UCF Financials

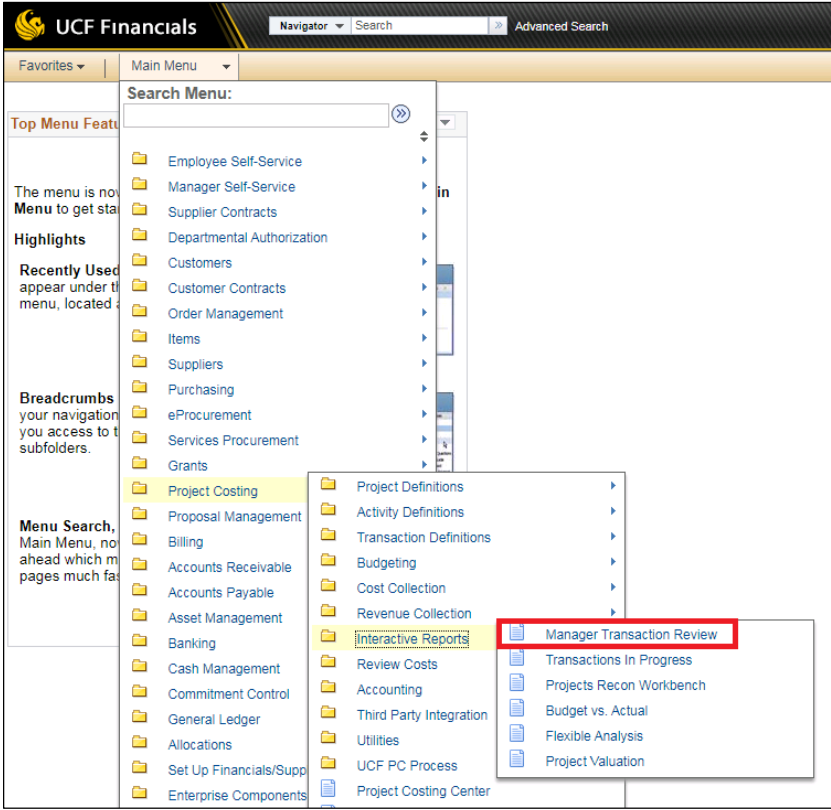**System Navigation for Grants**

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COURSE 4. PROCESS BILLING

UNIT 2. PROCESS BILLING: MONITORING DATA

I. MONITOR COMPLIANCE
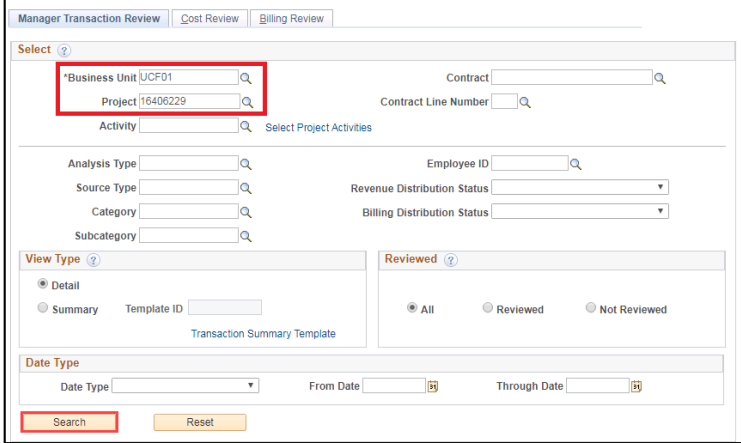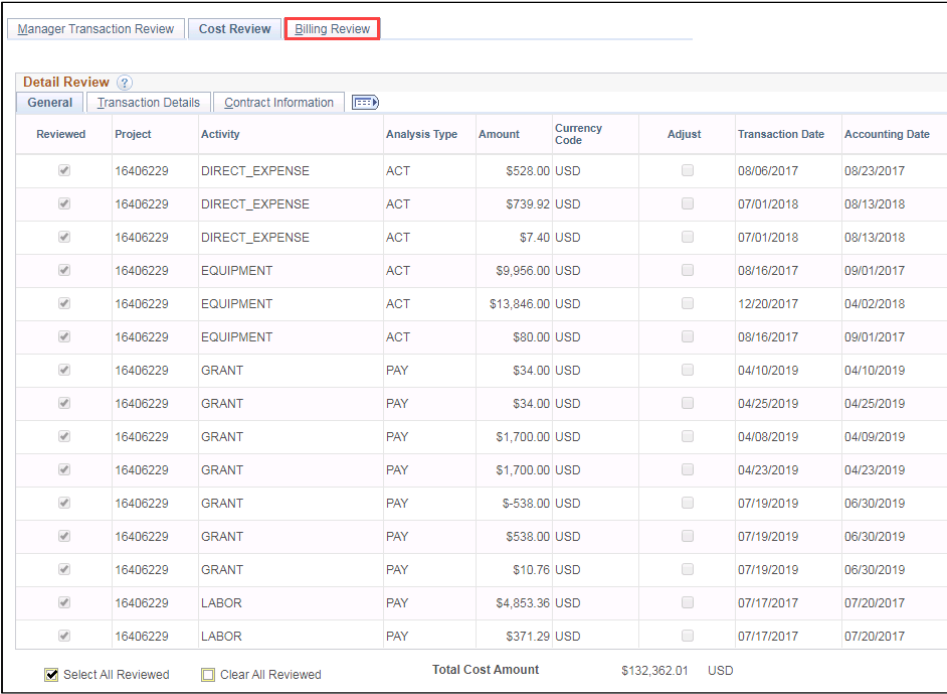
After an award has been set up and transactions have been made against an award, monitor compliance before processing billing.

Step	Action
1.	Navigate to **Main Menu** > **Project Costing** > **Interactive Reports** > **Manager Transaction Review**.

