Contents

Customers .............................................................................................................................................................................. 4
  Search for Existing Customer ............................................................................................................................................. 4
  Request a New Customer ................................................................................................................................................... 5
  Check the Status of a Customer Request ........................................................................................................................... 9
  Review Customer Account ............................................................................................................................................... 12
  Update Customer Account ............................................................................................................................................... 13
  Creating New Contact Information .................................................................................................................................. 15
Create Express Bills .............................................................................................................................................................. 20
  Using Alternative Activity Number/Tax Code .................................................................................................................. 24
  Changing the Order of the Columns ................................................................................................................................ 26
  View Accounting Distribution Lines ................................................................................................................................. 26
  Add Attachments to a Bill ................................................................................................................................................ 28
Header Notes ................................................................................................................................................................... 29
Line Notes ........................................................................................................................................................................ 30
Generating Invoice with Invoice Icon ................................................................................................................................ 31
Installment Billing.................................................................................................................................................................. 33
  Summary .......................................................................................................................................................................... 33
  Installment Bill Templates ................................................................................................................................................ 34
  Generate Installment Bills ................................................................................................................................................ 36
Copy Single Bill ..................................................................................................................................................................... 37
Reprinting an Invoice ............................................................................................................................................................ 39
Review Bill Summary ............................................................................................................................................................ 41
Review Pending Invoices ........................................................................................................................................................ 43
Review Invoice Errors ........................................................................................................................................................... 45
Review Bills Not Invoiced ..................................................................................................................................................... 46
Accounting Entries ............................................................................................................................................................... 47
  Create Accounting Entries ................................................................................................................................................. 47
  Review Accounting Entries ................................................................................................................................................ 49
Payment Options .................................................................................................................................................................... 50
Refunds/Offsets/Write-Offs ................................................................................................................................................ 52
Adjust Entire Bill .................................................................................................................................................................. 52
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjust Selected Bill Lines</td>
<td>55</td>
</tr>
<tr>
<td>Credit Card Chargebacks</td>
<td>59</td>
</tr>
<tr>
<td>Revenue Distribution Codes</td>
<td>60</td>
</tr>
<tr>
<td>Monitoring</td>
<td>61</td>
</tr>
<tr>
<td>Requesting Aging Process</td>
<td>61</td>
</tr>
<tr>
<td>Customer Aging</td>
<td>62</td>
</tr>
<tr>
<td>Customer Aging by Chartfield</td>
<td>64</td>
</tr>
<tr>
<td>Customer Aging Detail by Unit</td>
<td>66</td>
</tr>
<tr>
<td>Generate Invoice Register Reports</td>
<td>68</td>
</tr>
</tbody>
</table>
Customer Creation

Search for Existing Customer

Navigation: Main Menu > Customers > Customer Information > General Information.

1. Verify the SetID and use the available Search Criteria, then click Search.

2. If the customer exists, the General Information page will display.

To request changes to an existing Customer or Contact, email pay@fiu.edu.
Request a New Customer

1. Click the **Billing Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.

2. Select **Contact Information**
3. Select **FIU Request Customer/Contact**

4. Within the **Add a New Value** tab, verify that “FNS01” is selected as the **SetID**, then click **Add**.
5. Fill in all required fields marked with an asterisk (*).

**Enter Contact Information** Section:
- a. Fill out **Name 1** with the name of the Contact.
- b. Fill out **Email Address** with the Contact's email.
- c. Fill out **Telephone** with the Contact's phone number.

![Billing Center](image)

**Enter Customer Information and Address Details** Section:
- a. Fill out **Customer Name**. The **Short Name** will fill in automatically.
- b. Select the **Customer Type** from the dropdown menu, excluding the options for “User 1, 2, 3, 4”.
- c. Enter the **Customer's address**. It will be validated using address verification and standardization.

6. Click **Submit for Approval** once all the information is entered.
7. Approvers can be verified via the Multiple Approvers link, which will appear after submission of the request.

Once the Customer is approved, the submitter will receive an email like what is found below.
Check the Status of a Customer Request

1. Click the **Billing Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.

2. Select **Contact Information**
3. Select **FIU Request Customer/Contact**.

4. Within the **Find an Existing Value** tab, verify that “FNS01” is selected as the **SetID** and use the **Search Criteria** to locate the request.
5. Use the Approval Status as well as the status of the Approval Quick Customer to verify the overall status of the request.

