
Queen's University



PeopleSoft: Accounts Receivable
Installment Invoices

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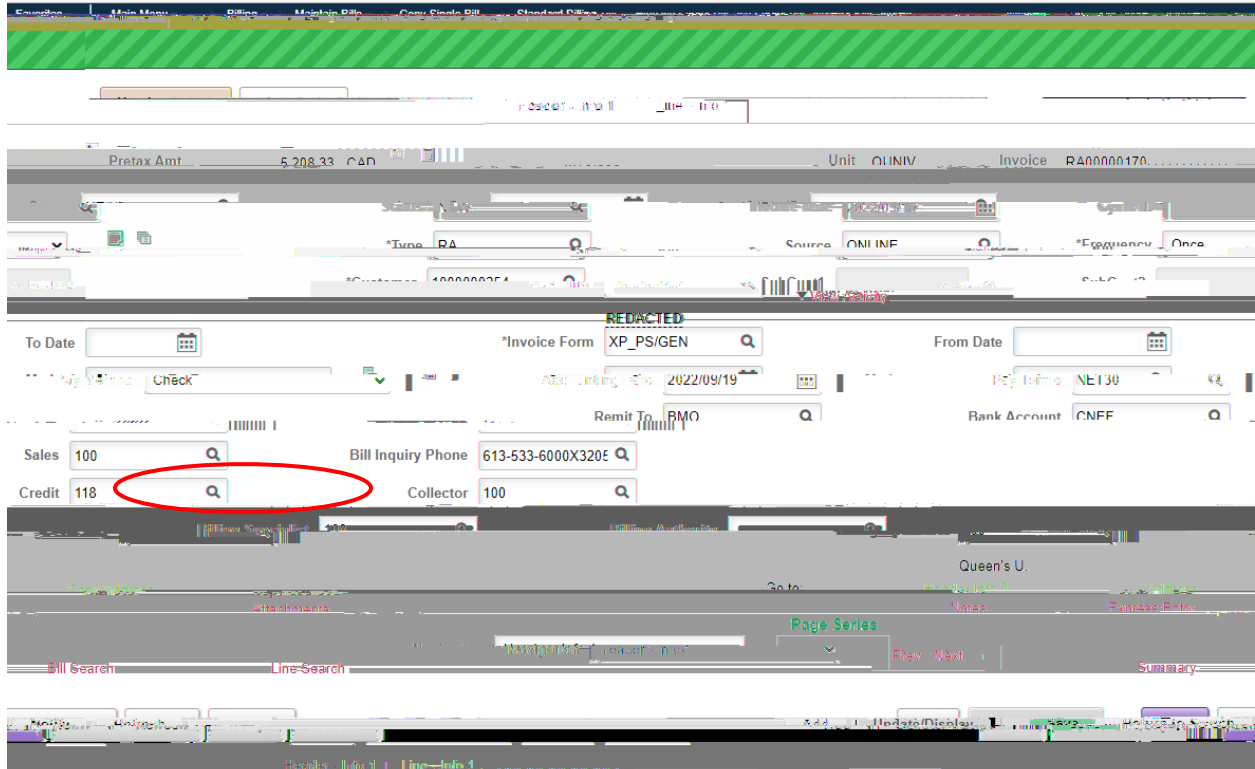
Creating a n installment bill (invoice)

Installment billing can be used 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 amounts 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.

