



ADDY TIPS

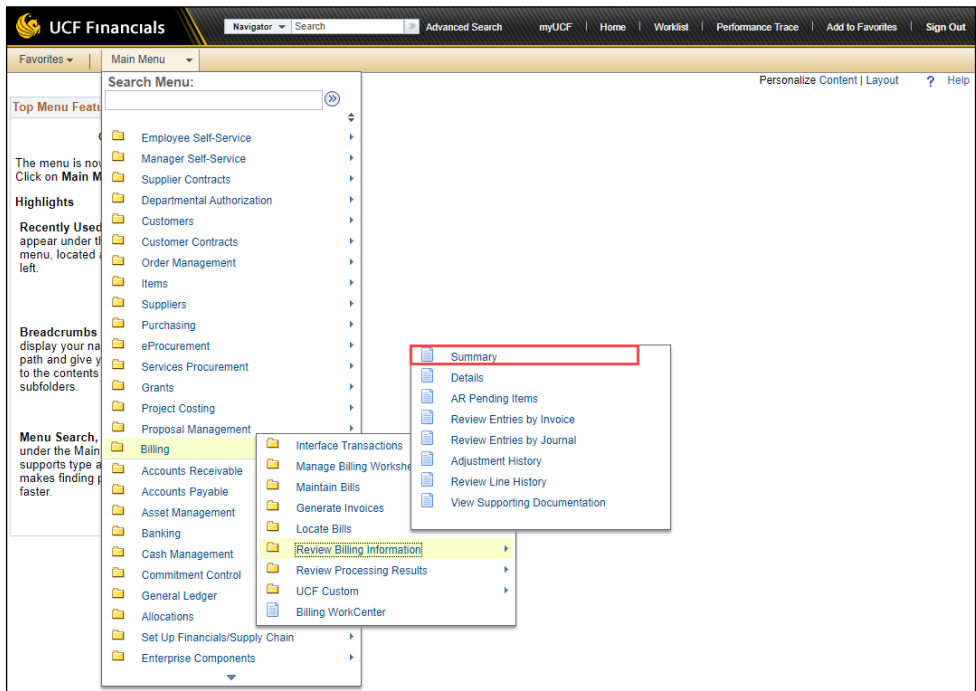


Accessing Billing Invoices

Due to recent process changes as a result of the UCF Rising program, sponsored project billing invoices, summaries, and other details are now available in UCF Financials. This Addy Tip explains two ways to access billing invoice information within UCF Financials.

Note: The billing invoice is available as a printable PDF.

A. Review Billing Summary

Step	Action
1.	<p>Navigate to Main Menu > Billing > Review Billing Information > Summary.</p> 
2.	<p>Enter the Invoice (enter CNG0) AND the Customer or Contract to locate the correct invoice for review.</p>



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Step	Action
	<div data-bbox="305 478 1133 991"> <p>Favorites ▾ Main Menu ▾ > Billing ▾ > Review Billing Information ▾ > Summary</p> <p>Bill Summary</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Business Unit = ▾ UCF01 🔍</p> <p>Invoice begins with ▾ CNG0 🔍</p> <p>Bill Status = ▾ ▾</p> <p>Customer begins with ▾ 🔍</p> <p>Contract begins with ▾ %7063 🔍</p> <p>Bills in Business Unit = ▾ 🔍</p> <p>Template Invoice Flag = ▾ ▾</p> <p><input type="checkbox"/> Case Sensitive</p> </div> <p><i>Note 1:</i> The Contract is the same as the Award ID.</p> <p><i>Note 2:</i> The percentage sign (%) in Contract replaces the zeroes at the beginning of the number.</p> <p>OR</p> <p>If you know the Customer name but not the Customer ID or Contract (Award ID), you can select the magnifying glass icon beside Customer.</p> <div data-bbox="305 1314 1133 1822"> <p>Favorites ▾ Main Menu ▾ > Billing ▾ > Review Billing Information ▾ > Summary</p> <p>Bill Summary</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Business Unit = ▾ UCF01 🔍</p> <p>Invoice begins with ▾ 🔍</p> <p>Bill Status = ▾ ▾</p> <p>Customer begins with ▾ 🔍</p> <p>Contract begins with ▾ 🔍</p> <p>Bills in Business Unit = ▾ 🔍</p> <p>Template Invoice Flag = ▾ ▾</p> <p><input type="checkbox"/> Case Sensitive</p> </div>



