



# Facilities Planning and Development e-Builder Training Guide

## GENERAL INVOICES

### SUMMARY

General Invoices are any transactions in PeopleSoft that did not originate in e-Builder. This includes credit card transactions, department transfers, etc. All transactions will be entered in e-Builder in the line 742000-6500 General Invoices to be allocated with the company name PeopleSoft Ledger Entries.

These transactions will need to be moved to the correct budget line for the project. *The goal is not to have any amount in the actuals paid in the line 742000-6500.*

### REPORT

#### General Invoices Outstanding

1. Click the **Reports** tab
2. Scroll to **Actual Cost Reports** section
3. Click **General Invoices Outstanding**

This will open the report by campus, by project. Users can set up a subscription to the report.

### RE-ALLOCATE CHARGES CORRECTLY

#### Using General Invoices Outstanding Report

1. Go to desired line
2. Click on the **Actuals Item Number** (this will open the detail)
3. Click on the **Budget Line Item**
4. Select the correct **Budget Line Item Description**
5. Click **Save**

#### Cost Summary

1. Open project in e-Builder
2. Click on **Cost**
3. Click on **Cost Summary**
4. Find Line Item **6500**
5. Click on the amount listed in **Actuals Paid** column
6. Click on the **Invoice Number**
7. Click **Edit**
8. Click the Line Item listed (this will open a list of all available line items on the project. Please select the correct line.
9. Click **Save**.
10. The general invoice should now be in the correct line on the cost summary.



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## Notes:

- The listed invoice number is the journal entry in PeopleSoft with the line item listed.
- The PeopleSoft account number is noted in the Journal Entry PeopleSoft Code. If the Journal Entry PeopleSoft Code is not correct, this will need to be adjusted in PeopleSoft as well.