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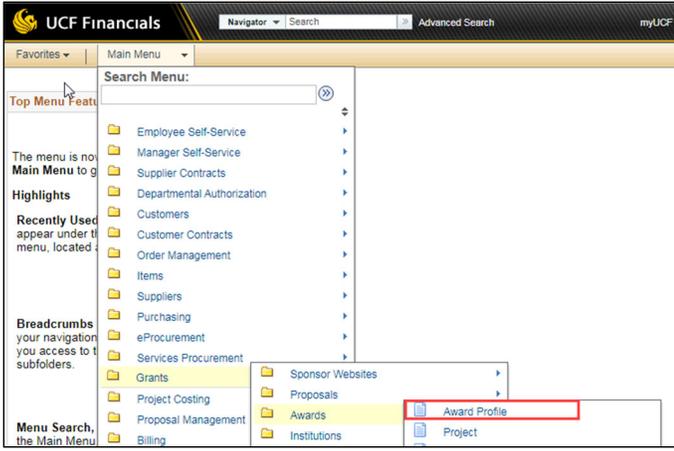
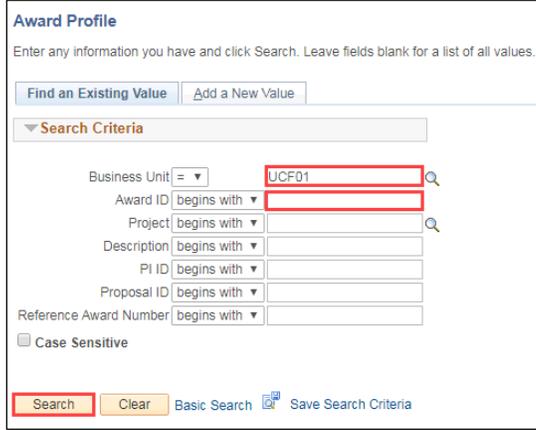


COURSE 4. PROCESS BILLING

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.	<p>Navigate to Main Menu > Grants > Awards > Award Profile.</p> 
2.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Business Unit Award ID 



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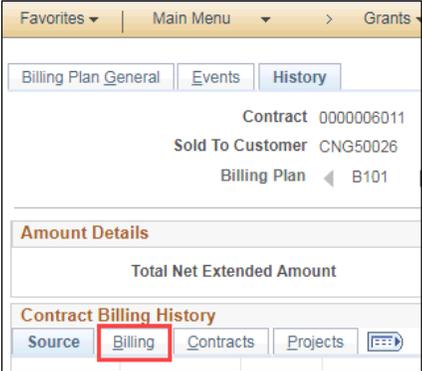
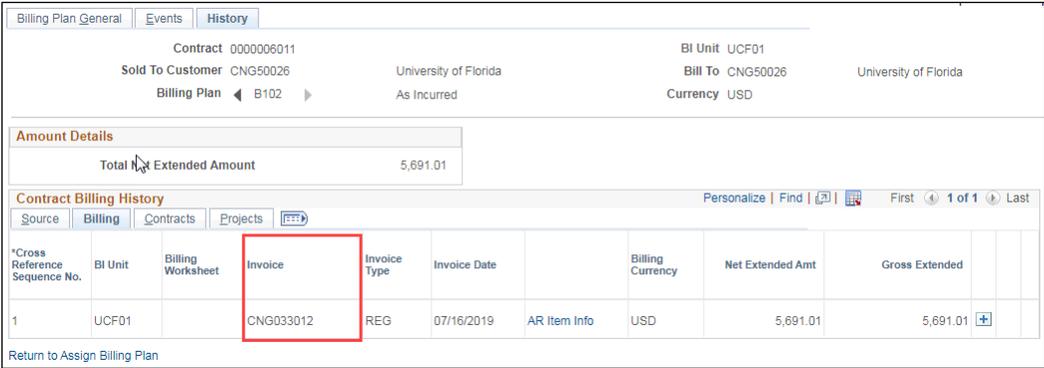
System Navigation for Grants

Step	Action																																																
3.	Click Search . (See image in previous step.)																																																
4.	Click the View Contract link. The General Information page displays. <div data-bbox="321 449 553 936" data-label="Image"> </div>																																																
5.	Click the Billing Plans link. <div data-bbox="321 1031 1052 1302" data-label="Image"> </div>																																																
6.	Click the appropriate B10X bill plan link (where “X” represents a number) from the Plan column. <div data-bbox="321 1430 1331 1812" data-label="Table"> <p>Assign Billing Plan</p> <p>Contract 000006011 Limiting losses to bacterial s</p> <p>Sold To Customer University of Florida</p> <table border="1"> <thead> <tr> <th colspan="8">Contract Lines to be Assigned / Unassigned</th> </tr> <tr> <th></th> <th>Line</th> <th>Product</th> <th>Line Description</th> <th>Billing Amount</th> <th>Price Type</th> <th>Plan</th> <th>Plan Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>COST_REIMB</td> <td>LABOR</td> <td></td> <td>Rate</td> <td>B101</td> <td>8532/COST_REIMB Bill Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>COST_REIMB</td> <td>Direct Expenses</td> <td></td> <td>Rate</td> <td>B101</td> <td>8532/COST_REIMB Bill Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>COST_REIMB</td> <td>INDIRECT_EXP</td> <td></td> <td>Rate</td> <td>B101</td> <td>8532/COST_REIMB Bill Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>AS_INCURRED</td> <td>As Incurred</td> <td></td> <td>Rate</td> <td>B102</td> <td>As Incurred</td> </tr> </tbody> </table> </div>	Contract Lines to be Assigned / Unassigned									Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	<input type="checkbox"/>	1	COST_REIMB	LABOR		Rate	B101	8532/COST_REIMB Bill Plan	<input type="checkbox"/>	2	COST_REIMB	Direct Expenses		Rate	B101	8532/COST_REIMB Bill Plan	<input type="checkbox"/>	3	COST_REIMB	INDIRECT_EXP		Rate	B101	8532/COST_REIMB Bill Plan	<input type="checkbox"/>	4	AS_INCURRED	As Incurred		Rate	B102	As Incurred
Contract Lines to be Assigned / Unassigned																																																	
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<input type="checkbox"/>	3	COST_REIMB	INDIRECT_EXP		Rate	B101	8532/COST_REIMB Bill Plan																																										
<input type="checkbox"/>	4	AS_INCURRED	As Incurred		Rate	B102	As Incurred																																										

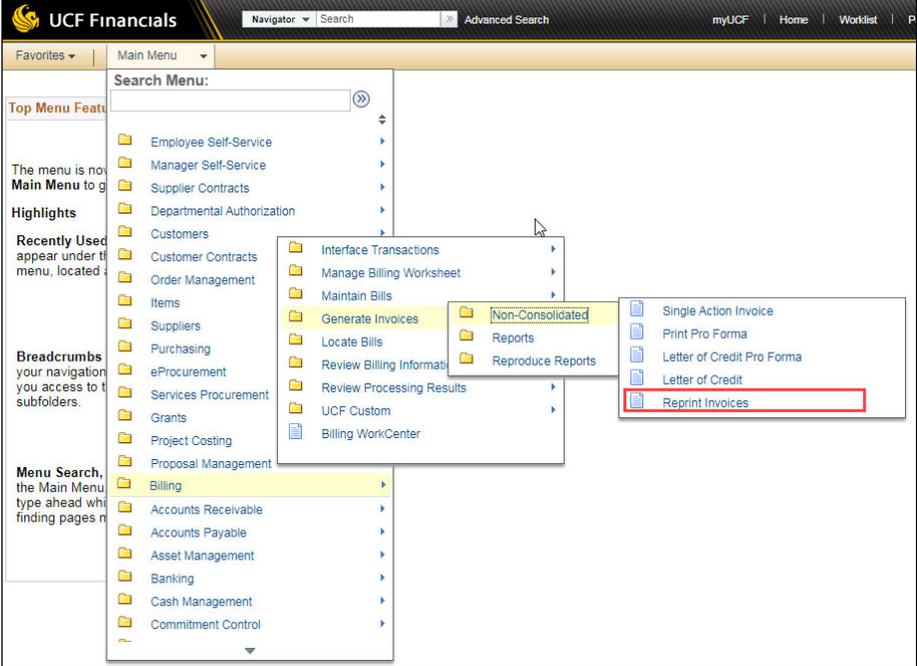
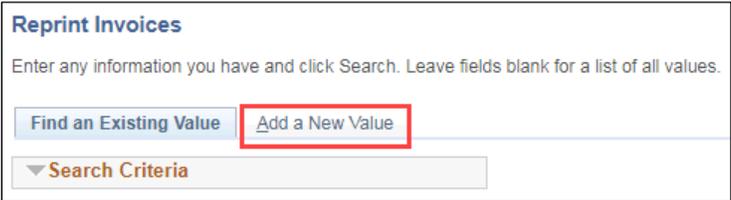


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System Navigation for Grants

Step	Action
7.	<p>Select the History tab.</p> 
8.	<p>Select the Billing tab.</p> 
9.	<p>Note the Invoice Number.</p> 

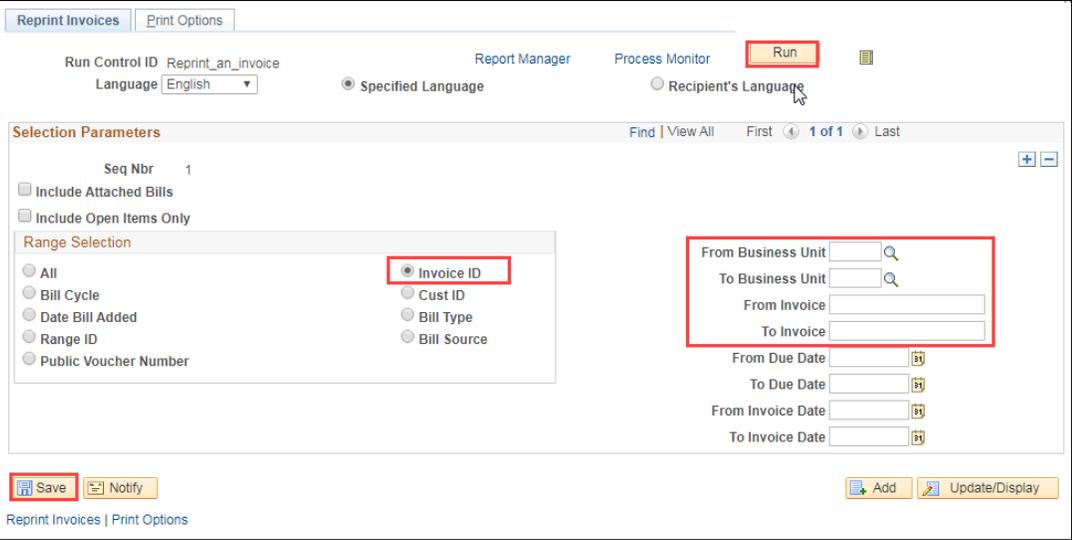


Step	Action
10.	<p>Navigate to Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoice.</p>  <p>The screenshot shows the UCF Financials Main Menu. The navigation path is: Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices. The 'Reprint Invoices' option is highlighted with a red box.</p>
11.	<p>Select the Add a New Value tab.</p>  <p>The screenshot shows the 'Reprint Invoices' search interface. The 'Add a New Value' tab is highlighted with a red box.</p>
12.	<p>Enter the Run Control ID (user defined).</p>  <p>The screenshot shows the 'Run Control ID' input field, which is highlighted with a red box. Below the input field is an 'Add' button, also highlighted with a red box.</p> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>



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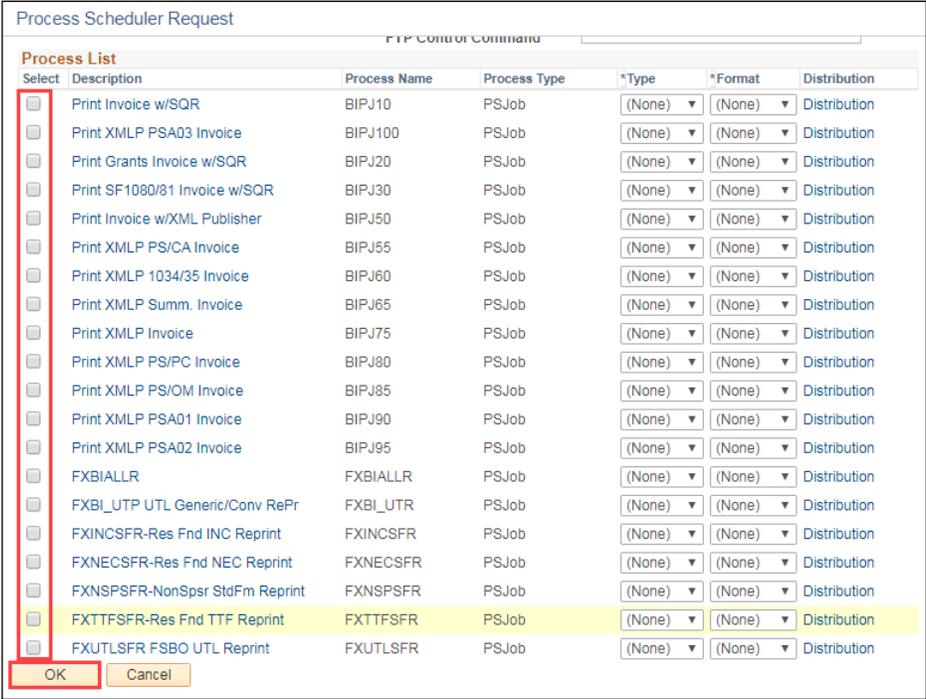
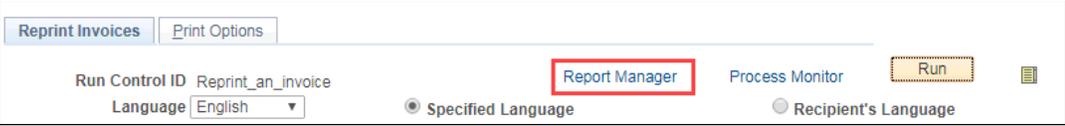
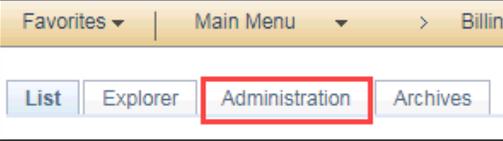
System Navigation for Grants

Sten	Action
13.	Click Add . (See image in previous step.)
14.	<p>Set up the Run Control as follows:</p> <ol style="list-style-type: none">Range Selection [select Invoice ID]From Business UnitTo Business UnitFrom Invoice (enter invoice number)*To Invoice (enter invoice number)* <p><i>*Field is dependent on selection of Invoice ID.</i></p> 
15.	Click Save . (See image in previous step.)
16.	Click Run . (See image in step 14.) The Process Scheduler Request dialog box displays.

