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#### COURSE 4. PROCESS BILLING

#### UNIT 3. BILLING ACTIVITY

#### I. GENERATE COST REIMBURSABLE BILLS

After cost collection has been run and pre-bill analysis has been completed for contracts, the billing will need to be done. Cost-reimbursable bills should be generated to allow single-action invoices to be processed. Follow these steps to generate cost-reimbursable bills:





After cost	Action						
3.	Enter the Run Control ID (user defined).						
	Process As Incurred Billing						
	Eind an Existing Value Add a New Value						
	Run Control ID Process_as_incurred_billing ×						
	Add						
	Note: When creating run controls, they cannot contain any spaces. Use underscores instead.						
4.	Click Add. (See image in previous step.)						
5.	Set up the <b>Run Control</b> as follows:						
	Contract Options						
	<ul> <li>a) Business Unit</li> <li>b) Contract Type [CNG]</li> <li>c) Contract Number (if running for one contract)</li> </ul>						
	Project Options						
	<ul> <li>a) BU/Proj/Act Option [Business Unit or can also run by Business Unit/Project]</li> <li>b) BC Pusiness Unit</li> </ul>						
	<ul> <li>b) PC Business Unit</li> <li>c) Project (dependent on BU/Proj/Act Option)</li> </ul>						
	d) Activity (dependent on BU/Proj/Act Option)						
	Billing Options						
	<ul> <li>a) Billing Business Unit</li> <li>b) Cycle From Date (start of the period, exclude these dates when running for a time and material [TM] bill)</li> </ul>						
	<ul> <li>c) Cycle To Date (end of the period, exclude these dates when running for a time and material [TM] bill)</li> </ul>						
	<ul> <li>d) Date Option [Accounting Date]</li> <li>e) Accounting From Date [01/01/1901]</li> </ul>						



f) Accounting Through Date (the end of the billing period) g) Invoice Date [Current Date] Process As Incurred Billing Run Control ID as_incurred Report Manager Process Montor Run Program Name	
Process As Incurred Billing Run Control ID as_incurred Report Manager Process Monitor Run Program Name	
Run Control ID as_incurred     Report Manager     Process Monitor     Run       Program Name	
Program Name	
Program Name CA_BI_INTFC Process Frequency Always	
Process Billing Details Find   View All First () 1 of 1 () Last Request Number 1	
Contract Options Business Unit UCF01 Q, University of Central Florida Contract Type Q Contract Class V Sold To Q Contract 0000007481 Q	
Cost Plus Fee Type	
Project Options BU/Proj/Act Option Business Unit/Project  Project Type  Q Project Type  Q Project 124066105 Q	
Billing Options         Billing Business Unit UCF01         Bill To         Bill To         Billing Plan         Cycle To         Billing Specialits         Cycle From Date 06/30/2019         Billing Authority         Q         Billing Authority         Q         Letter of Credit ID	
6. Click <b>Run</b> . (See image in previous step.) A dialog box will open.	
7. Ensure Contracts to Billing Interface is checked.	
Process Scheduler Request	×
User ID addyg Run Control ID CAEV_ALL	lelp
Server Name    Recurrence    Run Date    10/11/2019    Run Time    4:38:34PM   Reset to Current Date/Time	
Time Zone Q FTP Control Command	
Process List         Select       Description       Process Name       Process Type       *Type       *Format       Distribution	



After cost	Action
8.	Click <b>OK</b> .
	OK Cancel
9.	Click the <b>Process Monitor</b> link at the top right of the page.
	Report Manager     Process Monitor     Run       Process Instance:9735415
10.	Click <b>Refresh</b> until the <b>Run Status</b> for the process displays Success.
	Process List       Server List         View Process Request For       User ID addyg       Type       Last       I Days       Refresh         Server       Name       Instance From       Instance To       Report Manager         Run Status       Distribution Status       Save On Refresh         Process List       Personalize   Find   View All   [2]   [2]       First (4) 1 of 1 (6) Last         Select Instance       Seq.       Process Name       User       Run Date/Time       Run Status       Distribution         9735415       Application Engine       CA_BI_INTFC addyg       10/11/2019 4:38:34PM EDT       Processing       N/A       Details
11.	Click the Details link.  Process List Server List View Process Request For User ID addyg Q Type T Last T 1 Days T Refresh
	Server     Name     Q     Instance From     Instance To     Report Manager       Run Status
	Process List Personalize   Find   View All   2   E First () 1 of () Last Select Instance Seg. Process Type Process Name User Run Date/Time Put Status Distribution Datable
	9735415     Application Engine     CA_BL_INTFC     addys     Iteration     NA     Details



After cost	Action									
12.	Click the Message Log link.									
	Process Detail									
	Process									
	Instance 9735415 Type Application Engine									
	Name         CA_BI_INTFC         Description         Contracts to Billing Interface           Run         Success         Distribution         Status         Posted									
	Run Update Process									
	Run Control ID CAEV_ALL Hold Request									
	Server PSUNX Cancel Request									
	Recurrence Resent Content Request									
	Date/Time Actions									
	Request Created On 10/11/2019 4:39:32PM EDT Parameters Transfer Run Anytime After 10/11/2019 4:38:34PM EDT Message Log View Locks									
	Began Process At 10/11/2019 4:39:38PM EDT Batch Timings									
	Ended Process At 10/11/2019 4:40:49PM EDT View Log/Trace									
13.	Find a row that says "XX row(s) were inserted into PS_INTFC_BI with an INTFC_ID of XXXX".									
14.	Note the <b>Interface ID</b> .									
15.	Click <b>Return</b> . The dialog box closes.									
	Message Log									
	Process									
	Instance: 9									
	Name: C									
	Severity Log Time									
	10 2:43:21PM									
	2:43:24PM									
	Return									



After cost	Action
16.	Click OK.
	Process
	Instance 973
	Request Create
	Run Anyume . Began Proces
	OK Cancel
17.	Navigate to Main Menu > Billing > Interface Transactions > Process Billing
	Interface.
	UCF Financials Navigator V Search W Advanced Search myUCF   Home
	Favorites  Main Menu
	Top Menu Featu
	The menu is no
	on Main Menu t 🔁 Supplier Contracts 🔹
	Highlights Departmental Authorization
	appear under ti
	menu, locateo
	Items Items Maintain Bills Process Billing Interface
	Purchasing Generate Invoices
	display your na 😑 eProcurement
	and give you at Services Procurement Review Billing Informati Mass Update Interface Completions
	Grants UCF Custom
	Project Cosing
	the Main Menu
	supports type a Accounts Receivable
	raster Accounts Payable
	Banking >
	Cash Management



After cost	Action
18.	Enter the Run Control ID (user defined).
	Process Billing Interface         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         Run Control ID begins with T         Case Sensitive         Search       Clear         Basic Search       Save Search Criteria
	Note: When creating run controls, they cannot contain any spaces. Use underscores instead.
19.	Click Search. (See image in previous step.)
20.	Enter the Interface ID into both the From Interface ID and To Interface ID fields.  Process Billing Interface Run Control CAEV_ALL From Interface ID From Interface ID C
21.	Click <b>Run</b> . (See image in previous step.) A dialog box opens.
22.	Ensure Billing Interface is checked.



After cost	Action								
23.	Click <b>OK</b> . (See image in previous step.)								
24.	Click the <b>Process Monitor</b> link at the top right of the page.								
	Run Control CAEV_ALL     Report Manager     Process Monitor       ID     Run								
25.	Click Refresh until the Run Status displays Success.								
	Personalize   Find   View All   [2] ]       First (a) 1-5 of 5 (b) Last         Select Instance       Seq.       Process Type       Process Name       User       Run Date/Time       Run Status       Distribution Datails								
	9735822         Application Engine         CA_BL_INTFC         addyg         10/18/2019 10:56:29AM EDT         Queued         N/A         Details           9735802         PSJob         FXBIALLP         addyg         10/17/2019 6:18:11PM EDT         Success         Posted         Details								



After cost	Action	
26.	Navigate	to Main Menu > Reporting Tools > Query > Query Viewer.
		nancials Navigator - Search 3 Work
	Favorites -	Main Menu 🗸
		Search Menu: Person
	Top Menu Featu	
	Our	
	The menu is not	Manager Self-Service
	page. Click on N	Supplier Contracts
	Highlights	Departmental Authorization
	Recently Used	Customers >
	Favorites menu	Customer Contracts
	at the top left.	items
		Suppliers
	Breadcrumbs	Purchasing
	display your na	eProcurement
	access to the c	Services Procurement
	of subfolders.	Grants
	1041002 0000 NO	Project Cosing     Pronceal Management
	Menu Search, under the Main	Billing
	now supports ty	Accounts Receivable
	finding pages n	Accounts Payable
	taster.	Asset Management
		Banking
		Cash Management
		Allocations
		Set Up Financials/Supp PS/nVision Up or set of the set
		Enterprise Components Bi Publisher Concourse due y
		Worklist
		Reporting Tools
		PeopleTools
		▼
27.	In the <b>be</b>	gins with field enter the Query Name of FXBI_INVOICES_TMP.
	Query Ma	nager
	a acry mo	
	Enter any in	formation 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  FXBI_INVOICES_TMP
	Sear	Advanced Search
28.	Click Sea	urch. (See image in previous step.)







After cost	Action
32.	Enter the Run Control ID.  Pro Forma Eind an Existing Value Add a New Value Run Control ID BATCH_PROFORMA Add
33.	Click Add. (See image in previous step.)
34.	Enter the following: a) Processing Date (select) b) Invoice ID (select) c) From Business Unit [UCF01] d) To Business Unit [UCF01] e) From Invoice** (Field displays when Invoice ID is selected.) f) To Invoice** (Field displays when Invoice ID is selected.) **Must run query provided in previous steps to obtain the range of invoice numbers. Run it for the propective Business Unit. Proferma Protoporties (Field Language Process Montor Recipient's Language English * Specified Language Recipient's Language English * Specified Language Recipient's Language English * Specified Language Field * Recipient's Language English * Specified Language * Recipient's * Recipient's Language * Recipient's * * * * * * * * * * * * * * * * * * *
	Seq Nbr       1         Invoice Date Option       ●         ● Processing Date       ●         ● User Defined       ●         ■ All       ● Invoice ID         ● Bill Cycle       ● Cust ID         ● Date Bill Added       ● Bill Type         ● Range ID       ● Bill Source         ● Public Voucher Number       ●         If Save       > Notify         Pro Forma   Print Options       ●



After cost	Action						
35.	Action         To review bills that will be processed, click the Bills To Be Processed icon (yellow paper) at the top of the page. A dialog box displays.         Favorites • Main Menu • Billing • Generate Invoices • Non-Consolidated • Print Pro Forma Pro Forma Print Options         Run Control ID PRINT_PROFORMA Language English • Specified Language						
36.	After re Bills To I	eviewing the l Be Processed	bills, clic	k <b>Return</b>	to close the	dialog bo	x.
	Bills To	Be Processed			Personalize   Fin	d   View All   🖾	First (1-5 of 5 (1) Last
	BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
	UCF01	TMP-00043431	TMR	CNG50006	FXBINOINV	x	Print Copy
	UCF01	TMP-00043432	TMR	CNG50006	FXBINOINV	х	Print Copy
	UCF01	TMP-00043433	TMR	CNG50199	FXBINOINV	х	Print Copy
	UCF01	TMP-00043434	TMR	CNG51139	FXBIWOB	x	Print Copy
	UCF01	TMP-00043435	TMR	CNG51139	FXBIWOB	×	Email Invoice as Attachment
	Return						
37.	Click R	Run. (See ima	ge in pre	vious step	)		



After cost	Action								
38.	Select the appropriate line, (Process Name [FXBIALLP]).								
	Process Scheduler Request								
	User ID addyg		Run Control ID	BATCH_PROFORMA					
	Server Name	•	Run Date 10/21/2019	31					
	Recurrence	¥	Run Time 2:59:52PM	Reset to Current Date	e/Time				
	Time Zone								
	Process List	FTP Con	trol Command						
	Select Description	Process Name	Process Type	*Type *Format Di	stribution				
	Pre-process & Finalization	BIIVC000	Application Engine	Web 🔻 TXT 🔻 Di	stribution				
	Proforma & Print	BIJOBP01	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print Invoice w/SQR	BIPJ10	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP Invoice	BIPJ75	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	FXCGALLP All CNG Proforma	FXBIALLP	PSJob	(None) V (None) V Di	stribution				
	FXBI_UTP UTL Generic/Conv PrF	m FXBI_UTP	PSJob	(None) V (None) V Di	stribution				
	FXINCSFP-Res Fnd INC Proform	a FXINCSFP	PSJob	(None) V (None) V Di	stribution				
	FXNECSFP-Res Fnd NEC Profor	ma FXNECSFP	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	FXNSPSFP-NonSpsr StdFrm Pro	frm FXNSPSFP	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	FXTTFSFP-Res Fnd TTF Proform	na FXTTFSFP	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	FXUTLSFP FSBO UTL Proforma	FXUTLSFP	PSJob	(None) 🔻 (None) 🔻 Di	stribution				
	OK Cancel								
					]				
39.	Click OK. (See image in	previous step	.)						



After cost	Action
40.	Navigate to Main Menu > Billing > Maintain Bills > Standard Billing.
	VCF Financials       Navigater       Search       Advanced Search       Last Search RengtCr       Nome         Favorities       Main Menu
41.	Enter values in the following fields:
	<ul> <li>a) Business Offic</li> <li>b) Invoice</li> </ul> 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 v TMP-00040033 × Q Bill Status v v Customer begins with v Q Contract begins with v Q Bills in Business Unit v Q Template Invoice Flag v v v Case Sensitive Search Clear Basic Search 🖾 Save Search Criteria
42.	Click Search. (See image in previous step.)



43.	If payments have been received and updates to the system-calculated values are needed, follow the next four steps:
	In the <b>Navigation</b> dropdown menu near the bottom right of the page, select Header – Info 2
	Header - Info 1 Line - Info 1
	Unit UCF01 Invoice CNG029488 Pretax Amt 530.00 USD 🚈
	Status RDY     Q     Invoice Date (05/01/2019)     E     Cycle ID MONTHLY       "Type CG0     Q     Source CONTRACTS     Prequency (Once )       "Customer (DNG5003)     Q     View Adtwy       National Science Foundation (NSE)     SubCust1     SubCust2
	*Invoice Form FXBIV/B Q From Date 01/01/2019 To Date 06:02/2019 B
	Accounting Date     Pay Terms NET30     Acctor - AR Offset     N:     Image: Control Cont
	Go to: Header Info 2 Address Copy Address Disc/Surcharge Disc/Surc
	Notes         Express Entry         Attachments         Hadden - Arc Guidadouth         Page Series           Summary         Bill Search         Line Search         Navigation         How representation         Presentation
	Image: Serve       Image: Next in List       Header - Note         Header - Info 1   Line - Info 1       Header - Order Info       Header - Project Info       Header - Service Info       Header - Service Info         Line - Info 1       Line - Info 1       Line - Info 1       Line - Note       Line - Note       Line - Note         Line - Note       Line - Note       Line - Note       Line - Note       Line - Note       Line - Note         Line - Tax info       Line - Tax info       Line - Tax info       Line - Tax info       Line - Info 1
44.	such as <b>OR</b> for Office of Research to indicate to the system you would like to override the value. (See image in next step.)
44. 45.	To update the payments received, you must put a value in the Paid Reference field such as OR for Office of Research to indicate to the system you would like to override the value. (See image in next step.)         Update the Paid Amount field to reflect the new Paid Amount that you would like displayed on the invoice.
44.	To update the payments received, you must put a value in the Paid Reference field such as OR for Office of Research to indicate to the system you would like to override the value. (See image in next step.)         Update the Paid Amount field to reflect the new Paid Amount that you would like displayed on the invoice.         Header-Info 1       Header-Info 2       Une-Info 1         Unit UCF01       Bill To CNG50003       Pretax Amt       530.00 USD
44.	To update the payments received, you must put a value in the Paid Reference field such as OR for Office of Research to indicate to the system you would like to override the value. (See image in next step.)         Update the Paid Amount field to reflect the new Paid Amount that you would like displayed on the invoice.         Header-Info 1       Header-Info 2       Line-Info 1         With UCF01       Bill To CN050003       Pretax Amt       530.00 USD         Pretax Amt       530.00 USD       Pretax Amt         Paid Reference OR       For Data Science Foundation (NSF)
44. 45.	To update the payments received, you must put a value in the Paid Reference field such as OR for Office of Research to indicate to the system you would like to override the value. (See image in next step.)         Update the Paid Amount field to reflect the new Paid Amount that you would like displayed on the invoice.         Header-Info 2       Unit UCF01         Bill To CNG50013       Pretax Amt         Store CNG029488       National Science Foundation (NSF)         Paid Reference OR       Entry Type         Paid Amount       593.00
44.	To update the payments received, you must put a value in the Paid Reference field such as OR for Office of Research to indicate to the system you would like to override the value. (See image in next step.)         Update the Paid Amount field to reflect the new Paid Amount that you would like displayed on the invoice.         Image: Info 1 Header - Info 2 [me - Info 1]         Invoice CNG029468         Paid Reference Foundation (NSF)         Paid Reference OR         Paid Amount 533.55 50         Entry Type         Inter of Credit ID
44.	To update the payments received, you must put a value in the <b>Paid Reference</b> field such as <b>OR</b> for Office of Research to indicate to the system you would like to override the value. (See image in next step.) Update the <b>Paid Amount</b> field to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice.           Header-info?       Ine-info?         Image: Info?       Ine-info?         Image: Info?       Ine-info?         Image: Info?       Info?
44.	To update the payments received, you must put a value in the Paid Reference field such as OR for Office of Research to indicate to the system you would like to override the value. (See image in next step.)         Update the Paid Amount field to reflect the new Paid Amount that you would like displayed on the invoice.         Under-info1 Header-info2 [_Ine-info1         Unit UCF01       Bill To CN050003         Pretax Amt       530.00 USD         National Science Foundation (NSF)         Entry Reserve         Paid Amount         Entry Reserve         Under Condense in the condition of the invoice.
44.	To update the payments received, you must put a value in the <b>Paid Reference</b> field such as <b>OR</b> for Office of Research to indicate to the system you would like to override the value. (See image in next step.) Update the <b>Paid Amount</b> field to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice.
44.	To update the payments received, you must put a value in the <b>Paid Reference</b> field such as <b>OR</b> for Office of Research to indicate to the system you would like to override the value. (See image in next step.) Update the <b>Paid Amount</b> field to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice.           Image:
44.	To update the payments received, you must put a value in the <b>Paid Reference</b> field such as <b>OR</b> for Office of Research to indicate to the system you would like to override the value. (See image in next step.) Update the <b>Paid Amount</b> field to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice.           Image: Info://work       Image: Info://work         Image: Info://work       Image: I
44.	To update the payments received, you must put a value in the <b>Paid Reference</b> field such as <b>OR</b> for Office of Research to indicate to the system you would like to override the value. (See image in next step.) Update the <b>Paid Amount</b> field to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice.           Image: Interference of Research to indicate to the system you would like to override the value. (See image in next step.)         Image: Interference of Research to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice.         Image: Interference of Research to indicate remove the invoice of CN0020488         Image: Interference of Research to invoice.         Image: Interference of Research to invoice.         Image: Interference of Research to invoice.         Image: Interference of Research remove to the invoice of CN0020488         Image: Interference of Research remove to the invoice of Research remove the invoice remove the invoice remove the invoice of Research remove the invoice remove the