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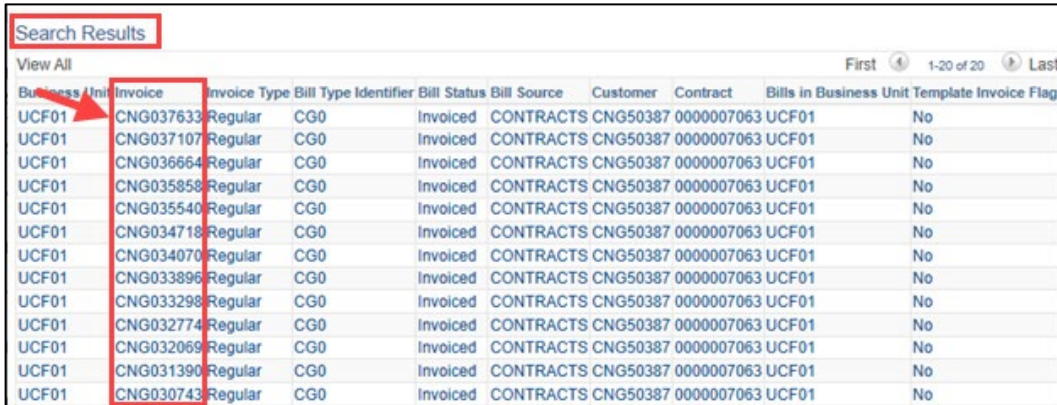
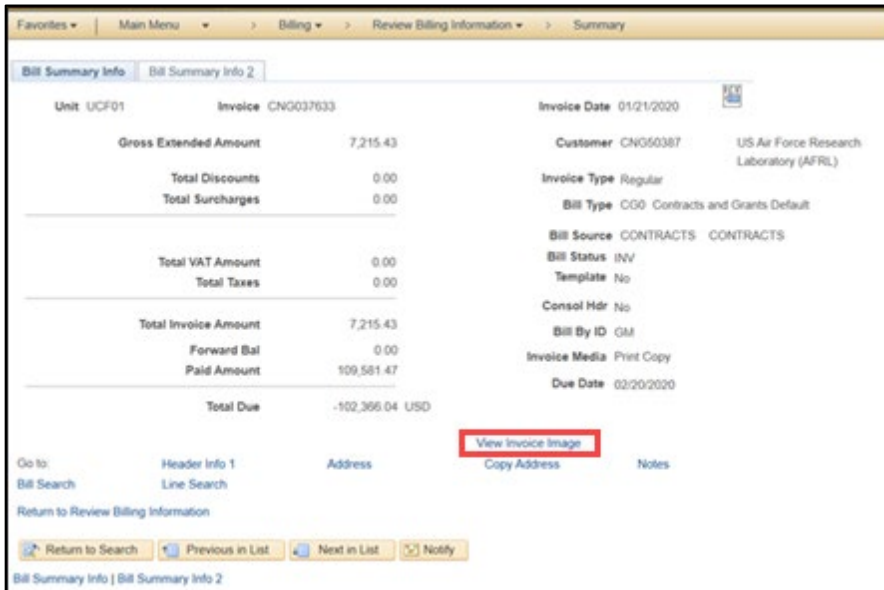


Step	Action																								
	<p>Enter the name of the Customer in the Name 1 field. Changing the begins with to contains can help find a Customer if you don't have the exact or complete name. Click Look Up.</p> <div><div><div>Look Up Customer</div><div><div>SetIDUCF01</div><div>Customer ID<div>begins with</div><div></div></div><div>City<div>begins with</div><div></div></div><div><div>Name 1</div><div>contains</div><div>Air Force</div><div>x</div></div></div><div><div>Look Up</div><div>Clear</div><div>Cancel</div><div>Basic Lookup</div></div></div></div> <p>A list showing each Customer ID associated with that name will display. In this example, Customer ID CNG50387 is listed multiple times due to multiple locations. Selecting any of these will provide the same Search Results in the next steps.</p> <div><div><div>Search Results</div><div><div>View 100</div><div>First</div><div>1-7 of 7</div><div>Last</div></div><table><tr><th>Customer ID</th><th>City</th><th>Name 1</th></tr><tr><td>CNG50240</td><td>Patrick AFB</td><td>US Air Force</td></tr><tr><td>CNG50387</td><td>Columbus</td><td>US Air Force Research Laboratory (AFRL)</td></tr><tr><td>CNG50387</td><td>Wright-Patterson AFB</td><td>US Air Force Research Laboratory (AFRL)</td></tr><tr><td>CNG50387</td><td>Eglin AFB</td><td>US Air Force Research Laboratory (AFRL)</td></tr><tr><td>CNG50387</td><td>Kirtland AFB</td><td>US Air Force Research Laboratory (AFRL)</td></tr><tr><td>CNG50387</td><td>Atlanta</td><td>US Air Force Research Laboratory (AFRL)</td></tr><tr><td>CNG50387</td><td>Eglin</td><td>US Air Force Research Laboratory (AFRL)</td></tr></table></div></div>	Customer ID	City	Name 1	CNG50240	Patrick AFB	US Air Force	CNG50387	Columbus	US Air Force Research Laboratory (AFRL)	CNG50387	Wright-Patterson AFB	US Air Force Research Laboratory (AFRL)	CNG50387	Eglin AFB	US Air Force Research Laboratory (AFRL)	CNG50387	Kirtland AFB	US Air Force Research Laboratory (AFRL)	CNG50387	Atlanta	US Air Force Research Laboratory (AFRL)	CNG50387	Eglin	US Air Force Research Laboratory (AFRL)
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3.	<p>Click Search.</p> <div><div><div><input type="checkbox"/> Case Sensitive</div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div> Save Search Criteria</div></div></div></div>																								