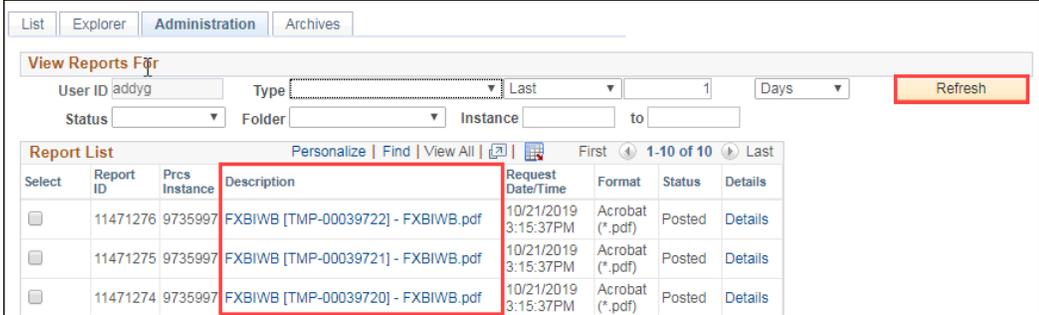


UCF Financials

System Navigation for Grants

Sten	Action																																																																																																																																																			
17.	Ensure FXCGALLR is selected.  <table border="1"><caption>Process Scheduler Request</caption><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>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>FXBIALLR</td><td>FXBIALLR</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 RePr</td><td>FXBI_UTR</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>FXINCSFR-Res Fnd INC Reprint</td><td>FXINCSFR</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>FXNECSFR-Res Fnd NEC Reprint</td><td>FXNECSFR</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>FXNSPSFR-NonSprs StdFm Reprint</td><td>FXNSPSFR</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input checked="" type="checkbox"/></td><td>FXTTFSFR-Res Fnd TTF Reprint</td><td>FXTTFSFR</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr><tr><td><input type="checkbox"/></td><td>FXUTLSFR FSBO UTL Reprint</td><td>FXUTLSFR</td><td>PSJob</td><td>(None)</td><td>(None)</td><td>Distribution</td></tr></tbody></table>	Select	Description	Process Name	Process Type	*Type	*Format	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"/>	FXBIALLR	FXBIALLR	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXBI_UTP UTL Generic/Conv RePr	FXBI_UTR	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXINCSFR-Res Fnd INC Reprint	FXINCSFR	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXNECSFR-Res Fnd NEC Reprint	FXNECSFR	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXNSPSFR-NonSprs StdFm Reprint	FXNSPSFR	PSJob	(None)	(None)	Distribution	<input checked="" type="checkbox"/>	FXTTFSFR-Res Fnd TTF Reprint	FXTTFSFR	PSJob	(None)	(None)	Distribution	<input type="checkbox"/>	FXUTLSFR FSBO UTL Reprint	FXUTLSFR	PSJob	(None)	(None)	Distribution
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18.	Click OK . (See image in previous step.)																																																																																																																																																			
19.	Click the Report Manager link.  <p>Reprint Invoices Print Options</p> <p>Run Control ID Reprint_an_invoice Report Manager Process Monitor Run</p> <p>Language English Specified Language Recipient's Language</p>																																																																																																																																																			
20.	Select the Administration tab.  <p>Favorites Main Menu > Billin</p> <p>List Explorer Administration Archives</p>																																																																																																																																																			

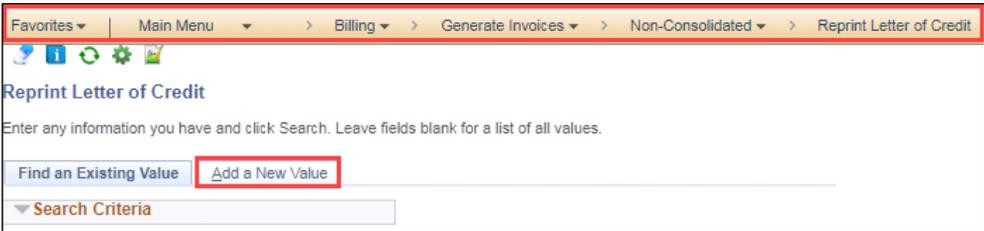


Step	Action
21.	Click the Refresh button until the appropriate item ending in .pdf in the Description column is a link. 
22.	Click the link to view the invoice. (See image in previous step.)



II. REPRINT AN LOC SUMMARY

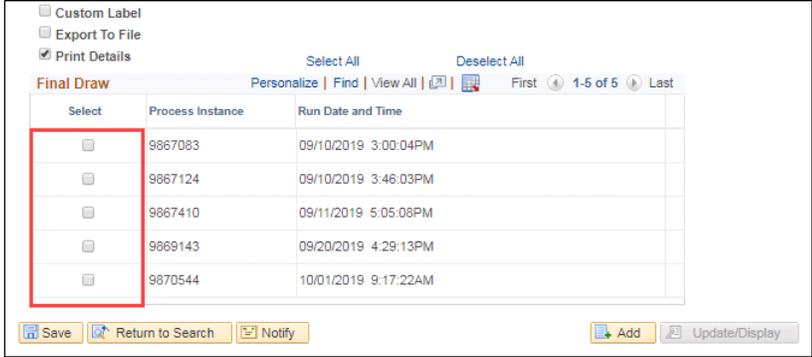
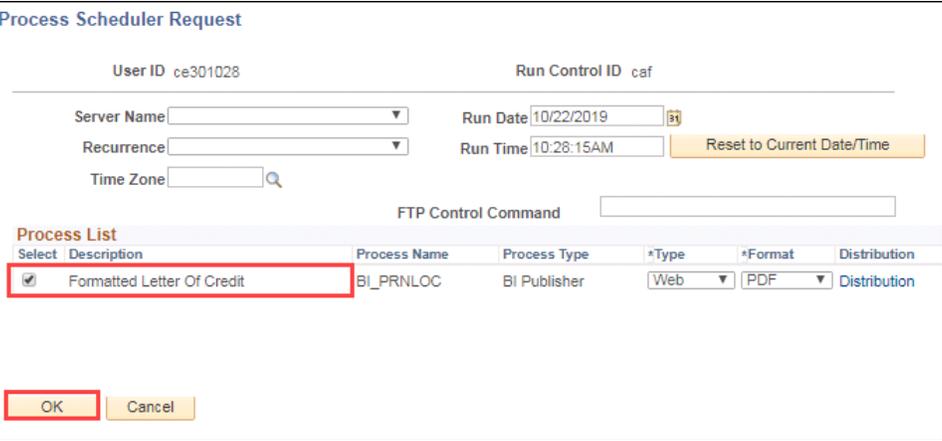
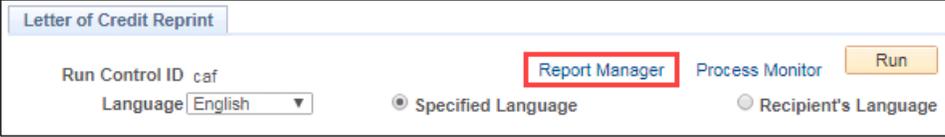
After an initial letter of credit (LOC) Summary has been generated, an additional copy of the LOC Summary can be produced by following these steps:

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).  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
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.)



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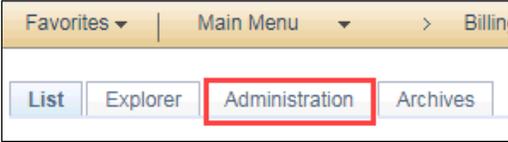
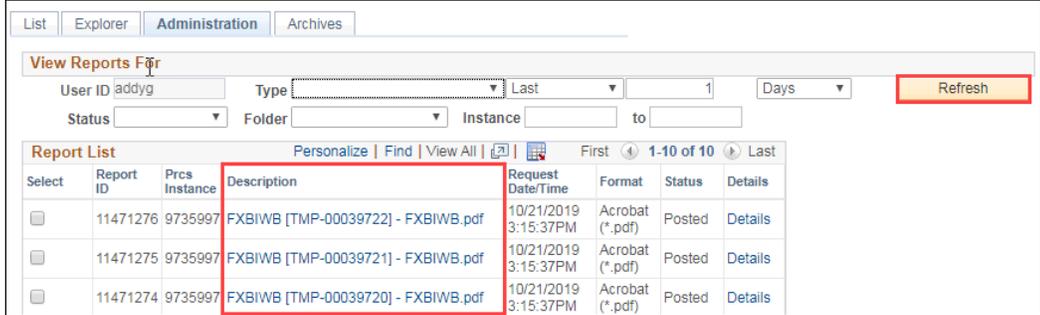
System Navigation for Grants

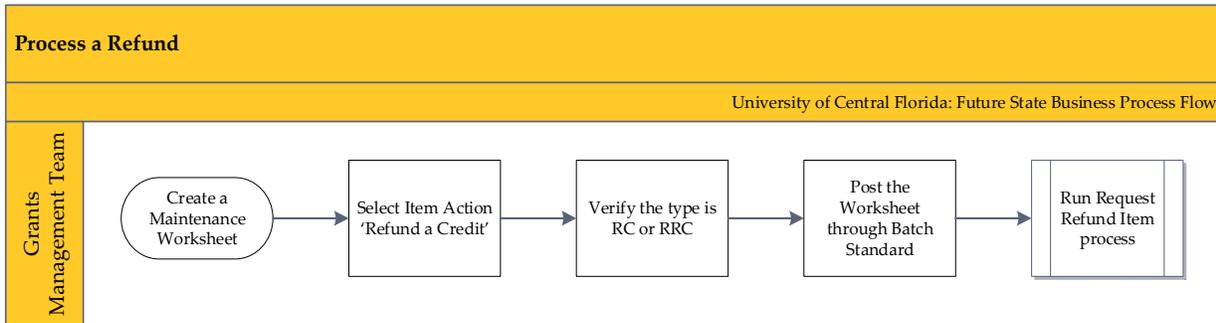
Step	Action																		
7.	<p>Check the Line of the process to reprint.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"><thead><tr><th>Select</th><th>Process Instance</th><th>Run Date and Time</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>9867083</td><td>09/10/2019 3:00:04PM</td></tr><tr><td><input type="checkbox"/></td><td>9867124</td><td>09/10/2019 3:46:03PM</td></tr><tr><td><input type="checkbox"/></td><td>9867410</td><td>09/11/2019 5:05:08PM</td></tr><tr><td><input type="checkbox"/></td><td>9869143</td><td>09/20/2019 4:29:13PM</td></tr><tr><td><input type="checkbox"/></td><td>9870544</td><td>10/01/2019 9:17:22AM</td></tr></tbody></table>	Select	Process Instance	Run Date and Time	<input type="checkbox"/>	9867083	09/10/2019 3:00:04PM	<input type="checkbox"/>	9867124	09/10/2019 3:46:03PM	<input type="checkbox"/>	9867410	09/11/2019 5:05:08PM	<input type="checkbox"/>	9869143	09/20/2019 4:29:13PM	<input type="checkbox"/>	9870544	10/01/2019 9:17:22AM
Select	Process Instance	Run Date and Time																	
<input type="checkbox"/>	9867083	09/10/2019 3:00:04PM																	
<input type="checkbox"/>	9867124	09/10/2019 3:46:03PM																	
<input type="checkbox"/>	9867410	09/11/2019 5:05:08PM																	
<input type="checkbox"/>	9869143	09/20/2019 4:29:13PM																	
<input type="checkbox"/>	9870544	10/01/2019 9:17:22AM																	
8.	<p>Click Run. The Process Scheduler Request dialog box displays.</p>  <p>The screenshot shows the 'Letter of Credit Reprint' dialog box with the following fields and buttons:</p> <ul style="list-style-type: none">Run Control ID: cafLanguage: EnglishSpecified Language (selected)Recipient's LanguageButtons: Report Manager, Process Monitor, Run																		
9.	<p>Ensure Formatted Letter of Credit is selected.</p>  <p>The screenshot shows the 'Process Scheduler Request' dialog box with the following fields and buttons:</p> <ul style="list-style-type: none">User ID: ce301028Run Control ID: cafServer Name: [dropdown]Run Date: 10/22/2019Recurrence: [dropdown]Run Time: 10:28:15AMTime Zone: [dropdown]FTP Control Command: [text box]Process List table: <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 checked="" type="checkbox"/></td><td>Formatted Letter Of Credit</td><td>BI_PRNLOC</td><td>BI Publisher</td><td>Web</td><td>PDF</td><td>Distribution</td></tr></tbody></table> <p>Buttons: OK, Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Formatted Letter Of Credit	BI_PRNLOC	BI Publisher	Web	PDF	Distribution				
Select	Description	Process Name	Process Type	*Type	*Format	Distribution													
<input checked="" type="checkbox"/>	Formatted Letter Of Credit	BI_PRNLOC	BI Publisher	Web	PDF	Distribution													
10.	<p>Click OK. (See image in previous step.)</p>																		
11.	<p>Click Report Manager.</p>  <p>The screenshot shows the 'Letter of Credit Reprint' dialog box with the following fields and buttons:</p> <ul style="list-style-type: none">Run Control ID: cafLanguage: EnglishSpecified Language (selected)Recipient's LanguageButtons: Report Manager, Process Monitor, Run																		



