



# PeopleSoft v9.1 Billing Quick Reference Guide

**Contact Information:**

SpearMC Consulting, Inc.  
1-866-SPEARMC  
info@spearmc.com  
www.spearmc.com

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## Billing

1. **Fixed Billing from Contracts** → Customer Contracts, Create and Amend, General Information
  - a. Follow the Billing Plans link on the General tab under the Summary of Accounts section.
  - b. Follow the hyperlink in the Plan column that corresponds to 'Milestone'; then go to the Events tab.
  - c. Set or confirm the Event Status as Ready. Save the page.
  - d. Navigate to Customer Contracts, Schedule and Process Billing, Process Other Billing Methods.
  - e. Process the Contracts to Billing Interface (CA\_BI\_INTFC.ae).
  - f. Process the Billing Interface (BIJOB01.PSJob).
  - g. Update the Billing Worksheet.
  - h. Run Single Action Invoice (BIJOB03.PSJob).
  
2. **T+M Billing from Contracts** → Customer Contracts, Schedule & Process Billing, Process as Incurred Billing
  - a. After initial page data entry, follow steps e-h for Fixed Billing from Contracts.
  
3. **Manual entry of invoices** → Billing, Maintain Bills, Standard Billing, Add a New Value
  - a. Header tab - AR Accounting – automatic, based on Bill Type
  - b. Project tab – enter Project info
  - c. Contract tab – enter Contract info
  - d. Line tab – Enter a Description, Qty, UOM, Unit Price
    - i. Follow 'Accounting' link and enter line distribution information.
  - e. Set Header-Info 1 tab Status to 'RDY'. SAVE.
  
4. **Generate Invoices** → Billing, Generate Invoices, Non-Consolidated, Single Action Invoice (BIJOB03)
  - a. Set Posting Action to 'Batch Standard' to create open receivables upon completion of AR. Update, or 'Post Later' to have AR review the pending items before posting.
  
5. **Review Billing Information**
  - a. Billing, Review Billing Information, Details
  - b. Billing, Review Processing Results, Review Invoice Errors
  - c. Billing, Review Billing Information, AR Pending Items
  
6. **Invoice Adjustments** → Billing, Maintain Bills, Adjust Entire Bill
  
7. **Recurring Billing** → Billing, Maintain Bills, Recurring Bill Schedules

## Billing/ Accounts Receivable Modules – Process Detail

### Billing

Client invoices are generated primarily from the Contracts module; however, some invoices are manually entered. This manual does not include Contract-setup information; only the steps required to generate Billing invoices originating from Contracts. We also cover manual processing that originates in the BI module.

Invoices generated from the Contracts module may be processed in one of two ways: Fixed billing or Time and Materials billing.

#### Fixed Billing from Contracts Module

**Menu Path** → Customer Contracts, Create and Amend, General Information

The screenshot displays a search interface with two tabs: "Find an Existing Value" (highlighted with a red box) and "Add a New Value". Below the tabs is a text input field for "Maximum number of rows to return (up to 300):" with the value "300". The search criteria are as follows:

Business Unit:	=	USA01
Contract:	begins with	10405857
Description:	begins with	
Sold To Customer:	begins with	
Customer Name:	begins with	
Contract Status:	begins with	
Processing Status:	=	
Contract Type:	begins with	
Contract Classification:	=	
Region Code:	begins with	
Contract Administrator:	begins with	
Master Contract #:	begins with	

At the bottom, there is a "Case Sensitive" checkbox (unchecked) and a "Search" button (highlighted with a red box). Other buttons include "Clear", "Basic Search", and "Save Search Criteria".

