



TABLE OF CONTENTS

Table of Contents i

Course 4. Process Billing 2

Unit 1. Process Billing: Month End Prep..... 2

I. Run Cost Collection from the General Ledger 2

II. Run Cost Collection from Payables 6

III. Run Cost Collection from Purchasing 9

IV. Run Cost Collection from Adjustments for Receivables 12

V. Reprice Rows 15

VI. Process & Monitor F&A 18

VII. Process Retroactive F&A 22

VIII. Recognize as Incurred Revenue 25

IX. Generate Revenue Journals 28

X. Cost Transfers 31

XI. Analysis Type Transformation 32

XII. Generate Journals For Billing 33

XIII. Run Retrieve Revenue from Contracts 36

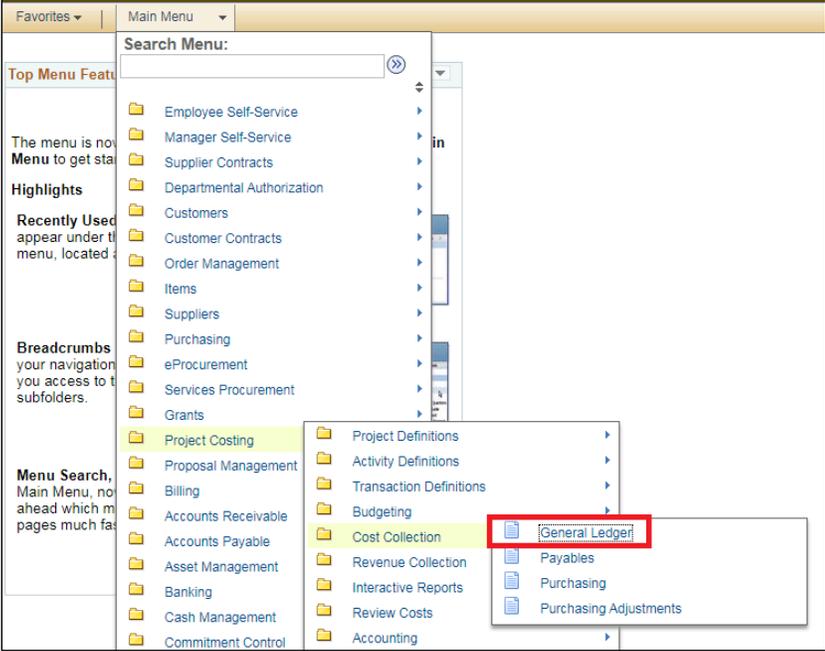


COURSE 4. PROCESS BILLING

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:

| Step | Action |
|------|--|
| 1. | <p>Navigate to Main Menu > Project Costing > Cost Collection > General Ledger.</p>  <p><i>Note: Cost Collection will be a batch process. It can be run ad hoc when necessary.</i></p> |



UCF Financials

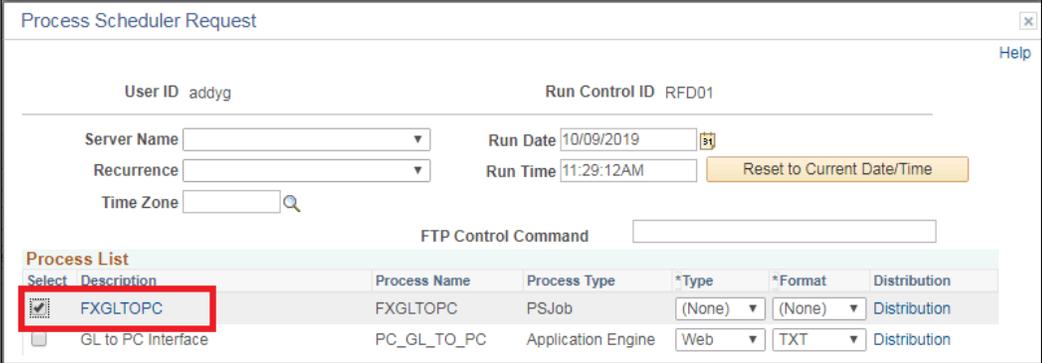
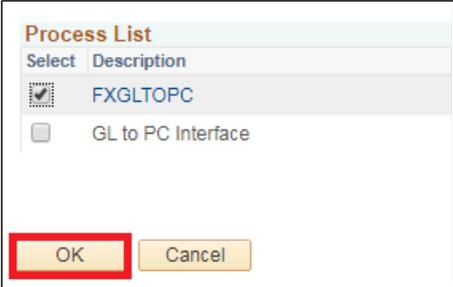
System Navigation for Grants

| Sten | Action |
|------|--|
| 2. | <p>Enter the Run Control ID (user defined).</p> <div data-bbox="318 369 1002 726"><p>General Ledger</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p>▼ Search Criteria</p><p>Search by: Run Control ID begins with <input type="text"/></p><p><input type="checkbox"/> Case Sensitive</p><p><input type="button" value="Search"/> <input type="button" value="Advanced Search"/></p></div> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |
| 3. | <p>Click Search.</p> <div data-bbox="318 926 612 1079"><p><input type="checkbox"/> Case Sensitive</p><p><input type="button" value="Search"/> <input type="button" value="Advanced Search"/></p></div> |
| 4. | <p>Set up the Run Control as follows:</p> <ul style="list-style-type: none">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) Date Type [Journal Date] <div data-bbox="318 1409 1369 1824"><p>General Ledger</p><p>User ID addyg Run Control ID RFDD1 Process Monitor <input type="button" value="Run"/></p><p>Program Name PC_GL_TO_PC <input type="text" value="Process Frequency [Always]"/> ▼</p><p>Run Control Options Find View All First 1 of 1 Last</p><p>*Option <input type="text" value="Business Unit"/> ▼ Request Number 1</p><p>Business Unit <input type="text"/></p><p>Application Options</p><p><input type="text" value="Business Unit Option [All]"/> ▼</p><p><input type="text" value="Journal ID Option [All]"/> ▼</p><p>Date Type <input type="text" value="Journal Date"/> ▼ From Date <input type="text"/> Through Date <input type="text"/></p><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p></div> |



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System Navigation for Grants

| Sten | Action | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--|--------------|--------------------|--------------|--------------|--------------|---------|--------------|-------------------------------------|----------|----------|-------|--------|--------|--------------|--------------------------|--------------------|-------------|--------------------|-----|-----|--------------|
| 5. | <p>Click Run.</p>  | | | | | | | | | | | | | | | | | | | | | |
| 6. | <p>Verify that FXGLTOPC is selected.</p>  <table border="1"><thead><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>FXGLTOPC</td><td>FXGLTOPC</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>GL to PC Interface</td><td>PC_GL_TO_PC</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></tbody></table> | Select | Description | Process Name | Process Type | *Type | *Format | Distribution | <input checked="" type="checkbox"/> | FXGLTOPC | FXGLTOPC | PSJob | (None) | (None) | Distribution | <input type="checkbox"/> | GL to PC Interface | PC_GL_TO_PC | Application Engine | Web | TXT | Distribution |
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | FXGLTOPC | FXGLTOPC | PSJob | (None) | (None) | Distribution | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | GL to PC Interface | PC_GL_TO_PC | Application Engine | Web | TXT | Distribution | | | | | | | | | | | | | | | | |
| 7. | <p>Click OK.</p>  | | | | | | | | | | | | | | | | | | | | | |
| 8. | <p>Click the Process Monitor link.</p>  | | | | | | | | | | | | | | | | | | | | | |

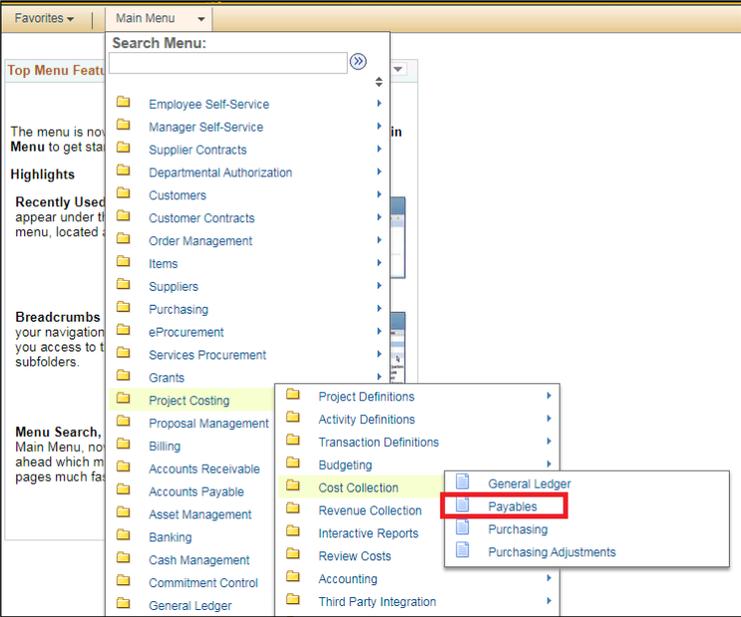
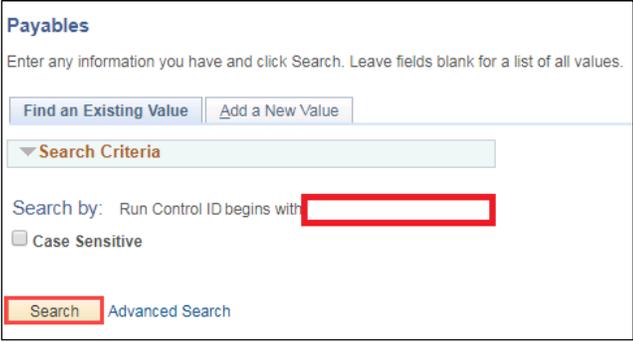


| Step | Action | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--------|--------------|--------------|--------------|---------------------------|------------|---------------------|-------------------------|---------------------|---------|--------------------------|---------|--|-------|----------|-------|---------------------------|---------|--------|-------------------------|
| <p>9.</p> | <p>Click the Refresh button until the process Run Status says Success.</p> <div data-bbox="318 380 1386 680" style="border: 1px solid black; padding: 5px;"> <p>Process List Server List</p> <hr/> <p>View Process Request For</p> <p>User ID: <input type="text" value="addyg"/> <input type="button" value="Q"/> Type: <input type="text" value="Last"/> <input type="text" value="1"/> Days: <input type="text" value="1"/> <input type="button" value="Refresh"/></p> <p>Server: <input type="text"/> Name: <input type="text"/> <input type="button" value="Q"/> Instance From: <input type="text"/> Instance To: <input type="text"/> Report Manager</p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Grid"/> First <input type="button" value="Left"/> 1 of 1 <input type="button" value="Right"/> Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>9735355</td> <td></td> <td>PSJob</td> <td>FXGLTOPC</td> <td>addyg</td> <td>10/09/2019 11:29:12AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> </div> | Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details |
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details | | | | | | | | | | | | |
| <p>10.</p> | <p><i>Note: This process will add GLE and BIL rows into PC or OLT if over the limit.</i></p> | | | | | | | | | | | | | | | | | | | | |



