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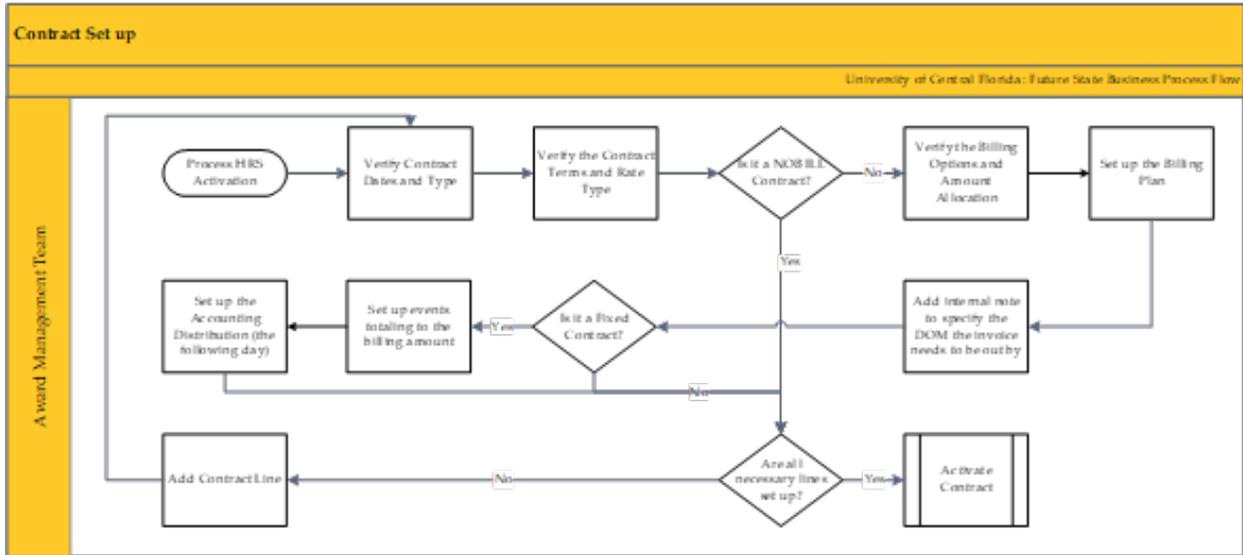
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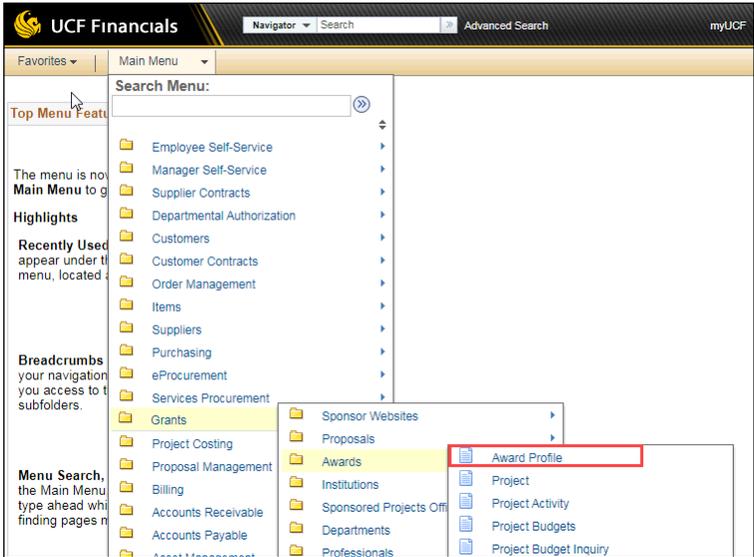


COURSE 2. SET UP CONTRACTS

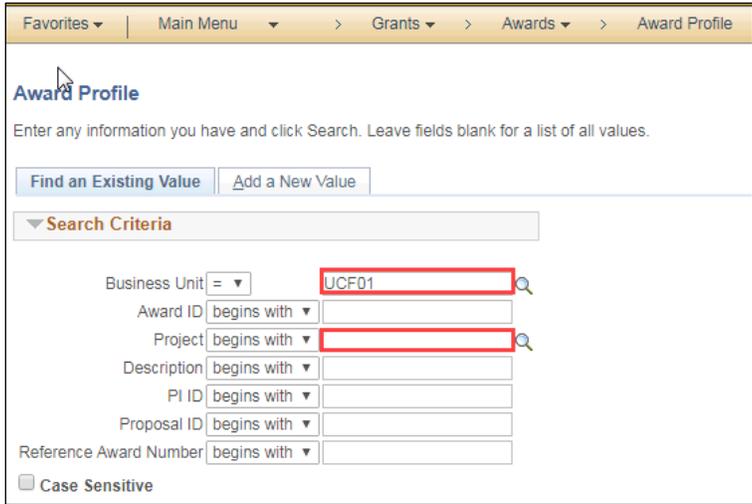
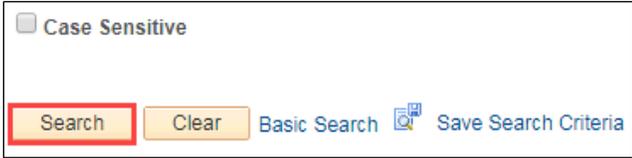


I. SET UP & ACTIVATE A CRB CONTRACT

After an award is set up and award documentation denotes it as a cost reimbursement (CRB) contract/grant, an As_Incurred contract needs to be set up. Any projects that are designated as pre-award spending will not have a contract set up until the award commences.

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to show 'Grants', which is further expanded to show 'Awards'. The 'Award Profile' option is highlighted with a red box.</p>

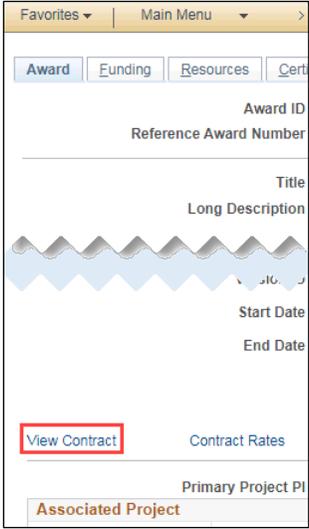
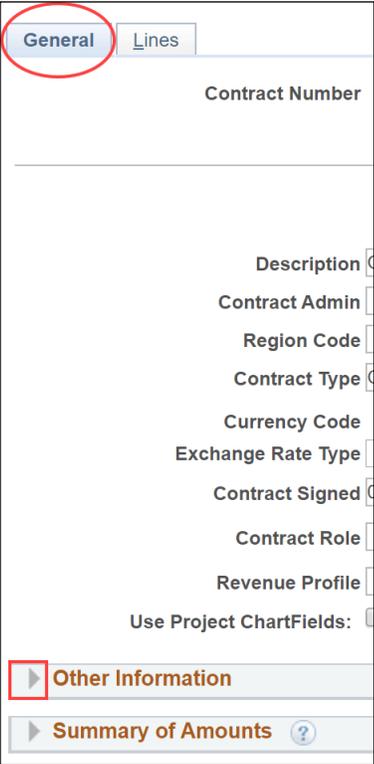


Step	Action
	(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > General Information tab.)
2.	<p>Enter information into the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 
3.	<p>Click Search and select the correct award if it does not default.</p> 



UCF Financials

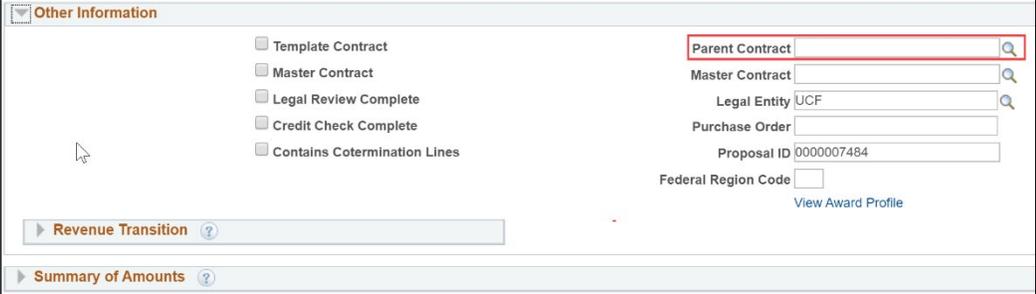
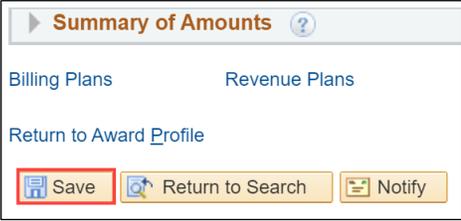
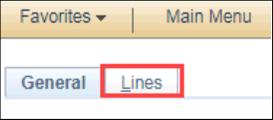
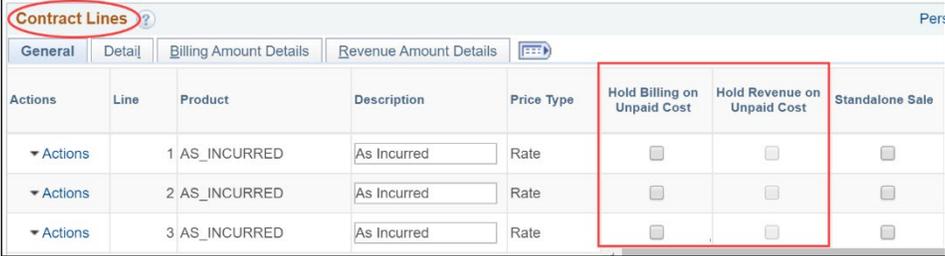
System Navigation for Grants

Step	Action
4.	<p>On the Award tab click the View Contract link.</p>  <p>The screenshot shows a web interface with a top navigation bar containing 'Favorites' and 'Main Menu'. Below this are tabs for 'Award', 'Funding', 'Resources', and 'Cert'. The main content area includes fields for 'Award ID', 'Reference Award Number', 'Title', 'Long Description', 'Start Date', and 'End Date'. At the bottom, there are two buttons: 'View Contract' (highlighted with a red box) and 'Contract Rates'. Below the buttons are labels for 'Primary Project PI' and 'Associated Project'.</p>
5.	<p><i>Note: If Award is a master agreement, complete steps 5-7; otherwise, skip to step 8:</i></p> <p>On the General tab click the Other Information drop-down arrow.</p>  <p>The screenshot shows a web interface with two tabs: 'General' (highlighted with a red circle) and 'Lines'. Below the tabs are various fields: 'Contract Number', 'Description', 'Contract Admin', 'Region Code', 'Contract Type', 'Currency Code', 'Exchange Rate Type', 'Contract Signed', 'Contract Role', 'Revenue Profile', and 'Use Project ChartFields:'. At the bottom, there are two drop-down menus: 'Other Information' (highlighted with a red box) and 'Summary of Amounts' (with a question mark icon).</p>



UCF Financials

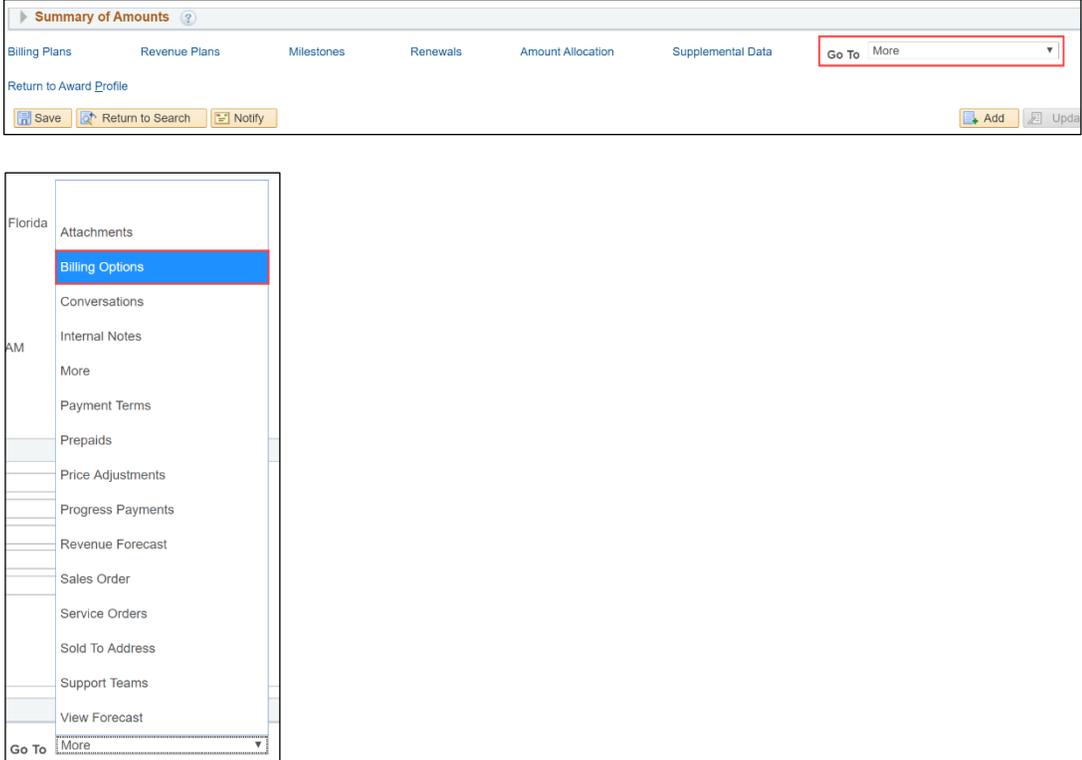
System Navigation for Grants

Step	Action																																
6.	<p>Enter the Parent Contract. (Enter the parent master agreement contract number, or if there is no parent, enter the first contract that was set up.)</p> 																																
7.	<p>Click Save.</p> 																																
8.	<p>Select the Lines tab.</p> 																																
9.	<p>Under Contract Lines the columns Hold Billing on Unpaid Cost and Hold Revenue on Unpaid Cost should <i>not</i> be checked. Contact your manager if they are checked.</p>  <table border="1"> <thead> <tr> <th>Actions</th> <th>Line</th> <th>Product</th> <th>Description</th> <th>Price Type</th> <th>Hold Billing on Unpaid Cost</th> <th>Hold Revenue on Unpaid Cost</th> <th>Standalone Sale</th> </tr> </thead> <tbody> <tr> <td>▼ Actions</td> <td>1</td> <td>AS_INCURRED</td> <td>As Incurred</td> <td>Rate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>▼ Actions</td> <td>2</td> <td>AS_INCURRED</td> <td>As Incurred</td> <td>Rate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>▼ Actions</td> <td>3</td> <td>AS_INCURRED</td> <td>As Incurred</td> <td>Rate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	▼ Actions	1	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼ Actions	2	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼ Actions	3	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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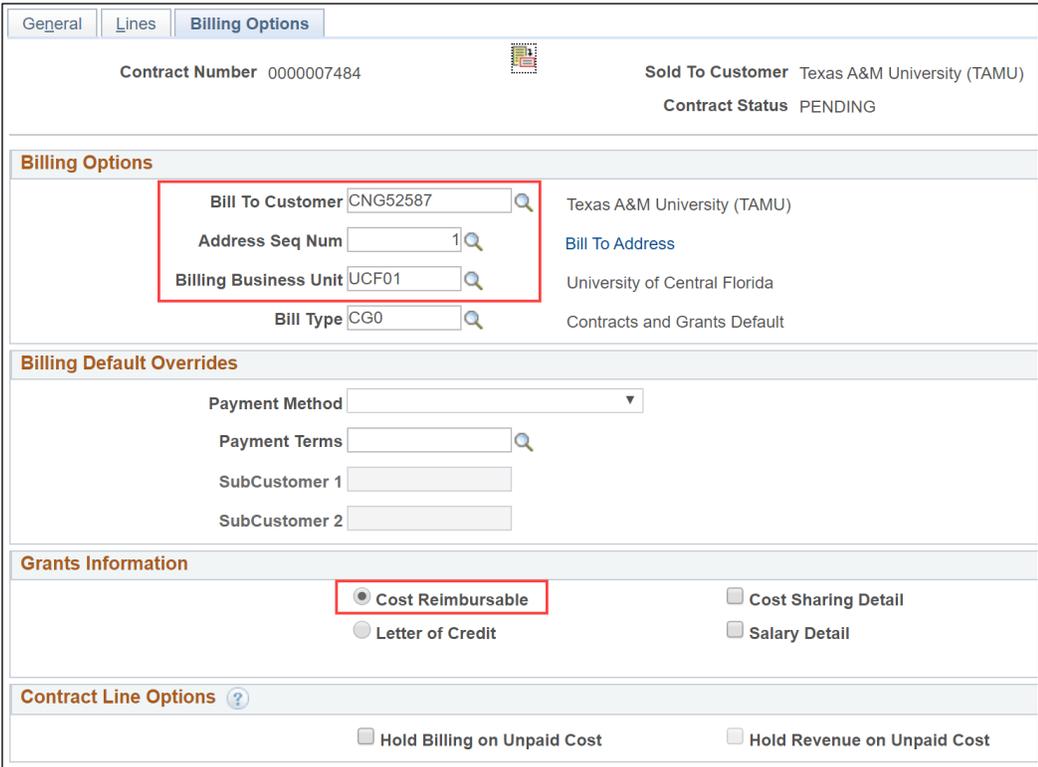


UCF Financials

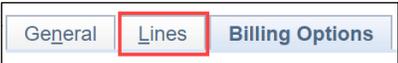
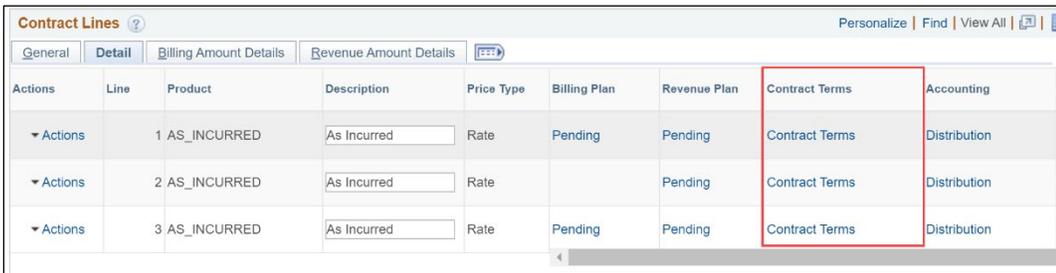
System Navigation for Grants

Step	Action
10.	<p data-bbox="324 321 1360 394">On the bottom right side of the page, in the Go To [More] drop-down list, select Billing Options.</p>  <p>The screenshot shows the 'Summary of Amounts' page with a navigation bar containing 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data'. A 'Go To More' dropdown menu is highlighted with a red box. Below it, a list of options is shown, with 'Billing Options' highlighted in blue. Other options include Attachments, Conversations, Internal Notes, More, Payment Terms, Prepays, Price Adjustments, Progress Payments, Revenue Forecast, Sales Order, Service Orders, Sold To Address, Support Teams, and View Forecast. At the bottom of the list, the 'Go To More' dropdown is visible again.</p>

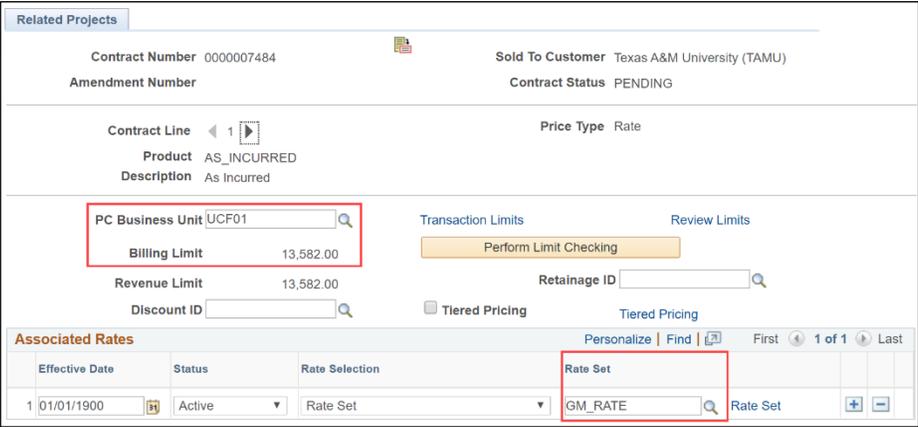
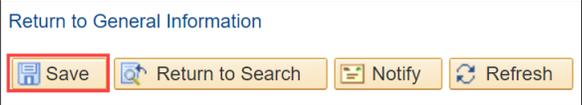
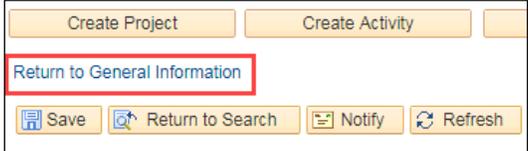


Step	Action
11.	<p>Verify the following values:</p> <ol style="list-style-type: none"> Bill To Customer (The Bill To Customer and Sold To Customer should be the same, and thus, this defaults. If they are different, discuss with leadership.) Address Seq (sequence) Num (number) – Ensure this is the same address as what is on the most recent award modification or Notice of Award.* Billing Business Unit Cost Reimbursable [Checked] <p>*To verify this information use query FXAR_Customer and compare against award address. The Location number will be the number that needs to be associated here.</p>  <p>The screenshot shows the 'Billing Options' tab of a contract setup form. The 'Contract Number' is 000007484 and the 'Sold To Customer' is Texas A&M University (TAMU). The 'Billing Options' section includes: 'Bill To Customer' (CNG52587), 'Address Seq Num' (1), 'Billing Business Unit' (UCF01), and 'Bill Type' (CG0). The 'Grants Information' section has 'Cost Reimbursable' selected with a radio button. Other options like 'Cost Sharing Detail', 'Letter of Credit', and 'Salary Detail' are unselected. The 'Contract Line Options' section has 'Hold Billing on Unpaid Cost' and 'Hold Revenue on Unpaid Cost' both unselected.</p>
12.	<p>Click Save.</p>  <p>The screenshot shows the bottom of the form with navigation links for 'Billing Plans' and 'Revenue Plans', a 'Return to Award Profile' link, and three buttons: 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'. At the bottom, there are tabs for 'General Lines Billing Options'.</p>

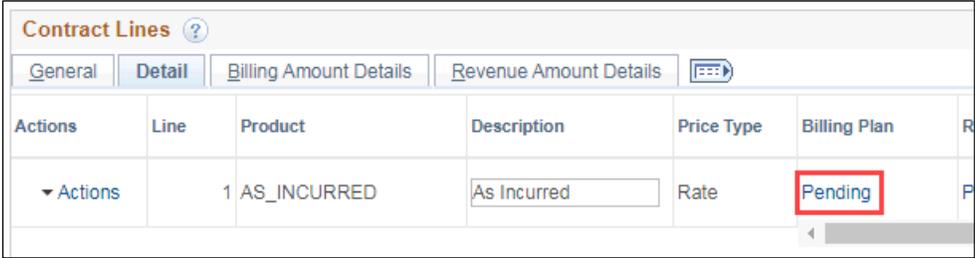


Step	Action
13.	Select the Lines tab. 
14.	Under Contract Lines select the Detail tab. 
15.	In the Contract Terms column, select the Contract Terms link for the desired line.  <p>Note: On the As Incurred line(s) in the Accounting column, note the Distribution link. The information on this line will default, and no information needs to be changed. The project accounting rules from the Project Type will drive the creation of the accounting entries.</p> 



Step	Action
16.	<p>Verify the following values:</p> <ol style="list-style-type: none"> PC Business Unit Billing Limit (equal to the amount authorized to be billed) Rate Set [GM_RATE] 
17.	<p>Under Associated Projects & Activities, review projects to verify that all projects on the contract line should be billed together.</p>  <p>If a project needs to be moved to a new line, refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VIII. Move a Project to an Existing Contract Line.”</p>
18.	<p>Click Save.</p> 
19.	<p>Click the Return to General Information link.</p> 



Step	Action
20.	Select the Detail tab. 
21.	In the Billing Plan column, click the Pending link. 



22. Verify the following values:

- a) **Billing Plan [B10X]**
- b) **BI Unit**
- c) **Bill to Contact** (correct sponsor contact)
- d) **Bill Type [CG0 for UCF01; RFD, INC, NEC, NSP, TTF for RFD01]**
- e) **Bill Source [CONTRACTS for UCF01 or RESFND for RFD01]**
- f) **Invoice Form** (Choose correct invoice form based on whether you need cumulative, budget, or no print.)

Short Desc	Description
FXBIWB	Generic Form w/Budget
FXBIWOB	Generic Form w/o Budget (Use as standard invoice.)
FXBIWOC	Generic Form w/o Cum
FXBIWOBNP	Generic Form w/o Budget No Print
FXBI103X	Federal Form SF1034/35
FXBI270	Federal Form SF270
FXBINOINV	NO_INV

- g) **Cycle ID [IMMED, MONTHLY, or QUARTERLY]**
- h) **Bill By ID [Blank or GM-PROJ, which separates the projects on different contract lines onto multiple TMP worksheets by Contract Line]***
- i) **Billing Specialist**
- j) **Ready at Activation [Check]****

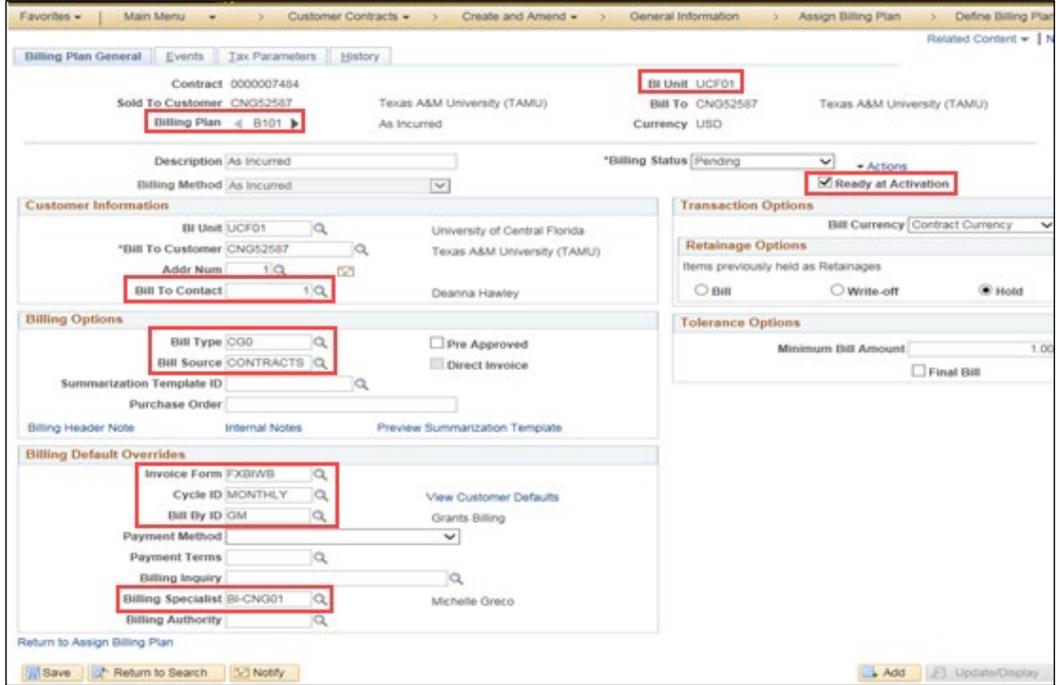
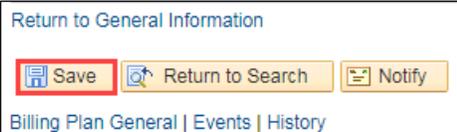
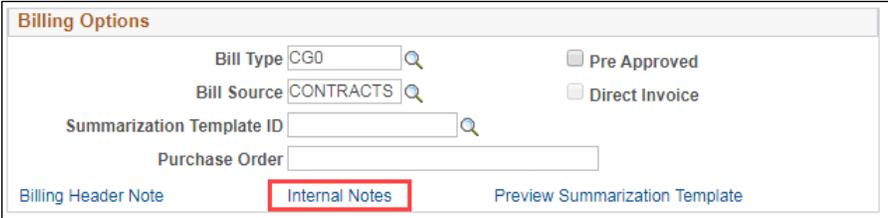
The **Bill by ID of IGM is the default value if this is blank.*

***Update to **Ready** if the contract is already active.*

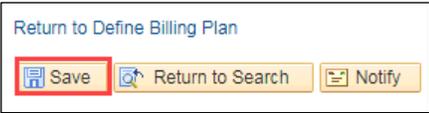


UCF Financials

System Navigation for Grants

Step	Action
	
23.	<p>Click Save.</p>  <p>Return to General Information</p> <p>Billing Plan General Events History</p>
24.	<p>Under the Billing Options heading, select the Internal Notes link if multiple projects appear on the invoice.</p> 

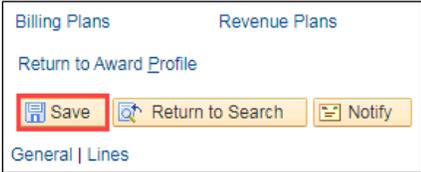


Step	Action
25.	<p>The Contract Notes page opens in a separate window. Enter the following:</p> <ul style="list-style-type: none">a) Classification [Custom]b) Note Type [DOM]c) Text [The day of the month on which the invoice needs to be sent out, i.e., 5, 10, 15, 20, 25, 30] <p>If multiple projects appear on the invoice, enter the following:</p> <ul style="list-style-type: none">a) Classification [Custom]b) Note Type [MULTI_PROJ]
26.	<p>Click Save.</p> 
27.	<p>Select the Define Billing Plan tab to open the Define Billing Plan page.</p> 
28.	<p>Open a new UCF Financials window, and navigate to Main Menu > Reporting Tools > Query > Query Viewer.</p>
29.	<p>Run the FXGM_VALIDATION query to verify information has been set up. (When done, keep the query window open.)</p>
30.	<p>On the Define Billing Plan page, click the Return to General Information link.</p> 
31.	<p>If an additional Contract Line needs to be added, refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VI. Add Additional Contract Line for Pending Contract” for an explanation of the process.</p>
32.	<p>On the General tab, update the Contract Status to Review.</p>
33.	<p>In the query window (Main Menu > Reporting Tools > Query > Query Viewer), run FXCA_GRANT_PORTFOLIO_BY_ADMIN by Review status.</p>



UCF Financials

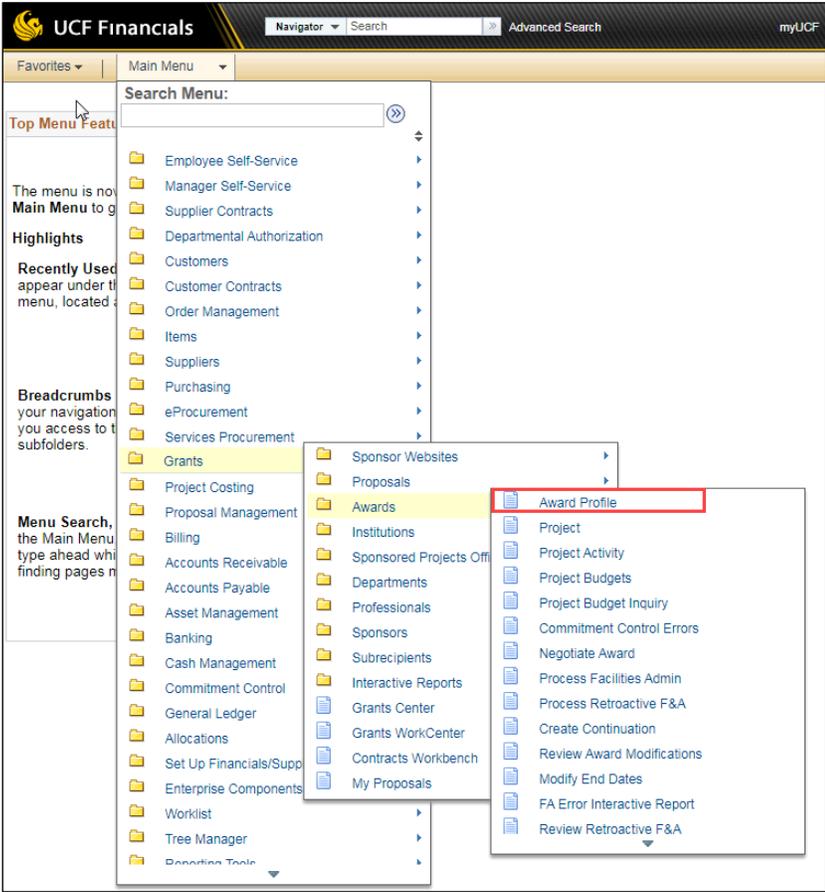
System Navigation for Grants

Step	Action
34.	Perform a QA Check on the setup of all awards in Review status.
35.	If any contract changes need to be made, make the appropriate changes.
36.	If any award changes need to be made, change the Contract Status to Pending . 
37.	Refer to the “System Navigation for Grants” manual, “Course 1. Establish Awards,” section “V. Award Profile Notepad” to document all changes.
38.	Once all changes are made, close the query window.
39.	On the General Information tab, update the Contract Status to Active . 
40.	Click Save . 



II. SET UP & ACTIVATE AN LOC CONTRACT

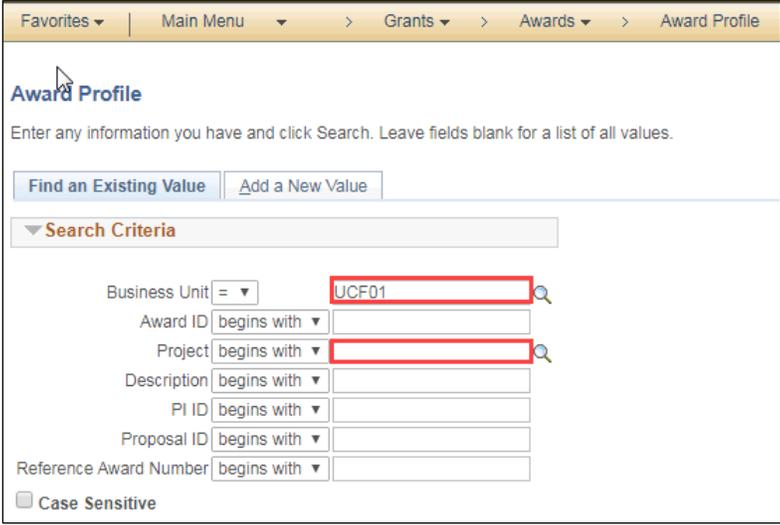
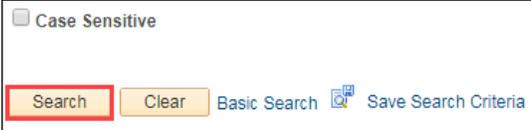
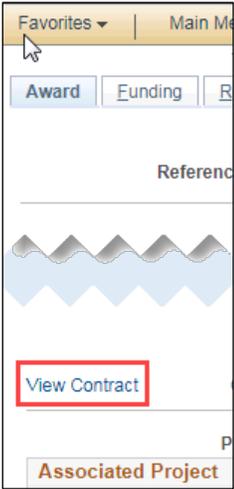
A letter of credit (LOC) contract can be set up and activated after the award is generated if it is not designated as pre-award spending. It should have AS_INCURRED selected as the Product. The award documentation should note that it is an LOC contract. The customer must be designated as an LOC sponsor and the appropriate Account Number needs to be set up on the sponsor profile. Please contact the Awards Management Team if this is not done. To set up and activate an (LOC) contract, follow these steps:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > General Information.)</p>



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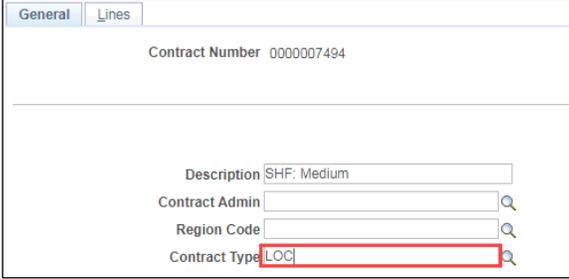
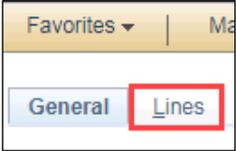
System Navigation for Grants

Step	Action
2.	<p>Enter information into the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 
3.	<p>Click Search.</p> 
4.	<p>Click the View Contract link.</p> 



UCF Financials

System Navigation for Grants

Step	Action																																
5.	<p>Review the General tab on the General Information page and update Contract Type [LOC for UCF01 or RFD01].</p>  <p>The screenshot shows the 'General' tab of the 'General Information' page. The 'Contract Number' is 0000007494. The 'Description' is SHF: Medium. The 'Contract Admin', 'Region Code', and 'Contract Type' fields are visible. The 'Contract Type' field is highlighted with a red box and contains the value 'LOC'.</p>																																
6.	<p>Select the Lines tab.</p>  <p>The screenshot shows the navigation tabs for the 'General Information' page. The 'General' tab is selected, and the 'Lines' tab is highlighted with a red box.</p>																																
7.	<p>Hold Billing on Unpaid Cost and Hold Revenue on Unpaid Cost should not be checked. Contact your manager if you see these checked.</p>  <p>The screenshot shows the 'Contract Lines' table. The 'Hold Billing on Unpaid Cost' and 'Hold Revenue on Unpaid Cost' columns are highlighted with a red box. The checkboxes in these columns are currently unchecked.</p> <table border="1"><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Hold Billing on Unpaid Cost</th><th>Hold Revenue on Unpaid Cost</th><th>Standalone Sale</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>▼ Actions</td><td>2</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>▼ Actions</td><td>3</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>	Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	▼ Actions	1	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼ Actions	2	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼ Actions	3	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8.	<p>On the bottom right of the page in the Go To [More] dropdown list, select Billing Options.</p>  <p>The screenshot shows the 'Go To [More]' dropdown menu. The 'Billing Options' option is highlighted with a red box.</p>																																



UCF Financials

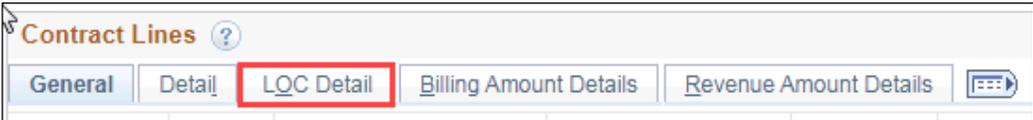
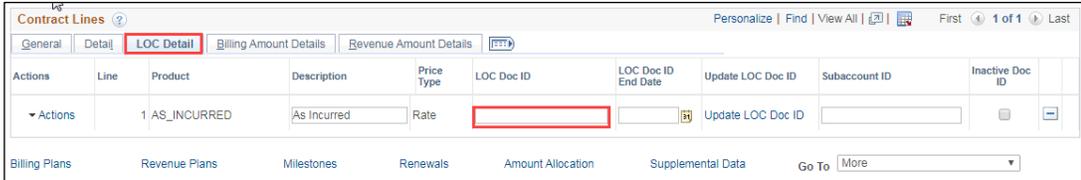
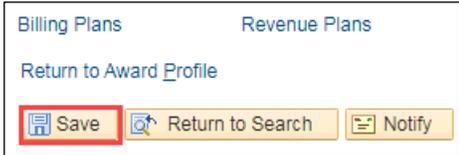
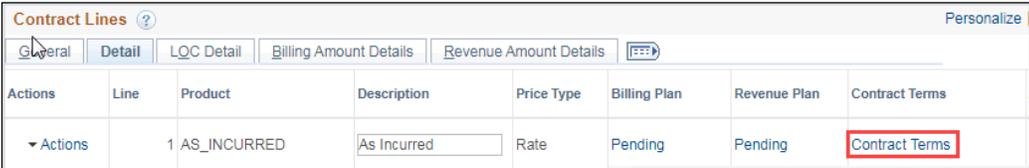
System Navigation for Grants

Step	Action
9.	<p>Verify the following values:</p> <ol style="list-style-type: none"> Bill To Customer (Bill To Customer and Sold To Customer should be the same, and thus, this should default in properly. If they are different, discuss with leadership.) Address Seq Num (address sequence number – Ensure this is the same address as what is on the most recent award modification or Notice of Award.)* Billing Business Unit Letter of Credit [Check] Letter of Credit ID (account number – field below Letter of Credit checkbox) <div data-bbox="337 730 1380 1360" style="border: 1px solid black; padding: 5px;"> </div> <p>*To verify this information use query FXAR_Customer and compare against award address. The Location number will be the number that needs to be associated here.</p>
10.	<p>Click Save.</p> <div data-bbox="311 1554 769 1711" style="border: 1px solid black; padding: 5px;"> </div>

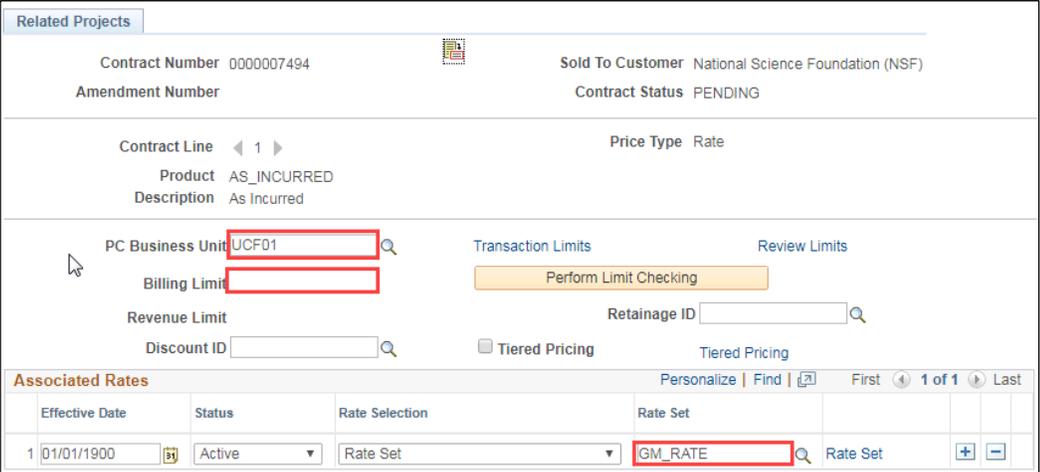
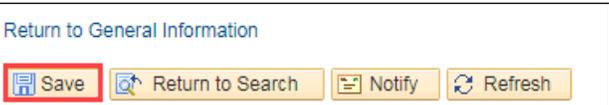


UCF Financials

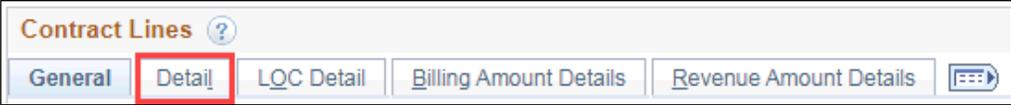
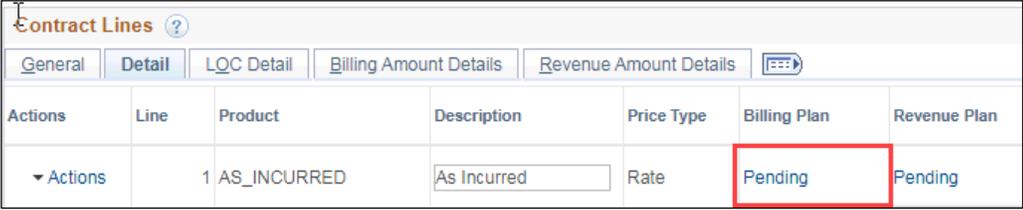
System Navigation for Grants

Sten	Action
11.	Select the Lines tab. 
12.	Under the Contract Lines heading, select the LOC Detail tab. 
13.	Verify the LOC DOC ID [For NIH – Document ID , for all other systems – Award ID]. 
14.	Click Save . 
15.	Under the Contract Lines heading, click the Detail tab. 
16.	Under the Contract Terms column heading, select the Contract Terms link. 