1. Enter Business Unit and Contract.
2. Press Search.

[General](#) | [Lines](#) | [Amendments](#)

**Contract Number:** 10405857      **Sold To Customer:** CH2M HILL, INC.  
**Amendment Number:** 0000000001      **\*Contract Status:** ACTIVE

    

**Description:** COMMERCIAL METALS ROAD CL      **Processing Status:** Active  
**Contract Admin:** Sarah L. Hagny      **Amendment Status:** Complete  
**Region Code:**      **Business Unit:** Critigen LLC  
**Contract Type:** FIXED      **Contract Classification:** Standard  
**Currency Code:** USD      **Last Amended:** 11/10/2011  
**Exchange Rate Type:** CRRNT      **Start Date:** 09/11/2009  
**Contract Signed:** 09/11/2009      **End Date:** 01/01/2009  
**Last Update Date/Time:** 11/10/2011 3:31:49PM  
**Last Update User ID:** SHAGNY

[Other Information](#)  
[Summary of Amounts](#)

Go To: [Billing Plans](#)    [Revenue Plans](#)    [Milestones](#)    [Renewals](#)   

          

[General](#) | [Lines](#) | [Amendments](#)

1. Follow the Billing Plans link on the General tab under the Summary of Accounts section.

### Assign Billing Plan

**Contract:** 10405857      COMMERCIAL METALS ROAD CL  
**Sold To Customer:** CH2M HILL, INC.

**Contract Lines to be Assigned / Unassigned**

Line	Product	Description	Amount	Price Type	Plan	Billing Method	Status
<input type="checkbox"/> 1	CA02_FIXED_PRICE	CMC SUPPORT	6,031.45	Amount	<a href="#">B101</a>	Milestone	Ready

[Select All](#)     [Clear All](#)

**Billing Plan to Assign / Unassign**

**Billing Plan:**       **Billing Plan Template:**   
**Billing Method:**       **Bill Plan Detail Template ID:**   
**Description:**

Assign selected Lines/Sequences to Billing Plan     Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

1. Follow the hyperlink in the Plan column that corresponds to 'Milestone'; then go to the Events tab.

[Billing Plan General](#) | [Billing Plan Lines](#) | **Events** | [Tax Parameters](#) | [History](#)

**Contract:** 10405857      **BI Unit:** USA01  
**Sold To Customer:** 101480      CH2M HILL, INC.      **Bill To:** 101480      CH2M HILL, INC.  
**Billing Plan:** B101      Milestone Based BP/RP      **Currency:** USD

---

**Define Events**

**Percent** Calculate Amount  
 **Amount**

[Add Milestone](#)

**Amount Detail**

**Total Amount:** 6,031.45  
**Remaining Percent:** 0.00000000  
**Remaining Amount:** 0.00

---

**Event Detail** [Customize](#) | [Find](#) | [Print](#) | [First](#) | 1

Event	Event Type	Event Status	Event Date		Percentage	Amount
1	Date	Ready ▼	02/08/2012	<a href="#">Event Note</a>	100.00000000	6,031.45

[Return to Assign Billing Plan](#)

1. Set or confirm the Event Status as Ready. Save the page.
2. Navigate to Customer Contracts, Schedule and Process Billing, Process Other Billing Methods.

**Process Other Billing Methods**

Enter any information you have and click Search. Leave fields blank

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

Maximum number of rows to return (up to 300):

**Run Control ID:** begins with ▼

**Program Name:** begins with ▼

Case Sensitive

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

1. Use an existing run control, or create a new one.

## Process Other Billing Methods

Run Control ID: TST01 [Report Manager](#) [Process Monitor](#) **Run**

Program Name

Program Name: CA\_BI\_INTFC Process Frequency: Always

Process Billing Details [Find](#) | [View All](#) | [First](#) 1 of

Request Number: 1

**Contract Options**

Business Unit: USA01 Critigen LLC

Contract Type:

Contract Class:

Sold To:

Contract: 10405857

**Billing Options**

Billing Business Unit:

Bill To:

Billing Plan:

Billing Method:

Billing Specialist:

Billing Cycle Identifier:

Event Date: 02/08/2012

Invoice Date: 02/08/2012

**Streamline Processing Options**

Process Milestones

Process Project Progress

1. Enter your Business Unit and Contract Number.
2. Event Date is the day you are running the process.
3. Invoice Date is the day you are running the process.
4. Save the page.
5. Press Run and execute the process the Contracts to Billing Interface (CA\_BI\_INTFC.ae).

NOTE: You may confirm the number of rows successfully processed by following the Process Monitor Details link, viewing the Message Log.

