North Dakota University System

Student Financials
Paperless Invoices for Non-Students and Prior year Students

Version 8.0
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Billing and Invoices

Overview

Business Purpose
While PeopleSoft billing process is not capable of separating out currently enrolled students and non-students/prior year students, a process to be developed. A new process was developed to create paperless invoices for currently enrolled students yet be able to produce paper invoices for Non-Students and Prior year students.

This new process has many benefits to campuses that are looking at doing away with paper invoices for students. Some advantages to going to paperless invoices are: campus expense will decrease, labor of handling less paper, and time efficient.
Objectives
After completing this section, you will be able to:
• Generate paperless billing for current students
• Generate paper invoices for non-students/prior year students

Process Flow

Begin with the Process
Place service indicator on current enrolled students
Run billing process to pick up non-students and prior year students
Generate invoices

Run process to Remove Service Indicators
Run billing process to pick up enrolled Students
Do not generate invoices. Send e-mail notification to view portal

Process Steps
• Run process to place SF6 (reason code ENRL) on current enrolled students
• Generate Bills for non-students and prior year students
• Generate and Print invoices for non-students and prior year students
• Run process to remove service indicator SF6 (reason code of ENRL)
• Generate Bills for currently enrolled students
• Do not generate invoices- send notification via e-mail to view account on self-service
Running Process to place SF6 Service Indicator (Reason code ENRL)

Process Steps
1. Navigate

Home > NDU Applications > NDU Student Financials > Process > NDU Place Billing Service Ind

A. Click Add a new value. (only the first time you run the process, then reuse) This will create a new run control to place the service indicator
B. Add your Institution
C. Add the department (dept. number that is on your SF6 service indicator)
   a. NOTE** This most likely would be your business office
D. Enter the term (current term) the students are enrolled
E. Service Indicator code (SF6)
F. Service Indicator reason (ENRL)
G. Click on button and hit button and make sure your server is set to PSNT. Hit refresh button until success
H. Click on the view trace log – see screen shot below
After clicking on the View Log/Trace hyperlink, click on the trace file hyperlink to review the number of students that have this service indicator—see screen shot below.
Generating Bills for non-students and prior year students

Process Steps
1. Navigate to the Billing Request Page.
A. Click **Add a new value**. The only time you would need to search for an old billing request ID is to verify the criteria entered while trouble shooting the process. This will rarely be necessary.

B. The **Business Unit** should default in from your operator preferences.

C. Select the **Bill by Option**. You need to choose:
   - A – Bill All Not Yet Billed
D. Click on the **Add** button.
2. Enter student selection criteria and due date calculation criteria.

A. Select the **Billing ID** - Select the ID of the billing standard request that you want to link to this billing request. This ties to the Billing Standard Request set up during configuration. It contains additional selection criteria that can be used repeatedly on billing standard requests. Currently the Billing Standard Requests configured in the system are designed to select all non-students and prior year students with billable charges.

B. Enter an **Invoice Date**. This will be used as the date of the invoice creation. The system can use this date, in conjunction with the Due Days field, to calculate a due date when charges that do not have a due date associated with them are included on the bill. The system automatically populates the field with the current system date, but you can override this date.

C. Set a default **Due Date** for all the charges included in the bill that do not already have a due date. This date will be set with consideration of when the charge was actually posted to the students account.
   - **Due Date** - Enter the specific due date that you want to assign to charges without a due date when you create the bill.
NDUS Training and Documentation

- *Due Days* - You can also set the default due date as a function of the date that you generate the bill. Enter the number of days that the system adds to the invoice date to determine a due date.
D. If you wish a different due date calculated depending on the term to which the charge applies, set a **Default Due Date For Term.** You can use the fields in this group box in conjunction with the fields in the Due Date/Days group box. For example, using the Due Date field in the Due Date/Days group box, you set a due date of 10/31/2000 for all charges included in the bill. However, let us suppose you want charges from a previous term to be due sooner. In this case, you can use the fields in the Item Due Info group box to establish a separate due date for charges in that specific term. The system assigns the default due date of 10/31/2000 to any charges falling outside that term.

- **Term** - Select the specific term with the charges to which you want to assign a due date.
- **Due Date** - Enter the specific due date that you want to assign to charges without a due date when you create the bill.
- **Due Days** - You can also set the default due date as a function of the date you generate the bill. Enter the number of due days the system adds to the invoice date to determine a due date.

*Note. The Due Date and Due Days fields are mutually exclusive. If you enter a value in both fields, the system will only keep the most recently added value once you refresh the page.*

3. Enter information regarding the type of invoice you wish to generate.
   A. Click the Billing Request 2 tab. The following page will be displayed.
B. **Bill Term** - Select for which term or terms you want to generate bills. There are three valid values for this field:

- *All Terms*: Select to bill students for all terms.
- *One Term*: Select to bill students for one specific term. If you select this option, you must select a term in the From Term field.
- *Term Range*: Select to bill students for a specific range of terms. If you select this option, you must select a term in the From Term and To fields.

