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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.	Navigate to	Main Men	nu > Grants > Awards > Award Profile.	
	b UCF Finan	cials Navigat	gator V Search 2 Advanced Search myUCF	
	Favorites 👻 🛛 Mair	n Menu 👻		
	Sea	rch Menu:		
	Top Menu Featu			
	The menu is nor Main Menu to g Highlights Recently Used appear under ti menu, located : Breadcrumbs your navigation you access to t	Employee Self-Service Manager Self-Service Supplier Contracts Departmental Authorizatio Customer Contracts Order Management Items Suppliers Purchasing eProcurement	 ation A B <l< th=""><th></th></l<>	
	subfolders.	Grants	Sponsor Websites	
		Project Costing	Proposals	
	Menu Search, the Main Menu type ahead whi	Proposal Management Billing	Awards Award Profile Institutions Project Sponsored Projects Offi Project Activity	
	finding pages n	Accounts Payable	Departments Project Budgets Professionals Project Budget Inquiry	



Sten	Action
	(Alternately, navigate to Main Menu > Customer Contracts > Create and Amend > General Information tab.)
2.	Enter information into the following fields: a) Business Unit b) Project (Project ID)
	Favorites • Main Menu • > Grants • Awards • > Award Profile Award Profile Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value • Find an Existing Value Add a New Value • • • Search Criteria • • • Business Unit = • UCF01 • • Project begins with • • • • Project begins with • • • • Proposal ID begins with • • • • Reference Award Number begins with • • • • • Case Sensitive • • •
3.	Click Search and select the correct award if it does not default.



Sten	Action
4.	On the Award tab click the View Contract link.
	Favorites Main Menu
	Award Eunding Resources Cert
	Award ID Reference Award Number
	Title
	Long Description
	Start Date
	End Date
	View Contract Contract Rates
	Primary Project PI Associated Project
5	Note: If Amend is a master some out complete store 5.7. otherwise ship to store 9.
5.	Note: If Awara is a master agreement, complete steps 5-7; otherwise, skip to step 8:
	On the General tab click the Other Information drop-down arrow.
	General Lines
	Description
	Contract Admin
	Exchange Rate Type
	Contract Signed
	Contract Role
	Revenue Profile
	Other Information
	Summary of Amounts (2)



Sten	Action							
6.	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.)						nber, or	
	Other Information							
		Template Contract	ct		Pare	ent Contract		Q
	\searrow	Legal Review Co Credit Check Cor Contains Coterm	mplete mplete ination Lines		Purc	Legal Entity UCF chase Order Proposal ID 000000	7484	Q
					Federal R	egion Code View Av	vard Profile	
	Revenue Transition Summary of Amounts	3			-			
		0						
7.	Click Save.							
	Summary of An	nounts 🕐						
	Billing Plans	Revenue Plans						
	Return to Award Profile							
	Retur	n to Search	Notify					
8.	Select the Lines	tab.						
	Favorites - Main	Menu						
	General Lines							
		.					1	
9.	Under Contract	Lines the col	umns Holc uld <i>not</i> be	l Billing	g on Unp d. Contac	paid Cost	and Hole	l hev are
	checked.			CHICKE	u. Contax	et your ma	anager ir i	ney are
	Contract Lines ?	ng Amount Details	nue Amount Details				Pers	
	Actions Line Pr	oduct Details	scription	Price Type	Hold Billing on	Hold Revenue on	Standalone Sale	
	* Actions 1 AG		Incurred	Rate	Unpaid Cost	Unpaid Cost		
	Actions 2 AS	S INCURRED AS	Incurred	Rate				
	- Actions 3 AS	S_INCURRED As	Incurred	Rate				







UCF Financials

System Navigation for Grants

Sten	Action
11.	Verify the following values:
	 a) 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.) b) Address Seq (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) Cost Reimbursable [Checked] *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.
	General Lines Billing Options
	Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) Contract Status PENDING
	Billing Options
	Bill To Customer CNG52587 C Texas A&M University (TAMU)
	Address Seq Num 1 Bill To Address
	Billing Business Unit UCF01 Q University of Central Florida
	Bill Type CGU Contracts and Grants Default
	Billing Default Overrides
	Payment Terms
	SubCustomer 1
	SubCustomer 2
	Grants Information
	Cost Reimbursable Cost Sharing Detail
	Letter of Credit Salary Detail
	Contract Line Options (?)
	Hold Billing on Unpaid Cost Hold Revenue on Unpaid Cost
12.	Click Save. Billing Plans Revenue Plans Return to Award Profile Return to Search
	General Lines Billing Options



Sten	Action						
13.	Select the Lines tab.						
	General Lines Billing	Options					
14.	Under Contract Lines	select the Det	ail tal).			
	Contract Lines ? General Detail Billing A	amount Details	evenue /	Amount Det	ails		
15.	In the Contract Terms	column, selec	t the	Contra	ct Term	s link for th	ne desired line.
	Contract Lines 👔					Personal	ize Find View All 🔁 🚦
	General Detail Billing Amount Details	Revenue Amount Details					
	Actions Line Product	Description P	rice Type	Billing Plan	Revenue Plan	Contract Terms	Accounting
	Actions 1 AS_INCURRED	As Incurred F	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
	Note: On the As_Incur link. The information o changed. The project ac of the accounting entries	red line(s) in n this line will counting rules s.	the A defa s fron	ccounti ult, and h the Pr	i ng colun no inforr oject Ty	nn, note the nation need pe will driv	e Distribution ds to be ve the creation



Sten	Action					
16.	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 0000007484 Sold To Customer Texas A&M University (TAMU) Amendment Number Contract Status PENDING					
	Contract Line 1 Price Type Rate Product AS_INCURRED Description As Incurred					
	PC Business Unit UCF01 C Transaction Limits Review Limits Billing Limit 13,582.00 Perform Limit Checking					
	Revenue Limit 13,582.00 Retainage ID					
	Associated Rates Personalize Find 2 First () 1 of 1 () Last					
	Effective Date Status Rate Selection Rate Set					
	1 01/01/1900 🙀 Active 🔻 Rate Set 🔻 GM_RATE 🔍 Rate Set 🛨					
17.	Under Associated Projects & Activities, review projects to verify that all projects on the contract line should be billed together.					
	Associated Projects & Activities Personalize 🔊 First 🕢 1-2 of 2 🕟 Last					
	*Project Description *Activity Description					
	18558A01 Q Obesity Study GRANT Q Grants Budget					
	18558A05 Q Obesity Study II GRANT Q Grant Budget + -					
	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."					
18.	Click Save.					
	Return to General Information					
	Save 🐼 Return to Search					
19.	Click the Return to General Information link.					
	Create Project Create Activity					
	Return to General Information					
	🔚 Save 🔯 Return to Search 🖃 Notify 😂 Refresh					



Sten	Action						
20.	Select the I	Detail ta	ıb.				
	Ge <u>n</u> eral	lines					
		Contract					
	5						
	Contract Li	ines ?					
		- County					
21.	In the Billin	ng Plan	column, click tl	he Pending link.			
	Contract Li	nes 🕐					
	General	Detail	Billing Amount Details	Revenue Amount Details			
	Actions	Line	Product	Description	Price Type	Billing Plan	R
		1	AS_INCURRED	As Incurred	Rate	Pending	Р
						4	



UCF Financials

UCF System Navigation for Grants

22.	Verify the following a) Billing Plan b) BI Unit c) Bill to Cont d) Bill Type [C e) Bill Source f) Invoice For cumulative,	following values: ing Plan [B10X] Unit to Contact (correct sponsor contact) Type [CG0 for UCF01; RFD, INC, NEC, NSP, TTF for RFD01] Source [CONTRACTS for UCF01 or RESFND for RFD01] oice Form (Choose correct invoice form based on whether you need mulative, budget, or no print.)				
	Short Desc	Description				
	FXBIWB	Generic Form w/Budget				
	FXBIWOI	B Generic Form w/o Budget (Use as standard invoice.)				
	FXBIWO	C Generic Form w/o Cum				
	FXBIWOI	3NP Generic Form w/o Budget No Print				
	FXBI103X	Federal Form SF1034/35				
	FXBI270	Federal Form SF270				
	FXBINOI	NV NO INV				
	 g) Cycle ID [II] h) Bill By ID [- contract line i) Billing Spec j) Ready at Ac *The Bill by ID 	MMED, MONTHLY, or QUARTERLY] Blank or GM-PROJ, which separates the projects on different s onto multiple TMP worksheets by Contract Line]* cialist ctivation [Check]** of IGM is the default value if this is blank.				



Sten	Action	
	Favorites + Main Menu + > Customer Contracts + > Create and Amend + > Ger	reral Information Assign Billing Plan Define Billing Plan
	Billing Plan General Events Tax Parameters Bistory	Related Content 🛩 N
	Coetract 0000007484 Sold To Customer CN052287 Texas A&M University (TAMU) Billing Plan ∉ 8101 ► As incurred Cu	BEUNIE UCITOT BBI To CN052587 Texas A&M University (TAMU) mency USD
	Description As Incurred "Billing	Status [Pending V] + Actions
	Billing Method As Incurred	Ready at Activation
	BI Unit UCF01 Q. University of Central Florida	Bill Currency Contract Currency
	*Bill To Customer CN052587 Q, Texas A&M University (TAMU)	Retainage Options
	Bill To Contact 1/Q, Deanna Hawley	O Bill O Write-off ● Hold
	Billing Options	Tolerance Options
	BHI Type COO Q. Pre Approved BHI Source CONTRACTS Q	Minimum Bill Amount 1.00
	Summarization Template ID	Final Bill
	Purchase Order	
	Billing Default Overrides	
	Invoice Form FXBIN/B Q, Cycle ID MONTHLY Q, View Customer Defaults Bill By ID GM Q, Grants Billing Payment Method	
	Payment Terms Q Bitting Inquiry Q Bitting Specialist 8I-CNG01 Q Bitting Authority Q	
	Return to Assign Elling Plan	Add [2] Update/Display
23.	Click Save.	
	Return to General Information	
	Save 🔯 Return to Search	
	Billing Plan General Events History	
24.	Under the Billing Options heading, select the Inter projects appear on the invoice.	mal Notes link if multiple
	Billing Options	
	Bill Type CG0 Q Pre App	proved
	Bill Source CONTRACTS Q Direct I	nvoice
	Summarization Template ID	
	Purchase Order	
	Billing Header Note Internal Notes Preview Summarizat	tion Template



UCF Financials

UCF System Navigation for Grants

Sten	Action
25.	The Contract Notes page opens in a separate window. 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]
	If multiple projects appear on the invoice, enter the following: a) Classification [Custom] b) Note Type [MULTI_PROJ]
26.	Click Save.
	Return to Define Billing Plan
27.	Select the Define Billing Plan tab to open the Define Billing Plan page.
	S Define Billing Plan × Contract Notes
28.	Open a new UCF Financials window, and navigate to Main Menu > Reporting Tools > Query > Query Viewer.
29.	Run the FXGM_VALIDATION query to verify information has been set up. (When done, keep the query window open.)
30.	On the Define Billing Plan page, click the Return to General Information link.
	Billing Authority Q Return to General Information Image: Save Image: Save Image: Save Image: Save
31.	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.
32.	On the General tab, update the Contract Status to Review.
33.	In the query window (Main Menu > Reporting Tools > Query > Query Viewer), run FXCA_GRANT_PORTFOLIO_BY_ADMIN by Review status.



Sten	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 .		
	General Lines Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) *Contract Status PENDING Q		
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.		
	General Lines Contract Number 0000007487 Sold To Customer FL Ainc for Assist Sycs Tech (FAAST) *Contract Status ACTIVE		
40.	Click Save.		
	Billing Plans Revenue Plans Return to Award Profile Image: Save Image: Return to Search Image: General Lines		



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:

L.	Navigate t	to Main Menu > Grants > Awards > Award Profile.
	🧐 UCF Fi	nancials Navigator 🔻 Search 🧼 Advanced Search myUCF
	Favorites -	Main Menu 👻
		Search Menu:
	Top Menu Featu	()
		♦
		Employee Ser-Service
	The menu is nov Main Menu to d	Supplier Contracte
	Highlights	Supplier Contracts
	rignights	Customers
	Recently Used appear under the	Customer Contracts
	menu, located a	Criter Management
		tems +
		Suppliers
	Broaderumbe	□ Purchasing
	your navigation	eProcurement >
	you access to t subfolders.	Services Procurement
		Grants Sponsor Websites
		Project Costing Proposals
	Menu Search,	Proposal Management Awards Project
	the Main Menu	Billing
	finding pages n	Accounts Receivable Sponsored Projects Online Projects Buildests
		Accounts Payable Brofeesionale Project Budget Inquiry
		Asset Management Sconsors
		Banking Group Subrecipients Subrecipients
		Cash Management Linteractive Reports
		General Ledner Grants Center
		Allocations Grants WorkCenter
		Set Up Financials/Supp Contracts Workbench
		Enterprise Components My Proposals Modify End Dates
		General Worklist
		Tree Manager
		Departing Table
		· ·
	(1 1	
	(Alternate	ily, navigate to Main Menu > Customer Contracts > Create and Amen
	General I	Information.)



Sten	Action				
2.	Enter information into the following fields:				
	a) Business Unit				
	b) Project (Project ID)				
	Favorites • Main Menu • > Grants • > Awards • > Award Profile				
	Award Profile				
	Enter any information you have and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value Add a New Value				
	Search Criteria				
	Business Unit = ▼ UCF01				
	Award ID begins with Project begins with Q				
	Description begins with				
	Proposal ID begins with				
	Case Sensitive				
2	Click Secret				
5.					
	Case Sensitive				
	Search Clear Basic Search 🖾 Save Search Criteria				
4.	Click the View Contract link.				
	Favorites - Main Me				
	Award Eupding B				
	Referenc				
	View Contract				
	P Associated Project				
	Associated Project				



Sten	Action							
5.	Review the C [LOC for U	G eneral tab o CF01 or RFI	on the Genera D01].	l Infor	mation pa	age and u	pdate Con	tract Type
	General Lines							
		Contract Number 0000007	' 494					
		Description SHF: Me Contract Admin Region Code Contract Type	dium	a a a				
6.	Select the Li	nes tab.						
	Favorites -	Ma						
	General	Lines						
-			<u> </u>				. 1 . 1 1	. 1
7.	Hold Billing	g on Unpaid (ntact your ma	Cost and Hole	I Revei ee thes	nue on Ui e checked	npaid Co 1	st should 1	not be
		indet your me	indger if you s		e eneekee			
	Contract Lines ?		1	_			Pers	
	General Detail	Billing Amount Details	Revenue Amount Details					
	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				
	- Actions	2 AS_INCURRED	As Incurred	Rate				
	✓ Actions	3 AS_INCURRED	As Incurred	Rate		i D		
8.	On the botto Options .	m right of the	e page in the (60 To [More] dr	opdown l	ist, select I	Billing
	Billing Plans Rev Save 🐼 Return to Se General Lines	enue Plans Milestone arch 😰 Notity	is Renewals A	mount Allocation	Supplemental E	Jata Go To A	Aore Attachments Attachments Attachments Attachments Aore Payment Terms Prepaids Price Adjustments Progress Payments Avenue Forecast	rodate/Display
						5 5 5 5 7	Service Orders Sold To Address Bupport Teams Yiew Forecast	



Sten	Action			
9.	Verify the following values:			
	 a) 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.) b) 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.)* c) Billing Business Unit d) Letter of Credit [Check] e) Letter of Credit ID (account number – field below Letter of Credit checkbox) 			
	General Lines Billing Options Contract Number 0000007494 Sold To Customer National Science Foundation (NSF) Contract Status Contract Status FENDING			
	Billing Options Bill To Customer CNG50003 National Science Foundation (NSF) Address Seq Num 1Q Bill To Address BillIng Business Unit[UCF01 University of Central Florida			
	Bill Type CG0 Contracts and Grants Default			
	Billing Default Overrides Payment Method Payment Terms Q SubCustomer 1 SubCustomer 2			
	Grants Information			
	Cost Reimbursable Cost Sharing Detail O Letter of Credit NSF Q			
l	Contract Line Options @ Hold Billing on Unpaid Cost Hold Revenue on Unpaid Cost			
	*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.			
10.	Click Save. Billing Plans Revenue Plans Return to Award Profile Return to Search IN Notify			



