

TABLE OF CONTENTS

Гаble of Contents	. i
Course 4. Process Billing	1
Unit 4: Related Billing Processes	. 1
I. Reprint an Invoice	. 1
II. Reprint an LOC Summary	. 8
III. Process a Refund.	11
IV. Process a Write-off	19
V. Process an Offset	23
VI. Corrective (Credit) Payment	27
VII. Hold Billing & Revenue on Unpaid Costs	36



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:





Sten	Action						
3.	Click Search. (See i	mage in previous	step.)				
4.	Click the View Con	tract link. The G	eneral In	formatio	n pag	e displays.	
	Favorites Main Me Award Eunding						
	Referenc						
	View Contract P						
5.	Click the Billing Pl	ans link					
	Other Information						
	Summary of Amounts	(?)					
	Billing Plans Reven	ue Plans Milestor	nes F	Renewals			
	Return to Award Profile						
	Return to Sea	Irch					
	General Lines Amendments						
6.	Click the appropriate Plan column.	e B10X bill plan l	link (wher	e "X" rep	oresen	ts a number) from	the
	Assign Billing Plan Contract 000 Sold To Customer Unit	0006011 Limiting versity of Florida	losses to bacterial s	\$		G	
	Contract Lines to be Assigned	l / Unassigned					
	Line Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	
	1 COST_REIMB	LABOR		Rate	B101	8532/COST_REIMB Bill Plan	
	2 COST_REIMB	Direct Expenses		Rate	B101	8532/COST_REIMB Bill Plan	
	3 COST_REIMB	INDIRECT_EXP		Rate	B101	8532/COST_REIMB Bill Plan	
	4 AS_INCURRED	As Incurred		Rate	B102	As Incurred]



Sten	Action
7.	Select the History tab.
	Favorites Main Menu Billing Plan General Events
8.	Select the Billing tab.
	Favorites Main Menu Grants Billing Plan General Events History Contract 0000006011
1	Sold To Customer CNG50026 Billing Plan
	Amount Details
	Contract Billing History Source Billing Contracts Projects
9.	Note the Invoice Number. Billing Plan General Events History Contract 0000006011 Bil Unit UCF01 Sold To Customer CNG50026 University of Florida Bill To CNG50026 Billing Plan B102 As Incurred Currency USD
	Amount Details
	Contract Billing History Personalize Find [2] [2] First () 1 of 1 () Last Source Billing Contracts Projects
	"Cross Reference Sequence No. BI Unit Billing Worksheet Invoice Invoice Invoice Date Billing Currency Net Extended Amt Gross Extended
	1 UCF01 CNG033012 REG 07/16/2019 AR Item Info USD 5,691.01 5,691.01 🕢
	Return to Assign Billing Plan







Sten	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.
	Language English Selection Parameters Seq Nbr Seq Nbr Seq Nbr Include Attached Bills Include Open Items Only Range Selection All Include Open Items Only Range Selection O Lat Bill Added Bill Cycle O Lat Bill Added Bill Source Public Voucher Number From Invoice Date From Invoice Date From Invoice Date
	Reprint Invoices Print Options
15.	Click Save. (See image in previous step.)
16.	Click Run . (See image in step 14.) The Process Scheduler Request dialog box displays.











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.
	Favorites Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Letter of Credit Image: Imag
3.	Enter the Run Control ID (user defined). 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.
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.)



Sten	Action
7.	Check the Line of the process to reprint.
	Custom Label
	Export To File Single Details
	Final Draw Personalize Find View All] First () 1-5 of 5 () Last
	Select Process Instance Run Date and Time
	9867083 09/10/2019 3:00:04PM
	9867124 09/10/2019 3:46:03PM
	9867410 09/11/2019 5:05:08PM
	9869143 09/20/2019 4:29:13PM
	9870544 10/01/2019 9:17:22AM
	Save Return to Search Notify Update/Display
8.	Click Run. The Process Scheduler Request dialog box displays.
	Letter of Credit Reprint
	Report Manager Drosen Maniter Run
	Run Control ID caf
9.	Ensure Formatted Letter of Credit is selected.
	Process Scheduler Request
	User ID ce301028 Run Control ID caf
	Server Name Run Date 10/22/2019
	Recurrence Run Time 10:28:15AM Reset to Current Date/Time
	Time Zone
	FTP Control Command
	Select Description Process Name Process Type *Type *Format Distribution
	Formatted Letter Of Credit BI_PRNLOC BI Publisher Web V PDF V Distribution
	OK Cancel
10	Click OK (See image in previous step)
10.	ener err. (See muge in previous step.)
11.	Click Report Manager.
	Letter of Credit Reprint
	Run Control ID caf Process Monitor
	Language English 🔻 🖲 Specified Language



