

TABLE OF CONTENTS

Course 4. Process Billing	Contentsi
I. Monitor Compliance	. Process Billing
	Process Billing: Monitoring Data
	tor Compliance
II. Monitor F&A	nitor F&Â
III. Reconciliation & Expenditure Review	conciliation & Expenditure Review
IV. Resolution of Overdrafts	solution of Overdrafts
V. Monitor Spending	nitor Spending
VI. Generate Journals for F&A	nerate Journals for F&A



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.		o Main Menu > Project Costing > Interactive Reports > Manager on Review.
	Generation UCF File	Advanced Search
	Favorites -	
		Search Menu:
	Top Menu Featu	↓ ▼
		Employee Self-Service
	The menu is nov	Manager Self-Service
	Menu to get sta	□ Supplier Contracts →
	Highlights	Departmental Authorization
	Recently Used	Customers
	appear under ti	Customer Contracts
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		Suppliers
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	Menu Search,	Proposal Management
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	pages much fas	
		Accounts Payable
		Asset Management
		Banking Interactive Reports Manage Hansaction Review Cash Management Review Costs Transactions In Progress
		Commitment Control Accounting Projects Recon Workbench
		General Ledger Third Party Integration Budget vs. Actual
		Allocations Utilities Flexible Analysis
		Set Up Financials/Supp UCF PC Process Project Valuation
		Enterprise Components Project Costing Center



Enter va	lues in	the following	g fields:					
/	Busines Project	s Unit (Project ID)						
Manager Transa	ction Review	ost Review Billing Review				_		
	ess Unit UCF01 Project 16406229 Activity	Q Q Select Project Acti	Cont Contract Line Num			Q		
Sour	sis Type ce Type ategory category	् Q Q	Employe Revenue Distribution Sta Billing Distribution Sta	atus	٩	¥ ¥		
View Type (2)			Reviewed ?	Reviewed	O Not Re	viewed		
Date Type Date Typ	_	Transaction Summary Template	ate 1	Through Da	ite []	<u>前</u>		
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		See image in						
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Review 1	Project 16406229	tions. If an it Cost Review Billing Rev La Cost Review Billing Rev DIRECT_EXPENSE	Analysis Type Analysis Type Act	Amount \$528.00 \$739.92 \$7.40 \$9.956.00 \$13,846.00 \$34.00 \$34.00 \$34.00 \$34.00 \$34.00 \$34.00 \$34.00 \$34.00	Currency USD USD USD USD USD USD USD USD USD USD	Adjust	Transaction Date 03/06/2017 07/01/2018 07/01/2018 03/16/2017 12/20/2017 03/16/2017 04/10/2019 04/25/2019 04/25/2019 04/25/2019 04/25/2019 04/25/2019	Accounting Date 08/23/2017 08/13/2018 08/13/2018 08/13/2018 09/01/2017 04/02/2018 09/01/2017 04/10/2019 04/25/2019 04/25/2019 04/25/2019 04/09/2019 04/23/2019
Review f	Project 16406229	tions. If an it Cost Review Billing Rev Southand Information Activity DIRECT_EXPENSE DIRECT_EXPENSE DIRECT_EXPENSE EQUIPMENT EQUIPMENT EQUIPMENT GRANT GRANT GRANT GRANT GRANT	view reads view Analysis Type Analysis Type ACT ACT ACT ACT ACT ACT ACT ACT ACT ACT	Amount \$528.00 \$739.92 \$7.40 \$89,966.00 \$13,846.00 \$34.00 \$34.00 \$34.00 \$34.00 \$51,700.00 \$1,700.00 \$538.00	deferred Currency USD USD USD USD USD USD USD USD USD USD	Adjust	Transaction Date 08/06/2017 07/01/2018 07/01/2018 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 04/10/2019 04/201/2019 04/201/2019 04/201/2019 07/19/2019	Accounting Date 08/23/2017 08/13/2018 08/13/2018 09/01/2017 04/02/2018 09/01/2017 04/10/2019 04/02/2019 04/03/2019 04/03/2019
Review f		tions. If an it Cost Review Billing Rev Software Contract Information Activity DIRECT_EXPENSE DIRECT_EXPENSE DIRECT_EXPENSE DIRECT_EXPENSE EQUIPMENT EQUIPMENT EQUIPMENT GRANT GRANT GRANT GRANT GRANT GRANT	View Parton Parton View Parton Parton Act Caller Act Caller Ac	to be of the second sec	Currency Code USD USD USD USD USD USD USD USD USD USD	Adjust	Transaction Date 08/06/2017 07/01/2018 07/01/2018 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 08/16/2017 04/10/2019 04/20/2019 04/20/2019 04/23/2019 04/23/2019 07/19/2019 07/19/2019	Accounting Date 08/23/2017 08/13/2018 08/13/2018 08/13/2018 08/13/2018 08/01/2017 04/02/2018 04/10/2019 04/25/2019 04/03/2019 04/03/2019 04/03/2019 06/30/2019

