



## ADDY TIP

### ATTENTION:

This Addy Tip is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.



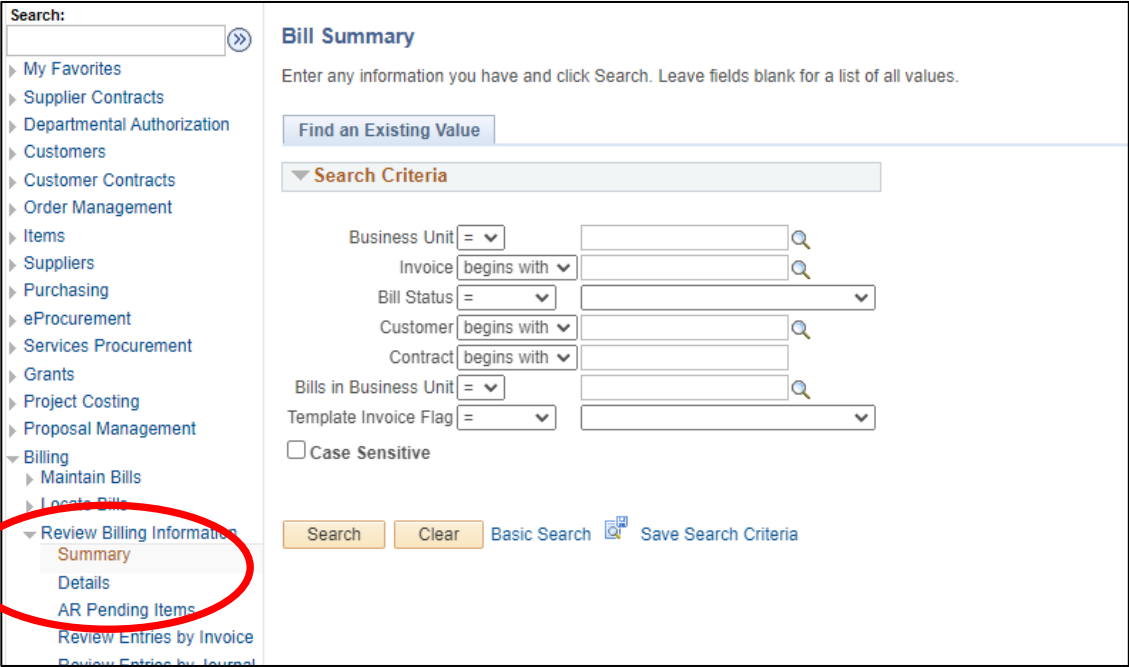
FINANCIALS  
REFERENCE  
DATABASE

## 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 <b>Main Menu &gt; Billing &gt; Review Billing Information &gt; Summary.</b></p> 



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2.	<p>Enter the <b>Business Unit</b>, <b>Invoice</b> (enter <b>CNG0</b>) AND the <b>Customer</b> or <b>Contract</b> to locate the correct invoice for review.</p> <div><p><b>Bill Summary</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><a href="#">Find an Existing Value</a></p><p><b>Search Criteria</b></p><div><div>Business Unit = <input type="text"/></div><div>Invoice begins with <input type="text"/></div><div>Bill Status = <input type="text"/></div><div>Customer begins with <input type="text"/></div><div>Contract begins with <input type="text"/></div><div>Bills in Business Unit = <input type="text"/></div><div>Template Invoice Flag = <input type="text"/></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> <p><i>Note 1:</i> The <b>Contract</b> is the same as the <b>Award ID</b>.</p> <p><i>Note 2:</i> The <b>percentage sign (%)</b> in <b>Contract</b> replaces the zeroes at the beginning of the number.</p> <p>OR</p> <p>If you know the <b>Customer</b> name but not the <b>Customer ID</b> or <b>Contract (Award ID)</b>, you can select the <b>magnifying glass icon</b> beside <b>Customer</b>.</p>