Sten	Action												
12.	Select	the Ad	lmin	istratio	on tab.								
	Favori	Favorites - Main Menu - Billin											
	List	Explo	rer	Administr	ation	rchives							
13.	Click t	he Re f	fresh	button	until th	e docur	nent e	nding	; in .p	df is a	link.		
	List	xplorer	Administr	ration Arc	hives								
	View Reports För												
	Use	er ID addyg		Туре		Ŧ	Last	v	1	Days	T	Refresh	
	St	atus	•	Folder		▼ Instan	се	to					-
	Report	List		Pe	rsonalize Find	I View All 🛛	0 🔣 F	First 🕢	1-10 of 10	● Last			
	Select	Report ID	Prcs Instance	Description			Request Date/Time	Format	Status	Details			
		11471276	9735997	FXBIWB (TM	P-00039722] - F	XBIWB.pdf	10/21/2019 3:15:37PM	Acrobat (*.pdf)	Posted	Details			
		11471275	9735997	FXBIWB [TM	P-00039721] - F	XBIWB.pdf	10/21/2019 3:15:37PM	Acrobat (*.pdf)	Posted	Details			
		11471274	9735997	FXBIWB (TM	P-00039720] - F	XBIWB.pdf	10/21/2019 3:15:37PM	Acrobat (*.pdf)	Posted	Details			
14.	Click t	he link	c to v	iew the	LOCS	Summa	rv. (Se	ee im	age ii	n previ	ous ste	ep.)	
							. (~			r · · ·		F 7	





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:





 3. The following values default when clicking Add: a) Worksheet Business Unit b) Worksheet ID [NEXT] Create Worksheet ind an Existing Value Add a New Value worksheet Business Unit[DF01] Worksheet Business Unit[DF01] Add 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) 	3.	Action
 a) Worksheet Business Unit b) Worksheet ID [NEXT] Create Worksheet ID [NEXT] Create Worksheet ID [NEXT] Worksheet Business Unit Add Add Add Add Add Add New Value Add Add Add New Value Add Customer 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) Forceties Worksheet Backbard Worksheet Backbard Reservation Reservation<		The following values default when clicking Add :
Create Worksheet Find an Existing Value Worksheet Business UnitUCED1 Worksheet IDNEXT 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 knowr d) Reference (choose the invoice) For the Main Menu Accounts Receivable Worksheet Selection Worksheet Matches Unit UCF0 Unit UCF0 Worksheet Selection Customer Criteria Customer Reference Reference Reference Citoria Customer Criteria Reference Citoria Customer Criteria Reference Citoria Customer Criteria Reference Citoria Testerence Test Reference Citoria Testerence Test Reference Citoria Testerence Test Reference Citoria Testerence Test Reference Citoria Testerence Reference Referenc		 a) Worksheet Business Unit b) Worksheet ID [NEXT]
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 knowr d) Reference (choose the invoice) Fiverities Main Menu Accounts Receivable Mantenance Worksheet Vorksheet Matches Worksheet Selection Worksheet Matches Worksheet Selection Worksheet Matches Receivable Mantenance Vorksheet Vorksheet Matches Reference Citeria Reservable Selection Reference Field View All [2] First 0 101 Last None Reference Citeria Test composet Selection Field View All [2] First 0 101 Last None Reference Citeria Test composet Selection Field View All [2] First 0 101 Last None None Test 0 101 Last Test 0 101 Last Test 0 101 Last None Test 0 101 Last Test 0 1		Create Worksheet Find an Existing Value Add a New Value
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) Favorites Main Menu Accounts Receivable Next Worksheet ID NExt Worksheet Selection Worksheet Matches Unit UCP01 Worksheet ID NExt Remit SeliD Customer Criteria Customer Criteria Remit SeliD Corporate BiD MCR ID MICR ID Link MICR Link MICR Corporate BiD MICR ID Link MICR Link MICR Corporate BiD MICR ID Link MICR Link MICR Versonalce Find [Vew All []] First foll (set) Weint Excit the Forence Criteria View All []] First foll (set) Weint Corporate BiD MICR ID Link MICR Link MICR View All []] First foll (set) Weinter Criteria View All []] First foll (set) <p< th=""><th></th><th>Worksheet Business Unit UCF01</th></p<>		Worksheet Business Unit UCF01
 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) Favorites Main Menu Accourts Receivable Receivables Maintenance Worksheet Coreate Worksheet Matches Worksheet Selection Worksheet Matches Unit UCF01 Worksheet Matches Business Unit Customer Criteria Customer Reference Find Werk All First 1 of 1 Lest Reference Criteria Customer Reference Find Werk All First 1 of 1 Lest Reference Criteria Federence Criteria Term Reference Criteria <		Add
 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) Favorites Main Menu Accounts Receivable Receivables Maintenance Norksheet Selection Worksheet Matches Unit UCP01 Worksheet ID NEXT Customer Criteria Customer Reference Customer Reference Remit SetID Corporate StD Corporate ID MICR ID Link MICR Remit From ID Corporate ID MICR ID Link MICR Reterence Criteria Feference Criteria Tem Reference Text 1 of 1 Text 1 <th>4.</th> <th>Enter values in the following fields:</th>	4.	Enter values in the following fields:
Worksheet Selection Worksheet Matches Unit UCF01 Worksheet ID NEXT Customer Criteria Find View All First @ 1 of 1 @ Last *Customer Criteria Customer Reference None Customer SetID Remit SetID Corporate ID MiCR ID Link MICR Rate Type CRRNT Acctg Date 10/21/2019 *Reference Criteria Item Reference *Reference Criteria First @ 1 of 1 @ Last *Restrict to To Reference All Customers Qual Code Watch Rule Qual Code Exact Match V		 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)
Unit UCF01 Worksheet ID Customer Criteria Customer Reference *Customer Criteria Find None Cust ID Remit SetID Remit From ID Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Acctg Date None Item Reference *Reference Criteria First Item Reference Cole Reference Cole Reference Cole Reference Cole Reference Cole Reference To Reference 		Worksheet Selection Worksheet Matches
Customer Criteria Customer Criteria Customer Criteria Customer Criteria Customer Criteria Remit SetID Corporate SetID Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Acctg Date 10/21/2019 Keference Criteria Reference Criteria Reference Criteria Reference Criteria Reference		Unit UCF01 Worksheet ID NEXT
None Cust ID Business Unit Image: Cust ID Name Remit SetID Remit From ID Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Acctg Date 10/21/2019 *Reference Criteria Item Reference None Item Reference *Reference Criteria Code Reference To Reference All Customers Item Reference *Match Rule Image: Code Exact Match Image: Customers		Customer Criteria
Name Remit SetiD Remit From ID Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Acctg Date 10/21/2019 *Reference Criteria Item Reference *Reference Criteria First @ 1 of 1 @ Last *Reference Criteria To Reference @ual Code Reference @ual Code Reference @ual Code To Reference @ual Code Image: Code Image: Code Image: Code Image: Code Image: Code <tr< th=""><th></th><th></th></tr<>		
Remit SetiD Remit From ID Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Acctg Date 10/21/2019 Reference Criteria Item Reference *Reference Criteria First © 1 of 1 © Last None Item Reference *Reference Criteria To Reference @uil Code Reference @uil Code To Reference @uil Code Item Reference @uil Code Item Reference		
Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Acctg Date 10/21/2019 Reference Criteria Item Reference *Reference Criteria First @ 1 of 1 @ Last "Restrict to Qual Code All Customers To Reference *Match Rule Qual Code Exact Match To Reference		Customer cust
Rate Type CRRNT Acctg Date 10/21/2019 Reference Criteria Item Reference Personalize Finst () 1 of 1 () Last *Restrict to Qual Code Reference To Reference To Reference To Reference To Reference *Mil Customers • <		Customer clienta Customer clienta Fill from the clienta None Cust ID Business Unit Name Remit SetID Remit From ID
Rate type CRRNT CREater type CRR		Customer cliteria Customer cliteria Filteria None Cust ID Business Unit Name Remit SetID Remit From ID Corporate SetID Corporate ID
*Reference Criteria Item Reference Personalize Find View All [2]] First (1 of 1 (Last) None *Restrict to 'Restrict to Qual Code All Customers * 'Match Rule Qual Code Exact Match *		Customer cliteria Customer cliteria None Customer cliteria Name Business Unit Remit SettD Remit From ID Corporate SettD Corporate ID MICR ID Link MICR
None Image: Control of the second s		Customer clienta Cust ID Image root + @ cust None Cust ID Remit SetID Corporate SetID Corporate SetID Corporate SetID MICR ID Link MICR Rate Type CRRNT Acctg Date 10/21/2019 Image root + @ cust Image root + @ cust Rate Type CRRNT Acctg Date 10/21/2019
All Customers * Match Rule Exact Match *		Customer Criteria Cust ID Business Unit Cust ID Name Remit SetID Remit From ID Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Q Acctg Date 10/21/2019 Reference Criteria
Exact Match		Customer Criteria Cust ID Business Unit Item Prom ID Name Remit SetID Remit From ID Corporate ID MICR ID Link MICR MICR ID Item Reference Criteria "Reference Criteria Item Reference Personalize Find View All 21 E First @ 1 of 1 @ Last None • Qual Code Reference
Anchor BU		Customer Criteria Cust ID Business Unit Business Unit None Cust ID Remit SetID Remit From ID Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Acctg Date 10/21/2019 Image: First @ 1 of 1 @ Last "Reference Criteria Item Reference Personalize Find View All [2] First @ 1 of 1 @ Last None Item Reference To Reference To Reference Image: First @ 1 of 1 @ Last "Restrict to Image: Personalize To Reference Image: Personalize Find View All [2] First @ 1 of 1 @ Last "Match Rule Image: Personalize Image: Personalize Find View All [2] Image: Personalize Find View All [2] Image: Personalize
		Customer Criteria Customer Criteria None Cust ID Name Remit SetID Remit SetID Corporate SetID Corporate ID MICR ID Link MICR Rate Type CRRNT Q Acctg Date 10/21/2019 First 4 I of 1 @ Last Oual Code Reference To Reference
5. Click Build.		Customer Cuteria Cust ID Business Unit Image Form ID Name Remit SetID Remit From ID Corporate ID MICR ID Link MICR MICR ID Link MICR Reference Criteria Mone Personalize Find View All @ @ First @ 1 of 1 @ Last "Reference Criteria Item Reference To Reference Image First @ 1 of 1 @ Last None "Match Rule Image First @ 1 of 1 @ Last Image First @ 1 of 1 @ Last "Match Rule Image First @ 1 of 1 @ Last Image First @ 1 of 1 @ Last "Match Rule Image First @ 1 of 1 @ Last Image First @ 1 of 1 @ Last "Anchor BU Image First @ Last Image First @ Last
Worksheet Action	5.	Customer reference Ind round Ind ro
Build Clear	5.	Customer Cherence Cust ID Business Unit Image From ID None Remit SetID Corporate ID MiCR ID Corporate ID MiCR ID Link MICR Acctg Date 10/21/2019 Image First 1 of 1 to Last Reference Criteria Item Reference Personalize [Find] View All [I] Image First to 1 of 1 to Last Image First to 1 of 1 to Last None Item Reference Item Reference To Reference Image First to 1 of 1 to Last Worksheet Action Image First to Image First



