S* (sales), fields prefixed with *EXS_* must be populated with sales-tax-related data. When *EXS_TAX_TYPE* equals *E* (excise), fields prefixed with *EXS_* must be populated with excise-tax-related data. *EXS_* fields populate the *BI_LINE_EXS_DTL* table.

7	EXS_TAX_TYPE	Required for India transactions populated by PeopleSoft Order Management. Values are: • <i>S</i>: sales tax. • <i>E</i>: excise tax.
8	EXS_TAX_RATE_SEQ	Required for India transactions populated by PeopleSoft Order Management.

9	EXS_TAX_RATE_CD	Required for India transactions populated by PeopleSoft Order Management. Populate with a valid tax rate code.
10	EXS_TAX_CMPNT_CD	Required for India transactions populated by PeopleSoft Order Management.
11	EXS_TAX_DEP_CD	Required for India transactions populated by PeopleSoft Order Management.
12	EXS_CALC_SCHEME	Required for India transactions populated by PeopleSoft Order Management.
13	EXS_TAX_RATE_PCT	Required for India transactions populated by PeopleSoft Order Management.
14	EXS_TXRTAMT_TRC	Required for India transactions populated by PeopleSoft Order Management.
15	EXS_CURRENCY_TRC	Required for India transactions populated by PeopleSoft Order Management.
16	BI_CURRENCY_CD	Leave blank.
17	BASE_CURRENCY	Leave blank.
18	EXS_TAXRT_AMT	Required for India transactions populated by PeopleSoft Order Management.
19	EXS_TAXRT_AMT_BSE	Required for India transactions populated by PeopleSoft Order Management.
20	EXS_TAXRT_AMT_RPT	Required for India transactions populated by PeopleSoft Order Management.

21	EXS_TAX_RATE_UOM	Required for India transactions populated by PeopleSoft Order Management.
22	EXS_CURRENCY_RPTG	Leave blank.
23	EXS_TAX_AMT	Required if PeopleSoft Order Management calculates taxes for India transactions.
24	EXS_TAX_AMT_BSE	Required if PeopleSoft Order Management calculates taxes for India transactions.
25	EXS_TAX_AMT_RPT	Required if PeopleSoft Order Management calculates taxes for India transactions.
26	EXS_BASIS_AMT	Required if PeopleSoft Order Management calculates taxes for India transactions.
27	EXS_BASIS_AMT_BSE	Required if PeopleSoft Order Management calculates taxes for India transactions.
28	EXS_BASIS_AMT_RPT	Required if PeopleSoft Order Management calculates taxes for India transactions.
29	PROCESS_INSTANCE	Leave blank.
30	ADD_DTTM	Required for accurate reporting purposes and for Billing Interface workflow functionality.
31	LAST_UPDATE_DTTM	Leave blank.

Using the Bill By Identifier with the Billing Interface

PeopleSoft Billing uses the bill by identifier to define how to group billing activity when it is added to a bill through the Billing Interface. You can associate the bill by identifier with the bill to customer, bill source, bill type, and billing business unit.

This section provides an overview of the bill by functionality and discusses how the Billing Interface process:

- Evaluates Billing Interface activity.
- Populates data for new bill headers.

Understanding the Bill By Identifier

By adding one or more fields to your bill by definition, you instruct the Billing Interface to use those fields to determine which noninvoiced bills will receive interface activity and when a new bill should be started for billing activity.

When you create new bill by IDs:

1. Use the fewest number of bill by fields that meet your requirements.
2. From external interfaces, you may want to populate defaulting fields if you know their values.

This reduces the work required by the Billing Interface and can significantly improve batch performance.

If you have a bill by identifier defined with fields ORDER_NO and SHIP_TO_ADDR_NUM, for example, the Billing Interface generates a new bill for each distinct combination of order number and ship to location for each customer. For each line of activity in the interface staging area, the Billing Interface process (BIIF0001) determines whether a noninvoiced bill exists for that business unit, bill to customer, bill type, billing currency, order number, and ship to location. If a bill exists, the process adds the interface line of activity to that bill as another bill line provided that the bill status of the existing bill allows new lines to be added. If no bill exists, the process generates a new bill header and adds the interface line activity to the new bill.

For example: Five lines of billable activity are populated in the interface staging area for customer 5001. Before you ran the Billing Interface process for the activity in the following table, one noninvoiced bill existed for business unit US001, customer 5001, order 550122, and ship to location 1. No existing bills existed for order number 5554095. The Billing Interface process determines that a bill exists for order number 5550122, ship to location 1, and adds lines 1 and 2 to that bill. It then generates two new bill headers: one for order 5554095, ship to location 1; and one for order 5554095, ship to location 2. The process adds lines 3 and 5 to the first of these two new bills. It adds line 4 to the second of these two new bill headers:

Line	Business Unit	Customer	Order Number	Ship To Location	Amount
1	US001	5001	5550122	1	500 USD
2	US001	5001	5550122	1	2000 USD
3	US001	5001	5554095	1	45 USD
4	US001	5001	5554095	2	4700 USD
5	US001	5001	5554095	1	16000 USD

Note. This bill by concept is not used for full bill adjustments and transactions referencing a target invoice.

Evaluating Interface Activity

Before the Billing Interface process evaluates interface activity to determine whether new bill headers are required, it evaluates the customer, bill source, bill type, and business unit characteristics to send the appropriate bill by to the interface staging area by default. The Billing Interface process then uses the bill by identifiers to determine which new bill headers need to be generated.

If, for example, you have a different bill by identifier defined for each bill type, the Billing Interface process selects by default the bill by identifier for each bill type. It groups the interface data for each bill type by using that type's bill by criteria.

You must define some fields together as part of the bill by in order for the functionality of the fields to process correctly. For example, to use the user-defined currency rate functionality, you must define three fields together in the bill by: CUR_RT_SOURCE, RATE_MULT, and RATE_DIV. If you define only one or two of these fields in the bill by criteria, the system creates a bill with erroneous rate information.

Other fields that work as a group are listed in the following table:

Functionality	Fields to Add to Bill By
User-Defined Currency Rate	CUR_RT_SOURCE, RATE_MULT, RATE_DIV
Direct Invoicing	RANGE_SELECTION_ID, DIRECT_INVOICING
Override Defaults for Consolidated Billing	(CONSOL_KEY) and (CONSOL_SETID, CONSOL_CUST_ID)
OM_BILL to Billing Interface	ADDRESS_SEQ_NUM, PAYMENT_METHOD, PYMNT_TERMS_CD

Populating Data for New Bill Headers

When the Billing Interface process generates a new bill header, the system uses default values for much of the data, if it is not provided. The defaulting mechanism operates by using the same hierarchy as online bill entry defaulting. For example, payment terms codes appear by default onto new bill headers from customer, bill source, bill type, and business unit, in that order. To override bill header defaults applied by the Billing Interface, you must provide data (in the interface table) in the field that you want to override, and include that field in your bill by criteria. For example, to override the Billing Interface payment terms defaulting, populate the payment terms field on the interface table, and ensure that your bill by identifier includes PYMNT_TERMS_CD.

Data in the interface staging area is grouped for billing according to the bill by fields defined for the bill by identifier. The system always populates this data on the bill header. In the preceding example, the order number and ship to location appear on both bill header and bill line tables. The order number and ship to location are the same for all lines on the bill. If the preceding activity had five different shipment types, the shipment types would be populated on the bill line table but not on the bill header. However, if you defined the bill by identifier with the fields ORDER_NUM and SHIP_TYPE_ID, the system populates the order number and shipment type on both the bill header and bill line tables, and the ship to location would be a variable at the bill line level.

Certain fields are implied bill by fields and need not be specified. They are:

- BUSINESS_UNIT.
- BILL_TO_CUST_ID.
- BILL_TYPE_ID.
- BILL_SOURCE_ID (if invoice numbering is set to bill source).
- BI_CURRENCY_CD.
- HDR_FIELDS_KEY.
- BUSINESS_UNIT_TO.
- COUNTRY_SHIP_FROM (if the transaction is subject to VAT)
- COUNTRY_SHIP_TO (if the transaction is subject to VAT)
- COUNTRY_VAT_BILLFR (if the transaction is subject to VAT)
- COUNTRY_VAT_BILLTO (if the transaction is subject to VAT)
- VAT_TREATMET_GRP (if the transaction is subject to VAT)

For the system to consider a field a bill by field, that field must exist both in the bill header (BI_HDR) record and in the Billing Interface main staging record (INTFC_BI). There are some exceptions (such as PROCESS_INSTANCE, AR_LVL, GL_LVL fields). The fields listed in the following two tables exist in both the Bill Header table and the Billing Interface staging area, but do not exist in the Bill Line table. Data in the first table does not appear on the bill header unless it is defined as a bill by field. Data in the second table has default values provided by the Billing Interface process from various setup tables (such as Customer, Bill Source, Bill Type, Billing Business Unit). If you want to override the default, you must provide an override value and include the field on the list of bill by fields on the bill by identifier definition.

The fields that are listed in between 2 tables are referred as commonly shared fields. A commonly shared field exists in all three tables — INTFC_BI, BI_HDR and BI_LINE.

Header Fields: No Defaulting Applied

Field	Explanation
ACCOUNTING_DT	Optional
LC_ID	Optional
LOC_DOC_ID	Optional
FROM_DT	Optional
INVOICE_DT	Optional
RANGE_SELECTION_ID	Optional

Field	Explanation
REIMB_AGREEMENT	Optional
TO_DT	Optional
MAST_CONTR_ID	Optional
BUSINESS_UNIT_AM	Optional
BILLING_FREQUENCY	Optional
DOC_TYPE	Optional

If you populated FROM_DT and TO_DT in the interface staging area, for example, but did not define these fields as bill by fields, the data doesn't appear on the bill header.

To populate the bill header with commonly shared fields, define them as bill by fields. Commonly shared fields are:

- ACTIVITY_ID
- ACTIVITY_TYPE
- ANALYSIS_TYPE
- BILL_OF_LADING
- BUSINESS_UNIT_CA
- BUSINESS_UNIT_OM
- BUSINESS_UNIT_PC
- BUSINESS_UNIT_RF
- CONTRACT_DT
- CONTRACT_NUM
- CONTRACT_TYPE
- COUNTRY_SHIP_FROM

Note. This field is used as an implicit bill by when the transaction is subject to VAT.

- COUNTRY_SHIP_TO

Note. This field is used as an implicit bill by when the transaction is subject to VAT.

- EMPLID
- END_DT

- ENTRY_REASON
- ENTRY_TYPE
- FREIGHT_TERMS
- ORDER_DATE
- ORDER_NO
- PACKSLIP_NO
- PHYSICAL_NATURE
- PO_REF
- PPRC_PROMO_CD
- PROJECT_ID
- RESOURCE_CATEGORY
- RESOURCE_SUB_CAT
- RESOURCE_TYPE
- RMA_ID
- SERVICE_ADDR_NUM
- SERVICE_CUST_ID
- SHIP_FROM_BU
- SHIP_ID
- SHIP_TO_ADDR_NUM
- SHIP_TO_CUST_ID
- SHIP_TYPE_ID
- SO_ID
- SOLD_TO_ADDR_NUM
- SOLD_TO_CUST_ID
- SOURCE_REF_KEY
- SOURCE_REF_NO
- SOURCE_REF_TYPE
- SSN
- START_DT
- STATE_SHIP_FROM
- STATE_SHIP_TO

Header Fields: Defaulting Applied

Field	Explanation
ACCRUE_UNBILLED	Optional. Defaults if left blank.
ADDRESS_SEQ_NUM	Optional. Defaults if left blank.
BANK_ACCT_KEY	Optional. Defaults if left blank.
BILL_BY_ID	Optional. Defaults if left blank.
BANK_CD	Optional. Defaults if left blank.
BILL_CYCLE_ID	Optional. Defaults if left blank.
BILL_INQUIRY_PHONE	Optional. Defaults if left blank.
BILL_TO_COPIES	Optional. Defaults if left blank.
BILLING_AUTHORITY	Optional. Defaults if left blank.
BILLING_FREQUENCY	Optional. Defaults if left blank.
BILLING_SPECIALIST	Optional. Defaults if left blank.
BUSINESS_UNIT_GL	Appears by default from a billing business unit.
CNTCT_SEQ_NUM	Optional. Defaults if left blank.
COLLECTOR	Optional. Defaults if left blank.
CONSOL_CUST_ID	Optional. Defaults if left blank.
CONSOL_KEY	Optional. Defaults if left blank.
COUNTRY_SHIP_FROM	Optional. Defaults if left blank.
COUNTRY_SHIP_TO	Optional. Defaults if left blank.
CR_ANALYST	Optional. Defaults if left blank.

Field	Explanation
CUR_RT_SOURCE	Optional. Defaults if left blank.
CUR_RT_TYPE	Optional. Defaults if left blank.
DIRECT_INVOICING	Optional. <i>N</i> is the default value, if left blank.
DST_ID_DFR	Optional. Defaults if left blank.
ENTRY_EVENT	Optional. Defaults if left blank.
INVOICE_FORM_ID	Optional. Defaults if left blank.
NAME1	Optional. Appears by default from CNTCT_SEQ_NUM.
PAYMENT_METHOD	Optional. Defaults if left blank.
PYMNT_TERMS_CD	Optional. Defaults if left blank.
RATE_DIV	Optional. Defaults if left blank.
RATE_MULT	Optional. Defaults if left blank.
SALES_PERSON	Optional. Defaults if left blank.
SUBCUST_QUAL1	Optional. Appears by default from PS_CUSTOMER, if left blank.
SUBCUST_QUAL2	Optional. Appears by default from PS_CUSTOMER, if left blank.

Note. Only include those fields listed in the second table as part of your bill by criteria when you supply override values. Having these fields as part of your bill by identifier definition and not supplying a value could cause transactions to be left in a *RDY* load status.

Populating Identifiers

This section discusses:

- Valid IDENTIFIER and IDENTIFIER_TBL field combinations.
- Valid codes feeder systems should use when importing data into the Billing Interface.

Understanding Valid IDENTIFIER and IDENTIFIER_TBL Field Combinations

This table lists the valid value combinations for populating the IDENTIFIER and IDENTIFIER_TBL fields in the Billing Interface:

If The Identifier Field Contains...	Populate IDENTIFIER_TBL With...
A charge code from the BI_CHARGE table.	<i>ID</i> (charge code)
A discount code from the BI_DISC_SUR table.	<i>D</i> (discount)
A surcharge code from the BI_DISC_SUR table. This includes installment surcharges.	<i>S</i> (surcharge)
A product code from the PROD_ITEM table.	<i>PRD</i> (product). In this case, the PRODUCT_ID field should also be populated with the same value as IDENTIFIER
A customer's product code.	<i>PDA</i> (product alias) In this case, PRODUCT_ID field should be populated with the system product code.
An item ID from the MASTER_ITEM_TBL table.	<i>ITM</i> (item master)
A promotion code from the PPRC_PROMO_TBL table.	<i>PRM</i> (promotion)
An asset ID from the ASSET table.	<i>A</i> (asset)
Any free form code not listed in this table.	<i>G</i> (generic)
Any non-blank value passed by PeopleSoft Contracts or Project Costing.	<i>CON</i> (contract) In this case, the PRODUCT_ID field should be populated with the system product code; PRODUCT_ID can be different from the Identifier field.
<blank>	<blank>

Note. No edit check exists in the Billing Interface logic to prevent invalid values in the IDENTIFIER_TBL field, nor to ensure that the IDENTIFIER and IDENTIFIER_TBL fields combinations are valid.

Understanding IDENTIFIER and IDENTIFIER_TBL field Requirements

This table demonstrates how systems which import data into the PeopleSoft Billing through the Billing Interface must populate the IDENTIFIER and IDENTIFIER_TBL fields.

Feeder System	Interface Process	IDENTIFIER Value	PRODUCT_ID Value	IDENTIFIER_TBL Value
PeopleSoft Order Management	OM_BILL	A product code from the PROD_ITEM table.	A product code from the PROD_ITEM table.	PRD (all bills)
PeopleSoft Order Management	OM_BILL	A customer's product code (product alias to system product code).	A product code from the PROD_ITEM table.	PDA (all bills)
PeopleSoft Promotions Management	OM_BILL	A product code from the PROD_ITEM table.	A product code from the PROD_ITEM table.	PRD (all bills)
PeopleSoft Promotions Management	OM_BILL	A customer's product code (product alias to system product code).	A product code from the PROD_ITEM table.	PDA (all bills)
PeopleSoft Promotions Management	TD_PAYMENTS	A PPRC_PROMO_CD from the PPRC_PROMO_TBL table.		PRM (all bills)
PeopleSoft Contracts	CA_BI_INTFC	Any non-blank value.	A product code from the PROD_ITEM table, if available.	CON (all bills.)
PeopleSoft Project Costing	CA_BI_INTFC	Any non-blank value.	A product code from the PROD_ITEM table, if available.	CON (all bills.)
PeopleSoft Inventory	INBILL	INV_ITEM_ID from the MASTER_ITEM_TBL table.		ITM
PeopleSoft Asset Management	AM_BI_INTFC	ASSET_ID from the AMBI_INTFC_BILL table.		A

Note. If the IDENTIFIER field is populated and the IDENTIFIER_TBL field is blank, the Billing Interface process populates IDENTIFIER_TBL with G. If the IDENTIFIER field is blank and IDENTIFIER_TBL field is populated, the Billing Interface process populates IDENTIFIER_TBL with blank.

Generating Consolidated Billing Through the Billing Interface

The Billing Interface supports automatic generation of consolidated bill headers. To generate a consolidated bill, each bill must be attached to a consolidated bill. Consolidated bill headers may have standard bills related to them. They do not have bill lines related to them.

To generate consolidated bill headers by using the Billing Interface, you must populate either the CONSOL_KEY column or the CONSOL_CUST_ID and CONSOL_SETID columns for LINE transaction types. Alternatively, populate all three fields through defaulting or by passing them to the PS_INTFC_BI table. All three of these fields appear by default from the customer.

To consolidate bills across bill to customers, the source system must provide a value for CONSOL_SETID and CONSOL_CUST_ID, or these values must be obtained through defaulting. If the interface cannot find a value for these two fields, but it does find a value for CONSOL_KEY, it assumes that the consolidation customer is the bill to customer.

The interface process uses the consolidation fields to determine how billing data should be consolidated. For example, you populate the staging area with two kinds of activity: contract billing activity and miscellaneous billing activity. To generate bills by contract and consolidate all contract bills for the customer, provide a standard value in the consolidation key (such as CONSOL/CONTRACTS). When the interface process generates a new bill header that has a value in the consolidation key, it establishes whether a consolidated bill header exists for the same billing currency, with the same consolidation key. If so, the process attaches a new bill to the consolidated header. Otherwise, the process generates a new consolidated bill header and attaches the new bill header to this. Do not populate the consolidation fields (CONSOL_KEY, CONSOL_SETID, and CONSOL_CUST_ID) with a value if the miscellaneous activity should not be consolidated. If the miscellaneous activity should be consolidated, but not with the contract activity, populate the consolidation key with a different value (such as CONSOL/MISC).

To override the defaults for the consolidation fields, you must make the fields part of your bill by.

Note. Default information for consolidated bills is maintained at the customer level. The Load AR process (BILDAR01) does not create open items for consolidated bills at the consolidated bill header level. It creates open items for consolidated bills at the attached bill level or attached bill line level.

The Billing Interface process does not support consolidation of adjustment transactions or consolidation of temporary bills.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information”

Processing Adjustments Through the Billing Interface

The Billing Interface process supports the processing of adjustments of an entire bill and adjustments of selected bill lines.

This section provides an overview of adjustment processing through the Billing Interface and instructions for:

- Reversing an original bill.
- Crediting a bill and rebilling.
- Crediting a line.
- Crediting a line and rebilling.
- Creating a line net adjustment.

Understanding Adjustment Processing Through the Billing Interface

Using the adjustment processing through the Billing Interface provides you with automated bill reversal, as well as adjustment history tracking.

If you're sending line adjustments through the Billing Interface, you may want the interface to create a new bill for the lines, rather than appending the adjustment lines onto an existing bill. To create a new bill, set the `CREATE_NEW_BILL` field to `Y` for these transactions. The Billing Interface process groups lines from the current interface activity with the same bill by criteria and puts them onto a newly created bill. The process creates a new bill for these transactions regardless of whether a bill with the same bill by criteria already exists. It is unnecessary to include the `CREATE_NEW_BILL` field with your bill by criteria.

To mark a transaction as an adjustment, specify the invoice to be adjusted in the `INVOICE_TO_ADJ` field. Also, specify an adjustment transaction type in the field `ADJ_TRANS_TYPE`. Values for this field include:

Value	Description
<i>CRALL</i>	Credit entire bill.
<i>RBALL</i>	Bill rebill.
<i>CRLIN</i>	Line credit.
<i>RBLIN</i>	Line rebill.
<i>NTLIN</i>	Line net adjustment.

Understanding Guidelines for Creating Adjustments

When creating adjustments through the Billing Interface, consider the following rules:

- Existing notes are copied as is.
Pass new notes with the `LINE` or `AHDR` transaction to append them to any existing notes.
- No new lines can be added to full bill credits.
- You must submit delta lines at the time that the rebill is first initiated. You cannot process lines for a full bill rebill and later process more delta lines for the same rebill.
- In general, the system provides no default values for reversal bills.

Credits are exact reversals of the original, with a few exceptions: the interface populates some fields with a value passed to the staging table, rather than taking the value from the credited bill. Those fields are: `ACCOUNTING_DT`, `DIRECT_INVOICING`, `DOC_TYPE`, `ENTRY_REASON`, `ENTRY_TYPE`, `INVOICE_DT`, and `RANGE_SELECTION_ID`.

- For rebills, the system applies default values to fields left blank, with one exception: when processing lines on bill rebills, the system provides current default values for delta lines (*ADD* or *RPL*), and copies unchanged lines from the original.

The values provided for a rebill transaction itself, or its delta lines must be valid values. Fields that do not exist in the Billing Interface table but exist in the bill header are copied from the original bill.

- The Billing Interface does not support courtesy copy processing, even for adjustments.

For example, if the original bill had courtesy copy information, the system does not copy that data onto the adjustment bill.

- For line-level adjustments, the Billing Interface process does not provide default values for any header-level information from the adjusted bill.
- The Billing Interface does not support Transaction type AHDR transactions or adjustment transaction type CRLIN, RBLIN transactions for India tax processing. Only NTLIN adjustments from PeopleSoft Order Management/RMA Adjustments are supported for India functionality.

Reversing an Original Bill

Transactions that reference a credit entire bill (CRALL) must use the AHDR transaction type (TRANS_TYPE_BI AHDR). This type of adjustment is an exact reversal of the original bill.

To credit an entire bill, pass only one line (the AHDR transaction) along with the invoice number that is to be adjusted. The Billing Interface automatically creates a new bill that credits all lines and reverses any accounting, tax, and discount or surcharge entries. You may also pass any new header notes to be appended to any existing header notes.

The following is an example of how to populate the staging area for a credit entire bill adjustment:

INTFC_ID	INTFC_LINE_NUM	TRANS_TYPE_BI	TRANS_TYPE_SEQ_NUM	ADJ_TRANS_TYPE	INVOICE_TO_ADJ
10015	1	AHDR	1	CRALL	00009101112

Crediting a Bill and Rebilling

For a bill rebill, you must pass at least two AHDR (adjustment header) lines to the interface: one for the credit and one for the rebill. Use the ADJ_TRANS_TYPE CRALL for the credit, and RBALL for the rebill. You must pass both lines under the same INTFC_ID, but with different interface line numbers (INTFC_LINE_NUM). Both lines must reference the invoice to be adjusted.

In addition to the two AHDR lines, you must pass any delta lines for the rebill under the same INTFC_ID. Delta lines are the lines that have changed from the original; they've been added, replaced, or deleted. Delta lines must reference a TRANS_TYPE_BI of LINE and ADJ_TRANS_TYPE of RBALL. They must also specify the line sequence number of the line to be adjusted in the LINE_SEQ_TO_ADJ field. Use the ADJ_DELTA_ACTION field to specify what action to take on the lines. This is the only type of adjustment that can use the ADJ_DELTA_ACTION field. When building the rebill, the valid values for ADJ_DELTA_ACTION are:

ADD	Add this bill line.
RPL	Replace the specified line with this line.
DEL	Do not include the specified line.

Note. AE and DS entries from the original bill are not carried forward on a RPL action. You must pass any associated AE, DS, and DDS lines if the line has been replaced or added. Notes are copied over and new NOTE lines may be sent.

If the only change to the rebill is at the header level, you are required to send only two AHDR lines. For example, if the only change is to the payment terms (where all lines are the same) for the rebill, you must pass an AHDR line that contains the correct payment terms.

The AHDR line for the rebill must contain all values that are to appear on the rebill header. The system uses current defaults for fields that are left blank on this line. If you pass as a blank field that did not appear by default, it appears as a blank on the rebill header. For example, there is no defaulting logic for contract number. If the original bill header referenced contract number *ABC*, you must supply this value on the AHDR record to display it on the rebill. If you do not supply it, the field is blank on the rebill header.

The following example demonstrates how to populate the staging area for a credit and rebill of invoice 00009101112:

INTFC_ID	INTFC_LINE_NUM	TRANS_TYPE_BI	TRANS_TYPE_SEQ_NUM	ADJ_TRANS_TYPE
10015	1	AHDR	1	CRALL
10015	2	AHDR	1	RBALL
10015	3	LINE	1	RBALL
10015	4	LINE	1	RBALL
10015	5	LINE	1	RBALL

INTFC_ID	INTFC_LINE_NUM	INVOICE_TO_ADJ	LINE_SEQ_TO_ADJ	ADJ_DELTA_ACTION
10015	1	00009101112		
10015	2	00009101112		
10015	3	00009101112	2	RPL
10015	4	00009101112	0	ADD
10015	5	00009101112	1	DEL

Note. The bill by concept is not used to group the delta lines onto the rebill header. The grouping is based strictly on the BUSINESS_UNIT and INVOICE_TO_ADJ fields.

Crediting a Line

Transactions that reference a credit line adjustment (*CRLIN*) must use the LINE transaction type (TRANS_TYPE_BI = LINE). This type of adjustment is an exact reversal of the original bill line.

To credit a line, pass only one LINE transaction with the invoice number and sequence number of the line to be adjusted. The Billing Interface automatically credits the line and reverses any accounting, tax, and discount or surcharge entries for that line. You may also pass any new NOTE lines that are to be appended to any existing notes for this line.

The following example demonstrates how to populate the staging area for a line credit adjustment:

INTFC_ID	INTFC_LINE_NUM	TRANS_TYPE_BI	TRANS_TYPE_BI_SEQ	ADJ_TRANS_TYPE	INVOICE_TO_ADJ	LINE_SEQ_TO_ADJ
10015	1	LINE	1	CRLIN	00009101112	2

Crediting a Line and Rebilling

Transactions that reference a line rebill adjustment (*RBLIN*) must use the LINE transaction type (TRANS_TYPE_BI = LINE).

For a line rebill, you must pass at least two LINE transactions to the Billing Interface: one for the credit and one for the rebill. Use the ADJ_TRANS_TYPE *CRLIN* for the credit, and *RBLIN* for the rebill. You must pass both lines under the same INTFC_ID. Both lines must reference the invoice number and line sequence number to be adjusted. You must pass with the LINE transaction for the line rebill adjustment any accounting entries, discount or surcharge entries, note lines and any other line information associated with the line rebill, similar to the way non-adjustment LINE transactions are passed to the Billing Interface.

The following example demonstrates how to populate the staging area for a line rebill adjustment:

INTFC_ID	INTFC_LINE_NUM	TRANS_TYPE_BI	TRANS_TYPE_BI_SEQ	ADJ_TRANS_TYPE	INVOICE_TO_ADJ	LINE_SEQ_TO_ADJ
10015	1	LINE	1	CRLIN	00009101112	2
10015	2	LINE	1	RBLIN	00009101112	2

Creating a Line Net Adjustment

Transactions that reference a line net adjustment (NTLIN) must use the LINE transaction type (TRANS_TYPE_BI=LINE).

To create a net adjustment to a line, you can pass a LINE transaction with or without the invoice number and sequence number of the line to be adjusted, depending on the history of the invoice. Pass with the LINE transaction any accounting entries, discount or surcharge entries, or note lines associated with the net adjustment line. It is important to note that the billing interface process does not copy any values from the history invoice for NTLIN adjustments as it does for CRLIN adjustments.

The following example demonstrates how to populate the staging area for a line net adjustment:

INTFC_ID	INTFC_LINE_NUM	TRANS_TYPE_BI	TRANS_TYPE_BI_SEQ	ADJ_TRANS_TYPE	INVOICE_TO_ADJ	LINE_SEQ_TO_ADJ
10015	1	LINE	1	NTLIN	00009191112	2

Using Target Invoice Processing with the Billing Interface

When the Billing Interface process creates new bill headers, it assigns the next available invoice number to each new bill according to the invoice number ID for the bill. To override the automated invoice numbering, use the Billing Interface target invoice functionality.

If data from a source system has an assigned invoice number that you want to retain in PeopleSoft Billing, populate the TARGET_INVOICE field with the preassigned invoice number to pass that number to the Billing Interface. You don't need to specify TARGET_INVOICE as a bill by field in order to take advantage of this functionality. You do not need to modify the Installation Options – Billing - General Options page to mark the autonumbering parameter as user defined.

Ensure that the source system numbering scheme is different from PeopleSoft Billing numbering scheme. Alternately, the source system can populate the BI_IVC_NUM_PRE table to reserve the numbers. The system initiates the Duplicate Invoice Check function during online bill entry to check the BI_IVC_NUM_PRE table for system-reserved invoice numbers.

If the invoice specified in the TARGET_INVOICE field already exists for the same business unit, the Billing Interface process adds the lines that reference this target invoice to the existing bill. Otherwise, the system creates a new target invoice.

When you specify a target invoice, the system uses only the bill by functionality to assign bill status. The Billing Interface groups lines that have the same business unit and target invoice onto the same bill. These lines must reference the same bill to customer and billing transaction currency. If there are multiple transaction lines that reference the same target invoice, the Billing Interface uses the fields from the line with the minimum INTFC_ID and INTFC_LINE_NUM to populate the header fields.

When using target invoice functionality, consider the following:

- An existing target invoice cannot have a bill status of *INV*, *CAN*, *FNL*, *TMP*, or *TMR*.
- An existing target invoice cannot have an INVOICE_TYPE of *ACR* or *ARB*.

These bills cannot be modified.

- If the interface transaction is for a full bill credit or rebill (*AHDR*), the target invoice specified cannot already exist.
- If one of the target invoice lines is in error, all other transactions associated with that target invoice will error out.
- For consolidations, you may specify a target invoice for the bills to be attached, but not for the consolidated bill header.

Note. When you specify a target invoice, use only the bill by ID to assign bill status.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

Creating Temporary Bills Through the Billing Interface

You may want to print a pro forma invoice from your source system before the data is actually sent to PeopleSoft Billing, to proof the invoice, for example, or have it approved before creating an actual bill from the transactions. In PeopleSoft Billing, this is a temporary bill.

You can create temporary bills only through the Billing Interface process, which creates these bills with a bill status of *TMR*. Once created, a temporary bill cannot be modified. A temporary bill is viewable only from the bill inquiry pages, unless the temporary bill is a billing worksheet, in which case you can view and modify it in the Billing Worksheet component and in bill entry. Bills with a bill status of *TMR* can never be invoiced. You can generate only pro formas from a temporary bill. To set up a special invoice numbering ID for use specifically for the creation of temporary bills, define the temporary invoice number ID on the Installation Options – Billing - General Options page.

Note. When you approve a bill imported from PeopleSoft Contracts and Project Costing with a status of *TMR*, that bill is copied to a real bill; the real bill is subsequently invoiced.

To mark interface lines as temporary, set the `TMP_BILL_FLG` to *Y* on the *LINE* transaction. The `TMP_BILL_FLG` does not need to be part of the bill by criteria to take advantage of this feature. You may need to resend the transactions to the Billing Interface multiple times before you’ve determined that the temporary bill meets your satisfaction.

When you create temporary bills, the system stores them in the PeopleSoft Billing tables. If you often create temporary bills, your billing tables fill quickly with data for these bills, which eventually degrades system performance. After you print a temporary bill and you no longer need it in your PeopleSoft Billing system, purge it from the Billing tables. To purge temporary bills from your system, use the Delete Temporary Bills page or the Billing Workflow/Batch Parameters page.

Note. Temporary bill processing is not supported for adjustments through the Billing Interface.

See Also

[Chapter 4, “Structuring Bills,” Using Workflow Processes in PeopleSoft Billing, page 71](#)

[Chapter 32, “Managing PeopleSoft Billing Utilities,” Deleting Temporary Bills, page 582](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Billing Installation Options

Processing Bill Lines with Deferred Revenue Accounting Entries

You can send bill lines to the Billing Interface staging tables to create invoices for products or services that you will deliver in the future or over a range of time. You can import into PeopleSoft Billing deferred revenue accounting entries that defer revenue recognition based on a revenue recognition date and a proration method.

Supported revenue recognitions include contract date, order date, ship date, and range of dates (using CHARGE_FROM_DT and CHARGE_TO_DT fields or START_DT and END_DT fields).

When you use a range of dates as the revenue recognition basis, you can set up different methods of proration. If you enable the deferred revenue feature, bill lines using a revenue recognition bases other than *INV* (invoice date) must have deferred revenue accounting entries (*DR*) that correspond to each revenue accounting entry (*RR*).

Consider this example that represents a deferred revenue bill line in the Billing Interface staging tables:

This table represents a bill line in the PS_INTFC_BI table:

TRAN_TYPE_BI	REV_RECOG_BASIS	CHARGE_FROM_DT	CHARGE_TO_DT
<i>LINE</i>	<i>CHG</i>	<i>April 1, 2003</i>	<i>April 15, 2003</i>

This table represents bill lines in the PS_INTFC_BI_AEDS table:

TRANS_TYPE_BI	TRANS_TYPE_BI_SEQ	ACCT_ENTRY_TYPE	DST_ID
<i>AE</i>	<i>1</i>	<i>RR</i>	<i>REV W/DFR</i>
<i>AE</i>	<i>2</i>	<i>DR</i>	<i>DFR REV</i>

When a deferred revenue bill line has a discount or surcharge, each discount or surcharge entry (*DS*) must have a corresponding deferred revenue discount or surcharge entry (*DDS*).

Note. To use deferred revenue accounting, you must set up the PeopleSoft Billing and PeopleSoft General Ledger systems to accommodate deferred revenue accounting entries.

See [Chapter 17, “Processing Deferred Revenue Accounting Entries,” Setting Up Deferred Revenue Accounts, page 423.](#)

CHAPTER 10

Processing Billing Interface Activity

The Billing Interface is a staging area for all billing activity from external sources. Describing the Billing Interface Structure provides detailed information on the components of the Billing Interface process and maintenance instructions. Setting Up the Billing Interface provides technical information that you need to set up the Billing Interface, including how to populate the staging area to successfully process interface activity.

This chapter provides an overview of the Billing Interface process (BIIF0001) and discusses how to:

- Correct Billing Interface transaction errors.
- Run the Billing Interface process.
- Restart the Billing Interface.
- Ensure that the system processes correctly data in the Billing Interface staging area.

See Also

[Chapter 8, “Understanding the Billing Interface Structure,” page 157](#)

[Chapter 9, “Setting Up the Billing Interface,” page 173](#)

[Chapter 11, “Correcting Billing Interface Process Errors,” page 277](#)

Understanding the Billing Interface Process (BIIF0001)

PeopleSoft Billing enables you to enter bills online or to import billing activity through the Billing Interface from external billing sources such as order management or project costing. PeopleSoft uses online bill entry primarily for low-volume and miscellaneous billings. The majority of bills that PeopleSoft Billing creates come from the Billing Interface.

Billing activity from external sources populates five tables—PS_INTFC_BI, PS_INTFC_BI_AEDS, PS_INTFC_BI2, INTFC_BI_EXSD, PS_INTFC_BI_NOTE, and PS_INTFC_BI_HDR—which are referred to as the interface staging area. On the data in this staging area, the Billing Interface process:

- Validates the data by verifying its integrity and compliance with PeopleSoft Billing business rules.
- Prepopulates InterUnit control, customer, bill source, bill type, and Billing business unit data.
- Populates the following fields with default values:

Note. The Billing Interface process does not apply default values for all VAT-related fields. The process performs a partial VAT defaulting process to correctly group invoice lines with VAT information when creating invoices.

To apply full range of VAT default values, access the Apply VAT Defaults – Run VAT Defaults page, where you can run the BIPVAT00 application engine process.

- VAT Treatment Group.
- Ship From Country.
- Ship To Country.
- Buyer's VAT Registration Country.
- Seller's VAT Registration Country.

Note. VAT Treatment Group, Ship From Country, Ship To Country, Buyer's VAT Registration Country and Seller's VAT Registration Country fields are treated as explicit bill by fields; you must add them to any bill by definition that is be used by VAT transactions.

- Establishes whether to add the Billing Interface activity to an existing bill or to a new bill.

Note. You can control this or let the interface decide.

- Converts the billing activity in the staging area into a bill structure.
- Processes adjustments.
- Prepopulates the ChartField data if a distribution code is provided.

Staging Area Data

Billing activity in the interface staging area is always in one of five states:

NEW	The staging area has been populated, but you have not ran the Billing Interface process for the billing activity. A blank load status can also indicate that the system has not processed the activity.
ERR	The staging area has been populated and you ran the Billing Interface process; however, the Billing Interface process encountered validation errors (for example, an invalid or nonexistent customer number was recorded in the staging area).
DON	The staging area has been populated and you ran the Billing Interface process successfully, loading the billing activity into a structured bill format. Activity in this state is automatically moved to the archive tables.
RDY	The Billing Interface process assigned invoice numbers to the bill header and bill lines.
UPD	The Billing Interface process is actively processing this billing activity.

Billing Interface Transaction Components

PeopleSoft Billing provides four components, which give different views of billing activity in the staging area. Each component has six pages, and each page displays data (if present) from the corresponding interface staging table. If data is not present, the pages are hidden. Which component you use depends on the activity status.

Access two of the components through the Billing, Interface Transactions menu:

Correct Interface Errors	Review interface activity with a status of <i>ERR</i> . Correct error fields here.
Update Pending Transactions	Review interface activity with statuses of <i>NEW</i> and <i>ERR</i> . Update error fields here.

Access the other two components through the Billing, Interface Transactions menu:

Review Pending Transactions	Review interface activity with statuses of <i>NEW</i> and <i>ERR</i> . This page is read-only.
Review Interface - Completions	Review interface activity with a status of <i>DON</i> . This page is read-only.

All four components display almost all the same fields. Small differences exist because of changes in the activity status. For example, an activity in error has an *ERR* status, while a completed activity has an invoice number and line sequence number.

Correcting Billing Interface Transaction Errors

When transactions fail during the load process into the PeopleSoft Billing system, the system marks them with a load status error and an error status number. The transactions remain in the staging area until you correct the errors.

To correct Billing Interface transaction errors:

- Define search parameters to locate Billing Interface transactions in error.
- Display the data for interface transactions in error on the Applicable Interface Errors page and correct any errors.

Interface transactions in error are marked with an error number and a short message. If you locate a transaction with a LoadStatus *ERR* but with no associated short message on a page, this indicates that have located a related record, and no correction is required on this page. Make your correction after you locate an error number and an associated short message. Refer to the Billing Interface Errors table for error conditions and explanations.

See [Chapter 11, “Correcting Billing Interface Process Errors,” page 277](#).

See Also

[Chapter 12, “Calculating Value-Added Tax \(VAT\) in PeopleSoft Billing,” Running the Process VAT Defaults Process \(BIPVAT00\) , page 304](#)

Modifying Billing Interface Transaction Data

This section discusses how to access Billing Interface components and:

- Define search parameters.
- Correct Billing Interface data.

Pages Used to Modify Billing Interface Transaction Data

Page Name	Object Name	Navigation	Usage
PS_INTFC_BI	INTFC_BI	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the PS_INTFC_BI table.
PS_INTFC_BI2	INTFC_BI2	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the PS_INTFC_BI2 table.
PS_INTFC_BI_NOTE	INTFC_BI_NOTE	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the PS_INTFC_BI_NOTE table.
PS_INTFC_BI_HDR	INTFC_BI_HDR	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the PS_INTFC_BI_HDR table.
PS_INTFC_BI_EXSD	INTFC_BI_EXSD	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the PS_INTFC_BI_EXSD table.
PS_INTFC_BI_AEDS	INTFC_BI_AEDS	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the PS_INTFC_BI_AEDS table.

Defining Search Parameters

To access a Billing Interface component, select possible search parameters:

Primary Search Criteria

- Interface ID.
- Interface Line Number.
- Transaction Type.

	Transaction Type Sequence.
Alternate Search Criteria	Error Status.
	Business Unit.
	Bill To Customer ID.
	Bill Type.
	Bill Source.

You can search by any combination of this information. If you do not enter search parameters, the system displays every rejected line from that process instance.

When your search is complete, the page displays the following information:

Interface ID	A unique number for each batch of bill lines assigned by the process that populates the staging area.
Interface Line Number	A unique identifier that you use when you provide multiple charge lines.
Transaction Type	Indicates the type of information that the bill contains. Values are: • LINE—Charge line. • AE—Accounting entry. • NOTE—Note/comment. • DS—Discount/surcharge. • DDS—Deferred discount/surcharge. • AHDR—Adjustment header. • EXSD — Indian Excise/Sales Tax Detail
Transaction Type Sequence	A unique identifier that you use when you provide multiple accounting entries, notes or comments, or discounts or surcharges for a specific charge line.

Correcting Billing Interface Data

Access the Correct Interface Errors page.



	Click the Delete button to delete the record and all of the associated records in the interface extension tables.
LoadStatus	Represents the transaction load status, the <i>ERR</i> status (if applicable), and the error status description. If the interface has not processed the data or the data is not in error, the system does not populate error status or error status descriptions.
Invoice number	If the system has not successfully processed the interface activity, then the invoice number and sequence number are not populated.

Note. You can correct information on any of the six interface tables. For example, if the error message reads “Invalid Customer,” assess the appropriate Billing Interface page and enter a valid customer ID in the Customer field.

See Also

Chapter 9, “Setting Up the Billing Interface,” Understanding the PS_INTFC BI Table, page 176

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Configuring ChartFields”

Running the Billing Interface Process (BIIF0001)

Before running the Billing Interface, you must set certain parameters.

Page Used to Run the Billing Interface Process (BIIF0001)

Page Name	Object Name	Navigation	Usage
Billing Interface	RUN_BI_INTFC	Billing, Interface Transactions, Process Billing Interface, Billing Interface	Set interface parameters before running the Billing Interface process.

Setting Billing Interface Parameters

Access the Billing Interface Process page and add a run control ID.

The From Interface ID and To Interface ID fields represent a range of interface identifiers that you want to include in the interface process. If interface activity within the interface ID range has been previously processed successfully, it will not be available to be selected for processing again.

On the Process Scheduler page, select the Interface & VAT Defaulting (interface and value-added tax defaulting) job if your transactions are liable for Value Added Tax (VAT), which contains both jobs in one. If you decide to run the processes individually, you must do so one at a time.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Restarting the Billing Interface

If the Billing Interface process terminates abnormally, restart the process to continue from the last commit point. You can restart the Billing Interface on the Process Monitor - Process Detail page. Select Restart Request and click OK. You can also restart the Billing Interface from a command line.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Application Engine

Ensuring That the System Processes Data in the Billing Interface Staging Area

PeopleSoft Billing provides two methods for ensuring that all of the data that is sent to the Billing Interface gets processed and moved into the appropriate PeopleSoft Billing tables. You can:

- Set up a workflow solution that automatically notifies you of unprocessed interface transactions.
- Generate a summary report solution that enables you to view statistics of interface transactions on command.

Pages Used to Ensure That the System Processes Data in the Billing Interface Staging Area

Page Name	Object Name	Navigation	Usage
Billing Workflow	RUN_BI_WF	Billing, Generate Invoices, Utilities, Billing Workflow	Specify when to initiate a workflow action on unprocessed transactions.
Workflow/Batch Parameters	BI_WF_OPTIONS	Set Up Financials/Supply Chain, Product Related, Billing, Define Workflow, WorkFlow/Batch Parameters	Run the workflow processes in PeopleSoft Billing, or set up schedules to have Process Scheduler run them automatically.
Route Control Profile	RTE_CNTL_PROFILE	PeopleTools, Workflow, Routings & Roles, Route Control Profiles, Profile	Define the business units about which you want to be notified.
Role User Maintenance	ROLEDEFN	PeopleTools, Security, Permissions & Roles, Roles, General	Define which users will receive notification.
Billing Interface report	RUN_BI_INTFC3	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	Generate a summary report of interface lines within a certain interface ID range, within a certain date range, or on lines within a certain business unit.

Setting Up Workflow Solutions

The workflow solution process identifies interface lines that have not been processed over a specified period of time and notifies you of these lingering lines. You determine how long to let transactions sit unprocessed in the staging area before the system notifies you.

To set up a workflow solution:

1. Specify how long (in days) the system allows pending interface lines to sit unprocessed in the staging area before issuing a worklist notification.

Access the Workflow/Batch Parameters page. In Pending Interface Notification, Number of Days Pending, define the number of days.

2. Define a schedule for the workflow process.

You can schedule the process to run regularly (weekly, monthly, and so on) using the Process Scheduler. The ADD_DTTM field on the interface table must be populated for the process to find any pending interface items. The process uses this field to determine the age of the interface transactions.

3. Define yourself as a Billing Interface Reviewer on the Roles page to receive the notification.

To define the business units about which you want to be notified, access the Route Control Profile page.

See Also

[Chapter 4, “Structuring Bills,” Using Workflow Processes in PeopleSoft Billing, page 71](#)

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

PeopleTools 8.44 PeopleBook: Workflow Technology

Generating Summary Reports of Interface Activity

The summary report solution provides statistics about interface transactions—both processed and unprocessed. You can sort each report by business unit or interface ID. You can generate an:

- Interface Error Summary report.
- Interface Detail Summary report.
- Interface Summary report.

You can run a summary report of interface lines within a certain interface ID range or within a certain date range. Optionally, you can run the report on lines within a certain business unit.

Note. To get accurate reporting when using the date range selection, you should populate the ADD_DTTM field of the PS_INTFC_BI table.

To generate a summary report, access the Billing Interface Report page.

The Interface ID field and the To Interface ID field represent a range of interface identifiers for which you want to run the interface process. If interface activity within the interface ID range has been processed successfully previously, it will not be selected for processing again.

On the Process Scheduler page, select the Interface & VAT Defaulting job, which contains both jobs in one. If you decide to run the processes individually, you must do so one at a time.

See Also

[Appendix D, “PeopleSoft Billing Reports,” page 627](#)

[Appendix B, “Understanding PeopleSoft Billing Reports,” page 619](#)

CHAPTER 11

Correcting Billing Interface Process Errors

The PeopleSoft Billing Interface process (BIIF0001) ensures a smooth flow of information when importing billing activity from external business systems into PeopleSoft Billing.

This chapter discusses how to:

- Correct Billing Interface errors.
- Debug the Billing Interface.
- Review performance options.
- Review common Billing Interface error scenarios.

See Also

[Chapter 8, “Understanding the Billing Interface Structure,” page 157](#)

[Chapter 9, “Setting Up the Billing Interface,” page 173](#)

[Chapter 10, “Processing Billing Interface Activity,” page 267](#)

Reviewing Billing Interface Error Conditions

To verify data integrity, the Billing Interface process performs edit checks on the data that is presented to the interface staging area. If the Billing Interface process finds an error, it marks the `LOAD_STATUS_BI` column for all related rows as *ERR* (error). The Billing Interface process also marks the `ERROR_STATUS_BI` column with a more specific error condition. Navigate to the Correct Interface Error component to search for the transaction in error. Locate the page that displays a Load Status of *ERR* with a description of the error. If the page displays the LoadStatus only, the page is a related record. Review the errors and take the appropriate action necessary to correct the error.

This table contains specific information about Billing Interface error conditions:

Error Condition	Explanation
0010 - Invalid Transaction Type	Transaction type must be LINE, AE, AHDR, NOTE, EXSD, DS, or DDS.
0015 - Invalid Entry Event	The provided entry event is invalid.

Error Condition	Explanation
0020 - Too Many Charge Lines	There is more than one LINE transaction for a unique combination of interface ID (INTFC_ID) and interface line number (INTFC_LINE_NUM).
0030 - No Charge Line for Activity	There exists accounting entries (AE), notes (NOTE), discounts/surcharges (DS), or deferred accounting for discount/surcharge (DDS) transactions, which do not belong to a bill line charge (LINE) transaction.
0040 - Invalid Business Unit	The provided business unit is invalid.
0045 - VAT Information for Non-VAT Business Unit	The Billing Interface encountered unexpected VAT information a for non-VAT business unit. Ensure that VAT_APPLICABILITY and TAX_CD_VAT have no values in non-VAT business unit transactions.
0050 - Invalid Bill Type	The provided bill type is invalid.
0060 - Invalid Customer	The provided bill to customer is invalid.
0070 - Invalid Bill To Address	The provided bill to address is invalid.
0080 - Invalid Bill To Contact	The provided bill to contact is invalid.
0090 - Invalid Bill Source	The provided bill source is invalid.
0100 - Invalid Bill Cycle	The provided bill cycle is invalid.
0101 - Invalid Billing Specialist	The provided billing specialist is invalid.
0102 - Invalid Billing Authority	The provided billing authority is invalid.
0103 - Invalid Billing Inquiry Phone	The provided billing inquiry phone number is invalid.
0101 - Invalid Billing Specialist	The provided billing specialist is invalid.
0102 - Invalid Billing Authority	The provided billing authority is invalid.
0103 - Invalid Billing Inquiry Phone	The provided billing inquiry phone number is invalid.

Error Condition	Explanation
0110 - Invalid Payment Term	The provided payment term is invalid.
0112 – Excise Tax is Applicable	Excise tax rate code or excise tax detail record is missing.
0113 - Sales Tax is Applicable	Sales tax rate code or sales tax detail record is missing.
0114 - Invalid India Transaction	Transactions comes from invalid feeder system (non-Order Management system).
0115 - Invalid Payment Method	The provided payment method is invalid.
0116 - Invalid Applicability Combination	Invalid combinations of excise and sales tax applicability flags.
0117 - Invalid Excise Applicability	Excise applicability may not be N.
0118 - Missing Excise Tax Parameters	Excise tax rate code or excise tax detail record are not provided.
0119 - Missing Sales Tax Parameters	Excise tax rate code or excise tax detail record are not provided.
0120 - Invalid Tax Code	The provided tax code is invalid.
0122 - Missing required Tax Parameters	Either a ship to customer or ship to location, or both, are not provided. These fields are required when third-party tax software (such as Vertex or Taxware) is active for the billing business unit.
0123 - Excise Invoice Number Required	Excise Invoice number is missing for inventory order item.
0124 - Excise Tax is not applicable.	Excise tax rate code or excise tax detail record exists.
0125 - Invalid Ship From Country	The provided ship from country is invalid.
0126 - Invalid Ship To Country	The provided ship to country is invalid
0127 - Invalid VAT Tax Code	The provided value-added tax (VAT) tax code is invalid.
0128 - Invalid VAT Applicability	The provided VAT applicability is invalid.

Error Condition	Explanation
0129 - Invalid VAT Transaction Type	The provided VAT transaction type is invalid.
0130 - Invalid Unit of Measure	The provided unit of measure is invalid.
0140 - Invalid Order Accept Location	The specified order acceptance location is not valid in the Location table.
0150 - Invalid Order Origin Location	The specified order origin location is not valid in the Location table.
0160 - Invalid Ship From Location	The specified ship from location is not valid in the Location table.
0200 - Invalid Standard Note Code	The provided standard note code is invalid.
0210 - No Note Text Provided	No note text exists for NOTE transaction type. This arises when either no note code or note text are provided for a NOTE transaction, or when no note text appears by default from the provided note code.
0220 - Missing or invalid line type	Either no line type was provided or an invalid line type was provided. Line type is required.
0230 - Invalid use of SubCustomer	Either the system or the customer is not set up to accept this kind of subcustomer information.
0232 - Invalid Consol Customer ID	The consolidation customer (CONSOL_CUST_ID, CONSOL_SETID) that was passed is not set up as a consolidation customer.
0233 - Missing or Invalid Billing Currency	The provided billing transaction currency is invalid or missing.
0234 - Invalid Currency Rate Type	The provided currency rate type is invalid.
0235 - Rate Mult/Rate Div	When the rate source is user-defined, the Rate Mult and Rate Div fields are required.
0240 - Invalid Target Invoice Status	The specified target invoice cannot be in a bill status of <i>INV</i> , <i>CAN</i> , <i>FNL</i> , <i>TMR</i> , or <i>TMP</i> .

Error Condition	Explanation
0243 - Invalid Target Invoice Type	The specified invoice cannot be a credit or a rebill invoice. You cannot add lines to the specified target invoice.
0244 - Different Customer or Currency for Targets	Transactions that reference the same target invoice must also reference the same bill to customer and billing currency.
0245 - Target Invoice Already Exists	If a target invoice is specified for a full bill credit or rebill, the specified invoice must not exist already.
0300 - Disc/Sur Amt & Pct = 0	Both the discount/surcharge amount and discount/surcharge percentage are 0. This occurs when either no amount or percentage is provided for a DS transaction or no amount or percentage appears by default from the provided discount/surcharge ID.
0310 - Missing Discount/Surcharge ID	No discount/surcharge ID was provided on the DS or DDS line. A discount/surcharge ID is required on DS or DDS lines.
0386 - CA/BI Currency Mismatch	The selected currency code for this bill line does not match the currency code on the selected bill plan ID for PeopleSoft Contracts (CA).
0400 - No Bill By for Line	After defaulting bill by from customer, bill source, bill type, and business unit, no bill by identifier exists for grouping the interface activity into the bill data structure.
0411 - Missing Bill By Field(s) Value	One or more bill by fields in your Bill By ID are missing values.

Error Condition	Explanation
0412	One or more required VAT-related fields are missing values. Ensure that you directly populate these fields (or populate the fields that these fields are derived from) in PS_INTFC_BI • COUNTRY_SHIP_FROM (derived from BUSINESS_UNIT, SHIP_FROMBU) • COUNTRY_SHIP_TO (derived from SHIP_TO_CUST_ID, SHIP_TO_ADDR_NUM) • COUNTRY_VAT_BILLFR (returned by VAT defaulting function based on billing business unit location) • COUNTRY_VAT_BILLTO (returned by VAT defaulting function based on bill to customer location) • VAT_TREATMET_GRP (returned by VAT defaulting function)
0510 - No Accounting Entries for line	There is bill line charge activity (LINE) for which no AE exists when they are required.
0511 - Invalid Accounting Entries	A charge line may not have a revenue (RR) and an unbilled AR AE unless the bill is an installment bill.
0513 - More than one IP entry for line	More than one InterUnit payable (IP) type line exists for the bill line. Only one is permitted.
0514 - More than 1 AR entry for line	There is more than one AR type line for the bill line. Only one is permitted.
0515 - More than one IE entry for line	More than one InterUnit expense (IE) type line exists for the bill. Only one is permitted.
0516 - No deferred entry for line	The revenue recognition basis specifies that the line is potentially subject to deferred revenue recognition, but no deferred accounting entries exist. This also applies to DS lines with no deferred accounting entries.
0517 - UAR not allowed for non INS.	Unbilled accounting entries are not allowed from external non-PeopleSoft integrations. The features for unbilled accounting entries are used exclusively with installment bills (which can only be entered online) and bills from PeopleSoft Contracts and Projects.

Error Condition	Explanation
0520 - Accounting <> 100% or <> 0% or Gross Ext	The sum of accounting entry amounts for a particular charge line does not equal the gross extended amount for that line, or the sum of the accounting entry percentages for a particular charge line does not equal 100 percent or 0 percent.
0523 - Unbilled <> 100% or <> 0% or Gross Ext	For a charge line with unbilled accounting entries, the sum of accounting entry amounts for a particular charge line does not equal the gross extended amount for that line, or the sum of the accounting entry percentages for a particular charge line does not equal 100 percent or 0 percent.
0525 - Deferred <> 100% or <> 0% or Gross Ext	The sum of deferred revenue accounting entry amounts for a particular charge line does not equal the gross extended amount for that line, or the sum of the accounting entry percentages for a particular charge line does not equal 100 percent or 0 percent.
0526 - Inherited ChartField(s) varies	Inherited ChartField values for a bill line's revenue distribution varies. This option is not supported.
0530 - Invalid Distribution ID	The provided distribution code on an RR type AE or DS transaction is invalid.
0532 - Invalid AR Distribution ID	The provided AR distribution code on a charge line transaction is invalid.
0534 - Invalid Deferred Dist ID	The provided distribution code on a DDS AE is invalid.
0540 - Invalid Account	The account on an AE, DS entry, or DDS entry is invalid.
0542 - Invalid AltAccount	Either the provided alternate account is invalid or the alternate accounting option is not selected.
0544 - No AltAccount	The alternate accounting option is selected, but no alternate account was provided.
0550 - Invalid Department	The department on an AE, DS entry, or DDS entry is invalid.
0557 - Invalid ChartField value	The provided ChartField value is invalid. This is a generic message for fully configurable ChartFields. Check the message log for your Billing Interface process instance to see which ChartField value is invalid.

Error Condition	Explanation
0560 - Invalid Project ID	The project on an AE, DS entry, or DDS entry is invalid.
0580 - Invalid Statistics Code	The statistics code on an AE, DS entry, or DDS entry (DDS) is invalid.
0584 - Invalid Affiliate	The affiliate value provided on AE, DS, or DDS transactions is invalid.
0590 - No Dst ID or Account	No account exists for an AE or DS.
0591 - No AR Dst ID or Account	No AR distribution code or account exists for a Header AR AE in the PS_INTFC_BI_HDR table.
0595 - No Deferred DST ID or Acct.	No deferred account exists for a DDS.
0597 - Invalid Account Entry Type	The account entry type on an AE is invalid.
0650 - Invalid InterUnit Pair	The From and To GL business unit pair is not a valid pair for this InterUnit and IntraUnit bill line.
0653 - Cus Not Setup for IU Processing	InterUnit information was passed, but the customer is not set up as an InterUnit customer.
0655 - IU Flag=Y but BU To is Null	After applying defaults, the Business Unit To field is blank. This field is required for InterUnit bills.
0660 - IU IP Sent but Gen Vchr Flg=Y	An AE for InterUnit payables (IP) cannot be passed when the Generate AP Voucher flag is set on the InterUnit Control Definition table.
0662 - BusUnit To Must Match Adj Bill	The to business unit must be the same as the to business unit on the invoice that is being adjusted.
0700 - Invalid Adjustment Trans Type	The adjustment transaction type is invalid. The type must be CRALL, RBALL, CRLIN, RBLIN, or NTLIN.
0710 - Invalid Invoice to Adjust	The invoice that is to be adjusted must have been invoiced (bill status INV) already and must not be a consolidated invoice.
0720 - Invalid Line Seq to Adjust	The line sequence to be adjusted is invalid. It doesn't exist.

Error Condition	Explanation
0730 - Trans Type Must be Line	Line adjustment must have a transaction type of LINE.
0740 - Multiple Adj Not Allowed-CRALL	An invoice cannot be adjusted multiple times in the interface batch.
0741 - Multiple Adj Not Allowed-RBALL	An invoice cannot be adjusted multiple times in the interface batch.
0742 - Multiple Adj Not Allowed-CRLIN	An invoice cannot be adjusted multiple times in the interface batch.
0743 - Multiple Adj Not Allowed-RBLIN	An invoice cannot be adjusted multiple times in the interface batch.
0744 - Multiple Adj Not Allowed-NTLIN	An invoice cannot be adjusted multiple times in the interface batch.
0750 - Must Be Latest Adj in Chain	The invoice or line to be adjusted must not have been adjusted already.
0755 - Prior Adj at Different Level	The invoice or line to be adjusted cannot have prior adjustments that were made at a different level. That is, if prior adjustments were made at the line level, it is not valid to then make them at the header level.
0760 - Invalid Adj Delta Action	The adjustment delta action for the rebill transaction is invalid. Valid values are <i>ADD</i> , <i>DEL</i> , and <i>RPL</i> .
0770 - Currency Must Match Adj Bill	The currency of the adjustment must be the same as the invoice that is being adjusted.
0780 - Trans Type Must be AHDR	Adjustment transactions of type CRALL must have a transaction type of ADHR.
0785 - No Adj Trans Type for AHDR	Transaction types of AHDR must have an adjustment transaction type of CRALL or RBALL.
0790 - No Assoc Cr Header for Rebill	An adjustment transaction type of RBALL must be accompanied by an adjustment transaction type of CRALL for the same invoice.

Error Condition	Explanation
0791 - No Assoc Cr Line for Rebill	An adjustment transaction type of RBLIN must be accompanied by an adjustment transaction type of CRLIN for the same invoice.
0795 - No Adjust Header for Line	Rebill delta lines must be accompanied by an associated RBALL line.
0799 - Adjustment Err by Association	This adjustment transaction line errored out because it is associated with another line that contained an error. There may be nothing wrong with this particular line, but adjustment lines that are related must error out together.
0800 - Target Inv Err by Association	This target invoice transaction line errored out because it is associated with another line that contained an error. There may be nothing wrong with this particular line, but target invoice lines that are related must error out together.
0801 - Invalid Statistic Account	The statistic account provided is invalid.
0802 - Invalid Account	A statistical account that is provided for nonstatistical accounting entry line.
0803 - No Statistic Code or Amount	For nonstatistical accounting entry line: A statistic code was provided with no statistic amount. A statistic amount was provided with no statistic code.
0804 - Invalid Account; not monetary	For statistical accounting entry lines, an account may not be a monetary account.
0805 - No Statistic Amount	No statistic amount was provided.
0810 - No Matching Record found	For each record in the PS_INTFC_BI_HDR table, an associated record in PS_INTFC_BI TABLE must exist.
0811 - Invalid Transaction Type	The header transaction type that is provided for a record in PS_INTFC_BI_HDR table is invalid.
0813 - No Paid Amount Provided	Paid reference is present, but no paid amount is provided.

Debugging the Billing Interface

Because the Billing Interface process is an Application Engine process that uses temporary tables, the data that it processes is retained in the Billing Interface temporary tables until you run another Billing Interface process. You can review this data in the Billing Interface temporary tables from a Billing Interface process for debugging. Refer to the Billing Interface Application Engine process definition for a list of dedicated temporary tables.

There are two methods for obtaining the temporary table instance that the last Billing Interface process used:

1. Locate the temporary table instance on the Process Monitor page while the Billing Interface process is running.
2. Query a Billing Interface temporary table for your process instance.

For example, you might use this query:

```
SELECT * from PS_INTFC_BI_HTMPnn where PROCESS_INSTANCE = <your_process_instance>
```

*nn is the temporary table instance number.

Note. You can run any Application Engine process in debug mode.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Application Engine, “Using Temporary Tables”

PeopleTools 8.44 PeopleBook: PeopleSoft Application Engine, “Maintaining Application Engine Programs”

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Reviewing Performance Options

The Billing Interface:

- Takes advantage of concurrent parallel processing.
- Uses minimum edits.

Taking Advantage of Concurrent Parallel Processing

The Billing Interface process takes advantage of concurrent parallel processing by using temporary tables. The Billing Interface is delivered with ten sets of Billing Interface temporary tables. For the DB2/OS390 platform, only five sets of Billing Interface temporary tables are delivered. You may want to reduce or increase this number depending on your need. The Billing Interface is set up for concurrent parallel processing. Please consult with your PeopleSoft database administrator to determine how many temporary table sets you need for optimal performance.

Using Minimum Edits

The Billing Interface process performs multiple edits to verify that data in the staging table is valid. The process also performs multiple levels of defaults so that your source systems need only to pass the minimum of information. Because of this functionality, however, running an interface batch is often a time-consuming process.

PeopleSoft Billing is delivered with additional options that you can set on the interface run control page to get more control over the interface process. To use these options, you must modify the page to display the Run Option field.

You can set Run Option to one of these values:

All	Run with all edits.
Edit	Run edits only.
Min (minimum)	Run with minimum edits.

Run Option 1: All (Run with All Edits)

All is the default value. If you select *All*, the Billing Interface runs normally, performs all possible editing, and then creates a bill structure. To run the Billing Interface with an option other than *All*, you must modify the interface run control page.

Run Option 2: Edit (Run Edits Only)

The *Edit* option performs edits only and marks lines that have an error with an *ERR* load status. Lines with no errors are marked with a load status of *NEW*. The *Edit* option does not create bills. When you select *Edit*, you can review transactions that received an error status and correct them. After you correct any errors, you must still select either *Min* or *All* to create bills.

Run Option 3: Min (Run with Minimum Edits)

Only customers who require user control over editing data from source systems should select *Min*. These two scenarios describe when to use this option:

Scenario A	If your installation requires the flexibility to run the interface as a two-step process, you can run the <i>Edit</i> option first. After you correct any errors, you can run the Billing Interface again in <i>Min</i> to actually create bills.
	Note. The Billing Interface process does not verify that you ran the <i>Edit</i> option before you ran the <i>Min</i> option. If you do not run the <i>Edit</i> option first, you may create a bill with invalid billing information.
Scenario B	If your installation demands optimum performance over comprehensive editing from the Billing Interface process, you can elect to run the <i>Min</i> option, which greatly reduces the time that it takes for the interface process to complete.

Note. When you elect to run *Min*, the Billing Interface does not edit the data. Consequently, you may create bills with bad billing information (such as a bill with an invalid customer ID). To avoid this risk, your source system must edit billable activity before passing it to the Billing Interface.

Other Performance Considerations

Consider these points when you create a new bill by IDs:

1. Use the fewest number of bill by fields that meet your requirements.
2. From external interfaces, you may want to populate prepopulating fields if you know their values.

This reduces the work that the Billing Interface must do and can significantly impact batch performance.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Application Engine

Reviewing Common Billing Interface Error Scenarios

This section presents some common scenarios that may occur during the Billing Interface process.

You Receive an Error While Running the Billing Interface Process and Cannot Determine the Problem

Check your Billing Interface process trace file for a detailed explanation of the error. To access the file, open the Process Monitor page, click View Log/Trace, then click Message Log on the Report/Log Viewer page.

You Are Having Difficulty Starting the Billing Interface Process and Cannot Determine the Problem

Ensure that the process has temporary table resources to utilize. Each failed process locks up one set of temporary tables.

Some Transactions Remain in the Ready Load Status

This problem can occur if you include fields in your bill by criteria that have defaults applied to them but you do not provide values for those fields. For example, because ADDRESS_SEQUENCE_NUM has defaults, you should include it in your bill by criteria only if you are providing an override value.

The Billing Interface Process Doesn't Populate Bill Header Fields With the Values That Are Specified on INTFC_BI

Ensure that these fields are included in your bill by criteria.

Note. Billing Interface is a restartable Application Engine process. An abended Billing Interface process should be restarted. Deleting an abended process can produce unexpected results.

CHAPTER 12

Calculating Value-Added Tax (VAT) in PeopleSoft Billing

This chapter provides an overview of VAT (value-added tax) usage in PeopleSoft Billing and provides instructions for:

- Setting up PeopleSoft Billing business units to process VAT.
- Setting Up PeopleSoft Billing VAT Drivers.
- Establishing VAT defaults at the header level.
- Establishing VAT defaults at the line Level
- Running the Process VAT Defaults process (BIPVAT00).
- Reviewing VAT errors.
- Understanding VAT calculations.
- Invoicing VAT in PeopleSoft Billing.
- Printing Documents with VAT.
- Adjusting bills with VAT.
- Passing VAT entries to PeopleSoft Receivables.
- Passing VAT entries to PeopleSoft General Ledger.
- Passing VAT Information to PeopleSoft Payables.

See Also

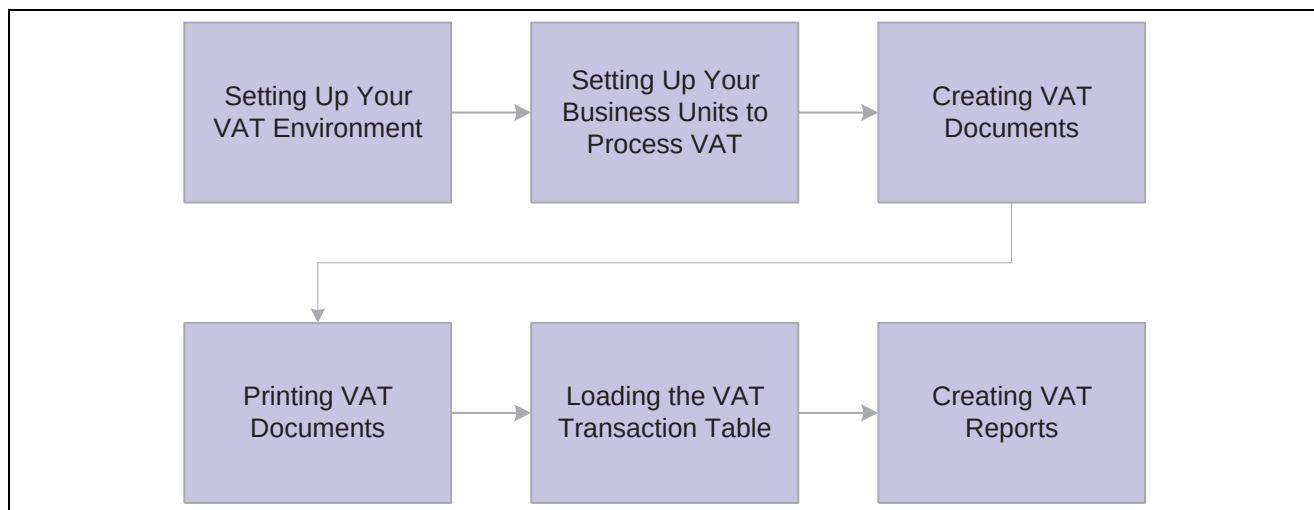
PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

Understanding VAT in PeopleSoft Billing

To create VAT documents, including customer invoices and sales orders, you must first set up your VAT environment and enable your business units for VAT. The VAT information on customer invoices and sales orders is calculated based on the data you enter. For example, the VAT codes determine the VAT rates that the system uses to calculate the VAT amount.

You can print VAT amounts on your customer invoices and sales orders, as needed. The VAT information on your transactions is loaded into the VAT transaction table and then into the VAT reporting tables, from which you can create VAT returns and other VAT reports.

The following diagram illustrates this process.



Processing VAT in PeopleSoft Billing

There exist several VAT-related fields that must be populated for VAT transactions to:

- Calculate VAT.
- Generate the appropriate VAT accounting entries.
- Ensure sufficient information exists to enable VAT Returns to be compiled.

For example, the system requires for VAT transactions the VAT registration status of the parties involved in a VAT transaction, the type of VAT transaction, and the rate at which VAT will be calculated.

The global VAT Defaulting routines provide a centralized mechanism for the storage and retrieval of this information. PeopleSoft Billing obtains VAT defaults by calling the global VAT Defaulting routines.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT),” Establishing VAT Defaults.

VAT Drivers, VAT Driver Keys, and the Defaulting Hierarchy for VAT Defaults

Default VAT information is controlled by VAT drivers, and is retrieved through a hierarchy. The following table lists the VAT drivers and associated VAT driver keys in VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. The table also indicates which drivers control defaults for the Services VAT Treatment.

Note. The VAT drivers that appear in this table include only those that apply to PeopleSoft Billing.

Note. The VAT drivers in this table appear in the order of the hierarchy the system uses to process defaults.

Note. The Sales Line Identifier and the Sales Line Identifier Group VAT drivers are used to retrieve VAT information for the bill lines only.

Note. Bill Source and Bill Type VAT drivers share the Bill Source SetID driver key, as both drivers belong to the same record group.

VAT Driver Fields	VAT Driver Keys	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
Sales Line Identifier	SetID Identifier Table Identifier	Optional	Optional	Yes	Yes
Sales Line Identifier Group	Identifier Group SetID Identifier Table Identifier Group	Optional	Optional	Yes	Yes
Customer Location	Customer SetID Customer ID Address Sequence Number	Optional	Optional	Yes	Yes
Customer	Customer SetID Customer ID	Optional	Optional	Yes	Yes
Bill Source	Bill Source SetID Bill Source ID	Optional	Optional	Yes	Yes
Bill Type	Bill Type SetID Bill Type ID	Optional	Optional	Yes	Yes
Billing Business Unit	Billing Business Unit	Optional	Optional	Yes	Yes

VAT Driver Fields	VAT Driver Keys	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
VAT Entity Registration	VAT Entity Country	Not applicable	Optional	Yes	No
VAT Country	Country	Not applicable	Optional	Yes	No

Common Elements Used in this Chapter

VAT Driver	An entity for which VAT defaults can be defined. Examples of VAT drivers include the following fields: Billing Business Unit, Charge (Sales Identifier) Codes, Charge Code VAT Groups, Bill Source, Bill Type, Discount and Surcharge Codes.
Driver Keys	The application specific key fields that identify a VAT driver instance. For example, the keys that identify the Customer VAT driver are SetID and Customer ID. The system obtains driver keys from the transactions during the course of the defaulting.
Physical Nature	Indicates whether an object is a good or a service. For many countries there is a requirement to report the sale and purchase of goods separately from services.
VAT Location	Populated by PeopleSoft Billing. Values in these location fields affect VAT defaults, but are never affected by changes to any of the VAT defaults.
VAT Defaults	Fields for which the common VAT Defaulting processes supply default values. The system obtains VAT defaults using one of two methods: • By algorithm. For example, the system determines the VAT registration country and VAT treatment default values with complex algorithms. • From the VAT Defaults table. The system obtains the default value for some fields through a hierarchy of defaults from the common VAT Defaults table. The levels in the hierarchy represent the default sources and are identified by the VAT driver (for example, the Charge Code, Customer, or VAT Entity). The common VAT Defaulting processes can obtain these values from a single, centralized table.

Setting Up Your Billing Business Units to Process VAT

Every invoice belongs to a Billing business unit. VAT invoices belong to VAT Billing business units that are linked to VAT entities.

The process for linking a VAT entity to a Billing business unit is complex. You must link your Billing business unit to a Receivables business unit that's associated with a General Ledger business unit already linked to a VAT entity.

To link your Billing business unit to a VAT entity:

1. Access the Billing Definition - Business Unit 1 page.
2. Select a location code.

This field is critical for VAT because the address country for this location becomes the ship from country default on your VAT invoices.

3. Select a Receivables business unit.

The relationship between a Billing business unit and a General Ledger business unit is inherited from PeopleSoft Receivables. Therefore, when you define a Receivables business unit, the General Ledger business unit that's associated with that Receivables business unit is the default.

If that General Ledger business unit is tied to a VAT entity, the system displays that entity on the Billing Definition – Business Unit 4 page. If the General Ledger business unit is not tied to a VAT entity, the VAT Reporting Entity field on the Billing Definition – Billing Business Unit 4 page is blank. You establish the relationship between a General Ledger business unit and a VAT entity in the VAT setup process on the VAT Entity - Identification page.

Note. If PeopleSoft Billing and General Ledger are included in your installation, but PeopleSoft Receivables is not, you can associate the General Ledger business unit with a Billing business unit by entering the General Ledger business unit directly on the Billing Definition - Business Unit 1 page.

4. Ensure that the VAT Reporting Entity field on the Billing Definition – Business Unit 4 page is populated.
If yes, then you've just created a VAT Billing business unit.
5. Select a default physical nature for the business unit.

Additionally, you can select a default location where services billed in this Billing business unit are performed.

Click the VAT Default Setup link to set up business unit VAT defaults. Click the VAT Service Treatment Setup link to specify business unit VAT service treatment defaults.

Warning! If the VAT Entity on the Billing Definition – Business Unit 4 page is blank, simply going to the VAT Entity - Identification page and linking the default General Ledger business unit to a VAT entity does not automatically make your associated Billing business unit a VAT Billing business unit. You must return to the Billing Definition - Business Unit 1 page and relink your Billing business unit to the General Ledger business unit. You can do this by changing the Receivables business unit to some other value and then immediately reinstating its original value. This action causes the system to recheck the General Ledger business unit to see if it is linked to a VAT entity. Once the system verifies the link between the General Ledger business unit and the VAT entity, the Billing business unit becomes a VAT Billing business unit, and the system copies the VAT entity ID onto the Billing Definition – Billing Business Unit 4 page.

Note. When you have a VAT business unit, you cannot assign a third-party tax vendor to that business unit.

See Also

Chapter 3, “Establishing PeopleSoft Billing Business Units,” Defining Tax Control and Deferred Revenue Options, page 25

Chapter 3, “Establishing PeopleSoft Billing Business Units,” Defining New PeopleSoft Billing Business Units, page 22

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT),” Setting Up VAT Entities

Setting Up PeopleSoft Billing VAT Driver Defaults

Set up VAT information for the following PeopleSoft Billing VAT drivers:

- Billing charge codes.
- Billing discount and surcharge codes.
- Billing charge code VAT groups.
- Bill source definitions.
- Bill type definitions.
- Billing VAT business unit definitions.

For each of the VAT drivers listed above, you can define the physical nature, the location where the service is performed, VAT defaults, and VAT service treatment defaults.

Note. You can also specify defaults for customers and customer locations.

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information”.

See Also

[Chapter 3, “Establishing PeopleSoft Billing Business Units,” page 21](#)

[Chapter 4, “Structuring Bills,” page 33](#)

Establishing VAT Defaults at the Header Level

When you enter an invoice in a VAT Billing business unit, the system populates with default values all required VAT determinants as you enter data and enable the VAT Information link on the Standard Billing – Header – Info 2 page. You can click this link to access the Bill Header - Header VAT Information page, where you can view or define header VAT default fields.

This section provides a summary of the process for establishing header VAT defaults, and instructions for:

- Obtaining header VAT defaults.
- Manually changing header VAT defaults.

See Also

[Chapter 6, “Entering Bills Online,” Defining Header-Level VAT Defaults, page 104](#)

Page Used to Establish VAT Defaults at the Header Level

Page Name	Object Name	Navigation	Usage
Bill Header VAT Information	BI_HDR_VAT	• Click the VAT Information link on the Standard Billing – Header – Info 2 page. • Click the VAT Information link on the Express Billing – Header – Secondary page.	Review all header-level VAT information. Manually change header VAT information.

Obtaining Header VAT Defaults

Access the Bill Header VAT Information page.

Note. The physical nature determines which fields appear on this page.

To obtain VAT defaults, all required VAT determinants must be populated on the bill header. This table lists all bill header VAT determinants:

Bill Header Level VAT Determinants

Field Name	Initial Value	Changes When
Physical Nature	Defaults from billing VAT drivers based on the defaulting hierarchy.	Changes when you update the VAT driver keys on the transaction. Click the Change Physical Nature button on the Bill Header VAT Information page to manually change this value.
Location Country	Defaults from the billing business unit location.	Changes when you manually change the value on the Bill Header VAT Information page.
Location State	Defaults from the billing business unit location.	Changes when you manually change the value on the Bill Header VAT Information page. Note. If you have not defined the VAT country definition for the Location Country to be tracked by the province and state, no state values are applicable.
Customer Location Country	Defaults from the bill to customer location.	Changes when you modify the bill to customer or location. You can also manually change the value on the Bill Header VAT Information page.
Customer Location State	Defaults from the bill to customer location.	Changes when you modify the bill to customer or location. You can also manually change the value on the Bill Header VAT Information page. Note. If you have not defined the VAT country definition for the Customer Location Country to be tracked by the province and state, no state values are applicable.
Services Performed Country	The default value is determined by the value you use to define the Where Service Performed field on the VAT drivers. Possible values include: • Ship to country • Ship from country • Buyer's location country • Supplier's location country	Changes when you modify the bill to customer/location. You can also manually change the value on the Bill Header VAT Information page.

Field Name	Initial Value	Changes When
Services Performed State	The default value is determined by the value you use to define the Where Service Performed field on the VAT drivers. Possible values include: • Ship to state • Ship from state • Buyer's location state • Supplier's location state	Changes when you modify the bill to customer/location You can also manually change the value on the Bill Header VAT Information page. Note. If you have not defined the VAT country definition for the Services Performed Country to be tracked by the province and state, no state values are applicable.
Ship From Country	Bill header ship from business unit location country. If this is not available, the default comes from the Billing business unit location country.	Changes when you modify the ship from business unit. You can also manually change the value on the Bill Header VAT Information page.
Ship From State	Defaults from the bill header ship from business unit location state. If this is not available, the default comes from the Billing business unit location state.	Changes when you modify the ship from business unit. You can also manually change the value on the Bill Header VAT Information page. Note. If you have not defined the VAT country definition for the Ship From Country to be tracked by the province and state, no state values are applicable.
Ship To Country	Bill header ship to customer's location country.	Changes when you modify the ship to customer or location. You can also manually change the value on the Bill Header VAT Information page.
Ship to State	Bill header ship to customer's location state	Changes when you modify the ship to customer or location. You can also manually change the value on the Bill Header VAT Information page. Note. If you have not defined the VAT country definition for the Ship To Country to be tracked by the province and state, no state values are applicable.

The field values in the VAT Defaults group box are determined by the common VAT defaulting function.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)".

Manually Changing Header VAT Defaults

Because the system uses complex algorithms to obtain the bill header VAT defaults, you should avoid manually changing these values. However, if the algorithms encounter problems in finding defaults, manual intervention is necessary. Consider the following rules and guidelines when manually changing header VAT defaults:

- When you change a VAT location or a VAT default, consider how these changes may impact the existing transaction VAT defaults. Click the Information button adjacent to the Adjust Affected VAT Defaults button to generate a list of VAT defaults that will be affected by your change. To adjust the affected VAT defaults on this page, click the Adjust Affected VAT Defaults button.
- The bill lines that contain previous VAT default values do not automatically change when you change header values. Access the Line VAT Info page to evaluate whether VAT default values on the bill lines also require modification.
- You can replace the value in the Ship From Country field with any valid country and the Reporting Country with any country where the VAT entity is registered.
- You can replace the Customer Registration Country with any valid VAT country (only those countries you defined as VAT countries are valid), and the VAT Treatment Group field with any VAT treatment Group value that is valid for sales (see the drop-down list for valid values). However, the VAT treatment values on all of the bill lines must belong to the VAT treatment group on the header.
- You can enter or change a Customer Registration ID manually. The system validates the entered registration ID against country-specific check digits using a variety of validation algorithms. Customer Registration ID is not required.
- You can change the customer exception type only if there is a valid country in the Reporting Country field and the VAT treatment group is *Domestic Sales*. You can change exception type to *Suspended* only if suspension is allowed for this reporting country.
- When the ship to country, ship from country, customer VAT registration country, or reporting country is changed on the bill header, this may throw the bill lines out of sync with the header. You must ensure that the bill line values of these fields are the same as the values on the bill header.
- When the VAT treatment group is changed on the bill header, this may throw the bill lines out of sync with the header. You must ensure that the VAT treatment on the bill lines belong to the VAT treatment group on the bill header.
- When you modify VAT driver or VAT default data in bill entry, the system displays a warning message if affected VAT defaults have not been updated. Read the warning message description and take the appropriate action.
- To reset changes you made manually or that the system has made, click the Reset All VAT Defaults button. When you click this button, the system resets the defaults based on existing VAT driver, physical nature, and VAT location information. When resetting VAT defaults, you can reset defaults on the bill header only, or reset defaults on the bill header and lines, or reset defaults on the bill lines only.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT),” Defining VAT Countries

Establishing VAT Defaults at the Line Level

This section provides guidelines for:

- Obtaining line VAT defaults.
- Reviewing line VAT information.
- Reviewing line VAT default details.

See Also

[Chapter 6, “Entering Bills Online,” Entering Bill Line Information, page 111](#)

Page Used to Establish VAT Defaults at the Line Level

Page Name	Object Name	Navigation	Usage
Standard Billing - Line - VAT Info	BI_LINE_VAT	• Billing, Maintain Bills, Standard Billing, Line - VAT Info • Billing, Maintain Bills, Express Billing, Line - VAT	Review line VAT information.

Obtaining Line VAT Defaults

When you enter a bill in a VAT billing business unit, the system enables the Go To VAT Info button (adjacent to the VAT Amount field on the Line-Info 1 page). As you enter bill lines, the system determines the necessary physical nature and VAT locations that will be used in obtaining VAT Defaults. There are two ways by which you can obtain line VAT defaults:

1. Click the Save button.

When you click Save, the system applies VAT defaults to all bill lines.

2. Click the Get VAT Defaults button on the Line - VAT Info page for the associated bill line.

To obtain VAT defaults for bill lines, all required bill line level VAT drivers, physical nature, and VAT locations must be populated on the bill lines.

Bill Line Level Physical Nature and VAT Locations

This table lists all bill line physical nature and VAT locations:

Field Name	Initial Value	Changes When
Physical Nature	Defaults from the billing VAT drivers based on the defaulting hierarchy.	Changes when you update the Billing VAT driver keys on the transaction. Click the Change Physical Nature button on the Line - VAT Info page to manually change the value.
Location Country	Defaults from the billing business unit location.	Changes when you modify the value on Line - VAT Info page.
Location State	Defaults from the billing business unit location.	Changes when you modify the value on Line - VAT Info page. Note. If you have not specified that VAT be tracked by province/state on the VAT country definition for the location country, no state values are applicable.
Customer Location Country	Defaults from the bill to customer location.	Changes when you modify the bill to customer or location on the bill header. Also, you can manually change the value on the Line - VAT Info page.
Customer Location State	Defaults from the bill to customer location.	Changes when you modify the bill to customer or location on the bill header. Also, you can manually change the value on the Line - VAT Info page. Note. If you have not specified that VAT be tracked by province/state on the VAT country definition for the customer location country, no state values are applicable.
Services Performed Country	The default value is determined by the value you use to define the Where Service Performed field on the VAT drivers. Possible values include: • Ship to country • Ship from country • Buyer's location country • Supplier's location country	Changes when you modify the bill to customer/location Also, you can manually change the value on the Line - VAT Info page.

Field Name	Initial Value	Changes When
Services Performed State	The default value is determined by the value you use to define the Where Service Performed field on the VAT drivers. Possible values include: • Ship to state • Ship from state • Buyer's location state • Supplier's location state	Changes when you modify the bill to customer/location. Also, you can manually change the value on the Line - VAT Info page. Note. If you have not specified that VAT be tracked by province/state on the VAT country definition for the services performed country, no state values are applicable.
Ship From Country	Bill line ship from business unit location country. If this is not available, the default comes from the Billing business unit location country.	Changes when you modify the ship from business unit. Also, you can manually change the value on the Line - VAT Info page.
Ship From State	Bill line ship from business unit location state. If this is not available, the default comes from the billing business unit location state.	Changes when you modify the ship from business unit. Also, you can manually change it on Line - VAT Info page Note. If you have not specified that VAT be tracked by state/province on the VAT country definition for the ship from country, no state values are applicable.
Ship To Country	Bill line ship to customer location country.	Changes when you modify the ship to customer location. Also, you can manually change the value on the Line - VAT Info page.
Ship to State	Bill line ship to customer location state.	Changes when you modify the ship to customer location. Also, you can manually change the value on the Line - VAT Info page. Note. If you have not specified that VAT be tracked by state/province on the VAT country definition for the ship to country, no state values are applicable.

See Also

[Chapter 6, “Entering Bills Online,” Entering Bill Line VAT Information, page 120](#)

[Chapter 6, “Entering Bills Online,” Entering Bill Line Order Management Information , page 136](#)

Manually Changing Line VAT Defaults

Because the system uses complex algorithms to obtain the bill line VAT defaults, you should avoid manually changing these values. However, if the algorithms encounter problems in finding defaults, manual intervention is necessary. Consider the following rules and guidelines when manually changing header VAT defaults:

- When you change a VAT location or a VAT default, consider how these changes may impact the existing transaction VAT defaults.

Click the Information button adjacent to the Adjust Affected VAT Defaults button to generate a list of VAT defaults that will be affected by your change. To adjust the affected VAT defaults on this page, click the Adjust Affected VAT Defaults button.

- The following bill line fields must have the same values as the same fields on the bill header: ship from country, ship to country, supplier's VAT registration country, and customer VAT registration country.
- The bill line's VAT treatment must belong to the VAT treatment group on the header.
- When you modify VAT driver or VAT default data in bill entry, the system displays a warning message if affected VAT defaults have not been updated. Read the warning message description and take the appropriate action.
- You may reset any changes made manually or by the system by clicking the Reset All VAT Defaults button.