II. RUN COST COLLECTION FROM PAYABLES

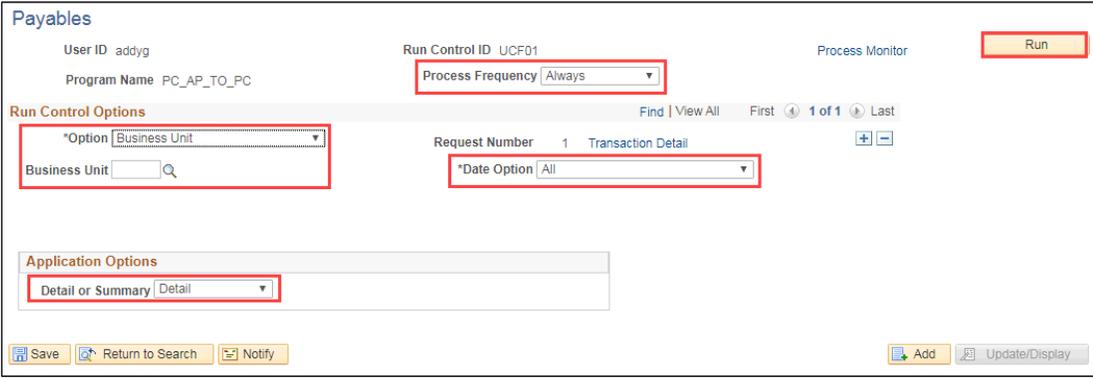
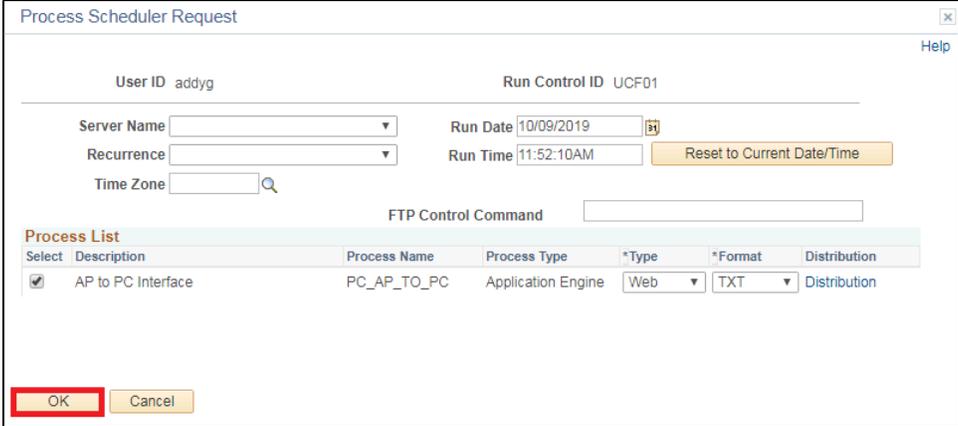
After an award has been set up and transactions have been made against the award, do the following to run cost collection from Payables (AP) so that the system can recognize revenue and users can run the billing process and process facilities and administrative (F&A) costs:

| Step | Action |
|------|--|
| 1. | <p>Navigate to Main Menu > Project Costing > Cost Collection > Payables.</p>  <p><i>Note: Cost Collection will be a batch process. It can be run ad hoc when necessary.</i></p> |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |



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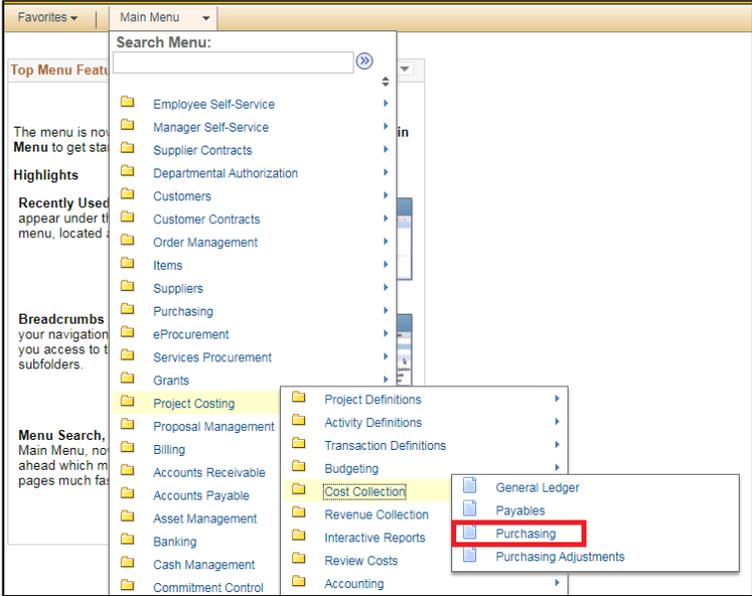
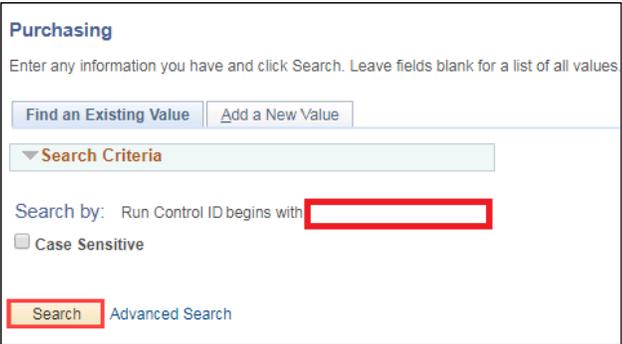
System Navigation for Grants

| Step | Action |
|------|--|
| 3. | Click Search . (See image in previous step.) |
| 4. | Set up the Run Control as follows: <ul style="list-style-type: none">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]  |
| 5. | Click Run . (See image in previous step.) |
| 6. | Click OK .  |



III. RUN COST COLLECTION FROM PURCHASING

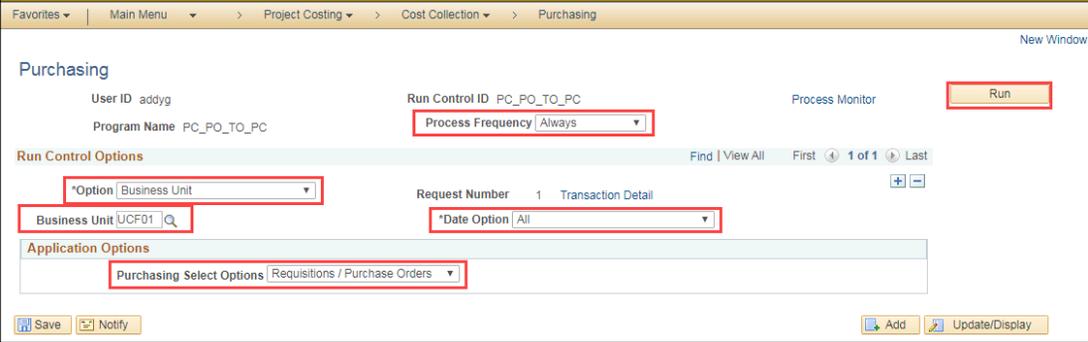
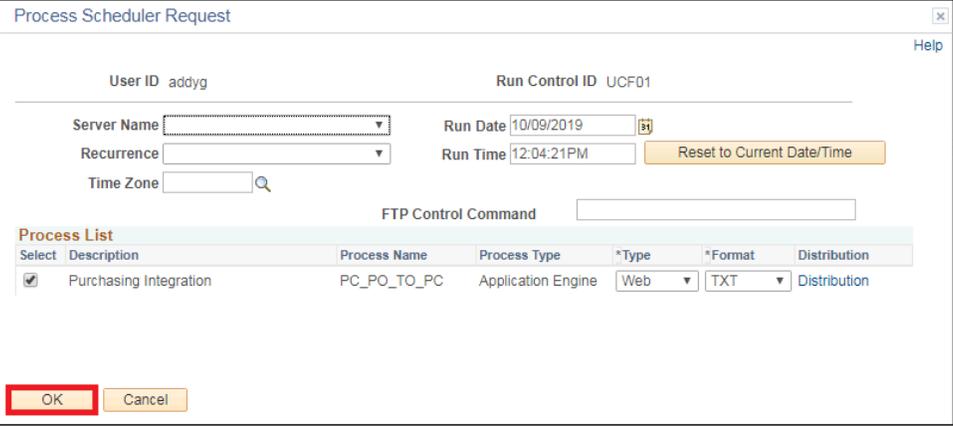
After an award has been set up and transactions have been made against the award, do the following to run cost collection from Purchasing so that the system can recognize revenue and users can run the billing process and process facilities and administrative (F&A) costs:

| Step | Action |
|------|--|
| 1. | <p>Navigate to Main Menu > Project Costing > Cost Collection > Purchasing.</p>  <p><i>Note: Cost Collection will be a batch process. It can be run ad hoc when necessary.</i></p> |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |



UCF Financials

System Navigation for Grants

| Sten | Action |
|------|---|
| 3. | Click Search . (See image in previous step.) |
| 4. | Set up the Run Control as follows: <ul style="list-style-type: none">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) Purchasing Select Options [Requisitions/Purchase Orders]  |
| 5. | Click Run . (See image in previous step.) |
| 6. | Click OK .  |
| 7. | Click the Process Monitor link.  |



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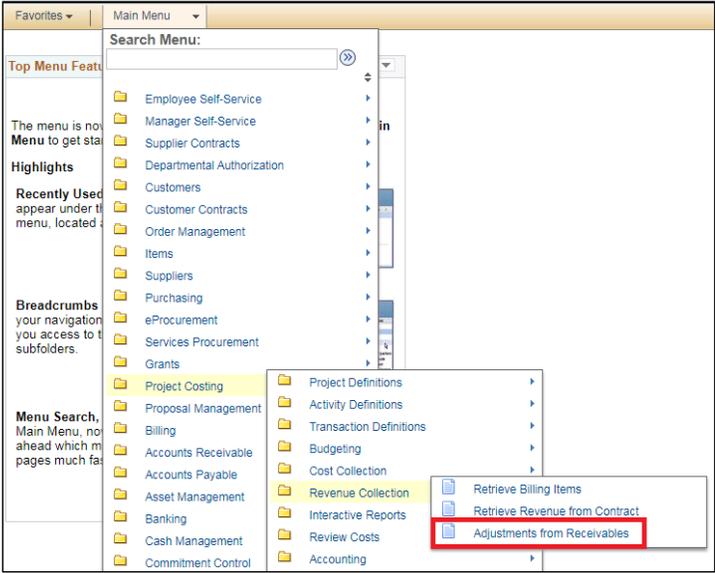
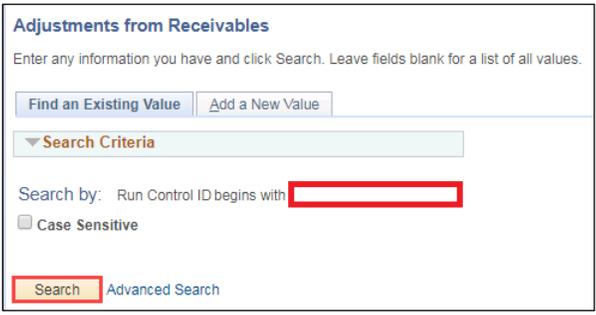
System Navigation for Grants