ADDY TIPS



Step	Action
4.	<p>Select the correct result value in the Search Results to display the invoice. Invoices display with the most recent at the top.</p>  <p>The screenshot shows a table titled 'Search Results' with columns: Business Unit, Invoice, Invoice Type, Bill Type Identifier, Bill Status, Bill Source, Customer, Contract, Bills in Business Unit Template, and Invoice Flag. The first row is highlighted with a red arrow pointing to the 'Invoice' column value 'CNG037633'.</p>
5.	<p>The Bill Summary Info page shows the invoice information and the invoice image. Select any of the links to review additional invoice information.</p>  <p>The screenshot shows the 'Bill Summary Info' page for Unit UCF01 and Invoice CNG037633. It displays financial details like Gross Extended Amount, Total Discounts, Total Surcharges, Total VAT Amount, Total Taxes, Total Invoice Amount, Forward Bal, Paid Amount, and Total Due. On the right, it shows Invoice Date, Customer, Invoice Type, Bill Type, Bill Source, Bill Status, Template, Consol Mdr, Bill By ID, Invoice Media, and Due Date. At the bottom, there are links for 'View Invoice Image' (highlighted with a red box), 'Copy Address', and 'Notes'.</p> <p>For example, select View Invoice Image to review the actual PDF invoice that was created as shown in the following image:</p>



ADDY TIPS



Step	Action																																																							
	<div> <div> <p>REQUEST FOR ADVANCE OR REIMBURSEMENT (See instructions on back)</p> </div> <div> <p>Approved by Office of Management and Budget No. 0348-0004</p> <p>1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes [] ADVANCE [X] REIMBURSEMENT b. "X" the applicable box: [] FINAL [X] PARTIAL</p> </div> <div> <p>PAGE 1 OF 1 PAGES</p> <p>2. BASIS OF REQUEST [] CASH [X] ACCRUAL</p> </div> </div> <div> <p>3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED US</p> <p>4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY</p> <p>5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST 20</p> </div> <div> <p>6. EMPLOYER IDENTIFICATION NUMBER</p> <p>7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER</p> <p>8. PERIOD COVERED BY THIS REQUEST From (month, day, year) 12/01/2019 To (month, day, year) 12/31/2019</p> </div> <div> <p>9. RECIPIENT ORGANIZATION Name: THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES Duns: 150805653 Number and Street: 12201 RESEARCH PARKWAY, SUITE 501 City, State and ZIP Code: ORLANDO, FL 32826-3246</p> <p>10. PAYEE (Where check is to be sent if different than item 9) Name: THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES Number and Street: PO Box 160118 City, State and ZIP Code: ORLANDO, FL 32816-0118</p> </div> <div> <p>11. COMPUTATION OF AMOUNT OF REIMBURSEMENT/ADVANCES REQUESTED</p> <table border="1"> <thead> <tr> <th>PROGRAMS/FUNCTIONS/ACTIVITIES</th> <th>(a)</th> <th>(b)</th> <th>(c)</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>a. Total program outlays to date (As of date) 12/31/2019</td> <td>\$ 116,796.90</td> <td></td> <td>\$</td> <td>\$ 116,796.90</td> </tr> <tr> <td>b. Less: Cumulative program income</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c. Net program outlays (Line a minus line b)</td> <td>116,796.90</td> <td></td> <td></td> <td>116,796.90</td> </tr> <tr> <td>d. Estimated net cash outlays for advance period</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>e. Total (Sum of lines c & d)</td> <td>116,796.90</td> <td></td> <td></td> <td>116,796.90</td> </tr> <tr> <td>f. Non-Federal share of amount on line e</td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> </tr> <tr> <td>g. Federal share of amount on line e</td> <td>116,796.90</td> <td></td> <td></td> <td>116,796.90</td> </tr> <tr> <td>h. Federal payments previously requested</td> <td>109,581.47</td> <td></td> <td></td> <td>109,581.47</td> </tr> <tr> <td>i. Federal share now requested (Line g minus line h)</td> <td>7,215.43</td> <td></td> <td></td> <td>7,215.43</td> </tr> <tr> <td>j. Advances required by month, when requested by Federal grantor/agency for use in making prescheduled advances</td> <td>1st month 2nd month 3rd month</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>12. ALTERNATE COMPUTATION FOR ADVANCES ONLY</p> <p>a. Estimated Federal cash outlays that will be made during period covered by the advance</p> <p>b. Less: Estimated balance of Federal cash on hand as of beginning of advance period</p> <p>c. Amount requested (Line a minus line b)</p> <p>13. CERTIFICATION</p> <p>I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.</p> <p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL </p> <p>TYPED OR PRINTED NAME AND TITLE Van Nguyen Accountant Van.Nguyen@ucf.edu</p> <p>DATE REQUEST SUBMITTED 01/21/2020</p> <p>TELEPHONE (AREA CODE, NUMBER, EXTENSION) 407-823-3778</p> <p>This space for agency use</p> </div>	PROGRAMS/FUNCTIONS/ACTIVITIES	(a)	(b)	(c)	TOTAL	a. Total program outlays to date (As of date) 12/31/2019	\$ 116,796.90		\$	\$ 116,796.90	b. Less: Cumulative program income					c. Net program outlays (Line a minus line b)	116,796.90			116,796.90	d. Estimated net cash outlays for advance period					e. Total (Sum of lines c & d)	116,796.90			116,796.90	f. Non-Federal share of amount on line e	0.00			0.00	g. Federal share of amount on line e	116,796.90			116,796.90	h. Federal payments previously requested	109,581.47			109,581.47	i. Federal share now requested (Line g minus line h)	7,215.43			7,215.43	j. Advances required by month, when requested by Federal grantor/agency for use in making prescheduled advances	1 st month 2 nd month 3 rd month			
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270-102