This will overwrite any manual changes made to the VAT defaults and reset defaults based on existing VAT driver, physical nature, and VAT location information.

Reviewing Line VAT Details

The following must be true before the system will save a bill:

If VAT Applicability Equals	You must
Taxable, Exonerated or Suspended	Enter a VAT Code and VAT Transaction Type.
Exempt or Out of Scope	Leave VAT Code blank but enter a VAT Transaction Type.

Tax amounts on the bill line are broken down into both a VAT amount and a sales and use tax amount. The system tracks these amounts separately. Although it is possible to have both a VAT code and a sales and use tax code on the same bill line, it isn't likely. However, there are certain countries in which both VAT and sales/use tax apply.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)"

Running the Process VAT Defaults Process (BIPVAT00)

You can run the Process VAT Defaults process (BIPVAT00) as part of the normal Billing Interface job or as a stand-alone program to populate bill VAT defaults.

Understanding the Process VAT Defaults Process (BIPVAT00)

The Process VAT Defaults process (BIPVAT00) obtains header VAT and line VAT defaults for invoices that have completed the Billing Interface process (BIIF0001). Run the Process VAT Defaults process to ensure that all VAT default fields are populated prior to invoicing.

Importing VAT Defaults through the Billing Interface

The Billing Interface supports both header and line VAT information imported from external sources into PeopleSoft Billing. The Billing Interface process won't override any bill line fields that come in with a VAT code, VAT transaction type, and VAT applicability, or with a minimum of a transaction type and applicability. You can override any of the VAT line level fields by passing a value to the INTFC_BI table.

Note. You must run the VAT Defaults process (BIPVAT00) after the Billing Interface process (BIIF0001) even when the VAT default fields have been previously populated by feeder systems. The VAT Defaults process ensures that the VAT transaction is valid.

Processing VAT Defaults

Whether you call the Process VAT Default process as part of the normal Billing Interface job or as a stand-alone process on the Run VAT Defaults page, the Process VAT Default process searches for all VAT invoices to which VAT defaults have not been applied. If it finds any such invoices, VAT default routines populate both header VAT information and line VAT information. If the process successfully applies VAT defaults, it marks those invoices as having VAT defaults applied.

Fixing Process VAT Defaults process (BIPVAT00) Errors

If the Process VAT Defaults process (BIPVAT00) encounters VAT errors, it marks the corresponding transaction with an error. You can review lists of invoices that failed to process and review the error messages returned by the Process VAT Defaults process in the Review VAT Errors component. You must fix the data before you rerun the process. You can run the process as many times as needed.

Direct invoicing attempts to send bills with a status of *RDY* (ready). If any of these invoices fail, the VAT defaulting program changes the status to *PND* (pending). You must manually fix the errors and then return the status to *RDY* before invoicing again.

Page Used to Run the Process VAT Defaults Process (BIPVAT00)

Page Name	Object Name	Navigation	Usage
Run VAT Defaults	RUN_BI_VATDFLT	Billing, Interface Transactions, Apply VAT Defaults, Run VAT Defaults	Populate header VAT and line VAT defaults for invoices imported through the Billing Interface with no header level VAT defaults.

Reviewing VAT Errors

If the Process VAT Defaults process (BIPVAT00) encounters VAT errors, the process marks those transactions with an error; the system requires that you correct these errors before continuing.

Page Used to Review VAT Errors

Page Name	Object Name	Navigation	Usage
Review VAT Errors	BI_VAT_ERR	Billing, Interface Transactions, Review VAT Errors	Review bill header and bill line VAT error messages, and access bill entry to correct missing or invalid data.

Reviewing Bill Header and Bill Line VAT Error Messages

Access the Review VAT Errors page.

Bill Header VAT Error

Error Displays the VAT error code 2160 and its description.

Go To Bill Header Click to access the Header - Info 1 page. In bill entry, navigate to the appropriate page to populate or modify the data necessary to correct the VAT error.

Note. When a VAT error exists at the header level, the system might, in some cases, correct a VAT error automatically upon accessing the Bill Header - VAT Information page. For example, when you access the Header VAT Information page, the system automatically applies VAT defaults if they have not already been applied. Re-applying VAT defaults, in some cases, can correct VAT errors.

Message Text Displays the specific VAT error that occurred.

Explanation Displays a detailed explanation of the VAT error referenced in the Message Text box.

Bill Line VAT Error

In the Bill Line VAT error area, the system displays any bill lines with existing VAT errors, along with associated bill line information, such as the bill line sequence number, the identifier, the error code, error status, error message, and explanation

Bill Line Information Tab

Sequence Bill line sequence number

Go To Bill Line Click to access the Line VAT Info page, where you can populate or modify the data necessary to correct the bill line VAT error.

Error Error code 2170

Line Error Detail Tab

Sequence Bill line sequence number

Error Status Displays a description of the error code for lines that have incomplete bill line data.

Message Set Number	Displays the message set number from the message catalog.
Message Number	Displays the message number from the message catalog.
Error Details	Click to access the Bill Line VAT Error detail page, where you can review the message text and detailed explanation of the associated line VAT error.

Understanding VAT Calculations

To perform online tax calculations for bills that haven't been invoiced, click the Calculate Taxes button on the Bill Summary Info page. Both sales and use taxes and VAT are calculated for non-credit lines that have a valid VAT code or a sales and use tax code.

Note. VAT and sales/use tax amounts are not updated automatically when line amounts are changed. To see updated tax amounts, you must re-trigger the calculation from the Bill Summary Info page. Credit lines retain the tax amounts that were calculated on the original invoices and therefore do not need to be re-calculated.

Note. You must click the Save button to calculate and save any VAT and tax information associated with the bill. These amounts may change when the system calculates final VAT and taxes during bill finalization.

The system tracks VAT separate from sales and use tax; the VAT amount appears in the Total VAT Amount field. In Bill Summary, you can click the VAT amount value to access the Bill Summary - VAT Information page, where you can view details about VAT. The VAT Summary group box on the Bill Summary - VAT Information page displays the results of your VAT calculation.

See Also

[Chapter 6, "Entering Bills Online," Reviewing Bill Summary Information, page 139](#)

Reviewing Examples of VAT Calculations

When calculating VAT, the system performs the following functions:

1. The system adds the net extended amounts of all bill lines that have the same VAT code to obtain a combined total net extended amount for that VAT code.

Bill Lines	VAT Code	Net Extended Amt.
1	A 10%	30 EUR
2	A 10%	30 EUR
3	B 5%	100 EUR

Bill Lines	VAT Code	Net Extended Amt.
4	A 10%	40 EUR
5	B 5%	100 EUR

In the preceding example:

VAT Code A: 30 EUR, 30 EUR, and 40 EUR = 100 EUR combined total net extended amount.

VAT Code B: 100 EUR and 100 EUR = 200 EUR combined total net extended amount.

- If the invoice VAT calculation method is set to *NET*, the system subtracts any early payment discount percentages (Dscnt Pct) from the total net extended amount to obtain the VAT basis amount. If there are two percentage discounts, the system uses the larger of the two. The system uses no discount amounts, only discount percentages.

For example:

VAT Code A: 100 EUR (total net extended amount) - 5 (early payment of 5% discount multiplied by the total net extended amount) = 95 EUR VAT basis amount

VAT Code B: 200 EUR (total net extended amount) - 5 (early payment of 5% discount multiplied by the total net extended amount) = 190 EUR VAT basis amount

- If the invoice VAT calculation method is set to *GROSS*, the VAT basis amount equals the total net extended amount (regardless of an existing discount).

For example:

VAT Code A: VAT basis amount = 100 EUR (total net extended amount)

VAT Code B: VAT basis amount = 200 EUR (total net extended amount)

- The system calculates the VAT amount by multiplying the VAT basis amount by the VAT code percent (VAT Pct).

For example, with a VAT calculation method of *NET*:

VAT Code A: 95 EUR (VAT basis amount) * .10 (VAT percent) = 9.50 EUR (VAT amount)

VAT Code B: 190 EUR (VAT basis amount) * .05 (VAT percent) = 9.50 EUR (VAT amount)

For example, with a VAT calculation method of *GROSS*:

VAT Code A: 100 EUR (VAT basis amount) * .10 (VAT percent) = 10 EUR (VAT amount)

VAT Code B: 200 EUR (VAT basis amount) * .05 (VAT percent) = 10 EUR (VAT amount)

5. The system proportionally distributes the VAT amount and VAT basis amount back into the individual bill lines by using the following calculation:

Line VAT Amount = net extended amount for line/total net extended amount for VAT code * VAT amount

Line VAT basis amount = net extended amount for line/total net extended amount for VAT code * VAT basis amount

Rounding errors are adjusted onto the line with the largest amount. The current rounding method (as specified in the bill header VAT values) may impact the VAT calculation.

For example, for Bill Line 1 (Calc Method = NET)

Line VAT amount: 2.85 EUR = 30/100 * 9.50

Line VAT basis amount: 28.50 EUR = 30/100 * 95 EUR

VAT Summary Information (VAT Calculation Method Net)

VAT Code	VAT Percent	VAT Discount Percent	Total Net Extended Amount	VAT Basis Amount	VAT Amount
A	10%	5	100	95 EUR	9.50 EUR
B	5%	5	200	190 EUR	9.50 EUR

VAT Summary Information (VAT Calculation Method Gross)

VAT Code	VAT Percent	VAT Discount Percent	Total Net Extended Amount	VAT Basis Amount	VAT Amount
A	10%	5	100	100	10
B	5%	5	200	200	10

Invoicing VAT in PeopleSoft Billing

The Pre-Process and Finalization process (BIIVC000) does not call any VAT code determination algorithms. The process assumes that any values for VAT code, VAT transaction type, and VAT applicability on the lines being invoiced are correct. However, it recalculates all VAT amounts at invoice time. The recalculation overlays any amounts determined online or during pro forma processing.

The Pre-Process and Finalization process has logic for some preliminary VAT processing and then calls the FS_VATCALC process for VAT calculation during invoicing.

Tax Calculations in BIIVC000

The Application Engine section TXCALC performs the following steps:

- Sets the VAT distribution account type based on the declaration point.
If the declaration point is set to invoice or delivery, the process sets the distribution account type *VO*; otherwise, it sets it to *VOI*. The process sets the distribution account type for credit bills to *VOC*.
- Sets the VAT document ID to 0, ensuring that no previous numbers are used.
- Calls section BIPVAT05 to obtain the discount percent and timing ID for all of the invoices being processed.
- Calls section VATPROC for each unique VAT Billing business unit being invoiced.
This section performs the main VAT processing.
- Calls section TXVENCAL for any Billing business unit that uses Taxware or Vertex for sales and use tax processing.
Section TXVENCAL calls application engine process BITAX000, which processes invoices for the third-party tax vendors.
- Rounds the sales and use tax amounts to the appropriate currency precision.

VAT Processing in BIIVC000

The Application Engine section VATPROC performs the following steps:

- Sets the appropriate setID for the current loop.
- Sets the TAX_VAT_FLG for each invoice. This flag determines whether a tax-on-tax situation exists.
- Deletes any records from VAT_CALC_TAO that may have resulted from previous runs.
- Inserts records into temporary table VAT_CALC_TAO for each line being processed and also for each group of lines with the same VAT code per invoice.

For example, if a given invoice has three lines, two with VAT Code A and one with VAT Code B, this process inserts five entries into VAT_CALC_TAO—one for each of the three lines and two group entries, one for VAT Code A, and one for VAT Code B. The net extended amounts and VAT basis amounts for the group entry lines would be added together.

- Clears the RETURN_CD field in the Application Engine cache record.
- Calls process FS_VATCALC to perform the actual VAT calculations.

The RETURN_CD field is set by the program, depending on the outcome of the tax calculation. If the program finds no errors, it sets the field to 0; otherwise, it sets the field to 1. FS_VATCALC also calculates the VAT base currency amounts for non-credit lines.

- Checks the RETURN_CD field to see if it is set to 1.

If yes, the process sets the ERROR_TYPE field in the cache record to *ERR*. This causes the process to terminate abnormally. This occurs only if there is a problem with the table VAT_CALC_TAO or the tables TAX_CD or TAX_AUTHORITY. These are the only tables accessed by the VAT calculation modules.

- Calls process BIPVAT10 to adjust the calculated amounts in VAT_CALC_TAO (to ensure no rounding errors affect the amounts of the lines) and to distribute the amounts from VAT_CALC_TAO back to BI_LINE.

Within section BIPVAT10, adjustments of the totals on BI_HDR occur to reflect the new amounts for total VAT and total VAT basis. VAT base currency amounts are also distributed back into their respective lines.

- Calculates any sales and use taxes for the business unit being processed.

If the TAX_VAT_FLG is set to Y, the process calculates sales and use taxes on the total of the net extended amount plus any VAT amount. If the flag is set to N, the process calculates sales and use taxes on the net extended amount only. All of this is done in Application Engine step TXTBL10.

Printing Documents With VAT

When printing SQR invoices, you can specify the placement of:

- VAT treatment messages.
- Line VAT information.

Note. All VAT information appears at the end of Crystal invoices.

Printing VAT Treatment Messages

To specify the placement of VAT treatment messages, access the Invoice Formatting Options - VAT Treatment Msg page.

See Also

Chapter 4, “Structuring Bills,” Specifying VAT Information Print Options, page 57

Printing Line VAT Information

To specify the placement of line VAT information, access the Invoice Formatting Options – Discounts, Surcharges, Taxes page.

PeopleSoft Billing uses the Amounts in Reporting Currency option specified for the VAT Entity Registration driver on the VAT Defaults Setup page to determine if an invoice requires special printing of a VAT reporting currency.

If the option is selected, PeopleSoft Billing compares the reporting currency for the given reporting country on each invoice. If the currency on the invoice matches the reporting currency, no additional work is performed. However, if the reporting currency does not match the invoice’s currency and the VAT treatment group is defined as *Domestic Sales*, the system prints an additional section on the invoice with amounts printed in the base currency. In most cases, the reporting currency defined on the VAT Entity - VAT Reports page matches the base currency of the Billing business unit. The system performs this check for each VAT invoice being printed.

See Also

Chapter 4, “Structuring Bills,” Specifying VAT Information Print Options, page 57

Chapter 4, “Structuring Bills,” Setting Up Discount, Surcharge, and Tax Print Options, page 54

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT),” Generating VAT Reports

Adjusting Bills With VAT

You can add adjusted bill lines containing VAT information only to a new bill. The new bill contains an exact copy of the source bill header VAT with the exception of declaration date and declaration date source. VAT amounts for credit invoices and credit invoice lines will be tracked, accounted for, and reported separately from VAT amounts related to regular invoices and invoice lines.

When you make bill adjustments, the system does not populate the declaration date. The system sets the declaration date source to *I* (invoice) except in cases where the declaration point is set to *P* (payment). In this instance, the declaration date source is set to *N* (not applicable).

When you make adjustments to recurring bills, the system copies all new VAT values in BI_HDR_VAT exactly as entered on the template invoice. If the template invoice has a specific declaration date and declaration date source, these values are carried forward to the generated bill.

Note. VAT default information on credit invoices and credit invoice lines cannot be modified or reset.

See Also

Chapter 31, “Adjusting Bills,” page 561

Passing VAT Entries to PeopleSoft Receivables

PeopleSoft Billing passes VAT account types to PeopleSoft Receivables as either *VO* (VAT output), *VOC* (VAT output on credits), *VORE* (VAT output asset reinstatement) or *VOI* (VAT output intermediate). *VO*, *VORE* and *VOC* are used when the VAT declaration point is set to invoice, and *VOI* is used when the declaration point is set to payment. In addition, *VOI* is used for VAT output on credits when the declaration point is set to payment.

This section discusses the following:

- Understanding the Receivables Interface Tables.
- Reviewing An Example of VAT Entries.
- Reviewing A Second Example of VAT Entries.
- Passing the VAT declaration point to PeopleSoft Receivables.
- Passing a VAT transaction with no VAT code.
- Passing Credit Line VAT reporting and ChartField source locations.

Understanding the Receivables Interface Tables

The Load AR Pending Items process (BILDAR01) inserts entries into the three following tables:

PENDING_ITEM_FS	Contains information about each new pending item created from a billing invoice.
PENDING_DST_FS	Contains any associated PeopleSoft Receivables accounting entries sent to PeopleSoft General Ledger by PeopleSoft Billing for each pending

item. Under certain circumstances, this table also contains accounting ChartField information for VAT transactions.

GROUP_CNTRL_FS

Contains PeopleSoft Receivables group control information for the entries that were inserted.

The following additional table exists for VAT processing:

PENDING_VAT_FS

Contains VAT-related information for each PeopleSoft Receivables pending item. The records in this table are grouped by physical nature, VAT tax code, VAT tax code percentage, VAT transaction type, VAT applicability, and VAT treatment. In addition, pending items for services are also grouped by buyer's VAT location country and state, seller's VAT location country and state, where service performed country and state, and services place of supply country and state.

Reviewing an Example of VAT Entries

The following example illustrates how PeopleSoft Billing creates new entries in the interface tables for VAT processing when the VAT calculation method is set to *GROSS*.

Program Parameters

Consider the following program parameters:

- Invoice with an early payment discount of 5 percent and four lines, all with the same VAT applicability.
- VAT A = 10 percent
- VAT B = 20 percent
- Line 1: Pretax amount = 40 EUR; VAT Code A; VAT Amount = 4 EUR; Physical nature of Goods
- Line 2: Pretax amount = 40 EUR; VAT Code B; VAT Amount = 8 EUR; Physical nature of Goods
- Line 3: Pretax amount = 20 EUR; VAT Code A; VAT Amount = 2 EUR; Physical nature of Goods
- Line 4: Pretax amount = 30 EUR; VAT Code A; VAT Amount = 3 EUR; Physical nature of Services

Amounts as they appear on invoice:

- Pretax amount = 100 EUR.
- VAT amount total = 17 EUR.

VAT invoice summary:

- VAT A = 9 EUR. VAT B = 8 EUR (displayed on summary page).
- Total invoice amount = 117 EUR.

When Header Is AR Open Item

When you've defined your AR Level on the Installation Options – Billing – GL/AR Options page as *Header is AR Open Item*:

Open Item One

Open Item One in PENDING_ITEM_FS	Amount
#entry_amt	117 EUR
#user_amt1	100 EUR (pre-tax amount)
#item_line	0
VAT Basis Amount	100 EUR
VAT Amount	17 EUR
VAT Declaration Point	Captured from invoice header
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Gross (from invoice header)

Entries In PENDING_VAT_FS

VAT Code	Physical Nature	Trans. Type	VAT Amount	VAT Basis Amt	VAT %
A	Goods	(From Lines 1,3) See note.	6 EUR	60.00 EUR	10%
A	Services	(From Line 4)	3 EUR	30 EUR	10%
B	Goods	(From Line 2)	8 EUR	40.00 EUR	20%

Note. This assumes that both lines for Goods with VAT Code A have the same transaction type and VAT treatment. If this is not the case, there would be separate entries in this table.

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is Invoice and the recalculation option is Off.

Entries in PENDING_DST_FS assuming AR distribution options = *Line Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 1/AR ChartField	44 EUR (Net + VAT)
Line 2/AR ChartField	48 EUR (Net + VAT)
Line 3/AR ChartField	22 EUR (Net + VAT)
Line 4/AR ChartField	33 EUR (Net + VAT)
Line 1/VAT Distribution ChartField	-4 EUR
Line 2/VAT Distribution ChartField	- 8 EUR
Line 3/VAT Distribution ChartField	- 2 EUR
Line 4/VAT Distribution ChartField	-3 EUR

Entries in PENDING_DST_FS assuming AR distribution options = *Header Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 0/AR ChartField (Receivables from header)	114 EUR
Line 1/VAT Distribution ChartField	- 4 EUR
Line 2/VAT Distribution ChartField	- 8 EUR
Line 3/VAT Distribution ChartField	- 2 EUR
Line 4/VAT Distribution ChartField	-3 EUR

When Line Is AR Open Item

When you've defined your AR Level on the Installation Options – Billing – GL/AR Options page as *Line is AR Open Item*:

1. Open Item One

Open Item One in PENDING_ITEM_FS	Amount
#entry_amt	44 EUR
#user_amt1	40 EUR (pretax amount)
#item_line	1
VAT Basis Amount	40 EUR
VAT Amount	4 EUR
VAT Declaration Point	Captured from invoice header
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Gross (from invoice header)

Entries in PENDING_VAT_FS

VAT Code	Physical Nature	Trans. Type	VAT Amt	VAT Basis Amt	VAT %
A	Goods	(From Line 1)	4 EUR	40.00 EUR	10%

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS assuming AR distributions options = *Line Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 1/AR ChartFields	44 EUR
Line 1/VAT Distribution ChartFields	-4 EUR

2. Open Item Two

Open Item Two in PENDING_ITEM_FS	Amount
#entry_amt	48 EUR
#user_amt1	40 EUR (pretax amount)
#item_line	2
VAT Basis Amount	40 EUR
VAT Amount	8 EUR
VAT Declaration Point	Captured from invoice header
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Gross (from invoice header)

Entries in PENDING_VAT_FS

VAT Code	Physical Nature	Trans. Type	VAT Amt	VAT Basis Amt	VAT %
B	Goods	(From Line 2)	8 EUR	40.00 EUR	20%

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS assuming AR distributions options = *Line Level*.

Line Number from Invoice/Type of Entry	Amount
Line 2/AR ChartFields	48 EUR
Line 2/VAT Distribution ChartFields	- 8 EUR

3. Open Item Three

Open Item Three in PENDING_ITEM_FS	Amount
#entry_amt	22 EUR
#user_amt1	20 EUR (pretax amount)
#item_line	3
VAT Basis Amount	20 EUR
VAT Amount	2 EUR
VAT Declaration Point	Captured from invoice header
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Gross (from invoice header)

Entries in PENDING_VAT_FS

VAT Code	Physical Nature	Trans Type	VAT Amt	VAT Basis Amt	VAT %
A	Goods	(From Line 3)	2 EUR	20.00 EUR	10%

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS assuming AR distributions options = *Line Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 3/AR ChartFields	22 EUR
Line 3/VAT Distribution ChartFields	- 2 EUR

4. Open Item Four

Open Item Four in PENDING_ITEM_FS	Amount
#entry_amt	33 EUR
#user_amt1	30 EUR (pretax amount)
#item_line	4
VAT Basis Amount	30 EUR
VAT Amount	3 EUR
VAT Declaration Point	Captured from invoice header
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Gross (from invoice header)

Entries in PENDING_VAT_FS

VAT Code	Physical Nature	Trans Type	VAT Amt	VAT Basis Amt	VAT %
A	Services	(From Line 4)	3 EUR	30.00 EUR	10%

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS assuming AR distributions options = *Line Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 4/AR ChartFields	33 EUR
Line 4/VAT Distribution ChartFields	- 3EUR

Reviewing a Second Example of VAT Entries

The following example illustrates how PeopleSoft Billing creates new entries in the interface tables for VAT processing when the VAT calculation method is set to *NET*, and an early payment discount was applied prior to calculating VAT.

Program Parameters

Consider the following program parameters:

- Invoice with an early payment discount of 5 percent and four lines.
- VAT A = 10 percent.
- VAT B = 20 percent.
- Line 1: Pretax amount = 40 EUR; VAT basis amount = 38 EUR; VAT Code A; VAT Amount = 3.80 EUR; Physical nature of Goods
- Line 2: Pretax amount = 40 EUR; VAT basis amount = 38 EUR; VAT Code B; VAT Amount = 7.60 EUR; Physical nature of Goods.
- Line 3: Pretax amount = 20 EUR; VAT basis amount = 19 EUR; VAT Code A; VAT Amount = 1.90 EUR; Physical nature of Goods.
- Line 4: Pretax amount = 30 EUR; VAT basis amount = 28.50 EUR; VAT Code A; VAT Amount = 2.85 EUR; Physical nature of Services

Amounts as they appear on invoice:

- Pretax amount = 130 EUR.
- VAT amount total = 16.15 EUR.

VAT invoice summary:

- VAT A = 8.55 EUR.
- VAT B = 7.60 EUR (displayed on summary page).
- Total invoice amount = 146.15 EUR.

When Header Is AR Open Item

When you've defined your AR Level on the Installation Options – Billing – GL/AR Options page as *Header is AR Open Item*:

Open Item One

Open Item One in PENDING_ITEM_FS	Amount
#entry_amt	146.15 EUR
#user_amt1	130 EUR (pretax amount)
#item_line	0
VAT Basis Amount	123.50 EUR
VAT Amount	16.15 EUR

Open Item One in PENDING_ITEM_FS	Amount
VAT Declaration Point	Captured from invoice header
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Net (from invoice header)

Entries in PENDING_VAT_FS

VAT Code	Physical Nature	Trans. Type	VAT Amt	VAT Basis Amt	VAT %
A	Goods	(From Lines 1,3). See note.	5.70 EUR	57 EUR	10%
A	Services	(From Line 4).	2.85 EUR	28.50 EUR	10%
B	Goods	(From Line 2)	7.60 EUR	38 EUR	20%

Note. This assumes that both lines for Goods with VAT Code A have the same transaction type and VAT treatment. If this is not the case, there would be separate entries in this table.

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS assuming AR distributions options = *Line Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 1/AR ChartFields	43.80 EUR
Line 2/AR ChartFields	47.60 EUR
Line 3/AR ChartFields	21.90 EUR
Line 4/AR ChartFields	32.85 EUR
Line 1/VAT Distribution ChartFields	- 3.80 EUR

Invoice Line Number/Type of Entry	Line Amount
Line 2/VAT Distribution ChartFields	- 7.60 EUR
Line 3/VAT Distribution ChartFields	- 1.90 EUR
Line 4/VAT Distribution ChartFields	- 2.85 EUR

Entries in PENDING_DST_FS assuming AR distribution options = *Header Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 0/AR ChartFields (Receivables from header)	146.15 EUR
Line 1/VAT Distribution ChartFields	- 3.80 EUR
Line 2/VAT Distribution ChartFields	- 7.60 EUR
Line 3/VAT Distribution ChartFields	- 1.90 EUR
Line 4/VAT Distribution ChartFields	- 2.85 EUR

When Line Is AR Open Item

When you've defined your AR Level on the Installation Options – Billing – GL/AR Options page as *Line is AR Open Item*:

1. Open Item One

Open Item One in PENDING_ITEM_FS	Amount
#entry_amt	43.80 EUR
#user_amt1	40 EUR (pretax amount)
#item_line	1
VAT Basis Amount	38 EUR
VAT Amount	3.80 EUR
VAT Declaration Point	Captured from invoice header

Open Item One in PENDING_ITEM_FS	Amount
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Net (from invoice header)

Entries in PENDING_VAT_FS

VAT Code	Physical Nature	Trans Type	VAT Amt	VAT Basis Amt	VAT %
A	Goods	(From Line 1)	3.80 EUR	38 EUR	10%

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS

Invoice Line Number/Type of Entry	Line Amount
Line 1/AR ChartFields	43.80 EUR
Line 1/VAT Distribution ChartFields	- 3.80 EUR

2. Open Item Two

Open Item Two in PENDING_ITEM_FS	Line Amount
#entry_amt	47.60 EUR
#user_amt1	40 EUR (pretax amount)
#item_line	2
VAT Basis Amount	38 EUR
VAT Amount	7.60 EUR
VAT Declaration Point	Captured from invoice header

Open Item Two in PENDING_ITEM_FS	Line Amount
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Net (from invoice header)

Entries in PENDING_VAT_FS

VAT Code	Physical Nature	Trans. Type	VAT Amt	VAT Basis Amt	VAT %
B	Goods	(From Line 2)	7.60 EUR	38 EUR	20%

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS assuming AR distribution options = *Line Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 2/AR ChartFields	47.60 EUR
Line 2/VAT Distribution ChartFields	- 7.60 EUR

3. Open Item Three

Open Item Three in PENDING_ITEM_FS	Line Amount
#entry_amt	21.90 EUR
#user_amt1	20 EUR (pretax amount)
#item_line	3
VAT Basis Amount	19 EUR
VAT Amount	1.90 EUR
VAT Declaration Point	Captured from invoice header

Open Item Three in PENDING_ITEM_FS	Line Amount
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Net (from invoice header)

Entries In PENDING_VAT_FS

VAT Code	Physical Nature	Trans. Type	VAT Amt	VAT Basis Amt	VAT %
A	Goods	(From Line 3)	1.90 EUR	19 EUR	10%

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS assuming AR distribution options = *Line Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 3/AR ChartFields	21.90 EUR
Line 3/VAT Distribution ChartFields	- 1.90 EUR

4. Open Item Four

Open Item Four in PENDING_ITEM_FS	Line Amount
#entry_amt	32.85 EUR
#user_amt1	30 EUR (pretax amount)
#item_line	4
VAT Basis Amount	28.50 EUR
VAT Amount	2.85 EUR
VAT Declaration Point	Captured from invoice header

Open Item Four in PENDING_ITEM_FS	Line Amount
VAT Recalculation Flag	Captured from invoice header
VAT Calculation Method	Net (from invoice header)

Entries In PENDING_VAT_FS

VAT Code	Physical Nature	Trans. Type	VAT Amt	VAT Basis Amt	VAT %
A	Services	(From Line 4)	2.85 EUR	28.50 EUR	10%

Note. The system won't insert VAT entries into PENDING_DST_FS if PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries or if the declaration point is invoice and the recalculation option is off.

Entries in PENDING_DST_FS assuming AR distribution options = *Line Level*.

Invoice Line Number/Type of Entry	Line Amount
Line 4/AR ChartFields	32.85 EUR
Line 4/VAT Distribution ChartFields	- 2.85 EUR

Passing the VAT Declaration Point to PeopleSoft Receivables

The declaration point determines whether the VAT amounts are written to VAT_AMT and VAT_AMT_BASE or VAT_AMT_I and VAT_AMT_BASE_I in the PENDING_VAT_FS table.

When the declaration point is set to invoice or delivery, the interface uses VAT_AMT and VAT_AMT_BASE.

When the declaration point is set to invoice the interface also populates the VAT declaration date in PENDING_VAT_FS with the invoice date. When the declaration point is set to delivery the interface also populates the VAT declaration date in PENDING_VAT_FS with either the delivery date or the date manually entered. In all other cases, it populates the VAT declaration date with null.

When the declaration point is set to payment, the interface uses VAT_AMT_I and VAT_AMT_BASE_I.

Passing a VAT Transaction with no VAT Code

Under certain circumstances, a VAT transaction can have a blank VAT code. When this occurs, the interface makes no entry in PENDING_DST_FS. However, because you still need to track these types of transactions, the interface can place entries into PENDING_VAT_FS.

If the VAT Applicability on bill lines has a value of *N*, no entries are placed into PENDING_VAT_FS.

Passing Credit Line VAT Reporting and ChartField Source Locations

The Load AR Pending Items process supports credit line VAT reporting and VAT ChartField definition tables.

The following criteria is used when populating the distribution account type in PENDING_VAT_FS:

- For all non-credit lines and credit lines with a VAT declaration point of *P*, use the distribution account type from BI_HDR_VAT.
- For credit lines with a declaration point other than *P*, use *VOC* as the distribution account type regardless of the value from BI_HDR_VAT.

When the bill header is the open item, lines are grouped together to be inserted into PENDING_VAT_FS in two passes:

First Pass

The first pass groups together two types of lines: non *ACR* lines; and *ACR* lines with a VAT declaration point defined as *P*. These lines are grouped together based on unique physical nature, VAT tax code, VAT percentage, VAT transaction type, VAT applicability, VAT treatment, buyer's VAT location country and state, seller's VAT location country and state, where service performed country and state, and services place of supply country and state. The VAT amounts are summed up and each grouping results in a row in PENDING_VAT_FS. The VAT distribution account type used is a copy of the value from BI_HDR_VAT.

Second Pass

The second pass uses lines with line type of *ACR* and a declaration point not equal to *P*. Again, these lines are grouped together based on unique physical nature, VAT tax code, VAT percentage, VAT transaction type, VAT applicability, VAT treatment, buyer's VAT location country and state, seller's VAT location country and state, where service performed country and state, and services place of supply country and state. The VAT amounts are summed up and each grouping results in a row in PENDING_VAT_FS. The VAT distribution account type used is set to *VOC* regardless of the value in BI_HDR_VAT. This ensures unique entries in PENDING_VAT_FS. The PENDING_VAT_FS table has the VAT distribution account type as an additional key to prevent duplicate key row insert errors.

The system looks in the VAT_BU_ACCT_TBL table for the set of ChartFields to use when populating PENDING_DST_FS. VAT_BU_ACCT_TBL can be used to define ChartFields at the General Ledger business unit level. If no row is found, the system looks in VAT_ACCT_TBL for the ChartFields to use. ChartField inheritance is applied to the ChartFields retrieved for the VAT entries if necessary to complete the accounting entries.

Passing VAT Entries to PeopleSoft General Ledger

The Load GL Interface process (BILDGL01) creates accounting entries in the BI_ACCT_ENTRY table. The account entry type is captured in the ACCT_ENTRY_TYPE field. Sales and use tax accounting entries are defined with a code of *TX*; VAT accounting entries with a code of *VT*.

VAT amounts have separate entries from sales and use tax entries. VAT amounts also have their own accounting ChartFields. Because PeopleSoft Billing tracks VAT accounting information at a VAT code level, VAT lines have a single set of ChartFields per bill line.

VAT Changes for Credit Lines and ChartField Source Locations

The Load GL Interface process first checks the VAT_BU_ACCT_TBL table for VAT ChartFields. This table contains the General Ledger business unit as an additional key. If the process finds nothing for the GL business unit, it looks to the VAT_ACCT_TBL table for VAT ChartFields. This table should always be populated with ChartField values.

Both tables also use the VAT Distribution Account type field as a key. Usually, the value of the BI_HDR_VAT Distribution Account type is used in the look-ups. ChartField inheritance is applied to the ChartFields retrieved for the VAT entries if necessary to complete the accounting entries.

However, the following guidelines should be considered:

- For all non-credit lines and credit lines with a VAT declaration point of *P*, use the distribution account type from BI_HDR_VAT.
- For credit lines with declaration point other than *P*, use *VOC* as the distribution account type regardless of the value from BI_HDR_VAT.

Note. The Load GL process only picks up VAT lines with nonzero VAT amounts.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” page 391

Passing VAT Information to PeopleSoft Payables

The Generate AP Voucher process (BIGNAP01) initiates the creation of AP vouchers for InterUnit bills. The process takes InterUnit billing information from the Centralized Inter/IntraUnit Setup table and populates the Payables Voucher Build staging tables. The PeopleSoft Payables Voucher Build process then generates voucher record sets that are subsequently completed by Voucher Edit. You need only run the Generate AP Voucher process for InterUnit bills if your installation includes PeopleSoft Payables and you have designated that your payables system creates your vouchers. Header level VAT information is passed to the voucher header staging table. Line level VAT information is passed to the voucher line staging table based on VAT treatment code.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” page 391

CHAPTER 13

Describing and Modifying PeopleSoft Billing Invoice Print Processes

This chapter provides an overview of the PeopleSoft Billing invoice print processes and discusses how to:

- Modify invoice layout for Structured Query Report (SQR) invoices.
- Add invoice layouts for Crystal invoices.
- Modify invoice layouts for value-added tax (VAT).
- Review PeopleSoft Enterprise Services Automation invoices samples.

Understanding PeopleSoft Billing Invoice Print Processes

An invoice print process is made up of a number of processes that support different user-defined choices—whether to use, for example, Crystal or SQR, landscape or portrait format—and performs two functions: pro forma invoice print and finalized invoice print. You determine which function the invoice print processes handle when you initiate the process.

This section discusses:

- Programs that support invoice print processes.
- SQR format invoice printing.
- Crystal format invoice printing.
- Common modules.

Programs That Support Invoice Print Processes

This table summarizes the programs that support the invoicing print process for standard and consolidated bills:

Process Step	Standard	Consolidation
Print Portrait Pro Forma.	BIIVCPN	BIIVCPC
Print Landscape Pro Forma.	BIIVCLN	BIIVCLC
Print Extract Pro Forma.	BIIVCEN	BIIVCEN

Process Step	Standard	Consolidation
Print Portrait Invoice.	BIIVCPN	BIIVCPC
Print Landscape Invoice.	BIIVCLN	BIIVCLC
Print Extract Invoice.	BIIVCEN	BIIVCEN
Reprint Portrait.	BIIVCPN	BIIVCPC
Reprint Landscape.	BIIVCLN	BIIVCLC
Print Grants invoices.	BIGIVCPN	N/A
Print Federal invoices.	BISF108X	N/A
Reprint Extract Invoice.	BIIVCEN	BIIVCEN

Note. BIIVCEN only extracts print information to the print extract tables.

SQR Format Invoice Printing

When printing invoices using SQR format, you can run the Print Landscape Invoices process (BIIVCLN) to print a bill using an invoice form with a landscape orientation, or run the Print Portrait Invoices process (BIIVCPN) to print a bill using an invoice form with a portrait orientation.

When you print invoices using SQR, the system generates a summary report from each of these processes, which displays the run control parameters that are used, the total number of documents processed, and the total value of the documents processed.

Crystal Format Invoice Printing

To print invoices using Crystal format, you must perform two steps:

- Run the Extract Table Invoices process (BIIVCEN).
- Run a Crystal report to print the invoices.

BIIVCEN selects bills for printing and produces a series of print extract tables with invoice information to be printed by Crystal. This process marks the bills in the database that are selected for printing, and produces a summary report listing the total number and value of documents that are processed, grouped by Invoice Form ID. Once BIIVCEN builds the extract tables, you must run a subsequent step to print the invoice using Crystal reports.

Using Extract Tables for Crystal Invoices

The extract print SQR (BIIVCEN) calculates information to be printed on an invoice and puts the data in extract tables. VAT and sales and use tax calculations are included in BIIVCEN. The type of invoice and the information that is printed on the invoice determine which extract table you use.

The extract tables are:

BI_EXTRCT	The main printing extract table. Inserts one row per invoice. Most calculated data applies to the entire invoice, not the invoice lines.
BI_EXTRCT_LINE	Comprised of calculated data for invoice lines. The data in this table supports printing Product Kit Descriptions with the invoice lines. These descriptions are not stored with the invoice table structure; therefore, they must be calculated at print time. The BI_EXTRCT_LINE table is only required if you want to print Product Kit Descriptions. The order management invoice example (BIPRNT02) is the only query/report example that uses this feature.
BI_EXT_HDR_NOTE	Stores the header, customer, and VAT notes that are to be printed on an invoice. If a note is a standard note, then the text that is to be printed comes from the Standard Notes table and is language specific. This table is populated with the nonstandard note text from the bill header and customer. The notes are updated as primary notes if you define the note type as a primary note type on the invoice form.
BI_EXT_LIN_NOTE	Stores line notes to be printed on an invoice.
BI_EXTRCT_TAX	Stores sales and use tax data for invoice lines.
BI_EXTRCT_VAT	Contains VAT information for invoice lines.
BI_EXT_INST_SEC	Contains installment billing information that is used only for installment invoices.
BI_EXT_INST_SUM	Contains installment billing summary information that is used only for installment invoices.
BI_EXTRCT_PROJ	Stores PeopleSoft Project lines that are extracted for Invoice sample formats PS/PSA01, PS/PSA02, and PS/PSA03.
BI_EXTR_CONTR	Stores PeopleSoft Contract lines that are extracted for Invoice sample format PS/CA only.
BI_EXTRCT_UTL	Contains PeopleSoft Contract prepaid utilization rows. Used in Invoice sample formats PS/PSA01 and PS/PSA02.
BI_EXT_SHIP_TO	Contains ship to name and address of extract based on the ship to customer ID and ship to address sequence number that is defined on the bill header. It is currently used in Invoice sample formats PS/PSA01, PS/PSA02, PS/PSA03 and PS/CA.

Understanding Queries for Crystal Invoices

PeopleSoft delivers queries against these extract tables that are used in Crystal reports to print the invoice examples. The query selects data to be printed on the invoice from BI_HDR, BI_LINE, the printing run control RUN_BI_EXTRCT, and the extract tables. Any information that the query can't find on BI_HDR, BI_LINE, or RUN_BI_EXTRCT is calculated or collected by the extract SQR and updated on an extract table. This is meant to keep the queries as simple as possible, without having to store duplicate information.

The following is a list of the queries:

BIPRNT00	Basic, generic example. Prints header notes at the bottom of the invoice. Prints line notes after the line. Invoice Form CRYSTAL.
BIPRNT01	Projects example. Invoice Form PS/PC.
BIPRNT02	Order management example. In addition to the basic example, this query subtotals (on LINE_TYPE), prints configuration detail, and prints product kit description. Invoice form PS/OM.
BIPRNC00	Consolidated version of the generic example. Invoice form CRYSTAL.
BIPRNC02	Consolidated version of order management example. Invoice form PS/OM.
BI_PRNTNOTE_HDR	Used in subreports. Selects all header notes.
BI_PRNTNOTE_LINE	Used in subreports. Selects all line notes.
BIPRNCONFGDTL	Used in subreports. Selects configuration detail for invoice lines.
BIPRNCONFGCD	Used in subreports to select the configuration code. Invoice form PS/OM.
BIPRNTAXSUM	Used in subreports. Contains summary of sales and use tax information by tax code and rate at invoice level.
BIPRNVATSUM	Used in subreports. Contains summary of VAT information by VAT code and rate at invoice level.
BIPRNVATADJ	Used in subreports. Contains summary of adjustment VAT information by VAT code and rate at invoice level.
BIPRNSTAX	Used in subreports to select sales and use tax information at line level. This is currently suppressed but can be displayed if required.
BIPRNVAT	Used in subreports to select VAT information at line level. This is currently suppressed but can be displayed if required.
BIPRNSHIPTO	Used only in the order management example.
BIPRNSOLDTO	Used only in the order management example.
BIPRNINSTSEC	Used in subreports to select installment billing information only for installment billing invoices.
BIPRNINSTSUM	Used in subreports to select installment billing summary information only for installment billing invoices.
BIPRNCRCARD	Used in subreports to select credit card information.

BIPRNCONTOT	Used in subreports to select consolidated totals in consolidated Crystal report BIPRNC00. Invoice form CRYSTAL
BIPRNOMCONTOT	Used in subreports to select consolidated in consolidated Crystal report BIPRNC02 Invoice form PS/OM.
BIPRNCRTSY	Used in subreports to select bill-to customer and address for a courtesy copy customer.
BIPSA01	Used in PS/PSA01 example for projects and contracts.
BIPSA02	Used in PS/PSA02 example for projects and contracts.
BIPSA03	Used in PS/PSA03 example for projects and contracts.
BICA	Used in PS/CA example for contracts.
BIPRNSHIPADDR	Used in subreports to select ship to customer's name and address for Invoice sample formats PS/PSA01, PS/PSA02, PS/PSA03 and PS/CA.
BIPSAUTL	Used in subreports to select contract prepaid utilization information for PS/PSA01 and PS/PSA02 examples.

Note. BIPRNT01a is obsolete.

Common Modules

PeopleSoft writes its processes in a modular fashion to facilitate modification. Routines that are common to all invoice printing processes are isolated into modules that are shared by multiple processes. Routines that you are most likely to modify are organized into groups of similar modules. Use an existing program as the template and substitute modules as appropriate.

There are, however, several areas of significance where the programs differ from each other:

- The extract program BIIVCEN performs all processing that is required to print an invoice and places the results in a set of extract tables.
BIIVCEN does not print the invoice. You can use any report writer program to print the invoice using the data in the extract table. PeopleSoft delivers queries and Crystal reports to print invoices from this data.
- The logic that is used to select bills for processing differs for standard invoices, consolidations, and extracts.
For standard invoices, member BIIVCNON selects the bill activity. For consolidated invoices, member BIIVCCON selects the bill activity. For extracts, member BIIVCEXT selects the bill activity.
- All common steps that involve a print command are included in BIIVCSQR and are only used in the SQR invoices.
- Printer definitions and declarations are specific to page orientation. Appropriate modules are included in each program.
- Generally, for SQR invoices, portrait and landscape versions of the program support multiple invoice layouts.

The appropriate set of print routines for these layouts and the supporting column definitions are included by page orientation. For instance, the sample RIGHTSTUB layout is of portrait orientation, so the routines for RIGHTSTUB printing are included in the portrait invoice print processes for standard and consolidated invoice printing (BIIVCPN and BIIVCPC).

- Grants invoice layouts are all portrait invoices and are produced by BIGIVCPN.
- Federal invoice layouts are also portrait invoices and are produced by BISF108X.
- The extract version of the invoice print process also supports multiple invoice layouts, which are all included in BIIVCEN.

Modifying Invoice Layout for SQR Invoices

This section discusses how to:

- Produce multiple print layouts in a single run for SQR invoices.
- Add a new print layout for SQR invoices.
- Add an invoice layout ID for SQR invoices.
- Modify amounts that are printed on invoices.

Note. If you also use the PeopleSoft eBill Payment application, review the code in BI_SS_WRK.INVOICE_PB.FieldFormula after adding new invoice forms or invoice layouts to determine if it needs modification to support the changes. The code in BI_SS_WRK.INVOICE_PB.FieldFormula supports functionality in PeopleSoft eBill Payment that enables your customers to request invoice copies to be sent to them by email.

Producing Multiple Print Layouts in a Single Run for SQR Invoices

You can produce invoices using several different layouts in the same run. Generally, the process selects a group of qualifying bills, then processes each individually according to its particular formatting requirements. As the process proceeds from one invoice to another, the layout may change, causing the process to apply different print routines to achieve the desired output.

Within the primary common routine BIIVCSQR, all references to printing activities use generalized procedure names. An additional member that is included in each printing program redirects the processing to the procedure that is appropriate to this layout.

For example, consider the printing of the invoice line. Within the common processing module BIIVCSQR, the program performs a procedure that is called WRITE-INVOICE-LINE. This routine performs another procedure that is called PRINT-LAYOUT-INVOICE-LINE. The PRINT-LAYOUT-INVOICE-LINE procedure is the generalized procedure reference in the previous paragraph.

Generalized procedures are located in a special member, the only purpose of which is to direct the program from the generalized function that is requested to the specific routine for this layout. The special members that are used for this purpose are BIEVALP for portrait invoices and BIEVALL for landscape invoices.

In the BIEVALP member, the PRINT-LAYOUT-INVOICE-LINE member contains an Evaluate statement that directs the program to execute one of several routines based on the layout that is designated for the current invoice (\$InvoiceLayout). If no matching condition is found, the program executes a default routine. This is useful if the layouts are similar but have varying conditions, such as the contents and arrangement of the line details.

The routines that are referenced in the Evaluate logic are contained in a collection of print routine members. The sample programs include a set of these members for each of the layouts that is supported.

The members for the miscellaneous and federal invoice formats from BIIVCPN, BIIVCLN and BISF108X are:

BIFUL* members	Contain the procedures for printing full-size invoice headings and line headings.
BISUB* members	Contain the procedures for printing the common portion of the invoice heading that is used by invoice and summary pages.
BIABB* members	Contains the procedure for printing an abbreviated invoice heading on secondary pages.
BIPRT* members	Contain the procedures for printing detailed lines and totals.
BIPRS* members	Contain the procedures for printing the invoice summary page.

The members for the Grants invoice formats from BIGIVCPN are:

BIGFL* members	Contain the procedures for printing full-size invoice headings and line headings.
BIGSB* members	Contain the procedures for printing the common portion of the invoice heading that the invoice and summary pages use.
BIGABB* members	Contains the procedure for printing an abbreviated invoice heading on secondary pages.
BIGPRT* members	Contain the procedures for printing detailed lines and totals.
BIGPRS* members	Contain the procedures for printing the invoice summary page.

Adding a New Print Layout for SQR Invoices

To add a print layout to the program

1. Select an existing layout that is similar to the new layout and copy the relevant print routine members to new names.
2. Revise the print routines and add them to the appropriate program.
3. Update the Evaluate member (BIEVALP or BIEVALL) to recognize the layout and direct the program to the configured routines.
4. Set up the layout ID values on the Invoice Layout Identifiers page.

The layout name that you use must exactly match the name that is used in the Evaluate logic that you modified in step three.

5. Set up a new invoice form and select the new invoice layout ID on the Invoice Formatting Options - General page.
6. Assign the new invoice form to invoices for processing with the new layout.
7. Test the revised print module to verify the expected results.

Note. Adding several invoice layouts to a single SQR may cause you to exceed certain SQR parameters, such as PROGLINEPARS. You may be able to alleviate this problem by deactivating layouts that you do not use, enabling you add the new layout and remain within parameter boundaries.

See Also

Chapter 4, “Structuring Bills,” Establishing Invoice Formatting, Sorting, and Printing Options, page 50

Adding a Summary Invoice Layout ID for SQR Invoices

This section discusses how to produce a summarized invoice without the line details.

The delivered summarized layout is based on the default layout for portrait invoices. The print routines for the default portrait layout are BIFULP00, BISUBP00, BIABBP00, BIPRTP00, BIPRSP00; similarly named routines also exist for Grants invoices.

While you can use most of the existing portrait routines for the summary, there are two areas that require changes:

1. You must change the Invoice Heading procedures that are found in BIFULP00 for the default portrait layout.

To prevent line headings from appearing on the summarized invoice, you must add an alternate line heading procedure. First, copy BIFULP00 to a new member, BIFULP30, and then add a new line heading procedure for the new layout that prints separator lines with no column headings.

```
! *****
!BIFULP30.SQC: Invoice Heading for SUMMARY ONLY invoice layout.  *
! *****
!
!          *
!   Confidentiality Information:          *
!          *
! This module is the confidential and proprietary information of  *
! PeopleSoft, Inc.; it is not to be copied, reproduced, or transmitted *
! in any form, by any means, in whole or in part, nor is it to be used *
! for any purpose other than that for which it is expressly provided *
! without the written permission of PeopleSoft.          *
!          *
! Copyright (c) 1988-1995 PeopleSoft, Inc. All Rights Reserved  *
!          *
! *****
begin-procedure line-headings-SUMMONLY
alter-printer
    font=4
    point-size=8
    graphic (,1,120) horz-line
    graphic (+1,1,120) horz-line
alter-printer
    font=3
    point-size=6
end-procedure
```


2. You must also change the pretax subtotal routine to print a pretax subtotal that does not include discounts and surcharges, enabling these amounts to print after the subtotal.

You can use all other print routines from the default member BIPRTP00. BIPRTP30 is created with a new subtotal routine.

```
!*****
!BIPRTP30.SQC: Summary Only print routines for portrait invoice *
!  layouts. *
!*****
!
! Confidentiality Information: *
!
! This module is the confidential and proprietary information of *
! PeopleSoft, Inc.; it is not to be copied, reproduced, or transmitted *
! in any form, by any means, in whole or in part, nor is it to be used *
! for any purpose other than that for which it is expressly provided *
! without the written permission of PeopleSoft. *
!
! Copyright (c) 1988-1995 PeopleSoft, Inc. All Rights Reserved *
!
!*****
!-----!
! Procedure: PRINT-PRETAX-SUBTOTAL-SUMMONLY !
! Desc: Print pretax subtotal. !
! !
!-----!
begin-procedure PRINT-PRETAX-SUBTOTAL-SUMMONLY
  add 1 to #level
  move 'PRINT-PRETAX-SUBTOTAL-SUMMONLY' to $Current-Procedure

#ifdef DebugF
  do PRINT-FLOW
#endif

  graphic (+1,{amount_col2},20) horz-line
  alter-printer
    font=4
    point-size=8
    !PRINT 'SUBTOTAL: '
    PRINT $xv_SUBTOTAL (+1,{total_label}) bold
  alter-printer
    font=3
    point-size=6
    let #Adjusted_subtotal = &hdr.invoice_amt_pretax - #Total_Discount_Amt
    - #Total_Surcharge_Amt
    do Format_Currency_Amt (#Adjusted_subtotal, $bi_currency_cd, $select_eff
dt, '9,999,999,999,999.999pf', $out, 'I')
    print $out (,{amount_col2}) bold
```

```

subtract 1 from #level

end-procedure

```

See Also

[Chapter 4, “Structuring Bills,” Establishing Invoice Formatting, Sorting, and Printing Options, page 50](#)

Adding a Summary Invoice Layout ID Example

The following example displays the members that are added for the default portrait layout, the MISC layout, the RIGHTSTUB layout, and the new members that are added for the new SUMMONLY layout (Summary Only).

1. Add the new routines to the appropriate program, BIIVCPN.SQR.

Add the routines in a new section marked for the new layout, SUMMONLY. Members are included within BIIVCPN.SQC for various invoice layouts.

```

!-----!
! Called SQC Procedures - Common routines for portrait invoice layouts.!
!-----!
#include 'bifulp00.sqc' ! Full Invoice Heading and Line Heading
procedures
#include 'bisubp00.sqc' ! Print procedure for common invoice heading
area.
#include 'biabbp00.sqc' ! Short Invoice Heading for secondary pages.
#include 'biprtp00.sqc' ! Print procedures for detailed lines and
totals.
#include 'biprsp00.sqc' ! Print procedure for the invoice summary page.
#include 'bievalp.sqc' ! Routines to select print procedures by Layout.

!-----!
! Called SQC Procedures - specific to the MISC layout.      !
!-----!
#include 'bifulp01.sqc' ! Full Invoice Heading and Line Heading
procedures
#include 'bisubp01.sqc' ! Print procedure for common invoice heading
area.
#include 'biabbp01.sqc' ! Short Invoice Heading for secondary pages.
#include 'biprtp01.sqc' ! Print procedures for detailed lines and
totals.
#include 'biprsp01.sqc' ! Print procedure for the invoice summary page.

!-----!
! Called SQC Procedures - specific to the RIGHTSTUB layout.  !
!-----!
#include 'bifulp02.sqc' ! Full Invoice Heading and Line Heading
procedures
#include 'bisubp02.sqc' ! Print procedure for common invoice heading
area.

```

```

#include 'biabbp02.sqc' ! Short Invoice Heading for secondary pages.
#include 'biprtp02.sqc' ! Print procedures for detailed lines and
totals.
#include 'biprsp02.sqc' ! Print procedure for the invoice summary page.
!-----!
! Called SQC Procedures - specific to a Summary Only layout.    !
! These members include only the routines that differ from the !
! default portrait routines.                !
!-----!
#include 'bifulp30.sqc' ! Full Invoice Heading and Line Heading
procedures.
#include 'biprtp30.sqc' ! Print procedures for detailed lines and
totals.

!-----!
! Called SQC Procedures - specific to another layout.          !
!-----!
#include 'bifulxxx.sqc' ! Full Invoice Heading and Line Heading
procedures
#include 'bisubxxx.sqc' ! Print procedure for common invoice
heading area.
#include 'biabxxx.sqc' ! Short Invoice Heading for secondary pages.
#include 'biprtxxx.sqc' ! Print procedures for detailed lines and
totals.
#include 'biprsxxx.sqc' ! Print procedure for the invoice summary page.

!-----!
! Called SQC Procedures - common to all invoice layouts.      !
!-----!
#include 'bideclrp.sqc' ! Printer Declaration procedure.
#include 'bidebug.sqc' ! Debug procedures
#include 'reset.sqc'   ! Reset printer procedure
#include 'curdttim.sqc' ! Get-Current-DateTime procedure
#include 'datetime.sqc' ! Routines for date and time formatting
#include 'bidtrdat.sqc' ! Determine-Due-Date procedure (for
calculating Due Date)
#include 'biduedat.sqc' ! Get-Due-Date procedure
#include 'bidscdat.sqc' ! Optional calculation of Discount Dates,
see duedate.sqc.
#include 'prcsapi.sqc' ! Update Process Request API
#include 'prcsdef.sqc' ! Update Process Request Variable Declare
#include 'bibatch.sqc' ! Process Scheduler message handling for Billing
#include 'bitax.sqc'   ! Routines for fetching, storing and
calculating taxes
#include 'readxlat.sqc' ! General routine to translate XLAT codes to
text

```

2. Modify the Evaluate member, BIEVALP.

To modify BIEVALP, make the following changes:

```

!*****
!BIEVALP.SQC: Print routine selection procedures for portrait invoice*
!  layouts.
!*****!

```

- a. Prevent the execution of detail line processing print routines (line, discount, surcharge, and tax).

The following excerpt illustrates a break without printing the invoice line for SUMMONLY invoice layout.

```

!-----!
! Procedure: PRINT-LAYOUT-INVOICE-LINE      !
! Desc:  Select the print routine according to the invoice layout. !
!           !
!-----!
begin-procedure PRINT-LAYOUT-INVOICE-LINE
  add 1 to #level
  move 'PRINT-LAYOUT-INVOICE-LINE' to $Current-Procedure

#ifdef DebugF
  do PRINT-FLOW
#endif

  evaluate $InvoiceLayout
  when = 'MISC'      ! Miscellaneous Invoice Layout
    do Print-Invoice-Line-MISC
    break
  when = 'RIGHTSTUB' ! RightStub Invoice Layout
    do Print-Invoice-Line-RIGHTSTUB
    break
  when = 'SUMMONLY'  ! Summary Only; Does Not Apply
    break
  when-other         ! Default Routine
    do Print-Invoice-Line-DEFAULT
    break
end-evaluate

  subtract 1 from #level

end-procedure

```

- b. Perform the modified routines for line headings and pretax subtotal when appropriate.

For line headings, the system performs a configured routine for the SUMMONLY invoice layout.

```

!-----!
! Procedure: LAYOUT-LINE-HEADINGS          !
! Desc:  Write the line headings that are appropriate to this !
!  layout.
!-----!
begin-procedure LAYOUT-LINE-HEADINGS

```

```

add 1 to #level
move 'LAYOUT-LINE-HEADINGS' to $Current-Procedure

#ifdef DebugF
do PRINT-FLOW
#endif

evaluate $InvoiceLayout
when = 'MISC'          ! Miscellaneous Invoice Layout
do Line-Headings-MISC
break
when = 'RIGHTSTUB'     ! RightStub Invoice Layout
do Line-Headings-RIGHTSTUB
break
when = 'SUMMONLY'      ! Summary Only
do Line-Headings-SUMMONLY
break
when-other             ! Default Routine
do Line-Headings-DEFAULT
break
end-evaluate

subtract 1 from #level

end-procedure

```

- c. Pretax Subtotal: Perform a configured routine for the SUMMONLY invoice layout.

```

!-----!
! Procedure: PRINT-PRETAX-SUBTOTAL          !
! Desc:  Select the print routine according to the invoice layout. !
!              !
!-----!
begin-procedure PRINT-PRETAX-SUBTOTAL
add 1 to #level
move 'PRINT-PRETAX-SUBTOTAL' to $Current-Procedure

#ifdef DebugF
do PRINT-FLOW
#endif

evaluate $InvoiceLayout
when = 'MISC'          ! Miscellaneous Invoice Layout
do Print-Pretax-Subtotal-MISC
break
when = 'RIGHTSTUB'     ! Right Stub Invoice Layout
do Print-Pretax-Subtotal-RIGHTSTUB
break
when = 'SUMMONLY'      ! Summary Only Invoice Layout

```

```

    do Print-Pretax-Subtotal-SUMMONLY
    break
when-other      ! Default Routine
    do Print-Pretax-Subtotal-DEFAULT
    break
end-evaluate

subtract 1 from #level

end-procedure

```

- d. Perform default routines in all other conditions.

The following Grand Total routine demonstrates how to perform the default routine using a *when-other* clause. In this case, no change is necessary.

```

!-----!
! Procedure: PRINT-GRAND-TOTAL      !
! Desc:   Select the print routine according to the invoice layout. !
!           !
!-----!
begin-procedure PRINT-GRAND-TOTAL
  add 1 to #level
  move 'PRINT-GRAND-TOTAL' to $Current-Procedure

#ifdef DebugF
  do PRINT-FLOW
#endif

  evaluate $InvoiceLayout
  when = 'MISC'      ! Miscellaneous Invoice Layout
    do Print-Grand-Total-MISC
    break
  when = 'RIGHTSTUB' ! Right Stub Invoice Layout
    do Print-Grand-Total-RIGHTSTUB
    break
  when-other      ! Default Routine
    do Print-Grand-Total-DEFAULT
    break
  end-evaluate subtract 1 from #level

end-procedure

```

3. Set up a new invoice layout ID on the Invoice Layout Identifiers page.

Note. Ensure that the invoice layout ID that you set up on the Invoice Layout Identifiers page must match exactly the invoice layout ID that you specify in the Evaluate member.

4. Set up a new invoice form on the Invoice Formatting Options - General page.

5. Define how discounts, surcharges, and totals appear on the invoice on the Invoice Formatting Options - Discounts, Surcharges, Taxes page.

Note. Print routines and formatting options may vary depending on how you want discounts, surcharges, and totals to appear.

6. Define how header notes, line notes, and VAT treatment messages appear on the invoice on the Invoice Formatting Options - Header Notes page, Invoice Formatting Options - Line Notes page, and Invoice Formatting Options - VAT Treatment Msg page, respectively.

With the new SQC members in place, the new layout is ready to test.

7. Assign the invoice form to a bill and create a pro forma to test it.

Modifying Amounts Printed on Invoices

Amounts on invoice formats are printed using 13 significant digits to the left of the decimal point and three significant digits to the right of the decimal point. This style supports multicurrency and three decimal precision while allowing sufficient space on invoice examples. Rightstub format, however, is printed with 11 significant digits to the left of the decimal and three significant digits to the right.

To modify the length of the amount fields, change the #in_mask parameter when calling the function Format_Currency_Amt. For example, in BIPRTP00.SQC (which prints the line amount for portrait default) the following procedure changes as indicated:

```
!-----!
! Procedure: PRINT-INVOICE-LINE-DEFAULT      !
! Desc:   Print invoice line.                !
!                               !
!-----!
begin-procedure PRINT-INVOICE-LINE-DEFAULT
  add 1 to #level
  move 'PRINT-INVOICE-LINE-DEFAULT' to $Current-Procedure

#ifdef DebugF
  do PRINT-FLOW
#endif

  move &line.invoice_line   to $InvoiceLine  99999
  move 1                    to #lines_to_print
  do check-for-page-break
  if $NotesFound = 'Y'
    print $InvoiceLine    (+2,{line}) bold
    move 'N' to $NotesFound
  else
    print $InvoiceLine    (+1,{line}) bold
  end-if

  if &line.adj_line_type <> 'REG'
    print ' * '           (,{adj_indicator}) bold
  end-if
```

```

print &line.identifier    ({identifier},13) bold

print $line.descr        ({description},28) bold

move &line.qty          to $LineQty    999,999,999.99pf
print $LineQty          ({qty})        bold

print &line.unit_of_measure ({unit_of_measure}) bold

move &line.unit_amt      to $UnitAmt    999,999,999.99pf
print $UnitAmt          ({unit_amt})    bold

!MLF Installment Billing
if $InstallmentBill = 'N'
  if &form_options.apply_ds_to_line = 'Y'
    let #Invoice_line_amount = &line.net_extended_amt
  else
    let #Invoice_line_amount = &line.gross_extended_amt
  end-if
else
  if $FirstInstallment = 'Y'
    if &form_options.apply_ds_to_line = 'Y'
      let #Invoice_line_amount = &template.net_extended_amt
    else
      let #Invoice_line_amount = &template.gross_extended_amt
    end-if
  else
    if $InstallmentWithDetail = 'Y'
      if &form_options.apply_ds_to_line = 'Y'
        let #Invoice_line_amount = &template.net_extended_amt
      else
        let #Invoice_line_amount = &template.gross_extended_amt
      end-if
    end-if
  end-if
end-if

! move #Invoice_line_amount to $InvoiceLineAmount 999,999,999.99pf
! print $InvoiceLineAmount ({amount_col2}) bold
do Format_Currency_Amt (#Invoice_line_amount, $bi_currency_cd, $select_effdt,

!          '9,999,999,999,999.999', $out, 'I') < As delivered.
!          '999,999,999,999,999.999', $out, 'I') < Change to fit your amount size.
print $out          ({amount_col2}) bold

let $FirstAuth = 'Y'

subtract 1 from #level

```


end-procedure

Adding Invoice Layouts for Crystal Invoices

Extract invoices use invoice layout slightly differently than do SQR invoices. SQR invoices use invoice layout ID to determine where to place the particular piece of information on the page—for example, to determine where to print header notes. With Crystal invoices, that type of information is determined by the Crystal report.

Extract invoices use invoice layout ID to perform extra or different calculations or to collect extra or different information. The baseline extract SQR performs all calculations and processing to support the same features that are supported with SQR invoices. If you include additional information on the modified invoices, do so by adding invoice layouts.

This section discusses how to:

- Modify extract SQR (BIIVCEN) for new layouts.
- Add remaining support for new layouts.

Modifying Extract SQR (BIIVCEN) for New Layouts

To add logic for layout IDs, you can, for example, create a procedure BIEVALX.SQC as shown below. Include this SQC in the extract process BIIVCEN.SQR. Define the procedure PROCESS-XXX-LAYOUT in the modified SQC that is called by BIIVCEN.SQR.

```
!-----!
! Procedure: PROCESS-LAYOUT-SPECIFIC-INFO      !
! Desc:  Select the extra processing routine according to the !
!   invoice layout.          !
!-----!
begin-procedure PROCESS-LAYOUT-SPECIFIC-INFO
  add 1 to #level
  move 'PROCESS-LAYOUT-SPECIFIC-INFO' to $Current-Procedure

  evaluate $InvoiceLayout
  when = 'PS_XX'      ! Example Invoice Layout
  do PROCESS-XXX-LAYOUT
    break
  when-other
    break
end-evaluate
```

Adding Remaining Support for New Layouts

Once you've added the supporting code behind a new invoice layout ID, you must complete the following steps before you can print invoices:

1. Add the new invoice ID online.

The invoice layout ID that you set up online must match exactly the invoice layout ID that is specified in the Evaluate member. To establish new invoice layout IDs, access the Invoice Layout Identifiers page. For extract invoices, you must select a layout type of extract table.

2. Create a new Crystal invoice.

See Also

Chapter 4, “Structuring Bills,” Establishing Invoice Formatting, Sorting, and Printing Options, page 50

Chapter 14, “Understanding Crystal Invoices,” Creating New Crystal Invoices, page 360

Modifying Invoice Layouts for VAT

You can modify the following VAT information on your invoice layouts:

- VAT messages.
- Total tax by VAT code.
- Line information.

Modifying VAT Messages

PeopleSoft Billing delivers 12 generic VAT treatment messages that describe the VAT treatment of invoices. See the list below. Not all of these messages pertain to all countries.

You can modify these messages as needed in the following SQR modules: BIPRTL00.SQC, BIPRTL01.SQC, BIPRTP00.SQC, BIPRTP01.SQC, and BIPRTP02.SQC.

To change the VAT Treatment Message, find the appropriate string name for the message that you want to configure, and change the string in the strings table. The Program ID is BIIVCSTR. The string names for each of the generic messages are as follows:

Domestic Goods Sale	VAT_DGS
Deemed Service Export	VAT_DSE
Domestic Service Sale	VAT_DSS
EU Goods Distance Sale	VAT_EGDS
EU Goods Sale	VAT_EGS
EU Sale (Simplification)	VAT_ ESS
Out of Scope EU Service Sale	VAT_OESS
Outside of Scope	VAT_OOS
Out of Scope Service Export	VAT_OSE

Zero-Rated EU Service Sale VAT_ZESS

Zero-Rated Goods Export VAT_ZGE

Zero-Rated Service Export VAT_ZSE

Modifying Total Tax by VAT Code

If you want to show the VAT basis amount by VAT code, rather than the net extended amount, change the following print routines in the PRINT-VAT-TOTAL-BY-VAT-CODE procedure:

BIPRTL00 For Landscape Default Example.
BIPRTL01 For Landscape Order Management Example.
BIPRTP00 For Portrait Default Example.
BIPRTP01 For Portrait Misc Example.
BIPRTP02 For Portrait RightStub Example.

Two examples of the modified VAT code follow—one in landscape default example format, the other in portrait right stub example format. The modified code for the other layout examples is similar except for the procedure name, which reflects the individual invoice layout type.

Procedure PRINT-VAT-TOTAL-BY-VAT-CODE for the Landscape Default Example

To total VAT by the net basis amount on the landscape default layout example:

1. Change the PRINT-VAT-TOTAL-BY-VAT-CODE procedure by commenting the following lines where they appear:

```
print $xv_NET_AMOUNT2      (+1,{net_amount_label})
and
do Format_Currency_Amt (&summed_net_extended_amt, $bi_currency_cd, $select_effdt,
```

2. Uncomment the following lines where they appear:

```
! print $xv_NET_BASIS_AMT   (+1,{net_amount_label})
and
! do Format_Currency_Amt (&summed_vat_basis_amt, $bi_currency_cd, $select_effdt,
```

The following procedure provides an example of the code that is needed to total VAT by the net basis amount on the landscape default layout example:

```
!-----!
! Procedure: PRINT-VAT-TOTAL-BY-VAT-CODE-DEFAULT      !
! Desc:   Print VAT total by VAT code.                !
!           !                                           !
!-----!
begin-procedure PRINT-VAT-TOTAL-BY-VAT-CODE-DEFAULT
add 1 to #level
```

```

move 'PRINT-VAT-TOTAL-BY-VAT-CODE-DEFAULT' to $Current-Procedure

#ifdef DebugF
do PRINT-FLOW
#endif

if $FirstNet = 'Y'

! print $xv_NET_AMOUNT2      (+1,{net_amount_label})
!VAT: To print the Net VAT Basis Amt rather than the Net Extended Amt,
!comment the line above
! and un-comment the line below. Do the reverse to print Net Extended Amt.
print $xv_NET_BASIS_AMT      (+1,{net_amount_label})

! do Format_Currency_Amt (&summed_net_extended_amt, $bi_currency_cd, $select_effdt,
!VAT: To print the Net VAT Basis Amt rather than the Net Extended Amt,
!comment the line above
! and un-comment the line below. Do the reverse to print Net Extended Amt.
do Format_Currency_Amt (&summed_vat_basis_amt, $bi_currency_cd, $select_effdt,
    '999,999,999,999,999.999', $out, 'I')
print $out      (,{net_amount})

move &sum_vat.tax_cd_vat_pct    to #TaxCdPct

do Get-Tax-Code-Name

print $TaxCdDescr      (,{tax_code_name_tot})
print #TaxCdPct      (,{tax_pct_tot}) edit 99.999
print '%'      (,{tax_pct_sign_tot})

move &summed_vat_amt to #summed_vat_amt

! print #summed_vat_amt      (,{amount_col2}) edit 999,999,999,999.99pf
do Format_Currency_Amt (#summed_vat_amt, $bi_currency_cd, $select_effdt,
    '999,999,999,999,999.999', $out, 'I')
print $out      (,{amount_col2})
let $FirstNet = 'N'
else
! do Format_Currency_Amt (&summed_net_extended_amt, $bi_currency_cd, $select_effdt,
!VAT: To print the Net VAT Basis Amt rather than the Net Extended Amt,
!comment the line above
! and un-comment the line below. Do the reverse to print Net Extended Amt.
do Format_Currency_Amt (&summed_vat_basis_amt, $bi_currency_cd, $select_effdt,
    '999,999,999,999,999.999', $out, 'I')
print $out      (+1,{net_amount})

move &sum_vat.tax_cd_vat_pct    to #TaxCdPct

do Get-Tax-Code-Name

```

```

print $TaxCdDescr      ({tax_code_name_tot})
print #TaxCdPct        ({tax_pct_tot})    edit 99.999
print '%'              ({tax_pct_sign_tot})

move &summed_vat_amt to #summed_vat_amt

! print #summed_vat_amt ({amount_col2})    edit 999,999,999,999.99pf
do Format_Currency_Amt (#summed_vat_amt, $bi_currency_cd, $select_effdt,
    '999,999,999,999,999.999', $out, 'I')
print $out              ({amount_col2})
end-if

subtract 1 from #level

end-procedure

```

Procedure PRINT-VAT-TOTAL-BY-VAT-CODE for the Portrait RightStub Example

To total VAT by the net basis amount on the Portrait RightStub layout example:

1. Change the PRINT-VAT-TOTAL-HEADING-RIGHTSTUB and PRINT-VAT-TOTAL-BY-VAT-CODE-RIGHTSTUB procedures by commenting the following lines where they appear:

```

print $xv_NET_AMOUNT2    (+1,{rs_net_amount_label})
and
do Format_Currency_Amt (&summed_net_extended_amt, $bi_currency_cd, $select_effdt,

```

2. Uncomment the following lines where they appear:

```

! print $xv_NET_BASIS_AMT    (+1,{rs_net_amount_label})
and
! do Format_Currency_Amt (&summed_vat_basis_amt, $bi_currency_cd, $select_effdt,

```

The following procedure provides an example of the code that is needed to total VAT by the net basis amount on the Portrait RightStub layout:

```

!-----!
! Procedure: PRINT-VAT-TOTAL-HEADING-RIGHTSTUB      !
! Desc:  Print Heading for VAT Totals.              !
!                      !
!-----!
begin-procedure PRINT-VAT-TOTAL-HEADING-RIGHTSTUB
add 1 to #level
move 'PRINT-VAT-TOTAL-HEADING-RIGHTSTUB' to $Current-Procedure

#ifdef DebugF
do PRINT-FLOW
#endif

```

```

move 1 to #lines_to_print
do CHECK-FOR-PAGE-BREAK

! let $TaxLabel = 'VAT: '
let $TaxLabel = $xv_VAT2
print $TaxLabel      (+1,{rs_net_amount_label})
print $TaxLabel      ({rs_tot_lbl_right})
if $FirstNet = 'Y'
print $xv_NET_AMOUNT2 (+1,{rs_net_amount_label})
!VAT: To print the Net Basis Amt label rather than the Net Amount,
!comment the line above
! and un-comment the line below. Do the reverse to print Net Amount label.
! print $xv_NET_BASIS_AMT (+1,{rs_net_amount_label})
end-if

subtract 1 from #level

end-procedure

!-----!
! Procedure: PRINT-VAT-TOTAL-BY-VAT-CODE-RIGHTSTUB      !
! Desc: Print VAT total by VAT code.                    !
!               !
!-----!
begin-procedure PRINT-VAT-TOTAL-BY-VAT-CODE-RIGHTSTUB
add 1 to #level
move 'PRINT-VAT-TOTAL-BY-VAT-CODE-RIGHTSTUB' to $Current-Procedure

#ifdef DebugF
do PRINT-FLOW
#endif

if $FirstNet = 'Y'

do Format_Currency_Amt (&summed_net_extended_amt, $bi_currency_cd, $select_effdt,
!VAT: To print the Net VAT Basis Amt rather than the Net Extended Amt,
!comment the line above
! and un-comment the line below. Do the reverse to print Net Extended Amt.
! do Format_Currency_Amt (&summed_vat_basis_amt, $bi_currency_cd, $select_effdt,
'999,999,999,999,999.999', $out, 'I')
print $out      ({rs_net_amount}) edit 999,999,999.99pf

move &sum_vat.tax_cd_vat_pct to #TaxCdPct
print $TaxCd      ({rs_tot_tax_cd})
print #TaxCdPct    ({rs_tot_tax_pct}) edit 99.999
print '%'          ({rs_tot_tax_pct_sign})
move &summed_vat_amt to #summed_vat_amt

```

```

! print #summed_vat_amt    ({rs_tot_amt_left})    edit 999,999,999,999.99pf
  do Format_Currency_Amt (#summed_vat_amt, $bi_currency_cd, $select_effdt,
    '999,999,999,999,999.999', $out, 'I')
  print $out    ({rs_tot_amt_left})    edit 999,999,999,999.99pf
  let $FirstNet = 'N'
else
  do Format_Currency_Amt (&summed_net_extended_amt, $bi_currency_cd, $select_effdt,
!VAT: To print the Net VAT Basis Amt rather than the Net Extended Amt,
!comment the line above
! and un-comment the line below. Do the reverse to print Net Extended Amt.
! do Format_Currency_Amt (&summed_vat_basis_amt, $bi_currency_cd, $select_effdt,
    '999,999,999,999,999.999', $out, 'I')
  print $out    (+1,{rs_net_amount})    edit 999,999,999,999.99pf

  move &sum_vat.tax_cd_vat_pct    to #TaxCdPct
  print $TaxCd    ({rs_tot_tax_cd})
  print #TaxCdPct    ({rs_tot_tax_pct})    edit 99.999
  print '%'    ({rs_tot_tax_pct_sign})
  move &summed_vat_amt to #summed_vat_amt

! print #summed_vat_amt    ({rs_tot_amt_left})    edit 999,999,999,999.99pf
  do Format_Currency_Amt (#summed_vat_amt, $bi_currency_cd, $select_effdt,
    '999,999,999,999,999.999', $out, 'I')
  print $out    ({rs_tot_amt_left})    edit 999,999,999,999.99pf

end-if

print $TaxCd    ({rs_tax_cd_right})
print #TaxCdPct    ({rs_tax_pct_right})    edit 99.999
print '%'    ({rs_tax_pct_sign_right})
! print #summed_vat_amt    ({rs_tot_amt_right})    edit 999,999,999,999.99pf
print $out    ({rs_tot_amt_right})    edit 999,999,999,999.99pf

subtract 1 from #level

end-procedure

```

Modifying VAT Line Information

The landscape and portrait invoice layouts print the VAT description rather than the VAT code. Due to space limitations, the portrait RightStub prints only the VAT code. If you want to print the VAT code instead of or in addition to the VAT description, print the variable \$TaxCd by using the appropriate column definition for your reporting needs.

Reviewing PeopleSoft Enterprise Service Automation Invoice Samples

PeopleSoft Billing provides support for PeopleSoft Projects and Contracts modules. For PeopleSoft Enterprise Service Automation there are:

- Four SQR invoice samples.
- Four corresponding Crystal invoice samples.

SQR Invoice Samples for Enterprise Service Automation

We deliver the following SQR invoice layouts:

PSA51	Grouped by project description, by employee name.
PSA52	Grouped by project description, by activity description, by employee name.
PSA53	Grouped by project detail.
CA51	Grouped by contract detail for PeopleSoft Contracts without PeopleSoft Projects.

PeopleSoft delivers the following SQR invoice formats:

PS/PSA51	Similar to layout PSA51. This format groups lines by project description, employee name and resource type if they exist. Prints subtotals on change of project or employee. Prints contract prepaid information for utilization lines based on the existence of a contract number and a contract prepaid sequence number.
PS/PSA52	Similar to layout PSA52. This format groups lines by project description, activity description, employee name and resource type if they exist. Prints subtotals on change of project, activity, or employee. Prints contract prepaid information for utilization lines based on the existence of contract number and a contract prepaid sequence number.
PS/PSA53	Similar to layout PSA53. This format groups lines by project description and line type.
PS/CA51	Similar to layout CA51. This format prints contract details, and it applies to PeopleSoft Contracts without PeopleSoft Projects.

Crystal Invoice Samples for ESA

We deliver the following Crystal invoice layouts:

PS_CA	For PS/CA invoice format. Used only by PeopleSoft Contracts.

Note. The existing layout PS_PC is used by invoice formats PS/PSA01, PS/PSA02 & PS/PSA03. This layout applies to PeopleSoft Projects and Contracts.

We deliver the following Crystal invoice formats:

PS/PSA01	This format groups lines by project description, employee name and resource type if they exist. Prints subtotals on change of project or employee. Prints contract prepaid information for utilization lines based on the existence of contract numbers and contract prepaid sequence numbers.
PS/PSA02	This format groups lines by project description, activity description, employee name and resource type if they exist. Prints subtotals on changes of project, activity, or employee. Prints contract prepaid information for utilization lines based on the existence of a contract number and a contract prepaid sequence number.
PS/PSA03	This format groups lines by project description and line type.
PS/CA	This format prints contract details. It applies to PeopleSoft Contracts without PeopleSoft Projects.

CHAPTER 14

Understanding Crystal Invoices

This chapter provides an overview of the Crystal extract tables, and discusses how to:

- Create new crystal invoices.
- Delete old invoice data from the Crystal extract tables.

Understanding Crystal Extract Tables

Using Crystal report data, subreports, and groups, you can create more flexible invoice formats without Structured Query Report (SQR) coding experience. To do so, you must understand the information that is included in the extract tables and how that information is used in Crystal reports.

Note. VAT information appears differently on Crystal invoices than it does on SQR invoices. All VAT information appears at the end of Crystal invoices.

This section discusses:

- BI_EXTRCT table fields.
- Notes.
- Subtotals.
- PeopleSoft Order Management product configuration detail.
- Consolidated invoices.

BI_EXTRCT Table Fields

Crystal invoices use the information that is in the following BI_EXTRCT fields.

PRINT_SEQ_NBR	Printing sequence number that is specified by the run control. The query should order by this field to take advantage of this run control feature.
LANGUAGE_CD	The Crystal report definition does not include any language-specific text. Every text portion on the invoice is printed using Crystal report formulas, enabling one report to contain multiple invoices, printed in multiple languages. Each portion of text uses a formula called @langlookup, resembling the following: <pre>StringVar RptLang := {BIPRNT00.LANGUAGE_CD}; if stringVar RptLang = "USA" then 1 Else</pre>

```

if RptLang = "ENG" then 1
Else
if RptLang = "FRA" then 2
Else
if RptLang = "ESP" then 3
Else
if RptLang = "CFR" then 4
else
  if RptLang = "GER" then 5
else
  if RptLang = "JPN" then 6

else
  if RptLang = "INE" then 7
else
  if RptLang = "DUT" then 8
else
  if RptLang = "POR" then 9
else
  if RptLang = "ITA" then 10
else
  if RptLang = "ZHS" then 11
else 1

```

Each text field prints a different text string of an array, indexing it with the @langlookup formula.

XEU_PARTICIPATING

Indicates whether the billing currency is a euro-participating currency. If the currency is euro-participating, the invoice prints the euro invoice amount. Otherwise, it does not. The Crystal report uses a format formula on the field, and the text suppression:

{BIPRNT00.XEU_PARTICIPATING} = 'N'.

See Crystal Reports documentation for more detail about how to use formulas.

DECIMAL_POSITIONS

Indicates how many decimal places to print for the billing currency. Crystal reports are set up to print any number of decimal places. The field format must be set up accordingly. The edit formula on the decimals uses DECIMAL_POSITIONS to define how many places to print.

INVOICE_DT

The invoice date that is printed on the invoice uses this field from the extract table. There is also an INVOICE_DT on the table BI_HDR, but depending on where the bill is in the invoice process, that field may not contain a value. BIIVCEN calculates the invoice date, if needed, and populates INVOICE_DT on the extract table.

PYMNT_TERMS_CD_DSC

Payment Terms Description. Use this field to print the description, and not the code that is stored on BI_HDR.

DISC_AMT, DISC_DT

The discount amount and discount date. Calculated in BIIVCEN.

DUE_DT

Due date. Calculated in BIIVCEN.

ADDR_LN1 thru 8	These lines contain the customer name, customer contact (attention to), and address lines formatted appropriately for the country. The country-dependent formatting is done in BIIVCEN. If all address lines are used in an address, there are eight printed lines. If all address lines are not used, there are fewer than eight lines, and the ADDR_LN fields are filled out from top to bottom with blank lines at the bottom.
REMIT_ADDR_LN1 thru 8	These lines contain the remit to description and address.
INV_LABEL	Invoice label is the text that is printed at the top of the invoice. It is a language-specific version of invoice, pro forma, temporary, credit invoice, and so on.
CUSTOM_LABEL	Contains printed text. For example, it may contain the label that is specified on the run control, or a language-specific version of original, duplicate, courtesy copy, original sent via electronic data interchange.
CONFIG_DTL_FLAG	Equals Y if the invoice form specifies the printing of order management configuration detail. This field is used in the example query BIPRNCONFGDTL, which is used in a subreport in the order management invoice examples, BIPRNT02 and BIPRNC02.
CONFIG_CD_FLAG	Equals Y if the invoice form specifies the printing of order management configuration code. This field is used in the example query BIPRNCONFGCD, which is used in a subreport of the order management invoice examples, BIPRNT02 and BIPRNC02.
CR_CARD_FLG	Determines whether a bill has credit card information.
AMOUNT	Stores a credit card amount.
AMOUNT_XEU	Stores a credit card amount in euros.
NET_AMOUNT	Contains a net amount.
NET_AMOUNT_XEU	Stores a net amount in euros.
TEMPLATE_INVOICE	Used with installment bills, and contains the installment template invoice number.
BILLING_FREQUENCY	Used to identify billing frequency for processing.
PRINT_INST_DETAIL	Controls printing of installment bill details.
PRINT_INST_SUMMARY	Controls printing of the installment bill summary.
PRINT_VAT_ANAL_FLG	Controls printing of VAT analysis
PRINT_TAX_FLG	Controls printing of sales tax
PRINT_UTL_PPD_FLG	Controls printing of contract utilization prepaid information, and is used in the example query BIPSA01, BIPSA02.
PROJECT_ID	Stores the project ID from the bill header, and is used in the example query BIPSA01, BIPSA02, BIPSA03.

PROJ_DESCR	Stores project description that is derived from the Project table corresponding to the project ID on the bill header.
CONTRACT_NUM	Stores the contract number from the bill header, and is used in the example query BIPSA01, BIPSA02, BIPSA03, BICA.
PO_REF	Stores the purchase order reference number from the bill header, and is used in the example query BIPSA01, BIPSA02, BIPSA03, BICA.

Notes

You can print notes on the Crystal report using subreports. The Header Note Print Extract table, BI_EXT_HDR_NOTE, contains all header and customer notes in the appropriate language for standard notes. The Line Note Print Extract table, BI_EXT_LIN_NOTE, contains all line notes, and indicates whether the note type should be treated as primary, secondary, or other, based on the invoice form (NOTE_CATEGORY). The NOTES_SEQ_NUM indicates the order in which you want to print notes, if there is more than one note.

For example, BIPRNT00 prints line notes after the line and prints all header notes in the footer of the invoice, regardless of NOTE_CATEGORY. Each uses a different subreport and query to select the appropriate notes. The Line Notes Query (BIPRNTNOTE_LINE) select statement resembles the following:

```
SELECT A.PROCESS_INSTANCE, A.BUSINESS_UNIT, A.INVOICE, A.LINE_SEQ_NBR,
       A.NOTES_SEQ_NUM, A.NOTE_LEVEL_TYPE, A.TEXT254
FROM   PS_BI_EXT_LIN_NOTE A
ORDER BY 1, 2, 3, 4, 5
```

The subreport links the keys with the keys on the main report. The placement of the subreport on the report controls where the notes are printed.

Similarly, the Header Notes Query (BIPRNTNOTE_HDR) select statement resembles the following:

```
SELECT A.PROCESS_INSTANCE, A.BUSINESS_UNIT, A.INVOICE, A.NOTES_SEQ_NUM,
       A.NOTE_LEVEL_TYPE, A.TEXT254, A.ORDER_NO, A.LANGUAGE_CD
FROM   PS_BI_EXT_HDR_NOTE A
ORDER BY 1, 2, 3, 4
```

To print primary header notes in a location that is different than that where you print secondary header notes, create two queries and two subreports that include the following condition:

```
AND NOTE_CATEGORY = 'P'
```

or

```
AND NOTE_CATEGORY <> 'P'
```

Place the subreports in the appropriate place on the main report.

Subtotals

Add subtotalling to Crystal reports by adding groups to the reports. Use the order management invoice example, BIPRNT02. The entire report is comprised of several invoices. The first group is the invoice; the second group is grouped on the field to subtotal by. The delivered example subtotals by line type. This example prints the line type description (such as *revenue*, *freight*, or *miscellaneous*) in the group header and a subtotal of the line extended amount that is in the footer.

Note. If you want to print line numbers in order and still group by another field, you must include that field in the sort by ID that is used on that invoice form.

PeopleSoft Order Management Product Configuration Detail

If the invoice form specifies to print configuration detail, the system populates the extract table with CONFIG_DTL_FLAG = Y. The query BIPRNCONFGDTL matches configuration details with rows on the extract table that print configuration. The Crystal report must use a subreport with this query, linking the keys from it and the base query. The PS/OM example Crystal report, BIPRNT02, does this; copy it to use as an example.

Consolidated Invoices

BI_EXTRCT contains information for both the consolidated header and all attached headers. The fields CONSOL_HDR, CONSOL_BUS_UNIT, and CONSOL_INVOICE indicate which rows are the consolidated headers, which are the attached headers, and what consolidated invoices they are attached to.

Consolidated Query

The consolidated query, BIPRNC00, joins the same tables as the normal query, in addition to another occurrence of BI_EXTRCT and BI_HDR. One set of these two tables is the consolidated header information and the other set is made up of the attached headers. In the delivered query, BIPRNC00, E.BI_EXTRCT, and B.BI_HDR contain the information for the consolidated header. The bill to customer and invoice amount come from B.BI_HDR, and the due date and address lines come from E.BI_EXTRCT. These fields that are printed on the invoice are from the consolidated header. The second set (A.BI_EXTRCT, F.BI_HDR, and C.BI_LINE) is for the attached bills. The line numbers and line amounts come from the C.BI_LINE.

