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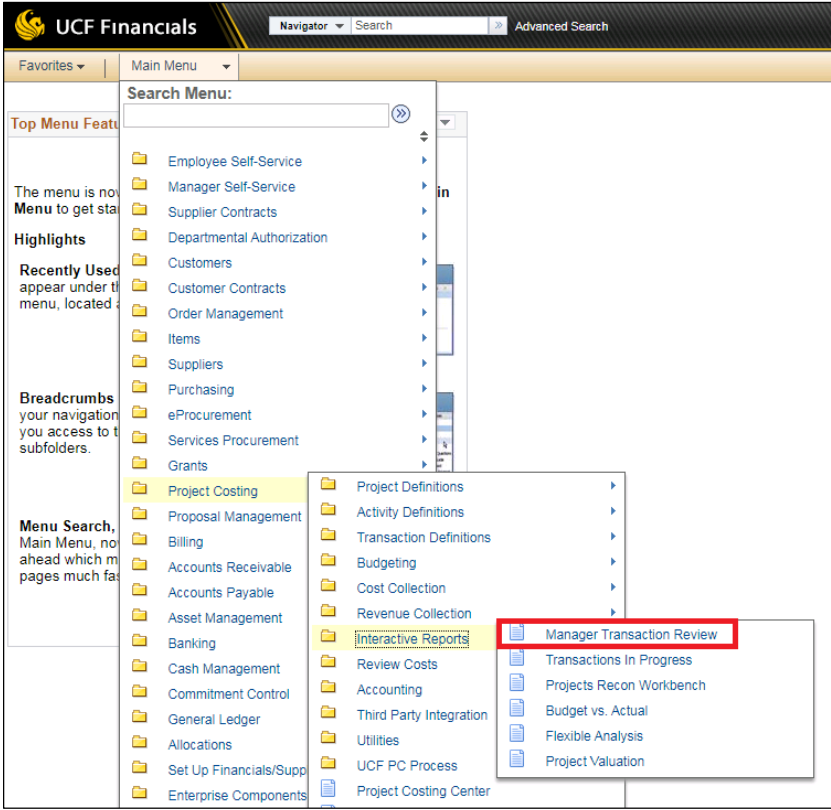


COURSE 4. PROCESS BILLING

UNIT 2. PROCESS BILLING: MONITORING DATA

I. MONITOR COMPLIANCE

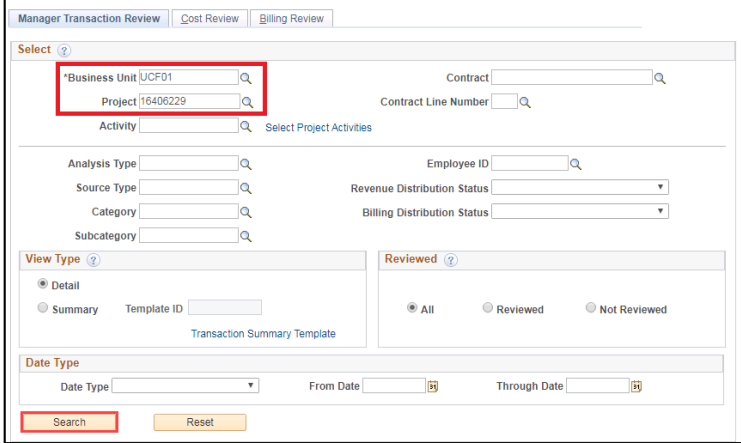
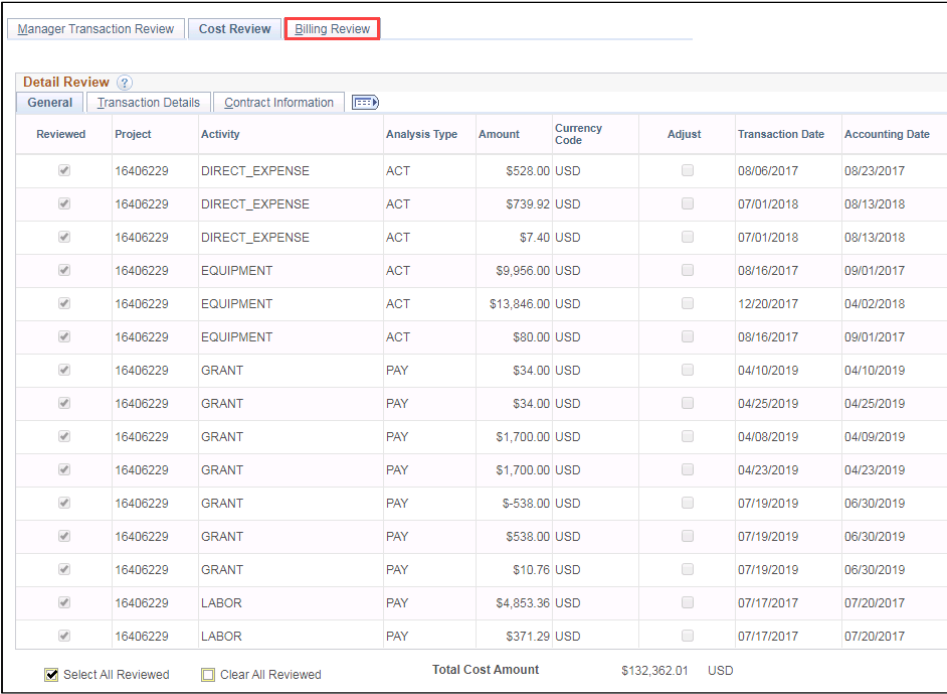
After an award has been set up and transactions have been made against an award, monitor compliance before processing billing.

Step	Action
1.	<p>Navigate to Main Menu > Project Costing > Interactive Reports > Manager Transaction Review.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'Project Costing' folder is highlighted in yellow. A sub-menu is open for 'Project Costing', and the 'Interactive Reports' folder is highlighted in yellow. A further sub-menu is open for 'Interactive Reports', and the 'Manager Transaction Review' option is highlighted with a red box.</p>

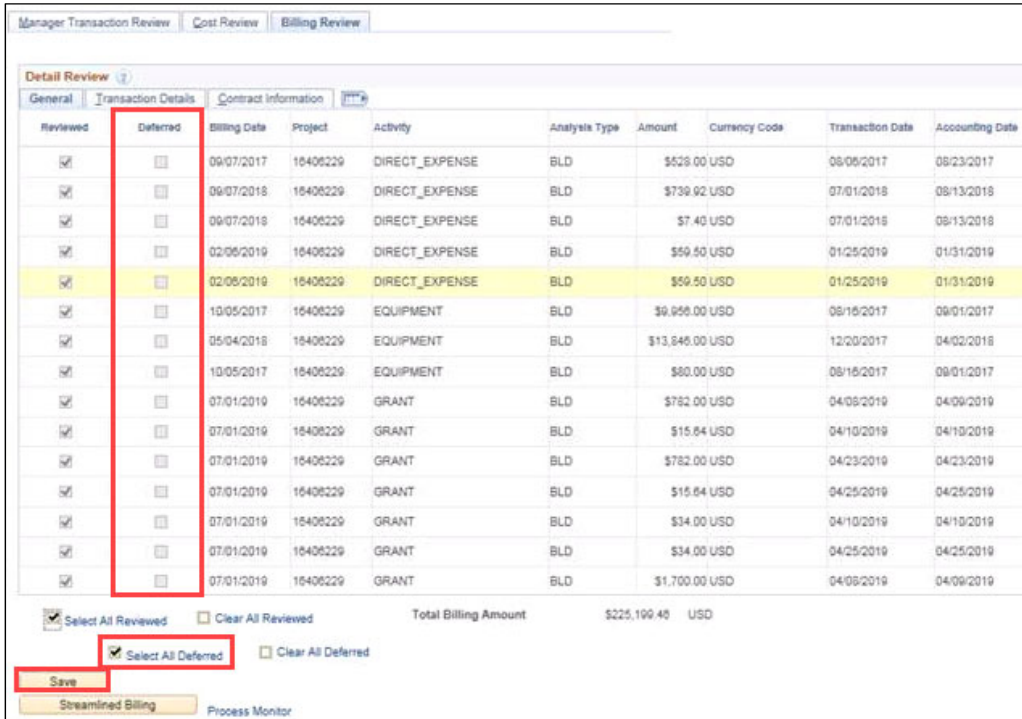


UCF Financials

System Navigation for Grants

Step	Action
2.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Business Unit Project (Project ID) 
3.	Click Search . (See image in previous step.)
4.	<p>Review transactions. If an item needs to be deferred, click the Billing Review tab.</p> 