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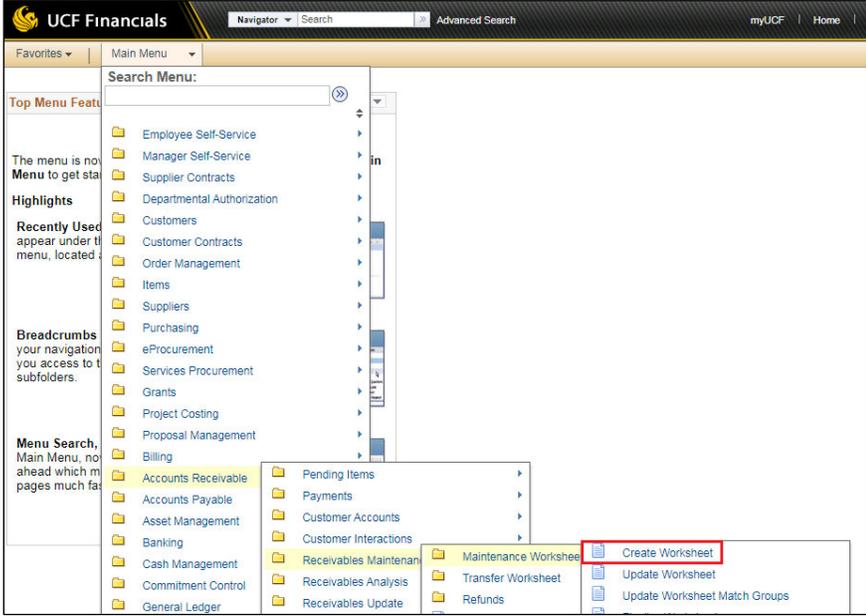
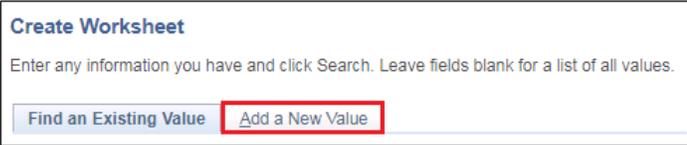
System Navigation for Grants

Step	Action																																
12.	Select the Administration tab. 																																
13.	Click the Refresh button until the document ending in .pdf is a link.  <table border="1"><thead><tr><th>Select</th><th>Report ID</th><th>Prce Instance</th><th>Description</th><th>Request Date/Time</th><th>Format</th><th>Status</th><th>Details</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>11471276</td><td>9735997</td><td>FXBIWB [TMP-00039722] - FXBIWB.pdf</td><td>10/21/2019 3:15:37PM</td><td>Acrobat (*.pdf)</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>11471275</td><td>9735997</td><td>FXBIWB [TMP-00039721] - FXBIWB.pdf</td><td>10/21/2019 3:15:37PM</td><td>Acrobat (*.pdf)</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>11471274</td><td>9735997</td><td>FXBIWB [TMP-00039720] - FXBIWB.pdf</td><td>10/21/2019 3:15:37PM</td><td>Acrobat (*.pdf)</td><td>Posted</td><td>Details</td></tr></tbody></table>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	11471276	9735997	FXBIWB [TMP-00039722] - FXBIWB.pdf	10/21/2019 3:15:37PM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	11471275	9735997	FXBIWB [TMP-00039721] - FXBIWB.pdf	10/21/2019 3:15:37PM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	11471274	9735997	FXBIWB [TMP-00039720] - FXBIWB.pdf	10/21/2019 3:15:37PM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details																										
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<input type="checkbox"/>	11471275	9735997	FXBIWB [TMP-00039721] - FXBIWB.pdf	10/21/2019 3:15:37PM	Acrobat (*.pdf)	Posted	Details																										
<input type="checkbox"/>	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.)																																



III. PROCESS A REFUND

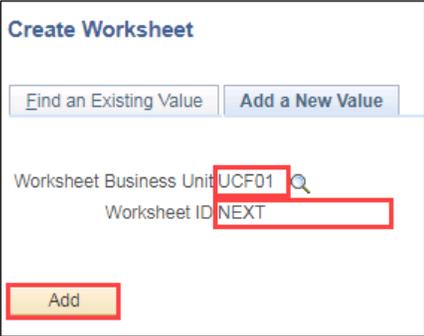
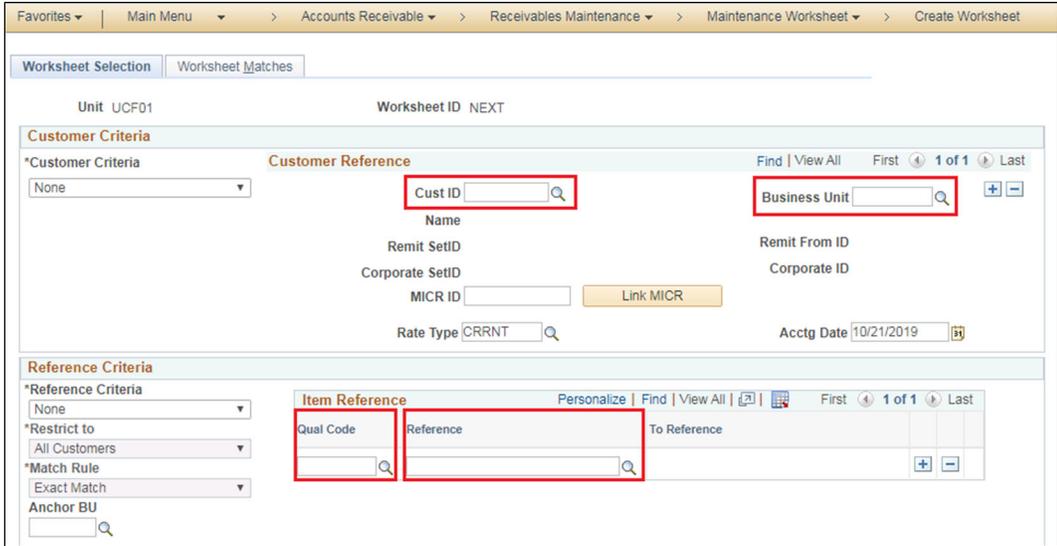
When the university cannot keep funds and they must be returned to the sponsor, follow these steps to process a refund:

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



UCF Financials

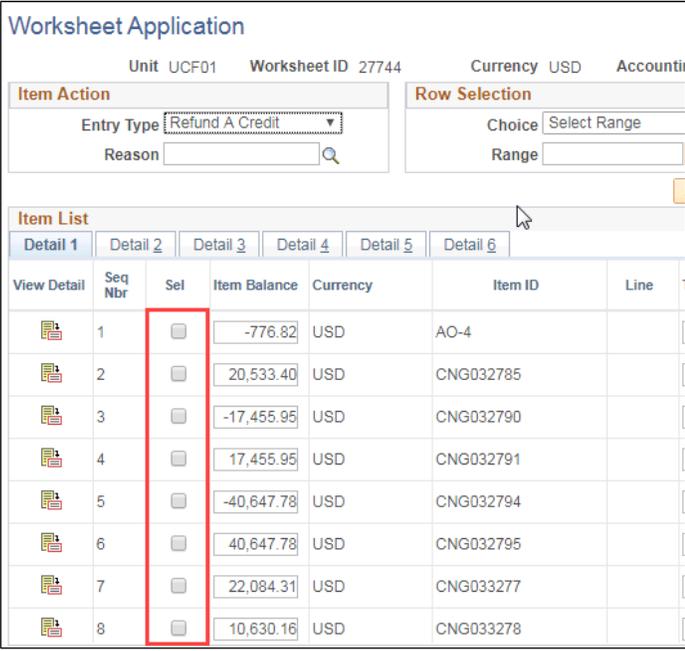
System Navigation for Grants

Step	Action
3.	<p>The following values default when clicking Add:</p> <ul style="list-style-type: none">a) Worksheet Business Unitb) Worksheet ID [NEXT] 
4.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Cust ID (select sponsor)b) Business Unitc) Qual Code [I] (A value in this field is only needed if the invoice is known.)d) Reference (choose the invoice) 
5.	<p>Click Build.</p> 



UCF Financials

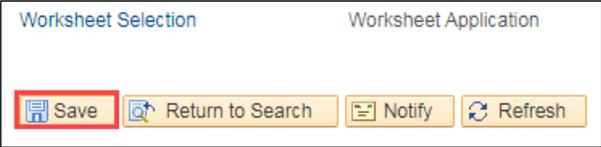
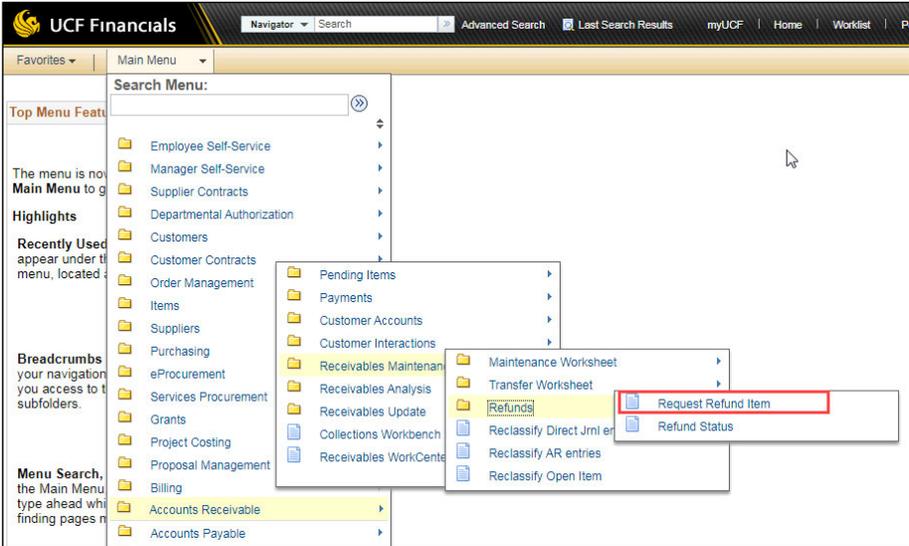
System Navigation for Grants

