

9.2 Running Start Billing & Payment Process in Finance

Purpose: Use this document as a reference how to bill and receive payments for the Running Start Program in ctcLink. Please also refer to your local college's business practice decisions.

Audience: Finance Staff.


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

- 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_APPR_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.

Running Start Billing & Payment Process in Finance

Create a Standard Bill

 Standard Bills are easily copied for invoices that are same in format but vary in customer name and amounts.

Navigation: Billing > Maintain Bills > Standard Billing

1. Select the **Add a New Value** tab
2. On the Bill Entry page, enter the following criteria:
 - **Business Unit.**
 - Keep Invoice field as **NEXT.**

- Bill Type Identifier = **MSC**.
- Bill Source = **ONLBILLING**.
- **Customer ID**.
- **Invoice Date**.
- **Accounting Date** (in an open month).

3. Select **Add**.

Bill Entry

[Find an Existing Value](#)
[Add a New Value](#)

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

Add

[Find an Existing Value](#) | [Add a New Value](#)

4. The **Header - Info 1** page displays.

5. Select the **Line - Info 1** tab.

💡 By entering the initial criteria on the **Add a New Value** page, fields auto-fill with the information. Update or edit as needed.

Header - Info 1

Line - Info 1

Unit WA040 Invoice NEXT Pretax Amt 0.00 USD

Status NEW
*Type MSC
*Customer RS1000012
*Invoice Form XMLPUB
Accounting Date 07/25/2023
Remit To 040IB
Sales SALES
Credit CRAN
Billing Specialist BISPEC

▼ View Activity

Invoice Date 07/25/2023
Source ONLBILLING
SubCust1
From Date
Pay Terms IMMED
Bank Account CHCK
Bill Inquiry Phone 360-416-7801
Collector GENERIC
Billing Authority BISPEC

Cycle ID ON-DEMAND
*Frequency Once
SubCust2
To Date
Pay Method Check

Go to: Notes
Header Info 2 Express Entry
Address
Billing Specialist
Copy Address Attachments

Summary Bill Search Line Search

Navigation Header - Info 1

Page Series Prev Next

Save Notify Refresh

Add Update/Display

Header - Info 1 | Line - Info 1

6. The **Line - Info 1** page displays.
7. In the **Bill Line** area, enter the criteria:
 - In the **Table** field, enter **ID** for '**PS/Billing Charge ID**'.
 - Add a meaningful description, i.e. **ACAD AATFE**.
 - Optional to enter the **From Date** and **To Date**.
 - Add the **Quantity**, i.e. number of Non-Vocational FTEs.
 - Enter **EA** for **Each** for Unit of Measure.
 - Enter the **Unit Price** for Non-Vocational FTEs [Taken from the OSPI Website].
8. Select **Save**.

i Instead of using the functionality to calculate totals, it is optional to enter in Quantity of '1', Unit of Measure 'EA', and enter in a 'Total Amount' in the Unit Price and Gross Extended.

My Homepage - WorkCenters **Standard Billing**

Header - Info 1 **Line - Info 1**

Unit WA220 Bill To RS1000706 Pretax Amt 0.00 USD
 Invoice NEXT Tacoma School District Max Rows 20

Bill Line 1 of 1 View All

Identifier Look Up Date 05/15/2021

Seq 1 Line Net Extended 0.00
 Table ID Identifier Description ACAD AATFE

Quantity 11.600 From Date 5/1/2021 To Date 5/31/2021
 Unit of Measure aa Line Type REV Accumulate
 Unit Price 896.900 Tax Code Exempt Cert
 Gross Extended 0.00

Less Discount 0.00 Plus Surcharge 0.00
 Net Extended 0.00 VAT Amount 0.00 Tax Amount 0.00
 Net Plus Tax 0.00

Go to: Notes Line Info 2 Tax Accounting Discount/Surcharge Express Entry
 Summary Bill Search Line Search Navigation Line - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 Line - Info 1

9. Select the **plus icon** to add another line (if applicable to add a bill line item for Vocational FTEs).

! Upon saving the page, the invoice or bill number has been created and the total amount updated. It is optional to use Quantity of 1 and add the total dollar amount instead of using PeopleSoft to calculate the totals.

