UCF Financials

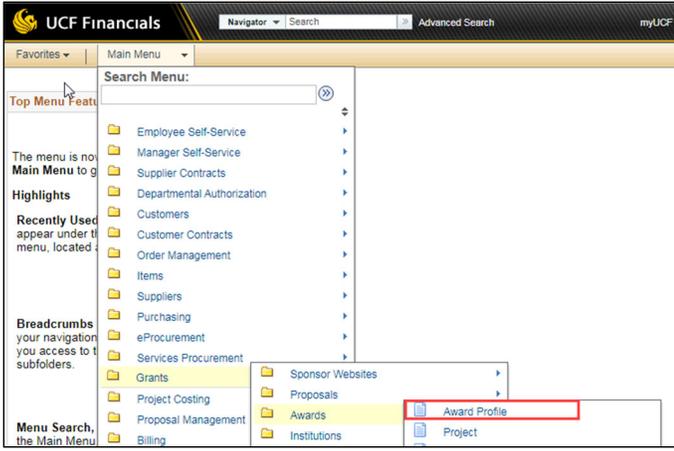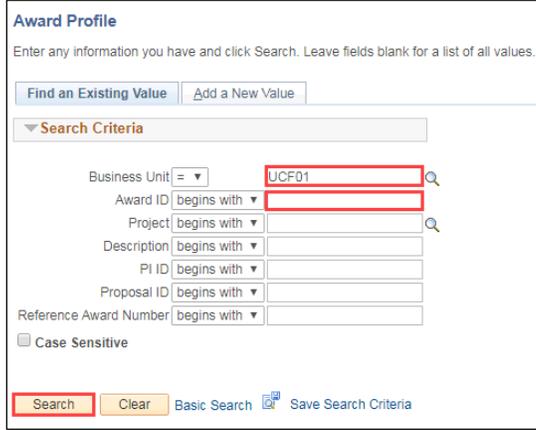**System Navigation for Grants**

TABLE OF CONTENTS

COURSE 4. PROCESS BILLING

UNIT 4: RELATED BILLING PROCESSES

I. REPRINT AN INVOICE

After an initial invoice has been generated, an additional copy of the invoice can be produced by following these steps:

Step	Action
1.	Navigate to **Main Menu** > **Grants** > **Awards** > **Award Profile**.
2.	Enter values in the following fields: a) **Business Unit** b) **Award ID**

Step	Action
3.	Click **Search**. (See image in previous step.)
4.	Click the **View Contract** link. The **General Information** page displays.
5.	Click the **Billing Plans** link.
6.	Click the appropriate **B10X** bill plan link (where "X" represents a number) from the **Plan** column.

Step	Action
7.	Select the **History** tab.
8.	Select the **Billing** tab.
9.	Note the **Invoice Number**.
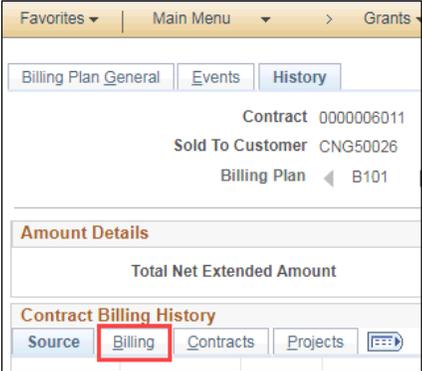
Step	Action
10.	Navigate to **Main Menu** > **Billing** > **Generate Invoices** > **Non-Consolidated** > **Reprint Invoice**.
11.	Select the **Add a New Value** tab.
12.	Enter the **Run Control ID** (user defined). *Note: When creating run controls, they cannot contain any spaces. Use underscores instead.*