STANDARD FORM 270 (7-87)
Prescribed by OMB Circulars A-102 and A-110



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Step	Action
6.	<p>Select the Bill Summary Info 2 tab to view other values (i.e., Approval Status, Date Bill Added, Created By [shows who created the invoice]).</p>

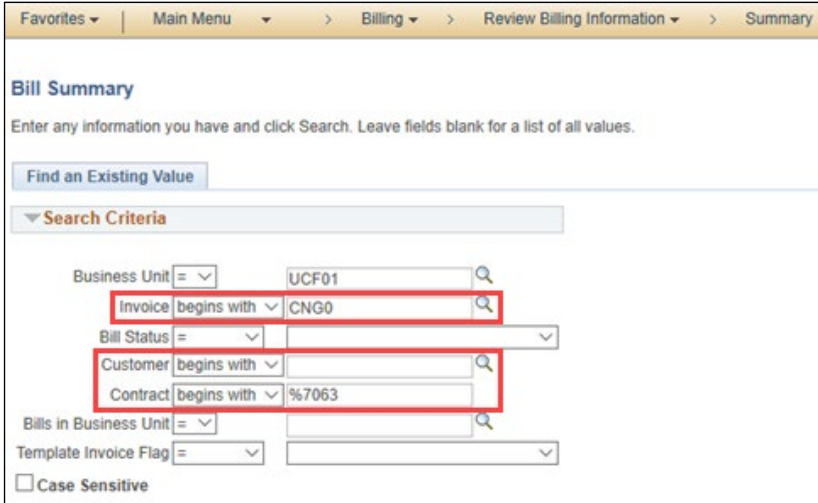
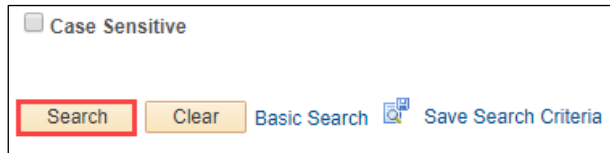
B. Review Billing Details

Step	Action
1.	<p>Navigate to Main Menu > Billing > Review Billing Information > Details.</p>



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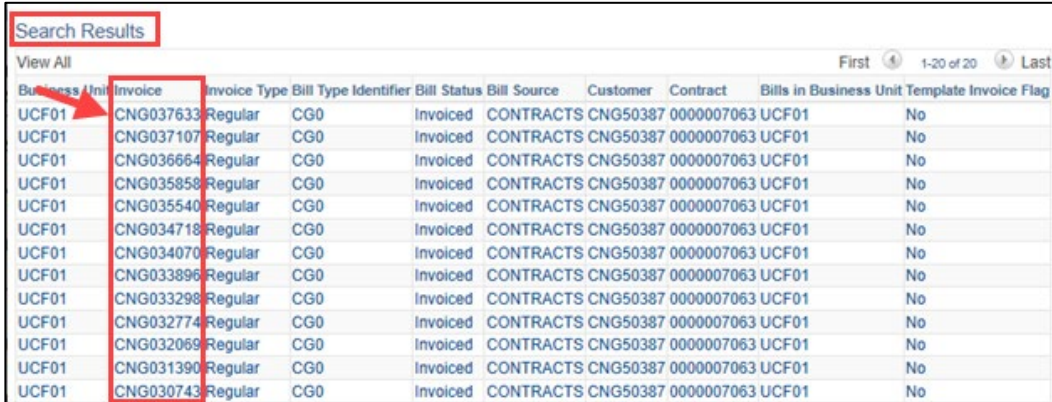
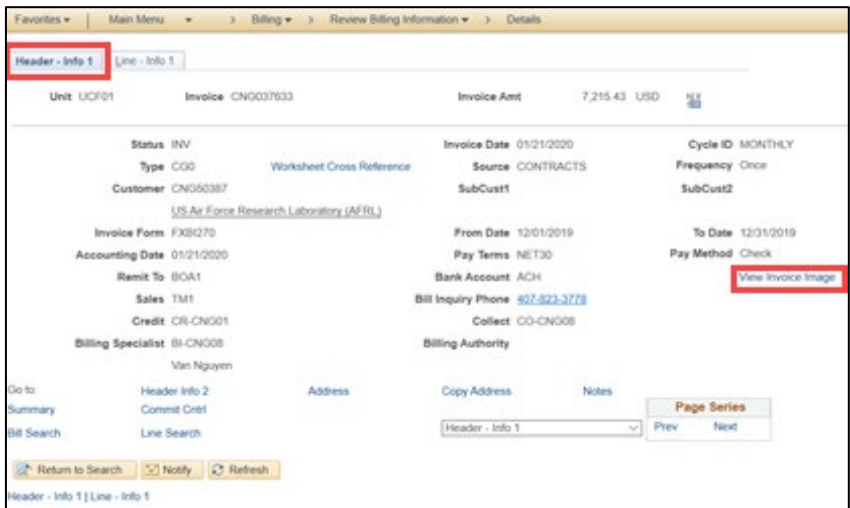


