PeopleSoft Billing

Presented by County of Riverside OASIS

Business Units Utilizing PeopleSoft Billing

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>FY 2009 Invoice Count</th>
<th>FY 2010 Invoice Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACARC</td>
<td>104</td>
<td>87</td>
</tr>
<tr>
<td>ASARC</td>
<td>108</td>
<td>114</td>
</tr>
<tr>
<td>DAARC</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>DCARC</td>
<td>1499</td>
<td>415</td>
</tr>
<tr>
<td>FMARC</td>
<td>0</td>
<td>985</td>
</tr>
<tr>
<td>HSARC</td>
<td>75</td>
<td>141</td>
</tr>
<tr>
<td>PSARC</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>SHARC</td>
<td>213</td>
<td>328</td>
</tr>
<tr>
<td>TJARC</td>
<td>2442</td>
<td>1481</td>
</tr>
</tbody>
</table>

Total: 5,000

On July 1, 2009, Facilities Management implemented PeopleSoft Billing as part of their business process.

Accounts Receivable

<table>
<thead>
<tr>
<th>Accounts Receivable</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACARC</td>
<td>MCAARC</td>
</tr>
<tr>
<td>ASARC</td>
<td>MCAARC</td>
</tr>
<tr>
<td>DAARC</td>
<td>MDAARC</td>
</tr>
<tr>
<td>DCARC</td>
<td>MDCARC</td>
</tr>
<tr>
<td>FMARC</td>
<td>MFARC</td>
</tr>
<tr>
<td>HSARC</td>
<td>MHSARC</td>
</tr>
<tr>
<td>PSARC</td>
<td>MPSARC</td>
</tr>
<tr>
<td>SHARC</td>
<td>MSARC</td>
</tr>
<tr>
<td>TJARC</td>
<td>MTJARC</td>
</tr>
</tbody>
</table>

Total 5,000

1/30/2010
PeopleSoft Billing Overview

- **Billing**
  - Enter invoices
  - Accounting entries are posted to the General Ledger
  - Invoices post to Accounts Receivable
  - Customer account is updated in Accounts Receivable

- **Accounts Receivable**
  - Track invoices to pursue rapid payment
    - Generate Customer Statements
    - Generate Aging Reports
  - Record payments
    - Post to the customer's account
    - Accounting entries are generated to the General Ledger
    - Relieves accounts receivable balance in AR and GL

PeopleSoft Billing Features & Functions

**CURRENT FEATURE IMPLEMENTATIONS**

- Standard Bill Entry
- Copy Single Invoice
- Adjust Entire Bill
- Correct Budget Checking Errors
- Recurring Bill Generation

**FUTURE FEATURE IMPLEMENTATIONS**

- Multiple Remit to Address per Business unit
- Deferred Revenue
- Express Bill Entry
- Copy Bill Group
- Contracts/Project Costing Billing Integration
PeopleSoft Billing

Current Feature Implementations

Standard Bill Entry

- **Standard Bill Entry**
  - Requires data entry for the following pages:
    - Header – Info 1
    - Line – Info 1
    - Acctg – Rev Distribution Lines

- **Charge Codes**
  - Charge Codes are the identifier of the service which is entered on the bill line and appears on the invoice.
  - Charge Codes will infer the predefined unit of measure, item description, pricing, and revenue ChartField when entering a bill.

- **Header and Line Notes**
  - Header notes convey information that pertains to the invoice as a whole.
  - Bill line notes are notes associated with a particular line.
## Standard Bill Entry
### Header - Info 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>3/30/2010</td>
</tr>
</tbody>
</table>

### Line - Info 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>3/30/2010</td>
</tr>
</tbody>
</table>

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The document contains a form with fields for billing information. The form is divided into two sections: Header and Line. The header section includes the date, while the line section contains additional details such as date and other financial information.