These two sets are joined together by the following part of the criteria:

```
AND A.PROCESS_INSTANCE = E.PROCESS_INSTANCE
    AND A.CONSOL_BUS_UNIT = E.BUSINESS_UNIT
    AND A.CONSOL_INVOICE = E.INVOICE
```

Consolidated Crystal Report

PeopleSoft Billing provides BIPRNC00 as an example of a consolidated Crystal report. You can use the example as provided or modify it as appropriate.

The provided report example contains all invoices that print from the run control selection. These invoices are divided into four groups:

1. Single process instance.
2. Single consolidated report.
3. Single business unit of an attached invoice.
4. Single attached invoice.

Because a consolidated invoice can contain invoices from mixed business units, there are two keys for attached invoices, and therefore two groups. There is no additional printing for the attached business unit, so the entire group is suppressed.

In the provided example, we display each attached invoice as a group of lines with a subtotal, rather than printing each attached invoice on a separate page like the SQR consolidated invoices. However, you can change the pagination, group headings, and detail headings to give this report a different appearance.

In the provided example, we assume that the header information of the attached bills is the same as the consolidated header information. Nothing in the system, however, enforces this condition. Some fields that could be different include elements such as customer number, due date, and remit to address. If you know that these could be different for attached invoices, you can print them in the group three header.

Creating New Crystal Invoices

To create a new Crystal invoice:

1. Add an invoice form ID for Crystal.
2. Add a new query that uses the form that you create in step one and save it as a different name.
3. Create a new or modify an existing report.
4. (Optional) Add a new process definition.

Adding an Invoice Form ID for Crystal Invoices

To add a new invoice form:

1. Access the Access the Invoice Formatting Options page.
2. Copy an existing invoice layout ID that uses a layout type of extract table.

To verify the layout type, access the Invoice Layout Identifiers page.

See Also

[Chapter 4, “Structuring Bills,” Establishing Invoice Formatting, Sorting, and Printing Options, page 50](#)

Adding a Query

After you create a new invoice form, you must create a new query that uses the new form. You can create the query from scratch, but most likely you'll want to modify an existing query. BIPRNT00 is the base query for Crystal invoices, and BIPRNC00 is the base query for consolidated Crystal invoices.

Note. To use this functionality, log on to the PeopleTools windows client.

Minimally, you must change one criteria: BI_HDR.INVOICE_FORM = "xxxxx—where xxxxx is the invoice form that you just created. Include additional fields in the query from one of the tables that are listed on the left half of the page (BI_HDR, BI_LINE) or remove fields that you don't use on the new Crystal report.

Creating a New Crystal Report

After you've created a new invoice form and a new query, create the new Crystal report or copy an existing report and modify it appropriately. BIPRNT00.rpt is the base report for Crystal. If you want to start with an existing report, open the existing report and save it under a different name. Change the query in the new report.

To change the query:

1. Select Database, Set Location in the Crystal Report Designer.

The system prompts you to log in to a PeopleSoft database, and it lists the queries in that database.

2. Select the query that you previously created and modify the report as appropriate.

Note. You may need to configure the Crystal reports to expand the amount sizes to meet your business needs.

Adding a Process Definition to Run With the Process Scheduler

If you want to run the new Crystal invoice with the Process Scheduler, you must add a process definition.

To add a process definition:

1. Access the PeopleTools, Process Scheduler, Processes page
2. Use BIPRNT00 as the process name.
3. Use RUN_BI_PRNTEXT as the page group.
4. To pass the run control information to the Crystal report, click the Process Definitions Options tab.

Define the Parameter List as ORIENTL :RUN_BI_PRNTEXT.OPRID :RUN_BI_PRNTEXT.RUN_CNTL_ID where ORIENTL is for landscape orientation. Similarly, ORIENTP is for portrait orientation.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Deleting Old Invoice Data from the Crystal Extract Tables

PeopleSoft Billing information is extracted into formats to enable Crystal to print invoices. This extracted information accumulates in the PeopleSoft Billing extract tables if you do not periodically delete it.

To assist you in maintaining the PeopleSoft Billing extract tables, we provide:

- An online utility.
- A workflow process.

Using the Online Utility

On the Delete Extract Bills page, define the range selection and select the bills for deletion. Click the Delete button to delete the data from all extract-related tables.

Note. In addition to using the online utility for deleting old invoice data, you should also periodically truncate the BI_EXTRACT* tables to reduce tablespace.

See Also

Chapter 32, “Managing PeopleSoft Billing Utilities,” Deleting Extract Bills, page 583

Using the Workflow Process

The Workflow/Batch Parameters page enables you to designate the number of days that extracted PeopleSoft Billing information can collect in the Billing Extract table before deletion. Schedule and run this process to look for and delete extracted information on a regular basis.

To define the number of days that extracted information can remain before deletion:

1. Access the Define Workflow page.
2. Indicate the number of days after which you want to delete PeopleSoft Billing information from the Crystal extract tables in the Delete Extract Bills, Number of Days Old field.

Note. This process runs in three-tier mode only.

See Also

Chapter 32, “Managing PeopleSoft Billing Utilities,” Scheduling Workflow Processes in PeopleSoft Billing, page 587

CHAPTER 15

Generating Invoices

This chapter provides overviews of invoice processes and the Pro Forma Pre-process and Finalization process (BIIVC000) and discusses how to:

- Run the Pro Forma Pre-process and Finalization process.
- Distribute invoices using Structured Query Reports (SQRs).
- Distribute invoices using Crystal Reports.
- Run single-action processes for regular and consolidated invoices.
- Select a default print format.
- Run the Invoice Register process and the Consolidation Register process.
- Inquire about a process instance.
- Inquire about the progress of a process.
- Inquire about individual invoice errors.
- Restart the Pro Forma Pre-process and Finalization process.

Understanding Invoice Processes

You create invoices from the bills in the billing system—with the exception of template bills. There are a number of actions, both optional and required, that you perform to generate invoices. For example, you must enter all necessary header and line information and change the status of the bill to *RDY* (ready). Once you complete these steps, you finalize the bill, print one or more copies—or create an invoice using XML messaging—and send it to the customer. You control when to finalize the bill, when to print the invoice, and when to send it to the customer.

Finalization changes the bill status from *RDY* (ready) to *FNL* (finalized) for credit card bills, and from *RDY* to *INV* (invoiced) for all other bills. Once the invoice status is *INV*, you can load the invoice information into tables for subsequent processing by your receivables, general ledger, and payables systems. For credit card bills, you must run the Process Credit Card Invoices application engine process (BICRC000) before loading invoice information into tables for subsequent processing. You can use single action jobs to run all invoicing processes with one action.

You can initiate the following business activities:

Process	Description
Pro Forma (BIIVC000 or BIIVC100). Note. BIIVC100 is the pro forma process that runs if you request a pro forma invoice by clicking a button during bill entry. BIIVC000 is the pro forma process that runs if you request a pro forma invoice on a run control page.	Create a mock-up of the invoice, used to check the look or content before finalizing the actual invoice.
Finalize and Distrib (finalize and distribute) (BIIVC000).	Run the actual bill finalization process, which produces an invoice or an electronic data interchange (EDI) file to send to customers.
Consolidated Pro Forma (BIIVC000).	Create a mock-up of the consolidated invoice, used to check the look or content before finalizing the actual consolidated invoice.
Consolidated Final and Distrib (consolidated finalize and distribute) (BIIVC000).	Run the actual consolidated bill finalization process, which produces a consolidated invoice or EDI file to send to customers.
Print Invoices (BIIVCLN, BIIVCPN, or BIIVCEN).	Print a copy of any invoice already finalized.
Consolidated Print Invoices (BIIVCLC, BIIVCPC, or BIIVCEN).	Print a copy of any consolidated invoice already finalized.
Print Crystal Invoices (BIPRNT00).	Print an invoice using a Crystal layout.
Currency Conversion (BICURCNV).	Assign exchange rates to bills and extend amounts by the rates to convert them to euro and base currencies for all but consolidated invoices.
Pre-Load (BIPRELD).	For all but consolidated invoices, apply ChartField inheritance logic to bills, generate InterUnit and IntraUnit entries, and call the Combo Edit process to validate generated accounting entries.
Load GL Acctng Entries (load general ledger accounting entries) (BILDGL01).	For all but consolidated invoices, load all the pertinent accounting information into tables ready to be picked up by the journal generator or the general ledger system.
Commitment Control Budget Checking (FSBKBDP3).	Determine if the budget allotted is sufficient.
Load AR Pending Items (load accounts receivable pending items) (BILDAR01).	For all but consolidated invoices, load all the pertinent pending receivables information into tables ready to be picked up by your receivables system.

Process	Description
Generate AP Vouchers (generate accounts payable vouchers) (BIGNAP01).	Generates (for all but consolidated invoices) all the pertinent information your payables system needs to generate AP vouchers.
Consolidated Currency Conversion (BICURCNV).	Assign exchange rates to attached bills and extend amounts by the rates to convert them to euro and base currencies for consolidated invoices.
Consolidated Pre-Load (BIPRELD).	For consolidated invoices only, apply ChartField inheritance logic to bills, generate InterUnit and IntraUnit entries, and call the Combo Edit process to validate generated accounting entries.
Consolidated Load GL (BILDGL01).	For consolidated invoices only, load all the pertinent accounting information into tables ready to be picked up by the journal generator or your general ledger system.
Consolidated Commitment Control Budget Checking Process (FSBKBDP3).	Determine if the budget allotted is sufficient.
Consolidated Load AR (BILDAR01).	For consolidated invoices only, load all the pertinent pending receivables information into tables ready to be picked up by the receivables system.
Consolidated Generate AP Voucher (BIGNAP01).	For consolidated invoices only, generate all the pertinent information the payables system needs to generate payables vouchers.
Run Credit Card Processing (BICRC000).	Transmit credit card pending transactions for processing to a third-party processing vendor.
Federal Invoice Formats SF1080 and SF1081.	Generate the SF1080 and SF1081 reports, when applicable.

You can use the following single-action jobs:

Single-Action Job	Processes Included
Run Single Action Invoice (BIJOB03).	Perform bill finalization and distribution, run currency conversion, the Pre-Load process, load to PeopleSoft General Ledger, load to PeopleSoft Receivables, and generate payables vouchers in one job.

Single-Action Job	Processes Included
Run Single Action Invoice With Commitment Control (BIJOB03K).	Perform bill finalization and distribution, run currency conversion, run the Pre-Load process, load to PeopleSoft General Ledger, run commitment control, load to PeopleSoft Receivables, and generate payables vouchers in one job.
Run Single Action Consolidation (BIJOB04).	Perform consolidated bill finalization and distribution, run currency conversion, run the Pre-Load process, load to PeopleSoft General Ledger, load to PeopleSoft Receivables, and generate payables vouchers in one job.
Run Single Action Consolidation With Commitment Control (BIJOB04K).	Perform consolidated bill finalization and distribution, run currency conversion, run the Pre-Load process, load to PeopleSoft General Ledger, run commitment control, load to PeopleSoft Receivables, and generate payables vouchers in one job.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” page 391

Chapter 19, “Using Commitment Control Accounting In PeopleSoft Billing,” page 441

Common Elements Used in This Chapter

Print Only Unprinted Invoices

Select to have the system to retrieve only invoices in the range with the status *INV* that have not yet been printed. If cleared, the system prints all *INV* bills in the range selected, including those that have been printed before. The system determines which invoices have been printed before because it marks them as printed or extracted and selects the Invoice Printed check box on the Bill Summary Info page.

Use Current Effective Address

Select if you want reprinted invoices to include the current effective-dated bill to address for the customer. If you do not select this option, the reprinted invoices include the customer address that is active for the bill's invoice date. Select when the customer has recently changed addresses and the reprinted bill is sent to the new address. This option appears only when you are reprinting invoices or pro forma invoices.

Currency Shown on Load GL Report (currency shown on load general ledger report)

Select to print the Load GL report in transaction or base currency. This option is available when you use the Single Action Invoice page.

Include Attached Bills

Select to include attached invoices in the selection criteria. This feature is useful when you want to reprint an attached invoice without reprinting

	the entire consolidated invoice. Do not select this field if you want to filter out attached invoices from the selection criteria.
Include Open Items Only	Select to include in the search criteria invoices that have an associated open item in PeopleSoft Receivables. This option is not available if you have not installed PeopleSoft Receivables. You can use this option with the other selection criteria on the Reprint Invoices page to identify past-due items. For example, to reprint open invoices due in a previous month, select the Include Open Items Only option, enter the first day of that month in the From Due Date field, and enter the last day of that month in the To Due Date field. Note. To reprint an invoice that is associated with an open item, a record must exist in PeopleSoft Receivables with an open status for the corresponding invoice. Invoices in the Pending Items table that have not been loaded to PeopleSoft Receivables are not available for reprint.
From Due Date and To Due Date	Enter a date range to search for invoices with an associated due date that falls within the specified date range values. The dates that you enter are inclusive. Note. If you define a due date range, you must define a value for both the From Due Date and the To Due Date fields.
From Invoice Date and To Invoice Date	Enter a date range to search for invoices with an associated invoice date that falls within the specified date range values. The dates that you enter are inclusive. Note. If you define a invoice date range, you must define a value for both the From Invoice Date and the To Invoice Date fields.
EDI Invoice Options (electronic data interchange invoice options)	Select the EDI setting. Options are: <i>EDI Only:</i> Create the invoice in EDI format only. <i>EDI and Print:</i> Create the invoice in EDI format and prints a hard copy. <i>Print Only:</i> Print the invoice in hard copy only. This setting affects only bills for which you define the bill to media as EDI on the Standard - Address Info page.
Language	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. The system determines which bill line description to use when printing invoices. It uses the bill line fields (IDENTIFIER, IDENTIFIER_TBL, and LANG_DESCR_OVR) in combination with the Specified/Recipient's run control fields to print bill line descriptions in the correct language.
	The Bills To Be Processed button appears on several pages in PeopleSoft Billing.

See Also

[Chapter 6, “Entering Bills Online,” Reviewing Bill Summary Information, page 139](#)

[Chapter 6, “Entering Bills Online,” Accessing Bill Header Address Information, page 109](#)

Understanding the Pre-process and Finalization Process (BIIVC000)

The Pre-process and Finalization process (BIIVC000) handles two functions. You determine which function to run when you initiate this process.

This section discusses:

- Pro Forma pre-processing.
- Finalization processing.
- Platform specific statements.
- Error codes used by the Pro Forma Pre-process and Finalization process.

Pro Forma Pre-Process Function

When BIIVC000 is used to perform the Pro Forma function, this process handles the pre-processing steps necessary to prepare a bill for pro forma printing. The Pro Forma Pre-process function performs a subset of the steps that occur in the Finalization function to deliver a preliminary view of the invoice before you finalize the bill.

The Pro Forma Pre-process function applies current information to the bill, updating the bill to provide a preliminary view of the bill as though the bill was prepared for invoicing. Specifically, the system performs the following tasks:

- Sequences bill lines by using the user-defined, sort by option, or according to the invoice line numbers that you define manually during bill entry.
- Calculates taxes by line according to current line values and tax rates.
- Updates the bill header invoice amount to include currently calculated taxes.
- Calculates the due date and updates the bill header with this value.
- For invoices in euro-participating currencies, converts the invoice amount to the euro currency so that the amount can be displayed on printed invoices in both currencies.

Always run the Pro Forma Pre-process function before producing a pro forma invoice printout of the bill so that sorting and taxes are current and the due date is calculated.

You can process a bill through the Pro Forma Pre-process function as often as you want while you are preparing the bill for customer invoicing.

Single Pro Forma Process (BIIVC100)

You can run the Single Pro Forma process (BIIVC100) by clicking the Generate Pro Forma button on the standard billing pages to initiate a single bill pro forma. The Single Pro Forma process is the same as BIIVC000, except that all finalization processes have been removed. As this process initiates a single pro forma only, the performance is significantly increased.

Finalization Function

Before you can finalize a bill, the bill must be in *RDY* status. To change the status of a limited number of bills, use the Standard Billing - Header - Info 1 page or the Create Consolidated Header - Header page. To change the status of a large number of bills at the same time, use the Status Change page.

BIIVC000 uses the Finalization function to process a bill through all of the necessary steps needed to invoice the bill. Once a bill has been successfully finalized, the Finalization function changes the bill's status to *INV* (invoiced). You cannot make any further changes to the bill.

Note. The Finalization function changes the status of credit card bills to *FNL* (finalized), not to *INV*.

The Finalization function performs the following tasks:

- Sequences bill lines by the user-defined sort by option, or according to the invoice line numbers that you define manually during bill entry.
- Calculates taxes by line according to current line values and tax rates.
- Updates the bill header invoice amount to include currently calculated taxes.

The system does not calculate taxes or VAT for a bill line when the bill line's tax timing option (populated by PeopleSoft Contracts) is defined as *S* (taxes on services rendered).

- Calculates due date and updates the bill header with this value.
- Changes bill status from *RDY* (ready) to *INV*.
- Updates the invoice date with the appropriate value for the bill, the run control, or the current date.

If you define the invoice date on the Process Scheduler Request page, the system edits the date for an open accounting period and issues a warning on the Process Scheduler Request page if the date falls outside the period currently open in PeopleSoft General Ledger.

- Updates the date invoiced with the current date.
- Updates the invoice print setting with the status *Printed* for bills where the invoice form ID specifies a nonprinting form.

(If no printing is expected on this bill, the print status is *Complete* upon finalization.)

- For credit card bills, generates credit card authorization requests and changes the status of the bill to *FNL*, instead of *INV*.
- Updates last maintenance user ID and last update date and time.
- For invoices in euro-participating currencies, converts invoice amount to the euro currency so that the amount appears on printed invoices in both currencies.
- Creates EDI request entries for bills by EDI using XML technology.

Note. Use the Message Log page to review the results of this process online.

See Also

[Chapter 32, “Managing PeopleSoft Billing Utilities,” Changing Bill Status, page 584](#)

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Platform-Specific Statements

Because the ROUND and DATETIME functions differ from platform to platform, the system creates the following platform-specific sections:

DBSPEC	DAY-related statement.
DBSPEC05, 06, 07, 08	Due date calculation.
DBSPEC10, 11	ROUND function for tax calculation without VAT.
DBSPEC25, 26	ROUND function for tax calculation with VAT.

Error Codes Used by the Pro Forma Pre-process and Finalization Process

Edit checks included in the Pro Forma Pre-process and Finalization process identify when bills are ready to be finalized. The following error codes are issued to BI_HDR and BI_LINE for edit errors and processing errors:

1000	AVP Error.
1050	Ship To geocode Not Numeric.
1055	Ship From geocode Not Numeric.
1060	Order Acc geocode Not Numeric.
1110	Missing Ship To Cust ID.
1111	Invalid Ship To Cust Addr.
1112	Invalid HDR Ship To Cust Addr.
1120	Invalid Ship From Bus Unit.
1121	Invalid Ship From Bus Unit Loc.
1122	Invalid Ship From Location.
1123	Missing Inventory BU Location.
1130	Missing Order Mgmt Bus Unit.
1131	Invalid Ord Mgmt Bus Unit Loc.
1132	Invalid Business Unit Loc.

1140	Order Accept Address not found.
1141	Order Origin Address not found.
1200	Line(s) contain error.
1210	Attached Bill(s) contain error.
1220	Consolidation group has error.
1300	Missing active Remit To Address.
1310	Missing active Bill To Address.
1350	Missing active Payment Terms.
1360	Missing active Distribution CD.
1380	Error calculating Due Dates.
2040	Invalid Tax Vendor Supplied.
2041	Invalid action supplied.
2042	Ship To address required.
2043	No Geocode found -ShipTo ZIP.
2044	Invalid ShipTo Geocode.
2045	No Geocode found - ShipFr ZIP.
2046	Invalid ShipFrom Geocode.
2047	No Geocode found - Ord Acc ZIP.
2048	Invalid Ord Accept Geocode.
2050	Error calculating tax.
2051	No Tax Provider Install data.
2100	Invalid Tax Code.
2150	Invalid Tax Authority Code.
2160	Incomplete Header VAT Defaults.
2170	Incomplete Line VAT Defaults.
2500	Missing Intrastat NatureOfTxn1.
2510	Missing Intrastat NatureOfTxn2.
2520	Missing Intrastat Fiscal Regm.
3000	Missing EDI Profile.
3100	Document Sequence Error.
3110	Missing DOC TYPE on Billing BU.

3500	Missing Currency Rate Type.
3530	Missing Euro exchange rates.

Running the Pro Forma, Finalize and Print, and Reprint Processes

This section provides an overview of examples of the Pro Forma function, the Finalize and Print job, and reprint processes and discusses how to:

- Print pro forma invoices.
- Finalize and print invoices.
- Reprint invoices.

Note. When printing a pro forma invoice or an actual invoice, if you don't select the process in the Process Scheduler Request page that matches the invoice form that you selected during bill entry, the invoices will not print. If, for example, you selected *Landscape* as the invoice form on the Standard Billing - Header - Info 1 page, you must select the process with the corresponding invoice form on the Process Scheduler Request page. For this example, the correct selection is *Print Landscape Invoices* (the BIIVCLN process).

Note. For best performance, populate the Business Unit field on the Generate Invoices run control pages when possible.

Pages Used to Run the Pro Forma, Finalize and Print, and Reprint Process

Page Name	Object Name	Navigation	Usage
Pro Forma,, Finalize and Print, , Reprint Invoices	RUN_BI_PRNTIVC	• Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	Establish parameters for printing or reprinting pro forma invoices or actual invoices.
Bills To Be Processed	BI_BILL_LIST_SPB	Click the Bills To Be Processed button located on multiple pages.	View all the bills in the range selection. The bills reflect the options that you define on the main page. Depending on how you access the page, some fields may not appear.
Pro Forma - Print Options	RUN_BI_PROFORM_OPT	• Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Print Options • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Print Options • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices, Print Options	Define parameters for printing or reprinting a pro forma invoice.

Page Name	Object Name	Navigation	Usage
Finalize and Print - Print Options	RUN_BI_ADV_OPT	• Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Print Options • Billing, Generate Invoices, Consolidated, Single Action Consolidation, Print Options • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Print Options • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice, Print Options	Define parameters for printing or reprinting an invoice.

Printing Pro Forma Invoices

Access the Pro Forma page.

Define your run control parameters. The system selects only bills with the status of non-*INV* (non-invoiced) and non-*FNL* (non-finalized) for running pro formas.

Alternately, you can click the Generate Pro Forma Invoice button in standard billing or bill summary.

Finalizing and Printing Invoices

Access the Finalize and Print page.

Define the run control parameters. The system selects only bills with the status *RDY* for running the Finalize and Print job.

Alternatively, you can click the Generate Invoice button in standard billing or bill summary. When you initiate the Finalize and Print job using this button, the system includes the Currency Conversion process (BICURCNV).

See Also

Chapter 6, “Entering Bills Online,” Reviewing Bill Summary Information, page 139

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Reprinting Invoices

Access the Reprint Invoices page.

When you use this page to reprint and invoice, the invoice looks like the original and does not go through the finalization process again. The system selects only bills with the status of *INV* that have already been printed. These parameters are the same for reprints, as if you were running the original invoices.

Note. When you reprint an invoice, you can select current addressing information for the invoice as an alternative to the addressing information that was in effect at the time of invoicing.

To reprint Crystal invoices, go to the Reprint Invoices page and run the Process Extract Table Invoices process (BIIVCEN) from PeopleSoft Process Scheduler. Then go to the Print Crystal Invoices page to print out the Crystal reports.

Note. Reprint functionality is not supported for invoices from PeopleSoft Grants when a value is defined on the bill header for the Letter of Credit ID (LC_ID) field and the Letter of Credit Document ID (LOC_DOC_ID) field.

Note. To reprint an attached invoice without reprinting an entire consolidated invoice, select the Include Attached Bills option on the Reprint Invoices page. Do not select this field if you want to filter out attached invoices from your selection criteria.

Understanding Examples of the Pro Forma Function, the Finalize and Print Job, and Reprint Processes

With PeopleSoft Billing, invoicing is not limited to a single business unit. You can finalize and print bills from multiple business units and multiple range selections, all in a single run. For example, you can invoice all bills added on or after a certain date within multiple business units. You can invoice all bills for a certain customer within multiple business units. You can further qualify the selection of an invoice run by bill type or bill source. You can invoice all bill types or bill sources within multiple business units. In addition, you can leave the business unit option blank and invoice all bills for a particular customer, for a particular bill type or source, or for many other range selections.

The following examples demonstrate how you can take advantage of this flexibility. These examples use the Finalize and Print page.

Example of Processing a Single Invoice Range Selection for Two Business Units

Suppose that you want to process all bills for one customer in two business units. You need to set up two occurrences—one for each business unit that you want to process.

To process a single invoice range selection for two business units:

1. Enter the first business unit.
2. Select Cust ID (customer identification) in the Range Selection group box.
Enter a customer ID in the Customer field.
3. Insert a row to set up the second occurrence.
Click the insert row button.
4. Enter the second business unit.
5. Select Cust ID in the Range Selection group box.
In the Customer field, enter the same customer ID as in step 2..
6. Click the Bills To Be Processed button to access the Bills To Be Processed page, where you can view a summary of the bill or group of bills in the range selection to be processed.

7. Click Run.

The Process Scheduler Request page appears.

8. Select the appropriate billing process on the Process Scheduler Request page:

Select the Finalize and Print job (BIJOB01) to run several processes at once. If you run the listed processes individually, you must run them one at a time and in the correct order.

9. Click OK to run the selected process.

Example of Processing Multiple Invoice Range Selections for the Same Business Unit

Suppose that you want to invoice a range of bills in a single business unit and bills from PeopleSoft Order Management in the same business unit. You need to set up several occurrences—one for each range selection that you want to process.

To process multiple invoice range selections for the same business unit:

1. Enter a business unit.
2. Select Invoice ID in the Range Selection group box.
3. Enter the invoice range in the From Invoice and To Invoice fields.
4. Click Save.
5. Insert a row to set up the second occurrence.

Click the insert row button.

6. Enter a business unit.
7. Select Bill Source in the Range Selection group box.
8. Enter a value in the Source field.

Enter *PS-OM* (for PeopleSoft Order Management) in the Source field

If an invoice falls within more than one range selection, then the system processes it with the defaults from the first range selection that contains the invoice.

9. Click the Bills To Be Processed button to access the Bills To Be Processed page, where you can view a summary of the bill or group of bills in the range selection to be processed.
10. Click Run.

The Process Scheduler Request page appears.

11. Select the appropriate billing process on the Process Scheduler Request page.

Select the Finalize and Print job (BIJOB0) to run several processes at once. If run the listed processes individually, you must run them one at a time and in the correct order.

12. Click OK to run the selected process.

Example of Processing a Range of Bills for All Business Units

Suppose that you want to invoice all bills entered since December 1, 1997, regardless of the business unit.

To process a range of bills for all business units:

1. Select Date in the Range Selection group box.

2. Leave the Business Unit field blank.
3. Specify a date in the Bills Added On or After field.
Enter the date as *12-01-97*. Because you haven't specified a business unit, the system invoices all bills in this date range for all business units.
4. Click the Bills To Be Processed button to access the Bills To Be Processed page, where you can view a summary of the bill or group of bills in the range selection to be processed.
5. Click Run.
The Process Scheduler Request page appears.
6. Select the appropriate billing process on the Process Scheduler Request page.
Select the Finalize and Print job (BIJOB01) to run several processes at once. If you run the listed processes individually, you must run them one at a time and in the correct order.
7. Click OK to run the selected process.

Example of Processing Invoices With the System Date as the Invoice Date

Suppose that you are scheduling invoices to run at the end of the month for the next six months.

To use the current system date at the time of processing as the invoice date:

1. Select Processing Date in the Invoice Date Option group box.
This command ensures that the current system date at the time of processing is used as the default invoice date for the bills in this run control.
2. Select Bill Cycle in the Range Selection group box.
3. Enter *MTH-END* as the cycle ID.
4. Click the Bills To Be Processed button to access the Bills To Be Processed page, where you can view a summary of the bill or group of bills in the range selection to be processed.
5. Click Run.
The Process Scheduler Request page appears.
6. Select Server in the Run Location group box, and select the appropriate server from the drop-down list box.
7. Select a date and time for the run control.
Schedule the run control on the last day of every month in the Run Date/Time group box.
When the bills in the run control are processed, the invoice date is automatically set to the last day of the month. You don't have to update the invoice date on the run control each month. If you entered an invoice date on the bill itself (on the Bill Header page), that date appears on the invoice. If you left this field blank, then the system uses the system date as the invoice date.
8. Select the appropriate billing process on the Process Scheduler Request page:
Select the Finalize and Print job (BIJOB01) to run several processes at once. If you run the listed processes individually, you must run them one at a time and in the correct order.
9. Click OK to run the selected process.

Running the Consolidated Pro Forma Function, the Consolidated Finalize and Print Job, and Consolidated Reprint Processes

You run consolidated pro formas and consolidated invoices separately from all other invoice activity using the Pre-process and Finalization process.

This section discusses how to:

- Print consolidated pro forma invoices.
- Finalize and print consolidated invoices.
- Reprint consolidated invoices.

Note. Consolidated bills only print as invoices if the invoice layout IDs are the same. For example, you can't consolidate bills if one has portrait layout and the other is landscape. If you have difficulty printing consolidated invoices, detach the bills, change the invoice layout IDs to a common value, and then attach the bills to the consolidated header again.

Important! When printing, if you don't select the process on the Process Scheduler Request page that matches the invoice form that you selected during bill entry, the invoices will not print. If, for example, you selected *Landscape* as the invoice form on the Standard Billing - Header - Info 1 page, you must select the process with the corresponding invoice form on the Process Scheduler Request page. In this example, the correct selection is *Print Landscape Invoices* (the BIIVCLN process).

See Also

[Chapter 6, "Entering Bills Online," Attaching and Detaching Bills to the Consolidated Bill Header, page 145](#)

[Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 96](#)

Pages Used to Run the Consolidated Pro Forma Function, the Consolidated Finalize and Print Job, and Consolidated Reprint Processes

Page Name	Object Name	Navigation	Usage
Consolidated Final and Print, and Consolidated Pro Forma	RUN_BI_PRNTIVC_CON	- Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print - Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma - Billing, Generate Invoices, Consolidated, Single Action Consolidation	Establish parameters for printing consolidated pro forma invoices and actual invoices.
Consolidated Pro Forma - Print Options	RUN_BI_PROFORM_OPT	- Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Print Options - Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Print Options - Billing, Generate Invoices, Non-Consolidated, Reprint Invoices, Print Options	Define parameters for printing or reprinting a pro forma invoice.
Consolidated Final and Print - Print Options	RUN_BI_ADV_OPT	- Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Print Options - Billing, Generate Invoices, Consolidated, Single Action Consolidation, Print Options - Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Print Options - Billing, Generate Invoices, Non-Consolidated, Single Action Invoice, Print Options	Define parameters for printing or reprinting an invoice.

Page Name	Object Name	Navigation	Usage
Consolidated Reprint Invoices	RUN_BI_PRNTIVC	• Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	Establish parameters for reprinting consolidated pro forma invoices and actual invoices.
Consolidated Reprint Invoices - Print Options	RUN_BI_ADV_OPT_PRE	Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices - Print Options	Define parameters for reprinting a consolidated invoice.
Bills To Be Processed	BI_BILL_LIST_SPB	Click the Bills To Be Processed button located on multiple pages.	View all bills in the range selection. The bills reflect the options that you define on the main page. Depending on how you access the page, some fields may not appear.

Printing Consolidated Pro Forma Invoices

Access the Consolidated Pro Forma page.

Select the parameters in the Range Selection group box. These parameters are the same for consolidated pro forma invoices or consolidated invoices, and the control the range of consolidated bills that you want to print at this time.

Once you select the consolidated bill header, all attached bills are processed regardless of whether they fall in the range. The system processes all non-INV or FNL status bills for running pro forma invoices.

See Also

Chapter 6, “Entering Bills Online,” Attaching and Detaching Bills to the Consolidated Bill Header, page 145

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Finalizing and Printing Consolidated Invoices

Access the Consolidated Final and Print page.

Select the parameters in the Range Selection group box. These parameters are the same for consolidated pro forma invoices and consolidated invoices, and they control the range of consolidated bills that you want to print at this time.

Once you select the consolidated bill header, all related bills are processed regardless of whether they fall in the range. The system also retrieves only bills with the status *RDY* for running the Consolidated Final and Print process.

Consolidated Reprint Invoices Page

Access the Consolidated Reprint Invoices page.

When you reprint consolidated invoices using this page, the consolidated invoices look like the originals and the system does not run the finalization process again.

Distributing Invoices Using SQRs

You can generate printed invoices using SQRs. You can update database field values and print invoices in one step using SQR processes. With SQRs, the bill is marked as printed as soon as the SQR process prints the bill.

To generate printed invoices using SQRs, run the print processes from the Pro Forma, Finalize and Print, and Single Action pages. Use the same process to print consolidated invoices as you do for printing regular invoices.

Use the following processes to print SQR invoices:

Process	Output
BIIVCPN	Portrait invoices.
BIIVCLN	Landscape invoices.
BIIVCPC	Portrait consolidated invoices.
BIIVCLC	Landscape consolidated invoices.

Distributing Invoices Using Crystal Reports

This section discusses how to generate Crystal reports.

PeopleSoft Billing delivers the following Crystal Reports invoice examples with the demonstration database.

Process	Invoice Example
BIPRNT00	CRYSTAL - Invoice
BIPRNC00	CRYSTAL - Invoice Consolidated
BIPRNC02	PS/OM - Order Management Invoice Consolidated
BIPRNT02	PS/OM - Order Management Invoice
BIPRNT01	PS/PC - Projects Invoice
BICA	PS/CA - Contracts Invoice
BIPSA01	PS/PSA01 - Projects by Employee
BIPSA02	PS/PSA02 - Projects by Activity
BIPSA03	PS/PSA03 - Project Detail

You can use these examples as a starting point for designing and creating your own Crystal Reports invoice formats.

To print Crystal Reports invoices:

1. Run the print extract process called BIIVCEN from the Pro Forma, Finalize and Print, or Single Action pages.

Use the same process to print consolidated invoices as you do for printing regular invoices. This SQR program extracts the invoice information into temporary extract tables so that it is structured to enable Crystal Reports to print the invoices. This program also updates the bill's Invoice Printed field on the Bill Summary Info page to show that the bill has been extracted. BIIVCEN cannot whether the bill has been printed by Crystal Reports because Crystal Reports cannot update the bill's characteristics.

2. Run a Crystal report that prints the Crystal Reports invoice.

Note. Periodically delete the billing information from the Crystal Reports extract tables. Otherwise, too many rows accumulate and processing slows significantly. To maintain the extract tables, use the Delete Extract Bills page and the Workflow/Batch Parameters page.

See Also

[Appendix D, "PeopleSoft Billing Reports," page 627](#)

[Chapter 6, "Entering Bills Online," Reviewing Bill Summary Information, page 139](#)

[Chapter 4, "Structuring Bills," Using Workflow Processes in PeopleSoft Billing, page 71](#)

[Chapter 32, "Managing PeopleSoft Billing Utilities," Deleting Extract Bills, page 583](#)

Pages Used to Distribute Invoices Using Crystal Reports

Page Name	Object Name	Navigation	Usage
Single Action Invoice, , Finalize and Print, , Pro Forma	RUN_BI_PRNTIVC	• Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	Run the BIIVCEN process to extract invoice information into temporary extract tables.
Print Crystal Invoices	RUN_BI_PRNTEXT	Billing, Generate Invoices, Reports, Print Crystal Invoices	Establish process parameters for running Crystal Reports invoices.

Generating Crystal Reports

To print Crystal reports:

1. Access the Print Crystal Invoices page.
2. Specify the from and to process instances of the Process Extract Table Invoices process, which you run during the first step of printing Crystal Reports invoices.

When you initiate the SQR extract process to extract the invoice print information, the system automatically populates these fields.

3. Click Run to access the Process Scheduler Request page.

The Crystal Reports invoices that you can print appear in the Description column. The invoice form ID precedes the name of each Crystal Reports invoice example. To determine which invoices to print, refer to the Process Extract Table Invoices process report, which summarizes (by invoice form ID) the invoices that were processed.

Note. You must run Crystal reports on a Windows NT server.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Distributing Invoices Using EDI

EDI is the mechanism by which business data is transferred between a trading partner and a business application. A trading partner can be either a specific target organization, such as a vendor or a customer, or a specific application such as PeopleSoft Billing. To integrate with third-party trading partners, merchants, and other external systems more effectively, PeopleSoft includes Application Messaging as an integration tool.

PeopleSoft Billing supports a single Publish Outbound Transaction: Billing Invoice Notice. Use the Publishing Outbound Messages page to initiate an EDI outbound message process. You can select from the listed outbound transactions to launch a transaction-specific process page.

See Also

Chapter 33, “Processing EDI Transactions in PeopleSoft Billing,” page 589

Running Single-Action Jobs for Regular and Consolidated Invoices

If your business practices mandate that the invoice finalization process and load to receivables, general ledger, and payables always coincide, use the single-action option. Single-action jobs link the finalization and print processes, currency conversion, Pre-Load, Load GL Accounting Entries, Load AR Pending Items and Generate AP Vouchers processes so that running a single-action jobs sets off these processes to run serially.

Note. If you run single-action jobs most of the time but occasionally finalize invoices separately, you may have more invoices post to the receivables system and the general ledger than you finalized after running a single-action job.

You can run single-action jobs for regular and consolidated invoices.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” page 391

Chapter 19, “Using Commitment Control Accounting In PeopleSoft Billing,” page 441

Pages Used to Run Single-Action Jobs for Regular and Consolidated Invoices

Page Name	Object Name	Navigation	Usage
Single Action Invoice	RUN_BI_PRNTIVC	- Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices - Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print - Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma - Billing, Generate Invoices, Non-Consolidated, Reprint Invoices - Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	Establish parameters for printing invoices using single-action processes.
Single Action Consolidated - Print Options, , Single Action Invoice - Print Options	RUN_BI_ADV_OPT	- Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Print Options - Billing, Generate Invoices, Consolidated, Single Action Consolidation, Print Options - Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Print Options - Billing, Generate Invoices, Non-Consolidated, Single Action Invoice, Print Options	Define parameters for printing an invoice using single-action processes.
Single Action Consolidation	RUN_BI_PRNTIVC_CON	- Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print - Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma - Billing, Generate Invoices, Consolidated, Single Action Consolidation	Establish parameters for printing consolidated invoices using single-action processes.

Page Name	Object Name	Navigation	Usage
Bills To Be Processed	BI_BILL_LIST_SPB	Click the Bills To Be Processed button located on multiple pages.	View all bills in the range selection. The bills reflect the options that you define on the main page. Depending on how you access the page, some fields may not appear.

Running Single-Action Processes for Non-Consolidated and Consolidated Invoices

To finalize and distribute an invoice using a single action, access the Single Action Invoice page or the Single Action Consolidation page for consolidated invoices. The system processes only *RDY* bills for running invoices. These parameters are the same for reprints as they are for running the original invoices.

Note. Because single action invoicing runs a number of processes in a single action, you specify processing options for all processes on one run control page. This eliminates the need to navigate to different pages to set up the processing options.

Posting Action

Required by the Load AR process to update the Receivables Update process, which uses this data to process the pending receivables items that the Load AR process created.

- Select *Do Not Post* to view the pending items online before the Receivable Update process in PeopleSoft Receivables processes them.
- Select *Batch Standard* to post to accounts receivable during the next run of the PeopleSoft Receivables Receivable Update process.

Run

Click to access the Process Scheduler Request page. Select the Single Action Invoice job (BIJOB03) to run the listed processes simultaneously. Select BIJOB03K to include the Commitment Control process. Select the Single Action Consolidation job (BIJOB04) to run the listed processes simultaneously for consolidated invoices. Select BIJOB04K to include the Commitment Control process. To run the listed processes individually, run them one at a time in the correct order.

Note. The following three columns on the Bills To Be Processed page do not appear on the Single Action Invoice page: Primary, PrtCustLab (print custom label), and Custom Label. They are options for the Pro Forma function and the Reprint function, which also access this page.

See Also

[Chapter 15, “Generating Invoices,” Running the Consolidated Pro Forma Function, the Consolidated Finalize and Print Job, and Consolidated Reprint Processes, page 378](#)

[Chapter 33, “Processing EDI Transactions in PeopleSoft Billing,” page 589](#)

Selecting a Default Print Format

Portable Document Format (PDF) is the delivered default print format for PeopleSoft Internet Architecture. In prior PeopleSoft releases, HP LIS was the delivered default format.

The delivered sample SQR invoices in PeopleSoft Billing appear differently in PDF format than in HP LIS format. Therefore, you should review and evaluate these differences before deciding which format best suites your invoice print needs.

You can use two methods for printing delivered SQR invoices in HP LIS format:

- Select *HP* in the Format field on the Process Scheduler Request page.
- Override the system-delivered default format.

Note. If you print invoices using the standard billing and bill inquiry pro forma and invoice buttons, the invoice prints automatically using defaults, and the Process Scheduler Request page does not appear.

Overriding the System Default Format

You can configure the system installation to make HP LIS the default print format for all SQR invoice printing.

To configure the system to make HP LIS the default print format:

1. Select PeopleTools, Process Scheduler, Process Types.
2. Search by the process type *SQR Report%* and click the Search button.
3. In the returned results, select the operating system and database type that corresponds to your environment.
4. On the Type Definition page, copy the entire value of the Parameter List field.
5. Select PeopleTools, Process Scheduler, Processes.
6. Search by the process type *SQR Report%* and click the Advanced Search button.
7. Enter *BIIVCPN* in Process Name field and click the Search button.
8. Select the *BIIVCPN* entry that appears.
9. On the Process Definitions - Override Options page, select *Override* in the Parameter List field and paste in the value of the Parameter List field from the Type Definition page that you copied in Step 4.
10. Search for the string *OF %%OUTDESTFORMAT%%* and change this to a value *OF 4*.
11. Click Save.

The system now uses the HP LIS output format every time that you run SQR BIIVCPN. You can follow these same steps for the remaining SQR pro forma and invoice print reports: BIIVCLN, BIIVCLC, and BIIVCPC.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Running the Invoice Register Process and the Consolidation Register Process

After you produce invoices, you can run the Invoice Register process or the Consolidation Invoice Register process. These processes register invoice activity that has occurred in the system. You control which bills appear on the registers by setting certain parameters.

This section discusses how to define the parameters for the Invoice Register process and the Consolidated Invoice Register process.

Pages Used to Run the Invoice Register Process and the Consolidated Invoice Register Process

Page Name	Object Name	Navigation	Usage
Invoice Register Process	RUN_BI_IVCRGSTR	- Billing, Generate Invoices, Reports, Invoice Register - Billing, Generate Invoices, Reports, Consolidated Register, Consolidation Register	Enter parameters used to create the Invoice Register by Invoice Number report and the Invoice Register by Customer Name report.
Consolidation Register Process	RUN_BI_IVCRGSTR	- Billing, Generate Invoices, Reports, Invoice Register - Billing, Generate Invoices, Reports, Consolidated Register, Consolidation Register	Enter parameters used to create the Consolidation Register report.

Defining the Parameters for the Invoice Register Process and the Consolidated Invoice Register Process

Access the Invoice Register process page or the Consolidation Register Process page, as applicable.

Final Date Range	Enter the start date and end date, including the run dates of the finalized invoices that you want to review on the report.
Bill Cycle	Provide the cycle ID for the cycle in which the invoices were finalized. This is not a valid option on the Consolidation Register page.

Inquiring About a Process Instance

You can inquire about a specific process instance using the Process Monitor.

Page Used to Inquire About a Process Instance

Page Name	Object Name	Navigation	Usage
Process Monitor	PROCESSMONITOR	PeopleTools, Process Scheduler, Process Monitor	Review the status of a specific process instance.

Inquiring About the Progress of a Process

You can inquire about a process that's in progress on the In Progress Log page.

Page Used to Inquire About the Progress of a Process

Page Name	Object Name	Navigation	Usage
In Progress Log	BI_IN_PROGRESS_LOG	Billing, Review Processing Results, In Progress Log	Inquire about the progress of a process.

Inquiring About Individual Invoice Errors

You can inquire about individual invoice errors, at either the header level or the line level.

Page Used to Inquire About Individual Invoice Errors

Page Name	Object Name	Navigation	Usage
Invoice and Line Errors	BI_ERR_BY_INV	Billing, Review Processing Results, Review Invoice Errors, Invoice and Line Errors	Inquire about individual invoice errors, either the header level or the line level.

Reviewing Invoice Errors at the Header and Line Level

Access the Invoice and Line Errors page.

Invoice Error	Displays the entire error message if the error pertains to the entire invoice or the header level. The rest of the page is blank. If the error is a line error, this field displays the message <i>Line(s) contain error</i> , and the system populates the remaining fields with corresponding messages for each line containing an error.
Error	Displays the error code.
Error Message	Displays specific information about the error.
Last Updt (last updated)	Displays the date the bill line was last updated.

Restarting the Pro Forma Pre-process and Finalization Process

You need to restart the Pro Forma Pre-process and Finalization process if you attempted to create a pro forma invoice or actual invoice for a bill, and the process didn't run successfully. Before restarting, correct the problem that caused the failure. Bills remain in the system until you restart the process and the process runs successfully.

Use the In Progress Log page to see whether the bill processed successfully.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Application Engine

CHAPTER 16

Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing

This chapter provides an overview of table loading methods for processing subsequent to finalization and discusses how to:

- Run the Currency Conversion Process (BICURCNV).
- Run the Pre-Load process (BIPRELD).
- Correct combination edit process errors.
- Run the Load AR Pending Items process (BILDAR01).
- Run the Load GL Accounting Entries process (BILDGL01).
- Run the Generate AP Voucher (generate accounts payable vouchers) process (BIGNAP01).

Understanding Table Loading Methods for Processing Subsequent to Finalization

PeopleSoft Billing provides two methods for loading tables for subsequent processing by receivables, general ledger, and accounts payable systems. The first method enables you to invoice and load to AR, GL, and AP in a single action for regular and consolidated bills. The Billing Currency Conversion process (BICURCNV)—which is mandatory regardless of whether you’re using multiple currencies—and the Billing Pre-Load Process (BIPRELD) are automatically included in the single action job.

The second method enables you to load to AR and GL, or generate AP vouchers as a separate action from generating invoices for regular and consolidated bills. It enables you to run invoicing process more often than you load information for AR, GL, and AP system processing. When running these processes individually, you must first run the Currency Conversion process and the Pre-Load Process before loading to AR or GL. The Load to AR and GL processes require that the base currency amounts are calculated by the Currency Conversion process and that accounting entries are staged by Pre-Load process. It is not necessary to run the Currency Conversion or Pre-Load processes before running the Generate AP Vouchers process (BIGNAP01).

See Also

Chapter 15, “Generating Invoices,” Running Single-Action Jobs for Regular and Consolidated Invoices, page 384

Common Elements Used in This Chapter

Business Unit

Specify the business unit of the invoices that you want to include in the Currency Conversion process. Leave this field blank to include invoices in the range selection in all business units. Use the adjacent field to narrow the scope of the bills that you select by status. Select from the following:

Estimate and Finalize: Selects invoices in all statuses, except for the status of *CAN* (cancel).

Estimate: Selects invoices in *NEW*, *RDY* (ready), *HLD* (hold), and *PND* (pending) statuses (excludes *FNL* and *INV*).

Finalize: Selects invoices in *INV* (invoice) and *FNL* (final) statuses only.

Invoice Date Option

Available for entry only when you select *Estimate and Finalize* or *Estimate*.

This option sets the invoice date on the bill only if it is blank to begin with. If you entered an invoice date on the bill itself, that date takes precedence over anything that is entered on the run control. This date is used for currency calculations.

Processing Date

Select to use the current system date at the time of processing as the default invoice date for the bills. If you schedule invoices to run at the end of the month for the next six months, for instance, the system automatically sets the invoice date to the last day of each month when the bills in the run control are processed. You don't have to update the invoice date on the run control every month.

User Define

Select if you want a date other than the current system date to be used and enter that date in the adjacent field. The system uses the date that you enter here as the invoice date whenever this run control is processed.

Posting Action

A parameter that the PeopleSoft Receivables Receivable Update process uses to indicate if the group of pending items is processed automatically. Select from the following:

Do Not Post: Do not process in the next PeopleSoft Receivables Receivable Update run. Select this option if you want to view the pending items online before Receivable Update processes.

Batch standard: Post in PeopleSoft Receivables during the next Receivable Update run.

Print Load AR Report

Select to generate a report listing all pending items that were processed by previous Load AR Pending Items process.



Click the Exchange Rate Detail button to access the Exchange Rate Detail page.

Running the Currency Conversion Process (BICURCNV)

This section provides an overview of the Currency Conversion process, provides instructions for regular and consolidated invoices, and provides information about:

- Error codes used by the Currency Conversion process.
- Platform-specific statements in the Currency Conversion process.
- Currency precision rounding.

Understanding the Currency Conversion Process (BICURCNV)

Currency conversion calculates base currency and euro currency amount values and stores them in the PeopleSoft Billing tables with the amounts in the bill transaction currency. The calculations can be performed on bills that are not yet finalized by storing the converted amounts as estimated values, and on finalized bills to calculate final converted values, which are needed by subsequent processes such as the Load AR and Load GL processes.

If you process bills using a cycle billing approach rather than a single action approach, invoicing and printing your the throughout each day but loading to accounts receivable and general ledger (GL) less frequently (perhaps weekly or monthly), you may choose to schedule periodic runs of currency conversion (perhaps daily at the end of the day) to finalize currency conversions for any newly invoiced bills. Doing so enables you to defer currency conversion to an after-hours schedule but still have it performed well in advance of scheduled runs that Load to AR or Load to GL.

The Billing Currency Conversion process (BICURCNV) is automatically included in several jobs, including Currency Conversion & Load AR (BIJOB05), Currency Conversion & Load GL (BIJOB06), Single Action Invoice (BIJOB03), and Single Action Invoice Consolidation (BIJOB04). However, you may also elect to run it independently, using the process as a separate utility to estimate the converted currency values for uninvoiced activity prior to building new accumulation balances or for timing reasons.

Note. Unless you use a PeopleSoft Billing delivered Process Scheduler job (which automatically include the Billing Currency Conversion process), you must run the Billing Currency Conversion process prior to running the Billing Pre-Load Process, the Load AR Pending Items process or the Load GL Interface process—even if you are not using multiple currencies. This is a mandatory process.

If you use the euro or base currency amounts of accumulation balances in your processing, and you want to include uninvoiced amounts in the accumulation balances, run the Currency Conversion process to estimate the converted currency values for uninvoiced activity prior to building new accumulation balances. Select the *Estimate* option on either the Currency Conversn page or the Currency Conversn (Consol) page, and run the Currency Conversion process after you run the finalization process.

Error Codes Used by the Currency Conversion Process

Edit checks that are included in the currency conversion process identify conditions where the process could not successfully complete currency conversion. If the edit check finds an error, it flags an error condition using one of the following error codes:

1210	Attached Bill(s) contain error.
1220	Consolidation group has error.

3500	Missing currency rate type.
3510	Missing base currency code.
3520	Missing exchange rates.
3530	Missing euro exchange rates.
3540	Missing IU exchange rates.

Currency Precision Rounding

In a multicurrency environment that is defined by PSOPTIONS.MULTICURRENCY = Y the application engine function %ROUND is applied to database amount values after they are initially calculated. %ROUND is used in the following sections:

RNDPREC	Curr Precision Rounding steps.
UPDHDR	Update BI_HDR w/converted amts.

When not in a multicurrency environment, amounts are calculated to two-decimal precision.

Pages Used to Run the Currency Conversion Process (BICURCNV)

Page Name	Object Name	Navigation	Usage
Currency Conversn	RUN_BI_CURCNV	Billing, Generate Invoices, Non-Consolidated, Convert Currency Amounts, Currency Conversn	Run the currency conversion process for regular invoices.
Currency Conversn (Consol)	RUN_BI_CURCNV_CONS	Billing, Generate Invoices, Consolidated, Convert Currency Amounts, Currency Conversn	Run the currency conversion process for consolidated invoices.

Running the Currency Conversion Process (BICURCNV) for Regular and Consolidated Invoices

To run the Currency Conversion process for regular and consolidated invoices, access the Currency Conversn page or the Currency Conversn (Consol) page, as applicable.

After you define run controls and access the Process Scheduler page, select the Billing Currency Conversion job and click OK.

Running the Pre-Load Process

Run the Pre-Load process (BIPRELD) after the Currency Conversion process and before the Load AR process and the Load GL process (BILDGL01).

Note. It is not required to run the Pre-Load process prior to the Load AR process for bills with a GL level (at the system, business unit, or bill type level) that you set to *AR Creates GL Accounting Entries* or *No GL Accounting Entries* on the Installation Options - GL/AR page.

Components of the Pre-Load process include:

- Preparation of accounting information for bills that are not subject to ChartField inheritance or Inter/IntraUnit processing.
- ChartField inheritance processing.
- Centralized Inter/IntraUnit processing (including ChartField balancing).
- ChartField combination edit processing for entries that are not edited against the combo edit rules online.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

Pages Used to Initiate the Pre-Load Process

Page Name	Object Name	Navigation	Usage
Pre-Load Process	RUN_BI_PRELD	Billing, Generate Invoices, Non-Consolidated, Pre-Load Process	Initiate the Pre-Load process for nonconsolidated bills.
Consolidated - Pre-Load Process	RUN_BI_PRELD_CON	Billing, Generate Invoices, Consolidated, Pre-Load Process	Initiate the Pre-Load process for consolidated bills.

Preparing Accounting Information

The Pre-Load process performs the following functions to prepare preliminary accounting information for bills with GL levels that are defined as billing creates GL accounting entries:

1. Determines whether a bill should be processed by the Pre-Load process by checking the PRELOAD_IND field on the BI_HDR table.
2. Determines whether a bill should be processed by the ChartField inheritance processing, centralized Inter/IntraUnit processing, and ChartField combination edit processing components of the Pre-Load process by checking the CF_ACTION_FLG field on BI_HDR table.

The system populates the CF_ACTION_FLG field on the BI_HDR table if you set up ChartField inheritance options on the Inheritance Options page (CF_INHERIT_TBL) or if you select ChartField balance options on the Detail Ledger Group - InterUnit page.

Note. If you enable ChartField inheritance, and an inherited ChartField differs across bill lines, the Pre-Load process (BIPRELD) summarizes AR offset entries when the you define the AR_LVL= H and the AR_DST_OPT= H.

3. Updates PeopleSoft Billing tables with the latest distribution ID value.

4. Inserts revenue and InterUnit expense accounting entries into BI_ACCT_LN_STG.
The Load GL process (BILDGL01) uses this data to calculate recognizable revenue in the process-deferred logic. For nondeferred bills, Load GL process uses this data when moving entries from BI_ACCT_LN_STG to BI_ACCT_ENTRY.
5. Inserts into BI_ACCT_LN_STG all remaining accounting entries, including AR, DS, UAR, and STAT entries for bills where no further ChartField related processing is required.
6. Generates value-added tax (VAT) and tax accounting entries.
7. Calls the ChartField Inheritance process, Inter/IntraUnit Processor, and ComboEdit process for bills where further processing is necessary.

Note. The Pre-Load process calls the ComboEdit process only to edit accounting entries that are updated by ChartField inheritance logic (when the CF_ACTION_FLG option is defined as Y (yes)).

ChartField Inheritance Processing

The Pre-Load process calls the ChartField Inheritance process when:

- You define the GL Level on the Installation Options - Billing - GL/AR Options page as *BI Creates GL Acct Entries* (PeopleSoft Billing creates general ledger accounting entries).
- You select ChartField inheritance for the corresponding setID for the business unit.

The ChartField Inheritance process generates entries for the accounting entry types AR, UAR, DR (including that for DSC/SURC), RR (for discount and surcharge only), TX, and VAT, based on ChartField values from the source line revenue, for all bills that:

- Are selected for the run control selection parameters.
- Have ChartField balance options enabled.

Note. In PeopleSoft Billing, accounting entries generally inherit balancing ChartField values from revenue entries when inheritance options are defined as *Always Inherit* or *Inherit within Unit* on the ChartField Inheritance page. For InterUnit bills where Billing generates entries for both the bill from and bill to GL business unit, InterUnit payable entries inherit balancing ChartField values from InterUnit expense entries. When a bill originates from PeopleSoft Contracts or Projects and Billing does not manage revenue, accounting entries inherit ChartField values from unbilled revenue entries, as in this scenario the bill has no revenue entries.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

Interfacing With the Centralized Inter/IntraUnit Processor

The Pre-Load process interfaces with the Centralized Inter/IntraUnit Processor after completing the ChartField inheritance steps.

The PeopleSoft Central Inter/IntraUnit Processor:

- Selects transaction line rows from application tables according to record names and selection criteria that is supplied.
- Inserts any required inter and IntraUnit that is due to or from lines into the BI_ACCT_LN_STG table to ensure balanced entries for the transaction.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

Interfacing With the Combo Edit Process

The Pre-Load process calls the PeopleSoft General Ledger Combination Edit process to validate ChartField combinations for all generated accounting entries.

You can view and correct accounting information with ChartField combination edit errors on the Accounting Entry Correction component.

See Also

Chapter 19, “Using Commitment Control Accounting In PeopleSoft Billing,” Correcting Accounting Entries That Fail Budget Checking, page 450

PeopleSoft General Ledger 8.8 PeopleBook, “Understanding General Ledger Background Processes”

Correcting Combination Edit Process Errors

Using the Correct Staged Acctg Errors component, you can correct accounting information with combination edit errors that occur during the Pre-Load process.

Understanding When to Rerun the Pre-Load Process

You are required to run the Pre-Load process after staged accounting entry correction.

Note. You cannot make changes to the accounting entries that are in error if those entries are generated by the system through the Pre-Load process. In this scenario, you can correct the source accounting information, change the ChartField inheritance rules, or change the combination edit rules to enable the invoice to complete the Pre-Load process without error.

Note. If you select the Customer Vendor Affiliate option (BUS_UNIT_TBL_GL.CUST_VNDR_AFFILIATE = Y) on the General Ledger Definition - Definition page, the Affiliate field that is in the Correct Staged Acctg Errors component is not available for entry. The system populates Affiliate field values automatically.

Pages Used to Correct Combination Edit Process Errors

Page Name	Object Name	Navigation	Usage
Correct Staged Acctg Errors - Staged AE Summary	BI_AESTG_SUMMARY	Billing, Maintain Bills, Correct Staged Acctg Errors, Staged AE Summary	Review information that is related to the staged accounting entries, such as the ChartField, transaction amount, and relevant discount and surcharge information for the corresponding line, and apply corrections to accounting entry errors.
Correct Staged Acctg Errors - AR Header	BI_AESTG_COR_HDAR	Billing, Maintain Bills, Correct Staged Acctg Errors, AR - Header	Correct header AR accounting entries that are in error and apply the corrections.
Revenue	BI_KK_COR_REV	- Billing, Maintain Bills, Correct Staged Acctg Errors, Revenue - Billing, Maintain Bills, Correct Budget Check Errors, Revenue	Correct revenue accounting entries that are in error and apply the corrections.
Disc/Surc	BI_KK_COR_DS	- Billing, Maintain Bills, Correct Staged Acctg Errors, Disc/Surc - Billing, Maintain Bills, Correct Budget Check Errors, Disc/Surc	Correct discount and surcharge accounting entries that are in error and apply the corrections.
IU Expense	BI_KK_COR_IUE	- Billing, Maintain Bills, Correct Staged Acctg Errors, IU Expense - Billing, Maintain Bills, Correct Budget Check Errors, IU Expense	Correct InterUnit expense accounting entries that are in error and apply the corrections.
Statistics	BI_KK_COR_STA	- Billing, Maintain Bills, Correct Staged Acctg Errors, Statistics - Billing, Maintain Bills, Correct Budget Check Errors, Statistics	Correct accounting entries that are in error and apply the corrections.
Unbilled AR	BI_AESTG_COR_UAR	Billing, Maintain Bills, Correct Staged Acctg Errors, Unbilled AR	Correct unbilled AR accounting entries that are in error and apply the corrections.
IU Payable	BI_AESTG_COR_IUP	Billing, Maintain Bills, Correct Staged Acctg Errors, IU Payable	Correct InterUnit payable accounting entries that are in error and apply the corrections.

Page Name	Object Name	Navigation	Usage
Deferred Revenue	BI_AESTG_COR_DFR	Billing, Maintain Bills, Correct Staged Acctg Errors, Deferred Revenue	Correct deferred revenue accounting entries that are in error and apply the corrections.
Deferred Disc/Surc	BI_AESTG_COR_DSDFR	Billing, Maintain Bills, Correct Staged Acctg Errors, Deferred Disc/Surc	Correct deferred discount and surcharge accounting entries that are in error and apply the corrections.
AR - Line	BI_AESTG_COR_LNAR	Billing, Maintain Bills, Correct Staged Acctg Errors, AR - Line	Correct line AR accounting entries that are in error and apply the corrections.

Running the Load AR Pending Items Process (BILDAR01)

If you want the receivables system to read the accounts receivable information from the PeopleSoft Billing system—whether you use PeopleSoft Receivables or a third-party receivables system—you must load the accounts receivable pending items into a pending items table. The Load AR Pending Items process (BILDAR01) populates the pending items table for both regular and consolidated bills so that you can post invoicing information to your customers' accounts.

This section provides an overview of the Load AR Pending Items process (BILDAR01), and discusses how to:

- Run the Load AR Pending Items process for regular and consolidated invoices.
- Regenerate AR pending item reports.

Understanding the Load AR Pending Items Process (BILDAR01)

The Load AR process groups invoices by each distinct bill currency within the business unit that it is processing and inserts rows in the pending item tables. The process inserts group control information with the control counts and amounts. For VAT processing, the Load AR process inserts additional information into the pending VAT table and updates the bill header to indicate that an AR entry or entries are created for the bill.

The Load AR process performs the following steps:

1. Checks credit card authorization.
2. Builds a ChartField array to support dynamic ChartFields.
3. Inserts invoices to be processed into the Load AR temporary table.
4. Processes invoices with a GL level that is defined as AR creates GL accounting entries, grouping by currency code.
5. For all invoices with a GL level that is defined as AR creates GL accounting entries, if the AR level is defined as header is AR open item:
 - a. Formats invoice amounts as entry amounts.
 - b. Applies default entry type and entry reason if none exists on the bill header; otherwise, validates the entry type and entry reason on the bill header.

- c. Formats subcustomer qualifier fields from the bill header.
 - d. Formats various fields from the bill header.
 - e. Inserts pending item.
 - f. If the VAT declaration point is not blank, inserts to PENDING_VAT.
6. For all invoices with a GL level that is defined as AR creates GL accounting entries, if the AR level is defined as bill line is AR open item:
- a. Formats net extended amount as entry amount.
 - b. Applies default entry type and entry reason if none exists on the bill line; otherwise, validates the entry type and entry reason on the bill line.
 - c. Formats subcustomer qualifier fields from bill line.
 - d. Formats various fields from the bill line.
 - e. Inserts pending item for each line.
 - f. If the VAT declaration point is not blank, inserts to PENDING_VAT.
7. Processes invoices with a GL level that is defined as BI creates GL accounting entries or no GL accounting entries, grouping by currency code.
8. For all invoices with a GL level that is defined as BI creates GL accounting entries or no GL accounting entries, if the AR level is defined as header is AR open item:

Note. For all invoices with a GL level defined as PeopleSoft Billing creates GL accounting entries, if the AR distribution option is defined as *Use Header for Distribution*, the system does not force the AR_LVL from *H* to *L* when multiple AR offsets exist; the process creates one item containing the summarized AR offsets generated by the preload process.

- a. Formats invoice amount as entry amount.
- b. Applies default entry type and entry reason if none exists on the bill header; otherwise, validates the entry type and entry reason that is on the bill header.
- c. Formats subcustomer qualifier fields from the bill header.
- d. Formats various fields from the bill header.
- e. If the GL level is defined as billing creates GL accounting entries, looks at BI_ACCT_LN_STG to determine if pending items are created at the bill line level based on a summarized set of balanced ChartFields of accounting entry type AR and:
 Inserts a pending item into the Pending table.
 Inserts receivables distribution into PENDING_DST, retrieving ChartFields from the BI_ACCT_LN_STG table.
 If the VAT declaration point is not blank, inserts VAT information to PENDING_VAT. Additionally, inserts to PENDING_DST, retrieving ChartFields from the BI_ACCT_LN_STG table.
- f. If the AR Level is defined as *Header is AR Open Item*, the AR distribution option is defined as *Use Header for Distribution*, you have enabled ChartField inheritance, and if an inherited ChartField differs across bill lines, then the process creates one item with the summarized AR offsets generated by the BIPRELD process.

- g. If the AR Level is defined as *Header is AR Open Item*, the AR distribution option is defined as *Use Line for Distribution*, you have enabled ChartField inheritance, and if an inherited ChartField differs across bill lines, then the process creates only one item with an AR offset for each line.
- h. If the GL level is defined as no GL accounting entries:
 - Inserts pending item based on AR level of header is AR open item.
 - Inserts receivables distribution by retrieving ChartFields from BI_LINE_DST_AR.
 - If the VAT declaration point is not blank, inserts VAT information to PENDING_VAT. Additionally, inserts to PENDING_DST, retrieving ChartFields from the VAT tables.
- 9. For all invoices with a GL level that is defined as BI creates GL accounting entries or no GL accounting entries, if the AR level is defined as bill line is AR open item:
 - a. Applies default entry type and entry reason if none exists on the bill line; otherwise, validates the entry type and entry reason that is on the bill line.
 - b. Formats subcustomer qualifier fields from the bill line.
 - c. Formats various fields from the bill line.
 - d. Inserts a pending item into the Pending Items table for each bill line
 - e. If the GL level is defined as billing creates GL accounting entries:
 - Inserts receivables distribution into PENDING_DST retrieving ChartFields from the BI_ACCT_LN_STG table.
 - If the VAT declaration point is not blank, inserts VAT information to PENDING_VAT. Additionally, inserts to PENDING_DST, retrieving ChartFields from the BI_ACCT_LN_STG table.
 - f. If the GL level is defined as no GL accounting entries:
 - Inserts receivables distribution retrieving ChartFields from BI_LINE_DST_AR.
- 10. Checks group balance.
- 11. Inserts a record into the GROUP_CONTROL table.
- 12. Updates the BI_HDR table.
- 13. Prints summary report.

Entry Type and Entry Reason Defaults

The system uses entry types and reasons to categorize pending items when passing PeopleSoft Billing information to the PeopleSoft Receivables system. You can define these default entry types and reasons for debit and credit activity at the business unit, bill type, and bill source levels, and override these defaults during bill entry at the bill header and bill line levels.

Before passing the appropriate entry types and reasons to PeopleSoft Receivables, the Load AR Pending Items process must do the following.

If you define the AR Level on the Installation Options Billing - GL/AR page with the field value *HDR is AR Open Item*:

1. The Load AR Pending Items process determines whether the entry type and entry reason fields on the bill header table are populated.

- a. If populated, the process ensures that the entry type and entry reason fields are appropriate for the sign of the invoice amount (after taxes are applied at invoicing, the amount can change from positive to negative).
 - b. If the invoice amount is positive, the process looks for a debit entry type and reason. If the invoice amount is negative, the process looks for a credit entry type and reason.
 - c. If the fields are not populated, the process retrieves the appropriate default entry type and entry reason from bill source, bill type, or business unit, according to the defaulting hierarchy.
2. If you define the AR level value on the Installation Options Billing - GL/AR page as *Bill LINE is AR Open Item*:
 - a. The Load AR Pending Items process determines whether entry type and entry reason fields that are on the bill line table are populated.
 - b. If populated, the process passes these values to PeopleSoft Receivables.
 - c. If the net extended amount is positive, the process looks for a debit entry type and reason. If the net extended amount is negative, the process looks for a credit entry type and reason.
 - d. If the fields are not populated, the process retrieves the appropriate default entry type and entry reason from bill source, bill type, or business unit, according to the default hierarchy.

Example of Default Hierarchy

The following example illustrates the default hierarchy:

The Load AR Pending Items process is processing an invoice with two lines. The AR level is defined with the value *Bill Line is Open Item*. The first line is a positive amount with a blank entry type and reason.

To populate the entry type and reason on this first line, the Load AR Pending Items process looks first to the bill source for a debit entry type and reason. However, no debit entry type or reason is defined there. The process then looks to the bill type, which does have a debit entry type and reason. The process retrieves the debit entry type and reason codes from the bill type for this line open item and passes them to PeopleSoft Receivables.

The second line on the invoice is a negative amount with a blank entry type and reason.

To populate the entry type and reason on the second line, the Load AR Pending Items process looks first to the bill source for a credit entry type and reason. No entry type or reason is defined there, so the process looks to bill type. A credit entry type and reason is not defined at the bill type either. Therefore, the process looks to the business unit, where it retrieves the default credit entry type and reason codes for this invoice and passes them to PeopleSoft Receivables. There is always an entry type and reason at the business unit level because it is a required field there.

Affiliate ChartField Defaults

PeopleSoft Billing passes the Affiliate ChartField value to PeopleSoft Receivables if PeopleSoft Billing is creating the accounting entries. When PeopleSoft Receivables is creating accounting entries, PeopleSoft Receivables assigns the affiliate value.

Load AR Process Error Codes

The following error codes are specific the Load AR process:

25	Bill type on the invoice is not on the Bill Type table.

- 9 Group is out of balance. Invoice amounts total \$x and invoice line amounts total \$y.
- 29 Bill or line amount is zero, not written to the AR Pending Items table.
- 37 Invoice has an invalid entry type/entry reason combination.

Pages Used to Run the Load AR Pending Items Process (BILDAR01)

Page Name	Object Name	Navigation	Usage
Load AR Pending Items	RUN_BI_LOADAR	Billing, Generate Invoices, Non-Consolidated, Load Invoices to AR, Load AR Pending Items	Enter the process parameters for loading AR pending items.
Load AR for Consolidated Bills	RUN_BI_LOADAR_CON	Billing, Generate Invoices, Consolidated, Load Invoices to AR, Load AR for Consolidated Bills	Enter the process parameters for loading consolidated AR pending items
AR Pending Item Report,, Consolidated AR Pending Item Report	RUN_BI_AR	- Billing, Generate Invoices, Reproduce Reports, AR Pending Item Report - Billing, Generate Invoices, Reproduce Reports, Consol AR Pending Item Report, Consolidated AR Pending Item	Regenerate an AR Pending Items report listing all pending items that are processed in a specified AR entry date range.
AR Pending Items (inquiry)	BI_PENDING_ITEM	Billing, Review Billing Information, AR Pending Items	Review the AR pending items that you create.

Running the Load AR Pending Items Process for Regular and Consolidated Invoices

Loading PeopleSoft Billing items into PeopleSoft Receivables is a two-step process:

1. In PeopleSoft Billing, load the invoiced data into an interface for pending items.

To run the Load AR Pending Items Process for regular and consolidated invoices, access the Load AR Pending Items page or the Load AR for Consolidated Bills page, as applicable.

If you do not specify a billing business unit, the system processes all invoices within the specified entry date range for all billing business units.

After you define the run controls and access the Process Scheduler page, select the Currency Conversion & Load AR job, which runs several processes all at once. If you choose to run the processes individually, you must run them one at a time and run currency conversion first.

2. In PeopleSoft Receivables, post those pending items as PeopleSoft Receivables items.

Setting the posting action on the Load AR Pending Items page or the Load AR for Consolidated Bills page loads the pending items with the proper action option so that the Receivable Update process can determine how to post the items.

Regenerating AR Pending Item Reports

You can regenerate an AR Pending Items report listing all pending items that are processed in a specified AR entry date range. For example, you may want to regenerate lost reports that were created from previous Load AR processes.

To regenerate an AR Pending Item Report for regular or consolidated invoices, access the AR Pending Item Report page or the Consolidated AR Pending Item Report page, as applicable.

Business Unit	If you do not specify a billing business unit, the system processes all invoices within the specified entry date range for all billing business units. When running this process for consolidated invoices, this field refers to the consolidated header's business unit.
Start and End AR Entry Date	Entry date refers to the date on which the AR entries are created in the AR Pending Items table. The value in the end date must be greater than the value in the start date, or the system generates an error upon saving. Click the Reset to Current Date button to populate the start and end date fields with the current date.

Running the Load GL Accounting Entries Process (BILDGL01)

Run the Load GL processes to create accounting entries for billing activities and unbilled revenue accruals. There are two different processes that insert accounting entries to the PeopleSoft Billing Accounting Entries table (PS_BI_ACCT_ENTRY): the Load GL Accounting Entries process (BILDGL01) and the Load GL Unbilled Revenue Accrual process (BIACCRUE).

This section provides overviews of the Load GL Accounting Entries process and accounting entries, and discusses how to:

- Run the Load GL Accounting Entries process (BILDGL01) for regular and consolidated invoices.
- Regenerate Load GL Accounting Entries reports.
- Restart the Load GL process.
- Inquire about GL accounting entries.

Note. You must set up ChartField reporting options before running the Load GL Accounting Entries process (BILDGL01). Without the ChartField reporting option information, the system cannot determine which ChartFields to include on the report.

See Also

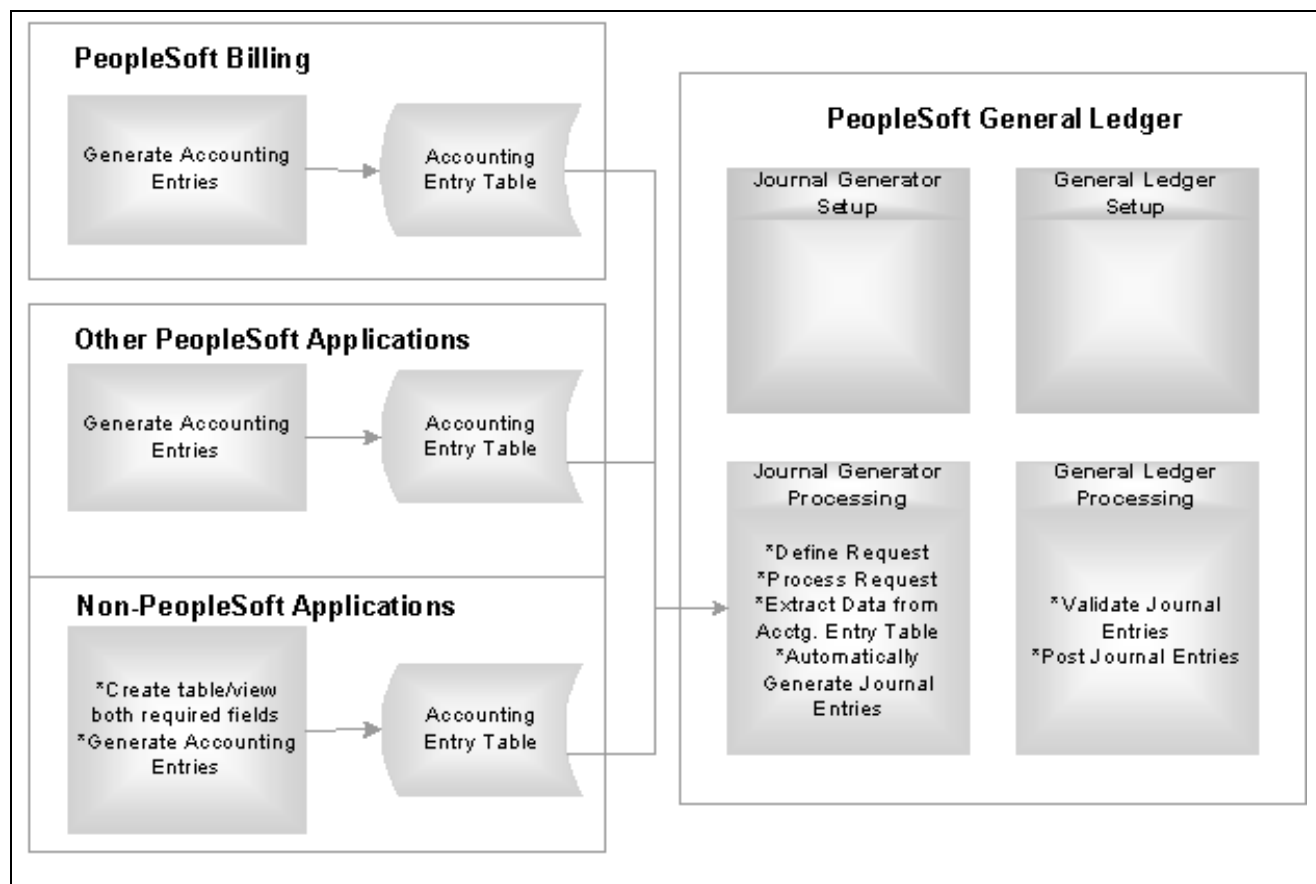
Chapter 18, "Using Unbilled Revenue Accrual," page 429

Understanding the Load GL Accounting Entries Process (BILDGL01)

The Load GL process performs the following functions:

1. Checks credit card authorization for all invoices.
2. Inserts into the Load GL temporary table all invoices that are to be processed (those invoices that are processed by the Pre-Load process).
3. Determines which bill lines are subject to deferred revenue processing.
4. Inserts accounting entries into the BI_ACCT_ENTRY table, retrieving rows from BI_ACCT_HDR_STG and BI_ACCT_LN_STG for bill lines that are not subject to deferred revenue.
 - a. Inserts AR accounting and revenue accounting entries.
 - b. Inserts revenue accounting entries for Inter/IntraUnit invoices.
 - c. Inserts revenue accounting entries for discounts and surcharges.
 - d. Inserts Inter/IntraUnit expense accounting entries for Inter/IntraUnit invoices.
 - e. Inserts Inter/IntraUnit payable accounting entries for Inter/IntraUnit invoices.
 - f. Inserts tax accounting entries into the BI_ACCT_ENTRY table
 - g. Inserts VAT tax accounting entries into the BI_ACCT_ENTRY for invoices that are subject to VAT.
 - h. Inserts statistical accounting entries into the BI_ACCT_ENTRY table.
 - i. Inserts unbilled AR accounting entries into the BI_ACCT_ENTRY table.
5. Inserts deferred revenue accounting entries into BI_ACCT_ENTRY (retrieving data from BI_ACCT_LN_STG), and applies processing rules as defined by the deferred revenue proration method.
6. Handles adjusted invoice or invoice lines by creating reversal entries for the current accounting period and deleting undistributed future period entries.
7. Creates reversal entries for entries that are generated by the Load GL - Unbilled Accrual process and subsequently invoiced and billed to customers in the same accounting period.
8. Prints a summary report.

The following process flow illustrates how the Load GL Accounting Entry process fits into the overall generating journal entries process.



Overall generating journal entries process

Understanding Accounting Entries

Before you can create PeopleSoft General Ledger accounting entries, you must first populate the PeopleSoft Billing Accounting Entry table (PS_BI_ACCT_ENTRY) with accounting entries.

The Load GL Accounting Entries process (BILDGL01) populates the Billing Accounting Entry table with accounting entries that the Journal Generator eventually picks up. The process selects for processing all bills in the specified range selection that have a status of INV and that have completed the Billing Currency Conversion process and the Pre-Load process.

The following are values for accounting entry types:

AR	Accounts Receivables.
DR	Deferred Revenue.
IAP	IntraUnit Payables — IIP Use.
IAR	IntraUnit Receivables — IIP Use.
IE	InterUnit Expense.
IP	InterUnit Payables.
IPD	IntraUnit Payables Deferred — IIP Use.

IRD	IntraUnit Receivables Deferred — IIP Use.
ITP	InterUnit Payables — IIP Use.
ITR	InterUnit Receivables — IIP Use.
RR	Recognized Revenue.
ST	Statistical Data.
RV	Reversal for Accrual.
TPD	InterUnit Payables Deferred — IIP Use.
TRD	InterUnit Receivables Deferred — IIP Use.
TX	Sales & Use Tax.
UAR	Unbilled Accounts Receivable.
VT	VAT Tax.

Note. To ensure that you have set up PeopleSoft Billing to generate GL accounting entries for the system, refer to the Installation Options - Billing - GL/AR Options page.

Pages Used to Run the Load GL Accounting Entries Process (BILDGL01)

Page Name	Object Name	Navigation	Usage
Load GL Accounting Entries	RUN_BI_LOADGL	Billing, Generate Invoices, Non-Consolidated, Create Accounting Entries, Load GL Accounting Entries	Enter the process parameters for loading GL accounting entries.
Load GL for Consolidated Bills	RUN_BI_LOADGL_CON	Billing, Generate Invoices, Consolidated, Create Accounting Entries, Load GL for Consolidated Bills	Enter the process parameters for loading GL for consolidated invoices.
GL Accounting Entries Report , Consol GL Accounting Entries Report	RUN_BI_GL	- Billing, Generate Invoices, Reproduce Reports, Consol GL Accounting Entries - Billing, Generate Invoices, Reproduce Reports, GL Accounting Entries, GL Accounting Entries Report	Regenerate GL Accounting Entries reports listing all accounting entries that are processed in a specified accounting date range.
Accounting Entries By Invoice - Accounting Entries	BI_ACCT_ENTRY_INV	Billing, Review Billing Information, Review Entries by Invoice, Accounting Entries	Review accounting entries that are created by the Load GL process or the Unbilled Revenue Accrual process.
Exchange Rate Detail	EXCH_RT_DTL	Click the Exchange Rate Detail button on the Accounting Entries By Invoice - Accounting Entries: Acctg Information page.	Review exchange rate information for the selected transaction line.
Accounting Entries By Journal - Accounting Entry	BI_ACCT_ENTRY_JRNL	Billing, Review Billing Information, Review Entries by Journal, Accounting Entry	Review accounting entries after they go through the Journal Generator process and post to the general ledger.

Running the Load GL Accounting Entries Process (BILDGL01) for Regular and Consolidated Invoices

To run the Load GL Accounting Entries process for regular invoices, access the Load GL Accounting Entries page; for consolidated invoices, access the Load GL for Consolidated Bills page.

After you define the run controls and access the Process Scheduler page, select the Curr Con Preload & Load GL job, which runs several processes all at once. If you choose to run the processes individually, you must run them one at a time and run currency conversion first, followed by the Pre-Load.

Regenerating Load GL Accounting Entries Reports

Access the GL Accounting Entries Report page or the Consol GL Accounting Entries Report page to regenerate a GL Accounting Entries report listing all accounting entries that are processed in a specified accounting date range. For example, you may want to regenerate lost reports that are created from previous Load GL processes.

Business Unit	If you do not specify a billing business unit, the system processes all invoices within the specified accounting date range for all billing business units. When running this process for consolidated invoices, this field refers to the consolidated header's business unit.
Start and End Accounting Date	The accounting date for an invoice is specified in the Acctg Date field on the Standard Billing - Header - Info 1 page. The value in the end date must be greater than the value in the start date, or the system generates an error upon saving. Click the Reset to Current Date button to populate the start and end date fields with the current date.
Currency Shown on Report	Determine whether you want to print the currency that is shown on the report in transaction or base currency.

See Also

[Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 96](#)

Restarting the Load GL Process

The PeopleSoft Billing Load GL process (BILDGL01) contains restart logic to enable you to restart the process from the point preceding an abort, should one occur. Additionally, the Load GL process tags invoices that are selected for a Load GL process request with the process instance of the corresponding request, to prevent duplicate accounting entries. If the Load GL process aborts after the system marks invoices with the process instance, but before the accounting entries are created, the system does not generate accounting entries for these invoices without restart logic.

Note. To prevent duplicate accounting entries, the system does not process concurrent Load GL process requests that include invoices that are previously tagged with a process instance.

The Load GL Process table (PS_BI_LOADGL_PROC) facilitates the restarting process. It retains the process instance and status of the Load GL process request. The system displays the information in this table on the Load GL Accounting Entries and Load GL for Consolidated Bills pages when a Load GL request has aborted and needs to be restarted.

Updating the Load GL Process Table

Before the system executes each SQL Commit command of the Load GL process, it updates the Load GL Process table with the process instance and the status of the corresponding request. The system updates the process status with a number that indicates the current stage of the Load GL process. The process status numbers and the corresponding stages are:

S01	The system finished updating the ChartFields and is ready to create general ledger entries.

- S02** The system has finished creating all of the GL entries, except for accrual reversal entries.
- S03** The system has finished creating any GL entries that are needed to reverse accrual entries that may have been generated for deferred revenue in the same accounting period.
- S99** The system has finished creating all GL entries and is ready to print reports and delete the TMP and Load GL Process table records.

Displaying Load GL Requests That Process Successfully

Before the system executes the last SQL Commit command for the corresponding request, it updates the status on the Load GL Process table to indicate that processing is complete. After all requests for a run control are processed, the system deletes all records in the Load GL Process table for the corresponding run control. When multiple requests all process successfully, the Load GL Accounting Entries and the Load GL for Consolidated Bills pages appear as follows:

Load GL for Consolidated Bills

Run Control ID: consolgl Report Manager Process Monitor Run

Language: English

Load GL (Consol) Selection Parameters Find | View All First 3 of 3 Last

Unit: US001 Currency Shown on Report: Trans Curr

☒ Print Load GL Report

Range Selection

- ☐ All Invoiced Bills
- ☐ Invoice ID
- ☒ Cust ID
- ☐ Date Bill Added

Customer: 1003

The Load GL for Consolidated Bills page when multiple requests all process successfully

In this scenario, the system does not display the BI Load GL Status or the Restart Process Instance fields. If the system processes successfully all requests within a run control, the parameters for the request are available to edit.

Displaying Load GL Requests That Abort

The run control may contain a Load GL request that does not process successfully. On the Load GL Accounting Entries or the Load GL for Consolidated Bills page, the BI Load GL Status indicates that the process is *Complete* for those requests that process successfully. The parameters for requests that process successfully are not available for edit when succeeding requests within the run control abort.

The screenshot shows the 'Load GL for Consolidated Bills' window. At the top, there is a title bar with the text 'Load GL for Consolidated Bills'. Below the title bar, there are two tabs: 'Report Manager' and 'Process Monitor'. The 'Run Control ID' is set to 'consolgl' and the 'Language' is set to 'English'. There is a 'Run' button. Below this, there is a section titled 'Load GL (Consol) Selection Parameters' with a search bar and navigation buttons. The 'Unit' is set to 'US001' and the 'Currency Shown on Report' is set to 'Trans Curr'. There is a checkbox for 'Print Load GL Report' which is checked. A 'Range Selection' dropdown menu is open, showing options: 'All Invoiced Bills', 'Invoice ID', 'Cust ID', and 'Date Bill Added'. The 'Customer' field is set to '1000'. At the bottom, the 'BI Load GL Status' is displayed as 'Complete'.

The system updates the BI Load GL Status to Complete, and the parameters are not available for edit

If a request aborts after a SQL Commit command, the Load GL process saves the process instance and process status number on the Load GL Process table. The Load GL Accounting Entries or the Load GL for Consolidated Bills page displays the BI Load GL Status of the aborted request and the Restart Process Instance number. All other request parameters are unavailable for entry.

The screenshot shows the 'Load GL for Consolidated Bills' window. At the top, there is a title bar with the text 'Load GL for Consolidated Bills'. Below the title bar, there are two tabs: 'Report Manager' and 'Process Monitor'. The 'Run Control ID' is set to 'consolgl' and the 'Language' is set to 'English'. There is a 'Run' button. Below this, there is a section titled 'Load GL (Consol) Selection Parameters' with a search bar and navigation buttons. The 'Unit' is set to 'US001' and the 'Currency Shown on Report' is set to 'Trans Curr'. There is a checkbox for 'Print Load GL Report' which is checked. A 'Range Selection' dropdown menu is open, showing options: 'All Invoiced Bills', 'Invoice ID', 'Cust ID', and 'Date Bill Added'. The 'Customer' field is set to '1002'. At the bottom, the 'Restart Process Instance' is displayed as '3970' and the 'BI Load GL Status' is displayed as 'Step01'.

Displaying the BI Load GL Status of the aborted request and the Restart Process Instance number

All requests not processed, those that follow an aborted request, can be modified. You cannot delete a Load GL process request that must be restarted.

Restarting an Aborted Request

Although the system does not perform validation edits to ensure that you do not include in a second Load GL process request those invoices from an aborted request, you must use the original run control to restart the process. The system marks invoices that are included in an aborted process with the process instance of the aborted request. Although the system permits you to create a new run control to create general ledger entries for the same invoices, initiating this new run control does not produce any general ledger entries.