After cost	Action
49.	Click Save. (See image in previous step.)
50.	If a value is needed in the Schedule No field on the invoice for 103X invoices that use the FSBI103X invoice, follow the next three steps: In the Navigation dropdown menu near the bottom right of the page, select Header – Order Info.
	Header - Info 1       Line - Info 1         Unit: UCF01       Invoice CNG029485       Pretax Amt       530.00       USD         Status: RDY       Invoice Date 6501/2019       Cycle ID MONTHLY         "Type CG0       Source CONTRACTS       "Frequency Once         "Customer (NG550003)       View Activity       SubCust2         National Science Fundation (NSF)       "Invoice Drama Science Fundation (NSF)       To Date 0101/2019       To Date 0101/2019         "Invoice form [XSIN'N]       Pay Terms NET30       Acctg AR Offset it Acctg AR Offset it Acctg ARC Offset it Acctg ARC Offset it Acctg ARC Offset it Acctg ARC Offset it Acctg Contract Asst it A
	Line - Order Info Line - Propiet Info Line - Service Info Line - Tax info



After cost	Action
51.	Enter a value in the <b>Ship ID</b> field that will display in the <b>Schedule No</b> field of the <b>FXBI103X</b> invoice.
	Header - Info 1     Header - Order Info 1       Unit UCF01     Bill To CNG50002       Pretax Amt     42,020.34 USD       Invoice TMP-00040033     Office of Naval Research (ONR)
	PO Ref Freight TermsQ Contract 0000006410 Q Ship ViaQ Contract DateBill of Lading CRABBS
	Contract Type [CNG]         PK Slip No           OM Bus Unit         Q         Sold To [CNG50002]         Q           Order No         Q         Sold Loc         1         Q
	Order Date 51 Ship To Q Ship Bus Unit 51 Ship Loc Q Ship ID 26
	Go to:     Header Info 2     Address     Copy Address       Notes     Express Entry     Attachments     Page Series       Output     Notes     Notes     Notes
	Summary     Bill Search     Line Search     Header - Order Info   Line - Info 1
52.	Click Save. (See image in previous step.)



After cost	Action
53.	To complete the <b>Pro Forma</b> system process, follow the next two steps:
	On the <b>Standard Billing</b> page, click the <b>Pro Forma icon</b> (white paper with green marking) near the top right of the page.
	Header - Info 1
	Unit UCF01 Invoice TMP-00039722 Pretax Amt 5,100.00 USD 🗏 🖩
	Status TMR       Invoice Date [3/15/2019]       Cycle ID [CGFB]         "Type [CG0]       Source [CONTRACTS]       "Frequency [Once]         "Customer [CNG51377]       view Activity       SubCust1       SubCust2
	Orange County Government       *Invoice Form FXBIWB     From Date 02/01/2019       Accounting Date     Pay Terms NET30       Remit To BOA1     Bank Account ACH
	Sales TM3     O     Bill Inquiry Phone     407-823-3778     O       Credit [CR-RFD01]     O     Collector CO-CNG10     O       Billing Specialist BI-CNG10     O     Billing Authority     O
	Melissa Favcett           Go to:         Header Info 2         Address         Copy Address           Notes         Evropse Entry         Attachments         Page Series
	Summary Bill Search Line Search Navigation Header - Info 1 V Prev Next
	Return to Search       Notify       Refresh         Header - Info 1       Line - Info 1
	(Alternately, the <b>Pro Forma</b> process can be completed by running the query in steps 26-29 and the <b>Pro Forma</b> process in steps 30-39.)
54.	Print the <b>Pro Forma</b> from the <b>Report Manager</b> , review, and when it's ready for approval, send the <b>Pro Forma</b> to manager for approval.



#### **II. GENERATE LOC BILLS**

After cost collection has been run and pre-bill analysis has been completed for contracts, the billing will need to be done. Letter of credit (LOC) bills should be generated so that the LOC Summary can be processed. Follow these steps to generate LOC bills.





Sten	Action
3.	Enter the Run Control ID (user defined).
	Eind an Existing Value Add a New Value
	Run Control ID
	Add
	<i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i>
4.	Click Add. (See image in previous step.)
5.	Set up the <b>Run Control</b> as follows:
	Contract Options
	<ul> <li>a) Business Unit</li> <li>b) Contract Type [LOC]</li> <li>c) Contract (if running for one contract)</li> </ul>
	Project Options
	a) <b>BU/Proj/Act Option</b> [ <b>Business Unit</b> or can also run by <b>Business</b>
	b) PC Business Unit
	<ul> <li>c) Project (dependent on BU/Proj/Act Option)</li> <li>d) Activity (dependent on BU/Proj/Act Option)</li> </ul>
	a) Activity (dependent on BO/110j/Act Option)
	Billing Options
	<ul> <li>a) Bling Business Unit</li> <li>b) Cycle From Date (start of the period, exclude when running for a time and material [TM] bill)</li> </ul>
	c) Cycle To Date (end of the period, exclude when running for a time and material [TM] bill)
	d) Date Option [Accounting Date]
	f) Accounting <b>Through Date</b> (the end of the billing period)
	g) Invoice Date [Current Date]
L	



Sten	Action
	Process As Incurred Billing
	Run Control ID Process_as_incurred_billing Report Manager Process Monitor Hun
	Program Name
	Program Name CA_BI_INTFC Process Frequency Always
	Process Billing Details Find   View All First 🚯 1 of 1 🛞 Last
	Request Number 1 Contract Options
	Business Unit UCF01 Q, University of Central Florida Contract Type Q,
	Contract Class
	Contract (0000006656
	Cost Plus Fee Type
	*BU/Proj/Act Option Business Unit/Project V Project Type Q
	PC Business Unit UCF01 Q Project Manager Q Project 69016060 Q
	Billing Options
	Billing Business Unit UCF01 Q *Date Option Accounting Date V Bill To Q Encore Date 0501/2010 (20
	Billing Plan Q. Through Date (08/30/2019 (B)
	Billing Specialist Q. Invoice Date 10/18/2019 (B)
	Billing Cycle ID Q
	Cycle To Date 08/30/2019
	Billing Authority
6.	Click Run. (See image in previous step.)
7	Ensure Contracts to Billing Interface is checked
<i>.</i>	
	Process List           Select Description         Process Name         Process Type         *Type         *Format         Distribution
	Contracts to Billing Interface CA_BI_INTFC Application Engine Web V TXT V Distribution
	OK Cancel
8.	Click OK. (See image in previous step.)
9.	Click the <b>Process Monitor</b> link at the top right of the page.
	Report Manager Process Monitor Rull
	Process Instance:9735436



Sten	Action	
10.	Click Refresh until the Run Status of the process displays Success.	
	Process List Server List	
	View Process Dequest For	
	Server V Name Q Instance From Instance To Report Measurer	
	Run Status T Distribution Status Save On Refresh	
	Process List Personalize   Find   View All   🖉   📑 First 🚯 1-2 of 2 🕟 Las	st
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details	
	9735436         Application Engine         CA_BI_INTFC         addyg         10/14/2019         9:05:38AM EDT         Success         Posted         Details	
	9735435         Application Engine         FS_JGEN         addyg         10/14/2019         8:45:46AM EDT         Success         Posted         Details	
11.	Click the Details link.	
	View Process Request For	
	User ID addyg Q Type V Last V 1 Days V Refresh	
	Server Name Name Report Manager	
	Run Status 🔍 Distribution Status 🔍 🗹 Save On Refresh	
	Process List Personalize   Find   View All   🔄   📑 First 🕢 1-2 of 2 🕢 Li	.ast
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details	
	9735436 Application Engine CA_BL_INTFC addyg 10/14/2019 9:05:38AM EDT Success Posted Details	
	9735435 Application Engine FS_JGEN addyg 10/14/2019 8:45:46AM EDT Success Posted Details	
12.	Click the Message Log link. Process Detail Process	
	Instance 9735436 Type Application Engine	
	Name CA_BI_INTFC Description Contracts to Billing Interface	
	Run Status Warning Distribution Status Posted	
	Run Update Process	
	Run Control ID CAEV_ALL Hold Request	
	Location Server Queue Request	
	Server PSUNX	
	Recurrence Re-send Content Restart Request	
	Date/Time Actions	
	Request Created On 10/14/2019 9:07:42AM EDT Parameters Transfer	
	Run Anytime After 10/14/2019 9:05:38AM EDT Message Log View Locks	
	Run Anytime After     10/14/2019     9:05:38AM EDT     Message Log     View Locks       Began Process At     10/14/2019     9:07:51AM EDT     Batch Timings	







Sten	Action
17.	Click Search. (See image in previous step.)
18.	Enter the Interface ID into both the From Interface ID and To Interface ID fields.
	Process Billing Interface Run Control CAEV_ALL Report Manager Process Monitor Run ID *From Interface ID Q
	*To Interface ID
19.	Click Run. (See image in the previous step.)
20.	Ensure Billing Interface is checked.
	Process Scheduler Request       Image: Cancel         User ID addyg       Run Control ID CAEV_ALL         Help       Image: Cancel         Image: Cancel       Image: Cancel
21.	Click <b>OK</b> . (See image in previous step.)
22.	Click the <b>Process Monitor</b> link at the top right of the page.
	Process Billing Interface
	Run Control CAEV_ALL     Report Manager     Process Monitor     Run       ID     ID     ID     ID







Sten	Action					
26.	Click Search. (See image in previous step.)					
27.	Set up the <b>Run Control</b> as follows:					
	a) Kange Selection [Letter of Credit ID] b) Letter of Credit ID					
	Run Control ID     CAEV_ALL     Report Manager     Process Monitor     Run       Language     English        • Specified Language       • Recipient's L					
	Selection Parameters Find   View All First 1 of 1 1 Last Find   View All First 1 of 1 1 Last Find   View All First 1 of 1 1 Last Letter of Credit ID Letter of Credit ID Letter of Credit ID Letter of Credit ID					
	Sponsor					
28.	Click Run. (See image in previous step.) A dialog box opens.					
29.	Ensure the Process Name of BIJOBP50 is checked.  Process Scheduler Request					
	User ID addyg Run Control ID CAEV_ALL					
	Server Name     Run Date 10/18/2019     ID       Recurrence     Run Time 10:27:08PM     Reset to Current Date/Time       Time Zone     Control Command					
	Process List       Select     Description       Project/Contract Finalize Draw     BIJOBF50       PSJob     (None) ▼       Distribution					
	OK Cancel					
30.	Click <b>OK</b> . (See image in previous step.)					



Acti	on						
Clicl	c the <b>Pro</b>	cess Monite	or link at the	top right of th	e page.		
Lett	er of Credit Re	eport					
				Report Managar	Drasana Manita	Run	
	Languag	D CAEV_ALL e English V	Specified I	Language	Recipi	ent's Langua	age
			•			-	-
Clicl	« Refres	<b>h</b> until the <b>R</b>	<b>un Status</b> of	f the process d	isplays Su	iccess.	
Proce	ss List Server	List					
View	Process Reques	st For					
U	ser ID addyg	🔍 Туре	▼ Last	<b>T</b>	1 Days 🔻	Re	efresh
	Server	Name		e From Insta	ince To	Report I	Manager
RI	m status		Status	<ul> <li>Save On Refresh</li> </ul>			
Proc	ess List	<b>D T</b>		Personalize   Find	View All   🔄   📑	First 🕢 1-	5 of 5 🕟 Last
Select	9735822	Application Engine	CA BLINTEC adduct	10/18/2019 10:56:20AM ED	Run Status	Status N/A	Details
	3133022	Application Engine	CA_DI_INTEC addyg	10/10/2019 10:00:29AWIED	Queueu	Dested	Details
On t mark	he <b>Stand</b> ting) nea	PSJOD ard Billing r the top rigi	page, click the page	he <b>Pro Form</b> b.	icon (wh	nite pape	er with
On t nark	9735802 he Stand king) nea	PSJob ard Billing r the top rigi	page, click t ht of the page	he <b>Pro Form</b> a	icon (wh	nite pape	er with
On tinark	9735802 he Stand ting) nea er - Info 1 Line - Unit UCF01	PSJob ard Billing r the top rigi	PAGE, click t ht of the page	10/17/2019 6:18:11PM EDT he Pro Forma c. Pretax Amt 5	100.00 USD	nite pape	er with
On t nark	9735802 he Stand cing) nea er-Info 1 Line- Unit UCF01 Sta	PSJob	PAGE, click t ht of the page	10/17/2019 6:18:11PM EDT he Pro Forma e. Pretax Amt 5 roice Date 03/15/2019	icon (wh		er with
On t nark	9735802 he Stand cing) nea er-Info 1 Line- Unit UCF01 Str	PSJob	PXBIALLP addyg page, click t ht of the page	10/17/2019 6:18:11PM ED he Pro Forma Pretax Amt 5 roice Date 03/15/2019 Source CONTRACTS	I icon (wh	le ID CGFB	er with
On t nark	9735802 he Stand cing) nea er - Info 1 Line - Unit UCF01 Sta "T "Custo	PSJob	PXBIALLP addyg page, click t ht of the page	10/17/2019         6:18:11PM EDT           he         Pro Forma           c.         Pretax Amt           5         5           voice Date         03/15/2019           Source         CONTRACTS           SubCust1         5	I icon (wh	Inite pape	er with
Dn t nark	9735802 he Stand cing) nea ar - Info 1 Line - Unit UCF01 Sta "Tuvoice F	PSJob	PXBIALLP addyg page, click t ht of the page arr22	10/17/2019         6:18:11PM ED           he         Pro Forma           C.         Pretax Amt           5         5           voice Date         03/15/2019           Source         CONTRACTS           SubCust1         5	I icon (wh	Posted nite pape	er with
Dn t nark	9735802 he Stand cing) nea ar-Info 1 Line- Unit UCF01 Sta "Custo "Custo Accounting I Remi	PSJob	PXBIALLP addyg page, click t ht of the page arr22	10/17/2019         6:18:11PM ED1           he Pro Forma           Pretax Amt         5           voice Date         03/15/2019           Source         CONTRACTS           SubCust1         Pretax Nm           Pay Terms         NET30           Account ACH         Pretax Amt	Success	The pape	er with
Dn ti nark	9735802 he Stand ting) nea er - Info 1 Line - Unit UCF01 Sta "T "Custo "Invoice F Accounting I Remi Sta	PSJob	PXBIALLP addyg page, click t ht of the page arr22 www.eviewActivity ment Ban Bill Inqu	ID/17/2019         6:18:11PM ED           he Pro Forma           Pretax Amt         5           Viole Date         03/15/2019           Source         CONTRACTS           SubCust1	Success	Inite pape	er with
On t mark	9735802 he Stand cing) nea er - Info 1 Line - Unit UCF01 Sta "T "Custo "Invoice F Accounting I Remi Si Cr	PSJob	FXBIALLP addyg page, click t ht of the page array arra	ID/17/2019         6:18:11PM ED           he Pro Forma           pretax Amt         5           voice Date         03/15/2019           Source         CONTRACTS           SubCust1         Source           Pretax Nmt         5           Pay Terms         NET30           k Account         ACH           Iry Phone         407-823-3778           Collector         CO-CNG10	Success	le ID CGFB ency Once ust2 Date 02/28/2019 thod Check	er with
On t mark	9735802 he Stand cing) nea ar-Info 1 Line- Unit UCF01 Stt "Turvoice F Accounting I Remi Si Cr Billing Specie	PSJob	PXBIALLP addyg page, click t ht of the page arr22	10/17/2019         6:18:11PM ED           he Pro Forma           C.           Pretax Amt           5           voice Date           03/15/2019           Source           CONTRACTS           SubCust1           From Date           D2/01/2019           Pay Terms           NET30           k Account           ACH           itry Phone           407-823-3778           Collector           Co-CNG10           Authority	Success	The pape	er with
On t mark	9735802 he Stand cing) nea ar-Info 1 Line - Unit UCF01 Stt "Custo "Invoice F Accounting I Remi S, Cr Billing Specia	PSJob	PXBIALLP addyg page, click t ht of the page arr22 www.activity ment Ban Bill Inqu Address	10/17/2019         6:18:11PM ED           he Pro Forma           Pretax Amt           5           voice Date           03/15/2019           Source           CONTRACTS           Subcust1	Success	Posted nite pape	er with
Go to: Notes	9735802 he Stand cing) nea er - Info 1 Line - Unit UCF01 Sta "T "Custo "Invoice F Accounting I Remi Si Cr Billing Specia H E	PSJob	PXBIALLP addyg page, click t ht of the page arr22	10/17/2019       6:18:11PM ED         he Pro Forma         Pretax Amt       5         voice Date       03/15/2019         Source       CONTRACTS         SubCust1	Success	rite pape	er with
Go to: Notes Summa	9735802 he Stand cing) nea ar - Info 1 Line - Unit UCF01 Sta "Custo "Invoice F: Accounting I Remi Si Cr Billing Specia H E ry B	PSJob	FXBIALLP addyg page, click t ht of the page arr22  View Activity ment Address Line Search	10/17/2019       6.18.11PM ED         he Pro Forma         b.         Pretax Amt       5         voice Date       03/15/2019         Source       CONTRACTS         SubCust1       5         Proto Date       02/01/2019         Pay Terms       NET30         k Account       ACH         iny Phone       407-823-3778         Collector       CO-CNG10         Authority       2         Copy Address       Attachments         Navigation       Head	Success	rosted iite pape	Page Series Prev Next
Go to: Notes Summa	9735802 he Stand cing) nea ar-Info 1 Line- Unit UCF01 Sta "Custo "Invoice F Accounting I Remi Si Cr Billing Specia H E ry B ve @ Return to	PSJob	FXBIALLP addyg page, click t ht of the page arr22  View Activity ment View Activity Ment Address Line Search Refresh	10/17/2019 6:18:11PM ED he Pro Forms E. Pretax Amt 5 roice Date 03/15/2019 Source CONTRACTS SubCust1 From Date 02/01/2019 Pay Terms NET30 k Account ACH iiry Phone 407-823-3778 Collector CO-CNG10 Authority Copy Address Attachments Navigation Heade	Success	rosted	Page Series Prev Next