My Homepage - WorkCenters Standard Billing

Header - Info 1 Line - Info 1

Unit WA220 Bill To RS1000706 Pretax Amt 10,475.79 USD
 Invoice MSC-000005202 Tacoma School District Max Rows 20

Bill Line

Identifier Look Up Date 06/15/2021

Seq 1 Line Net Extended 10,475.79
 Table ID Identifier Description ACAD AATFE

Quantity 11.6800 From Date 05/01/2021
 Unit of Measure EA To Date 05/31/2021
 Unit Price 896.9000 Line Type REV Accumulate
 Gross Extended 10,475.79 Tax Code Tax Exempt
 Exempt Cert

Less Discount 0.00
 Plus Surcharge 0.00
 Net Extended 10,475.79
 VAT Amount 0.00
 Tax Amount 0.00
 Net Plus Tax 10,475.79

Go to: Notes Line Info 2 Tax Accounting Discount/Surcharge
 Express Entry

Summary Bill Search Line Search Navigation Line - Info 1 Page Series
 Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 Line - Info 1

10. Bill Line 2 displays.

11. In the **Bill Line** area, enter the criteria:

- In the **Table** field, enter **ID** for '**PS/Billing Charge ID**'.
- Add a meaningful description, i.e. **VOC AATFE**.
- Optional to enter the **From Date** and **To Date**.
- Add the **Quantity**, i.e. number of Vocational FTEs.
- Enter **EA** for **Each** for Unit of Measure.
- Enter the **Unit Price** for Vocational FTEs [Taken from the OSPI Website].

12. Select **Save**.

i Instead of using the functionality to calculate totals, it is optional to enter in Quantity of '1', Unit of Measure 'EA', and enter in a 'Total Amount' in the Unit Price and Gross Extended.

Header - Info 1 | Line - Info 1

Unit WA220 Bill To RS1000706 Pretax Amt 10,475.79 USD
 Invoice MSC-0000005202 Tacoma School District Max Rows 20

Bill Line 2 of 2 | View All

Identifier Look Up Date 06/15/2021

Seq 2 Line
 Table ID Identifier

Net Extended 0.00
 Description VOC AATFE

Quantity 0.6600
 Unit of Measure EA
 Unit Price 998.7100
 Gross Extended 0.00

From Date 5/1/2021
 To Date 5/31/2021
 Line Type REV
 Tax Code
 Exempt Cert

☒ Accumulate
☐ Tax Exempt

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	0.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	0.00

Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge

Summary Bill Search Line Search Navigation Line - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

13. Select the **Accounting** hyperlink.

! Bill Line Sequence 2 updates the line amount and the total bill amount.

Header - Info 1 | Line - Info 1

Unit WA220 Bill To RS1000706 Pretax Amt 11,134.94 USD
 Invoice MSC-0000005202 Tacoma School District Max Rows 20

Bill Line 2 of 2 | View All

Identifier Look Up Date 06/15/2021

Seq 2 Line
 Table ID Identifier

Net Extended 659.15
 Description VOC AATFE

Quantity 0.6600
 Unit of Measure EA
 Unit Price 998.7100
 Gross Extended 659.15

From Date 05/01/2021
 To Date 05/31/2021
 Line Type REV
 Tax Code
 Exempt Cert

☒ Accumulate
☐ Tax Exempt

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	659.15
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	659.15

Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge

Summary Bill Search Line Search Navigation Line - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

14. The **Revenue Distribution** page displays.
15. Select the **View All** hyperlink (if you have 2 bill lines).
16. In the **Bill Line Distribution - Revenue** section, enter the either the Bill **Code** or the appropriate ChartString for each Bill Line.

