

NDU Grants Training
Billing Pre-Processing Checklist

GM11.0 Generate Bills Checklist

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Pre-Billing Checklist for
Cost Reimbursable and Non-Cost Reimbursable Invoices

Assumptions and Setup:

The following needs to be correctly set up for the running of the Cost Reimbursable Invoice

1. Ensure that all the processes have been run so that all AP and GL rows applicable for billing have finished there processing and been sent to Projects.
 - Check with the AP staff to ensure the final AP payment process has been run for the month and all payments have been posted.
 - Ensure the AP to Projects interface (PC_AP_TO_PC, NDU version) has been run by reviewing the overnight process for this process.
 - Check with the GL staff that Payroll was successfully loaded into GL.
 - Check with the GL staff that Student Financials (SF) was successfully loaded into GL.
 - Check with the GL staff that all GL originating journals like recharge centers or corrections were successfully posted in GL.
 - Ensure the projects PC_GL_TO_PC interface has been run has been run by reviewing the overnight process for this process.
2. Rerun the AP_TO_PC if necessary to load new BIL lines.
3. Rerun the GL_TO_PC if necessary to load new BIL lines.
4. Rerun the Grants F&A process if necessary to load new SFA and BIL lines.

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Troubleshooting:

The following queries can be used to check the AP & GL ledgers for any potential Grants lines not posted, any BIL lines not created or any F&A that may have errored out.

1. Once the Contracts have been checked and all interfaces run a query can be run on all the Projects for the live Contracts for the Reimbursable agreements to ensure BIL rows have been created.
 - To check all AP Voucher lines relating to Paid invoices for Grants run the **NDU_GM_AP_PAID** query. This query checks all paid AP vouchers for the Grants Funds 4000-49999 that have not yet been distributed (sent) sent to the Projects module to create BIL rows.
 - A PC distrib status of '**D**' means the lines have been sent, '**N**' means the line a line is ready to be sent (rerun PC_AP_TO_PC). A status of '**I**' means ignore *and should not be present*. Investigate any 'I's as they will not be sent to projects for Billing.
 - To check all AP Voucher lines relating to any invoice *not yet paid* run the **NDU_GM_AP_DST** query. This query can be used to check if there are any large invoices out there or any in error you may want to try to get paid before the Billing. It is for checking purposes only. Note however that until an invoice has been paid it will not be able to be sent to Projects for Billing.
 - To check all GL journal lines relating to any Grants have been sent to Projects via the PC_GL_TO_PC run **NDU_GM_GL_PC_DISTRIB**. This should pick up all Journal lines that have a Fund between (40000-49999) and have not yet been sent to Projects.
 - If any changes are made rerun the AP and GL to PC extracts and SFA.
2. Now check to ensure F&A lines have been correctly created as SFA and BIL lines in Projects. If any F&A has errored out it will be in the following place *Grants → Awards → Facilities Admin Error Detail*. Go into this place by Business Unit, select the flashlight and see if there are any F&A lines in error. Note that Grants people are exclusively responsible for the F&A so unlike the AP & GL, if this is not checked, no one else will pick up the errors. If you see a line in error try going to *Grants → Awards → Project Activity* to check the F&A rates on the F&A tab. Also look at the Business Unit Setup for the F&A options in *Set Up Financials/Supply Chain*.
3. To check for F&A Budget errors go to *Commitment Control → Review Budget Check Exceptions → Facilities Administration*
4. BIL rows are created in projects from the AP & GL expenses. If however you go over the limit for your Contract the an 'OLT' or "over The Limit" line is created and this will not be billed until the Contract is adjusted. You need to monitor the proj resource table in case any 'OLT' lines appear and to do this we can use the **NDU_GM_PRJRSOURCE_OLT_LINES** query which will show us all OLT line (if any) in Proj Resource.
 - OLT lines can happen for example when Payroll is posted as this is not budget checked. In general expenses in AP & GL should fail budget check at source if they go over their limit.
5. Always check the project start and finish date also if there seems to be a problem. It is possible dates have been set in the future.
6. Repricing: If for some reason BIL rows have not been created in Projects Resource due to the rates template not being correctly set up you will need to recreate the BIL rows. To do this you run the Projects pricing engine. *Projects → Collect Costs → Recalculate* to check the F&A as well as the Check the price unpriced and reprice rows. This will recalculate BIL rows for any of the rows missed due to no or a wrong rate template.

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Use this to ensure all the steps to ensure full and complete Billing have been performed

1. Cost Reimbursable invoicing, things to check		Explanation
<input type="checkbox"/>	Final AP payment process has been run for the month and all payments have been posted.	AP Vouchers are sent to Projects for Billing when paid.
<input type="checkbox"/>	AP to Projects interface PC_AP_TO_PC (NDU version) has been run. Review the overnight process.	This process transfers the AP Vouchers to projects to create BIL rows
<input type="checkbox"/>	Check with the GL staff that Payroll was successfully loaded into GL.	Payroll journals are sent to Projects, creating BIL rows for Billing
<input type="checkbox"/>	Check with the GL staff that Student Financials (SF) was successfully loaded into GL.	Student journals are sent to Projects, creating BIL rows for Billing
<input type="checkbox"/>	Check with the GL staff that all GL originating journals like recharge centers or corrections were successfully posted in GL.	GL Journals are sent to projects, creating BIL rows for Billing
<input type="checkbox"/>	GL to Projects interface PC_GL_TO_PC (NDU version) has been run has been run by reviewing the overnight process for this process.	This process sends all the GL journal rows from GL to Projects
<input type="checkbox"/>	<ul style="list-style-type: none"> • Rerun the PC_AP_TO_PC & PC_GL_TO_PC if necessary 	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Rerun the Grants F&A process if necessary. 	Once new rows are created in projects, F&A must be run again to create the F&A rows on the new rows
2. Non-Cost reimbursable invoicing, things to check		
<i>For Non-Cost reimbursable invoices do not need to check any AP or GL charges as we do not bill for these, only the event set up in Contracts. BIL rows are not created in Project resource as the rate template is set to NOBIL and has no rates in it. Therefore for the Non-CRB's we only need to check for which events will be Billed.</i>		
<input type="checkbox"/>	Run the Events query NDU_GM_CONTRACT_EVENT_TOBILL	This tells you all events that are due to be billed. Those contracts with the event date before or on the date of the billing with a "ready to bill" status will be billed.
3. Queries & Troubleshooting		
<input type="checkbox"/>	Run NDU_GM_AP_PAID and check all AP payments to Projects Distributed (posted)	Any Paid AP Vouchers with a status set to N, still need to be Billed and the AP to PC process run. Investigate any still with a N status after this is run
<input type="checkbox"/>	Run the NDU_GM_AP_DST query and check any outstanding vouchers	Shows any Projects vouchers entered into Peoplesoft but not yet paid (so will not be sent to projects)
<input type="checkbox"/>	Run the NDU_GM_GL_PC_DISTRIB query and check all GL Journals to Projects Distributed (posted)	Any GL Journals (PAY, GL or SF) with a status set to N, still need to be Billed and the GL to PC process run. Investigate any still with a N status after this is run.
<input type="checkbox"/>	Check to ensure no F&A has errored out <i>Grants</i> → <i>Awards</i> → <i>Facilities Admin Error Detail</i> .	