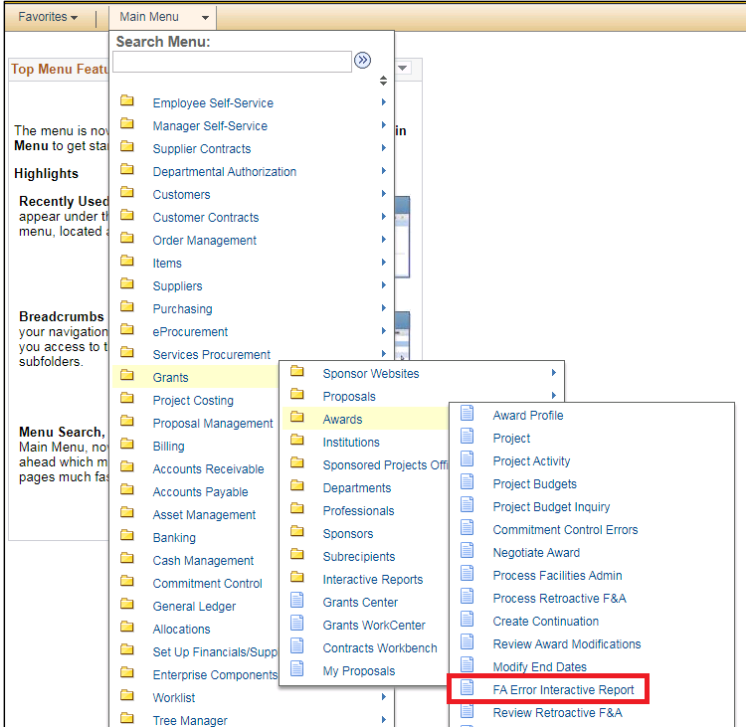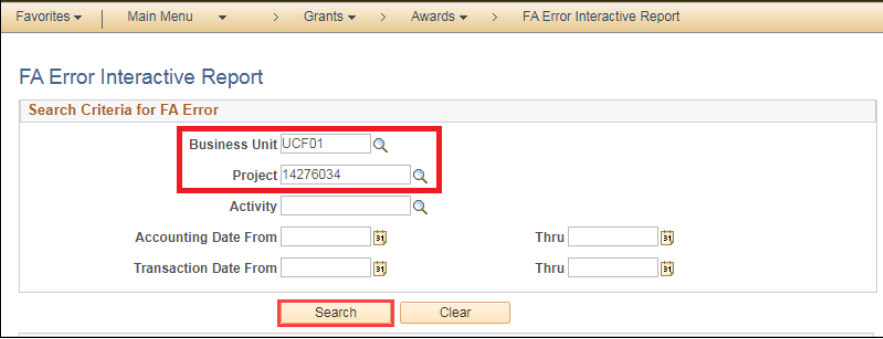| Step	Action
2.	Enter values in the following fields: a) **Business Unit** b) **Project** (Project ID)
3.	Click **Search**. (See image in previous step.)
4.	Review transactions. If an item needs to be deferred, click the **Billing Review** tab.

Step	Action
5.	Check any **Deferred** items that should not be billed. The **BIL** cannot be **Deferred** if the revenue has been recognized.
6.	Click **Save**. (See image in previous step.)

II. MONITOR F&A

When the F&A process errors out, follow these steps to monitor F&A, update errors, and rerun the F&A process.

Step	Action
1.	Navigate to **Main Menu** > **Grants** > **Awards** > **FA Error Interactive Report**.
2.	Enter values in the following fields: a) **Business Unit** b) **Project**

Step	Action
3.	Click **Search**. (See image in previous step.)
4.	Resolve any errors as appropriate. **Facilities and Administration Inquiry** Personalize | Find | View All | 🔲 | 📖 First ◀ **1 of 6** ▶ Last ID | Chartfields | Date and Amount | **Errors** | 🔳 | Error Status	Process Instance	Budget Status
---	---	---
Institution Rate Pct Not Found	9729175		
5.	Once **Errors** have been corrected, rerun the F&A process.
6.	Verify that **Errors** have been resolved and F&A expenses have calculated and posted.

III. RECONCILIATION & EXPENDITURE REVIEW
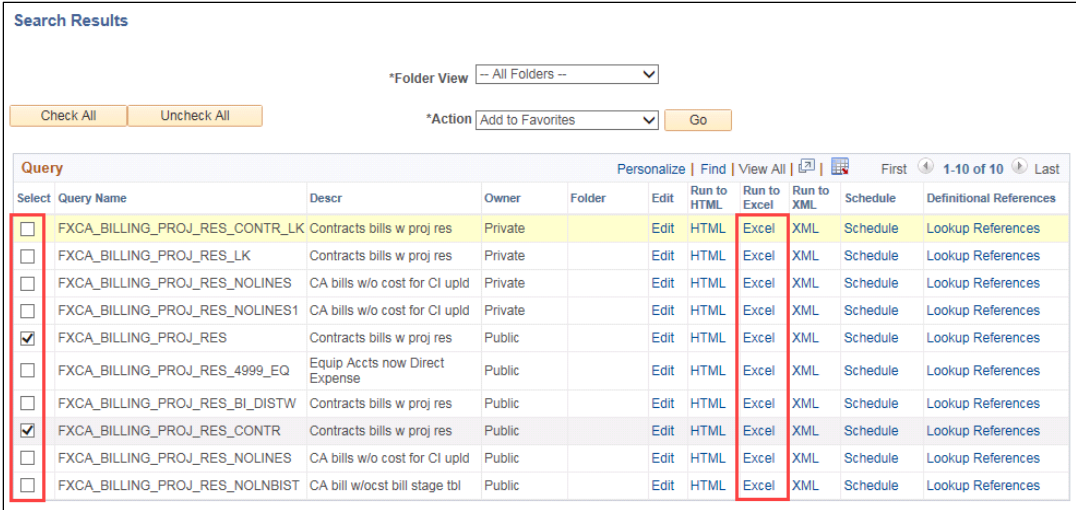
After appropriate processes have been run to ensure data is in Proj_Resource, a reconciliation and expenditure review can be conducted.

