



Facilities Planning and Development e-Builder Training Guide

GENERAL INVOICES

SUMMARY

General Invoices are any transactions in PeopleSoft that did not originate in eBuilder. This includes credit card transactions, department transfers, etc. All transactions ~~will~~ enteredn e-Builder in the line 7420006500 General Invoices to be allocated with the company name PeopleSoft Ledger Entries. These transactions will need ~~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 7420006500.

REPORT

General Invoices Outstanding

1. Click the Reports tab
2. Scroll to Actual Cost Reports sectirt sec 0. ~~0.025000 (Y) Body 11/1010 ID 1~~
available line items on the pr
line.
9. Click Save
10. The general invoice should ~~to~~
cost summary.

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