**NOTE:** Do not submit new Customer requests if one is already submitted or approved.

To view existing Customers, see the Search for Existing Customer section of this document.

To request changes to an existing Customer or Contact, email pay@fiu.edu.
Review Customer Account

Navigation: Main Menu> Accounts Receivable> Customer Accounts> Customer Information> Account Overview

1. Enter the SetID= FNS01; Unit= FNS01; Customer= 00000257
2. Click Search
   - You should see the item ID you were working on and the most recent payment for the customer.

![Image of Customer Account Overview]

- Most Recent Activity:
  - Item ID: SBW-0000047
    - Date: 06/10/2019
    - Amount: 40.00
    - Currency: USD
  - Payment: CC03
    - Date: 06/05/2019
    - Amount: 300.00
    - Currency: USD

- Other information includes:
  - Pay History Days: 0.00
  - Credit Limit: 0.00
  - Balance: 18,053.96
  - Past Due: 3,900.00
  - Payment: 0.00
  - Discounts: 0.00
  - Collections: 0.00
  - Customer Deposits: 0.00
  - Supplier Balance: 0.00
  - High Balance YTD: 0.00
  - Sales YTD: 0.00
  - Last Year Sales: 0.00

- View Adjusted Balance: Pay Balance by Credit Card

Aged Data: 06/10/2019  Aging ID: 30-60

<table>
<thead>
<tr>
<th>Summary Aging</th>
<th>Aging Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Future: 7</td>
<td>90 Current: 8</td>
</tr>
<tr>
<td>13,458.96</td>
<td>3,900.00</td>
</tr>
<tr>
<td>USD</td>
<td>USD</td>
</tr>
</tbody>
</table>
Update Customer Account

Navigation: Main Menu> Accounts Receivable> Receivables Update> Request Receivables Update

1. Add a New Value and enter ARUPDATE as the Run Control ID then Click Add

- Run Control IDs only need to be created ONCE. When created, you can use Find an Existing Value and search for the Run Control ID

2. Group Unit= FNS01; Process Frequency= Always
3. Accounting Date From= 01/01/1900; Accounting Date To= 01/01/2500 (to capture all invoices)
4. Click Save then Run
5. Select the PS/AR Receivable Update process then click OK
   o Type and Format should be none

6. Check the Process Monitor; Run Status= Success and Distribution Status= Posted
Creating a Customer Account
Office of the Controller

Creating New Contact Information

Navigation: Main Menu > Customers > Contact Information

1. Enter the SetID= FNS01
   o The Contact ID must be unique to be added

The message will appear if contact already exists:

The value you tried to add already exists. Select it below if you’d like to update it, or specify a new value in the fields above.
2. Fill out the Effective Date, Name, Email Address, Preferred Communication and Contact Flag

3. Click on Contact Phone and Type link to add a phone number

4. Fill out the Phone Type and Phone Number then click **Save**

5. Click on the Contact Customers link to associate the contact with a customer
6. Enter the Customer ID; Location= 1 then click **Save**

7. Once you select a Customer ID, you will be able to click the Documentation link
The Document Codes that are available are:
8. In Self Service Security tab, check Bill To, Ship To, Sold To, Correspondence and View Statements then click Save

The following needs to be setup this way for “External” Customer Contact to receive any Supporting Documentation attached to a Bill.

9. Supporting Documentation needs to have “Internal Only” unchecked since the Customer Contact is “External”
Create Express Bills

1. Click on **Billing Center** tile

![Billing Center Tile](image)

2. Add a New Value then enter the Bill Type Identifier, Bill Source and Customer ID
   - The customer ID is 8 characters long and starts with 3
3. Click **Add**
   - Ensure Business Unit is FNS01 or Customer ID will not show up

![Express Bill Entry](image)
You can choose any of the Bill Type Identifier below:

<table>
<thead>
<tr>
<th>Bill Type Identifier</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COB</td>
<td>College of Business</td>
</tr>
<tr>
<td>DIT</td>
<td>Division of IT</td>
</tr>
<tr>
<td>PRV</td>
<td>Office of Provost</td>
</tr>
<tr>
<td>SBW</td>
<td>South Beach Wine Food Festival</td>
</tr>
</tbody>
</table>

These are the available Bill Source:

<table>
<thead>
<tr>
<th>Bill Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COB_EPE</td>
<td>COB EPE Programs</td>
</tr>
<tr>
<td>COB_GMAT</td>
<td>COB GMAT PACKAGES</td>
</tr>
<tr>
<td>DIT_GEN</td>
<td>Division of IT</td>
</tr>
<tr>
<td>PRV_1Y</td>
<td>Provost First Year</td>
</tr>
<tr>
<td>PRV_RNT</td>
<td>Space Rent/Lease</td>
</tr>
<tr>
<td>PRV_SL</td>
<td>Provost Shorelight</td>
</tr>
<tr>
<td>SBW_WNF</td>
<td>SOBE WINE &amp; FOOD FESTIVAL</td>
</tr>
</tbody>
</table>
4. The **Cycle ID and the Frequency** should automatically be populated
   - To define a bill as a recurring bill template, select Recurring. For installment, select Installment
5. You have the ability to change the **Attention To and Location**
6. Invoice Media = **Email Invoice as Attachment**

7. In the Header Detail, enter the invoice recipients email in Bill Inquiry Phone
8. Enter PO Ref if this bill is associated to a purchase order
9. Enter the Identifier or click the magnifying glass to choose from options
   - Description will automatically populate
   - The Identifier that you select needs to match your Bill Source
10. Enter the Quantity and Unit Price

11. Use the +/- button to add/delete bill lines

<table>
<thead>
<tr>
<th>Bill Lines</th>
<th>Identifier</th>
<th>Sgl</th>
<th>Seq</th>
<th>SA</th>
<th>SL</th>
<th>Product</th>
<th>Order</th>
<th>Shipment</th>
<th>Miscellaneous</th>
<th>Project/Contract</th>
<th>Seneca</th>
<th>User Fields</th>
<th>Gross</th>
<th>Extended</th>
<th>All Account</th>
<th>Revenue</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COB_EPE_CAS</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.0000</td>
<td>EA</td>
<td>1.0000</td>
<td>400.00</td>
<td>ALL Account</td>
<td>512703</td>
<td>+</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TAX_MARCH_R</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.0000</td>
<td>EA</td>
<td>1.0000</td>
<td>20.0000</td>
<td>311316</td>
<td>311316</td>
<td>+</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Creating a Customer Account
Office of the Controller

Using Alternative Activity Number/Tax Code

1. If you decide to enter another activity number apart from 1102030001, click AR Account link
   - Users of the bill type SBW has requested the ability to use a different activity number

2. In the Accounting Distributions tab, enter Code for the AR Offset= SBW_AR_FFF under the AR Distribution tab

3. Enter Activity Number for the Revenue under Revenue Distribution

4. Or if you decide to enter a tax charge code (starting with 'tax_'), click AR Account link
5. Choose the AR Offset Code that matches the Revenue Code

6. Click on the Line Information tab and enter the From and Through Date
7. Use the scroll bar to navigate to the right if you have a Purchase Order or Purchase Order Line Item to enter
Changing the Order of the Columns

1. Click on Grid Action Menu then Personalize

![Image of Bill Lines with Personalize option]

2. Select the column that is being moved

3. Use the Move Up arrow icon to move the column further up in the sequence then click OK

![Image of Personalize Column and Sort Order]

View Accounting Distribution Lines

1. Click on the Accounting Distribution link to see the Accounting Information for the bill

![Image of View Accounting Distribution Lines]
2. Scroll to the right to see the activity number
3. If this information is incorrect, choose another charge code (Identifier) before posting
Add Attachments to a Bill

1. Click **Save** then click on the Attachments link to add any attachments

2. Click the Upload button

3. Click Browse and select the attachment then click **Open** then **Upload**

4. Click **Save** and go back to the Bill Header page to uncheck Internal Only for external customers
1. To add notes to the header, click on Header Notes link

![Header Notes](image)

2. Enter the note that you would like to add then click **Save**

![Billing General](image)
1. To add a note to a line, select Line-Note from the Navigation drop down menu.