Step	Action
1.	Navigate to **Main Menu** > **Reporting Tools** > **Query** > **Query Manager**.
2.	Run billing support queries to view expenditures such as **FXCA_BILLING_PROJ_RES**, which shows all possible billing in PROJ_RESOURCE, or **FXCA_BILLING_PROJ_RES_CONTR**, which allows a contract number to be entered to pull contract-specific data from PROJ_RESOURCE. Enter the **Query Name**.

Step	Action
3.	Click **Search**. (See image in previous step.)
4.	Select the query to run and click **Excel**. If a favorites list has been created, the two, suggested queries can be viewed together.
5.	Enter values in the following fields: a) **Accting Date From** b) **Accting Date To** c) **Business Unit**
6.	Click **View Results**. (See image in previous step.)
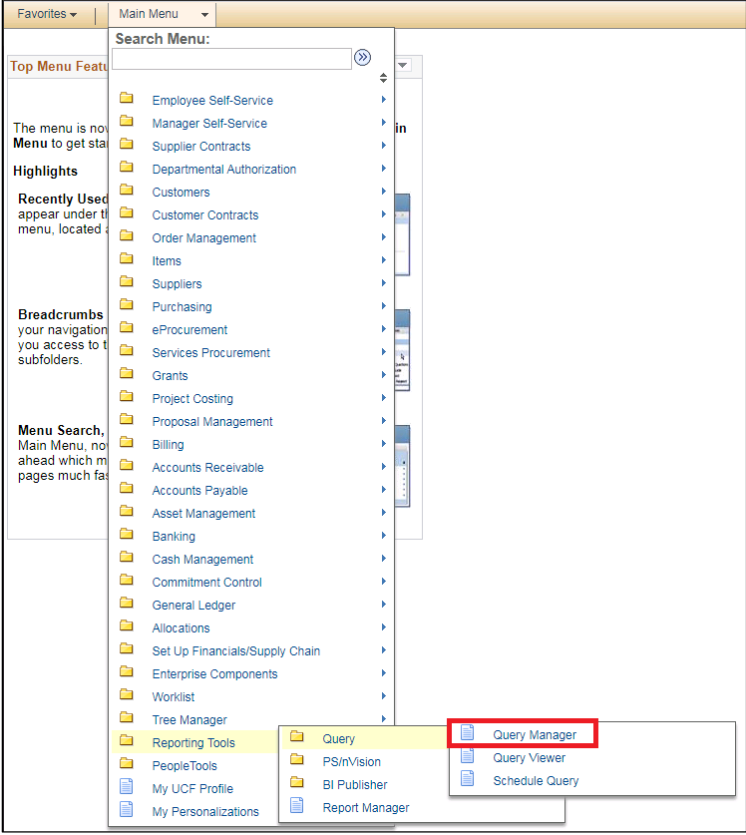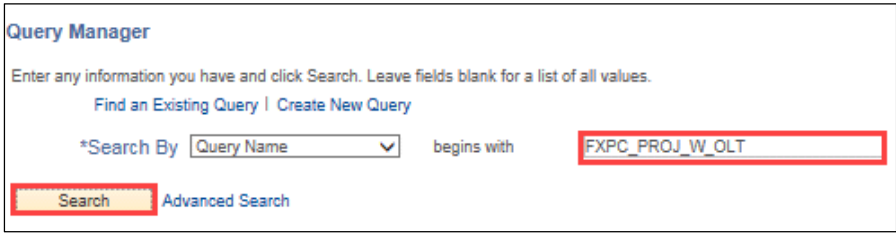
Step	Action
7.	Run data integrity queries or existing tools/reports. (The report in the image has been sorted by status to remove closed contracts. This query displays which **BIL** are available to bill and each **OLT** is shown by contract or project.)
8.	Take necessary action to correct the data as appropriate.

IV. RESOLUTION OF OVERDRAFTS
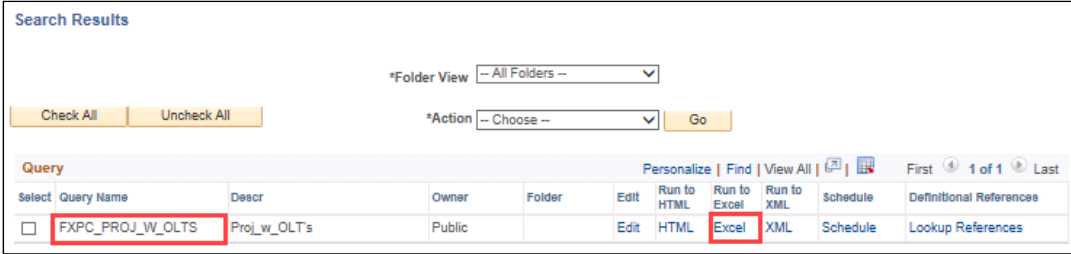
When awards will not have additional funds added and the project has spent more than its allotted amount, overdrafts need to be resolved. Then, the award can be altered or the expense removed.

