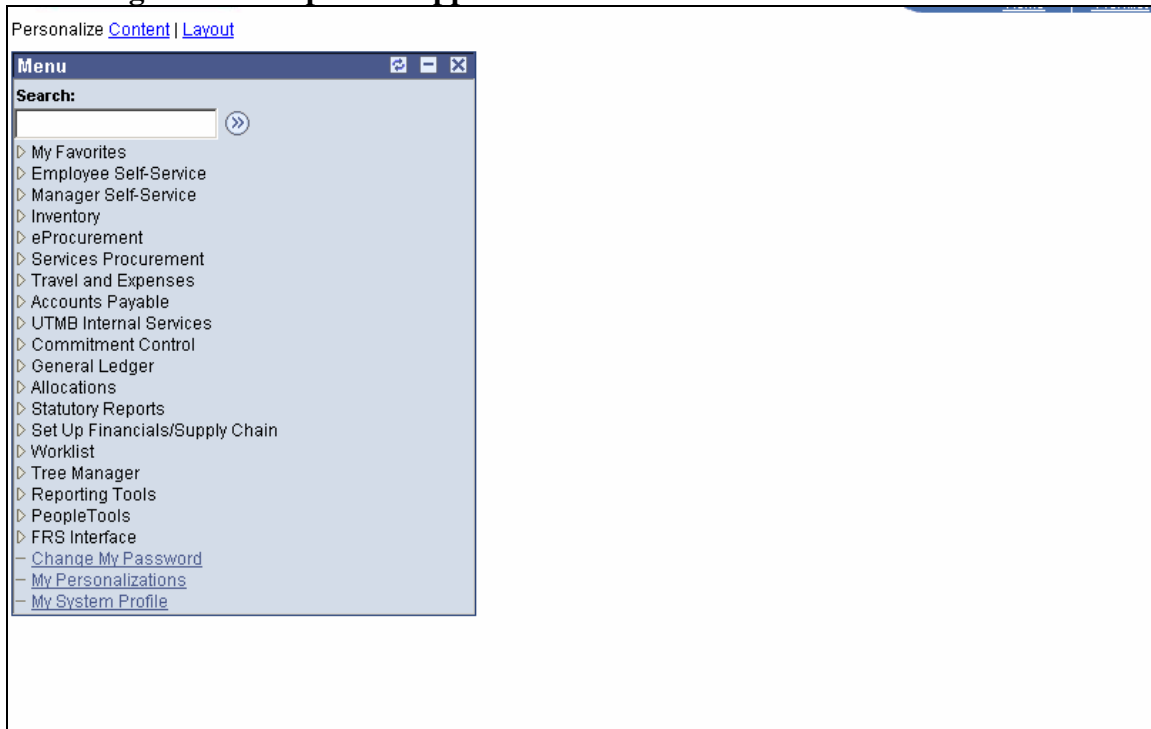


How to Process Online Billing for a Service Center (For Service Centers Only)

User must be assigned to the GL Service Center Provider Role established by IRAM Form to Information Services and User must be set up for email notifications established by Finance - Budget and Planning Office

1. Sign in the PeopleSoft Application



2. Navigate to UTMB Internal Services>Charge>Online Charge

The screenshot shows the UTMB Internal Services web application interface. On the left is a 'Menu' sidebar with a search box and a list of navigation items. The 'Charge' item is expanded, showing 'Online Charge' and 'Spreadsheet Charge Entry'. The main content area displays the 'Charge' page with two tabs: 'Online Charge' (selected) and 'Spreadsheet Charge Entry'. The 'Online Charge' tab description is 'Service department charges posted to IDT requests'.

Menu

Search:

- ▶ My Favorites
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Inventory
- ▶ eProcurement
- ▶ Services Procurement
- ▶ Travel and Expenses
- ▶ Accounts Payable
- ▼ UTMB Internal Services
 - ▼ Charge
 - Online Charge
 - Spreadsheet Charge Entry
 - Requests
 - ▶ Commitment Control
 - ▶ General Ledger
 - ▶ Allocations
 - ▶ Statutory Reports
 - ▶ Set Up Financials/Supply Chain
 - ▶ Worklist
 - ▶ Tree Manager
 - ▶ Reporting Tools
 - ▶ PeopleTools
 - ▶ FRS Interface
 - Change My Password
 - My Personalizations
 - My System Profile

Main Menu > UTMB Internal Services >

Charge

Charge

Online Charge
Service department charges posted to IDT requests

Spreadsheet Charge Entry
Spreadsheet Charge Entry

3. Click the Add a New Value tab

The screenshot shows the 'Assign Charges for Services' form in the UTMB Internal Services web application. The 'Add a New Value' tab is selected. The form contains several input fields for search criteria, each with a 'begins with' dropdown and a search icon. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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Home | vworklist

Assign Charges for Services

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Service Center ID: begins with