Step	Action
13.	Click **Add**. (See image in previous step.)
14.	Set up the **Run Control** as follows: a) **Range Selection** [select **Invoice ID**] b) **From Business Unit** c) **To Business Unit** d) **From Invoice** (enter invoice number)* e) **To Invoice** (enter invoice number)* ******Field is dependent on selection of **Invoice ID**.*
15.	Click **Save**. (See image in previous step.)
16.	Click **Run**. (See image in step 14.) The **Process Scheduler Request** dialog box displays.
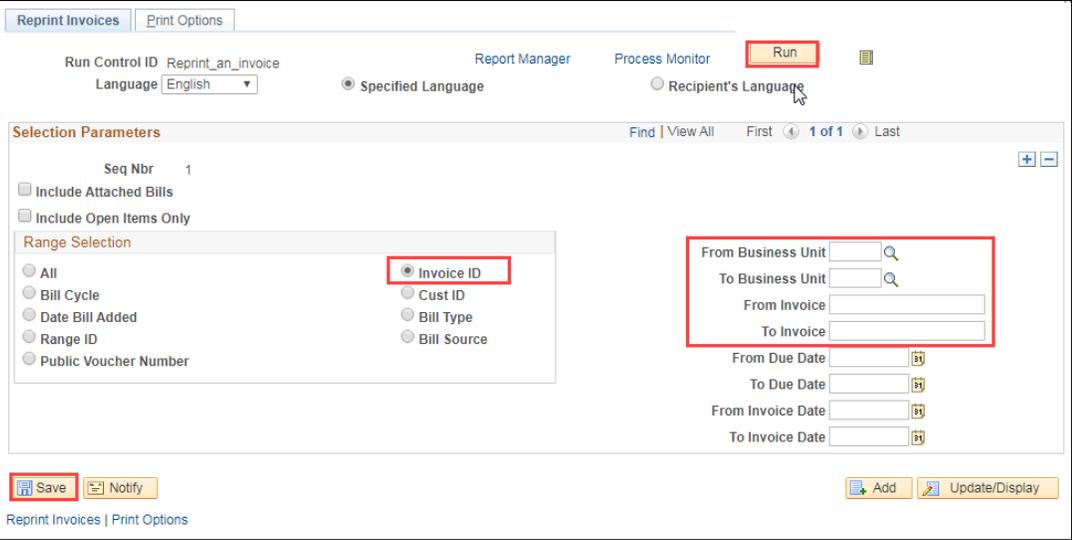
Step	Action
17.	Ensure **FXCGALLR** is selected.

Step	Action
18.	Click **OK**. (See image in previous step.)
19.	Click the **Report Manager** link.

Step	Action
20.	Select the **Administration** tab.

Step	Action
21.	Click the **Refresh** button until the appropriate item ending in **.pdf** in the **Description** column is a link.
22.	Click the link to view the invoice. (See image in previous step.)
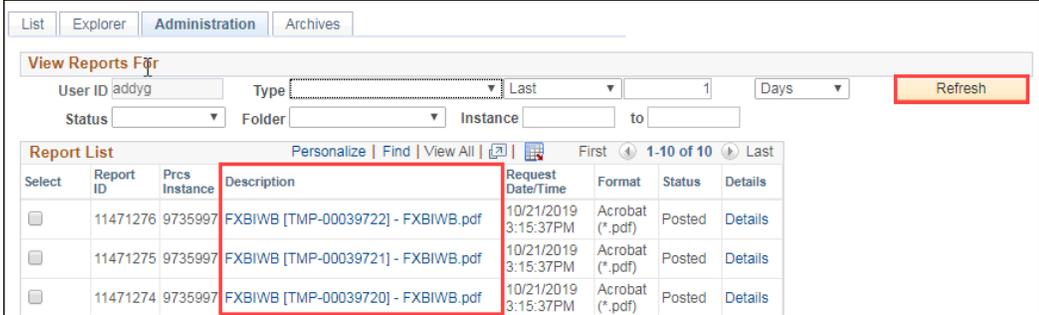
II. REPRINT AN LOC SUMMARY

After an initial letter of credit (LOC) Summary has been generated, an additional copy of the LOC Summary can be produced by following these steps:

Step	Action
1.	Navigate to **Main Menu** > **Billing** > **Generate Invoices** > **Non-Consolidated** > **Reprint Letter of Credit**. (See image in next step.)
2.	Select the **Add a New Value** tab.
3.	Enter the **Run Control ID** (user defined). *Note: When creating run controls, they cannot contain any spaces. Use underscores instead.*
4.	Click **Add**. (See image in previous step.)
5.	Set up the **Run Control** as follows: **Range Selection** [select **Run Date**]
6.	Click **Search**. (See image in previous step.)
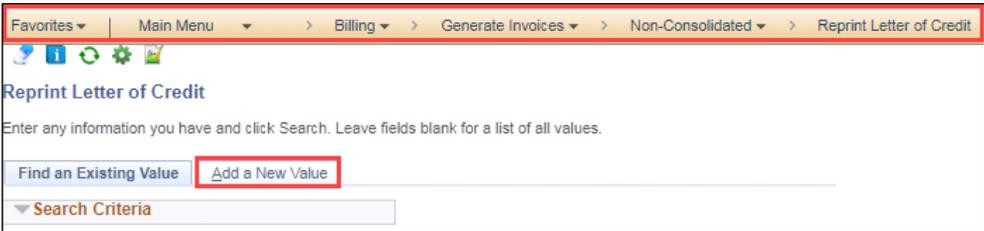
Step	Action
7.	**Check** the **Line** of the process to reprint.
8.	Click **Run**. The **Process Scheduler Request** dialog box displays.
9.	Ensure **Formatted Letter of Credit** is selected.
10.	Click **OK**. (See image in previous step.)
11.	Click **Report Manager**.

