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Oracle's PeopleSoft Billing Preface

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 Order to Cash Common Information 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.*

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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 PeopleBook: PeopleSoft Application Designer Developer's Guide

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

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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 — 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 Customer Vendor Affiliate 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 *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "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 Chapter 4, "Structuring Bills," Defining Customer Billing Contacts, page 38.

Bill Source — See Source.

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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 set defaults for 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. The 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 39.

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 on the Billing Specialist page.

See Chapter 4, "Structuring Bills," Entering Information for Billing Specialists and Billing Authorities, page 39.

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.

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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, Project Costing, 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.

Country, Postal

Select Country, 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 125.

See Chapter 6, "Entering Bills Online," Defining the Courtesy Copy Information, page 137.

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 Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering.

Customer Number

See Customer ID.

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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 34.

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 Application Fundamentals 9.1 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 71.

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 Application Fundamentals 9.1 PeopleBook*, "Using Entry Events."

Frequency

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

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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.
Identifier Look Up Date	The date used in Bill Entry for effective date prompting on charges, discounts and surcharges.
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 (invoice amount)	The total of all billing activity, including discounts, surcharges, and taxes.
Invoice Date Option Group Box	Select the Processing Date check box 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 check box 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 (invoice 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.

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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, electronic data interchange (EDI), or email.
Invoice Type	The invoice type is assigned by the system when a bill is created. Values are: *REG* - (regular) entered through online entry or through the Billing Interface. *RAJ* - (regular with adjustments) created when you add adjustments to an existing bill. *ADJ* - (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 *LOC* (letter of credit).
Line	The line number that the system assigns once you have 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 does not apply to bill lines coming in through the Billing Interface. See Chapter 6, "Entering Bills Online," Invoice Line Number Assignment, page 110.
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.

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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 *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "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 44.

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 Project Costing.

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. Deselect 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 137.

See Chapter 6, "Entering Bills Online," Defining the Courtesy Copy Information, page 137.

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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 Product page.

Project ID The name or number by which a project is identified in all tables and pages in PeopleSoft Project Costing. The project must already be established in PeopleSoft Project Costing.

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 do not 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 Project Costing 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 Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information."

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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 give 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 type, 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. See *PeopleTools PeopleBook: PeopleSoft Process Scheduler*
Run Date and **Run Time**	The time and date the report was generated.
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.

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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 Start Date/End Date field to select by date the invoices to be included in a process. The starting and ending dates are inclusive.
Status	Select *Active* or *Inactive.* 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 *FNL* (finalized), *HLD* (hold) and *RDY* (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.

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Chapter 1

Getting Started With PeopleSoft Billing

This chapter provides an overview of PeopleSoft Billing and discusses:

- PeopleSoft Billing Business processes.
- PeopleSoft Billing Integrations.
- PeopleSoft Billing Implementation tasks.

PeopleSoft Billing Overview

PeopleSoft Billing processes billing information to create invoices. The Billing application allows you to standardize, automate and optimize your billing activities so that all invoices receive proper review, validation and accounting treatment.

With this application, you can:

- Create bills
- Receive billing data from other PeopleSoft applications
- Receive billing data from non-PeopleSoft applications
- Create inter and intraunit bills
- Create installment bills
- Create recurring bills
- Consolidate multiple bills on a single invoice
- Review and validate bills
- Calculate sales, use and value-added taxes
- Print invoices in detail or summarized format, transmit EDI (electronic data interchange) invoices, and present invoices online
- Send invoice notifications via email.
- Adjust invoices
- Attach supporting documentation or image of invoice.
- Create accounting entries for PeopleSoft General Ledger, Receivables and Accounts Payable

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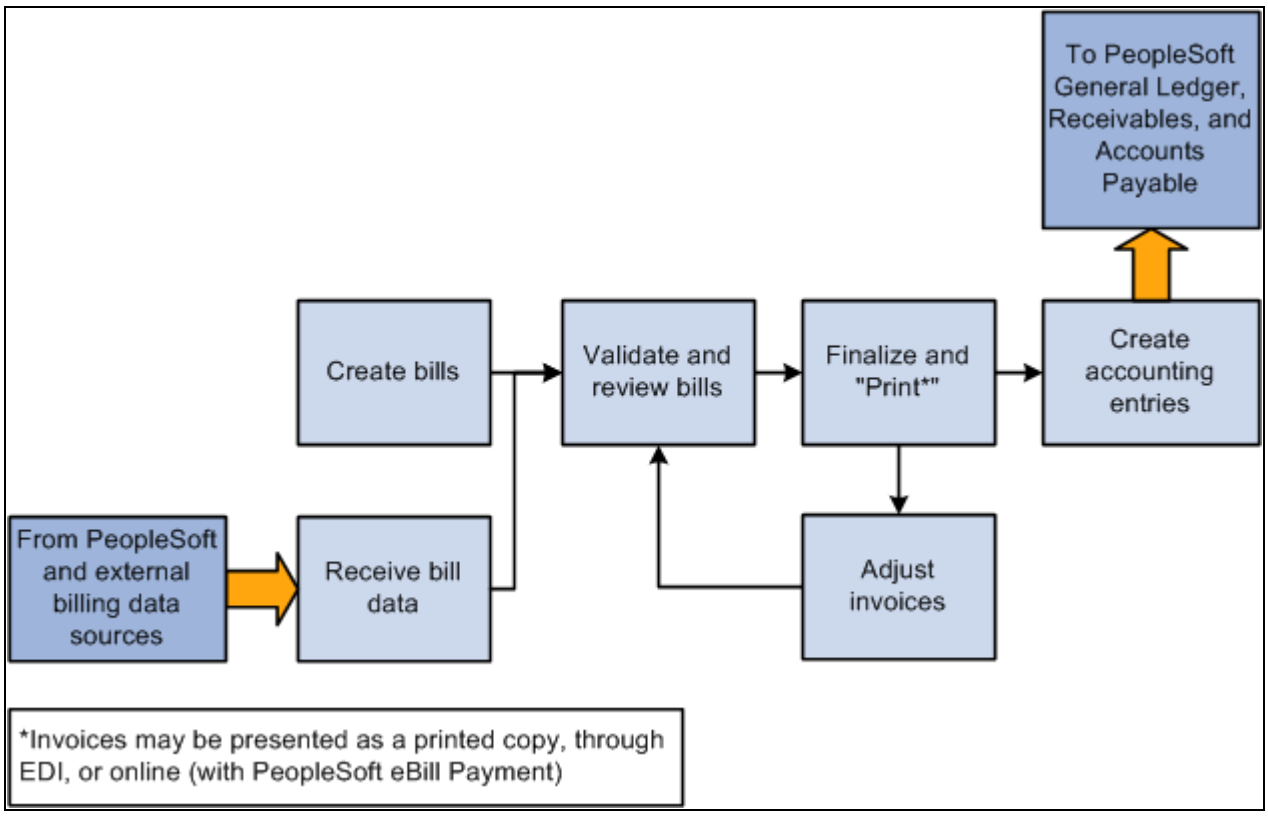
- Accrue unbilled revenue
- Defer revenue accounting

PeopleSoft Billing Business Processes

The following process flow illustrates the PeopleSoft Billing business processes that initiates from PeopleSoft and external billing data sources, and completes once the accounting entries are entered to the PeopleSoft general ledger, receivables and accounts payable.

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



PeopleSoft Billing business process flow from a data source to the general ledger, receivables and accounts payable

PeopleSoft Billing Integrations

PeopleSoft Billing integrates with the following PeopleSoft applications:

- PeopleSoft Order Management
- PeopleSoft Inventory
- PeopleSoft Contracts

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- PeopleSoft Project Costing
- PeopleSoft Pay/Bill Management
- PeopleSoft Grants
- PeopleSoft Real Estate Management
- PeopleSoft Promotions Management
- PeopleSoft Asset Management
- PeopleSoft General Ledger
- PeopleSoft Receivables
- PeopleSoft Payables
- External, non-PeopleSoft Systems

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

Supplemental information about third-party application integrations is located on the My Oracle Support web site.

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 Order Management through the Billing Interface for the purpose of invoicing, revenue recognition, and interfacing downstream to Receivables and General Ledger.
- Provide direct invoicing from PeopleSoft Order Management.

  Direct invoicing streamlines the billing process by combining several steps that are in the collection and processing of billing activity from other source systems.
- Receive direct return material authorization credits and credit card transactions from PeopleSoft Order Management.

  PeopleSoft Billing supports additional fields to track credit card processing for bills originating from Order Management.
- Print configuration detail as a page at the end of the invoices for any bill line that originates from PeopleSoft Order Management and is configured in PeopleSoft Product Configurator.

Integration with PeopleSoft Contracts, Project Costing, and Grants

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

- Print project and contract information from PeopleSoft Project Costing and Contracts on invoices.
- Manage revenue recognition with methods other than invoicing activity.
- Manage progress payments and withholding for government contracts.

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- Write billing information into Project Costing tables to support navigation capabilities from PeopleSoft Billing to Project Costing.

  You can also access PeopleSoft Project Costing from the bill entry component to view project details. You can book advances to an unearned income account and book retainages to a long-term receivables account. PeopleSoft Contracts passes Billing of these accounts.

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

- Bill rents, operating expenses, maintenance fees and security deposits if you install PeopleSoft Real Estate Management.

Integration with PeopleSoft Pay/Bill Management

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

You can review and adjust bill lines from PeopleSoft Pay/Bill Management by using the billing worksheet and send information back to 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 that are created against promotions by using a credit memo or deduction payment method. Billing then processes these types of payments by creating customer credit invoices, and posts these credits into 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 Billing to generate appropriate accounting entries to relieve fixed assets, calculate value-added-tax as necessary, initiate creation of open items in Receivables, post to General Ledger, and initiate InterUnit payable voucher creation if you are transferring assets 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 that are created for invoices (both regular and consolidated) according to the parameters that 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.

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- Share the same accounting environment that is defined in PeopleSoft General Ledger.
- Provide PeopleSoft General Ledger with preverified accounting entries through extensive ChartField combination edits for invoices that are entered in Billing.

  Note. PeopleSoft Billing does not initiate the Combination Edit process for transactions that are imported into the billing interface from source systems.

- After you run the Load GL or Unbilled Revenue Accrual processes and the accounting entries go through the Journal Generator process and post to the general ledger, 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 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 that are generated for invoices (both regular and consolidated) according to the parameters that 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 through the Billing interface, which is a standardized transaction type driven interface that is provided to meet various transaction needs.
- Integrate with third-party tax vendor. These vendors provide solutions to the most complex sales tax requirements and maintain tax rates for you. The PeopleSoft Billing application includes PeopleSoft Tax Tables, which meet simple sales tax requirements but requires maintenance of tax rates.

PeopleSoft Billing Implementation Tasks

PeopleSoft Setup Manager enables you to review a list of setup tasks for the organization for the products that you implement. 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 the existing system into 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:

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Component	Component Interface	Reference
Charge Code	BI_CHARGE_CI	See Chapter 4, "Structuring Bills," Setting Up Billing Charge Codes, page 74.
Discounts and Surcharge Code	BI_DISC_SUR_CI	See Chapter 4, "Structuring Bills," Setting Up Discounts and Surcharges, page 79.
Standard Note	STANDARD_NOTE	See *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining Additional Customer Information," Setting Up Standard Notes.
Sales and Use Tax Authorities	TAX_AUTHORITY_CI	See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Sales and Use Tax Authorities and Codes.

PeopleSoft Events and Notifications Framework

As your organization processes the continuous stream of transactions within your PeopleSoft system, the events and notifications framework enables you to monitor the transaction flow and alert your organization to any errors, changes, and stalled transactions. The messages generated by the events and notifications framework can notify you of the problem, give you a detailed description of the issue, and provide a link to the PeopleSoft page where you can resolve it. One of the ways to use the events and notifications framework is to create PeopleSoft Queries on one or more PeopleSoft tables, add the alert using the Alert Setup component, and then complete the alert setup steps. This method enables you to monitor data within a PeopleSoft table; for example, searching for stalled transactions, instead of looking at the results of a PeopleSoft process. When the Alerts process (EOEN_ALERT) is run, the PeopleSoft table is queried and the alert messages can be generated. These messages can be routed to the appropriate person (PeopleSoft user or non-PeopleSoft user) using an email, a PeopleSoft worklist entry, an XML message, or the PeopleSoft Notification Dashboard.

For the PeopleSoft Billing application, sample data includes the following PeopleSoft queries that have been setup to work with the events and notifications framework. These queries may require minor modifications to work in your environment. In addition, your billing specialist must be setup with a user profile to receive email. You can copy and alter these queries to create new alert messages.

Query	Process Name	Process Category	Description
BI_CRCARD_ERRORS	BI_CREDIT_CARD	ERROR_TRANSACTIONS	Generates alert messages for credit card transactions that are in error. This PeopleSoft Query gives detailed information about each transaction using the INTFC_CRCARD staging table and the Bill Header table (BI_HDR).

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Query	*Process Name*	*Process Category*	*Description*
BI_CRCARD_ER R_SUM	BI_CREDIT_ CARD	ERROR_SUMMARY	Generates alert messages for credit card transactions that are in error. This PeopleSoft Query uses the INTFC_CRCARD staging table to display data summarized by business unit, amount, and currency.
BI_FINALIZATI ON_ERRORS	BI_INVOICE	ERROR_TRANSACTIO NS	Generates alert messages for billing finalization errors (ERROR_STATUS_BI) in the Bill Header table (BI_HDR).
BI_FINALIZATI ON_ERR_SUM	BI_INVOICE	ERROR_SUMMARY	Generates alert messages for billing finalization errors (ERROR_STATUS_BI) in the Bill Header table (BI_HDR). This query displays data summarized by business unit, amount, and currency.
BI_INTFC_BI_E RROR	BI_INTERFA CE	ERROR_TRANSACTIO NS	Generates alert messages for billing interface errors (ERROR_STATUS_BI) in the Billing Interface table (INTFC_BI).
BI_PENDING_BI LLS	BI_INVOICE	PENDING_TRANSACTI ONS	Generates alert messages for invoices that have not been finalized after a certain number of days. **Note.** Define the number of days using the WorkFlow/Batch Parameters page.
BI_PENDING_BI LLS_CON	BI_INVOICE	PENDING_TRANSACTI ONS_CONS	Generates alert messages for consolidated invoices that have not been finalized after a certain number of days. **Note.** Define the number of days using the WorkFlow/Batch Parameters page.
BI_PENDING_BI LLS_SUM	BI_INVOICE	PENDING_TRANSACTI ONS_SUMMARY	Generates alert messages for invoices that have not been finalized after a certain number of days. This query displays the invoices summarized by business unit, amount, and currency. **Note.** Define the number of days using the WorkFlow/Batch Parameters page.
BI_PENDING_C ON_BILLS_SUM	BI_INVOICE	PENDING_TRANS_SUM MARY_CONS	Generates alert messages for consolidated invoices that have not been finalized after a certain number of days. This query displays the consolidated invoices summarized by business unit, amount, and currency. **Note.** Define the number of days using the WorkFlow/Batch Parameters page.

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Query	Process Name	Process Category	Description
BI_PENDING_CRCARD	BI_CREDIT_CARD	PENDING_TRANSACTIONS	Generates alert messages for credit card transactions that have not been processed after a certain number of days. **Note.** Define the number of days using the WorkFlow/Batch Parameters page.
BI_PENDING_CRCARD_SUM	BI_CREDIT_CARD	PENDING_TRANSACTIONS_SUMMARY	Generates alert messages for credit card transactions that have not been processed after a certain number of days. This query displays the credit card transactions summarized by business unit, amount, and currency. **Note.** Define the number of days using the WorkFlow/Batch Parameters page.
BI_PENDING_WRKSHEET	BI_WORKSHEET	PENDING_TRANSACTIONS	Generates alert messages for billing worksheets that have not been processed after a certain number of days. **Note.** Define the number of days using the WorkFlow/Batch Parameters page.
BI_WORKSHEET_ERRORS	BI_WORKSHEET	ERROR_TRANSACTIONS	Generates alert messages for billing worksheets that are in error.
BI_PENDING_INTFC	BI_INTERFACE	PENDING_TRANSACTIONS	Generates alert messages for billing interface transactions (INTFC_BI table) that have not been processed after a certain number of days. **Note.** Define the number of days using the WorkFlow/Batch Parameters page.

See Chapter 4, "Structuring Bills," Modifying Workflow and Batch Parameters, page 87.

Other Sources of Information

In the planning phase of the 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 9.1 PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleTools PeopleBook: PeopleSoft Setup Manager

PeopleTools PeopleBook: PeopleSoft Component Interfaces

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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 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.
- 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.

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Table	Required/Optional	Description	Use
Bill Source (BI_SRC).	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 is 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 and 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.

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.
Distribution Code (DST_CODE_TBL)	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.

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Table	*Required/Optional*	*Description*	*Used*
Invoice Format (BI_IVC_FORM)	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_IVC_LAYOUT)	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_PNLSERIESHDR)	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.
Payment Terms (PAY_TRMS_TBL) and Payment Terms Timing (PAY_TRMS_TIME)	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.

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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.
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_HEADER_TBL) (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.

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See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Billing User Preferences

Informational Tables

This table contains information about PeopleSoft Billing informational tables:

Option	*Required / Optional*	*Description*	*Use*
Bill Inquiry Phone (BI_INQPHONE_TBL).	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.
Collector (COLLECTOR_TBL).	Required.	Person or agency that is involved in the collection of payment.	Carries over to the receivables system.
Credit Analyst (CR_ANALYST_TBL).	Required.	Person who is involved in credit analysis for this bill.	Carries over to receivables.
Bank Code (BANK_CD_TBL).	Required.	Bank to which the customer should remit payment.	Carries over to receivables.
Sales Person (SALES_PERSN_TBL).	Required.	Person responsible for the sale or contracting for this bill.	May be used for reporting.
Note Type (STD_NOTE).	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.

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Option	*Required / Optional*	*Description*	*Use*
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.

The following diagram shows the billing defaults and the overrides hierarchy.

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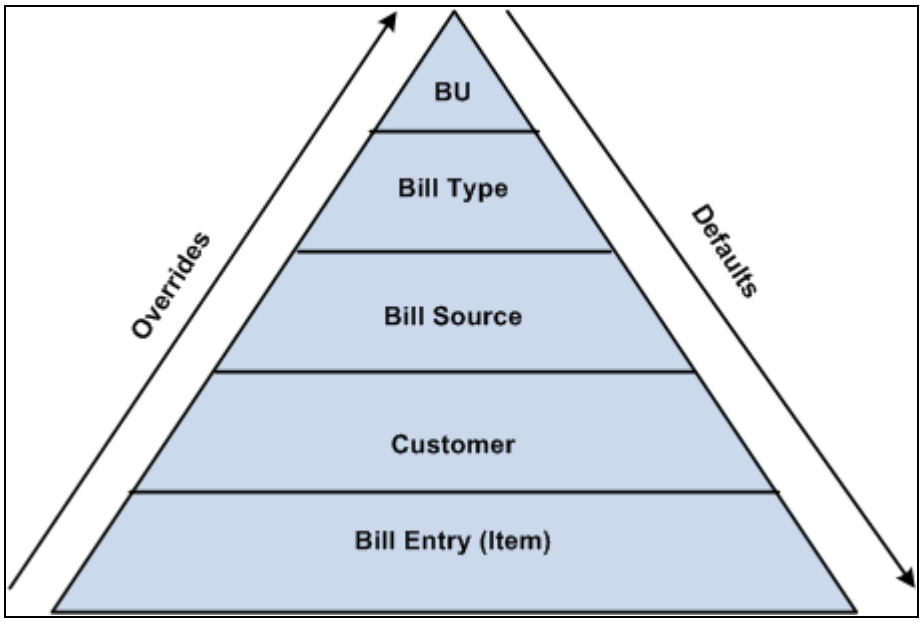

PeopleSoft Billing defaults and overrides hierarchy

The following table is another way of illustrating the default relationships and the hierarchical default levels for billing fields. In order of hierarchy, columns to the left override columns to the right. Thus if you set a default invoice ID for both the bill type and bill source of an invoice, the system will use the ID from the bill source. Likewise, 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 the business units, the different bill types and bill sources that you plan to define, and who the 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 in the table.

Setting up defaults at the highest possible level makes it easy for you to maintain data. If a change is required, you do not 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 table. 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.

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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

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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

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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

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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

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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
Invoice Media	NA	Derived from customer contact communication preferences.	NA	NA	NA	NA
Attach Invoice Image	NA	NA	XX	XX	XX	NA

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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.

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

Note. The billing default hierarchy does not recognize new effective-dated rows on the Distribution Code page, which is where you determine the AR Distribution Code. Therefore if a change is required for the Distribution Code values, it can be entered manually on the Header - Info 1 page or the PreLoad process will pick up the new effective-dated row during the Finalization process.

See Also

Chapter 4, "Structuring Bills," Defining Bill Cycles, page 48

Chapter 4, "Structuring Bills," Defining Bill Sources, page 54

Chapter 6, "Entering Bills Online," Entering Bill Line Information, page 139

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

PeopleSoft Order to Cash Common Information 9.1 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. However, if you are not using PeopleSoft Receivables, you must make the following changes so that PeopleSoft Billing functions properly. If you are 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 PENDING_ITEM table with invoiced data, and to load this activity into the accounts receivable system:

- BUSINESS_UNIT_AR
- GROUP_TYPE

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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 23

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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; and 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. Perform this operation irrespective of whether you use PeopleSoft General Ledger and Receivables or third-party applications.

If you use PeopleSoft Receivables, the 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 (BUS_UNIT_TBL_BI) and Billing Options (BUS_UNIT_OPT_BI) 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.

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- Enable PeopleSoft Billing business units for value-added tax (VAT) and financial sanctions screening (FSS), and how to set the invoice approval options and enable the attach invoice image option.
- Establish PeopleSoft Billing business unit options.

Pages Used to Establish New PeopleSoft Billing Business Units

Page Name	*Definition 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 and FSS. Set the Invoice Approval Options and enable the attach invoice image option.
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 (Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 1).

Default SetID Select a new or existing setID.

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Description	Displays a description that 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 associate with the Billing business unit.
GL Business Unit (general ledger business unit)	When you select an accounts receivable business unit, the system populates this field with the General Ledger business unit with which the Receivables business unit is associated. The relationship between a Billing business unit and a General Ledger business unit is inherited from Receivables. If you do not have PeopleSoft Receivables installed, enter any value in these two fields; the system validates against tables. If the GL business unit 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 VAT fields on the Billing Definition - Business Unit 4 page are not displayed.
Base Currency	Displays the base currency of the General Ledger business unit if you have 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 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 the General Ledger application.
Update Open Periods	Click to access the Open Periods page, where you can edit the parameters of an open period.

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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 *RDY* (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.

No AR Open Items (no accounts receivable open items) Billing does not create 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 Receivables from the bill header. This option is valid only if you select *Header is AR Open Item* for the accounts receivable level.

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

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See Also

Chapter 2, "Preparing to Implement," page 9

PeopleSoft Payables 9.1 PeopleBook, "Setting Up PeopleSoft Payables Business Units"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Journal Generator"

PeopleSoft Application Fundamentals 9.1 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 (Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 2).

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. This field is disabled if the Billing business unit is associated with a VAT entity.

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

Company — Enter the company code that you set up for this business unit in the tax vendor system. This code will be 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 the division code setup for this business unit, 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.

Calc Use Tax on Free Items (calculate use tax on free items) — Select the check box to specify whether use taxes should be accrued for free items.

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Tax Liability Account

Sales/Use Provide the distribution code for the sales tax liability account.

(CND) GST (goods and services tax) Provide the distribution code for the Canadian goods and services tax liability account. The GST control is only displayed for a business unit using Canadian dollars as its billing currency.

Note. To calculate Canadian taxes through a third-party tax vendor, do not associate the Billing business unit with a GL unit linked to a VAT entity.

Use Tax Dist (use tax distribution code) Provide the distribution code for the accrued use tax.

Use Tax Offset Provide the distribution code for use tax offset.

Note. The Use Tax Offset account may be an accounts payable distribution code.

Note. The controls in the Tax Liability Account group box are displayed only when using a third-party tax solution.

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 set the GL Options (General Ledger options) to *Business Unit* on the Installation Options - Billing - GL/AR Options page.

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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 set at the business unit level, set this option and the future period accounting dates at the business unit level.

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	*By Days Within Range*	The system divides the number of revenue days in the period by the number of days in the range.
2	*Evenly Using All Pds* (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.
3	*Evenly Using Mid-period Rule*	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.

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Code	Field Value	Function
4	*Evenly/Partial by Days*	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	*User Defined Proration Method*	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)

Assign values to these fields to define the default accounting entries for debit and credit activity generated by this 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 assign both at the business unit level because these fields are optional at all other levels. Providing 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.

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See Also

Chapter 24, "Establishing InterUnit and IntraUnit Billing," page 607

Chapter 20, "Processing Deferred Revenue Accounting Entries," page 557

PeopleSoft Receivables 9.1 PeopleBook, "Defining PeopleSoft Receivables Processing Options," Setting Up Entry Types and Reasons

PeopleSoft Supply Chain Management Integration 9.1 PeopleBook, "Calculating Sales and Use Tax in Supply Chain Management"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Entry Events"

Setting Defaults for the Unbilled Revenue Accrual Process

Access the Billing Definition - Business Unit 3 page (Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 3).

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 for selection.

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: *Finalized*, *Hold*, *New Bill*, *Pend Apprv* (pending approval), and *Ready*.

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, set up unbilled revenue accrual for the bill type (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.

See Also

Chapter 21, "Using Unbilled Revenue Accrual," page 573

Chapter 4, "Structuring Bills," Defining Bill Types, page 50

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Defining Document Sequencing"

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Enabling PeopleSoft Billing Business Units for VAT and FSS

Access the Billing Definition - Business Unit 4 page (Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 4).

VAT Information

VAT Reporting Entity

If the business unit is enabled for VAT, this field is populated. The default information appears if you link the PeopleSoft Billing business unit to a General Ledger business unit, that is already associated with a VAT entity, on the Billing Definition - Business Unit 1 page.

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: *Buyer's Location,Ship From Location,ship-to Location,* or *Supplier's Location.*

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 for the location country and state of the supplier, as applicable.

This link appears only when the billing business unit's associated general ledger business unit is associated with a VAT entity.

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(NLD) Acceptgiro Type Displays the acceptgiro contract type. The Acceptgiro Type field will be displayed only if an acceptgiro contract is set for the Receivables business unit associated with the Billing business unit. If no contract type is displayed, the business unit will not be able to generate acceptgiro invoices.

Note. The VAT Defaults Setup and Services VAT Treatment Drivers Setup pages are described in detail in the *PeopleSoft Global Options and Reports PeopleBook.*

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT."

Warning! If the General Ledger business unit is linked to a VAT entity after the Billing business unit is created, the VAT status of the Billing unit will not be updated automatically. To update the Billing business unit VAT status, you must change the AR Business Unit setting on the Billing Definition - Business Unit 1 page to another, temporary value, and then change it back to the correct Receivables business unit. 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.

Financial Sanctions Screening

Financial Sanctions Screening Select to indicate that the bills that are associated with this billing business unit are processed through the Financial Sanctions Screening (FSS) check during the Screen for Denied Parties process or the Bill Finalization process. This option is activated when you select *Enable at Business Unit* in the Order To Cash field on the Overall Installation Options - Financial Sanctions Options page.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Financial Sanctions Options.

Invoice Approval Options

Enable Invoice Approvals Select to enable the approval process for a business unit. A second flag Only Submit Credits for Approval will be enabled when the Enable Invoice Approvals flag is checked. If the second flag is checked, then only bills that have a negative invoice amount, or at least one negative line amount, will be submitted for approvals.

When invoice approvals is enabled, you will also need to define a Process ID to be used in the approval process. The process ID defines the criteria and rules for your approval process. PeopleSoft Billing uses the Enterprise Components Approval framework to process invoice approvals. The process can be customized to meet your company's business needs.

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Details

Attach Invoice Image Option Select this option to retain an image of the invoice that is generated when the invoice is printed.

If the invoice format is a BI publisher and the invoice has been finalized, the print program can be run and the PDF output of the invoice will be attached to the invoice header.

See Also

Chapter 3, "Establishing PeopleSoft Billing Business Units," Enabling PeopleSoft Billing Business Units for VAT and FSS, page 32

Chapter 3, "Establishing PeopleSoft Billing Business Units," Defining New PeopleSoft Billing Business Units, page 24

Chapter 12, "Calculating VAT in PeopleSoft Billing," page 349

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT," Setting Up VAT Entities

PeopleSoft PeopleBook: Approval Framework

Establishing PeopleSoft Billing Business Unit Options

Access the Billing Options - Billing Business Unit Options page (Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Options, Billing Business Unit Options).

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 have already established a business unit. The records are separate and are keyed by different fields.

Billing Origin ID 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 are not using Receivables, you can enter any value here; the system does not validate the value.

Group Type 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 are not using PeopleSoft Receivables, you can enter any value here; the system does not validate the value.

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Pay Terms for Fully Paid Bill Select a payment term for invoices that are fully paid and do not have a discount for early payment. Selecting this payment term ensures that the discount for early payment is not applied during the Accounts Receivable payment application process. The potential result of not selecting this payment term could result in outstanding credits in Accounts Receivable.

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.

Exchange Rate Type 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.

See Also

Chapter 4, "Structuring Bills," page 37

Chapter 2, "Preparing to Implement," Establishing Default Levels for PeopleSoft Billing Options, page 14

PeopleSoft Receivables 9.1 PeopleBook, "Defining PeopleSoft Receivables Processing Options," Setting Up Group Types and Group Origins

PeopleSoft Payables 9.1 PeopleBook, "Processing Multiple Currencies in PeopleSoft Payables"

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

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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.
- Set up bill summarization.
- 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.
- Establish tax groups.
- Establish charge code value-added tax (VAT) groups.
- Set up discounts and surcharges.
- Set up bill by identifiers for external sources.
- Define accumulations.
- Use workflow processes in PeopleSoft Billing.

Note. Changes to billing structure definitions may affect items in process. Processing for pending invoice, interface, and accounting transactions should be completed before you revise existing definitions.

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Defining Customer Billing Contacts

To define customer billing contacts, use the Billing Specialist (BI_SPECIALIST), Bill Inquiry Phone (BI_INQPHONE), Team Member Personal Data (MEMBER_PERSON1), Collector (COLLECTOR_TABLE), and Credit Analyst (CR_ANALYST_TABLE) 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	*Definition 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 team member information.
Collector	COLLECTOR_TABLE	• Set Up Financials/Supply Chain, Product Related, Billing, Setup, Collector • Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Collector	Establish valid collectors.

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Page Name	Definition Name	Navigation	Usage
Credit Analyst	CR_ANALYST_TABLE	• Set Up Financials/Supply Chain, Product Related, Billing, Setup, Credit Analyst • Set Up Financials/Supply Chain, Product Related, Receivables, Credit/Collections, Credit Analyst	Add or modify information for a credit analyst.

Entering Information for Billing Specialists and Billing Authorities

Access the Billing Specialist page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Billing Specialist).

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 create PeopleSoft user accounts for the specialists.

Add new billing specialists on the Billing Specialist page. To access the page, enter a billing specialist code, an 8-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 PeopleBook: Security Administration

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences"

Defining Bill Inquiry Phone Numbers

Access the Bill Inquiry Phone page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Inquiry Phone).

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. You can have different phone numbers based on where customers are located.

Specify when to have the bill inquiry phone number take effect in the Effective Date field, and indicate the status for the number.

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Setting Up Team Member Information

Access the Team Member Personal Data page (Set Up Financials/Supply Chain, Common Definitions, Team Members, Team Member Personal Data, Member Data).

Set up team member codes, formerly salesperson codes.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel

Setting Up Collectors

Access the Collector page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Collector).

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

Access the Credit Analyst page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Credit Analyst).

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 (FS_REPORT_CF_SETUP) component.

PeopleSoft Billing enables you to define the ChartFields that print and the order in which they appear on eligible Structured Query Report (SQR). 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.

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Page Used to Define ChartField Reporting Options

Page Name	*Definition 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 display all ChartFields and deselect 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 (BI_IVC_NUM) 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 of 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 the two.

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.

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- 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 so that the generated invoice numbers will never overlap.

See Also

Chapter 2, "Preparing to Implement," page 9

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

Page Used to Assign Invoice Number IDs

Page Name	*Definition 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 ID page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Invoice Number ID, Invoice Number ID).

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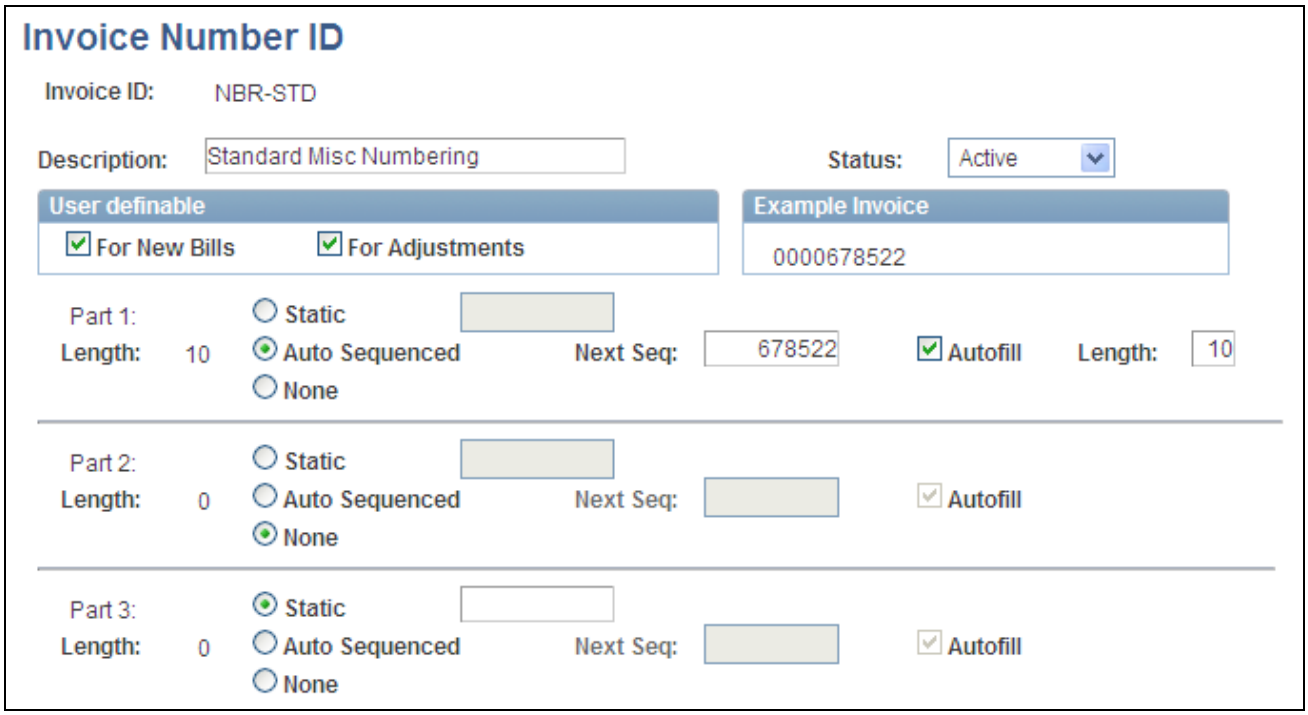

Invoice Number ID page

User Definable

If you want to allow users to specify the invoice number to use during bill creation, then select the options in the User definable group box. If these options are selected, the system will not auto generate an invoice number and will instead use the invoice number specified by the user. 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 displays 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.

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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 zeros 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 (BI_PNLSERIES) component.

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

This section provides an overview of page series definitions and discusses how to add or modify a page series.

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 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.

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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 determine 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.

You can set up Page Series to work for Express Bill Entry.

Note. It is ideal to define Page Series for use by the Standard Bill entry component rather than in Express Billing because there is a possibility that you define your pages in such a way that you end up looping between the same two pages when in Express Billing.

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 can find a table of page object names later 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 can create a page series for each bill type or bill source. If the billing activity is standard, you may want to establish only 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. When 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 do not 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 that exist in standard billing only, the system advances to the next page defined in the series that is available in express billing.

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See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

Page Used to Define Page Series Definitions

Page Name	*Definition Name*	*Navigation*	*Usage*
Bill Entry Page Series	BI_PNLSERIES	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 (Set Up Financials/Supply Chain, Product Related, Billing, Define Preferences, Page Series Definition, Bill Entry Page Series).

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 pages that pertain to a single bill (Bill Header and Bill Line pages) only. 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.

Note. It is recommended that if a page series definition is strictly to be used for the Express Bill component, then certain pages should not be included in the page series definition. This is because some of the pages listed does not have a corresponding page in the Express Bill component. Doing so could cause the page series navigation to not behave as expected.

Object	*Page*	*Corresponding Page exists in Express Billing?*
BI_HDR	Standard Billing - Header - Info 1	Yes
BI_HDR2	Standard Billing - Header - Info 2	No
BI_AR_DST	Standard Billing - Header - AR Distribution	Yes
BI_HDR_ADDR	Standard Billing - Address Info	No

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Object	*Page*	*Corresponding Page exists in Express Billing?*
BI_HDR_CC	Standard Billing - Courtesy Copy Addr	Yes
BI_HDR_MISC	Standard Billing - Header - Misc Info	No
BI_HDR_OM	Standard Billing - Header - Order Info	No
BI_HDR_PC	Standard Billing - Header - Project Info	No
BI_HDR_SVC	Standard Billing - Header - Service Info	No
BI_LINE	Standard Billing - Line - Info 1	No
BI_LINE2	Standard Billing - Line - Info 2	No
BI_LINE_IU_EXP	Standard Billing - Acctg - InterUnit Exp/Inv	Yes
BI_LINE_IU_PAY	Standard Billing - Acctg - InterUnit Payables	Yes
BI_LINE_VAT	Standard Billing - Line - VAT Info	Yes
BI_LINE_UAR	Standard Billing - Acctg - Unbilled AR	Yes
BI_LINE_DST_STA	Standard Billing - Acctg - Statistical Info	Yes
BI_LINE_TAX	Standard Billing - Line - Tax Info	Yes
BI_LINE_OM	Standard Billing - Line - Order Info	Yes
BI_LINE_PC	Standard Billing - Line - Project Info	Yes

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Object	*Page*	*Corresponding Page exists in Express Billing?*
BI_LINE_SVC	Standard Billing - Line - Service Info	Yes
BI_LINE_MISC	Standard Billing - Line - Misc Info	Yes
BI_LINE_DST	Standard Billing - Rev Distribution	Yes
BI_LINE_DFR	Standard Billing - Acctg - Deferred	Yes
BI_LINE_AR	Standard Billing - Acctg - AR Offset	Yes
BI_LINE_DS	Standard Billing - Discount/Surcharge	Yes
BI_LINE_DS_DFR	Standard Billing - Disc/Surcharge Deferred	Yes
BI_HDR_NOTE	Standard Billing - Header - Note	Yes
BI_LINE_NOTE	Standard Billing - Line - Note	Yes
BI_LINE_DS_DTL	Standard Billing - Disc/Surcharge Distribution	Yes
BI_LINE_EXS	Standard Billing - Line - Tax/Excise Info	Yes
BI_LINE_WKS	Standard Billing - Line - Worksheet	Yes

See Also

Chapter 6, "Entering Bills Online," page 105

Defining Bill Cycles

To define bill cycles, use the Bill Cycle (BI_CYCLE) component.

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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 PeopleBook: PeopleSoft Process Scheduler

Page Used to Define Billing Cycles

Page Name	*Definition 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 (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Cycle).

If the cycle ID applies to recurring or installment bills, enter the recurring or installment bill parameters. If not, you need not 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 30, "Generating Recurring Bills," page 693

Chapter 31, "Working with Installment Bills," page 699

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Defining Bill Cycle Dates for PeopleSoft Grants

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

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 and 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 before or equal to the system date. These dates are assigned to the bill header from and to dates and appear on PeopleSoft Grants invoices.

Page Used to Defining Bill Cycle Dates for PeopleSoft Grants

Page Name	*Definition 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 (BI_TYPE) component.

The bill type represents a category of activity that should be grouped together on a particular bill. You can set default values at the bill type level. For example, suppose that a business performs a variety of services—consulting, training, and installation—and each should appear on separate bills. You can establish a different bill type for each service. When these services are billed through the Billing Interface, each service type is segregated onto separate invoices, with appropriate default values. 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.
- Set up bill type VAT controls.

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Pages Used to Define Bill Types

Page Name	*Definition Name*	*Navigation*	*Usage*
Bill Type 1	BI_TYPE	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type 1	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. Set up VAT defaults at the bill type level.

Entering Definitions and Defaults for Bill Types

Access the Bill Type 1 page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type 1).

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.

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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 Project Costing, in most cases you should define the invoice form as *PS/PC* for PeopleSoft Project Costing and leave the Invoice Form field blank on the Customer General Information - Bill-To Options page. If you do not, a pro forma invoice or actual invoice prints using the invoice form specified on the Customer 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 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Understanding the Load AR Pending Items Process (BILDAR01), page 539

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Entry Events"

PeopleSoft Receivables 9.1 PeopleBook, "Defining PeopleSoft Receivables Processing Options," Setting Up Entry Types and Reasons

Specifying Bill Type Level System Controls

Access the Bill Type 2 page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type 2).

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.

Attach Invoice Image Option
Select this option to retain an image of the invoice that is generated when the invoice is printed.

If the invoice format is a BI publisher and the invoice has been finalized, the print program can be run and the PDF output of the invoice will be attached to the invoice header.

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.

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Revenue Recognition Basis Enter the date that the system uses to calculate future accounting periods to post the recognized revenue. The *Invoice Date* option is the default and indicates a nondeferral. 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 *Ship Date*, and the ship date is in a future accounting period, the bill line is subject to deferred accounting. If you select *From/To Date Range*, 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 71

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

Setting Up Defaults for the Unbilled Revenue Accrual Process

Access the Bill Type 3 page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type, Bill Type 3).

Unbilled AR Distribution Code (unbilled accounts receivable distribution code) Enter a code to use a different unbilled receivables distribution code for different bill types. 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 that you establish here at the bill type level. If you do not establish a code here, the system uses the one that 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.

See Also

Chapter 4, "Structuring Bills," Setting Up Distribution Codes, page 71

Chapter 21, "Using Unbilled Revenue Accrual," page 573

Setting Up Bill Type VAT Controls

Countries that use VAT must separately report 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.

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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: *Buyer's Location, Ship From Location, Ship To Location,* and *Supplier's Location.* This field is optional for a bill type.

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 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.

This 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 the location country and state of the supplier (seller), 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.*

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT."

Defining Bill Sources

To define bill sources, use the Bill Source (BI_SRC) 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 systems as a bill source.

This section discusses how to:

- Add new bill sources.
- Establish default debit and credit entry types and reasons.
- Define bill source VAT controls.

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Pages Used to Define Bill Sources

Page Name	*Definition 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. Also, set the Attach Invoice Image Option.
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 (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source).

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 (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source, Bill Source 2).

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 new 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.

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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.

Select the Attach Invoice Image Option to retain an image of the invoice that is generated when the invoice is printed. If the invoice format is a BI publisher and the invoice has been finalized, the print program can be run and the PDF output of the invoice will be attached to the invoice header.

See Also

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Understanding the Load AR Pending Items Process (BILDAR01), page 539

PeopleSoft Receivables 9.1 PeopleBook, "Defining PeopleSoft Receivables Processing Options," Setting Up Entry Types and Reasons

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

Defining Bill Source VAT Controls

Access the Bill Source 3 page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source, Bill Source 3).

Countries that use VAT must separately report 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 physically performed. Options are: *Buyer's Location, Ship-From Location, Ship-To Location,* and *Supplier's Location.* This field is optional for a bill source.

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 bill source VAT defaults per VAT registration country and state, as applicable.

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VAT Service Treatment Setup	Click to access the Services VAT Treatment Drivers Setup page. 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 the location country and state of the supplier (seller), 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.*

See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT"

Setting Up Bill Summarization

To set up bill summarization, use the Summarization Group (BI_SUM_GROUP), Summarization Template (BI_SUM_TEMPLATE), and Summarization (SUMMARIZATION) components.

This section provides an overview of bill summarization templates and discusses how to:

- Define summarization groups.
- Define summarization configurations.
- Create summarization templates.
- Preview summarization templates.

Understanding Bill Summarization Templates

Bill summarization provides a means to group and summarize related bill lines for presentation on a special invoice form. When a summarization template is attached to one or more bill lines, the invoice can be printed in detail or summarized format. The detail invoice uses the form specified in the bill header; the summarized format uses a corresponding, summarized invoice form. The template defines grouping and summarization parameters, as well as formatting options such as labels and notes. Any of the bill line fields can be used as the basis for summarization.

Note. Bill summarization affects invoice presentation only, background processes such as accounting entry and open item creation are not changed.

The following figure shows an example of a summarized invoice. A summarized invoice groups activity by purchase order and summarizes activity by item type. All lines related to a purchase order are displayed together, and any lines for the same item within that purchase order group are aggregated as a single invoice line.

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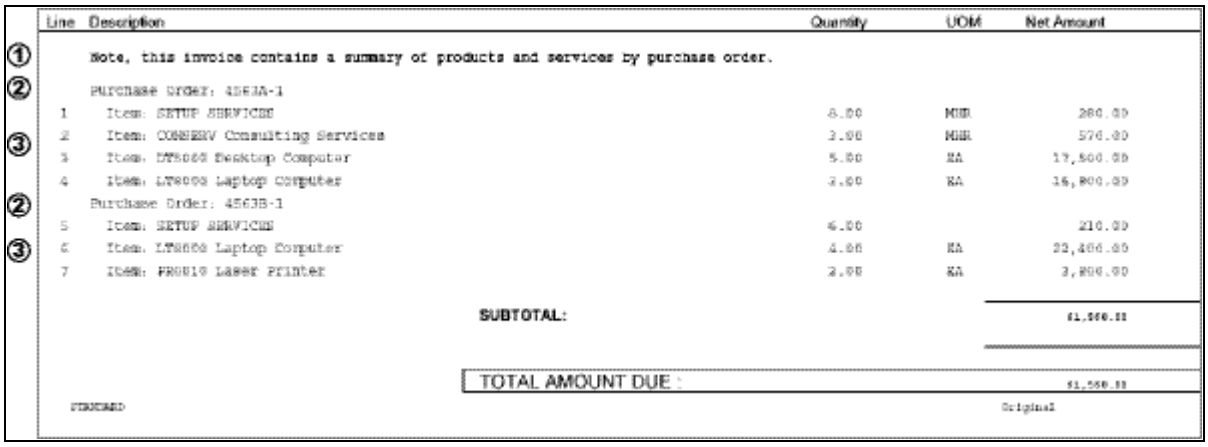

Line	Description	Quantity	UOM	Net Amount
①	Note, this invoice contains a summary of products and services by purchase order.			
②	Purchase Order: 4563A-1			
1	Item: SETUP SERVICES	8.00	HUR	280.00
③ 2	Item: CONSERV Consulting Services	2.00	HUR	570.00
3	Item: LT5000 Desktop Computer	5.00	EA	17,500.00
4	Item: LT8000 Laptop Computer	2.00	EA	16,800.00
②	Purchase Order: 4563B-1			
5	Item: SETUP SERVICES	6.00		210.00
③ 6	Item: LT8000 Laptop Computer	4.00	EA	33,600.00
7	Item: PR0810 Laser Printer	2.00	EA	3,800.00
	SUBTOTAL:			81,560.00
	TOTAL AMOUNT DUE :			81,560.00
STANDARD				Original

An excerpt from a summarized invoice

The circled numbers in the example call out the following summarization template elements:

1. Summarization note
2. Summarization group headings
3. Summarized lines

In the previous example, the PO_REF field was used for grouping, and the IDENTIFIER field was used for summarization. Multiple fields can be combined for both grouping and summarization purposes. Only lines with the same summarization template will be grouped and summarized together.

You can choose to print the summarized version, the detail version, or both when printed from a run control page. When the option is not available, such as when you are using the Invoice or Pro Forma buttons on the Standard Billing page, the system prints the summarized version only (when an invoice contains lines that have summarization templates). The system prints summarized invoices using the BISLSUM or BISLSUMC processes if the invoice form setting corresponds to an SQR invoice and the BICLSUM or BICLSUMC processes if the invoice form setting corresponds to a Crystal invoice. Detail invoices are printed according to the invoice form setting, in the same way as nonsummarized invoices. You can specify only landscape-format invoice forms in the header when printing summarized invoices. If you attempt to print a summarized invoice that has a portrait invoice form setting, the invoice is marked with an error. Correct the error by changing the invoice form setting to select a landscape form or remove the summarization templates from all the bill lines.

Summarization Groups

The bill line record contains Summarization Group Type and Group ID fields to provide a general-purpose method for specifying grouping and summarization. Summarization group types and groups have a hierarchical relationship, with a group type containing one or more groups. The fields can be used alone or in conjunction with other bill line fields. To be used, the Summarization Group Type and Summarization Group ID fields must be included in the summarization template. When used, the fields must be populated during bill entry or through the Billing Interface.

Note. The system does not validate the summarization field settings. If the fields are not populated correctly, invoices may contain errors in grouping or aggregation.

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See Also

Chapter 13, "Configuring Invoicing Jobs," Overview of Invoice Processing, page 397

Chapter 14, "Understanding Invoice Forms," Understanding the Billing Sample Invoices, page 451

Pages Used to Set Up Bill Summarization

Page Name	*Definition Name*	*Navigation*	*Usage*
Summarization Group	BI_SUM_GROUP	Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Group	Define Summarization Group Types and Summarization Groups.
Summarization Configuration ID	BI_SUM_CFG_ID_FLD	Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Configuration ID	Define a set of bill line fields to use with summarization templates.
Summarization Template	BI_SUM_COMMON	Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template, General Definitions	Set summarization rules and formatting options.
Summarization Template Group Header	BI_SUM_GROUP_HDR	Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template, Group Header	Set display options for group headings.
Summarization Template Group Detail	BI_SUM_GROUP_DETL	Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template, Group Detail	Set display options for summarized lines.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Summarization Template Preview	BI_SUM_TMPL_PREVW	• Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template • Click the Preview Summarization Template link on any of the Summarization Template pages.	Preview the summarization display.

Defining Summarization Groups

Access the Summarization Group page (Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Group).

1. Enter descriptions for the group type in the upper portion of the page.
2. Click the plus button in the grid to add groups.
3. Enter descriptions for the groups.
4. Click Save.

Defining Summarization Configurations

Access the Summarization Configuration ID page (Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Configuration ID).

To define summarization configurations, use the Summarization (BI_SUMMARIZATION) component.

Click the plus button in the Summarize By Field area to add fields to the configuration.

Creating Summarization Templates

Access the Summarization Template page (Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template).

To set up summarization templates, use the Summarization Template (BI_SUM_TEMPLATE) component.

Summarization ID Select the summarization configuration to use for this template. Only the fields in the configuration can be used in a template.

Summarization Rules Define overall grouping, summarization, and formatting properties.

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Summarized Order	Indicates the order in which the fields will be considered during grouping and summarization.
Group Detail Indicator	Indicates that the selected field and any subsequent fields will be used to summarize lines rather than group them. All fields before the selected field will be used to group bill lines. If the first field in the summarization rule list is selected, bill lines will not be grouped.
Summarized Note	Add a note to print on the summarized invoice.
Summarize & Display Qty & UOM (summarize and display quantity and unit of measure)	Select to summarize and display the quantity fields of the summarized lines. The unit of measure are also be displayed. **Note.** If the unit of measure values of the summarized lines do not match, the unit of measure is not displayed and the quantity is displayed as zero.
Include Line Notes	Selected to print the notes attached to the bill lines that are summarized. **Important!** Every note for every line will be printed, even duplicates.
Group Header Rules	Define group header formatting rules.
Customized Text	Defines the label that appears on the group heading or summarization line. You can leave this field blank.
Include Field Value	Select to print the field value along with the customized text.
Field Value First	Select to print the field value before the customized text rather than after it.
Group Detail Rules	Define the summarized line formatting rules.
Sort Order	Define the order in which the fields should be considered when the system sorts the summarized lines within a group.

Previewing Summarization Templates

Access the Summarization Template component (Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template).

You can preview a template by clicking the Preview Summarization Template link on any of the component pages. The preview displays an approximation of how the custom text, field values, and notes will be printed on an invoice. The text within angle braces ("<" and ">") will be replaced with field values from the summarized bill lines.

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Establishing Invoice Formatting, Sorting, and Printing Options

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

PeopleSoft Billing enables you to create as many different formats for invoices as your business practices require. After 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 VAT information print options.

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

Page Name	*Definition Name*	*Navigation*	*Usage*
Sort-By Fields	BI_SORT_BY	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Sort-by Fields	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.
Invoice Layout Identifiers	BI_LAYOUT_ID	Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Layout Identifiers	Define the page orientation and arrangement of the printed invoice.

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Page Name	Definition Name	Navigation	Usage
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 Fields page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Sort-by Fields).

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.

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Defining Sort By Line Types

Access the Sort-By Line Type page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Sort-By Line Type).

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 Invoice Layout Identifiers page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Layout Identifiers).

Select a layout type from the following options:

Crystal Select to use the PeopleSoft reporting tool, Crystal Reports. The system calculates invoice information and prints 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 SQRs to print the invoice. The system calculates invoice information and prints it on the invoice in portrait orientation.

BI Publisher Select to use BI Publisher forms. The system calculates invoice information and prints it on the report ID that is specified on the Invoice Formatting Options - General page.

Creating New Layout Formats

Access the Invoice Formatting Options - General page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, General).

You can define as many layout formats as you need.

Note. Most of the format options are used only by SQR invoice forms. If the layout format uses a Crystal or BI Publisher layout ID, only applicable options are enabled. In addition, if the Print Form option is not selected, none of the printing options will be enabled.

Last Update

Displays the date and time that the invoice form was last updated, as well as the user ID who performed the update.

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Formatting Options

Select the invoice layout ID, whether the format is used in print mode, the sort by identifier, and whether headings are repeated for this invoice form.

Invoice Layout ID Select an invoice layout ID from the following options:

- Extract - Generic extract layout. Select this option for all bills that require regular or consolidated processing.
- 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).
- 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 - Project Costing with contract totals layout. Select this option for a bill with project and contract-related information.
- RIGHTSTUB - Right stub layout. Select this option to print full invoice information 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.
- XMLPUB - Select to use the BI Publisher forms, which are determined in the BI Publisher group box.
- XP_SF103X - Provides a BI Publisher rendering of the standard form 1034/1035 for federal invoices.

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

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Print Form Select if you want to use the format in Print mode. This option must be selected to enable the other printing options.

Note. If this option is not selected, invoices using this format will not be printed.

Sort-By ID Select a value for the system to sort by for this format.

BI Publisher

These are required fields if *XMLPUB* is selected in the Invoice Layout ID field. The XML templates are defined on the PeopleTools Report Definition page.

Report ID Select the report ID that identifies the template for nonconsolidated invoices.

Cons Report ID (consolidated invoices report ID) Select the report ID that identifies the template for consolidated invoices.

Summary Page Options

If you select Print Form, also define how you want the summary page to print. Options are:

- Leading Page
- Trailing Page
- No Summary Page
- Only Summary Page

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 Bill Summary to include an Installment Bill Summary invoice.

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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.

See Also

Chapter 14, "Understanding Invoice Forms," page 449

Setting Up Discount, Surcharge, and Tax Print Options

Access the Invoice Formatting Options - Discounts, Surcharges, Taxes page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options - Discounts, Surcharges, Taxes).

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/surcharge)	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:

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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 VAT in PeopleSoft Billing," page 349

Setting Up Invoice Header Note Print Options

Access the Invoice Formatting Options - Header Notes page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, Header Notes).

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, some PeopleSoft Grants and federal invoices do not include notes.

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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. Only one primary header note exists 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.

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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 105

Setting Up Invoice Line Note Print Options

Access the Invoice Formatting Options - Line Notes page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, Line Notes).

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 appear 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 the position where you want the footnotes to be printed on the invoice. Print footnotes before or after the totals.

Specifying VAT Information Print Options

Access the Invoice Formatting Options - VAT Treatment Msg page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, VAT Treatment Msg).

The following VAT information prints on each 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.

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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.*

   See *PeopleSoft Global Options and Reports 9.1 PeopleBook,* "Working with 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).
7. Customer VAT message.

The 2-character country code for a VAT registration ID will be retrieved from the Country Statistics table.

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.

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 16, "Understanding SQR Invoices," Modifying Invoice Layouts for VAT, page 487

Setting Up Distribution Codes

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

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

This section discusses how to:

- Define distribution codes.
- Link draft distribution codes.

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Pages Used to Set Up Distribution Codes

Page Name	*Definition 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 Distribution 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 (Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code).

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

Corp Vchr (corporate voucher) Used for setting up accounting entries used for corporate vouchers.

Cust Dep (customer deposits) Used for setting up accounting entries used for Customer Deposits which are taken in Order Management.

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 third-party.

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.

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Revenue	Used for setting up revenue accounts.
Sales/Use	Used for sales and use taxes when you are using third-party vendor.
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.

Note. The billing default hierarchy does not recognize new effective-dated rows on the Distribution Codes page. Therefore, if a change is required for the Distribution Code values, you can enter it manually on the Header - Info 1 page, or the PreLoad process will pick up the new effective-dated row during the Finalization process.

Linking Draft Distribution Codes

Access the Draft Details page (click the Draft Distribution Codes button on the Distribution Code 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.

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See *PeopleSoft Receivables 9.1 PeopleBook*, "Defining PeopleSoft 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 9.1 PeopleBook*, "Defining Additional Processing Options," Setting Up Payment Terms.

Setting Up Payment Terms

The documentation for PeopleSoft Receivables discusses payment terms in detail.

See *PeopleSoft Receivables 9.1 PeopleBook*, "Defining Additional Processing Options," Setting Up Payment Terms.

Setting Up Billing Charge Codes

To set up Billing charge codes, use the Charge Code (BI_CHARGE) 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 the 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 does not have to meet any verification demands of billing source applications, such as PeopleSoft Order Management or PeopleSoft Project Costing.

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 Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Billing User Preferences

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Pages Used to Set Up PeopleSoft Billing Charge Codes

Page Name	*Definition 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 Code page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code).

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 that 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 the Taxware 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 do not 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 enter this information only if you first set up product exception classes in the Tax Group page. If you do not specify a tax group, the system sends the identifier code with the bill line through the interface as the product.

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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 on the 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 nondeferred 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.

Transaction Type Select the type of transaction. The options available are *Lease, Purchase, Rental, Return, Sale,* and *Service.*

Transaction Sub Type Select the transaction sub type. The options available are *Expense, Freight, Misc, None, Property, Rental,* and *Service.*

See Also

Chapter 3, "Establishing PeopleSoft Billing Business Units," Defining Tax Control and Deferred Revenue Options, page 27

PeopleSoft Supply Chain Management Integration 9.1 PeopleBook, "Integrating with Sales and Use Tax Applications"

Defining Charge Code VAT Information

Access the Charge Code 2 page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code 2).

Countries that use VAT must separately report 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 or 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 *Buyer's Location, Ship-From Location, Ship-To Location,* and *Supplier's Location.* This field is optional for a charge code.

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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 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.

This 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 the location country and state of the supplier (seller), as applicable. You must define the physical nature as *Service* 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.*

See *PeopleSoft Global Options and Reports 9.1 PeopleBook,* "Working with VAT."

Establishing Tax Groups

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

Tax groups enable you to identify tax charge information associated with individual charge codes. Tax groups are not needed if you use the PeopleSoft Billing tax tables for sales and use tax calculations.

This section discusses how to define tax groups.

Page Used to Establish Tax Groups

Page Name	*Definition 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.

Defining Tax Groups

Access the Tax Group page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code Tax Group, Tax Group).

If you are using the supported third-party tax vendors, you can define tax groups.

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Taxware

If you use the Taxware 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. When you have entered 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 do not specify tax groups, the charge code is sent with the bill line through the tax interface as the product.

Note. The Billing Interface does not 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. You create this default when you establish charge codes or enter bills. Ensure that the tax groups are entered correctly; the system does not verify that the tax groups are valid. When you have entered the tax groups, they should pass through the Vertex 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 do not specify a tax group, the charge code is sent with the bill line.

See Also

Chapter 4, "Structuring Bills," Setting Up Billing Charge Codes, page 74

Chapter 6, "Entering Bills Online," page 105

PeopleSoft Supply Chain Management Integration 9.1 PeopleBook, "Calculating Sales and Use Tax in Supply Chain Management"

Establishing Charge Code VAT Groups

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

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 with a charge code in the VAT Group field on the Charge Codes page.

This section discusses how to define VAT groups.

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Page Used to Establish Charge Code VAT Groups

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

Defining VAT Groups

Access the VAT Group page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code VAT Group, VAT Group).

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 VAT group defaults per VAT registration country and state, as applicable.

VAT Service Treatment Setup

Click to access the Services VAT Treatment Drivers Setup page.

Services VAT Treatment Drivers Setup is a common page used to set up VAT services treatment for all PeopleSoft applications that process VAT transactions. If you are required to implement special handling for services, you can specify VAT group service treatment defaults on this page for the location country and state of the supplier (seller), 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 (BI_DISC_SUR) 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 you can use the discount and surcharge definitions when entering bill lines. This page enables you to enter as many predefined discounts or surcharges as you want. Discounts can be given on a fixed-amount or a percentage basis.

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.

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See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Billing User Preferences

Page Used to Set Up Discounts and Surcharges

Page Name	*Definition Name*	*Navigation*	*Usage*
Discount & Surcharge	BI_DISC_SUR	Set Up Financials/Supply Chain, Product Related, Billing, Setup, 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 (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Discount & Surcharge).

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 fixed 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 Setup Click to access the VAT Defaults Setup page.

This page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define discount and surcharge VAT defaults per VAT registration country and state, as applicable.

VAT Service Treatment Setup Click to access the Services VAT Treatment Drivers Setup page.

This page 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 discount and surcharge 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.*

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See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT."

See Also

Chapter 4, "Structuring Bills," Setting Up Distribution Codes, page 71

Setting Up Bill By Identifiers for External Sources

To set up bill by identifiers, use the Bill-By Identifier (BI_BILL_BY) 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	*Definition Name*	*Navigation*	*Usage*
Bill-by Identifier	BI_BILL_BY	Set Up Financials/Supply Chain, Product Related, Billing, Setup, 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 (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill-by Identifier).

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.

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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 noninvoiced bills are subject to interface activity.

For example, 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 noninvoiced 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 noninvoiced bill headers exist for each business unit, customer, order number, and ship to location combination. If any noninvoiced bill headers exist, it adds the interface lines to the appropriate bills. If none exist, 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, one noninvoiced bill existed for business unit US001, customer 5001, order 550122, and ship to location 1, and no existing bills existed 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.

Note. If the Billing Interface process is run as a part of a job, such as IN Indirect Invoicing, that gets initiated by an upstream product, such as OM, the RANGE_SELECTION_ID field should be added to the Bill By identifier. This enables the billing processes to identify what transaction needs to be processed.

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Defining Accumulations

To define accumulations, use the Accumulation Description (BI_ACCUM_INIT_E), Accumulation Definition (BI_ACCUM_DEFN), and Accumulation Beginning Balance (BI_ACCUM_INIT) components.

You can calculate cumulative balances for a nearly unlimited set of key combinations in PeopleSoft Billing. Typically, the background 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 Cumulative Compare 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 and Accumulated Balance Compare - Cumulative Compare Inquiry.

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.

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See Also

Chapter 6, "Entering Bills Online," Accumulating Balances, page 192

Pages Used to Define Accumulations

Page Name	*Definition 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 (Set Up Financials/Supply Chain, Product Related, Billing, Define Accumulations, Accumulation Description).

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, reset the accumulation start date to *January 1* of the current year. If you want to accumulate quantity, select the Accumulate Quantity check box.

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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 previous 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 192

Establishing Beginning Balances in Billing and Base Currency

Access the Accumulation Beginning Balance - Accumulation Initialization page (Set Up Financials/Supply Chain, Product Related, Billing, Define Accumulations, Accumulation Beginning Balance, Accumulation Initialization).

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.

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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 192

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Billing User Preferences

Establishing Beginning Balances in Billing and Euro Currency

Access the Accumulation Beginning Balance - Accum Euro Initialization page (Set Up Financials/Supply Chain, Product Related, Billing, Define Accumulations, Accumulation Beginning Balance, Accum Euro Initialization).

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

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Using Workflow Processes in PeopleSoft Billing

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

Designing Workflow Maps

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 enable you to quickly navigate to the pages that you need. As you create maps, you can build workflow into business processes. You can also build business processes to implement workflow, even if you do not intend to use the business processes to navigate the system.

See Also

PeopleTools PeopleBook: Workflow Technology

Page Used to Use Workflow Processes

Page Name	*Definition 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. Oracle 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 (Set Up Financials/Supply Chain, Product Related, Billing, Define Workflow, WorkFlow/Batch Parameters).

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 or billing alert is sent.

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Delete Temporary Bills, Number of Days Old Enter the number of days after which the system deletes temporary bills from the Billing tables.

Delete Extract Bills, Number of Days Old Enter the number of days after which the system deletes PeopleSoft Billing information from the invoice extract tables.

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

Inactive Bill Notification, Number of Days Inactive Enter the duration that noninvoiced bills can remain inactive before a worklist notification or billing alert is sent.

Pending Credit Crd Authorization, Number of Days Pending (pending credit card authorization, number of days pending) Enter the duration that pending credit card authorizations can remain unprocessed before a worklist notification or billing alert is sent.

Temporary Bills Days Pending, Number of Days Pending Enter the duration that temporary bills can remain unprocessed before an alert notification is sent.

See Also

Chapter 34, "Managing PeopleSoft Billing Utilities," Deleting Temporary Data, page 740

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Processing Credit Cards"

PeopleTools PeopleBook: Workflow Technology

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Chapter 5

Understanding the Billing Data Structure

This chapter discusses 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 section provides information about:

- 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 cannot be shared with other business units.

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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 9

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_GROUP, 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.

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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, EFFDT)	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.

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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 Standard Billing, Bill Entry 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_TRMS_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, EFFDT): 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.

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STD_NOTE (SETID, STD_NOTE_CD, EFFDT)	Contains one record for each standard note.
BI_TAX_GROUP (TAX_GROUP)	Contains one record for each tax group.
BI_VAT_GROUP (SETID, VAT_GROUP)	Contains one record for each value-added tax (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.
BI_SUM_ID_CFG (SUM_CFG_ID)	Contains one record for each Summarization ID. Parent table to BI_SUM_FLD_CFG.
BI_SUM_FLD_CFG (SUM_CFG_ID, FIELDNAME)	Contains records for the fields that make up a Summarization ID. Child table to BI_SUM_ID_CFG.
BI_SUM_TEMPLATE (SUM_TEMPLATE_ID, DESC)	Contains one record for each Summarization Template.
BI_SUM_TMPL_DTL (SUM_TEMPLATE_ID, FIELDNAME)	Contains details for the Summarization Templates defined in BI_SUM_TEMPLATE.
BI_SGRP_TYP_TBL (SUM_GROUP_TYPE, DESC)	Contains one record for each Summarization Group Type.
BI_SGRP_ID_TBL (SUM_GROUP_TYPE, SUM_GROUP_ID, DESC)	Contains one record for each member of each group defined in BI_SGRP_TYP_TBL.

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.

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JRNLGEN_DEFN (SETID, ACCTG_DEF_NAME)	Parent table that contains one record for each journal generator account definition for a setID. You need not set this up if you do not plan to create general ledger accounting entries. JRNLGEN_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 is 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.
TAX_PROV_INFO (NO KEY)	Contains tax provider installation options.

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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.

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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 (BUSINESS_UNIT, PROJECT_ID)	Contains one record for each project established for a setID.
STAT_TBL (SETID, STATISTICS_CODE, EFFDT)	Contains one record for each statistics code established.

Miscellaneous Tables

This section contains information about miscellaneous tables:

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.

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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 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 tax, sales tax, and VAT calculation 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.

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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 do not 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 does not 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.

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BI_ACCUM_KEY (BAL_ACCUM_ID, BI_CURRENCY_CD, BASE_CURRENCY, ACCUM_KEY1_VAL, ACCUM_KEY2_VAL, ACUM_KEY3_VAL, ACCUM_KEY4_VAL, ACUM_KEY5_VAL, CURRENCY_CD_XEU)	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, BALANCE_TYPE, BI_CURRENCY_CD, BASE_CURRENCY, CURRENCY_CD_XEU, ACCUM_KEY1_VAL, ACCUM_KEY2_VAL ACUM_KEY3_VAL, ACCUM_KEY4_VAL, ACUM_KEY5_VAL)	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, BALANCE_TYPE, EFFDT, BI_CURRENCY_CD, BASE_CURRENCY, CURRENCY_CD_XEU, ACCUM_KEY1_VAL, ACCUM_KEY2_VAL, ACUM_KEY3_VAL, ACCUM_KEY4_VAL, ACUM_KEY5_VAL)	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_OCCURENCE)	Contains one record for each scheduled event of a recurring invoice template.
BI_INSTALL_SCHE (BUSINESS_UNIT, INVOICE, EVENT_OCCURENCE)	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.

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BI_HDR_ATTACH (BUSINESS_UNIT, INVOICE, SCM_ATTACH_ID)

May contain one or more records for linking supporting documentation to invoice headers.

BI_LINE_ATTACH (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, SCM_ATTACH_ID)

May contain one or more records for linking supporting documentation to invoice lines.

Billing Interface Tables

This section contains information about the Billing Interface tables, organized by the primary process that accesses each table:

Billing Interface Process

The Billing Interface process creates bills from the following tables:

INTFC_BI (INTFC_ID, INTFC_LINE_NUM, TRANS_TYPE_BI, TRANS_TYPE_BI_SEQ)

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, discount, and surcharge data sent to PeopleSoft Billing from external sources.

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INTFC_BI_TAX (INTFC_ID, INTFC_LINE_NUM, TRANS_TYPE_BI, TRANS_TYPE_BI_SEQ)	Contains the tax details for transactions which already have taxes calculated.

Billing Load AR Pending Items Process

The Load AR Pending Items process transfers data from the Billing tables to the following Receivables interface tables:

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_FS (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_FS (GROUP_BU, GROUP_ID, BUSINESS_UNIT, CUST_ID, ITEM, ITEM_LINE, GROUP_SEQ_NUM, DST_SEQ_NUM, LEDGER_GROUP, LEDGER):	Child table that may contain none, one, or more than one record for each pending item generated through the Load AR Pending Items process.
PENDING_VAT_FS (GROUP_BU, GROUP_ID, BUSINESS_UNIT, CUST_ID, ITEM, ITEM_LINE, GROUP_SEQ_NUM, VAT_APPLICABILITY, VAT_TXN_TYPE_CD, TAX_CD_VAT, VAT_DST_ACCT_TYPE, VAT_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.
PENDING_TAX_FS (GROUP_BU, GROUP_ID, BUSINESS_UNIT, CUST_ID, ITEM, ITEM_LINE, GROUP_SEQ_NUM, TAX_RATE_SEQ	Child table that may contain none, one, or more than one record for each pending item generated through the Load AR Pending Items process.

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PENDING_TAX_DTL_FS (GROUP_BU, GROUP_ID, BUSINESS_UNIT, CUST_ID, ITEM, ITEM_LINE, GROUP_SEQ_NUM, TAX_RATE_SEQ, EXS_TAX_RATE_CD, EXS_TAX_RATE_SEQ):	Child table that may contain none, one, or more than one record for each pending item generated through the Load AR Pending Items process.

Billing Load GL Accounting Entries Process

The Load GL Accounting Entries process transfers data from the following tables to the General Ledger interface

BI_ACCT_ENTRY (BUSINESS_UNIT, INVOICE, LINE_SEQ_NUM, DISC_SUR_LVL, DISC_SUR_ID, LINE_DST_SEQ_NUM, TAX_AUTHORITY_CD, ACCOUNTING_DT, ACCT_ENTRY_TYPE)	Contains one record for each accounting entry generated through the Load GL Accounting Entries process or the Unbilled Accrual process.

RMA Adjustments Process

The RMA Adjustments process uses the data in the following table to process adjustments for returned materials entered in the Order Management application.

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.

Billing Generate AP Voucher Process

The Generate AP Voucher process transfers data from the following tables to the Accounts Payables interface

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VCHR_HDR_STG (BUSINESS_UNIT, VCHR_BLD_KEY_C1, VCHR_BLD_KEY_C2, VCHR_BLD_KEY_N1, VCHR_BLD_KEY_N2, VOUCHER_ID)

Parent table that contains one record for every voucher generated through the Generate AP Voucher Entries process.

VCHR_LINE_STG (BUSINESS_UNIT, VCHR_BLD_KEY_C1, VCHR_BLD_KEY_C2, VCHR_BLD_KEY_N1, VCHR_BLD_KEY_N2, VOUCHER_ID, VOUCHER_LINE_NUM): Child table that may contain none, one, or more than one record for each pending item generated through the Generate AP Voucher Entries process.

VCHR_DIST_STG (BUSINESS_UNIT, VCHR_BLD_KEY_C1, VCHR_BLD_KEY_C2, VCHR_BLD_KEY_N1, VCHR_BLD_KEY_N2, VOUCHER_ID, VOUCHER_LINE_NUM, DISTRIB_LINE_NUM): Child table that may contain none, one, or more than one record for each pending item generated through the Generate AP Voucher Entries process.

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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.
- Add new bills.
- Enter bill header information.
- Enter bill line information.
- Enter bill source information.
- Review bill summary information.
- Enter consolidated bill information.
- Add supporting documentation to a bill.
- Accumulate balances.
- Approve Invoices.

See Also

Chapter 7, "Using Express Billing," page 195

Understanding Online Bill Entry

This section lists common elements and discusses:

- New invoice number assignment.
- Invoice line number assignment.
- Chunking.
- Invoice line summarization.
- Defaults.

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- ChartField Security.
- 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 and bypass 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 113

Chapter 10, "Processing Billing Interface Activity," page 323

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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 system saves the list file for the bill on the default server.

The print pro forma job will run online if the invoice form is in BI Publisher format and the online invoice rendering installation option is enabled. This means that single bill pro forma (BIIVC100), the billing extract (BI_IVCEXT), and BI publisher application engine programs will be run online (called from peoplecode), and then the invoice document will be rendered online in PDF format.

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 system saves the list file for the bill on the default server. If the installation option requires the invoice to be rendered online, the pro forma process will be run online and the invoice will be immediately displayed to the user.

Note. If one or more invoice lines have a summarization template, then the system generates a summarized invoice or pro forma. If no lines have a summarization template, then the system generates a detail invoice or pro forma.

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. The system can populate a ChartField automatically with a value defined in the distribution code.

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 automatically 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.

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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, 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 field include:

- *ID:* The identifier originates from the BI_CHARGE table.
- *D:* The identifier is a discount code, which originates from the BI_DISC_SUR table.
- *S:* The identifier is a surcharge code, which originates 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 or surcharge description when you are signed onto the system in a language other than the base language, the system saves the description to the billing tables in the sign-on language only.

Modifications that you make in languages other than the base language might 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 or surcharge descriptions on invoices, which might not be appropriate when a customer's language is different from the user's sign-on language.

Consequently, the system saves the modified description to the billing tables in the sign-on language only. Users who sign on to the system using other languages will not have access to the modified description, they see the description in their sign-on language, or in the base language (if available). Additionally, when the invoice is printed, the system might 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.

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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 that is associated with the statistics code. This field must not equal zero (0) when you track 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 might 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 that is 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, *Labor,* 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. In this example, by using the resource types, resource categories, and resource subcategories, you could easily calculate total labor costs for a project, total overtime hours, architect overtime hours, or carpenter standard hours.

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Open Item Key	When an Open Item account applies to or is chosen for a bill line, you must set the Open Item Key (unless the system is configured so that Receivables creates General Ledger accounting entries). The system displays the Open Item Key field on the Reference Information tab of the accounting lines only when you select an Open Item account.
Journal Line Reference	The system displays the Journal Line Reference on the Reference Information tab of the accounting lines whether an Open Item account applies. You may leave this value blank.
Progress Payment Sequence Number	Identifies a progress payment term in a contract.

See Also

Chapter 32, "Searching for Bills," page 709

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional 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 107

Chapter 4, "Structuring Bills," Assigning Invoice Number IDs, page 41

Invoice Line Number Assignment

Two methods of assigning invoice line numbers are available in PeopleSoft Billing:

1. Assign invoice line numbers manually during bill entry on the Standard Billing - Line - Info 1 page.

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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 that you enter online; it does not apply to bill lines that you import 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 any invoice line numbers are blank. 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 on the Standard Billing - Header Info 2 page of the original bill.

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For returned material authorization (RMA) adjustments, the invoice line numbers and manual invoice line numbering option 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.

  The system does not copy Invoice line numbers over to the existing bill. The system detects blank line numbers using *RDY* save logic.

- Elect not to add to an existing bill.

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

See Also

Chapter 33, "Adjusting Bills," page 717

Chapter 4, "Structuring Bills," Establishing Invoice Formatting, Sorting, and Printing Options, page 62

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

Chunking

Bills can consist 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.

If a bill is subject to value-added tax (VAT), processing is performed to check for line information that may be out of synchronization with header information. All bill lines have to be loaded into the chunking group so that all lines can be assessed when determining if data is out of synchronization. If there are more bill lines than your chunking group, and the bill is subject to VAT, then you can load all bill lines into the chunking group by increasing the size of the maximum row. Or, if the number of bill lines is prohibitive, another option is to changes the bill status through the Change Bill Status process (BIIVCSTS).

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options.

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Invoice Line Summarization

When you assign summarization templates to the lines in a bill, you can print an invoice in which the lines are grouped and summarized according to the criteria in the template. The print options on most invoicing run control pages enable you to print a summarized invoice, a detail (regular) invoice, or both types of invoice for any bill. If the print options are not available, such as when you use the Invoice or Pro Forma buttons from the bill entry pages, Billing will print the summarized invoice if any lines in a bill are assigned a summarization template (and a detail invoice will not be printed).

Bill lines can be grouped and summarized by any of the bill line fields. In addition, the system can use two summarization fields, Summarization Group Type and Summarization Group.

Note. The Summarization Group Type and Summarization Group fields may not be used in the configuration of a particular summarization template. When they are used in the template configuration, the fields must be populated for the bill lines to be summarized correctly.

See Also

Chapter 4, "Structuring Bills," Understanding Bill Summarization Templates, page 57

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 might 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 the 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, and then change the header value and enter additional bill lines, the bill header value retains the second value and matches only those line values that you entered after you changed the header value.

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

Warning! If you have installed both PeopleSoft Receivables and PeopleSoft Billing, enter receivables data that is 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 that is defined on the Installation Options - Billing - GL/AR Options page.

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See Also

Chapter 2, "Preparing to Implement," Establishing Default Levels for PeopleSoft Billing Options, page 14

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

ChartField Security

PeopleSoft ChartField security provides a flexible, rule-based approach to administer security at a data level. ChartField security is supported in PeopleSoft Billing and across other PeopleSoft Financials and Supply Chain Management (FSCM) applications.

The main functions performed by ChartField security are to:

- Enforce security rules by user, role, or permission list.
- Enable ChartField security for all products or selectively by product.
- Enable or disable ChartField security selectively by component.
- Define rules to accommodate end-user areas of responsibility.
- Refine access rules by product feature or component.
- Support super user access to minimize setup.
- Define components as exceptions to override security rules.

Note. The component registry entries for the Billing components are delivered with only a subset of detail records enabled for ChartField Security. You can enable or disable the detail records from ChartField Security depending on the business requirements. Keep in mind that each detail record that is enabled adds overhead to open the component.

In the Billing product, many chartfields and distribution codes are provided as defaults. Therefore it is possible for a chartfield to default onto a bill that a particular user is creating that they do not have access to. In this case the user will be allowed to save the bill with the information that was given as default. But when the user tries to view that transaction after leaving the component, they will get a ChartField Security error.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Securing ChartFields"

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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 Acct Combinations. To enable validation of Combination Edits during bill entry, select Combo Edit Online checkbox. If the checkbox is not selected, then there will be no validation performed in Bill Entry. Select Combo Edit Batch checkbox to enable batch combo edits. Bills with inheritance enabled will be combo edited regardless of the value of the Combo Edit Batch checkbox when combo editing is turned on for the installation.