The system uses the process status number in the Load GL Process table to determine where to restart the request. It restarts an aborted process from the appropriate process status S01 through S99. If the system restarts a request from status S99, you get duplicate copies of the report if the process aborts after the report is printed.

You can check the Message Log to verify the stage from which a request is restarted.

Note. You cannot add a new Load GL process request to a run control ID that requires a restart. The Load GL process does not include any new invoices that become eligible between the request abort and the request restart, even if these invoices meet the existing run control selection criteria.

Inquiring About GL Accounting Entries

After you run the Load GL process or the Unbilled Revenue Accrual process, you can inquire about the accounting entries that are created by using the Accounting Entries By Invoice page.

You can also review the accounting entries after they go through the Journal Generator process and are posted to the general ledger on the Accounting Entries By Journal - Accounting Entry page. You can navigate to the corresponding line details by using the following page elements:



Click the View Related Links button to go to a Review Billing Information - Details - bill line distribution page or the Journal Status page for that accounting entry line. The accounting entry type for the line determines the bill line distribution page to which you go when you select either Go To Bill Inquiry or Go To GL Journal. For example, if the accounting entry type is revenue, click Go To Bill Inquiry to access the Review Billing Information - Details - Acctg - Rev Distribution page.

Click Go To GL Journal to access the Journal Status - Journal Line page, where you can view the line details for the corresponding journal.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Processing Journals,” Determining the Status of Journals

Running the Generate AP Vouchers Process (BIGNAP01)

This section provides an overview of the Generate AP Vouchers process (BIGNAP01), and discusses how to:

- Generate regular and consolidated AP vouchers.
- Regenerate AP voucher entries reports.

Understanding the Generate AP Voucher Process (BIGNAP01)

The Generate AP Voucher process initiates the creation of AP vouchers for InterUnit bills. The process takes InterUnit billing information from the Centralized Inter/IntraUnit Setup table and populates the Payables Voucher Master staging tables. The PeopleSoft Payables Voucher Build process (AP_VCHRBLD) then generates voucher record sets and completes the voucher process.

You need only run the Generate AP Voucher process if the installation includes PeopleSoft Payables and you have designated that the payables system creates the vouchers.

The Generate AP Voucher process performs the following functions:

1. Checks credit card authorization.
2. Builds a ChartField array to support dynamic ChartFields.
3. Inserts invoices to be processed, InterUnit bills with a GEN_AP_VCHR_FLG = Y, into the BI_GNAP_TMP temporary table.
4. Performs the following steps for invoices for which GEN_AP_VCHR_FLG = Y.
 - a. Updates BI_GNAP_TMP with the current Inter/IntraUnit control parameters that are retrieved from the centralized setup table.
 - b. Inserts a row into VCHR_HDR_STG for each header for VAT and non VAT bills.
 - c. Inserts a row into VCHR_LINE_STG for each line for VAT and non VAT bills.
 - d. Inserts a row into VCHR_DIST_STG, retrieving ChartField values from BI_LINE_IU_EXP.
5. Updates the BI_HDR table.
6. Prints a summary report.

Note. The Generate AP Voucher process only creates voucher entries in the PeopleSoft Payables interface staging tables. The actual vouchers, however, are generated within PeopleSoft Payables.

See Also

PeopleSoft Payables 8.8 PeopleBook, “Basic Voucher and Payment Processing”

Pages Used to Generate the AP Vouchers Process (BIGNAP01)

Page Name	Object Name	Navigation	Usage
Generate AP Vouchers	RUN_BI_GENAP	Billing, Generate Invoices, Non-Consolidated, Load Invoices to AP, Generate AP Vouchers	Initiate the creation of AP vouchers for InterUnit bills.
Consolidated Generate AP Vchr	RUN_BI_GENAP_CON	Billing, Generate Invoices, Consolidated, Load Invoices to AP, Consolidated Generate AP Vchr	Initiate the creation of consolidated AP vouchers for InterUnit bills.
AP Voucher Entries Report	RUN_BI_AP	Billing, Generate Invoices, Reproduce Reports, AP Voucher Entries, AP Voucher Entries Report	Regenerate an AP Voucher Entries report listing all voucher entries that are processed within a specified range selection.

Generating Regular and Consolidated AP Vouchers

To run the Generate AP Voucher process, access the Generate AP Vouchers page or the Consolidated Generate AP Vchr page, as applicable. Select Print Generate AP Report to generate a report listing all AP vouchers that were processed previously by Generate AP Vouchers process.

After you define the run controls and access the Process Scheduler page, select the Generate AP Vouchers process and click OK.

Regenerating AP Voucher Entries Reports

Access the AP Voucher Entries Report page to regenerate an AP Voucher Entries report listing all voucher entries that are processed within a specified range selection. For example, you may want to regenerate lost reports that are created from previous Generate AP Voucher processes.

In the Report Request Parameters group box, select from the following options:

All invoiced Bills	The system includes all invoices with InterUnit transactions.
Invoice ID Range.	The system includes only those invoices with InterUnit transactions that are generated within the specified date range. The numbers are inclusive. To select a single bill, enter that invoice number in the From and To Invoice fields.
Voucher Entry Date.	The system includes all invoices with InterUnit transactions that are generated within the specified voucher entry date range.

Note. It is recommended that you generate the AP Voucher Entries report after the Generate AP Vouchers process (BIGNAP01) and before the Voucher Build process to avoid the risk of losing information that cannot be retrieved. The system generates this report by using data that is selected from the AP Voucher Master Header table (VCHR_HDR_STG). The Voucher Build process deletes entries from VCHR_HDR_STG table. Therefore, the system can obtain no data from this table after you run the Voucher Build process.

Note. The AP Voucher Master Header table (VCHR_HDR_STG) does not contain the data that is needed to associate attached invoices to a consolidated header invoice. To generate a report listing the results of the Generate AP Vouchers process for a consolidated header invoice, define the range selection to include the individual corresponding attached invoices.

CHAPTER 17

Processing Deferred Revenue Accounting Entries

This chapter provides an overview of the deferred revenue accounting process and discusses how to:

- Set up deferred revenue accounts.
- Generate deferred revenue accounting entries.
- Credit and rebill adjustments on deferred revenue bills.

Understanding the Deferred Revenue Accounting Process

You can create and send invoices for products or services that you will deliver in the future or over a range of time. Use deferred revenue accounting to generate accounting entries that defer revenue recognition based on a revenue recognition date and proration method that you select.

The supported revenue recognition basis includes contract date, order date, ship date, and a range of dates (from/to or start/end). When you use a date range as the revenue recognition basis, you can select different methods of proration.

This section discusses:

- Accounting entries with deferred revenue.
- Deferred revenue proration methods.

Accounting Entries With Deferred Revenue

These examples illustrate how the system generates accounting entries with deferred revenue for the following scenarios:

Non-Deferred Revenue

Invoice details are:

- Bill line amount: 90.00 USD.
- Revenue recognition basis: invoice date.
- Accounting Date: 8/15/2000.

Accounting Date	Account Type	Debit Amount	Credit Amount
8/15/2000	AR	90.00 USD	
8/15/2000	Revenue		90.00 USD

Simple Deferred Revenue (Single Date for Recognizing Revenue)

Invoice details:

- Bill line amount: 90.00 USD.
- Revenue recognition basis: ship date.
- Ship date: 9/30/2000.
- Accounting date: 8/15/2000.
- Accounting calendar: monthly.
- Deferred accounting date code: last day of period.

Accounting Date	Account Type	Debit Amount	Credit Amount
8/15/2000	AR	90.00 USD	
8/15/2000	Deferred Revenue		90.00 USD
9/30/2000	Deferred Revenue	90.00 USD	
9/30/2000	Revenue		90.00 USD

Complex Deferred Revenue (Date Range for Recognizing Revenue)

Invoice details:

- Bill line amount: 90.00 USD.
- Revenue recognition basis: charge from/to date range.
- Charge from date: 8/15/2000.
- Charge to date: 11/30/2000.
- Accounting date: 8/15/2000.
- Accounting calendar: monthly.
- Deferred accounting date code: first day of month

Accounting Date	Account Type	Debit Amount	Credit Amount
8/15/2000	AR	90.00 USD	
8/15/2000	Deferred Revenue		75.83 USD
8/15/2000	Revenue		14.17 USD
9/1/2000	Deferred Revenue	25.00 USD	
9/1/2000	Revenue		25.00 USD
10/1/2000	Deferred Revenue	25.83 USD	
10/1/2000	Revenue		25.83 USD
11/1/2000	Deferred Revenue	25.00 USD	
11/1/2000	Revenue		25.00 USD

Note. Proration of the invoice amount over accounting periods is accomplished by the proration method value *Spread by Days Within Range*, using the following formula: Period amount = line amount x number of days in period / number of days spanned by date range.

For example:

Period amount = 90 (line amount) x 31 (number of days in period of October) / 108 (number of days spanned by date range from 8/15 to 10/30).

Calculate debit amount of 25.83 USD to deferred revenue for 10/1/98 as follows: $90 \times 31 / 108$.

Deferred Revenue Proration Methods

You can establish date-range deferred revenue calculation method defaults at the system, business unit, or bill type level according to your business needs. These are the five methods for calculating deferred revenue that you define the recognition basis with a date range:

Method 1	Spread by days within range.
Method 2	Spread evenly across all periods.
Method 3	Spread evenly using a midperiod rule.
Method 4	Spread partial periods by days with remainder spread evenly.
Method 5	User-defined proration.

Method 1: Spread by Days Within Range

The system divides the number of revenue days that are in the period by the number of days that are in range. Accounting periods are based on a detail calendar. Revenue amounts may differ by period depending on the number of days that are in each period. The rounding difference is applied to the period with the largest revenue amount. For example:

- Invoice amount: 12,000 USD.
- Beginning date: 4/15/98.
- Ending date: 4/14/99.
- Total number of days in the range: 365.

Period	1	2	3	4	5	6	7
Detail calendar dates.	4/4-5/5/98	5/6-6/3/98	6/4-7/3/98	7/4-8/5/98	8/6-9/3/98	9/4-10/5/98	10/6-11/4/98
Number of days in accounting period.	32	29	30	33	29	32	30
Number of days in range per period.	21	29	30	33	29	32	30
Invoice amount revenue calc.	12000 x (21 / 365)	12000 x (29 / 365)	12000 x (30 / 365)	12000 x (33 / 365)	12000 x (29 / 365)	12000 x (32 / 365)	12000 x (30 / 365)

Period	8	9	10	11	12	13
Detail calendar dates.	11/5-12/3/98	12/4-1/5/99	1/6-2/3/99	2/4-3/3/99	3/4-4/5/99	4/5-5/5/99
Number of days in accounting period.	29	33	29	28	33	30

Period	8	9	10	11	12	13
Number of days in range per period.	29	33	29	28	33	9
Revenue calc.	$12000 \times (29 / 365)$	$12000 \times (33 / 365)$	$12000 \times (29 / 365)$	$12000 \times (28 / 365)$	$12000 \times (33 / 365)$	$12000 \times (9 / 365)$

Method 2: Spread Evenly Across All Periods

The system divides the total invoice line amount by the number of periods in the range. Revenue is recognized in equal portions for each accounting period regardless of the number of days in each period. The rounding difference is applied to the first period.

Invoice line amount: 12,000 USD:

- Beginning date: 4/15/98
- Ending date: 4/14/99
- Total number of accounting periods in the range: 13

Period	1	2	3	4	5	6	7
Detail calendar dates.	4/4-5/5/98	5/6-6/3/98	6/4-7/3/98	7/4-8/5/98	8/6-9/3/98	9/4-10/5/98	10/6-11/4/98
Revenue calc.	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$

Period	8	9	10	11	12	13
Detail calendar dates.	11/5-12/3/98	12/4-1/5/99	1/6-2/3/99	2/4-3/3/99	3/4-4/5/99	4/5-5/5/99
Revenue calc.	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$	$12000 \times 1 / 13$

Method 3: Spread Evenly Using a Midperiod Rule

The system applies rules to partially recognizable periods to determine whether they are fully recognizable or excluded from the calculations. The start and end dates, relative to the midperiod day, are used to determine whether the first and last periods are included or excluded. In the first period, if the start date is prior to the midperiod day, the entire period is fully recognizable. And, in the first period, if the start date falls after the midperiod day, no revenue is recognized. In the last period, if the end date is prior to the midperiod day, no revenue is recognized. In the last period, if the end date falls after the midperiod day, the period is fully recognizable. The rounding difference is applied to the first fully recognizable period.

Invoice details are:

- Invoice line amount: 12,000 USD.
- Beginning date: 4/15/98.
- Ending date: 4/14/99.
- Total number of accounting periods in the range: 13.

Period	1	2	3	4	5	6	7
Detail calendar dates.	4/4- 5/5/98	5/6- 6/3/98	6/4 7/3/98	7/4 8/5/98	8/6 9/3/98	9/4 10/5 /98	10/6 11/4 /98
Number of days in accounting period.	32	29	30	33	29	32	30
Number of days in range per period.	21	29	30	33	29	32	30
Revenue calc.	12000 x 1 / 12	12000 x 1 / 12	12000 x 1 / 12	12000 x 1 / 12	12000 x 1 / 12	12000 x 1 / 12	12000 x 1 / 12

Period	8	9	10	11	12	13
Detail calendar dates	11/5 12/3/98	12/4 1/5/99	1/6 2/3/99	2/4 3/3/99	3/4 4/5/99	4/5 5/5/99
Number of days in accounting period.	29	33	29	28	33	30

Period	8	9	10	11	12	13
Number of days in range per period.	29	33	29	28	33	9
Revenue calc.	$12000 \times 1 / 12$	$12000 \times 1 / 12$	$12000 \times 1 / 12$	$12000 \times 1 / 12$	$12000 \times 1 / 12$	0

In this example, the final period has nine revenue days. The system calculates the midperiod day of period 13 by dividing the number of days that are in the accounting period (30) by two. The midperiod day in period 13 is the 15th day of the period. Because nine is less than the midperiod day, no revenue is recognized in period 13.

Method 4: Spread Partial Periods by Days With Remainder Spread Evenly

The system calculates recognized revenue in steps. First, the system prorates partial periods by dividing the total number of days in the period by the total number of days in range. The revenue that is recognized for partial periods is deducted from the total. The remainder revenue is divided equally between the total number of fully recognizable periods.

Invoice details:

- Invoice line amount: 12,000 USD.
- Beginning date: 4/15/98.
- Ending date: 4/14/99.
- Total number of accounting periods in range: 13.
- Total number of days in range: 365.
- Number of revenue days in first period: 21.
- Number of revenue days in last period: 9.

Period	1	2	3	4	5	6	7
Detail Calendar dates	4/4 -5/5/98	5/6 -6/3/98	6/4 -7/3/98	7/4 -8/5/98	8/6 -9/3/98	9/4 -10/5 /98	10/6 -11/4 /98
Number of days in accounting period	32	29	30	33	29	32	30

Period	1	2	3	4	5	6	7
Number of days in range per period	21	29	30	33	29	32	30
Revenue Calc.	A) Ivc Amt - 21 / 365	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11

Period	8	9	10	11	12	13
Detail Calendar dates	11/5 -12/3 /98	12/4 -1/5/99	1/6 -2/3/99	2/4 -3/3/99	3/4 -4/5/99	4/5 -5/5/99
Number of days in accounting period	29	33	29	28	33	30
Number of days in range per period	29	33	29	28	33	9
Revenue Calc.	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11	(Ivc Amt - (A + B)) x 1 / 11	B) Ivc Amt x 9 / 365

- Revenue recognized in first period: $12,000 \text{ USD} \times (21/365) = 690.41$.
- Revenue recognized in last period: $12,000 \text{ USD} \times (9 / 365) = 295.89$.
- Remainder to be divided evenly: $12,000 \text{ USD} - (A + B) = 11,013.70$.
- Number of periods used to divide the remainder revenue: $13 - 2 = 11$.
- Revenue recognized in period 2 through 12: $C / D = 11,013.70 / 11 = 1001.25$.
- Rounding difference: $12,000 - (690.41 + 295.89 + (1001.25 \times 11)) = -.05$.
- Rounding difference applied to the larger of the partial periods: $690.41 -.05 = 690.36$.

Note. If you use this proration method, the BI_ACCT_ENTRY monthly values will not be identical to the original bill when you create credits in a month different than the original invoice.

Method 5: User-Defined Proration

Define the user-defined proration method to meet your specific business needs.

Common Elements Used in This Chapter

Revenue Days	The days in an accounting period during which revenue is recognizable. For example, you have a service contract that ranges from January 1, 2003 through February 15, 2003 with deferred revenue distribution based on a monthly detail calendar. The number of days in the accounting period for February 2003 is 28, and the number of revenue days is 15.
Fully Recognizable Period	An accounting period in which the number of revenue days equals the number of days that are in the period.
Partially Recognizable Period	An accounting period in which the number of revenue days is less than the number of days that are in the period.
Mid-period Day	The day in an accounting period that determines whether the accounting period is fully recognizable or not recognizable at all. The midperiod day applies only when calculating deferred revenue by method 3 (spread evenly using a midperiod rule.) You can specify the midperiod day, or you can enable the system to assign the date. The system defines the midperiod day by dividing the number of days in the accounting period by two and rounding to the nearest whole number.
Remainder Revenue	The amount of revenue remaining after revenue that is assigned to a partially recognizable period is subtracted from the total revenue amount. Remainder value applies only when you calculate the deferred revenue by method 4: spread partial periods by days with the remainder spread evenly.

Setting Up Deferred Revenue Accounts

Use these procedures to enable deferred revenue accounting and to enable deferred revenue recognition (optional).

To enable deferred revenue accounting:

1. Ensure that a detail calendar exists for the primary ledger group that is associated with the general ledger business unit.

Use the Ledgers For A Unit - Definition page to set up as many detail calendars as you need to accommodate any combination of accounting periods that you need. Use the same detail calendar as a reference for the Journal Generator that you use for deferred revenue distribution.

Ensure that the detail calendar includes a period for the oldest transaction that you want to enter. After installing the PeopleSoft system, you may want to make this earliest date more restrictive.

Note. If you enable the deferred revenue recognition feature, you must define detail calendars far enough into the future to accommodate any deferred accounting period that you need to use.

2. Enable deferred revenue, and select a proration method in billing installation options on the Installation Options - Billing - GL/AR Options page.

Set the default level to system, business unit, or bill type. In the Deferred Revenues Options group box, select the Enable Deferred Revenues check box, set the future period accounting dates parameter, and select a proration method. Set these deferred revenue options at the same level that you set the GL options.

For example, if you define the GL options at the business unit level on the GL Options page, select Enable Deferred Revenues, and define the Future Period Accounting Dates parameter on the GL Options page or on the Billing Definition - Business Unit 2 page. If you define the GL options at the bill type level on the GL Options page, select Enable Deferred Revenues and define the Future Period Accounting Dates parameter on the GL Options page or on the Bill Type 2 page.

Note. The Enable Deferred Revenues Flag option is available for entry only if, in the GL Options group box on the Installation Options - Billing - GL/AR Options page, you select the value *BI Creates GL Acct Entries* (Billing creates general ledger accounting entries). If the GL Options are at the system level, the deferred parameters are available for entry on this page.

To enable deferred revenue recognition (optional):

1. Set up deferred revenue distribution codes on the Distribution Code page.

Deferred revenue distribution codes simplify the process of generating accounting entries by defining a valid combination of ChartField values.

2. Relate deferred distribution codes to revenue, discount, or surcharge codes on the Distribution Code page.

Deferred distribution codes—deferred revenue, deferred discount, and deferred surcharge—can be related to regular distribution codes—revenue, discount, and surcharge—overlaying any previously defaulted deferred distribution information. When you enter a revenue, discount, or surcharge distribution code related to a deferred distribution code, the system automatically assigns the deferred distribution code and its associated ChartFields.

Note. This automatic override occurs only if the bill line is subject to deferred accounting.

For example, if a bill line is subject to deferred revenue recognition, the default deferred accounting distribution information comes first from the bill type. If you assign the regular account distribution to distribution code ID REV W/DFR (distribution identification code revenue with deferred revenue), the distribution ID DFR REV (distribution identification code deferred revenue) overrides the deferred account distribution information.

3. Create deferred revenue defaults.

Use the Billing Options - Billing Business Unit Options page to set the business unit level default for the deferred distribution code, and use the Bill Type 2 page to set the default deferred revenue options at the bill type level.

4. Establish default revenue recognition basis.

The revenue recognition basis takes its default value from either the bill type or the charge identifier level. Access the Bill Type 2 page to establish the default revenue recognition basis at the bill type level. Access the Charge Code page to establish the revenue recognition basis at the charge identifier level.

See Also

[Chapter 4, “Structuring Bills,” Defining Bill Types, page 44](#)

[Chapter 4, “Structuring Bills,” Setting Up Distribution Codes, page 58](#)

[Chapter 4, “Structuring Bills,” Setting Up PeopleSoft Billing Charge Codes, page 60](#)

[Chapter 3, “Establishing PeopleSoft Billing Business Units,” Establishing PeopleSoft Billing Business Unit Options , page 30](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

Generating Deferred Revenue Accounting Entries

This section discusses how to:

- Enter bills with deferred revenue accounting parameters.
- Finalize bills and generate deferred revenue accounting entries.

Entering Bills With Deferred Revenue Accounting Entries

To enter a bill with deferred revenue accounting parameters:

1. Ensure that you select the Enable Deferred Revenue Flag on the Installation Options - Billing - GL/AR Options page.
2. Set the revenue recognition basis on the Standard Billing - Line - Info 2 page to something other than blank or invoice date.

If you established a revenue recognition basis at the bill type or at the charge identifier level, the system uses that value as a default. You can override the default on this page

3. Enter a revenue recognition basis date or date range for a future accounting period.

The page that you use to enter the date or date range depends on the revenue recognition basis that you select on the Standard Billing - Line - Info 2 page. Options are:

If the Revenue Recognition Basis is:	Enter the date or date range on:
From/To Date.	Standard Billing - Line - Info 1 page.
Contract Date.	Standard Billing - Line - Info 2 page in Contract/Date field.
Invoice Date.	Standard Billing - Header - Info 1 page.

If the Revenue Recognition Basis is:	Enter the date or date range on:
Order Date.	Standard Billing - Line - Order Info page in the Ord Date (order date) field.
Ship Date.	Standard Billing - Line - Order Info page in the Ship Date field.
Start/End Date Range.	Standard Billing - Line - Project Info page in the Start Date and End Date fields.
User Date 1.	Standard Billing - Line - Misc Info page.
User Date 2.	Standard Billing - Line - Misc Info page.

4. Establish deferred account distribution information.

If you establish deferred revenue distribution codes on the Distribution Code page, those values are used as the default values on the Standard Billing - Acctg - Deferred page. You can override the bill line deferred account distribution information by entering a deferred type distribution code or specific ChartField information.

5. Enter deferred account distribution codes for discounts and surcharges, if present.

If you establish deferred account distribution codes for discounts and surcharges on the Distribution Code page, you can override the defaults by entering ChartField information or a distribution code on the Standard Billing - Discount/Surcharge page.

See Also

[Chapter 6, “Entering Bills Online,” Entering Bill Line Information, page 111](#)

[Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96](#)

[Chapter 6, “Entering Bills Online,” Entering Discount Distribution and Surcharge Distribution ChartField Information, page 130](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

Finalizing Bills and Generating Deferred Revenue Accounting Entries

To generate deferred revenue accounting entries:

1. Change the bill status to *RDY* on the Standard Billing - Header - Info 1 page.
2. Run the Bill Finalization process (BIIVC000) to create the invoice, and change the bill status to *INV*.
3. Run the Pre-load process (BIPRELD) to prepare accounting information for subsequent processing.

4. Run the Load GL (general ledger) process (BILDGL01).

The Load GL process generates accounting entries for current and all future accounting periods. The Load GL process does not pass to the general ledger any statistical data entries that are prorated into future periods.

Note. The general ledger system must be set up to accommodate deferred revenue accounting entries. For example, it must accept future-dated entries or it must bypass them until the appropriate accounting periods.

See Also

Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96

Chapter 20, “Tracking Statistical Data in PeopleSoft Billing,” page 453

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Pre-Load Process , page 394

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Load GL Accounting Entries Process (BILDGL01), page 404

Chapter 15, “Generating Invoices,” Running the Pro Forma, Finalize and Print, and Reprint Processes, page 372

Chapter 19, “Using Commitment Control Accounting In PeopleSoft Billing,” Running the Budget Checking Process (FSBKBDP3), page 446

Crediting and Rebilling Adjustments on Deferred Revenue Bills

The system processes credits and credit/rebills in deferred revenue situations by:

- Reversing distributed entries and current period entries when a bill with deferred revenue goes through credit or credit/rebill.
- Deleting nondistributed, future period entries.

This feature ensures correct balancing and eliminates extraneous data.

CHAPTER 18

Using Unbilled Revenue Accrual

This chapter provides an overview of the unbilled revenue accrual process and discusses how to:

- Set up unbilled revenue accrual.
- Generate unbilled revenue accrual accounting entries.

Understanding the Unbilled Revenue Accrual Process

To create accounting entries for unbilled revenue that you want to accrue within the current accounting period, use the Load GL - Unbilled Revenue Accrual process (BIACCRUE). The Unbilled Revenue Accrual process enables you to create accounting entries to accrue revenue for uninvoiced activity. Use this process, for example, to send revenue activity to the general ledger weekly when invoices are created monthly.

You must still run the Journal Generator process to post these accounting entries to the general ledger. You must also run the regular Load GL process after the bill is invoiced to create accounting entries for revenue recognition and accounts receivable offset. Run the Journal Generator process again to post these entries to the general ledger.

To prevent double booking of revenues, associate the accounting entries for unbilled activity to an autoreversing Journal Generator template. This template automatically reverses accrual entries at the beginning or at the end of the accounting period following an accrual.

The Load GL - Unbilled Revenue Accrual process:

- Determines the default unbilled account receivables.
- Refreshes the ChartField values for distribution ID codes within the set of invoices.
- Calculates deferred amounts for the current accounting period.
- Performs currency conversion.
- Performs ChartField balancing, Inter/IntraUnit processing, and combination edit processing.
- Inserts accounting entries into the PS_BI_ACCT_ENTRY table for accrued bills.

Note. At this time, PeopleSoft Billing does not support unbilled revenue accrual processing for InterUnit bills.

This section provides:

- Examples of unbilled revenue accrual.
- Platform-specific statements in the Load GL - Unbilled Revenue Accrual process.

Examples of Unbilled Revenue Accrual

Review these examples to help you understand the revenue accrual process for uninvoiced activity.

Example 1

Accounting periods

Period One January 1 to January 31.

Period Two February 1 to February 28.

Period Three March 1 to March 31.

You invoice a bill at the end of March for three months of activity. However, you want to recognize unbilled revenue activity monthly at the end of each accounting period.

1. At the start of accounting period one, the bill consists of one line of activity (1,000 USD). On January 1, when you run the Unbilled Revenue Accrual process, it picks up the revenue of 1,000 USD. The Journal Generator posts the entry to the current accounting period. The Journal Generator also automatically creates reversing journal entries for the next accounting period (period two).

Processing date: 1/31/02.

Process Run: Unbilled Revenue Accrual.

Accounting Date	Account	Debit	Credit
1/31/02	Unbilled AR	1,000	
1/31/02	Revenue		1,000

Process Run: Journal Generator.

Accounting Date	Account	Debit	Credit
2/1/02	Unbilled AR		1,000
2/1/02	Revenue	1,000	

2. In February, the amount on the bill for that line changes to 1,200 USD. When you run the Unbilled Revenue Accrual process on February 28, it creates the accounting entries to recognize the new line amount. Again, when the Journal Generator posts these entries, it also creates reversing journal entries for the next accounting period (period three).

Processing date: 2/28/02.

(Original bill is still in the system; it is not invoiced until 3/30. Revenue amount changes to 1,200 USD).

Process Run: Unbilled Revenue Accrual.

Accounting Date	Account	Debit	Credit
2/28/02	Unbilled AR	1,200	
2/28/02	Revenue		1,200

Process Run: Journal Generator.

Accounting Date	Account	Debit	Credit
2/28/02	Unbilled AR		1,200
2/28/02	Revenue	1,200	

3. In March, the amount of the line changes to 1,400 USD, just before the bill is invoiced. When the Load GL process runs on March 30, it creates the usual debit and credit accounting entries that reflect the amounts that are on the invoiced bill.

Processing date: 3/30/02.

Process Run: Load GL.

Accounting Date	Account	Debit	Credit
3/30/02	AR	1,400	
3/30/02	Revenue		1,400

Note. The Unbilled Revenue Accrual process creates accounting entries for eligible bill lines that it has not previously accrued. If the process finds lines that accrued in a previous accounting period, it creates new accounting entries for those lines in the current accounting period.

Example 2

Accounting periods:

Period One January 1 to January 31.

Period Two February 1 to February 28.

You invoice a bill in February for January's activity. However, you want to recognize revenue in January before invoicing.

- At the time of revenue accrual processing on January 16, the bill consists of two revenue lines (4,000 USD and 9,000 USD) and a discount expense line of 1,000 USD. The Unbilled Revenue Accrual process creates accounting entries for these three lines of activity. The Journal Generator, which you run next, posts these entries to the current accounting period. It also automatically generates reversing journal entries, which it books in the next accounting period (period two).

Processing date: 1/16/02.

Process Run: Unbilled Revenue Accrual.

Accounting Date	Account	Debit	Credit
1/16/02	Unbilled AR.	12,000	
1/16/02	Discount expense.	1,000	
1/16/02	Revenue account 1.		4,000
1/16/02	Revenue account 2.		9,000

Process Run: Journal Generator.

Accounting Date	Account	Debit	Credit
2/1/02	Unbilled AR.		12,000
2/1/02	Discount Expense.		1,000
2/1/02	Revenue account 1.	4,000	
2/1/02	Revenue account 2.	9,000	

- On January 30, before the end of the monthly accounting period, two more lines of revenue activity are added (2,000 USD and 6,000 USD) to the bill. If you run the Unbilled Revenue Accrual process at this time, only these two new lines are selected for accrual. Run the Journal Generator to post these entries to the current accounting period and to automatically generate reversing journal entries to book in the next accounting period (period two).

Processing date: 1/30/02.

Process Run: Unbilled Revenue Accrual.

Accounting Date	Account	Debit	Credit
1/30/02	Unbilled AR.	8,000	
1/30/02	Revenue account 3.		2,000
1/30/02	Revenue account 4.		6,000

Process Run: Journal Generator

Accounting Date	Account	Debit	Credit
2/1/02	Unbilled AR.		8,000
2/1/02	Revenue account 3.	2,000	
2/1/02	Revenue account 4.	6,000	

3. On February 1, before invoicing the bill, a correction is made to reduce the discount amount to 500 USD. After invoicing the bill, the Load GL process creates the usual debit and credit accounting entries that reflect the amounts that are on the invoiced bill. The new total amount of 20,500 USD (all five revenue lines minus the new discount amount) appears on the invoice.

Processing date: 2/1/02.

Process Run: Load GL.

Accounting Date	Account	Debit	Credit
2/1/02	AR.	20,500	
2/1/02	Discount expense.	500	
2/1/02	Revenue Account 1.		4,000
2/1/02	Revenue Account 2.		9,000
2/1/02	Revenue Account 3.		2,000
2/1/02	Revenue Account 4.		6,000

You normally do not accrue and invoice a bill in the same accounting period. However, measures exist to prevent double-booking entries. When you invoice a bill, the Load GL process finds the same lines that you accrued in the current accounting period and creates reversal entries for the current accounting period. These offsetting entries are reversed in the next accounting period.

Example 3: Accrual for Deferred Revenue

Accounting periods:

Period One	January 1 to January 31.
Period Two	February 1 to February 28.
Period Three	March 1 to March 31.

In this example, the customer's billing cycle lands in the next accounting period, where the invoice date is February 15. However, you want to recognize revenue on the bill for all of January's activity in the current accounting period.

1. The bill at that time consists of one line of activity (1,200 USD) and is set up to recognize deferred revenue based on a from date and to date range of January 1 through March 31. Run the Unbilled Revenue Accrual process monthly, at the end of each accounting period. Run the Journal Generator process to post these entries to the current accounting period and to automatically create the reversing journal entries in the next accounting period.

Processing date: 1/31/02.

(You want to recognize the January portion of the bill, even though the bill is not invoiced until February.)

Process Run: Unbilled Revenue Accrual.

Accounting Date	Account	Debit	Credit
1/31/02	Unbilled AR	400	
1/31/02	Revenue		400

Process Run: Journal Generator

Accounting Date	Account	Debit	Credit
2/1/02	Unbilled AR		400
2/1/02	Revenue	400	

2. After the bill is invoiced, run the regular Load GL process to create accounting entries for regular revenue and deferred revenue.

Processing date: 2/15/02.

Process Run: Load GL.

Accounting Date	Account	Debit	Credit
2/15/02	AR	1,200	
2/15/02	Revenue		800
2/15/02	Deferred Revenue		400
3/1/02	Deferred Revenue	400	
3/1/02	Revenue		400

Note. InterUnit billing is not supported in the Unbilled Revenue Accrual process.

Platform-Specific Statements in the Load GL - Unbilled Revenue Accrual Process

The following are platform-specific statements that are used in the Load GL - Unbilled Revenue Accrual process.

ADDDTTM	Platform-specific DTTM compare.
DFR_DT	Update range beginning and end dates.
INPERIOD	Calculate days in period.
INSGLAR	Insert AR (accounts receivable) rows in accounting entries.
ROUND	Rounding function.
INSREVS	Insert revenue rows in accounting entries for ChartField balancing and Inter/IntraUnit processing.
INSDSS	Insert discount and surcharge revenue rows in accounting entries for ChartField balancing and Inter/IntraUnit processing.

Setting Up Unbilled Revenue Accrual

There are three mandatory steps for enabling the Unbilled Revenue Accrual process. A fourth optional step provides a means of setting up defaults for this feature:

- Define a Journal Generator Template for accrued unbilled revenue.
- Create an accrued AR (accounts receivable) distribution code.
- Set up unbilled revenue accrual options for the billing business unit.
- Optional. Set up unbilled revenue accrual defaults.

See Also

[Chapter 3, “Establishing PeopleSoft Billing Business Units,” page 21](#)

[Chapter 6, “Entering Bills Online,” page 85](#)

[Chapter 4, “Structuring Bills,” Defining Bill Types, page 44](#)

[Chapter 4, “Structuring Bills,” Setting Up Distribution Codes, page 58](#)

Defining a Journal Generator Template for Unbilled Revenue Accrual

In addition to establishing a regular Journal Generator template for regular revenue, set up a Journal Generator template that automatically reverses accrual entries at the beginning or at the end of the next accounting period. Use this additional template solely for posting accrued revenue accounting entries. The system keeps track of when you actually invoiced the customer and prevents double booking of revenues in the same accounting period.

Use the Journal Generator Template page to set up an autoreversing Journal Generator template. For the unbilled revenue accrual template, select as the reversal code *Beginning of Period* or *End of Next Period*.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Journal Generator,” Setting Up for Journal Generator

Creating an Unbilled AR Distribution Code

Access the Distribution Code page to create an unbilled accounts receivable (AR) distribution code. In the Distribution Type field, select *Unbill AR*.

Setting Up Unbilled Revenue Accrual Options for the Billing Business Unit

Access the Billing Definition - Business Unit 3 page.

To enable unbilled revenue accrual processing in the system for the corresponding business unit:

1. Select Enable Unbilled Rev Accrual (enable unbilled revenue accrual) in the Unbilled Rev Accrual Options (unbilled revenue accrual options) group box.

When you select this option, define a default Unbilled AR Distribution Code and an Accrued Journal Template. Only those journal templates that are set up to autoreverse are available for selection.

2. Define which bill statuses to include in the accrual.

You can define multiple statuses, inserting a row for each additional status. The following statuses are eligible for accrual: *Finalized*, *Hold*, *New Bill*, *Pend Approv* (pending approval), and *Ready*.

3. Select Accrue Bills at This Level to accrue bills by business unit.

To enable unbilled revenue accrual at the business unit level (but only for certain bill types), do not select *Accrue Bills at This Level*. Access the Bill Type 3 page for additional setup.

Setting Up Unbilled Revenue Accrual Defaults

Define the Unbilled AR Distribution Code (or offset account) on the Distribution Code page and Bill Type 3 page. This value is not stored on the bill, but the Unbilled Revenue Accrual process needs this distribution code to run successfully. The Unbilled AR Distribution Code field default hierarchy is:

1. Distribution Code page.
2. Bill Type 3 page.

3. Billing Definition - Business Unit 3 page (where the field is required).

Setting Up Unbilled Revenue Accrual Defaults on the Distribution Code Page

If you have several AR accounts and you want to use a separate unbilled AR account for each (in effect, pairing each AR account with its own unbilled AR account), use the Distribution Code page to define these relationships.

To define pairs of AR accounts and unbilled AR accounts:

1. Select *AR* as the distribution code search parameter, and match each of the AR distribution codes to its own unbilled AR distribution code.

The distribution type of *AR* denotes an AR type of account distribution.

2. In the Unbilled AR Distribution Code field, enter the distribution code for the unbilled ChartField values that you establish during the initial setup for the unbilled revenue accrual process.

If you do not want to pair each AR account with its own unbilled AR account, leave this field blank, and define the Unbilled AR Distribution Code on the Bill Type 3 page.

Setting Up Unbilled Revenue Accrual Defaults on the Bill Type 3 Page

To set up the Unbilled Revenue Accrual process at the bill type level:

1. Select *Accrue Bills of This Level* to enable unbilled revenue accrual of bills at the bill type level.
2. Enter an unbilled AR distribution code to use different unbilled AR distribution codes for different bill types.

If you define an unbilled AR distribution code on the Distribution Code page, the system uses that value. If you leave that field blank, the system uses the unbilled AR distribution code that you establish here at the bill type level. If you do not establish an unbilled AR distribution code here, the system uses the one that you establish at the business unit level where it is required.

Setting Up Unbilled Revenue Accrual Defaults on the Standard Billing - Header - Info 2 Page

Use this page to accrue unbilled revenue for individual invoices. If you selected the *Accrue Bills at This Level* field at the bill type or the business unit levels, that information appears by default on this page, and the *Accrue Unbilled* option is selected. If not, select it here. For this bill to be eligible for accrual, this flag must be selected.

Generating Unbilled Revenue Accrual Accounting Entries

The Load GL - Unbilled Revenue Accrual process (BIACCRUE) generates accounting entries for accruing revenue for unbilled invoices.

This section discusses how to:

- Run the Load GL - Unbilled Revenue Accrual process.
- Review bill lines that fail to accrue.

Pages Used to Generate Unbilled Revenue Accrual Accounting Entries

Page Name	Object Name	Navigation	Usage
Accrue Unbilled Revenue Process	RUN_BI_ACCRUAL	Billing, Generate Invoices, Accrue Unbilled Activity, Non-Consolidated Bills, Accrue Unbilled Revenue	Generate unbilled revenue accrual accounting entries.
Consol Accrue Unbilled Revenue Process	RUN_BI_ACCRUAL_CON	Billing, Generate Invoices, Accrue Unbilled Activity, Consolidated Bills, Accrue Unbilled Revenue	Generate unbilled revenue accrual accounting entries for consolidated bills.
Bill Lines Accrued process	RUN_BI_ACCR_RPT1	Billing, Generate Invoices, Accrue Unbilled Activity, Bill Lines Accrued Report, Bill Lines Accrued	Review which bills and bill lines are accrued, and review the accounts and amounts for all bills in the specified date range. This report uses the same run control options as the Accrue Unbilled Revenue process. Run this report (using the same run control options that you used on the Accrue Unbilled Revenue page) to review everything that is accrued if it is the only accrual run within the date range.
Bill Line Not Ready process	RUN_BI_ACCR_RPT2	Billing, Generate Invoices, Accrue Unbilled Activity, Lines Not Ready to Accrue Rpt, Bill Line Not Ready	Determine which bills do not accrue. This report uses the same run control options as the Accrue Unbilled Revenue process. Run this report (using the same run control options that you use on the Accrue Unbilled Revenue page) to review everything that is not accrued if it was the only accrual run that is within the date range.

Running the Load GL - Unbilled Revenue Accrual Process

Access the Accrue Unbilled Revenue process page. (To generate unbilled revenue accrual accounting entries for consolidated bills, access the Consol Accrue Unbilled Revenue process page.)

Unit

To accrue by business unit, select a value here. Insert a new row for each additional business unit that you want to include in the process. If you leave this field blank, the process accrues for all business units.

Accounting Date

Select Run Date to assign to the accounting entries the date of the process run. Select User Date to assign a user-specified date.

Reviewing Bill Lines that Fail to Accrue

Access the Bill Line Not Ready report page.

Accounting Date	If you are troubleshooting, select the accounting date that you use during the Load GL Unbilled process. If you are ensuring that bills are in order before you run Load GL Unbilled process, define the accounting date that you plan to use for that process.
Not Marked to Accrue	(ACCRUE_UNBILLED=N). Select to list bills that you do not mark to accrue on the Standard Billing - Header - Info 2 page.
100% Revenue Distribution	Select to list bills that do not have adequate revenue accounting information to create accounting entries.
No Dis/Sur ChartFields	Select to list bills that do not have adequate discount or surcharge accounting information to create accounting entries.

Note. If a bill does not accrue because of all three reasons in the previous three field descriptions, the report lists that bill three times.

Bill Status Not Eligible	Select to list bills with a bill status that is not included on the list of statuses on the business unit (and not of <i>INV</i> , <i>TMP</i> , and <i>CAN</i>). Bills that do not accrue for this reason might be disqualified for other reasons too. Fix the status, and run this report again to see if it is disqualified for any other reason.

See Also

Chapter 6, “Entering Bills Online,” page 85

CHAPTER 19

Using Commitment Control Accounting In PeopleSoft Billing

This chapter provides an overview of commitment control accounting in PeopleSoft Billing, and discusses how to:

- Run the Budget Checking process (FSBKBDP3).
- View PeopleSoft Billing invoice budget checking exceptions.
- Correct accounting entries that fail budget checking.

Understanding Commitment Control Accounting in PeopleSoft Billing

Use commitment control accounting to budget check revenue transactions against revenue budgets and update those budgets accordingly. For the revenue budget, commitment control accounting enables you to track the budgeted, recognized and collected revenue amounts. When a revenue budget has an associated expenditure budget, revenues can increase the available spending authority of a particular expenditure budget.

The revenue side of commitment control accounting focuses on budget tracking as opposed to controlling the flow of transactions and preventing operational losses. The system updates revenue budgets resulting from budget checking. These updates are to internal accounting data only, and do not affect the customer invoice.

Revenue entries from billing transactions increase or, for adjustments, decrease the recognized amount of the revenue budget. Only revenue, discount and surcharge, InterUnit expense, and statistical distribution accounts are budget checked for control.

To budget check an invoice in PeopleSoft Billing:

1. Set up the budget checking options.
2. Enter the bill online or through the Billing Interface.
3. Run the Finalize and Distribute process (BIIVC000).
4. Run the Currency Conversion process (BICURCNV).
5. Run the Pre-Load GL process (BIPRELD).

Correct errors that are generated during the Pre-Load process. Use the Staged Acctg Entries component to correct ChartField errors that are generated.

6. Run the Load GL Interface process (BILDGL01).

7. Run the Budget Checking process (FSBKBDP3).
8. Correct errors on any accounting entries that fail budget checking.

Correcting the errors changes the budget checking header status from E (error in budget checking) to N (not budget checked). The transactions are then ready to resume processing. When transactions pass budget checking, they can be processed by the Journal Generator.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Basic Commitment Control Options”

Budget Checking in PeopleSoft Billing

The Budget Checking process (FSBKBDP3) processes only those accounting entries that are created by the Load GL process with a budget checking header status of N (not budget checked). It determines the fiscal year and period from the budget date of the accounting line entry and checks the accounting entry against the recognized revenue budget for that fiscal year and period.

The Budget Checking process determines if the budget allotted is sufficient. If you select *Control* in the Commitment Control Option field on the Source Transaction Definition - Options page, the system assigns to transactions that do not pass budget checking a status of E (error). If in the Commitment Control Option field on the Source Transaction Definition - Options page that you elect to track transactions with a budget, the system assigns to transactions that do not match the budget allotment a status of W (warning).

If the accounting entry successfully passes budget checking, the Budget Checking process increases the recognized revenue ledger by the transaction amount, updates the offset ledger balance to maintain balanced commitment control ledgers, and updates the PeopleSoft General Ledger distribution status to N (none). Transactions that pass budget checking, those with a PeopleSoft General Ledger distribution status of N, are available to be picked up the next time that you run the Journal Generator Process (FSPGGJGEN).

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Commitment Control Source Transaction Types”

The Load GL Process and Budget Checking

Budget dates determine against which budget period the transaction data is checked. If a budget date exists from bill entry at the bill line distribution level, the Load GL process (BILDGL01) carries that date forward. If you do not provide a budget date at the bill line distribution level in bill entry, the Load GL process populates the budget date with the accounting date that is on the bill header. The Finalization process (BIIVC000) determines invoice dates and accounting dates. It populates the invoice date with the current date if it is not provided in bill entry, and it populates the accounting date with the invoice date if the accounting date is not provided at bill entry. Because you run the Load GL process after the Finalization process, the accounting date is populated by the Finalization process on the bill header, even if you do not provide one at bill entry.

The system creates accounting entry types that are not involved in budget checking with a blank budget date. The system creates future accounting period entries for realized revenue and realized discounts or surcharges with a budget date value that is derived from the future period accounting date option that you define on the Installation Options - Billing - GL/AR Options page, which is either the first or last day or the accounting period.

The system checks multiple process status flags throughout bill processing to ensure that a bill is ready to be picked up by downstream processes.

The Load GL process sets the budget checking header status to N if you selected the Commitment Control option for PeopleSoft Billing on the Enable Commitment Control page. This is done for revenue, distribution and surcharge, InterUnit expense, and statistical distribution accounts only. Otherwise, the Load GL process sets the budget checking header status to V. The system sets the budget checking line status to the same value as that of the header status.

The Load GL interface creates accounting entries with an initial PeopleSoft General Ledger distribution status of H (hold) for those transactions with a budget checking header status of N.

The Journal Generator process does not pick up accounting entries with a PeopleSoft General Ledger distribution status of H until they pass the Budget Checking process and their PeopleSoft General Ledger distribution status is changed to N (none).

If commitment control is enabled at the installation level on the Enable Commitment Control page:

Load GL sets Budget Checking Header Status to	Budget Checking Line Status	Accounting Entry GL distribution status	Can be processed by Budget Checking Process?	Can be processed by Journal Generator Process?
N (not budget checked).	N (not budget checked).	H (hold)	Yes	No

Status values after successful Budget Checking process:

Budget Checking process sets Budget Checking Header Status to	Budget Checking Line Status	Accounting Entry GL distribution status	Can be processed by Budget Checking Process?	Can be processed by Journal Generator Process?
V (valid budget check).	V (valid budget check).	N (none)	No	Yes

Status values after unsuccessful Budget Checking process:

Budget Checking Process Sets Budget Checking Header Status to	Budget Checking Line Status	Accounting Entry GL Distribution Status	Can Be Processed by Budget Checking Process?	Selected by Journal Generator Process?
E (error in budget check).	E (error in budget check).	H (hold)	Yes	No

The Load GL - Unbilled Revenue Accrual process (BIACCRUE) creates accounting entries with a budget header status of V, enabling the Budget Checking process to bypass unbilled revenue accounting entries. Unbilled revenue accounting entries do not need to go through the Budget Checking process because these entries are automatically reversed during the next accounting period, and each bill is eventually invoiced and booked to the recognized revenue accounts.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,”
Running the Load GL Accounting Entries Process (BILDGL01), page 404

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Additional PeopleSoft Billing Installation Options

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Basic Commitment Control Options,” Enabling Commitment Control for Specific Applications

Common Elements Used in This Chapter

Go to Source Adjustment

Click Go to Source Adjustment to access the Correct Budget Check Errors component, where you can make corrections to the budget date or to the ChartFields.

Exception Type

The Exception Type field limits the rows that appear to transactions with one of the following exception types:

Error: The invoice fails budget checking.

Warning: The Budget Checking process issues a warning, but also updates the control budget ledger.

Maximum Rows

Specify the maximum number of rows that are to appear in the scroll area. If the More Budgets Exist field is populated, the invoice has more exceptions than the number that you enter in the Maximum Rows field. Enter a different search criteria to shorten the list or increase the maximum number of rows.

Override Transaction

Select to enable the entire transaction to update the control budget even if error exceptions exist. This option is available only for users with super user

security access and is not available if the transaction passed budget checking with only warning exceptions. Select it prior to budget checking.

Advanced Budget Criteria

Click Advanced Budget Criteria to open the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.

Search

After you enter selection criteria, click to refresh the scroll area.



Click the Budget Check button to run the Budget Checking process again after you override the transaction or a budget. Run the process again if you change the invoice.



Click the Budget Check Details button to open the Commitment Control page, where you can see the source transaction type and the amount type for the invoice.



Click the Tran Override Available Info (transaction override available information) button to determine the reason why you can't override the entire transaction.



Click the Budget Override Available Info (budget override available information) button to determine the reason why you can't override a single budget entry.

Budget with Exceptions

This scroll area displays all the commitment control budgets that have exceptions for the invoice. Include selection criteria to limit the number of budget rows that appear in the scroll area.



Click the View Exception Details button to open the Exception Details page for Transaction Headers, where you can view the budgets with error or warning exceptions, the budget ChartFields, and any overrides if they exist. You cannot override the budget on this Exceptions Details page. Use the Billing Invoice Exceptions page to override the budgets.



Click the View in Transaction Currency button to view a bill line in the transaction currency.

Percentage

The sum of accounting entry percentages for a particular line transaction. The percentage must equal 100.

Date Time Added

The date and time that a bill line is added to the invoice.

Last Update Timestamp

The date and time that a bill line was last updated.

Last Maintained By Operator ID

The user ID of the person who last updated a bill line.

Bill Line Inquiry link

Click to access the Review Billing Information - Details - Acctg - Rev Distribution page, where you can review the bill line accounting information.

Budget Check link

Click to access the Commitment Control Correction Details page, where you can run the Budget Checking Process, or inquire further into the budget checking exceptions for the invoice.

Level

The discount or surcharge level number that is applied to a bill line.

D/S	Displays a <i>D</i> if a bill line is associated with a discount, and displays an <i>S</i> if a bill is associated with a surcharge.
Budget Date	Enter a value to enable the system to determine the budget period when it processes transactions against a control budget.
Display Lines with Errors Only	Select to display only invoice lines with budget-checking errors.
Apply Correction	Click to apply the accounting entry or budget date corrections. When you click this button, the system: • Updates the budget header status to <i>N</i> (not budget checked) if the Pre-Load process is not required. • Deletes the records in BI_ACCT_ENTRY when the Pre-Load process is required and ChartField values were changed during accounting entry correction. • Updates the Pre-Load indicator on the BI_HDR record to 1 when the Pre-Load process is required. • Refreshes the Accounting Entries Summary page.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions”

Running the Budget Checking Process (FSBKBDP3)

You can initiate the Budget Checking process from the Budget Check Acct Entries page.

Page Used To Run the Budget Checking Process

Page Name	Object Name	Navigation	Usage
Budget Check Acct Entries	RUN_BI_KK_BCHK	Billing, Generate Invoices, Non-Consolidated, Request Budget Check, Budget Check Ivc	Initiate the Budget Checking process (FSBKBDP3).
Budget Check for Consol Bills	RUN_BI_KK_BCH_CON	Billing, Generate Invoices, Consolidated, Request Budget Check, Budget Check for Consol Bills	Initiate the Budget Checking process (FSBKBDP3) for consolidated bills.

Initiating the Budget Checking Process

Access the Budget Check Acct Entries or the Budget Check for Consol Bills page.

Specify the run control parameters and click Run to access the Process Scheduler page, where you can initiate the Budget Checking process.

Note. The Business Unit field is required when requesting a budget check for consolidated invoices.

Viewing Billing Invoice Budget Checking Exceptions

When accounting entries fail budget checking, the Budget Checking process populates the budget check header and line status with *E* (error in budget check). If any one line on a transaction fails budget checking, the system marks the entire invoice in error by updating the budget check header status field. No budget updates occur for the transaction.

If accounting entries fail budget checking, you can:

- View budget checking errors or warning messages for invoices.
- View individual invoice lines with budget checking errors or warning messages.
- View line details for source transactions with budget exceptions.

Pages Used to View Billing Invoice Exceptions

Page Name	Object Name	Navigation	Usage
Billing Invoice Exceptions - Header Exceptions	KK_XCP_HDR_BI1	Commitment Control, Review Budget Check Exceptions, Billing Invoice, Billing Invoice Exceptions	View budget checking errors or warning messages for invoices. Users who have authority can override the budget exceptions on this page.
BI Invoice Exceptions - Line Exceptions	KK_XCP_LN_BI1	Commitment Control, Review Budget Check Exceptions, Billing Invoice, Line Exceptions	View individual invoice lines with budget checking errors or warning messages.
Billing Invoice Line Drill Down	KK_DRL_BI1_SEC	Click the Drill Down to Transaction Line button on the Exception Details page for Transaction Headers for a specific transaction line.	View line details for source transactions with budget exceptions.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions,” Viewing and Handling Exceptions

Viewing Budget Checking Errors

Access the Billing Invoice Exceptions page.

Budget Override Tab

Override Budget

Select to update the control budget even though the transaction exceeds the budget. This field is available only for users with super user security access and if the budget transaction fails budget checking. It is not available if the

source transaction type does not allow overrides and the budget header status is not checked. If the budget header status is not checked, you changed the source transaction after the Budget Checking process issued the error exceptions and you did not run the Budget Checking process again.

Override User ID

When you override the budget, the system populates the this field with the user ID for the person who overrode budget checking and the Override Date field with the date and time that they overrode the budget.



Click the View Related Links button to open a page with the following options:

Go to Budget Exception: Opens the Budget Exceptions page, where you can view other transactions that have exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

Go to Budget Inquiry: Opens the Budget Details page, where you can view the budget details, such as the available amount that is remaining, the attributes, and the amounts that are used by each ledger (encumbrance, pre-encumbrance, and so on) in the budget. You must have authority to inquire on the budget to open the page.

Budget ChartFields Tab

The Budget ChartFields tab displays the ChartFields values for the budget.

See Also

- PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Exceptions
- PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Inquiring on Budgets and Transaction Activities,” Viewing Budget Details and Transaction Activity

Viewing Individual Invoice Line Budget Checking Errors

Access the Line Exceptions page.

Note. Multiple views of this page are available by clicking the tabs in the scroll area. Fields that are common to all views appear first.

Line From, Line Thru	Enter invoice line numbers to view a range of lines. Only invoice lines with exceptions are available options.
Transaction Lines with Budget Exceptions	This scroll area displays the invoice lines with error or warning exceptions. You can limit the number of budget line exceptions by entering selection criteria.

Line ChartFields Tab

The Line ChartFields tab displays the ChartFields values for the budget.

Line Amount Tab

Foreign Amount The amount of the line in the entry currency.

Monetary Amount The amount in the base currency of the primary ledger.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Commitment Control Source Transaction Types”

Viewing Budget Exception Line Details

Access the Billing Invoice Line Drill Down page.

Transaction Line Identifiers

Transaction Line Identifiers	This group box provides information to identify the source transaction.
D/S Level	The discount or surcharge level number is applied to this line.
Tax Authority Identifier	Any tax authority agency that is empowered to set taxes against this bill. The discount/surcharge identifier
Revenue Sequence Number	The sequence number of the distribution line.
Type	The account entry type.

Transaction Line Details

Transaction Line Details	This group box displays the details for the line. It displays the ChartField name, value, and description for any of the ChartFields depending on the budget:

Note. The ChartFields may or may not match the budget ChartFields, as the Budget Checking process translates the transaction ChartFields into the corresponding budget ChartFields by using the control budget definition.

Line Status	The budget checking line status. Values are: E (error): The entry failed to pass budget checking. N (not checked): The Budget Checking process has not processed the entry or the invoice has been changed and not budget checked again. Exception data may be inaccurate. Budget check the transaction again to update the exceptions V (valid): The entry passed budget checking and the process updated the control budget ledger. W (warning): The Budget Checking process issued a warning, but also updated the control budget ledger.
Budget Date	The budget date for the distribution line in the invoice.
Line Amount	If the transaction amount and the base amount are different, both amounts appear.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Setting Up Basic Commitment Control Options”

Correcting Accounting Entries That Fail Budget Checking

Correct the errors that cause accounting entries to fail budget checking by:

- Accessing the bill through the Billing Invoice Exceptions page to override the transaction, and then make the necessary adjustments through PeopleSoft Billing Adjustments (if the changes needed to pass budget checking are to the amount or distribution percentage). You can make a net adjustment, credit and rebill, or credit the entire bill.

See [Chapter 31, “Adjusting Bills,”](#) page 561.

- Accessing the PeopleSoft Billing Correct Budget Check Errors component to make corrections to accounting entries with a budget header status that is in error (if the changes that are needed to pass budget checking are to the budget date or ChartFields). In this component, you can correct ChartField values and budget date information on an invoice after it is finalized. You can also access this component through the Billing Invoice Exceptions pages by clicking the Go to Source Adjustment button.

Note. Some source transaction types do not allow overrides.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions”.

Pages Used to Correct Accounting Entries that Fail Budget Checking

Page Name	Object Name	Navigation	Usage
Billing Invoice Exceptions - Header Exceptions	KK_XCP_HDR_BI1	Commitment Control, Review Budget Check Exceptions, Billing Invoice, Billing Invoice Exceptions	Select the Override Transaction field to override the error that causes the invoice to fail budget checking.
BI Invoice Exceptions - Line Exceptions	KK_XCP_LN_BI1	Commitment Control, Review Budget Check Exceptions, Billing Invoice, Line Exceptions	Select the Override Transaction field to override the error that causes the invoice to fail budget checking.
Commitment Control Correction - Acctg Entries Summary	BI_KK_COR_AE	Billing, Maintain Bills, Correct Budget Check Errors, Acctg Entries Summary	Review accounting entry information for the invoice, such as the ChartField, transaction amount, and relevant discount and surcharge information. Apply corrections to accounting entry and budget date errors.

Page Name	Object Name	Navigation	Usage
Commitment Control Correction - Line	BI_KK_COR_LN	Billing, Maintain Bills, Correct Budget Check Errors, Line	Correct line information for bill lines that fail budget checking.
Commitment Control Correction - Revenue	BI_KK_COR_REV	- Billing, Maintain Bills, Correct Staged Acctg Errors, Revenue - Billing, Maintain Bills, Correct Budget Check Errors, Revenue	Correct budget date or ChartField information for bills with accounting entry types of revenue.
Commitment Control Correction	BI_KK_COR_DS	- Billing, Maintain Bills, Correct Staged Acctg Errors, Disc/Surc - Billing, Maintain Bills, Correct Budget Check Errors, Disc/Surc	Correct discount and surcharge distribution budget date or account information.
Commitment Control Correction IU Expense (InterUnit expense)	BI_KK_COR_IUE	- Billing, Maintain Bills, Correct Staged Acctg Errors, IU Expense - Billing, Maintain Bills, Correct Budget Check Errors, IU Expense	Correct budget date or ChartField values for InterUnit expense accounting entries.
Commitment Control Correction Statistic	BI_KK_COR_STA	- Billing, Maintain Bills, Correct Staged Acctg Errors, Statistics - Billing, Maintain Bills, Correct Budget Check Errors, Statistics	Correct budget date or ChartField values for statistical information.
Commitment Control - Budget Check	KK_EXCPTN_OVER_SEC	Billing, Maintain Bills, Correct Budget Check Errors	Re-run the Budget Checking process after correcting accounting entries that are in error.

Correcting Amounts and Distribution Percentages in Error

To correct an amount or distribution percentage of an account entry that fails budget checking:

1. Select the Override Transaction option on the Billing Invoice Exceptions page
2. Adjust the invoice on Adjust Entire Bill component, or Adjust Selected Bill Lines component.
You can make a net adjustment, credit and rebill, or credit the entire bill.
3. Run the PeopleSoft Billing Finalize and Print (BIIVC000), Currency Conversion (BICURCNV), Pre-Load (BIPRELD), and Load GL (BILDGL01) processes before rerunning the Budget Checking process.

The adjusted accounting entries, when combined with the original accounting entries, must net out to an amount that is within the budget tolerance to pass budget checking.

Note. When copying or adjusting a bill, the system does not copy the budget date field from the source bill. The budget date value resets to its default, a null value. The invoice and accounting dates also reset to null.

See Also

Chapter 31, “Adjusting Bills,” page 561

Changing Budget Dates and ChartFields in Error

To correct a budget date or ChartField of an account entry that fails budget checking:

1. Access the PeopleSoft Billing Correct Budget Check Errors component.

Make corrections to accounting entries with a budget header status of *E* (error). When you save the changes, the accounting entries are then available to go through the Budget Checking process again.

You can't update the budget date of future period accounting entries (on invoices with deferred revenue accounting entries) because it is generated by the Load GL process. However, you can make changes to ChartField information for revenue distribution and the changes cascade down to future period accounting entries for the corresponding distribution line.

2. Click on the Apply Correction button to update the accounting entries with the changes, and to change the status of the budget header status from *E* to *N*.

The entries are ready to go through the Budget Checking process again.

Note. Only invoices with a budget check header status of *E* are accessible through the Correct Budget Check Errors component.

3. Click the Budget Check link on the Acctg Entries Summary page to rerun the Budget Checking process.

If the Pre-Load process is required for the corresponding invoice and if you changed any ChartField values during accounting entry correction, the system displays an error message stating that you must run the Pre-Load process before rerunning the Budget Checking process. The system displays a warning message if the Pre-Load process is required for the corresponding invoice but you made no changes to the ChartField values during account entry correction, indicating that you might need run the Pre-Load and the Load GL processes before running the Budget Checking process.

If the Pre-Load process is not required for the corresponding invoice and you made no changes to the ChartField values during accounting entry correction, the system displays the Commitment Control Budget Check page, where you can initiate the Budget Checking process to run online for the specific invoice.

Note. If the corrections that you make to an accounting entry are to the budget date only, or if the ChartField action flag on the BI_HDR record is not set to *Y*, you are not required to rerun the Pre-Load process after account entry correction. You are required to run the Budget Checking process only.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Creating and Maintaining Projects”

PeopleSoft Project Costing 8.8 PeopleBook, “Structuring PeopleSoft Project Costing”

CHAPTER 20

Tracking Statistical Data in PeopleSoft Billing

This chapter provides an overview of statistical data tracking in PeopleSoft Billing.

See Also

Chapter 6, “Entering Bills Online,” page 85

PeopleSoft General Ledger 8.8 PeopleBook, “Using Statistics”

Understanding Statistical Data Tracking in PeopleSoft Billing

PeopleSoft Billing maintains statistical data to facilitate financial analysis and reporting, or to form the basis for allocating certain expenses. Using statistics, you can track a variety of non-monetary amounts, including labor hours per product or workstations per department. Use direct labor hours, for example, to allocate overhead to products or to calculate a ratio of expense versus number of customers for a regional expense analysis.

PeopleSoft Billing supports statistical data tracking by:

1. Capturing statistical data in statistical accounts using the Bill Entry - Acctg - Statistical Info page.
2. Capturing statistical data in statistics codes using these pages:
 - Standard Billing - Acctg - AR Offset.
 - Standard Billing - Rev Distribution.
 - Standard Billing - Acctg - InterUnit Exp/Inv.
 - Standard Billing - Acctg - InterUnit Payables.
3. Carrying statistical data in statistics codes at the bill header level.
4. Passing statistical data to the Billing Accounting Entries table (PS_BI_ACCT_ENTRY), the staging table for the information that the Load GL process (BILDGL01) eventually passes to the general ledger system.

Use the account entry type translate value *ST* (statistical entry) to enter statistical data into the Billing Interface table, resulting in capturing data in statistical accounts. The system creates entries and displays them on the Standard Billing - Acctg - Statistical Info page after the Billing Interface creates the bill.

PeopleSoft tracks statistical information by:

- Statistics codes.
- Statistical accounts.

Statistics Codes

Statistics codes are values that you use to identify non-monetary amounts; for example, full-time equivalent (FTE) workdays, shipment size, or generic units. To add or modify statistics codes, use the Statistics Code page.

You also use statistics codes to track statistical amounts on the same journal line as the corresponding monetary amount entry. For example, the journal line that records an individual department's rent expense can include the dollar amount of the rent charged as well as the amount of floor space that is used to determine the charge.

For example, if you enter these accounting entries on the Bill Line Distribution pages:

Bill Line Distrib. Page	Acct	Dept	Prod	Proj
AR Offset	120000	<no value>	<no value>	<no value>
Revenue Dist.	400000	<no value>	<no value>	<no value>

Affiliate	Stat Code	Monetary Amt	Stat Amt	UOM Derived
<no value>	Fl Space	50000	700	SQF
<no value>		50000	<no value>	<no value>

then the Load GL process and Journal Generator generate these accounting entries and journal entries when passing this information to the general ledger system:

Acct	Dept	Prod	Proj
120000	<no value>	<no value>	<no value>
400000	<no value>	<no value>	<no value>

Affiliate	Stat Code	Monetary Amt	Stat Amt
<no value>	Fl Space	50000	700
<no value>	<no value>	50000	<no value>

These resulting journal lines include both the monetary and statistical amounts.

Associating Statistic Codes with UOMs at the Distribution Level

All statistics codes are associated with a specific unit of measure (UOM), a value that quantifies the statistical amount. The UOM that is associated with a statistics code or a statistical account may differ from the UOM that is associated with a charge code on the bill line. Statistical information can be a different type of information from the charge code information that is carried in the bill line distribution pages. For example:

Charge Code	Unit of Measure That Is Associated With Charge Code	Correlated Statistical Data	Unit of Measure That Is Associated With Statistical Data
Rent	SQF	Floor Space	SQF
Parking Fee	EA	Parking Space	EA
Consulting Service	HOURL	Head Count	FTE

In this example, the UOMs that are associated with the charge code and with the statistical data are the same for rental charges and parking fee. For consulting services, however, the charge code is billed by hours, whereas the statistical data that is tracked is the head count for the consulting staff and is measured by FTE.

Because the UOMs that are associated with statistical information and with the charge code can be different, QTY (quantity) and statistical amount can also be different. However, there are situations in which these would be the same. For example, if the UOM that is associated with a charge code is SQF, and the UOM that is associated with the statistical data is SQF, QTY and statistical amount are identical.

In some scenarios, there may be a correlation between a charge code and a statistics code. However, a statistics code can represent an aspect of the data that is different from that which the charge code represents, primarily from a general ledger, budgeting, and financial reporting perspective. The example above reflects this difference: The charge code is consulting service, and the statistics code is head count.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining and Using ChartFields,” Adding Scenario Values

Statistical Accounts

A statistical account is a type of account used for tracking non-monetary data. As with statistics codes, statistical accounts must have an associated UOM. The statistical account Workdays, for example, might use DAY as a UOM.

You define an account as either statistical or monetary on the Account page. The choices are mutually exclusive. For instance, you can't identify statistical accounts with a monetary account type. When passing data to the general ledger, the Load GL process generates a separate journal line for each account number, whether it is a statistical or a monetary account type. When you use a statistical account type to track non-monetary data, the Load GL process generates a separate journal line for each statistical account to accommodate a transaction's statistical amount.

For example, suppose that you are billing a customer for 10 workstations. You enter these accounting entries on the Bill Line Distribution pages:

Bill Line Distrib. Pages	Acct	Dept	Prod	Proj
AR Offset	120000	<no value>	<no value>	<no value>
Revenue Dist.	400000	<no value>	<no value>	<no value>
Stat Info	994600	<no value>	<no value>	<no value>

Affiliate	Stat Code	Monetary Amt	Stat Amt	UOM Derived
<no value>	<no value>	50000	<no value>	<no value>
<no value>	<no value>	50000	<no value>	<no value>
<no value>	<no value>	<no value>	10	UNT

The Load GL and Journal Generator processes generate these accounting entries and journal entries when passing this information to the general ledger system:

Acct	Dept	Prod	Proj
120000	<no value>	<no value>	<no value>
400000	<no value>	<no value>	<no value>
994600	<no value>	<no value>	<no value>

Affiliate	Statistics Code	Monetary Amount	Statistical Amount
<no value>	<no value>	50,000	<no value>
<no value>	<no value>	50,000	<no value>
<no value>	<no value>	<no value>	10

To track statistical data using the statistical account method, enter the information on the Standard Billing - Acctg - Statistical Info page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining and Using ChartFields,” Adding Account Values

Passing Statistical Data That Is Associated with Deferred Revenue Bills

To pass to the general ledger statistical data that is associated with deferred revenue bills, use the Standard Billing - Acctg - Statistical Info page. The Load GL process creates a separate accounting entry line for the statistical data and passes the information to the general ledger system with the current period entries.

The Load GL process passes to the general ledger statistical data that you enter on the Standard Billing - Acctg - AR Offset, Standard Billing - Acctg - InterUnit Exp/Inv, and Standard Billing - Acctg - InterUnit Payables pages. It passes statistical data regardless of whether the statistical data is associated with a deferred revenue bill, as these accounting entries are not prorated into future periods.

However, the Load GL process does not pass to the general ledger any statistical data entries that are prorated into future periods. Consequently, it does not pass statistical data that is associated with deferred revenue bills that you enter on the Standard Billing - Acctg - Deferred page, the Standard Billing - Discount/Surcharge page, or the Standard Billing - Acctg - Rev Distribution page.

CHAPTER 21

Establishing InterUnit and IntraUnit Billing

This chapter provides an overview of InterUnit and IntraUnit billing and discusses how to:

- Set up customers for InterUnit and IntraUnit processing.
- Set up InterUnit and IntraUnit processing.
- Run the Pre-Load and Load GL processes for InterUnit bills.
- Create vouchers for InterUnit transactions.

Understanding InterUnit and IntraUnit Billing

In an enterprise billing system, transactions often cross divisions or companies within large organizations. To help you keep track of these cross-organizational billing transactions, PeopleSoft provides InterUnit billing.

For example, when Division A of an organization loans labor to Division B, InterUnit billing generates accounting entries for booking to Division A's revenue account, Division B's expense account, and corresponding InterUnit control accounts. Although no accounts receivable open item or invoice is generated, you can now track the transaction within the system.

In another instance, where Organization A sells parts to Organization B (where both are business entities of an enterprise organization), Organization A can use InterUnit billing to bill Organization B for the transaction. The process generates accounting entries for both Organization A's and Organization B's books. You can set up the process to generate an accounts receivable open item for Organization A, an accounts payable voucher for Organization B, and an invoice.

In bill entry, when you enter an InterUnit customer, the Bill To Business Unit page appears if the InterUnit customer that is provided has no default General Ledger business unit. You can reenter the bill to GL (bill to general ledger) unit for this customer by clicking the Maintain Bill To GL Unit button, which appears on the Header - Info 1 page (and the Header - Primary page in the express billing component) when you select an InterUnit customer. The system populates the account distribution information with default values. Accounting distribution information can appear by default from the InterUnit Pairs table, the IntraUnit Template table, or the InterUnit Template table. The system uses a default value that is based on the value that you select for the InterUnit Method field on the Installation Options - Overall/GL page. You can override these ChartField values on the their corresponding bill entry pages.

Note. When you elect to create accounts payable vouchers, no account payable ChartField information appears in bill entry.

Invoice InterUnit bills by using the same invoice finalization process that you use to invoice regular bills.

See Also

Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96

Chapter 7, “Using Express Billing,” Entering Express Billing Header Information, page 153

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Overall Installation Options

Setting Up Customers for InterUnit and IntraUnit Processing

To enable InterUnit billing, you must set up business entities as customers who are capable of accepting InterUnit bills on the General Information - Bill To Options page.

To enable InterUnit transactions for customers:

1. Select the InterUnit Customer option in the InterUnit Billing group box.
2. Select a general ledger unit that this InterUnit customer represents to enable the bill to business unit to appear by default during bill entry.

You can leave this field blank if the InterUnit customer represents more than one bill to business unit, and you can provide a bill to business unit in bill entry. You can also override a bill to business unit in bill entry. In bill entry, if the default or entered bill to general ledger business unit and the bill from general ledger business unit are not defined as a valid pair in InterUnit pairs, IntraUnit template, or the InterUnit Template table, the system displays an error message directing you to enter a valid value.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information”

Setting Up InterUnit and IntraUnit Processing (Required)

The PeopleSoft centralized InterUnit and IntraUnit processing requires setup at the installation level.

Defining InterUnit Settings at the Installation Level

Define the following InterUnit settings at the installation level:

1. Define the InterUnit method on the Installation Options - Overall page.
In the InterUnit Method field, specify the method to use for retrieval of InterUnit ChartFields.
2. Specify whether to use legal entity definitions on the Installation Options - Overall page.
Select Use Legal Entity for the InterUnit field to enable the defining of different InterUnit payable and receivable ChartFields for use in subsequent processing, depending on whether the transaction is InterEntity or IntraEntity.
3. Define transaction codes on the Transaction Code page.

4. Map the transaction codes to the predefined system transaction definitions on the System Transaction Map page.

You can associate a transaction code with one or more system transactions. If you do not want to segregate InterUnit and IntraUnit balances by transaction, set up one transaction code and assign it to every system transaction.

Note. For Billing system transactions, set up one system transaction to one transaction code.

Note. The BIDFRAE and BIIVC system transactions are used together in preparing accounting entries for PeopleSoft Billing. Assign the same transaction code to these system transactions so that the ChartFields are common to both.

5. Define the InterUnit payable and receivable ChartFields that are used when processing must create balancing entries for InterUnit activity.

Note. If the transaction code is linked to PeopleSoft Billing system transaction, you can define InterUnit revenue and InterUnit expense ChartFields.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining Alternate Characters for Language Codes

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Transaction Codes

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Mapping Transaction Codes to System Transactions

Setting Up InterUnit and IntraUnit Processing (Optional)

After defining the installation level options, you can set up InterUnit processing. Additionally, for the InterUnit billing system transaction, you can establish InterUnit billing options.

Set up InterUnit processing at the:

1. General ledger business unit level.

This high level nonpaired setup satisfies simple business scenarios and requires less user maintenance.

2. Paired level.

This business unit paired level satisfies more complex business scenarios and requires additional setup. Use the InterUnit Pairs Mass Maintenance page to minimize maintenance efforts

Setting Up InterUnit Processing at the General Ledger Business Unit Level

If you have business scenarios where the InterUnit accounting requirement does not vary among transacting business units, set up InterUnit processing at General Ledger (GL) business unit level.

To set up InterUnit processing at GL business unit level:

1. Access the General Ledger Definition - Inter/IntraUnit page.
2. Specify the InterUnit template.

The system uses the value that you select in the InterUnit Template field to retrieve ChartFields for the offsetting entries. When the InterUnit method is defined as direct, ChartField values that are retrieved are of the offsetting InterUnit entry for the same business unit. If the InterUnit method is defined as indirect, ChartField values that are retrieved are of the offsetting InterUnit entry for the counter business unit in an InterUnit transaction. Consequently, this template must be defined for the setIDs that are used by each affiliate business unit with which you have InterUnit billing transaction.

Note. When you assign ChartField values for the InterUnit and IntraUnit templates, use the same ChartFields for the transaction codes that you map to system transactions BIDFRAE and BIIVC. The BIDFRAE and BIIVC system transactions are used together in preparing accounting entries for PeopleSoft Billing and should have common values. One approach to ensure that common values exist is to assign the same transaction code to BIDFRAE and BIIVC.

3. Specify the (IntraUnit) template.

Select a value in the IntraUnit Template field if the corresponding business unit has ledgers that require IntraUnit balancing. The central InterUnit and IntraUnit processor retrieves the IntraUnit payable and the IntraUnit receivable from the template that is associated with the business unit.

4. Specify a legal entity unit if you elect to use legal entity definitions at the installation level.

InterUnit transactions between two business units that are associated with the same legal entity business unit are considered IntraEntity; transactions between two business units that are associated with different legal entity business units are considered InterEntity.

5. Establish default values for each ChartField that is to be used in product-specific inheritance processing.
6. Specify the AP business unit in the InterUnit Billing Options group box.

Specify in the AP Business Unit field the business unit in which the InterUnit Voucher is recorded. This GL business unit is the bill to business unit in an InterUnit billing transaction.

7. Specify the vendor and location in the InterUnit Billing Options group box.

Specify in the Vendor ID and Location fields the values that are used on the AP voucher to represent the bill from General Ledger business unit.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Specifying Interunit and Intraunit Settings for General Ledger Business Units

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Intraunit Templates

Setting Up InterUnit and IntraUnit Pair Definitions

If the accounting requirements change among transacting business units, set up the InterUnit processing by using pair definitions.

For each combination of bill from business unit, bill to business unit, and transaction code, you can specify the InterUnit receivable and InterUnit payable ChartFields. If the transaction code is associated with an InterUnit PeopleSoft Billing system transaction, you can also define InterUnit revenue and InterUnit expense accounting entry types.

To define InterUnit and IntraUnit pairs:

- 1. Access the InterUnit Pairs page.
- 2. Define the InterUnit payable and receivable ChartFields.

Note. You can use the InterUnit Pairs Mass Maintenance page to mass edit, bulk add, and clone InterUnit pairs.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Interunit Pairs

Setting Up InterUnit Billing Options

If a transaction code is linked to the InterUnit billing system transaction, you can establish InterUnit billing options. You can select InterUnit Billing-related options on the System Transaction Map - Transaction Options page. Click the Options link for the Billing Invoice system transaction and select:

Print Invoice	Select to print the invoice.
Generate AR Open Item (generate accounts receivable open item)	Select to generate an accounts receivable open item.
Generate Voucher AP (generate voucher accounts payable)	Select to generate an accounts payable voucher.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Interunit Pairs Options for Interunit Billing and Interunit Transfers

Running the Pre-Load and Load GL Processes for InterUnit Bills

After you run the Pre-process and Finalization process (BIIVC000), and the Currency Conversion process, run the Pre-Load process to prepare accounting information. Next, run the Load GL process (BILDGL01) to generate accounting entries, process-deferred entries and generate the accounting entries report.

For bills with no InterUnit or IntraUnit relationships, the Load GL process generates accounting entries for revenue, accounts receivable and other offset entries, which are booked to one General Ledger business unit that collects payment and recognizes revenue. These accounting entries include the following types: accounts receivable, deferred revenue, recognized revenue, discount and surcharges and taxes.

With InterUnit and IntraUnit billing transactions, the Load GL process generates additional accounting entries for the bill to side of the transaction. These entries include the InterUnit expenses and InterUnit payables accounting entry types. The General Ledger business unit for these accounting entries is the bill to General Ledger business unit for the invoice.

However, if you elect to generate an accounts payable voucher, PeopleSoft Payables generates the accounting entries for the bill to side of the transaction. Therefore, when you load accounting entries for these bills, you don't find the InterUnit expenses and InterUnit payables accounting entries associated with them on the Load GL output listing. You only find the bill from side of the accounting entries.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Pre-Load Process , page 394

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Load GL Accounting Entries Process (BILDGL01), page 404

Creating Vouchers for InterUnit Transactions

The final step in the InterUnit billing process is to run the Generate AP Vouchers (generate accounts payable voucher) process (BIGNAP01) to initiate the creation of vouchers for InterUnit transactions that require accounts payable vouchers. You must have PeopleSoft Payables installed to take advantage of this functionality. The Generate AP Vouchers process can automatically create voucher entries in the PeopleSoft Payables interface staging tables, which eliminates the need for duplicate data entry and provides greater control by ensuring that the offsetting entry is created at the same time as the InterUnit invoice.

The actual vouchers, however, are generated within PeopleSoft payables by the Payables Voucher Build process, which loads and edits the voucher information that is sent to it from PeopleSoft Billing.

To set up the system to create voucher entries in PeopleSoft Payables:

1. Set up accounting entry templates with InterUnit payables ChartFields (typically, these are different from PeopleSoft Payables ChartFields for non-InterUnit transactions) on the Accounting Entry Template page.
2. Ensure that vendor IDs are set up to represent the bill from General Ledger business units engaging in InterUnit transactions.

If there are not, set up these vendor IDs.

3. Associate the accounting entry templates that you just created to vendor locations.

Each vendor location should represent a pairing relationship between the bill from and bill to General Ledger business units that are involved in an InterUnit transaction.

- a. Navigate to the Vendor Information - Location page to associate an accounting entry template to a vendor location.
 - b. Click the Procurement Options link on the Vendor Information - Location page to access a page where you can specify the accounting template that contains the ChartField values of the InterUnit payables account.
4. Navigate to the General Ledger Definition - InterUnit and IntraUnit page.
 - a. Ensure that you select a payables business unit that has the same general ledger business unit as the bill to general ledger business unit.
 - b. Ensure that you select a vendor ID.

You should have previously set up vendors to represent the bill from General Ledger business unit engaging in InterUnit billing transactions on the InterUnit Control Definition: InterUnit Controls page.

- c. Ensure that you select the vendor location code that has an associated accounting entry template that has InterUnit payables ChartFields.

This enables the InterUnit voucher to be posted to an InterUnit payables account, as opposed to a regular payables account that is designed at the business unit level. The payables posting process looks here first to obtain the payables ChartFields.

5. Run the Generate AP Vouchers process by using the Generate AP Vouchers page.

The Generate AP Vouchers process takes information from the PeopleSoft Billing tables and populates the PeopleSoft Payables Master Staging tables. You can run this process independent of the Load GL process. However, you must run the Pre-Process & Finalization process (BIIVC000) before running the Generate AP Vouchers process. You don't need to run the Pre-load process before running this process.

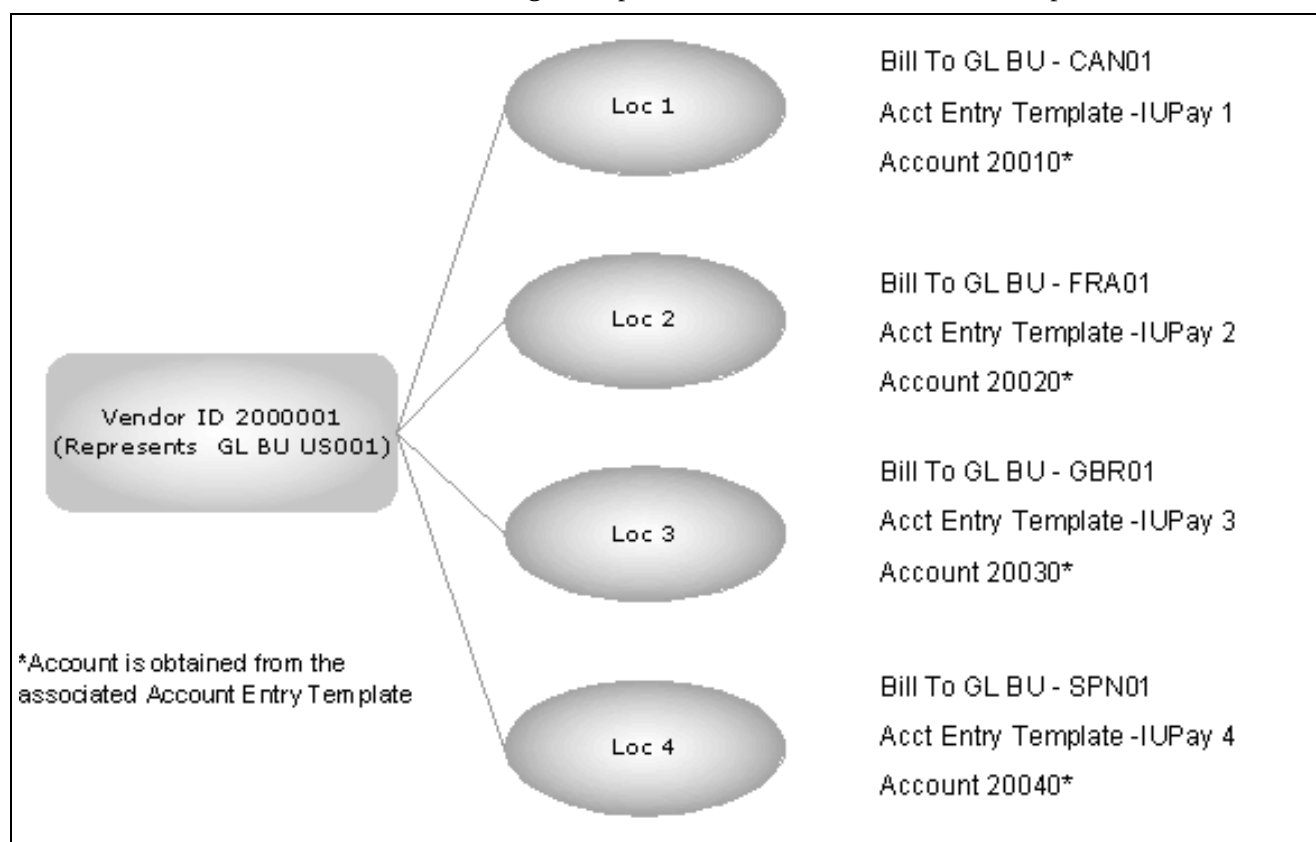
6. Set up a unique PeopleSoft Payables origin ID on the Billing Definition - Business Unit 2 page to help identify vouchers needing manual intervention.

If you use a third-party tax provider in PeopleSoft Billing, no tax codes are available to pass to PeopleSoft Payables. You need voucher entry intervention to enter the tax information.

Note. If you do not have PeopleSoft Payables installed, you cannot take advantage of vouchering functionality, and the Generate AP Voucher option (on the System Transaction Map - Transaction Options page) will not be available. If you do not select the Generate AP Voucher option, you must provide payables distribution information for the InterUnit pair. This enables the Load GL Interface process to generate accounting entries for the InterUnit payables and expense entries. Configure the system to extract data from the PeopleSoft Billing tables to create vouchers.

Associating Accounting Entry Templates to Vendor Locations

Because PeopleSoft Payables accounts can vary depending on the bill from and bill to general ledger business unit relationships, associating a different accounting entry template with a different vendor location enables the posting process to gather the appropriate InterUnit payables account by way of the vendor location that is stored with a voucher. The following chart provides an illustration of this concept:



Associating accounting entry templates to vendor locations

See Also

Chapter 22, “Populating the AP Voucher Staging Tables ,” page 469

Chapter 3, “Establishing PeopleSoft Billing Business Units,” Defining Tax Control and Deferred Revenue Options, page 25

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Generate AP Vouchers Process (BIGNAP01), page 412

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

PeopleSoft Payables 8.8 PeopleBook, “Basic Voucher and Payment Processing”

CHAPTER 22

Populating the AP Voucher Staging Tables

The Generate AP Voucher (generate accounts payable voucher) process (BIGNAP01) populates the AP Voucher Master Staging tables with InterUnit billing information from the PeopleSoft Billing tables. PeopleSoft Payables generates the vouchers. The PeopleSoft Payables Voucher Build process (AP_VCHRBLD) generates and completes voucher record sets.

This chapter instructs you how to populate the following AP Voucher Master staging tables:

- VCHR_HDR_STG.
- VCHR_LINE_STG.
- VCHR_DIST_STG.

Populating VCHR_HDR_STG

This section instructs you how PeopleSoft Billing populates the VCHR_HDR_STG table.

