

9.2 Reimbursable Grant/Contract Billing

Purpose: Use this document as a reference for how to complete a Reimbursable or As-Incurred Grant Contract billing in ctcLink. For Fixed Price Contract Billing please see [QRG 9.2 Fixed Priced Billing](#).

Audience: Finance/Grant Fiscal Staff.

 You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Reimbursable Grant Contract Billing

Reminders

- The Cost Collection process needs to be completed for Projects. These are nightly batch process.
- If you believe that there are items that were processed after the nightly batch process you will need to wait until the next business day.
- All sponsors are in ctcLink with the appropriate "bill to" information, including addresses.
- The award is fully executed. The contract has been reviewed, the bill plan finalized and the contract activated.
- All invoices are generated from Active Contracts.
- Contracts that are "Fixed Price" will not have billable lines, invoices will be event (specific date and amount).

Recommended Steps Before Billing

1. **Run the OLT Query** - Check for expenses flagged as over the posted budgeted amount.
2. **Reconcile Data** - Reconcile Project Resource to General Ledger; identify Billable Totals.
3. **Calculate and Create a Manual F&A Journal Entry** - Post F&A, then verify data/billing amounts. Follow the [QRG 9.2 Creating and Posting a Manual F and A Journal Entry](#). Recommend creating and posting F&A journals after Sub Module close and before GL Close.

4. **Review Billing Amounts/Totals from Project Resource** - Ready backup documentation and Billing Amount totals for Supervisor Approval.
5. **Start the Billing Process.**

Review OLT Rows (Over the Limit)

Navigation: NavBar > Navigator > Reporting Tools > Query > Query Viewer

1. The **Query Viewer** search page displays.
2. In the **begins with** field, enter the query name "CTC_PR_OLT_ROWS".
3. Select **Search**.

4. The query appears in the **Search Results** section at the bottom of the **Query Viewer** search page.
5. Select the **Run to** option of your preference. In this example, we select **Run to HTML**.

6. A new window opens. In it, you'll enter selection criteria for your query, run the query, then examine the results.
7. Enter **Unit**.
8. Select **View Results**.
9. Review the over the limit rows.
10. To release the OLT rows, refer to QRG [9.2 OLT Rows \(Over the Limit\)](#).
11. Close the new window.

CTC_PR_OLT_ROWS - OLT rows in Proj Res


Unit:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (339 kb)

[View All](#)

	Unit	Project	Activity	GL Unit	Journal ID	Date	Line #	Year	Period	Account	Dept	Fund	Class	Col Defined	State Purpose	Ledger Grp	An Type	Trans Date	Acctg Date	Ref	Line Descr	Line Date	Multiplier	Instance	PC Status	Status	Suppl
1	WA170	0000001082	2BFT	WA170			0	0	0	602020	53020	145	111		N	ACTUALS	OLT	01/15/2018	01/15/2018				1.00000000	389226	N	C	
2	WA170	0000001082	2BFT	WA170			0	0	0	602030	53020	145	111		N	ACTUALS	OLT	01/15/2018	01/15/2018				1.00000000	389226	N	C	
3	WA170	0000001082	2BFT	WA170			0	0	0	602031	53020	145	111		N	ACTUALS	OLT	01/15/2018	01/15/2018				1.00000000	389226	N	C	
4	WA170	0000001082	2BFT	WA170			0	0	0	602040	53020	145	111		N	ACTUALS	OLT	01/15/2018	01/15/2018				1.00000000	389226	N	C	
5	WA170	0000001082	2BFT	WA170			0	0	0	601100	53020	145	111		N	ACTUALS	OLT	01/15/2018	01/15/2018				1.00000000	389226	N	C	
6	WA170	0000001082	2BFT	WA170			0	0	0	602011	53020	145	111		N	ACTUALS	OLT	11/30/2017	11/30/2017				1.00000000	389226	N	C	
7	WA170	0000001082	2BFT	WA170			0	0	0	602010	53020	145	111		N	ACTUALS	OLT	12/15/2017	12/15/2017				1.00000000	389226	N	C	
8	WA170	0000001082	2BFT	WA170			0	0	0	602011	53020	145	111		N	ACTUALS	OLT	12/15/2017	12/15/2017				1.00000000	389226	N	C	
9	WA170	0000001082	2BFT	WA170			0	0	0	602020	53020	145	111		N	ACTUALS	OLT	12/15/2017	12/15/2017				1.00000000	389226	N	C	
10	WA170	0000001082	2BFT	WA170			0	0	0	602030	53020	145	111		N	ACTUALS	OLT	12/15/2017	12/15/2017				1.00000000	389226	N	C	
11	WA170	0000001082	2BFT	WA170			0	0	0	602031	53020	145	111		N	ACTUALS	OLT	12/15/2017	12/15/2017				1.00000000	389226	N	C	
12	WA170	0000001082	2BFT	WA170			0	0	0	602040	53020	145	111		N	ACTUALS	OLT	12/15/2017	12/15/2017				1.00000000	389226	N	C	
13	WA170	0000001082	2BFT	WA170			0	0	0	601100	53020	145	111		N	ACTUALS	OLT	12/15/2017	12/15/2017				1.00000000	389226	N	C	
14	WA170	0000001082	2BFT	WA170			0	0	0	601100	53020	145	111		N	ACTUALS	OLT	12/31/2017	12/31/2017				1.00000000	389226	N	C	
15	WA170	0000001082	2BFT	WA170			0	0	0	602010	53020	145	111		N	ACTUALS	OLT	12/31/2017	12/31/2017				1.00000000	389226	N	C	
16	WA170	0000001082	2BFT	WA170			0	0	0	602011	53020	145	111		N	ACTUALS	OLT	12/31/2017	12/31/2017				1.00000000	389226	N	C	
17	WA170	0000001082	2BFT	WA170			0	0	0	602020	53020	145	111		N	ACTUALS	OLT	12/31/2017	12/31/2017				1.00000000	389226	N	C	
18	WA170	0000001082	2BFT	WA170			0	0	0	602030	53020	145	111		N	ACTUALS	OLT	12/31/2017	12/31/2017				1.00000000	389226	N	C	