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	<div><p><b>Bill Summary</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><b>Find an Existing Value</b></p><p><b>Search Criteria</b></p><p>Business Unit = <input type="text" value="UCF01"/> </p><p>Invoice begins with <input type="text"/></p><p>Bill Status = <input type="text"/></p><p><b>Customer</b> begins with <input type="text"/> </p><p>Contract begins with <input type="text"/></p><p>Bills in Business Unit = <input type="text"/></p><p>Template Invoice Flag = <input type="text"/></p><p><input type="checkbox"/> Case Sensitive</p></div> <p>Enter the name of the <b>Customer</b> in the <b>Name 1</b> field. Changing the <b>begins with</b> to <b>contains</b> can help find a <b>Customer</b> if you don't have the exact or complete name. Click <b>Look Up</b>.</p> <div><p><b>Look Up Customer</b></p><p>SetID <input type="text" value="UCF01"/></p><p>Customer ID begins with <input type="text"/></p><p>City begins with <input type="text"/></p><p><b>Name 1</b> contains <input type="text" value="Air Force"/> </p><p><b>Look Up</b> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p></div> <p>A list showing each <b>Customer ID</b> associated with that name will display. In this example, <b>Customer ID CNG50387</b> is listed multiple times due to multiple locations. Selecting any of these will provide the same <b>Search Results</b> in the next steps.</p>



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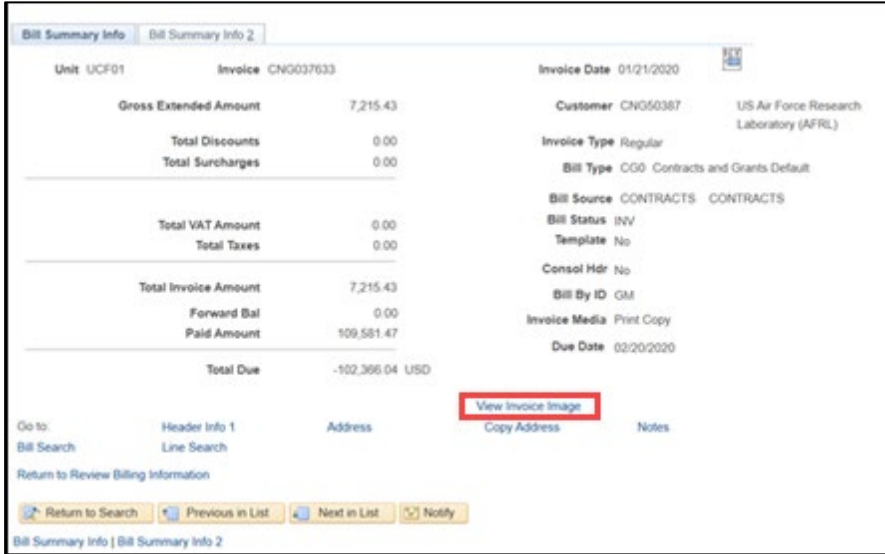
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5.	<p>The <b>Bill Summary Info</b> page shows the invoice information and the invoice image. Select any of the links to review additional invoice information.</p>  <p>For example, select <b>View Invoice Image</b> to review the actual PDF invoice that was created as shown in the following image:</p>