#### **III. GENERATE AN EVENT**

When an event is set to Ready and billing is required, generate an event so that a single action invoice can be processed.

	Einancials Navigator - Search & Advanced Search muliCE Home
Favoritan	
Favorites +	Search Menu:
Ten Menu F	Sector Menu.
TOP Menu P	¢
	Employee Self-Service
The menu is	no Manager Self-Service
on Main Me	nu t 🗀 Supplier Contracts 🔸 🕞
Highlights	Departmental Authorization
Recently U	sed Customers
appear und	er ti Customer Contracts
menu, ioca	Criter Management
	Items Manage Progress Payments
	Suppliers
Breadcrun	bs Purchasing Schedule and Process Revenue
display you and give yo	r na eProcurement
contents of	sub
	Grants Grants Adjust Poyogue and Bill
	Project Costing Define Renewals
Menu Sear	ch, Reports
supports tv	ean descurpte Description
makes find	ng R Accounts Receivable Contracts Center
laster.	Asset Management
	<b>•</b>



Sten	Action
2.	Enter values in the following fields:
	a) Business Unit
	b) Contract number
	Define Billing Plan
	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 UCF01
	Contract begins with ▼ 1000005187 C
	Billing Plan Status = V
	Case Sensitive
	Search Clear Basic Search 🛱 Save Search Criteria
3	Click Search (See image in provious stop)
5.	Click Startin. (See image in previous step.)
4.	Select the appropriate line (if more than one option displays).
	Search Results
	View All First 🕢 1-4 of 4 🕑 Last
	Business Unit Contract Billing Plan ID Billing Plan Status Contract Administrator UCF01 0000005187 B101 Cancelled Crawford,Melissa
	UCF01 0000005187 B102 Completed Crawford, Melissa
	UCF01 0000005187 B103 Ready Crawford,Mellissa UCF01 0000005187 B104 In Progres Crawford,Mellissa
	Find an Existing Value   Add a New Value
5.	Select the <b>Events</b> tab.
	Billing Plan General Billing Plan Lines Events History



Sten	Action						
6.	Verify the	following un	der the Event	Detail he	ading	:	
	a) Ev	ent Status [K	Readv]		_		
	b) Ev	ent Date (cu	rrent date or d	late prior)			
	c) An	iount		1 /			
	Billing Plan Genera	Billing Plan Lines Even	nts <u>H</u> istory		DLUa		_
	Sol	d To Customer CNG51089 Billing Plan B103	New York Physica 7191/FIXBILL Bill	al Therapy Association Plan	Bill T Currenc	in UCFU1 io CNG51089 New York P ay USD	hysical Therapy Association
	Define Events			Amount De	etail		
		Percent     Amount	]		R	Total Amount emaining Amount	0.00
		Add Milestone	2				
	Event Detail	ent Type	*Event Status	Event Date	Personaliz	e   Find   🔄 📑 First 🕢 1	of 1 🕟 Last
	1 Da	ate v	Pending	12/25/2018	Event Note	0.1	
		hum in Opport					Add [] Lindele (Display
	Billing Plan General	Billing Plan Lines   Events   His	story			L	Add 22 OpdaterDisplay
7.	Click Save	e. (See image	in previous s	tep.)			
8	Navigate t	o Main Men	u > Custome	r Contra	cts > S	Schedule and H	Process Rilling >
0.	Process O	ther Billing	Methods.	r contra		senedule and I	Toeess Dining
	C	8					
	State Stress Str	ancials Naviga	tor 🕶 Search 🛛 🖉	Advanced Search	Last Search R	esultayUCF   H	
	Favorites -	Main Menu 👻					
	Top Menu Featu		≫ _				
	1	Employee Self-Service	÷.				
	The menu is nov Main Menu to g	Manager Self-Service	*				
	Highlights	<ul> <li>Departmental Authorization</li> </ul>	ion 🕨				
	Recently Used	Customers	> Oresta and Amond				
	appear under the menu, located a	Customer Contracts	<ul> <li>Create and Amerid</li> <li>Determine Price and Terr</li> </ul>	ns 🕨			
		Items	Manage Progress Payme	ents 🕨			
	1	Suppliers	Update Contract Progres	s 🕨			
	Breadcrumbs	Purchasing	Review Revenue	evenue			
	and give you ac	Services Procurement	Schedule and Process E	Define Billing PI	an		
		Grants	Review Billing	Process As Incu	ian Irred Billing		
		Project Costing Proposal Management	Define Renewals	Process Other E	Billing Methods	3	
	Menu Search, the Main Menu	Billing	E Reports	•			
	type ahead whi finding pages n	Accounts Receivable	UCF Process	•			
		Accounts Payable	Contracts Center				
		Banking	Review Contract Summa	ry			
		Cash Management	▼				
		•					



<ul> <li>9. Click the Add a New Value tab.</li> <li>Process Other Billing Methods 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</li> <li>10. Enter the Run Control ID (user defined).</li> <li>Process Other Billing Methods Find an Existing Value Add a New Value</li> <li>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</li> <li>11. Click Add. (See image in previous step.)</li> <li>12. Set up the Run Control as follows: Program Name a) Process Frequency</li> </ul>	
Process Other Billing Methods         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         10.       Enter the Run Control ID (user defined).         Process Other Billing Methods         End an Existing Value Add a New Value         Note: When creating run controls, they cannot contain any spaces. Use underscores instead.         11.         Click Add. (See image in previous step.)         12.         Set up the Run Control as follows:         Program Name         a) Process Frequency	
<ul> <li>Enter any information you have and click Search. Leave fields blank for a list of all values.</li> <li>Find an Existing Value Add a New Value</li> <li>10. Enter the Run Control ID (user defined).</li> <li>Process Other Billing Methods</li> <li>End an Existing Value Add a New Value</li> <li>Run Control ID (user defined).</li> <li>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</li> <li>11. Click Add. (See image in previous step.)</li> <li>12. Set up the Run Control as follows:</li> <li>Program Name         <ul> <li>Program Name</li> <li>Process Frequency</li> </ul> </li> </ul>	
<ul> <li>Find an Existing Value Add a New Value</li> <li>Enter the Run Control ID (user defined).</li> <li>Process Other Billing Methods         <ul> <li>Image: Process Other Billing Methods</li> <li>Image: Program Name CABLINTFO</li> <li>Add</li> </ul> </li> <li>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</li> <li>Click Add. (See image in previous step.)</li> <li>Set up the Run Control as follows:         <ul> <li>Program Name</li> <li>Program Name</li> <li>Program Name</li> <li>Process Frequency</li> </ul> </li> </ul>	
<ul> <li>10. Enter the Run Control ID (user defined).</li> <li>Process Other Billing Methods</li> <li>End an Existing Value Add a New Value</li> <li>Run Control ID Program Name CABINTFO</li> <li>Add</li> <li>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</li> <li>11. Click Add. (See image in previous step.)</li> <li>12. Set up the Run Control as follows:</li> <li>Program Name</li> <li>a) Process Frequency</li> </ul>	
<ul> <li>Process Other Billing Methods         <ul> <li>Find an Existing Value Add a New Value</li> <li>Find an Existing Value Add a New Value</li> <li>Run Control ID</li> <li>Program Name CA_BINTFC</li> <li>Add</li> </ul> </li> <li>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</li> <li>Click Add. (See image in previous step.)</li> <li>Set up the Run Control as follows:         <ul> <li>Program Name</li> <li>Process Frequency</li> </ul> </li> </ul>	
Image:	
Run Control ID         Program Name CA BLINTFC         Add         Note: When creating run controls, they cannot contain any spaces. Use underscores instead.         11.         Click Add. (See image in previous step.)         12.         Set up the Run Control as follows:         Program Name         a) Process Frequency	
<ul> <li>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</li> <li>11. Click Add. (See image in previous step.)</li> <li>12. Set up the Run Control as follows: <i>Program Name</i> a) Process Frequency</li> </ul>	
<ul> <li>Add</li> <li>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</li> <li>Click Add. (See image in previous step.)</li> <li>Set up the Run Control as follows:</li> <li>Program Name         <ul> <li>a) Process Frequency</li> </ul> </li> </ul>	
Note: When creating run controls, they cannot contain any spaces. Use underscores instead.11.Click Add. (See image in previous step.)12.Set up the Run Control as follows: Program Name a) Process Frequency	
11.       Click Add. (See image in previous step.)         12.       Set up the Run Control as follows:         Program Name       a)         a)       Process Frequency	
11.       Click Add. (See image in previous step.)         12.       Set up the Run Control as follows:         Program Name       a)         a)       Process Frequency	
<ul> <li>12. Set up the Run Control as follows:</li> <li><i>Program Name</i> <ul> <li>a) Process Frequency</li> </ul> </li> </ul>	
Program Name a) Process Frequency	
a) Process Frequency	
Contract Options	
a) Business Unit b) Contract Type	
c) Contract Number (if running for one contract)	
Billing Options	
a) Billing Business Unit	
b) <b>Event Date</b> (Enter a date prior to or on the date through which billing should be run.)	
c) Invoice Date [Current Date]	



Sten	Action
	Process Other Billing Methods
	Run Control ID Process_other_billing_methods Report Manager Process Monitor Run
	Program Name
	Program Name CA_BI_INTFC Process Frequency Always
	Process Billing Details Find   View All First (1 of 1 (2) Last
	Request Number 1 Contract Options
	Business Unit UCF01 Q. University of Central Florida Contract Type Q
	Contract Class V
	Contract 0000008346
	Billing Options Billing Business Unit UCFD1
	Billing Method
	Billing Specialist
	Event Date 10/18/2019
	Invoice Date 10/18/2019
13.	Click Run. (See image in previous step.) A dialog box opens.
14	En mar Constante de Dillin - Indonés de la de la
14.	Ensure Contracts to Bining Interface is checked.
	User ID addyg Run Control ID Process_other_billing_methods
	Server Name     v     Run Date     10/18/2019       Recurrence     v     Run Time     11:23:42PM     Reset to Current Date/Time
	Time Zone
	FTP Control Command Process List
	Select Description     Process name     Process type     Type     Format     Distribution            Contracts to Billing Interface        CA_BI_INTFC         Application Engine         Web         TXT         Distribution
15.	Click OK. (See image in previous step.)



Sten	Action
16.	Click the <b>Process Monitor</b> link at the top right of the page.
	Process Other Billing Methods
	Run Control ID         Process_other_billing_methods         Report Manager         Process Monitor         Run
17.	Click <b>Refresh</b> until the <b>Run Status</b> for the process displays <b>Success</b> .
	Process List Server List
	View Process Request For
	User ID addyg Q Type V Last V 1 Days V Refresh Server V Name Q Instance From Instance To Report Manager
	Run Status 🔹 V Distribution Status 🔹 V 🖉 Save On Refresh
	Process List Personalize   Find   View All   🗐   🏢 First 🚯 1-5 of 5 🕟 Last
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details
	9735822 Application Engine CA_BL_INTFC addyg 10/18/2019 10:56:29AM EDT Queued N/A Details 9735802 PS.lob EXBIALLE addyg 10/17/2019 6:18:11PM EDT Success Posted Details
18.	Click the <b>Details</b> link. (See image in previous step.) A dialog box opens.
10	Click the Massage Log link A dialog hav opens
19.	Click the Wessage Log link. A dialog box opens.
	Date/Time Actions
	Request Created On 10/18/2019 11:26:54PM EDT Parameters Transfer
	Run Anytime After 10/18/2019 11:23:42PM EDT Message Log View Locks Regar Process At 10/18/2019 11:27:02PM EDT Batch Timings
	Ended Process At 10/18/2019 11:27:11PM EDT View Log/Trace
	OK Cancel
20.	Find a row that reads "XX row(s) were inserted into PS INTFC BI with an
	INTFC ID of XXXX".
21.	Note the Interface ID.
22	Click Return
<i>LL</i> .	
	Return
23.	Click <b>OK</b> . (See image in step 19.)






Sten	Action
27.	Click Add. (See image in previous step.)
28.	Enter the <b>Interface ID</b> into both the <b>From Interface ID</b> and <b>To Interface ID</b> fields.
	Process Billing Interface
	Run Control         Process_other_billing_methods         Report         Manager         Process         Run           ID         ID
	*From Interface ID
	*To Interface ID
29.	Click Run. (See image in previous step.) A dialog box opens.
30.	Ensure Billing Interface is checked.
	Process Scheduler Request
	User ID addyg Run Control ID Process_other_billing_methods
	Server Name Run Date 10/19/2019
	Recurrence     N     Run Time     12:03:02AM     Reset to Current Date/Time       Time Zone     Q
	FTP Control Command Process List
	Select         Description         Process Name         Process Type         *Format         Distribution           Billing Interface         BillF0001         Application Engine         Web ▼         TXT ▼         Distribution
	Interface & VAT Defaulting BIJOBI01 PSJob (None) V Distribution
	OK Cancel
31.	Click <b>OK</b> . (See image in previous step.)
32.	Click the <b>Process Monitor</b> link at the top right of the page. (See image in step 28.)
33.	Click Refresh until the Run Status for the process displays Success.
	Process List Server List
	View Process Request For
	User ID addyg Q Type V Last V 1 Days V Refresh
	Run Status V Save On Refresh
	Process List Personalize   Find   View All   🗐   📰 First 🕢 1-6 of 6 🕢 Last
	Select Instance         Seq.         Process Type         Process Name         User         Run Date/Time         Run Status         Distribution Status         Details           9735882         Application Engine         BIJE0001         addyn         10/10/2010 12:02:02AM EDT         Success         Restord         Details
	arsooz Application Engine birruuu addyg iu/19/2019 12:03:02AM ED I Success Posted Details







Sten	Action
36.	Click Search. (See image in previous step.)
37.	Click the <b>Notes</b> link.
	Go to:       Header Info 2       Address       Copy Address         Notes       Express Entry       Attachments         Summary       Bill Search       Line Search       Navigation         Image: Save       Return to Search       Image: Previous in List       Next in List       Refresh         Header - Info 1       Line - Info 1       Line - Info 1       Line - Info 1       Line - Info 1
38.	Enter values in the following fields as required: <ul> <li>a) Standard Note Flag</li> <li>b) Internal Only Flag</li> <li>c) Std Note</li> <li>d) Note Type</li> <li>e) Note Type</li> <li>e) Note Text</li> </ul>
	225 characters remaining         Go to:       Header Info 2       Address         Notes       Express Entry       Attachments         Summary       Bill Search       Line Search       Navigation         Image: Save       Image: Return to Search       Image: Next in List       Image: Notify         Image: Save       Image: Return to Search       Image: Next in List       Image: Notify
39.	Click Save. (See image in previous step.)
40.	Click the <b>Pro Forma icon</b> (white paper with green marking).
	Header - Info 1       Line - Info 1       Header - Note         Unit       UCF01       Bill To       CNG51377       Pretax Amt       1,804.95       USD         Invoice       TMP-00040730       Orange       Orange       Image: Comparison of the second s
41.	Print the <b>Pro Forma</b> from the <b>Report Manager</b> , review and when it's ready for approval, send the <b>Pro Forma</b> to manager for approval.