If you enable the combination edits feature and combo edit online, you must enter account combinations that are 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 that are 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. ChartField inheritance is required when balancing is enabled and the chartfield being balanced must be inherited.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Editing ChartField Combinations"

PeopleSoft Application Fundamentals 9.1 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 Customer Vendor Affiliate option on the General Ledger business unit that corresponds to the PeopleSoft Billing business unit (BUS_UNIT_TBL_GL1.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 and overrides any values that were provided.

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

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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 link 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 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 that is 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 33, "Adjusting Bills," page 717

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

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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

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

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. The system can populate a ChartField automatically with a value that is defined in the distribution code.

This section lists the pages that you use to configure the bill entry accounting template.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

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Pages Used to Configure the Bill Entry Accounting Template

Page Name	*Definition 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_CONFG_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.

Adding New Bills

Access the Add a New Value page (Billing, Maintain Bills, Standard Billing).

Invoice 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 the invoice when you save the bill.

Bill Type Identifier and Customer If you populate both these fields, the system uses this information to populate required fields on the Standard Billing - Header page with default values when you click the Add button. If you do not populate these fields on the search page, the system takes you to the Standard Billing Header Info 1 page, where these fields are required.

Invoice Date Enter the date of the invoice. If the Billing installation option Use Invoice Date as Identifier Look Up Date is selected, the invoice date will be used as the effective date for identifier lookup. If this option is not selected, the current date is used as the identifier effective date.

Accounting Date Enter the date when the transaction is recognized on the accounting books. The accounting date for an item is normally the invoice date.

The accounting date will be used as the effective date for valid values of accounting information used on the invoice. If no date is entered then the invoice date is used as the effective date. If invoice date is not entered, then current date is used as effective date.

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Entering Bill Header Information

Header information applies to the entire bill. The bill header contains all information that identifies 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 system includes header information. 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.
- Define PeopleSoft General Ledger business unit interunit pairs.
- Enter credit card information
- Review ChartField values.
- Enter additional bill header information.
- Define header-level value-added tax (VAT) defaults.
- 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	*Definition 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 2 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.

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Page Name	Definition Name	Navigation	Usage
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	Click the Header Info 2 link on the Standard Billing - Header Info 1 page.	Enter additional bill header information.
Header - AR Distribution (accounts receivable distribution)	BI_AR_DST	Billing, Maintain Bills, Standard Billing Select Header - AR Distribution in the Navigation box.	Review the ChartField values for a receivables account.
Bill Header VAT Information	BI_HDR_VAT	Billing, Maintain Bills, Standard Billing Select Header Info - 2 in the Navigation box. Click the VAT Information link.	Define header-level VAT defaults.
Prepayment Lookup	BI_ITEM_LOOKUP	Click the Prepayment Lookup link 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	Click the Address link on the Standard Billing - Header - Info 1 or Standard Billing - Header - Info 2 page.	Access and review bill header address data.
Courtesy Copy Addr (courtesy copy address)	BI_HDR_CC	• Click the Copy Address link on the Standard Billing - Header - Info 1 or Standard Billing - Header - Info 2 page. • Select the *Courtesy Copy Address* option in the Navigation list.	Enter the number and distribution of courtesy copies.

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Page Name	Definition Name	Navigation	Usage
Standard Billing - Header - Note	BI_HDR_NOTE	• Select the *Header - Note* option in the Navigation list. • Click the Notes link on the Standard Billing - Header - Info 1 or Standard Billing - Header - Info 2 page.	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.
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 that are 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 (Billing, Maintain Bills, Standard Billing, Header - Info 1).

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Invoice Date and **Accounting Date**

Select the invoice date that you want to appear on the bill. If you specify a value that falls within a period that is currently closed in PeopleSoft Billing and the accounting date is not specified, 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 Use Invoice Date as Identifier Look Up Date option is selected, the invoice date will be the effective date for prompting on Identifiers.

Note. Changing the Invoice Date after lines have been entered will not change the prompting or information on existing lines. Only new lines will use the new invoice date for Identifier look up effective date.

If you specify an accounting date in the Accounting Date field that falls within an accounting period that is 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 that is associated with the bill cycle must have a setID that corresponds 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 that is associated with the bill cycle must have a setID that corresponds 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.

Maintain Bill To GL Unit (maintain bill to general ledger unit)

Click this button to return to the Bill To Business Unit page if you want to redefine a valid GL unit pair.

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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 pass 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 that are 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.

Note. (NLD) When printing an acceptgiro invoice, you may only choose portrait-format invoice forms.

Invoice Media

Select the media for invoicing the bill:

- Print only

  Billing will generate a printable invoice.

- EDI

  Billing will transmit an electronic interchange invoice (additional setup is required).

- Email Notification

  Billing will generate an email notification and the invoice will be presented through the eBill Payment application. (PeopleSoft eBill Payment must be installed).

- Email Invoice as Attachment

  Billing will email the invoice as an attachment. This media is valid only when invoice form is XMLPUB.

- FHWA File

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 does not find a value, the system does not 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.

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Remit To

Displays a list of financial institutions that are associated with the payment. Enter a value in this field, as well as an associated payment account, in the adjacent field.

Note. (NLD) When generating an acceptgiro invoice, you can select only eligible Dutch financial institutions. Eligible institutions will have a Bank ID Qualifier of *007* or *008.*

The following fields contain information about the internal contact. 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 that is 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.

Biller (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.

(NLD) Acceptgiro

The Acceptgiro indicator appears on the Header - Info 1 page when the billing business unit is eligible to generate acceptgiro invoices.

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See Also

Chapter 6, "Entering Bills Online," Defining PeopleSoft General Ledger Business Unit InterUnit Pairs, page 125

Chapter 31, "Working with Installment Bills," page 699

Chapter 30, "Generating Recurring Bills," page 693

Chapter 4, "Structuring Bills," Establishing Invoice Formatting, Sorting, and Printing Options, page 62

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining Additional Customer Information"

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Processing Credit Cards"

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining Additional Customer Information," Setting Up Customer Support Personnel

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Up Ledgers," Defining Ledgers for a Business Unit

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining Accounting Calendars," Defining and Updating Open Periods and Adjustment Periods

Changing the Bill Currency

Access the Change Bill Currency page (click the Change Bill Currency button on the Standard Billing - Header - Info 2 page).

To change the bill currency, select a New Currency Code and click OK. Click Cancel to return to the Standard Billing - Header - Info 2 page without changing the bill currency.

Note. You cannot change the currency to a currency with a different currency precision. If the number of decimal positions that are 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.

Defining PeopleSoft General Ledger Business Unit InterUnit Pairs

Access the Bill To Business Unit page (click the Maintain Bill To GL Unit Detail button on the Standard Billing - Header Info 1 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.

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See Also

Chapter 24, "Establishing InterUnit and IntraUnit Billing," page 607

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Entering Credit Card Information

Access the Credit Card Information page (click the View Credit Card Information link on the Standard Billing - Header Info 1 page).

When a new invoice is created, credit card information is provided by default to an invoice from the billing contact. Alternatively, the user can enter or modify the card information from the Credit Card Information page.

Credit Card Type Select the type of card from the look-up list.

Credit Card Number Enter the number of the credit card.

Card Expiration Month and **Card Expiration Year** Enter the month and year of the card expiry.

Credit Card Address Click the Credit Card Address icon to access the Credit Card Address page.

Security Code Enter a value to help enhance security of the transactions using credit cards. If you select the What is Security Code? link, a secondary page appears. This page explains how to find the security code on a credit card and provides more information about the security code.

Note. The security code is captured only for temporary use. The code will be discarded after the credit card is processed.

Reviewing ChartField Values

Access the Header - AR Distribution page (click the Header - AR Distribution link in the navigation box on the Standard Billing - Header Info 1 page).

Code 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.

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Account Enter a receivables account to override the system defaults that are provided at other levels.

Note. The value in this field appears by default based on the default hierarchy. However, the billing default hierarchy does not recognize new effective-dated rows on the Distribution Code page. Therefore if a change is required for the Account field, it can be entered manually on the Header - Info 1 page or the PreLoad process will pick up the new effective-dated row during the Finalization process.

See Also

Chapter 30, "Generating Recurring Bills," page 693

Chapter 31, "Working with Installment Bills," page 699

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining Accounting Calendars," Defining and Updating Open Periods and Adjustment Periods

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Processing Credit Cards"

Entering Additional Bill Header Information

Access the Standard Billing - Header - Info 2 page (click the Header Info 2 link on the Standard Billing - Header Info 1 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 does not begin until you receive a deposit on account, or for an insurance policy that does not take effect until you receive a prepayment. An on-account item is a PeopleSoft Receivables entry type category that is 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.

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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. 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 that are 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 and overrides the values that you set at the business unit and bill type levels.

Hold Until Date

Enter the Hold Until Date that is calculated for a customer with a Hold Number of Days value greater than 0. Hold Number of Days is entered for a customer requiring a bill to be held for a specific number of days from the date of creating a bill.

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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 that you enter 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.

Change Bill Currency

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 that you specify 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.

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.

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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 converts amounts in the bill currency to an equivalent amount in base currency.

Rate Type Displays the assigned rate type of the bill-to customer. You can select a different rate type.

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 an 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, the system requires an exchange rate 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. The system always retrieves euro exchange rates 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, the system requires an exchange rate 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. They system always retrieves interunit exchange rates from market rate tables. The system hides the interunit exchange rate line if the bill is not an InterUnit bill.

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See Also

Chapter 6, "Entering Bills Online," Chunking, page 112

Chapter 6, "Entering Bills Online," Invoice Line Number Assignment, page 110

Chapter 21, "Using Unbilled Revenue Accrual," Understanding the Unbilled Revenue Accrual Process, page 573

Chapter 12, "Calculating VAT in PeopleSoft Billing," Establishing VAT Defaults at the Header Level, page 356

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Load AR Pending Items Process (BILDAR01), page 539

PeopleSoft Receivables 9.1 PeopleBook, "Applying Payments"

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Processing Multiple Currencies," Defining Market Rates

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Defining Document Sequencing"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Entry Events"

Defining Header-Level VAT Defaults

Access the Bill Header VAT Information page (click the VAT Information link on the Header Info - 2 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 determines 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.

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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 that involve goods or freight service transactions, use this field 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 that involve goods or freight service transactions, use this field to determine the VAT treatment.

Note. The Ship-To Country field value on this page will appear by 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 bill-to location state of the customer (buyer). The system populates this field with a default value only when the customer location country tracks VAT by province.

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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 according to these premises:

- 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 location of the buyer, 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 location of the supplier, 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 according to these premises:

- 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 location of the buyer, the system defines the service performed state with the customer's bill-to location state.

- If the services performed flag is the location of the supplier, the system defines the service performed state with the billing business unit location state.

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VAT Defaults

Service Type

If the physical nature of the transaction is defined as *Service*, 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 provided by default based on the ship-to and ship-from countries, or the countries of the buyer and seller.

Place of Supply Driver

If the physical nature of the transaction is defined as *Service*, 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 field 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 that is granted to the customer. Options are: *None, Exonerated*, or *Suspended.* 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:

Gross: The system calculates VAT before it applies any early payment discounts.

Net: The system calculates VAT after it deducts early payment discounts. If two percentage discounts are available, 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 setting causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This value is set on the VAT entity driver.

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Declaration Point

Displays when VAT transaction information should be recognized for reporting purposes. VAT due on sales is due on the date and time. Options are:

Accounting Date: VAT is recognized on the accounting date.

Delivery: VAT is recognized on delivery.

Invoice: VAT is recognized at time of invoice.

Payment: VAT is recognized at time of payment.

This value is retrieved through the VAT defaulting hierarchy.

Declaration Date

This field determines the date that the VAT transaction is recognized. If you leave this field blank, the system assigns a value during the Finalization process.

If the Declaration Point is set to *Accounting Date*, this value appears by default from the Accounting Date field on the Header Info 1 page, and you cannot override it. However, if you need to change the Declaration Date, you can change the Declaration Point to *Delivery* or *Invoice.*

The declaration date is not available for entry if the declaration point is set to *Payment.*

VAT Rounding Rule

Displays the VAT rounding rule. The value comes from the VAT country driver definition. Options are:

Natural Round: 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.

Round Down: Amounts are rounded down.

Round Up: 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: *Domestic Sales,European Union Sales,Exports,No VAT Processing,* and *Out of Scope.*

Within PeopleSoft, the system uses detail VAT treatment values on the transaction lines 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 to adjust the VAT Defaults on this page that are affected by changes you have made to this page.

The system retains all changes that you have made to VAT defaults that affect other VAT defaults.

If you change the value of any VAT drivers, click the List of Fields to be Adjusted button to review which VAT defaults will be affected by the modification when you click the Adjust Affected VAT Defaults button.

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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 to reset all the VAT defaults. All changes that 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 9.1 PeopleBook, "Working with VAT"

Selecting Customer Prepayment Information

Access the Prepayment Lookup page (click the Prepayment Lookup link on the Standard Billing - Header Info 2 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 that is associated with the customer ID.
Item ID	Displays the unique identifier that is 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 to which the prepayment was applied in PeopleSoft Receivables.
System Function ID	Displays the identifier that defines PeopleSoft Receivables activities. Each system function is prefixed with a two-letter identifier that describes 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.

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See Also

PeopleSoft Receivables 9.1 PeopleBook, "Defining PeopleSoft Receivables Processing Options"

Accessing Bill Header Address Information

Access the Standard Billing - Address Info page (click the Address link on the Standard Billing - Header - Info 1 or Standard Billing - Header - Info 2 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.

Email ID Displays the email address of the invoice contact. The system sends the email to this address when you select one of the *Email* options as the Invoice Media setting.

Invoice Media Select *Print Copy* if the invoice is to be printed only, *EDI* if it is transmitted by electronic data interchange (EDI) only, *Email Notification* if the invoice is to be presented through PeopleSoft eBill Payment only or *Email Invoice as Attachment* if the invoice is to be emailed with the invoice attached. If EDI transmissions are defined, the EDI Profile field displays the EDI profile name for the customer.

Select the invoice media option *FHWA File* to designate an invoice to be included in the Federal Highway Billing file. Invoice maintenance component corrects specific erroneous project fields when creating the FHWA extract file. This component supports mass maintenance of projects related chartfields.

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 35, "Processing EDI Transactions in PeopleSoft Billing," page 753

Defining the Courtesy Copy Information

Access the Standard Billing - Courtesy Copy Addr page (click the Copy Address link on the Standard Billing - Header - Info 1 or Standard Billing - Header - Info 2 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.

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Email ID Displays the email address of the invoice contact. The system sends the email to this address when you select one of the *Email* options as the Invoice Media setting.

Invoice Media Select *Print Copy* if the invoice is to be printed only, *EDI* if it is transmitted by electronic data interchange (EDI) only, *Email Notification* if the invoice is to be presented through PeopleSoft eBill Payment only or *Email Invoice as Attachment* if the invoice is to be emailed with the invoice attached. If EDI transmissions are defined, the EDI Profile field displays the EDI profile name for the customer.

Language Code Select the language code from the list.

See Also

PeopleTools PeopleBook: Global Technology

Creating or Attaching Bill Header Notes

Access the Standard Billing - Header - Note page (click the Notes link on the Standard Billing - Header - Info 1 or Standard Billing - Header - Info 2 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 you define 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 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 select 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 a 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 that are 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:

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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 *Invoice* 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 *Invoice* 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
To print a note on all invoices for one customer.	Define a note on the customer Notes page. Select *Custom* in the Classification field, then specify the note in the Text field. Select *Invoice* in the Print on Document field.	No
To print a note on certain invoices.	Define the note on the Standard Notes page and select *Invoice* 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 Order to Cash Common Information 9.1 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:

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

Pages Used to Enter Bill Line Information

Page Name	*Definition 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.

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Page Name	Definition Name	Navigation	Usage
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 that is 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 Info	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/Inv	BI_LINE_IU_EXP	Billing, Maintain Bills, Standard Billing, Acctg - InterUnit Exp/Inv	Edit bill line interunit expense and inventory ChartFields.
Standard Billing - Acctg - InterUnit Payables	BI_LINE_IU_PAY	Billing, Maintain Bills, Standard Billing, Acctg - InterUnit Payables	Edit internit 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.

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Page Name	Definition Name	Navigation	Usage
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.
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.

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Page Name	Definition Name	Navigation	Usage
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 that are 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_DSDT_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 (Billing, Maintain Bills, Standard Billing, Line - Info 1).

Identifier Look Up Date The lookup date is used in Bill Entry for effective date prompting on charges, discounts, and surcharges. The lookup date is initialized to the invoice date if invoice date is populated and the option to use Invoice Date as look up date is set in Billing Installation. If this option is not selected or the invoice date is not populated, the Identifier Look Up Date is initialized to the current date. This date is used for prompting in the current entry session only and is not stored.

Note. Identifier Look Up Date is available only if the option to allow the display and override of the lookup date is selected on the Installation Options - Billing - General Options page.

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Qty (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, deselect this check box.
From Date and **Through Date**	If applicable, enter the dates that are associated with this bill.

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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, which enables you to establish different tax rates for each bill line. If a bill line is tax-exempt, select Tax Exempt and enter the exempt certification number instead of a tax code.

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 110

Chapter 6, "Entering Bills Online," Chunking, page 112

Chapter 12, "Calculating VAT in PeopleSoft Billing," page 349

Chapter 4, "Structuring Bills," Defining Accumulations, page 83

Chapter 4, "Structuring Bills," Setting Up Billing Charge Codes, page 74

PeopleSoft Supply Chain Management Integration 9.1 PeopleBook, "Calculating Sales and Use Tax in Supply Chain Management"

Entering Additional Bill Line Information

Access the Standard Billing - Line - Info 2 page (Billing, Maintain Bills, Standard Billing, Line - Info 2).

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 that are 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.

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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 that are identified with the Receivable Update process (ARUPDATE). This field appears for each bill line 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 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 that passes to the PeopleSoft Receivables offset accounting entries. If it is *Use Header for Distribution*, the system creates receivables offset entry at the header level (one entry per invoice). If it is *Use Line for Distribution*, the system creates the receivables offset entry 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 20, "Processing Deferred Revenue Accounting Entries," page 557

PeopleSoft Receivables 9.1 PeopleBook, "Defining PeopleSoft Receivables Processing Options"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Entry Events"

Entering Tax Information

Access the Standard Billing - Line - Tax Info page (Billing, Maintain Bills, Standard Billing, Line - Tax Info), which displays fields appropriate for the tax solution chosen for the Billing business unit.

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Certificate

You must enter a certificate number on all lines that are 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 that are defined in PeopleSoft, or enter a valid, effective certificate that is 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. The system uses this number in the tax vendor register and audit file for reporting.

Customer Group

Enter the customer group code used for tax purposes.

Department

Identifies a department within an organization. Defaults from the Billing business unit.

Division

Identifies a division within an organization. Defaults from the Billing business unit.

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 that are processed by Taxware, the error codes are returned in this order:

1. General completion code.
2. State completion code.
3. County completion code.
4. City completion code.
5. District completion code.
6. Secondary state completion code.
7. Secondary county completion code.
8. Secondary city completion code.

For example, in an error description of *0095, 0099,0001*, the first error code is a general return code, the second is a state completion code, and the third is a county completion code.

Group With Line

Enter an arbitrary code to group bill lines for tax treatment. All lines that should be treated together must use the same group code. Group lines when the taxability of one line item is linked to the taxability of another line item. For example, the taxability of travel expenses in some jurisdictions is dependent upon the taxability of the service for which the travel expenses were incurred.

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Include VAT (include value-added tax)	A value of *Y* (yes) indicates that the VAT amount is subject to sales and use taxes. The system adds the VAT amount to the net-extended amount before calculating sales and use taxes.
Job Number	The system passes this value to the third-party tax application to determine tax exceptions only.
Ord Accept (order acceptance address)	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. This value defaults from the order acceptance location that is associated with the Billing business unit. Third-party tax vendors use this field 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	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 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.
Perform Loc (service performed location)	Billing passes the address information of the ship-to-location as the service performed location.
Use Tax Basis	Displays the basis of use tax due from seller for free goods. This field will be displayed only if the Calc Use Tax on Free Goods field is selected on the Billing Business Unit page. The use tax basis will be entered in Bill currency. When the bill currency and base currency are different, the use tax basis amount will be converted into the base currency by tax calculation processing in Billing.
Use Tax Amount	Displays the use tax amount due from seller.

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Ship To

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-To Loc (ship-to location)

The customer location to which the goods will be shipped, or where the service was performed.

Ship From

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.

Store Loc (store location)

The system passes this value to the tax application as either the store code or the business location code.

Tax Customer

Enter the customer name to be passed 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 Date

The tax date is the date on which tax should be calculated. Document and tax date will generally be the same. However, for an invoice whose lines have different ship dates, the system uses the ship date as the tax date. When you leave the tax date, it defaults from the document date.

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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 are associated with the tax code that is entered on the bill line. If using third-party tax vendors, the tax authorities are:

- *ST:* Represents state tax.
- *CTY:* Represents city tax.
- *CNY:* Represents county tax.
- *DST:* Represents district tax.
- *SCN:* Secondary county tax.
- *SCI:* Secondary city tax.
- *SDI:* Secondary district tax.
- *GST:* Represents Canadian goods and services tax.
- *PST:* Represents Canadian provincial sales tax.
- *OTH:* Other.

For Vertex O Series and Taxware Enterprise, the system also displays the Tax Jurisdiction Name and Max Tax indicator. If Max Tax is applied, the indicator will have a value of *Y*. Otherwise, it will have a value of *N*.

Tax Exempt

Select when entering invoice lines that are exempt from taxes.

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 *None*,*Lease*,*Purchase*,*Return*, *Rental*,*Sale*, or *Service.* 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.

Sub Type

Select from the valid transaction subtypes. You can set a default value from the charge code ID.

Tax User Area

The system passes this value to the tax application for reference purposes only.

Title Pass (title passage)

Select the point of title passage. Select *Seller*,*Buyer*, or *Destination.* The system passes this value to the tax application for jurisdiction determination.

Use Loc (use location)

The location where the goods are to be used. Billing passes the address information of the ship-to-location as the use location.

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Note. Refer to the third-party tax vendor documentation for more information about specific third-party tax vendor terms and values.

The tax solution that you select for the Billing business unit determines which fields appear on the Line - Tax Info page:

Field	*Vertex Q Series*	*Vertex O Series*	*Taxware Sales and Use Tax*	*Taxware Enterprise*	*None*
Bill Line fields					
Certificate	Yes	Yes	Yes	Yes	Yes
Customer Group	Yes	Yes	No	No	No
Department	No	Yes	No	No	No
Division	Yes	Yes	Yes	No	No
Exempt Reason	No	No	Yes	No	No
Group With Line	No	No	No	Yes	No
Include VAT	No	No	No	No	Yes
Job Number	No	No	Yes	No	No
Ord Accept	Yes	Yes	Yes	Yes	No
Order Origin	No	No	Yes	Yes	No
Perform Loc	No	No	No	Yes	No
Ship From	Yes	Yes	Yes	Yes	No
Ship To	Yes	Yes	Yes	Yes	Yes
Ship-To Loc	Yes	Yes	Yes	Yes	Yes
Store Loc	Yes	Yes	Yes	No	No
Tax Customer	Yes	Yes	Yes	Yes	No
Tax Date	Yes	Yes	Yes	Yes	No
Tax Exempt	Yes	Yes	Yes	Yes	Yes
Tax Group	Yes	Yes	Yes	Yes	No
Tax User Area	Yes	No	No	No	No

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Field	*Vertex Q Series*	*Vertex O Series*	*Taxware Sales and Use Tax*	*Taxware Enterprise*	*None*
Title Pass (title passage)	No	No	Yes	No	No
Transaction Type	Yes	Yes	Yes	Yes	No
Transaction Subtype	Yes	No	No	No	No
Use Loc	No	No	No	Yes	No
Tax Detail fields					
Authority	Yes	Yes	Yes	Yes	Yes
Amount	Yes	Yes	Yes	Yes	Yes
Percent	Yes	Yes	Yes	Yes	Yes
MaxTax	No	Yes	No	Yes	No
Tax Juris Name	No	Yes	No	Yes	No
Use Tax Basis	Yes	Yes	Yes	Yes	No

See Also

Chapter 3, "Establishing PeopleSoft Billing Business Units," Defining Tax Control and Deferred Revenue Options, page 27

Chapter 12, "Calculating VAT in PeopleSoft Billing," Establishing VAT Defaults at the Header Level, page 356

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information," Setting Up Tax-Exempt Certificate Information

Overriding the Ship-To Location

Access the Ship-to Override page (click the Override button on the Standard Billing - Line - Tax Info page).

Enter 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 9.1 PeopleBook, "Calculating Sales and Use Tax in Supply Chain Management," Setting Up Third-Party Tax Solutions

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Entering Bill Line VAT Information

Access the Standard Billing - Line - VAT Info page (Billing, Maintain Bills, Standard Billing, Line - VAT Info).

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.

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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.

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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 location of the buyer, the system populates the service performed country with the customer's bill-to location country.
- If the services performed flag is the location of the supplier, 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 location of the buyer, the system populates the service performed state with the customer's bill-to location state.
- If the services performed flag is the location of the supplier, 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 *Service*, 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.

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Place of Supply Driver

If the physical nature on the line is defined as *Service*, 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 *RDY* status, this value must be the same as the reporting country on the VAT bill header.

Defaulting State

Displays the state that is provided as a default 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 *RDY* 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 *Service*, this field appears.

Reverse Charge Goods

Select this check box for the reverse charge to be applied to sales where specified goods are purchased by a VAT-registered business for business purposes.

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Treatment

The system determines this value using a VAT defaulting algorithm. Options are:

Deemed Service Export: 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).

Domestic Goods Sale: Sale of goods where the supplier and customer are located in the same country.

Domestic Reverse Charge Sale: Sale of goods with reverse charge applied.

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.

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Customer VAT Code Displays the customer VAT code that defines the rate at which customer VAT is calculated.

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 will be affected by the modification.

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 that is used in the calculation, the calculated VAT amount, the VAT basis amount, the calculated customer VAT amount and the customer 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 and the customer 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. The system sets this value with the VAT defaulting process.

Nature of Transaction 1 Intrastat transactions are identified by the 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.

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Nature of Transaction 2

Intrastat transactions are identified by the 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 VAT in PeopleSoft Billing," Establishing VAT Defaults at the Line Level, page 360

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT"

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Setting Up and Running Intrastat Reports"

Entering Bill Line Account Distribution Information

Access the Standard Billing - Acctg - Rev Distribution page (Billing, Maintain Bills, Standard Billing, Acctg - Rev Distribution).

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 that are 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 24, "Establishing InterUnit and IntraUnit Billing," page 607

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

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Entering Bill Line Deferred Accounting Information

Access the Standard Billing - Acctg - Deferred page (Billing, Maintain Bills, Standard Billing, Acctg - Deferred).

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 that are created for the bill-from business unit's books.

See Also

Chapter 20, "Processing Deferred Revenue Accounting Entries," page 557

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

Entering Bill Line Receivables Offset Information

Access the Standard Billing - Acctg - AR Offset page (Billing, Maintain Bills, Standard Billing, Acctg - AR Offset).

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 that are created for the bill-from general ledger business unit's books.

Note. ChartFields that are defined with inheritance options enabled on the ChartField Inheritance page are not available for entry.

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See Also

Chapter 20, "Processing Deferred Revenue Accounting Entries," page 557

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

Entering Statistical Information

Access the Standard Billing - Acctg - Statistical Info page (Billing, Maintain Bills, Standard Billing, Acctg - Statistical Info).

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 that is 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 23, "Tracking Statistical Data in PeopleSoft Billing," page 601

Entering Bill Line Unbilled Accounts Receivable ChartField Information

Access the Standard Billing - Acctg - Unbilled AR page (Billing, Maintain Bills, Standard Billing, Acctg - Unbilled AR).

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 that are created for the bill-from business unit's books.

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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, "Using Unbilled Revenue Accrual," page 573

Entering Bill Line InterUnit Expense and Inventory ChartField Information

Access the Standard Billing - Acctg - InterUnit Exp/Inv page (Billing, Maintain Bills, Standard Billing, Acctg - InterUnit Exp/Inv).

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 that are created for the bill-to PeopleSoft General Ledger business unit's books.

See Also

Chapter 24, "Establishing InterUnit and IntraUnit Billing," page 607

Entering Bill Line InterUnit Payables ChartField Information

Access the Standard Billing - Acctg - InterUnit Payables page (Billing, Maintain Bills, Standard Billing, Acctg - InterUnit Payables).

Note. The system populate this page with field values only if you selected a bill-to business unit that is 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 that are created for the bill-to PeopleSoft General Ledger business unit's books.

See Also

Chapter 24, "Establishing InterUnit and IntraUnit Billing," page 607

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Entering Bill Line Discount and Surcharge Information

Access the Standard Billing - Disc/Surcharge page (Billing, Maintain Bills, Standard Billing, Disc/Surcharge).

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 five 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 4.63. After these Level 2 discounts are applied, the new extended amount totals USD 78.62. Enter the information that is 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 appear 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 (Billing, Maintain Bills, Standard Billing, Disc/Surcharge Distribution).

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.*

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See Also

Chapter 20, "Processing Deferred Revenue Accounting Entries," page 557

Entering Discount Distribution and Surcharge Deferred Distribution ChartField Information

Access the Disc/Surcharge Deferred page (Billing, Maintain Bills, Standard Billing, Disc/Surcharge Deferred).

Override any ChartField information for Deferred Discounts or Surcharges if necessary.

Entering Bill Line Notes Information

Access the Standard Billing - Line - Note page (Billing, Maintain Bills, Standard Billing, Line - Note).

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 a 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 (Billing, Review Billing Information, Details, Line List).

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 that pertains 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.

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Vat Amount(value-added tax amount)	Click a link in this column to access the Review Billing Information - Details - Line - VAT Info page, where you can view VAT information pertaining to the corresponding bill line.

Note. Although you can generate a pro forma directly from the Review Billing Information - Details - Line List page, you cannot generate an invoice.

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 that are 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 provides an overview of restrictions on editing bills from other sources and discusses how to:

- Enter bill header order management information.
- Enter bill header project information.
- Enter 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.

Understanding Restrictions on Editing Bills from Other Sources

Several restrictions apply to changing billing information transferred through the Billing interface:

Contracts and Project Costing

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- No adjustments, credits or rebills should be performed on prepaid transactions (line type UTL).
- Billing currency should not be changed.
- Unit of measure should not be changed.
- When the system source is CBI, or PBI most of the fields on the Line - Proj Info page are disabled.
- Bill lines created through online entry, or through a different external system, should not be added to bills from Contracts or Project Costing.
- Creating new Contracts or Project Costing bills by filling in contract information through online bill entry, or a different external system, should not be attempted.

Government Contracts

- Government Contracts bills are subject to the same restrictions as other Contracts bills.
- No adjustments should be performed on progress payment or progress payment liquidation lines.
- The amounts of withholding write off lines should not be changed, either directly or by changing other values such as quantity or unit price.

Order Management

- Fully-paid invoices cannot be created in online bill entry.
- Lines cannot be added or removed from fully-paid invoices.
- Only the accounting distribution of bill lines can be changed for fully-paid invoices.
- Fully-paid, partially-paid, and deposit-applied invoices cannot be canceled.
- Deposit, deposit applied, deposit refund, and deposit refund fee lines cannot be entered in online bill entry.
- The amount of any deposit, deposit applied, deposit refund, and deposit refund fee lines cannot be changed in online bill entry if the lines have a deposit ID.
- Deposit, deposit applied, deposit refund, and deposit refund fee lines cannot be deleted in online bill entry if the lines have a deposit ID.
- Discounts and surcharges cannot be applied to deposit, deposit applied, deposit refund, and deposit refund fee lines.
- Deposit, deposit applied, deposit refund, and deposit refund fee lines cannot have more than one accounting distribution.
- Deposit, deposit applied, and deposit refund lines cannot have any deferred revenue distribution.
- Payment with corporate voucher lines (PYCV) can only be passed to Billing in fully-paid invoices. If the fully-paid invoice with PYCV is copied or adjusted, then a PYCV line will exist in the new invoice. This line can then be modified or deleted as necessary in online bill entry.
- VAT defaulting and calculations will not be performed for fully-paid invoices, except for deposit refund fees, or deposit, deposit applied, and deposit refund lines when the system is set to charge VAT on advance payments.

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Pages Used to Enter Bill Source Information

Page Name	*Definition 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 - Proj Info	BI_HDR_PC	Billing, Maintain Bills, Standard Billing, Header - Proj Info	Enter bill header project information.
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 such as purchase order, contract, and financial sanctions status 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. You must first populate the OM Bus Unit and Order No/Line fields on the Standard Billing - Line - Order Info page.
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 Data	Enter changes to bill line information for bills in the Billing Worksheet component.

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Page Name	Definition 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 (Billing, Maintain Bills, Standard Billing, Header - Order Info).

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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 from 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 that are identified by numbers; but 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 Countryand**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.

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See Also

PeopleSoft Inventory 9.1 PeopleBook, "Creating Shipping Documentation," Creating Bills of Lading and Shipping Manifests

PeopleSoft Order Management 9.1 PeopleBook, "Implementing PeopleSoft Order Management Options," Establishing Shipping Priority Codes

PeopleSoft Order Management 9.1 PeopleBook, "Implementing PeopleSoft Order Management Options," Setting Up Order Processing Options

PeopleSoft Contracts 9.1 PeopleBook, "Creating Contracts"

Entering Bill Header Project Information

Access the Standard Billing - Header - Proj Info page (Billing, Maintain Bills, Standard Billing, Header - Proj Info).

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 Date, 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.
Project ChartFields	Enter the ChartFields that apply to this bill.
Public Voucher Number	Displays the Public Voucher Number. A Public Voucher Number will either be generated in Billing via the Billing Interface or Billing Worksheet or passed in from Contracts and defined as a bill by field. Public Voucher Number is used to group multiple bills on a single invoice and is required to generate the 1034/1035 invoice.

Note. Amount fields will be displayed only for BAE (Line type representing Billed Amount in Excess) line type.

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects"

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data," Defining Activity Types

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Entering Project Resource Information by Invoice Number

Access the Project Info page (click the Project Info link on the Header - Proj Info 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 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"

Entering Bill Header Service Information

Access the Standard Billing - Header - Service Info page (Billing, Maintain Bills, Standard Billing, Header - Service Info).

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 (Billing, Maintain Bills, Standard Billing, Header - Misc Info).

Financial Sanctions

Use this section to manage financial sanctions screening (FSS) for the invoice. This section is available when the Financial Sanctions Screening option is activated.

See Chapter 3, "Establishing PeopleSoft Billing Business Units," Enabling PeopleSoft Billing Business Units for VAT and FSS, page 32.

See Chapter 34, "Managing PeopleSoft Billing Utilities," Managing Financial Sanctions Screening for Invoices, page 747.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Financial Sanctions Options.

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Confirmed

This option is selected as a default when a new bill is created.

This field can be changed by the system or by a user:

- If the FSS process does not find a potential match between the customer name and address, then this option will not be deselected. It will remain selected (confirmed).

  If the FSS finds a potential match between the customer name and address, then this option is deselected (unconfirmed).

- A user can select this option to confirm a bill that has been set to an unconfirmed status by the system, due to a potential match between the customer name and address to a financial sanctions list. If a user selects this option they receive a message indicating that they must provide a reason in the Reason Code field.

This field can only be deselected by the system:

The field can be deselected after running either the Screen for Denied Parties (SCM_FSS) process or the Finalization (BIIVC000) process, and the process finds a potential match of the customer name and address to a financial sanctions list.

Note. If a user attempts to deselect this field, they will receive a message indicating that the field can only be deselected by the FSS process.

Review Match

Select this link to access the Financial Sanctions Screening Results search page, which provides the results of the FSS for customers, invoices, sales orders, and material stock requests. This field is available when the Confirmed option is not selected.

See Chapter 34, "Managing PeopleSoft Billing Utilities," Managing Financial Sanctions Screening for Invoices, page 747.

Reason Code

Select a reason code to indicate that the customer name and address are cleared from financial sanctions screening. This field is available when the user selects the Confirmed option.

Consolidation

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 Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information," Understanding the Primary Customer Roles

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Entering Bill Line Order Management Information

Access the Standard Billing - Line - Order Info page (Billing, Maintain Bills, Standard Billing, Line - Order Info).

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 sub quantities 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 that pertains to the entire order.
RMA Bus Unit (return material authorization business unit)	Enter the originating business unit for the return material authorization (RMA).
Customer PO Info (customer purchase order information	Click this link to view the Customer Purchase Order Information page, where you can view the purchase order number, line, and schedule.
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.

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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 26, "Working With PeopleSoft Order Management," page 633

Chapter 12, "Calculating VAT in PeopleSoft Billing," page 349

PeopleSoft Inventory 9.1 PeopleBook, "Creating Shipping Documentation," Creating Bills of Lading and Shipping Manifests

PeopleSoft Order Management 9.1 PeopleBook, "Implementing PeopleSoft Order Management Options"

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Setting Up Products"

PeopleSoft Order to Cash Common Information 9.1 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 (click the View Order Header Note button on the Standard Billing - Line - Order Info page).

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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 - Proj Info page (Billing, Maintain Bills, Standard Billing, Line - Proj Info).

Project Info Click to access the Projects General Search page, where you can search for specific projects with a variety of search criteria.

Project ChartFields Enter the ChartFields that apply to this line.

Start Date and **End Date** Enter the length of this contract

See Also

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects"

Entering Bill Line Service Information

Access the Standard Billing - Line - Service Info page (Billing, Maintain Bills, Standard Billing, Line - Service Info).

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 (Billing, Maintain Bills, Standard Billing, Line - Misc Info).

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).

Summarization Template ID Select a summarization template.

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Summarization Group Type If summarization groups are used in the selected summarization template, select the group type.

Summarization Group ID Select a summarization group from the members of the selected group type.

Preview Summarization Template Click this link to view a generic display of how lines of this type will appear when summarized.

Entering Billing Worksheet Information

Access the Standard Billing - Line Worksheet page (Billing, Maintain Bills, Standard Billing, Line - Worksheet).

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 that are applied to the bill line.

Note. You cannot delete rows that originate 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. You can add resources 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.

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Analysis Type The analysis type identifies the type of costs—budgets, commitments, actuals—that are assigned to individual resource rows to track costs as they move through different stages of a project. Common analysis types include:

- BAJ: Billing adjustment
- BIL: Billable amount
- BLD: Billed amount
- BRT: Billing retainage
- DEF: Billing deferral
- DSC: Billing discount
- OLT: Over the limit
- RRT: Billing retainage release
- SUT: Sales and use tax
- UAJ: Utilization adjustment
- UTL: Utilization of a prepaid balance
- WTH: Government Contract withholding
- WRL: Government Contract withholding release
- WWO: Government Contract withholding write-off
- WAJ: Government Contract withholding adjustment
- WRJ: Government Contract withholding release adjustment

Reference Information

Contract Number The contract number that is associated with the bill line.

Purchase Order Any purchase order number that is associated with the bill line.

Transaction ID 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.

Summarization Information

Summarization Template ID Displays the summarization template. If blank, the line will not be summarized when a summary invoice is printed.

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Summarization Group Type Displays the summarization group type, if set.

Summarization Group ID Displays the summarization group. If you set a group type, you should also set the group.

Preview Summarization Template Click this link to view a generic display of how lines of this type appear when summarized.

See Also

Chapter 27, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," page 641

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"

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.

Note. Although you can generate a pro forma directly from the Bill Summary Info pages, you cannot generate an invoice.

Pages Used to Review Bill Summary Information

Page Name	*Definition Name*	*Navigation*	*Usage*
Bill Summary Info	BI_SUMMARY	Billing, Maintain Bills, Bill Summary, Bill Summary	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.

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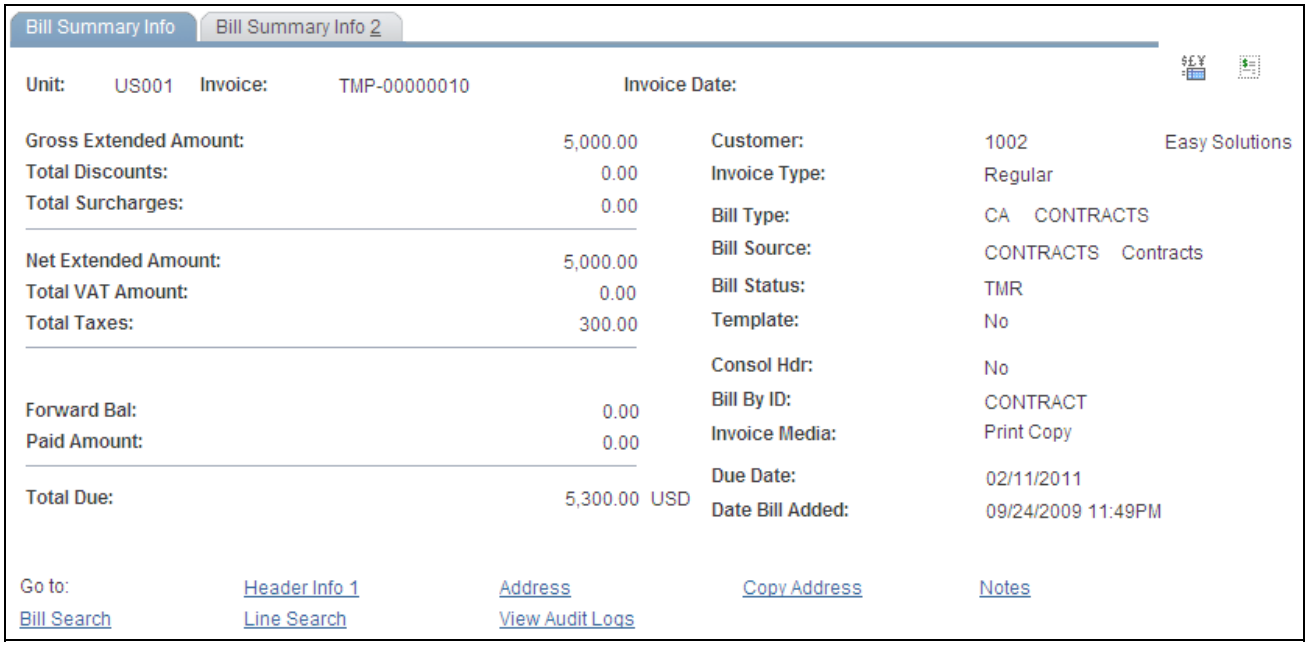
Page Name	Definition Name	Navigation	Usage
Bill Summary Info (inquiry)	BI_SUMMARY_INQ	Billing, Review Billing Information, Summary	Review bill summary information in the specified currency perspective.
Bill Summary Info 2 (inquiry)	BI_SUMMARY2_INQ	• Billing, Review Billing Information, Summary, Bill 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 that are 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 deselected if they have not been applied for the corresponding bill.

Reviewing Bill Summary Information

Access the Bill Summary Info page (Billing, Review Billing Information, Summary, Bill Summary Info).



Bill Summary Info page

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Calculate Taxes

Click to calculate both sales and use taxes and VAT for bills that you have not yet invoiced. You must click the Save button to save the new calculated amounts. The system uses the current effective-dated tax rates. You can also recalculate taxes after changing the bill. The system calculates the taxes on the gross extended amount, less all discounts and including all surcharges.

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 VAT Amount and **Total Taxes**

Displays the sales and use tax amount. The VAT amount appears on a separate line called Total VAT Amount because the system tracks VAT separately. Click the Total VAT Amount link to access the Bill Summary - VAT Information page, where you can review the VAT details that pertain to the bill.

View Invoice Image

Click this link to display the invoice if the system finds the invoice image file attached to the invoice header.

Click the View in Base Currency button to run the PeopleSoft Billing currency conversion to estimate base and euro currency amounts.

See Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Understanding the Currency Conversion Process (BICURCNV), page 531.

View Audit Logs

Click the View Audit Logs link to access the Search Audit Logs page. The search result, by default, returns the audit trail for that particular Billing invoice. This link is visible only if Audit Logging is enabled for the Billing application.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Financials Audit Framework (Audit Logging).

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 create another invoice without the taxes. This action sends the tax adjustments to the audit files.

Reviewing Additional Bill Summary Information

Access the Bill Summary Info 2 page (Billing, Review Billing Information, Summary, Bill Summary Info 2).

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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 Approval Status field will be visible if the business unit is set up for approvals. This field helps in keeping track of the current approval status of the invoice.

The remaining fields on this page are selected if the options and processes have been applied; the fields are deselected if the options and process have not been applied for the corresponding bill.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional 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 that are 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 cannot 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.

- All invoices that are attached to a consolidated header must contain lines with summarization templates or none of the invoices may contain lines with summarization templates.
- 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.

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- 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.

- (NLD) Acceptgiro invoices that are attached to a consolidated header must have the same business unit and customer ID as the header.

- If the system is activated to perform FSS processing, all attached bills must have a financial sanctions status of *Confirmed.* A consolidated header cannot be invoiced until all of the attached bills have a financial sanctions status of *Confirmed.*

  If a consolidated header has a status of RDY (Ready) and a user attaches a bill that does not have a financial sanctions status of *Confirmed,* then the status of the consolidated header changes to HLD (Hold).

  If a consolidated header has a status of HLD (Hold), and a user detaches all bills that do not have a financial sanctions status of *Confirmed,* then the status of the consolidated header changes to NEW (New).

See Also

Chapter 9, "Setting Up the Billing Interface," Generating Consolidated Billing Through the Billing Interface, page 311

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

Chapter 6, "Entering Bills Online," Entering Bill Header Miscellaneous Information, page 171

Chapter 34, "Managing PeopleSoft Billing Utilities," Managing Financial Sanctions Screening for Invoices, page 747

Pages Used to Enter Consolidated Bill Information

Page Name	*Definition 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.

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Page Name	*Definition Name*	*Navigation*	*Usage*
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 the Bill Detail link for an invoice 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, Maintain Bills, Create Consolidated Header, Header).

Billing Control In this group box, the Bill Type,Bill Status, and Bill Source fields are required. If you do not 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.

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Contacts This group box includes 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 fields are optional. These fields might 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 that is 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.

Note. Attaching Grants invoice to a consolidated header is not supported.

Remit To Enter a code and corresponding account number to override the defaults.

Currency Displays the currency that is 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 Application Fundamentals 9.1 PeopleBook, "Defining Accounting Calendars"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Up Ledgers," Defining Ledgers for a Business Unit

Entering Address Information for Consolidated Headers

Access the Create Consolidated Header - Address page (Billing, Maintain Bills, Create Consolidated Header, Address).

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.

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Media Select the output type. Options are *Print Copy*,*EDI*,*Email Notification* (*Email Notification* is an option only when PeopleSoft eBill Payment is installed) and *Email Invoice as Attachment*. 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.

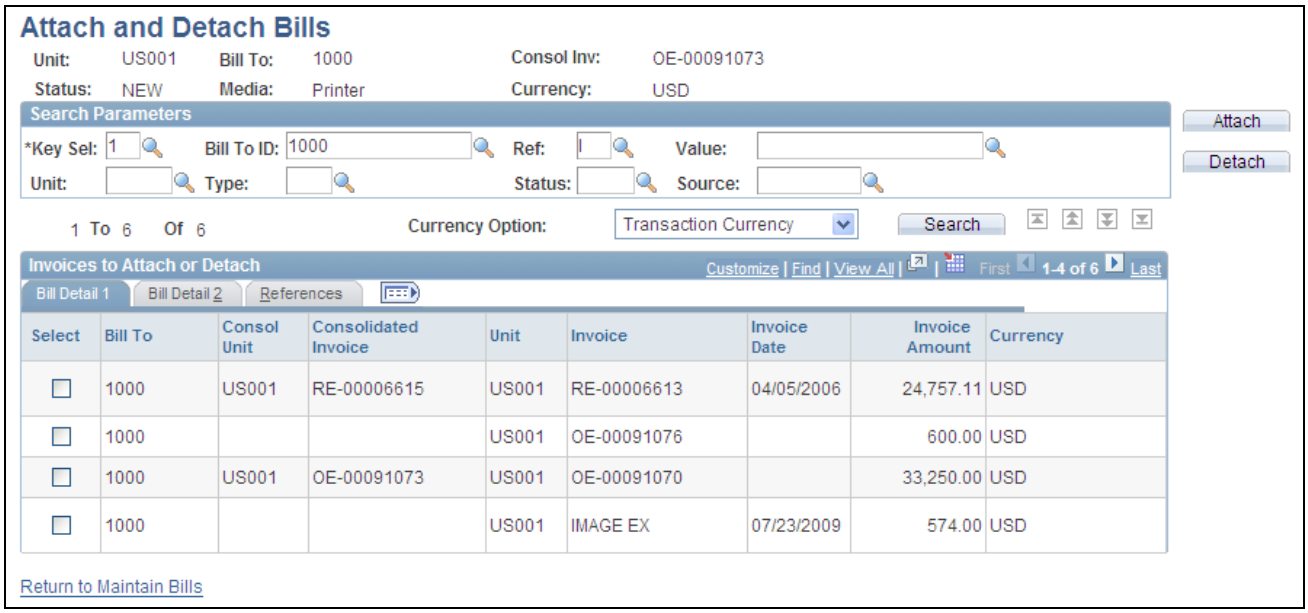
Financial Sanctions

This option operates exactly like the Financial Sanctions option on the Standard Billing - Header - Misc Info page, However if a user changes a consolidated header from unconfirmed (the Confirmed field is not selected) to confirmed (the user selects the Confirmed field), then the user receives this message, "Cannot confirm the financial sanctions status of this bill. There are one or more unconfirmed attached bill(s). The attached bill(s) need to be confirmed first."

See Chapter 6, "Entering Bills Online," Entering Bill Header Miscellaneous Information, page 171.

Attaching and Detaching Bills to the Consolidated Bill Header

Access the Attach and Detach Bills page (Billing, Maintain Bills, Attach and Detach Bills).



Attach and Detach Bills page

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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.

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Page Orientation

Ref ID (reference ID) and **Value**

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 Value 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 Value 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, re-enter 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.

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, 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.

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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 that are listed. For instance, if you select *Media*, the system returns the media value for each of the bills. You can change the field selection at any time during the display without having to rerun the query. Select from the available field values:

BOL:	Bill of lading.
Cons. Inv:	Consolidated invoice, if the bill is already attached to a consolidation group.
Cons. Key:	Consolidated key.
Contract:	Contract ID.
Customer:	Bill-to customer.
Media:	Media.
Order Num:	Order number.
PO:	Purchase order.
Project ID:	Project identifier.
Source:	Bill source.
Status:	Bill status.
Type:	Bill type.

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See Also

Chapter 32, "Searching for Bills," Using Wildcard Features to Refine Bill Search Queries, page 714

Adding Supporting Documentation to a Bill

This section provides an overview of attaching support documentation to a bill and discusses how to:

- Add or remove Bill Header documents.
- Add or remove Bill Line documents.

Understanding Support Documentation to a Bill

You can attach documents to a bill to provide supporting information. Customers can view attached documents in the eBill Payment application, but attachments will not be presented with printed invoices. Billing specialists can also view attached documents using the Supporting Documentation component under the Maintain Bills and Review Billing Information sections. You can mark documents as *Internal Only* to prevent customers from seeing the documents in eBill Payment.

You can attach supporting documents to invoices in any status except *TMP* and *TMR*; however, you can attach documents to the resulting invoice once the worksheet is approved. You cannot attach documents through the Billing Interface.

You can set up the Billing system to automatically attach an image of an invoice that has been finalized. When this feature is enabled, during the printing process, the BI_XMLPBURST program is run which will automatically attach a PDF of the invoice to the bill header.

When a bill is copied or adjusted, the system does not copy attachments to the new invoice. Likewise, when an installment or recurring invoice is generated, the system does not copy attachments from the template bill.

The system stores attached documents on the file server that is identified on the Administer File Servers page (under Set Up Financials/Supply Chain, File Attachments, Administer File Attachments).

Note. When you detach a document from a bill, the file is not deleted from the file server. You should institute a maintenance policy to remove outdated files from the server periodically.

See Also

PeopleSoft eProcurement 9.1 PeopleBook, "Determining Technical Implementation Options," Setting Up Attachments for Transactions

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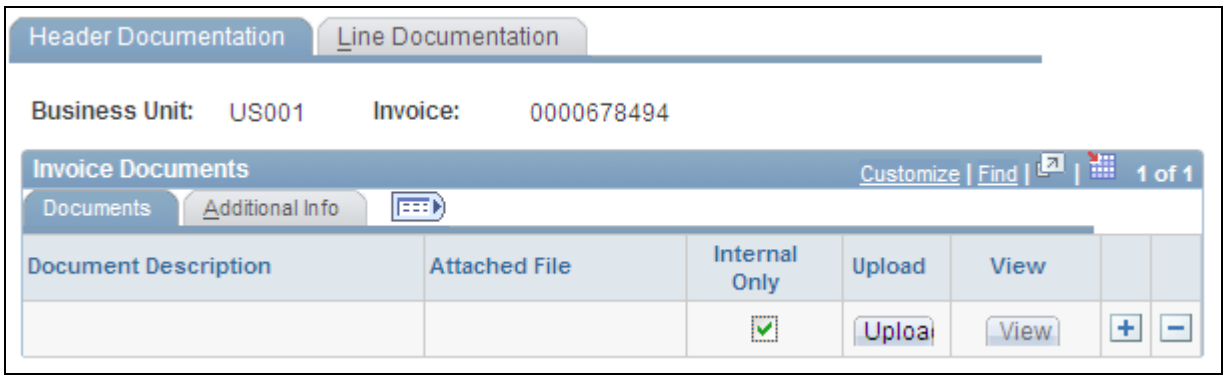
Pages Used to Add and Remove Supporting Documentation

Page Name	*Definition Name*	*Navigation*	*Usage*
Header Documentation	BI_HDR_ATTACH	Billing, Maintain Bills, Supporting Documentation, Header Documentation	Upload, detach, and view supporting documentation attached to a bill header.
Line Documentation	BI_LINE_ATTACH	Billing, Maintain Bills, Supporting Documentation, Line Documentation	View a list of bill lines. Click the Edit Supporting Documents link to manage attachments.
Edit Supporting Documents	BI_LINE_ATTACH_SEC	Billing, Maintain Bills, Supporting Documentation, Line Documentation. Click the Edit Supporting Documents link.	Upload, detach, and view supporting documentation attached to a bill line.
View Header Documentation	BI_HDR_ATTACH_INQ	Billing, Review Billing Information, View Supporting Documentation, View Header Documentation	View documents attached to a bill header.
View Line Documentation	BI_LINE_ATTACH_INQ	Billing, Review Billing Information, View Supporting Documentation, View Line Documentation	View documents attached to a bill line.

Adding or Removing Bill Header Documents

Access the Header Documentation page (Billing, Maintain Bills, Supporting Documentation, Header Documentation).



Header Documentation page

To add a supporting document:

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1. Click the Plus button to add a row to the Invoice Documents grid, if necessary.
2. Click the Upload button.
3. Identify the file to attach. Either
   - Type the file path and name.
   - Click the Browse button and locate the attachment with the File Chooser.
4. Click Upload.
5. If desired, deselect the box in the Internal Only column. The eBill Payment application will not display internal documents.
6. Click Save.

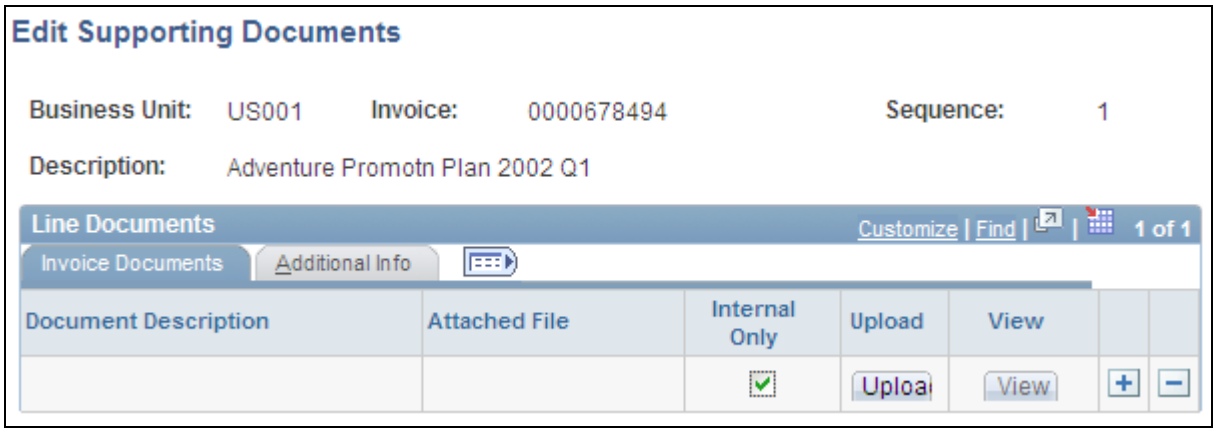
To remove a supporting document

1. Click the minus button in the row containing the document to be removed.
2. Click Save.

Note. If the invoice image is deleted, it cannot be reattached. The reprint process will not reattach the invoice image.

Adding or Removing Bill Line Documents

Access the Line Documentation page (Billing, Maintain Bills, Supporting Documentation, Line Documentation).



Line Documentation page

To add a supporting document:

1. Click the Edit Supporting Documents link in the row containing the line to which you wish to attach documentation.
2. Click the plus button to add a row to the Line Documents grid, if necessary.

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3. Click the Upload button.
4. Identify the file to attach. Either
   - Type the file path and name.
   - Click the Browse button and locate the attachment with the File Chooser.
5. Click Upload.
6. If desired, deselect the box in the Internal Only column. The eBill Payment application will not display internal documents.
7. Click Save.

To remove a supporting document from a bill line:

1. Click the Edit Supporting Documents link in the row containing the line which has the attached documentation you wish to remove.
2. Click the minus button in the row containing the document to be removed.
3. Click Save.

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 background 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.

This section discusses how to update balances for balance accumulations.

See Also

Chapter 4, "Structuring Bills," Defining Accumulations, page 83

Pages Used to Accumulate Balances

Page Name	*Definition 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.

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Page Name	Definition Name	Navigation	Usage
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 (Billing, Generate Invoices, Accumulated Balances, Calculate Balances, Balance Accumulation).

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.

Invoice Approvals

PeopleSoft Billing uses a common approval framework that is owned by Enterprise Components to implement invoice approvals. A sample approval process is delivered which mimics an approval process for credit invoices which is based on amounts, but because of the flexibility of the approval framework, it is possible for you to implement invoice approvals using any criteria you wish, not just amounts. For example, criteria could be set up to route approvals based on bill type or some other criteria that fits your business needs.

Invoices in PeopleSoft Billing are approved at the bill header level and not at the line level. The invoice approval process definition is set at the billing business unit level. This means that each business unit can have a different approval process if necessary.

An invoice has an approval status which tracks what state an invoice is in during the approval flow. Valid values for the Approval Status are:

- *Initial*: approval status has not yet been determined
- *Pending*: invoice has been submitted for approval and is pending the approval process
- *Approved*: invoice has been approved, that is, the invoice was submitted to the approval framework and was approved.

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- *Denied*: invoice has been denied by someone in the approval process.
- *Not Required*: approval is not required for this invoice either because approvals were not enabled for the business unit, or the invoice was created via the Billing Interface or Worksheet.
- *Cancelled*: the approval process has been cancelled.

Once a bill is in a RDY status, an Approvals link will appear in Standard Bill Entry or Express Bill Entry components. This link appears at the bottom of the header pages in the Go to section of the navigation links. Click this link to navigate to the approval page and initiate the approval process. This link is also used to take an approval action, like approve or deny, or to check on the status of an invoice that has already been submitted for approval. Depending on the user logged into the system, different action buttons will appear on this page.

If you modify an invoice that is approved or is pending an approval, the approval will be canceled and the invoice will need to be resubmitted again for approval.

The finalization program will only pick up invoices that are in a RDY status and the approval status is either *Not Required* or *Approved.*

Invoices that are created through the Billing Interface or Billing Worksheet processes will be created with an approval status of *Not Required.* This is because it is assumed that the approvals have occurred in the source system or in the Billing Worksheet.

Approvals are not tracked at the Consolidated header level, but each attached invoice is subject to approvals similar to regular invoices. Invoices can be attached to a consolidated header in any Approval Status. Consolidated Invoices cannot be made RDY unless all attached invoices have an Approval Status of *Not Required* or *Approved.*

Note. Billing does not support the pushback feature of the common approval framework.

See *PeopleSoft PeopleBook: Approval Framework*

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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 Bill Lines grid using the grid customize PeopleTools feature 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 discusses how to:

- Set up express billing.
- Add new bills.
- Enter bill header information.
- Enter bill line information.

See Also

Chapter 6, "Entering Bills Online," page 105

Setting Up Express Billing

No steps are required to be performed before using express billing. However, if you want to automatically navigate to express billing from the Bill Search page, use the Bill Type and Installation Options components.

Page Used to Set Up Express Billing

Page Name	*Definition Name*	*Navigation*	*Usage*
Installation Options – Billing - General Options	INSTALLATION_BI1	Set up Financials/Supply Chain, Install, Installation Options Click the Billing - General Options link.	Define express billing parameters.

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Defining Express Billing Parameters

Access the Installation Options − Billing - General Options page (click the Billing - General Options link on the Installation Options page).

To define express billing parameters:

1. Select *Express Bill Entry* 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 page with this default value.

Adding New Bills in Express Billing

Access the Add a New Value page (Billing, Maintain Bills, Express Billing).

Invoice	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 the invoice 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 - Billing General page with default values.
Invoice Date	Enter the date of the invoice. This date will be displayed on the printed invoice.
Accounting Date	Enter the date when the transaction is recognized. The accounting date and invoice date can be the same. The accounting date for an invoice is normally the invoice date.

See Also

Chapter 4, "Structuring Bills," Assigning Invoice Number IDs, page 41

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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 discusses how to:

- Enter required and general express billing information.
- Enter additional express billing information.

Pages Used to Enter Express Billing Header Information

Page Name	*Definition Name*	*Navigation*	*Usage*
Express Billing - Billing General	BI_HDR_X	Billing, Maintain Bills, Express Billing, Billing General	Enter general bill header information and bill line data.

Entering Required and General Express Billing Information

Access the Express Billing - Billing General page (Billing, Maintain Bills, Express Billing, Billing General).

Required fields and those fields from which default values are derived appear on this page.

Payment Information, Header Detail, and Currency Information — The fields in these group boxes are the same as those that appear on the Standard Billing - Header - Info 1 and Info 2 pages.

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.

Consolidation — 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.

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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. A dynamic prompt to this field is also not 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 119

Chapter 6, "Entering Bills Online," Entering Bill Source Information, page 165

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 are 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	*Definition Name*	*Navigation*	*Usage*
Express Billing - Billing General	BI_HDR_X	Billing, Maintain Bills, Express Billing, Billing General	Enter or review bill line information.

Entering Express Billing Bill Line General Information

Access the Express Billing - Billing General page (Billing, Maintain Bills, Express Billing, Billing General).

Adding, Deleting, and Copying Bill Lines

Lines to Add Choose the number of lines to add or copy. Click the Insert Bill Lines or Bill Line Copy Down buttons, to add the specified number of rows at the bottom of the grid. The default value for this field is set on the Installation Options − Billing - General Options page.

Click the Insert Bill Lines button to add the number of blank bill lines specified in the Lines to Add field.

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Select the Sel check box for all bill lines that you want to delete, and click the Delete Selected Bill Lines button at the bottom of the page.

Alternatively, click the Delete Row button to the right of the bill line to delete lines individually.

To copy a bill line, select the line's Sel check box. 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 add the new bill lines to the bill.

Navigating in Express Billing

Click any of the links at the bottom of the page, or select an option from the navigation menu to navigate to pages in express billing. There are also navigation links within the line grid itself. For example, the AR Account and Revenue Account columns contain hyperlinks for navigation. When a hyperlink within the grid is selected, you will be navigated to the appropriate page within the Express Bill Component where you can view additional details for the bill line. 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 - Billing General page, and navigate directly to the corresponding bill line sequence number.

Even though it is possible for a bill line to have multiple revenue accounts, the Revenue Account link on the line grid will only show one account. To see the complete distribution of accounts, you should navigate to the Revenue Distribution page. Similarly, the AR Account link will show the account from the line distribution for bills that use the bill line for the AR distribution. The line AR offset page will be displayed when the link is clicked. If the bill is set to use header for the AR offset, then the link will navigate to the AR account from the bill header. The Header AR Distribution page will be displayed when the link is clicked.

The following three scenarios are examples demonstrating which bill line would appear first on the Revenue Distribution page if you select the *Acctg - Rev Distribution* option from the navigation drop down.

On the Billing General 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 the 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.

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You can set up Page Series to work for Express Bill Entry.

Note. It is ideal to define Page Series for use by the Standard Bill entry component rather than in Express Billing because there is a possibility to define your pages in such a way that you end up looping between the same two pages.

See Also

Chapter 6, "Entering Bills Online," page 105

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

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Chapter 8

Understanding the Billing Interface Structure

This chapter discusses:

- The Billing interface data structure.
- The Bill data structure.
- The Billing interface temporary tables.
- The Billing interface process control table (INTFC_BI_PROC).
- The Billing interface Application Engine state records (INTFC_BI_AET, INTFC1_BI_AET, VAT_DFLT_AET).
- The Billing interface process restart logic.
- The Billing interface process main processing logic (BIIF0001.MAINPROC section steps).

See Also

Chapter 9, "Setting Up the Billing Interface," page 219

Chapter 10, "Processing Billing Interface Activity," page 323

Chapter 11, "Correcting Billing Interface Process Errors," page 333

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, Project Costing, Inventory, Order Management, Promotions Management, Asset Management—through several tables referred to as the Billing interface staging area. The staging area consists of the following six tables with all data attributes supported by the bill data structure: INTFC_BI, INTFC_BI_AEDS, INTFC_BI2, INTFC_BI_NOTE, INTFC_BI_EXSD, INTFC_BI_TAX, and INTFC_BI_HDR.

The structure of the Billing interface tables differs from the structure of a bill in its final form. The Billing Interface process (BIIF0001) takes information from these tables, edits the data, provides defaults, and groups the data into bills. You should 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.

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See Also

Chapter 9, "Setting Up the Billing Interface," page 219

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 (BI_HDR)	BUSINESS_UNIT INVOICE	Parent table.
Bill Header AR Accounting Distribution (bill header accounts receivable accounting distribution) table (BI_HDR_AR)	BUSINESS_UNIT INVOICE SEQ_NUM	Bill header has one AR accounting distribution entry. SEQ_NUM always equals one.
Bill Header (bill header value-added tax) table (BI_HDR)	BUSINESS_UNIT INVOICE	Bill header has zero or one header entry.
Bill Header Credit Card table (BI_HDR_CRCARD)	BUSINESS_UNIT INVOICE SEQ_NUM	Bill header has zero or one Credit Card header entry.
Bill Header Note table (BI_HDR_NOTE)	BUSINESS_UNIT INVOICE NOTES_SEQ_NUM	Bill header has zero or more header notes.
Invoice Carbon (or Courtesy) Copy Address (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 (BI_LINE)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM	Bill header has one or more bill lines.

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Table	*Keys*	*Relationship*
Bill Line Tax table (BI_LINE_TAX)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM	Bill line has zero or one bill line tax entry.
Bill Line Tax Detail table (BI_LINE_TAX_DTL)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM TAX_AUTHORITY_CD SEQ_NBR_5	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, Sales Tax, or VAT Detail table 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 (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 (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 (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 (BI_LINE_DST_AR)	BUSINESS_UNIT INVOICE LINE_SEQ_NUM LINE_DST_SEQ_NUM	Bill line has zero or one accounts receivable offset entries.

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Table	*Keys*	*Relationship*
Bill Line Deferred Accounting Entries table (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.
Bill Line Deferred Accounting Entries table (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 (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 (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 (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 (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 (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.

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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 use temporary tables to reduce risk of data contention and deadlocks. To use Billing interface temporary tables, you must understand how Application Engine employs temporary tables for parallel processing.

See *PeopleTools 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.

INTFC_BI_TAO*nn*	Temporary table for INTFC_BI.
INTFC_BIE_TAO*nn*	Temporary table for INTFC_BI_EXSD.
INTFC_BIA_TAO*nn*	Temporary table for INTFC_BI_AEDS.
INTFC_BI2_TAO*nn*	Temporary table for INTFC_BI2.
INTFC_BIN_TAO*nn*	Temporary table for INTFC_BI_NOTE.
INTFC_BIH_TAO*nn*	Temporary table for INTFC_BI_HDR.
INTFC_BIT_TAO*nn*	Temporary table for INTFC_BI_TAX.
INTFC_BI_ETMP*nn*	Error Processing temporary table. The interface process performs multiple data integrity edit checks. The system inserts temporary data into the INTFC_BI_ETMP table to assist with error checking.
INTFC_BI_ITMP*nn*	The interface process uses the INTFC_BI_ITMP table when generating accounting entries for InterUnit and IntraUnit transactions.
INTFC_BI_NTMP*nn*	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.
INTFC_BI_CTMP*nn*	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 BI_HDR table.
INTFC_BI_DTMP*nn*	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 BI_LINE_DS_LVL table.
INTFC_BI_HTMP*nn*	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 BI_HDR table.

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BI_IHAR_TAO*nn* 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 BI_HDR_AR table.

BI_IHVAT_TAO*nn* 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.

BI_IHCRC_TAO*nn* 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 BI_HDR_CRCARD table.

BI_IHCC_TAO*nn* 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 BI_HDR_CC table.

This table is currently not used.

BI_IHNOT_TAO*nn* 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 BI_HDR_NOTE table.

BI_ILINE_TAO*nn* Bill Line temporary table. The interface process inserts a row of data into this table for each charge line for insertion into the BI_LINE table.

BI_ITAX_TAO*nn* 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 BI_LINE_TAX table.

BI_ITXD_TAO*nn* 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 BI_LINE_TAX_DTL table.

BI_ILEXS_DTAO*nn* Bill Line Excise, Sales Tax, or VAT 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 BI_LINE_EXS_DTL table.

This table is used for India transactions only.

BI_ILNOT_TAO*nn* 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 BI_LINE_NOTE table.

BI_IDST_TAO*nn* 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 BI_LINE_DST table.

BI_IAR_TAO*nn* 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 BI_LINE_DST_AR table.

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BI_IUAR_TAO*nn* 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 BI_LINE_DST_UAR table.

BI_IDFR_TAO*nn* 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 BI_LINE_DST_DFR table.

BI_ISTA_TAO*nn* 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 BI_LINE_DST_STA table.

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 BI_LINE_IU_PAY table.

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 BI_LINE_IU_EXP table.

BI_IDSD_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 BI_LINE_DS_DTL table.

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 BI_LINE_DS_DFR table.

BI_IDSL_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 BI_LINE_DS_LVL table.

Understanding the Billing Interface Process Control Table (INTFC_BI_PROC)

Every time you run the Billing Interface process, the system inserts a row of data into the INTFC_BI_PROC table. The Billing Interface process uses this secondary run control information to prevent running more than one Billing Interface process with the same interface IDs. The system tracks the following data:

PROCESS_INSTANCE Process Instance.

INTFC_ID From Interface ID.

TO_INTFC_ID To Interface ID.

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INTFC_RUN_OPT Interface Run Option.

OPRID Operator ID.

RUN_CNTL_ID Run Control ID.

When a Billing Interface process finishes successfully, it deletes its row from this record.

Understanding the Billing Interface Application Engine State Records (INTFC_BI_AET, INTFC1_BI_AET, 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 process employs two state records:

- INTFC_BI_AET (primary).
- INTFC1_BI_AET (secondary).
- VAT_DFLT_AET (secondary). Used only for transactions that are liable for value added tax (VAT).

Understanding the Billing Interface Process Restart Logic

The Billing Interface process uses the Application Engine 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.

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Understanding the Billing Interface Process Main Processing Logic

This section discusses the Billing Interface program processing steps and their sequence. The headings are listed in the following format: AE_PROGRAM_NAME.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 process control table INTFC_BI_PROC.
- Retrieving some PeopleSoft Billing installation options.
- Selecting *UPD* as the processing status for the interface record.
- Inserting, or updating if one already exists, the run control record for the Billing VAT Defaulting process (BIPVAT00) with the user's parameter settings.

BIIF0001.MAIN.DISTTEMP

This step copies Billing interface records from main staging tables to their respective temporary tables for processing:

Copies From	***Copies To***
INTFC_BI	INTFC_BI_TAO*nn*
INTFC_BI_AEDS	INTFC_BIA_TAO*nn*
INTFC_BI2	INTFC_BI2_TAO*nn*
INTFC_BI_NOTE	INTFC_BIN_TAO*nn*
INTFC_BI_HDR	INTFC_BIH_TAO*nn*
INTFC_EXSD	INTFC_BIE_TAO
INTFC_BI_TAX	INTFC_BIT_TAO*nn*

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BIIF0001.MAIN.DEFAULTS

This step provides defaults for 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 program 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 processing statistics for the Billing Interface process, 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 INTFC_BI_PROC, the Billing interface process control record.

BIIF0001.MAIN.MAINPROC

This step calls the MAINPROC section, which is the main processing step of the Billing Interface program.

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BIIF0001.MAINPROC.NEWHDRS

This step:

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1. Inserts one row of data into INTFC_BI_HTMP*nn* for every new bill header that the system needs to generate, as determined by the bill-by options.