Step	Action
17.	<p>Verify the following values:</p> <ol style="list-style-type: none"> PC Business Unit Billing Limit (equal to the amount authorized to be billed) Rate Set [GM_RATE] 
18.	<p>Ensure that all projects on the Contract Line need to be billed together. If a project needs to be moved to a new Contract Line, refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VIII. Move a Project to an Existing Contract Line.”</p> 
19.	<p>Click Save.</p> 
20.	<p>Click the Return to General Information link.</p> 



Step	Action														
21.	<p>Under the Contract Lines heading, select the Detail tab.</p>  <p>The screenshot shows a tabbed interface titled "Contract Lines" with a help icon. The tabs are "General", "Detail", "LOC Detail", "Billing Amount Details", and "Revenue Amount Details". The "Detail" tab is highlighted with a red box.</p>														
22.	<p>Under the Billing Plan column heading, click the Pending link.</p>  <p>The screenshot shows the "Contract Lines" interface with the "Detail" tab selected. Below the tabs is a table with columns: Actions, Line, Product, Description, Price Type, Billing Plan, and Revenue Plan. The "Billing Plan" column contains a "Pending" link, which is highlighted with a red box.</p> <table border="1"><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Billing Plan</th><th>Revenue Plan</th></tr></thead><tbody><tr><td>▼ Actions</td><td></td><td>1 AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td>Pending</td><td>Pending</td></tr></tbody></table>	Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	▼ Actions		1 AS_INCURRED	As Incurred	Rate	Pending	Pending
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan									
▼ Actions		1 AS_INCURRED	As Incurred	Rate	Pending	Pending									



23. Verify the following values:

- a) **Billing Plan [B10X]**
- b) **Ready at Activation [Check - Update to Ready if the contract is already active.]**

Customer Information

- a) **BI Unit**
- b) **Bill to Contact (Contact Sequence Number associated with correct sponsor contact)**

Billing Options

- a) **Bill Type [CGO for UCF01; RFD, INC, NEC, NSP, TTF for RFD01]**
- b) **Bill Source [CONTRACTS for UCF01 or RESFND for RFD01]**

Billing Default Overrides

- a) **Invoice Form [FXBINOINV]**
- b) **Cycle ID [IMMED, MONTHLY, or QUARTERLY]**
- c) **Bill By ID [Blank (IGM default value) or GM-PROJ, which separates the projects on different contract lines onto multiple TMP worksheets by Contract Line.]**
- d) **Billing Specialist**



UCF Financials

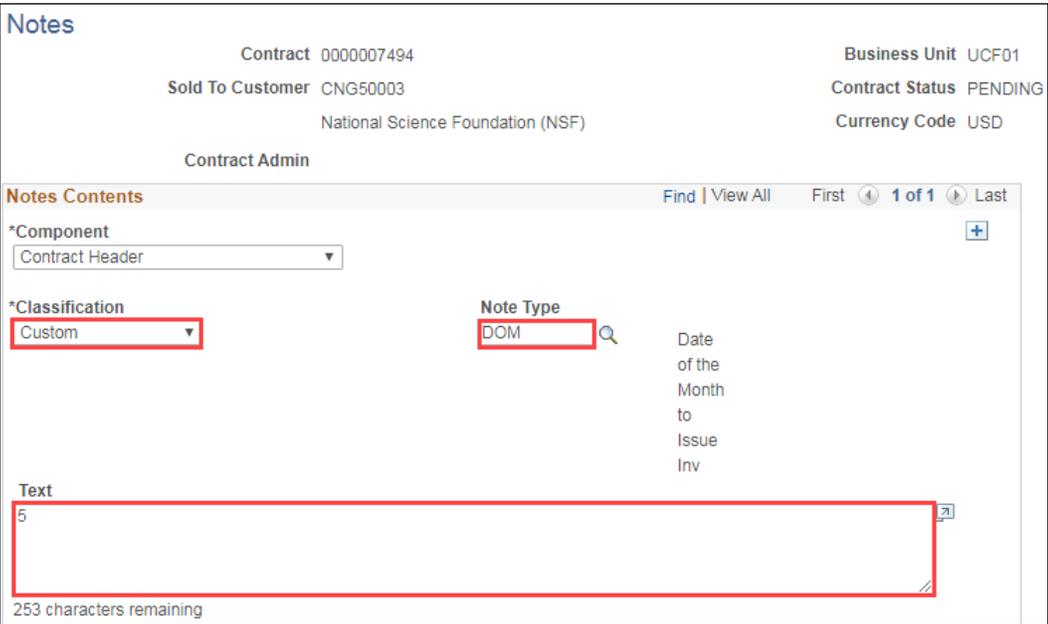
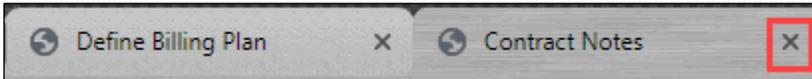
System Navigation for Grants

Step	Action
24.	<p>Click Save.</p>
25.	<p>Click the Internal Notes link. A new page opens.</p>



UCF Financials

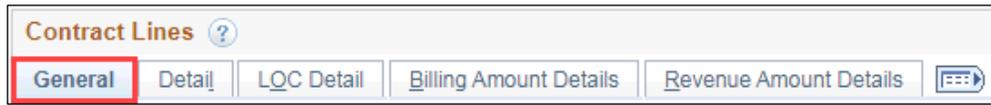
System Navigation for Grants

Step	Action
26.	<p>Enter the following:</p> <ul style="list-style-type: none">a) Classification [Custom]b) Note Type [DOM]c) Text (the day of the month on which the invoice needs to be sent out, i.e., 5, 10, 15, 20, 25, 30) 
27.	<p>Click Save.</p> 
28.	<p>Close the Contract Notes page.</p> 
29.	<p>Open a new window.</p>
30.	<p>Run the FXGM_VALIDATION query to verify information has been set up.</p>



UCF Financials

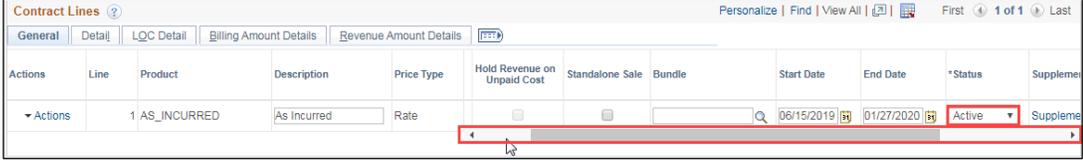
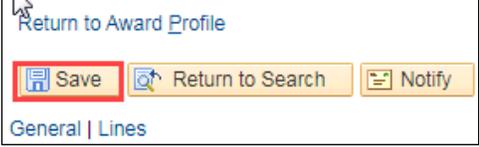
System Navigation for Grants

Step	Action
31.	<p>On the Define Billing Plan page, click the Return to General Information link.</p> 
32.	<p>Under the Contract Lines heading, click the General tab (if it is not already selected).</p> 
33.	<p>If an additional Contract Line needs to be added, refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VI. Add Additional Contract Line for Pending Contract.”</p>
34.	<p>Update the Contract Status to Review.</p> 
35.	<p>Run the FXCA_GRANT_PORTFOLIO_BY_ADMIN query by Review status.</p>
36.	<p>Perform a QA Check on the setup of all awards in Review status.</p>
37.	<p>If any contract changes need to be made, make the appropriate changes.</p>
38.	<p>If any award changes need to be made, change the Contract Status to Pending.</p> 
39.	<p>Refer to the “System Navigation for Grants” manual, “Course 1. Establish Awards,” section “V. Award Profile Notepad” to document all changes.</p>



UCF Financials

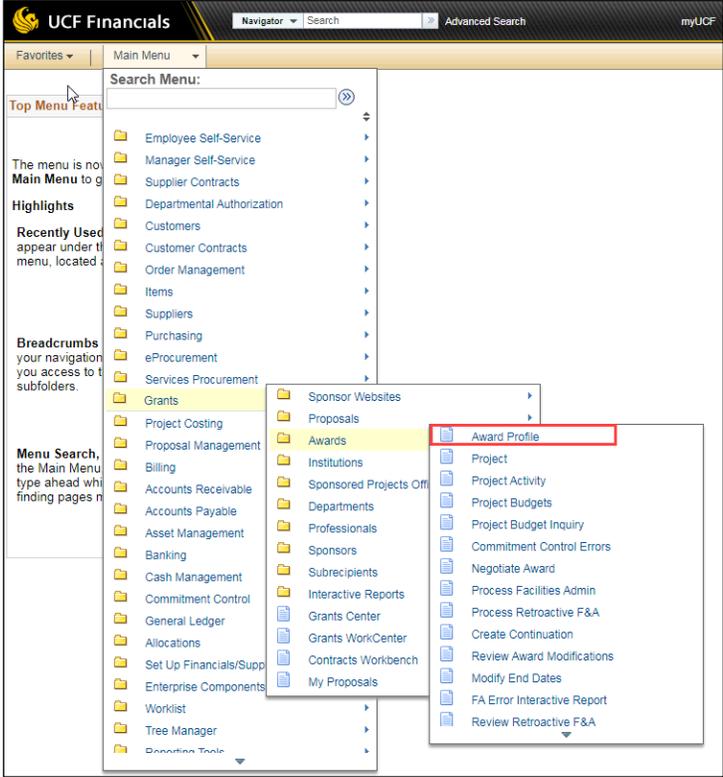
System Navigation for Grants

Step	Action
40.	<p>Once all changes are made, update the Contract Status to Active. (Scroll right if necessary.)</p>  <p>The screenshot shows a table with columns: Actions, Line, Product, Description, Price Type, Hold Revenue on Unpaid Cost, Standalone Sale, Bundle, Start Date, End Date, Status, and Supplement. The first row has Line '1', Product 'AS_INCURRED', Description 'As Incurred', Price Type 'Rate', and Status 'Active'. A red box highlights the Status dropdown menu, and a red arrow points to the right, indicating that the user should scroll to find the 'Active' option.</p>
41.	<p>Click Save.</p>  <p>The screenshot shows a toolbar with three buttons: 'Save', 'Return to Search', and 'Notify'. The 'Save' button is highlighted with a red box. Below the buttons are links for 'General' and 'Lines'.</p>



III. SET UP & ACTIVATE A FIXED PRICE CONTRACT

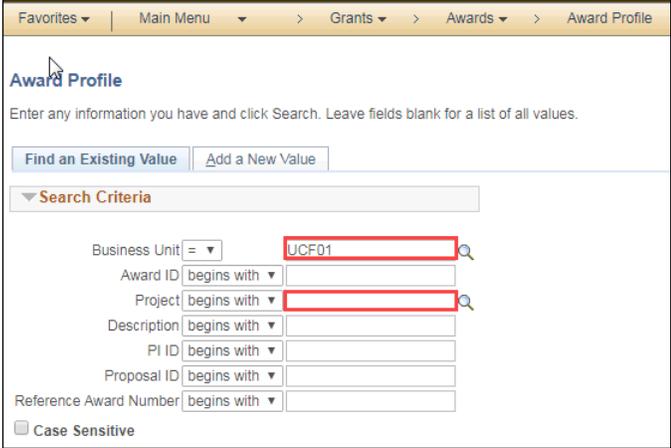
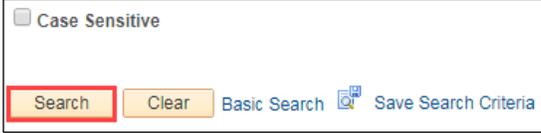
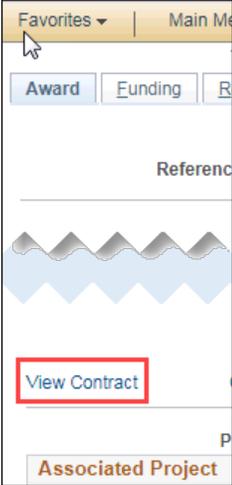
A fixed price contract can be set up and activated after the award is generated if it is not designated as pre-award spending. It should have `FIXED_AMOUNT` selected as the Product. The award documentation should note that it is a Fixed Price contract. To set up and activate a fixed price contract so that billing can commence, follow these steps:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > General Information.)</p>

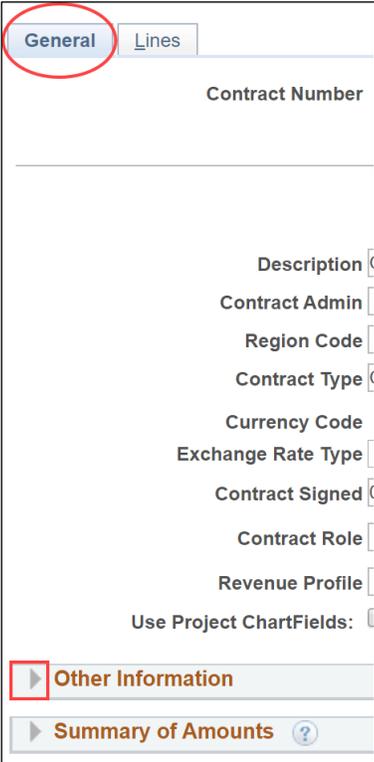
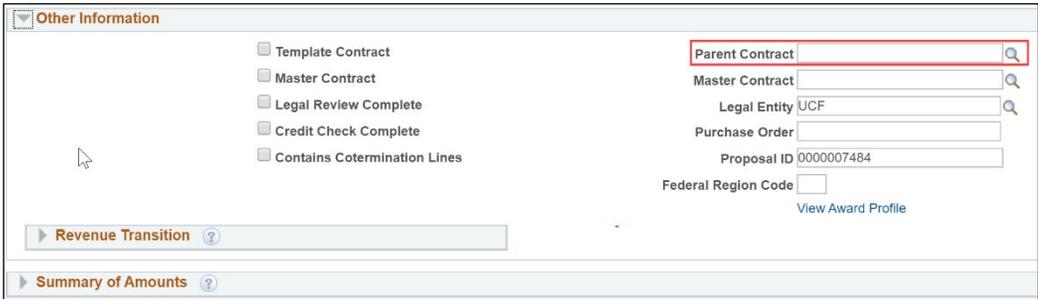


UCF Financials

System Navigation for Grants

Step	Action
2.	<p>Enter information into the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 
3.	<p>Click Search.</p> 
4.	<p>Select the correct award if it does not default.</p>
5.	<p>Click the View Contract link.</p> 

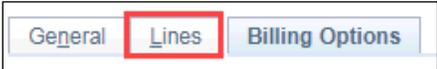
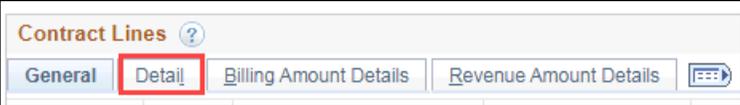
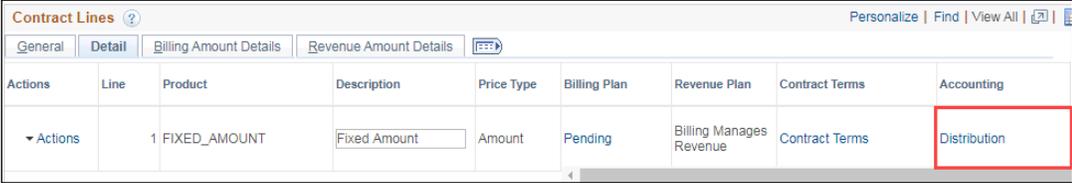


Step	Action
6.	<p>On the General Information tab, complete the following three steps if the award is a master agreement. If not, skip to step 9.</p> <p>Select the Other Information dropdown.</p>  <p>The screenshot shows a software interface with two tabs: 'General' and 'Lines'. The 'General' tab is selected and highlighted with a red circle. Below the tabs, there are several fields: 'Contract Number', 'Description', 'Contract Admin', 'Region Code', 'Contract Type', 'Currency Code', 'Exchange Rate Type', 'Contract Signed', 'Contract Role', and 'Revenue Profile'. At the bottom, there are two dropdown menus: 'Other Information' (highlighted with a red box) and 'Summary of Amounts'.</p>
7.	<p>In the Parent Contract field, enter the parent master agreement contract number, or if there is no parent, the first contract that was set up.</p>  <p>The screenshot shows the 'Other Information' section of the software interface. On the left, there are several checkboxes: 'Template Contract', 'Master Contract', 'Legal Review Complete', 'Credit Check Complete', and 'Contains Coterminal Lines'. On the right, there are several input fields: 'Parent Contract' (highlighted with a red box), 'Master Contract', 'Legal Entity' (with 'UCF' entered), 'Purchase Order', 'Proposal ID' (with '0000007484' entered), and 'Federal Region Code'. There is also a 'View Award Profile' link. At the bottom, there are two dropdown menus: 'Revenue Transition' and 'Summary of Amounts'.</p>

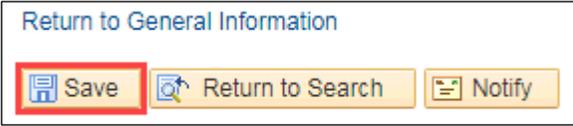


UCF Financials

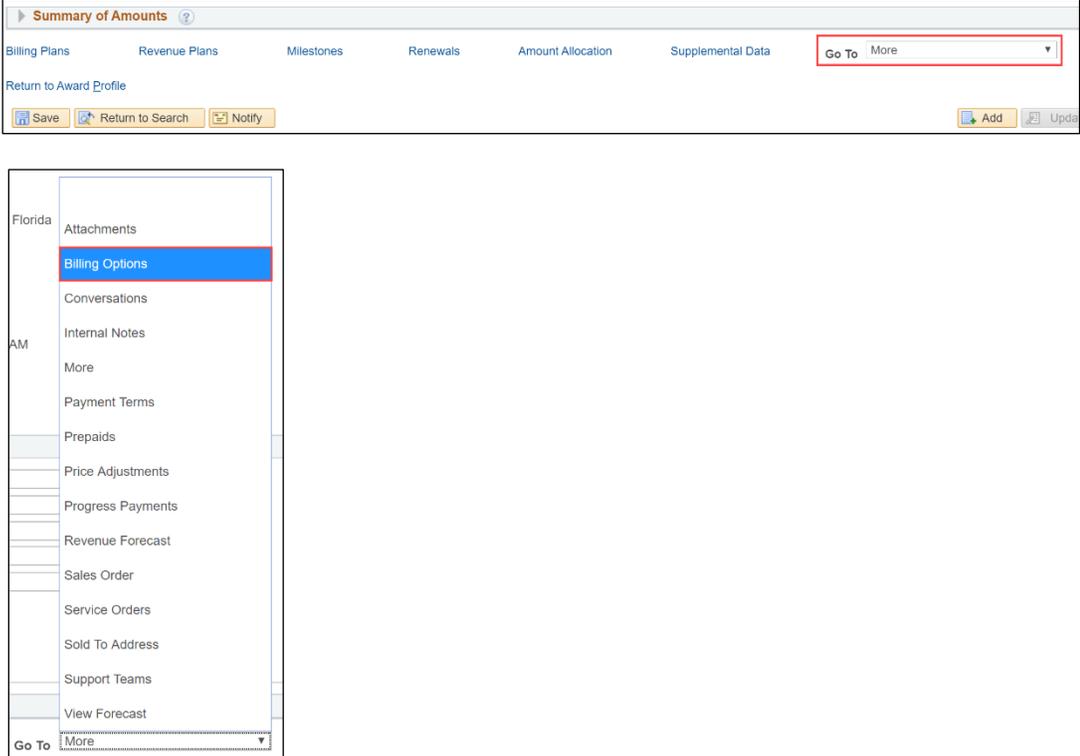
System Navigation for Grants

Step	Action
8.	<p>Click Save.</p> 
9.	<p>Select the Lines tab.</p> 
10.	<p>Under the General tab, Hold Billing on Unpaid Cost and Hold Revenue on Unpaid Cost should not be checked. Contact your manager if they are checked.</p> 
11.	<p>Select the Detail tab.</p> 
12.	<p>Select the Distribution link in in the Accounting column.</p> 
13.	<p>Click the Correct History tab.</p>



Step	Action
14.	<p>Enter the following:</p> <p><i>Revenue</i></p> <ul style="list-style-type: none">a) Distribution Code (REV-[Project Type])*b) Account (defaults in)c) Project (enter associated project)d) Funde) Program <p><i>Contract Asset</i></p> <ul style="list-style-type: none">a) Distribution Code (AR-UAR[CG/RF])**b) Department (delete defaulted value)c) Account (defaults in)d) Project (enter associated project)e) Fundf) Program <p>*Use list Q. **This value will become blank once the Department is deleted.</p>
15.	<p>Click Save.</p> 
16.	<p>Ensure both lines are valid. The Contract Asset and Revenue lines will only be valid after the combo build has been run.</p>

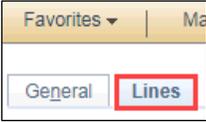
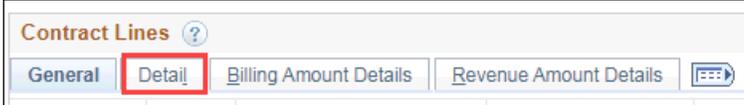
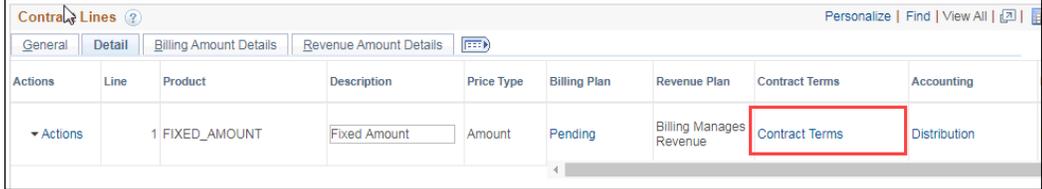
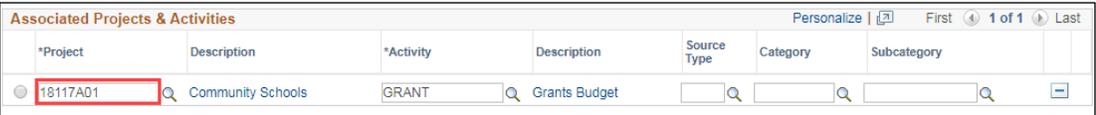
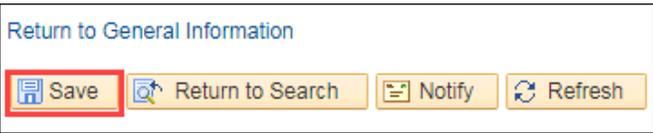
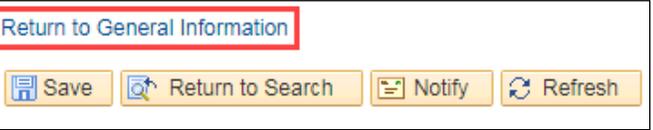


Step	Action
17.	<p>On the bottom right of the page in the Go To [More] dropdown list, select Billing Options.</p>  <p>The screenshot shows the 'Summary of Amounts' page with a navigation bar containing 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data'. A 'Go To More' dropdown menu is highlighted with a red box. Below it, a dropdown menu is open, listing various options. 'Billing Options' is highlighted in blue. Other options include Attachments, Conversations, Internal Notes, More, Payment Terms, Prepays, Price Adjustments, Progress Payments, Revenue Forecast, Sales Order, Service Orders, Sold To Address, Support Teams, and View Forecast. At the bottom of the dropdown is a 'Go To More' dropdown menu.</p>

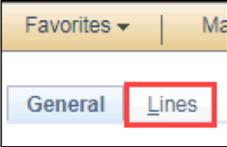
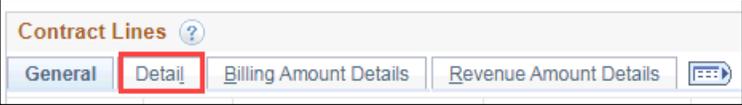
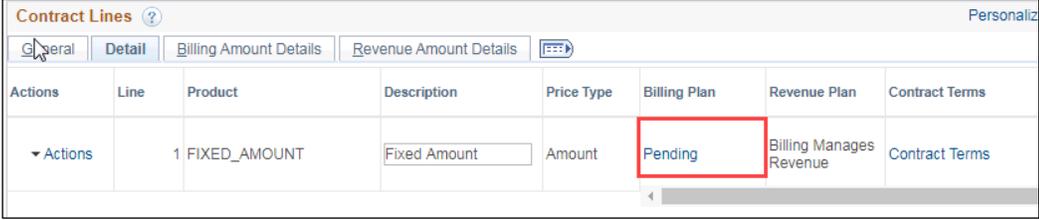


Step	Action																		
18.	<p>Verify the following values:</p> <ul style="list-style-type: none"> e) Bill To Customer (The Bill To Customer and Sold To Customer should be the same, and thus, this defaults. If they are different, discuss with leadership.) f) Address Seq Num (sequence) Num (number) (Ensure this is the same address as what is on the most recent award modification or Notice of Award.)* g) Billing Business Unit h) Cost Reimbursable [Checked] <p>*To verify this information use query FXAR_Customer and compare against award address. The Location number will be the number that needs to be associated here.</p> <div data-bbox="326 737 1365 1503" style="border: 1px solid gray; padding: 5px;"> <p>General Lines Billing Options</p> <p>Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) Contract Status PENDING</p> <hr/> <p>Billing Options</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Bill To Customer CNG52587 <input type="text"/></td> <td style="width: 50%;">Texas A&M University (TAMU)</td> </tr> <tr> <td>Address Seq Num <input type="text"/></td> <td>Bill To Address</td> </tr> <tr> <td>Billing Business Unit UCF01 <input type="text"/></td> <td>University of Central Florida</td> </tr> <tr> <td>Bill Type CG0 <input type="text"/></td> <td>Contracts and Grants Default</td> </tr> </table> <hr/> <p>Billing Default Overrides</p> <table style="width: 100%;"> <tr> <td>Payment Method <input type="text"/></td> </tr> <tr> <td>Payment Terms <input type="text"/></td> </tr> <tr> <td>SubCustomer 1 <input type="text"/></td> </tr> <tr> <td>SubCustomer 2 <input type="text"/></td> </tr> </table> <hr/> <p>Grants Information</p> <table style="width: 100%;"> <tr> <td><input checked="" type="radio"/> Cost Reimbursable</td> <td><input type="checkbox"/> Cost Sharing Detail</td> </tr> <tr> <td><input type="radio"/> Letter of Credit</td> <td><input type="checkbox"/> Salary Detail</td> </tr> </table> <hr/> <p>Contract Line Options ?</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Hold Billing on Unpaid Cost</td> <td><input type="checkbox"/> Hold Revenue on Unpaid Cost</td> </tr> </table> </div>	Bill To Customer CNG52587 <input type="text"/>	Texas A&M University (TAMU)	Address Seq Num <input type="text"/>	Bill To Address	Billing Business Unit UCF01 <input type="text"/>	University of Central Florida	Bill Type CG0 <input type="text"/>	Contracts and Grants Default	Payment Method <input type="text"/>	Payment Terms <input type="text"/>	SubCustomer 1 <input type="text"/>	SubCustomer 2 <input type="text"/>	<input checked="" type="radio"/> Cost Reimbursable	<input type="checkbox"/> Cost Sharing Detail	<input type="radio"/> Letter of Credit	<input type="checkbox"/> Salary Detail	<input type="checkbox"/> Hold Billing on Unpaid Cost	<input type="checkbox"/> Hold Revenue on Unpaid Cost
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Payment Method <input type="text"/>																			
Payment Terms <input type="text"/>																			
SubCustomer 1 <input type="text"/>																			
SubCustomer 2 <input type="text"/>																			
<input checked="" type="radio"/> Cost Reimbursable	<input type="checkbox"/> Cost Sharing Detail																		
<input type="radio"/> Letter of Credit	<input type="checkbox"/> Salary Detail																		
<input type="checkbox"/> Hold Billing on Unpaid Cost	<input type="checkbox"/> Hold Revenue on Unpaid Cost																		
19.	<p>Click Save.</p> <div data-bbox="316 1593 769 1768" style="border: 1px solid gray; padding: 5px;"> <p>Billing Plans Revenue Plans</p> <p>Return to Award Profile</p> <p><input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> <p>General Lines Billing Options</p> </div>																		



Step	Action
20.	<p>Select the Lines tab.</p> 
21.	<p>Under the Contract Lines heading, select the Detail tab.</p> 
22.	<p>In the Contract Terms column, select the Contract Terms link.</p> 
23.	<p>Verify that the project is associated with the line.</p>  <p><i>Note: Only one project can be associated with a fixed line.</i></p>
24.	<p>Click Save.</p> 
25.	<p>Click the Return to General Information link.</p> 



Step	Action																
26.	Select the Lines tab.  <p>The screenshot shows a navigation menu with 'General' and 'Lines' tabs. The 'Lines' tab is highlighted with a red box.</p>																
27.	Select the Detail tab.  <p>The screenshot shows the 'Contract Lines' header with tabs for 'General', 'Detail', 'Billing Amount Details', and 'Revenue Amount Details'. The 'Detail' tab is highlighted with a red box.</p>																
28.	In the Billing Plan column, click the Pending link.  <p>The screenshot shows a table with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, and Contract Terms. The 'Billing Plan' column contains a 'Pending' link, which is highlighted with a red box.</p> <table border="1"><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Billing Plan</th><th>Revenue Plan</th><th>Contract Terms</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>FIXED_AMOUNT</td><td>Fixed Amount</td><td>Amount</td><td>Pending</td><td>Billing Manages Revenue</td><td>Contract Terms</td></tr></tbody></table>	Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	▼ Actions	1	FIXED_AMOUNT	Fixed Amount	Amount	Pending	Billing Manages Revenue	Contract Terms
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms										
▼ Actions	1	FIXED_AMOUNT	Fixed Amount	Amount	Pending	Billing Manages Revenue	Contract Terms										



29. Verify the following values:

- a) **Billing Plan [B10X]**
- b) **Ready at Activation [Check or update to **Ready** if the contract is already active]**

Customer Information

- a) **BI Unit**
- b) **Bill to Contact** (correct sponsor contact)

Billing Options

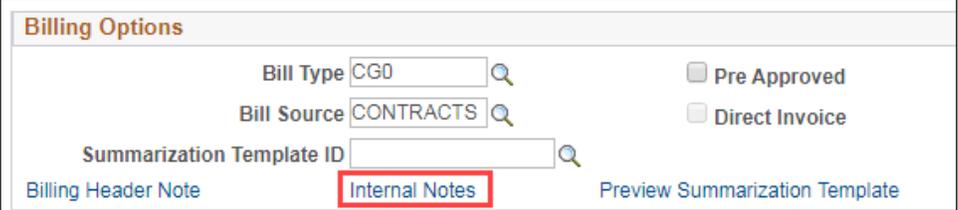
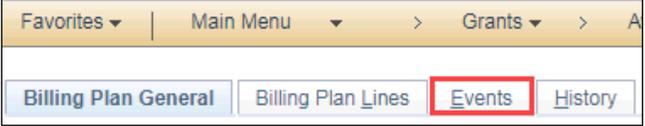
- a) **Bill Type [CG0 for UCF01; RFD, INC, NEC, NSP, TTF for RFD01]**
- b) **Bill Source [CONTRACTS for UCF01 or RESFND for RFD01]**

Billing Default Overrides

- a) **Invoice Form** (Choose correct invoice form based on whether you need cumulative, budget, or no print.)

Short Desc	Description
FXBIWB	Generic Form w/Budget
FXBIWOB	Generic Form w/o Budget (Use as standard invoice.)
FXBIWOC	Generic Form w/o Cum
FXBIWOBNP	Generic Form w/o Budget No Print
FXBI103X	Federal Form SF1034/35

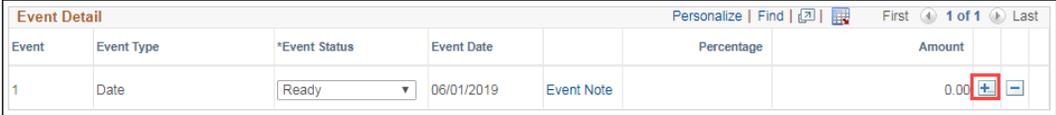
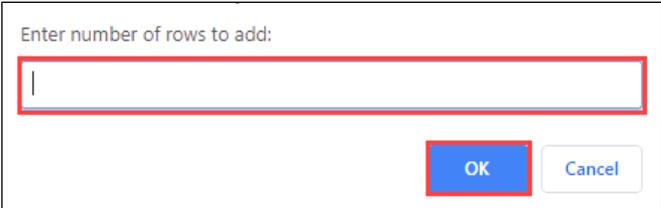


Sten	Action				
	<table border="1"><tr><td>FXBI270</td><td>Federal Form SF270</td></tr><tr><td>FXBINOINV</td><td>NO_INV</td></tr></table> <p>b) Cycle ID [IMMED] c) Bill By ID (default value if blank) d) Billing Specialist</p>	FXBI270	Federal Form SF270	FXBINOINV	NO_INV
FXBI270	Federal Form SF270				
FXBINOINV	NO_INV				
30.	Click Save . 				
31.	Select the Internal Notes link. The Contract Notes page opens. 				
32.	If multiple projects appear on the invoice, enter the following: a) Classification [Custom] b) Note Type [MULTI_PROJ]				
33.	Click Save . 				
34.	Close the Contracts Note page and return to the Define Billing Plan page. 				
35.	Select the Events tab. 				



UCF Financials

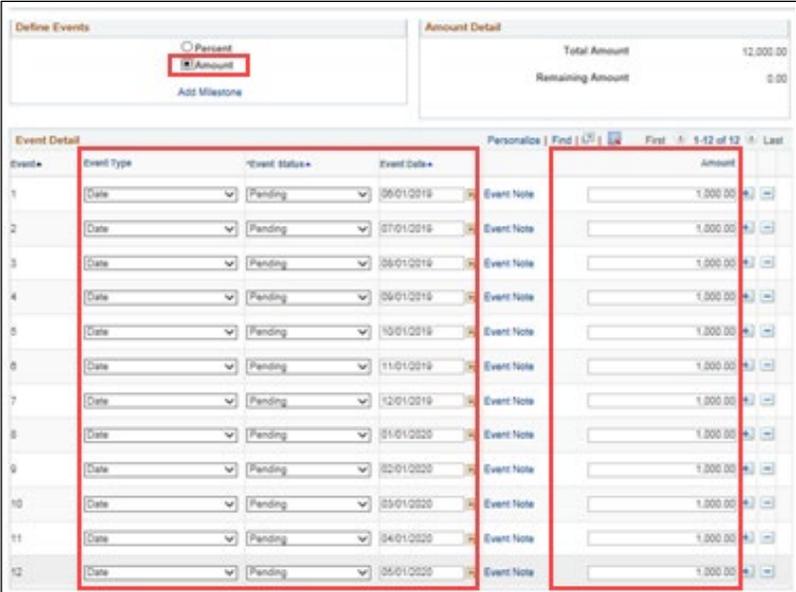
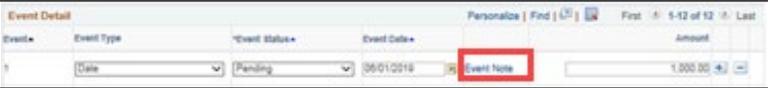
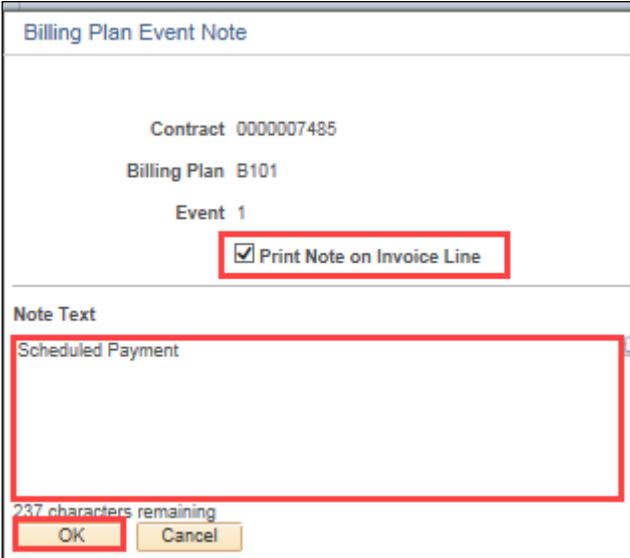
System Navigation for Grants

Step	Action
36.	<p>In the Event Detail section, click the plus sign (+) at the end of a row to Add New Event. A dialog box will open.</p>  <p>The screenshot shows a table titled "Event Detail" with columns: Event, Event Type, *Event Status, Event Date, Event Note, Percentage, and Amount. The first row has values: 1, Date, Ready, 06/01/2019, Event Note, and 0.00. A red box highlights the plus sign (+) at the end of the Amount cell.</p>
37.	<p>In the dialog box enter the number of rows that need to be added to create all billing events. All billing events must be created at this time in order to properly activate the contract.</p>  <p>The screenshot shows a dialog box with the text "Enter number of rows to add:" and an empty text input field. Below the input field are two buttons: "OK" and "Cancel". A red box highlights the input field.</p>
38.	<p>Click OK. (See image in previous step.)</p>
39.	<p>Enter values into the following fields:</p> <p><i>Define Events</i></p> <ul style="list-style-type: none">a) Amount [Check] <p><i>Event Detail</i></p> <ul style="list-style-type: none">a) Event Type [Date]b) Event Status [Pending]c) Event Date (Enter the day the line will be billed.)d) Amount (Enter total amount of the prepaid or enter the schedule of payments. The total event amount should equal awarded amount.)



UCF Financials

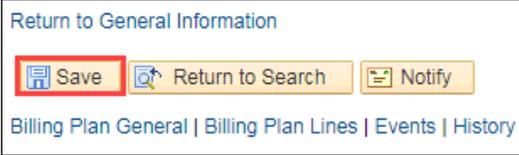
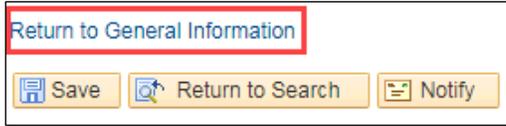
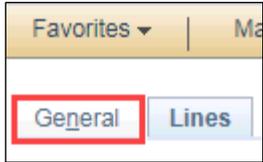
System Navigation for Grants

Step	Action
	
40.	To add an Event Note , select the Event Note link. 
41.	If applicable, select box. Enter information as appropriate. 

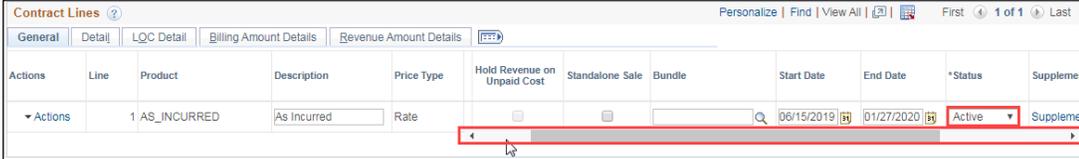
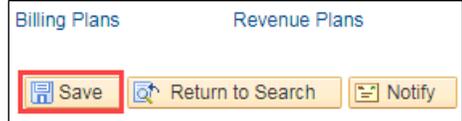


UCF Financials

System Navigation for Grants

Step	Action
42.	Click OK . (See image in the previous step.)
43.	Click Save . 
44.	Ensure the Remaining Amount is 0.00 in the Amount Detail section of the Events page. 
45.	Open a new window.
46.	Run the FXGM_VALIDATION query to verify information has been set up.
47.	Click the Return to General Information link. 
48.	Click the General tab. 
49.	If an additional Contract Line needs to be added, refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VI. Add Additional Contract Line for Pending Contract.”

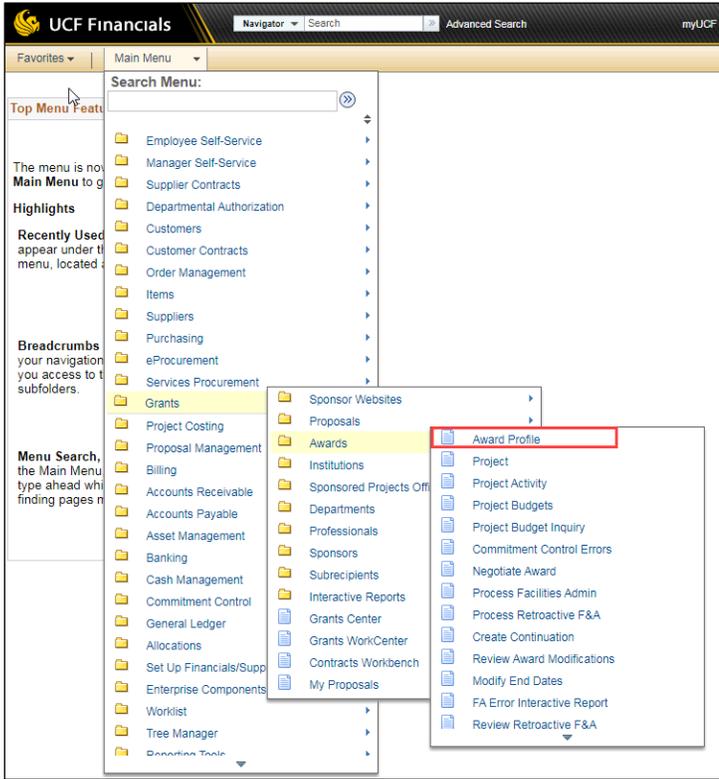


Step	Action
50.	Update the Contract Status to Review . 
51.	Run the FXCA_GRANT_PORTFOLIO_BY_ADMIN query by Review status.
52.	Perform a QA Check on the setup of all awards in Review status.
53.	If any contract changes need to be made, make the appropriate changes.
54.	If any award changes need to be made, change the Contract Status to Pending . 
55.	Refer to the “System Navigation for Grants” manual, “Course 1. Establish Awards,” section “V. Award Profile Notepad” to document all changes.
56.	Once all changes are made, update the Contract Status to Active . 
57.	Click Save . 