Sten	Action						
6.	Enter the E	ntry Type [Refund	a Credit].				
	Worksheet	Worksheet Application					
		Unit UCF01 Worksheet ID 2	2774				
	Item Action	portion of the second se					
	Entry	Type Refund A Credit ason					
7.	Select the L	Line to be refunded.					
	Worksheet A	Application]			
	U	Jnit UCF01 Worksheet ID 2774	4 Currency USD Accoun	ti			
	Entry Ty	ype Refund A Credit 🔻	Choice Select Range				
	Reas	son	Range				
	Item List		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
	Detail 1 Deta	ail <u>2</u> Detail <u>3</u> Detail <u>4</u> Deta	ill <u>5</u> Detail <u>6</u>				
	View Detail Nbr	Sel Item Balance Currency	Item ID Line				
	E 1	-776.82 USD	AO-4				
	E 2	USD	CNG032785	-			
	₽ <u></u> 3	17 455 95 USD	CNG032791				
	a 5	-40,647.78 USD	CNG032794	ч 1			
	e 6	40,647.78 USD	CNG032795	-			
	1 7	22,084.31 USD	CNG033277				
	8	10,630.16 USD	CNG033278				
	Note: Adius	st the payment amou	nt as necessary				
	1,000,110,000						
8.	Enter values	s in the following fie	elds:				
	a) Typ	e [RC or RRC]					
	b) Rea	son					
	Item List						
	View Detail Seq	II <u>∠</u> Detail <u>3</u> Detail <u>4</u> Detail <u>5</u> Sel Item Balance Currency	Item ID Line Type	Reason Unit			
	Nbr						
	1	✓ -//6.82 USD	AU-4				



Sten	Action
9.	Click Save.
	Worksheet Selection Worksheet Application Image: Save Im
10.	Click the Worksheet Action link
	Worksheet Selection Worksheet Application Worksheet Action Save The Notify The Notify
11.	Ensure the Posting Action is Batch Standard .
	Status Do Not Post Posting Action Action: Batch Standard
12.	Click OK . (See image in previous step.)
	<i>Note: This will be processed the next time the AR_UPDATE process is run.</i>
13.	Navigate to Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item .
	UCF Financials Navigator V Search Advanced Search 🕅 Last Search Results myUCF Home Worklast Pr Favorites V Main Menu V
	Top Menu Featu
	The menu is no Main Menu to g Supplier Contracts
	Highlights Departmental Authorization
	appear under ti ⊇ Customer Contracts menu, located ⊇ Order Management ⊇ Items Temps
	Bundhaume b Suppliers Customer Accounts
	Dreadcruinus eProcurement Receivables Maintenan Maintenance Worksheet your access to t Services Procurement Receivables Analysis Transfer Worksheet
	subtolders. Grants Receivables Update Reclassify Direct Jrnl er Refunds Refund Status
	Menu Search, Proposal Management Receivables WorkCente Reclassify AR entries Reclassify Open Item
	type ahead white Accounts Receivable
	Accounts Payable



Sten	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
	Eind 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
	*Business Unit Description Load Directly to AP
	🔚 Save 🗈 Notify
18.	Click Run . (See image in previous step.) The Process Scheduler Request dialog box displays
	displays.