Sten	Action
11.	Select the Lines tab.
	Favorites → Main Menu General Lines Billing Options
12.	Under the Contract Lines heading, select the LOC Detail tab.
	Contract Lines ② General Detail LOC Detail Billing Amount Details Revenue Amount Details F
13.	Verify the LOC DOC ID [For NIH – Document ID, for all other systems – Award ID].
	Versonalize Find View All [2]] First (a 1 of 1) Last Contract Lines Personalize Find View All [2]] First (a 1 of 1) Last General Detail LOC Detail Biling Amount Details TTTP Actions Line Product Description Price Type LOC Doc ID LOC Doc ID Subaccount ID Inactive Doc ID Inactive Doc + Actions 1 As Incurred Rate Image: Contract Lines Image:
	billing Plans Revenue Plans Millestones Renewals Amount Allocation Supplemental Data Go To More
14.	Click Save. Billing Plans Revenue Plans Return to Award Profile Return to Search Notify
15.	Under the Contract Lines heading, click the Detail tab.
	Contract Lines ? General Detail LOC Detail Billing Amount Details Revenue Amount Details Image: Contract Lines
16.	Under the Contract Terms column heading, select the Contract Terms link.
	Contract Lines Personalize Gweral Detail LQC Detail Billing Amount Details ITTTP
	Actions Line Product Description Price Type Billing Plan Revenue Plan Contract Terms
	▼Actions 1 AS_INCURRED As Incurred Rate Pending Pending Contract Terms



Sten	Action				
17.	Verify the following values:				
	 a) PC Business Unit b) Billing Limit (equal to the amount authorized to be billed) c) Bate Set [GM_BATE] 				
	Contract Number 0000007494 Sold To Customer National Science Foundation (NSF) Amendment Number Contract Status PENDING				
	Contract Line 1 Price Type Rate Product AS_INCURRED Description As Incurred				
	PC Business Unit UCF01 C Transaction Limits Review Limits Billing Limit Perform Limit Checking Revenue Limit Retainage ID C				
	Discount ID C Tiered Pricing Tiered Pricing				
	Associated Rates Personalize Find First 1 of 1 Last Effective Date Status Rate Selection Rate Set				
	1 01/01/1900 🛐 Active V Rate Set V GM_RATE Q Rate Set +				
18.	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."				
	Associated Projects & Activities Personalize 🕗 First 🕢 1 of 1 🕟 Last				
	*Project Description *Activity Description				
19.	Click Save				
171					
	Save 🔯 Return to Search 🖃 Notify				
20.	Click the Return to General Information link.				
	Return to General Information				
	Refresh				



21. Under the Contract Lines heading, select the Detail tab. Contract Lines ? General Detail LQC Detail Billing Amount Details Revenue Amount Details	=				
Contract Lines Image: Contract Lines General Detail LOC Detail Billing Amount Details Revenue Amount Details	=				
General Detail LOC Detail Billing Amount Details Revenue Amount Details					
22. Under the Billing Plan column heading, click the Pending link.	. Under the Billing Plan column heading, click the Pending link.				
General Detail LOC Detail Billing Amount Details Revenue Amount Details					
Actions Line Product Description Price Type Billing Plan Revenue	Plan				



- **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



Action	
Bitting Plan General Events Tax Parameters Estory Contract 000007157 Sold To: Customer Child2000 Sold To: Customer Child2000 National Science Foundation (HSF)	BI Unit: UCP01 Bill To: CN050003 National Science Foundation (NSF)
Billing Plan 📢 B103 » As incurred Cu	amency USD
Description As locared "Esting Billing Method As Insured " Customer Information	Status In Progress V + Actions R Ready at Activation Transaction Options
BI Unit UCF01 University of Central Florida *Bit Te Custemer (2x050003 Q, National Science Foundation (NSF) Adder Num EQ 701	Bill Currently Contract Currency V Retainage Options Items previously held as Retainages
Bill To Contact 7/Oc Bonka Karasa	O Bill O Write-off ® Hold
Bill Type (CG0 Q, Pre Approved Bill Source (CONTRACTS Q, Olirect Invoice	Minimum Bill Amount 0.00
Purchase Order LOCNEF2030445000 Billing Header Note Internal Notes Preview Summarization Template	
Billing Default Overrides Invoice Form [FXIIINOINV]Q, Cycle ID [MONTHLY]Q, View Customer Defaults	
Payment Method Payment Common	
Billing Inquiry Q, Billing Specialist (III-CNQ10 Q, Billing Authority Q,	
Letter of Credit Information	
Related LOC Document IDs View All [10] First 4 1 of 1 to Last contract Line Letter of Credit subsecount ID Loc Doc ID inactive Doc ID	
4 1829900	
Return to Assign Billing Plan	Add [F] Update/Display
4. Click Save. Return to General Information Save A Return to Search Solution Billing Plan General Events History	
5. Click the Internal Notes link. A new page oper	15.
Billing Options	
Bill Type CGD Q	Pre Approved
Bill Source CONTRACTS Q	Direct Invoice
Summarization Template ID	
Purchase Order	view Summarization Template
Dining Header Note Internal Notes Prev	view ournmanzation remplate



Sten	Action
26.	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)
	Notes
	Contract 0000007494 Business Unit UCF01 Sold To Customer, CNC50002 Contract Status, RENDING
	National Science Foundation (NSF) Currency Code USD
	Contract Admin
	Notes Contents Find View All First 🕢 1 of 1 🕟 Last
	*Component +
	Custom DOM Q Date
	of the Month
	to
	Issue
	Text
	5
	253 characters remaining
27	Click Save
27.	
	Return to Define Billing Plan
	Save Notify
28.	Close the Contract Notes page.
	Define Billing Plan X S Contract Notes X
29.	Open a new window.
30.	Run the FXGM_VALIDATION query to verify information has been set up.



Sten	Action			
31.	On the Define Billing Plan page, click the Return to General Information link.			
	Return to General Information			
	Return to Search			
	Billing Plan General Events History			
32.	Under the Contract Lines heading, click the General tab (if it is not already selected).			
	Contract Lines ②			
	General Detail LOC Detail Billing Amount Details Revenue Amount Details			
33.	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."			
34	Update the Contract Status to Review			
54.	optiale the Contract Status to Keview.			
	Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) Contract Status, Review			
35	Run the FXCA GRANT PORTFOLIO BY ADMIN query by Review status.			
20	Perform a OA Check on the setup of all awards in Review status			
30.	renom a QA check on the setup of an awards in Keview status.			
37.	If any contract changes need to be made, make the appropriate changes.			
38.	If any award changes need to be made, change the Contract Status to Pending .			
	General Lines			
	Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) *Contract Status PENDING			
39.	Refer to the "System Navigation for Grants" manual, "Course 1. Establish Awards," section "V. Award Profile Notepad" to document all changes.			







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:

Sten	Action		
1	Navigate	to Main Me	nu > Grants > Awards > Award Profile
1.	1 tu v igute		nu Grandy Atwarus Atwaru Frome.
	C		
	UCF Fi	nancials	ator V Search myUCF
	Favorites -	Main Menu 👻	
	Top Menu Featu	Search Menu:	
		Employee Self-Service	
	The menu is not	🗀 Manager Self-Service	→
	Main Menu to g	Supplier Contracts	
	Highlights	Departmental Authoriza	tion >
	Recently Used	Customers	•
	menu, located	Customer Contracts	
		Items	
		Suppliers	
	Deve de ser ha	Purchasing	•
	your navigation	eProcurement	→
	you access to t subfolders.	🗀 Services Procurement	,
		Grants	Sponsor Websites
		Project Costing	Proposals
	Menu Search,	Proposal Management	Awards Project
	the Main Menu type ahead whi	Billing	Sponsored Projects Off Project Activity
	finding pages n	Accounts Receivable	Departments
		Asset Management	Professionals Project Budget Inquiry
		Banking	Sponsors Commitment Control Errors
		Cash Management	Subrecipients
		Commitment Control	Interactive Reports
		🗀 General Ledger	Grants Center Process Retroactive F&A
		Allocations	Grants WorkCenter
		Set Up Financials/Sup;	Mr. Proposale
		Enterprise Component:	FA Error Interactive Report
		VVOrklist	Review Retroactive F&A
		Peperting Tools	
	(Alternat	elv, navigate	to Main Menu > Customer Contracts > Create and Amend >
	C	I f	A
	General	Information	ι.)



Sten	Action
2.	Enter information into the following fields:
	a) Business Unitb) Project (Project ID)
	Favorites Main Menu Grants Awards Awards Award Profile
	Award Profile Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Search Criteria
	Business Unit = ▼ UCF01 Q Award ID begins with ▼
	Project begins with Description begins with
	Pi ID begins with Proposal ID begins with Pr
	Case Sensitive
3.	Click Search.
	Search Clear Basic Search 🖾 Save Search Criteria
4.	Select the correct award if it does not default.
5.	Click the View Contract link.
	Favorites - Main Me
	Award Eunding R
	Referenc
	View Contract
	P
	Associated Project



Sten	Action					
6.	On the General Information tab, complete the following three steps if the award is a master agreement. If not, skip to step 9.					
	Select the Other Information dropdown.					
	General Lines					
	Contract Number					
		_				
		G				
	Description					
	Region Code					
	Contract Type					
	Currency Code					
	Exchange Rate Type					
	Contract Signed					
	Pevenue Profile					
	Use Project ChartFields:					
	Other Information	_				
	Summary of Amounts					
7	In the Parent Contract field	enter the parent master	r agreement contract number or if			
	there is no parent, the first co	ntract that was set up.	agreement contract number, of fr			
	Other Information					
		act	Parent Contract			
	Master Contrac	t omplete	Master Contract			
	Credit Check C	omplete	Purchase Order			
	Contains Cote	mination Lines	Proposal ID 000007484			
			View Award Profile			
	Revenue Transition (2)					
	Summary of Amounts 👔					



Sten	Action				
8.	Click Save. Summary of Amounts ? Billing Plans Revenue Plans Return to Award Profile Image: Save Return to Search Image: Notify				
9.	Select the Lines tab.				
10.	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.				
11.	Select the Detail tab.				
12.	Select the Distribution link in in the Accounting column.				
13.	Click the Correct History tab.				



Sten	Action				
14.	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 *Use list Q. **This value will become blank once the Department is deleted. 				
15.	Click Save.				
	Return to General Information				
16.	Ensure both lines are valid. The Contract Asset and Revenue lines will only be valid after the combo build has been run.				







Sten	Action						
18.	Verify the following values:						
	 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 (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] 						
	address. The Location number will be the number that needs to be associated here.						
	Billing Options Bill To Customer CNG52587 C Texas A&M University (TAMU)						
	Address Seq Num 1 Q Bill To Address						
	Billing Business Unit UCF01 Q University of Central Florida						
	Bill Type CG0 Contracts and Grants Default						
	Billing Default Overrides						
	Payment Method						
	Payment Terms						
	SubCustomer 1						
	SubCustomer 2						
	Grants Information						
	Cost Reimbursable Cost Sharing Detail Letter of Credit Salary Detail						
	Contract Line Options (2)						
	Hold Billing on Unpaid Cost						
19.	Click Save. Billing Plans Revenue Plans Return to Award Profile						
	Save & Return to Search						
	General Lines Billing Options						



Sten	Action					
20.	Select the Lines tab.					
	Favorites - Ma					
	General Lines					
21.	Under the Contract Lines heading, select the Detail tab.					
	Contract Lines					
	General Detail Billing Amount Details Revenue Amount Details					
22.	In the Contract Terms column, select the Contract Terms link.					
	Contra Lines @ Personalize Find View All [2] General Detail Billing Amount Details Revenue Amount Details .					
	Actions Line Product Description Price Type Billing Plan Revenue Plan Contract Terms Accounting					
	Actions 1 FIXED_AMOUNT Fixed Amount Amount Pending Billing Manages Revenue Distribution					
	4					
23.	Verify that the project is associated with the line.					
	Associated Projects & Activities Personalize 🖉 First 🕢 1 of 1 🕢 Last					
	*Project Description *Activity Description Source Type Category Subcategory					
	I8117AD1 Q Community Schools GRANT Q Grants Budget Q Q Q -					
	Note: Only one project can be associated with a fixed line.					
24.	Click Save.					
	Return to General Information					
	🔚 Save 🔯 Return to Search 🖃 Notify					
25.	Click the Return to General Information link.					
	Return to General Information					
	🔚 Save 🔯 Return to Search 🖃 Notify					



Sten	Action							
26.	Select the Lines tab.							
	Favorites General	▼	Ma					
27.	Select the Detail tab.							
	Contract General	Lines Deta	② I <u>B</u> illing Amount	Details <u>R</u> evenue	Amount De	tails 💷		
28.	In the Bi	lling	Plan column,	, click the Pen	ding lin	k.		Personaliz
	Contract Lines Personaliz Check Revenue Amount Details Image: Contract Lines Image: Co					1 Groonanz		
	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
					1	4		






Sten	Action		
		FXBI270	Federal Form SF270
		FXBINOINV	NO_INV
	b) c) d)	Cycle ID [IMMI Bill By ID (defau Billing Specialis	ED] Ilt value if blank) t
30.	Click S	ave.	
	🔚 Sav	ve 🔯 Return to Sear	ch E Notify
31.	Select t	the Internal Note	s link. The Contract Notes page opens.
	Billing	g Options	
		Bill T	ype CG0 Q Pre Approved
		Bill Sou	
	Billing	Summarization Templat Header Note	e ID Q Internal Notes Preview Summarization Template
32.	If multi	iple projects appea	ar on the invoice, enter the following:
	a) b)	Classification [C Note Type [MU]	Custom] LTI_PROJ]
33.	Click S	ave.	
	Return	to Define Billing Plan	
	🖪 Sa	ave T Notify	
34.	Close t	he Contracts Note	page and return to the Define Billing Plan page.
	S De	fine Billing Plan	× S Contract Notes ×
35.	Select t	the Events tab.	
	Favorit	es 🗸 📔 Main Menu	
	Billing	Plan General Billing	Plan Lines Events History



Sten	Action
36.	In the Event Detail section, click the plus sign (+) at the end of a row to Add New Event . A dialog box will open.
	Event Detail Personalize Find 🖉 🔣 First 🚯 1 of 1 🛞 Last
	Event Event Status Event Date Percentage Amount
	1 Date Ready 06/01/2019 Event Note 0.00 😥 📼
37.	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.
38.	Click OK. (See image in previous step.)
39.	Enter values into the following fields:
	Define Events
	a) Amount [Check]
	Event Detail
	 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.)



Sten	Actio	n							
								_	
	Define E	vents	0	~	mount Detail				
			Add Milestone		Ret	Total Amount	42,000.00 0.00		
	Event D	etail			Personalize	Find [CT] ER FR	nt 18 1-12 of 12 18 Last		
	Event-	Event Type	"Event Mature +	Event Dela+			Amount		
	1	[Date	V) (Pending	 josoucers 	B Event Note		1,000,000 (1)		
	((Cane	v) (Pandro		Event hote		1 000 00 40 (0)		
		(Cate	v) (Pandra		Event Note		1000.00		
		(Ciate	v) (Pending	V) 10010016	R Event Note	-	1,000,000 +1 (
		Carte	V Panding	v] 11.01.0019	Event Note		1 500 50 41 (-)		
	7	Date	V Pending	v) 12010010	R Event Note		1,000,00		
		Date	V] [Pending	✓] 01012020	Event Note		(200 20 +) -		
		Date	V [Pending	✓] 82810828	Event Note		1,000,00 🐽 📼		
	10	Date	V [Panding	✓] (05/01/2020)	Event Note		1.000.00		
	**	Date	V] [Panding	V) 04010020	P Event Note		1,000,00 🖬 🖃		
	12	Date	₩] [Panding	▼] 05/01/0220	Event Note		1,000,00 🐽 📼		
40.	To ad	ld an Eve	ent Note, sel	ect the E	vent Not	e link.			
	Event Det				Paraonalina I Enri	(2) Der 1	642 of 12 1. 1 at		
	Event-	Event Type	"Cost Status.	Event Onla+			Amount		
	1	Date	V] [Pending		Event Note		1,000,00 🔹 🖃		
41.	If app	olicable, s	select box. E	Inter info	rmation a	is approp	priate.		
	Billin	ig Plan Eve	nt Note						
		Co	ntract 0000007485	5					
		Billing	Plan B101						
		2	Friend 4						
			Event 1		_				
			Print Not	te on Invoice	Line				
	Note T	ext							
	Sched	uled Payment	•						
	237 ch	aracters rema	ining						
		0	an na fait						



Sten	Action
42.	Click OK . (See image in the previous step.)
43.	Click Save. Return to General Information Save Return to Search Notify Billing Plan General Billing Plan Lines Events History
44.	Ensure the Remaining Amount is 0.00 in the Amount Detail section of the Events page. Amount Detail Total Amount 12,000.00 Remaining Amount 0.00
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. Return to General Information
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."



