



University System of North Dakota

Higher Education Financials
Grants

GM 11.1 Generate Cost Reimbursable Invoices

Peoplesoft (Release 8.4)

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A: CRB-LOC COST REIMBURSABLE PROCESS

The following is the process for creating a Cost reimbursable Invoice. This process for Cost Reimbursable invoices picks up all BIL lines in the projects module PROJ_RESOURCE lines AND BASED ON THE Contract Module setup, creates invoices in the Billing module.

PRE-PROCESS

CREATE BIL ROWS IN PROJECTS

For the Billing process to work BIL lines must have first been created in the PROJ_RESOURCE lines of the projects module. These BIL lines are created whenever costs come into the Projects module from Vouchers in the Accounts Payable module or Journals, Payroll or Student costs through the General Ledger module. BIL lines are also created when eligible F&A costs are run on the cost lines in Proj Resource. All these BIL rows should create interface rows to be billed from when the Billing interfaces are run.



PROCESS 1:-

RUN THE CONTRACTS INTERFACE TO BILLING FOR CRB_NONLOC

This process takes all the unprocessed BIL rows from the Proj_Resource table and loads them into Billing Interface lines.



PROCESS 2:-

RUN THE BILLINGS INTERFACE TO BILLING FOR CRB_NONLOC

This process takes the billing rows created from the Billing interface lines and creates Temporary invoices from them



PROCESS 3:-

VIEW THE BILLING WORKSHEET AND APPROVE INVOICES

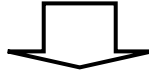
Temporary invoices appear on the worksheet for approval before proper invoices are created. Once Invoices are approved they are free to go through the billing process or if they are Deleted they go back to the BIL status in the Proj_Resource table for billing t a later date.



PROCESS 4:-

CREATE AND PRINT INVOICES USING SINGLE ACTION INVOICE CREATION

The Single Action Billing process creates invoices from the invoices approved in the worksheet. The Single Action job creates the invoices as well as AR items for sending to the Accounts receivable module and Accounting entries for the General Ledger.



PROCESS 5:-

POST AR ITEMS TO ACCOUNTS RECEIVABLE MODULE

The AR Update process loads the billing items into the AR module. Once loaded in AR, these invoices can then be matched against the deposit when the check is received and entered into Peoplesoft as a Deposit.



PROCESS 6:-

UPDATE BIL LINES

Once the Billing has been performed, Bill information must be sent back to the Projects module via two interfaces. The BIL lines in Peoplesoft are then updated to BLD once complete.

STEP 1:- RUN THE CONTRACTS INTERFACE TO BILLING FOR CRB_NONLOC

Navigation: Customer Contracts → Schedule and Process Billing → Process Billing

Step 1.1

1. Go into the process by using **Search** to find a process or **Add** a new run control.

*BU/Proj/Act

2. Change the **Option:** dropdown box on the right of the screen to **Selected Business Unit**

3. Add in your **Business Unit & PC Business Unit** fields

4. For a Cost reimbursable invoice we need to run the Invoice by a Contract Type of **CRB_NONLOC**.
Select the dropdown box to choose this value.

Contract Type
% COMPLETE
ADVANCE PAY
CRB LOC
CRB_NONLOC
GRANT
SCHEDULED PAY
TASK COMP

5. If you need to run the invoices by a user you can select the **Billing Specialist** to run by (we are not doing this at present.)

6. For **Date Option** Select **Acct Date** in the Drop down

7. The **From Date** under **Date Option** should always be 1/1/1901.

8. The **To Date** under **Date Option** should be the date for the end of the period that you are reporting to. This date will default from the Grants Billing Cycle Date

9. Add the **Grants Billing Cycle ID** and ensure the **From Date** and **To Date** is correct for the period. In most instances this will be monthly, however can be from any of the options

Billing Cycle Identifier	Description
ATRLY_MJSD	Quarterly Mar, Jun, Sept, Dec
MONTHLY	Monthly
ON DEMAND	On Demand
QTRLY_FMAY	Quarterly Feb, May, Aug, Nov
QTRLY_JAJO	Quarterly Jan, Apr, Jul, Oct
QTRLY_MJSD	Quarterly Mar, Jun, Sept, Dec
QUARTERLY	Quarterly
YEARLY	Yearly

10. Set the Billing Method **Billing Method:** **As Incurrd** to **As Incurred**

Contracts Billing Page

Program Name: CA_BI_INTFC Process Frequency: Always

Contract Information

Contract: *BU/Proj/Act Selected Business Unit
 Option:
 Business Unit: MISU1 PC Business Unit: MISU1
 Contract Type: CRB_NONLOC Project:
 Sold To: Activity ID:
 Bill To: Project Type:
 Project Manager:

Billing Options

Billing Plan ID: *Date Option: All
 Billing Method: As Incurrd From Date:
 Billing Business Unit: Through Date: 11/30/2004
 Billing Specialist: Event Date: 12/06/2004
 Billing Cycle Identifier: MONTHLY Invoice Date: 12/06/2004
 Billing Authority: Ignore Tolerance Amount
 Letter of Credit ID:
 Grants Billing Cycle Id: MONTHLY From Date: 11/01/2004 To Date: 11/30/2004

Step 1.2

Run the process for the Individual job Contracts to Billing Interface

Step 1.3

Go to the [Process Monitor](#) and into [Details](#) for your process to see the messages in the Process monitor. The message should show interface rows created in a specific Interface ID number. Record the number of your Interface ID.

3 row(s) were inserted into PS_INTFC_BI with an INTFC_ID of 190.

Note: For more information about the Contracts to Billing page please refer to the appendix at the end of the document.

Troubleshooting Step 1:- Run the Contracts Interface to Billing for CRB_NONLOC

Troubleshooting Step 1

Navigation : Billing → Interface Transactions → Review Pending Transactions

Go to the following navigation to check the status of your Interface to ensure there were no errors created. Ensure the **Load Status** is not ERR :

The screenshot shows the PS_INTFC_BI_AEDS interface. It displays the following details:

- Interface ID: 6
- Line Number: 1
- LoadStatus: ERR
- Business Unit: 11000
- Customer ID: IN_80100

Below the details is a table with the following columns: Transaction Type, Transaction Type Seq, Type, LoadStatus, and Error Status.

Transaction Type	Transaction Type Seq	Type	LoadStatus	Error Status
AE	1	IU Expense	ERR	No DstAcct No Dst ID or Account

If the Interface status is ERR, go to the second tab **PS_INTFC_BI_AEDS** and go to **fix the error at**
Navigation : Billing → Interface Transactions → Update Pending Transactions

STEP 2:- RUN THE BILLINGS INTERFACE TO BILLING FOR CRB_NONLOC

Navigation:

Billing → Interface Transactions → Process Billing Interface

Step 2.1

1. Go into the process by using **Search** to find a process or **Add** a new run control.
2. Once in the Run Control select the From, To Interface ID. This ID was obtainable from the message log of the previous process run.

Billing Interface

Run Control ID: APPOST

[Report Manager](#)

[Process Monitor](#)

Run

From Interface ID: 

To Interface ID: 

Step 2.2

Select **Run** and run the process for the process Billing Interface

Select **OK** to run. This will take you back to the previous page. Run the process for the Individual job

Step 2.3 Now go to the [Process Monitor](#) and into [Details](#) for your process to see the messages in the

New Bill Headers Created: 1

Process monitor. Results should show header and lines created.

New Bill Lines Created: 1

Troubleshooting Step 2:- Run the billings Interface to Billing for CRB_NONLOC

Troubleshooting Step 2.a

Go to the following navigation to check the status of your Interface to ensure there were no errors in loading the Billing interface file. **Hint:** There may be other people's interfaces here. Ensure the Business Unit of the line you are looking at is your BU.

Navigation to for errors: Billing → Interface Transactions → Correct Interface Errors

Troubleshooting Step 2.b

If you want to check your interface is successful go to Billing → Interface Transactions → Review Interface Completions

Troubleshooting Step 2.c

If there are interface errors then note the number of the interface ID and run the following reports:

Navigation : Billing → Interface Transactions → Create Billing Intfrc Report

Run the Interfaces by the Interface ID that you found in error and run the three reports that finish *By Intfc ID*.

<input checked="" type="checkbox"/>	Intfc Detail Sumry By Intfc ID	BIIFD001
<input type="checkbox"/>	Intfc Detail Sumry By BU	BIIFD002
<input checked="" type="checkbox"/>	Intfc Summary By Intfc ID	BIIFD003
<input type="checkbox"/>	Intfc Summary By BU	BIIFD004
<input checked="" type="checkbox"/>	Intfc Error Sumry By Intfc ID	BIIFE001
<input type="checkbox"/>	Intfc Error Sumry By BU	BIIFE002

STEP 3:- VIEW THE BILLING WORKSHEET AND APPROVE INVOICES

Navigation:

Billing → Billing Worksheet → Update Billing Worksheet

Step 3.1:

1. Go into the Billing Worksheet by using **Search** to find a process or **Add** a new run control.
2. Select your **Business Unit** (If you know the customer ID for a group invoices that you want to approve enter the value in the **Customer** field. This will reduce the amount of invoices displaying and improve processing speed.)
3. Click the flashlight. A list of all the Invoices waiting to be approved then appear. The Contract ID is in the second column.