#### IV. GENERATE TM BILL

After cost collection has been run and billing is required, generate a time and material (TM) bill so that a single action invoice can be processed. Follow these steps to generate a TM bill:









Sten	Action
	Process As Incurred Billing
	Run Control ID Process_as_incurred_billing Report Manager Process Monitor Run
	Program Name
	Program Name CA_BI_INTFC Process Frequency Aways
	Process Billing Details Find   View All First () 1 of 1 () Last
	Request Number 1 -
	Business Unit UCF01 Q. University of Central Florida
	Contract Class
	Sold To Q
	Contract 0000008351
	Cost Plus Fee Type
	Project Options
	*BU/Proj/Act Option Business Unit/Project V Project Type Q
	Project Md18390 Q
	Billing Options
	Billing Business Unit UCF01 Q *Date Option Accounting Date
	Bill To Q. From Date 10/01/2013
	Billing Plan Q. Through Date 08/30/2019 3
	Billing Specialist
	Billing Cycle ID Q
	Cycle From Date 08/01/2019
	Cycle To Date 08/30/2019
	Letter of Credit ID
6.	Click <b>Run</b> . (See image in previous step.)
7	Ensure Contracts to Billing Interface is checked
7•	Process Scheduler Request
	User ID addyg Run Control ID CAEV_ALL
	Server Name Run Date 10/14/2019
	Recurrence Run Time 4:54:01PM Reset to Current Date/Time
	Time Zone
	FTP Control Command
	Select Description Process Name Process Type *Format Distribution
	Contracts to Billing Interface CA_BI_INTFC Application Engine Web V TXT V Distribution
	OK Cancel



Sten	Action
8.	Click OK. (See image in previous step.)
9.	Click the <b>Process Monitor</b> link at the top right of the page.
	Report Manager     Process Monitor     Run       Process Instance:9735526
10.	Click Refresh until the Run Status for the process displays Success.
	Process List       Server List         View Process Request For         User ID addyg       Type       Last       I Days       Refresh         Server       Name       Instance From       Instance To       Refresh         Process List       O Instance From       Instance To       Report Manager         Process List       Personalize       Find   View All       Select Instance Seq.       Process Type       Process Name       User Run Date/Time       Run Status       Distribution       Details         9735526       Application Engine       CA_BI_INTFC addyg       10/14/2019 4:54:01PM EDT       Success       Posted       Details
11.	Click the <b>Details</b> link. (See image in previous step.) A dialog box opens.
12.	Click the Message Log link. A dialog box opens.          Date/Time       Actions         Request Created On 10/18/2019 11:26:54PM EDT       Parameters       Transfer         Run Anytime After 10/18/2019 11:23:42PM EDT       Message Log       View Locks         Began Process At 10/18/2019 11:27:02PM EDT       Batch Timings       View Locks         CK       Cancel       Cancel       View Log/Trace
13.	Find a row that reads "XX row(s) were inserted into PS_INTFC_BI with an INTFC_ID of XXXX".
14.	Note the <b>Interface ID</b> .
15.	Click Return.
16.	Click <b>OK</b> . (See image in step 12.)







Sten	Action	
19.	Click Search. (See image in previous step.)	
20.	Click the Events tab.	
	Billing Plan General Billing Plan Lines Events History	
21.	Verify the following:	
	<ul> <li>a) Event Status [READY]</li> <li>b) Event Date (current or prior date)</li> <li>c) Amount</li> </ul>	
	Event Detail Personalize   Find	
	Event         Actions         Event Type         *Event Status         Event Date	
	3 • Actions Date READY 07/30/2017 Event Note	
22.	Click Save.	
	Rayo A Datura to Soorab	
	Billing Plan General I Billing Plan Lines I Events I History	
	Related Content         Contract Details	
23.	Navigate to Main Menu > Customer Contracts > Schedule and Process Billing >	
	Process Other Billing Methods.	
	UCF Financials	
	Favorites •     Main Menu •       Search Menu:	
	Top Menu Featu	
	The menu is no.	
	Main Menu to g  Supplier Contracts	
	Highlights Departmental Authorization	
	appear under ti menu, located	
	Corder Management      Containing in the data of	
	Suppliers Update Contract Progress Update Contract Progress Schedule and Process Revenue	
	Breadcrumbs display your na eProcurement Review Revenue	
	and give you at Services Procurement Schedule and Process U Define Billing Plan	ļ
	Grants Grants Project Costing Adjust Revenue and Bil Process As Incurred Billing	ļ
	Menu Search, Billing Anagement Billing Methods	
	ne main mend	



Sten	Action
24.	Click the Add a New Value tab.
	Process Other Billing Methods         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
25.	Enter the Run Control ID (user defined).  Process Other Billing Methods End an Existing Value Add a New Value Run Control IC Process_other_billing_methods Program Name CA_BI_INTFC Add  Note: When creating run controls, they cannot contain any spaces. Use underscores
	instead.
26.	Click Add. (See image in previous step.)
27.	<ul> <li>Set up the Run Control as follows:</li> <li>Program Names <ul> <li>a) Process Frequency</li> </ul> </li> <li>Contract Options <ul> <li>a) Business Unit</li> <li>b) Contract Type [TM]</li> </ul> </li> <li>Billing Options <ul> <li>a) Billing Business Unit</li> <li>b) Event Date (Enter a date prior to or on the date through which billing should be run.)</li> <li>c) Invoice Date [Current Date]</li> </ul> </li> </ul>



Sten	Action
	Process Other Billing Methods
	Run Control ID Process_other_billing_methods Report Manager Process Monitor Run
	Program Name
	Program Name CA_BI_INTFC Process Frequency Always
	Process Billing Details Find   View All First ④ 1 of 1 ⑧ Last
	Request Number 1
	Business Unit UCF01 Q. University of Central Florida
	Contract Type Q. Contract Class
	Sold To Q Contract (0000008451 Q
	Billing Options
	Billing Business Unit UCF01 Q Bill To Q
	Billing Plan
	Billing Specialist
	Event Date 10/18/2019
	Invoice Date 10/18/2019
	Streamline Processing Options
	Process Project Progress
28.	Click Run. (See image in previous step.) A dialog box displays.
29.	Ensure Contracts to Billing Interface is checked.
	Process Scheduler Request
	User ID addyg Run Control ID Process_other_billing_methods
	Server Name     T     Run Date     10/21/2019     Isi       Recurrence     T     Run Time     2:11:37AM     Reset to Current Date/Time
	Time Zone
	Process List Select Description Process Name Process Type *Type *Format Distribution
	Contracts to Billing Interface CA_BI_INTFC Application Engine Web  TXT  Distribution
30.	Click <b>OK</b> . (See image in previous step.)



Sten	Action	
31.	Click the <b>Process Monitor</b> link at the	e top right of the page.
	Process Other Billing Methods	
	Run Control ID Generate_TM_Bill	Report Manager Process Monitor Run
		Process Instance:9735899
	Program Name	
32.	Click <b>Refresh</b> until <b>Run Status</b> for	the process displays <b>Success</b> .
	Process List Server List	
	View Process Request For	
	User ID addyg Q Type V	Last
	Server Name Q Run Status Distribution Status	Instance From Instance To Report Manager
	Droopen List	Personalize   Lind   Viau All   2]   177 Eirst (A. 1.3 of 3 (A. Last
	Select Instance Seq. Process Type Process Nam	e User Run Date/Time Run Status Distribution Details
	9735900 Application Engine CA_BI_INTF	C addyg 10/21/2019 2:18:02AM EDT Success Posted Details
33.	Click the <b>Details</b> link. (See image in	previous step.)
34.	Click the Message Log link.	
	Process Detail	
	Deserve	
	Process	Type Application Engine
	Name CA_BI_INTFC De	escription Contracts to Billing Interface
	Run Status Warning Distributi	on Status Posted
	Run Control ID Generate, TM Bill	Hold Request
	Location Server	Queue Request
	Server PSUNX	Delete Request
		Re-send Content Request
	Date/Time  Request Created On: 10/21/2010. 2:19:10AM EDT	Actions
	Run Anytime After 10/21/2019 2:18:02AM EDT	Message Log View Locks
	Began Process At 10/21/2019 2:18:17AM EDT	Batch Timings
	Entreu Process AL TU/21/2019 2:18:20AM EDT	view Lugridue
	OK Cancel	
35.	Find a row that reads "XX row(s) w	ere inserted into PS_INTFC_BI with an
	INTFC_ID of XXXX".	



Sten	Action
36.	Note the Interface ID.
37.	Click Return.
38.	Click <b>OK</b> . (See image in step 34.)
39.	Navigate to Main Menu > Billing > Maintain Bills > Standard Billing.
	The menu is no     Manager Self-Service       on Main Menut     Supplier Contracts       Highlights     Departmental Authorization
	Recently Used appear under ti menu, located       Customer S         Image: Contracts       Customer Contracts         Image: Contracts       Interface Transactions         Image: Contracts       Image: Contracts         Image: Contracts       Image: Contracts
	display your na and give you at contents of sub       eProcurement         and give you at contents of sub       Services Procurement         Grants       Review Billing Information         Project Costing       UCF Custom         Menu Search.       Proposal Management
	the Main Menu supports type a makes finding faster. Asset Management -



Sten	Action	
40.	Enter values in the following fields:	
	<ul><li>a) Business Unit</li><li>b) Invoice</li></ul>	
	Bill Entry         Enter any information you have and click Search. Leave fields blank for         Find an Existing Value <ul> <li>Search Criteria</li> <li>Business Unit = ▼</li> <li>Invoice begins with ▼</li> <li>Bill Status = ▼</li> <li>Customer begins with ▼</li> <li>Contract begins with ▼</li> <li>Contract begins with ▼</li> <li>Case Sensitive</li> </ul>	a list of all values.
	Search Clear Basic Search 🖾 Save Search Criteria	
41.	Click Search. (See image in previou	s step.)
42.	If payments have been received and needed, follow the next four steps: In the <b>Navigation</b> dropdown menu r <b>Info 2</b> .	updates to the system-calculated values are ear the bottom right of the page, select <b>Header</b> –
	Header, Info 1 Line Info 1	
	Unit UCF01 Invoice CNG029488 Preta	Amit 530.00 USD
	Status RDY Q, Invoice Date "Type CG0 Q, Source "Customer CNG50003 Q, -View Activity SubCust National Science Econdution (NSE)	SID12019 Cycle ID MONTHLY Q ContRACTS Q *Frequency Once V 10 10 10 10 10 10 10 10 10 10 10 10 10
	*Invoice Form     FXBIWB     Q.     From Date       Accounting Date     B     Pay Terms       Remit To BOA1     Q.     Bank Account       Sales TM1     Q.     Bill Inguiry Phone       Credit CR-CNG01     Q.     Collector       Billing Specialist Bi-CNG19     Q.     Billing Authority	101/2019 To Date Oct 2019 B ET30 Acctg - AR Offset Acctg - Contract Labelty Date CH Acctg - Contract Labelty Date Acctg - Rev Destruction Co-CRG0T Acctg - Statistical Info Co-CRG0T ACCT
	Melissa Fawcett Go to: Header Info 2 Address Copy Ad Notes Express Entry Attachm Summary Bill Search Line Search	Disc/Surch Contract Lability Disc/Surcharge Distribution Header - AR Distribution Navigation I Inscrementation Header - Credit Card Header - Info 2
	Return to Search 📧 Previous in List 🕢 Next in List 💟 Notify	Referent     Header - Note       Header - Tropect info     Header - Store info       Header - Propect info     Line - Info       Line - Info     Line - Note       Line - Note     Line - Note       Line - Service info     Line - Trapect info       Line - Service info     Line - Tax info



Sten	Action
43.	To update the payments received, you must put a value in the <b>Paid Reference</b> field such as <b>OR</b> for Office of Research to indicate to the system you would like to override the value. (See image in next step.)
44.	Update the <b>Paid Amount</b> field to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice.
	Paid Reference OR     Prépayment Lockup       Paid Amount     58,355.50       Entry Type     Q       Fwd Balance     0.00       Letter of Credit ID     Hold Until Date       Letter of Credit Document ID     Hold Until Date
	Exchange Rate       Exchange Rate         Billing Currency       Base Currency USD       Rate Type CRRNT Q       Source Tables v         Change Bill Currency       Base Currency USD       Rate 1.0000000 m         Go to:       Header Inflo 2       Address       Copy Address         Notes       Express Entry       Attachments       Page Series         Summary       Bill Search       Navigation Header - Inflo 2       Prev Next         Save       Creations in List       Next in List       Notify       Creatersh         Header - Inflo 1   Header - Inflo 2   Line - Inflo 1       Header - Inflo 2   Line - Inflo 1       Header - Inflo 2   Line - Inflo 1
45.	Click Save. (See image in previous step.)







Order Info	ation dropdown	menu near the	bottom right	of the page, select I	Head
					U
Header - Into 1 Line - 1	Invoice CNG029488	Drotay Amt	510.00 USD 🗄 🗐		
Stu COLOT	atus RDY Q	Invoice Date 05/01/2019	R Cycle II	MONTHLY	
۳	ype CG0 Q	Source CONTRACT	S Q *Frequency	Conce 🗸 📓 🛍	
*Custo	Mational Science Foundation (NSF)	divity SubCust1	SubCust		
"Invoice F	orm FXBIWB Q	From Date 01/01/2019	To Date	06/21/2019	
Remi	t To BOA1 Q	Bank Account ACH	Acctg - Contract Asset Acctg - Contract Liability Dst		
s	ales TM1 Q	Bill Inquiry Phone 407-823-37	Acctg - InterUnit Payables Acctg - Rev Distribution		
Cr Billing Specie	edit CR-CNG01 Q	Collector CO-CNG01 Billing Authority	Acctg - Statistical Info Acctg- InterUnit Exp/Inv Address Info		
ching spice	Melissa Fawcett	Ching According	Courtesy Copy Addr Disc/Surch Contract Liability		
Go to: H	leader Info 2 Address	Copy Address	Disc/Surcharge Disc/Surcharge Distribution Header - AR Distribution	Dame Carden	
Notes E	xpress Entry	Attachments Navigatio	Header - Credit Card Header - Into 1	Prev Next	
Save Roturn to 1	Search T Previous in List	ed in List S Notify C Balanch	Header - Info 2 Header - Misc Info Header - Note	Add El Undate/Display	
Header - Info 1   Line - Info 1		Contraction (Contraction)	Header - Order Info Header - Project Info	The second secon	
			Header - Service Info Line - Info 1		
			Line - Misc Info		
			Line - Note		
			Line - Order Info Line - Project Info		
			Line - Note Line - Order Info Line - Project Info Line - Service Info Line - Tax info	~	
			Line - Note Line - Order Info Line - Project Info Line - Service Info Line - Tax info	~	
Enter a value	a in the Shin ID	field that will d	Line - rote into Line - Project into Line - Project into Line - Tax into	Schodulo No field	
Enter a value	e in the Ship ID	field that will c	Line - rotee into Line - Project into Line - Project into Line - Tax into	Schedule No field	of th
Enter a value FXBI103X	e in the <b>Ship ID</b> invoice.	field that will c	Line - roote into Line - Proper into Line - Service into Line - Tax into	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice.	field that will c	Line - Note into Line - Project into Line - Project into Line - Tax into	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 office of Nac	field that will of Pretax Arr ral Research (ONR)	t 42,020.34 USD	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 Office of Nav PO Ref	field that will of Pretax Arr	Line - Note Line - Vote Info Line - Service Info Line - Service Info Line - Tax info	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader-Order Info Line - Info 1 Bill To CNG50002 office of Nav PO Ref	field that will of	Line - Drobe Info Line - Proper Info Line - Service Info Line - Service Info Line - Tax info	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader-Order Info Line-Info 1 Bill To CNG50002 office of Nav PO Ref iontract 000006410 ict Date [NG]	field that will of Pretax Arr ral Research (ONR)	Line - Note Info Line - Proper Info Line - Service Info Line - Service Info Line - Tax info lisplay in the S it 42,020.34 USD reight Terms Ship Via Bill of Lading CRABBS	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 Bill To CNG50002 office of Nav PO Ref iontract 0000006410 ict Date [] us Unit [] Q	field that will c	Line - Note Line - Order Info Line - Service Info Line - Service Info Line - Tax info lisplay in the S reight Terms Ship Via Bill of Lading CRABBS PK Slip No Sold To CNG50002	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG5002 Bill To CNG5002 office of Nav PO Ref ontract 0000006410 ict Date Bi ct Type CNG us Unit Q	field that will c	Line - Note Info Line - Server Info Line - Server Info Line - Tax Info Lisplay in the S I 42,020.34 USD reight Terms Ship Via Bill of Lading CRABBS PK Slip No Sold To CNG50002 Sold Loc	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 Office of Nav PO Ref contract 0000006410 ict Date ict Type CNG us Unit der No ict Date ifficial iff	field that will c	Line - Note Info Line - Project Info Line - Service Info Line - Tax Info Line	Schedule No field	
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 Bill To CNG50002 Bill To CNG50002 Office of Nav PO Ref iontract 0000006410 ict Date if i us Unit if i Bill To CNG5002 Bill To CNG500 Bill To CNG50	field that will c	Line - Orde Info Line - Orde Info Line - Trav Info Line -	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader-Order Info Line-Info 1 Bill To CNG50002 Bill To CNG50002 office of Nav PO Ref Contract 0000006410 ict Date iii ct Type CNG us Unit iii us Unit iii Ship ID 26	field that will of Pretax Arr /al Research (ONR)	Line - Note Line - Order Indo Line - Service Info Line - Service Info Line - Tax info	Schedule No field	
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 office of Nav PO Ref O00006410 ict Date if i us Unit Q trype CNG us Unit Q ship ID 26	field that will of	Line - Order Info Line - Proper Info Line - Service Info Line - Service Info Line - Tax info lisplay in the S it 42,020.34 USD reight Terms Ship Via Bill of Lading CRABBS PK Slip No Sold To CNG50002 Sold Loc Ship Loc	Schedule No field	
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 office of Nav PO Ref ontract 000006410 ict Date iii ct Type CNG uss Unit ship ID 26 Header Info 2 Express Entry	field that will c	Line - Order Info Line - Proper Info Line - Service Info Line - Service Info Line - Tax info lisplay in the S it 42,020.34 USD reight Terms Ship Via Bill of Lading CRABBS PK Slip No Sold To CNG50002 Sold Loc Ship To Ship Loc Ship Loc	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 Bill To CNG50002 Bill To CNG50002 Growtract 0000006410 ict Date iii ict Date iii ict Date iii ict Date iii trder No Q Express Entry Bill Search I	field that will of retax Arr /al Research (ONR)	Line - Order Info Line - Proper Info Line - Service Info Line - Service Info Line - Tax	Schedule No field	of th
Enter a value FXBI103X	e in the Ship ID invoice. ader - Order Info Line - Info 1 Bill To CNG50002 Bill To CNG50002 Bill To CNG50002 Growtract 0000006410 ict Date iii ict Date iii ct Type [CNG us Unit iii ship ID 26 Header Info 2 Express Entry Bill Search III	field that will of Pretax Arr /al Research (ONR)	Line - Order Info Line - Proper Info Line - Service Info Line - Service Info Line - Tax	Schedule No field	of th