Step	Action
12.	Select the **Administration** tab. Favorites ▾ Main Menu ▾ > Billing List Explorer **Administration** Archives
13.	Click the **Refresh** button until the document ending in **.pdf** is a link. List Explorer Administration Archives **View Reports For** User ID addyg Type ▾ Last ▾ 1 Days ▾ **Refresh** Status ▾ Folder ▾ Instance to **Report List** Personalize | Find | View All | First ◀ **1-10 of 10** ▶ Last Select / Report ID / Prcs Instance / Description / Request Date/Time / Format / Status / Details ☐ 11471276 9735997 FXBIWB [TMP-00039722] - FXBIWB.pdf 10/21/2019 3:15:37PM Acrobat (*.pdf) Posted Details ☐ 11471275 9735997 FXBIWB [TMP-00039721] - FXBIWB.pdf 10/21/2019 3:15:37PM Acrobat (*.pdf) Posted Details ☐ 11471274 9735997 FXBIWB [TMP-00039720] - FXBIWB.pdf 10/21/2019 3:15:37PM Acrobat (*.pdf) Posted Details
14.	Click the link to view the **LOC Summary**. (See image in previous step.)
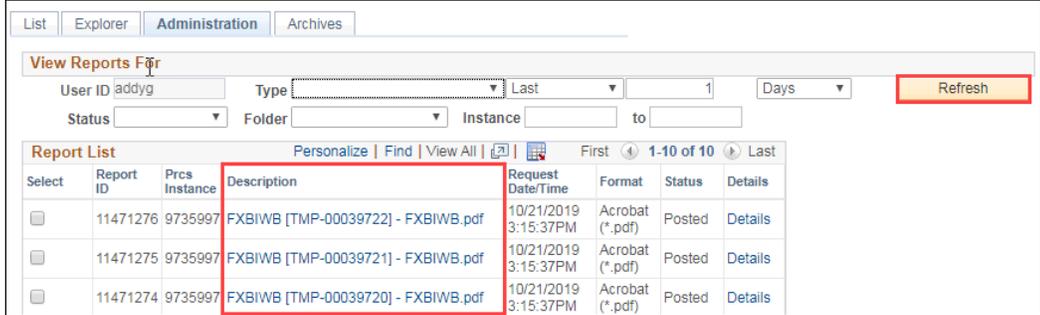
Process a Refund	
	University of Central Florida: Future State Business Process Flow

III. PROCESS A REFUND

When the university cannot keep funds and they must be returned to the sponsor, follow these steps to process a refund:

Step	Action
1.	Navigate to **Main Menu** > **Accounts Receivable** > **Receivables Maintenance** > **Maintenance Worksheet** > **Create Worksheet**.
2.	Select the **Add a New Value** tab.

Step	Action
3.	The following values default when clicking **Add**: a) **Worksheet Business Unit** b) **Worksheet ID [NEXT]** **Create Worksheet** Find an Existing Value **Add a New Value** Worksheet Business Unit UCF01 Worksheet ID NEXT Add
4.	Enter values in the following fields: a) **Cust ID** (select sponsor) b) **Business Unit** c) **Qual Code [I]** (A value in this field is only needed if the invoice is known.) d) **Reference** (choose the invoice)
5.	Click **Build**. **Worksheet Action** Build Clear
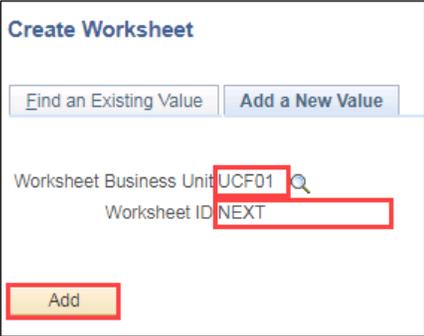
Step	Action
6.	Enter the **Entry Type** [**Refund a Credit**]. **Worksheet Application** Unit UCF01 Worksheet ID 2774 **Item Action** Entry Type [Refund A Credit ▼] Reason [_____] 🔍
7.	Select the **Line** to be refunded. **Worksheet Application** Unit UCF01 Worksheet ID 27744 Currency USD Accounti **Item Action** **Row Selection** Entry Type [Refund A Credit ▼] Choice [Select Range] Reason [_____] 🔍 Range [_____] **Item List** 	View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line
---	---	---	---	---	---	---
📄	1	☐	-776.82	USD	AO-4	
📄	2	☐	20,533.40	USD	CNG032785	
📄	3	☐	-17,455.95	USD	CNG032790	
📄	4	☐	17,455.95	USD	CNG032791	
📄	5	☐	-40,647.78	USD	CNG032794	
📄	6	☐	40,647.78	USD	CNG032795	
📄	7	☐	22,084.31	USD	CNG033277	
📄	8	☐	10,630.16	USD	CNG033278		 *Note: Adjust the payment amount as necessary.*
8.	Enter values in the following fields: a) **Type** [**RC** or **RRC**] b) **Reason** **Item List** | View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit
---	---	---	---	---	---	---	---	---	---
📄	1	☑	-776.82	USD	AO-4		RC 🔍	🔍	UCF01	

