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

P 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 <u>Accounting and Business Services</u> web page for more information on <u>State</u> <u>Reimbursement Processes (VPA)</u> and also QRG <u>9.2 Processing Payroll Vouchers</u>.

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 Ent	try	
Eind an Existing V	Add a New Value	
*Business Unit	WA030 Q	
*Invoice	NEXT]
Bill Type Identifier	VPA Q	
Bill Source	ONLBILLING Q	
Customer	001000762 Q	
Invoice Date	10/31/2023	
Accounting Date	10/31/2023	
Add		
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.

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Un	it WA240		Invoice VPA-0	000002406	—	Pretax Ar	nt	15,000.00	USD 2	9 1	1		
		Bill Status	NEW	Q		Invoice Date 10	0/31/2023						
		*Bill Type	VPA	Q,		Bill Source	NLBILLING	Q					
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- 8. Follow the steps if you <u>do not</u> 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														
Uni	it WA030		Invoice VP/	-00000024	05 🗲		Pretax Amt		15,000.00	USD	1				
		Bill Status	NEW	Q		Inv	voice Date 10/31/202	23							
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		Cycle ID	ON-DEMAND	۹		*1	Frequency Once		• , 🕫	b					
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	2		10/31/2023		٩	٩	08A-VPA PY10.15.20		1.0000	EA	٩	5,000.0000	5,000.00	AR Account	
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- 11. The **Accounting Distributions** tab displays. For <u>EACH</u> 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"**.

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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**.

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- 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														
Uni	it WA030		Invoice	VPA-00000	02405		Pre	tax Amt	15,000.0	O USD	M				
		Bill Status	RDY	Q]		Invoice Da	te 10/31/2023			K				
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Notice the optional features within the Billing Module to help identify your invoices: **Bill Line Description, Line Note** and **Header Note.**

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- 20. You are now ready to finalize this bill. Please refer to the QRG <u>Finalize Bills via Single Action</u> 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*!