Sten	Action
52.	To complete the <b>Pro Forma</b> system process, follow the next two steps:
	On the Standard Billing page, click the Pro Forma icon (white paper with green
	marking) near the top right of the page.
	Header - Info 1 Line - Info 1
	Unit UCF01 Invoice TMP-00039722 Pretax Amt 5,100.00 USD 🖭
	Status TMR Q Invoice Date 03/15/2019 B Cycle ID CGFB Q
	*Type CG0 Q Source CONTRACTS Q *Frequency Once v
	*Customer CNG51377 Q View Activity SubCust1 SubCust2
	*Invoice Form FXBIWB Q From Date 02/01/2019 11 To Date 02/28/2019 11
	Accounting Date 🛱 Pay Terms NET30 Q Pay Method Check V 🖥
	Remit To BOA1 Q Bank Account ACH Q
	Sales TM3 Q Bill Inquiry Phone 407-823-3778 Q
	Credit [CR-RFD01 Q Collector CO-CNG10 Q
	Billing Specialist BI-CNG10 Q Billing Authority Q
	Melissa Fawcett
	Go to: Header Info 2 Address Copy Address
	Notes Express Entry Attachments Page Series
	Summary Bill Search Line Search Line Search Hourgourn Theoder Stills Theoder Still Theoder Stills Theoder Stills Theoder Stills Theoder Still
	🔚 Save 🔯 Return to Search 🔄 Notify 😥 Refresh
	Header - Info 1   Line - Info 1
	(Alternately, the <b>Pro Forma</b> process can be completed by running the query in steps
	(26.20) and the <b>Due Ecume</b> process in store 20.20)
	20-29 and the <b>FTO FORMA</b> process in steps 50-59.)
53.	Print the <b>Pro Forma</b> from the <b>Report Manager</b> , review, and when it's ready for
	approval send the <b>Pro Forma</b> to manager for approval
	approval, sond the <b>FTO FOI ma</b> to manager for approval.



#### V. GENERATE SINGLE ACTION INVOICES

After temporary bills (TMPs) have been generated and analysis has been completed for the University of Central Florida, generate a single action invoice in order for money to be received and recorded. If emailing, ensure that the email invoice options are set to Email Only. Follow these steps to generate a single action invoice:

Sten	Action
1.	Navigate to <b>Main Menu &gt; Billing &gt; Manage Billing Worksheet &gt; Update Billing</b> <b>Worksheet</b> .
	Merger       Search       Manule         Favorities       Main Meru       Search Menu:         Top Menu Feat       Search Menu:       Image: Self-Service       Image: Self-Service         The menu is no       Supplier Contracts       Image: Self-Service       Image: Self-Service         Highlights       Departmental Authorization       Supplier Contracts       Image: Self-Service       Image: Self-Service         Breadcrumbs       Customer Contracts       Image: Self-Service       Image: Self-Service       Image: Self-Service         Breadcrumbs       Customer Contracts       Image: Self-Service       Image: Self-Service       Image: Self-Service         Breadcrumbs       Order Management       Image: Self-Service       Image: Self-Service       Image: Self-Service         Main Meric, no:       Self-Service       Image: Self-Service       Image: Self-Service       Image: Self-Service         Main Meric, no:       Self-Service       Image: Self-Service       Image: Self-Service       Image: Self-Service         Main Meric, no:       Self-Service       Image: Self-Service       Image: Self-Service       Image: Self-Service         Main Meric, no:       Self-Service       Image: Self-Service       Image: Self-Service       Image: Self-Service         Mainta Belling       Monanagement <td< th=""></td<>
2.	Click the Set Filter Options link.



<ul> <li>S. Enter the Business Unit.</li> <li>Filter Options</li> <li>Enter the Search button to display new results.</li> <li>Business Unit UCODE</li> <li>Bill To Customer From</li> <li>Bill To Customer From</li> <li>Bill To Customer From</li> <li>Contract From</li> <li>Project From</li> <li>Project From</li> <li>Project From</li> <li>Through</li> <li>Billing Worksheet</li> <li>Enter of Credit From</li> <li>Through</li> <li>Billing Worksheet</li> <li>Contract From</li> <li>Through</li> <li>Billing Worksheet</li> <li>Enter of Credit From</li> <li>Through</li> <li>Billing Worksheet</li> <li>Enter of Credit From</li> <li>Through</li> <li>Billing Worksheet</li> <li>Billing Worksheet</li> <li>Enter of Credit From</li> <li>Through</li> <li>Billing Worksheet</li> <li>Billing</li></ul>	Help	
Filter Options         Enter your search criteria, then click the Search button to display new results.         Fusioness Unit UCF01         Bill To Customer         From         Bill To Customer         Accounting Date         From         Bill To Customer         Accounting Date         From         Bill To Customer         From         Bill To Customer         From         Contract Type         From         Project         From         Project         From         Project         From         Quintage Specialist         From         Project         From         Project         From         Project         From         Project         From         Col Doc ID         From         Protext         From         Chick Search         Sast Added         From         Billing Worksheet         From         Billing Worksheet         From         Billing Worksheet <th>Help</th>	Help	
<ul> <li>4. Click Search. (See image in previous step.)</li> <li>5. Select the checkbox next to the Line item that will be billed.</li> </ul>		
Image: Contract Customer From Contract From Contract Type From Contract Type From Contract Type From Contract Type From Contract Type From Contract Through Contract From Contract Type From Contract Through Contract Through Contract From Contract Through Contract Through Contract Through Contract From Contract Through Contract Cont	  	
Bill To Customer       From       Intrough       Bill         Accounting Date       From       Bill       Through       Bill         Billing Type       From       Q       Through       Billing         Billing Type       From       Q       Through       Q         Contract       From       Q       Through       Q         Billing Specialist       From       Q       Through       Q         Billing Specialist       From       Q       Through       Q         Letter of Credit       From       Q       Through       Q         Project       From       Q       Through       Q         LotC Doc ID       From       Through       Q       Through       Q         LotC Doc ID       From       Through       B       B       D       D       D         LotC Added       From       Billing Workshet       From       Through       B       B       B       D       D	  	
Accounting Date       From       Intrough       Intrough         Invoice Date       From       Intrough       Intrough         Billing Type       From       Intrough       Intrough         Billing Type       From       Intrough       Intrough         Billing Type       From       Intrough       Intrough         Contract       From       Intrough       Intrough         Contract       From       Intrough       Intrough         Contract       From       Intrough       Intrough         Project       From       Intrough       Intrough       Intrough         Billing Specialist       From       Intrough       Intrough       Intrough         Billing Worksheet       From       Intrough       Intrough       Intrough         Pretax Invoice Antt       From       Intrough       Intrough       Intrough         Pretax Invoice Antt       From       Intrough       Intrough       Intrough         User1       From       Intrough       Intrough       Intrough       Intrough         User1       From       Intrough       Intrough       Intrough       Intrough       Intrough         User1       From       Intrough <th>a</th>	a	
Invoice Date       From       9       Invoidp       9         Billing Type       From       9       Through       9         Billing Source       From       9       Through       9         Contract Type       From       9       Through       9         Contract Type       From       9       Through       9         Contract Type       From       9       Through       9         Contract From       9       Through       9       9         Contract Type       From       9       Through       9         Billing Specialist       From       9       Through       9         Billing Specialist       From       9       Through       9       9         Loc Doc ID       From       9       Through       9	a a	
Select the checkbox next to the Line item that will be billed. Select the checkbox next to the Line item that will be billed. Worksheet Headers Line Detais Builling Upped Select for Sele Filer Options Select the checkbox next to the Line item that will be billed.	a	
A Click Search. (See image in previous step.) 5. Select the checkbox next to the Line item that will be billed. Worksheet Headers in petals Builling in Click Search Click Search Return Contract Proget is Set Filer Options Set Filer	a	
Contract       From       Contract         Project       From       Contract         Billing Worksheet       From       Contract         Letter of Credit       From       Through         LOC Doc ID       From       Through         Added Within Days       Date Added       From         Date Added       From       Through         User 1       From       Through         Include Approve Later Bills       Include Delete Later Bills         Include Delete Later Bills       Enduer         Search       Clear Search       Return	  	
Contract From	 a	
4. Click Search. (See image in previous step.) 5. Select the checkbox next to the Line item that will be billed. Worksheet Headers Luc Doins Search Sear	Q	
Billing Specialist       From       Inrough         Billing Worksheet       From       Inrough         Letter of Credit       From       Inrough         LOC Doc ID       From       Inrough         Pretax Invoice Amt       From       Inrough         Added Within Days       Inrough       Inrough         Date Added       From       Inrough         Include Approve Later Bills       Include Approve Later Bills         Include Approve Later Bills       Include Approve Later Bills         Search       Search         Return       Search         Return       Search         Select the checkbox next to the Line item that will be billed.         Worksheet Headers       Ine Detais         Business Unit UCP01       Set Filter Options         Search       Set Filter Options         Beader Level Detail       Pretex Invoice Amount Currency         Imough Worksheet       Imough Worksheet         Imough Second       Imough Second	Q	
Billing Worksheet       From       Inrough       Inrough         Letter of Credit       From       Inrough       Inrough         LOC Doc ID       From       Inrough       Inrough         Pretax Invoice Amt       From       Inrough       Inrough         Added Within Days       Inrough       Inrough       Inrough         Date Added       From       Inrough       Inrough         User 1       From       Inrough       Inrough         Include Approve Later Bills       Include Approve Later Bills       Include Approve Later Bills         Include Delete Later Bills       Search       Clear Search       Return		
<ul> <li>Letter of Credit Profile</li> <li>LOC Doc ID From</li> <li>Through</li> <li>Pretax Invoice Am</li> <li>Added Within Days</li> <li>Date Added</li> <li>Bill</li> <li>User 1 From</li> <li>Include Approve Later Bills</li> <li>Include Approve Later Bills</li> <li>Search</li> <li>Save Search</li> <li>Clear Search</li> <li>Return</li> </ul> 4. Click Search. (See image in previous step.) 5. Select the checkbox next to the Line item that will be billed. Worksheet Headers Include Set Filter Options Feast Invoice Amount Currency Add To Bill Building Worksheet First Contract Predation of Credit CC Doc ID Pretax Invoice Amount Currency Add To Bill Billing Worksheet 1000000527 ASA 1410009 33.00 USD The-Product Search The-Product Search The-Product Search The Present Search The Prese		
LUC Duch       Profile       Introdyn         Pretax Invoice Amt       From       Through         Added Within Days       Date Added       From       Through         Date Added       From       Through       Through         User 1       From       Through       Through         User 1       From       Through       Through         User 1       From       Through       Through         Search       Save Search       Clear Search       Return         4.       Click Search. (See image in previous step.)       Select the checkbox next to the Line item that will be billed.         Worksheet Headers       Ine Details       Business Unit UCF01       Sel Filter Options       Search         Header Level Detail       Exter of Credit       Loc Doc ID       Pretax Invoice Amount Currency       Add To Bill       TMP-00041570         0000007591       Latter of Credit       Loc Doc ID       Pretax Invoice Amount Currency       Add To Bill       TMP-00041570         0000007591       ASA       1410009       33.00 USD       TMP-00041570		
Added Within Days       Added Within Days         Date Added       From         Bit       Through         User 1       From         Through       Bit         Include Approve Later Bills       Elserch         Return       Search         Search       Save Search         Click Search. (See image in previous step.)         5.       Select the checkbox next to the Line item that will be billed.         Worksheet Headers       Line Details         Business Unit UCP1       Search         To change your search criteria, click Set Filter Optons       Set Filter Optons         Search       Letter of Credit       Loc Doc ID         Pretax Invoice Amount       TMP-00041570         Octoococco227       AsA       1410009         33.00 USD       TMP-00041569		
Added within Days         Date Added         From         User 1         From         Include Approve Later Bills         Include Delete Later Bills         Search         Search         Click Search. (See image in previous step.)         5.         Select the checkbox next to the Line item that will be billed.         Worksheet Headers         Business Unit UCF01         To change your search criteria, click Sel Filter Options.         Set Filter Options         Set Filter Options         Search         Image of the transmitting of the set of Credit         LOC Doc ID         Petax Invoice Amount         Currency         Add To Bill         Billing Worksheet         Image of the search of the se		
Jate Added       From       Include         User 1       From       Through         Include Approve Later Bills       Include Delete Later Bills         Search       Save Search       Clear Search         Return       Click Search. (See image in previous step.)         5.       Select the checkbox next to the Line item that will be billed.         Worksheet Headers       Ine Details         Business Unit UCF01       Set Filter Options         Set Filter Options       Search         Header Level Detail       Personalize         Project       Inter of Credit         D000007501       Inter of Credit         D000007501       ASA         100.00 USD       TMP-00041570		
<ul> <li>4. Click Search. (See image in previous step.)</li> <li>5. Select the checkbox next to the Line item that will be billed.</li> <li>Worksheet Headers Line Details Business Unit UCFD1 To change your search criteria, click Set Filter Options. Set Filter Options Search Header Level Detail</li> <li>Personalize Find View All (2) First ( 100,00056327 ASA 14100099 33.00 USD TMP-00041570 0000006327 ASA 14100099 33.00 USD TMP-00041570</li> </ul>		
Include Approve Later Bills         Include Delete Later Bills         Search       Save Search         Click Search. (See image in previous step.)         5.       Select the checkbox next to the Line item that will be billed.         Worksheet Headers       Line Details         Business Unit       UCF01         To change your search riteria, click Set Filter Options.       Set Filter Options         Set Filter Options       Search         Header Level Detail       Project         00000007501       Implied to Contract         000000527       ASA         1410009       33.00 USD		
<ul> <li>4. Click Search. (See image in previous step.)</li> <li>5. Select the checkbox next to the Line item that will be billed.         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   D   Press         Personalise   Find   View All   D   Press         Personalise  </li></ul>		
5. Select the checkbox next to the Line item that will be billed.          Worksheet Headers       Ine Details         Business Unit UCF01       Search         To change your search criteria, click Set Filter Options.       Set Filter Options         Header Level Detail       Personalize         Contract       Project         Letter of Credit       LOC Doc ID         Pretax Invoice Amount       Currency         Add To Bill       Billing Worksheet         000000327       ASA		
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   [2] ] ] First (           Contract         Project         Letter of Credit ID         LOC Doc ID         Pretax Invoice Amount         Currency         Add To Bill         Billing Worksheet           0000007501         0000006327         ASA         14100099         33.00         USD         CmtP-00041569		
Business Unit UCF01         Search         To change your search criteria, click Set Filter Options.       Set Filter Options       Search         To change your search criteria, click Set Filter Options.       Set Filter Options       Search         To change your search criteria, click Set Filter Options.       Set Filter Options       Search         Contract       Project       Lefter of Credit       LOC Doc ID       Pretax Invoice Amount       Currency       Add To Bill       Billing Worksheet         O0000007501       Contract       ASA       14100099       33.00       USD       Contract       MP-00041569         O0000007501       Contract       ASA       14100099       33.00       USD       Contract       Contract       MP-00041569         O0000007501       Contract       Contract       Contract       Contract       Contract       Contract       Contract <th colspa<="" th=""><th>ew Wildow Theip Theip</th></th>	<th>ew Wildow Theip Theip</th>	ew Wildow Theip Theip
To change your search criteria, click Set Filter Options.       Set Filter Options.       Set Filter Options         Header Level Detail         Contract       Project       Letter of Credit       LOC Doc ID       Pretax Invoice Amount       Currency       Add To Bill       Billing Worksheet         0000007501       0000006327       ASA       1410009       33.00       USD       Contract       TMP-00041569		
Header Level Detail       Personalize   Find   Jew All   ⊉   ₩ First         Contract       Project       Letter of Credit       LOC Doc ID       Pretax Invoice Amount       Currency       Add To Bill       Billing Worksheet         0000007501       0		
Contract     Project     Letter of Credit     LOC Doc ID     Pretax Invoice Amount     Currency     Add To Bill     Billing Worksheet       0000007501     Image: Contract     000000327     Image: Contract     Image: Contract </th <th>🞐 1-4 of 56 💽 Last</th>	🞐 1-4 of 56 💽 Last	
0000007501         Image: Constraint of the constrai	Header Info 1	
0000006327         ASA         14100099         33.00         USD         Q         TMP-00041569	*	
	*	
1.00 USD Q TMP-00041558	格	
CONVID1621	<u>人</u>	
Annroya Later Delate New Delate Later		
Go to: Manage Contract/Project Bills Letter of Credit Summary		
🔚 Save 🔛 Notify 🖉 Refresh		
Worksheet Headers   Line Details		
6. Click Approve Now. (See image in previous step.)		