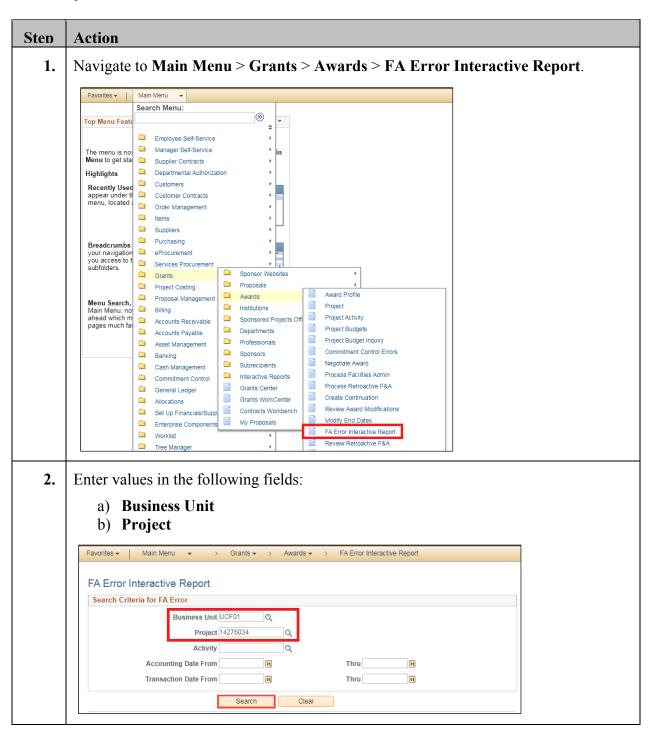


Detail Review								
General In Reviewed	Deterred	Contract Inf	Project	Activity	Analysia Type	Amount Currency Code	Transaction Data	Accounting Date
2		09/07/2017	18408229	DIRECT_EXPENSE	BLD	\$528.00 USD	08/05/2017	08/23/2017
N.	- 14 EI	09/07/2018	16408229	DIRECT_EXPENSE	BLD	\$739.92 USD	07/01/2018	08/13/2018
22		09/07/2018	16408229	DIRECT_EXPENSE	BLD	\$7.40.USD	07/01/2015	08/13/2018
2	111	02/05/2019	16406229	DIRECT EXPENSE	BLD	\$59.50 USD	01/25/2019	01/31/2019
8		02/08/2019	16408229	DIRECT_EXPENSE	BLD	\$59.50 U/SD	01/25/2019	01/31/2019
2		10/05/2017	16408229	EQUIPMENT	BLD	\$9,950.00 USD	08/16/2017	09/01/2017
121		05/04/2018	16408229	EQUIPMENT	BLD	\$13,846.00 USD	12/20/2017	04/02/2018
81		10/05/2017	18408229	EQUIPMENT	BLD	\$80.00 USD	08/16/2017	09/01/2017
2		07/01/2019	16408229	GRANT	BLD	\$762.00 USD	04/05/2019	04/09/2019
12		07/01/2019	16408229	GRANT	BLD	\$15.64 USD	04/10/2019	04/10/2019
2		07/01/2019	16408229	GRANT	BLD	\$782.00 USD	04/23/2019	04/23/2019
50	13	07/01/2019	16408229	GRANT	SLD	\$15.64 USD	04/25/2019	04/25/2019
2		07/01/2019	15408229	GRANT	BLD	\$34.00 USD	04/10/2019	04/10/2019
2	13	07/01/2019	18408229	GRANT	BLD	\$34.00 USD	04/25/2019	04/25/2019
52		07/01/2019	15406229	GRANT	BLD	\$1,700.00 USD	04/08/2019	04/09/2019
Select Al		07/01/2019	15406229	GRANT Total Billing Amou	BLD			



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.





Sten	Action		
3.	Click Search. (See image in previous step.)		
4.	Resolve any errors as appropriate. Facilities and Administration Inquiry Personalize Find View All Image: Personalize Find Find Find Find Find Find	Process Instance	of 6 () Last Budget Status
5.	Once Errors have been corrected, rerun the F&A process.		
6.	Verify that Errors have been resolved and F&A expenses have	we 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.
	Favorites - Main Menu -
	Search Menu:
	Top Menu Featu
	Employee Self-Service
	The menu is no im Manager Self-Service
	Menu to get sta Discreti Supplier Contracts
	Highlights Departmental Authorization
	Recently Used appear under ti Customers Customer Contracts Customer Contracts
	menu, located a Order Management
	i Items →
	Suppliers
	Breadcrumbs Vour navigation + Procurement + F
	ýou access to t 👝 Sequires Breaurement
	subfolders.
	Project Costing
	Menu Search, Billing
	ahead which m 😭 Accounts Parajushia
	pages much fat
	Asset Management
	Banking
	Cash Management
	General Ledger >
	Allocations
	Set Up Financials/Supply Chain
	Enterprise Components Worklist
	Carl Reporting Tools Query Query Manager
	PeopleTools PointVision Query Viewer Schedule Query Schedule Query
	My UCF Profile BI Publisher Schedule Query
2.	Run billing support queries to view expenditures such as
2.	
	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.
	Query Manager
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Query Create New Query
	*Search By Query Name v begins with FXCA_BILLING_PROJ_RES
	Search Advanced Search