Worksheet Search **Line Details**

Business Unit: Contract: Letter of
 CR:
 Invoice: Project: LOC Doc ID:
 Customer: [Manage Contract/Project Bills](#) [LOC Summary](#)

Header level detail Customize | Find | View All | First 1-4 of 4 Last

Worksheet Action	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Add To Bill	Billing Worksheet
<input type="button" value="Q"/>	UND0000LL2	-			74796.00 USD	<input type="text"/>	TMP-00000019
<input type="button" value="Q"/>	UND0010SG	-	12345678	12	2342.20 USD	<input type="text"/>	TMP-00000018
<input type="button" value="Q"/>	UND0000SJS	-	12345678	12	1262.80 USD	<input type="text"/>	TMP-00000017
<input type="button" value="Q"/>	UND0000ABS	-	12345678	12	65207.80 USD	<input type="text"/>	TMP-00000016

Step 3.2: Each Invoice has a dropdown box for Worksheet Action.

Worksheet Action

If there is a need to review the individual invoice lines go to Step 3.4. If the invoice is ready for approval select **Apprv** and save the worksheet. The Invoice will be picked up for invoicing the next time the Single Action process is run. **(Note: It's best to APPROVE and SAVE no more than ten invoices at a time.)**

Step 3.3: If you do not want the approve the invoice you can select **DEL** and delete the temp Bill from the worksheet and it will be go back to the BIL stage to be picked up next time the Contracts and Billing interface are run.

Hints: Remember to check **View All** to see all of your invoices. There will probably be many pages of them.

Step 3.4:

Click on the  next to look at the line details.



You can defer a bill line to a later date by selecting, **Defer** on the line dropdown box and you must also select a date to defer the line to. You cannot simply delete it like the whole invoice.

Sequence	Analysis Type	Billing Option	Defer Date	Description
1	BIL	Bill	<input type="text"/>	Expense Distribution
2	DEF	Defer	12/31/2004	Expense Distribution
3	BIL	Bill	<input type="text"/>	Expense Distribution
4	BIL	Bill	<input type="text"/>	Expense Distribution
5	BIL	Bill	<input type="text"/>	Expense Distribution

Press  and the Analysis type will change to **DEF** for that date and be sent back to Proj resource. **Note: After review of invoice lines go back to step 3.2 or step 3.3 and take appropriate action.**

Troubleshooting Process 3:- View the Billing Worksheet and Approve Invoices

Troubleshooting Step 3.a Click on the **Line Details** next to look at the line details.

Worksheet Search / Line Details

Header level detail Find | View All | First 4 of 4 | Last

Business Unit: UND01 Contract: UND0000ABS Letter of CR: 12345678
 Invoice: TMP-00000016 Project: LOC Doc ID: 12
 Customer: FED_100000 Gross Billable Amount: Billing 65,207.80 USD
 Currency:

Line level detail Customize | Find | View All | First 1-5 of 24 | Last

Sequence	Analysis Type	Billing Option	Defer Date	Description	Gross Extended	Less Discount	Net Extended
1 BIL	Bill			Expense Distribution	2,000.00	0.00	2,000.00
2 BIL	Bill			Expense Distribution	2,300.00	0.00	2,300.00
3 BIL	Bill			Expense Distribution	2,800.00	0.00	2,800.00
4 BIL	Bill			Expense Distribution	3,000.00	0.00	3,000.00
5 BIL	Bill			Expense Distribution	3,300.00	0.00	3,300.00

The 3rd tab of this 2nd sheet shows the project details also

Worksheet Search / Line Details

Header level detail Find | View All | First 4 of 4 | Last

Business Unit: UND01 Contract: UND0000ABS Letter of CR: 12345678
 Invoice: TMP-00000016 Project: LOC Doc ID: 12
 Customer: FED_100000 Gross Billable Amount: Billing 65,207.80 USD
 Currency:

Line level detail Customize | Find | View All | First 1-5 of 24 | Last

Sequence	Analysis Type	Billing Option	Transaction Date	Gross Extended	Project	Contract	Bill Plan ID
1 BIL	Bill		08/25/2004	2,000.00	UND0000ABS	UND0000ABS	B101
2 BIL	Bill		08/25/2004	2,300.00	UND0000ABS	UND0000ABS	B101
3 BIL	Bill		08/25/2004	2,800.00	UND0000ABS	UND0000ABS	B101
4 BIL	Bill		08/25/2004	3,000.00	UND0000ABS	UND0000ABS	B101
5 BIL	Bill		08/25/2004	3,300.00	UND0000ABS	UND0000ABS	B101

Troubleshooting Step 3.b To see your Invoice number that actually be produced go to the following Navigation: Billing → Billing Worksheet → Review Contract/Project Bills. Select the searchlight to drill to the invoice. Invoices will only appear here until they are billed. Invoices in a RDY status will be billed the next time Single Action Invoice or LOC