   The data supplied to 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 INTFC_BI_HTMP*nn* for each new bill header that the system generates. The SQL that is generated has the following structure, with columns c1, c2, c3... representing the bill-by columns:

```
INSERT into PS_INTFC_BI_HTMPnn( .. , .. , .. , .. , ...)
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.

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 the 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
- *COUNTRY_SHIP_FROM
- *COUNTRY_SHIP_TO
- *COUNTRY_VAT_BILLFR
- *COUNTRY_VAT_BILLTO
- *VAT_TREATMENT_GRP

*These fields are added to the implicit bill-by fields for those transactions subject to VAT tax.

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2. Inserts one row of data into the INTFC_BI_HTMP*nn* 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 INTFC_BI_HTMP*nn.*

3. Inserts one row into the header temporary table for every rebill adjustment transaction line (AHDR/RBALL).

   The only bill-by options that are used when creating a rebill adjustment of this nature are bill status options.

BIIF0001.MAINPROC.HDRDFTS

This step updates new bill header information in INTFC_BI_HTMP*nn* 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 in INTFC_BI_HTMP*nn* 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 INTFC_BI_HTMP*nn* 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. For credit adjustments of fully paid invoices, the payment reference is set to *unpaid* and the paid at source is set to *no.*

See Chapter 9, "Setting Up the Billing Interface," Processing Adjustments Through the Billing Interface, page 312.

BIIF0001.MAINPROC.HDRDFTS2

This step updates new bill header information in the INTFC_BI_HTMP*nn* 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.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.

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See Chapter 9, "Setting Up the Billing Interface," Using the Bill-By Identifier with the Billing Interface, page 300.

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 INTFC_BI_HTMP*nn.*

BIIF0001.MAINPROC.ADJHDPTR

This step selects adjustments of type CRALL and RBALL in INTFC_BI_HTMP*nn.* For these bills, this step assigns cross-reference invoice and line numbers.

BIIF0001.MAINPROC.ADJHDUPD

This step selects the headers from INTFC_BI_HTMP*nn* 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 INTFC_BI_DTMP*nn.*

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 INTFC_BI_DTMP*nn*, enabling it to keep track of discount or surcharge level subtotals. When it has calculated the discount or surcharge totals, the system populates BI_LINE_DS_LVL from INTFC_BI_DTMP*nn* and populates BI_LINE_DS_DTL from INTFC_BIA_TAO*nn.*

BIIF0001.MAINPROC.INSBILLS

This step inserts bill headers into BI_HDR, selecting from INTFC_BI_HTMP*nn.* For rebill adjustments of fully paid invoices, the Payment Reference field is deselected and the Paid at Source field is set to *unpaid.* The Invoiced Delivered field is initialized to *no.*

BIIF0001.MAINPROC.ASGNPVN

This step will assign the next PVN (Public Voucher Number) to those bill lines that are sourced from the PeopleSoft Contracts module that have a PVN generation level assigned.

BIIF0001.MAINPROC.ASGNIVC5 and BIIF0001.MAINPROC.ASGNVIVC

This step assigns the invoice numbers to each LINE transaction in INTFC_BI_TAO*nn.* When 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.

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BIIF0001.MAINPROC.UPSUMIVC

This step sets the invoice summarization flag to *Yes* on the bill header for the new invoices that require summarization

BIIF0001.MAINPROC.MAINCONS

This step:

1. Inserts a row into INTFC_BI_CTMP*nn* 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 INTFC_BI_CTMP*nn* with customer-level defaults and invoice numbers, and inserts them into the bill header table.

   By the time the system inserts new consolidated bill headers into BI_HDR, at least one consolidated bill header should exist to which the system can attach each new bill header in INTFC_BI_HTMP*nn*, if appropriate.

See Chapter 9, "Setting Up the Billing Interface," Generating Consolidated Billing Through the Billing Interface, page 311.

See *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information.

BIIF0001.MAINPROC.CONS2HDR and BIIF0001.MAINPROC.CONSAHDR

This step associates regular bill headers with appropriate consolidated bill headers.

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.

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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 supplies accounting entries for InterUnit and IntraUnit bills, acquiring values from the central InterUnit and IntraUnit setup tables.

BIIF0001.MAINPROC.AFFLDFLT

This step supplies the affiliate value on accounting distributions.

BIIF0001.MAINPROC.DAPP

This step consolidates all deposit-applied lines (line type of *DAPP)*, that have the same deposit ID and that will go into the same invoice, into one deposit-applied line to be saved in BI_LINE.

BIIF0001.MAINPROC.NEWLINES

This step inserts line data into a temporary line so that default values can be applied.

BIIF0001.MAINPROC.LINEDFTS

This step updates bill line temporary tables to supply line default values and:

- Applies customer default values to lines in the temporary table BI_ILINE_TAO*nn.*
- Applies business unit default values to lines in the temporary table 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.

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BIIF0001.MAINPROC.INSLINES

This step inserts the interface table data into the bill data structure.

BIIF0001.MAINPROC.TOTHDRS

This step:

1. Selects all bills affected 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.
3. Calculates the TAX_AMT total.

BIIF0001.MAINPROC.TOTHDREX

This step accumulates excise, sales tax, or VAT amounts from bill lines and updates the total excise, total sales tax, or total VAT amounts onto bill header. These VAT amounts apply to India only.

BIIF0001.MAINPROC.UPBIPAID

This step updates the paid at source flag if at least one invoice line exists for the bill with a deposit applied line.

BIIF0001.MAINPROC.UPSUMFLG

This step sets the invoice summarization flag to *Yes* on the bill header for the already existing invoices that require summarization

BIIF0001.MAINPROC.UPDVATDF

This step sets the bill header VAT defaulting option to *L* to indicate that new lines are appended to an existing VAT invoice. Setting the bill header VAT defaulting option to *L* causes VAT defaults to be reapplied.

BIIF0001.MAINPROC.UPPCSTAT

This step enables the PC_DISTRIB_STATUS value to appear by default in the 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 Project Costing applications.

BIIF0001.MAINPROC.INV_TYPE

This step:

1. Updates the invoice type to *RAD* (regular with adjustments) for any bill headers that had line adjustments added to them.
2. Updates the invoice type to *RAD* (regular with adjustments) for any bill headers that originally contained only adjustment lines but have had regular lines added to them.

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BIIF0001.MAINPROC.DRILBACK

This step:

1. Updates the IN_DEMAND_BI table with the invoice number and invoice line sequence number for activity from PeopleSoft Order Management and Inventory.
2. Updates the CA_BP_XREF table with the invoice number for activity from PeopleSoft Contracts.
3. Updates the BI_ADJ_GRP_LINE table with the 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 BI_HDR table.

BIIF0001.MAINPROC.MOVE2CMP

This step:

1. Moves the records from the temporary Billing interface staging tables—INTFC_BI_TAO*nn*, INTFC_BIA_TAO*nn*, INTFC_BI2_TAO*nn*, INTFC_BIN_TAO*nn*, and INTFC_BIH_TAO*nn*—to their respective archiving tables: INTFC_BI_CMP, INTFC_BI_AD_CMP, INTFC_BI2_CMP, 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.

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Chapter 9

Setting Up the Billing Interface

This chapter discusses how to:

- Receive billing activity from external sources.
- Populate the INTFC_BI table.
- Populate the INTFC_BI_AEDS table.
- Populate the INTFC_BI_NOTE table.
- Populate the INTFC_BI2 table.
- Populate the INTFC_BI_HDR table.
- Populate the INTFC_BI_EXSD table.
- Populate the INTFC_BI_TAX table.
- Use the bill-by identifier with the Billing interface.
- Populate identifiers.
- Generate consolidated billing through the Billing interface.
- Generate paperless invoices 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.
- Process bill lines with deferred revenue accounting entries.

See Also

Chapter 8, "Understanding the Billing Interface Structure," page 201

Chapter 10, "Processing Billing Interface Activity," page 323

Chapter 11, "Correcting Billing Interface Process Errors," page 333

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Receiving Billing Activity from External Sources

The PeopleSoft Billing system can accept information from several billing sources. The Billing interface tables (INTFC_BI, INTFC_BI2, INTFC_NOTE, INTFC_BI_AEDS, INTFC_BI_TAX, INTFC_BI_EXSD and INTFC_BI_HDR) act as staging areas for this external source information, holding it until you run the Billing Interface process (BIIF0001).

This section provides an overview of the Billing interface staging area and discusses 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 currency precision of the transaction.

To maintain performance efficiency, the system does not perform edit checks for all of the required fields. Ensure that the 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.

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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, sales tax, and VAT detail)	Represents excise, sales tax, and VAT detail. This transaction type is used only for India transactions and is applicable only to transactions from the PeopleSoft Order Management feeder system.
TAX (sales tax detail)	Represents sales tax detail of the LINE transaction. This transaction type is applicable only to transactions from the PeopleSoft Order Management feeder system.

Note. To ensure that the 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 process 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, the source system must assign a zero value to all revenue (DST) percentage fields if they exceed the +/-999.99 size limit. The source system cannot successfully insert into the interface tables if the 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.

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Populating the INTFC_BI Table

This section provides an overview of the INTFC_BI table and discusses how to:

- Populate the INTFC_BI table for LINE transactions.
- Populate the INTFC_BI table for NOTE transactions.
- Populate the INTFC_BI table for AHDR transactions.

Understanding the INTFC_BI Table

The following four attributes comprise the key to the Billing Interface table (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.

When assigning a new INTFC_ID for a batch of data, the Last BI Interface ID field (INSTALLATION_BI.LAST_INTFC_ID) on the Installation Options – Billing General page can be used to ensure that a unique number is assigned. The source system can increase this number by one and use that number for the new batch of data.

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 billing)

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 billing sequence)

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).

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Populate the 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 table 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 table can contain one or more notes or comments (NOTES).

Note. To ensure VAT data integrity, you must run the VAT Defaulting process after the Billing Interface process when importing bills with VAT data.

Populating the INTFC_BI table for LINE transactions

The following table demonstrates how to populate the INTFC_BI fields for LINE transactions:

Field Number	*Field Name*	*Required for LINE Transaction?*	*Remarks*
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)	Required.	Initialize to zero for LINE transaction type.
5	HDR_FIELDS_KEY	Populate whenever a record is inserted into the INTFC_BI_HDR table.	Populate whenever a record is inserted into the INTFC_BI_HDR table.
6	HDR_FIELDS_BILL_BY	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 *CRLIN* for Credit Line, *RBLIN* for Rebill Line, and *NTLIN* for Net Line.
8	CREATE_NEW_BILL	Optional.	*N* is the default value.
9	TMP_BILL_FLG (temporary bill flag)	Optional.	*N* is the default value. Bills with this set to *Y* are created in *TMR* status.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
10	ENTRY_TYPE	Optional.	Optional.
11	ENTRY_REASON	Optional.	Optional.
12	ENTRY_EVENT	Conditional	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.
13	LOAD_STATUS_BI	Optional.	May initialize to *NEW* or leave blank.
14	ERROR_STATUS_BI	Leave blank.	Leave blank.
15	BUSINESS_UNIT (billing business unit)	Required.	Must be a valid billing business unit.
16	BUSINESS_UNIT_GL	Leave blank.	Leave blank.
17	BILL_TO_CUST_ ID (bill-to customer)	Required.	Must be a valid bill-to customer.
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.
19	BILL_TO_COPIES	Leave blank.	Leave blank.
20	CNTCT_SEQ_NUM (contact sequence number)	Conditional.	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.
21	NAME1 (customer name)	Leave blank.	Leave blank.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
22	INTERUNIT_FLG	Leave blank.	Leave blank.
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.
24	DIRECT_INVOICING	Optional.	Bills set to *Y* are created in *RDY* bill status. If provided, it must be valid and included in the bill-by definition. If not provided, defaults to *N*.
25	RANGE_SELECTION_ID	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.
27	BILL_TYPE_ID	Required.	Must be a valid bill type.
28	BILL_CYCLE_ID	Optional.	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.
29	BILL_BY_ID (bill-by identifier)	Optional.	Must be valid if provided. Defaults if left blank.
30	PAYMENT_METHOD (payment method)	Optional.	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.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
31	PYMNT_TERMS_CD (payment terms code)	Optional.	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.
32	BANK_CD (bank code)	Optional.	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.
33	BANK_ACCT_KEY	Optional.	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.
34	BI_CURRENCY_CD (billing transaction currency)	Required.	It must be a valid currency
35	BASE_CURRENCY	Leave blank.	Leave blank.
36	CUR_RT_TYPE (currency rate type)	Optional.	Must be valid if provided. Defaults if left blank.
37	RATE_MULT (rate multiplier)	Required if CUR_RT_SOURCE is *U* (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)
38	RATE_DIV (rate divisor)	Required if CUR_RT_SOURCE is *U* (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*.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
39	CUR_RT_SOURCE (currency rate source)	Optional.	Defaults to *T* (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.
40	INVOICE_DT (invoice date)	Optional.	Optional.
41	ACCOUNTING_DT (accounting date)	Optional.	Optional.
42	ACCRUE_UNBILLED	Leave blank.	Leave blank.
43	TARGET_INVOICE	Optional.	If passed, target invoice becomes the invoice number. **Note.** Non-Contracts or Project Costing invoices should not be used as the target for Contracts or Project Costing lines.
44	INVOICE	Leave blank.	Use the TARGET_INVOICE field to specify an invoice number.
45	DOC_TYPE (document type)	Optional.	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.
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.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
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.
49	INVOICE_TO_ADJ	Required for ADJ_TRANS_TYPES of *CRLIN*, *RBLIN*, *NTLIN*, and RBALL.	Must be a valid invoice.
50	ADJ_DELTA_ACTION	Required for ADJ_TRANS_TYPES of RBALL.	Must be *ADD* for new lines, *RPL* for lines to be replaced, and *DEL* for lines to be deleted.
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 *DEL*.	Must be a valid line sequence.
52	LINE_SEQ_NUM	Leave blank.	Leave blank.
53	LINE_DST_SEQ_NUM	Leave blank.	Leave blank.
54	LINE_DFR_SEQ_NUM	Leave blank.	Leave blank.
55	LINE_UAR_SEQ_NUM	Leave blank.	Leave blank.
56	LAST_NOTE_SEQ_NUM	Leave blank.	Leave blank.
57	NOTES_SEQ_NUM	Leave blank.	Leave blank.
58	LINE_TYPE	Required.	Must be a valid translate value.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
59	IDENTIFIER (bill charge identifier)	Optional.	See Chapter 9, "Setting Up the Billing Interface," Populating Identifiers, page 308.
60	DESCR (bill charge description)	Optional.	For lines from PeopleSoft feeder systems, use the base language description.
61	UNIT_OF_MEASURE	Optional.	Must be valid if provided.
62	QTY (quantity)	Required.	Line charge quantity.
63	ORIG_QTY (original quantity)	Optional.	Used only with PeopleSoft Project Costing integration.
64	UNIT_AMT (unit amount)	Required.	
65	LIST_PRICE	Optional.	Optional.
66	PPRC_PROMO_CD (promotion code)	Optional.	Optional.
67	MERCH_TYPE (merchant type)	Optional.	Optional.
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.
69	TAX_EXEMPT_CERT (tax exempt certificate)	Optional.	Optional.
70	TAX_EXEMPT_FLG (tax exempt flag)	Optional.	If not provided, the system uses *N* (no) as the default value.
71	TAX_EXEMPT_RC (tax exempt reason code)	Optional.	Used only with Taxware tax option.
72	TAX_JOB_NUM (tax job number)	Optional.	Used only with Taxware tax option.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
73	BI_TAX_TIMING	Optional.	Optional.
74	CUSTOMER_GROUP	Optional.	Used with Vertex tax option.
75	VAT_TXN_TYPE_CD (value-added tax transaction type code)	Optional.	Applies to VAT transactions only. If not provided, the system populates with a default value through the VAT Defaulting process.
76	TAX_CD_VAT (tax code value-added tax)	Conditional.	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 *T* (taxable), *X* (exonerated), or *S* (suspended). Must be blank if VAT applicability is provided and equals *E* (exempt) or *O* (outside of scope).
77	VAT_APPLICABILITY	Optional.	Applies to VAT transactions only. If not provided, the system populates with a default value through the VAT Defaulting process.
78	VAT_PRODUCT_GROUP	Optional if IDENTIFIER_TBL = *SVC*,*LAB*,*ITM*,*ID*, *G*, *PRD*, or *PDA*. Otherwise, leave blank.	Applies to VAT transactions only.
79	PROD_GRP_SETID (product group setID)	Optional.	Identifies the SetID to use with the VAT_PRODUCT_GROUP. If left blank when VAT_PRODUCT_GROUP is provided, defaults from the most relevant business unit. Applies to VAT transactions only.
80	IST_TXN_FLG (intrastat transaction flag)	Leave blank.	Applies to VAT transactions only.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
81	IDENTIFIER_TBL (identifier table)	Required if IDENTIFIER is populated. Values are *ID,D,S,PRD,PDA, CON,ITM, PRM,A, LAB,SVC,G*.	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 308. If the IDENTIFIER field is populated, and the IDENTIFIER_TBL field is not populated, the system uses *G* as the default value in the IDENTIFIER_TBL field.
82	SHIP_FROM_LOC (ship-from location)	Optional.	Must be a valid location if provided. Used in conjunction with Taxware or Vertex tax options. **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.
83	ORD_ACCEPT_LOC (order acceptance location)	Optional.	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. **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.
84	ORD_ORIGIN_LOC (order origin location)	Optional.	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.
85	STORE_LOC (store location)	Optional.	Must be a valid location if provided. Used in conjunction with Taxware or Vertex tax options.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
86	TITLE_PASSAGE	Optional.	Must be valid if provided. Used in conjunction with Taxware tax options.
87	TAX_GROUP	Optional.	Used in conjunction with Taxware or Vertex tax options.
88	TAX_USER_AREA	Optional.	Used in conjunction with Vertex tax options.
89	TAX_TRANS_TYPE (transaction type)	Optional.	Used in conjunction with Taxware or Vertex tax options.
90	TAX_TRANS_SUB_TYPE (transaction subtype)	Optional.	Used in conjunction with Vertex tax options.
91	NET_EXTENDED_AMT (net extended amount)	Leave blank.	Calculated by interface process, depending on gross extended amount, discounts, and surcharges.
92	GROSS_EXTENDED_AMT (gross extended amount)	Required.	Net extended amount, discounts, and surcharges are calculated based on this amount.
93	REV_RECOG_BASIS	Required for deferred revenue recognition.	Defaults from Bill Type definition for deferred revenue transactions. Values are defined by translate table. If set to a value other than blank or *INV*, indicates whether the line can have deferred accounting entries created.
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.
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.	Identifies Order Management business unit.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
96	ORDER_NO (order number)	Optional.	Optional.
97	ORDER_INT_LINE_NO (order line number)	Optional.	Optional.
98	SCHED_LINE_NBR (schedule line number)	Optional.	Optional.
99	DEMAND_SOURCE	Optional.	Optional.
100	DEMAND_LINE_NO (demand line number)	Optional.	Optional.
101	BUSINESS_UNIT_RMA (PeopleSoft Order Management business unit for RMA)	Optional.	Optional.
102	RMA_ID (RMA identifier)	Optional.	Optional.
103	RMA_LINE_NBR (RMA line number)	Optional.	Optional.
104	PRODUCT_ID (product identifier)	Required when PeopleSoft applications populate the IDENITIFIER_TBL with *PRD* or *PDA.*	See Chapter 9, "Setting Up the Billing Interface," Populating Identifiers, page 308.
105	ORDER_DATE	Conditional.	Required for deferred revenue if recognition basis is *ORD* (order date).
106	PO_REF (purchase order number)	Optional.	Optional.
107	PO_LINE (purchase order line)	Optional.	Optional.
108	CONTRACT_NUM (contract number)	Optional.	Optional.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
109	CONTRACT_DT	Conditional.	Required for deferred revenue if recognition basis is *CON* (contact date).
110	CONTRACT_TYPE	Optional.	Optional.
111	CONTRACT_LINE_NUM (contract line number)	Optional.	Optional.
112	FREIGHT_TERMS	Optional.	Optional.
113	BILL_OF_LADING	Optional.	Optional.
114	COUNTRY_SHIP_FROM	Required for India tax transactions populated by PeopleSoft Order Management.	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.
115	COUNTRY_SHIP_TO	Optional.	If not provided, the system obtains a default value from the ship-to customer location for VAT transactions.
116	SHIP_TO_CUST_ID (ship-to customer)	Required when third-party tax software 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.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
117	SHIP_TO_ADDR_NUM (ship-to address)	Required when third-party tax software 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.
118	SHIP_ID (shipment ID)	Optional.	Optional.
119	SHIP_TYPE_ID (shipment type)	Optional.	Optional.
120	SHIP_FROM_BU (ship-from business unit)	Required when PeopleSoft applications populate IDENTIFIER with INV_ITEM_ID from MASTER_ITEM_TBL	Identifies shipping business unit.
121	SHIP_DATE	Required for deferred revenue if recognition basis is *SHP* (ship date).	The date an order is shipped.
122	SHIP_TIME	Optional.	Optional.
123	PACKSLIP_NO (packing slip number)	Optional.	Optional.
124	LC_ID (letter of credit ID)	Optional.	Optional.
125	LOC_DOC_ID (location document ID)	Optional.	Optional.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
126	SEQUENCE_NBR (shipment sequence number)	Optional.	Optional.
127	SOLD_TO_CUST_ID (sold to customer)	Optional.	Optional.
128	SOLD_TO_ADDR_NUM (sold to address number)	Optional.	Optional.
129	BUSINESS_UNIT_PC (PeopleSoft Project Costing business unit)	Optional.	Optional.
130	BUSINESS_UNIT_CA (PeopleSoft Contracts business unit)	Required if PRODUCT_ID from PROD_ITEM table is populated by PeopleSoft Contracts.	Identifies Contracts business unit.
131	RT_EFFDT (rate effective date)	Leave Blank.	Not currently used.
132	BILL_PLAN_ID	Optional.	Optional.
133	PC_DISTRIB_STATUS	Leave blank.	*N* is the default value if Contract Number and Bill Plan ID are present. If they are not present, *I* is the default value. Controls integration with PeopleSoft Project Costing.
134	BPLAN_LN_NBR (bill plan line number)	Optional.	Optional.
135	EVENT_OCCURRENCE	Optional.	Optional.
136	XREF_SEQ_NUM (cross-reference sequence number)	Optional.	Optional.
137	CONTRACT_PPD_SEQ (prepaid add sequence)	Optional.	Optional.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
138	ANALYSIS_TYPE	Optional.	Optional.
139	RESOURCE_ID	Optional.	Optional.
140	RESOURCE_TYPE	Optional.	Optional.
141	RESOURCE_CATEGORY	Optional.	Optional.
142	RESOURCE_SUB_CAT (resource subcategory)	Optional.	Optional.
143	ACTIVITY_ID	Optional.	Optional.
144	ACTIVITY_TYPE	Optional.	Optional.
145	DIST_CFG_FLAG	Required.	Set to either *Y* or *N*. When an item is configurable, set to *Y*.
146	PRODUCT_KIT_ID	Optional.	Optional.
147	SYSTEM_SOURCE	Optional.	For PeopleSoft Order Management sales orders: *OBI*. For PeopleSoft Order Management and Inventory returns: *OBI*. For PeopleSoft Promotions Management: *OBI*. For PeopleSoft Inventory: *IBI*. For PeopleSoft Contracts: *CBI*. For PeopleSoft Project Costing: *PBI*. For PeopleSoft Asset Managements: *ABI*. If left blank, the Billing Interface process uses *BBI* as the default value.
148	EMPLID (employee ID)	Optional.	Optional.
149	EMPL_RCD (number of employee record)	Optional.	Optional.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
150	START_DT	Required for deferred revenue if recognition basis is *STE* (start and end date range).	Use START_DT with END_DT to specify the period over which revenue should be recognized.
151	END_DT	Required for deferred revenue if recognition basis is *STE* (start and end date range).	Use START_DT with END_DT to specify the period over which revenue should be recognized.
152	FROM_DT	Optional.	Optional.
153	TO_DT	Optional.	Optional.
154	SERVICE_CUST_ID (service customer)	Optional.	Optional.
155	SERVICE_ADDR_NUM (service address)	Optional.	Optional.
156	NOTE_TYPE	Leave blank.	Used for NOTE transactions only.
157	STD_NOTE_FLAG (standard note flag)	Leave blank.	Used for NOTE transactions only.
158	INTERNAL_FLAG	Leave blank.	Used for NOTE transactions only.
159	HDR_OR_LINE_NOTE (header or line note flag)	Leave blank.	Used for NOTE transactions only.
160	AR_LVL	Leave blank.	Leave blank.
161	AR_DST_OPT	Leave blank.	Leave blank.
162	GL_LVL	Leave blank.	Leave blank.
163	ENABLE_DFR_REV_FLG	Leave blank.	Leave blank.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
164	BILLING_SPECIALIST	Optional.	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.
165	BILLING_AUTHORITY	Optional.	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.
166	BILLING_FREQUENCY	Optional.	*ONC* (once) is the default value, if left blank.
167	BILL_INQUIRY_PHONE	Optional.	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.
168	SALES_PERSON	Optional.	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.
169	COLLECTOR	Optional.	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.
170	CR_ANALYST	Optional.	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.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
171	INVOICE_FORM_ID	Optional.	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.
172	STD_NOTE_CD (standard note code)	Leave blank.	Used for NOTE transactions only.
173	TOT_LINE_DST_AMT	Leave blank.	Leave blank.
174	TOT_LINE_DST_PCT	Leave blank.	Leave blank.
175	TOT_LINE_DFR_PCT	Leave blank.	Leave blank.
176	TOT_LINE_DFR_AMT	Leave blank.	Leave blank.
177	TOT_LINE_UAR_AMT	Leave blank.	Leave blank.
178	TOT_LINE_UAR_PCT	Leave blank.	Leave blank.
179	SSN (social security number)	Optional.	Optional.
180	CHARGE_FROM_DT (charge from date)	Required for deferred revenue if recognition basis is *CHG*.	Use CHARGE_FROM_DT with CHARGE_TO_DATE to set the revenue recognition period.
181	CHARGE_TO_DT (charge to date)	Required for deferred revenue if recognition basis is *CHG*.	Use CHARGE_FROM_DT with CHARGE_TO_DATE to set the revenue recognition period.
182	SUBCUST_QUAL1 (subcustomer qualifier 1)	Optional.	If not populated, the system defaults subcustomer1 from bill-to customer setup.
183	SUBCUST_QUAL2 (subcustomer qualifier 2)	Optional.	If not populated, the system defaults subcustomer2 from bill-to customer setup.
184	REIMB_AGREEMENT	Optional.	Optional.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
185	TOT_DISCOUNT_AMT	Leave blank.	Leave blank.
186	TOT_SURCHARGE_AMT	Leave blank.	Leave blank.
187	ACCUMULATE	Optional.	Include in cumulative balance *(Y/N)*. If not provided, the system uses *Y* as the default value.
188	VAT_TREATMENT_GRP	Optional.	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.
189	COUNTRY_VAT_BILLFR	Optional.	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.
190	COUNTRY_VAT_BILLTO	Optional.	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.
191	VAT_TREATMENT	Optional.	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.
192	PHYSICAL_NATURE	Optional.	Use *G* for goods; *S* for services. 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.
193	COUNTRY_LOC_BUYER	Optional.	Applies only to VAT transactions where the physical nature is *S* (services). If provided, it must a valid country. If not provided, the system obtains a default value from the customer's bill-to location.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
194	STATE_LOC_BUYER	Optional.	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.
195	COUNTRY_LOC_SELLER	Optional.	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.
196	STATE_LOC_SELLER	Optional.	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.
197	VAT_SVC_SUPPLY_FLG	Optional.	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.
198	VAT_SERVICE_TYPE	Optional.	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.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
199	COUNTRY_VAT_PERFRM	Optional.	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.
200	STATE_VAT_PERFRM	Optional.	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.
201	COUNTRY_VAT_SUPPLY	Optional.	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.
202	STATE_VAT_SUPPLY	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.
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.
205	MAST_CONTR_ID	Optional.	Optional.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
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).
207	BUSINESS_UNIT_AM	Required for Asset Management transactions.	Populated by the asset management system only.
208	BUSINESS_UNIT_AMTO	Required for InterUnit transactions.	Populated by the asset management system only.
209	ASSET_ID	Required for InterUnit transactions.	Populated by asset management system only.
210	PROFILE_ID	Required for InterUnit transactions.	Populated by the asset management system only.
211	COST_TYPE	Required for InterUnit transactions.	Populated by the asset management system only.
212	STATE_VAT_DEFAULT	Optional.	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.
213	SO_ID	Optional.	Optional.
214	BUSINESS_UNIT_RF	Optional.	If populated, use the CRM services business unit value associated with the SO_ID.
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.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
216	SOURCE_REF_NO	Optional.	If populated, use a unique generic reference number (that does not already exist on the INTFC_BI table), such as the CRM agreement or CRM case ID.
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.
218	ACCEPTGIRO_IND	Leave blank.	Leave blank.
219	CA_PGP_SEQ	Conditional.	Required for progress payment transactions. Populate with the value in the CA_PGP_SEQ field for the row on the CA_PGP_TERMS table corresponding to the progress payment term entry for this transaction. Leave blank for other transactions.
220	SUM_TEMPLATE_ID	Optional.	Populate with an ID value from the BI_SUM_TEMPLATE table.
221	SUM_GROUP_TYPE	Optional.	If the summarization template identified in the SUM_TEMPLATE_ID field includes the summarization group type, populate with an ID from the BI_SGRP_TYP_TBL.
222	SUM_GROUP_ID	Optional.	If the summarization template identified in the SUM_TEMPLATE_ID field includes the summarization group, populate with an ID from the BI_S_GRP_ID_TBL. **Important!** The Billing Interface process does not check that the summarization group is a member of the summarization group type.
223	CUST_DEPOSIT_ID	Required when line references a customer deposit.	Must be blank if not used. Otherwise, must match the DEPOSIT_ID on the DEPOSIT_CONTROL table corresponding to the customer's deposit entry.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
224	TAX_DATE	Optional.	Enter a date that third-party tax software should use to determine effective tax rates, if this date is different from the invoice date or transaction date.
225	GROUP_CODE	Leave blank.	Leave blank.
226	SRV_PERFORM_LOC	Optional.	If used must correspond to a value in the LOCATION field on LOCATION_TBL. Enter the location where the service will be performed.
227	TAX_DIVISION	Optional.	Defaults from Billing Business Unit.
228	TAX_DEPARTMENT	Optional.	Defaults from Billing Business Unit.
229	PT_SALE_FLG	Optional.	Y or N, defaults to N. Used in tax calculation, this indicates that the customer visited the seller's office for part of the transaction.
231	CUST_PICKUP	Optional.	Indicates that the customer picked up the goods, and the ship-to address is equivalent to the ship-from address.
232	CUSTOMER_PO_SCHED	Leave blank.	Leave blank.
233	PUBLIC_VOUCHER_NBR	Optional	Leave blank to have the Billing Interface assign a PVN number when PVN_GEN_LVL is not blank.
234	PVN_GEN_LVL	Optional	Required for Public Voucher Number assignment. Populated by PeopleSoft Contracts module for PVN processing.
235	USER_AMT1 (user amount 1)	Optional.	User-defined field.
236	USER_AMT2 (user amount 2)	Optional.	User-defined field.
237	USER_DT1 (user date 1)	Optional.	User-defined field.

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Field Number	Field Name	Required for LINE Transaction?	Remarks
238	USER_DT2 (user date 1)	Optional.	User-defined field.
239	USER1 (user field 1)	Optional.	User-defined field.
240	USER2 (user field 2)	Optional.	User-defined field.
241	USER3 (user field 3)	Optional.	User-defined field.
242	USER4 (user field 4)	Optional.	User-defined field.
243	USER5 (user field 5)	Optional.	User-defined field.
244	USER6 (user field 6)	Optional.	User-defined field.
245	USER7 (user field 7)	Optional.	User-defined field.
246	USER8 (user field 8)	Optional.	User-defined field.
247	USER9 (user field 9)	Optional.	User-defined field.
248	SETID	Leave blank.	Leave blank.
249	PROCESS_INSTANCE	Leave blank.	The Process Instance ID is set by the Billing Interface process.
250	ADD_DTTM (add date and time)	Optional.	Allows accurate reporting on interface activity. Used by interface workflow functions.
251	LAST_UPDATE_DTTM (last update date and time)	Leave blank.	The last update date and time field is set by the Billing Interface process.
252	VAT_RVRSE_CHG_GDS	Leave blank.	Leave blank.
253	TAX_CD_VAT_RVC	Leave blank.	Leave blank.

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Populatinge the INTFC_BI table for NOTE transactions

The following table demonstrates how to populate the INTFC_BI fields for NOTE transactions:

Field Number	*Field Name*	*Required for NOTE Transactions?*	*Remarks*
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.** Do not initialize to zero, for note transactions, TRANS_TYPE_BI_SEQ must begin with *1*.
13	LOAD_STATUS_BI	Optional.	May initialize to NEW or leave blank.
15	BUSINESS_UNIT (billing business unit)	Required.	Must be a valid billing business unit.
156	NOTE_TYPE	Optional.	
157	STD_NOTE_FLAG (standard note flag)	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.

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Field Number	Field Name	Required for NOTE Transactions?	Remarks
158	INTERNAL_FLAG	Required.	Must be *Y* or *N*.
159	HDR_OR_LINE_NOTE (header or line note flag)	Optional.	Values are: *H* (header note) and *L* (line note). *L* appears as the default value, if left blank.
184	REIMB_AGREEMENT	Optional.	
246	ADD_DTTM	Optional.	Allows accurate reporting on interface activity. Used by interface workflow functions.

Populate the INTFC_BI table for AHDR transactions

The following table demonstrates how to populate the INTFC_BI fields for AHDR transactions:

Field Number	Field Name	Required for AHDR Transactions?	Remarks
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 with AHDR transaction guarantees uniqueness.
3	TRANS_TYPE_BI (transaction type)	Required.	Value must be AHDR.
4	TRANS_TYPE_BI_SEQ (transaction type sequence)	Required.	Initialize to zero for AHDR transaction type.
7	ADJ_TRANS_TYPE (adjustment transaction type)	Required.	Must be CRALL for Credit Entire Bill or RBALL for Rebill Entire Bill.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
9	TMP_BILL_FLG (temporary bill flag)	Leave blank.	Temporary bills are not supported for adjustments.
10	ENTRY_TYPE	Optional.	
11	ENTRY_REASON	Optional.	
12	ENTRY_EVENT	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
13	LOAD_STATUS_BI	Optional.	May initialize to *NEW* or leave blank.
15	BUSINESS_UNIT (billing business unit)	Required.	Must be a valid billing business unit.
17	BILL_TO_CUST_ID (bill-to customer)	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.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
18	ADDRESS_SEQ_NUM (address sequence number)	Conditional.	Leave blank for CRALL. If provided for RBALL, 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 for India tax transactions populated by PeopleSoft Order Management.
20	CNTCT_SEQ_NUM (contact sequence number)	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
23	BUSINESS_UNIT_TO	Conditional.	Leave blank for CRALL For RBALL, 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.
24	DIRECT_INVOICING	Optional.	Bills set to *Y* are created in *RDY* bill status. If provided, it must be valid and included in the bill-by definition. If not provided, defaults to *N*.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
25	RANGE_SELECTION_ID	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.
27	BILL_TYPE_ID	Required.	Must be a valid bill type.
28	BILL_CYCLE_ID	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
29	BILL_BY_ID (bill-by identifier)	Conditional.	Leave blank for CRALL. Must be valid if provided for RBALL. Defaults if left blank.
30	PAYMENT_METHOD (payment method)	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
31	PYMNT_TERMS_CD (payment terms code)	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
32	BANK_CD (bank code)	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
33	BANK_ACCT_KEY	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
34	BI_CURRENCY_CD (billing transaction currency)	Conditional.	Leave blank for CRALL. For RBALL, must be the same currency as the bill being adjusted.
36	CUR_RT_TYPE (currency rate type)	Conditional.	Leave blank for CRALL. Must be valid if provided for RBALL. Defaults if left blank.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
37	RATE_MULT (rate multiplier)	Conditional.	Leave blank for CRALL. If provided for RBALL, it must be valid and included in the bill-by definition. If not provided, the Billing Interface process sets it to 0 (zero)
38	RATE_DIV (rate divisor)	Conditional.	Leave blank for CRALL. If provided for RBALL, it must be valid and included in the bill-by definition. If not provided, the Billing Interface process sets it to *1*.
39	CUR_RT_SOURCE (currency rate source)	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
40	INVOICE_DT (invoice date)	Optional.	
41	ACCOUNTING_DT (accounting date)	Optional.	
43	TARGET_INVOICE	Optional.	If passed, target invoice becomes the invoice number.
45	DOC_TYPE (document type)	Optional.	
46	CONSOL_SETID (consolidation customer setID)	Leave blank.	Not supported for adjustments.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
47	CONSOL_CUST_ID (consolidation customer ID)	Leave blank.	Not supported for adjustments.
48	CONSOL_KEY (consolidation key)	Leave blank.	Not supported for adjustments.
49	INVOICE_TO_ADJ	Required.	Invoice to be adjusted must be a valid invoice.
95	BUSINESS_UNIT_OM (PeopleSoft Order Management business unit)	Conditional.	Leave blank for CRALL. Required for RBALL if PRODUCT_ID is populated or when India tax transactions are populated by PeopleSoft Order Management.
96	ORDER_NO (order number)	Optional.	Leave blank for CRALL. Optional for RBALL.
102	RMA_ID (RMA identifier)	Optional.	Leave blank for CRALL. Optional for RBALL.
103	RMA_LINE_NBR (RMA line number)	Optional.	Leave blank for CRALL. Optional for RBALL.
105	ORDER_DATE	Conditional.	Leave blank for CRALL. For RBALL, required for deferred revenue if recognition basis is *ORD* (order date).
106	PO_REF (purchase order number)	Optional.	Leave blank for CRALL. Optional for RBALL.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
114	COUNTRY_SHIP_FROM	Conditional.	Leave blank for CRALL and India tax transactions populated by PeopleSoft Order Management. If not provided for RBALL, the system obtains a default value from the ship-from business unit, then from the billing business unit location for VAT transactions.
115	COUNTRY_SHIP_TO	Conditional.	Leave blank for CRALL and India tax transactions populated by PeopleSoft Order Management. If not provided for RBALL, the system obtains a default value from the ship-to customer location for VAT transactions.
116	SHIP_TO_CUST_ID (ship-to customer)	Conditional.	Leave blank for CRALL and India tax transactions populated by PeopleSoft Order Management. For RBALL 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.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
117	SHIP_TO_ADDR_NUM (ship-to address)	Conditional.	Leave blank for CRALL and India tax transactions populated by PeopleSoft Order Management. For RBALL 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.
118	SHIP_ID (shipment ID)	Conditional.	Leave blank for CRALL and India tax transactions populated by PeopleSoft Order Management. Optional for RBALL.
119	SHIP_TYPE_ID (shipment type)	Conditional.	Leave blank for CRALL and India tax transactions populated by PeopleSoft Order Management. Optional for RBALL.
120	SHIP_FROM_BU (ship-from business unit)	Optional.	Leave blank for CRALL. Optional for RBALL.
123	PACKSLIP_NO (packing slip number)	Optional.	Leave blank for CRALL. Optional for RBALL.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
124	LC_ID (letter of credit ID)	Optional.	Leave blank for CRALL. Optional for RBALL.
125	LOC_DOC_ID (location document ID)	Optional.	Leave blank for CRALL. Optional for RBALL.
127	SOLD_TO_CUST_ID (sold to customer)	Optional.	Leave blank for CRALL. Optional for RBALL.
128	SOLD_TO_ADDR_NUM (sold to address number)	Optional.	Leave blank for CRALL. Optional for RBALL.
129	BUSINESS_UNIT_PC (PeopleSoft Project Costing business unit)	Optional.	Leave blank for CRALL. Optional for RBALL.
130	BUSINESS_UNIT_CA (PeopleSoft Contracts business unit)	Conditional.	Leave blank for CRALL. Required for RBALL if PRODUCT_ID from PROD_ITEM table is populated by PeopleSoft Contracts.
132	BILL_PLAN_ID	Optional.	Leave blank for CRALL. Optional for RBALL.
134	BPLAN_LN_NBR (bill plan line number)	Optional.	Leave blank for CRALL. Optional for RBALL.
135	EVENT_OCCURRENCE	Optional.	Leave blank for CRALL. Optional for RBALL.
137	CONTRACT_PPD_SEQ (prepaid add sequence)	Optional.	Leave blank for CRALL. Optional for RBALL.
138	ANALYSIS_TYPE	Optional.	Leave blank for CRALL. Optional for RBALL.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
140	RESOURCE_TYPE	Optional.	Leave blank for CRALL. Optional for RBALL.
141	RESOURCE_CATEGORY	Optional.	Leave blank for CRALL. Optional for RBALL.
142	RESOURCE_SUB_CAT (resource subcategory)	Optional.	Leave blank for CRALL. Optional for RBALL.
143	ACTIVITY_ID	Optional.	Leave blank for CRALL. Optional for RBALL.
144	ACTIVITY_TYPE	Optional.	Leave blank for CRALL. Optional for RBALL.
145	DIST_CFG_FLAG	Conditional.	Leave blank for CRALL. For RBALL, set to either *Y* or *N*. When an item is configurable, set to *Y*.
146	PRODUCT_KIT_ID	Conditional.	Leave blank for CRALL and India tax transactions populated by PeopleSoft Order Management. Optional for RBALL.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
147	SYSTEM_SOURCE	Same as LINE for RBALL. See Understanding Guidelines for Creating Adjustments.	Leave blank for CRALL. For RBALL of PeopleSoft Order Management sales orders: *OBI.* For RBALL of PeopleSoft Order Management and Inventory returns: *OBI.* For RBALL of PeopleSoft Promotions Management: *OBI.* For RBALL of PeopleSoft Inventory: *IBI.* For PeopleSoft Contracts: *CBI.* For RBALL of PeopleSoft Project Costing: *PBI.* For RBALL of PeopleSoft Asset Managements: *ABI.* If left blank, the Billing Interface process uses *BBI* as the default value.
148	EMPLID (employee ID)	Optional.	Leave blank for CRALL. Optional for RBALL.
150	START_DT	Conditional.	Leave blank for CRALL. Required for RBALL with deferred revenue if recognition basis is *STE* (start and end date range).
151	END_DT	Conditional.	Leave blank for CRALL. Required for RBALL with deferred revenue if recognition basis is *STE* (start and end date range).
152	FROM_DT	Optional.	Leave blank for CRALL. Optional for RBALL.
153	TO_DT	Optional.	Leave blank for CRALL. Optional for RBALL.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
154	SERVICE_CUST_ID (service customer)	Optional.	Leave blank for CRALL. Optional for RBALL.
155	SERVICE_ADDR_NUM (service address)	Optional.	Leave blank for CRALL. Optional for RBALL.
164	BILLING_SPECIALIST	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
165	BILLING_AUTHORITY	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
166	BILLING_FREQUENCY	Conditional.	Leave blank for CRALL. For RBALL, *ONC* (once) is the default value, if left blank.
167	BILL_INQUIRY_PHONE	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
168	SALES_PERSON	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
169	COLLECTOR	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
170	CR_ANALYST	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.
171	INVOICE_FORM_ID	Conditional.	Leave blank for CRALL. If provided for RBALL, 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.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
179	SSN (social security number)	Optional.	Leave blank for CRALL. Optional for RBALL.
182	SUBCUST_QUAL1 (subcustomer qualifier 1)	Conditional.	Leave blank for CRALL. If not populated for RBALL, the system defaults subcustomer1 from bill-to customer setup.
183	SUBCUST_QUAL2 (subcustomer qualifier 2)	Conditional.	Leave blank for CRALL. If not populated for RBALL, the system defaults subcustomer2 from bill-to customer setup.
184	REIMB_AGREEMENT	Optional.	
231	USER_AMT1 (user amount 1)	Optional.	Leave blank for CRALL. Optional for RBALL.
232	USER_AMT2 (user amount 2)	Optional.	Leave blank for CRALL. Optional for RBALL.
233	USER_DT1 (user date 1)	Optional.	Leave blank for CRALL. Optional for RBALL.
234	USER_DT2 (user date 1)	Optional.	Leave blank for CRALL. Optional for RBALL.
235	USER1 (user field 1)	Optional.	Leave blank for CRALL. Optional for RBALL.
236	USER2 (user field 2)	Optional.	Leave blank for CRALL. Optional for RBALL.
237	USER3 (user field 3)	Optional.	Leave blank for CRALL. Optional for RBALL.

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Field Number	Field Name	Required for AHDR Transactions?	Remarks
238	USER4 (user field 4)	Optional.	Leave blank for CRALL. Optional for RBALL.
239	USER5 (user field 5)	Optional.	Leave blank for CRALL. Optional for RBALL.
240	USER6 (user field 6)	Optional.	Leave blank for CRALL. Optional for RBALL.
241	USER7 (user field 7)	Optional.	Leave blank for CRALL. Optional for RBALL.
242	USER8 (user field 8)	Optional.	Leave blank for CRALL. Optional for RBALL.
243	USER9 (user field 9)	Optional.	Leave blank for CRALL. Optional for RBALL.
246	ADD_DTTM	Optional.	Allows accurate reporting on interface activity. Used by interface workflow functions.

Populating the INTFC_BI_AEDS Table

This section provides an overview of the INTFC_BI_AEDS table and discusses how to populate the INTFC_BI_AEDS table.

Understanding the INTFC_BI_AEDS Table

The Billing Interface Accounting Entry and Discount/Surcharge table (INTFC_BI_AEDS) contains only AE, DDS and DS transactions. The following four attributes comprise the key to the 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.

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INTFC_LINE_NUM (interface line number)
With INTFC_ID, identifies the bill line charge on the INTFC_BI table to which this accounting entry, discount, or surcharge applies.

TRANS_TYPE_BI (transaction type billing)
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 INTFC_BI table. There can be multiple rows with transaction types containing AE, DS, or DDS values in the INTFC_BI_AEDS table.

When the deferred revenue feature is enabled, bill lines using revenue recognition basis other than *INV* (invoice date) must have deferred revenue ChartFields associated with the revenue ChartFields.

TRANS_TYPE_BI_SEQ (transaction type billing 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.

Populating the INTFC_BI_AEDS Table for AE, DS and DDS

For each bill line charge added as a bill line to the bill data structure, the Billing Interface table 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 Accounting Entry, Discount, and Surcharge table (INTFC_BI_AEDS) can contain accounting entries (AE), discounts or surcharges (DS), and discount or surcharge deferred accounting entries (DDS).

The following table demonstrates how to populate the 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.*

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Field Number	Field Name	AE	DS	DDS
4	TRANS_TYPE_BI_SEQ (transaction type sequence) ***Warning!*** Cannot exceed three digits	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 *AR* for AR offset entries, *RR* for regular revenue entries, *DR* for deferred revenue, *IP* for InterUnit payables, *IE* for InterUnit expenses, *ST* for statistical entry, and *UAR* for unbilled AR.	Leave blank.	Leave blank.
6	LOAD_STATUS_BI (load status)	Optional. May initialize to NEW or leave blank.	Optional. May initialize to NEW or leave blank.	Optional. May initialize to *NEW* 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.

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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.

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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 (DIS_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 the system. By using ChartField configuration, you can define the 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 Application Fundamentals 9.1 PeopleBook,* "Setting Up Ledgers."

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The following table demonstrates how to populate the INTFC_BI_AEDS table:

Field Number	Field Name	AE	DS	DDS
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.

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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.

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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.

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47	OPEN_ITEM_KEY	Required when ChartFields reference an open item. Must correspond to a record on the OPEN_ITEM_GL table.	Required when ChartFields reference an open item. Must correspond to a record on the OPEN_ITEM_GL table.	Required when ChartFields reference an open item. Must correspond to a record on the OPEN_ITEM_GL table.
48	JRNL_LN_REF	Optional. If provided, must correspond to a record on the JRNL_LINE table.	Optional. If provided, must correspond to a record on the JRNL_LINE table.	Optional. If provided, must correspond to a record on the JRNL_LINE table.
49	PROCESS_INSTANCE	Leave blank.	Leave blank.	Leave blank.
50	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.
51	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 INTFC_BI_NOTE Table

This section provides an overview of the INTFC_BI_NOTE table and discusses how to populate the INTFC_BI_NOTE table.

Understanding the INTFC_BI_NOTE Table

The Billing Interface Note/Comment table (INTFC_BI_NOTE) contains the text of nonstandard notes and comments. Each record corresponds to a record on the INTFC_BI table having a transaction type of *NOTE*. The following four attributes comprise the key to the INTFC_BI_NOTE table:

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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) With INTFC_ID, identifies the NOTE record on the INTFC_BI table to which this note entry applies.

TRANS_TYPE_BI (transaction type billing) Characterizes the type of data being stored. NOTE (custom note or comment) is the only valid option.

TRANS_TYPE_BI_SEQ (transaction type billing sequence) Part of the key that provides uniqueness in the event that there are multiple notes or comments for a bill line charge.

Populating the INTFC_BI_NOTE Table for standard notes

The INTFC_BI_NOTE table has the same key structure as the INTFC_BI table; consider it an extension of the 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 INTFC_BI_NOTE table must be NOTE.

For every row in INTFC_BI_NOTE, there must exist a row in INTFC_BI with the same key values. You do not, however, need a row in INTFC_BI_NOTE for every row in INTFC_BI.

If you are passing standard notes (the note is already predefined in the PeopleSoft Billing system), you do not need to pass an associated INTFC_BI_NOTE row. Specify the note code in the STD_NOTE_CD column.

If you elect to pass a nonstandard note in INTFC_BI_NOTE, the associated row in INTFC_BI must have the standard note code column (STD_NOTE_CD) set to blank.

The following table demonstrates how to populate the INTFC_BI_NOTE table:

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.

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Field Number	Field	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 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 INTFC_BI2 Table

This section provides an overview of the INTFC_BI2 table and discusses how to populate the INTFC_BI2 table.

Understanding the INTFC_BI2 Table

The Billing Interface Extension table (INTFC_BI2) (used for extended tax information, such as prepaid taxes, 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 INTFC_BI2 table:

Note. India tax functionality is supported only for PeopleSoft Order Management and only for net line adjustments (adjustment transaction type = *NTLIN*).

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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 billing)
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 (transaction type billing sequence)
Zero for LINE transactions.

Populating the INTFC_BI2 Table for Line Transactions

The INTFC_BI2 table has the same key structure as the INTFC_BI table; consider it an extension of the INTFC_BI table. Currently, it is used only for certain tax transactions, including prepaid taxes, ship-to address overrides (for tax vendor tax calculation purposes) and India transactions

For every row in INTFC_BI2, there must exist a row in the INTFC_BI table with the same key values. However, you do not need a row in the INTFC_BI2 table for every row in INTFC_BI.

The following table contains all columns in the 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.
3	TRANS_TYPE_BI (transaction type)	Required. Value must be LINE.
4	TRANS_TYPE_BI_SEQ	Required. Set it to *0* (zero).

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Field Number	*Field Name*	*LINE*
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.
13	HOUSE_TYPE	Optional.
14	ADDR_FIELD1 (address field1)	Optional.
15	ADDR_FIELD2 (address field2)	Optional.
16	ADDR_FIELD3 (address field3)	Optional.
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.
19	COUNTY	Optional.
20	STATE	Optional. Select from the values in the STATE_TBL.

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Field Number	Field Name	LINE
21	POSTAL	Leave blank.
22	COUNTRY	Optional. Select from the values in the COUNTRY_TBL.
23	TAX_AMT	Required if sales and use taxes were prepaid. Report the amount of prepaid sales and use tax. Should equal the sum of the TAX_AMT fields of records on the INTFC_BI_TAX table correlating to the same line transaction.
24	TAX_PCT	Required if sales and use taxes were prepaid. Report the percentage tax rate of prepaid sales and use taxes.
25	MAX_TAX_FLG	Set to Y if prepaid sales and use taxes were calculated taking advantage of maximum tax rules.
26	TAX_JUR_IND	Required if VAT was prepaid. Set to the VAT tax journal to which the VAT payment should be recorded.
27	VAT_BASIS_AMT	Required if VAT was prepaid. Report the VAT basis used to calculate value-added taxes.
28	VAT_AMT	Required if VAT was prepaid. Report the prepaid VAT amount.
29	VAT_TRANS_AMT	Required if VAT was prepaid. Report the VAT transaction amount used to calculate value-added taxes.
30	TAX_CD_VAT_PCT	Required if VAT was prepaid. Report the VAT percentage used to calculate value-added taxes.
31	EXD_INVOICE_NO	Required for India transactions populated by PeopleSoft Order Management if excise tax is applicable.
32	EXD_INVOICE_LINE	Required for India transactions populated by PeopleSoft Order Management. Populate if excise tax is applicable.

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Field Number	Field Name	LINE
33	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.
34	STX_APPL_FLG	Required for India transactions populated by PeopleSoft Order Management. Values are: • *Y* if sales tax or VAT is applicable. • *N* if sales tax or VAT is not applicable.
35	STX_TAX_AUTH_CD	Required for India transactions populated by PeopleSoft Order Management. Populate with a valid sales tax authority code.
36	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.
37	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.
38	INV_ITEM_ID	Required for India transactions populated by PeopleSoft Order Management.
39	ORG_SETID	Required for India transactions populated by PeopleSoft Order Management.
40	ORG_CODE	Required for India transactions populated by PeopleSoft Order Management.
41	ORG_TAX_LOC_CD	Required for India transactions populated by PeopleSoft Order Management.
42	EXD_CONVERSION_RT	Required for India transactions populated by PeopleSoft Order Management.

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Field Number	Field Name	LINE
43	QTY_BASE	Required for India transactions populated by PeopleSoft Order Management. Populate with QTY_SHIP_BASE field.
44	EXS_TAX_TXN_TYPE	Required for India transactions populated by PeopleSoft Order Management.
45	EXD_CUST_CATG_CD	Required for India transactions populated by PeopleSoft Order Management.
46	STX_CUST_CATG_CD	Required for India transactions populated by PeopleSoft Order Management.
47	EXD_ITM_CATG_CD	Required for India transactions populated by PeopleSoft Order Management.
48	STX_ITM_CATG_CD	Required for India transactions populated by PeopleSoft Order Management.
49	EXS_SERV_TAX_FLG	Required for India transactions populated by PeopleSoft Order Management.
50	EXD_ASSESS_VALUE	Required for India transactions populated by PeopleSoft Order Management. Populate when excise tax is applicable.
51	EXD_UOM	Required for India transactions populated by PeopleSoft Order Management. Populate when excise tax is applicable.
52	EXD_USE_AV_FLG	Required for India transactions populated by PeopleSoft Order Management.
53	BI_CURRENCY_CD	Leave blank.
54	BASE_CURRENCY	Leave blank.
55	EXS_CURRENCY_RPTG	Required for India transactions populated by PeopleSoft Order Management.

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Field Number	Field Name	LINE
56	EXD_TAX_AMT	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
57	EXD_TAX_AMT_BSE	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
58	EXD_TAX_AMT_RPT	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
59	STX_TAX_AMT	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
60	STX_TAX_AMT_BSE	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
61	STX_TAX_AMT_RPT	Required if taxes are calculated in PeopleSoft Order Management for India transactions.
62	STX_FORM_CD	Required for India transactions populated by PeopleSoft Order Management.
63	LOAD_STATUS_BI	Initialize to *NEW* or leave blank.
64	ERROR_STATUS_BI	Leave blank.
65	USETAX_AMT	Leave blank.
66	USETAX_BASIS_AMT	Leave blank.
67	USETAX_BASIS_AMT	Leave blank.
68	USETAX_BASIS_AMT_B	Leave blank.
69	TAX_AMT_BSE	Leave blank.
70	TAX_CD_VAT_RVC_PCT	Leave blank.
71	VAT_AMT_RVC	Leave blank.

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Field Number	*Field Name*	*LINE*
72	ADD_DTTM	Required for accurate reporting purposes and for taking advantage of interface workflow function.
73	LAST_UPDATE_DTTM	Leave blank.

Populating the INTFC_BI_HDR Table

This section provides an overview of the INTFC_BI_HDR table and discusses how to populate it for LINE transactions.

Understanding the INTFC_BI_HDR Table

The Billing Interface Bill Header table (INTFC_BI_HDR) contains only LINE transactions. The following six attributes comprise the key to the INTFC_BI_HDR 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 billing)
: 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 (transaction type billing sequence)
: Zero for LINE transactions.

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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 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 (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 INTFC_BI_HDR table are tied to the main Billing Interface table (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.

Populating the INTFC_BI_HDR Table for LINE Transactions

The following table demonstrates how to populate the 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 *VAT, CRC,MSC,* or *HAR.*
7	PROCESS_INSTANCE	Leave blank.

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Field Number	*Field Name*	*LINE*
8	LOAD_STATUS_BI	Leave blank.
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 the system. By using ChartField configuration, you can define the 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.

Field Number	Field Name	LINE
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]

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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]

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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	OPEN_ITEM_KEY	Required when ChartFields reference an open item. Must correspond to a record on the OPEN_ITEM_GL table. [HAR]
34	JRNL_LN_REF	Optional. If provided, must correspond to a record on the JRNL_LINE table. [HAR]
35	BI_PAID_AT_SRC	Set to one of the following: (when HDR_TRANS_TYPE is *MSC*). • 0 = Unpaid (default). • 1 = Deposit applied. • 2 = Partial payment. • 9 = Full payment.

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36	PAID_AMT (paid amount)	Required when paid reference provided for HDR_TRANS_TYPE is MSC. Report amount of payment or applied deposit. **Note.** PAID_AMT does not reduce AR distribution.
37	PAID_REFERENCE (paid reference)	Required when PAID_AMT is not zero. (when HDR_TRANS_TYPE is *MSC*).
38	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*).
39	VAT_DCLRTN_DT	Required if VAT declaration date source is *M* (manual) or *D* (delivery). This applies only to VAT transactions (when HDR_TRANS_TYPE is *VAT).*
40	VAT_DCLRTN_DT_SRC	Optional. VAT declaration date source. This applies only to VAT transactions (when HDR_TRANS_TYPE is *VAT).*
41	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).*
42	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).*

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43	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*.
44	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*).
45	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*).
46	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*).
47	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*).
48	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*).
49	PROVINCE	Leave blank.

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50	CR_CARD_DIGITS	Required when HDR_TRANS_TYPE is *CRC*.
51	CR_CARD_EXPMO (credit card expiration month)	Required when HDR_TRANS_TYPE is *CRC*.
52	CR_CARD_EXPYR (credit card expiration year)	Required when HDR_TRANS_TYPE is *CRC*.
53	CR_CARD_FNAME (credit card first name)	Required when HDR_TRANS_TYPE is *CRC*.
54	CR_CARD_LNAME (credit card last name)	Required when HDR_TRANS_TYPE is *CRC*.
55	CR_CARD_NBR (credit card number)	Required when HDR_TRANS_TYPE is CRC.
56	CR_CARD_TYPE (credit card type)	Required when HDR_TRANS_TYPE is *CRC*.
57	NAME_EXACT	Optional. Populates only when HDR_TRANS_TYPE is *CRC*.
58	EXPIRATION_DT (expiration date)	Required when HDR_TRANS_TYPE is *CRC*.
59	ADDRESS1 (address line 1)	Required when HDR_TRANS_TYPE is *CRC*.
60	ADDRESS2 (address line 2)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
61	ADDRESS3 (address line 3)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
62	ADDRESS4 (address line 4)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
63	NUM1 (number 1)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.

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64	NUM2 (number 2)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
65	CITY	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
66	COUNTY	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
67	STATE	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
68	POSTAL	Required when HDR_TRANS_TYPE is *CRC*.
69	GEO_CODE (tax vendor geocode)	Leave blank.
70	COUNTRY	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
71	PHONE	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
72	EMAILID (email address)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
73	HOUSE_TYPE	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
74	ADDR_FIELD1 (address field 1)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
75	ADDR_FIELD2 (address field 2)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
76	ADDR_FIELD3 (address field 3)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
77	IN_CITY_LIMIT	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
78	CR_CARD_RQST_ID (credit card request ID)	Optional. Populate only when HDR_TRANS_TYPE is CRC.

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79	CR_CARD_AUTH_STAT (credit card authorization status)	Optional. Populate only when HDR_TRANS_TYPE is *CRC*.
80	CR_CARD_AUTH_CD (credit card authorization code)	Optional. Populates only when HDR_TRANS_TYPE is *CRC*. This field is populated by the credit card processing vendor.
81	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 the credit card processing vendor.
82	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 the credit card processing vendor.
83	CR_CARD_MSG1 (credit card message 1)	Optional. Populates only when HDR_TRANS_TYPE is *CRC*. This field is populated by the credit card processing vendor.
84	CR_CARD_MSG2 (credit card message 2)	Optional. Populates only when HDR_TRANS_TYPE is *CRC*. This field is populated by the credit card processing vendor.
85	CR_CARD_MSG3 (credit card message 3)	Optional. Populates only when HDR_TRANS_TYPE is *CRC*. This field is populated by the credit card processing vendor.
86	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).

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87	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.
88	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).
89	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.
90	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).

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91	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).
92	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).
93	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.
94	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).
95	STATE_VAT_SUPPLY	Leave blank.
96	VAT_HDR_IND	Leave blank.

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97	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).
98	ADD_DTTM	Required for accurate reporting purposes and for taking advantage of interface workflow function.
99	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 INTFC_BI table. For example, if the 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

The 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

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Populating the INTFC_BI_EXSD Table

This section provides an overview of the Excise Tax Detail table and discusses how to populate it for LINE transactions.

Understanding the INTFC_BI_EXSD Table

The Excise Tax Detail table (INTFC_BI_EXSD) contains EXSD (India excise, sales tax, and VAT detail) transactions only. The following four attributes comprise the 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 (interface ID)	Represents a group or batch of billing activity. PeopleSoft uses the term *group* or *batch* 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 (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 billing)	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 INTFC_BI table. There can be multiple rows with transaction type EXSD in the INTFC_BI_EXSD table.
TRANS_TYPE_BI_SEQ (transaction type billing sequence)	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.

Populating the INTFC_BI_EXSD Table for LINE Transactions

For each bill line charge added as a bill line to the bill data structure, the Billing Interface table contains one row of data with a transaction type of LINE. The value of the TRANS_TYPE_BI column for the 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 INTFC_BI_EXSD table.

The following table demonstrates how to populate the INTFC_BI_EXSD table for LINE transactions:

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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 *EXSD.*
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, sales tax, and VAT. 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.

Field Number	Field Name	EXSD
7	EXS_TAX_TYPE	Required for India transactions populated by PeopleSoft Order Management. Values are: • *C:* Custom Duty • *S:* Sales Tax and VAT • *E:* Excise Tax

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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.

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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.

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Populating the INTFC_BI_TAX Table

This section provides an overview of the INTFC_BI_TAX table and discusses how to populate the INTFC_BI_TAX table for LINE transactions.

Understanding the INTFC_BI_TAX Table

The Tax Detail table (INTFC_BI_TAX) is used to report the details of sales and use taxes paid for fully-paid invoices. Report taxes by line, using separate transactions to reflect the amount levied by each tax authority. The following four attributes comprise the INTFC_BI_TAX key::

INTFC_ID (interface ID)	Represents a group or batch of billing activity. This PeopleSoft application uses the term group or batch 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 (interface line number)	With INTFC_ID, identifies the bill line charge on the INTFC_BI table to which this tax detail entry applies.
TRANS_TYPE_BI (transaction type billing)	Characterizes the type of data being stored. The only option is TAX. For each interface line number associated with an interface ID, only one row of transaction type LINE should appear in the INTFC_BI table. Multiple rows can have transaction type TAX in the INTFC_BI_TAX table.
TRANS_TYPE_BI_SEQ (transaction type billing sequence)	The transaction type sequence is part of the key. It provides uniqueness in the event that a bill line charge has multiple tax detail records.

Note. Billing ignores any INTFC_BI_TAX entries unless the invoice is fully-paid.

Billing does not validate whether taxes should be levied on fully-paid invoices.

Populating the INTFC_BI_TAX Table for LINE Transactions

For each bill line charge added as a bill line to the bill data structure, the Billing Interface table contains one row of data with a transaction type of LINE. The value of the TRANS_TYPE_BI column for the INTFC_BI_TAX table must be *TAX*. For each bill line charge row with a transaction type of LINE, the Billing Interface Tax table can contain multiple tax detail entries.

The following table shows how to populate the INTFC_BI_TAX table for LINE transactions:

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Field Number	*Field Name*	*TAX*
1	INTFC_ID	Required. Used to group or batch a collection of Billing interface activity.
2	INTFC_LINE_NUM	Required. Each unique interface line number for an interface ID represents a separate bill line charge.
3	TRANS_TYPE_BI	Required. Value must be *TAX*.
4	TRANS_TYPE_BI_SEQ	Required. If more than one tax detail entry is populated for a particular 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.
7	BUSINESS_UNIT	The Billing business unit.
8	INVOICE	Invoice number of the invoice to which the tax detail record applies.
9	LINE_SEQ_NUM	Line sequence number of the invoice line to which the tax detail record applies.
10	TAX_AUTHORITY_CD	Tax authority code.
11	SEQ_NBR_5	Leave blank.
12	TAX_JUR_NAME	Tax journal for logging the tax.
13	BI_CURRENCY_CD	Currency in which the taxes were paid.
14	BASE_CURRENCY	Leave blank.
15	TAX_AMT	Report the amount of sales and use tax paid for the applicable line and tax authority. The sum of the TAX_AMT fields of all records on the INTFC_BI_TAX table correlating to a line transaction must equal the TAX_AMT fields on the INTFC_BI2 tables for that line.
16	TAX_AMT_BSE	Leave blank.

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Field Number	*Field Name*	*TAX*
17	TAX_PCT	Report the percentage tax rate of prepaid sales and use taxes.
18	TAX_EXEMPT_AMT	Report the portion of the line amount held exempt in the tax calculation.
19	NON_TAXABLE_AMT	Report the portion of the line amount held nontaxable in the tax calculation.
20	TAX_BASIS_AMT	Report the tax basis amount used in the tax calculation.
21	MAX_TAX_FLG	Set to Y if prepaid sales and use taxes were calculated taking advantage of maximum tax rules.
22	TARGET_INVOICE	Leave blank.
23	PROCESS_INSTANCE	Leave blank.
24	ADD_DTTM	Required for accurate reporting purposes and for Billing interface workflow functionality.
25	LAST_UPDATE_DTTM	Leave blank.

Using the Bill-By Identifier with the Billing Interface

This section provides an overview of the bill-by identifier and discusses how to:

- Evaluate Billing interface activity.
- Populate data for new bill headers.

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.

Understanding the Bill-By Identifier

By adding one or more fields to the bill-by definition, you instruct the Billing interface to use those fields to determine which uninvoiced bills will receive interface activity and when a new bill should be started for billing activity.

When you create new bill-by IDs:

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1. Use the fewest number of bill-by fields that meet your requirements.
2. From external interfaces, you may want to populate default fields if you know their values.

   This action reduces the work required by the Billing Interface process 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 process 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 determines whether an uninvoiced 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 uninvoiced bill existed for business unit US001, customer 5001, order 550122, and ship-to location 1. Order number 5554095 had no existing bills. 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, as shown in this table:

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. Do not use this bill-by concept 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 the bill-by criteria of that type.

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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

You should include SHIP_FROM_BU as a bill-by field for transactions from Order Management or Inventory that will be subject to VAT.

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 process, you must provide data (in the interface table) in the field that you want to override, and include that field in the 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 the 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.

These fields are implied bill-by fields and need not be specified:

- BUSINESS_UNIT
- BILL_TO_CUST_ID
- BILL_TYPE_ID

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- 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 table (INTFC_BI). Some exceptions exist, such as PROCESS_INSTANCE, AR_LVL, and GL_LVL fields. The fields listed in the following two tables exist in both the Bill Header table and the Billing Interface table, but they 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 listed between the two 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
REIMB_AGREEMENT	Optional

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Field	*Explanation*
TO_DT	Optional
MAST_CONTR_ID	Optional
BUSINESS_UNIT_AM	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 does not appear in 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. The COUNTRY_SHIP_FROM field is used as an implicit bill-by when the transaction is subject to VAT.

- COUNTRY_SHIP_TO

  Note. The COUNTRY_SHIP_TO field is used as an implicit bill-by when the transaction is subject to VAT.

- EMPLID
- END_DT

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- 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

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- STATE_SHIP_TO

Header Fields: Defaulting Applied

Field	*Explanation*
ACCEPTGIRO_IND	Provided by default from the Billing business unit setup table.
ACCRUE_UNBILLED	Optional. Provided by default if left blank.
ADDRESS_SEQ_NUM	Optional. Provided by default if left blank.
AR_DST_OPTL	Provided by default from billing setup tables.
AR_LVL	Provided by default from billing setup tables.
BI_BU_TAX_IND	Always provided by default based on Business Unit Tax setup.
BANK_ACCT_KEY	Optional. Provided by default if left blank.
BILL_BY_ID	Optional. Provided by default if left blank.
BANK_CD	Optional. Provided by default if left blank.
BILL_CYCLE_ID	Optional. Provided by default if left blank.
BILL_INQUIRY_PHONE	Optional. Provided by default if left blank.
BILL_TO_COPIES	Optional. Provided by default if left blank.
BILLING_AUTHORITY	Optional. Provided by default if left blank.
BILLING_FREQUENCY	Optional. Provided by default if left blank.
BILLING_SPECIALIST	Optional. Provided by default if left blank.
BUSINESS_UNIT_GL	Provided by default from a billing business unit.

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Field	*Explanation*
CF_ACTION_FLG	Provided by defaults from GL business unit and Ledger setup tables.
CNTCT_SEQ_NUM	Optional. Provided by default if left blank.
COLLECTOR	Optional. Provided by default if left blank.
CONSOL_CUST_ID	Optional. Provided by default if left blank.
CONSOL_KEY	Optional. Provided by default if left blank.
COUNTRY_SHIP_FROM	Optional. Provided by default if left blank.
COUNTRY_SHIP_TO	Optional. Provided by default if left blank.
CR_ANALYST	Optional. Provided by default if left blank.
CR_CARD_FLG	Defaults to *Y* (yes), if customer's payment method is Credit Card. Otherwise it is *N* (no).
CUR_RT_SOURCE	Optional. Provided by default if left blank.
CUR_RT_TYPE	Optional. Provided by default if left blank.
DFR_ACCTG_DT_CD	Provided by default from billing setup tables.
DFR_MID_PERIOD_DAY	Provided by default from billing setup tables.
DFR_REV_PRORATION	Provided by default from billing setup tables.
DIRECT_INVOICING	Optional. *N* is the default value, if left blank.
DST_ID_DFR	Optional. Provided by default if left blank.
ENABLE_DFR_REV_FLG	Provided by default from billing setup tables.
ENTRY_EVENT	Optional. Provided by default if left blank.

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Field	*Explanation*
GL_LVL	Provided by default from billing setup tables.
INVOICE_FORM_ID	Optional. Provided by default if left blank.
NAME1	Optional. Provided by default from CNTCT_SEQ_NUM.
PAYMENT_METHOD	Optional. Provided by default if left blank.
PYMNT_TERMS_CD	Optional. Provided by default if left blank.
RATE_DIV	Optional. Provided by default if left blank.
RATE_MULT	Optional. Provided by default if left blank.
SALES_PERSON	Optional. Provided by default if left blank.
SUBCUST_QUAL1	Optional. Provided by default from CUSTOMER, if left blank.
SUBCUST_QUAL2	Optional. Provided by default from CUSTOMER, if left blank.
SUMMARIZE_IVC_FLG	Default is *N* (no).
VAT_ENTITY	Provided by default from Billing and GL business unit setup.

Note. Only include those fields listed in the second table as part of the bill-by criteria when you supply override values. Having these fields as part of the bill-by identifier definition and not supplying a value could cause transactions to be left in a *RDY* (ready) 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.

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Valid IDENTIFIER and IDENTIFIER_TBL Field Combinations

This table lists the 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	*ID* (charge code)
A discount code from the BI_DISC_SUR table	*D* (discount)
A surcharge code from the BI_DISC_SUR table, including installment surcharges	*S* (surcharge)
A product code from the PROD_ITEM table	*PRD* (product). In this case, the PRODUCT_ID field should be populated with the same value as IDENTIFIER.
A customer's product code	*PDA* (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	*ITM* (item master)
A promotion code from the PPRC_PROMO_TBL table	*PRM* (promotion)
An asset ID from the ASSET table	*A* (asset)
A Labor Type code from the RF_COST_CAT table	*LAB* (labor)
A Service code from the RF_SERVICE table	*SVC* (service)
Any free form code not listed in this table	*G* (generic)
Any other non-blank value passed by PeopleSoft Contracts or Project Costing	*CON* (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 field combinations are valid.

IDENTIFIER and IDENTIFIER_TBL Field Requirements

This table demonstrates how systems that import data into PeopleSoft Billing through the Billing interface must populate the IDENTIFIER and IDENTIFIER_TBL fields:

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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 CRM (using Contracts)	CA_BI_INTFC	COST_CAT_CD from the RF_COST_CAT table		*LAB*
PeopleSoft CRM (using Contracts)	CA_BI_INTFC	SERVICE_ID from the RF_SERVICE table		*SVC*
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 the IDENTIFIER_TBL field with *G*. If the IDENTIFIER field is blank and the IDENTIFIER_TBL field is populated, the Billing Interface process leaves the IDENTIFIER_TBL blank.

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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 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 the 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.

If any bill attached to a consolidated header contains a line with a summarization template, all bills attached to that header must also contain at least one line with a summarization template.

(NLD) When consolidating acceptgiro invoices, all bills attached to a header must have the same Billing business unit and customer ID.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining General Customer Information"

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Generating Paperless Invoices Through the Billing Interface

Three types of paperless invoice may be generated through the Billing interface: Email Notification for bills presented through the eBill Payment application, EDI bills and Email Invoice as Attachment. To determine which type of invoice to generate, the Billing Interface process examines the invoice communication preference setting of the customer's billing contact and provides the bill-to media field by default for the invoice as follows:

Preferred Communication	*Bill-To Media Default*
C (Call)	Print
Email Invoice as Attachment	Email Invoice as Attachment
F (Fax)	Print
I (XML only)	EDI
M (Standard mail)	Print
Email Notification	Email Notification
R (XML & Print)	EDI

Important! If eBill Payment is not installed, the bill-to media will be provided by default to Print instead of Email.

The bill-to media can be changed using the Invoice Media field in online bill entry. However, the automatic bill-to media defaulting of the Billing interface process cannot be overridden.

See Also

Chapter 34, "Managing PeopleSoft Billing Utilities," Running the Email Notification Process, page 744

Chapter 35, "Processing EDI Transactions in PeopleSoft Billing," page 753

Processing Adjustments Through the Billing Interface

This section provides overviews of adjustment processing through the Billing interface and restrictions on editing bills from other sources, and discusses how to:

- Reverse an original bill.
- Credit a bill and rebill.
- Credit a line.

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- Credit a line and rebill.
- Create a line net adjustment.

The Billing Interface process supports the processing of adjustments of an entire bill and adjustments of selected bill lines.

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 are 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 to 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 into 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. You do not need to include the CREATE_NEW_BILL field with the 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 ADJ_TRANS_TYPE field. This table lists possible values for this field:

Value	***Description***
CRALL	Credit entire bill
RBALL	Bill rebill
CRLIN	Line credit
RBLIN	Line rebill.
NTLIN	Line net adjustment

Guidelines for Creating Adjustments

When creating adjustments through the Billing interface, consider the following rules:

- Copy existing notes as is.

  Pass new notes with the LINE or AHDR transaction to append them to existing notes.
- Do not add new lines to full bill credits.
- 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.

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- In general, the system does not provide 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 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 into 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. It supports only NTLIN adjustments from PeopleSoft Order Management-RMA Adjustments for India functionality.

Understanding Restrictions on Editing Bills from Other Sources

Several restrictions apply to changing billing information transferred through the Billing interface:

- Contracts and Project Costing
  - Do not perform any adjustments, credits, or rebills on prepaid transactions (line type UTL).
  - Do not change the Billing currency.
  - Do not change the unit of measure.
  - When the system source is CBI, or PBI, most of the fields on the Line - Proj Info page are disabled.
  - Do not add bill lines created through online entry or through a different external system to bills from Contracts or Project Costing.
  - Do not create new Contracts or Project Costing bills by filling in contract information through online bill entry or an external system.
- Government Contracts
  - Government contracts bills are subject to the same restrictions as other contracts bills.
  - Do not adjust any progress payment or progress payment liquidation lines.
  - Do not change the amounts of withholding write-off lines, either directly or by changing other values, such as quantity or unit price.

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- Order Management
  - Do not create fully-paid invoices in online bill entry.
  - Do not add or remove lines from fully-paid invoices.
  - You can change only the accounting distribution of bill lines for fully-paid invoices.
  - You cannot cancel fully-paid, partially-paid, and deposit-applied invoices.
  - Do not enter deposit, deposit applied, deposit refund, and deposit refund fee lines in online bill entry.
  - Do not change the amount of any deposit, deposit applied, deposit refund, and deposit refund fee lines in online bill entry if the lines have a deposit ID.
  - Do not delete deposit, deposit applied, deposit refund, and deposit refund fee lines in online bill entry if the lines have a deposit ID.
  - Do not apply discounts and surcharges to deposit, deposit applied, deposit refund, and deposit refund fee lines.
  - Do not enter more than one accounting distribution for deposit, deposit applied, deposit refund, and deposit refund fee lines.
  - Do not enter any deferred revenue distribution for deposit, deposit applied, and deposit refund lines.
  - Payment with corporate voucher lines (PYCV) can only be passed to Billing in fully-paid invoices. If the fully-paid invoice with PYCV is copied or adjusted, then a PYCV line will exist in the new invoice. You can then modify or delete this line, as necessary, in online bill entry.
  - The system will not perform VAT defaulting and calculations for fully-paid invoices, except for deposit refund fees or deposit, deposit applied, and deposit refund lines when the system is set to charge VAT on advance payments.

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 process 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 example shows 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

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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 have 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)	Replace the specified line with this line.
DEL (delete)	Do not include the specified line.

Note. AE and DS entries from the original bill are not carried forward on an 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

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INTFC_ID	INTFC_LINE_NUM	TRANS_TYPE_BI	TRANS_TYPE_SEQ_NUM	ADJ_TRANS_TYPE
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 process 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	000091011112	2

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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

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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 do not 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 process 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 process 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*.

  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.
- Only Contracts and Project Costing bills should be used as a target invoice for Contracts and Project Costing transactions. Other bills may not contain all the information, such as contract number, required to complete these transactions.

Note. When you specify a target invoice, use only the bill-by ID to assign bill status.

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See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

Creating Temporary Bills Through the Billing Interface

You may want to print a pro forma invoice from the 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 a pro forma 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 have 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, the 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 the PeopleSoft Billing system, purge it from the Billing tables. To purge temporary bills from the 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 87

Chapter 34, "Managing PeopleSoft Billing Utilities," Deleting Temporary Data, page 740

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

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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)*.

This table represents a bill line in the INTFC_BI table:

TRAN_TYPE_BI	REV_RECOG_BASIS	CHARGE_FROM_DT	CHARGE_TO_DT
LINE	*CHG*	*April 1, 2003*	*April 15, 2003*

This table represents bill lines in the INTFC_BI_AEDS table:

TRANS_TYPE_BI	TRANS_TYPE_BI_SEQ	ACCT_ENTRY_TYPE	DST_ID
AE	*1*	*RR*	*REV W/DFR*
AE	*2*	*DR*	*DFR REV*

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 20, "Processing Deferred Revenue Accounting Entries," Setting Up Deferred Revenue Accounts, page 566.

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Chapter 10

Processing Billing Interface Activity

The Billing Interface is a staging area for all billing activity from external sources. Understanding 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 201

Chapter 9, "Setting Up the Billing Interface," page 219

Chapter 11, "Correcting Billing Interface Process Errors," page 333

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 the following tables: INTFC_BI, INTFC_BI_AEDS, INTFC_BI2, INTFC_BI_TAX, INTFC_BI_EXSD, INTFC_BI_NOTE, and 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.

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- 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.
  - VAT Registration Country of the buyer.
  - VAT Registration Country of the seller.

    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 implicit bill-by fields; you do not need to 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 these states:

NEW	The staging area has been populated, but you did not run 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.
UPD	The Billing Interface process is actively processing this billing activity.

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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. The 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 *ERR.* Correct error fields here.
Update Pending Transactions	Review interface activity with statuses of *NEW* and *ERR.* Update error fields here.

Access the other two components through the Billing, Interface Transactions menu:

Review Pending Transactions	Review interface activity with statuses of *NEW* and *ERR.* This page is read-only.
Review Interface - Completions	Review interface activity with a status of *DON.* 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 the 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 333.

See Also

Chapter 12, "Calculating VAT in PeopleSoft Billing," Running the Process VAT Defaults Process (BIPVAT00), page 365

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Modifying Billing Interface Transaction Data

This section discusses how to access Billing Interface components and how to:

- Define search parameters.
- Correct Billing Interface data.

Pages Used to Modify Billing Interface Transaction Data

Page Name	*Definition Name*	*Navigation*	*Usage*
INTFC_BI	INTFC_BI	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the INTFC_BI table.
INTFC_BI2	INTFC_BI2	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the INTFC_BI2 table.
INTFC_TAX	INTFC_TAX	Billing, Interface Transactions, Correct Interface Errors Billing, Interface Transactions, Update Pending Transactions	Display data for interface transactions in the INTFC_TAX table.
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 INTFC_BI_NOTE table.
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 INTFC_BI_HDR table.

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Page Name	Definition Name	Navigation	Usage
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 INTFC_BI_EXSD table.
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 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 the 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.

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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, and VAT Detail
- TAX: Sales and Use 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 (Billing, Interface Transactions, Correct Interface Errors).

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 *ERR* 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 INTFC_BI Table, page 222

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Configuring ChartFields"

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Running the Billing Interface Process (BIIF0001)

You must set certain parameters before running the Billing Interface.

Page Used to Run the Billing Interface Process (BIIF0001)

Page Name	*Definition 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 page (Billing, Interface Transactions, Process Billing Interface, Billing Interface) 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. If transactions that reference the same interface key field values exist in the completed tables, you will receive an error message indicating that you need to update the keys to your transaction in order to avoid a duplicate insert error on the step that moves the completed transactions into the completed tables.

On the Process Scheduler page, select the Interface & VAT Defaulting (interface and value-added tax defaulting) job if the 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 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 PeopleBook: PeopleSoft Application Engine

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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	*Definition 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	Define the business units about which you want to be notified.
Roles - General	ROLEDEFN	PeopleTools, Security, Permissions & Roles, Roles	Define which users will receive notification.
Billing Interface	RUN_BI_INTFC3	Billing, Interface Transactions, Create Billing Intrfc Report	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 remain unprocessed in the staging area before the system notifies you.

To set up a workflow solution:

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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 87

PeopleTools PeopleBook: PeopleSoft Process Scheduler

PeopleTools 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 INTFC_BI table.

To generate a summary report, access the Billing Interface Report page.

See Also

Appendix D, "PeopleSoft Billing Reports," page 795

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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.

Note. ChartField Security is enforced on the Billing Interface components when a users tries to access a transaction online.

See Also

Chapter 8, "Understanding the Billing Interface Structure," page 201

Chapter 9, "Setting Up the Billing Interface," page 219

Chapter 10, "Processing Billing Interface Activity," page 323

Correcting Billing Interface Errors

To verify data integrity, the Billing Interface process validates the data in 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 line that displays a Load Status of *ERR* and a description of the error. If a line displays the Load Status of ERR and no error code or description, the line is related to another line containing errors and may not contain errors itself. Go through all other tabs presented until you locate the actual code or description. Review the line and take the appropriate action necessary to correct the error.

This table explains the Billing Interface error conditions:

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Error Code	*Explanation*
0010 - Invalid Transaction Type	Transaction type must be *LINE*,*AE*,*AHDR*,*TAX*, *NOTE*, *EXSD*,*DS*, or *DDS*.
0015 - Invalid Entry Event	The provided entry event is invalid.
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 value-added tax (VAT) information for a 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.

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Error Code	*Explanation*
0110 - Invalid Payment Term	The provided payment term is invalid.
0111 - PYCV line contains a tax code	Payment with Corporate Voucher lines cannot reference a tax code.
0112 - Excise Tax is Applicable	Excise tax rate code or excise tax detail record is missing.
0113 - Sales Tax/VAT is Applicable	Tax rate code or sales tax/VAT detail record is missing.
0114 - Invalid India Transaction	Transaction comes from an 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, sales tax/VAT applicability flags exist.
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/VAT Parameters	Sales tax/VAT rate code or sales tax/VAT detail record are not provided.
0120 - Invalid Tax Code	The provided tax code is invalid.
0121 - Sales Tax/VAT is not Applicable	When Tax Type is Sales/VAT or Sales Tax/VAT Rate Code is present, Sales Tax/VAT Applicability flag should be set to *Y* (yes).
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 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	Unexpected excise tax rate code or excise tax detail record exists.

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Error Code	*Explanation*
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 VAT tax code is invalid.
0128 - Invalid VAT Applicability	The provided VAT applicability is invalid.
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.
0170 - Invalid Source Reference	Both source reference and source type must be provided. One cannot be blank when the other one is assigned a value.
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.

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Error Code	*Explanation*
0233 - Missing or Invalid Billing Currency	The 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 have a bill status of *INV*, *CAN*,*FNL*, *TMR*, or *TMP*.
0243 - Invalid Target Invoice Type	You cannot add lines to the specified target invoice. A target invoice cannot be a credit or a rebill 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	You cannot set or change the pay status of existing invoices to *Fully Paid.*
0246 - Target Invoice Fully Paid	You cannot add lines to an existing fully-paid invoice.
0247 - Invalid Fully Paid Transaction	It is not allowed to send fully paid transactions from any source other than Order Management.
0300 - Disc/Sur Amt & Pct = 0	The discount/surcharge amount and discount/surcharge percentage are both 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.
0350 - Missing tax details	Required tax details are missing.
0351 - Invalid Tax Detail transaction	When all tax details are present, bill header data must also be present.
0355 - Tax details <> Line Tax Amt	The sum of the amounts in the tax detail records does not equal the line tax amount.

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Error Code	*Explanation*
0386 - CA/BI Currency Mismatch (Contracts/Billing 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.
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 the bill by ID are missing values.
0412 - Missing Required VAT Data	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 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_TREATMENT_GRP (returned by VAT defaulting function).
0413 - PVN Lvl Missing Bill By Field	To process invoices from contracts that require a Public Voucher Number to be generated by the Billing Interface, certain fields must be included in the Bill By. • If the PVN generation level is Contract (C), then the PVN_GEN_LVL, CONTRACT_NUM, FROM_DT and TO_DT fields must be in the Bill By. • If the PVN generation level is Contract Line (CL), then the PVN_GEN_LVL, CONTRACT_NUM, CONTRACT_LINE_NUM, FROM_DT and TO_DT fields must be in the Bill By. • If the PVN generation level is Project (P), then the PVN_GEN_LVL, CONTRACT_NUM, PROJECT_ID, FROM_DT and TO_DT fields must be in the Bill By.

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Error Code	*Explanation*
0510 - No Accounting Entries for line	Required accounting entries for a bill line do not exist.
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 one 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 you can enter only online) and bills from PeopleSoft Contracts and Project Costing.
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.

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Error Code	*Explanation*
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 the Billing Interface process instance to see which ChartField value is invalid.
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 INTFC_BI_HDR table.

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Error Code	*Explanation*
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.
0599 - Error in INTFC_BI_AEDS row	An error exists in the INTFC_BI_AEDS row.
0610 - Missing Open Item Key from open item account	The line references an open item account, but does not provide the corresponding open item key.
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 does not exist.
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 more than once in the interface batch.

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Error Code	*Explanation*
0741 - Multiple Adj Not Allowed-RBALL	An invoice cannot be adjusted more than once in the interface batch.
0742 - Multiple Adj Not Allowed-CRLIN	An invoice cannot be adjusted more than once 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 *ADD, DEL,* and *RPL.*
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.
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.

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Error Code	*Explanation*
0799 - Adjustment Err by Association	This adjustment transaction line is associated with another line that contained an error. There may be nothing wrong with this particular line, but when an error is found in one adjustment line, all related adjustment lines are marked with an error.
0800 - Target Invc Err by Association	This target invoice transaction line is associated with another line that contained an error. There may be nothing wrong with this particular line, but when an error is found in one target invoice line, all related target invoice lines are marked with an error.
0801 - Invalid Statistic Account	The statistical 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 INTFC_BI_HDR table, an associated record in the INTFC_BI table must exist.
0811 - Invalid Transaction Type	The header transaction type that is provided for a record in INTFC_BI_HDR table is invalid.
0813 - No Paid Amount Provided	A paid reference is present, but no paid amount is provided.
0899 - Error in INTFC_BI_HDR row	An error exists in the INTFC_BI_HDR row.
0901 - Acceptgiro IVC Form Invalid	Acceptgiro invoices must use the portrait *(P)* format.
0902 - Acceptgiro Bank CD Invalid	The bank code must be *007* or *008*, which corresponds to the valid Dutch banking institutions that can receive acceptgiro payments.

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Error Code	Explanation
0903 - Acceptgiro BNK Act Key Invalid	The bank account must use a valid acceptgiro bank code.
0904 - Cons. SetID, CustID not blank	Those invoices that require acceptgiro processing are not allowed to have a consolidation SETID and customer ID.

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.

You can use one of two methods to obtain 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 the process instance.

   For example, you might use this query:

   SELECT * from INTFC_BI_HTMP*nn* 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 PeopleBook: PeopleSoft Application Engine, "Using Temporary Tables"

PeopleTools PeopleBook: PeopleSoft Application Engine, "Maintaining Application Engine Programs"

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Reviewing Performance Options

The Billing Interface:

- Takes advantage of concurrent parallel processing.

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- 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 10 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 needs. The Billing Interface is set up for concurrent parallel processing. 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 the source systems need to pass only minimum information. Because of this functionality, however, running an interface batch can be time consuming.

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 select one of these values in the Run Option field:

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 manual control over editing data from source systems should select *Min.* These two scenarios describe when to use this option:

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Scenario A

If your installation requires the flexibility to run the interface as a two-step process, you can run the *Edit* option first. After you correct any errors, you can run the Billing Interface again in *Min* to actually create bills.

Note. The Billing Interface process does not verify that you ran the *Edit* option before you ran the *Min* option. If you do not run the *Edit* option first, you may create a bill with invalid billing information.

Scenario B

If execution speed is more important than comprehensive validation from the Billing Interface process, you can elect to run the *Min* 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 fully validate the data. Consequently, you may create bills with bad billing information (such as a bill with an invalid customer ID). To avoid this risk, the source system must validate 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 prepopulate fields if you know their values.

   This reduces the work that the Billing Interface must do and can significantly improve batch performance.

See Also

PeopleTools 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 the 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. The message log reports the number of transactions in error. To determine the source of an individual error, you must navigate to the Correct Interface Errors component.

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You Are Having Difficulty Starting the Billing Interface Process and Cannot Determine the Problem

Ensure that the process has temporary table resources to use. Each failed process locks up one set of temporary tables.

The Billing Interface Process Does not Populate Bill Header Fields with the Values That Are Specified on INTFC_BI

Ensure that these fields are included in the bill by definition field list.

Note. The Billing Interface process is a restartable Application Engine process. You should restart an abended (abnormally ended) Billing Interface process. Deleting an abended process can produce unexpected results.

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Chapter 12

Calculating VAT in PeopleSoft Billing

This chapter provides an overview of value-added tax (VAT) in PeopleSoft Billing, lists common elements, and discusses how to:

- Set up PeopleSoft Billing business units to process VAT.
- Set up PeopleSoft Billing VAT driver defaults.
- Establish VAT defaults at the header level.
- Establish VAT defaults at the line level.
- Run the Process VAT Defaults process (BIPVAT00).
- Review VAT errors.
- Review VAT calculations.
- Invoice VAT in PeopleSoft Billing.
- Print documents with VAT.
- Adjust bills with VAT.
- Pass VAT entries to PeopleSoft Receivables.
- Pass VAT entries to PeopleSoft General Ledger.
- Pass VAT information to PeopleSoft Payables.

See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT"

Understanding VAT in PeopleSoft Billing

To create VAT documents, including customer invoices and sales orders, you must first set up the VAT environment and enable the business units for VAT. The VAT information that is on customer invoices and sales orders is calculated based on the data that you enter. For example, the VAT codes determine the VAT rates that the system uses to calculate the VAT amount.

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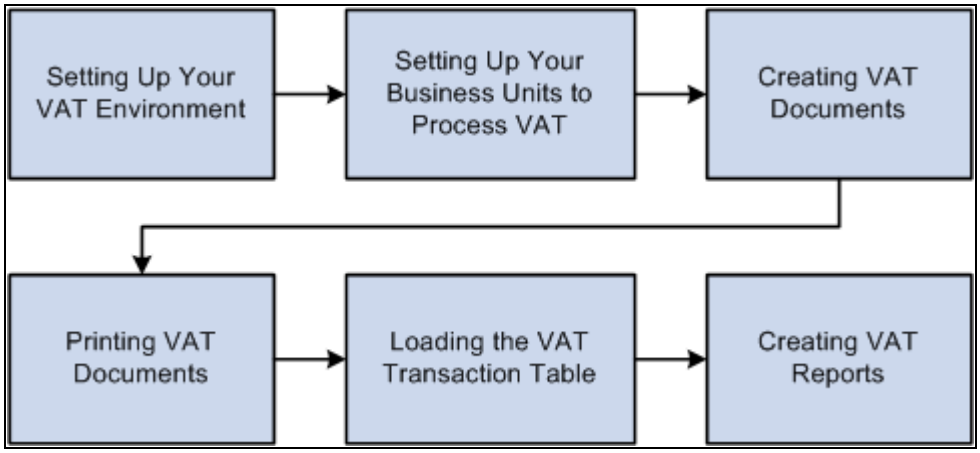
You can print VAT amounts on the customer invoices and sales orders, as needed. The VAT information that is on the transactions is loaded into the VAT transaction table and then into the VAT reporting tables, from which you can create VAT returns and other VAT reports.

The following diagram illustrates VAT processing that includes setting up the VAT environment, creating and printing VAT documents, loading the VAT transaction table, and creating VAT reports.



VAT process flow in PeopleSoft Billing

Several VAT-related fields exist that must be populated for VAT transactions to:

- Calculate VAT.
- Generate the appropriate VAT accounting entries.
- Ensure that sufficient information exists to enable VAT returns to be compiled.

For example, the system requires the VAT registration status of the parties who are involved in a VAT transaction, the type of VAT transaction, and the rate at which VAT is calculated.

The global VAT default routines provide a centralized mechanism for the storage and retrieval of this information. PeopleSoft Billing obtains VAT defaults by calling the global VAT default routines.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Establishing VAT Defaults.

VAT Drivers, VAT Driver Keys, and the Default 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.

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Note. The VAT drivers that appear in this table include only those that apply to PeopleSoft Billing.

The VAT drivers appear in the order of the hierarchy that the system uses to process defaults.

The Sales Line Identifier and Sales Line Identifier Group VAT drivers are used to retrieve VAT information for the bill lines only.

Bill Source and Bill Type VAT drivers share the Bill Source SetID driver key because both drivers belong to the same record group.

VAT Driver	*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

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VAT Driver	*VAT Driver Keys*	*Country*	*State*	*Applicable to Regular VAT Defaults*	*Applicable to Services VAT Treatment Defaults*
Billing Business Unit	Billing Business Unit	Optional	Optional	Yes	Yes
VAT Entity Registration	VAT Entity Country	Not applicable	Optional	Yes	No
VAT Country	Country	Not applicable	Optional	Yes	No

VAT on Fully Paid Invoices

VAT calculations are not performed in PeopleSoft Billing for fully paid invoices. Where applicable, a fully paid invoice must have VAT calculated before the bill is sent to Billing through the Billing interface.

Fully paid invoices are not printed during the standard Billing invoice generation and printing process. If an invoice is required to comply with VAT rules, you can reprint the invoice using the Billing invoice reprinting features.

VAT on Deposits

VAT is considered inclusive for any deposit, deposit applied, deposit refund, and deposit refund fee amounts. If the system is set up to apply VAT to advance payments, then Billing calculates VAT and, if necessary, reduces the net extended amount for the line by the VAT amount. When a customer makes a deposit, the transaction is associated with the customer's deposit identifier, BI_LINE. The system populates the CUST_DEPOSIT_ID field. This field is used to identify the original deposit invoice when the deposit is subsequently applied to an invoice or refunded. Deposits applied and refunds will copy the VAT defaults from the original deposit.

VAT on Corporate Voucher Payments

Billing does not handle VAT on corporate voucher payments. Accounting entries for VAT are created by Accounts Receivable when payment is applied to the invoice.

VAT reverse charges

The global VAT defaulting function will identify the transactions that are subject to VAT reverse charges. The reverse charge will only apply to specified goods that are purchased within the UK by a VAT-registered business for business purposes. The purchaser of the goods, rather than the seller, will be liable to account for the VAT on the sale. This is also called customer VAT. Billing invoices will not include the customer VAT on the invoice amount due, but will indicate the amount that the customer must account for. Self-service pages will indicate the customer VAT amount separate from the invoice amount due.

Deposit-related lines will not be subject to VAT reverse charge.

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Note. VAT reverse charge will not be passed to PeopleSoft Receivables, PeopleSoft General Ledger or PeopleSoft Payables.

Common Elements Used in This Chapter

VAT Driver — An entity for which VAT defaults can be defined. Examples of VAT drivers include Billing Business Unit, Charge (Sales Identifier) Codes, Charge Code VAT Groups, Customer, Customer Locations, 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 default process.

Physical Nature — Indicates whether an object is a good or a service. Many countries have a requirement to report the sale and purchase of goods separately from services.

VAT Location — Supplied by PeopleSoft Billing, values that are 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 default 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 that are from the common VAT Defaults table. The levels that are 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 default processes can obtain these values from a single, centralized table.

Setting Up PeopleSoft 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 the Billing business unit to a Receivables business unit that is associated with a General Ledger business unit that is already linked to a VAT entity.

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Pages Used to Set Up Billing Business Units to Process VAT

Page Name	Definition 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	Establish a link to a VAT-enabled General Ledger business unit.
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.

See Also

Chapter 3, "Establishing PeopleSoft Billing Business Units," Defining Tax Control and Deferred Revenue Options, page 27

Chapter 3, "Establishing PeopleSoft Billing Business Units," Defining New PeopleSoft Billing Business Units, page 24

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT," Setting Up VAT Entities

Linking a Billing Business Unit to a VAT Entity

Access the Billing Definition - Business Unit 1 page (Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 1).

1. Select a location code.

   The location code field is critical for VAT because the address country for this location becomes the ship-from country default for VAT invoices.

2. 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 is 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 the 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.

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3. Ensure that the VAT Reporting Entity field that is on the Billing Definition - Business Unit 4 page is populated.

   If it is, then you have created a VAT Billing business unit.

4. Select a default physical nature for the business unit.

   Additionally, you can select a default location where services that are 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 missing, going to the VAT Entity - Identification page and linking the default General Ledger business unit to a VAT entity does not automatically make the associated Billing business unit a VAT Billing business unit. You must return to the Billing Definition - Business Unit 1 page and relink the 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 determine whether it is linked to a VAT entity. When 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.

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 in the preceding list, 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 Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information."

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See Also

Chapter 3, "Establishing PeopleSoft Billing Business Units," page 23

Chapter 4, "Structuring Bills," page 37

Establishing VAT Defaults at the Header Level

When you enter an invoice in a VAT Billing business unit, the system populates it with default values that are all required VAT determinants when you enter data into VAT driver fields. You can click the VAT Information link on the Standard Billing Header - Info 2 page to access the Bill Header - Header VAT Information page, where you can view or define header VAT default fields.

This section discusses how to:

- Obtain header VAT defaults.
- Change header VAT defaults manually.

Page Used to Establish VAT Defaults at the Header Level

Page Name	*Definition Name*	*Navigation*	*Usage*
Bill Header VAT Information	BI_HDR_VAT	• Click the VAT Information link on the Billing, Maintain Bills, Standard Billing, Header - Info 2 page. • Click the VAT Information link on the Billing, Maintain Bills, Express Billing, Header - Secondary page.	Review all header-level VAT information. Manually change header VAT information.

See Also

Chapter 6, "Entering Bills Online," Defining Header-Level VAT Defaults, page 131

Obtaining Header VAT Defaults

Access the Bill Header VAT Information page (click the VAT Information link on the Header Info - 2 page).

Note. The physical nature determines which fields appear on this page.

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To obtain VAT defaults, all required VAT determinants must be populated on the bill header. This table lists all bill header VAT determinants:

Field Name	*Initial Value*	*Changes When*
Physical Nature	Appears by default from Billing VAT drivers based on the default 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 change this value manually.
Location Country	Appears by default from the Billing business unit location.	Changes when you change the value on the Bill Header VAT Information page manually.
Location State	Appears by default from the Billing business unit location.	Changes when you change the value that is on the Bill Header VAT Information page manually. **Note.** If you do not define the VAT country definition for the location country that is to be tracked by the province and state, no state values are applicable.
Customer Location Country	Appears by default from the bill-to customer location.	Changes when you modify the bill-to customer or location. You can also change the value on the Bill Header VAT Information page manually.
Customer Location State	Appears by default from the bill-to customer location.	Changes when you modify the bill-to customer or location. You can also change the value on the Bill Header VAT Information page manually. **Note.** If you do not define the VAT country definition for the customer location country that is to be tracked by the province and state, no state values are applicable.

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Field Name	*Initial Value*	*Changes When*
Services-Performed Country	The default value is determined by the value that 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 the VAT driver changes or when the driver's Where Service Performed value changes. You can also change the value on the Bill Header VAT Information page manually.
Services-Performed State	The default value is determined by the value that 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 the VAT driver changes or when the driver's Where Service Performed value changes. You can also change the value on the Bill Header VAT Information page manually. **Note.** If you do not define the VAT country definition for the Services Performed Country that is 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 change the value on the Bill Header VAT Information page manually.
Ship-From State	Appears by default 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 change the value on the Bill Header VAT Information page manually. **Note.** If you do not define 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 change the value on the Bill Header VAT Information page manually.

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Field Name	*Initial Value*	*Changes When*
Ship-To State	Bill header ship-to customer's location state.	Changes when you modify the ship-to customer or location. You can also change the value on the Bill Header VAT Information page manually. **Note.** If you do not define the VAT country definition for the ship-to country that is 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 9.1 PeopleBook*, "Working with VAT."

Changing Header VAT Defaults Manually

You should avoid changing header VAT default values manually because the system uses complex algorithms to obtain the bill header VAT defaults. However, if the algorithms encounter problems in finding defaults, manual intervention is necessary. Consider the following rules and guidelines when changing header VAT defaults manually:

- When you change a VAT location or a VAT default, consider how these changes may affect the existing transaction VAT defaults. Click the Information button that is adjacent to the Adjust Affected VAT Defaults button to generate a list of VAT defaults that are affected by the change. To adjust the affected VAT defaults that are 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 that are 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 that you define as VAT countries are valid), and the value in the VAT Treatment Group field with any VAT treatment group value that is valid for sales (see the drop-down list box for valid values).

  The VAT treatment values that are on all of the bill lines must belong to the VAT treatment group that is 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 by using a variety of validation algorithms.

  Customer registration ID is not required.

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- You can change the customer exception type only if a valid country is in the Reporting Country field and the VAT treatment group is domestic sales.

  You can change the exception type to suspended only if suspension is allowed for this reporting country.

- Changing the ship-to country, ship-from country, customer VAT registration country, or reporting country on the bill header 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 that are on the bill header.

- Changing the VAT treatment group on the bill header may throw the bill lines out of sync with the header.

  You must ensure that the VAT treatment that is on the bill lines belongs to the VAT treatment group that is on the bill header.

- When you modify VAT driver or VAT default data in bill entry, the system displays a warning if affected VAT defaults are not updated.

  Read the warning description and take the appropriate action.

- To reset changes that you make manually or that the system makes, 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, reset defaults on the bill header and lines, or reset defaults on the bill lines only.

See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT," Defining VAT Countries

Establishing VAT Defaults at the Line Level

This section discusses how to:

- Obtain line VAT defaults.
- Change line VAT defaults manually.
- Review line VAT details.

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Page Used to Establish VAT Defaults at the Line Level

Page Name	Definition Name	Navigation	Usage
Standard Billing - Line - VAT Info	BI_LINE_VAT	• Billing, Maintain Bills, Standard Billing Select *Line - VAT Info* from the Navigation list on any page in the Standard Billing component. • Billing, Maintain Bills, Express Billing Select *Line - VAT Info* from the Navigation list on any page in the Express Billing component.	Review line VAT information.

See Also

Chapter 6, "Entering Bills Online," Entering Bill Line Information, page 139

Obtaining Line VAT Defaults

When you enter a bill in a VAT Billing business unit, the system enables the Go To VAT Info button and VAT Info link (adjacent to the VAT Amount field on the Line-Info 1 page). Both the Go To VAT Info button and VAT Info link serve the same function. When you enter bill lines, the system determines the necessary physical nature and VAT locations that are used in obtaining VAT defaults. You can obtain line VAT defaults in two ways:

- Click the Save button.

  When you click Save, the system applies VAT defaults to all bill lines.

- Click the Get VAT Defaults button on the Line - VAT Info page that is for the associated bill line.

For you 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 VAT determinants:

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Field Name	*Initial Value*	*Changes When*
Physical Nature	Appears by default from the billing VAT drivers based on the default 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 change the value manually.
Location Country	Appears by default from the Billing business unit location.	Changes when you modify the value on the Line - VAT Info page.
Location State	Appears by default from the Billing business unit location.	Changes when you modify the value on the Line - VAT Info page. **Note.** If you do not specify that VAT be tracked by province or state on the VAT country definition for the location country, no state values are applicable.
Customer Location Country	Appears by default from the bill-to customer location.	Changes when you modify the bill-to customer or location on the bill header. Also, you can change the value on the Line - VAT Info page manually.
Customer Location State	Appears by default from the bill-to customer location.	Changes when you modify the bill-to customer or location that is on the bill header. Also, you can change the value on the Line - VAT Info page manually. **Note.** If you do not specify that VAT be tracked by province or state on the VAT country definition for the customer location country, no state values are applicable.

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Field Name	*Initial Value*	*Changes When*
Services-Performed Country	The default value is determined by the value that 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 the VAT driver changes or when the driver's Where Service Performed value changes. Also, you can change the value on the Line - VAT Info page manually.
Services-Performed State	The default value is determined by the value that 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 the VAT driver changes or when the driver's Where Service Performed value changes. Also, you can change the value on the Line - VAT Info page manually. **Note.** If you do not specify that VAT be tracked by province or 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 change the value on the Line - VAT Info page manually.
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 change it on the Line - VAT Info page manually. **Note.** If you do not specify that VAT be tracked by state or 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 change the value on the Line - VAT Info page manually.

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Field Name	*Initial Value*	*Changes When*
Ship-To State	Bill line ship-to customer location state.	Changes when you modify the ship-to customer location. Also, you can change the value on the Line - VAT Info page manually. **Note.** If you do not specify that VAT be tracked by state or 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 153

Chapter 6, "Entering Bills Online," Entering Bill Line Order Management Information, page 173

Changing Line VAT Defaults Manually

Because the system uses complex algorithms to obtain the bill line VAT defaults, you should avoid changing these values manually. However, if the algorithms encounter problems in finding defaults, manual intervention is necessary. Consider the following rules and guidelines when manually changing line VAT defaults:

- When you change a VAT location or a VAT default, consider how these changes may affect the existing transaction VAT defaults.

  Click the Information button that is adjacent to the Adjust Affected VAT Defaults button to generate a list of VAT defaults that are affected by the change. To adjust the affected VAT defaults that are 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 that is on the header.

- When you modify VAT driver or VAT default data in bill entry, the system displays a warning if affected VAT defaults are not updated. Read the warning description and take the appropriate action.

- You can reset any changes that are made manually or by the system by clicking the Reset All VAT Defaults button.

  This overwrites any manual changes that are 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 table describes what you must do before the system saves a bill:

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If VAT Applicability Equals	*You must*
Taxable, exonerated, or suspended	Enter a VAT code and VAT transaction type. Enter a customer VAT code if the line is subject to VAT reverse charge.
Exempt or out of scope	Omit VAT code but enter a VAT transaction type.

Tax amounts that are 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 having both a VAT code and a sales and use tax code on the same bill line is not common, in some countries both VAT and sales/use tax apply.

The bill line will also have a customer VAT amount if the bill line is subject to VAT reverse charge. The customer is liable for the customer VAT amount but the amount will not be added to the invoice total amount due.

See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT"

Running the Process VAT Defaults Process (BIPVAT00)

You can run the Process VAT Defaults process (BIPVAT00) as part of a normal Billing Interface job or as a standalone program to supply bill VAT defaults.

This section provides an overview of the Process VAT Defaults process and lists the page used to run the Process VAT Defaults process.

Understanding the Process VAT Defaults Process (BIPVAT00)

The Process VAT Defaults process (BIPVAT00) obtains header VAT and line VAT defaults for invoices that complete 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 importation of both header and line VAT information from external sources into PeopleSoft Billing. The Billing Interface process does not override VAT default values provided by other PeopleSoft products or third-party sources.

Note. You must run the VAT Defaults process after the Billing Interface process even when the VAT default fields are previously populated by other PeopleSoft products or third-party sources. The VAT Defaults process ensures that the VAT transaction is valid.

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Processing VAT Defaults

When you call the Process VAT Default process as part of the normal Billing Interface job or as a standalone process on the Run VAT Defaults page, the Process VAT Default process searches for VAT invoices that match the run control parameters to which VAT defaults are not yet applied. If it finds any such invoices, VAT default routines supply both header VAT information and line VAT information. If the process successfully applies VAT defaults, it marks those invoices as having VAT defaults applied.

Note. If you run the Process VAT Defaults process as part of a job that includes the Billing Interface process, then VAT defaulting is performed only for invoices processed by that run of the Billing Interface process.

If the VAT Defaults process is run as a part of a job, such as OM_IVC, that gets initiated by an upstream product, such as OM, the RANGE_SELECTION_ID field should be added to the Bill By identifier. This allows the BIPVAT00 process to identify what transaction needs to be processed.

If you run the Process VAT Defaults process on its own, then you can set the run control parameters to select which invoices to process.

Fixing Process VAT Defaults Process (BIPVAT00) Errors

If the Process VAT Defaults process encounters VAT errors, it marks the corresponding transaction with an error. You can review in the Review VAT Errors component list of invoices that fail to process and review the error messages that the Process VAT Defaults process returns. 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 Ready. If any of these invoices fail, the VAT default program changes the status to Pending. You must fix the errors manually and then return the status to Ready before invoicing again.

Page Used to Run the Process VAT Defaults Process (BIPVAT00)

Page Name	*Definition Name*	*Navigation*	*Usage*
Run VAT Defaults	RUN_BI_VATDFLTS	Billing, Interface Transactions, Apply VAT Defaults, Run VAT Defaults	Supply the header VAT and line VAT defaults for invoices that are imported through the Billing Interface with no header level or line level VAT defaults.

Reviewing VAT Errors

If the Process VAT Defaults process (BIPVAT00) encounters VAT errors, the process marks those transactions as being in error; the system requires that you correct these errors before continuing.

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Page Used to Review VAT Errors

Page Name	Definition 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 (Billing, Interface Transactions, Review VAT Errors).

Bill Header VAT Error

Error Displays the VAT error code and its description.

Go To Bill Header Click to access the Header - Info 1 page. In bill entry, navigate to the appropriate page to enter or modify the data that is 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 are not already applied. Reapplying VAT defaults, in some cases, can correct VAT errors.

Message Text Displays the specific VAT error that occurs.

Explanation Displays a detailed explanation of the VAT error that the Message Text box references.

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, identifier, 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 enter or modify the data that is necessary to correct the bill line VAT error.

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Error Error code

Line Error Detail Tab

Sequence Displays the 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.

Reviewing VAT Calculations

To perform online tax calculations for bills that are not invoiced and not fully paid, click the Calculate Taxes button on the Bill Summary Info page. Both sales and use taxes and VAT are calculated for 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 you change line amounts. To see updated tax amounts, you must retrigger the calculation from the Bill Summary Info page.

Credit lines retain the tax amounts that are calculated on the original invoices and therefore the tax amounts do not need to be recalculated.

Note. You must click the Save button to calculate and save any VAT and tax information that is 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 the VAT calculation.

When a bill line is subject to VAT reverse charge, a customer VAT amount is calculated for the line. The customer VAT amount is paid to the VAT authority directly by the customer, so it is not included in the invoice amount due from the customer.

See Also

Chapter 6, "Entering Bills Online," Reviewing Bill Summary Information, page 178

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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	*Net Extended Amt.*	*VAT Code*
1	30 EUR	A 10%
2	30 EUR	A 10%
3	100 EUR	B 5%
4	40 EUR	A 10%
5	100 EUR	B 5%

   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.
   ```