2. Enter your note in the desired line then click **Save**.
Generating Invoice with Invoice Icon

1. View the Pro Forma by clicking on the icon

2. Change the Status to RDY then click Save

3. Click the Invoice icon to generate the invoice
4. Check the Process Monitor to ensure that it is Success and Posted
   - Each process will be different depending on the bill type selected. For example, if you chose the bill type DIT, the Process Name is FIUBIDIT

The processes included in the job are:
Installment Billing

Summary

- 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 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.
1. Enter the Cycle ID and Frequency then click on the GoTo Installment Bill Schedule icon
   - To define a bill as a recurring bill template, select Recurring. To define a bill as an installment bill template, select Installment

2. Choose the Installment Plan then select the Installment Bill Schedule tab

3. Click on Generate Installment Bill Sched icon

4. Enter the Start Date, Number, Generate Date and Installment Amount
5. Enter the Number, Invoice Date, From and To Date

6. Click **Save**
   - The button should change to Re-Generate Install Bill Sched
Generate Installment Bills

Navigation: Main Menu> Billing> Maintain Bills> Create Installment Bills

1. Add a New Value, enter the Run Control ID then click Add

2. Enter the Business Unit= FNS01; Range Selection= Bill Cycle; Cycle ID= MONTHLY

3. Click Run

4. Select the Generate Installment Bills process then click OK
Copy Single Bill

Navigation: Main Menu> Billing> Maintain Bills> Copy Single Bill

1. Enter the Business Unit and Customer then click **Search**
2. Select the invoice to copy
3. Select Copy Bill then click **Save**

![Copy Bill Screen](image)

- The new express bill information will be populated:

![Express Bill Details](image)

4. Click Go To Bill Header – Gen. Info to see the newly created express bill.
Reprinting an Invoice

1. Access the Reprint Invoice page via Billing Center Tile under the Generate Invoices folder. Create a new Run Control.

2. Select Invoice ID and enter the Invoice number that needs to be reprinted. After saving, the icon next to Run will indicate which Invoice will be re-printed.

3. Click Run to start the Re-print job.

4. Select the job that corresponds to the department’s Bill Type (i.e. COB – College of Business) and click OK.
   - It is very important to select the correct job otherwise; the invoice will print with the incorrect business logo as each department has their unique invoice format/logo.
Once the job completes, the Customer Contacts for associated invoice will receive the email notification along with invoice attached.
Review Bill Summary

Navigation: Main Menu> Billing> Review Billing Information> Summary

1. Enter the Business Unit= FNS01
2. Click Search

- Bills that are invoiced will be shown as Bill Status= Invoiced
## Bill Summary

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

Find an Existing Value

### Search Criteria

- **Business Unit**: FNS01
- **Invoice**: Begin with
- **Bill Status**: =
- **Customer**: Begin with
- **Contract**: Begin with
- **Bills in Business Unit**: =
- **Template Invoice Flag**: =

Limit the number of results to (up to 300): 300

Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Invoice</th>
<th>Invoice Type</th>
<th>Bill Type Identifier</th>
<th>Bill Status</th>
<th>Bill Source</th>
<th>Customer</th>
<th>Contract</th>
<th>Bills in Business Unit</th>
<th>Template Invoice Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS01</td>
<td>SBW-0000039</td>
<td>Regular</td>
<td>SBW</td>
<td>Ready</td>
<td>SBW_WNF</td>
<td>300000003</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>SBW-0000038</td>
<td>Regular</td>
<td>SBW</td>
<td>New Bill</td>
<td>SBW_WNF</td>
<td>300000003</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>SBW-0000037</td>
<td>Regular</td>
<td>DIT</td>
<td>New Bill</td>
<td>SBW_WNF</td>
<td>300000012</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>SBW-0000036</td>
<td>Regular</td>
<td>SBW</td>
<td>New Bill</td>
<td>SBW_WNF</td>
<td>300000003</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>SBW-0000035</td>
<td>Regular</td>
<td>SBW</td>
<td>New Bill</td>
<td>SBW_WNF</td>
<td>300000003</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>PRV-0600002</td>
<td>Regular</td>
<td>PRV</td>
<td>New Bill</td>
<td>PRV_RNT</td>
<td>300000011</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>PRV-0600001</td>
<td>Regular</td>
<td>PRV</td>
<td>Invoiced</td>
<td>PRV_Y</td>
<td>300000001</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>DIT-0000002</td>
<td>Regular</td>
<td>DIT</td>
<td>New Bill</td>
<td>DIT_GEN</td>
<td>300000006</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>DIT-0000001</td>
<td>Regular</td>
<td>DIT</td>
<td>Invoiced</td>
<td>DIT_GEN</td>
<td>300000008</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>COB-0000004</td>
<td>Regular</td>
<td>COB</td>
<td>New Bill</td>
<td>COB_EPE</td>
<td>300000011</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>COB-0000003</td>
<td>Regular</td>
<td>COB</td>
<td>New Bill</td>
<td>COB_EPE</td>
<td>300000010</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>COB-0000002</td>
<td>Regular</td>
<td>COB</td>
<td>New Bill</td>
<td>COB_EPE</td>
<td>300000007</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
<tr>
<td>FNS01</td>
<td>COB-0000001</td>
<td>Regular</td>
<td>COB</td>
<td>Invoiced</td>
<td>COB_EPE</td>
<td>300000009</td>
<td>(blank)</td>
<td>FNS01</td>
<td>No</td>
</tr>
</tbody>
</table>
Review Pending Items