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|--------|--------------------|--------------|--------------|---------------------------|------------|---------------------|------------|---------------------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|-------|----------|-------|---------------------------|---------|--------|---------|
| 8. | <p>Click the Refresh button until the process Run Status says Success.</p> <div data-bbox="321 380 1312 743"><p>The screenshot shows a web interface for viewing process requests. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search and filter section with fields for 'User ID' (containing 'addyg'), 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted with a red box. Below the search section is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'Run Status' column for the first row is highlighted with a red box and contains the word 'Success'.</p><table border="1"><thead><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>9735359</td><td></td><td>Application Engine</td><td>PC_PO_TO_PC</td><td>addyg</td><td>10/09/2019 12:20:25PM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>9735358</td><td></td><td>Application Engine</td><td>PC_PO_TO_PC</td><td>addyg</td><td>10/09/2019 12:04:21PM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>9735357</td><td></td><td>Application Engine</td><td>PC_AP_TO_PC</td><td>addyg</td><td>10/09/2019 11:52:10AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>9735355</td><td></td><td>PSJob</td><td>FXGLTOPC</td><td>addyg</td><td>10/09/2019 11:29:12AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr></tbody></table></div> | Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | <input type="checkbox"/> | 9735359 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:20:25PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735358 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:04:21PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735357 | | Application Engine | PC_AP_TO_PC | addyg | 10/09/2019 11:52:10AM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details |
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735359 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:20:25PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735358 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:04:21PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735357 | | Application Engine | PC_AP_TO_PC | addyg | 10/09/2019 11:52:10AM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | <p><i>Note: This process will add COM and REQ rows into PC.</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



IV. RUN COST COLLECTION FROM ADJUSTMENTS FOR RECEIVABLES

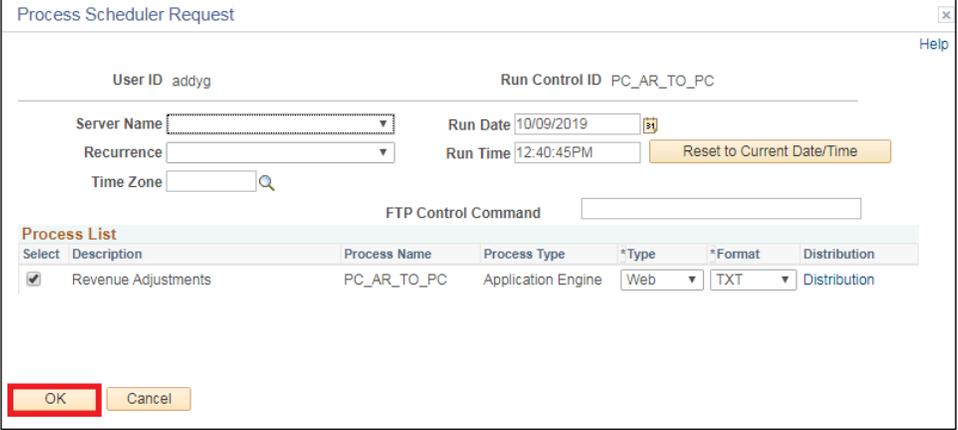
After receivables have been adjusted, do the following to run cost collection from Adjustments for Receivables so that the system can recognize revenue and users can run the billing process and process facilities and administrative (F&A) costs:

| Step | Action |
|------|---|
| 1. | <p data-bbox="305 552 1372 619">Navigate to Main Menu > Project Costing > Revenue Collection > Adjustments from Receivables.</p>  <p data-bbox="305 1239 1372 1270"><i>Note: Cost Collection will be a batch process. It can be run ad hoc when necessary.</i></p> |
| 2. | <p data-bbox="305 1318 836 1350">Enter the Run Control ID (user defined).</p>  <p data-bbox="305 1701 1372 1764"><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |



UCF Financials

System Navigation for Grants

| Sten | Action |
|------|--|
| 3. | Click Search . (See image in previous step.) |
| 4. | <p>Set up the Run Control as follows:</p> <ol style="list-style-type: none"> Process Frequency [Always] Option [Business Unit] Business Unit (field displays when Business Unit is selected in Option field) Date Option [All]  |
| 5. | Click Run . (See image in previous step.) |
| 6. | <p>Click OK.</p>  |
| 7. | <p>Click the Process Monitor link.</p>  |



| Step | Action |
|------|---|
| 8. | Click the Refresh button until the process Run Status says Success . |

Process List | Server List

View Process Request For

User ID: addyg | Type: | Last: | 1 Days | **Refresh**

Server: | Name: | Instance From: | Instance To: | Report Manager

Run Status: | Distribution Status: | Save On Refresh

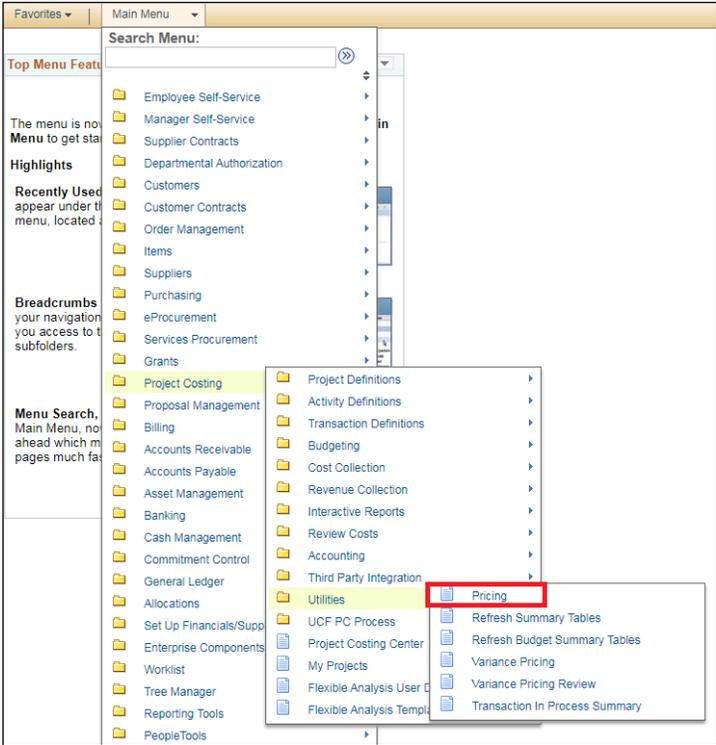
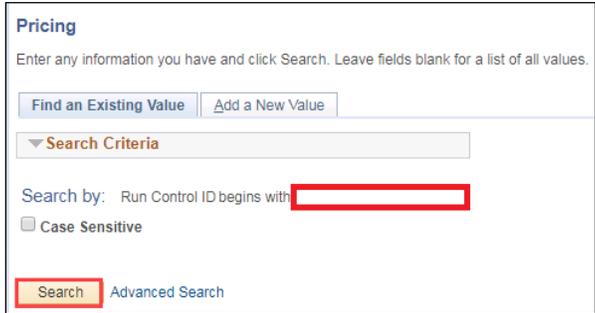
Process List | Personalize | Find | View All | 1-5 of 5 | Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|-------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 9735360 | | Application Engine | PC_AR_TO_PC | addyg | 10/09/2019 12:40:45PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735359 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:20:25PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735358 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:04:21PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735357 | | Application Engine | PC_AP_TO_PC | addyg | 10/09/2019 11:52:10AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details |



V. REPRICE ROWS

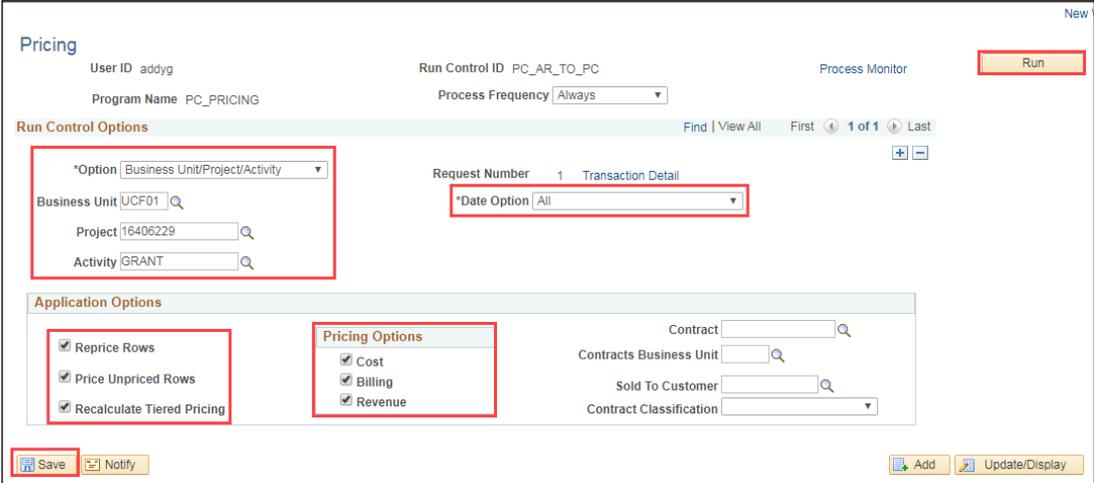
When Transactions have been previously cost collected and need to be repriced before billing can be processed, follow these steps to reprice rows.

| Step | Action |
|------|---|
| 1. | <p>Navigate to Main Menu > Project Costing > Utilities > Pricing.</p>  |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |

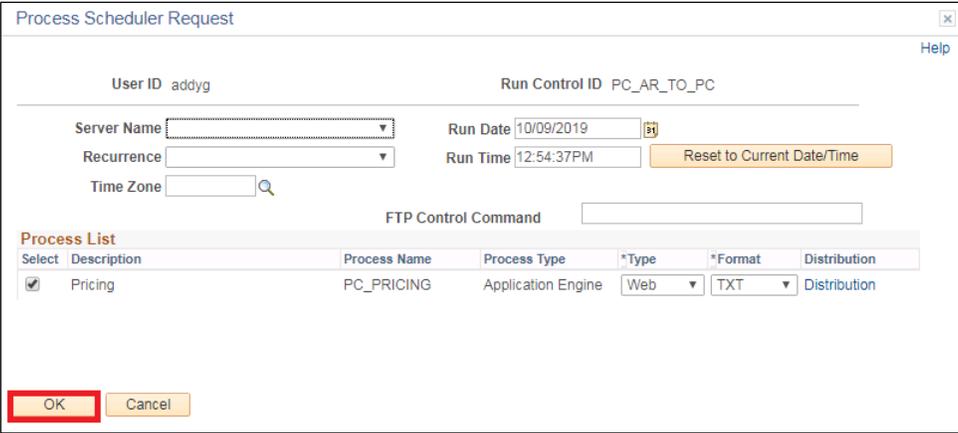


UCF Financials

System Navigation for Grants

| Step | Action |
|------|---|
| 3. | Click Search . (See image in previous step.) |
| 4. | <p>Set up the Run Control as follows:</p> <p><i>Run Control Options</i></p> <ul style="list-style-type: none">a) Option [Business Unit/Project/Activity]b) Business Unitc) Projectd) Activitye) Date Option [All] <p><i>Application Options</i></p> <ul style="list-style-type: none">a) Reprice Rows [Check]b) Price unpriced Rows [Check]c) Recalculate Tiered Pricing [Check] <p><i>Pricing Options</i></p> <ul style="list-style-type: none">a) Cost [Check]b) Billing [Check]c) Revenue [Check]  |
| 5. | Click Save . (See image in previous step.) |
| 6. | Click Run . (See image in step 4.) |