Step	Action
2.	<p>Enter the Invoice (enter CNG0) and the Customer or Contract to locate the correct invoice for review.</p>  <p><i>Note 1:</i> The Contract ID is the same as the Award ID.</p> <p><i>Note 2:</i> The percentage sign (%) in Contract replaces the zeroes at the beginning of the number.</p> <p><i>Note 3:</i> Review section A of this Addy Tip to search for the Customer by name.</p>
3.	<p>Click Search.</p> 



ADDY TIPS



Step	Action
4.	<p>Select the correct result value in the Search Results to display the invoice. Invoices display with the most recent at the top.</p> 
5.	<p>The Header-Info 1 tab shows the invoice information and the invoice image. The View Invoice Image link allows you to review the actual invoice that was created.</p>  <p>Note: Select other links to review additional invoice information.</p>



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Step Action

6. The **Line-Info 1** tab displays each line that makes up the invoice. Select **View All** to view the first five lines of the invoice. To view additional lines, click the arrows to the right of the **Max Rows** field. This action will show lines **6-10**.

The screenshot shows the 'Review Billing Information' screen with the 'Details' tab selected. The 'Line - Info 1' tab is active. The 'Max Rows' field is set to 5. The 'View All' button is highlighted. The 'Bill Line' table shows details for Line 1, including Quantity, Unit Price, and Net Extended.

Seq	Line	Net Extended
1	1	1,341.38

Identifier: AS_INCURRED
Description: 712000 - Personnel

Quantity: 1.0000
Unit of Measure: Unit Price: 1,341.3800
Gross Extended: 1,341.38

Less Discount: 0.00
Plus Surcharge: 0.00

Net Extended: 1,341.38
VAT Amount: 0.00
Tax Amount: 0.00

Net Plus Tax: 1,341.38

From Date: 12/02/2019
To Date: 12/02/2019
Line Type: REV
Tax Code: Accumulate
Exempt Cert: Tax Exempt

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Commit Cntrl
Summary Bill Search Line Search
Line - Info 1
Page Series
Prev Next
Return to Search Notify Refresh

Note: Only five lines will display at a time.



ADDY TIPS



7. The example belows displays the first three lines of an invoice on the **Line-Info 1** tab.

[Favorites](#) | [Main Menu](#) | [Billing](#) | [Review Billing Information](#) | [Details](#)

[Header - Info 1](#) | [Line - Info 1](#)

Unit UCF01 Bill To CNG50387 Invoice Amt 7,215.43 USD
 Invoice CNG037633 US Air Force Research Max Rows 5
 Laboratory (AFRL)

