

# Create a VPA (only) Express Bill

**Purpose:** Use this document as a reference for creating VPA express bills in ctcLink. *It is not to be used for non-VPA express bills.*

**Audience:** Billing/AR Specialists

 You must have at least one of these local college managed security roles:

- ZD Billing Inquiry
- ZZ Billing Entry
- ZZ\_AWE\_BI\_APPR\_060
- ZZ\_AWE\_BI\_APPR\_060\_HI
- ZZ\_AWE\_BI\_APPR\_062
- ZZ\_AWE\_BI\_APPR\_063
- ZZ\_AWE\_BI\_AAPR\_064
- ZZ\_AW\_BI\_INV

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

This guide will walk you through how to create a **VPA Express Bill for billing the State Treasurer**. Crucial additional guidance is available in SBCTC's Accounting guide cLam (ctcLink Accounting Manual) for VPA processes.

Please see the [Accounting and Business Services](#) web page for more information on [State Reimbursement Processes \(VPA\)](#) and also [QRG 9.2 Processing Payroll Vouchers](#).

## Create a VPA (only) Express Bill

**Navigation:** Billing> Maintain Bills> Express Billing

1. The **Express Bill Entry** search page displays.
2. Select the **Add a New Value** tab. Enter field values:
  - a. **Business Unit**.
  - b. **Bill Type Identifier** = "VPA".
  - c. **Bill Source** = "ONLBILLING".

- d. **Customer** = "001000762", for State Reimbursement OST.
- e. **Invoice Date**.
- f. **Accounting Date**.

3. Select the **Add** button.

The screenshot shows the 'Express Bill Entry' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are several input fields, each with a search icon to its right. The fields and their values are: '\*Business Unit' with 'WA030', '\*Invoice' with 'NEXT', 'Bill Type Identifier' with 'VPA', 'Bill Source' with 'ONLBILLING', 'Customer' with '001000762', 'Invoice Date' with '10/31/2023', and 'Accounting Date' with '10/31/2023'. A blue 'Add' button is located at the bottom left of the form. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

4. The **Billing General** page displays.

5. Follow the steps if you have *Billing Charge Codes* set up for your college (Please see step 13 if you do not have Billing Charge Codes set up);

- a. Select **Table** = "ID", for Billing/Charge ID.
- b. Select **Identifier**. NOTE: this should start with "VPA" because you are creating a VPA bill.
- c. Optional to add a **Description**.
- d. Enter **Quantity**.
- e. Enter **Unit Price**.

6. Select the **Save** button to generate the Invoice number.

7. Select **AR Account** link under the AR Account column.

**Billing General**

Unit WA240 Invoice VPA-000002406  Pretax Amt 15,000.00 USD

Bill Status NEW Invoice Date 10/31/2023  
 \*Bill Type VPA Bill Source ONLBLING  
 Cycle ID ON-DEMAND \*Frequency Once  
 \*Invoice Form XMLPUB

Customer Information  
 Payment Information  
 Header Detail

Lines to Add 5 Max Rows 20

**Bill Lines**

Charge Details	Net Amount	Line Information	Shipment	Project/Contract	AR Account						
Sel	Seq	Line	Identifier Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account
<input type="checkbox"/>	1		10/31/2023	ID	VPA-001	001 VPA Payroll Reim	1.0000	EA	10,000.00	10,000.00	AR Account
<input type="checkbox"/>	2		10/31/2023	ID	VPA-001	001 VPA Payroll Reim	1.0000	EA	5,000.00	5,000.00	AR Account

Go to: Summary Copy Address Standard Entry Header Notes Bill Search Accounting Distributions Line Search Attachments

Navigation Billing General Page Series Prev Next

Save Notify Refresh Add Update/Display

8. Follow the steps if you do not have *Billing Charge Codes* set up for each VPA Bill Line(s);
  - a. Enter in a **Description**.
  - b. Enter **Quantity**.
  - c. UOM = **EA** for Each.
  - d. Enter **Unit Price**.
9. Select **Save** to generate the Invoice number.
10. Select **AR Account** link under the AR Account column to navigate to add the Accounting Distribution(s).

 For more information and setup on Billing Charge Codes, please refer to the QRG [Creating a Bill Charge Code](#).

**Billing General**

Unit WA030 Invoice VPA-0000002405 Pretax Amt 15,000.00 USD

Bill Status NEW  
 \*Bill Type VPA  
 Cycle ID ON-DEMAND  
 \*Invoice Form XMLPUB

Invoice Date 10/31/2023  
 Bill Source ONBILLING  
 \*Frequency Once

Customer Information  
 Payment Information  
 Header Detail

Lines to Add 5 Max Rows 20

**Bill Lines**

Charge Details	Net Amount	Line Information	Shipping	Project/Contract							
Sel	Seq	Line	Identifier Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account
<input type="checkbox"/>	1		10/31/2023			001-VPA PY10.15.20:	1.0000	EA	10,000.00	10,000.00	AR Account
<input type="checkbox"/>	2		10/31/2023			08A-VPA PY10.15.20:	1.0000	EA	5,000.00	5,000.00	AR Account

Go to: Summary Copy Address Standard Entry Header Notes Bill Search Accounting Distributions Line Search Attachments