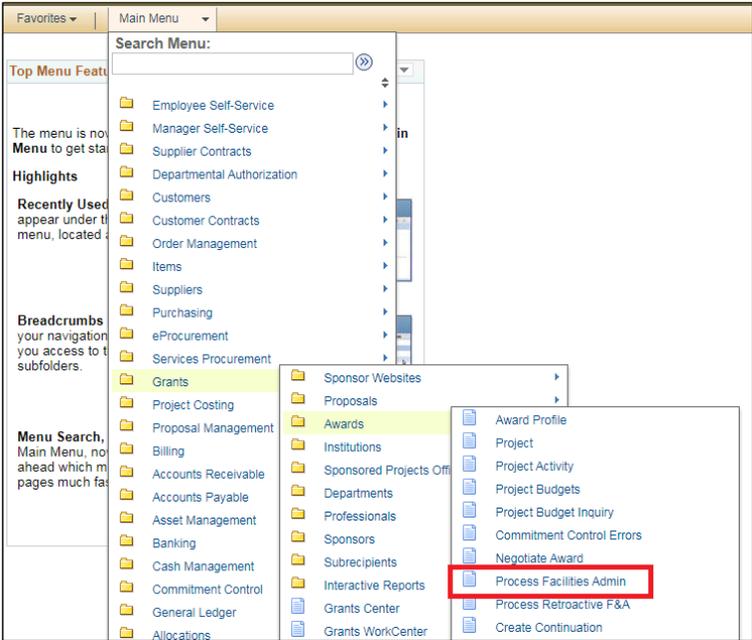
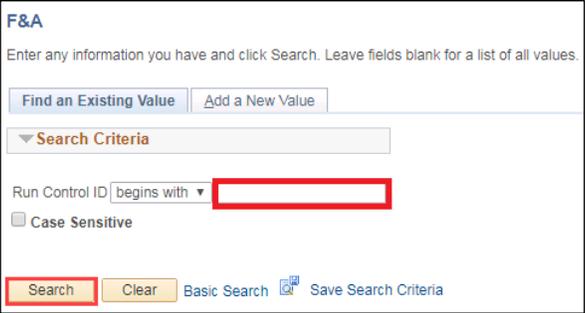


| Step | Action |
|------|---|
| 7. | Click OK .  |



VI. PROCESS & MONITOR F&A

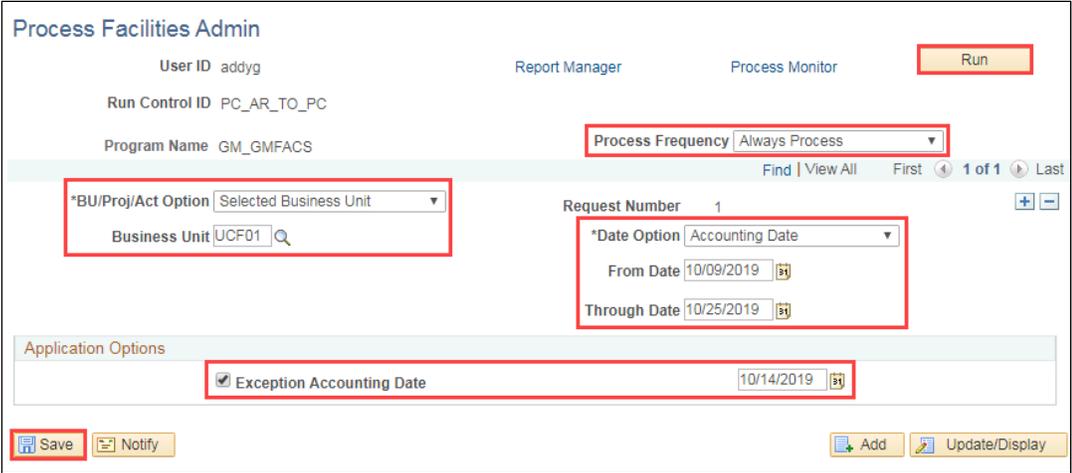
When the FA Rate has been appropriately set up on the Project Activity, transactions have been cost collected, and facilities and administrative (F&A) costs need to be run, follow these steps to process and monitor F&A prior to billing.

| Step | Action |
|------|---|
| 1. | <p>Navigate to Main Menu > Grants > Awards > Process Facilities Admin.</p>  <p><i>Note: This will be a batch process. It can be run ad hoc when necessary.</i></p> |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |



UCF Financials

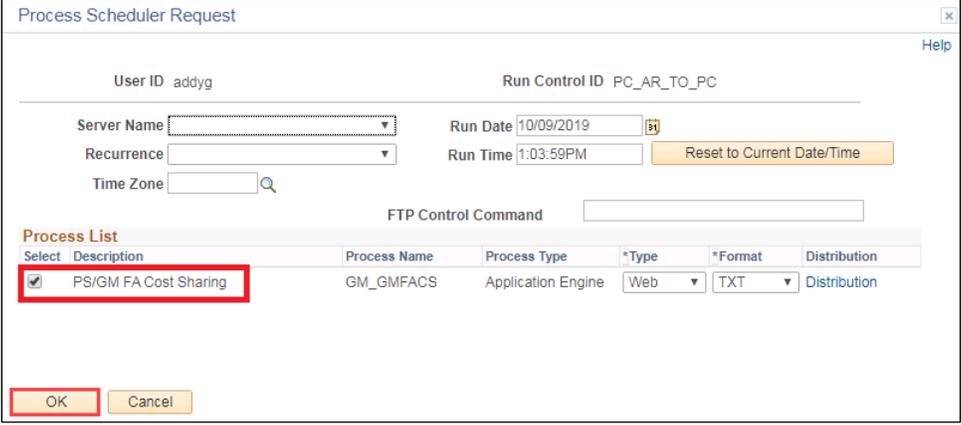
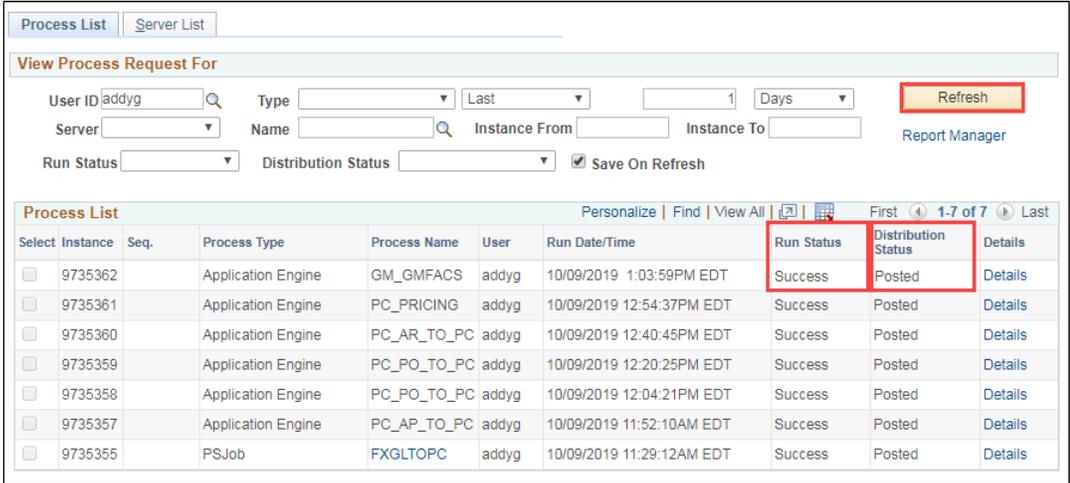
System Navigation for Grants

| Step | Action |
|------|---|
| 3. | Click Search . (See image in previous step.) |
| 4. | <p>Set up the Run Control as follows:</p> <ul style="list-style-type: none">a) Process Frequency [Always Process]b) BU/Proj/Act Option [Selected Business Unit]c) Business Unitd) Date Option [Accounting Date]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.)* <p><i>*The accounting date is the date the process is run while the exception day is the specified date.</i></p>  |
| 5. | Click Save . (See image in previous step.) |
| 6. | Click Run . (See image in step 4.) |



UCF Financials

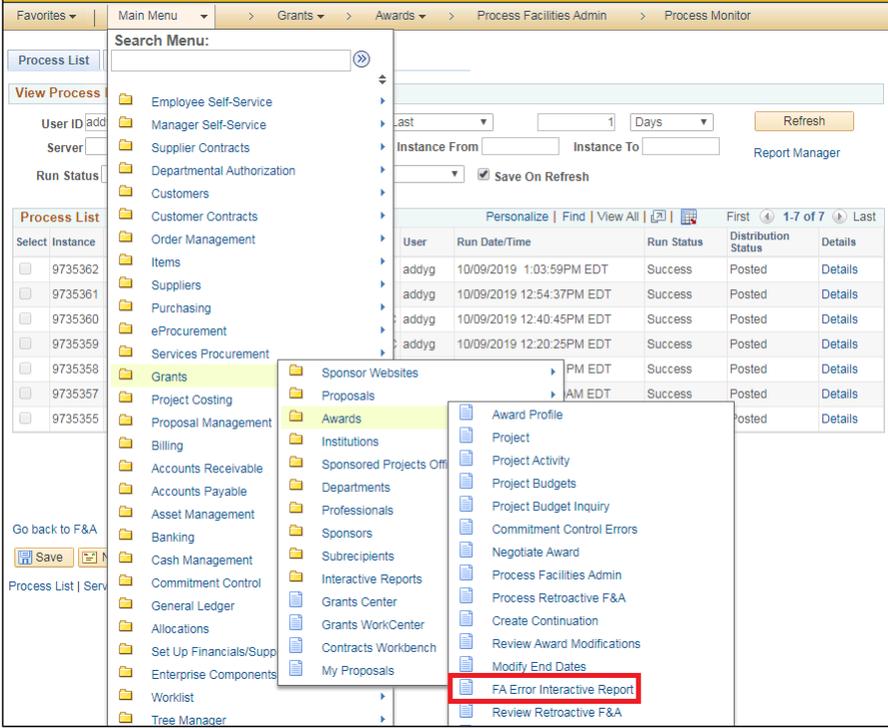
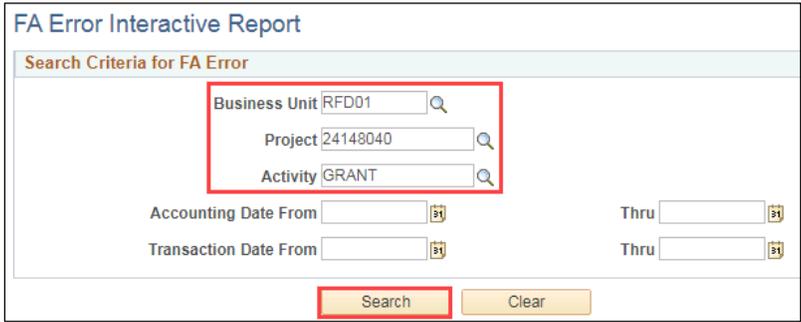
System Navigation for Grants

