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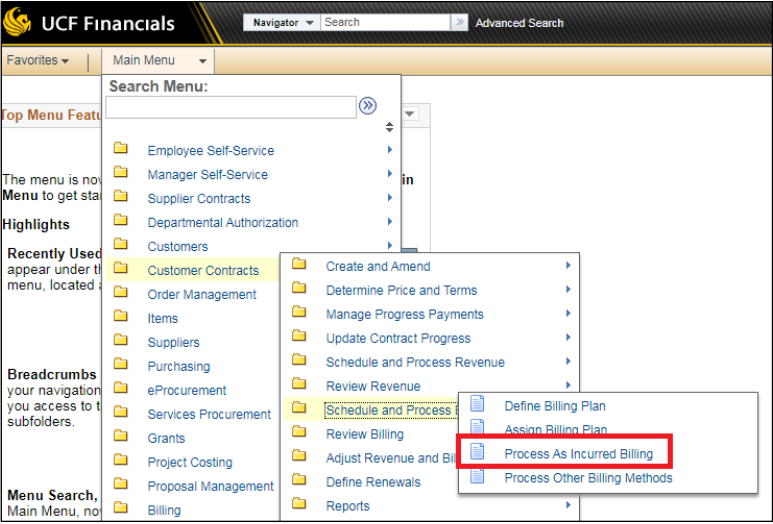
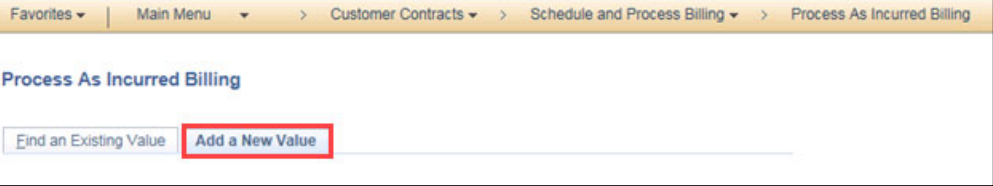


# COURSE 4. PROCESS BILLING

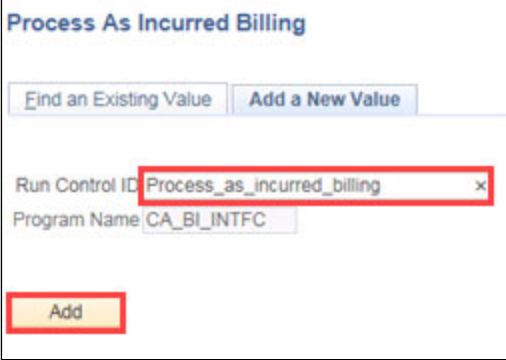
## UNIT 3. BILLING ACTIVITY

### I. GENERATE COST REIMBURSABLE BILLS

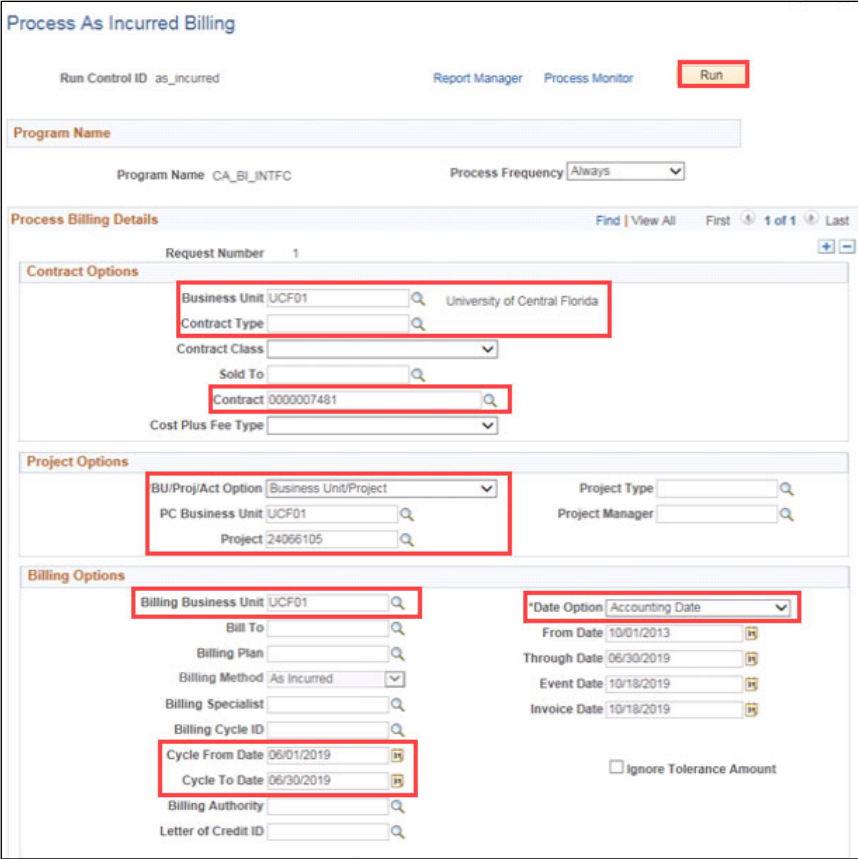
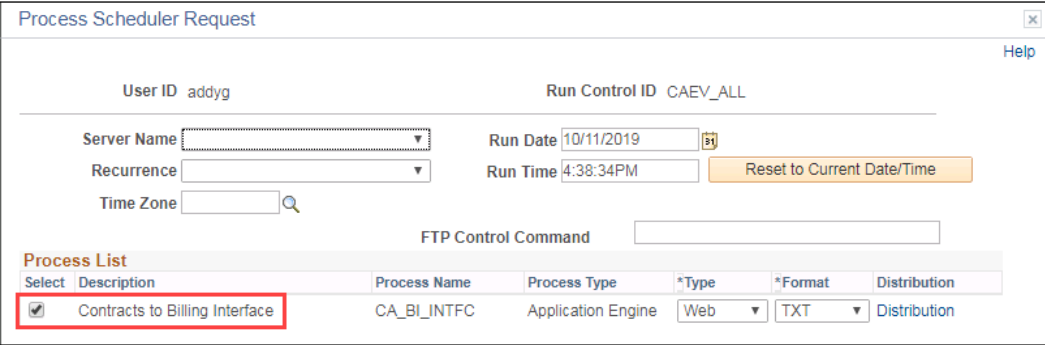
After cost collection has been run and pre-bill analysis has been completed for contracts, the billing will need to be done. Cost-reimbursable bills should be generated to allow single-action invoices to be processed. Follow these steps to generate cost-reimbursable bills:

After cost	Action
<p>1.</p>	<p>Navigate to <b>Main Menu &gt; Customer Contracts &gt; Schedule and Process Billing &gt; Process As Incurred Billing.</b></p> 
<p>2.</p>	<p>Select the <b>Add a New Value</b> tab.</p> 


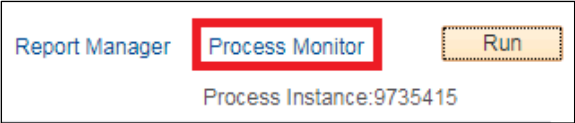
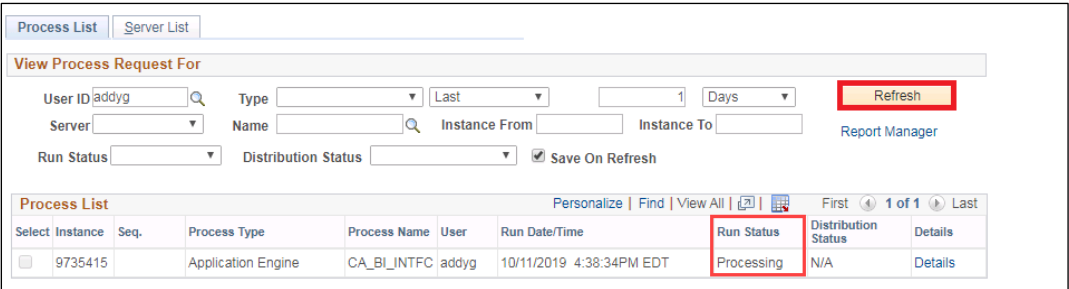
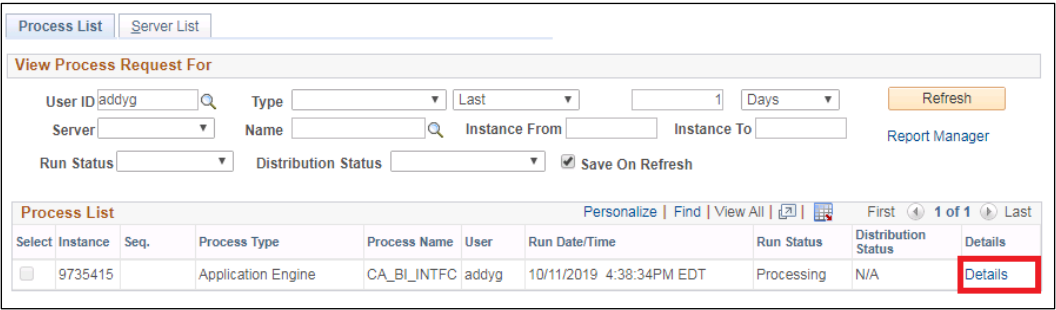


After cost	Action
3.	<p>Enter the <b>Run Control ID</b> (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
4.	Click <b>Add</b> . (See image in previous step.)
5.	<p>Set up the <b>Run Control</b> as follows:</p> <p><i>Contract Options</i></p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Contract Type</b> [CNG]</li><li>c) <b>Contract Number</b> (if running for one contract)</li></ul> <p><i>Project Options</i></p> <ul style="list-style-type: none"><li>a) <b>BU/Proj/Act Option</b> [<b>Business Unit</b> or can also run by <b>Business Unit/Project</b>]</li><li>b) <b>PC Business Unit</b></li><li>c) <b>Project</b> (dependent on <b>BU/Proj/Act Option</b>)</li><li>d) <b>Activity</b> (dependent on <b>BU/Proj/Act Option</b>)</li></ul> <p><i>Billing Options</i></p> <ul style="list-style-type: none"><li>a) <b>Billing Business Unit</b></li><li>b) <b>Cycle From Date</b> (start of the period, exclude these dates when running for a time and material [TM] bill)</li><li>c) <b>Cycle To Date</b> (end of the period, exclude these dates when running for a time and material [TM] bill)</li><li>d) <b>Date Option</b> [Accounting Date]</li><li>e) <b>Accounting From Date</b> [01/01/1901]</li></ul>

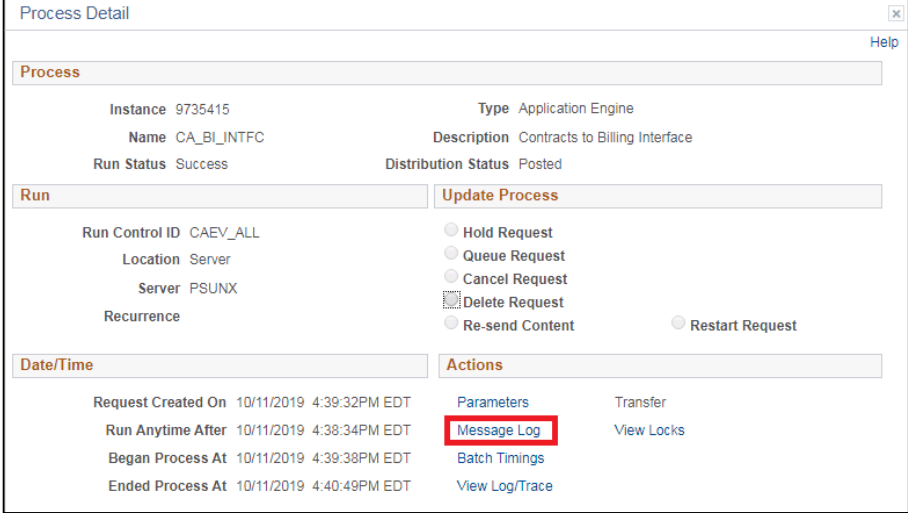
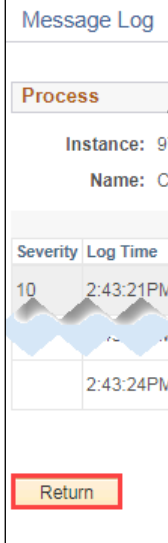


After cost	Action
	<p>f) Accounting <b>Through Date</b> (the end of the billing period)  g) <b>Invoice Date [Current Date]</b></p> 
6.	Click <b>Run</b> . (See image in previous step.) A dialog box will open.
7.	<p>Ensure <b>Contracts to Billing Interface</b> is checked.</p> 

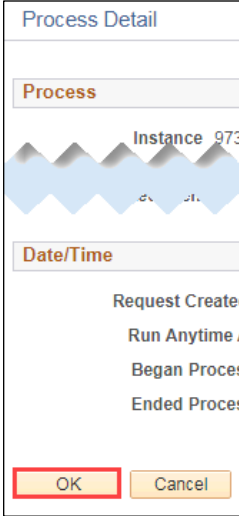
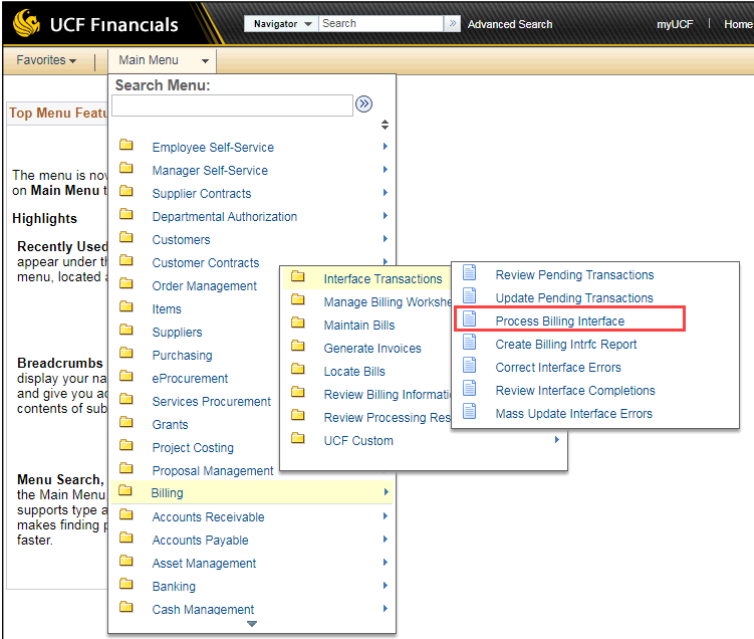


After cost	Action
8.	Click <b>OK</b> . 
9.	Click the <b>Process Monitor</b> link at the top right of the page. 
10.	Click <b>Refresh</b> until the <b>Run Status</b> for the process displays <b>Success</b> . 
11.	Click the <b>Details</b> link. 

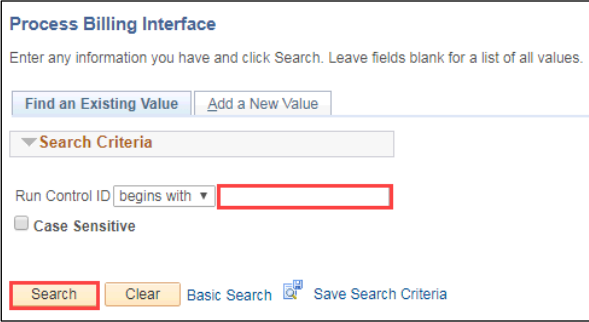

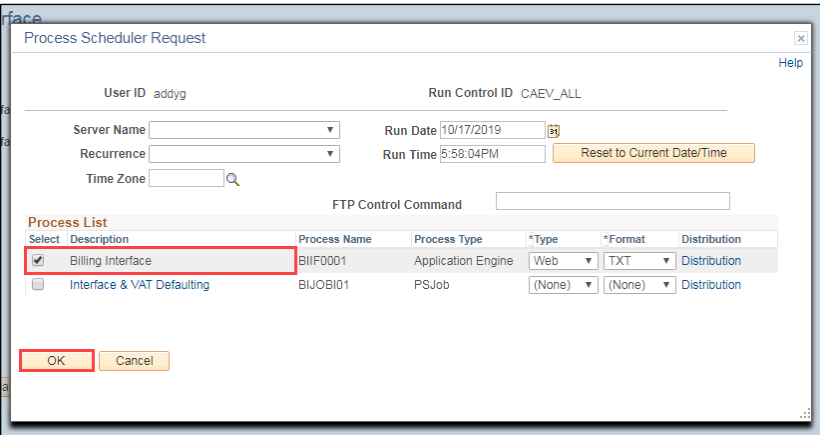


After cost	Action
12.	<p>Click the <b>Message Log</b> link.</p>  <p>The screenshot shows a 'Process Detail' dialog box with the following information:</p> <ul style="list-style-type: none"><li><b>Process</b><ul style="list-style-type: none"><li>Instance: 9735415</li><li>Name: CA_BI_INTFC</li><li>Run Status: Success</li></ul></li><li><b>Type</b>: Application Engine</li><li><b>Description</b>: Contracts to Billing Interface</li><li><b>Distribution Status</b>: Posted</li><li><b>Run</b><ul style="list-style-type: none"><li>Run Control ID: CAEV_ALL</li><li>Location: Server</li><li>Server: PSUNX</li><li>Recurrence: (empty)</li></ul></li><li><b>Update Process</b><ul style="list-style-type: none"><li><input type="radio"/> Hold Request</li><li><input type="radio"/> Queue Request</li><li><input type="radio"/> Cancel Request</li><li><input checked="" type="checkbox"/> Delete Request</li><li><input type="radio"/> Re-send Content</li><li><input type="radio"/> Restart Request</li></ul></li><li><b>Date/Time</b><ul style="list-style-type: none"><li>Request Created On: 10/11/2019 4:39:32PM EDT</li><li>Run Anytime After: 10/11/2019 4:38:34PM EDT</li><li>Began Process At: 10/11/2019 4:39:38PM EDT</li><li>Ended Process At: 10/11/2019 4:40:49PM EDT</li></ul></li><li><b>Actions</b><ul style="list-style-type: none"><li>Parameters</li><li>Transfer</li><li><b>Message Log</b> (highlighted with a red box)</li><li>View Locks</li><li>Batch Timings</li><li>View Log/Trace</li></ul></li></ul>
13.	Find a row that says “ <b>XX row(s) were inserted into PS_INTFC_BI with an INTFC_ID of XXXX</b> ”.
14.	Note the <b>Interface ID</b> .
15.	<p>Click <b>Return</b>. The dialog box closes.</p>  <p>The screenshot shows a 'Message Log' dialog box with the following information:</p> <ul style="list-style-type: none"><li><b>Process</b><ul style="list-style-type: none"><li>Instance: 9</li><li>Name: C</li></ul></li><li><b>Severity</b>: 10</li><li><b>Log Time</b>: 2:43:21PM</li><li><b>Log Time</b>: 2:43:24PM</li><li><b>Return</b> button (highlighted with a red box)</li></ul>



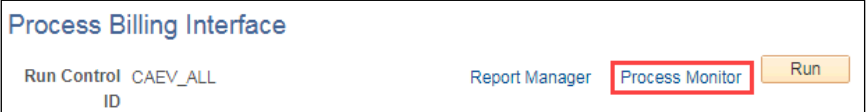
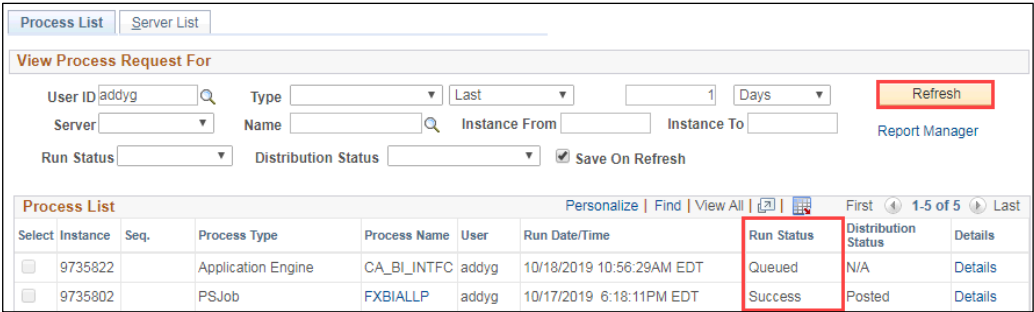
After cost	Action
16.	<p>Click <b>OK</b>.</p>  <p>The screenshot shows a 'Process Detail' dialog box. It has a title bar 'Process Detail' and a 'Process' section with a graph and 'Instance 973'. Below is a 'Date/Time' section with labels: 'Request Create', 'Run Anytime', 'Began Process', and 'Ended Process'. At the bottom are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box.</p>
17.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Interface Transactions &gt; Process Billing Interface</b>.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'Billing' folder is expanded, showing 'Interface Transactions' and 'Accounts Receivable', 'Accounts Payable', 'Asset Management', 'Banking', and 'Cash Management'. The 'Interface Transactions' folder is further expanded, showing 'Review Pending Transactions', 'Update Pending Transactions', 'Process Billing Interface' (highlighted with a red box), 'Create Billing Infric Report', 'Correct Interface Errors', 'Review Interface Completions', and 'Mass Update Interface Errors'.</p>



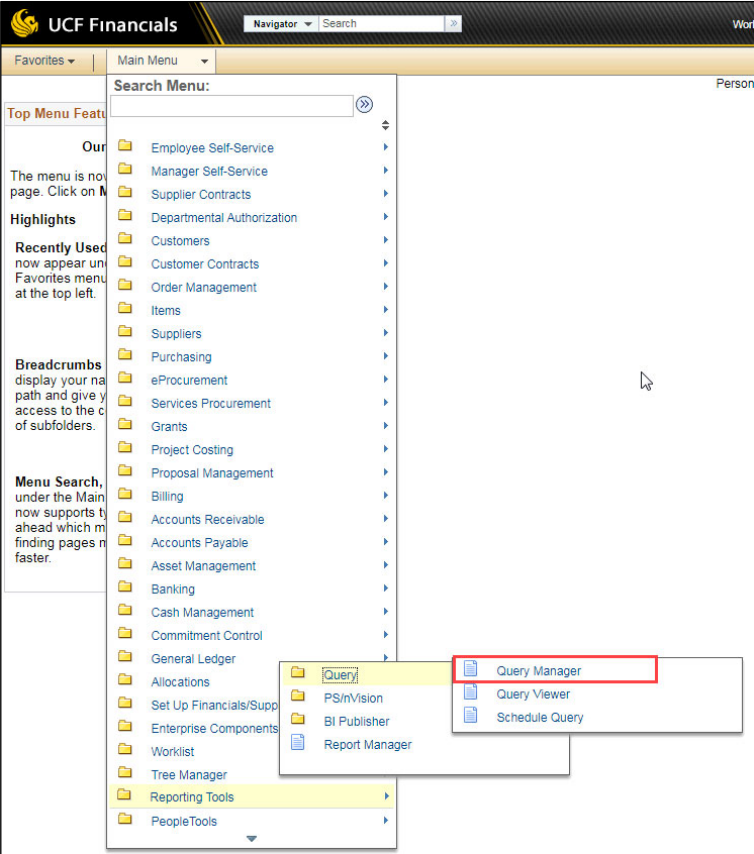
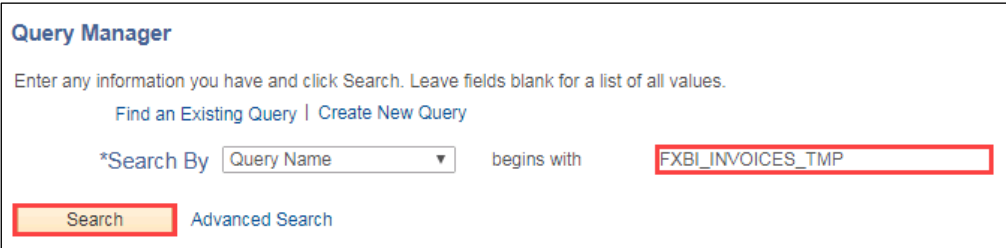
After cost	Action
<p>18.</p>	<p>Enter the <b>Run Control ID</b> (user defined).</p> <div data-bbox="386 373 971 693"></div> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
<p>19.</p>	<p>Click <b>Search</b>. (See image in previous step.)</p>
<p>20.</p>	<p>Enter the <b>Interface ID</b> into both the <b>From Interface ID</b> and <b>To Interface ID</b> fields.</p> <div data-bbox="386 982 1182 1186"></div>
<p>21.</p>	<p>Click <b>Run</b>. (See image in previous step.) A dialog box opens.</p>
<p>22.</p>	<p>Ensure <b>Billing Interface</b> is checked.</p> <div data-bbox="386 1354 1201 1785"></div>



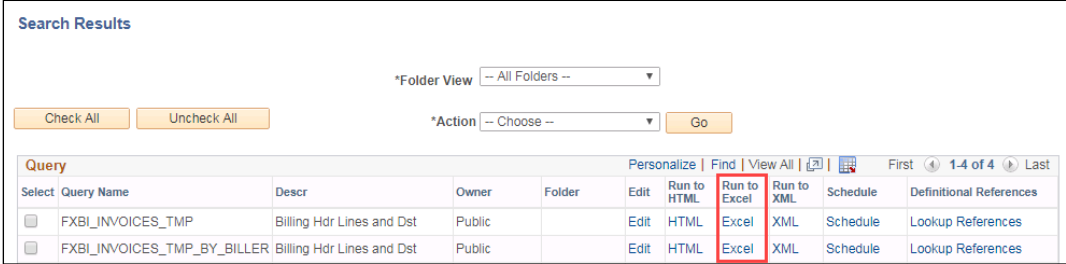
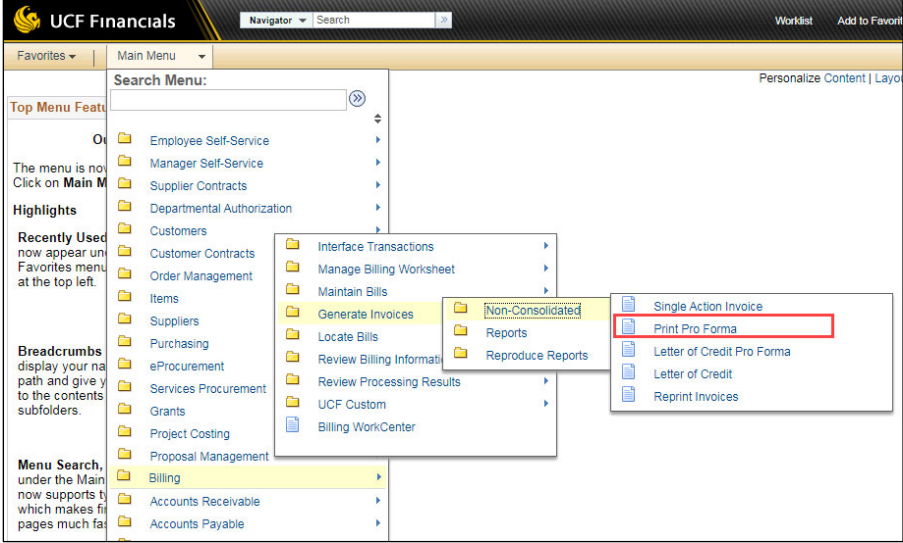
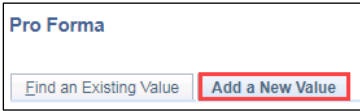


After cost	Action
23.	Click <b>OK</b> . (See image in previous step.)
24.	Click the <b>Process Monitor</b> link at the top right of the page. 
25.	Click <b>Refresh</b> until the <b>Run Status</b> displays <b>Success</b> . 