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	<table border="1"><tr><td colspan="2"><b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b> <small>(See instructions on back)</small></td><td colspan="2">Approved by Office of Management and Budget No. 0348-0004</td><td colspan="2">PAGE 1 OF 1 PAGES</td></tr><tr><td colspan="2">1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL</td><td colspan="4">2. BASIS OF REQUEST <input type="checkbox"/> CASH <input checked="" type="checkbox"/> ACCRUAL</td></tr><tr><td colspan="2">3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED US</td><td colspan="2">4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY</td><td colspan="2">5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST 20</td></tr><tr><td>6. EMPLOYER IDENTIFICATION NUMBER</td><td>7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER</td><td colspan="4">8. PERIOD COVERED BY THIS REQUEST From (month, day, year) 12/01/2019 To (month, day, year) 12/31/2019</td></tr><tr><td colspan="2">9. RECIPIENT ORGANIZATION Name: THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES Duns: 150605653 Number and Street: 12201 RESEARCH PARKWAY, SUITE 501 City, State and ZIP Code: ORLANDO, FL 32826-3246</td><td colspan="4">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</td></tr><tr><td colspan="6">11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED</td></tr><tr><td colspan="2">PROGRAMS/FUNCTIONS/ACTIVITIES</td><td>(a)</td><td>(b)</td><td>(c)</td><td>TOTAL</td></tr><tr><td colspan="2">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 colspan="2">b. Less: Cumulative program income</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">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 colspan="2">d. Estimated net cash outlays for advance period</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">e. Total (Sum of lines c &amp; d)</td><td>116,796.90</td><td></td><td></td><td>116,796.90</td></tr><tr><td colspan="2">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 colspan="2">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 colspan="2">h. Federal payments previously requested</td><td>109,581.47</td><td></td><td></td><td>109,581.47</td></tr><tr><td colspan="2">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 colspan="2">j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances</td><td>1<sup>st</sup> month 2<sup>nd</sup> month 3<sup>rd</sup> month</td><td></td><td></td><td></td></tr><tr><td colspan="6">12. ALTERNATE COMPUTATION FOR ADVANCES ONLY</td></tr><tr><td colspan="6">a. Estimated Federal cash outlays that will be made during period covered by the advance</td></tr><tr><td colspan="6">b. Less: Estimated balance of Federal cash on hand as of beginning of advance period</td></tr><tr><td colspan="6">c. Amount requested (Line a minus line b)</td></tr><tr><td colspan="6">13. CERTIFICATION</td></tr><tr><td colspan="2">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.</td><td colspan="2">SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL </td><td colspan="2">DATE REQUEST SUBMITTED 01/21/2020</td></tr><tr><td colspan="2"></td><td colspan="2">TYPED OR PRINTED NAME AND TITLE Van Nguyen Accountant Van.Nguyen@ucf.edu</td><td colspan="2">TELEPHONE (AREA CODE, NUMBER, EXTENSION) 407-823-3778</td></tr><tr><td colspan="6">This space for agency use</td></tr></table>	<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b> <small>(See instructions on back)</small>		Approved by Office of Management and Budget No. 0348-0004		PAGE 1 OF 1 PAGES		1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT b. 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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 <sup>st</sup> month 2 <sup>nd</sup> month 3 <sup>rd</sup> month																																																																																																																																																					
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY																																																																																																																																																							
a. Estimated Federal cash outlays that will be made during period covered by the advance																																																																																																																																																							
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period																																																																																																																																																							
c. Amount requested (Line a minus line b)																																																																																																																																																							
13. CERTIFICATION																																																																																																																																																							
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.		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		DATE REQUEST SUBMITTED 01/21/2020																																																																																																																																																			
		TYPED OR PRINTED NAME AND TITLE Van Nguyen Accountant Van.Nguyen@ucf.edu		TELEPHONE (AREA CODE, NUMBER, EXTENSION) 407-823-3778																																																																																																																																																			
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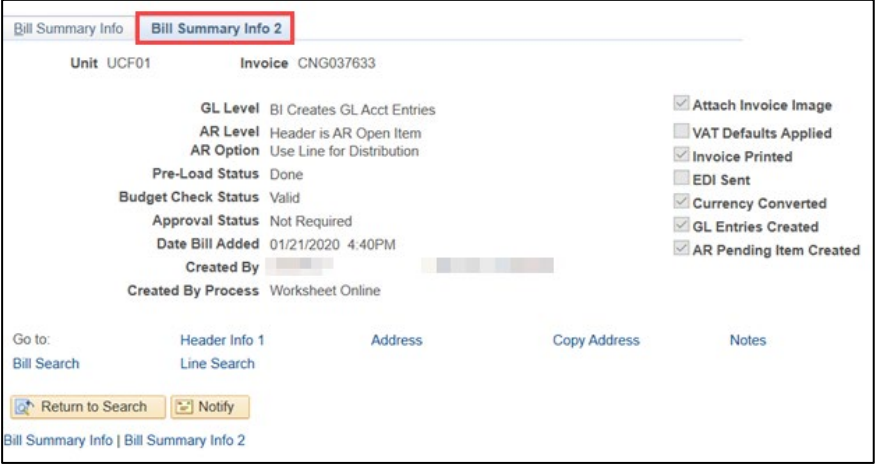
# ADDY TIP

## ATTENTION:

This Addy Tip is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.



