UCF Rising Impact on Billing: Quick Tips

The purpose of this Addy Tip is to highlight the changes to the UCF Financials system as a result of the implementation of the UCF Rising Program for Financials' users that work with billing. The following are a listing of system changes:

- Analysis types differentiate cost share and chargeable project transactions. Starting November 1, there will be additional analysis types to identify cost share, as a result of pricing now utilizing them. See comparable examples of analysis types below:

Cost Share	Chargeable Projects
CPY - salary expenses	PAY - salary expenses
CGE - journal expenses	GLE - journal expenses
CLA - salary encumbrances	TLA - salary encumbrances

*Refer to the new Addy Tip, *Sponsored Project Analysis Types for Online Journals*, on the Financials website for more information.

- Billing queries are grouped on the WorkCenter; however, still accessible through the Query Manager.

- Invoice cycles are reduced to one for monthly (MONTHLY), quarterly (QUARTERLY) and immediate (IMMED) bills. ***Note**: The day of the month that the bill should be paid by is in an internal note denoted as DOM on the Bill Plan (subset of above).*

- There are three Rate Sets for pricing now: GM_RATE, GM_RATE_NOBILL and GM_RATE_TM (rather than the many rate plans). The Rate and Cost Type are shown on the award. ***Note**: Grants now drives the Facilities and Administrative (F&A) process with these rate sets.*

- All projects are now on one contract line, unless the awards are Time and Material (TM) or projects need to be on separate invoices for billing.

QUICK REFERENCE

New products: AS_INCURRED, FIXED_AMOUNT, TIME_MATL, NOBILL - *NOBILL contracts do not have a Revenue Plan or Bill Plan set up*

- Converted rate contract lines consolidated all the projects and Billing Limits into one AS_INCURRED Contract line. The Amount Contract lines remain as they are on the original contract.

Sponsored Project Budgets

Sponsored Project Budgets are now created in Huron Research Suite (HRS) as part of the Award by adding dollars to budget items, which will be grouped into budgetary rollup accounts (i.e. as seen on Budget Position Reports). There will be only one project budget rollup, rather than the previous four. Budgeting is created in the Grants module after award generation by finalizing the budget.

KK Account	KK Descriptions	Budget Item(s) that roll into the accounts
711000	Salary & Fringe Benefits	PERSON
712000	Other Personal Svcs Salary	OPS
713000	Consulting	CONSULT
713900	Subcontracts	SUBFA, SUBNO (with and without F&A)
720000	Other Direct Expenses	OTHER, OTHERNO (with and without F&A)
726000	Travel	TRAVEL
750000	Equipment	EQUIP
774000	Tuition	TUITIO
774100	Stipends	STIPND
782000	Facilities & Admin (Overhead)	FACADM

***Note**: Activities have been consolidated to one GRANT (regardless of the Budget Item).*

- Budget is tracked by budgetary items and their account rollups (if budget dollars are assigned). Spending is controlled at the direct and indirect levels. Budget errors are received if the total amount is exceeded.

- There is a new Budget Position Report for an Award, which allows users to see financial information for the entire award within one report. (See new Addy Note: *Budget Position Report for an Award* on the Financials website)

- Proformas will be scheduled to run in batches. This updated process will add the zero-dollar line if needed and accumulates the previous billed payment amount. It also retrieves the budget if needed. ***Note**: This process replaces the previous custom page.*

- Terms and Conditions on the Award are where contractual items are stored in UCF Financials. There are currently 56 defined terms that can be used.

- Refer to the new Addy Tip, *Sponsored Project Analysis Types for Online Journals*, on the Financials website.

- The difference between the institution overhead rate and funded overhead sponsor rate in project costing will show as an analysis type of WFA for reporting purposes only. The funded overhead rate lines remain as an analysis type of SFA.

New Invoice Forms

Billing forms have now been consolidated. As of November 1, a new Contract Bill Plan will prompt the development of a new invoice form. Converted contracts are updated with the correct form. ***Note:*** *The conversion for contracts used the old invoice form and mapped it to the new invoice form.*

Features of the new invoice form include the following details:

- With or without budget (i.e. FXBIWB, FXBIWOB)
- Without cumulative (i.e. FXBIWOC)
- Budget with No Print (i.e. FXBIWOBNP)
- Letter of Credits or No Bills, and No Print (i.e. FXBINOINV)

FXBIWB	FXBIWOB	FXBIWOC	FXBIWOBNP	FXBI103X	FXBI270	FXBINOINV
Generic Form w/Budget	Generic Form w/o Budget	Generic Form w/o Cum	Generic Form w/Budget No Print	Federal Form SF1034/35	– Federal Form SF270	NO INVOICE

Use the invoice key in the image above to compare the corresponding old invoice forms with the new converted forms shown in the image below:

Old Invoice Form →	New Invoice Form
FXCGSFPB	FXBIWB
FXCGSFP FXCGFBRP FXCGSFFP FXRFDSFC FXCGSFPPB	FXBIWOB
FXRFDSF	FXBIWOC
FXCGFDOA FXCGGASF FXCGFDOE FXCGFDOT	FXBIWOBNP
FXCGSF103X	FXBI103X
FXCGSF270	FXBI270
FXCGSFLOC FXCGNB	FXBINOINV

It is acceptable if specific values are not populated on the Contract's Bill Plan. The values that default include the following:

	UCF01	RFD01
Bill Inquiry Phone	407-823-3778	407-823-0521
Payment Terms ID	NET30	IMMED
AR Distribution Code	AR-CNG	AR-RFD
Bill by Identifier	GM	GM

If these are not the correct values for a contract, a user will need to enter in a value to override these defaults.