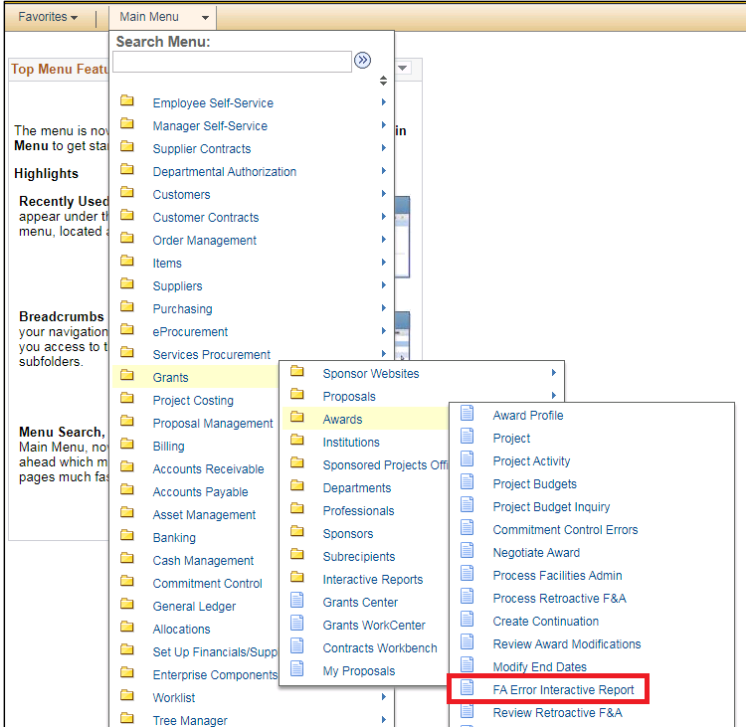
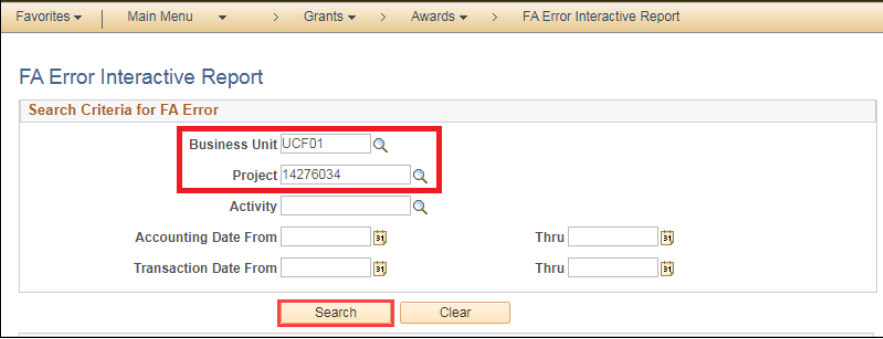


Step	Action																																																																																																																																																																
5.	<p>Check any Deferred items that should not be billed. The BIL cannot be Deferred if the revenue has been recognized.</p>  <p>The screenshot shows the 'Billing Review' interface. At the top, there are tabs for 'Manager Transaction Review', 'Cost Review', and 'Billing Review'. Below that is a 'Detail Review' section with tabs for 'General', 'Transaction Details', and 'Contract Information'. The 'Transaction Details' tab is active, showing a table with columns: Reviewed, Deferred, Billing Date, Project, Activity, Analysis Type, Amount, Currency Code, Transaction Date, and Accounting Date. The 'Deferred' column is highlighted with a red box. Below the table, there are checkboxes for 'Select All Reviewed', 'Clear All Reviewed', 'Select All Deferred', and 'Clear All Deferred'. The 'Select All Deferred' checkbox is checked and highlighted with a red box. Below these are buttons for 'Save' (highlighted with a red box), 'Streamlined Billing', and 'Process Monitor'. The 'Total Billing Amount' is shown as \$225,199.45 USD.</p> <table border="1"><thead><tr><th>Reviewed</th><th>Deferred</th><th>Billing Date</th><th>Project</th><th>Activity</th><th>Analysis Type</th><th>Amount</th><th>Currency Code</th><th>Transaction Date</th><th>Accounting Date</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>09/07/2017</td><td>16406229</td><td>DIRECT_EXPENSE</td><td>BLD</td><td>\$528.00 USD</td><td></td><td>08/08/2017</td><td>08/23/2017</td></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>09/07/2018</td><td>16406229</td><td>DIRECT_EXPENSE</td><td>BLD</td><td>\$739.02 USD</td><td></td><td>07/01/2018</td><td>08/13/2018</td></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>09/07/2018</td><td>16406229</td><td>DIRECT_EXPENSE</td><td>BLD</td><td>\$7.40 USD</td><td></td><td>07/01/2018</td><td>08/13/2018</td></tr><tr><td><input 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6.	<p>Click Save. (See image in previous step.)</p>																																																																																																																																																																



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.	<p>Navigate to Main Menu > Grants > Awards > FA Error Interactive Report.</p> 
2.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Project 



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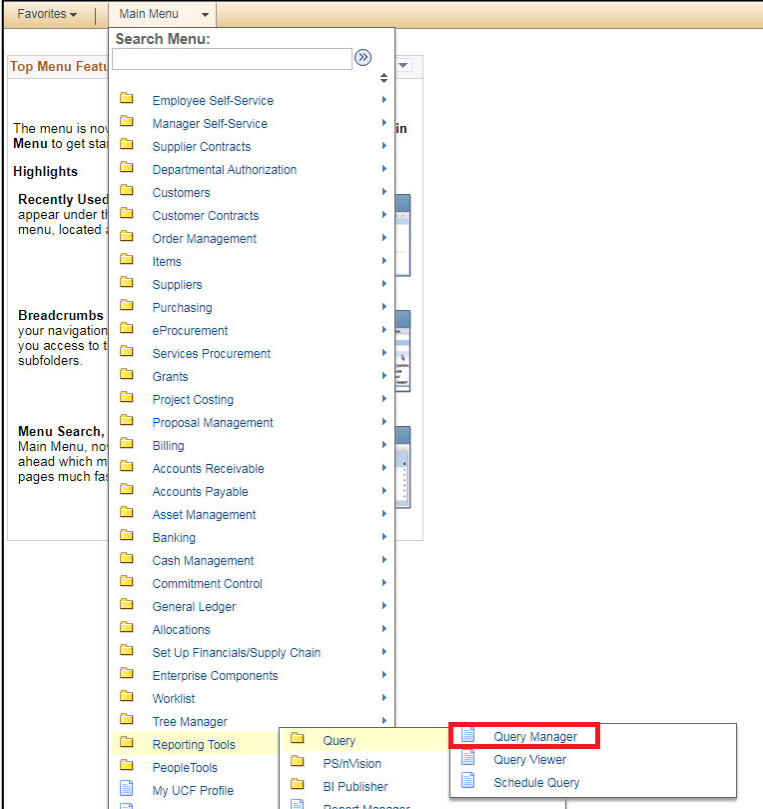
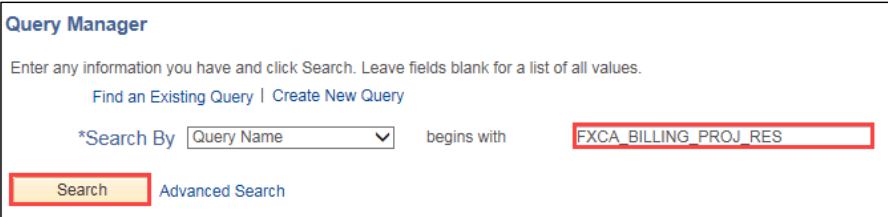
System Navigation for Grants