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--|--------------|--------------------|--------------|--------------|---------------------------|------------|---------------------|-------------------------------------|-----------------------|-----------|--------------------------|---------|-----|--------------------|-----------|-------|--------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|-------|----------|-------|---------------------------|---------|--------|---------|
| 7. | <p>Ensure that PS/GM FA Cost Sharing is checked.</p>  <p>The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: addyg' and 'Run Control ID: PC_AR_TO_PC'. Below this are fields for 'Server Name', 'Run Date' (10/09/2019), 'Recurrence', 'Run Time' (1:03:59PM), and 'Time Zone'. A 'Process List' table is visible, with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PS/GM FA Cost Sharing</td> <td>GM_GMFACS</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>At the bottom of the dialog, the 'OK' button is highlighted with a red box.</p> | Select | Description | Process Name | Process Type | *Type | *Format | Distribution | <input checked="" type="checkbox"/> | PS/GM FA Cost Sharing | GM_GMFACS | Application Engine | Web | TXT | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | PS/GM FA Cost Sharing | GM_GMFACS | Application Engine | Web | TXT | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Click OK . (See image in previous step.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Click the Process Monitor link. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  <p>The screenshot shows a 'Process Monitor' section with a 'Process Monitor' link highlighted by a red box and a 'Run' button.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Click the Refresh button until the process Run Status is Success , and the Distribution Status is Posted . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  <p>The screenshot shows the 'Process List' table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>9735362</td> <td></td> <td>Application Engine</td> <td>GM_GMFACS</td> <td>addyg</td> <td>10/09/2019 1:03:59PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9735361</td> <td></td> <td>Application Engine</td> <td>PC_PRICING</td> <td>addyg</td> <td>10/09/2019 12:54:37PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9735360</td> <td></td> <td>Application Engine</td> <td>PC_AR_TO_PC</td> <td>addyg</td> <td>10/09/2019 12:40:45PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9735359</td> <td></td> <td>Application Engine</td> <td>PC_PO_TO_PC</td> <td>addyg</td> <td>10/09/2019 12:20:25PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9735358</td> <td></td> <td>Application Engine</td> <td>PC_PO_TO_PC</td> <td>addyg</td> <td>10/09/2019 12:04:21PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9735357</td> <td></td> <td>Application Engine</td> <td>PC_AP_TO_PC</td> <td>addyg</td> <td>10/09/2019 11:52:10AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9735355</td> <td></td> <td>PSJob</td> <td>FXGLTOPC</td> <td>addyg</td> <td>10/09/2019 11:29:12AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>The 'Refresh' button and the 'Run Status' and 'Distribution Status' columns for the first row are highlighted with red boxes.</p> | Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | <input type="checkbox"/> | 9735362 | | Application Engine | GM_GMFACS | addyg | 10/09/2019 1:03:59PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735361 | | Application Engine | PC_PRICING | addyg | 10/09/2019 12:54:37PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735360 | | Application Engine | PC_AR_TO_PC | addyg | 10/09/2019 12:40:45PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735359 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:20:25PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735358 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:04:21PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735357 | | Application Engine | PC_AP_TO_PC | addyg | 10/09/2019 11:52:10AM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details |
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735362 | | Application Engine | GM_GMFACS | addyg | 10/09/2019 1:03:59PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735361 | | Application Engine | PC_PRICING | addyg | 10/09/2019 12:54:37PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735360 | | Application Engine | PC_AR_TO_PC | addyg | 10/09/2019 12:40:45PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735359 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:20:25PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735358 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:04:21PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735357 | | Application Engine | PC_AP_TO_PC | addyg | 10/09/2019 11:52:10AM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



UCF Financials

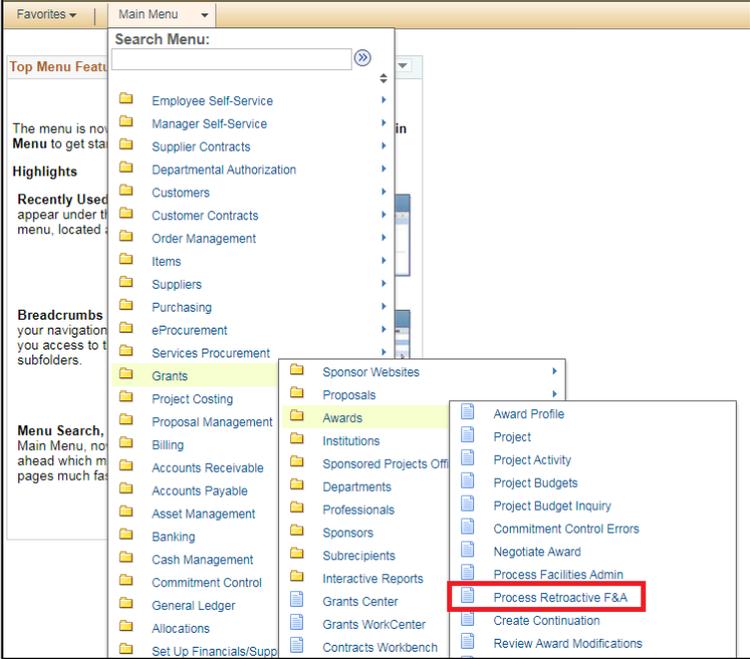
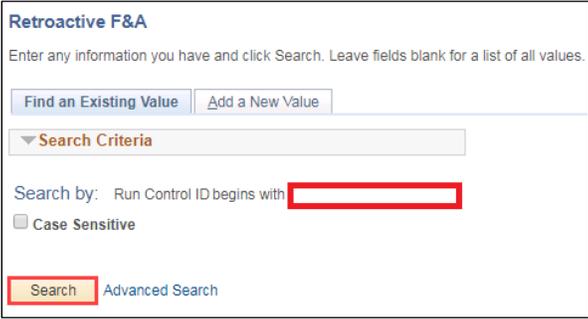
System Navigation for Grants

| Step | Action |
|------|--|
| 11. | <p>Navigate to Main Menu > Grants > Awards > FA Error Interactive Report.</p>  |
| 12. | <p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Business Unit Project (Project ID) Activity  |
| 13. | Click Search . (See image in previous step.) |
| 14. | Select the Errors tab to review any issues. |



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:

| Step | Action |
|------|---|
| 1. | <p>Navigate to Main Menu > Grants > Awards > Process Retroactive F&A.</p>  <p>The screenshot shows the 'Main Menu' search interface. The 'Grants' folder is selected, and the 'Awards' subfolder is open. Within 'Awards', the 'Process Retroactive F&A' option is highlighted with a red box. Other options visible include 'Award Profile', 'Project', 'Project Activity', 'Project Budgets', 'Project Budget Inquiry', 'Commitment Control Errors', 'Negotiate Award', 'Process Facilities Admin', 'Create Continuation', and 'Review Award Modifications'.</p> |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p>The screenshot shows the 'Retroactive F&A' search form. The 'Search by' dropdown is set to 'Run Control ID begins with'. A red box highlights the input field for the Run Control ID. The 'Search' button is also highlighted with a red box.</p> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |



UCF Financials

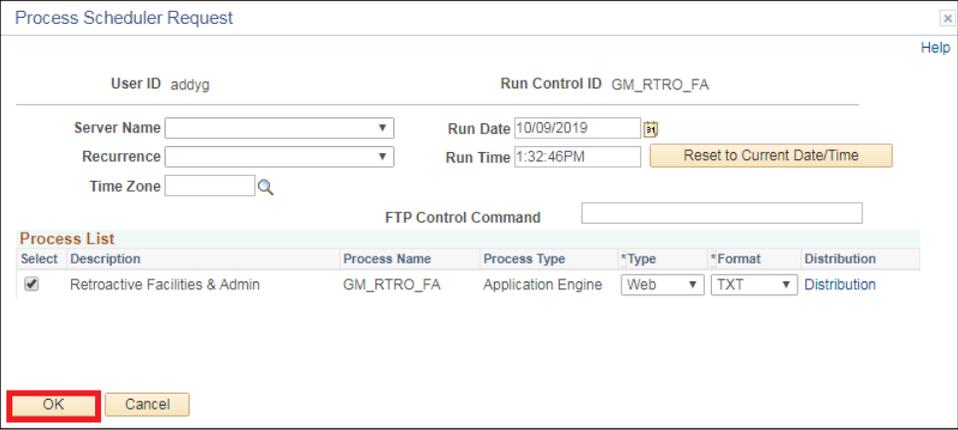
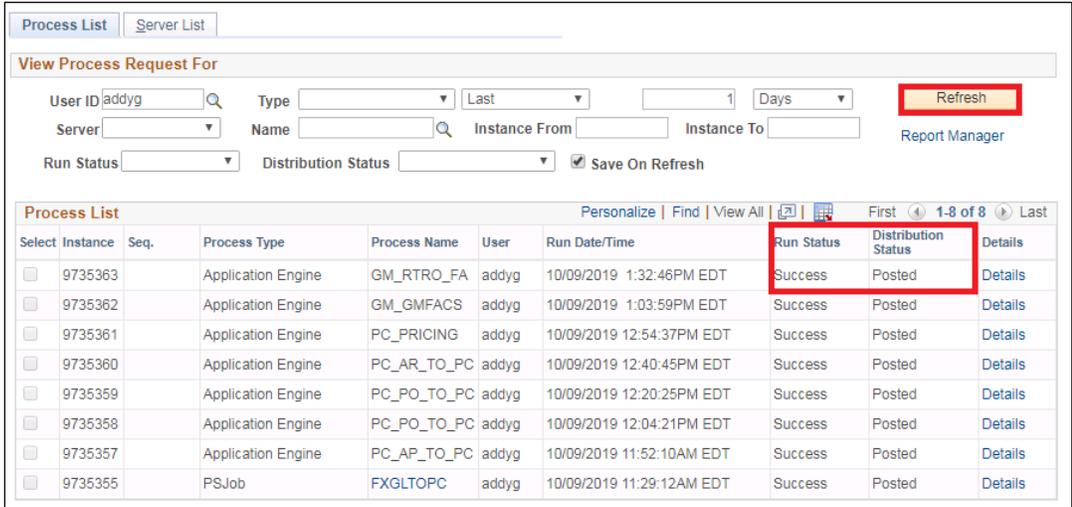
System Navigation for Grants

| Step | Action |
|------|--|
| 3. | Click Search . (See image in previous step.) |
| 4. | <p>Set up the Run Control as follows:</p> <ul style="list-style-type: none">a) Process Frequency [Always Process] <p><i>Run Control Options</i></p> <ul style="list-style-type: none">a) BU/Proj/Acct Option [Selected BU/Project]b) Business Unitc) 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.) <p><i>Output Options</i></p> <ul style="list-style-type: none">a) Description [FA Rate Adjustment]b) Accounting Date Option [Specify date]c) Accounting Date (Specify what accounting date these lines need to have.) <div data-bbox="324 1108 1396 1795"><p>Process Facilities Admin Adjustments</p><p>User ID addyg Report Manager Process Monitor Run</p><p>Run Control ID GM_RTRO_FA Program Name GM_RTRO_FA Process Frequency Always Process</p><p>Run Control Options</p><p>*BU/Proj/Act Option Selected BU / Project Request Number 1</p><p>Business Unit UCF01 *Date Option Accounting Date</p><p>Project 18458007 From Date 10/09/2019 Through Date 10/25/2019</p><p>Application Options</p><p>Award Business Unit Award ID Sponsor</p><p>Output Options</p><p>Description FA Rate Adjustment <input type="checkbox"/> Requires Approval</p><p>*Accounting Date Option Specify Date <input type="checkbox"/> Purge Existing Pending Approval</p><p>Accounting Date 10/09/2019</p><p>Save Notify Add Update/Display</p></div> |