FINANCIALS  
REFERENCE  
DATABASE

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



## ADDY TIP

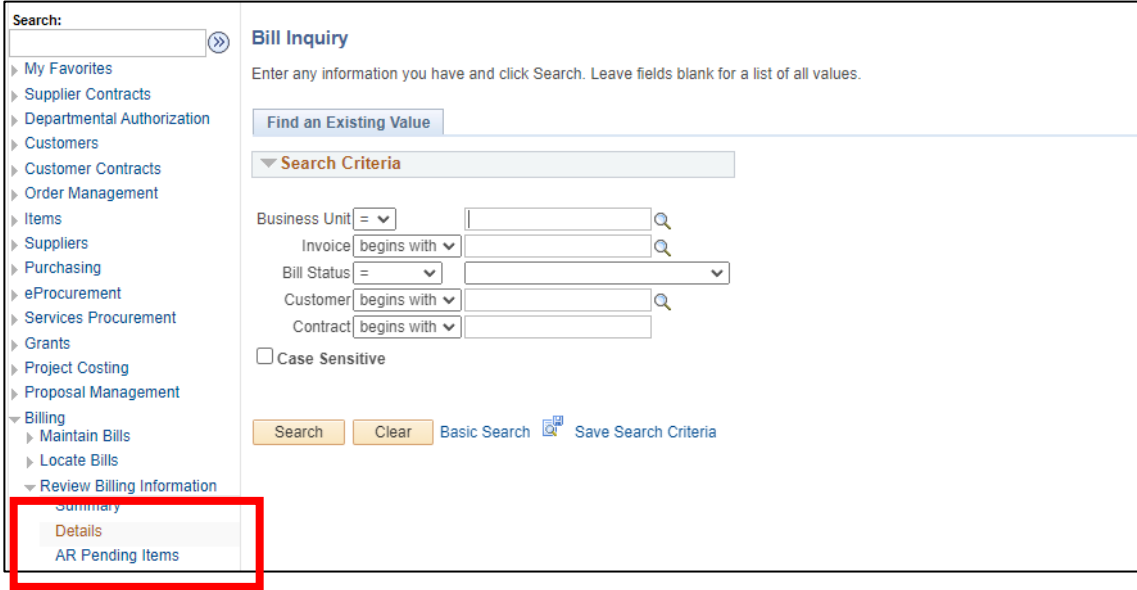
### ATTENTION:

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FINANCIALS  
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## B. Review Billing Details

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





## ADDY TIP

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FINANCIALS  
REFERENCE  
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Step	Action
2.	<p>Enter the <b>Invoice</b> (enter <b>CNG0</b>) and the <b>Customer</b> or <b>Contract</b> to locate the correct invoice for review.</p> <div data-bbox="303 564 1115 1001" data-label="Form"> <p><b>Bill Summary</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p><b>Search Criteria</b></p> <p>Business Unit = <input type="text" value="UCF01"/> <input type="button" value="Search"/></p> <p><b>Invoice</b> begins with <input type="text" value="CNG0"/> <input type="button" value="Search"/></p> <p>Bill Status = <input type="text"/></p> <p><b>Customer</b> begins with <input type="text"/> <input type="button" value="Search"/></p> <p><b>Contract</b> begins with <input type="text" value="%7063"/> <input type="button" value="Search"/></p> <p>Bills in Business Unit = <input type="text"/> <input type="button" value="Search"/></p> <p>Template Invoice Flag = <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> </div> <p><i>Note 1:</i> The <b>Contract ID</b> is the same as the <b>Award ID</b>.</p> <p><i>Note 2:</i> The <b>percentage sign (%)</b> in <b>Contract</b> 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 <b>Customer</b> by name.</p>
3.	<p>Click <b>Search</b>.</p> <div data-bbox="303 1262 909 1411" data-label="Form"> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>