Manage CA/PC Bills

Business Unit: Contract: Job Overrides
 Invoice: Project: Include Invoiced Bills
 Customer: Letter of CR: LOC Doc ID:

Worksheet LOC Summary

Sel	Business Unit	Invoice	Letter of Credit ID	LOC Doc ID	Bill Status	Dtime Add	Pretax Amt	Invoice Amount	
<input type="checkbox"/>	UND01	UND-000000003			NEW	08/25/2004 5:39PM	16495.99	16495.99	USD
<input type="checkbox"/>	UND01	UND-000000008	123456LL	123	RDY	09/30/2004 12:06PM	5684.94	5684.94	USD
<input type="checkbox"/>	UND01	UND-000000009	12345	123	RDY	09/13/2004 11:05AM	13402.30	13402.30	USD

STEP 4:- CREATE AND PRINT INVOICES USING SINGLE ACTION INVOICE CREATION

Navigation:

Billing → Generate Invoices → Non-Consolidated → Single Action Invoice

Step 4.1:

Go into the process by using **Search** to find a process or **Add** a new run control.
Change the following fields:

1. Range selection: **All**
2. Business Unit: *User*
3. EDI Invoice options: **Print Only**
4. Posting Action: **Post Later**

Step 4.2: Go to the second **Print Options** Tab on the page and select the Customer, Invoice checkbox.

Step 4.3: Go back to the main page and click the box on the top right-hand corner. This should show you the invoices ready to be processed. If no invoice appear it means thee is a mistake and no invoices have been chosen.

[Bills To Be Processed \(12503,20\)](#)

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type
UND01	UND-0000000012	RDY	PHTL_00400	GM_GEN	P













Step 4.4:

1. Click **Run** and go into the process and select [Single Action Invoice](#) BIJOB03
2. Select **OK** to run. This will take you back to the previous page.
3. Go to the [Process Monitor](#) and into [Details](#)

process 4 continued on next page

Step 4:- Create and print invoices using Single action invoice creation continued

Step 4.5: Once in the Process monitor click on the blue [BIJOB03](#) link to get in to see all the processes for this job. A job is a group of processes.

-  [90680 - BIJOB03 Success](#)
-  [90681 - BIIVC000 Success](#)
-  [90682 - BIIVCLN Success](#)
-  [90683 - BIIVCPN Success](#)
-  [90684 - BIIVCEN Success](#)
-  [90685 - BIGIVCPN Success](#)
-  [90686 - BICURCNV Success](#)
-  [90687 - BIPRELD Success](#)
-  [90688 - BILDGL01 Success](#)
-  [90689 - BILDAR01 Success](#)
-  [90690 - BISF108X Success](#)
-  [90691 - BIGNAP01 Success](#)

Step 4.6: View the progress of the BIJOB03 job and ensure all Processes are Success.

Step 4.7: To view your invoices, click on the [54541 - BIGIVCPN Success](#) and go to [View Log/Trace](#) to see the Invoices in the [BIGIVCPN 54541.PDF](#) file to view the invoices.

Hints: You can also see your reports by clicking on the Report Manager link next to the Process Monitor.

Troubleshooting Step 4:- Single Action Invoice creation

Troubleshooting Step 4.a

To agree your invoices have been posted you can check the following things.

Review the BLDAR01 process on the BIJOB03 JOB to ensure AR items have been created.

Group ID 26 added with 1 AR entries totaling 50,000.00. #
of invoices processed in group: 1

Total # of invoices processed: 1. Total # of AR entries
generated: 1

Troubleshooting Step 4.b

*Once the Process is a success check the Billing processing logs to see if there are any errors in the job. There should be **no lines** in any of the following menu's for your Business unit if the Job was successfully processed. If there are lines here it means invoices are in error and will need correcting.*

1. Billing→ Review Processing Results → In Progress Log
2. Billing→ Review Processing Results → Review Invoice Errors
3. Billing→ Maintain Bills → Correct Entry Type

There should be no transactions for your Business unit in these screens.

Troubleshooting Step 4.c

The following reports can be run to see the invoices created for the run:

Navigation: Billing→ Reports → Invoice Register

You can also check AR Pending items have been produced by you can run

Navigation: Billing→ Generate Invoices → Reproduce Reports→ AR Pending Item Report

Run both reports by the date of the processing to get that days transactions.

STEP 5:- POST AR ITEMS TO ACCOUNTS RECEIVABLE MODULE

When the BIJOB is run, the process creates an AR file of open invoices to post the Payments against. It then sends this file, called a group, for posting to the AR ledger. These Groups come in with the status of "post Later" so they are set to post immediately. AR update then posts this group to the AR ledger.

