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COURSE 4. PROCESS BILLING

UNIT 1. PROCESS BILLING: MONTH END PREP

I. RUN COST COLLECTION FROM THE GENERAL LEDGER

After an award has been set up and transactions have been made against the award, do the following to run cost collection from the General Ledger (GL) so that the system can recognize revenue and users can run the billing process and process facilities and administrative (F&A) costs:

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|---|---|--|--------------------------|-----------------|
| Favorites • Main Menu • Search Menu: • Top Menu Feat • The menu is no Manager Self-Service • Manager Self-Service • • Becently Used © Customers • Supplier • • Suppliers • • Supplier Costing • Project Costing • Project Costing • Project Definitions • Main Menu, no Billing • • • | ct Costing - Cost Conection - General Leuger | r roject Cos | | Navigale it |
| Top Menu Feat Search Menu: Top Menu Feat | | | n Monu — | Equaritan - 1 |
| Top Menu Feat Image: Self-Service The menu is no Manager Self-Service Menu to get sta Supplier Contracts Highlights Departmental Authorization Recently Used appear under ti menu, located Customers Suppliers Image: Self-Service Breadcrumbs your navigation you access to subfolders. Image: Self-Service Menu Search, Main Menu, no Image: Self-Service | | | | Favorites • |
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| appear under timenu, located Customer Contracts Order Management Items Breadcrumbs Suppliers your navigation Purchasing Purchasing Services Procurement Services Procurement Items Grants Project Definitions Proposal Management Activity Definitions Billing Transaction Definitions | | • L | Customers | Recently Used |
| menu, located a Order Management ittems ittems Suppliers Suppliers Purchasing Percourement Services Procurement Services Procurement Grants Project Definitions Proposal Management Activity Definitions Billing Transaction Definitions | ▶ <mark>22</mark> | ► 20 | Customer Contracts | appear under th |
| Breadcrumbs Suppliers your navigation Purchasing percourement Services Procurement subfolders. Services Procurement Grants Project Definitions Proposal Management Activity Definitions Billing Transaction Definitions | ▶ | ► 1 | Order Management | menu, located |
| Breadcrumbs Suppliers your navigation Purchasing you access to Services Procurement subfolders. Services Procurement Grants Project Definitions Proposal Management Activity Definitions Billing Transaction Definitions | → □ | → □ | Items | 6 |
| Breadcrumbs Purchasing your navigation eProcurement you access to Services Procurement Services Procurement Image: Services Procurement Grants Project Definitions Proposal Management Activity Definitions Billing Transaction Definitions | • | • | Suppliers | 6 |
| your navigation eProcurement you access to t subfolders. Services Procurement Grants Project Definitions Project Costing Project Definitions Proposal Management Activity Definitions Billing Transaction Definitions | | • | Purchasing | Breadcrumbs |
| you access to t subfolders. Menu Search, Main Menu, no expected white be Billing Services Procurement Grants Project Definitions Activity Definitions Transaction Definitions Transaction Definitions Transaction Definitions Transaction Definitions Transaction Definitions | | ► m | eProcurement | your navigation |
| Menu Search, Main Menu, no Billing Menu Search, Main Menu, no Billing | + x | ► <u></u> | Services Procurement | you access to t |
| Menu Search, Main Menu, no Billing | Latin b Re- Re- | an a | Grants | (|
| Menu Search, Proposal Management Activity Definitions Main Menu, no Billing Transaction Definitions | afinitions 🕨 | Project Definitions | Project Costing | 6 |
| Main Menu, no 📮 Billing | afinitions 🕨 | Activity Definitions | Proposal Management | Menu Search |
| abaad which mine a second se | on Definitions | Transaction Definitions | Billing | Main Menu, no |
| pages much fai Accounts Receivable Budgeting | | Budgeting | Accounts Receivable | ahead which m |
| Accounts Payable | ection General Ledger | Cost Collection | Accounts Payable | 6 |
| Asset Management | Collection Payables | Revenue Collection | Asset Management | 6 |
| Banking | Reports Purchasing | Interactive Reports | Banking | (|
| Cash Management Cash Management Purchasing Adjustments | osts Purchasing Adjustments | Review Costs | Cash Management | 6 |
| Commitment Control | 9 | Accounting | Commitment Control | 6 |
| | | | | |