Step	Action
1.	Navigate to **Main Menu** > **Reporting Tools** > **Query** > **Query Manager**.
2.	Run **Billing Support** queries such as **FXPC_PROJ_W_OLT** to view expenditures. Enter a **Query Name** in the **begins with** field.
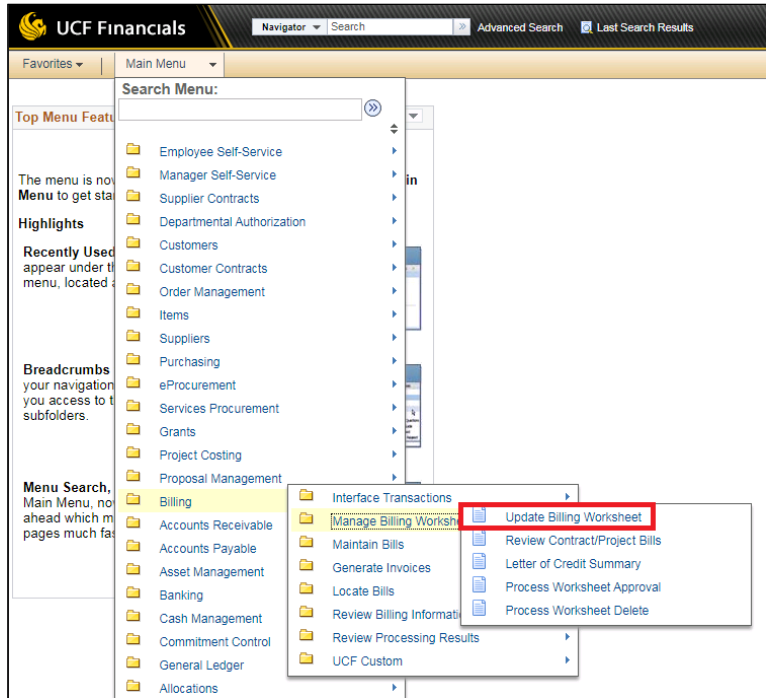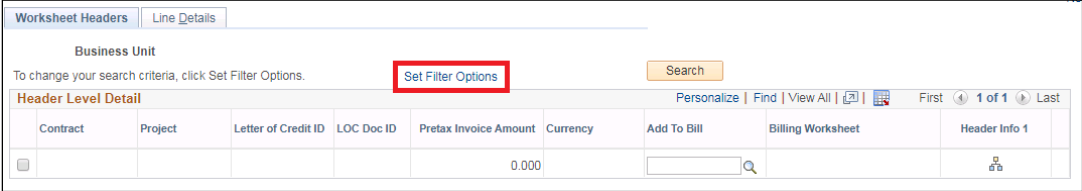
Step	Action
3.	Click **Search**. (See image in previous step.)
4.	Identify which transactions have created the over-the-limit (OLT) rows using the **Excel** report.
5.	Contact the department to remove the offending transactions.
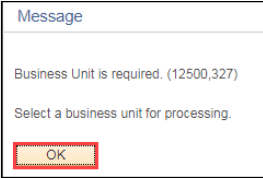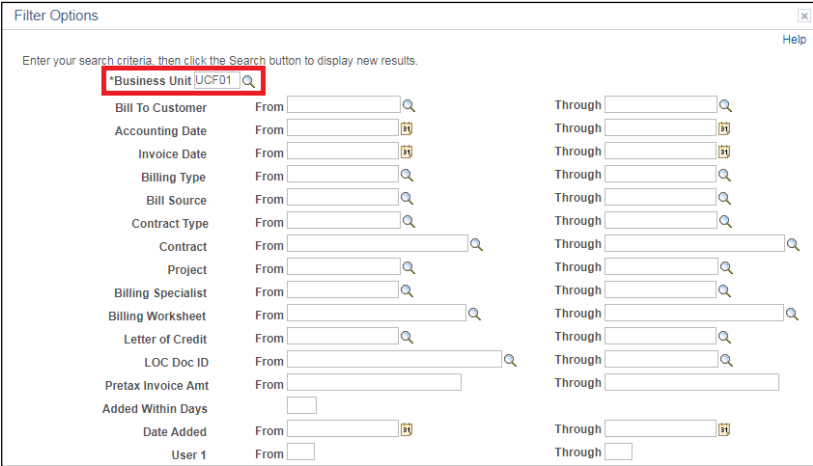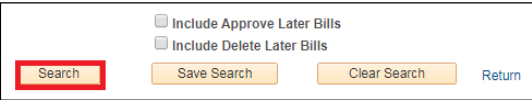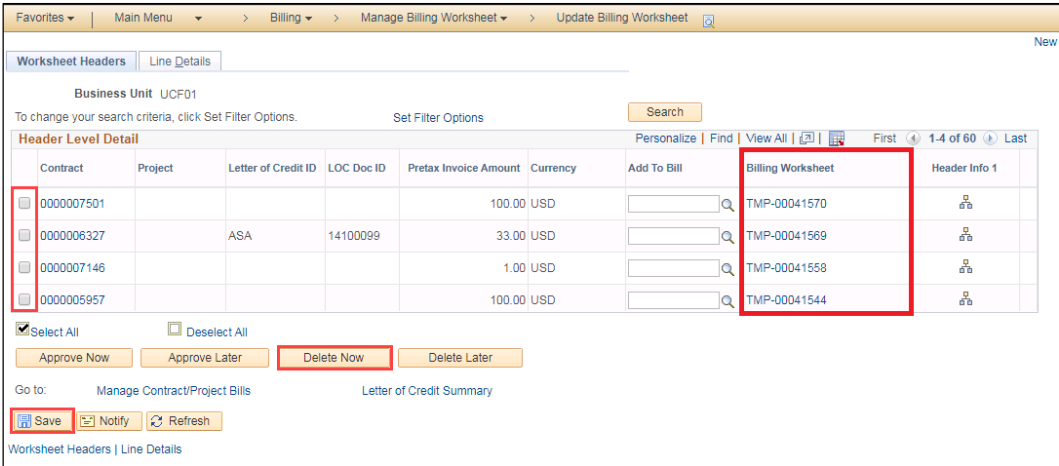
V. MONITOR SPENDING

After University of Central Florida processing has been completed and temporary bills (TMPs) have been generated, spending should be monitored. Then, a single action invoice can be processed. Follow these steps to monitor spending:

Step	Action
1.	Run the **Budget Position Report** to verify total billing.
2.	If TMP is incorrect, either defer, delete, or merge necessary lines.
3.	*Note: To delete a line, follow the next steps.* Navigate to **Main Menu** > **Billing** > **Manage Billing Worksheet** > **Update Billing Worksheet**.
4.	Click the **Set Filter Options** link.
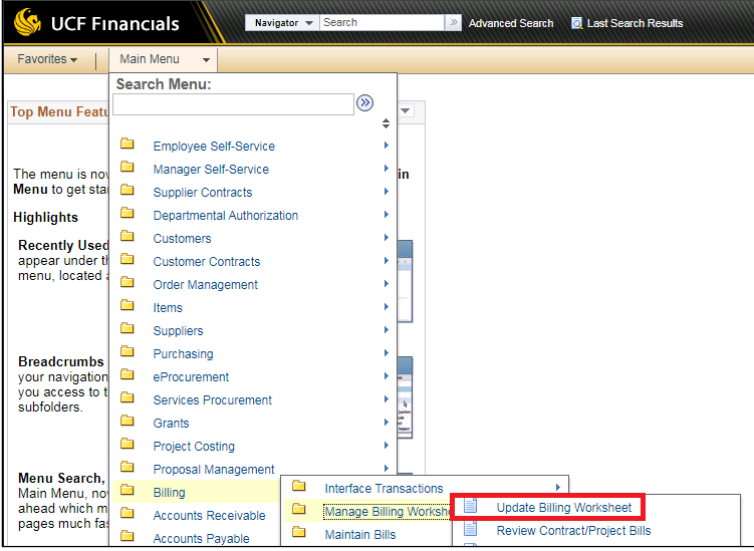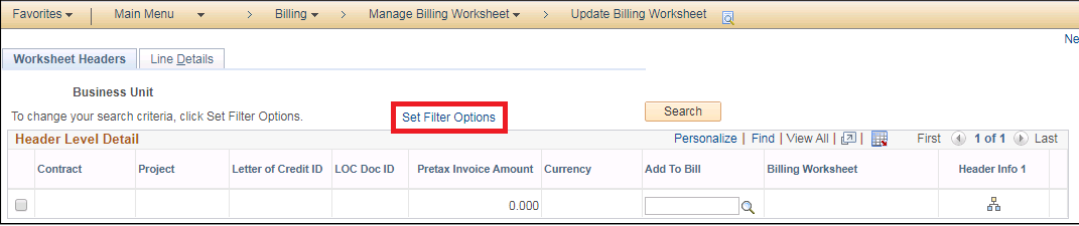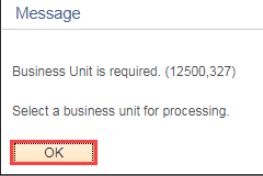
Step	Action
5.	If a **Message** displays, click **OK**. Message Business Unit is required. (12500,327) Select a business unit for processing. OK
6.	Enter the **Business Unit**. Filter Options Enter your search criteria, then click the Search button to display new results. *Business Unit UCF01 Bill To Customer — From / Through Accounting Date — From / Through Invoice Date — From / Through Billing Type — From / Through Bill Source — From / Through Contract Type — From / Through Contract — From / Through Project — From / Through Billing Specialist — From / Through Billing Worksheet — From / Through Letter of Credit — From / Through LOC Doc ID — From / Through Pretax Invoice Amt — From / Through Added Within Days Date Added — From / Through User 1 — From / Through
7.	Click **Search**. ☐ Include Approve Later Bills ☐ Include Delete Later Bills Search / Save Search / Clear Search / Return
8.	Select the **TMP**s to be deleted. Favorites ▾	Main Menu ▾ > Billing ▾ > Manage Billing Worksheet ▾ > Update Billing Worksheet New Worksheet Headers	Line Details Business Unit UCF01 To change your search criteria, click Set Filter Options. Set Filter Options Search Header Level Detail Personalize	Find	View All	First 1-4 of 60 Last | Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
---	---	---	---	---	---	---	---	---
0000007501				100.00	USD		TMP-00041570	
0000006327		ASA	14100099	33.00	USD		TMP-00041569	
0000007146				1.00	USD		TMP-00041558	
0000005957				100.00	USD		TMP-00041544		 ☑ Select All ☐ Deselect All Approve Now / Approve Later / Delete Now / Delete Later Go to: Manage Contract/Project Bills Letter of Credit Summary Save / Notify / Refresh Worksheet Headers	Line Details

Step	Action
9.	Click **Delete Now**. (See image in previous step.)
10.	Click **Save**. (See image in step 8.) *Note: Any time an item is approved or deleted on the **Update Billing Worksheet** page, save afterward.*
11.	*Note: To merge two lines follow the next steps.* Navigate to **Main Menu** > **Billing** > **Manage Billing Worksheet** > **Update Billing Worksheet**.
12.	Click the **Set Filter Options** link.
13.	If a **Message** displays, click **OK**.

Step	Action
14.	Enter the **Business Unit**. Other search criteria such as contract numbers in the **Contract From** and **Through** fields can also be included.
15.	Click **Search**.
16.	Ensure both **TMP**s are visible in the **Billing Worksheet** column.

Step	Action
17.	Approve one of the **TMP** lines that need to be merged by selecting it and clicking **Approve Now**.
18.	Click **Save**. (See image in previous step.)
19.	Open a new window, and navigate to **Main Menu** > **Billing** > **Maintain Bills** > **Standard Billing**.
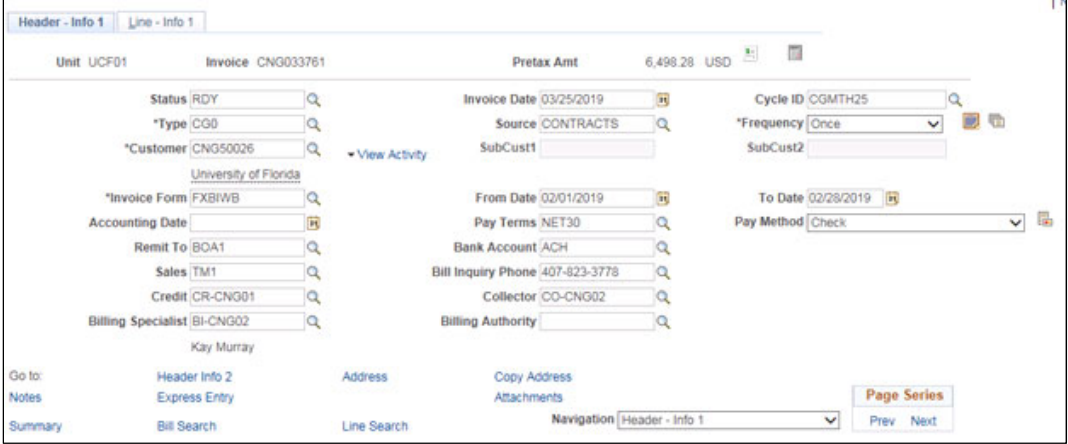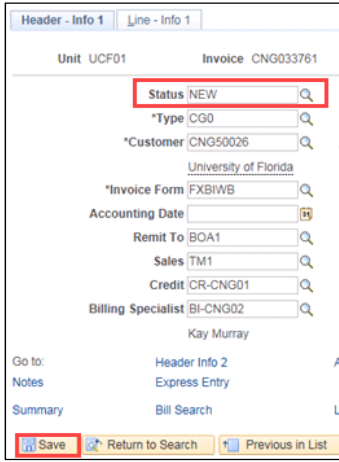
Step	Action
20.	Look up a **Contract** number that was previously approved by removing the **Invoice** number and entering the **Contract** number.
21.	Click **Search**. (See image in previous step.)
22.	Select the **CNG** invoice from the **Search Results**.