Navigation: Main Menu> Accounts Receivable> Pending Items> Review Items> All Items

1. Enter the Group Unit = FNS01; User ID = PID of who entered the bill/invoice; Entered Date
2. Click Search

<table>
<thead>
<tr>
<th>Group Unit</th>
<th>Group ID</th>
<th>User ID</th>
<th>Assigned Operator ID</th>
<th>Group Type</th>
<th>Origin ID</th>
<th>Entered Date</th>
<th>Posting Status</th>
<th>Posted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS01</td>
<td>80</td>
<td>B</td>
<td>PS_BI</td>
<td>06/11/2019</td>
<td>Not Posted</td>
<td>(blank)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FNS01</td>
<td>81</td>
<td>B</td>
<td>PS_BI</td>
<td>06/11/2019</td>
<td>Not Posted</td>
<td>(blank)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FNS01</td>
<td>82</td>
<td>B</td>
<td>PS_BI</td>
<td>06/11/2019</td>
<td>Not Posted</td>
<td>(blank)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FNS01</td>
<td>84</td>
<td>B</td>
<td>PS_BI</td>
<td>06/11/2019</td>
<td>Not Posted</td>
<td>(blank)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FNS01</td>
<td>85</td>
<td>B</td>
<td>PS_BI</td>
<td>06/11/2019</td>
<td>Not Posted</td>
<td>(blank)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The group status should be: Edit Status= Edited; Balanced= Yes; Posting Status= Complete; Accounting Entries= Balanced; Posting Action= Batch Standard

After updating the customer account, the Group Status should now be:

- Edit Status= Edited; Balanced= Yes; Posting Status= Complete
Review Invoice Errors

Navigation: Main Menu > Billing > Review Processing Results > Review Invoice Errors

1. Enter the Business Unit then click **Search**
Review Bills Not Invoiced

Navigation: Main Menu > Billing > Locate Bills > Bills Not Invoiced

1. Enter the Unit and Customer ID then click **Search**

2. You will be able to click on the Bill ID and edit or generate the invoice for the bill.
1. Enter the Business Unit= **FNS01**; Range Selection= **Invoice ID** and use the +/- to add/delete rows

2. Enter From and To Invoice then click **Run**

3. Select the process BIJOB06 to generate the accounting entries then click **OK**
The processes that are included in BIJOB06:

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
<th>Format</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Currency Conversion</td>
<td>Application Engine</td>
<td>Web</td>
<td>TXT</td>
<td>Distribution</td>
</tr>
<tr>
<td>Curr Conv, Preload &amp; Load GL</td>
<td>PSJob</td>
<td>(None)</td>
<td>(None)</td>
<td>Distribution</td>
</tr>
<tr>
<td>Curr Conv, Preload, Load GL, KK</td>
<td>PSJob</td>
<td>(None)</td>
<td>(None)</td>
<td>Distribution</td>
</tr>
<tr>
<td>Load GL Interface</td>
<td>SQR Report</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
</tr>
<tr>
<td>Billing Pre-Load Process</td>
<td>Application Engine</td>
<td>Web</td>
<td>TXT</td>
<td>Distribution</td>
</tr>
</tbody>
</table>