Review Billable Lines

 The following Queries can help you identify, review and categorize Billable Lines;

- **CTC_PR_BILLABLE** - Billable Projects by BU, provides a summary overview per Project number of Billable lines.
- **QFS_PC_PROJ_RESOURCE** - Query from Project Resource (see QRG [9.2 Managing the Project Resource Query](#)), this query provides a detailed information per Project number. Only the lines marked billable or **BIL** will be 'pushed' into the Billing Module.
- **QFS_GL_ACCT_ANALYSIS** - GL Ledger Table/Trial Balance, provides a summary snapshot of the Trial Balance (sort by Department# or Project#).
- **QFS_GL_ACCOUNT_ANALYSIS** - GL Ledger Table/Trial Balance, provides a detailed snapshot of the Trial Balance (includes Activity field).

Navigation: NavBar > Navigator > Reporting Tools > Query > Query Viewer

1. The **Query Viewer** search page displays.
2. In the **begins with** field, enter the query name "CTC_PR_BILLABLE".
3. Select **Search**.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

CTC_PR_BILLABLE

Search

[Advanced Search](#)

- The query appears in the **Search Results** section at the bottom of the **Query Viewer** search page.
- Select the **Run to** option of your preference. In this example, we select **Run to HTML**.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

CTC_PR_BILLABLE

Search

[Advanced Search](#)

Search Results

*Folder View

-- All Folders --

Query				Personalize Find View All						
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
CTC_PR_BILLABLE	Billable Projects by BU	Public	PROJECTS	HTML	Excel	XML	Schedule	Lookup References	Favorite	

- A new window opens. In it, you'll enter selection criteria for your query, run the query, then examine the results.
- Enter **Unit**.
- Enter **Project**. Optional to enter the **Analysis Type**, this example uses **BIL** or billable.
- Select **View Results**.
- Review the billable rows.
- Close the new window.

CTC_PR_BILLABLE - Billable Projects by BU

Unit

Project

Analysis Type (optional)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(70 kb\)](#)

View All

Row	Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date	Seq	Line #	Year	Period	Account	Dept	Oper Unit	Approp	Fund	Class	Pre
1	WA140	0000004340	INSTR	10815167	VWA140000172681 0 1 280410ACCR	WA140			0	0	0	0	5030021	72366	7140		145	118	
2	WA140	0000004340	INSTR	10815168	VWA140000172691 0 1 280410ACCR	WA140			0	0	0	0	5030021	72366	7140		145	118	
3	WA140	0000004340	INSTR	10830764	VWA140000180141 0 1 361850ACCR	WA140			0	0	0	0	5030021	72366	7140		145	118	
					VWA140000180281 0 1														

💡 The **Project Resource Query** provides exactly what **BIL** lines will be 'pushed' into Billing to create an invoice. Optional to enter a specific **Project ID** or leave **blank** to retrieve all available projects. Enter the desired **Beginning** and **Ending** Accounting dates. Optional to enter the Contract ID and view all Project IDs under that specific Contract ID number. Optional to enter an Analysis Type, such as BIL or Billable to view all billable lines.

