

Completing the Billing Upload Form

The Billing Upload Form is intended to be used exclusively in electronic format. This replaces the Online Reimbursement Invoice Requests. Following are details to guide the End User through completing this form.

Overview

- Purpose/Uses
- Opening The File
- Form Definition
 - Header Fields
 - Body Fields
- Submitting the Billing Form

Purpose/Uses

The purpose of this form is to enable billing invoices that are for the same bill type and the same revenue chartfields to be imported into PeopleSoft without having to manually create the invoices for each customer.

Opening the File

The Billing form will be available electronically for departmental use. The End User can obtain the form and instructions for completing the form by navigating to this link <http://www.csusm.edu/fas/fasforms.html#b> Billing_Upload_Template and Biling Upload Guide. The form must be saved onto the End User's local drive as an Excel spreadsheet prior to entering any data. The end user may find it helpful to save a blank master of this form to their local drive for future use.

BILLING FORM DEFINITION

Cal State San Marcos Billing Upload Invoice Request Form												
Request Criteria				DR = 0.00	CR = 0.00	NET = 0.00						
Date	Business Unit	Bill Type	Default Rev Dist ID	Orig Dept:						.CC:		
				Prepared By:						Via:		
				Description:								
Customer ID	Line Identifier (18 char max)	Line Desc (30 char max)	Amount	Revenue Account	Fund	Deptid	Program	Project	Class	AR Dist ID	Notes (up to 254 characters)	Bill Source

HEADER FIELDS

The yellow shaded header fields section of the Billing form is to be used by the department/division to identify the original transaction or to provide information required to execute the requested transaction.

Request Criteria			
Date	Business Unit	Bill Type	Default Rev Dist ID

- **Date:** This is the date of the invoice you want to create.
- **Business Unit:** SMCMP for regular invoices
- **Bill Type:** Accounting Use Only. Do not enter any values.
- **Default Revenue Distribution ID:** Accounting Use Only. Do not enter any values.

The green shaded header fields section of the billing form is to be used by the department/division as a tool for identifying and tracking the billing invoice that has been sent to the Accounting Office. The information entered here will not appear on the invoice. This is strictly for informational purposes. There are five pieces of information to be filled out:

Orig Dept:		.CC:	
Prepared By:		Via:	
Description:			

- **Orig Dept (Optional):** Enter the name of the department from which the invoice is being requested
- **.CC: (Mandatory):** Enter the names of people who should receive confirmation that the request has been processed. When emailed to the Accounting Office include those that should be copied; the Accounting Office will "reply to all" to confirm the request has been processed and will copy all addresses included in this field.
- **Prepared By (Mandatory):** Enter the name of the person preparing and/or authorizing the invoice. Receipt of billing forms will only be accepted from previously

authorized persons. If this form is being submitted in hard copy, a signature should be entered here. For Email submissions, the sender's Email address will be used to identify authority.

- **Via (Optional):** This field is to be utilized at the discretion of the department.
- **Description (Mandatory):** Enter a description of the purpose of the invoice. This will assist the Accounting Office in determining the nature of the request.

The fields noted above are formatted for the text to wrap, therefore the descriptions can be any desired length.

The pink shaded header section of the JE Form contains boxes which display total debits, total credits and the sum of the debits and credits (NET). These fields will be utilized by accounting to balance submitted invoices to the processed invoices.

DR =	CR =	NET=	-
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BODY FIELDS

The body of the billing form contains the customer, description and chartfield information regarding the invoice request. There are 13 columns for information; some require data entry for proper functioning, while others do not. In the following illustration, "Y" under the column heading indicates that data entry into that column is mandatory. "N" indicates that data entry into the column is optional.

Customer ID	Line Identifier (18 char max)	Line Desc (30 char max)	Amount	Revenue	Fund	Deptid	Program	Project	Class	AR Dist ID	Notes (up to 254 characters)	Bill Source
Y	N	N	Y	Y	Y	N	N	N	N	N	N	N

Customer ID: Enter the EXACT Customer # into this column. You will be notified of the Customer ID's that pertain to you by the Accounting Office. You can also look up your Customer ID in PeopleSoft. See below **Retreiving Customer ID's.**

Line Identifier: Enter a Line Identifier. An example of a use is a Purchase Number or Date. 18 alpha/numeric character length – **commas are not allowed.**

Line Description: Enter a Line Description. An example of this is a description of what is being billed. 30 alpha/numeric characters in length - **commas are not allowed.**

Amount: Enter the dollar amount of the invoice line.

Revenue Account: If Default Rev ID is not entered this is mandatory.

Revenue Fund: If Default Rev ID is not entered, this is mandatory.

Revenue DeptID: Enter the DeptID ChartField value into this column, this is mandatory.

Revenue Program: Enter the Program ChartField value into this column, if one is needed.

Revenue Project: Enter the Project ChartField value into this column, if one is needed.

Revenue Class: Enter the Class ChartField value into this column, if one is needed.