IV. SET UP & ACTIVATE A TM CONTRACT

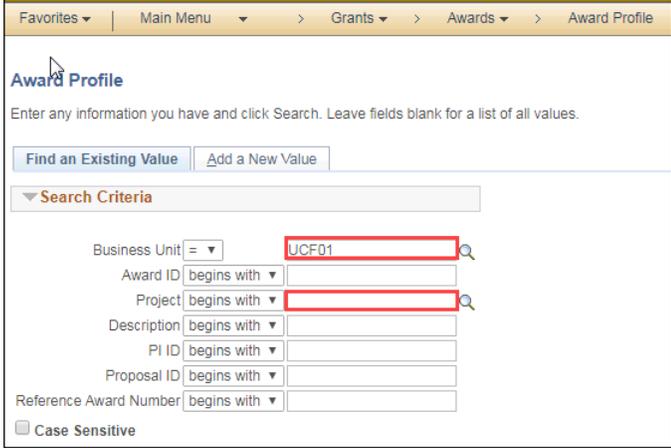
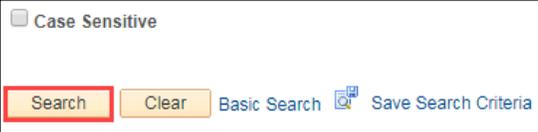
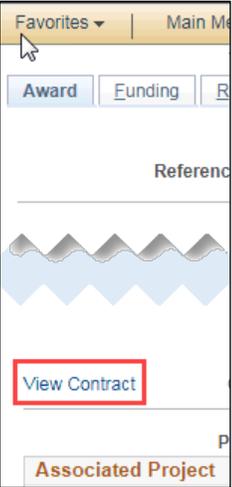
A time and material (TM) contract can be set up and activated after the award is generated if it is not designated as pre-award spending. TIME_MATL should be selected as the Product. The award documentation should note that it is a TM contract. This setup will automatically create one invoice if billing is run correctly. Process As Incurred, Process Other Billing Methods, then Process Billing Interface are run in that order to create one worksheet. To set up and activate a TM contract, follow these steps:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > General Information tab.)</p>



UCF Financials

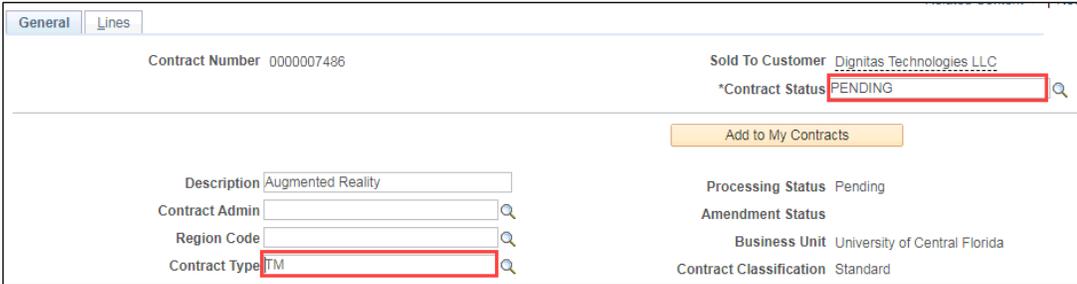
System Navigation for Grants

Step	Action
2.	<p>Enter information into the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 
3.	<p>Click Search.</p> 
4.	<p>Click the View Contract link.</p> 



UCF Financials

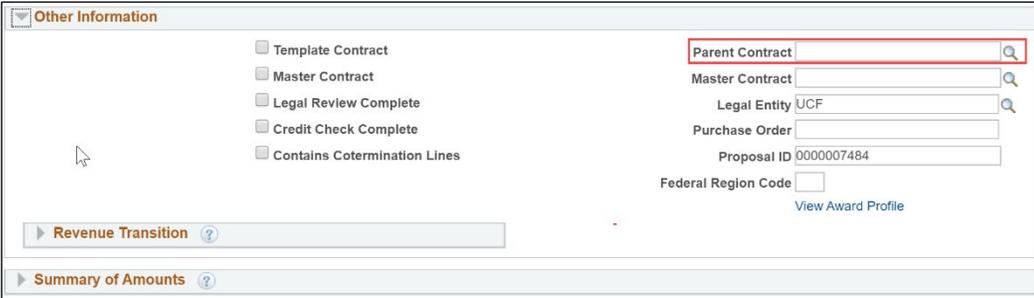
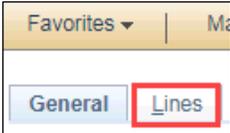
System Navigation for Grants

Step	Action
5.	<p>Review General tab and verify the following values:</p> <ul style="list-style-type: none">a) Contract Type [TM]b) Contract Status [Pending]  <p>The screenshot shows the 'General' tab of a contract record. The 'Contract Number' is 0000007486. The 'Sold To Customer' is Dignitas Technologies LLC. The '*Contract Status' is PENDING. The 'Description' is Augmented Reality. The 'Contract Type' is TM. The 'Business Unit' is University of Central Florida. The 'Contract Classification' is Standard.</p>
6.	<p>On the General Information tab, complete the following three steps if the award is a master agreement. If not, skip to step 9.</p> <p>Select the Other Information dropdown.</p>  <p>The screenshot shows the 'General Information' tab. The 'General' tab is circled in red. The 'Other Information' dropdown menu is highlighted with a red box. The dropdown menu includes options for 'Other Information' and 'Summary of Amounts'.</p>

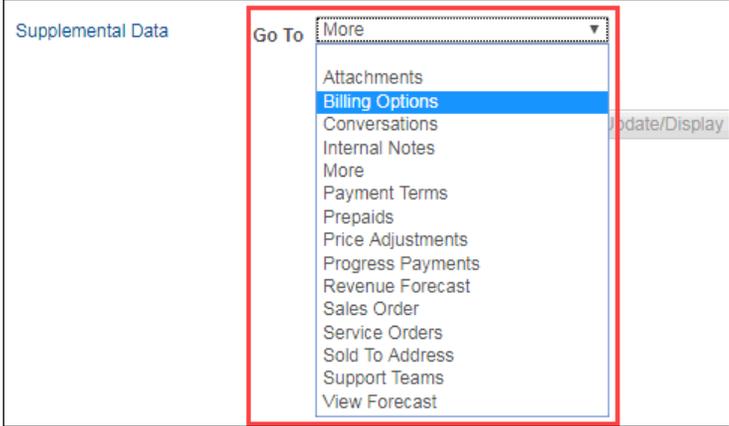
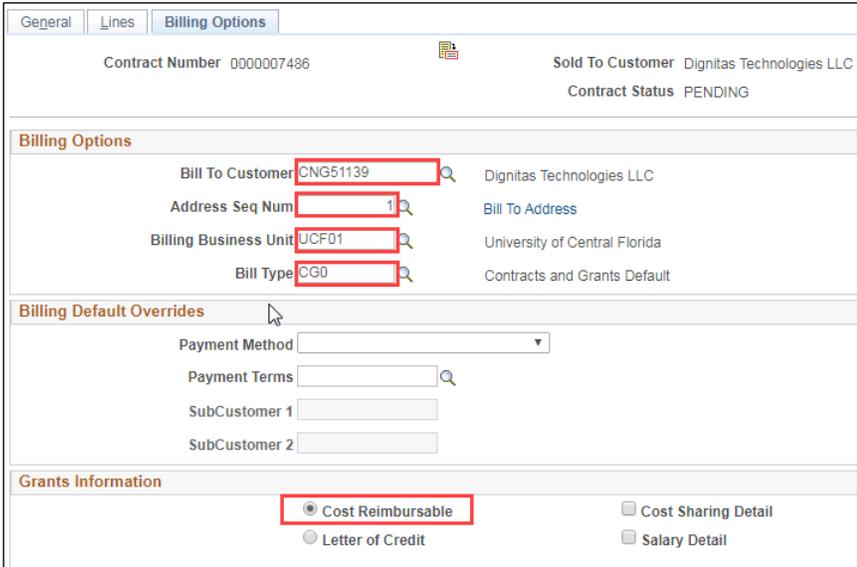


UCF Financials

System Navigation for Grants

Step	Action
7.	<p>In the Parent Contract field, enter the parent master agreement contract number, or if there is no parent, enter the first contract that was set up.</p> 
8.	<p>Click Save.</p> 
9.	<p>Select the Lines tab.</p> 
10.	<p>Under the General tab, Hold Billing on Unpaid Cost and Hold Revenue on Unpaid Cost should not be checked. Contact your manager if they are checked.</p> 

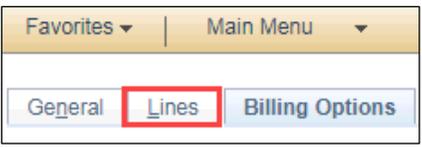


Step	Action
11.	<p>On the bottom right of the page in the Go To [More] dropdown list, select Billing Options.</p>  <p>The screenshot shows a 'Supplemental Data' section with a 'Go To' dropdown menu. The dropdown is open, showing a list of options: Attachments, Billing Options (highlighted in blue), Conversations, Internal Notes, More, Payment Terms, Prepays, Price Adjustments, Progress Payments, Revenue Forecast, Sales Order, Service Orders, Sold To Address, Support Teams, and View Forecast. A red box highlights the dropdown menu.</p>
12.	<p>Verify the following values:</p> <ul style="list-style-type: none">i) Bill To Customer (The Bill To Customer and Sold To Customer should be the same, and thus, this defaults. If they are different, discuss with leadership.)j) Address Seq Num (sequence) Num (number) (Ensure this is the same address as what is on the most recent award modification or Notice of Award.)*k) Billing Business Unitl) Cost Reimbursable [Checked]  <p>The screenshot shows the 'Billing Options' tab in a system interface. The 'Contract Number' is 0000007486 and the 'Sold To Customer' is Dignitas Technologies LLC. The 'Contract Status' is PENDING. The 'Billing Options' section shows the following values: Bill To Customer: CNG51139, Address Seq Num: 1, Billing Business Unit: UCF01, and Bill Type: CG0. The 'Billing Default Overrides' section shows the 'Payment Method' dropdown, 'Payment Terms' search field, and 'SubCustomer 1' and 'SubCustomer 2' fields. The 'Grants Information' section shows the 'Cost Reimbursable' radio button selected, with 'Cost Sharing Detail' and 'Salary Detail' checkboxes.</p>



UCF Financials

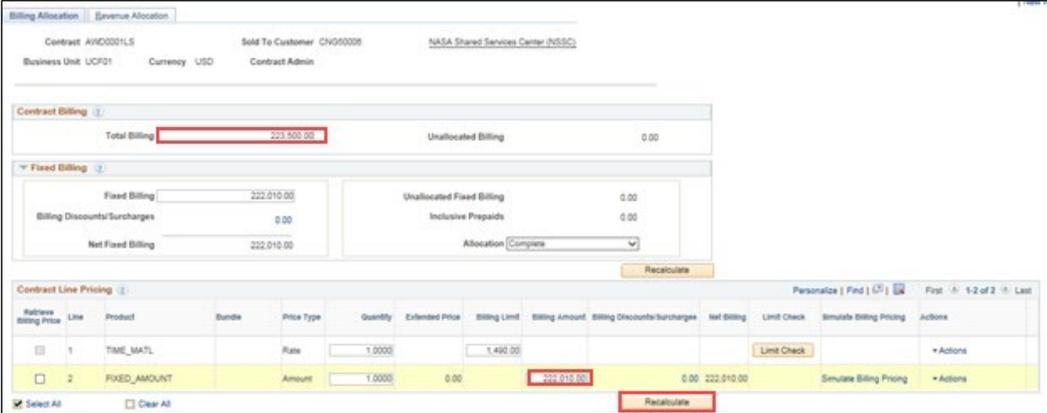
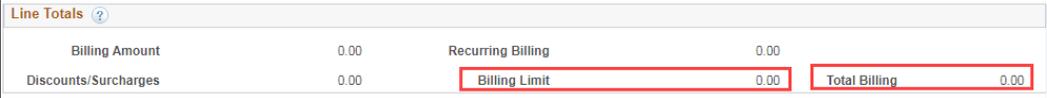
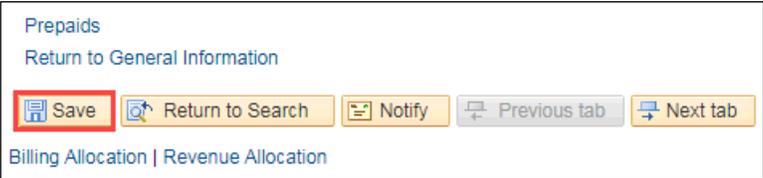
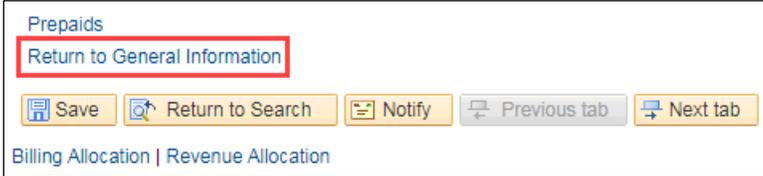
System Navigation for Grants

Step	Action
13.	Click Save . 
14.	Select the Lines tab. 
15.	Click Add Contract Lines .
16.	Enter the Product [FIXED_AMOUNT].
17.	Select the FIXED_AMOUNT line.
18.	Click Add Contract Line .
19.	Click the Return to Contract Lines link.
20.	Click the Amount Allocation link. 



UCF Financials

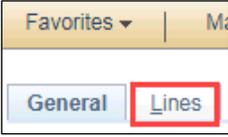
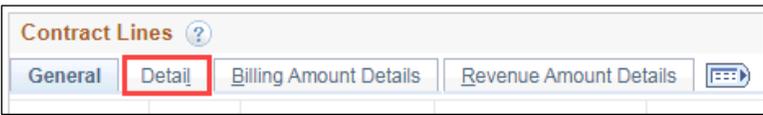
System Navigation for Grants

Sten	Action
21.	<p>In the following fields enter the total amount of the award authorized to be billed or the adjusted amount to bring the line to the total amount:</p> <ol style="list-style-type: none"> Total Billing Fixed Billing Billing Limit (or Billing Amount depending on Project type) 
22.	<p>Click the second Recalculate button. (See image in the previous step.)</p>
23.	<p>In the Line Totals section, verify that the Billing Amount (or Billing Limit depending on Project type) and Total Billing are equal.</p> 
24.	<p>Click Save.</p> 
25.	<p>Click the Return to General Information link.</p> 



UCF Financials

System Navigation for Grants

Sten	Action
26.	Select the Lines tab. 
27.	Under the Contract Lines heading, select the Detail tab. 
28.	Select the Distribution link in the Accounting column. 
29.	Select the Correct History tab.
30.	Enter the following: <i>Revenue</i> <ul style="list-style-type: none">a) Distribution Code (REV-[Project Type])*b) Account (defaults in)c) Project (enter associated project)d) Funde) Program <i>Contract Asset</i> <ul style="list-style-type: none">a) Distribution Code (AR-UAR[CG/RF])**b) Department (delete defaulted value)c) Account (defaults in)d) Project (enter associated project)e) Fundf) Program

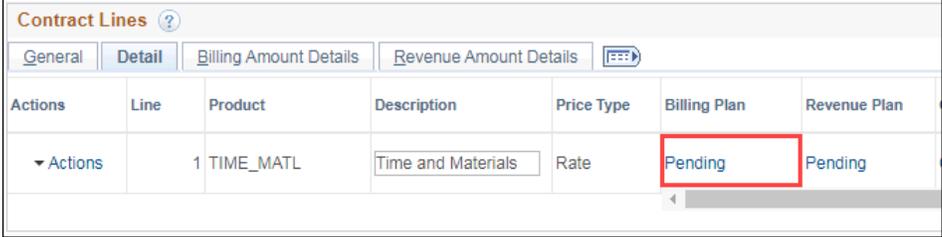


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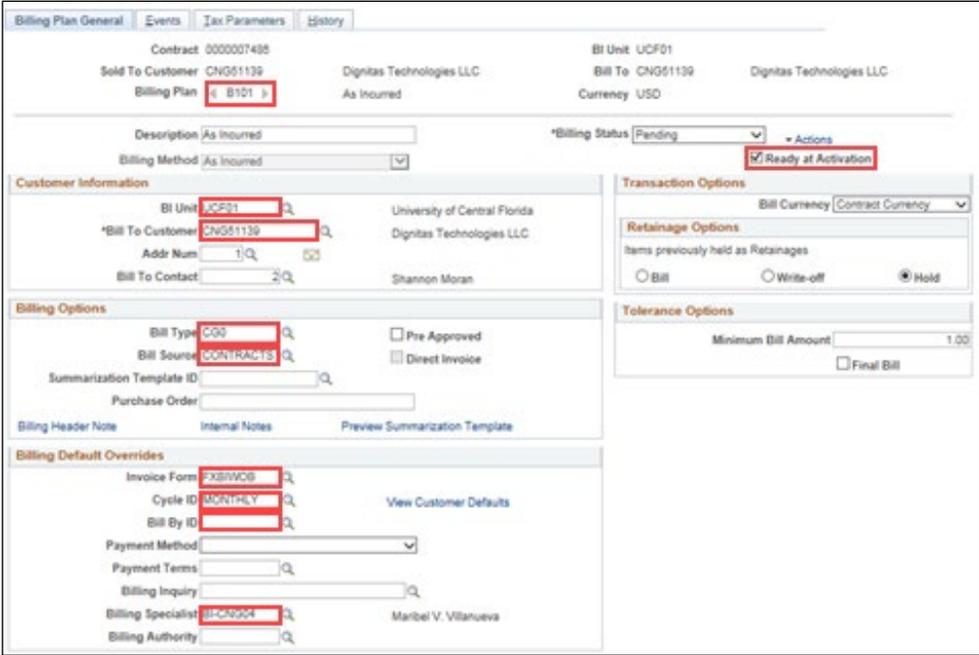
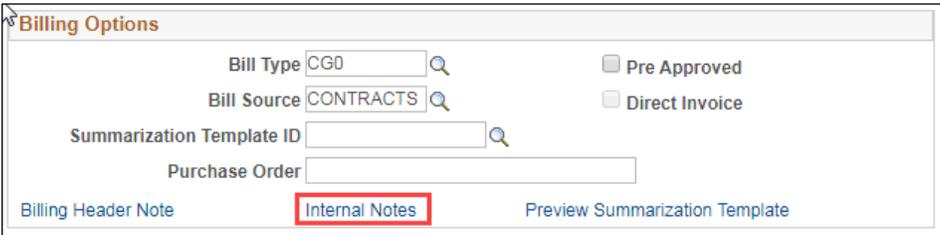
System Navigation for Grants

Step	Action
	<div data-bbox="324 331 1404 898"> </div> <p data-bbox="305 932 1143 1003">*Use list Q. **This value will become blank once the Department is deleted.</p>
31.	<p data-bbox="305 1050 456 1079">Click Save.</p> <div data-bbox="318 1100 889 1226"> </div>
32.	<p data-bbox="305 1268 1406 1339">Ensure both lines are valid. The Contract Asset and Revenue lines will only be valid after the combo build has been run.</p>
33.	<p data-bbox="305 1381 870 1411">Click the Return to General Information link.</p> <div data-bbox="318 1436 873 1549"> </div>
34.	<p data-bbox="305 1591 578 1621">Select the Detail tab.</p> <div data-bbox="318 1646 1081 1759"> </div>



Step	Action																
35.	<p>Under Billing Plan click the Pending link.</p> 																
36.	<p>Verify the following values and then use the greater than (>) button to do the same on the second line:</p> <ul style="list-style-type: none"> a) Billing Plan [B10X] b) Ready at Activation [Check – Update to Ready if the contract is already active.] <p><i>Customer Information</i></p> <ul style="list-style-type: none"> a) BI Unit b) Bill to Contact (Contact Sequence Number associated with correct sponsor contact) <p><i>Billing Options</i></p> <ul style="list-style-type: none"> a) Bill Type [CG0 for UCF01; RFD, INC, NEC, NSP, TTF for RFD01] b) Bill Source [CONTRACTS for UCF01 or RESFND for RFD01] <p><i>Billing Default Overrides</i></p> <ul style="list-style-type: none"> c) Invoice Form (Choose the correct invoice form based on whether cumulative, budget, or no print is needed.) <table border="1" data-bbox="402 1470 1393 1791"> <thead> <tr> <th>Short Desc</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>FXBIWB</td> <td>Generic Form w/Budget</td> </tr> <tr> <td>FXBIWOB</td> <td>Generic Form w/o Budget (Used as standard invoice.)</td> </tr> <tr> <td>FXBIWOC</td> <td>Generic Form w/o Cum</td> </tr> <tr> <td>FXBIWOBNP</td> <td>Generic Form w/o Budget No Print</td> </tr> <tr> <td>FXBI103X</td> <td>Federal Form SF1034/35</td> </tr> <tr> <td>FXBI270</td> <td>Federal Form SF270</td> </tr> <tr> <td>FXBINOINV</td> <td>NO_INV</td> </tr> </tbody> </table>	Short Desc	Description	FXBIWB	Generic Form w/Budget	FXBIWOB	Generic Form w/o Budget (Used as standard invoice.)	FXBIWOC	Generic Form w/o Cum	FXBIWOBNP	Generic Form w/o Budget No Print	FXBI103X	Federal Form SF1034/35	FXBI270	Federal Form SF270	FXBINOINV	NO_INV
Short Desc	Description																
FXBIWB	Generic Form w/Budget																
FXBIWOB	Generic Form w/o Budget (Used as standard invoice.)																
FXBIWOC	Generic Form w/o Cum																
FXBIWOBNP	Generic Form w/o Budget No Print																
FXBI103X	Federal Form SF1034/35																
FXBI270	Federal Form SF270																
FXBINOINV	NO_INV																

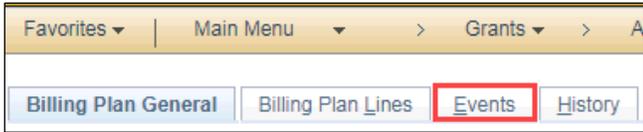
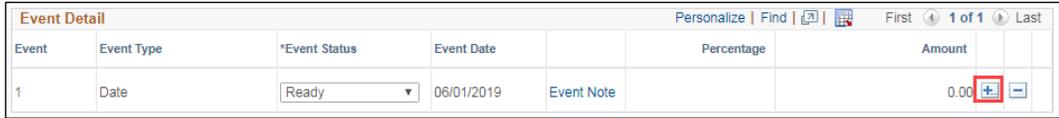


Step	Action
	<p>d) Cycle ID [IMMED, MONTHLY, or QUARTERLY]</p> <p>e) Bill by ID [Blank (IGM is default if field is blank) or GM-PROJ, which separates the project on different contract lines onto multiple TMP worksheets by Contract Line]</p> <p>f) Billing Specialist</p>  <p>The screenshot shows the 'Billing Plan General' form with the following fields highlighted in red:</p> <ul style="list-style-type: none"> Billing Plan: B121 Billing Status: Pending Ready at Activation: <input checked="" type="checkbox"/> BI Unit: UCF01 *Bill To Customer: CNG51139 Bill Type: CGD Bill Source: CONTRACTS Invoice Form: FGRWOB Cycle ID: MONTHLY Bill By ID: [Redacted] Billing Specialist: UPC0004
37.	<p>Click Save.</p>  <p>The screenshot shows the 'Return to General Information' section with the 'Save' button highlighted in red.</p>
38.	<p>In the Billing Options section, select the Internal Notes link. The Contract Notes page opens.</p>  <p>The screenshot shows the 'Billing Options' section with the 'Internal Notes' link highlighted in red.</p>



UCF Financials

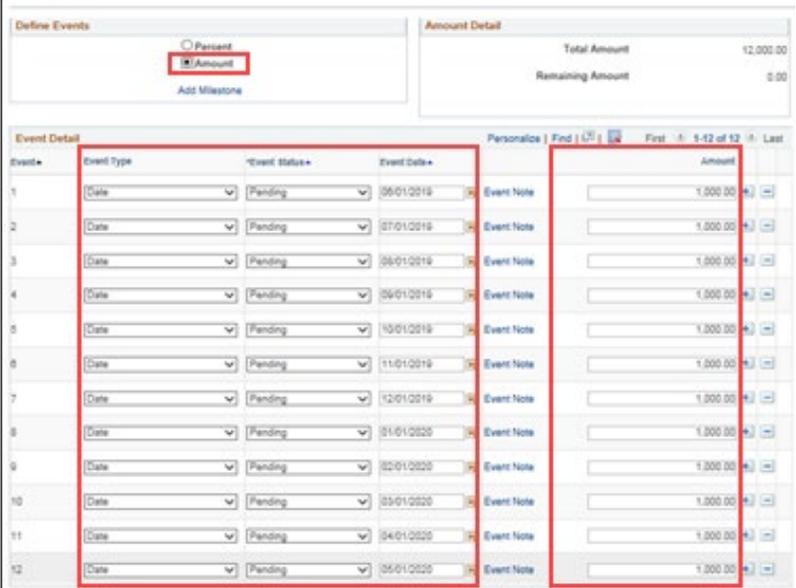
System Navigation for Grants

Step	Action
39.	<p>If multiple projects appear on the invoice, enter the following fields:</p> <ul style="list-style-type: none">a) Classification [Custom]b) Note Type [MULTI-PROJ] 
40.	<p>Click Save.</p> 
41.	<p>Close the page and return to the Define Billing Plan page.</p> 
42.	<p>On the Bill Plan of the Fixed Line, select the Events tab.</p> 
43.	<p>In the Event Detail section, click the plus sign (+) at the end of a row to Add New Event. A dialog box will open.</p> 



UCF Financials

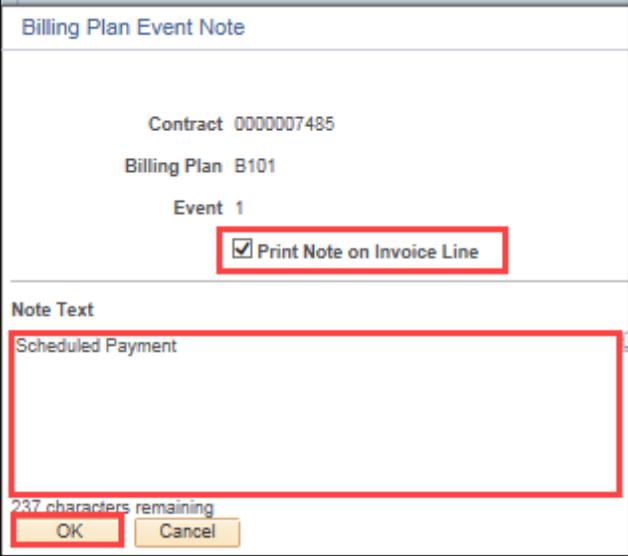
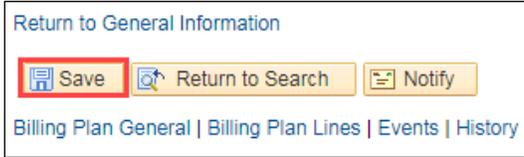
System Navigation for Grants

Step	Action
44.	<p>Enter values into the following fields:</p> <p><i>Define Events</i></p> <p>a) Amount [Check]</p> <p><i>Event Detail</i></p> <p>a) Event Type [Date] b) Event Status [Pending] c) Event Date (Enter the day the line will be billed.) d) Amount (Enter total amount of the prepaid or enter the schedule of payments. The total event amount should equal awarded amount.)</p> 
45.	<p>To add an Event Note, select the Event Note link.</p> 



UCF Financials

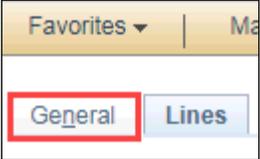
System Navigation for Grants

Step	Action
46.	<p>If applicable, select box. Enter information as appropriate.</p> 
47.	<p>Click OK. (See image in the previous step.)</p>
48.	<p>Click Save.</p> 
49.	<p>Ensure the Remaining Amount is 0.00 in the Amount Detail section of the Events page.</p> 
50.	<p>Open a new window.</p>
51.	<p>Run the FXGM_VALIDATION query to verify information has been set up.</p>



UCF Financials

System Navigation for Grants

Step	Action
52.	<p>On the Define Billing Plan page, click the Return to General Information link.</p> 
53.	<p>Select the General tab of the contract.</p> 
54.	<p>If an additional contract line needs to be added, refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VI. Add Additional Contract Line for Pending Contract.”</p>
55.	<p>Update the Contract Status to Review.</p> 
56.	<p>Run the FXCA_GRANT_PORTFOLIO_BY_ADMIN query by Review status.</p>
57.	<p>Perform a QA Check on the setup of all awards in Review status.</p>
58.	<p>If any contract changes need to be made, make the appropriate changes.</p>
59.	<p>If any award changes need to be made, change the Contract Status to Pending.</p> 
60.	<p>Refer to the “System Navigation for Grants” manual, “Course 1. Establish Awards,” section “V. Award Profile Notepad” to document all changes.</p>

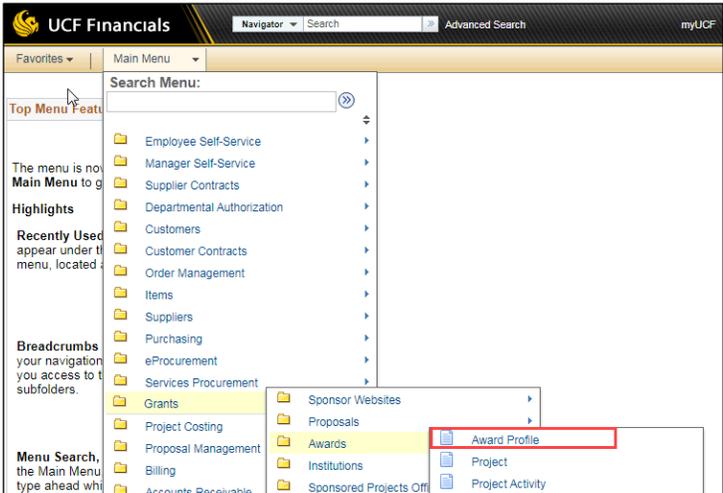


Step	Action
61.	<p>Once all changes are made, update the Contract Status to Active.</p>  <p>The screenshot shows a contract record with the following details: Contract Number 0000007487, Sold To Customer FL Alnc for Assist Svcs Tech (FAAST), and Contract Status set to ACTIVE. The 'ACTIVE' status is highlighted with a red box.</p>
62.	<p>Click Save.</p>  <p>The screenshot shows a toolbar with three buttons: 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'. Above the buttons are tabs for 'Billing Plans' and 'Revenue Plans'. Below the buttons is a breadcrumb trail 'General Lines'.</p>
63.	<p><i>Note 1: In order for the two contract lines to automatically combine, Process As Incurred and Process Other Billing Methods must be run concurrently, then Process Billing Interface should be run only after both processes have run. The Run Control for Process As Incurred should not populate the cycle from and to dates.</i></p> <p><i>Note 2: If a journal entry needs to be created to do a labor adjustment on a Time_Mat contract, a Resource Type of LABOR must be added to each line of the journal.</i></p>



V. CHANGE PRODUCT ON A CONTRACT

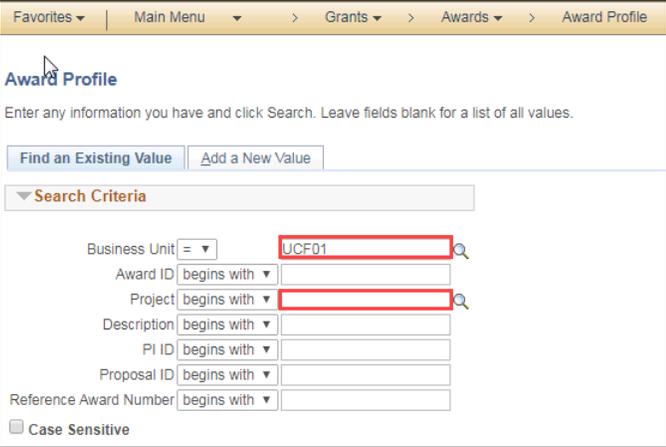
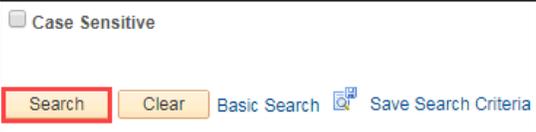
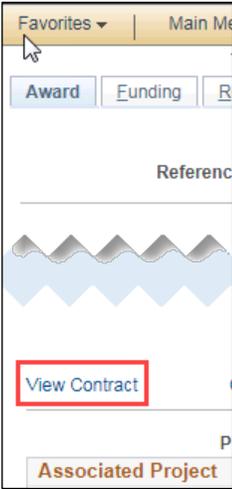
When an incorrect product was selected on an active contract, but nothing has been billed, follow these steps to change the product on the contract to process billing (Note this change on the Award Modifications page.):

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > Amendment Details.)</p>



UCF Financials

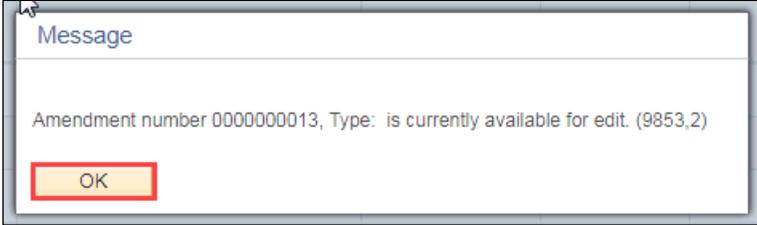
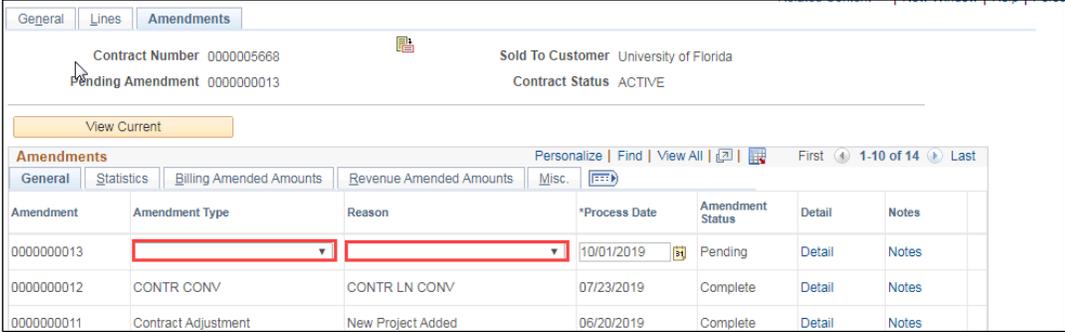
System Navigation for Grants

Step	Action
2.	<p>Enter the following:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 
3.	<p>Click Search to open the Award Profile.</p> 
4.	<p>Click the View Contract link.</p> 



UCF Financials

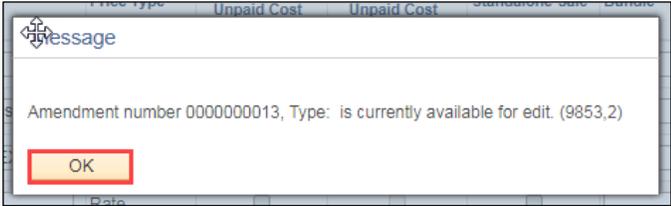
System Navigation for Grants

Step	Action
5.	<p>Select the Amendments tab.</p> 
6.	<p>Click the Amend Contract button.</p> 
7.	<p>A Message dialog box displays. Click OK.</p> 
8.	<p>Enter values into the following fields:</p> <ol style="list-style-type: none"> Amendment Type [Contract Adjustment] Reason 

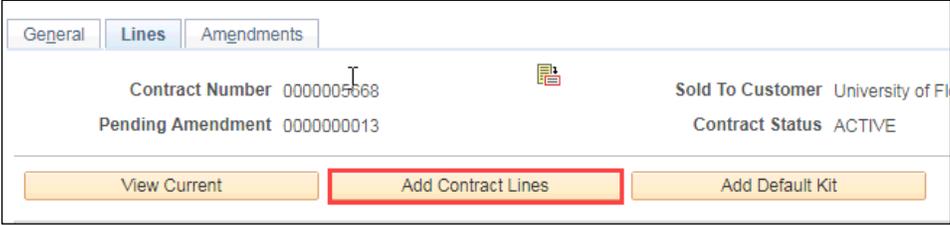
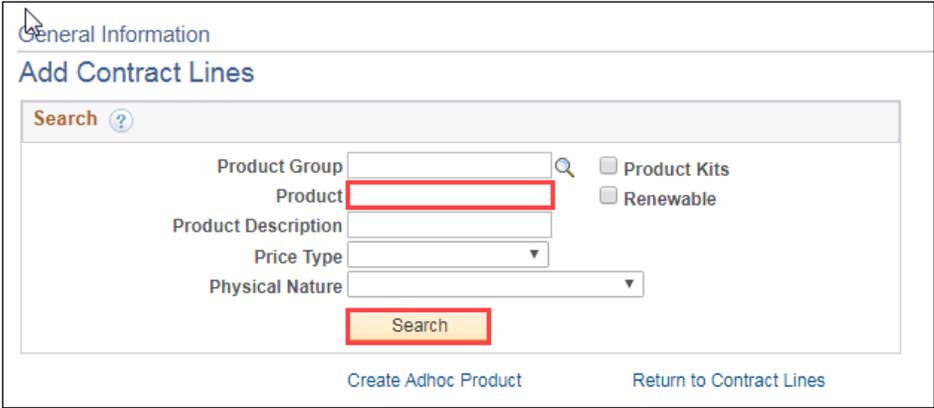
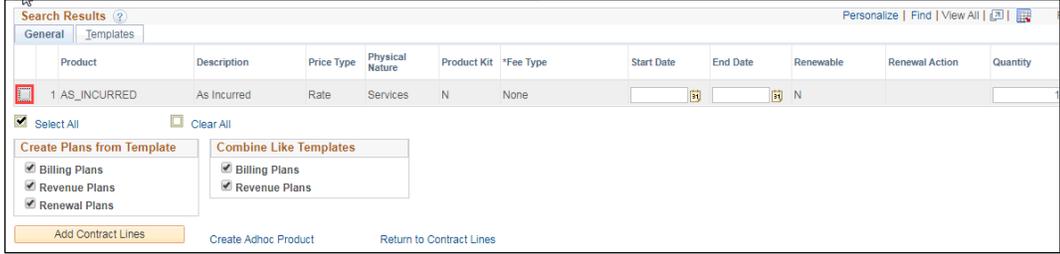


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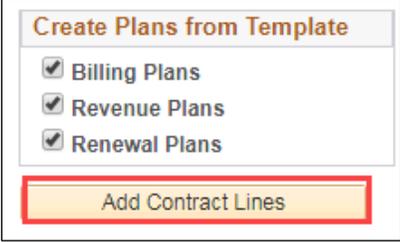
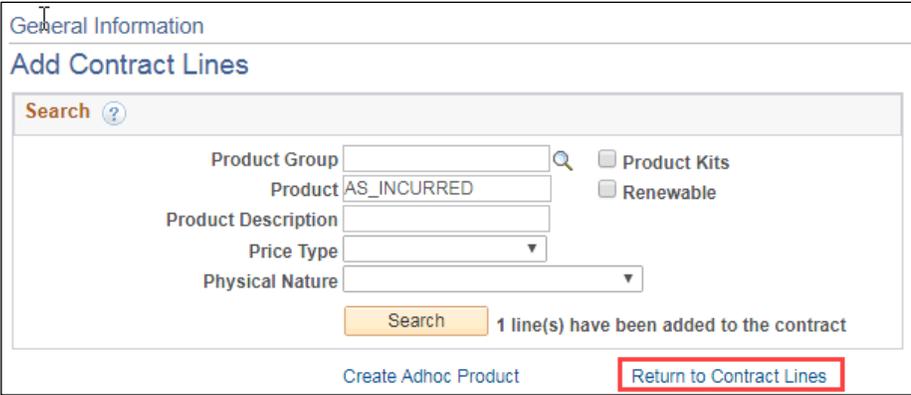
System Navigation for Grants

Step	Action
9.	<p>Click Save.</p>  <p>The screenshot shows a software interface with a header '0000000004' and 'ARGIS Interface Chg'. Below the header are links for 'Billing Plans' and 'Revenue Plans', and a link for 'Return to Award Profile'. At the bottom, there are three buttons: 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'. Below the buttons are links for 'General Lines Amendments'.</p>
10.	<p>Select the Lines tab.</p>  <p>The screenshot shows a software interface with three tabs: 'General', 'Lines' (highlighted with a red box), and 'Amendments'. Below the tabs are labels for 'Contract Number' and 'Amendment Number'.</p>
11.	<p>Click Amend Contract.</p>  <p>The screenshot shows a software interface with three tabs: 'General', 'Lines' (selected), and 'Amendments'. Below the tabs are labels for 'Contract Number 00000' and 'Amendment 00000'. At the bottom, there is a button labeled 'Amend Contract' (highlighted with a red box).</p>
12.	<p>A Message dialog box displays. Click OK. The newly created line should appear.</p>  <p>The screenshot shows a 'Message' dialog box with the text: 'Amendment number 0000000013, Type: is currently available for edit. (9853,2)'. At the bottom, there is an 'OK' button (highlighted with a red box).</p>

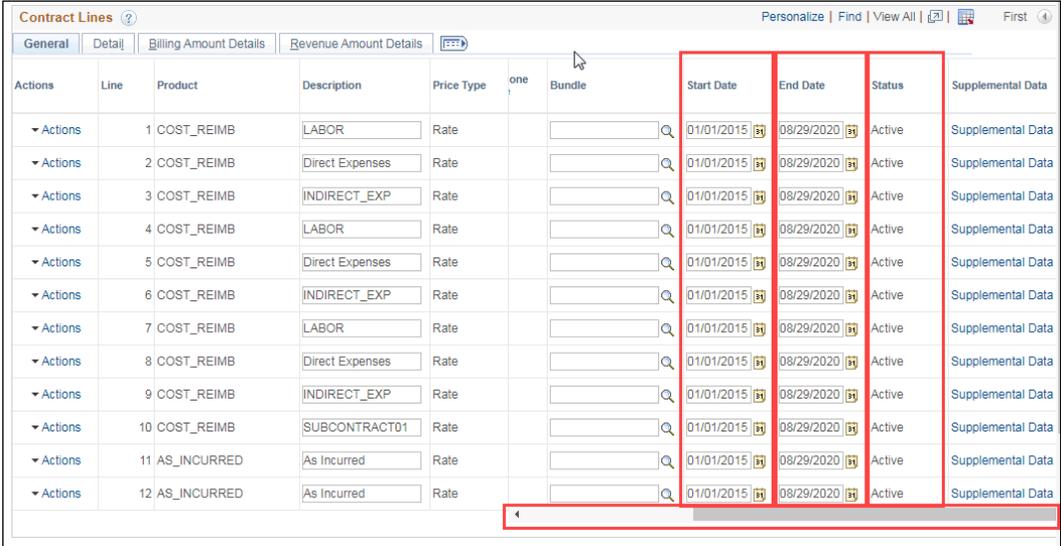
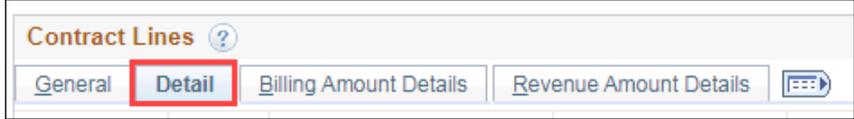