| Sten | Action |
|------|---|
| 2. | Enter the Run Control ID (user defined). |
| | General Ledger |
| | 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 |
| | Search by: Run Control ID begins with |
| | |
| | Search Advanced Search |
| | Note: When creating run controls, they cannot contain any spaces. Use underscores |
| | instead. |
| 3 | Click Search |
| 5. | |
| | Case Sensitive |
| | Search Advanced Search |
| | |
| 4. | Set up the Run Control as follows: |
| | a) Process Frequency [Always] |
| | b) Option [Business Unit] c) Business Unit (field displays when Business Unit is selected in Option field) |
| | d) Business Unit Option [All] |
| | e) Journal ID Option [All] f) Data Type [Journal Data] |
| | General Ledger |
| | User ID addyg Run Control ID RFD01 Process Monitor Run Process Monitor Run |
| | Run Control Options Find View All First () 1 of 1 () Last |
| | *Option Business Unit Request Number 1 Business Unit Q |
| | |
| | Application Options |
| | Journal ID Option All |
| | Date Type Journal Date V From Date 19 Through Date 19 |
| | Return to Search E Notify |



| Sten | Action |
|------|--|
| 5. | Click Run. |
| | Process Monitor Run |
| | First (4) 1 of 1 (2) Last |
| 6. | Verify that FXGLTOPC is selected. |
| | Process Scheduler Request |
| | User ID addyg Run Control ID RFD01 |
| | Server Name Run Date 10/09/2019 |
| | Recurrence Image: Reset to Current Date/Time Time Zone Q |
| | FTP Control Command Process List |
| | Select Description Process Name Process Type *Type *Format Distribution FXGLTOPC FXGLTOPC FXGLTOPC (None) (None) |
| | GL to PC Interface PC_GL_TO_PC Application Engine Web TXT Distribution |
| 7. | Click OK. |
| | Process List Select Description |
| | GL to PC Interface |
| | |
| | OK Cancel |
| 8. | Click the Process Monitor link. |
| | General Ledger |
| | User ID addyg Run Control ID RFD01 Process Monitor Program Name PC_GL_TO_PC Process Frequency Always Process Instance:9735355 |
| | Run Control Options Find View All First () 1 of 1 () Last |
| | "Option All Request Number 1 |



| Action | | |
|---|--|---|
| Click the Refresh button until the | ne process Run Status says | S Success. |
| Process List Server List | | |
| View Process Request For | | |
| User ID addyg Q Type | ▼ Last ▼ 1 | Days v Refresh |
| Server V Name | Instance From Instance Instance | To Report Manager |
| | Save on Reliesh | |
| Process List | Personalize Find Vi | ew All 🔄 🧱 First 🕢 1 of 1 🕑 Last |
| Select Instance Seq. Process Type Pro | cess User Run Date/Time | Run Status Distribution Status Details |
| 9735355 PSJob FX | GLTOPC addyg 10/09/2019 11:29:12AM EDT | Success Posted Details |
| | | |
| Note: This process will add GL | E and BI L rows into PC or | OLT if over the limit. |
| • | Action Click the Refresh button until th Process List Server List View Process Request For User ID addyg Type Server Name Run Status Process List Select Instance Seq. Process Type Process List Select Instance Seq | Action Click the Refresh button until the process Run Status says Process List gerver List View Process Request For User ID addyg Type View Process Request For Instance From Instance From Run Status Distribution Status Process List Personalize User Instance Server Name User Run Date/Time 9735355 PSJob FXGLTOPC addyg 10/09/2019 11:29:12AM EDT |



II. RUN COST COLLECTION FROM PAYABLES

After an award has been set up and transactions have been made against the award, do the following to run cost collection from Payables (AP) so that the system can recognize revenue and users can run the billing process and process facilities and administrative (F&A) costs:





| Sten | Action |
|------|--|
| 3. | Click Search. (See image in previous step.) |
| 4. | Set up the Run Control as follows: a) Process Frequency [Always] b) Option [Business Unit] c) Business Unit (field displays when Business Unit is selected in Option field) d) Date Option [All] e) Detail or Summary [Detail] Payables |
| | User ID addyg Run Control ID UCF01 Process Monitor Run Program Name PC_AP_TO_PC Process Frequency Always Image: Control Options Find [View All First @ 1 of 1 @ Last Summers Unit Image: Control Option All Image: Control Option All Image: Control Option All Image: Control Option All Application Options Detail or Summary Detail Image: Control Option All Image: Control Option All Image: Control Option All |
| 5. | Click Run. (See image in previous step.) |
| 6. | Click OK. |
| 5. | Application Options Detail or Summary Detail Save Return to Search Note/ Click Run. (See image in previous step.) Click OK. Frocess Scheduler Request User ID addyg Run Control ID UCF01 Server Name Recurrence Time Zone FIP Control Command FIP |



| len | Action |
|-----|---|
| 7. | Click the Process Monitor link. |
| | Payables |
| | User ID addyg Run Control ID UCF01 Process Monitor |
| | Program Name PC_AP_TO_PC Process Frequency Always Process Instance:9735357 |
| 5. | Click the Kenesh outon that the process Kun status says success. |
| 5. | Process List Server List View Process Request For User ID addyg Type Instance From Instance To |
| | Process List Server List View Process Request For User ID addyg Type View Process Request For Server Name Q Instance From Instance To Report Manager Run Status Vistribution Status |
| | Process List Server List View Process Request For User ID addyg Type View Process Request For Server Name Instance From Instance To Report Manager Run Status View All [2] Process List Personalize First 1-2 of 2 Last |
| | Process List Server List View Process Request For User ID addyg Type View Process Request For Report Manager Run Status Distribution Status Verses List Personalize Find View All User Instance Seq. Process Type Process Name User Run Status Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution |
| | Process List Server List View Process Request For User ID addyg Type View Process Request For Server Name Q Instance From Instance To Refresh Report Manager Run Status Distribution Status Process List Personalize Find View All Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Posted Details Posted |