Troubleshooting AR Item: To check the Batch go to:

Accounts Receivable > Pending Items > Review Items > Groups Set To Post

Select the **Search** key to review your Groups set to post.

Next go to see if any groups are not set to post, which means their status needs to be changed

Accounts Receivable > Pending Items > Review Items > Groups Not Set To Post

Click the searchlight to bring up all the all the items not set to post.

Groups Not Set To Post

Business Unit: User:

*Posting Status: *Balance Status:

*Group Amount Switch:

Group ID	Type	Origin ID	Acctg Date	Post Status	Assign To	To Be Posted	Currency
10	B	PS-BI	09/15/2004	Not Posted	llangbein	7,950.000	
11	B	PS-BI	09/15/2004	Not Posted	llangbein	7,950.000	
Total:		2	Total Amount:		15,900.000	Currency:	

To change the status of these groups drill down on the link and go to the **Group action** tab and select the **Post Now** button.

Group Control | **Group Action**

Group Unit: Group ID:

Posting Status: No Action

Group Actions	Posting Actions	Accounting Entry Actions
<input type="button" value="Balance"/>	<input type="button" value="Do Not Post"/>	<input type="button" value="Create Entries"/>
<input type="button" value="Delete Group"/>	<input type="button" value="Post Now"/>	<input type="button" value="Delete Entries"/>
	<input type="button" value="Post Later"/>	

process 5 continued on next page

Step 5:- Post AR Items to Accounts Receivable module continued

Navigation:

Accounts Receivable > Update Receivables > HE Receivables Update

Now that we are sure all the Pending Item Groups are set to post. Go to Request Receivables Update to run the AR posting procedure in the Accounts receivable Module to post the AR Open items created in Billing to the AR Ledger.

Step 5.1:

1. Go into the process by using **Search** to find a process or **Add** a new run control.
2. Fill in the fields below:

Field Name	Field Description
Group Unit:	User
Accounting Date From:	01/01/1901
Accounting Date To:	Current Date

Receivable Update Request

Run Control ID: APOST [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameters Find | View All First 1 of 1 Last

*Group Unit:

Process Frequency: *High Balance Basis Date:

*Accounting Date From: *Accounting Date To:

<p>Customer History Options</p> <p><input type="checkbox"/> User Defined</p> <p><input type="checkbox"/> Payment Performance</p> <p><input type="checkbox"/> DSO</p> <p><input type="checkbox"/> SubCustomer</p>	<p>Last Run On</p> <p>Last Run On:</p> <p>Process Instance:</p>
--	---

Step 5.2:

1. Select **Run** and run the process for the process NDU_AR_UPDAT
2. Select **OK** to run. This will take you back to the previous page.

Step 5.3: Now go to the [Process Monitor](#) and into [Details](#) for your process to see the messages in the Process monitor. In the Message there should be a message saying a certain amount of Items have been processed. For example, 8 Groups with 8 Transactions affecting 8 Items of 1 Customers Processed

Troubleshooting Step 5:- Post AR Items to Accounts Receivable module

Troubleshooting Step 5.a Check the posting status of your group at the following navigation to ensure the ARUPDATE posted the Pending Item Group correctly:

Accounts Receivable → Update Receivables → Posting Results-Pending Items → All Items w/ Detail

The Posting status of the Group should be **Complete as below.**

Group Control		Pending Item 1		Pending Item 2		Pending Item 3		VAT Information		Accounting Entries	
Group Unit:	UND01	Group ID:	26								
Acctg Date:	09/22/2004										
Group Type:	B	Billing	Control Currency:								
Origin ID:	PS-BI	Billing	Format Currency: USD								
Totals			Control Data								
Control:	50,000.00	Count:	1	Received:	09/22/2004						
Entered:	50,000.00	Count:	1	Entered:	09/22/2004						
Difference:	0.00	Count:	0	Posted Date:	09/22/2004						
Posted:	50,000.00	Count:	1	Assign:	llangbein						
				User:	llangbein						
Group Status											
Edit Status:	Edited					Accounting Entries:	Balanced				
Balanced:	Yes					Posting Action:	No Action				
Posting Status:	Complete										

Troubleshooting Step 5.b

To ensure there are no errors in the ARUPDATE load look at the following navigation to check the external items load (The Billing module being the external items).

Accounts Receivable > Update Receivables > Correct Posting Errors → External Items

You can also check the following Posting error searches that relate to postings we will be doing :

Accounts Receivable > Update Receivables > Correct Posting Errors → Worksheet, Transfer, Payment

Troubleshooting Step 5.c

If you have problems where the ARUPDATE was halted in mid process you can rest the process at the following location however, again, if there is nothing here it means there are no problems.:

Accounts Receivable > Update Receivables > Reset Process

STEP 6:- UPDATE BIL ROWS IN PROJECTS TO BLD

Once we have finished all our postings we need to send the Billing data back to the Projects and Contracts module. This will update all the BIL lines in Proj Resource to BLD and copy over the Sponsor and Invoice number. This is a two-step process, one to copy the information out of Billing and another to load it into the Projects Module.