Field Name	How Billing Populates
BUSINESS_UNIT	BUSINESS_UNIT_AP
VCHR_BLD_KEY_C1	Billing BU
VCHR_BLD_KEY_C2	Invoice Number
VCHR_BLD_KEY_N1	0
VCHR_BLD_KEY_N2	0
VOUCHER_ID	NEXT
VOUCHER_STYLE	REG
INVOICE_ID	BI_HDR.INVOICE

Field Name	How Billing Populates
INVOICE_DT	BI_HDR.INVOICE_DT
MISC_AMT	0
VAT_TREATMENT_GRP	blank
STATE_SHIP_FROM	From BI_HDR
STATE_SHIP_TO	From BI_HDR
COUNTRY_LOC_SELLER	From BI_HDR_VAT
STATE_LOC_SELLER	From BI_HDR_VAT
COUNTRY_LOC_BUYER	From BI_HDR_VAT
STATE_LOC_BUYER	From BI_HDR_VAT
COUNTRY_VAT_SUPPLY	From BI_HDR_VAT
STATE_VAT_SUPPLY	From BI_HDR_VAT
COUNTRY_VAT_PERFRM	From BI_HDR_VAT
STATE_VAT_PERFRM	From BI_HDR_VAT
PREPAID_REF	Blank
PRPAID_AUTO_APPLY	Blank
PAY_TRM_BSE_DT_OPT	Blank
IMAGE_REF_ID	Blank
IMAGE_DATE	Null
PAY_SCHEDULE_TYPE	Blank

Field Name	How Billing Populates
TAX_GRP	Blank
TAX_PYMNT_TYPE	Blank
INSPECT_DT	Null
INV_RECPT_DT	Null
FRGHT_CHARGE_CODE	Blank
LC_ID	Blank
MISC_CHARGE_CODE	Blank
SALETX_CHARGE_CODE	Blank
VCHR_SRC	<i>BILL</i>
ECTRANSID	BI-VCHR-IN
VENDOR_SETID	Blank
VENDOR_ID	BUS_UNIT_TBL_GL.VENDOR_ID when the InterUnit method is defined as <i>Direct</i> or <i>Indirect</i> . IU_INTER_PR_TR.VENDOR_ID when the InterUnit method is defined as <i>Pair</i> .
VNDR_LOC	BUS_UNIT_TBL_GL.LOCATION when the InterUnit method is defined as <i>Direct</i> or <i>Indirect</i> . IU_INTER_PR_TR.LOCATION when the InterUnit method is defined as <i>Pair</i> .
ADDRESS_SEQ_NUM	0
GRP_AP_ID	Blank
ORIGIN	From BUS_UNIT_TBL_BI
OPRID	OPRID

Field Name	How Billing Populates
ACCOUNTING_DT	BI_HDR.ACCOUNTING_DT
POST_VOUCHER	Blank
DST_CNTRL_ID	Blank
VOUCHER_ID_RELATED	Blank
GROSS_AMT	BI_HDR.INVOICE_AMOUNT
DSCNT_AMT	0
SALETX_AMT	BI_HDR.TOT_SU_TAX
FREIGHT_AMT	0
DUE_DT	Null
DSCNT_DUE_DT	Null
PYMNT_TERMS_CD	Blank
ENTERED_DT	Current Date
TXN_CURRENCY_CD	BI_HDR.BI_CURRENCY_CD
RT_TYPE	Blank
RATE_MULT	0
RATE_DIV	0
VAT_ENTRD_AMT	BI_HDR.TOT_VAT
MATCH_ACTION	N
REMIT_ADDR_SEQ_NUM	0

Field Name	How Billing Populates
CUR_RT_SOURCE	<i>T</i>
DSCNT_AMT_FLG	<i>T</i>
DUE_DT_FLG	<i>T</i>
VCHR_APPRVL_FLG	<i>P</i>
BUSPROCNAME	Blank
APPR_RULE_SET	Blank
VAT_DCLTRN_POINT	Blank
VAT_CALC_TYPE	Always <i>E</i> for Billing
VAT_CALC_GROSS_NET	BI_HDR.VAT.VAT_CALC_GROSS_NET
VAT_RECALC_FLG	BI_HDR.VAT.VAT_RECALC_FLG
VAT_CALC_FRGHT_FLG	<i>N</i>
COUNTRY_SHIP_FROM	BI_HDR.COUNTRY_SHIP_FROM
COUNTRY_SHIP_TO	BI_HDR.COUNTRY_SHIP_TO
COUNTRY_VAT_BILLFR	BI_HDR.COUNTRY_VAT_BILLFR
COUNTRY_VAT_BILLTO	BI_HDR.COUNTRY_VAT_BILLTO
VAT_EXCPTN_CERTIF	BI_HDR.VAT
VAT_ROUND_RULE	Blank
STATE_VAT_DEFAULT	Blank
DSCNT_PRORATE_FLG	Blank

Field Name	How Billing Populates
DESCR254_MIXED	Blank
DOC_TYPE	Blank
TAX_EXEMPT	Blank
EIN_FEDERAL	Blank
EIN_STATE_LOCAL	Blank
PROCESS_INSTANCE	0
IN_PROCESS_FLG	N
BUSINESS_UNIT_PO	Blank
PO_ID	Blank
PACKSLIP_NO	Blank
VAT_CALC_MISC_FLG	N
RECEIPT_DT	Null
BILL_OF_LADING	Blank
CARRIER_ID	Blank
VCHR_BLD_CODE	Blank
BUSINESS_UNIT_AR	Blank
CUST_ID	Blank
ITEM	Blank
ITEM_LINE	0

Field Name	How Billing Populates
VAT_EXCPTN_TYPE	For non-VAT bills: blank For VAT bills: the VAT_EXCPTN_TYPE from BI_HDR_VAT
VCHRH_USER_SBR	USER_VCHR_CHAR1 USER_VCHR_CHAR2 = blank. USER_VCHR_DEC = 0 USER_VCHR_DATE = null. USER_VCHR_NUM1 = 0
PUR_USR_HDR_SBR	USER_HDR_CHAR1 = blank

Note. The Generate AP Voucher process inserts a combination of the Payables BU, Billing BU, and Invoice Number to ensure uniqueness when inserting rows into the VCHR_HDR_STG table.

Populating VCHR_LINE_STG

This section instructs you the proposed PeopleSoft Billing approach for populating the VCHR_LINE_STG table.

Field Name	How Billing Populates
BUSINESS_UNIT	BUSINESS_UNIT_AP.
VCHR_BLD_KEY_C1	Billing BU
VCHR_BLD_KEY_C2	Invoice Number
VCHR_BLD_KEY_N1	0
VCHR_BLD_KEY_N2	0
BUS_UNIT_RELATED	Blank
VOUCHER_ID_RELATED	Blank
VOUCHER_ID	Next
VOUCHER_LINE_NUM	BI_LINE.LINE_SEQ_NUM

Field Name	How Billing Populates
BUSINESS_UNIT_PO	Blank
PO_ID	Blank
LINE_NBR	0
SCHED_NBR	0
DESCR	Blank
VENDOR_ID	Blank
VNDR_LOC	Blank
DESCR254_MIXED	Blank
SPEEDCHART_KEY	Blank
TAX_DSCNT_FLG	Blank
TAX_FRGHT_FLG	Blank
TAX_MISC_FLG	Blank
TAX_VAT_FLG	Blank
PHYSICAL_NATURE	Value from BI_LINE
VAT_RCRD_INPT_FLG	Blank
VAT_RCRD_OUTPT_FLG	Blank
VAT_TREATMENT	Blank
VAT_SVC_SUPPLY_FLG	From BI_LINE
VAT_SERVICE_TYPE	From BI_LINE

Field Name	How Billing Populates
COUNTRY_LOC_BUYER	From BI_LINE
STATE_LOC_BUYER	From BI_LINE
COUNTRY_LOC_SELLER	From BI_LINE
STATE_LOC_SELLER	From BI_LINE
COUNTRY_VAT_SUPPLY	From BI_LINE
STATE_VAT_SUPPLY	From BI_LINE
COUNTRY_VAT_PERFRM	From BI_LINE
STATE_VAT_PERFRM	From BI_LINE
STATE_SHIP_FROM	From BI_LINE
MERCHANDISE_AMT	BI_LINE.NET_EXTENDED_AMT
ITM_SETID	Blank
INV_ITEM_ID	Blank
QTY_VCHR	0
STATISTIC_AMOUNT	0
UNIT_OF_MEASURE	Blank
UNIT_PRICE	0
DSCNT_APPL_FLG	Y
TAX_CD_VAT	BI_LINE.TAX_CD_VAT only for domestic VAT. For others, blank.
BUSINESS_UNIT_RECV	Blank

Field Name	How Billing Populates
RECEIVER_ID	Blank
RECV_LN_NBR	0
RECV_SHIP_SEQ_NUM	0
MATCH_LINE_OPT	N
DISTRIB_MTHD_FLG	A
SHIPTO_ID	Blank
SUT_BASE_ID	Blank
TAX_CD_SUT	BI_LINE.TAX_CD
SUT_EXCPTN_TYPE	Blank
SUT_EXCPTN_CERTIF	Blank
SUT_APPLICABILITY	Blank
VAT_APPLICABILITY	Blank for non-VAT and for VAT - BI_LINE.VAT_APPLICABILITY.
VAT_TXN_TYPE_CD	Blank
VAT_USE_ID	Blank
BUSINESS_UNIT_GL	Blank
ACCOUNT	Blank
ALTACCT	Blank
CF12_AN_SBR	All blank
DEPTID	Blank

Field Name	How Billing Populates
PROJECT_ID	Blank
ECTRANSID	BI_VCHR_IN
STAT_VAT_DEFAULT	BI_LINE.STATE_VAT_DEFAULT
REQUESTOR_ID	Blank
VCHRL_USER_SBR	USER_VCHR_CHAR1 = blank USER_VCHR_CHAR2 = blank USER_VCHR_DEC = 0 USER_VCHR_DATE = null USER_VCHR_NUM1 = 0
PUR_USR_LIN_SBR	USER_LINE_CHAR1 = blank
PUR_USR_SHP_SBR	USER_SCHED_CHAR1 = blank
VAT_ENTRD_AMT	VAT_AMT from BI_LINE
VAT_RECEIPT	Blank
VAT_RGSTRN_SELLER	For non-VAT bills: blank For VAT bills: the VAT_RGSTRN_SELLER from BI_HDR_VAT
TRANS_DT	Null

Populating VCHR_DIST_STG

This section instructs you the proposed PeopleSoft Billing approach for populating the VCHR_DIST_STG table.

Field Name	How Billing Populates
VCHR_BLD_KEY_C1	Billing BU
VCHR_BLD_KEY_C2	Invoice Number
VCHR_BLD_KEY_N1	0
VCHR_BLD_KEY_N2	0
ECTRANSID	BI-VCHR-IN
BUSINESS_UNIT	BUS_UNIT_TBL_GL.BUSINESS_UNIT_AP when the InterUnit method is defined as <i>Director Indirect</i> . IU_INTER_PR_TR.BUSINESS_UNIT_AP when the InterUnit method is defined as <i>Pair</i> .
VOUCHER_ID	NEXT
VOUCHER_LINE_NUM	BI_LINE_IU_EXP.LINE_SEQ_NUM
DISTRIB_LINE_NUM	BI_LINE_IU_EXP.LINE_DIST_SEQ_NUM
ACCOUNT	BI_LINE_IU_EXP.ACCOUNT
STATISTICS_CODE	BI_LINE_IU_EXP.STATISTICS_CODE
QTY_VCHR	0
STATISTICS_AMOUNT	0
JRNL_LN_REF	Blank
DESCR	Blank
MERCHANDISE_AMT	BI_LINE.AMOUNT
BUSINESS_UNIT_GL	Blank
BUSINESS_UNIT_PO	Blank

Field Name	How Billing Populates
PO_ID	Blank
LINE_NBR	0
SCHED_NBR	0
PO_DIST_LINE_NUM	0
BUSINESS_UNIT_PC	Blank
ACTIVITY_ID	Blank
ANALYSIS_TYPE	Blank
RESOURCE_TYPE	Blank
RESOURCE_CATEGORY	Blank
RESOURCE_SUB_CAT	Blank
ASSET_FLG	Y if BI_LINE.BUSINESS_UNIT_AMTO does not equal blank. Else, blank.
BUSINESS_UNIT_AM	BI_LINE.BUSINESS_UNIT_AMTO.
ASSET_ID	BI_LINE.ASSET_ID
COST_TYPE	BI_LINE.COST_TYPE
PROFILE_ID	BI_LINE.PROFILE_ID.
VAT_TXN_TYPE_CD	Blank
BUSINESS_UNIT_RECV	Blank
RECEIVER_ID	Blank

Field Name	How Billing Populates
RECV_LN_NBR	0
RECV_SHIP_SEQ_NUM	0
RECV_DIST_LINE_NUM	0
DEPTID	BI_LINE_IU_EXP.DEPTID
PRODUCT	BI_LINE_IU_EXP.PRODUCT
PROJECT_ID	BI_LINE_IU_EXP.PROJECT_ID
AFFILIATE	BI_LINE_IU_EXP.AFFILIATE
ALTACCT	BI_LINE_IU_EXP.ALTACCT
CF12_AN_SBR	BI_LINE_IU_EXP.CF12_AN_SBR
BUDGET_DT	Null
ENTRY_EVENT	Blank
VAT_APORT_CNTRL	T
VCHRD_USER_SBR	USER_VCHR_CHAR1 = blank USER_VCHR_CHAR2 = blank USER_VCHR_DEC = 0 USER_VCHR_DATE = null USER_VCHR_NUM1 = 0
PUR_USR_DST_SBR	USER_DIST_CHAR1 = blank
OPEN_ITEM_KEY	Blank
VAT_RECOVERY_PCT	0
VAT_REBATE_PCT	0

Field Name	How Billing Populates
VAT_CALC_AMT	0
VAT_BASIS_AMT	0
VAT_RCVRY_AMT	0
VAT_NRCVR_AMT	0
VAT_REBATE_AMT	0
VAT_TRANS_AMT	0
TAX_CD_VAT_PCT	0
VAT_INV_AMT	0
VAT_NONINV_AMT	0

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Generate AP Vouchers Process (BIGNAP01), page 412

PeopleSoft Payables 8.8 PeopleBook, “Basic Voucher and Payment Processing”

CHAPTER 23

Understanding Direct Invoicing

This chapter provides an overview of a direct invoice process and discusses how to:

- Process the DIRECTIVC job.
- Process the BIDIRIVC job.
- Process the BIINIU job.
- Process the DIRAUTO job.
- Process alternate direct invoicing jobs.

Understanding a Direct Invoice Process

Direct invoicing streamlines the billing process by combining several steps in the collection and processing of billing activity from other source systems. PeopleSoft provides several direct invoicing multistep jobs. These jobs contain all of the processes necessary to take a bill through all of the PeopleSoft Billing processes including: Invoice Creation, Invoice Finalization (BIIVC000), Invoice Printing, Billing Currency Conversion (BICURCNV), Pre-Load (BIPRELD), Load AR (load accounts receivable) (BILDAR01), Load GL (load general ledger) (BILDGL01), and Generate AP Voucher (accounts payable voucher) (BIGNAP01). Additionally, multistep jobs may also include preprocesses. The PeopleSoft Billing user preferences that you set up on the User Preferences - Billing page as well as where you initiate direct invoicing determine which jobs are initiated.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” page 391

Chapter 14, “Understanding Crystal Invoices,” page 355

Chapter 12, “Calculating Value-Added Tax (VAT) in PeopleSoft Billing,” page 291

Chapter 15, “Generating Invoices,” page 363

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining PeopleSoft Billing User Preferences

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Processing Multiple Currencies”

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information,” Understanding the Primary Customer Roles

Processing the DIRCTIVC Job

Use the DIRCTIVC job (initiated by clicking the Run Process button on the Shipping/Issues - Order Summary page), to create invoices for sales orders originating from PeopleSoft Order Management.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Shipping Inventory”

Outlining the Functions of the DIRCTIVC Job

This table lists all of the processes that are part of the DIRCTIVC job used in PeopleSoft Inventory:

Process	What Gets Selected Now?	What Needs to be Processed Later?
OM Billing Interface (OMBILL)	All activity for Ship ID.	Nothing.
Billing Interface (BIIF0001)	All activity for INTFC ID. To process direct invoicing through the Billing Interface process, the Range Selection ID and Direct Invoicing fields must be part of the explicit bill by criteria and must be populated on the interface transaction lines. Direct invoicing bills are created with a status of <i>RDY</i> (ready).	All activity for INTFC ID with errors.
VAT Defaulting (value-added tax) (BIPVAT00)	Applies defaults at the bill header and line levels for VAT fields. Selects all VAT bills with Defaults Applied= <i>No</i> . Status changes from <i>RDY</i> to <i>HLD</i> if defaulting fails. Defaults applied change to <i>Yes</i> if defaulting succeeds. If your business never processes VAT invoices, you can remove this step from the BIDIRIVC job.	All VAT bills with VAT defaulting errors.
Invoice Finalization	All bills for range selection ID with direct invoice option <i>On</i> . Status changes to: <i>FNL</i>: If paid by credit card. <i>INV</i>: If not paid by credit card.	All bills for range selection ID with direct invoice option <i>Off</i> . The status of activity not selected remains <i>RDY</i> .

Process	What Gets Selected Now?	What Needs to be Processed Later?
Invoice Print (BIIVCPN, BIIVCLN, BIIVCEN)	All SQR printed bills for range selection ID with a status of <i>INV</i> . The system prints these bills using one of several processes, depending on the invoice form that you selected on the Header - Info 1 page: BIIVCLN (Print Landscape Invoices process), BIIVCPN (Print Portrait Invoices), or BIIVCEN (Print Crystal Invoices).	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . Printing invoices using Crystal require an additional step. Use the Print Crystal Invoices page to run the Crystal reports that print invoices. Invoices designated for dispatch through EDI (electronic data interchange) are queued for processing during the next scheduled EDI transmission.
Billing Currency Conversion	All bills for range selection ID with a status of <i>FNL</i> or <i>INV</i> . Your business practices may dictate different timing for running currency conversion. However, currency conversion must be completed before billing activity can be interfaced to PeopleSoft Receivables or General Ledger.	All bills for range selection ID with direct invoice option <i>Off</i> .
Pre-Load	All bills for range selection ID with a status <i>INV</i> and which have completed currency conversion.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for Ship ID with invoice and currency conversion errors.
Load Receivables	All bills for range selection ID with a status <i>INV</i> and which have completed currency conversion. Your business practices may dictate different timing for loading to PeopleSoft Receivables. You can remove this processes from the DIRCTIVC job.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.
Load General Ledger	All bills for range selection ID with status <i>INV</i> and which have completed currency conversion. Your business practices may dictate different timing for loading to PeopleSoft General Ledger. You can remove this process from the DIRCTIVC job.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.
Generate AP Voucher	All bills for range selection ID with status <i>INV</i> and which have completed currency conversion.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.

Warning! If you do not click the Run button on the Shipping/Issues - Order Summary page, you must run all of the processes individually.

Processing the BIDIRIVC Job

This section outlines the functions of the BIDIRIVC job.

Outlining the Functions of the BIDIRIVC Job

This table lists all of the processes that are part of the BIDIRIVC job used in PeopleSoft Projects

Process	What Gets Selected Now?	What Needs to be Processed Later?
Billing Interface	All activity for INTFC ID. To process direct invoicing through the Billing Interface process, the Range Selection ID, and Direct Invoicing fields must be part of the explicit bill by criteria and must be populated on the interface transaction lines. Direct invoicing bills are created with a status of <i>RDY</i> (ready).	All activity for INTFC ID with errors.
VAT Defaulting	Applies defaults at the bill header and line levels for VAT fields. Selects all of the VAT bills with Defaults Applied= <i>No</i> . Status changes from <i>RDY</i> to <i>HLD</i> if defaulting fails. Defaults applied change to <i>Yes</i> if defaulting succeeds. If your business never processes VAT invoices, you can remove this step from the BIDIRIVC job.	All VAT bills with VAT defaulting errors.
Invoice Finalization	All bills for range selection ID with direct invoice option <i>On</i> . Status is changes to: <i>FNL</i>: If paid by credit card. <i>INV</i>: If not paid by credit card.	All bills for range selection ID with direct invoice option <i>Off</i> . The status of activity not selected remains <i>RDY</i> .

Process	What Gets Selected Now?	What Needs to be Processed Later?
Invoice Print	All SQR printed bills for range selection ID with a status of <i>INV</i> . The system prints these bills using one of several processes, depending on the invoice form that you selected on the Header - Info 1 page: BIIVCLN (Print Landscape Invoices process), BIIVCPN (Print Portrait Invoices), BIIVCEN (Print Crystal Invoices), BIGIVCPN (Grants Print Portrait Invoices), or BISF108X (Federal Invoice Portrait Print).	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . Printing invoices using Crystal requires an additional step. Use the Print Crystal Invoices page to run the Crystal reports that print your invoices. Invoices designated for dispatch through EDI are queued for processing during the next scheduled EDI transmission.
Billing Currency Conversion	All bills for range selection ID with a status of <i>FNL</i> or <i>INV</i> . Your business practices may dictate different timing for running currency conversion. However, currency conversion must be completed before billing activity can be interfaced to PeopleSoft Receivables or General Ledger.	All bills for range selection ID with direct invoice option <i>Off</i> .
Pre-Load	All bills for range selection ID with a status <i>INV</i> and which have completed currency conversion.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.
Load Receivables	All bills for range selection ID with a status <i>INV</i> and which have completed currency conversion. Your business practices may dictate different timing for loading to PeopleSoft Receivables. You can remove this process from the BIDIRIVC job.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for range selection ID with invoice and currency conversion errors.

Process	What Gets Selected Now?	What Needs to be Processed Later?
Load General Ledger	All bills for range selection ID with status <i>INV</i> and which have completed currency conversion. Your business practices may dictate different timing for loading to PeopleSoft General Ledger. You can remove this process from the BIDIRIVC job.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for range selection ID with invoice and currency conversion errors.
Generate AP Voucher	All bills for range selection ID with status <i>INV</i> and which have completed currency conversion.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for range selection ID with invoice and currency conversion errors.

Processing the BIINIU Job

You can initiate the BIINIU job from the Express Issue and Shipping/Issues - Order Summary page to create invoices for intercompany transfers.

The first process the system runs for this job is the Transfer Order Billing Load process (INS6300), which extracts all intercompany transfer order information with the same shipping identifier from the inventory shipping table (SHIP_INF_INV) and loads that information into the PeopleSoft Billing interface table (INTFC_BI). Once this information is within PeopleSoft Billing, it's ready for subsequent processing.

You initiate the Transfer Order Billing Load process from the PeopleSoft Inventory Express Issue and Shipping/Issues components, as well as from the InterUnit Bill Load Process page.

Note. All shipment activity for a shipping identifier is loaded to PeopleSoft Billing even if the direct invoice option is not selected.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Shipping Inventory”

PeopleSoft Inventory 8.8 PeopleBook, “Transferring Stock Between Business Units”

PeopleSoft Inventory 8.8 PeopleBook, “Creating Orders for Fulfillment”

Outlining the Functions of the BIINIU Job

This table lists all of the processes that are part of the BIINIU job used in PeopleSoft Inventory:

Process	What Gets Selected Now?	What Needs to be Processed Later?
Transfer Order Billing Load	All activity for ship ID.	Nothing
Billing Interface	All activity for INTFC ID. For intercompany transfers with direct invoicing selected at the customer level, the Billing Interface process creates bills in <i>RDY</i> status, unless there are errors. For intercompany transfers without direct invoicing selected, the Billing Interface process creates bills according to the status that you defined on the Billing Bill By Identifier page: <i>New</i> , <i>Pending</i> , or <i>Hold</i> .	All activity for INTFC ID with errors.
VAT Defaulting	Applies defaults at the bill header and line levels for VAT fields. Selects all VAT bills with Defaults Applied= <i>No</i> . Status changes from <i>RDY</i> to <i>HLD</i> if defaulting fails. Defaults applied change to <i>Yes</i> if defaulting succeeds. If your business never processes VAT invoices, you can remove this step from the BIINIU job.	All VAT bills with VAT defaulting errors.
Invoice Finalization	All bills for range selection ID with direct invoice option <i>On</i> . Status is changes to: • <i>FNL</i>: If paid by credit card. • <i>INV</i>: If not paid by credit card.	All bills for range selection ID with direct invoice option <i>Off</i> . The status of activity is <i>RDY</i> .
Invoice Print	All SQR printed bills for range selection ID with a status of <i>INV</i> . The system prints these bills using one of several processes, depending on the invoice form that you selected on the Header - Info 1 page: BIIVCLN (Print Landscape Invoices process), BIIVCPN (Print Portrait Invoices), or BIIVCEN (Print Crystal Invoices).	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . Printing invoices using Crystal requires an additional step. Use the Print Crystal Invoices page to run the Crystal reports that print invoices. Invoices designated for dispatch through EDI are queued for processing during the next scheduled EDI transmission.

Process	What Gets Selected Now?	What Needs to be Processed Later?
Billing Currency Conversion	All bills for range selection ID with a status of <i>FNL</i> or <i>INV</i> . Your business practices may dictate different timing for running currency conversion. However, currency conversion must be completed before billing activity can be interfaced to PeopleSoft Receivables or General Ledger.	All bills for range selection ID with direct invoice option <i>Off</i> .
Pre-Load	All bills for range selection ID with a status <i>INV</i> and which have completed currency conversion.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.
Load Receivables	All bills for range selection ID with a status <i>INV</i> and which have completed currency conversion. Your business practices may dictate different timing for loading to PeopleSoft Receivables. You can remove this process from the BIINIU job.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.
Load General Ledger	All bills for range selection ID with status <i>INV</i> and which have completed currency conversion. Your business practices may dictate different timing for loading to PeopleSoft General Ledger. You can remove this process from the BIINIU job.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.
Generate AP Voucher	All bills for range selection ID with status <i>INV</i> and which have completed currency conversion.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.

Processing the DIRAUTO Job

You can initiate the DIRAUTO job from the Ship and Invoice Process page to create invoices for sales orders (originating from PeopleSoft Order Management) and intercompany transfers. DIRAUTO takes stock requests that are confirmed on the Material Picking Feedback page and runs all of the remaining processes to invoicing. You must select the autoship option for any stock requests that you want to process.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Shipping Inventory”

PeopleSoft Inventory 8.8 PeopleBook, “Creating Shipping Documentation”

PeopleSoft Inventory 8.8 PeopleBook, “Order Fulfillment Processing,” Auto-Pick and Auto-Ship Fulfillment Processing

Outlining the Functions of the DIRAUTO Job

This table lists all of the processes that are part of the DIRAUTO job used in PeopleSoft Inventory:

Process	What Gets Selected Now?	What Needs to be Processed Later?
Picking Confirmation (INPBCONF)	All lines that match the selection criteria on the Ship and Invoice Process page.	All lines not marked as autoship, as well as any lines that could not be autoshipped.
Packing Slip (INS6500)	All lines that were shipped in the picking confirmation step.	Nothing.
Depletion (INPDDEPL)	All lines that were shipped in the picking confirmation step.	Nothing.
Advanced Shipping Notices (IN_PUB_MSG)	All lines that were shipped in the picking confirmation step.	Nothing.
Transfer Order Billing Load	All activity for ship ID.	Nothing.
OM Billing Interface	All lines originating from the PeopleSoft Order Management system that were depleted in the depletion step.	Nothing.
Billing Interface	All activity for INTFC ID. To process direct invoicing through the Billing Interface process, the Range Selection ID and Direct Invoicing fields must be part of the explicit bill by criteria and must be populated on the interface transaction lines. Direct invoicing bills are created with a status of <i>RDY</i> (ready).	All activity for INTFC_ID with errors.

Process	What Gets Selected Now?	What Needs to be Processed Later?
VAT Defaulting	Applies defaults at the bill header and line levels for VAT fields. Selects all VAT bills with Defaults Applied= <i>No</i> . Status changes from <i>RDY</i> to <i>HLD</i> if defaulting fails. Defaults applied change to <i>Yes</i> if defaulting succeeds. If your business never processes VAT invoices, you can remove this step from the DIRAUTO job.	All VAT bills with VAT defaulting errors.
Invoice Finalization	All bills for range selection ID with direct invoice option <i>On</i> . Status changes to: <i>FNL</i>: If paid by credit card. <i>INV</i>: If not paid by credit card.	All bills for range selection ID with direct invoice option <i>Off</i> . The status of activity is <i>RDY</i> .
Billing Currency Conversion	All bills for range selection ID with a status of <i>FNL</i> or <i>INV</i> . Your business practices may dictate different timing for running currency conversion. However, currency conversion must be completed before billing activity can be interfaced to PeopleSoft Receivables or General Ledger.	All bills for range selection ID with direct invoice option <i>Off</i> .
Invoice Print	All SQR printed bills for range selection ID with a status of <i>INV</i> . The system prints these bills using one of several processes, depending on the invoice form that you selected on the General Information - Bill To Options page: BIIVCLN (Print Landscape Invoices process), BIIVCPN (Print Portrait Invoices), or BIIVCEN (Print Crystal Invoices).	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . Printing invoices using Crystal requires an additional step. Use the Print Crystal Invoices page to run the Crystal reports that print invoices. Invoices designated for dispatch through EDI are queued for processing during the next scheduled EDI transmission.
Pre-Load	All bills for range selection ID with a status <i>INV</i> and which have completed currency conversion.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.

Process	What Gets Selected Now?	What Needs to be Processed Later?
Load Receivables	All bills for range selection ID with a status <i>INV</i> and which have completed currency conversion. Your business practices may dictate different timing for loading to PeopleSoft Receivables. You can remove this process from the DIRAUTO job.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.
Load General Ledger	All bills for range selection ID with status <i>INV</i> and which have completed currency conversion. Your business practices may dictate different timing for loading to PeopleSoft General Ledger. You can remove this process from the DIRAUTO job.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for ship ID with invoice and currency conversion errors.
Generate AP Voucher	All bills for range selection ID with status <i>INV</i> and which have completed currency conversion.	All bills for range selection ID with status <i>RDY</i> or <i>FNL</i> . All bills for Ship ID with invoice and currency conversion errors.

Processing Alternate Direct Invoicing Jobs

In addition to the multiprocess jobs, PeopleSoft delivers an alternate set of corresponding direct invoicing multiprocess jobs that run only up to Invoice Print, enabling you to run the remaining processes at another time. You determine which version of the multiprocess job to use on the User Preferences - Billing page.

The alternate set of corresponding single action and direct invoicing multiprocess jobs do not include these processes:

- Currency Conversion.
- Pre-Load.
- Load AR Pending Items.
- Load GL Interface.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Transferring Stock Between Business Units”

PeopleSoft Order Management 8.8 PeopleBook, “Billing Orders,” Using Direct Invoicing

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining PeopleSoft Billing User Preferences

PeopleSoft Project Costing 8.8 PeopleBook, “Integrating with PeopleSoft Contracts and PeopleSoft Billing,” Setting Up for Direct Invoicing and InterUnit Billing

CHAPTER 24

Working With PeopleSoft Order Management

This chapter discusses how to:

- Use direct invoicing in PeopleSoft Order Management.
- Populate the Billing Interface without direct invoicing.
- Bill sales orders using credit cards.
- Process returned material authorization (RMA) adjustments.
- Pass tax information from PeopleSoft Order Management to PeopleSoft Billing.

See Also

Chapter 9, “Setting Up the Billing Interface,” Using the Bill By Identifier with the Billing Interface, page 249

PeopleSoft Order Management 8.8 PeopleBook, “Billing Orders”

PeopleSoft Order Management 8.8 PeopleBook, “Order Processing in a Value-Added Tax Environment”

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Processing Credit Cards”

Using Direct Invoicing in PeopleSoft Order Management

Direct invoicing streamlines the billing process by combining several steps in the order-to-invoice cycle. Direct invoicing is for PeopleSoft Order Management environments that require immediate invoicing for shipped goods instead of traditional cycle billing.

Direct invoicing is available by default. Leave the option on for customers who require time-sensitive invoices based on shipment ID. However, if customers prefer summarized billing, you can disable the direct invoicing option. Because you can change the direct invoicing option by order and by customer, you can match variations in the customers’ billing requirements.

See Also

Chapter 23, “Understanding Direct Invoicing,” page 485

Populating the Billing Interface Without Direct Invoicing

When you do not pass invoices to PeopleSoft Billing using direct invoicing, you need to run each of the processes run by direct invoicing separately. The Populate Billing process (OMBILL) populates the Billing Interface process (BIIF0001) staging tables in PeopleSoft Billing with inventory shipment history and additional nonstock shipment activity.

See Also

PeopleSoft Order Management 8.8 PeopleBook, “Billing Orders,” Populating Billing

Billing Sales Orders Using Credit Cards

You can bill sales orders to credit cards using PeopleSoft Order Management and the Billing Interface process. When PeopleSoft Order Management supplies credit card information, the finalized credit card bills are assigned a status *FNL* (final), until a third-party credit card authorization and payment application authorizes the charge.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Processing Credit Cards”

Processing RMAs in PeopleSoft Billing

This section provides an overview of RMAs, and discusses how to:

- Review pending RMA adjustment activity.
- Process RMA adjustments.

Understanding RMAs in PeopleSoft Billing

PeopleSoft Order Management enables you to enter RMAs. PeopleSoft Inventory can receive returned merchandise at a designated location, and depending on your choice, make a request to PeopleSoft Order Management for a replacement sales order and a request to PeopleSoft Billing for a credit. Depending on the circumstances described in the RMA, the request may also include billing of restocking fees.

The Billing Interface process creates invoices from RMAs entered in PeopleSoft Order Management as adjustment invoices in PeopleSoft Billing. PeopleSoft Billing tracks relationships between these invoices and prior invoices for the sales activity. The system maintains a reference to the invoice number, even if the referenced original invoice does not exist in PeopleSoft Billing. If the original bill does exist, this reference enables you to drill back to prior related invoices.

It may not be possible for the PeopleSoft Billing system to gather all of the RMA activity from a single RMA onto a single bill. Consequently, the system may create multiple bills for a group of RMA activity based on system requirements. Bill lines are grouped using the bill by features used for grouping lines in the Billing Interface process.

PeopleSoft Order Management can supply an original invoice and invoice line. If the line exists in PeopleSoft Billing, the system copies as much information as possible from the line being credited. If no original invoice line exists in PeopleSoft Billing, the system applies default values to some fields and leaves others blank. Because quantity and extended amount can vary from the original bill line, PeopleSoft Order Management passes the quantity and extended amount appropriate for the return. PeopleSoft Order Management calculates the extended amount net of discounts and surcharges. The system does not copy line notes from the original bill. The system applies defaults to all of the values on the new bill headers. If the payment method associated with the invoice is CC (credit card), then BIIF0001 populates credit card fields with information that you entered on the Customer component.

Note. The Billing Interface process adjusts only bills or bill lines associated with invoices with an *INV* (invoiced) status.

PeopleSoft Billing Bill By Functionality and RMAs

PeopleSoft Billing uses the bill by functionality to group RMA adjustment (credit) lines according to user-defined bill by groupings. The system creates one invoice for each set of activity within an RMA. Using bill by functionality, you can define the status of the bill that the system creates. Specify the bill by ID for RMAs for each Order Management business unit. If, however, you leave the bill by ID associated with the business unit blank, the system populates this field with a default value using the normal PeopleSoft Billing default hierarchy.

For example, imagine that you have associated for PeopleSoft Order Management business unit US001 the bill by value *RMA*, which you set up to create bills in *PND* status. When you invoice RMA adjustments in business unit US001, the system creates RMA adjustments in pending status because it uses the bill by value defined for the RMA bill by associated with this business unit. However, if you invoice RMA adjustments for PeopleSoft Order Management business unit FRA01, and you have not set up a default RMA bill by defined for business unit FRA01, the Billing Interface process populates the Bill By ID field with the default that it receives from the normal PeopleSoft Billing default hierarchy (customer, bill source, and so forth). If you leave the Bill By ID field blank, the system might use a bill by ID value defined to create bills in a status other than one that you intended.

Note. Your business situations might require that the system create RMAs with a *PND* status. When you create RMA adjustments, the system cannot always derive the appropriate tax parameters, for example, when you issue a credit after the order and invoice have been migrated to history. If tax parameters for RMA adjustments require review or changes, set up the default RMA bill by ID for the business unit to create bills in *PND* status. Be sure to evaluate your business practices and define RMA setup data appropriately.

We recommend that you set up two bill by IDs associated with RMAs. Use one RMA bill by ID when the RMA Adjustments Billing Source defined on the Order Management business unit is the *OMBU*; use the second RMA bill by ID when the RMA Adjustments Billing Source defined on the Order Management business unit is *INBU*.

For example, set up bill by IDs *RMA* and *RMA2*. For bill by ID *RMA*, you can include these bill by fields:

1. BUSINESS_UNIT_OM
2. RMA_ID
3. SHIP_TO_CUST_ID
4. COUNTRY_SHIP_FROM
5. COUNTRY_SHIP_TO

6. PAYMENT_METHOD

Define bill by ID *RMA2* like bill by ID *RMA*, with the addition of the *SHIP_FROM_BU* field.

See Also

Chapter 9, “Setting Up the Billing Interface,” Using the Bill By Identifier with the Billing Interface, page 249

Pages Used to Process RMA Adjustments

Page Name	Object Name	Navigation	Usage
RMA Adjustment Lines	BI_ADJ_GRP_LINE	Billing, Interface Transactions, RMA Adjustments, Review RMA Adjustment Activity, RMA Adjust. Lines	Review RMA adjustment activity.
Run RMA Adjustments, (run returned material authorization adjustments)	RUN_BI_BRMAADJ	Billing, Interface Transactions, RMA Adjustments, Create RMA Adjustment Invoices, Run RMA Adjustments	Run the RMA adjustments process and create the pending invoices.

Reviewing RMA Adjustment Activity

Access the RMA Adjustment Line page. Review RMA adjustment activity. Supply the business unit and the RMA number to review activity.

Line	The first reference refers to the line number on the RMA that was entered. Invoice and the second Line field refer to the original invoice and original invoice line where the goods were billed.
LnTyp (line type)	Values are: <i>REV</i> (revenue): For credit on returned items. <i>RSTK</i> (restock): For restocking fees.
Adjustment Invoice	Refers to the new invoice created by the RMA Adjustment process. When the activity is new, this value is blank. When the process is complete, review and process this bill through the remaining invoicing steps.
Status	Status indicates the last step that was successfully completed in the program and is used by restart logic. Status is blank for new activity and <i>DON</i> (done) for activity that the process has successfully completed. Other values may appear in the Status field while the process is in progress.

Processing RMA Adjustments

Access the Run RMA Adjustments.

The PeopleSoft Billing RMA Adjustments process (BIRMAADJ) populates the Billing Interface process staging tables with PeopleSoft Billing activity provided by PeopleSoft Order Management when RMAs are entered there. The billing activity is created only when there is a PeopleSoft Billing business unit defined for that RMA's PeopleSoft Order Management business unit. The credit action that you select for the RMA on the RMA Line page determines when the billing activity is generated. This is typically either when you create the RMA or when the goods are confirmed as received. Once the billing activity is generated, you can run the Billing RMA Adjustment process to populate the Billing Interface process staging tables, and then run the Billing Interface process to create invoices. Following the Billing Interface process, run the VAT Defaults process (BIPVAT00) to assign appropriate values to fields required for VAT processing.

To run the RMA Adjustments process, enter the business unit, from RMA ID and to RMA ID to define the range of activity that you want to review, and define the remaining run control criteria.

On the Process Scheduler Request page, select the RMA Adj, BI Intfc & VAT Deflts job (BIJOB07). This job includes the Billing RMA Adjustment, the Billing Interface process, and the VAT Default processes. If you decide to run the processes individually, you must run them on at a time. Run the Billing RMA Adjustments process first and the VAT Default process last.

See Also

[Chapter 12, "Calculating Value-Added Tax \(VAT\) in PeopleSoft Billing," Manually Changing Header VAT Defaults, page 300](#)

Passing Tax Information from PeopleSoft Order Management to PeopleSoft Billing

Taxes and VAT are calculated on sales orders in PeopleSoft Order Management. However, tax and VAT amounts on the sales orders are not passed into PeopleSoft Billing. For sales orders with VAT, only the VAT information such as VAT applicability, VAT code, and VAT treatment, are passed into PeopleSoft Billing. For sales orders with PeopleSoft taxes, only tax codes are passed into PeopleSoft Billing. For sales orders with taxes calculated by third-party tax vendors (such as Vertex and Taxware), only tax information such as ship-to customer and location, transaction type, ship from location, and order acceptance location, are passed into PeopleSoft Billing.

Tax amounts are calculated by the PeopleSoft Billing invoice finalization process. For RMAs, the RMA adjustments process copies old tax information (except for tax amounts) when it copies an invoice line as the basis for an adjustment. The Billing Interface process provides tax information defaulting logic for restock lines and for RMA lines that are not associated with an original invoice line. The PeopleSoft Billing invoice finalization process calculates tax amounts based on the tax information passed.

CHAPTER 25

Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management

This chapter provides an overview of PeopleSoft Billing Integration with PeopleSoft Billing, Contracts, Project Costing, Grants, and Pay/Bill Management and discusses how to:

- Use the Billing Worksheet component.
- Run the Billing to Project Costing/Contracts Interface process (BIPCC000).
- Correct PeopleSoft Grants and PeopleSoft Project Costing-related invoices

Understanding PeopleSoft Billing Integration With PeopleSoft Billing, Contracts, Project Costing, Grants, and Pay/Bill Management

PeopleSoft Billing integrates with PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft Grants, and PeopleSoft Pay/Bill Management to enable you to generate invoices for contract, awards, and staffing-related purchase order tracking obligations. PeopleSoft Contracts sends billing information for fixed-amount contract obligations to PeopleSoft Billing. PeopleSoft Project Costing sends billing information for rate-based contract obligations through PeopleSoft Contracts to PeopleSoft Billing.

PeopleSoft Grants sends billing information for letters of credit through PeopleSoft Project Costing and Contracts to PeopleSoft Billing. PeopleSoft Billing generates reports for the contract and award obligations.

There are a number of steps and decision points within the overall billing flow which occur within the PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management systems before the data reaches PeopleSoft Billing. For an overview of and a description of how the components discussed in this chapter relate to the overall business flow, refer to the Overview of the Billing Process section in the PeopleSoft Contracts PeopleBook or to the Billing for Grants section in the PeopleSoft Grants PeopleBook.

Integrating With PeopleSoft Pay/Bill Management

You can route PeopleSoft Pay/Bill Management transactions to PeopleSoft Billing (as line type *REV* and system source of *PBI*) as part of the PeopleSoft purchase order tracking functionality, which enables you to track customer invoices against purchase orders committed to purchase staffing services. Set up initial amounts for the purchase order and tentatively decrement that amount as transactions are routed to PeopleSoft Billing. Once the billing is finalized, the system permanently decrements the billed amounts.

You can review and adjust bill lines from PeopleSoft Pay/Bill Management using the billing worksheet and send information back to PeopleSoft Pay/Bill Management using the Billing to Project Costing/Contracts Interface process.

See Also

PeopleSoft Contracts 8.8 PeopleBook, “Processing PeopleSoft Contracts Billing,” Understanding the PeopleSoft Contracts Billing Process

Common Elements Used in This Chapter

Find	Search for a specific temporary bill. This functionality lists possible matches beginning at the first row of the line detail grid.
View All	Dismiss chunking functionality and display all of the possible matches. This feature is useful when you print the header-level details of the search results using your browser’s print function.
Business Unit	The PeopleSoft Billing business unit associated with the temporary bill appears. On the Billing Worksheet - Worksheet Search page, you can locate worksheet data by selecting a business unit and clicking the Search button to display all of the temporary bills associated with that business unit. Enter additional search criteria to refine the search.
Invoice	The temporary invoice number associated with the temporary bill appears. On the Billing Worksheet - Worksheet Search page, you can locate worksheet data by entering an invoice number and clicking the Search button to display the specified temporary bill. Enter additional search criteria to refine the search.
Contract	The contract number associated with the temporary bill appears. On the Billing Worksheet - Worksheet Search page, you can locate worksheet data by entering a contract number and clicking the Search button to display all of the temporary bills associated with that with contract number. Enter additional search criteria to refine the search.
Customer	The customer number associated with the temporary bill appears. On the Billing Worksheet - Worksheet Search page, you can locate worksheet data by entering a customer number and clicking the Search button to display all of the temporary bills associated with that with customer. Enter additional search criteria to refine the search.
Project ID	A unique description used to identify the project associated with the temporary bill that appears. On the Billing Worksheet - Worksheet Search page, you can locate worksheet data by entering a project ID and clicking the Search button to display all of the temporary bills associated with that project ID. Enter additional search criteria to refine the search.
Bill Opt (bill options)	For billing activity originating in PeopleSoft Project Costing, bill the resource line, defer payment of that resource line until a specified date, or write off that resource line. Only resource lines with a bill option of <i>Bill</i> are copied to the approved invoice. You can specify the bill option

	on any of the Line Details pages. For lines of line type <i>UTL</i> (utilization), you can only select <i>Defer</i> as the field value.
Letter of Credit ID and Letter of CR	The letter of credit reference number for the corresponding contract. The system populates this field only when CA_CONTR_HDR.GM_METHOD_PAYMENT is <i>LOC</i> (letter of credit).
LOC Doc ID (letter of credit document identification)	The document number authorizing the letter-of-credit draw. The system populates this field only when CA_CONTR_HDR.GM_METHOD_PAYMENT is <i>LOC</i> (letter of credit).
Transaction Date	Represents the date that a cost was actually incurred.

Using the Billing Worksheet Component

This section provides an overview of the Billing Worksheet component and discusses how to:

- Query the database for unprocessed worksheets.
- Review and modify resource lines.
- Define the order the search results will appear.
- Review bills originating in PeopleSoft Contracts and Project Costing.

Understanding the Billing Worksheet Component

The Billing Worksheet component is a temporary work area, in the form of a temporary bill, where you can review and adjust lines coming from PeopleSoft Project Costing, PeopleSoft Contracts, PeopleSoft Grants, and PeopleSoft Pay/Bill Management before you create an actual bill.

Billing worksheets are created through the Billing Interface process in the lines that are to be billed. Typically, these are lines entered for the PeopleSoft Project Costing or PeopleSoft Contracts products, but worksheet processing can be used by any system that feeds information to the Billing Interface process. You can manipulate the Direct Invoicing option on the PeopleSoft Contract Billing Plan - Billing Plan General page.

The Billing Worksheet component enables you to search for any unprocessed billing worksheet. You can use different search criteria to display different groupings of bills, enabling you to segregate the data in a variety of ways. You can use the Billing Worksheet component to make adjustments, approve, or delete temporary bills. When you adjust data on the Billing Worksheet, you can use the PeopleSoft Billing to Project Costing/Contracts Interface process to pass the data back to PeopleSoft Project Costing or Pay/Bill Management.

While temporary bills are unprocessed—before you have approved or deleted them from the system—you can navigate to the Standard Billing component, where you have access to some regular billing features normally available to real bills only. For example, you can calculate taxes or issue a single bill pro forma to print the bill as it would appear after finalization.

Worksheet bills have a status of *TMP* (temporary) or *TMR* (temporary ready). You cannot change the status of a temporary bill, except from *TMP* to *TMR* and vice versa. *TMR* bills go through ready logic prior to saving. When you approve the worksheet, the system copies *TMR* bills to a real bill with a status of *RDY*. The system copies *TMP* bills to a real bill with a status of *NEW*.

Note. You cannot delete rows that originate in PeopleSoft Project Costing or PeopleSoft Contracts in the standard billing pages. To prevent a line that originates in PeopleSoft Project Costing or Contracts from being billed, delete the billing worksheet on the Billing Worksheet - Worksheet Search page. For PeopleSoft Project Costing lines, tag the line as deferred or write-off prior to approval on the Billing Worksheet - Line Details page.

Approving a Billing Worksheet

When you approve a billing worksheet, the system:

- Creates a real bill with an assigned invoice number for the approved worksheet, and changes the PC_DISTRIB_STATUS on the BI_HDR table to *I* (ignore) to prevent the temporary bill from reappearing on the Billing Worksheet.
- Updates the status to *ACP* (accepted) in the PeopleSoft Contracts Cross-Reference (CA_BP_XREF) table for all of the lines originating in PeopleSoft Contracts.
- Updates the PeopleSoft Contracts Prepaid table for all of the deleted *UTL* rows.

The system adds the line's original amount (prior to any billing worksheet changes) back into the committed amount.

- If Pay/Bill Management is installed, updates the PeopleSoft Pay/Bill Management FO_PO_APPL_LOG, FO_PO_HDR, and FO_PO_EXTENSTION tables for all non-*UTL* rows originating from PeopleSoft Project Costing with purchase order reference (PO_REF) and marked with an analysis type of *Defer*, *Write Off*, *Delete*, or *Over the Limit*.
 1. The system decrements the committed amounts on the FO_PO_HDR and FO_PO_EXTENSION tables by the billable transaction's encumbered amount on the PO Application Log table (FO_PO_APPL_LOG).
 2. The system removes the corresponding billable transactions (those with a CA_PO_ACTION = C) from the PO Application Log table (FO_PO_APPL_LOG).
- Updates the PeopleSoft Project Costing PROJ_RES_TMP_BI table, creating entries for any non-*UTL* rows originating from PeopleSoft Project Costing marked with analysis types *Defer*, *Write Off*, *Delete*, or *Over the Limit*.

Deleting a Billing Worksheet

When you delete a billing worksheet, the system:

- Resets the billing distribution status option in PeopleSoft Project Costing for all of the lines that originate in the PeopleSoft Project Costing system with a line type other than *UTL*, enabling you to send each line to PeopleSoft Billing again at a later time.
- Updates the PeopleSoft Contracts Prepaid table for any lines that originate from the PeopleSoft Project Costing system with a line type of *UTL*.

The system resets the committed amount on the PeopleSoft Contracts Prepaid table to reflect the deleted amount of a utilization bill line and the utilization amount that is available for future billing activities.

- If Pay/Bill Management is installed, updates the PeopleSoft Pay/Bill Management FO_PO_APPL_LOG, FO_PO_HDR and FO_PO_EXTENSTION tables for all non-*UTL* rows originating from PeopleSoft Project Costing with purchase order reference (PO_REF).

1. The system decrements or resets the committed amounts on the FO_PO_HDR and FO_PO_EXTENSION tables by the billable transaction's encumbered amount on the PO Application Log table (FO_PO_APPL_LOG).
2. Removes the corresponding billable transactions (with CA_PO_ACTION = C) from the PO Application log table (FO_PO_APPL_LOG).

Note. Encumbered amount on the billable transaction is equal to the sum of the billable amount and the estimated tax amount.

- Sets the billing plan event status to *Recycled*, marks the billing plan line in the Cross-Reference table as *Canceled*, and updates the Billing Cross Reference History status to *Deleted* for all of the canceled billing plan lines.

The PeopleSoft Billing bill by functionality enables you to bill two items on separate invoices from the same billing plan—for example, if the items were associated with different projects. Therefore, the system cannot determine whether a canceled billing worksheet contains all of the bill lines associated with a particular event. To help the Contracts Billing Engine process determine which billable items need rebilling when you cancel a worksheet, the system sets the billing plan event status to *Recycled* and marks the billing plan line in the Cross-Reference table as *Canceled*.

To rebill lines associated with a canceled billing worksheet, the Contracts Billing Engine process selects all of the recycled events that have a corresponding canceled cross-reference row, and verifies that the canceled cross-reference row is the most recent row inserted into the Cross-Reference table for the corresponding bill line and event combination.

Note. If when you delete a billing worksheet the event occurrence field is set to 0, the system sets the Bill Plan table status to *RCL* (recycled). If the event occurrence field is not set to 0, the system sets the Events table status to *RCL*.

See Also

Chapter 32, “Managing PeopleSoft Billing Utilities,” Deleting Temporary Bills, page 582

PeopleSoft Contracts 8.8 PeopleBook, “Establishing Prepaid Amounts”

PeopleSoft Contracts 8.8 PeopleBook, “Setting Up Billing Plans,” Billing Statuses

PeopleSoft Contracts 8.8 PeopleBook, “Processing PeopleSoft Contracts Billing,” Understanding the PeopleSoft Contracts Billing Process

Pages Used to Process Billing Worksheets

Page Name	Object Name	Navigation	Usage
Update Billing Worksheet - Worksheet Search	BI_TMP_SEARCH	Billing, Manage Billing Worksheet, Update Billing Worksheet, Worksheet Search	Query the database for unprocessed worksheets, and approve or delete entire worksheets.
Billing Worksheet - Line Details	BI_TMP_SRCH_DTL	Billing, Manage Billing Worksheet, Update Billing Worksheet, Line Details	Modify the bill line options, enter a deferred billing date, and review bill line details for the corresponding temporary bill.
Manage CA/PC Bills	BI_VIEW_PCCA	Billing, Manage Billing Worksheet, Review Contract/Project Bills, Manage CA/PC Bills	Review bills originating in PeopleSoft Contracts and Project Costing.
Billing Job Overrides	BI_JOB_OVERRIDE_SEC	Select the Job Overrides option and click the Generate Invoice or the Generate Pro Forma Invoice button on the Manage CA/PC Bills, or LOC Summary page.	Specify printing parameters.
Letter of Credit Summary	BI_LOC_SUMMARY	Billing, Manage Billing Worksheet, Letter of Credit Summary, LOC Summary	Review the letter of credit draw for an individual letter of credit number by document number.

Searching for Unprocessed Worksheets

Access the Billing Worksheet - Worksheet Search page.

Search After you've entered the search criteria, click the Search button to generate a list of available matching temporary bills.

Manage Contract/Project Bills Click to access the Manage CA/PC Bills page, where you can review bills originating in PeopleSoft Contracts and Project Costing.

LOC Summary Click to access the Letter of Credit Summary page, where you can review the letter of credit draw for an individual letter of credit number by document number.

Header Level Detail

Worksheet Action Each grid row in the Header Level Detail group box represents one worksheet. Select *Apprv* (approve) to approve the total bill amount and to create a regular invoice. Select *Del* (delete) to delete the entire billing worksheet. When you approve or delete a worksheet bill, it disappears from the worksheet grid. For approved worksheet bills, the system copies all of the lines to be billed into a real bill.

Contract	Click any link in this column to access the Contract Entry - Contract General page, where you can review the contract header information. If the identifier does not exist in the PeopleSoft Contracts system, a search dialog box appears to enable you to enter additional search criteria.
Project	Click any link in this column to access the Project General page, where you review the details of the corresponding project. If the identifier does not exist in the PeopleSoft Project Costing systems, a search dialog box appears to enable you to enter additional search criteria.
Add To Bill	Select a PeopleSoft Grants or Project Costing invoice to append the line to from the Billing Worksheet. Invoices with the following characteristics appear in the prompt list: • Invoices with the same Billing business unit as the worksheet bill. • Invoices with the same bill-to-customer as the worksheet bill. • Invoices with the same contract ID as the worksheet bill. • Invoices with the same currency as the worksheet bill. • Invoices with an invoice status of NEW or HLD (hold). • Invoices with an invoice type other than ACR (credit bill). To help identify the correct invoice, the list of invoices available for the Add To Bill field includes invoice type, invoice date, from and to date, invoice amount, and currency information. Do not select a value in the Add to Bill field if you want to create a new bill for the approved bill lines.
Billing Worksheet	The temporary invoice number for the worksheet data. Click any invoice number in this column to access the Billing Worksheet - Line Details: General page, where you can change the bill options and review the invoice details.
Bill Header	Click to access the Standard Billing - Header - Info 1 page, where you can review the header information for this bill, and navigate to the rest of the standard billing component to calculate taxes, change ChartFields, add additional lines, and generate a pro forma.

See Also

PeopleSoft Contracts 8.8 PeopleBook, “Working with PeopleSoft Project Costing”

Reviewing and Modifying Resource Lines

Access the Billing Worksheet - Line Details page.

Note. You can see multiple views of this page by selecting the tabs in the scroll area. The fields that are common to all of the views appear first.

Common Page Information

Bill Header	Click to navigate to the Standard Billing - Header - Info 1 page, where you can review the header information for this bill, and navigate to the rest of the standard billing component to calculate taxes, change ChartFields, add additional lines, and generate a pro forma.
Analysis Type	Identifies the type of costs—budgets, commitments, actuals—assigned to individual resource rows for tracking those costs as they move through different stages of a project.
Billing Option	You can change the analysis type for lines that originate from the PeopleSoft Project Costing system. Depending on the PeopleSoft Project Costing line type, you can change the analysis type to <i>Bill</i>, <i>Defer</i>, <i>Delete</i>, <i>Over Limit</i>, or <i>Write Off</i>. The system initially assigns the billing option based on the line’s original analysis type. You can change the analysis type for lines originating in PeopleSoft Project Costing with a line type other than <i>UTL</i> (utilization) for <i>Defer</i>, <i>Write Off</i>, or <i>Bill</i>. The <i>Delete</i> value is valid only for—and is the only valid alternative for—lines originating in PeopleSoft Project Costing that have a line type of <i>UTL</i>. The system copies project lines with an analysis type other than <i>DEF</i> (defer), <i>WTO</i> (write off), <i>OLT</i> (over limit), or <i>DEL</i> (delete) to a new real bill once you approve a worksheet. The system does not copy to the new bill lines with analysis types of <i>WTO</i>, <i>DEF</i>, <i>OLT</i>, and <i>DEL</i>. There must be at least one billable line in order for the worksheet approval process to create a real bill.

Note. You cannot remove or change lines originating in PeopleSoft Contracts. To change or remove a bill line originating in PeopleSoft Contracts, delete the worksheet and return to the source system to make corrections.

	Click the View Details button to navigate to the Standard Billing - Line Worksheet page, where you can review the bill line information, make changes, and generate a pro forma.

Note. Changing the bill line amount in bill entry for bill lines with SYSTEM_SOURCE = CBI is not recommended, as it can produce inconsistencies in data that is maintained within PeopleSoft Contracts, Project Costing, and Billing.

Services Tab

Activity ID	Activities are the individual tasks or events that make up a project. You can add resources to a project at the activity level only. Resources are the transactions that are tracked and reported in PeopleSoft Project Costing.
Resource Type, Resource Category, and Resource SubCategory	These fields provide additional levels for defining and tracking resources. For example, you may have a general resource type of <i>Labor</i> but want to track that labor more specifically. By creating resource categories, you can track different types of labor, such as architect labor, carpenter labor, plumber labor, and electrician labor. You could then create resource subcategories of standard labor and overtime labor. Using the resource

types, resource categories, and resource subcategories in this example, you could easily calculate total labor costs for a project, total overtime hours, architect overtime hours, or carpenter standard hours.

Contract/Project Tab

Project	Click any link in this column to access the Defining a Project - Project General page to view specific information about the project associated with this temporary bill line.
Contract	Click any link in this column to access Contract Entry - Contract General page, where you can review the contract information for the corresponding bill line.
Bill Plan ID	Click any link in this column to access the Billing Plan - Billing Plan General page, where you can review the billing information for the corresponding billing plan. The system associates the information that you define on this page to all of the billing lines that you create under the corresponding billing plan.

See Also

PeopleSoft Contracts 8.8 PeopleBook, “Setting Up Billing Plans”

PeopleSoft Project Costing 8.8 PeopleBook, “Creating and Maintaining Activities”

PeopleSoft Project Costing 8.8 PeopleBook, “Structuring PeopleSoft Project Costing”

Specifying Printing Parameters

Access the Billing Job Overrides page.

Server Name	Select the default output destination for PeopleSoft processes run directly from buttons on a page. Use the User Preferences - Billing page to define the default server output destination.
Job Run Opt	Indicates whether the system should include the Currency Conversion, Pre-load, Load AR Pending, and Load GL Interface processes in multiprocess jobs initiated by clicking a button. Set the default for this option on the User Preferences - Billing page. To include all of the processes in the multiprocess job, select <i>Print/Load</i> ; to exclude these processes, select <i>No Load</i> .
Print Listing	Select to enable the printing of reports produced by the PeopleSoft Billing Load AR, Load GL, and Generate AP Voucher processes. Clear this check box if you do not want these processes to generate a report.
File	Select this output destination option to send invoices to a file.
Printer	Select this output destination option if you want to send invoices to a printer.
Output Destination	Identify the path to the file where you are to send invoices or to the printer where invoices are to print.
OK	Click to save edits and return to the previous page.
Cancel	Click to cancel edits and return to the previous page.

Reviewing Bills Originating in PeopleSoft Contracts and Project Costing

Access the Manage CA/PC Bills page.

Job Overrides

Select to access the Billing Job Overrides page, where you can specify printing parameters.

Include Invoiced Bills

Select to include in the search bills with a status of *FNL* and *INV*.



Click the Pro Forma Invoice button to save the current component and run the invoice job on the default server defined for the user. If the invoice format is an SQR report, the list file for the bill appears on the server.



Click the Invoice button to save the current component and run the Pro Forma process (BIIVC100) on the default server that you define for the user. If the invoice format is an SQR report, the list file for the bill appears on the server.

Note. The system produces a Pro Forma or Finalized Letter of Credit report only when you click the Generate Pro Forma or Generate Draw buttons on the LOC Summary page. The system generates a Pro Forma or Finalized Letter of Credit report, but does not print a Letter of Credit invoice. Letter of Credit bills use the invoice form (GM_LOC), which is defined without the Print Form option selected on the Invoice Formatting Options - General page.

Search

Click the Search button to display all of the bills that meet the search criteria.

Select All

Click to select all of the bills that appear in the Contract/Project Bills scroll area.

Deselect all Invoices

Click to clear all of the previously selected bills that appear in the Contract/Project Bills scroll area.

Worksheet

Click to return to the Billing Worksheet - Worksheet Search page.

LOC Summary (letter of credit summary)

Click to access the Letter of Credit Summary page, where you can review the letter of credit draw for an individual letter of credit number by document number.

Contract/Project Bills

If you access this page from the Billing Worksheet, this scroll area displays those bills that you created (billing worksheet approvals) from the Billing Worksheet temporary bills. When you navigate from the Billing Worksheet to the Manage PC/CA page, the system uses the same search criteria to search for bills on the Manage PC/CA page as it used on the Billing Worksheet page. You can specify different criteria in this scroll area to display additional PeopleSoft Contracts and Project Costing bills.

Click any link in this scroll area to access that bill in either bill entry or bill inquiry. If you elected to include invoiced bills in the search, bills with a status of *FNL* and *INV* appear. You can review information for these bills on the bill inquiry pages. You can review or make changes to bills in bill entry that have not been finalized.

Reviewing Letter of Credit Draws

Access the Letter of Credit Summary page.

Letter of Credit ID	Indicates the unique identifier code of the letter of credit that an organization has with the federal government.
Job Overrides	Select this check box and click either the Generate Pro Forma Invoice button or the Generate Draw button to access the Billing Job Overrides page where you can specify printing parameters.
Generate Pro Forma	Click to generate a PeopleSoft Grants Pro Forma Letter of Credit report. The report includes the amounts for all bills (in the unbilled amount column) with a status of: <i>TMR.</i> <i>TMP.</i> <i>NEW.</i> <i>RDY.</i> <i>HLD.</i> <i>PND.</i>
Generate Draw	Click to generate a PeopleSoft Grants Finalized Letter of Credit report. The report includes only the amounts (in the unbilled amount column) for bills with a status of <i>RDY</i> .
Manage Contract/Project Bills	Click to access the Manage CA/PC Bills page, where you can review bills originating in PeopleSoft Contracts and Project Costing.
Worksheet	Click to return to the Billing Worksheet - Worksheet Search page.
LOC Doc ID	A unique identifier code of a funding amount provided under a letter of credit. New awards are given a unique document number. The system populates this field only when CA_CONTR_HDR.GM_METHOD_PAYMENT is <i>LOC</i> (letter of credit).
Limit Amount	The funding limit amount provided by the sponsor from the contract bill line.
Previous Amount	The sum of the pretax invoice amount for bills with the same LOC reference number and LOC document number. This amount includes invoiced bills.
Unbilled Amount (Temp Bills)	The current proposed billing. This column displays all of the pending temporary bills—those bills with a status of <i>TMP</i> (temporary) and <i>TMR</i> (temporary ready).
Unbilled Amount (Real Bills)	The current proposed billing. This column displays all of the bills approved for billing—those with a bill status of <i>NEW</i> , <i>PND</i> (pending), <i>RDY</i> (ready), and <i>HLD</i> (hold).
Allowable Draw	The maximum that you can bill and draw. If the funding limit, less the previously billed and unbilled amounts is greater than or equal to zero, the

allowable draw is equal to the unbilled amount. Otherwise, the allowable draw is equal to the funding limit less the previously billed amount.

Unbillable Amount

The amount that exceeds the allowable amount. The unbillable amount is equal to the unbilled amount less the allowable amount.

Letter of Credit Totals

The fields in this group box track overall dollar amounts for the corresponding letter of credit number.

Running the PeopleSoft Billing to Projects/Contracts Interface Process

Use the Billing to Projects/Contracts Interface process to send information about invoiced bills back to PeopleSoft Contracts. Determine which sets of invoices to process and run this process for a specific PeopleSoft Billing business unit or for all PeopleSoft Billing business units.

Understanding the Billing to Projects/Contracts Interface Process

The Billing to Projects/Contracts Interface process looks for all of the invoices with a status of *INV* or *FNL* that have not yet been processed. A value of *N* in the field `PC_DISTRIB_STATUS` in `BI_HDR` table indicates that the invoice is waiting to be processed by the Billing to Projects/Contracts Interface process. After processing, this field is updated to a value of *D*.

The system first performs any necessary updates to Pay/Bill Management tables, calling the Pay/Bill Management `FO_PO_APPLY` process to obtain the PO remaining balance and PO history log. For each invoice to be processed, the system examines each line that has a value of *N* in the field `PC_DISTRIB_STATUS` in `BI_LINE` table to see whether it requires processing. Next, the system completes two passes for each invoice. On the first pass, the system processes all of the candidate lines for the PeopleSoft Project Costing system, and on the second pass, the system processes all of the candidate lines for the PeopleSoft Contracts system.

Note. Typically, you would configure the Billing to Projects/Contracts Interface process to run on a regularly scheduled basis.

PeopleSoft Billing Updates to PeopleSoft Pay/Bill Management

For each revenue bill line (`line_type = REV`) that has billable transactions (`CA_PO_ACTION = C` rows on `FO_PO_APPL_LOG` table), the system inserts an applied row (`CA_PO_ACTION = A`) into the `FO_PO_APPL_LOG` table. The system performs the following updates to the Pay/Bill Management tables.

Note. All billing amounts below reflect invoiced amounts.

1. In the `FO_PO_APPL_LOG` table (for applied rows `CA_PO_ACTION = A`) the system sets:
 - a. The `TAX_AMOUNT` equal to the sum of the PeopleSoft Billing VAT amount (`BI_LINE.vat_amt`) and the sales and use tax amount (`BI_LINE.tax_amt`).

- b. The NET_EXTENDED_AMT equal to the PeopleSoft Billing net extended amount (BI_LINE.net_extended_amt).
 - c. The ENCUMBERED_AMOUNT equal to the PeopleSoft Billing net extended amount (BI_LINE.net_extended_amt).
2. In the FO_PO_HDR and FO_PO_EXTENSION tables, the system:
 - a. Decrements the REMAINING_AMOUNT by bill lines' total net extended and tax amounts.
 - b. Resets the COMMITTED_AMOUNT decrementing the ENCUMBERED_AMOUNT of the billable row (FO_PO_APPL_LOG. CA_PO_ACTION = C).

Completing the First Pass: PeopleSoft Billing to PeopleSoft Project Costing

During the first pass through the lines, the system inserts one or more lines into the Project Costing table (PROJ_RES_TMP_BI) for all of the lines that meet this criteria:

- PC_DISTRIB_STATUS = *N*
- (SYSTEM_SOURCE = *PBI*) or
- (SYSTEM_SOURCE=*CBI* and PROJECT_ID <> ' ') or
- (SYSTEM_SOURCE <> *PBI* or *CBI* and valid values exist in PeopleSoft Contracts and Project Costing tables for CONTRACT_NUM, BILL_PLAN_ID, and PROJECT_ID)

For each of these candidate lines, the system populates the initial row inserted into the PROJ_RES_TMP_BI table for these fields:

1. Analysis Type

Bill Adjustment Line Type	Additional Criteria	Resultant Analysis Type
Regular (not an adjustment)	Line Type <i>UTL</i>	Keep analysis type from the line.
Regular (not an adjustment)	Analysis Type <i>RRT</i>	Keep analysis type from the line.
Regular (not an adjustment)	All others	Analysis type = <i>BIL</i>
Adjustment	Line Type <i>UTL</i>	Analysis type = <i>UAJ</i>
Adjustment	Analysis Type <i>RRT</i>	Analysis Type = <i>RAJ</i>
Adjustment	Analysis Type <i>RAJ</i>	Analysis type = <i>RAJ</i>
Adjustment	All others	Analysis type = <i>BAJ</i>

2. Amount

For regular lines (lines that are not adjustments), the system initially inserts into the PROJ_RES_TMP_BI table the original line amount and original line quantity (the amount and quantity first sent to PeopleSoft Billing) regardless of any online changes made in bill entry. For adjustment lines, the system inserts the gross extended amount.

3. ChartFields

The system checks BI_LINE_DST or BI_LINE_DST_UAR, depending on which of the two is populated, for the ChartFields it uses for initial rows. The current interface does not support multiple distribution rows in these tables, so the ChartFields the system uses come from the first line found in either BI_LINE_DST or BI_LINE_DST_UAR.

4. Resource ID/Resource ID From

Each row inserted into the PROJ_RES_TMP_BI table must have a unique resource ID. The resource IDs have this format:

Billing Business Unit | “ “ | Invoice | “ “ | Line | “ “ | counter.

For example, the resource ID on the first row entered may resemble:

“M04 0000678454 1 1”.

The Resource ID From field contains the resource ID of the original transaction.

Completing Additional First Pass Inserts

After the initial insert, the system performs additional inserts into the PROJ_RES_TMP_BI table for the following:

1. One insert per discount for each line.

The system inserts an analysis type of *BRT* for retainage discounts. The system inserts an analysis type of *DSC* for all of the other discounts. The amount the system sends to the PROJ_RES_TMP_BI table is the amount of the discount. The ChartFields that the system uses are the ChartFields for the discount.

2. One insert per surcharge for each line.

The system inserts an analysis type of *BAJ* for surcharges. The amount that the system sends to the PROJ_RES_TMP_BI table is the amount of the surcharge. The ChartFields that the system uses are the ChartFields for the surcharge.

3. One additional line for manual edits.

The system inserts an additional line for regular lines where you have made manual changes in bill entry. This calculation takes place:

- Amount = Net Extended Amount for the line - Original Amount for the line - Total Discounts - Total Surcharges.
- Resource Quantity = Quantity for the line - Original Quantity for the line.
- If this amount is not equal to 0, the system inserts an analysis type of *BAJ* and uses the same ChartFields used for the initial insert.

4. Additional Inserts for value-added tax (VAT) and Sales and Use Taxes :

The system inserts an analysis type of *SUT* for sales and use taxes and an analysis type of *VAT* for VAT. For PeopleSoft taxes, the distribution is done at the tax authority level, so an additional insert into the PROJ_RES_TMP_BI table is included for each tax authority. For third-party vendor taxes, there is a single distribution for USA business units, and two distributions for Canadian business units. *SUT* is used for the USA distribution analysis type and *SUT* and *VAT* for the Canadian distribution analysis types.

5. The final first pass update is made to the PeopleSoft Contracts table CA_PREPAID_TBL for each row with a line type of *UTL* (utilization). When bills with prepayment utilization rows are finalized, the amounts are no longer considered as committed amounts and are, therefore, subtracted from the remaining balance of the prepaid amounts.

- $\text{REMAINING\_AMOUNT} = \text{REMAINING\_AMOUNT} + \text{GROSS\_EXTENDED\_AMT}$
- $\text{COMMITTED\_AMOUNT} = \text{COMMITTED\_AMOUNT} + \text{ORIG\_AMOUNT}$

The keys to this table are CONTRACT_NUM and CONTRACT_PPD_SEQ. If the values in these fields are not valid, the update does not occur and the program continues as usual.

Completing the Second Pass: PeopleSoft Billing to PeopleSoft Contracts

During the second pass through the billing lines for each bill being processed, the system runs a series of statements that pick up various lines, depending on specific criteria:

1. Statement 1

For all of the regular lines with unique nonblank groupings of CONTRACT_NUM, BILL_PLAN_ID, and XREF_SEQ_NUM with SYSTEM_SOURCE = *CBI* (bill lines that originate in PeopleSoft Contracts and were originally loaded to the PeopleSoft Contracts Cross-Reference table by the Contracts Billing Engine process), the system adds the gross and net extended amounts and updates Cross-Reference table with these amounts plus these fields:

- $\text{XREF\_STATUS} = \text{FIN}$
- $\text{INVOICE\_DT} = \text{Invoice date on bill}$
- $\text{SYSTEM\_SOURCE} = \text{BBI}$
- $\text{INVOICE\_TYPE} = \text{Invoice type on bill}$

2. Statement 2

For all of the adjusted lines with a SYSTEM_SOURCE = *CBI*, and with these valid fields (nonblank or zero):

- CONTRACT_NUM
- BILL_PLAN_ID
- EVENT_OCCURRENCE
- BPLAN_LN_NBR
- CONTRACT_LINE_NUM
- BUSINESS_UNIT_PC

- PROJECT_ID

The system groups the lines together by these fields plus the adjustment line type. For each unique grouping, the system adds the gross and net extended amounts, and inserts a new row into Cross-Reference table, using the next number available as a key for XREF_SEQ_NUM. The system obtains this number from CA_BILL_PLAN. The system source is set to *BBI*.

Inserting these lines into the PeopleSoft Contracts Cross-Reference table enables users in PeopleSoft Contracts to view adjustment invoices that also relate to this contract and bill plan, even though the adjustment invoice originates in PeopleSoft Billing.

3. Statement 3

For all adjusted lines with a SYSTEM_SOURCE = *CBI*, and with any of these fields not being valid (blank or zero):

- CONTRACT_NUM
- BILL_PLAN_ID
- EVENT_OCCURRENCE
- BPLAN_LN_NBR
- CONTRACT_LINE_NUM
- BUSINESS_UNIT_PC
- PROJECT_ID

The system processes the lines one by one (no grouping this time). For each row, the system obtains the net and gross extended amounts, and inserts a new row into Cross-Reference table, using the next number as a key available for XREF_SEQ_NUM. The system obtains this number from CA_BILL_PLAN. The system source is set to *BBI*.

Inserting these lines into the PeopleSoft Contracts Cross-Reference table enables users in PeopleSoft Contracts to view adjustment invoices that also relate to this contract and bill plan, even though the adjustment invoice originates in PeopleSoft Billing.

4. Statement 4

For all of the regular lines with a SYSTEM_SOURCE = *PBI* and a valid CONTRACT_NUM and BILL_PLAN_ID, the system groups the lines together by these fields:

- CONTRACT_NUM
- CONTRACT_LINE_NUM
- BILL_PLAN_ID
- BUSINESS_UNIT_PC
- PROJECT_ID

For each unique grouping, the system adds the gross and net extended amounts and inserts a row into Cross-Reference table, using the next number as a key available for XREF_SEQ_NUM. The system obtains this number from CA_BILL_PLAN. The system source is set to *PBI*.

Inserting these lines into the PeopleSoft Contracts Cross-Reference table enables users of this cross-reference to view invoices for rate-based activity that have been successfully billed.

5. Statement 5

For all of the adjusted lines with a `SYSTEM_SOURCE = PBI` and a valid `CONTRACT_NUM` and `BILL_PLAN_ID`, the system groups the lines together by these fields:

- `CONTRACT_NUM`
- `CONTRACT_LINE_NUM`
- `BILL_PLAN_ID`
- `BUSINESS_UNIT_PC`
- `PROJECT_ID`
- `ADJ_LINE_TYPE`

For each unique grouping, the system adds the gross and net extended amounts and inserts a row into Cross-Reference table, using as a key the next number available for `XREF_SEQ_NUM`. The system obtains this number from `CA_BILL_PLAN`. The system source is set to `BBI`.

Inserting these lines into the PeopleSoft Contracts Cross-Reference table enables users of this cross-reference to view contract-related invoices that did not originate in PeopleSoft Contracts.

6. Statement 6

For lines with a `SYSTEM_SOURCE` other than `PBI` or `CBI`, but with a valid `CONTRACT_NUM` and `BILL_PLAN_ID`, the system processes the lines one by one (without grouping). For each line, the system obtains the net and gross extended amounts and inserts a row into Cross-Reference table, using as a key the next number available for `XREF_SEQ_NUM`. The system obtains this number from `CA_BILL_PLAN`. The system source is set to `BBI`.

Inserting these lines into the PeopleSoft Contracts Cross-Reference table enables users of this cross-reference to view contract-related invoices that did not originate in PeopleSoft Contracts.

Note. PeopleSoft Billing performs no currency conversion on resource rows passed back to PeopleSoft Project Costing. PeopleSoft Billing passes information only in the billing currency to PeopleSoft Project Costing.

See Also

PeopleSoft Contracts 8.8 PeopleBook, “Managing Contracts Billing,” Reviewing the Cross-Reference Table

Page Used to Run the PeopleSoft Billing to Projects /Contracts Interface Process

Page Name	Object Name	Navigation	Usage
Update Contract/Project Data - Run BI PC/CA Intrfc	RUN_BI_PCCA	Billing, Generate Invoices, Utilities, Update Contract/Projects Data, Run BI PC/CA Intrfc.	Determine the sets of invoices to be processed, and run the Billing to Projects/Contracts Interface process for all Billing business units or for a single business unit.

Correcting PeopleSoft Grants and PeopleSoft Project Costing-Related Invoices

This section provides an overview of PeopleSoft Grants and Project Costing-related invoice correction functionality, and discusses how to generate PeopleSoft Grants and Project Costing replacement invoices.

Understanding PeopleSoft Grants and PeopleSoft Project Costing-Related Invoice Correction

Use PeopleSoft Grants and PeopleSoft Project Costing-Related Invoice Correction functionality when you have created an invoice containing erroneous grants or projects-related charges, and you want to generate a corrected invoice to reflect the original billing activity, as well as the adjustment information.

Credit and Rebill Invoices

If you are notified that there exists an erroneous expense on an invoice, first issue a credit and rebill in PeopleSoft Billing. The credit bill reverses the charges on the original invoice; the rebill initially contains the same information as the original bill. PeopleSoft Billing creates billing adjustment line types (BAJ) to represent the credit and rebill invoices.

PeopleSoft Billing does not assign an invoice date when you create a rebill invoice. After you create the credit and rebill invoices (and before you import adjustment lines into PeopleSoft Billing through the Billing Interface), you must assign the invoice date to the rebill invoice. Click the Header Info 1 link on the Adjust Entire Bill page for the corresponding rebill invoice to access the Header Info 1 (header information 1) page, where you can manually define a value for the Invoice Date field. You can also override the values in the From and To Date fields on the Header Info 1 page, if appropriate. For example, you can aggregate two months of charges on a single bill.

After you finalize the credit and rebill invoices, you can run the Billing to Projects /Contracts Interface process (BIPCC000) to update the Project Resource table (PROJ_RES_TMP_BI) with the new adjustment invoice activity.

Note. This feature does not require you to resend the original invoice activity to PeopleSoft Billing from PeopleSoft Project Costing. The rebill invoice is generated in PeopleSoft Billing, and PeopleSoft Billing writes back to PeopleSoft Project Costing all new invoice activity. PeopleSoft Project Costing retains the BLD (billed) analysis line type for the original bill lines, and assigns BAJ analysis line types for credit and rebill invoice bill lines, as well as for any additional bill lines included in the rebill.

Next, you can create a journal entry in PeopleSoft General Ledger to reverse the erroneous expense, send this entry to PeopleSoft Project Costing as a bill line, then import the adjustment line into PeopleSoft Billing.

Bill By Definitions

Run the Contracts to Billing Interface process (CA_BI_INTFC) to import any adjustment lines from PeopleSoft Project Costing and Contracts (as a BIL type row from PeopleSoft Project Costing) through the Billing Interface to PeopleSoft Billing. When processing PeopleSoft Grants billing, the Billing Interface requires that you define as bill by fields the following fields:

- Grants Billing Cycle ID.

- From Date.
- To Date.
- Invoice Date.

Define the values for these fields on the PeopleSoft Contracts Billing Process page (RUN_CA_BI), where you define the run control for the Contracts/Billing Interface process (CA_BI_INTFC) to load billing information from PeopleSoft Contracts and PeopleSoft Project Costing into PeopleSoft Billing.

Note. You are not required to define as bill by fields the Grants Billing Cycle ID, From Date, or To Date fields when processing letters of credit (LOC). When processing LOCs, ensure that you define the Invoice Date as a bill by field, and that the invoice date defined for the adjustment bill line matches the value defined for the Invoice Date field on the rebill invoice.

When processing pre-approved transactions, the Billing Interface can add an adjustment bill line to a rebill invoice only when the value of the bill by fields match the values defined for the bill by fields on the rebill invoice. Ensure that the values you define (on the rebill) for the From Date, To Date, and Invoice Date on the Header Info 1 page match the values you define for the same fields on the PeopleSoft Contracts Billing Process page to enable the Billing Interface to append the adjustment line to the appropriate rebill invoice.

For transactions that are not pre-approved, you can use the Billing Worksheet to review and maintain adjustment lines.

The Billing Worksheet

To append an adjustment line to a rebill invoice from the Billing Worksheet, select that rebill invoice from the prompt list for the Add To Bill field. Invoices with the following characteristics appear:

- Invoices with the same Billing business unit as the worksheet bill.
- Invoices with the same bill-to-customer as the worksheet bill.
- Invoices with the same contract ID as the worksheet bill.
- Invoices with the same currency as the worksheet bill.
- Invoices with an invoice status of NEW or HLD (hold).
- Invoices with an invoice type other than ACR (credit bill).

To help identify the correct rebill invoice, the list of invoices available for the Add To Bill field includes invoice type, invoice date, from and to date, invoice amount, and currency information.

Do not select a value in the Add to Bill field if you want to create a new bill for the approved bill lines.

Generating PeopleSoft Grants and Project Costing Replacement Invoices

To cancel an erroneous invoice, and generate a replacement for PeopleSoft Grants and Project Costing-related invoices, perform the following steps:

1. Create credit and rebill invoices using the PeopleSoft Billing Adjust Entire Bill page.

2. Click the Header Info 1 (header information 1) link on the Adjust Entire Bill page to access the Header Info 1 page, where you can assign the appropriate values to the Invoice Date, From Date, and To Date fields for the rebill invoice.
3. Create journal entries in PeopleSoft General Ledger to record the adjustment.
4. Send posted journals from PeopleSoft General Ledger to PeopleSoft Project Costing using the PeopleSoft Project Costing PC_GL_TO_PC process.
5. Run the PeopleSoft Contracts to Billing Interface process (CA_BI_INTFC) to send the adjusted bill line to PeopleSoft Billing.

Assign values to the Invoice Date, From Date, and To Date fields on the PeopleSoft Contracts Billing Process page (RUN_CA_BI) to match the values that you defined for these fields on the PeopleSoft Billing Header Info 1 page for the rebill invoice.

6. Use the Billing Worksheet to review and approve the adjustment lines that were not pre-approved on the PeopleSoft Contracts bill plan.

You can add the adjustment bill lines to the rebill invoice that you created above by selecting it from the prompt list on the Add to Bill field. Alternatively, you can create a new invoice for the adjustment bill lines by leaving the Add to Bill field blank.

7. Run the Billing to Projects/Contracts Interface process (BIPCC000) after bill finalization to update the Project Resource table (PROJ_RES_TMP_BI) with the new invoice activity.

The system applies credit and rebill BAJ rows for the project resource to create a complete audit trail.

PeopleSoft Grants and PeopleSoft Project Costing-Related Invoice Correction Example

The following example demonstrates the PeopleSoft Grants and PeopleSoft Project Costing-Related Invoice Correction functionality:

An invoice that contains charge errors is created. To correct the erroneous invoice, a credit and rebill is completed. Invoice A below reflects the charges on the original invoice. Invoice B represents the credit invoice. Invoice C reflects the charges on the rebill.

Billing Activity	Invoice A	Invoice B	Invoice C
Supplies	800.00	(800.00)	800.00
Equipment	400.00	(400.00)	400.00
Total	1,200.00	(1,200.00)	1,200.00

A journal entry adjustment is completed and sent to PeopleSoft Billing. Invoice C now contains the following additional bill activity:

Invoice C Billing Activity	Invoice C Amount
Supplies	800.00
Equipment	400.00

Invoice C Billing Activity	Invoice C Amount
Equipment (from journal entry)	(400.00)
Total	800.00

See Also

Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96

Chapter 9, “Setting Up the Billing Interface,” page 173

Chapter 31, “Adjusting Bills,” page 561

PeopleSoft Contracts 8.8 PeopleBook, “Integrating with Other Applications,” Integrating with PeopleSoft General Ledger

PeopleSoft Contracts 8.8 PeopleBook, “Processing PeopleSoft Contracts Billing”

CHAPTER 26

Integrating with PeopleSoft Asset Management

This chapter provides an overview of PeopleSoft Billing and Asset Management integration.

See Also

PeopleSoft Asset Management 8.8 PeopleBook

Understanding PeopleSoft Billing and Asset Management Integration

PeopleSoft Billing integration with PeopleSoft Asset Management enables you to complete asset life cycle processes, bill retire with sale transactions and generate accounting entries in PeopleSoft Billing and Asset Management. Using the AM BI Interface process, you can pass asset retirement by sale transactions from PeopleSoft Asset Management to Billing to generate appropriate accounting entries to relieve fixed assets, calculate VAT as necessary, debit Receivables, and post to General Ledger. You can also send asset reinstatements to PeopleSoft Billing as credit lines.

Asset Retirement Process Flow

When an asset is not received from PeopleSoft Strategic Sourcing:

1. Retire the asset with sale in PeopleSoft Asset Management, and collect the appropriate customer information in PeopleSoft Asset Management.
2. Send the transaction information and billing information to the Billing Interface, using the AM/BI process (AM_BI_INFTC).

When Strategic Sourcing puts an asset on an auction site for sale:

1. If the auction bid is awarded, Strategic Sourcing sends to PeopleSoft Asset Management the customer information and asset sold proceeds to initiate and complete the retirement transaction with proceeds from bid price.
 - a. PeopleSoft Asset Management retires the asset and creates the appropriate accounting entries for sale.
 - b. You run the AM BI interface process to send the retirement sales transaction and billing information to PeopleSoft Billing.

Note. You must collect customer information at the time of sale and send this information to PeopleSoft Billing with the retirement transactions, as assets can be purchased by an individual or entity not currently in the Customer Master table.

2. If the auction bid is not awarded, Strategic Sourcing returns the asset to PeopleSoft Asset Management and changes the auction status to allow Asset Management to realize any asset activity as a cost adjustment, transfer, or retirement.

PeopleSoft Asset Management interfaces with PeopleSoft Billing if you installed PeopleSoft Billing, and if you:

1. Select the Billing Interface Processing option on the PeopleSoft Asset Management Interface Options page, and set up a default billing business unit, bill type, bill source, and bill by identifier.
2. Select the Create Bill option on the PeopleSoft Asset Management Retire Assets page.

If PeopleSoft Asset Management interfaces with PeopleSoft Billing, PeopleSoft Asset Management creates the proceeds to billing clearing account. PeopleSoft Asset Management sends to PeopleSoft Billing the proceeds clearing account in order to reflect both sides of the customer's debt. When PeopleSoft Billing receives the PeopleSoft Asset Management data, PeopleSoft Billing reverses the clearing account and generates the receivable account.

PeopleSoft Asset Management calculates an estimated VAT amount (if necessary), generates retirement and sales accounting entries, and posts the entries to PeopleSoft General Ledger. If PeopleSoft Asset Management interfaces with PeopleSoft Billing, you run the AM/BI Interface process to send the transactions to PeopleSoft Billing to book the sale, create accounting entries, generate the invoice, and post the debt to PeopleSoft Receivables. If retirement is originated from PeopleSoft Strategic Sourcing, PeopleSoft Asset Management does not send VAT information to PeopleSoft Billing (PeopleSoft Strategic Sourcing does not process VAT). If retirement is originated from PeopleSoft Assets Management, PeopleSoft Asset Management calculates VAT estimates only.

PeopleSoft Asset Management and Billing Business Unit Mapping

To accommodate InterUnit and non-InterUnit scenarios for PeopleSoft Asset Management asset retirement integration, the AM BI Interface process writes the BUSINESS_UNIT_AM and BUSINESS_UNIT_AMTO values to the INTFC_BI table, writes the BUSINESS_UNIT_AM value to the BI_HDR table, and writes the BUSINESS_UNIT_AMTO value to BI_LINE table. Writing these values to PeopleSoft Billing tables enables you to track the entity retiring the assets, as well as the entity receiving the asset.

PeopleSoft Billing supports one General Ledger to business unit (BUSINESS_UNIT_TO) per invoice. Therefore, Asset Management to business units must share the same corresponding General Ledger business unit. PeopleSoft Billing supports multiple Asset Management to business units at the line level, but each business unit to must be booked to the same General Ledger to business unit.