Sten	Action					
3.	Click Search. (See image in previous step.)					
4.	Select the query to run and click Excel .					
	Search Results					
	*Folder View - All Folders V					
	Check All Uncheck All *Action Add to Favorites Go					
	Query Personalize Find View All [2] [3] First I -10 of 10 Last Select Query Name Descr Owner Folder Edit Run to HTML Run to HTML Kun to HTML Schedule Definitional References					
	FXCA_BILLING_PROJ_RES_CONTR_LK Contracts bills w proj res Private Edit HTML Excel XML Schedule Lookup References					
	FXCA_BILLING_PROJ_RES_LK Contracts bills w proj res Private Edit HTML Excel XML Schedule Lookup References					
	FXCA_BILLING_PROJ_RES_NOLINES CA bills w/o cost for Cl upId Private Edit HTML Excel XML Schedule Lookup References					
	FXCA_BILLING_PROJ_RES_NOLINES1 CA bills w/o cost for CI upid Private Edit HTML Excel XML Schedule Lookup References					
	Image: Start Star					
	FXCA_BILLING_PROJ_RES_4999_EQ Equip Accts now Direct Expense Public Edit HTML Excel XML Schedule Lookup References					
	FXCA_BILLING_PROJ_RES_BI_DISTW Contracts bills w proj res Public Edit HTML Excel XML Schedule Lookup References					
	FXCA_BILLING_PROJ_RES_CONTR Contracts bills w proj res Public Edit HTML Excel XML Schedule Lookup References					
	FXCA_BILLING_PROJ_RES_NOLINES CA bills w/o cost for CI upld Public Edit HTML Excel XML Schedule Lookup References					
	FXCA_BILLING_PROJ_RES_NOLNBIST CA bill w/ocst bill stage tbl Public Edit HTML Excel XML Schedule Lookup References					
	If a favorites list has been created, the two, suggested queries can be viewed together.					
	Guery maine Desci Owner Poner Luit HTML Excel XML schedure Deminuonal Reletences Reinore					
	FXCA_BILLING_PROJ_RES Contracts bills w proj res Public Edit HTML Excel XML Schedule Lookup References FXCA_BILLING_PROJ_RES_CONTR Contracts bills w proj res Public Edit HTML Excel XML Schedule Lookup References					
5.	Clear Favorites List Enter values in the following fields: a) Accting Date From b) Accting Date To c) Business Unit FXCA_BILLING_PROJ_RES - Contracts bills w proj res Accting Date From Maccing Date To Business Unit View Results Row Unit Source Bill Type Terms Bill Cycle Type Contract Form Num Biller					
6.	Click View Results. (See image in previous step.)					



7.	Run data integrity queries or existing tools/reports. (The report in the image has bee
	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.)
	AutoSave 🚥 🗒 ヴィ ぐー 🕾 🐺 후 🛛 FXCA_BILLING_PROJ_RES_381516089.xlax - Read-Only - Excel 🖉 D ー ロ 🗙
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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.	Novigoto	to Main Many > Departing Tools > Query > Query Manager
1.	Navigale	to Main Menu > Reporting Tools > Query > Query Manager.
	Favorites -	Main Menu 👻
	1	Search Menu:
	Top Menu Featu	
		Employee Self-Service
	The menu is nov	Manager Self-Service
	Menu to get sta	
	Highlights	Departmental Authorization
	Recently Used	
	appear under the menu, located a	Customer Contracts
		Suppliers
	Breadcrumbs	Carl Purchasing
	your navigation you access to t	
	subfolders.	
		Grants ▶ ■ Project Costing
		Proposal Management
	Menu Search, Main Menu, no	□ Billing →
	ahead which m pages much fas	Accounts Receivable
	,	Accounts Payable
		Asset Management Banking
		Banking > Cash Management >
		General Ledger +
		Allocations
		Set Up Financials/Supply Chain
		Enterprise Components Worklist
		Tree Manager
		Care Reporting Tools
		PeopleTools PS/nVision Query Viewer Schedule Query
		My UCF Profile
		My Personalizations
2.	Run Billi	ng Support queries such as FXPC PROJ W OLT to view expenditures.
2.		
	Enter a Q	uery Name in the begins with field.
	Query Man	ager
	F -1	
	-	rmation you have and click Search. Leave fields blank for a list of all values.
	FI	nd an Existing Query Create New Query
	*Se	earch By Query Name v begins with FXPC_PROJ_W_OLT
	Search	Advanced Search