2. 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 two percentage discounts exist, 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) - 10 (early payment of 5% discount
   multiplied by the total net extended amount) = 190 EUR VAT basis amount
   ```

3. 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)
   ```

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4. 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)
   ```

   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 differences are adjusted onto the line with the largest amount. The current rounding method (as specified in the bill header VAT values) may affect 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

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VAT Code	VAT Percent	VAT Discount Percent	Total Net Extended Amount	VAT Basis Amount	VAT Amount
B	5	5	200	200	10

Example: Reverse VAT Calculation

When calculating customer VAT, the system performs the following functions:

1. Invoice lines may be marked for VAT reverse charge, which means that the customer is responsible for remitting the VAT amount for the line directly to the VAT authority. Such lines will usually have a zero VAT percent, but a non-zero customer VAT percent.

Bill Lines	Net Extended Amt.	VAT Reverse Charge	VAT Code	Customer VAT Code
1	30 EUR	N	A 10%	
2	30 EUR	N	A 10%	
3	100 EUR	Y	Z 0%	A 10%
4	40 EUR	N	A 10%	
5	50 EUR	Y	Z 0%	A 10%

In the preceding example:

```
VAT Code A: 30 EUR, 30 EUR, and 40 EUR = 100 EUR combined total net extended⇒
 amount.

VAT Code Z: 100 EUR and 50 EUR = 150 EUR combined total net extended amount.

Customer VAT Code A = 100 EUR and 50 EUR = 150 EUR combined total net extended
amount
```

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2. If the invoice VAT calculation method is *NET*, and the early payment discount is 5%, the VAT basis amounts are as follows:

   ```
   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 Z: 150 EUR (total net extended amount) - 7.50 (early payment of 5% discount multiplied by the total net extended amount) = 142.50 EUR VAT basis amount

   Customer VAT Code A: 150 EUR (total net extended amount) - 7.50 (early payment of 5% discount multiplied by the total net extended amount) = 142.50 EUR VAT basis amount
   ```

3. If the invoice VAT calculation method is set to *GROSS*, the VAT basis amounts are as follows:

   ```
   VAT Code A: VAT basis amount = 100 EUR (total net extended amount)

   VAT Code Z: VAT basis amount = 150 EUR (total net extended amount)

   Customer VAT Code A: VAT basis amount = 150 EUR (total net extended amount)
   ```

4. 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 Z: 142.50 EUR (VAT basis amount) * 0 (VAT percent) = 0 EUR (VAT amount)

   Customer VAT Code A: 142.50 EUR (VAT basis amount) * 10 (VAT percent)
   = 14.25 EUR (VAT amount)
   ```

   With a VAT calculation method of *GROSS:*

   ```
   VAT Code A: 100 EUR (VAT basis amount) * .10 (VAT percent) = 10 EUR (VAT amount)

   VAT Code Z: 150 EUR (VAT basis amount) * 0 (VAT percent) = 0 EUR (VAT amount)

   Customer VAT Code A: 150 EUR (VAT basis amount) * 10 (VAT percent) = 15 EUR
   (VAT amount)
   ```

5. Then the VAT amounts and VAT basis amounts are proportionally distributed back to the individual invoice lines. Rounding differences are adjusted onto the line with the largest amount.

VAT Amounts (VAT Calculation Method Net)

Bill Lines	*Net Extended Amt.*	*VAT Reverse Charge*	*VAT Code*	*VAT Basis Amount*	*VAT Amount*	*Customer VAT Code*	*Customer VAT Amount*
1	30 EUR	N	A 10%	28.50 EUR	2.85 EUR		
2	30 EUR	N	A 10%	28.50 EUR	2.85 EUR		

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Bill Lines	Net Extended Amt.	VAT Reverse Charge	VAT Code	VAT Basis Amount	VAT Amount	Customer VAT Code	Customer VAT Amount
3	100 EUR	Y	Z 0%	95 EUR	0 EUR	A 10%	9.50 EUR
4	40 EUR	N	A 10%	38 EUR	3.80 EUR		
5	50 EUR	Y	Z 0%	47.50 EUR	0 EUR	A 10%	4.75 EUR

VAT Summary Information (VAT Calculation Method Net)

VAT Code	Total Net Extended Amount	VAT Basis Amount	VAT Amount	Customer VAT Code	Customer VAT Amount
A 10%	100 EUR	95 EUR	9.50 EUR		
Z 0%	150 EUR	142.50 EUR	0 EUR	A 10%	14.25 EUR

VAT Amounts (VAT Calculation Method Gross)

Bill Lines	Net Extended Amt.	VAT Reverse Charge	VAT Code	VAT Basis Amount	VAT Amount	Customer VAT Code	Customer VAT Amount
1	30 EUR	N	A 10%	30 EUR	3 EUR		
2	30 EUR	N	A 10%	30 EUR	3 EUR		
3	100 EUR	Y	Z 0%	100 EUR	0 EUR	A 10%	10 EUR
4	40 EUR	N	A 10%	40 EUR	4 EUR		
5	50 EUR	Y	Z 0%	50 EUR	0 EUR	A 10%	5 EUR

VAT Summary Information (VAT Calculation Method Gross)

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VAT Code	Total Net Extended Amount	VAT Basis Amount	VAT Amount	Customer VAT Code	Customer VAT Amount
A 10%	100 EUR	100 EUR	10 EUR		
Z 0%	150 EUR	150 EUR	0 EUR	A 10%	15 EUR

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 that are on the lines that are being invoiced are correct. However, it recalculates all VAT amounts at invoice time. The recalculation overlays any amounts that are 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 PSORVAT:

- Sets the VAT distribution account type:

  If the declaration point is invoice, accounting date, or delivery, then the distribution account type is set to VO (VAT Output) except in these cases: the credit or negative adjustment lines are set to VOC (VAT output for credits); the deposit-related lines (DEP, DAPP, and DREF) are set to VOAP (VAT Output Advance Payments); and the Asset Management lines are set to VORE (VAT Output Asset Reinstatement).

  If the declaration point is payment, then the distribution account is set to VOI (VAT Output Intermediate) except in these cases: the positive deposit lines (DEP) are set to VO; the credit and negative adjustment deposit lines (DEP) and all deposit refund lines (DREF) are set to VOC (VAT Output for Credits).

  If VAT applicability is exempt or outside of scope, then the VAT distribution account is set to VONT (VAT Output Non-Taxable) regardless of declaration point or line type.
- Sets the VAT document ID to zero, ensuring that no previous numbers are used.
- Calls section BIPVAT05 to obtain the discount percent and timing ID for all of the invoices that are being processed.
- Calls section VATPROC for each unique VAT Billing business unit that is being invoiced. This section performs the main VAT processing.

The Application Engine section VATPROC:

- Sets the appropriate setID for the current loop.

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- 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 result from previous runs.

- Inserts records into temporary table VAT_CALC_TAO for each line that is being processed and also for each group of lines with the same VAT code and customer VAT code combination 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 are added together.

  If an invoice has 4 lines, two with VAT code A and no customer VAT, one with VAT code A with customer VAT, and one with VAT code B, this process inserts seven entries into VAT_CALC_TAO: one for each of the 4 lines, and three group entries - one for VAT code A with no customer VAT, one for VAT code A with customer VAT, and one for VAT code B. The net extended amounts and VAT basis amounts for the group entry lines are added together.

- If the VAT on advance payment flag for the Billing Business Unit is yes *(Y)* and the line type is Deposit *(DEP)*, Deposit Applied *(DAPP)*, or Deposit Refunded *(DREF)*, sets the VAT calculation type (VAT_CALC_TYPE) to Inclusive *(I)*.

- If the line type is Deposit Refund Fee (DRFF), sets the VAT Calculation Type (VAT_CALC_TYPE) to Inclusive *(I)*.

- Deselects the RETURN_CD field in the application engine cache record.

- Calls process FS_VATCALC to perform the actual VAT calculations.

  For lines with calculation type of inclusive, the line's extended amount is reduced by the calculated VAT amount.

  The RETURN_CD field is set by the program, based on the outcome of the tax calculation. If no errors occur, the program sets the field to 0; otherwise, it sets the field to 1. FS_VATCALC also calculates the VAT base currency amounts for noncredit lines.

- Checks the RETURN_CD field to determine whether it is set to *1*.

  If the field is set to *1*, the process sets the ERROR_TYPE field in the cache record to *ERR*, which causes the process to terminate abnormally. This error occurs only if a problem exists with the table VAT_CALC_TAO, the tax tables TAX_CD, or TAX_AUTHORITY. These three tables are the only tables accessed by the VAT calculation modules.

- Calls process BIPVAT10 to adjust the calculated amounts that are 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 that is being processed.

  If the TAX_VAT_FLG is set to *Y*, then 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*, then the process calculates sales and use taxes on the net extended amount only. These calculations occur in application engine step TXTBL10.

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Note. Fully paid invoices and invoices paid with corporate vouchers are not processed for VAT.

Printing Documents with VAT

This section discusses how to:

- Print VAT treatment messages.
- Print line VAT information.

Note. The placement of VAT information messages varies only on SQR invoices. For BI Publisher invoices, they are always printed at the end of the invoice.

Printing VAT Treatment Messages

To specify the placement of VAT treatment messages, access the Invoice Formatting Options - VAT Treatment Msg page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options, VAT Treatment Msg).

See Also

Chapter 4, "Structuring Bills," Specifying VAT Information Print Options, page 70

Printing Line VAT Information

To specify the placement of line VAT information, access the Invoice Formatting Options - Discounts, Surcharges, Taxes page (Set Up Financials/Supply Chain, Product Related, Billing, Setup Invoice Options, Invoice Formatting Options - Discounts, Surcharges, Taxes).

PeopleSoft Billing uses the Amounts in Reporting Currency option that is specified for the VAT Entity Registration driver on the VAT Defaults Setup page to determine whether 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 that are printed in the base currency. In most cases, the reporting currency that is 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 that is being printed.

Note. Customer VAT amount is not printed in VAT reporting currency.

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See Also

Chapter 4, "Structuring Bills," Specifying VAT Information Print Options, page 70

Chapter 4, "Structuring Bills," Setting Up Discount, Surcharge, and Tax Print Options, page 67

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with 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 are tracked, accounted for, and reported separately from VAT amounts that are related to regular invoices and invoice lines.

When you make bill adjustments, the system does not supply the declaration date. The system sets the declaration date source to invoice, except in cases in which the declaration point is set to payment. In this instance, the declaration date source is set to not applicable.

When you make adjustments to recurring bills, the system copies all new VAT values in BI_HDR_VAT exactly as they are 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. You cannot modify or reset VAT default information on credit invoices and credit invoice lines.

See Also

Chapter 33, "Adjusting Bills," page 717

Passing VAT Entries to PeopleSoft Receivables

This section provides an overview of Receivables interface tables and VAT account types and discusses how to:

- Review an example of VAT entries.
- Review a second example of VAT entries.
- Pass the VAT declaration point to PeopleSoft Receivables.
- Pass a VAT transaction with no VAT code.
- Pass credit line VAT reporting and ChartField source locations.

Note. VAT reverse charge amounts will not be passed to PeopleSoft Receivables.

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Understanding the Receivables Interface Tables

The Load AR Pending Items process (BILDAR01) inserts entries into the following tables:

PENDING_ITEM_FS Contains information about each new pending item that is created from a billing invoice.

PENDING_DST_FS Contains any associated PeopleSoft Receivables accounting entries that are 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 are 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 grouped by VAT location country and state of the buyer, VAT location country and state of the seller, where-service-performed country and state, and services-place-of-supply country and state.

Understanding VAT Account Types

Billing passes the following VAT account types to Receivables for the lines referred to in the right column of this table:

VO Most lines with a VAT declaration point of *invoice,accounting date,* or *delivery.*

VOAP Deposit-related lines (DEP, DAPP, and DREF) with a VAT declaration point of *invoice,accounting date,* or *delivery.*

VOC Credit or adjustment lines. Deposit refund lines (DREF) with a VAT declaration point of *payment.*

VOI Most lines, including deposit-applied lines (DAPP), with a VAT declaration point of *payment.*

VONT Lines that are exempt or outside of scope of VAT.

VORE Asset Management lines with a VAT declaration point of *invoice, accounting date,* or *delivery.*

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See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT," VAT Environment Setup

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 and VAT calculation type is inclusive.

Program Parameters

Consider the following program parameters:

- Invoice with an early payment discount of five 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.

Here are the amounts as they appear on invoice:

- Pretax amount = 130 EUR.
- VAT amount total = 17 EUR.

Here is the VAT invoice summary:

- VAT A = 9 EUR. VAT B = 8 EUR (displayed on summary page).
- Total invoice amount = 147 EUR.

When Header Is AR Open Item

After you define the 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	147 EUR

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Open Item One in PENDING_ITEM_FS	*Amount*
#user_amt1	130 EUR (pretax amount)
#item_line	0
VAT Basis Amount	130 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 Percent*
A	Goods	(From Lines 1 and 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. It is assumed that both lines for Goods with VAT Code A have the same transaction type and VAT treatment. If this is not the case, those categories have separate entries in this table.

The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS, assuming that AR distribution options are line level:

Invoice Line Number/Type of Entry	*Line Amount*
Line 1/AR ChartField	44 EUR (Net + VAT)

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Invoice Line Number/Type of Entry	*Line Amount*
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 that AR distribution options are header level:

Invoice Line Number/Type of Entry	*Line Amount*
Line 0/AR ChartField (Receivables from header).	147 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 define the AR Level on the Installation Options - Billing - GL/AR Options page as line is AR open item:

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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 Percent*
A	Goods	(From Line 1)	4 EUR	40.00 EUR	10

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS assuming AR distributions options are line level:

Invoice Line Number/Type of Entry	*Line Amount*
Line 1/AR ChartFields	44 EUR
Line 1/VAT Distribution ChartFields	–4 EUR

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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 Percent*
B	Goods	(From Line 2)	8 EUR	40.00 EUR	20

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS assuming that AR distributions options are line level:

Line Number from Invoice/Type of Entry	*Amount*
Line 2/AR ChartFields	48 EUR
Line 2/VAT Distribution ChartFields	–8 EUR

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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 Percent*
A	Goods	(From Line 3)	2 EUR	20.00 EUR	10

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS assuming AR distributions options are line level:

Invoice Line Number/Type of Entry	*Line Amount*
Line 3/AR ChartFields	22 EUR
Line 3/VAT Distribution ChartFields	–2 EUR

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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 Percent*
A	Services	(From Line 4)	3 EUR	30.00 EUR	10

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS assuming AR distributions options are line level:

Invoice Line Number/Type of Entry	*Line Amount*
Line 4/AR ChartFields	33 EUR
Line 4/VAT Distribution ChartFields	–3EUR

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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 type is inclusive, VAT calculation method is set to net, and an early payment discount is applied prior to calculating VAT.

Program Parameters

Consider the following program parameters:

- Invoice with an early payment discount of five 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

Here are the amounts as they appear on the invoice:

- Pretax amount = 130 EUR.
- VAT amount total = 16.15 EUR.

Here is the VAT invoice summary:

- VAT A = 8.55 EUR.
- VAT B = 7.60 EUR (appears on summary page).
- Total invoice amount = 146.15 EUR.

When Header Is AR Open Item

When you define the 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

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Open Item One in PENDING_ITEM_FS	*Amount*
#user_amt1	130 EUR (pretax amount)
#item_line	0
VAT Basis Amount	123.50 EUR
VAT Amount	16.15 EUR
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 Percent*
A	Goods	(From Lines 1 and 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. It is assumed that both lines for Goods with VAT Code A have the same transaction type and VAT treatment. If this is not the case, those categories have separate entries in this table.

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS assuming that AR distributions options are line level:

Invoice Line Number/Type of Entry	*Line Amount*
Line 1/AR ChartFields	43.80 EUR

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Invoice Line Number/Type of Entry	*Line Amount*
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
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 that AR distribution options are 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 define the AR level on the Installation Options - Billing - GL/AR Options page as line is AR open item:

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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
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 Percent*
A	Goods	(From Line 1)	3.80 EUR	38 EUR	10

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

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

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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
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 Percent*
B	Goods	(From Line 2)	7.60 EUR	38 EUR	20

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS assuming that AR distribution options are 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

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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
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 Percent*
A	Goods	(From Line 3)	1.90 EUR	19 EUR	10

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS assuming AR distribution options are 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

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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
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 Percent*
A	Services	(From Line 4)	2.85 EUR	28.50 EUR	10

Note. The system does not 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, delivery, or accounting date and the recalculation option is disabled.

Entries in PENDING_DST_FS assuming that AR distribution options are 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

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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 the VAT_AMT_I and VAT_AMT_BASE_I in the PENDING_VAT_FS table.

When the declaration point is set to invoice, delivery, or accounting date the interface uses VAT_AMT and VAT_AMT_BASE.

When the declaration point is set to accounting date and PeopleSoft Billing is configured so that PeopleSoft Receivables creates the accounting entries, the interface supplies the VAT declaration date with null. When Billing creates the accounting entries, the interface supplies the VAT declaration date with the accounting date.

When the declaration point is set to delivery, the interface also supplies the VAT declaration date in PENDING_VAT_FS with either the delivery date or the date that is entered manually.

When the declaration point is set to invoice, the interface also supplies the VAT declaration date in PENDING_VAT_FS with the invoice date.

When the declaration point is set to payment, the interface supplies the VAT declaration date with null and 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 is no, 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 are used when populating the distribution account type in PENDING_VAT_FS:

- For all noncredit 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 the following:

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- Unique physical nature
- VAT tax code
- VAT percentage
- VAT transaction type
- VAT applicability
- VAT treatment
- VAT location country and state of the buyer
- VAT location country and state of the seller
- Where service performed country and state
- 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 is used as a copy of the value from BI_HDR_VAT.

Second Pass

The second pass uses lines with a line type of ACR and a declaration point that is not equal to P.

These lines are also grouped together based on the following:

- Unique physical nature
- VAT tax code
- VAT percentage
- VAT transaction type
- VAT applicability
- VAT treatment
- VAT location country and state of the buyer
- VAT location country and state of the seller
- Where service performed country and state
- 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 that is used is set to *VOC* regardless of the value that is 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.

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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 that are 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.

Note. VAT reverse charge will not be passed to PeopleSoft General Ledger.

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.

VAT Distribution Account Type field is used as a key in both the tables. The value of the BI_LINE VAT distribution account type is used in the lookups. If required, ChartField inheritance is applied to the ChartFields that are retrieved for the VAT entries to complete the accounting entries.

Note. The Load GL process picks up only VAT lines with nonzero VAT amounts.

See Also

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," page 529

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 to run only the Generate AP Voucher process for InterUnit bills if the installation includes PeopleSoft Payables and you designate that the payables system creates the 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 that is based on VAT treatment code.

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Note. VAT reverse charge information will not be passed to PeopleSoft Payables.

See Also

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," page 529

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Chapter 13

Configuring Invoicing Jobs

This chapter provides overviews of the invoicing processes, the delivered invoicing jobs that contain these processes, direct invoicing jobs, and discusses how to configure and optimize invoicing jobs.

Understanding Invoicing Processes

This section provides an overview of invoice processing and discusses:

- Preprocessing steps.
- Print processing steps.
- Email processes (paperless invoices).
- Retaining Invoice Image.
- Processing Invoice Bursting
- Post-invoicing processing steps.

Overview of Invoice Processing

PeopleSoft Billing generates invoices from the data stored in the Billing tables when an invoicing job is run. The components of an invoicing job can include AE, SQR, and Crystal processes, as well as subjobs. You can configure the invoicing jobs so that all the processes needed to generate an invoice are part of a single job, or you can use separate jobs to divide the invoicing process into logical steps. Likewise, you can configure a single job to generate all types of invoice forms or you can use different jobs for different types of invoice forms.

The typical steps required to generate an invoice are:

- Complete the preprocessing steps:
    - Import billing data through the Billing interface.
    - Set value-added tax (VAT) and tax defaults.
    - Finalize invoice data and set status.

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- Extract invoice data and complete the print processing steps:
  - Extract data to temporary tables.
  - Run print processes for each invoice form.
- Complete physical printing, email notification, and electronic data interchange (EDI) transmittal.
- Complete the post-processing steps:
  - Process credit card payments.
  - Convert currency (if needed).
  - Create accounting entries.

When configuring invoice jobs, you must maintain the proper processing order. The processes and subjobs within a job can be configured to run in series or in parallel. In general, pre- and post-process steps must be run in series, while the processes that print the different types of invoice can be run in parallel.

Preprocessing Steps

Before invoices can be printed, the billing data must be imported (for Interface bills), validated, and finalized.

This table lists the processes, in alphabetical order, used to prepare billing data for invoicing:

Process Name	*Type*	*Prerequisites*	*Notes*
BIIF0001	AE	External sources of billing data must load the Billing interface tables.	Transfer data from the interface tables to the standard Billing tables. BIIF0001 can be run on its own, or as part of a larger job such as in direct or streamlined invoicing. See Chapter 8, "Understanding the Billing Interface Structure," Understanding the Billing Interface Process Main Processing Logic, page 209.
BIIVC000	AE	BIPVAT00 must be run before BIIVC000, if VAT defaulting is required.	Prepare bills for invoicing. No further changes can be made to billing data after the BIIVC000 process is run.
BIPVAT00	AE	Must be run before BIIVC000 for those transactions that are subject to VAT taxation.	Set VAT defaults. See Chapter 12, "Calculating VAT in PeopleSoft Billing," Understanding the Process VAT Defaults Process (BIPVAT00), page 365.
BIRMAADJ	AE	NA	Load RMA (return material authorization) adjustments into the billing interface tables. See *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Managing Returned Material."

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Process Name	Type	Prerequisites	Notes
IN_FUL_CONF	AE	NA	Confirm inventory picking. See *PeopleSoft Inventory 9.1 PeopleBook*, "Picking Inventory."
IN_PUB_MSG	AE	NA	Publish inventory outbound message. See *PeopleSoft Inventory 9.1 PeopleBook*, "Understanding Order Fulfillment Processing."
INS6300	SQR	NA	Load interunit transfer bills into the billing interface tables. See *PeopleSoft Inventory 9.1 PeopleBook*, "Transferring Stock Between Business Units."
INS6500	SQR	NA	Generate inventory packing slips. See *PeopleSoft Inventory 9.1 PeopleBook*, "Understanding Order Fulfillment Processing."
OM_BILL	AE	NA	Load PeopleSoft Order Management bills into the billing interface tables. See *PeopleSoft Order Management 9.1 PeopleBook*, "Billing Orders," Populating Billing.

Finalization Process (BIIVC000)

The Finalization process selects bills that are ready for invoicing and validates and transforms the bill data. The process works in two modes. In *pro forma* mode, the process performs data validations and transformations that are necessary to preview the invoice. In *finalization* mode, the process carries out the same tasks as in pro forma mode and also performs final processing, such as setting the invoice date and status, and processing credit cards. Any number of pro formas can be created for a single bill; however, a bill can be finalized only once.

The Finalization process performs the following tasks (the tasks performed only in finalization mode are noted):

- 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.

  Note. The system does not calculate taxes or VAT for a bill line when the tax timing option for the bill line (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* (Finalization mode only).

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- Updates the invoice date with the appropriate value for the bill, the run control, or the current date (Finalization mode only).

  If you define the invoice date on the run control request page, the system checks if the date is in an open accounting period and issues a warning on the run control request page if the date falls outside of the period that is currently open in PeopleSoft General Ledger.

- Updates the invoice print setting with a status of *Printed* for bills where the invoice form ID specifies a nonprinting form (Finalization mode only).

  (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* (final) instead of *INV* (invoiced) (Finalization mode only).

- Updates the last maintenance user ID and last updated date and time fields (Finalization mode only).

- For invoices in euro-participating currencies, converts the 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 (Finalization mode only).

- Performs the Screen for Denied Parties process (SCM_FSS) as a secondary process if the Financial Sanctions Screening (FSS) is configured to be performed for the Order to Cash.

  See Chapter 3, "Establishing PeopleSoft Billing Business Units," Enabling PeopleSoft Billing Business Units for VAT and FSS, page 32.

  See Chapter 34, "Managing PeopleSoft Billing Utilities," Managing Financial Sanctions Screening for Invoices, page 747.

Note. Use the Message Log page to review the results of this process online.

Platform-Specific Statements in BIIVC000

The ROUND and DATETIME functions differ from platform to platform; therefore, 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.
BIBIIVC000_UPD_BI_HDR	Bill Header multi-column update.
BIBIIVC000_UPD_BI_HDR_VAT	Bill Header VAT multi-column update.
BIBIIVC000_UPD_BI_LINE	Bill Line multi-column update.

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BIBIIVC000_UPD_BI_LINE_TAX	Bill Line Tax multi-column update.
BIBIIVC000_UPD_BI_LINE_EXS_DTL	Bill Line Excise and Sales Tax multi-column update.

Finalization Errors

BIIVC000 validates bill data during pro forma and finalization processing. The following error codes are issued to BI_HDR and BI_LINE for validation and processing errors:

0120	Invalid Tax Code.
0233	Missing or invalid bill currency.
0900	Missing Remit To / Bank Code.
0901	Invalid Invoice Form for Accepgiro.
0902	Invalid Bank CD for Accepgiro.
0903	Invalid Bank Account for Accepgiro.
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 (missing ship-to customer ID).
1111	Invalid Ship To Cust Addr (invalid ship-to customer address).
1112	Invalid HDR Ship To Cust Addr (invalid header ship-to customer address).
1120	Invalid Ship From Bus Unit (invalid ship-from business unit).
1121	Invalid Ship From Bus Unit Loc (invalid ship-from business unit location).
1122	Invalid Ship From Location.
1123	Missing Inventory BU Location (missing Inventory business unit location).
1130	Missing Order Mgmt Bus Unit (missing Order Management business unit).
1131	Invalid Ord Mgmt Bus Unit Loc (invalid Order Management business unit location).

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1132	Invalid Business Unit Loc (invalid business unit location).
1140	Order Accept Address not found.
1141	Order Origin Address not found.
1142	Location Address is incomplete.
1143	Original BU/INV does not exist.
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. (missing active distribution code).
1370	Missing Invoice Date. Rerun the program.
1380	Error calculating Due Dates.
1400	Missing Email ID for Contact.
1410	Contact Not Set up for eBill Payment.
1420	Contact has no row-level security on the Bill-To Customer of the bill.
1430	Email Notification Failed.
2033	Financial sanctions list match.
2040	Invalid Tax Vendor Supplied.
2041	Invalid action supplied.
2042	Ship To address required.
2043	No Geocode found - ShipTo ZIP (no geocode found – ship-to zip code).
2044	Invalid ShipTo Geocode.
2045	No Geocode found - ShipFr ZIP (no geocode found – ship-from zip code).

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2046	Invalid Ship From Geocode.
2047	No Geocode found - Ord Acc ZIP (no geocode found - order acceptance address zip code).
2048	Invalid Ord Accept Geocode (invalid order acceptance geocode).
2050	Error calculating tax.
2051	No Tax Provider Install data.
2052	Tax Vendor Error.
2053	No Tax Vendor Application.
2054	Tax Upgrade Not Run.
2100	Invalid Tax Code.
2110	Interlink Tax Error.
2111	Integration Gateway Error.
2150	Invalid Tax Authority Code.
2160	Incomplete Header VAT Defaults.
2170	Incomplete Line VAT Defaults.
2500	Missing Intrastat NatureOfTxn1 (missing intrastat nature-of-taxation one).
2510	Missing Intrastat NatureOfTxn2 (missing intrastat nature-of-taxation two).
2520	Missing Intrastat Fiscal Regm (missing intrastat fiscal regime).
2600	Missing VAT Reporting Country.
2650	Missing Supply State.
2800	Excise and Sales Tax Defaulting Not Applied.
2810	No Excise, Sales Tax, or VAT Rate Code.
2820	No Excise Tax Rate Details.
2830	No Sales Tax or VAT Rate Details.
2840	Excise and/or Sales Tax Calculation Error.
2850	No Tax Transaction Type.

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2860	Missing Excise Tax Parameter(s).
2870	Missing Sales Tax or VAT Parameter(s).
2880	No Excise Conversion Rate.
3000	Missing EDI Profile.
3100	Document Sequence Error.
3110	Missing DOC TYPE on Billing BU (missing document type on billing business unit).
3500	Missing Currency Rate Type.
3530	Missing Euro exchange rates.

Print Processing Steps

The print processes consist of the data extract process, which copies bill data to temporary extract tables and print processes for generating each type of invoice. There are three types of print processes, which are SQR, Crystal and BI Publisher reports. Each printing process selects bills from the extract tables that meet the requirements for the type of invoice it generates.

The delivered SQR programs combine invoice selection, layout, and formatting in a single, modular program. Most of the SQR programs can generate several forms of invoice within a given layout; however, separate SQR programs are used for consolidated versus nonconsolidated invoices, portrait versus landscape invoices, and summarized versus detailed invoices. Thus one SQR program prints consolidated, portrait, and detailed invoices, while another prints consolidated, landscape, and detailed invoices. Not every combination is available in the delivered SQR programs. For example, summarized invoices are only provided in landscape format.

BI Publisher invoices have two parts:

- An Application Engine program which selects the invoices to process.
- Report definitions, or templates, which define the format and the layout of the invoice

The print processes and queries can be modified to produce tailored invoice forms.

See Chapter 14, "Understanding Invoice Forms," page 449.

This table lists the print process options:

Process Name	*Type*	*Layout*	*Prerequisites*	*Notes*
BI_IVCEXT	AE		BIIVC000	Extracts billing data to the temporary extract tables. BI_IVCEXT must be run before any of the other print processes.
BICA	Crystal	Portrait	BI_IVCEXT	PS/CA Contracts invoice.

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Process Name	*Type*	*Layout*	*Prerequisites*	*Notes*
BICAA	Crystal	Portrait	BI_IVCEXT	PS/CA Contracts invoice with acceptgiro.
BICLSUM	Crystal	Landscape	BI_IVCEXT	Summarization invoice.
BICLSUMC	Crystal	Landscape	BI_IVCEXT	Consolidated summarization invoice.
BIGIVCPN	SQR	Portrait	BI_IVCEXT	Grants invoices.
BIIVCLC	SQR	Landscape	BI_IVCEXT	Consolidated invoices.
BIIVCLN	SQR	Landscape	BI_IVCEXT	Nonconsolidated invoices.
BIIVCPC	SQR	Portrait	BI_IVCEXT	Consolidated invoices.
BIIVCPCA	SQR	Portrait	BI_IVCEXT	Consolidated acceptgiro invoices.
BIIVCPN	SQR	Portrait	BI_IVCEXT	Nonconsolidated invoices.
BIIVCPNA	SQR	Portrait	BI_IVCEXT	Nonconsolidated acceptgiro invoices.
BIPRNC00	Crystal	Landscape	BI_IVCEXT	Generic consolidated invoice.
BIPRNC02	Crystal	Landscape	BI_IVCEXT	PS/OM Order Management invoice.
BIPRNCA0	Crystal	Portrait	BI_IVCEXT	Generic consolidated acceptgiro invoice.
BIPRNCA2	Crystal	Portrait	BI_IVCEXT	Consolidated PS/OM Order Management acceptgiro invoice.
BIPRNT00	Crystal	Portrait	BI_IVCEXT	Generic invoice. Prints header notes at the bottom of the invoice. Prints line notes after the line.
BIPRNT01	Crystal	Landscape	BI_IVCEXT	PS/PC - Project Costing invoice.
BIPRNT02	Crystal	Landscape	BI_IVCEXT	PS/OM - Order Management invoice. This query subtotals (on LINE_TYPE), prints configuration detail, and prints product kit description.
BIPRNTA0	Crystal	Portrait	BI_IVCEXT	Generic acceptgiro invoice.
BIPRNTA2	Crystal	Portrait	BI_IVCEXT	Order Management acceptgiro invoice.
BIPSA01	Crystal	Portrait	BI_IVCEXT	PS/PSA01 - Projects By Employee invoice.
BIPSA02	Crystal	Portrait	BI_IVCEXT	PS/PSA02 - Projects By Activity invoice.
BIPSA03	Crystal	Portrait	BI_IVCEXT	PS/PSA03 - Project Detail invoice.

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Process Name	Type	Layout	Prerequisites	Notes
BIPSAA1	Crystal	Portrait	BI_IVCEXT	PS/PSA01 - Projects By Employee acceptgiro invoice.
BIPSAA2	Crystal	Portrait	BI_IVCEXT	PS/PSA02 - Projects By Activity acceptgiro invoice.
BIPSAA3	Crystal	Portrait	BI_IVCEXT	PS/PSA03 - Project Detail acceptgiro invoice.
BISF108X	SQR	Portrait	BI_IVCEXT	Standard Forms 1080 and 1081.
BISLSUM	SQR	Landscape	BI_IVCEXT	Summarization invoices.
BISLSUMC	SQR	Landscape	BI_IVCEXT	Consolidated summarization invoices.
BI_PRNXPN01	Application Engine (BI Publisher)	Portrait	BI_IVCEXT	Sample BI Publisher invoice.
BIPRNXPC01	Application Engine (BI Publisher)	Portrait	BI_IVCEXT	Sample BI Publisher consolidated invoice.
BI_XPSF103X	Application Engine (BI Publisher)	Portrait	BI_IVCEXT	Standard form 1034/1035 BI Publisher invoice.
BIXCA	BI Publisher	Portrait	BI_IVCEXT	BI Publisher contracts invoice.
BIXCLSUM	BI Publisher	Landscape	BI_IVCEXT	BI Publisher summarization invoice.
BIXCLSUMC	BI Publisher	Landscape	BI_IVCEXT	BI Publisher consolidated summarization invoice.
BIXPRNT00	BI Publisher	Portrait	BI_IVCEXT	BI Publisher generic invoice.
BIXPRNC00	BI Publisher	Landscape	BI_IVCEXT	BI Publisher generic consolidated invoice.
BIXPRNT01	BI Publisher	Landscape	BI_IVCEXT	PS/PC - BI Publisher projects invoice.
BIXPRNT02	BI Publisher	Landscape	BI_IVCEXT	BI Publisher Order Management invoice.
BIXPRNC02	BI Publisher	Landscape	BI_IVCEXT	BI Publisher Order Management consolidated invoice.
BIXPSA01	BI Publisher	Portrait	BI_IVCEXT	BI Publisher project by employee invoice.
BIXPSA02	BI Publisher	Portrait	BI_IVCEXT	PS/PSA02 - BI Publisher projects by activity invoice.

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Process Name	Type	Layout	Prerequisites	Notes
BIXPSA03	BI Publisher	Portrait	BI_IVCEXT	PS/PSA03 - BI Publisher project detail invoice.

Email Processes (Paperless Invoices)

PeopleSoft Billing supports two ways of paperless invoicing, Email Notification and Email invoice as attachment. You can specify the type to use on the invoice media field of the invoice.

The BIIVCEMAIL Email Notification process sends an email to billed customers for invoices that were finalized with an Invoice Media setting of *Email Notification.* You must have the eBill Payment product installed in order to choose this option. The process can be run independently from its own run control page, or it can be incorporated into one or more of the invoicing jobs. If incorporated, the Email Notification process must follow the BIIVC000 finalization process. This process will send an email to the billing contact on the bill. The email will contain a link to the eBill Payment application. When the customer clicks the link, they will be directed to the eBill Payment log in screen. Once logged in, the customer will be able to view and pay the invoice.

Alternatively, you can choose the Email invoice as attachment feature to accomplish paperless invoicing. The BI_XMLPBURST process sends an email to the customer with the invoice attached as a PDF. This feature is available only for BI Publisher invoices. The Review Email Invoice Log component can be used to review the processing results of the email attempts.

See Also

Chapter 34, "Managing PeopleSoft Billing Utilities," Running the Email Notification Process, page 744

Retaining Invoice Image

During the invoice print processing, the system can generate an image of the formatted invoice for permanent storage. The image that is generated is in a PDF file format and is automatically attached to the bill header. The image is viewable from the Bill Summary or Supporting Documentation components. If the eBill Payment product is installed, the image can also be viewed by your customers from the self-service Bill Summary page.

The invoice image is produced by the BI_XMLPBURST program when the invoice is finalized. An image is not retained when a pro forma or a reprint is run for the invoice. This feature is available only for invoices that specify a BI Publisher invoice format. This feature is not available for invoices marked for the following Invoice Media delivery options: *Invoice Notification,EDI* and *Federal Highway File* because a formatted invoice is not produced for these media types.

Processing Invoice Bursting

The PeopleSoft Billing system is able to achieve batch emailing of invoices and retaining invoice images via the bursting feature of BI Publisher. During the Finalize and Print processing of invoices, the BI_XMLPBURST program is run which will generate a PDF file which contains multiple invoices, and break it up into smaller PDF files of one file per invoice. This means that for each distinct invoice, a separate PDF file will be generated.

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The name of the PDF will be a concatenation of Business Unit, Invoice and sequence number. These bursted files are stored in a temporary working directory which is deleted once the processing completes. For Windows, the working directory is specified in the TMP environment variable of the process scheduler. For UNIX environments, the working directory is specified in the PS_FILEDIR environment variable.

The burst program will loop through each bursted file and either email the PDF file, attach the PDF file or both depending on your system settings. If the invoice file is to be emailed, then a row is inserted into an email log table to track the email attempt and the results.

Note. The email invoice as attachment and retain invoice image features do not support the SF1034/1035 BI Publisher invoice.

Post-Invoicing Processing Steps

After you generate a set of invoices, several processes can be run to create accounting entries.

This table lists the Billing post-invoice processes in alphabetical order:

Note. Processes not listed here may be required when finalized invoice data is sent back to integrated applications such as Project Costing and Contracts.

Process Name	*Type*	*Prerequisites*	*Notes*
BICRC000	AE	BIIVC000	Credit card processing.
BICURCNV	AE	BIIVC000 and BICRC000 (when credit card payments are accepted).	Billing currency conversion. ***Warning!*** Do not run the Currency Conversion process concurrently. If you run two Currency Conversion processes at the same time, one or both processes may fail. See Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Understanding the Currency Conversion Process (BICURCNV), page 531.
BIGNAP01	SQR	BIPRELD	Generate AP vouchers.
BILDAR01	SQR	BIPRELD	Load AR pending items.
BILDGL01	SQR	BIPRELD	Load GL interface.
BIPCC000	AE		Billing to PC/CA Interface.
BIPRELD	AE	BICURCNV	Billing preload process.
FS_BP	AE	BILDGL01	Commitment Control Budget Check.

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Understanding the Delivered Invoicing Jobs

The delivered invoicing jobs combine invoicing processes and subjobs to provide a range of options for generating invoices. You should reconfigure the delivered jobs to suit the business needs of your company.

Note. If the Billing Interface process is run as a part of a job, such as Indirect Invoicing, that is initiated by an upstream product, such as OM, then the RANGE_SELECTION_ID field should be added to the Bill By identifier. This field allows the billing processes to identify which transaction needs to be processed.

Note. Subjobs in the Components column are indicated by *emphasized* text.

This table lists the jobs that are provided:

Job Name	*Classification*	*Description*	*Components*
BICPJ00	Print subjob	Print nonconsolidated Crystal invoices	• BIPRNT00 • BIPRNT01 • BIPRNT02 • BIPSA01 • BIPSA02 • BIPSA03 • BICA
BICPJ00C	Print subjob	Print consolidated Crystal invoices	• BIPRNC00 • BIPRNC02
BICPJ10C	Print	Print consolidated SQR invoices	• BI_IVCEXT • *BISPJ00C* • BISLSUMC
BICPJ11C	Print	Print portrait SQR invoices	• BI_IVCEXT • BIIVCPC
BICPJ40C	Print	Print consolidated Crystal invoices	• BI_IVCEXT • *BICPJ00C* • BICLSUMC

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Job Name	*Classification*	*Description*	*Components*
BICPJA00	Print subjob	Print Crystal acceptgiro invoices	• BIPRNTA0 • BIPRNTA2 • BIPSAA1 • BIPSAA2 • BIPSAA3 • BICAA
BICPJA0C	Print subjob	Print consolidated Crystal acceptgiro invoices	• BIPRNCA0 • BIPRNCA2
BIDIRIV2	Interface, preprocess, finalize, and print	Direct invoicing (no post processes) See Chapter 13, "Configuring Invoicing Jobs," The BIDIRIVC Jobs, page 429.	• BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM

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Job Name	Classification	Description	Components
BIDIRIVC	Interface, preprocess, finalize, print, and post process	Direct invoicing See Chapter 13, "Configuring Invoicing Jobs," The BIDIRIVC Jobs, page 429.	• BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • BI_XPSF103X • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BIGIVCPN • BICURCNV • BIPRELD • BILDGL01 • BILDAR01 • BISF108X • BIGNAP01

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Job Name	Classification	Description	Components
BIINIU	Interface, preprocess, finalize, print, and post process	InterUnit inventory transfer See Chapter 13, "Configuring Invoicing Jobs," The BIINIU Job, page 431.	• INS6300 • BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BICURCNV • BIPRELD • BILDAR01 • BILDGL01 • BIGNAP01
BIINIU2	Interface, preprocess, finalize, and print	InterUnit inventory transfer (no Crystal or post processes) See Chapter 13, "Configuring Invoicing Jobs," The BIINIU Job, page 431.	• INS6300 • BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • BISLSUM

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Job Name	Classification	Description	Components
BIINIU3	Interface, preprocess, finalize, print SQR, and post process	InterUnit inventory transfer (No Crystal processes) See Chapter 13, "Configuring Invoicing Jobs," The BIINIU Job, page 431.	• INS6300 • BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • BISLSUM • BICURCNV • BIPRELD • BILDAR01 • BILDGL01 • BIGNAP01
BIJOB01	Finalize and print	Finalize and print SQR, BI Publisher, and Crystal invoices	• BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • BI_XPSF103X • *BICPJ00* • BISLSUM • BICLSUM • BIGIVCPN
BIJOB02	Finalize and print	Finalize and print consolidated SQR, BI Publisher, and Crystal invoices	• BIIVC000 • BI_IVCEXT • *BISPJ00C* • *BIXPJ00C* • *BICPJ00C* • BISLSUMC • BICLSUMC

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Job Name	*Classification*	*Description*	*Components*
BIJOB03	Finalize, print, and post-process	Single action. Print SQR, BI Publisher, Crystal, and acceptgiro invoices	• BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • BI_XPSF103X • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BIGIVCPN • BICURCNV • BIPRELD • BILDGL01 • BILDAR01 • BISF108X • BIGNAP01

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Job Name	*Classification*	*Description*	*Components*
BIJOB03K	Finalize, print, and post-process	Single action. Print SQR, BI Publisher, Crystal, and acceptgiro invoices with commitment control	• BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BIGIVCPN • BICURCNV • BIPRELD • BILDGL01 • FS_BP • BILDAR01 • BISF108X • BIGNAP01
BIJOB04	Finalize, print, and post-process	Single Action. Print consolidated SQR, BI Publisher, Crystal, and acceptgiro invoices	• BIIVC000 • BI_IVCEXT • *BISPJ00C* • *BIXPJ00* • *BICPJ00C* • *BICPJA0C* • BISLSUMC • BICLSUMC • BICURCNV • BIPRELD • BILDGL01 • BILDAR01 • BIGNAP01

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Job Name	Classification	Description	Components
BIJOB04K	Finalize, print, and post-process	Single Action. Print consolidated SQR, BI Publisher, Crystal, and acceptgiro invoices with commitment control	• BIIVC000 • BI_IVCEXT • *BISPJ00C* • *BIXPJ00C* • *BICPJ00C* • *BICPJA0C* • BISLSUMC • BICLSUMC • BICURCNV • BIPRELD • BILDGL01 • FS_BP • BILDAR01 • BIGNAP01
BIJOB05	Post-process	Currency conversion, preload accounting entries, and load AR	• BICURCNV • BIPRELD • BILDAR01
BIJOB06	Post-process	Currency conversion, preload accounting entries, and load GL	• BICURCNV • BIPRELD • BILDGL01
BIJOB06K	Post-process	Currency conversion, preload accounting entries, and load GL with commitment control	• BICURCNV • BIPRELD • BILDGL01 • FS_BP
BIJOB07	Interface and preprocess	Process RMA adjustments through the Billing interface and VAT defaults	• BIRMAADJ • BIIF0001 • BIPVAT00

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Job Name	*Classification*	*Description*	*Components*
BIJOB08	Finalize and print	Single Action. Print SQR, Crystal, and acceptgiro invoices without post-processes	• BIIVC000 • BI_IVCEXT • *BISPJ00* • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BIGIVCPN • BIGNAP01
BIJOB09	Print	Extract and print generic Crystal invoices	• BI_IVCEXT • BIPRNT00 • BICLSUM
BIJOB10	Print	Extract and print Crystal PS/PC invoices	• BI_IVCEXT • BIPRNT01 • BICLSUM
BIJOB11	Print	Extract and print Crystal PS/OM invoices	• BI_IVCEXT • BIPRNT02 • BICLSUM
BIJOB12	Print	Extract and print consolidated Crystal invoices	• BI_IVCEXT • BIPRNC00 • BICLSUMC
BIJOB13	Print	Extract and print consolidated PS/OM invoices	• BI_IVCEXT • BIPRNC02 • BICLSUMC
BIJOB14	Print	Extract and print Crystal PS/CA invoices	• BI_IVCEXT • BICA • BICLSUM

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Job Name	Classification	Description	Components
BIJOB15	Print	Extract and print Crystal PS/PSA01 invoices	• BI_IVCEXT • BIPSA01 • BICLSUM
BIJOB16	Print	Extract and print Crystal PS/PSA02 invoices	• BI_IVCEXT • BIPSA02 • BICLSUM
BIJOB17	Print	Extract and print Crystal PS/PSA03 invoices	• BI_IVCEXT • BIPSA03 • BICLSUM
BIJOB18	Postprocess	Currency conversion and preload accounting entries	• BICURCNV • BIPRELD
BIJOB19	Reprint	Reprint invoices	• BI_IVCEXT • *BISPJ00* • *BIXPJ00* • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BIGIVCPN • BISF108X
BIJOB20	Print	Print portrait SQR invoices	• BI_IVCEXT • BIIVCPN • BISLSUM
BIJOB21	Print	Print portrait consolidated SQR invoices	• BI_IVCEXT • BIIVCPC • BISLSUMC

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Job Name	*Classification*	*Description*	*Components*
BIJOB22	Print	Print landscape SQR invoices	• BI_IVCEXT • BIIVCLN • BISLSUM
BIJOB23	Print	Print landscape consolidated SQR invoices	• BI_IVCEXT • BIIVCLC • BISLSUMC
BIJOB24	Print	Print BI Publisher invoices for eBill Payment	• BI_IVCEXT • BI_PRNXPN01
BIJOB25	Print	Print BI Publisher consolidated invoices for eBill Payment	• BI_IVCEXT • BI_PRNXPC01
BIJOB26	Print	Print SF 1034/1035 BI Publisher invoices for eBill Payment	• BI_IVCEXT • BI_XPSF103X
BIJOB27	Print	Print BI Publisher PS/CA invoice	• BI_IVCEXT • BIXCA
BIJOB30	Print	Print BI Publisher invoice	• BI_IVCEXT • BIXPRNT00
BIJOB31	Print	Print BI Publisher consolidated invoice	• BI_IVCEXT • BIXPRNC00
BIJOB32	Print	Print BI Publisher PS/PC invoice	• BI_IVCEXT • BIXPRNT01
BIJOB33	Print	Print BI Publisher PS/OM invoice	• BI_IVCEXT • BIXPRNT02
BIJOB34	Print	Print BI Publisher PS/OM consolidated invoice	• BI_IVCEXT • BIXPRNC02

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Job Name	*Classification*	*Description*	*Components*
BIJOB35	Print	Print BI Publisher PSA01 invoice	• BI_IVCEXT • BIXPSA01
BIJOB36	Print	Print BI Publisher PSA02 invoice	• BI_IVCEXT • BIXPSA02
BIJOB37	Print	Print BI Publisher PSA03 Invoice	• BI_IVCEXT • BIXPSA03
BIJOB50	Finalize, print, and post-process	Single Action. Print Project Costing and Contracts invoices	• BIGMLOC • BIIVC000 • BI_IVCEXT • *BISPJ00* • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BICURCNV • BIPRELD • BILDGL01 • BILDAR01 • BIGNAP01
BIJOB51	Finalize and print	Finalize and print Crystal invoices	• BIIVC000 • BI_IVCEXT • *BICPJ00* • *BICPJA00* • BICLSUM

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Job Name	*Classification*	*Description*	*Components*
BIJOB52	Finalize and print	Finalize and print consolidated Crystal invoices	• BIIVC000 • BI_IVCEXT • *BICPJ00C* • *BICPJA0C* • BICLSUMC
BIJOBI01	Interface and preprocess	Process Billing interface and VAT Defaults	• BIIF0001 • BIPVAT00
BIJOBP01	Pro forma	Print pro formas	• BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BIGIVCPN • BISF108X
BIJOBP02	Pro forma	Print consolidated pro formas	• BIIVC000 • BI_IVCEXT • *BISPJ00C* • *BIXPJ00C* • *BICPJ00C* • BISLSUMC • BICLSUMC

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Job Name	*Classification*	*Description*	*Components*
BIJOBP03	Pro forma	Print pro forma **Note.** To run BIPJOB03, click the Proforma button on the online bill entry pages.	• BIIVC100 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • BI_XPSF103X • *BICPJ00* • BISLSUM • BICLSUM • BIGIVCPN • BISF108X
BIJOBP51	Pro forma	Print Crystal pro formas	• BIIVC000 • BI_IVCEXT • *BICPJ00* • *BICPJA00* • BICLSUM
BIJOBP52	Pro forma	Print consolidated Crystal pro formas	• BIIVC000 • BI_IVCEXT • *BICPJ00C* • *BICPJA0C* • BICLSUMC
BIPJ10	Print	Print/SQR invoices	• BI_IVCEXT • *BISPJ00* • BISLSUM
BIPJ11	Print	Print portrait SQR invoices	• BI_IVCEXT • BIIVCPN

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Job Name	*Classification*	*Description*	*Components*
BIPJ20	Print	Print Grants SQR invoices	• BI_IVCEXT • BIGIVCPN • BISLSUM
BIPJ30	Print	Print SQR SF1080/81 forms	• BI_IVCEXT • BISF108X • BISLSUM
BIPJ40	Print	Print Crystal invoices	• BI_IVCEXT • *BICPJ00* • *BICPJA00* • BICLSUM
BIPJ50	Print	Print BI Publisher invoices	• BI_IVCEXT • BI_PRNXPN01
BISPJ00	Print subjob	Print SQR invoices	• BIIVCPN • BIIVCLN • BIIVCPNA
BISPJ00C	Print subjob	Print SQR invoices	• BIIVCPC • BIIVCLC • BIIVCPCA
BIXPJ00C	Print	Print BI Publisher consolidated invoices	• BI_IVCEXT • BI_PRNXPC01

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Job Name	Classification	Description	Components
DIRAUTO	Interface, preprocess, finalize, print, and post-process	Print Order Management Direct Invoicing invoices with automatic approval See Chapter 13, "Configuring Invoicing Jobs," The DIRAUTO Job, page 434.	• IN_FUL_CONF • INS6500 • IN_PUB_MSG • OM_BILL • INS6300 • BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • *BICPJ00* • BISLSUM • BICLSUM • BICURCNV • BIPRELD • BILDAR01 • BILDGL01 • BIGNAP01
DIRCTIV2	Interface, preprocess, finalize, and print	Print Order Management Direct Invoicing invoices (no post-processes) See Chapter 13, "Configuring Invoicing Jobs," The DIRCTIVC Job, page 426.	• OM_BILL • BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • *BICPJ00* • BISLSUM

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Job Name	Classification	Description	Components
DIRCTIV3	Interface, preprocess, finalize, print SQR, and post-process	Print Order Management Direct Invoicing invoices (no Crystal processes) See Chapter 13, "Configuring Invoicing Jobs," The DIRCTIVC Job, page 426.	• OM_BILL • BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • BISLSUM • BICURCNV • BIPRELD • BILDAR01 • BILDGL01 • BIGNAP01
DIRCTIVC	Interface, preprocess, finalize, print, and post-process	Print Order Management Direct Invoicing invoices See Chapter 13, "Configuring Invoicing Jobs," The DIRCTIVC Job, page 426.	• OM_BILL • BIIF0001 • BIPVAT00 • BIIVC000 • BI_IVCEXT • *BISPJ00* • *BIXPJ00* • *BICPJ00* • *BICPJA00* • BISLSUM • BICLSUM • BICURCNV • BIPRELD • BILDAR01 • BILDGL01 • BIGNAP01

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Understanding the Direct Invoicing Jobs

Direct invoicing jobs streamline the billing process by combining several steps in the collection and processing of billing activity from other source systems. 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.

This section discusses the details of:

- The DIRCTIVC job.
- The BIDIRIVC jobs.
- The BIINIU job.
- The DIRAUTO job.

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. The DIRCTIV2 job is similar to DIRCTIVC, but it contains no Crystal or post-invoicing processes. Likewise, the DIRCTIV3 job contains no Crystal processes, but it does contain post-invoicing processes.

This table lists all of the processes that are part of the DIRCTIVC job used in PeopleSoft Inventory:

Process	***What Is Selected Now?***	***What Should Be Processed Later?***
OM Billing Interface (OM_BILL)	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 *RDY* (ready).	All activity for INTFC ID with errors.

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Process	*What Is Selected Now?*	*What Should Be Processed Later?*
VAT Defaulting (value-added tax) (BIPVAT00)	Applies defaults at the bill header and line levels for VAT fields. Selects all VAT bills with range selection ID specified by the direct invoicing job and with Defaults Applied = *No.* Status changes from *RDY* to *HLD* if defaulting fails. Defaults applied change to *Yes* 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 (BIIVC000)	All bills for range selection ID with direct invoice option *On.* Status changes to: • *FNL:* If paid by credit card. • *INV:* If not paid by credit card.	All bills for range selection ID with direct invoice option *Off.* The status of activity not selected remains *RDY.* Any bills for the range selection ID that were found to have errors. Any pending credit card transactions that were created.
Invoice Extract Process (BI_IVCEXT)	Selects all printable bills with range selection ID specified by the direct invoicing job. All printable bills will be extracted into the billing extract tables. This process also prepares the run control records for the SQR, Crystal and BI Publisher invoice print process.	
Invoice Printing (BISPJ00, BIXPJ00, BICPJ00, BICPJA00, BISLSUM, BICLSUM)	All printable bills extracted by the Invoice Extract process. The system prints these bills using one of several processes, depending on the invoice form. All bills get marked as printed and get assigned a print date. All bills that are marked for Email invoice as attachment will be emailed by the BI_XMLPBURST process and will get marked as email sent. Also, the invoice image is attached to the bill header by the BI_XMLPBURST process for bills that are marked for retain invoice image.	