Step	Action
13.	<p>Click Add Contract Lines.</p> 
14.	<p>Under the Contract Lines heading, enter a value in the Product field [AS_INCURRED, FIXED_AMOUNT, TIME_MATL, or NOBILL].</p> 
15.	<p>Click Search. (See image in previous step.)</p>
16.	<p>Select the appropriate result.</p> 



Step	Action
17.	<p>Click Add Contract Lines.</p> 
18.	<p>Click the Return to Contract Lines link.</p> 
19.	<p>Click Save.</p> 
20.	<p>Select the Lines tab.</p> 

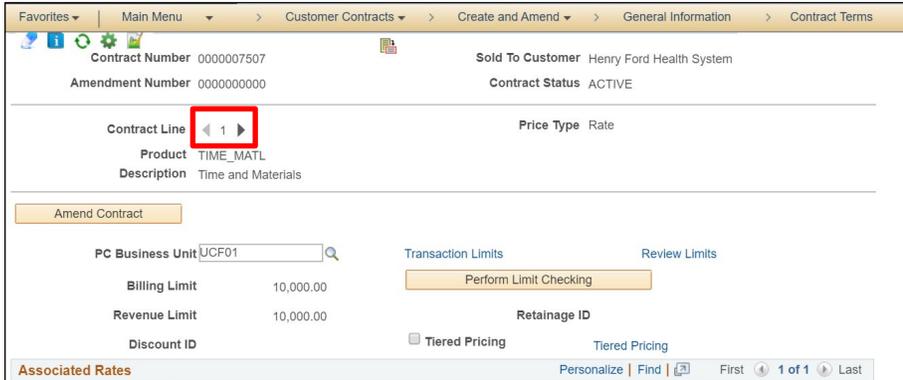


Step	Action																																																																																																																																															
21.	<p>Review the General tab. Under the Contract Lines heading verify the following values (Scroll right to view additional columns.):</p> <ul style="list-style-type: none">a) Start Date (of the award)b) End Date (of the award plus add 180 days to the contract Line)c) Status [Active]  <table border="1"><caption>Contract Lines</caption><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>one</th><th>Bundle</th><th>Start Date</th><th>End Date</th><th>Status</th><th>Supplemental Data</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>COST_REIMB</td><td>LABOR</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>2</td><td>COST_REIMB</td><td>Direct Expenses</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>3</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>4</td><td>COST_REIMB</td><td>LABOR</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>5</td><td>COST_REIMB</td><td>Direct Expenses</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>6</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>7</td><td>COST_REIMB</td><td>LABOR</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>8</td><td>COST_REIMB</td><td>Direct Expenses</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>9</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>10</td><td>COST_REIMB</td><td>SUBCONTRACT01</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>11</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr><tr><td>▼ Actions</td><td>12</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td></td><td></td><td>01/01/2015</td><td>08/29/2020</td><td>Active</td><td>Supplemental Data</td></tr></tbody></table>	Actions	Line	Product	Description	Price Type	one	Bundle	Start Date	End Date	Status	Supplemental Data	▼ Actions	1	COST_REIMB	LABOR	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	2	COST_REIMB	Direct Expenses	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	3	COST_REIMB	INDIRECT_EXP	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	4	COST_REIMB	LABOR	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	5	COST_REIMB	Direct Expenses	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	6	COST_REIMB	INDIRECT_EXP	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	7	COST_REIMB	LABOR	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	8	COST_REIMB	Direct Expenses	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	9	COST_REIMB	INDIRECT_EXP	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	10	COST_REIMB	SUBCONTRACT01	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	11	AS_INCURRED	As Incurred	Rate			01/01/2015	08/29/2020	Active	Supplemental Data	▼ Actions	12	AS_INCURRED	As Incurred	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
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22.	Click Save .																																																																																																																																															
23.	Select the Lines tab. 																																																																																																																																															
24.	Select the Detail tab. 																																																																																																																																															



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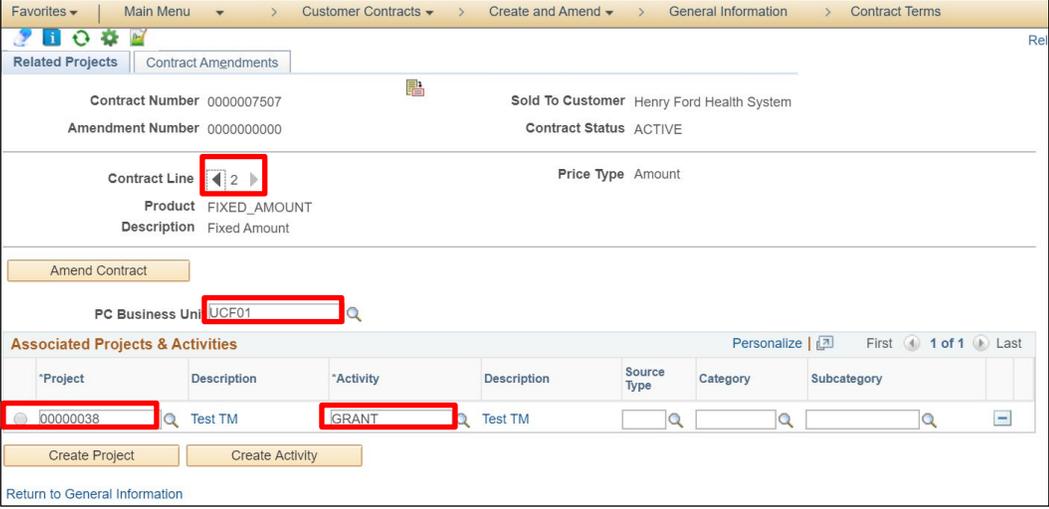
System Navigation for Grants

Step	Action																																
25.	<p>Click the Contract Terms link of the incorrect line.</p>  <p>The screenshot shows a table titled "Contract Lines" with columns: Actions, Line, Product, Description, Price Type, Revenue Plan, Contract Terms, and Accounting. Three rows are visible, all with "In Progress" status. The "Contract Terms" link in the first row is highlighted with a red box.</p> <table border="1"><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Revenue Plan</th><th>Contract Terms</th><th>Accounting</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>COST_REIMB</td><td>LABOR</td><td>Rate</td><td>In Progress</td><td>Contract Terms</td><td>Distribution</td></tr><tr><td>▼ Actions</td><td>2</td><td>COST_REIMB</td><td>Direct Expenses</td><td>Rate</td><td>In Progress</td><td>Contract Terms</td><td>Distribution</td></tr><tr><td>▼ Actions</td><td>3</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td>Rate</td><td>In Progress</td><td>Contract Terms</td><td>Distribution</td></tr></tbody></table>	Actions	Line	Product	Description	Price Type	Revenue Plan	Contract Terms	Accounting	▼ Actions	1	COST_REIMB	LABOR	Rate	In Progress	Contract Terms	Distribution	▼ Actions	2	COST_REIMB	Direct Expenses	Rate	In Progress	Contract Terms	Distribution	▼ Actions	3	COST_REIMB	INDIRECT_EXP	Rate	In Progress	Contract Terms	Distribution
Actions	Line	Product	Description	Price Type	Revenue Plan	Contract Terms	Accounting																										
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▼ Actions	3	COST_REIMB	INDIRECT_EXP	Rate	In Progress	Contract Terms	Distribution																										
26.	<p>Use the minus sign (-) to delete all related projects. Note the Project number(s) as they will need to be associated with the correct line(s) later (step 31).</p>  <p>The screenshot shows a table titled "Associated Projects & Activities" with columns: *Project, Description, *Activity, and Description. One row is visible with project number 63017009 and activity LABOR. A red box highlights the minus sign button in the bottom right corner.</p> <table border="1"><thead><tr><th>*Project</th><th>Description</th><th>*Activity</th><th>Description</th></tr></thead><tbody><tr><td>63017009</td><td>NTC-ZINKICIDE A NANOTHERAPEUTI</td><td>LABOR</td><td>Labor</td></tr></tbody></table>	*Project	Description	*Activity	Description	63017009	NTC-ZINKICIDE A NANOTHERAPEUTI	LABOR	Labor																								
*Project	Description	*Activity	Description																														
63017009	NTC-ZINKICIDE A NANOTHERAPEUTI	LABOR	Labor																														
27.	<p>Click the right arrow to navigate to the Contract Line with the correct product.</p>  <p>The screenshot shows the "Contract Terms" page for contract number 0000007507. The "Contract Line" section shows "1" with a right arrow button highlighted in red. Below this, there are sections for "Amend Contract", "Transaction Limits", "Review Limits", "Retainage ID", and "Associated Rates".</p>																																

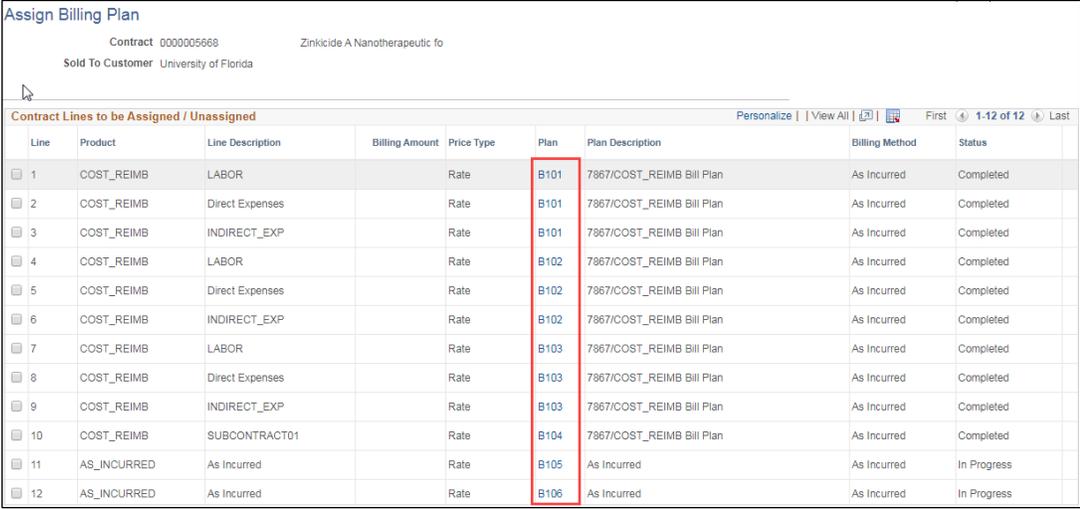
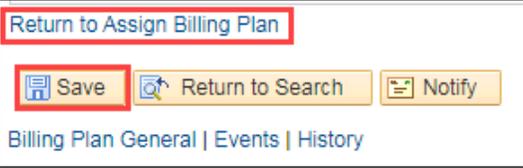


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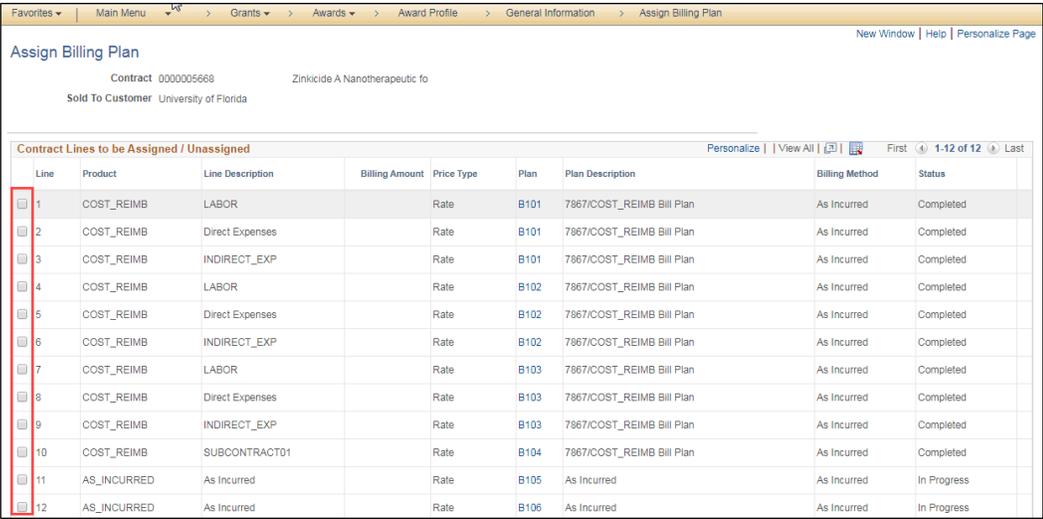
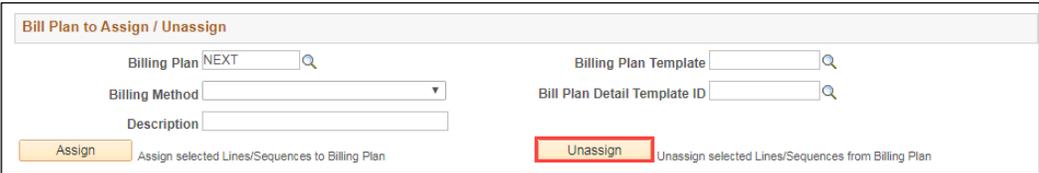
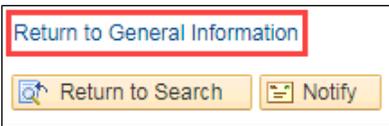
System Navigation for Grants

Step	Action
28.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) PC Business Unitb) Rate Set [GM_RATE, GM_RATE_TM, GM_NOBILL]c) Project (that was deleted from the other line)d) Activity 
29.	<p>Click Save.</p> 
30.	<p>Click the Return to General Information link. (See image in previous step.)</p>
31.	<p>Click Save.</p> 
32.	<p>Click the Billing Plans link. (See image in previous step.)</p>



Step	Action																																																																																																																					
33.	Select the link under Plan of the incorrect item.  <p>Assign Billing Plan Contract 000005668 Zinkicide A Nanotherapeutic fo Sold To Customer University of Florida</p> <p>Contract Lines to be Assigned / Unassigned Personalize View All 20 First 1-12 of 12 Last</p> <table border="1"><thead><tr><th>Line</th><th>Product</th><th>Line Description</th><th>Billing Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th><th>Billing Method</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>B101</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>2</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>B101</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>3</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>B101</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>4</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>B102</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>5</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>B102</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>6</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>B102</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>7</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>B103</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>8</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>B103</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>9</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>B103</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>10</td><td>COST_REIMB</td><td>SUBCONTRACT01</td><td></td><td>Rate</td><td>B104</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr><tr><td>11</td><td>AS_INCURRED</td><td>As Incurred</td><td></td><td>Rate</td><td>B105</td><td>As Incurred</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>12</td><td>AS_INCURRED</td><td>As Incurred</td><td></td><td>Rate</td><td>B106</td><td>As Incurred</td><td>As Incurred</td><td>In Progress</td></tr></tbody></table>	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status	1	COST_REIMB	LABOR		Rate	B101	7867/COST_REIMB Bill Plan	As Incurred	Completed	2	COST_REIMB	Direct Expenses		Rate	B101	7867/COST_REIMB Bill Plan	As Incurred	Completed	3	COST_REIMB	INDIRECT_EXP		Rate	B101	7867/COST_REIMB Bill Plan	As Incurred	Completed	4	COST_REIMB	LABOR		Rate	B102	7867/COST_REIMB Bill Plan	As Incurred	Completed	5	COST_REIMB	Direct Expenses		Rate	B102	7867/COST_REIMB Bill Plan	As Incurred	Completed	6	COST_REIMB	INDIRECT_EXP		Rate	B102	7867/COST_REIMB Bill Plan	As Incurred	Completed	7	COST_REIMB	LABOR		Rate	B103	7867/COST_REIMB Bill Plan	As Incurred	Completed	8	COST_REIMB	Direct Expenses		Rate	B103	7867/COST_REIMB Bill Plan	As Incurred	Completed	9	COST_REIMB	INDIRECT_EXP		Rate	B103	7867/COST_REIMB Bill Plan	As Incurred	Completed	10	COST_REIMB	SUBCONTRACT01		Rate	B104	7867/COST_REIMB Bill Plan	As Incurred	Completed	11	AS_INCURRED	As Incurred		Rate	B105	As Incurred	As Incurred	In Progress	12	AS_INCURRED	As Incurred		Rate	B106	As Incurred	As Incurred	In Progress
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34.	Update the Billing Status to Cancelled .  <p>Favorites Main Menu Grants Awards Award Profile General Information Assign Billing Plan Define Billing Plan Related Content New Window Help Personalize Page</p> <p>Billing Plan General Events History</p> <p>Contract 000005668 BI Unit UCF01 Sold To Customer CNG50026 University of Florida Bill To CNG50026 University of Florida Billing Plan B105 As Incurred Currency USD</p> <p>Description As Incurred *Billing Status In Progress Actions Cancel Billing Method As Incurred Hold</p>																																																																																																																					
35.	Click Save .  <p>Return to Assign Billing Plan</p> <p>Save Return to Search Notify</p> <p>Billing Plan General Events History</p>																																																																																																																					
36.	Click Return to Assign Billing Plan . (See image in previous step.)																																																																																																																					

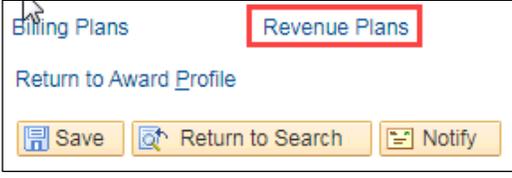
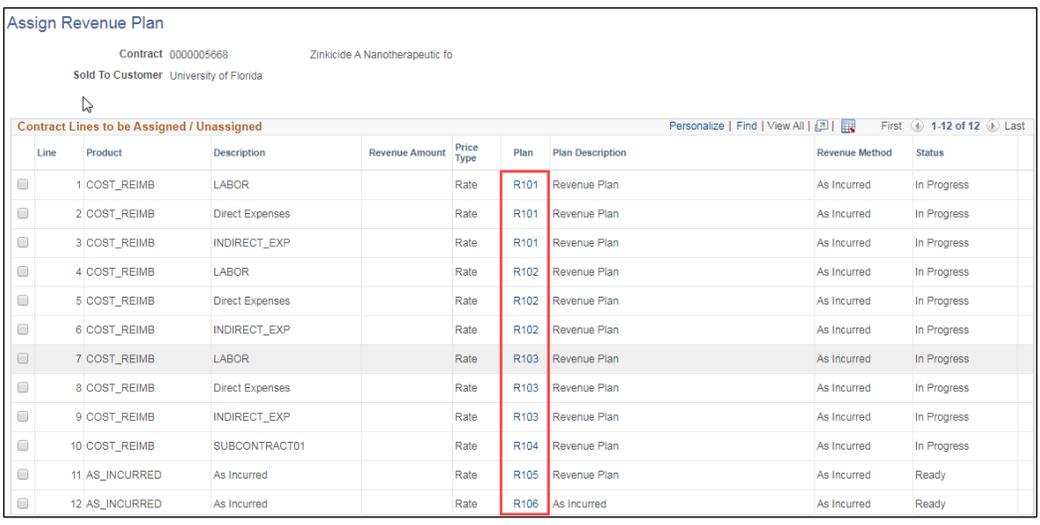
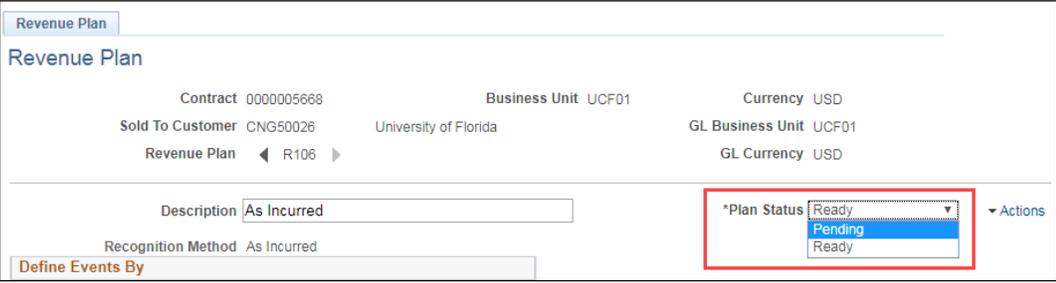
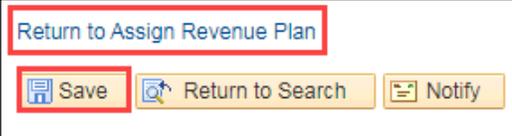


Step	Action																																																																																																																					
37.	<p>Select the Line.</p>  <p>The screenshot shows the 'Assign Billing Plan' page for contract 0000005668. It features a table titled 'Contract Lines to be Assigned / Unassigned' with columns: Line, Product, Line Description, Billing Amount, Price Type, Plan, Plan Description, Billing Method, and Status. Line 1 is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Product</th> <th>Line Description</th> <th>Billing Amount</th> <th>Price Type</th> <th>Plan</th> <th>Plan Description</th> <th>Billing Method</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>1</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>B101</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>2</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>B101</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>3</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>B101</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>4</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>B102</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>5</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>B102</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>6</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>B102</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>7</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>B103</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>8</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>B103</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>9</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>B103</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>10</td><td>COST_REIMB</td><td>SUBCONTRACT01</td><td></td><td>Rate</td><td>B104</td><td>7867/COST_REIMB Bill Plan</td><td>As Incurred</td><td>Completed</td></tr> <tr><td>11</td><td>AS_INCURRED</td><td>As Incurred</td><td></td><td>Rate</td><td>B105</td><td>As Incurred</td><td>As Incurred</td><td>In Progress</td></tr> <tr><td>12</td><td>AS_INCURRED</td><td>As Incurred</td><td></td><td>Rate</td><td>B106</td><td>As Incurred</td><td>As Incurred</td><td>In Progress</td></tr> </tbody> </table>	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status	1	COST_REIMB	LABOR		Rate	B101	7867/COST_REIMB Bill Plan	As Incurred	Completed	2	COST_REIMB	Direct Expenses		Rate	B101	7867/COST_REIMB Bill Plan	As Incurred	Completed	3	COST_REIMB	INDIRECT_EXP		Rate	B101	7867/COST_REIMB Bill Plan	As Incurred	Completed	4	COST_REIMB	LABOR		Rate	B102	7867/COST_REIMB Bill Plan	As Incurred	Completed	5	COST_REIMB	Direct Expenses		Rate	B102	7867/COST_REIMB Bill Plan	As Incurred	Completed	6	COST_REIMB	INDIRECT_EXP		Rate	B102	7867/COST_REIMB Bill Plan	As Incurred	Completed	7	COST_REIMB	LABOR		Rate	B103	7867/COST_REIMB Bill Plan	As Incurred	Completed	8	COST_REIMB	Direct Expenses		Rate	B103	7867/COST_REIMB Bill Plan	As Incurred	Completed	9	COST_REIMB	INDIRECT_EXP		Rate	B103	7867/COST_REIMB Bill Plan	As Incurred	Completed	10	COST_REIMB	SUBCONTRACT01		Rate	B104	7867/COST_REIMB Bill Plan	As Incurred	Completed	11	AS_INCURRED	As Incurred		Rate	B105	As Incurred	As Incurred	In Progress	12	AS_INCURRED	As Incurred		Rate	B106	As Incurred	As Incurred	In Progress
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38.	<p>Click the Unassign button.</p>  <p>The screenshot shows the 'Bill Plan to Assign / Unassign' form. It includes fields for Billing Plan (NEXT), Billing Plan Template, Billing Method, and Bill Plan Detail Template ID. At the bottom, there are two buttons: 'Assign' and 'Unassign'. The 'Unassign' button is highlighted with a red box.</p>																																																																																																																					
39.	<p>Set up and ready the appropriate bill plan line according to the applicable system procedure. For guidance refer to the following sections of “Course 2. Set Up Contracts” in the “System Navigation for Grants” manual:</p> <ul style="list-style-type: none"> • “I. Set Up & Activate a CRB Contract” • “II. Set Up & Activate an LOC Contract” • “III. Set Up & Activate a Fixed Price Contract” • “X. Set Up & Activate a NOBILL Contract” <p><i>Note: When adding a new Contract Line, nothing defaults; thus, when the above processes ask for fields to be verified, information instead must be entered.</i></p>																																																																																																																					
40.	<p>Click Return to General Information.</p>  <p>The screenshot shows a button labeled 'Return to General Information' highlighted with a red box. Below it are two other buttons: 'Return to Search' and 'Notify'.</p>																																																																																																																					



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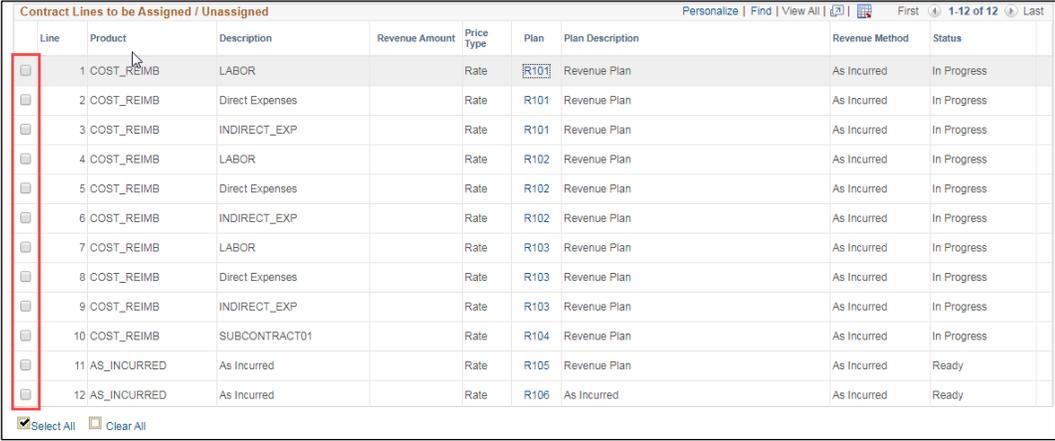
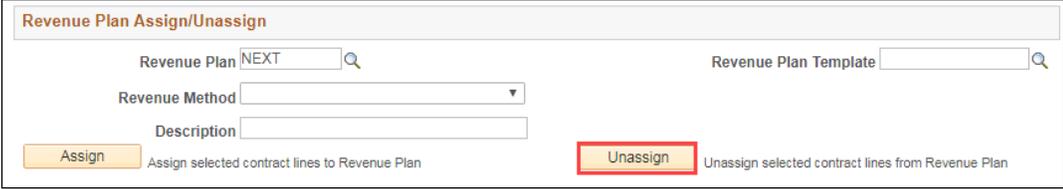
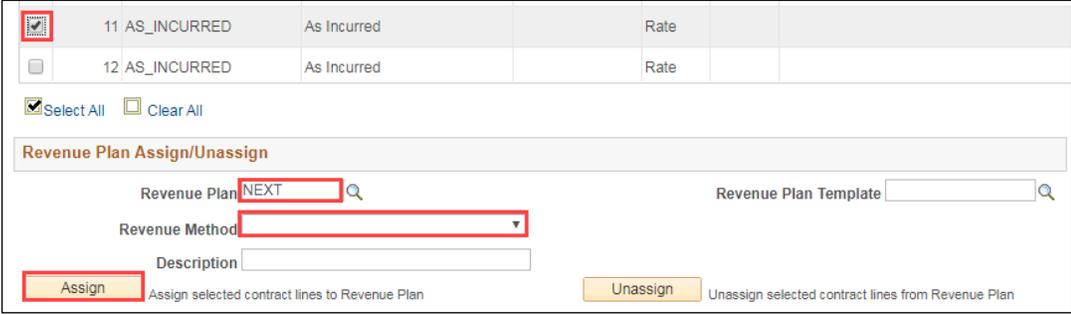
System Navigation for Grants

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41.	<p>Click the Revenue Plans link.</p> 																																																																																																																					
42.	<p>Click the Plan link in the appropriate Line.</p>  <table border="1"><thead><tr><th>Line</th><th>Product</th><th>Description</th><th>Revenue Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th><th>Revenue Method</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>R101</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>2</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>R101</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>3</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>R101</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>4</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>R102</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>5</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>R102</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>6</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>R102</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>7</td><td>COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>R103</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>8</td><td>COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>R103</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>9</td><td>COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>R103</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>10</td><td>COST_REIMB</td><td>SUBCONTRACT01</td><td></td><td>Rate</td><td>R104</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td>11</td><td>AS_INCURRED</td><td>As Incurred</td><td></td><td>Rate</td><td>R105</td><td>Revenue Plan</td><td>As Incurred</td><td>Ready</td></tr><tr><td>12</td><td>AS_INCURRED</td><td>As Incurred</td><td></td><td>Rate</td><td>R106</td><td>As Incurred</td><td>As Incurred</td><td>Ready</td></tr></tbody></table>	Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status	1	COST_REIMB	LABOR		Rate	R101	Revenue Plan	As Incurred	In Progress	2	COST_REIMB	Direct Expenses		Rate	R101	Revenue Plan	As Incurred	In Progress	3	COST_REIMB	INDIRECT_EXP		Rate	R101	Revenue Plan	As Incurred	In Progress	4	COST_REIMB	LABOR		Rate	R102	Revenue Plan	As Incurred	In Progress	5	COST_REIMB	Direct Expenses		Rate	R102	Revenue Plan	As Incurred	In Progress	6	COST_REIMB	INDIRECT_EXP		Rate	R102	Revenue Plan	As Incurred	In Progress	7	COST_REIMB	LABOR		Rate	R103	Revenue Plan	As Incurred	In Progress	8	COST_REIMB	Direct Expenses		Rate	R103	Revenue Plan	As Incurred	In Progress	9	COST_REIMB	INDIRECT_EXP		Rate	R103	Revenue Plan	As Incurred	In Progress	10	COST_REIMB	SUBCONTRACT01		Rate	R104	Revenue Plan	As Incurred	In Progress	11	AS_INCURRED	As Incurred		Rate	R105	Revenue Plan	As Incurred	Ready	12	AS_INCURRED	As Incurred		Rate	R106	As Incurred	As Incurred	Ready
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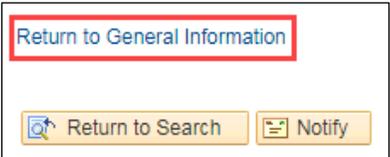
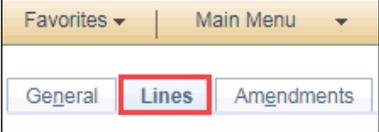
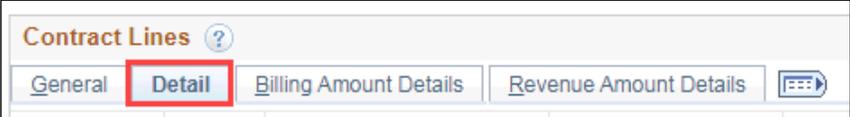
System Navigation for Grants

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47.	<p>Click the Unassign button.</p>  <p>Revenue Plan Assign/Unassign</p> <p>Revenue Plan: NEXT <input type="text"/> <input type="button" value="Q"/></p> <p>Revenue Plan Template: <input type="text"/> <input type="button" value="Q"/></p> <p>Revenue Method: <input type="text"/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="Assign"/> Assign selected contract lines to Revenue Plan</p> <p><input checked="" type="button" value="Unassign"/> Unassign selected contract lines from Revenue Plan</p>																																																																																																																					
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UCF Financials

System Navigation for Grants

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50.	Click Assign . (See image in previous step.)																																																																																																												
51.	Verify the Status of the Line is Ready . <table border="1"><thead><tr><th>Line</th><th>Product</th><th>Description</th><th>Revenue Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th><th>Revenue Method</th><th>Status</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1 COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>R101</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>2 COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>R101</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>3 COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>R101</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>4 COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>R102</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>5 COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>R102</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>6 COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>R102</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>7 COST_REIMB</td><td>LABOR</td><td></td><td>Rate</td><td>R103</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>8 COST_REIMB</td><td>Direct Expenses</td><td></td><td>Rate</td><td>R103</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>9 COST_REIMB</td><td>INDIRECT_EXP</td><td></td><td>Rate</td><td>R103</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>10 COST_REIMB</td><td>SUBCONTRACT01</td><td></td><td>Rate</td><td>R104</td><td>Revenue Plan</td><td>As Incurred</td><td>In Progress</td></tr><tr><td><input type="checkbox"/></td><td>11 AS_INCURRED</td><td>As Incurred</td><td></td><td>Rate</td><td>R107</td><td></td><td>As Incurred</td><td>Ready</td></tr></tbody></table>	Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status	<input type="checkbox"/>	1 COST_REIMB	LABOR		Rate	R101	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	2 COST_REIMB	Direct Expenses		Rate	R101	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	3 COST_REIMB	INDIRECT_EXP		Rate	R101	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	4 COST_REIMB	LABOR		Rate	R102	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	5 COST_REIMB	Direct Expenses		Rate	R102	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	6 COST_REIMB	INDIRECT_EXP		Rate	R102	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	7 COST_REIMB	LABOR		Rate	R103	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	8 COST_REIMB	Direct Expenses		Rate	R103	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	9 COST_REIMB	INDIRECT_EXP		Rate	R103	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	10 COST_REIMB	SUBCONTRACT01		Rate	R104	Revenue Plan	As Incurred	In Progress	<input type="checkbox"/>	11 AS_INCURRED	As Incurred		Rate	R107		As Incurred	Ready
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53.	Select the Lines tab. 																																																																																																												
54.	Under the Contract Lines heading, select the Detail tab. 																																																																																																												

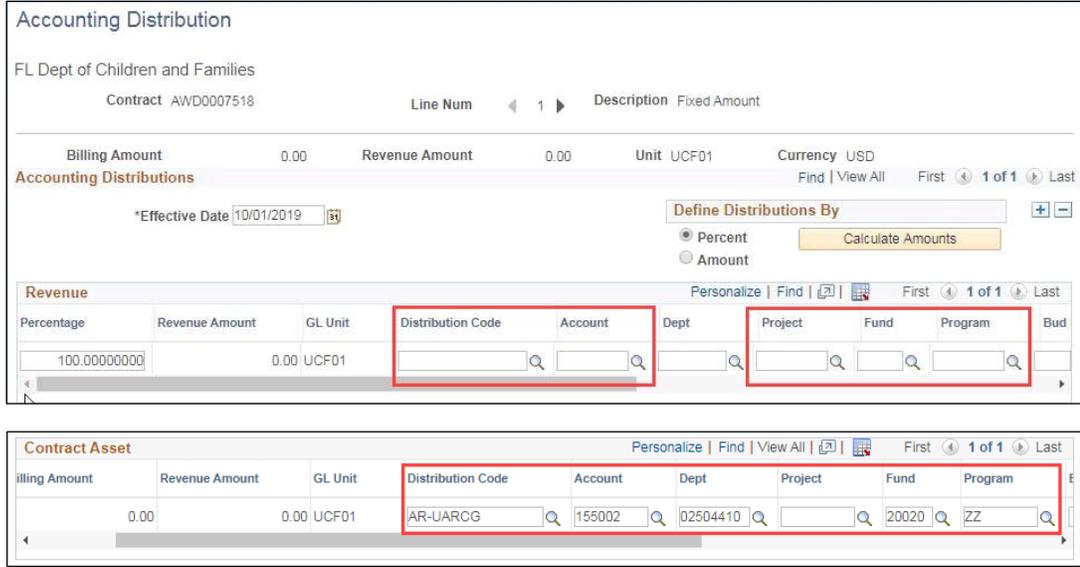
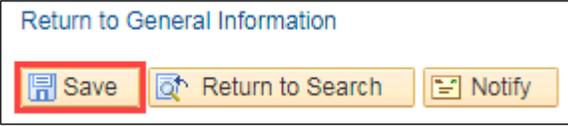


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55.	<p data-bbox="300 321 1185 359">Under the Accounting column heading, select the Distribution link.</p> <div data-bbox="321 388 1339 1018"> <table border="1"> <thead> <tr> <th>Actions</th> <th>Line</th> <th>Product</th> <th>Description</th> <th>Price Type</th> <th>Billing Plan</th> <th>Revenue Plan</th> <th>Contract Terms</th> <th>Accounting</th> <th>Interactions</th> </tr> </thead> <tbody> <tr> <td>▼ Actions</td> <td>1</td> <td>COST_REIMB</td> <td>LABOR</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>2</td> <td>COST_REIMB</td> <td>Direct Expenses</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>3</td> <td>COST_REIMB</td> <td>INDIRECT_EXP</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>4</td> <td>COST_REIMB</td> <td>LABOR</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>5</td> <td>COST_REIMB</td> <td>Direct Expenses</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>6</td> <td>COST_REIMB</td> <td>INDIRECT_EXP</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>7</td> <td>COST_REIMB</td> <td>LABOR</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>8</td> <td>COST_REIMB</td> <td>Direct Expenses</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>9</td> <td>COST_REIMB</td> <td>INDIRECT_EXP</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>10</td> <td>COST_REIMB</td> <td>SUBCONTRACT01</td> <td>Rate</td> <td>Completed</td> <td>In Progress</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>11</td> <td>AS_INCURRED</td> <td>As Incurred</td> <td>Rate</td> <td>In Progress</td> <td>Ready</td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> <tr> <td>▼ Actions</td> <td>12</td> <td>AS_INCURRED</td> <td>As Incurred</td> <td>Rate</td> <td>In Progress</td> <td></td> <td>Contract Terms</td> <td>Distribution</td> <td>Interactions</td> </tr> </tbody> </table> </div>	Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Interactions	▼ Actions	1	COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	2	COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	3	COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	4	COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	5	COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	6	COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	7	COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	8	COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	9	COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	10	COST_REIMB	SUBCONTRACT01	Rate	Completed	In Progress	Contract Terms	Distribution	Interactions	▼ Actions	11	AS_INCURRED	As Incurred	Rate	In Progress	Ready	Contract Terms	Distribution	Interactions	▼ Actions	12	AS_INCURRED	As Incurred	Rate	In Progress		Contract Terms	Distribution	Interactions
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56.	<p data-bbox="300 1060 565 1094">Enter the following:</p> <p data-bbox="300 1113 544 1146"><i>Revenue Forecast</i></p> <ol data-bbox="349 1165 950 1346" style="list-style-type: none"> Distribution Code [REV-[Project Type]] Account (defaults in) Project (Enter associated project.) Fund Program <p data-bbox="300 1381 500 1415"><i>Contract Asset</i></p> <ol data-bbox="349 1434 1388 1692" style="list-style-type: none"> Distribution Code [AR-UAR[CG/RF]] (This value will become blank once the department is deleted.) Account (defaults in) Dept (Delete defaulted value.) Project (Enter associated project.) Fund Program 																																																																																																																																		



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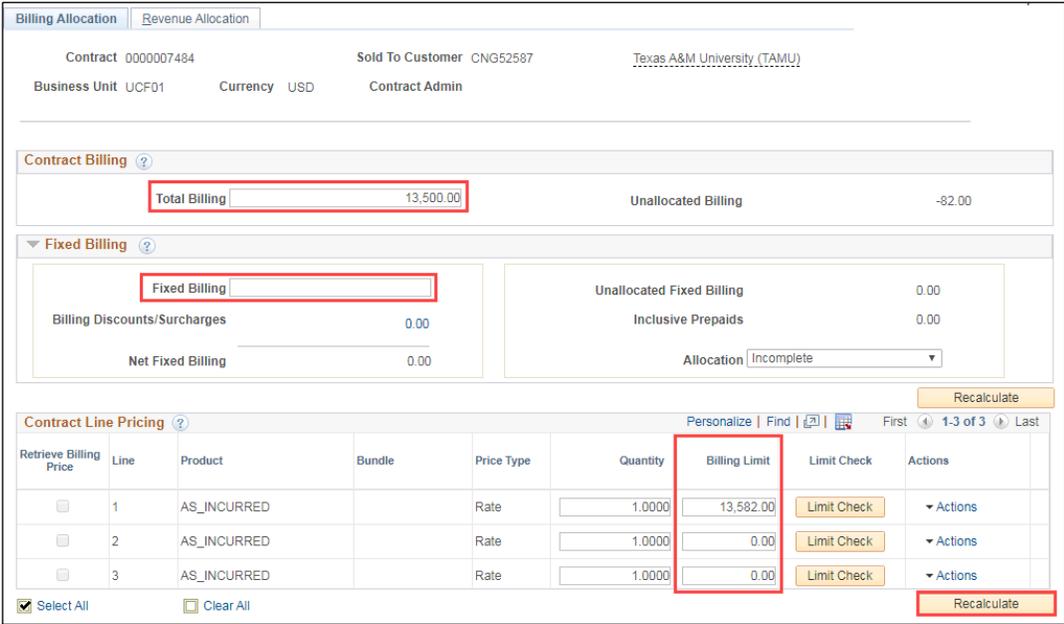
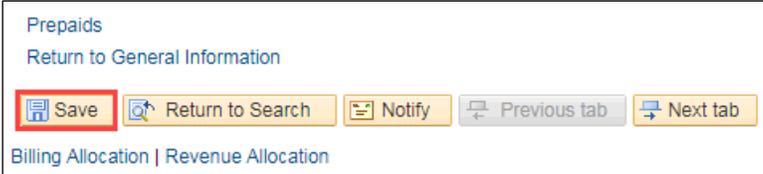
System Navigation for Grants

Step	Action
	
57.	<p>Click Save.</p> 
58.	<p>Ensure both lines are valid. The contract Asset and Revenue lines will only be valid after the combo build has been run.</p>
59.	<p>Click the Return to General Information link. (See the image in step 57.)</p> 
60.	<p>Click the Amend Contract button.</p> 



UCF Financials

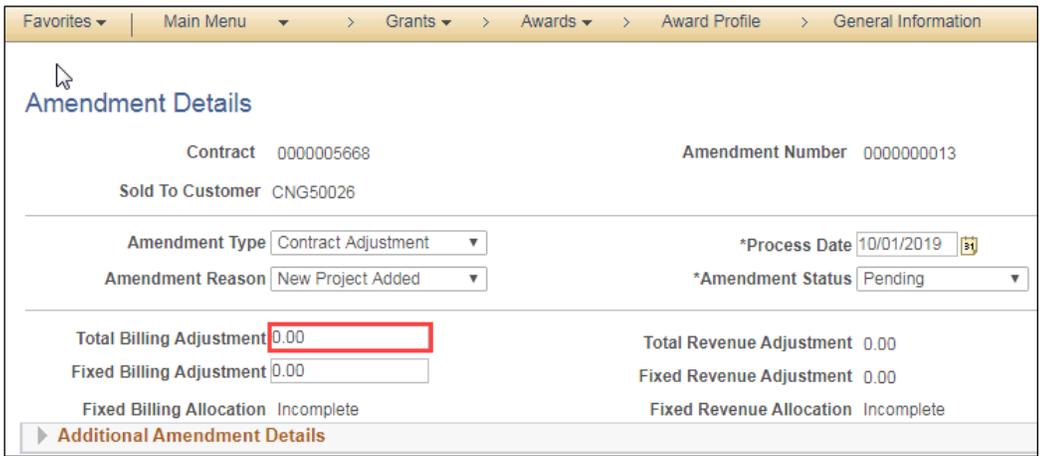
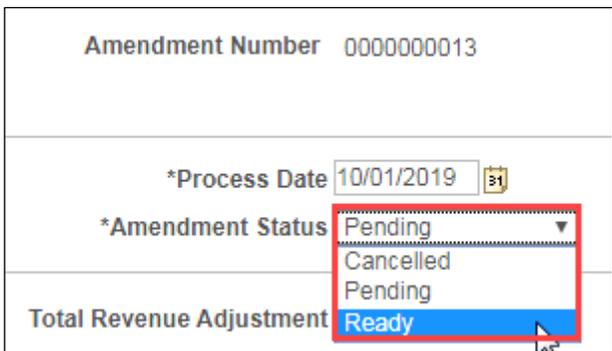
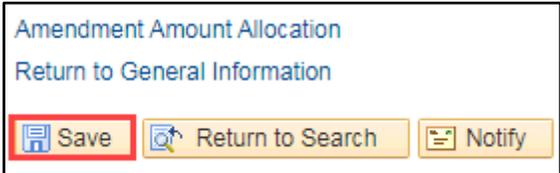
System Navigation for Grants

Step	Action
61.	Click the Amount Allocation link.
62.	<p>In the following fields enter the total amount of the award authorized to be billed or the adjusted amount to bring the line to the total amount:</p> <ul style="list-style-type: none"> a) Total Billing b) Fixed Billing c) Billing Amount/Limit 
63.	Click the second Recalculate button. (See image in the previous step.)
64.	<p>Verify that the Billing Limit/Amount and Total Billing are equal.</p> 
65.	<p>Click Save.</p> 

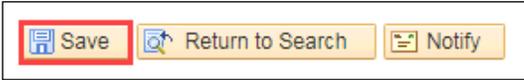


UCF Financials

System Navigation for Grants

Step	Action
66.	<p>Click Return to General Information.</p> 
67.	<p>Click Return to Amendment Details link.</p>
68.	<p>Verify the Total Billing Adjustment.</p> 
69.	<p>Update the Amendment Status to Ready.</p> 
70.	<p>Click Save.</p> 

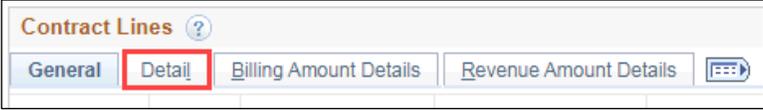
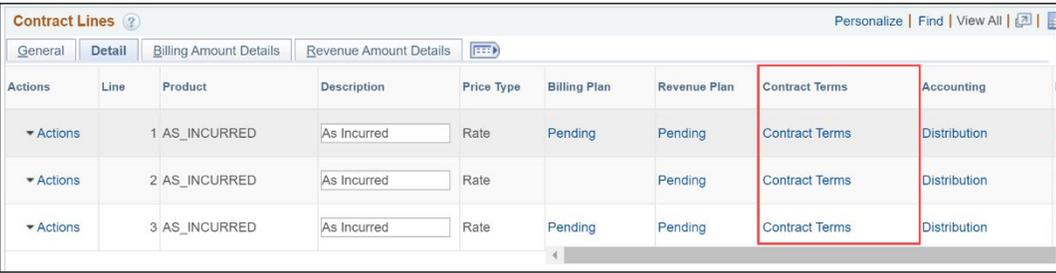


Step	Action
71.	For a fixed price contract, additional events need to be added to the account for the monetary adjustment. Refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “III. Set Up & Activate a Fixed Price Contract” to set up events.
72.	Run the FXGM_PENDING_AMENDMENTS_NOTES query to identify all amendments that are ready to be reviewed.
73.	Perform a QA Check on the setup of all awards in Review status.
74.	If any contract changes need to be made, make the appropriate changes.
75.	If any award changes need to be made, change the Contract Status to Pending . 
76.	Refer to the “System Navigation for Grants” manual, “Course 1. Establish,” section “V. Award Profile Notepad” to document all changes.
77.	Click Process Amendment .
78.	Click Save . 
79.	Click the Return to General Information link. 
80.	Select the Lines tab. 