Step	Action
9.	Click **Save**.

| **10.** | Click the **Worksheet Action** link |

| **11.** | Ensure the **Posting Action** is **Batch Standard**. |

| **12.** | Click **OK**. (See image in previous step.)

*Note: This will be processed the next time the **AR_UPDATE** process is run.* |

| **13.** | Navigate to **Main Menu** > **Accounts Receivable** > **Receivables Maintenance** > **Refunds** > **Request Refund Item**. |

Step	Action
14.	Select the **Add a New Value** tab. **Request Refund Item** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value
15.	Enter the **Run Control ID** (user defined). **Request Refund Item** Find an Existing Value Add a New Value Run Control ID [ ] Add *Note: When creating run controls, they cannot contain any spaces. Use underscores instead.*
16.	Click **Add**. (See image in previous step.)
17.	Set up the **Run Control** as follows: a) **Business Unit** b) **Load Directly to AP** [Check] **Refunds** Run Control ID Process_a_refund Report Manager Process Monitor Run **Refund Request Parameters** Personalize	Find	View All	[ ]	[ ] First 1 of 1 Last *Business Unit Description Load Directly to AP 1 ucf01 ☑ [+] [−] Save Notify Add Update/Display
18.	Click **Run**. (See image in previous step.) The **Process Scheduler Request** dialog box displays.

Step	Action
19.	Ensure **AR_REFUND** is selected.
20.	Click **OK**. (See image in previous step.)
21.	Click the **Process Monitor** link.
22.	Click **Refresh** to ensure the **Run Status** of the process displays **Success**.

Step	Action
23.	*Note: After the voucher has been created, the status of the refund can be tracked through the following:* Navigate to **Main Menu** > **Accounts Receivable** > **Receivables Maintenance** > **Refunds** > **Refund Status**.

Step	Action
24.	Enter values in the following fields: a) **Business Unit** b) **Voucher ID** c) **Invoice Number** **Refund Status** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▼ Search Criteria Business Unit = ▼ Voucher ID begins with ▼ Invoice Number begins with ▼ Short Supplier Name begins with ▼ Supplier ID begins with ▼ Supplier Name begins with ▼ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
25.	Click **Search**. (See image in previous step.)
26.	Verify the **Refund** was processed. **Refund Status** Unit UCF01 Voucher 01430814 Invoice 41292CROA137 Supplier 0000016606 Supplier Name US Department of Education Short Name US DEPART-001 Date 04/24/2019 Status Posted Gross 0.82 Pay Status Paid Balance 0.000 Due Date 04/24/2019 Details Personalize | Find | View All | 🗗 | 🔳 First ◄ 1 of 1 ► Last Bank Code | Account | Reference | Payment Amount | Currency | Status | Paid Amount 1 BOA | CHK | 0000930009 | 28.68 | USD | Paid | 0.82 🔍 Return to Search ⬆ Previous in List ⬇ Next in List 📧 Notify

Process a Write-Off
University of Central Florida: Future State Business Process Flow
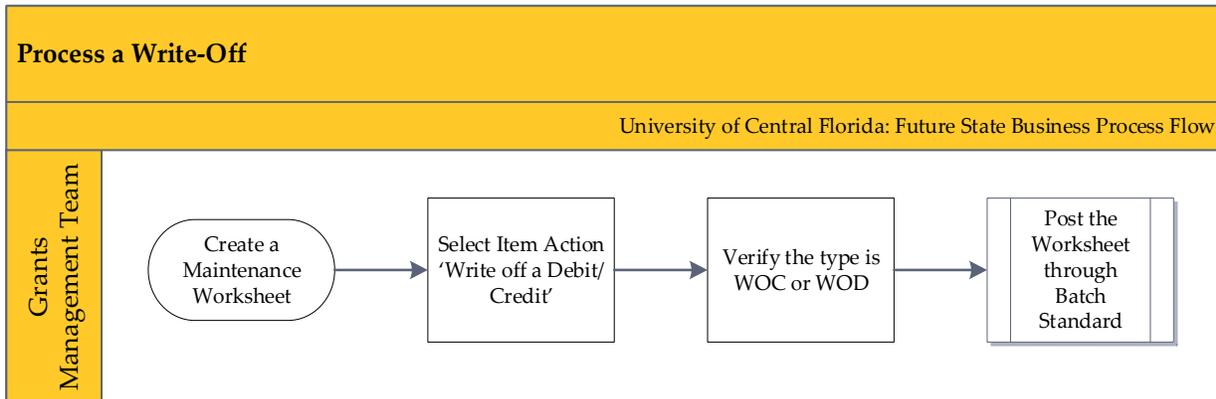
IV. PROCESS A WRITE-OFF