Step	Action
3.	Click Search . (See image in previous step.)
4.	Resolve any errors as appropriate.  <p>The screenshot shows a web interface titled "Facilities and Administration Inquiry". At the top, there are navigation options: "Personalize", "Find", "View All", and "1 of 6". Below this is a table with columns: "ID", "Chartfields", "Date and Amount", "Errors", "Process Instance", and "Budget Status". The "Errors" column is highlighted with a red box. The table contains one row with the error message "Institution Rate Pct Not Found" and the process instance number "9729175".</p>
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

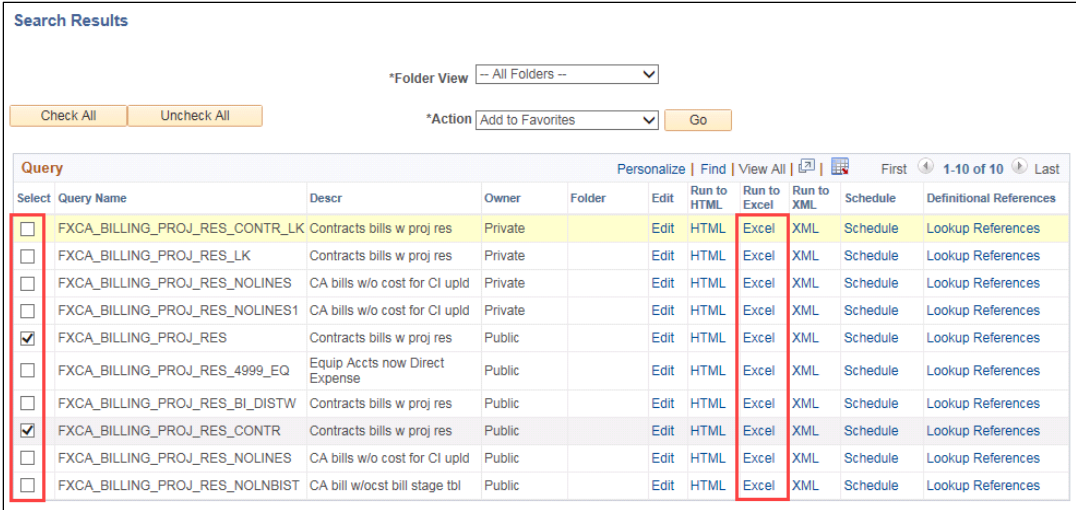


After appropriate processes have been run to ensure data is in Proj_Resource, a reconciliation and expenditure review can be conducted.

Step	Action
1.	<p>Navigate to Main Menu > Reporting Tools > Query > Query Manager.</p> 
2.	<p>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.</p> 



UCF Financials

System Navigation for Grants

Sten	Action
3.	Click Search . (See image in previous step.)
4.	<p>Select the query to run and click Excel.</p>  <p>The screenshot shows a 'Search Results' window with a table of queries. The table has columns: Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, Run to XML, Schedule, and Definitional References. Two rows are highlighted with a red box around the 'Run to Excel' column: 'FXCA_BILLING_PROJ_RES_CONTR_LK' and 'FXCA_BILLING_PROJ_RES_CONTR'. Above the table are controls for 'Folder View' (set to '-- All Folders --'), 'Check All', 'Uncheck All', '*Action' (set to 'Add to Favorites'), and a 'Go' button.</p> <p>If a favorites list has been created, the two, suggested queries can be viewed together.</p>  <p>The screenshot shows a 'My Favorite Queries' window with a table of queries. The table has columns: Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Remove. Two rows are shown: 'FXCA_BILLING_PROJ_RES' and 'FXCA_BILLING_PROJ_RES_CONTR'. The 'Run to Excel' column for both rows is highlighted with a red box. Below the table is a 'Clear Favorites List' button.</p>
5.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Accting Date From Accting Date To Business Unit  <p>The screenshot shows a form titled 'FXCA_BILLING_PROJ_RES - Contracts bills w proj res'. It has three input fields: 'Accting Date From' with the value '10/01/2013', 'Accting Date To' with the value '09/30/2019', and 'Business Unit' with the value 'UCF01'. A 'View Results' button is below these fields. At the bottom, there is a table header with columns: Row, Unit, Source, Bill Type, Terms, Bill By ID, Cycle ID, Type, Contract, Inv Form, Line Num, Biller, and Pay Meth.</p>
6.	Click View Results . (See image in previous step.)



UCF Financials

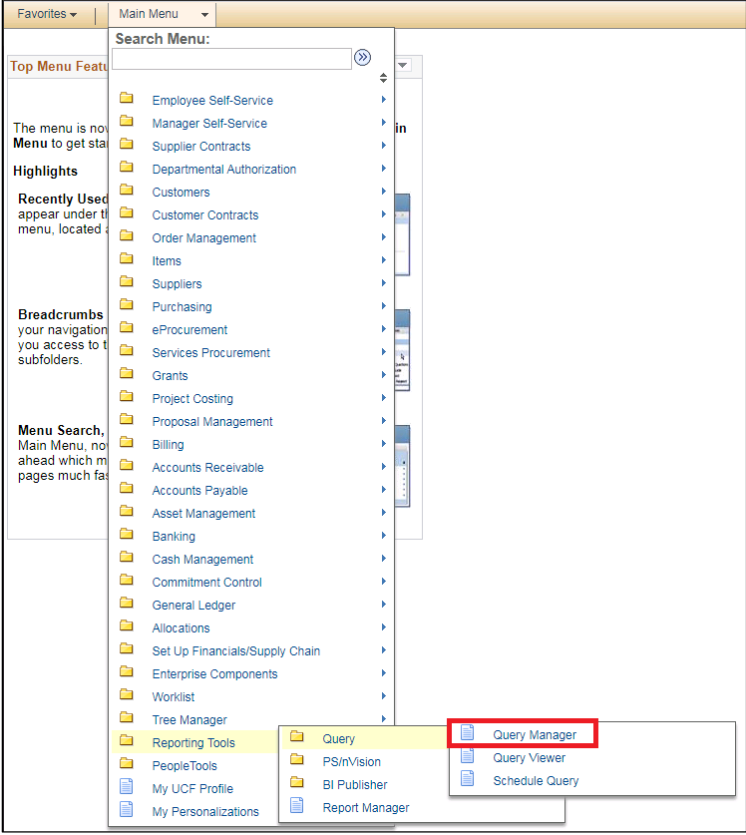
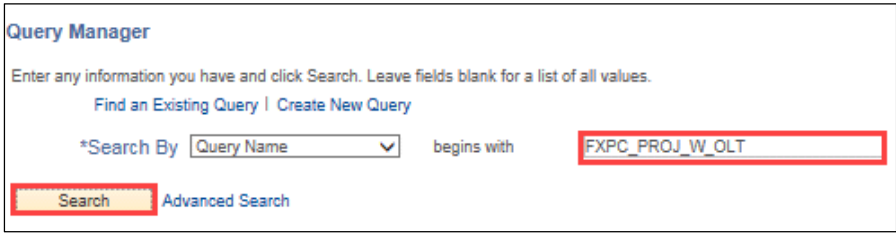
System Navigation for Grants

Sten	Action
7.	<p>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.)</p> <p>The screenshot shows an Excel spreadsheet with a data table. The table has columns for Contract, Line, Bill, Type, Contract, Inv Form, Line/Biller, P, Sold To, Add/Bill To, Status, Product, Proj, Project, Activity, Sys, CA, End, Date, Bill, Plan, An, Trans, Date, Accty, Date, Resource, Al, Account, Fa. The data is sorted by status, showing various contract and project details.</p>
8.	<p>Take necessary action to correct the data as appropriate.</p>



IV. RESOLUTION OF OVERDRAFTS

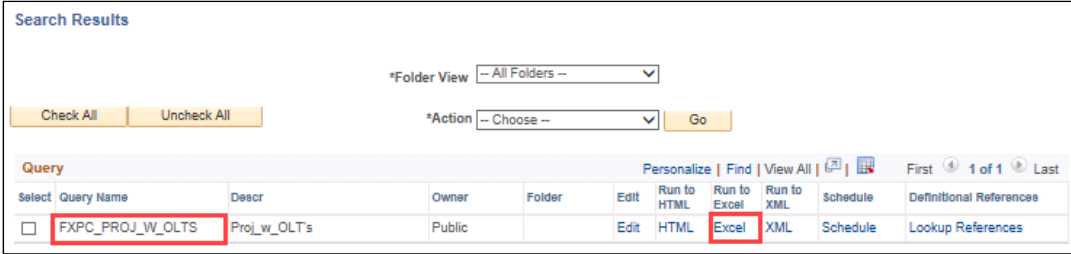
When awards will not have additional funds added and the project has spent more than its allotted amount, overdrafts need to be resolved. Then, the award can be altered or the expense removed.

