

Billing Overview

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Billing integrates with Contracts, Project Costing, and Grants to enable you to generate invoices for contracts, and awards. A contract controls the transfer of billing information from each of these applications. A number of steps and decision points in the billing flow occur within the source applications before the data reaches Billing. The Contracts application coordinates the flow of billable transactions from Contracts, Project Costing, and Grants through billing plans. Transactions that are ready for billing are sent to the billing interface when you run the Contracts to Billing Interface.

Contract Types = Billing Plan

A Contract enables you to define and administer the billing rules for your Grant. When a Grant is awarded and then “generated” (please see Generate an Award QRG, listed under Grants for more information) the system then produces a specific type of Contract that is determined in the Grant Proposal. Each Contract has a billing plan that controls how the Grant should be billed. A billing plan stores the schedule of billing events (when to bill) and the corresponding bill lines (what to bill) for these events.

Reimbursable or “As Incurred” Contract:

This is a contract that the sponsor is billed based on expenses incurred. Every expense that is incurred the Project Resource Table stores each row to retrieve later during the billing interface process.

Fixed Price Contract:

This is a contract that the sponsor is providing funds to receive a product or service. The college **IS NOT** required to return residual funds. Invoices are based off of events and not actual expenses. Expenses are still stored in the Project Resource Table however invoices are based upon a determined event date and amount in the billing interface process.

Project Resource Table

Contracts stores cost rows in the Project Transactions (PROJ_RESOURCE) table in Project Costing. The Project Resource Table also stores all budget lines that have been finalized. The billing rows that are selected for invoices are determined by the Project Resource Table. The Project Resource Table receives information from the Cost Collection Process that happens from the sub modules. When you are reconciling a grant you want to compare the items that are in the Project Resource Table with items that are in the General Ledger. The analysis type identifies the type of costs, budgets, commitments, actuals that are assigned to individual resource rows to track costs as they move through different stages of a project. Common analysis types include: BUD-Budget line, ACT-Actual Cost, BIL-Billable Line, BLD-Billed line, SFA-Sponsor Finance and Administration, and OLT-Over Limit Amount.

Cost Collection

Creating billable rows in Project Costing is done by populating the Project Resource table (PROJ_RESOURCE) through the Project Integration process or Cost Collection Process. The Cost Collection Process is a nightly batch process that collects expense lines from the sub modules; however this process can be run on demand if needed. The Cost Collection Processes are: Expenses (Travel), General Ledger (For online Journals only)(ex. Payroll), Payables (Vouchers), Purchasing (Purchase Orders), Purchasing Adjustments (Purchase Order Adjustments), Process Facilities Admin (Calculates F&A), Pricing (Creates Billable line), Process Limits (Checks Billing Limits), and Process As Incurred Revenue/Process Fixed Amount Revenue (Creates the CAPC Journal)

CA_BI_INFC

The Contracts Billing Interface process selects billing plan lines (for fixed-fee), or resource rows (for as-incurred billing methods) that have been marked in PeopleSoft Contracts as ready to bill, and it creates bill lines in the Billing interface tables. The Contracts Billing Interface can create two types of bills: temporary bills and real bills. Temporary bills are routed to the billing worksheet, where the billing administrator can review and, for rate-based bills, amend the bills as needed before real bills are created. You cannot amend fixed-amount bills in the billing worksheet. However, it is still beneficial to view temporary fixed-amount bills in the billing worksheet, because temporary bills show the bill amount with the taxes calculated and with all activity grouped in the same invoices.

Billing Worksheet

You can use the billing worksheet to cancel temporary bills. When you cancel a temporary bill from within the billing worksheet, the system updates PeopleSoft Project Costing (if applicable) and PeopleSoft Contracts accordingly. Only when a bill is in the temporary status can you make adjustments to the contract line. It is not recommended for you to make any billing adjustments to the contract lines outside the Contracts system (for example, in Billing or Costing), as these changes will not flow back into Contracts. When you have finished reviewing a temporary bill in the billing worksheet, a real bill is created. When you have a billing worksheet or temporary bill a flag is changed in the Project Resource Table: **P- Priced** (this means it is ready to be billed), **W- Worksheet** (this means that it is in a billing worksheet) once the line is in the billing worksheet it will not appear on a different worksheet so you will need to release this for the worksheet if it was added incorrectly.

PC_BI_TO_PC

When a bill is finalized, the system updates the PeopleSoft Project Costing PROJ_RESOURCE table, if applicable. An analysis type of BLD for Billed lines will replace the BIL analysis type so that the line will not be invoiced again.