A write-off will need to be processed in UCF Financials when funds to cover the expense will not be recovered. To process a write-off, follow these steps:

Step	Action
1.	Navigate to **Main Menu** > **Accounts Receivable** > **Receivables Maintenance** > **Maintenance Worksheet** > **Create Worksheet**.

Step	Action
2.	Select the **Add a New Value** tab. **Create Worksheet** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value ▼ Search Criteria
3.	The following fields default: a) **Worksheet Business Unit** b) **Worksheet ID [NEXT]** **Create Worksheet** Find an Existing Value | Add a New Value Worksheet Business Unit UCF01 Worksheet ID NEXT Add
4.	Click **Add**. (See image in previous step.)

Step	Action
5.	Enter the following information: a) **Customer Criteria** [**Customer Items**] b) **Cust ID** (select sponsor) c) **Qual Code** [**I**] d) **Reference** (choose the invoice)
6.	Click **Build**.
7.	Enter the **Entry Type** [**Write-Off Debit** or **Write-Off Credit**].
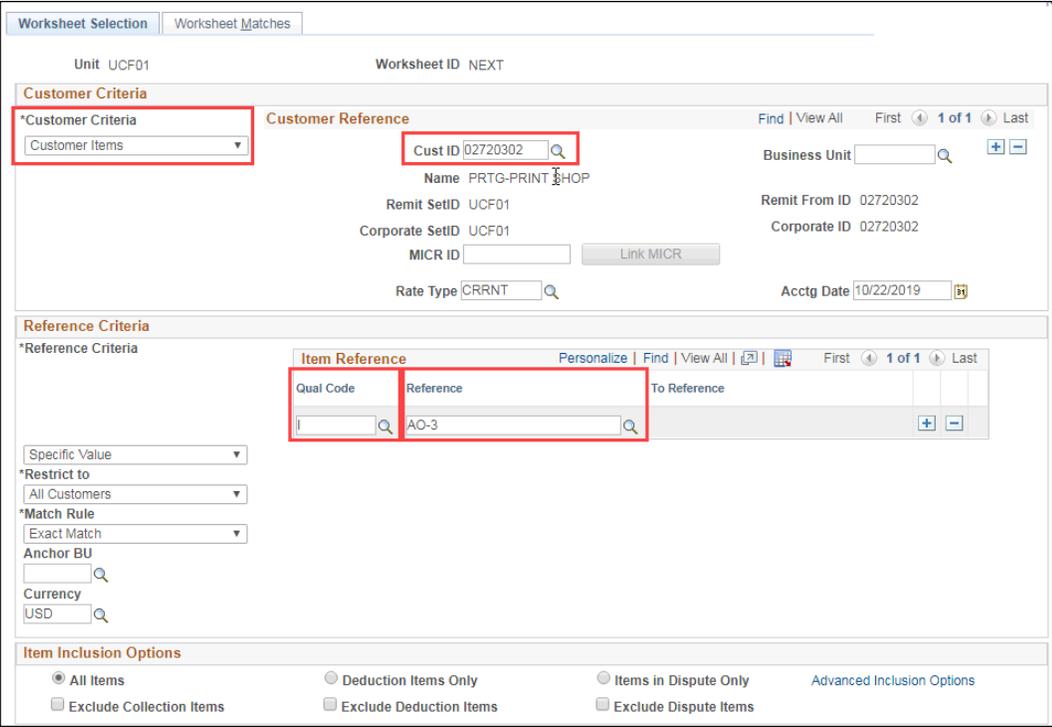
Step	Action
8.	Select the **Line** to be refunded.
	Item List Detail 1, Detail 2, Detail 3, Detail 4, Detail 5, Detail 6
		View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	
		📄	1	☑	-212.72	USD	AO-3		
	Note: Adjust the payment amount as necessary.
9.	Enter values in the following fields: a) **Type** [**WOD/WOC**] b) **Reason**
	Item List Detail 1, Detail 2, Detail 3, Detail 4, Detail 5, Detail 6
		View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Service Purchase ID	Instal
		📄	1	☑	-212.72	USD	AO-3		WOC 🔍	🔍	UCF01	CNG50063		
	Add Item Group View
10.	Click **Save**.
	Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs
	💾 Save 🔍 Return to Search ✉ Notify 🔄 Refresh
11.	Click the **Worksheet Action** link. (See image in previous step.)
12.	Select the **Posting Action** [**Batch Standard**].
	Worksheet Action Unit UCF01 Worksheet ID 27745 Status Do Not Post **Worksheet Action** **Posting Action** Delete Worksheet Action: Do Not Post ▾ OK Delete Maintenance Group
13.	Click **Save**.
	💾 Save 🔍 Return to Search ✉ Notify
	*Note: This will be processed the next time the **AR_UPDATE** process is run.*
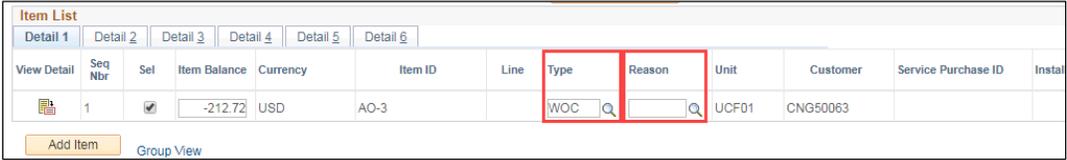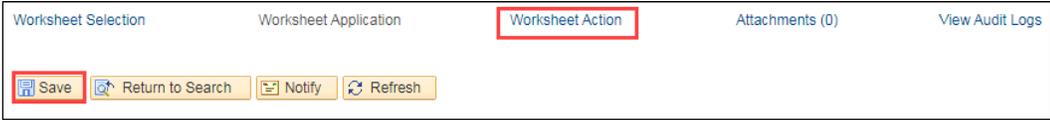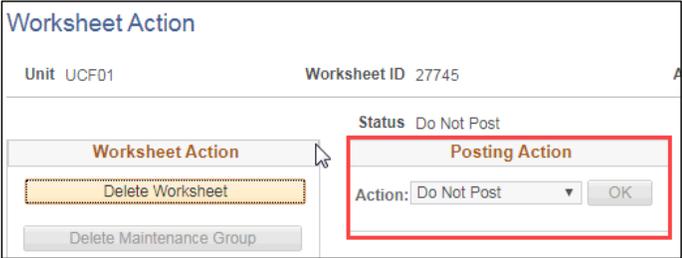
Process an Offset
University of Central Florida: Future State Business Process Flow