Select **View Results** and/or download results in Excel Spreadsheet or CVS Tex File for analysis.

Unit

WA140

Project ID (Optional)

0000007993

Beginning Acctg Dt

08/01/2022

Ending Acctg Dt

08/31/2022

Contract (Optional)

0000000000000003527

An Type (Optional)

BIL

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(81 kb)

View All

Row	Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date	Line #	Journal Line Descr	Year	Period	Account	Acct Descr	Dept	Oper Unit	Fund S	Ledger Grp	An Type	Trans Date	Acctg Date	User	Date/Time	Currency	Amount
1	WA140	0000007993	INSTR	10936429	GWA140PAY02287422022-08-1505180	WA140			0		0	0	5000090	Faculty Temporary PT	72364	7140	145	ACTUALS	BIL	08/15/2022	08/15/2022	JOBS_FIN	08/26/2022 11:22:29PM	USD	42300.30
2	WA140	0000007993	INSTR	10936430	GWA140PAY02287422022-08-1505596	WA140			0		0	0	5010010	Old Age and Survivors Insur	72364	7140	145	ACTUALS	BIL	08/15/2022	08/15/2022	JOBS_FIN	08/26/2022 11:22:29PM	USD	2617.77
3	WA140	0000007993	INSTR	10936431	GWA140PAY02287422022-08-1505819	WA140			0		0	0	5010020	Medicare	72364	7140	145	ACTUALS	BIL	08/15/2022	08/15/2022	JOBS_FIN	08/26/2022 11:22:29PM	USD	612.23
4	WA140	0000007993	INSTR	10936432	GWA140PAY02287422022-08-1506030	WA140			0		0	0	5010030	Retirement and Pensions	72364	7140	145	ACTUALS	BIL	08/15/2022	08/15/2022	JOBS_FIN	08/26/2022 11:22:29PM	USD	3962.66
5	WA140	0000007993	INSTR	10936433	GWA140PAY02287422022-08-1506257	WA140			0		0	0	5010040	Medical Aid	72364	7140	145	ACTUALS	BIL	08/15/2022	08/15/2022	JOBS_FIN	08/26/2022 11:22:29PM	USD	46.61
6	WA140	0000007993	INSTR	10936434	GWA140PAY02287422022-08-1506487	WA140			0		0	0	5010050	Labor Industries	72364	7140	145	ACTUALS	BIL	08/15/2022	08/15/2022	JOBS_FIN	08/26/2022 11:22:29PM	USD	46.40

! You must have at least one of these local college managed security roles:

- ZC Contracts Processing
- ZZ Contract Maintenance
- ZZ Contract Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

1. Run the Contracts to Billing Interface

Navigation: NavBar > Navigator > Customer Contracts > Schedule and Process Billing > Process as Incurred Billing

 The Grant Manager will follow these steps with the **Awards** that can be billed for the billing cycle.

1. The **Process as Incurred Billing** run control ID search page displays.
2. If a run control ID already exists, select **Search**; otherwise, select **Add a New Value** to create a new run control ID then select **Add**.

Process As Incurred Billing

Run Control ID


PROCESS_AS_INCURRED_BILLING

Program Name

CA_BI_INTFC

[Find an Existing Value](#) | [Add a New Value](#)

- The **Process as Incurred Billing** page displays.
- Ensure that 'Always' is selected in the **Process Frequency** drop-down box.
- Ensure the following required fields from the table below are entered properly on the following two sections of the **Run Control** page:



Warning: The fields in the Contract Options group box limit the billing data that is included in the running of this process. The user has the option to filter by ctcLink 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 ctcLink Contracts and in all schools.** Because we have the colleges on different Business Unit, this is not recommended in this environment.

Contract Options Section		
Field Name	Action	Notes
Business Unit	Enter or confirm value of 'WAXXX'	
Contract	Enter the Contract # that you would like to bill.	