Sten	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

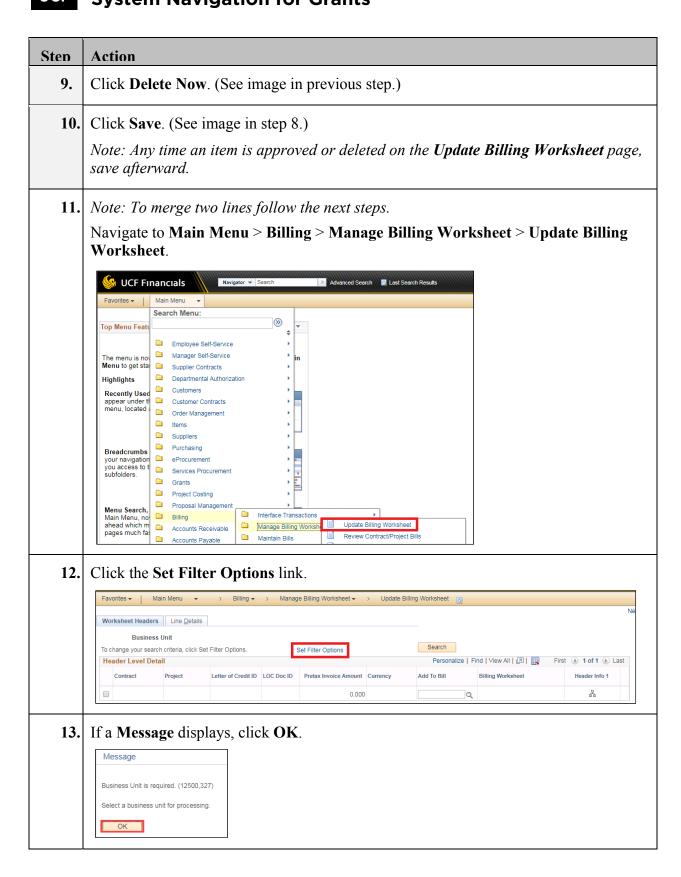
After University of Central Florida processing has been completed and temporary bills (TMPs) have been generated, spending should be monitored. Then, a single action invoice can be processed. Follow these steps to monitor spending:

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.	<i>Note: To delete a line, follow the next steps.</i> Navigate to Main Menu > Billing > Manage Billing Worksheet > Update Billing
4.	Worksheet. Viewaarde water Viewaarde water
	Contract Project Letter of Credit ID LOC Doc ID Pretax Invoice Amount Currency Add To Bill Billing Worksheet Header Info 1
	0.000



Sten	Action
5.	If a Message displays, click OK .
	Message
	Business Unit is required. (12500,327)
	Select a business unit for processing.
6.	Enter the Business Unit .
	Filter Options
	Help Enter your search criteria, then click the Search button to display new results.
	*Business Unit UCF01 Q
	Bill To Customer From Q Through Q
	Accounting Date From III Through III Invoice Date From III Through III
	Invoice Date From File Through File Billing Type From Q, Through Q
	Bill Source From Q Through Q
	Contract Type From Q Through Q
	Contract From Q Through Q
	Project From Q Through Q
	Billing Specialist From Q Through Q Billing Worksheet From Q Through Q
	Letter of Credit From Q Through Q
	LOC Doc ID From Q Through Q
	Pretax Invoice Amt From Through
	Added Within Days
	Date Added From B Through B
	User 1 From Through
7.	Click Search.
	Include Approve Later Bills
	Include Delete Later Bills
	Search Clear Search Return
8.	Select the TMP s to be deleted.
	Favorites Main Menu Billing Manage Billing Worksheet Update Billing Worksheet
	New New
	Worksheet Headers Line Details
	Business Unit UCF01 To change your search orderia click Set Eilter Ontions Set Eilter Ontions Search
	To change your search criteria, click Set Filter Options. Set Filter Options Search Header Level Detail Personalize Find View All [2] [2] First (4) 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 Q TMP-00041570
	D000006327 ASA 14100099 33.00 USD C TMP-00041569
	0000007146 1.00 USD Q TMP-00041558 &
	0000005957 100.00 USD Q 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