Step	Action																																																															
6.	<p>Enter the Entry Type [Refund a Credit].</p>  <p>The screenshot shows the 'Worksheet Application' interface. At the top, it displays 'Unit UCF01' and 'Worksheet ID 2774'. Below this is the 'Item Action' section, where the 'Entry Type' dropdown menu is highlighted with a red box and set to 'Refund A Credit'. A 'Reason' search field is visible below the dropdown.</p>																																																															
7.	<p>Select the Line to be refunded.</p>  <p>The screenshot shows the 'Worksheet Application' interface with the 'Item List' table. The 'Sel' column, which contains checkboxes for selecting rows, is highlighted with a red box. The table lists 8 items with their respective balances and currencies.</p> <table border="1"> <thead> <tr> <th>View Detail</th> <th>Seq Nbr</th> <th>Sel</th> <th>Item Balance</th> <th>Currency</th> <th>Item ID</th> <th>Line</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td><input type="checkbox"/></td> <td>-776.82</td> <td>USD</td> <td>AO-4</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td><input type="checkbox"/></td> <td>20,533.40</td> <td>USD</td> <td>CNG032785</td> <td></td> </tr> <tr> <td></td> <td>3</td> <td><input type="checkbox"/></td> <td>-17,455.95</td> <td>USD</td> <td>CNG032790</td> <td></td> </tr> <tr> <td></td> <td>4</td> <td><input type="checkbox"/></td> <td>17,455.95</td> <td>USD</td> <td>CNG032791</td> <td></td> </tr> <tr> <td></td> <td>5</td> <td><input type="checkbox"/></td> <td>-40,647.78</td> <td>USD</td> <td>CNG032794</td> <td></td> </tr> <tr> <td></td> <td>6</td> <td><input type="checkbox"/></td> <td>40,647.78</td> <td>USD</td> <td>CNG032795</td> <td></td> </tr> <tr> <td></td> <td>7</td> <td><input type="checkbox"/></td> <td>22,084.31</td> <td>USD</td> <td>CNG033277</td> <td></td> </tr> <tr> <td></td> <td>8</td> <td><input type="checkbox"/></td> <td>10,630.16</td> <td>USD</td> <td>CNG033278</td> <td></td> </tr> </tbody> </table> <p><i>Note: Adjust the payment amount as necessary.</i></p>	View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line		1	<input type="checkbox"/>	-776.82	USD	AO-4			2	<input type="checkbox"/>	20,533.40	USD	CNG032785			3	<input type="checkbox"/>	-17,455.95	USD	CNG032790			4	<input type="checkbox"/>	17,455.95	USD	CNG032791			5	<input type="checkbox"/>	-40,647.78	USD	CNG032794			6	<input type="checkbox"/>	40,647.78	USD	CNG032795			7	<input type="checkbox"/>	22,084.31	USD	CNG033277			8	<input type="checkbox"/>	10,630.16	USD	CNG033278	
View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line																																																										
	1	<input type="checkbox"/>	-776.82	USD	AO-4																																																											
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	8	<input type="checkbox"/>	10,630.16	USD	CNG033278																																																											
8.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Type [RC or RRC] Reason  <p>The screenshot shows the 'Item List' table with the 'Type' and 'Reason' columns highlighted with red boxes. The 'Type' column contains 'RC' and the 'Reason' column is empty. The 'Unit' column contains 'UCF01'.</p> <table border="1"> <thead> <tr> <th>View Detail</th> <th>Seq Nbr</th> <th>Sel</th> <th>Item Balance</th> <th>Currency</th> <th>Item ID</th> <th>Line</th> <th>Type</th> <th>Reason</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>-776.82</td> <td>USD</td> <td>AO-4</td> <td></td> <td>RC</td> <td></td> <td>UCF01</td> </tr> </tbody> </table>	View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit		1	<input checked="" type="checkbox"/>	-776.82	USD	AO-4		RC		UCF01																																											
View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit																																																							
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UCF Financials

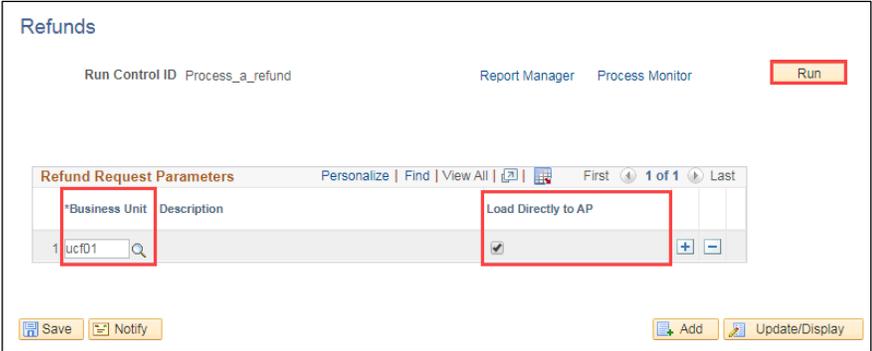
System Navigation for Grants

Sten	Action
9.	<p>Click Save.</p> 
10.	<p>Click the Worksheet Action link</p> 
11.	<p>Ensure the Posting Action is Batch Standard.</p> 
12.	<p>Click OK. (See image in previous step.)</p> <p><i>Note: This will be processed the next time the AR_UPDATE process is run.</i></p>
13.	<p>Navigate to Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item.</p> 



UCF Financials

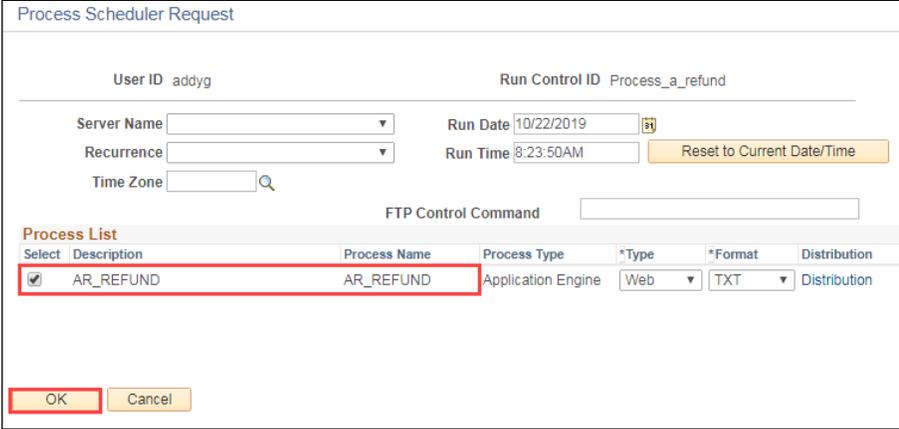
System Navigation for Grants

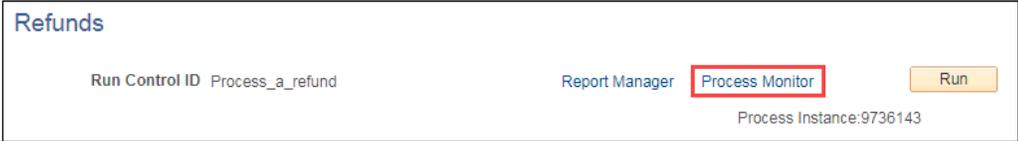
Step	Action
14.	Select the Add a New Value tab. 
15.	Enter the Run Control ID (user defined).  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
16.	Click Add . (See image in previous step.)
17.	Set up the Run Control as follows: a) Business Unit b) Load Directly to AP [Check] 
18.	Click Run . (See image in previous step.) The Process Scheduler Request dialog box displays.



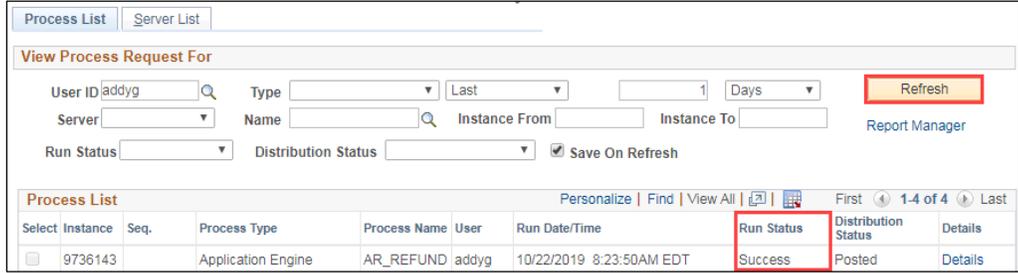
UCF Financials

System Navigation for Grants

Step	Action														
19.	<p>Ensure AR_REFUND is selected.</p>  <p>The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: addyg' and 'Run Control ID: Process_a_refund'. Below this are fields for 'Server Name', 'Run Date' (10/22/2019), 'Recurrence', 'Run Time' (8:23:50AM), and 'Time Zone'. A 'Process List' table is shown with the following data:</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 checked="" type="checkbox"/></td> <td>AR_REFUND</td> <td>AR_REFUND</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>At the bottom of the dialog, the 'OK' button is highlighted with a red box.</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT	Distribution									
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 .														



The screenshot shows the 'Refunds' page. It displays 'Run Control ID: Process_a_refund' and 'Process Instance: 9736143'. There are three buttons: 'Report Manager', 'Process Monitor' (highlighted with a red box), and 'Run'.

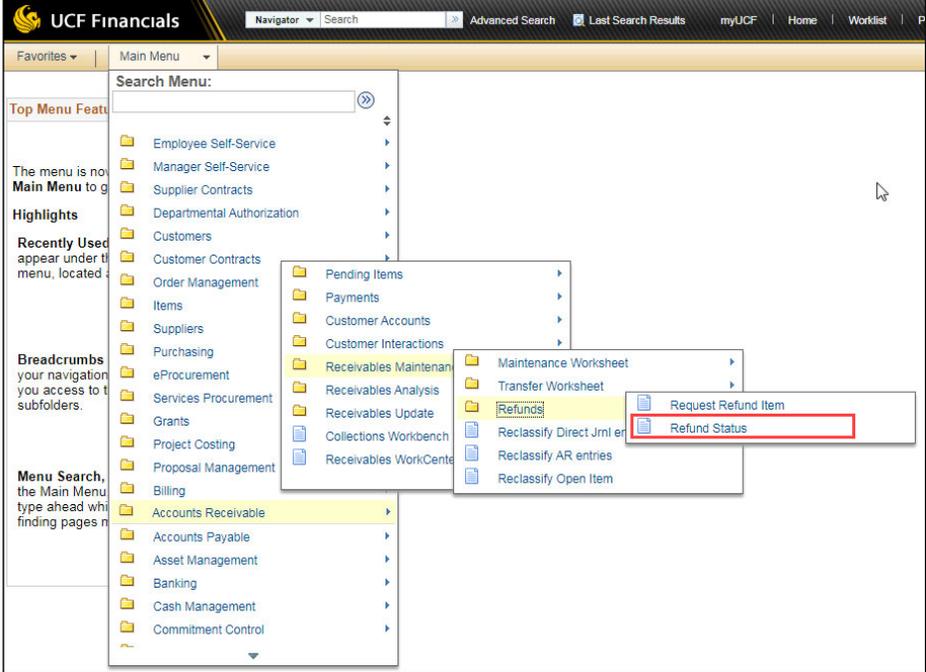


The screenshot shows the 'Process List' table. At the top, there are filters for 'User ID', 'Type', 'Last', and 'Days'. A 'Refresh' button is highlighted with a red box. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9736143		Application Engine	AR_REFUND	addyg	10/22/2019 8:23:50AM EDT	Success	Posted	Details

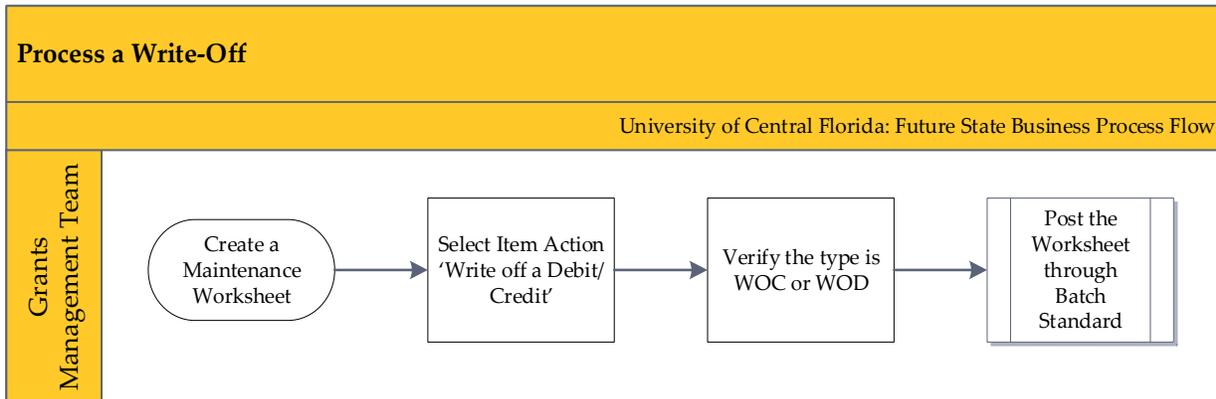
The 'Run Status' column for the first row is highlighted with a red box.