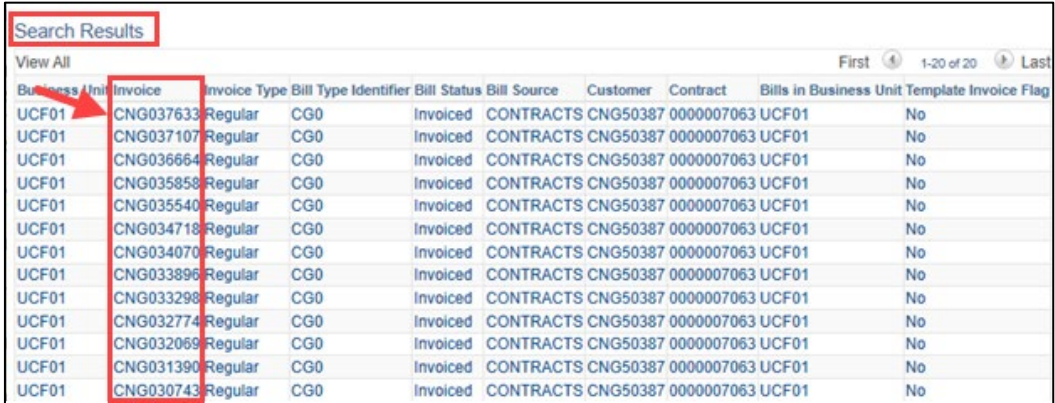
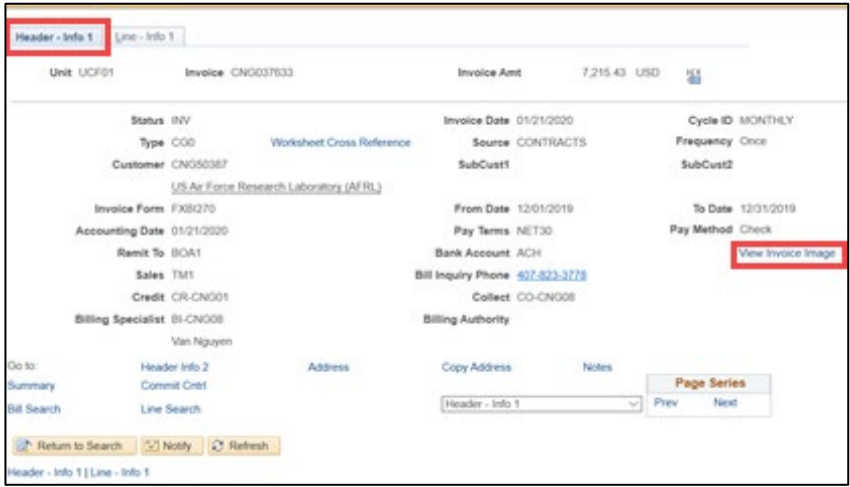
## ADDY TIP

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FINANCIALS  
REFERENCE  
DATABASE