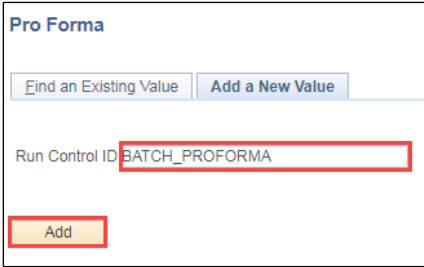
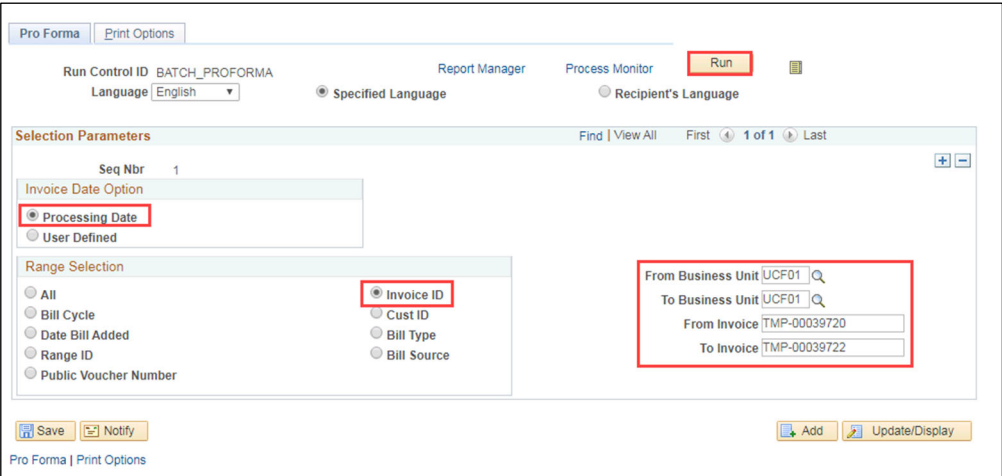


After cost	Action
26.	<p>Navigate to <b>Main Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer</b>.</p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to show 'Reporting Tools', which is further expanded to show 'Query'. The 'Query' folder is selected, and a sub-menu is displayed with 'Query Manager' highlighted by a red box. Other options in the sub-menu include 'Query Viewer' and 'Schedule Query'.</p>
27.	<p>In the <b>begins with</b> field enter the <b>Query Name</b> of <b>FXBI_INVOICES_TMP</b>.</p>  <p>The screenshot shows the 'Query Manager' search interface. It includes a search bar and a 'Search' button. The 'Search By' dropdown is set to 'Query Name'. The 'begins with' field contains the text 'FXBI_INVOICES_TMP', which is highlighted with a red box. The 'Search' button is also highlighted with a red box.</p>
28.	<p>Click <b>Search</b>. (See image in previous step.)</p>

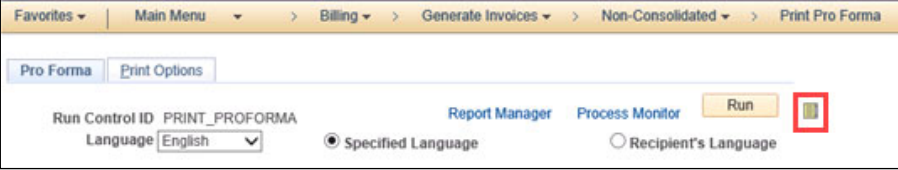
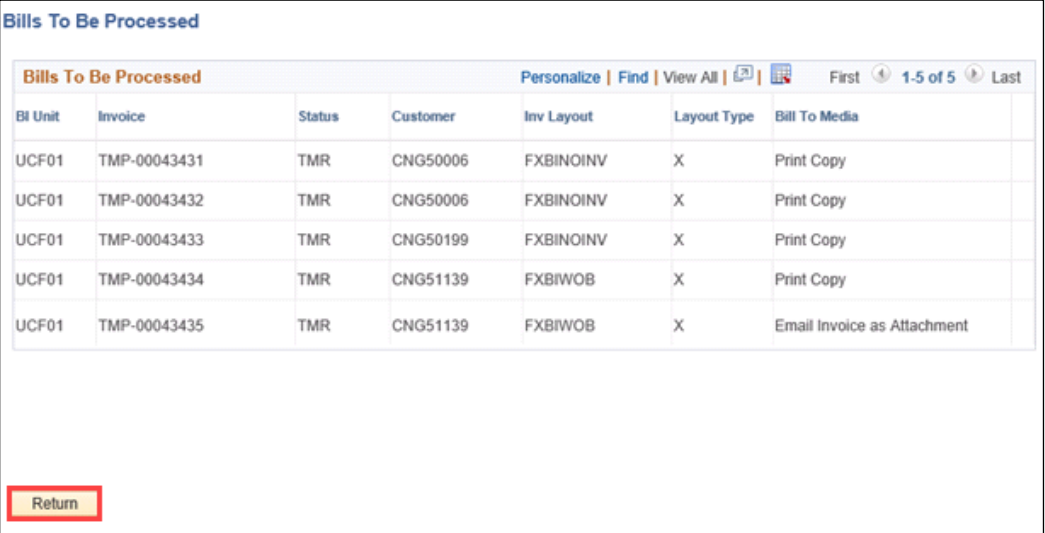


After cost	Action
<p>29.</p>	<p>In the <b>Search Results</b>, create a report by clicking the <b>Excel</b> link of the appropriate query in the <b>Run to Excel</b> column.</p>  <p>The screenshot shows a 'Search Results' interface with a table of queries. The table has columns for 'Query Name', 'Descr', 'Owner', 'Folder', 'Edit', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', and 'Definitional References'. Two queries are listed: 'FXBI_INVOICES_TMP' and 'FXBI_INVOICES_TMP_BY_BILLER'. In the 'Run to Excel' column, the 'Excel' links are highlighted with a red box.</p>
<p>30.</p>	<p>Navigate to <b>Main Menu &gt; Billing &gt; Generate Invoices &gt; Non-Consolidated &gt; Print Pro Forma</b>.</p>  <p>The screenshot shows the 'UCF Financials' Main Menu. The navigation path is: Main Menu &gt; Billing &gt; Generate Invoices &gt; Non-Consolidated &gt; Print Pro Forma. The 'Print Pro Forma' option is highlighted with a red box.</p>
<p>31.</p>	<p>Click the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows a 'Pro Forma' form with two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box.</p>



After cost	Action
32.	<p>Enter the <b>Run Control ID</b>.</p> 
33.	Click <b>Add</b> . (See image in previous step.)
34.	<p>Enter the following:</p> <ol style="list-style-type: none"> <li><b>Processing Date</b> (select)</li> <li><b>Invoice ID</b> (select)</li> <li><b>From Business Unit [UCF01]</b></li> <li><b>To Business Unit [UCF01]</b></li> <li><b>From Invoice**</b> (Field displays when <b>Invoice ID</b> is selected.)</li> <li><b>To Invoice**</b> (Field displays when <b>Invoice ID</b> is selected.)</li> </ol> <p><i>**Must run query provided in previous steps to obtain the range of invoice numbers. Run it for the projective <b>Business Unit</b>.</i></p> 

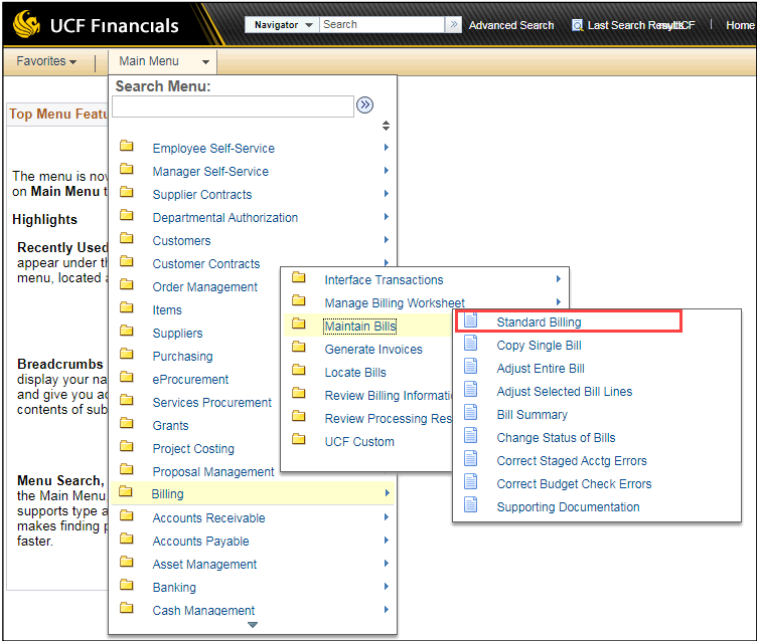
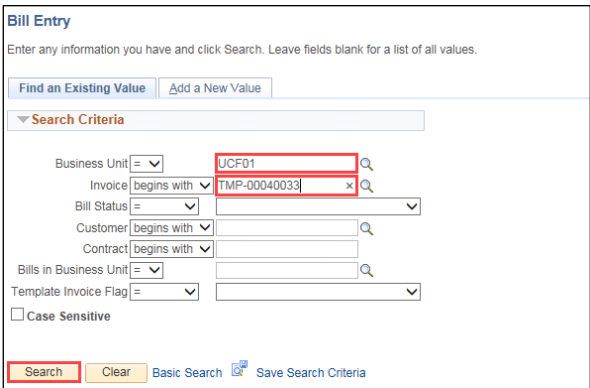


After cost	Action
35.	<p>To review bills that will be processed, click the <b>Bills To Be Processed</b> icon (yellow paper) at the top of the page. A dialog box displays.</p> 
36.	<p>After reviewing the bills, click <b>Return</b> to close the dialog box.</p> 
37.	Click <b>Run</b> . (See image in previous step.)

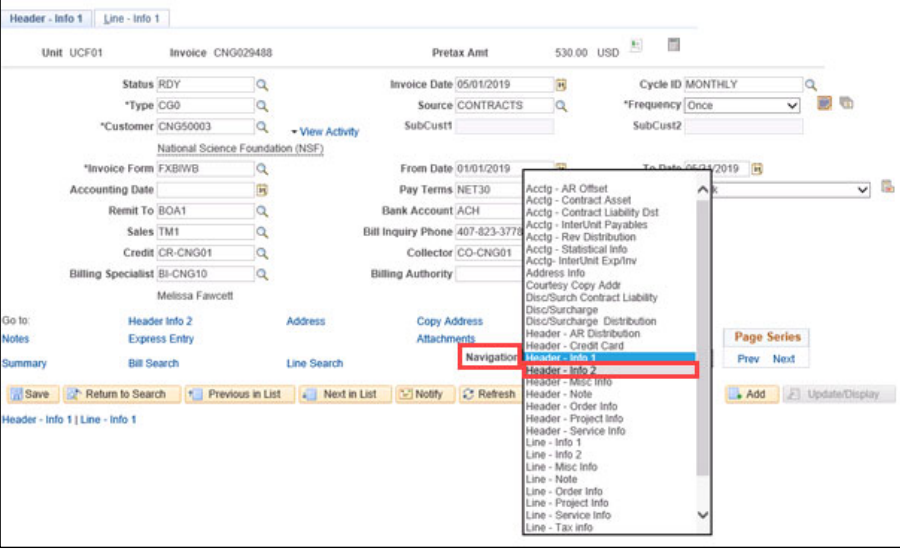
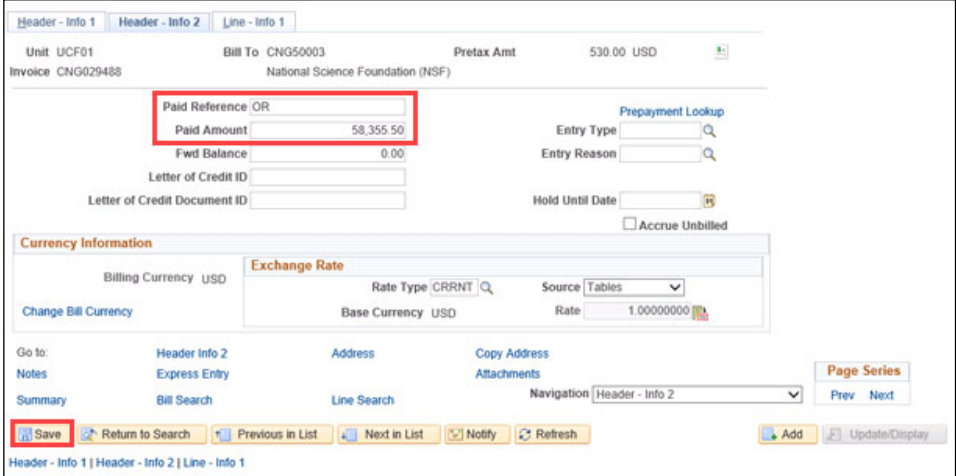


After cost	Action																																																																																																																																																																	
<p><b>38.</b></p>	<p>Select the appropriate line, (<b>Process Name [FXBIALLP]</b>).</p> <div data-bbox="386 373 1289 1314" style="border: 1px solid black; padding: 5px;"> <p>Process Scheduler Request</p> <p>User ID: addyg      Run Control ID: BATCH_PROFORMA</p> <p>Server Name: <input type="text"/>      Run Date: 10/21/2019 <input type="button" value="B"/></p> <p>Recurrence: <input type="text"/>      Run Time: 2:59:52PM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/> <input type="button" value="Q"/></p> <p>FTP Control Command: <input type="text"/></p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Pre-process &amp; Finalization</td><td>BIIVC000</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Proforma &amp; Print</td><td>BIJOBP01</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print Invoice w/SQR</td><td>BIPJ10</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP PSA03 Invoice</td><td>BIPJ100</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print Grants Invoice w/SQR</td><td>BIPJ20</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print SF1080/81 Invoice w/SQR</td><td>BIPJ30</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print Invoice w/XML Publisher</td><td>BIPJ50</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP PS/CA Invoice</td><td>BIPJ55</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP 1034/35 Invoice</td><td>BIPJ60</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP Summ. Invoice</td><td>BIPJ65</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP Invoice</td><td>BIPJ75</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP PS/PC Invoice</td><td>BIPJ80</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP PS/OM Invoice</td><td>BIPJ85</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP PSA01 Invoice</td><td>BIPJ90</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>Print XMLP PSA02 Invoice</td><td>BIPJ95</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>FXCGALLP All CNG Proforma</td><td>FXBIALLP</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>FXBI_UTP UTL Generic/Conv PrFm</td><td>FXBI_UTP</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>FXINCSFP-Res Fnd INC Proforma</td><td>FXINCSFP</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>FXNECSFP-Res Fnd NEC Proforma</td><td>FXNECSFP</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>FXNSPSFP-NonSpr StdFrm Profrm</td><td>FXNSPSFP</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>FXTTFSFP-Res Fnd TTF Proforma</td><td>FXTTFSFP</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> <tr><td><input type="checkbox"/></td><td>FXUTLSFP FSBO UTL Proforma</td><td>FXUTLSFP</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	Proforma & Print	BIJOBP01	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution	<input checked="" type="checkbox"/>	FXCGALLP All CNG Proforma	FXBIALLP	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXBI_UTP UTL Generic/Conv PrFm	FXBI_UTP	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXINCSFP-Res Fnd INC Proforma	FXINCSFP	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXNECSFP-Res Fnd NEC Proforma	FXNECSFP	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXNSPSFP-NonSpr StdFrm Profrm	FXNSPSFP	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXTTFSFP-Res Fnd TTF Proforma	FXTTFSFP	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXUTLSFP FSBO UTL Proforma	FXUTLSFP	PSJob	(None)	(None)	Distribution
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<p><b>39.</b></p>	<p>Click <b>OK</b>. (See image in previous step.)</p>																																																																																																																																																																	



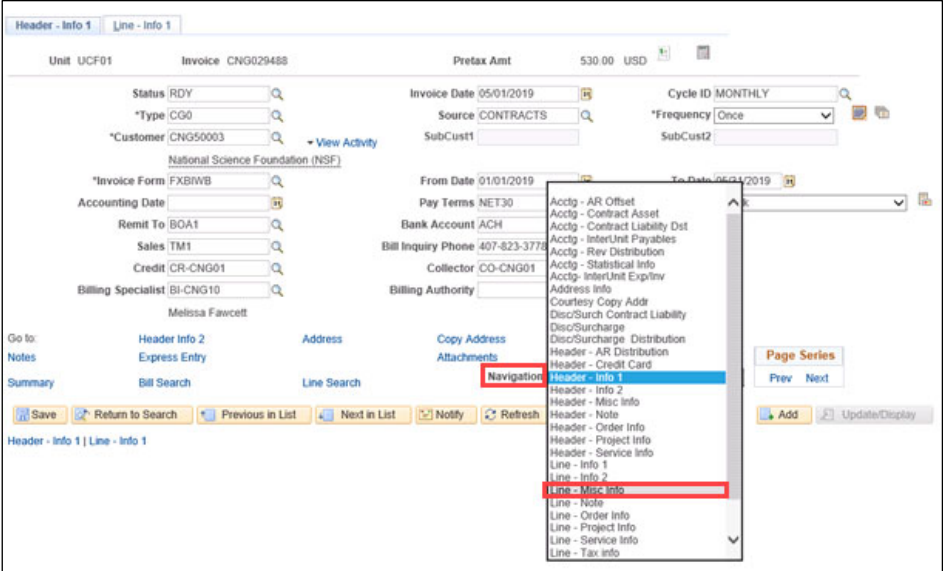
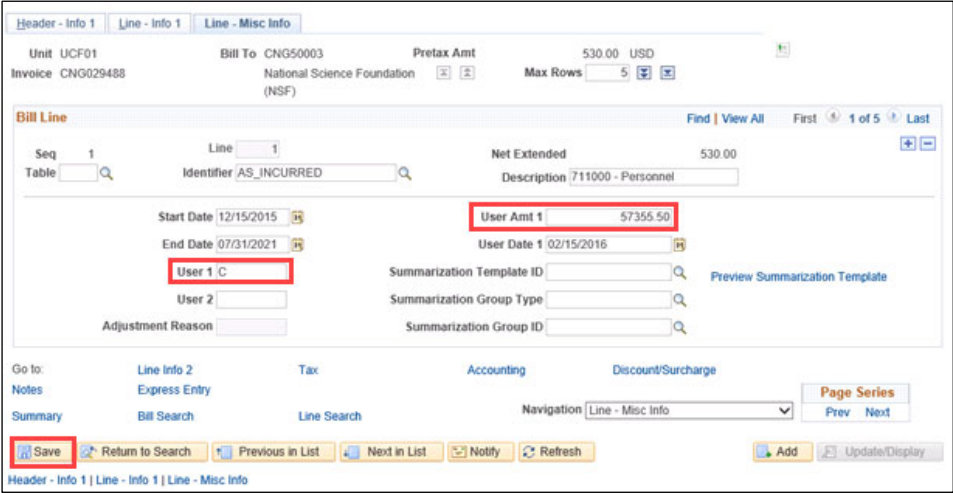
After cost	Action
40.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing.</b></p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to show 'Billing'. Under 'Billing', 'Accounts Receivable' is selected, and the 'Maintain Bills' sub-menu is open. Within 'Maintain Bills', 'Standard Billing' is highlighted with a red box. Other options in the sub-menu include 'Copy Single Bill', 'Adjust Entire Bill', 'Adjust Selected Bill Lines', 'Bill Summary', 'Change Status of Bills', 'Correct Staged Acctg Errors', 'Correct Budget Check Errors', and 'Supporting Documentation'.</p>
41.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Invoice</b></li></ul>  <p>The screenshot shows the 'Bill Entry' search form. The 'Business Unit' dropdown is set to 'UCF01' and the 'Invoice' dropdown is set to 'TMP-00040033'. Both fields are highlighted with red boxes. Other fields include 'Bill Status', 'Customer', 'Contract', 'Bills in Business Unit', and 'Template Invoice Flag'. There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons at the bottom.</p>
42.	<p>Click <b>Search.</b> (See image in previous step.)</p>



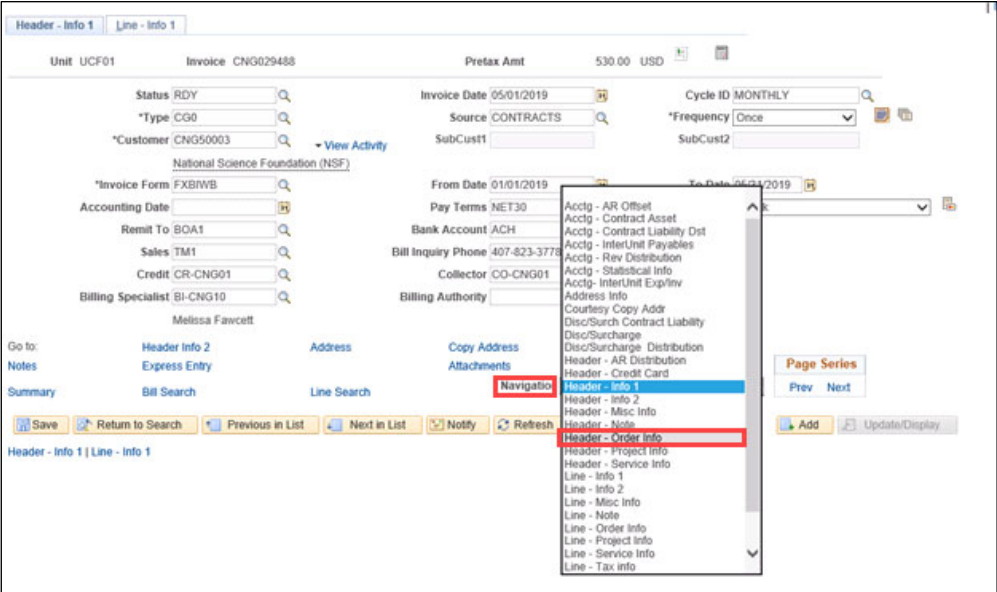
After cost	Action
<p>43.</p>	<p><i>If payments have been received and updates to the system-calculated values are needed, follow the next four steps:</i></p> <p>In the <b>Navigation</b> dropdown menu near the bottom right of the page, select <b>Header – Info 2</b>.</p> 
<p>44.</p>	<p>To update the payments 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.)</p>
<p>45.</p>	<p>Update the <b>Paid Amount</b> field to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice.</p> 



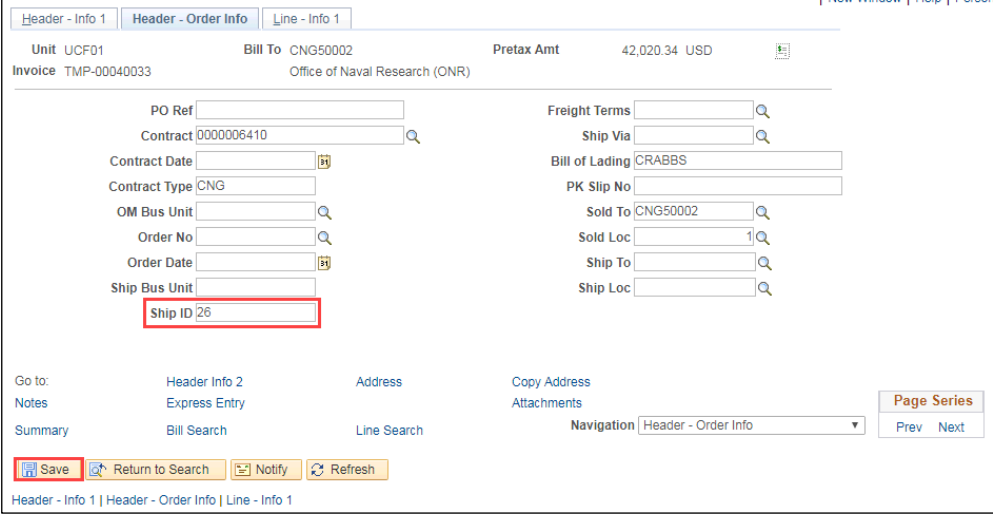


After cost	Action
46.	Click <b>Save</b> . (See image in previous step.)
47.	<p>To update system-calculated amounts by <b>Budget Item</b>, follow the next three steps:            In the <b>Navigation</b> dropdown menu near the bottom right of the page, select <b>Line – Misc Info</b>.</p> 
48.	<p>Enter a value into the <b>User 1</b> field to override the cumulative value in <b>User Amt 1</b>.</p>  <p><i>Note: Cumulative balances are added by the system on the first line of each budget item rollup, i.e., the cumulative balance for 711000 – Personnel in this example will show on line 1 only.</i></p>



After cost	Action
49.	Click <b>Save</b> . (See image in previous step.)
50.	<p><i>If a value is needed in the <b>Schedule No</b> field on the invoice for <b>103X</b> invoices that use the <b>FSB1103X</b> invoice, follow the next three steps:</i></p> <p>In the <b>Navigation</b> dropdown menu near the bottom right of the page, select <b>Header – Order Info</b>.</p>  <p>The screenshot shows the 'Header - Info 1' page for invoice CNG029488. A dropdown menu titled 'Navigation' is open, listing various options. 'Header - Order Info' is highlighted with a red box. Other options include 'Header - Info 1', 'Header - Info 2', 'Header - Misc Info', 'Header - Note', 'Header - Project Info', 'Header - Service Info', 'Line - Info 1', 'Line - Info 2', 'Line - Misc Info', 'Line - Note', 'Line - Order Info', 'Line - Project Info', 'Line - Service Info', and 'Line - Tax info'.</p>



After cost	Action
<p>51.</p>	<p>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.</p>  <p>The screenshot shows a web-based invoice system interface. At the top, there are tabs for 'Header - Info 1', 'Header - Order Info', and 'Line - Info 1'. Below the tabs, the system displays invoice details: Unit UCF01, Bill To CNG50002, Pretax Amt 42,020.34 USD, Invoice TMP-00040033, and Office of Naval Research (ONR). The main area contains various input fields for contract and order information, including PO Ref, Contract (0000006410), Contract Date, Contract Type (CNG), OM Bus Unit, Order No, Order Date, Ship Bus Unit, Freight Terms, Ship Via, Bill of Lading (CRABBS), PK Slip No, Sold To (CNG50002), Sold Loc, Ship To, and Ship Loc. The 'Ship ID' field is highlighted with a red rectangular box and contains the value '26'. At the bottom of the interface, there are navigation buttons: Save, Return to Search, Notify, and Refresh. A 'Page Series' button with 'Prev' and 'Next' options is also visible.</p>
<p>52.</p>	<p>Click <b>Save</b>. (See image in previous step.)</p>

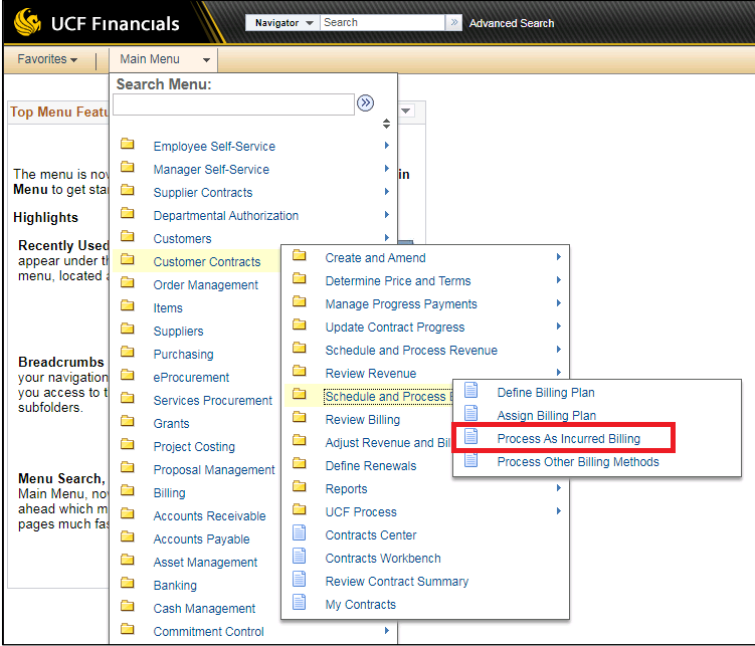
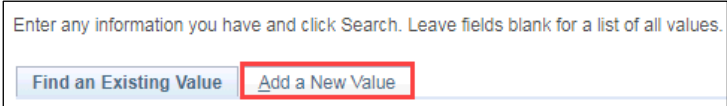


After cost	Action
<p>53.</p>	<p>To complete the <b>Pro Forma</b> system process, follow the next two steps:</p> <p>On the <b>Standard Billing</b> page, click the <b>Pro Forma</b> icon (white paper with green marking) near the top right of the page.</p> <div data-bbox="386 464 1446 974" data-label="Form"> </div> <p>(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.)</p>
<p>54.</p>	<p>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.</p>



## II. GENERATE LOC BILLS

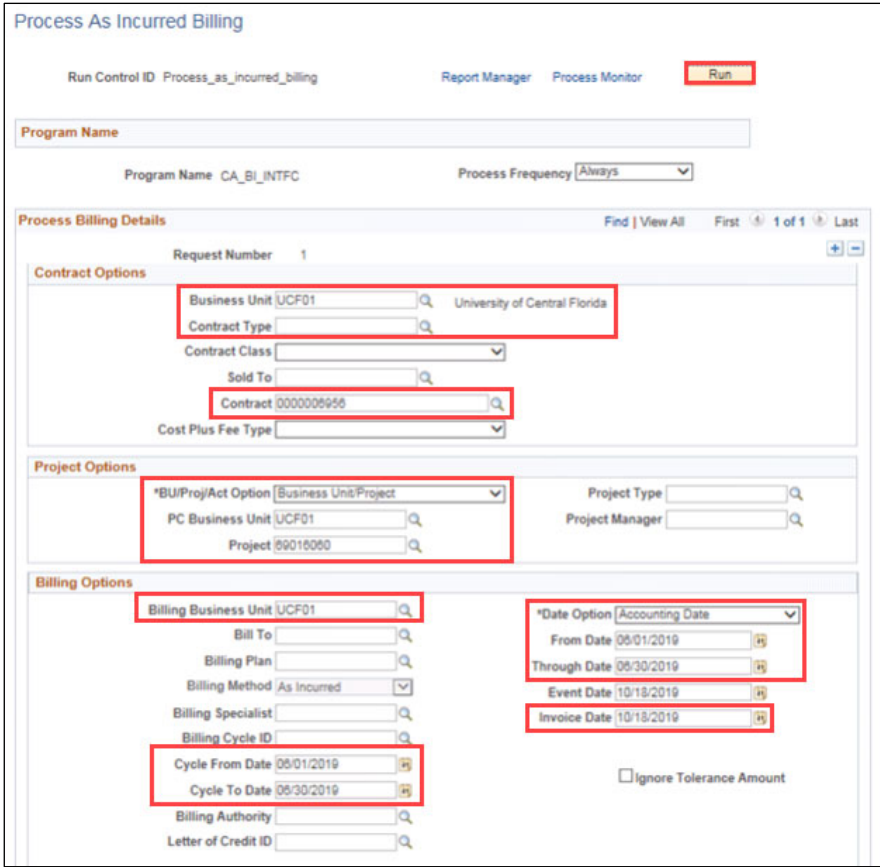
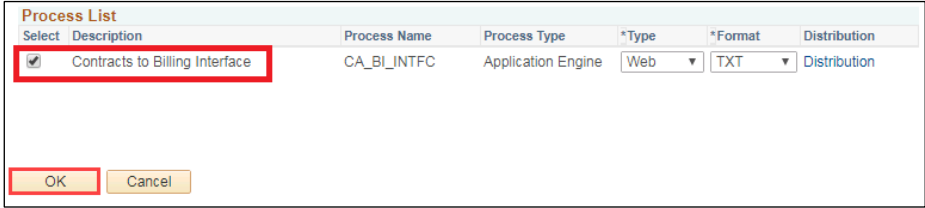
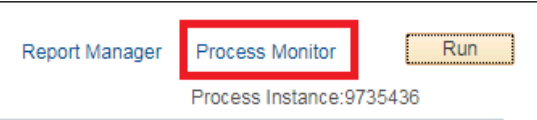
After cost collection has been run and pre-bill analysis has been completed for contracts, the billing will need to be done. Letter of credit (LOC) bills should be generated so that the LOC Summary can be processed. Follow these steps to generate LOC bills.

