Queen's University

**PeopleSoft: Accounts Receivable
Recurring Invoices**

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Overview

By associating a recurring template with a predefined schedule, you control when and how often recurring bills are generated. The schedules automate and control the

Navigate to:
Menu > Billing > Maintain Bills > Standard Billing

Enter a new invoice which will be used/saved as the template for each invoice

On the 'Add a New Value' tab, enter the following information:

- Business Unit – will default to QUNIV; if not, select via the magnifying glass
- Invoice – leave as 'NEXT'
- Bill Type Identifier – select your appropriate department identifier (e.g., QU will be used unless your specific department is shown)
- Bill Source – select your appropriate department source ('ONLINE' for standard billing)
- Customer – select customer via the magnifying glass
- Invoice Date – enter current date
- Accounting Date – enter current date
- Click 'Add' button to enter a new invoice (invoice will be created in NEW status)

'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 the appropriate 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 chartfield security rules in PS)
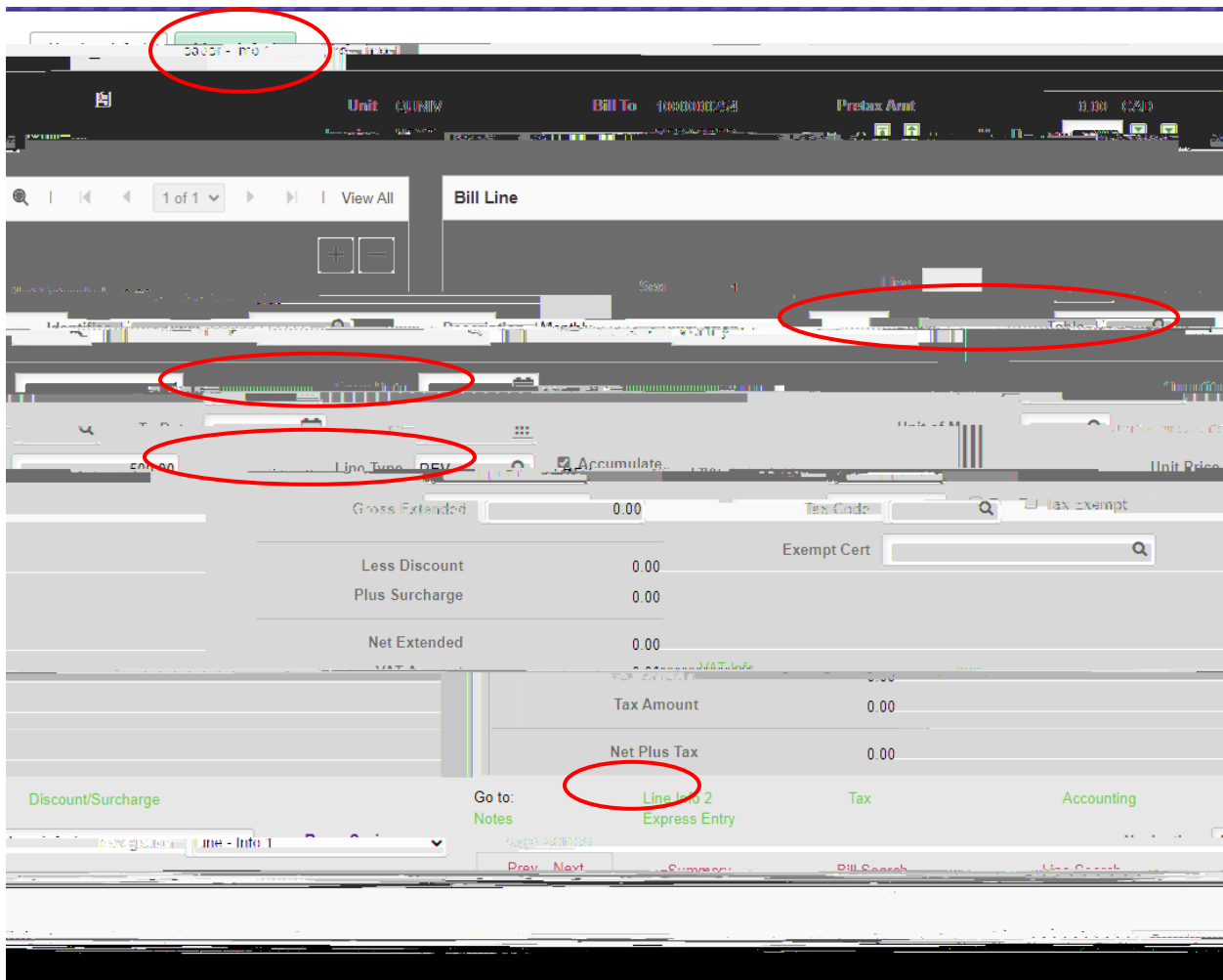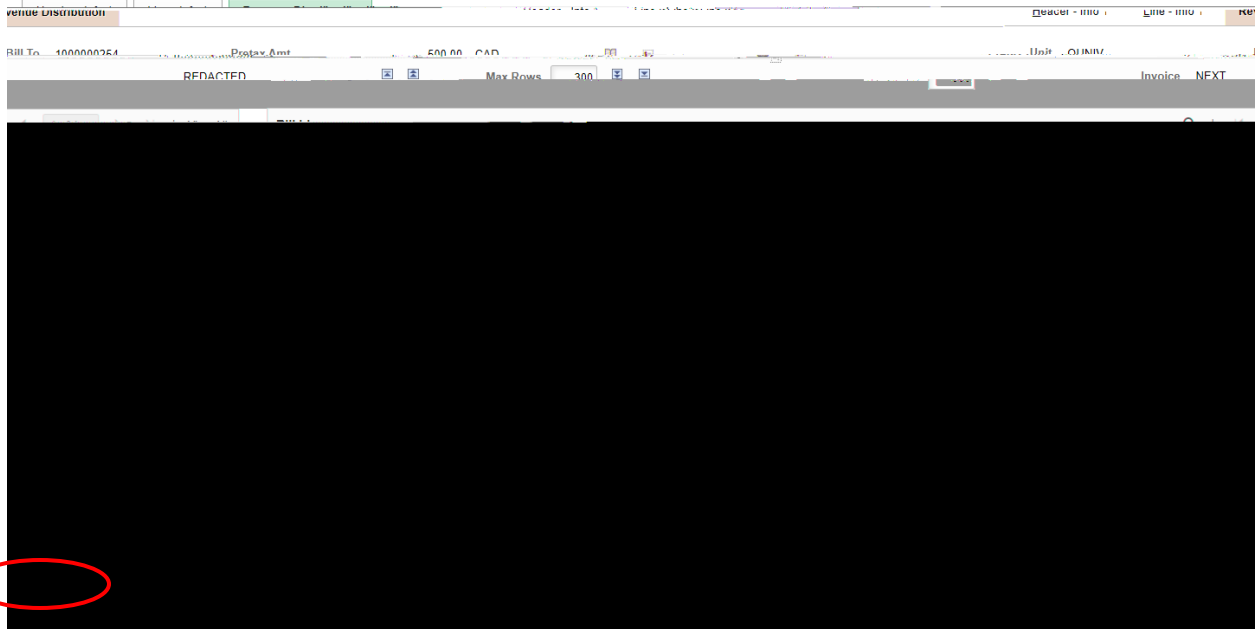
Click 'Save' on the bottom left-hand side

Enter Recurring Bill Schedule to Create Template

'Header – Info 1' tab
Update the following information:

- Frequency – Recurring
- Cycle ID – MTHLY (we're only using Mthly selection)
- When you receive the pop-up message shown below, click 'OK'

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

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

On the Recurring Bill Schedule page, generate the recurring bill schedule by entering the following information:

- Start Date – date you want schedule to start
- End Date – date you want to stop the recurring bill
- Pre-Assign Invoice Numbers checkbox (optional) – check if you want to reserve the invoice numbers upon saving this page; leave un-checked if you want the system to get the NEXT invoice number upon invoice generation.

- Generate Date - actual date of when the invoice will be generated. You can override this date.
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