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Process	*What Is Selected Now?*	*What Should Be Processed Later?*
Billing Currency Conversion (BICURCNV)	All bills for range selection ID with a status of *FNL* or *INV*. 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 *Off*.
Pre-Load (BIPRELD)	All bills for range selection ID with a status *INV* and which have completed currency conversion.	All bills for range selection ID with status *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.
Load Receivables (BILDAR01)	All bills for range selection ID with a status *INV* 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 *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.
Load General Ledger (BILDGL01)	All bills for range selection ID with status *INV* 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 *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.
Generate AP Voucher (BIGNAP01)	All bills for range selection ID with status *INV* and which have completed currency conversion.	All bills for range selection ID with status *RDY* or *FNL*. 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.

See Also

PeopleSoft Inventory 9.1 PeopleBook, "Shipping Inventory"

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The BIDIRIVC Jobs

The BIDIRIVC and BIDIRIV2 jobs carry out the Billing portion of the Projects and Contracts to Billing interface process. These jobs are normally called from the CA_BI_INTFC job as part of the larger process of moving bill data from Projects and Contracts to Billing and back. The BIDIRV2 job is identical to the BIDIRIVC job, except that it contains no post-invoicing processes.

This table lists all of the processes that are part of the BIDIRIVC and BIDIRIV2 jobs used in Contracts and Project Costing:

Process	***What Is Selected Now?***	***What Should Be Processed Later?***
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 *RDY* (ready).	All activity for INTFC ID with errors.
VAT Defaulting (BIPVAT00)	Applies defaults at the bill header and line levels for VAT fields. Selects all of the VAT bills with Defaults Applied = *No.* Status changes from *RDY* to *HLD* if defaulting fails. Defaults applied changes to *Yes* 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 (BIIVC000)	All bills for range selection ID with direct invoice option *On.* Status is changes to: • *FNL:* If paid by credit card. • *INV:* If not paid by credit card.	All bills for range selection ID with direct invoice option *Off.* The status of activity not selected remains *RDY.* Any bills for the range selection ID that were found to have errors. Need to process any pending credit card transactions that were created.

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Process	*What Is Selected Now?*	*What Should Be Processed Later?*
Invoice Extract Process (BI_IVCEXT)	Selects all printable bills with range selection ID specified by the direct invoicing job. All printable bills will be extracted into the Billing extract tables. This process also prepares the run control records for the SQR, Crystal, and BI Publisher invoice print processes.	
Invoice Printing (BISPJ00, BICPJ00, BICPJA00, BISLSUM, BICLSUM, BIGIVCPN, BIXPJ00)	All printed bills extracted by the Invoice Extract process. The system prints these bills using one of several processes, depending on the invoice form. All bills get marked as printed and get assigned a print date. All bills that are marked for Email invoice as attachment will be emailed by the BI_XMLPBURST process and will get marked as email sent. Also, the invoice image is attached to the bill header by the BI_XMLPBURST process for bills that are marked for retain invoice image.	
Billing Currency Conversion (BICURCNV)	All bills for range selection ID with a status of *FNL* or *INV*. 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 *Off*.
Pre-Load (BIPRELD)	All bills for range selection ID with a status *INV* and which have completed currency conversion.	All bills for range selection ID with status *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.

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Process	*What Is Selected Now?*	*What Should Be Processed Later?*
Load Receivables (BILDAR01)	All bills for range selection ID with a status *INV* 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 *RDY* or *FNL*. All bills for range selection ID with invoice and currency conversion errors.
Load General Ledger (BILDGL01)	All bills for range selection ID with status *INV* 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 *RDY* or *FNL*. All bills for range selection ID with invoice and currency conversion errors.
BISF108X	Print Standard forms 1080 and 1080X.	
Generate AP Voucher (BIGNAP01)	All bills for range selection ID with status *INV* and which have completed currency conversion.	All bills for range selection ID with status *RDY* or *FNL*. All bills for range selection ID with invoice and currency conversion errors.

See Also

Chapter 27, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," page 641

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

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 (IN_DEMAND) and loads that information into the PeopleSoft Billing Interface table (INTFC_BI). Once this information is within PeopleSoft Billing, it is ready for subsequent processing. The BIINIU2 job is similar to BIINIU, but contains only SQR print processing and no post-invoicing processes. Likewise, the BIINIU3 job contains only SQR print processes, but does contain the post-invoicing processes.

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.

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Note. All shipment activity for a shipping identifier is loaded to PeopleSoft Billing even if the direct invoice option is not selected.

This table lists all of the processes that are part of the BIINIU job used in PeopleSoft Inventory:

Process	*What Is Selected Now?*	*What Should Be Processed Later?*
Transfer Order Billing Load (INS6300)	All activity for ship ID.	Nothing.
Billing Interface (BIIF0001)	All activity for INTFC ID. For intercompany transfers with direct invoicing selected at the customer level, the Billing Interface process creates bills in *RDY* 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: *New*, *Pending*, or *Hold.*	All activity for INTFC ID with errors.
VAT Defaulting (BIPVAT00)	Applies defaults at the bill header and line levels for VAT fields. Selects all VAT bills with Defaults Applied = *No.* Status changes from *RDY* to *HLD* if defaulting fails. Defaults applied change to *Yes* 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 (BIIVC000)	All bills for range selection ID with direct invoice option *On.* Status is changes to: • *FNL:* If paid by credit card. • *INV:* If not paid by credit card.	All bills for range selection ID with direct invoice option *Off.* The status of activity is *RDY.* Any bills for the range selection ID that were found to have errors. Any pending credit card transactions that were created.

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Process	*What Is Selected Now?*	*What Should Be Processed Later?*
Invoice Extract Process (BI_IVCEXT)	Selects all printable bills with range selection ID specified by the direct invoicing job. All printable bills will be extracted into the Billing extract tables. This process also prepares the run control records for the SQR, Crystal, and BI Publisher invoice print processes.	
Invoice Printing (BISPJ00, BICPJ00, BICPJA00, BISLSUM, BICLSUM, BIXPJ00)	All printed bills extracted by the Invoice Extract process. The system prints these bills using one of several processes, depending on the invoice form. All bills get marked as printed and get assigned a print date. All bills that are marked for Email invoice as attachment will be emailed by the BI_XMLPBURST process and will get marked as email sent. Also, the invoice image is attached to the bill header by the BI_XMLPBURST process for bills that are marked for retain invoice image.	
Billing Currency Conversion (BICURCNV)	All bills for range selection ID with a status of *FNL* or *INV*. 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 *Off*.
Pre-Load (BIPRELD)	All bills for range selection ID with a status *INV* and which have completed currency conversion.	All bills for range selection ID with status *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.

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Process	*What Is Selected Now?*	*What Should Be Processed Later?*
Load Receivables (BILDAR01)	All bills for range selection ID with a status *INV* 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 *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.
Load General Ledger (BILDGL01)	All bills for range selection ID with status *INV* 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 *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.
Generate AP Voucher (BIGNAP01)	All bills for range selection ID with status *INV* and which have completed currency conversion.	All bills for range selection ID with status *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.

See Also

PeopleSoft Inventory 9.1 PeopleBook, "Shipping Inventory"

PeopleSoft Inventory 9.1 PeopleBook, "Transferring Stock Between Business Units"

PeopleSoft Inventory 9.1 PeopleBook, "Creating Orders for Fulfillment"

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.

This table lists all of the processes that are part of the DIRAUTO job used in PeopleSoft Inventory:

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Process	*What IS Selected Now?*	*What Should Be Processed Later?*
Picking Confirmation (IN_FUL_CONF)	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 shipped automatically.
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.
OM Billing Interface (OM_BILL)	All lines originating from the PeopleSoft Order Management system that were depleted in the depletion step.	Nothing.
Transfer Order Billing Load (INS6300)	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 *RDY* (ready).	All activity for INTFC_ID with errors.
VAT Defaulting (BIPVAT00)	Applies defaults at the bill header and line levels for VAT fields. Selects all VAT bills with Defaults Applied = *No.* Status changes from *RDY* to *HLD* if defaulting fails. Defaults applied change to *Yes* 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.

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Process	*What IS Selected Now?*	*What Should Be Processed Later?*
Invoice Finalization (BIIVC000)	All bills for range selection ID with direct invoice option *On.* Status changes to: • *FNL:* If paid by credit card. • *INV:* If not paid by credit card.	All bills for range selection ID with direct invoice option *Off.* The status of activity is *RDY.* Any bills for the range selection ID that were found to have errors. Any pending credit card transactions that were created.
Invoice Extract Process (BI_IVCEXT)	Selects all printable bills with range selection ID specified by the direct invoicing job. All printable bills will be extracted into the Billing extract tables. This process also prepares the run control records for the SQR, Crystal, and BI Publisher invoice print processes.	
Invoice Printing (BISPJ00, BICPJ00, BISLSUM, BICLSUM, BIXPJ00)	All printed bills extracted by the Invoice Extract process. The system prints these bills using one of several processes, depending on the invoice form. All bills get marked as printed and get assigned a print date. All bills that are marked for Email invoice as attachment will be emailed by the BI_XMLPBURST process and will get marked as email sent. Also, the invoice image is attached to the bill header by the BI_XMLPBURST process for bills that are marked for retain invoice image.	
Billing Currency Conversion (BICURCNV)	All bills for range selection ID with a status of *FNL* or *INV.* 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 *Off.*

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Process	*What IS Selected Now?*	*What Should Be Processed Later?*
Pre-Load (BIPRELD)	All bills for range selection ID with a status *INV* and which have completed currency conversion.	All bills for range selection ID with status *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.
Load Receivables (BILDAR01)	All bills for range selection ID with a status *INV* 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 *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.
Load General Ledger (BILDGL01)	All bills for range selection ID with status *INV* 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 *RDY* or *FNL*. All bills for ship ID with invoice and currency conversion errors.
Generate AP Voucher (BIGNAP01)	All bills for range selection ID with status *INV* and which have completed currency conversion.	All bills for range selection ID with status *RDY* or *FNL*. All bills for Ship ID with invoice and currency conversion errors.

See Also

PeopleSoft Inventory 9.1 PeopleBook, "Shipping Inventory"

PeopleSoft Inventory 9.1 PeopleBook, "Creating Shipping Documentation"

PeopleSoft Inventory 9.1 PeopleBook, "Understanding Order Fulfillment Processing," Configuration of Order Fulfillment

Spreadsheet Invoice Import

This section provides an overview of spreadsheet invoice import, lists prerequisites, and discusses how to:

- Configure spreadsheet invoices.
- Set up spreadsheet invoice import.
- Enter spreadsheet invoices.

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- Post an invoice.
- Review the posted data.
- Run the billing interface process.
- Correct data errors.

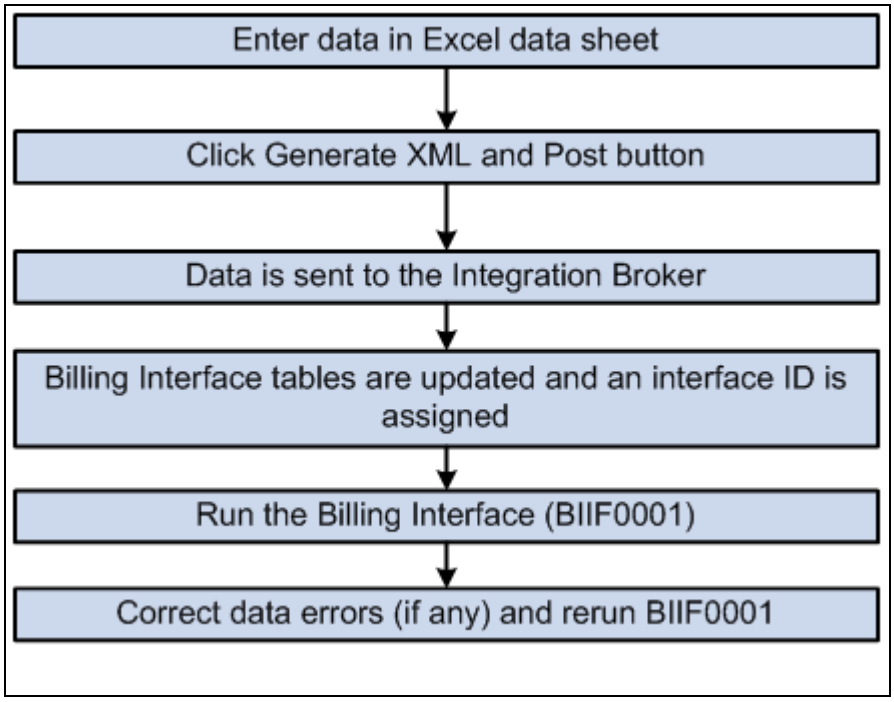
Understanding Spreadsheet Invoice Import

The Spreadsheet Import to Billing Interface is used to enter invoice data in a worksheet format and have an xml file generated automatically. The xml file can be posted into the PeopleSoft Billing Interface tables via Integration Broker or it can be used with a third-party application.

The worksheet can be personalized to display only the specific fields needed for data entry.

Process Flow

The following diagram illustrates the process flow to create an invoice:



Process flow

Prerequisites

Before you can enter and import spreadsheet invoice, you must:

- Copy the Excel workbook to a folder on your workstation.
- Set up your Microsoft Excel to accept macros.

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- Configure Integration Broker and Excel workbook.
- Use Microsoft Office Excel 2007 version or higher.

Pages Used for Configuring and Editing Spreadsheet Invoices

Page Name	*Definition Name*	*Navigation*	*Usage*
Quick Configuration	PTIB_ADMIN	PeopleTools, Integration Broker, Configuration, Quick Configuration	Displays the information on the gateway and the domains.
Nodes	IB_NODE	PeopleTools, Integration Broker, Integration Setup, Nodes	Displays the information on the nodes.
Routings	IB_ROUTINGDEFN	PeopleTools, Integration Broker, Integration Setup, Routings	Displays the routing information.
Service Operations	IB_SERVICE	PeopleTools, Integration Broker, Integration Setup, Service Operations	Displays information on the service operations.
Queues	IB_QUEUEDEFN	PeopleTools, Integration Broker, Integration Setup, Queues	Displays information on the queue definitions.
Review Pending Transactions	INTFC_BI	Billing, Interface Transactions, Review Pending Transactions	Display data for interface transactions in the INTFC_BI table.
Correct Interface Errors	INTFC_BI	Billing, Interface Transaction, Correct Interface Errors	Display data for interface transactions in the INTFC_BI table.

Configuring Spreadsheet Invoices

This section discusses the configurations required for the Excel workbook and the PeopleSoft Integration Broker to communicate with each other.

Configuring the Integration Broker

Follow the given steps to set up the Integration Broker:

1. Access the Quick Configuration page (PeopleTools, Integration Broker, Configuration, Quick Configuration). This page displays the information on the gateway and the domains. Verify a ping is successful by clicking the Ping Gateway button. Ensure that the domains to be used are in the Active status.

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2. Access the Nodes page (PeopleTools, Integration Broker, Integration Setup, Nodes). Display node PSFT_BI_INTFC_XML. Click the Connectors tab. Ping the external and the local node to verify the connection is successful.

3. Access the Routings page (PeopleTools, Integration Broker, Integration Setup, Routings) to activate the BI_INTFC_UPLOAD routing.

4. Access the Service Operations page (PeopleTools, Integration Broker, Integration Setup, Service Operations). Select the Active checkbox on the General tab to activate the Service Operation BI_INTFC_UPLOAD. Set the status as Active on the Handlers tab and verify that the status for the BI_INTFC_UPLOAD service operation is active on the Routings tab.

5. Access the Queues page (PeopleTools, Integration Broker, Integration Setup, Queues). Set the Queue Status to Run for the queue BILLING_INTERFACE_UPLOAD and the save the page.

Configuring the Excel Workbook

An Excel workbook is used for the generation of the XML file that is passed to the Integration Broker. The Excel book is comprised of three worksheets: Template, Data Sheet and Example.

Follow the given steps to set up the Excel workbook:

1. Access the Template sheet in the Excel workbook. Enter the Machine Name and the Integration Gateway. Use PSIGW as the Integration Gateway.

2. Enter PSFT_BI_INTFC_XML as the From Node.

3. Enter the local node of the database as the To Node value.

4. The generated URL field will be automatically populated.

Setting Up Spreadsheet Invoice Import

Access the Spreadsheet Invoice - Template worksheet by clicking the BillingInterfaceExcelUpload.xlsm file delivered with your PeopleSoft products. You set the defaults and set up your invoice spreadsheets for importing into PeopleSoft Billing on the Template worksheet.

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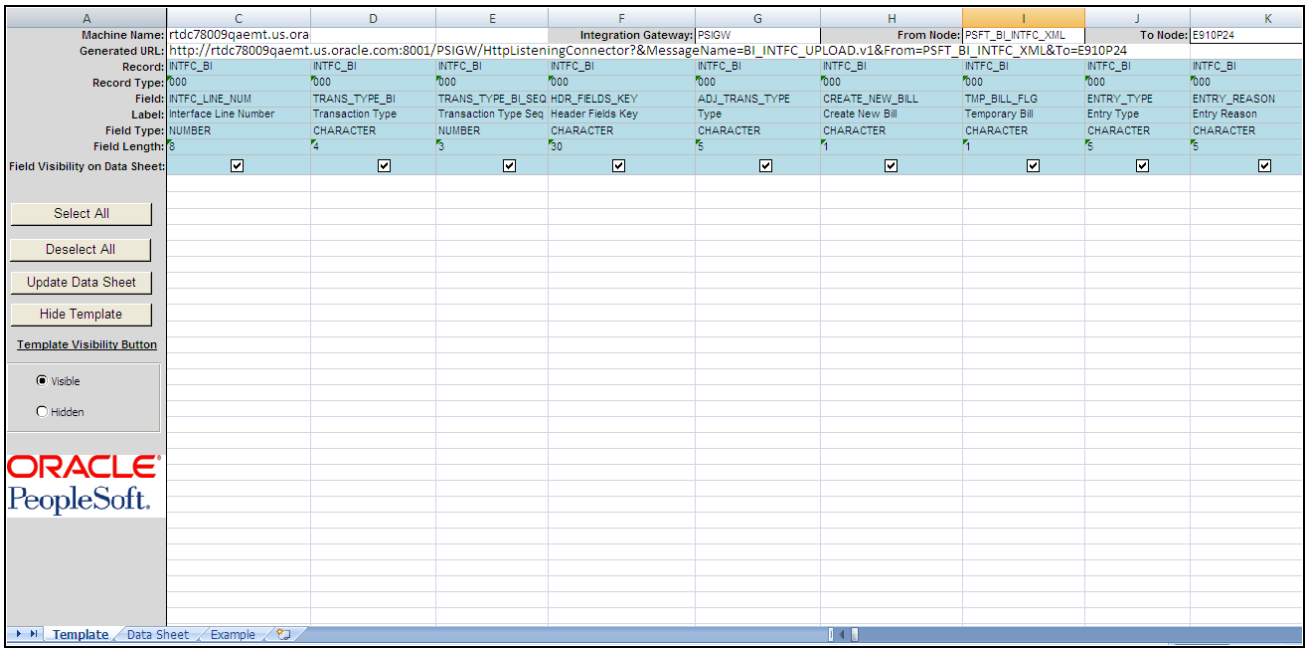

Template worksheet

The Template worksheet in the Spreadsheet Invoice workbook contains all of the available fields that you can use on the Data Sheet worksheet to enter invoice data. However, since customers typically require a subset of fields based on the business requirements and the user role, this sheet can be customized to restrict the visibility of certain fields.

Machine Name, Integration Gateway, From Node, and **To Node**

Enter machine name, integration gateway, from node, and to node. The data entered in these fields creates a URL string.

Note. Oracle delivers the From Node as PSFT_BI_INTFC_XML. The Integration Broker subscribes only to a single default local node. The To Node is the URL for the database that you want to receive the invoice.

Generated URL

Displays the URL generated from the host name, integration gateway, routing alias and node entered. The XML file created is posted to the defined URL.

Record

Displays the Billing Interface table name associated with the field.

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Record Type Displays the record type associated with the field. Values are:

- 000: Billing Interface Information. Record Type 000 (INTFC_BI) is the parent billing interface table used to enter most invoice data. The billing interface information is highlighted in cyan.
- 001: Accounting and Discount/Surcharge Information. Record Type 001 (INTFC_BI_AEDS) is used to enter accounting and discount/surcharge information. The accounting and discount/surcharge fields are highlighted in orange.
- 002: Extended Tax and Address Override Information. Record Type 002 (INTFC_BI2) is used for extended tax information, such as prepaid taxes, ship-to address overrides, and India transactions. The tax and address information are highlighted in green.
- 003: Tax Detail Information. Record Type 003 (INTFC_BI_TAX) is used to report the details of sales and use taxes paid for fully-paid invoices. The tax detail information is highlighted in lilac.
- 004: Excise Tax Detail Information. Record Type 004 (INTFC_BI_EXSD) is used to enter India excise, sales tax, and VAT detail. The excise tax detail information is highlighted in yellow.
- 005: Note and Comments Information. Record Type 005 (INTFC_BI_NOTE) is used to enter the text of nonstandard notes and comments. The notes and comments information is highlighted in pink.
- 006: Additional Bill Header Information. Record Type 006 (INTFC_BI_HDR) is used to enter bill header information for VAT, credit card, AR, and miscellaneous data. The bill header information is highlighted in slate grey.

Field Displays the name of the field.

Label Displays the label of the field.

Field Type Displays the type of the field. Types include Character, Date, and Number.

Field Length Displays the length of the field.

Field Visibility on Data Sheet Selected fields will be visible on the Data Sheet worksheet.

Select All Click this button to select all the fields on the Template sheet. All the check boxes on the Field Visibility on Data Sheet row will be selected.

Deselect All Click this button to deselect all the fields on the Template sheet. All the check boxes on the Field Visibility on Data Sheet row will be deselected. You can also manually select or deselect individual fields based on the requirement.

Update Data Sheet Click to update the Data Sheet worksheet with the selected fields.

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Hide Template	Select to hide the Template worksheet. The Template Visibility Button also acts in union with the Hide Template button.
Template Visibility	If the Template Visibility Button option is Visible, clicking Hide Template button will hide the template and only the data sheet will be visible. The user can click Display Template from the Data Sheet to redisplay the template. If the Template Visibility Button option is Hidden, clicking Hide Template button will hide the template and only the data sheet will be visible. The user does not have an option to redisplay the template. If the template is visible to the users, they can make changes to the fields available on the data sheet. An administrator should determine which fields are to be available and whether users should be granted access to change those fields if required.

Entering Spreadsheet Invoices

Access the Spreadsheet Invoice - Data Sheet worksheet by clicking the BillingInterfaceExcelUpload.xlsm file delivered with your PeopleSoft products. You use the Data Sheet worksheet to create and import invoice data.

Each row on the sheet can contain an entry for only one table.

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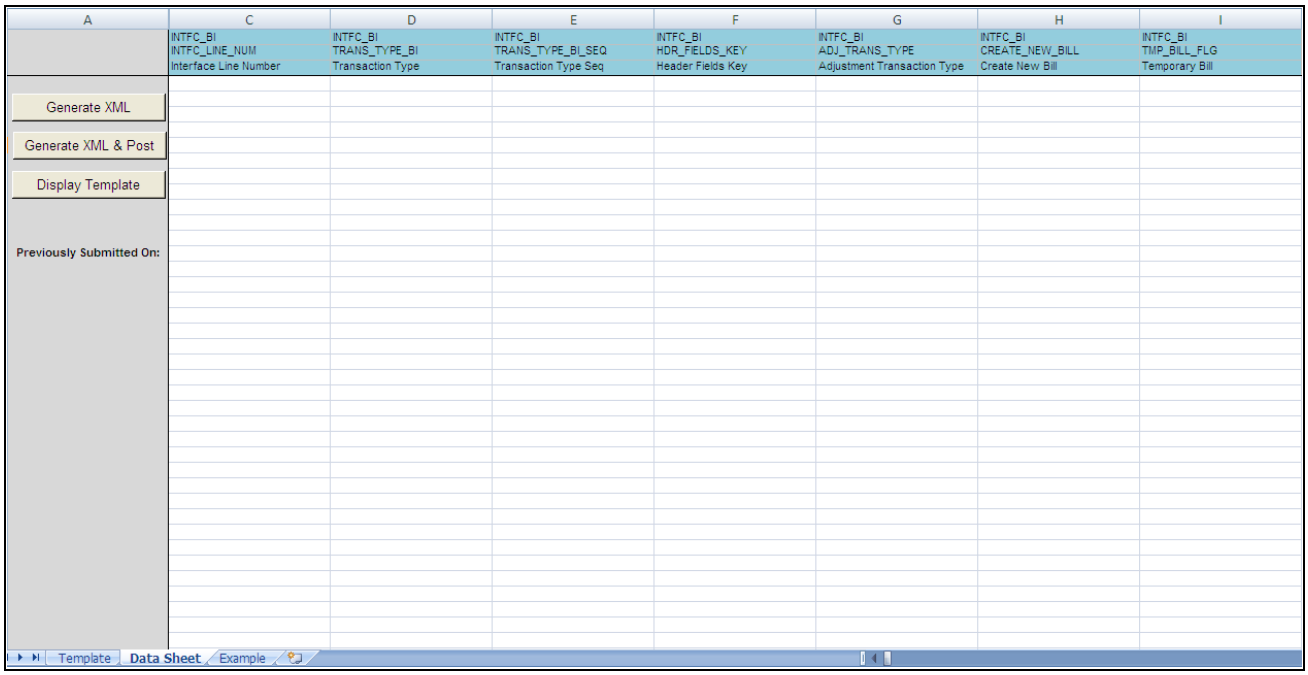

Data Sheet worksheet

Generate XML Click to create an XML file. This XML file can be edited and transferred to the PeopleSoft system via a third-party application. The Excel Save As window appears when you click the Generate XML button. Indicate the file name and the location where you want to save it.

For example, you can write the data to an FTP site and create another process to post the XML file to the URL. When Integration Broker is active, it posts the XML data to the system making the data available for processing by the batch Billing Interface Excel Upload process.

Generate XML & Post Click to create an XML file and post the file to the URL defined in the Template worksheet. The Excel Save As window appears when you click the Generate XML and Post button. Save the XML file to a folder to instantly post the XML file to the URL.

Display Template Click to display the Template sheet if it is hidden. This button is displayed only if the administrator has set the Template Visibility Button option to Visible on the template.

Access the Spreadsheet Invoice - Example worksheet by clicking the BillingInterfaceExcelUpload.xlsm file delivered with your PeopleSoft products. The Example worksheet acts as a guideline for the user on how to enter data.

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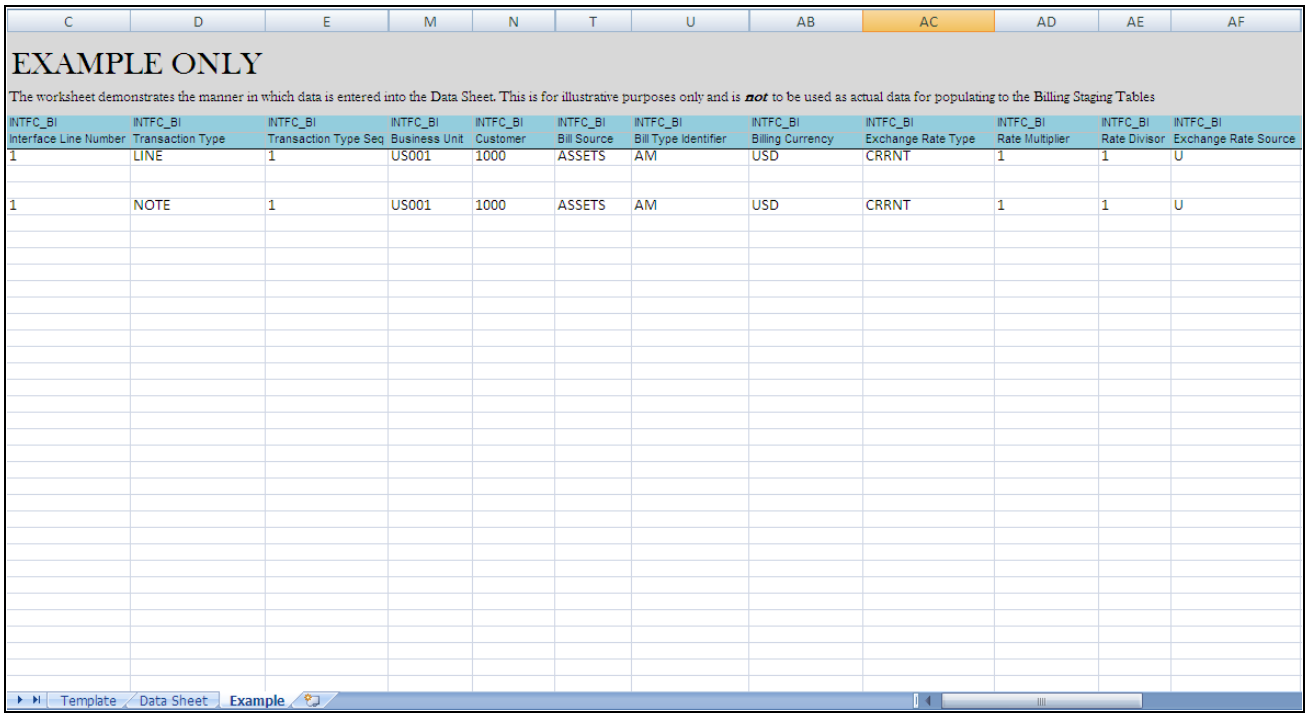

EXAMPLE ONLY

The worksheet demonstrates the manner in which data is entered into the Data Sheet. This is for illustrative purposes only and is ***not*** to be used as actual data for populating to the Billing Staging Tables

INTFC_BI Interface Line Number	INTFC_BI Transaction Type	INTFC_BI Transaction Type Seq	INTFC_BI Business Unit	INTFC_BI Customer	INTFC_BI Bill Source	INTFC_BI Bill Type Identifier	INTFC_BI Billing Currency	INTFC_BI Exchange Rate Type	INTFC_BI Rate Multiplier	INTFC_BI Rate Divisor	INTFC_BI Exchange Rate Source
1	LINE	1	US001	1000	ASSETS	AM	USD	CRRNT	1	1	U
1	NOTE	1	US001	1000	ASSETS	AM	USD	CRRNT	1	1	U

Example worksheet

Posting an Invoice

Follow the given steps to post an invoice:

1. Enter data for parent record and the child record on the respective rows on the data sheet.
2. If data is entered in an incorrect location, the entire row will be highlighted to indicate the problem.
3. Click Generate XML & Post button to populate the Billing Interface tables.
4. Click OK to the message displayed.
5. Save the XML file. Each time a new file is saved, the previous file is overwritten.
6. You will receive a confirmation message that the data has posted after the xml file is saved.
7. The data is processed via the Integration Broker. The BILLING_INTERFACE_UPLOAD message and its associated subscription contract must be in Done status for the data to be updated into the interface tables. Check the application message monitor to verify that the Status is Done.

Reviewing the Posted Data

Access the Review Pending Transactions page (Billing, Interface Transactions, Review Pending Transactions). Review the data posted by either querying the tables or viewing it online.

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Running the Billing Interface Process

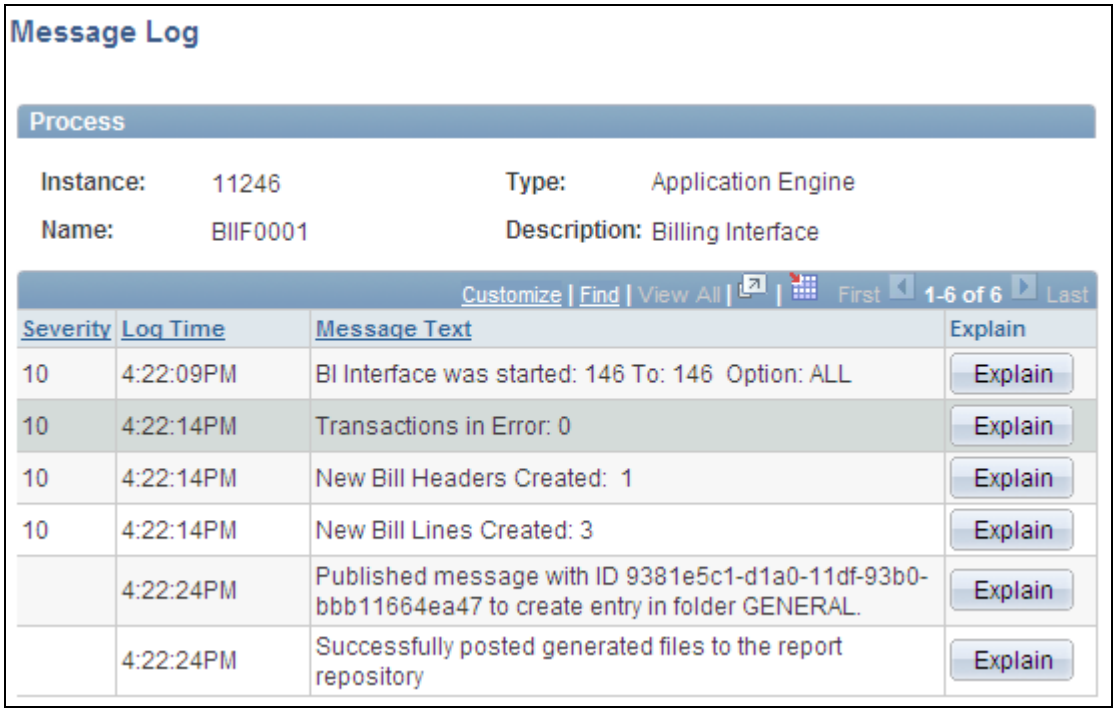
Access the Process Billing Interface page (Billing, Interface Transactions, Process Billing Interface).

Create the invoice by running the Billing Interface to post the data.

Process Billing Interface page

Correcting Data Errors

Access the Message Log page (PeopleTools, Process Scheduler, Process Monitor) to check if any of the data returned an error for the particular process instance.



Message log page

Access the Correct Interface Errors page (Billing, Interface Transaction, Correct Interface Errors) to rectify any errors. Update the data and rerun the Billing Interface.

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An alternate method to rectify errors is to update the Data Sheet on the workbook with correct data and repost the XML file.

Note. This method should be used during testing phase only as a new interface ID will be generated and data for the previous interface ID will remain in the tables.

Configuring and Optimizing Invoicing Jobs

Consider both the human and the machine factors when configuring and optimizing invoicing jobs. Optimizing for the human factor requires matching the job definitions to natural work practices. Removing unwanted jobs can make the system easier to operate and reduce user errors. Optimizing for the machine factor requires configuring the jobs to make efficient use of system resources. To improve the performance of the Billing jobs, consider the following:

- The delivered invoicing jobs typically include processes to print a range of invoice types. If you never print some of the invoice types, remove those print processes from the job.
- As invoices are extracted, printed, and reprinted, the invoice extract tables and print process run control tables will grow in size. Over time, these tables can become large enough to degrade the performance of the extract and print processes. To maintain performance, the Billing Delete Data process (BIDELDATA) should be run regularly. It is also helpful to recompute the database statistics on these tables on a regular basis.

  See Chapter 14, "Understanding Invoice Forms," Deleting Old Invoice Data from the Extract Tables, page 463.
- While most of the steps in generating an invoice must be carried out in sequence, the invoice printing processes can be run in parallel.

  See *PeopleTools PeopleBook: Process Scheduler, Defining Jobs and JobSets.*
- In some cases, you can decrease the processing time of jobs containing many processes by reducing the Process Scheduler sleep time.

  See *PeopleTools PeopleBook: PeopleSoft Process Scheduler, Setting Server Definitions.*
- Review the document, *Performance Recommendations for PeopleSoft Billing,* and implement the recommendations appropriate for your PeopleSoft implementation.

Invoice Job Configuration Example

In this example, we will configure the BIJOB01 job to print only Project Costing and Contracts invoices. As delivered, the BIJOB01 job has the following components:

- BIIVC000 (Finalization)
- BI_IVCEXT (Extract)
- *BISPJ00* (SQR invoices)
- *BIXPJ00* (BI Publisher invoices)
- *BICPJ00* (Crystal invoices)

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- BISLSUM (Summarized SQR invoices)
- BICLSUM (Summarized Crystal invoices)
- BIGIVCPN (Grants invoices)

Summarized, Grants, and BI Publisher invoices are not needed, so these can be removed from the job definition. When properly configured, the BIJOB01 definition should look like this:

- BIIVC000
- BI_IVCEXT
- *BISPJ00*
- *BICPJ00*

BICPJ00 and BISPJ00 are subjobs that contain a number of print processes, so they must also be modified. These jobs contain the following components:

BICPJ00 (Crystal invoices)	***BICSPJ00 (SQR invoices)***
• BIPRNT00 (Generic) • BIPRNT01 (Project Costing) • BIPRNT02 (Order Management) • BIPSA01 (Projects By Employee) • BIPSA02 (Projects By Activity) • BIPSA03 (Project Detail) • BICA (Contracts)	• BIIVCPN (Portrait) • BIIVCLN (Landscape) • BIIVCPNA (Acceptgiro)

The BIPRNT00, BIPRNT02, and BIIVCPNA processes create invoices that are not used, so they should be removed:

BICPJ00	***BICSPJ00***
• BIPRNT01 • BIPSA01 • BIPSA02 • BIPSA03 • BICA	• BIIVCPN • BIIVCLN

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Chapter 14

Understanding Invoice Forms

This chapter provides an overview of invoice programming, billing sample invoices, extract tables and discusses how to delete old invoice data from the extract table.

Understanding Invoice Programming

PeopleSoft provides three methods for programming invoice forms, SQR, Crystal, and BI Publisher Reports. The SQR invoices combine data selection, processing and printing into a single, modular program. You can create and modify SQR invoices with any appropriate program editor or development environment. The Crystal Reports invoices separate data selection and processing from formatting and printing. Data selection and processing are handled by queries; formatting and printing are handled by a report form. Queries can be created and modified inside the PeopleSoft application using the Query Manager. Crystal Report forms can be created and modified using the Crystal Reports application. BI Publisher is a java-based reporting technology. Similar to Crystal, the BI Publisher invoices separate data selection and processing from formatting and printing. Data selection and processing are handled by Application Engine programs; formatting and printing are handled by report definitions or templates. Report templates can be modified using common desktop applications, such as Microsoft Word and Adobe Acrobat.

Invoice programs operate on the data in the Billing extract tables. The Billing Invoice Extract Process (BI_IVCEXT) extracts the invoice data and stores it in the Billing extract tables. In addition, control information is provided by the run control record. An invoice program must select only the data it can process. The following criteria is typically used to select the rows from the extract tables that an invoice program or report is capable of processing:

PROCESS_INSTANCE	A process instance number is assigned to each extract row by BI_IVCEXT when a print job is run. The process instance number that an invoice program should select is available in the run control record.
CONSOL_HDR (consolidated header)	*Y* (yes) for consolidated invoices.
INVOICE_FORM_ID	The id of the invoice form as defined on the Invoice Formatting Options page.
PAGE_ORIENTATION	*P* (portrait) or *L* (landscape) for SQR invoices; *E* (extract Crystal) for Crystal invoices; *X* for BI Publisher.

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SUM_IVC_PRINT_OPT (summarized invoice print option)

Whether an invoice should be printed in the detail or summarized formats, or both formats.

- *DETL* (detail).
- *SUM* (summarized).

  Only summarized invoice programs should select invoices with a *SUM* setting.
- *BOTH*.

ACCEPTGIRO_IND

Only acceptgiro invoice programs should select invoices with a *Y* (yes) setting.

See Also

Chapter 15, "Understanding Crystal Invoices," page 465

Chapter 16, "Understanding SQR Invoices," page 473

Chapter 17, "Understanding BI Publisher Invoices," page 495

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 BI_IVCEXT performs all processing that is required to print an invoice and places the results in a set of extract tables.

  BI_IVCEXT does not print the invoice. PeopleSoft delivers SQR, Crystal, and BI Publisher reports to print invoices using the data in the extract tables. You can also customize the system to use any compatible report writer program to print invoices from this data.
- The logic that is used to select bills for processing differs for SQRs, Crystals and BI Publisher reports.

  For standard SQR invoices, member BIIVCNON.SQC selects the bill activity. For consolidated SQR invoices, member BIIVCCON.SQC selects the bill activity. For both standard and consolidated Crystals, PeopleSoft Billing Query definitions select the bill activity. For BI Publisher, bill activity is selected by SQL objects in Application Designer; SQL.BI_EXTRCT for non-consolidated invoices and SQL.BI_EXT_CONS for consolidated invoices.
- All common steps that involve a print command are included in BIIVCSQR.SQC and are only used in the SQR invoices.
- Printer definitions and declarations are specific to page orientation. Appropriate modules are included in each program.

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- 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 the SQR program BISF108X and the BI Publisher program BI_XPSF103X.

Modifying the Billing Invoice Extract Application Engine Program for New Layouts

If an invoice form requires information not provided in the extract tables, you can modify the extract Application Engine program, BI_IVCEXT, to extract, calculate or derive that information and place it in the extract tables. The recommended method for this type of modification is to add a section to perform the additional processing. The new procedure should only be called for invoices that require the different information. The Invoice Layout ID field can be used to select those invoices in the Billing data that require special handling. Once the system is programmed to extract the needed data into the Billing extract tables, SQR, Crystal, or BI Publisher form modifications might also be needed.

The following example shows a procedure, BIEVALX.SQC, that calls PROCESS-XXX-LAYOUT when an invoice with a layout id of PS_XX is processed. Include this SQC in the print process BIXXXXXX.SQR. Define the procedure PROCESS-XXX-LAYOUT in the modified SQC that is called by BIXXXXXX.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
```

Understanding the Billing Sample Invoices

PeopleSoft provides the following sample invoice forms (depending on which PeopleSoft applications you have installed, you may not see all the forms in this list):

CRYSTAL A basic, sample Crystal Reports invoice.

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GM_103X	Grant forms 1034 and 1035 invoices.
GM_270	Grants OMB 270 invoice.
GM_GEN	General grants invoice form.
GM_LOC	Grants Letter of Credit invoice.
LANDSCAPE	A landscape-orientation, sample SQR invoice.
PORTSTUB	A portrait-orientation, sample SQR invoice with a tear-off payment stub on the right side of the page.
PS/PSA51, 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 a contract number and a contract prepaid sequence number.
PS/CA51, PS/CA	This format groups lines by contract detail, and it applies to PeopleSoft Contracts without PeopleSoft Project Costing.
PS/PSA52, PS/PSA02	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, PS/PSA03	This format groups lines by project description and line type.
PS/OM, PS/OM50	Sample Order Management invoice.
SF1080	Standard form 1080.
SF1081	Standard form 1081.
STANDARD	A portrait-orientation, sample SQR invoice.
XMLPUB	This option represents a basic, sample BI Publisher invoice form.
XP_SF103X	This invoice form provides a BI Publisher rendering of the standard form 1034/1035 for federal invoices.

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Summarized invoice forms

The summarized invoice forms are not defined under the invoice setup options and cannot be explicitly assigned to an invoice. The summarized invoice forms are used when an invoice contains at least one line with a summarization template attached and the run control print options are set to generate a summarized invoice.

Note. When invoices are generated in a situation where the print options are unavailable, such as when generating an invoice or pro forma directly from the online bill entry pages or when using a direct invoicing process through the Billing interface, then a summarized invoice will be printed whenever a bill line has an attached summarization template (and a detail invoice will not be printed).

(NLD) Acceptgiro invoice forms

PeopleSoft provides example forms for Dutch acceptgiro invoices. Acceptgiro invoice forms are not defined under the invoice setup options and cannot be explicitly assigned to an invoice. For an acceptgiro invoice to be generated, both the Receivables business unit of the Billing business unit and the invoiced customer must be set up properly.

See Appendix B, "(NLD) Printing Acceptgiro Invoices," page 787.

Important! Your organization may need to make modifications to the Crystal Report and SQR formats to ensure that the fields line up correctly on the acceptgiro attachment. PeopleSoft does not certify that the acceptgiro feature adheres to documented standards for the Netherlands. Your organization is responsible for all acceptgiro testing, certification, and any other forms of compliance with legal and contractual obligations relating to acceptgiro printing and usage.

An invoice form may be produced by different SQR invoice programs, Crystal Reports, or BI Publisher reports depending on the context in which the invoice is printed. For example, an invoice with an Invoice Form value of *CRYSTAL* would be produced by the BIPRNT00 Crystal Report when generated as a stand-alone invoice, but would be produced by BIPRNC00 when attached to a consolidated invoice. The following table lists which SQR invoice programs, Crystal Reports, or BI Publisher reports generate which invoice forms, and provides the name of the run control record:

Program/Report	*Run Control Record*	*Invoice Form IDs*
BIPRNT00.RPT	RUN_BI_PRNCRX1	CRYSTAL
BIPRNTA0.RPT	RUN_BI_PRNCRX1A	CRYSTAL with acceptgiro
BICLSUM.RPT	RUN_BI_PRNCRX1S	Crystal summarization invoice form
BIPRNT01.RPT	RUN_BI_PRNCRX2	Crystal PS/PC

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Program/Report	*Run Control Record*	*Invoice Form IDs*
BIPRNT02.RPT	RUN_BI_PRNCRX3	Crystal PS/OM
BIPRNA2.RPT	RUN_BI_PRNCRX3A	Crystal PS/OM with acceptgiro
BIPRNC00.RPT	RUN_BI_PRNCRX4	Consolidated CRYSTAL
BIPRNCA0.RPT	RUN_BI_PRNCRX4A	Consolidated CRYSTAL with acceptgiro
BICLSUMC.RPT	RUN_BI_PRNCRX4S	Consolidated summarization Crystal invoice
BIPRNC02.RPT	RUN_BI_PRNCRX5	Consolidated Crystal PS/OM
BIPRNCA2.RPT	RUN_BI_PRNCRX5A	Consolidated Crystal PS/OM with acceptgiro
BIPSA01.RPT	RUN_BI_PRNCRX6	Crystal PS/PSA01
BIPSAA1.RPT	RUN_BI_PRNCRX6A	Crystal PS/PSA01 with acceptgiro
BIPSA02.RPT	RUN_BI_PRNCRX7	Crystal PS/PSA02
BIPSAA2.RPT	RUN_BI_PRNCRX7A	Crystal PS/PSA02 with acceptgiro
BIPSA03.RPT	RUN_BI_PRNCRX8	Crystal PS/PSA03
BIPSAA3.RPT	RUN_BI_PRNCRX8A	Crystal PS/PSA03 with acceptgiro
BICA.RPT	RUN_BI_PRNCRX9	Crystal PS/CA
BICAA.RPT	RUN_BI_PRNCRX9A	Crystal PS/CA with acceptgiro

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Program/Report	*Run Control Record*	*Invoice Form IDs*
BIIVCPN.SQR	RUN_BI_PRNSQR1	SQR Portrait including: • PORTSTUB • PS/CA51 • PS/OM50 • PS/PSA51 • PS/PSA52 • PS/PSA53 • STANDARD
BIIVCPNA.SQR	RUN_BI_PRNSQR1A	SQR Portrait invoices with acceptgiro, including: • PORTSTUB • PS/CA51 • PS/OM50 • PS/PSA51 • PS/PSA52 • PS/PSA53 • STANDARD
BIIVCLN.SQR	RUN_BI_PRNSQR2	SQR LANDSCAPE
BISLSUM.SQR	RUN_BI_PRNSQR2S	Summarized SQR LANDSCAPE
BIIVCPC.SQR	RUN_BI_PRNSQR3	Consolidated SQR Portrait invoice forms, including: • PORTSTUB • PS/CA51 • PS/OM50 • PS/PSA51 • PS/PSA52 • PS/PSA53 • STANDARD

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Program/Report	*Run Control Record*	*Invoice Form IDs*
BIIVCPCA.SQR	RUN_BI_PRNSQR3A	Consolidated SQR Portrait invoice forms with acceptgiro, including: • PORTSTUB • PS/CA51 • PS/OM50 • PS/PSA51 • PS/PSA52 • PS/PSA53 • STANDARD
BIIVCLC.SQR	RUN_BI_PRNSQR4	Consolidated SQR LANDSCAPE
BISLSUMC.SQR	RUN_BI_PRNSQR4S	Summarized consolidated SQR LANDSCAPE
BIGIVCPN.SQR	RUN_BI_PRNSQR5	Grants invoice forms, including: • GM_103X • GM_270 • GM_GEN • GM_LOC
BISF108X.SQR	RUN_BI_PRNSQR6	SQR standard forms: • SF1080 • SF1081
BI_PRNXPN01(Application Engine)	RUN_BI_PRNXP1	XMLPUB - Generic BI Publisher invoice
BI_PRNXPC01 (Application Engine)	RUN_BI_PRNXP2	XMLPUB - BI Publisher consolidated invoice
BI_XPSF103X	RUN_BI_PRNXP1	XP_SF103X
BIXCA	RUN_BI_PRNXP3	XP_PS/CA
BIXCLSUM	RUN_BI_PRNXP4	NA
BIXCLSUMC	RUN_BI_PRNXP5	NA
BIXPRNT00	RUN_BI_PRNXP6	XP_PS/GEN

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Program/Report	*Run Control Record*	*Invoice Form IDs*
BIXPRNC00	RUN_BI_PRNXP7	XP_PS/GEN
BIXPRNT01	RUN_BI_PRNXP8	XP_PS/PC
BIXPRNT02	RUN_BI_PRNXP9	XP_PS/OM
BIXPRNC02	RUN_BI_PRNXP10	XP_PS/OM
BIXPSA01	RUN_BI_PRNXP11	XP_PS/PSA1
BIXPSA02	RUN_BI_PRNXP12	XP_PS/PSA2
BIXPSA03	RUN_BI_PRNXP13	XP_PS/PSA3

See Chapter 15, "Understanding Crystal Invoices," Creating New Crystal Invoices, page 468.

Understanding the Extract Tables

All invoice programs select data from the extract tables rather than directly from the Billing tables. The first step to printing invoices (after finalization) is to run the BI_IVCEXT extract process. The extract process populates the following extract tables:

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.

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.

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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/PSA01and 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.
PS_BI_EXTRCT_TXDTL	Contains sales tax detail.
PS_BI_EXT_EXSDTL	Contains sales/excise tax detail for India transactions.
PS_BI_EXTRCT_PAY	Contains invoice payment information.
PS_BI_EXT_SUM_GPHR	Contains summarized invoice group header information.
PS_BI_EXT_SUM_IVC	Contains summarized bill line information.
PS_BI_EXT_SUM_NT	Contains summarized bill header note information.
PS_BI_EXT_SUM_LNNT	Contains summarized bill line note information.
BI_EXT_1034	Contains 1034 Bill Header information.
BI_EXT_BAE_1035	Contains BAE 1035 information.
BI_EXT_RAE_1035	Contains RAE 1035 information.
BI_EXT_FEE_1035	Contains FEE 1035 information.
BI_EXT_GPLN_1035	Contains grouped line 1035 information.
BI_EXT_LN_1035	Contains ungrouped line 1035 information.
BI_EXT_NOTE_1035	Contains 1035 line note information.
BI_EXT_NT_BAE	Contains 1035 BAE line note information.
BI_EXT_NT_RAE	Contains 1035 RAE line note information.
BI_EXT_NT_FEE	Contains 1035 FEE line note information.

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BI_EXT_NT_GRP Contains 1035 grouped line note information.

BI_EXT_NT_LN Contains 1035 line note information.

Important BI_EXTRCT Table Fields

The primary extract table, BI_EXTRCT, contains the following important fields used by invoices:

PRINT_SEQ_NBR Printing sequence number that is calculated by the Billing extract process based on Print Invoice Sort By information specified by the run control. The query should order by this field to take advantage of this run control feature.

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LANGUAGE_CD

The language code is usually specified by the run control. When it is not specified in the run control, the system looks it up either from user preferences or the PeopleSoft general options table.

SQR, Crystal, and BI Publisher invoices can be printed in any supported languages. If the PeopleSoft environment is configured to support multiple languages, the definitional data in the transaction, such as the description of a project, will be extracted from the related language tables in the desired language for all forms. However, there is a difference in handling predefined labels on SQR, Crystal, and BI Publisher forms. SQR uses the related language Strings table.

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:

```
StringVar RptLang := {BIPRNT00.LANGUAGE_CD};

if stringVar RptLang = "USA" then 1

Else

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.

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The BI Publisher report definitions contain language-specific text for the labels in the main template file. Each template file has associated XLIFF (XML Localization Interchange File Format) files which will contain the translated report labels. A separate XLIFF file can be created for each language. These XLIFF files are used when the report is run to produce the output of report labels in the appropriate language.

Note. If BI Publisher is used as the invoice form and a batch of invoices contains multiple language codes, then one output report is generated for each language code.

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. Crystal reports use a format formula on the field, and the text suppression:

{BIPRNT00.XEU_PARTICIPATING} = 'N'.

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. BI_IVCEXT calculates the invoice date, if needed, and populates INVOICE_DT on the extract table.

PYMNT_TERMS_ CD_DSC (Payment Terms Code 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.

DUE_DT Due date.

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 BI_IVCEXT. 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. They are handled the same as Customer address lines.

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.

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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 using 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 sub report 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.

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Deleting Old Invoice Data from the Extract Tables

Billing information moved into the extract tables when invoices are generated accumulates if you do not periodically delete it. To assist you in maintaining the Billing extract tables, PeopleSoft provides an online utility and a batch utility.

Note. After deleting old invoice data from the Billing extract tables, the database or system administrator should update the extract table statistics. This will insure a better performance for the invoice extract process.

Here are all the extract tables: PS_BI_EXTRCT, PS_BI_EXTRCT_LINE, PS_BI_EXT_HDR_NOTE, PS_BI_EXT_LIN_NOTE, PS_BI_EXTRCT_TAX, PS_BI_EXTRCT_VAT, PS_BI_EXT_INST_SEC, PS_BI_EXT_INST_SUM, PS_BI_EXTRCT_PROJ, PS_BI_EXTR_CONTR, PS_BI_EXTRCT_UTL, PS_BI_EXT_SHIP_TO, PS_BI_EXTRCT_TXDTL, PS_BI_EXT_EXSDTL, PS_BI_EXTRCT_PAY, PS_BI_EXT_SUM_GPHR, PS_BI_EXT_SUM_IVC, PS_BI_EXT_SUM_NT, PS_BI_EXT_SUM_LNNT, BI_EXT_1034, BI_EXT_BAE_1035, BI_EXT_RAE_1035, BI_EXT_FEE_1035, BI_EXT_GPLN_1035, BI_EXT_LN_1035, BI_EXT_NOTE_1035, BI_EXT_NT_BAE, BI_EXT_NT_RAE, BI_EXT_NT_FEE, BI_EXT_NT_GRP, BI_EXT_NT_LN

The invoice extract process generates run control records for the invoice print SQR and Crystal processes. Once the old invoice data is deleted from the extract tables, the run control records that are associated with the deleted extract data becomes obsolete. Therefore, it also makes sense to update the run control table statistics.

Here are all the invoice run print process run control tables for all invoice print SQR and Crystal processes: PS_RUN_BI_PRNCRX1, PS_RUN_BI_PRNCRX5, PS_RUN_BI_PRNCRX5A, PS_RUN_BI_PRNCRX6, PS_RUN_BI_PRNCRX6A, PS_RUN_BI_PRNCRX7, PS_RUN_BI_PRNCRX7A, PS_RUN_BI_PRNCRX8, PS_RUN_BI_PRNCRX8A, PS_RUN_BI_PRNCRX9, PS_RUN_BI_PRNCRX9A, PS_RUN_BI_PRNCRX1A, PS_RUN_BI_PRNSQR1, PS_RUN_BI_PRNSQR1A, PS_RUN_BI_PRNSQR2, PS_RUN_BI_PRNSQR2S, PS_RUN_BI_PRNSQR3, PS_RUN_BI_PRNSQR3A, PS_RUN_BI_PRNSQR4, PS_RUN_BI_PRNSQR4S, PS_RUN_BI_PRNSQR5, PS_RUN_BI_PRNSQR6, PS_RUN_BI_PRNCRX1S, PS_RUN_BI_PRNCRX2, PS_RUN_BI_PRNCRX3, PS_RUN_BI_PRNCRX3A, PS_RUN_BI_PRNCRX4, PS_RUN_BI_PRNCRX4A, PS_RUN_BI_PRNCRX4S, PS_BI_PRNXP1, PS_BI_PRNXP2, PS_BI_PRNXP3, PS_BI_PRNXP4, PS_BI_PRNXP5, PS_BI_PRNXP6, PS_BI_PRNXP7, PS_BI_PRNXP8, PS_BI_PRNXP9, PS_BI_PRNXP10, PS_BI_PRNXP11, PS_BI_PRNXP12, PS_BI_PRNXP13.

See Also

Chapter 34, "Managing PeopleSoft Billing Utilities," Deleting Temporary Data, page 740

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.

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Using the Batch Utility

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 extract tables in the Delete Extract Bills, Number of Days Old field.

On the Delete Bills run control page, select Delete Extract Bills. Run the BIDELDATA process to delete from all extract-related tables and its associated run control tables. This process will delete any row older than the number of days specified Workflow/Batch Parameters page, from those tables.

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Chapter 15

Understanding Crystal Invoices

This chapter provides an overview of the Crystal invoices, and discusses how to create new crystal invoices.

Understanding Crystal Invoice Structure

Crystal invoices use invoice layout slightly differently than SQR invoices. SQR invoices use an invoice layout ID to determine where to place a particular piece of information on the page, for example, to determine where to print header notes. With Crystal invoices, that type of information placement is determined by the Crystal report.

Crystal invoices use an invoice layout ID to perform extra or different calculations or to collect extra or different information. The baseline invoice extract Application Engine process performs most calculations and processing to support the same features that are supported with SQR invoices. Both Crystal and SQR invoices get their data from the extract tables. If you include additional information on the modified invoices, do so by adding invoice layouts.

A Crystal invoice form has a main query, a report and may contain subqueries to select, summarize or group invoice data.

Subqueries

The following subqueries are used in the sample Crystal invoice forms:

BIPRNTNOTE_HDR	Selects all header notes.
BIPRNTNOTE_LINE	Selects all line notes.
BIPRNCONFGDTL	Selects configuration detail for invoice lines.
BIPRNCONFGCD	Selects the configuration code for invoice from PS/OM.
BIPRNTAXSUM	Contains summary of sales and use tax information by tax code and rate at invoice level.
BIPRNTPAY	Selects information about deposits that have been applied to the invoice from Order Management.
BIPRNVATSUM	Contains summary of VAT information by VAT code and rate at invoice level.

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BIPRNVATADJ	Contains summary of adjustment VAT information by VAT code and rate at invoice level.
BIPRNSTAX	Selects sales and use tax information at line level. This is currently hidden but can be displayed if required.
BIPRNVAT	Selects VAT information at line level. This is currently hidden but can be displayed if required.
BIPRNSHIPTO	Used only in the order management example invoice.
BIPRNSOLDTO	Used only in the order management example invoice.
BIPRNINSTSEC	Selects installment billing information only for installment billing invoices.
BIPRNINSTSUM	Selects installment billing summary information for installment billing invoices.
BIPRNCRCARD	Selects credit card information.
BIPRNCONTOT	Selects consolidated totals in the consolidated Crystal report BIPRNC00.
BIPRNOMCONTOT	Selects consolidated totals in consolidated Crystal report BIPRNC02.
BIPRNCRTSY	Selects bill-to customer and address for a courtesy copy customer.
BIPRNSHIPADDR	Selects ship-to customer's name and address for Invoice sample formats PS/PSA01, PS/PSA02, PS/PSA03 and PS/CA.
BIPSAUTL	Selects contract prepaid utilization information for PS/PSA01 and PS/PSA02 examples.
BIVATINFO	Contains VAT information such as VAT Registration number, VAT Treatment, VAT Declaration, and VAT calculation method.

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:

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```
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 subtotaling 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.

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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.

A consolidated invoice can contain invoices from mixed business units. Because of this, 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 using the EXTRACT layout.
2. Add a new query.
3. Create a new Crystal report form.
4. Create a new run control record.
5. Add a new process definition.
6. Update the Invoice Extract (BI_IVCEXT) Application Engine program.

Note. Using an existing PeopleSoft Query and Crystal report forms as reference will assist you when creating a new Crystal report

Adding an Invoice Form Using the Crystal Layout

To add a new invoice form using the Crystal layout:

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1. Access the Invoice Formatting Options page.
2. Create a new Invoice Form.
3. Choose a Layout ID that uses a layout type of *Crystal*. Set the other formatting options as required.

See Also

Chapter 4, "Structuring Bills," Establishing Invoice Formatting, Sorting, and Printing Options, page 62

Adding a New Query

After you create a new invoice form, you must create a new query that uses the new form that you created, and save it in a different name. This query selects, derives or calculates the information used by the fields on the form. You can create the query from scratch, but often it is faster to modify an existing query and save it as your new query. BIPRNT00, the base query for Crystal invoices, and BIPRNC00, the base query for consolidated Crystal invoices are good starting points.

The query must contain at least one criteria: `BI_EXTRCT.INVOICE_FORM = xxxxx`, where xxxxx is the Invoice Form that you just created. Include additional fields in the query or remove fields that you do not use on the new Crystal report.

Creating a New Crystal Report Form

After you have created a new invoice form and a new query, create the new Crystal report or copy an existing report and modify it appropriately and save it as your new Crystal report form. BIPRNT00.rpt is the base report for Crystal. 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.

Creating a New Run Control Record

A new Crystal report needs to be associated with a run control record if you want to run the new Crystal invoice with the process scheduler. Therefore, you should create a new run control record.

To create a new run control record:

1. Access Application Designer.
2. Select record definition RUN_BI_PRNCRX1 and save it, using Save As, using a different name.
3. Create an SQL table for the record definition.

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Adding a New Process Definition

If you want to run the new Crystal invoice with the Process Scheduler, you must add a process and a job definition. This step is optional.

To add a process and a job definition:

1. Access the PeopleTools, Process Scheduler, Processes page
2. Create a new process using name of the query you created as the process name.
3. Fill in the required information on the Process Definition page.
4. Click the Process Definition Options tab.
5. Add a Process Group of *BIALL* and if the invoice may be reprinted with the eBill Payment application, *EBALL*.
6. To pass the run control information to the Crystal report, define the Parameter List as *ORIENTL :PRCSRUNCNTL.OPRID :PRCSRUNCNTL.RUN_CNTL_ID* where ORIENTL is for landscape orientation. Similarly, ORIENTP is for portrait orientation.
7. Do not link the new invoice print process with any component; leave the Component list blank.

   Note. You can add the process to an existing job or create a new one. You must ensure that other required processes, including BI_IVCEXT, are run in the correct sequence.
8. Access the PeopleTools, Process Scheduler, Jobs page
9. Create a new job. The job name can be anything you want. Fill in the required information on the Job definition page
10. Add the invoice extract process (BI_IVCEXT) and the new invoice print process to the Process List.
11. Click the Job Definition Options tab.
12. Add a Process Group of *BIALL* and, if the invoice may be reprinted with the eBill Payment application, *EBALL*.
13. To add the new invoice print job directly to one or more run control pages, add the component names of the run control page(s) to the Component list.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Updating the Invoice Extract (BI_IVCEXT) Application Engine Program

The Invoice Extract (BI_IVCEXT) Application Engine program needs to be modified to populate the new run control table.

To update the Invoice Extract Application Engine program:

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1. Access the Invoice Extract Application Engine program.
2. Expand the POPRUNCR section.
3. Add this code to step 10: PeopleCode action where these values are replaced with the results of your setup:

Description	*Value*
New invoice form ID	CRX99
New Crystal process name	BIPRNT99
New run control record	RUN_BI_PRNCRX99

```
When = "BIPRNT99"
BI_EXTRACT_AET.SQLTEXT = " AND PAGE_ORIENTATION = 'E' AND
INVOICE_LAYOUT_ID NOT IN ('GM_103X', 'GM_270', 'GM_GEN', 'SF1080'
, 'SF1081') AND INVOICE_FORM_ID = 'CRX99' AND CONSOLIDATE = 'N'
AND ACCEPTGIRO_IND <> 'Y' ";
   BI_EXTRACT_AET.RECNAME = "RUN_BI_PRNCRX99";
   Break;
```

Note. The Invoice Extract program can be modified to perform complex calculations. The result can be saved in an extract table which can pulled into the Crystal report by the query.

Adding a New Crystal Process

The Invoice Extract (BI_IVCEXT) Application Engine program needs to be modified to populate the new Crystal process.

To update the Invoice Extract Application Engine program:

1. Access the Invoice Extract Application Engine program.
2. Expand the UPDCRW section
3. Add this code to Step01: PeopleCode action where these values are replaced with the results of your setup:

Description	*Value*
New invoice form ID	CRX99
New Crystal process name	BIPRNT99
New run control record	RUN_BI_PRNCRX99

```
When = "BIPRNT99"
   BI_EXTRACT_AET.RECNAME = "RUN_BI_PRNCRX99";
   Break;
```

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Chapter 16

Understanding SQR Invoices

This chapter provides an overview of the SQR (Structured Query Report) invoice structure and discusses how to:

- Add an SQR invoice form.
- Add an SQR invoice (example).
- Modify amounts that are printed on invoices.
- Modify invoice layouts for value-added tax (VAT).

Understanding SQR Invoice Structure

The delivered SQR invoice programs can produce invoices using several different layouts in the same run. The process selects a group of qualifying bills, then processes each invoice 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 run one of several routines based on the layout that is designated for the current invoice ($InvoiceLayout). If no matching condition is found, the program runs 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:

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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	Contain 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	Contain 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.

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 whether 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.

Adding SQR Invoice Forms

To add an SQR invoice form to the program:

1. Select an existing layout that is similar to the desired 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.

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4. Add a new layout ID 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 3.

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 to add the new layout and remain within parameter boundaries.

See Also

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Adding an SQR Invoice (Example)

This section provides an example of adding a new SQR invoice form. The invoice created is a summarized invoice without the line details.

The new summarized layout will be 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.

Note. The summarized invoice created in this example is not related to the invoice summarization feature triggered by summarization templates.

This section discusses how to:

- Change the print routines.
- Call the new print routines.

Changing the Print Routines

While you can use most of the existing portrait routines for the summary, two areas require changes:

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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
```

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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

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Calling the New Print Routines

The following example displays the members that are added for the default portrait layout, the MISC layout, and the RIGHTSTUB layout, and the new members that are added for the new SUMMONLY layout (Summary Only).

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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.SQR 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 'biabbxxx.sqc' ! Short Invoice Heading for secondary pages.
!#include 'biprtxxx.sqc' ! Print procedures for detailed lines and
totals.
```

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```
!#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
```

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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 sample code 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
```

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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
```

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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
```

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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 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 That Are Printed on Invoices

This section provides an example of how to change currency formatting.

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Amounts on invoice formats are printed with 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:

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```
!-------------------------------------------------------------------------!
! 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
```


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```
! move #Invoice_line_amount to $InvoiceLineAmount 999,999,999,999.99pf
! 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 the amount size.
 print $out   (,{amount_col2}) bold

 let $FirstAuth = 'Y'

 subtract 1 from #level

end-procedure
```

Modifying Invoice Layouts for VAT

This section discusses how to change the treatment of VAT-related information on an invoice form. You can modify the following VAT information on the invoice layouts:

- VAT messages.
- Total tax by VAT code.
- VAT line information.

Modifying VAT Messages

PeopleSoft Billing delivers 13 generic VAT treatment messages that describe the VAT treatment of invoices. 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:

Domestic Goods Sale	VAT_DGS
Domestic Reverse Charge Sale	VAT_DGRS
Deemed Service Export	VAT_DSE
Domestic Service Sale	VAT_DSS
EU Goods Distance Sale (european union goods distance sale)	VAT_EGDS
EU Goods Sale(european union goods sale)	VAT_EGS

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EU Sale (Simplification) (european union sale)	VAT_ ESS
Out of Scope EU Service Sale (out of scope european union 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 print 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,
```


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2. Remove the comment from 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:

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```
!-------------------------------------------------------------------------!
! 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
```


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```
 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. Remove the comment from 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:

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```
!-----------------------------------------------------------------------!
! 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 999,999,999,999.99pf

 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
```


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```
! 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.

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Chapter 17

Understanding BI Publisher Invoices

This chapter provides an overview of BI Publisher invoice structure and BI Publisher invoice setup, and discusses how to create new BI Publisher invoices.

Understanding BI Publisher Invoice Structure

BI Publisher is part of the Oracle technology stack. It enables you to create and customize reports using templates. These templates are maintainable using standard desktop applications such as Microsoft Word, Microsoft Excel, and Adobe Acrobat. It is fairly simple to create and maintain these templates because these applications are familiar tools. The BI Publisher engine takes XML data as input, combines it with the report template, and translates it to produce the report output. The report output can be HTML, PDF, RTF, or XLS.

BI Publisher invoices do not use the invoice Form ID to determine where to place data on the page. For example, when determining where to print header notes. With BI Publisher invoices, this type of information is determined by the BI Publisher report definition or template. BI Publisher invoices receive data from the extract tables. A BI Publisher invoice had four elements associated to it: a data source, a report definition, a report template, and a file layout.

Two sample templates are delivered with PeopleSoft Billing for printing invoices using BI Publisher. One template is for consolidated invoices and the other template is for non-consolidated invoices. These templates are RTF templates that were created using Microsoft Word and the BI Publisher Template Builder, which is a plug-in to Microsoft Word. You can use the delivered templates, create new templates, or modify the existing templates. The sample templates include special processing to handle invoices with this type of data:

- VAT and sales tax information.
- Forward balance amount.
- Paid amount.
- Credit card payment.
- Deposit invoice (from a sales order).

The sample invoices do not support summarized invoices, Acceptgiro invoices, PeopleSoft Project Costing and Contracts invoices, PeopleSoft Grants and Order Management invoices, or installment invoices. If there is a need to print these types of invoices, then a new report must be created or the sample reports can be modified.

Note. It is recommended that these invoices be printed in PDF for the highest quality.

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See Also

PeopleTools PeopleBook: BI Publisher for PeopleSoft

Understanding BI Publisher Invoice Setup

Each template delivered by PeopleSoft Billing has a data source associated to it. A data source defines how the XML data will be generated. Two data sources are delivered for producing invoices: BI_INVOICE_DATA and BI_INVOICE_DATA_CONS. Both of these data sources are set up as XML File sources, which means that in Billing, an XML File will be generated and will serve as the input to the PeopleTools APIs for BI Publisher. The invoice data that gets populated into the XML File is determined by the file layout that is associated with the Billing batch-printing program. The batch processes are initiated from the same components as the SQR printing processes.

This table shows all of the elements that are delivered in the BI Publisher invoice solution:

Report Definition	Data Source	Template	File Layout	Application Engine Program
BI_PRNXPN01	BI_INVOICE_DATA	BI_PRNXPN01_ENG.RTF	BI_EXTRCT	BI_PRNXPN01
BI_PRNXPC01	BI_INVOICE_DATA_CONS	BI_PRNXPC01_ENG.RTF	BI_EXTRCT_CONS	BI_PRNXPC01
BIXCA	BI_INVOICE_DATA	BIXCA_ENG.RTF	BI_EXTRCT	BIXCA
BIXCLSUM	BI_INVOICE_DATA	BIXCLSUM_ENG.RTF	BI_EXTRCT	BIXCLSUM
BIXCLSUMC	BI_INVOICE_DATA_CONS	BIXCLSUMC_ENG.RTF	BI_EXTRCT_CONS	BIXCLSUMC
BIXPRNT00	BI_INVOICE_DATA	BIXPRNT00_ENG.RTF	BI_EXTRCT	BIXPRNT00
BIXPRNC00	BI_INVOICE_DATA_CONS	BIXPRNC00_ENG.RTF	BI_EXTRCT_CONS	BIXPRNC00
BIXPRNT01	BI_INVOICE_DATA	BIXPRNT01_ENG.RTF	BI_EXTRCT	BIXPRNT01
BIXPRNT02	BI_INVOICE_DATA	BIXPRNT02_ENG.RTF	BI_EXTRCT	BIXPRNT02
BIXPRNC02	BI_INVOICE_DATA_CONS	BIXPRNC02_ENG.RTF	BI_EXTRCT_CONS	BIXPRNC02

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Report Definition	*Data Source*	*Template*	*File Layout*	*Application Engine Program*
BIXPSA01	BI_INVOICE_DATA	BIXPSA01_ENG.RTF	BI_EXTRCT	BIXPSA01
BIXPSA02	BI_INVOICE_DATA	BIXPSA02_ENG.RTF	BI_EXTRCT	BIXPSA02
BIXPSA03	BI_INVOICE_DATA	BIXPSA03_ENG.RTF	BI_EXTRCT	BIXPSA03

Note. In the delivered sample template for consolidated invoices, each invoice that is attached is displayed as a group of lines with a subtotal. Unlike the SQR consolidated invoices that print each attached invoice on a separate page. However, you can modify the template, or create a new template to give your report a unique appearance.

In addition to the two sample invoices, an invoice format for the government standard form 1034/1035 is also delivered.

Invoice	*Data Source*	*Report Definition*	*Template*	*File Layout*	*Application Engine Program*
SF1035/1035	BI_103X_DATA	BI_XPSF103X	BI_XPSF103X_ENG_DETAIL.rtf BI_XPSF103X_ENG_SUMMARY.rtf	BI_EXTRCT_SF103X	BI_XPSF103X

Creating New BI Publisher Invoices

The process of creating new invoice reports is dependant on how extensive the changes are. If only a change in format is required, and additional fields are not required, then you can modify the delivered templates, or you can make a copy of the delivered templates and make changes to the copied version. Alternatively, you can create a new template from scratch.

To create new BI Publisher Invoices:

1. Create a new data source.
2. Create or modify a template.
3. Upload a new template in PeopleSoft.
4. Create or modify a file layout.
5. Create a new Application Engine shell program.
6. Add a new invoice form.

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Pages Used to Create New BI Publisher Reports

Page Name	*Definition Name*	*Navigation*	*Usage*
Data Source	PSXPDATASRC	Reporting Tools, BI Publisher, Data Source	Define how the XML data is provided to PeopleTools.
Report Definition - Definition	PSXPRPTDEFN	Reporting Tools, BI Publisher, Report Definition	Associate the XML data source to the report template.
Report Definition - Template	PSXPRPTTMPL	Reporting Tools, BI Publisher, Report Definition Select the Template tab.	Associate the template to the report name. Multiple templates can be associated with one report.
Report Definition - Output	PSXPRPTOUT	Reporting Tools, BI Publisher, Report Definition Select the Output tab.	Select the format types that are presented when the user runs the report.
Report Definition - Security	PSXPRPTSEC	Reporting Tools, BI Publisher, Report Definition Select the Security tab.	Define the users who can view web-posted output in the Report Manager repository.
Report Definition - Bursting	PSXPRPTBURST	Reporting Tools, BI Publisher, Report Definition Select the Bursting tab.	Define report bursting parameters, which allows the report output to be split into separate files based on a field in the XML file. For example, if you want a separate output file created for each invoice, then you can burst by invoice number. PeopleSoft delivers the burst value (BURST_VAL) field already populated in the XML file that can be used for bursting by invoice.

Creating a New Data Source

Access the Data Source page (Reporting Tools, BI Publisher, Data Source).

Create a new data source if you want to use a different source for building your XML data file than the data source that is delivered. For example, if you want to generate your XML data by using a RowSet instead of an XML file. To do this will require customizations to the delivered batch programs.

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See Also

PeopleTools PeopleBook: BI Publisher for PeopleSoft, "Data Source"

Creating or Modifying a Template

Create new templates, or modify the delivered templates, by using standard desktop applications such as Microsoft Word, Microsoft Excel, or Adobe Acrobat. Oracles BI Publisher Template Builder can be downloaded to assist you in creating and modifying templates. In addition, the delivered sample XML data file can be downloaded from the Data Source to assist in building and testing your templates. The template builder plug-in can be downloaded from within the PeopleSoft application by navigating to Reporting Tools, BI Publisher, Setup, Design Helper.

See Also

PeopleTools PeopleBook: BI Publisher for PeopleSoft

Uploading a New Template in PeopleSoft

After creating a new template, use the Report Definition component to upload the template. You can create a new report definition and upload your template, or you can use the delivered report definitions. If you use the delivered report definitions, use the Report Definition - Template page to indicate that the new template is the default template.

If you create a new report definition, then you must create a new Application Engine program to produce your invoices in batch. The Application Engine program must have the same name as the report definition.

If you use the delivered report definition, then there is no need to create a new Application Engine program.

See Chapter 17, "Understanding BI Publisher Invoices," Creating a New Application Engine Shell Program, page 502.

See Also

PeopleTools PeopleBook: BI Publisher for PeopleSoft

Creating or Modifying a File Layout

Two file layouts are delivered: BI_EXTRCT and BI_EXTRCT_CONS. These file layouts determine what invoice data is included in the XML file. The file layouts are based on the Extract tables that are used for printing invoices. The Extract tables consist of many tables and many fields. The file layout includes a subset of these tables and fields. If the file layout does not include fields that needs to be printed on your invoice, then you can create a new file layout or modify a delivered file layout.

To modify a file layout:

1. Use Application Designer to view the file layout

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2. Add or remove tables or fields.

   To add additional records, they must be added in the appropriate hierarchical order, which is demonstrated in this table:

Adding Records in Hierarchical Order

When adding records to a file layout, they should be added in this hierarchical order.

For example, when adding records to BI_EXTRCT, they should be added in this order:

Level 0	*Level 1*	*Level 2*	*Level 3*
BI_EXTRCT			
	BI_EXT_HRD_NOTE		
	BI_EXT_SHIP_TO		
	BI_EXT_INST_SEC		
		BI_EXT_INST_SUM	
	BI_EXTRCT_PAY		
	BI_EXT_SUM_GPHR		
		BI_EXT_SUM_NT	
		BI_EXT_SUM_IVC	
			BI_EXT_SUM_LNNT
	BI_EXTRCT_LINE		
		BI_EXTRCT_PROJ	
		BI_EXTRCT_CONTR	
		BI_EXTRCT_UTL	
		BI_EXTRCT_TAX	
			BI_EXTRCT_TXDTL
		BI_EXTRCT_VAT	
		BI_EXT_LIN_NOTE	
		BI_EXT_EXSDTL	

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When adding records to BI_EXT_CONS, they should be added in this order:

Level 0	*Level 1*	*Level 2*	*Level 3*	*Level 4*
BI_EXT_CONS_VW				
	BI_EXTRCT			
		BI_EXT_HRD_NOTE		
		BI_EXT_SHIP_TO		
		BI_EXT_INST_SEC		
			BI_EXT_INST_SUM	
		BI_EXTRCT_PAY		
		BI_EXT_SUM_GPHR		
			BI_EXT_SUM_NT	
			BI_EXT_SUM_IVC	
				BI_EXT_SUM_LNNT
		BI_EXTRCT_LINE		
			BI_EXTRCT_PROJ	
			BI_EXTRCT_CONTR	
			BI_EXTRCT_UTL	
			BI_EXTRCT_TAX	
				BI_EXTRCT_TXDTL
			BI_EXTRCT_VAT	
			BI_EXT_LIN_NOTE	
			BI_EXT_EXSDTL	

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Creating a New File Layout

To create a new file layout, the file layout must be referenced in the Application Engine program:

- Section BI_PRNXPN01.Init.InitVar.PeopleCode for non-consolidated
- Section BI_PRNXPC01.Init.InitVar.PeopleCode for consolidated.

The code is similar to:

```
/* Initialize Variables for the Report */

BI_XMLP_AET.FLDDEFNNAME = "BI_EXTRCT";
/* File Layout Name */
BI_XMLP_AET.CONSOLIATED = "N";
/* Non-consolidated */
BI_XMLP_AET.REPORT_DEFN_ID = "BI_PRNXPN01";
/* XMLP Report Definition - must be same name as AE program*/
BI_XMLP_AET.TMPLDEFN_ID = " ";
/* Report Template - Blank means use default template */
```

Note. The first line of the code specifies the file layout to use.

If Date Type fields are added to the file layout, ensure that the format specified in the file layout is in canonical format (YYYY-MM-DD). This ensures that the date format is translatable for all locales.

Note. The information here must be changed to operate in your customized environment and on your particular database platform. You may also be required to amend these guidelines based on business rules and procedures in your organization. Ensure to thoroughly test these changes in your own test environment before using on your live data.

Creating a New Application Engine Shell Program

You should be able to use the delivered Application Engine programs, such as BI_PRNXPN01 or BI_PRNXPC01. However, if you created a new report definition, then you must create a new Application Engine program. This is necessary because both the report definition and the Application Engine program must have the same name.

To create a new Application Engine program.

1. Select one of the delivered Application Engine programs.
2. Select 'Save As', and enter the same name as the report definition that you created.
3. Modify only the initializations performed in the Init.InitVar.PeopleCode section.

The code is similar to:

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```
/* Initialize Variables for the Report */

BI_XMLP_AET.FLDDEFNNAME = "BI_EXTRCT";
/* File Layout Name */
BI_XMLP_AET.CONSOLIATED = "N";
/* Non-consolidated */
BI_XMLP_AET.REPORT_DEFN_ID = "BI_PRNXPN01";
/* XMLP Report Definition - must be same name as AE program*/
BI_XMLP_AET.TMPLDEFN_ID = " ";
/* Report Template - Blank means use default template */
BI_XMLP_AET.ACCEPTGIRO_IND = "Y";
BI_XMLP_AET.SUM_IVC_PRINT_OPT = "SUM";
```

Note. The line of the code that specifies the name of the Report Definition is the line that needs to be changed to reference the new Report Definition.