Open the NavBar and expand the Menu:

Navigate to:

Click 'Add'

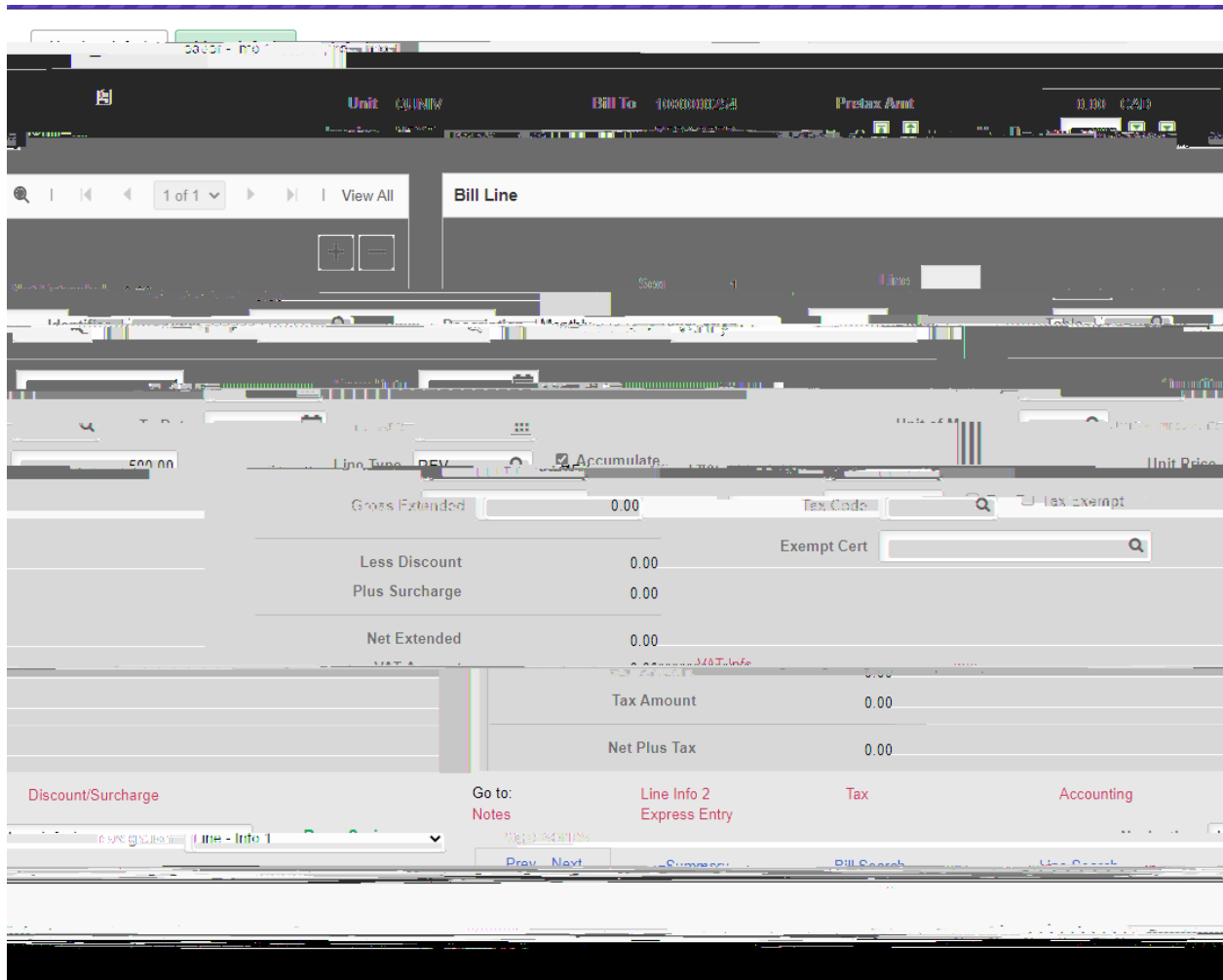


'Line – Info 1' tab

Enter the following information:

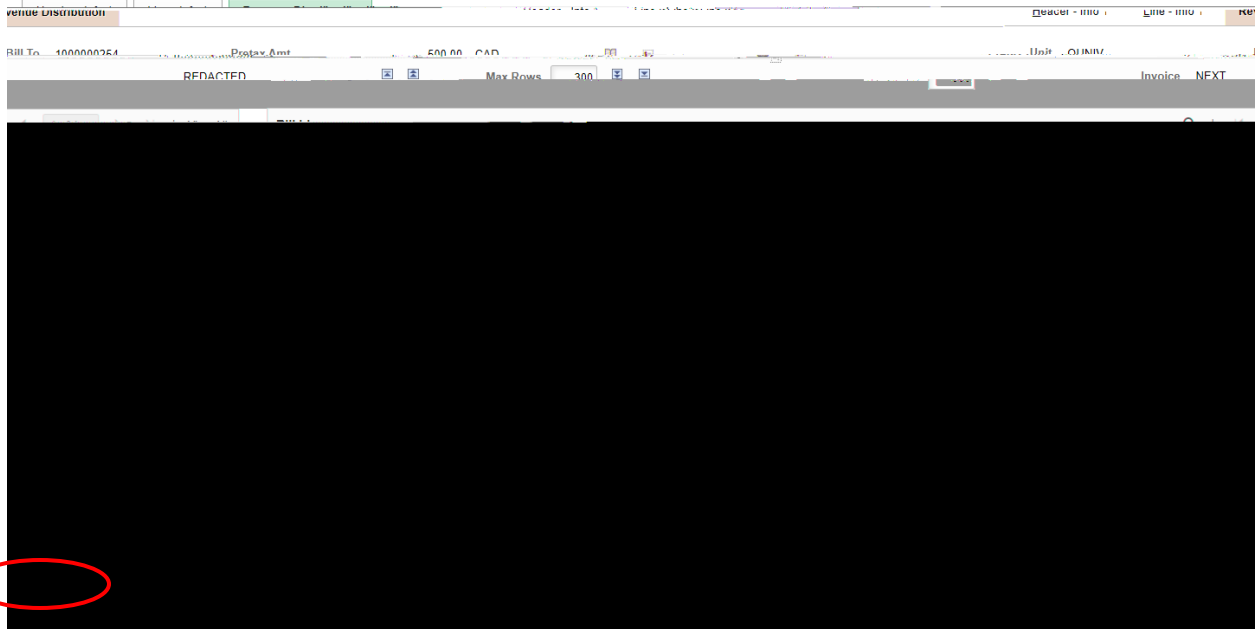
For each line item:

- Enter a brief line description (limited to 30 characters-if more room is required add a line note with the full details)
- Quantity – enter any quantity
- Unit Price - Enter the appropriate unit price



Click the blue 'Accounting' link (new Revenue Distribution tab opens)

On the Revenue Distribution page enter the chartfield information (follows the chartfield security rules in PS)



Click 'Save' on the bottom left-hand side

Enter Installment Bill Schedule to Create Template
From the 'Header – Info 1' tab, update the following information:

Frequency – Installment
Cycle ID – leave blank

The screenshot shows a software interface with the following fields and values:

- Pretax Amt: 500.00 CAD
- Invoice Date: 2022/09/19
- Cycle ID: (empty)
- Source: ONLINE
- Account: CNEF
- Payment Terms: NET30
- Check: (checkbox)

Click the 'Save' button on the bottom left-hand side.

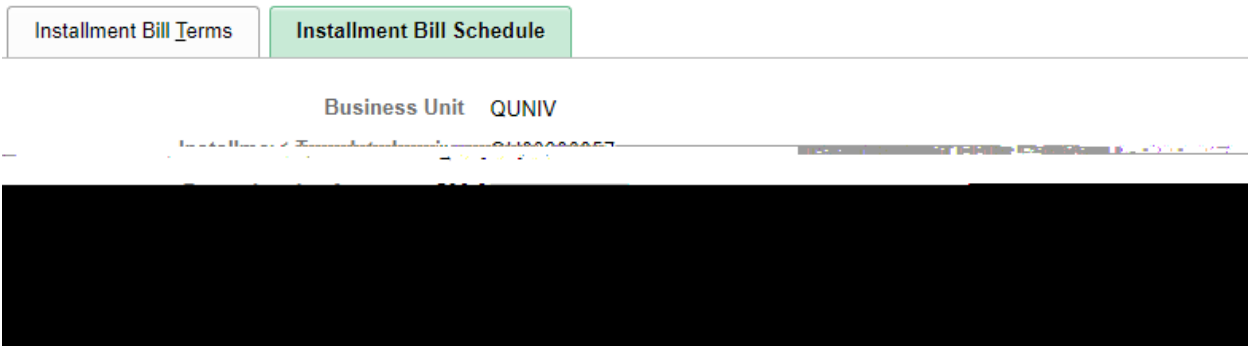
Click the 'Go To Recurring Bill Schedule' icon next to the Frequency field.