Step	Action
1.	<p>Navigate to <b>Main Menu &gt; Customer Contracts &gt; Schedule and Process Billing &gt; Process As Incurred Billing.</b></p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to show 'Customer Contracts', which is further expanded to 'Schedule and Process Billing', and finally to 'Process As Incurred Billing'. The 'Process As Incurred Billing' option is highlighted with a red box.</p>
2.	<p>Select the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows a search interface with the text: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this text are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted with a red box.</p>

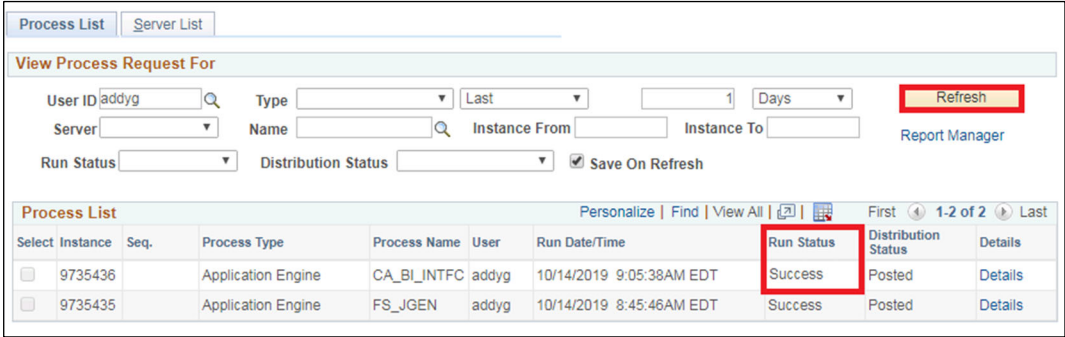
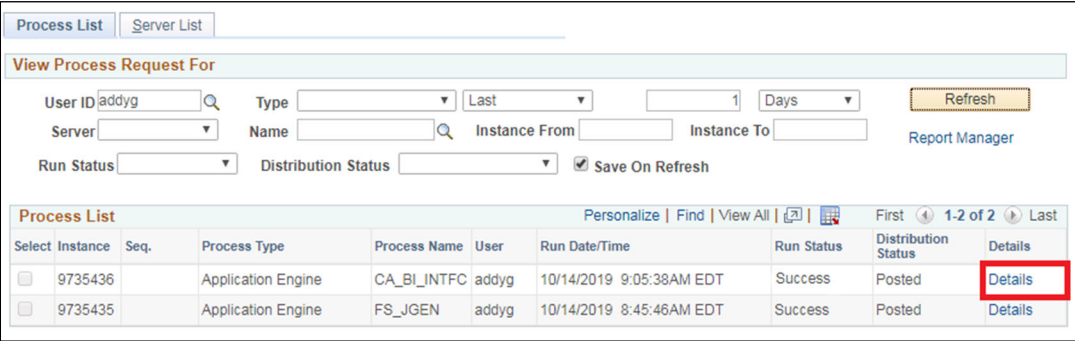
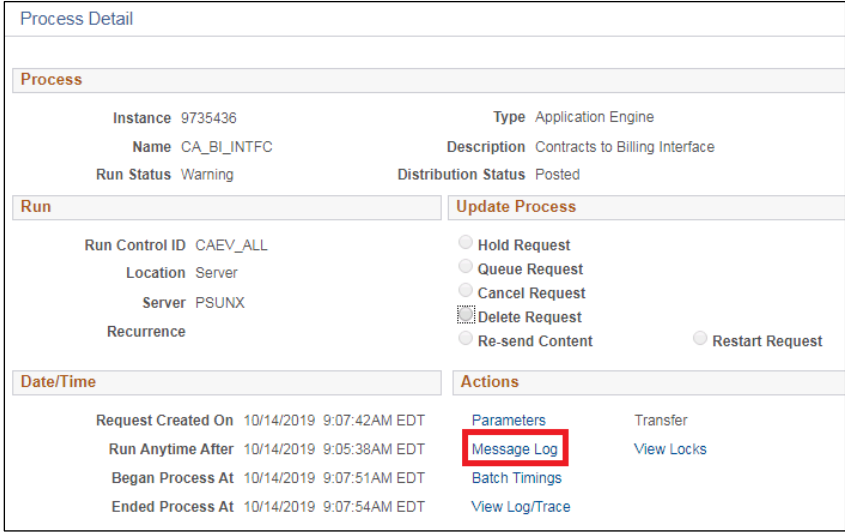


Step	Action
3.	<p>Enter the <b>Run Control ID</b> (user defined).</p> <div data-bbox="321 373 842 617"></div> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
4.	Click <b>Add</b> . (See image in previous step.)
5.	<p>Set up the <b>Run Control</b> as follows:</p> <p><i>Contract Options</i></p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Contract Type [LOC]</b></li><li>c) <b>Contract</b> (if running for one contract)</li></ul> <p><i>Project Options</i></p> <ul style="list-style-type: none"><li>a) <b>BU/Proj/Act Option [Business Unit or can also run by Business Unit/Project]</b></li><li>b) <b>PC Business Unit</b></li><li>c) <b>Project</b> (dependent on <b>BU/Proj/Act Option</b>)</li><li>d) <b>Activity</b> (dependent on <b>BU/Proj/Act Option</b>)</li></ul> <p><i>Billing Options</i></p> <ul style="list-style-type: none"><li>a) <b>Billing Business Unit</b></li><li>b) <b>Cycle From Date</b> (start of the period, exclude when running for a time and material [TM] bill)</li><li>c) <b>Cycle To Date</b> (end of the period, exclude when running for a time and material [TM] bill)</li><li>d) <b>Date Option [Accounting Date]</b></li><li>e) <b>Accounting From Date [01/01/1901]</b></li><li>f) <b>Accounting Through Date</b> (the end of the billing period)</li><li>g) <b>Invoice Date [Current Date]</b></li></ul>



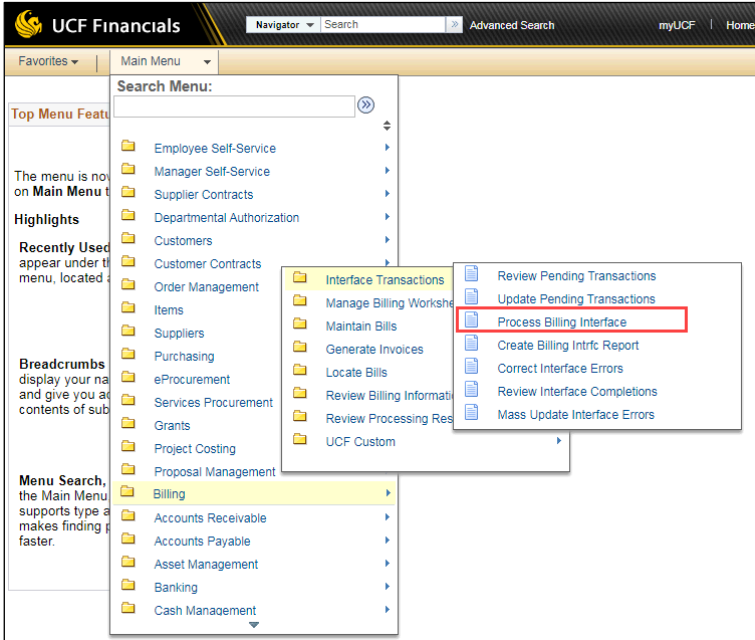
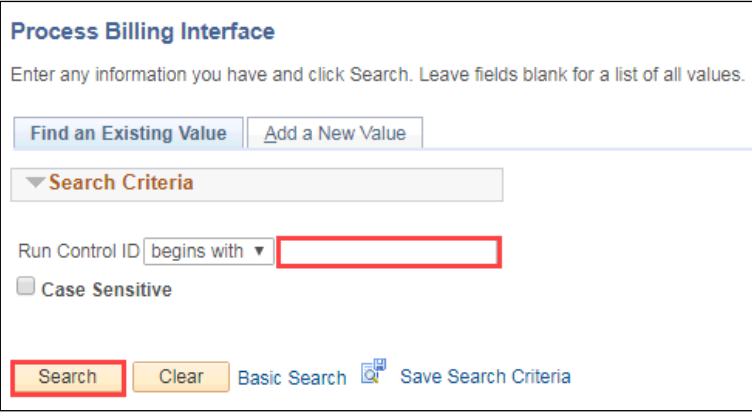
Sten	Action
	
6.	Click <b>Run</b> . (See image in previous step.)
7.	Ensure <b>Contracts to Billing Interface</b> is checked. 
8.	Click <b>OK</b> . (See image in previous step.)
9.	Click the <b>Process Monitor</b> link at the top right of the page. 




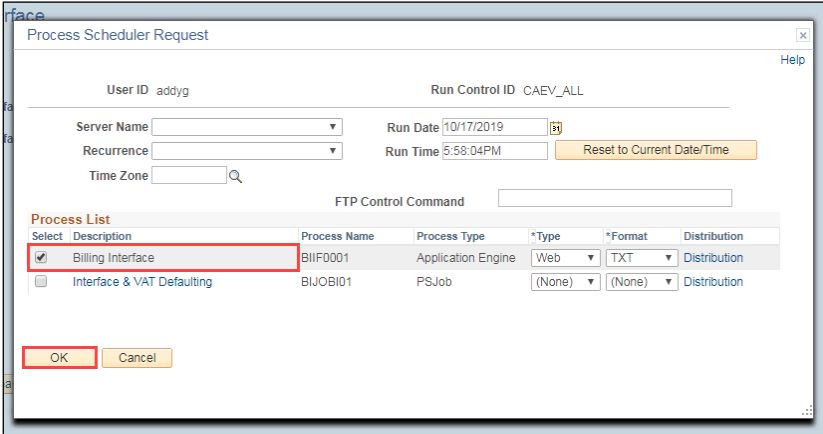

Step	Action
10.	<p>Click <b>Refresh</b> until the <b>Run Status</b> of the process displays <b>Success</b>.</p> 
11.	<p>Click the <b>Details</b> link.</p> 
12.	<p>Click the <b>Message Log</b> link.</p> 



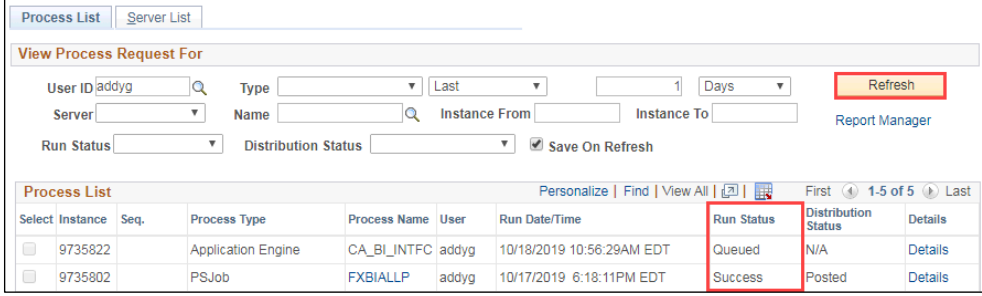
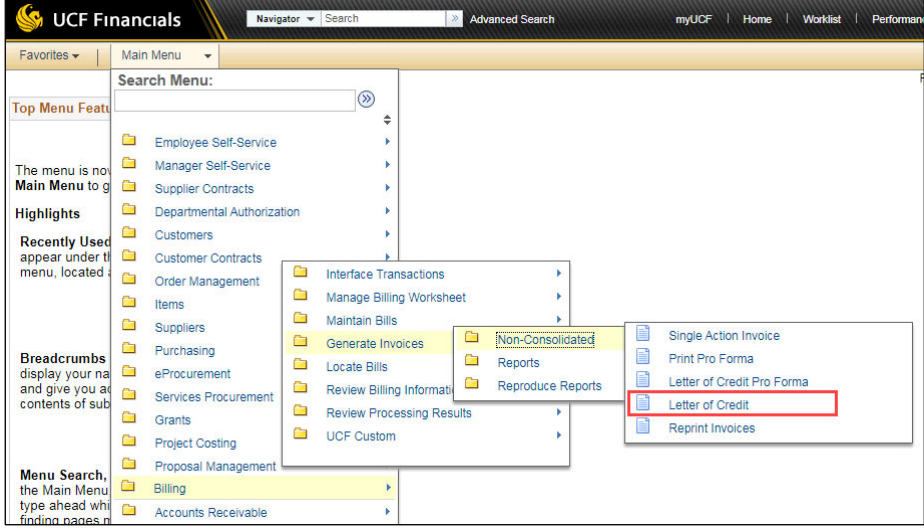
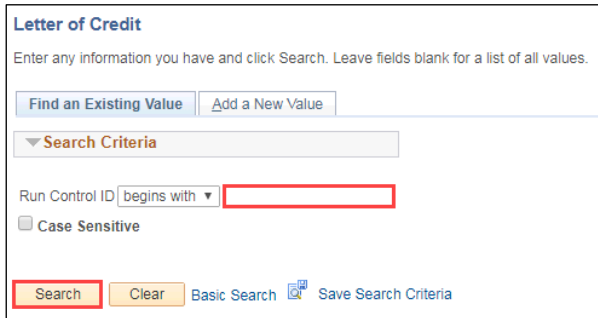


Step	Action
13.	Find a row that reads “XX row(s) were inserted into PS_INTFC_BI with an INTFC_ID of XXXX”.
14.	Note the Interface ID.
15.	Navigate to the Main Menu > Billing > Interface Transactions > Process Billing Interface. 
16.	Enter the Run Control ID (user defined).  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>

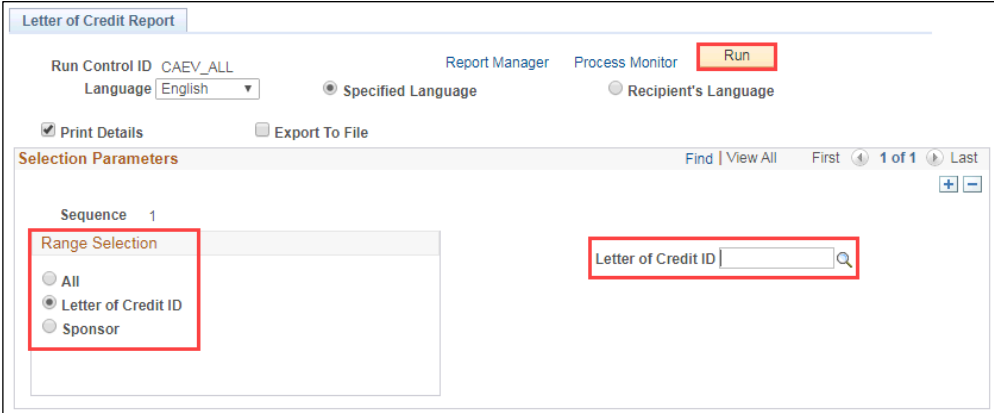
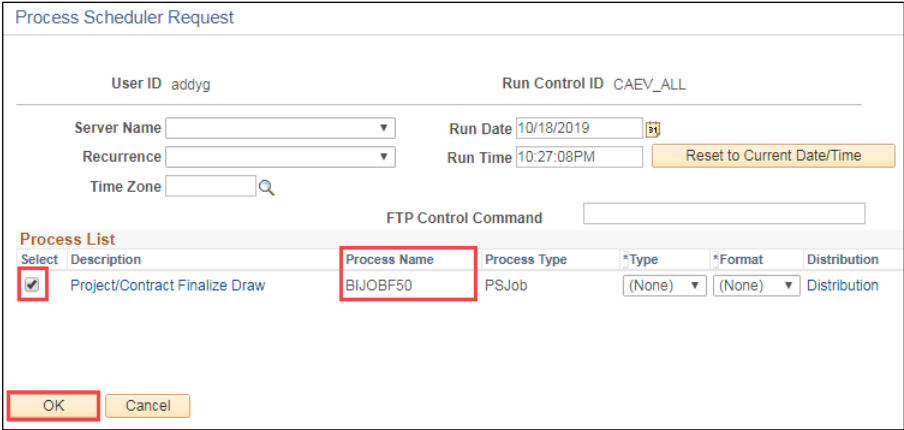


Step	Action
17.	Click <b>Search</b> . (See image in previous step.)
18.	Enter the <b>Interface ID</b> into both the <b>From Interface ID</b> and <b>To Interface ID</b> fields. 
19.	Click <b>Run</b> . (See image in the previous step.)
20.	Ensure <b>Billing Interface</b> is checked. 
21.	Click <b>OK</b> . (See image in previous step.)
22.	Click the <b>Process Monitor</b> link at the top right of the page. 

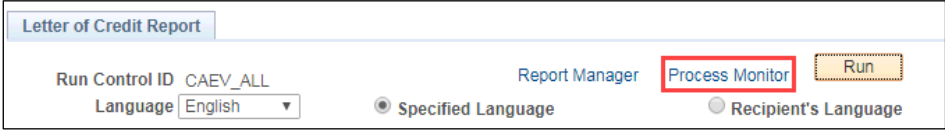
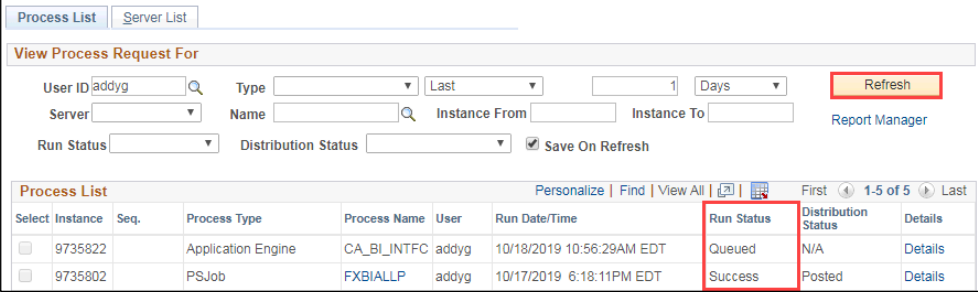
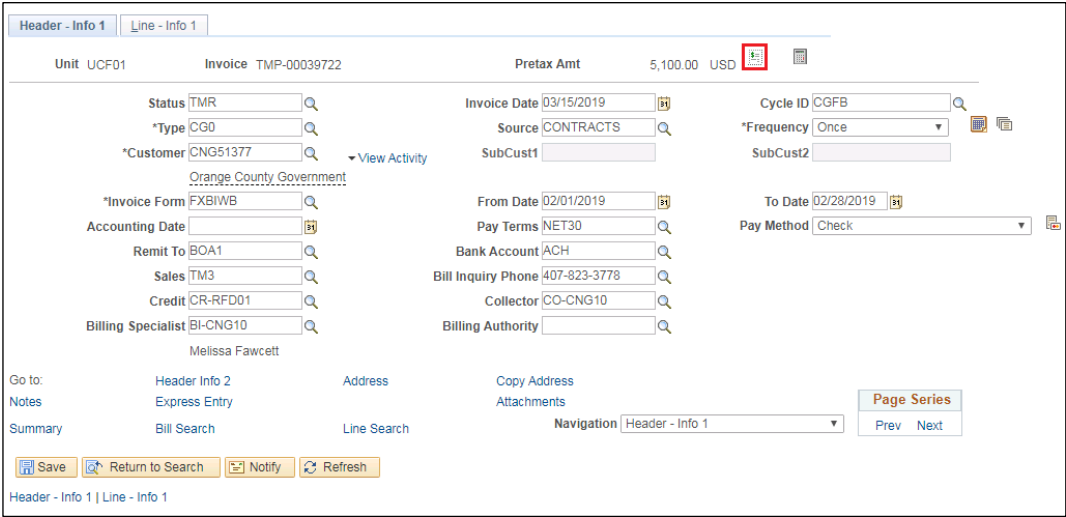


Step	Action																														
23.	<p>Click <b>Refresh</b> until the <b>Run Status</b> for the process displays <b>Success</b>.</p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>9735822</td> <td></td> <td>Application Engine</td> <td>CA_BI_INTFC</td> <td>addyg</td> <td>10/18/2019 10:56:29AM EDT</td> <td>Queued</td> <td>N/A</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9735802</td> <td></td> <td>PSJob</td> <td>FXBIALLP</td> <td>addyg</td> <td>10/17/2019 6:18:11PM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	9735822		Application Engine	CA_BI_INTFC	addyg	10/18/2019 10:56:29AM EDT	Queued	N/A	Details	<input type="checkbox"/>	9735802		PSJob	FXBIALLP	addyg	10/17/2019 6:18:11PM EDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details																						
<input type="checkbox"/>	9735822		Application Engine	CA_BI_INTFC	addyg	10/18/2019 10:56:29AM EDT	Queued	N/A	Details																						
<input type="checkbox"/>	9735802		PSJob	FXBIALLP	addyg	10/17/2019 6:18:11PM EDT	Success	Posted	Details																						
24.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Generate Invoices &gt; Non-Consolidated &gt; Letter of Credit</b>.</p> 																														
25.	<p>Enter the <b>Run Control ID</b> (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>																														



Step	Action
26.	Click <b>Search</b> . (See image in previous step.)
27.	<p>Set up the <b>Run Control</b> as follows:</p> <ol style="list-style-type: none"> <li><b>Range Selection [Letter of Credit ID]</b></li> <li><b>Letter of Credit ID</b></li> </ol> 
28.	Click <b>Run</b> . (See image in previous step.) A dialog box opens.
29.	<p>Ensure the <b>Process Name</b> of <b>BIJOB50</b> is checked.</p> 
30.	Click <b>OK</b> . (See image in previous step.)

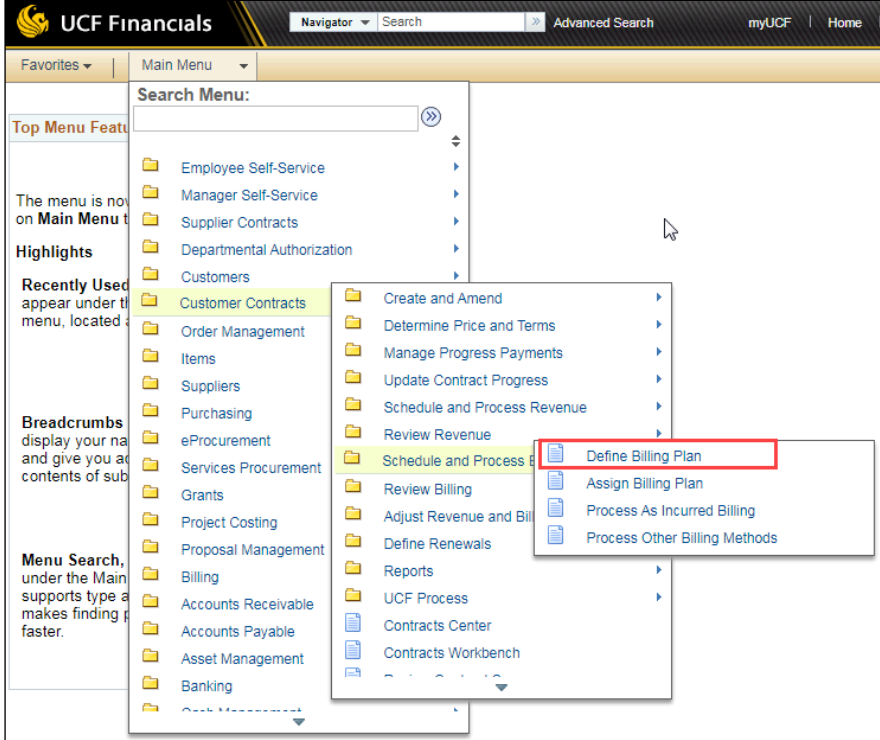


Sten	Action
31.	<p>Click the <b>Process Monitor</b> link at the top right of the page.</p> 
32.	<p>Click <b>Refresh</b> until the <b>Run Status</b> of the process displays <b>Success</b>.</p> 
33.	<p>On the <b>Standard Billing</b> page, click the <b>Pro Forma</b> icon (white paper with green marking) near the top right of the page.</p> 
34.	<p>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.</p>

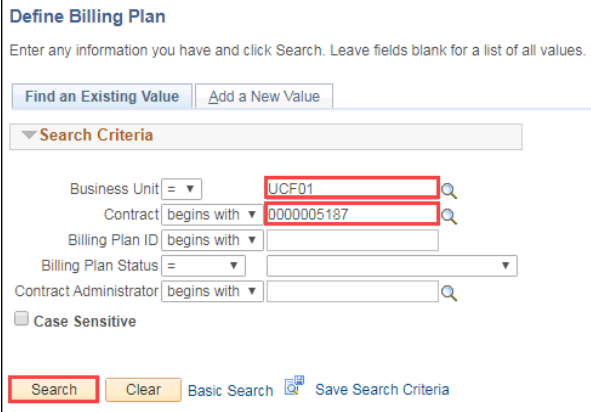
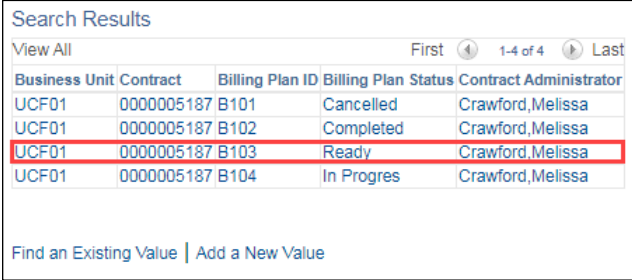
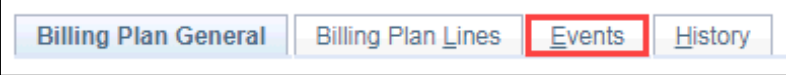


### III. GENERATE AN EVENT

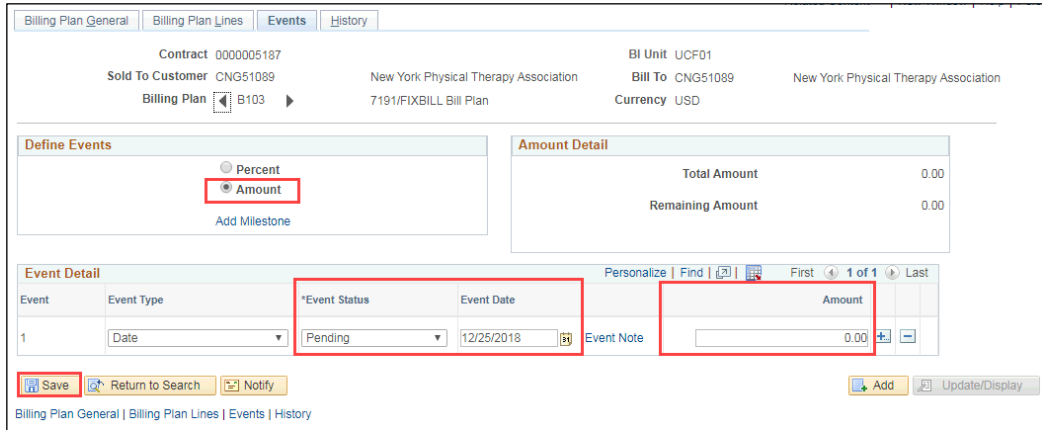
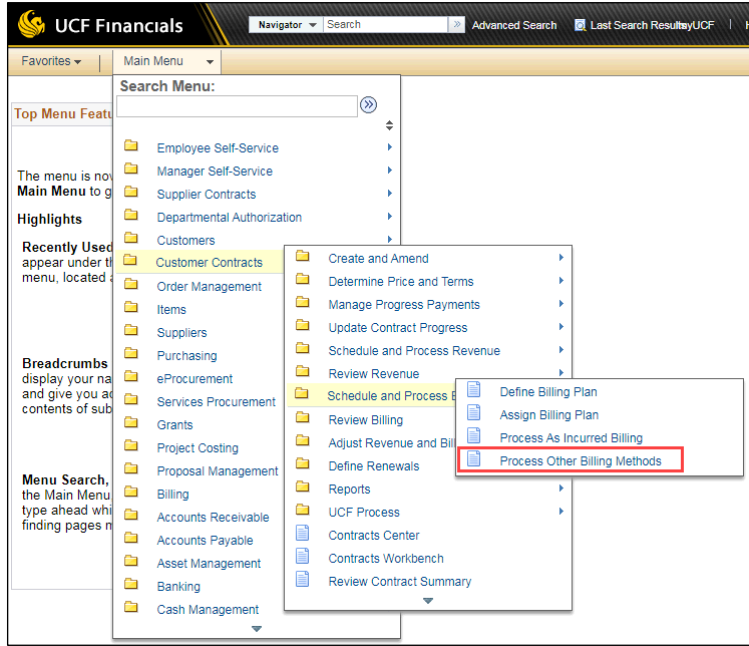
When an event is set to Ready and billing is required, generate an event so that a single action invoice can be processed.