Step	Action
23.	<p><i>Note: After the voucher has been created, the status of the refund can be tracked through the following:</i></p> <p>Navigate to Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Refund Status.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'Accounts Receivable' folder is selected, and its sub-menu is displayed. Within 'Accounts Receivable', the 'Receivables Maintenance' folder is selected, and its sub-menu is shown. The 'Refunds' folder is selected, and its sub-menu is displayed. The 'Refund Status' option is highlighted with a red box.</p>

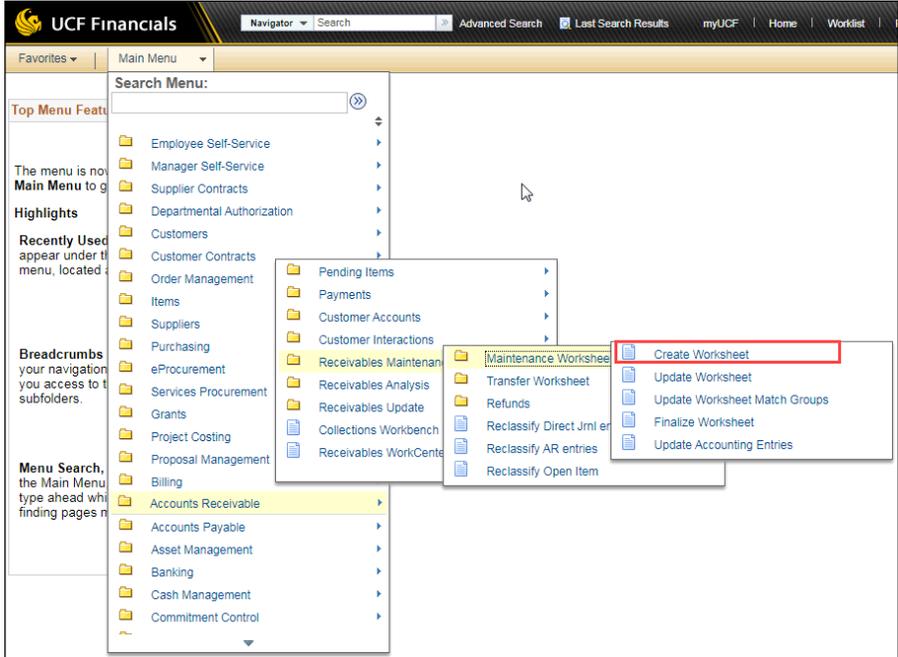


Step	Action														
24.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Business Unit Voucher ID Invoice Number <div data-bbox="321 493 954 982" style="border: 1px solid black; padding: 5px;"> <p>Refund Status</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Business Unit = <input type="text"/></p> <p>Voucher ID begins with <input type="text"/></p> <p>Invoice Number begins with <input type="text"/></p> <p>Short Supplier Name begins with <input type="text"/></p> <p>Supplier ID begins with <input type="text"/></p> <p>Supplier Name begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>														
25.	Click Search . (See image in previous step.)														
26.	<p>Verify the Refund was processed.</p> <div data-bbox="321 1159 1289 1528" style="border: 1px solid black; padding: 5px;"> <p>Refund Status</p> <p>Unit UCF01 Voucher 01430814 Invoice 41292CROA137</p> <hr/> <p>Supplier 0000016606 Supplier Name US Department of Education</p> <p>Short Name US DEPART-001</p> <p>Date 04/24/2019 Status Posted</p> <hr/> <p>Gross 0.82 Pay Status Paid</p> <p>Balance 0.000 Due Date 04/24/2019</p> <hr/> <p>Details Personalize Find View All <input type="button" value="Print"/> First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Bank Code</th> <th>Account</th> <th>Reference</th> <th>Payment Amount</th> <th>Currency</th> <th>Status</th> <th>Paid Amount</th> </tr> </thead> <tbody> <tr> <td>1 BOA</td> <td>CHK</td> <td>0000930009</td> <td>28.68</td> <td>USD</td> <td>Paid</td> <td>0.82</td> </tr> </tbody> </table> <p><input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/></p> </div>	Bank Code	Account	Reference	Payment Amount	Currency	Status	Paid Amount	1 BOA	CHK	0000930009	28.68	USD	Paid	0.82
Bank Code	Account	Reference	Payment Amount	Currency	Status	Paid Amount									
1 BOA	CHK	0000930009	28.68	USD	Paid	0.82									



IV. PROCESS A WRITE-OFF

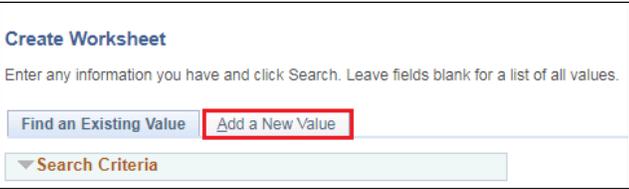
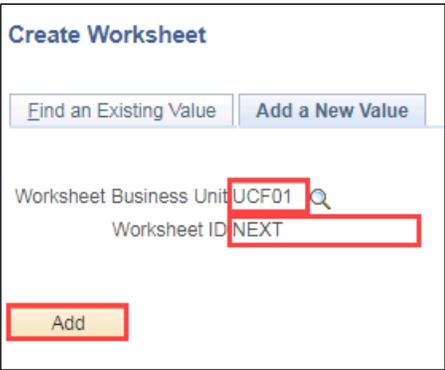
A write-off will need to be processed in UCF Financials when funds to cover the expense will not be recovered. To process a write-off, follow these steps:

Step	Action
1.	<p>Navigate to Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet.</p> 



UCF Financials

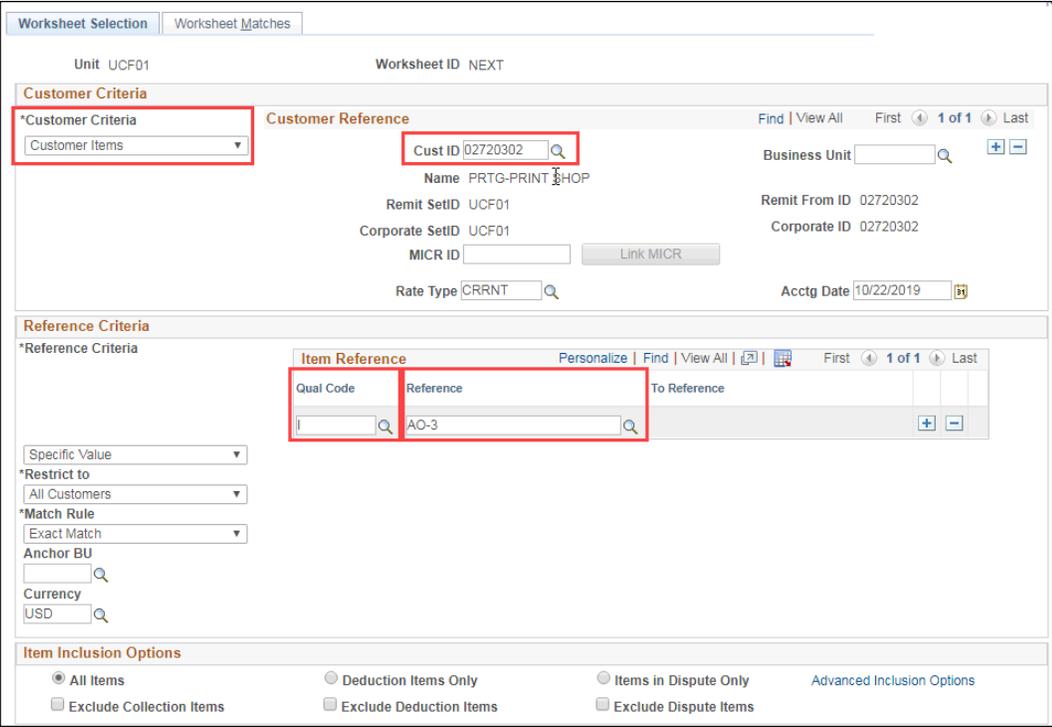
System Navigation for Grants

Step	Action
2.	Select the Add a New Value tab. 
3.	The following fields default: a) Worksheet Business Unit b) Worksheet ID [NEXT] 
4.	Click Add . (See image in previous step.)



UCF Financials

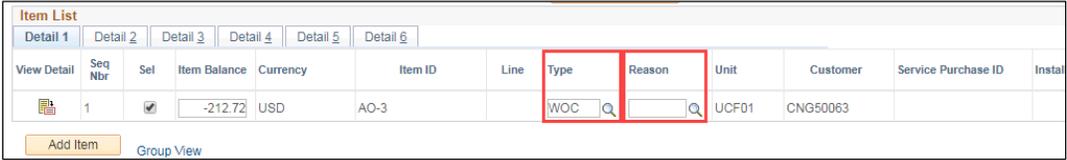
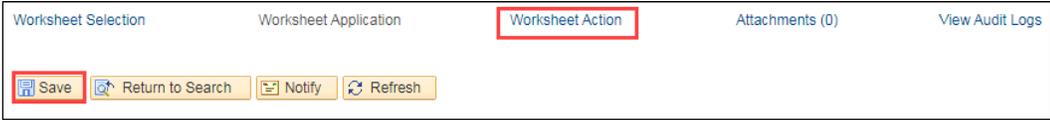
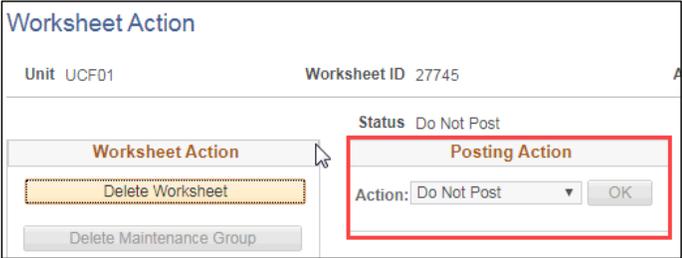
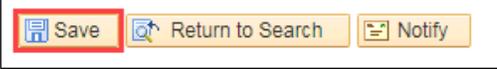
System Navigation for Grants

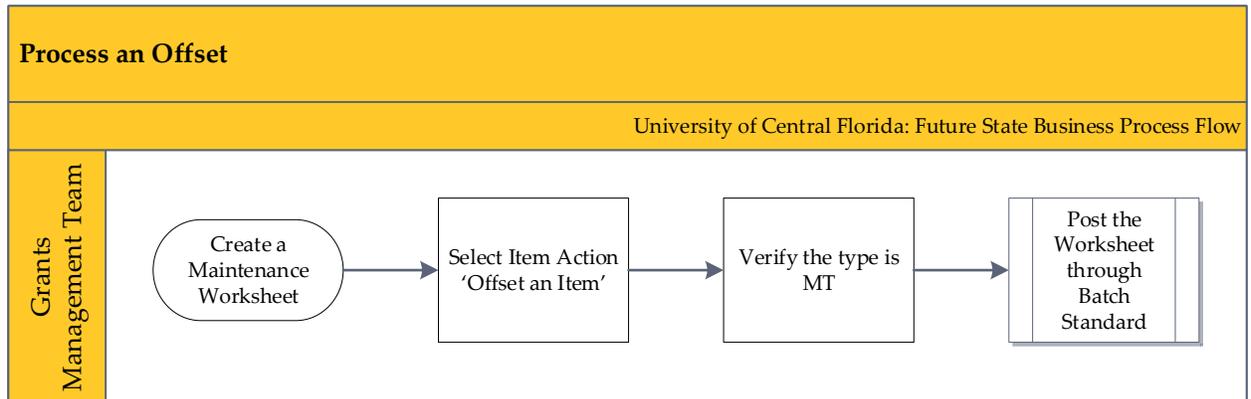
Step	Action
5.	<p>Enter the following information:</p> <ul style="list-style-type: none">a) Customer Criteria [Customer Items]b) Cust ID (select sponsor)c) Qual Code [I]d) Reference (choose the invoice) 
6.	<p>Click Build.</p> 
7.	<p>Enter the Entry Type [Write-Off Debit or Write-Off Credit].</p> 



UCF Financials

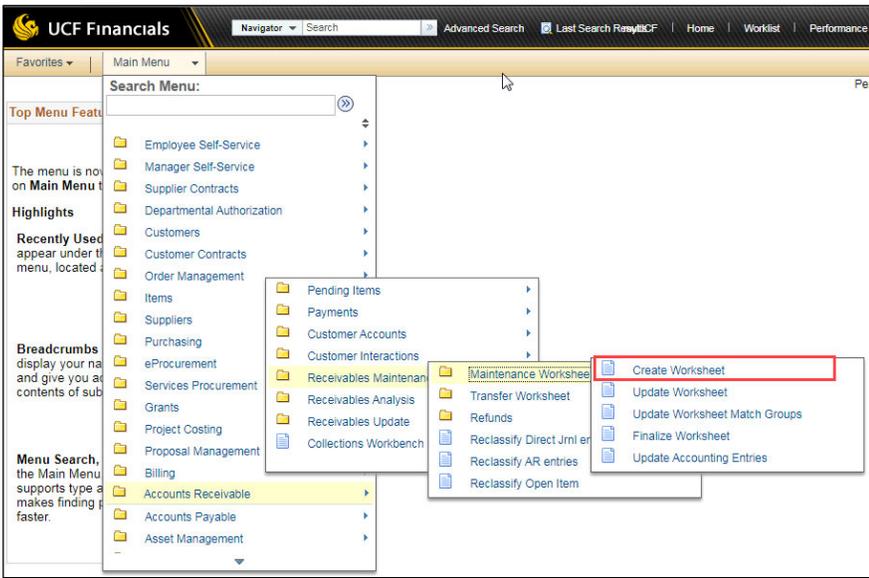
System Navigation for Grants

Step	Action
8.	<p>Select the Line to be refunded.</p>  <p><i>Note: Adjust the payment amount as necessary.</i></p>
9.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Type [WOD/WOC] Reason 
10.	<p>Click Save.</p> 
11.	<p>Click the Worksheet Action link. (See image in previous step.)</p>
12.	<p>Select the Posting Action [Batch Standard].</p> 
13.	<p>Click Save.</p>  <p><i>Note: This will be processed the next time the AR_UPDATE process is run.</i></p>