Note. The information here must be changed to operate in your customized environment and on your particular database platform. You may also need to amend these guidelines based on business rules and procedures in your organization. Be sure to thoroughly test these changes in your own test environment before using on your live data.

A new Application Engine program must be defined in the PeopleTools, Process Scheduler, Processes component. It must be defined with a Process Type of *BI Publisher*, not *Application Engine,* and the Process name must be same name as the Application Engine program.

Note. The Billing Extract program (BI_IVCEXT) must run successfully before the BI Publisher invoice batch print programs run. Therefore, if you add the BI Publisher processes to a new or an existing job, you must include the BI_IVCEXT process in the job and sequence it before the BI Publisher Invoice program.

Adding a New Invoice Form

PeopleSoft Billing delivers Invoice Form ID *XMLPUB,* which is associated to Report Definitions: BI_PRNXPN01 and BI_PRNXPC01. Therefore, when an invoice specifies *XMLPUB* as the Invoice Form, the BI_PRNXPN01 (for non-consolidated) and BI_PRNXPC01 (for consolidated) programs pick up the invoice for printing using BI Publisher. The invoice is printed by using the default template that is defined for the Report Definition.

You can change the XMLPUB Invoice Form ID to specify a different Report Definition that you have created. Alternatively, you can create a new invoice form and associate it to a different Report Definition. Each invoice form is associated to one, and only one, Report Definition for non-consolidated invoices. Similarly, each invoice form can be associated to one, and only one, Report Definition for consolidated invoices.

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Chapter 18

Generating Invoices

This chapter lists common elements used in this chapter and discusses how to:

- Run the pro forma, finalization, print, and reprint processes.
- Run the consolidated pro forma, finalization, print, and reprint processes.
- Stage EDI (electronic data interchange) Invoices.
- Run the Email Notification Process.
- Email Invoice as Attachment.
- 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.
- Review email invoice log.
- Correct summarization template assignment.
- Restart the pro forma and finalization processes.
- Update multiple billing lines within an invoice.

Note. The invoice jobs and Run Control pages covered in this chapter are subject to customization. The procedures and examples provided may not match a given PeopleSoft implementation.

Common Elements Used in This Chapter

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.

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EDI Invoice Options (electronic data interchange invoice options)

Select the EDI setting. Options are:

EDI Only: Create the invoice in EDI format only.

EDI and Print: Create the invoice in EDI format and print a hard copy.

Print Only: 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, allowing you to override the invoice setting.

Email Notification Options

Select the Email setting. Options are:

Email Only: Send an email notification of the invoice only.

Email and Print: Send an email notification of the invoice and print a hard copy.

Print Only: Print the invoice in hard copy only.

This setting affects only bills for which you define the bill-to media as *Email Notification* on the Standard - Address Info page, allowing you to override the invoice setting.

Email Invoice Options

Select the Email setting. Options are:

Email Only: Send an email with the invoice attached.

Email and Print: Send an email with the invoice attached and print a hard copy.

Print Only: Print the invoice in hard copy only.

This setting affects only bills for which you define the bill-to media as *Email Invoice As Attachment* on the Standard - Address Info page, allowing you to override the invoice setting

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 To Due Date fields.

From Business Unit and **To Business Unit**

Only invoices from business units between those in the From Business Unit and To Business Unit fields (inclusive) will be processed. Leave this field blank to process invoices from all business units. Enter the same business unit in both the From Business Unit and To Business Unit fields to process invoices from a single business unit. The From and To Business Unit option applies to Finalize and Print only.

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 an invoice date range, you must define a value for both the From Invoice Date and the To Invoice Date fields.

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Include Attached Bills

Select to include attached invoices in the selection criteria. Use this feature 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.

Language

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.

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.

Print Only Unprinted Invoices

Select to have the system retrieve only invoices in the range with the status *INV* that have not yet been printed. If this option is deselected, 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.

Summarization Options

Select the print setting for summarized invoices. Options are:

Print Detail: Print only the standard invoice using the form specified by the invoice form setting.

Print Summarized: Print only the summarized invoice.

Print both Summarized and Detail: Print both the standard and summarized invoice forms.

This setting affects only bills that contain one or more lines having summarization templates. The appropriate invoice processes for generating the summarized and standard invoice forms must be run. For example, both the BISLSUM and BIIVCLN processes must be run to print both summarized and detail SQR (Structured Query Report) landscape invoices.

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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.
	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 178

Chapter 6, "Entering Bills Online," Accessing Bill Header Address Information, page 137

Running the Pro Forma, Finalization, Print, and Reprint Processes

This section discusses how to:

- Print pro forma invoices.
- Finalize and print invoices.
- Reprint invoices.

The section also provides examples of the pro forma function, the Finalize and Print job, and Reprint processes.

Important! When printing, you must select a job on the Process Scheduler Request page that will generate the type of invoice that you selected during bill entry, or 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 run a job containing the SQR landscape process (BIIVCLN) from the Process Scheduler Request page. In this example, an appropriate job would be *Print Invoice w/SQR.*

Note. For best performance, complete the From Business Unit and To Business Unit fields on the Generate Invoices run control pages when possible.

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Pages Used to Run the Pro Forma, Finalize and Print, and Reprint Process

Page Name	*Definition Name*	*Navigation*	*Usage*
Pro Forma, Finalize and Print, Reprint Invoices	RUN_BI_PRNTIVC	• 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_SBP	Click the Bills To Be Processed button located on one of various 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, 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.
Finalize and Print - Print Options	RUN_BI_ADV_OPT	• 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.

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Printing Pro Forma Invoices

Access the Pro Forma page (Billing, Generate Invoices, Non-Consolidated, Print Pro Forma, Pro Forma).

Define the run control parameters. The system selects only bills with the status of non-*INV* (noninvoiced) and non-*FNL* (nonfinalized) for running pro formas.

Alternatively, you can click the Generate Pro Forma Invoice button in standard billing or bill summary component pages.

Finalizing and Printing Invoices

Access the Finalize and Print page (Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices, Finalize and Print).

Define the run control parameters. The system selects only bills with the status *RDY* for running the Finalize and Print job. For invoices that are subject to the invoice approval process, the system selects only those invoices that have been approved.

Alternatively, you can click the Generate Invoice button in standard billing or bill summary component pages. When you initiate the Finalize and Print job using this button, the system checks the setting of the Job Run Opt control on the User Preferences page for Billing. If the setting is *Print/Load,* the Currency Conversion, Preload, Load AR, and Load GL processes will be run in addition to the finalization, extract, and printing processes.

During the printing process, any invoices that are marked for delivery with Email Invoice as Attachment will be emailed. Also, if an invoice image is to be retained, the image will be produced as a PDF and attached to the invoice header at printing time. Both the email and the invoice image attachment processing are performed by the BI_XMLPBURST program that is run with the printing jobs.

See Also

Chapter 6, "Entering Bills Online," Reviewing Bill Summary Information, page 178

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Reprinting Invoices

Access the Reprint Invoices page (Billing, Generate Invoices, Non-Consolidated, Reprint Invoices).

When you use this page to reprint an 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. Invoices that are marked for Email Invoice as Attachment delivery, can be emailed again from the reprint component.

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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 the selection criteria.

Note. While fully paid invoices are not printed during the finalization and print process, they can be reprinted if a copy of the invoice is needed.

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: 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.

   Note. If the two business units are consecutive, you can also use the To Business Unit and From Business Unit fields on a single row.
5. Select Cust ID in the Range Selection group box.

   In the Customer field, enter the same customer ID as in step 2.

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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: 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 *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 you 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.

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Example: 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 fields blank.
3. Enter *12-01-97* in the Bills Added On or After field.

   Because you have not specified business units, 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: 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 list box.

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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 do not 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, Finalization, Print, and Reprint Processes

You run consolidated pro formas and consolidated invoices separately from all other invoice activity using the Preprocess 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 cannot 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.

Likewise, if any bills attached to a consolidated header have a line with a summarization template, then all bills must have lines with summarization templates.

See Also

Chapter 6, "Entering Bills Online," Attaching and Detaching Bills to the Consolidated Bill Header, page 185

Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 119

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Pages Used to Run the Consolidated Pro Forma, Finalization, Print, and Reprint Processes

Page Name	*Definition 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	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	Define parameters for printing or reprinting an invoice.
Consolidated Reprint Invoices	RUN_BI_PRNTIVC	Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices	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.

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Page Name	Definition Name	Navigation	Usage
Bills To Be Processed	BI_BILL_LIST_SBP	Click the Bills To Be Processed button located on one of various 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 (Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma, Consolidated Pro Forma).

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.

When 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 185

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Finalizing and Printing Consolidated Invoices

Access the Consolidated Final and Print page (Billing, Generate Invoices, Consolidated, Finalize and Print Invoices, Consolidated Final and Print).

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.

When 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. During the printing process, any invoices that are marked for delivery with Email Invoice as Attachment will be emailed. Also, if an invoice image is to be retained, the image will be produced as a PDF and attached to the invoice header at printing time. Both the email and the invoice image attachment processing are performed by the BI_XMLPBURST program that is run with the printing jobs.

Consolidated Reprint Invoices Page

Access the Consolidated Reprint Invoices page (Billing, Generate Invoices, Consolidated, Reprint Invoices, Consolidated Reprint Invoices).

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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. Invoices that are marked for Email Invoice as Attachment delivery, can be emailed again from the reprint component.

Staging EDI Invoices

The finalization process selects all invoices with an invoice media setting of EDI and copies the bill data to the EDI staging tables. When the Billing Invoice Notification (BI_INVOUT) process is run, the bills in the staging tables are moved into the EDI system for subsequent processing. You can override the invoice media setting when printing a batch of invoices by changing the EDI Invoice Option to *Print* on the run control page.

EDI invoices are discussed in more detail in a separate chapter.

See Chapter 35, "Processing EDI Transactions in PeopleSoft Billing," page 753.

Running the Email Notification Process

Finalization carries out the normal invoicing processes on bills with an invoice media setting of *Email Notification*, but normally does not print them. You can override the invoice media setting for a batch of bills by changing the Email Notification Option on the run control page. If you selected *Print*, the invoices are printed, but no email is sent when the Email Notification process is run. If you selected *Email and Print*, then the invoice is printed and an email notification is sent. In all cases, the invoice can be viewed and paid in eBill Payment.

If the Email Notification process cannot send an email, it updates the invoice error status with an error code. The email sent flag will remain *No.* When the error is corrected, you can run the process again to send the notification email.

Note. You cannot change the invoice media setting of a bill after it has been finalized. If you need a printed copy of an invoice that was set to *Email Notification* during finalization, you can reprint it.

Emailing Invoice as Attachment

PeopleSoft Billing supports batch emailing of invoices. You can set up billing contacts to default *Email Invoice as Attachment* as their preferred communication method for invoices. The Email Invoice as Attachment feature is available only for BI Publisher invoices. If you select *Email Invoice as Attachment* as the Invoice Media option, the invoice is sent as an attachment in an email to the contact on the bill.

After an invoice is finalized, it can be emailed for delivery. Emailing of invoices is accomplished during the printing process by the BI_XMLPBURST program. You can override the invoice media setting for a batch of bills by changing the Email Options on the run control page. If you select *Print*, the invoices are printed, but no email is sent when the BI_XMLPBURST process is run. If you select *Email and Print*, then the invoice is printed and an email is sent.

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You can check the results of the BI_XMLPBURST program in the Review Email Invoice Log component. A row is written to the log for each invoice that is processed. If the process cannot send an email, it updates the invoice error status with an error code. The email sent flag will remain *No.* When the error is corrected, you can run the process again to send the email. To resend an email, use the reprint component.

Note. The difference between the *Email Notification* and the *Email Invoice as Attachment* feature is that the former will email a link to view the invoice in eBill Payment, while the latter will email an actual PDF of the invoice.

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, Currency Conversion, Pre-Load, Load GL Accounting Entries, Load AR Pending Items, and Generate AP Vouchers processes so that running a single-action job causes 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 and general ledger systems than you finalized after running a single-action job.

You can run single-action jobs for regular and consolidated invoices.

See Also

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," page 529

Chapter 22, "Using Commitment Control Accounting in PeopleSoft Billing," page 587

Pages Used to Run Single-Action Jobs for Regular and Consolidated Invoices

Page Name	*Definition Name*	*Navigation*	*Usage*
Single Action Invoice	RUN_BI_PRNTIVC	Billing, Generate Invoices, Non-Consolidated, Single Action Invoice	Establish parameters for printing invoices using single-action processes.
Single Action Invoice - Print Options	RUN_BI_ADV_OPT	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, Single Action Consolidation	Establish parameters for printing consolidated invoices using single-action processes.

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Page Name	Definition Name	Navigation	Usage
Bills To Be Processed	BI_BILL_LIST_SBP	Click the Bills To Be Processed button on one of various 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 (Billing, Generate Invoices, Non-Consolidated, Single Action Invoice) or the Single Action Consolidation page (Billing, Generate Invoices, Consolidated, Single Action Consolidation) 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 Print Options page do not appear on the Single Action Invoice page: Print Only, Primary Copy, and Custom Label. They are options for the Pro Forma and Reprint functions, which also access this page.

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See Also

Chapter 18, "Generating Invoices," Running the Consolidated Pro Forma, Finalization, Print, and Reprint Processes, page 514

Chapter 35, "Processing EDI Transactions in PeopleSoft Billing," page 753

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 the 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 the 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 the value of the Parameter List field from the Type Definition page that you copied in Step 4.

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10. Search for the string *OF %%OUTDESTFORMAT%%* and change this to *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: for example, BIIVCLN, BIIVCLC, and BIIVCPC.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Running the Invoice Register Process and the Consolidation Register Process

After you create 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	*Definition Name*	*Navigation*	*Usage*
Invoice Register	RUN_BI_IVCRGSTR	Billing, Generate Invoices, Reports, Invoice Register	Enter parameters to use to create the Invoice Register by Invoice Number report and the Invoice Register by Customer Name report.
Consolidation Register	RUN_BI_IVCRGSTR	Billing, Generate Invoices, Reports, Consolidated Register, Consolidation Register	Enter parameters to use to create the Consolidation Register report.

Defining the Parameters for the Invoice Register Process and the Consolidated Invoice Register Process

Access the Invoice Register page (Billing, Generate Invoices, Reports, Invoice Register) or the Consolidation Register page (Billing, Generate Invoices, Reports, Consolidated Register, Consolidation Register), as applicable.

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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	*Definition Name*	*Navigation*	*Usage*
Process Monitor	PMN_PRCSLIST	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 is in progress on the In Progress Log page.

Page Used to Inquire About the Progress of a Process

Page Name	*Definition 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.

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Page Used to Inquire About Individual Invoice Errors

Page Name	*Definition 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 at either the header level or the line level.

Reviewing Invoice Errors at the Header and Line Level

Access the Invoice and Line Errors page (Billing, Review Processing Results, Review Invoice Errors, Invoice and Line Errors).

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 *Line(s) contain error,* and the system populates the remaining fields with corresponding messages for each line containing an error.

Error Status Displays the error code.

Error Description Displays specific information about the error.

Last Update Displays the date the bill line was last updated.

See Also

Chapter 12, "Calculating VAT in PeopleSoft Billing," Reviewing VAT Errors, page 366

Reviewing Email Invoice Log

You can use the Email Invoice as Attachment media for delivering your invoices. If you do so, you may need to research the results of the emailing program (BI_XMLPBURST) to check for any failures. From this component you will be able to review each email attempt and check if it was a success or a failure. If the email attempt was a failure, then you can to see a detailed description of the error. To attempt to resend an email that failed, use the Finalize and Print menu since you cannot resend an email from this component.

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Page Used to Review Email Invoice Log

Page Name	Definition Name	Navigation	Usage
Review Email Invoice Log – Search page	BI_EMAIL_LOG_SRCH	Billing, Review Processing Results, Review Email Invoice Log	Log certain information for tracking purposes each time an invoice is send as an email.

Reviewing Email Invoice Log

Access the Review Email Invoice Log page (Billing, Review Processing Results, Review Email Invoice Log).

Enter the search criteria and press the Search button to display the search results in a grid format.

Correcting Summarization Template Assignment

To add, change, or remove the assignment of summarization templates for the lines of a bill that has already been finalized, use the Summarize Template Correction pages. To change the summarization template definition itself, rather than the line assignments for a bill, use the Summarization Template Config pages.

See Also

Chapter 4, "Structuring Bills," Setting Up Bill Summarization, page 57

Pages Used to Correct Summarization Template Assignment

Page Name	Definition Name	Navigation	Usage
Summarize Template Correction	BI_SUM_IVC_LN_COR	Billing, Maintain Bills, Correct Summarization Template	Add, change, or remove the assignment of summarization templates for lines of bills that have been finalized.

Correcting Summarization Template Assignment

Access the Summarize Template Correction page (Billing, Maintain Bills, Correct Summarization Template, Summarize Template Correction).

Max Rows (maximum rows) Select how many bill lines to display on the Summarize Template Correct page.

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Line/Seq (line/sequence)	Select whether to view bill lines by line number or sequence number.
Identifier/Desc (identifier/description)	Select whether to display the Identifier field or the Description field for the bill lines.
Summarization Template ID	Set the desired summarization template for a bill line. Clear the field and leave blank to remove the assignment of a template to a line.
Preview Summarization Template	Click the Preview Summarization Template link to preview the summarization template format. The page does not use actual bill data.
Summarization Group Type	The summarization group type set for the line. This value cannot be changed after finalization.
Summarization Group ID	The summarization group set for the line. This value cannot be changed after finalization.

You can also correct the bill fields that affect the line grouping to achieve the desired summarization on the printed invoice.

Restarting the Pro Forma and Finalization Processes

You need to restart the Pro Forma Preprocess and Finalization process if you attempted to create a pro forma invoice or actual invoice for a bill and the process did not 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 PeopleBook: PeopleSoft Application Engine

Updating Multiple Billing Lines Within an Invoice

Access the Invoice Maintenance page (Billing, Maintain Bills, Invoice Maintenance). Select the invoice you need to update.

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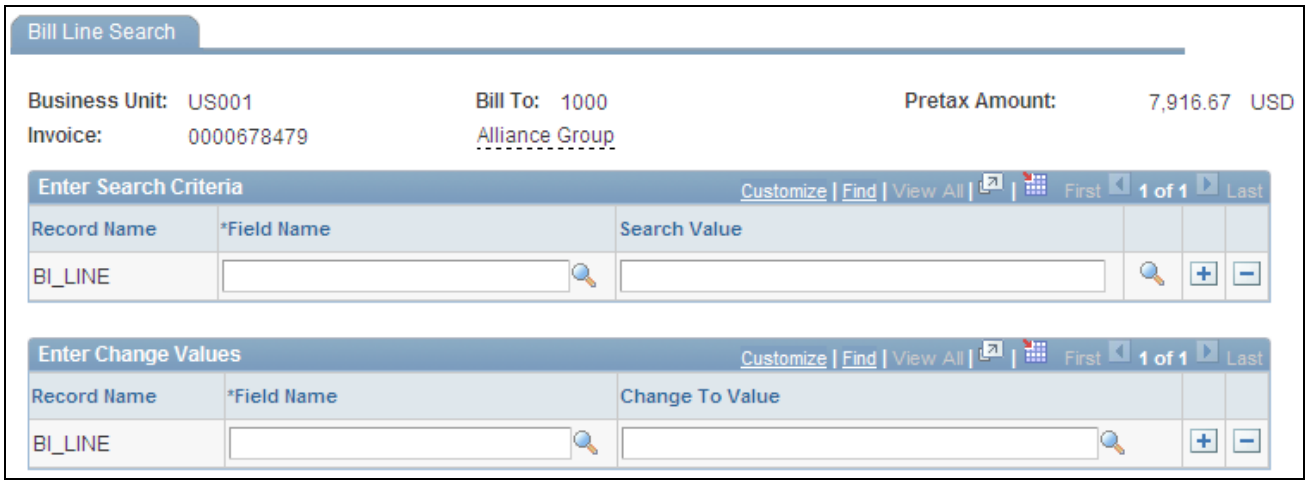


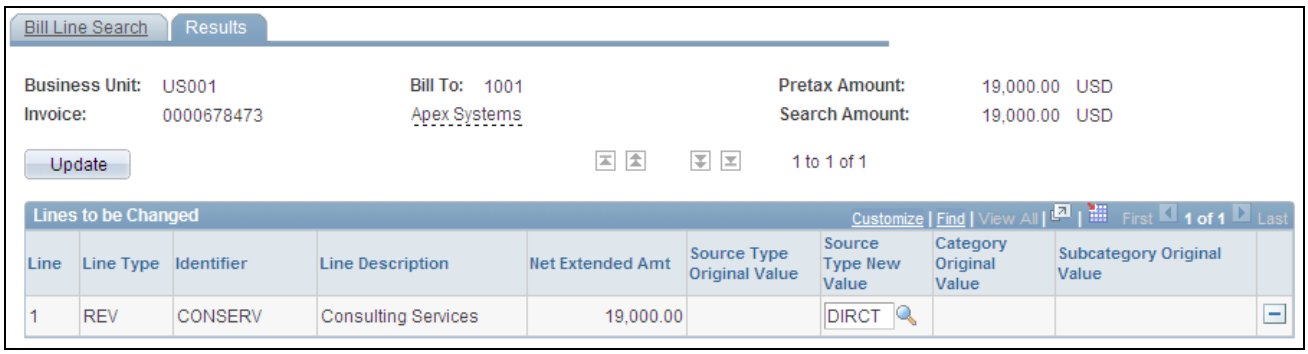
Invoice Maintenance – Bill Line Search

Business Unit Displays the business unit.

Enter Search Criteria The Field Name will be selected from a list of valid fields that can used in the search.

Enter Change Values The only valid Field Name values are RESOURCE_TYPE, RESOURCE_CATEGORY, and RESOURCE_SUB_CAT fields.

Enter valid field names and click the Search button to view the Results page.



Results page

An update confirmation message is displayed when you click the Update button.

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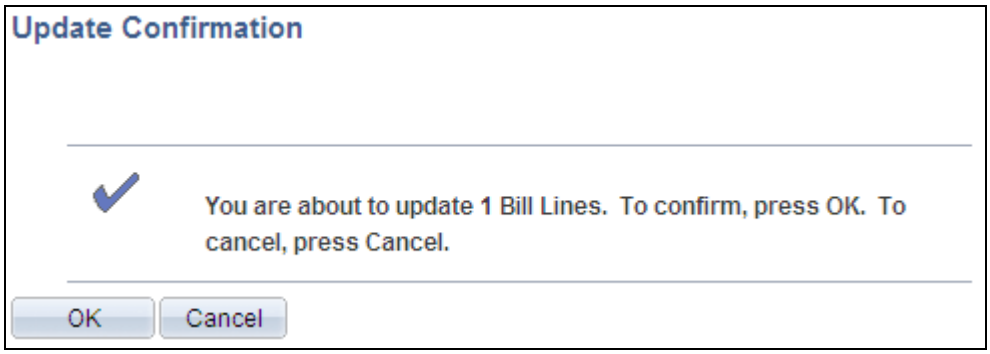

Update Confirmation message

The Bill lines can be updated for a specific invoice and not for multiple invoices. Invoice Maintenance will allow changes to fields RESOURCE_TYPE, RESOURCE_CATEGORY and RESOURCE_SUB_CAT only for rebills and regular bills to meet the error correction requirement. Changes are not allowed to these fields for credit lines and net line adjustments associated with an original bill.

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Chapter 19

Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable

This chapter provides an overview of PeopleSoft Receivables, General Ledger, and Accounts Payable integration 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 process (BIGNAP01).

Understanding PeopleSoft Receivables, General Ledger, and Accounts Payable Integration

The following processes prepare and transfer billing information to the Receivables, General Ledger, and Accounts Payable accounting applications:

- Currency Conversion (BICURCNV)
- Pre-Load (BIPRELD)
- Load AR Pending Items (BILDAR01)
- Load GL Accounting Entries (BILDGL01)
- Generate AP Voucher (BIGNAP01)

The processes can be run independently, or included in a multiprocess job, such as the Single Action invoice job (BIJOB03). When running these processes individually, you must run the Currency Conversion and Pre-Load processes before loading to AR (Accounts Receivable) or GL (General Ledger). The Load AR and Load GL processes require that the base currency amounts be calculated by the Currency Conversion process and that accounting entries be staged by the Pre-Load process. You do not need to run the Currency Conversion or Pre-Load process before running the Generate AP Vouchers process (BIGNAP01).

Note. Individual processes should not be run concurrently. For example, the BICURCNV process should not be initiated for two different business units at the same time.

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Open Item Processing

You can set up open item accounts in the General Ledger application and charge bill lines to open items within these accounts. When you run the Load GL process, Billing passes the open item charges to General Ledger and Receivables where those applications can reconcile the account balances using the value in the Open Item Key field of the bill line's accounting distribution.

To process open item charges from Billing, you must set the Open Item Key field of the accounting entry definition for Billing to *OPEN_ITEM_KEY*. In addition, you must set the summarization options for the Billing Journal Generator template to *Retain Detail.*

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator," Setting Up for Journal Generator.

The BIIF0001 process does not validate the open item keys for Billing Interface transactions for interunit and intraunit transfers. In addition, the system does not validate open item keys for the balancing entries created by the Inter/Intraunit Processor during the preload process.

See Also

Chapter 13, "Configuring Invoicing Jobs," Post-Invoicing Processing Steps, page 408

Chapter 18, "Generating Invoices," Running Single-Action Jobs for Regular and Consolidated Invoices, page 518

PeopleSoft Receivables PeopleBook

PeopleSoft General Ledger PeopleBook

PeopleSoft Payables PeopleBook

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:

Estimate and Finalize: Select invoices in all statuses, except for the status of *CAN* (cancel).

Estimate: Select invoices in *NEW,RDY* (ready), *HLD* (hold), and *PND* (pending) statuses (excludes *FNL* and *INV).*

Finalize: Select 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.

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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 do not 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 whether the group of pending items is processed automatically. Select from: 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 the Receivable Update process runs. Batch standard: Post in PeopleSoft Receivables during the next Receivable Update run.
Print Load AR Report	Select to generate a report listing pending items that were processed by previous Load AR Pending Items processes.
Exchange Rate Detail	Click to access the Exchange Rate Detail page.

Running the Currency Conversion Process (BICURCNV)

This section provides an overview of the Currency Conversion process and discusses how to run the Currency Conversion process.

Understanding the Currency Conversion Process (BICURCNV)

Currency conversion process 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 process can perform calculations 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 bills throughout each day but loading to Accounts Receivable and General Ledger less frequently (perhaps weekly or monthly), you can schedule periodic currency conversion runs (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.

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Note. 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.

The Billing Currency Conversion process (BICURCNV) is normally 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 can also 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.

Warning! The Currency Conversion process is not designed for concurrent processing. Conflict may occur when two Currency Conversion processes attempt to access the same data.

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 Conversion page or the Currency Conversion (Consol) page, and run the Currency Conversion process after you run the finalization process.

Avoiding and Resolving Data Conflict

The Currency Conversion process is not designed for concurrent processing; however, you can avoid conflict by following these guidelines:

- Review the database structure:
    - Implement the database indexes that are recommended for the Currency Conversion process in the posted informational document *Performance Recommendations for PeopleSoft Billing* for the current release. For assistance to obtain the latest version, contact your PeopleSoft representative.
    - Partition the Billing transaction tables by business unit.

    Note. The database structure should be reviewed and optimized by your PeopleSoft database administrator.
- When running the Currency Conversion process (or a job containing the process), always define the business units to be processed in the run control parameters.
- Always allow one Currency Conversion process to finish before starting another Currency Conversion process that operates on the same or an overlapping set of business units.

    Note. You can start a second Currency Conversion process if it operates on a different set of business units (and you have partitioned the transaction tables as recommended). Allow a brief interval (about 30 seconds) before starting the second process or job.

If a data conflict occurs, have your PeopleSoft database administrator release the database table locks. Restart the Currency Conversion process, allowing the first failed process to finish before restarting any subsequent processes.

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Error Codes Used by the Currency Conversion Process

Edit checks that are included in the currency conversion process identify conditions under which 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 with converted amounts.

When not in a multicurrency environment, amounts are calculated to two-decimal precision.

Pages Used to Run the Currency Conversion Process (BICURCNV)

Page Name	*Definition Name*	*Navigation*	*Usage*
Currency Conversion	RUN_BI_CURCNV	Billing, Generate Invoices, Non-Consolidated, Convert Currency Amounts, Currency Conversion	Run the currency conversion process for regular invoices.
Currency Conversion (Consol)	RUN_BI_CURCNV_CONS	Billing, Generate Invoices, Consolidated, Convert Currency Amounts, Currency Conversion	Run the currency conversion process for consolidated invoices.

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Running the Currency Conversion Process (BICURCNV) for Regular and Consolidated Invoices

To run the Currency Conversion process for regular invoices, access the Currency Conversion page (Billing, Generate Invoices, Non-Consolidated, Convert Currency Amounts, Currency Conversion). To run the Currency Conversion process for consolidated invoices, access the Currency Conversion (Consol) page (Billing, Generate Invoices, Consolidated, Convert Currency Amounts, Currency Conversion).

After you define run controls and access the Process Scheduler page, select the Billing Currency Conversion job and click OK.

Warning! Do not start the Currency Conversion process if another Currency Conversion process is already running.

See Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Understanding the Currency Conversion Process (BICURCNV), page 531.

Running the Pre-Load Process (BIPRELD)

This section provides an overview of the Pre-Load process and discusses how to run the Pre-Load process.

Understanding the Pre-Load Process (BIPRELD)

Run the Pre-Load process (BIPRELD) after the Currency Conversion process and before the Load AR process (BILDAR01) and the Load GL process (BILDGL01).

Note. You are 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, Billing - 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 or where batch combo edit is set on the Installation Option, Billing - GL/AR page.

Important! You should regularly purge the temporary staging entries created by the Pre-Load process by running the Billing Delete Data process (BIDELDATA). The Billing Delete Data process removes entries that have already been loaded to AR and GL. Entries pending the load processes and entries with errors are not deleted.

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See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Chapter 34, "Managing PeopleSoft Billing Utilities," Deleting Temporary Data, page 740

Pages Used to Run the Pre-Load Process

Page Name	*Definition 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 tasks to prepare preliminary accounting information for bills with GL levels that are defined when 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 ChartField inheritance is activated and an inherited ChartField differs across bill lines, the Pre-Load process (BIPRELD) summarizes AR offset entries when you define AR_LVL = *H* and AR_DST_OPT = *H*. If ChartField inheritance and ChartField balancing are activated, the balancing ChartField must be inherited because additional balancing entries are not created for the summary entries.

   ---

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, the 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 for which no further ChartField related processing is required.

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6. Generates value-added tax (VAT) and tax accounting entries.
7. Calls the ChartField Inheritance, Inter/IntraUnit Processor, and ComboEdit processes for bills for which further processing is necessary.

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 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 inheritance 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 for which Billing generates entries for both the bill-from and bill-to GL business units, InterUnit payable entries inherit ChartField values from InterUnit expense entries. When a bill originates from PeopleSoft Contracts or Project Costing and Billing does not manage revenue, accounting entries inherit ChartField values from unbilled revenue entries, because in this scenario the bill has no revenue entries.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

Interacting with the Centralized Inter/IntraUnit Processor

The Pre-Load process interacts 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 the record names and selection criteria that are supplied.
- Inserts any required InterUnit and IntraUnit lines that are due to or due from into the BI_ACCT_LN_STG table to ensure balanced entries for the transaction.

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See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Interacting 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 using the Correct Staged Accounting Errors component.

See Also

Chapter 22, "Using Commitment Control Accounting in PeopleSoft Billing," Correcting Accounting Entries That Fail Budget Checking, page 597

PeopleSoft General Ledger 9.1 PeopleBook, "Understanding General Ledger Background Processes"

Correcting Combination Edit Process Errors

This section gives an overview of when to rerun the Pre-Load process and lists the pages that you use to correct the 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.

Note. Correct Staged Acctg Errors component enforces ChartField Security. The component registry entries are delivered with only a subset of detail records enabled for ChartField Security. You can enable or disable the detail records from ChartField Security depending on the business requirements. Keep in mind that each detail record that is enabled adds overhead to open the component.

Understanding When to Rerun the Pre-Load Process

You must run the Pre-Load process after staged accounting entry correction.

Note. You cannot change 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 supplies the Affiliate field values automatically.

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Pages Used to Correct Combination Edit Process Errors

Page Name	*Definition 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.

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Page Name	*Definition Name*	*Navigation*	*Usage*
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.
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—regardless of 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.

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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.

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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 *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 whether 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* and 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* and 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.

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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 tasks.

If you define the AR level on the Installation Options, Billing - GL/AR page with the field value *Header 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 the fields are 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 default hierarchy.

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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 the fields are 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 supply 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 the entry type and reason omitted.

To supply 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. An entry type and reason always exists at the business unit level because they are mandatory.

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 to 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.

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37 Invoice has an invalid entry type/entry reason combination.

Pages Used to Run the Load AR Pending Items Process (BILDAR01)

Page Name	*Definition 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 Report	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 at once. If you run the processes individually, you must run them one at a time and run Currency Conversion first.

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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 (Billing, Generate Invoices, Reproduce Reports, AR Pending Item Report) or the Consolidated AR Pending Item Report page (Billing, Generate Invoices, Reproduce Reports, Consol AR Pending Item Report, Consolidated AR Pending Item Report), 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 you run 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 message 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. Two different processes are available that insert accounting entries to the PeopleSoft Billing Accounting Entries table (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.

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See Also

Chapter 21, "Using Unbilled Revenue Accrual," page 573

Understanding the Load GL Accounting Entries Process (BILDGL01)

The Load GL process performs the following tasks:

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 table 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 journal entries generating process.

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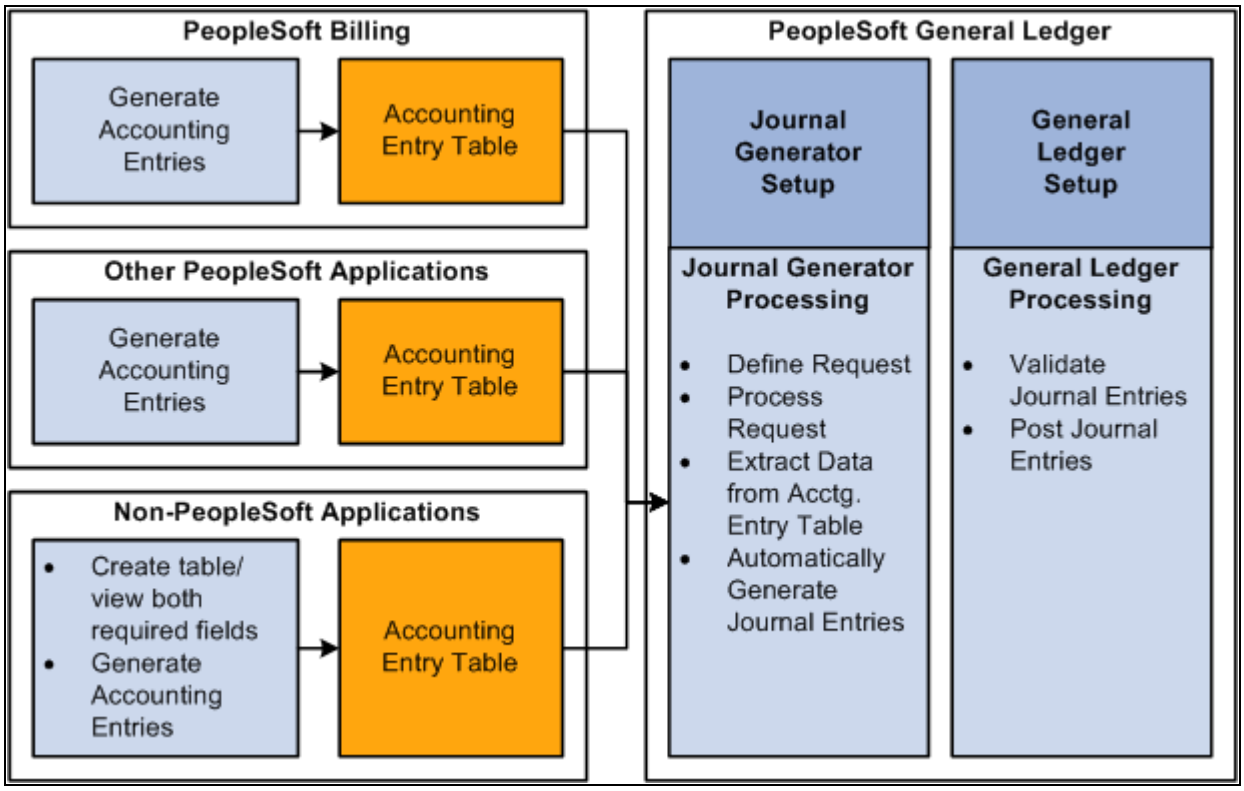

Overall journal entries generating process and the role of the Load GL Accounting Entry process in the entire procedure

Understanding Accounting Entries

You must populate the PeopleSoft Billing Accounting Entry table (BI_ACCT_ENTRY) with accounting entries before you can create PeopleSoft General Ledger 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 finished the Billing Currency Conversion process and the Pre-Load process.

The following table lists 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.

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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	*Definition 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.

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Page Name	*Definition Name*	*Navigation*	*Usage*
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	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_INQ	Click the Exchange Rate Detail button on the Accounting Entries By Invoice - Accounting Entries 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 (Billing, Generate Invoices, Non-Consolidated, Create Accounting Entries, Load GL Acctng Entries, Load GL Accounting Entries); for consolidated invoices, access the Load GL for Consolidated Bills page (Billing, Generate Invoices, Consolidated, Create Accounting Entries, Consolidated Load GL, Load GL for Consolidated Bills).

After you define the run controls and access the Process Scheduler page, select the Curr Con Preload & Load GL job, which runs several processes at once. If you run the processes individually, you must run them one at a time and run Currency Conversion first, followed by the Pre-Load process.

Regenerating Load GL Accounting Entries Reports

Access the GL Accounting Entries Report page (Billing, Generate Invoices, Reproduce Reports, GL Accounting Entries, GL Accounting Entries Report) or the Consol GL Accounting Entries page (Billing, Generate Invoices, Reproduce Reports, Consol GL Accounting Entries) 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.

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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 you run 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 message upon saving. Click the Reset to Current Date button to populate the Start Date and End Date fields with the current date.

Currency Shown on Report Determine whether 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 119

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 a termination of the process, 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 terminates 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 (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 terminated and needs to be restarted.

Updating the Load GL Process Table

Before the system carries out 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.

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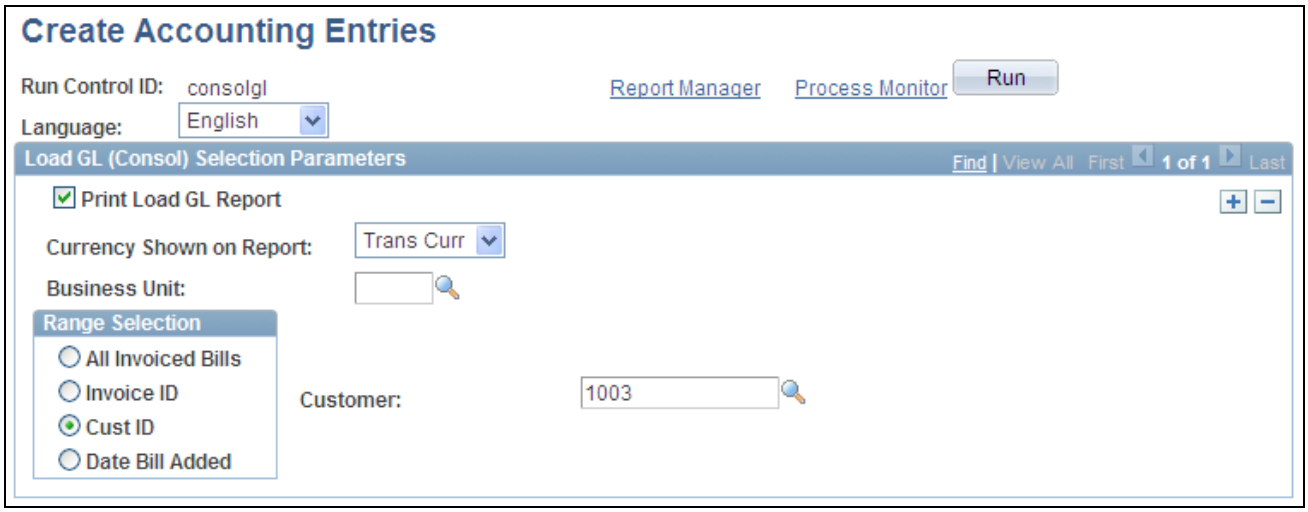
S03	The system has finished creating any GL entries that are needed to reverse accrual entries that may have been generated for deferred revenue in the same accounting period.
S99	The system has finished creating all GL entries and is ready to print reports and delete the TMP and Load GL Process table records.

Displaying Load GL Requests that Process Successfully

The system updates the status on the Load GL Process table to indicate that processing is complete before it carries out the last SQL Commit command for the corresponding request. 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 are all processed successfully, the Load GL Accounting Entries and Load GL for Consolidated Bills pages are displayed.



The Load GL for Consolidated Bills page when multiple requests are processed successfully

In this scenario, the system does not display the BI Load GL Status and 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 Terminate

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 terminate.

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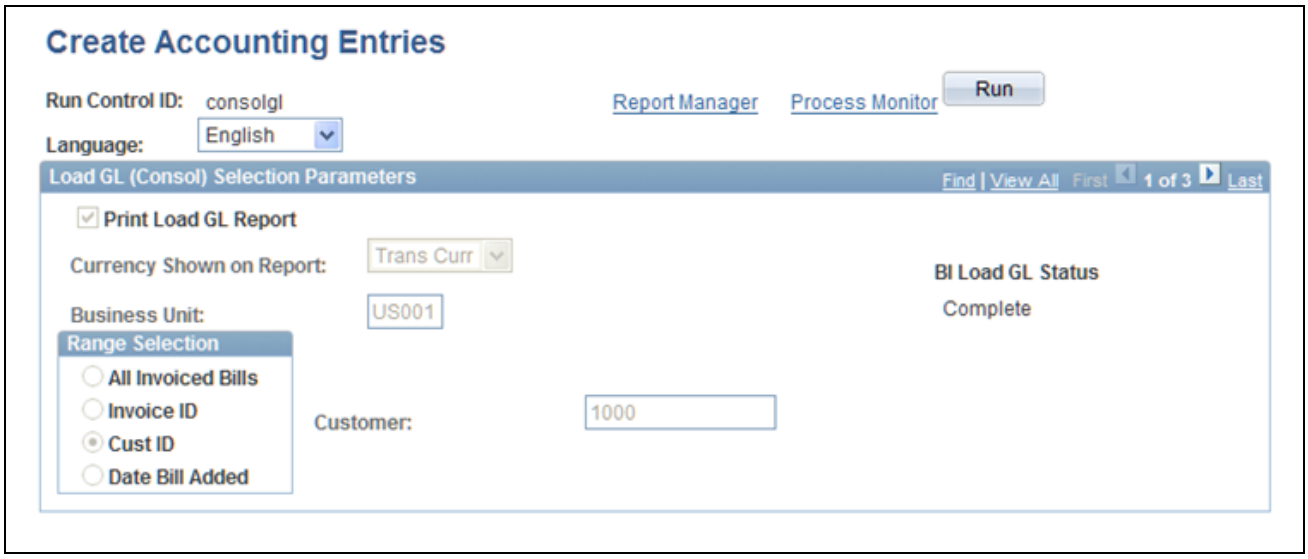
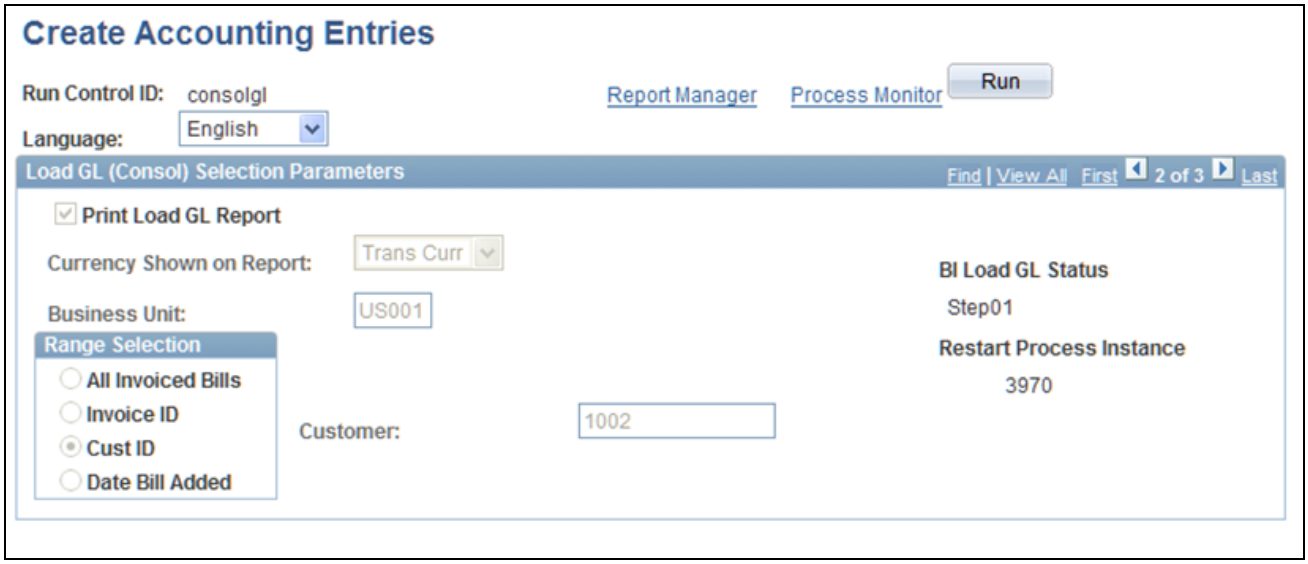


Displaying the updated BI Load GL status as Complete, and the parameters that are not available for edit

If a request terminates 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.



Displaying the BI Load GL status of the aborted request and the Restart Process Instance number

All requests not processed, those that follow a terminated request, can be modified. You cannot delete a Load GL process request that must be restarted.

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Restarting a Terminated 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 a terminated 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 allows 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 a terminated 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 terminates 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 on 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 9.1 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.

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- 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 to run the Generate AP Voucher process only 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 tasks:

1. Checks credit card authorization.
2. Builds a ChartField array to support dynamic ChartFields.
3. Inserts invoices to be processed, InterUnit bills with 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 creates voucher entries only in the PeopleSoft Payables interface staging tables. The actual vouchers, however, are generated within PeopleSoft Payables.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Processing Batch Vouchers"

Pages Used to Run the Generate the AP Vouchers Process (BIGNAP01)

Page Name	*Definition 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.

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Page Name	*Definition Name*	*Navigation*	*Usage*
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 (Billing, Generate Invoices, Non-Consolidated, Load Invoices to AP, Generate AP Vouchers) or the Consolidated Generate AP Vchr page (Billing, Generate Invoices, Consolidated, Load Invoices to AP, Consolidated Generate AP Vchr), as applicable. Select Print Generate AP Report to generate a report listing all AP vouchers that were processed previously by the 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 (Billing, Generate Invoices, Reproduce Reports, AP Voucher Entries, AP Voucher Entries Report) 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	*Invoices Included 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.

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Note. Oracle recommends that you generate the AP Voucher Entries report after running the Generate AP Vouchers process (BIGNAP01) and before running 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 the VCHR_HDR_STG table. Therefore, the system cannot obtain any 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 with 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.

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Chapter 20

Processing Deferred Revenue Accounting Entries

This chapter provides an overview of the deferred revenue accounting process, lists common elements 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.

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- 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.

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- 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 11/30).

Calculate debit amount of 25.83 USD to deferred revenue for 10/1/98 as follows: 90 x 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.

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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.

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- 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
Number of days in range per period.	29	33	29	28	33	9
Revenue calc.	12000 x (29 / 365)	12000 x (33 / 365)	12000 x (29 / 365)	12000 x (28 / 365)	12000 x (33 / 365)	12000 x (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.

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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 x 1 / 13	12000 x 1 / 13	12000 x 1 / 13	12000 x 1 / 13	12000 x 1 / 13	12000 x 1 / 13	12000 x 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 x 1 / 13	12000 x 1 / 13	12000 x 1 / 13	12000 x 1 / 13	12000 x 1 / 13	12000 x 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.

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- 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
Number of days in range per period.	29	33	29	28	33	9
Revenue calc.	12000 x 1 / 12	12000 x 1 / 12	12000 x 1 / 12	12000 x 1 / 12	12000 x 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.

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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.

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- Number of revenue days in last period: 9.

Period	*1*	*2*	*3*	*4*	*5*	*6*	*7*
Detail Calendar dates	4/1-4/30/98	5/1 - 5/31/98	6/1-6/30/98	7/1 - 7/31/98	8/1 - 8/31/98	9/1 - 9/30/98	10/1 - 10/30/98
Number of days in accountin g period	30	31	30	31	31	30	30
Number of days in range per period	16	31	30	31	31	30	30
Revenue Calc.	A) Ivc Amt - 16 / 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	11/1 - 11/30/98	12/1 - 12/31/98	1/1 - 1/31/99	2/1 - 2/28/99	3/1 - 3/31/99	4/1 -4/30/99
Number of days in accounting period	30	31	31	28	31	30
Number of days in range per period	30	31	31	28	31	30
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 USD x (16/365) = 526.03.
- Revenue recognized in last period: 12,000 USD x (14 / 365) = 460.27.
- Remainder to be divided evenly: 12,000 USD - (A + B) = 11,013.70.

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- 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 - (526.03 + 460.27 + (1001.25 x 11)) = -.05.
- Rounding difference applied to the partial periods: 460.27 -.05 = 460.22.

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:

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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.

   If you define the GL options at the business unit level (meaning you selected the Business Unit radio button on the Installation Options - Billing - GL/AR Options page), select Enable Deferred Revenues, and define the Future Period Accounting Dates parameter on the Billing Definition - Business Unit 2 page.

   If you define GL options at the installation level (meaning you selected the System radio button on the Installation Options - Billing - GL/AR Options page), select Enable Deferred Revenues and define the Future Period Accounting Dates parameter on the Installation Options - Billing - GL/AR Options page.

   If you define the GL options at the bill type level (meaning you selected the Bill Type radio button on the Installation Options - Billing - GL/AR Options page), select Enable Deferred Revenues and define the Future Period Accounting Dates parameter 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.

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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 50

Chapter 4, "Structuring Bills," Setting Up Distribution Codes, page 71

Chapter 4, "Structuring Bills," Setting Up Billing Charge Codes, page 74

Chapter 3, "Establishing PeopleSoft Billing Business Units," Establishing PeopleSoft Billing Business Unit Options, page 34

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional 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.

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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.
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.

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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 on the Standard Billing - Disc/Surcharge Distribution page or by entering a distribution code on the Standard Billing - Discount/Surcharge page.

See Also

Chapter 6, "Entering Bills Online," Entering Bill Line Information, page 139

Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 119

Chapter 6, "Entering Bills Online," Entering Discount Distribution and Surcharge Distribution ChartField Information, page 163

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional 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 Currency Conversion process (BICURCNV) to calculate base and euro currency values and store them in the currency for the bill.
4. Run the Pre-load process (BIPRELD) to prepare accounting information for subsequent processing.
5. 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.

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See Also

Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 119

Chapter 23, "Tracking Statistical Data in PeopleSoft Billing," page 601

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Pre-Load Process (BIPRELD), page 534

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Load GL Accounting Entries Process (BILDGL01), page 545

Chapter 18, "Generating Invoices," Running the Pro Forma, Finalization, Print, and Reprint Processes, page 508

Chapter 22, "Using Commitment Control Accounting in PeopleSoft Billing," Running the Budget Checking Process, page 593

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 non-distributed, future period entries.

This feature ensures correct balancing and eliminates extraneous data.

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Chapter 21

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 have PeopleSoft GL Journal Edit/Post feature enabled to utilize the Unbilled Revenue Accrual process.

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 and combination editing of balanced entries that are generated.
- Inserts accounting entries into the 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:

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- 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	

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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.

Note. A warning message will be displayed if the user tries to delete a line that has been already accrued. Accrued lines that are deleted will be reversed only in the next period.

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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.

1. 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	

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2. 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	

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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.

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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

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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 23

Chapter 6, "Entering Bills Online," page 105

Chapter 4, "Structuring Bills," Defining Bill Types, page 50

Chapter 4, "Structuring Bills," Setting Up Distribution Codes, page 71

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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 Application Fundamentals 9.1 PeopleBook, "Using Journal Generator," Setting Up for Journal Generator

Creating an Unbilled AR Distribution Code

Access the Distribution Code page (Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code) 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 (Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 3).

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.

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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.

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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	*Definition Name*	*Navigation*	*Usage*
Accrue Unbilled Revenue	RUN_BI_ACCRUAL	Billing, Generate Invoices, Accrue Unbilled Activity, Non-Consolidated Bills, Accrue Unbilled Revenue	Generate unbilled revenue accrual accounting entries.
Accrue Unbilled Revenue (consolidated)	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	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.

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Page Name	Definition Name	Navigation	Usage
Bill Line Not Ready	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 page (Billing, Generate Invoices, Accrue Unbilled Activity, Non-Consolidated Bills, Load GL - Unbilled, Accrue Unbilled Revenue). To generate unbilled revenue accrual accounting entries for consolidated bills, access the Consol Accrue Unbilled Revenue process page (Billing, Generate Invoices, Accrue Unbilled Activity, Consolidated Bills, Consol Load GL - Unbilled, Accrue Unbilled Revenue).

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 Lines Not Ready to Accrue Rpt page (Billing, Generate Invoices, Accrue Unbilled Activity, Lines Not Ready to Accrue Rpt).

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(no discount/surcharge chartfields) Select to list bills that do not have adequate discount or surcharge accounting information to create accounting entries.

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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 *INV*,*TMR*, *TMP*, and *CAN*). 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 105

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Chapter 22

Using Commitment Control Accounting in PeopleSoft Billing

This chapter provides an overview of commitment control accounting in PeopleSoft Billing, lists common elements and discusses how to:

- Run the Budget Checking process (FS_BP).
- 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 Pre-Process & Finalize process (BIIVC000).
4. Run the Billing Currency Conversion process (BICURCNV).
5. Run the Billing Pre-Load 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).

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7. Run the Comm. Cntrl. Budget Checking process.

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 Commitment Control 9.1 PeopleBook, "Setting Up Basic Commitment Control Options"

Budget Checking in PeopleSoft Billing

The Budget Checking process processes only those accounting entries that are created by the Load GL Interface 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.

Note. Deposit (DEP), Deposit Applied (DAPP), Deposit Refund (DREF), and Payment with Corporate Voucher (PYXES) lines are not truly revenue accounts, although they are assigned the a revenue account type. To avoid budget checking these lines, the system sets the budget checking header status to *V*.

Deposit Refund Fees (DRFF) lines are true revenue lines; the system treats them normally.

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 a status of E (error) to transactions that do not pass budget checking. If you elect to track transactions with a budget, the system assigns a status of W (warning) to transactions that do not match the budget allotment.

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*, will be processed the next time that you run the Journal Generator Process (FSPGGJGEN).

See Also

PeopleSoft Commitment Control 9.1 PeopleBook, "Setting Up Commitment Control Source Transaction Types"

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The Load GL Interface 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 of 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:

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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 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Load GL Accounting Entries Process (BILDGL01), page 545

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

PeopleSoft Commitment Control 9.1 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.

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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 cannot override the entire transaction.
	Click the Budget Override Available Info (budget override available information) button to determine the reason why you cannot 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.

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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 Budget Check Acct Entries 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 (discount/surcharge) Displays a *D* if a bill line is associated with a discount, and displays an *S* 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 *N* (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.

Open Item Key When an Open Item account applies to or is chosen for an accounting entry, the Open Item Key must be set.

Journal Line Reference When an Open Item account applies to or is chosen for an accounting entry, the Journal Line Reference will also be displayed. This value may be blank.

See Also

PeopleSoft Commitment Control 9.1 PeopleBook, "Managing Budget Exceptions"

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Running the Budget Checking Process

You can initiate the Budget Checking process from the Budget Check Acct Entries page (budget check accounting entries page).

Page Used To Run the Budget Checking Process

Page Name	*Definition Name*	*Navigation*	*Usage*
Budget Check Ivc	RUN_BI_KK_BCHK	Billing, Generate Invoices, Non-Consolidated, Request Budget Check	Initiate the Budget Checking process.
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 for consolidated bills.

Initiating the Budget Checking Process

Access the Budget Check Acct Entries (Billing, Generate Invoices, Non-Consolidated, Request Budget Check, Budget Check Acct Entries) or the Budget Check for Consol Bills page (Billing, Generate Invoices, Consolidated, Request Budget Check, Budget Check for Consol Bills).

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.

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Pages Used to View Billing Invoice Exceptions

Page Name	Definition Name	Navigation	Usage
Billing Invoice Exceptions	KK_XCP_HDR_BI1	Commitment Control, Review Budget Check Exceptions, Revenues, 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.
Billing Invoice - Line Exceptions	KK_XCP_LN_BI1	Commitment Control, Review Budget Check Exceptions, Revenue, 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 Commitment Control 9.1 PeopleBook, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions

Viewing Budget Checking Errors

Access the Billing Invoice Exceptions page (Commitment Control, Review Budget Check Exceptions, Revenues, Billing Invoice, Billing Invoice Exceptions).

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.

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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 Commitment Control 9.1 PeopleBook, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions

PeopleSoft Commitment Control 9.1 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 (Commitment Control, Review Budget Check Exceptions, Revenue, Billing Invoice, Line Exceptions).

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 and 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.

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Monetary Amount The amount in the base currency of the primary ledger.

See Also

PeopleSoft Commitment Control 9.1 PeopleBook, "Setting Up Commitment Control Source Transaction Types"

Viewing Budget Exception Line Details

Access the Billing Invoice Line Drill Down page (click the Drill Down to Transaction Line button on the Exception Details page).

Transaction Line Identifiers

Transaction Line Identifiers This group box provides information to identify the source transaction.

D/S Level (discount/surcharge level) The discount or surcharge level number is applied to this line.

Tax Authority Any tax authority agency that is empowered to set taxes against this bill.

Identifier 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.

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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 Commitment Control 9.1 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 33, "Adjusting Bills," page 717.

- 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 button in the Transfer column on the grid or clicking the View Related Links.

  Note. Correct Budget Check Errors component enforces ChartField Security. The component registry entries are delivered with only a subset of detail records enabled for ChartField Security. You can enable or disable the detail records from ChartField Security depending on the business requirements. Keep in mind that each detail record that is enabled adds overhead to open the component.

Note. Some source transaction types do not allow overrides.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions."

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Pages Used to Correct Accounting Entries that Fail Budget Checking

Page Name	*Definition Name*	*Navigation*	*Usage*
Billing Invoice Exceptions - Header Exceptions	KK_XCP_HDR_BI1	Commitment Control, Review Budget Check Exceptions, Revenues, 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, Revenues, 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.
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.

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Page Name	Definition Name	Navigation	Usage
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	Rerun 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 33, "Adjusting Bills," page 717

Changing Budget Dates and ChartFields in Error

To correct a budget date or ChartField of an account entry that fails budget checking:

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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 cannot 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 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 9.1 PeopleBook, "Creating and Maintaining Projects"

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"

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Chapter 23

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 105

PeopleSoft General Ledger 9.1 PeopleBook, "Using Statistics"

Understanding Statistical Data Tracking

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 (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.

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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>

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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	HOUR	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 reflects this difference: The charge code is consulting service, and the statistics code is head count.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining and Using ChartFields," Adding Scenario Values

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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 cannot 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>

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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 Application Fundamentals 9.1 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.

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Chapter 24

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 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 Billing General 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 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.

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See Also

Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 119

Chapter 7, "Using Express Billing," Entering Express Billing Header Information, page 197

PeopleSoft Application Fundamentals 9.1 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 when you enter a bill. You can also override a bill-to business unit during bill entry. When entering a bill, 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, an error message appears directing you to enter a value.

See Also

PeopleSoft Order to Cash Common Information 9.1 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.

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2. Specify whether to use legal entity definitions on the Installation Options - Overall page.

   Select the Use Legal Entity for the InterUnit field to define 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 Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Alternate Characters for Language Codes

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Transaction Codes

PeopleSoft Application Fundamentals 9.1 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 non-paired setup satisfies simple business scenarios and requires less user maintenance.

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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.

   The AP Business Unit represents the business unit in which the InterUnit Voucher is recorded. This 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.

   The Vendor ID and Location fields represent the values that are used on the AP voucher, which refer to the bill-from General Ledger business unit.

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See Also

PeopleSoft General Ledger 9.1 PeopleBook, "Defining Your Operational Structure," Defining Interunit and Intraunit Options for a Business Unit

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit 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 Application Fundamentals 9.1 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.

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See Also

PeopleSoft Application Fundamentals 9.1 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 do not 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 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Pre-Load Process (BIPRELD), page 534

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Load GL Accounting Entries Process (BILDGL01), page 545

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:

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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 they 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 need not 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.

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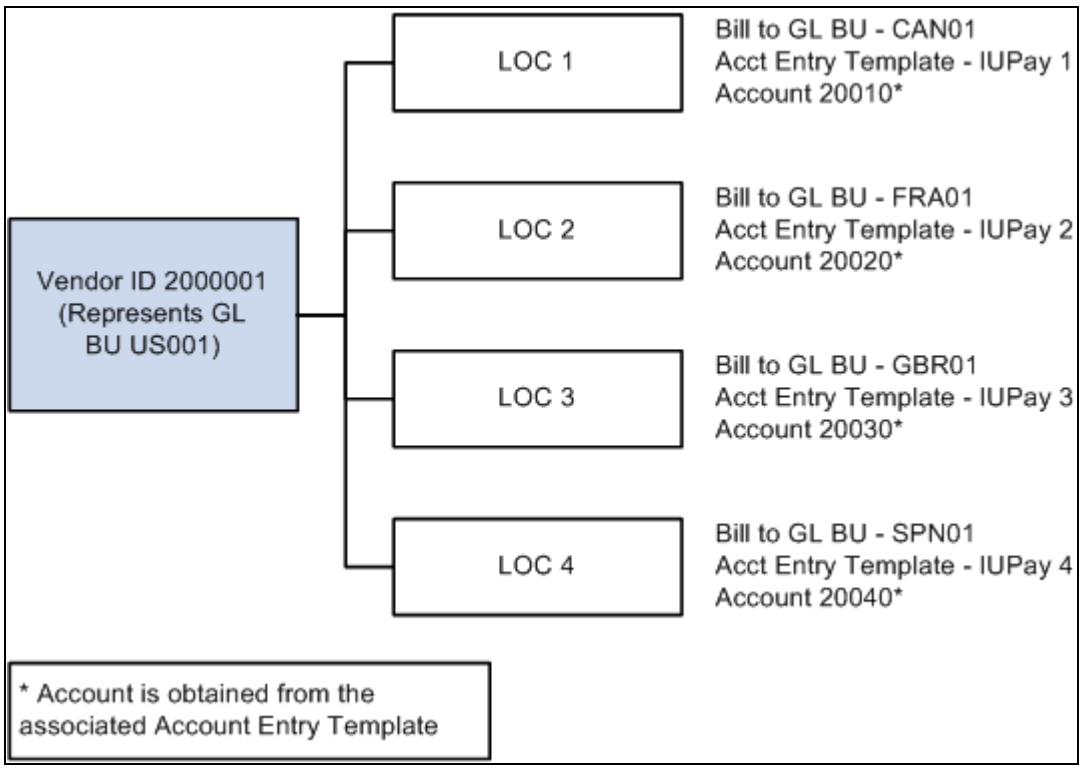
Associating Accounting Entry Templates to Vendor Locations

The following chart provides an illustration of the concept of associating different accounting entry template with a different vendor location that enables the posting process to gather the appropriate InterUnit payables account using the vendor location that is stored with a voucher because PeopleSoft Payables accounts can vary depending on the bill-from and bill-to general ledger business unit relationships.



Associating different accounting entry template with a different vendor location

See Also

Chapter 25, "Populating the AP Voucher Staging Tables," page 615

Chapter 3, "Establishing PeopleSoft Billing Business Units," Defining Tax Control and Deferred Revenue Options, page 27

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Generate AP Vouchers Process (BIGNAP01), page 553

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

PeopleSoft Payables 9.1 PeopleBook, "Processing Batch Vouchers"

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Chapter 25

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 discusses how to:

- Populate VCHR_HDR_STG.
- Populate VCHR_LINE_STG.
- Populate VCHR_DIST_STG.

Populating VCHR_HDR_STG

This section discusses how PeopleSoft Billing populates the VCHR_HDR_STG table.

Field Name	***How Billing Populates***
ASSET_ID	Blank
BUSINESS_UNIT	BUSINESS_UNIT_AP
BUSINESS_UNIT_AM	Null
VCHR_BLD_KEY_C1	Billing BU
VCHR_BLD_KEY_C2	Invoice Number
VCHR_BLD_KEY_N1	*0*
VCHR_BLD_KEY_N2	*0*

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Field Name	*How Billing Populates*
VOUCHER_ID	*NEXT*
VOUCHER_STYLE	*REG*
INVOICE_ID	BI_HDR.INVOICE
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

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Field Name	*How Billing Populates*
PAY_TRM_BSE_DT_OPT	Blank
IMAGE_REF_ID	Blank
IMAGE_DATE	Null
PAY_SCHEDULE_TYPE	Blank
TAX_GRP	Blank
TAX_PYMNT_TYPE	Blank
INSPECT_DT	Null
INV_RECPT_DT	Null
FRGHT_CHARGE_CODE	Blank
LC_ID	Blank
LEASE_ID	Blank
LEASE_PYMNT_DT	Null
MISC_CHARGE_CODE	Blank
SALETX_CHARGE_CODE	Blank
VCHR_SRC	*BILL*
ECTRANSID	BI-VCHR-IN
VENDOR_SETID	Blank

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Field Name	*How Billing Populates*
VENDOR_ID	BUS_UNIT_TBL_GL.VENDOR_ID when the InterUnit method is direct or indirect. IU_INTER_PR_TR.VENDOR_ID when the InterUnit method is pair.
VNDR_LOC	BUS_UNIT_TBL_GL.LOCATION when the InterUnit method is defined as direct or indirect. IU_INTER_PR_TR.LOCATION when the InterUnit method is defined as pair.
ADDRESS_SEQ_NUM	*0*
GRP_AP_ID	Blank
ORIGIN	From BUS_UNIT_TBL_BI
OPRID	OPRID
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

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Field Name	*How Billing Populates*
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*
CUR_RT_SOURCE	*T*
DSCNT_AMT_FLG	*T*
DUE_DT_FLG	*T*
VCHR_APPRVL_FLG	*P*
BUSPROCNAME	Blank
APPR_RULE_SET	Blank
VAT_DCLTRN_POINT	Blank
VAT_CALC_TYPE	Always *E* for Billing
VAT_CALC_GROSS_NET	BI_HDR_VAT.VAT_CALC_GROSS_NET

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Field Name	*How Billing Populates*
VAT_RECALC_FLG	BI_HDR_VAT.VAT_RECALC_FLG
VAT_CALC_FRGHT_FLG	*N*
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
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

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Field Name	*How Billing Populates*
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*
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
EC_QUEUEINSTANCE	*0*
ERS_INV_SEQ	*0*

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Field Name	How Billing Populates
LS_KEY	*0*

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 discusses how to use 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
BUSINESS_UNIT_PO	Blank
PO_ID	Blank
LINE_NBR	*0*

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Field Name	*How Billing Populates*
LEASE_PYMNT_DT	Null
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
COUNTRY_LOC_BUYER	From BI_LINE

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Field Name	*How Billing Populates*
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

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Field Name	*How Billing Populates*
RECEIVER_ID	Blank
RECV_LN_NBR	*0*
RECV_SHIP_SEQ_NBR	*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

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Field Name	*How Billing Populates*
DEPTID	Blank
PROJECT_ID	Blank
ECTRANSID	BI_VCHR_IN
STATE_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
ULTIMATE_USE_CD	Blank
ADDR_SEQ_NUM_SHIP	*0*
IST_TXN_FLG	BI_LINE. IST_TXN_FLG
WTHD_SW	Blank

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Field Name	*How Billing Populates*
WTHD_CD	Blank
MFG_ID	Blank
BUSINESS_UNIT_PC	BI_LINE. BUSINESS.UNIT_PC
ACTIVITY_ID	BI_LINE.ACTIVITY.ID
ANALYSIS_TYPE	BI_LINE.RESANALYSIS.TYPE
RESOURCE_TYPE	BI_LINE.RESOURCE_TYPE
RESOURCE_CATEGORY	BI_LINE.RESOURCE.CATEGORY
RESOURCE_SUB_CAT	BI_LINE.RESOURCE_SUB_CAT
ECQUEUEINSTANCE	*0*

Populating VCHR_DIST_STG

This section discusses how to use the proposed PeopleSoft Billing approach for populating the VCHR_DIST_STG table.

Field Name	*How Billing Populates*
BUSINESS_UNIT	BUS_UNIT_TBL_GL.BUSINESS_UNIT_AP when the InterUnit method is defined as direct or indirect. IU_INTER_PR_TR.BUSINESS_UNIT_AP when the InterUnit method is defined as pair.
VCHR_BLD_KEY_C1	Billing BU
VCHR_BLD_KEY_C2	Invoice Number
VCHR_BLD_KEY_N1	*0*

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Field Name	*How Billing Populates*
VCHR_BLD_KEY_N2	*0*
ECTRANSID	BI-VCHR-IN
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
PO_ID	Blank
LEASE_PYMNT_DT	Null
LINE_NBR	*0*
SCHED_NBR	*0*

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Field Name	*How Billing Populates*
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
RECV_LN_NBR	*0*
RECV_SHIP_SEQ_NUM	*0*
RECV_DIST_LINE_NUM	*0*

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Field Name	*How Billing Populates*
DEPTID	BI_LINE_IU_EXP.DEPTID
PROJECT_ID	BI_LINE_IU_EXP.PROJECT_ID
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*
VAT_CALC_AMT	*0*
VAT_BASIS_AMT	*0*
VAT_RCVRY_AMT	*0*
VAT_NRCVR_AMT	*0*

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Field Name	*How Billing Populates*
VAT_REBATE_AMT	*0*
VAT_TRANS_AMT	*0*
TAX_CD_VAT_PCT	*0*
VAT_INV_AMT	*0*
VAT_NONINV_AMT	*0*
WO_ID	Blank
WO_TASK_ID	*0*
RSRC_TYPE	Blank
RES_LN_NBR	*0*
ECQUEUEINSTANCE	*0*

See Also

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Generate AP Vouchers Process (BIGNAP01), page 553

PeopleSoft Payables 9.1 PeopleBook, "Processing Batch Vouchers"

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Chapter 26

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 prepaid sales orders
- Process deposits on sales orders
- 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 300

PeopleSoft Order Management 9.1 PeopleBook, "Billing Orders"

PeopleSoft Order Management 9.1 PeopleBook, "Order Processing in a VAT Environment"

PeopleSoft Order to Cash Common Information 9.1 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. You can accommodate variations in the customers' billing requirements because you can change the direct invoicing option by order and by customer.

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See Also

Chapter 13, "Configuring Invoicing Jobs," Understanding the Direct Invoicing Jobs, page 426

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 OM Billing Interface process (OM_BILL) populates the Billing interface staging tables in PeopleSoft Billing with inventory shipment history and additional non-stock shipment activity.

See Also

PeopleSoft Order Management 9.1 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 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.

Note. Counter sales orders that are paid by using a credit card are processed the same as prepaid sales orders.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Processing Credit Cards"

Processing Prepaid Sales Orders

Order Management may send fully and partially-paid invoices to the Billing interface when a customer pays for all or part of an order. Fully-paid invoices will not be printed, but will be processed to create accounting entries. If a copy of the invoice is required, one can be made using the invoice reprinting feature. The amount due on a reprinted fully-paid invoice will be zero. Taxes on fully-paid sales orders are calculated at the time of payment, so tax amounts are passed to Billing through the Billing interface. The finalization process does not recalculate taxes charged on the invoice.

Fully-paid invoices cannot be canceled or modified, except to change the accounting distribution.

Partially-paid invoices are printed normally, with the paid amount shown as a credit on the invoice. Partially-paid invoices cannot be canceled, nor can the paid amount be changed.

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The value of the Paid At Source field (BI_PAID_AT_SRC) on the Interface Bill Header table (INTFC_BI_HDR) indicates the payment status of a bill:

0: Unpaid	No payments have been applied to the bill.
1: Deposit Applied	A deposit has been applied to the bill.
2: Partial	The bill has been partially paid.
9: Fully Paid	The bill has already been paid in full.

When viewing the bill on the Review Bills page, the payment status will be displayed on Bill Summary Page 2.

See Also

PeopleSoft Order Management 9.1 PeopleBook, "Entering Counter Sales," Understanding Payments in the Counter Sale Environment

Payment by Corporate Voucher

When all or part of a counter sale - sales order is paid by corporate voucher, Order Management creates a bill line transaction and assigns the payment transaction a line type of *PYCV*. Corporate Voucher bill lines will appear on an invoice with a negative amount. Billing does not process VAT on the corporate voucher payments. PeopleSoft Receivables will create any appropriate VAT accounting entries for voucher payment lines.

See Also

PeopleSoft Order Management 9.1 PeopleBook, "Entering Counter Sales," Entering Payments for Credit, Debit, and Procurement Cards

Processing Deposits on Sales Orders

Deposits can be taken for a sales order whenever an order is not immediately filled. The following actions can be taken with regard to a deposit:

- the deposit can be taken for a sales order.
- the deposit can be applied to fulfilled ordered lines.
- the deposit can be refunded back to the customer.

For each of these actions, OM_Bill will send a transaction to the Billing interface. These transactions will ultimately appear as lines on an invoice in Billing. Depending on the action, deposit transactions will have one of the following line types:

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DEP (deposit)

When a deposit is taken for a sales order, a separate invoice will be created for the deposit amount.

A deposit is assigned a deposit ID, which is used to track subsequent transactions related to the deposit. Deposit lines are not subject to taxes because all sales, use and VAT taxes are considered inclusive. However, if system options indicate that VAT on advance payment is required, Billing will calculate VAT for the deposit line and subtract this VAT amount from the line's extended amount.

DAPP (deposit applied)

When all or part of a deposit taken earlier is applied to a sales order, the deposit applied line will reduce the total amount due. The deposit ID is used to link the applied line to the original deposit. Sales and use taxes are not calculated on DAPP lines. VAT on the deposit is considered inclusive, so even if the invoice is fully paid, Billing will calculate the VAT, where applicable, and distribute part of the deposit applied to the VAT total (when system options indicate that VAT on advance payment is required). DAPP lines use the same VAT defaults as the original deposit line. Deposit applied transactions will appear as a separate line on the invoice and will have a negative amount.

Invoices with deposit applied cannot be canceled either online or through the Billing interface.

Note. Order Management creates a deposit-applied line for each sales order charge line. When the Billing interface processes these lines into one or more bills, the deposit-applied lines are aggregated into a single line per invoice.

DREF (deposit refund)

When a deposit is refunded, the deposit ID is used to identify the open item and VAT treatment. If the deposit has already been refunded to the customer in the source system, the invoice is marked fully paid and cannot be canceled or modified. Deposit refunds will appear as a separate line on the invoice and will have a negative amount. Sales and use taxes are not calculated on DREF lines.

DRFF (deposit refund fee)

When a deposit is refunded, a fee may be associated with the refund. Refund fees come over to billing as separate bill lines. They will appear on the invoice with a positive amount. The deposit ID is used to identify the open item and VAT treatment.

Note. If an invoice with deposit transactions is copied or adjusted, the deposit ID is deselected. Copying or adjusting an invoice will not affect a deposit's open item balance.

See Also

PeopleSoft Order Management 9.1 PeopleBook, "Entering Counter Sales," Understanding Counter Sales

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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. Since 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.

Note. The Billing Interface process adjusts only bills or bill lines associated with invoices with an *INV* (invoiced)status.

The credit card information will be captured and made available to the Billing RMA Adjustment process when an RMA is created in Order Management. The Billing RMA adjustment process will then pass this information to the Billing Interface process. All bills created through the interface will be grouped based on the payment method, credit card details and VAT information.

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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. However, if 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. Ensure that you 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 300

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Pages Used to Process RMA Adjustments

Page Name	*Definition Name*	*Navigation*	*Usage*
Review RMA Adjustment Activity	BI_ADJ_GRP_LINE	Billing, Interface Transactions, RMA Adjustments, Review RMA Adjustment Activity	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 the RMA adjustments process and create the pending invoices.

Reviewing RMA Adjustment Activity

Access the Review RMA Adjustment Activity page (Billing, Interface Transactions, RMA Adjustments, Review RMA Adjustment Activity). 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.

Line Type Values are:

REV (revenue): For credit on returned items.

RSTK (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 *DON* (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 RMA Adjustments page (Billing, Interface Transactions, RMA Adjustments, Create RMA Adjustment Invoices).

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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 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 one at a time. Run the Billing RMA Adjustments process first and the VAT Default process at the end.

See Also

Chapter 12, "Calculating VAT in PeopleSoft Billing," Changing Header VAT Defaults Manually, page 359

Passing Tax Information from PeopleSoft Order Management to PeopleSoft Billing

Taxes and VAT are calculated on sales orders in PeopleSoft Order Management, but these amounts will be passed to Billing only for fully-paid invoices. This includes use tax amount on free goods, which is the responsibility of the seller.

Taxes on orders that are not fully paid are always recalculated in Billing. For sales orders with VAT, only the VAT information, such as VAT applicability, VAT code, and VAT treatment, is used by PeopleSoft Billing in recalculating taxes. For sales orders with PeopleSoft taxes, only tax codes are used by PeopleSoft Billing. For sales orders with taxes calculated by third-party tax vendors, only tax information, such as ship-to customer and location, transaction type, ship-from location, and order acceptance location, is used by PeopleSoft Billing. The tax basis amount for free goods is usually the cost of the item, or the last price paid in the case of non-costed items. For invoices that originate from sales orders, Order Management will pass the cost of the item or the last price paid to Billing, to be used in tax calculation.

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.