Sten	Action					
50.	Update the Contract Status to Review.					
	General Lines Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) *Contract Status 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. Billing Plans Revenue Plans					



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:

	nancials	ator - Search ×	Advanced Search myUCi	n ronne.
Eavorites -	Main Menu			
Pavontes •	Search Menu:			
Top Menu Featu		 ◆		
	Employee Self-Service	÷		
The menu is no	🗀 Manager Self-Service	•		
Main Menu to g	Supplier Contracts	•		
Highlights	Departmental Authoriza	tion 🕨		
Recently Used	Customers			
menu, located	Order Management			
	Items	*		
	Suppliers	•		
Breadcrumbs	Purchasing	•		
your navigation	eProcurement	÷		
subfolders.	Services Procurement	Cooper Websites		
	Grants	Sponsor websites Proposals		
	Project Costing	Awards	Award Profile	
Menu Search, the Main Menu	Billing	Institutions	Project	
type ahead whi	Accounts Receivable	Sponsored Projects Official	Project Activity	
finding pages n	Accounts Payable	Departments	Project Budgets	
	Asset Management	Professionals	Project Budget Inquiry	
	Banking	Sponsors	Commitment Control Errors	
	Cash Management	Subrecipients Interactive Reports	Process Facilities Admin	
	Commitment Control	Grants Center	Process Retroactive F&A	
	General Ledger Allocations	Grants WorkCenter	Create Continuation	
	Set Up Financials/Supp	Contracts Workbench	Review Award Modifications	
	Enterprise Components	My Proposals	Modify End Dates	
	C Worklist	•	FA Error Interactive Report	
	Tree Manager	•	Review Retroactive F&A	
	Deporting Tools	*		
L				



Sten	Action
2.	Enter information into the following fields:
	a) Business Unit
	b) Project (Project ID)
	Favorites - Main Menu - Grants - Awards - Award Profile
	Award Profile
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Search Criteria
	Business Unit = UCF01 Q Award ID begins with
	Project begins with
	PI ID begins with Proposal ID begins with
	Reference Award Number begins with
3.	Click Search.
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
4.	Click the View Contract link.
	Favorites - Main Me
	Award Euroling R
	Referenc
	View Contract
	p
	Associated Project



Sten	Action	
5.	Review General tab and verify the following	owing values:
	a) Contract Type [TM]	
	b) Contract Status [Pending]	
	General Lines	
	Contract Number 0000007486	Sold To Customer <u>Dignitas Technologies LLC</u> *Contract Status PENDING
		Add to My Contracts
	Description Augmented Reality	Processing Status Pending
	Region Code	Comparison Amendment status Q Business Unit University of Central Florida
	Contract Type TM	Contract Classification Standard
6.	On the General Information tab, commaster agreement. If not, skip to step 9 Select the Other Information dropdow	plete the following three steps if the award is a vn.
	General Lines Contract Number	
	Description	
	Contract Admin	
	Region Code	
	Contract Type	
	Currency Code Exchange Rate Type	
	Contract Signed (
	Contract Role	
	Revenue Profile	
	Use Project ChartFields:	
	Other Information	
	Summary of Amounts (?)	



Sten	Action						
7.	In the Parent	Contract fie	eld, enter the	parent master agreeme	nt contract num	ber, or if	
	there is no par	ent, enter the	e first contra	ct that was set up.			
	Other Information						
		Template	Contract	Parent Contrac	t	Q	
		Legal Rev	view Complete	Master Contrac	v UCF	Q	
	N	Credit Ch	eck Complete	Purchase Orde	r		
	42		Cotermination Lines	Proposal II Federal Region Code	e		
	Devenue Trensiti	- 0			View Award Profile		
	Revenue transitio						
	Summary of Amount	s (?)					
8.	Click Save.						
	Summary of	Amounts (?)					
	Billing Plans Revenue Plans						
	Return to Award Pr	ofile					
	Reve Save	eturn to Search	Notify				
9.	Select the Lin	es tab.					
	Favorites -	Ma					
	General	nes					
10		1 (1) 11	יווימנו			•	
10.	Under the Ger	ieral tab, Ho	d Contact y	n Unpaid Cost and Hol	d Revenue on U	Unpaid	
				our manager if they are	CHECKEU.		
			Pers				
	Price Type Hold Billin Unpaid C	g on Hold Revenue on Ost Unpaid Cost	Standalone Sale				
	Rate						
	Rate						
	Rate	. 0					



11.	On the bottom rig Options. Supplemental Data Verify the followi i) Bill To Cu the same, a j) Address S	ht of the pag Go To More Attac Billin Conv Interr More Payn Price Prog Reve Sales Servi Sold Supp View	ge in the (hments g Options versations nal Notes hadds Adjustments ress Payments ress Payments ress Payments roaddress sort Teams Forecast he Bill To is defaults	Go To [Mo	ore] drop	
12.	Supplemental Data Verify the followi i) Bill To Cu the same, a j) Address S	Go To More Attac Billin Conv Interr More Payn Price Prog Reve Sales Servi Sold Supp View	e de la construction de la const	Custome	er and Sol	
12.	Verify the followi i) Bill To Cu the same, a j) Address S what is an	Attac Billin Conv Interr More Payn Price Prog Reve Sales Servi Sold Supp View	ehments g Options versations nal Notes enent Terms aids e Adjustments ress Payments nue Forecast s Order ice Orders To Address port Teams Forecast he Bill To is defaults	Custome . If they a	er and Sol	
12.	Verify the followi i) Bill To Cu the same, a j) Address S what is an	ng values: ustomer (Thand thus, this beg (sequence)	ne Bill To is defaults	Custome . If they a	er and Sol	
	 i) Bill To Cu the same, a j) Address S 	ustomer (Thand thus, this and thus, this and (sequence)	ne Bill To is defaults	Custome . If they a	er and Sol	
	k) Billing Bu l) Cost Rein	the most re siness Unit nbursable [cent awar cent awar checked	(number) (d modifica	(Ensure that ion or N	
	General Lines Billing	Options				
	Contract Numbe	er 0000007486		Sold To C Contra	Customer Dignita act Status PENDI	
	Billing Options					
	Bill T Addre Billing Bu	o Customer <mark>CNG51138</mark> ss Seq Num Isiness Unit UCF01	9Q 1Q	Dignitas Technologie Bill To Address University of Central	es LLC I Florida	
	Bill Type CG0 R Contracts and Grants Default					
	Billing Default Overrides	2				
	Paym	ment Terms		₹		
	Sub	Customer 1	~			
	Sub	Customer 2				
	Grants Information	-				
		Cost F	Reimbursable		Cost Sharing	



Sten	Action
13.	Click Save.
	Billing Plans Revenue Plans
	Return to Award Profile
	Save Return to Search Notify
14.	Select the Lines tab.
	Favorites - Main Menu -
	General Lines Billing Options
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.
	Billing Plans Revenue Plans Milestones Renewals Amount Allocation
	Return to Search
	General Lines Billing Options



Sten	Action						
21.	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:						
	 a) Total Billing b) Fixed Billing c) Billing Limit (or Billing Amount depending on Project type) 						
	Billing Allocation Breast Allocation Contrast AVICD001LS Bold To Customer CN050008 NASA Shared Services Center (NSSIC) Business Unit: UCPD1 Currency: USD Contrast Admin						
	Contrast Billing Contrast Billing<						
	Net Fland Billing 222 01 0.00 Advastion Compare Recalcular Contract Like Pricing Contract Like Pricing Immergine Use Product Billing Price 1 Table_MATL Rate 1 Table_MATL						
	2 FIXED_ANDUNT Amount 1.0000 0.00 222 015 001 0.00 222 015 001 Simulare Billing Priorig + Actions						
22.	Click the second Recalculate button. (See image in the previous step.)						
23.	In the Line Totals section, verify that the Billing Amount (or Billing Limit depending on Project type) and Total Billing are equal.						
	Line Totals @						
	Billing Amount 0.00 Recurring Billing 0.00 Discounts/Surcharges 0.00 Billing Limit 0.00 Total Billing 0.00						
24.	Click Save.						
	Prepaids Return to General Information						
	Return to Search Return to Search Notify Return to Search Notify						
	Billing Allocation Revenue Allocation						
25.	Click the Return to General Information link.						
	Prepaids Return to General Information						
	Save 🖉 Return to Search 🔄 Notify 🖓 Previous tab						
	Billing Allocation Revenue Allocation						



Sten	Action
26.	Select the Lines tab.
	Favorites - Ma
	General Lines
27.	Under the Contract Lines heading, select the Detail tab.
	Contract Lines ②
	General Detail Billing Amount Details Revenue Amount Details IIII
28.	Select the Distribution link in the Accounting column.
	alize Find View All
	Accounting
	Distribution
29.	Select the Correct History tab.
30.	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])**
	c) Account (defaults in)
	d) Project (enter associated project)
	e) Fund f) Program
	/ 0



Sten	Action
	Accounting Distribution
	FL Dept of Children and Families
	Contract AWD0007518 Line Num 4 1 Description Fixed Amount
	Billing Amount 0.00 Revenue Amount 0.00 Unit UCF01 Currency USD Accounting Distributions Find View All First () 1 of 1 () Last
	*Effective Date 10/01/2019 (ii) Define Distributions By + - Percent Calculate Amounts Amount
	Revenue Personalize Find 🔄 🧱 First 🚯 1 of 1 🚯 Last
	Percentage Revenue Amount GL Unit Distribution Code Account Dept Project Fund Program Bud
	Contract Asset Personalize Find View All 🔄 🏢 First 🚯 1 of 1 🕭 Last
	illing Amount Revenue Amount GL Unit Distribution Code Account Dept Project Fund Program E
	0.00 0.00 UCF01 AR-UARCG Q 155002 Q 02504410 Q Q 20020 Q ZZ Q
	*Use list Q .
	**This value will become blank once the Department is deleted.
31.	Click Save
• • •	
	Return to General Information
	🗐 Save 🔯 Return to Search 🖃 Notify
32.	Ensure both lines are valid. The Contract Asset and Revenue lines will only be valid
	after the combo build has been run.
33.	Click the Return to General Information link.
	Return to General Information
	Save Tot Return to Search St Notify Ct Refresh
34.	Select the Detail tab.
	Contract Lines 👔
	General Detail Billing Amount Details Revenue Amount Details IIII



Sten	A	Action								
35.	J	Under Bi	lling P	lan click	the	Pending link.				
		Contractil	0							1
		General	nes 🕐	Billing Amount [Details	Revenue Amount De	etails 📼			
		Actions	Line	Droduct	o cumo		Price Type	Billing Dan	Devenue Dian	
		Actions	LINC	FIGULE		Description	Frice Type		Revenue Flan	_
		→ Actions		1 TIME_MATL		Time and Materials	Rate	Pending	Pending	1
								4		-
36.	t t	Verify the he secon a) Bi b) R ac <i>Customer</i> a) Bi b) Bi co <i>Billing O</i> a) Bi	e follo d line: d line: illing l eady a etive.] · Inform I Unit ill to C ontact) ptions ill Tyr	wing valu Plan [B10 at Activat mation Contact (O	OX] ion	nd then use th [Check – Upo tact Sequence	e greate late to R e Numbe	r than (>) eady if the er associate	button to do	o the same on already ect sponsor
		b) Bill Source [CONTRACTS for UCF01 or RESFND for RFD01]								
	1	Pilling Default Quemidea								
	1	-) Lucies Form (Channelling in the second in								
	budget, or no print is needed.)									
		S	Short I	Desc	De	scription				
		F	TXBIV	VB	Ge	neric Form w/	Budget			
		ŀ	TXBIV	VOB	Ge	neric Form w/	o Budge	t (Used as	standard inv	voice.)
		ŀ	TXBIV	VOC	Ge	neric Form w/	o Cum			
		ŀ	TXBIV	VOBNP	Ge	neric Form w/	o Budge	t No Print		
		F	FXBI1	03X	Fee	leral Form SF	1034/35			
		ŀ	XBI2	70	Fee	leral Form SF	270			
		F	FXBIN	IOINV	NC	_INV				







Sten	Action							
39.	If multiple projects appear on the invoice, enter the following fields:							
	a) Classification [Custom]b) Note Type [MULTI-PROJ]							
	Notes Contents Find View All First (1 of 1 (2) Last *Component (1) Contract Header (1) *Classification Note Type Custom (2) Date							
40.	Click Save. Return to Define Billing Plan							
41.	Close the page and return to the Define Billing Plan page.							
42.	On the Bill Plan of the Fixed Line, select the Events tab. Favorites → Main Menu → Grants → A Billing Plan General Billing Plan Lines Events History							
43.	In the Event Detail section, click the plus sign (+) at the end of a row to Add New Event. A dialog box will open.							



Sten	Actio	n							
44.	Enter	values in	to the follow	wing fields	s:				
	Defin	- En anta							
	Dejin	e Evenis							
	a)	Amoun	t [Check]						
	Event	Detail							
	a)	Event 7	[vne [Date]	1					
	(h)	Event S	Status [Pen] ding]					
	(D)	Fyont I	Jata (Entor	the day th	o lino w	ill bo bi	llad)		
	d)) Amoun	t (Enter tot	al amount	of the p	repaid o	or enter the	schedule	of payments.
	,	The tota	al event am	ount shoul	d equal	awarded	l amount.)		1 2
				1.1.]	
	Define E	vents	Percent	Amou	ant Detail	Total Amount	12,000.00		
			Amount Add Milestone		Ret	raining Amount	0.00		
	Event De	stail			Personalize	na (2) 🖬 🕫	nt (8) 1-12 of 12 (8) Last		
	Event-	Event Type	"Cost Salus+	Event Date+			Amount		
	1	[Date	V] [Panding	✓] (05/01/2015	Event Note		1.000 00 +) (=)		
	2	Date	.v Panding	✓] (sholdele	B Event Note		1.000.00		
	3	Clate	V Pending	V] (06/01/2019	B Event Note		1,000,00 1		
	4	Date	V [Pending	· 06/01/2016	Evert Note		(000 00 +) (=)		
	8	Date	V [Pending	✓] (10.01.0019	B Event Note		1,000,00 (*) (-)		
	0	Date	V] [Pending	V] [11.01.0019	Evers Note		1.000.00		
	7	Date	V] [Pending	······································	B Event Note		1.000.00 +1 (-1		
		Date	✓] [Pending	✓] 01010020	Event Note		1.000.00		
	•	Date	V] [Pending	✓] 82/01/2820	Event Note		1.000.00		
	10	Date	V] [Pending	✓] [65/01/2020	Event Note		1.000.00		
	**	Date	V] [Pending	♥ 04010020	- Event Note		1.000.00		
	12	Cate	♥] [Pending	V (05010020	Event Note		1.000.00]	
45.	To ad	d an Evei	nt Note, sel	ect the Ev	ent Not	e link.			
	Event Det	4			Penonalize Find	Ci 🖬 Fest 3	5-12 of 12 (5) Last		
	Event-	Event Type	"Event status+	Event Date+			Amount		
	1	Oate	V Pending	· 06/01/0019	Event Note		1,000,00 🔹 🖃		



Sten	Action
46.	If applicable, select box. Enter information as appropriate.
	Billing Plan Event Note
	Contract 0000007485 Billing Plan B101
	Event 1
	Print Note on Invoice Line
	Note Text Scheduled Payment
	237 characters remaining
47.	Click OK . (See image in the previous step.)
48.	Click Save.
	Return to General Information
	Return to Search
	Billing Plan General Billing Plan Lines Events History
49.	Ensure the Remaining Amount is 0.00 in the Amount Detail section of the Events
	page.
	Amount Detail Total Amount 12 000 00
	Remaining Amount 0.00
50.	Open a new window.
51.	Run the FXGM_VALIDATION query to verify information has been set up.