Grants Management Team

Create a Maintenance Worksheet → Select Item Action 'Offset an Item' → Verify the type is MT → Post the Worksheet through Batch Standard
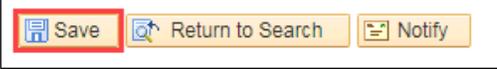
V. PROCESS AN OFFSET

An offset will be processed when two Accounts Receivable (AR) Worksheets for an item or customer has debit and credit items. This process should only be done after cash is applied as to not force an On Account to be created. After the offset is set up, the Receivable Update should be run. Follow these steps to process an offset:

Step	Action
1.	Navigate to **Main Menu** > **Accounts Receivable** > **Receivables Maintenance** > **Maintenance Worksheet** > **Create Worksheet**.

Step	Action
2.	Click **Add a New Value** tab.
	Create Worksheet
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	▼ Search Criteria
3.	Enter values in the following fields:
	a) **Worksheet Business Unit**
	b) **Worksheet ID [NEXT]**
	Create Worksheet
	Find an Existing Value Add a New Value
	Worksheet Business Unit UCF01
	Worksheet ID NEXT
	Add
4.	Click **Add**. (See image in previous step.)
5.	Enter values in the following fields:
	a) **Customer Criteria [Customer Items]**
	b) **Customer ID** (select sponsor)
	c) **Qual Code [I]**
	d) **Reference** (choose the invoice)
	Worksheet Selection Worksheet Matches
	Unit UCF01 Worksheet ID NEXT
	Customer Criteria
	*Customer Criteria: None / Corporate Items / Customer Items / None / Remit From Items
	Customer Reference Cust ID Business Unit
	Reference Criteria — *Reference Criteria: None; *Restrict to: All Customers; *Match Rule: Exact Match; Anchor BU
	Item Reference — Qual Code, Reference, To Reference
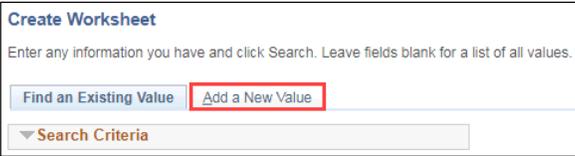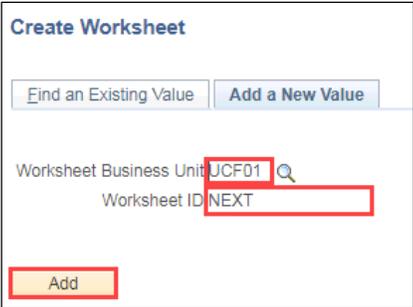
Step	Action
6.	Click **Build**. **Item Inclusion Options** ○ All Items ○ Deduction Items Only ☐ Exclude Collection Items ☐ Exclude Deduction Items **Worksheet Action** [Build] [Clear] Created Date/Time Worksheet Selection Worksheet Application [Save] [Notify] [Refresh] Worksheet Selection	Worksheet Matches
7.	Enter the **Entry Type** [**Offset an Item**]. (See image in next step.)
8.	Select the two offsetting items that need to be processed. **Worksheet Application** Anchor Information Unit UCF01 Worksheet ID 27738 Currency USD Accounting Date 07/31/2019 Reason Code **Item Action** **Row Selection** **Display Control** Entry Type Offset an Item Choice Select Range Display All Items [Go] Reason Range [Go] Absolute Value Sort **Item List** Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6 View Detail / Seq Nbr / Sel / Item Balance / Currency / Item ID / Line / Type / Reason / Unit / Customer / Service Purchase ID / Insta [ ] 1 ☐ -212.72 USD AO-3 MT UCF01 CNG50063 [ ] 2 ☐ 0.01 USD CNG008333 MT UCF01 CNG50016 [Add Item] Group View
9.	Ensure that the **Type** for each of the selected **Lines** defaults to **MT**. (See image in previous step.)