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

**Note:** Select other links to review additional invoice information.



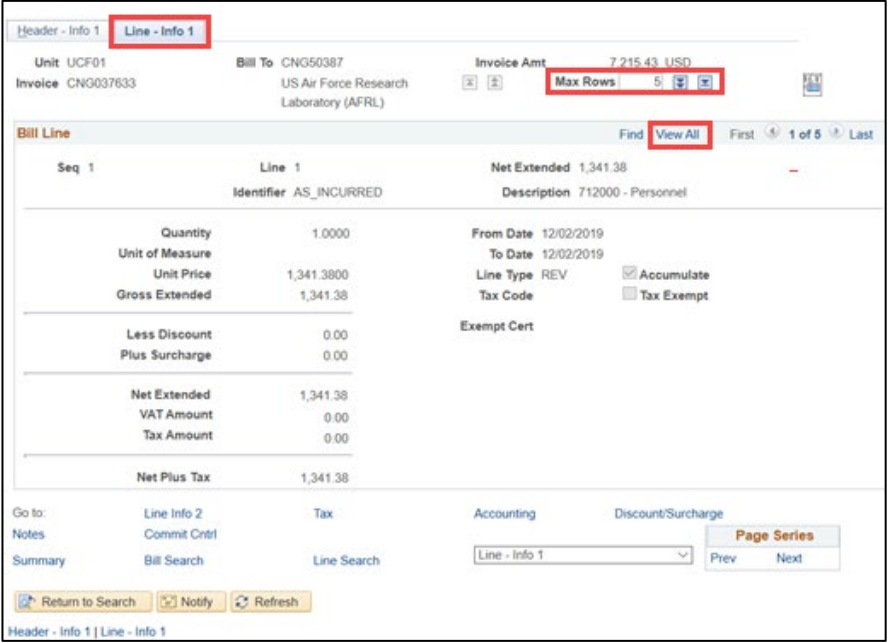
## ADDY TIP

### ATTENTION:

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FINANCIALS  
REFERENCE  
DATABASE

Step	Action
6.	<p>The <b>Line-Info 1</b> tab displays each line that makes up the invoice. Select <b>View All</b> to view the first five lines of the invoice. To view additional lines, click the arrows   to the right of the <b>Max Rows</b> field. This action will show lines <b>6-10</b>.</p> <p><b>Note:</b> Only five lines will display at a time.</p> 



# ADDY TIP

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Step	Action
7.	The example belows displays the first three lines of an invoice on the <b>Line-Info 1</b> tab.

Header - Info 1

Line - Info 1

Unit UCF01

Invoice CNG037633

Bill To CNG50387

US Air Force Research Laboratory (AFRL)