Sten	Action
19.	Ensure AR_REFUND is selected.
	Process Scheduler Request
	User ID addyg Run Control ID Process_a_refund
	Server Name
	FTP Control Command
	Select Description Process Name Process Type *Format Distribution
	AR_REFUND AR_REFUND Application Engine Web TXT Distribution
	OK Cancel
20.	Click OK . (See image in previous step.)
21	Click the Process Monitor link
21.	
	Refunds
	Run Control ID Process_a_refund Report Manager Process Monitor Run
	Process Instance:9736143
22.	Click Refresh to ensure the Run Status of the process displays Success.
	Droness List Server List
	View Process Request For
	User ID addyg Q Type V Last V 1 Days V Refresh
	Server Name Q Instance From Instance To Report Manager
	Run Status 🔹 Distribution Status 💌 🖉 Save On Refresh
	Process List Personalize Find View All 🔄 📑 First 🕢 1-4 of 4 🕢 Last
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Details
	9730143 Application Engine AR_REFUND addyg 10/22/2019 8:23:50AM ED 1 Success Posted Details







Sten	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.
	Search Criteria Business Unit =
	Voucher ID begins with Invoice Number begins with Short Supplier Name begins with Supplier Name begins with Case Sensitive
25.	Search Clear Basic Search Save Search Criteria Click Search. (See image in previous step.)
26.	Verify the Refund was processed. Refund Status Unit UCF01 Voucher 01430814
	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
	Bank Code Account Reference Payment Amount Currency Status Paid Amount I Code Code CHK 0000930009 28.68 USD Paid Outcode Outco
	C Return to Search T Previous in List V Notify





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:

en 1	Action
1.	Maintenance Worksheet > Create Worksheet.
	🥸 UCF Financials 🛛 🛛 Search 🖉 Advanced Search 🖉 Last Search Results myUCF Home Worklist 1
	Favorites V Main Menu V
	Search Menu:
	top menu reau
	The menu is no Amager Self-Service
	Highlights Departmental Authorization
	Recently Used appear under ti menu, located Customers Image: Customer S appear (Contracts menu, located) Customer Contracts menu, located Image: Customer S appear (Contracts menu, located) Order Management menu, located Image: Customer S appear (Contracts menu, located) Pending Items Image: Customer S appear (Contracts menu, located) Image: Customer S appear (Contracts menu, located) Image: Customer S appear (Contracts menu, located) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) Image: Customer S appear (Contracts menu) <t< th=""></t<>
	Breadcrumbs Suppliers Customer Accounts your navigation Purchasing Customer Interactions you cravigation Procurement Customer Interactions you cravigation Procurement Receivables Maintenance Worksheet subfolders. Services Procurement Receivables Logates a Grants Receivables Update Reclassify Direct Jm ler a Project Costing Collections Workbeeh Reclassify Direct Jm ler
	Menu Search, the Main Menu type ahead with a Accounts Receivable Proposal Management Reclassify AR entries Update Accounting Entries
	Accounts Payable
	Cash Management



Sten	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 Eind an Existing Value Add a New Value Worksheet Business Unit UCF01 Worksheet ID NEXT
4.	Click Add. (See image in previous step.)



Sten	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)
	Worksheet Selection Worksheet Matches Unit UCF01 Worksheet ID NEXT Customer Criteria Customer Criteria *Customer Criteria Customer Reference Find View All First (1 of 1) Last Customer Items Cust ID [02720302] Q T Business Unit
	Name PRTG-PRINT \$HOP Remit SetID UCF01 Corporate SetID UCF01 MICR ID Link MICR Rate Type CRRNT Acctg Date 10/22/2019
	Reference Criteria Item Reference Personalize Find View All [2]] First (1 of 1 () Last Qual Code Reference To Reference I Qual Code Reference To Reference I Qual Code Reference To Reference
	Specific Value * *Restrict to All Customers * Match Rule Exact Match Anchor BU Q Currency USD
	Item Inclusion Options
6.	Click Build.
	Worksheet Action Build Clear
7.	Enter the Entry Type [Write-Off Debit or Write-Off Credit].
	Worksheet Application Unit UCF01 Worksheet ID 2774 Item Action Entry Type Write-off A Debit Reason Q



Sten	Action
8.	Select the Line to be refunded.
	Item List Detail 2 Detail 3 Detail 5 Detail 6 View Detail Seq 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 <u>Item List</u> <u>Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6</u> <u>View Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6</u> <u>1 212.72 USD A0-3 WOC 0 UCF01 CNG50063</u>
	Add Item Group View
10.	Click Save.
11.	Click the Worksheet Action link. (See image in previous step.)
12.	Select the Posting Action [Batch Standard].
13.	Click Save.
	<i>Note: This will be processed the next time the AR_UPDATE process is run.</i>