UCF Financials

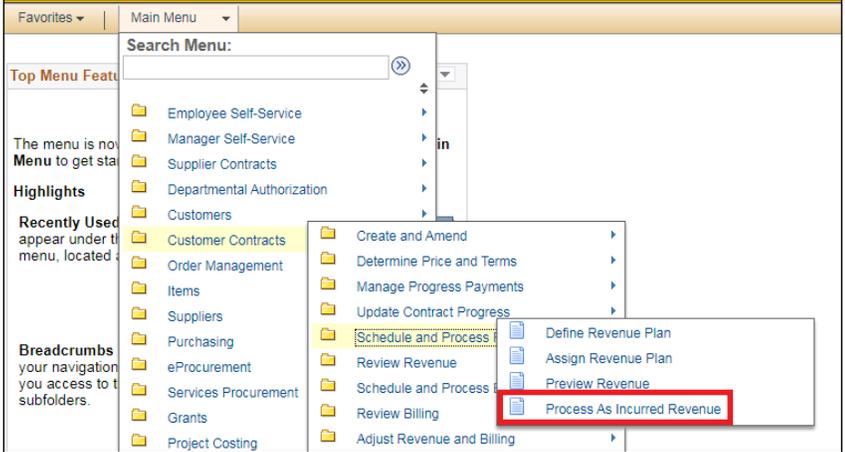
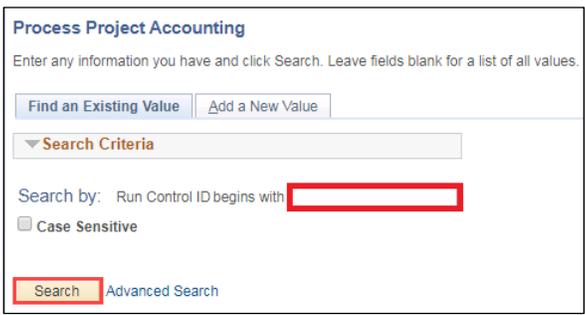
System Navigation for Grants

| Step | Action |
|------|---|
| 5. | Click Save . (See image in previous step.) |
| 6. | Click Run . (See image in step 4.) |
| 7. | Click OK .  |
| 8. | Click the Process Monitor link.  |
| 9. | Click the Refresh button until the process Run Status is Success , and the Distribution Status is Posted .  |



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:

| Step | Action |
|------|--|
| 1. | <p>Navigate to Main Menu > Customer Contracts > Schedule and Process Revenue > Process As Incurred Revenue.</p>  <p><i>Note: This will be a batch process. It can be run ad hoc when necessary.</i></p> |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |
| 3. | <p>Click Search. (See image in previous step.)</p> |



UCF Financials

System Navigation for Grants

4. Set up the **Run Control** as follows:

Program Name

- a) **Process Frequency [Always]**

Contact Options

- a) **Contracts Business Unit**

Cost Plus Fee Type

- a) **None [Check]**

Run Control Options

- a) **From Date [10/01/2013]**
- b) **Through Date** (last day of current/previous period)
- c) **Option [Business Unit]**
- d) **Project Business Unit**

Processing Options

- a) **Process All [Check]**

The screenshot shows the 'Process Project Accounting' web interface. The title bar includes 'Run Control ID Process_proj_acctg', 'Report Manager', 'Process Monitor', and a 'Run' button. The form is divided into several sections:

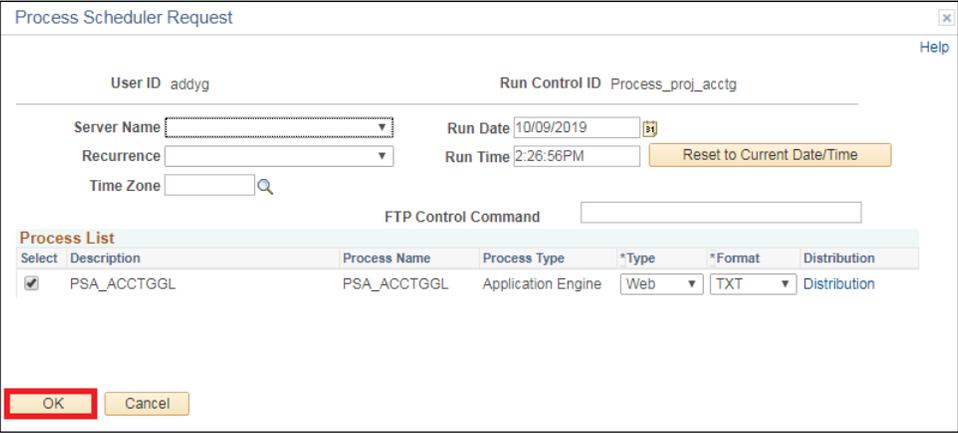
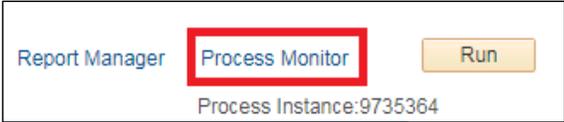
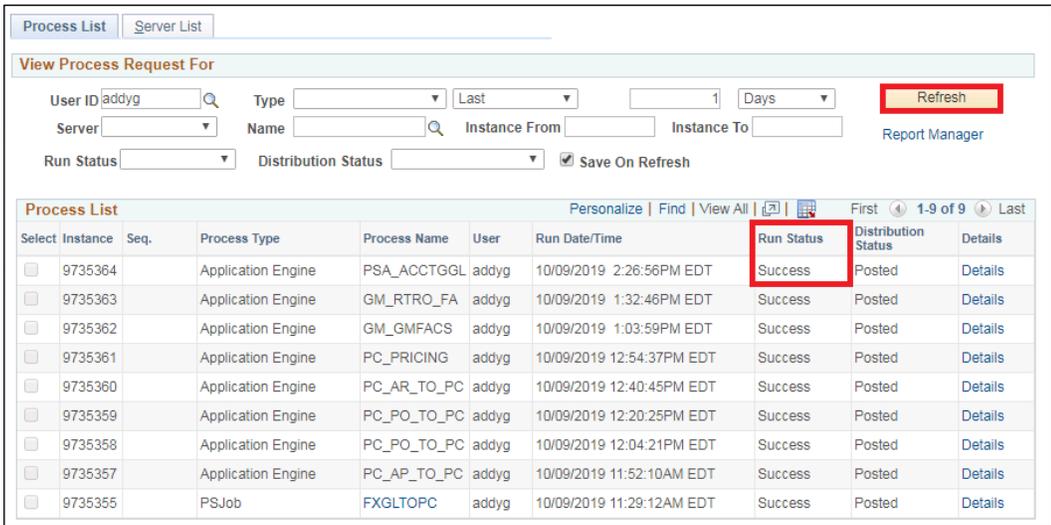
- Program Name:** Program Name: PSA_ACCTGGL, Process Frequency: Always (dropdown).
- Contract Options:** Contracts Business Unit: UCF01 (dropdown), University of Central Florida (text), Contract Type: (dropdown), Contract Classification: (dropdown), Sold To: (text), Contract: (text).
- Cost Plus Fee Type:** None (checked), Fixed Fee, Award Fee, Incentive Fee, Other Fee (all unchecked).
- Run Control Options:** Revenue Plan: (text), Revenue Profile: (text), From Date: 10/09/2019, Through Date: 10/25/2019, Override Accounting Date: (text), *Option: Business Unit (dropdown), Project Business Unit: UCF01 (dropdown), Project Type: (text), Project Manager: (text).
- Processing Options:** Process All (selected), Process Costs, Process Revenue.
- Streamline Processing Options:** Process Milestones, Process Journal Entries.

At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



UCF Financials

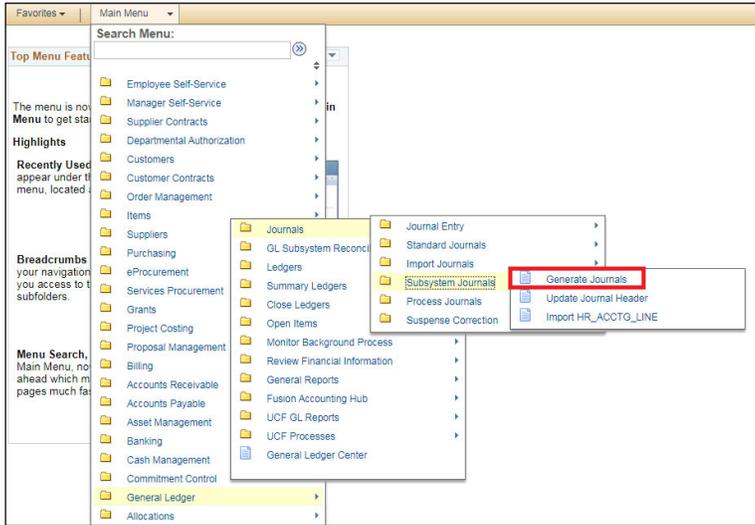
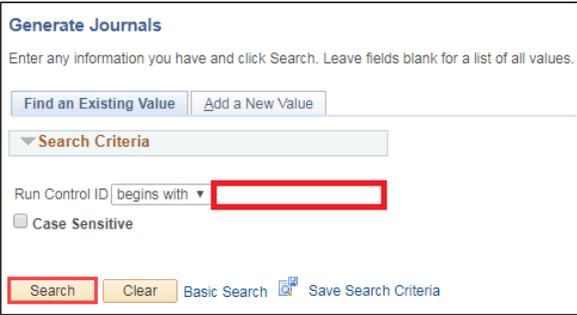
System Navigation for Grants

| Sten | Action |
|------|--|
| 5. | Click Save . (See image in previous step.) |
| 6. | Click Run . (See image in step 4.) |
| 7. | Click OK .  |
| 8. | Click the Process Monitor link.  |
| 9. | Click the Refresh button until the Line runs to Success .  |

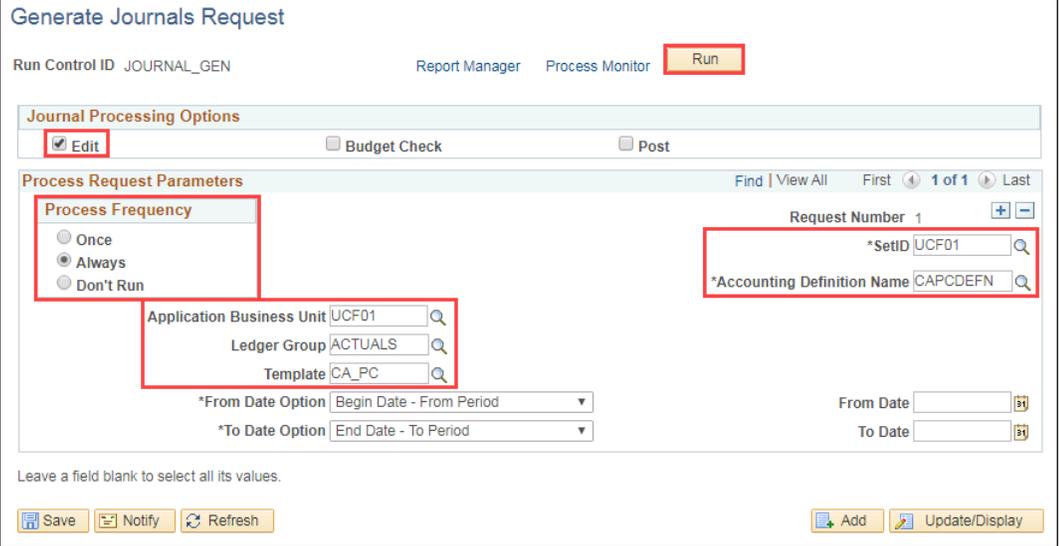


IX. GENERATE REVENUE JOURNALS

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

| Step | Action |
|------|--|
| 1. | <p>Navigate to Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals.</p>  <p><i>Note: This will be a batch process. It can be run ad hoc when necessary.</i></p> |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |
| 3. | <p>Click Search. (See image in previous step.)</p> |