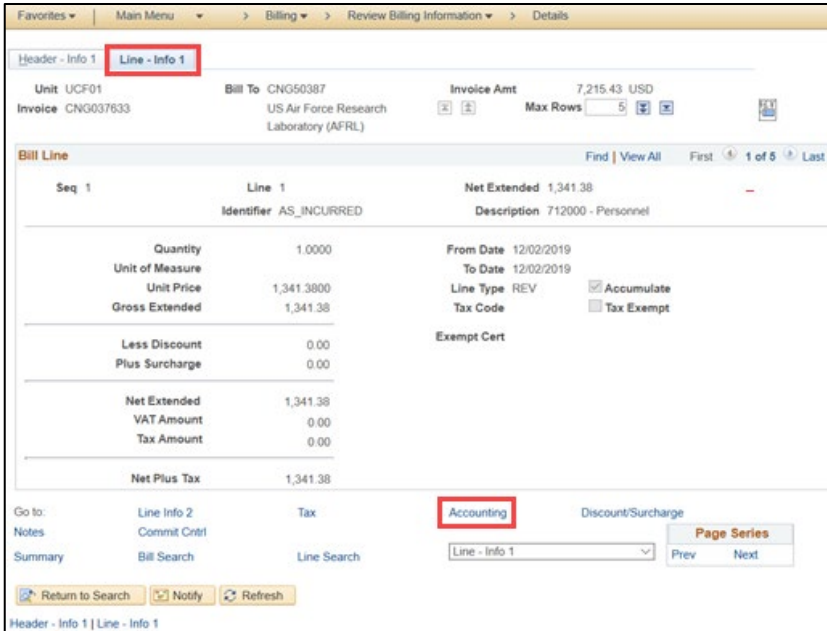


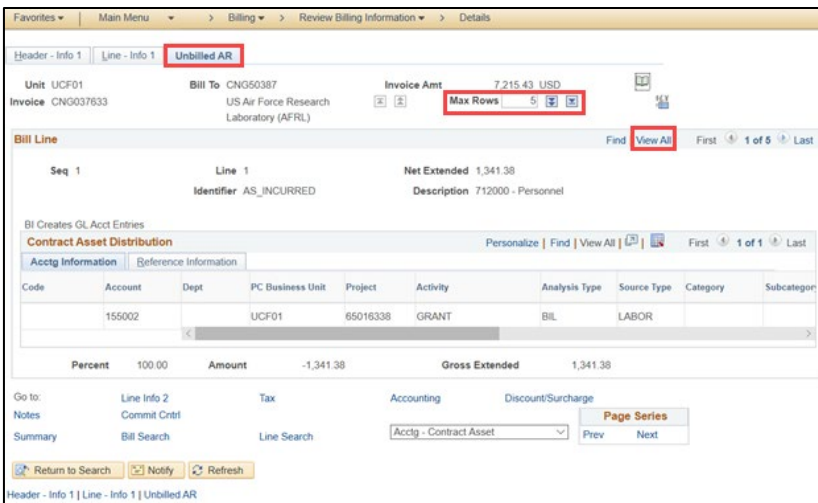
[Find](#) | [View 1](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Seq	Line	Identifier	AS_INCURRED	Description	Net Extended
Seq 1	Line 1	Identifier	AS_INCURRED	Description 712000 - Personnel	1,341.38
	Quantity	1.0000		From Date 12/02/2019	
	Unit of Measure			To Date 12/02/2019	
	Unit Price	1,341.3800		Line Type REV	<input checked="" type="checkbox"/> Accumulate
	Gross Extended	1,341.38		Tax Code	<input type="checkbox"/> Tax Exempt
	Less Discount	0.00		Exempt Cert	
	Plus Surcharge	0.00			
	Net Extended	1,341.38			
	VAT Amount	0.00			
	Tax Amount	0.00			
	Net Plus Tax	1,341.38			
Seq 2	Line 2	Identifier	AS_INCURRED	Description 712000 - Personnel	295.10
	Quantity	1.0000		From Date 12/02/2019	
	Unit of Measure			To Date 12/02/2019	
	Unit Price	295.1000		Line Type REV	<input checked="" type="checkbox"/> Accumulate
	Gross Extended	295.10		Tax Code	<input type="checkbox"/> Tax Exempt
	Less Discount	0.00		Exempt Cert	
	Plus Surcharge	0.00			
	Net Extended	295.10			
	VAT Amount	0.00			
	Tax Amount	0.00			
	Net Plus Tax	295.10			
Seq 3	Line 3	Identifier	AS_INCURRED	Description 782000 - Indirect Expense	657.28
	Quantity	1.0000		From Date 12/05/2019	
	Unit of Measure			To Date 12/05/2019	
	Unit Price	657.2800		Line Type REV	<input checked="" type="checkbox"/> Accumulate
	Gross Extended	657.28		Tax Code	<input type="checkbox"/> Tax Exempt
	Less Discount	0.00		Exempt Cert	
	Plus Surcharge	0.00			
	Net Extended	657.28			
	VAT Amount	0.00			
	Tax Amount	0.00			
	Net Plus Tax	657.28			