Navigation: *Billing* → *Generate Invoices* → *Utilities* → *Update Contract/Projects Data*

Step 6.1.1:

1. Enter the process by using **Search** to find a process or **Add** a new run control.
2. Load by Business unit.

Run BI PC/CA Intrfc.

Run Control ID: APPOST [Report Manager](#) [Process Monitor](#) **Run**

Run Control Options [Find](#) | [View All](#)

<p>Run Options</p> <p><input type="radio"/> All Business Units</p> <p><input checked="" type="radio"/> Single Business Unit</p>	<p>Business Unit: <input type="text" value="UND01"/> <input type="button" value="Q"/></p>
--	--

Step 6.1.2:

3. Select **Run** and run the process for the process Billing to PC/CA Interface
4. Select **OK** to run. This will take you back to the previous page.

Navigation: *Projects* → *Collect Revenue* → *Retrieve Billing Items*

Step 6.2.1:

1. Enter the process by using **Search** to find a process or **Add** a new run control.
2. Load by Business unit.

Billing

User ID: llangbein Run Control ID: pc_bi [Process Monitor](#) **Run**

Program Name: PC_BI_TO_PC Process Frequency:

[Find](#) | [View All](#) [First](#)

*BU/Proj/Act Option: Request Number: 1 [Proj Resources](#)

Business Unit: *Date Option:

Step 6.2.2:

5. Select **Run** and run the process for the process Billing to Projects
6. Select **OK** to run. This will take you back to the previous page.

B: CRB-NONLOC INVOICE PROCESSING CHECKLIST

Step	Step Title	Menu	Step Description	Done
1.	Run the Contracts Interface to Billing	<i>Customer Contracts → Schedule and Process Billing → Process Billing</i>	<i>This loads the BIL lines from the Projects module into the Billing Interface staging tables. Once this is done check the message and record the interface number.</i>	<input type="checkbox"/>
1.1.	<input type="checkbox"/> <i>Check for successful load of contracts to invoice</i>	<i>Billing → Interface Transactions → Review Pending Transactions</i> <i>To correct go to Billing → Interface Transactions → Update Pending Transactions</i>	<i>The interfaces created from Contracts will be able to be viewed in this interface if generated. The status should not be "ERR". To correct go to Billing → Interface Transactions → Update Pending Transactions</i>	<input type="checkbox"/>
2.	Run the Billing Interface	<i>Billing → Interface Transactions → Process Billing Interface</i>	<i>Loads the Billing interface staging tables into the Billing Worksheets and creates TMP invoices ready for approval</i>	<input type="checkbox"/>
2.1.	<input type="checkbox"/> <i>Check for successful load of the invoice</i>	<i>Billing → Interface Transactions → Review Interface Completions</i> <i>To correct go to Billing → Interface Transactions → Correct Interface Errors</i>	<i>Review the interface load to see if there were any errors. If the interface is complete move on, if any lines are in error review error menu to ensure there are no errors.</i>	<input type="checkbox"/>
3.	Billing Worksheet	<i>Billing → Billing Worksheet → Update Billing Worksheet</i>	<i>Approve the TMP invoice to allow creation of the final invoice. If you do not want to create the invoice, select DEL and it will go back to the BIL stage and be regenerated next time the appropriate billing is done.</i>	<input type="checkbox"/>
4.	Create and Print invoices	<i>Billing → Generate Invoices → Non-Consolidated → Single Action Invoice</i>	<i>Run the BIJOB03 process by Business unit and click on the job to drill down to the individual processes.</i>	<input type="checkbox"/>
4.1.	<input type="checkbox"/> Print Invoices	<i>Process Monitor</i>	<i>Once in the Job process, click on the BIGIVCPN link to get the invoices. Click on the PDF file to open it or right click to save to a drive.</i>	<input type="checkbox"/>
4.2.	<input type="checkbox"/> Review Posting Results of the Billing Invoices	<i>Billing → Review Processing Results → In Progress Log</i> <i>Billing → Review Processing Results → Review Invoice Errors</i>	<i>Review these 2 menus to see if any invoices are in error from the Single Action Invoice process.</i>	<input type="checkbox"/>
4.3.	<input type="checkbox"/> Review Posted Invoices	<i>Billing → Reports → Invoice Register</i>	<i>Run this report for the current date range will give a listing of Invoices created.</i>	<input type="checkbox"/>
4.4.	<input type="checkbox"/> Check AR Pending Items	<i>Billing → Generate Invoices → Reproduce Reports AR Pending Item Report</i>	<i>Check AR Items have been created, this will confirm the Interface has worked and AR items have been sent to the AR ledger for posting. This should match the group you created from the BIJOB03 run above and will post to the AR ledger next.</i>	<input type="checkbox"/>