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Chapter 27

Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management

This chapter provides an overview of PeopleSoft Billing integration with Contracts, Project Costing, Grants, and Pay/Bill Management and discusses how to:

- Process Billing Worksheets.
- Run the Billing to Project Costing/Contracts Interface process (BIPCC000).
- Correct PeopleSoft Grants and Project Costing-related invoices.

Understanding PeopleSoft Billing Integration with Contracts, Project Costing, Grants, and Pay/Bill Management

PeopleSoft Billing integrates with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management to enable you to generate invoices for contracts, awards, and staffing-related purchase-order tracking obligations. PeopleSoft Contracts controls the transfer of billing information from each of these applications. No special application setup is required to integrate Billing with Contracts or its related applications; however, you should review and, if necessary, modify bill-by identifiers, bill sources, application processes, and invoice reports to conform to your business needs.

A number of steps and decision points in the billing flow occur within the source applications before the data reaches PeopleSoft Billing. For an overview and description of how the components discussed in this chapter relate to the overall business flow, refer to the Billing sections in the PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management PeopleBooks.

Contracts Integration

The PeopleSoft Contracts application coordinates the flow of billable transactions from Contracts, Project Costing, Grants, and Pay/Bill Management through billing plans. Transactions that are ready for billing are sent to the billing interface when you run the Contracts to Billing Interface. Contract invoices can be preapproved and generated by means of a direct invoicing process, or approval can be carried out within Billing by means of the Billing Worksheet.

PeopleSoft Contracts is the data source for fixed-amount, value-based, and recurring bill lines. When amount-based lines are sent to the billing interface, an entry for each line is also created in the Contracts/Billing Cross-Reference table. Cross-reference entries are updated whenever you amend, finalize, or cancel the bill line in either Billing or Contracts.

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A Public Voucher Number will either be generated in Billing via the Billing Interface or Billing Worksheet or passed in from Contracts and defined as a bill by field. Public Voucher Number is used to group multiple bills on a single invoice and is required to generate the 1034/1035 invoice.

Government Contracting Features

Contracts includes several features that help satisfy contracting requirements set by the United States Federal Government. You can manage two additional categories of billing transactions for government contracts: withholding transactions and progress payment transactions.

- Withholding transactions are used to comply with contractual terms that require a portion of the payment to be withheld until an event occurs. This event is defined in the contract.

  Withholding transactions include:

  - Withholding lines, which reduce the billable amount on an invoice.
  - Releasing lines, which add previously withheld funds to an invoice.
  - Writing-off lines, which write off funds that were previously withheld.

  Note. Although they do not appear on invoices, withholding adjustment and release adjustment lines are also created when you make manual adjustments to withholding or release lines when using the Billing Worksheet.

- Progress payment transactions are used to comply with contractual terms for the invoicing and liquidation of progress payment funds.

  The amount of a progress payment transaction is calculated according to the information that you enter on the Progress Payment Terms page in the Contracts application. When the goods or services covered under the contract are invoiced, the progress payments are applied with a liquidation transaction. The liquidated amount appears as a credit on the invoice with the description entered on the Progress Payment Terms - Liquidation page.

Warning! You should never make progress payment adjustments using the Billing Worksheet. Such adjustments are not sent to Contracts and do not receive proper accounting treatment. The recommended method for changing a progress payment or liquidation transaction is to cancel the Billing worksheet and make the necessary changes using the Contracts application.

The Billing application does not prevent users from entering progress payment adjustments.

Project Costing Integration

PeopleSoft Project Costing works with Contracts to manage project activities. The primary billable transactions from Project Costing are rate-based lines, but fixed-fee transactions can also be related to project activities. After processing in Billing, Project Costing transactions are updated to both the Project Resource table and the Contracts/Billing Cross-Reference table.

Grants Integration

PeopleSoft Grants works with Billing, Contracts, and Project Costing to manage billable transactions that are related to a grant or an award. Grants bill-by identifiers and invoice formats are provided.

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Pay/Bill Management Integration

You can route PeopleSoft Pay/Bill Management transactions to Billing (as line type *REV* and system source *PBI*) as part of the PeopleSoft purchase-order tracking functionality. This 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 when transactions are routed to Billing. When the bill is finalized, the system permanently decrements the billed amounts.

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

CRM Integration

Users of the PeopleSoft CRM application can initiate billing for customer services. Billable transactions created in PeopleSoft CRM are routed to Billing through the Contracts application.

See Chapter 29, "Integrating PeopleSoft CRM with Billing," page 679.

Integration Processes

You can set up the billing process so that invoices are approved and generated and accounting entries are logged in separate steps. Or all of the steps can be carried out in a single action without manual interaction within the Billing application. The application processes used to handle transactions from Contracts and the related applications include:

CA_BI_INTFC The Contracts to Billing Interface process moves billable transactions from the Contracts tables to the billing interface tables. The process also adds an entry in the Contracts Billing/Cross-Reference table (CA_BP_XREF) for fixed-fee and recurring lines. Withholding and release transactions are created and progress payment liquidation amounts are calculated as necessary.

BIF0001 The Billing Interface process moves transactions from the interface tables to the billing tables. Transactions from Contracts are handled in the same way as those from other billing sources.

BIIVC000 The Billing Finalization process updates existing entries in the Contracts Billing/Cross-Reference table with the final invoiced amounts and adds entries for rate-based lines.

Note. Progress payments must be finalized before corresponding liquidation transactions can be processed.

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BIPCC000

The Billing to Project Costing/Contracts Interface process updates the following tables:

- Contracts/Billing Cross-Reference table, to record final invoiced amounts (including surcharges, discounts, and taxes).
- Contracts Prepaid table, to record the used amounts of prepaid balances.
- Contract Lines Release table, to set the status of *Complete* for withholding release lines.
- Project Resource Temporary table, to record the final invoiced amounts (including surcharges, discounts, and taxes) and to insert withholding and withholding adjustment lines (with a status of *Complete*).

Billed amounts are also applied to outstanding purchase orders in Pay/Bill management.

PC_BI_TO_PC

The Billing to Project Costing process updates the Project Resource table with information from the Project Resource Temporary table.

Note. Withholding transactions from Project Costing are not reflected in new withholding calculations until posted to the Project Resource table.

BIDIRIVC

The direct invoicing process performs all the interface, billing, and accounting processes in a single job.

See *PeopleSoft Contracts 9.1 PeopleBook*, "Processing Contracts Billing," Streamlined Billing.

BIDIRIV2

The no-load direct invoicing process performs the same functions as BIDIRIVC, with the exception of running the billing accounting processes.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

PeopleSoft Contracts for Government Contracting 9.1 PeopleBook, "Processing the Contracts Billing Interface"

PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with PeopleSoft Contracts and PeopleSoft Billing," Understanding the Billing Process Flow

PeopleSoft Grants 9.1 PeopleBook, "Understanding Integrating PeopleSoft Grants with Other Applications"

PeopleSoft Pay/Bill Management 9.1 PeopleBook, "PeopleSoft Pay/Bill Management Business Processes and Integrations"

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Common Elements Used in This Chapter

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, write off that resource line, or mark the resource line as over the limit. Only resource lines with a bill option of *Bill* are copied to the approved invoice. You can specify the bill option on the Line Details page. For lines of analysis type *UTL* (utilization), you can select *Bill* or *Delete* as the bill option.

If a line's analysis type is withholding or withholding release, the bill option is provided by default to *Bill*. If a line's analysis type is withholding write-off, the bill option is provided by default to *Write Off*.

Business Unit

Enter the PeopleSoft Billing business unit. For the Billing Worksheet component, this field represents the PeopleSoft Billing business unit that is associated with the temporary bill. You can locate worksheet data by selecting a business unit on the Update Billing Worksheet - Filter Options page 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.

For the Review Contract/Project Bills component, this field represents the PeopleSoft Billing business unit that is associated with the regular bill. You can locate invoice data by selecting a business unit and clicking the Search button to display all of the regular bills associated with that business unit. Enter additional search criteria to refine the search.

Contract

Displays the contract number. For the Billing Worksheet component, the contract number associated with the temporary bill is displayed. You can locate worksheet data by entering a contract number on the Update Billing Worksheet - Filter Options page and clicking the Search button to display all of the temporary bills associated with that contract number. Enter additional search criteria to refine the search.

For the Review Contract/Project Bills component, the contract number associated with the regular bill appears. You can locate invoice data by entering a contract number and clicking the Search button to display all of the regular bills associated with that contract number. Enter additional search criteria to refine the search.

Customer

Displays the customer number. For the Billing Worksheet component, the customer number associated with the temporary bill is displayed. You can locate worksheet data by entering a customer number on the Update Billing Worksheet - Filter Options page and clicking the Search button to display all the temporary bills associated with that customer. Enter additional search criteria to refine the search.

For the Review Contract/Project Bills component, the customer number associated with the regular bill appears. You can locate invoice data by entering a customer number and clicking the Search button to display all of the regular bills associated with that customer. Enter additional search criteria to refine the search.

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Search	Search for a specific temporary or regular bill. This functionality lists possible matches beginning at the first row of the line detail grid.
Billing Worksheet	Displays the temporary invoice number associated with the temporary bill. Billing Worksheet is used interchangeably with the temporary bill. You can locate worksheet data by entering the temporary invoice number on the Update Billing Worksheet - Filter Options page and clicking the Search button to display the specified temporary bill. Enter additional search criteria to refine the search.
Letter of Credit ID and **Letter of CR** (letter of credit reference)	The letter of credit reference number for the contract that is associated with a temporary or regular bill.
LOC Doc ID (letter of credit document identification)	The document number authorizing the letter-of-credit draw.
Progress Payment Sequence Number	Identifies a progress payment term in a contract.
Project ID	For the Billing Worksheet component, a unique description used to identify the project associated with the temporary bill that appears. You can locate worksheet data by entering a project ID on the Update Billing Worksheet - Filter Options page and clicking the Search button to display all the temporary bills associated with that project ID. Enter additional search criteria to refine the search. For the Review Contract/Project Bills component, a unique description used to identify the project associated with the regular bill that appears. You can locate invoice data by entering a project ID and clicking the Search button to display all of the regular bills associated with that project ID. Enter additional search criteria to refine the search.
Transaction Date	Represents the date that a cost was actually incurred.
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 the browser's print function.

Processing Billing Worksheets

This section provides an overview of the billing worksheet component and discusses how to:

- Search for unprocessed worksheets.
- Manage worksheets at the header level.
- Manage worksheets at the line level.
- Review bills originating in PeopleSoft Contracts and Project Costing.
- Specify printing parameters.

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- Review letter of credit draws.
- Run the Billing Worksheet Update process.

Understanding the Billing Worksheet Component

The Billing Worksheet component is a work area where you can review, adjust, approve, and delete lines that are routed from PeopleSoft Contracts through the Billing Interface. These perform these actions on temporary bills before you create an actual bill. Only nonapproved transactions go to the billing worksheet after the Billing Interface runs. Preapproved transactions are converted to regular bills after the Billing Interface runs.

The Billing worksheet component enables you to examine temporary bills from PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management. You can make changes before the transactions are approved. During approval of the temporary bills, the approved lines become part of regular bills. Lines that are not approved are sent back to the source system.

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. If you adjust data on the Billing Worksheet that will eventually be approved to create an actual bill, the PeopleSoft Billing to Project Costing/Contracts Interface process passes the adjusted data back to PeopleSoft Project Costing or Pay/Bill Management.

Warning! You should not use the Billing Worksheet to make adjustments to amount-based lines with system source *CBI*, prepaid utilization lines with system source *PBI*, withholding write-off lines, or progress payment transaction and liquidation lines.

Before you approve or delete a worksheet bill from the system, you can navigate to the Standard Billing component. In the Standard Billing component, you can access some regular billing features that are normally available to real bills. For example, you can calculate taxes or generate a pro forma invoice for the worksheet bills.

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 before you save. When you approve the worksheet, the system copies *TMR* bills to a real bill and assigns it a status of *RDY*. The system copies *TMP* bills to a real bill and assigns it 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 entire billing worksheet on the Billing Worksheet - Headers page. For PeopleSoft Project Costing lines, tag the line as deferred or write-off prior to approval on the Billing Worksheet - Line Details page.

Chartfield Security is enforced on the Billing Worksheet component because of the *Project ID* field that is displayed in the worksheet search results. Therefore, if Project ID is a secured chartfield, a user may not see all worksheets that match their search criteria in the search results. This is because the search results will filter out any worksheets that reference a Project that the user is not secured to access.

Billing Worksheet Approval

Two methods are available to approve billing worksheets:

- You can approve a billing worksheet in the Billing Worksheet component by selecting the worksheets to approve and clicking the Approve Now button.

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- You can approve a billing worksheet in the Billing Worksheet component by selecting the worksheets to approve, clicking the Approve Later button, and running the Billing Worksheet Batch Update process (BI_WRKSHTUPD).

Regardless of the method that you use, when you approve a billing worksheet, the system:

- Copies the approved worksheet lines to a real bill, and changes the PC_DISTRIB_STATUS on the BI_HDR record of the approved worksheet to *I* (ignore) to prevent the temporary bill from reappearing on the Billing Worksheet component.

  A new real bill is created online if the Add to Bill field is blank.

  During the batch process, a new real bill is created for an approved worksheet if Group Billing Worksheets is deselected on the Approve Billing Worksheet page, or if an approved worksheet cannot be added to an existing bill.

- 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 to the committed amount to correctly reflect the amount that is available for future billing activities.

- If Pay/Bill Management is installed, the system 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 a 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).

- Creates entries in the PeopleSoft Project Costing PROJ_RES_TMP_BI table for any non-UTL rows originating from PeopleSoft Project Costing that are marked with analysis types *Defer,Write Off, Delete,* or *Over the Limit.*

Note. If the approved billing worksheet is added to an existing bill, or grouped with other worksheets to form a new bill, duplicate line numbers may be on the regular bill if you have used manual line numbering on the worksheet or the regular bill. If you want manual line numbers, your must wait until the worksheet has been approved and changed into a regular bill, and then update the manual line numbers on the regular bill.

Billing Worksheet Deletion

Two methods are available to delete billing worksheets:

- You can delete a billing worksheet in the Billing Worksheet component by selecting the worksheet to delete and clicking the Delete Now button.

- You can delete a billing worksheet by selecting the worksheet to delete, clicking the Delete Later button, and running the Billing Worksheet Batch Update process (BI_WRKSHTUPD).

Regardless of the method that you use, when you delete a billing worksheet, the system:

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- 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 amount that is available for future billing activities.

- Updates the PeopleSoft Contracts Progress Payments table for progress payment liquidation lines (line type of *UTL).*

  The system resets the committed amount on the Progress Payment table to reflect the amount of the deleted liquidation bill line and the liquidation 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 a 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. The 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 *Deleted.*

  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.

- Physically deletes the worksheet records from the billing tables.

  When you delete temporary bills, only those temporary bills that have been successfully processed by the online or batch Billing Worksheet Update process are deleted.

Note. REV lines receive the following treatment: 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*. However, if the Bill Plan status or Bill Plan Event status is *RIP* (reversal in progress), the system sets the Bill Plan status or Bill Plan Event status to *RRP* (recycled).

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See Also

Chapter 34, "Managing PeopleSoft Billing Utilities," Deleting Temporary Data, page 740

PeopleSoft Contracts 9.1 PeopleBook, "Establishing Prepaid Amounts"

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Billing Plans," Billing Statuses

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing," Understanding the Contracts Billing Process

Pages Used to Process Billing Worksheets

Page Name	*Definition Name*	*Navigation*	*Usage*
Update Billing Worksheet - Filter Options	BI_TMP_SEARCH	Billing, Manage Billing Worksheet, Update Billing Worksheet Click the Set Filter Options link.	Enter search criteria for this search or save search criteria for future searches.
Update Billing Worksheet - Worksheet Headers	BI_TMP_SRCH_HDR	Billing, Manage Billing Worksheet, Update Billing Worksheet	Query the database for unprocessed worksheets, approve and delete entire worksheets, or mark lines to be approved and deleted later during the Billing Worksheet Batch Update process.
Update Billing Worksheet - Line Details	BI_TMP_SRCH_DTL	• Billing Manage Billing Worksheet, Update Billing Worksheet Select the Line Details tab. • Select a worksheet from the Update Billing Worksheet - Worksheet Headers page, and click the Line Details tab.	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	Review regular bills originating in PeopleSoft Contracts and Project Costing.

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Page Name	Definition Name	Navigation	Usage
Billing Job Overrides	BI_JOB_OVRRIDE_SEC	From the Manage CA/PC Bills or the Letter of Credit Summary page, select the Job Overrides option and click the Generate Invoice or Generate Pro Forma Invoice button.	Specify printing parameters.
Letter of Credit Summary	BI_LOC_SUMMARY	Billing, Manage Billing Worksheet, Letter of Credit Summary	Review the letter of credit draw for an individual letter of credit number by document number.
Approve Billing Worksheet	RUN_BI_WKSH_UPD	Billing, Manage Billing Worksheet, Process Worksheet Approval	Run the Billing Worksheet Batch Update process (BI_WRKSHTUPD) for billing worksheets that are marked to approve later.
Delete Billing Worksheet	RUN_BI_WKSH_UPD	Billing, Manage Billing Worksheet, Process Worksheet Delete	Run the Billing Worksheet Batch Update process (BI_WRKSHTUPD) for worksheet lines that are marked to be deleted later.

Searching for Unprocessed Worksheets

Access the Update Billing Worksheet - Filter Options page (click the Set Filter Options link on the Update Billing Worksheet page). Use the From and Through fields to access ranges of information.

Added Within Days Enter the number of days for the system to use when selecting transactions. For example, if you enter *30*, the system loads transactions that were added to the billing tables within the last 30 days.

Note. If you use this field, you do not need to use the Date Added field.

Date Added Enter a specific date, which represents the date that the transaction was added to the billing tables.

Note. If you use this field, you do not need to use the Added Within Days field.

User 1 Enter a value that represents the User 1 field, which is a 1-character field. You can also expand the size of this field and ensure that the field is a bill-by field so that it is passed from the source system to the billing worksheet header record.

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Include Approve Later Bills Select to include bills that were previously marked to approve later on the Worksheet Headers page. Do not select this field for better performance in loading worksheets in the Update Billing Worksheet component.

Include Delete Later Bills Select to include bills that were previously marked to be deleted later on the Worksheet Headers page. Do not select this field for better performance in loading worksheets in the Update Billing Worksheet component.

Search Click to generate a list of temporary bills that are available and that match your search criteria. The Update Billing Worksheet - Worksheet Headers page appears.

Save Search Click to save your search criteria for future searches that are initiated when you click the Search button from the Update Billing Worksheet - Worksheet Headers page. The search criteria is added to the billing worksheet search (BI_WRKSHT_SRCH) table.

Note. Use the Filter Options page to narrow the list of unprocessed billing worksheets.

Managing Worksheets at the Header Level

Access the Update Billing Worksheet - Worksheet Headers page (Billing, Manage Billing Worksheet, Update Billing Worksheet, Worksheet Headers).

Set Filter Options Click to access the Filter Options page, which enables you to enter search criteria to use when loading billing worksheets into the grid. Use the Save Search button to save the search criteria so that the next time you click the Search button on the Worksheet Headers page, the system uses the saved search criteria. Only one set of search criteria can be saved for each user ID.

Search After you enter search criteria on the Filter Options page, click the Search button to generate a list of temporary bills that are available and that match your search criteria.

Worksheet Action Displays the status of *Approve Later* or *Delete Later*. These values appear when the Include Approve Later Bills or Include Delete Later Bills check box is selected on the Filter Options page and when bills are marked to approve or delete later.

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 so that you can enter additional search criteria.

Project Click any link in this column to access the Project General page, where you can review the details of the corresponding project. If the identifier does not exist in the PeopleSoft Project Costing system, a search dialog box appears so that you can enter additional search criteria.

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Add To Bill

From the Billing Worksheet, select a PeopleSoft Grants, Project Costing, or Contracts invoice to append the line to.

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 that are not fully paid.
- Invoices with an invoice type other than *ACR* (credit bill).

To help identify the correct invoice, the list of invoice attributes that are 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, or if you want the system to select the regular bill to which the worksheet lines should be added during the Billing Worksheet Batch Approval process.

Note. Although the system allows you to select bills from the list, the bill that you select may have different VAT characteristics than the worksheet bill. An error message appears if the regular bill's VAT characteristics do not match the worksheet bill and you try to save or approve the worksheet bill online. If you select to approve the worksheet bill through the batch process, the worksheet bill is marked with an error status after the batch process runs.

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.

Header Info 1

Click to access the Standard Billing - Header - Info 1 page, where you can review the header information for this bill. You can also navigate to the rest of the standard billing component to calculate taxes, change ChartFields, add additional lines, and generate a pro forma.

Approve Now

Click to approve the selected billing worksheets and to create a regular invoice.

Note. A new regular invoice is not created if the Add to Bill field has a value, and this value is a valid regular invoice that the worksheet lines can be added to.

When you approve a worksheet bill, it disappears from the worksheet grid and the system copies the lines to be billed into a real bill.

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Approve Later	Click to indicate that the selected billing worksheets are to be approved when the Billing Worksheet Batch Update process (BI_WRKSHTUPD) runs in approval mode. Worksheets are added to the billing worksheet staging (BI_WRKSHT_STG) table to be picked up by the batch process. The selected bills may disappear from the worksheet grid, unless the Include Approve Later Bills check box is selected on the Filter Options page.
Delete Now	Click to delete the selected billing worksheets. When you delete a worksheet bill, it disappears from the worksheet grid.
Delete Later	Click to indicate that the selected billing worksheets are to be deleted when the Billing Worksheet Batch Update (BI_WRKSHTUPD) process runs in deletion mode. Worksheets are added to the billing worksheet staging (BI_WRKSHT_STG) table to be picked up by the batch process. The selected bills may disappear from the worksheet grid, unless the Include Delete Later Bills check box is selected on the Filter Options page.
Manage Contract/Project Bills	Click to access the Manage CA/PC Bills page, where you can review regular or approved bills originating in PeopleSoft Contracts and Project Costing.
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.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Working with PeopleSoft Project Costing"

Managing Worksheets at the Line Level

Access the Update Billing Worksheet - Line Details page (Billing, Manage Billing Worksheet, Update Billing Worksheet, Line Details).

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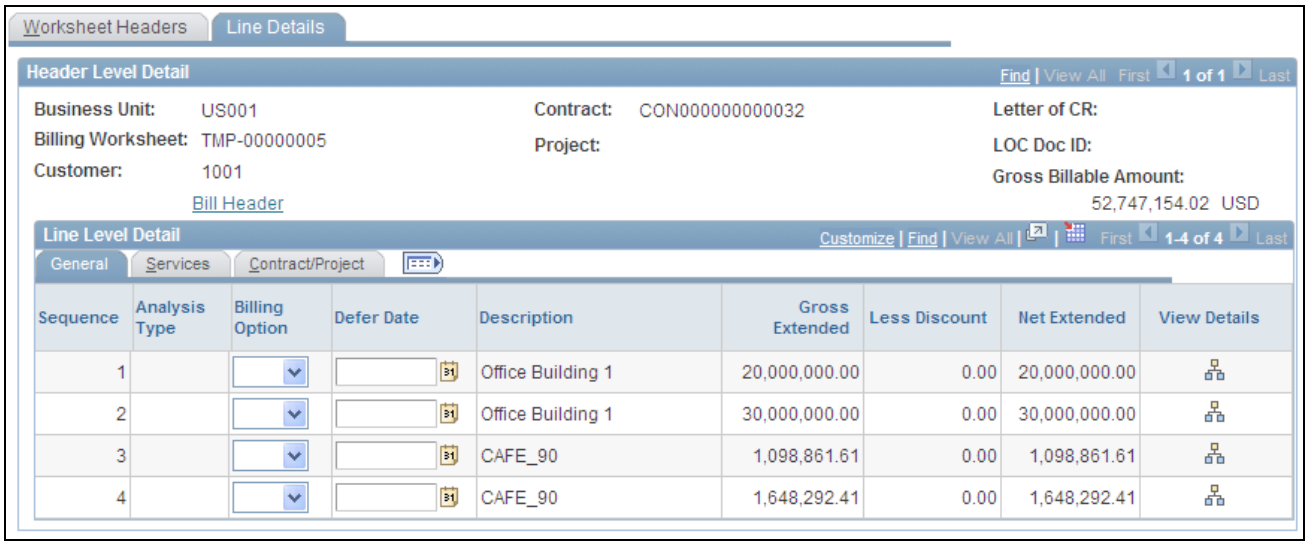

Update Billing Worksheet - Line Details page

Note. You can see multiple views of this page by selecting the tabs (General, Services, and Contract/Project) in the scroll area. The fields that are common to all of the views appear first.

Header Level Detail and Common Line Level Detail

Get First Chunk, Get Previous Chunk, Get Next Chunk, and **Get Last Chunk**

Click these buttons to display worksheet lines that are not loaded in memory. These buttons appear when more worksheet lines exist than the memory could load. To approve or delete these worksheet bills, Oracle recommends that you use the Billing Worksheet batch update program. These buttons do not appear if all worksheet lines can be loaded into memory.

Bill Header

Click to access the Standard Billing - Header - Info 1 page, where you can review the header information for this worksheet bill. You can also 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, and actuals-assigned to individual resource rows for tracking those costs as they move through different stages of a project.

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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 *Bill, Defer, Delete, Over Limit,* or *Write Off.* 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 *UTL* (utilization) to *Defer, Write Off,* or *Bill.*

The *Delete* value is valid only for lines originating in PeopleSoft Project Costing that have a line type of *UTL*.

The system copies project lines with an analysis type other than *DEF* (defer), *WTO* (write off), *OLT* (over limit), or *DEL* (delete) to a real bill when you approve a worksheet. The system does not copy lines to a real bill with analysis types of *WTO, DEF, OLT,* and *DEL.* At least one billable line must exist for the worksheet to be processed.

Note. Only lines with an analysis type of *BIL* can be deferred.

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.

View Details

Click 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. Oracle recommends that you not change the bill line amount in bill entry for bill lines with SYSTEM_SOURCE = *CBI* because doing so can produce inconsistencies in data that is maintained within PeopleSoft Contracts, Project Costing, and Billing.

Services

Activity

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.

Source Type, Category, and **SubCategory**

These fields provide additional levels for defining and tracking resources. For example, you may have a general resource type of *Labor* but want to track that labor more specifically. By creating resource categories, you could 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.

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Contract/Project

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 the 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.

Summarization Template ID Click any link in this column to access the Summarization Template page, where you can preview how the line appears on an invoice when summarized.

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Setting Up Billing Plans"

PeopleSoft Project Costing 9.1 PeopleBook, "Creating and Maintaining Activities"

PeopleSoft Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"

Reviewing Bills Originating in PeopleSoft Contracts and Project Costing

Access the Manage CA/PC Bills page (Billing, Manage Billing Worksheet, Review Contract/Project Bills, Manage CA/PC Bills).

Job Overrides Select this option if you want to change or review the job printing options before generating a pro forma or invoice. If this option is not selected, the Billing Job Overrides page is skipped when you click the Pro Forma or Invoice buttons and the default settings are used.

Include Invoiced Bills Select to include invoiced bills in the search bills with a status of *FNL* and *INV*.

Pro Forma Click to save the current component and run the pro forma job. If the invoice format is an SQR report, the list file for the bill appears on the server.

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

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Note. If any lines on an invoice contain a summarization template, only a summarized pro forma or invoice is generated. A detail pro forma or invoice is generated when no lines on the invoice contain a summarization template.

The system produces a Pro Forma or Finalized Letter of Credit report only when you click the Generate Pro Forma or Generate Draw button on the LOC Summary page. Letters of Credit are not printed because they use the invoice form (GM_LOC), which, by default, does not have 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 deselect 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 the bills that are associated with Contracts and Project Costing transactions. 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.

Note. When you navigate to this page from the Update Billing Worksheet - Worksheet Headers page and use the From and Through search fields on the Filter Options page, the system takes the value specified in the From fields.

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.

Specifying Printing Parameters

Access the Billing Job Overrides page (select the Job Overrides option on the Manage CA/PC Bills page).

Server Name Select the server to use for the current job. Set the default server to use on the User Preferences - Billing page.

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Job Run Opt (job run option) Select whether to run the Currency Conversion, Preload, Load AR Pending, and Load GL Interface processes. (Set the default for this option on the User Preferences - Billing page). To include these processes in the job, select *Print/Load;* to exclude these processes, select *No Load.*

Print Listing Select to enable the printing of reports produced by the PeopleSoft Billing Load AR, Load GL, and Generate AP Voucher processes. Deselect 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 be printed.

OK Click to save edits and return to the previous page.

Cancel Click to cancel edits and return to the previous page.

Reviewing Letter of Credit Draws

Access the Letter of Credit Summary page (Billing, Manage Billing Worksheet, Letter of Credit Summary).

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:

TMR: (temporary ready)

TMP: (temporary)

NEW: (new)

RDY: (ready)

HLD: (hold)

PND: (pending)

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 *RDY.*

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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 Update Billing Worksheet - Worksheet Search page.
LOC Doc ID (letter of credit document identifier)	A code that uniquely identifies 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 *LOC* (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 the pending temporary bills: those bills with a status of *TMP* (temporary) and *TMR* (temporary ready).
Unbilled Amount (Real Bills)	The current proposed billing. This column displays all the bills approved for billing: those with a bill status of *NEW,PND* (pending), *RDY* (ready), and *HLD* (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 monetary amounts for the corresponding letter of credit number.

Running the Billing Worksheet Update Process

Access the Process Worksheet Approval page (Billing, Manage Billing Worksheet, Process Worksheet Approval) or the Process Worksheet Delete page (Billing, Manage Billing Worksheet, Process Worksheet Delete).

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Group Billing Worksheets Select to indicate that the process should add worksheets to existing bills if the bill-by criteria is the same. If no bills exist to which the process can add worksheets, it will group the worksheets with the same bill-by criteria to create one new bill. The range selection ID must not be part of bill-by criteria if you want to combine worksheets into one regular bill.

If this option is not selected, then the process creates one new bill for every billing worksheet.

This option is available only on the Approve Billing Worksheet run control page.

Note. Regardless of whether this option is selected, if you specified a value in the Add to Bill field in the online worksheet component, then the system adds the worksheet lines to the regular bill that is specified in the Add to Bill field. The bill that is specified in the Add to Bill field must have a *NEW* or *HLD* status.

See Chapter 9, "Setting Up the Billing Interface," Using the Bill-By Identifier with the Billing Interface, page 300.

Use Saved Search Click to use the search criteria that you saved on the Update Billing Worksheet component - Filter Options page as the selection criteria for the Worksheet Update process. This button is available only if you saved your search criteria on the Filter Options page.

Canceling the Billing Worksheet Update Process

If you cancel the Billing Worksheet Batch Update process, then you should rerun the process again using the same run control ID. If you do not do this, the billing worksheets that were being processed when the batch update was canceled can remain in limbo and may not be picked up by future process runs that use different run control IDs. A message appears indicating that you can rerun the process using different run control criteria, or that you must rerun the process using the same run control criteria.

Locking Records

During the Billing Worksheet Batch Update process, the system checks certain records from the source application to determine whether the record is locked by another process. If the record is locked, an error message is generated. If the record is not locked, the Billing Worksheet Batch Update process continues.

This table shows which records are checked when the Billing Worksheet Batch Update process is processing approved billing worksheets, and provides error information and additional processing information:

Record Checked for Lock	*Error Status Code*	*Error Level*	*Additional Processing*
CA_BILL_PLAN	4520	Header	The process does not create a new bill or add the approved worksheet lines to an existing regular bill.
Staffing Tables - FO_PO_HDR	4540 4500	Line Header	The regular bill has been created; however, the billing worksheet is in a partially processed state.

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Record Checked for Lock	Error Status Code	Error Level	Additional Processing
CA_PREPAID_TBL	4530 4500	Line Header	The regular bill has been created; however, the billing worksheet is in a partially processed state.
CA_BILL_PLAN	4520 4500	Line Header	This is the last step in the approval process. The regular bill has been created; however, the billing worksheet is in a partially processed state. **Note.** This row is the same as the first row in this table. However, the first row updates CA_BILL_PLAN for those approved lines, whereas this row updates CA_BILL_PLAN for deferred, deleted, write-off, and over-the-limit lines.

This table shows which records are checked when the Billing Worksheet Batch Update process is processing deleted billing worksheets, and provides error information and additional processing information:

Record Checked for Lock	Error Status Code	Error Level	Additional Processing
Staffing tables - FO_PO_HDR	4540	Header	No further processing occurs. The billing worksheet is not physically deleted from the system.
CA_PREPAID_TBL	4530	Header	No further processing occurs. The billing worksheet is not physically deleted from the system.
CA_BILL_PLAN	4520	Header	No further processing occurs. The billing worksheet is not physically deleted from the system.

Reviewing the Message Log

You should review the message log when this process finishes.

Worksheets can be partially processed if another process is using a related Contracts or Staffing record and that record needs to be updated by the process. For example, if a contracts bill plan record is being used by the PeopleSoft Contracts application, then the related worksheet line cannot be processed. If this occurs, the Billing Worksheet Update process marks the billing worksheet as partially processed.

When the Billing Worksheet Batch Update process runs again, the worksheet will be completely processed if the records that were previously locked are no longer locked. The process picks up all unprocessed worksheets as well as those that are partially processed and match the run control criteria.

You can view by using the Review Invoice Errors component, which you can access by selecting Billing, Review Processing Results, Review Invoice Errors.

Note. You should schedule the Billing Worksheet Update batch process to run on a regular basis so that you can verify that billing worksheets are not partially processed.

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Running the Billing to Project Costing/Contracts Interface Process (BIPCC000)

Use the Billing to Project Costing/Contracts Interface process to send information about invoiced bills back to PeopleSoft Contracts and associated applications. Determine which sets of invoices to process and run this process for a specific Billing business unit or for all Billing business units.

This section provides an overview of the Billing to Project Costing/Contracts Interface process and lists the page used to run the Billing to Project Costing/Contracts Interface process.

Understanding the Billing to Project Costing/Contracts Interface Process

The Billing to Project Costing/Contracts Interface process looks for all of the invoices with a status of *INV* (invoiced) or *FNL* (final) that have not yet been processed. A value of *N* (no) in the field PC_DISTRIB_STATUS in BI_HDR table indicates that the invoice is waiting to be processed by the Billing to Project Costing/Contracts Interface process. After processing, this field is updated to a value of *D* (distributed).

Note. Typically, you would configure the Billing to Project Costing/Contracts Interface process to run on a regularly scheduled basis.

Updates to PeopleSoft Contracts

Lines related to contracts are inserted or updated in the Contracts/Billing Cross-Reference table (CA_BP_XREF). The process:

1. Updates the Cross-Reference table for regular lines with SYSTEM_SOURCE = *CBI* with the final invoiced amounts.

   Lines with matching, nonblank values in the fields CONTRACT_NUM, BILL_PLAN_ID, and XREF_SEQ_NUM are cross-referenced to a single row in the Cross-Reference table. The system adds the gross and net extended amounts of the grouped lines and updates the Cross-Reference table with the sums. It also update the following fields:

   - XREF_STATUS = *FIN*
   - INVOICE_DT = Invoice date on bill
   - SYSTEM_SOURCE = *BBI*
   - INVOICE_TYPE = Invoice type on bill

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2. Inserts an entry for adjustment lines with a SYSTEM_SOURCE = *CBI* into the Cross-Reference table.

   Lines are grouped by the following fields:

   - CONTRACT_NUM
   - BILL_PLAN_ID
   - EVENT_OCCURRENCE
   - BPLAN_LN_NBR
   - CONTRACT_LINE_NUM
   - BUSINESS_UNIT_PC
   - PROJECT_ID
   - ADJ_LINE_TYPE

     For each unique grouping, the system adds the gross and net extended amounts, and inserts a new row into the 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 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.

     Note. Any CBI adjustment lines with invalid values in the preceding fields (blank or zero) are processed individually.

3. Inserts an entry in the Cross-Reference table for 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 Cross-Reference table enables users of this cross-reference to view invoices for rate-based activity that have been successfully billed.

4. Inserts an entry in the Cross-Reference table for Progress Payment transaction lines.

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5. Inserts an entry in the Cross-Reference table for 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 the 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 Cross-Reference table enables users of this cross-reference to view adjustments to rate-based activity.

6. For lines with a SYSTEM_SOURCE other than *CBI* or *PBI*, 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 the 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.

The Contracts Withholding Release table (CA_WTH_RELEASE) is updated to indicate that the status of contract withholding release lines is complete *(C).*

The Contracts Prepaid table (CA_PREPAID_TBL) is updated for utilization lines (Analysis Type = UTL). The system adds the gross extended amount from the billing utilization line to the remaining amount for the corresponding record in the Prepaid table and adds the original amount from the utilization line to the committed amount.

For progress payment transactions, the Progress Payment Terms table (CA_PGP_TERMS) is updated to increase the progress payment amount (PROGPAY_AMT) and remaining amount (REM_AMOUNT) by the transaction amount.

For Progress Payment liquidation transactions, the Progress Payment Terms table (CA_PGP_TERMS) is updated to decrease the progress payment amount (PROGPAY_AMT) and remaining amount (REM_AMOUNT) by the transaction amount.

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Updates to PeopleSoft Project Costing

During the first pass through the lines, the system inserts one or more lines into the Project Costing Resource Temporary table (PROJ_RES_TMP_BI) for all of the lines that meet this criteria:

- PC_DISTRIB_STATUS = *N* and
- ((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 *UTL*	Keep analysis type from the line.
Regular (not an adjustment)	Analysis Type *RRT*	Keep analysis type from the line.
Regular (not an adjustment)	All others	Analysis type = *BIL*
Adjustment	Line Type *UTL*	Analysis type = *UAJ*
Adjustment	Analysis Type *RRT*	Analysis Type = *RAJ*
Adjustment	Analysis Type *RAJ*	Analysis type = *RAJ*
Adjustment	All others	Analysis type = *BAJ*

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 that the system uses come from the first line found in either BI_LINE_DST or BI_LINE_DST_UAR.

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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.

After the initial insert, the system performs the following additional inserts into the PROJ_RES_TMP_BI table:

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 that 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 that were 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, a single distribution exists 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).

   - REMAINING_AMOUNT = REMAINING_AMOUNT + GROSS_EXTENDED_AMT
   - COMMITTED_AMOUNT = COMMITTED_AMOUNT + 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.

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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 listed 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).*

See Also

PeopleSoft Contracts 9.1 PeopleBook, "Managing Contracts Billing," Reviewing the Cross-Reference Table

Page Used to Run the PeopleSoft Billing to Project Costing/Contracts Interface Process

Page Name	*Definition Name*	*Navigation*	*Usage*
Update Contract/Projects 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 Project Costing/Contracts Interface process for all Billing business units or for a single business unit.

Correcting PeopleSoft Grants and Project Costing-Related Invoices

This section provides an overview of PeopleSoft Grants and Project Costing-related invoice correction functionality, discusses how to generate PeopleSoft Grants and Project Costing replacement invoices, and provides an example of a PeopleSoft Grants and Project Costing-related invoice correction.

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Understanding PeopleSoft Grants and Project Costing-Related Invoice Correction Functionality

Use PeopleSoft Grants and PeopleSoft Project Costing-Related Invoice Correction functionality when you have created an invoice containing erroneous grants or Project Costing-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 an erroneous expense exists 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 Date 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 Project Costing/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.

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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 field 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 preapproved transactions, the Billing Interface can add an adjustment bill line to a rebill invoice only when the value of the bill-by fields matches 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 fields on the Header Info 1 page match the values that 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 preapproved, 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 that are not fully paid.
- 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.

See Chapter 27, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management," Processing Billing Worksheets, page 646.

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:

1. Create credit and rebill invoices using the PeopleSoft Billing Adjust Entire Bill page.

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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 preapproved on the PeopleSoft Contracts bill plan.

   You can add the adjustment bill lines to the rebill invoice that you created 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 Project Costing/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 BIL 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 in the example 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

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Invoice C Billing Activity	*Invoice C Amount*
Equipment	400.00
Equipment (from journal entry)	(400.00)
Total	800.00

See Also

Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 119

Chapter 9, "Setting Up the Billing Interface," page 219

Chapter 33, "Adjusting Bills," page 717

PeopleSoft Contracts 9.1 PeopleBook, "Understanding Integrations with Other Applications," Integrating with PeopleSoft General Ledger

PeopleSoft Contracts 9.1 PeopleBook, "Processing Contracts Billing"

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Chapter 28

Integrating with PeopleSoft Asset Management

This chapter provides an overview of PeopleSoft Billing and Asset Management integration.

See Also

PeopleSoft Asset Lifecycle Management Fundamentals 9.1 PeopleBook, "Integrating PeopleSoft Asset Management with Other Products"

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:

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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:

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AMBI_INTFC Tables	*INTFC_BI Tables*
BUSINESS_UNIT_BI	BUSINESS_UNIT
BUSINESS_UNIT	BUSINESS_UNIT_AM
BUSINESS_UNIT_AM	BUSINESS_UNIT_AMTO
<none>	BUSINESS_UNIT_GL
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 defaults provided by the customer, 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 the Transaction Date field value into INTFC_BI.INVOICE_DT.
4. Pass the Accounting Date field value into INTFC_BI.ACCOUNTING_DT.
5. Restrict Accounting Date to be the same as Transaction Date.

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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 300.

See Chapter 12, "Calculating VAT in PeopleSoft Billing," page 349.

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 33, "Adjusting Bills," page 717.

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 system.

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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.
- 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 Application Fundamentals 9.1 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 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.

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- Bill By ID.

  The Bill By ID field is optional 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 INTFC_BI Table, page 222

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 INTFC_BI Table, page 222

PeopleSoft Asset Management 9.1 PeopleBook, "Retiring Assets"

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Chapter 29

Integrating PeopleSoft CRM with Billing

This chapter provides an overview of PeopleSoft CRM to Billing integration, and discusses how to:

- Group invoices by CRM transactions.
- Set up integration points with PeopleSoft CRM.
- Pass identifiers to PeopleSoft Billing.
- Set up Billing and CRM 360 degree view integration.

Understanding PeopleSoft CRM to Billing Integration

PeopleSoft CRM to Billing integration enables the PeopleSoft CRM Service products (which include PeopleSoft FieldService, PeopleSoft Call Center, and PeopleSoft Support) and the PeopleSoft Order Capture application to:

- Use PeopleSoft Transaction Billing Processor functionality with PeopleSoft CRM applications to manage and book revenue to the appropriate general ledger accounts for recurring and one-time services.
- Generate invoices for services rendered.
- Group CRM transactions by user-specified criteria (defined with a bill-by identifier) and generate one transaction per invoice.

For example, when a field technician has completed work at a customer site, they must report their billable items such as time, material, and expense, before completing a service order. They can enter the billable items, calculate the price of the service order, and generate service order reports in PeopleSoft CRM. When the service manager is satisfied that the service order is ready for billing, they set the status of the service order to closed to initiate a workflow transaction. This workflow transactions sends the service order transaction to the PeopleSoft Transaction Billing Processor, then to PeopleSoft Billing. PeopleSoft Billing processes the billing and accounting processing.

The following diagram illustrates the PeopleSoft CRM and SCM integration that includes components like sales, support, order management, inventory, billing and so on.

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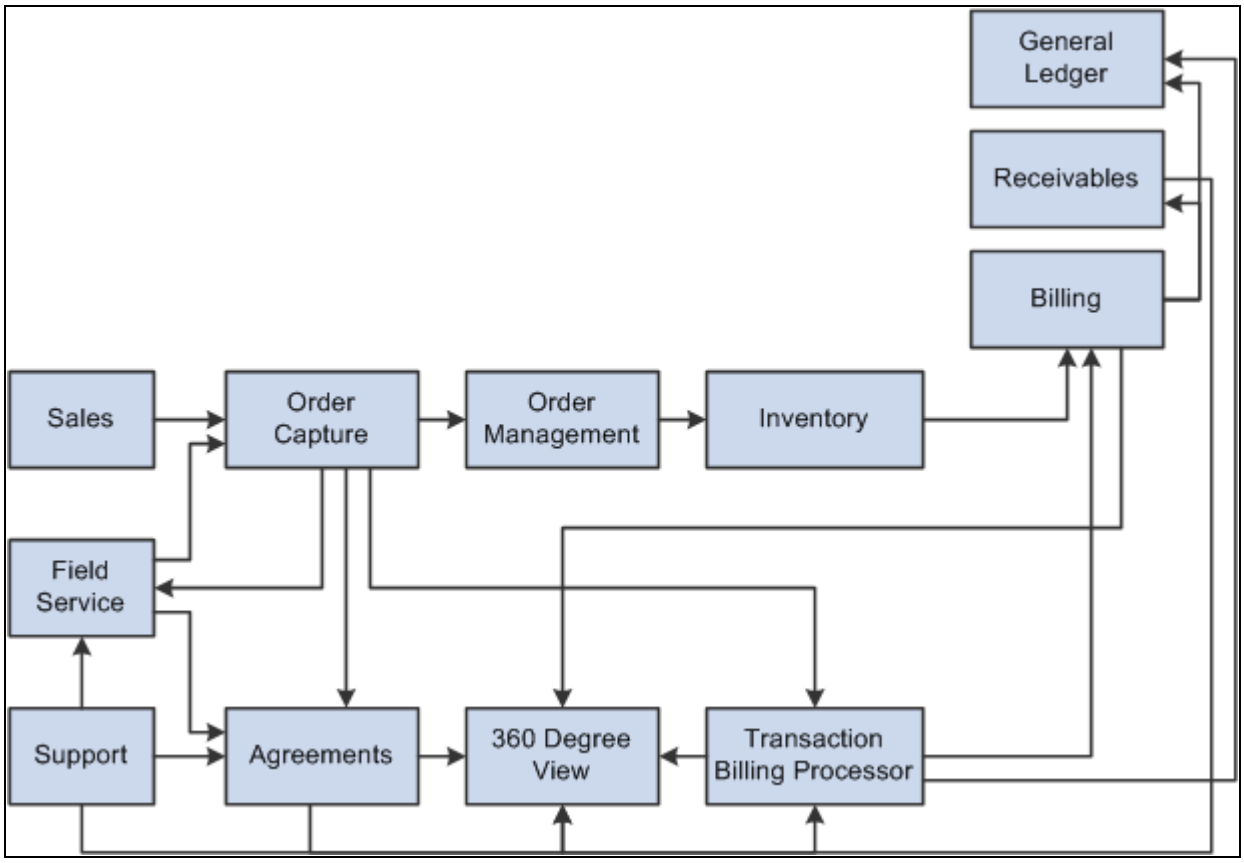

PeopleSoft CRM and SCM Integration

See Also

PeopleSoft CRM Services Foundation PeopleBook

PeopleSoft Sales PeopleBook

PeopleSoft CRM Call Center Applications PeopleBook

PeopleSoft Integrated FieldService PeopleBook

Grouping Invoices by CRM Transactions

This section provides an overview of bill-by fields that PeopleSoft Billing requires when grouping invoices by PeopleSoft CRM transactions, and discusses how to:

- Group single PeopleSoft CRM transactions per invoice.
- Group multiple PeopleSoft CRM transactions per invoice.

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Understanding PeopleSoft CRM-Related Bill By Fields

When integrating PeopleSoft CRM and Transaction Billing Processor with Billing, PeopleSoft recommends that you populate the following bill-by fields to enable the Billing Interface to group invoices according to PeopleSoft CRM-specific transactions (such as service order, case ID, and so forth).

Note. These fields are not available in bill entry, do not appear in bill inquiry, have no exposure in the 360-degree view, and do not appear on invoices. Depending on the invoice format you select, you can display this information on invoices using bill notes.

Field	*Description*	*Notes*
SO_ID	Service Order ID.	This is a 10-character field.
BUSINESS_UNIT_RF	Field Service Business Unit.	Field Service Business Unit is a key for service orders. This is a 5-character field.
SOURCE_REF_NO	Reference Number	Populate this field with any generic reference number, and use this field in conjunction with the SOURCE_REF_TYPE and SOURCE_REF_KEY fields. This is a 35-character field.
SOURCE_REF_KEY	Reference Key	Populate this field with any generic reference key. For example, you can populate this field with a business unit, set ID, or any other key value. Use this field in conjunction with the SOURCE_REF_NO field. This is a 5-character field.
SOURCE_REF_TYPE	Reference Type	Populate this field with any generic reference type that identifies the generic reference number (SOURCE_REF_NO). Initial translate values for this field are: • *001:* CRM Agreement. • *002:* CRM Case. • *003:* CRM Order. • *004:* CRM Service Order. This is a 3-character field.

The following rules are used by the CRM products to populate these fields:

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- To pass an agreement number to PeopleSoft Billing, the system concatenates the agreement number and renewal number, and uses this value to populate the SOURCE_REF_NO field. The SOURCE_REF_KEY field is populated with the agreement set ID, and the SOURCE_REF_TYPE field is populated with the translate value for CRM Agreement.
- To pass a case ID to PeopleSoft Billing, the system populates the SOURCE_REF_NO field with the case ID value, the SOURCE_REF_KEY field with the case business unit, and the SOURCE_REF_TYPE field with the translate value for CRM Case.
- To pass an agreement number and a case ID to PeopleSoft Billing, the system populates the SOURCE_REF_NO field with the case ID value, the SOURCE_REF_KEY field with the case business unit, and the SOURCE_REF_TYPE field with the translate value for CRM Case. The agreement number is passed to Billing in an invoice note.
- The PeopleSoft CRM Order Capture application populates the following fields:
  - SOURCE_REF_NO, with the order number.
  - SOURCE_REF_KEY field, with the order capture business unit.
  - SOURCE_REF_TYPE, with the translate value for the PeopleSoft CRM order.
- To pass a service order to PeopleSoft Billing, the system uses the service order number to populate the SO_ID field, and the BUSINESS_UNIT_RF field with the service order number business unit. Additionally, the SOURCE_REF_NO field is populated with the service order number, the SOURCE_REF_KEY field with the field service business unit, and the SOURCE_REF_TYPE field with the translate value for CRM Service Order.

Note. Whenever the SOURCE_REF_NO field is populated in the Billing Interface, the SOURCE_REF_TYPE field must also be populated. Additionally, if there is no value for the SOURCE_REF_NO field, then the SOURCE_REF_TYPE and SOURCE_REF_KEY fields must be left blank as well.

Because PeopleSoft CRM can pass credit card transactions to PeopleSoft Billing, you should include Payment Method with the bill-by fields you use for PeopleSoft CRM.

See Also

Chapter 9, "Setting Up the Billing Interface," Using the Bill-By Identifier with the Billing Interface, page 300

Chapter 4, "Structuring Bills," Setting Up Bill By Identifiers for External Sources, page 81

Chapter 4, "Structuring Bills," Defining Bill Types, page 50

Chapter 4, "Structuring Bills," Defining Bill Sources, page 54

Grouping Single PeopleSoft CRM Transactions Per Invoice

Perform the following steps to define a bill-by to group individual PeopleSoft CRM transactions onto separate invoices (for example, one invoice for each service order, case or order, or agreement):

To define a bill-by to group individual PeopleSoft CRM transactions onto separate invoices:

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1. Navigate to Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill By Identifier.

   Enter the name of the Bill By in the Bill By ID field, and click the Add button to access the Bill By Identifier page.

2. Select the *Ready to Invoice* option in the New Bill Status group box.

3. Select the *New* option in the Add to Bills with Status group box.

4. In the Bill By Fields grid area, include the following bill-by fields:

   - SOURCE_REF_TYPE
   - SOURCE_REF_NO
   - SOURCE_REF_KEY

5. If you are defining a bill-by for service orders, include the following bill-by fields in addition to those you added in step 4:

   - SO_ID
   - BUSINESS_UNIT_RF

6. Click Save.

7. Navigate to Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type.

   Click the Add tab, enter an identifier in the Bill Type field, and click the Add button to access the Bill Type 1 page.

   Note. Identify the bill type and bill source IDs by the PeopleSoft CRM transaction type. For example, name the PeopleSoft CRM-related bill types SERVICE, CASE, CRM_ORDER, and so forth.

8. Select the bill-by identifier that you defined in step 1 in the Bill By Identifier field.

9. Define values for the remaining fields in the Bill Type component, as appropriate, and click Save.

10. Navigate to Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source.

    Click the Add tab, enter an identifier in the Bill Source field, and click the Add button to access the Bill Source 1 page.

    Note. Identify the bill type and bill source IDs by the PeopleSoft CRM transaction type. For example, name the PeopleSoft CRM-related bill types SERVICE, CASE, CRM_ORDER, and so forth.

11. Select the bill-by identifier that you defined in step 1 in the Bill By Identifier field.

12. Define values for the remaining fields in the Bill Source component, as appropriate, and click Save.

Grouping Multiple Transactions Per Invoice

To group PeopleSoft CRM transactions on one invoice per sold to customer (for example, if you want to include all service orders on one invoice), you must define a bill-by ID with the appropriate bill-by fields and associate that bill-by with a bill type and a bill source:

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1. Navigate to Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill By Identifier.

   Enter the name of the bill-by identifier in the Bill By ID field, and click the Add button to access the Bill By Identifier page.

2. In the Bill By Fields grid area, select the SOURCE_REF_TYPE bill-by field.

   The SOURCE_REF_TYPE bill-by field is the only bill-by field required to enable multiple transactions of the same type (service orders, cases, orders, or agreement fees) to appear on one invoice for a bill-to customer.

3. Click Save.

4. Navigate to Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Type.

   Click the Add tab, enter an identifier in the Bill Type field, and click the Add button to access the Bill Type 1 page.

   Note. Identify the bill type and bill source IDs by the PeopleSoft CRM transaction type. For example, name the PeopleSoft CRM-related bill types SERVICE, CASE, CRM_ORDER, and so forth.

5. Select the bill-by identifier that you defined in step 1 in the Bill By Identifier field.

6. Define values for the remaining fields in the Bill Type component, as appropriate, and click Save.

7. Navigate to Set Up Financials/Supply Chain, Product Related, Billing, Setup, Bill Source.

   Click the Add tab, enter an identifier in the Bill Source field, and click the Add button to access the Bill Source 1 page.

   Note. Identify the bill type and bill source IDs by the PeopleSoft CRM transaction type. For example, name the PeopleSoft CRM-related bill types SERVICE, CASE, CRM_ORDER, and so forth.

8. Select the bill-by identifier that you defined in step 1 in the Bill By Identifier field.

9. Define values for the remaining fields in the Bill Source component, as appropriate, and click Save.

Setting Up Integration Points with PeopleSoft CRM

This section provides an overview of Billing Enterprise Integration Points (EIPs) and discusses how to set up Bill Type, Bill Source, and Tax Header EIPs.

Understanding Billing EIPs for CRM

PeopleSoft CRM applications must provide a bill type and bill source when sending transactions to PeopleSoft Billing (bill type is a required field; bill source is required if you defined invoice numbering at the bill source level). Additionally, PeopleSoft CRM applications must define default bill types and bill sources at the business unit level (the one exception to this rule is for agreements, where default bill types and bill sources are defined at the setID level).

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The full sync Bill Type and the full sync Bill Source EIPs publish all valid bill types and sources defined in PeopleSoft Billing in a service operation. PeopleSoft CRM can receive these service operations, which will initially create bill type and bill source definitions in the PeopleSoft CRM database.

Note. Typically, billing administrators set up the bill types and bill sources and inform the PeopleSoft CRM users of the appropriate bill types and bill sources to use.

New and modified bill types and bill sources in PeopleSoft Billing are automatically reflected in PeopleSoft CRM if the regular sync service operations are active and PeopleSoft CRM has received them.

PeopleSoft CRM applications must provide a tax code when sending transactions to PeopleSoft Billing. The full sync Tax Header EIP publishes all valid tax codes that are defined in PeopleSoft SCM in a service operation. PeopleSoft CRM can receive this service operation, which will initially create tax code definitions in the PeopleSoft CRM database.

Setting up Bill Type, Bill Source, and Tax Header EIPs

Complete the following steps in a PeopleSoft SCM database if you intend to integrate PeopleSoft CRM applications (FieldService, Order Capture, Support, and Call Center) to PeopleSoft Billing through PeopleSoft Transaction Billing Processor. After you complete the integration transactions setup in the PeopleSoft SCM and PeopleSoft CRM databases, bill type and bill source modifications made in the PeopleSoft SCM database are passed to the PeopleSoft CRM database.

Note. You are required to complete these steps only once during initial setup for the SCM database.

1. Verity that the BI_SETUP queue has a *Run* Queue Status.
2. Activate the service operation and routings.
3. Activate the full data publish rule for the service operation.
4. Perform the initial data synchronization to the PeopleSoft CRM database (using full sync service operations).

Note. The following tasks outline steps you perform in the PeopleSoft SCM database. You must also complete setup in the PeopleSoft CRM database to update permission lists, activate service operations and routings, and set up integration transactions.

Activate the Service Operations

PeopleSoft delivers service operations in PeopleSoft Integration Broker with a default status of *Inactive.* You must activate each service operation before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM. To setup a service operation use the information in the table below and refer to the setup instruction in the PeopleSoft Supply Chain Management Integrations 9.1 PeopleBook, "Implementing Integrations" chapter, Setting Up Service Operations section.

Service Operation	*Direction and Type*	*Chunking Available?*	*Integrates With*
BILL_SOURCE_FULLSYNC	Outbound Asynchronous	No	CRM or third-party system

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Service Operation	Direction and Type	Chunking Available?	Integrates With
BILL_SOURCE_SYNC	Outbound Asynchronous	No	CRM or third-party system
BILL_TYPE_FULLSYNC	Outbound Asynchronous	No	CRM or third-party system
BILL_TYPE_SYNC	Outbound Asynchronous	No	CRM or third-party system
TAX_HEADER_TBL_FULLSYNC	Outbound Asynchronous	No	CRM or third-party system

See *PeopleSoft Supply Chain Management Integration 9.1 PeopleBook*, "Implementing Integrations," Setting Up Service Operations.

See *PeopleTools PeopleBook: Integration Broker*

Perform the Initial Data Synchronization with the PeopleSoft CRM Database

You must perform this step after you have setup the PeopleSoft CRM database to receive Billing service operations.

1. Navigate to Enterprise Components, Integration Definitions, Initiate Processes, Full Data Publish.
2. Enter a run control for the process, and click Search to access the Full Data Publish page.
3. Enter *BILL_TYPE* in the Request ID field.
4. Enter *Bill Type Sync* in the Description field.
5. Select the Once option in the Process Frequency group box.
6. Select *BILL_TYPE_FULLSYNC* in the Message Name field.
7. Click Save.
8. Click the Add a New Row button to enter a request ID for the BILL_SOURCE_FULLSYNC service operation within the same run control
    a. Enter *BILL_SRC* in the Request ID field.
    b. Enter *Bill Source Sync* in the Description field.
    c. Select the Once option in the Process Frequency group box.
    d. Select *BILL_SOURCE_FULLSYNC* in the Message Name field.
    e. Click Save.

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9. Click the Add a New Row button to enter a request ID for the TAX_HEADER_TBL_FULLSYNC service operation within the same run control

   a. Enter *TAX_CODE* in the Request ID field.

   b. Enter *TAX CODE FULL SYNC* in the Description field.

   c. Select the Once option in the Process Frequency group box.

   d. Select *TAX_HEADER_TBL_FULLSYNC* in the Message Name field.

   e. Click Save.

10. Click the Run button to access the Process Scheduler Request page, where you can run the full data publish process.

11. Select the Full Table Data Publish (EOP_PUBLISHT) option, select a Server Name, and click OK.

    You can check the Message Log to ensure that the process completed successfully.

Passing Identifiers to PeopleSoft Billing

The following table describes the identifiers that PeopleSoft CRM can pass to Billing:

Billing Identifier	***IDENTIFIER_TBL Translate Value***	***IDENTIFIER***	***Identifier VAT Group***
Service	SVC	Service (from the RF_SERVICE table).	Service Group (from the RF_SERVICE_TYPE table). **Note.** PeopleSoft CRM applications refer to this identifier as *Service Type.*
Product **Note.** PeopleSoft CRM applications should pass products as identifiers to PeopleSoft Billing when products are sold (and not when products are serviced).	PRD	Product	Product's VAT Group
Inventory Item	ITM	Inventory Item (from the MASTER_ITEM_TBL table).	Inventory Item Group (from the INV_ITEM_GROUP table).
Labor Type	LAB	Labor Type (from the RF_COST_CAT table)	Blank.

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Billing Identifier	*IDENTIFIER_TBL Translate Value*	*IDENTIFIER*	*Identifier VAT Group*
Case Type	G (generic)	Generic Identifier. Pass case type in this field.	Blank.
Expense Type	G (generic)	Generic Identifier. Pass expense type in this field.	Blank.
Reason Code	Blank	Blank	Blank

Note. The *ID* (Billing charge code), *D* (discount), and *S* (surcharge) are the only values in the IDENTIFIER_TBL that are available for use in online bill entry.

PeopleSoft CRM applications must pass the identifier description in base language.

The Service field can contain up to 20 characters, and the Identifier field (IDENTIFIER) can contain up to 18 characters. In cases where PeopleSoft CRM applications need to pass a Service value that uses all 20 characters, the PeopleSoft CRM application passes the truncated value of the Service ID field to the Identifier field, and passes the full Service ID value into the Packing Slip Number (PACKSLIP_NO) field. PeopleSoft CRM applications must also pass the Service Group value to the VAT Product Group field, which the system sends to the VAT Defaulting common function. The VAT Defaulting common function uses the Service Group value to determine VAT defaults (the system does not use the Service ID value to determine VAT defaults).

See Also

Chapter 9, "Setting Up the Billing Interface," Populating Identifiers, page 308

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT"

Setting Up Billing and CRM 360 Degree View Integration

This section provides an overview of the PeopleSoft CRM 360 degree view and discusses how to set up Billing and CRM 360 degree view integration.

Understanding the PeopleSoft CRM 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.

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- 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 that is associated with a customer. PeopleSoft Billing sends the requested information back to PeopleSoft CRM. To accomplish this:

- PeopleSoft CRM sends a request service operation (BI_EIP360_REQ) to Billing for invoices.
- PeopleSoft Billing sends a response service operation (BI_EIP360_RSP) back to CRM for the information to display under the 360-Degree View tree.

Users can click invoice links that appear on the 360-Degree View tree to access additional invoice detail in PeopleSoft Billing.

Setting Up PeopleSoft Billing and CRM 360 Degree View Integration

To integrate the PeopleSoft Billing and CRM, perform the following steps:

1. Enable the queue status.
2. Activate the service operation.
3. Activate the routing.
4. Grant security permission to the service operation.
5. Verify remote and local node setup.

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.

Pages Used to Set Up PeopleSoft Billing and CRM 360 Degree View Integration

Page Name	*Definition Name*	*Navigation*	*Usage*
Queue Definitions	IB_QUEUEDEFN	PeopleTools, Integration Broker, Integration Setup, Queues	Enable the queue status.
Service Operation - General	IB_SERVICE	PeopleTools, Integration Broker, Integration Setup, Service Operations	Activate the service operation.

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Page Name	Definition Name	Navigation	Usage
Service Operation - Routings	IB_SERVICERTNGS	PeopleTools, Integration Broker, Integration Setup, Service Operations Click the Routings tab.	Activate the routing.
General	ACL_GENERAL	PeopleTools, Security, Permissions & Roles, Permission Lists.	Grant security permission to the service operation. Verify that the permission list has full access to the service operation. See *PeopleTools PeopleBook: Security Administration, "Setting Up Permission Lists"*
Node Definitions	IB_NODE	PeopleTools, Integration Broker, Integration Setup, Nodes	Verify remote and local node setup. See *PeopleTools PeopleBook: Integration Broker, "Adding and Configuring Nodes"*

Enabling the Queue Status

The queue is delivered with a default status of *Pause.* To enable the queue, change the queue status to *Run.*

To change the queue status to *Run:*

1. Access the Queues page (PeopleTools, Integration Broker, Integration Setup, Queues).
2. Select Queue Name*BI_EIP360.*
3. In the Queue Status field, select *Run.*
4. Save your changes.

Activating the Service Operation

PeopleSoft delivers service operations in PeopleSoft Integration Broker with a default status of *Inactive.* You must activate each service operation before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM. To setup a service operation use the information in the table below and refer to the setup instruction in the PeopleSoft Supply Chain Management Integrations 9.1 PeopleBook, "Implementing Integrations" chapter, Setting Up Service Operations section.

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Service Operation	*Direction and Type*	*Handlers*	*Chunking Available?*	*Integrates With*
BI_EIP360_REQ	Inbound Synchronous	REQUESTHDLR	No	CRM

See *PeopleSoft Supply Chain Management Integration 9.1 PeopleBook*, "Implementing Integrations," Setting Up Service Operations.

Verifying Remote and Local Node Setup

PeopleSoft delivers nodes in PeopleSoft Integration Broker with a default status of *Inactive.* You should verify that each node is active before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM. To verify that a node is active, access the Nodes page (PeopleTools, Integration Broker, Integration Setup, Nodes).

Verify that the *PSFT_CR* and the *PSFT_EP* nodes are active.

See *PeopleTools PeopleBook: Integration Broker, "Adding and Configuring Nodes"*

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Chapter 30

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 check box is not available for generated invoices.

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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 Bill Cycles, page 48

Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 119

Chapter 6, "Entering Bills Online," Entering Bill Line Information, page 139

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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	*Definition 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 (Billing, Maintain Bills, Recurring Bill Schedules, Recurring Bill Schedule).

Start Date Enter the start 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 (auto numbering 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.

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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 button 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 (invoice 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 50

Chapter 4, "Structuring Bills," Defining Bill Cycles, page 48

Chapter 4, "Structuring Bills," Defining Bill Sources, page 54

Chapter 2, "Preparing to Implement," page 9

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Billing Installation Options

Generating Recurring Bills

To generate recurring bills from templates, run the Generate Recurring Bills process (BIRECUR).

This section discusses how to generate recurring bills.

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Page Used to Generate Recurring Bills

Page Name	Definition 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 (Billing, Maintain Bills, Create Recurring Bills, Generate Recurring Bills).

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 30, "Generating Recurring Bills," Establishing Schedules for Recurring Bills, page 695

Chapter 6, "Entering Bills Online," Entering Bill Header Information, page 119

Chapter 6, "Entering Bills Online," Entering Bill Line Information, page 139

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Chapter 31

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 37

Chapter 6, "Entering Bills Online," page 105

Chapter 12, "Calculating VAT in PeopleSoft Billing," page 349

Chapter 18, "Generating Invoices," page 505

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 non-amount 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.

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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

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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.

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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	*Definition 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 (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Installment Billing, Installment Plan).

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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 Bill Cycles, page 48

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 50

Chapter 4, "Structuring Bills," Defining Bill Sources, page 54

Chapter 3, "Establishing PeopleSoft Billing Business Units," Establishing PeopleSoft Billing Business Unit Options, page 34

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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	*Definition 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.

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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 105

Defining Terms for Installment Billing Plans

Access the Installment Bill Terms page (Billing, Maintain Bills, Installment Bill Schedules, Installment Bill Terms).

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 163

Creating Installment Bill Schedules

Access the Installment Bill Schedule page (Billing, Maintain Bills, Installment Bill Schedules, Installment Bill Schedule).

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.

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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. Deselect 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.

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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 119

Running the Generating Installment Bills Process

Access the Generate Installments page (Billing, Maintain Bills, Create Installment Bills, Generate Installments).

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.

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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 SQR 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 62

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Chapter 32

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	*Definition Name*	*Navigation*	*Usage*
Bills Not Invoiced - Bill Search	BI_BILL_SEARCH	Billing, Locate Bills, Bills Not Invoiced	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	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	Search for any invoiced bills and select bills for reprint.

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Page Name	Definition Name	Navigation	Usage
Lines Invoiced - Bill Line Search	BI_LINE_SEARCH_INQ	Billing, Locate Bills, Lines Invoiced	Search for any invoiced bill lines.

Defining Search Criteria

Access the Bills Not Invoiced - Bill Search page (Billing, Locate Bills, Bills Not Invoiced) or the Bills Invoiced - Bill Search page (Billing, Locate Bills, Bills Invoiced).

Business Unit This field is required.

Bill To Select *Contract* or *Customer*, and in the adjacent field, select from the list of contract or customer numbers. This field is required.

Currency Option Search by transaction currency or base currency.

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 Search page.

Click the Bill Search Reset button to reset values to the defaults.

Search Click the Search button to run the search query.

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.

Note. If any line on an invoice has a summarization template selected, then a summarized invoice will be printed; otherwise, a detail invoice will be printed.

Sorting Bill Search Results

Access a Search page.

To sort the results of your bill search, just click on the column heading of the column you wish to sort by. The first time you click on a column, the bills will be sorted in ascending order. If you click on the column heading again, the bills will be sorted in descending order.

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.

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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 (Billing, Locate Bills, Bills Not Invoiced) or Bills Invoiced page (Billing, Locate Bills, Bills Invoiced).

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.

Template Invoice Flag

Indicates if it 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 (Billing, Locate Bills, Lines Not Invoiced) and Lines Invoiced page (Billing, Locate Bills, Lines Invoiced).

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

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.

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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.
Description and **Identifier**	Displays the description field and the identifier code field from the bill line record.
Gross Extended or **Net Extended Amt** (net extended amount)	Displays 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, Tax Amountand **VAT Amount**	An asterisk in any of these 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	*Definition 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 button 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 (click the Header Selection Criteria button on the Bills Not Invoiced - Bill Search or Bills Invoiced - Bill Search page).

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Currency Option

Search by transaction or base 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 (reference selection) **Apply To,** and **Value**

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.

From the Bills Not Invoiced or the Bills Invoiced pages, use the Apply To field that is adjacent to Ref to 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 Operand, 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 (click the Bill Line Search button on the Lines Not Invoiced - Bill Line Search or the Lines Invoiced - Bill Search page).

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Ref (reference) 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)*, you can enter a search value of *OE%* to see only invoices that begin with the letters OE. For an invoice reference, the default column values are *I* (identifier), *F* (charge from), and *N* (net extended amount).

Date Sel (date select) 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 *(F).*
- Contract Date *(N).*
- Order Date *(O).*
- Charge To Date *(T).*

Use the amount operands field to further refine the search criteria.

Amt Sel (amount selected) You can enter search criteria for bill lines by their dollar amounts. In the adjacent field, you can search by:

Gross Extended Amount *(G):* Without discounts or surcharges applied.

Net Extended Amount *(N):* 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.

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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, and the Value is left blank, all invoices for the contract or customer are returned.
- When you do not select *Invoice* in the Ref field, and the Value is left blank, only rows where the referenced field is blank are returned.

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 first chunk of rows that appears when you run the search query 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. You can change the sort order by clicking the respective column headings. 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 re-invoking 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.

Chartfield Security is enforced on the Bill Search components because of the *Project ID* field that is displayed in the search results. Therefore, if Project ID is a secured chartfield, a user may not see all the bills that match their search criteria in the search results. This is because the search results will filter out any invoices that reference a Project that the user is not secured to access.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Billing User Preferences

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Securing ChartFields"

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Chapter 33

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 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 is 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, in some cases you can initiate the adjustment directly from PeopleSoft Billing.

When creating an adjustment, you will be required to enter an adjustment reason. An adjustment reason is required for both header and line level adjustments. You will be able to select the reason from a prompt list. To set up the valid values for the adjustment reason, navigate to Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Reason Codes and create codes for reason type Credit Memo.

If your system is activated to perform financial sanctions screening (FSS), the credit and rebill invoices will go through FSS again. For example, if you have loaded an updated financial sanctions list since the original invoice was validated, you should perform another validation on the new bills. Use the Screen for Denied Parties process or the Finalization process to perform the FSS on the new bills. If you perform a line adjustment and you add the adjusted line to an existing bill, then the new line will go through the FSS processing.

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.

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 refresh the page.

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All credits and rebills can be combo edited online when the online combination edit installation option is turned on. This will prevent combo edit errors from being detected in the preload process, after a credit/rebill has been finalized and printed, due to changes in the combo edit rules that have occurred since the creation of the original bill. Upon saving the credit/rebill, combo edits will take place and any errors that occur will be flagged. Errors can be corrected using the bill entry transaction pages. To allow customers to change their GL/AR options and customer information, and have that information reflected on rebills the current GL/AR options and the customer information is copied to the new bills. There is an option to do a batch combo edit where all the entries will be send through combo edit.

See Also

Chapter 9, "Setting Up the Billing Interface," Processing Adjustments Through the Billing Interface, page 312

Chapter 6, "Entering Bills Online," Invoice Line Number Assignment, page 110

Chapter 34, "Managing PeopleSoft Billing Utilities," Managing Financial Sanctions Screening for Invoices, page 747

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	*Definition 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 (Billing, Maintain Bills, Adjust Entire Bill).

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:

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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 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.

Adjustment Reason — Select the appropriate code from a list of valid reason codes that will be made available to the user via a prompt list. The reason code is mandatory when issuing a credit.

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 41

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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	*Definition 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 (Billing, Maintain Bills, Adjust Selected Bill Lines).

In the Line Adjustment Parameters 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 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.

Note. If you add lines with summarization templates to a non-summarized bill, a summarized invoice may be printed when the invoice is generated.

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Line Opt (line options) Select a value:

Create Net Adjustment Only: Creates one adjustment line.

Create Reversal and Rebill: Creates two new lines, one that credits the original line chosen, and one that reflects the adjustment.

Credit Line: Creates one line with a reversal of the amounts from the original line chosen.

Adjustment Reason Default Select the appropriate code from a list of valid reason codes that will be made available to the user via a prompt list. A reason code is required for a reversal line and a credit line.

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 deselect Add to Existing Bill.

Warning! Adjusted Project Costing and Contracts lines should never be added to non-Project Costing or Contracts bills.

Adjustment The system displays this field if you elect to add to a new bill. The system assigns the default invoice number *NEXT* 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 *NEXT*. 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.

Set Filter Options Select this link to enter search values and to filter the invoice lines returned that need to be adjusted. After entering the values, the user will have the option to search, clear search or return to the Adjust Selected Bill Lines page.

Header Info 1and **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.

Select Bill Lines All lines that satisfy the search criteria appear in this scroll area. The grid tabs at the top of the list enable you to view different bill fields.

You can control which lines the system returns by defining the Bill Line Number, and Date fields.

Note. If you are initiating multiple searches and changing the criteria often, re-enter the criteria to reset the search path and assure a complete search.

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See Also

Chapter 4, "Structuring Bills," Assigning Invoice Number IDs, page 41

Selecting Bill Lines and Running the Adjustment

Access the Adjust Selected Bill Lines page (Billing, Maintain Bills, Adjust Selected Bill Lines).

1. Use the search functions, if necessary, to display the lines to be adjusted.
2. In the Select Line Adjustment Action region, select the Adjust Selected Lines option.
3. Select whether or not to add the adjustment to an existing bill.
4. Set an invoice number in the Adjustment field, or, if adding to an existing bill, choose the bill using the Add to Bill control.
5. In the Select Line Adjustment Action section, select the desired Line Opt.
6. Select an Adjustment Reason Default to be used as the Adjustment Reason for each selected bill line.
7. Enable the Select check box for each line.
8. 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.
9. 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 119

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 (Billing, Review Billing Information, Review Line History, Adjustment Line History).

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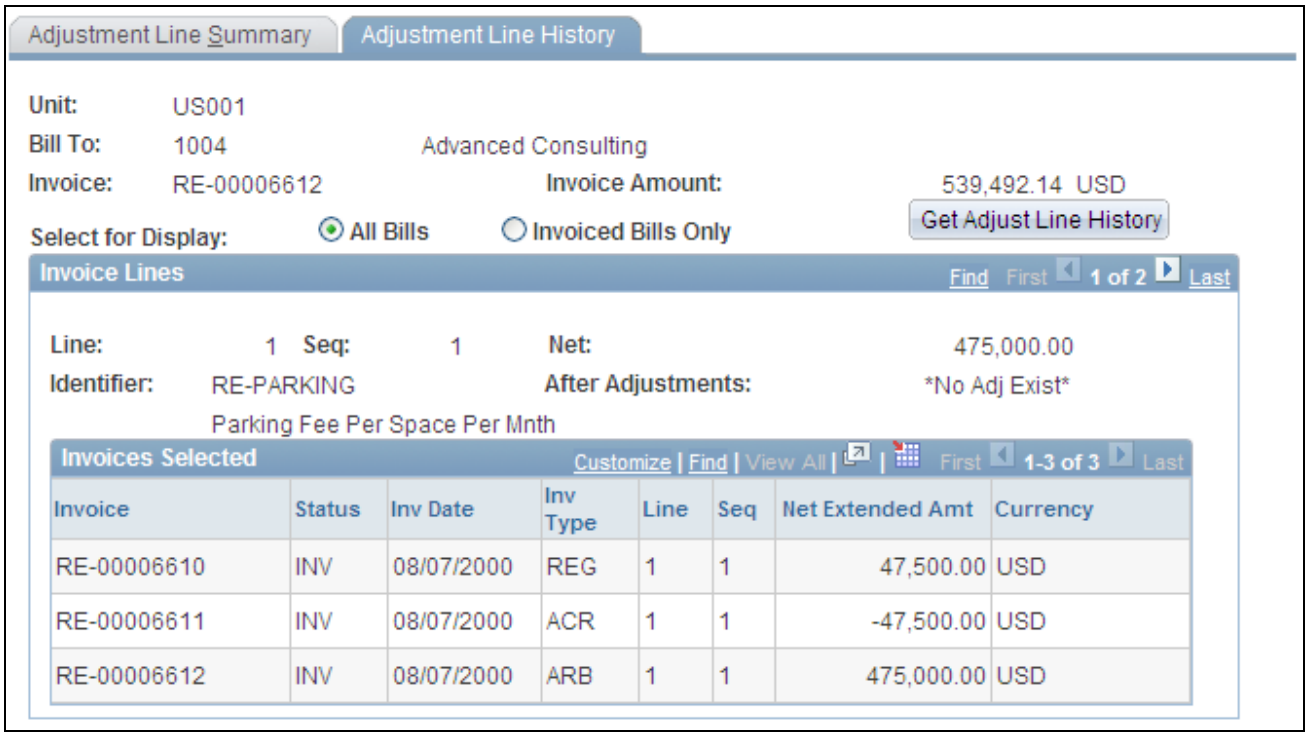

Adjustment Line History page

Original, Prior, Next, and **Latest**

Displays the original, prior, next, and latest invoices that were issued. For example, the invoice in the example is RE-00006612. The original invoice was RE-00006610; RE-00006611 is a credit of the original invoice; and, RE-00006612 is a rebilling of the original invoice. There is no next invoice because RE-00006612 is the latest in the sequence of invoices.

Get Adjust Line History(get adjustment line history)

Click after selecting All Bills or Invoiced Bills Only. If you switch from one option to the other, you must click Get Adjust Line History 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.

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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 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 Amount

Displays the pretax amount if the bill has not been invoiced.

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Chapter 34

Managing PeopleSoft Billing Utilities

This chapter discusses how to:

- Copy bill information.
- Copy groups of bills.
- Reset field values when copying invoices.
- Delete temporary data.
- Change bill status.
- Run the Email Notification process.
- Run the Invoice Notification process.
- Schedule workflow processes in PeopleSoft Billing.
- Manage financial sanctions screening for invoices.
- Manage federal highway billing.

Copying Bill Information

This section provides an overview of copying bill information and discusses how to copy single bills.

Understanding Copying Bill Information

You can copy a single bill when you must send out a new bill with all or most of the same information on it as another bill. Bills that cannot be copied are:

- Temporary bills, which have a status of TMR and TMP.
- Bills that are not confirmed for Financial Sanctions Screening (FSS).

If your system is activated to perform FSS, your newly copied invoice will go through FSS again. For example, if you have loaded an updated financial sanctions list since the original invoice was validated, you should perform another validation on the new bills. Use the Screen for Denied Parties process or the Finalization process to perform the FSS on the new bill.

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Page Used to Copy Bill Information

Page Name	Definition Name	Navigation	Usage
Copy Single Bill	BI_BILL_CPY	Billing, Maintain Bills, Copy Single Bill	Copy a single bill. 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 (Billing, Maintain Bills, Copy Single Bill). Enter the search criteria and select the bill you wish to copy.

Select Bill Action

Select Bill Action To run the copy bill function, select Copy Bill. This group box appears as *No Bill Action* by default 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 an invoice ID here if you are authorized 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, the Copy Bill field in the Copy Results group box displays the invoice number that is assigned to the new bill. Also, Select Bill Action is reset to *No Bill Action.*

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 *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 search results list, or exit this page and specify another bill to copy.