10.	Click **Save**. Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs [Save] [Return to Search] [Notify] [Refresh]
11.	Click the **Worksheet Action** link. (See image in previous step.)

Step	Action
12.	Select the **Posting Action** [**Batch Standard**].
13.	Click **Save**. *Note: This will be processed the next time the **AR_UPDATE** process is run.*

VI. CORRECTIVE (CREDIT) PAYMENT

When a credit deposit is required, follow these steps.

Step	Action
1.	*Note: Information in steps 3, 5, and 7 must be identical to the deposit of the incorrectly posted deposit to reverse all journals.* Navigate to **Main Menu** > **Accounts Receivable** > **Payments** > **Online Payment** > **Regular Deposit**.
2.	Select the **Add New Value** tab.

Step	Action
3.	Enter values in the following fields: a) **Deposit Unit** b) **Deposit ID** [**NEXT**] **Regular Deposit** Find an Existing Value Add a New Value Deposit Unit UCF01 Deposit ID NEXT Add
4.	Click **Add**. (See image in previous step.)
5.	Enter values in the following fields: a) **Bank Code** [**BOA1**] b) **Bank Account** [**ACH**] c) **Deposit Type** [**C – Customer Receipts**] d) **Control Total Amount** (total amount of the deposit) e) **Count** Totals Payments Unit UCF01 Deposit ID NEX *Accounting Date 10/22/2019 *Bank Code BOA1 BOA-ACH *Bank Account ACH 00████634 *Deposit Type C Cust Recpt **Control Totals** Control Total Amount -50.00 *Count 1 Entered Total Amount -50.00 Count 1 Difference Amount 100.00 Count 0 Posted Total Amount 0.00 Count 0 Journalled Total Amount 0.00 Count 0

Step	Action
6.	Select the **Payments** tab. Totals | Payments
7.	Enter values in the following fields: a) **Payment ID** b) **Accounting Date** (date payment was received) c) **Amount** (credit amount) d) **Currency** e) **Payment Method** [**Check** or **Electronic Funds Transfer** or **Giro - EFT**] f) **Customer ID** g) **Business Unit** h) **Qual Code** [**I**] i) **Reference** (invoice number, if known)
8.	Click **Save**.

Step	Action
9.	Select the **Totals** tab. Favorites ▾ | Main Menu Totals | Payments
10.	Ensure the **Different Amount** and **Count** are both zero (0). Totals | Payments Unit UCF01 Deposit ID 5659 Delete Deposit View Audit Logs *Accounting Date 10/22/2019 Control Currency USD *Bank Code BOA1 BOA-ACH Format Currency USD *Bank Account ACH 005562579634 Rate Type CRRNT *Deposit Type C Cust Recpt Exchange Rate 1.00000000 **Control Totals** **Control Data** Control Total Amount -50.00 *Count 1 *Received 10/22/2019 Entered Total Amount -50.00 Count 1 *Entered 10/22/2019 Difference Amount 0.00 Count 0 Posted Posted Total Amount 0.00 Count 0 Assigned lkohlmey Journalled Total Amount 0.00 Count 0 User lkohlmey Save | Notify | Refresh Add | Update/Display Totals | Payments
11.	Click **Save**. (See image in previous step.)