Sten	Action
52.	On the Define Billing Plan page, click the Return to General Information link.
	Return to General Information
	Save Return to Search
	Billing Plan General Events History
53.	Select the General tab of the contract.
	Favorites - Ma
	Ge <u>n</u> eral Lines
54.	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."
55.	Update the Contract Status to Review.
	General Lines
	Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) *Contract Status, Review
56	Pup the EVCA CRANT PORTEOLIO BY ADMIN query by Poview status
50.	Kun the FACA_GRANT_TORTFOLIO_DT_ADMIN query by Review status.
57.	Perform a QA Check on the setup of all awards in Review status.
58.	If any contract changes need to be made, make the appropriate changes.
59.	If any award changes need to be made, change the Contract Status to Pending .
	General Lines
	Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) Contract Status PENDING
60.	Refer to the "System Navigation for Grants" manual, "Course 1. Establish Awards,"
	section "V. Award Profile Notepad" to document all changes.



Sten	Action
61.	Once all changes are made, update the Contract Status to Active.
	General Lines Contract Number 0000007487 Sold To Customer FL Ainc for Assist Svcs Tech (FAAST) *Contract Status ACTIVE
62.	Click Save.
	Billing Plans Revenue Plans Image: Save The second text of t
63.	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>Note 2: If a journal entry needs to be created to do a labor adjustment on a Time_Matl contract, a Resource Type of LABOR must be added to each line of the journal.</i>



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.):





Sten	Action
2.	Enter the following: a) Business Unit b) Project (Project ID)
	Favorites Main Menu > Grants > Awards > Award Profile Award Profile Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria Business Unit = UCF01 Q Project begins with O O Description begins with Pl ID begins with Image: Search Criteria Image: Search Criteria
	Proposal ID begins with Reference Award Number begins with Case Sensitive
3.	Click Search to open the Award Profile.
4.	Click the View Contract link.



Sten	Action							
5.	Select the Amendments tab.							
	General Lines Amendments Contract Number Amendment Number							
6.	Click the Amend Contract button.							
	General Lines Amendments Contract Number 00000 Amendment Number 00000 Amend Contract Amend Contract							
7.	A Message dialog box displays Click OK							
	Message Amendment number 0000000013, Type: is currently available for edit. (9853,2)							
8.	 Enter values into the following fields: a) Amendment Type [Contract Adjustment] b) Reason 							
	General Lines Amendments							
	Pending Amendment 0000000013 Contract Status ACTIVE							
	View Current Amendments Personalize Find View All [2] []] First () 1-10 of 14 () Last							
	General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. Item Amendment Amendment Type Reason *Process Date Amendment Status Detail Notes							
	0000000013 10/01/2019 🛐 Pending Detail Notes							
	0000000012 CONTR CONV CONTR LN CONV 07/23/2019 Complete Detail Notes 0000000014 Constract Adjustment New Pariset Adjust 200000014 Constract Adjustment New Pariset Adjust 200000014 Constract Adjustment New Pariset Adjustment							
	UUUUUUUUUTTI Contract Adjustment New Project Added 06/20/2019 Complete Detail Notes							



Sten	Action
9.	Click Save.
	000000004 ARGIS Interface Chg
	Billing Plans Revenue Plans
	Return to Award Profile
	Return to Search Notify
	General Lines Amendments
10.	Select the Lines tab
10.	
	General Lines Amendments
	Contract Number
	Amendment Numbe
11.	Click Amend Contract.
	General Lines Amendments
	Contract Number 00000
	Amendment 00000
	Amend Contract
12.	A Message dialog box displays. Click OK. The newly created line should appear.
	Line Type Unpaid Cost Unpaid Cost Standardie Sale Danate
	væressage
	Amendment number 0000000013, Type: is currently available for edit. (9853,2)
	ОК



Sten	Action
13.	Click Add Contract Lines.
	Conoral Lines Amondments
	Pending Amendment 000000013 Contract Status ACTIVE
	View Current Add Contract Lines Add Default Kit
14.	Under the Contract Lines heading, enter a value in the Product field
-	[AS_INCURRED, FIXED_AMOUNT, TIME_MATL, or NOBILL].
	(Peneral Information
	Add Contract Lines
	Search ②
	Product Group Q Product Kits
	Product Renewable Product Description
	Price Type V Physical Nature V
	Search
	Create Adhoc Product Return to Contract Lines
15.	Click Search. (See image in previous step.)
16.	Select the appropriate result.
	Search Results 2 Personalize Find View All 20 20
	General Templates Product Description Price Type Product Kit *Fee Type Start Date End Date Renewable Renewal Action Quantity
	I AS_INCURRED As Incurred Rate Services N None R None
	Create Plans from Template Combine Like Templates
	Ø Billing Plans Ø Billing Plans Ø Revenue Plans Ø Revenue Plans
	Renewal Plans
	Create Adhoc Product Return to Contract Lines



Sten	Action
17.	Click Add Contract Lines. Create Plans from Template Billing Plans Revenue Plans Renewal Plans Add Contract Lines Add Contract Lines
18.	Click the Return to Contract Lines link.
19.	Click Save. Billing Plans Revenue Plans Return to Award Profile Save Mathematical Search Notify General Lines Amendments
20.	Select the Lines tab.



ten 21.	Action Review values (the General ta Scroll right to Start Date (of	ab. Under th view addition	ne Con onal c	n tra olu	act Lin mns.):	ies h	eading	verify t	he fo	ollowing
	b) 1 c) 1	End Date (of t Status [Active	the award pl	lus ado	d 18	80 days	s to t	the cont	ract Li	ne)	
	Contract Li	nes 🕐						P	ersonalize Find	View All	🛛 🛛 🔜 🛛 First 🕢
	General	Detail Billing Amount Details	Revenue Amount Details								
	Actions	Line Product	Description	Price Type	one	Bundle		Start Date	End Date	Status	Supplemental Data
	- Actions	1 COST_REIMB	LABOR	Rate			Q	01/01/2015 🛐	08/29/2020 🛱	Active	Supplemental Data
	- Actions	2 COST_REIMB	Direct Expenses	Rate			Q	01/01/2015 🛐	08/29/2020 🛐	Active	Supplemental Data
	- Actions	3 COST_REIMB	INDIRECT_EXP	Rate			Q	01/01/2015	08/29/2020 🛐	Active	Supplemental Data
	- Actions	4 COST_REIMB	LABOR	Rate			Q	01/01/2015	08/29/2020 🛐	Active	Supplemental Data
		5 COST_REIMB	Direct Expenses	Rate			Q	01/01/2015	08/29/2020 🛱	Active	Supplemental Data
	- Actions	6 COST_REIMB	INDIRECT_EXP	Rate			Q	01/01/2015	08/29/2020 🛱	Active	Supplemental Data
	- Actions	7 COST_REIMB	LABOR	Rate			Q	01/01/2015	08/29/2020 🔀	Active	Supplemental Data
	- Actions	8 COST_REIMB	Direct Expenses	Rate			Q	01/01/2015	08/29/2020 🔀	Active	Supplemental Data
	- Actions	9 COST_REIMB	INDIRECT_EXP	Rate			Q	01/01/2015	08/29/2020 🛱	Active	Supplemental Data
	- Actions	10 COST_REIMB	SUBCONTRACT01	Rate			Q	01/01/2015	08/29/2020 🛱	Active	Supplemental Data
	- Actions	11 AS_INCURRED	As Incurred	Rate			Q	01/01/2015	08/29/2020 🛱	Active	Supplemental Data
	- Actions	12 AS_INCURRED	As Incurred	Rate			Q	01/01/2015	08/29/2020 🛐	Active	Supplemental Data
22. 23.	Click Sa Select the Gene	ave. he Lines tab. k ral Lines	Am <u>e</u> ndments								
24.	Select the	he Detail tab.									
	Gener	al Detail <u>B</u> i	illing Amount De	etails	<u>R</u> e	venue An	nount	Details			







Sten	Action
28.	Enter values in the following fields: a) PC Business Unit
	b) Rate Set [GM_RATE, GM_RATE_TM, GM_NOBILL]
	c) Project (that was deleted from the other line)d) Activity
	Favorites • Main Menu • > Customer Contracts • > Create and Amend • > General Information > Contract Terms Image: Ima
	Related Projects Contract Amgndments Contract Number_0000007507 Sold To Customer_Henry Ford Health System
	Amendment Number 0000000000 Contract Status ACTIVE
	Contract Line 2 Price Type Amount Product FIXED_AMOUNT Description Fixed Amount
	Amend Contract PC Business Uni UCF01
	Associated Projects & Activities Personalize 📳 First 🕢 1 of 1 <table-cell> Last</table-cell>
	Project Description Activity Description Type Category Subcategory © 00000038 Q Test TM Igrant Q Image: Category Image: Category
	Create Project Create Activity
	Return to General Information
29.	Click Save.
	Return to General Information
	Save 🖾 Return to Search 🔄 Notify
	Related Projects Contract Amendments
30.	Click the Return to General Information link. (See image in previous step.)
31.	Click Save.
	Billing Plans
	Return to Award Profile
	🔚 Save 🔯 Return to Search 🖃 Notify
	General Lines Amendments
32.	Click the Billing Plans link. (See image in previous step.)







Sten	Action				
37.	Select the Line.				
	Favorites • Main Menu Main Grants • Awards • Assign Billing Plan Contract 000005668 Zinkcide A Nan Sold To Customer University of Florida	Award Profile Genera denera denerapeutic fo	nformation ightarrow Assign Billing Plan	New Wind	low Help Personalize Page
	Contract Lines to be Assigned / Unassigned		Personalize	View All [🛛 🔜 🛛 Firs	st 🕢 1-12 of 12 💿 Last
	Line Product Line Description	Billing Amount Price Type Plan	Plan Description	Billing Method	Status
	1 COST_REIMB LABOR	Rate B10	7867/COST_REIMB Bill Plan	As Incurred	Completed
	2 COST_REIMB Direct Expenses	Rate B10	7867/COST_REIMB Bill Plan	As Incurred	Completed
	3 COST_REIMB INDIRECT_EXP	Rate B10	7867/COST_REIMB Bill Plan	As Incurred	Completed
	4 COST_REIMB LABOR	Rate B10	7867/COST_REIMB Bill Plan	As Incurred	Completed
	5 COST_REIMB Direct Expenses	Rate B10	7867/COST_REIMB Bill Plan	As Incurred	Completed
	6 COST_REIMB INDIRECT_EXP	Rate B10	7867/COST_REIMB Bill Plan	As Incurred	Completed
		Rate B10	7867/COST_REIMB Bill Plan	As Incurred	Completed
		Rate B10.	7807/COST_REIMB BIII Plan	As incurred	Completed
		Rate B10.	7967/COST_REIMB Bill Plan	As incurred	Completed
		Rate B10		As incurred	La Dragessa
		Date D10.	As incurred	As Incurred	In Progress
	Billing Method Description Assign Assign	E	Unassign		Disc
39.	Set up and ready the appropri procedure. For guidance refer Contracts" in the "System Na • "I. Set Up & Activate • "II. Set Up & Activate • "III. Set Up & Activate • "X. Set Up & Activate Note: When adding a new Co processes ask for fields to be	ate bill plan li r to the follow wigation for C a CRB Contra e an LOC Con te a Fixed Price a NOBILL C ontract Line, re verified, infor	ne according to the ng sections of "Co rants" manual: act" tract" e Contract" contract" othing defaults; the nation instead mu	e applicab ourse 2. Se bus, when t ost be enter	le system et Up the above red.
40.	Click Return to General Inf	ormation.			



en	Action										
41.	Click the	Reve	nue Plans li	nk.							
	Billing Play	ns	Revenue	e Plans							
	Dining Fila		- Novella	of forto							
	Return to	Award <u>P</u>	rofile								
	Save	_ 💽 F	Return to Search	🖃 No	tify						
42.	Click the	Plan	link in the a	ppropria	te L	ine.					
	Assign Reven	ue Plan	-								
		Contract 000	0005668 Zinkicie	de A Nanotherapeutic f	D						
	Sold To	Customer Uni	versity of Florida								
	Contract Lines to	be Assigned	/ Unassigned					Personalize Find View All	First	1-12 of 12 (k) Last	
	Line Produ	ict	Description	Revenue Amount	Price	Plan	Plan Description	1 croonaneo 1 na 1 no 1 no 1 no	Revenue Method	Status	
	1 COS	T REIMB	LABOR		Rate	R101	Revenue Plan		As Incurred	In Progress	
	2 COS	T_REIMB	Direct Expenses		Rate	R101	Revenue Plan		As Incurred	In Progress	
	3 cos	T_REIMB	INDIRECT_EXP		Rate	R101	Revenue Plan		As Incurred	In Progress	
	4 COS	T_REIMB	LABOR		Rate	R102	Revenue Plan		As Incurred	In Progress	
	5 COS	T_REIMB	Direct Expenses		Rate	R102	Revenue Plan		As Incurred	In Progress	
	6 COS	T_REIMB	INDIRECT_EXP		Rate	R102	Revenue Plan		As Incurred	In Progress	
	7 cos	T_REIMB	LABOR		Rate	R103	Revenue Plan		As Incurred	In Progress	
	8 COS	T_REIMB	Direct Expenses		Rate	R103	Revenue Plan		As Incurred	In Progress	
	9 COS	T_REIMB	INDIRECT_EXP		Rate	R103	Revenue Plan		As Incurred	In Progress	
	10 COS	T_REIMB	SUBCONTRACT01		Rate	R104	Revenue Plan		As Incurred	In Progress	
	11 AS_I	NCURRED	As Incurred		Rate	R105	Revenue Plan		As Incurred	Ready	
	12 AS_I	NCURRED	As Incurred		Rate	R106	As Incurred		As Incurred	Ready	I.
43.	Update th Revenue Plan Revenue F	Plan Cold To Cu Reven	Contract 0000005668 Istomer CNG50026 ue Plan	University o	Pen E	dinş usiness	y . Unit UCF01	Currency GL Business Unit GL Currency	USD UCF01 USD		
		Des	cription As Incurred					*Plan Status	Ready	T Action	-
		Decognition	Method As Insurred						Pending		1
	Define Event	is By	Method Astricured						Ready		
44.	Click Sav	ve.									
	Return to	Assign F	Revenue Plan								
	Save	<u>a</u>	Return to Search	n 🔛 No	otify						



Sten	Action							
45.	Click Return t	o Assign Re	venue P	lan.	(Se	e image in prev	ious step.)	
		8				6 1	1 /	
46.	Select the Line	•						
	Contract Lines to be Assigned	1 / Unassigned				Personalize F	Find View All 🔄 📑 First	(1-12 of 12) Last
	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
	Select All							
	Revenue I Revenue I Desc Assign Assign	Je Plan NEXT	Q Revenue Plan		▼ 	Reven Unassign _{Unassign}	ue Plan Template	Q.
48.	Enter values in	the followin	e image i	n ne	ext s	step.)		
49.	a) Revenu b) Revenu	ie Plan [NE] ie Method []	XT] Billing N	lana	ages	Revenue for F	`ixed or else A	As Incurred]
	11 AS_INCU	IRRED As Inc	urred			Rate		
	12 AS_INCU	RRED As Inc	urred			Rate		
	Select All Clear	All						
	Revenue Plan Assign	/Unassign						
	Deres		0			P	Nuo Dian Tarratata	
	Keven		4		_	Reve	nue Plan Template	~
	Revenue	Method			¥			
	Desc	cription						
	Assign Assign	selected contract lines to F	Revenue Plan			Unassign Unassig	n selected contract lines fror	n Revenue Plan



Sten	Actio	n							
50.	Click	Assign. (See image i	n previoi	ıs ste	ep.)			
51.	Verify	the Stat	us of the Li	ne is Rea	ndy.				
	Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
		1 COST_REIMB	LABOR		Rate	R101	Revenue Pan	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	R107		As Incurred	Ready
		Return to Sea	arch 🔄 Notif	У					
53.	Select	the Line	s tab.						
	Favo	rites 👻 📔	Main Menu	·					
	Ge <u>n</u> e	eral Lines	Am <u>e</u> ndmen	ts					
54.	Under	the Con	tract Lines	heading,	sele	ct t	he Detail tab.		
	Con	tract Lines	?						
	Gen	eral Det	ail <u>B</u> illing Ar	nount Detai	s	<u>R</u> ev	enue Amount Detail	s	



Conducti	ines 🕐		<u>F</u>				Personalize	e Find View All 😰	
General	Detail	Jilling Amount Details	Revenue Amount Details						_
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	In
- Actions	1	COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	In
- Actions	2	COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	In
✓ Actions	3	COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	In
	4	COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	In
- Actions	5	COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	In
→ Actions	6	COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	In
- Actions	7	COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	In
- Actions	8	COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	In
- Actions	9	COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	In
- Actions	10	COST_REIMB	SUBCONTRACT01	Rate	Completed	In Progress	Contract Terms	Distribution	In
- Actions	11	AS_INCURRED	As Incurred	Rate	In Progress	Ready	Contract Terms	Distribution	In
- Actions	12	AS_INCURRED	As Incurred	Rate	In Progress		Contract Terms	Distribution	In
Enter t	he fol <i>ie For</i>	lowing: <i>ecast</i>	`ode [REV-	[Proj	ect Typ	e]]			
Revent a) b) c) d) e)	Distr Acco Projo Fund Prog	ount (defai ect (Enter l ram	ults in) associated p	orojec	t.)				
Revenu a) b) c) d) e) Contra	Distr Acco Projo Fund Prog ct Ass	ect (Enter aram	ults in) associated p	orojec	t.)				