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 Maintena	to Main Menu > Accounts Receivable > Receivables Maintenance > ance Worksheet > Create Worksheet.
	🧐 UCF Fina	ancials Navigator - Search 2 Advanced Search 2 Last Search ResultDF Home Worklast Performance
	Favorites -	
	Top Menu Featu	search menu:
	The menu is nov on Main Menu t	Employee Self-Service Manager Self-Service Supplier Contracts
	Highlights	Departmental Authorization
	Recently Used appear under the menu, located a	Customers
	Breadcrumbs	Items Pending Items Suppliers Payments Purchasing Customer Accounts
	display your na and give you ad contents of sub	eProcurement Costoner Interactions Maintenance Worksheet Services Procurement Receivables Maintenan Maintenance Worksheet Grants Receivables Analysis Transfer Worksheet Broket Costion Receivables Update Update Worksheet Match Groups
	Menu Search, the Main Menu	Proposal Management Collections Workbench Reclassify Direct Jmi er Reclassify Direct Jmi er Reclassify AR entres Update Accounting Entries
	supports type a makes finding p faster.	Accounts Receivable Accounts Payable Asset Management Accounts Payable Accounts Payable
		- • • • • • • • • • • • • • • • • • • •



Sten	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.		
	Search Criteria		
3.	Enter values in the following fields:		
	a) Worksheet Business Unit b) Worksheet ID [NEXT]		
	Create Worksheet		
	Eind an Existing Value Add a New Value		
	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 [1] d) Reference (choose the invoice) 		
	Workshoot Selection Medichee		
	Unit UCF01 Worksheet ID NEXT		
	Customer Criteria Customer Reference Find View All First () 1 of 1 () Last		
	None v Corporate liems Q Business Unit Q		
	None Remit From Items Remit SetID Remit From ID Corporate SetID Corporate ID		
	MICR ID Link MICR Rate Type CRRNT		
	Reference Criteria		
	Item Reference Personalize Find View All [2]] First (1) 1 of 1 (2) Last "Restrict to Qual Code Reference		
	All Customers ▼ *Match Rule Q Exact Match ▼		
	Anchor BU		



Sten	Action
6.	Click Build .
	Item Inclusion Options Image: All Items Deduction Items Only Exclude Collection Items Exclude Deduction Items Worksheet Action Exclude Collection Items Morksheet Action Worksheet Action Worksheet Selection Worksheet Application
	Image: Save Image: Notify Image: Save Image: Sa
7.	Enter the Entry Type [Offset an Item]. (See image in next step.)
8.	Select the two offsetting items that need to be processed.
	VVorkSheet Application Anchor Information Unit UcF01 Worksheet ID 27738 Currency USD Accounting Date 07/31/2019 Reason Code Q Item Action Row Selection Display Control Display Control Reason Q Range Go S Item List Detail 2 Detail 4 Detail 5 Detail 6
	View Detail Seq Seq Item Balance Currency Item ID Line Type Reason Unit Customer Service Purchase ID Inst
	Image: 1 Image: 2 Image
	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 Image: Save Image:
11.	Click the Worksheet Action link. (See image in previous step.)



Sten	Action		
12.	Select the Posting Action	on [Batch Standard].	
	Worksheet Action		
	Unit UCF01	Vorksheet ID 27738	Accounting Date 07/31/2019
		Status Do Not Post	
	Worksheet Action	Posting Action	Accounting Entry Action
	Delete Worksheet	Action: Do Not Post V OK	Createrceview Entries
	Delete Maintenance Group		
	Worksheet Selection	Worksheet Application	Worksheet Action
13.	Click Save.	to Search 🔄 Notify	
	Note: This will be proce	ssed 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 .
	Search Navigator Search myUCF Home Favorites Main Menu Search Menu:
	Top Menu Featu
	Highlights Departmental Autorization Recently Used appear under ti menu, located Customers Order Management Imagement Imagement Imagement Imagement Imagement
	Breadcrumbs Image: Suppliers Image: Suppliers your navigation you access to subfolders. Image: Suppliers Image: Suppliers Image: Suppliers Image: Suppliers Image: Suppliers
	Menu Search, Main Menu, no Proposal Management Imagement Billing Imagement Imagement Accounts Receivable Imagement Imagement Accounts Payable Imagement Imagement Asset Management Imagement Imagement
	Image: Second
2.	Select the Add New Value tab.
	Regular Deposit
	Eind an Existing Value Add a New Value



Sten	Action
3.	Enter values in the following fields:
	a) Deposit Unitb) Deposit ID [NEXT]
	Regular Deposit
	Find an Existing Value Add a New Value
	Deposit UnitUCF01 Q Deposit IDNEXT Q
	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 Q BOA-ACH
	*Deposit Type C Q 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



Sten	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)
	Interference I
	Unit UCF01 Deposit ID NEXT Date 10/22/2019 Balance Balanced
	Payment Information Find View All First 1 of 1 Last Payment Seq 1 *Payment ID 100 *Accounting Date 10/22/2019 ***** Amount 50.00 Currency USD ***** Rate Type CRRNT Exchange Rate 1.00000000
	Payment Predictor Journal Directly Range of References Payment Method Check Attachments (0) Apply Payment Customer Information Find First () 1 of 1 () Last
	Customer ID CNG50005 Q Business Unit UCF01 Q Remit From CNG50005 Remit SetID UCF01 Name US Department of Energy (DOE) Corporate CNG50005 Corporate SetID UCF01
	Detail References Reference Information Personalize Find View All [2]] First ③ 1 of 1 ④ Last
	Qual Code Reference To Reference Image: Code in the
	1 Q Image: Save Ima
	Totals Payments
8.	Click Save.
	Save Notify Refresh Totals Payments