V. PROCESS AN OFFSET

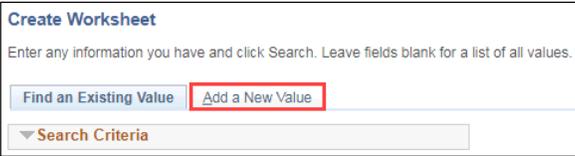
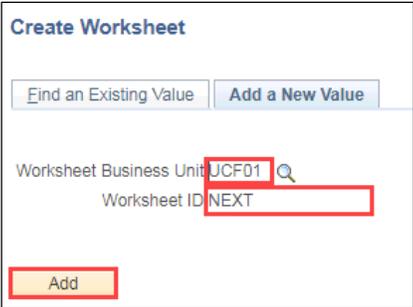
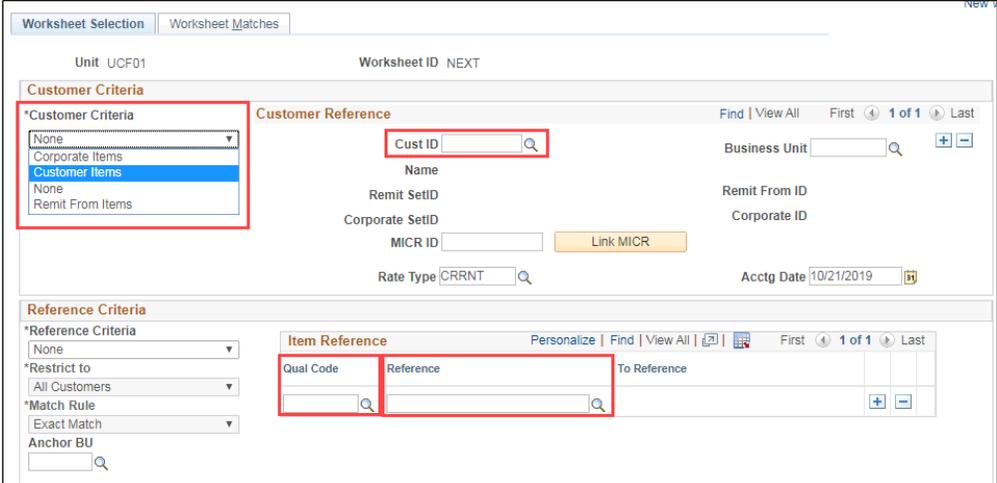
An offset will be processed when two Accounts Receivable (AR) Worksheets for an item or customer has debit and credit items. This process should only be done after cash is applied as to not force an On Account to be created. After the offset is set up, the Receivable Update should be run. Follow these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

Step	Action
1.	<p>Navigate to Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet.</p> 



UCF Financials

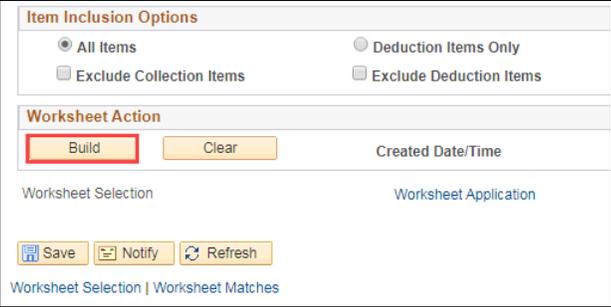
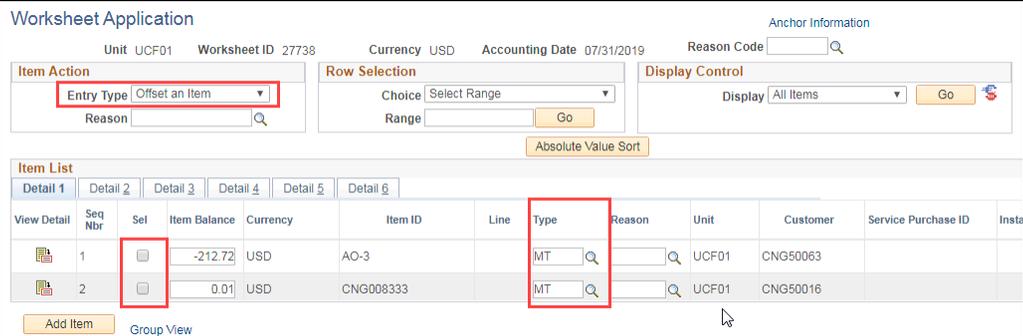
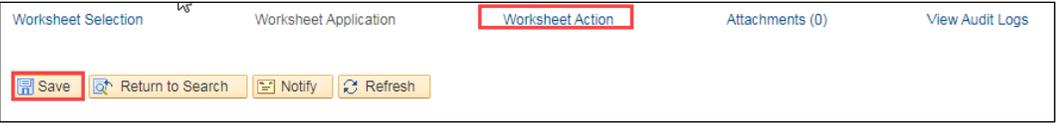
System Navigation for Grants

Step	Action
2.	<p>Click Add a New Value tab.</p> 
3.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Worksheet Business Unitb) Worksheet ID [NEXT] 
4.	<p>Click Add. (See image in previous step.)</p>
5.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Customer Criteria [Customer Items]b) Customer ID (select sponsor)c) Qual Code [I]d) Reference (choose the invoice) 



UCF Financials

System Navigation for Grants

Step	Action																																							
6.	<p>Click Build.</p>  <p>The screenshot shows the 'Item Inclusion Options' section with radio buttons for 'All Items' and 'Deduction Items Only', and checkboxes for 'Exclude Collection Items' and 'Exclude Deduction Items'. Below is the 'Worksheet Action' section with a 'Build' button highlighted in red, a 'Clear' button, and a 'Created Date/Time' field. At the bottom are 'Save', 'Notify', and 'Refresh' buttons.</p>																																							
7.	<p>Enter the Entry Type [Offset an Item]. (See image in next step.)</p>																																							
8.	<p>Select the two offsetting items that need to be processed.</p>  <p>The screenshot shows the 'Worksheet Application' interface. The 'Entry Type' dropdown is set to 'Offset an Item' and is highlighted with a red box. Below is the 'Item List' table with columns: View Detail, Seq Nbr, Set, Item Balance, Currency, Item ID, Line, Type, Reason, Unit, Customer, Service Purchase ID, and Instance. Two rows are highlighted with red boxes around the 'Set' and 'Type' columns.</p> <table border="1"> <thead> <tr> <th>View Detail</th> <th>Seq Nbr</th> <th>Set</th> <th>Item Balance</th> <th>Currency</th> <th>Item ID</th> <th>Line</th> <th>Type</th> <th>Reason</th> <th>Unit</th> <th>Customer</th> <th>Service Purchase ID</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td><input type="checkbox"/></td> <td>-212.72</td> <td>USD</td> <td>AO-3</td> <td></td> <td>MT</td> <td></td> <td>UCF01</td> <td>CNG50063</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td><input type="checkbox"/></td> <td>0.01</td> <td>USD</td> <td>CNG008333</td> <td></td> <td>MT</td> <td></td> <td>UCF01</td> <td>CNG50016</td> <td></td> <td></td> </tr> </tbody> </table>	View Detail	Seq Nbr	Set	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Service Purchase ID	Instance		1	<input type="checkbox"/>	-212.72	USD	AO-3		MT		UCF01	CNG50063				2	<input type="checkbox"/>	0.01	USD	CNG008333		MT		UCF01	CNG50016		
View Detail	Seq Nbr	Set	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Service Purchase ID	Instance																												
	1	<input type="checkbox"/>	-212.72	USD	AO-3		MT		UCF01	CNG50063																														
	2	<input type="checkbox"/>	0.01	USD	CNG008333		MT		UCF01	CNG50016																														
9.	<p>Ensure that the Type for each of the selected Lines defaults to MT. (See image in previous step.)</p>																																							
10.	<p>Click Save.</p>  <p>The screenshot shows the 'Worksheet Action' section with a 'Save' button highlighted in red, a 'Return to Search' button, a 'Notify' button, and a 'Refresh' button.</p>																																							
11.	<p>Click the Worksheet Action link. (See image in previous step.)</p>																																							

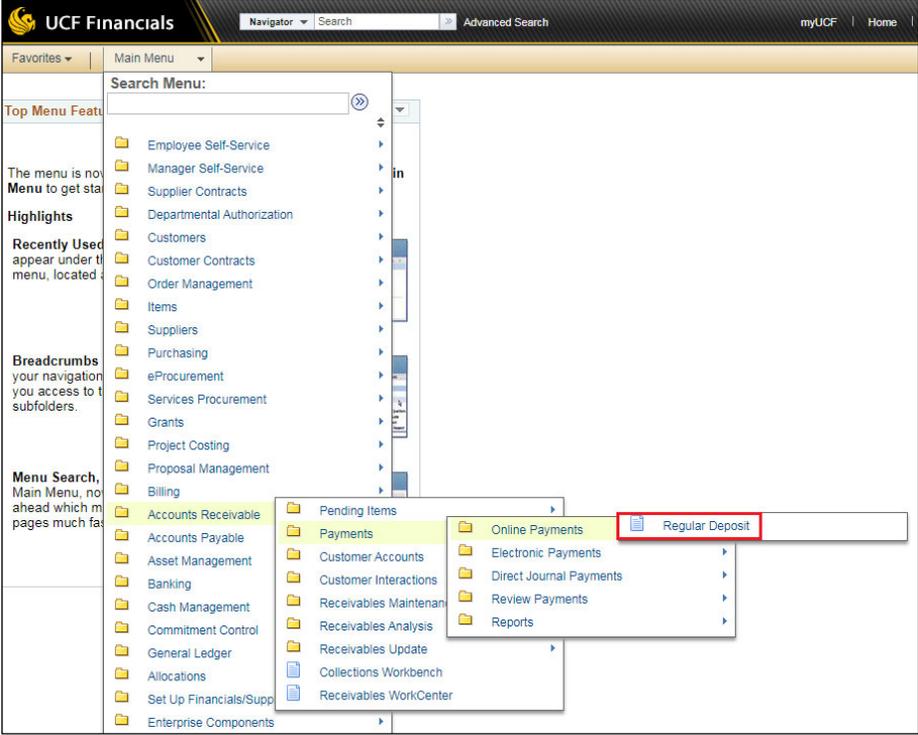
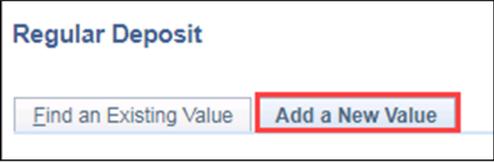


Step	Action
12.	<p>Select the Posting Action [Batch Standard].</p> <div data-bbox="321 380 1289 716"><p>Worksheet Action</p><p>Unit UCF01 Worksheet ID 27738 Accounting Date 07/31/2019</p><p>Status Do Not Post</p><div data-bbox="334 506 623 667"><p>Worksheet Action</p><p>Delete Worksheet</p><p>Delete Maintenance Group</p></div><div data-bbox="646 499 945 590"><p>Posting Action</p><p>Action: Do Not Post OK</p></div><div data-bbox="976 506 1268 667"><p>Accounting Entry Action</p><p>Create/Review Entries</p></div><p>Worksheet Selection Worksheet Application Worksheet Action</p></div>
13.	<p>Click Save.</p> <div data-bbox="321 814 932 926"><p>Save Return to Search Notify</p></div> <p><i>Note: This will be processed the next time the AR_UPDATE process is run.</i></p>



VI. CORRECTIVE (CREDIT) PAYMENT

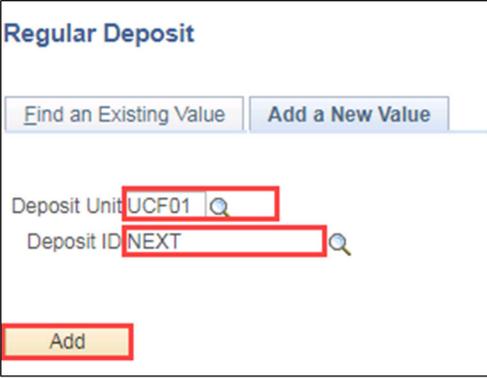
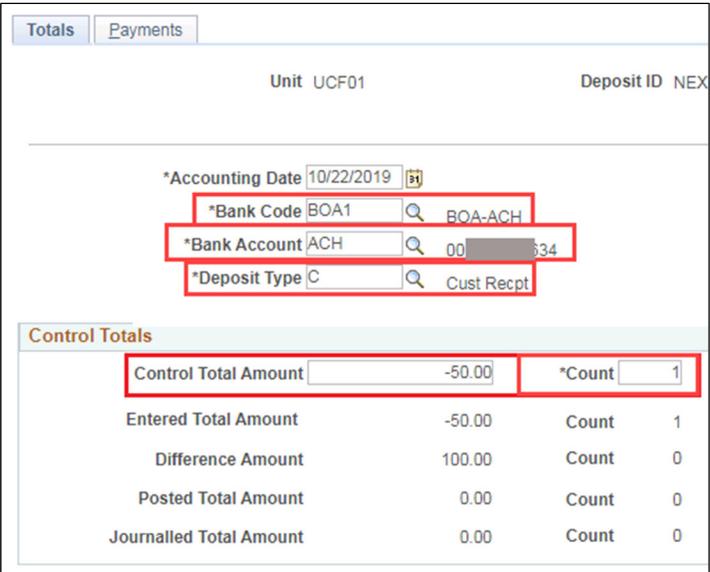
When a credit deposit is required, follow these steps.