Step	Action
12.	*Note: The next action is to apply the deposit to the same item the incorrect deposit was applied to, to for all intents and purposes cancel the two deposits out.* Navigate to **Main Menu** > **Accounts Receivable** > **Payments** > **Apply Payments** > **Create Worksheet**.

Step	Action
13.	Enter values in the following fields: a) **Deposit Unit** b) **Deposit ID** (Enter ID associated with the deposit.) **Create Payment Worksheet** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an existing payment ▼ Search Criteria Deposit Unit = ▼ UCF01 Deposit ID begins with ▼ 5659 Payment Sequence = ▼ Payment ID begins with ▼ Payment Status = ▼ User ID begins with ▼ Assigned Operator ID begins with ▼ Payment Predictor Method begins with ▼ Accounting Date = ▼ ☐ Case Sensitive
14.	Click **Search**. Search Clear Basic Search Save Search Criteria

Step	Action
15.	On the **Payment Worksheet Selection** page, enter or verify the following information: a) **Customer ID** b) **Business Unit** c) **Qual Code [I]** d) **Reference** (same as the incorrectly applied invoice)
16.	Click **Build**.

Step	Action
17.	Check **Line Items** to apply the payment to.
18.	Verify the **Type** [**PY**].

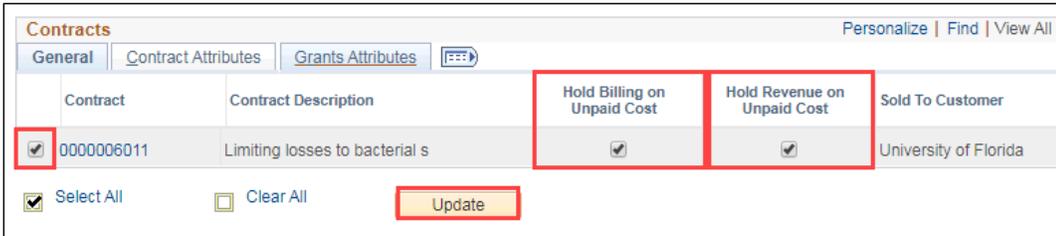| Step	Action
19.	Ensure the **Worksheet** is balanced.
20.	Click **Save**. (See image in previous step.)
21.	Click the **Worksheet Action** link.
22.	Verify the **Posting Action** [**Batch Standard**].
23.	Click **OK**.
24.	Click **Save**. *Note: This will be processed the next time the **AR_UPDATE** process is run.*

VII. HOLD BILLING & REVENUE ON UNPAID COSTS

Contracts can be set up to hold billing and revenue on unpaid costs; when a voucher has not been paid, this functionality will ensure that billing and revenue do not take into account items that have not been paid. The exclusion of these lines in processing are noted in the Message log. This functionality needs to be set up at the contract header to work properly. To set up a hold on billing and revenue for unpaid costs, follow these steps:

Step	Action
1.	Navigate to **Main Menu** > **Customer Contracts** > **Create and Amend** > **Hold Billing on Unpaid Cost**.
2.	Enter values in the following fields: a) **Business Unit** b) **Select an Action** [**Update Contract and Lines Together**] c) **Contract**
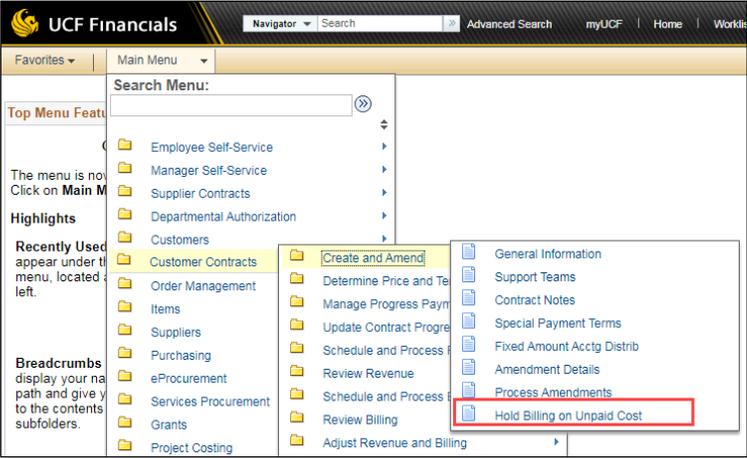
Step	Action
3.	Click **Search**. (See image in previous step.)
4.	Select the appropriate line by checking the box on the left of the line. (See image in next step.)
5.	Place a **check** by the following: a) **Hold Billing on Unpaid Cost** b) **Hold Revenue on Unpaid Costs**
6.	Click **Update**. (See image in previous step.)