UCF Financials

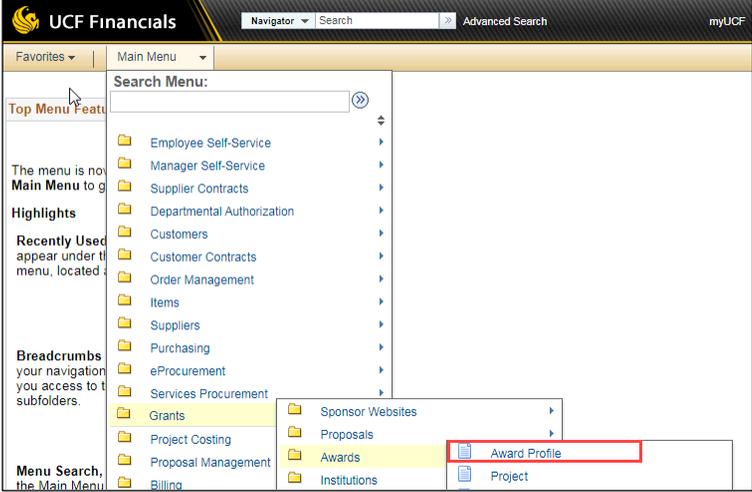
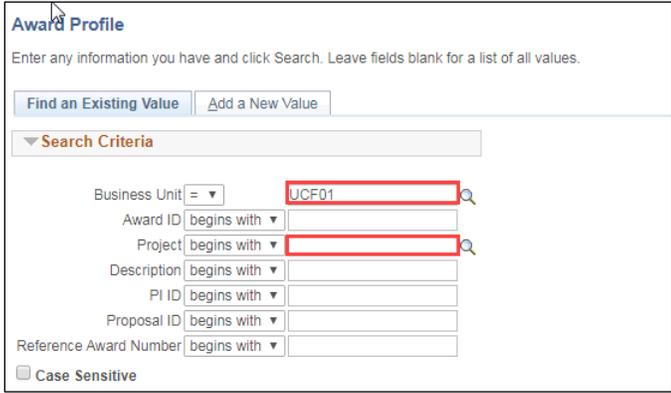
System Navigation for Grants

Step	Action																																				
81.	Select the Detail tab. 																																				
82.	Click the Contract Terms link on the correct contract Line .  <table border="1"><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Billing Plan</th><th>Revenue Plan</th><th>Contract Terms</th><th>Accounting</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td>Pending</td><td>Pending</td><td>Contract Terms</td><td>Distribution</td></tr><tr><td>▼ Actions</td><td>2</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td></td><td>Pending</td><td>Contract Terms</td><td>Distribution</td></tr><tr><td>▼ Actions</td><td>3</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td>Pending</td><td>Pending</td><td>Contract Terms</td><td>Distribution</td></tr></tbody></table>	Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	▼ Actions	1	AS_INCURRED	As Incurred	Rate	Pending	Pending	Contract Terms	Distribution	▼ Actions	2	AS_INCURRED	As Incurred	Rate		Pending	Contract Terms	Distribution	▼ Actions	3	AS_INCURRED	As Incurred	Rate	Pending	Pending	Contract Terms	Distribution
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83.	Click the Perform Limit Checking button.																																				
84.	Click Save .																																				

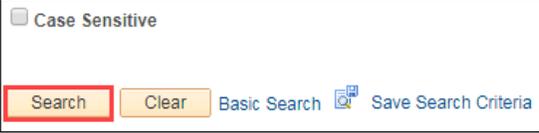
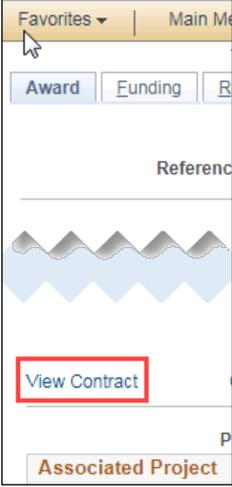


VI. ADD ADDITIONAL CONTRACT LINE FOR PENDING CONTRACT

Contract lines indicate what projects need to be billed together. If projects need to be billed separately, they will be on different contract lines. After the first contract line is set up on a non-active contract, an additional line can be added before the contract is activated by following these steps:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > General Information tab.)</p>
2.	<p>Enter information into the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 

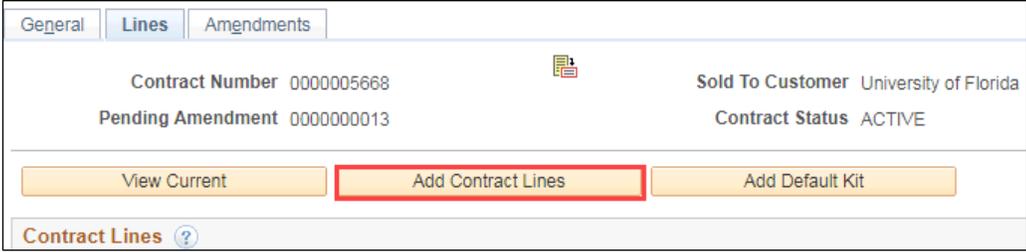
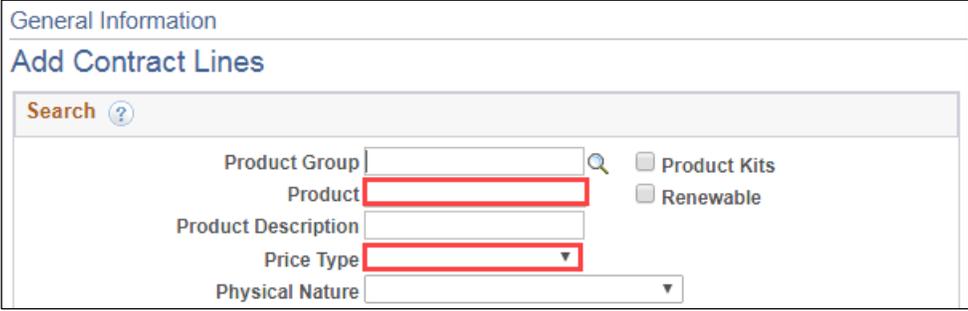


Step	Action
3.	<p>Click Search.</p>  <p>A search interface with a checkbox for "Case Sensitive" and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Search" button is highlighted with a red border.</p>
4.	<p>Click the View Contract link.</p>  <p>A screenshot of a contract details page. It shows tabs for "Award", "Funding", and "References". Below the tabs is a "View Contract" link highlighted with a red border. Other elements include "Associated Project" and a "P" icon.</p>
5.	<p>Select the Lines tab.</p>  <p>A screenshot of a tabbed interface with three tabs: "General", "Lines", and "Amendments". The "Lines" tab is highlighted with a red border.</p>
6.	<p>Click the Amend Contract button.</p>  <p>A screenshot of the contract details page with the "Lines" tab selected. It displays "Contract Number 0000005668" and "Amendment Number 0000000012". Below this is an "Amend Contract" button highlighted with a red border. At the bottom, there is a "Contract Lines" link with a help icon.</p>



UCF Financials

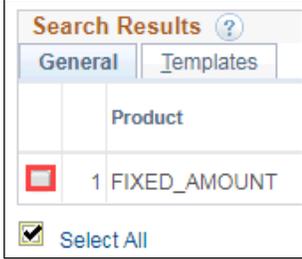
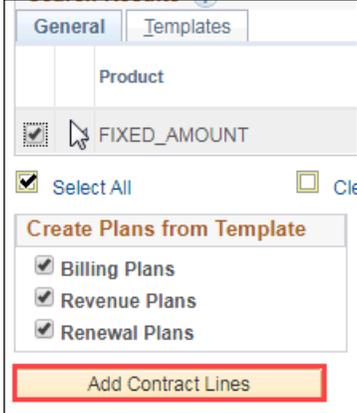
System Navigation for Grants

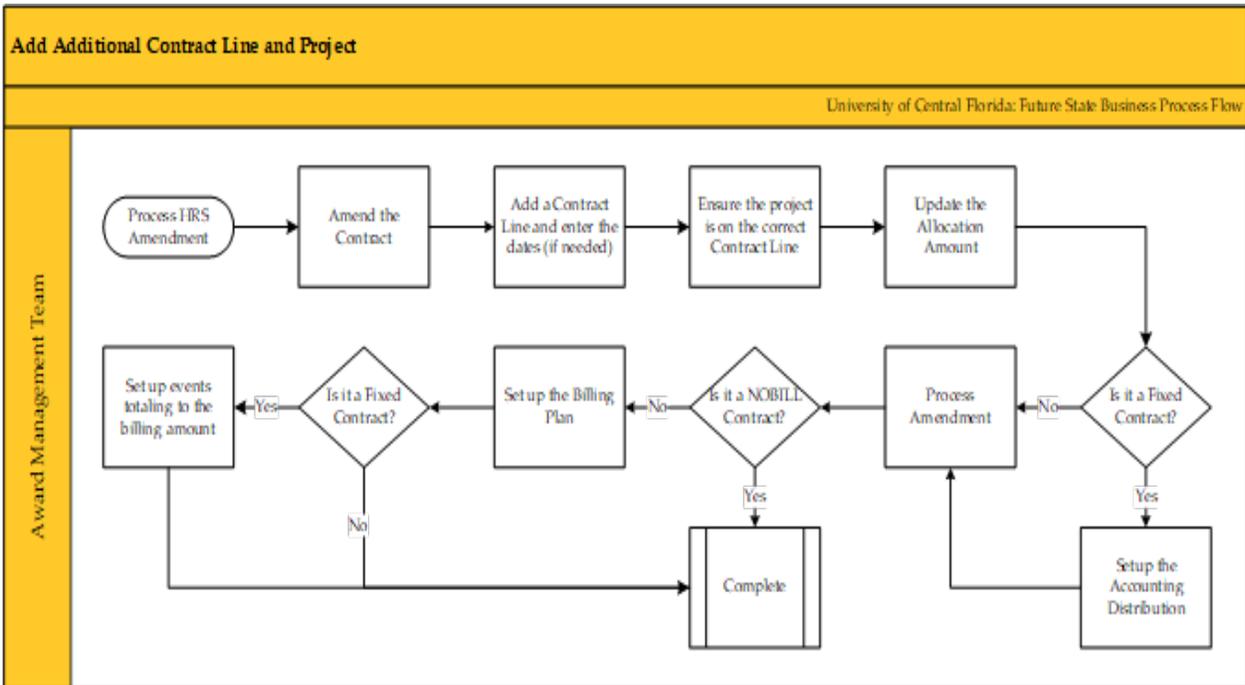
Step	Action
7.	<p>A Message dialog box displays. Click OK.</p> 
8.	<p>Click Add Contract Lines.</p> 
9.	<p>Enter a value in one of the following fields:</p> <ul style="list-style-type: none">a) Product [AS_INCURRED, FIXED_AMOUNT, TIME_MATL, NOBILL] orb) Price Type [Amount for FIXED_AMOUNT or Rate for AS_INCURRED, TIME_MATL, NOBILL] 
10.	<p>Click Search.</p> 



UCF Financials

System Navigation for Grants

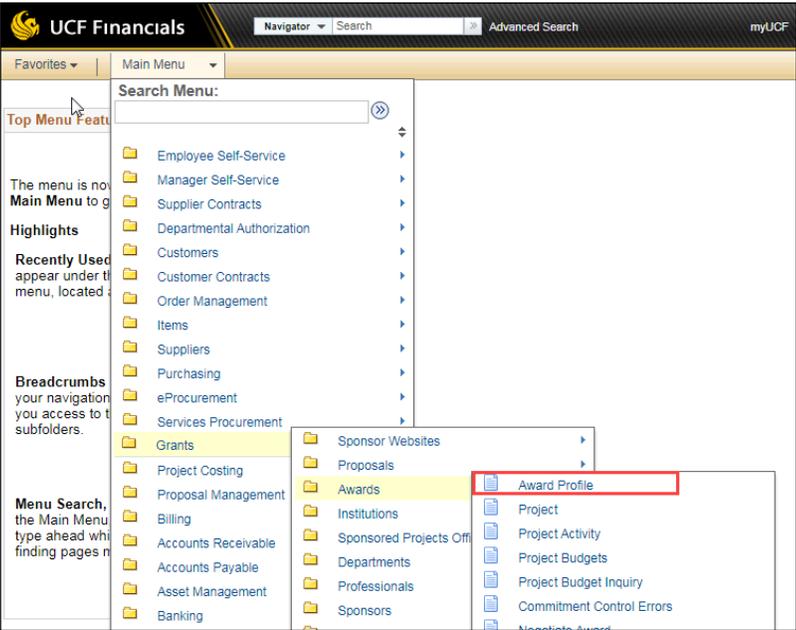
Step	Action
11.	Select the appropriate result. 
12.	Click Add Contract Line . 
13.	Click the Return to Contract Lines link. 
14.	Set up the Contract Line according to the appropriate system procedure. For guidance refer to the following sections of “Course 2. Set Up Contracts” in the “System Navigation for Grants” manual: <ul style="list-style-type: none">• “I. Set Up & Activate a CRB Contract”• “II. Set Up & Activate an LOC Contract”• “III. Set Up & Activate a Fixed Price Contract”• “X. Set Up & Activate a NOBILL Contract” <p><i>Note: When adding a new Contract Line, nothing defaults; thus, when the above processes ask for fields to be verified, information instead must be entered.</i></p>





VII. ADD AN ADDITIONAL CONTRACT LINE FOR ACTIVE CONTRACT

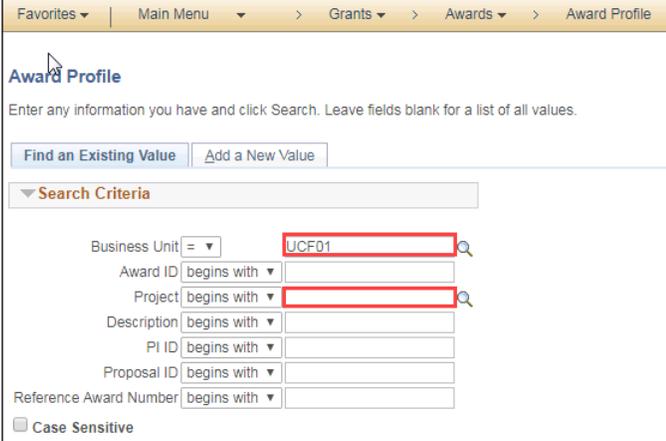
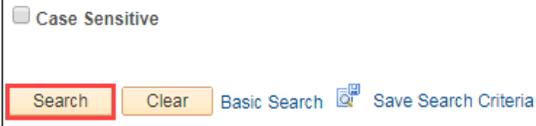
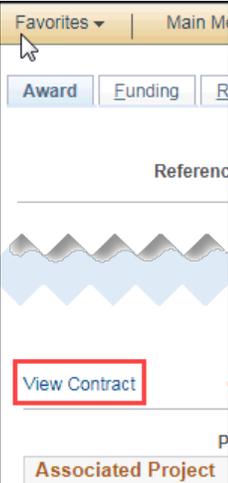
Once a contract has been activated, additional projects and contract lines may need to be associated with an award. Additional contract lines need to be added when a project must be billed separately OR a bill plan was completed but the award received additional funds. Note that only one contract line is created through the integration process between the Huron Research System (HRS) and UCF Financials. All other contract lines must be manually set up in UCF Financials. Since only one project can be on a FIXED_AMOUNT line, a new line needs to be created before a new project/account is sent over from HRS. Follow these steps to make it possible to process billing (Note this change on the Award Modification page.):

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > Amendment Details.)</p>
2.	<p>Enter values into the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID)



UCF Financials

System Navigation for Grants

	
<p>3. Click Search.</p>	
<p>4. Click the View Contract link.</p>	
<p>5. Select the Amendments tab.</p>	



UCF Financials

System Navigation for Grants

6. Click the **Amend Contract** button.

A screenshot of a software interface showing three tabs: 'General', 'Lines', and 'Amendments'. Below the tabs, the text 'Contract Number 00000' and 'Amendment Number 00000' is visible. At the bottom, a yellow button labeled 'Amend Contract' is highlighted with a red border.

7. If a **Message** dialog box displays, click **OK**.

A screenshot of a 'Message' dialog box. The text inside reads: 'Amendment number 0000000013, Type: Contract Adjustment is currently available for edit. (9853,2)'. At the bottom, a yellow button labeled 'OK' is highlighted with a red border.

8. Click **View All**.

9. Enter values into the following fields:

- a) **Amendment Type [Contract Adjustment]**
- b) **Reason**

A screenshot of a table titled 'Amendments'. The table has columns for 'Amendment', 'Amendment Type', 'Reason', and '*Process Date'. The first row shows '0000000013' with 'Contract Adjustment' selected in a dropdown menu and 'New Project Added' selected in another dropdown menu. The second row shows '0000000012' with 'CONTR CONV' and 'CONTR LN CONV'. The 'Process Date' for the first row is '10/01/2019' and for the second row is '07/23/2019'. The 'Contract Adjustment' and 'New Project Added' dropdowns are highlighted with red borders.

Amendment	Amendment Type	Reason	*Process Date
0000000013	Contract Adjustment	New Project Added	10/01/2019
0000000012	CONTR CONV	CONTR LN CONV	07/23/2019

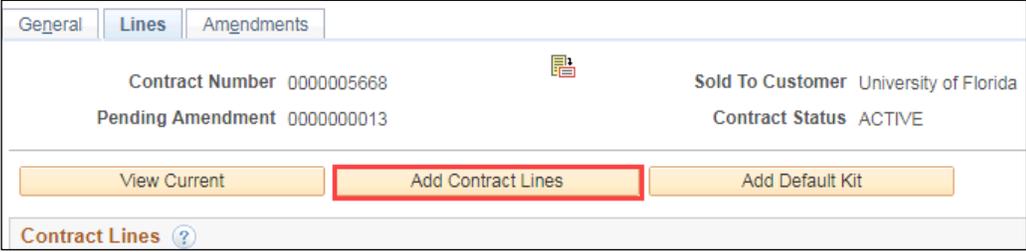
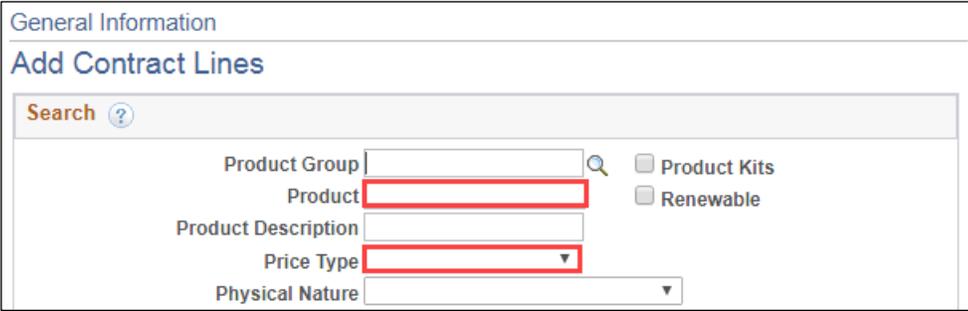
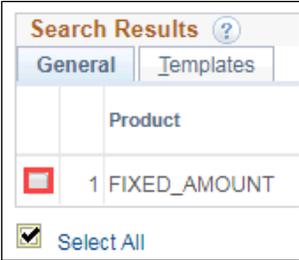
10. Click **Save**.

A screenshot of a software interface showing a form with the text '0000000004' and 'ARGIS Interface Chg'. Below this, there are links for 'Billing Plans' and 'Revenue Plans', and a link for 'Return to Award Profile'. At the bottom, a yellow button labeled 'Save' is highlighted with a red border. Other buttons include 'Return to Search' and 'Notify'. At the very bottom, there are links for 'General | Lines | Amendments'.



UCF Financials

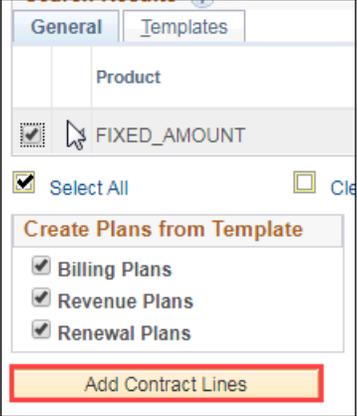
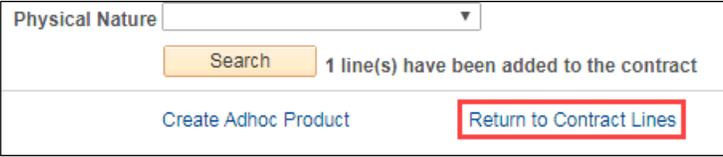
System Navigation for Grants

11.	Select the Lines tab.
12.	Click Add Contract Lines . 
13.	Enter a value in one of the following fields: a) Product [AS_INCURRED, FIXED_AMOUNT, TIME_MATL, NOBILL] or b) Price Type [Amount for FIXED_AMOUNT or Rate for AS_INCURRED, TIME_MATL, NOBILL] 
14.	Click Search . 
15.	Select the appropriate result. 



UCF Financials

System Navigation for Grants

<p>16. Click Add Contract Lines.</p>	
<p>17. Click the Return to Contract Lines link.</p>	
<p>18. Select the Lines tab.</p>	
<p>19. Review the General tab. Under the Contract Lines heading verify the following values (Scroll right to view additional columns.):</p> <ul style="list-style-type: none">a) Start Date (of the award)b) End Date (of the award plus add 180 days to the contract Line)c) Status [Active]	



UCF Financials

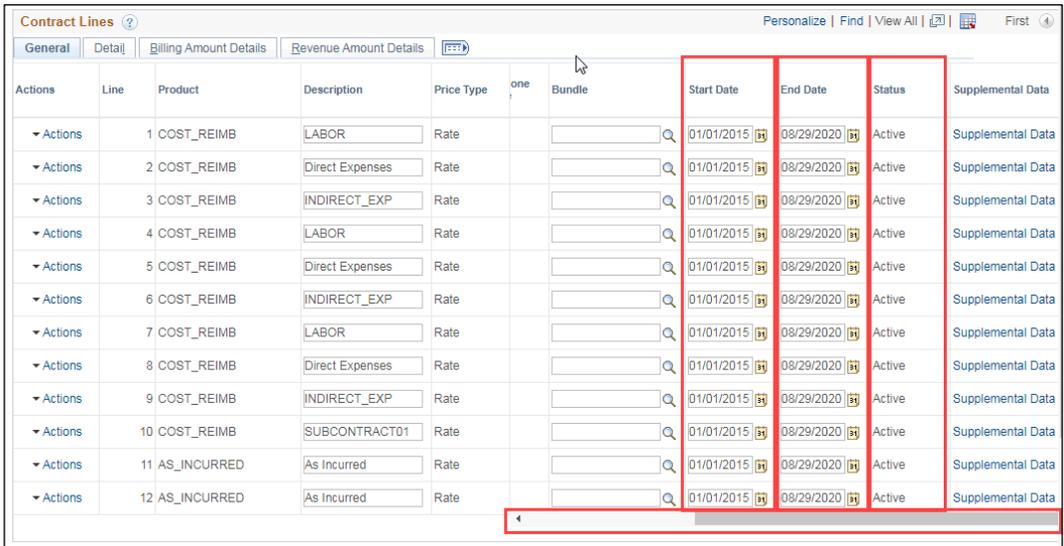
System Navigation for Grants

20. Click Save.

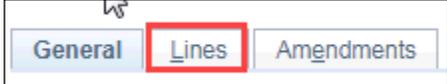
21. Select the **Lines** tab.

22. Under **Contract Lines** the columns **Hold Billing on Unpaid Cost** and **Hold Revenue on Unpaid Cost** should *not* be checked. Contact your manager if they are checked.

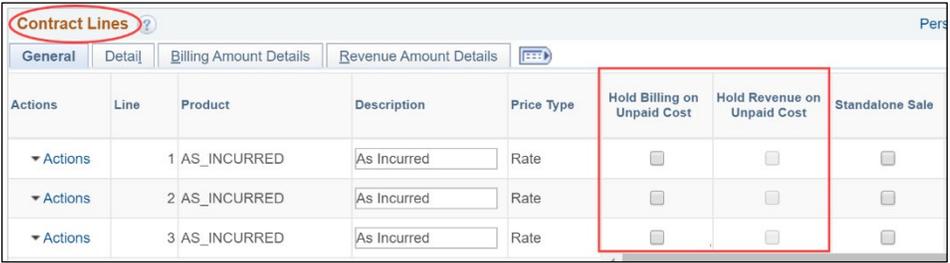
23. Select the **Detail** tab.



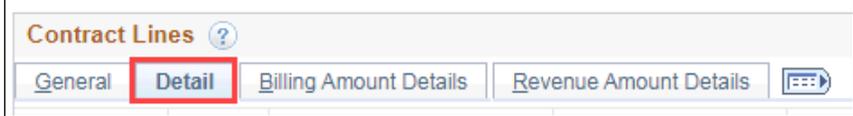
Actions	Line	Product	Description	Price Type	one	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	COST_REIMB	LABOR	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	2	COST_REIMB	Direct Expenses	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	3	COST_REIMB	INDIRECT_EXP	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	4	COST_REIMB	LABOR	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	5	COST_REIMB	Direct Expenses	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	6	COST_REIMB	INDIRECT_EXP	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	7	COST_REIMB	LABOR	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	8	COST_REIMB	Direct Expenses	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	9	COST_REIMB	INDIRECT_EXP	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	10	COST_REIMB	SUBCONTRACT01	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	11	AS_INCURRED	As Incurred	Rate			01/01/2015	08/29/2020	Active	Supplemental Data
▼ Actions	12	AS_INCURRED	As Incurred	Rate			01/01/2015	08/29/2020	Active	Supplemental Data



General **Lines** Amendments



Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale
▼ Actions	1	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Actions	2	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▼ Actions	3	AS_INCURRED	As Incurred	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Contract Lines ?

General **Detail** Billing Amount Details Revenue Amount Details



UCF Financials

System Navigation for Grants

24. In the **Contract Terms** column, click the **Contract Terms** link of the incorrect line.

Contract Lines							
General		Detail		Billing Amount Details		Revenue Amount Details	
Actions	Line	Product	Description	Price Type	Revenue Plan	Contract Terms	Accounting
▼ Actions	1	COST_REIMB	LABOR	Rate	In Progress	Contract Terms	Distribution
▼ Actions	2	COST_REIMB	Direct Expenses	Rate	In Progress	Contract Terms	Distribution
▼ Actions	3	COST_REIMB	INDIRECT_EXP	Rate	In Progress	Contract Terms	Distribution

25. Verify the following values:

- a) **PC Business Unit**
- b) **Billing Limit** (equal to the amount authorized to be billed)
- c) **Rate Set [GM_RATE]**

Related Projects

Contract Number 0000007487 Sold To Customer FL AInc for Assist Svcs Tech (FAAST)
 Amendment Number Contract Status PENDING

Contract Line ◀ 1 ▶ Price Type Rate
 Product NOBILL
 Description No Product

PC Business Unit UCF01 Transaction Limits Review Limits
Billing Limit Perform Limit Checking
 Revenue Limit Retainage ID
 Discount ID Tiered Pricing

Associated Rates Personalize | Find | 1 of 1 | Last

Effective Date	Status	Rate Selection	Rate Set
1 01/01/1900	Active	Rate Set	GM_NOBILL Rate Set

26. Ensure that all projects on the contract line need to be billed together. If a project needs to be deleted, use the **minus sign (-)** to delete all related projects. Note the **Project** number(s) as they will need to be associated with the correct line(s).

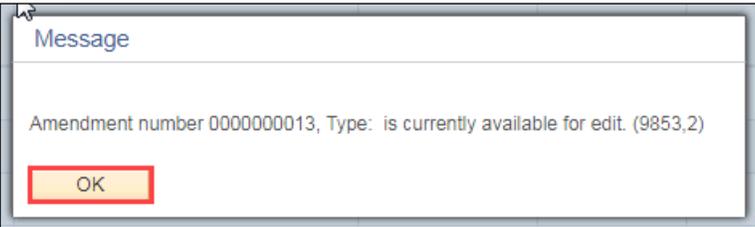
Associated Projects & Activities			
*Project	Description	*Activity	Description
63017009	NTC-ZINKICIDE A NANOTHERAPEUTI	LABOR	Labor

Refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VIII. Move a Project to an Existing Contract Line.”



UCF Financials

System Navigation for Grants

27.	Click Save. 
28.	Click the Return to General Information link. (See image in previous step.)
29.	Click the Amend Contract button. 
30.	If a Message dialog box displays, click OK . 
31.	Click the Amount Allocation link. 
32.	In the following fields enter the total amount of the award that is authorized to be billed or the adjusted amount to bring the line to the total amount: <ul style="list-style-type: none">a) Total Billingb) Fixed Billingc) Billing Amount/Limit



UCF Financials

System Navigation for Grants

Billing Allocation | Revenue Allocation

Contract 0000007484 Sold To Customer CNG52587 Texas A&M University (TAMU)

Business Unit UCF01 Currency USD Contract Admin

Contract Billing ?

Total Billing 13,500.00 Unallocated Billing -82.00

Fixed Billing ?

Fixed Billing

Billing Discounts/Surcharges 0.00 Unallocated Fixed Billing 0.00

Net Fixed Billing 0.00 Inclusive Prepays 0.00

Allocation Incomplete

Recalculate

Contract Line Pricing ? Personalize | Find | [Print] | [Refresh] First 1-3 of 3 Last

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions
<input type="checkbox"/>	1	AS_INCURRED		Rate	1.0000	13,582.00	Limit Check	Actions
<input type="checkbox"/>	2	AS_INCURRED		Rate	1.0000	0.00	Limit Check	Actions
<input type="checkbox"/>	3	AS_INCURRED		Rate	1.0000	0.00	Limit Check	Actions

Select All Clear All Recalculate

33. Click the second **Recalculate** button. (See image in the previous step.)

34. Verify that **Billing Amount/Limit** and **Total Billing** are equal.

Line Totals ?

Billing Amount	0.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	13,582.00
		Total Billing	13,582.00

35. Click **Save**.

Prepays

[Return to General Information](#)

Save [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

Billing Allocation | Revenue Allocation

36. Click **Return to General Information** link.

Prepays

Return to General Information

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

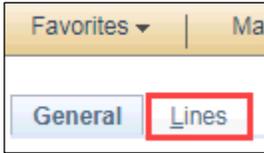
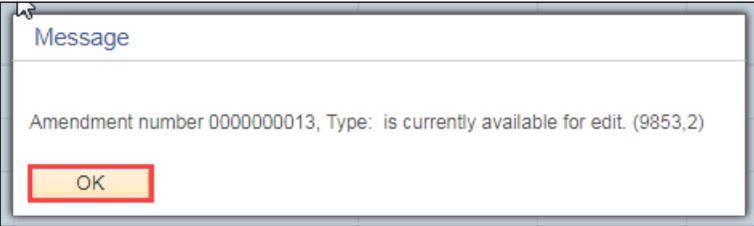
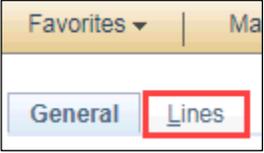
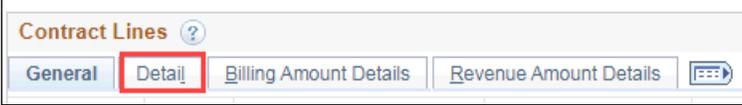
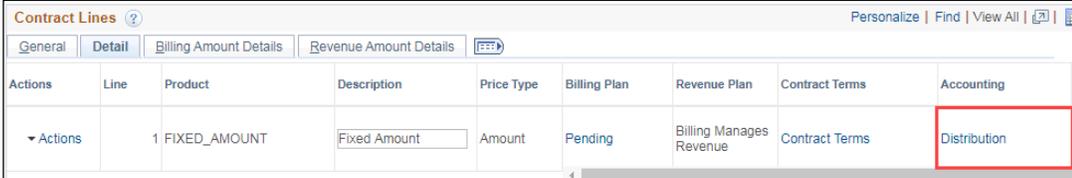
Billing Allocation | Revenue Allocation

37. Select the **Lines** tab.



UCF Financials

System Navigation for Grants

	
38. Click the Amend Contract button.	
39. If a Message dialog box displays, click OK .	
40. Select the Lines tab.	
41. Select the Detail tab.	
42. Select the Distribution link in in the Accounting column.	



UCF Financials

System Navigation for Grants

43. Select the **Correct History** tab.

44. Enter the following:

Revenue

- a) **Distribution Code (REV-[Project Type])***
- b) **Account** (defaults in)
- c) **Project** (enter associated project)
- d) **Fund**
- e) **Program**

Contract Asset

- a) **Distribution Code (AR-UAR[CG/RF])****
- b) **Department** (delete defaulted value)
- c) **Account** (defaults in)
- d) **Project** (enter associated project)
- e) **Fund**
- f) **Program**

The screenshot shows the 'Accounting Distribution' form for 'FL Dept of Children and Families'. The 'Revenue' section is active, showing a table with columns: Percentage, Revenue Amount, GL Unit, Distribution Code, Account, Dept, Project, Fund, Program, and Bud. The 'Distribution Code' field is empty and highlighted with a red box. The 'Account' field is empty and highlighted with a red box. The 'Project', 'Fund', and 'Program' fields are also empty and highlighted with a red box. The 'Effective Date' is set to 10/01/2019. The 'Define Distributions By' section has 'Percent' selected and a 'Calculate Amounts' button.

The screenshot shows the 'Contract Asset' form. The table has columns: Billing Amount, Revenue Amount, GL Unit, Distribution Code, Account, Dept, Project, Fund, and Program. The 'Distribution Code' field contains 'AR-UARCG' and is highlighted with a red box. The 'Account' field contains '155002' and is highlighted with a red box. The 'Program' field contains 'ZZ' and is highlighted with a red box. The 'Dept' field contains '02504410'. The 'Fund' field contains '20020'.

*Use list **Q**.

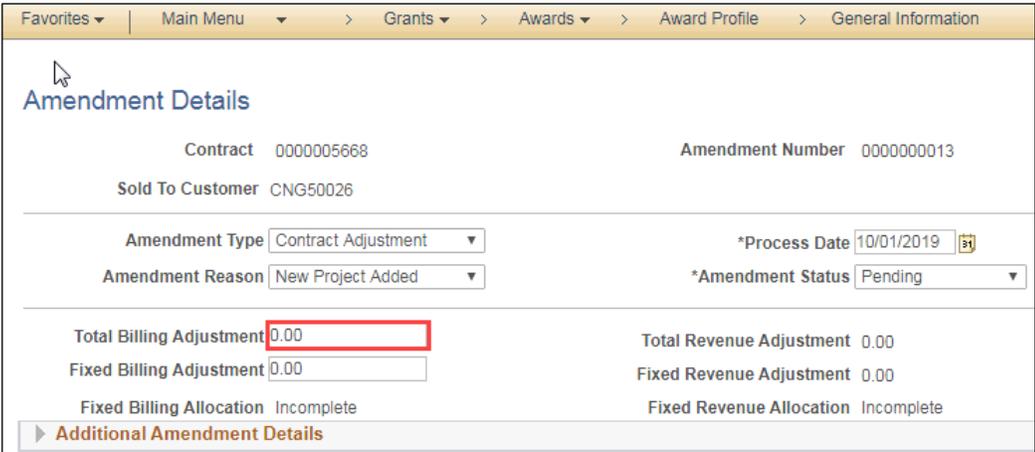
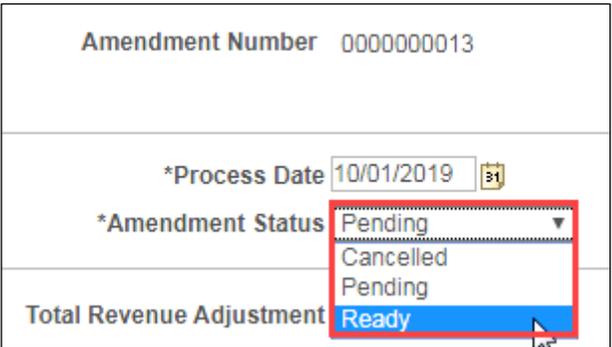
This value will become blank once the **Department is deleted.

45. Click **Save**.

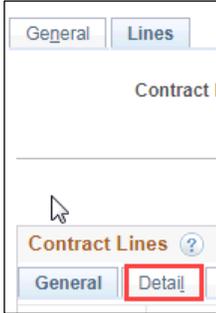


UCF Financials

System Navigation for Grants

	<p>Return to General Information</p> <p> Save Return to Search Notify</p>
46.	Ensure both lines are valid. The Contract Asset and Revenue lines will only be valid after the combo build has been run.
47.	Select the Amendments tab. 
48.	Click the Detail link of the Pending amendment.
49.	Verify the Total Billing Adjustment . 
50.	Update the Amendment Status to Ready . 



51.	Click Save .
52.	Run <code>FXGM_PENDING_AMENDMENTS_NOTES</code> query to identify all amendments that are ready to be reviewed.
53.	Perform a QA Check on the setup of all awards in Review status.
54.	If any contract changes need to be made, make the appropriate changes.
55.	If any award changes need to be made, change the Amendment Status to Pending .
56.	Refer to the “System Navigation for Grants” manual, “Course 1. Establish Awards,” section “V. Award Profile Notepad” to document all changes.
57.	Process the amendment.
58.	Click Save .
59.	Click the Return to General Information link. 
60.	Select the Detail tab. 
61.	In the Billing Plan column, click the Pending link.



Actions	Line	Product	Description	Price Type	Billing Plan
▼ Actions	1	AS_INCURRED	As Incurred	Rate	Pending

62. Verify the following values:

Customer Information

- c) **BI Unit**
- d) **Bill to Contact** (correct sponsor contact)

Billing Options

- c) **Bill Type** [CG0 for UCF01; RFD, INC, NEC, NSP, TTF for RFD01]
- d) **Bill Source** [CONTRACTS for UCF01 or RESFND for RFD01]

Billing Default Overrides

- e) **Invoice Form** (Choose correct invoice form based on whether you need cumulative, budget, or no print.)

Short Desc	Description
FXBIWB	Generic Form w/Budget
FXBIWOB	Generic Form w/o Budget (Use as standard invoice.)
FXBIWOC	Generic Form w/o Cum
FXBIWOBNP	Generic Form w/o Budget No Print
FXBI103X	Federal Form SF1034/35
FXBI270	Federal Form SF270
FXBINOINV	NO_INV

- f) **Cycle ID** (associated with when the bill is due)
- g) **Billing Specialist**
- h) **Billing Status** [Pending]

63. Click **Save**.

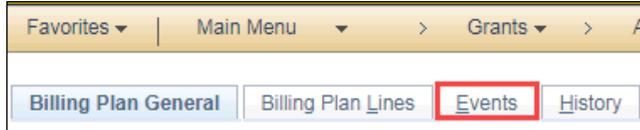
64. Update the **Billing Status** to **Ready**. If it is a **Fixed** contract, the events need to be set up before the **Billing Status** is changed to **Ready**.