**Process Detail**

- Process Name: BIJOB06
- Main Job Instance: 6851123
Review Accounting Entries


1. Enter the Business Unit and Invoice then click **Search**

2. Scroll to the right to view the activity number that the bill and payment is posted to
Payment Options

1. Customer Payment Options
   
   A. Check
      
      i. Check payment should be remitted by the customer to the address printed on the invoice, inform the customer to remit a printed copy of the invoice(s) with the check and to write the invoice number on the memo section of the check.
      ii. Checks need to be made payable to “Florida International University”
      iii. Once a payment is received at your department please do the following:
          a. Prepare a “Non-Sponsored Accounts Receivable Deposit Form” and attach invoice provided by the customer and the check and bring it to the Cashiers Office at MMC or BBC to deposit into our bank account
          b. If the customer did not submit a copy of the invoice(s) you must contact the customer so you can identify the invoices being paid to accurately complete the Non-Sponsored Accounts Receivable Deposit Form and print and attach the invoices to the Deposit Form and then proceed to the Cashiers Office at MMC or BBC to deposit into our bank account

   B. Cash
      
      i. Collecting cash is strongly discouraged
      ii. Cash payments can only be accepted by delivery in person to your unit/college/area
          a. On the invoice(s) being paid by the customer please do the following:
              1) Stamp it “PAID” or write the word PAID if you do not have a stamp
              2) Write the date the cash is received
              3) Write your name and Panther ID (or the individual who accepts cash in your unit/college/area)
              4) Make a photocopy to provide to the customer for their records
              5) Prepare a “Non-Sponsored Accounts Receivable Deposit Form” and attach the original invoice from the steps above along with the cash collected and bring it to the Cashiers Office at MMC or BBC

   C. Credit Card
      
      i. All customers will receive an email with a pdf of their invoice as well as a link that will allow them to pay for the specific invoice attached on a payment site
          a. On the payment site they will have the option to select other invoices they may have outstanding and can select them for payment as well
          b. The payment site will provide them a receipt with a transaction ID once they credit card has been processed for their records
          c. A credit card cannot be used for partial payments

   D. Wire
      
      i. Provide customers the “BANKING INSTRUCTIONS-Wire Payments PeopleSoft AR” form
      ii. The customer should complete the form and submit it to you via email as well as to pay@fiu.edu. They should include their customer number and invoice(s) on the wire
          a. If the customer sends you an email stating the invoices they are paying then please forward that email to pay@fiu.edu so we can apply the wire payment correctly

   E. ACH
      
      i. Provide customers the “BANKING INSTRUCTIONS-ACH Payments PeopleSoft AR” form
ii. The customer should complete the form and email it to you as well as pay@fiu.edu and include the invoice(s) on the ACH as long as they use CCD+ or CTX formats for the ACH
   a. If the customer sends you an email stating the invoices they are paying then please forward that email to pay@fiu.edu so we can apply the ACH payment correctly
Use the Adjust Entire Bill page (BI_ADJ_BILL) to credit entire bills and reverse original invoices, or credit entire bills and rebill with the correct information.

**Navigation:** Main Menu > Billing > Maintain Bills > Adjust Entire Bill

1. Enter the Business Unit and Customer then click **Search**
   - 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.

2. Select the invoice to adjust
3. In the Select Bill Adjustment Action group box, select one of these options before defining the adjustment:

<table>
<thead>
<tr>
<th>Bill Adjustment Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Bill Action</td>
<td>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.</td>
</tr>
<tr>
<td>Credit Entire Bill</td>
<td>Create a credit bill for the displayed bill. The bill has a status of RDY (ready).</td>
</tr>
<tr>
<td>Credit &amp; Rebill</td>
<td>Create a credit bill and create a copy of the displayed bill. The rebill copy has the status of NEW.</td>
</tr>
</tbody>
</table>

4. In the Rebill Default Action group box, select one of these options if you select the Credit & Rebill option in the Select Bill Adjustment Action group box.
   - Retain Original Invoice Value: Select this option to retain the customer information from the original bill.
   - Use Current Customer Value: Select this option to use current customer information on the rebill.

5. The system assigns a default invoice number to the adjustments and populates the Credit Bill or Rebill Bill field with the value Next.
6. Enter the Adjustment Reason. The reason code is mandatory when issuing a credit.