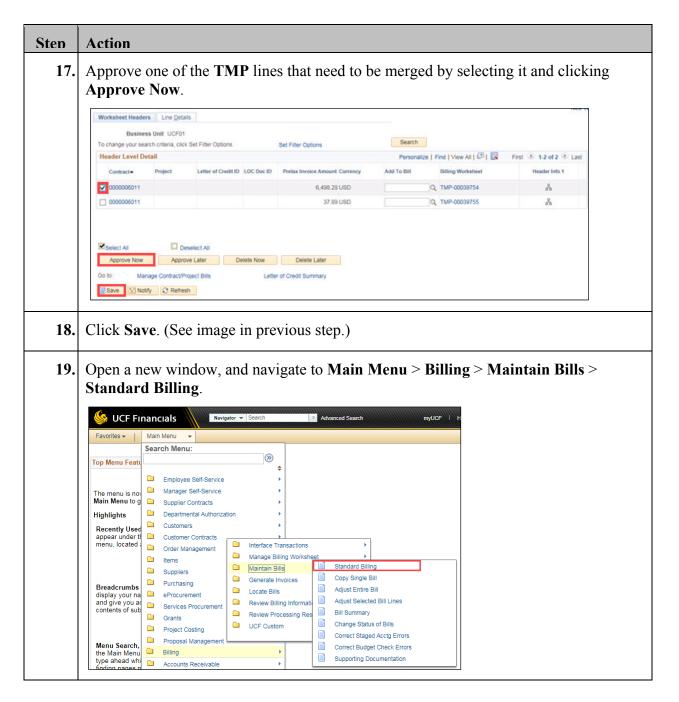






ten	Action					
14.	Enter the Business	U nit Othe	er search crite	ria such as co	ontract nu	mbers in the
	Contract From and					
		initugi		so be merude	a.	
	Filter Options					
	Estavour sector adapte they did the	Describ hudden he diseler				He
	Enter your search criteria, then click the *Business Unit UCF0		new results.			
	Bill To Customer	From	Q	Through	٩	
	Accounting Date	From	B	Through	B	
	Invoice Date	From	Ē	Through	Ħ	
	Billing Type	From	Q	Through	٩	
	Bill Source	From	Q	Through	a	
	Contract Type	From 000000601		Through 00000060	Q.	Q
	Contract Project	From 00000001	a	Through	Q	
	Billing Specialist	From	Q	Through	a	
	Billing Worksheet	From	Q	Through		Q
	Letter of Credit	From	Q	Through	Q	
	LOC Doc ID	From		C Through	Q	
	Pretax Invoice Amt	From		Through		1
	Added Within Days					
	Date Added	From	(H)	Through	Ħ	
	User 1	From		Through		
15.	Search Sav	ude Approve Late ude Delete Later f e Search		Return		
16.	Ensure both TMP s	are visible	in the Billin	g Worksheet	t column.	New W
	Worksheet Headers Line Details Business Unit UCF01			Course of the second		
	Business Unit UCF01 To change your search criteria, click Set Filter	Options.	Set Filter Options	Search		
	Business Unit UCF01 To change your search criteria, click Set Filter Header Level Detail			Personalize Fin	d View Al 🖓 😨	First 🚯 1-2 of 2 🛞 Last
	Business Unit UCF01 To change your search criteria, click Set Filter Header Level Detail Contract Project Letter	Options.	Pretax Invoice Amount Currency	Personalize Fin Add To Bill B	illing Worksheet	Header Info 1
	Business Unit UCF01 To change your search criteria, click Set Filter Header Level Detail			Personalize Fin Add To Bill 8		