5.	Post AR Items to Accounts Receivable module	<i>Accounts Receivable > Update Receivables > Request Receivables Update</i>	<i>Post the AR Items to the Accounts Receivable [AR] Ledger.</i>	<input type="checkbox"/>
5.1	<input type="checkbox"/> <i>Review Posting Results of the AR items</i>	<i>Accounts Receivable > Update Receivables > Correct Posting Errors → External Items</i>	Check the external Posting Items for any errors on the AR Update load. "No matching values were found" if there are no errors.	<input type="checkbox"/>
5.2	Review AR items	<i>Accounts Receivable > Collections > Aging Reports > Aging Detail by Unit</i>	This Aging report should always be produced at the end of the process to check invoices have been posted to AR and to review balances. This report is by BU, sponsor and Contract.	<input type="checkbox"/>
6.	Update BIL lines – Billing Push	<i>Billing → Generate Invoices → Utilities → Update Contract/Projects Data</i>	BLD lines will be created on the project resource line, which replaces the existing BIL rows.	<input type="checkbox"/>
6.1	<input type="checkbox"/> Update BIL lines – Projects Pull	<i>Projects → Collect Revenue → Retrieve Billing Items</i>	BLD lines will be created on the project resource line, which replaces the existing BIL rows.	<input type="checkbox"/>

APPENDIX

The purpose of this appendix is to further explain the group boxes, drop down fields, and fields of the Process billing page.












Process Billing/ Contracts Billing Interface Page

After expenses have been applied against a project, the contracts module has to interface with Projects and Billing Modules to create invoices for the expenses. The process billing pages is where the parameters for the creation of invoices are set. The Contracts Billing Interface process selects billing plan lines (for fixed-fee, value-based, and recurring billing methods), or resource rows (for rate-based billing methods) that have been marked in PeopleSoft Contracts as ready to bill, and it creates bill lines in the Billing interface tables. Once the Contracts Billing Interface process has staged the billing data in these tables, the Contracts Billing Interface processes the data to create bills

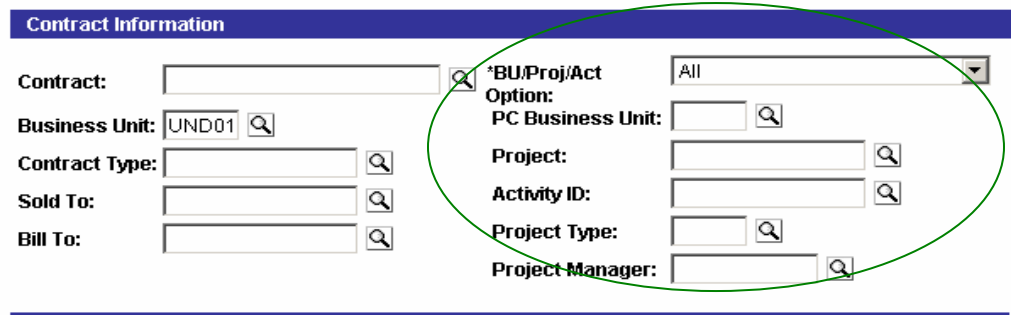
This page gives the user great flexibility in choosing which invoices are to be selected for processing. The Contracts Information has high level filters for producing invoices for example Project Type, Contract Type Project. The Billing Options section of this page has filters whose fields can be found on the Bill Plan page in Contracts module. It is important to consider which fields could possible conflict in when setting up this page. Improper selections could produce a less than desirable results.

Contract Information

The fields in this group box limit the billing data that is included in the running of this process. The user has the option to filter by PeopleSoft **Contract**, (contracts) **Business Unit**, **Contract Type**, **Sold to (customer)**, or **Bill To (customer)**. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

Contract Information	
Contract:	<input type="text"/> 
Business Unit:	<input type="text" value="UND01"/> 
Contract Type:	<input type="text"/> 
Sold To:	<input type="text"/> 
Bill To:	<input type="text"/> 
*BU/Proj/Act Option:	<input type="text" value="All"/> 
PC Business Unit:	<input type="text"/> 
Project:	<input type="text"/> 
Activity ID:	<input type="text"/> 
Project Type:	<input type="text"/> 
Project Manager:	<input type="text"/> 

The ability to filter the running of this process by **Project** also exists in this group box.