Invoice Amt 7,215.43 USD

Max Rows 5

PDF

Bill Line

Find | View 1

First 1-5 of 5 Last

Seq 1

Line 1

Net Extended 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

From Date 12/02/2019

To Date 12/02/2019

Line Type REV ☒ Accumulate

Tax Code ☐ Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Exempt Cert

Net Extended 1,341.38

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax 1,341.38

Seq 2

Line 2

Net Extended 295.10

Identifier AS\_INCURRED

Description 712000 - Personnel

Quantity 1.0000

Unit of Measure

Unit Price 295.1000

Gross Extended 295.10

From Date 12/02/2019

To Date 12/02/2019

Line Type REV ☒ Accumulate

Tax Code ☐ Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Exempt Cert

Net Extended 295.10

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax 295.10

Seq 3

Line 3

Net Extended 657.28

Identifier AS\_INCURRED

Description 782000 - Indirect Expense

Quantity 1.0000

Unit of Measure

Unit Price 657.2800

Gross Extended 657.28

From Date 12/05/2019

To Date 12/05/2019

Line Type REV ☒ Accumulate

Tax Code ☐ Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Exempt Cert

Net Extended 657.28

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax 657.28



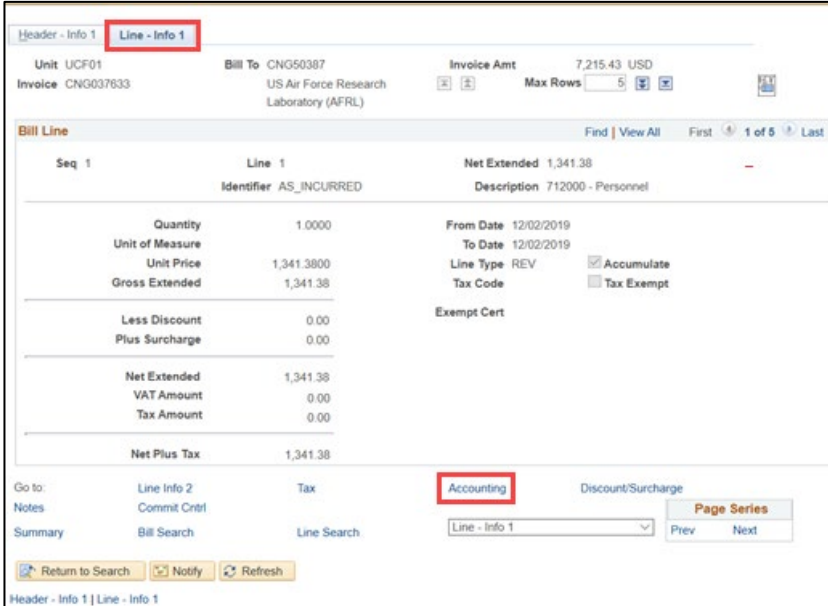


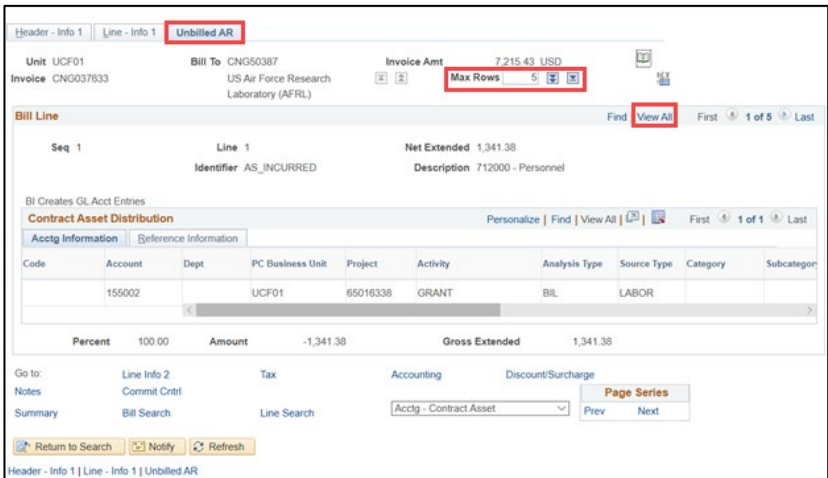
## ADDY TIP

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FINANCIALS  
REFERENCE  
DATABASE