AR Dist ID: Accounting Use Only. Do not enter any values.

Notes: Enter up to 254 characters of notes to be displayed on the invoice. To format your notes into multiple lines, enter a ~ character and the program will identify it as a carriage return. Your file will be saved as a comma separated values (.csv) file by the Accounting Office for uploading into PeopleSoft; therefore, **do not use commas** in the Notes text.

Bill Source: Accounting Use Only. Do not enter any values.

Other Important Details

It is critical that the formatting of this form be left intact and that the form be filled out correctly.

- There cannot be blank rows between transfer lines in the body of the form.
- Only the Customer, identifier, line description, revenue chartfields, Notes, and amount can be entered into the body of the form. Please do not use the body of the form to type text or other non-ChartField data.
- The SQR that uploads the data is "Comma Space" delimited. Therefore, the order of each column and rows must not be changed.
- The form provides NO EDITS for Billing Upload requests. All data contained on the form will be uploaded "as is"; invalid ChartFields/combinations of ChartFields will cause error messages upon Edit Check of the uploaded invoice. Accuracy assurance should include:
 - Valid Customer ID is entered
 - Correct/valid ChartField values have been used
 - Formatting of the form, both cellular and columnar, is unaltered

If the upload of the billing invoice upload generates errors, Finance will notify you of the errors in order to determine how the request will be processed.

Submitting the Billing Invoice Upload form

- It is important that you save the Billing form as an excel file and please do not push the Create File Button located on the top hand corner of the spreadsheet, that is for



the Accounting Office use only.

- The Accounting Office will only accept the Billing form in an electronic format.
- When emailing the form to the Accounting Office, please “cc:” on the original submission Email all individuals who should receive confirmation that the journal has been processed.
- The end user should attach the excel file to the Email. The Accounting Office will “reply to all” when sending confirmation. The confirmation will include information to facilitate identification of the processed invoice.
- When submitting the form via email, please send to: accounting@csusm.edu

Retreiving Program #'s to corresponding customer ID

Navigate to the following: San Marcos Reports/Interfaces > Accounts Receivable > Setup > RA CF Customer Map

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My Favorites

San Marcos

Reports/Interfaces

General Ledger

Accounts Receivable

Setup

RA CF to Customer Map

Purchasing

ProCard

RA CF to Customer Map

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

Find an Existing Value

Search by: SetID begins with

Search

Advanced Search

Select Search

The Program Codes that you currently use will determine the Customer ID. Use this page to find them.

RA CF to Customer Map

SetID: SMCMP

Chartfields to Customer Mapping				
Customize Find View 100 First 1-10 of 343 Last				
	Program Code	Customer ID	Name 1	Revenue Account Override
1	70000	100528	Foundation	
2	70001	100072	San Marcos University Corporation	
3	70002	100005	University Village Apartments	
4	70003	100244	Edge Development	
5	70004	100292	Jaynes Corporation	
6	70005	100248	Gould Electric	
7	70006	100449	San Diego Youth Symphony	
8	70007	100008	CA State University Employees' Union	
9	70008	100003	California Faculty Association	
10	70009	100471	Knowledge Learning Corporation	

Save Return to Search Notify Refresh

Retrieving Customer ID's with no Program Number

Navigate to the following: People Soft Finance > Customers > Customer Information > General Information>

The screenshot shows the Oracle PeopleSoft Finance application interface. The browser window is titled "General Information - Windows Internet Explorer" and the address bar shows a URL from cmsfin.csusm.edu. The Oracle logo is at the top left. A left-hand menu is visible with categories like "My Favorites", "San Marcos", "Reports/Interfaces", "Customers", "Customer Information", "Conversations", "Review Customer Information", "Reports", "Contact Information", "Vendors", "Purchasing", "Billing", "Accounts Receivable", "Accounts Payable", "General Ledger", "CSU BU Derivation", "Statutory Reports", "CSU State & SW Reporting", "CSU Administer Integration", "Set Up Financials/Supply Chain", "Tree Manager", "Reporting Tools", "PeopleTools", "My Personalizations", and "My Dictionary". The "Customer Information" section is expanded, showing sub-items like "General Information", "MICR Information", "Vendor Information", and "Electronic File Transfer Name". The "General Information" sub-item is selected. The main content area is titled "General Information" and contains a search form. The form has a "Find an Existing Value" button and an "Add a New Value" button. Below these are input fields for "SetID:" (with a dropdown set to "=" and a text box containing "SMCMP"), "Customer ID: begins with", "Name 1: begins with", "Telephone: begins with", "City: begins with", "State: begins with", and "Postal Code: begins with". There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The status bar at the bottom of the browser window shows "Internet | Protected Mode: Off" and a zoom level of 100%.

Click on the scroll option on the field Name 1 and change it to "contains". Enter customer name being search (partial name is okay) and click search. It should bring up an existing customer. If no customer is found it needs to be created. Please contact accounting.