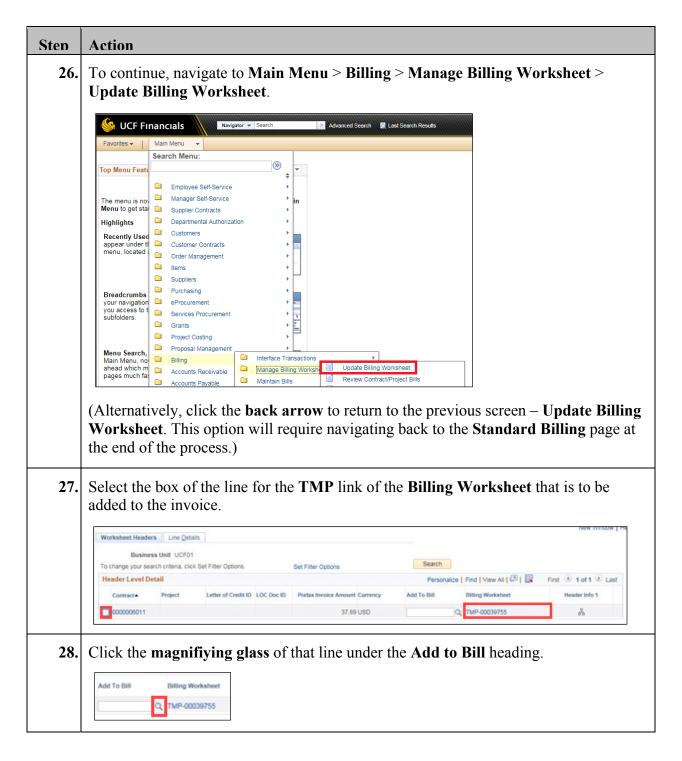


Sten	Action				
20.	Look up a Contra	at num	har that was providually appr	and by romavin	a the Invoice
20.	number and enterin		ber that was previously appro	oved by removin	ig the Invoice
		ig the			
	Bill Entry				
	Enter any information you have and	click Search	. Leave fields blank for a list of all values.		
	Find an Existing Value Add	a New Value			
	Search Criteria				
	Business Unit = V	UCF01	Q.		
	Invoice begins with Bill Status = V		Q		
	Customer begins with	~	Q.		
	Contract begins with	✓ 0000000			
	Bills in Business Unit = V Template Invoice Flag = V		Q		
	Case Sensitive				
	Search Clear Basic Se	earch 🖾 s	Save Search Criteria		
21.	Click Search. (See	imaa	a in pravious stan)		
<i>4</i> 1.	Chek Search. (See	, iinag	e in previous step.)		
	~ 1 1 ~ ~ ~ ~ ~ ~ ~ ~ ~				
22.	Select the CNG in	voice	from the Search Results.		
	View All			First 🕚 1-39 of 39 🕑 Last]
		pe Bill Type Ide	entifier Bill Status Bill Source Customer Contract Bills in	Business Unit Template Invoice Flag	
	UCF01 TMP-00039755 Regular UCF01 TMP-00039754 Regular	CG0 CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00039223 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00037653 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00037071 Regular UCF01 TMP-00036445 Regular	CG0 CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00035777 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00035084 Regular	CGO	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00034438 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00033788 Regular UCF01 TMP-00033364 Regular	CG0 CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00032471 Regular	CGO	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00031768 Regular	CGO	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00031170 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00030583 Regular UCF01 TMP-00029991 Regular	CG0 CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00029398 Regular	CGO	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00028821 Regular	CGO	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00028237 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00027682 Regular UCF01 TMP-00027095 Regular	CG0 CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00026469 Regular	CGO	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00025850 Regular	CGO	Temp Ready CONTRACTS CNG50026 0000006011 UCF01	No	
	UCF01 TMP-00025282 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00024686 Regular UCF01 TMP-00024106 Regular	CG0 CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00023521 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00022947 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00022652 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00021851 Regular UCF01 TMP-00021308 Regular	CG0 CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00021308 Regular UCF01 TMP-00020791 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000000011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00020230 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01	No	
	UCF01 TMP-00019707 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00019049 Regular	CGO	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00018525 Regular UCF01 TMP-00017937 Regular	CG0 CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01 Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 TMP-00016680 Regular	CG0	Temp Ready CONTRACTS CNG50026 0000006011 UCF01		
	UCF01 CNG033761 Regular	CG0	New Bill CONTRACTS CNG50026 0000006011 UCF01	No	



	Header - Info 1 Line - Info 1							
	Unit UCF01	Invoice CNG0	33761	Pretax Amt	6,498.28 U	ISD 🖹 🔲		
	5	tatus RDY	a	Invoice Date 03/25/2019		Cycle ID CGMTH	H25	2
		Type CG0	Q	Source CONTRACTS	Q	*Frequency Once	~	🗊 🗈
	*Cust	omer CNG50026	Q - View Activit	SubCust1		SubCust2		
		University of Florid						
	"Invoice	Form FXBIWB	Q	From Date 02/01/2019		To Date 02/28/2	019 💽	
	Accounting	Date	E	Pay Terms NET30	Q	Pay Method Check		¥
	Rem	nit To BOA1	a	Bank Account ACH	Q			
		Sales TM1	Q	Bill Inquiry Phone 407-823-3778	Q			
	C	redit CR-CNG01	Q	Collector CO-CNG02	Q			
	Billing Spec	ialist BI-CNG02	Q.	Billing Authority	Q			
		Kay Murray						
Go	to:	Header Info 2	Address	Copy Address				
Not	tes	Express Entry		Attachments			Page Series	
4. Up	bodate the S	tatus to N		Attachments Navigation [-	leader - Info 1	v	Page Series Prev Next	
4. Up	teader - Info 1 Line - Unit UCF01	Info 1 Invoice CNG03 atus NEW	EW .		leader - Info 1	v	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	tatus to N	EW .		leader - Info 1	~	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	Info 1 Invoice CNG03 Intus NEW Type CG0	EW.		ieader - Info 1	v	and the second second	
4. Up	teader - Info 1 Unit UCF01	Info 1 Invoice CNG03 Intus NEW Type CG0 Intus (CNG50026	EW.		ieader - Info 1	v	and the second second	
4. Up	Measer - Info 1 June - Unit UCF01	Info 1 Invoice CNG03 Into 1 Invoice CNG03 Invoice CNG03 In	EW.		ieader - Info 1	V	and the second second	
4. Up	teader - Info 1 Jine - Unit UCF01	Bill Search tatus to N Info 1 Invoice CNG03 atus NEW Type CG0 omer CNG50026 University of Florida Form FXBIVB Date it To BOA1	EW.		ieader - Info 1	~	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	Bill Search tatus to N Info 1 Invoice CNG03 atus NEW Type CG0 omer CNG50026 University of Florida form FXBIWB Date it To BOA1 aatus TM1	EW.		ieader - Info 1	V	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	Bill Search tatus to N Info 1 Invoice CNG03 atus NEW Type CG0 mmer CNG50026 University of Florida orm FXBIWB Date it To BOA1 iales TM1 redit CR-CNG01	EW. 3761 Q Q Q B B Q Q Q Q Q Q		ieader - Info 1	V	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	Info 1 Invoice CNG03 Into 1 Invoice CNG03 Intus NEW Type CG0 Ommer CNG50026 University of Fiorida FXBIVB Date It To BOA1 Isales TM1 redit CR-CNG01 Isales BI-CNG02	EW.		ieader - Info 1	v	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	Bill Search tatus to N Info 1 Invoice CNG03 atus NEW Type CG0 mmer CNG50026 University of Fiorida form FXBIVB Date tit To BOA1 iales TM1 redit CR-CNG01 ialist BI-CNG02 Kay Murray	EW. 3761 Q Q Q B B Q Q Q Q Q Q		ieader - Info 1	~	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01 Unit UCF01 state "Invoice I Accounting Rem S C Billing Spect	Bill Search tatus to N Info 1 Invoice CNG03 atus NEW Type CG0 mmer CNG50026 University of Florida Form FXBIWB Date Form	EW. 3761 Q Q Q B B Q Q Q Q Q Q		ieader - Info 1	~	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	Bill Search tatus to N Info 1 Invoice CNG03 atus NEW Type CG0 mmer CNG50026 University of Florida form FXBIWB Date Form FXBIWB Date form GNA1 alalse TM1 redit CR-CNG01 alalst BI-CNG02 Kay Murray Header Info 2 Express Entry	EW. 3761 Q Q Q B B Q Q Q Q Q Q		ieader - Info 1	~	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	Bill Search tatus to N Info 1 Invoice CNG03 atus NEW Type CG0 mmer CNG50026 University of Florida Form FXBIWB Date Form	EW. 3761 Q Q Q B B Q Q Q Q Q Q		ieader - Info 1	~	and the second second	
4. Up	teader - Info 1 Line - Unit UCF01	Bill Search tatus to N Info 1 Invoice CNG03 atus NEW Type CG0 CNG50026 University of Florida form FXBIVB Date It To BOA1 iales TM1 redit CR-CNG01 ialist Bi-CNG02 Kay Murray Header Info 2 Express Entry Bill Search	EW.		ieader - Info 1	~	and the second produced	