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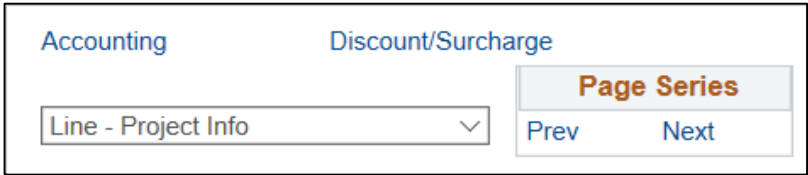
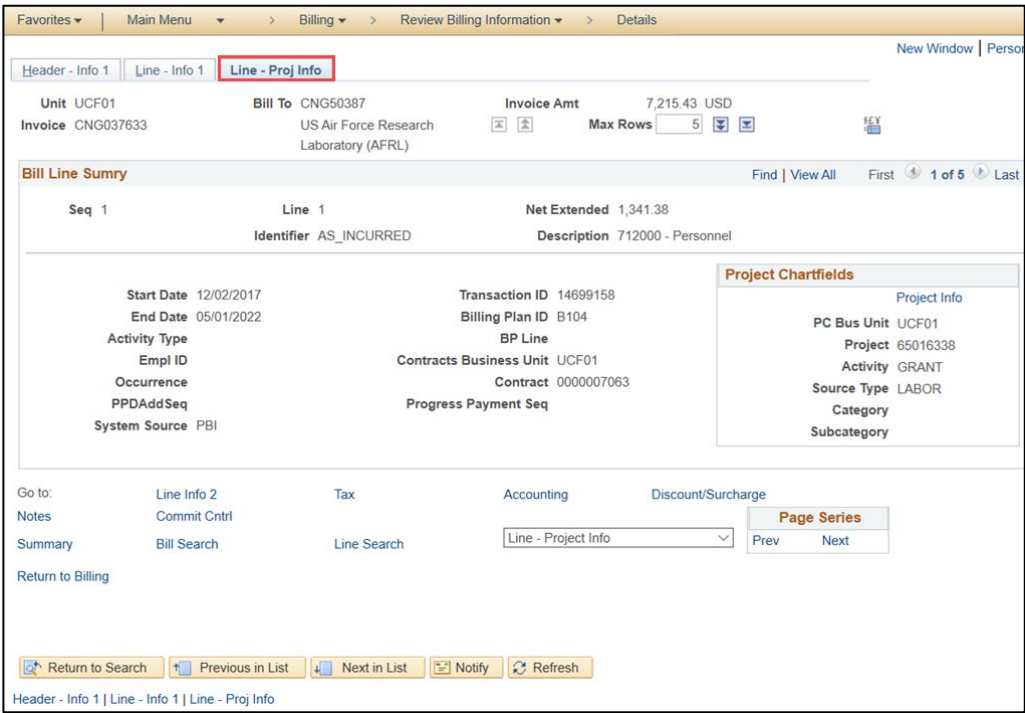


Step	Action
8.	<p>To view the accounting for the invoice lines, select the Accounting link.</p> 
9.	<p>The Unbilled AR tab displays. Select View All to view the first five lines of the invoice. To view additional lines, click the arrows   to the right of the Max Rows field. This action will show lines 6-10.</p>  <p>Note: Only five lines will display at a time.</p>



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Step	Action
10.	<p>To view additional pages, navigate using the dropdown box at the bottom of the page. Select Line – Project Info from the options to view information such as Contract, Bill Plan ID, Start/End Date, and Activity for each line of the project.</p> 
11.	<p>The Line – Project Info tab displays.</p> 

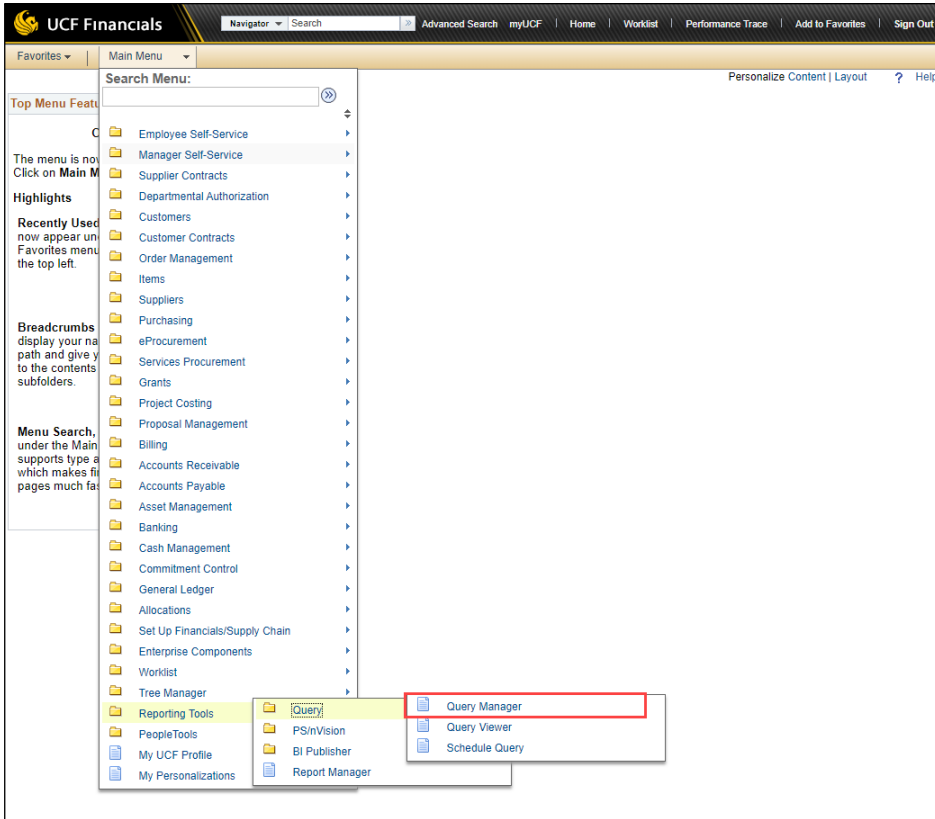
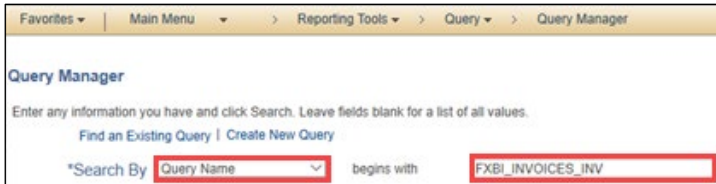
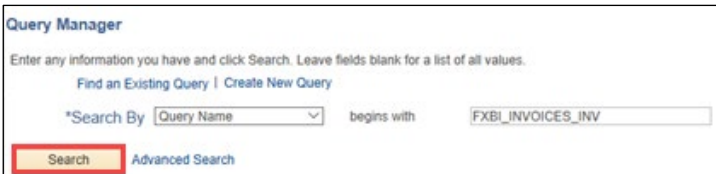
C. Review Billing Details as Query