Step	Action
1.	<p>Navigate to <b>Main Menu &gt; Customer Contracts &gt; Schedule and Process Billing &gt; Define Billing Plan.</b></p>  <p>(Alternately, navigate to <b>Main Menu &gt; Grants &gt; Awards &gt; Award Profile &gt; View Contract link &gt; Billing Plans link &gt; Define Billing Plan.</b>)</p>



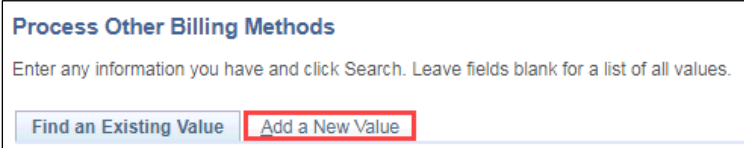
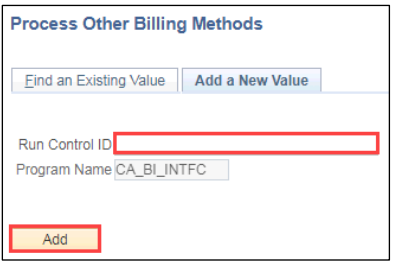
Step	Action
2.	<p>Enter values in the following fields:</p> <p>a) <b>Business Unit</b> b) <b>Contract number</b></p> 
3.	Click <b>Search</b> . (See image in previous step.)
4.	<p>Select the appropriate line (if more than one option displays).</p> 
5.	<p>Select the <b>Events</b> tab.</p> 



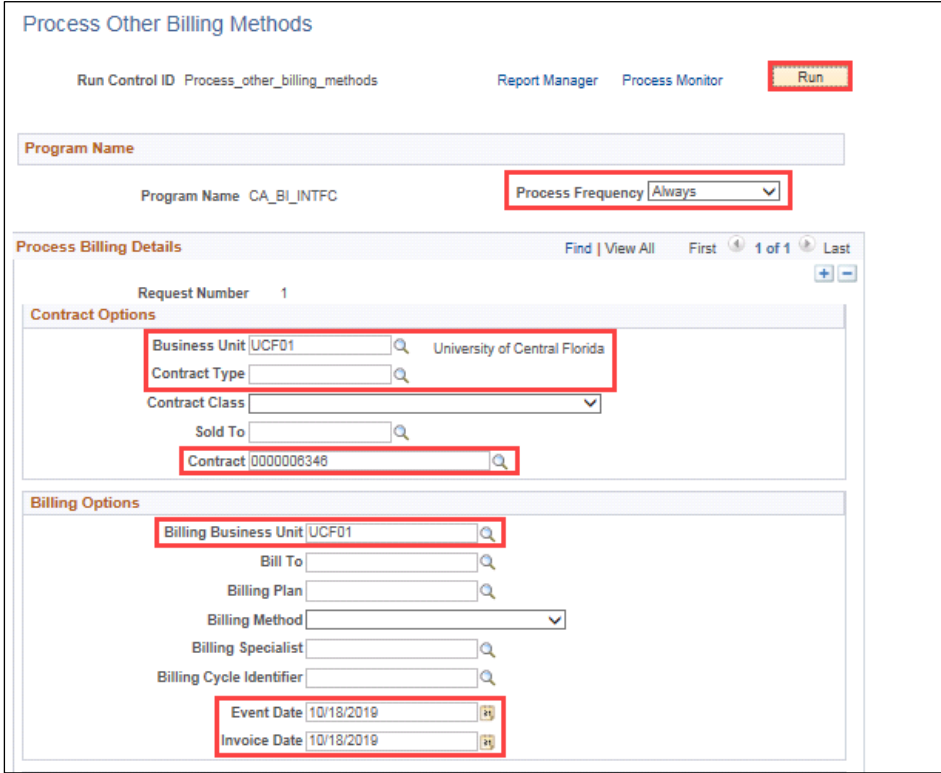
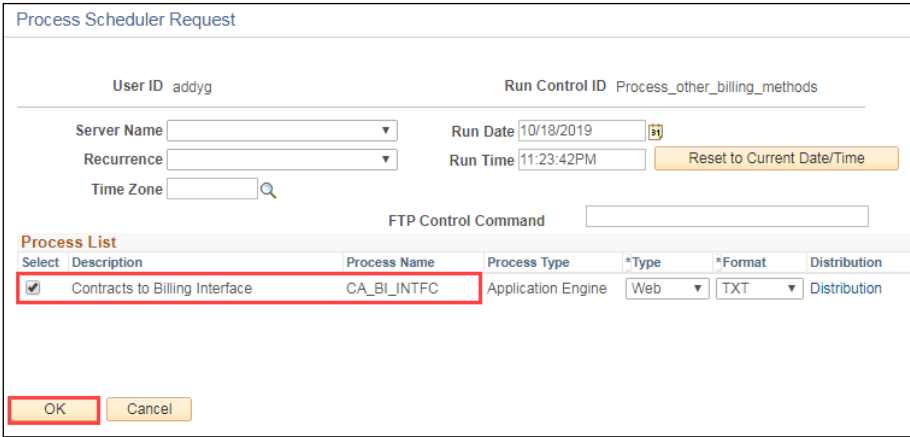
Step	Action
6.	<p>Verify the following under the Event Detail heading:</p> <ol style="list-style-type: none"> <li><b>Event Status [Ready]</b></li> <li><b>Event Date</b> (current date or date prior)</li> <li><b>Amount</b></li> </ol> 
7.	Click <b>Save</b> . (See image in previous step.)
8.	<p>Navigate to <b>Main Menu &gt; Customer Contracts &gt; Schedule and Process Billing &gt; Process Other Billing Methods</b>.</p> 




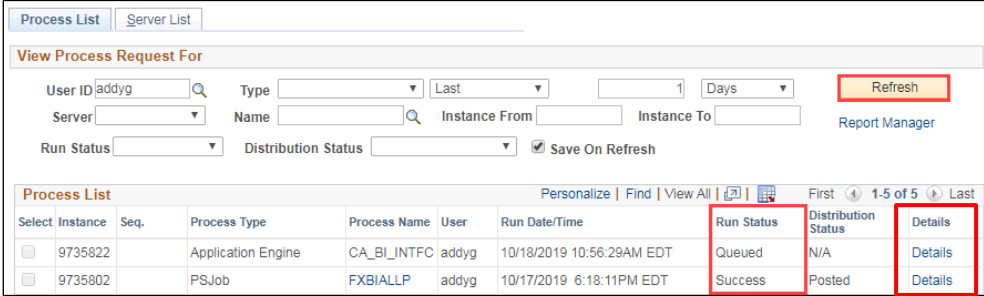
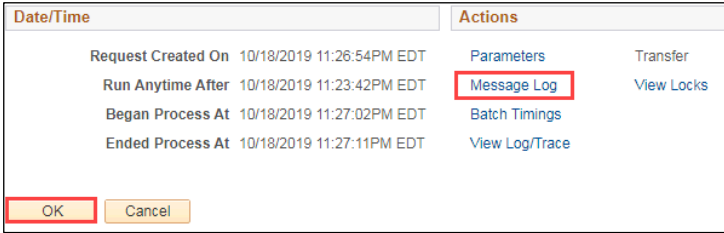
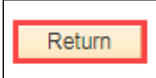


Step	Action
9.	<p>Click the <b>Add a New Value</b> tab.</p> 
10.	<p>Enter the <b>Run Control ID</b> (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
11.	<p>Click <b>Add</b>. (See image in previous step.)</p>
12.	<p>Set up the <b>Run Control</b> as follows:</p> <p><i>Program Name</i></p> <ul style="list-style-type: none"><li>a) <b>Process Frequency</b></li></ul> <p><i>Contract Options</i></p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Contract Type</b></li><li>c) <b>Contract Number</b> (if running for one contract)</li></ul> <p><i>Billing Options</i></p> <ul style="list-style-type: none"><li>a) <b>Billing Business Unit</b></li><li>b) <b>Event Date</b> (Enter a date prior to or on the date through which billing should be run.)</li><li>c) <b>Invoice Date</b> [<b>Current Date</b>]</li></ul>

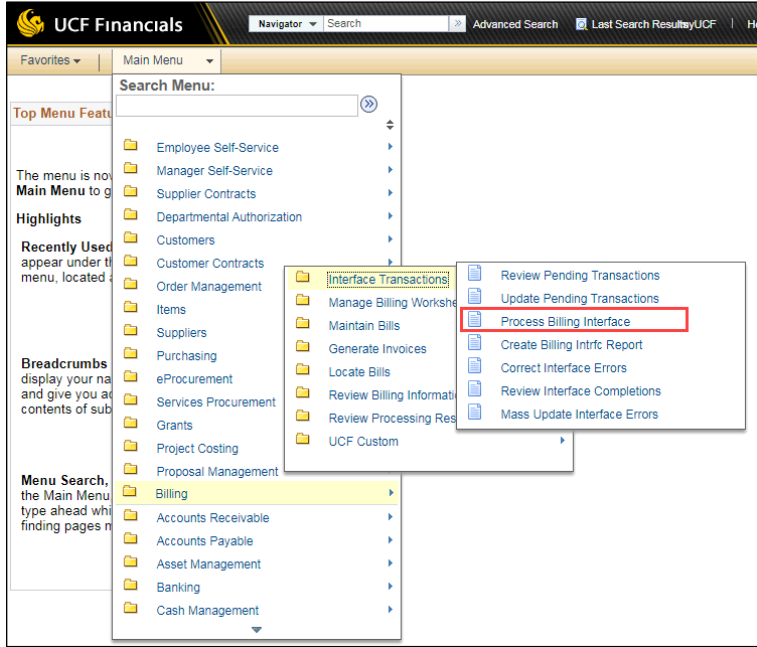
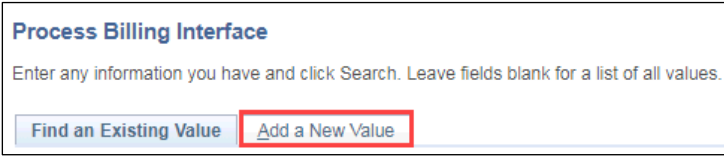



Step	Action
	
13.	Click <b>Run</b> . (See image in previous step.) A dialog box opens.
14.	Ensure <b>Contracts to Billing Interface</b> is checked.
	
15.	Click <b>OK</b> . (See image in previous step.)

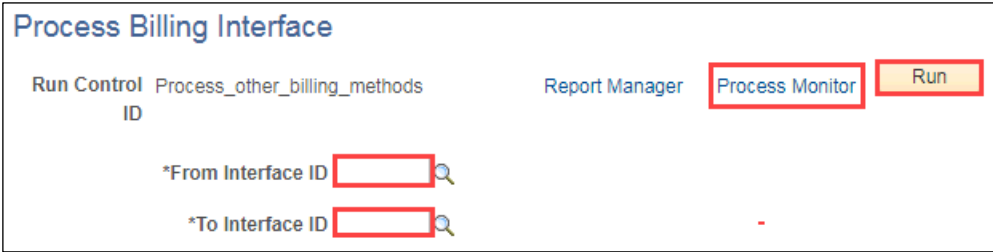
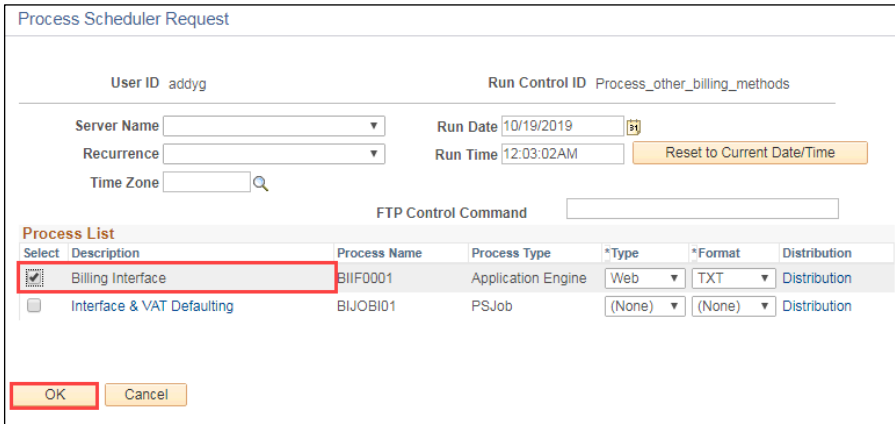
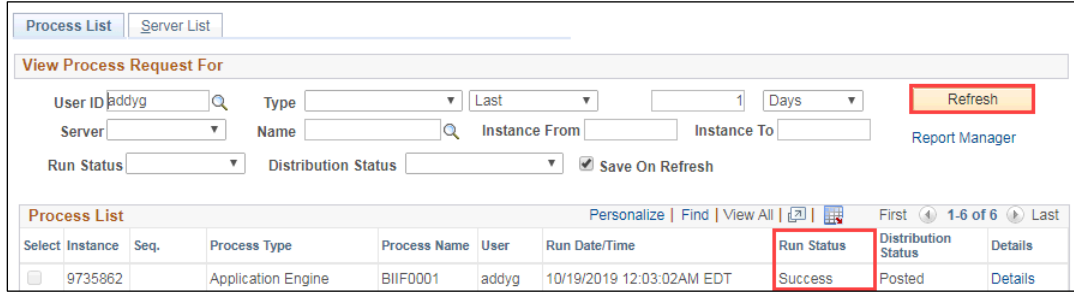


Sten	Action
16.	<p>Click the <b>Process Monitor</b> link at the top right of the page.</p> 
17.	<p>Click <b>Refresh</b> until the <b>Run Status</b> for the process displays <b>Success</b>.</p> 
18.	<p>Click the <b>Details</b> link. (See image in previous step.) A dialog box opens.</p>
19.	<p>Click the <b>Message Log</b> link. A dialog box opens.</p> 
20.	<p>Find a row that reads “<b>XX row(s) were inserted into PS_INTFC_BI with an INTFC_ID of XXXX</b>”.</p>
21.	<p>Note the <b>Interface ID</b>.</p>
22.	<p>Click <b>Return</b>.</p> 
23.	<p>Click <b>OK</b>. (See image in step 19.)</p>

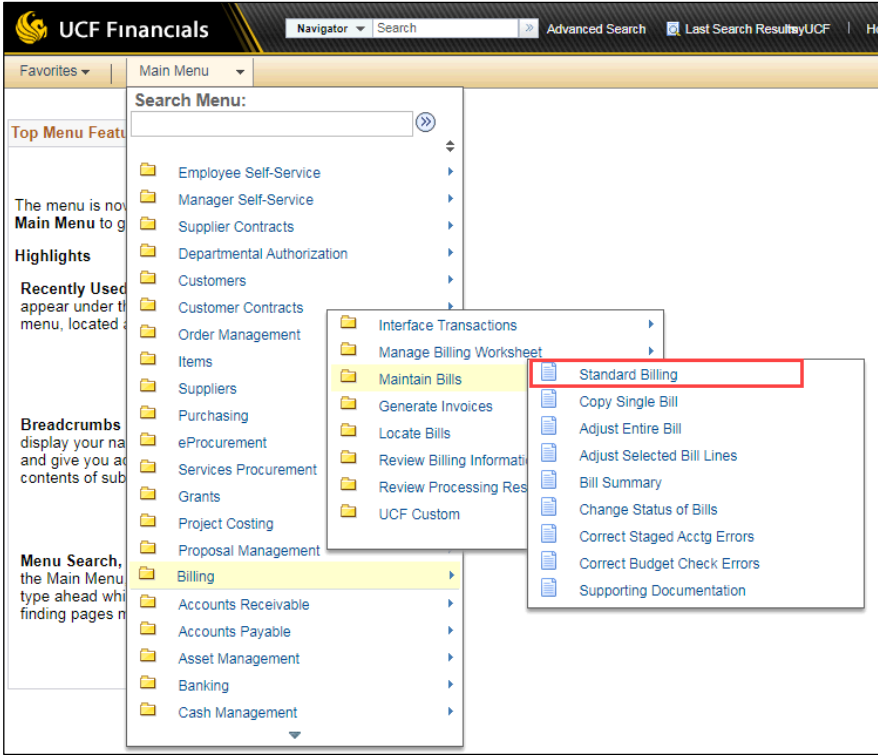
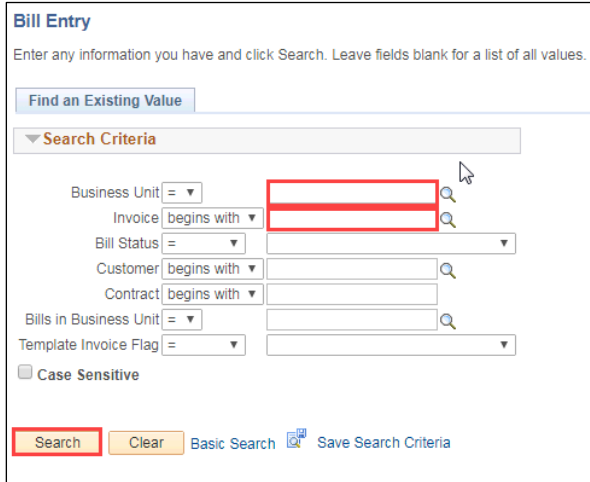


Step	Action
24.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Interface Transactions &gt; Process Billing Interface</b>.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'Billing' folder is expanded, and the 'Interface Transactions' folder is also expanded. The 'Process Billing Interface' option is highlighted with a red box. Other options in the 'Interface Transactions' folder include 'Review Pending Transactions', 'Update Pending Transactions', 'Create Billing Infric Report', 'Correct Interface Errors', 'Review Interface Completions', and 'Mass Update Interface Errors'.</p>
25.	<p>Select the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows the 'Process Billing Interface' page. The 'Add a New Value' button is highlighted with a red box. The page includes a search bar and a 'Find an Existing Value' button.</p>
26.	<p>Enter the <b>Run Control ID</b> (user defined).</p>  <p>The screenshot shows the 'Process Billing Interface' page with the 'Add a New Value' button selected. The 'Run Control ID' field is highlighted with a red box. The 'Add' button is also highlighted with a red box.</p> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>



Step	Action
27.	Click <b>Add</b> . (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. 
29.	Click <b>Run</b> . (See image in previous step.) A dialog box opens.
30.	Ensure <b>Billing Interface</b> is checked. 
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 <b>Refresh</b> until the <b>Run Status</b> for the process displays <b>Success</b> . 



Step	Action
34.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing.</b></p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to show 'Billing'. Under 'Billing', 'Maintain Bills' is selected, and its sub-menu is open, with 'Standard Billing' highlighted by a red box. Other options in the sub-menu include 'Copy Single Bill', 'Adjust Entire Bill', 'Adjust Selected Bill Lines', 'Bill Summary', 'Change Status of Bills', 'Correct Staged Acctg Errors', 'Correct Budget Check Errors', and 'Supporting Documentation'.</p>
35.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Invoice</b></li></ul>  <p>The screenshot shows the 'Bill Entry' search criteria form. The 'Business Unit' dropdown menu and the 'Invoice begins with' text input field are highlighted with red boxes. The form includes other search criteria like 'Bill Status', 'Customer begins with', 'Contract begins with', 'Bills in Business Unit', and 'Template Invoice Flag'. There is a 'Search' button at the bottom left, also highlighted with a red box.</p>

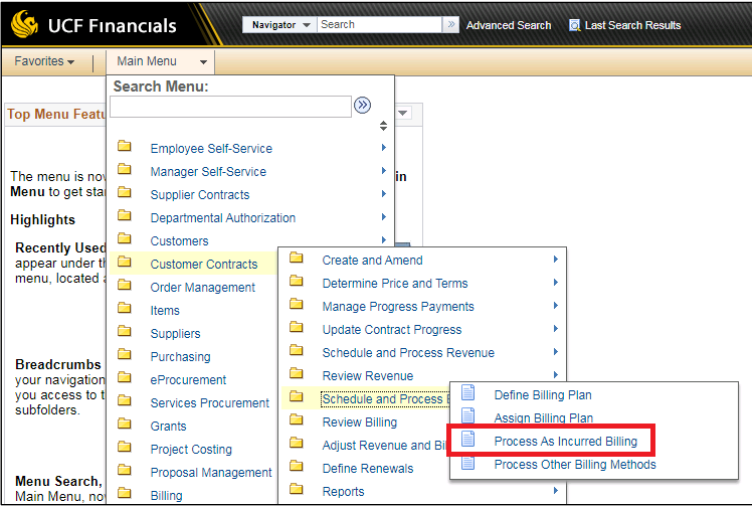
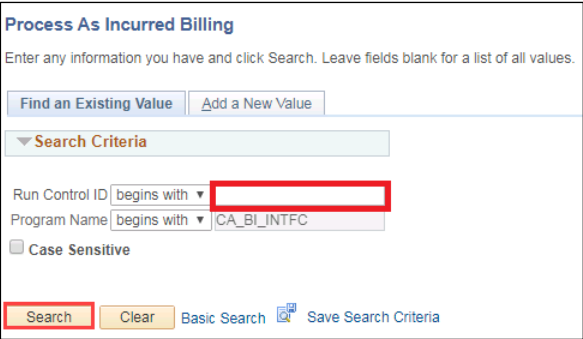


Step	Action
36.	Click <b>Search</b> . (See image in previous step.)
37.	Click the <b>Notes</b> link. <div data-bbox="321 449 1187 646" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Go to: Header Info 2 Address Copy Address            Notes Express Entry Attachments            Summary Bill Search Line Search Navigation   He            Save Return to Search Previous in List Next in List Notify Refresh            Header - Info 1   Line - Info 1</p> </div>
38.	Enter values in the following fields as required: <ul style="list-style-type: none"> <li>a) <b>Standard Note Flag</b></li> <li>b) <b>Internal Only Flag</b></li> <li>c) <b>Std Note</b></li> <li>d) <b>Note Type</b></li> <li>e) <b>Note Text</b></li> </ul> <div data-bbox="321 940 1219 1444" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Header - Info 1   Line - Info 1   Header - Note            Unit UCF01 Bill To CNG51377 Pretax Amt 1,804.95 USD            Invoice TMP-00040730 Orange            Customer Notes            Bill Header Notes Find   View All First 1 of 1 Last  <input type="checkbox"/> Standard Note Flag Std Note  <input type="checkbox"/> Internal Only Flag Note Type AWDTITLE            Note Text:            225 characters remaining            Go to: Header Info 2 Address Copy Address            Notes Express Entry Attachments            Summary Bill Search Line Search Navigation   Header - Note            Save Return to Search Previous in List Next in List Notify Refresh</p> </div>
39.	Click <b>Save</b> . (See image in previous step.)
40.	Click the <b>Pro Forma</b> icon (white paper with green marking). <div data-bbox="321 1619 1344 1724" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Header - Info 1   Line - Info 1   Header - Note            Unit UCF01 Bill To CNG51377 Pretax Amt 1,804.95 USD            Invoice TMP-00040730 Orange</p> </div>
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:

Step	Action
1.	<p>Navigate to <b>Main Menu &gt; Customer Contracts &gt; Schedule and Process Billing &gt; Process As Incurred Billing.</b></p> 
2.	<p>Enter the <b>Run Control ID</b> (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
3.	<p>Click <b>Search</b>. (See image in previous step.)</p>



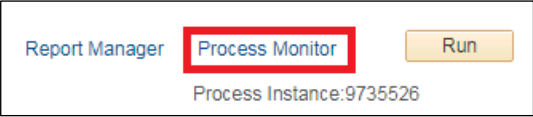
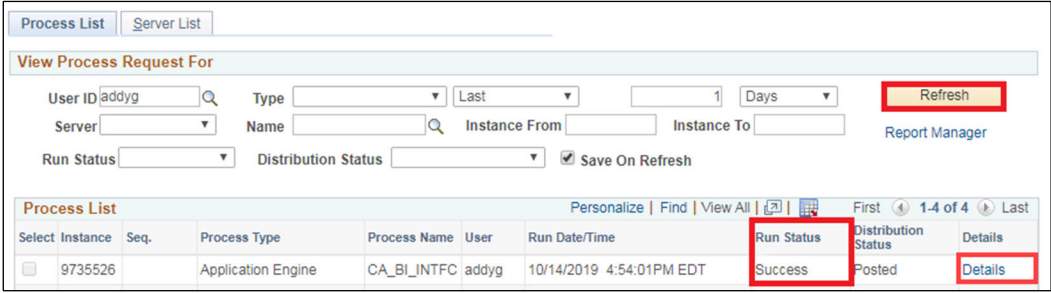
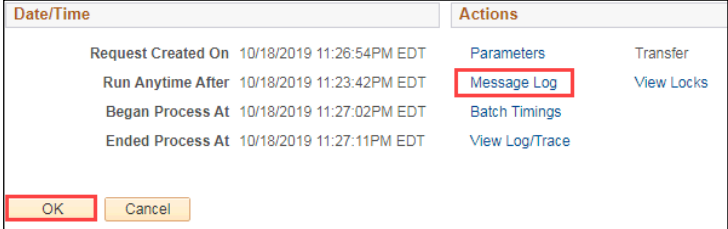
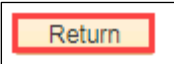


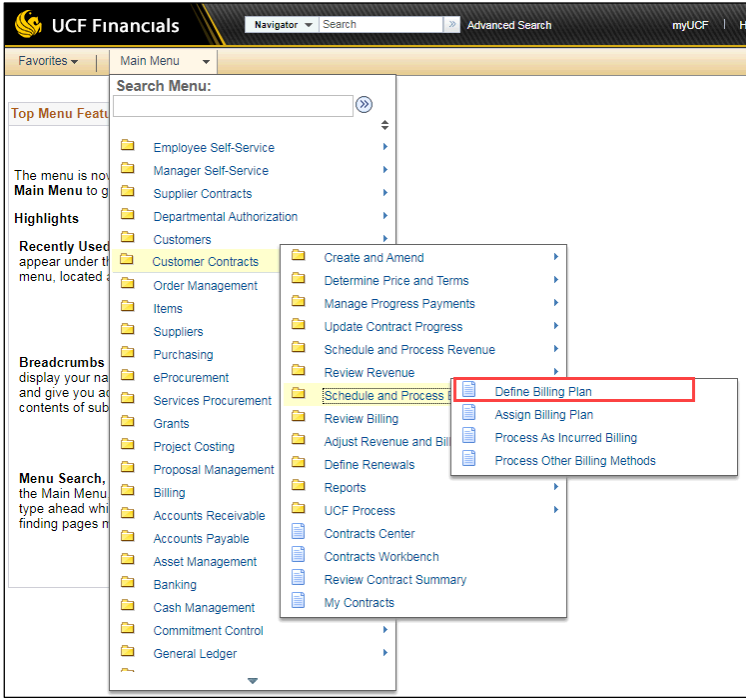
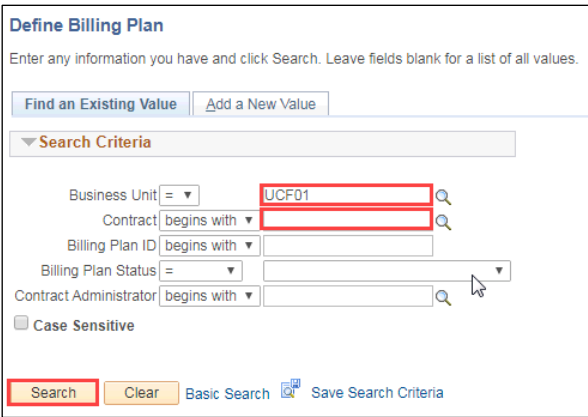
Step	Action
4.	<p>Select the appropriate <b>Run Control ID</b> if options display.</p> 
5.	<p>Set up the <b>Run Control</b> as follows:</p> <p><i>Contract Options</i></p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Contract Type [TM]</b></li></ul> <p><i>Project Options</i></p> <ul style="list-style-type: none"><li>a) <b>BU/Proj/Act Option [Business Unit or Business Unit/Project]</b></li><li>b) <b>PC Business Unit</b></li><li>c) <b>Project</b> (dependent on BU/Proj/Act Option)</li><li>d) <b>Activity</b> (dependent on BU/Proj/Act Option)</li></ul> <p><i>Billing Options</i></p> <ul style="list-style-type: none"><li>a) <b>Billing Business Unit</b></li><li>b) <b>Cycle From Date</b> (start of the period, exclude the date when running for a <b>TM</b> bill)</li><li>c) <b>Cycle To Date</b> (end of the period, exclude the date when running for a <b>TM</b> bill)</li><li>d) <b>Letter of Credit ID</b> (to narrow search)</li><li>e) <b>Date Option [Accounting Date]</b></li><li>f) Accounting <b>From Date [10/01/2013]</b></li><li>g) Accounting <b>Through Date</b> (end of the billing period)</li><li>h) <b>Invoice Date [Current Date]</b></li></ul>



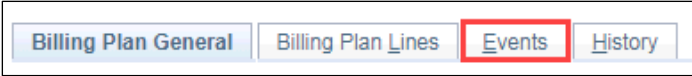
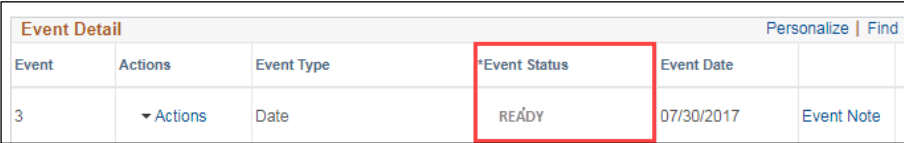
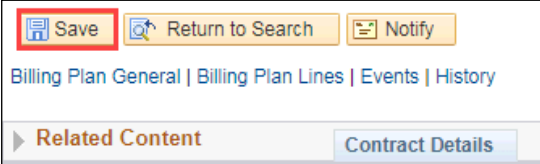
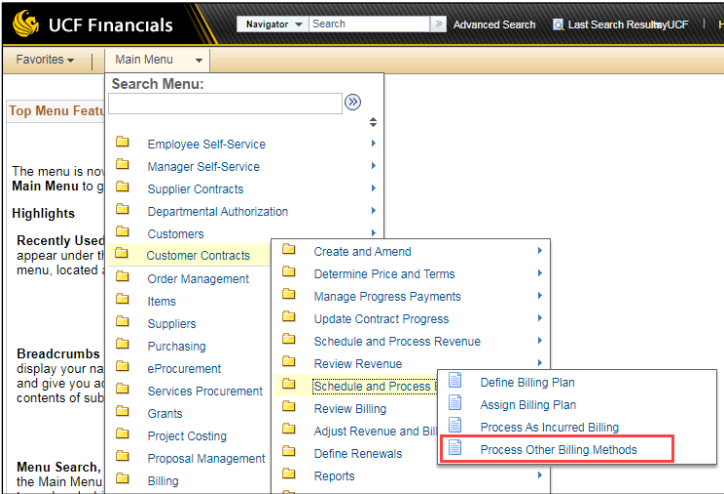
Step	Action
6.	Click <b>Run</b> . (See image in previous step.)
7.	<p>Ensure <b>Contracts to Billing Interface</b> is checked.</p>



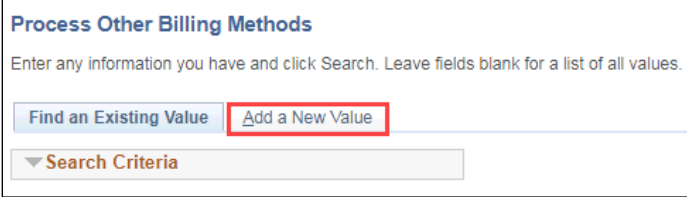
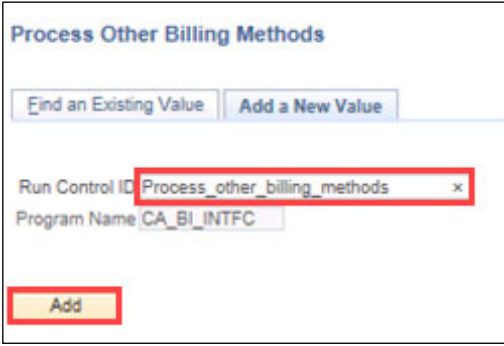
Sten	Action
8.	Click <b>OK</b> . (See image in previous step.)
9.	Click the <b>Process Monitor</b> link at the top right of the page. 
10.	Click <b>Refresh</b> until the <b>Run Status</b> for the process displays <b>Success</b> . 
11.	Click the <b>Details</b> link. (See image in previous step.) A dialog box opens.
12.	Click the <b>Message Log</b> link. A dialog box opens. 
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 <b>Return</b> . 
16.	Click <b>OK</b> . (See image in step 12.)