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



UCF Financials

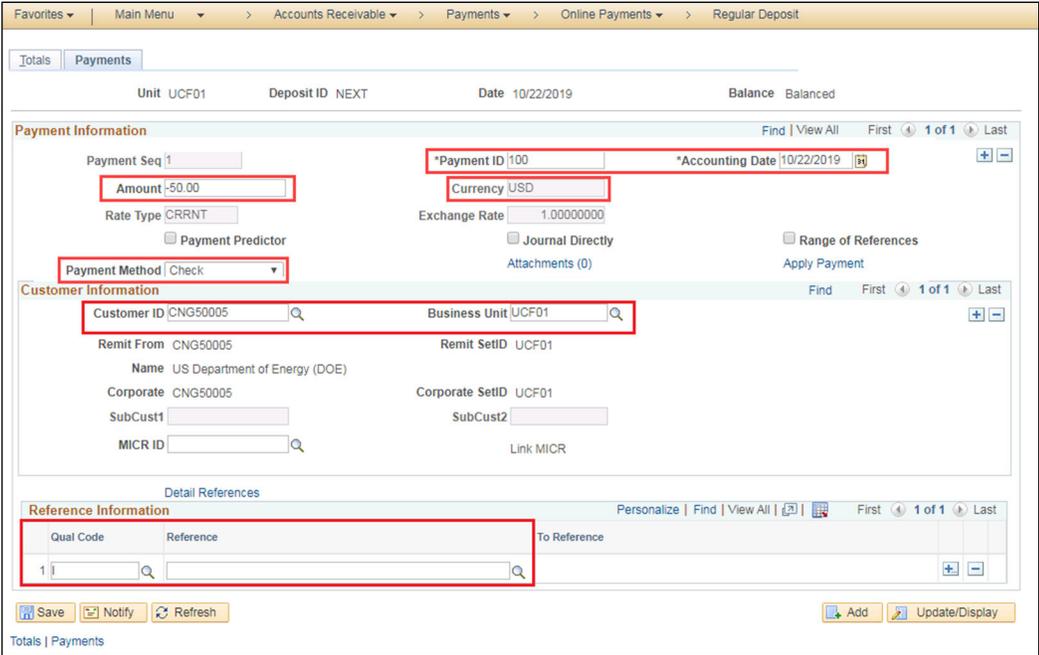
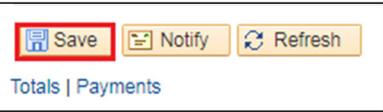
System Navigation for Grants

Step	Action
3.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Deposit Unitb) Deposit ID [NEXT] 
4.	Click Add . (See image in previous step.)
5.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">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 



UCF Financials

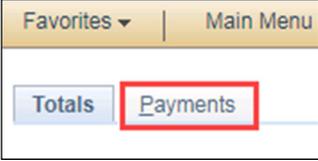
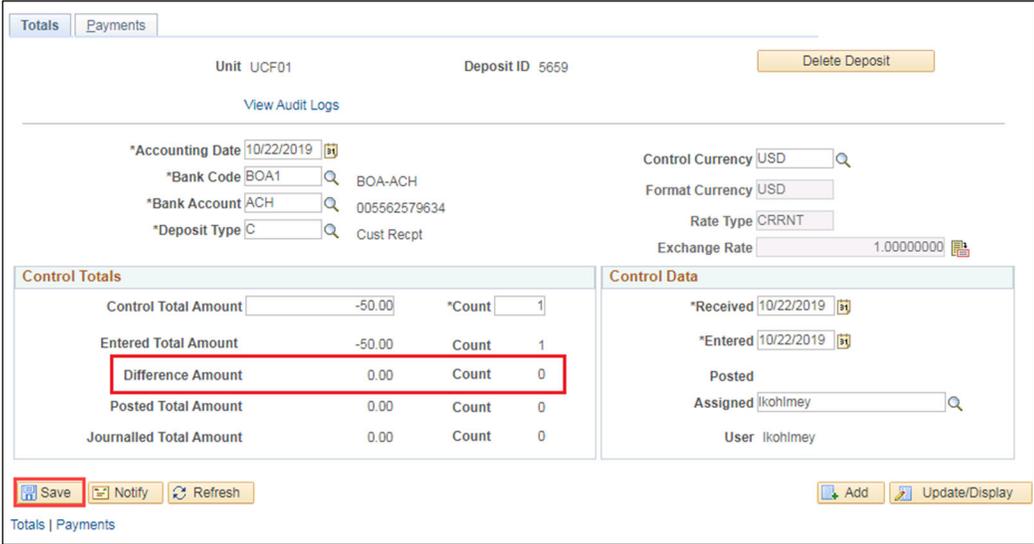
System Navigation for Grants

Step	Action
6.	Select the Payments tab. 
7.	Enter values in the following fields: <ul style="list-style-type: none">a) Payment IDb) Accounting Date (date payment was received)c) Amount (credit amount)d) Currencye) Payment Method [Check or Electronic Funds Transfer or Giro - EFT]f) Customer IDg) Business Unith) Qual Code [I]i) Reference (invoice number, if known) 
8.	Click Save . 



UCF Financials

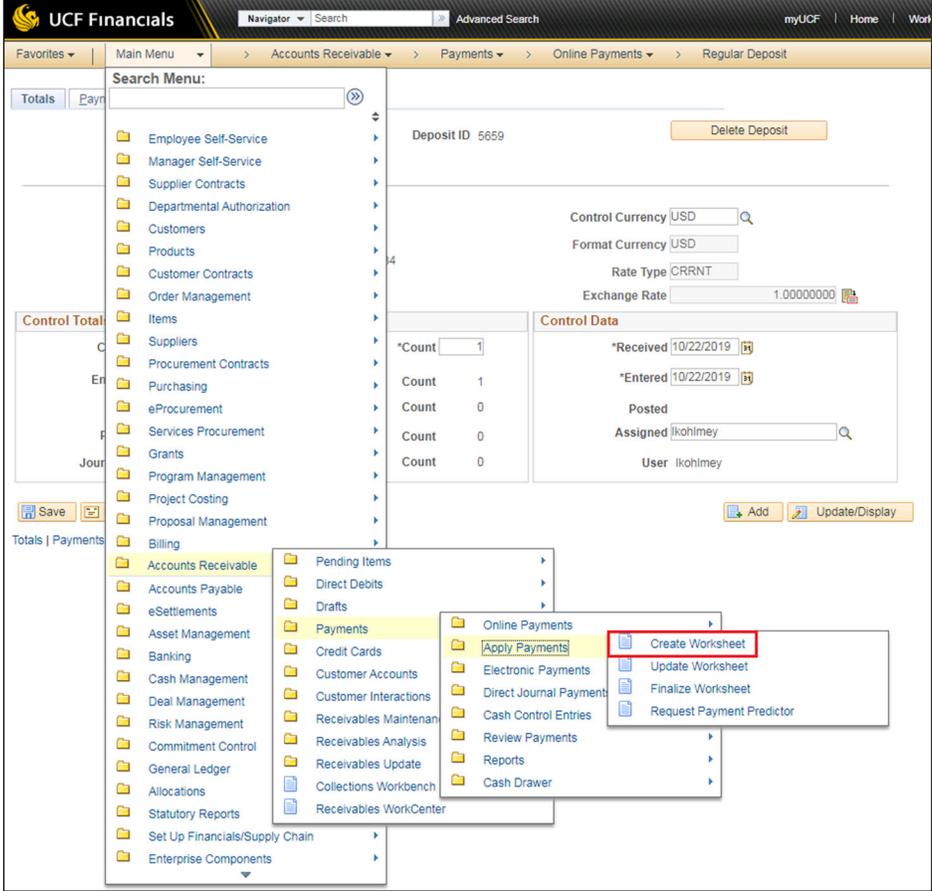
System Navigation for Grants

Step	Action
9.	Select the Totals tab. 
10.	Ensure the Difference Amount and Count are both zero (0). 
11.	Click Save . (See image in previous step.)



UCF Financials

System Navigation for Grants

Sten	Action
12.	<p><i>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.</i></p> <p>Navigate to Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet.</p>  <p>The screenshot shows the UCF Financials interface. The breadcrumb trail at the top reads: Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The left sidebar contains a 'Search Menu' with various categories. The 'Payments' category is expanded, showing sub-items like 'Apply Payments', 'Electronic Payments', 'Direct Journal Payments', 'Cash Control Entries', 'Review Payments', 'Reports', and 'Cash Drawer'. The 'Apply Payments' sub-item is further expanded, and the 'Create Worksheet' option is highlighted with a red box. The main content area shows details for a deposit with ID 5659, including fields for Control Currency (USD), Format Currency (USD), Rate Type (CRRNT), and Exchange Rate (1.0000000). There is also a 'Control Data' section with fields for *Count (1), *Received (10/22/2019), *Entered (10/22/2019), Posted, Assigned (lkohimey), and User (lkohimey).</p>



UCF Financials

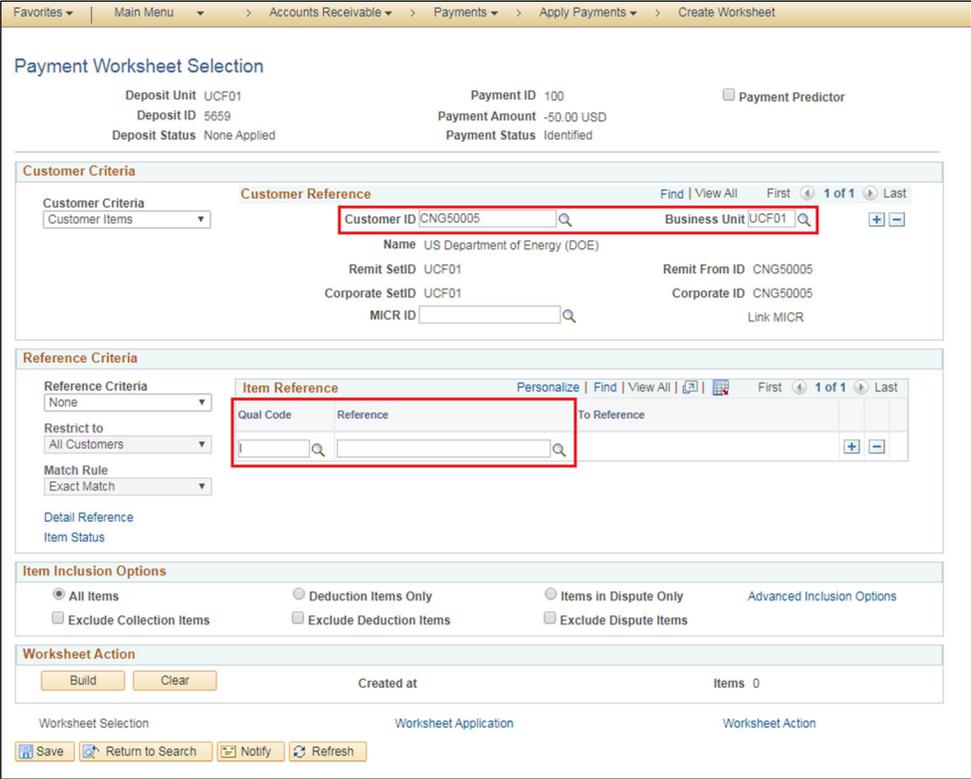
System Navigation for Grants

Step	Action
13.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Deposit Unitb) Deposit ID (Enter ID associated with the deposit.) <div data-bbox="321 472 948 924"><p>Create Payment Worksheet</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>Find an existing payment</p><p>Search Criteria</p><p>Deposit Unit = <input type="text" value="UCF01"/> </p><p>Deposit ID begins with <input type="text" value="5659"/> </p><p>Payment Sequence = <input type="text"/></p><p>Payment ID begins with <input type="text"/> </p><p>Payment Status = <input type="text"/></p><p>User ID begins with <input type="text"/></p><p>Assigned Operator ID begins with <input type="text"/> </p><p>Payment Predictor Method begins with <input type="text"/> </p><p>Accounting Date = <input type="text"/> </p><p><input type="checkbox"/> Case Sensitive</p></div>
14.	<p>Click Search.</p> <div data-bbox="321 1018 924 1123"><p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p></div>