Sten	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 View Audit Logs
	*Accounting Date 10/22/2019 iii Control Currency USD Q *Bank Code BOA1 Q BOA-ACH Format Currency USD *Bank Account ACH 005562579634 Rate Type CRRNT *Deposit Type C Q Cust Recpt Exchange Rate 1.0000000 III.
	Control Totals Control Data
	Control Total Amount -50.00 *Count 1 *Received 10/22/2019 3
	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 Ikohimey Q
	Journalled Total Amount 0.00 Count 0 User Ikohlmey
	Save Notify Refresh Totals Payments
11.	Click Save. (See image in previous step.)







Sten	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.						
	▼ 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 = ▼ ● Image: Case Sensitive ●						
14.	14. Click Search						
	Search Clear Basic Search 🖾 Save Search Criteria						



Sten	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)								
	Favorites • Main Menu • > Accounts Receivable • > Payments • > Create Worksheet Payment Worksheet Selection Deposit Unit UCF01 Payment ID 100 Payment Predictor								
1	Deposit ID 5659 Payment Amount -50.00 USD Deposit Status None Applied Payment Status Identified								
	Customer Criteria Find View All First (1 of 1) Last Customer Items Customer ID (CNG50005) Business Unit UCF01 Image: Customer Items Name US Department of Energy (DOE) Remit From ID CNG50005 Energy (DOE) Remit SetID UCF01 Corporate ID CNG50005								
	Corporate SetID UCF01 Corporate ID CNG50005 MICR ID Q Link MICR								
	None Item Reference Restrict to Item Reference All Customers Item Reference Exact Match Item Reference								
	Detail Reference Item Status								
	Item Inclusion Options								
	Worksheet Action Build Clear Created at Items 0								
	Worksheet Selection Worksheet Application Worksheet Action Save Return to Search Notify Refresh								
16.	Click Build.								
	Worksheet Action Build Clear								







 19. Ensure the Worksheet is balanced. Betance anount anou										
Balance -0000 Remaining 000 Unearned 000 Sected - 0000 Discoutt 0000 Earned 000 Adjusted 0.00 Wrishelt Action Adjusted Return to Search 2 Refresh	Ensure the Worksheet is balanced.									
 20. Click Save. (See image in previous step.) 21. Click the Worksheet Action link. Worksheet Selection Worksheet Application Worksheet Action 22. Verify the Posting Action [Batch Standard]. Payment Worksheet Action Deposit UD 5659 Payment ID 100 Entered Date 1022019 Status Do Not Post Posting Action Action: Action: Action: Action: Action: Click OK. Deposit ID 5659 										
 21. Click the Worksheet Action link. Worksheet Selection Worksheet Application Worksheet Action 22. Verify the Posting Action [Batch Standard]. Payment Worksheet Action Deposit Unit UCF01 Deposit ID 5659 Payment ID 100 Entered Date 10222019 Status Do Not Post Worksheet Action Debete Worksheet Action Create/Review Entres Worksheet Selection Worksheet Action Create/Review Entres Status Do Not Post Worksheet Selection Worksheet Action Create/Review Entres Status Do Not Post Worksheet Selection Worksheet Action Create/Review Entres Status Do Not Post Worksheet Selection Worksheet Action Status Do Not Post Worksheet Selection Worksheet Action Status Do Not Post Worksheet Selection Worksheet Application Worksheet Action Bayee Return to Search Physical Selection Worksheet Application Status Do Not Post Worksheet Selection Worksheet Action Worksheet Selection Worksheet Application Worksheet Action Bayee Return to Search Physical Selection Worksheet Application Worksheet Action										
Worksheet Selection Worksheet Application Worksheet Action Save Return to Search Notify 22. Verify the Posting Action [Batch Standard]. Payment Worksheet Action Deposit UD 5659 Payment UD 100 Entered Date 10222019 Status Do Not Post Accounting Entry Action Worksheet Action Posting Action Accounting Entry Action Deelete Worksheet Action Vorksheet Action Create/Review Entries Worksheet Selection Worksheet Application Worksheet Action Base Return to Search Worksheet Application Worksheet Action Save Return to Search Notify Worksheet Action Base Return to Search Notify Worksheet Action Base Return to Search Notify Notify										
 22. Verify the Posting Action [Batch Standard]. Payment Worksheet Action Deposit Unit UCF01 Deposit ID 5659 Payment ID 100 Entered Date 10/22/2019 Status Do Not Post Worksheet Action Delete Worksheet Action Delete Worksheet Action Delete Worksheet Action Create/Review Entries Worksheet Selection Worksheet Application Worksheet Action Create/Review Entries Worksheet Action Create/Review Entries Delete Dayment Group Worksheet Application Worksheet Action Delete Dayment Group Delete Payment Group Worksheet Application Worksheet Action Worksheet Action Deposit ID 5659										
Payment Worksheet Action Deposit Unit_UCF01 Deposit ID_5659 Payment ID_100 Entered Date 10/22/2019 Status Do Not Post Accounting Entry Action Delete Worksheet Action Posting Action Accounting Entry Action Delete Worksheet Coroup Image: Create/Review Entries OK Worksheet Selection Worksheet Application Worksheet Action Worksheet Selection Worksheet Application Worksheet Action Save @ Return to Search @ Notify Deposit ID_5659										
23. Click OK.										
Status Do Not Post Posting Action Action: Batch Standard OK OK										
24. Click Save.										



