

Module Snapshot: Billing

This affects you if ...

You provide goods or services to others and you use the PeopleSoft Finance System to create invoices for those items.

Target audience: Campus sponsored project offices, UCD Student Employment Services (work study) and Cancer Center, UCB Office of Industry and Collaboration.

What's New: Billing WorkCenter

FIN 9.2's WorkCenter feature consolidates Billing module information so you can complete your tasks more easily and more quickly. It does this by:

- Displaying a dashboard (real-time graphical views of bills by current status and other information – you can modify the dashboard to suit your needs)
- Compiling your current work (e.g., invoices not finalized) and contributing billing-related work to your comprehensive worklist (list of all items pending your approval)
- Displaying Links to billing-related update and inquiry transactions (these pre-built “favorites” enable rapid navigation to common tasks)
- Simplifying access to relevant PeopleSoft-delivered reports, public queries, and processes

The Billing WorkCenter defaults to the dashboard display (see screenshot, below). You will find the other functions, outlined above, in the WorkCenter's various sections or pagelets: My Work (results of dynamic queries each time you go to the WorkCenter), Links, and Reports/Queries (PeopleSoft-delivered reports, public queries, and processes).

The screenshot displays the Oracle Billing WorkCenter interface. The top navigation bar includes the Oracle logo, a search field, and links for 'Advanced Search' and 'Last Search Results'. The main content area is titled 'Billing Workcenter Dashboard' and features a 'Bills by Status' section. This section includes a table with the following data:

Status	Converted Invoice Amount
Finalized	148326.23
New Bill	420207.60
Ready	154339.00
Temp Ready	127749354.02

Below the table is a bar chart titled 'Bills by Status' showing the 'Converted Invoice Amount' for each status. The Y-axis ranges from 0M to 140M. The 'Temp Ready' bar is significantly higher than the others, reaching approximately 127.7M.

What Else is New

FIN 9.2 Billing gives you some exciting new functionality. You will be able to:

- ✓ Attach supporting material to invoices. This will unite the bill and the detailed documentation together, in a single point of review. *Currently, you have to store supporting documents elsewhere – either electronically on your server or in paper files – and manually send to the entity being invoiced. (FIN 8.4 pain point: Tracking support documentation delivered with a bill could only be handled outside the system in email.)*
- ✓ Use spreadsheets to upload (import) multiple invoices. FIN 9.2's Excel template for this activity speeds up the entry of invoices for one or many customers – and loads them all directly into PeopleSoft. You decide what your threshold is and when you want to use the spreadsheet instead of manual entry. *Currently, departments have to enter each invoice, manually, into PeopleSoft.*
- ✓ Configure (design) what fields display on the transaction screens in order to improve the efficiency of the express bill entry template. If you have simple bills, you can streamline the data entry process. *Currently, for simple bills, you need to go to multiple screens in order to enter just a little information on each screen. (FIN 8.4 pain point: Unused fields could not be hidden from the page display.)*
- ✓ Have better matching and new drilldown-to-detail capability for sponsored project bills. This is because sponsored project bills will be created from the project resource table in the new project costing module. *Currently, sponsored project bills are built by a customized interface that cannot provide drilldown access to detail.*
- ✓ Select billable expenses from new billing worksheets, rather than directly on the invoice. You'll be able to select unbilled amounts for future bills. This gives you control over what – and when – to bill, which will be particularly useful in the case of budget adjustments. See screenshot, below:

The screenshot displays the Oracle PeopleSoft Billing interface. At the top, there is a navigation bar with the Oracle logo, a search bar, and links for Home, Worklist, MultiChannel Console, and Add to Favorites. Below this is a 'Worksheet Headers' section with tabs for 'Worksheet Headers' and 'Line Details'. The 'Header Level Detail' section shows information for Business Unit EGV03, Contract GRT000000000052, Billing Worksheet TMP-00000041, and Customer GRT0000003. The 'Line Level Detail' section shows a table with columns: Sequence, PC Bus Unit, Project, Activity, Analysis Type, Source Type, Category, Subcategory, Billing Option, Defer Date, Description, and Gross Extended. A dropdown menu for 'Billing Option' is open, showing options: Bill, Defer, Delete, Over Limit, and Write Off. The table contains four rows of data, all with 'Fixed Amount Product' as the description and a gross extended amount of 41,666.67.

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Billing Option	Defer Date	Description	Gross Extended
1	EGV03	000000000000226	1							Fixed Amount Product	41,666.67
2	EGV03	000000000000226	1							Fixed Amount Product	41,666.67
3	EGV03	000000000000226	1							Fixed Amount Product	41,666.67
4	EGV03	000000000000226	1							Fixed Amount Product	41,666.67

What Stays the Same

Some familiar things will stay familiar, including the ability to present your campus or department logo on the invoice, what the billing reports (queries) look like, and how the Billing module interfaces with the Accounts Receivable and General Ledger modules.