Step	Action
23.	Review the **Standard Billing** page.
24.	Update the **Status** to **NEW**.
25.	Click **Save**. (See image in previous step.) Keep this window open to change the **Status** back to **RDY** at the end of the process.
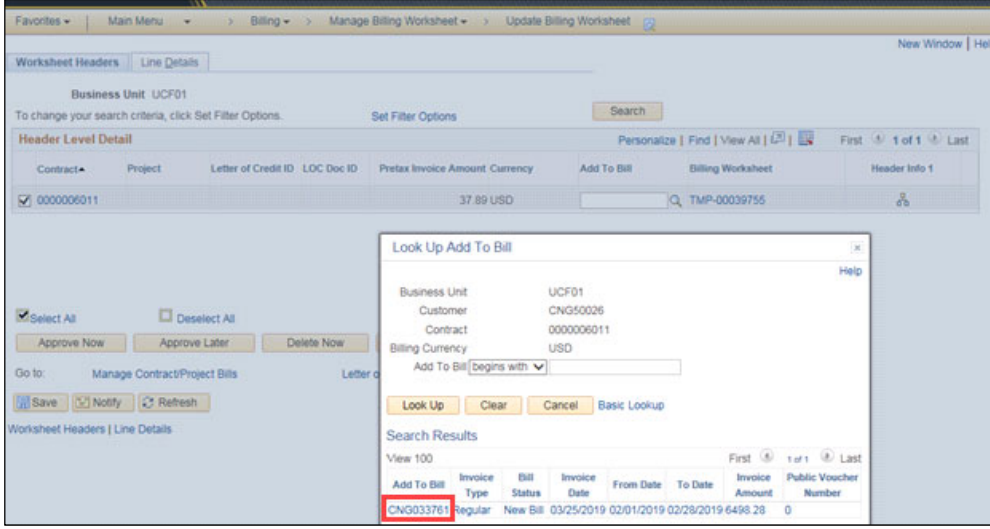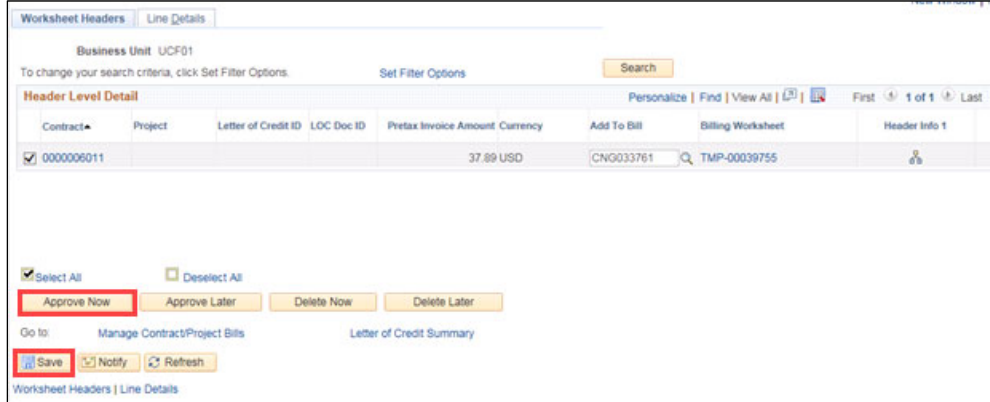
Step	Action
26.	To continue, navigate to **Main Menu** > **Billing** > **Manage Billing Worksheet** > **Update Billing Worksheet**. (Alternatively, click the **back arrow** to return to the previous screen – **Update Billing Worksheet**. This option will require navigating back to the **Standard Billing** page at the end of the process.)
27.	Select the box of the line for the **TMP** link of the **Billing Worksheet** that is to be added to the invoice.
28.	Click the **magnifiying glass** of that line under the **Add to Bill** heading.
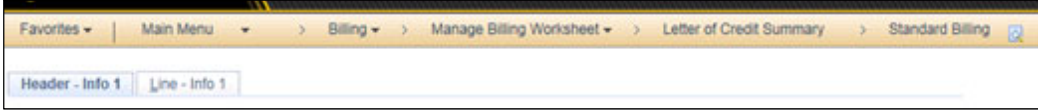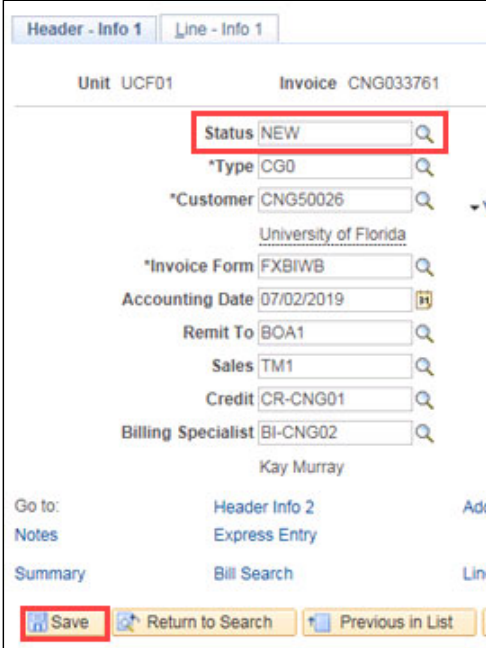
Step	Action
29.	Select the invoice to add the **TMP** to.
30.	Click **Approve Now**.
31.	Click **Save**. (See image in previous step.)
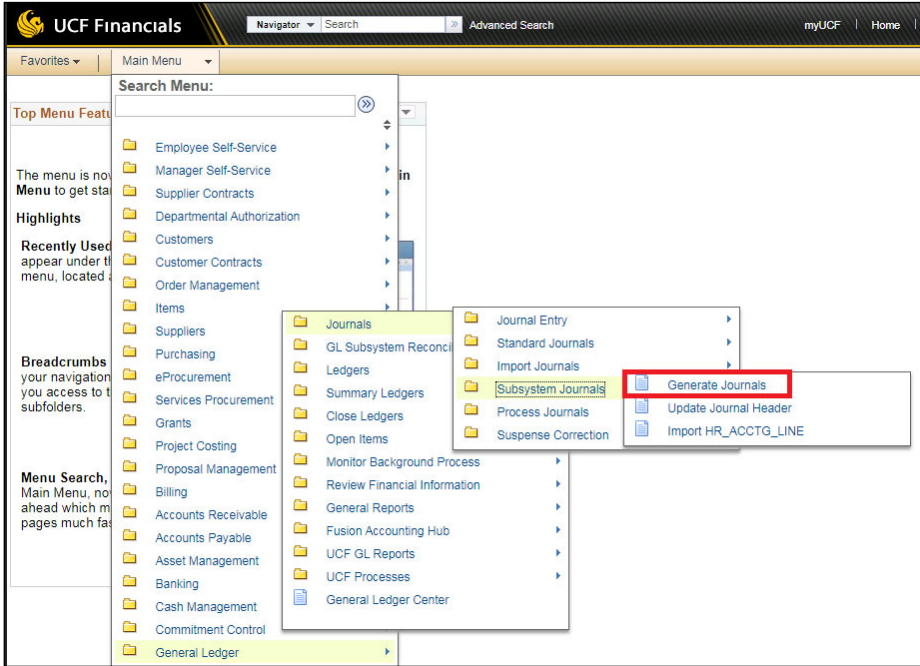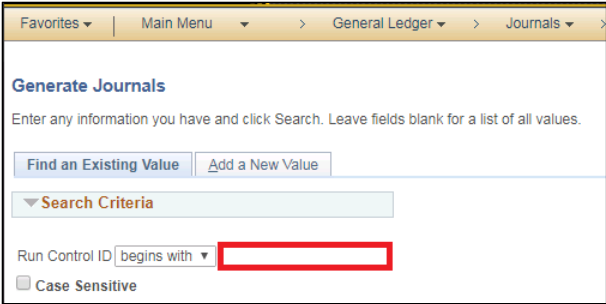
Step	Action
32.	Return to the **Standard Billing** page if it was kept open in step 25. (Alternatively, if the **Standard Billing** page was closed, open a new window, and navigate to **Main Menu** > **Billing** > **Maintain Bills** > **Standard Billing**. Click the **Return to Search** button to search using the **Contract** number to obtain the invoice that needs to be changed.)
33.	On the **Standard Billing** page, update the **Status** to ready (**RDY**).
34.	Click **Save**. (See image in previous step.)