III. RUN COST COLLECTION FROM PURCHASING

After an award has been set up and transactions have been made against the award, do the following to run cost collection from Purchasing so that the system can recognize revenue and users can run the billing process and process facilities and administrative (F&A) costs:





UCF Financials

System Navigation for Grants

| Sten | Action |
|------|---|
| 3. | Click Search. (See image in previous step.) |
| 4. | Set up the Run Control as follows: |
| | a) Process Frequency [Always] b) Option [Business Unit] |
| | c) Business Unit (field displays when Business Unit is selected in Option field) d) Data Option [All] |
| | e) Purchasing Select Options [Requisitions/Purchase Orders] |
| | Favorites • Main Menu • > Project Costing • > Purchasing |
| | Purchasing |
| 1 | Program Name PC_PO_TO_PC Process Frequency Always |
| | *Option Business Unit T Request Number 1 Transaction Detail |
| | Business Unit UCF01 Q *Date Option All All Application Options |
| 1 | Purchasing Select Options Requisitions / Purchase Unders |
| | |
| 5. | Click Run . (See image in previous step.) |
| 6. | Click OK. |
| | Process Scheduler Request Help |
| | User ID addyg Run Control ID UCF01 |
| | Server Name Run Date 10/09/2019 Recurrence Run Time 12:04:21PM Reset to Current Date/Time |
| | Time Zone Q FTP Control Command |
| | Process List Process Name Process Type *Type *Format Distribution Select Description Process Name Process Type *Type *Format Distribution |
| | |
| | |
| | |
| 7. | Click the Process Monitor link. |
| | Process Monitor Run |
| | |







IV. RUN COST COLLECTION FROM ADJUSTMENTS FOR RECEIVABLES

After receivables have been adjusted, do the following to run cost collection from Adjustments for Receivables so that the system can recognize revenue and users can run the billing process and process facilities and administrative (F&A) costs:





| Sten | Action |
|------|--|
| 3. | Click Search. (See image in previous step.) |
| 4. | Set up the Run Control as follows: |
| | a) Process Frequency [Always] b) Option [Business Unit] c) Business Unit (field displays when Business Unit is selected in Option field) d) Date Option [All] |
| | Adjustments from Receivables User ID addyg Run Control ID PC_AR_TO_PC Process Monitor Run Program Name PC_AR_TO_PC Process Frequency Always Image: Control Option Subject Stream S |
| 5. | Click Run . (See image in previous step.) |
| 6. | Click OK. Process Scheduler Request |
| | Help User ID addyg Run Control ID PC_AR_TO_PC |
| | Server Name v Run Date 10/09/2019 Recurrence v Run Time 12:40:45PM Time Zone Q |
| | FTP Control Command Process List |
| | Select Description Process Name Process Type *Type *Format Distribution Revenue Adjustments PC_AR_TO_PC Application Engine Web TXT Distribution |
| | OK Cancel |
| 7. | Click the Process Monitor link. |
| | Process Monitor Run |







V. REPRICE ROWS

When Transactions have been previously cost collected and need to be repriced before billing can be processed, follow these steps to reprice rows.





| Sten | Action |
|------|---|
| 3. | Click Search. (See image in previous step.) |
| 4. | Set up the Run Control as follows: |
| | Run Control Options a) Option [Business Unit/Project/Activity] b) Business Unit c) Project d) Activity e) Date Option [All] Application Options a) Reprice Rows [Check] b) Price unpriced Rows [Check] c) Recalculate Tiered Pricing [Check] |
| | Pricing Options a) Cost [Check] b) Billing [Check] c) Revenue [Check] |
| | Pricing Run Control ID PC_AR_TO_PC Process Monitor Run Program Name PC_PRICING Process Frequency Always • Run Control Options Find [View All First (1 of 1 (Last) *Option Business Unit/Project/Activity • • Business Unit/Project/Activity • • Project [6406229 • • |
| | Activity GRANT |
| 5. | Click Save. (See image in previous step.) |
| 6. | Click Run . (See image in step 4.) |



| Sten | Action | |
|------|--|-----|
| 7. | Click OK . | |
| | Process Scheduler Request | × |
| | User ID addyg Run Control ID PC_AR_TO_PC | ныр |
| | Server Name Run Date 10/09/2019 | |
| | Recurrence Run Time 12:54:37PM Reset to Current Date/Time | |
| | FTP Control Command | |
| | Process List Select Description Process Name Process Type *Type *Format Distribution | |
| | Pricing PC_PRICING Application Engine Web v TXT v Distribution | |
| | | |
| | OK Cancel | |
| | | |



VI. PROCESS & MONITOR F&A

When the FA Rate has been appropriately set up on the Project Activity, transactions have been cost collected, and facilities and administrative (F&A) costs need to be run, follow these steps to process and monitor F&A prior to billing.