Select the invoic	e to add the T	MP to.			
Favorites • Main Menu •	> Billing + > Manage Bill	ing Worksheet + > Update Bil	ing Worksheet		
	1				New Window Hel
Worksheet Headers Line Details					
Business Unit UCF01 To change your search criteria, click S	It Filter Options. Set	Filter Options	Search		
Header Level Detail			Personaliz	e Find View Alt 💷 🔣 🛛 F	irst @ 1 of 1 @ Last
Contract. Project	Letter of Credit ID LOC Doc ID Pr	retax Invoice Amount Currency	Add To Bill	Billing Workaheet	Header Info 1
Ø 0000006011		37.89 USD		Q, TMP-00039755	å
	ſ	Look Up Add To Bill			
				H	lelp
and a second			CF01 NG50026		
Select All Dese			00006011		
Approve Now Approve	and the second se	Billing Currency U Add To Bill begins with V	SD		
Go to: Manage Contract/Proje					
Save Notify Refresh		Look Up Clear Ca	ncel Basic Lookup		
Worksheet Headers Line Details		Search Results			
		Add To Bill Invoice Bill	Invoice From Date	First (8) 1 of 1 (8) L	
		Type Status	Date 02/01/2019	Amount Number	_
Click Approve					
Business Unit UCF01 To change your search criteria, click :	at Ellar Ontone	et Filter Options	Search		
Header Level Detail	at men options. 3	er mier opuons		lize Find View All 💷 🔜	First @ 1 of 1 @ Last
Contract. Project	Letter of Credit ID LOC Doc ID	Pretax Invoice Amount Currency	Add To Bill	Billing Worksheet	Header Info 1
0000006011		37.89 USD	CNG033761	Q, TMP-00039755	8
Select All Des Aprove Now Approv	Later Delete Now	Delete Later f Credit Summary			