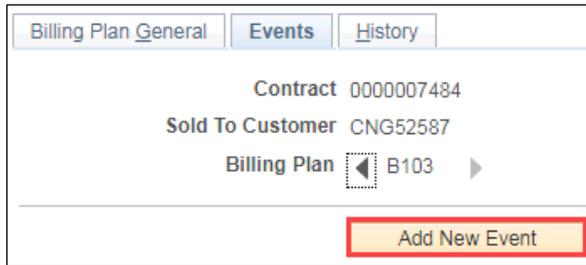
UCF Financials

System Navigation for Grants

65. Select the **Events** tab.



66. Click **Add New Event**.



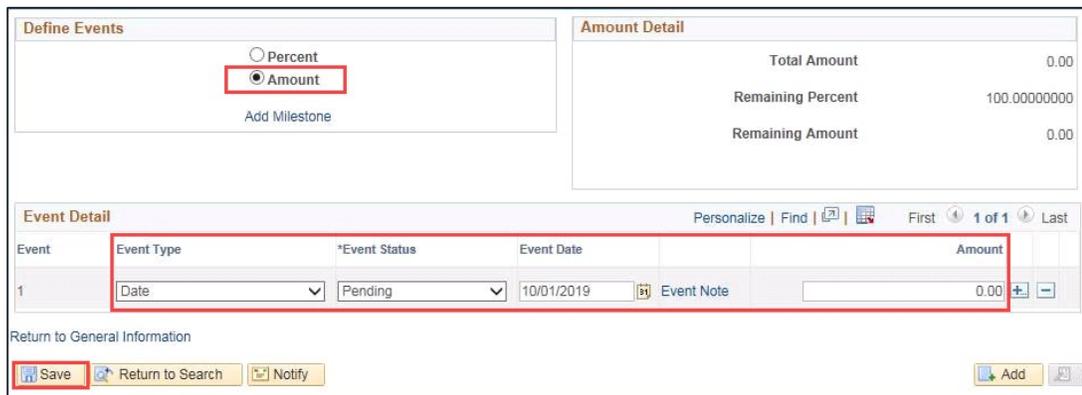
67. Select the following:

Define Events

- a) **Amount** [Checked]

Event Detail

- a) **Event Type** [Date]
- b) **Event Status** [Keep lines **Pending** until the line needs to be billed, or if the date and **Amount** are known, status can be updated to **Ready**.]
- c) **Event Date** (Enter the day the line will be billed.)
- d) **Amount** (Enter the total amount of the prepaid or enter schedule of payments. The total event amount should equal awarded amount.)



68. Click **Save**. (See image in the previous step.)



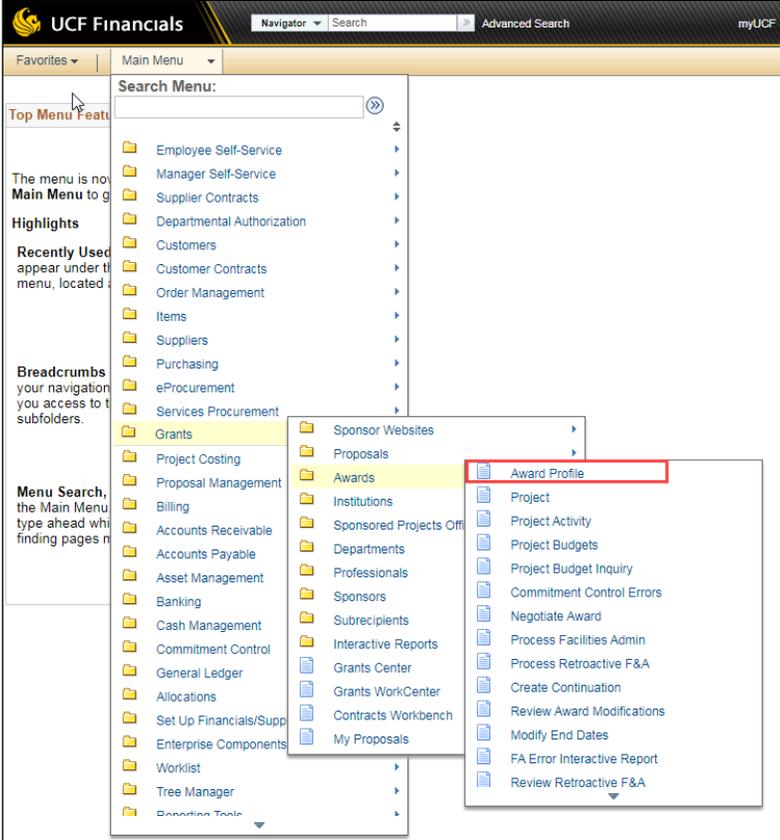
69. Ensure the **Remaining Amount** is **0.00**.

Amount Detail	
Total Amount	500.00
Remaining Amount	0.00



VIII. MOVE A PROJECT TO AN EXISTING CONTRACT LINE

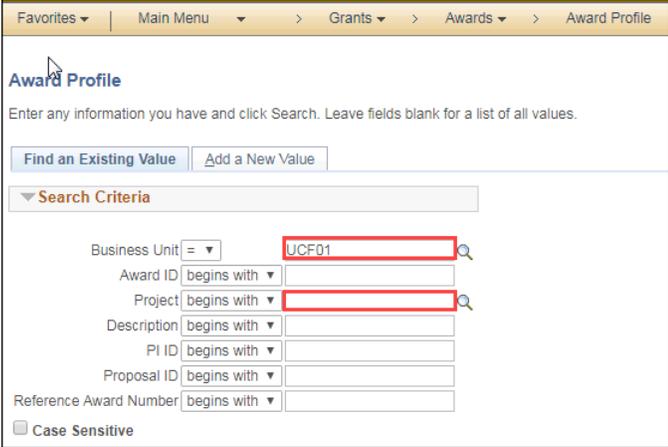
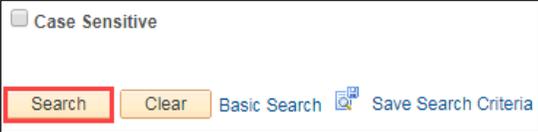
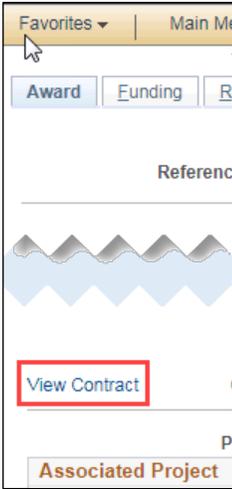
Contract lines indicate what projects need to be billed together. If projects need to be billed separately, they should be set up on different contract lines. Note that only one project can be associated with a FIXED_AMOUNT line while multiple projects can be associated with a TIME_MATL or AS_INCURRED line. If a project has been created and contract lines set up, but the project is then saved on the incorrect contract line, the project should be moved to the correct contract line for transactions to be made against the project. Do the following to move the project to the correct contract line:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms.)</p>



UCF Financials

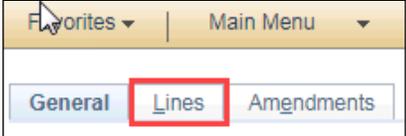
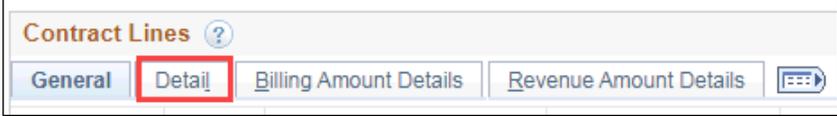
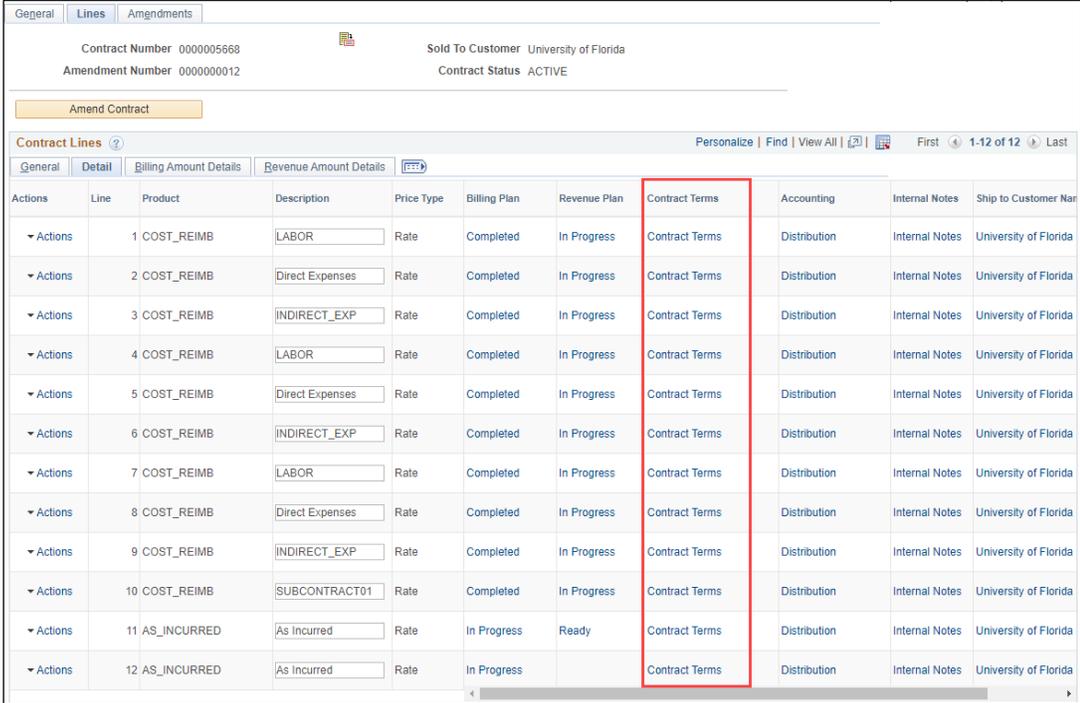
System Navigation for Grants

Step	Action
2.	<p>Enter information into the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 
3.	<p>Click Search.</p> 
4.	<p>Click the View Contract link.</p> 



UCF Financials

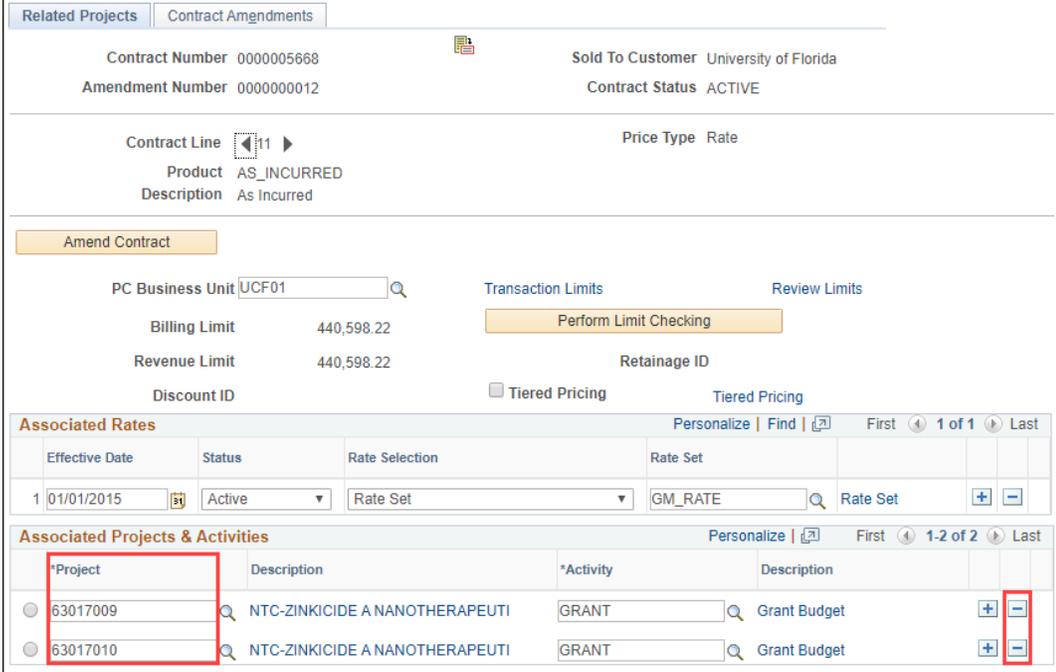
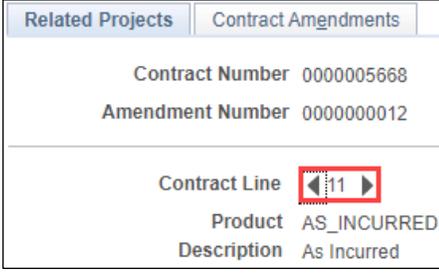
System Navigation for Grants

Step	Action
5.	Select the Lines tab. 
6.	Under the Contract Lines heading, select the Detail tab. 
7.	Click the Contract Terms link of the appropriate contract Line . 

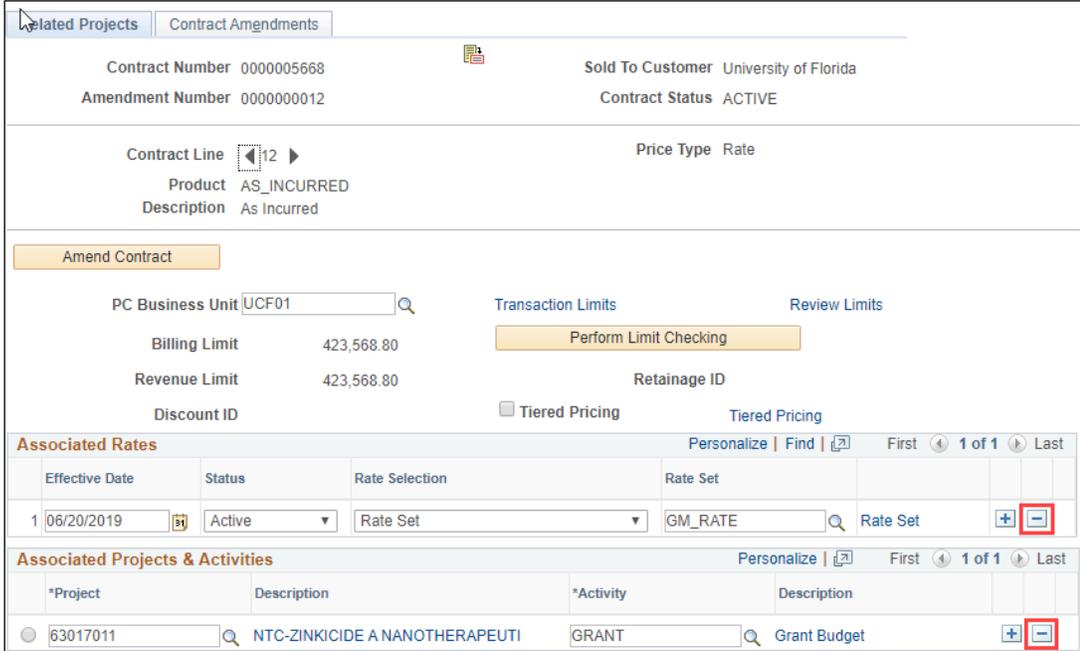
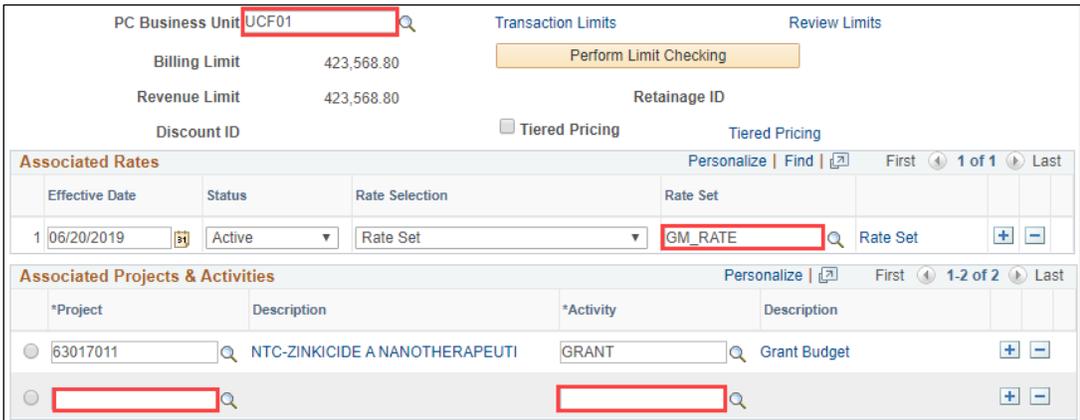


UCF Financials

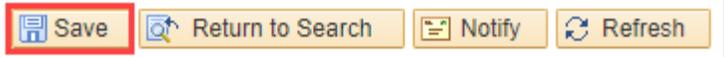
System Navigation for Grants

Step	Action															
8.	<p>Under the Associate Projects & Activities heading, copy the Project number of the incorrectly assigned project.</p>  <p>The screenshot shows a contract with the following details:</p> <ul style="list-style-type: none">Contract Number: 0000005668Amendment Number: 0000000012Sold To Customer: University of FloridaContract Status: ACTIVEContract Line: 11Product: AS_INCURREDDescription: As Incurred <p>The 'Associated Rates' table shows one rate with an effective date of 01/01/2015 and a status of Active.</p> <p>The 'Associated Projects & Activities' table shows two projects:</p> <table border="1"><thead><tr><th>Project</th><th>Description</th><th>*Activity</th><th>Description</th><th></th></tr></thead><tbody><tr><td>63017009</td><td>NTC-ZINKICIDE A NANOTHERAPEUTI</td><td>GRANT</td><td>Grant Budget</td><td>+ -</td></tr><tr><td>63017010</td><td>NTC-ZINKICIDE A NANOTHERAPEUTI</td><td>GRANT</td><td>Grant Budget</td><td>+ -</td></tr></tbody></table>	Project	Description	*Activity	Description		63017009	NTC-ZINKICIDE A NANOTHERAPEUTI	GRANT	Grant Budget	+ -	63017010	NTC-ZINKICIDE A NANOTHERAPEUTI	GRANT	Grant Budget	+ -
Project	Description	*Activity	Description													
63017009	NTC-ZINKICIDE A NANOTHERAPEUTI	GRANT	Grant Budget	+ -												
63017010	NTC-ZINKICIDE A NANOTHERAPEUTI	GRANT	Grant Budget	+ -												
9.	<p>Click the minus sign (-) to remove the project from the incorrect Contract Line. (See image in previous step.)</p>															
10.	<p>Use the arrow signs (< >) by the Contract Line number to navigate to the correct Contract Line.</p>  <p>The screenshot shows the contract details and the 'Contract Line' field with a red box around the arrow signs.</p>															



Step	Action
11.	<p>Use the plus sign at the end of a line in the Associated Rates and Associated Projects & Activities sections, as necessary, to move the project information.</p>  <p>The screenshot shows the 'Associated Rates' and 'Associated Projects & Activities' sections. In the 'Associated Rates' table, the 'GM_RATE' row has a plus sign (+) at the end. In the 'Associated Projects & Activities' table, the 'Grant Budget' row has a plus sign (+) at the end. Both plus signs are highlighted with red boxes.</p>
12.	<p>Enter or select the following, as appropriate:</p> <ul style="list-style-type: none">a) PC Business Unitb) Rate Setc) Projectd) Activity  <p>The screenshot shows the 'PC Business Unit' field with 'UCF01' entered and highlighted with a red box. Below it, the 'Associated Rates' table has 'GM_RATE' highlighted with a red box. In the 'Associated Projects & Activities' table, the 'Project' and 'Activity' fields are highlighted with red boxes.</p>



Step	Action
13.	<p>Click Save.</p>  <p>Related Projects Contract Amendments</p>



IX. ADD ADDITIONAL PROJECT TO AN EXISTING CONTRACT LINE FOR ACTIVE CONTRACT

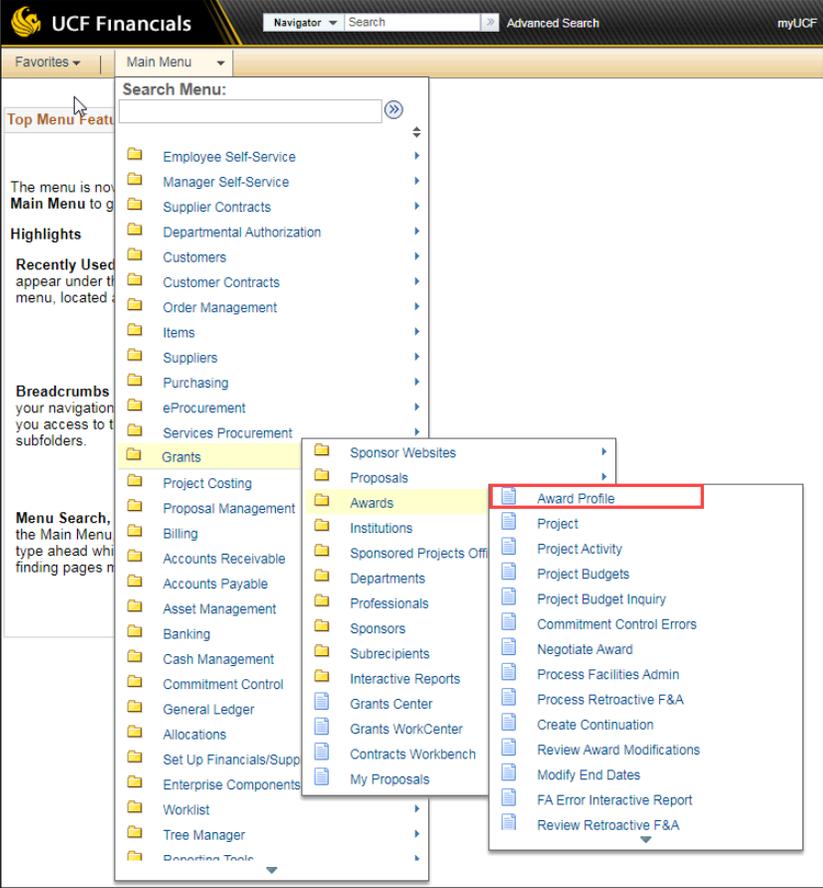
A contract is active and has an existing Contract Line, but an additional project needs to be set up. For transactions to be posted to this project, follow these steps:

Step	Action
1.	To add an additional project to a Contract Line , refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VIII. Move a Project to an Existing Contract Line.”



X. SET UP & ACTIVATE A NOBILL CONTRACT

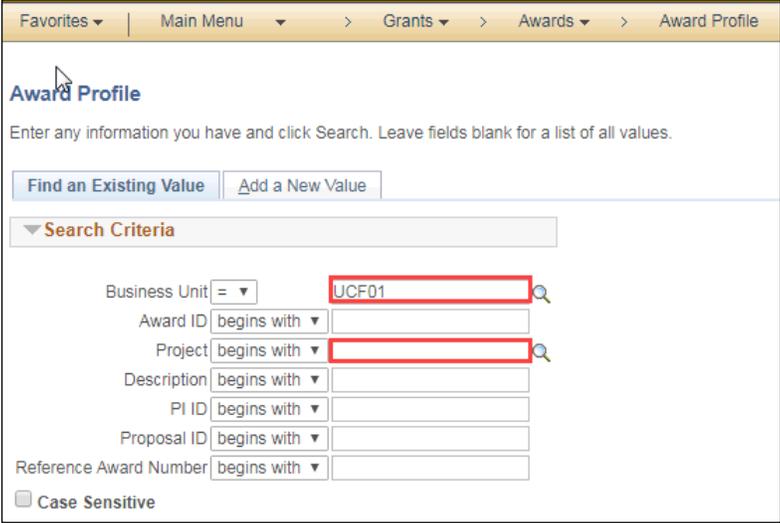
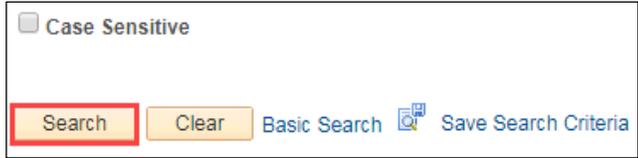
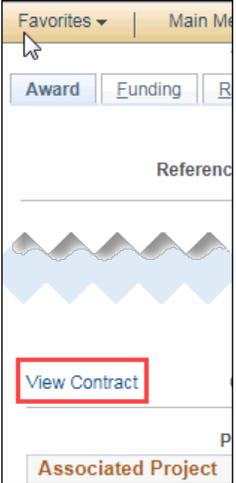
If part of an award will not be billed and is not cost share, a separate project will be set up for the non-billing portion of the award. After the award is generated with NOBILL selected as the product, a NOBILL contract can be set up and activated. Note that although cost-share projects are not billed, they can be set up on the same contract line as the other project (i.e., not a NOBILL) because their analysis types will prevent them from being billed. To set up and activate a separate project on a NOBILL contract line, follow these steps:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > General Information tab.)</p>

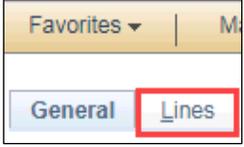
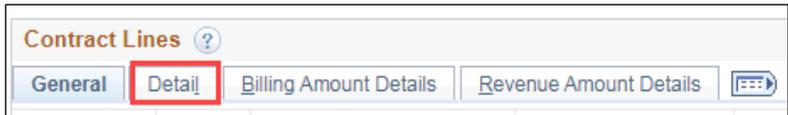
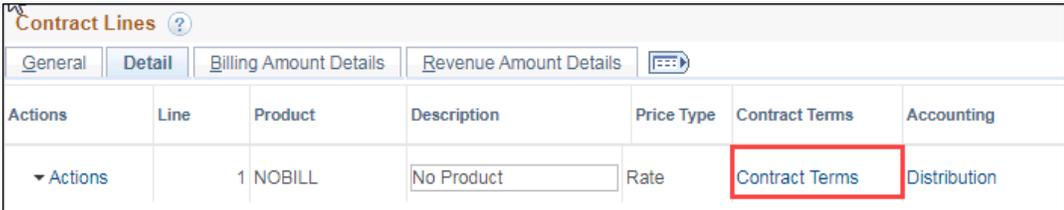


UCF Financials

System Navigation for Grants

Step	Action
2.	<p>Enter information into the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 
3.	<p>Click Search.</p> 
4.	<p>Click the View Contract link.</p> 

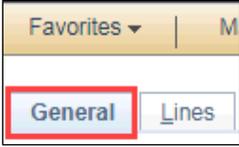
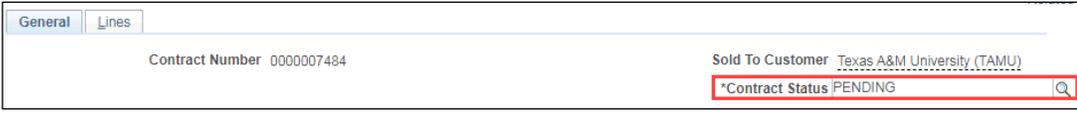


Step	Action
5.	Select the Lines tab.  A screenshot showing a navigation bar with a 'Favorites' dropdown and a 'Lines' tab highlighted with a red box.
6.	Under the Contract Lines heading, select the Detail tab.  A screenshot of the 'Contract Lines' heading with tabs for 'General', 'Detail', 'Billing Amount Details', and 'Revenue Amount Details'. The 'Detail' tab is highlighted with a red box.
7.	Select the Contract Terms link in the Contract Terms column.  A screenshot of a table with columns: Actions, Line, Product, Description, Price Type, Contract Terms, and Accounting. The 'Contract Terms' link in the 'Contract Terms' column is highlighted with a red box.
8.	Verify the Rate Set as GM_NOBILL .  A screenshot of the 'Associated Rates' table. The 'Rate Set' column contains the value 'GM_NOBILL', which is highlighted with a red box.
9.	Click Save .  A screenshot showing a 'Return to General Information' link and a 'Save' button highlighted with a red box.
10.	Open a new window.
11.	Run the FXGM_VALIDATION query to verify information has been set up.
12.	In the original window, click the Return to General Information link. (See image in step 9.)



UCF Financials

System Navigation for Grants

Step	Action
13.	Select the General tab at the top of the page of the contract. 
14.	To add an additional Contract Line , refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VI. Add Additional Contract Line for Pending Contract.”
15.	Update the Contract Status to Review . 
16.	In the other window, run the FXCA_GRANT_PORTFOLIO_BY_ADMIN query by Review status.
17.	Perform a QA Check on the setup of all awards in Review status.
18.	If any contract changes need to be made, make the appropriate changes.
19.	If any award changes need to be made, change the Contract Status to Pending. 
20.	Refer to the “System Navigation for Grants” manual, “Course 1. Establish Awards,” section “V. Award Profile Notepad” to document all changes.
21.	Once, all changes have been made, update the Contract Status to Active .  <i>Note: For NOBILL lines no Billing Plan or Revenue Plan will be set up.</i>



UCF Financials

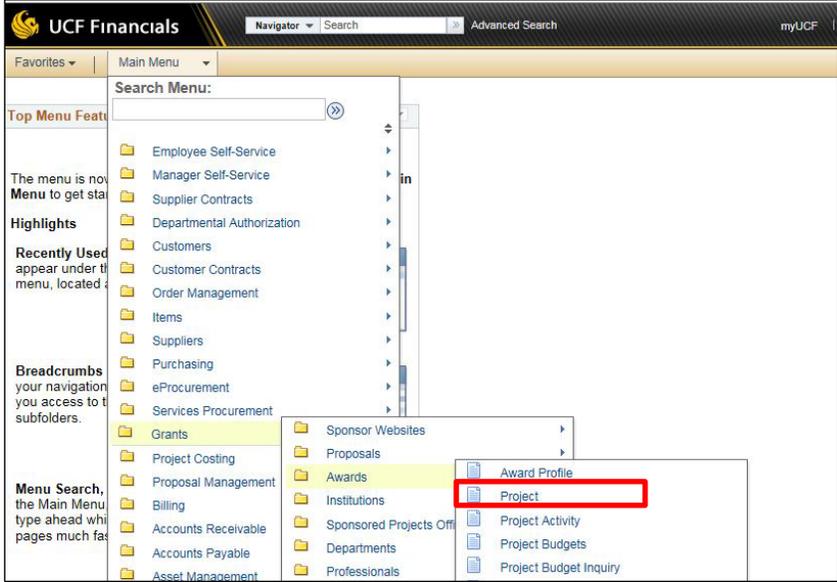
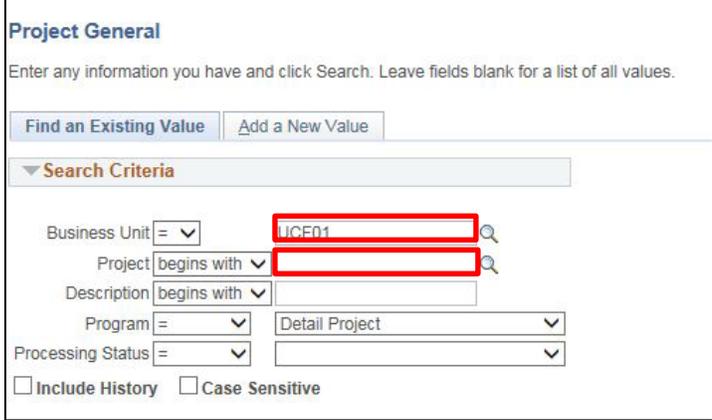
System Navigation for Grants

Step	Action
22.	<p>In the Message dialog box that displays, click Yes.</p> <div data-bbox="321 369 800 714"><p>Message</p><p>The following condition(s) occurred:</p><ul style="list-style-type: none">Not all lines have Bill Plans linked. (9852,7)Not all lines have Revenue Plans linked. (9852,6)<p>Do you still want to activate the contract? (9852,8)</p><p><input type="button" value="Yes"/> <input type="button" value="No"/></p></div>
23.	<p>Click Save.</p> <div data-bbox="321 802 800 921"><p>Return to Award Profile</p><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p></div>



XI. CONSTRUCTION PROJECTS

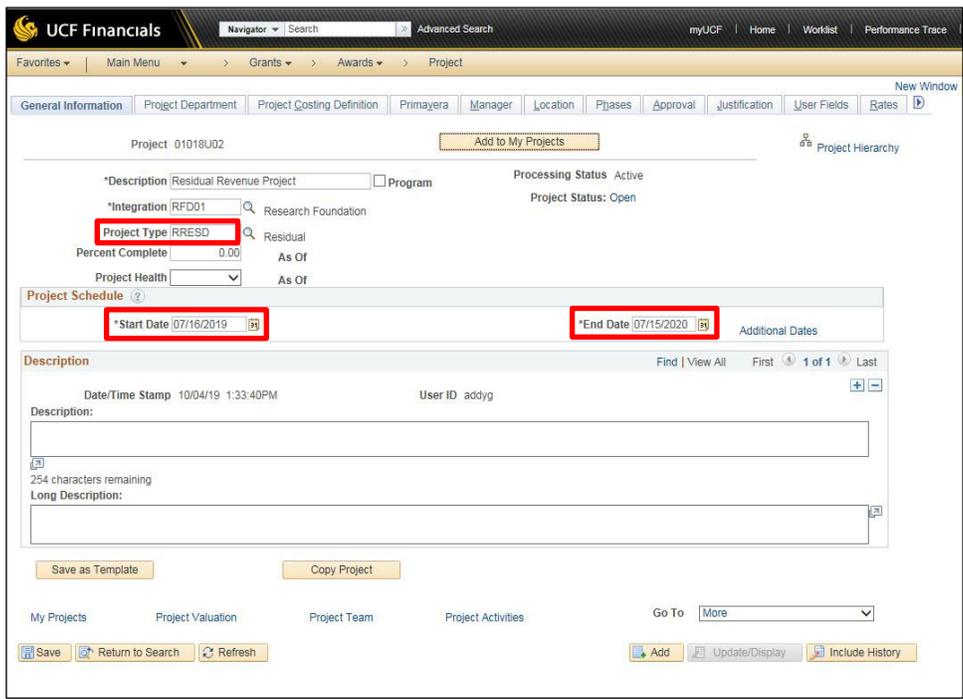
Follow these steps to complete set up of a construction project after the award has been set up and CR_FB_Event was selected as the Product, the Proposal Budget ID was set up as Construction, but no budget was added in HRS:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Awards > Project.</p> 
2.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 



UCF Financials

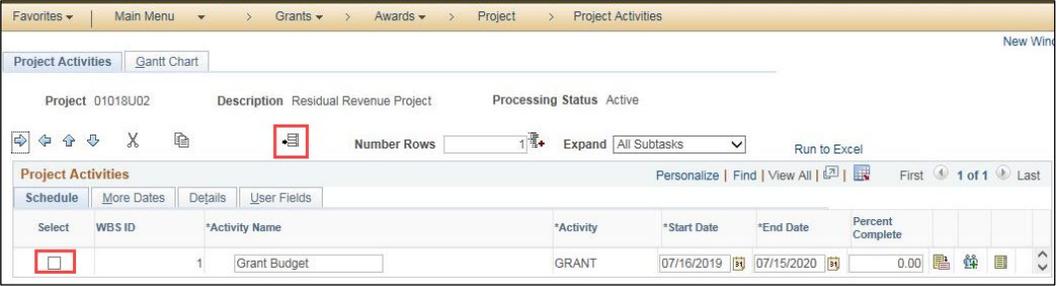
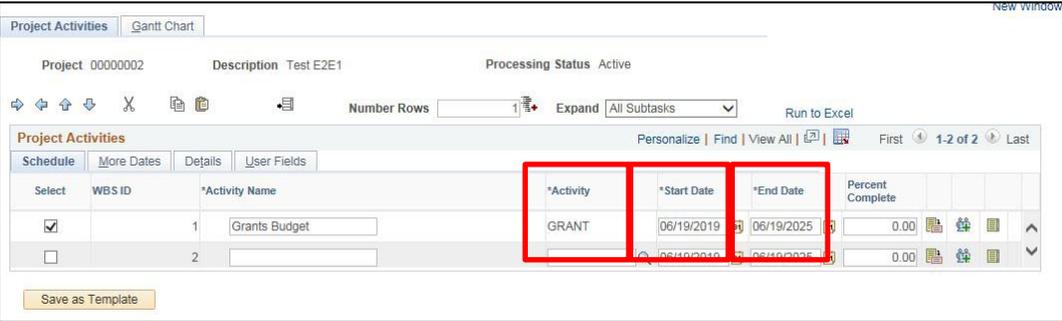
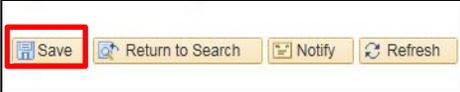
System Navigation for Grants

Step	Action
3.	<p>Click Search.</p> 
4.	<p>On the General Information tab, review and enter the following:</p> <ul style="list-style-type: none">a) Project Type [CONST]b) Start Datec) End Date (Ensure project dates align with the funding period dates.) 
5.	<p>Click Save.</p> 

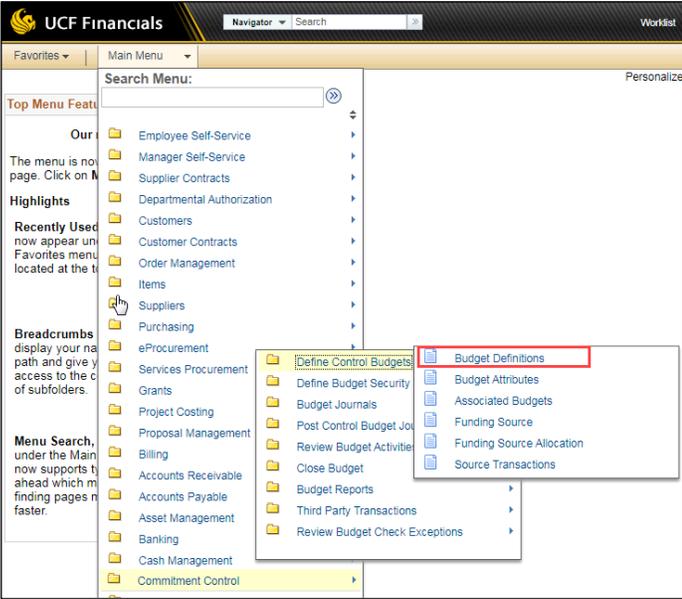
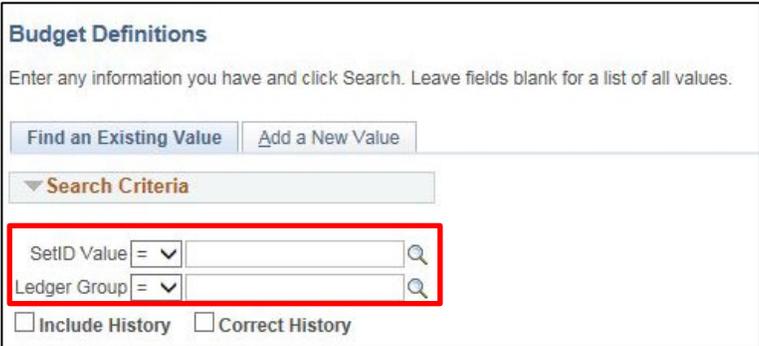


UCF Financials

System Navigation for Grants

Step	Action
6.	<p>Click the Project Activities link.</p> 
7.	<p>To create a new Activity, select line one, and click the white paper and black arrow icon to Add.</p> 
8.	<p>Enter the following:</p> <ol style="list-style-type: none"> Activity (Activity Name defaults) Start Date End Date 
9.	<p>Set up one line for each necessary Activity.</p>
10.	<p>Click Save.</p> 

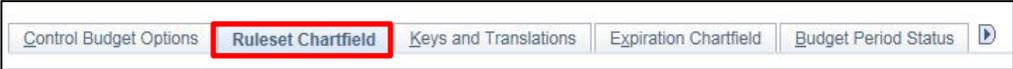
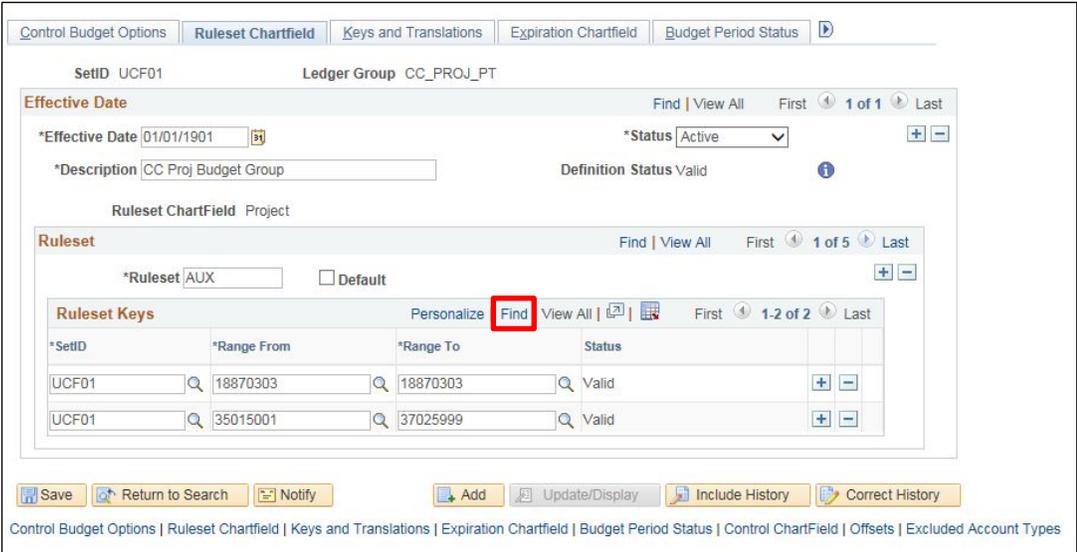


Step	Action
11.	<p><i>Note: Contact Financials Support Services to complete steps 11-38:</i></p> <p>Navigate to Main Menu > Commitment Control > Define Control Budgets > Budget Definitions.</p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to 'Commitment Control', which is further expanded to 'Define Control Budgets'. The 'Define Control Budgets' sub-menu is open, and 'Budget Definitions' is highlighted with a red box. The breadcrumb trail at the top reads: UCF Financials > Navigator > Search > Main Menu > Commitment Control > Define Control Budgets > Budget Definitions.</p>
12.	<p>Enter the following:</p> <ul style="list-style-type: none">a) SetID Value [UCF01]b) Ledger Group [CC_PROJ_PT]  <p>The screenshot shows the 'Budget Definitions' search form. The 'Search Criteria' section is expanded, and the 'SetID Value' and 'Ledger Group' fields are highlighted with a red box. The 'SetID Value' field contains 'UCF01' and the 'Ledger Group' field contains 'CC_PROJ_PT'. There are search buttons next to each field. Below the search criteria, there are checkboxes for 'Include History' and 'Correct History', both of which are unchecked.</p>



UCF Financials

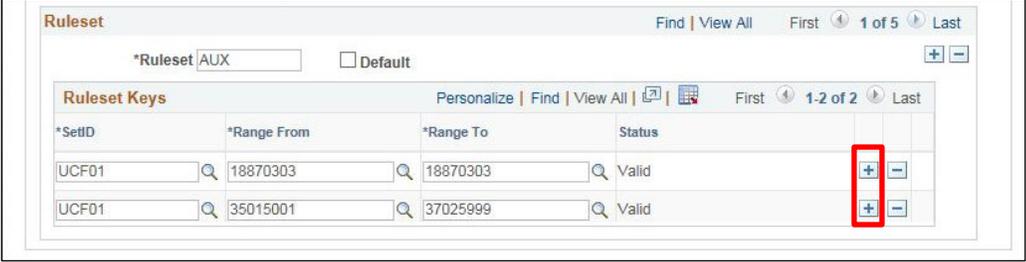
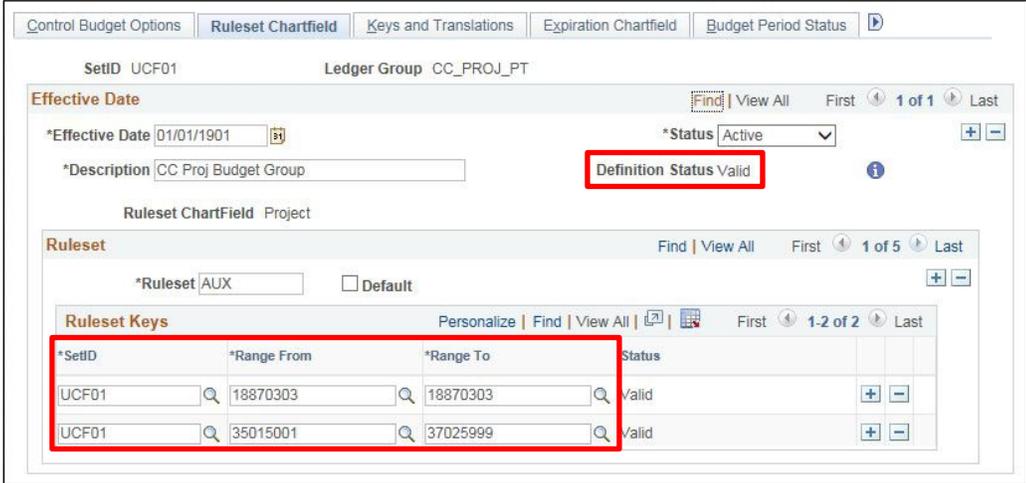
System Navigation for Grants

Step	Action
13.	<p>Click Search.</p> 
14.	<p>Select the Ruleset Chartfield tab.</p> 
15.	<p>Click the Find link of the CONST Ruleset.</p> 
16.	<p>In the dialog box enter the Project ID.</p> 

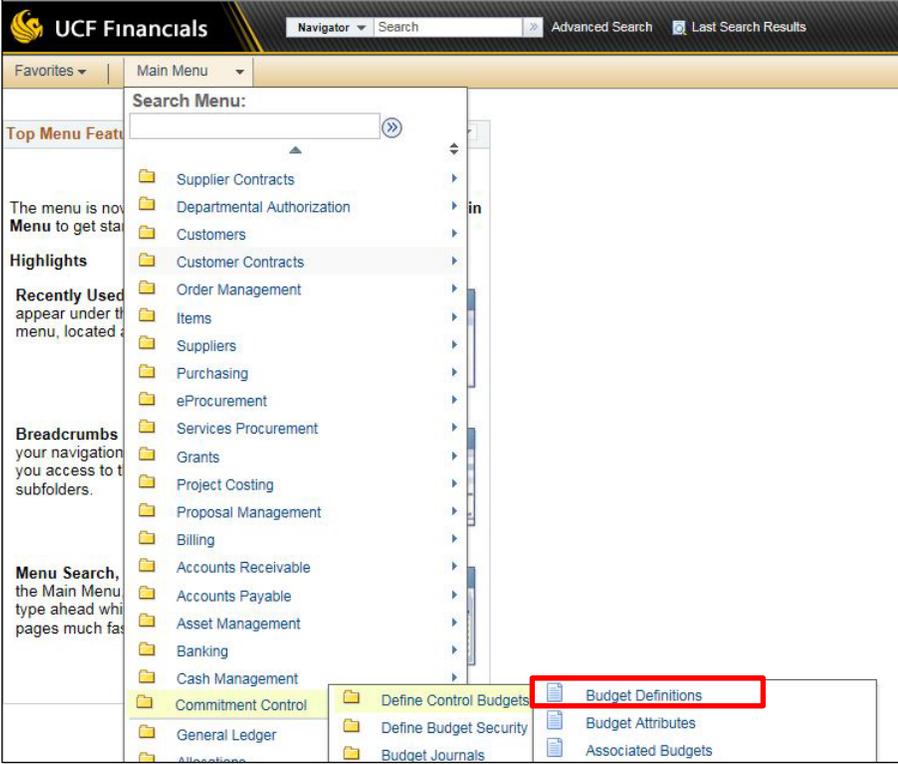


UCF Financials

System Navigation for Grants

Step	Action
17.	Click OK . (See image in previous step.)
18.	Verify no value exists.
19.	Click the plus sign (+) to add a new line. 
20.	Enter the following: a) SetID [UCF01] b) Range From (Project Number) c) Range To (Project Number) 
21.	Click Save .
22.	In the Definition Status field, select the Validation Required link. (See image in step 20. “Validation Required” will display where “Valid” displays in the image.)
23.	Click OK .