If you would like to scan the billing information in query form rather than on the UCF Financials page or in a PDF, the query `FXBI_INVOICES_INV` can be run.



ADDY TIPS

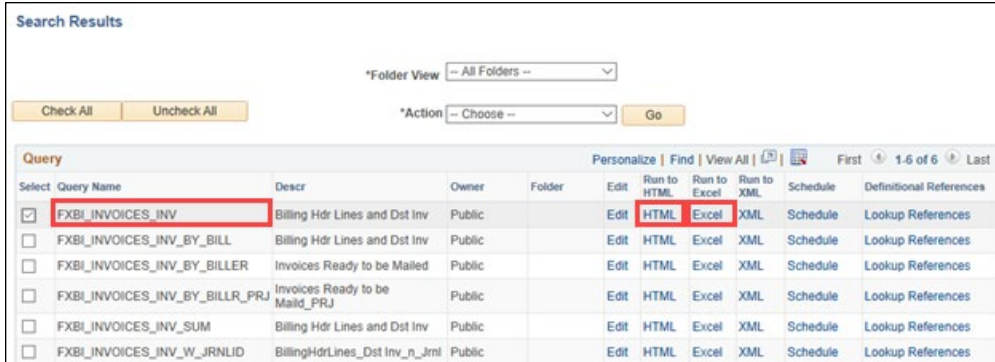
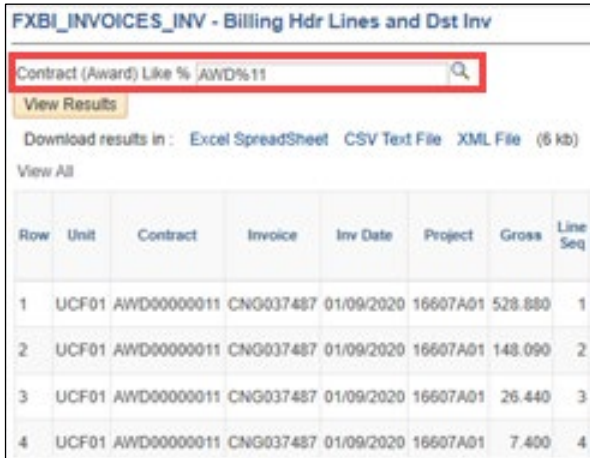


Step	Action
1.	<p>Navigate to Main Menu > Reporting Tools > Query > Query Manager.</p> 
2.	<p>Enter a Query Name of FXBI_INVOICES_INV.</p> 
3.	<p>Click Search.</p> 



ADDY TIPS



Step	Action
4.	<p>On the FXBI_INVOICES_INV line, select the HTML link to view the webpage or the Excel link to download a spreadsheet.</p>  <p>The screenshot shows a 'Search Results' interface with a table of queries. The first query, 'FXBI_INVOICES_INV', is selected. The 'HTML' and 'Excel' links in the 'Edit' column are highlighted in red.</p>
5.	<p>The HTML page will display as follows (with additional columns available to view):</p>  <p>The screenshot shows the 'FXBI_INVOICES_INV - Billing Hdr Lines and Dst Inv' page. The search criteria 'Contract (Award) Like % AWD%11' is highlighted in red. Below the search bar, there are download options and a table of results.</p> <p>The Contract (Award) Like % prompt uses “like” criteria so that you can key significant digits and query wildcard characters such as AWD%11 (upper case), %7145, or RF%1206.</p>