C. Select the **Invoice Layout** to print invoices. This would typically be your non-student invoice.

D. **Output Format** should always be set to Other Bill (SQR).

E. In the Aid Term From and To this should not be used since the purpose is to bill non-students and prior year students.

F. Generate Invoice - If you select this option, the system generates and stores the bill, but does not print an invoice when you click the Generate Invoice button. This is the default option if you select the Bill All Not Yet Billed or Bill Range options when you access the component.

G. **Address Usage** - Specify the logic the system uses to select the address printed on the bills.

H. You will **not** specify an **Output File Directory** or a **Bill File** at this time.

I. **Override Address Info** (override address information) - This check box only affects the printing of invoices that the system already generated and is usually left unchecked. If you select this check box, the system ignores the address already
associated with the bills and selects addresses to print according to the order selected in the Address Usage field.

J. **Address not required** - Select to print invoices even if the process finds no address.

K. **Print Zero Bill** - If you select this check box, the system prints zero balance bills. The system only creates zero balance bills if you select Create Zero Bills in the Zero Bill Handling field on the General Selections page for the selected billing standard request.

L. **DO NOT** click **Generate Invoice**.

M. Click the ![Save](Image). A Billing Request Number will be generated and displayed on the top of the page. Make a note of this number, you will need it for the next step.
Run the Billing Request Process

Process Steps

1. **Navigate to do a Billing Request Process page.**

   Manage Student Financials > Bill Customers > Process > Billing Request

A. The first time this process is run a new Run Control ID will need to be created. Click on the **Add a New Value** link, enter the run control ID of INVOICE and click the **Add** button.

B. For future use of the Print Invoice program click the **Search** button to select the run control or just input the run control in the field.
2. Enter the Billing Request Criteria
   A. Enter your Business Unit.
   B. Enter the Billing Request ID Number generated in the previous step.
   C. All other fields on this page will be grayed out and should be left blank.

3. Initiate the Process
   A. Click on the Run button and the following page will be displayed.
B. Verify the Server Name is **PSNT**.

C. Click **OK**. You will be returned to the previous page.

4. To make sure your billing request was successfully processed, click on Process Monitor. The following page will appear.
A. To ensure the process ran successfully, you will want to confirm that the Run Status displays "Success."
B. If necessary, you can view additional information regarding the process by clicking on the Details link.
C. Then click the [Message Log] link.
D. This message just verifies that the full process has successfully run. If the process had not been run successfully you might have to restart the process and run it again.

**NOTE:** The fact that a Success message was generated does **not mean that the process had the expected results. It simply means that it executed all of its code without failing. You should always verify that the process had the expected results through inquiry panels in the application.**

E. Hit Return and you will be return to the previous page. Then hit Return again and you will be returned to the Process Scheduler page.

F. Finally, click on the Return to Billing Request and you will be returned to the run page where you started.

G. To verify that the process generated invoices, you can return to the Billing Request page under the use menu and select the same Billing request Number. The invoice number range should now display the invoice numbers generated by this process.
Print Invoices

Process Steps

1. Navigate to the Print Invoice Other page.
   Manage Student Financials>Bill Customers>Process>Print Invoice Other

   A. The first time this process is run a new Run Control ID will need to be created. Click on the Add a New Value link, enter the run control ID of INVOICE and click the Add button.

   B. For future use of the Print Invoice program click the Search button to select the run control or just input the run control in the field.

2. Input Student Invoice Other Parameters
A. Select one of the following Print By options to determine how you will select which invoice(s) to print. When you select the different options, various fields to the right will become active.

- **Customer ID** - Select to print an invoice for a single student. When you select this option, the ID and Invoice Number fields become available. For printing or reprinting an invoice for an individual student, this is the best option.
- **Invoice Date** - Select to print all student invoices with the same invoice date. When you select this option, the Invoice Date field becomes available.
- **Request #** (request number) - Select to print all invoices with a specific billing request number. This is most commonly used when printing invoices in Batch. When you select this option, the Billing Request Nbr field becomes available.
- **Invoice Range** - Select to print a range of invoices according to their invoice number. When you select this option, the Start and End fields become available.

B. **Business Unit** - Enter the Business Unit you wish to print invoices for.

C. Select the EmpID of the person for whom you want to print an invoice.

D. Select the **Billing Request Number** for which you want to print invoices. When you select a request number, the printing parameters from the associated billing request populate into the respective fields on this page.