7. Click Save

8. Click the Header Info 1 link
   - To access the corresponding bill in bill entry. You can make changes and process the bill as usual
Adjust Selected Bill Lines

Navigation: Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines

1. Enter the Business Unit and Customer then click Search

2. Select the invoice to adjust

3. In the Line Adjustment Parameters group box, select:

<table>
<thead>
<tr>
<th>Line Adjustment Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Bill Action</td>
<td>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.</td>
</tr>
<tr>
<td>Adjust Selected Lines</td>
<td>Enables you to adjust any combination of lines on this bill. When you select this option, the Add to Existing Bill check box appears.</td>
</tr>
<tr>
<td>Add to Existing Bill</td>
<td>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.</td>
</tr>
</tbody>
</table>
Note: If you add lines with summarization templates to a non-summarized bill, a summarized invoice may be printed when the invoice is generated.

<table>
<thead>
<tr>
<th>Line Opt (line options)</th>
<th>Select a value:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Create Net Adjustment Only</strong>: Creates one adjustment line.</td>
</tr>
<tr>
<td></td>
<td><strong>Create Reversal and Rebill</strong>: Creates two new lines, one that credits the original line chosen, and one that reflects the adjustment.</td>
</tr>
<tr>
<td></td>
<td><strong>Credit Line</strong>: Creates one line with a reversal of the amounts from the original line chosen.</td>
</tr>
</tbody>
</table>

| Adjustment Reason Default | A reason code is required for a reversal line and a credit line. |

- **Line Adjustment Results**: 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. **You can adjust a bill header or bill line only once.**

![Line Adjustment Parameters](image1)

![Line Adjustment Results](image2)
4. Select the line to adjust and the Adjustment Reason should automatically populate
5. Click **Save**

6. A bill will be generated
- Click the Header Info 1 or Bill Line Info 1 to see the general information for the Bill Header/Line

1. Returned Checks – contact pay@fiu.edu for additional instructions
2. Refunds - contact pay@fiu.edu for additional instructions
3. Write-offs - contact pay@fiu.edu for additional instructions
Credit Card Chargebacks

1. An email from the Merchant Services team within the Accounting and Reporting department will be sent to inform you that a chargeback has occurred

2. Contact the customer to discuss the chargeback within 3 working days
   A. Email the Merchant Services team with a summary of that discussion to determine if the chargeback was warranted or if we need to respond to the chargeback request with supporting documentation to have the chargeback reversed
      i. Provide any supporting documentation requested by the Merchant Services team so they can respond to the chargeback within 5 workdays
      ii. If the chargeback is not reversed and it is deemed that the customer still owes FIU for the goods or services they purchased then you will need to contact the customer and create a new invoice to send to the customer for payment
   B. This process cannot exceed 15 calendar days
Revenue Distribution Codes

1. If you need a new Revenue Distribution code added to PeopleSoft you need to send an email to pay@fiu.edu with the following information:
   A. Revenue GL Account
   B. Activity number
   C. Brief description of the goods and or services you plan on invoicing with this revenue distribution code

2. Your request will be processed by the Accounting and Reporting Team within 3 working days

3. If you require an emergency creation of a Revenue Distribution code then please contact Dawn Patrick at 305-348-2542 or Jose Zubimendi at 305-348-1139

4. Please note that if your request involves a new Activity number that has not been previously been set-up for your unit/college/area, then we will also create a corresponding Accounts Receivable Distribution code since to be used in conjunction with the new Revenue Distribution code
Monitoring

Requesting Aging Process

Navigation: Main Menu> Accounts Receivables> Receivables Analysis> Aging> Request Aging Process

1. Add a New Value and enter the Run Control ID then click Add

2. Choose Once for the Process Frequency then click Run

Once it is Success Posted in the Process Monitor, navigate to the Aging Report
Customer Aging

Navigation: Main Menu> Accounts Receivable> Customer Accounts> Customer Information> Customer Aging