**Message Log**

**Process**

Instance: 198850      Type: Application Engine  
 Name: CA\_BI\_INTFC      Description: Contracts to Billing Interface

Customize | Find | View All | First 1-4 of 4 Last

Severity	Log Time	Message Text	Explain
	11:29:22AM	Request is reassigned from server PSNT to server PSNT2	Explain
10	11:29:51AM	1 row(s) were inserted into PS_INTFC_BI with an INTFC_ID of 2217.	Explain
	11:29:55AM	Published message with ID e5d9d228-5282-11e1-8803-a01a5737706 to create entry in folder GENERAL.	Explain
	11:29:55AM	Successfully posted generated files to the report repository	Explain

**Menu Path** → Billing, Interface transactions, Process Billing Interface

Billing Interface

Run Control ID: 01\_TST      [Report Manager](#)   [Process Monitor](#)   **Run**

\*From Interface ID:

\*To Interface ID:

1. Select an existing run control or add a new one.
2. Use the magnifying glass to select the interface to be processed.
3. Press Run.
4. Select Interface & VAT Defaulting (BIJOB101.PSJob); then press OK.
5. Go to the Process Monitor to confirm the job has successfully loaded data into our Billing module.
  - a. Follow the link for the job; then the link to BIIF0001, and then the Message Log.



Process List **Server List**

View Process Request For

User ID:  Type:  Last  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	198851		PSJob	<b>BIJOBI01</b>	mmitchell	02/08/2012 11:38:30AM MST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	198850		Application Engine	CA_BI_INTFC	mmitchell	02/08/2012 11:29:10AM MST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	198847		Application Engine	FS_STREAMLN	mmitchell	02/07/2012 3:39:59PM MST	Success	Posted	<a href="#">Details</a>

**Process Detail**

Process Name: BIJOBI01

Main Job Instance: 198851

Left | Right

- 198851 - BIJOBI01 Success
- 198852 - BIIF0001 Success**
- 198853 - BIPVAT00 Success

**Process Detail**

**Process**

Instance: 198852 Type: Application Engine

Name: BIIF0001 Description: Billing Interface

Run Status: Success Distribution Status: Posted

**Run**

Run Control ID: 01\_TST  Hold Request

Location: Server  Queue Request

Server: PSNT2  Cancel Request

Recurrence:  Delete Request

Restart Request

**Date/Time** **Actions**

Request Created On: 02/08/2012 11:39:19AM MST [Parameters](#) Transfer

Run Anytime After: 02/08/2012 11:38:30AM MST **[Message Log](#)** [View Locks](#)

Began Process At: 02/08/2012 11:39:30AM MST [Batch Timings](#)

Ended Process At: 02/08/2012 11:39:57AM MST [View Log/Trace](#)

**Message Log**

**Process**

Instance: 198852      Type: Application Engine  
 Name: BIIF0001      Description: Billing Interface

Customize | Find | View All | First 1-7 of 7 Last

Severity	Log Time	Message Text	Explain
	11:39:22AM	Request is reassigned from server PSNT to server PSNT2	Explain
10	11:39:32AM	BI Interface was started: 2217 To: 2217 Option: ALL	Explain
10	11:39:51AM	Transactions in Error: 0	Explain
10	11:39:51AM	New Bill Headers Created: 1	Explain
10	11:39:51AM	New Bill Lines Created: 1	Explain
	11:39:57AM	Published message with ID 4cee6d1c-5284-11e1-8803-a01a5737706 to create entry in folder GENERAL.	Explain
	11:39:57AM	Successfully posted generated files to the report repository	Explain

**Menu Path** → Billing, Manage Billing Worksheet, Update Billing Worksheet

Worksheet Headers    Line Details

Business Unit: USA01  
 To change your search criteria, click Set Filter Options.    [Set Filter Options](#)    Search

Header Level Detail    Customize | Find | View All | First 1 of 1 Last

Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
-	-			0.000				

1. Press Search to retrieve all TMP- invoices (Billing Worksheet), or follow the Set Filter Options link to specify options for records returned.