Sten	Action						
	Accounting Distribution						
	FL Dept of Children and Families						
	Contract AWD0007518 Line Num 4 1 Description Fixed Amount						
	Billing Amount 0.00 Revenue Amount 0.00 Unit UCF01 Currency USD						
	*Effective Date 10/01/2019 B						
	Percent Calculate Amounts Amount						
	Revenue Personalize Find 🔄 🔛 First 🚯 1 of 1 🚯 Last						
	Percentage Revenue Amount GL Unit Distribution Code Account Dept Project Fund Program Bud						
	Contract Asset Personalize Find View All 20 📖 First 🕠 1 of 1 🕟 Last						
	Illing Amount Revenue Amount GL Unit Distribution Code Account Dept Project Fund Program E						
	0.00 0.00 UCF01 AR-UARCG Q 155002 Q 02504410 Q Q 20020 Q ZZ Q						
57.	Click Save.						
	Patura to General Information						
	Save 🔯 Return to Search 🖹 Notify						
58.	Ensure both lines are valid. The contract Asset and Revenue lines will only be valid						
	after the combo build has been run.						
59.	Click the Return to General Information link (See the image in step 57)						
	Return to General Information						
	🔚 Save 🔯 Return to Search 🔛 Notify 📿 Refresh						
60.	Click the Amend Contract button.						
	General Lines Amendments						
	Contract Number 00000						
	Amend Contract						



Sten	Action
61.	Click the Amount Allocation link.
62.	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:
	 a) Total Billing b) Fixed Billing c) Billing Amount/Limit
	Billing Allocation Revenue Allocation Contract Contract Sold To Customer CNG52587 Texas A&M University (TAMU) Business Unit UCF01 Currency USD Contract Admin
	Contract Billing (2) Total Billing 13,500.00 Unallocated Billing -82.00
	Fixed Billing Unallocated Fixed Billing 0.00 Billing Discounts/Surcharges 0.00 Inclusive Prepaids 0.00 Net Fixed Billing 0.00 Allocation Incomplete
	Recalculate Price P
63.	Select All Recalculate Click the second Recalculate button. (See image in the previous step.)
64.	Verify that the Billing Limit/Amount and Total Billing are equal.
	Line Totals @ Billing Amount 0.00 Recurring Billing 0.00 Discounts/Surcharges 0.00 Billing Limit 13,582.00
65.	Click Save.
	Prepaids Return to General Information Return to General Information Save Return to Search Notify Previous tab How Previous tab Next tab Billing Allocation Revenue Allocation







Sten	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.
	Save Return to Search
79.	Click the Return to General Information link.
	Return to General Information
80.	Select the Lines tab.
	General Lines Amendments Contract Numbe Amendment Numbe



Sten	Action								
81.	Select t	Select the Detail tab.							
	Contract Lines ? General Detail Billing Amount Details Revenue Amount Details TTTP								
82.	Click th	ne Co	ontract Ter	ms link on tl	ne corr	ect cont	tract Line	.	
	General	Detail	Billing Amount Details	Revenue Amount Details				Personal	
1	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
						4			
83.	Click tl	ne Pe	erform Lim	it Checking	buttor	1.			
84.	Click S	ave.							



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:

Sten Action	
1. Navigate to Main Menu > Grants > Awards > Award Profile.	
Search Menu:	
Top Menu Featu	
Employee Self-Service	
The menu is not manager Self-Selvice	
Highlights Departmental Authorization	
Recently User Customers	
appear under ti Customer Contracts	
menu, located a 🔁 Order Management 🔸	
tems >	
Suppliers	
Breadcrumbs	
your navigation = errocurement you access to the concurrement	
subfolders.	
Project Costing	
Proposal Management	
the Main Menul 🗎 Billing	
(Alternately, navigate to Main Menu > Customer Contracts > Cr General Information tab.)	eate and Amend >
2. Enter information into the following fields:	
a) Business Unit	
b) Project (Project ID)	
Award Profile	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Award ID begins with V	
Case Sensitive	



Sten	Action
3.	Click Search.
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
4.	Click the View Contract link.
	Favorites - Main Me
	Award Eunding R
	Reference
	View Contract
	p
	Associated Project
5.	Select the Lines tab.
	General Lines Amendments
6.	Click the Amend Contract button.
	General Lines Amendments
	Contract Number 0000005668
	Amend Contract
	Contract Lines (?)



Sten	Action
7.	A Message dialog box displays. Click OK.
	Message
	Amendment number 0000000013, Type: Contract Adjustment is currently available for edit. (9853,2)
	ОК
8.	Click Add Contract Lines.
	General Lines Amendments
	Contract Number 0000005668 Sold To Customer University of Florida
	Pending Amendment 0000000013 Contract Status ACTIVE
	View Current Add Contract Lines Add Default Kit
	Contract Lines ?
0	Enter a value in one of the following fields:
9.	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]
	General Information
	Add Contract Lines
	Search ②
	Product Group
	Product Renewable Product Description
	Price Type V
10.	Click Search.
	Physical Nature v
	Search
	Create Adhoc Product Return to Contract Lines



Sten	Action
11.	Select the appropriate result.
	Search Results (?) General Templates Product 1 FIXED_AMOUNT Select All
12.	Click Add Contract Line.
	General Iemplates Product Image: Select All Select All Create Plans from Template Image: Billing Plans Image: Revenue Plans
13.	Click the Return to Contract Lines link.
	Physical Nature Search 1 line(s) have been added to the contract
	Create Adhoc Product Return to Contract Lines
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: "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"
	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.







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.):





	Favorites • Main Menu • > Grants • > Awards • > Award Profile						
	Award Profile						
	Enter any information you have and click Search. Leave fields blank for a list of all values.						
	Find an Existing Value Add a New Value						
	Search Criteria						
	Business Unit = V UCF01						
	Project begins with						
	PI ID begins with						
	Reference Award Number begins with V						
	Case Sensitive						
3.	Click Search.						
•••							
	Search Clear Basic Search 🖾 Save Search Criteria						
4.	Click the View Contract link.						
	Favorites - Main Me						
	Award Eunding R						
	Referenc						
	View Contract						
	P						
	Associated Project						
5	Select the Amendments tab						
5.							
	General Lines Amendments						
	Contract Number						
	Amendment Number						



6.	Click the Amen	d Contract button.				
	Ge <u>n</u> eral Line	s Amendments				
	Con	tract Number 00000				
	Amend	ment Number 00000				
	Amend	Contract				
7.	If a Message dia	alog box displays, click	OK.			
	Message					
	-					
	Amendment number	0000000013, Type: Contract Adjus	tment is currently available for edit. (98	53,2)		
	ОК					
8.	Click View All.					
9.	Enter values into	the following fields:				
	a) Amendment Type [Contract Adjustment]					
	b) Reason					
	Amendments Personalize Find View All					
	General Statistic	cs Billing Amended Amounts	Revenue Amended Amounts Misc.			
	Amendment A	Amendment Type	Reason	*Process Date		
	000000013	Contract Adjustment	New Project Added	10/01/2019		
	000000012	CONTR CONV	CONTR LN CONV	07/23/2019		
				·		
10.	Click Save.					
	000000004	ARGIS Interface Chg				
	Billing Plans	Revenue Plans				
	Return to Award Pr	ofile				
	🔚 Save 🛛 💽 F	Return to Search 📔 Notify				
	General Lines Ar	mendments	_			
	L]			



11.	Select the Lines tab.
12.	Click Add Contract Lines.
	General Lines Amendments Contract Number 0000005668 Sold To Customer University of Florida Pending Amendment 0000000013 Contract Status ACTIVE
	View Current Add Contract Lines Add Default Kit Contract Lines (2) (2)
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]
	General Information Add Contract Lines
	Search ? Product Group Product Group Product Product Renewable Product Description Price Type Physical Nature
14.	Click Search. Physical Nature Search Create Adhoc Product Return to Contract Lines
15.	Select the appropriate result. Search Results ? General Templates Product 1 FIXED_AMOUNT Select All



16.	Click Add Contract Lines.
	General Templates Product
	FIXED_AMOUNT
	Select All Cle
	Create Plans from Template
	 ♥ Billing Plans ♥ Revenue Plans
	Renewal Plans
	Add Contract Lines
17.	Click the Return to Contract Lines link.
	Physical Nature
	Search 1 line(s) have been added to the contract
	Create Adhoc Product Return to Contract Lines
18.	Select the Lines tab.
19.	Review the General tab. Under the Contract Lines heading verify the following values (Scroll right to view additional columns):
	a) Start Data (of the award)
	b) End Date (of the award plus add 180 days to the contract Line)
	c) Status [Active]



	mes 🕐						P	ersonalize Fi	nd View All [🛯 🛛 🔜 🛛 First
General	Detail	Billing Amount Details	Revenue Amount Details						-	_
Actions	Line	Product	Description	Price Type	one	Bundle	Start Date	End Date	Status	Supplemental Da
		1 COST_REIMB	LABOR	Rate		٩	01/01/2015 🙀	08/29/2020	Active	Supplemental D
✓ Actions		2 COST_REIMB	Direct Expenses	Rate		٩	01/01/2015 🛐	08/29/2020	Active	Supplemental D
✓ Actions		3 COST_REIMB	INDIRECT_EXP	Rate		٩	01/01/2015 🛐	08/29/2020	Active	Supplemental D
✓ Actions		4 COST_REIMB	LABOR	Rate		٩	01/01/2015 🛐	08/29/2020	Active	Supplemental D
✓ Actions		5 COST_REIMB	Direct Expenses	Rate		٩	01/01/2015 🛐	08/29/2020	Active	Supplemental D
✓ Actions		6 COST_REIMB	INDIRECT_EXP	Rate		Q	01/01/2015 🛐	08/29/2020	Active	Supplemental D
- Actions		7 COST_REIMB	LABOR	Rate		Q	01/01/2015 🛐	08/29/2020	Active	Supplemental D
- Actions		8 COST_REIMB	Direct Expenses	Rate		Q	01/01/2015 🛐	08/29/2020	Active	Supplemental D
- Actions		9 COST_REIMB	INDIRECT_EXP	Rate		٩	01/01/2015 🛐	08/29/2020	Active	Supplemental D
	1	0 COST_REIMB	SUBCONTRACT01	Rate		Q	01/01/2015 🛐	08/29/2020	Active	Supplemental D
✓ Actions	1	1 AS_INCURRED	As Incurred	Rate		Q	01/01/2015 🛐	08/29/2020	Active	Supplemental D
- Actions	1	2 AS_INCURRED	As Incurred	Rate		Q	01/01/2015 🛐	08/29/2020	Active	Supplemental D
Select t	he Li ks al	ines tab. Lines An	n <u>e</u> ndments							
Select t Gener Under (on Unp	he Li al Cont	ines tab. Lines An ract Lines Cost should	n <u>e</u> ndments the column 1 <i>not</i> be ch] ns Ho lecked	ld B . Cc	Silling on U intact your	J npaid manag	Cost a er if th	and Ho ey are	Id Reve
Select t Gener Under (on Unp	he Lines	ines tab. Lines An ract Lines Cost should	nendments the column 1 <i>not</i> be ch	s Ho lecked	ld B	Silling on U ntact your	J npaid manag	Cost a er if th	and Ho ey are	Id Reve checked
Select t Gener Under (on Unp	he L	ines tab. Lines An ract Lines Cost should Billing Amount Def	nendments the column d <i>not</i> be cho tails Revenue Am	ns Ho lecked	ld B . Co	Silling on U ntact your	J npaid manag	Cost a er if th	and Ho ey are	Id Reve
Select t Gener Under (on Unp	he Lines	ines tab. Lines An ract Lines Cost should Billing Amount Def	the column the column d <i>not</i> be che tails Revenue Am	ount Details	ld B . Ccc	Billing on U ontact your	J npaid manag on Hold Rev Unpaid	Cost a er if th	and Ho ey are o Per	Id Reve
Select t Gener Under (on Unp	he Line	ines tab. Lines An ract Lines Cost should Billing Amount Def Product 1 AS_INCURRED	the column the column d <i>not</i> be cho tails Revenue Am Description As incurre	ount Details	Id B . Ccc	Silling on U ontact your	Jnpaid manage	Cost a er if th	and Ho ey are o Per andalone Sale	Id Reve
Select t Gener Under C on Unp	he Line	ines tab. Lines An ract Lines Cost should Billing Amount Def Product 1 AS_INCURRED 2 AS_INCURRED	the column d <i>not</i> be characteristic tails Revenue Am Description As Incurre As Incurre	ount Details	Id B . Cc	Billing on U Intact your	Jnpaid manage	Cost a er if th	and Ho ey are o Per	Id Reve
Select t Gener Under (on Unp	he Lines	ines tab. Lines An ract Lines Cost should Billing Amount Def Product AS_INCURRED AS_INCURRED AS_INCURRED AS_INCURRED	the column d not be char tails Revenue Am Description As Incurre As Incurre	ount Details	Id B Ccc	Silling on U intact your Type Hold Billing Unpaid Co I I I I I I I I I I I I I I I I I I I	Jnpaid manag	Cost a er if th	and Ho ey are o Per andalone Sale	Id Reve
Select t Gener Under (on Unp Contract General Actions • Actions • Actions • Actions	he Line	ines tab.	the column d not be chur tails Revenue Am Description As Incurre As Incurre	ount Details	Id B . Ccc	Silling on U ontact your Type Hold Billing Unpaid Cc I I I I I I I I I I I I I I I I I I I	Jnpaid manage	Cost a er if th	and Ho ey are o Per indalone Sale	Id Reve
Select t Gener Under C on Unp Contract General Actions • Actions • Actions • Actions	he L	ines tab.	the column the column d not be chur tails Revenue Am Description As Incurre As Incurre	ount Details	d B Ccc	Silling on U ontact your Type Hold Billing Unpaid Co	Jnpaid manage	Cost a er if th	and Ho ey are Per andalone Sale	Id Reve
Select t Gener Under C on Unp Contract General Actions * Actions * Actions * Actions	he Lines	ines tab.	the column d not be chur tails Revenue Am Description As Incurre As Incurre	ount Details	d B Ccc	Silling on U ontact your	Jnpaid manage	Cost a er if th	and Ho ey are ndalone Sale	Id Reve



General	Lines 🕐						Personalize
General	Detail	Billing Amount Details	Revenue Amount Details	s FIII			
Actions	Line	Product	Description	Price Type	Revenue Plan	Contract Terms	Accounting
- Action	IS	1 COST_REIMB	LABOR	Rate	In Progress	Contract Terms	Distribution
→ Action	IS	2 COST_REIMB	Direct Expenses	Rate	In Progress	Contract Terms	Distribution
- Action	IS	3 COST_REIMB	INDIRECT_EXP	Rate	In Progress	Contract Terms	Distribution
C)	Projects	Set [GM_RA'	TE] 	Sold	To Customer FI	Ainc for Assist Sycs Tech	(FAAST)
	Amendment	t Number		Co	ntract Status PE	NDING	(170101)
	Contr Des	ract Line 4 1 Product NOBILL scription No Product			Price Type Ra	te	
	PC Bus	iness Unit UCF01	Q Trans	saction Limits		Review Limits	
	Bi	illing Limit		Perform	Limit Checking		
	Reve	enue Limit		Fiered Dricing	Retainage ID	Q	
Associa	ted Rates			lered Friding	Persona	alize Find 🗇 🛛 Firs	t 🕢 1 of 1 🕑
	ive Date	Status	Rate Selection		Rate Set		
Effect							