Step	Action
24.	Click Save.
25.	<p>Navigate to Main Menu > Commitment Control > Define Control Budgets > Budget Definitions.</p>  <p>The screenshot shows the UCF Financials interface. The top navigation bar includes the UCF logo, a search bar, and options for 'Advanced Search' and 'Last Search Results'. Below this is a 'Main Menu' dropdown menu. The menu is expanded to show a list of folders and subfolders. The 'Commitment Control' folder is selected, and its subfolders are displayed. The 'Define Control Budgets' folder is selected, and its subfolders are displayed. The 'Budget Definitions' subfolder is highlighted with a red box.</p>

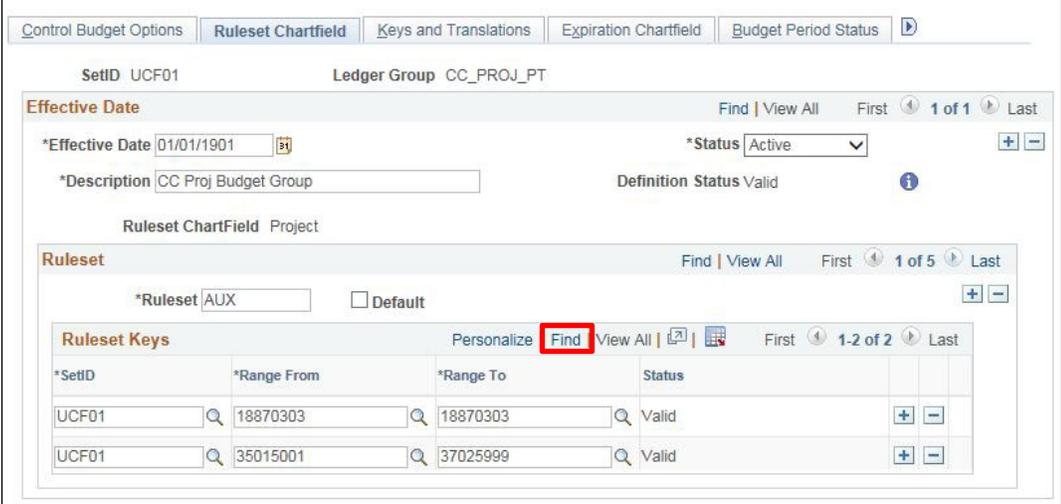
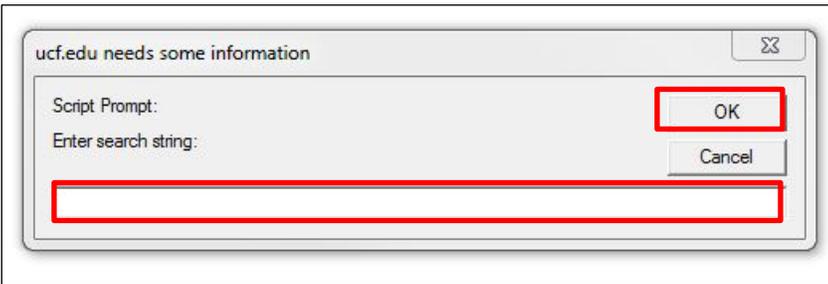


Step	Action
26.	<p>Enter the following:</p> <ul style="list-style-type: none">a) SetID Value [UCF01]b) Ledger Group [CC_PROJ_CH] <div data-bbox="331 506 1222 911" style="border: 1px solid black; padding: 10px;"><p>Budget Definitions</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p>▼ Search Criteria</p><div style="border: 2px solid red; padding: 5px;"><p>SetID Value = ▼ <input type="text"/> 🔍</p><p>Ledger Group = ▼ <input type="text"/> 🔍</p></div><p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p></div>
27.	<p>Click Search.</p> <div data-bbox="324 1024 904 1171" style="border: 1px solid black; padding: 10px;"><p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p><p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p></div>
28.	<p>Select the Ruleset Chartfield tab.</p> <div data-bbox="318 1276 1333 1346" style="border: 1px solid black; padding: 10px;"><p><input type="button" value="Control Budget Options"/> <input style="border: 2px solid red;" type="button" value="Ruleset Chartfield"/> <input type="button" value="Keys and Translations"/> <input type="button" value="Expiration Chartfield"/> <input type="button" value="Budget Period Status"/> <input type="button" value="D"/></p></div>



UCF Financials

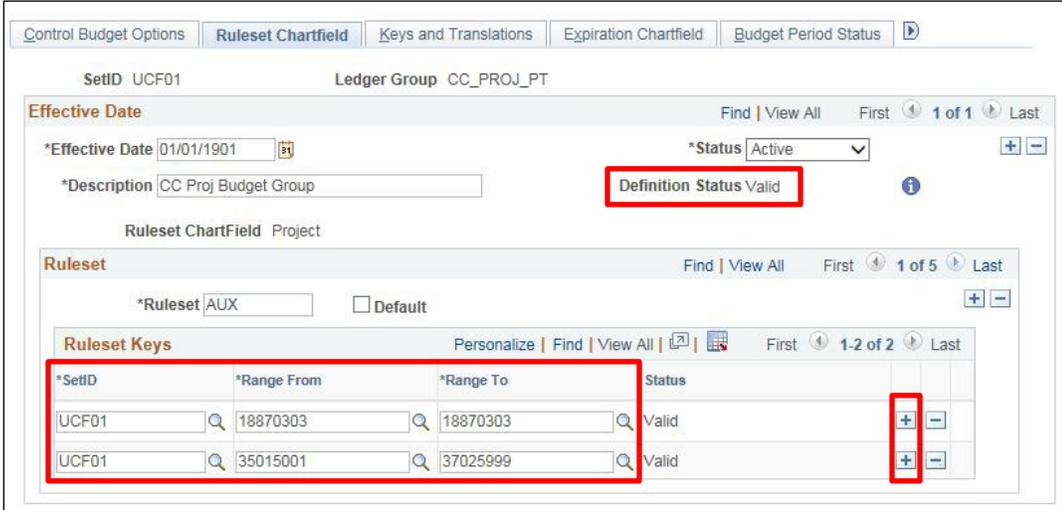
System Navigation for Grants

Step	Action
29.	Click the Find link of the CONST Ruleset . 
30.	In the dialog box enter the Project ID . 
31.	Click OK . (See image in previous step.)
32.	Verify no value exists.
33.	Click the plus sign (+) to add a new line. (See image in next step.)



UCF Financials

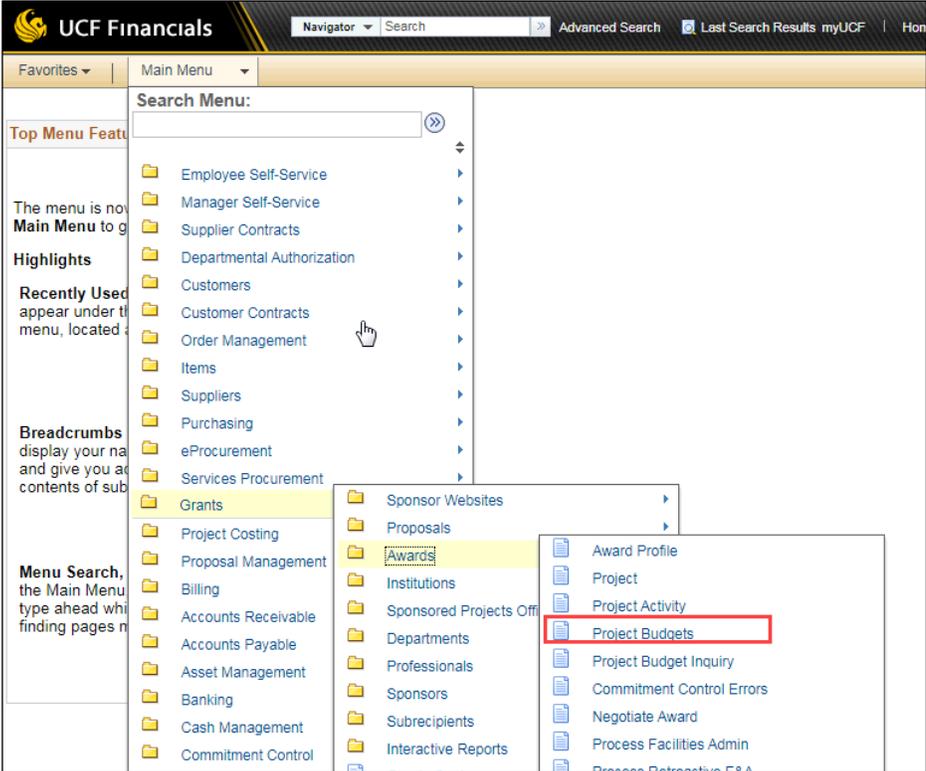
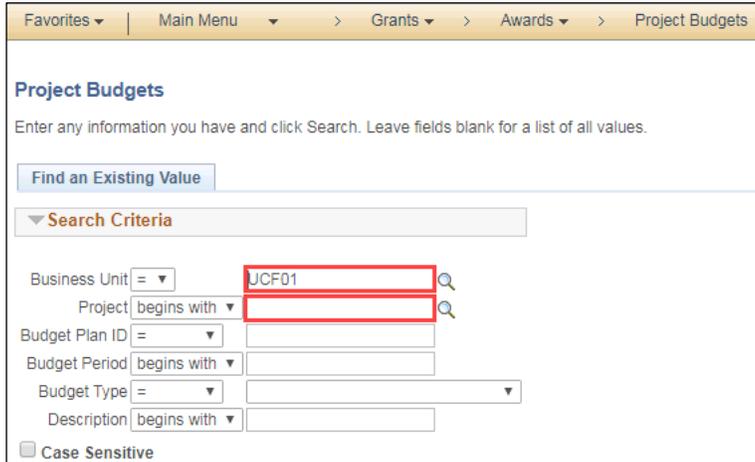
System Navigation for Grants

Step	Action
34.	<p>Enter the following:</p> <ul style="list-style-type: none">a) SetID [UCF01]b) Range From (Project Number)c) Range To (Project Number)  <p>(Note: In the image the Ruleset appears as AUX. The actual process should display CONST.)</p>
35.	Click Save .
36.	In the Definition Status field, click the Validation Required link. (See image in previous step. “Validation Required” will display where “Valid” displays in the image.)
37.	Click OK .
38.	<p>Click Save.</p> <p><i>Note 1: Financials Support Services must complete the above steps (11-38) before the budget can be posted.</i></p> <p><i>Note 2: Construction projects use a different commitment control (KK) ledger set up and follow different budget-checking rules than Grant-related projects.</i></p>

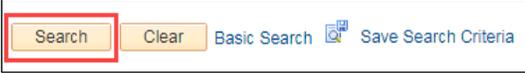
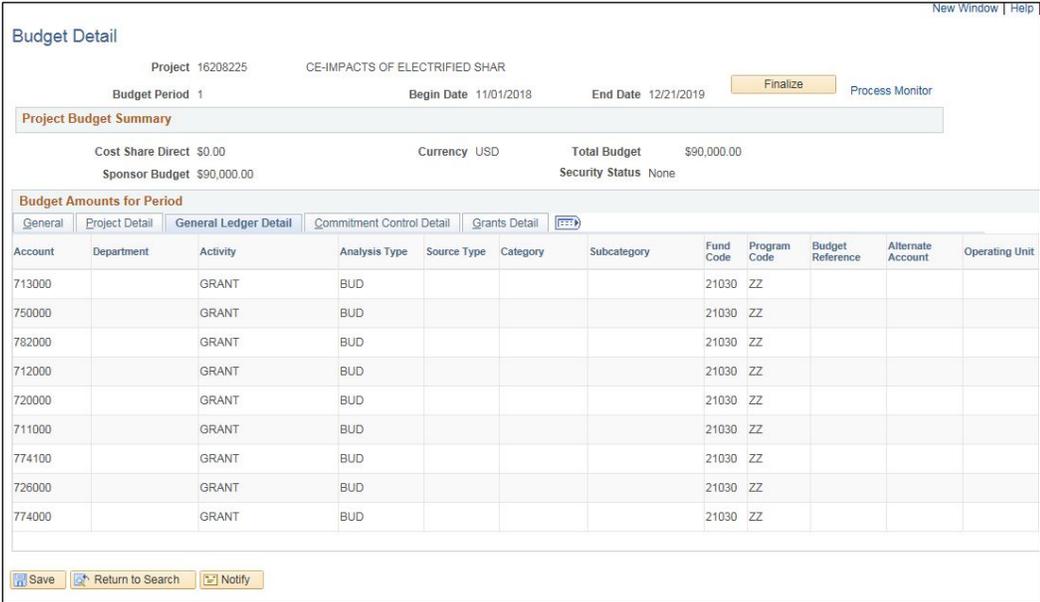


UCF Financials

System Navigation for Grants

Step	Action
39.	<p>Navigate to Main Menu > Grants > Awards > Project Budgets.</p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to show a list of categories. 'Grants' is selected, and its sub-menu is displayed. Within 'Grants', 'Awards' is selected, and its sub-menu is shown. 'Project Budgets' is highlighted with a red box.</p>
40.	<p>Enter the following:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID)  <p>The screenshot shows the 'Project Budgets' search page. The 'Business Unit' dropdown is set to 'UCF01'. The 'Project' dropdown is set to 'begins with' followed by a red box. The 'Find an Existing Value' button is visible.</p>



Step	Action
41.	<p>Click Search.</p> 
42.	<p>Verify and update the budget lines. Ensure the following values are correct:</p> <p><i>General</i></p> <ol style="list-style-type: none"> Budget Item [51056 FSBO] Account [000000] Activity Analysis Type [BUD or CBU only when the budget line is for cost share] Fund Code [51039] Program Code [ZZ] Amount  <p><i>General Ledger Detail</i></p> <ol style="list-style-type: none"> GL Business Unit <p><i>Commitment Control Detail</i></p> <ol style="list-style-type: none"> Ledger Group [CC_PROJ_CH]



b) Ledger [CH_PG_BUD]

c) Budget Reference (fiscal year of start date)

Budget Detail New Window | Help

Project 16208225 CE-IMPACTS OF ELECTRIFIED SHAR

Budget Period 1 Begin Date 11/01/2018 End Date 12/21/2019 Finalize Process Monitor

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget \$90,000.00
 Sponsor Budget \$90,000.00 Security Status None

Budget Amounts for Period

General Project Detail **General Ledger Detail** Commitment Control Detail Grants Detail **FFA**

Account	Department	Activity	Analysis Type	Source Type	Category	Subcategory	Fund Code	Program Code	Budget Reference	Alternate Account	Operating Unit
713000		GRANT	BUD				21030	ZZ			
750000		GRANT	BUD				21030	ZZ			
782000		GRANT	BUD				21030	ZZ			
712000		GRANT	BUD				21030	ZZ			
720000		GRANT	BUD				21030	ZZ			
711000		GRANT	BUD				21030	ZZ			
774100		GRANT	BUD				21030	ZZ			
726000		GRANT	BUD				21030	ZZ			
774000		GRANT	BUD				21030	ZZ			

Save Return to Search Notify

Grants Detail

- a) **Facilities and Administration** (check only if the budget item is **F&A/Indirect Costs**)
- b) **Cost Sharing** (check only if the budget item is **Cost Sharing**)

*Note: Confirm **FA** and **Cost Share** checkboxes are appropriately selected.*

Budget Detail

Project 16208225 CE-IMPACTS OF ELECTRIFIED SHAR

Budget Period 1 Begin Date 11/01/2018 End Date 12/21/2019 Finalize Process Monitor

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget \$90,000.00
 Sponsor Budget \$90,000.00 Security Status None

Budget Amounts for Period

General Project Detail General Ledger Detail Commitment Control Detail **Grants Detail** **FFA**

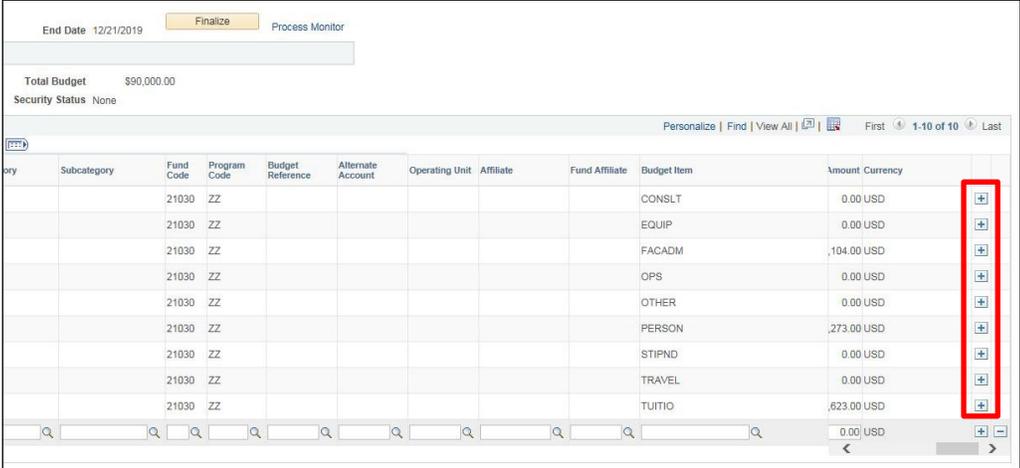
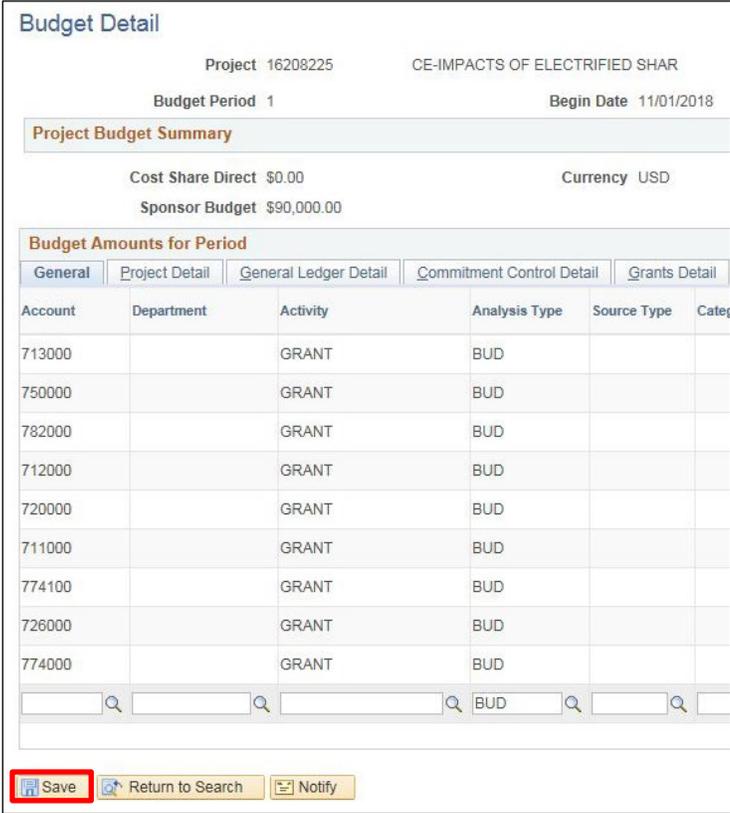
Account	Department	Activity	Analysis Type	Source Type	Category	Subcategory	Fund Code	Program Code	Budget Reference	Alternate Account
713000		GRANT	BUD				21030	ZZ		
750000		GRANT	BUD				21030	ZZ		
782000		GRANT	BUD				21030	ZZ		
712000		GRANT	BUD				21030	ZZ		
720000		GRANT	BUD				21030	ZZ		
711000		GRANT	BUD				21030	ZZ		
774100		GRANT	BUD				21030	ZZ		
726000		GRANT	BUD				21030	ZZ		
774000		GRANT	BUD				21030	ZZ		

Save Return to Search Notify



UCF Financials

System Navigation for Grants

Step	Action
43.	Add additional lines as necessary by clicking the plus sign (+) . 
44.	Click Save . 



UCF Financials

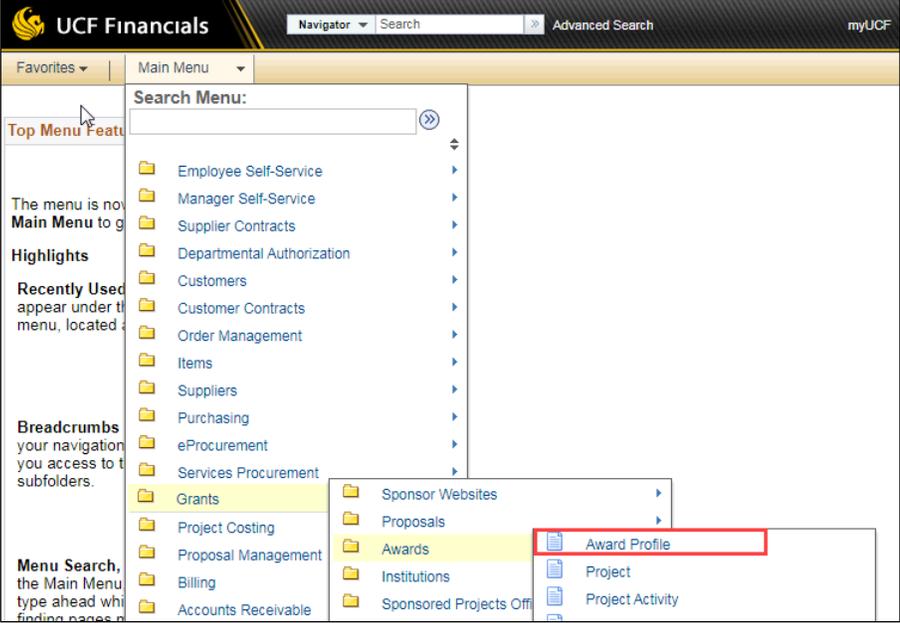
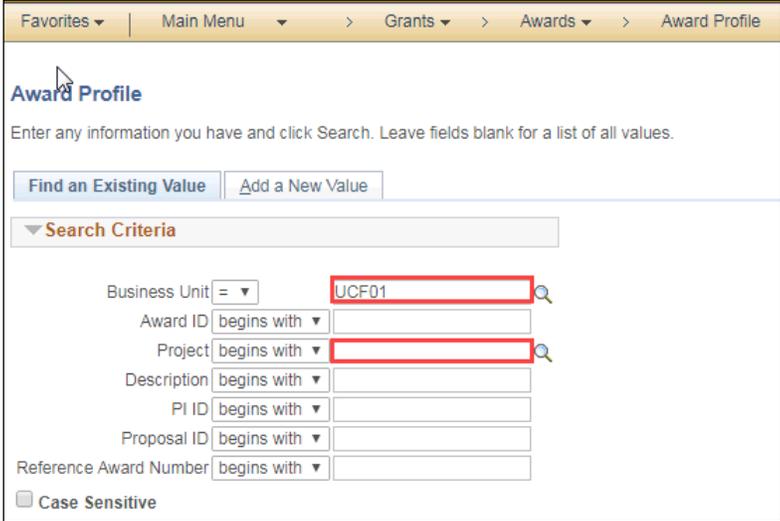
System Navigation for Grants

Step	Action
45.	<p>Once the budget is set, click the Finalize button to finalize the budget.</p> <div data-bbox="321 390 1385 617"><p>Budget Detail</p><p>Project 16208225 CE-IMPACTS OF ELECTRIFIED SHAR</p><p>Budget Period 1 Begin Date 11/01/2018 End Date 12/21/2019 Finalize Process Monitor</p><hr/><p>Project Budget Summary</p><p>Cost Share Direct \$0.00 Currency USD Total Budget \$90,000.00</p><p>Sponsor Budget \$90,000.00 Security Status None</p><hr/><p>Budget Amounts for Period</p></div>
46.	<p>Click the Process Monitor link to ensure the Process runs to Success.</p> <div data-bbox="321 730 1385 957"><p>Budget Detail</p><p>Project 16208225 CE-IMPACTS OF ELECTRIFIED SHAR</p><p>Budget Period 1 Begin Date 11/01/2018 End Date 12/21/2019 Finalize Process Monitor</p><hr/><p>Project Budget Summary</p><p>Cost Share Direct \$0.00 Currency USD Total Budget \$90,000.00</p><p>Sponsor Budget \$90,000.00 Security Status None</p><hr/><p>Budget Amounts for Period</p></div> <p><i>Note: If issues persist, it could be because of the Account Tree Level the project is set up as.</i></p>



UCF Financials

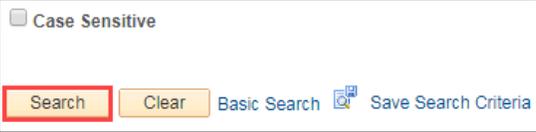
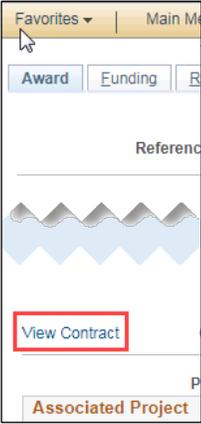
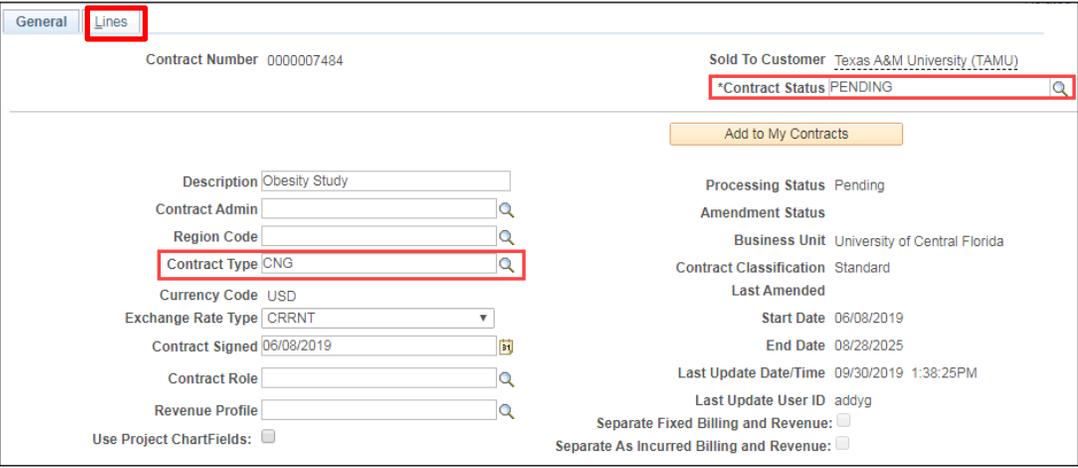
System Navigation for Grants

Step	Action
47.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > General Information.)</p>
48.	<p>Enter the following:</p> <ul style="list-style-type: none">a) Business Unitb) Project (Project ID) 



UCF Financials

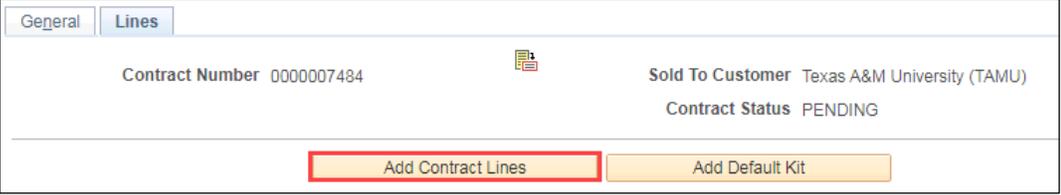
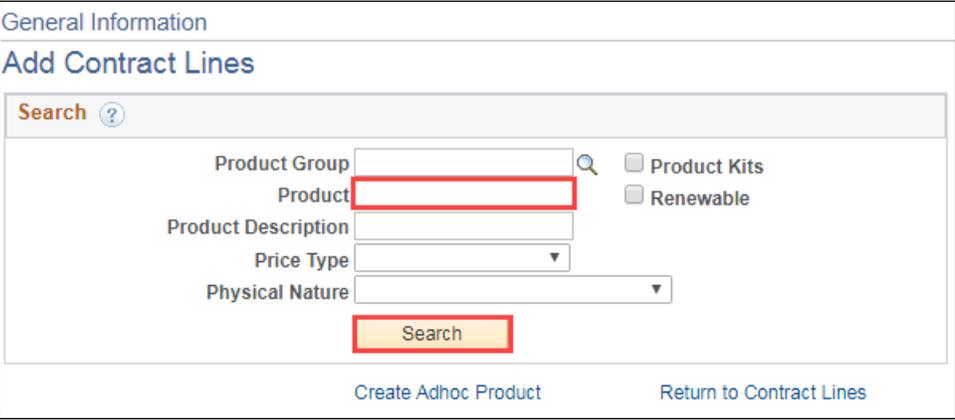
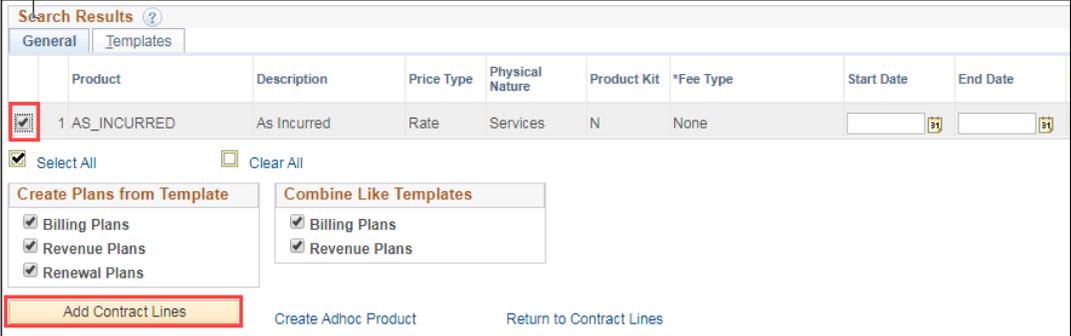
System Navigation for Grants

Step	Action
49.	<p>Click Search.</p> 
50.	Select the correct award from the Search Results (if the project doesn't default).
51.	<p>Click the View Contract link.</p> 
52.	<p>Review the General tab and verify the following values:</p> <ul style="list-style-type: none">a) Contract Typeb) Contract Status [Pending] 



UCF Financials

System Navigation for Grants

Step	Action
53.	Select the Lines tab. (See image in previous step.)
54.	Click Add Contract Lines . 
55.	Enter Product [CR_FB_EVENT] . 
56.	Click Search . (See image in previous step.)
57.	Select the appropriate result from the Search Results . 
58.	Click Add Contract Lines . (See image in previous step.)



UCF Financials

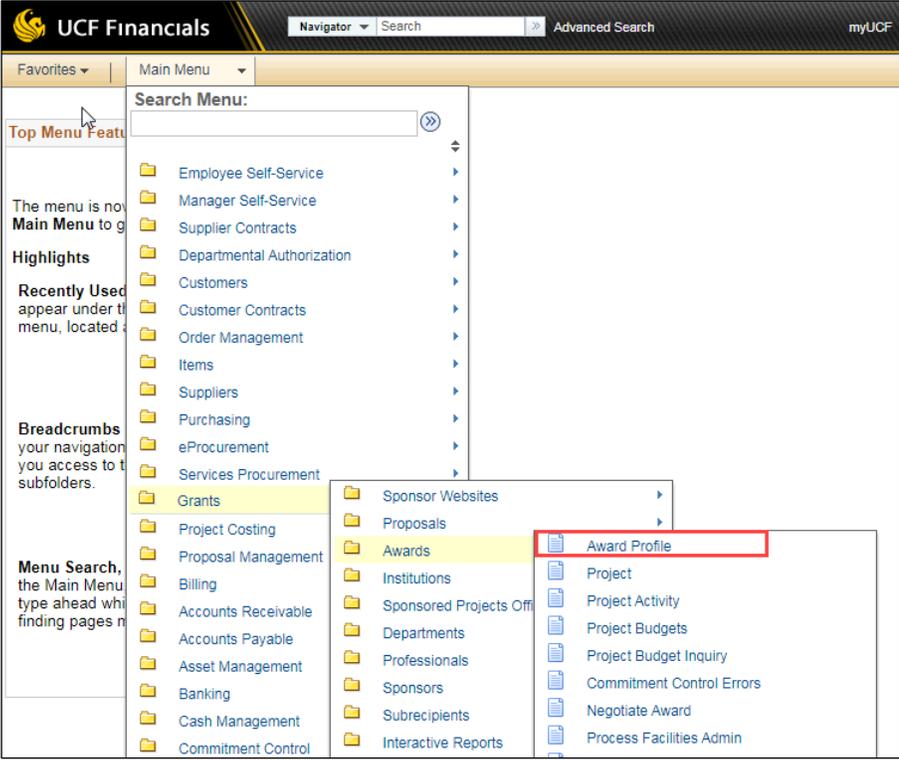
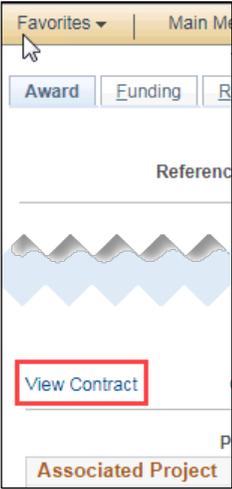
System Navigation for Grants

Step	Action
59.	<p>Click the Return to Contract Lines link.</p> <div data-bbox="321 390 1161 751"><p>General Information</p><p>Add Contract Lines</p><p>Search </p><p>Product Group <input type="text"/> <input type="checkbox"/> Product Kits</p><p>Product <input type="text" value="AS_INCURRED"/> <input type="checkbox"/> Renewable</p><p>Product Description <input type="text"/></p><p>Price Type <input type="text"/></p><p>Physical Nature <input type="text"/></p><p><input type="button" value="Search"/> 1 line(s) have been added to the contract</p><p>Create Adhoc Product <input type="button" value="Return to Contract Lines"/></p></div>
60.	<p>Click Save.</p> <div data-bbox="321 842 808 1056"><p>Billing Plans Revenue Plans</p><p>Return to Award Profile</p><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p><p>General Lines</p></div>



UCF Financials

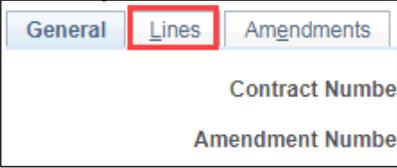
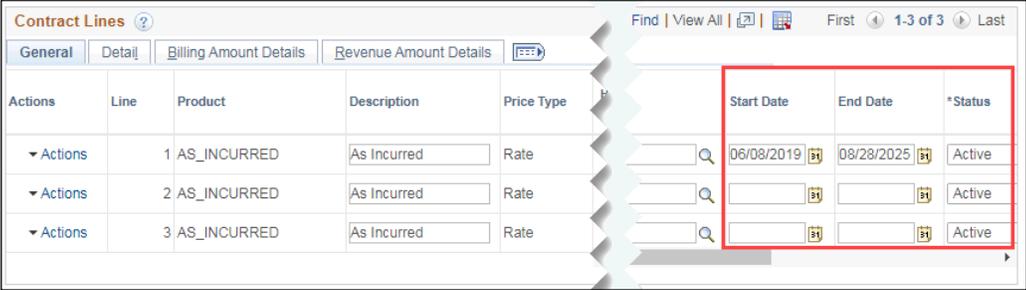
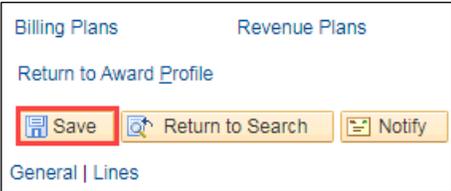
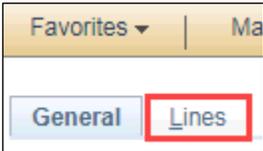
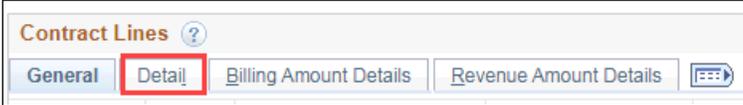
System Navigation for Grants

Step	Action
61.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p>  <p>(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > Lines tab.)</p>
62.	<p>Click View Contract link.</p> 



UCF Financials

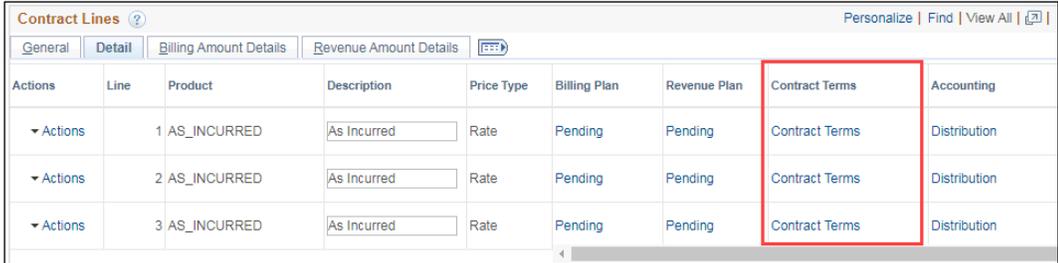
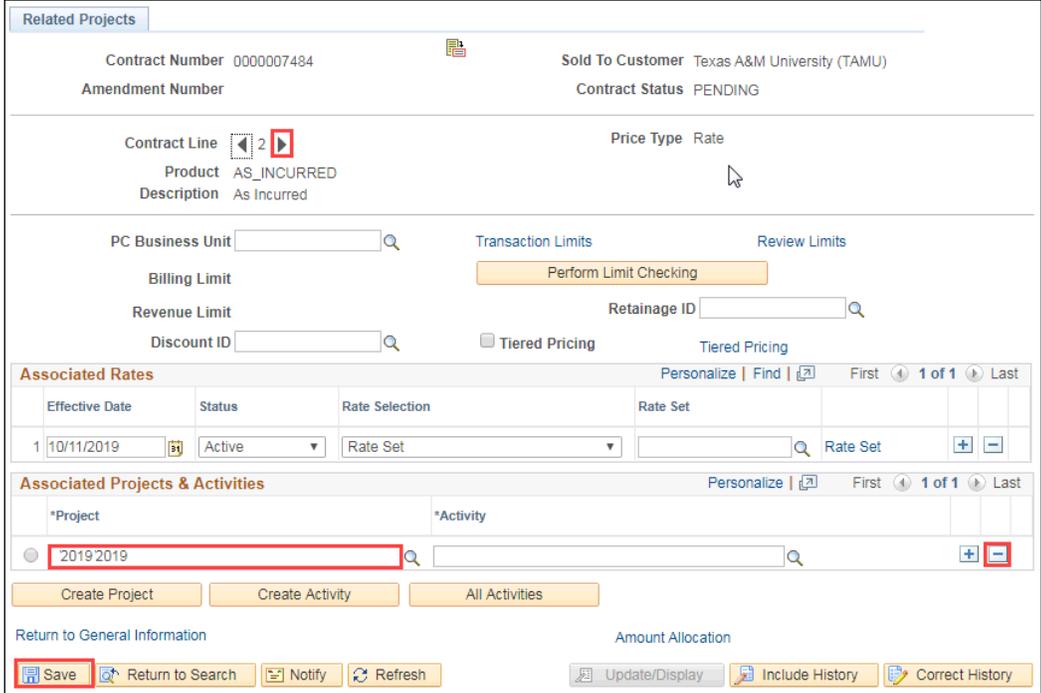
System Navigation for Grants