VI. GENERATE JOURNALS FOR F&A
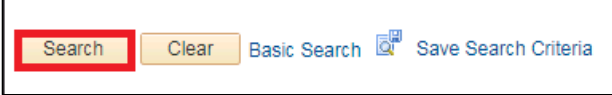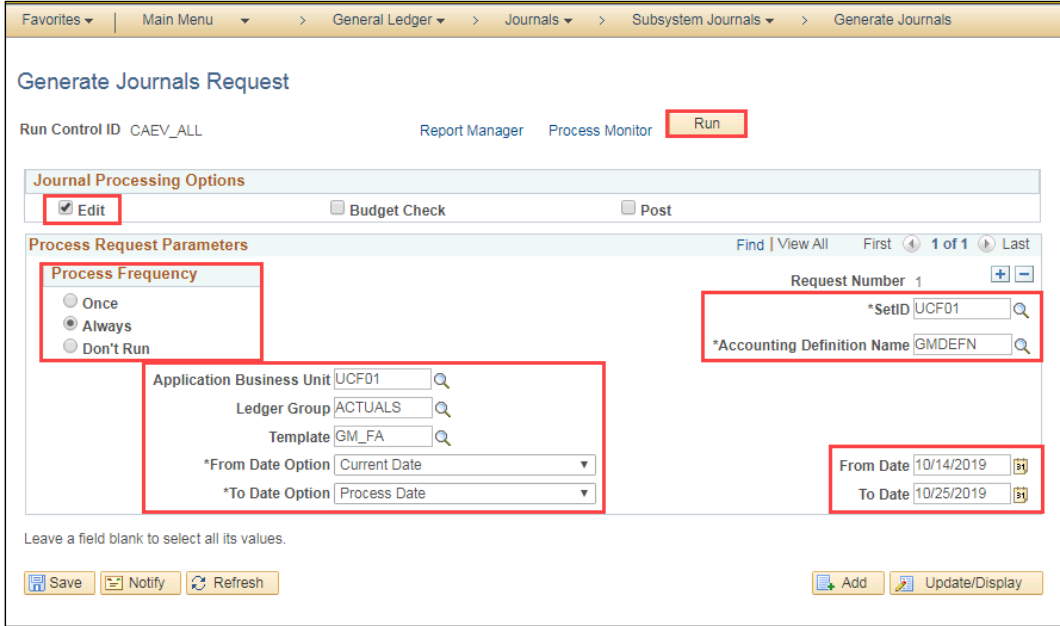
After all facilities & administrative costs (F&A) have been generated and F&A has been run, generate journals for F&A so they can be posted. Follow these steps to generate journals for F&A:

Step	Action
1.	Navigate to **Main Menu** > **General Ledger** > **Journals** > **Subsystem Journals** > **Generate Journals**.
2.	Enter the **Run Control ID** (user defined). *Note: When creating run controls, they cannot contain any spaces. Use underscores instead.*
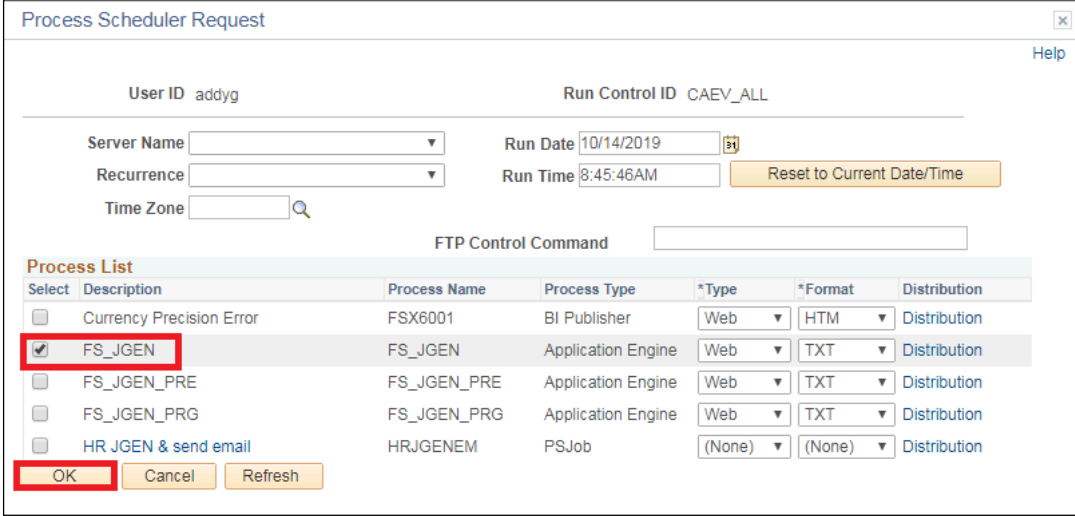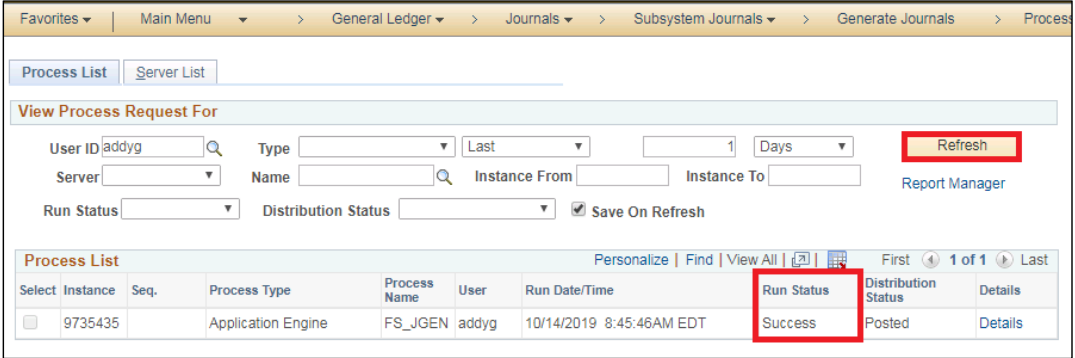
Step	Action
3.	Click **Search**. Search Clear Basic Search Save Search Criteria
4.	Set up the **Run Control** as follows: a) **Edit** [**Checked**] b) **Process Frequency** [**Always**] c) **Set ID** d) **Accounting Definition Name** [**GMDEFN**] e) **Application Business Unit** f) **Ledger Group** [**ACTUALS**] g) **Template** [**GM_FA**] h) **From Date Option** (specify date) i) **To Date Option** (specify date) j) **From Date** k) **To Date** Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾ > Subsystem Journals ▾ > Generate Journals **Generate Journals Request** Run Control ID CAEV_ALL Report Manager Process Monitor Run **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 🔍 ◉ Always *Accounting Definition Name GMDEFN 🔍 ○ Don't Run Application Business Unit UCF01 🔍 Ledger Group ACTUALS 🔍 Template GM_FA 🔍 *From Date Option Current Date ▾ From Date 10/14/2019 📅 *To Date Option Process Date ▾ To Date 10/25/2019 📅 Leave a field blank to select all its values. 💾 Save 📧 Notify 🔄 Refresh ➕ Add 🔁 Update/Display
5.	Click **Run**. (See image in previous step.)

Step	Action
6.	Ensure the **FS_JGEN Line** is checked. **Process Scheduler Request** Help User ID addyg Run Control ID CAEV_ALL Server Name ▼ Run Date 10/14/2019 Recurrence ▼ Run Time 8:45:46AM Reset to Current Date/Time Time Zone 🔍 FTP Control Command **Process List** 	Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Currency Precision Error	FSX6001	BI Publisher	Web ▼	HTM ▼	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 ▼	TXT ▼	Distribution
☐	HR JGEN & send email	HRJGENEM	PSJob	(None) ▼	(None) ▼	Distribution	 OK Cancel Refresh
7.	Click **OK**. (See image in previous step.)
8.	Click the **Process Monitor**. Report Manager Process Monitor Run Process Instance:9735435
9.	Click the **Refresh** button until the process **Run Status** of the **Line** displays **Success**. Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Subsystem Journals ▾ > Generate Journals > Process 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 | 🗗 | 🔢 First ◀ 1 of 1 ▶ Last | Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	9735435		Application Engine	FS_JGEN	addyg	10/14/2019 8:45:46AM EDT	Success	Posted	Details	