27.	Click Save.
	Return to General Information
	Save Return to Search
28.	Click the Return to General Information link. (See image in previous step.)
29.	Click the Amend Contract button.
	General Lines Amendments
	Contract Number 00000
	Amendment 00000
	Amend Contract
30.	If a Message dialog box displays, click OK .
	Message Amendment number 0000000013, Type: is currently available for edit. (9853,2) OK
31.	Click the Amount Allocation link.
	Billing Plans Revenue Plans Milestones Renewals Amount Allocation
	Save Return to Search
	General Lines Billing Options
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:
	 a) For a Billing b) Fixed Billing c) Billing Amount/Limit



	Billing Allocati	ion <u>R</u> e	venue Allocation							
	Contr Business U	act 00000	007484 1 Currency USE	Sold To Customer	rer CNG52587 Texas A&M University (TAMU) nin					
	Contract Bi	lling 🍞								
			Total Billing	13,500.00		Unallocate	ed Billing		-82.00	
	Fixed Bi	lling 🍞								
	Billing D	F)iscounts/	Fixed Billing	0.00		Unallocated Fix Inclusive	ed Billing Prepaids		0.00	
		Net F	ixed Billing	0.00		F	Allocation Incom	plete	v	
	Contract I	D. i. i.					Democratica I. Sia	4 5 1 5 5	Recalculate	
	Retrieve Billing Price	Line	9 3 Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions	
		1	AS_INCURRED		Rate [1.0000	13,582.00	Limit Check	- Actions	
		2	AS_INCURRED		Rate [1.0000	0.00	Limit Check	✓ Actions	
	Salart All	3	AS_INCURRED		Rate	1.0000	0.00	Limit Check	Actions Recalculate	
33.	Click the	e seco	ond Recalcu	llate button.	(See im	nage in the	e previo	us step.)		
33. 34.	Click the Verify th	e seco at B	ond Recalcu illing Amou	Ilate button. Int/Limit ar	(See im nd Total	age in the Billing an	e previo re equal	us step.)		
33. 34.	Click the Verify th	e seco at B i	ond Recalcu illing Amou	llate button. Int/Limit ar	. (See im nd Total	nage in the Billing an	e previo re equal	us step.)		
33. 34.	Click the Verify th	e secc at B	ond Recalcu illing Amou	llate button. int/Limit ar	(See im nd Total	nage in the Billing an	e previo re equal	us step.)		
33. 34.	Click the Verify th	e seco at B g Amount	ond Recalcu illing Amou	llate button. Int/Limit ar	. (See im nd Total Recurring Billing Billing Limit	nage in the Billing an	e previo re equal	us step.)	lling 13,582.00	
33. 34. 35.	Click the Verify th Line Totals (Billin Discounts/S	e seco lat B g Amount urcharges VE .	ond Recalcu illing Amou	Ilate button.	(See im nd Total Recurring Billing Billing Limit	hage in the Billing an	e previo re equal	us step.)	lling 13,582.00	
33. 34. 35.	Click the Verify th Line Totals (Billin Discounts/S Click Sa	e seco aat B g Amount urcharges Ve .	ond Recalcu illing Amou	Ilate button.	(See im nd Total Recurring Billing Billing Limit	nage in the Billing an	e previo re equal	us step.)	lling 13,582.00	
33. 34. 35.	Click the Verify th Line Totals Billin Discounts/S Click Sa Prepaids Return to Ge	e secc at B g Amount urcharges ve.	ond Recalcu illing Amou t s	Int/Limit ar	. (See im nd Total Recurring Billing Billing Limit	nage in the Billing an	e previor re equal	us step.)	lling 13,582.00	
33. 34. 35.	Click the Verify th Line Totals Billin Discounts/S Click Sa Prepaids Return to Ge Billing Allocation	e secc at B g Amount urcharges VC.	formation Im to Search Image Allocation	Int/Limit ar	(See im nd Total Recurring Billing Billing Limit	ttab	e previor re equal	us step.)	lling 13,582.00	
33. 34. 35. 36.	Click the Verify th Line Totals (Billin Discounts/S Click Sa Prepaids Return to Ge Billing Allocation	e seco lat B g Amount urcharges VE. eneral Inf @` Retu on Reve	formation In to Search To General	Ilate button.	(See im nd Total Recurring Billing Billing Limit	nage in the Billing an	e previo re equal	us step.)	lling 13,582.00	
33. 34. 35. 36.	Click the Verify th Line Totals (Billin Discounts/S Click Sa Prepaids Return to Ge Billing Allocation Click Ret Prepaids Return to Ge Return to Ge	e Seco lat B g Amount urcharges VE. eneral Inf on Reve turn	ond Recalcu illing Amou t s formation rm to Search EN to General ormation rm to Search EN	Ilate button.	(See im nd Total Recurring Billing Billing Limit tab PNext	tab	e previo re equal	us step.)	lling 13,582.00	
33. 34. 35. 36.	Click the Verify th Line Totals Billin Discounts/S Click Sa Prepaids Return to Ge Billing Allocation Click Ree Prepaids Return to Ge Billing Allocation	e seco aat B g Amouni urcharges VC. ve. ve. eneral Inf c Return neral Inf c Return neral Inf c Return	t s formation In to Search to General ormation m to Search EN Nonue Allocation	Ilate button.	(See im nd Total Recurring Billing Billing Limit tab) The Next	ttab	e previo re equal	us step.)	lling 13,582.00	



General Lines	
38. Click the Amend Contract button.	
General Lines Amendments	
Contract Number 00000	
Amendment 00000	
Amend Contract	
39. If a Message dialog box displays, click OK .	
Message	
Amendment number 000000013, Type: is currently available for edit, (9853,2)	
ОК	
40. Select the Lines tab.	
Favorites - Ma	
General Lines	
41. Select the Detail tab.	
Contract Lines ?	
General Detail Billing Amount Details Revenue Amount Details	
42. Select the Distribution link in the Accounting column.	
Contract Lines Personalize General Detail Billing Amount Details Revenue Amount Details (FFT)	Find View All [↗]
Actions Line Product Description Price Type Billing Plan Revenue Plan Contract Terms	Accounting
Actions 1 FIXED_AMOUNT Fixed Amount Amount Pending Billing Manages Revenue	Distribution



UCF Financials

System Navigation for Grants





,	
	Return to General Information
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.
	Favorites • Main Menu • > Grants • > Awards • > Award Profile > General Information
	Amendment Details Contract 0000005668 Amendment Number 0000000013 Sold To Customer CNG50026
	Amendment Type Contract Adjustment
	Amendment Reason New Project Added Amendment Status Pending
	Total Billing Adjustment 0.00 Fixed Billing Adjustment 0.00 Fixed Billing Adjustment 0.00 Fixed Billing Adjustment 0.00 Fixed Billing Allocation Incomplete Fixed Billing Allocation Fixed Revenue Allocation Additional Amendment Details Incomplete
50.	Update the Amendment Status to Ready.
	Amendment Number 000000013
	*Process Date 10/01/2019 *Amendment Status Pending Cancelled Bending
	Total Revenue Adjustment Ready



51.	Click Save.
52.	Run FXGM_PENDING_AMENDMENTS_NOTES 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.
	Return to General Information Image: Save Image: Return to Search Image: Save Image: Return to Search Ima
60.	Select the Detail tab.
61.	In the Billing Plan column, click the Pending link.



	Contra	ct Lines 🕜							
	<u>G</u> enera	Detail	Billing Amount Details	Revenue Amount Details					
	Actions Line Produ		Product	Description		Billing Plan R			
	✓ Actio	ons 1	AS_INCURRED	As Incurred	Rate	Pending P			
						4			
62.	Verify t	he followin	ng values:						
	Custom	er Informa	tion						
	Clistonia								
	c)	BI Unit							
	d) 1	Bill to Con	tact (correct spon	sor contact)					
	Billing	Options							
	c)	Bill Type [CG0 for UCF01;	RFD, INC, NEO	C, NSP, 1	[TF for RFD01]			
	d) 1	Bill Source	e [CONTRACTS	for UCF01 or R	ESFND 1	for RFD01]			
	Dillina	Default On	amidaa						
	Duung I	Dejauli Ov	erriues						
	e) 1	Invoice Fo	rm (Choose corre	ct invoice form b	based on v	whether you need			
	(cumulative	, budget, or no prin	nt.)					
	ſ	Short Des	c Descriptio	n					
		FXBIWB	Generic Fo	orm w/Budget					
		FXBIWO	B Generic Fo	orm w/o Budget (Use as st	andard invoice.)			
		FXBIWO	C Generic Fo	orm w/o Cum					
		FXBIWO	BNP Generic Fo	orm w/o Budget]	No Print				
		FXBI1032	K Federal Fo	rm SF1034/35					
		FXBI270	Federal Fo	rm SF270					
		FXBINO	NV NO INV						
	f) Cycle ID (associated with when the bill is due)								
	g)]	Billing Spe	cialist						
	h) 1	Billing Sta	tus [Pending]						
	, 								
63.	Click S:	ave.							
64.	Update up befor	the Billing re the Billi n	Status to Ready. 1g Status is chang	If it is a Fixed c ged to Ready .	ontract, tl	he events need to be set			



65.	Select the Events tab.
	Favorites
	Billing Plan General Billing Plan Lines Events History
66.	Click Add New Event.
	Billing Plan General Events History
	Contract 0000007484
	Sold To Customer CNG52587
	Billing Dian A D102
	Add New Event
	Add New Event
67.	Select the following:
	Define Events
	a) Amount [Checked]
	Event Detail
	a) Evant Type [Data]
	a) Event Type [Date] b) Event Status [Veen lines Donding until the line needs to be hilled, or if the
	b) Event Status [Keep lines Pending until the line needs to be officed, or if the
	alle 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.)
	Define Events Amount Detail
	O Percent Total Amount 0.00
	Remaining Percent 100.00000000
	Remaining Amount 0.00
	Event Detail Personalize Find 💷 🧱 First 🕚 1 of 1 🛞 Last
	Event Type *Event Status Event Date Amount
	1 Date Pending 10/01/2019 Event Note 0.00
	Return to General Information
	Return to Search 💟 Notify
68.	Click Save. (See image in the previous step.)



Amount Detai		
	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:





Sten	Action
2.	Enter information into the following fields:
	 a) Business Unit b) Project (Project ID)
	Favorites • Main Menu • > Grants • Awards • Award Profile
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Search Criteria
	Business Unit = UCF01 Award ID begins with Project begins with Project begins with Description begins with PI ID begins with Proposal ID begins with Reference Award Number begins with Case Sensitive
3.	Click Search.
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
4.	Click the View Contract link.
	Favorites - Main Me
	Award Eunding R
	Referenc
	View Contract P Associated Project



Sten	Action	l									
5.	Select the Lines tab.										
	Flyorites - Main Menu -										
					-						
	Gene	ral	Lines	Am <u>e</u> ndments							
6	Under	the	Contract	Lines hea	dino	select	the Det	ail tab			
0.			Contract	Lines nea	ung,	sciect		an tao.			
	Conti	ract	Lines 🕐								
	Gene	ral	Detai <u>l</u>	Billing Amoun	t Detail	s <u>R</u> ev	/enue Amo	ount Details			
7.	Click t	he (Contract '	Terms link	c of th	ne appr	opriate	contract]	Line.		
	Ge <u>n</u> eral L	ines.	Am <u>e</u> ndments								
	Am	Contrac	Number 0000005668		Sold	To Customer Ur	iversity of Florida				
	An	nend Cor	tract			indect status Ac	, IIVE				
	Contract Li	nes 👔						Personalize	Find View All 🔄	First 🕢	1-12 of 12 🕟 Last
	<u>G</u> eneral Actions	Detail Line	Billing Amount Details Product	Revenue Amount Details	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Nar
	- Actions		1 COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	- Actions		2 COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
			3 COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	- Actions		4 COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	- Actions		5 COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	✓ Actions		6 COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	→ Actions		7 COST_REIMB	LABOR	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	- Actions		8 COST_REIMB	Direct Expenses	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	- Actions		9 COST_REIMB	INDIRECT_EXP	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	- Actions		10 COST_REIMB	SUBCONTRACT01	Rate	Completed	In Progress	Contract Terms	Distribution	Internal Notes	University of Florida
	- Actions		11 AS_INCURRED	As Incurred	Rate	In Progress	Ready	Contract Terms	Distribution	Internal Notes	University of Florida
	- Actions		12 AS_INCURRED	As Incurred	Rate	In Progress		Contract Terms	Distribution	Internal Notes	University of Florida
						4					•



Sten	Action
8.	Under the Associate Projects & Activities heading, copy the Project number of the incorrectly assigned project.
	Related Projects Contract Amendments
	Contract Number 0000005668 Sold To Customer University of Florida
	Contract Line 411 Price type Rate Product AS_INCURRED Description As Incurred
	Amend Contract
	PC Business Unit UCF01 Q Transaction Limits Review Limits
	Billing Limit 440,598.22 Perform Limit Checking Revenue Limit 440,598.22 Retainane ID
	Discount ID I Tiered Pricing Tiered Pricing
	Associated Rates Personalize Find 🔄 First 🕚 1 of 1 🕟 Last
	Effective Date Status Rate Selection Rate Set
	1 01/01/2015 🛐 Active 🔻 Rate Set 🔻 GM_RATE 🔍 Rate Set 🛨 🖃
	Associated Projects & Activities Personalize 🔄 First 🕢 1-2 of 2 🕭 Last
	Project Description *Activity Description
	63017010 O NTC-ZINKICIDE A NANOTHERAPEUTI GRANT O Grant Budget
9.	Click the minus sign (-) to remove the project from the incorrect Contract Line . (See image in previous step.)
10.	Use the arrow signs (<>) by the Contract Line number to navigate to the correct Contract Line .
	Related Projects Contract Amendments
	Contract Number 0000005668
	Amendment Number 0000000012
	Contract Line
	Product AS_INCURRED
	Description As incurred



Sten	Action						
11.	Use the plus sign & Activities sec	n at the end of a line ctions, as necessary,	e in the Associated Rates and Associated Projects, to move the project information.				
	elated Projects Cont	tract Am <u>e</u> ndments					
	Contract Num	nber 0000005668	Sold To Customer University of Florida				
	Amendment Nun	nber 0000000012	Contract Status ACTIVE				
	Contract Line 12 Price Type Rate Product AS_INCURRED Description As Incurred						
	Amend Contract						
	PC Business	s Unit UCF01	Transaction Limits Review Limits				
	Billing	Limit 423,568.80	Perform Limit Checking				
	Revenue	Limit 423,568.80	Retainage ID				
	Discou	unt ID	Tiered Pricing Tiered Pricing				
	Associated Rates		Personalize Find 🔁 First 🕢 1 of 1 🕟 Last				
	Effective Date	Status Rate Selection	Rate Set				
	1 06/20/2019	Active Rate Set	▼ GM_RATE Q Rate Set + -				
	Associated Projects & A	Activities	Personalize 27 First (1) 1 of 1 (2) Last				
	0 03011011						
12.	a) PC Busi b) Rate Set c) Project d) Activity	ness Unit	Transaction Limits Review Limits				
	Billing	Limit 423 568 80	Perform Limit Checking				
	Revenue Limit 423,568.80		Retainage ID				
			Time d Driving				
	Discou	unt ID	Tiered Pricing Tiered Pricing				
	Discou Associated Rates	unt ID	Personalize Find 2 First (1 of 1 (2) Last				
	Discou Associated Rates Effective Date	Status Rate Selection	Personalize Find 2 First (1) 1 of 1 (2) Last				
	Discor Associated Rates Effective Date	Status Rate Selection Active Rate Set	Tiered Pricing Personalize First 1 of 1 Last Rate Set Image: Set Image: Set Image: Set Image: Set Image: Set Image: Set Image: Set Image: Set Image: Set				
	Discor Associated Rates Effective Date 1 06/20/2019 1 Associated Projects &	Status Rate Selection Active Rate Set	Itered Pricing Personalize Find Pricing Personalize Find First (1 of 1 (2 Last) Rate Set Image: Set in the s				
	Discol Associated Rates Effective Date 1 06/20/2019 3 Associated Projects & a "Project	Activities Bescription Rate Selection Rate Selection Rate Selection Rate Selection	Itered Pricing Personalize First I of 1 Last Rate Set Image: Set				
	Discor Associated Rates Effective Date 1 06/20/2019 (3) Associated Projects & *Project 63017011	Active Rate Selection Active Rate Selection Activities Description Q NTC-ZINKICIDE A NANOTHE	Itered Pricing Personalize Find First 1 of Last Rate Set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set Image: Comparison of the set				