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



## ADDY TIP

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



## ADDY TIP

### ATTENTION:

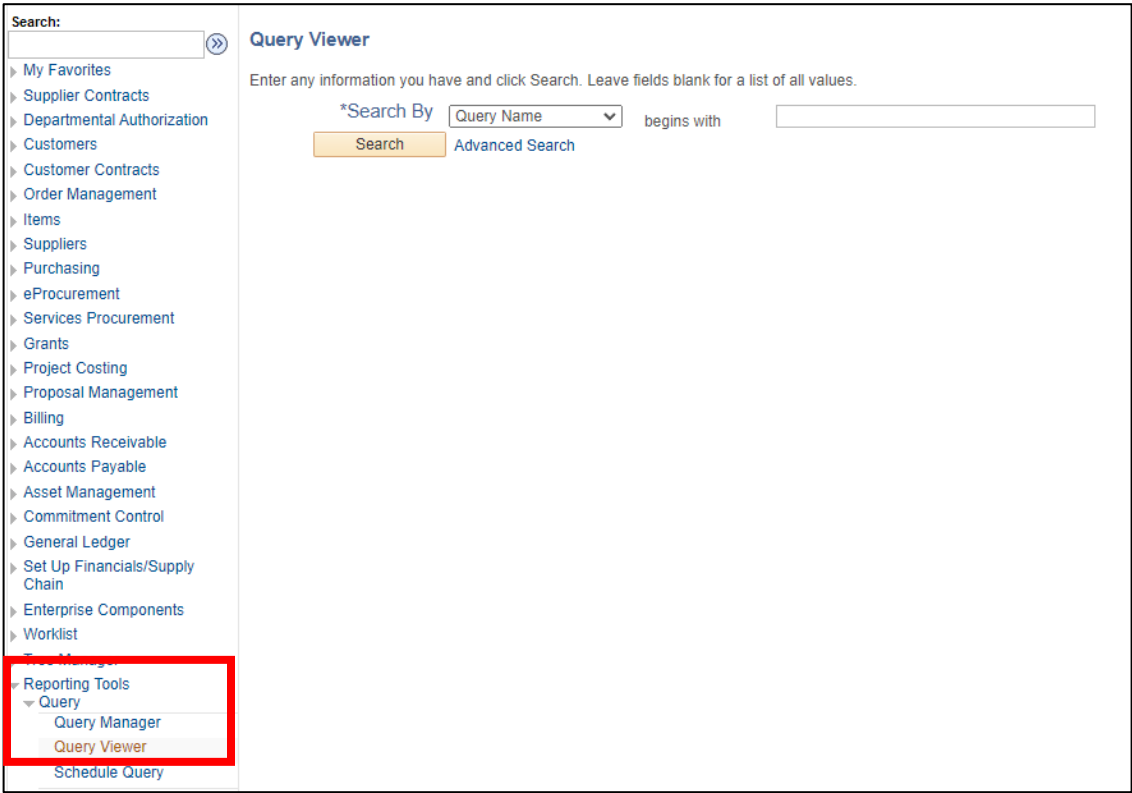

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FINANCIALS  
REFERENCE  
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## C. Review Billing Details as Query

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.

Step	Action
1.	<p>Navigate to <b>Main Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer.</b></p> 
2.	<p>Enter a <b>Query Name</b> of <b>FXBI_INVOICES_INV</b>.</p> 






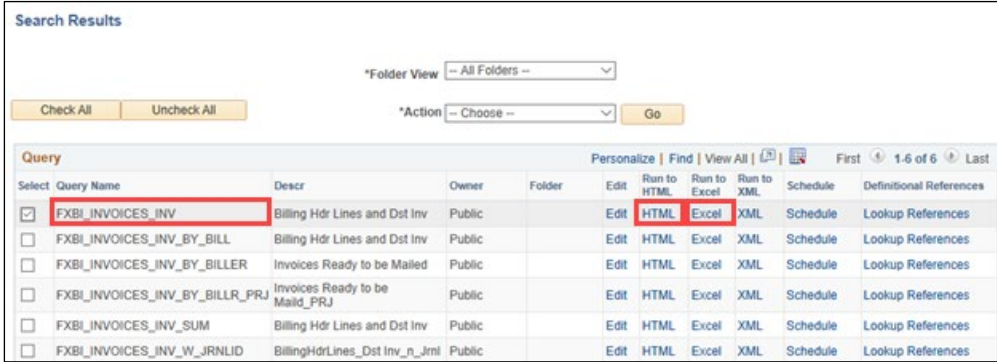
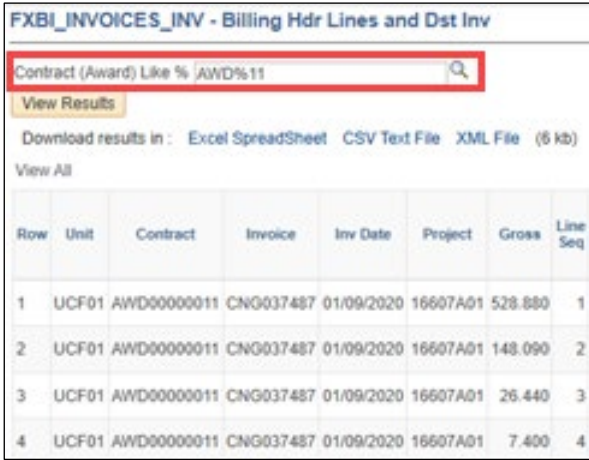
## ADDY TIP

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FINANCIALS  
REFERENCE  
DATABASE

Step	Action
3.	<p>Click <b>Search</b>.</p> 
4.	<p>On the <b>FXBI_INVOICES_INV</b> line, select the <b>HTML</b> link to view the webpage or the <b>Excel</b> link to download a spreadsheet.</p> 
5.	<p>The <b>HTML</b> page will display as follows (with additional columns available to view):</p>  <p>The <b>Contract (Award) Like %</b> prompt uses “like” criteria so that you can key significant digits and query wildcard characters such as <b>AWD%11</b> (upper case), <b>%7145</b>, or <b>RF%1206</b>.</p>