The following table demonstrates Asset Management and Billing business mapping for InterUnit and non-InterUnit scenarios:

AMBI_INTFC_BTMP Table	INTFC_BI Table
BUSINESS_UNIT_BI	BUSINESS_UNIT
BUSINESS_UNIT	BUSINESS_UNIT_AM
BUSINESS_UNIT_AM	BUSINESS_UNIT_AMTO
<none>	BUSINESS_UNIT_GL

AMBI_INTFC_BTMP Table	INTFC_BI Table
BUSINESS_UNIT_GL	BUSINESS_UNIT_TO
<none>	INTERUNIT_FLG

PeopleSoft Asset Management is not required to populate the INTFC_BI.INTERUNIT_FLG. If PeopleSoft Asset Management passes an InterUnit customer, the Billing Interface populates this field with Y (yes).

The Billing Interface also populates the INTFC_BI.BUSINESS_UNIT_GL field, based on the billing business unit (INTFC_BI.business_unit) PeopleSoft Asset Management passes.

If the Billing Interface is creating an InterUnit bill (INTFC_BI.InterUnit_flg = Y), it populates the INTFC_BI.BUSINESS_UNIT_TO field (when PeopleSoft Asset Management passes no value) with the BUSINESS_UNIT_GL value, which the interface obtains from the CUST_OPTION table, based on the customer ID. If the Billing Interface is not able to determine a value for the INTFC_BI.BUSINESS_UNIT_TO field using customer defaulting, it stops the transaction and marks it in error.

Note. If available, provide a BUSINESS_UNIT_TO value to the Billing Interface.

Currency and Accounting

To ensure accounting entries accuracy in multibook and multicurrency situations, PeopleSoft Billing expects PeopleSoft Asset Management to populate the Billing Interface staging tables in a specific way. PeopleSoft Asset Management must:

1. Pass amounts in transaction currency.
2. Populate INTFC_BI.BI_CURRENCY_CD with transaction currency.
3. Pass their Transaction Date field value into INTFC_BI.INVOICE_DT.
4. Pass their Accounting Date field value into INTFC_BI.ACCOUNTING_DT.
5. Restrict Accounting Date to be the same as Transaction Date.

Tax Calculation

PeopleSoft Assets Management does not calculate sales tax, and calculates only an estimated VAT amount. Taxes associated with the sale of retired assets are calculated in Billing. To calculate VAT, PeopleSoft Asset Management must send the following VAT drivers to PeopleSoft Billing:

- Item.
- Product.
- Charge code.
- Discount and surcharge codes.
- Customer.
- Bill type.
- Bill source.

- Billing business unit.

PeopleSoft Billing determines the payment term from the business unit, and payment method from customer setup.

See [Chapter 9, “Setting Up the Billing Interface,” Using the Bill By Identifier with the Billing Interface, page 249.](#)

See [Chapter 12, “Calculating Value-Added Tax \(VAT\) in PeopleSoft Billing,” page 291.](#)

Adjustments

PeopleSoft Asset Management can pass asset reinstatements to PeopleSoft Billing as a credit line. The PeopleSoft Billing *CRLIN* adjustment type transaction reverses the original bill line.

Note. Pass credit lines to the Billing Interface as TRANS_TYPE_BI = *LINE* and ADJ_TRANS_TYP = *CRLIN*.

See [Chapter 31, “Adjusting Bills,” page 561.](#)

PeopleSoft Billing requires that PeopleSoft Asset Management create customer information before populating the Billing Interface.

When the Billing Interface creates or assigns an invoice or adjusted invoice for PeopleSoft Asset Management transactions, it writes back to PeopleSoft Asset Management the assigned invoice number (INVOICE) and the invoice line number (LINE_SEQ_NUM).

The Billing Interface does not, however, write back the actual calculated VAT amounts. PeopleSoft Asset Management reads from the BI_LINE table to retrieve the actual VAT amount, which PeopleSoft Billing calculates during the Finalization process (BIIVC000).

Note. PeopleSoft Billing does not write back any invoice information to third-party asset management systems).

Voucher Creation

PeopleSoft Asset Management and Billing use the Transaction Options page or the InterUnit Pair page to determine criteria for PeopleSoft Payables voucher creation.

- If you are using an InterUnit method of *Direct* or *Indirect*, select the Generate AP Vouchers option on the Transaction Options page to create Payables vouchers.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Setting Up Interunit and Intraunit Processing.

- If you are using an InterUnit method of *Pair*, select the Generate AP Vouchers option on the InterUnit Pair page to create Payables vouchers.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Setting Up Interunit and Intraunit Processing.

PeopleSoft Billing passes the following asset information from PeopleSoft Asset Management to the PeopleSoft Payables AP Voucher Master table PS_VCHR_DIST_STG:

- BUSINESS_UNIT_AMTO
- ASSET_ID

- PROFILE_ID
- COST_TYPE
- ASSET_FLG

Setting Up PeopleSoft Asset Management for Billing Integration

This section discusses how to:

- Define PeopleSoft Asset Management interface options.
- Define customer information.

Defining PeopleSoft Asset Management Interface Options

To integrate PeopleSoft Billing with Asset Management, you must populate the following fields on PeopleSoft Asset Management's Interface Option page if you select the Billing Interface Processing option:

- Billing Business Unit.
- Bill Type.
- Bill Source.
- Bill By ID.

The Bill By ID field is option only if PeopleSoft Asset Management calls PeopleSoft Billings bill by defaulting application engine library, which uses the following default hierarchy:

- Customer Bill To Option.
- Bill Source.
- Bill Type.
- Billing Business Unit Option.

See Also

Chapter 9, "Setting Up the Billing Interface," Populating the PS_INTFC_BI Table, page 175

PeopleSoft Asset Management 8.8 PeopleBook, "Integrating with Other Products,"
Integrating with PeopleSoft Billing

Defining Customer Information

To integrate PeopleSoft Asset Management with PeopleSoft Billing, you must populate the following Customer Information fields on the PeopleSoft Asset Management Retire Assets page:

- Ship From.
- Ship To and Loc (location).
- Bill To and Loc (location).

- Sold To and Loc (location).
- Create Bill.

See Also

Chapter 9, “Setting Up the Billing Interface,” Populating the PS_INTFC_BI Table, page 175

PeopleSoft Asset Management 8.8 PeopleBook, “Retiring Assets”

CHAPTER 27

Integrating with PeopleSoft CRM

This chapter provides an overview of PeopleSoft CRM 360-Degree View functionality and discusses how to set up the PeopleSoft Billing and PeopleSoft CRM integration.

Understanding the 360-Degree View

The PeopleSoft CRM 360-Degree View is a tool to manage customer interactions. You can use this feature as an entry point for all customer interactions, and as the central point to launch all customer transactions, such as quote and order creation, case creation, and opportunity creation.

The 360-Degree View enables the customer service representative to do the following:

- Access customer profile information.
- Manage transactions.
- Record interactions.
- View all customer interactions using the 360-Degree View tree.

Integration Between PeopleSoft CRM and Supply Chain Management

When defining the nodes for the 360-Degree View tree, you can define a node that represents invoices for the customer. This node on the 360-Degree View tree is populated by information that resides in PeopleSoft Billing.

Using a defined EIP, the customer service representative can request information from PeopleSoft Billing for invoice information associated with a customer using a request message. PeopleSoft Billing sends the requested information back to PeopleSoft CRM using a response message to display under a node on the 360-Degree View tree.

PeopleSoft CRM sends a request application message (BI_EIP360_REQ) to PeopleSoft Billing for invoices; PeopleSoft Billing sends a response application message (BI_EIP360_RSP) back to PeopleSoft CRM for the information to display under the 360-Degree View tree.

Agents can click invoice links that appear on the 360-Degree View tree to access additional invoice detail in PeopleSoft Billing.

Note. Enable single signon to access PeopleSoft Billing inquiry components from PeopleSoft CRM.

See Also

PeopleSoft CRM Application Fundamentals PeopleBook

Setting Up PeopleSoft Billing and PeopleSoft CRM Integration

To integrate the PeopleSoft Billing and PeopleSoft CRM, perform the following steps:

1. Enable the message channel status.
2. Activate the message.
3. Verify default local nodes setup.
4. Grant security permissions to the message channel.
5. Verify remote node setup.
6. Update the `integrationGateway.properties` file.
7. Verify node access in the PeopleSoft CRM and FSCM databases.
8. Verify message setup on the Node Definitions - Transactions page in the PeopleSoft CRM and FSCM databases.
9. Enable single sign-on.

Note. The node names *PSFT_EP* and *PSFT_CR* are used in the following sections as examples only. You might have different default local nodes—for example, the default PeopleSoft CRM local node might be *CR880*. Use the correct default local node name in each of the following setup steps.

Enabling the Message Channel Status

The message channel is initially defined with a default status of pause. To enable the message channel, change the message channel status to run.

To change the message channel status to run:

1. Access the PeopleSoft CRM database using PeopleSoft Application Designer.
2. Open message channel *BI_EIP360*.
3. Click the Properties button, and select Use tab.
4. In the Message Channel Status group box, select Run.
5. Click OK to save the message channel.
6. Repeat steps 1 through 5 in the PeopleSoft FSCM database.

Activating the Message

You must activate the message in PeopleSoft Application Designer.

To activate the message:

1. Access the PeopleSoft CRM database using PeopleSoft Application Designer.
2. Open message *BI_EIP360_REQ*.
3. Click Message Properties, and select the Use tab.
4. In the Status group box, select Active.

5. Click OK to save.
6. Open message *BI_EIP360_RSP*.
7. Click Message Properties, and select the Use tab.
8. In the Status group box, select Active.
9. Click OK to save.
10. Repeat steps 2 through 9 in the PeopleSoft FSCM database.

Granting Security Permission to the Message Channel

In the PeopleSoft CRM and FSCM databases, grant permissions to the message channel.

To grant security permission to the message channel:

1. Access the PeopleSoft CRM database.
2. Select PeopleTools, Security, Permissions & Roles, Permission Lists.
3. Select *Permission List* in the Search By field, and enter *ALLPAGES* in the adjacent Begins With field.
4. Select the Message Monitor tab.
Ensure that channel *BI_EIP360* appears in the Channels grid area. If channel *BI_EIP360* does not appear, add it. In the Access field, select Full.
5. Repeat steps 2 through 4 in the PeopleSoft FSCM database.

Verifying Default Local Nodes Setup

In the PeopleSoft CRM and FSCM databases, verify that you have set up the correct default local nodes.

To verify default local node setup:

1. Access the PeopleSoft CRM database with the User ID *PS* and Password *PS*.
Alternately, enter User ID *VP1* and Password *VP1*.
2. Select PeopleTools, Integration Broker, Node Definitions.
3. In the Search By field, select *Node Name*, and click Search.
A grid appears at the bottom of the search page with all node names that meet the search criteria.
4. For node name *PSFT_CR*, verify that the value that appears in the Local Node column is *1*.
This value appears for a node if you selected the Local Node option for this node on the Node Info page.
5. For node name *PSFT_CR*, verify that the value that appears in Default Local Node is *Y* (yes).
This value appears if you selected the Default Local Node option for this node on the Node Info page.
6. Ensure that the node is active.
The node is active if you selected Active Node for the node on the Node Info page. See the following section for activating the remote node.
7. Repeat steps 1 through 6 in the PeopleSoft FSCM database.
In the PeopleSoft FSCM database, verify default settings for the *PSFT_EP* node name.

Verifying Remote Node Setup

Verify that each remote node is set up in the PeopleSoft CRM and FSCM databases.

To verify that the correct remote node is set up:

1. Access the PeopleSoft CRM database.
2. Select PeopleTools, Integration Broker, Node Definitions.
3. In the Search By field, select *Node Name*.
In the adjacent Begins With field, enter *PSFT_EP*.
4. On the Node Info tab, select the Active Node option, and click Save.
5. Repeat steps 2 through 4 in the PeopleSoft FSCM database.
In step 3, enter *PSFT_CR* in the Begins With field.

Updating the integrationGateway.properties File

Update the integrationGateway.properties file on the PeopleSoft CRM and PeopleSoft FSCM web servers.

To update the integrationGateway.properties file on the PeopleSoft CRM web server:

1. Locate the file in the following directory:
C:\bea\wlserver6.1\config\peoplesoft\applications\PSIGW\WEB-INF
2. Replace all instances of *\$NODENAME* with *PSFT_EP* (or with the exact name that you use for the FSCM node).
3. Replace the information that appears within the < > arrows with the correct machine information for the node (remove the arrows as well).
4. If you use a node other than the default, uncomment the following code lines and enter the appropriate serveURL, userid, password, and toolsRel:

```
#CR890FDM
ig.isc.PSFT_EP.serverURL=//adntas07:9330
ig.isc.PSFT_EP.userid=VP1
ig.isc.PSFT_EP.password=JekncVtPdNg=
ig.isc.PSFT_EP.toolsRel=8.43-H2
```

To update the integrationGateway.properties file on the PeopleSoft FSCM web server:

1. Locate the file in the following directory:
C:\bea\wlserver6.1\config\peoplesoft\applications\PSIGW\WEB-INF
2. Replace all instances of *\$NODENAME* with *PSFT_CR* (or with the exact name that you use for the CRM node).
3. Replace the information that appears within the < > arrows with the correct machine information for the node (remove the arrows as well).
4. If you use a node other than the default, uncomment the following code lines and enter the appropriate serveURL, userid, password, and toolsRel:

```
#CR890CRM
ig.isc.PSFT_CR.serverURL=//adntas08:9330
ig.isc.PSFT_CR.userid=VP1
ig.isc.PSFT_CR.password=JekncVtPdNg=
ig.isc.PSFT_CR.toolsRel=8.43-H2
```

Verifying Node Access in PeopleSoft CRM and FSCM

Ensure that you can access the PSFT_EP node from PeopleSoft CRM and the PSFT_CR node from PeopleSoft FSCM.

To ensure access to PeopleSoft CRM and FSCM nodes:

1. Access the PeopleSoft CRM database.
2. Select PeopleTools, Integration Broker, Monitor, Monitor Message.
3. Select the Node Status tab.
4. In the Message Node Name field, enter *PSFT_EP*, then click the Ping Node button.
If you set up the nodes correctly, the system displays a success message in the Node Information grid area.
5. Repeat steps 2 through 4 in the PeopleSoft FSCM database.
In step 4, enter *PSFT_CR* in the Message Node Name field.

Verifying Message Setup on the Transaction in the PeopleSoft CRM and FSCM Databases

Ensure that the BI_EIP360_REQ message is set up correctly, and appears on the Node Definitions – Transactions tab.

To ensure that the BI_EIP360_REQ message is set up correctly:

1. Access the PeopleSoft CRM database.
2. Select PeopleTools, Integration Broker, Node Definitions.
3. Select *Node Name* in the Search By field, and enter *PSFT_EP* in the adjacent Begins With field.
4. Click Search to access the Node Definitions – Node Info page.
5. Select the Transactions tab.
6. Locate the value *BI_EIP360_REQ* in the Request Message column. If the *BI_EIP360_REQ* transaction does not appear, skip ahead to step 10.
7. Click Edit to access the Transaction Detail page for BI_EIP360_REQ.
8. In the status field, select *Active*.
9. Click Return to Transaction List to return to the Node Definitions – Transactions page.
10. If, in step 6, the *BI_EIP360_REQ* transaction does not appear, click the Add Transaction button to access the Node Transactions page.
 - a. Select *Outbound Synchronous* in the Transaction Type field.

- b. Select *BI_EIP360_REQ* in the Request Message field.
 - c. Enter the appropriate version in the Request Message Version field.
 - d. Click Add to access the Transaction Detail page.
 - e. Select *Active* in the Status field.
 - f. Select the Messages tab.
 - g. Select *BI_EIP360_RSP* in the Name field in the Response Message group box.
 - h. Click Save.
11. Repeat steps 2 through 10 to verify the message setup on the PeopleSoft FSCM database.
- In step 3, select *Node Name* in the Search By field, and enter *PSFT_CR* in the adjacent Begins With field. In step 10, select *Inbound Synchronous* in the Transaction Type field.

Enabling Single Sign-On

To transfer EIPs from PeopleSoft CRM to PeopleSoft Billing, you must enable single sign-on, and add the PeopleSoft CRM PSFT_CR node information into PeopleSoft FSCM.

To enable single sign-on:

1. Access the PeopleSoft CRM database.
2. Select PeopleTools, Security, Security Objects, Single Signon to access the Single Sign-On page.
3. Click the Add New Row button, and select the *PSFT_EP* node from the available options in the Message Node Name column.
4. Click Save.
5. Select PeopleTools, Portal, Node Definitions.
6. Select *Node Name* in the Search By field, and enter *PSFT_EP* in the adjacent Begins With field to access the Node Definitions – Node Info page.
7. Select the Portal Content tab.
8. Enter the correct urls in the Content URI Text and Portal URI Text fields.

For example, enter a URL that contains the following information: *http://someserver/psc//pshome/*

9. Click Save.
10. Access the PeopleSoft FSCM database.
11. Select PeopleTools, Security, Security Objects, Single Signon to access the Single Sign-On page.
12. Click the Add New Row button, and select the *PSFT_CR* node from the available options in the Message Node Name column.
13. Click Save.

CHAPTER 28

Generating Recurring Bills

This chapter provides an overview of recurring bill generation and discusses how to:

- Establish schedules for recurring bills.
- Generate recurring bills.

Understanding Recurring Bill Generation

PeopleSoft Billing enables you to reproduce bills or portions of bills and generate invoices by using templates. 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. You can generate bills daily, weekly, monthly, or annually. You can also configure schedules for rent or utilities.

The schedule assigns the bill from dates in recurring bills. To determine the bill to date, subtract one day from the next bill from date. For example, if the bill from date is the 15th of the month, the bill to date is the 14th of the next month.

The billing cycle plays an important role in generating recurring bills. It:

- Links the schedule to the recurring bill template.
- Defines when the recurring bill is to be generated.
- Defines the number of days before the bill generation date that you can generate a recurring bill.
- Establishes the invoice date that appears by default on the Recurring Bill Schedule page.

Use a recurring bill template to create the recurring invoices. From the template, generate a recurring bill schedule to define the start and end dates of the period during which the recurring bills will be generated.

If you use charge codes, discounts, and surcharges from the delivered PeopleSoft Billing tables to construct the template bill, you have two options when setting price options for recurring bills. You can:

- Guarantee constant pricing.
- Let the system assign the current effective-dated discount or charge amount.

To specify a pricing option, use the Standard Billing - Line - Info 2 page. To enable the system to assign the current effective-dated discount or charge amount, select Use Effective Dated Price on Recurring Bills. To guarantee constant pricing, do not select this field. The Use Effective Dated Price on Recurring Bills field is not available for generated invoices.

Note. When running the Pre-process and Finalization process (BIIVC000) and the Currency Conversion process (BICURCNV) on a recurring basis, ensure that you use a run control ID that is distinct from the run control ID that you use to run these processes individually. If you run these processes individually using the same run control as you use to run them on a recurring basis, you deactivate the recurring process. For instance, suppose that you have scheduled run control XYZ to run the Currency Conversion process once daily at 6 p.m. Each day when the recurring process runs, the AE_REQUEST.PROCESS_FREQUENCY value remains set to A (always). Later, you run the Currency Conversion process individually from the same run control ID (XYZ) using a run control page. The process updates the AE_REQUEST row to PROCESS_FREQUENCY value N (do not run). Effectively, this deactivates the recurring process. To avoid this scenario, use run control ID XYZ for the recurring activity only.

Creating Recurring Templates and Associated Schedules

To create a recurring template and associated schedules:

1. Establish the schedule.

Define the recurring bill schedule on the Recurring Bill Schedule page.

Note. When you generate a recurring bill schedule, select the setID to use for the recurring bills.

2. Link the schedule to a billing cycle.

- a. Link the schedule to a bill cycle on the Bill Cycle page.
- b. Establish the number of available cycles and indicate their names.

3. Create a Recurring Bill template.

Use the Standard Billing - Header - Info 1 page to create a new bill and define it as a Recurring Bill template.

- a. Enter a new bill and verify that the billing cycle ID has a recurring schedule.
- b. Change the Frequency field value to *Recurring* and save the bill.
- c. Click the Go To Recurring Bill Schedule button next to the Frequency field to navigate to the Recurring Bill Schedule page.

4. Generate the recurring bill schedule on the Recurring Bill Schedule page.

See Also

[Chapter 4, “Structuring Bills,” Defining Billing Cycles, page 42](#)

[Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96](#)

[Chapter 6, “Entering Bills Online,” Entering Bill Line Information, page 111](#)

Establishing Schedules for Recurring Bills

To establish a schedule for recurring bills, you must define the time period during which the recurring bills are to be generated.

This section discusses how to define time periods for recurring bills.

Pages Used to Establish Schedules for Recurring Bills

Page Name	Object Name	Navigation	Usage
Recurring Bill Schedule	BI_SCHEDULE	Billing, Maintain Bills, Recurring Bill Schedules, Recurring Bill Schedule	Define time periods during which recurring bills are to be generated.
Recurring Schedule Inquiry - Recurring Schedule Inquiry (inquiry)	BI_SCHEDULE_INQ	Billing, Review Billing Information, Recurring Bill Schedule, Recurring Schedule Inquiry	Review information about recurring billing schedules.

Defining Time Periods for Recurring Bills

Access the Recurring Bill Schedule page.

Start Date	Enter the beginning and end dates for the recurring period.
Use Header Dates For Lines	Select to use the bill header from and to dates on the bill lines (for invoices that have not been generated). Do not select if you prefer the line from and to dates to appear by default from the recurring bill template.
Pre-Assign Invoice Numbers	Select to have the system assign all of the invoice numbers to the recurring bills when you save the page. Do not select to have the system assign invoice numbers when you generate recurring bills.
	Click the Generate Recur Bill Schedule (generate recurring bill schedule) button and select Pre-Assign Invoice Numbers to generate sequential invoice numbers when the schedule is generated and saved. The system then generates all of the schedule lines between the start and end dates. The schedule lines appear in the scroll area.

Note. You can preassign invoice numbers, assign invoice numbers manually, or enable the system to autonumber the recurring bills. To override invoice numbers, set the Auto-Numbering Params (autonumbering parameters) option on the Installation Options - Billing - General Options page, the Bill Type 2 page, or the Bill Source 2 page to enable user-defined invoice numbers.

To extend the recurring bill schedule at any time, change the to date. When you do this, the Extend Recurring Bill Schedule button appears below the Regenerate Recur Bill Schedule (regenerate recurring bill schedule) button.

	Click the Extend Recurring Bill Schedule button to extend the schedule from the last generated line.
	Click the Re-generate Recur Bill Schedule to regenerate the entire schedule if the options on the bill cycle have changed. The schedule generates all lines where the Inv Generated (invoice generated) check box is N.
Invoice Date	When the schedule lines are initially generated, this field contains no value or the default from the Bill From field, the Bill To field, or the Generate Date

field. The default value depends on the option that you select on the Bill Cycle page. You can change the invoice date before the bill is created.

Invoice

When generating the invoice, the system uses the value in this field as the invoice ID. If the invoice value is *Next*, the system assigns the next available invoice number in the sequence.

Inv Generated

Indicates whether the system generated the invoice for the corresponding line. If the indicator is Y (yes), the date on which the invoice was generated appears.

Return to Bill Entry

To make the template bill-ready, change the template bill status to *RDY* (ready) for the system to generate any recurring bills. Click this link to return to the template bill and make this status adjustment.

See Also

[Chapter 4, “Structuring Bills,” Defining Bill Types, page 44](#)

[Chapter 4, “Structuring Bills,” Defining Billing Cycles, page 42](#)

[Chapter 4, “Structuring Bills,” Defining Bill Sources, page 47](#)

[Chapter 2, “Preparing to Implement,” page 7](#)

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Generating Recurring Bills

To generate recurring bills from templates, run the Generate Recurring Bills process (BIRECUR).

This section discusses how to generate recurring bills.

Page Used to Generate Recurring Bills

Page Name	Object Name	Navigation	Usage
Generate Recurring Bills	RUN_BI_RECURING	Billing, Maintain Bills, Create Recurring Bills, Generate Recurring Bills	Generate recurring bills.

Generating Recurring Bills

Access the Generate Recurring Bills page.

Range Selection

All

The system generates all of the recurring bills with a generate date that is less than or equal to the current date.

Bill Cycle	The system generates all of the recurring bills that are scheduled for the specified bill cycle with a generate date that is less than or equal to the current date.
Invoice ID	The system generates all of the recurring bills that fall within the specified range of the invoices with generate dates that are equal to or less than the current date.
Cust ID (customer identifier)	The system generates all of the recurring bills with a generate date that is equal to or less than the current date for the specified customer.

Note. To generate recurring bills, set the template bill status to *RDY*.

To view the results of the Generate Recurring Bills process, return to the Recurring Bill Schedule page. The Inv Generated check box is now set to *Y* (yes) for generated invoices, and the system logs a generation date. Generated recurring bills have a bill status of *RDY*, and you can invoice them immediately.

If you change a template's status to *Cancel*, the system does not generate any more recurring bills.

Note. The system does not generate invoices with a generate date that is greater than the current date. The system generates only recurring bills with a generate date that is equal to or less than the current date.

See Also

[Chapter 28, "Generating Recurring Bills," Establishing Schedules for Recurring Bills, page 538](#)

[Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 96](#)

[Chapter 6, "Entering Bills Online," Entering Bill Line Information, page 111](#)

CHAPTER 29

Working with Installment Bills

This chapter provides an overview of the Installment Bills process (BIINSTAL) and discusses how to:

- Set up installment bills.
- Generate installment bills.

See Also

[Chapter 4, “Structuring Bills,” page 33](#)

[Chapter 6, “Entering Bills Online,” page 85](#)

[Chapter 12, “Calculating Value-Added Tax \(VAT\) in PeopleSoft Billing,” page 291](#)

[Chapter 15, “Generating Invoices,” page 363](#)

Understanding the Installment Bills Process

You can use installment billing 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 amount 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.

Create a template for installment bills using a new bill or an existing bill. You control the schedule that controls when the system generates installment invoices. The system copies all nonamount information—such as customer, distribution of revenue, accounts receivable, and discounts and surcharges—from the template invoice to the installment billing invoices.

When you select an invoice format, you control whether or not the system displays a breakdown of the installment billing invoice amounts on the invoice. Online inquiry enables you to inquire about current and previous installment billing invoices.

PeopleSoft Billing supports three ways to define the default installment billing plan: at the business unit, bill type, or bill source level. You can create plans based on equal installments, percentage installments, or custom installments.

Accounting, Taxes, and VAT for Installment Bills

Each installment billing invoice carries its own information for accounting, deferred revenue, discounts and surcharges, and tax records. The system copies the default information, except for tax amounts, from the template for installment billing invoices to the individual installment invoices. An installment invoice functions much like a regular invoice.

When you generate an installment invoice, you charge value-added tax (VAT) for the amounts that are due on that invoice at the rate that is applicable for the tax point and date for the goods or services that are included on the invoice. However, no matter which format you use, the same basic rule is always applied: Calculate VAT on the amounts that appear on the invoice.

VAT Example

If you issue multiple invoices, one for each installment, the system calculates VAT on the installment amount because this is also the invoice amount.

1. Invoice 1: Due 30 March 2000.

Line Number	Description	Amount	VAT Rate	VAT Amount
1	Books	500.00	Zero	0.00
2	Stationery	250.00	Standard	43.75
3	Computer	3500.00	Standard	612.50

Net Amount = 4,250.00

VAT Amount = 656.25

Total Amount = 4906.25

2. Invoice 2: Due 30 April 2000.

Line Number	Description	Amount	VAT Rate	VAT Amount
1	Books	250.00	Zero	0.00
2	Stationery	125.00	Standard	21.88
3	Computer	1750.00	Standard	306.25

Net Amount = 2125.00

VAT Amount = 328.13

Total Amount = 2453.13

3. Invoice 3: Due 30 May 2000.

Line Number	Description	Amount	VAT Rate	VAT Amount
1	Books	250.00	Zero	0.00
2	Stationery	125.00	Standard	21.88
3	Computer	1750.00	Standard	306.25

Net Amount = 2125.00

VAT Amount = 328.13

Total Amount = 2453.13

Setting Up Installment Bills

To set up installment bills, use the Installment Billing, Bill Cycle, Bill Source, and Billing Options components.

This section discusses how to:

1. Establish installment billing plans.
2. Define parameters for installment billing plans.
3. Set defaults for installment billing plans.

Note. The system applies the default installment billing plan according to the normal default hierarchy for billing: bill source, bill type, and business unit.

Pages Used to Set Up Installment Bills

Page Name	Object Name	Navigation	Usage
Installment Plan	BI_INSTALL_PLAN	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Installment Billing, Installment Plan	Establish and define installment billing plan types.
Bill Cycle	BI_CYCLE	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Cycle	Set up invoice date defaults, schedules, and bill generation parameters for each installment billing plan that you establish. Set up a new bill cycle or define installment billing parameters for a bill cycle that you have previously set up.
Bill Source	BI_SRC	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source	Specify default installment billing plans for bill sources.
Bill Type 1	BI_TYPE	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type 1	Specify default installment billing plans for bill types.
Billing Options - Billing Business Unit Options	BUS_UNIT_OPT_BI	Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Options, Billing Business Unit Options	Define default installment billing plans for business units.

Establishing Installment Billing Plans

Access the Installment Plan page.

Installment Plan Type

Select a plan type that determines how the system calculates the invoice amounts for each installment billing invoice. Values are:

Equal Installments: Enter the total number of installments in the Installment field. The system evenly divides the total pretax amount from the template for the installment billing invoice by the total number of installments. The Installment field is available for entry only when you select an equal installment plan.

Percentage Installments: When you select this plan type, the Percentage scroll area appears. Enter the percentage of the total that you want to bill at each installment. The Installments number displays the number of the installment for each percentage that you specify. Click the Add Rows button to add additional installment rows. The system increments the number by one whenever you add a new row. The percentages that you enter must total 100 percent.

Custom Installments: Enter the number of installments, the amount due for each, and schedule information for each installment on the Installment Bill Schedule page. Select for at least one active billing plan if you intend to use this installment type.

Defining Parameters for Installment Billing Plans

Define the parameters for the installment billing plans on the Bill Cycle page.

See Also

[Chapter 4, “Structuring Bills,” Defining Billing Cycles, page 42](#)

Setting Defaults for Installment Billing Plans

You can set defaults at the bill source, bill type, and business unit level. Select the installment plan ID that you want as the default for each level on any or all of these pages:

- Bill Source.
- Bill Type 1.
- Billing Options - Billing Business Unit Options.

See Also

[Chapter 4, “Structuring Bills,” Defining Bill Types, page 44](#)

[Chapter 4, “Structuring Bills,” Defining Bill Sources, page 47](#)

[Chapter 3, “Establishing PeopleSoft Billing Business Units,” Establishing PeopleSoft Billing Business Unit Options , page 30](#)

Generating Installment Bills

This section discusses how to:

1. Create templates for installment bill invoices.
2. Define terms for installment billing plans.
3. Create installment bill schedules.
4. Run the Generating Installment Bills process (BIINSTAL).

Note. The template for the installment billing invoices must be in *RDY* (ready) status before you can generate installment invoices.

5. Change installment invoice template status.
6. Finalize and print installment bills.

Pages Used to Generate Installment Bills

Page Name	Object Name	Navigation	Usage
Standard Billing - Header - Info 1	BI_HDR	Billing, Maintain Bills, Standard Billing, Header - Info 1	Create templates for installment bill invoices.
Installment Bill Terms	BI_INST_TERMS	Billing, Maintain Bills, Installment Bill Schedules, Installment Bill Terms	Select installment billing plans and choose service charges.
Installment Bill Schedule	BI_INST_SCHED	Billing, Maintain Bills, Installment Bill Schedules, Installment Bill Schedule	Create schedules based on the installment billing plan and bill cycle parameters.
Generate Installments	RUN_BI_INSTALL	Billing, Maintain Bills, Create Installment Bills, Generate Installments	Create installment invoices from the template for the installment billing invoice.
Bill Schedule Inq - Installment Bill Terms (inquiry)	BI_INST_TERMS_INQ	Billing, Review Billing Information, Installment Bill Schedule, Installment Bill Terms	Review information about installment bill terms.
Bill Schedule Inq - Installment Bill Schedule (inquiry)	BI_INST_SCHED_INQ	Billing, Review Billing Information, Installment Bill Schedule	Review information about installment billing schedules.

Creating Templates for Installment Bill Invoices

To create a template for installment bill invoices:

1. Enter a new bill or select an existing bill to use as the basis for the installment bills.
2. Select a frequency of *Installmnt* (installment) on the Standard Billing - Header - Info 1 page.
When you assign the installment frequency to an invoice, it becomes a template for installment bill invoices, and the Installment Bill Schedule link becomes available.
3. Click the Installment Bill Schedule link to access the Installment Billing Schedule component.
4. Select a bill cycle ID with installment billing parameters if you are not creating a custom installment billing plan.

See Also

[Chapter 6, “Entering Bills Online,” page 85](#)

Defining Terms for Installment Billing Plans

Access the Installment Bill Terms page.

Installment Plan

Select a plan from the available values. Define installment plans on the Installment Plan page.

Charge

Select a value to apply service charges to the installment invoices.

Identifier Service charge identifier. Set up service charges on the Standard Billing - Discount/Surcharge page.

See Also

[Chapter 6, “Entering Bills Online,” Entering Bill Line Discount and Surcharge Information, page 128](#)

Creating Installment Bill Schedules

Access the Installment Bill Schedule page.

Note. Multiple views of this page are available by clicking the tabs in the scroll area. PeopleSoft documents fields that are common to all views first.

Installment Plan	Displays the short and long names of the plan that you select on the Installment Bill Terms.
Pre-Assign Invoice Numbers	Select to have the system assign all of the invoice numbers to the installment bills when you save the page. Clear this check box to have the system assign invoice numbers when you generate installment bills.
Return	Click to return to the Standard Billing - Header - Info 1 page for the installment billing invoice template.
	For percentage installments or equal installments plans, click the Generate button to generate the installment bill schedule based upon the invoice template, installment plan, and installment bill terms that you define.
	If you change any of the schedule information on this page, the Generate button name changes to Regenerate. Regenerating the installment bill schedule deletes and replaces any lines for which installment bills have not already been generated. For example, suppose that you set up a schedule to generate starting on April 1, 2000, and you save the schedule. If you decide to change the generate date to May 1, 2000, click Regenerate and Save to create the new schedule.

To create a custom installments bill plan, enter the information for this installment bill schedule in the grid on the lower half of the page, and save the page.

Installment Billing Schedule

Select the Installment Billing Schedule tab.

Installment Number	Enter an installment number for the bill.
Generate Date	Enter the date on which you want the system to generate the invoices. The system generates only installment bills with a generate date that is equal to or earlier than the current date.
Invoice	Enter an invoice number to assign manual invoice numbers to the installment invoices. If you select Pre-Assign Invoice Numbers, the system assigns invoice numbers when you save the page. If you do not

	select Pre-Assign Invoice Numbers, the system assigns invoice numbers when you generate the installment billing invoice.
Installment Amount	If you specify an installment plan based on percentage installments or equal installments, the system calculates the installment amount. If you are creating a custom installments plan, enter the installment amount for each invoice.
Service Charge Amount	If you define a service charge on the Installment Bill Terms page, this value appears according to how you elected to apply service charges on the Installment Bill Terms page. If you are creating a custom installments plan, enter a service charge for any installment.

Note. For all rows in the installment schedule, the system uses only the bill type that is effective when you initially create the installment bill schedule.

Installment Billing Schedule 2

Select the Installment Billing Schedule 2 tab.

From Date and To Date Indicates the beginning and end dates of billing activity.

Installment Billing Schedule 3

Select the Installment Billing Schedule 3 tab.



Click the Go To Bill Header - Gen. Info button to access the Standard Billing - Header - Info 1 page.

See Also

Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96

Running the Generating Installment Bills Process

Access the Generate Installments page.

Note. To generate installment bills, set the template invoice bill status to *RDY*.

After you select the Generate Installment Bills process (BIINSTAL) on the Process Scheduler Request page, you can return to the Installment Bill Schedule page to view the results of the process. The Generated check box is now set to *Y* (yes) for generated invoices, and the system logs a generate date. If you change the status of a template invoice to *Cancel*, the system does not generate any more installment bills.

Note. The system does not generate any invoices with a generate date that is later than the current date. For invoices with a generate date that is later than the current date, the Generated option on the Installment Bill Schedule page is set to *N* (no generated invoices). The system generates only installment bills with a generate date that is equal to or earlier than the current date.

Changing Installment Invoice Template Status

Generated installment bills have a bill status of *NEW*. Change the bill status to *RDY* before generating an invoice. Once the system generates the installment invoices, they function just as regular invoices for the Finalization, Currency Conversion, Budget Check, Load AR (load accounts receivable), and Load GL (load general ledger) processes.

Finalizing and Printing Installment Bills

Installment billing information prints on installment billing invoices. The installment number, installment amount due, total number of installments, and total invoice amount are included on each, whether you print SQR or Crystal invoices.

You can control whether a breakdown of the installment billing invoice amounts appears on the invoice by selecting options on the Invoice Formatting Options - General page. Also on this page you can select whether to include an Installment Bill Summary invoice.

See Also

Chapter 4, “Structuring Bills,” Establishing Invoice Formatting, Sorting, and Printing Options, page 50

CHAPTER 30

Searching for Bills

This chapter discusses how to:

- Specify bill search criteria and sort bill search results.
- Review bill search results.
- Refine bill search criteria.
- Use wildcard features to refine bill search queries.
- Interpret bill search results.

Specifying Bill Search Criteria and Sorting Bill Search Results

This section discusses how to:

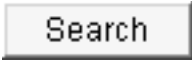
- Define search criteria.
- Sort bill search results.

Pages Used to Specify Bill Search Criteria and Sort Bill Search Results

Page Name	Object Name	Navigation	Usage
Bills Not Invoiced - Bill Search	BI_BILL_SEARCH	Billing, Locate Bills, Bills Not Invoiced, Bill Search	Search the system for any bill not invoiced that satisfies a unique set of parameters that you provide.
Lines Not Invoiced - Bill Line Search	BI_LINE_SEARCH	Billing, Locate Bills, Lines Not Invoiced, Bill Line Search	Search the system for any bill line not yet invoiced that satisfies a unique set of parameters that you provide.
Bills Invoiced - Bill Search	BI_BILL_SEARCH_INQ	Billing, Locate Bills, Bills Invoiced, Bill Search	Search for any invoiced bills and select bills for reprint.
Lines Invoiced - Bill Line Search	BI_LINE_SEARCH_INQ	Billing, Locate Bills, Lines Invoiced, Bill Line Search	Search for any invoiced bill lines.

Defining Search Criteria

Access the Bills Not Invoiced - Bill Search page or the Lines Not Invoiced - Bill Line Search page.

Business Unit	This field is required.
Bill To	Select <i>Contract</i> or <i>Customer</i> , and, in the adjacent field, select from the list of contract or customer numbers. This field is required.
Currency Option	Search by transaction currency, base currency, or euro currency.
	Click the Search button to run the search query.
	Click the Header Selection Criteria button to access the Bill Search Criteria page and refine the search criteria. When you click OK, the system runs the search based on these parameters and then returns you to the Bills Not Invoiced - Bill Search or Lines Not Invoiced - Bill Line Search page.
	Click the Bill Search Reset Pushbutton to reset values to the defaults.

Sorting Bill Search Results

Access the Bills Not Invoiced - Bill Search page or the Lines Not Invoiced - Bill Line Search page.
The Sort field orders the query results and displays them based on these specified sort options:

AA	Invoice amount (ascending).
AD	Invoice amount (descending).
IA	Invoice number (ascending). This is the default value.
ID	Invoice number (descending).
SA	Invoice status (ascending). This value is available only on the Bills Not Invoiced page.
SD	Invoice status (descending). This status is available only on the Bills Not Invoiced page.
JA	Description (ascending). This status is available only on the Lines Not Invoiced - Bill Line Search page.
JD	Description (descending). This status is available only on the Lines Not Invoiced - Bill Line Search page.
L	Invoice line order. This status is available only on the Lines Not Invoiced - Bill Line Search page.
S	Line sequence order. This status is available only on the Lines Not Invoiced - Bill Line Search page.
	Click the Sort button to run the sort.

Reviewing Bill Search Results

The page that displays the search results is determined by the type of query—either bill or bill line—that you initiate.

This section discusses how to:

- Review results on the Bills Not Invoiced and Bills Invoiced pages.
- Review results on the Lines Not Invoiced and Lines Invoiced pages.

Reviewing Results on the Bills Not Invoiced and Bills Invoiced Pages

Access the Bills Not Invoiced or Bills Invoiced page.

Reprint Invoices	Click to reprint bills that you specify by selecting the adjacent Select field. The system reprints these invoices using the output destination and server preferences that you define on the User Preferences - Billing page. This button is available from the Bills Invoiced page only.
Bill Search Results	Displays all of the bills that satisfy the search criteria.
Select	Select one check box at a time to activate the links at the bottom of this page. Use these links to navigate to the bill that you select. Depending on the link that you click, the system transfers you to the appropriate bill entry page. To reprint invoices, select one or multiple bills and click the Reprint Invoices button.
Note. When you navigate to the selected bill, the system displays the bill in the transaction currency even if you were searching in base or euro currency mode.	
Dynamic	The field that is adjacent to the Source field is a dynamic column containing a series of options. When you select from the available options, the system returns all of the values for that option for each of the bills listed. For example, if you select <i>Media</i> , the system returns the media value for each bill. You can change the selection at any time during the display without having to rerun the query. The option is initially set by the value that you select in the Ref (reference) field on the Bill Search Criteria page; you can override this default.
Template Inv Flg (template invoice flag)	Indicates if this is an actual bill or merely a template.
Invoice Amount	Includes all calculated taxes. The invoice amounts and currency codes correspond to the currency that you select in the Bill Search Criteria page. Changing the currency on this page changes the values in the Invoice Amount column and the corresponding currency code.

Reviewing Results on the Lines Not Invoiced and Lines Invoiced Pages

Access the Lines Not Invoiced and Lines Invoiced page.

Sel (select)	Select one check box at a time to activate the links at the bottom of this page. Use these links to navigate to the selected bill. Depending on the link that you click, the system displays the appropriate page in bill entry.
Note. When you navigate to the selected bill, the system displays the bill in the transaction currency, even if you were searching in base or euro currency mode.	
Line number	Indicates the order of the bill line when it is printed on the document. If the bill has been through the Pro Forma Pre-process or the invoice Finalization process, the system assigned a line number to it.
Seq (sequence)	The natural order in which the system adds the lines onto the bill. A bill line always has a sequence number regardless of whether it has been printed, prepared, or finalized. If the system added lines through the Billing Interface, the sequence number of each line is unique, but order may not be significant.
Desc (description) or Identifier	Select to display the description field or the identifier code field from the bill line record.
Dynamic column for reference	This field, adjacent to the Descr or Identifier column, is a dynamic column containing a series of options. When you select an option, the system returns all of the values for that option for each of the listed bills. For example, if you select <i>PO</i> , the system returns the purchase order value for each bill. You can change the selection at any time during the display without having to rerun the query. The default is the value that you select in the Ref field on the Bill Search Criteria page; you can override this default.
Dynamic column for date selection	This field, adjacent to the dynamic column for reference, contains a series of options. When you select an option, the system returns all of the values for that option for each of the listed bills. For example, if you select <i>Contract</i> , the system returns the contract date value for each bill. You can change the selection at any time during the display without having to rerun the query. The default is the value that you select in the Ref field on the Bill Search Criteria page; you can override this default.
Gross Ext (gross extended) or Net Ext (net extended)	Select the gross extended amount, which is the unit price multiplied by the quantity, or the net extended amount, which includes any discounts or surcharges that are applied.
Discount, Surcharge, and Tax	An asterisk in any of these three columns indicates that this line has a discount, surcharge, or tax code associated with it.

Refining Bill Search Criteria

This section discusses how to:

- Refine bill-header search criteria.
- Refine line-level search criteria.

Pages Used to Refine Bill Search Criteria

Page Name	Object Name	Navigation	Usage
Bill Search Criteria	BILL_SEARCH_CRIT	Click the Header Selection Criteria button on the Bills Not Invoiced - Bill Search or Bills Invoiced - Bill Search page.	Refine bill search criteria.
Bill Line Search Criteria	BILL_LSEARCH_CRIT	Click the Bill Line Search Pushbutton on the Lines Not Invoiced - Bill Line Search or the Lines Invoiced - Bill Search page.	Refine bill-line search criteria.

Refining Bill Header Search Criteria

Access the Bill Search Criteria page.

Billing Currency Option

Search by transaction, base, or euro currency. Use the Currency Value option to restrict the search to a particular currency, such as *USD* (U.S. dollars). If you leave this field blank, the results can include multiple currencies.

Ref Select (reference selection)

Sets the orientation for the search page. Click the detail button to select a reference code that contains meaningful information in the search context. Reference enables you to qualify which values for the reference that you would like to include. For example, using the default reference Invoice (*I*), you can enter a search value of *OE%* in Ref Query Value (reference query value) to search for invoices that begin with the letters OE. The reference that you select also determines the default column value for the dynamic column that is adjacent to the Source field in the search results page's scroll area. For example, if you select *Invoice* as the reference, the default column value is *PO*.

In the field that is adjacent to Ref Select, specify the search at either the bill header or line level.

These references are available only at the header level:

- Customer (*U*).
- Invoice (*I*).
- Consolidated Key (*K*).
- Consolidated Invoice (*N*).

Note. If you select *Contract* in the Bill To field on the Bills Not Invoiced page, you cannot elect to search by contract number in the Ref field on the Bill Search Criteria page. Likewise, if you select *Customer* in the Bill To field on the Bills Not Invoiced page, you cannot elect to search by customer in the Ref field on the Bill Search Criteria page.

Bill Type, Source, and Status	Enter values to narrow the search to specific bill types or sources, or those bills with a specific status. When you access the Bill Search Criteria page from the Bills Not Invoiced - Bill Search page, bills with a status of invoiced or final are not available for selection; this page searches only for bills that have not been invoiced.
Date, Amt Operand (amount operand), and Amount	Enter values to search by an invoice date or amount. Use the Amt Operand field to further refine the search criteria. If you search by invoice amount, specify a corresponding currency code in the field that is adjacent to the Amount field.

Refining Line Level Search Criteria

Access the Bill Line Search Criteria page.

Ref	Select a reference code that contains meaningful information in the search context to set the orientation for the search page. Selecting a reference enables you to qualify which values for the reference that you want to include. For example, using the default reference, Invoice (<i>I</i>), you can enter a search value of <i>OE%</i> to see only invoices that begin with the letters OE. The reference that you select also determines the default column value for the field that is adjacent to the Descr or Identifier column on the Lines Not Invoiced- Bill Line Search page. For an invoice reference, the default column values are <i>I</i> (identifier), <i>F</i> (charge from), and <i>N</i> (net extended amount).
Date	Various dates are tracked at the bill line level and may be useful in identifying billing activity. The system stores these dates at the line level: • Charge From Date (<i>F</i>). • Contract Date (<i>N</i>). • Order Date (<i>O</i>). • Charge To Date (<i>T</i>). Use the amount operands field to further refine the search criteria.
Amt (amount)	You can enter search criteria for bill lines by their dollar amounts. In the adjacent field, you can search by: Gross Extended Amount (<i>G</i>): Without discounts or surcharges applied. Net Extended Amount (<i>N</i>): With discounts or surcharges applied. Use the amount operands field to further refine the search criteria, or enter an actual date or dollar amount in the open field for the comparison search.

Using Wildcard Features to Refine Bill Search Queries

Generally billing search engines support standard wildcard features for the Ref, Bill Type, and Bill Source fields. Unless you enter one of these wildcards, PeopleSoft Billing assumes that you want an exact match:

%	Match one or more characters.
*	Match one or more characters.
—	Match any single character.
?	Match any single character.
!	If first character, negate the operator (not equal or not like).
~	A blank character. Do not use this character with any other characters or wildcard symbols.
\	Escape character. Do not treat the next character as a wildcard.

For example, you could search for a blank in the Ref, Bill Type, and Bill Source fields by entering a tilde (~) in each field. If you leave these fields empty, the system selects all values for that field.

Within Bill Search, there are exceptions to the wildcard approach. Exceptions occur in these instances:

- When you select *Invoice* in the Ref field, a blank reference value returns rows with any invoice value (because you can never leave the Invoice field blank).
- When you do not select *Invoice* in the Ref field, a blank reference value returns only rows where the referenced field is blank.

To see the inverse condition where the referenced field is not blank, select a combination of wildcards that mean *not blank* (! or ~). The Bill Type and Bill Source fields operate in this manner also. PeopleSoft Billing search engines support all standard wildcards.

Interpreting Bill Search Results

In the search results scroll area of the search pages, the number of rows is expressed in three numbers, *X To Y Of Z*, where *Z* is the total number of rows that meet the search criteria specified, and *X* and *Y* are the rows that appear in this query chunk.

Use the scroll bar to scroll through the rows of bill header data. Click the next chunk button to obtain the next chunk of data. You see the values for *X* and *Y* change accordingly, but *Z* stays constant until you change search parameters and rerun the query.

The invoice amount totals appear next to the number of selected rows. These are expressed as *A/B*, where *B* is the total dollar value of all invoice amounts that meet the search criteria, and *A* is the total dollar amount of the invoices that appear in the current chunk. When the set of results includes invoices with varying currencies, *A/B* does not appear. Instead, the system displays a mixed currencies message.

The rows that are selected in a chunk are closely tied to the sort criteria that you specify. For example, if the sort order is *AA* (amount ascending) and you run the query, the first chunk of rows that appears is equal to the number of bills that you specify in the Bill Entry Max Rows field on the Installation Options - Billing - General Options page. Bills with the lowest invoice amounts appear. If, for example, you enter 15 in the Bill Entry Max Rows field, the 15 bills with the lowest invoice amounts that match the rest of the query parameters appear. If you run the query again with the same search parameters but instead specify the sort order as *AD* (amount descending), the 15 bills with the highest invoice amount appear.

Conversely you can change the sort order without rerunning the search query by clicking Sort. The system does not invoke the query again; it resorts the rows in the current chunk. The dollar total of the chunk does not change when you change the sort order without reinvoking the query.

Note. If you resort a chunk of information, you must refresh the search to retrieve further chunks. The sort command invalidates related chunks.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,”
Defining PeopleSoft Billing User Preferences

CHAPTER 31

Adjusting Bills

This chapter provides an overview of bill adjustment and discusses how to:

- Adjust entire bills.
- Adjust specific bill lines.
- Inquire about bill history.

Understanding Bill Adjustment

Use the Adjust Bills function when you must make invoice changes. You can credit entire bills and rebill with one action, or select only certain lines to rebill. You can also add lines of activity and rebill, change discounts or surcharges, associate new entry types and reasons with the bills, and calculate new totals.

You can adjust any bill in the system except consolidated bill headers. However, if the bill originated from an external source, your business practice may require that you make corrections in the source system and initialize the adjustment from there. The source system then sends the adjustment through the Billing Interface. If this is not an option for you, you can initiate the adjustment directly from PeopleSoft Billing.

Note. When you use a third-party tax vendor to process credit adjustments, PeopleSoft passes tax amount overrides—the credit values of the taxes on the adjusted bill lines—to the tax vendor to enable register and audit log accuracy. Passing tax amount overrides for credit adjustments ensures that the tax vendor tax registers and audit files carry the same tax amounts as those in PeopleSoft.

Note. The following pages operate in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

[Chapter 6, “Entering Bills Online,” Invoice Line Number Assignment, page 90](#)

[Chapter 9, “Setting Up the Billing Interface,” Processing Adjustments Through the Billing Interface, page 259](#)

Adjusting Entire Bills

You can use the Adjust Bills function to credit an entire bill and reverse the original invoice, or credit an entire bill and rebill with the correct information.

This section discusses how to reverse original invoices or rebill with correct information.

Pages Used to Adjust Entire Bills

Page Name	Object Name	Navigation	Usage
Adjust Entire Bill	BI_ADJ_BILL	Billing, Maintain Bills, Adjust Entire Bill	Credit entire bills and reverse original invoices, or credit entire bills and rebill with the correct information.
Adjustment History	BI_ADJ_HIST	Billing, Review Billing Information, Adjustment History	Review bill adjustment history.

Reversing Original Invoices or Rebilling with Correct Information

Access the Adjust Entire Bill page.

If the bill that you select has had prior adjustments made at the bill line level, it is not a valid choice on this page. You must continue that bill adjustment on the Adjust Selected Bill Lines page.

In the Select Bill Adjustment Action group box, select one of these options before defining the adjustment:

No Bill Action

No action for the displayed bill will occur at this time. When you first access the page, the system uses this value as the default action. This prevents you from adjusting a bill unintentionally. Whenever you save the process, this default action resets.

Credit Entire Bill

Create a credit bill for the displayed bill. The bill has a status of *RDY* (ready).

Credit & Rebill

Create a credit bill and create a copy of the displayed bill. The rebill copy has the status of *NEW*.

Note. Some fields are not copied during a rebill but are initialized to certain values.

The system assigns a default invoice number to the adjustments and populates the Credit Bill or Rebill Bill field with the value *Next*.

Next

The default invoice number that the system assigns to the adjustments. If you selected For Adjustments in the User-definable group box on the Invoice Number page, you can assign your own invoice numbers to the credit bill or rebill by overriding this default. If you select this option, you can use invoice numbers that are designed specially for credit bills and rebills.

Warning! You can adjust a bill header or line only once.

Save

Click to initiate the adjustment process. After the process is complete, the invoice number of the new bill appears in Credit Bill and Rebill Bill.

Header Info 1 (header information 1)

Click to access the corresponding bill in bill entry. You can make any necessary changes there and then process the bill as usual. For instance, if you want to override the default entry type and reason that are associated with this bill, click this link to access bill entry and make that change.

Note. If you send a full bill credit to PeopleSoft Receivables, you must close as open items the original bill and credit bill. PeopleSoft Billing passes the original bill invoice number and invoice line number into Document ID (identification) and Document Line item fields. From the PeopleSoft Receivables pages, use the document ID and document line item to cross-reference with the original item.

See Also

[Chapter 4, “Structuring Bills,” Assigning Invoice Number IDs, page 36](#)

Adjusting Specific Bill Lines

You can use the adjust bills process to adjust selected bill lines on an existing bill.

This section discusses how to:

1. Search for bill lines.
2. Select bill lines and run the adjustment.

Pages Used to Adjust Specific Bill Lines

Page Name	Object Name	Navigation	Usage
Adjust Selected Bill Lines	BI_ADJ_LINE	Billing, Maintain Bills, Adjust Selected Bill Lines	Adjust specific bill lines.
Adjustment Line Summary	BI_ADJ_LHIST_SUMRY	Billing, Review Billing Information, Review Line History, Adjustment Line Summary	Review the summary details of adjustment lines for a particular bill.
Adjustment Line History	BI_ADJ_LHIST	Billing, Review Billing Information, Review Line History, Adjustment Line History	Review details, including all adjustments, for each bill line.

Searching for Bill Lines

Access the Adjust Selected Bill Lines page.

In the Select Lines Adjustment Action group box, select:

No Bill Action	When you first access the page, the system uses this field as the default bill action. This setting prevents you from adjusting the bill unintentionally.
Adjust Selected Lines	Enables you to adjust any combination of lines on this bill. When you select this option, the Add to Existing Bill check box appears.
Add to Existing Bill	Select and click OK to add the lines to an existing bill. If you do not select this check box, the system generates a new bill for these adjustment lines. However, you can add only adjusted bill lines that contain value-added tax (VAT) information to a new bill. The new bill will contain an exact copy of the source bill VAT header.
Line Opt (line options)	Select a value: <i>Create Net Adjustment Only:</i> Creates one adjustment line. <i>Create Reversal and Rebill:</i> Creates two new lines—one that credits the original line chosen, and one that reflects the adjustment. <i>Credit Line:</i> Creates one line with a reversal of the amounts from the original line chosen.

In the Line Adjustment Results group box, the system displays one of these fields:

Add To Bill	The system displays this field if you elect to add to an existing bill. Enter the invoice number of the existing bill to which you want to add the lines. If you elect to add to an existing bill but there are no existing bills available, select No Bill Action, reselect Adjust Selected Lines, and clear Add to Existing Bill.
Adjustment	The system displays this field if you elect to add to a new bill. The system assigns the default invoice number <i>NEXT</i> to the adjustments. If you specify the invoice ID for this type of bill as user-definable for adjustments on the Invoice Number page, you can assign your own invoice numbers to the credit bill or rebill by overriding <i>NEXT</i> . If you select this option, you can use invoice numbers that are designed specifically for credit bills and rebills. Warning! You can adjust a bill header or bill line only once.
Header Info 1 and Bill Line - Info 1 (bill line - information 1)	Click to access the corresponding bill in bill entry. You can make any necessary changes there and then process the bill as usual.

You can control which lines the system returns by defining the Bill Line Number, Date, and Ref (reference) fields.

Ref	Sets the orientation of the search page. Select a reference code that contains meaningful information in the search context. Selecting a reference enables you to qualify which values for the reference are included and sets a default column name for the first dynamic column in the scroll section of the search results. Enter the search number for the reference field that you select. If you do not specify a reference field, it is <i>Identifier</i> by default.

Note. If you're initiating multiple searches and changing the criteria often, reenter the criteria to reset the search path and assure a complete search.

Sorting the Results

On the Adjust Selected Bill Lines page, the Sort field orders the query results and displays those results based on these specified sort options:

AA	Invoice amount (ascending).
AD	Invoice amount (descending).
IA	Identifier (ascending).
ID	Identifier (descending)
JA	Description (ascending).
JD	Description (descending).
L	Invoice line order.
S	Line sequence order.
Sort and Search	Click the Search button after selecting a Sort option. Use the sort feature to locate more quickly the bill line for which you're searching.
Select Bill Lines	All lines that satisfy the search criteria appear in this scroll area. The fields that are available for entry enable you to select different fields from the bill line to display. You can change this view to see more information that is associated with each bill line at any time during the display without having to rerun the query. The default for this field is partially associated with the reference that you select for the search parameters. For example, if you defined PO (purchase order) number as part of the search criteria, this field automatically displays the PO number first.
Description or Identifier	Select to display the description field or the identifier code field from the bill line record.
Dynamic Description	The field that is adjacent to the <i>Description</i> or <i>Identifier</i> field contains a dynamic series of fields. Select a field; the system returns all of the values in that field for each bill that is listed. For instance, if you select <i>PO</i> (purchase order), the system returns the PO value for each bill. You can change the field selection repeatedly at any time during the display without having to rerun the query. The system populates the field with the Ref field value; you can override this default.
Dynamic date	The third open field also contains a series of fields. Select a field; the system returns all of the values in that field for each bill that is listed. For instance, if you select <i>Contract</i> , the system returns the contract date value for each bill. You can change the field selection repeatedly at any time during the display without having to rerun the query. The system populates the field with the Ref field value; you can override this default.

D/S/T (discount, surcharge, or taxes) An asterisk in any of these three columns indicates this line has a discount, surcharge, or a tax code associated with it.

See Also

Chapter 4, “Structuring Bills,” Assigning Invoice Number IDs, page 36

Selecting Bill Lines and Running the Adjustment

On the Adjust Selected Bill Lines page, once the system displays those bill lines that you want to adjust:

1. Choose them by selecting Sel (select).
2. Click Save to initiate the adjustment process.

After the process is complete, the invoice number of the adjustment bill appears in Line Adjustment Results, if appropriate.

3. Click Header - Info 1 to access the Standard Billing - Header - Info 1 page and modify the bill header.
Click the Bill Line - Info 1 link to access the Standard Billing - Line Info 1 page and correct line information.

See Also

Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96

PeopleTools 8.44 PeopleBook: PeopleSoft Application Designer, “Guidelines for Designing Pages”

Inquiring About Bill History

After you adjust a bill, you can use the bill and line adjustment inquiry pages to track the changes. You can specify any invoice and see the history of adjustments that were made to that bill.

Access the Adjustment History page or the Adjustment Line History page.

Adjustment History

Unit: US001

Invoice: RE-00006612

Bill To: 1004 Advanced Consulting

Original: RE-00006610

Prior: RE-00006611

Next:

Latest: RE-00006612

Select for Display:

☒ All Bills
 ☐ Invoiced Bills Only

Get Adjustment Hist

Invoices Selected

Customize | Find |  First 1-3 of 3 Last

Invoice	Status	Inv Type	Inv Date	Invoice Amount	Currency
RE-00006610	INV	REG	08/07/2000	76,723.39	USD
RE-00006611	INV	ACR	08/07/2000	-76,723.39	USD
RE-00006612	INV	ARB	08/07/2000	539,492.14	USD

Adjustment History page

Original, Prior, Next, and Latest

Display the original, prior, next, and latest invoices that were issued. For example, the invoice in the example above is RE-00006594. The original invoice was RE-00006590. RE-00006593 is a credit of the original invoice, and RE-00006594 is a rebilling of the original invoice. There is no next invoice because RE-00006594 is the latest in the sequence of invoices.

Search

Click after selecting All Bills or Invoiced Bills Only. If you switch from one option to the other, you must click Search after each change to refresh the query results.

All bills that appear in the lower section of the page are related through a history of adjustments to the particular bill that is displayed.

Inv Type (invoice type)

This field is system-controlled. The system assigns the invoice type when it creates a bill. These values are part of a translate table:

REG: Regular bill entered via online bill entry or imported through the Billing Interface.

RAD: Regular bill with adjustments. The system creates this type of bill when you add bill line adjustments to a regular bill that already exists.

ADJ: Adjustment-only bill. The system creates this type of bill when you create a new bill with adjustment lines only.

ACR: Credit bill. The system creates this type of bill when you do a full credit adjustment for a bill.

ARB: Rebilling bill. The system creates this type of bill when you do a full rebilling.

Invoice Amt (invoice amount)

Displays the pretax amount if the bill has not been invoiced.

CHAPTER 32

Managing PeopleSoft Billing Utilities

This chapter discusses how to:

- Copy bill information.
- Copy groups of bills.
- Reset field values when copying invoices.
- Delete temporary bills.
- Delete extract bills.
- Change bill status.
- Run the Invoice Notification process (BI_WF_001).
- Schedule workflow processes in PeopleSoft Billing.

Copying Bill Information

You can copy a single bill, regardless of the bill status, when you must send out a new bill with all or most of the same information on it as another bill.

Page Used to Copy Bill Information

Page Name	Object Name	Navigation	Usage
Copy Single Bill	BI_BILL_CPY	Billing, Maintain Bills, Copy Single Bill	Copy single bills, regardless of bill status. This utility is helpful if you must send out a new bill with all or most of the same information on it as another bill.

Copying Single Bills

Access the Copy Single Bill page.

Select Bill Action

Select Bill Action To run the copy bill function, select Copy Bill. This group box defaults to No Bill Action when the page initially appears to prevent you from copying a bill prematurely.

Copy Results

Copy Bill

Displays a default value of *NEXT?*, indicating that the system assigns the next invoice number that is available to the new bill when you select Copy Bill in the Select Bill Action group box.

You can enter your own copy bill invoice ID here if you have authorization to assign invoice numbers. Define valid invoice IDs on the Invoice Number page.

Save

Click to run the copy function. After you run the copy bill function, this button is disabled, and the Copy Bill field in the Copy Results group box displays the invoice number that is assigned to the new bill.

The system copies all bill information—including any discounts, surcharges, notes, and accounting distributions, but excluding bill status and invoice date—to the new bill. The system creates the new bill with a status of *NEW*, with a blank invoice date, and with a current date bill added.

To run the copy bill function again on the same bill, select No Bill Action to reactivate the Save button. Then select Copy Bill in the Select Bill Action group box and click Save.

To run the copy function on another bill, select that bill from the list, or exit this page and specify another bill to copy.

Note. When you run the copy bill or copy bill group functions, the system does not copy every field; it resets some fields to their starting values. For a list of those fields that do not copy, along with their reset values, see the Reviewing Fields That Get Reset When Invoices Are Copied section.

Note. When you copy a bill that originated in PeopleSoft Order Management—a bill with a system source of *OBI*—the system clears the system source in the new bill to enable you to change the customer ID and send the new bill to another customer. For example, if you bill the wrong customer and want to credit the original customer, create a copy of the bill and change the customer ID. Adhere to any warning messages that appear when you save the change in the customer ID on the new bill.

See Also

[Chapter 4, “Structuring Bills,” Assigning Invoice Number IDs, page 36](#)

Copying Groups of Bills

When copying groups of bills together in batch:

- Define copy group header information.
- Assign bills to copy groups.
- Define copy group details.
- Run the Copy Group of Bills process (BICPYGRP).

Pages Used to Copy Groups of Bills

Page Name	Object Name	Navigation	Usage
Define Bill Copy Group	BI_BILL_CPY_HDR	Billing, Maintain Bills, Define Bill Copy Group, Copy Group Header	Define copy group header information. This is the first required step to define groups of bills to be copied together in a batch. This utility is useful if you have bills that you invoice each month and only a small portion of the information changes.
Define Copy Group Detail 1	BI_BILL_CPY_GRP	Billing, Maintain Bills, Define Copy Group Details, Define Copy Group Detail 1	Assign bills to appropriate copy groups. This is the second step when defining groups of bills to be copied together in a batch.
Define Copy Group Detail 2	BI_BILL_CPY_GRP_2	Billing, Maintain Bills, Define Copy Group Details, Define Copy Group Detail 2	Define copy group details. This is the third step when defining groups of bills to be copied together in a batch. After running the Copy Group of Bills process, return to this page to verify invoice numbers or process error details.
Copy Bill Group	RUN_BI_BCPYGRP	Billing, Maintain Bills, Copy Bill Group, Run Bill Copy Group	Define run control parameters for copy groups. This is the final step when defining groups of bills to be copied together in a batch.

Defining Copy Group Header Information

Access the Define Bill Copy Group page.

Define copy header information.

Assigning Bills to Copy Groups

Access the Define Copy Group Detail 1 page.

Select

Select the check box next to the bill that you want copied. Clear this check box if you do not want the bill copied. Assign as many bills to this copy group as required. You do not have to copy all of the templates in the group each time you use this process.

If you're using this copy group for the first time, attach the bills that are to be used as templates by inserting rows and entering values in these fields:

Template Invoice ID

The invoice number to be copied.

Copy Begin Dt (copy begin date) and Copy End Dt (copy end date)	The start and end copy dates for this template. When you initiate the copy bill group process, the system determines if the run date is within these copy dates.
New Bill Status	The status that is assigned to the new bill.

After you assign template invoices for this copy group, you can manipulate them together by clicking one of these buttons:

Select All	Click to select all of the template invoices for copying.
Deselect All	Click to clear all of the template invoices from copying.
Reset Status	Click to reset all of the template invoices to new statuses.

Defining Copy Group Details

Access the Define Copy Group Detail 2 page.

Copy Invoice ID	Define the invoice number of the new bill. The default field value is <i>NEXT</i> . If you have authorization, you can override this default with any number if that number is not a duplicate of an existing invoice.
Replace Template	Select to replace the template for subsequent batch copy processes with the resulting invoice from this copy process. The copy is identical to the template—you can use either the original bill or the new copy as the template. You can change the resulting copy through bill entry. For example, you can add lines, alter amounts and dates, or modify header and line notes on the bill that you just created through the copy process. Also, you can incorporate all changes into the new template to include the modifications that you make to this bill (which is now the new template in the copy group) in any subsequent copy processes. Select the Replace Template check box in conjunction with bill status change. If you don't select this field, the templates won't change, and the system uses the old version the next time that you run the copy process.
Copy Step	Displays the status of the last copy bill group run.
Reset Copy Invoice ID	Resets all of the copy invoice IDs to <i>NEXT</i> . Before running the process again, reset the copy invoice IDs. Otherwise, the system attempts to reassign the old invoice IDs to the new bills, and an error occurs.
Clear Replace	Enables you to clear the Replace Template check boxes for the entire group.

Running the Copy Group of Bills Process (BICPYGRP)

Access the Run Bill Copy Group page.

Note. Before running the Copy Group of Bills process, prepare the copy group for its next run. For example, if old copy invoice IDs reside in the copy invoice ID field, reset them before running the process.

Bill Copy Group ID Select a copy group ID to copy. Define copy group IDs on the Copy Group Header page.

Change Field Values For Modify any from or to dates in either the Bill Header From Date/To Date or the Bill Line From Date/To Date fields.

Note. Access the Define Copy Group Detail 2 page and the Message Log page to verify the results of the Copy Group of Bills process. The Define Copy Group Detail 2 page displays the newly generated invoice numbers and, in the event of a process error, displays error details.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Resetting Field Values When Copying Invoices

When you run the copy bill or copy bill group processes, the system does not copy every field; it resets some fields to their starting values. This section displays the fields that the system does not copy and the reset values for those fields. Reset values in this table are the same when copying a single bill or group of bills.

Note. Some of the fields in these tables are used only by the system.

BI_HDR Field

Field Name	Reset Value
INVOICE	New Invoice ID (invoice identification)
INVOICE_TYPE	"REG" (regular)
CONSOL_HDR	"N" (no)
CONSOL_BUS_UNIT	Blank
CONSOL_INVOICE	Blank
ORIGINAL_INVOICE	New Invoice ID
PRIOR_ADJ_INVOICE	Blank
NEXT_ADJ_INVOICE	Blank
LATEST_INVOICE	New Invoice ID

Field Name	Reset Value
ADJUSTED_FLAG	"N"
BILLING_FREQUENCY	"ONC" (once)
TEMPLATE_IVC_FLG	"N"
TEMPLATE_INVOICE	Blank
RECURRING_START_DT	Null
RECURRING_END_DT	Null
AUTO_GEN_IVC_NUM	"N"
FINAL_CURCNV_FLG	"N"
RATE_MULT	If CUR_RT_SOURCE = U, then copy If CUR_RT_SOURCE = T = 0
RATE_DIV	If CUR_RT_SOURCE = U, then copy If CUR_RT_SOURCE = T = 1
RATE_MULT_XEU	"0"
RATE_DIV_XEU	"1"
RATE_MULT_IU	"O"
RATE_DIV_IU	"1"
RATE_DATE	Null
PAID_AMT_BSE	"0.00"
FORWARD_BAL_BSE	"0.00"
INVOICE_PRETAX_BSE	"0.00"

Field Name	Reset Value
INVOICE_AMT_BSE	"0.00"
FORWARD_BAL_XEU	"0.00"
INVOICE_PRETAX_XEU	"0.00"
INVOICE_AMT_XEU	"0.00"
PAID_AMT_XEU	"0.00"
INVOICE_DT	Null
ACCOUNTING_DT	Null
DT_INVOICED	Null
DUE_DT	Null
IVC_PRINTED_FLG	"N"
IVC_PRINTED_DT	Null
EDI_SENT_FLG	"N"
AR_ENTRY_CREATED	"N"
GL_ENTRY_CREATED	"N"
PRELOAD_IND	"1" (pending)
BILL_STATUS	"New"
BILL_STATUS_TEXT	"Bill created via online Bill Copy function."
LAST_LINE_AAUX_SEQ	"0"
DOC_SEQ_NBR	Blank

Field Name	Reset Value
DOC_SEQ_DATE	Null
DIRECT_INVOICING	"N"
RANGE_SELECTION_ID	Blank
GEN_AP_VCHR_FLG	"U" (undefined)
AP_CREATED_DT	Null
DOC_SEQ_STATUS	Blank
EARLY_PY_DSCNT_PCT	"0"
DS_PY_TRMS_TIME_ID	Blank
TOT_SU_TAX	"0.00"
TOT_SU_TAX_BSE	"0.00"
TOT_SU_TAX_XEU	"0.00"
TOT_VAT	"0.00"
TOT_VAT_BSE	"0.00"
TOT_VAT_XEU	"0.00"
TOT_VAT_BASIS	"0.00"
TOT_VAT_BASIS_BSE	"0.00"
TOT_VAT_BASIS_XEU	"0.00"
USER_AMT1_BSE	"0.00"
USER_AMT2_BSE	"0.00"

Field Name	Reset Value
USER_AMT1_XEU	"0.00"
USER_AMT2_XEU	"0.00"
PROCESS_INSTANCE	"0"
ADD_DTTM	Current Date
LAST_UPDATE_DTTM	Current Date
LAST_MAINT_OPRID	Operator ID

HDR_VAT

Field Name	Reset Value
INVOICE	New Invoice ID
VAT_DCLRTRN_DT	Null

HDR_AR, LINE_DS_DFR

Field Name	Reset Value
INVOICE	New Invoice ID
ADD_DTTM	Current Date
LAST_UPDATE_DTTM	Current Date
LAST_MAINT_OPRID	Operator ID

BI_LINE

Field Name	Reset Value
INVOICE	New Invoice ID

Field Name	Reset Value
INVOICE_LINE	"0"
ORIGINAL_INVOICE	New Invoice ID
ORIGINAL_LINE_SEQ	LINE_SEQ_NUM
NEXT_ADJ_INVOICE	Blank
NEXT_ADJ_LINE_SEQ	"0"
PRIOR_ADJ_INVOICE	Blank
PRIOR_ADJ_LINE_SEQ	"0"
LATEST_INVOICE	New Invoice ID
LATEST_LINE_SEQ	LINE_SEQ_NUM
ADJ_LINE_TYPE	"REG"
ADJUSTED_FLAG	"N"
GROSS_EXTENDED_BSE	"0.00"
NET_EXTENDED_BSE	"0.00"
GROSS_EXTENDED_XEU	"0.00"
NET_EXTENDED_XEU	"0.00"
ORIG_AMOUNT	"0.00"
ORIG_QTY	"0.00"
TAX_AMT	"0.00"
TAX_AMT_BSE	"0.00"

Field Name	Reset Value
TAX_AMT_XEU	"0.00"
TAX_PCT	"0.00"
FINAL_TAX_FLG	"N"
VAT_BASIS_AMT_BSE	"0.00"
VAT_BASIS_AMT_XEU	"0.00"
VAT_AMT_BSE	"0.00"
VAT_AMT_XEU	"0.00"
VAT_DISTRIB_STATUS	"U"
DEFERRED_STATUS	"N"
ACCRUE_DT	Null
TOT_LINE_DST_BSE	"0.00"
TOT_LINE_DFR_BSE	"0.00"
TOT_LINE_DST_XEU	"0.00"
TOT_LINE_DFR_XEU	"0.00"
TOT_DISCOUNT_BSE	"0.00"
TOT_SURCHARGE_BSE	"0.00"
TOT_DISCOUNT_XEU	"0.00"
TOT_SURCHARGE_XEU	"0.00"
USER_AMT1_BSE	"0.00"

Field Name	Reset Value
USER_AMT2_BSE	"0.00"
USER_AMT1_XEU	"0.00"
USER_AMT2_XEU	"0.00"
PROCESS_INSTANCE	"0"
ADD_DTTM	Current Date
LAST_UPDATE_DTTM	Current Date
LAST_MAINT_OPRID	Operator ID

BI_HDR_CC, BI_HDR_NOTE, BI_LINE_NOTE, BI_LINE_TAX

Field Name	Reset Value
INVOICE	New Invoice ID
ADD_DTTM	Current Dt (current date)
LAST_UPDATE_DTTM	Current Date
LAST_MAINT_OPRID	Operator ID

LINE_DS_LVL

Field Name	Reset Value
INVOICE	New Invoice ID
LVL_SUBTOTAL_BSE	"0.00"
TOTAL_LVL_DISC_BSE	"0.00"
TOTAL_LVL_SUR_BSE	"0.00"

Field Name	Reset Value
LVL_SUBTOTAL_XEU	"0.00"
TOTAL_LVL_DISC_XEU	"0.00"
TOTAL_LVL_SUR_XEU	"0.00"
ADD_DTTM	Current Date
LAST_UPDATE_DTTM	Current Date
LAST_MAINT_OPRID	Operator ID

HDR_CRCARD, LINE_DST, LINE_DST_AR, LINE_DST_DFR, LINE_DST_DTL, LINE_IU_EXP, LINE_IU_PAY

Field Name	Reset Value
INVOICE	New Invoice ID
AMOUNT_BSE	"0.00"
AMOUNT_XEU	"0.00"
INSTALLMENT_DS_AMT	"0.00"
INSTALLMENT_DS_BSE	"0.00"
INSTALLMENT_DS_XEU	"0.00"
ADD_DTTM	Current Date
LAST_UPDATE_DTTM	Current Date
LAST_MAINT_OPRID	Operator ID

Deleting Temporary Bills

PeopleSoft Projects can print a pro forma invoice from project data before sending the final billing information to PeopleSoft Billing. The information that is provided in the pro forma invoice enables PeopleSoft Projects to make necessary adjustments before invoicing. PeopleSoft Projects can print as many of these pro forma invoices as needed until the billing information is approved.

Unlike pro forma invoices that are printed for bills that are entered online or from other source systems, these PeopleSoft Projects pro forma invoices are produced from bills that are considered temporary and cannot be changed into regular invoices. Because these temporary bills are never invoiced, you don't have to keep them in the system for extended periods of time. You can:

- Delete these pro formas one bill at a time on the Delete Temporary Bills page.
- Designate the number of days after which you want to delete temporary bills from the Billing tables on the Workflow/Batch Parameters page.

See Also

[Chapter 4, "Structuring Bills," Using Workflow Processes in PeopleSoft Billing, page 71](#)

Pages Used to Delete Temporary Bills

Page Name	Object Name	Navigation	Usage
Delete Temporary Bills	BI_TMP_DEL	Billing, Generate Invoices, Utilities, Delete Temporary Bills	Delete temporary bills one bill at a time.
WorkFlow/Batch Parameters	BI_WF_OPTIONS	Set Up Financials/Supply Chain, Product Related, Billing, Define Workflow, WorkFlow/Batch Parameters	Designate a default number of days after which the system deletes temporary bills.

Deleting Temporary Bills One Invoice at a Time

Access the Delete Temporary Bills page.

- Select** Search for temporary bills by customer, contract, or project. Select *All* to display all of the temporary bills that are associated with the business unit.
- Delete** Click after selecting the Sel (select) check box next to the temporary bills that you want to delete.
- Search** Click after selecting the Sel check box next to a bill to view the bill details.

Designating Default Numbers of Days for Temporary Bills

Access the WorkFlow/Batch Parameters page.

In the Delete Temporary Bills, Number of Days Old field, designate the number of days after which you would like to delete temporary bills from the Billing tables.

See Also

[Chapter 4, “Structuring Bills,” Using Workflow Processes in PeopleSoft Billing, page 71](#)

Deleting Extract Bills

PeopleSoft Billing information is extracted into formats that make it easier for Crystal to print invoices. This extracted information can accumulate in the extract tables if you do not periodically delete it.

To maintain extract tables, you can:

- Select extract bills for deletion on the Delete Extract Bills page.
- Designate the number of days that extracted information can collect in the extract tables before deletion on the Workflow/Batch Parameters page.

Note. You can run the Delete SQR Extract process (BIDELDATA) to delete records from the BI_PROJ_XTRCT table. The system may populate this table when running any one of the invoice printing processes. BI_PROJ_XTRCT is intended to temporarily contain data used by the SQR report processes to produce the report output.

See Also

[Chapter 4, “Structuring Bills,” Using Workflow Processes in PeopleSoft Billing, page 71](#)

Page Used to Delete Extract Bills

Page Name	Object Name	Navigation	Usage
Delete Extract Bills	BI_EXT_DEL	Billing, Generate Invoices, Utilities, Delete Extract Bills	Select extract bills for deletion.
WorkFlow/Batch Parameters	BI_WF_OPTIONS	Set Up Financials/Supply Chain, Product Related, Billing, Define Workflow, WorkFlow/Batch Parameters	Designate default numbers of days after which the system deletes extract bills.

Selecting Extract Bills for Deletion

Access the Delete Extract Bills page.

Note. Purge the billing information from the extract tables often to increase the performance of the SQR invoice report processes.

Range Selection

Search for extract bills to delete using the provided parameters. Search for all extract bills, those within a specific process instance, or those that were added on a certain date.

Search

Click after you’ve specified the range parameters to retrieve the selected extract bills.

Delete

Click after selecting the Sel check box next to each of the extract bills that you want to delete.

Designating Default Numbers of Days for Extract Bills

Access the WorkFlow/Batch Parameters page.

Specify values for these fields:

Delete Crystal Extract Bills, Number of Days Old	The number of days after which you would like to delete PeopleSoft Billing information from the Crystal extract tables.
Delete SQR Extract Bills, Number of Days Old	The number of days after which you would like to delete PeopleSoft Billing information from the BI_PROJ_XTRCT table.

See Also

Chapter 4, “Structuring Bills,” Using Workflow Processes in PeopleSoft Billing, page 71

Changing Bill Status

The Invoice Status Change process (BIIVCSTS) enables you to change the status of multiple bills at once. For example, you can change a large group of bills to *RDY* (ready) status for invoicing, or place an entire group of bills on hold.

There are two methods for changing bill status:

- Change the status of a large number of bills at once using the Status Change page.
- Change the status of a limited number of bills, one at a time, using the bill entry pages.

Note. If you define the status change range selection to include bills of a specific copy group ID, the status change affects only selected (which you indicate by selecting the Select check box on the Define Copy Group Detail 1 page) bills in the corresponding copy group.

Note. If you define the range selection with a copy group ID, select a copy group updated using the Replace Template option. After copy completion, the template invoice IDs will be new invoice IDs resulting from the copy.

See Also

Chapter 32, “Managing PeopleSoft Billing Utilities,” Copying Groups of Bills, page 570

Pages Used to Change Bill Status

Page Name	Object Name	Navigation	Usage
Status Change	RUN_BI_STSCHG	Billing, Maintain Bills, Change Status of Bills, Status Change	Change the status of a large number of bills at the same time.
Standard Billing - Header - Info 1 (standard billing - header - information 1)	BI_HDR	Billing, Maintain Bills, Standard Billing, Header - Info 1	Change the bill status of each bill, saving each time.
Create Consolidated Header - Header	BI_CONS_HDR	Billing, Maintain Bills, Create Consolidated Header, Header	Change the status of a limited number of consolidated bills.

Changing the Status of Multiple Bills at Once

Access the Status Change page.

From Status	Select the status of the bills that you want to change. Select any combination of bills in <i>New</i> , <i>Hold</i> , <i>Pending</i> , <i>Ready</i> , or <i>Canceled</i> status.
To Status	Select a new bill status of <i>Hold</i> , <i>New Bill</i> , or <i>Ready Bill</i> .
Include Consolidation Group	Select to include all consolidation headers that fall within the range selection, along with any attached bills, in the status change process. If you do not select this check box, the process processes only nonconsolidated bills.

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Changing Status of Limited Numbers of Bills One at a Time

Access the Standard Billing - Header - Info 1 page. Change the bill status of each bill, saving each time. Use the Create Consolidated Header - Header page to change the status of a limited number of consolidated bills.

See Also

[Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96](#)

[Chapter 6, “Entering Bills Online,” Entering Consolidated Bill Information, page 141](#)

Running the Invoice Notification Process (BI_WF_0001)

The Invoice Notification process (BI_WF_0001) enables you to send an email notification to your customer after you create an invoice. The email contains a link to the appropriate eBill Payment page.

To email a notification to all contacts for the bill to customer, you must:

- Set up contacts to receive invoice notifications.

- Generate invoice notifications.

Note. The Invoice Notification feature is intended for use only when PeopleSoft eBill Payment is installed.

Pages Used to Run the Invoice Notification Process (BI_WF_0001)

Page Name	Object Name	Navigation	Usage
Contact Addl Info (contact additional information)	CONTACT_ADDDL_INFO	For each customer to which the contact is assigned, click the Additional Info link on the Contact Cust (contact customer) page.	Set up contacts to receive invoice notifications.
Run Invoice Notifications	RUN_BI_WF_0001	Billing, Generate Invoices, Utilities, Request Invoice Notification, Run Inv Notifications	Send email notifications to customers after you create invoices.

Setting Up the Invoice Notification Process (BI_WF_0001)

Before initiating this process, you must identify the contacts for receipt. On the Contact Addl Info page, select *Invoice Notification (INVN)* in the Document Code field and select *Email Only (E)* in the Preferred Communication field.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining Contacts”

Generating Invoice Notifications

To generate invoice notifications, access the Request Invoice Notifications page.

Note. This process does not send notifications for attached invoices.

To schedule a recurring notification process, set up a run control record in which you coordinate the Number of Days From To Date value with the frequency of the recurring process. Use this method to eliminate the need to update the run control record with new parameters. The process continues to send notifications for invoices that are generated within the number of days that you specify.

For example, if you want to run the process once a week, then enter 7 in the Number of Days From To Date field, and select Use Current Date as To Date. If you want to run the process daily, enter 1 in the Number of Days From To Date field, and select Use Current Date as To Date.

To initiate a single notification process, define a From Date and To Date range to create an invoice notification for all invoices that are generated during that range, based on date invoiced (DT_INVOICED).

See Also

PeopleTools 8.44 PeopleBook: PeopleSoft Process Scheduler

Scheduling Workflow Processes in PeopleSoft Billing

This section discusses how to:

- Execute PeopleSoft Billing workflow processes.
- Define notification parameters.

Pages Used to Schedule Workflow Processes in PeopleSoft Billing

Page Name	Object Name	Navigation	Usage
Billing Workflow	RUN_BI_WF	Billing, Generate Invoices, Utilities, Billing Workflow	Run workflow processes in PeopleSoft Billing or set up schedules to have Process Scheduler run them automatically.
Route Control Profile	RTE_CNTL_PROFILE	PeopleTools, Workflow, Routings & Roles, Route Control Profile	Define the business units about which you want to be notified.

Executing PeopleSoft Billing Workflow Processes

Access the Billing Workflow page. From here, you can run the:

- Pending Interface Transactions process to set yourself up to receive workflow notifications and define yourself as a Billing Interface Reviewer on the Role User Maintenance page.
- Pending Credit Card Transactions process to set yourself up to receive workflow notifications and define yourself as a PeopleSoft Billing Administrator on the Role User Maintenance page.
- Inactive Bills process to set yourself up to receive workflow notifications and define yourself as a Billing Inactive PeopleSoft Bills Reviewer on the Role User Maintenance page.
- Inactive Consolidated Bills process to set yourself up to receive workflow notifications and define yourself as a PeopleSoft Billing Inactive Bills Reviewer on the Role User Maintenance page.

Defining Notification Parameters

Access the Route Control Profile page to define the business units about which you want to be notified.

Note. For the Pending Interface Transactions process to find any pending interface items, you must populate the ADD_DTTM field on the interface table. The Database/Batch Agent query uses this field to determine the age of the interface transactions.

Run

Click to access the Process Scheduler, which lists the workflow processes.

You can run a workflow process immediately by selecting a process and clicking OK. You can also configure the Process Scheduler to schedule the workflow database agent to run regularly (weekly,

monthly, and so on) by entering a server name, recurrence, time zone, run date, and run time, and then clicking OK.

See Also

Chapter 4, “Structuring Bills,” Using Workflow Processes in PeopleSoft Billing, page 71

PeopleTools 8.44 PeopleBook: Workflow Technology

CHAPTER 33

Processing EDI Transactions in PeopleSoft Billing

This chapter provides an overview of electronic data interchange (EDI) transactions and discusses how to:

- Process outbound transactions.
- Define customers as EDI customers.

Understanding EDI Transactions

EDI is the mechanism by which business data is transferred between a trading partner and a business application. A trading partner can be either a specific target organization, such as a vendor or a customer, or a specific application such as PeopleSoft Billing. To integrate with third-party trading partners, merchants, and other external systems more effectively, PeopleSoft includes Application Messaging as an integration tool.

Application Messaging, an architecture that uses a Publish/Subscribe model to integrate PeopleSoft applications with each other and with third-party applications, allows applications to publish data to which multiple processes can subscribe. These processes can be located on the same database and server, or on another database and server. It works in an asynchronous environment, which means that the publisher doesn't need to be connected to the subscriber when publishing the data. This is comparable to the way email uses queues to guarantee the delivery of a message to its subscribers.

Application Messaging offers a far more automated, timely, and efficient way to send data across systems than was previously available. Application Messaging helps synchronize data that is stored in different systems, enables system-to-system workflow, and supports business-to-business integration through the internet using XML and HTTP.

Note. You can elect to process the EDI transactions using a flat file.

PeopleSoft Billing supports a single Publish Outbound Transaction: Billing Invoice Notice. Use the Publishing Outbound Messages page to initiate an EDI outbound message process. You can select from the listed outbound transactions to launch a transaction-specific process page.