Sten	Action
10.	Set up the <b>Run Control</b> as follows:
	<ul> <li>a) Invoice Date Option [Processing Date]</li> <li>b) Posting Action [Batch Standard]</li> <li>c) Range Selection [All]</li> <li>d) Business Unit</li> </ul>
	Single Action Invoice     Print Options       Run Control ID CAEV_ALL     Report Manager       Language     English       • Specified Language     • Recipient's Language
	Selection Parameters Find   View All First () 1 of 1 () Last
	Seq Nbr 1     Invoice Date Option     Processing Date     Posting Action     Do Not Post     Batch Standard     Range Selection   All     Invoice ID     Buil Rype     Buil Rype     Buil Source     Public Voucher Number     Image Return to Search     Y Notty     Single Action Invoice   Print Options
11.	Click Save. (See image in previous step.)
12.	Click Run. (See image in step 10.)
13.	Ensure FXBIALLI All Sngl Action Inv is selected.
	Generate AP Vouchers     BIGNAP01     SQR Report     Web ▼     PDF ▼     Distribution       Pre-process & Finalization     BIJVC000     Application Engine     Web ▼     TXT ▼     Distribution       Single Action Invoice     BIJOB03     PSJob     (None) ▼     (None) ▼     Distribution       Load AR Pending Items     BILDAR01     SQR Report     Web ▼     PDF ▼     Distribution
	Billing Pre-Load Process       BIPRELD       Application Engine       Web       TXT       Distribution         Comm. Cntrl. Budget Processor       FS_BP       Application Engine       Web       TXT       Distribution         FXBIALLI All Sngl Action Inv       FXBIALLI       PSJob       (None)       Totr       Distribution         FXBI_UTI UTL Generic/Conversn       FXBI_UTI       PSJob       (None)       Totr       Distribution         FXUTLSFI FSB0 UTL Sngl Act       FXUTLSFI       PSJob       (None)       Totr       Distribution         OK       Cancel       Cancel       Cancel       Concel       Concel       Concel



Sten	Action						
14.	Click Ok. (See image in previous step.)						
15.	Click <b>Refresh</b> until the	Run Status of the	process displays S	Success.			
	Process List Server List						
	View Process Request For						
	User ID addyg Q Type V Last V 1 Days V Refresh						
	Server Name Q Instance From Instance To Report Manager						
	Run Status V Distribution Status V Save On Refresh						
	Process List		Personalize   Find   View A	_[2] <mark>]</mark> ≣ F	irst 🕢 1-5 of 5 🕟 Last		
	Select Instance Seq. Process Type	Process Name User	Run Date/Time	Run Status S	istribution Details		
	9735538 PSJob	FXBIALLI addyg	10/15/2019 8:24:08AM EDT	Success P	osting Details		
		NA DUNTED AND	40/44/0040 4-54/04 DM EDT	Marries D	Datalla		



#### VI. GENERATE LETTER OF CREDIT SUMMARY

After temporary bills (TMPs) have been generated and analysis has been completed for the University of Central Florida, generate a letter of credit (LOC) summary to allow money to be received and recorded. Follow these steps to generate a letter of credit summary:

Step	Action	
1.	Navigate <b>Worksh</b> o	to Main Menu > Billing > Manage Billing Worksheet > Update Billing eet.
	COLUMN COLU	Ann Menu       Search       Advanced Search       Image: Search Resulting/UCF       Ima
2.	Click the Worksheet H Bu To change you Header Lev	E Set Filter Options link. A dialog box displays.
		Project         Letter of create ID         LOC DOCID         Pretax invoice Amount         Currency         Add to Bill           0.000         0.00



	a) <b>Dusiness Un</b>		us.			
	b) Letter of Cr	edit				
	Filter Options					×
						Help
	Enter your search criteria, then clici *Business Unit	the Search button to disp	play new results.			
	Bill To Custome	r From	Q	Through	Q	
	Accounting Date	e From	<b>B</b>	Through	ii)	
	Invoice Date	e From	31	Through	Ħ	
	Billing Type	From	Q	Through	Q	
	Bill Source	From	Q	Through	Q	
	Contract Typ	e From	Q	Through	Q	
	Contrac	t From	Q	Through		Q
	Projec	t From	Q	Through	0	
	Billing Specialis	t From	Q	Through	Q	
	Billing Workshee	t From	Q	Through		Q
	Letter of Credi	t From	Q	Through	Q	
	LOC Doc II	) From		C Through	Q	
	Pretax Invoice Am	t From		Through		
	Added Within Day	s				
	Date Addee	i From	31	Through	31	
	User *	From		Through		
	Search	Include Delete Later B	Clear Search Ret	turn		
	Click Search. (See i	mage in prev	vious step.)	be billed.		
4. 5.	Select the checkbox					
4. 5.	Select the checkbox	r Options.	at Filter Options	Search		
4. 5.	Select the checkbox	ir Options. Se	at Filter Options	Search Personalize   Find   View A	[ 권 ] 📑 First (	1-4 of 56 🕑 Last
4. 5.	Select the checkbox	r Options. Se Letter of Credit ID	et Filter Options	Search Personalize   Find   View A Add To Bill Billing	비 [ 권 ] 📑 First ( j Worksheet	❀ 1-4 of 56 () Last Header Info 1
4. 5.	Select the checkbox	rr Options. Se Letter of Credit ID LOC Doc II	Trefilter Options     Pretax Invoice Amount Currency     100.00 USD	Search Personalize   Find   View A Add To Bill Billing	1   [2]   🌉 First ( ) Worksheet 00041570	<ul> <li>1-4 of 56 ⊕ Last</li> <li>Header Info 1</li> <li><sup>6</sup>Ω</li> </ul>
4. 5.	Select the checkbox	rt Options. Si Letter of Credit ID Loc Doc II ASA 14100099	the rectifient that with     the rectifi	Search Personalize   Find   View A Add To Bill Q TMP- Q TMP-	I   (고)   課 First ( ) Worksheet 00041570 00041569	1.4 of 56 ) Last Header Info 1
4. 5.	Select the checkbox	rr Options. Si Letter of Credit D LOC Doc II ASA 14100099	the rectifient that with     the rectifi	Search Personalize   Find   View A Add To Bill Billing Q TMP- Q TMP-	I [ @ ] [ ₩ First ( ] Worksheet 00041570 00041569 00041558	● 1-4 of 56 ● Last Header Info 1 ਦਿੰ ਉੱਠੇ ਦਿੰ
4. 5.	Select the checkbox	r Options. St Letter of Credit D LoC Doc II ASA 14100099	t Filter Options  Pretax Invoice Amount Currency  O 33.00 USD  O 31.00 USD  O 31.00 USD  O 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Search Personalize   Find   View A Add To Bill Add To	I   [2]   [2] First ( ) Worksheet 00041570 00041558 0004070	<ul> <li>1.4 of 56 () Last</li> <li>Header Info 1</li> <li>هم</li> <li>هم</li> <li>هم</li> <li>هم</li> <li>هم</li> </ul>
4.	Select the checkbox	r Options. Sa Letter of Credit LOC Doc I ASA 14100099	t Filter Options  Pretax Invoice Amount USD  31,597.21 USD	Search Personalize   Find   View A Add To Bill Billing Q TMP- Q TMP- Q TMP-	I   [⊅]   ■ First ( J Worksheet 00041570 00041568 000440070 ↓	<ul> <li>1-4 of 56          <ul> <li>Last</li> <li>Header Info 1</li> <li></li></ul></li></ul>







Sten	Action						
11.	Set up the run control as follows:						
	<ul><li>a) Range Selection [Letter of Credit ID]</li><li>b) Letter of Credit ID</li></ul>						
	Letter of Credit Report						
	Run Control ID Letter_of_credit Report Manager Process Monitor Run						
	Print Details Export To File						
	Selection Parameters Find   View All First (1) 1 of 1 (2) Last						
	Sequence 1						
	Range Selection       Letter of Credit ID 14010001						
	All     Exter of Credit ID     Second						
	Sponsor						
10							
12.	Click <b>Run</b> . (See image in previous step.)						
13.	Ensure <b>BIJOBF50</b> is checked.						
	Process Scheduler Request						
	User ID addyg Run Control ID CAEV_ALL						
	Server Name     Run Date     10/15/2019     Isj       Recurrence       Run Time     8:34:23AM     Reset to Current Date/Time						
	Time Zone Q						
	Process List Select Description Process Name Process Type *Type *T						
	Image: Select Description         Process have         Proces         Process have         Proce						
	OK Cancel						
14							
14.	Click <b>UK</b> . (See image in previous step.)						
15.	Click the <b>Process Monitor</b> link.						
	Letter of Credit Report						
	Run Control ID     Letter_of_credit     Report Manager     Process Monitor     Run       Language     English     Image: Specified Language     Image: Credit Stanguage						







#### VII. CORRECT BILLING INTERFACE ERRORS

When the Billing Interface process fails, Billing Interface errors need to be corrected, and the process called Process Billing Interface should be rerun. Follow these steps to correct Billing Interface errors:





Sten	Action					
2	When the <b>Bun Status</b> of <b>CA</b>	RI INTEC	' is Warning or I	No Succ	ass click	Details for
2.	the interface line. A dialog bo	_bi_intif(	, 15 <b>W at hing</b> 01 1	10 Succ		
	Process List Server List					
	View Process Request For					
	User ID addyg 🔍 Type	▼ Last	<b>v</b> 1	Days 🔻	Ref	resh
	Server Name	Q Instance	e From Instance	То	Report M	anager
	Run Status	us	<ul> <li>Save On Refresh</li> </ul>			
	Process List		Personalize   Find   View	All 🛛 🗍 🔜	First 🕚 1-6	of 6 🕟 Last
	Select Instance Seq. Process Type	Process Name User	Run Date/Time	Run Status	Distribution Status	Details
	9735552 PSJob	BIJOBF50 addyg	10/15/2019 8:49:26AM EDT	Warning	Posted	Details
	9735549 PSJob	BIJOBP50 addyg	10/15/2019 8:34:23AM EDT	Success	Posted	Details
	9735538 PSJob	FXBIALLI addyg	10/15/2019 8:24:08AM EDT	Success	Posted	Details
	9735526 Application Engine	CA_BI_INTFC addyg	10/14/2019 4:54:01PM EDT	Warning	Posted	Details
	9735525 Application Engine	CA_BI_INTFC addyg	10/14/2019 4:25:52PM EDT	Warning	Posted	Details
	9735436 Application Engine	CA_BI_INTFC addyg	10/14/2019 9:05:38AM EDT	Warning	Posted	Details
3.	Click the Message Log link.	A dialog bo	x opens			
	Process Detail				Holp	
	Process				Help	
	Instance 0725526	Туре	Application Engine			
	Name CA BI INTEC	Description	Contracts to Billing Interface			
	Run Status Warning	Distribution Status	Posted			
	Run	Update P	rocess			
	Run Control ID CAEV_ALL	O Hold Re	equest			
	Location Server	Queue	Request			
	Server PSUNX	Delete I	Request			
	Recurrence	Re-sen	d Content Resta	rt Request		
	Date/Time	Actions				
	Request Created On 10/14/2019 4:55:37F	PM EDT Paramet	ers Transfer			
	Run Anytime After 10/14/2019 4:54:01F	PM EDT Message	Log View Locks			
	Began Process At 10/14/2019 4:55:44F	PM EDT Batch Tir	nings			
	Ended Process At 10/14/2019 4:55:48F	PM EDT View Log	/Trace			
	OK					
4.	Note the <b>INTFC_ID</b> in the lo	g.				
5.	Click <b>Return</b> .					
	Return					
6.	Click <b>OK</b> . (See image in sten	3.)				
	enen orie (see muge motep					







Sten	Action	n									
9.	Click	Search. (	See imag	e in previo	us step	.)					
10.	If a list row.	t displays	asic Search	Save Search Criteria	ults, se	lect the	e Erro	r Statu	s link of	the approp	riate
	View All Interface	Interface Line Number	Transaction Type	Transaction Type	Error Status	Business Unit	Customer	Bill Source	Bill Type Identifier		
	7610	68	Charge	1	Err in Row	UCF01	CNG51065	CONTRACTS	CG0		
	7610	69	Charge	1	Err in Row	UCF01	CNG51065	CONTRACTS	CG0		
	7610	70	Charge	1	Err in Row	UCF01	CNG51065	CONTRACTS	CG0		
	7610	71	Charge	1	Err in Row	UCF01	CNG51065	CONTRACTS	CG0		
	7610	72	Charge	1	Err in Row	UCF01	CNG51065	CONTRACTS	CG0		
	7610	73	Charge	1	Err in Row	UCF01	CNG51065	CONTRACTS	CG0		
	7610	74	Charge	1	Err in Row	UCF01	CNG51065	CONTRACTS	CG0		
	7610	75	Charge	1	Err in Row	UCF01	CNG51065	CONTRACTS	CG0		







#### VIII. MASS UPDATE INTERFACE ERRORS

The Billing Interface process can fail with an interface error of 0015, 0040, 0050, 0060, 0070, 0080, 0090, 0100, 0101, 0102, 0103, 0110, 0115, 0125, 0126, 0127, 0128, 0129, 0130, 0140, 0150, 0160, 0200, 0233, 0234, 0235, or 0901. When the Billing Interface process fails and the error impacts many lines, the Billing Interface errors need to be corrected through a mass update before the process called Process Billing Interface can be rerun. To correct Billing Interface errors through a mass update, follow these steps:





Sten	Action
2.	When the <b>Run Status</b> of <b>CA_BI_INTFC</b> is <b>Warning</b> or <b>No Success</b> , click <b>Details</b> for the interface line. A dialog box displays.
	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 🕢 1-5 of 5 🕟 Last
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details
	9735552         PSJob         BIJOBF50         addyg         10/15/2019         8:49:26AM EDT         Warning         Posted         Details
	9735549 PSJob BIJOBP50 addyg 10/15/2019 8:34:23AM EDT Success Posted Details
	9735538 PSJob FXBIALLI addyg 10/15/2019 8:24:08AM EDT Success Posted Details
	9735525 Application Engine CA_BI_INTEC addyg 10/14/2019 4:34.01PM EDT Warning Posted Details
	Process         Instance 9735526       Type Application Engine         Name CA_BL_INTFC       Description Contracts to Billing Interface         Run Status Warning       Distribution Status Posted         Run       Update Process         Run Control ID CAEV_ALL       Hold Request         Location Server       Queue Request         Server PSUNX       Cancel Request         Recurrence       Restart Request
	Date/Time     Actions       Request Created On 10/14/2019 4:55:37PM EDT     Parameters     Transfer       Run Anytime After 10/14/2019 4:55:01PM EDT     Message Log     View Locks       Began Process At 10/14/2019 4:55:44PM EDT     Batch Timings     View Log/Trace       OK     Cancel
4.	Find a row that reads "XX row(s) were inserted into PS_INTFC_BI with an INTFC_ID of XXXX".
5.	Note the <b>INTFC_ID</b> in the log.