Request ID: begins with

Request Number: =

Reference #1: begins with

Requestor Reference: begins with

Credit Department ID: begins with

Credit Class Field: begins with

Credit Project ID: begins with

Debit Department ID: begins with

Debit Class Field: begins with

Debit Project ID: begins with

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

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

4. Enter your Service Center ID and Request ID

Menu ☰

Search: ➤

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Assign Charges for Services

Find an Existing Value
Add a New Value

Service Center ID: 🔍

Request ID: 🔍

Request Number:

Add

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

5. Click the Add Button

Menu ☰

Search: ➤

- ▷ My Favorites
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Assign Charges for Services

Find an Existing Value
Add a New Value

Service Center ID: 🔍

Request ID: 🔍

Request Number:

Add

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

6. The Request ID's information is displayed

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- [My System Profile](#)

Internal Billing Charge(s)

Request ID: ISC0050837 **Service Request Description:** Helping Team May 2006

Requestor: **Requestor Reference:** **Status:**

Emplid: 05/03/2006 ER - HELPING TEAM MAY 2006 Active

Service Center ID: HR_ETD HR Organizational Development

Requested By: Mielsch,Emily J. **Email ID:** ejmielsc@utmb.edu **Telephone:** 409/747-3522

Request#:	Service Charge Amount:	Completion Date:	Charge Origin:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	On-Line			
*Reference #1:	Reference #2:	Reference #3:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Service Description:						
<input style="height: 20px;" type="text"/>						
<hr/>						
*Revenue Acct:	BU:	Fund:	Sub Fund:	Dept:	Class:	Program:
480020	UTMBG	210	11462	223110	11462	
	Project ID:		PC BU:	Budget Ref:	Activity ID:	
Expense Acct:	BU:	Fund:	Sub Fund:	Dept:	Class:	Program:
513180	UTMBG	120	10553	243480	10786	
	Project ID:		PC BU:	Budget Ref:	Activity ID:	

7. Enter at least the Amount, Completion Date, Ref #1 and Service Description

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[New Window](#) | [Help](#) | [Logout](#)

Internal Billing Charge(s)

Request ID: ISC0050837 **Service Request Description:** Helping Team May 2006

Requestor: **Requestor Reference:** **Status:**

Emplid: 05/03/2006 ER - HELPING TEAM MAY 2006 Active

Service Center ID: HR_ETD HR Organizational Development

Requested By: Mielsch,Emily J. **Email ID:** ejmielsc@utmb.edu **Telephone:** 409/747-3522

Request#:	Service Charge Amount:	Completion Date:	Charge Origin:			
<input type="text"/>	<input type="text" value="1040.00"/>	<input type="text" value="05/25/2006"/>	On-Line			
*Reference #1:	Reference #2:	Reference #3:				
<input type="text" value="ER - HELPING TE"/>	<input type="text"/>	<input type="text"/>				
Service Description:						
<input style="height: 20px;" type="text" value="Total registration fees of \$260 for the following employees to attend Helping Your Team Work training session on May 9, 2006: James Beldon, Marilyn Haupt, Jenny Reegan Johnson, Linda Maurillo"/>						
<hr/>						
*Revenue Acct:	BU:	Fund:	Sub Fund:	Dept:	Class:	Program:
480020	UTMBG	210	11462	223110	11462	
	Project ID:		PC BU:	Budget Ref:	Activity ID:	
Expense Acct:	BU:	Fund:	Sub Fund:	Dept:	Class:	Program:
513180	UTMBG	120	10553	243480	10786	
	Project ID:		PC BU:	Budget Ref:	Activity ID:	

8. Click the Save Button

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1000000007 Helping Team May 2006

Requestor **Requestor Reference:** **Status:**
 Emplid: 05/03/2006 ER - HELPING TEAM MAY 2006 Active

Service Center ID:
 HR_ETD HR Organizational Development

Requested By: **Email ID:** **Telephone:**
 Mielsch,Emily J. ejmielsc@utmb.edu 409/747-3522

Request#:	1	Service Charge Amount:	1040.000	Completion Date:	05/25/2006	Charge Origin:	On-Line
*Reference #1:		Reference #2:		Reference #3:			
ER - HELPING TE							
Service Description:							
Total registration fees of \$260 for the following employees to attend Helping Your Team Work training session on May 9, 2006: James Beldon, Marilyn Haupt, Jenny Reegan Johnson, Linda Maurillo							
*Revenue Acct:							
480020	BU:	Fund:	Sub Fund:	Dept:	Class:	Program:	
	UTMBG	210	11462	223110	11462		
Project ID:		PC BU:		Budget Ref:		Activity ID:	
Expense Acct:							
513180	BU:	Fund:	Sub Fund:	Dept:	Class:	Program:	
	UTMBG	120	10553	243480	10786		
Project ID:		PC BU:		Budget Ref:		Activity ID:	

After you save the Online Charge page, the nightly accounting journal processor will pick up all saved Online Charges and post the journal entries to GL to update revenue and expenses.

UTMB/Accounting/PeopleSoft References/How to Process Online Billing for a Service Center