Step	Action
1.	<p>Navigate to Main Menu > Reporting Tools > Query > Query Manager.</p>  <p>The screenshot shows the 'Main Menu' with a search bar at the top. The left sidebar contains various menu categories. The 'Reporting Tools' category is expanded, showing a list of sub-items. The 'Query' sub-item is highlighted, and its sub-menu is displayed, with 'Query Manager' highlighted by a red box.</p>
2.	<p>Run Billing Support queries such as FXPC_PROJ_W_OLT to view expenditures. Enter a Query Name in the begins with field.</p>  <p>The screenshot shows the 'Query Manager' search interface. It includes a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar, there are two links: 'Find an Existing Query' and 'Create New Query'. The search criteria are set to '*Search By' with a dropdown menu showing 'Query Name'. The 'begins with' field contains the text 'FXPC_PROJ_W_OLT'. There are two buttons: 'Search' (highlighted with a red box) and 'Advanced Search'.</p>



UCF Financials

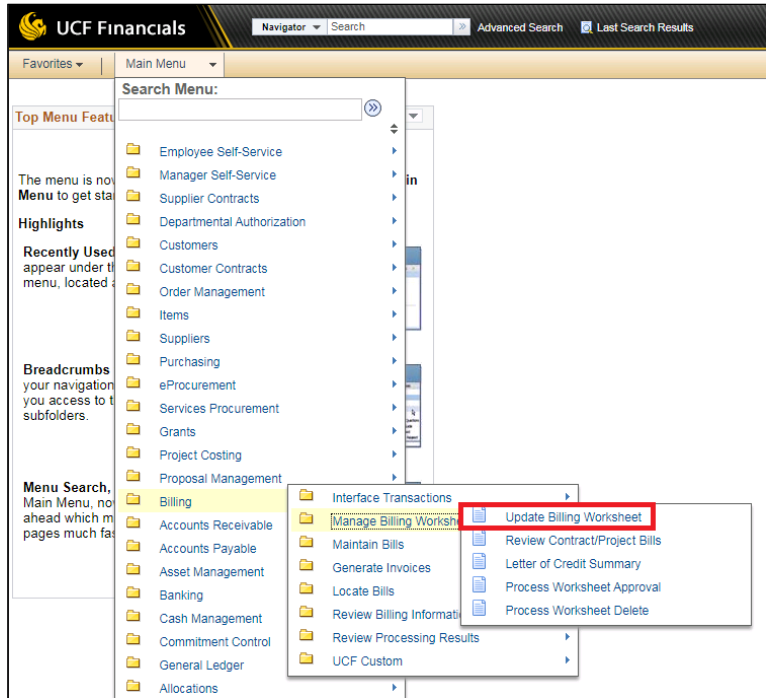
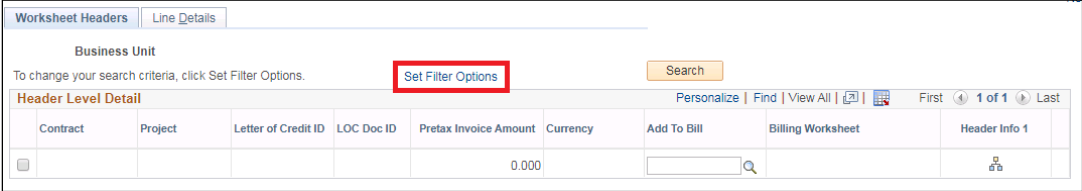
System Navigation for Grants

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.

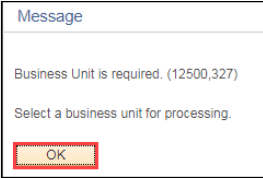
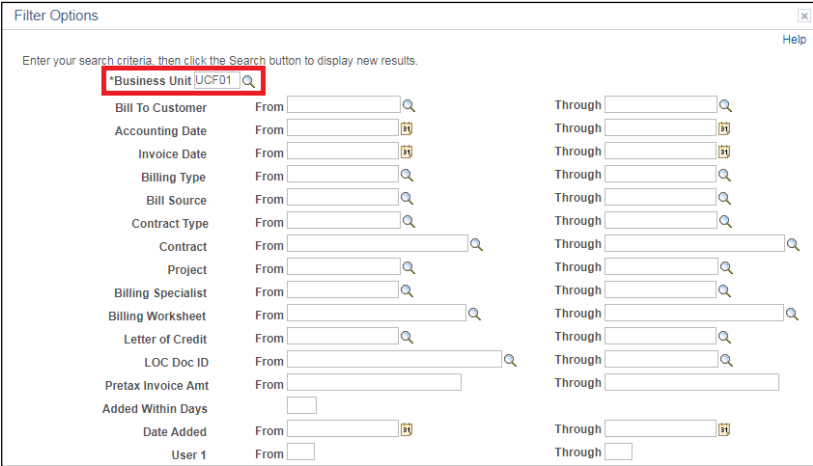
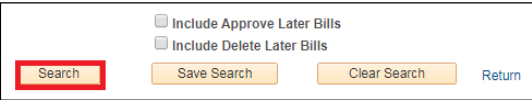
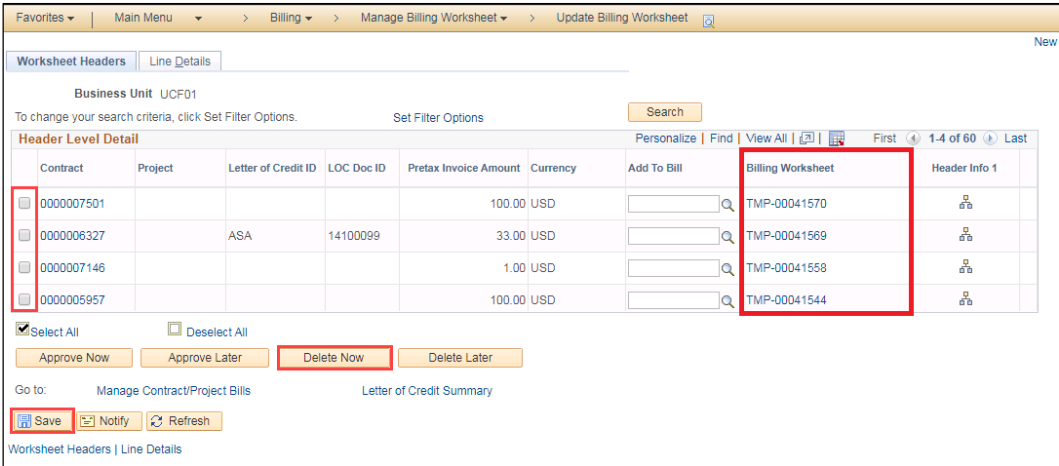


V. MONITOR SPENDING

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.	<p><i>Note: To delete a line, follow the next steps.</i></p> <p>Navigate to Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet.</p> 
4.	<p>Click the Set Filter Options link.</p> 