UCF Financials

System Navigation for Grants

| Sten | Action |
|------|---|
| 3. | Click Search. (See image in previous step.) |
| 4. | Set up the Run Control as follows: |
| | a) Process Frequency [Always Process] b) BU/Proj/Act Option [Selected Business Unit] |
| | c) Business Unit d) Data Option [Accounting Data] |
| | e) From Date [01/01/1901] |
| | f) Through Date (end date of the period)g) Exception Accounting Date (Enter the last day of the period the process is |
| | being run for.)* |
| | *The accounting date is the date the process is run while the exception day is the |
| | specified date. |
| | Process Facilities Admin |
| | User ID addyg Report Manager Process Monitor Run |
| | Program Name GM_GMFACS Process Frequency Always Process |
| | *BU/Proj/Act Option Selected Business Unit Request Number 1 |
| | Business Unit UCF01 Q *Date Option Accounting Date From Date 10/09/2019 |
| | Through Date 10/25/2019 |
| | Application Options Image: Constraint of the second seco |
| | |
| | |
| 5. | Click Save. (See image in previous step.) |
| 6. | Click Run . (See image in step 4.) |



| Sten | Action |
|----------|---|
| 7. | Ensure that PS/GM FA Cost Sharing is checked |
| <i>.</i> | |
| | Process Scheduler Request |
| | User ID addyg Run Control ID PC_AR_TO_PC |
| | Server Name Run Date 10/09/2019 |
| | Recurrence Run Time 1:03:59PM Reset to Current Date/Time |
| | Time Zone Q |
| | FTP Control Command |
| | Select Description Process Name Process Type *Type *Format Distribution |
| | PS/GM FA Cost Sharing GM_GMFACS Application Engine Web TXT Distribution |
| | |
| | |
| | OK Canad |
| | |
| 8 | Click OK (See image in previous step) |
| 0. | Click OK. (See linage in previous step.) |
| 9. | Click the Process Monitor link |
| | |
| | |
| | Process Monitor Run |
| | |
| 10 | |
| 10. | Click the Refresh button until the process Run Status is Success , and the |
| | Distribution Status is Posted. |
| | |
| | Process List Server List |
| | View Process Request For |
| | User ID addyg Q Type V Last V 1 Days V Refresh |
| | Server Vanager |
| | Run Status 🔹 V Distribution Status V Save On Refresh |
| | Process List Personalize Find View All 🖉 🧱 First 🕢 1-7 of 7 🕟 Last |
| | Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details |
| | 9735362 Application Engine GM_GMFACS addyg 10/09/2019 1:03:59PM EDT Success Posted Details |
| | 9735361 Application Engine PC_PRICING addyg 10/09/2019 12:54:37PM EDT Success Posted Details |
| | 9735360 Application Engine PC_AR_TO_PC addyg 10/09/2019 12:40:45PM EDT Success Posted Details |
| | 9735359 Application Engine PC_PO_TO_PC addyg 10/09/2019 12:20:25PM EDT Success Posted Details |
| | 9735358 Application Engine PC_PO_TO_PC addyg 10/09/2019 12:04:21PM EDT Success Posted Details |
| | 9735357 Application Engine PC_AP_TO_PC addyg 10/09/2019 11:52:10AM EDT Success Posted Details |
| | 9735355 PSJob FXGLTOPC addyg 10/09/2019 11:29:12AM EDT Success Posted Details |
| | |







VII. PROCESS RETROACTIVE F&A

When the FA Rate has been changed on the Project Activity and the awarded facilities and administrative (F&A) amount has been modified, do the following to Process Retroactive F&A prior to processing billing:





| Sten | Action |
|------|--|
| 3. | Click Search. (See image in previous step.) |
| 4. | Set up the Run Control as follows: |
| | a) Process Frequency [Always Process] |
| | Run Control Options |
| | a) BU/Proj/Acct Option [Selected BU/Project] b) Business Unit c) Project (Project ID) d) Date Option [Accounting Date] e) From Date (Enter the beginning of the range of accounting dates that need to be adjusted.) f) Through Date (Enter the end of the range of accounting dates that need to be adjusted.) f) Through Date (Enter the end of the range of accounting dates that need to be adjusted.) Output Options a) Description [FA Rate Adjustment] b) Accounting Date Option [Specify date] c) Accounting Date (Specify what accounting date these lines need to have.) |
| | Process Facilities Admin Adjustments |
| | Run Control ID GM_RTRO_FA |
| | Program Name GM_RTRO_FA Process Frequency Always Process |
| | *BU/Proj/Act Option Selected BU / Project Request Number 1 Business Unit UCF01 *Date Option Accounting Date * Project 18456007 From Date 10/09/2019 * Through Date 10/25/2019 * * |
| | Application Options |
| | Award Business Unit Q Award ID Q Sponsor Q |
| | Output Options |
| | Description FA Rate Adjustment Requires Approval *Accounting Date Option Specify Date Purge Existing Pending Aproval Accounting Date 10/09/2019 3 10/09/2019 3 |
| | Save Notify Update/Display |



| Sten | Action | |
|----------|--------------------------------------|---|
| 5. | Click Save. (See image in pr | previous step.) |
| 6. | Click Run . (See image in sto | tep 4.) |
| 7. | Click OK. | |
| | Process Scheduler Request | × |
| | User ID addyg | Help Run Control ID GM_RTRO_FA |
| | Server Name | ▼ Run Date 10/09/2019 🛐 |
| | Recurrence | ▼ Run Time 1:32:46PM Reset to Current Date/Time |
| | Time Zone | |
| | | FTP Control Command |
| | Process List Select Description F | Process Name Process Type *Type *Format Distribution |
| 1 | Retroactive Facilities & Admin | GM_RTRO_FA Application Engine Web TXT Distribution |
| 8. 9. | Click the Process Monitor | Ink. Run ntil the process Run Status is Success, and the ted. |
| | Process List Server List | |
| | View Process Request For | |
| | User ID addyg Q Type | Last I Days Refresh |
| | Server Name | Instance From Instance To Report Manager |
| | Run Status | n Status 📃 💌 Save On Refresh |
| | Process List | Personalize Find View All 🕢 🧱 First 🕥 1-8 of 8 🕟 Last |
| | Select Instance Seq. Process Type | Process Name User Run Date/Time Run Status Distribution Details |
| | 9735363 Application Engine | GM_RTRO_FA addyg 10/09/2019 1:32:46PM EDT Success Posted Details |
| | 9735362 Application Engine | GM_GMFACS addyg 10/09/2019 1:03:59PM EDT Success Posted Details |
| | 9735361 Application Engine | PC_PRICING addyg 10/09/2019 12:54:37PM EDT Success Posted Details |
| | 9735360 Application Engine | PC_AR_TO_PC addyg 10/09/2019 12:40:45PM EDT Success Posted Details |
| | 9735359 Application Engine | PC_PO_TO_PC addyg 10/09/2019 12:20:25PM EDT Success Posted Details |
| | 9735358 Application Engine | PC_PO_TO_PC addyg 10/09/2019 12:04:21PM EDT Success Posted Details |
| | 9735357 Application Engine | PC_AP_TO_PC addyg 10/09/2019 11:52:10AM EDT Success Posted Details |
| | 9735355 PSJob | FXGLTOPC addyg 10/09/2019 11:29:12AM EDT Success Posted Details |
| | | |



VIII. RECOGNIZE AS INCURRED REVENUE

When transactions have been made against an award and cost collected, incurred revenue should be set up to be recognized. Revenue recognition is not the trigger or an impediment to moving onto any other processes regarding award management. Follow these steps to cause incurred revenue to be recognized:









| Sten | Action | | | | | |
|------|-----------------------------------|----------------------------------|--|--|-------------------------------|-------------------|
| 5. | Click Save. (Se | e image in p | revious step.) | | | |
| 6. | Click Run. (Se | e image in st | ep 4.) | | | |
| 7. | Click OK. | | | | | |
| | Process Scheduler Re | equest | | | | × |
| | User ID ad | ldyg | Ru | Control ID Process_proj_acctg | | нер |
| | Server Name | | ▼ Run Date 1 | 0/09/2019 | | |
| | Recurrence Time Zone | 0 | ▼ Run Time 2 | :26:56PM Reset to | Current Date/Time | |
| | Process List | | FTP Control Comma | nd | | |
| | Select Description PSA_ACCTGGL | | Process Name Process PSA_ACCTGGL Applic | ss Type *Type *Fon ation Engine Web • TX1 | mat Distribution | |
| | | | | | | |
| | | | | | | |
| | OK | | | | | |
| 8. | Click the Proce | ess Monitor | link. | | | |
| | | | | | | |
| | Report Manager | Process Monito | Run | | | |
| | | Process Instanc | e:9735364 | | | |
| 9 | Click the Refr e | sh button ur | til the Line ru | ns to Success | | |
| | | | | ins to Success. | | |
| | Process List Server L | ist | | | | |
| | User ID addvg | | ▼ Last | v 1 | Davs V | Refresh |
| | Server | Name | Q Instance | From Instance T | | port Manager |
| | Run Status | Distribution | Status | ▼ Save On Refresh | | |
| | Process List | | | Personalize Find View A | NI 🔁 🔣 🛛 First 🤇 |) 1-9 of 9 🕑 Last |
| | Select Instance Seq. | Process Type | Process Name User | Run Date/Time | Run Status Distribu Status | tion Details |
| | 9735364 | Application Engine | PSA_ACCTGGL addyg | 10/09/2019 2:26:56PM EDT | Success Posted | Details |
| | 9735363 | Application Engine | GM_RTRO_FA addyg | 10/09/2019 1:32:46PM EDT | Success Posted | Details |
| | 9735362 | Application Engine | GM_GMFACS addyg | 10/09/2019 1:03:59PM EDT | Success Posted | Details |
| | 9735361 | Application Engine | PC_PRICING addyg | 10/09/2019 12:54:37PM EDT | Success Posted | Details |
| | 9735360 | Application Engine | PC_AK_TO_PC addyg | 10/09/2019 12:40:45PM EDT | Success Posted | Details |
| | 9735359 | Application Engine | PC_PO_TO_PC_addyg | 10/09/2019 12:20.20PWI ED1 | Success Posted | Details |
| | 9735357 | Application Engine | PC AP TO PC addyg | 10/09/2019 11:52:10AM EDT | Success Posted | Details |
| | 9735355 | PSJob | FXGLTOPC addyg | 10/09/2019 11:29:12AM EDT | Success Posted | Details |
| | | | | | | |



IX. GENERATE REVENUE JOURNALS

After revenue recognition has been run, do the following to generate revenue journals so that journals can be posted.





| Sten | Action | |
|------|--|--------------------------------------|
| 4. | Set up the Run Control as follows: | |
| | Journal Processing Options a) Edit [Checked] Process Request Parameters | |
| | a) Process Frequency [Always] b) Set ID [UCF01] c) Accounting Definition Name [CAPCDEFN] d) Application Business Unit e) Ledger Group [ACTUALS] f) Template [CA_PC] | |
| | Generate Journals Request Run Control ID JOURNAL_GEN Report Manager Process Monitor Journal Processing Options | Run |
| | Edit Budget Check Post | |
| | Process Request Parameters | Find View All First (1 of 1) Last |
| | Process Frequency | Request Number 1 |
| | Always | *SetID UCF01 Q |
| | O Don't Run | *Accounting Definition Name CAPCDEFN |
| | Application Business Unit UCF01 Q | |
| | Template CA_PC Q | |
| | *From Date Option Begin Date - From Period V | From Date |
| | *To Date Option End Date - To Period 🔹 | To Date |
| | Leave a field blank to select all its values. | |
| | Save Notify 2 Refresh | 🕞 Add 🖉 Update/Display |
| 5. | Click Run. (See image in previous step.) | |



| 6 | | | | | | | | |
|-----------|---|--|--|---|--|---|---|---|
| U. | Ensure FS JGI | EN line i | s checked. | | | | | |
| | Process Scheduler I | Request | | | | | | × |
| | | request | | | | | | Help |
| | User ID | addyg | | Run Control ID | JOURNAL | _GEN | | |
| | | | | | | | | |
| | Server Name | | • | Run Date 10/09/2019 | 31 | Designation Open | t D - to (Time - | |
| | Recurrence | | Ŧ | Run Time 2:36:44PM | | Reset to Curr | ent Date/Time | |
| | Time Zone | Q | ETD Co | ontrol Command | | | | |
| | Process List | | FIFCU | | | | | |
| | Select Description | | Process Name | Process Type | *Type | *Format | Distribution | |
| | Currency Precis | sion Error | FSX6001 | BI Publisher | Web | ▼ HTM | Distribution | |
| | FS_JGEN | | FS_JGEN | Application Engine | Web | ▼ TXT | Distribution | |
| | FS_JGEN_PRE | - | FS_JGEN_PR | RE Application Engine | Web | ▼ TXT | Distribution | |
| | FS_JGEN_PRG |) | FS_JGEN_PR | G Application Engine | Web | ▼ TXT | Distribution | |
| | HR JGEN & sen | no email | HRJGENEM | PSJob | (None) | ▼ (None) | Distribution | |
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| 3.). | Click the Proce Report Manager Click the Refre View Process Request User ID addyg Server Run Status Process List Select Instance 9735365 9735364 9735364 9735362 9735361 | ess Moni Process Proce sh button ist For Q Type V Name V Distrit Process Type Application Engi Application Engi Application Engi Application Engi Application Engi | tor link. Monitor Run ss Instance:973536 n until the Lin nuntil the Lin pution Status Process Name ine FS_JGEN ine GM_RTRO_FA ine GM_GMFACS ine PC_PRICING | 55 The runs to Succ ast ▼ Instance From ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ | ess. 1 Instance fresh ind View A 4PM EDT 6PM EDT 6PM EDT 9PM EDT 37PM EDT | Days To To To To To To To To To To To To To | First (1) 1-10 o Distribution Status Posted Posted Posted Posted Posted Posted Posted | resh anager t10 € Last Details Details Details Details Details Details Details |
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X. COST TRANSFERS