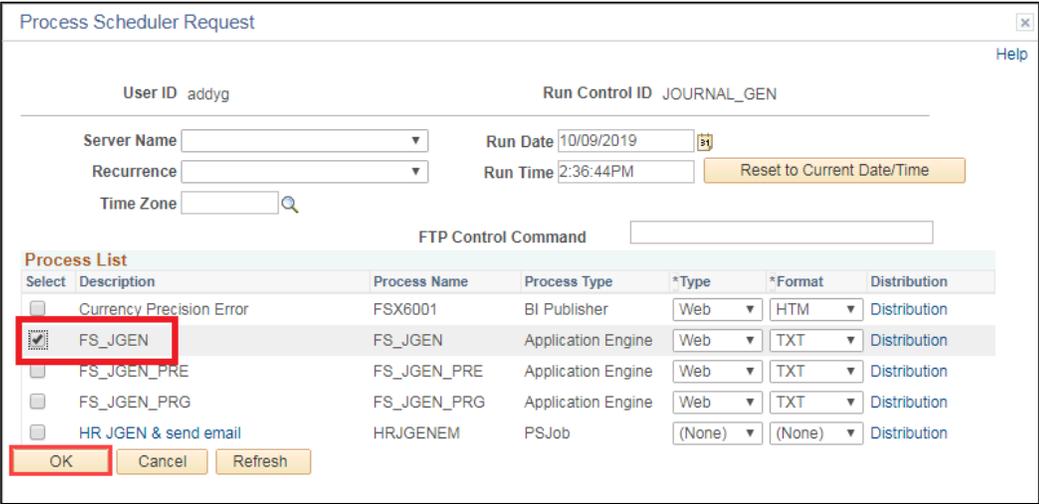
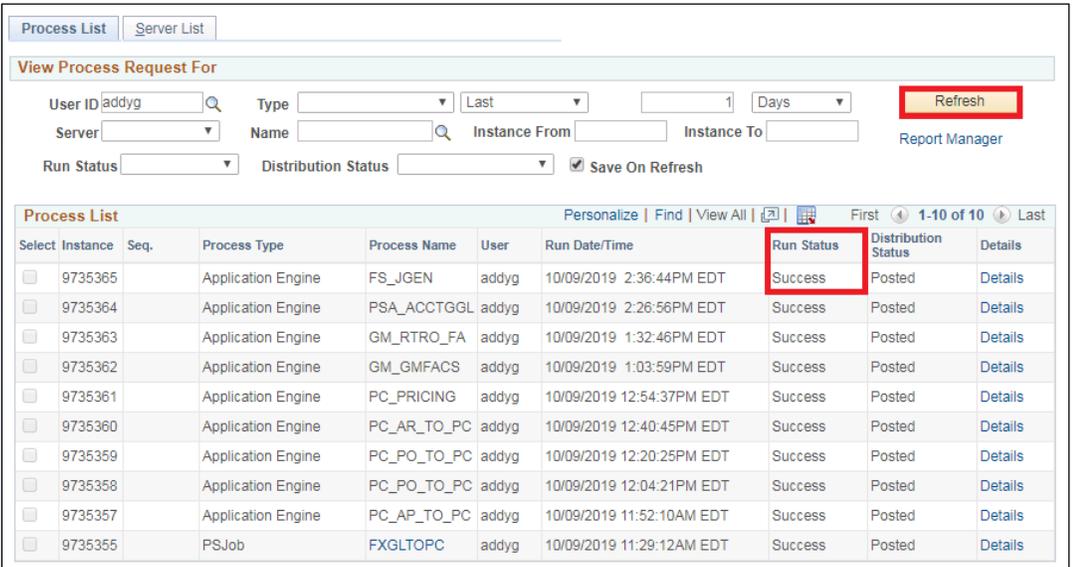


| Step | Action |
|------|---|
| 4. | <p>Set up the Run Control as follows:</p> <p><i>Journal Processing Options</i></p> <ul style="list-style-type: none">a) Edit [Checked] <p><i>Process Request Parameters</i></p> <ul style="list-style-type: none">a) Process Frequency [Always]b) Set ID [UCF01]c) Accounting Definition Name [CAPCDEFN]d) Application Business Unite) Ledger Group [ACTUALS]f) Template [CA_PC]  |
| 5. | Click Run . (See image in previous step.) |



UCF Financials

System Navigation for Grants

| Step | Action |
|------|--|
| 6. | Ensure FS_JGEN line is checked.  |
| 7. | Click OK . (See image in previous step.) |
| 8. | Click the Process Monitor link.  |
| 9. | Click the Refresh button until the Line runs to Success .  |



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.

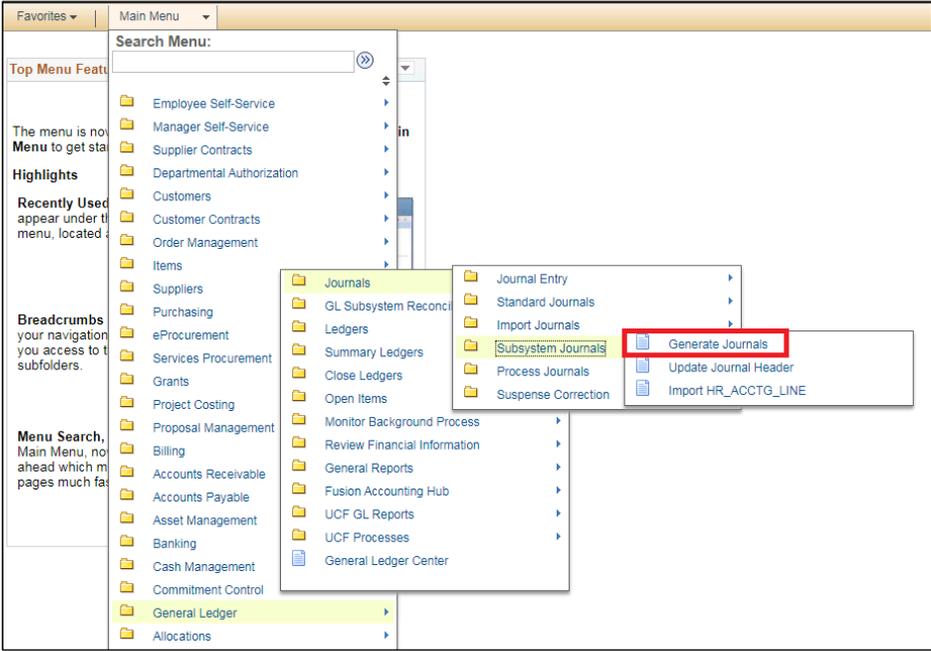
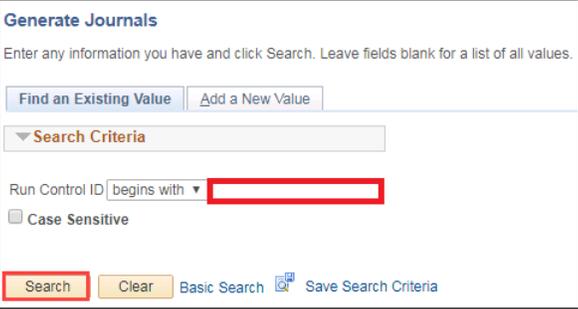
Example 2: In AP invoiced transactions for Arecibo labor will be cost collected as ACTs, but the transformation program will update the rows to PAY if they are to be charged against a chargeable sponsor project and CPY if they are to be charged against a cost-share or match project.

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

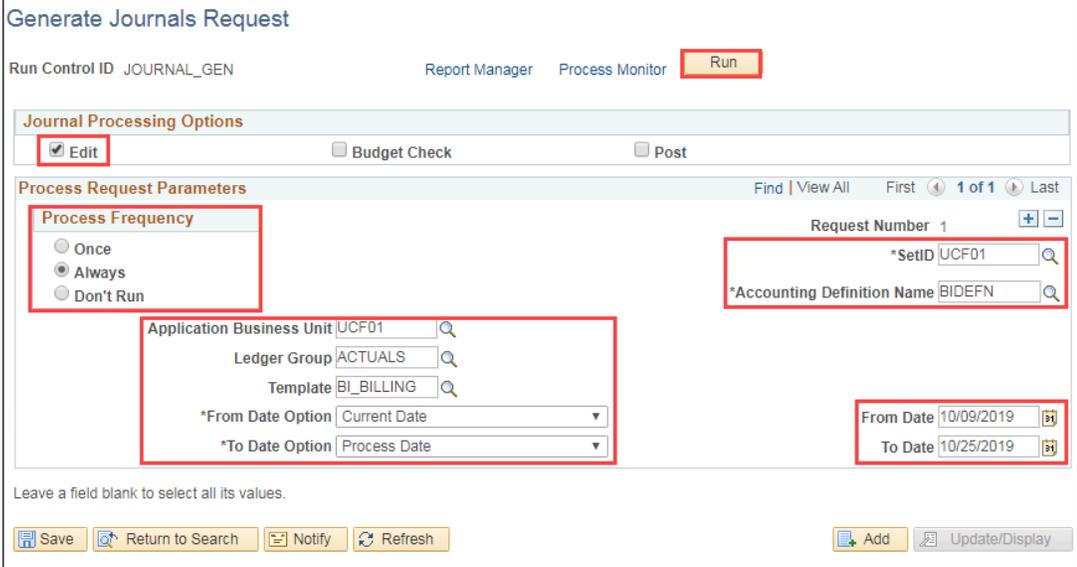
After the Create Accounting Entries process has been run and billing is complete, generate journals for billing so that journals can be posted. Follow these steps to generate journals for billing:

| Step | Action |
|------|--|
| 1. | <p>Navigate to Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals.</p>  <p>The screenshot shows the system's main menu with 'General Ledger' selected. A sub-menu is open for 'Journals', and another sub-menu is open for 'Subsystem Journals'. The 'Generate Journals' option is highlighted with a red box.</p> |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p>The screenshot shows the 'Generate Journals' form. The 'Run Control ID' field is highlighted with a red box.</p> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |



UCF Financials

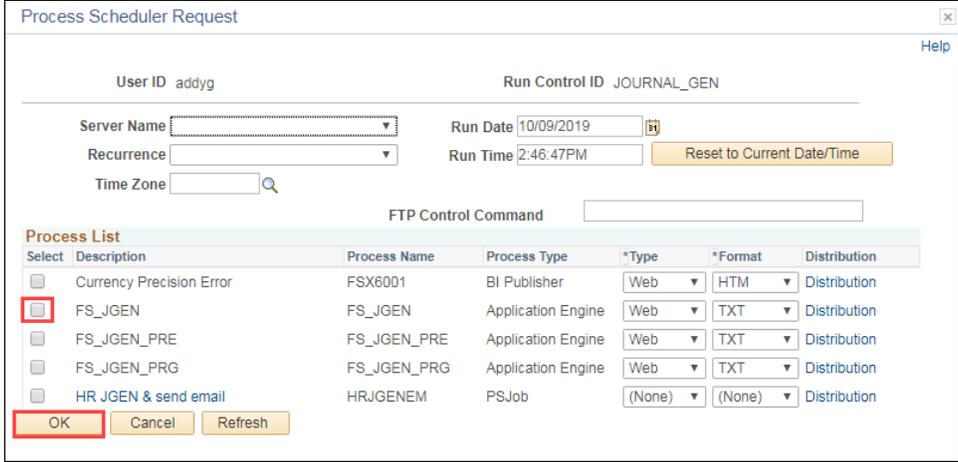
System Navigation for Grants

| Step | Action |
|------|--|
| 3. | Click Search . (See image in previous step.) |
| 4. | <p>Set up the Run Control as follows:</p> <p><i>Journal Processing Options</i></p> <ul style="list-style-type: none">a) Edit [Checked] <p><i>Process Request Parameters</i></p> <ul style="list-style-type: none">a) Process Frequency [Always]b) Set IDc) Accounting Definition Name [BIDEFN]d) Applications Business Unite) Ledger Group [ACTUALS]f) Template [BI_BILLING]g) From Date Option (specify date)h) To Date Option (specify date)i) From Datej) To Date  |
| 5. | Click Run . (See image in previous step.) |