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The form appears to be a standard bill entry template with sections for payment details, billing address, and other financial information. The fields are blank, indicating that data needs to be filled in by the user or who the information pertains to.
### Acctg – Rev Distribution

<table>
<thead>
<tr>
<th>Line</th>
<th>Date</th>
<th>Description</th>
<th>Net Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3/30/2010</td>
<td>Made a Distribution</td>
<td>$1,998.34</td>
</tr>
</tbody>
</table>

**Bill Information**
- Account: 5000030042472
- Description: Made a Distribution
- Amount: $1,998.34

**Charge Codes (Identifier)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1293</td>
<td>Made a Distribution</td>
</tr>
</tbody>
</table>

**Expense Details**
- Gross Amount: $1,998.34
- Tax: 6.9%
- Tax Amount: $130.20
- Net Amount: $1,868.14

**Other Details**
- Notes: Made a Distribution
Standard Bill Entry

Header and Line Notes

- **Pro Forma Process**
  - Enables you to print and view invoices before you finalize the bill.

- **Single Action Invoice Process**
  - It links processes to run in a single-action job for one run control parameters:
    - Finalization and Print
    - Currency Conversion
    - Pre-Load
    - Load GL Accounting Entries
    - Budget Checking
    - Load AR Pending Items

- Generates Reports
  - Invoice
  - Load GL Accounting Entries Report
  - Load AR Pending Items Report
Standard Bill Entry
Pro Forma

Standard Bill Entry
Single Action Invoice
Copy Single Bill

- Use **Copy Single Bill** to copy a single bill that contains most of the same information on it as another bill.
- Released to the users on 8/11/2009.
Adjust Entire Bill

- Use the **Adjust Entire Bill** function to:
  - Credit an entire invoice to reverse the original invoice.
  - Credit an entire bill and rebill with correct information.
- Use **Adjustment History** inquiry pages to view the history of adjustments made to that bill.
Correct Budget Checking Errors

- View budget checking errors or warning messages for invoices.
- View ChartField details for the transactions with budget exceptions.
- **Apply ChartField corrections**
- Released to users on 02/10/10.
- Job aid is available on the OASIS website at [http://oasis.co.riverside.ca.us](http://oasis.co.riverside.ca.us) under Financials > Billing > Job Aids.
Recurring Bill Generation

- Enables you to create a bill that recurs on a schedule by using recurring bill templates.
- You control when and how often recurring bills are generated. The schedules automate and control the generation of recurring bills.
- Released to users on 03/29/2010.
- Job aid is available on the OASIS website at http://oasis.co.riverside.ca.us under Financials > Billing > Job Aids.
### Recurring Bill Generation

<table>
<thead>
<tr>
<th>Recurring Bill Recurring Date</th>
<th>Invoice Date</th>
<th>Invoice Number</th>
<th>Is Generated?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Header From Date</td>
<td>12/1/2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Header To Date</td>
<td>12/5/2010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Future Feature Implementations

**PeopleSoft Billing**

**Future Feature Implementations**
Multiple Remit To Address

- Multiple Remit to Address per business unit utilizing bank codes will:
  - Allow customers to remit payment to other department locations for a business unit.
  - Identify the department that initiated the deposit using bank codes.
- Functional testing is currently being conducted.

Deferred Revenue

- Send invoices for products or services that you will deliver in the future or over a range of time.
- Will generate accounting entries that defer revenue recognition based on a scheduled recognition date and proration method.
Deferred Revenue

Quickly enter bills online.

Copy existing bill lines.

Configure the Express Billing Line list to meet County of Riverside business needs.
Express Bill Entry

Copy Bill Group

- You can define a group of bills and create a copy.
- It is useful when small portions of the information on the bill changes.
PeopleSoft Billing Contracts creates billing information supporting Project Costing based billing by:

- Fixed Amount
- Actual Cost
PeopleSoft Billing

How to Implement PeopleSoft Billing

Submit a help desk ticket specifying the interest to implement Billing for your business unit. A Billing Configuration Request Form will be sent requesting additional information:
- Remit to Address
- Bill Inquiry Number
- Billing Specialist
- Collector

A sample invoice will be required and OASIS will replicate it in the Billing Module.

A document illustrating the billing cycle of an invoice will be sent for your review.
A test database can be provided to a department representative prior to production implementation at the OASIS department.

The Accounts Receivables and Billing Training Guides are located on the OASIS website at http://oasis.co.riverside.ca.us.

Contact Monica Sanchez, AR/BI lead, at:
- Phone number is (951) 358-6124 or micro 8-6124.
- E-mail address is mmsanchez@co.riverside.ca.us.