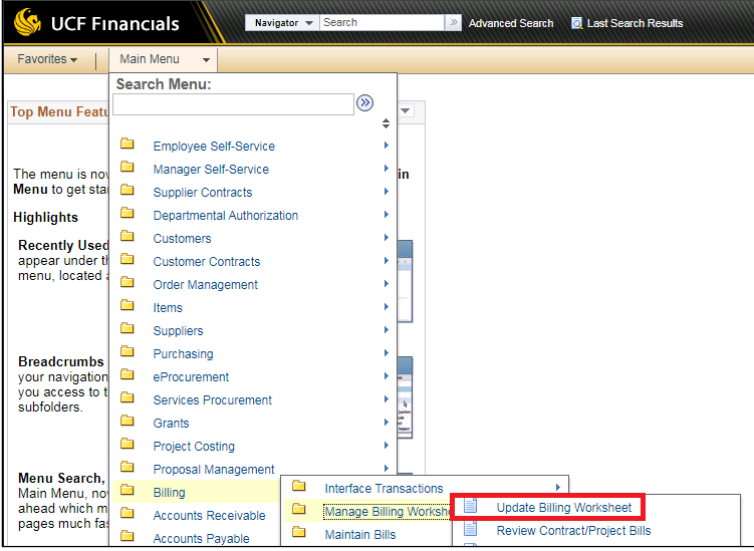
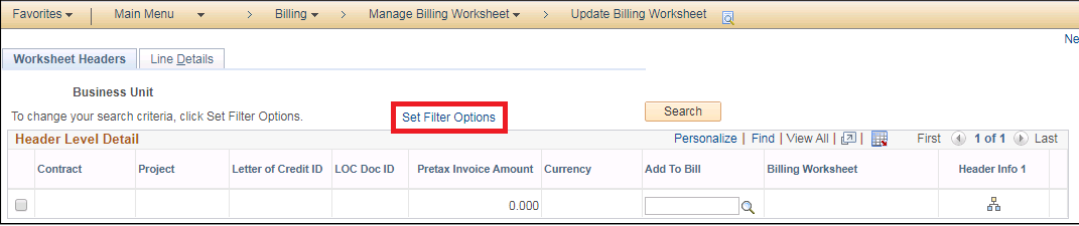
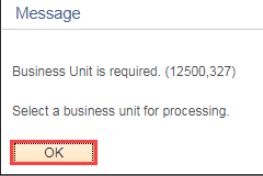


Step	Action
5.	<p>If a Message displays, click OK.</p> 
6.	<p>Enter the Business Unit.</p> 
7.	<p>Click Search.</p> 
8.	<p>Select the TMPs to be deleted.</p> 

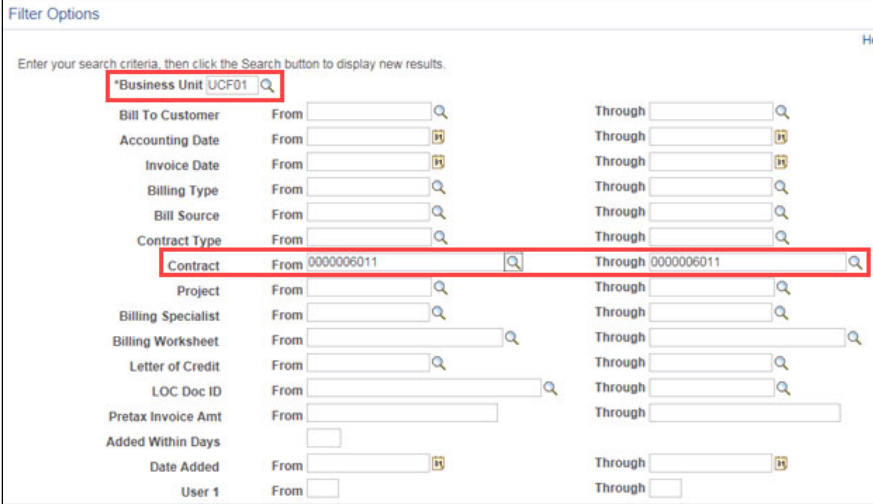
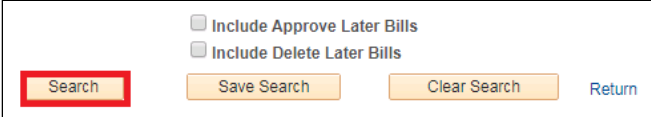
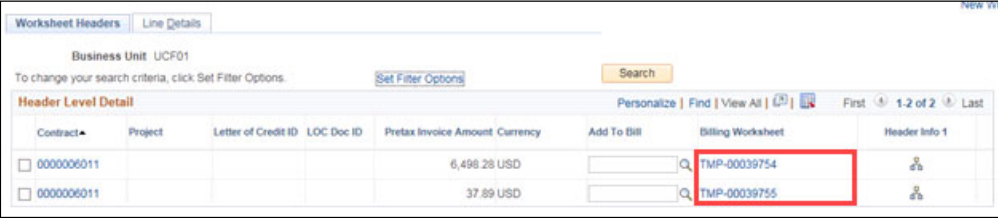


UCF Financials

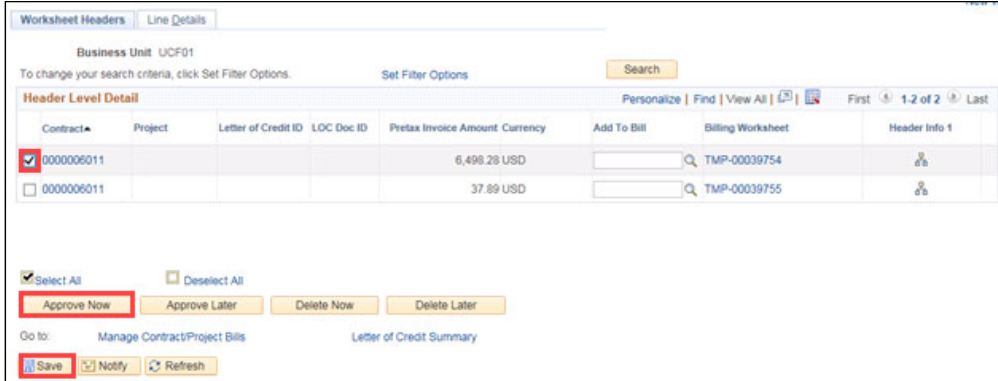
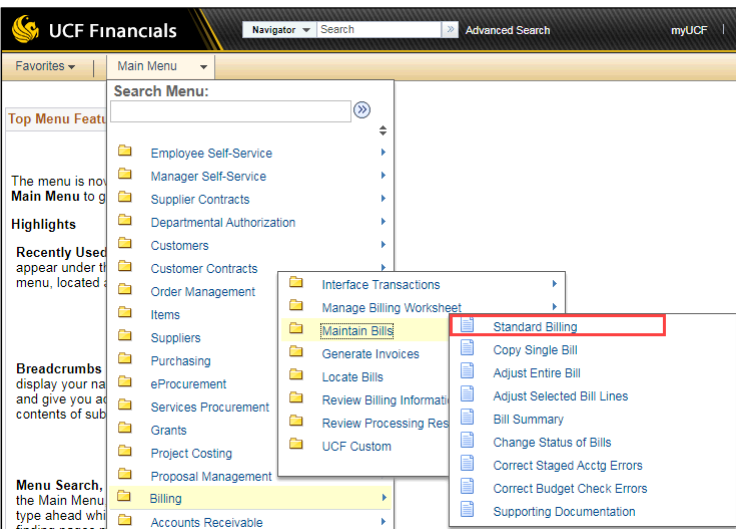
System Navigation for Grants