Unit: WA220 Bill To: RS1000706 Pretax Amt: 11,134.54 USD

Invoice: MSC-0000005202 Tacoma School District Max Rows: 20

Bill Line: Seq 2 Line Identifier Net Extended 659.15 Description VOC AATFE

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Accounting Information: Code, Account, Oper Unit, Fund, Approp, Dept, Class, State Purpose, Project, Program, Subsidiary, Affiliate

💡 It is optional to use the Code or Revenue Dist Code/Speed Type field to auto-fill with the correct RS Revenue ChartString. This requires configuration or setup of a "Revenue Dist Code" for your college.

Look Up Code

SetID: WA220

Revenue Dist Code: begins with 220-RN

Search Results:

Revenue Dist Code	Effective Date	Description
220-RN	07/01/2019	Running Start

17. Enter the Accounting Information criteria for each Bill Line:
 - **GL Account = 4021067** for Running Start Revenue.
 - **Oper Unit.**
 - **Fund.**
 - **Dept.**
 - **Class.**
 - **State Purpose.**

18. Select **Save**.
19. Select the **Navigation** drop-down menu to select **Header Note**.

Unit: WA220 Bill To: RS1000706 Pretax Amt: 11,134.94 USD
 Invoice: MSC-0000065292 Tacoma School District Max Rows: 20

Bill Line: Seq 1 Line Identifier: Net Extended: 10,475.79 Description: ACAD AATFE

Bill Line Distribution - Revenue

Code	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Project	Program	Subsidiary	Affiliate
	4021067	7220	146		36113	111	N				

Percent: 100.00 Amount: 10,475.79 Gross Extended: 10,475.79

Seq 2 Line Identifier: Net Extended: 659.15 Description: VOC AATFE

Bill Line Distribution - Revenue

Code	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Project	Program	Subsidiary	Affiliate
	4021067	7220	146		36113	111	N				

Percent: 100.00 Amount: 659.15 Gross Extended: 659.15

Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge

Navigation: Header - Note Page Series: Prev Next

Save Notify Refresh Add Update/Display



Note: The **AR Header Distribution** defaults to AR Control GL Account **1010100**. Check with your local college business practices to confirm account coding. Use the Navigation drop-down arrow to navigate to review accounting information.

20. The **Header - Note** page displays.
21. Optional to enter a customized Bill Header Note in the **Note Text** field.
22. Select **Save**.
23. Select the **Pro Forma icon** to review the Draft Invoice.

Header - Info 1

Line - Info 1

Header - Note

Unit WA220 Bill To RS1000706 Pretax Amt 11,134.94 USD
Invoice MSC-0000005202 Tacoma School District

Customer Notes

Bill Header Notes

☐ Standard Note Flag
Std Note

☐ Internal Only Flag
Note Type

Note Text:

May 2021 Running Start Billing

224 characters remaining

Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments
Summary Bill Search Line Search Navigation Header - Note
Page Series Prev Next
Save Notify Refresh Add Update/Display
header - Info 1 | Line - Info 1 | Header - Note

24. The **Pro Forma** or draft invoice displays. Review the amounts, totals, and make any necessary changes.
25. Close the pdf.

PRO FORMA

Invoice No: MSC-0000005202
Invoice Date: 6/15/21
Page: 1 of 1

Remit To:
Tacoma Community College
Attn to: Accounts Receivable
6501 S. 19th ST
Financial Services Bldg #14
Tacoma, WA 98466

Customer Number: RS1000706
Payment Terms: Net 30
Due Date: 7/15/21

Bill To:
Tacoma School District
Attn Accounts Payable
PO Box 1357
Tacoma WA 98401-1357
United States

AMOUNT DUE: 11,134.94 USD

Net 30

Amount Remitted

For billing questions, please call 253-566-6075

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1		ACAD AATFE 146--111-36113-4021060--	11.68	EA	896.90	10,475.79
2		VOC AATFE 146--111-36113-4021060--	0.66	EA	998.71	659.15
Subtotal:						11,134.94
Amount Due:						11,134.94

May 2021 Running Start Billing

26. Return to the Header - Info 1 main page.

27. In the Status field, enter RDY or use the look up tool to change the Bill Status from **NEW** to **RDY** if 'Ready to Invoice' or **PND** for 'Pending Approval' to submit for Approval.