When you run the copy bill or copy bill group functions, the system does not copy every field; it resets some fields to default values.

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See Chapter 34, "Managing PeopleSoft Billing Utilities," Resetting Field Values When Copying Invoices, page 730.

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 41

Copying Groups of Bills

This section provides an overview of copying groups of bills and discusses how to:

- Define copy group header information.
- Assign Bills to copy groups.
- Define copy group details.
- Run the Copy Group of Bills process (BICPYGRP).

Understanding 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).

If your system is activated to perform financial sanctions screening (FSS), your newly copied invoices will go through FSS again. For example, if you have loaded an updated financial sanctions list since the original invoices were validated, you should perform another validation on the new bills. Use the Screen for Denied Parties process or the Finalization process to perform the FSS on the new invoices.

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Pages Used to Copy Groups of Bills

Page Name	*Definition Name*	*Navigation*	*Usage*
Copy Group Header	BI_BILL_CPY_HDR	Billing, Maintain Bills, Define Bill Copy Group	Define copy group header information. This is the first required step to define groups of bills to be copied together in a batch.
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.
Run Bill Copy Group	RUN_BI_BCPYGRP	Billing, Maintain Bills, Copy Bill 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 (Billing, Maintain Bills, Define Bill Copy Group).

Define copy header information.

This utility is useful if you have bills that you invoice each month and only a small portion of the information changes.

Assigning Bills to Copy Groups

Access the Define Copy Group Detail 1 page (Billing, Maintain Bills, Define Copy Group Details, Define Copy Group Detail 1).

Bills that are not confirmed for Financial Sanctions Screening (FSS) cannot be assigned to copy groups

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Select Select the check box next to the bill that you want copied. Deselect 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 are 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 whether 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 manage them all at once by clicking one of these buttons:

Select All Click to select all of the template invoices for copying.

Deselect All Click to deselect 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 (Billing, Maintain Bills, Define Copy Group Details, Define Copy Group Detail 2).

Copy Invoice ID Define the invoice number of the new bill. The default field value is *NEXT*. If you are authorized, 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 do not select this option, the templates will not change, and the system uses the old version the next time that you run the copy process.

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Copy Step	Displays the status of the last copy bill group run.
Reset Copy Invoice ID	Resets all the copy invoice IDs to *NEXT*. 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	Select to deselect the Replace Template check boxes for the entire group.

Running the Copy Group of Bills Process (BICPYGRP)

Access the Copy Bill Group page (Billing, Maintain Bills, Copy Bill Group).

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 CopyInvoice 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 field.

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 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 lists the fields that the system does not copy and the reset values for those fields. Reset values in this table are the same regardless of whether you copy a single bill or group of bills.

Note. Some of the fields in these tables are used only by the system.

BI_HDR

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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
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

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Field Name	*Reset Value*
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	"0"
RATE_DIV_IU	"1"
RATE_DATE	Null
PAID_AMT_BSE	"0.00"
FORWARD_BAL_BSE	"0.00"
INVOICE_PRETAX_BSE	"0.00"
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

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Field Name	*Reset Value*
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
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

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Field Name	*Reset Value*
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"
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	User ID
PAID_REFERENCE	Blank

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Field Name	Reset Value
IVC_DELIVERED_FLG	"N" (No)
AG_REF_NBR	"0"
IVC_DELIVERED_DT	Null
BI_PAID_AT_SRC	"0"
BI_APPROVAL_STATUS	"0" or "1"

HDR_VAT

Field Name	Reset Value
INVOICE	New Invoice ID
VAT_DCLRTN_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	User ID

BI_LINE

Field Name	Reset Value
INVOICE	New Invoice ID

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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"

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Field Name	*Reset Value*
TAX_AMT_BSE	"0.00"
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"

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Field Name	Reset Value
TOT_SURCHARGE_XEU	"0.00"
USER_AMT1_BSE	"0.00"
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	User ID
CUST_DEPOSIT_ID	Blank

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	User ID
IVC_DELIVERED_FLG	"N" (No) **Note.** BI_HDR_CC only.

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Field Name	Reset Value
IVC_DELIVERED_DT	Null **Note.** BI_HDR_CC only.

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"
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	User 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"

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Field Name	*Reset Value*
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	User ID

Deleting Temporary Data

This section provides an overview of temporary data deletion and discusses how to:

- Set process parameters to delete billing data.
- Run the Billing Delete Data process.
- Delete selected approved temporary bills.
- Delete selected extract bills.

Understanding Temporary Data Deletion

Billing maintains several tables containing temporary information. The data in these tables should be purged periodically or they may grow large enough to degrade system performance. The temporary data tables include:

- Billing extract tables
- Project Costing temporary tables
- Accounting preload process staging entries

You can schedule the Billing Delete Data process (BIDELDATA) to run on a regular basis. The Billing Delete Data process uses parameters set on the WorkFlow/Batch Parameters page to determine the age of the extract and temporary bills to be deleted. You can use the Billing utilities to manually delete selected temporary data that has been approved.

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Pages Used to Delete Temporary Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Delete Bills	RUN_BI_DELDATA	Billing, Generate Invoices, Utilities, Delete Bills	Run the Billing Delete Data Process to delete temporary bills that have been approved, extract bills, and preload process staging entries in a batch.
Delete Extract Bills	BI_EXT_DEL	Billing, Generate Invoices, Utilities, Delete Extract Bills	Select and delete extract bills.
Delete Temporary Bills	BI_TMP_DEL	Billing, Generate Invoices, Utilities, Delete Temporary Bills	Select and delete temporary bills that have been approved.
WorkFlow/Batch Parameters	BI_WF_OPTIONS	Set Up Financials/Supply Chain, Product Related, Billing, Define Workflow, WorkFlow/Batch Parameters	Designate the default number of days after which the system deletes temporary and extract bills.

See Also

Chapter 4, "Structuring Bills," Using Workflow Processes in PeopleSoft Billing, page 87

Setting Process Parameters to Delete Billing Data

Access the WorkFlow/Batch Parameters page (Set Up Financials/Supply Chain, Product Related, Billing, Define Workflow, WorkFlow/Batch Parameters).

Delete Extract Bills, Number of Days Old The number of days after which you want to purge old bills from the invoice extract tables.

Delete Temporary Bills, Number of Days Old The number of days after which you want to purge temporary bills that have been approved from the project extract tables.

Running the Billing Delete Data Process

Access the Delete Bills page (Billing, Generate Invoices, Utilities, Delete Bills).

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1. Choose the types of data that you want to delete:
    - Temporary bills that have been approved.
    - Extract bills.
    - Accounting preload staging entries.
2. Run the BIDELDATA process.

For temporary and extract bills, the process deletes any data that is older than the number of days specified on the Workflow/Batch Parameters page. All temporary accounting preload entries that have already been successfully loaded to AR or GL will be deleted.

Note. You can set the BIDELDATA process to run regularly by setting a Recurrence value on the Process Scheduler Request page.

Deleting Selected Approved Temporary Bills

Access the Delete Temporary Bills page (Billing, Generate Invoices, Utilities, Delete Temporary Bills).

Select	Search for temporary bills that were approved by customer, contract, or project. Select *All* to display all of the approved temporary bills that are associated with the business unit.
Search	Click after selecting the Sel check box next to a bill to view the bill details.
Delete	Click after selecting the Sel (select) check box next to the approved temporary bills that you want to delete.

Deleting Selected Extract Bills

Access the Delete Extract Bills page (Billing, Generate Invoices, Utilities, Delete Extract Bills).

Note. Purge the billing information from the extract tables often to increase the performance of the SQR (Structured Query Report) 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 have 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.

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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.

Two methods are available 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 bills (which you indicate by selecting the Select check box on the Define Copy Group Detail 1 page) in the corresponding copy group.

If you define the range selection with a copy group ID, select a copy group that was updated using the Replace Template option. After copy completion, the template invoice IDs are new invoice IDs resulting from the copy.

The Status Change SQR program (BIIVCSTS) induces the batch program to cancel any pending invoice approval if any bills are canceled (status changed to Canceled).

See Also

Chapter 34, "Managing PeopleSoft Billing Utilities," Copying Groups of Bills, page 727

Pages Used to Change Bill Status

Page Name	*Definition 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 (Billing, Maintain Bills, Change Status of Bills, Status Change).

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From Status	Select the status of the bills that you want to change. Select any combination of bills in *New, Hold, Pending, Ready,* or *Canceled* status.
To Status	Select a new bill status of *Hold,New Bill,* Ready Bill, or *Pending.*
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 PeopleBook: PeopleSoft Process Scheduler

Changing the Status of Limited Numbers of Bills One at a Time

Access the Standard Billing - Header - Info 1 page (Billing, Maintain Bills, Standard Billing, Header - Info 1).

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 119

Chapter 6, "Entering Bills Online," Entering Consolidated Bill Information, page 181

Running the Email Notification Process

The Email Notification process (BIIVCEMAIL) enables you to set up paperless invoicing through the eBill Payment application. When eBill Payment is installed, you can select *Email Notification* as the bill-to media for an invoice. Instead of printing the invoice, Billing sends an email notification to the bill's contact email address. The email contains a link to the appropriate page in eBill Payment so that your customer can review and pay the invoice. For you to use paperless invoicing, the customer contact must have a valid email address and a user account for accessing eBill Payment.

You can add the BIIVCEMAIL process to your other invoice print jobs or you can run the process separately after invoices have been finalized using the eBill Payment Utilities pages.

Important! The finalization process makes invoices available in eBill Payment. The Email Notification process sends an email notification after a bill is finalized. An invoice will appear in eBill Payment regardless of whether the Email Notification process runs successfully and regardless of the invoice bill-to media.

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See Also

Chapter 13, "Configuring Invoicing Jobs," Email Processes (Paperless Invoices), page 407

Pages Used to Run the Email Notification Process

Page Name	*Definition Name*	*Navigation*	*Usage*
Email Notification	RUN_BI_EMAIL	Billing, Generate Invoices, Utilities, eBill Payment Utilities, Non-Consolidated, Request Email Notification	Send email notification to customers for nonconsolidated invoices.
Cons Email Notification	RUN_BI_EMAIL_CON	Billing, Generate Invoices, Utilities, eBill Payment Utilities, Consolidated, Request Email Notification	Send email notification to customers for consolidated invoices.

Generating Email Notification

Access either the Email Notification page (Billing, Generate Invoices, Utilities, eBill Payment Utilities, Non-Consolidated, Request Email Notification) or the Cons Email Notification page (Billing, Generate Invoices, Utilities, eBill Payment Utilities, Consolidated, Request Email Notification).

Define the run control parameters. The system selects only bills with the status *FNL* and a bill-to media of *Email Notification* for running the Email Notification job.

Note. The Consolidated Email Notification process sends one email for each consolidated invoice; emails are not sent for the individual, attached invoices.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Scheduling Workflow Processes in PeopleSoft Billing

This section discusses how to:

- Run PeopleSoft Billing workflow processes.
- Define notification parameters.

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Pages Used to Schedule Workflow Processes in PeopleSoft Billing

Page Name	*Definition 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.
WorkFlow/Batch Parameters	BI_WF_OPTIONS	Set Up Financials/Supply Chain, Product Related, Billing, Define Workflow, WorkFlow/Batch Parameters	Designate parameter values for batch processes.

Running PeopleSoft Billing Workflow Processes

Access the Billing Workflow page (Billing, Generate Invoices, Utilities, Billing Workflow). From here, you can process workflow for the:

- Pending Interface Transactions: If this option is selected, then a worklist will be created for any Billing Interface transactions that are a certain number of days old. The number of days determined by the number of days set up on the Workflow/Batch Parameters page. Users defined as a Billing Interface Reviewer on the Role User Maintenance page will receive the worklist.
- Pending Credit Card Transactions: If this option is selected, then a worklist will be created for any Credit Card transactions that have not been processed within a certain number of days. The number of days is determined by the number of days set up on the Workflow/Batch Parameters page. Users defined as a PeopleSoft Billing Administrator on the Role User Maintenance page will receive the worklist.
- Inactive Bills process: If this option is selected, then a worklist will be created for any invoices that have not yet been finalized within a certain number of days. The number of days is determined by the number of days set up on the Workflow/Batch Parameters page. Users defined as a Billing Inactive PeopleSoft Bills Reviewer on the Role User Maintenance page will receive the worklist.
- Inactive Consolidated Bills: If this option is selected, then a worklist will be created for any consolidated invoices that have not yet been finalized within a certain number of days. The number of days is determined by the number of days set up on the Workflow/Batch Parameters page. Users defined as a PeopleSoft Billing Inactive Bills Reviewer on the Role User Maintenance page will receive the worklist.

Defining Notification Parameters

Access the Route Control Profile page (PeopleTools, Workflow, Routings & Roles, Route Control Profile) to define the business units about which you want to be notified.

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Note. You must populate the ADD_DTTM field on the interface table for the Pending Interface Transactions process to find any pending interface items. The BI_WORKFLOW process uses this field to determine the age of the interface transactions.

Run Click to access the Process Scheduler, which lists the workflow process.

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 87

PeopleTools PeopleBook: Workflow Technology

Managing Financial Sanctions Screening for Invoices

This section provides an overview of Financial Sanctions Screening (FSS) for PeopleSoft Billing and discusses how to:

- Run the FSS process.
- Review FSS results.

Understanding Financial Sanctions Screening for PeopleSoft Billing

Within PeopleSoft Billing, you can run the Financial Sanctions Screening process (SCM_FSS) in two ways:

- As a secondary process during the Finalization process (BIIVC000).

  See Chapter 13, "Configuring Invoicing Jobs," Preprocessing Steps, page 398.

- Independently from the Screen for Denied Parties menu option.

Note. FSS processing does not occur when a bill is being entered into the system.

FSS Process Tasks for Invoices

When the FSS process runs for Billing, it follows these steps:

1. Identifies which business units are subject to FSS processing.

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2. Selects bills from those business units that:

    - Have not previously gone through FSS processing.
    - Have previously gone through FSS processing and are unconfirmed.
    - Have previously gone through FSS processing and have been confirmed, and then the customer's name or address was overridden during bill maintenance, or a bill line was added.
    - Have been manually confirmed once and then the customer's name or address was overridden, or a bill line was added.
    - Originated from PeopleSoft Order Management or Inventory and then the customer's name or address was overridden, or a bill line was added during bill maintenance.

    Note. Bill lines that originate from PeopleSoft Order Management or Inventory have typically gone through FSS processing if they are subject to FSS processing. FSS processing is not performed on those bill lines again unless the user changes the customer's name or address.

    Customer RMAs that come from PeopleSoft Order Management or Inventory are exceptions to this rule. Customer RMAs that originate from Order Management or Inventory go through FSS processing in Billing.

    - Are interunit and intraunit bills that have had the customer's name or address overridden during bill maintenance.

    Note. Interunit and intraunit bills do not go through FSS processing unless the user manually overrides the customer's name or address during bill maintenance.

    ---

3. If the FSS does not find a match, the system:

    - Sets the FSS status to confirmed (the Confirmed check box is selected).
    - Records the publish date of the security list on the invoice.
    - Records a time stamp on the invoice with the current date to show when the FSS was actually performed.

4. If the FSS finds a match:

    - The invoice is associated with error code 2033 indicating that a financial sanctions list match was found.
    - The bill status is changed to *Hold* or *New*.

      The Finalization process changes it to *Hold,* and the Screen for Denied Parties process changes it to *New*.

    - The Financial Sanctions Status is set to Unconfirmed (the Confirmed option is not selected) on the Header - Miscellaneous Information page.
    - A screening history record is created for the bill.

If a bill is attached to a consolidated bill and it does not pass the FSS process, that is, the FSS finds a match, then the FSS status of the consolidated header is changed to Unconfirmed and the bill status is changed to *Hold* or *New*.

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When a new security list is loaded to the system, you should run the Screen for Denied Parties process on customers and invoices again. During this run, Screen for Denied Parties processes invoices that may have previously gone through FSS processing.

Warning! You should not use the Finalization process to rescreen invoices when a new list is loaded.

See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining Additional Customer Information," Reviewing FSS Results for Invoices

Pages Used to Manage Financial Sanctions Screening for Invoices

Page Name	*Definition Name*	*Navigation*	*Usage*
Screen for Denied Parties	RUN_CNTL_SCMFSS	Billing, Maintain Bills, Screen for Denied Parties	Run the FSS process for customers, sales orders, material stock requests, and invoices.
Financial Sanctions - Invoice	BI_FSS_GRID	Billing, Review Processing Results, Financial Sanctions On the Search page, select *Invoices* in the Object Type field, enter optional search criteria, and click the Search button.	Review the results of an FSS match. This page displays invoices that currently have financial sanctions outstanding.

Running the Financial Sanctions Screening Process

Access the Screen for Denied Parties page (Billing, Maintain Bills, Screen for Denied Parties).

Invoices

Use these fields that are in the Invoices section of the page.

Select Invoices Select to indicate specific invoice numbers in the Invoice and To fields.

Deselect to specify that all qualified invoices be processed.

All Business Units Select to specify that all qualified business units be processed.

Deselect to indicate specific business units in the Business Unit and To fields.

Business Unit and **To** Enter a business unit range if the All Business Units field is deselected.

Invoice and**To** Enter an invoice number range if the Select Invoices field is selected.

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See Also

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Maintaining Additional Customer Information"

Reviewing Financial Sanctions Screening Results

Access the Financial Sanctions - Invoice page (select *Invoices* in the Object Type field in the Financial Sanctions search page).

If the FSS status of a consolidated invoice is changed to Not Confirmed because an attached invoice has an FSS status of Not Confirmed, then the consolidated header and the attached invoice are listed on this page.

See *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining Additional Customer Information," Reviewing FSS Results for Invoices.

Managing Federal Highway Billing

This section provides an overview of Federal Highway Billing for PeopleSoft Billing and discusses how to:

- Create a Federal Highway File.
- Recreate a Federal Highway File.

Understanding Federal Highway Billing file

The Federal Highway file run control pages run an extract process to create a formatted text file. The text file will contain a Batch Control Record, Detail record and a Trailer Record.

Pages Used to Manage Federal Highway Billing

Page Name	*Definition Name*	*Navigation*	*Usage*
Create Federal Highway File	RUN_BI_FFEXT	Billing, Generate Invoices, Utilities, Federal Highway Billing, Create Federal Highway File	Create a federal highway file.
Recreate Federal Highway File	RUN_BI_FFREC	Billing, Generate Invoices, Utilities, Federal Highway Billing, Recreate Federal Highway File	Recreate a federal highway file.

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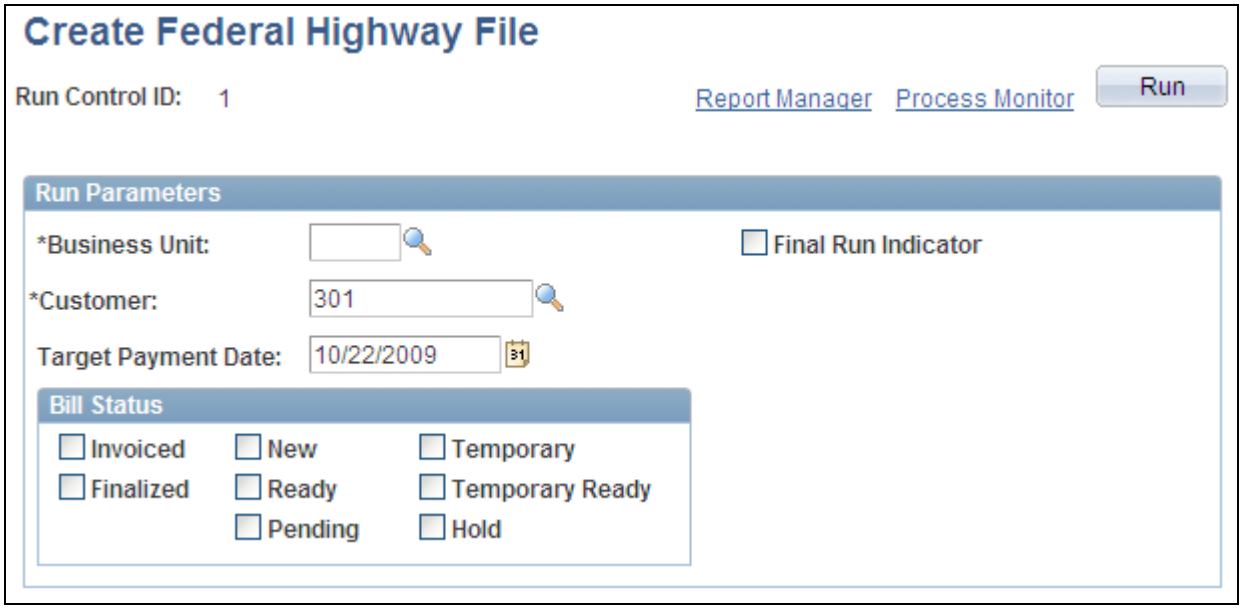
Creating a Federal Highway File

Access the Create Federal Highway File page (Billing, Generate Invoices, Utilities, Federal Highway Billing, Create Federal Highway File).



Create Federal Highway File page

Business Unit Select the Business unit.

Customer Select the customer ID from the prompt list.

Target Payment Date Select the date of payment. Target Payment Date is required when the Final Run Indicator option is selected.

Final Run Indicator Select to determine whether to stamp the bill headers as final so they cannot be extracted again on future runs of the extract process unless the recreate file option is selected.

Bill Status Select the bill status from the options. The available options are: Invoiced, Finalized, New, Ready, Pending, Temporary, Temporary Ready, and Hold.

Recreating a Federal Highway File

Access the Recreate Federal Highway File page (Billing, Generate Invoices, Utilities, Federal Highway Billing, Recreate Federal Highway File).

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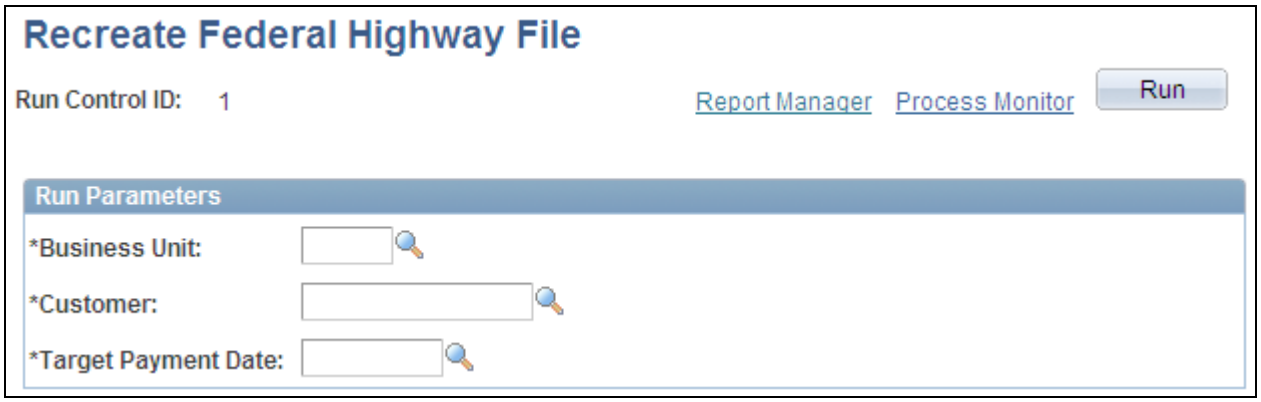

Recreate Federal Highway File page

Business Unit Select the Business unit.

Customer Select the customer ID from the prompt list.

Target Payment Date Select the date of payment. Target Payment Date prompt will list all target payment dates that have been used for previous final runs.

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Chapter 35

Processing EDI Transactions in PeopleSoft Billing

This chapter provides an overview of electronic data interchange (EDI) transactions and discusses how to process the PeopleSoft Billing Invoice Notice Transaction.

Understanding EDI Transactions

EDI is a 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 provides service operations as an enterprise integration point (EIP).

Service operations use the PeopleSoft Integration Broker to integrate PeopleSoft applications with each other and with third-party applications. It enables applications to send data, which multiple processes can receive. 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 sender does not need to be connected to the receiver when sending the data. This is comparable to the way email uses queues to guarantee the delivery of a message to its subscribers.

The Integration Broker service operations offer an automated, timely, and efficient way to send data across systems. Service operations help to 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 so that the resulting output is either an XML message or a flat file.

See *PeopleSoft Supply Chain Management Integration 9.1 PeopleBook*, "Scenarios for Integration With PeopleSoft Supply Chain Management," Example: Setting Up the Billing Invoice EIP.

See Also

PeopleSoft Electronic Data Interchange 9.1 PeopleBook, "Getting Started with Electronic Data Interchange"

Processing the PeopleSoft Billing Invoice Notice Transaction

This section provides an overview of the billing invoice notice and discusses how to:

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- Activate the billing invoice notice service operation and routings.
- Run the billing invoice notice process (BI_INVOUT).

PeopleSoft Billing supports a single Publish Outbound Transaction: Billing Invoice Notice. The Billing Invoice integration point meets X.12 EDI requirements of the 810 transaction set. Billing Invoice is an outbound asynchronous batch publish integration point. If enabled, the system generates a Billing Invoice transaction message when you run the Finalize Bills process (BIIVC000) and the Billing Invoice Notice process (BI_INVOUT).

Use the Publish Outbound Message page to initiate the outbound message process. Select from the listed outbound transactions to launch a transaction-specific process page.

Activating the Billing Invoice Notice Service Operation and Routings

PeopleSoft delivers service operations in PeopleSoft Integration Broker with a default status of *Inactive.* You must activate each service operation before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM. To setup a service operation use the information in the table below and refer to the setup instruction in the PeopleSoft Supply Chain Management Integrations 9.1 PeopleBook, "Implementing Integrations" chapter, Setting Up Service Operations section.

Service Operation	***Direction and Type***	***Handlers***	***Chunking Available?***	***Integrates With***
BILLING_INVOICE_NOTICE	Outbound Asynchronous	ROUTERSENDHDLR	Yes	third-party system

The Billing Invoice Notice Service Operation is delivered with three routings, each with a status of *Inactive.* Each routing will produce a different output: EDI output, XML output, and an XML output modified for use with the previous message definition version.

- Activate the BILLING_INVOICE_NOTICE_EDI_810 routing for EDI output.

  This routing is configured to use the Billing specific transformation program EDI_810_O, which maps PeopleSoft XML to EDI XML. The PeopleSoft XML to EDI XML is a generic mapping, which can be customized using PeopleTools Application Designer.

  See *PeopleTools PeopleBook: Integration Broker, "Applying Filtering," "Transformation and Translation"*

- Activate the BILLING_INVOICE_NOTICE_V4 routing for XML output.
- Activate the BILLING_INVOICE_NOTICE_V3 routing for XML output.

  This output is used with the previous message definition version and should be activated on the Service Operation Version page.

See *PeopleSoft Supply Chain Management Integration 9.1 PeopleBook*, "Implementing Integrations," Setting Up Service Operations.

See *PeopleTools PeopleBook: Integration Broker*.

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Running The Billing Invoice Notice Process (BI_INVOUT)

The Billing Invoice Notice process (BI_INVOUT) is a PeopleSoft Billing Application Engine program that the system calls from IN_PUB_MSG when you 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 containing the invoice information.

Note. To publish an EDI bill you must select EDI as the Invoice Media on the Address Info page of the bill.

When the Publish Outbound Message is complete, it clears the BI_HDR_EC table. If you need to re-transmit invoices, select the Re-transmission check box on the Billing Invoice Notice Message Selection Criteria page, complete the fields in the Invoice Re-transmission group box, and the system will re-write the specified invoices to the BI_HDR_EC table. These invoices can then be re-transmitted.

To view the service operation output, use the Service Operations Monitor.

See *PeopleTools PeopleBook: Integration Broker, "Using the Service Operations Monitor"*

This diagram illustrates the Billing Invoice Notice process flow from EDI bills to a flat file.

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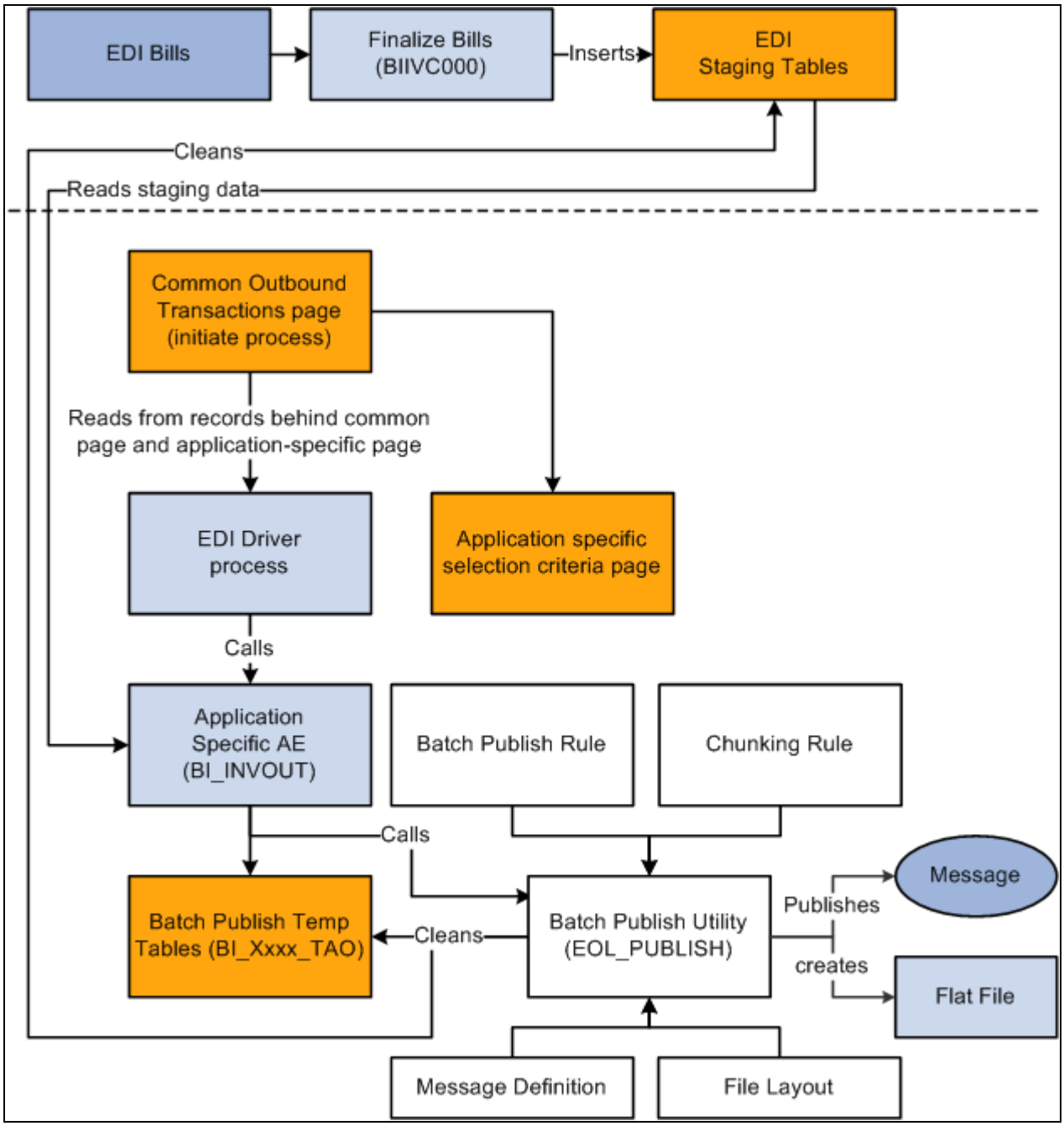

Billing Invoice Notice process flow from EDI bills to a flat file

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 defragmentation 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.

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See Also

PeopleSoft Supply Chain Management Integration 9.1 PeopleBook, "Understanding PeopleSoft Supply Chain Management Enterprise Integration Points"

Pages Used to Process the Billing Invoice Notice Transaction

Page Name	*Definition Name*	*Navigation*	*Usage*
Publish Outbound Message	IN_RUN_PUB_MSG	SCM Integrations, Publish Outbound Message	Run the Billing Invoice Notice outbound transaction process.
Billing Invoice Notice Message Selection Criteria	BI_INVMSG_SEL_PNL	On the Publish Outbound Message page, check the box for the Billing Invoice Notice option to enable the Billing Invoice Notice link. Click the Billing Invoice Notice link to launch the Billing Invoice Notice Message Selection Criteria page.	Set message selection parameters.

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Appendix A

Calculating India Excise, Sales Tax, and VAT in PeopleSoft Billing

This appendix discusses how to:

- Import India excise duty, sales tax, and value-added tax (VAT) information into the PeopleSoft Billing tables.
- Calculate India excise duties, sales tax, and VAT in bill entry.
- Change the status of bill lines with excise duty, sales tax, and VAT.
- Calculate final taxes and print taxes on invoices.
- Prepare to generate India excise, sales tax, and VAT accounting entries.
- Create accounting entries for excise duties, sales tax, and VAT in PeopleSoft Billing.
- Pass excise duties, sales tax, and VAT information to PeopleSoft Receivables.
- Calculate excise duties, sales tax, and VAT for bill adjustments.
- Calculate taxes for returned material authorizations (RMAs) in PeopleSoft Billing.
- Run the Billing Excise, Sales Tax, and VAT Determination process.
- Review Billing Tax Determination and Calculation process errors.

See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "(IND) Setting Up Excise Duty, Customs Duty, Sales Tax, and VAT"

PeopleSoft Global Options and Reports 9.1 PeopleBook, "(IND) Processing Customs, Excise Duties, Sales Tax, and VAT for India"

Importing Excise Duty, Sales Tax, and VAT Information into the PeopleSoft Billing Tables

PeopleSoft Order Management can pass India excise duty, sales tax, and VAT-related data to the PeopleSoft Billing application through the Billing interface.

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Note. The PeopleSoft Billing system does not accept India excise, sales tax, or VAT data on invoices from any source except PeopleSoft Order Management.

This section provides an overview of excise duty, sales tax, and VAT data processing in the Billing interface, and discusses how to:

- Populate the Billing interface tables.
- Define tax parameter default status.
- Correct Billing interface errors.

Understanding Excise Duty, Sales Tax, and VAT Data Processing in the Billing Interface

The Billing interface staging area supports the online bill data structure and stores one or more rows of data for each line of chargeable activity that is sent to PeopleSoft Billing. The type of data that you store in the Billing interface is characterized by one of seven transaction types. The transaction type EXSD represents India excise duty, sales tax, and VAT detail transactions.

The Billing Business Unit Tax Indicator

In PeopleSoft Billing, you can apply only a single method for tax calculation to each invoice. The invoice can be subject to standard taxes, including U.S. sales tax and value-added tax (VAT), subject to third-party taxation when the business unit is associated with a third-party tax vendor, or associated with India tax processing. These methods are mutually exclusive. For example, if PeopleSoft Billing identifies that an invoice requires PeopleSoft VAT processing, the system assumes that the invoice requires no India tax processing.

Note. India VAT is handled by India tax processing.

You must bill sales order shipments with excise, India sales tax, or VAT applicability under a Billing business unit that is associated with an organization's tax location.

For example, consider the following PeopleSoft Inventory, Order Management, and Billing business units called IND01, which are all associated with an organization tax location. Imagine also that the following additional Billing business units exist:

- IND02, which is not associated with an organization tax location.
- FRA01, which is associated with a VAT entity.

If a sales order shipment is associated with the Inventory business unit IND01, you should not bill the sales order shipment under billing business units IND02 or FRA01, because these business units are not associated with an organization tax location. If you bill this sales order shipment under IND02 or FRA01, PeopleSoft Billing does not display or calculate the India taxes correctly for this shipment. Even if previously calculated excise duty for the shipment exists, 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 PeopleSoft 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.

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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 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.
2:	The Billing business unit has an associated organization tax location. India excise duty, sales tax, and VAT 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, you must 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 220

Chapter 9, "Setting Up the Billing Interface," Using the Bill-By Identifier with the Billing Interface, page 300

Populating the Billing Interface Tables

The following tables describe how the Billing interface staging tables (INTFC_BI, INTFC_BI2, and INTFC_BI_EXSD) are populated by the Populate Billing process (OMBILL). Because PeopleSoft Order Management performs tax determination for excise, sales tax, and VAT, the Populate Billing process populates the related fields that are in the staging table so that the Billing system knows what input parameters are used for the tax determination.

Note. The Billing interface staging table fields that begin with the EXS prefix represent excise, sales tax, and VAT. When the EXS_TAX_TYPE is sales, all EXS fields are populated with sales tax or VAT-related data. When EXS_TAX_TYPE is excise, all EXS fields are populated with excise tax-related data.

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See Also

Chapter 9, "Setting Up the Billing Interface," page 219

Determining Tax Parameter Default Status

The Billing Interface process expects all excise, sales tax, and VAT defaults to be passed by PeopleSoft Order Management, for all sales order transactions except RMAs. The Billing Interface process sets an Excise, Sales Tax, and VAT Defaults Applied flag (EXS_DFLTS_APPLIED) to facilitate later processing in PeopleSoft Billing. The interface process 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). The Billing Interface assumes that both excise duty, sales tax, and VAT are applicable and that PeopleSoft Order Management provides the excise, sales tax, and VAT parameters. This condition is commonly used when billing for excise duty-applicable sales order shipments from Order Management. India sales tax and VAT 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, sales tax, or VAT applicability value of *Y*, but passes no default values for the tax parameters. The Billing Interface assigns this value when billing for sales order activity that is India sales tax or VAT-applicable only. When no excise invoice exists, sales tax or VAT is calculated within the Billing system. PeopleSoft Order Management passes a bill line that is for an RMA transaction.
X (not applicable)	Excise duty, sales tax, and VAT is not applicable.

Correcting Billing Interface Errors

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 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 that is specific to India excise duty and sales tax error conditions.

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Error Condition	*Explanation*
0112 - Excise Tax is Applicable.	Excise Tax is applicable, but either no excise tax rate code or excise tax detail is provided.
0113 - Sales Tax/VAT is Applicable.	Sales Tax or VAT is applicable, but no tax rate code, sales tax, or VAT detail is provided.
0114 - Invalid India transaction.	The error transaction with India taxation did not originate from PeopleSoft Order Management. PeopleSoft Billing processes India tax transactions only from PeopleSoft Order Management.
0116 - Invalid applicability combination.	Invalid combination of excise duty and sales tax applicability flags. Two situations will cause this error: • The excise duty flag (EXD_APPL_FLG) is blank and the sales tax flag (STX_APPL_FLG) is not blank. • The excise duty flag (EXD_APPL_FLG) is not blank and the sales tax flag (STX_APPL_FLG) 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, the following must also be true: • PeopleSoft Order Management must also pass the excise tax rate code. • The Excise Tax Detail record must exist.
0119 - Missing Sales Tax/VAT Parameters.	When PeopleSoft Order Management passes an excise invoice number and a sales tax and VAT applicability value of *Yes*, the following conditions must also be met: • PeopleSoft Order Management must also pass the sales tax rate code. • The Sales Tax and VAT Detail record must exist.

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Error Condition	Explanation
0121 - Sales Tax/VAT is not Applicable.	When PeopleSoft Order Management passes an excise invoice number and a sales tax and VAT applicability value of *No*, the following conditions must also be met: • PeopleSoft Order Management must not pass a tax rate code. • The Sales Tax or VAT Detail record must not exist.
0123 - Excise invoice number required.	When excise tax applicability is *Yes*, PeopleSoft Order Management must pass an excise invoice number.
0124 - Excise tax is not applicable.	When PeopleSoft Order Management does not pass an excise invoice number and passes an excise tax applicability value of *No*, the following conditions must also be met: • 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 333

Calculating Excise Duties, Sales Tax, and VAT in Bill Entry

This section provides an overview of excise duty, sales tax, and VAT calculation in bill entry and discusses how to review excise duty, sales tax, and VAT details in bill entry.

See Also

Chapter 6, "Entering Bills Online," page 105

Chapter 7, "Using Express Billing," page 195

Understanding Excise Duty, Sales Tax, and VAT Calculation in Bill Entry

Bills that PeopleSoft Order Management and Inventory pass through the Billing interface can have excise duty and sales tax that was previously calculated. A bill line with an associated excise invoice number indicates that excise duty, sales tax, and VAT are 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.

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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 calls the Tax Determination process to determine excise, sales tax, and VAT 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 makes excise, sales tax, and VAT information appear by default on the Standard Billing - Line - Tax/Excise 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, you must associate all bill lines that are on an invoice with the same sales tax authority code. When you add a bill line with sales tax applicability, the system compares the sales tax or VAT authority code that is returned for the line with the sales tax or VAT authority code that is on the bill header. If the header value is blank, the system populates the header sales tax or VAT authority code with the line value. If the header and line sales tax or VAT 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 or VAT authority.

Modifying Excise Duty, Sales Tax, and VAT on the Bill Header

Use the following table to determine when you can modify excise, sales tax, and VAT information on the bill header and to review the impact that those changes 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 that are in the base currency might 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.

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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*
Invoice date	No impact	Excise duty, sales tax, and VAT details might 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, sales tax, and VAT details might 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, Sales Tax, and VAT on Bill Lines

Use the following table to determine when you can modify excise, sales tax, and VAT on the bill line and to review the impact those changes 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 that 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.
Quantity (relevant only when the quantity in the 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 no inventory item ID is 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.

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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*
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.
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.

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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*
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.
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.

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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*
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, sales tax, or VAT applicable, the system calls the Tax Determination process and deletes the existing excise invoice number.	If the bill line is excise, sales tax, or VAT 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 to *Manual.*	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 to *Manual.*
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 to *Manual.*	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 to *Manual.*
Delete a bill line.	Not allowed.	The system deletes excise, sales tax, and VAT detail that is associated with the corresponding bill line.	The system deletes excise, sales tax, and VAT detail that is associated with the corresponding bill line.

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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*
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 that are noted in the preceding table only if the tax defaults are determined initially (if EXS_DFLTS_APPLIED = *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 that are noted in the preceding table.

Reviewing Excise Duty, Sales Tax, and VAT Online

You can review excise duty, sales tax, and VAT information in the bill entry and express bill entry components on the Standard Billing - Line - Tax/Excise Info page, which displays the parameters that determine the tax rate codes, including the tax rate codes and the components that comprise the tax rate codes. When the Order Management system passes a bill line with an associated excise invoice number to the Billing system, the line appears with the previously calculated tax amounts. Bill lines with no associated excise invoice number appear with no tax amounts unless you calculate 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, the total sales tax, and the VAT amounts. You can click the Calculate Taxes button to call the Tax Calculation process and calculate the excise duty, sales tax, and VAT for corresponding bill lines that are excise or tax applicable.

When the Order Management system passes an excise invoice number and tax amount on a bill line, the Billing system performs no tax calculations for the corresponding bill line. However, the system uses the tax amounts that are on these lines to calculate the total excise, sales tax, and VAT amounts at the bill header level.

Note. Tax calculation bill lines are not included 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, sales tax, and VAT, 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 the Date Bill Added field.

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Calculating Taxes for Bill Adjustments

PeopleSoft Billing performs no tax calculations on adjustment credit bills or on adjustment credit lines, because credit bills and credit lines have taxes that are calculated for the original bill. However, the system copies the existing taxes and uses the tax amounts that are on these lines to calculate the total excise, sales tax, and VAT amounts that are at the bill header level.

See Also

Chapter 34, "Managing PeopleSoft Billing Utilities," Copying Bill Information, page 725

Pages Used to Review and Calculate Excise Duties, Sales Tax, and VAT in Bill Entry

Page Name	*Definition Name*	*Navigation*	*Usage*
Standard Billing - Line - Tax/Excise Info	BI_LINE_EXS	Billing, Maintain Bills, Standard Billing, Line - Tax/Excise Info	Review bill line excise duty, sales tax, and VAT information. You can also modify tax parameters and reset the default tax parameters.
Express Billing - Line - Tax/Excise Info	BI_LINE_EXS_X	Billing, Maintain Bills, Express Billing, Line - Tax/Excise Info	Review bill line excise duty, sales tax, and VAT information in the Express Billing component. You can also modify tax parameters and reset the default tax parameters. The fields that are on this page are identical to the fields on the Standard Billing - Line - Tax/Excise page.
Bill Summary	BI_SUMMARY	Billing, Maintain Bills, Bill Summary	Review bill summary information, including total India excise duty, sales tax, and VAT amounts, and calculate India excise duty, sales taxes, and VAT.

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Page Name	Definition 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 the sales tax authority for a bill. The system uses this display-only field to ensure that all sales tax applicable bill lines that are 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, sales tax, and VAT 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, sales tax, and VAT total amounts for the corresponding line in the Express Billing component. You can view other tax parameters also. When excise duty, sales tax, and VAT 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 information from PeopleSoft Order Management. When excise duty, sales tax, and VAT 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.
Review Billing Information - Line - Tax/Excise Info	BI_LINE_EXS_INQ	Billing, Review Billing Information, Details, Line - Tax/Excise Info	Review bill line excise duty, sales tax, and VAT information. This page is display-only. The fields that are on this page are identical to the fields that are on the Standard Billing - Line - Tax/Excise page.

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Page Name	Definition Name	Navigation	Usage
Review Billing Information - Line - Tax/Excise Info (Base Currency)	BI_LINE_EXS_INQ_B	Billing, Review Billing Information, Details, Line - Tax/Excise Info	Review bill line excise duty, sales tax, and VAT information. This page is display-only. The fields that are on this page are identical to the fields that are on the Standard Billing - Line - Tax/Excise page.
Review Billing Information - Line - Tax/Excise Info (Euro Currency)	BI_LINE_EXS_INQ_E	Billing, Review Billing Information, Details, Line - Tax/Excise Info	Review bill line excise duty, sales tax, and VAT information. This page is display-only. The fields that are on this page are identical to the fields that are on the Standard Billing - Line - Tax/Excise page. The system displays the tax amounts that are 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, sales tax, and VAT 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, sales tax, and VAT amounts in the 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, sales tax, and VAT amounts in euros. The system displays tax amounts that are 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, Sales Tax, and VAT Details in Bill Entry

Access the Standard Billing - Line - Tax/Excise Info page (Billing, Maintain Bills, Standard Billing, Line - Tax/Excise Info).

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Note. If the business unit tax indicator that is 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 that are on this page are available for entry.

Tax Trans Type (tax transaction type)

Select a tax transaction type. Values are:

- *Direct Export With Bond.*
- *Direct Export Without Bond.*
- *Direct Import.*
- *Domestic.*
- *Local Export With Bond.*
- *Local Export Without Bond.*
- *Local Import.*

Excise Applicable

The system populates this field if excise duties are applicable to the bill line.

Tax Applicable

The system populates this field if sales taxes or VAT 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 Number

Displays the excise invoice number and excise invoice line number.

Excise Rate Code

The excise rate code that is 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; but 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.

Tax Rate Code

The tax rate code that is associated with this bill line. Tax rate codes represent a specific grouping of tax type tax components, tax dependencies, calculation schemes, and other tax attributes. Initially, the Tax Determination process populates this field, but you can override this value when necessary. If tax is applicable to a bill line, this field must be populated. If tax is not applicable to a bill line, this field must not be populated.

Excise UOM (excise unit of measure)

Excise unit of measure (EXD_UOM) for the assessable value.

Excise Amount

The total amount of excise duty that is associated with this bill line appears.

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Tax Amount The total amount of sales tax or VAT that is associated with this bill line appears.

Tax Form Cd (tax form code) If the tax rate code that is associated with this bill line is for a concessional rate against which form tracking is required, the system displays the value that is returned by the Tax Determination process, based on the tax rate code.

Ship To State The state to which the items that are billed on this line are shipped.

Ship From State The state from which the items that are billed on this line are shipped.

Tax Authority The system displays the tax authority value that is returned by the Tax Determination process. A tax authority is an agency that is empowered to set taxes.

Get Tax Defaults Click to call the Tax Determination process, which returns system-derived tax rate codes and tax component codes. Click this button to override any tax rate codes entered manually or tax parameters that are on this page, and to populate the tax rate source fields with *System-defined.*

Note. Click the Refresh button to view updated details that you make on this page with system-derived tax rate and tax component codes.

This button is not available when excise duties are defined in PeopleSoft Order Management (if a value is present for the excise invoice number EXD_INVOICE_NO) on the line.

Excise/Sales Tax/VAT Details

In this grid, the system displays tax component information, including tax percentages and amounts, when these values are previously calculated for the bill line.

Tax Rate Code The tax rate codes that are 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.

Seq (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 appears by default from the tax rate code definition.

Tax Dependency Code The system displays the tax dependency code that appears by default from the tax rate code definition.

Tax Amount The system populates this field with the calculated tax amount.

Basis Amount The basis amount that the system uses when calculating taxes.

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Calc Scheme (calculation scheme)	The default calculation scheme that is for the tax component code. The value that appears here appears by default from the tax component code definition. Values are: *P:* Percentage-based tax calculation. *Q:* Quantity-based tax calculation. *A:* Ad hoc tax amounts.
Tax Pct (tax percent)	If the calculation scheme is *P,* the system populates this field with the percent of taxation that is associated with the corresponding tax rate code.
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 value is *P,* this field is blank. If the calculation scheme is *A,* this value appears as a tax amount. If the calculation scheme is *Q,* this value appears as a tax amount for the indicated unit of measure.

Changing the Status of Bill Lines with Excise Duty, Sales Tax, and VAT

When a bill is changed online or in batch processing to ready for invoicing status, the system performs validations to ensure that the tax applicability, tax rate codes, and tax components were previously determined (if the bill is excise duty, sales tax, or VAT applicable). The Finalization process requires that this information be present when it calculates the 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:

- 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.

- If the line is sales tax or VAT applicable and a tax rate code exists on the line, sales tax or VAT details must also exist on the BI_LINE_EXS_DTL for the tax rate code.

  You can enter the tax rate code manually and click the Refresh button to get the sales tax or VAT details, or click the Get Tax Defaults button on the Standard Billing - Line - Tax/Excise Info page.

The following additional conditions must be met to change the status of a bill to ready:

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- If the excise invoice number (BI_LINE. EXD_INVOICE_NO) is not populated:
  - The excise tax applicable flag (BI_LINE. EXD_APPL_FLG) and tax applicable flag (BI_LINE. STX_APPL_FLG) must be populated.

    To populate the excise and tax applicable flags, you can click the Get Tax Defaults button on the Standard Billing - Line - Tax/Excise Info page.
  - If you set the excise tax applicable flag or the tax applicable flag to yes, the tax defaults applied flag (BI_LINE. EXD_DFLTS_APPLIED) must also be set to yes.

    To populate the tax defaults applied flag, you can click the Get Tax Defaults button on the Standard Billing - Line - Tax/Excise Info page.
  - If you set the excise tax applicable flag or the tax applicable flag to yes, you must populate the tax transaction type (BI_LINE. EXS_TAX_TXN_TYPE).

    To populate the tax transaction type, you can manually enter the tax transaction type or click the Get Tax Defaults button that is on the Standard Billing - Line - Tax/Excise Info page.
  - 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.
  - If the bill line is 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.
- If the excise invoice number is populated, the system assumes that the line has all the tax information that is necessary for ready status.

  PeopleSoft Billing does not calculate taxes for these bill lines.
- All bill lines that are tax applicable and are grouped on the same invoice must share the same 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 provides overviews of final tax calculation and invoice tax detail display.

Understanding Final Tax Calculation

If an invoice requires India excise duty, sales tax, and VAT 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 that the Tax Calculation process requires 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.

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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, sales tax, or VAT 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 exists.
  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 excise tax, central sales tax, local sales tax, or VAT, and any given invoice can have both excise and sales or VAT taxes.

  Excise duties appear first, followed by central sales tax, local sales tax, and VAT.

  Invoice print processes populate the tax percentage column for an associated component code only when the calculation scheme is defined as percentage.

- The total excise duty and tax amounts from the BI_HDR table.

  If no excise duties or taxes applied to the bill line, no excise duties or tax totals appear on the invoice.

  If excise duties or taxes applied to the bill line net to zero, excise duties or tax totals appear 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 Project Costing invoice formats, PeopleSoft Contracts invoice formats and BI Publisher invoice formats.

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Preparing to Generate India Excise, Sales Tax, and VAT Accounting Entries

The PeopleSoft Billing Pre-Load process (BIPRELD) creates accounting entry staging rows in the BI_ACCT_LN_STG table for excise and 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 that is 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 tax accounting entries.

Creating Accounting Entries for Excise Duties, Sales Tax, and VAT in PeopleSoft Billing

The PeopleSoft Billing 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 for each sales tax applicable row in BI_LINE.

See Also

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," page 529

Passing Excise Duties, Sales Tax, and VAT 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, sales tax, and VAT processing.

Regardless of how you define 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 of *Yes* (EXD_APPL_FLG = Y) or a tax applicable value of *Yes* (STX_APPL_FLG = Y) the Load AR process inserts an excise duty and tax row in the PENDING_TAX table for each excise duty and tax line on the BI_LINE table, and inserts a row in the PENDING_TAX_DTL for each excise duty and tax detail line on the BI_LINE_EXS_DTL table.

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Additionally, the process inserts rows into the PENDING_DST table for the ChartField distribution based on the excise duty and 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 that 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 tax accounting entry ChartField values from:

- The tax location definition, when excise is applicable.
- The tax component code definition, when tax is applicable.

Note. PeopleSoft Billing performs no ChartField inheritance processing or combination edits for excise or tax accounting entries.

See Also

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," page 529

Calculating Excise Duties, Sales Tax, and VAT for Bill Adjustments

In the Billing system, 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 that are 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 contains ten items at 2 USD each, but you intend the bill line to contain nine items at 2 USD each, you can make a net adjustment to credit one item at 2 USD each.

Calculating Excise Duty, Sales Tax, and VAT 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 uses the taxes that are 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 adjustment credit lines. However, the system uses the tax amounts that are on these lines to calculate the total excise and tax amounts at the bill header level.

Calculating Excise Duty, Sales Tax, and VAT on Rebills and Rebill Lines

To determine the impact of modifications that are made in bill entry to a rebill, refer the tables that are in the Modifying Excise Duty and Sales Tax on the Bill Header and Modifying Excise Duty and Sales Tax on Bill Lines sections.

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Calculating Taxes for RMAs in PeopleSoft Billing

You can create RMA activity in the Order Management system by referring to sales order history. For this activity, the PeopleSoft Billing RMA Adjustment process (BIRMAADJ) copies all tax parameters that are 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 defaults 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 that are 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 Calculate Taxes for RMAs in PeopleSoft Billing

Page Name	*Definition 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. No run control selection criteria is on this page. The system processes all RMA bill activity that requires India tax processing and has no associated tax parameters.

See Also

Chapter 26, "Working With PeopleSoft Order Management," page 633

PeopleSoft Order to Cash Common Information 9.1 PeopleBook, "Managing Returned Material"

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Running the Billing Excise, Sales Tax, and VAT Determination Process

Run the Billing Excise, Sales Tax, and VAT Determination batch Application Engine process (BIEXSDFLT) following the RMA Adjustment (BIRMAADJ) and Billing Interface (BIIF0001) processes to perform excise and sales tax determination for invoices that are created by the RMA adjustment process. The Finalization process (BIIVC000) does not select invoices where India excise, sales tax, and VAT defaults have not been applied (EXS_DFLTS_APPLIED = N). The Billing Excise, Sales Tax, and VAT Determination process does not perform tax calculations; it calls the common Tax Determination process for default parameters.

This section provides an overview of the Billing Excise, Sales Tax, and VAT Determination process and lists pages used to run the Billing Excise, Sales Tax, and VAT Determination process.

Note. You can initiate the Billing Excise, Sales Tax, and VAT Determination process from three different pages. See Pages Used to Run the Billing Excise, Sales Tax, and VAT Determination Process.

The Billing Excise, Sales Tax and VAT determination process should be run only for RMA adjustment invoices. (Standard invoices for sales orders will have already had India excise and sales tax information supplied by default through either Order Management or Inventory processes).

Understanding the Billing Excise, Sales Tax, and VAT Determination Process

The Billing Excise, Sales Tax, and VAT Determination process:

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.

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2. Populates the EXS_TXDLB_TAO table and calls the common Tax Determination process. Prior to calling this function, the calling application must:

    - Set the tax calculation date (TAX_CALC_DT) for each selected bill line. The calling application populates TAX_CALC_DT with BI_LINE. SHIP_DATE if it is not null, or populates it with BI_HDR. INVOICE_DT if it is not null; otherwise, the application populates it with the system date.

    - Set Trading Partner Type (EXS_TPRTNR_TYPE) to *C* (customer).

    - Set Trading Partner SetID (EXS_TPRTNR_SETID) to the setID that is associated with the Billing business unit.

    - Set Trading Partner ID (EXS_TPRTNR_ID) to BI_LINE. SHIP_TO_CUST_ID if it is not blank; otherwise, set it to BI_HDR. BILL_TO_CUST_ID.

    - Set Trading Partner Location (ADDRESS_SEQ_NUM) to BI_LINE. SHIP_TO_ADDR_NUM if it is not blank; otherwise, set it to BI_HDR. ADDRESS_SEQ_NUM.

    - Set the 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 leave it blank if neither product kit nor Inventory item ID is available.

    - Set, in the following order, Item or Product Kit ID (EXS_ITM_PROD_ID) to Product Kit (PRODUCT_KIT_ID) or Inventory Item ID (INV_ITEM_ID), or leave it blank if neither product kit nor item ID is available.

    - Determine which business unit value to use 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. Retrieves the Tax Determination output parameters from the transaction line parent table (EXS_TXDLB_TAO) and passes them to the bill line table (BI_LINE).

4. Inserts a row into the application transaction child detail table (BI_LINE_EXS_DTL) for each row that is returned by the Tax Determination process in the transaction line child detail temporary table.

5. Performs the necessary validations for each transaction line.

6. Sets the Excise, Sales Tax, and VAT Defaults Applied flag (EXS_DFLTS_APPLIED) to reflect the value that the Tax Determination common process returns.

    - Sets EXS_DFLTS_APPLIED to *Y* when either excise, sales tax, or VAT is applicable and the bill line has no error.

    - Leaves EXS_DFLTS_APPLIED unchanged if a bill line has an error

7. Logs messages to report the number of bills that are processed successfully and the number of bills that are in error.

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8. Performs final updates.

    - Sets the bill header's bill status to pending if the bill header is marked with an error.
    - Resets the process instance to zero for bill headers that are marked for excise, sales tax, and VAT determination processing (see step 2).
    - Resets the process instance to zero for bill lines that are marked for excise, sales tax, and VAT determination processing (see step 2).

Page Used to Run the Billing Excise, Sales Tax, and VAT Determination Process

Page Name	*Definition Name*	*Navigation*	*Usage*
Run Excise, ST/VAT Defaults	RUN_BI_EXS_DFLT	Billing, Interface Transactions, Run Excise, ST/VAT Defaults	Select run control criteria and call the Excise, ST/VAT Defaulting process. The system processes the bill activity that meets the search criteria and that requires India tax processing.

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/VAT Rate Code.	The bill line contains no excise duty, sales tax, or VAT 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/VAT Rate Code.	The bill line contains no sales tax or VAT 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.

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Error Condition	*Explanation*
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/VAT Parameters.	The bill line is missing sales tax or VAT parameters. Used in tax determination only.

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Appendix B

(NLD) Printing Acceptgiro Invoices

This appendix provides an overview of PeopleSoft acceptgiro invoices and discusses how to:

- Set up business units to print acceptgiro invoices.
- Generate acceptgiro interfaces.
- Process acceptgiro invoices through the Billing Interface.
- Modify acceptgiro invoice forms

Note. Only Netherlands acceptgiro invoices are supported. The delivered invoices are samples only. Your organization will need to make modifications to the Crystal Report and SQR formats to suit your business requirements and to ensure that the fields line up correctly on the acceptgiro attachment. PeopleSoft does not certify that the acceptgiro feature adheres to documented standards for the Netherlands. Your organization is responsible for all acceptgiro testing and certification, and compliance with all legal and contractual obligations relating to acceptgiro printing and usage.

Understanding Acceptgiro Invoices

Billing provides several sample invoice forms suitable for producing invoices with Dutch acceptgiro payment slips on preprinted forms. An acceptgiro invoice includes a payment slip with bank routing information to facilitate transfer of funds from the customer's account to the biller's account. Dutch acceptgiro standards are defined by contracts with the Postbank and the combined financial institutions of the Netherlands that all collectors, service centers, and printers using or producing acceptgiros must enter. The sample invoices provided by PeopleSoft support the printing of information required for collectors with the A/S contract type.

A sample acceptgiro invoice form with left counterfoil is provided for each of the PeopleSoft portrait invoices. Invoice header and line information prints at the top of the invoice form. Acceptgiro data prints in the field locations on the counterfoil and payment slip at the bottom of the form. If more than one page is required for the standard invoice information, the acceptgiro slips on subsequent pages will be marked void (verhallen). The sample invoices assume that forms with the remit-to address and account information preprinted will be used, and that the payer will fill in their own address and account information.

The following figure shows a sample acceptgiro payment slip (the bold letters mark the functional print areas).

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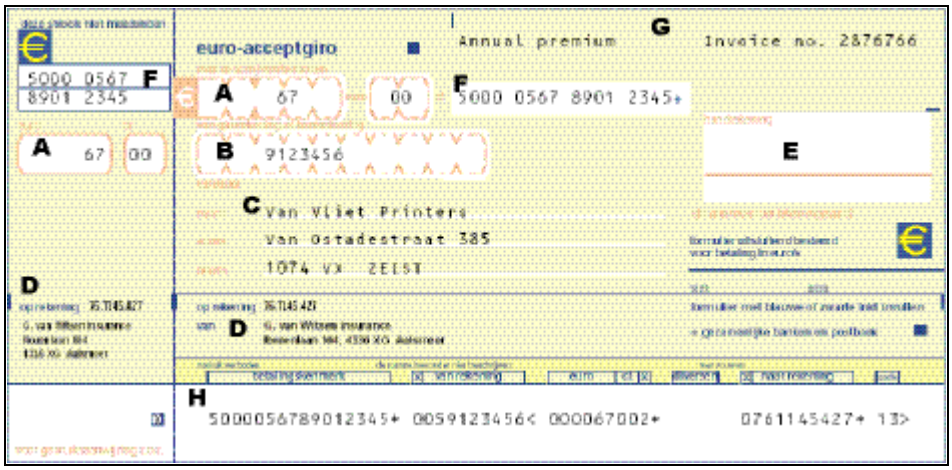

A sample acceptgiro payment slip with left counterfoil

Print area	*Function*	*Sample Invoice Source Field*
A	Invoice amount	BI_HDR.INVOICE_AMOUNT
B	Customer Bank account	CUST_OPTION.MICR_ID
C	Customer ID	CUSTOMER.CUST_ID
	Customer name	CUSTOMER.NAME1
	Billing contact name	CUST_CONTACT.NAME1
	Customer address	CUST_ADDRESS.ADDRESS1 CUST_ADDRESS.ADDRESS2 CUST_ADDRESS.ADDRESS3
D	Remit-to bank account	BANK_ACCT_DEFN
	Biller's name	BI_HDR.NAME1
	Remit-to address	BANK_ACCT_TBL.ADDRESS_SBR
E	Space for signature	Leave blank.
F	Numeric payment reference plus control code	Payment reference is BI_HDR.AG_REF_NBR. The control code is calculated.
G	Invoice information	Not printed by sample invoices.
H	Reader strip and code line (must be OCR-B font)	Not supported.

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Setting Up Business Units to Print Acceptgiro Invoices

To set up a Billing Business Unit so that invoices generated by that unit can be printed on acceptgiro forms:

1. Set the Acceptgiro Type for the Receivables Business Unit definition to *A/S Contract.*
2. Set the AR Business Unit for the Billing Business Unit definition to the Receivables Business Unit set up with an acceptgiro contract type.

Warning! Once a Business Unit is setup to print acceptgiro invoices, non-acceptgiro invoices cannot be printed for that Business Unit.

In addition, a bank account from a Netherlands bank capable of accepting acceptgiro fund transfers must be used as the remit-to account for bills. The following criteria must be met for accounts used for acceptgiro payments:

- The Bank ID Qualifier must be 007 or 008.
- The bank account definition must include a payment method of *Giro - EFT.*

Generating Acceptgiro Invoices

Once a Billing Business Unit is setup to print acceptgiro invoices, all invoices will be printed in acceptgiro format. Ready-status acceptgiro invoices are finalized in the usual manner. When printing, you must choose an invoicing job that contains the requisite SQR or Crystal acceptgiro invoice process. The completed acceptgiro invoices must be printed using a printer loaded with preprinted acceptgiro forms.

Note. Typically, acceptgiro invoices must be printed on certified printer models. Refer to your acceptgiro contract for more information.

Processing Acceptgiro Invoices Through the Billing Interface

The Billing Interface will set the ACCEPTGIRO_IND flag to Y (yes), for all bills of a Business Unit that has an acceptgiro contract specified.

The Billing Interface will validate the following items for acceptgiro bills:

- INVOICE_FORM_ID must use a portrait layout

  Note. There is no validation for Crystal invoices, but the sample invoices are all portrait format.

- BANK_CD must refer to a bank record with a Bank Qualifier ID of *007* or *008.*
- BANK_ACCT_KEY must be an account at a bank with a Bank Qualifier ID of *007* (Netherlands Bank) or *008*(Netherlands Giro).

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- All invoices attached to a consolidated header must be for the same Business Unit and customer.

Modifying Acceptgiro Invoice Forms

Each of the sample acceptgiro invoice forms corresponds to a standard form. To modify the acceptgiro version of an invoice, you must edit the proper SQR, Crystal query, or Crystal report:

Standard Invoice	***Acceptgiro Invoice***
Crystal	
BIPRNT00	BIPRNTA0
BIPRNT02	BIPRNTA2
BIPSA01	BIPSAA1
BIPSA02	BIPSAA2
BIPSA03	BIPSAA3
BICA	BICAA
BIPRNC00	BIPRNCA0
BIPRNC02	BIPRNCA2
Crystal Subreports	
None	BIAGIRO_VOID
BIPRNCONTOT	BIPRNCONTOTA
SQR	
BIIVCPN	BIIVCPNA
BIIVCPC	BIIVCPCA

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Appendix C

Delivered Workflows for PeopleSoft Billing

This appendix discusses the delivered workflows for PeopleSoft Billing.

See Also

Chapter 34, "Managing PeopleSoft Billing Utilities," Scheduling Workflow Processes in PeopleSoft Billing, page 745

Chapter 4, "Structuring Bills," Using Workflow Processes in PeopleSoft Billing, page 87

Chapter 10, "Processing Billing Interface Activity," Setting Up Workflow Solutions, page 330

Chapter 35, "Processing EDI Transactions in PeopleSoft Billing," page 753

PeopleTools PeopleBook: Workflow Technology

PeopleTools PeopleBook: PeopleSoft Applications User's Guide

Delivered Workflows for PeopleSoft Billing

This section discusses Billing workflows. The workflows are listed alphabetically by workflow name.

Pending Interface Transactions

The section discusses the Pending Interface Transactions workflow.

Description

Event Description	Run the Billing Workflow Process
Action Description	This process will create a worklist for each interface transaction in the Billing Interface tables that has not yet been processed and is aging.
Notification Method	Worklist

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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 has not yet been invoiced and is 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.

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Notification Method	Worklist

Workflow Objects

Business Process	Generate Invoices
Activity	Invoice Process Inquiry
Role	Billing Administrator
Email Template	N/A

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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.

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.

Note. The billing invoice reports are required to be run after the billing invoice data extraction (BI_IVCEXT) process and hence they are embedded into billing invoice printing jobs.

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
BIARRT01 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

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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 did not. You can also use this report to find out ahead of time which bills will not accrue.	Billing, Generate Invoices, Accrue Unbilled Activity, Lines Not Ready to Accrue Rpt	RUN_BI_ACCR_RPT2
BIXACCR02 BI Publisher Bill Lines Not Ready to Accrue	Lists bills and bill lines that you may have expected to accrue but did not. You can also use this report to find out ahead of time which bills will not accrue.	Billing, Generate Invoices, Accrue Unbilled Activity, Lines Not Ready to Accrue Rpt	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
BICA PSA Crystal Contracts	Grouped by contract detail. This format prints contract details. It applies to PeopleSoft Contracts without PeopleSoft Project Costing.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices	RUN_BI_PRNCRX9

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXCA BI Publisher Contracts Invoice	Grouped by contract detail. This format prints contract details. It applies to PeopleSoft Contracts without PeopleSoft Project Costing.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices	RUN_BI_PRNXP3
BICAA Acceptgiro PSA Crystal Contracts	Acceptgiro version of BICA.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices	RUN_BI_PRNCRX9A

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Report ID and Report Name	Description	Navigation	Run Control Page
BICLSUM Crystal Summarized Invoice	This report groups and summarizes invoice lines according to the summarization templates attached to the lines.	• 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_PRNCRX1S

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXCLSUM BI Publisher Summarized Invoice	This report groups and summarizes invoice lines according to the summarization templates attached to the lines.	• 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_PRNXP4

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Report ID and Report Name	Description	Navigation	Run Control Page
BICLSUMC Crystal Consolidated Summarized Invoice	This report consolidates summarized invoices.	• 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_PRNCRX4S

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
BIXCLSUMC BI Publisher Consolidated Summarized Invoice	This report consolidates summarized invoices.	• 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_PRNXP5

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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, 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_PRNSQR5
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

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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 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 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
BIGSALDL Salary Detail Report	Reports the 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

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Report ID and Report Name	Description	Navigation	Run Control Page
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 state. 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

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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
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 *INV* and prints invoices only for bills with a status of *INV*.	• 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_PRNSQR4

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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 *INV* and prints invoices only for bills with a status of *INV*.	• 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_PRNSQR2

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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 *INV* and prints invoices only for bills with a status of *INV*. This program prints these invoice layouts: • MISC • RIGHTSTUB • Default Portrait • PSA51 • PSA52 • PSA53 • CA51	• 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_PRNSQR3

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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 *INV* and prints invoices only for bills with a status of *INV*.	• 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_PRNSQR1
BIIVCSTS Invoice Status Change Report	Displays the Invoice Status Change process results.	Billing, Maintain Bills, Change Status of Bills, Status Change	RUN_BI_STSCHG

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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, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Finalize and Print Invoices • Billing, Generate Invoices, Consolidated, Reprint Invoices	RUN_BI_PRNCRX4

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
BIXPRNC00 BI Publisher 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, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Finalize and Print Invoices • Billing, Generate Invoices, Consolidated, Reprint Invoices	RUN_BI_PRNXP7

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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, 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_PRNCRX5

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXPRNC02 BI Publisher 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.	• 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_PRNXP10

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
BIPRNCA0 Crystal Acceptgiro Invoice Consolidated	Acceptgiro version of BIPRNC00.	• 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_PRNCRX4A

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPRNCA2 Crystal Order Management Invoice, Consolidated	Acceptgiro version of BIPRNC02.	• 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_PRNCRX5A

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXPRNT00 BI Publisher 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, 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_PRNXP6

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Report ID and Report Name	Description	Navigation	Run Control Page
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, 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_PRNCRX1

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
BIXPRNT01 BI Publisher 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 Project Costing.	• 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_PRNXP8

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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 Project Costing. 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, 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_PRNCRX2

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXPRNT02 BI Publisher Order Management Invoice	This reports provides the same information for a regular bill as BI Publisher Order Management Invoice, Consolidated does for a consolidated bill.	• 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_PRNXP9

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Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
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, 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_PRNCRX3

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPRNTA0 Crystal Acceptgiro Invoice	Acceptgiro version of BIPRNT00 invoice.	• 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_PRNCRX1A

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPRNTA2 Crystal Order Management Acceptgiro Invoice	Acceptgiro version of BIPRNT02 invoice.	• 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_PRNCRX3A

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPRNXPN01 BI Publisher Invoice	A regular invoice with portrait orientation. This program uses BI Publisher to produce a simple miscellaneous type of invoice. The PeopleSoft Billing information on this invoice is non industry-specific. The 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 INV and prints invoices only for bills with a status of INV.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices	RUN_BI_PRNTIVC
BIPRNXPC01 BI Publisher Consolidated Invoice	A consolidated invoice with portrait orientation. This program uses BI Publisher to produce a simple miscellaneous type of consolidated invoice, which consolidates many simple invoices into one. The PeopleSoft Billing information on this invoice is non industry-specific. The 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 INV and prints invoices only for bills with a status of INV.	• Billing, Generate Invoices, Consolidated, Single Action Consolidation • Billing, Generate Invoices, Consolidated, Print Consolidated Pro Forma • Billing, Generate Invoices, Consolidated, Finalize and Print Invoices • Billing, Generate Invoices, Consolidated, Reprint Invoices	RUN_BI_PRNTIVC_CON

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXPSA01 BI Publisher project by employee invoice.	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, 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_PRNXP10

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPSA01 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, 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_PRNCRX6

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXPSA02 BI Publisher 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, 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_PRNXP12

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPSA02 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, 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_PRNCRX7

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXPSA03 BI Publisher Project Details	Grouped by project detail. This format displays project details.	• 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_PRNXP13

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPSA03 PSA Crystal Project Details	Grouped by project detail. This format displays project details.	• 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_PRNCRX8

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPSAA1 PSA Acceptgiro Crystal by Project, Employee	Acceptgiro version of BIPSA01.	• 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_PRNCRX6A

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPSAA2 PSA Acceptgiro Crystal by Project, Activity	Acceptgiro version of BIPSA02.	• 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_PRNCRX7A

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Report ID and Report Name	Description	Navigation	Run Control Page
BIPSAA3 PSA Acceptgiro Crystal Project Details	Acceptgiro version of BIPSA03.	• 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_PRNCRX8A

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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 *USD* for bills using SF108x layouts. Source systems must pass *USD* as the currency or ensure that the default currency associated with the customer is *USD.*	• 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_PRNSQR6

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Report ID and Report Name	Description	Navigation	Run Control Page
BISLSUM Landscape Summarized Invoice	This report groups and summarizes invoice lines according to the summarization templates attached to the lines.	• 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_PRNSQR2S

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Report ID and Report Name	Description	Navigation	Run Control Page
BISLSUMC Consolidated Landscape Summarized Invoice	This report consolidates summarized invoices.	• 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_PRNSQR4S

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Report ID and Report Name	Description	Navigation	Run Control Page
BIXPSF103X BI Publisher Billing SF1034/1035 Invoice	SF1034/1035 invoice with portrait orientation. This program uses BI Publisher to produce a SF1034/1035 invoice. The PeopleSoft Billing information on this invoice is U.S. Government specific. The invoices are grouped by Public Voucher Number. 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 INV and prints invoices only for bills with a status of INV.	• Billing, Generate Invoices, Non-Consolidated, Single Action Invoice • Billing, Generate Invoices, Non-Consolidated, Print Pro Forma • Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices • Billing, Generate Invoices, Non-Consolidated, Reprint Invoices	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.

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Calculation Method	If you select to calculate VAT at *Gross*, the system calculates VAT before it applies any early payment discounts. If you select to calculate VAT at *Net*, 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 *UTL).*
PO (purchase order)	Default value comes from the PO_REF field.
Printed On	Date and time when the invoice was generated.

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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 *(Pro forma)* or a Finalize and Print *(Invoice).*
(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.

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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 37

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 Project Costing.

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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.

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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 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Load AR Pending Items Process (BILDAR01), page 539

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 non-monetary amounts
AR Entry Amount (accounts receivable entry amount)	Amount of the entry that is passed to the receivables system.

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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 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Load GL Accounting Entries Process (BILDGL01), page 545

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 119

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 lines)	Number of bill lines per bill header.
Total # of Voucher Headers Generated (total number of voucher headers generated)	Total number of voucher headers generated for the corresponding range option.

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See Also

Chapter 19, "Integrating with PeopleSoft Receivables, General Ledger, and Accounts Payable," Running the Generate AP Vouchers Process (BIGNAP01), page 553

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:

A: Accounts receivable creates GL accounting entries. PeopleSoft Receivables is responsible for creating accounting entries and passing them to the general ledger system.

B: PeopleSoft Billing creates GL accounting entries. PeopleSoft Billing is responsible for creating accounting entries and passing them to the general ledger system.

N: No GL accounting entries. PeopleSoft Billing does not 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:

H: Header is AR Open Item. PeopleSoft Billing passes each bill as an open item in the receivables system.

B: Bill line is AR open item. PeopleSoft Billing passes each bill line as an open item in the receivables system.

N: No AR open items. PeopleSoft Billing does not 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.

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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 62

Chapter 6, "Entering Bills Online," Entering Bill Line Discount and Surcharge Information, page 163

Chapter 34, "Managing PeopleSoft Billing Utilities," Copying Groups of Bills, page 727

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Additional Billing Installation Options

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 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 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.

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See Also

Chapter 4, "Structuring Bills," Defining Accumulations, page 83

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 IN_DEMAND 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.

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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** (to interface 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: *NEW:* The Billing Interface was not run for the data. *ERR:* The Billing Interface was run and encountered validation errors. *DON:* 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. *UPD:* The Billing Interface is actively processing data.
Trans Type (transaction type)	The type of information that is contained in the bill line. Values are: *LINE:* Charge line. *AHDR:* Adjustment Header. *DDS:* Deferred Discount/Surcharge. *EXSD:* India Excise/Sales Tax Details. *TAX:* Sales/Use Tax Details. *AE:* Accounting Entry. *NOTE:* Note/Comment. *DS:* Discount or Surcharge.
# Lines (number of 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)	Total gross extended amount for each transaction type. This field is applicable only for the transaction type *LINE*.
Total Amount	Total amount–including taxes, discounts, surcharges, or other adjustments–for each transaction type. This field is applicable only for the transaction types *AE* and *DS*.
Totals for Status	Total number of lines, gross extended amount, and total amount for the corresponding load status.
Totals for Intfc ID (totals for interface ID)	Total number of lines, gross extended amount and total amount for the corresponding interface ID.

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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 331

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 331

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 331

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 331

Interface Error Summary by Interface ID Report

The Interface Error Summary by Interface ID report displays these fields:

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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 *ERR* (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(transaction type)	The type of information that is contained in the bill line. Values are: *LINE:* Charge line. *AHDR:* Adjustment Header. *DDS:* Deferred Discount/Surcharge. *EXSD:* India Excise/Sales Tax Details. *TAX:* Sales/Use Tax Details. *AE:* Accounting Entry. *NOTE:* Note/Comment. *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 331

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 331

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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 did not mark to accrue on the Standard Billing - Header - Info 2 page (ACCRUE_UNBILLED='N').

100% Revenue Distribution Bills that do not have adequate revenue accounting information to create accounting entries.

No Dis/Sur ChartFields (no discount or surcharge ChartFields) Bills that do not have adequate discount or surcharge accounting information to create accounting entries.

Note. If a bill did not accrue because all three 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 *INV*,*TMP*, *TMR*, or *CAN*. Bills that did not 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.

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See Also

Chapter 10, "Processing Billing Interface Activity," Generating Summary Reports of Interface Activity, page 331

Summarization Invoice Reports

The summarization invoice reports, BISLSUM, BISLSUMC, BICLSUM, and BICLSUMC, display the following summarization fields:

Group Heading	Group headings are dynamically constructed from the summarization template using the custom text defined in the template and the values in the field or fields upon which the grouping is based.
Summarization note	The text for the optional summarization note is defined in the summarization template.
Summarized line	The text displayed for summarized lines is dynamically constructed from the custom text in the template and the selected fields from the summarized bill lines.

See Also

Chapter 4, "Structuring Bills," Setting Up Bill Summarization, page 57

(NLD) Acceptgiro Invoice Reports

The acceptgiro invoice reports include:

- BIPRNTA0
- BIPRNTA2
- BIPSAA1
- BIPSAA2
- BIPSAA3
- BICAA
- BIPRNCA0
- BIPRNCA2
- BIIVCPNA
- BIIVCPCA

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The following field is unique to acceptgiro invoices:

Payment Reference The payment reference helps match the acceptgiro payment to the invoice. The reference is printed in both the invoice and attached payment slip portions of the report. The payment reference number consists of a one-digit control code followed by a 15-digit, automatically generated number. The control code is calculated based on the digits in the generated number and serves to validate that the reference number was not garbled in transmission.

See Also

Appendix B, "(NLD) Printing Acceptgiro Invoices," page 787

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