Contract Information

Contract: *BU/Proj/Act Option:

Business Unit:

Contract Type:

Sold To:

Bill To:

PC Business Unit:

Project:

Activity ID:

Project Type:

Project Manager:

Bu/Proj/Act Option (Business Unit/Project/Activity option) Drop Down

Select an option to filter the information that is pulled from PeopleSoft Project Costing. Options are:

- **All:** This runs the process for all available PeopleSoft Project Costing business units, projects, and activities.
- **Selected BU / Proj / Activity** (selected business unit/project/activity): This option filters the PeopleSoft Project Costing source data by adding values to these fields: PC Business Unit, Project ID, and Activity ID.
- **Selected BU / Project** (selected business unit/project): Filter the PeopleSoft Project Costing source data by adding values to these fields: PC Business Unit and Project ID.

Selected Business Unit: Filter the PeopleSoft Project Costing source data by adding values to the PC Business Unit field. You may further filter the data by adding values to the Project Type and Project Manager fields.

*BU/Proj/Act Option:	All
PC Business Unit:	<input type="text"/>
Project:	<input type="text"/>
Activity ID:	<input type="text"/>
Project Type:	<input type="text"/>
Project Manager:	<input type="text"/>

If you leave all projects fields blank, the process picks up all available billing activity in PeopleSoft Project Costing. Select values for any of the project costing ChartFields to filter processing criteria: PC **Business Unit, Project, Activity ID, Project Type, and Project Manager.**

*****Important Note: The User can may use the Contract Option or the Project Option, but both cannot be used at the same time without producing system error.**

Billing Options

Billing Options	
Billing Plan ID:	<input type="text"/>
Billing Method:	Milestone
Billing Business Unit:	<input type="text"/>
Billing Specialist:	<input type="text"/>
Billing Cycle Identifier:	<input type="text"/>
Billing Authority:	<input type="text"/>
Letter of Credit ID:	<input type="text"/>
Grants Billing Cycle Id:	<input type="text"/>
*Date Option:	All
From Date:	<input type="text"/>
Through Date:	10/31/2004
Event Date:	10/31/2004
Invoice Date:	10/31/2004
<input type="checkbox"/> Ignore Tolerance Amount	
From Date:	<input type="text"/> To Date: <input type="text"/>

The fields in this group box limit the billing data that are included in the run of this process. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts and PeopleSoft Project Costing.

Billing Method The billing method describes the nature of the billing that applies to line offerings that are related to a specific billing plan. PeopleSoft Contracts supports the following billing methods As Incurr (as-incurred), Immediate, Milestone, Percentcmp (percent complete), or Value Base (value-based).

Billing Business Unit Business Unit to which the bill plan of a contract is tied to.

Billing Specialist Person responsible for the billing plan. Select a billing specialist to run this process for a specific billing specialist.

Billing Cycle ID To filter your processing parameters by the billing select Bill cycle ID.
Note- If you have PeopleSoft Grants installed, once you select a value, the system automatically populates the From Date and To Date fields. For PeopleSoft Grants customers, **these dates are informational only**; no processing depends on these dates.

Bill To To filter your processing parameters by the customer receiving the invoice select Bill To.

Cycle From Date Enter the cycle from date. The date that you enter in this field appears by default in the From Date field. You can override the from date.

Cycle To Date Enter the cycle to date. The date that you enter in this field appears by default in the Through Date field. You can override the through date.

Date Option Select a date option to narrow this process to billing activity within a certain time frame. Options are:

Acct Date (accounting date): Run this process for billing activity that occurs within an accounting (general ledger period) date. You must enter values in the From Date and Through Date fields.

Trans Date (transaction date): Run this process for billing activity that has occurred within a transaction (system date) date. You must enter values in the From Date and Through Date fields.

All: Run this process for all available billing activity. If you select this option, you do not need to enter a value in the Through Date field.

Event Date This date filters the events that are set to Ready to Bill in Contracts. All contracts that have events set to Ready to Bill and Events Dates that are less than or equal to the Event Date will be processed.

From Date Displays the first date on which the process should look for available billing activity. The system uses this field for accounting and transactional date purposes only.

Through Date Displays the last date on which the process should look for available billing activity. The cycle through date must be equal or greater than the cycle from date. The value that you entered in the Cycle To Date field appears by default in this field. You can override the default value. The system uses this field for accounting and transactional date purposes only.

Ignore Tolerance Amount Select this check box to allow project rows to process through to billing even if the minimum tolerance amount that is set on the billing plan has not been reached.

Use the following fields to limit the PeopleSoft Grants billing data that is included in the run of this process. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts and PeopleSoft Project Costing. These fields are for PeopleSoft Grants customers only.

Billing Authority Person responsible for the overall approval of the billing plan. Select a billing authority to run this process for a specific billing authority.

Letter of Credit ID Select a letter of credit reference number to run this process for a specific letter of credit.



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