💡 Make a note of your invoice number or press **Ctrl+C** to copy.

Header - Info 1 | Line - Info 1

Unit WA220 Invoice MSC-000005202

Status NEW

*Type MSC

*Customer RS1000706

*Invoice Form Tacoma School District XMLPUB

Accounting Date 06/15/2021

Remit To KYBNK

Sales SALES

Credit CRAN

Billing Specialist BISPEC

Go to: Notes Header Info 2 Express Entry Address

Summary Bill Search Line Search

Save Notify Refresh

Header - Info 1 | Line - Info 1

Look Up Status

Select one of the following values:

CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMP	Temporary Bill
TMR	Temporary Ready Bill

Cancel

Generate Invoice

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

- ZZ Billing Entry
- ZZ Grant Processing

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

Navigation: Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

[SEE QRG [9.2 Single Action Invoice Processes](#)]

1. The **Single Action Invoice** run control page displays.
2. If this is your first time running the Single Action, create a new **Run Control ID**. If not, you will be prompted to update it or maybe change the name.

3. Select **Add**.
4. The **Single Action Invoice** page displays.
5. Select the following criteria:
 - a. **Invoice Date** as Processing Date.
 - b. Posting Action of **Batch Standard**.
 - c. Range Selection as **Invoice ID**.
 - d. Select or lookup your **Business Unit**.
 - e. Paste or enter in the **invoice number(s)**.
6. Select the **Print Options** tab to review options.

The screenshot shows the 'Single Action Invoice' application window. The 'Print Options' tab is selected. The 'Selection Parameters' section is visible, showing the following settings:

- Run Control ID:** SINGLE_ACTION
- Language:** English
- Specified Language:** Selected
- Recipient's Language:** Not selected
- Seq Nbr:** 1
- Invoice Date Option:** Processing Date (selected), User Defined
- Posting Action:** Do Not Post, Batch Standard (selected)
- Range Selection:** All, Bill Cycle, Date Bill Added, Range ID, Public Voucher Number, Invoice ID (selected), Cust ID, Bill Type, Bill Source
- Business Unit:** WA220
- From Invoice:** MSC-00005202
- To Invoice:** MSC-00005202

Buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.

7. The **Print Options** page displays.
8. Select Summarization Options to **Print Both Summarized & Detail**.
9. Select **Save**.
10. Select the **Single Action Invoice** tab.



Once the Single Action Invoice and Print Options have been saved, the system will remember your preferences.

Single Action Invoice | **Print Options**

Selection Parameters 1 of 1 [View All](#)

Seq Nbr 1 + -

Print Invoice Sort By

☒ Country, Postal

☐ Customer, Invoice

☐ Bus Unit, Invoice

Summarization Options

For Invoices associated with Summarization Template:

☐ Print Detail

☐ Print Summarized

☒ **Print Both Summarized & Detail**

*EDI Invoice Options EDI Only

*Email Notification Options Email Only

*Email Invoice Options Email Only

*Federal Highway File Options File Only

*Elec Invoice File Options Xml Only

Currency Shown on GL Report Transaction Currency

☒ Print Only Unprinted Invoices


☒ Print Listing

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)

Single Action Invoice | Print Options

11. Back on the Single Action Invoice main page, optional to view the 'Bills To Be Processed' by selecting the **folder icon**.
12. Close out the window by selecting **Return**.
13. Select **Run**.