The screenshot shows the *Frequency field set to 'Installment'. To the right of the dropdown menu is a red circle containing an icon of a document with a magnifying glass, representing the 'Go To Recurring Bill Schedule' function.

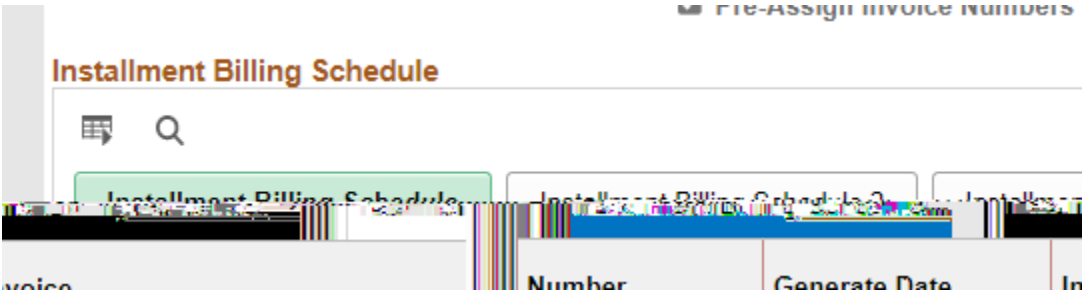
On the Installment Bill Terms tab select 'Custom Installment Plan' using the magnifying glass.

The screenshot shows the 'Installment Bill Terms' tab. A search bar at the bottom contains the text '*Installation Plan' and 'CUSTOM'. The search results show 'Custom Installment Plan' selected.

On the Installment Bill Schedule tab click the 'Pre-Assign Invoice Numbers' so you will know which invoices belong to you once generated.



From same tab enter the schedule to create your invoices in the Installment Billing Schedule (two tabs will be used in this section, Installment Billing Schedule, and Installment Billing Schedule 2).



On the Installment Billing Schedule tab, use the '+' sign to enter the amount of installment invoices to be generated.

- Enter the number of each installment under the 'Number' column (starting at '1')
- Enter date which you want the invoices to be generated in the system in the 'Generate Date' column
- Enter the amount of each installment under the 'Installment Amount' column

Installment Billing Schedule

Generate Date	Invoice Date	Amount	Next Date
1	2022/09/15	2,500.00	NEXT
2	2023/09/15	2,500.00	NEXT
3	2024/09/15	2,500.00	NEXT
4	2025/09/15	2,500.00	NEXT

[Return to Bill Entry](#)

Next click on the 'Installment Billing Schedule 2' tab

Notice that the installment bill numbers are already populated; enter the invoice date when you want the invoices to be generated under the 'Invoice Date' column (leave all other columns blank).

Invoice Number	Invoice Date	Amount	Next Date
1			
2			
3			
4			

Note that I entered the same dates that I used for the 'Generate Date' column in the Installment Billing Schedule tab.

Return to the 'Installment Billing Schedule' tab and click 'Save' in the bottom left corner.

The invoice numbers have now been generated.

Click the blue 'Return to Bill Entry' link to go back to the template.

Approval

The next step needs to be done by your Approver. You will leave the invoice in 'NEW' status, send an email to your approver to review and they will change the invoice to 'RDY' status for invoice generation.

Approver:

Set the status of the template to 'RDY'.