Creating a Standard Bill

This job aid provides step-by-step information on how to create a University of Minnesota bill for goods or services provided to external entities. Follow these steps when creating a bill.

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**STEP 1: GETTING STARTED**

Before creating a bill, make certain the following questions are answered.

- Verify all customer information.
- Is the customer Tax Status tax exempt?
- Do you have a purchase order number?
- Do you have an external sales contract number?
- Do you have the item, description, unit of measure, and price?
- Do you have the date the goods or services were ordered?

**STEP 2: CREATE BILL**

Log in to myu.umn.edu. Navigate to: Key Links > PeopleSoft > EFS/Finance > Billing > Maintain Bills > Standard Billing

1. Click the Add a New Value tab.
2. Leave default value “UMN01” in Business Unit.
3. Leave default value “NEXT” in Invoice.
4. Enter Bill Type Identifier:
   a. 001 - Standard Non-Sponsored (Used for all non-sponsored bills.)
   b. 002 - Standard Sponsored (DO NOT USE. Reserved for Sponsored Financial Reporting.)
   c. 003 - Sponsored Program Income (Used for program income on sponsored projects.)
5. Enter Bill Source assigned to your cluster or use the lookup icon to search for the value.
6. Enter Customer ID for the customer to be billed or use the lookup icon to search for the value.
7. Click <Add>.
Creating a Standard Bill (cont.)

Note: For the following Steps 3-10, most information pre-populates based on Bill Type Identifier, Bill Source, and Customer and should not be changed. These instructions focus on the fields required to verify, populate, or modify.

STEP 3: HEADER - INFO 1 TAB

1. Verify Invoice Form. Select one of these two options:
   a. “XMLPUB” – System will generate bill and send to the customer.
   b. “NO_PRINT” – Bill should not be printed nor sent to the customer.

2. Verify Bill Inquiry Phone. Update with the preferred contact method for billing related questions for the billing cluster. Use telephone or departmental email.

3. Verify contact name in Billing Specialist. Use the lookup icon to search and select the name of the billing specialist preparing the invoice.

4. Click <Next> in the Page Series box.

STEP 4: ADDRESS INFO TAB

1. Verify Contact Name. Is the person the bill needs to be addressed to selected as the contact? If not, use the lookup icon in Attention To to search and select an alternate contact.

2. Verify the address of the Customer. Is the address that the bill needs to be sent to accurate? If not, use the lookup icon in Location to search and select an alternate address.

3. Click <Next> in the Page Series box.

STEP 5: HEADER - ORDER INFO TAB

1. Enter a purchase order number in PO Ref if applicable.

2. Enter the Contract number if applicable.

3. Enter an Order No if applicable.

4. Enter the date the goods and services were ordered in Order Date.

5. Enter the customer ID number in Ship To, or click the lookup icon to search and select the customer ID.

6. Use the lookup icon in Ship Loc to search and select the location where the goods are being shipped to or where the service is being performed. This field is key to calculating the correct tax. Note: If the product changes hands at the University address, select the University customer number (UMN0001) and the appropriate campus.

7. Click <Next> in the Page Series box.
Creating a Standard Bill (cont.)

STEP 6: HEADER - NOTE TAB (OPTIONAL)

1. Enter text in Note Text explaining the reason for the bill. These notes will display on the invoice and could help communicate to the customer the reason for the bill. Note: This field is limited to 254 characters.

2. Click <Next> in the Page Series box.

STEP 7: LINE - INFO 1 TAB

1. Use the lookup icon in Identifier to search and select a specific item or charge code, if applicable (e.g., 016-0029 Custodial/Cleaning Services). If not, select one of the following options:
   a. Always Taxable Default
   b. Foundation Transfer to University
   c. Non-Taxable Default
   d. Taxable Default

2. Verify the Description contains specific text about the item or good being billed. If not, enter more specific text. Note: Be certain the description is meaningful to the customer as it will print on the invoice. This field is limited to 30 characters.

3. Enter Quantity.

4. Verify Unit of Measure. Does the unit of measure make sense based on the good or service being sold? If not, use the lookup icon to search and select the appropriate unit of measure.

5. Enter Unit Price.

6. Click <Refresh> to update Gross Extended. Verify amounts.

7. If the customer is tax exempt:
   a. Check the Tax Exempt box.
   b. Use the lookup icon in Exempt Cert to search and select the tax exemption certificate.

8. Click <Next> in the Page Series box.

STEP 8: LINE-NOTE TAB (OPTIONAL)

1. Enter text in Note Text with a detailed description of the item being billed. These notes will display on the invoice and communicate a more detailed description of the item being billed. Note: This field is limited to 254 characters.

2. Click <Next> in the Page Series box.
Creating a Standard Bill (cont.)

STEP 9: REVENUE DISTRIBUTION TAB

1. Enter the revenue ChartField string for the bill.
2. Click <Next> in the Page Series box.

STEP 10: HEADER - INFO 1 TAB

1. Change Status from “NEW” to “RDY.”
2. Click <Save>.

STEP 11: VIEW OR PRINT BILL

The invoice can be printed in one of two ways after saving the invoice:

a. Click the Pro Forma icon to review a copy of the final invoice. A pro forma invoice is a draft and should not be sent to the customer. If the invoice is set to “No Print,” no pro forma PDF will be generated.

b. Click the Invoice icon to generate an invoice for the University Foundation. All University Foundation invoices must be manually invoiced, printed, and sent to the Foundation locally. All other invoices are generated and distributed by Accounts Receivable.