Single Action Invoice | Print Options

Run Control ID SINGLE_ACTION Report Manager Process Monitor **Run** 

Language English Specified Language Recipient's Language

Selection Parameters

Seq Nbr

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☐ Do Not Post

Range Selection

☐ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher

Bills To Be Processed

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
WA220	MSC-0000005202	RDY	RS1000706	XMLPUB	X	Print Copy

Return

Single Action Invoice | Print Options

14. The **Process Scheduler Request** page displays.

15. Select the box for **Single Action w/ Comm Cntl**.

The screenshot shows a window titled "Single Action Invoice" with a sub-header "Process Scheduler Request". It includes fields for "User ID" (CTC_KEBERT), "Run Control ID" (SINGLE_ACTION_INV), "Server Name", "Run Date" (09/12/2022), "Recurrence", "Run Time" (7:12:37AM), and "Time Zone". Below these is a "Process List" table with columns: Select, Description, Process Name, Process Type, -Type, -Format, and Distribution. The row "Single Action w/ Comm Cntl" with Process Name "BIJOB03K" is selected, indicated by a red box around the checkbox. At the bottom are "OK" and "Cancel" buttons.

Select	Description	Process Name	Process Type	-Type	-Format	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC00	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Single Action Invoice	BIJOB03	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Single Action w/ Comm Cntl	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Finalization, Currency Conv	BIJOB41	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action w/ Finalization	BIJOB42	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Comm. Cntl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

16. The Process Scheduler Request window disappears. Select the **Process Monitor** hyperlink.

17. The **Process Monitor** page displays.

18. Refresh the page until the Process Name **BIJOB03K** runs to **Success** and is **Posted**.

19. Select the **Report Manager** hyperlink.

💡 Select the **BIJOB03K** link to view the progress of the invoice generation process.

The screenshot shows the "Process Monitor" page with a "List" button and a "New" link. It has tabs for "Process List" and "Server List". Below is a "View Process Request For" section with filters for "User ID" (CTC_KEBERT), "Type", "Last", "Days" (1), "Server", "Name", "Instance From", "Instance To", "Run Status", and "Distribution Status". A "Refresh" button is highlighted with a red box, and a red arrow points to the "Report Manager" link. Below is a "Process List" table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The row for "BIJOB03" is highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1206623		PSJob	BIJOB03	CTC_KEBERT	06/15/2021 4:48:23PM PDT	Success	Posted	Details

20. The **Report Manager** page displays.

21. From the Administration tab, select the link **BI_PRNXP01 BI_PRNXP01.pdf** to display the finalized invoice.

< Process List

Report Manager

List

Explorer

Administration

Archives

View Reports For

User ID

CTC_KEBERT

Type

Last

1

Days

Refresh

Status

Folder

Instance

to

Report List

1-20 of 20

View All

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1099473	1206633	BI_PRNXP01 - BI_PRNXP01.pdf	07/13/2021 4:51:45PM	Acrobat (*.pdf)	Posted	Details

💡 Select the drop-down arrow to download or the print icon to print the finalized invoice.

INVOICE

Invoice No: MSC-0000005202

Invoice Date: 6/15/21

Page: 1 of 1

Remit To:

Tacoma Community College

Attn to: Accounts Receivable

6501 S. 19th ST

Financial Services Bldg #14

Tacoma, WA, 98466

Customer Number: RS1000706

Payment Terms: Net 30

Due Date: 7/15/21

Bill To:

Tacoma School District

Attn Accounts Payable

PO Box 1357

Tacoma WA 98401-1357

United States

AMOUNT DUE: 11,134.94 USD

Net 30

Amount Remitted

For billing questions, please call 253-566-6075

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1		ACAD AATFE	11.68	EA	896.90	10,475.79
		146--111-36113-4021060--				
2		VOC AATFE	0.66	EA	998.71	659.15
		146--111-36113-4021060--				
Subtotal:						11,134.94
Amount Due:						11,134.94

May 2021 Running Start Billing

Regular Deposits & Applying Over/Under Payments using a Payment Worksheet

i Regular Deposits & Payment Worksheets are used together for Grant Payments (that have numerous lines) and Non-Grant Payments that do not match exactly (over/under payments). Also if your college has separated duties, like Cashiering receives the Deposit and AR Staff applies the Payments. Please check with your supervisor for your local business practices. Review the following QRGs to find what works best for your scenario:

- [Entering a Deposit and Applying Using a Worksheet](#)
- [Using a Payment Worksheet to Apply an Overpayment](#)
- [Using a Payment Worksheet to Apply an Underpayment](#)

Express Deposit & Apply Payment

i Express Deposits are for payments that match the invoice exactly. This method receives the deposit and applies the payment at the same time. Check with your supervisor for your local business practices.

