



Example Scenario for Training Purposes Only

Note: The following training exercise is intended to provide “real-life” scenarios for use during instructor led training. Refer to the accompanying data sheet as necessary while performing the practice training exercises. Please note that the scenario and data provided are for example purposes only.

OVERVIEW

Purpose

The purpose of this document is to provide the necessary information to complete the classroom training exercises. In addition to the information provided below, you may also reference your training guide for additional information.

List of Activities

The following training exercises are part of the FIN304: Accounts Receivable and Billing course. Having created customers in PeopleSoft, we are now ready to begin the billing and invoicing processes.

The following training exercises are part of the FIN304: Accounts Receivable and Billing course:

- Activity 1: Manually Entering a Bill
- Activity 2: Generating and Distributing Invoices
- Activity 3: Making Adjustments to Invoices
- Activity 4: Enter, Apply, and Review Deposits

ACTIVITY 1: MANUALLY ENTERING A BILL

Through the completion of these activities, you will process and manually enter new bill information into the system so it is ready for invoice generation.

Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu >Billing > Maintain Bills > Standard Billing	
Select Add a New Value tab	
Business Unit	37000
Invoice	NEXT
Click Add	



Field	Value
The Header – Info 1 page displays	
Type	STD
Customer	0000001012
Accounting Date	<i>Use Today's Date</i>
Invoice Date	<i>Use Today's Date</i>
Frequency	Once
Select Header – AR Distributon from Navigation drop-down box	
Verify that the Code is AR	
Verify the Account is 135100	
Select Line – Info 1 tab	
Table	ID
Identifier	MISC-REV
Quantity	10
Unit Measure	EA
Unit Price	100
Click Accounting link	
Verify the Amount is 1000 and note the Account value is 5920000	
Bud Ref	FY2015
Fund	10000
Appropriation	44100
Department	3700000000
Click Header – Info 1 tab	
Change the Status to RDY	
Click Save	
<i>Write down the Invoice number to be used in Activity 2 and Activity 3</i>	
You have now completed this training exercise!	



ACTIVITY 2: GENERATING AND DISTRIBUTING INVOICES TRAINING EXERCISE

You need to generate and distribute an invoice. Your customer prefers their invoice sent by email in a PDF file. Use the data in the following table to generate and distribute an invoice, and review PDF file created to be sent to customer.

Field	Value
Navigation: Main Menu > Billing > Generate Invoice > Non-Consolidated > Single Action Invoice	
Select Add a New Value Tab	
Run Control ID	<Your Initials>_GEN_SINGLE_INV
Click Add	
The Single Action Invoice Run Control page displays	
Business Unit	37000
From Invoice	<i>Use the Invoice Number from Activity 1</i>
To Invoice	<i>Use the Invoice Number from Activity 1</i>
Click  (Bills to be Processed) to the right of the Run button	
Verify that the Status reflects value of RDY	
Click Return	
Click the Print Options Tab	
Print Invoice Sort By	Customer, Invoice
Email Invoice Options	Email Only
Select Single Action Invoice tab	
Click Run	
Process Scheduler Request page displays	
Select checkbox next to the Single Action Invoice process option	
Type	Web
Format	PDF
Click OK	
Select Process Monitor link	
Click Refresh until Run Status displays value of Success and Distribution Status is Posted	
Click Go Back to Single Action Invoice link	
Click Report Manger link	



Field	Value
Select Administration tab	
From the Report List , select the Print Portrait Invoices link	
Review the PDF Invoice (You may need to enable pop-ups to view the file)	
You have now completed this training exercise!	

ACTIVITY 3: ADJUSTING SELECTED BILL LINES TRAINING EXERCISE

A bill has been invoiced that contains no identified price. Therefore, the wrong amount has been billed to the customer. You need to create a net adjustment to correct the mistake. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines	
Business Unit	37000
Invoice	<i>Use the Invoice Number from Activity 1</i>
Click Search	
The Adjust Selected Bill Lines page displays	
Select Adjust Selected Lines in the Line Adjustment Parameters section	
Line Opt	Create Net Adjustment Only
Adjustment Reason Default	WRONG_AMT
Select the checkbox of the bill line under the Select Bill Lines section of the Line Details tab	
Click Save	
Record the new Invoice Number created in the Adjustment field	
Click Bill Line Info 1 link	
Unit Price	105



Field	Value
Navigate to Main Menu > Billing > Review Billing Information > Review Line History	
Business Unit	37000
Invoice	<i>Use the Invoice Number created after saving adjustment</i>
Click Search	
Select the Adjustment Line History tab. The original invoice and adjustment are displayed	
You have now completed this training exercise!	

ACTIVITY 4: ENTER, APPLY, AND REVIEW DEPOSIT

You have been notified of deposits entered for the day, and you need to enter the deposit, apply the payment, and review the accounting entries are accurate. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit	
Select Add a New Value tab	
Deposit Unit	37000
Deposit ID	NEXT
Click Add	
Deposits Totals page	
Accounting Date	<i>Use Today's Date</i>
Bank Code	US022
Bank Account	1000
Deposit Type	1
Control Total Amount	500
Count	1
Received Date	<i>Use Yesterday's date</i>
Entered Date	<i>Use Today's Date</i>



Field	Value
Select Payments tab	
Amount	500
Payment Method	Check
Payment ID	<i>Use your Initials</i>
Currency	USD
Accounting Date	<i>Use Today's Date</i>
Select Journal Directly checkbox	
Customer ID	000000001
Click Save and record the Deposit ID at top of page	
Click Apply Payment link	
Distribution Lines section is displayed	
Line Amount	-500
Bud Ref	FY2015
Fund	10000
Appropriation	44100
Account	5000000
Click Refresh	
Click  (Create) at top of page	
Offsetting Cash line is created	
Select the Complete checkbox	
Click Save	
Navigate to Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries	
Review Distribution Lines	
Click Save	
You have now completed this training exercise!	