UCF Financials

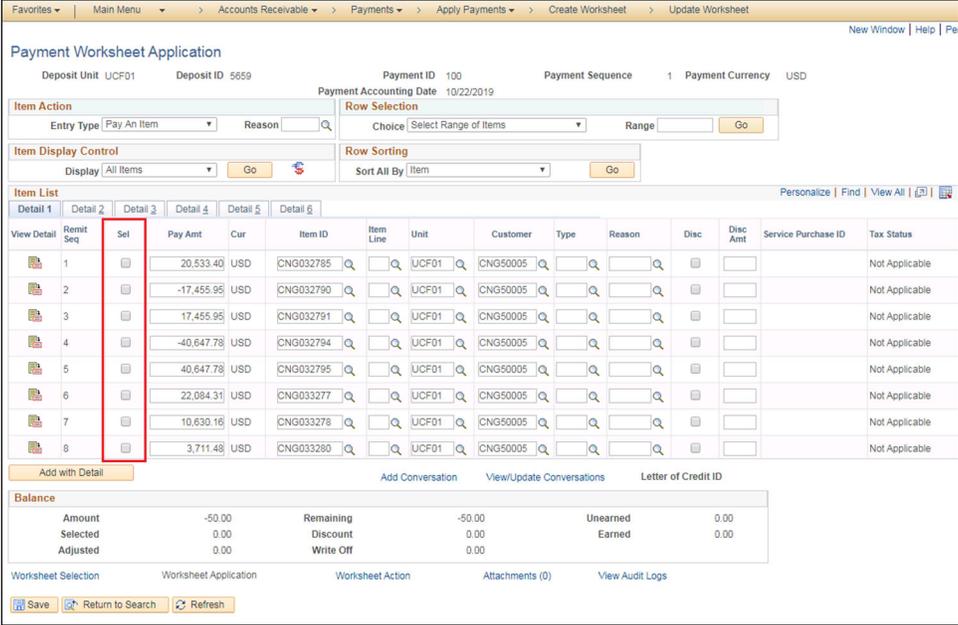
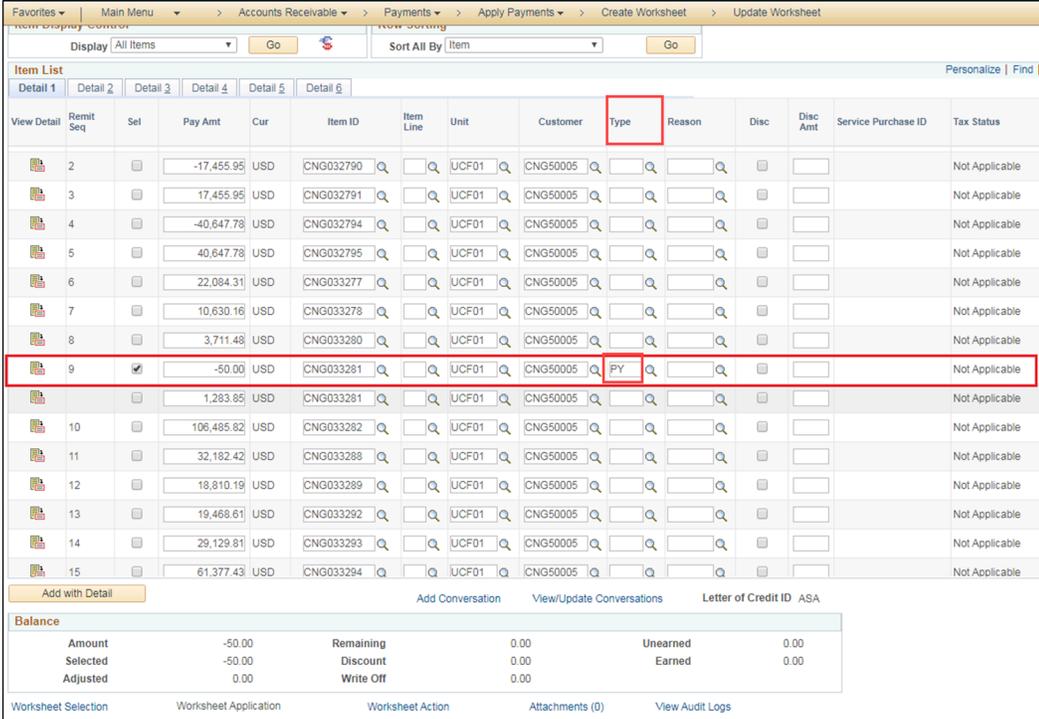
System Navigation for Grants

Step	Action
15.	<p>On the Payment Worksheet Selection page, enter or verify the following information:</p> <ul style="list-style-type: none">a) Customer IDb) Business Unitc) Qual Code [I]d) Reference (same as the incorrectly applied invoice) 
16.	<p>Click Build.</p> 



UCF Financials

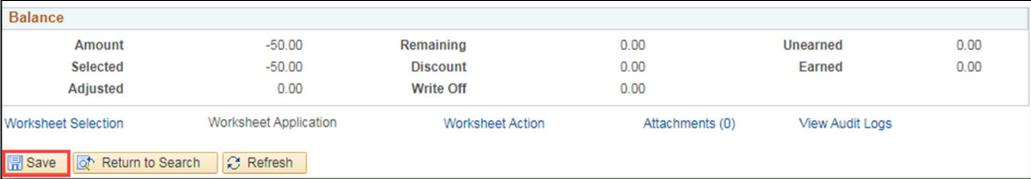
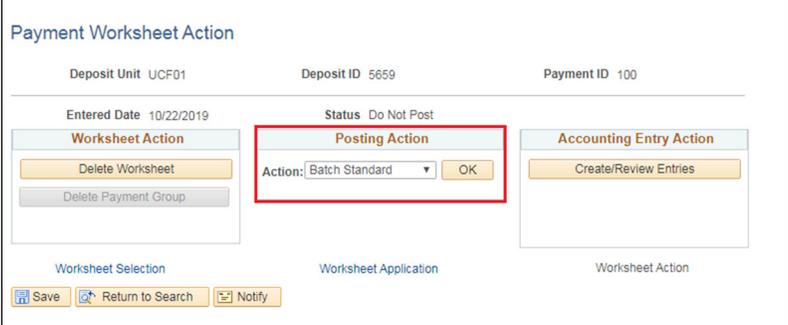
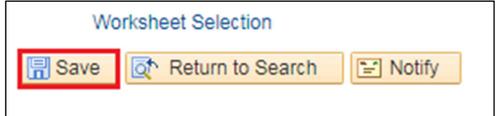
System Navigation for Grants

Step	Action
17.	<p>Check Line Items to apply the payment to.</p>  <p>The screenshot shows the 'Payment Worksheet Application' interface. At the top, it displays 'Payment ID 100', 'Payment Sequence 1', and 'Payment Currency USD'. Below this, there are controls for 'Item Action' and 'Row Selection'. The main area is an 'Item List' table with columns: View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Disc, Disc Amt, Service Purchase ID, and Tax Status. A red box highlights the 'Sel' column, which contains checkboxes for each row. Below the table is a 'Balance' section with fields for Amount, Selected, Adjusted, Remaining, Discount, Write Off, Unearned, and Earned.</p>
18.	<p>Verify the Type [PY].</p>  <p>The screenshot shows the 'Payment Worksheet Application' interface. The 'Item List' table is visible with columns: View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Disc, Disc Amt, Service Purchase ID, and Tax Status. A red box highlights the 'Type' column, and another red box highlights row 9, where the 'Type' is 'PY'. Below the table is a 'Balance' section with fields for Amount, Selected, Adjusted, Remaining, Discount, Write Off, Unearned, and Earned.</p>



UCF Financials

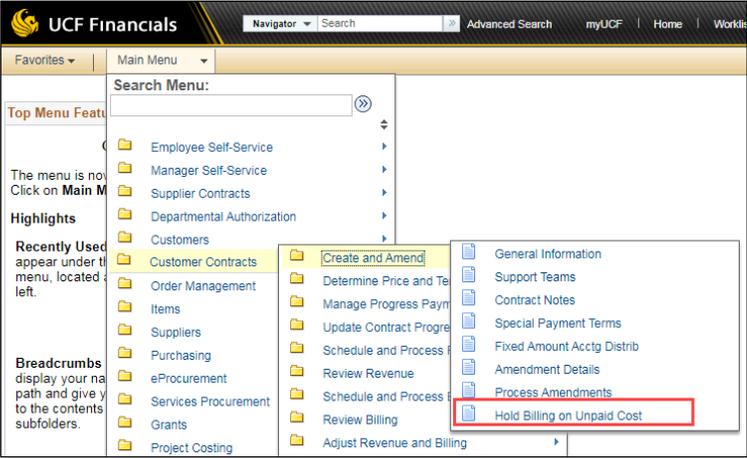
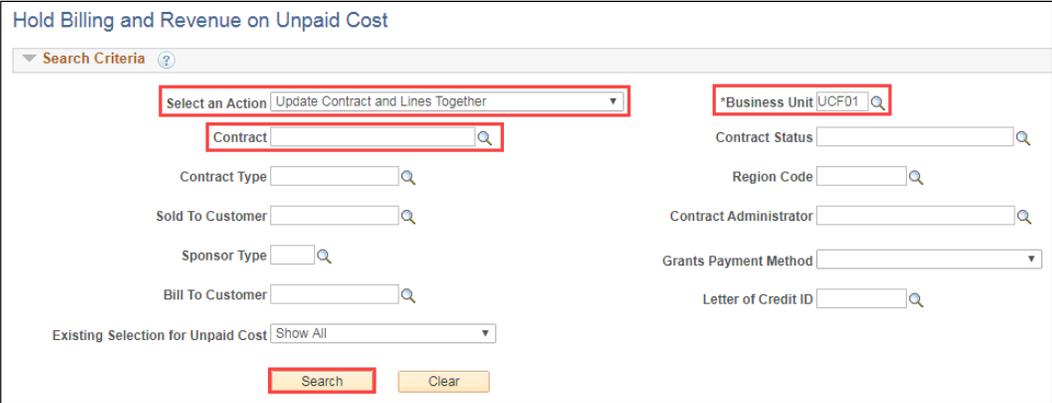
System Navigation for Grants

Sten	Action																								
19.	<p>Ensure the Worksheet is balanced.</p>  <table border="1"> <thead> <tr> <th colspan="6">Balance</th> </tr> </thead> <tbody> <tr> <td>Amount</td> <td>-50.00</td> <td>Remaining</td> <td>0.00</td> <td>Unearned</td> <td>0.00</td> </tr> <tr> <td>Selected</td> <td>-50.00</td> <td>Discount</td> <td>0.00</td> <td>Earned</td> <td>0.00</td> </tr> <tr> <td>Adjusted</td> <td>0.00</td> <td>Write Off</td> <td>0.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs</p> <p>Save Return to Search Refresh</p>	Balance						Amount	-50.00	Remaining	0.00	Unearned	0.00	Selected	-50.00	Discount	0.00	Earned	0.00	Adjusted	0.00	Write Off	0.00		
Balance																									
Amount	-50.00	Remaining	0.00	Unearned	0.00																				
Selected	-50.00	Discount	0.00	Earned	0.00																				
Adjusted	0.00	Write Off	0.00																						
20.	Click Save . (See image in previous step.)																								
21.	Click the Worksheet Action link.																								
	 <p>Worksheet Selection Worksheet Application Worksheet Action</p> <p>Save Return to Search Notify</p>																								
22.	Verify the Posting Action [Batch Standard] .																								
	 <p>Payment Worksheet Action</p> <p>Deposit Unit: UCF01 Deposit ID: 5659 Payment ID: 100</p> <p>Entered Date: 10/22/2019 Status: Do Not Post</p> <p>Posting Action</p> <p>Action: Batch Standard OK</p> <p>Accounting Entry Action</p> <p>Create/Review Entries</p> <p>Worksheet Selection Worksheet Application Worksheet Action</p> <p>Save Return to Search Notify</p>																								
23.	Click OK .																								
	 <p>Deposit ID: 5659</p> <p>Status: Do Not Post</p> <p>Posting Action</p> <p>Action: Batch Standard OK</p>																								
24.	Click Save .																								
	 <p>Worksheet Selection</p> <p>Save Return to Search Notify</p>																								
	<p><i>Note: This will be processed the next time the AR_UPDATE process is run.</i></p>																								



VII. HOLD BILLING & REVENUE ON UNPAID COSTS

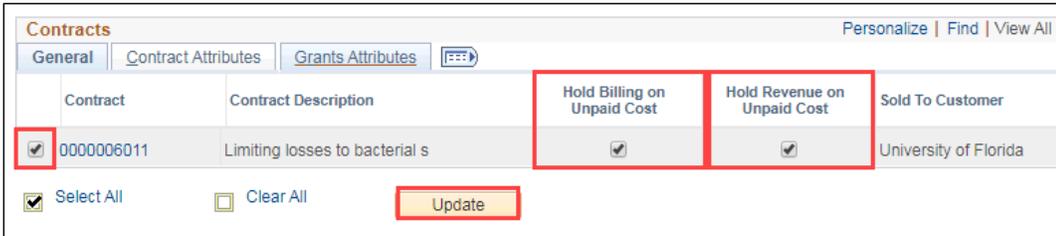
Contracts can be set up to hold billing and revenue on unpaid costs; when a voucher has not been paid, this functionality will ensure that billing and revenue do not take into account items that have not been paid. The exclusion of these lines in processing are noted in the Message log. This functionality 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.	<p>Navigate to Main Menu > Customer Contracts > Create and Amend > Hold Billing on Unpaid Cost.</p> 
2.	<p>Enter values in the following fields:</p> <ol style="list-style-type: none"> Business Unit Select an Action [Update Contract and Lines Together] Contract 



UCF Financials

System Navigation for Grants

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.)