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

- ZZ AR Apply Payments

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

Navigation: Accounts Receivable > Payments > Online Payments > Express Deposit

1. The **Express Deposit** search page displays.
2. Select **Add a New Value** tab.
3. Enter your **Business Unit**.
4. Select **Add**.
5. The **Express Deposit Totals** page displays.
6. Lookup or enter the required criteria:

- a. **Accounting Date.**
- b. **Bank.**
- c. **Account.**
- d. The Deposit Type defaults to **C** for Customer.
- e. Control Currency **USD**.
- f. **Control Amount** = the total payment amount.
- g. **Count** = the number of payments.

7. Select the **Payments** tab.



In the Control Data section, the Received and Entered dates default to the current date. Make sure your dates are within an 'open' Period.

My Homepage - WorkCenters
Express Deposit

Totals
Payments
Action

Unit WA220

Deposit ID NEXT

*Accounting Date 6/29/2021
*Bank KYBNK Key Bank
*Account CHCK 999015591236
*Deposit Type C Customer

Control Currency USD
Format Currency USD
Rate Type CRRNT
Exchange Rate 1.00000000

Control Totals

Control	11,134.94	*Count	1
Entered	0.00		1
Difference	11,134.94		0
Posted	0.00		0
Journalled	0.00		0

Control Data

*Received 06/29/2021
*Entered 06/29/2021
Posted
Assigned CTC_KEBERT
User CTC_KEBERT

Save
Notify
Refresh
Add
Update/Display

Totals | Payments | Action

8. The **Payment** tab displays.
9. In the **Payment Information** section, enter the **Payment ID** number.
10. Enter the **Total Amount**.

Totals Payments Action

Unit WA220 Deposit ID NEXT

Bank Account	KYBNK	CHCK	Control Total Amt	11,134.94	Count	1
Deposit Balanced	Yes		Entered Total Amt	11,134.94	Count	1
			Difference Amount	0.00	Count	

Payment Information

Payment Seq 1 *Payment ID CK1234567 *Accounting Date 06/29/2021

Amount 11,134.94 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

Payment Method Check Selected 11,134.94

Status Ident Exp Discount 0.00 Attachments (0)

☐ Payment Predictor Remaining 0.00

11. In the **Reference Information** section, enter or look up the **Item ID** number.
12. Use the look up tool to view the multiple lines, or use the 'tab' key to move over to the Line field.
13. Select **Item Line 1**.

Payment Information

Payment Seq 1 Amount 11,134.94 Rate Type CRRNT Payment Method Check Status Ident Exp ☐ Payment Predictor

Reference Information

Item ID Line Pay Amt

1 MSC-0000005202

Look Up Line

Search Results

View 100

Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date
MSC-0000005202	1	WA220	RS1000706	10475.79	06/15/2021
MSC-0000005202	2	WA220	RS1000706	659.15	06/15/2021

Save Notify Refresh Add Update/Display

14. When Line 1 is selected, the Pay Amt, Cust ID, and Unit fields auto fill from the Item ID information.
15. If multiple Bill lines exist, select the **plus icon** to add a new row.
16. Select **OK**.

fs-trd.peoplesoft-nonprod-aws.ctclink.sbctc.edu says

Enter number of rows to add:

1

OK Cancel

Unit WA220

Bank Account KYBNK CHCK

Deposit Balanced Yes

Entered Total Amt 11,134.94

Difference Amount 0.00

Count 1

Count 1

Count

Payment Information

Payment Seq 1

Amount 11,134.94

Rate Type CRRNT

Payment Method Check

Status Ident Exp

Payment Predictor

*Payment ID CK1234567

Currency USD

*Accounting Date 06/29/2021

Exchange Rate 1.00000000

Selected 10,475.79

Discount 0.00

Remaining 659.15

Attachments (0)

Reference Information

Item ID	Line	Pay Amt	Currency	Document ID	Cust ID	Unit	Disc Avail
1 MSC-0000005202	1	10475.79	USD		RS1000706	WA220	

Save Notify Refresh

Add Update/Display

17. A new row has been added.
18. Enter the **Item ID** number then use the 'tab' key to move over to the Line field.
19. Use the look up tool to select the next line item, for example **Item Line 2**.