Step	Action
17.	<p>Navigate to <b>Main Menu &gt; Customer Contracts &gt; Schedule and Process Billing &gt; Define Billing Plan.</b></p>  <p>(Alternately, navigate to <b>Main Menu &gt; Grants &gt; Awards &gt; Award Profile &gt; View Contract link &gt; Billing Plans link &gt; Define Billing Plan.</b>)</p>
18.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> <li><b>Business Unit</b></li> <li><b>Contract (contract number)</b></li> </ol> 

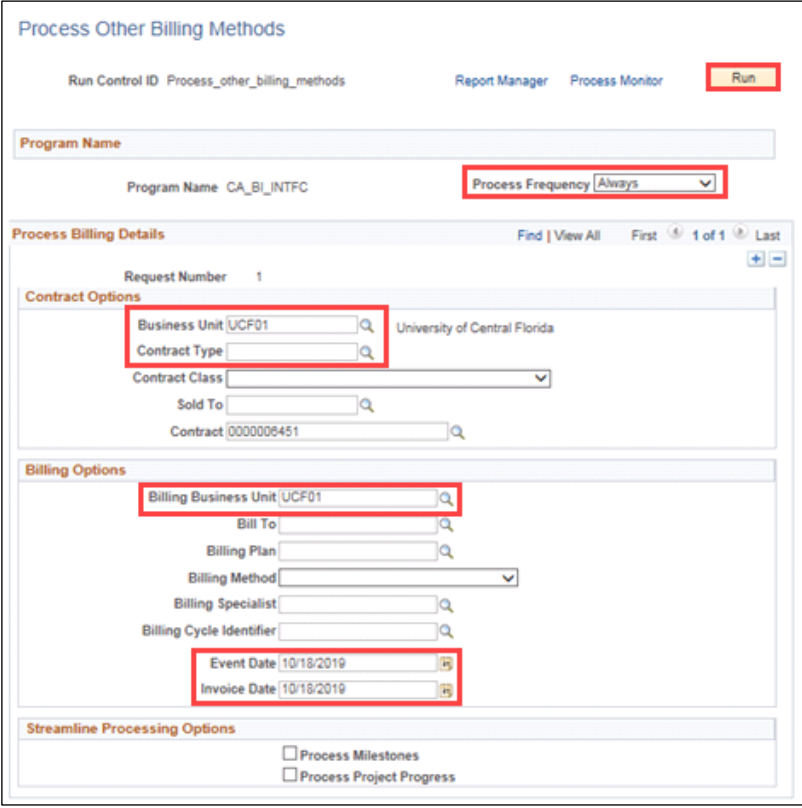
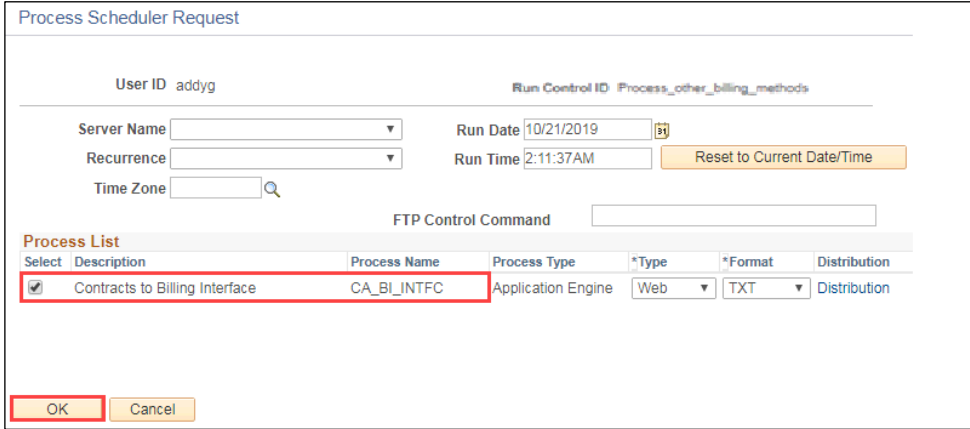


Sten	Action
19.	Click <b>Search</b> . (See image in previous step.)
20.	Click the Events tab. 
21.	Verify the following: a) <b>Event Status [READY]</b> b) <b>Event Date</b> (current or prior date) c) <b>Amount</b> 
22.	Click <b>Save</b> . 
23.	Navigate to <b>Main Menu &gt; Customer Contracts &gt; Schedule and Process Billing &gt; Process Other Billing Methods</b> . 


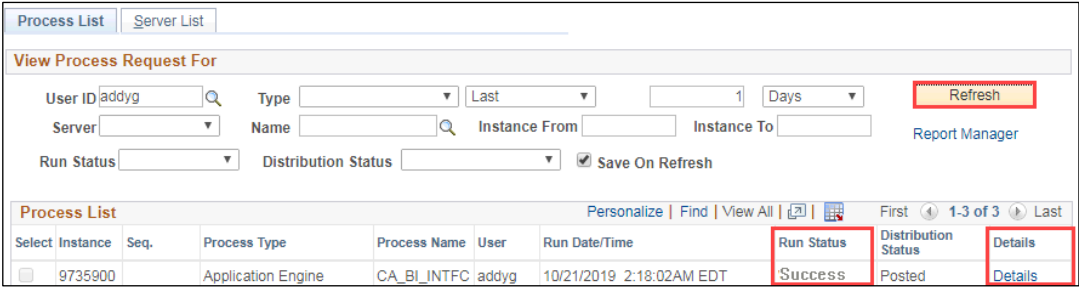
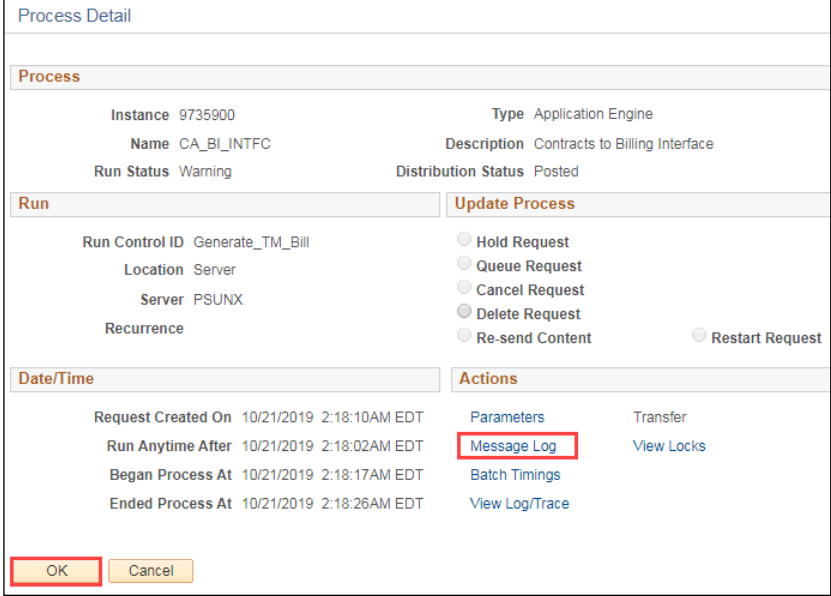


Step	Action
24.	<p>Click the <b>Add a New Value</b> tab.</p> 
25.	<p>Enter the <b>Run Control ID</b> (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
26.	Click <b>Add</b> . (See image in previous step.)
27.	<p>Set up the <b>Run Control</b> as follows:</p> <p><i>Program Names</i></p> <ul style="list-style-type: none"><li>a) <b>Process Frequency</b></li></ul> <p><i>Contract Options</i></p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Contract Type [TM]</b></li></ul> <p><i>Billing Options</i></p> <ul style="list-style-type: none"><li>a) <b>Billing Business Unit</b></li><li>b) <b>Event Date</b> (Enter a date prior to or on the date through which billing should be run.)</li><li>c) <b>Invoice Date [Current Date]</b></li></ul>




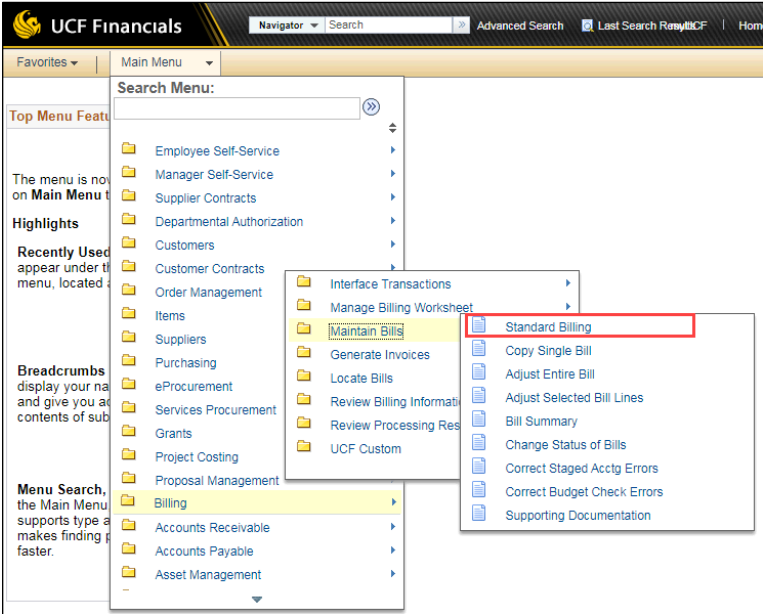
Step	Action
	
28.	Click <b>Run</b> . (See image in previous step.) A dialog box displays.
29.	<p>Ensure <b>Contracts to Billing Interface</b> is checked.</p> 
30.	Click <b>OK</b> . (See image in previous step.)



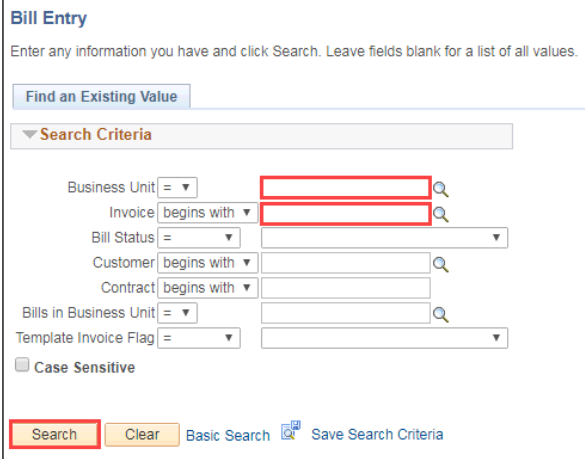
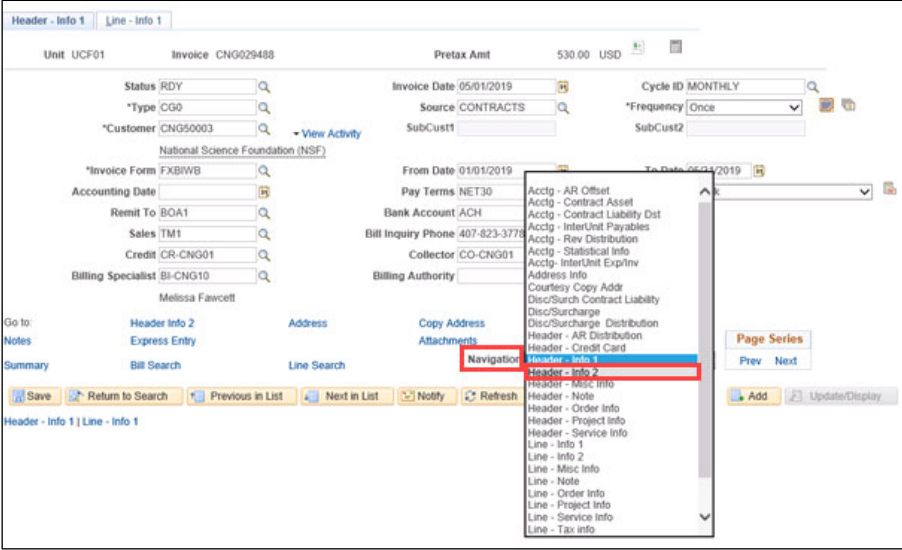
Sten	Action
31.	<p>Click the <b>Process Monitor</b> link at the top right of the page.</p> 
32.	<p>Click <b>Refresh</b> until <b>Run Status</b> for the process displays <b>Success</b>.</p> 
33.	<p>Click the <b>Details</b> link. (See image in previous step.)</p>
34.	<p>Click the <b>Message Log</b> link.</p> 
35.	<p>Find a row that reads “XX row(s) were inserted into PS_INTFC_BI with an INTFC_ID of XXXX”.</p>



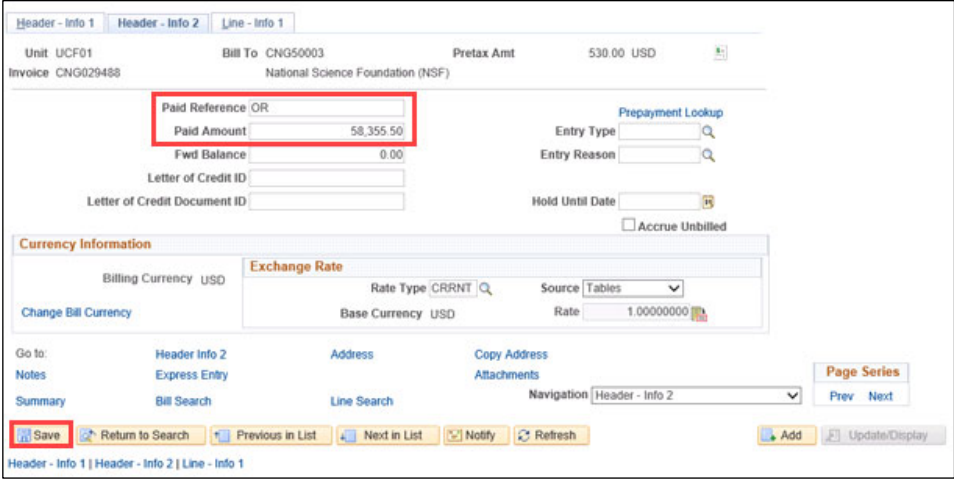


Step	Action
36.	Note the <b>Interface ID</b> .
37.	Click <b>Return</b> . 
38.	Click <b>OK</b> . (See image in step 34.)
39.	Navigate to <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing</b> . 

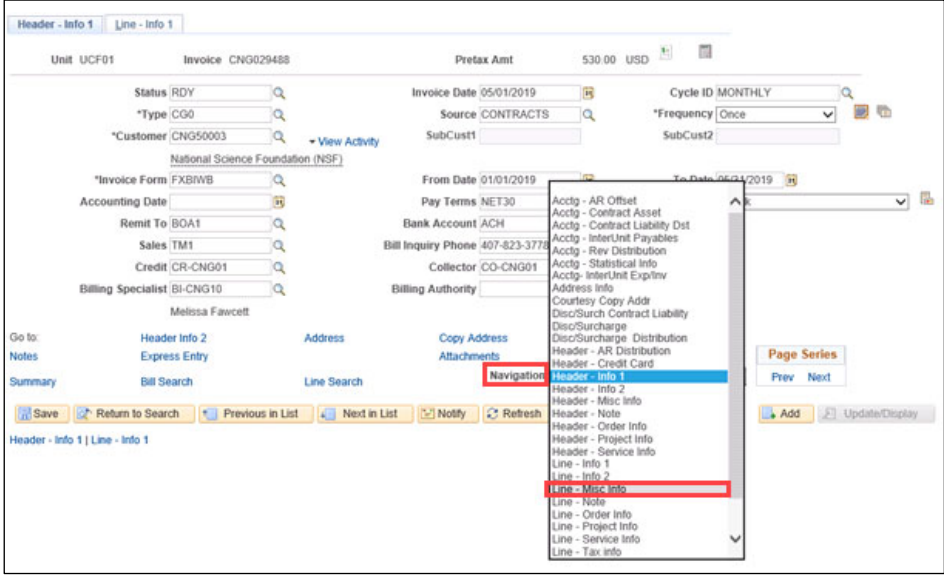
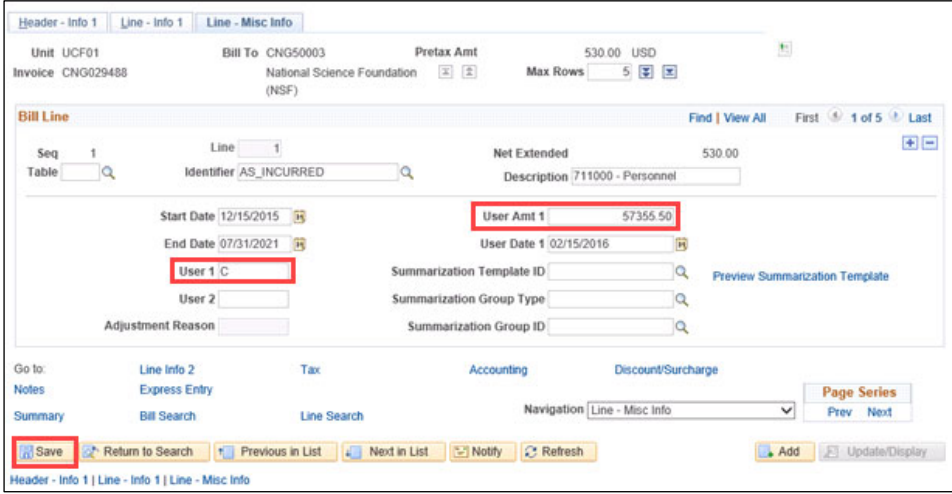


Sten	Action
40.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Invoice</b></li></ul> 
41.	Click <b>Search</b> . (See image in previous step.)
42.	<p><i>If payments have been received and updates to the system-calculated values are needed, follow the next four steps:</i></p> <p>In the <b>Navigation</b> dropdown menu near the bottom right of the page, select <b>Header – Info 2</b>.</p> 

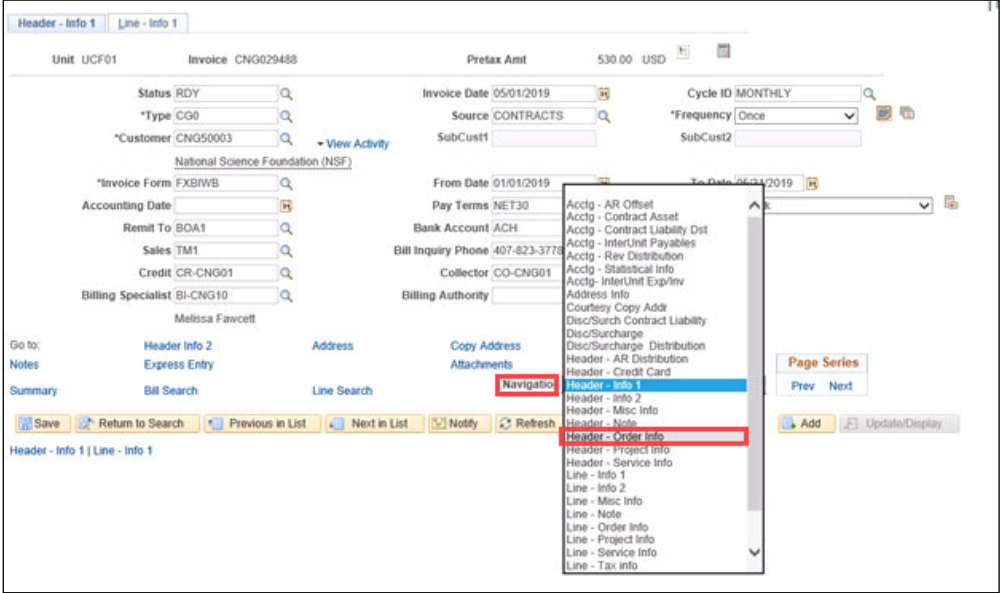
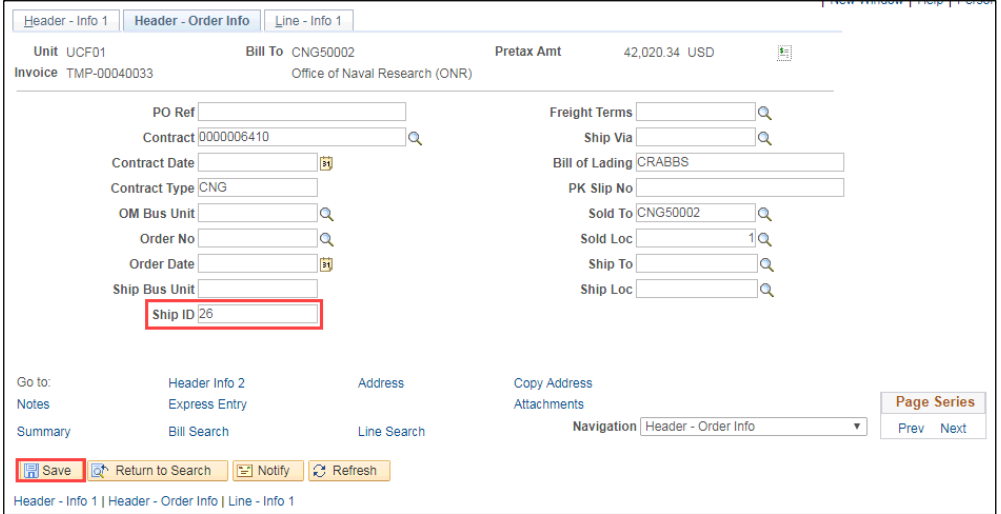


Step	Action
43.	To update the payments received, you must put a value in the <b>Paid Reference</b> field such as <b>OR</b> for Office of Research to indicate to the system you would like to override the value. (See image in next step.)
44.	Update the <b>Paid Amount</b> field to reflect the new <b>Paid Amount</b> that you would like displayed on the invoice. 
45.	Click <b>Save</b> . (See image in previous step.)



Step	Action
46.	<p>To update system-calculated amounts by <b>Budget Item</b>, follow the next three steps:</p> <p>In the <b>Navigation</b> dropdown menu near the bottom right of the page, select <b>Line – Misc Info</b>.</p> 
47.	<p>Enter a value into the <b>User 1</b> field to override the cumulative value in <b>User Amt 1</b>.</p>  <p><i>Note: Cumulative balances are added by the system on the first line of each budget item rollup, i.e., the cumulative balance for 711000 – Personnel in this example will show on line 1 only.</i></p>
48.	Click <b>Save</b> . (See image in previous step.)



Sten	Action
49.	<p>If a value is needed in the <b>Schedule No</b> field on the invoice for <b>103X</b> invoices that use the <b>FSBI103X</b> invoice, follow the next three steps:</p> <p>In the <b>Navigation</b> dropdown menu near the bottom right of the page, select <b>Header – Order Info</b>.</p> 
50.	<p>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.</p> 
51.	<p>Click <b>Save</b>. (See image in previous step.)</p>

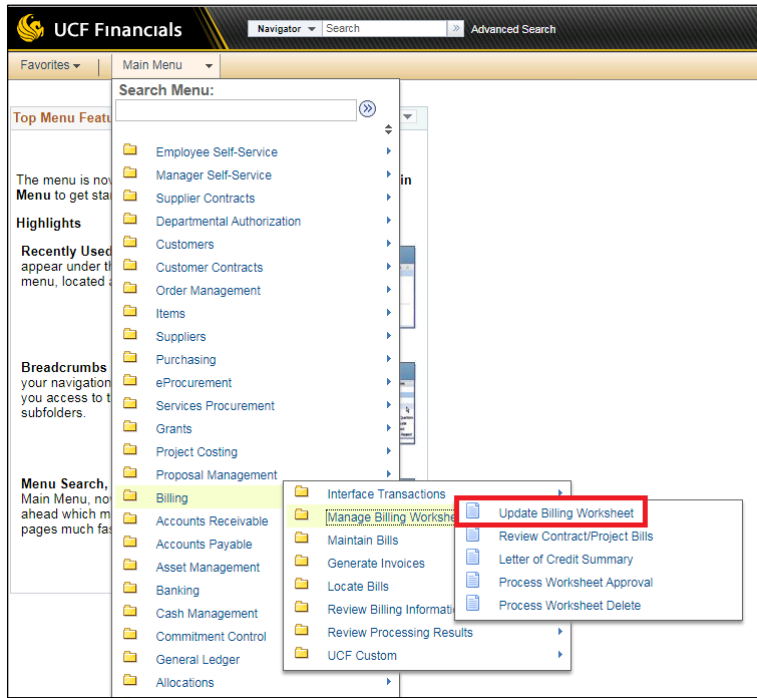
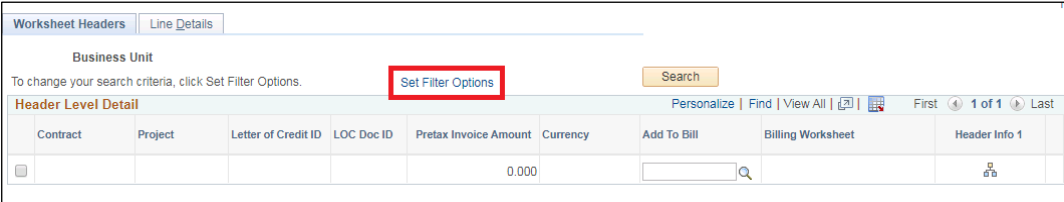


Step	Action
52.	<p>To complete the <b>Pro Forma</b> system process, follow the next two steps:</p> <p>On the <b>Standard Billing</b> page, click the <b>Pro Forma</b> icon (white paper with green marking) near the top right of the page.</p> <div data-bbox="318 472 1377 982" data-label="Form"> <p>The screenshot shows a web interface for an invoice. At the top, it displays 'Unit UCFD1', 'Invoice TMP-00039722', and 'Pretax Amt 5,100.00 USD'. Below this are several input fields and dropdown menus for details such as Status (TMR), Invoice Date (03/15/2019), Cycle ID (CGFB), *Type (CG0), Source (CONTRACTS), *Frequency (Once), *Customer (CNG51377), SubCust1, SubCust2, *Invoice Form (FXBIWB), From Date (02/01/2019), To Date (02/28/2019), Accounting Date, Pay Terms (NET30), Pay Method (Check), Remit To (BOA1), Bank Account (ACH), Sales (TM3), Bill Inquiry Phone (407-823-3778), Credit (CR-RFD01), Collector (CO-CNG10), and Billing Specialist (BI-CNG10). At the bottom, there are navigation buttons like Save, Return to Search, Notify, Refresh, and a Page Series section with Prev and Next buttons.</p> </div> <p>(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.)</p>
53.	<p>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.</p>

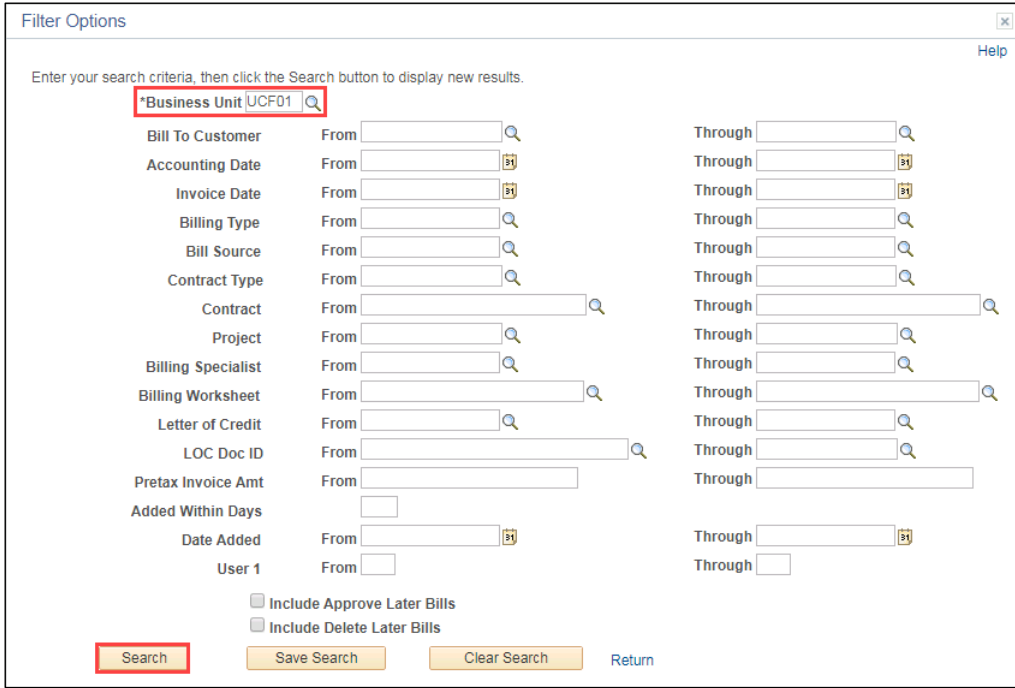
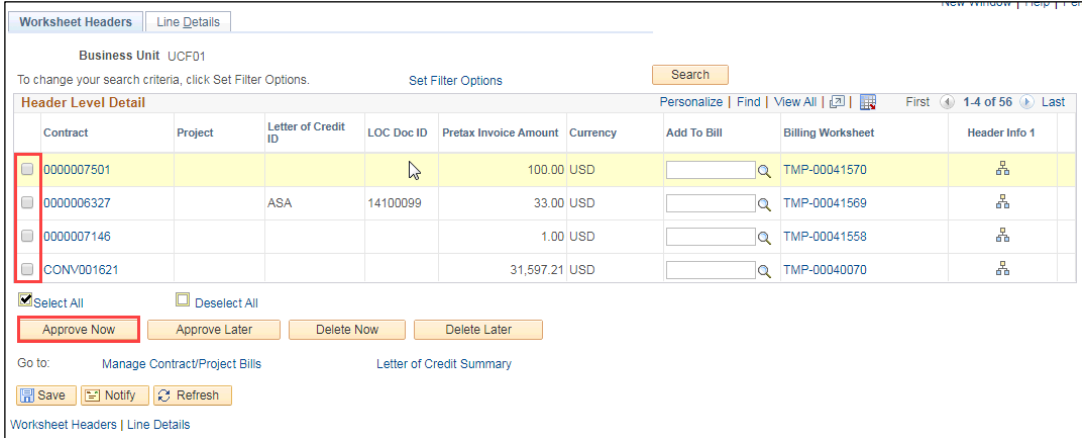


## V. GENERATE SINGLE ACTION INVOICES

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:

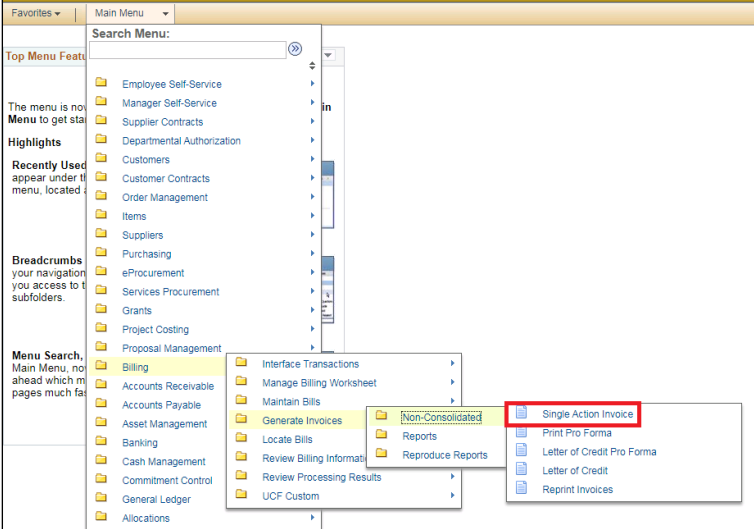
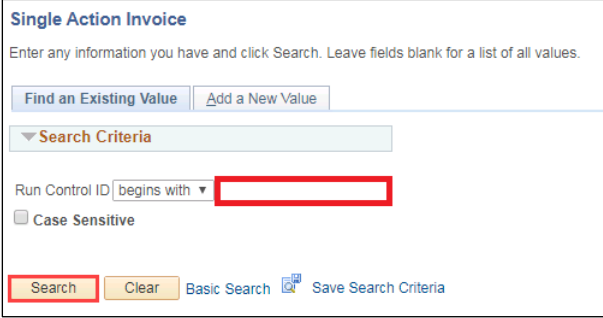
Step	Action
1.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Manage Billing Worksheet &gt; Update Billing Worksheet</b>.</p> 
2.	<p>Click the <b>Set Filter Options</b> link.</p> 



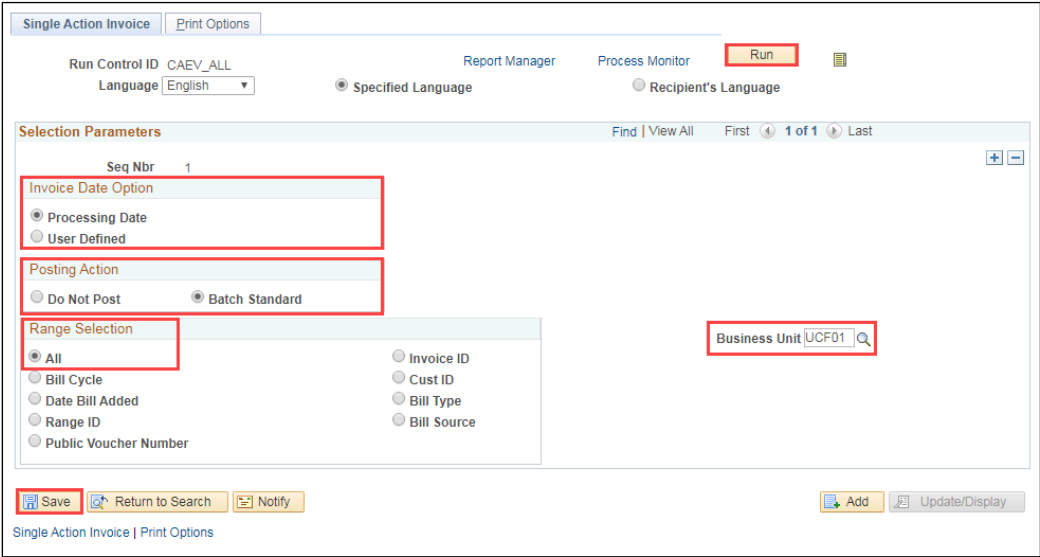
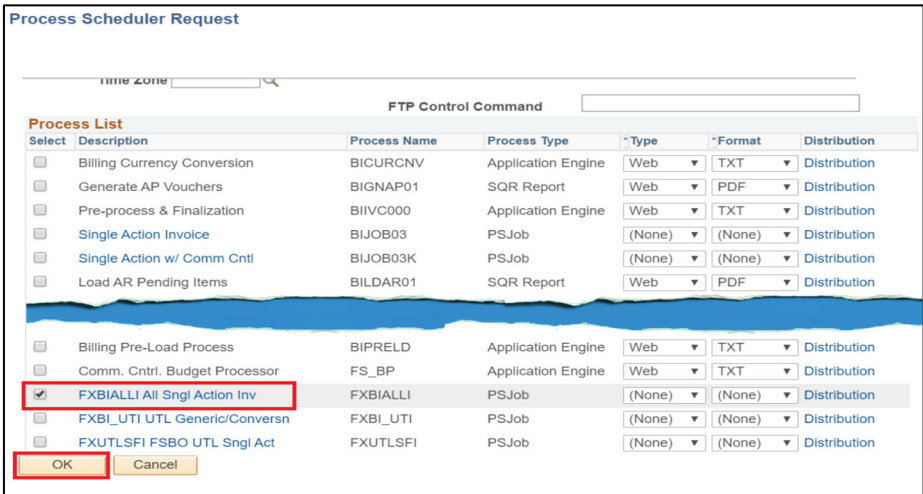
Step	Action
3.	<p>Enter the <b>Business Unit</b>.</p> 
4.	Click <b>Search</b> . (See image in previous step.)
5.	<p>Select the <b>checkbox</b> next to the <b>Line</b> item that will be billed.</p> 
6.	Click <b>Approve Now</b> . (See image in previous step.)



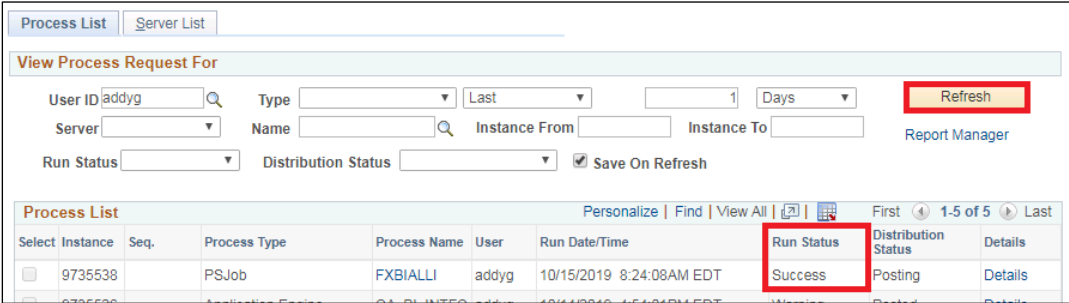


Step	Action
7.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Generate Invoices &gt; Non-Consolidated &gt; Single Action Invoice</b>.</p> 
8.	<p>Enter the <b>Run Control ID</b> (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
9.	<p>Click <b>Search</b>. (See image in previous step.)</p>



Step	Action
10.	<p>Set up the <b>Run Control</b> as follows:</p> <ol style="list-style-type: none"> <li><b>Invoice Date Option [Processing Date]</b></li> <li><b>Posting Action [Batch Standard]</b></li> <li><b>Range Selection [All]</b></li> <li><b>Business Unit</b></li> </ol> 
11.	Click <b>Save</b> . (See image in previous step.)
12.	Click <b>Run</b> . (See image in step 10.)
13.	<p>Ensure <b>FXBIALLI All Sngl Action Inv</b> is selected.</p> 

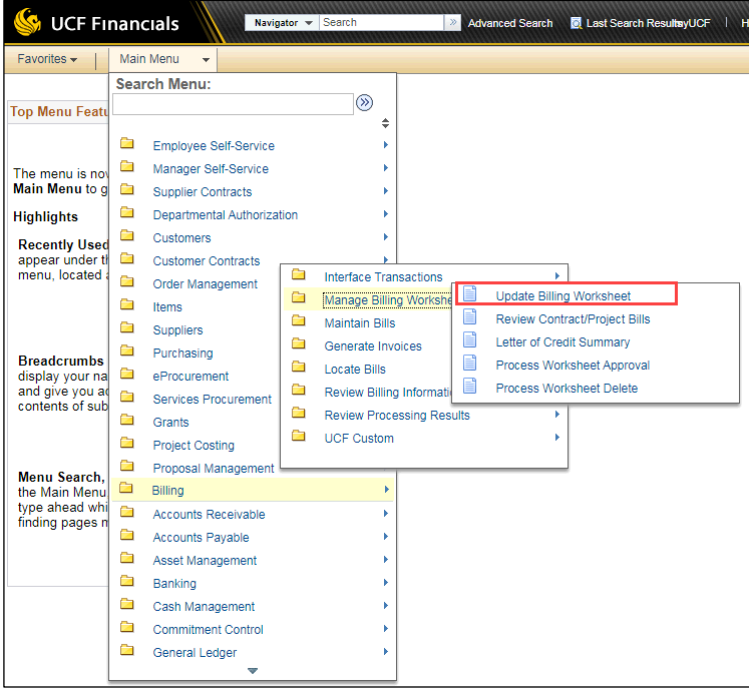
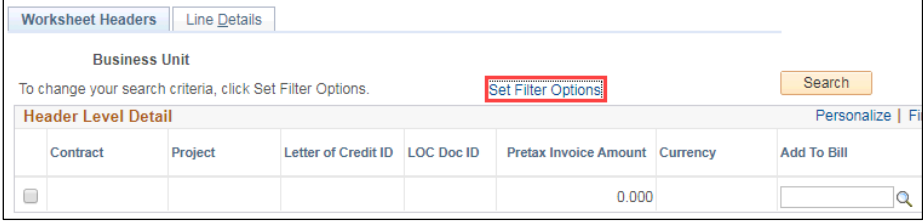


Step	Action
14.	Click <b>Ok</b> . (See image in previous step.)
15.	Click <b>Refresh</b> until the <b>Run Status</b> of the process displays <b>Success</b> . 

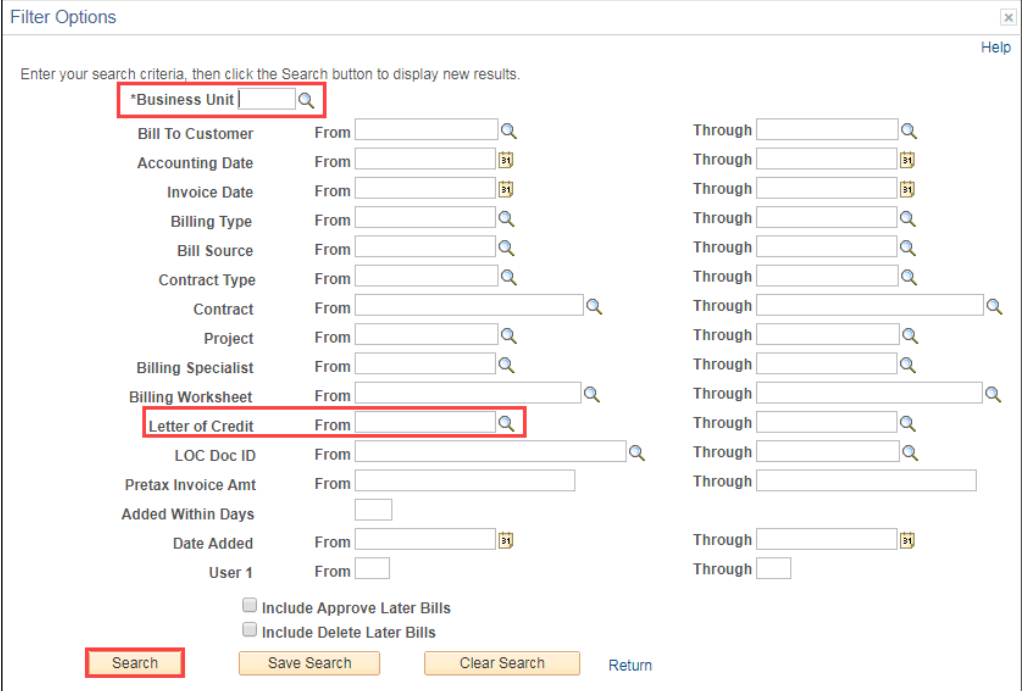
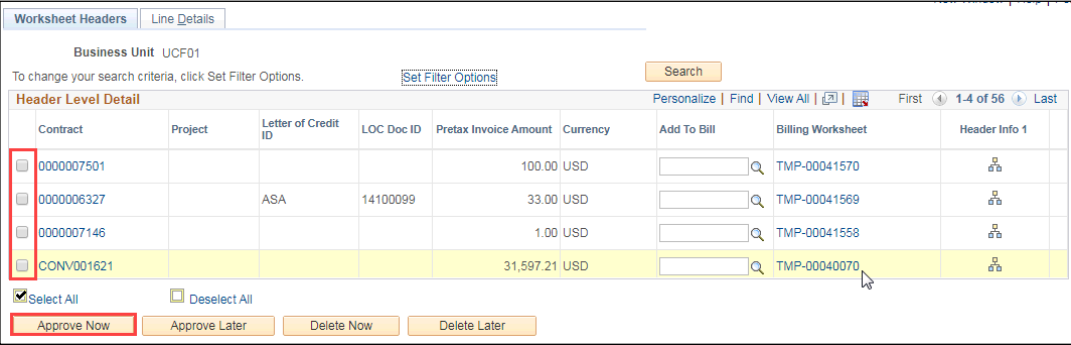


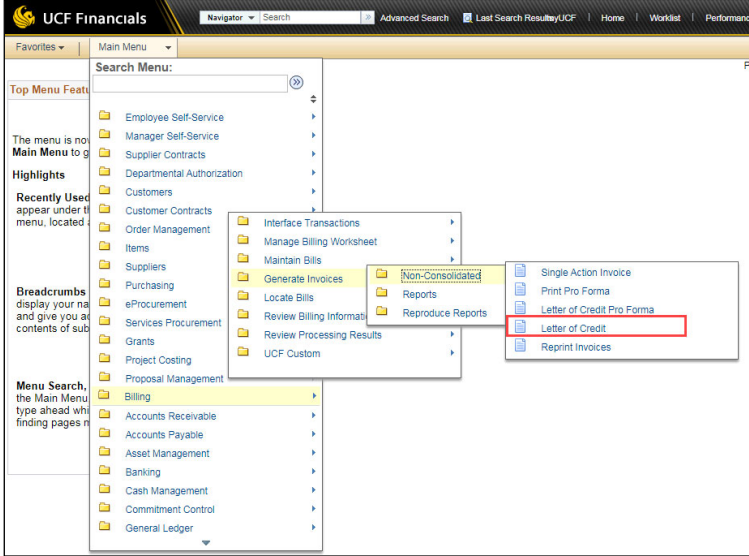
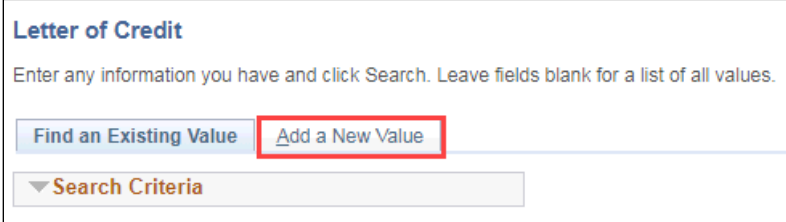

## VI. GENERATE LETTER OF CREDIT SUMMARY

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:

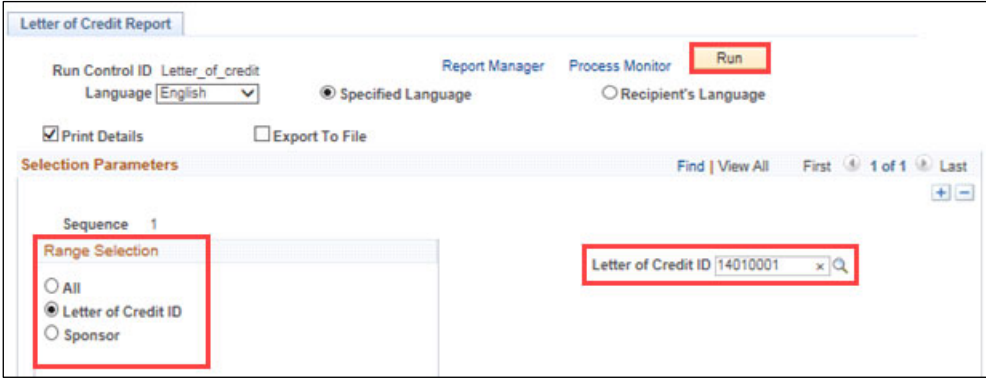
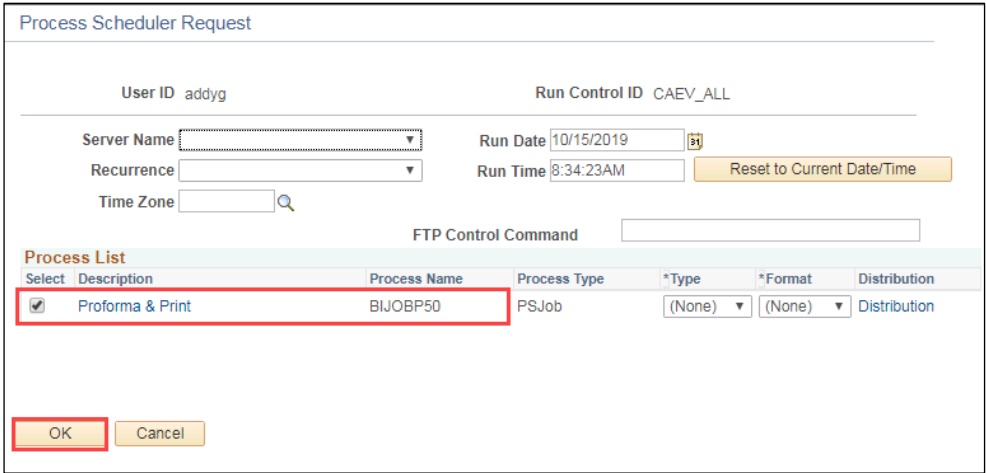

Step	Action
1.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Manage Billing Worksheet &gt; Update Billing Worksheet.</b></p> 
2.	<p>Click the <b>Set Filter Options</b> link. A dialog box displays.</p> 



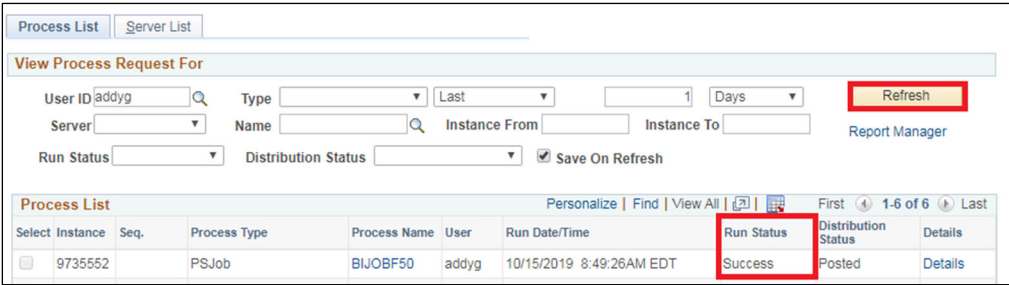
Step	Action
3.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none"> <li>a) <b>Business Unit</b></li> <li>b) <b>Letter of Credit</b></li> </ul> 
4.	Click <b>Search</b> . (See image in previous step.)
5.	<p>Select the <b>checkbox</b> next to the line item that will be billed.</p> 
6.	Click <b>Approve Now</b> . (See image in previous step.)

Step	Action
7.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Generate Invoices &gt; Non-Consolidated &gt; Letter of Credit</b>.</p> 
8.	<p>Click the <b>Add a New Value</b> tab.</p> 
9.	<p>Enter the <b>Run Control ID</b> (user defined).</p> 
10.	<p>Click <b>Add</b>. (See image in previous step.)</p>



Step	Action
11.	<p>Set up the run control as follows:</p> <ul style="list-style-type: none"><li>a) <b>Range Selection [Letter of Credit ID]</b></li><li>b) <b>Letter of Credit ID</b></li></ul> 
12.	<p>Click <b>Run</b>. (See image in previous step.)</p>
13.	<p>Ensure <b>BIJOB50</b> is checked.</p> 
14.	<p>Click <b>OK</b>. (See image in previous step.)</p>
15.	<p>Click the <b>Process Monitor</b> link.</p> 



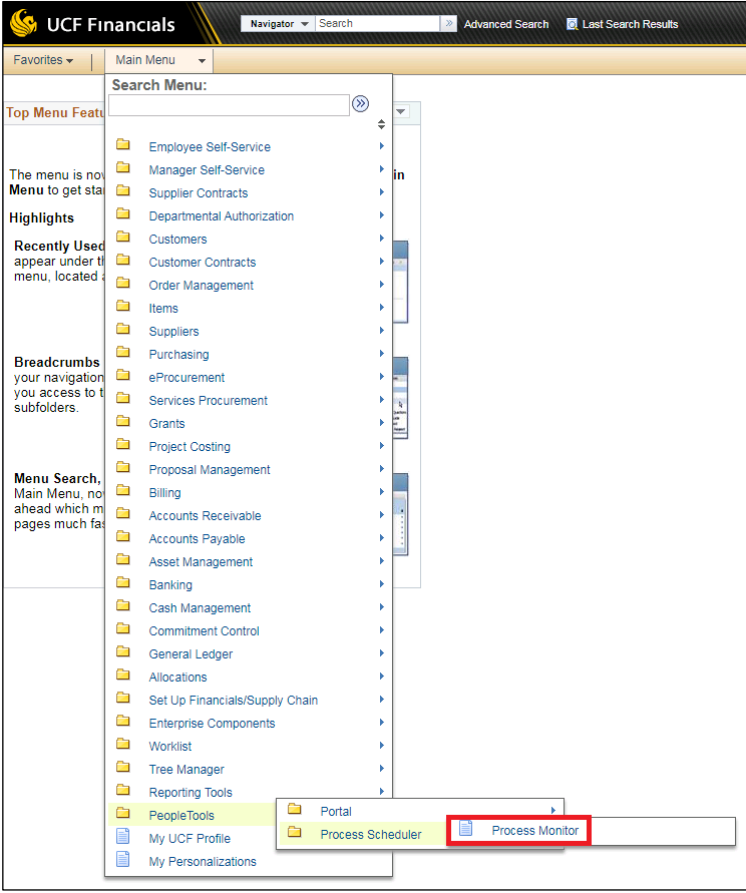
Step	Action
16.	<p>Click <b>Refresh</b> to ensure the <b>Run Status</b> of the process displays <b>Success</b>.</p>  <p>The screenshot shows a web interface for viewing process requests. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search and filter section titled 'View Process Request For'. It includes fields for 'User ID' (with 'addyg' entered), 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted with a red box. Below the search section is a table titled 'Process List' with columns: 'Select Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The first row of the table has the following values: '9735552', an empty cell, 'PSJob', 'BIJOB50', 'addyg', '10/15/2019 8:49:26AM EDT', 'Success', 'Posted', and 'Details'. The 'Success' value in the 'Run Status' column is highlighted with a red box.</p>



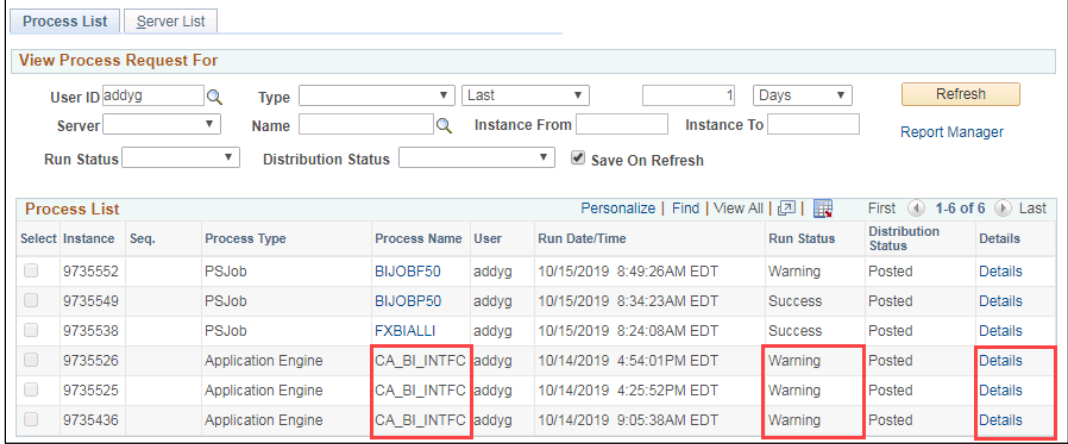
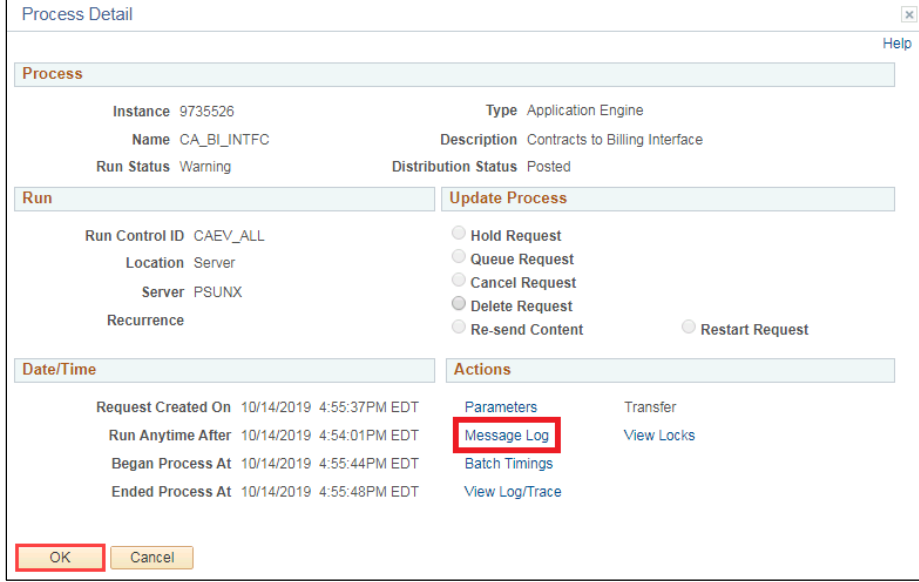



## VII. CORRECT BILLING INTERFACE ERRORS

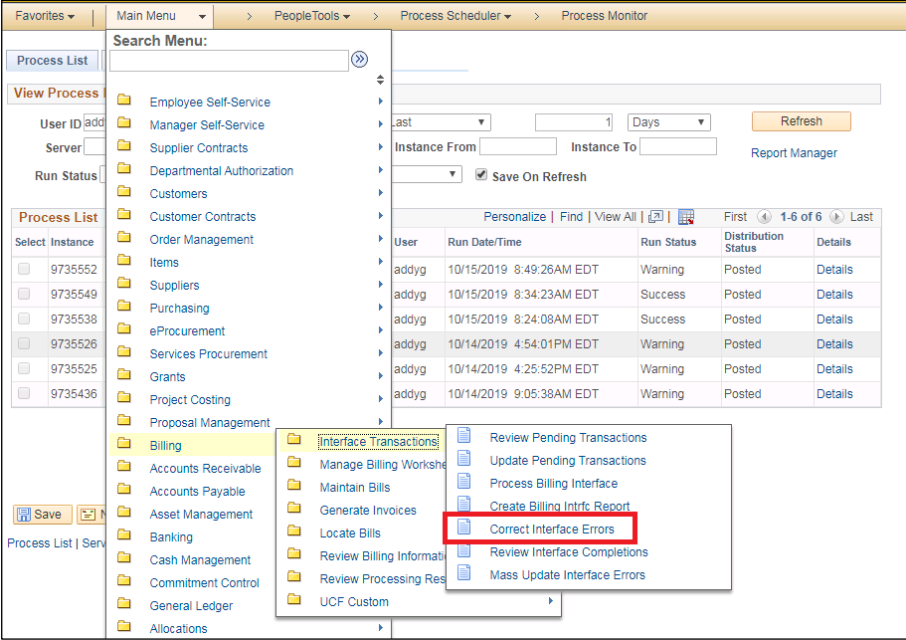
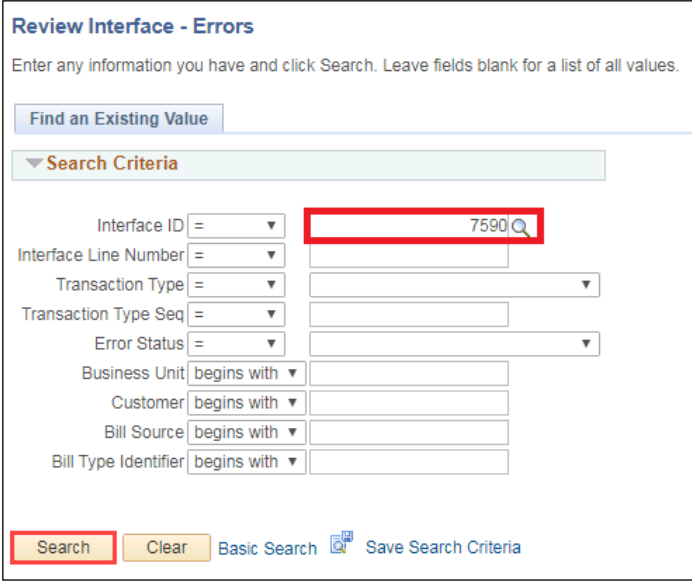
When the Billing Interface process fails, Billing Interface errors need to be corrected, and the process called Process Billing Interface should be rerun. Follow these steps to correct Billing Interface errors:

Step	Action
1.	<p>Navigate to <b>Main Menu &gt; PeopleTools &gt; Process Scheduler &gt; Process Monitor</b>.</p>  <p><i>Note: To view errors, run a query by navigating to <b>Main Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer</b> and running <b>FXBI_INTFC_BI_ERRORS</b>.</i></p>



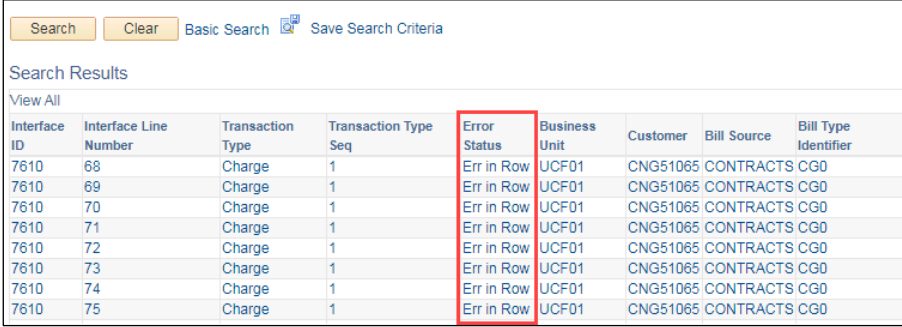
Step	Action
2.	<p>When the <b>Run Status</b> of <b>CA_BI_INTFC</b> is <b>Warning</b> or <b>No Success</b>, click <b>Details</b> for the interface line. A dialog box opens.</p> 
3.	<p>Click the <b>Message Log</b> link. A dialog box opens</p> 
4.	Note the <b>INTFC_ID</b> in the log.
5.	<p>Click <b>Return</b>.</p> 
6.	Click <b>OK</b> . (See image in step 3.)