When a transaction on a project is unallowable or posted to the wrong project and the appropriate chartstring for the transaction can be identified, a cost transfer should be completed so that the transaction can be moved to the appropriate chartstring.

| Step | Action |
|------|---|
| 1. | Identify costs to be transferred off the project. |
| 2. | Notify the department of any unallowable or incorrect expenses to research. |
| 3. | Department removes offending transactions. |



XI. ANALYSIS TYPE TRANSFORMATION

A nightly process will run to correct analysis types that have been keyed wrong or come from a subsystem such as Accounts Payable (AP) with incorrect analysis types based on the accounts being used.

Example 1: Everything from AP has an analysis type of ACT, which will always be priced for billing after collection, but if a non-expense account is used in AP, such as petty cash or travel advance accounts, those transactions should not be priced and billed. The Analysis Type Transformation program changes transactions to GLN to prevent them from being priced and billed.

Example 2: In AP invoiced transactions for Arecibo labor will be cost collected as ACTs, but the transformation program will update the rows to PAY if they are to be charged against a chargeable sponsor project and CPY if they are to be charged against a cost-share or match project.

Salary transactions coming from the Human Capital Management (HCM) system will have the same delineation between PAY and CPY applied automatically to them.



XII. GENERATE JOURNALS FOR BILLING

After the Create Accounting Entries process has been run and billing is complete, generate journals for billing so that journals can be posted. Follow these steps to generate journals for billing:





| Sten | Action |
|------|---|
| 3. | Click Search. (See image in previous step.) |
| 4. | Set up the Run Control as follows: |
| | Journal Processing Options |
| | a) Edit [Checked] |
| | Process Request Parameters |
| | a) Process Frequency [Always] b) Set ID |
| | c) Accounting Definition Name [BIDEFN] |
| | d) Applications Business Unit |
| | f) Template [BI BILLING] |
| | g) From Date Option (specify date) |
| | h) To Date Option (specify date) i) From Date |
| | j) To Date |
| | Generate Journals Request |
| | Run Control ID JOURNAL_GEN Report Manager Process Monitor |
| | Journal Processing Options |
| | Edit Budget Check Post |
| | Process Request Parameters Find View All First (1 of 1) Last Process Frequency Request Number 1 |
| | Once *SetID UCF01 Q |
| | Anways Don't Run Accounting Definition Name BIDEFN |
| | Application Business Unit UCF01 Q Ledger Group ACTUALS Q |
| | |
| | *From Date Option Current Date From Date 10/09/2019 To Date 10/25/2019 To Date 10/25/2019 |
| | Leave a field blank to select all its values. |
| | Return to Search E Notify Refresh |
| 5. | Click Run . (See image in previous step.) |