UCF Financials

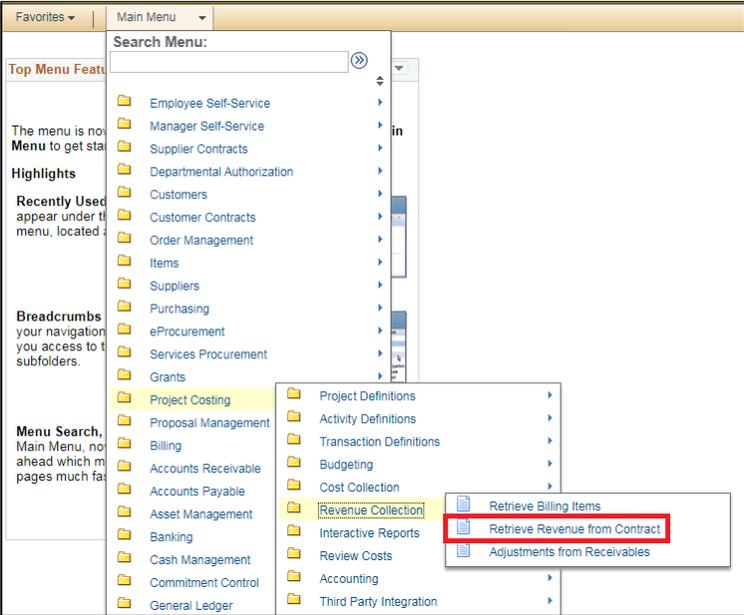
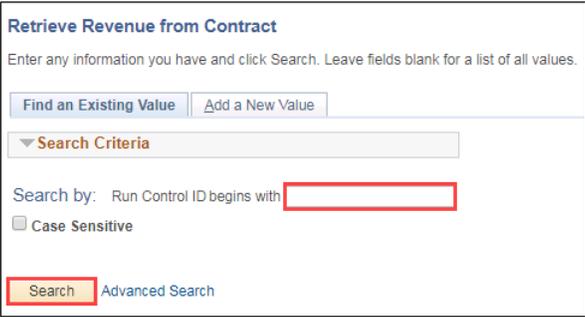
System Navigation for Grants

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--|--------------|--------------------|--------------|--------------|---------------------------|------------|---------------------|--------------------------|--------------------------|---------|--------------------------|---------|-----|--------------------|-------------------------------------|---------|--------------------------|--------------------|--------|---------|--------------------------|--------------------------|-------------|--------------------|--------------------|-------|--------------------------|--------------|--------------------------|-------------|--------------------------|--------------------|-----|--------------------|--------------|--------------------------|--------------------------|----------|--------|---------|--------------------------|--------------|--|--------------------|-----------|-------|--------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|--------------------|-------------|-------|---------------------------|---------|--------|---------|--------------------------|---------|--|-------|----------|-------|---------------------------|---------|--------|---------|
| 6. | <p>Ensure FS_JGEN line is checked.</p>  <p>Process Scheduler Request</p> <p>User ID: addyg Run Control ID: JOURNAL_GEN</p> <p>Server Name: [dropdown] Run Date: 10/09/2019 [calendar icon]</p> <p>Recurrence: [dropdown] Run Time: 2:46:47PM [button: Reset to Current Date/Time]</p> <p>Time Zone: [dropdown]</p> <p>FTP Control Command: [text box]</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Currency Precision Error</td> <td>FSX6001</td> <td>BI Publisher</td> <td>Web</td> <td>HTM</td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>FS_JGEN</td> <td>FS_JGEN</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FS_JGEN_PRE</td> <td>FS_JGEN_PRE</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FS_JGEN_PRG</td> <td>FS_JGEN_PRG</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HR JGEN & send email</td> <td>HRJGENEM</td> <td>PSJob</td> <td>(None)</td> <td>(None)</td> <td>Distribution</td> </tr> </tbody> </table> <p>[button: OK] [button: Cancel] [button: Refresh]</p> | Select | Description | Process Name | Process Type | *Type | *Format | Distribution | <input type="checkbox"/> | Currency Precision Error | FSX6001 | BI Publisher | Web | HTM | Distribution | <input checked="" type="checkbox"/> | FS_JGEN | FS_JGEN | Application Engine | Web | TXT | Distribution | <input type="checkbox"/> | FS_JGEN_PRE | FS_JGEN_PRE | Application Engine | Web | TXT | Distribution | <input type="checkbox"/> | FS_JGEN_PRG | FS_JGEN_PRG | Application Engine | Web | TXT | Distribution | <input type="checkbox"/> | HR JGEN & send email | HRJGENEM | PSJob | (None) | (None) | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Currency Precision Error | FSX6001 | BI Publisher | Web | HTM | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | FS_JGEN | FS_JGEN | Application Engine | Web | TXT | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | FS_JGEN_PRE | FS_JGEN_PRE | Application Engine | Web | TXT | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | FS_JGEN_PRG | FS_JGEN_PRG | Application Engine | Web | TXT | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | HR JGEN & send email | HRJGENEM | PSJob | (None) | (None) | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Click OK . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Click the Process Monitor . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Click the Refresh button until the Run Status of the Line displays Success . | Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | <input type="checkbox"/> | 9735365 | | Application Engine | FS_JGEN | addyg | 10/09/2019 2:36:44PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735364 | | Application Engine | PSA_ACCTGGL | addyg | 10/09/2019 2:26:56PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735363 | | Application Engine | GM_RTRO_FA | addyg | 10/09/2019 1:32:46PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735362 | | Application Engine | GM_GMFACS | addyg | 10/09/2019 1:03:59PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735361 | | Application Engine | PC_PRICING | addyg | 10/09/2019 12:54:37PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735360 | | Application Engine | PC_AR_TO_PC | addyg | 10/09/2019 12:40:45PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735359 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:20:25PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735358 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:04:21PM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735357 | | Application Engine | PC_AP_TO_PC | addyg | 10/09/2019 11:52:10AM EDT | Success | Posted | Details | <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details |
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735365 | | Application Engine | FS_JGEN | addyg | 10/09/2019 2:36:44PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735364 | | Application Engine | PSA_ACCTGGL | addyg | 10/09/2019 2:26:56PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735363 | | Application Engine | GM_RTRO_FA | addyg | 10/09/2019 1:32:46PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735362 | | Application Engine | GM_GMFACS | addyg | 10/09/2019 1:03:59PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735361 | | Application Engine | PC_PRICING | addyg | 10/09/2019 12:54:37PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735360 | | Application Engine | PC_AR_TO_PC | addyg | 10/09/2019 12:40:45PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735359 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:20:25PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735358 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:04:21PM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735357 | | Application Engine | PC_AP_TO_PC | addyg | 10/09/2019 11:52:10AM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



XIII. RUN RETRIEVE REVENUE FROM CONTRACTS

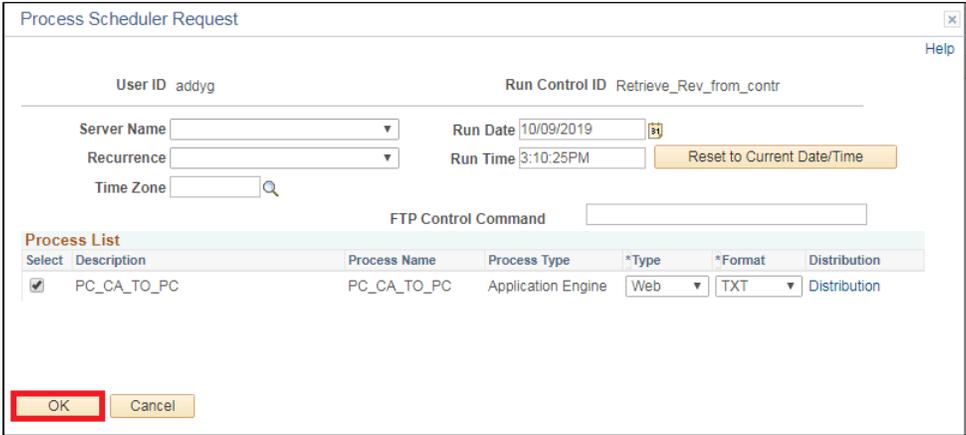
After invoices have been generated to success and invoicing has been completed, run Retrieve Revenue from Contracts so that the contract reflects billing. Follow these steps to run Retrieve Revenue from Contracts:

| Step | Action |
|------|---|
| 1. | <p>Navigate to Main Menu > Project Costing > Revenue Collection > Retrieve Revenue from Contracts.</p>  |
| 2. | <p>Enter the Run Control ID (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p> |



UCF Financials

System Navigation for Grants

| Step | Action |
|------|--|
| 3. | Click Search . (See image in previous step.) |
| 4. | <p>Set up the Run Control as follows:</p> <ol style="list-style-type: none"> Process Frequency [Always] Option [Business Unit] Business Unit (field displays when Business Unit is selected in Option field)  |
| 5. | Click Run . (See image in previous step.) |
| 6. | <p>Click OK.</p>  |
| 7. | <p>Click the Process Monitor link.</p>  |



| Step | Action |
|------|---|
| 8. | Click the Refresh button until the process Run Status displays Success . |

Process List | Server List

View Process Request For

User ID: Type: 1 Days

Server: Name: Instance From: Instance To: Report Manager

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1-11 of 11 Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|-------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 9735366 | | Application Engine | PC_CA_TO_PC | addyg | 10/09/2019 3:10:25PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735365 | | Application Engine | FS_JGEN | addyg | 10/09/2019 2:36:44PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735364 | | Application Engine | PSA_ACCTGGL | addyg | 10/09/2019 2:26:56PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735363 | | Application Engine | GM_RTRO_FA | addyg | 10/09/2019 1:32:46PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735362 | | Application Engine | GM_GMFACS | addyg | 10/09/2019 1:03:59PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735361 | | Application Engine | PC_PRICING | addyg | 10/09/2019 12:54:37PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735360 | | Application Engine | PC_AR_TO_PC | addyg | 10/09/2019 12:40:45PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735359 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:20:25PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735358 | | Application Engine | PC_PO_TO_PC | addyg | 10/09/2019 12:04:21PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735357 | | Application Engine | PC_AP_TO_PC | addyg | 10/09/2019 11:52:10AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 9735355 | | PSJob | FXGLTOPC | addyg | 10/09/2019 11:29:12AM EDT | Success | Posted | Details |