Navigation Billing General Page Series Prev Next

Save Notify Refresh Add Update/Display

11. The **Accounting Distributions** tab displays. For EACH available Bill Line enter in the **AR Offset** and **Revenue Distributions**.
12. Enter the **AR Offset Distribution** Chartfield value:
  - If available, select **"VPA"** from the **Code** lookup glass. Verify if CORRECT Account = **"1010200"** = Due form State Allocation.
  - If not available, enter in the Account **"1010200"** = Due from State Allocation. This is very important, if you do not select this, the AR Distribution will default to an incorrect AR Control Account 1010100.
13. Enter the **Revenue Distribution** Chartfield values:
  - If available, select **"VPA"** from the **Code** lookup glass. Verify if the CORRECT Chartstring.
  - If not available, enter the following values:
    - a. \*\*Account = **4100010** matches Fund 790
    - b. Local College Oper Unit = **7XXX**.
    - c. Fund = **790**.
    - d. Department = **98499**.
    - e. Class = **285**.
    - f. State Purpose = **N**.
14. Select **Save**.
15. Select the **Billing General** tab.



\*\*The Revenue Account should be the revenue for the specific VPA. i.e. **Fund 790 matches account "4100010" which identifies the State Fund as "001"**.

The **Revenue Distribution** coding should not be changed. All **VPA Express Bills** will be to designated operating unit, Fund **"790"**, Department **"98499"**, Class **"285"**, and State purpose **"N"**.

Optional to add details such as a **Bill Line Description**, or use the navigation drop down menu to add a **Bill Line Note** and/or **Header Note**.

The screenshot shows the 'Accounting Distributions' tab. At the top, it displays 'Unit WA030', 'Bill To 001000752', and 'Pretax Amt 15,000.00 USD'. Below this is the 'Bill Line' section with 'Seq 1' and 'Net Extended 10,000.00'. The 'AR Distribution' section is expanded, showing 'Use Line for Distribution' and 'AR Offset'. The 'Revenue Distribution' section is also expanded, showing 'BI Creates GL Acct Entries' and a table with the following data:

Code	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Project	Pro
4100010	7030	790	98499	285	N				

At the bottom of the interface, there are navigation buttons: 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

16. The **Billing General** tab displays. Select the **Pro Forma icon** to review the draft invoice prior finalizing the invoice.
17. The **Pro Forma** or draft invoice displays.
18. Change **Bill Status** to "RDY" to be finalized into an Invoice or "PND" to submit for Approval.
19. Select **Save**.

**!** Review the Pro Forma details and if changes are needed, change the Bill Status back to "NEW". Only invoices in "RDY" status will be marked to be finalized.

**Billing General**

Unit WA030 Invoice VPA-000002405 Pretax Amt 15,000.00 USD 

Bill Status **RDY**  Invoice Date 10/31/2023

\*Bill Type VPA  Bill Source ONLBILLING

Cycle ID ON-DEMAND  \*Frequency Once

\*Invoice Form XMLPUB

**Customer Information**

Payment Information

Header Detail

Lines to Add 5 + -  Max Rows 20

**Bill Lines**

Charge Details | Net Amount | Line Information | Shipment | Project/Contract |

Sel	Seq	Line	Identifier Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Rever Acco
<input type="checkbox"/>	1		10/31/2023 <input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	001-VPA PY10.15.2023	1.0000	EA <input type="text" value="Q"/>	10,000.000	10,000.00	1010200	41000
<input type="checkbox"/>	2		10/31/2023 <input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	08A-VPA PY10.15.2023	1.0000	EA <input type="text" value="Q"/>	5,000.000	5,000.00	1010200	41000

Go to: Summary | Copy Address Standard Entry | Header Notes Bill Search | Accounting Distributions Line Search | Attachments

Navigation Billing General  Page Series

Save | Return to Search | Notify | Refresh | Add | Update/Display

 Notice the optional features within the Billing Module to help identify your invoices: **Bill Line Description, Line Note and Header Note.**

	<b>PRO FORMA</b>	Invoice No: VPA-000002405				
	Invoice Date: 10/31/23	Page: 1 of 1				
	<b>Remit To:</b> OLYMPIC COLLEGE Attn to: ACCOUNTS RECEIVABLE 1600 CHESTER AVE BREMERTON, WA. 98337					
<b>Customer Number:</b> 001000762 <b>Payment Terms:</b> Immediate <b>Due Date:</b> 10/31/23						
<b>Bill To:</b> State Reimbursement OST Cindy Doughty Legislative Building PO Box 40200 Olympia WA 98504-0200 United States						
<b>AMOUNT DUE:</b>		<b>15,000.00 USD</b>				
Immediate						
<b>Amount Remitted</b>						
For billing questions, please call 360-475-7140						
Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		001-VPA PY10.15.2023 790--285-98499-4100010-- <i>* Optional to enter LINE NOTE * Billing Line 1: 001 VPA Billing Oct 2023</i>	1.00	EA	10,000.00	10,000.00
2		08A-VPA PY10.15.203 790--285-98499-4100020-- <i>* Optional to enter LINE NOTE * Billing Line 2: 08A VPA Billing Oct 2023</i>	1.00	EA	5,000.00	5,000.00
<b>Subtotal:</b>						15,000.00
<b>Amount Due:</b>						<b>15,000.00</b>
<i>* Optional to enter HEADER NOTES * VPA Billing Oct 2023</i>						

20. You are now ready to finalize this bill. Please refer to the QRG [Finalize Bills via Single Action Invoice w/ Commitment Control](#).
21. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video. - *coming soon!*

## Video Tutorial Via Panopto

View the external link to [Create a VPA \(only\) Express Bill](#). This link will open in a new tab/window. - *coming soon!*