E. Select the **Invoice Date** of the invoices that you want to print.

F. Select the specific **Invoice Number** that you want to print. Select an ID first to limit the valid invoice ID values to those of the student for whom you want to print an invoice.
Note that when you select the Invoice Range option in the Print By group box, the label for this field changes from Invoice Number to Start.

G. Enter the invoice ID at the beginning of the invoice range in the Start field.
H. Enter the invoice ID at the end of the invoice range in the End field.

**NOTE:** The following fields are populated by default with the values set in the billing request if the run control ID that you use to print is the same as the one you use to process the billing request. They also are populated by default with the values set in the billing request if you select Request # in the Print By group box and specify a billing request number.

I. Select the Invoice Layout to format the printed invoices. This is an optional field, since the Invoice Layout was specified on the Billing Request.
J. If you select the Print By option of Invoice Range or Invoice Date, and the invoices included use different invoice layouts, you receive a warning message when you run the process that reads “Bills may be printed with different layouts.” If you select the Override Bill Request Layout check box, you do not receive the warning message. Instead, the system uses the layout selected in the Invoice Layout field for all invoices for the specified invoice range or date.
K. **Address Usage** - Specify the logic that the system uses to select the address printed on the bills. This is an optional field, since the Invoice Layout was specified on the Billing Request.
L. If you select the Override Address Info check box, the process ignores the address already associated with the bills and selects addresses to print according to the order selected in the Address Usage field.
M. If you select the Address Not Required check box, the system prints bills even if the process finds no address.
N. Select the Use Email Address check box if you send invoices by email. This field will not be used at this time.
O. Select the Print Zero Bill check box to print zero balance bills. Typically this should be checked.

**Initiate the Process**
A. Click on the Run button and the following page will be displayed.

B. Verify the Server Name is PSNT.
C. Set the Type to Web.
D. Set the Format to PDF.
E. Click OK. You will be returned to the previous page.
4. View the Report
   A. Click on the Report Manager link and the following page will be displayed.

   ![Report List](image)

   B. This page will display the reports generated. The top line will be the report you just initiated.
   C. The Status field will display Posted when the report is ready to be viewed. Click on the **Refresh** button until this status is displayed.
   D. Once the status goes to Posted a View link will be displayed. Click on this link and the following page will be displayed.

<table>
<thead>
<tr>
<th>Instance</th>
<th>Type</th>
<th>Report Description</th>
<th>Request Date/Time</th>
<th>Format</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>44878</td>
<td>SFBILLIV</td>
<td>Print Non-Jetforms Invoice</td>
<td>8/8/2004 2:48:02PM</td>
<td>Acrobat (.pdf)</td>
<td>Posted</td>
<td>Details View</td>
</tr>
</tbody>
</table>

   **Print Non-Jetforms Invoice**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trace File</td>
<td>205 bytes</td>
<td>Wed Jun 09 14:49:17 2004</td>
</tr>
<tr>
<td>SFBILLIV_44878.PDF</td>
<td>2649 bytes</td>
<td>Wed Jun 09 14:49:30 2004</td>
</tr>
</tbody>
</table>
E. Your report will be the file with the PDF extension. Click on this link and the following will be displayed.

F. Send the invoices to the printer by clicking the icon.

Removing of Service Indicators for currently enrolled students

*Process Steps*

**Navigate to:**

Home > NDU Applications > NDU Student Financials > Process > NDU Remove SF Service Ind

A. Click **Add a new value**. (First time only when running the process- then reuse) This will create a new run control to remove the service indicator

B. Add your Institution
C. Add the department (dept. number that is on your SF6 service indicator)
    NOTE** This most likely would be your business office
D. Enter the term (current term) the students are enrolled
E. Service Indicator code (SF6)
F. Service Indicator reason (ENRL)

G. Click on **Save** button and hit **Run** button and make sure your server is set to PSNT. Hit refresh button until success

NOTE** This process will release all service indicators that the operator has security to release, this also includes the reason code. This process could release any service indicator that had been placed on students, even if its placed on manually. **IMPORTANT** be very careful when choosing your service indicator and reason codes. Again, you will only be able to perform this process if you have security to release the service indicator and reason code(s) and you the operator had originally placed the service indicator. The program matches up with operator ID.
H.. Once the process goes to success, you need to click the view log trace hyperlink and then the trace file hyperlink to see the output for this program.

PLEASE NOTE** make sure the number of students that the service indicator placed equals the total number of service indicators released.

Processing Billing for Current Enrolled Students

Process Steps

1. Last step is to process a billing standard request for all students not yet billed. This will pick up all currently enrolled students.
2. After you have generated the billing request ID, you will need to process the billing request ID
3. You DO NOT need to process “Print Invoice Other”. Instead to take its place, you may want to contact your currently enrolled students via e-mail instructing them to look on self-service at their account.