Payment Seq 1

Amount 11,134.94

Rate Type CRRNT

Payment Method Check

Status Ident Exp

Payment Predictor

Reference Information

Item ID	Line	Pay Amt	Currency	Document ID	Cust ID	Unit	Disc Avail
1 MSC-0000005202	1	10475.79	USD		RS1000706	WA220	
2 MSC-0000005202			USD				

Save Notify Refresh

Add Update/Display

Look Up Line

Cancel

Search Results

View 100

Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date
MSC-0000005202	1	WA220	RS1000706	10475.79	06/15/2021
MSC-0000005202	2	WA220	RS1000706	659.15	06/15/2021

20. Line 2 has been updated and the total deposit is **Balanced**.
21. Select **Save** to create the Deposit ID number.
22. Select the **Action** tab.



Double-check to make sure your **Control Total Amt = Entered Total Amt** and the **Difference Amount is zero**.

Unit: WA220 Deposit ID: 5039

Bank Account	KYBNK	CHK	Control Total Amt	11,134.94	Count	1
Deposit Balanced	Yes		Entered Total Amt	11,134.94	Count	1
			Difference Amount	0.00	Count	

Payment Information

Payment Seq: 1 *Payment ID: CK1234567 *Accounting Date: 06/29/2021

Amount: 11,134.94 Currency: USD Exchange Rate: 1.00000000

Rate Type: CRRNT Payment Method: Check

Status: Ident Exp ☐ Payment Predictor

Selected	11,134.94
Discount	0.00
Remaining	0.00

[Add Conversation](#) [Attachments \(0\)](#)
[View/Update Conversations](#) [View Audit Logs](#)

Reference Information

Item ID	Line	Pay Amt	Currency	Document ID	Cust ID	Unit	Disc Avail
1 MSC-0000005202	1	10475.79	USD		RS1000706	WA220	
2 MSC-0000005202	2	659.15	USD		RS1000706	WA220	

Save **Notify** **Refresh** **Add** **Update/Display**

Totals | Payments | Action

23. The **Worksheet Action** page displays. Note the Deposit is in 'Balanced' status.
24. Optional to select **Create Entries** to review the Accounting Entries.
25. Select the **Batch Standard** button.

Create Worksheet

Express Deposit

Totals

Payments

Action

Unit

WA220

Deposit ID

5039

Delete Express Deposit

Deposit Balance

Balanced

Entered Date

06/29/2021

Status

No Action

Worksheet Actions

Build

Delete

Posting Actions

Do Not Post

Batch Standard

Accounting Entry Actions

Create Entries

Save

Notify

Refresh

Add

Update/Display

Totals

Payments

Action

Express Deposit

Totals

Payments

Action

Unit WA220

Deposit ID 5039

Delete Express Deposit

Deposit Balance **Balanced**

Entered Date 06/29/2021

Status No Action

Worksheet Actions

Build

Delete

Posting Actions

Do Not Post

Batch Standard

Accounting Entry Actions

Create Entries

Save

Notify

Refresh

Add

Update/Display

Totals | Payments | Action

26. Process complete.

After your initial Running Start Bill has been created, use the QRG [Copy a Single Bill](#) to create a carbon copy of the invoice and update the criteria for the next RS Customer, such as the Customer ID, Description of FTE numbers, Quantities and Header Note as needed.

SBCTC Running Start & International Contract Remit Process



Please see the [SBCTC Accounting and Business Services](#) web page for the [ctcLink Running Start & International Contract Remittance Guidance and Process](#).