1. Enter SetID= FNS01; Unit= FNS01; Customer ID and Click **Search**

2. Click Balance link to view Customer Item Inquiry
3. **Click on Past Due link**

<table>
<thead>
<tr>
<th>Seq No</th>
<th>Item ID</th>
<th>Item</th>
<th>Line</th>
<th>Activities</th>
<th>Unit</th>
<th>Customer ID</th>
<th>Status</th>
<th>Terms</th>
<th>Entry Type</th>
<th>Entry Reason</th>
<th>Due Date</th>
<th>Item Balance</th>
<th>Item Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COB-00000001</td>
<td>1</td>
<td>3</td>
<td>F1001</td>
<td>F1001</td>
<td>80000017</td>
<td>Open</td>
<td>NET30</td>
<td>In</td>
<td>06/16/2019</td>
<td>27</td>
<td>1,980.00 USD</td>
<td>Select Action</td>
</tr>
<tr>
<td>2</td>
<td>COB-00000002</td>
<td>2</td>
<td>5</td>
<td>F1001</td>
<td>F1001</td>
<td>80000017</td>
<td>Open</td>
<td>NET30</td>
<td>In</td>
<td>05/16/2019</td>
<td>27</td>
<td>500.00 USD</td>
<td>Select Action</td>
</tr>
<tr>
<td>3</td>
<td>COB-00000003</td>
<td>1</td>
<td>1</td>
<td>F1001</td>
<td>F1001</td>
<td>80000017</td>
<td>Open</td>
<td>NET30</td>
<td>In</td>
<td>05/17/2019</td>
<td>20</td>
<td>100.00 USD</td>
<td>Select Action</td>
</tr>
<tr>
<td>4</td>
<td>COB-00000004</td>
<td>2</td>
<td>1</td>
<td>F1001</td>
<td>F1001</td>
<td>80000017</td>
<td>Open</td>
<td>NET30</td>
<td>In</td>
<td>05/17/2019</td>
<td>20</td>
<td>100.00 USD</td>
<td>Select Action</td>
</tr>
<tr>
<td>5</td>
<td>COB-00000005</td>
<td>1</td>
<td>1</td>
<td>F1001</td>
<td>F1001</td>
<td>80000017</td>
<td>Open</td>
<td>NET30</td>
<td>In</td>
<td>05/17/2019</td>
<td>20</td>
<td>100.00 USD</td>
<td>Select Action</td>
</tr>
<tr>
<td>6</td>
<td>COB-00000006</td>
<td>2</td>
<td>1</td>
<td>F1001</td>
<td>F1001</td>
<td>80000017</td>
<td>Open</td>
<td>NET30</td>
<td>In</td>
<td>05/17/2019</td>
<td>20</td>
<td>100.00 USD</td>
<td>Select Action</td>
</tr>
<tr>
<td>7</td>
<td>COB-00000007</td>
<td>1</td>
<td>1</td>
<td>F1001</td>
<td>F1001</td>
<td>80000017</td>
<td>Open</td>
<td>NET30</td>
<td>In</td>
<td>05/17/2019</td>
<td>20</td>
<td>100.00 USD</td>
<td>Select Action</td>
</tr>
<tr>
<td>8</td>
<td>COB-00000008</td>
<td>2</td>
<td>1</td>
<td>F1001</td>
<td>F1001</td>
<td>80000017</td>
<td>Open</td>
<td>NET30</td>
<td>In</td>
<td>05/17/2019</td>
<td>20</td>
<td>100.00 USD</td>
<td>Select Action</td>
</tr>
</tbody>
</table>

**Search Result Totals:**
- **Debits:** 8
- **Credit Amount:** 3,090.00 USD
- **Currency:** USD

**The Item Actions include:**

- Select Action
- Item Action
Creating a Customer Account
Office of the Controller

Customer Aging by Chartfield

Navigation: Main Menu> Accounts Receivables> Receivables Analysis> Aging> Aging by Chartfield Rpt

1. Add a New Value, enter the Run Control ID then click Add

2. Enter the Business Unit, Default SetID, Aging Set ID as FNS01

3. Choose the Aging ID then click Save then Run
4. Check the Process Monitor to see if it is Success Posted

5. Go to Report Manager and download the output
Customer Aging Detail by Unit

Navigation: Main Menu> Accounts Receivables> Receivables Analysis> Aging> Aging Detail by Unit Rpt

1. Add a New Value, enter the Run Control ID then click Add

2. Enter the SetID, Aging ID and Business Unit

3. Click Save then Run
The results are below:

![Aging Detail By Unit Report](image)

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS01</td>
<td></td>
</tr>
</tbody>
</table>

![Detailed Aging Report](image)
Generate Invoice Register Reports

Navigation: Main Menu > Billing > Generate Invoices > Reports > Invoice Register

1. Add a New Value, enter the Run Control ID then click Add

2. Enter the Business Unit, Start and End Date then click Run
3. Select the Invoice Register by Customer process then click OK

![Process Scheduler Request](image)

4. Check the Process Monitor for the run and distribution status

![Process Monitor](image)