| | Action |
|----------|--|
| 6. | Ensure FS_JGEN line is checked . |
| | Process Scheduler Request |
| | Help |
| | User ID addyg Run Control ID JOURNAL_GEN |
| | Server Name Run Date 10/09/2019 |
| | Recurrence Run Time 2:46:47PM Reset to Current Date/Time |
| | Time Zone |
| | FTP Control Command |
| | Select Description Process Name Process Type *Type *Format Distribution |
| | Currency Precision Error FSX6001 BI Publisher Web V HTM V Distribution |
| | ■ FS_JGEN FS_JGEN Application Engine Web ▼ TXT ▼ Distribution |
| | FS_JGEN_PRE FS_JGEN_PRE Application Engine Web TXT Distribution |
| | FS_JGEN_PRG FS_JGEN_PRG Application Engine Web V TXT V Distribution |
| | HRJGEN& send email HRJGENEM PSJob (None) ▼ Distribution |
| | OK Cancel Refresh |
| | |
| 7. | Click OK . |
| | |
| | |
| 8. | Click the Process Monitor . |
| 8. 9. | Click the Process Monitor . Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. |
| 8. 9. | Click the Process Monitor. Report Manager Process Monitor Run Run Click the Refresh button until the Run Status of the Line displays Success. |
| 8. 9. | Click the Process Monitor. Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. Process List Server List |
| 8. 9. | Click the Process Monitor. Report Manager Process Monitor Run Run Click the Refresh button until the Run Status of the Line displays Success. Process List Server List View Process Request For |
| 8. 9. | Click the Process Monitor. Report Manager Process Monitor Run Run Click the Refresh button until the Run Status of the Line displays Success. Process List Server List View Process Request For User ID addyg Type |
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| 8. 9. | Click the Process Monitor. Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. View Process List Server List View Process Request For User ID addyg Type Instance From Instance To Report Manager |
| 8. 9. | Click the Process Monitor. Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. Process List gerver List View Process Request For User ID addyg Type View Process Request For User ID addyg Type Instance From Instance To Report Manager Run Status View On Refresh |
| 8. | Click the Process Monitor. Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. Process List gerver List View Process Request For User ID addyg Type Instance From Instance To Report Manager Report Manager |
| 8. 9. | Click the Process Monitor. Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. View Process List Server List View Process Request For User ID addyg Type Instance From Instance To Report Manager Run Status Distribution Status Process List Process Type Process Name User Run Date/Time Run Status Process Type |
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| 8. | Click the Process Monitor Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. Click the Refresh button until the Run Status of the Line displays Success. View Process Request For User ID addyg Type VLast V 1 Days V Refresh Server V Name O Instance From Instance To Report Manager Run Status V Distribution Status V Save On Refresh Process List Personalize Find View All (First I 10 of 10 Last Select Instance Seq. Process Type Process Name User Run DaterTime Run Status Distribution Details 9735365 Application Engine FS_JGEN addyg 10/09/2019 2:36:44PM EDT Success Posted Details 9735364 Application Engine PSA_ACCTGGL addyg 10/09/2019 2:26:56PM EDT Success Posted Details 9735383 Application Engine GM_RTRO_FA addyg 10/09/2019 1:32:46PM EDT Success Posted Details |
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| 8. | Click the Process Monitor Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. Click the Refresh button until the Run Status of the Line displays Success. View Process List Server List View Process Request For User ID addyg Vipe Viast VI Days Refresh Server View Process Request For User ID addyg Vipe Viast VIEW Process Request For Run Status VIEW Distribution Status VIEW Refresh Report Manager Run Status VIEW Process Type Process Name View Run Date/Time Run Status Distribution Details Process List Personalize Find View All (RI First VIEW Distribution Details Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Process View Process View VIEW VIEW VIEW Details) Process List Personalize Find View All (RI First VIEW Details) Process List Process View VIEW VIEW VIEW VIEW VIEW VIEW VIEW VIEW |
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| 8. | Click the Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. Click the Refresh button until the Run Status of the Line displays Success. Process List Server List View Process Request For User ID addigg V Type VLast Name View Process Request For User ID addigg V Type View View View View View View View Vie |
| 8. | Click the Process Monitor Report Manager Process Monitor Run Click the Refresh button until the Run Status of the Line displays Success. Click the Refresh button until the Run Status of the Line displays Success. Process List Server List View Process Request For User ID addyg Type Last T Days Refresh Report Manager Run Status Distribution Status Report Instance From Instance To Report Manager Run Status Distribution Status Report Manager Process List Process Type Process Name User Run Date/Time Process List Process Type Process Name User Run Date/Time Process List Process Type Process Name User Run Date/Time Process List Process Type Process Name User Run Date/Time Run Status Distribution Details Process List Process Type Process Name User Run Date/Time Run Status Distribution Details Process List Process Name Gut, RTRO, FA addyg 1009/2019 2.26.56PM EDT Success Posted Details Prosonal Application Engine PS_ACCTGGL addyg 1009/2019 1.23.248PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC addyg 1009/2019 1.20.25PM EDT Success Posted Details Prosonal Application Engine PC_PR_TO_PC |



XIII. RUN RETRIEVE REVENUE FROM CONTRACTS

After invoices have been generated to success and invoicing has been completed, run Retrieve Revenue from Contracts so that the contract reflects billing. Follow these steps to run Retrieve Revenue from Contracts:





| Sten | Action |
|------|---|
| 3. | Click Search. (See image in previous step.) |
| 4. | Set up the Run Control as follows: |
| | a) Process Frequency [Always] b) Option [Business Unit] c) Business Unit (field displays when Business Unit is selected in Option field) |
| | Retrieve Revenue from Contracts User ID addyg Run Control ID Retrieve_Rev_from_contr Process Monitor Run Program Name PC_CA_TO_PC Process Frequency Always • • Run Run Control Options Find [View All First () 1 of 1 () Last • • • *Option Business Unit • • • • • • |
| | Save Notify |
| 5. | Click Run . (See image in previous step.) |
| 6. | Click OK. Process Scheduler Request |
| | Help User ID addyg Run Control ID Retrieve_Rev_from_contr |
| | Server Name Run Date 10/09/2019 Recurrence Run Time 3:10:25PM Time Zone Q |
| | FTP Control Command Process List Select Description Process Name Process Type *Type *Format Distribution |
| | PC_CA_TO_PC PC_CA_TO_PC Application Engine Web V TXT Distribution |
| 7. | Click the Process Monitor link. |
| | Process Monitor Process Instance:9735366 |