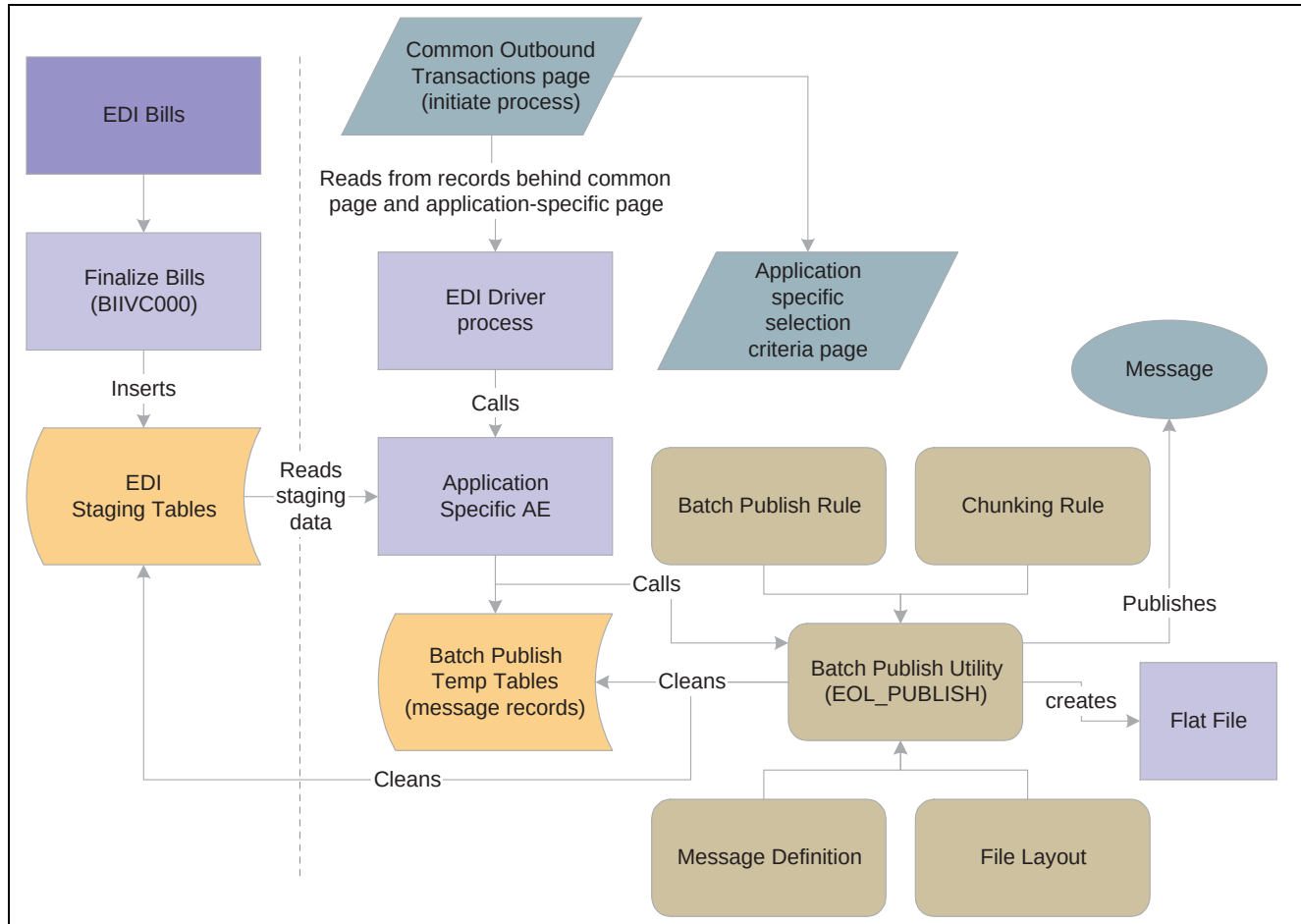
Processing the PeopleSoft Billing Invoice Notice Transaction

Use the Publishing Outbound Messages page to initiate the outbound message process. Select from the listed outbound transactions to launch a transaction-specific process page.

The Billing Invoice Notice Process (BI_INVOUT)

The Billing Invoice Notice process (BI_INVOUT) is a PeopleSoft Billing application-specific Application Engine program that the system calls from the Main driver program IN_PUB_MSG when you want to publish an EDI bill. BI_INVOUT is an Outbound Message publish program that uses the Batch Publish method. It calls the EOL_PUBLISH library to publish XML messages that contain invoice information.

This flowchart is specific to the Billing Invoice Notice:



Billing Specific EDI Outbound Process Flow

Note. The message records used in BI_INVOUT are vulnerable to fragmentation due to frequent deletes and inserts. Database administrators should maintain the Message Definition BI_XXXXXXX_TAO records at regular intervals. To avoid fragmentation, database administrators should drop and recreate these records during the lag time, when these tables are empty. The frequency of de-fragmentation required for these tables depends on the volume of data processed through this program. Depending on the database platform (Oracle/SQL Server), database administrators can also issue a TRUNCATE command on these records to ensure that this program runs more efficiently.

Page Used to Process the Billing Invoice Notice Transaction

Page Name	Object Name	Navigation	Usage
Billing Invoice Notice Message Selection Criteria	BI_INVMSG_SEL_PNL	Select Billing Invoice Notice on the Publish Outbound Message page to enable the Billing Invoice Notice link. Click the Billing Invoice Notice link to launch the Billing Invoice Notice Message Selection Criteria page.	Launch the Billing Invoice Notice outbound transaction.

Defining Customers as EDI Customers

When you define a customer as an EDI customer, define the preferred method of communication for receiving invoices as *E* (email).

To assign a customer to an EDI partner profile:

1. Access the Contact Addtl Info (contact additional information) page.
2. Select *Email Only* in the Preferred Communication field.

Complete this step to define email as the communication method for the invoice on an ongoing basis.

3. Select *Invoice* in the Document Code field.

These values appear by default on the Standard Billing - Address Info page when you create a bill for this customer.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining Contacts”

PeopleTools 8.44 PeopleBook: PeopleSoft Integration Broker

APPENDIX A

Calculating India Excise and Sales Tax in PeopleSoft Billing

This appendix discusses how to:

- Import India excise and sales tax information into the Billing Interface.
- Calculate India excise and sales tax in bill entry.
- Change the status of bill lines with excise duty.
- Calculate final India excise and sales tax and print taxes on invoices.
- Pass India excise and sales tax information to PeopleSoft Receivables.
- Create accounting entries for India excise and sales tax in PeopleSoft Billing.
- Calculate India excise and sales tax for bill adjustments.
- Calculate India excise and sales tax for returned material authorizations.
- Review the Billing Excise and Sales Tax Determination process.
- Review Billing Tax Determination and Calculation process errors.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, “(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India”

PeopleSoft Global Options and Reports 8.8 PeopleBook, “(IND) Processing Customs, Excise Duties, and Sales Tax for India”

Importing Excise Duty and Sales Tax Information into the PeopleSoft Billing Tables

PeopleSoft Order Management can pass India excise duty and sales tax related data to the Billing application through the Billing Interface.

This section provides an overview of excise duty and sales tax processing in the Billing Interface, and discusses:

- How to populate the Billing Interface tables.
- How the interface determines if tax defaults were previously applied.
- How to correct Billing Interface errors.

Understanding Excise Duty and Sales Tax Data Processing in the Billing Interface

The Billing Interface staging area supports the online bill data structure, storing one or more rows of data for each line of chargeable activity sent into PeopleSoft Billing. The type of data stored in the Billing Interface is characterized by one of seven transaction types. The transaction type *EXSD* represents India excise duty and sales tax detail transactions.

The Billing Business Unit Tax Indicator

In PeopleSoft Billing, only a single method for tax calculation can be applied to each invoice. The invoice can be subject to standard taxes, including U.S. sales tax and VAT; it can be subject to third-party taxation when the business unit is associated with a third-party tax vendor such as Vertex or Taxware; or it can be associated with India tax processing. These methods are mutually exclusive. For example, if PeopleSoft Billing identifies an invoice as requiring VAT processing, the system assumes that the invoice requires no India tax processing.

You must bill sales order shipments with excise or India sales tax applicability under a Billing business unit that is associated with an organization tax location.

For example, consider the following Inventory, Order Management, and Billing business units called IND01, which are all tied to an organization tax location. Imagine that there also exists the following additional Billing business units:

- IND02, which is not tied to an organization tax location.
- FRA01, which is tied to a VAT entity.

If a sales order shipment is tied to the Inventory business unit IND01, you should not bill the sales order shipment under billing business units IND02 or FRA01, as these business units are not associated with an organization tax location. If you billed this sales order shipment under IND02 or FRA01, PeopleSoft Billing would not display or calculate the India taxes correctly for this shipment. Even if there exists previously calculated excise duty for the shipment, PeopleSoft Billing does not display the excise duty if the shipment is billed under a business unit that is not associated with an organization tax location.

The correct procedure is to bill the shipment under the Billing business unit IND01, which is tied to an organization tax location. If the Inventory or Order Management business units are tied to an organization tax location, you must also associate their respective Billing business units to an organization tax location to ensure that the appropriate tax processing occurs in PeopleSoft Billing.

The Billing Interface process or online bill entry determines the type of tax to which the Billing business unit is subject, and populates the billing business unit tax indicator (BI_BU_TAX_IND) field with one of the following values:

0	The Billing business unit is subject to PeopleSoft standard taxes, including U.S. sales tax and VAT. This value is the default.
1	The Billing business unit has an associated third-party tax vendor, such as Vertex or Taxware.
2	The Billing business unit has an associated organization tax location. India excise duty and sales tax processing may apply.

Bill By Functionality

PeopleSoft Billing uses the bill by identifier to define how to group billing activity when it is added to a bill through the Billing Interface. You can define the bill by identifier at the customer, bill source, bill type, and business unit levels.

Use the following fields as bill by fields when you require India tax processing to ensure that the invoices have bill lines that share the same associated state tax authority.

- SHIP_FROM_BU
- SHIP_TO_CUST_ID
- BUSINESS_UNIT_OM

To associate one excise invoice to one commercial invoice, also add EXD_INVOICE_NO as a bill by field.

See Also

[Chapter 9, “Setting Up the Billing Interface,” Understanding the Billing Interface Staging Area, page 174](#)

[Chapter 9, “Setting Up the Billing Interface,” Using the Bill By Identifier with the Billing Interface, page 249](#)

Populating the Billing Interface Tables

The following tables describe how the Billing Interface staging tables (PS_INTFC_BI and PS_INTFC_BI2) are populated by the Populate Billing process (OMBILL). Since PeopleSoft Order Management performs tax determination for excise and sales tax, the Populate Billing process populates the fields in the staging table so that PeopleSoft Billing knows what input parameters have been used for the tax determination.

Note. The Billing Interface staging table fields that begin with the *EXS* prefix represent both excise and sales tax. When EXS_TAX_TYPE is *S* (sales), all EXS fields are populated with sales tax related data. When EXS_TAX_TYPE is *E* (excise), all EXS fields are populated with excise tax related data.

See Also

[Chapter 9, “Setting Up the Billing Interface,” page 173](#)

Determining Tax Parameter Defaulting Status

The Billing Interface assigns the Excise and Sales Tax Defaults Applied flag (EXS_DFLTS_APPLIED) to facilitate later processing in PeopleSoft Billing. The Billing Interface sets the value of this flag to one of the following values:

Y (yes)

PeopleSoft Order Management passes the default tax parameters.

PeopleSoft Order Management passes an excise invoice number on a charge line (LINE/LNAE). The Billing Interface assumes that both excise duty and sales tax are applicable and that PeopleSoft Order Management will provide the excise and sales tax parameters.

This condition will be commonly used when billing for excise duty-applicable sales order shipments from Order Management. India sales tax may also apply in these cases.

N(no)	PeopleSoft Billing must call the Tax Determination process for the default tax parameters. PeopleSoft Order Management passes a bill line that has an excise duty applicability or sales tax applicability value of Yes, but passes no defaulting values for the tax parameters. The Billing Interface assigns this value when billing for sales order activity that is sales tax applicable only. When no excise invoice exists, sales tax is calculated within PeopleSoft Billing.
X (not applicable)	Neither excise duty nor sales tax is applicable.

Correcting Billing Interface Errors

To verify data integrity, the Billing Interface process performs edit checks on the data presented to the interface staging area. If the Billing Interface process finds an error, it marks the `LOAD_STATUS_BI` for all related rows as *ERR* (error). The Billing Interface process also marks the `ERROR_STATUS_BI` column with a more specific error condition. On the Correct Interface Errors page, review the errors and take the appropriate action to correct the error. The following Billing Interface Errors table contains information specific to India excise duty and sales tax error conditions.

Error Condition	Explanation
0114 - Invalid India Transaction	The error transaction with India taxation did not originate from PeopleSoft Order Management. PeopleSoft Billing process India tax transactions only from PeopleSoft Order Management.
0116 - Invalid Applicability Combination.	Invalid combination of excise duty and sales tax applicability flags. Two scenarios exist that generate this error: - The excise duty flag (<code>EXD_APPL_FLG</code>) is blank and the sales tax flag (<code>STX_APPL_FLG</code>) is not blank. - The excise duty flag (<code>EXD_APPL_FLG</code>) is not blank and the sales tax flag (<code>STX_APPL_FLG</code>) is blank.
0117 - Invalid Excise Applicability	When the excise invoice number is present, the excise applicability value must be Yes.
0118 - Missing Excise Tax Parameters	When PeopleSoft Order Management passes the excise invoice number: - PeopleSoft Order Management must also pass the excise tax rate code. - The Excise Tax Detail record must exist.

Error Condition	Explanation
0119 - Missing Sales Tax Parameters	When PeopleSoft Order Management passes an excise invoice number and a sales tax applicability value <i>Yes</i>: • PeopleSoft Order Management must also pass the sales tax rate code. • The Sales Tax Detail record must exist.
0121 – Sales Tax is not Applicable	When PeopleSoft Order Management passes an excise invoice number and a sales tax applicability value <i>No</i>: • PeopleSoft Order Management must not pass a sales tax rate code. • The Sales Tax Detail record must not exist.
	When PeopleSoft Order Management passes a sales tax applicability value <i>No</i>, and passes no excise invoice number: • PeopleSoft Order Management must not pass a sales tax rate code. • The Sales Tax Detail record must not exist.
0123 - Excise Invoice Number Required.	When PeopleSoft Order Management does not pass an excise invoice number, but passes an excise tax applicability value <i>Yes</i>, SYSTEM_SOURCE must have a value other than <i>OBI</i> (order management).
0124 - Excise Tax is not Applicable	When PeopleSoft Order Management does not pass an excise invoice number and passes an excise tax applicability value <i>No</i>: • PeopleSoft Order Management must not pass an excise tax rate code. • The Excise Tax Detail record must not exist.

See Also

Chapter 11, “Correcting Billing Interface Process Errors,” page 277

Calculating Excise Duties and Sales Tax in Bill Entry

This section provides an overview of excise duty and sales tax calculation in bill entry, and discusses how to review excise duty and sales tax details in bill entry.

See Also

PeopleSoft Billing PeopleBook, “Entering Bills Online”

Chapter 6, “Entering Bills Online,” page 85

Chapter 7, “Using Express Billing,” page 151

PeopleSoft Billing PeopleBook, “Using Express Billing”

Understanding Excise Duty and Sales Tax Calculation in Bill Entry

Bills that PeopleSoft Order Management and Inventory pass through the Billing Interface can have excise duty and sales tax previously calculated. A bill line with an associated excise invoice number indicates that excise duty and sales tax were calculated outside of the PeopleSoft Billing application. In this scenario, you cannot modify the tax parameters. Parameters such as quantity, unit price, amounts, tax parameters, and tax rate codes are not available for edit.

Adding New Bills in Bill Entry

When you add new bills in bill entry or express bill entry, and the Billing business unit requires India tax processing, PeopleSoft Billing must call the Tax Determination process to determine excise and sales tax applicability, and to determine the appropriate tax rate codes and components for each bill line. PeopleSoft Billing functionality enables you to modify some tax parameters, including the tax rate codes and the parameters that determine the tax rate codes.

Note. To automatically initiate the algorithm that defaults excise and sales tax information onto the Standard Billing - Line - Excise/Tax Info page, you must enter a value in the Identifier field when you first add a bill line to a bill that requires India tax processing.

When India sales taxes apply, all bill lines on an invoice must be associated with the same sales tax authority code. When you add a bill line with sales tax applicability, the system compares the sales tax authority code returned for the line with the sales tax authority code on the bill header. If the header value is blank, the system populates the header sales tax authority code with the line value. If the header and line sales tax authority codes are different, the system displays an error message for the line. To correct an error, you can change the ship to customer or ship to customer address. You can also delete the line and add it to a different invoice—as long as that invoice has the same associated sales tax authority.

Modifying Excise Duty and Sales Tax on the Bill Header

Use the following table to determine when you can modify excise and sales tax information on the bill header and to review the impact those changes will have:

Changes To	When Order Management Provides Excise Invoice Number	Rebill (When Order Management Provides Excise Invoice Number)	No Excise Invoice Number Provided and India Tax Processing Required
Bill-to Customer	Not allowed. The system prevents this change to ensure consistency between the bill and the excise invoice.	The system calls the Tax Determination process for bill lines that do not have a ship-to customer, and deletes the existing excise invoice number.	The system calls the Tax Determination process for bill lines that do not have a ship-to customer.
Currency Code	Not allowed.	Tax amounts in the base currency may change. The system deletes the existing excise invoice number.	No impact on tax rate and tax component codes. During tax calculation, the system calculates new tax amounts in base currency.
Invoice date	No impact	Excise duty and sales tax details may not be synchronous if you change the invoice date. Click the Get Tax Defaults button for each line to synchronize the tax details with the invoice date.	Excise duty and sales tax details may not be synchronous if you change the invoice date. Click the Get Tax Defaults button for each line to synchronize the tax details with the invoice date.

Modifying Excise Duty and Sales Tax on Bill Lines

Use the following table to determine when you can modify excise and sales tax on the bill line, and to review the impact those changes will have:

Change Made	Impact When Order Management Provides Excise Invoice Number	Impact When Rebilling (When Order Management Provides Excise Invoice Number)	Impact When No Excise Invoice Number is Provided and India Tax Processing is Required
Identifier (assuming other tax parameters remain the same)	Not allowed.	No impact on tax rate and tax component codes.	No impact on tax rate and tax component codes. Tax rate codes are not defined for identifiers.

Change Made	Impact When Order Management Provides Excise Invoice Number	Impact When Rebilling (When Order Management Provides Excise Invoice Number)	Impact When No Excise Invoice Number is Provided and India Tax Processing is Required
Quantity (relevant only when quantity in standard unit of measure is zero)	Not allowed.	Tax amounts can change. The system deletes the existing excise invoice number.	No impact on tax rate and tax component codes. When you recalculate taxes or run the Finalization process, the system uses the new net extended amount (based on new quantity) during tax calculation.
Unit of Measure (relevant only when there is no inventory item ID on the bill line)	Not allowed	Tax amounts can change. The system deletes the existing excise invoice number.	No impact on tax rate and tax component codes. When you recalculate taxes or run the Finalization process, the system uses the new net extended amount (based on new quantity) during tax calculation.
Unit Price	Not allowed.	Tax amounts can change. The system deletes the existing excise invoice number.	No impact on tax rate and tax component codes. When you recalculate taxes or run the Finalization process, the system uses the new net extended amount (based on new unit price) during tax calculation.
Gross Extended Amount	Not allowed.	Tax amounts can change. The system deletes the existing excise invoice number.	No impact on tax rate and tax component codes. When you recalculate taxes or run the Finalization process, the system uses the new net extended amount (based on new gross extended amount) during tax calculation.

Change Made	Impact When Order Management Provides Excise Invoice Number	Impact When Rebilling (When Order Management Provides Excise Invoice Number)	Impact When No Excise Invoice Number is Provided and India Tax Processing is Required
Net Extended Amount (caused by discount/surcharge modifications)	Not allowed.	Tax amounts can change. The system deletes the existing excise invoice number.	No impact on tax rate and tax component codes. When you recalculate taxes online or by running the Finalization process, the system uses the new net extended amount (based on new net extended amount) during tax calculation.
Inventory Item ID	Not allowed.	Tax applicability or tax rate codes can change. The system calls the Tax Determination process and deletes the existing excise invoice number.	The system calls the Tax Determination process.
Product Kit	Not allowed.	Tax applicability or tax rate codes can change. The system calls the Tax Determination process and deletes the existing excise invoice number.	The system calls the Tax Determination process.
Ship To Customer	Not allowed.	Tax applicability or tax rate codes can change. The system calls the Tax Determination process and deletes the existing excise invoice number.	The system calls the Tax Determination process.
Ship From Business Unit	Not allowed.	Tax applicability or tax rate codes can change. The system calls the Tax Determination process and deletes the existing excise invoice number.	The system calls the Tax Determination process.
Order Management Business Unit	No impact.	Tax applicability or tax rate codes can change. The system calls the Tax Determination process and deletes the existing excise invoice number.	The system calls the Tax Determination process.

Change Made	Impact When Order Management Provides Excise Invoice Number	Impact When Rebilling (When Order Management Provides Excise Invoice Number)	Impact When No Excise Invoice Number is Provided and India Tax Processing is Required
Quantity Base	Not allowed.	Tax amounts can change. The system deletes the existing excise invoice number.	No impact on tax rate and tax component codes. When you recalculate taxes online or by running the Finalization process, the system uses the new quantity in the standard unit of measure during tax calculation.
Shipping date	Not allowed.	Tax applicability or tax rate codes can change. The system calls the Tax Determination process and deletes the existing excise invoice number.	The system calls the Tax Determination process.
Excise assessable value	Not allowed.	If the bill line is excise applicable and the use assessable value flag is set to Yes, tax amounts can change. The system deletes the existing excise invoice number.	No impact on tax rate and tax component codes. When you recalculate taxes online or by running the Finalization process, the system uses the excise assessable value during tax calculation if the use assessable value flag is set to Yes.
Tax Transaction Type	Not allowed.	If the bill line is excise or sales tax applicable, the system calls the Tax Determination process and deletes the existing excise invoice number.	If the bill line is excise or sales tax applicable, the system calls the Tax Determination process.
Excise Tax Rate Code	Not allowed.	If the bill line is excise applicable, the system calls the Tax Determination process and deletes the existing excise invoice number. The system sets the tax rate source <i>Manual</i> .	If bill line is excise applicable, the system calls the Tax Determination process for the tax component codes. The system sets the tax rate source <i>Manual</i> .

Change Made	Impact When Order Management Provides Excise Invoice Number	Impact When Rebilling (When Order Management Provides Excise Invoice Number)	Impact When No Excise Invoice Number is Provided and India Tax Processing is Required
Sales Tax Rate Code	Not allowed.	If the bill line is sales tax applicable, the system calls the Tax Determination process and deletes the existing excise invoice number. The system sets the tax rate source <i>Manual</i> .	If bill line is sales tax applicable, the system calls the Tax Determination process for the tax component codes. The system sets the tax rate source <i>Manual</i> .
Delete a bill line.	Not allowed.	The system deletes excise and sales tax detail associated with the corresponding bill line.	The system deletes excise and sales tax detail associated with the corresponding bill line.
Copy a bill line (in express bill entry).	The system copies everything except for the excise invoice number and excise invoice line number.	The system copies everything except for the excise invoice number and excise invoice line number.	The system copies all tax information.

Note. The system calls the Tax Determination process for modifications noted in the preceding table only if the tax defaults were determined initially (if EXS_DFLT_SAPPLIED = Y). Otherwise, you must click the Get Tax Defaults button to update the excise duty and sales tax rate codes and details with the modifications noted in the preceding table.

Reviewing Excise Duty and Sales Tax Online

You can review excise duty and sales tax information in the bill entry and express bill entry components on the Standard Billing – Line – Excise/Sales Tax Info page, which displays the parameters used to determine the tax rate codes, including the tax rate codes and the components that comprise the tax rate codes. When PeopleSoft Order Management passes into PeopleSoft Billing a bill line with an associated excise invoice number, the line appears with the previously calculated tax amounts. Bill lines with no associated excise invoice number appear with no tax amounts, unless you have calculated tax amounts online through bill summary or by running the Pro Forma Pre-process and Finalization process (BIIVC000).

Calculating Taxes in Bill Summary

When a bill requires India tax processing (the business unit tax indicator value is 2), the Bill Summary page displays the total excise duty and total sales tax amounts. You can click the Calculate Taxes button to call the Tax Calculation process and calculate the excise duty and sales tax for corresponding bill lines that are excise or sales tax applicable.

When PeopleSoft Order Management passes an excise invoice number and tax amount on a bill line, PeopleSoft Billing performs no tax calculations for the corresponding bill line. However, the system uses the tax amounts on these lines to calculate the total excise and sales tax amounts at the bill header level.

Note. PeopleSoft Billing does not include in tax calculation bill lines with tax applicability flags that are blank or defined as *N*, or where the tax rate codes are blank.

Copying Bills

When you copy a bill with excise duty and sales tax, the system copies the original bill information, including any discounts, surcharges, notes, tax details, and accounting distributions from one bill to the next. The system does not copy the excise invoice number and excise line number. It creates the new bill with a status of *NEW*, a blank invoice date, and a current date in Date Bill Added field.

Calculating Taxes for Bill Adjustments

PeopleSoft Billing performs no tax calculations on adjustment credit bills or on adjustment credit lines, as credit bills and credit lines had taxes calculated for the original bill. However, the system copies the existing taxes, and uses the tax amounts on these lines to calculate the total excise and sales tax amounts at the bill header level.

See Also

Chapter 32, “Managing PeopleSoft Billing Utilities,” Copying Bill Information, page 569

Pages Used to Review and Calculate Excise Duties and Sales Tax in Bill Entry

Page Name	Object Name	Navigation	Usage
Standard Billing – Line – Excise/Sales Tax Info	BI_LINE_EXS	Billing, Maintain Bills, Standard Billing, Line – Excise/Sales Tax Info	Review bill line excise duty and sales tax information. You can also modify tax parameters here, and reset the default tax parameters.
Express Billing – Line – Excise/Sales Tax Info	BI_LINE_EXS_X	Billing, Maintain Bills, Express Billing, Line – Excise/Sales Tax Info	Review bill line excise duty and sales tax information in the Express Billing component. You can also modify tax parameters here, and reset the default tax parameters. The fields on this page are identical to the fields on the Standard Billing – Line – Excise and Sales Tax page.
Bill Summary	BI_SUMMARY	Billing, Maintain Bills, Bill Summary	Review bill summary information, including total India excise duty and sales tax amounts, and calculate India excise duty and sales taxes.

Page Name	Object Name	Navigation	Usage
Header – Order Info	BI_HDR_OM	Billing, Maintain Bills, Standard Billing, Header – Order Info	When a bill requires India tax processing (the business unit tax indicator value is 2), you can enter the excise invoice number here for tracking purposes. You can also review here the sales tax authority for a bill. The system uses this display-only field to ensure that all sales tax applicable bill lines on the invoice have the same tax authority.
Line – Info 1	BI_LINE	Billing, Maintain Bills, Standard Billing, Line – Info 1	When a bill requires India tax processing (the business unit tax indicator value is 2), you can review excise duty and sales tax total amounts for the corresponding line.
Express Billing – Line List	BI_LINE_LIST_X	Billing, Maintain Bills, Express Billing, Line – Order 1	Review excise duty and sales tax total amounts for the corresponding line in the Express Billing component. Other tax parameters can also be viewed here. When excise duty and sales tax are applicable for the corresponding line, the quantity in standard unit of measure of the inventory item or product kit ID also appears on this page.
Line – Order Info	BI_LINE_OM	Billing, Maintain Bills, Express Billing, Line – Order 1	Review bill line PeopleSoft Order Management information. When excise duty and sales tax are applicable for the corresponding line, the quantity in standard unit of measure of the inventory item or product kit also appears on this page.
Bill Entry Express Template	BI_LINE_CFG_TMPLT	Set Up Financials/Supply Chain, Product Related, Billing, Define Preferences, Bill Entry Express Template	Select the configurable bill entry fields that you want to display on the Express Billing – Line List page. For India tax processing, you can display the Excise Tax Amount, Sales Tax, Inventory Item ID, and Quantity in Standard Unit of Measure fields on Express Billing – Line List page.

Page Name	Object Name	Navigation	Usage
Review Billing Information – Line- Excise/Tax Info	BI_LINE_EXS_INQ	Billing, Review Billing Information, Details, Line- Excise/Tax Info	Review bill line excise duty and sales tax information. This page is display-only. The fields on this page are identical to the fields on the Standard Billing – Line – Excise and Sales Tax page.
Review Billing Information – Line- Excise/Sales Tax Info	BI_LINE_EXS_INQ	Billing, Review Billing Information, Details, Line- Excise/Sales Tax Info	Review bill line excise duty and sales tax information. This page is display-only. The fields on this page are identical to the fields on the Standard Billing – Line – Excise and Sales Tax page.
Review Billing Information – Line- Excise/Sales Tax Info (Euro Currency)	BI_LINE_EXS_INQ_E	Billing, Review Billing Information, Details, Line- Excise/Sales Tax Info	Review bill line excise duty and sales tax information. This page is display-only. The fields on this page are identical to the fields on the Standard Billing – Line – Excise and Sales Tax page. The system displays tax amounts on this page as zero (the system does not calculate excise and India sales tax amounts in Euro currency).
Review Billing Information - Bill Summary	BI_SUMMARY_INQ	Billing, Review Billing Information, Summary	Review bill summary information, including total India excise duty and sales tax amounts. This page is display-only.
Review Billing Information - Bill Summary (Base Currency)	BI_SUMMARY_INQ_B	Billing, Review Billing Information, Summary	Review bill summary information, including total India excise duty and sales tax amounts in base currency. This page is display-only.
Review Billing Information - Bill Summary (Euro Currency)	BI_SUMMARY_INQ_E	Billing, Review Billing Information, Summary	Review bill summary information, including total India excise duty and sales tax amounts in Euro currency. The system displays tax amounts on this page as zero (the system does not calculate excise and India sales tax amounts in Euro currency). This page is display-only.

Reviewing Excise Duty and Sales Tax Details in Bill Entry

Access the Standard Billing – Line – Excise and Sales Tax page.

Note. If the business unit tax indicator at the bill header has a value other than 2 (a value of 2 in the BI_BU_TAX_IND field indicates that India tax processing is required), no fields on this page are available for entry.

Tax Trans Type (tax transaction type)	Select a tax transaction type. Values are: • <i>Direct Export With Bond.</i> • <i>Direct Export Without Bond.</i> • <i>Direct Import.</i> • <i>Domestic.</i> • <i>InterUnit Transfer.</i> • <i>Local Export With Bond.</i> • <i>Local Export Without Bond.</i> • <i>Local Import.</i>
Excise Applicable	The system populates this field if excise duties are applicable to the bill line.
Sales Tax Applicable	The system populates this field if sales taxes are applicable to the bill line.
Assessable Value	Enter the assessable value per unit in tax location currency. The tax location currency (EXS_CURRENCY_RPTG) appears adjacent to the assessable value field.
Excise Invoice/Line	The excise invoice number and excise invoice line number appear.
Excise Rate Code	The excise rate code associated with this bill line appears. Excise rate codes represent a specific grouping of excise type tax components, tax dependencies, calculation schemes, and other tax attributes. Initially, the Tax Determination process populates this field; you can override this value when necessary. If excise duty is applicable to a bill line, this field must be populated. If excise duty is not applicable to a bill line, this field must not be populated.
Sales Tax Rate Code	The sales tax rate code associated with this bill line. Sales tax rate codes represent a specific grouping of sales tax type tax components, tax dependencies, calculation schemes, and other tax attributes. Initially, the Tax Determination process populates this field; you can override this value when necessary. If sales tax is applicable to a bill line, this field must be populated. If sales tax is not applicable to a bill line, this field must not be populated.
Excise UM	Excise unit of measure (EXD_UOM) for the assessable value.
Excise Amount	The total amount of excise duty associated with this bill line appears.
Sales Tax Amount	The total amount of sales tax associated with this bill line appears.

Sales Tax Form Cd	If the sales tax rate code associated with this bill line is for a concessional rate against which form tracking is required, the system displays the value returned by the Tax Determination process, based on the sales tax rate code.
Ship To State	The state to which the items billed on this line are shipped.
Ship From State	The state from which the items billed on this line are shipped.
Tax Authority	The system displays the tax authority value returned by the Tax Determination process. A tax authority is an agency empowered to set taxes.
Get Tax Defaults	You can click this button to call the Tax Determination process, which returns system derived tax rate codes and tax component codes. Click this button to override any manually entered tax rate codes or tax parameters on this page, and to populate the tax rate source fields with <i>System-defined</i> .
Note. Click the Refresh button to view updated details for any manual modifications you've made on this page. Click the Get Tax Defaults button to override any manual modifications you've made on this page with system-derived tax rate and tax component codes. This button is not available when excise duties were defined in PeopleSoft Order Management (if a value is present for the excise invoice number EXD_INVOICE_NO) on the line.	

Excise/Sales Tax Details

In this grid, the system displays tax component information, including tax percentages and amounts, when these values have been previously calculated for the bill line.

Tax Rate Code	The tax rate codes associated with this bill line appear. Tax rate codes group tax component codes of the same tax type along with tax rates and other attributes.
Tax Rate Sequence	Indicates the order in which tax component codes in the tax rate code should be calculated.
Tax Component Code	The system displays the tax component code that defaults from the tax rate code definition.
Tax Dependency Code	The system displays the tax dependency code that defaults from the tax rate code definition.
Calc Scheme (calculation scheme)	The default calculation scheme for the tax component code. The value that appears here defaults from the tax component code definition. Values are: P: Percentage-based tax calculation. Q: Quantity-based tax calculation. A: Ad hoc tax amounts.
UOM	The unit of measure associated with quantity-based tax calculation, which defaults from the tax rate code definition.

Tax Rate	The rate at which the Tax Calculation process calculates taxes. The value that appears here is determined by the value in the Calc Scheme field. If the calculation scheme is <i>P</i> , this field is blank. If the calculation scheme is <i>A</i> , this value appears as a tax amount. If the calculation scheme is <i>Q</i> , this value appears as a tax amount for the indicated unit of measure.
Tax Pct (tax percent)	If the calculation scheme is <i>P</i> , the system populates this field with the percent of taxation associated with the corresponding tax rate code.
Basis Amount	The basis amount the system uses when calculating taxes.
Tax Amount	The system populates this field with the calculated tax amount.

Changing the Status of Bill Lines with Excise Duty and Sales Tax

When a bill is changed online or in batch processing to *RDY* (ready for invoicing) status, the system performs validations to ensure that the tax applicability, tax rate codes and tax components have been previously determined (if the bill is excise duty or sales tax applicable). The Finalization process requires that this information be present when it calculates final taxes on the bill.

When a bill requires India tax processing (the business unit tax indicator value is 2), the following conditions must be met to save a bill:

1. If the line is excise tax applicable and an excise tax rate code exists on the line, excise tax details must also exist on the BI_LINE_EXS_DTL for the excise rate code.

You can enter the excise tax rate code manually and click the Refresh button to get the excise tax details, or click the Get Tax Defaults button on the Standard Billing – Line – Excise/Sales Tax Info page.

2. If the line is sales tax applicable and a sales tax rate code exists on the line, sales tax details must also exist on the BI_LINE_EXS_DTL for the sales tax rate code.

You can enter the sales tax rate code manually and click the Refresh button to get the sales tax details, or click the Get Tax Defaults button on the Standard Billing – Line – Excise/Sales Tax Info page.

The following additional conditions must be met to change the status of a bill to *RDY*:

1. If the excise invoice number (BI_LINE. EXD_INVOICE_NO) is not populated:
 - a. The excise tax applicable flag (BI_LINE. EXD_APPL_FLG) and sales tax applicable flag (BI_LINE. STX_APPL_FLG) must be populated.
To populate the excise and sales tax applicable flags, you can click the Get Tax Defaults button on the Standard Billing – Line – Excise/Sales Tax Info page.
 - b. If the excise tax applicable flag or the sales tax applicable flag are defined as *Yes*, the tax defaults applied flag (BI_LINE. EXD_DFLTTS_APPLIED) must also be defined as *Yes*.
To populate the tax defaults applied flag, you can click the Get Tax Defaults button on the Standard Billing – Line – Excise/Sales Tax Info page.
 - c. If the excise tax applicable flag or the sales tax applicable flag are defined as *Yes*, the tax transaction type (BI_LINE. EXS_TAX_TXN_TYPE) must be populated.

To populate the tax transaction type, you can manually enter the tax transaction type or click the Get Tax Defaults button on the Standard Billing – Line – Excise/Sales Tax Info page.

- d. If the bill line is excise tax applicable and the default excise tax rate code is blank, the system displays a warning message. You can enter an excise tax rate code on the bill line, or accept the blank value.
 - e. If the bill line is sales tax applicable and the default sales tax rate code is blank, the system displays a warning message. You can enter a sales tax rate code on the bill line, or accept the blank value.
2. If the excise invoice number is populated, the system assumes that the line has all tax information necessary for *RDY* status.
- PeopleSoft Billing will not calculate taxes for these bill lines.
3. All bill lines that are sales tax applicable and grouped on the same invoice must share the same sales tax authority code.

Note. Tax amounts are not calculated in bill entry. To review initial tax amounts for bills without an associated excise invoice number, calculate taxes on the Bill Summary page by clicking the Calculate Taxes button. You can also generate a pro forma invoice to review the calculated preliminary taxes.

Calculating Final Taxes and Printing Taxes on Invoices

This section discusses how the system calculates final taxes and displays India tax processing details on invoices.

Understanding Final Tax Calculation

If an invoice requires India excise duty and sales tax calculation, the Finalization process (BIIVC000) calls the Tax Calculation common process and updates the invoice total amounts for those lines with no associated excise invoice number.

When the Finalization process calculates final taxes, all information required by the Tax Calculation process must be available and saved in the appropriate PeopleSoft Billing tables. If this information is not available, the Finalization process marks the affected invoices in error, and requires you to provide the necessary information before the invoices can be finalized.

Note. If a bill line has no associated excise invoice number and amount, and both tax applicability flags are defined as *No*, the Finalization process does not include the bill line in excise duty or sales tax calculation.

Understanding Invoice Tax Detail Display

PeopleSoft Billing invoice print processes retrieve the following India tax processing detail fields for display on the commercial invoice:

- The customer's central excise, central sales tax, and local sales tax registration numbers from the CUST_ADDR_EXS table.

Processing stops if:

1. Excise duties exist but no central excise registration number exist.
2. Sales taxes exist but no central or local sales tax registration numbers exist.

- All detail lines from the BI_LINE_EXS_DTL.

The tax type can be *E* (excise) or *S* (sales), and any given invoice can have both excise and sales taxes.

Excise duties appear first, followed by sales taxes.

Invoice print processes populate the tax percentage column for an associated component code only when the calculation scheme is defined as *P* (percentage).

- The total excise duty and sales tax amounts from the BI_HDR table.

If there were no excise duties or sales taxes applied to the bill line, no excise duties or sales tax totals appear, respectively, on the invoice.

If excise duties or sales taxes applied to the bill line net to zero, excise duties or sales tax totals appear, respectively, as zero on the invoice.

- The form names (where form direction is buyer to seller) from the STX_FORM_CD_DTL table.

Note. The system prints no India tax processing details on Crystal, PeopleSoft Projects invoice formats, and PeopleSoft Contracts invoice formats.

Preparing to Generate India Excise and Sales Tax Accounting Entries

The PeopleSoft Billing Pre-Load process (BIPRELD) creates accounting entry staging rows in the BI_ACCT_LN_STG table for excise and sales tax information, to be picked up by the Load GL process (BILDGL01) and the Load AR process (BILDAR01) when PeopleSoft Billing creates accounting entries. The Pre-Load process inserts one excise tax distribution row (*EXD*) for each excise duty applicable bill line, and one sales tax distribution row (*STX*) for each sales tax component detail row on the BI_LINE_EXS_DTL table. The Pre-Load process obtains ChartField values for the excise accounting entries from the tax location definition, and obtains ChartField values for sales tax accounting entries from the tax component code definition. If PeopleSoft Billing does not create accounting entries, the Pre-Load process does not create any entries in the BI_ACCT_LN_STG for any bills.

Note. PeopleSoft Billing performs no ChartField inheritance processing or combination edits for excise or India sales tax accounting entries.

Creating Accounting Entries for Excise Duties and Sales Tax in PeopleSoft Billing

PeopleSoft Billing's Load GL Accounting Entries process (BILDGL01) inserts accounting rows for excise duty accounting entries (*EXD*) and sales tax accounting entries (*STX*) into the BI_ACCT_ENTRY table. The Load GL process creates an excise duty tax distribution row in BI_ACCT_ENTRY for each excise duty applicable row in BI_LINE, and creates a sales tax distribution row in BI_ACCT_ENTRY each sales tax applicable row in BI_LINE.

See Also

Chapter 16, "Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing," page 391

Passing Excise Duties and Sales Tax Information to PeopleSoft Receivables

The PeopleSoft Billing Load AR process (BILDAR01) populates rows in the PeopleSoft Receivable pending item tables PENDING_TAX and PENDING_TAX_DTL, and populates columns in the PENDING_ITEM table to support excise duty and sales tax processing.

Regardless of how you defined the AR Level on the Installation Options – Billing – GL/AR Options page (either *Header is AR Open Item* or *Bill Line is AR Open Item*), if the bill line has an excise applicable value *Yes* (EXD_APPL_FLG = 'Y') or a sales tax applicable value *Yes* (STX_APPL_FLG = 'Y') the Load AR process inserts an excise duty and sales tax row in the PENDING_TAX table for each excise duty and sales tax line on the BI_LINE table, and inserts a row in the PENDING_TAX_DTL for each excise duty and sales tax detail line on BI_LINE_EXS_DTL table.

Additionally, the process inserts rows into the PENDING_DST table for the ChartField distribution based on the excise duty and sales tax detail entries. The Load AR process inserts rows for all bill lines with appropriate tax calculation codes, even if the calculated excise and tax amounts are zero.

When PeopleSoft Billing creates accounting entries, the process populates the PENDING_DST table with ChartField values it selects from the BI_ACCT_LN_STG table, which is populated by the Billing Preload process (BIPRELD). If neither PeopleSoft Billing or Receivables create accounting entries, the process obtains excise and sales tax accounting entry ChartField values from:

- The tax location definition, when excise is applicable.
- The tax component code definition, when sales tax is applicable.

Note. PeopleSoft Billing performs no ChartField inheritance processing or combination edits for excise or sales tax accounting entries.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” page 391

Calculating Excise Duties and Sales Tax for Bill Adjustments

In PeopleSoft Billing, you can create a full bill adjustment or a line adjustment. When creating a full bill adjustment, you can create just a full bill credit, or create a full bill credit with a full bill rebill. You can modify the rebill to reflect any differences necessary from the original bill.

When creating a line adjustment, you can create a credit line for a selected line, or create a credit line and a rebill line for a selected line. Additionally, when creating line adjustments, you can create a net adjustment for a selected line. When creating a net adjustment, you copy the initial values of the original bill line and modify those specific values on the line to make a net change to the original billing. For example, if an original bill line contained ten items at 2.00 USD each, but you intended the bill line to contain nine items at 2.00 USD each, you can make a net adjustment to credit one item at 2.00 USD each.

Calculating Excise Duty and Sales Tax on Credit Bills and Credit Lines

The Bill Adjustment process credits the entire amount, including taxes. Whenever you create a credit adjustment (full bill credit or credit line), the system adjusts the taxes copied from the original invoice. You can make no modifications on a credit bill or adjustment credit line, and PeopleSoft Billing performs no tax calculations on adjustment credit bills or on adjustment credit lines. However, the system uses the tax amounts on these lines to calculate the total excise and sales tax amounts at the bill header level.

Calculating Excise Duty and Sales Tax on Rebills and Rebill Lines

To determine the impact of modifications made in bill entry to a rebill, refer the tables in the Modifying Excise Duty and Sales Tax on the Bill Header and Modifying Excise Duty and Sales Tax on Bill Lines sections.

Calculating Taxes for Returned Material Authorization in PeopleSoft Billing

You can create returned material authorization (RMA) activity in PeopleSoft Order Management by referring to sales order history. For this activity, the PeopleSoft Billing RMA Adjustment process (BIRMAADJ) copies all tax parameters from the original invoice when creating the adjustment invoice activity. However, if the original invoice contains an excise invoice number, this information is not copied onto the adjustment invoice.

RMA activity can also be created without reference to sales order history. In this case, PeopleSoft Billing determines the tax rules and calculates the taxes. When creating the adjustment invoice activity for these RMA lines, you must initiate the Tax Determination process after the RMA adjustment process to apply default parameters for those RMA invoices with no tax defaulting applied. You can elect to always run the Tax Determination process when creating RMA adjustments. The process does not select bill lines with tax details supplied from the sales order history.

Note. The Tax Determination process performs no tax calculations. In PeopleSoft Billing, the Finalization process calls the Tax Calculation process to calculate final taxes.

Pages Used to Populate Tax Default Parameters for RMAs in PeopleSoft Billing

Page Name	Object Name	Navigation	Usage
Run RMA Adjustments	RUN_BI_BRMAADJ	Manage Sales Activities, Manage Billing Utilities, Process, RMA Adjustments, Run RMA Adjustments	Run the RMA Adjustments process and create the pending invoices. Tax parameters, if they exist, are copied from the sales order history.
Run EXS Defaults	RUN_BI_EXS_DFLT	Manage Sales Activities, Manage Billing Utilities, Process, Run EXS Defaulting	Call the Tax Determination process for all RMA adjustments. There are no run control selection criteria on this page. The system processes all RMA bill activity that requires India tax processing and have no associated tax parameters.

See Also

Chapter 24, “Working With PeopleSoft Order Management,” page 497

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Managing Returned Material”

Running the Billing Excise and Sales Tax Determination Process

Run the Billing Excise and Sales Tax Determination batch Application Engine process (BIEXSDFLT) following the RMA Adjustment process (BIRMAADJ) to perform excise and sales tax determination for invoices created by RMA adjustment process. The Finalization process (BIIVC000) selects no invoices with a corresponding Defaults Applied option (EXS_DFLTTS_APPLIED) defined as *N* (no). The Billing Excise and Sales Tax Determination process does not perform tax calculations; it calls the common Tax Determination process for default parameters.

This section provides an overview of and instructions for running the Billing Excise and Sales Tax Determination process.

Note. You can initiate the Billing Excise and Sales Tax Determination process from three different pages. See *Pages Used to Run the Billing Excise and Sales Tax Determination Process*.

Understanding the Billing Excise and Sales Tax Determination Process

The Billing Excise and Sales Tax Determination process performs the following:

1. Identifies bill headers and bill lines that need excise and sales tax determination, and updates those bill header and bill line records with a process instance number.
2. Populates the EXS_TXDLB_TAO table and calls the common Tax Determination process. Prior to calling this function, the calling application must perform the following:
 - Set the Tax Calculation Date (TAX_CALC_DT) for each selected bill line. Populate TAX_CALC_DT with BI_LINE. SHIP_DATE if not null, or populate with BI_HDR. INVOICE_DT if not null; otherwise, populate with the system date.
 - Set Trading Partner Type (EXS_TPRTNR_TYPE) to C (customer).
 - Set Trading Partner SetID (EXS_TPRTNR_SETID) to the SetID associated with Billing business unit.
 - Set Trading Partner ID (EXS_TPRTNR_ID) to BI_LINE. SHIP_TO_CUST_ID if not blank; otherwise, BI_HDR. BILL_TO_CUST_ID.
 - Set Trading Partner Location (ADDRESS_SEQ_NUM) to BI_LINE. SHIP_TO_ADDR_NUM if not blank; otherwise, BI_HDR. ADDRESS_SEQ_NUM.
 - Set Item and Product Kit Use flag (EXS_PROD_KIT_USE) to P (product kit), I (items), or N (not applicable), in that order.
 - Set Item or Product SetID (EXS_ITM_PROD_SETID). Use the Inventory business unit for items and the Order Management business unit for product kits, or blank if neither product kit nor Inventory item ID are available.
 - Set, in the following order, Item or Product Kit ID (EXS_ITM_PROD_ID) to Product Kit (PRODUCT_KIT_ID), Inventory Item ID (INV_ITEM_ID), or blank if neither product kit nor item ID is available.
 - Determine which business unit value will be used for tax determination, and set the ORG_BU_TYPE value accordingly. If an Inventory Business Unit exists, use the Inventory business unit. If no Inventory business unit exists, use the Order Management business unit. If no Order Management business unit exists, use the Billing business unit.
 - Determine ship from country, ship from state, ship to country and ship to state.
3. Retrieve the Tax Determination output parameters from the transaction line parent table (PS_EXS_TXDLB_TAO) and pass them to bill line table (PS_BI_LINE).
4. Insert a row into the application transaction child detail table (PS_BI_LINE_EXS_DTL) for each row returned by the Tax Determination process in the transaction line child detail temporary table.
5. Perform the necessary validations for each transaction line.
6. Set the Excise and Sales Tax Defaults Applied flag (EXS_DFLTS_APPLIED) to reflect the value returned by the Tax Determination common process.
 - Set EXS_DFLTS_APPLIED to Y when either excise or sales tax is applicable.
 - EXS_DFLTS_APPLIED remains unchanged if any invoice bill lines are in error
7. Log messages to report the number of bills processed successfully and the number of bills in error.
8. Perform final updates.
 - Set the bill header's bill status to PND (pending) if the bill header is marked with an error.
 - Reset the process instance to 0 (zero) for bill headers marked for excise and sales tax processing (see step 2).

- Reset the process instance to 0 (zero) for bill lines marked for excise and sales tax processing (see step 2).

Pages Used to Run the Billing Excise and Sales Tax Determination Process

Page Name	Object Name	Navigation	Usage
Run Excise/Sales Tax Defaulting	RUN_BI_EXS_DFLT	Billing, Interface Transactions, Run Excise/Sales Tax Defaulting	Select run control criteria and call the Tax Determination process for all RMA adjustments. The system processes the bill activity that meets the search criteria and that requires India tax processing.
Run RMA Adjustments	RUN_BI_BRMAADJ	Billing, Interface Transactions, RMA Adjustments, Create RMA Adjustment Invoices, Run RMA Adjustments	Enter the RMA adjustment criteria and click run. Select the Excise/Sales Tax Defaulting process from the process list to initiate the Tax Determination process for RMA adjustments. Ensure that this process is run after processing RMA Adjustments through the Billing Interface.
Billing Interface	RUN_BI_INTFC	Billing, Interface Transactions, Process Billing Interface	Enter the interface ID criteria and click run. Select the Excise/Sales Tax Defaulting process from the process list to initiate the Tax Determination process for RMA adjustments that require India tax determination. Ensure that this process is run after Billing Interface.

Reviewing Billing Tax Determination and Calculation Process Errors

The following table contains tax determination and calculation error statuses written to ERROR_STATUS_BI that are specific to India tax processing:

Error Condition	Explanation
2800 – Excise Defaulting was not Applied	The bill line contains no excise duty default parameters. Used in Tax Calculation only.
2810 – No EXD or STX Tax Rate Code	The bill line contains no excise duty or sales tax rate code. Used in Tax Determination only.
2820 – No Excise Tax Rate Details	The bill line contains no excise tax rate details. Used in Tax Determination and Tax Calculation.
2830 – No Sales Tax Rate Details	The bill line contains no sales tax rate details. Used in Tax Determination and Tax Calculation.
2840 – Excise Tax Calculation Error	The bill line contains tax calculation errors. Used in Tax Calculation only.
2850 – No Tax Transaction Type	The bill line contains no tax transaction type. Used in Tax Determination only.
2860 – Missing Excise Tax Parameters	The bill line is missing excise tax parameters. Used in Tax Determination only.
2870 – Missing Sales Tax Parameters	The bill line is missing sales tax parameters. Used in Tax Determination only.

APPENDIX B

Understanding PeopleSoft Billing Reports

This chapter provides tables that list basic information about PeopleSoft Billing reports and how they relate to PeopleSoft processes, invoice form IDs from sample data, and invoice layout IDs.

Process Type: SQR Report

This section provides information about SQR reports:

Note. The BIIVCEN SQR program extracts data that Crystal queries and reports in the next table use.

The BIIVCPN Process

Invoice Layout	Sample Invoice Form	Page Orientation	Consolidated Bill Format?	Primary Query Name
PORTRAIT/Default	STANDARD	Portrait	No	NA
RIGHTSTUB	PORTSTUB	Portrait	No	NA
MISC	NOPRINT	Portrait	No	NA
PSA51	PS/PSA51	Portrait	No	NA
PSA52	PS/PSA52	Portrait	No	NA
PSA53	PS/PSA53	Portrait	No	NA
CA51	PS/CA51	Portrait	No	NA

The BIIVCLN Process

Invoice Layout	Sample Invoice Form	Page Orientation	Consolidated Bill Format?	Primary Query Name
LANDSCAPE /Default	LANDSCAPE	Landscape	No	NA
ORDERMGMT	None	Landscape	No	NA

The BIIVCPC Process

Invoice Layout	Sample Invoice Form	Page Orientation	Consolidated Bill Format?	Primary Query Name
PORTRAIT/Default	STANDARD	Portrait	Yes	NA
RIGHTSTUB	PORTSTUB	Portrait	Yes	NA
MISC	NOPRINT	Portrait	Yes	NA
PSA51	PS/PSA51	Portrait	Yes	NA
PSA52	PS/PSA52	Portrait	Yes	NA
PSA53	PS/PSA53	Portrait	Yes	NA
CA51	PS/CA51	Portrait	Yes	NA

The BIIVCLC Process

Invoice Layout	Sample Invoice Form	Page Orientation	Consolidated Bill Format?	Primary Query Name
LANDSCAPE /Default	LANDSCAPE	Landscape	Yes	NA
ORDERMGMT	PS/OM50	Landscape	Yes	NA

The BIGIVCPN Process

Invoice Layout	Sample Invoice Form	Page Orientation	Consolidated Bill Format?	Primary Query Name
GM_103X	GM_103X	Portrait	No	NA
GM_270	GM_270	Portrait	No	NA
GM_GEN	GM_GEN	Portrait	No	NA
GM_GEN	GM_LOC	Portrait	No	NA

The BISF108X Process

Invoice Layout	Sample Invoice Form	Page Orientation	Consolidated Bill Format?	Primary Query Name
SF1080	SF1080	Portrait	No	NA
SF1081	SF1081	Portrait	No	NA

Process Type: Crystal Reports

This table provides information about Crystal reports:

Process Name	Invoice Layout	Sample Invoice Form	Page Orientation	Consolidated Bill Format?	Primary Query Name
BIPRNT00	EXTRACT	CRYSTAL	Portrait	No	BIPRNT00
BIPRNT01	PS_PC	PS/PC	Landscape	No	BIPRNT01
BIPRNT02	EXTRACT	PS/OM	Landscape	No	BIPRNT02
BIPRNC00	EXTRACT	CRYSTAL	Landscape	Yes	BIPRNC00
BIPRNC02	EXTRACT	PS/OM	Landscape	Yes	BIPRNC02

Process Name	Invoice Layout	Sample Invoice Form	Page Orientation	Consolidated Bill Format?	Primary Query Name
BIPSA01	PS_PC	PS/PSA01	Portrait	No	BIPSA01
BIPSA02	PS_PC	PS/PSA02	Portrait	No	BIPSA02
BIPSA03	PS_PC	PS/PSA03	Portrait	No	BIPSA03
BICA	PS_CA	PS/CA	Portrait	No	BICA

PeopleSoft Standard Financial Reports

For information about PeopleSoft Standard Financial reports, refer to the PeopleSoft Application Fundamentals for FIN, ESA, SCM PeopleBook, "Appendix A: PeopleSoft Application Fundamentals for FIN, ESA, and SCM Reports."

PeopleSoft Enterprise Services Automation Invoice Samples

PeopleSoft Billing provides support for PeopleSoft Projects and Contracts modules. There are four SQR invoice samples and four corresponding Crystal invoice samples for PeopleSoft Enterprise Services Automation (formerly PeopleSoft Professional Services Automation).

The four SQR invoices for PeopleSoft Enterprise Services Automation are:

- PSA51: Grouped by project description and employee name.
- PSA52: Grouped by project description, activity description, and employee name.
- PSA53: Displays project detail.
- CA51: Displays contract detail for PeopleSoft Contracts without PeopleSoft Projects.

Note. If available, header notes are printed on the bill for all four of the delivered PeopleSoft Enterprise Services Automation SQR invoices.

PeopleSoft Enterprise Services Automation delivers this Crystal invoice layout:

PS_CA For PS/CA invoice format. Only PeopleSoft Contracts uses this layout.

Note. Invoice formats PS/PSA01, PS/PSA02, and PS/PSA03 use the existing PS_PC layout. This layout applies to PeopleSoft Projects and Contracts.

APPENDIX C

Delivered Workflows for PeopleSoft Billing

This appendix discusses delivered workflows for PeopleSoft Billing.

See Also

[Chapter 32, “Managing PeopleSoft Billing Utilities,” Scheduling Workflow Processes in PeopleSoft Billing, page 587](#)

[Chapter 4, “Structuring Bills,” Using Workflow Processes in PeopleSoft Billing, page 71](#)

[Chapter 10, “Processing Billing Interface Activity,” Setting Up Workflow Solutions, page 274](#)

[Chapter 32, “Managing PeopleSoft Billing Utilities,” Running the Invoice Notification Process \(BI WF 0001\), page 585](#)

[Chapter 33, “Processing EDI Transactions in PeopleSoft Billing,” page 589](#)

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Delivered Workflows for PeopleSoft Billing

This section discusses Billing workflows. The workflows are listed alphabetically by workflow name.

Invoice Notification

The section discusses the Invoice Notification workflow.

Description

Event Description	Run the Invoice Notification process.
Action Description	This process will send an email notification to the customer after you’ve created an invoice. The email sent contains a link linking the customer to the appropriate eBill Payment page.
Notification Method	Email

Workflow Objects

Business Process	BI_WF
Activity	BI_WF_00
Role	Customer
Email Template	N/A

Pending Interface Transactions

The section discusses the Pending Interface Transactions workflow.

Description

Event Description	Run the Billing Workflow Process
Action Description	This process will send an email notification to the customer after you've created an invoice.
Notification Method	Worklist

Workflow Objects

Business Process	Enter Billing Information
Activity	Bill Interface
Role	BI Interface Reviewer
Email Template	N/A

Inactive Bills

The section discusses the Inactive Bills workflow.

Description

Event Description	Run the Billing Workflow Process
Action Description	This process will create a worklist for each invoice in the Billing tables that have not yet been invoiced and are aging.
Notification Method	Worklist

Workflow Objects

Business Process	Enter Billing Information
Activity	Enter Billing Information
Role	BI Inactive Bills Reviewer
Email Template	N/A

Pending Credit Card Transaction

The section discusses the Pending Credit Card Transaction workflow.

Description

Event Description	Run the Billing Workflow Process
Action Description	This process will create a worklist for each unprocessed credit card transaction in the INTFC_CRCARD table that is aging.
Notification Method	Worklist

Workflow Objects

Business Process	Generate Invoices
Activity	Invoice Process Inquiry
Role	Billing Administrator
Email Template	N/A

APPENDIX D

PeopleSoft Billing Reports

This appendix provides an overview of PeopleSoft Billing reports and provides information about PeopleSoft Billing:

- Structured Query Report (SQR) reports.
- Crystal reports.
- Standard financial reports.
- PeopleSoft Enterprise Services Automation invoice samples.

See Also

[Appendix B, “Understanding PeopleSoft Billing Reports,” page 619](#)

PeopleTools 8.44 PeopleBook: Crystal Reports for PeopleSoft

PeopleSoft Billing Reports: A to Z

This section lists:

- PeopleSoft Billing reports, sorted alphanumerically by report ID.
- Information that is important to specific PeopleSoft Billing reports.

Report ID and Report Name	Description	Navigation	Run Control Page
BIAART01 AR Pending Items (accounts receivable pending items)	A reprint that displays all of the pending items that are processed in a specified accounts receivable (AR) entry date range. For example, you may want to regenerate lost reports that previous Load AR processes created.	• Billing, Generate Invoices, Reproduce Reports, AR Pending Item Report • Billing, Generate Invoices, Reproduce Reports, Consol AR Pending Item Report, Consolidated AR Pending Item	RUN_BI_AR
BIACCR01 Bill Line Accrued	Displays accrued bills and bill lines along with the accounts and amounts for everything in the date range that you specify.	Billing, Generate Invoices, Accrue Unbilled Activity, Bill Lines Accrued Report, Bill Lines Accrued	RUN_BI_ACCR_RPT1

Report ID and Report Name	Description	Navigation	Run Control Page
BIACCR02 Bill Lines Not Ready to Accrue	Lists bills and bill lines that you may have expected to accrue but didn't. You can also use this report to find out ahead of time which bills won't accrue.	Billing, Generate Invoices, Accrue Unbilled Activity, Lines Not Ready to Accrue Rpt, Bill Line Not Ready	RUN_BI_ACCR_RPT2
BIACCUM Accumulation Report	Displays the data that the Balance Accumulation process selects and processes.	Billing, Generate Invoices, Accumulated Balances, Calculate Balances, Balance Accumulation	RUN_BI_ACCUM
BIAPRT01 AP Voucher Entries (accounts payable voucher entries)	A reprint that displays all voucher entries that were processed within a specified range selection. For example, you may want to regenerate lost reports that previous Generate AP Voucher processes created.	Billing, Generate Invoices, Reproduce Reports, AP Voucher Entries, AP Voucher Entries Report	RUN_BI_AP
BIGLRT01 GL Accounting Entries (general ledger accounting entries)	A reprint that displays all of the accounting entries that were processed in a specified accounting date range. For example, you may want to regenerate lost reports that previous Load GL processes created.	• Billing, Generate Invoices, Reproduce Reports, Consol GL Accounting Entries • Billing, Generate Invoices, Reproduce Reports, GL Accounting Entries, GL Accounting Entries Report	RUN_BI_GL

Report ID and Report Name	Description	Navigation	Run Control Page
BIGMLOC Pro Forma Letter of Credit or Finalized Letter of Credit Report	Summarizes the letter of credit draw for individual letters of credit by document number. Note. You can generate a Pro Forma Letter of Credit or Finalized Letter of Credit report by clicking the Generate Pro Forma or Generate Draw push button on the Letter of Credit Summary page. There is no run control from which you generate these reports. When you click the Generate Pro Forma or Generate Draw push button, the system executes the single action job BIJOB50 in the background and generates the report. The system does not, however, generate an invoice—the Letter of Credit (LOC) invoices use invoice format GM_LOC without the Print Form option selected, and produces only the LOC report.	Billing, Billing Worksheet, Letter of Credit Summary	No run control page.
BIGNAP01 Generate AP Vouchers (generate accounts payable vouchers)	Initiates the creation of accounts payable (AP) vouchers for InterUnit bills only.	- Billing, Generate Invoices, Non-Consolidated, Load Invoices to AP, Generate AP Vouchers - Billing, Generate Invoices, Consolidated, Load Invoices to AP, Consolidated Generate AP Vchr	RUN_BI_GENAP, , RUN_BI_GENAP_CON
BIIFD001 Interface Detail Summary by Interface ID	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFD002 Interface Detail Summary by Business Unit	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3

Report ID and Report Name	Description	Navigation	Run Control Page
BIIFD003 Interface Summary by Interface ID	A summary of the Detail report. This report summarizes the total number of lines and total dollars by load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFD004 Interface Summary by Business Unit	A summary of the Detail report. This report summarizes the total number of lines and total dollars by load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFE001 Interface Error Summary by Interface ID	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFE002 Interface Error Summary by Business Unit	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIVC002 Invoice Register by Invoice Number	Lists all invoices according to selected parameters, sorted by invoice number.	Billing, Generate Invoices, Reports, Invoice Register	RUN_BI_IVCRGSTR
BIIVC003 Invoice Register by Customer Name	Lists all invoices according to selected parameters, sorted by customer name.	Billing, Generate Invoices, Reports, Invoice Register	RUN_BI_IVCRGSTR
BIIVC004 Invoice Register for Consolidated Invoices	Lists all consolidated invoices according to selected parameters. Displays all consolidated headers and their attached bills.	Billing, Generate Invoices, Reports, Consolidated Register, Consolidation Invoice Register	RUN_BI_IVCRGSTR

Report ID and Report Name	Description	Navigation	Run Control Page
BIIVCEN Process Extract Table Invoices	Produces a summary report that lists the total number and value of processed documents, grouped by invoice form ID.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print • Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices	RUN_BI_PRNTIVC_CON, , RUN_BI_PRNTIVC
BIIVCLC Pro forma or Invoice	Consolidated Invoice - Landscape Orientation. All bills that are attached to a consolidated header must have the same orientation layout as the consolidated header, although they may have different forms. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than <i>INV</i> and prints invoices only for bills with a status of <i>INV</i>.	• Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices	RUN_BI_PRNTIVC_CON, , RUN_BI_PRNTIVC

Report ID and Report Name	Description	Navigation	Run Control Page
BIIVCLN Pro forma or Invoice	Regular Invoice - Landscape Orientation. There are two delivered standard landscape layouts: LANDSCAPE and ORDERMGMT. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than <i>INV</i> and prints invoices only for bills with a status of <i>INV</i> .	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices	RUN_BI_PRNTIVC
BIIVCPC STD Print Portrait Consol Inv	Consolidated Invoice - Portrait Orientation. All bills that are attached to a consolidated header must have the same orientation layout as the consolidated header, although they may have different forms. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than <i>INV</i> and prints invoices only for bills with a status of <i>INV</i>. This program prints these invoice layouts: • MISC • RIGHTSTUB • Default Portrait • PSA51 • PSA52 • PSA53 • CA51	• Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices	RUN_BI_PRNTIVC_CON, , RUN_BI_PRNTIVC

Report ID and Report Name	Description	Navigation	Run Control Page
BIIVCPN Pro forma or Invoice	Regular Invoice - Portrait Orientation. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than <i>INV</i> and prints invoices only for bills with a status of <i>INV</i> .	- Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print - Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma - Billing, Generate Invoices, Non-Consolidated, Reprint Invoices - Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	RUN_BI_PRNTIVC
BIIVCSTS Invoice Status Change Report	Displays the Invoice Status Change process results.	Billing, Maintain Bills, Change Status of Bills, Status Change	RUN_BI_STSCHG
BILDAR01 Load AR Pending Items (load accounts receivable pending items)	Lists all pending items that were generated for invoices according to selected parameters. These pending items are now ready to post in accounts receivable.	- Billing, Generate Invoices, Non-Consolidated, Load Invoices to AR, Load AR Pending Items - Billing, Generate Invoices, Consolidated, Load Invoices to AR, Load AR for Consolidated Bills	RUN_BI_LOADAR, RUN_BI_LOADAR_CON
BILDGL01 Load GL Accounting Entries (load general ledger accounting entries)	Displays all of the accounting entries that were created for invoices according to selected parameters. Journal Generator can process these accounting entries now ready.	- Billing, Generate Invoices, Non-Consolidated, Create Accounting Entries, Load GL Accounting Entries - Billing, Generate Invoices, Consolidated, Create Accounting Entries, Load GL for Consolidated Bills	RUN_BI_LOADGL, , RUN_BI_LOADGL_CON
BIPRNC00 Crystal Invoice Consolidated	A simple, miscellaneous type of consolidated invoice, which consolidates many simple invoices into one. PeopleSoft Billing information on this invoice is nonindustry-specific. It also supports the printing of global fields, such as the billing currency, value-added tax (VAT) amounts, and the invoice format in euros.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT

Report ID and Report Name	Description	Navigation	Run Control Page
BIPRNC02 Crystal Order Management Invoice, Consolidated	An invoice for a consolidated bill that contains information that is related to a sales order. This invoice is typical of a bill that originates from PeopleSoft Order Management and features printing a logo and subtotals by line type. The invoice also supports the printing of configuration detail, if the bill is for a configured product, and the printing of global features, such as the billing currency, VAT amounts, and the invoice amounts in euros.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
BIPRNT00 Crystal Invoice	A simple, miscellaneous type of bill with nonindustry-specific billing information. This invoice supports the printing of global fields, such as the billing currency, VAT amounts, and the invoice format in euros.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
BIPRNT01 Crystal Projects Invoice	An invoice for a regular bill with project- and contract-related information. This invoice is typical of a bill that originates from PeopleSoft Projects. The invoice uses Crystal subqueries—such as Bill To Date, Previously Billed, and Billed This Period—to print balances on the invoice.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
BIPRNT02 Crystal Order Management Invoice	This reports provides the same information for a regular bill as Crystal Order Management Invoice, Consolidated does for a consolidated bill.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
PS/CA PSA Crystal Contracts Only	Grouped by contract detail. This format prints contract details. It applies to PeopleSoft Contracts without PeopleSoft Projects.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT

Report ID and Report Name	Description	Navigation	Run Control Page
PS/PSA01 PSA Crystal by Project, Employee	This format groups lines by project description, employee name, and resource type (if they exist) and prints subtotals on change of project or employee. It prints contract prepaid information for utilization lines based on the existence of contract number and contract prepaid sequence number.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
PS/PSA02 PSA Crystal by Project, Activity	This format groups lines by project description, activity description, employee name, resource type, and resource category (if they exist) and prints subtotals on change of project, activity, or employee. It prints contract prepaid information for utilization lines based on the existence of a contract number and a contract prepaid sequence number.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
PS/PSA03 PSA Crystal Project Details	Grouped by project detail. This format displays project details.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT

Report ID and Report Name	Description	Navigation	Run Control Page
BISF108X SF1080—Standard Form 1080	Voucher for Transfers between Appropriations or Funds. Used as a charge document and basic voucher for agencies that require payment by check for charges to other government agencies. Also used for settlement of fund accounts between agencies that are paid by check where at least one agency resides outside the treasury disbursement area. SF1081—Standard Form 1081 Voucher and Schedule of Withdrawals and Credits. Used by agencies within the treasury disbursing area for a combined billing and payment document for interagency appropriation, fund, and receipt accounts. Note. The Billing Interface process (BIIV0001) does not verify that the billing currency is <i>USD</i> for bills using SF108x layouts. Source systems must pass <i>USD</i> as the currency or ensure that the default currency associated with the customer is <i>USD</i>.	• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	RUN_BI_PRNTIVC
BIGSALDL Salary Detail Report	Shows current dollar amounts that are charged for each employee ID, along with cumulative amounts for each employee. The header includes the institution name and address, the award ID, and the invoice number.	Billing, Generate Invoices, Reports, Salary Detail, Salary Detail Report	RUN_GM_SAL_DETL

Report ID and Report Name	Description	Navigation	Run Control Page
BIGIVCPN Grants Print Portrait Invoices	GM_103X produces the SF1034 and SF1035 standard forms, which are used to bill federal contracts, the SF-270 for billing federal grants, and a general invoice format for grants activity (GM_GEN).	- Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print - Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma - Billing, Generate Invoices, Non-Consolidated, Reprint Invoices - Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	RUN_BI_PRNTIVC

Selected PeopleSoft Billing Report Information

This section provides detailed information, including important fields, about individual PeopleSoft Billing reports.

Note. PeopleSoft Billing delivers Crystal invoice examples, which you can use as a starting point for designing and creating your own Crystal invoice formats. You may need to configure your Crystal reports to expand the amount sizes to meet your business needs.

Common Elements Used in This Section

Adj (adjustment)	An asterisk in this column denotes an adjustment line on the invoice.
Amount Remitted	Displays a blank line for the amount that the customer wants to pay.
Bill Inquiry Phone	Number printed on the invoices for customers to call if they have any questions about their bills.
Bill To	Bill to customer and bill to address.
Bill To Customer Name	Customer to whom you ship the invoice.
Buyer's VAT Registration ID (buyer's value-added tax registration ID)	The buyer's VAT country registration number. Each country has its own set of valid VAT registration numbers.
Calculation Method	If you select to calculate VAT at <i>Gross</i> , the system calculates VAT before it applies any early payment discounts. If you select to calculate VAT at <i>Net</i> , the system calculates VAT after it deducts early payment discounts.

Contract	Default value, if it exists, comes from the CONTRACT_NUM field.
Currency	Billing currency.
Declaration Point	When VAT transaction information is recognized for reporting purposes.
Document Number	Header document sequence number.
Due Date	Date on which payment is due.
Est. Due Date (estimated due date)	Estimated date on which payment is due.
Final Start Date and Final End Date	Finalize run dates of the finalized invoices that you specify on the Invoice Register Process page for review on the report.
From and To	From and to dates for the corresponding resource type and category. The From field value is the minimum of CHARGE_FROM_DT. The To field value is the maximum of CHARGE_TO_DT.
In Euro	Total amount due for the invoice in euros.
Invoice No (invoice number)	Unique number that is assigned to the invoice. Define invoice number IDs on the Invoice Number page.
Net Amount	If you did not select Apply Disc/Surchg to Line Amt on the Invoice Formatting Options - Discounts, Surcharges, Taxes page, then net amount is the invoice amount before discounts, surcharges, and taxes are applied. If you select Apply Disc/Surchg to Line Amt, the Net Amount contains discounts and surcharges. Taxes are not included.
Number of Bills	Number of bills that are processed in the run.
Number of Invoices	Number of invoices that are included.
Page number or Page No.	Page number of the invoice or summary invoice.
Prepaid Utilization	Contracts prepaid utilization description, derived from CA_PPD_UTL_DESCR and based on CONTRACT_PPD_SEQ and CONTRACT_NUM, if those values exist. Sum of NET_EXTENDED_AMT. This field applies to utilization rows only (line type is <i>UTL</i>).
PO (purchase order)	Default value comes from the PO_REF field.
Printed On	Date and time when the invoice was generated.
Project	For each project, the report displays a description of PROJECT_ID, an employee name that corresponds to the value of EMPLID, and a description of the values from RESOURCE_TYPE and RESOURCE_CATEGORY.
Process Instance	System-generated instance ID from the Process Scheduler.
Rate	Amount billed for each unit of measure. The system derives this value from UNIT_AMT.

Report Action	Indicates whether the run was a pro forma (<i>Pro forma</i>) or a Finalize and Print (<i>Invoice</i>).
(Sales/Use)	The sales and use taxes that are applied to the bill.
Site	The system derives this value from the SHIP_TO_CUST_ID and SHIP_TO_ADDR_NUM fields. The system uses the ship to information to get site details on the invoice header. It obtains the ship to name from the CUSTOMER table. The ship to customer ID and ship to address number fields that are provided on the bill header must exist in the CUSTOMER table, and the CUST_STATUS field must have a value of A (active). Additionally, the SHIP_TO_FLG field must have a value of Y (yes). The system retrieves the ship to address from BI_SHP_ADDR_VW based on the SHIP_TO_CUST_ID and SHIP_TO_ADDR_NUM fields.
Sellers VAT Registration ID (seller's value-added tax registration ID)	The seller's VAT country registration number. Each country has its own set of valid VAT registration numbers.
Status/Type	Invoice status and invoice type.
Subtotal	Combined net amount of each bill line.
Subtotal For Employee	Subtotal of NET_EXTENDED_AMT for each employee in the project.
Subtotal For Project	Subtotal of NET_EXTENDED_AMT for each project.
Summary page	On the Invoice Formatting Options - General page, you can define the summary page options and elect to have a summary page print with the invoice.
Total Amount Due	Total amount—including discounts, surcharges, and taxes—that is due for the invoice.
Total Invoice Amount	Total invoice amount, including taxes, discounts, surcharges, and other adjustments.
Total number of bills printed	Number of bills that are included with the invoice.
Total Number of Consolidated Invoices	Total number of registered consolidated invoices.
Total # of Invoices (total number of invoices)	Total number of registered invoices.
Unit Amt (unit amount)	Price per unit.
VAT Treatment (value-added tax treatment)	Main driver for processing VAT on sales and procurement transactions is the VAT treatment. This determines which default values to apply and controls the availability of some VAT-related fields.

See Also

Chapter 4, "Structuring Bills," page 33

The Pro Forma or Invoice BIIVCPN Report

This program prints these invoice layouts:

MISC	A simple, miscellaneous type of bill with nonindustry-specific billing information.
RIGHTSTUB	A simple, miscellaneous type of bill that is constructed with a remittance tear sheet on the right side of the form.
Default Portrait	A simple, miscellaneous type of bill with nonindustry-specific billing information.
PS/PSA51--PSA by Project, Employee Name	Similar to Crystal layout PS/PSA01. This format groups lines by project description, employee name, and resource type (if they exist) and prints subtotals on change of project or employee. It prints contract prepaid information for utilization lines based on the existence of a contract number and a contract prepaid sequence number.
PS/PSA52—PSA by Project, Activity	Similar to Crystal layout PS/PSA02. This format groups lines by project description, activity description, employee name, resource type, and resource category (if they exist) and prints subtotals on change of project, activity, or employee. It prints contract prepaid information for utilization lines based on the existence of contract number and a contract prepaid sequence number.
PS/PSA53—PSA Project Details	Similar to Crystal layout PS/PSA03. This format displays project details.
PS/CA51—PSA Contracts Only	Similar to layout PS/CA. This format prints contract details. It applies to PeopleSoft Contracts without PeopleSoft Projects.

Consolidated Pro Forma or Invoice - Landscape Orientation Report

This consolidated invoice includes a summary page of the attached bills. The header information that appears on this invoice page represents all of the attached bills.

Note. All bills that are attached to a consolidated header must have the same orientation layout as the consolidated header, although they may have different forms. When attaching bills with different portrait SQR forms and layouts, you cannot attach bills unless all of the bills are printed by the same SQR process—either BIIVCPC1 or BIIVCPC2. This restriction is necessary to prevent exceeding the maximum parameter sizes that the SQR module defines for these processes. You can configure these processes to include your preferred collection of forms for consolidation if the delivered processes do not meet your specific needs.

Consolidation Summary	Each attached bill appears with its corresponding amount due. The total amount due for all attached bills appears at the bottom.

Load AR Pending Items Report

The Load AR Pending Items report displays these fields:

Range Option	Parameters that the system uses to select the bill or group of bills for processing for the specified business unit. Specify range options on the Load AR Pending Items page.
Post Action	Indicates to the Receivables Update process how to process the pending receivables items that the Load AR process created.
Group ID	A system-generated identifier for any group of pending items that the Receivable Update program will process.
Item (Invoice)	The individual receivables that comprise a customer's balance. Companies may refer to items in a variety of ways, including invoices, obligations, open items, receivables, or documents.
Entry Type	The pending items that create or update posted items within the system. The Receivable Update program uses the pending items that you supply to create or update items and to maintain customer balances. Examples of entry types are invoices, debit memos, credit memos, payments, prepayments, on account payments, deductions, adjustments, and write-offs. Use the Entry Type Correction page to correct invalid entry type and reason entries.
Entry Reason	An entry type can be qualified by an entry reason, which is a means of further categorizing the pending items. Use the Entry Type Correction page to correct invalid entry type and reason entries.
Entry Use ID	System function or type of processing that is associated with an entry type.
Entry Amount	Amount of the AR entry.
Terms	Payment term code. Specifies how the payment due date and discount due date are calculated.
# of Invoices in Group (number of invoices in the group)	Total number of invoices that are posted to the receivables system for the corresponding group ID.
# of AR Entries in Group (number of accounts receivable entries in the group)	Total number of AR entries that are posted to the receivables system for the corresponding group ID.
Accounts Receivable Amount	Total amount of AR entries that are posted to the receivables system for the corresponding group ID.
Total # of Invoices Processed (total number of invoices processed)	The total number of items (invoices) that are processed for all group IDs in the range selection.
Total # of AR Entries Generated (total number of accounts receivable entries generated)	The total number of AR entries that are processed for all group IDs in the range selection.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Load AR Pending Items Process (BILDAR01), page 399

AR Pending Items Report

The AR Pending Items report displays all pending items that are processed within the start and end AR entry dates. These dates refer to the date on which the system created AR entries in the AR Pending Items table.

Load GL Accounting Entries Report

The Load GL Accounting Entries report displays these fields:

Range Option	The parameters that the system uses to select the bill or group of bills for processing for the specified business unit. Specify range options on the Load GL Accounting Entries page.
Starting ID and Ending ID	A user-specified invoice ID range parameter. These dates refer to the beginning and ending invoice IDs that are selected for the Load GL process.
Stat (statistic)	Statistics code that is used to identify nonmonetary amounts
AR Entry Amount (accounts receivable entry amount)	Amount of the entry that is passed to the receivables system.
Offset Entry Amounts	When you invoice a bill, the Load GL process finds the same lines that you accrued in the current accounting period and creates reversal entries for the current accounting period. These offsetting entries are reversed in the next accounting period.
Total for Currency	Totals for all AR entry amounts and offset entry amounts that are generated.

See Also

Chapter 16, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Load GL Accounting Entries Process (BILDGL01), page 404

GL Accounting Entries Report

The GL Accounting Entries report displays all accounting entries that are processed within the start and end accounting dates. Specify the accounting date for an invoice in the Acctg Date (accounting date) field on the Standard Billing - Header - Info 1 page.

See Also

Chapter 6, “Entering Bills Online,” Entering Bill Header Information, page 96

Generate AP Vouchers Report

The Generate AP Vouchers report displays these fields:

Range Option	Parameters that the system uses to select the bill or group of bills for processing for the specified business unit. Specify range options on the Generate AP Vouchers page.
AP Unit (accounts payable unit)	An independent transaction processing entity.
Vendor Set ID	Unique identifier that represents a default set of rules, or attributes, that define how you conduct business with a particular vendor.
Vendor ID	Unique identifier that represents a default set of rules, or attributes, that define how you conduct business with a particular vendor.
# of Lines	Number of bill lines per bill header.
Total # of Voucher Headers Generated	Total number of voucher headers generated for the corresponding range option.

See Also

Chapter 16, "Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing," Running the Generate AP Vouchers Process (BIGNAP01), page 412

Invoice Status Change Report

The Invoice Status Change report displays these fields:

GL (general ledger)	Depending on how you define the GL Level field on the Installation Options - Billing - GL/AR Options page, values are: <i>A</i>: Accounts receivable creates GL accounting entries. PeopleSoft Receivables is responsible for creating accounting entries and passing them to the general ledger system. <i>B</i>: PeopleSoft Billing creates GL accounting entries. PeopleSoft Billing is responsible for creating accounting entries and passing them to the general ledger system. <i>N</i>: No GL accounting entries. PeopleSoft Billing doesn't pass any accounting entries to the general ledger system.
AR	Depending on how you defined the AR Level field on the Installation Options - Billing - GL/AR Options page, values are: <i>H</i>: Header is AR Open Item. PeopleSoft Billing passes each bill as an open item in the receivables system. <i>B</i>: Bill line is AR open item. PeopleSoft Billing passes each bill line as an open item in the receivables system. <i>N</i>: No AR open items. PeopleSoft Billing doesn't pass any open items to the receivables system.
Template	If you select the Replace Template check box on the Define Copy Group Detail 2 page, the resulting invoice from this copy process becomes the new template for subsequent batch copy processes. This field has

a value of *Y* (yes) if you elect to replace the template and of *N* (no) if you did not elect to replace the template.

Type	The invoice layout ID. See the Layout Identifiers page.
Level	The discount level that you define on the Standard Billing - Discount/Surcharge page.
Error Message	Error messages for any fields that failed the required criteria for status change.
Range Option	Parameters that the system uses to select the bill or group of bills for processing for the specified business unit.
Starting ID and Ending ID	Displays the invoice ID with which the process begins and ends. Define these invoice IDs in the Range Selection field.
Total Number of Bills Updated	Total number of bills that are processed within the corresponding starting and ending IDs.

See Also

Chapter 4, “Structuring Bills,” Establishing Invoice Formatting, Sorting, and Printing Options, page 50

Chapter 6, “Entering Bills Online,” Entering Bill Line Discount and Surcharge Information, page 128

Chapter 32, “Managing PeopleSoft Billing Utilities,” Copying Groups of Bills, page 570

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Balance Accumulation Report

The Balance Accumulation report displays these fields:

Bal Accum ID (balance accumulation ID)	You can calculate cumulative balances for a nearly unlimited set of key combinations in PeopleSoft Billing. Each balance accumulation ID represents a set of accumulation rules, which you establish on the Accumulation Description page.
Start Date	Date on which you defined this accumulation to begin.
Key	Display all of the fields to which you have defined this accumulation to pertain. Every key that you add after the first functions to increase the level of detail that you retrieve. For example, if you accumulate by customer, you get a total for each customer. If you accumulate by customer and order number, you receive subtotals for each combination of customer and order number, which significantly increases the number of rows in the database. In the above example, this accumulation updates Bill To customer balances. On the Accumulation Description page, you can define the keys from a list that includes most of the informational fields that are found in the bill header and bill line tables.

Amount Display the amounts that you want to maintain and for which you want to balance. Balances are maintained for invoiced bills, uninvoiced bills, and total (invoiced plus uninvoiced). In the above example, this accumulation updates cumulative balances for quantity (because you selected Accumulate Quantity), gross extended amount, and net extended amount.

Accum Qty (accumulation quantity) Quantities that you define for accumulation.

See Also

[Chapter 4, “Structuring Bills,” Defining Accumulations, page 67](#)

Crystal Order Management Invoice Report

The Crystal Order Management Invoice report displays these fields:

Order	The unique identifier that is assigned to the order. The system derives this value from ORDER_NO from the bill line.
Date	Order date.
Shipment	The system derives this value from SHIP_ID from the bill line.
Subtotal	Combined net amount of each bill line.
(Sales/Use)	Sales and use taxes that are applied to the bill.
Configuration Code	CONFIG_CODE. View SHIP_INF_INV_FS where the business unit, invoice, order, and line sequence number match the corresponding values of the bill line.

The system derives these configuration detail values from BI_CONFIG_D_VW:

Line	INVOICE_LINE
Product	IDENTIFIER
Config Seq	CP_COMP_SEQ
Description	OPTION_DESC
Option Value	OPTION_VALUE.
Configuration Value	CONFIG_VALUE

Crystal Projects Invoice Report

The Crystal Projects Invoice report displays these fields:

Project	The system derives this value from PROJECT_ID.
Activity	The system derives this value from ACTIVITY_ID.
Contract	The system derives this value from CONTRACT_NUM.

Interface Detail Summary by Interface ID Report

The Interface Detail Summary by Interface ID report displays these fields:

From Intfc ID (from interface ID) and To Intfc ID	Represents the beginning and end of a range of interface identifiers that you specify on the Billing Interface Report page prior to running the interface process.
Load Status	The billing activity in the interface staging area has one of these load statuses: <i>NEW</i>: The Billing Interface was not run for the data. <i>ERR</i>: The Billing Interface was run and encountered validation errors. <i>DON</i>: The Billing Interface successfully loaded the billing activity into a structured bill format and is considered complete. Items in this state are automatically moved to an archive table. <i>UPD</i>: The Billing Interface is actively processing data.
Trans Type (transaction type)	The type of information that is contained in the bill line. Values are: <i>LINE</i>: Charge line. <i>AE</i>: Accounting entry. <i>NOTE</i>. <i>DS</i>: Discount or surcharge.
# Lines	Number of lines of each transaction type that the system calculates for each customer for the corresponding interface ID.
Tot Gross Ext Amount	Total gross extended amount for each transaction type. This field is applicable only for the transaction type <i>LINE</i> .
Total Amount	Total amount—including taxes, discounts, surcharges, or other adjustments—for each transaction type. This field is applicable only for the transaction types <i>AE</i> and <i>DS</i> .
Totals for Status	Total number of lines, gross extended amount, and total amount for the corresponding load status.
Totals for Intfc ID	Total number of lines, gross extended amount and total amount for the corresponding interface ID.
Grand Totals for Currency	Total number of lines, gross extended amount, and total amount for the corresponding currency code.
Total Number of Lines	Total number of lines that are processed for the corresponding range selection.

See Also

Chapter 10, “Processing Billing Interface Activity,” Generating Summary Reports of Interface Activity, page 275

Interface Detail Summary by Business Unit Report

The fields on this report are the same as those on the Interface Detail Summary by Interface ID report.

See Also

Chapter 10, “Processing Billing Interface Activity,” Generating Summary Reports of Interface Activity, page 275

Interface Summary by Interface ID Report

The fields on this report are the same as those on the Interface Detail Summary by Interface ID report.

See Also

Chapter 10, “Processing Billing Interface Activity,” Generating Summary Reports of Interface Activity, page 275

Interface Summary by Business Unit Report

The fields on this report are the same as those on the Interface Detail Summary by Interface ID report.