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



Step	Action																											
14.	<p>Enter the Business Unit. Other search criteria such as contract numbers in the Contract From and Through fields can also be included.</p>  <p>The screenshot shows the 'Filter Options' search interface. The 'Business Unit' field is highlighted with a red box and contains the text '*Business Unit UCF01'. The 'Contract' field is also highlighted with a red box and contains 'From 000006011' and 'Through 000006011'. Other fields include Bill To Customer, Accounting Date, Invoice Date, Billing Type, Bill Source, Contract Type, Project, Billing Specialist, Billing Worksheet, Letter of Credit, LOC Doc ID, Pretax Invoice Amt, Added Within Days, Date Added, and User 1.</p>																											
15.	<p>Click Search.</p>  <p>The screenshot shows a search control panel with two checkboxes: 'Include Approve Later Bills' and 'Include Delete Later Bills'. Below the checkboxes are four buttons: 'Search' (highlighted with a red box), 'Save Search', 'Clear Search', and 'Return'.</p>																											
16.	<p>Ensure both TMPs are visible in the Billing Worksheet column.</p>  <p>The screenshot shows a 'Worksheet Headers' table for Business Unit UCF01. The table has columns for Contract, Project, Letter of Credit ID, LOC Doc ID, Pretax Invoice Amount, Currency, Add To Bill, Billing Worksheet, and Header Info 1. Two rows are visible, both with 'Contract' value '000006011'. The 'Billing Worksheet' column for both rows contains 'TMP-00039754' and 'TMP-00039755', which are highlighted with red boxes.</p> <table border="1"><thead><tr><th>Contract</th><th>Project</th><th>Letter of Credit ID</th><th>LOC Doc ID</th><th>Pretax Invoice Amount</th><th>Currency</th><th>Add To Bill</th><th>Billing Worksheet</th><th>Header Info 1</th></tr></thead><tbody><tr><td><input type="checkbox"/> 000006011</td><td></td><td></td><td></td><td>6,498.28</td><td>USD</td><td></td><td>TMP-00039754</td><td></td></tr><tr><td><input type="checkbox"/> 000006011</td><td></td><td></td><td></td><td>37.89</td><td>USD</td><td></td><td>TMP-00039755</td><td></td></tr></tbody></table>	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1	<input type="checkbox"/> 000006011				6,498.28	USD		TMP-00039754		<input type="checkbox"/> 000006011				37.89	USD		TMP-00039755	
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<input type="checkbox"/> 000006011				37.89	USD		TMP-00039755																					



Step	Action
17.	<p>Approve one of the TMP lines that need to be merged by selecting it and clicking Approve Now.</p> 
18.	<p>Click Save. (See image in previous step.)</p>
19.	<p>Open a new window, and navigate to Main Menu > Billing > Maintain Bills > Standard Billing.</p> 



UCF Financials

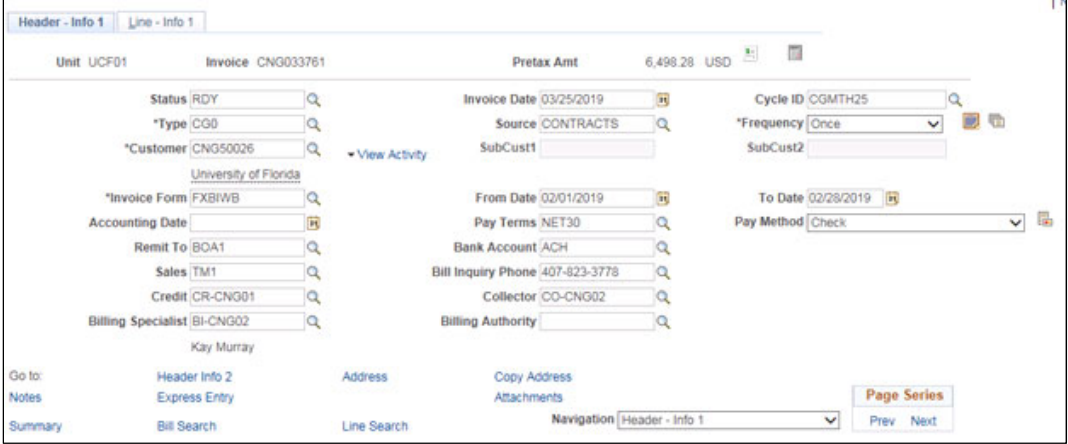
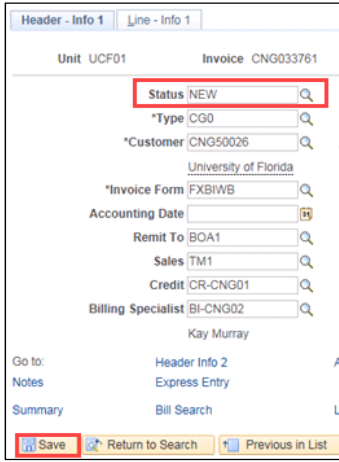
System Navigation for Grants

Sten	Action
20.	<p>Look up a Contract number that was previously approved by removing the Invoice number and entering the Contract number.</p> <div data-bbox="316 409 896 877" data-label="Form"> <p>Bill Entry</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit = <input type="text" value="UCF01"/> 🔍</p> <p>Invoice begins with <input type="text"/> 🔍</p> <p>Bill Status = <input type="text"/> ▼</p> <p>Customer begins with <input type="text"/> 🔍</p> <p>Contract begins with <input type="text" value="0000006011"/> 🔍</p> <p>Bills in Business Unit = <input type="text"/> 🔍</p> <p>Template Invoice Flag = <input type="text"/> ▼</p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>

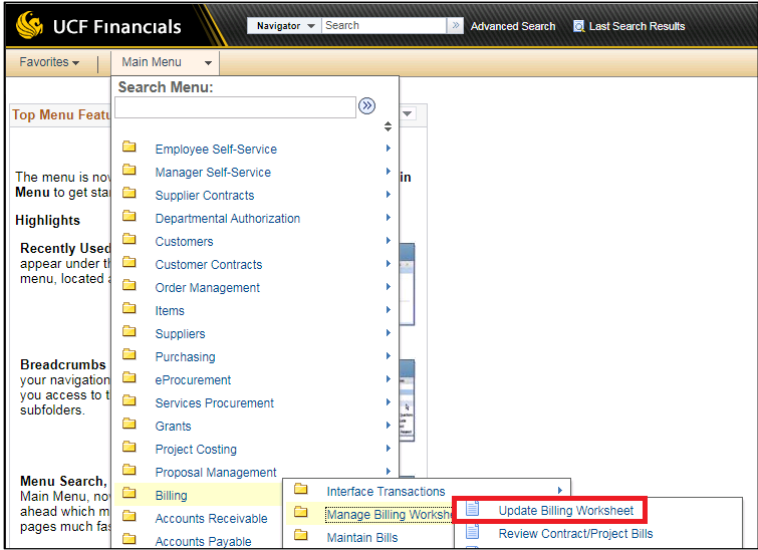
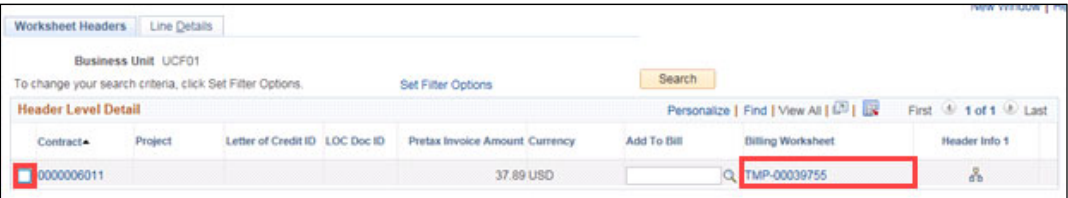
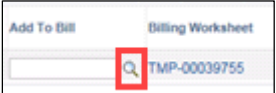


UCF Financials

System Navigation for Grants

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.