Step	Action																																			
7.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Interface Transactions &gt; Correct Interface Errors.</b></p>  <p>The screenshot shows the system's main menu with the following path highlighted: Main Menu &gt; Billing &gt; Interface Transactions &gt; Correct Interface Errors. The 'Correct Interface Errors' option is highlighted with a red box. The interface also shows a search menu, a process list, and a table of transactions.</p> <table border="1"><thead><tr><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr></thead><tbody><tr><td>addyg</td><td>10/15/2019 8:49:26AM EDT</td><td>Warning</td><td>Posted</td><td>Details</td></tr><tr><td>addyg</td><td>10/15/2019 8:34:23AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td>addyg</td><td>10/15/2019 8:24:08AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td>addyg</td><td>10/14/2019 4:54:01PM EDT</td><td>Warning</td><td>Posted</td><td>Details</td></tr><tr><td>addyg</td><td>10/14/2019 4:25:52PM EDT</td><td>Warning</td><td>Posted</td><td>Details</td></tr><tr><td>addyg</td><td>10/14/2019 9:05:38AM EDT</td><td>Warning</td><td>Posted</td><td>Details</td></tr></tbody></table>	User	Run Date/Time	Run Status	Distribution Status	Details	addyg	10/15/2019 8:49:26AM EDT	Warning	Posted	Details	addyg	10/15/2019 8:34:23AM EDT	Success	Posted	Details	addyg	10/15/2019 8:24:08AM EDT	Success	Posted	Details	addyg	10/14/2019 4:54:01PM EDT	Warning	Posted	Details	addyg	10/14/2019 4:25:52PM EDT	Warning	Posted	Details	addyg	10/14/2019 9:05:38AM EDT	Warning	Posted	Details
User	Run Date/Time	Run Status	Distribution Status	Details																																
addyg	10/15/2019 8:49:26AM EDT	Warning	Posted	Details																																
addyg	10/15/2019 8:34:23AM EDT	Success	Posted	Details																																
addyg	10/15/2019 8:24:08AM EDT	Success	Posted	Details																																
addyg	10/14/2019 4:54:01PM EDT	Warning	Posted	Details																																
addyg	10/14/2019 4:25:52PM EDT	Warning	Posted	Details																																
addyg	10/14/2019 9:05:38AM EDT	Warning	Posted	Details																																
8.	<p>Enter the <b>INTFC_ID</b>.</p>  <p>The screenshot shows the 'Review Interface - Errors' form. The 'Interface ID' field is highlighted with a red box and contains the value '7590'. The form includes search criteria fields for Interface ID, Interface Line Number, Transaction Type, Transaction Type Seq, Error Status, Business Unit, Customer, Bill Source, and Bill Type Identifier. A 'Search' button is also highlighted with a red box.</p>																																			

*Note: Retrieve the **Interface ID** from the job that just ran that showed the error on the query.*



Step	Action
9.	Click <b>Search</b> . (See image in previous step.)
10.	If a list displays in the <b>Search Results</b> , select the <b>Error Status</b> link of the appropriate row. 

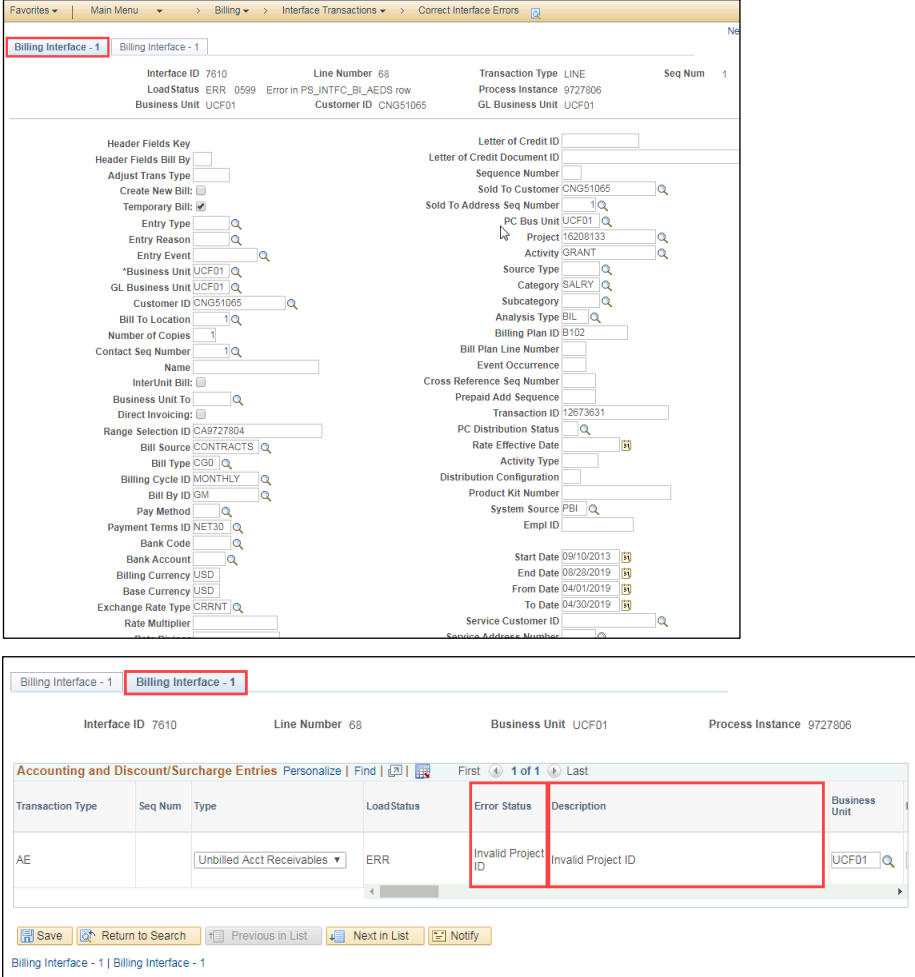
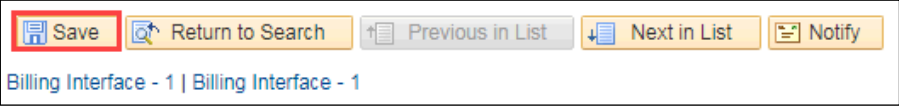
Search   Clear   Basic Search   Save Search Criteria

Search Results

View All

Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	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

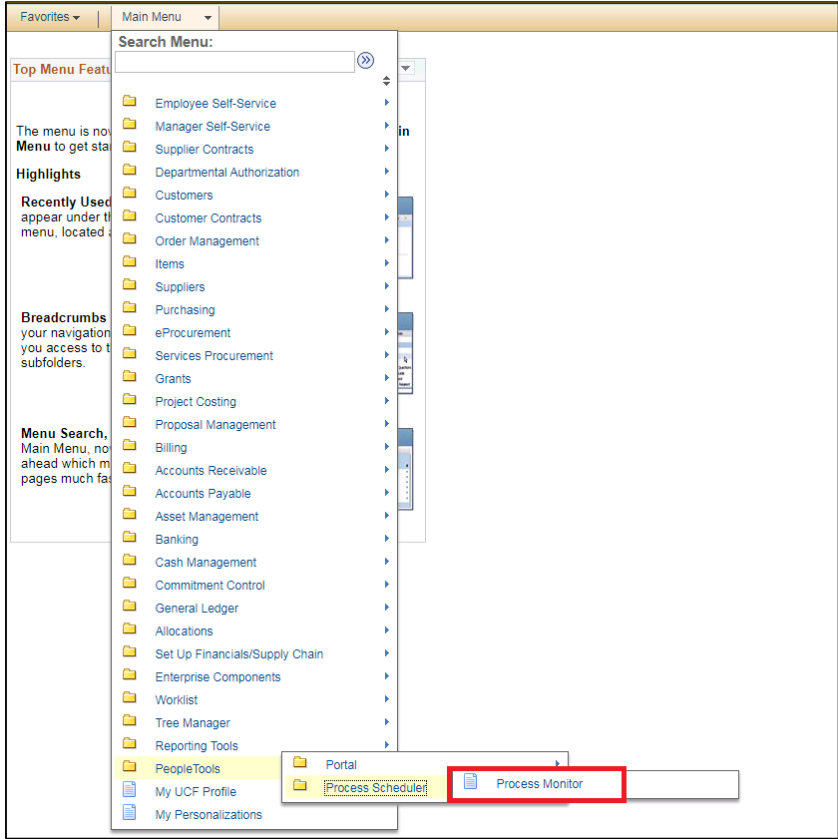


Step	Action														
11.	<p>Review the <b>Error Status</b> at the top of the page and correct the billing values identified in the error within the <b>PS_INTFC_BI</b> page.</p>  <p>The screenshot shows the 'Billing Interface - 1' page with a table of 'Accounting and Discount/Surcharge Entries'. The table has columns for Transaction Type, Seq Num, Type, Load Status, Error Status, Description, and Business Unit. One entry is highlighted with a red box, showing an 'Invalid Project ID' error.</p> <table border="1" data-bbox="332 1171 1221 1318"> <thead> <tr> <th>Transaction Type</th> <th>Seq Num</th> <th>Type</th> <th>Load Status</th> <th>Error Status</th> <th>Description</th> <th>Business Unit</th> </tr> </thead> <tbody> <tr> <td>AE</td> <td></td> <td>Unbilled Acct Receivables</td> <td>ERR</td> <td>Invalid Project ID</td> <td>Invalid Project ID</td> <td>UCF01</td> </tr> </tbody> </table>	Transaction Type	Seq Num	Type	Load Status	Error Status	Description	Business Unit	AE		Unbilled Acct Receivables	ERR	Invalid Project ID	Invalid Project ID	UCF01
Transaction Type	Seq Num	Type	Load Status	Error Status	Description	Business Unit									
AE		Unbilled Acct Receivables	ERR	Invalid Project ID	Invalid Project ID	UCF01									
12.	<p>Click <b>Save</b>.</p>  <p>The screenshot shows a close-up of the 'Save' button, which is highlighted with a red box. Other buttons like 'Return to Search', 'Previous in List', 'Next in List', and 'Notify' are also visible.</p>														
13.	<p>Continue making updates to all transactions identified.</p>														
14.	<p>After fixing the error, process the <b>Billing Interface</b> using the same <b>INTFC_ID</b> identified above.</p>														
15.	<p>Validate results by checking for interface errors one more time.</p>														

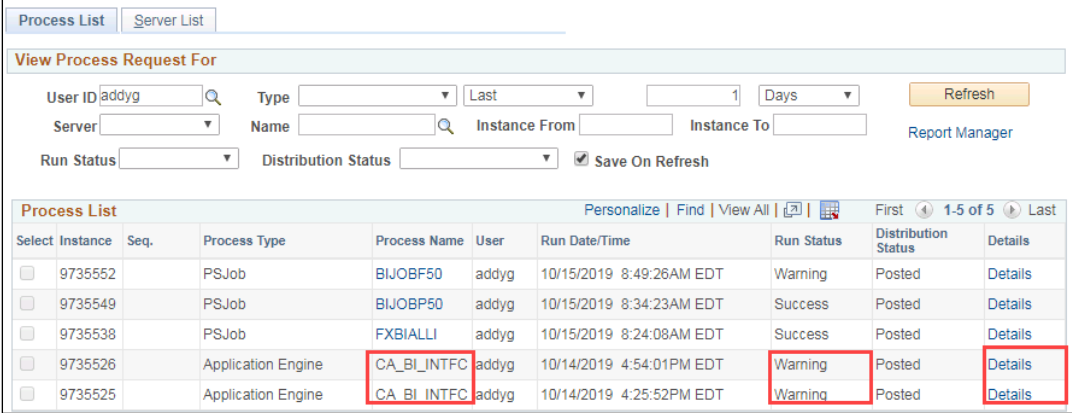
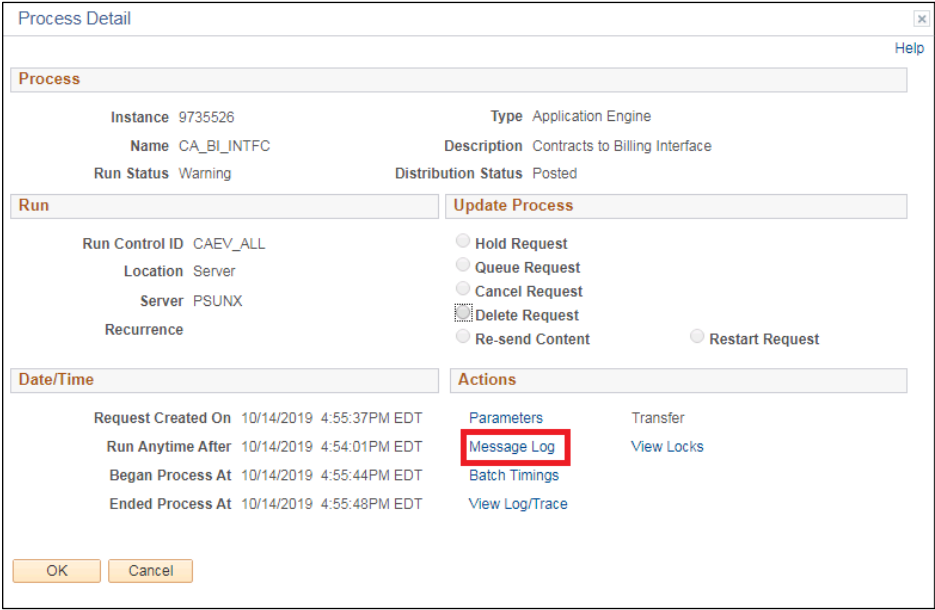


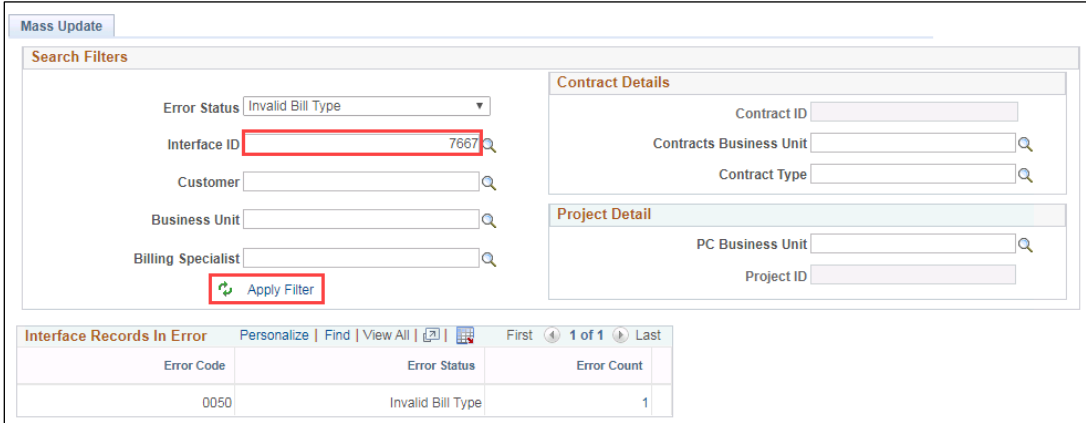
### VIII. MASS UPDATE INTERFACE ERRORS

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:

Step	Action
1.	<p data-bbox="305 663 1370 695">Navigate to <b>Main Menu &gt; PeopleTools &gt; Process Scheduler &gt; Process Monitor</b>.</p>  <p>The screenshot shows the PeopleTools Main Menu interface. The 'Main Menu' dropdown is open, displaying a list of folders. The 'PeopleTools' folder is highlighted in yellow. A sub-menu is open for 'PeopleTools', showing 'Process Scheduler' and 'Process Monitor' folders. The 'Process Scheduler' folder is highlighted in yellow, and the 'Process Monitor' folder is highlighted with a red box. The left sidebar contains navigation aids like 'Top Menu Features', 'Highlights', 'Recently Used', 'Breadcrumbs', and 'Menu Search'.</p>

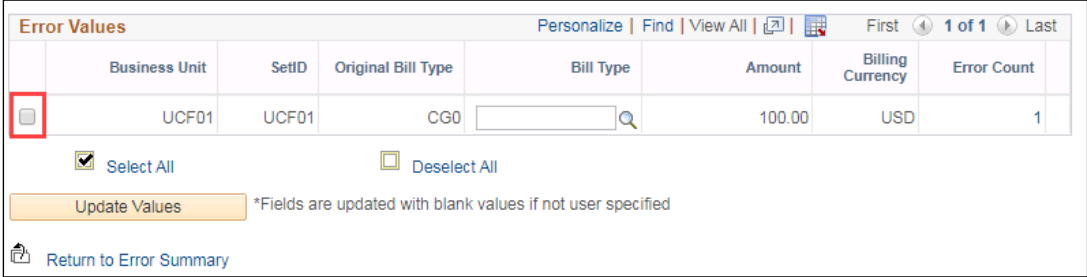
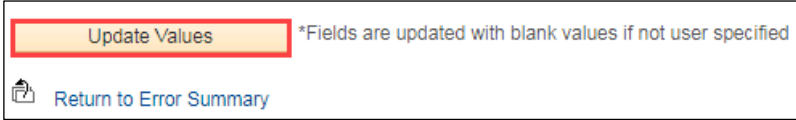


Sten	Action
2.	<p>When the <b>Run Status</b> of <b>CA_BI_INTFC</b> is <b>Warning</b> or <b>No Success</b>, click <b>Details</b> for the interface line. A dialog box displays.</p> 
3.	<p>Click <b>Message Log</b>.</p> 
4.	<p>Find a row that reads “XX row(s) were inserted into PS_INTFC_BI with an INTFC_ID of XXXX”.</p>
5.	<p>Note the INTFC_ID in the log.</p>

Step	Action
6.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Interface Transactions &gt; Mass Update Interface Errors.</b></p> 
7.	<p>Enter the <b>INTFC_ID</b>.</p> 
8.	<p>Click <b>Apply Filter</b>. (See image in previous step.)</p>





Step	Action
9.	Select the lines to be updated.  <p>The screenshot shows a table titled "Error Values" with columns: Business Unit, SetID, Original Bill Type, Bill Type, Amount, Billing Currency, and Error Count. The first row is selected, with a red box around the selection checkbox. Below the table are buttons for "Select All" (checked), "Deselect All", "Update Values", and "Return to Error Summary". A note states: "*Fields are updated with blank values if not user specified".</p>
10.	Enter the appropriate value.
11.	Click the <b>Update Values</b> button.  <p>The screenshot shows the "Update Values" button highlighted with a red box. Below it is the "Return to Error Summary" link.</p>

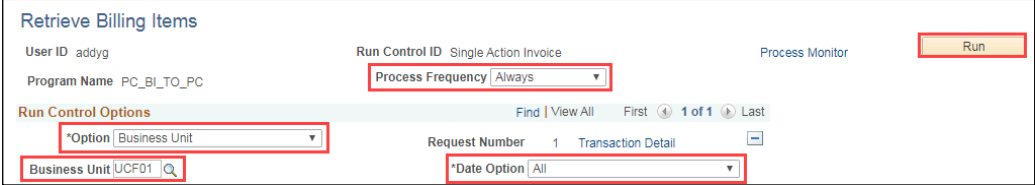
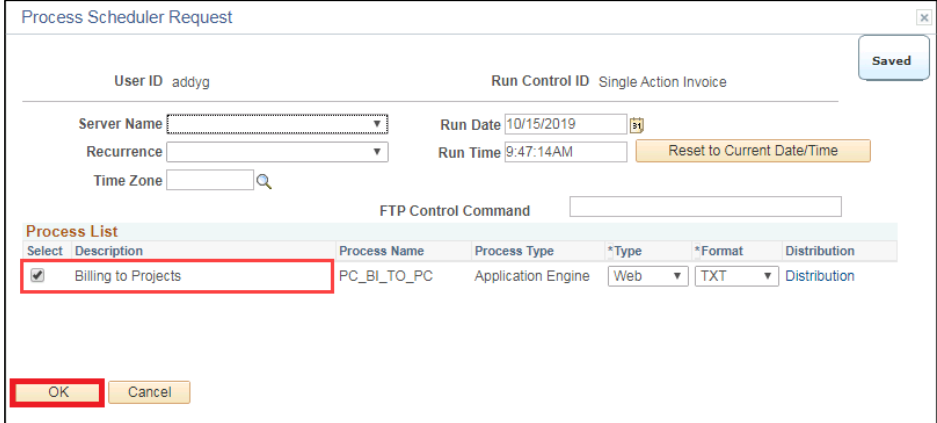
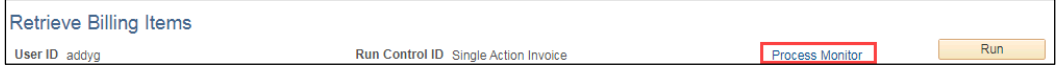
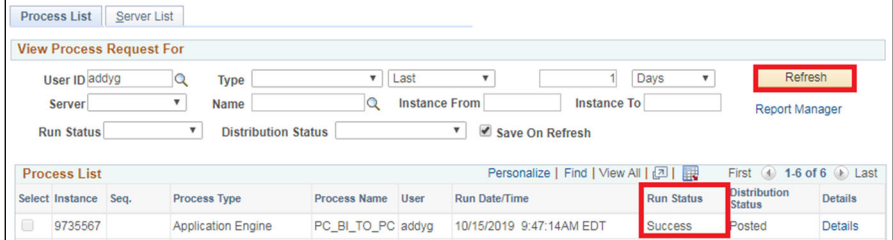


### IX. RUN RETRIEVE BILLING ITEMS

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.	<p>Navigate to Cost Collection from the General Ledger (GL): <b>Main Menu &gt; Project Costing &gt; Revenue Collection &gt; Retrieve Billing Items.</b></p> 
2.	<p>Enter the <b>Run Control ID</b> (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
3.	<p>Click <b>Search</b>. (See image in previous step.)</p>



Step	Action
4.	<p>Set up the <b>Run Control</b> as follows:</p> <ol style="list-style-type: none"> <li><b>Process Frequency</b> [Always]</li> <li><b>Option</b> [Business Unit]</li> <li><b>Business Unit</b> (field displays when <b>Business Unit</b> is selected in <b>Option</b> field)</li> <li><b>Date Option</b> [All]</li> </ol> 
5.	<p>Click <b>Run</b>. (See image in previous step.) A dialog box displays.</p>
6.	<p>Check <b>Billing to Projects</b>. Click <b>OK</b>.</p> 
7.	<p>Click the <b>Process Monitor</b> link.</p> 
8.	<p>Click the <b>Refresh</b> button until the process <b>Run Status</b> displays <b>Success</b>.</p> 

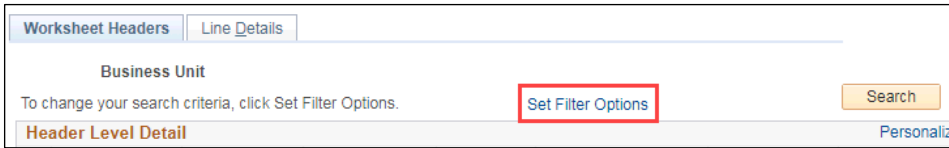
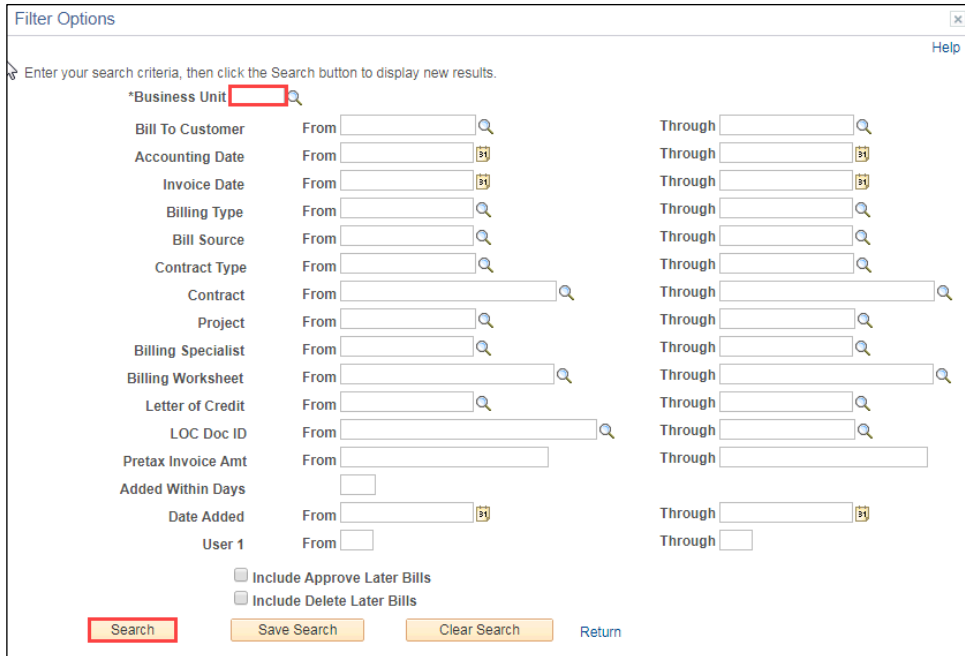
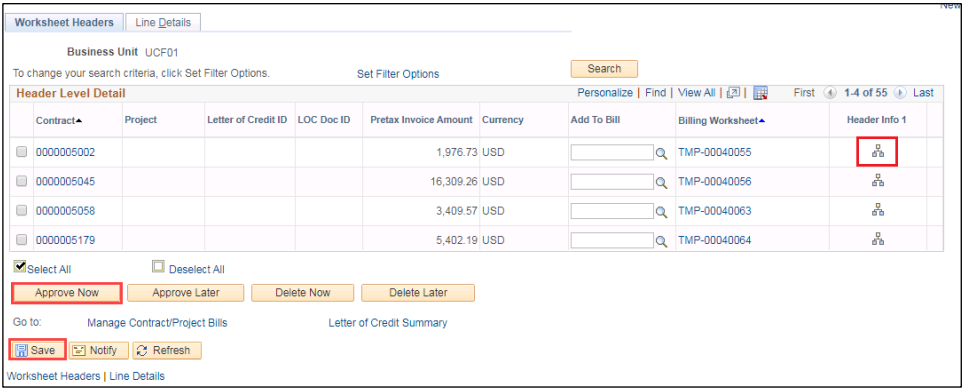


## X. EMAIL INVOICE

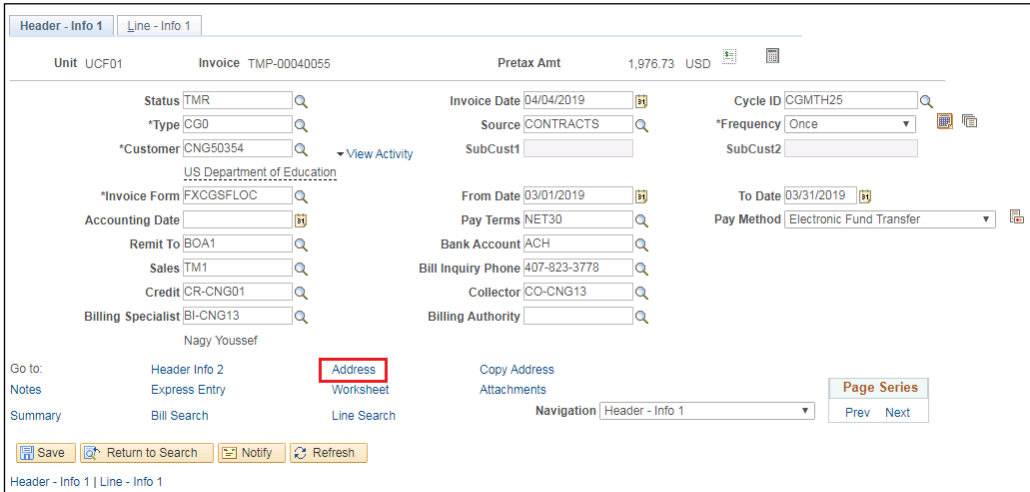
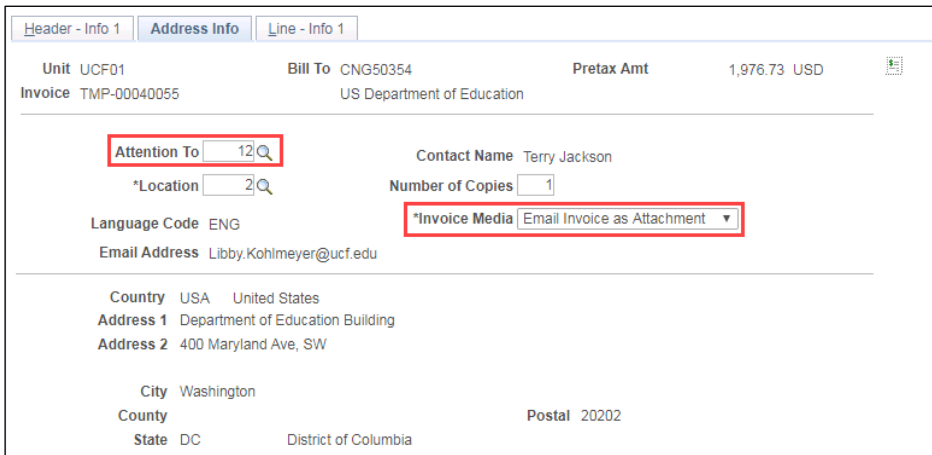