See Also

Chapter 10, “Processing Billing Interface Activity,” Generating Summary Reports of Interface Activity, page 275

Interface Error Summary by Interface ID Report

The Interface Error Summary by Interface ID report displays these fields:

From Intfc ID and To Intfc ID	Represents the beginning and end of a range of interface identifiers that you specify on the Billing Interface Report page prior to running the interface process.
Error Status	The Billing Interface process performs edit checks on the data that is presented to the interface staging area to verify data integrity. If the Billing Interface process finds an error, it marks all rows that are related to the bill line charge found to be in error with a load status of <i>ERR</i> (error) and marks the error status column with a more specific error condition. Review the Billing Interface errors and take the appropriate action necessary to correct the error. See the Billing Interface Errors table for specific information about Billing Interface error conditions.
Intfc Line # (interface line number)	The rows of data that are related to the bill line charge that are in error.
Trans Type	The type of information that is contained in the bill line. Values are: <i>LINE</i> : Charge line. <i>AE</i> : Accounting entry. <i>NOTE</i>

DS: Discount or surcharge.

Trans Type Seq # (transaction type sequence number)	The transaction type sequence is part of the key and is used to provide uniqueness in the event that there are multiple accounting entries, notes, comments, or discounts or surcharges for a bill line.
Total Errors	The total number of errors for the corresponding interface ID.

See Also

Chapter 10, “Processing Billing Interface Activity,” Generating Summary Reports of Interface Activity, page 275

Interface Error Summary by Business Unit Report

The fields on this report are the same as those on the Interface Error Summary by Interface ID report.

See Also

Chapter 10, “Processing Billing Interface Activity,” Generating Summary Reports of Interface Activity, page 275

Bill Lines Accrued Report

The Bill Lines Accrued report displays these fields:

Transaction Amount	Total amount in transaction currency. Transaction currency is the currency that is used to complete the transaction.
Base Amount	Total amount in base currency (the primary currency that is in use for a business unit). Each business unit must have one base currency. This is usually the local currency for the organization, but accounting rules or other circumstances may dictate that it be different.

Bill Lines Not Ready for Accrual Report

The Bill Lines Not Ready for Accrual report displays these fields:

Not Marked to Accrue	Bills that you didn’t mark to accrue on the Standard Billing - Header - Info 2 page (ACCRUE_UNBILLED='N').
100% Revenue Distribution	Bills that don’t have adequate revenue accounting information to create accounting entries.
No Dis/Sur ChartFields (no discount or surcharge ChartFields)	Bills that don’t have adequate discount or surcharge accounting information to create accounting entries.

Note. If a bill didn’t accrue because all three of the above reasons, the report lists that bill three times.

Bill Status Not Eligible	Bills with a bill status that is neither included on the list of statuses on the business unit nor <i>INV</i> , <i>TMP</i> , or <i>CAN</i>). Bills that didn’t accrue for this reason

could have been disqualified for other reasons, as well. You must fix the status and run this report again to see if it was disqualified for any other reason.

Reason

System-generated message indicating why a report did not accrue.

Transaction Amount

Total amount in transaction currency (the currency that is used to complete the transaction).

Base Amount

Total amount in base currency (the primary currency that is in use for a business unit). Each business unit must have one base currency. This is usually the local currency for the organization, but accounting rules or other circumstances may dictate that it be different.

See Also

Chapter 10, "Processing Billing Interface Activity," Generating Summary Reports of Interface Activity, page 275

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

	Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.
KPI	In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment. An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT

	on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i>. See <i>record input VAT flag</i>.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.

run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
session	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather

	than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

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CHAPTER 1

PeopleSoft Billing Reports

This appendix provides an overview of PeopleSoft Billing reports and provides information about PeopleSoft Billing:

- Structured Query Report (SQR) reports.
- Crystal reports.
- Standard financial reports.
- PeopleSoft Enterprise Services Automation invoice samples.

PeopleSoft Billing Reports: A to Z

This section lists:

- PeopleSoft Billing reports, sorted alphanumerically by report ID.
- Information that is important to specific PeopleSoft Billing reports.

Report ID and Report Name	Description	Navigation	Run Control Page
BIAART01 AR Pending Items (accounts receivable pending items)	A reprint that displays all of the pending items that are processed in a specified accounts receivable (AR) entry date range. For example, you may want to regenerate lost reports that previous Load AR processes created.	• Billing, Generate Invoices, Reproduce Reports, AR Pending Item Report • Billing, Generate Invoices, Reproduce Reports, Consol AR Pending Item Report, Consolidated AR Pending Item	RUN_BI_AR
BIACCR01 Bill Line Accrued	Displays accrued bills and bill lines along with the accounts and amounts for everything in the date range that you specify.	Billing, Generate Invoices, Accrue Unbilled Activity, Bill Lines Accrued Report, Bill Lines Accrued	RUN_BI_ACCR_RPT1
BIACCR02 Bill Lines Not Ready to Accrue	Lists bills and bill lines that you may have expected to accrue but didn't. You can also use this report to find out ahead of time which bills won't accrue.	Billing, Generate Invoices, Accrue Unbilled Activity, Lines Not Ready to Accrue Rpt, Bill Line Not Ready	RUN_BI_ACCR_RPT2

Report ID and Report Name	Description	Navigation	Run Control Page
BIACCUM Accumulation Report	Displays the data that the Balance Accumulation process selects and processes.	Billing, Generate Invoices, Accumulated Balances, Calculate Balances, Balance Accumulation	RUN_BI_ACCUM
BIAPRT01 AP Voucher Entries (accounts payable voucher entries)	A reprint that displays all voucher entries that were processed within a specified range selection. For example, you may want to regenerate lost reports that previous Generate AP Voucher processes created.	Billing, Generate Invoices, Reproduce Reports, AP Voucher Entries, AP Voucher Entries Report	RUN_BI_AP
BIGLRT01 GL Accounting Entries (general ledger accounting entries)	A reprint that displays all of the accounting entries that were processed in a specified accounting date range. For example, you may want to regenerate lost reports that previous Load GL processes created.	• Billing, Generate Invoices, Reproduce Reports, Consol GL Accounting Entries • Billing, Generate Invoices, Reproduce Reports, GL Accounting Entries, GL Accounting Entries Report	RUN_BI_GL
BIGMLOC Pro Forma Letter of Credit or Finalized Letter of Credit Report	Summarizes the letter of credit draw for individual letters of credit by document number. Note. You can generate a Pro Forma Letter of Credit or Finalized Letter of Credit report by clicking the Generate Pro Forma or Generate Draw push button on the Letter of Credit Summary page. There is no run control from which you generate these reports. When you click the Generate Pro Forma or Generate Draw push button, the system executes the single action job BIJOB50 in the background and generates the report. The system does not, however, generate an invoice—the Letter of Credit (LOC) invoices use invoice format GM_LOC without the Print Form option selected, and produces only the LOC report.	Billing, Billing Worksheet, Letter of Credit Summary	No run control page.

Report ID and Report Name	Description	Navigation	Run Control Page
BIGNAP01 Generate AP Vouchers (generate accounts payable vouchers)	Initiates the creation of accounts payable (AP) vouchers for InterUnit bills only.	- Billing, Generate Invoices, Non-Consolidated, Load Invoices to AP, Generate AP Vouchers - Billing, Generate Invoices, Consolidated, Load Invoices to AP, Consolidated Generate AP Vchr	RUN_BI_GENAP , RUN_BI_GENAP_CON
BIIFD001 Interface Detail Summary by Interface ID	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFD002 Interface Detail Summary by Business Unit	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFD003 Interface Summary by Interface ID	A summary of the Detail report. This report summarizes the total number of lines and total dollars by load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFD004 Interface Summary by Business Unit	A summary of the Detail report. This report summarizes the total number of lines and total dollars by load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFE001 Interface Error Summary by Interface ID	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIFE002 Interface Error Summary by Business Unit	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface	RUN_BI_INTFC3
BIIVC002 Invoice Register by Invoice Number	Lists all invoices according to selected parameters, sorted by invoice number.	Billing, Generate Invoices, Reports, Invoice Register	RUN_BI_IVCRGSTR
BIIVC003 Invoice Register by Customer Name	Lists all invoices according to selected parameters, sorted by customer name.	Billing, Generate Invoices, Reports, Invoice Register	RUN_BI_IVCRGSTR

Report ID and Report Name	Description	Navigation	Run Control Page
BIIVC004 Invoice Register for Consolidated Invoices	Lists all consolidated invoices according to selected parameters. Displays all consolidated headers and their attached bills.	Billing, Generate Invoices, Reports, Consolidated Register, Consolidation Invoice Register	RUN_BI_IVCRGSTR
BIIVCEN Process Extract Table Invoices	Produces a summary report that lists the total number and value of processed documents, grouped by invoice form ID.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print • Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices	RUN_BI_PRNTIVC_CON, , RUN_BI_PRNTIVC

Report ID and Report Name	Description	Navigation	Run Control Page
BIIVCLC Pro forma or Invoice	Consolidated Invoice - Landscape Orientation. All bills that are attached to a consolidated header must have the same orientation layout as the consolidated header, although they may have different forms. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than <i>INV</i> and prints invoices only for bills with a status of <i>INV</i>.	• Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices	RUN_BI_PRNTIVC_CON, , RUN_BI_PRNTIVC
BIIVCLN Pro forma or Invoice	Regular Invoice - Landscape Orientation. There are two delivered standard landscape layouts: LANDSCAPE and ORDERMGMT. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than <i>INV</i> and prints invoices only for bills with a status of <i>INV</i>.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices	RUN_BI_PRNTIVC

Report ID and Report Name	Description	Navigation	Run Control Page
BIIVCPC STD Print Portrait Consol Inv	Consolidated Invoice - Portrait Orientation. All bills that are attached to a consolidated header must have the same orientation layout as the consolidated header, although they may have different forms. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than <i>INV</i> and prints invoices only for bills with a status of <i>INV</i>. This program prints these invoice layouts: • MISC • RIGHTSTUB • Default Portrait • PSA51 • PSA52 • PSA53 • CA51	• Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices	RUN_BI_PRNTIVC_CON, , RUN_BI_PRNTIVC
BIIVCPN Pro forma or Invoice	Regular Invoice - Portrait Orientation. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than <i>INV</i> and prints invoices only for bills with a status of <i>INV</i>.	• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	RUN_BI_PRNTIVC
BIIVCSTS Invoice Status Change Report	Displays the Invoice Status Change process results.	Billing, Maintain Bills, Change Status of Bills, Status Change	RUN_BI_STSCHG

Report ID and Report Name	Description	Navigation	Run Control Page
BILDAR01 Load AR Pending Items (load accounts receivable pending items)	Lists all pending items that were generated for invoices according to selected parameters. These pending items are now ready to post in accounts receivable.	- Billing, Generate Invoices, Non-Consolidated, Load Invoices to AR, Load AR Pending Items - Billing, Generate Invoices, Consolidated, Load Invoices to AR, Load AR for Consolidated Bills	RUN_BI_LOADAR, RUN_BI_LOADAR_CON
BILDGL01 Load GL Accounting Entries (load general ledger accounting entries)	Displays all of the accounting entries that were created for invoices according to selected parameters. Journal Generator can process these accounting entries now ready.	- Billing, Generate Invoices, Non-Consolidated, Create Accounting Entries, Load GL Accounting Entries - Billing, Generate Invoices, Consolidated, Create Accounting Entries, Load GL for Consolidated Bills	RUN_BI_LOADGL, , RUN_BI_LOADGL_CON
BIPRNC00 Crystal Invoice Consolidated	A simple, miscellaneous type of consolidated invoice, which consolidates many simple invoices into one. PeopleSoft Billing information on this invoice is nonindustry-specific. It also supports the printing of global fields, such as the billing currency, value-added tax (VAT) amounts, and the invoice format in euros.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
BIPRNC02 Crystal Order Management Invoice, Consolidated	An invoice for a consolidated bill that contains information that is related to a sales order. This invoice is typical of a bill that originates from PeopleSoft Order Management and features printing a logo and subtotals by line type. The invoice also supports the printing of configuration detail, if the bill is for a configured product, and the printing of global features, such as the billing currency, VAT amounts, and the invoice amounts in euros.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
BIPRNT00 Crystal Invoice	A simple, miscellaneous type of bill with nonindustry-specific billing information. This invoice supports the printing of global fields, such as the billing currency, VAT amounts, and the invoice format in euros.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT

Report ID and Report Name	Description	Navigation	Run Control Page
BIPRNT01 Crystal Projects Invoice	An invoice for a regular bill with project- and contract-related information. This invoice is typical of a bill that originates from PeopleSoft Projects. The invoice uses Crystal subqueries—such as Bill To Date, Previously Billed, and Billed This Period—to print balances on the invoice.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
BIPRNT02 Crystal Order Management Invoice	This reports provides the same information for a regular bill as Crystal Order Management Invoice, Consolidated does for a consolidated bill.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
PS/CA PSA Crystal Contracts Only	Grouped by contract detail. This format prints contract details. It applies to PeopleSoft Contracts without PeopleSoft Projects.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
PS/PSA01 PSA Crystal by Project, Employee	This format groups lines by project description, employee name, and resource type (if they exist) and prints subtotals on change of project or employee. It prints contract prepaid information for utilization lines based on the existence of contract number and contract prepaid sequence number.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
PS/PSA02 PSA Crystal by Project, Activity	This format groups lines by project description, activity description, employee name, resource type, and resource category (if they exist) and prints subtotals on change of project, activity, or employee. It prints contract prepaid information for utilization lines based on the existence of a contract number and a contract prepaid sequence number.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT
PS/PSA03 PSA Crystal Project Details	Grouped by project detail. This format displays project details.	Billing, Generate Invoices, Reports, Print Crystal Invoices	RUN_BI_PRNTEXT

Report ID and Report Name	Description	Navigation	Run Control Page
BISF108X SF1080—Standard Form 1080	Voucher for Transfers between Appropriations or Funds. Used as a charge document and basic voucher for agencies that require payment by check for charges to other government agencies. Also used for settlement of fund accounts between agencies that are paid by check where at least one agency resides outside the treasury disbursement area. SF1081—Standard Form 1081 Voucher and Schedule of Withdrawals and Credits. Used by agencies within the treasury disbursing area for a combined billing and payment document for interagency appropriation, fund, and receipt accounts. Note. The Billing Interface process (BIIV0001) does not verify that the billing currency is <i>USD</i> for bills using SF108x layouts. Source systems must pass <i>USD</i> as the currency or ensure that the default currency associated with the customer is <i>USD</i>.	• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	RUN_BI_PRNTIVC
BIGSALDL Salary Detail Report	Shows current dollar amounts that are charged for each employee ID, along with cumulative amounts for each employee. The header includes the institution name and address, the award ID, and the invoice number.	Billing, Generate Invoices, Reports, Salary Detail, Salary Detail Report	RUN_GM_SAL_DETL

Report ID and Report Name	Description	Navigation	Run Control Page
BIGIVCPN Grants Print Portrait Invoices	GM_103X produces the SF1034 and SF1035 standard forms, which are used to bill federal contracts, the SF-270 for billing federal grants, and a general invoice format for grants activity (GM_GEN).	• Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices • Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	RUN_BI_PRNTIVC

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
11	1	1004	RE-00006603		IN	OTHER	IT-01	76,723.39	USD	76,723.39	USD	2000-07-12	NET30
# OF INVOICES IN GROUP:			1										
# OF AR ENTRIES IN GROUP:			1										
ACCOUNTS RECEIVABLE AMOUNT:			76,723.39	USD									
12	1	1004	RE-00006604		CR	MAINT	IT-02	-76,723.39	USD	-76,723.39	USD	2000-07-18	NET30
	2	1004	RE-00006605		IN	OTHER	IT-01	75,180.83	USD	75,180.83	USD	2000-07-18	NET30
# OF INVOICES IN GROUP:			2										
# OF AR ENTRIES IN GROUP:			2										
ACCOUNTS RECEIVABLE AMOUNT:			-1,542.56	USD									
13	1	1001	0000678468		IN	OTHER	IT-01	9,861.58	USD	9,861.58	USD	2000-07-15	NET30
# OF INVOICES IN GROUP:			1										
# OF AR ENTRIES IN GROUP:			1										
ACCOUNTS RECEIVABLE AMOUNT:			9,861.58	USD									
14	1	1001	0000678469		IN	OTHER	IT-01	21,324.17	USD	21,324.17	USD	2000-07-15	NET30
# OF INVOICES IN GROUP:			1										
# OF AR ENTRIES IN GROUP:			1										
ACCOUNTS RECEIVABLE AMOUNT:			21,324.17	GBP									
16	1	GBR03	0000678470		DR	MAINT	IT-01	14,280.00	GBP	21,197.68	USD	2000-07-31	21045
# OF INVOICES IN GROUP:			1										
# OF AR ENTRIES IN GROUP:			1										
ACCOUNTS RECEIVABLE AMOUNT:			14,280.00	USD									
17	1	1001	0000678486		IN	OTHER	IT-01	21,324.17	USD	21,324.17	USD	2000-07-15	NET30
	2	1001	0000678487		IN	OTHER	IT-01	9,861.58	USD	9,861.58	USD	2000-07-15	NET30
# OF INVOICES IN GROUP:			2										
# OF AR ENTRIES IN GROUP:			2										
ACCOUNTS RECEIVABLE AMOUNT:			31,185.75	USD									
19	1	1001	OE-00091100		DR	MAINT	IT-01	600.00	USD	600.00	USD	2000-08-16	21030
	2	1002	OE-00091101		DR	MAINT	IT-01	840.00	USD	840.00	USD	2000-08-16	21030
# OF INVOICES IN GROUP:			2										
# OF AR ENTRIES IN GROUP:			2										
ACCOUNTS RECEIVABLE AMOUNT:			1,440.00	USD									
20	1	1001	OE-00091091		DR	MAINT	IT-01	600.00	USD	600.00	USD	2000-08-15	21030
	2	1002	OE-00091092		DR	MAINT	IT-01	960.00	USD	960.00	USD	2000-08-15	21030
# OF INVOICES IN GROUP:			2										

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
# OF AR ENTRIES IN GROUP:					2								
ACCOUNTS RECEIVABLE AMOUNT:					1,560.00 USD								
23	1	1008	OE-00091108		DR	MAINT	IT-01	781.92	USD	781.92	USD	2000-11-13	21030
	2	1008	OE-00091109		DR	MAINT	IT-01	3,031.01	USD	3,031.01	USD	2000-11-13	21030
	3	USA01	OE-00091110		DR	MAINT	IT-01	1,100.00	USD	1,100.00	USD	2000-11-13	21030
	4	USA01	OE-00091111		DR	MAINT	IT-01	2,370.00	USD	2,370.00	USD	2000-11-13	21030
# OF INVOICES IN GROUP:					4								
# OF AR ENTRIES IN GROUP:					4								
ACCOUNTS RECEIVABLE AMOUNT:					7,282.93 USD								
24	1	USA04	OE-00091112		DR	MAINT	IT-01	288.59	USD	288.59	USD	2000-11-14	21030
	2	USA04	OE-00091113		DR	MAINT	IT-01	1,679.04	USD	1,679.04	USD	2000-11-14	21030
	3	USA14	OE-00091114		DR	MAINT	IT-01	840.00	USD	840.00	USD	2000-11-14	21030
	4	USA14	OE-00091115		DR	MAINT	IT-01	1,824.00	USD	1,824.00	USD	2000-11-14	21030
# OF INVOICES IN GROUP:					4								
# OF AR ENTRIES IN GROUP:					4								
ACCOUNTS RECEIVABLE AMOUNT:					4,631.63 USD								
4	1	US008	0000678453		IN	OTHER	IT-01	18,147.00	USD	18,147.00	USD	2000-07-07	21045
# OF INVOICES IN GROUP:					1								
# OF AR ENTRIES IN GROUP:					1								
ACCOUNTS RECEIVABLE AMOUNT:					18,147.00 USD								
49	1	1000	0000678498		CR	MAINT	IT-02	-212.00	USD	-212.00	USD	2003-10-07	IMMED
# OF INVOICES IN GROUP:					1								
# OF AR ENTRIES IN GROUP:					1								
ACCOUNTS RECEIVABLE AMOUNT:					-212.00 USD								
5	1	1001	0000678443		IN	OTHER	IT-01	7,825.39	USD	7,825.39	USD	2000-02-08	NET30
	2	1001	0000678444		IN	OTHER	IT-01	11,443.65	USD	11,443.65	USD	2000-02-01	NET30
	3	1001	0000678445		IN	SVC	IT-01	3,800.00	USD	3,800.00	USD	2000-03-07	NET30
	4	1001	0000678446		IN	OTHER	IT-01	14,927.14	USD	14,927.14	USD	2000-03-10	NET30
	5	1001	0000678447		IN	OTHER	IT-01	21,324.17	USD	21,324.17	USD	2000-04-05	NET30
	6	1001	0000678448		IN	OTHER	IT-01	9,861.58	USD	9,861.58	USD	2000-04-08	NET30
# OF INVOICES IN GROUP:					6								
# OF AR ENTRIES IN GROUP:					6								
ACCOUNTS RECEIVABLE AMOUNT:					69,181.93 USD								
50	1	1000	0000678499		CR	MAINT	IT-02	-3,498.00	USD	-3,498.00	USD	2003-10-07	IMMED
# OF INVOICES IN GROUP:					1								
# OF AR ENTRIES IN GROUP:					1								

[illegible]



Report ID: BIACCR01

PeopleSoft Billing
Bill Lines Accrued

Page No. 1

Run Date 11/15/2003

Run Time 12:54:19 PM

Range Selection: All

Billing Business Unit US001 GL Business Unit US001

Invoice		Line	Accounting Date		Transaction Amount			Base Amount	
Account	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	Affiliate	
0000678480	1	8/2/2000				332,500.00	USD	332,500.00	USD
120009						-350,000.00	USD	-350,000.00	USD
400000						17,500.00	USD	17,500.00	USD
540000									

End of Report



Report ID: BIACCR02

PeopleSoft Billing

Page No.

1

Bill Lines Not Ready To Accrue

Run Date

12/1/2003

Run Time

9:45:33 AM

Accounting Date: 12/1/2003

All Bills

- ☒ Not Marked To Accrue
☒ < 100% Revenue Distribution
☒ No Dis/Sur Chartfields
☒ Bill Status Not Eligible

Billing Business Unit: US001 GL Business Unit: US001

Invoice	Line	Reason	Transaction Amount		Base Amount	
0000678504	1	Bill Status Not Eligible	5,348.00	USD	0.00	USD
	2	Bill Status Not Eligible	3,762.00	USD	0.00	USD
0000678505	1	< 100% Revenue Distribution	25,000.00	USD	0.00	USD
	2	< 100% Revenue Distribution	37,500.00	USD	0.00	USD
	3	< 100% Revenue Distribution	9,375.00	USD	0.00	USD
	4	< 100% Revenue Distribution	6,250.00	USD	0.00	USD
	5	< 100% Revenue Distribution	12,500.00	USD	0.00	USD
	6	< 100% Revenue Distribution	25,000.00	USD	0.00	USD
	7	< 100% Revenue Distribution	25,000.00	USD	0.00	USD
	8	< 100% Revenue Distribution	12,500.00	USD	0.00	USD
	9	< 100% Revenue Distribution	12,500.00	USD	0.00	USD

End of Report

BAL ACCUM ID	START DATE/ KEY 1/AMOUNT 1	KEY 2/AMOUNT 2	KEY 3/AMOUNT 3	KEY 4/AMOUNT 4	KEY 5/AMOUNT 5	ACCUM QTY
BUSUNIT	2000-01-01 BUSINESS_UNIT					
	NET_EXTENDED_AMT	TOT_DISCOUNT_AMT	TOT_SURCHARGE_AMT			Y

Report ID: BIAPRT01

PeopleSoft BI
AP VOUCHER ENTRIES

Page No. 1
Run Date 12/01/2003
Run Time 09:41:47

Range Option: INVOICE ID
Starting Id: AP3
Ending Id: AP3

<u>AP Unit</u>	<u>Invoice ID</u>	<u>Invoice Date</u>	<u>Vendor ID</u>	<u># of Lines</u>	<u>Gross Amt</u>
FRA03	AP3	2003-12-01	FRA0000099	1	598.00 FRF

TOTAL # OF VOUCHER HEADERS GENERATED: 1

Report ID: BIGLRT01

PeopleSoft BI
GL ACCOUNTING ENTRIES

Page No. 11
Run Date 11/15/2003
Run Time 13:44:45

Start Accounting Date: 01/01/2000
End Accounting Date: 11/15/2003
Business Unit: US001

	204010		38.00	US001	2000-03-10
	204000		-159.89	US001	2000-03-10
			-150.48	US001	2000-03-10
		-----	-----		
		14,927.14	-14,927.14	USD	
0000678445	120000				
	400000	3,800.00		US001	2000-03-07
			-3,800.00	US001	2000-03-07
		-----	-----		
		3,800.00	-3,800.00	USD	
0000678444	120000				
	400000	11,443.65		US001	2000-02-01
	540000		-3,500.00	US001	2000-02-01
	204010		157.50	US001	2000-02-01
	204000		-142.06	US001	2000-02-01
	400000		-133.70	US001	2000-02-01
	540000		-5,600.00	US001	2000-02-01
	204010		252.00	US001	2000-02-01
	204000		-227.29	US001	2000-02-01
	400000		-213.92	US001	2000-02-01
	540000		-1,900.00	US001	2000-02-01
	204010		19.00	US001	2000-02-01
			-79.94	US001	2000-02-01

Report ID: BIGLRT01

PeopleSoft BI
GL ACCOUNTING ENTRIES

Page No. 12
Run Date 11/15/2003
Run Time 13:44:45

Start Accounting Date: 01/01/2000
End Accounting Date: 11/15/2003
Business Unit: US001

	204000			-75.24	US001	2000-02-01
		-----		-----		
		11,443.65		-11,443.65	USD	
0000678443	120000				US001	2000-02-08
	400000	7,825.39				
				-5,600.00	US001	2000-02-08
	540000			252.00	US001	2000-02-08
	204010			-227.29	US001	2000-02-08
	204000			-213.92	US001	2000-02-08
	400000			-1,900.00	US001	2000-02-08
	540000			19.00	US001	2000-02-08
	204010			-79.94	US001	2000-02-08
	204000			-75.24	US001	2000-02-08
		-----		-----		
		7,825.39		-7,825.39	USD	
		-----		-----		
		Total for Currency:	1,420,582.65	-1,420,582.65	USD	

Total # of Accounting Entries Generated: 171

PeopleSoft BI
PRO FORMA LETTER OF CREDIT

Report ID: BIGMLOC

Page No. 1
Run Date 11/04/2003
Run Time 16:02:30

Letter of Credit Sponsor 1018, National Institute of Health Science
Letter of Credit Number 3333333333

Draw Date 11/04/2003

Document #	INVOICE	Federal Award	Project/Grant	Funding	Previously Billed	Unbilled Amount	Allowable Draw

SUMMARY							

ATEST1				1,500,000.00	0.00	72,000.00	72,000.00
					=====	=====	=====
GRAND TOTAL					0.00	72,000.00	72,000.00
DETAIL							

ATEST1				1,500,000.00			
	PC-00020939		ATEST1			1,000.00	
	PC-00020940		ATEST1			1,000.00	
	PC-00020941		ATEST1			1,000.00	
	PC-00020942		ATEST1			1,000.00	
	PC-00020943		ATEST1			1,000.00	
	PC-00020944		ATEST1			1,000.00	
	PC-00020945		ATEST1			1,000.00	
	PC-00020946		ATEST1			1,000.00	
	PC-00020947		ATEST1			1,000.00	
	PC-00020948		ATEST1			1,000.00	
	PC-00020949		ATEST1			1,000.00	
	PC-00020950		ATEST1			1,000.00	
	PC-00020951		ATEST1			1,000.00	
	PC-00020952		ATEST1			1,000.00	
	PC-00020953		ATEST1			1,000.00	
	PC-00020954		ATEST1			1,000.00	
	PC-00020955		ATEST1			1,000.00	
	PC-00020956		ATEST1			1,000.00	
	PC-00020957		ATEST1			1,000.00	
	PC-00020958		ATEST1			1,000.00	
	PC-00020959		ATEST1			1,000.00	
	PC-00020960		ATEST1			1,000.00	
	PC-00020961		ATEST1			1,000.00	
	PC-00020962		ATEST1			1,000.00	
	PC-00020963		ATEST1			1,000.00	
	PC-00020964		ATEST1			1,000.00	
	PC-00020965		ATEST1			1,000.00	
	PC-00020966		ATEST1			1,000.00	

PeopleSoft BI
PRO FORMA LETTER OF CREDIT

Report ID: BIGMLOC

Page No. 2
Run Date 11/04/2003
Run Time 16:02:30
Draw Date 11/04/2003

Letter of Credit Sponsor 1018, National Institute of Health Science
Letter of Credit Number 3333333333

Document #	INVOICE	Federal Award	Project/Grant	Funding	Previously Billed	Unbilled Amount	Allowable Draw
	PC-00020967		ATEST1			1,000.00	
	PC-00020968		ATEST1			1,000.00	
	PC-00020969		ATEST1			1,000.00	
	PC-00020970		ATEST1			1,000.00	
	PC-00020971		ATEST1			1,000.00	
	PC-00020972		ATEST1			1,000.00	
	PC-00020973		ATEST1			1,000.00	
	PC-00020974		ATEST1			1,000.00	
	PC-00020975		ATEST1			1,000.00	
	PC-00020976		ATEST1			1,000.00	
	PC-00020977		ATEST1			1,000.00	
	PC-00020978		ATEST1			1,000.00	
	PC-00020979		ATEST1			1,000.00	
	PC-00020980		ATEST1			1,000.00	
	PC-00020981		ATEST1			1,000.00	
	PC-00020982		ATEST1			1,000.00	
	PC-00020983		ATEST1			1,000.00	
	PC-00020984		ATEST1			1,000.00	
	PC-00020985		ATEST1			1,000.00	
	PC-00020986		ATEST1			1,000.00	
	PC-00020987		ATEST1			1,000.00	
	PC-00020988		ATEST1			1,000.00	
	PC-00020989		ATEST1			1,000.00	
	PC-00020990		ATEST1			1,000.00	
	PC-00020991		ATEST1			1,000.00	
	PC-00020992		ATEST1			1,000.00	
	PC-00020993		ATEST1			1,000.00	
	PC-00020994		ATEST1			1,000.00	
	PC-00020995		ATEST1			1,000.00	
	PC-00020996		ATEST1			1,000.00	
	PC-00020997		ATEST1			1,000.00	
	PC-00020998		ATEST1			1,000.00	
	PC-00020999		ATEST1			1,000.00	
	PC-00021000		ATEST1			1,000.00	
	PC-00021001		ATEST1			1,000.00	
	PC-00021002		ATEST1			1,000.00	
	PC-00021003		ATEST1			1,000.00	
	PC-00021004		ATEST1			1,000.00	
	PC-00021005		ATEST1			1,000.00	
	PC-00021006		ATEST1			1,000.00	
	PC-00021007		ATEST1			1,000.00	

Report ID: BIGML0C

PeopleSoft BI
PRO FORMA LETTER OF CREDIT

Page No. 3
Run Date 11/04/2003
Run Time 16:02:31
Draw Date 11/04/2003

Letter of Credit Sponsor 1018, National Institute of Health Science
Letter of Credit Number 3333333333

Document #	INVOICE	Federal Award	Project/Grant	Funding	Previously Billed	Unbilled Amount	Allowable Draw
	PC-00021008		ATEST1			1,000.00	
	PC-00021009		ATEST1			1,000.00	
	PC-00021010		ATEST1			1,000.00	
Sub-Total Doc #	ATEST1				0.00	72,000.00	72,000.00
GRAND TOTAL					0.00	72,000.00	72,000.00

End of Report

Report ID: BIGNAP01

PeopleSoft BI
GENERATE AP VOUCHER ENTRIES

Page No. 1
Run Date 12/01/2003
Run Time 09:21:59

Range Option: INVOICE ID
Starting Id: AP3
Ending Id: AP3
Business Unit: FRA01

<u>AP Unit</u>	<u>Invoice ID</u>	<u>Invoice Date</u>	<u>Vendor ID</u>	<u># of Lines</u>	<u>Gross Amt</u>
FRA03	AP3	2003-12-01	FRA0000099	1	598.00 FRF

TOTAL # OF VOUCHER HEADERS GENERATED: 1

**INTERFACE DETAIL SUMMARY**
By Intfc ID, Load Status, Unit, Customer, Invoice

From Date: 1/1/2000

To Date: 11/15/2003

Intfc ID:	55	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:	DON							
	US001	1001	OE-00091126	LINE	1	550.00	550.00	
			Totals for Status:	DON	1	550.00	550.00	
			Totals for Intfc ID:	55	1	550.00	550.00	
Intfc ID:	56	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:	DON							
	US001	1001	OE-00091134	LINE	2	450.00	450.00	
			Totals for Status:	DON	2	450.00	450.00	
			Totals for Intfc ID:	56	2	450.00	450.00	
Intfc ID:	57	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:	DON							
	US001	1001	0000678506	LINE	3	-280.00	-280.00	
			Totals for Status:	DON	3	-280.00	-280.00	
			Totals for Intfc ID:	57	3	-280.00	-280.00	
Intfc ID:	10013	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:	ERR							
	US001	55558		LINE	6	81,126,540.00	81,126,540.00	
			Totals for Status:	ERR	6	81,126,540.00	81,126,540.00	
			Totals for Intfc ID:	10013	6	81,126,540.00	81,126,540.00	
Intfc ID:	10014	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:	NEW							
	US001	1001		LINE	1	550,000.00	550,000.00	
		1002		LINE	2	2,871,880.00	2,871,880.00	
		1004		LINE	5	80,404,300.00	80,404,300.00	
		1007		LINE	5	60,680,590.00	60,680,590.00	
		1009		LINE	2	1,230,825.00	1,230,825.00	
		1010		LINE	1	442,000.00	442,000.00	
			Totals for Status:	NEW	16	146,179,595.00	146,179,595.00	
			Totals for Intfc ID:	10014	16	146,179,595.00	146,179,595.00	
Intfc ID:	10015	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:								
	US001	1005		AHDR	2	0.00	0.00	
				LINE	3	1,134.00	1,134.00	
		1007		LINE	1	0.00	0.00	
		1008		AHDR	1	0.00	0.00	
			Totals for Status:		7	1,134.00	1,134.00	
Load Status:	NEW							
	US001	1002		LINE	1	41,140.00	41,140.00	
		1003		LINE	2	26,750.00	26,750.00	
			Totals for Status:	NEW	3	67,890.00	67,890.00	
			Totals for Intfc ID:	10015	10	69,024.00	69,024.00	



INTERFACE DETAIL SUMMARY
By Intfc ID, Load Status, Unit, Customer, Invoice

Run Date 11/15/2003

Run Time 1:49:09 PM

From Date: 1/1/2000

To Date: 11/15/2003

Intfc ID:	10099	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:	NEW							
	US001	1001			LINE	25	65,890.80	65,890.80
		1002			LINE	25	65,890.80	65,890.80
		1003			LINE	25	65,890.80	65,890.80
		1004			LINE	25	65,890.80	65,890.80
		1005			LINE	25	65,890.80	65,890.80
		1006			LINE	25	65,890.80	65,890.80
		1007			LINE	25	65,890.80	65,890.80
		1008			LINE	25	65,890.80	65,890.80
		Totals for Status:	NEW			200	527,126.40	527,126.40
	Totals for Intfc ID:	10099				200	527,126.40	527,126.40

Intfc ID:	10100	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:	NEW							
	US001	1001			LINE	3	1,469.00	1,469.00
		1002			LINE	3	1,469.00	1,469.00
		1003			LINE	3	1,469.00	1,469.00
		1004			LINE	3	1,469.00	1,469.00
		1005			LINE	3	1,469.00	1,469.00
		1006			LINE	3	1,469.00	1,469.00
		1007			LINE	3	1,469.00	1,469.00
		1008			LINE	3	1,469.00	1,469.00
		1009			LINE	3	1,469.00	1,469.00
		1010			LINE	3	1,469.00	1,469.00
		Totals for Status:	NEW			30	14,690.00	14,690.00
	Totals for Intfc ID:	10100				30	14,690.00	14,690.00

Intfc ID:	80100	Unit	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
Load Status:	NEW							
	US001	1001			LINE	3	1,469.00	1,469.00
		1002			LINE	3	1,469.00	1,469.00
		1003			LINE	3	1,469.00	1,469.00
		1004			LINE	3	1,469.00	1,469.00
		1005			LINE	3	1,469.00	1,469.00
		1006			LINE	3	1,469.00	1,469.00
		1007			LINE	3	1,469.00	1,469.00
		1008			LINE	3	1,469.00	1,469.00
		1009			LINE	3	1,469.00	1,469.00
		1010			LINE	3	1,469.00	1,469.00
		Totals for Status:	NEW			30	14,690.00	14,690.00
	Totals for Intfc ID:	80100				30	14,690.00	14,690.00
Grand Totals for Currency:	USD					324	228,629,060.40	228,629,060.40
Total Number of Lines:						324		



INTERFACE DETAIL SUMMARY
By Unit, Load Status, Intfc ID, Customer, Invoice

From Date: 1/1/2000
To Date: 11/15/2003

Currency: USD

Unit:	Intfc ID	Customer	Invoice	Trans Type	# Lines	Tot Gross Ext Amount	Total Amount
US001							
Load Status:							
	51			LINE	1	-100.00	-100.00
	10015	1005		AHDR	2	0.00	0.00
	10015			LINE	3	1,134.00	1,134.00
	10015	1007		LINE	1	0.00	0.00
	10015	1008		AHDR	1	0.00	0.00
Totals for Status:					8	1,034.00	1,034.00

Load Status: DON

48	1000	0000678498	LINE	1	-200.00	-200.00
49		0000678499	LINE	1	-3,300.00	-3,300.00
43		OE-00091120	LINE	1	5,000.00	5,000.00
44		OE-00091121	LINE	1	4,000.00	4,000.00
45		OE-00091122	LINE	1	6,000.00	6,000.00
46		OE-00091123	LINE	1	2,500.00	2,500.00
47		OE-00091124	LINE	1	18,000.00	18,000.00
37	1001	0000678496	LINE	9	165,625.00	165,625.00
50		0000678501	LINE	3	55,000.00	55,000.00
57		0000678506	LINE	3	-280.00	-280.00
55		OE-00091126	LINE	1	550.00	550.00
56		OE-00091134	LINE	2	450.00	450.00
31	1008	0000678494	LINE	1	-1,000.00	-1,000.00
32		OE-00091118	LINE	1	35,900.00	35,900.00
32		OE-00091119	LINE	1	359,000.00	359,000.00
52	1011	OE-00091125	LINE	1	500.00	500.00
Totals for Status:			DON	29	647,745.00	647,745.00

Load Status: ERR

53		LINE	1	-250.00	-250.00
10013	55558	LINE	6	81,126,540.00	81,126,540.00
		Totals for Status:	ERR	<u>7</u>	<u>81,126,290.00</u>
					<u>81,126,290.00</u>

Load Status: NEW

40	1000		LINE	1	50,000.00	50,000.00
10014	1001		LINE	1	550,000.00	550,000.00
10099			LINE	25	65,890.80	65,890.80
10100			LINE	3	1,469.00	1,469.00
80100			LINE	3	1,469.00	1,469.00
10014	1002		LINE	2	2,871,880.00	2,871,880.00
10015			LINE	1	41,140.00	41,140.00
10099			LINE	25	65,890.80	65,890.80
10100			LINE	3	1,469.00	1,469.00
80100			LINE	3	1,469.00	1,469.00
10015	1003		LINE	2	26,750.00	26,750.00
10099			LINE	25	65,890.80	65,890.80
10100			LINE	3	1,469.00	1,469.00
80100			LINE	3	1,469.00	1,469.00
10014	1004		LINE	5	80,404,300.00	80,404,300.00
10099			LINE	25	65,890.80	65,890.80
10100			LINE	3	1,469.00	1,469.00
80100			LINE	3	1,469.00	1,469.00
10099	1005		LINE	25	65,890.80	65,890.80
10100			LINE	3	1,469.00	1,469.00
80100			LINE	3	1,469.00	1,469.00



Report ID: BIIFD002

PeopleSoft Billing

Page No. 2

INTERFACE DETAIL SUMMARY
By Unit, Load Status, Intfc ID, Customer, Invoice

Run Date 11/15/2003

Run Time 1:52:18 PM

From Date: 1/1/2000
To Date: 11/15/2003

10099	1006	LINE	25	65,890.80	65,890.80
10100		LINE	3	1,469.00	1,469.00
80100		LINE	3	1,469.00	1,469.00
10014	1007	LINE	5	60,680,590.00	60,680,590.00
10099		LINE	25	65,890.80	65,890.80
10100		LINE	3	1,469.00	1,469.00
80100		LINE	3	1,469.00	1,469.00
10099	1008	LINE	25	65,890.80	65,890.80
10100		LINE	3	1,469.00	1,469.00
80100		LINE	3	1,469.00	1,469.00
10014	1009	LINE	2	1,230,825.00	1,230,825.00
10100		LINE	3	1,469.00	1,469.00
80100		LINE	3	1,469.00	1,469.00
10014	1010	LINE	1	442,000.00	442,000.00
10100		LINE	3	1,469.00	1,469.00
80100		LINE	3	1,469.00	1,469.00
Totals for Status:		NEW	280	146,853,991.40	146,853,991.40
Totals for Unit:		US001	324	228,629,060.40	228,629,060.40
Grand Totals for Currency:		USD	324	228,629,060.40	228,629,060.40
Total Number of Lines:			324		

End of Report

**INTERFACE SUMMARY**
By Intfc ID, Load Status, UnitFrom Date: 1/1/2000
To Date: 11/15/2003

Currency:	Intfc ID	Load Status	Unit	Trans Type	# Lines	Total Gross Amount	Total Amount
USD	31	DON	US001	LINE	1	-1,000.00	-1,000.00
			Totals for Status: DON		1	-1,000.00	-1,000.00
			Totals for Intfc ID:		31	-1,000.00	-1,000.00
	32	DON	US001	LINE	2	394,900.00	394,900.00
			Totals for Status: DON		2	394,900.00	394,900.00
			Totals for Intfc ID:		32	394,900.00	394,900.00
	37	DON	US001	LINE	9	165,625.00	165,625.00
			Totals for Status: DON		9	165,625.00	165,625.00
			Totals for Intfc ID:		37	165,625.00	165,625.00
	40	NEW	US001	LINE	1	50,000.00	50,000.00
			Totals for Status: NEW		1	50,000.00	50,000.00
			Totals for Intfc ID:		40	50,000.00	50,000.00
	43	DON	US001	LINE	1	5,000.00	5,000.00
			Totals for Status: DON		1	5,000.00	5,000.00
			Totals for Intfc ID:		43	5,000.00	5,000.00
	44	DON	US001	LINE	1	4,000.00	4,000.00
			Totals for Status: DON		1	4,000.00	4,000.00
			Totals for Intfc ID:		44	4,000.00	4,000.00
	45	DON	US001	LINE	1	6,000.00	6,000.00
			Totals for Status: DON		1	6,000.00	6,000.00
			Totals for Intfc ID:		45	6,000.00	6,000.00
	46	DON	US001	LINE	1	2,500.00	2,500.00
			Totals for Status: DON		1	2,500.00	2,500.00
			Totals for Intfc ID:		46	2,500.00	2,500.00
	47	DON	US001	LINE	1	18,000.00	18,000.00
			Totals for Status: DON		1	18,000.00	18,000.00
			Totals for Intfc ID:		47	18,000.00	18,000.00
	48	DON	US001	LINE	1	-200.00	-200.00
			Totals for Status: DON		1	-200.00	-200.00
			Totals for Intfc ID:		48	-200.00	-200.00
	49	DON	US001	LINE	1	-3,300.00	-3,300.00
			Totals for Status: DON		1	-3,300.00	-3,300.00
			Totals for Intfc ID:		49	-3,300.00	-3,300.00
	50	DON	US001	LINE	3	55,000.00	55,000.00
			Totals for Status: DON		3	55,000.00	55,000.00
			Totals for Intfc ID:		50	55,000.00	55,000.00
	51		US001	LINE	1	-100.00	-100.00
			Totals for Status:		1	-100.00	-100.00

**INTERFACE SUMMARY**
By Intfc ID, Load Status, UnitFrom Date: 1/1/2000
To Date: 11/15/2003

Intfc ID	Load Status	Unit	Trans Type	# Lines	Total Gross Amount	Total Amount
				51		
		Totals for Intfc ID:		1	-100.00	-100.00
52	DON	US001	LINE	1	500.00	500.00
		Totals for Status: DON		1	500.00	500.00
				52		
		Totals for Intfc ID:		1	500.00	500.00
53	ERR	US001	LINE	1	-250.00	-250.00
		Totals for Status: ERR		1	-250.00	-250.00
				53		
		Totals for Intfc ID:		1	-250.00	-250.00
55	DON	US001	LINE	1	550.00	550.00
		Totals for Status: DON		1	550.00	550.00
				55		
		Totals for Intfc ID:		1	550.00	550.00
56	DON	US001	LINE	2	450.00	450.00
		Totals for Status: DON		2	450.00	450.00
				56		
		Totals for Intfc ID:		2	450.00	450.00
57	DON	US001	LINE	3	-280.00	-280.00
		Totals for Status: DON		3	-280.00	-280.00
				57		
		Totals for Intfc ID:		3	-280.00	-280.00
10013	ERR	US001	LINE	6	81,126,540.00	81,126,540.00
		Totals for Status: ERR		6	81,126,540.00	81,126,540.00
				10013		
		Totals for Intfc ID:		6	81,126,540.00	81,126,540.00
10014	NEW	US001	LINE	16	146,179,595.00	146,179,595.00
		Totals for Status: NEW		16	146,179,595.00	146,179,595.00
				10014		
		Totals for Intfc ID:		16	146,179,595.00	146,179,595.00
10015		US001	AHDR	3	0.00	0.00
10015		US001	LINE	4	1,134.00	1,134.00
		Totals for Status:		7	1,134.00	1,134.00
10015	NEW	US001	LINE	3	67,890.00	67,890.00
		Totals for Status: NEW		3	67,890.00	67,890.00
				10015		
		Totals for Intfc ID:		10	69,024.00	69,024.00
10099	NEW	US001	LINE	200	527,126.40	527,126.40
		Totals for Status: NEW		200	527,126.40	527,126.40
				10099		
		Totals for Intfc ID:		200	527,126.40	527,126.40
10100	NEW	US001	LINE	30	14,690.00	14,690.00
		Totals for Status: NEW		30	14,690.00	14,690.00
				10100		
		Totals for Intfc ID:		30	14,690.00	14,690.00
80100	NEW	US001	LINE	30	14,690.00	14,690.00
		Totals for Status: NEW		30	14,690.00	14,690.00
				80100		
		Totals for Intfc ID:		30	14,690.00	14,690.00
Grand Totals for Currency:			USD	324	228,629,060.40	228,629,060.40

**INTERFACE SUMMARY**
By Unit, Load Status, Intfc IDFrom Date: 1/1/2000
To Date: 11/15/2003

Currency:	Unit	Load Status	Intfc ID	Trans Type	# Lines	Total Gross Amount	Total Amount
USD	US001						
			51	LINE	1	-100.00	-100.00
			10015	AHDR	3	0.00	0.00
			10015	LINE	4	1,134.00	1,134.00
		Totals for Status:			8	1,034.00	1,034.00
	DON		31	LINE	1	-1,000.00	-1,000.00
	DON		32	LINE	2	394,900.00	394,900.00
	DON		37	LINE	9	165,625.00	165,625.00
	DON		43	LINE	1	5,000.00	5,000.00
	DON		44	LINE	1	4,000.00	4,000.00
	DON		45	LINE	1	6,000.00	6,000.00
	DON		46	LINE	1	2,500.00	2,500.00
	DON		47	LINE	1	18,000.00	18,000.00
	DON		48	LINE	1	-200.00	-200.00
	DON		49	LINE	1	-3,300.00	-3,300.00
	DON		50	LINE	3	55,000.00	55,000.00
	DON		52	LINE	1	500.00	500.00
	DON		55	LINE	1	550.00	550.00
	DON		56	LINE	2	450.00	450.00
	DON		57	LINE	3	-280.00	-280.00
		Totals for Status:	DON		29	647,745.00	647,745.00
	ERR		53	LINE	1	-250.00	-250.00
	ERR		10013	LINE	6	81,126,540.00	81,126,540.00
		Totals for Status:	ERR		7	81,126,290.00	81,126,290.00
	NEW		40	LINE	1	50,000.00	50,000.00
	NEW		10014	LINE	16	146,179,595.00	146,179,595.00
	NEW		10015	LINE	3	67,890.00	67,890.00
	NEW		10099	LINE	200	527,126.40	527,126.40
	NEW		10100	LINE	30	14,690.00	14,690.00
	NEW		80100	LINE	30	14,690.00	14,690.00
		Totals for Status:	NEW		280	146,853,991.40	146,853,991.40
		Totals for Unit:	US001		324	228,629,060.40	228,629,060.40
Grand Totals for Currency:	USD				324	228,629,060.40	228,629,060.40

Grand Totals:	324



Report ID: BIIFE001

PeopleSoft Billing

Page No. 1

INTERFACE ERROR SUMMARY

Run Date 11/15/2003

By Intfc ID, Error Status

Run Time 1:53:03 PM

From Date: 1/1/2000
To Date: 11/15/2003

Intfc ID: 0

<u>Error Status:</u>	<u>Unit</u>	<u>Intfc Line #</u>	<u>Trans Type</u>	<u>Trans Type Seq #</u>
0060 Invalid Customer	US001	1	LINE	0
		1	LINE	1
		2	LINE	1
		3	LINE	1
		4	LINE	1
		13	LINE	1
		19	LINE	1

Total Errors for Intfc ID: 0 7

Total Errors: 7

End of Report



Report ID: BIIFE002

PeopleSoft Billing

Page No. 1

INTERFACE ERROR SUMMARY

Run Date 11/15/2003

By Business Unit, Error Status

Run Time 1:52:34 PM

From Date: 1/1/2000
To Date: 11/15/2003

Unit: US001

Error Status:	Intfc ID	Intfc Line #	Trans Type	Trans Type Seq #
0060 Invalid Customer	53	1	LINE	0
	10013	1	LINE	1
	10013	2	LINE	1
	10013	3	LINE	1
	10013	4	LINE	1
	10013	13	LINE	1
	10013	19	LINE	1

Total Errors for Unit: **US001** 7**Total Errors:** 7

End of Report

PeopleSoft BI
INVOICE REGISTER BY INVOICE NUMBER

Page No. 1
Run Date 11/15/2003
Run Time 13:54:57

Report ID: BIIVC002

Range Option: FINAL DATE RANGE
Final Start Date: 01/01/2000
Final End Date: 11/15/2003

Business Unit: US001

Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	IType	Invoice Amt	Final Dt
-----		-----	-----	-----	-----	-----	-----	-----	-----
Business Unit/Currency: US001		/ GBP							
US001	0000678470	07/31/2000		MSC	UK 3 Bike&Equip International	GBR03	REG	14,280.00 GBP	07/31/2000
TOTAL # OF INVOICES:			1						
TOTAL INVOICE AMOUNT:			14,280.00 GBP						
Business Unit/Currency:		/ USD							
	0000678443	02/08/2000		MSC	Apex Systems	1001	REG	7,825.39 USD	07/10/2000
	0000678444	02/01/2000		MSC	Apex Systems	1001	REG	11,443.65 USD	07/10/2000
	0000678445	03/07/2000		PS	Apex Systems	1001	REG	3,800.00 USD	07/10/2000
	0000678446	03/10/2000		MSC	Apex Systems	1001	REG	14,927.14 USD	07/10/2000
	0000678447	04/05/2000		MSC	Apex Systems	1001	REG	21,324.17 USD	07/10/2000
	0000678448	04/08/2000		MSC	Apex Systems	1001	REG	9,861.58 USD	07/10/2000
	0000678453	07/07/2000		MSC	Colorado Bike Mfg & Outdoor 8	US008	REG	18,147.00 USD	07/07/2000
	0000678455	08/11/2000		MSC	Apex Systems	1001	REG	77,773.96 USD	08/11/2000
	0000678456	08/11/2000		SW	Easy Solutions	1002	REG	20,567.50 USD	08/11/2000
	0000678458	07/12/2000		MSC	Easy Solutions	1002	REG	35,000.00 USD	07/12/2000
	0000678465	07/15/2000		MSC	Apex Systems	1001	REG	9,861.58 USD	07/31/2000
	0000678466	07/15/2000		MSC	Apex Systems	1001	REG	21,324.17 USD	07/31/2000
	0000678468	07/15/2000		MSC	Apex Systems	1001	REG	9,861.58 USD	07/31/2000
	0000678469	07/15/2000		MSC	Apex Systems	1001	REG	21,324.17 USD	07/31/2000
	0000678474	07/07/2000		MSC	Apex Systems	1001	REG	19,000.00 USD	08/11/2000
	0000678475	07/14/2000		MSC	Apex Systems	1001	REG	19,000.00 USD	08/11/2000
	0000678476	07/21/2000		MSC	Apex Systems	1001	REG	19,000.00 USD	08/11/2000
	0000678477	07/28/2000		MSC	Apex Systems	1001	REG	19,000.00 USD	08/11/2000
	0000678481	08/04/2000	MISC	MSC	Alliance Group	1000	REG	92,050.00 USD	08/04/2000
	0000678482	08/07/2000		MSC	Apex Systems	1001	REG	9,861.58 USD	08/07/2000
	0000678483	08/07/2000		MSC	Apex Systems	1001	REG	21,324.17 USD	08/07/2000
	0000678486	07/15/2000		MSC	Apex Systems	1001	REG	21,324.17 USD	08/08/2000
	0000678487	07/15/2000		MSC	Apex Systems	1001	REG	9,861.58 USD	08/08/2000
	0000678490	08/11/2000		MSC	Apex Systems	1001	REG	350,000.00 USD	08/11/2000
	0000678491	08/11/2000		MSC	Apex Systems	1001	REG	700,000.00 USD	08/11/2000
	0000678492	08/15/2000		SW	Easy Solutions	1002	REG	1,000,000.00 USD	08/15/2000
	0000678494	01/18/2002	MISC	PMC	Adventure 54	1008	REG	-1,000.00 USD	01/18/2002
	0000678496	02/12/2003	CONTRACTS	CA	Apex Systems	1001	REG	175,101.57 USD	02/12/2003
	0000678498	10/07/2003	MISC	PMC	Alliance Group	1000	REG	-212.00 USD	10/07/2003
	0000678499	10/07/2003	MISC	PMC	Alliance Group	1000	REG	-3,498.00 USD	10/07/2003
	0000678501	10/27/2003	CONTRACTS	CA	Apex Systems	1001	REG	55,000.00 USD	10/27/2003
	0000678506	11/14/2003	MISC	PMD	Apex Systems	1001	REG	-280.00 USD	11/14/2003

PeopleSoft BI
INVOICE REGISTER BY INVOICE NUMBER

Report ID: BIIVC002

Page No. 2
Run Date 11/15/2003
Run Time 13:54:57

Range Option: FINAL DATE RANGE
Final Start Date: 01/01/2000
Final End Date: 11/15/2003

Business Unit: US001

Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	ITYPE	Invoice Amt	Final Dt
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	0000678541	07/31/2000	OES	MSC	Adventure 54	1008	REG	4,593.02 USD	07/31/2000
	0000678542	07/31/2000	OES	MSC	Golden Inc.	1005	REG	745.15 USD	07/31/2000
	OE-00091069	07/12/2000		OM	Apex Systems	1001	REG	35,000.00 USD	07/12/2000
	OE-00091074	07/31/2000	OES	OM	Easy Solutions	1002	REG	2,915,630.00 USD	07/31/2000
	OE-00091075	07/31/2000		OM	Central Association	1003	REG	26,750.00 USD	07/31/2000
	OE-00091077	08/08/2000		OM	Easy Solutions	1002	REG	793.00 USD	08/08/2000
	OE-00091089	08/11/2000		OM	Apex Systems	1001	REG	500.00 USD	08/11/2000
	OE-00091090	08/11/2000		OM	Apex Systems	1001	REG	250.00 USD	08/11/2000
	OE-00091091	08/15/2000		OM	Apex Systems	1001	REG	600.00 USD	08/15/2000
	OE-00091092	08/15/2000		OM	Easy Solutions	1002	REG	960.00 USD	08/15/2000
	OE-00091095	08/16/2000		OM	Apex Systems	1001	REG	3,960.00 USD	08/16/2000
	OE-00091100	08/16/2000		OM	Apex Systems	1001	REG	600.00 USD	08/16/2000
	OE-00091101	08/16/2000		OM	Easy Solutions	1002	REG	840.00 USD	08/16/2000
	OE-00091108	11/13/2000		OM	Adventure 54	1008	REG	781.92 USD	11/13/2000
	OE-00091109	11/13/2000		OM	Adventure 54	1008	REG	3,031.01 USD	11/13/2000
	OE-00091110	11/13/2000		OM	New World Outdoor Equipment, Inc.	USA01	REG	1,100.00 USD	11/13/2000
	OE-00091111	11/13/2000		OM	New World Outdoor Equipment, Inc.	USA01	REG	2,370.00 USD	11/13/2000
	OE-00091112	11/14/2000		OM	Western Pacific Wholesaler	USA04	REG	288.59 USD	11/14/2000
	OE-00091113	11/14/2000		OM	Western Pacific Wholesaler	USA04	REG	1,679.04 USD	11/14/2000
	OE-00091114	11/14/2000		OM	Benicia Unified School District	USA14	REG	840.00 USD	11/14/2000
	OE-00091115	11/14/2000		OM	Benicia Unified School District	USA14	REG	1,824.00 USD	11/14/2000
	OE-00091116	11/15/2000		OM	Western Pacific Wholesaler	USA04	REG	1,415.10 USD	11/15/2000
	OE-00091117	11/15/2000		OM	Benicia Unified School District	USA14	REG	1,050.00 USD	11/15/2000
	OE-00091118	01/25/2002		OM	Adventure 54	1008	REG	32,310.00 USD	01/25/2002
	OE-00091119	01/25/2002		OM	Adventure 54	1008	REG	323,100.00 USD	01/25/2002
	OE-00091120	09/26/2003	OM	OM	Alliance Group	1000	REG	3,975.00 USD	09/26/2003
	OE-00091121	09/26/2003	OM	OM	Alliance Group	1000	REG	3,180.00 USD	09/26/2003
	OE-00091122	09/26/2003	OM	OM	Alliance Group	1000	REG	4,770.00 USD	09/26/2003
	OE-00091123	09/26/2003	OM	OM	Alliance Group	1000	REG	1,987.50 USD	09/26/2003
	OE-00091124	09/26/2003	OM	OM	Alliance Group	1000	REG	19,080.00 USD	09/26/2003
	OE-00091125	10/28/2003		OM	Consolidated Business	1011	REG	500.00 USD	10/28/2003
	OE-00091126	11/13/2003		OM	Apex Systems	1001	REG	548.00 USD	11/13/2003
	OE-00091128	11/14/2003		DEF	Apex Systems	1001	REG	1,500.00 USD	11/14/2003
	OE-00091129	11/14/2003		DEF	Apex Systems	1001	REG	1,500.00 USD	11/14/2003
	OE-00091130	11/14/2003		DEF	Apex Systems	1001	REG	1,500.00 USD	11/14/2003
	OE-00091131	11/14/2003		DEF	Apex Systems	1001	REG	1,500.00 USD	11/14/2003
	OE-00091132	11/14/2003		DEF	Apex Systems	1001	REG	1,500.00 USD	11/14/2003
	OE-00091133	11/14/2003		DEF	Apex Systems	1001	REG	1,500.00 USD	11/14/2003
	OE-00091134	11/14/2003		OM	Apex Systems	1001	REG	360.00 USD	11/14/2003
	PC-00020936	08/15/2000	CONTRACTS	PC	Apex Systems	1001	REG	1,500,000.00 USD	08/15/2000

PeopleSoft BI
INVOICE REGISTER BY INVOICE NUMBER

Page No. 3
Run Date 11/15/2003
Run Time 13:54:57

Report ID: BIIVC002

Range Option: FINAL DATE RANGE
Final Start Date: 01/01/2000
Final End Date: 11/15/2003

Business Unit: US001

Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	IType	Invoice Amt	Final Dt
	RE-00006602	07/12/2000		RE	Advanced Consulting	1004	REG	76,723.39 USD	07/12/2000
	RE-00006603	07/12/2000		RE	Advanced Consulting	1004	REG	76,723.39 USD	07/12/2000
	RE-00006604	07/18/2000		RE	Advanced Consulting	1004	ACR	-76,723.39 USD	07/18/2000
	RE-00006605	07/18/2000		RE	Advanced Consulting	1004	ARB	75,180.83 USD	07/18/2000
	RE-00006610	08/07/2000		RE	Advanced Consulting	1004	REG	76,723.39 USD	08/07/2000
	RE-00006611	08/07/2000		RE	Advanced Consulting	1004	ACR	-76,723.39 USD	08/07/2000
	RE-00006612	08/07/2000		RE	Advanced Consulting	1004	ARB	539,492.14 USD	08/07/2000
	TAX	11/13/2003		MSC	Blue Shield of California	USA15	REG	541.25 USD	11/13/2003

TOTAL # OF INVOICES: 80
TOTAL INVOICE AMOUNT: 8,384,923.90 USD

Total Number of Invoices 81

```
Range Option:      FINAL DATE RANGE
Final Start Date:  10/01/2003
Final End Date:    12/31/2003
```

Business Unit: CFA01

Bill-To Customer Name	Customer Number	Unit	Invoice	Invoice Dt	Bill Source	Bill Type	IType	Invoice Amt	Final Dt
Customer/Currency: Bay Area Office Supplies		/ USD							
Bay Area Office Supplies	0000050035	CFA01	0000678502	10/22/2003		CF	REG	3,500.00 USD	10/22/2003
		CFA01	0000678503	10/23/2003		CF	REG	233.33 USD	10/23/2003
TOTAL # OF INVOICES:	2								
TOTAL INVOICE AMOUNT:	3,733.33 USD								

Total Number of Invoices	2	
TOTAL INVOICE AMOUNT:	3,733.33	USD

Report ID: BIIVC004

INVOICE REGISTER FOR CONSOLIDATED INVOICES

Page No. 1

Run Date 11/15/2003

Run Time 13:55:57

Range Option: FINAL DATE RANGE

Final Start Date: 01/01/2000

Final End Date: 11/15/2003

Business Unit: US001

Unit	Invoice	Invoice Dt	Bill-To Customer Name	Customer Number	Bill Source	Bill Type	ITYPE	Invoice Amt	Final Dt
Business Unit/Currency: US001 / USD									
US001	0000678452	07/10/2000	Consolidated Business	1011		MSC	REG		07/10/2000
US001	0000678450	04/11/2000	Consolidated Business	1011		MSC	REG	7,855.70 USD	07/10/2000
	0000678451	04/15/2000	Easy Solutions	1002		MSC	REG	11,691.00 USD	07/10/2000
US006	0000678449	04/02/2000	Apex Systems	1001		MSC	REG	5,673.38 USD	07/10/2000
# of Related Invoices:								25,220.08 USD	
3 Total Amount:									
US001	0000678461	07/12/2000	Apex Systems	1001		MSC	REG		07/12/2000
US001	0000678459	07/12/2000	Alliance Group	1000		MSC	REG	46,200.00 USD	07/12/2000
US006	0000678460	07/12/2000	Easy Solutions	1002		MSC	REG	35,000.00 USD	07/12/2000
# of Related Invoices:								81,200.00 USD	
2 Total Amount:									
US001	OE-00091106	11/13/2000	Adventure 54	1008		OM	REG		11/13/2000
US001	OE-00091102	11/13/2000	Adventure 54	1008		OM	REG	420.00 USD	11/13/2000
	OE-00091103	11/13/2000				OM	REG	2,400.00 USD	11/13/2000
# of Related Invoices:								2,820.00 USD	
2 Total Amount:									
US001	OE-00091107	11/13/2000	New World Outdoor Equipment, Inc.	USA01		OM	REG		11/13/2000
US001	OE-00091104	11/13/2000	New World Outdoor Equipment, Inc.	USA01		OM	REG	1,002.67 USD	11/13/2000
	OE-00091105	11/13/2000				OM	REG	119.35 USD	11/13/2000
# of Related Invoices:								1,122.02 USD	
2 Total Amount:									
US001	RE-00006609	07/31/2000	Alliance Group	1000		RE	REG		07/31/2000
CAN01	RE-00006608	07/31/2000	Easy Solutions	1002		RE	REG	14,000.00 USD	07/31/2000
US001	RE-00006606	07/31/2000	Alliance Group	1000		RE	REG	10,800.00 USD	07/31/2000
	RE-00006607	07/31/2000	Apex Systems	1001		RE	REG	14,100.00 USD	07/31/2000
# of Related Invoices:								38,900.00 USD	
3 Total Amount:									
# OF CONSOLIDATED INVOICES			5						
TOTAL INVOICE AMOUNT:			149,262.10 USD						

TOTAL NUMBER OF CONSOLIDATED INVOICES:

5

Report ID: BIIVC004

Range Option: FINAL DATE RANGE
 Final Start Date: 01/01/2000
 Final End Date: 11/15/2003

Business Unit: US001

Unit	Invoice	Invoice Dt	Bill-To Customer Name	Customer Number	Bill Source	Bill Type	IType	Invoice Amt	Final Dt
-----			-----	-----	-----	-----	-----	-----	-----
TOTAL INVOICE AMOUNT:			149,262.10 USD						

Report ID: BIIVCEN

PeopleSoft BI
INVOICE

Page No. 1
Run Date 11/15/2003
Run Time 14:05:42

Invoice Form -----	Invoice Number -----	Copies -----	Customer -----	Amount -----
CRYSTAL	TEST1	1	Blue Shield of California	649.50 USD
Total for Invoice Form:CRYSTAL:		1		

INVOICE

Please Remit To:

USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page: 1
Invoice No: LAND
Invoice Date: 11/15/2003
Customer Number: USA15
Payment Terms: 2%10 Net45
Due Date: 12/30/2003

Bill To:

Blue Shield of California
Peter Jennings
495 Jackson Street
Oakland CA 94612
United States



AMOUNT DUE: 1,299.00 USD

Amount Remitted

For billing questions, please call 800-444-4000

Consolidation Summary

Summary of Invoices:

US001	LAND1	649.50
US001	LAND2	649.50

TOTAL AMOUNT DUE : 1,299.00

Original

INVOICE

Please Remit To:

USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page: 1
Invoice No: LAND1
Invoice Date: 11/15/2003
Customer Number: USA15
Payment Terms: 2%10 Net45
Due Date: 12/30/2003

Bill To:

Blue Shield of California
Peter Jennings
495 Jackson Street
Oakland CA 94612
United States

AMOUNT DUE: 649.50 USD

Amount Remitted



For billing questions, please call 800-444-4000

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Order	Date	Shipment	Net Amount
1				500.00	EA	1.00				500.00
2				100.00	EA	1.00				100.00
SUBTOTAL:										600.00
TOTAL TAXES:										49.50
TOTAL AMOUNT DUE :										649.50

INVOICE

Please Remit To:

USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page: 1
Invoice No: LAND2
Invoice Date: 11/15/2003
Customer Number: USA15
Payment Terms: 2%10 Net45
Due Date: 12/30/2003

Bill To:

Blue Shield of California
Peter Jennings
495 Jackson Street
Oakland CA 94612
United States



AMOUNT DUE: 649.50 USD

Amount Remitted

For billing questions, please call 800-444-4000

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Order	Date	Shipment	Net Amount
1				500.00	EA	1.00				500.00
2				100.00	EA	1.00				100.00
SUBTOTAL:										600.00
TOTAL TAXES:										49.50
TOTAL AMOUNT DUE :										649.50

PeopleSoft BI
INVOICE PRINT SUMMARY - CONSOLIDATED BILLS

Report ID: BIIVCLC
Report Action: INVOICE

Page No. 1
Run Date 11/15/2003
Run Time 14:10:50

<u>Business Unit</u>	<u>Number of Bills</u>	<u>Total Invoice Amount</u>	<u>Currency</u>
US001	1	1,299.00	USD

Total number of consolidated bills printed: 1

Total number of attached bills printed: 2

INVOICE

Please Remit To:

USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page: 1
Invoice No: TEST
Invoice Date: 11/15/2003
Customer Number: USA15
Payment Terms: 2%10 Net45
Due Date: 12/30/2003

Bill To:

Blue Shield of California
Peter Jennings
495 Jackson Street
Oakland CA 94612
United States

AMOUNT DUE: 649.50 USD

Amount Remitted



For billing questions, please call 800-444-4000

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Order	Date	Shipment	Net Amount
1				500.00	EA	1.00				500.00
2				100.00	EA	1.00				100.00
SUBTOTAL:										600.00
TOTAL TAXES:										49.50
TOTAL AMOUNT DUE :										649.50

PeopleSoft BI
INVOICE PRINT SUMMARY - SELECTED BILLS

Report ID: BIIVCLN
Report Action: INVOICE

Page No. 1
Run Date 11/15/2003
Run Time 14:04:44

<u>Business Unit</u>	<u>Number of Bills</u>	<u>Total Invoice Amount</u>	<u>Currency</u>
US001	1	649.50	USD

Total number of bills printed: 1

INVOICE

Please Remit To:

USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page: 1
Invoice No: OE-00091107
Invoice Date: 11/13/2000
Customer Number: USA01
Payment Terms: 2%10 Net30
Due Date: 12/13/2000

Bill To:

New World Outdoor Equipment, Inc.
Bill Johnson
477 Northumberland Drive
New York NY 10029
United States
|||||

AMOUNT DUE: 1,122.02 USD

Amount Remitted

For billing questions, please call 800-444-4000

Consolidation Summary

Summary of Invoices:

US001	OE-00091104	1,002.67
US001	OE-00091105	119.35

TOTAL AMOUNT DUE :	1,122.02

Original

INVOICE

Please Remit To:

USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page: 1
Invoice No: OE-00091104
Invoice Date: 11/13/2000
Customer Number: USA01
Payment Terms: 2%10 Net30
Due Date: 12/13/2000

Bill To:

New World Outdoor Equipment, Inc.
Bill Johnson
477 Northumberland Drive
New York NY 10029
United States

AMOUNT DUE: 1,002.67 USD

Amount Remitted



For billing questions, please call 800-444-4000

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		10005	Mountiain Biking Shorts	15.00	EA	65.00	975.00
			Discounts:				(48.75)
			Sales/Use For:	NY	New York	8.2500 %	76.42
			SUBTOTAL:				926.25
			Net Discounts:			(48.75)	
			TOTAL TAXES:				76.42
TOTAL AMOUNT DUE :							1,002.67

INVOICE

Please Remit To:

USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page: 1
Invoice No: 0000678500
Invoice Date: 10/31/2003
Customer Number: 1011
Payment Terms: 2%10 Net30
Due Date: 11/30/2003

Bill To:

Consolidated Business
Anna Anderson
1920 High Street
Berkeley CA 94704
United States

AMOUNT DUE: 4,796,900.00 USD

Amount Remitted



For billing questions, please call 800-547-4484

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		CONS_GENERAL_	Billable Rates	3.00	MHR	100.00	300.00
2		CONS_GENERAL_	Billable Rates	8.00	MHR	100.00	800.00
3		CONS_GENERAL_	Billable Rates	8.00	MHR	100.00	800.00
4		CONS_GENERAL_	Billable Rates	8.00	MHR	100.00	800.00
5		CONS_GENERAL_	Billable Rates	8.00	MHR	100.00	800.00
6		CONS_GENERAL_	Billable Rates	8.00	MHR	300.00	2,400.00
7		CONS_GENERAL_	Billable Rates	8.00	MHR	300.00	2,400.00
8		CONS_GENERAL_	Billable Rates	8.00	MHR	300.00	2,400.00
9		CONS_GENERAL_	Billable Rates	8.00	MHR	300.00	2,400.00
10		CONS_GENERAL_	Billable Rates	8.00	MHR	300.00	2,400.00
11		CONS_GENERAL_	Billable Rates	8.00	MHR	300.00	2,400.00
12		CONS_GENERAL_	Billable Rates	8.00	MHR	300.00	2,400.00
13		CONS_GENERAL_	Billable Rates	4.00	MHR	270.00	1,080.00
14		CONS_GENERAL_	Billable Rates	8.00	MHR	270.00	2,160.00
15		CONS_GENERAL_	Billable Rates	8.00	MHR	270.00	2,160.00
16		CONS_GENERAL_	Billable Rates	4.00	MHR	300.00	1,200.00
17		DIVING_COMPLE	Intel Services - ESA Project	1.00	EA	0.00	5,300,000.00
The project is scheduled to finish design by DEC 15 and begin development by JAN 01, 2004. Please remit by Jan01, 2004 to take advantage of discount.							
Discounts:							(530,000.00)
SUBTOTAL:							4,796,900.00
Net Discounts:							(530,000.00)
TOTAL AMOUNT DUE :							4,796,900.00

STANDARD

Original

3

Report ID: BILDAR01

Page No. 1
Run Date 11/15/2003
Run Time 14:15:09

Range Option: ALL
Business Unit: US001
Post Action: Post Later

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
60	1	1000	0000678481		DR	MAINT	IT-01	92,050.00	USD	92,050.00	USD	2000-08-04	21045
	2	1000	OE-00091120		DR	MAINT	IT-01	3,975.00	USD	3,975.00	USD	2003-09-26	IMMED
	3	1000	OE-00091121		DR	MAINT	IT-01	3,180.00	USD	3,180.00	USD	2003-09-26	IMMED
	4	1000	OE-00091122		DR	MAINT	IT-01	4,770.00	USD	4,770.00	USD	2003-09-26	IMMED
	5	1000	OE-00091123		DR	MAINT	IT-01	1,987.50	USD	1,987.50	USD	2003-09-26	IMMED
	6	1000	OE-00091124		DR	MAINT	IT-01	19,080.00	USD	19,080.00	USD	2003-09-26	IMMED
	7	1001	0000678455		DR	MAINT	IT-01	77,773.96	USD	77,773.96	USD	2000-08-11	21045
	8	1001	0000678465		IN	OTHER	IT-01	9,861.58	USD	9,861.58	USD	2000-07-15	NET30
	9	1001	0000678466		IN	OTHER	IT-01	21,324.17	USD	21,324.17	USD	2000-07-15	NET30
	10	1001	0000678474		DR	MAINT	IT-01	19,000.00	USD	19,000.00	USD	2000-07-07	21045
	11	1001	0000678475		DR	MAINT	IT-01	19,000.00	USD	19,000.00	USD	2000-07-14	21045
	12	1001	0000678476		DR	MAINT	IT-01	19,000.00	USD	19,000.00	USD	2000-07-21	21045
	13	1001	0000678477		DR	MAINT	IT-01	19,000.00	USD	19,000.00	USD	2000-07-28	21045
	14	1001	0000678482		IN	OTHER	IT-01	9,861.58	USD	9,861.58	USD	2000-08-07	NET30
	15	1001	0000678483		IN	OTHER	IT-01	21,324.17	USD	21,324.17	USD	2000-08-07	NET30
	16	1001	0000678490		DR	MAINT	IT-01	350,000.00	USD	350,000.00	USD	2000-08-11	21045
	17	1001	0000678491		DR	MAINT	IT-01	700,000.00	USD	700,000.00	USD	2000-08-11	21045
	18	1001	0000678496		DR	MAINT	IT-01	175,101.57	USD	175,101.57	USD	2003-02-12	21030
	19	1001	0000678501		DR	MAINT	IT-01	55,000.00	USD	55,000.00	USD	2003-10-27	21030
	20	1001	OE-00091089		DR	MAINT	IT-01	500.00	USD	500.00	USD	2000-08-11	21030
	21	1001	OE-00091090		DR	MAINT	IT-01	250.00	USD	250.00	USD	2000-08-11	21030
	22	1001	OE-00091095		DR	MAINT	IT-01	3,960.00	USD	3,960.00	USD	2000-08-16	21030
	23	1001	OE-00091128		DR	MAINT	IT-01	1,500.00	USD	1,500.00	USD	2003-01-01	21030
	24	1001	OE-00091129		DR	MAINT	IT-01	1,500.00	USD	1,500.00	USD	2003-03-01	21030
	25	1001	OE-00091130		DR	MAINT	IT-01	1,500.00	USD	1,500.00	USD	2003-08-01	21030
	26	1001	OE-00091131		DR	MAINT	IT-01	1,500.00	USD	1,500.00	USD	2002-01-01	21030
	27	1001	OE-00091132		DR	MAINT	IT-01	1,500.00	USD	1,500.00	USD	2003-03-01	21030
	28	1001	OE-00091133		DR	MAINT	IT-01	1,500.00	USD	1,500.00	USD	2003-12-01	21030
	29	1001	PC-00020936		IN	OTHER	IT-01	1,500,000.00	USD	1,500,000.00	USD	2000-08-15	IMMED
	30	1002	0000678456		IN	OTHER	IT-01	20,567.50	USD	20,567.50	USD	2000-08-11	21030
	31	1002	0000678492		IN	OTHER	IT-01	1,000,000.00	USD	1,000,000.00	USD	2000-08-15	21030
	32	1002	OE-00091074		DR	MAINT	IT-01	2,915,630.00	USD	2,915,630.00	USD	2000-07-31	21030
	33	1002	OE-00091077		DR	MAINT	IT-01	793.00	USD	793.00	USD	2000-08-08	21030
	34	1003	OE-00091075		DR	MAINT	IT-01	26,750.00	USD	26,750.00	USD	2000-07-31	21030
	35	1004	RE-00006610		IN	OTHER	IT-01	76,723.39	USD	76,723.39	USD	2000-08-07	NET30
	36	1004	RE-00006611		CR	MAINT	IT-02	-76,723.39	USD	-76,723.39	USD	2000-08-07	NET30
	37	1004	RE-00006612		IN	OTHER	IT-01	539,492.14	USD	539,492.14	USD	2000-08-07	NET30
	38	1005	0000678542		DR	MAINT	IT-01	745.15	USD	745.15	USD	2000-07-31	21030
	39	1008	0000678494		CR	MAINT	IT-02	-1,000.00	USD	-1,000.00	USD	2002-01-18	NET30

40	1008	0000678541	DR	MAINT	IT-01	4,593.02	USD	4,593.02	USD	2000-07-31	21030
41	1008	OE-00091118	DR	MAINT	IT-01	32,310.00	USD	32,310.00	USD	2002-01-25	NET30
42	1008	OE-00091119	DR	MAINT	IT-01	323,100.00	USD	323,100.00	USD	2002-01-25	NET30
43	USA04	OE-00091116	DR	MAINT	IT-01	1,415.10	USD	1,415.10	USD	2000-11-15	21030
44	USA14	OE-00091117	DR	MAINT	IT-01	1,050.00	USD	1,050.00	USD	2000-11-15	21030
45	USA15	TAX	DR	MAINT	IT-01	541.25	USD	541.25	USD	2003-11-13	21045
46	USA15	TEST	DR	MAINT	IT-01	649.50	USD	649.50	USD	2003-11-15	21045
47	USA15	TEST1	DR	MAINT	IT-01	649.50	USD	649.50	USD	2003-11-15	21045

OF INVOICES IN GROUP:47

OF AR ENTRIES IN GROUP:47

ACCOUNTS RECEIVABLE AMOUNT:8,002,285.69 USD

TOTAL # OF INVOICES PROCESSED:47

TOTAL # OF AR ENTRIES GENERATED:47

PeopleSoft BI
LOAD GL ACCOUNTING ENTRIES

Page No. 1
Run Date 11/15/2003
Run Time 14:16:41

Report ID: BILDGL01

Range Option: ALL
Business Unit: US001

<u>Invoice</u>	<u>Account</u>	<u>Oper Unit</u>	<u>Fund</u>	<u>Department</u>	<u>Program</u>	<u>Class</u>	<u>AR Entry Amount</u>	<u>Offset Entry Amounts</u>	<u>GL Unit</u>	<u>Acctg Date</u>
	<u>Product</u>	<u>Project</u>								
USD	120000						649.50		US001	2003-11-15
TEST1	430100							-500.00	US001	2003-11-15
	204000							-41.25	US001	2003-11-15
	430300							-100.00	US001	2003-11-15
	204000							-8.25	US001	2003-11-15
							-----	-----		
							649.50	-649.50	USD	
TEST	120000						649.50		US001	2003-11-15
	430100							-500.00	US001	2003-11-15
	204000							-41.25	US001	2003-11-15
	430300							-100.00	US001	2003-11-15
	204000							-8.25	US001	2003-11-15
							-----	-----		
							649.50	-649.50	USD	
TAX	120000						541.25		US001	2003-11-13



INVOICE

Invoice: CRY5
Invoice Date: 11/15/2003
Page: 1 of 1

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Customer No: USA15
Payment Terms: 2%10 Net45
Due Date: 12/30/2003

Consolidated Amount Due: 1,299.00 USD

Customer:
Blue Shield of California
Peter Jennings
495 Jackson Street
Oakland CA 94612
United States

Amount Remitted

For billing questions, please call: 800-444-4000

Original

Invoice	Cust ID	Customer Name	Line	Description	Quantity	UOM	Unit Amt	Net Amount		
CRY51	USA15	Blue Shield of Californi	1		500.00	EA	1.00	500.00		
			2		100.00	EA	1.00	100.00		
			Subtotal:						600.00	
			Subtotal (Sales/Use):							
									8.25 %	49.50
			Amount Due:						649.50 USD	
CRY52	USA15	Blue Shield of Californi	1		500.00	EA	1.00	500.00		
			2		100.00	EA	1.00	100.00		
			Subtotal:						600.00	
			Subtotal (Sales/Use):							
									8.25 %	49.50
			Amount Due:						649.50 USD	

Consolidated Amount Due: 1,299.00 USD



Invoice:
Invoice Date:
Page:

OE-00091073
11/20/2003
1 of 1

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Customer No: 1000
Payment Terms: 2%10 Net30
Due Date:

Customer:
Alliance Group
Anna Anderson
14410 Union Ave
San Jose CA 95124
United States

Consolidated Amount Due: 43,890.00 USD

Amount Remitted

For billing questions, please call: 408-641-CORP

Original

Line	Cust ID	Customer Name	Description	Quantity	UOM	Unit Amt	Order	Date	Shipment	Disc/Sur	Net Amount
Invoice: OE-00091070											
Revenue											
0	1000	Alliance Group	Desktop Computer	10.00	EA	3,500.00				1,750.00)	33,250.00
						Subtotal For: Revenue				33,250.00	
						Subtotal:					33,250.00
						Amount Due:					33,250.00 USD
Invoice: OE-00091071											
Revenue											
0	1001	Apex Systems	Laptop Computer	2.00	EA	5,600.00				(560.00)	10,640.00
						Subtotal For: Revenue				10,640.00	
						Subtotal:					10,640.00
						Amount Due:					10,640.00 USD
								Consolidated Amount Due:		43,890.00 USD	



INVOICE

Invoice:
Invoice Date:
Page:

TEST1
11/15/2003
1 of 1

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Customer No: USA15
Payment Terms: 2%10 Net45
Due Date: 12/30/2003

Bill To:
Blue Shield of California
Peter Jennings
495 Jackson Street
Oakland CA 94612
United States

AMOUNT DUE: 649.50 USD

Amount Remitted

For billing questions, please call: 800-444-4000

Original

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1		500.00	EA	1.00	500.00
2		100.00	EA	1.00	100.00
Subtotal:					600.00
Subtotal (Sales/Use):					
					8.25 % 49.50
TOTAL TAXES:					49.50
AMOUNT DUE:					649.50USD



PRO FORMA

Invoice: DT-PC1
Invoice Date: 11/17/2003
Page: 1 of 1

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Customer No: 1008
Payment Terms: Net 30
Due Date:

Bill To:
Adventure 54
Jake Carman
4655 E 22nd Street
Tucson AZ 85711
United States

Amount Due: 10,000.00 USD

Amount Remitted

For billing questions, please call: 800-246-8000 Original

Line	Project	Activity	Contract	Description	Quantity	Unit Amt	Net Amount
0			DTPROP2	DT Utilization	0.00	0.00	10,000.00

Total Amount: 10,000.00

Amount Due: 10,000.00USD



PRO FORMA

Invoice: 0000678505
Invoice Date: 11/19/2003
Page: 1 of 1

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Customer No: 1001
Payment Terms: 2%10 Net30
Due Date:
Contract: FIXED INTEGRATION
PO:

Bill To:
Apex Systems
Anna Anderson
2050 Gateway Place
San Jose CA 95110
United States

Amount Due: 165,625.00 USD

Amount Remitted

For billing questions, please call: 800-246-8000

Original

Description	Net Amount
Basketball Arena	25,000.00
Office Building 2	37,500.00
Office Building 1	9,375.00
BUILDING10	6,250.00
Building 3	12,500.00
Summary	25,000.00
Summary	25,000.00
CAFE_90	12,500.00
CAFE_90	12,500.00

Total Amount: 165,625.00

Amount Due: 165,625.00USD



PRO FORMA

Invoice: PC-00020940
Invoice Date: 11/17/2003
Page: 1 of 1

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Customer No: 1008
Payment Terms: Net 30
Due Date:
Project:
Contract: DTPROP2
PO:

Bill To:
Adventure 54
Jake Carman
4655 E 22nd Street
Tucson AZ 85711
United States

Amount Due: 0.00 USD

No Payment Required

Amount Remitted

For billing questions, please call: 800-246-8000

Original

From	To	Quantity	UOM	Rate	Net Amount

Project: DT Project

AFUDC Interest	Cable	11/18/20	11/18/20		3,200.00
Interest	Design	11/18/20	11/18/20		1,600.00
Subtotal For Employee:					4,800.00
Subtotal For Project: DT Project					4,800.00
Prepaid Utilization:					
DT Utilization					-1,200.00

Total Amount: 0.00

Amount Due: 0.00USD



PRO FORMA

Invoice: PC-00020940
Invoice Date: 11/17/2003
Page: 1 of 1

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Customer No: 1008
Payment Terms: Net 30
Due Date:
Project:
Contract: DTPROP2
PO:

Bill To:
Adventure 54
Jake Carman
4655 E 22nd Street
Tucson AZ 85711
United States

Amount Due: 0.00 USD

No Payment Required

Amount Remitted

For billing questions, please call: 800-246-8000

Original

From	To	Quantity	UOM	Rate	Net Amount

Project: DT Project

Activity: DT budget

AFUDC Interest	Cable	11/18/20	11/18/20		3,200.00
Interest	Design	11/18/20	11/18/20		1,600.00
Subtotal For Employee:					4,800.00
Subtotal For Activity: DT budget					4,800.00
Subtotal For Project: DT Project					4,800.00
Prepaid Utilization:					
DT Utilization					-1,200.00

Total Amount: 0.00

Amount Due: 0.00USD



PRO FORMA

Invoice: PC-00020940
Invoice Date: 11/17/2003
Page: 1 of 1

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Customer No: 1008
Payment Terms: Net 30
Due Date:
Project:
Contract: DTPROP2
PO:

Bill To:
Adventure 54
Jake Carman
4655 E 22nd Street
Tucson AZ 85711
United States

Amount Due: 0.00 USD

No Payment Required

Amount Remitted

For billing questions, please call: 800-246-8000

Original

Project	Description	Net Amount
DT Project		800.00
		400.00
Prepaid Utilization:	DT Utilization	-800.00
Prepaid Utilization:	DT Utilization	-400.00
Total Amount:		<u>0.00</u>
Amount Due:		<u><u>0.00 USD</u></u>

SALARY DETAIL

Sponsor Award #: DTPROP2
Invoice Date : 11/18/2003
Invoice #: PC-00020942
From/To Date:

Account Number	Employee Name	Current Invoice	Cumulative
	KU0119Martin, Jean-Patrick	800.00	800.00
	KUI006Zarate, Susan	0.00	0.00
	KUI007Strasmann, Anne	500.00	500.00
	KUI017Smith, Cheri	236.12	236.12
	KUN005Panther, Cynthia	552.89	552.89
Sub Total		2,089.01	2,089.01
Grand Total		2,089.01	2,089.01

End of Report

INVOICE

Please Remit To:

USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page: 1
Invoice No: DT-GMTST 01
Invoice Date: 09/26/2003
Customer Number: CAN03
Payment Terms: Immediate
Due Date: 09/26/2003

Sponsor:

Teknotrix Co
999, boul de Maisonneuve Ouest
Bureau 1600
Montreal QC H3A3L4
Canada

Award:

AMOUNT DUE: 4,720.00 USD

Sponsor Award:
Award Amount: \$0.00

For billing questions, please call Patrick Larkin at 800-246-8000

Description	Bill Amount	Cumulative Amount
	Thru	
	1,600.00	1,600.00
1234	1,520.00	1,520.00
3666	1,600.00	1,600.00
SUBTOTAL:	4,720.00	4,720.00
TOTAL AMOUNT DUE :		4,720.00