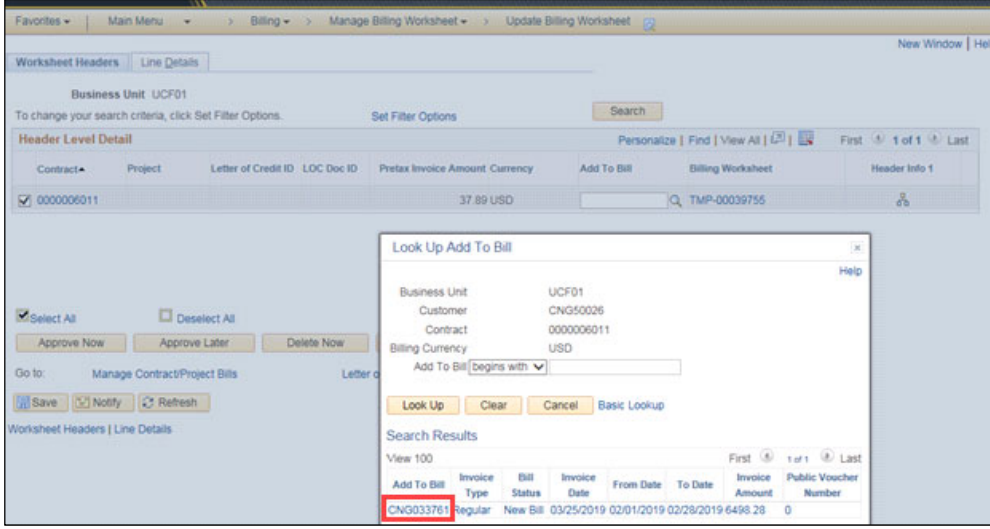
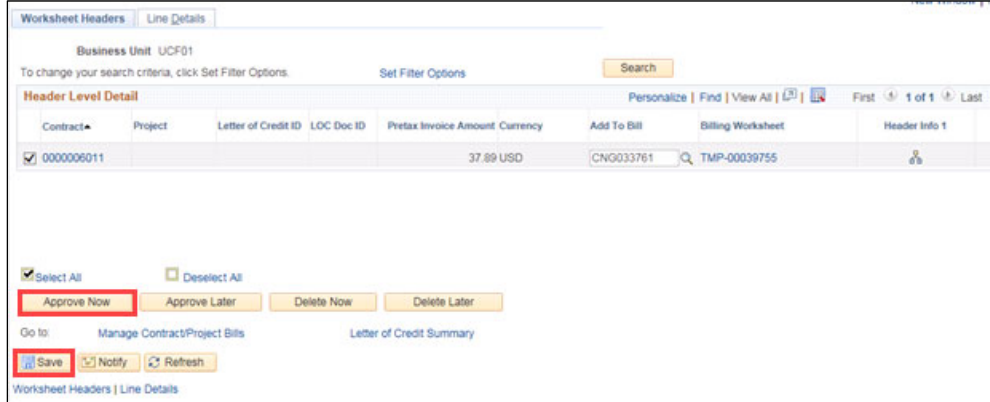


Step	Action
26.	<p>To continue, navigate to Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet.</p>  <p>(Alternatively, click the back arrow to return to the previous screen – Update Billing Worksheet. This option will require navigating back to the Standard Billing page at the end of the process.)</p>
27.	<p>Select the box of the line for the TMP link of the Billing Worksheet that is to be added to the invoice.</p> 
28.	<p>Click the magnifying glass of that line under the Add to Bill heading.</p> 

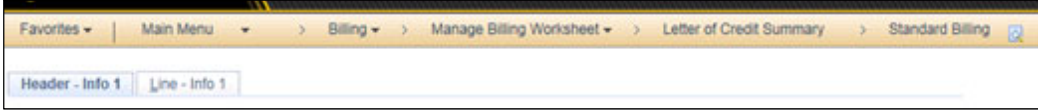
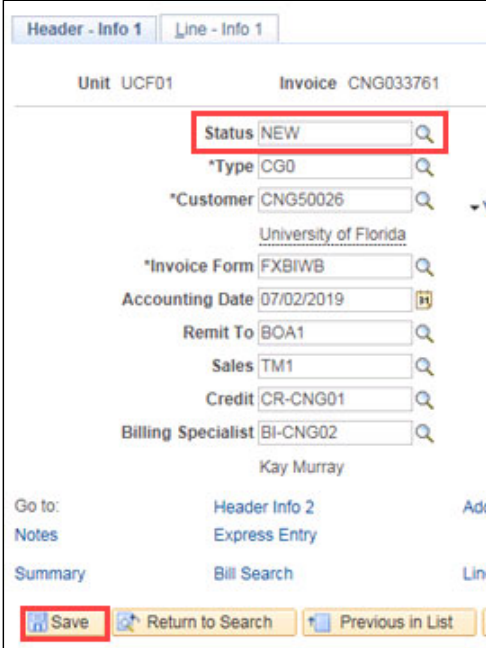


UCF Financials

System Navigation for Grants

Step	Action
29.	Select the invoice to add the TMP to. 
30.	Click Approve Now . 
31.	Click Save . (See image in previous step.)

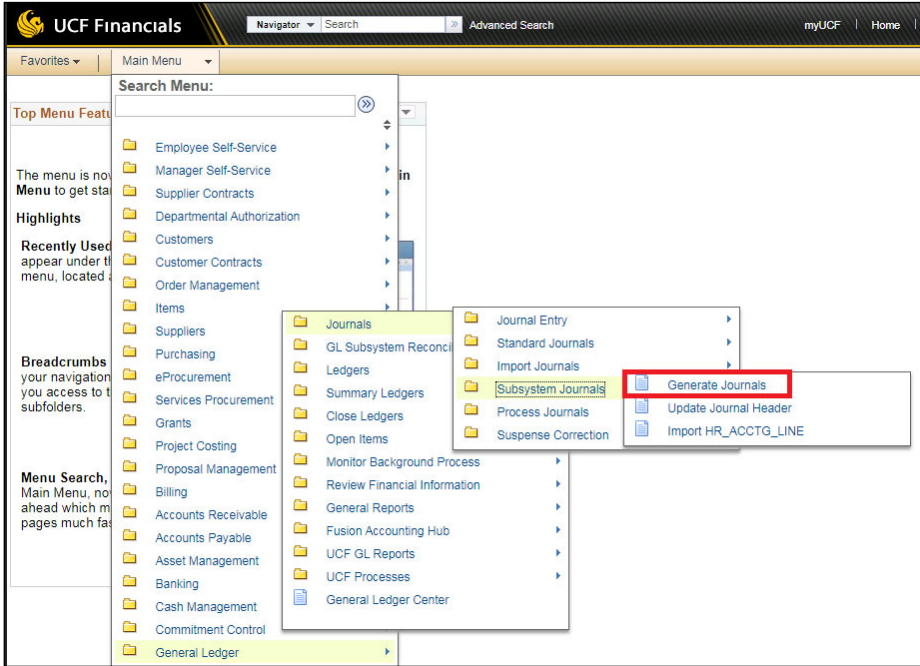
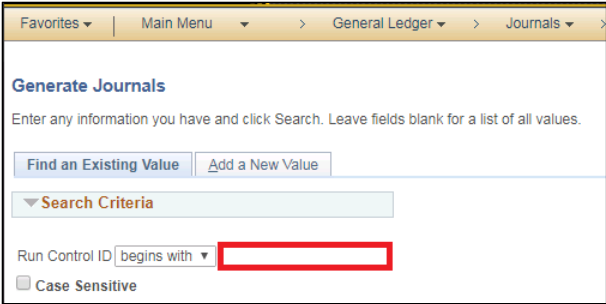


Step	Action
32.	<p>Return to the Standard Billing page if it was kept open in step 25.</p>  <p>(Alternatively, if the Standard Billing page was closed, open a new window, and navigate to Main Menu > Billing > Maintain Bills > Standard Billing. Click the Return to Search button to search using the Contract number to obtain the invoice that needs to be changed.)</p>
33.	<p>On the Standard Billing page, update the Status to ready (RDY).</p> 
34.	<p>Click Save. (See image in previous step.)</p>