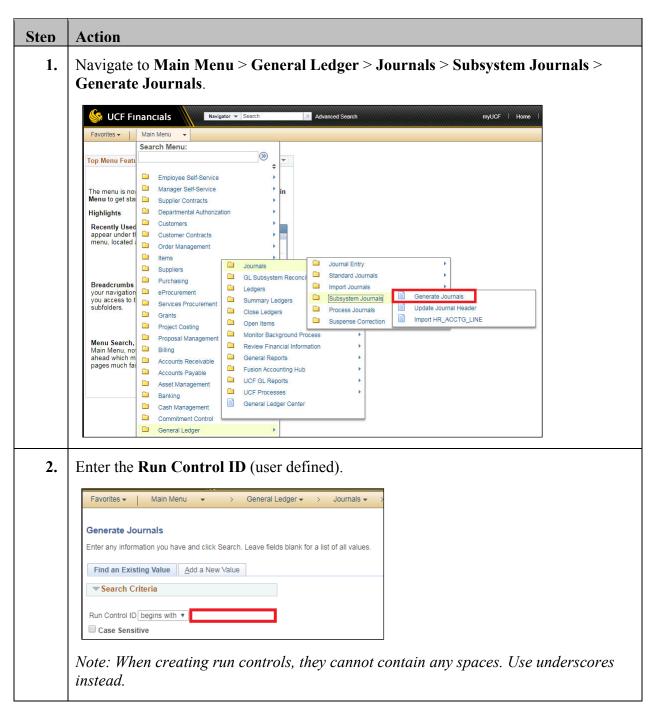


Sten	Action
32.	Return to the Standard Billing page if it was kept open in step 25.
	Favorites + Main Menu + > Billing + > Manage Billing Worksheet + > Letter of Credit Summary > Standard Billing 👩
	Header - Info 1 Line - Info 1
	(Alternatively, if the Standard Billing page was closed, open a new window, 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).
	Header - Info 1 Line - Info 1
	Unit UCF01 Invoice CNG033761
	Status NEW Q
	*Type CG0 Q
	*Customer CNG50026 Q -
	University of Florida
	*Invoice Form FXBIWB Q Accounting Date 07/02/2019
	Remit To BOA1
	Sales TM1 Q
	Credit CR-CNG01 Q
	Billing Specialist BI-CNG02
	Kay Murray
	Go to: Header Info 2 Add
	Notes Express Entry
	Summary Bill Search Lin
	Return to Search
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:





Sten	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
	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 () Once *SetID UCF01 () Once *SetID UCF01 () Once *SetID UCF01 ()
	Application Business Unit UCF01 Ledger Group ACTUALS Template GM_FA *From Date Option Current Date *To Date Option Process Date
	Leave a field blank to select all its values.
	Save Notify 2 Refresh
5.	Click Run . (See image in previous step.)



	Action						
6.	Ensure the FS_JGEN Li	ne is checked.					
	Process Scheduler Request						×
							Help
	User ID addyg		Run Control ID	CAEV_ALL			
	Server Name	▼ R	un Date 10/14/2019	31			
	Recurrence	▼ Ru	In Time 8:45:46AM	Re	set to Current I	Date/Time	
	Time Zone						
	Process List	FTP Contro	I Command				
	Select Description	Process Name	Process Type	*Type	*Format	Distribution	
	Currency Precision Error	FSX6001	BI Publisher	Web 🔻))	
	FS_JGEN	FS_JGEN	Application Engine	Web 🔻		Distribution	
	FS_JGEN_PRE FS_JGEN_PRG	FS_JGEN_PRE FS_JGEN_PRG	Application Engine Application Engine	Web v	TXT •	Distribution	
	HR JGEN & send email	HRJGENEM	PSJob	(None) Veb	(None) V	J 1	
	OK Cancel Refresh	THUGENEM	1 0000	(None) .	(None)	Distribution	
7.	Click OK. (See image in	previous step.)					
0							
v							
8.	Click the Process Monit	or.					
0.	Click the Process Monit		_				
0.	Report Manager Process	Due					
0.	Report Manager Process	Monitor					
0.	Report Manager Process	Bue					
o. 9.	Report Manager Process	Monitor Run ess Instance:9735435	s Run Status	s of the 1	Line dis	plays Suc	cess.
	Report Manager Process Proce	Monitor Run ess Instance:9735435 until the proces					
	Report Manager Process Proce	Monitor Run ess Instance:9735435 until the proces		s of the] em Journals •		plays Suc	
	Report Manager Process Proce	Monitor Run ess Instance:9735435 until the proces					
	Report Manager Process Process Process Click the Refresh button Favorites + Main Menu	Monitor Run ess Instance:9735435 until the proces					
	Report Manager Process Process Process Click the Refresh button Favorites + Main Menu Process List Server List	Monitor Run ess Instance:9735435 until the proces			> Generate		
	Report Manager Process Process Process Click the Refresh button Favorites + Main Menu Process List Server List View Process Request For	Monitor Run ess Instance:9735435 until the proces General Ledger + > Jo	umais -> Subsyst	em Journals 🛩	> Generate	a Journals >	
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	Report Manager Process Process Process Click the Refresh button Favorites • Main Menu • Process List Server List View Process Request For User ID addyg • User ID addyg • Type Server Name Run Status •	Monitor Run ess Instance:9735435 until the proces General Ledger + > Jo	umals → Subsyst	em Journals ← 1 Day Instance To 2sh	> Generate	e Journals > Refresh Report Manager	Process
	Report Manager Process Process Process Click the Refresh button Favorites + Main Menu Process List Server List View Process Request For User ID add/g User ID add/g Type Server Name	Monitor Run ess Instance:9735435 until the proces General Ledger + > Jo	umals → Subsyst	em Journals - 1 Day Instance To sh Find View All	> Generate	e Journals > Refresh Report Manager inst ④ 1 of 1 ④	Process