Sten	Actio	n							
9.	Select the lines to be updated.								
	Error	Values			Personalize	Find   View All   [2]	First 🤇	🜒 1 of 1 🕑 Last	
	Business Unit         SetID         Original Bill Type         Bill Type         Amount         Billing Currency         Error Count								
		UCF01	UCF01	CG0	Q	100.00	USD	1	
10.	Enter	Update Values turn to Error Summary the appropria	*Fields ar	e updated with blank	t All	ified			
11.	Click	the Update	Values	button.					
		Update Values	*Fi	elds are updated	with blank values if	not user specified			
	n Re	eturn to Error Sumr	nary						



#### **IX. RUN RETRIEVE BILLING ITEMS**

When invoices have been generated to success and invoicing has been completed, run Retrieve Billing Items so that Proj\_Resource reflects billing. (Cost Collection will be a batch process.) Follow these steps to Run Retrieve Billing Items:

Step	Action
1.	Navigate to Cost Collection from the General Ledger (GL): Main Menu > Project Costing > Revenue Collection > Retrieve Billing Items.
	Weighter       Starch       Main Menu       Itel Starch Mexulty UCF       Itel Starch Mexulty UCF
2.	Enter the Run Control ID (user defined).          Retrieve Billing Items         Enter any information you have and click Search. Leave fields blank for a list of all values.         Find an Existing Value         Add a New Value         Search Criteria         Search Dy:         Run Control ID begins with         Case Sensitive         Search         Advanced Search         Note:       When creating run controls, they cannot contain any spaces. Use underscores instead.
3.	Click Search. (See image in previous step.)



Sten	Action				
4.	Set up the <b>Run Control</b> as follows:				
	<ul> <li>a) Process Frequency [Always]</li> <li>b) Option [Business Unit]</li> <li>c) Business Unit (field displays when Business Unit is selected in Option field)</li> <li>d) Date Option [All]</li> </ul>				
	Retrieve Billing Items         User ID addyg       Run Control ID Single Action Invoice       Process Monitor       Run         Program Name PC_BI_TO_PC       Process Frequency Always       •       Run         Run Control Options       Find   View All       First () 1 of 1 () Last       Last         *Option Business Unit       •       Request Number 1       Transaction Detail       •         Business Unit  UCF01 ()       •       Date Option [All       •       •				
5.	Click Run. (See image in previous step.) A dialog box displays.				
6.	Check Billing to Projects. Click OK.				
	Process Scheduler Request				
	User ID addyg Run Control ID Single Action Invoice				
	Server Name Run Date 10/15/2019				
	Time Zone				
	Process List				
	Select         Description         Process Name         Process Type         *Type         *Format         Distribution           Image: Select Description         Billing to Projects         PC_BI_TO_PC         Application Engine         Web         TXT         Distribution				
	OK Cancel				
7.	Click the <b>Process Monitor</b> link.				
	Retrieve Billing Items				
	User ID addyg Run Control ID Single Action Invoice Process Monitor Run				
8.	Click the Refresh button until the process Run Status displays Success.				
	Process List Server List				
	View Process Request For       User ID [addyg     Q       Type     Type       Type     Type				
	Server     Name     Q     Instance From     Instance To     Report Manager       Run Status     Image: Tool Status				
	Process List         Personalize   Find   View All   [2]   First ③ 1-6 of 6 ④ Last           Select Instance         Seq.         Process Name         User         Run Date/Time         Run Status         Distribution         Details				
	9735567         Application Engine         PC_BI_TO_PC         addyg         10/15/2019         9:47:14AM EDT         Success         Posted         Details				



#### X. EMAIL INVOICE

When a sponsor has an email in the system, an email invoice is needed. To create an email invoice, follow these steps:

Step	Action				
1.	To add in a contact, their email address, and their preferred communication for invoices as <b>Email Invoice as Attachment</b> , refer to "GM 01.02 Sponsor (Customer) Profiles."				
2.	To ensure that the correct <b>Bill to Contact</b> is selected, refer to "GM 01.02 Sponsor (Customer) Profiles."				
3.	<ul> <li>To create TMPs, refer to "System Navigation for Grants" manual, "Course 4. Process Billing," "Unit 3: Billing Activity":</li> <li>"Section I. Generate Cost Reimbursable Bills"</li> <li>"Section II. Generate LOC Bills"</li> <li>"Section III. Generate an Event Bill"</li> <li>"Section IV. Generate TM Bill"</li> </ul>				
4.	To ensure that an invoice will be emailed on the TMP Worksheet or to change an invoice to email, navigate to Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet.				
	Image: Commitment Control       Image: Review Processing Results         Image: General Ledger       Image: UCF Custom         Image: Allocations       Image: Market State				



Sten	Action			
5.	Click Set Filter Option	<b>1s</b> . A dialog box di	splays.	
	Worksheet Headers	]		
	Business Unit			Search
	lo change your search criteria, click Se	t Fliter Options.	Set Filter Options	Personalia
	Header Lever Detail			1 6130110112
6.	Enter the <b>Business Uni</b>	t.		
	Filter Options			×
	Enter your search criteria, then click the Sea *Business Unit	rch button to display new results.		Help
	Bill To Customer	From	Through	Q.
	Accounting Date	From	Through	F
	Invoice Date	From	Through	
	Billing Type	From	Through	Q.
	Bill Source	From	Through	Q
	Contract Type	From Q	I nrough	Q
	Droject	From	Through	
	Billing Specialist	From	Through	Q.
	Billing Worksheet	From	C Through	٩
	Letter of Credit	From	Through	Q
	LOC Doc ID	From	Q Through	Q
	Pretax Invoice Amt	From	Through	
	Added Within Days	From	Through	
	Date Added	From	Through	
		e Approve Later Bills	Ū	
		e Delete Later Bills		
	Search Save	Search Clear Search	Return	
_				
7.	Click Search. (See ima	ge in previous step	o.)	
8.	Click the line of the <b>TN</b>	<b>IP</b> link of the corre	ect TMP Billing	Worksheet
0.				
	Worksheet Headers Line Details			. •••••
	Business Unit UCF01		Coarch	
	To change your search criteria, click Set Filter Options. Header Level Detail	Set Filter Options	Personalize   Find   View All   2	First ④ 1-4 of 55 🕑 Last
	Contract Project Letter of Credit ID	LOC Doc ID Pretax Invoice Amount Currency	Add To Bill Billing Workshe	et Header Info 1
	0000005002	1,976.73 USD	Q TMP-0004005	é b
	0000005045	16,309.26 USD	C TMP-00040056	ea -
	0000005058	3,409.57 USD	Q TMP-0004006	a a a a a a a a a a a a a a a a a a a
	0000005179	5,402.19 USD	Q TMP-00040064	d'a
	Select All Deselect All			
	Approve Now Approve Later Dele	ete Now Delete Later		
	Go to: Manage Contract/Project Bills	Letter of Credit Summary		
	Worksheet Headers   Line Details			



Sten	Action
9.	Click the Address link.
	Header - Info 1 Line - Info 1
	Unit UCF01 Invoice TMP-00040055 Pretax Amt 1,976.73 USD 🗉
	Status TMR     Q     Invoice Date 04/04/2019     G     Cycle ID CGMTH25     Q       *Type CG0     Q     Source CONTRACTS     *Frequency Once     Image: Circle of the second sec
	US Department of Education
	Accounting Date Destruction and Destruction an
	Remit To BOA1         Q         Bank Account ACH         Q           Sales TM1         Q         Bill Inquiry Phone 407-823-3778         Q
	Credit CR-CNG01 Q Collector CO-CNG13 Q Billing Specialist BI-CNG13 Q Billing Authority
	Nagy Youssef
	Go to:     Header Info 2     Address     Copy Address       Notes     Express Entry     Worksheit     Attachments
	Summary Bill Search Line Search Fill Notify CP Refreeb
	Header - Info 1   Line - Info 1
	<ul> <li>a) Attention To</li> <li>b) Invoice Media [Email Invoice as Attachment]</li> </ul>
	Country USA United States Address 1 Department of Education Building Address 2 400 Maryland Ave, SW
	City     Washington       County     Postal     20202       State     DC     District of Columbia
11.	Click the <b>Worksheet</b> link to process the bill.
	Go to:     Header Info 2     Address     Copy Address       Notes     Express Entry     Worksheet     Attachments       Summary     Bill Search     Line Search     Navigation Address Info
	Header - Info 1   Address Info   Line - Info 1
	Note: The worksheet must be approved before attachments can be added.



Sten	Action
12.	Click the Attachments link. (See image in previous step.)
13.	Supporting documentation can be added to either the header or the line. Select the appropriate tab.
14.	Click the <b>Upload</b> button. (See image in previous step.) A dialog box displays.
15.	Click the Choose File button.
16.	Locate the attachment. Click Open.
17.	Click the Upload button.          File Attachment         Choose File Test.docx         Upload Cancel



Sten	Action
18.	<b>Uncheck</b> the <b>Internal Only</b> button if the supporting documentation should be sent to the sponsor.
	Header Documentation
	Business Unit UCF01 Invoice NEXT
	Invoice Documents     Personalize     Find     Find     Find       Documents     Additional Info     Image: Additional Info     Image: Additional Info     Image: Additional Info
	Document Description Attached File Internal Only Upload View
	Test.docx Upload View + -
	Return to Search Notify Header Documentation
19.	Click Save. (See image in previous step.)
20.	Refer to the "System Navigation for Grants" manual, "Course 4. Process Billing," "Unit 3: Billing Activity," "Section V. Generate Single Action Invoices."
21.	On the <b>Print Options</b> tab of the <b>Single Action Invoice</b> , ensure that <b>Email Invoice</b> <b>Options</b> are set up to be <b>Email Only</b> .
	Favorites •   Main Menu • > Billing • > Generate Invoices • > Non-Consolidated • > Single Action Invoice
	Single Action Invoice Print Options
	Selection Parameters Find   View All First 🕢 1 of 1 🛞 Last
	Seq Nor     1       Print Invoice Sort By     Summarization Options
	Country, Postal     For Invoices associated with Summarization Template:       Customer, Invoice     Print Detail       Bus Unit, Invoice     Print Summarized       Print Both Summarized & Detail     Print Both Summarized & Detail
	*EDI Invoice Options EDI Only   Print Only Unprinted Invoices  Print Listing
	*Federal Highway File Options File Only  *Elec Invoice File Options Xml Only
	Currency Shown on GL Report Transaction Currency T
	Return to Search 🛉 Previous in List 4 Next in List Notify 🕞 Notify
	Single Action Invoice   Print Options



#### XI. CREDIT & REBILL

Sometimes financial changes need to be made to an invoice after it was successfully generated. To perform billing adjustments to add or remove transactions from a finalized invoice so that the correct invoice will be reflected in the system and distributed, follow these steps:

Step	Action					
1.	Transaction(s) that need to be included on an invoice are entered into the system. Refer to the "System Navigation for Grants" manual, "Course 4. Process Billing":					
	"Unit 1. Month End Pren"					
	Onu 1. Monin Enu i rep					
	• "Section I. Run Cost Collection from the General Ledger"					
	"Section II. Run Cost Collection from Payables"					
	• "Section III. Run Cost Collection from Purchasing"					
	• "Section IV. Run Cost Collection from Adjustments for Receivables"					
	5					
	"Unit 3: Billing Activity"					
	• "Section I. Generate Cost Reimbursable Bills"					
2.	Navigate to Main Menu > Billing > Maintain Bills > Adjust Entire Bill.					
	Favorites - Main Menu -					
	Search Menu:					
	Top Menu Feat					
	Employee Self-Service					
	The menu is not 📮 Manager Self-Service 🔰 in Manager Self-Service					
	Highlights Departmental Authorization					
	appear under ti  Customer Contracts					
	menu, locatea 🗧 🧰 Order Management 🔹					
	Suppliers					
	Breadcrumbs - Processed					
	you access to the Services Procurement					
	subjolders. Grants					
	Project Costing					
	Menu Search, Proposal Management					
	Main Menu, no Billing Intervention Intervention Intervention Intervention					
	pages much fat Accounts Pederation and Accounts Pedera					
	Asset Management Generate Invoices					
	🗀 Banking 🖾 Locate Bills					
	Cash Management Review Billing Informati Adjust Selected Bill Lines					
	Commitment Control Versessing Res Change Status of Bills					
	General Ledger					
	Autocations					
	Enterprise Components					
	🗀 Worklist 🔸					



Sten	Action						
3.	Enter values in the following fields:						
	<ul><li>a) Business Unit</li><li>b) Invoice (invoice number)</li></ul>						
	Adjust Entire Bill         Enter any information you have and click Search. Leave fields blank for a list of all values.         Find an Existing Value         Search Criteria         Business Unit = ▼         Invoice begins with ▼         Customer begins with ▼         Contract begins with ▼         Case Sensitive         Search       Clear         Basic Search       Save Search Criteria						
4.	Click Search. (See image in previous step.)						
5.	Enter the following: a) Select Bill Adjustment Action [Credit & Rebill*] b) Rebill Default Action [Retain Original Invoice Value] c) Credit Bill [NEXT] d) Rebill Bill [NEXT] e) Adjustment Reason [INVAD or INVADJLN] *Never use just Credit; always use Credit & Rebill.						
	Adjust Entire Bill         Unit UCF01       Bill To CNG50021       UCF Research Foundation         Invoice CNGC00589       Invoice Amt -5,330.32       USD         Select Bill Adjustment Action       Adjustment Results         No Bill Action       *Credit Bill NEXT         Credit Entire Bill       *Credit Bill NEXT         Header Info 1       Header Info 1         Rebill Default Action       Adjustment Reason         Rebill Default Action       Adjustment Reason         Retain Original Invoice Value       Adjustment Reason         Use Current Customer Value       Next in List						
6.	Click Save. (See image in previous step.)						







Action							
Click Set Filter Opt	ions. A dia	log box displa	ys.				
Worksheet Headers Line Deta	ils						
Business Unit							
To change your search criteria, click	Set Filter Ontions	Set Eilte	r Ontiona		Search		
Header Level Detail	Coer l'iller Options.	Set Fille	r Options		Personaliz		
Enter the <b>Business</b> U	nit.						
Filter Options					6	1	
					Help		
Enter your search criteria, then click the *Business Unit	e Search button to disp	olay new results.					
Bill To Customer	From	Q		Through	Q		
Accounting Date	From	<b>BI</b>		Through	<b>B1</b>		
Invoice Date	From	31		Through	31		
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	81		Through	81		
User 1	From			Through			
	clude Approve Later	Bills					
	clude Delete Later Bi	ills					
Search	save Search	Clear Search	Return				
Click Search. (See in	nage in pre	evious step.)					
Combine the newly of	reated TM	P in the <b>Billin</b>	g Wo	rksheet with	the re-bille	ed invoice.	
This process adds the	e adjustmer	nt transactions	to the	Rebill Invo	ice.		
	Action Click Set Filter Opt Worksheet Headers Line Deta Business Unit To change your search criteria, clici Header Level Detail Enter the Business U Filter Options Enter your search criteria, then click the "Business Unit" Bill To Customer Accounting Date Billing Type Bill Source Contract Type Contract Ty	Action Click Set Filter Options. A dia Uvrksheet Headers Line Details Business Unit To change your search criteria, click Set Filter Options. Header Level Detail Enter the Business Unit Filter Options Enter your search criteria, then click the Search button to disc Business Unit Bill To Customer From Billing Type From Billing Type From Billing Type From Billing Specialist From Billing Worksheet From Contract From Billing Worksheet F	Action         Click Set Filter Options. A dialog box displate         Worksheet Headers       Ine Details         Business Unit       Set Filter Options.         To change your search criteria, click Set Filter Options.       Set Filte         Header Level Detail       Set Filter Options         Filter Options       Set Filte         Enter the Business Unit.       Filter Options         Bill To Customer       From         Bill To Customer       From         Accounting Date       From         Billing Type       From         Billing Type       From         Billing Specialist       From         Project       From         Billing Worksheet       From         Date Added       From         User 1       From         Billing Worksheet       From         Billing Specialist       From         Billing Worksheet       From         Billing Specialist       From         Billing Workshee	Action         Click Set Filter Options. A dialog box displays.         Image: Set	Action         Click Set Filter Options. A dialog box displays.         Image your search criteria, click Set Filter Options.         Set Filter Options.         The options         Through         Through <td col<="" th=""><th>Action         Click Set Filter Options. A dialog box displays.         Image your search criteria, elck Set Filter Options.         Business Unit         To charge your search criteria, elck Set Filter Options.         Bet Filter Options         Image your search criteria, elck Set Filter Options.         Bet Filter Options         Image your search criteria, elck Set Filter Options.         Bet Filter Options         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         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Bet Filter Options         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your your search criteria, then cleak the search button to display new results.         Image your your your your your your your your</th>	Action         Click Set Filter Options. A dialog box displays.         Image your search criteria, elck Set Filter Options.         Business Unit         To charge your search criteria, elck Set Filter Options.         Bet Filter Options         Image your search criteria, elck Set Filter Options.         Bet Filter Options         Image your search criteria, elck Set Filter Options.         Bet Filter Options         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your search criteria, then clek the Search button to display new results.         Image your your search criteria, then cleak the search button to display new results.         Image your your your your your your your your



Sten	Action
15.	Click Approve Now.
	Worksheet Headers         Line Details           Business Unit         UCF01           To change your search criteria, click Set Filter Options.         Set Filter Options
	Header Level Detail     Personalize   Find   View Atl   [2]   [2]     <th colspan="2</th>
	2 000006011 37.89 USD CN0033761 Q, TMP-00039755
	Select All       Deselect All         Approve Now       Approve Later         Go to       Manage Contract/Project Bills         Letter of Credit Summary         Save       Notify         Worksheet Headers   Line Details
16.	Click Save. (See image in previous step.)
17.	Navigate to Main Menu > Billing > Maintain Bills > Standard Billing. Click the
	Return to Search button to search for the invoice that needs to be changed.
	Favorites •     Main Menu •     > Billing •     > Manage Billing Worksheet •     > Letter of Credit Summary     > Standard Billing       Header - Info 1     Line - Info 1     Line - Info 1
18.	On the <b>Standard Billing</b> page, update the <b>Status</b> to ready ( <b>RDY</b> ).
	Header - Info 1 Line - Info 1
	Unit UCF01 Invoice CNG033761
	Status NEW Q
	*Customer CNG50026 Q
	*Invoice Form FXBIWB
	Accounting Date 07/02/2019
	Sales TM1
	Credit CR-CNG01 Q
	Billing Specialist BI-CNG02 Q Kay Murray
	Go to: Header Info 2 Add
	Notes Express Entry
	Summary Bill Search Lin
	Conserve Conserve and the Previous in List



Sten	Action
19.	Click Save. (See image in previous step.)
20.	<ul> <li>Refer to the "System Navigation for Grants" manual, "Course 4. Process Billing":</li> <li>"Unit 3: Billing Activity," "Section V. Generate Single Action Invoices"</li> <li>"Unit 4: Related Billing Processes," "Section V. Process an Offset."</li> </ul>
21.	<ul> <li>Ensure the Items are closed via the View/Update Item Details page:</li> <li>a) Business Unit</li> <li>b) Customer ID</li> <li>c) Item ID</li> </ul>
22.	Click Search.