Step	Action																																
63.	Select the Lines tab.  <p>The screenshot shows a navigation bar with three tabs: 'General', 'Lines', and 'Amendments'. The 'Lines' tab is highlighted with a red box. Below the tabs, there are labels for 'Contract Number' and 'Amendment Number'.</p>																																
64.	Review the General tab and verify the following values: a) Start Date (of the award) b) End Date (of the award and add 180 days to the Contract Line) c) Status [Active]  <p>The screenshot shows the 'Contract Lines' table with the following columns: Actions, Line, Product, Description, Price Type, Start Date, End Date, and *Status. The 'Start Date', 'End Date', and '*Status' columns are highlighted with a red box. The table contains three rows of data:</p> <table border="1"><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Start Date</th><th>End Date</th><th>*Status</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td>06/08/2019</td><td>08/28/2025</td><td>Active</td></tr><tr><td>▼ Actions</td><td>2</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td></td><td></td><td>Active</td></tr><tr><td>▼ Actions</td><td>3</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td></td><td></td><td>Active</td></tr></tbody></table>	Actions	Line	Product	Description	Price Type	Start Date	End Date	*Status	▼ Actions	1	AS_INCURRED	As Incurred	Rate	06/08/2019	08/28/2025	Active	▼ Actions	2	AS_INCURRED	As Incurred	Rate			Active	▼ Actions	3	AS_INCURRED	As Incurred	Rate			Active
Actions	Line	Product	Description	Price Type	Start Date	End Date	*Status																										
▼ Actions	1	AS_INCURRED	As Incurred	Rate	06/08/2019	08/28/2025	Active																										
▼ Actions	2	AS_INCURRED	As Incurred	Rate			Active																										
▼ Actions	3	AS_INCURRED	As Incurred	Rate			Active																										
65.	Click Save .  <p>The screenshot shows a navigation bar with 'Billing Plans' and 'Revenue Plans' tabs. Below the tabs, there are links for 'Return to Award Profile', 'Save', 'Return to Search', and 'Notify'. The 'Save' button is highlighted with a red box. At the bottom, there is a breadcrumb trail: 'General Lines'.</p>																																
66.	Select the Lines tab.  <p>The screenshot shows a navigation bar with 'Favorites' and 'Ma' tabs. Below the tabs, there are two buttons: 'General' and 'Lines'. The 'Lines' button is highlighted with a red box.</p>																																
67.	Under the Contract Lines heading, select the Detail tab.  <p>The screenshot shows the 'Contract Lines' heading with a question mark icon. Below the heading, there are four tabs: 'General', 'Detail', 'Billing Amount Details', and 'Revenue Amount Details'. The 'Detail' tab is highlighted with a red box.</p>																																



UCF Financials

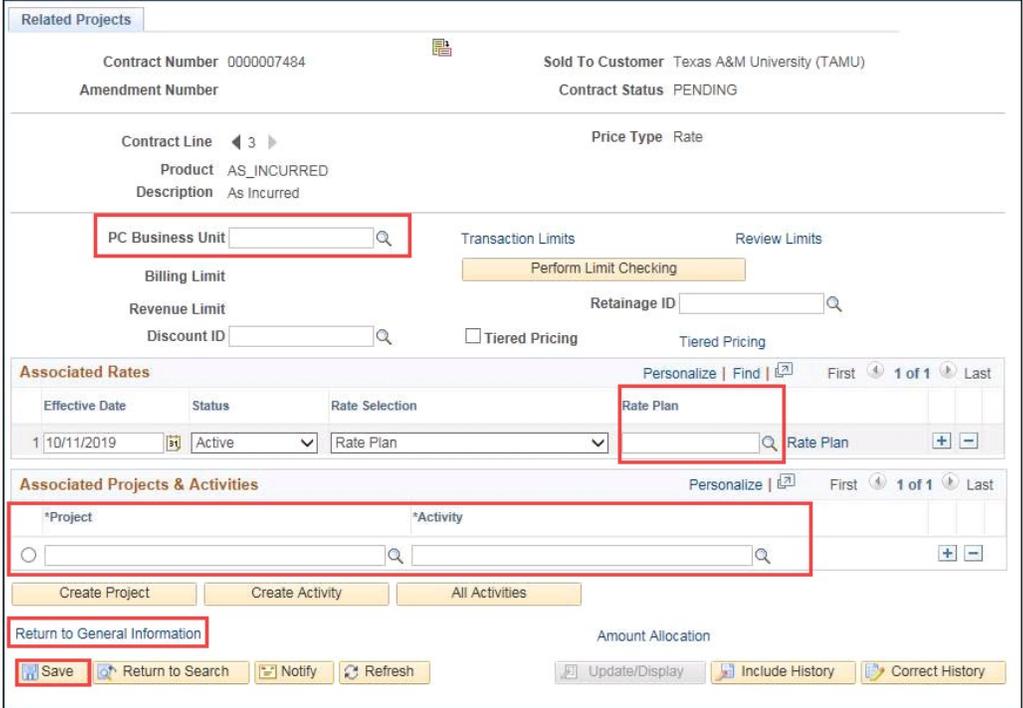
System Navigation for Grants

Step	Action
68.	<p>Click the Contract Terms link of the incorrect line.</p> 
69.	<p>Delete all Related Projects by using the minus sign (-). Note Project numbers as they will be associated with the correct line and added in step 72.</p> 
70.	<p>Click Save. (See image in previous step.)</p>
71.	<p>Click the right arrow to navigate to the correct Contract Line. (See image in step 69.)</p>



UCF Financials

System Navigation for Grants

Step	Action
72.	<p>Enter the following:</p> <ul style="list-style-type: none">a) PC Business Unitb) Project (project that was deleted from the other line)c) Activity  <p>The screenshot shows the 'Related Projects' interface. At the top, it displays 'Contract Number 0000007484' and 'Sold To Customer Texas A&M University (TAMU)'. Below this, there are sections for 'Contract Line' (3), 'Product AS_INCURRED', and 'Description As Incurred'. A search field for 'PC Business Unit' is highlighted with a red box. Below that are sections for 'Associated Rates' and 'Associated Projects & Activities'. In the 'Associated Rates' section, a search field for 'Rate Plan' is highlighted with a red box. In the 'Associated Projects & Activities' section, search fields for '*Project' and '*Activity' are highlighted with a red box. At the bottom left, a 'Return to General Information' link is highlighted with a red box. At the bottom, a 'Save' button is highlighted with a red box.</p>
73.	Click Save . (See image in previous step.)
74.	Click the Return to General Information link. (See image in step 72.)
75.	On the bottom right of the page in the Go To [More] dropdown list, select Billing Options .

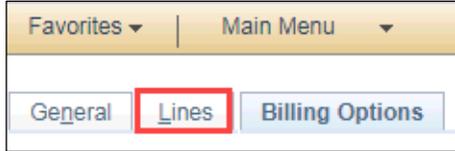
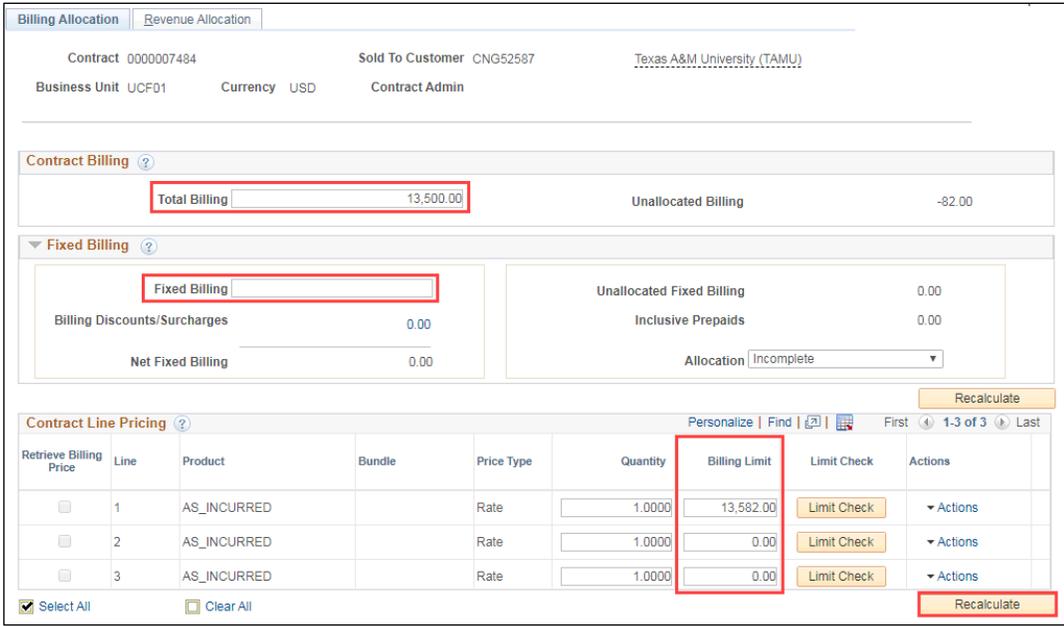


Step	Action																	
76.	<p>Verify the following values:</p> <p><i>Billing Options</i></p> <ul style="list-style-type: none"> a) Bill To Customer (This should default and be the same as Sold To Customer. Discuss with leadership if they are different.) b) Address Seq Num (sequence) Num (number) (Ensure this is the same address as what is on the most recent award modification or Notice of Award.*) c) Billing Business Unit d) Bill Type [CG0 for UCF01; RFD, INC, NEC, NSP, TTF for RFD01] <p><i>Grants Information</i></p> <ul style="list-style-type: none"> e) Cost Reimbursable [Check] <div data-bbox="321 829 1182 1333" style="border: 1px solid #ccc; padding: 5px;"> <p>Billing Options</p> <table border="0"> <tr> <td>Bill To Customer</td> <td><input type="text" value="CNG52587"/></td> <td><input type="button" value="Q"/></td> <td>Texas A&M University (TAMU)</td> </tr> <tr> <td>Address Seq Num</td> <td><input type="text" value="1"/></td> <td><input type="button" value="Q"/></td> <td>Bill To Address</td> </tr> <tr> <td>Billing Business Unit</td> <td><input type="text" value="UCF01"/></td> <td><input type="button" value="Q"/></td> <td>University of Central Florida</td> </tr> <tr> <td>Bill Type</td> <td><input type="text" value="CG0"/></td> <td><input type="button" value="Q"/></td> <td>Contracts and Grants Default</td> </tr> </table> <hr/> <p>Billing Default Overrides</p> <p>Payment Method <input type="text"/></p> <p>Payment Terms <input type="text"/></p></div>	Bill To Customer	<input type="text" value="CNG52587"/>	<input type="button" value="Q"/>	Texas A&M University (TAMU)	Address Seq Num	<input type="text" value="1"/>	<input type="button" value="Q"/>	Bill To Address	Billing Business Unit	<input type="text" value="UCF01"/>	<input type="button" value="Q"/>	University of Central Florida	Bill Type	<input type="text" value="CG0"/>	<input type="button" value="Q"/>	Contracts and Grants Default	<input type="button" value="Q"/>
Bill To Customer	<input type="text" value="CNG52587"/>	<input type="button" value="Q"/>	Texas A&M University (TAMU)															
Address Seq Num	<input type="text" value="1"/>	<input type="button" value="Q"/>	Bill To Address															
Billing Business Unit	<input type="text" value="UCF01"/>	<input type="button" value="Q"/>	University of Central Florida															
Bill Type	<input type="text" value="CG0"/>	<input type="button" value="Q"/>	Contracts and Grants Default															
SubCustomer 1	<input type="text"/>																	
SubCustomer 2	<input type="text"/>																	



UCF Financials

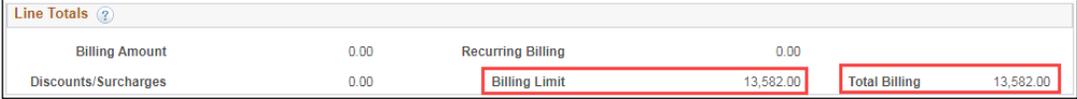
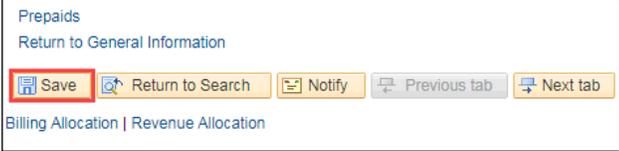
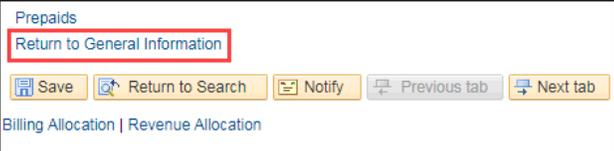
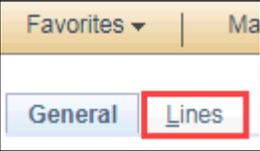
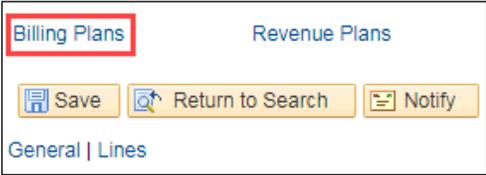
System Navigation for Grants

Step	Action
78.	Navigate back to the Lines tab. 
79.	Click the Amount Allocation link. 
80.	In the following fields enter the total amount of the award that is authorized to be billed or the adjusted amount to bring the line to the total amount: <ul style="list-style-type: none">d) Total Billinge) Fixed Billingf) Billing Limit 
81.	Click the second Recalculate button. (See image in the previous step.)



UCF Financials

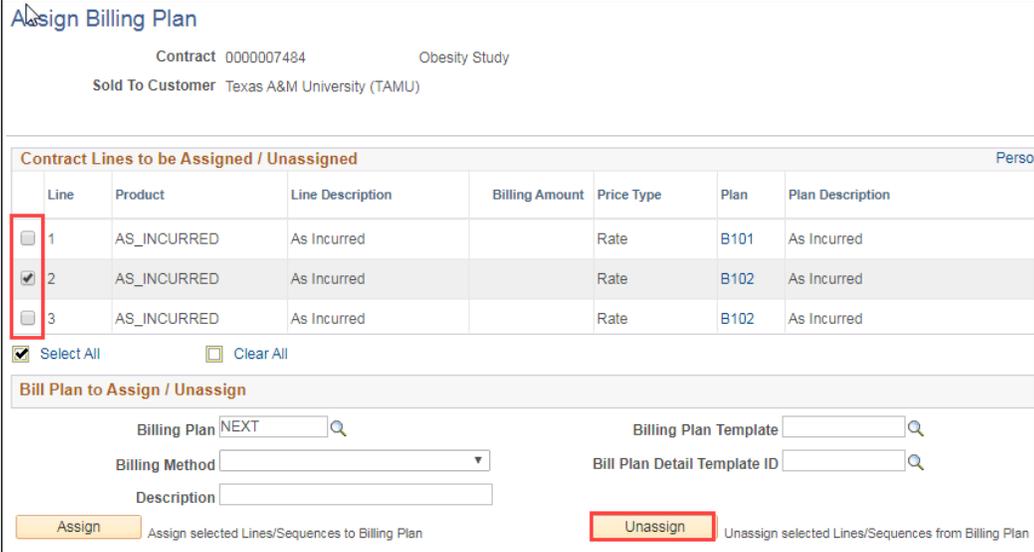
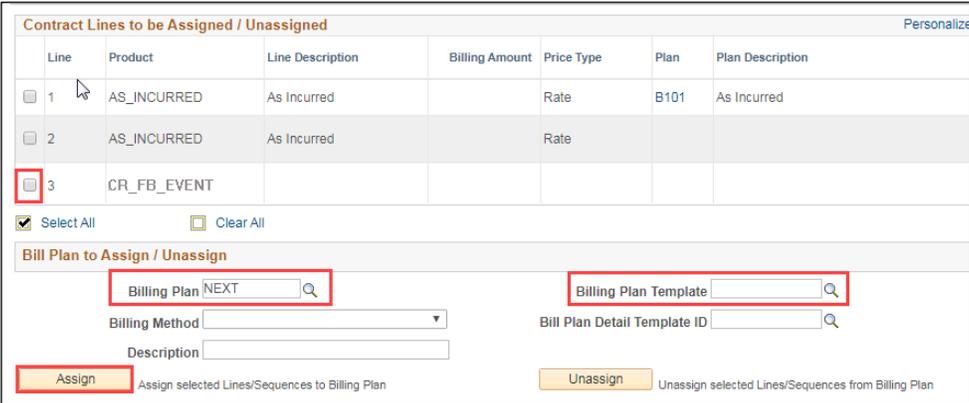
System Navigation for Grants

Step	Action												
82.	<p>Verify that the Total Billing and Billing Limit are equal.</p>  <table border="1"><thead><tr><th colspan="2">Line Totals</th></tr></thead><tbody><tr><td>Billing Amount</td><td>0.00</td><td>Recurring Billing</td><td>0.00</td></tr><tr><td>Discounts/Surcharges</td><td>0.00</td><td>Billing Limit</td><td>13,582.00</td><td>Total Billing</td><td>13,582.00</td></tr></tbody></table>	Line Totals		Billing Amount	0.00	Recurring Billing	0.00	Discounts/Surcharges	0.00	Billing Limit	13,582.00	Total Billing	13,582.00
Line Totals													
Billing Amount	0.00	Recurring Billing	0.00										
Discounts/Surcharges	0.00	Billing Limit	13,582.00	Total Billing	13,582.00								
83.	<p>Click Save.</p>  <p>Prepays Return to General Information</p> <p>Save Return to Search Notify Previous tab Next tab</p> <p>Billing Allocation Revenue Allocation</p>												
84.	<p>Click the Return to General Information link.</p>  <p>Prepays Return to General Information</p> <p>Save Return to Search Notify Previous tab Next tab</p> <p>Billing Allocation Revenue Allocation</p>												
85.	<p>Select the Lines tab.</p>  <p>Favorites Ma</p> <p>General Lines</p>												
86.	<p>Click the Billing Plans link.</p>  <p>Billing Plans Revenue Plans</p> <p>Save Return to Search Notify</p> <p>General Lines</p>												

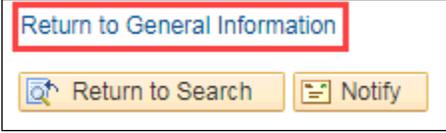
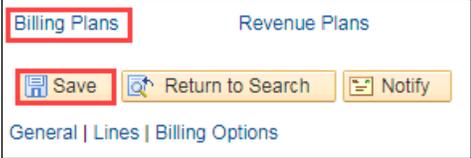


UCF Financials

System Navigation for Grants

Step	Action																												
87.	<p>Click the Line of the incorrect product.</p>  <p>Assign Billing Plan Contract 000007484 Obesity Study Sold To Customer Texas A&M University (TAMU)</p> <p>Contract Lines to be Assigned / Unassigned</p> <table border="1"><thead><tr><th>Line</th><th>Product</th><th>Line Description</th><th>Billing Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td>B101</td><td>As Incurred</td></tr><tr><td><input checked="" type="checkbox"/></td><td>2</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td>B102</td><td>As Incurred</td></tr><tr><td><input type="checkbox"/></td><td>3</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td>B102</td><td>As Incurred</td></tr></tbody></table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>Bill Plan to Assign / Unassign</p> <p>Billing Plan <input type="text" value="NEXT"/> <input type="button" value="Q"/></p> <p>Billing Method <input type="text"/></p> <p>Description <input type="text"/></p> <p>Billing Plan Template <input type="text"/> <input type="button" value="Q"/></p> <p>Bill Plan Detail Template ID <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Assign"/> Assign selected Lines/Sequences to Billing Plan <input type="button" value="Unassign"/> Unassign selected Lines/Sequences from Billing Plan</p>	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	<input type="checkbox"/>	1	AS_INCURRED	As Incurred	Rate	B101	As Incurred	<input checked="" type="checkbox"/>	2	AS_INCURRED	As Incurred	Rate	B102	As Incurred	<input type="checkbox"/>	3	AS_INCURRED	As Incurred	Rate	B102	As Incurred
Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description																							
<input type="checkbox"/>	1	AS_INCURRED	As Incurred	Rate	B101	As Incurred																							
<input checked="" type="checkbox"/>	2	AS_INCURRED	As Incurred	Rate	B102	As Incurred																							
<input type="checkbox"/>	3	AS_INCURRED	As Incurred	Rate	B102	As Incurred																							
88.	Click Unassign button. (See image in previous step.)																												
89.	Select the CR_FB_EVENT line. (See image in next step.)																												
90.	<p>Enter the following:</p> <ol style="list-style-type: none">Billing Plan [NEXT]Billing Plan Template [Fixed Amount]  <p>Contract Lines to be Assigned / Unassigned</p> <table border="1"><thead><tr><th>Line</th><th>Product</th><th>Line Description</th><th>Billing Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td>B101</td><td>As Incurred</td></tr><tr><td><input type="checkbox"/></td><td>2</td><td>AS_INCURRED</td><td>As Incurred</td><td>Rate</td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td>3</td><td>CR_FB_EVENT</td><td></td><td></td><td></td><td></td></tr></tbody></table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>Bill Plan to Assign / Unassign</p> <p>Billing Plan <input type="text" value="NEXT"/> <input type="button" value="Q"/></p> <p>Billing Method <input type="text"/></p> <p>Description <input type="text"/></p> <p>Billing Plan Template <input type="text"/> <input type="button" value="Q"/></p> <p>Bill Plan Detail Template ID <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Assign"/> Assign selected Lines/Sequences to Billing Plan <input type="button" value="Unassign"/> Unassign selected Lines/Sequences from Billing Plan</p>	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	<input type="checkbox"/>	1	AS_INCURRED	As Incurred	Rate	B101	As Incurred	<input type="checkbox"/>	2	AS_INCURRED	As Incurred	Rate			<input checked="" type="checkbox"/>	3	CR_FB_EVENT				
Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description																							
<input type="checkbox"/>	1	AS_INCURRED	As Incurred	Rate	B101	As Incurred																							
<input type="checkbox"/>	2	AS_INCURRED	As Incurred	Rate																									
<input checked="" type="checkbox"/>	3	CR_FB_EVENT																											
91.	Click Assign . (See image in previous step.)																												

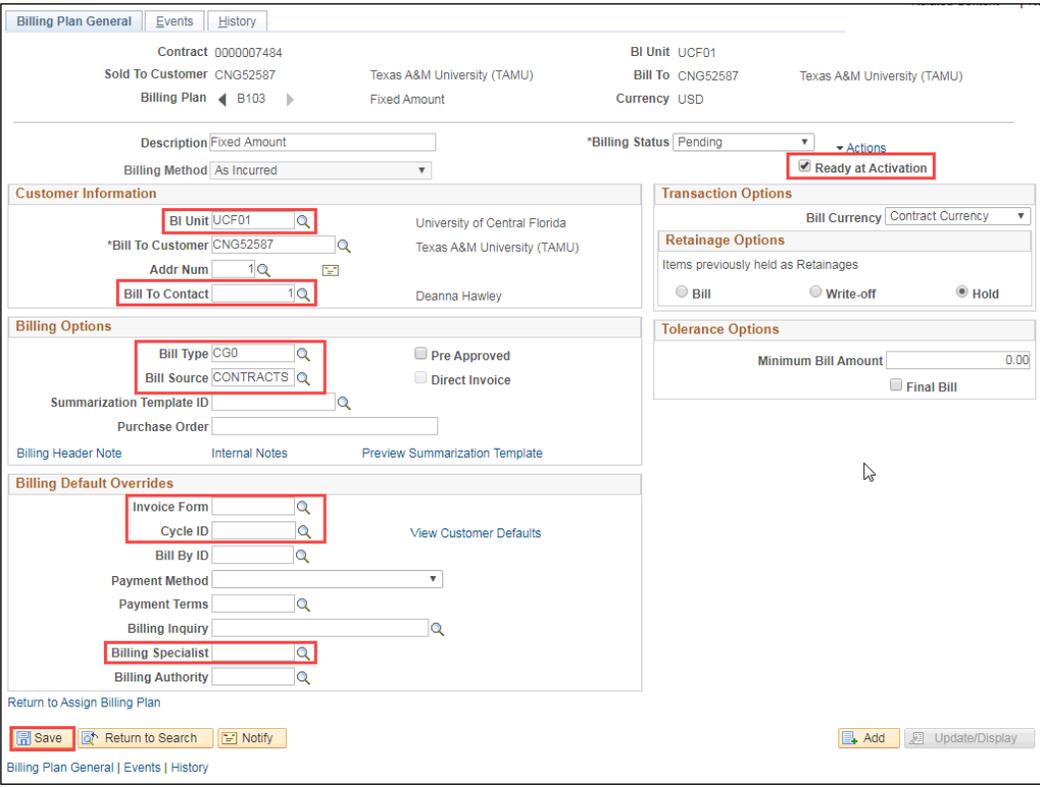


Step	Action
92.	<p>Click the Return to General Information link.</p> 
93.	<p>Click Save.</p> 
94.	<p>Click the Billing Plans link. (See image in previous step.)</p>
95.	<p>Select the link for the new Bill Plan in the Plan column.</p> 



UCF Financials

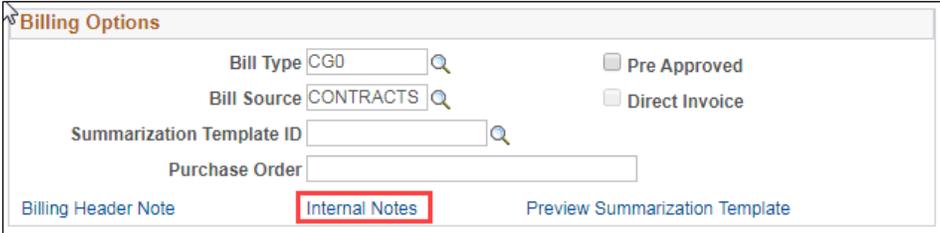
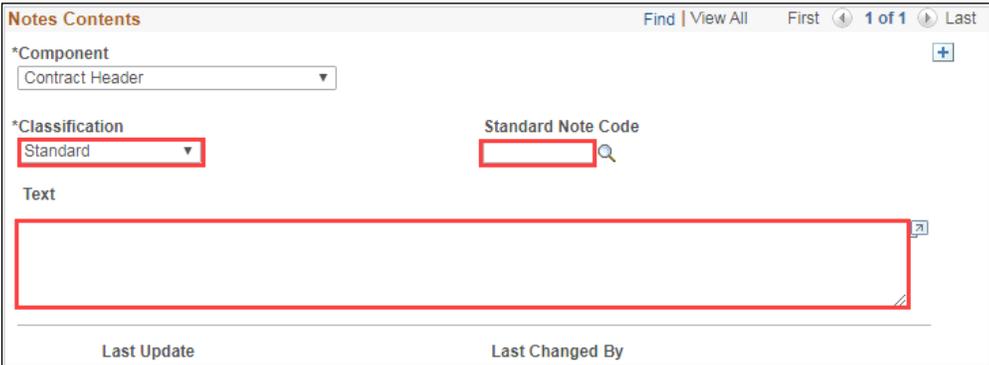
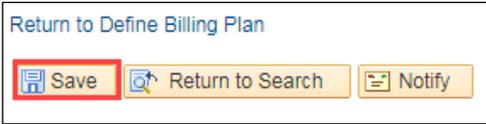
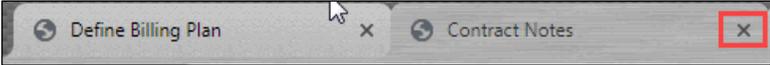
System Navigation for Grants

Step	Action
96.	<p>Verify the following values:</p> <ul style="list-style-type: none">a) Ready at Activation [Check] <p><i>Customer Information</i></p> <ul style="list-style-type: none">a) BI Unitb) Bill to Contact (correct sponsor contact) <p><i>Billing Options</i></p> <ul style="list-style-type: none">a) Bill Type [CG0 for UCF01; RFD, INC, NEC, NSP, TTF, for RFD01]b) Bill Source [CONTRACTS for UCF01 or RESFND for RFD01] <p><i>Billing Default Overrides</i></p> <ul style="list-style-type: none">a) Invoice Formb) Cycle ID (associated with when the bill is due)c) Billing Specialist 



UCF Financials

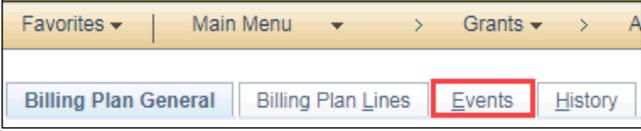
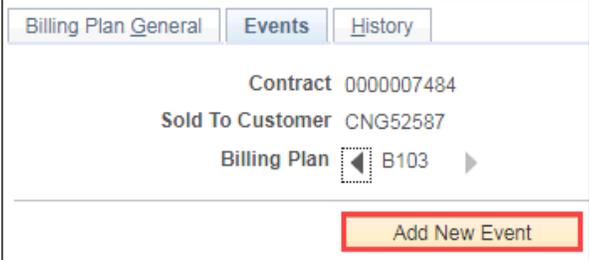
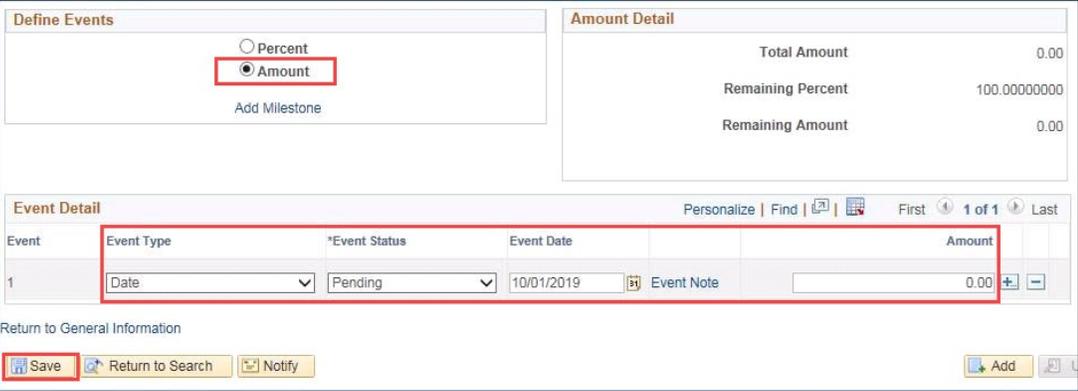
System Navigation for Grants

Step	Action
97.	Click Save . (See image in previous step.)
98.	Select the Internal Notes link. The Contract Notes page opens.  A screenshot of the 'Billing Options' form. It contains several input fields: 'Bill Type' with 'CGO', 'BILL Source' with 'CONTRACTS', 'Summarization Template ID', and 'Purchase Order'. There are two checkboxes: 'Pre Approved' and 'Direct Invoice'. At the bottom, there are three links: 'Billing Header Note', 'Internal Notes' (highlighted with a red box), and 'Preview Summarization Template'.
99.	Enter the following: a) Classification [Custom] b) Note Type [DOM] c) Text (the day of the month on which the invoice needs to be sent out, i.e., 5, 10, 15, 20, 25, 30)  A screenshot of the 'Notes Contents' form. It has a search bar at the top with 'Find View All' and 'First 1 of 1 Last'. Below is a dropdown for '*Component' set to 'Contract Header'. There is a '*Classification' dropdown set to 'Standard' (highlighted with a red box) and a 'Standard Note Code' input field (also highlighted with a red box). A large 'Text' input area is highlighted with a red box. At the bottom, there are labels for 'Last Update' and 'Last Changed By'.
100.	Click Save .  A screenshot of a button bar. It contains a blue link 'Return to Define Billing Plan', a red-bordered 'Save' button, a yellow 'Return to Search' button, and a yellow 'Notify' button.
101.	Close the Contract Notes page and return to the Define Billing Plan page.  A screenshot of browser tabs. The 'Define Billing Plan' tab is active, and the 'Contract Notes' tab is highlighted with a red box around its close button.



UCF Financials

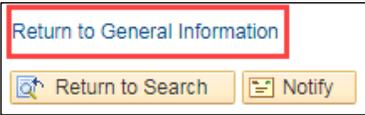
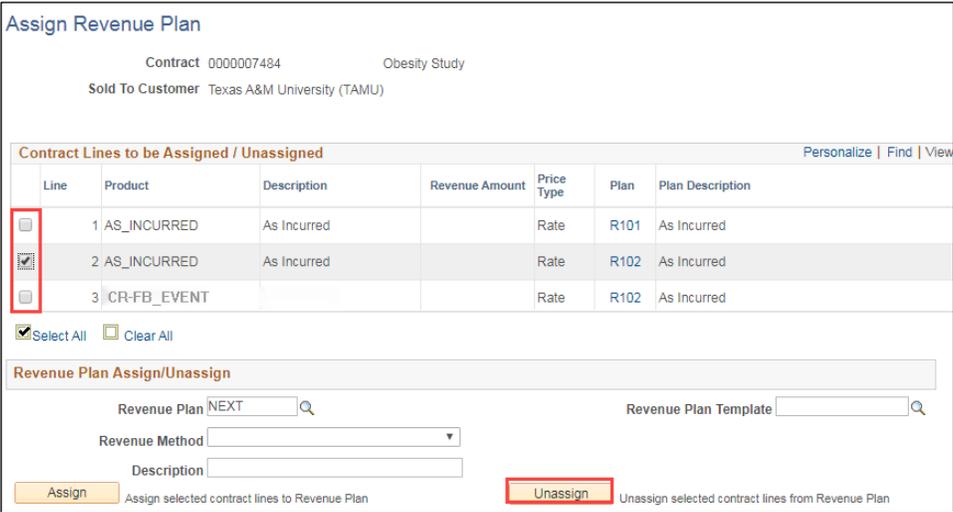
System Navigation for Grants

Step	Action
102.	Select the Events tab. 
103.	Click Add New Event . 
104.	Select the following: <i>Define Events</i> b) Amount [Checked] <i>Event Detail</i> e) Event Type [Date] f) Event Status [Keep lines Pending until the line needs to be billed, or if the date and Amount are known, status can be updated to Ready.] g) Event Date (Enter the day the line will be billed.) c) Amount (Enter the total amount of the prepaid or enter schedule of payments. The total event amount should equal awarded amount.) 



UCF Financials

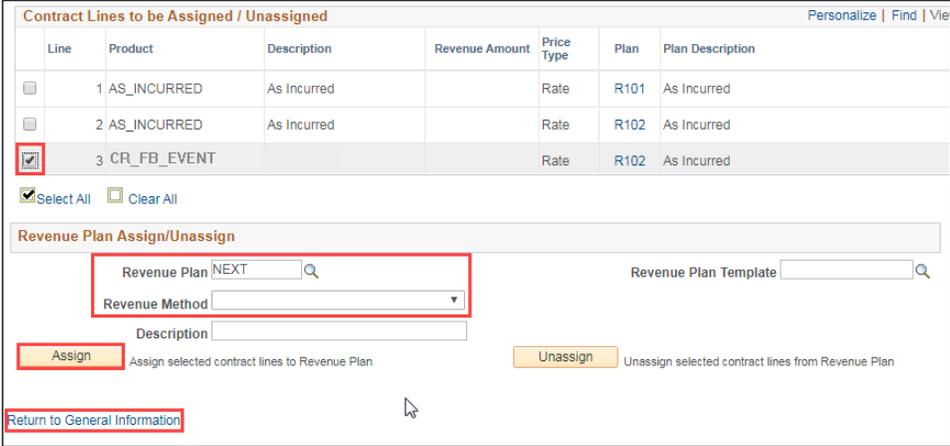
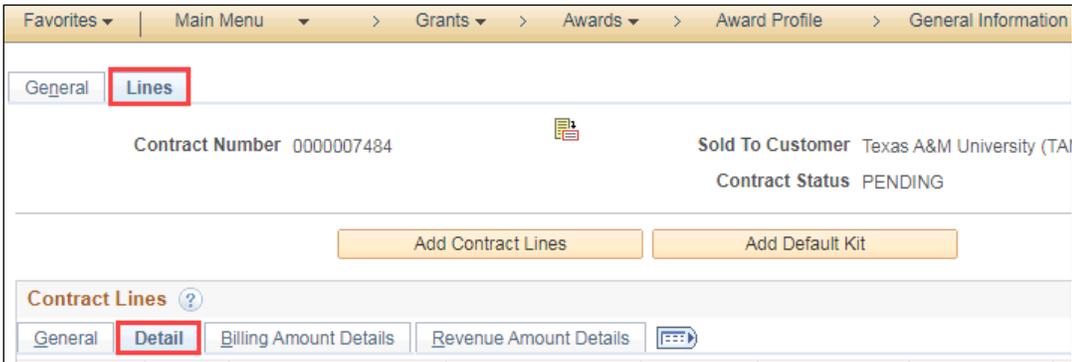
System Navigation for Grants

Step	Action
105.	Click Save . (See image in previous step.)
106.	Ensure the Remaining Amount is 0.00 . 
107.	Click the Return to Assign Billing Plan link. (See image in step 107.)
108.	Click the Return to General Information link. 
109.	Click the Revenue Plan link. 
110.	Click the Line of the incorrect product. 

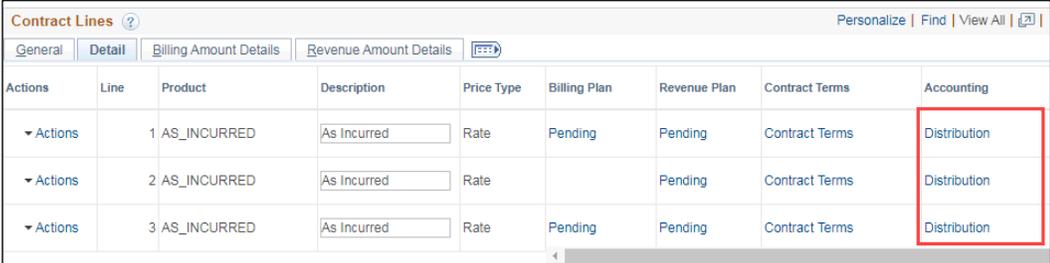
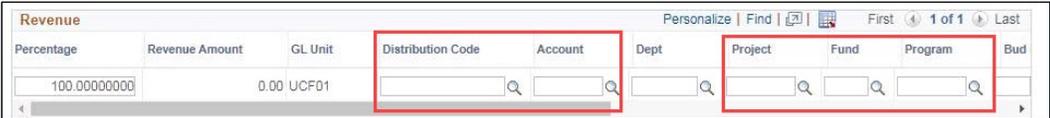
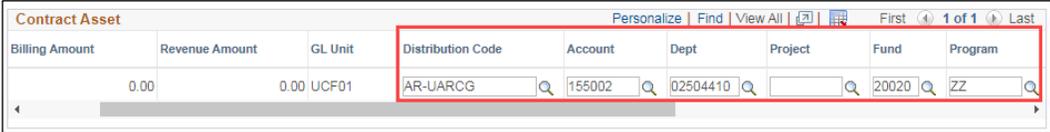


UCF Financials

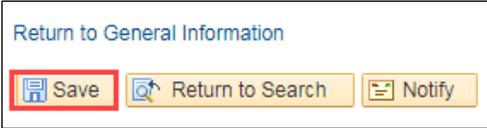
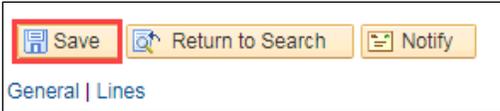
System Navigation for Grants

Step	Action
111.	Click the Unassign button. (See image in previous step.)
112.	Select the CR_FB_EVENT Line . (See image in next step.)
113.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none"> a) Billing Plan [NEXT] b) Revenue Method [Billing Manages Revenue] 
114.	Click Assign . (See image in previous step.)
115.	Click the Return to General Information link. (See image in step 113.)
116.	<p><i>Note: The following has to be completed the next day after the SpeedType has been created.</i></p> <p>On the Lines tab select the Detail tab.</p> 



Step	Action
117.	<p>In the Accounting column select the Distribution link of the appropriate row.</p> 
118.	<p>Enter the following:</p> <p><i>Revenue Forecast</i></p> <ol style="list-style-type: none"> Distribution Code [Rev-[Project Type]] (This field will become blank once the Department is deleted.) Account (defaults) Project (Enter associated Project.) Fund Program <p><i>Contract Asset</i></p> <ol style="list-style-type: none"> Distribution Code [AR-UAR[CG/RF]] Department (delete defaulted value) Account (defaults) Project (Enter associated Project.) Fund Program  



Step	Action
119.	Click Save . 
120.	Ensure both lines are valid. <i>Note: The contract Asset and Revenue lines will only be valid after the combo build has run.</i>
121.	Review the contract to ensure all information is properly set up.
122.	If an additional Contract Line needs to be added, refer to the “System Navigation for Grants” manual, “Course 2. Set Up Contracts,” section “VI. Add Additional Contract Line for Pending Contract.”
123.	On the General tab of the General Information page, update the Contract Status to Active . 
124.	Click Save . 



XII. SUBCONTRACTS

For billing and spending to commence, some awards will require a subcontract to be set up after the award has been set up in the Huron Research Suite (HRS). To be able to issue the purchase order in UCF Financials, do the following:

Step	Action
1.	<p>Subcontracts will be set up identically to all other contracts.</p> <p>Refer to the following system procedures in the “System Navigation for Grants” manual, “Course 2. Set Up Contracts”:</p> <ul style="list-style-type: none">• “I. Set Up & Activate a CRB Contract”• “II. Set Up & Activate an LOC Contract”• “III. Set Up & Activate a Fixed Price Contract”• “IV. Set Up & Activate a TM Contract” <p>Subcontract budgets will be segregated by SUBFA and SUBNOFA budget items for tracking purposes. Multiple subcontracts will be combined on one contract line. Details can be found by purchase order or in the HRS.</p>
2.	<p>Purchase orders and vouchers will indicate the appropriate General Ledger (GL) accounts to charge. Separate accounts control whether the transaction is selected for facilities and administrative (F&A) processing. For example, if a subcontract is for \$100,000 but only the first \$25,000 allows F&A, the purchase order and subsequent voucher should be set up with two lines – one for \$25,000 with the GL account that allows F&A and one line for the remainder of the funds with the GL account that doesn’t allow F&A.</p>
3.	<p>Spending will be controlled by the purchase order and budgetary accounts.</p>