

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_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.

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.

Express Bill Entry

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

[Find an Existing Value](#) | [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: 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	II						
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

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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 from 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**.








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

  1-2 of 2   View All

Charge Details	Net Amount	Line Information	Shipment	Project/Contract	Il							
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 			001-VPA PY10.15.2023	1.0000	EA 	10,000.0000	10,000.00	1010200	41000
<input type="checkbox"/>	2		10/31/2023 			08A-VPA PY10.15.2023	1.0000	EA 	5,000.0000	5,000.00	1010200	41000

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

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 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.**

OLYMPIC COLLEGE

PRO FORMA

Invoice No: VPA-000002405
 Invoice Date: 10/31/23
 Page: 1 of 1

Remit To:
 OLYMPIC COLLEGE
 Attn to: ACCOUNT'S RECEIVABLE
 1600 CHESTER AVE
 BREMERTON, WA. 98337

Customer Number: 001000762
Payment Terms: Immediate
Due Date: 10/31/23

Bill To:
 State Reimbursement OST
 Cindy Doughty
 Legislative Building
 PO Box 40200
 Olympia WA 98504-0200
 United States

AMOUNT DUE: 15,000.00 USD

Immediate

Amount Remitted

For billing questions, please call 360-475-7140

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1		001-VPA PY10.15.2023 790--285-98499-4100010-- * Optional to enter LINE NOTE * Billing Line 1: 001 VPA Billing Oct 2023	1.00	EA	10,000.00	10,000.00
2		08A-VPA PY10.15.203 790--285-98499-4100020-- * Optional to enter LINE NOTE * Billing Line 2: 08A VPA Billing Oct 2023	1.00	EA	5,000.00	5,000.00
Subtotal:					15,000.00	
Amount Due:						15,000.00

* Optional to enter HEADER NOTES *
 VPA Billing Oct 2023

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!*