Sten	Action	
13.	Click Save.	
	🔚 Save 🔯 Return to Search 🔄 Notify 🤅 Refresh	
	Related Projects Contract Amendments	



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:

A	ction	
N	lavigate	to Main Menu > Grants > Awards > Award Profile.
		nancials Navigator • Search >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Eavorites -	Main Menu
	T aronico -	Search Menu:
	Top Menu Featu	
		Employee Palf Capita
	The second is a second	
	Main Menu to g	Supplier Contracts
	Highlights	Departmental Authorization
	Recently Used	Customers +
	appear under th	Customer Contracts
	menu, iocateu a	Order Management
		Litems
		Suppliers
	Breadcrumbs your navigation	eProcurement
	you access to t	Services Procurement
	casiciacite.	Grants Sponsor Websites
		Project Costing
	Menu Search,	Proposal Management Awaros
	the Main Menu type ahead whi	Billing - Institutions - Project Activity
	finding pages n	Accounts Receivable Departments
		Asset Management
		Banking Sponsors Commitment Control Errors
		Cash Management Subrecipients Negotiate Award
		Commitment Control
		General Ledger Grants Center
		Allocations Allocations Allocations Allocations Review Award Modifications
		Enterprise Components My Proposals Modify End Dates
		Worklist FA Error Interactive Report
		Tree Manager
		Doporting Tople



Sten	Action							
2.	Enter information into the following fields:							
	a) Business Unit							
	b) Project (Project ID)							
	Favorites Main Menu Grants Awards Awards Award Profile							
	Award Profile							
	Enter any information you have and click Search. Leave fields blank for a list of all values.							
	Find an Existing Value Add a New Value							
	Search Criteria							
	Business Unit = V UCF01							
	Award ID begins with ▼ Project begins with ▼							
	Description begins with ▼							
	Proposal ID begins with							
	Case Sensitive							
3	Click Search							
5.								
	Search Clear Basic Search 🖾 Save Search Criteria							
4.	Click the View Contract link.							
	Favorites - Main Me							
	Award Euroting P							
	Referenc							
	View Contract							
	P							
	Associated Project							



Sten	Action									
5.	Select the Lines tab.									
	Favorites - Ma General Lines									
6.	Under the C	ontrac	t Lines l	nead	ing, select the De	etai	il tab.			
	Contract Lines Image: Contract Lines General Detail Billing Amount Details Eneral Detail Billing Amount Details									
7.	Select the Contract Terms link in the Contract Terms column.									
	Contract Lines	s 🕐								
	<u>G</u> eneral Det	tail <u>B</u> illi	ng Amount De	etails	Revenue Amount Details	s [
	Actions	Line	Product		Description	Pr	ісе Туре	Contract Terms	Accounting	
	- Actions				No Product	Rate		Contract Terms	Distribution	
8.	Verify the Rate Set as GM_NOBILL.									
	Associated Rate	es					Persor	nalize Find 고 Fi	rst 🕚 1 of 1 🕑 Last	
	Effective Date	Statu	18	Rate Se	te Selection		Rate Set			
	1 01/01/1900	Acti	ve v	Rate	Set	٣	GM_NOB	ILL Q Rate S	Set 🛨 🖃	
9.	Click Save.									
	Return to Gener	ral Informa	ation							
	Refresh									
10.	Open a new	windo	w.							
11.	Run the FX	GM_V	ALIDA	ΓΙΟ	N query to verify	' in	forma	tion has been	set up.	
12.	In the origin step 9.)	al wind	low, clic	k the	e Return to Gen	era	al Info	rmation link	. (See image i	n


Sten	Action
13.	Select the General tab at the top of the page of the contract.
	Favorites ▼ Ma General Lines
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.
	General Lines Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) *Contract Status 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.
	General Lines Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) *Contract Status 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.
	General Lines Contract Number 0000007487 Sold To Customer FL Ainc for Assist Svcs Tech (FAAST) *Contract Status ACTIVE
	Note: For NOBILL lines no Billing Plan or Revenue Plan will be set up.



Sten	Action
22.	In the Message dialog box that displays, click Yes.
	Message
	The following condition(s) occurred: Not all lines have Bill Plans linked. (9852,7) Not all lines have Revenue Plans linked. (9852,6) Do you still want to activate the contract? (9852,8) Yes No
23.	Click Save.
	Return to Award Profile



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.	Navigate to Main Menu > Grants > Awards > Project.
	WOEF Financials Navigator Favorites Main Menu Search Menu: Top Menu Featu Image: Self-Service In The menu is no Manager Self-Service In Recently Used Customers appear under timenu, located: Order Management Navigator Advanced Search myUCF I Favorites Main Menu Search Menu: Implicite Implicite
2	Breadcrumbs you ravigation you access to subfolders. Purchasing Purchasing Procurement Services Procurement Services Procurement Grants Sponsor Websites Project Costing Proposals Propead Management type ahead whi pages much fat Accounts Receivable Accounts Receivable Profect Activity Profect Soft Profect Budgets Profect Soft Profect Budgets Profect Budgets Project Budget Inquiry
2.	 a) Business Unit b) Project (Project ID) Project General Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria Business Unit = VICED1 Project begins with VICED1 Project begins with VICED1 Program = VICED1 Program = VICED1 Program = VICED1 Processing Status = VICED1 Include History Case Sensitive



Step	Action
3.	Click Search.
	□ Include History □ Case Sensitive
	Search Clear Basic Search 🖉 Save Search Criteria
4.	On the General Information tab, review and enter the following:
	a) Project Type [CONST]
	b) Start Datec) End Date (Ensure project dates align with the funding period dates.)
	VCF Financials Navigator Search Advanced Search myUCF Home Worklist Performance Trace Favorites Main Menu Search Awards Project Navigator
	General Information Project Department Project Qosting Definition Primayera Manager Location Phases Approval Justification User Fields Rates D Derivert 010101002 Add to MV Projects So = So =<
	*Description Residual Revenue Project Derogram Project Status: Open
	Project Type [RRESD Q Residual Percent Complete 0.00 As Of
	Project Health As Of Project Schedule @
	Start Date (0//10/2019 B Additional Dates Description Find View All First ③ 1 of 1 ④ Last
	Date/Time Stamp 10/04/19 1:33:40PM User ID addyg
	254 characters remaining Long Description:
	Saue as Tampiata
	Oave do remparte Copy Project My Projects Project Valuation Project Team Project Activities Go To More
	Return to Search @ Refresh Add @ Update/Display @ Include History
5.	Click Save.
	Save as Template
	Refresh



Step	Action
6.	Click the Project Activities link.
	Save as Template Copy Project
	My Projects Project Valuation Project Team Project Activities Go To More V
7.	To create a new Activity, select line one, and click the white paper and black arrow icon to Add.
	Favorites • Main Menu • > Grants • > Project > Project Activities
	Project Activities Gantt Chart
	Project 01018U02 Description Residual Revenue Project Processing Status Active
	Project Activities Personalize Find View All 20 20 Find View All 20
	Select WBS ID *Activity Name *Activity *Start Date *End Date Percent Complete
	GRANI U//16/2019 By U//15/2020 By U.UU C SH S
8.	Enter the following:
	 a) Activity (Activity Name defaults) b) Start Data
	c) End Date
	Project Activities Gantt Chart
	Project 0000002 Description Test E2E1 Processing Status Active
	Project Activities Personalize Find View All 20 III First I 1-2 of 2 I Last Schedule More Dates Details User Fields
	Select WBS ID *Activity Name *Activity *Start Date *End Date Percent Complete Id 1 Constra During CONT Destructions Destructions Destructions
	Save as Template
9.	Set up one line for each necessary Activity.
10.	Click Save.
	Return to Search 🖾 Notify C Refresh







Step	Action
13.	Click Search.
	Include History Correct History
	Search Clear Basic Search Citeria
14.	Select the Ruleset Chartfield tab.
	Control Budget Options Ruleset Chartfield Keys and Translations Expiration Chartfield Budget Period Status
15.	Click the Find link of the CONST Ruleset.
	Control Budget Ontions Buleset Chartfield Keys and Translations Expiration Chartfield Budget Period Status
	SettD LICED1 Letter Croin CC PROL PT
	Effective Date Find View All First (1) 1 of 1 (2) Last
	*Effective Date 01/01/1901 🛐 *Status Active 🗸 🕂
	*Description CC Proj Budget Group Definition Status Valid
	Ruleset ChartField Project
	Ruleset Find View All First (1) 1 of 5 (2) Last
	*Ruleset AUX Default + -
	Ruleset Keys Personalize Find View All 🖾 🔣 First 🕚 1-2 of 2 🕑 Last
	*SetID *Range From *Range To Status
	UCF01 Q 18870303 Q 18870303 Q Valid + -
	UCF01 Q 35015001 Q 37025999 Q Valid +
	Save Return to Search Motify Add Dipate/Display Include History Correct History
	Control Budget Options (Ruleset Chartileiu) Reys and Translations (Expiration Chartileiu) Budget rendu Status (Control Chartileiu) Onsets (Excluded Account rypes
16.	In the dialog box enter the Project ID .
	ucf.edu needs some information
	Script Prompt:
	Enter search string:

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.
	UCF01 18870303 18870303 Valid + UCF01 35015001 37025999 Valid + -
20.	Enter the following: a) SetID [UCF01] b) Range From (Project Number) c) Range To (Project Number) <u>Control Budget Options</u> <u>Ruleset Chartfield</u> <u>Keys and Translations</u> <u>Expiration Chartfield</u> <u>Budget Period Status</u> <u>SetiD UCF01</u> <u>Ledger Group CC_PROJ_PT</u> <u>Effective Date</u> <u>Find View All First @ 1 of 1 @ Last</u> <u>"Effective Date [1/01/1901]</u> <u>Ruleset ChartField Project</u> <u>Ruleset ChartField Project</u> <u>Find View All First @ 1 of 5 @ Last</u>
	*Ruleset AUX Default Ruleset Keys Personalize Find View All 2 First • 1-2 of 2 • Last *SetID *Range From *Range To Status UCF01 18870303 18870303 Valid + UCF01 35015001 37025999 Valid +
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.

UCF Financials





Step	Action
26.	Enter the following: a) SetID Value [UCF01] b) Ledger Group [CC_PROJ_CH]
	Budget Definitions Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria SetID Value SetID Value Value Correct History
27.	Click Search.
28.	Select the Ruleset Chartfield tab.



Step	Action
29.	Click the Find link of the CONST Ruleset.
	Control Budget Options Ruleset Chartfield Keys and Translations Expiration Chartfield Budget Period Status
	SetID UCF01 Ledger Group CC_PROJ_PT
	Effective Date Find View All First (1) of 1 (2) Last
	*Effective Date 01/01/1901
	*Description CC Proj Budget Group Definition Status Valid
	Ruleset ChartField Project
	Ruleset Find View All First 🚯 1 of 5 🚯 Last
	*Ruleset AUX Default +
	Ruleset Keys Personalize Find View All 🔄 🔜 First 🕚 1-2 of 2 🕑 Last
	*SetID *Range From *Range To Status
	UCF01 Q 18870303 Q 18870303 Q Valid + -
	UCF01 Q 35015001 Q 37025999 Q Valid + -
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.)



Step	Action
34.	Enter the following:
	 a) SetID [UCF01] b) Range From (Project Number) c) Range To (Project Number)
	Control Budget Options Ruleset Chartfield Keys and Translations Expiration Chartfield Budget Period Status
	SetID UCF01 Ledger Group CC_PROJ_PT
	Effective Date Find View All First (1) 1 of 1 (2) Last
	*Effective Date 01/01/1901
	*Description CC Proj Budget Group Definition Status Valid
	Ruleset ChartField Project
	Ruleset
	Pureast Kous
	*SetID *Range From *Range To Status
	UCF01 Q 18870303 Q 18870303 Q Valid +
	UCF01 Q 35015001 Q 37025999 Q Valid +
	(Note: In the image the Ruleset appears as AUX . The actual process should display CONST .)
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.	Click Save.
	<i>Note 1: Financials Support Services must complete the above steps (11-38) before the budget can be posted.</i>
	Note 2: Construction projects use a different commitment control (KK) ledger set up and follow different budget-checking rules than Grant-related projects.







Click Se Search Verify a General a) I b) A c) A d) A e) I f) I g) A Budget D Project Bu Budget Am General Account 713000	arch. Clear d upda ad upda Budget I Account Activity Analysis Yund Co Program Amount etail Project Budget Period get Summary Cost Share Direct	Basic Search te the buc Item [510 t [000000 s Type [B ode [5103 n Code [2	Sup or C Sup or C Sup or C Sup or C Sup or C Sup or C	arch Criteria s. Ensu O] BU on	re the a	followin	ng va	lues a	are co	orrect:	share]
Search Verify a General a) I b) A c) A d) A e) I f) I g) A Budget D Project Bu Budget Am General Account 713000	Clear Cl	Basic Search te the buc Item [510 t [000000 s Type [B ode [5103 n Code [2	Sup or C 29] ZZ]	arch Criteria s. Ensu O] SBU on	a re the a	followin en the b	ng va	lues a	are co	orrect:	share]
Search Verify a General a) I b) A c) A d) A e) I f) I g) A Budget D Project Bu Budget Am General Account 713000	Clear Cl	Basic Search te the buc te the buc te [5103 s Type [B ode [5103 n Code [2 t 16208225	Save Sea diget lines ()56 FSB () () () () () () () () () () () () ()	C) BU on	re the a	followir en the b	ng va	lues a	are co	orrect:	share]
Verify a General a) I b) A c) A d) A e) I f) I g) A Budget D Project Bu Budget Am General Account	and upda Budget I Account Activity Analysis Yund Co Program Amount etail Project Budget Period Vget Summary Cost Share Direct	te the buc Item [510 t [000000 s Type [B ode [5103 n Code [2	dget lines)56 FSB(] SUD or C 39] ZZ]	S. Ensu O] SBU on	re the a	followin en the b	ng va	lues a	is for	orrect:	share]
General a) I b) A c) A d) A e) I f) I g) A Budget D Project Bu Budget Am General Account 713000	Budget I Account Activity Analysis Yund Co Program Amount Atail Budget Period Yget Summary Cost Share Direct	Item [510 (000000) Type [B ode [5103 n Code [2 (1) (1) (1) (1) (1) (1) (1) (1)	056 FSB] SUD or C 9] ZZ]	O] CBU on	ly whe	en the b	udget	line	is for	• cost s	share]
a) I b) A c) A d) A e) I f) I g) A Budget D Project Bu Budget Am General Account	Budget I Account Activity Analysis Gund Co Program Amount Activity Budget Period get Summary Cost Share Direct	Item [510 [000000] s Type [B ode [5103 n Code [2	CE-IMPACTS OF ELE	O] CBU on	ly whe	en the b	udget	line	is for	• cost s	share]
a) A b) A c) A d) A e) A f) A g) A Budget D Project Bu Budget Am General Account 713000	cost share Direct	t [000000] s Type [B ode [5103 n Code [2	BUD or C B9] ZZ]		ily whe	en the b	udget	line	is for	• cost s	share]
b) A c) A d) A e) I f) I g) A Budget D Project Bu Budget Am General Account 713000	Account Activity Analysis Yund Co Program Amount etail Budget Period (get Summary Cost Share Direct	t [000000 s Type [B ode [5103 n Code [2	J SUD or C 39] ZZ]	BU on	ly whe	en the b	udget	line	is for	• cost s	share]
C) A d) A e) I f) I g) A Budget D Project Bu Budget Am General Account	Cost Share Direct	s Type [B ode [5103 n Code [2 :	SUD or C 9] ZZ]	BU on	ly whe	en the b	udget	line	is for	• cost s	share]
d) A e) I f) I g) A Budget D Project Bu Budget Am General Account	Analysis 'und Co Program Amount etail Project Budget Period Iget Summary Cost Share Direct	s Type [B ode [5103 n Code [2 ;	CE-IMPACTS OF ELE	BU on	ly whe	en the b	udget	line	is for	· cost s	share]
e) I f) I g) A Budget D Project Bu Budget Am General Account 713000	Yund Co Program Amount etail Project Budget Period (get Summarp) Cost Share Direct	t 16208225	69] ZZ]	ECTRIFIED SHAL						Ner	w Window Help
f) I g) A Budget D Project Bu Budget Am General Account 713000	Program Amount Project Budget Period Gget Summary Cost Share Direct	t 16208225	ZZ]	ECTRIFIED SHAI						Ner	w Window Help
I) I g) A Budget D Project Bu Budget Am General Account 713000	rogram mount etail Project Budget Period (get Summary Cost Share Direct	t 16208225	CE-IMPACTS OF ELE	ECTRIFIED SHAI						Ner	w Window Help
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Budget D Project Bu Budget Am General Account 713000	etail Project Budget Period Iget Summary Cost Share Direct	t 16208225 d 1	CE-IMPACTS OF ELE	ECTRIFIED SHA	P					Ner	w Window Help
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Add additional lines as necessary by clicking the plus sign (+).													
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Step	Action	
49.	Click Search.	
	Case Sensitive	
	Search Clear Basic Search 🖾 Save Search Criteria	
50.	Select the correct award from the Search I	Results (if the project doesn't default).
51.	Click the View Contract link.	
	Favorites - Main Me	
	Award Eunding R	
	Referenc	
	View Contract	
	P Associated Project	
52.	Review the General tab and verify the foll	owing values:
	a) Contract Type	
	b) Contract Status [Pending]	
	General	
	Contract Number 0000007484	Sold To Customer Texas A&M University (TAMU)
		*Contract Status PENDING
		Add to My Contracts
	Contract Admin	Processing Status Pending
	Region Code Q	Business Unit University of Central Florida
	Contract Type CNG	Contract Classification Standard
	Currency Code USD	Last Amended
	Exchange Rate Type CRRNT Contract Signed 05/09/2010	Start Date 06/08/2019
	Contract Role	Last Update Date/Time 09/30/2019 1:38:25PM
	Revenue Profile	Last Update User ID addyg
	Use Project ChartFields:	Separate Fixed Billing and Revenue:
		separate As Ilicuited Dilling and Revenue:



Step	Action									
53.	Select the Lines tab. (See image in previous step.)									
54.	Click Add Contract Lines.									
	General Lines Contract Number 0000007484 Sold To Customer Texas A&M University (TAMU) Contract Status PENDING Add Contract Lines Add Default Kit									
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.)									