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:

	Billing on Unpaid Cost.								
		nancials Navig	tor 💌 Search	»	Advanced Search m	vIICE Home V	Norklis		
					Advanced Search III				
	Favorites +	Search Menu:							
	Top Menu Featu		0						
		Employee Self-Service		÷					
	The menu is not	Manager Self-Service							
	Click on Main M	Supplier Contracts		•					
	Highlights	Departmental Authorizat	on	•					
	Recently Used	Customers	Create a	ind Amend	General Information	n			
	menu, located a	Order Management	Determin	ne Price and Te	Support Teams				
	ieit.	Items	Manage	Progress Paym	Contract Notes				
		Suppliers	Update (Contract Progre	Eixed Amount Acct	a Distrib			
	Breadcrumbs	Purchasing	Schedule Schedule Review I	e and Process I	Amendment Details	s clotho			
	display your nav					nte			
	path and give y	Services Procurement	C Schedule	e and Process [Process Amendme	110			
	path and give y to the contents subfolders.	Services Procurement Grants	Schedule	e and Process I	 Process Amendme Hold Billing on Unp 	aid Cost			
. 1	path and give y to the contents subfolders.	Services Procurement Grants Project Costing	Schedul Review I Adjust R	e and Process Billing evenue and Billing fields:	Process Amendme Hold Billing on Unp	aid Cost			
I	Enter value a) B b) Se c) C	services Procurement Grants Project Costing	Schedul Review I Adjust R	e and Process a Billing evenue and Billing ffields: date Co	Hold Billing on Unp	d Lines T	ogether]		
]	Enter value a) B b) Se c) C Hold Billing	errocutement Services Procurement Grants Project Costing ues in the follousiness Unit elect an Action ontract	Schedul Review I Adjust R	e and Process a Billing evenue and Billing fields: date Co	Hold Billing on Unp	d Lines T	ogether]		
]	Enter valu a) B b) Se c) C Hold Billing	errocutement Services Procurement Grants Project Costing Lets in the follousiness Unit elect an Action ontract and Revenue on Unit iteria (2)	Schedul Review I Adjust R OWing : On [Upo Jnpaid Co	e and Process a Billing evenue and Billing fields: date Co ost	Hold Billing on Unp	d Lines T	ogether]		
1	a) B b) Se c) C Hold Billing	select an Action	Schedul Review I Adjust R OWING	e and Process a Billing evenue and Billing fields: date Co ost	Process Amendme Hold Billing on Unp	d Lines T	*Business Unit UCF01 Contract Status		
1	Enter value a) B b) So c) C Hold Billing	Select an Action	Schedul Review I Adjust R OWing : On [Upt Jnpaid Co	e and Process a Billing evenue and Billing fields: date Co ost t and Lines Toge	Process Amendme Hold Billing on Unp >	d Lines T	"Business Unit UCF01 Contract Status Region Code	ام	C
]	Enter value a) B b) Se c) C Hold Billing	errocutement Services Procurement Grants Project Costing Less in the following Less in	Schedul Review I Adjust R OWing S ON [Upo Jnpaid Co	e and Process a Billing evenue and Billing fields: date Co ost t and Lines Togel	Hold Billing on Unp	d Lines T	*Business Unit UCF01 Contract Status Region Code]q]q_	
I	a) B b) So c) C Hold Billing	Services Procurement Services Procurement Grants Project Costing Less in the foll usiness Unit elect an Action ontract J and Revenue on U iteria Select an Action Contract Contract Select an Contract	Schedul Review I Adjust R OWing : On [Upo Jnpaid Co	e and Process a Billing evenue and Billing fields: date Co ost t and Lines Togel	Process Amendme Hold Billing on Unp > > >	d Lines T	"Business Unit UCF01 Contract Status Region Code t Administrator]q]q	



Sten	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 Contracts Personalize Find View All							
	Contract Contract Description	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Sold To Customer				
	Image: Clear All Update							
6.	Click Update. (See image in previous step) .)						