# XII. REPRINT INVOICE WITH CORRECTED NON-FINANCIAL INFORMATION

Sometimes non-financial changes need to be made to an invoice after it was successfully generated. To correct non-financial information on the invoice so that the correct invoice will be reflected in the system and distributed, follow these steps:

Step	Action					
1.	To update or add the <b>Address</b> to the <b>Sponsor Profile</b> , refer to GM 01.02 Sponsor (Customer) Profiles.					
2.	Refer to the "System Navigation for Grants" manual, "Course 4. Process Billing," "Unit 3: Billing Activity," "Section XI. Credit & Rebill."					
3.	Navigate to Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet.					
	VCF Functals       Navadate ** Search       Advanced Search       mpLOE       Navadate **       Navadate **         Favorities **       Main Menu **       Search Menu:       ************************************					
4.	Click Set Filter Options.          Worksheet Headers       Line Details         Business Unit					



e Business Unit.           Is         Is <td< th=""><th>Action</th><th></th><th></th><th></th><th></th><th></th></td<>	Action					
s	Enter the 1	Business Ur	nit.			
<pre>Here target of the fact is the search bulbo to digdy new retuil.     "business Unitfrom</pre>	Filter Options					×
<pre>auto tende of the tende of the tende "Busines busines" from B Through B Busing Type From Q Through Q Busing Type From Q Through Q Busing Type From Q Through Q Contract Type From Q Through Q Busing System From Q Through Q Through Q Busing System From Q Through Q Throug</pre>		h aritaria, than aliak the Co	and button to display pays	ooulto.		Help
Bill To Customer From B Accounting Date From B Billing Type From B Billing Type From C Contract Type From C Contract From C Project From C Billing Specialist From C Contract From C Difference Contract From C Difference Contract From C Difference Contract From C Difference Contract From C Billing Specialist From C Contract From C Difference Contract From C Difference Contract From C Billing Specialist Fr	C Enter your searc	*Business Unit	arch button to display new re	esuits.		
Accounting Date From B Through B B B Source From Q Through		Bill To Customer	From	Q	Through	Q
Invoice Date       From       IN       Through       IN         Billing Type       From       Invoigh       IN       Invoigh       IN         Contract Type       From       Invoigh       Invoigh       IN		Accounting Date	From	31	Through	31
Billing Type From Q Through Q Bill Source From Q Through Q Contract From Q Through Q Project From Q Through Q Billing Specialist From Q Through Q Latter of Credit From Q Through Q Latter of Credit From Q Through Q Latter of Credit From B Through Q Date Added From B Through B User 1 From B Through B User 1 From B Through B Through B Throug		Invoice Date	From	<b>1</b>	Through	31
Bill Source       From		Billing Type	From	Q	Through	Q
Contract From Intrough Contract From Intrough Billing Specialist From Intrough Billing Worksheet From Intrough Lotter of Credit From Intrough Lotter of Credit From Intrough Lotter of Credit From Intrough Lotter of Credit From Intrough Date Added From Intrough Date Added From Intrough Include Approve Later Bills Include Approve Dister Stater Bills Include Approve Dister Stater Bills Include Approve Later B		Bill Source	From	Q	Through	Q
Lottract Prom Project From Billing Specialist From Letter of Credit From Letter of Credit From Added Within Days Date Added From Billing Specialist Inrough Loc Doc ID From Protest Invoice Annt From Billing Worksheet From Billing Specialist Loc Doc ID From Through Date Added From Billing Specialist Beach Save Search Clear Search Return arch. (See image in previous step.) E to Main Menu > Billing > Maintain Bills > Standard Billing Inforced Search Network Search Search Search Search Search Network Search Network Search Network Search Network Search Network Search S		Contract Type	From		Through	Q
Trough Billing Section Billing Vorksheet From Billing Vorksheet From Billing Vorksheet From Code and From Billing Vorksheet From Billing Vorksheet Letter of Credit Billing Vorksheet From Billing Vorksheet Bill		Contract	From		Through	
Billing Worksheet Letter of Credit Loc Doc ID From Loc Doc ID From Added Within Days Date Added From Include Approve Later Bills Barch Save Search Clear Search Return Clear Stangement Clear S		Project Billing Specialist	From		Through	a l
Letter of Credit From		Billing Worksheet	From	Q.	Through	Q
LOC Doc ID From Through Pretax tivoice Ant From Through Date Added From User 1 From Through User 1 From Through User 1 From Through User 1 From Through User 1 From Through Through Save Search Clear Search Return arcch. (See image in previous step.) to Main Menu > Billing > Maintain Bills > Standard Billing Tanctals Main Menu Sarch Menu: Employee Self Service Order Management Maintain Bills = Adjust Entre Bill Order Management Order Management Cory Single Bill Return Billing Vorksheet Order Management Cory Single Bill Return Billing Vorksheet Billing Vorksheet Contents Billing Vorksheet Billing Vorksheet Content Return Billing Vorksheet Content Return Billing Vorksheet Billing Vorksheet Content Return Billing Vorksheet		Letter of Credit	From	Q	Through	Q
Pretax Invoice Amt From Through B Added Within Days Date Added From B Through		LOC Doc ID	From	٩	Through	Q
Added Within Days Date Added From User 1 From Include Approve Later Bills Include Detete Later Bills Search Save Search Clear Search Return arch. (See image in previous step.) to Main Menu > Billing > Maintain Bills > Standard Billing Francials		Pretax Invoice Amt	From		Through	
Date Added From B Through B User 1 From Through B Include Approve Later Bills Bearch Save Search Clear Search Return earch. (See image in previous step.) to Main Menu > Billing > Maintain Bills > Standard Billing Findcials Neger Search O Not Search Neger Search Menu: Search Menu: Supplier Contracts Supplier Contracts Supplier Contracts Supplier Search Wencement Manage Billing Monage Billing Monage Billing Monage Status of Bills Suppliers Su	1	Added Within Days				
User 1       From		Date Added	From	31	Through	) I
Search Seve Search Clear Search Return arch. (See image in previous step.) to Main Menu > Billing > Maintain Bills > Standard Billing to Main Menu > Billing > Maintain Bills > Standard Billing Search Menu: Search Managerent Search Menu:		User 1	From		Through	
Save Search       Clear Search       Return			de Delete Later Bills			
earch. (See image in previous step.) to Main Menu > Billing > Maintain Bills > Standard Billing	Se	arch Save	e Search Cle	ar Search Return	1	
earch. (See image in previous step.) to Main Menu > Billing > Maintain Bills > Standard Billing innecials innecials innecials innecials interface Transactions interface Transactions interfac						
Main Menu         Search Menu:         Image: Self-Service	Navigate 1	o Main Me	nu > Billing	> Maintair	Bills > Star	ıdard Billing
Search Menu: Search Menu: Supplies Costomers Supplies Supporting Documentation Supporting Documentation	Favorites -	Main Menu 👻				
		Search Menu:				
Employee Self-Service     Manager Self-Service     Manager Self-Service     Supplier Contracts     Customers     Customers     Customer Contracts     Manage Billing Worksheet     Customers     Customer Contracts     Manage Billing Worksheet     Corver Management     Maintain Billig     Generate Invoices     Waintain Billig     Generate Bills     Copy Single Bill     Adjust Selected Bill Lines     Project Costing     Accounts Receivable     Accounts Receivable     Asset Management     Cash Management     Cash Management     Cash Management     Commitment Control     General Ledger	Top Menu Featı		۵			
Manager Self-Service Supplier Contracts Departmental Authorization Customer Contracts Customer Contracts Customer Contracts Customer Contracts Customer Contracts Manage Billing Worksheet Maintan Bills Generate Invoices Purchasing Purchasing Project Costing Project Budget Check Errors Supporting Documentation Project Costing Project Costing Pro		Employee Self-Service	•			
Supplier Contracts <ul> <li>Departmental Authorization</li> <li>Customers</li> <li>Customer Contracts</li> <li>Order Management</li> <li>Manage Billing Worksheet</li> <li>Manage Billing Worksheet</li> <li>Manage Billing Worksheet</li> <li>Suppliers</li> <li>Generate Invoices</li> <li>Correct Budget Check Errors</li> <li>Supporting Documentation</li> <li>Grants</li> <li>Project Costing</li> <li>Billing WorkCenter</li> <li>Correct Budget Check Errors</li> <li>Supporting Documentation</li> <li>Accounts Receivable</li> <li>Accounts Receivable</li> <li>Asset Management</li> <li>Cash Management</li> <li>Cash Management</li> <li>Commitment Control</li> <li>General Ledger</li> </ul>	The menu is nov	Manager Self-Service	•			
Customers     Customers     Customers     Customer Contracts     Manage Billing Worksheet     Manage Billing Worksheet     Manage Billing Worksheet     Manage Billing Worksheet     Manage Billing     General Invoices     Manage Billing     Copy Single Bill     Adjust Entire Bill     Adjust Selected Bill Lines     Market Invoices     Adjust Selected Bill Lines     UCF Custom     Review Processing Res     UCF Custom     Project Costing     Project Costing     Project Costing     Project Costing     Project Costing     Accounts Receivable     Asset Management     Commitment Control     General Ledger	Highlighte	<ul> <li>Supplier Contracts</li> <li>Departmental Authoriza</li> </ul>	ation •			
Image: Constructs       Interface Transactions         Order Management       Manage Billing Worksheet         Items       Generate Invoices         Suppliers       Generate Invoices         Purchasing       Generate Invoices         Services Procurement       Review Billing Information         Grants       Bill Summary         Order Stage Acctg Errors       Correct Budget Check Errors         Billing       Correct Budget Check Errors         Billing       Supporting Documentation         Accounts Receivable       Supporting Documentation         Asset Management       Supporting Documentation         Cash Management       Supporting Documentation         Cash Management       Supporting Documentation	Recently Used	Customers				
Order Management       Imminge Diministration Billing         Items       Imminue Diministration Billing         Suppliers       Generate Invoices         Purchasing       Locate Bills         Percourement       Review Billing Information         Services Procurement       Review Processing Res         Grants       Bill Summary         Project Costing       Billing WorkCenter         Billing       Correct Staged Actg Errors         Correct Budget Check Errors       Correct Budget Check Errors         Accounts Receivable       Supporting Documentation         Accounts Receivable       Supporting Documentation         Accounts Receivable       Supporting Documentation         Cash Management       Supporting Documentation         Cash Management       Supporting Documentation	appear under the	Customer Contracts	Interface Transactions     Manage Billing Worket	heet		
Image: Suppliers       Image: Generate Invoices         Image: Purchasing       Image: Locate Bills         Image: Purchasing       Image: Locate Bills         Image: Purchasing       Image: Review Billing Information         Image: Review Billing Information       Image: Review Billing Information         Image: Review Billing WorkCenter       Image: Review Billing Information         Image: Review Billing Information       Image: Revi		Order Management     Items	Maintain Bills	Standard Billing		
Purchasing Locate Bills   eProcurement Review Billing Information   Grants Project Costing   Project Costing UCF Custom   Billing Billing WorkCenter   Proposal Management Correct Staged Actg Errors   Accounts Receivable Supporting Documentation   Accounts Receivable Supporting Documentation   Accounts Receivable Supporting Documentation   Cash Management Supporting Documentation		Suppliers	Generate Invoices	Copy Single Bill		
a       eProcurement       Review Billing Informant       Project Costing         Grants       Bill Summary       Bill Summary         Project Costing       UCF Custom       Correct Staged Actg Errors         Billing       Correct Budget Check Errors         Accounts Receivable       Supporting Documentation         Accounts Receivable       Supporting Documentation         Banking       Cash Management         Commitment Control       Support	Breadcrumbs	Purchasing	Locate Bills	Adjust Entire Bill	Lines	
bit       Services Procurement       UCF Custom         Correct Staged Actg Errors       UCF Custom         Project Costing       Correct Staged Actg Errors         Project Costing       Correct Budget Check Errors         Billing       Supporting Documentation         Accounts Receivable       Supporting Documentation         Acset Management       Correct Staged Actg Errors         Banking       Correct Mudget Check Errors         Cash Management       Correct Mudget Check Errors         Correct Mudget Check Errors       Supporting Documentation	display your na and give you ad	eProcurement	Review Billing Informa	Bill Summary	- Lindo	
Project Costing       Billing WorkCenter         Project Accounts       Correct Staged Acctg Errors         Billing       Correct Budget Check Errors         Accounts Receivable       Supporting Documentation         Accounts Payable       Supporting Documentation         Banking       Cash Management         Cash Management       Commitment Control         General Ledger       Former Control	contents of sub	Services Procurement     Grants	UCF Custom	Change Status of	Bills	
Proposal Management     Correct Budget Check Errors     Supporting Documentation     Supporting Documentation     Accounts Receivable     Accounts Payable     Accounts Payable     Accounts Payable     Accounts Payable     Cash Management     Cash Management     Commitment Control     Commitment Control     General Ledger		Project Costing	Billing WorkCenter	Correct Staged Ac	ctg Errors	
Image:	Menu Search.	Proposal Management		Correct Budget Ch	eck Errors	
Accounts Receivable     Accounts Receivable     Accounts Payable     Asset Management     Banking     Cash Management     Commitment Control     General Ledger	the Main Menu	Billing	•			
Asset Management     >       Banking     >       Cash Management     >       Commitment Control     >       General Ledger     >		Accounts Receivable	*   *			
Banking     >       Cash Management     >       Commitment Control     >       General Ledger     >	makes finding p	Accounts Pavable				
Cash Management	makes finding r faster.	<ul> <li>Accounts Payable</li> <li>Asset Management</li> </ul>	►			
General Ledger	makes finding p faster.	Accounts Payable     Asset Management     Banking	►			
	makes finding ; faster.	Accounts Payable     Asset Management     Banking     Cash Management     Commitment Control	> >			
<b></b>	makes finding p	Accounts Payable     Asset Management     Banking     Cash Management     Commitment Control     General Ledger	> > > >			



Sten	Action
8.	Enter values in the following fields:
	<ul><li>a) Business Unit</li><li>b) Invoice</li></ul>
	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         UCEP01         Q         Invited Leave methy X/ENB 000/0021
	Bills Istatu = V V Customer Degins with V Contract D
9.	Click Search. (See image in previous step.)
10.	Once all updates have been made, change the <b>Status</b> to <b>RDY</b> .
	Header - Info 1         Line - Info 1           Unit         UCF01         Invoice         TMP-00040033
	Status RDY       *Type CG0       *Customer CNG50002
	Office of Naval Research (ONR) *Invoice Form FXBI270 Q Accounting Date
	Remit To BOA1     Q       Sales TM1     Q       Credit CR-CNG01     Q
	Billing Specialist BI-CNG08 Q Van Nguyen
	Go to:     Header Info 2     Address       Notes     Express Entry       Summary     Bill Search   Line Search
	Refresh
11.	Click Save. (See image in previous step.)
12.	Update the appropriate values on the <b>Award/ Contract</b> pages to ensure that all following invoices have the appropriate values.