Step	Action
59.	Click the Return to Contract Lines link.
60.	Create Adnoc Product Return to Contract Lines







Step	Action									
63.	Select the Lines tab.									
	General Lines Amendments									
	Contract Numbe									
	Amendment Numbe									
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]									
	Contract Lines 🛞 Find View All 🖉 🔣 First 🕢 1-3 of 3 🕟 Last									
	General Detail Billing Amount Details Revenue Amount Details									
	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									
	Actions 3 AS_INCURRED As incurred Rate									
65.	Click Save.									
	Billing Plans Revenue Plans									
	Return to Award Profile									
	Return to Search The Notify									
	General Lines									
66.	Select the Lines tab.									
	Favorites - Ma									
	General Lines									
67	Under the Contract Lines heading select the Detail tab									
U/.	Chief the Contract Lines heading, select the Detail tab.									
	Contract Lines ②									
	General Detail Billing Amount Details Revenue Amount Details IIII									



Step	Action									
68.	Click th	e Cont	ract Term	s link of t	he inco	rrect lin	le.			
	Contract Lin	nes 🕐						Persona	Ilize Find Vie	w All 🔄
	<u>G</u> eneral [Detail <u>B</u> illing	Amount Details	evenue Amount Detail	Is 💷					
	Actions	Line Pro	duct	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accountin	ıg
	- Actions	1 AS_	INCURRED	As Incurred	Rate	Pending	Pending	Contract Terms	Distributi	on
		2 AS_	INCURRED	As Incurred	Rate	Pending	Pending	Contract Terms	Distributi	on
	- Actions	3 AS_	INCURRED	As Incurred	Rate	Pending	Pending	Contract Terms	Distributi	on
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69.	Delete a will be a	all Rela associat	ted Projected with th	e ts by usin e correct l	ig the n ine and	ninus si added i	gn (-). No in step 72	ote Project	t numbe	ers as they
	An	Contract Nu nendment Nu	mber 0000007484 mber			Sold To Cus Contract	stomer Texas A&I Status PENDING	M University (TAMU)		
		Contract Pro Descrip	Line 2 D duct AS_INCURRE tion As Incurred	ED		Pric	e Type Rate			
		PC Busines	s Unit	Q	Transactio	n Limits		Review Limits		
		Billing	Limit			Perform Limit	Checking			
		Revenue Disco	unt ID	Q	Tiered	Pricing	Tiered Pr	icina		
	Associated	d Rates					Personalize F	Find 🔄 First	🜒 1 of 1 🚯	Last
	Effective	Date	Status	Rate Selection			Rate Set			
	1 10/11/20)19 関	Active •	Rate Set		•		Q Rate Set	+	
	Associated	d Projects &	Activities	*Δ	ctivity		Persona	alize 🔄 First	④ 1 of 1 ⊛	Last
	0 20192	2019			curry			0	+	
	Create	e Project	Create Ac	tivity	All Activities	;				
	Return to Ger	neral Informati	on			Ame	ount Allocation			
	Save	or Return to	Search 📔 Notify	/ 🤁 Refresh		🔎 Upda	te/Display	Include History	🏏 Correct His	story
70.	Click Sa	ave. (Se	ee image ir	n previous	step.)					
71.	Click th 69.)	e right	arrow to	navigate to	o the co	orrect Co	ontract I	Line. (See i	mage in	n step



Step	Action							
72.	Enter the following:							
	a) PC Business Unit							
	b) Project (project that was deleted from the other line)							
	c) Activity							
	Related Projects							
	Contract Number 00000007484 Sold To Customer Texas A&M University (TAMU)							
	Amendment Number Contract Status PENDING							
	Contract Line 4 3 Price Type Rate Product AS_INCURRED							
	Description As Incurred							
	PC Business Unit							
	Billing Limit Retainage ID Q							
	Discount ID Q. Tiered Pricing Tiered Pricing							
	Associated Rates Personalize Find 🖾 First 🚯 1 of 1 🕑 Last							
	Effective Date Status Rate Selection Rate Plan							
	*Activity							
	Create Project Create Activity All Activities							
	Return to General Information Amount Allocation							
	Return to Search Notify Crrect History							
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.							
	Supplemental Data							
	Attachments							
	Billing Options Conversations							
	Internal Notes More							
	Payment Terms Prepaids							
	Price Adjustments Progress Payments							



Step	Action								
76.	Verify the following values:								
	Billing Options								
	 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 (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] 								
	Grants Information e) Cost Reimbursable [Check]								
	Billing Options								
	Bill To Customer CNG52587 Q Texas A&M University (TAMU)								
	Address Seq Num 1Q Bill To Address								
	Billing Business Unit UCF01 Q University of Central Florida								
	Bill Type CGU Contracts and Grants Default								
	Billing Default Overrides								
	Payment Terms								
	SubCustomer 1								
	SubCustomer 2								
	Grants Information								
	Cost Reimbursable Cost Sharing Detail								
	Letter of Credit Salary Detail								
	*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.								
77.	Click Save.								
	Billing Plans Revenue Plans								
	Return to Award Profile								
	Save Q. Return to Search								
	General Lines								



Step	Action									
78.	Navigate back to the Lines tab.									
	Favorites - Main Menu -									
	General Lines Billing Options									
79.	Click the Amount Allocation link.									
	Billing Plans Revenue Plans Milestones Renewals Amount Allocation									
	Save to Search Structure to Search									
	General Lines Billing Options									
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:									
	d) Total Billing									
	e) Fixed Billing									
	f) Billing Limit									
	Billing Allocation Revenue Allocation									
	Contract 0000007484 Sold To Customer CNG52587 Texas A&M University (TAMU) Business Unit UCF01 Currency USD Contract Admin									
	Contract Billing @									
	Fixed Billing (2)									
	Fixed Billing 0.00									
	Billing Discounts/Surcharges 0.00 Inclusive Prepaids 0.00									
	Net Fixed Billing 0.00 Allocation Incomplete Recalculate									
	Contract Line Pricing () Personalize Find [] First () 1.3 of 3 () Last									
	Price Type Quantity Billing Limit Limit Check Actions									
	1 AS_INCURRED Rate 1.0000 13,582.00 Limit Check ~Actions 2 AS_INCURRED Rate 1.0000 0.000 Limit Check ~Actions									
	a As_INCURRED Rate 1.0000 Unit Check ~Actions									
	Select All Clear All Recalculate									
81	Click the second Recalculate button (See image in the previous step)									
01.	chek the second Recarculate button. (See image in the previous step.)									



Step	Action									
82.	Verify that the Total Billing and Billing Limit are equal.									
	Line Totals @ Billing Amount 0.00 Recurring Billing 0.00 Discounts/Surcharges 0.00 Billing Limit 13,582.00									
83.	Click Save.									
	Prepaids Return to General Information Save C Return to Search S Notify Previous tab Return to Search S Notify Return to Search Return to Search Return to Search S Notify Return to Search Retur									
84.	Click the Return to General Information link. Prepaids Return to General Information Save Return to Search Notify Previous tab Next tab Billing Allocation Revenue Allocation									
85.	Select the Lines tab.									
86.	Click the Billing Plans link. Billing Plans Revenue Plans Image: Save Imag									



Step	Action									
87.	Click the Line of the incorrect product.									
	Aasign Billing Plan									
	Contract 0000007484 Obesity Study Sold To Customer Texas A&M University (TAMU)									
	Line Product Line Description Billing Amount Price Type Plan Plan Description									
	1 AS_INCURRED As Incurred		Rate	B101 As Incurred						
	AS_INCURRED As Incurred		Rate	B102 As Incurred						
	3 AS_INCURRED As Incurred		Rate	B102 As Incurred						
	Select All Clear All									
	Bill Plan to Assign / Unassign									
	Billing Plan NEAT	•	Billing Plar Bill Plan Detail Te	n Template						
	Description									
	Assign Assign selected Lines/Sequences to B	illing Plan	Unassign	Unassign selected Lines/S	Sequences from Billing Plan					
88.	Click Unassign button. (See	image in previou	s step.)							
89.	Select the CR_FB_EVENT	ine. (See image	in next ste	p.)						
90.	Enter the following									
200	a) Dilling Dian [NEVT]									
	a) Billing Plan [NEA1] b) Billing Plan Templa	te [Fixed Amou	nt]							
	bining Fian Tempia		lit							
	Contract Lines to be Assigned / Unassigned				Personalize					
	Line Product Line Description	Billing Amount Price	Type Plan	Plan Description						
	□ 1 k AS_INCURRED As Incurred	Rate	B101	As Incurred						
	2 AS_INCURRED As Incurred	Rate								
	3 CR_FB_EVENT									
	Select All Clear All									
	Bill Plan to Assign / Unassign		Billing Plan Template	Q						
	Billing Method	Bill Pl	an Detail Template ID	Q						
	Description		-							
	Assign Assign selected Lines/Sequences to Billing I	Man U	Unassign Unassign	selected Lines/Sequences from	Billing Plan					
91.	Click Assign. (See image in]	previous step.)								



Step	Action
92.	Click the Return to General Information link.
	Return to General Information
93.	Click Save.
	Billing Plans Revenue Plans
	Save Structure Search Notify
	General Lines Billing Options
94.	Click the Billing Plans link. (See image in previous step.)
95.	Select the link for the new Bill Plan in the Plan column.
	Plan
	B101
	B103







Step	Action
97.	Click Save. (See image in previous step.)
98.	Select the Internal Notes link. The Contract Notes page opens.
	Billing Options Bill Type CG0 Pre Approved Bill Source CONTRACTS Direct Invoice Summarization Template ID Purchase Order Billing Header Note Internal Notes 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)
	Notes Contents Find View All Find View All First () 1 of 1 () Last *Component Contract Header *Classification Standard Text
	Last Update Last Changed By
100.	Click Save.
	Return to Define Billing Plan
101.	Close the Contract Notes page and return to the Define Billing Plan page.
	S Define Billing Plan Contract Notes



Step	Action
102.	Select the Events tab.
	Favorites Main Menu Grants A
	Billing Plan General Billing Plan Lines Events History
103.	Click Add New Event.
	Billing Plan General Events History
	Contract 0000007484
	Billing Plan B103
	Add New Event
	Add Ivew Event
104.	Select the following:
	Define Events
	b) Amount [Checked]
	Event Detail
	e) Event Type [Date]
	f) Event Status [Keep lines Pending until the line needs to be billed, or if the data and Amount are known, status can be undeted to Peady.]
	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.)
	Define Events
	OPercent Opercent
	Add Milestone Remaining Percent 100.0000000 Remaining Amount 0.00
	Event Detail Personalize Find 🖉 🔣 First 🚯 1 of 1 🕑 Last
	Levent Levent Status Levent Amount 1 Date V Pending 10/01/2019 B Event Note 0.00 + -
	Return to General Information
	Return to Search Notify
	Save Return to Search Notify



Step	Action
105.	Click Save. (See image in previous step.)
106.	Ensure the Remaining Amount is 0.00 .
	Amount Detail
	Total Amount 500.00
	Remaining Amount 0.00
107.	Click the Return to Assign Billing Plan link. (See image in step 107.)
108.	Click the Return to General Information link.
	Return to General Information
	Return to Search 🔛 Notify
109.	Click the Revenue Plan link.
	Billing Plans Revenue Plans
	Save Return to Search Notify
	General Lines
110.	Click the Line of the incorrect product.
	Assign Revenue Plan
	Contract 0000007484 Obesity Study
	Sold to Customer Texas A&M University (TAMU)
	Contract Lines to be Assigned / Unassigned Personalize Find View
	Line Product Description Revenue Amount Price Type Plan Plan Description
	1 AS_INCURRED As Incurred Rate R101 As Incurred
	2 AS_INCURRED As Incurred Rate R102 As Incurred
	Select All
	Revenue Plan Assign/Unassign
	Revenue Plan NEXT Q Revenue Plan Template Q
	Revenue Method v
	Description Assign Assign selected contract lines to Revenue Plan Unassign Unassign

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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.	 Enter values in the following fields: a) Billing Plan [NEXT] b) Revenue Method [Billing Manages Revenue]
	Contract Lines to be Assigned / Unassigned Personalize Find Vie
	Type Plan Plan Description
	As Incurred Rate R101 As Incurred
	As Incurred Rate R102 As Incurred
	Rate R102 As Incurred
	Select All Clear All
	Revenue Plan Assign/Unassign
	Revenue Method Image: Constraint lines to Revenue Plan Assign Assign selected contract lines to Revenue Plan Return to General Information Image: Constraint lines from Revenue Plan
114.	Click Assign. (See image in previous step.)
115.	Click the Return to General Information link. (See image in step 113.)
116.	Note: The following has to be completed the next day after the SpeedType has been created.
1	On the Lines tab select the Detail tab.
	Favorites Main Menu Grants Grants Awards Awards Award Profile General Information
	General Lines
	Contract Number 0000007484 Sold To Customer Texas A&M University (TAI
	Add Contract Lines Add Default Kit
	Contract Lines
	General Detail Billing Amount Details Revenue Amount Details



Step	Action
117.	In the Accounting column select the Distribution link of the appropriate row.
	Contract Lines ? Personalize Find View All [2]
	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
118.	 Enter the following: <i>Revenue Forecast</i> a) Distribution Code [Rev-[Project Type]] (This field will become blank once the Department is deleted.) b) Account (defaults) c) Project (Enter associated Project.) d) Fund e) Program <i>Contract Asset</i> a) Distribution Code [AR-UAR[CG/RF]] b) Department (delete defaulted value) c) Account (defaults) d) Project (Enter associated Project.)
	Personalize Find (7) [[First (6, 1 of 1 (6)] ast
	Percentage Revenue Amount GL Unit Distribution Code Account Dept Project Fund Program Bud
	Personalize Find View All [2] R First (1 of 1) Last Billing Amount Revenue Amount GL Unit Distribution Code Account Dept Project Fund Program 0.00 0.00 UCF01 AR-UARCG 155002 02504410 0 20020 ZZ V


Step	Action
119.	Click Save. Return to General Information Save Return to Search
120.	Ensure both lines are valid. Note: The contract Asset and Revenue lines will only be valid after the combo build has run.
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. General Lines Contract Number 0000007487 Sold To Customer FL Ainc for Assist Sycs Tech (FAAST) "Contract Status 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.	Subcontracts will be set up identically to all other contracts.
	Refer to the following system procedures in the "System Navigation for Grants" manual, "Course 2. Set Up Contracts":
	 "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"
	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.
2.	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.
3.	Spending will be controlled by the purchase order and budgetary accounts.