When a sponsor has an email in the system, an email invoice is needed. To create an email invoice, follow these steps:

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.	To create TMPs, refer to “System Navigation for Grants” manual, “Course 4. Process Billing,” “Unit 3: Billing Activity”: <ul style="list-style-type: none"> <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 <b>TMP Worksheet</b> or to change an invoice to email, navigate to <b>Main Menu &gt; Billing &gt; Manage Billing Worksheet &gt; Update Billing Worksheet</b> . <div data-bbox="316 1192 1052 1831" data-label="Image"> <p>The screenshot shows a software interface with a 'Main Menu' dropdown. The 'Billing' folder is expanded, showing sub-items like 'Interface Transactions', 'Manage Billing Worksheet', 'Maintain Bills', 'Generate Invoices', 'Locate Bills', 'Review Billing Information', 'Review Processing Results', and 'UCF Custom'. The 'Manage Billing Worksheet' folder is further expanded, and the 'Update Billing Worksheet' option is highlighted with a red rectangular box. Other options in this sub-menu include 'Review Contract/Project Bills', 'Letter of Credit Summary', 'Process Worksheet Approval', and 'Process Worksheet Delete'.</p> </div>

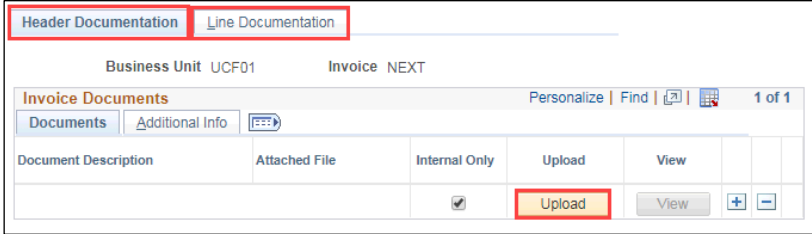
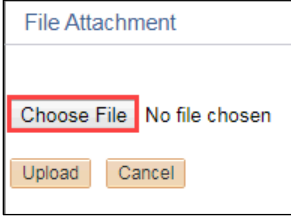
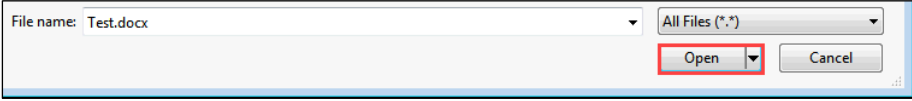
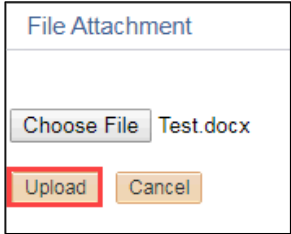


Step	Action
5.	<p>Click <b>Set Filter Options</b>. A dialog box displays.</p> 
6.	<p>Enter the <b>Business Unit</b>.</p> 
7.	<p>Click <b>Search</b>. (See image in previous step.)</p>
8.	<p>Click the line of the <b>TMP</b> link of the correct <b>TMP Billing Worksheet</b>.</p> 

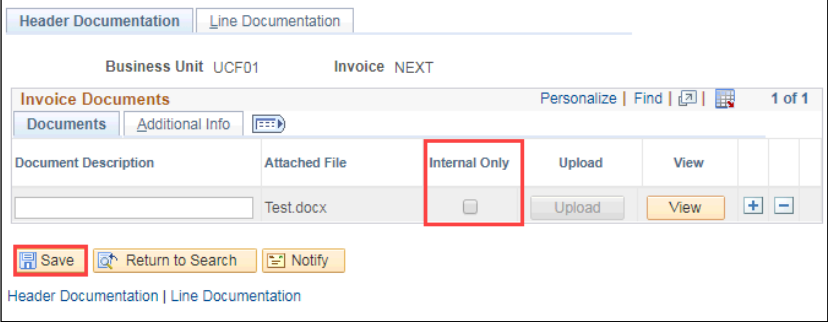
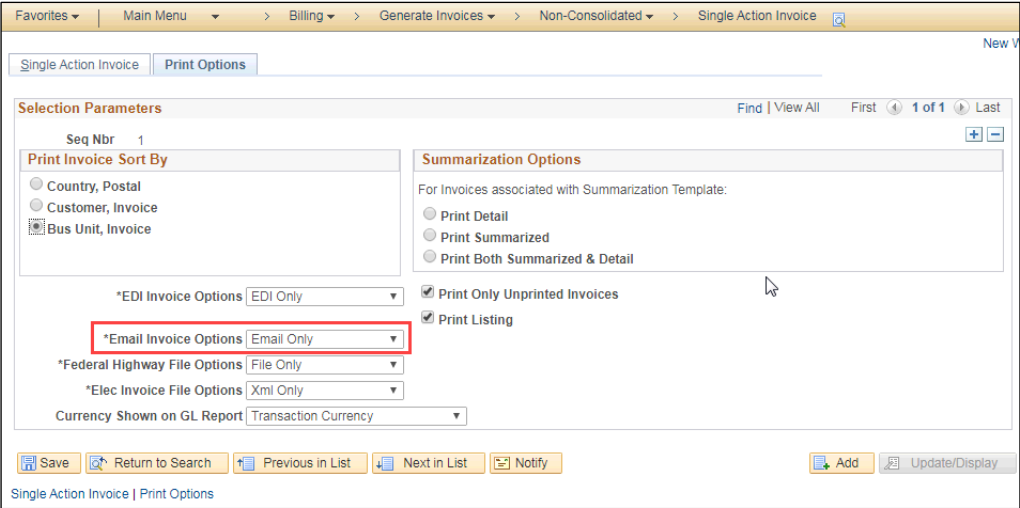


Step	Action
9.	<p>Click the <b>Address</b> link.</p> 
10.	<p>Verify the following:</p> <ol style="list-style-type: none"> <li><b>Attention To</b></li> <li><b>Invoice Media [Email Invoice as Attachment]</b></li> </ol> 
11.	<p>Click the <b>Worksheet</b> link to process the bill.</p>  <p><i>Note: The worksheet must be approved before attachments can be added.</i></p>



Step	Action
12.	Click the <b>Attachments</b> 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 <b>Choose File</b> button. 
16.	Locate the attachment. Click <b>Open</b> . 
17.	Click the <b>Upload</b> button. 



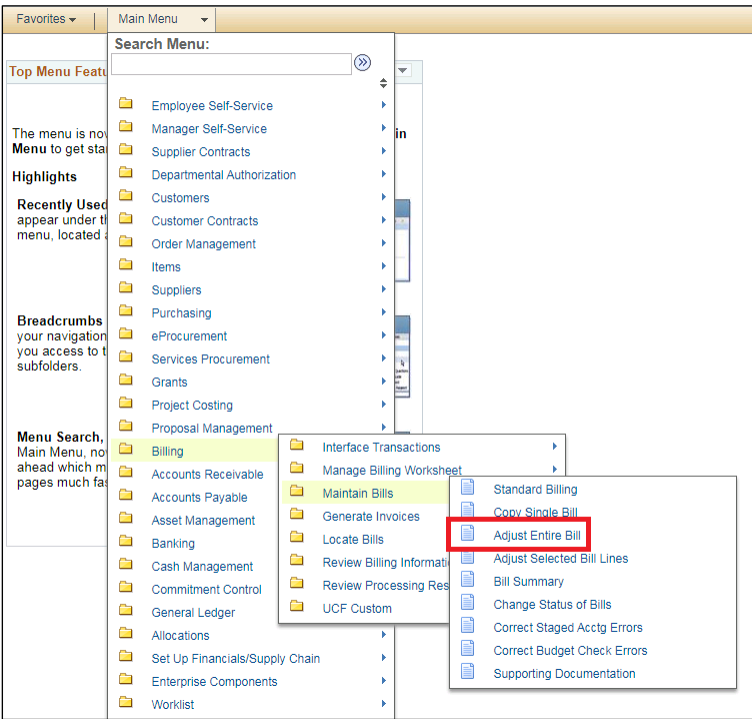
Step	Action
18.	<p><b>Uncheck the Internal Only</b> button if the supporting documentation should be sent to the sponsor.</p> 
19.	<p>Click <b>Save</b>. (See image in previous step.)</p>
20.	<p>Refer to the “System Navigation for Grants” manual, “Course 4. Process Billing,” “Unit 3: Billing Activity,” “Section V. Generate Single Action Invoices.”</p>
21.	<p>On the <b>Print Options</b> tab of the <b>Single Action Invoice</b>, ensure that <b>Email Invoice Options</b> are set up to be <b>Email Only</b>.</p> 



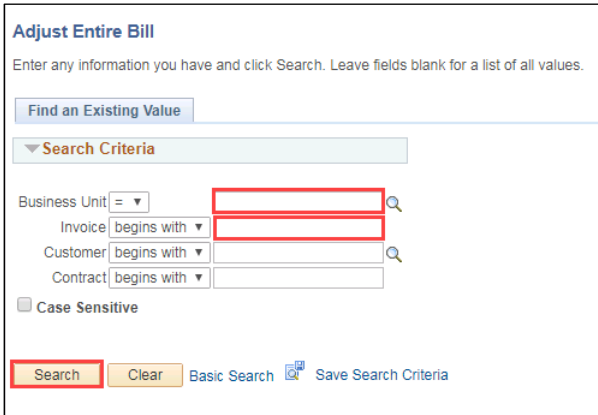
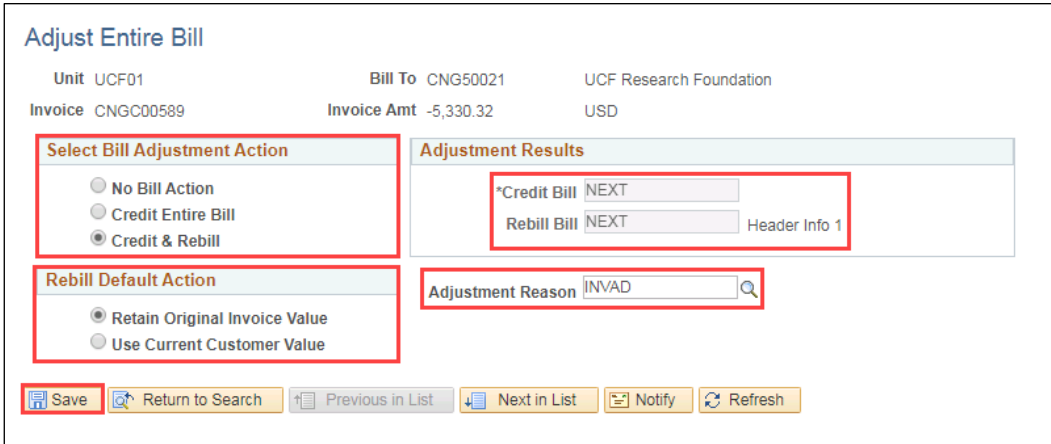


## XI. CREDIT & REBILL


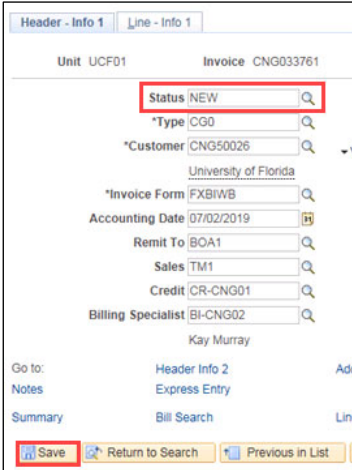
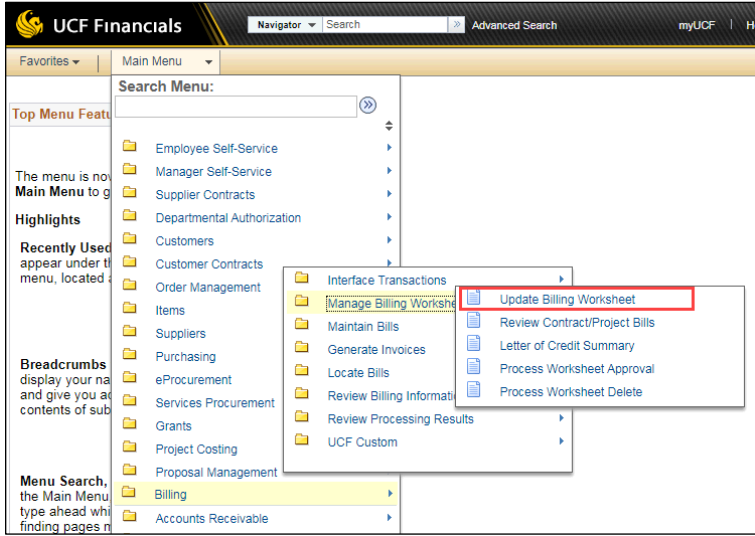
Sometimes financial changes need to be made to an invoice after it was successfully generated. To perform billing adjustments to add or remove transactions from a finalized invoice so that the correct invoice will be reflected in the system and distributed, follow these steps:

Step	Action
1.	<p>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”:</p> <p><i>“Unit 1: Month End Prep”</i></p> <ul style="list-style-type: none"> <li>• “Section I. Run Cost Collection from the General Ledger”</li> <li>• “Section II. Run Cost Collection from Payables”</li> <li>• “Section III. Run Cost Collection from Purchasing”</li> <li>• “Section IV. Run Cost Collection from Adjustments for Receivables”</li> </ul> <p><i>“Unit 3: Billing Activity”</i></p> <ul style="list-style-type: none"> <li>• “Section I. Generate Cost Reimbursable Bills”</li> </ul>
2.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Adjust Entire Bill.</b></p>  <p>The screenshot shows the 'Main Menu' with a search bar. The 'Billing' folder is expanded, showing subfolders like 'Interface Transactions', 'Manage Billing Worksheet', 'Maintain Bills', 'Generate Invoices', 'Locate Bills', 'Review Billing Information', 'Review Processing Res', and 'UCF Custom'. The 'Maintain Bills' folder is further expanded, showing options: 'Standard Billing', 'Copy Single Bill', 'Adjust Entire Bill' (highlighted with a red box), 'Adjust Selected Bill Lines', 'Bill Summary', 'Change Status of Bills', 'Correct Staged Acctg Errors', 'Correct Budget Check Errors', and 'Supporting Documentation'.</p>

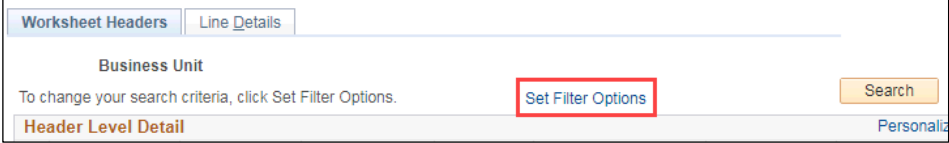
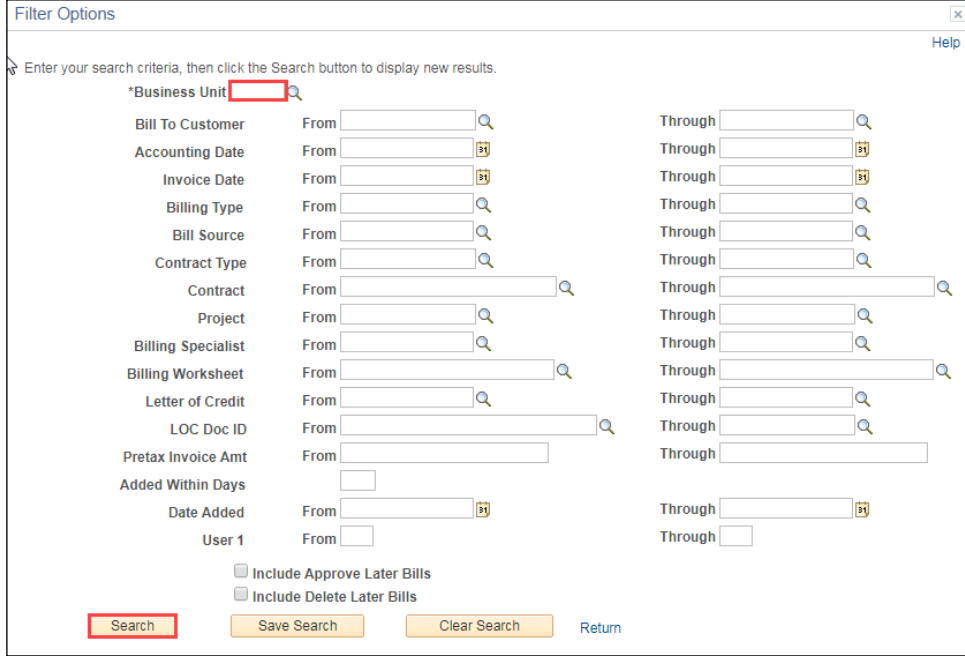


Step	Action
3.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> <li><b>Business Unit</b></li> <li><b>Invoice</b> (invoice number)</li> </ol> 
4.	Click <b>Search</b> . (See image in previous step.)
5.	<p>Enter the following:</p> <ol style="list-style-type: none"> <li><b>Select Bill Adjustment Action [Credit &amp; Rebill*]</b></li> <li><b>Rebill Default Action [Retain Original Invoice Value]</b></li> <li><b>Credit Bill [NEXT]</b></li> <li><b>Rebill Bill [NEXT]</b></li> <li><b>Adjustment Reason [INVAD or INVADJLN]</b></li> </ol> <p><i>*Never use just Credit; always use Credit &amp; Rebill.</i></p> 
6.	Click <b>Save</b> . (See image in previous step.)

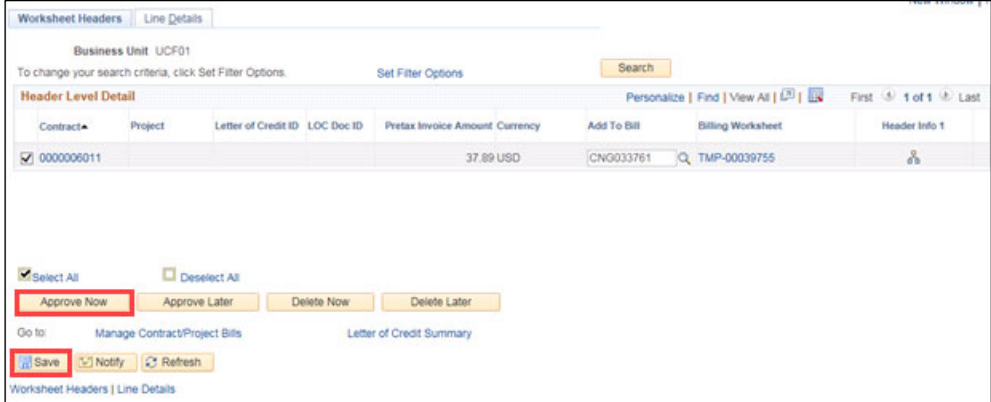
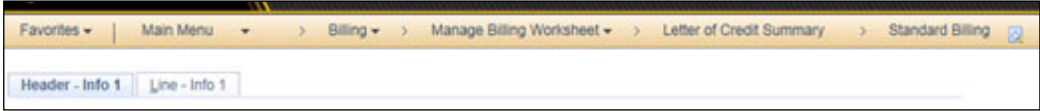
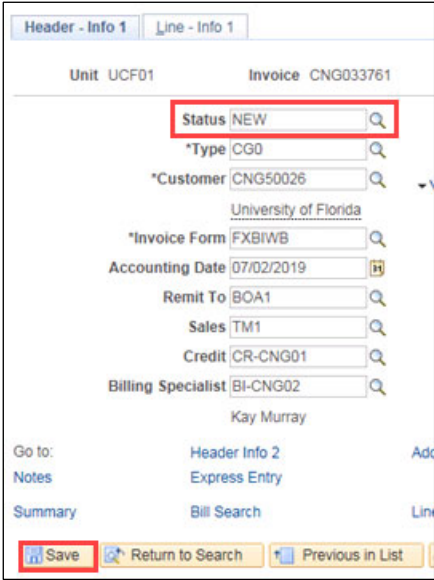


Step	Action
7.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing</b>. Click the <b>Return to Search</b> button to search for the invoice that needs to be changed.</p> 
8.	<p>On the <b>Standard Billing</b> page, update the <b>Status</b> to <b>NEW</b>.</p> 
9.	<p>Click <b>Save</b>. (See image in previous step.)</p>
10.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Manage Billing Worksheet &gt; Update Billing Worksheet</b>.</p> 



Step	Action
11.	<p>Click <b>Set Filter Options</b>. A dialog box displays.</p> 
12.	<p>Enter the <b>Business Unit</b>.</p> 
13.	<p>Click <b>Search</b>. (See image in previous step.)</p>
14.	<p>Combine the newly created TMP in the <b>Billing Worksheet</b> with the re-billed invoice. This process adds the adjustment transactions to the <b>Rebill Invoice</b>.</p>



Step	Action
15.	<p>Click <b>Approve Now</b>.</p> 
16.	<p>Click <b>Save</b>. (See image in previous step.)</p>
17.	<p>Navigate to <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing</b>. Click the <b>Return to Search</b> button to search for the invoice that needs to be changed.</p> 
18.	<p>On the <b>Standard Billing</b> page, update the <b>Status</b> to ready (<b>RDY</b>).</p> 

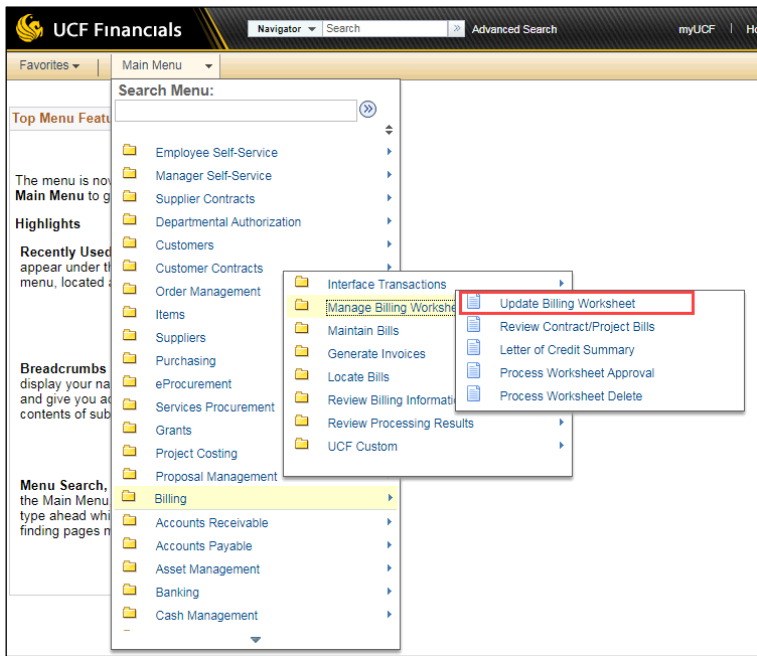
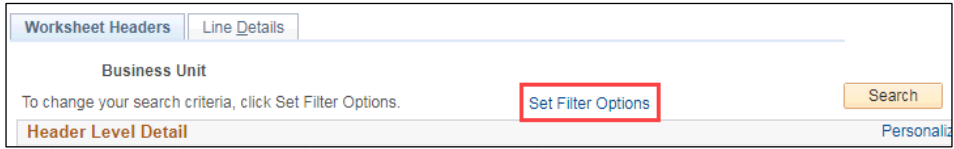


Step	Action
19.	Click <b>Save</b> . (See image in previous step.)
20.	Refer to the “System Navigation for Grants” manual, “Course 4. Process Billing”: <ul style="list-style-type: none"><li>• “Unit 3: Billing Activity,” “Section V. Generate Single Action Invoices”</li><li>• “Unit 4: Related Billing Processes,” “Section V. Process an Offset.”</li></ul>
21.	Ensure the <b>Items</b> are closed via the <b>View/Update Item Details</b> page: <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Customer ID</b></li><li>c) <b>Item ID</b></li></ul>
22.	Click <b>Search</b> .

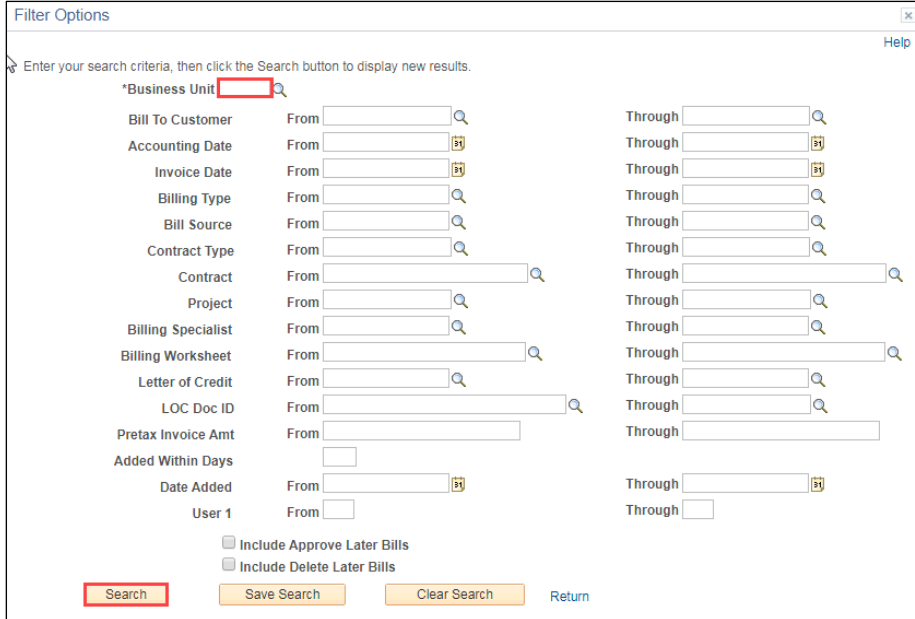
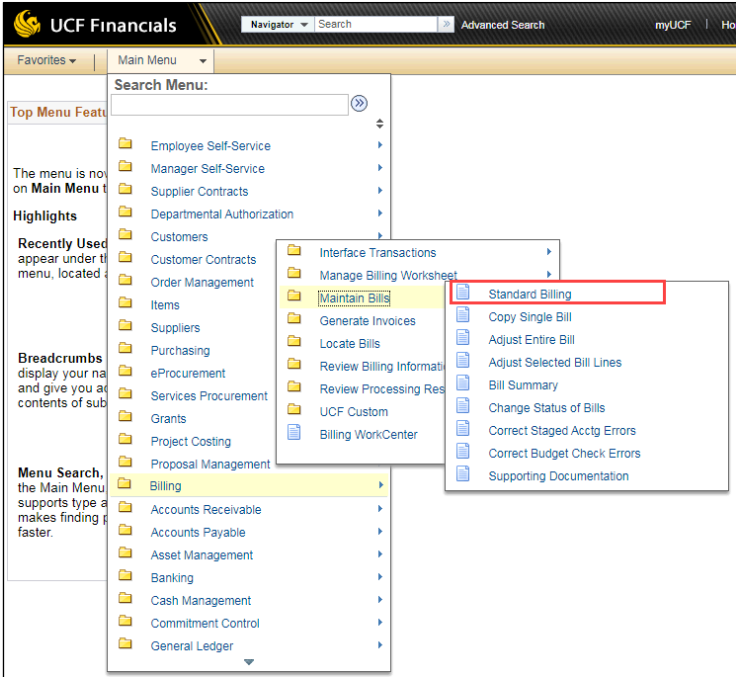


## XII. REPRINT INVOICE WITH CORRECTED NON-FINANCIAL INFORMATION

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:

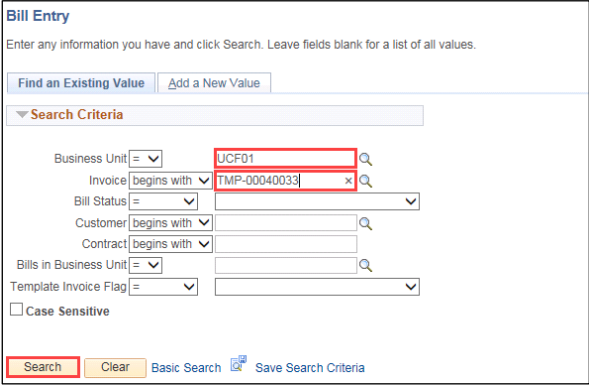
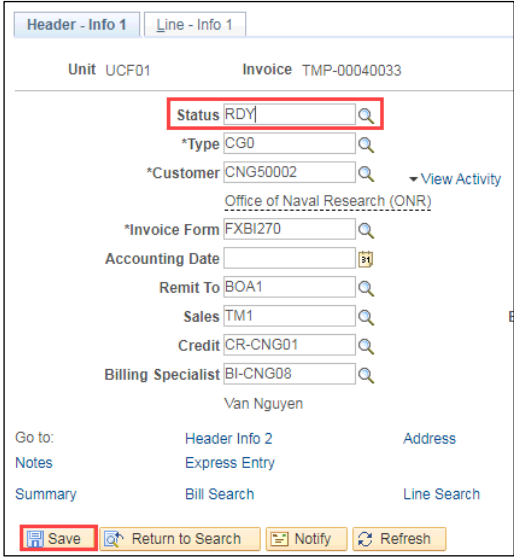
Step	Action
1.	To update or add the <b>Address</b> to the <b>Sponsor Profile</b> , refer to GM 01.02 Sponsor (Customer) Profiles.
2.	Refer to the “System Navigation for Grants” manual, “Course 4. Process Billing,” “Unit 3: Billing Activity,” “Section XI. Credit & Rebill.”
3.	Navigate to <b>Main Menu &gt; Billing &gt; Manage Billing Worksheet &gt; Update Billing Worksheet</b> . 
4.	Click <b>Set Filter Options</b> . 



Step	Action
5.	<p><b>Enter the Business Unit.</b></p> 
6.	<p><b>Click Search.</b> (See image in previous step.)</p>
7.	<p><b>Navigate to Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing.</b></p> 





Step	Action
8.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none"><li>a) <b>Business Unit</b></li><li>b) <b>Invoice</b></li></ul> 
9.	Click <b>Search</b> . (See image in previous step.)
10.	<p>Once all updates have been made, change the <b>Status</b> to <b>RDY</b>.</p> 
11.	Click <b>Save</b> . (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.