VI. GENERATE JOURNALS FOR F&A

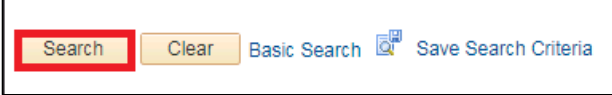
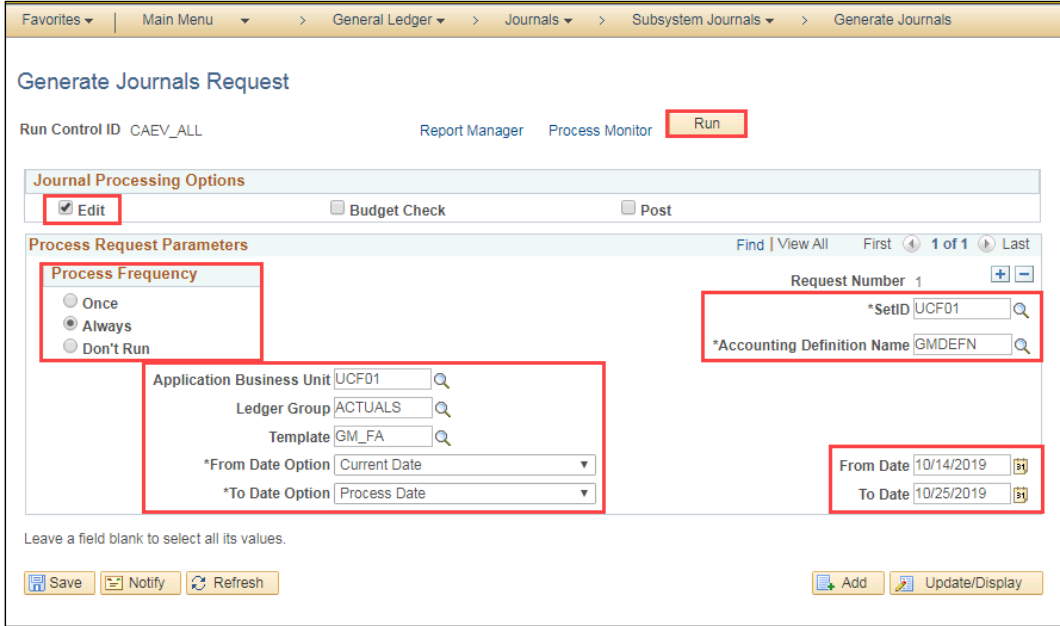
After all facilities & administrative costs (F&A) have been generated and F&A has been run, generate journals for F&A so they can be posted. Follow these steps to generate journals for F&A:

Step	Action
1.	<p>Navigate to Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals.</p>  <p>The screenshot shows the UCF Financials interface. The breadcrumb trail at the top reads: Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals. The 'Generate Journals' option is highlighted with a red box. The left sidebar contains various menu categories like Top Menu Features, Highlights, Recently Used, and Breadcrumbs. The main content area shows a search menu with a list of folders including Journals, GL Subsystem Reconciliation, Ledgers, Summary Ledgers, Close Ledgers, Open Items, Suppliers, Purchasing, eProcurement, Services Procurement, Grants, Project Costing, Proposal Management, Billing, Accounts Receivable, Accounts Payable, Asset Management, Banking, Cash Management, Commitment Control, and General Ledger. 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' screen. The breadcrumb trail at the top reads: Main Menu > General Ledger > Journals > Generate Journals. The page title is 'Generate Journals'. Below the title, there is a search criteria section with a dropdown menu for 'Search Criteria'. The 'Run Control ID' field is highlighted with a red box, and the text 'begins with' is visible next to it. There is also a 'Case Sensitive' checkbox.</p> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>



UCF Financials

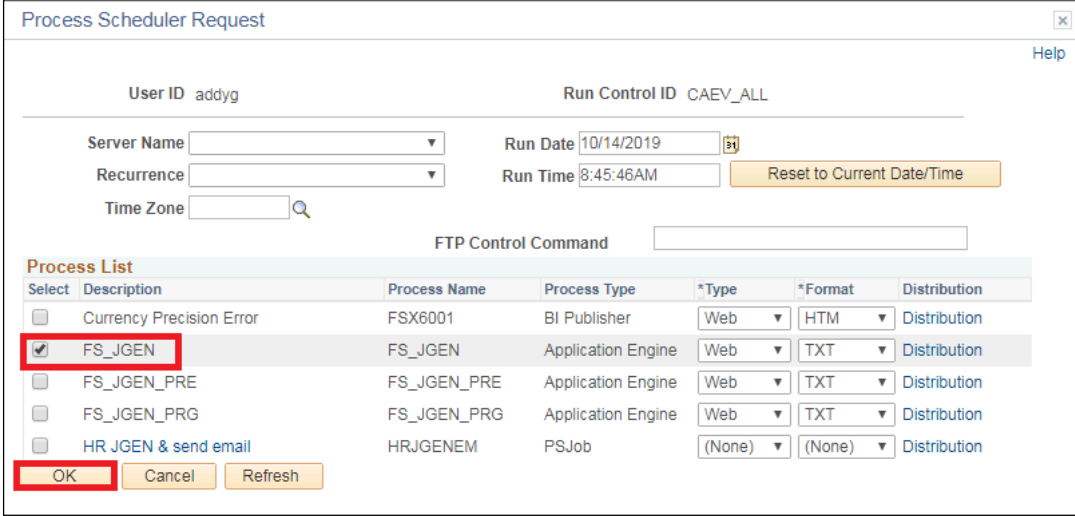

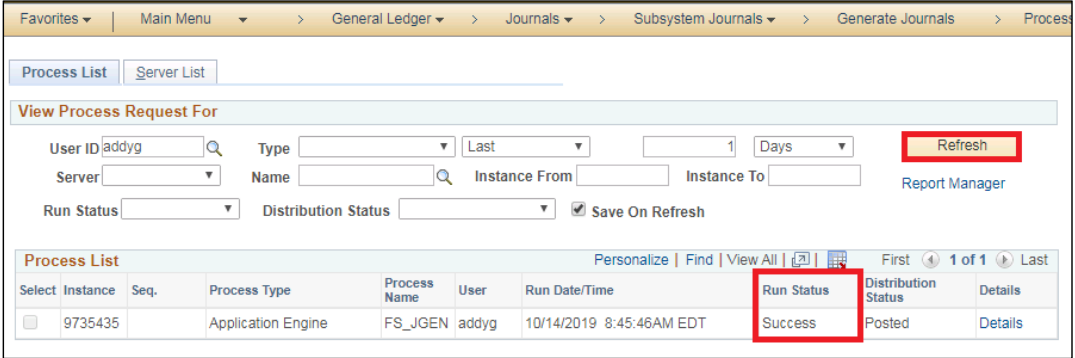
System Navigation for Grants

Step	Action
3.	<p>Click Search.</p> 
4.	<p>Set up the Run Control as follows:</p> <ul style="list-style-type: none">a) Edit [Checked]b) Process Frequency [Always]c) Set IDd) Accounting Definition Name [GMDEFN]e) Application Business Unitf) Ledger Group [ACTUALS]g) Template [GM_FA]h) From Date Option (specify date)i) To Date Option (specify date)j) From Datek) To Date 
5.	<p>Click Run. (See image in previous step.)</p>



UCF Financials

System Navigation for Grants

Step	Action																																										
6.	Ensure the FS_JGEN Line is checked.  <p>Process Scheduler Request</p> <p>User ID addyg Run Control ID CAEV_ALL</p> <p>Server Name [dropdown] Run Date 10/14/2019 [calendar icon]</p> <p>Recurrence [dropdown] Run Time 8:45:46AM [button: Reset to Current Date/Time]</p> <p>Time Zone [dropdown]</p> <p>FTP Control Command [input field]</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																																					
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<input type="checkbox"/>	HR_JGEN & send email	HRJGENEM	PSJob	(None)	(None)	Distribution																																					
7.	Click OK . (See image in previous step.)																																										
8.	Click the Process Monitor .  <p>Report Manager [button: Process Monitor] [button: Run]</p> <p>Process Instance: 9735435</p>																																										
9.	Click the Refresh button until the process Run Status of the Line displays Success .  <p>Process List [button: Server List]</p> <p>View Process Request For</p> <p>User ID addyg [search icon] Type [dropdown] Last [dropdown] [input: 1] Days [dropdown] [button: Refresh]</p> <p>Server [dropdown] Name [search icon] Instance From [input] Instance To [input] [button: Report Manager]</p> <p>Run Status [dropdown] Distribution Status [dropdown] <input checked="" type="checkbox"/> Save On Refresh</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>9735435</td><td></td><td>Application Engine</td><td>FS_JGEN</td><td>addyg</td><td>10/14/2019 8:45:46AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr></tbody></table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	9735435		Application Engine	FS_JGEN	addyg	10/14/2019 8:45:46AM EDT	Success	Posted	Details																						
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