- Enter the desired **Billing Options**. Then select **Run**.

Process As Incurred Billing

Run Control ID: PROCESS_AS_INCURRED_BILLING Report Manager **Process Monitor** Run

Process Instance: 2036311

Program Name: CA_BI_INTFC Process Frequency: Always

Process Billing Details 1 of 1 View All

Request Number: 1 + -

Contract Options

Business Unit: WA140 CLARK COLLEGE

Contract Type:

Contract Class:

Sold To:

Contract: 00000000000000001482

12. The **Process Monitor** page displays.
13. Select the **Details** hyperlink on the associated CA_BI_INTFC Process name that was run.

Process List Server List

View Process Request For

User ID: CTC_KEBERT Type: Last: 1 Days Refresh

Server: Name: Instance From: Instance To: Report Manager

Run Status: Distribution Status: ☒ Save On Refresh

Process List 1-1 of 1 View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2036311		Application Engine	CA_BI_INTFC	CTC_KEBERT	04/21/2022 4:10:18PM PDT	Success	Posted	Details

Go back to Process As Incurred Billing

Save Notify

Process List Server List

14. The **Process Detail** page is displayed.
15. Select **Message Log**.

Process Detail

Process

Instance	2036311	Type	Application Engine
Name	CA_BI_INTFC	Description	Contracts to Billing Interface
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	PROCESS_AS_INCURRED_BILLING
Location	Server
Server	PSUNX
Recurrence	

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On	04/21/2022 4:11:34PM PDT
Run Anytime After	04/21/2022 4:10:18PM PDT
Began Process At	04/21/2022 4:11:42PM PDT
Ended Process At	04/21/2022 4:14:26PM PDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)


[Transfer](#)
[View Locks](#)

OK

Cancel


16. The **Message Log** page displays.

17. Scroll down to view the **INTFC_ID**. Take note of this number.

 You must have at least one of these local college managed security roles:

- ZZ Billing Entry

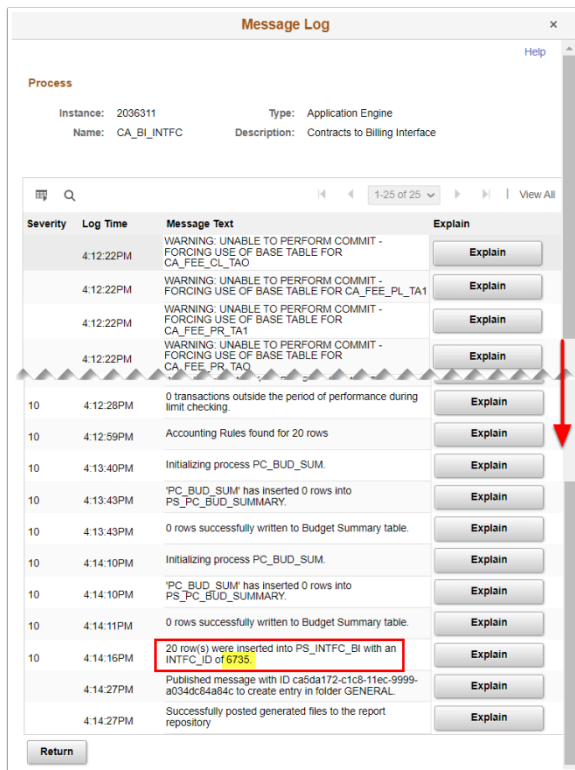
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 **Note:** Interface IDs are Global values. This INTFC_ID will be required for the next procedure. If you do not find an INTFC_ID in the message log, do not rerun the process. Instead, correct the interface errors using the following navigation before proceeding to the next step.

Navigation: NavBar > Navigator > Billing > Interface > Transactions > Correct Interface Errors

To fix the Billing Interface Errors, please go to the Appendix section of this document to see instructions on how to fix Interface errors. In addition to correcting the Interface Errors and saving the information at the navigation above, the Billing

Specialist must also follow up with the Grants Manager to correct the Award setup configuration. This will help prevent future interface errors for the same Award.



Severity	Log Time	Message Text	Explain
	4:12:22PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR CA_FEE_CL_TAO	Explain
	4:12:22PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR CA_FEE_PL_TA1	Explain
	4:12:22PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR CA_FEE_PR_TA1	Explain
	4:12:22PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR CA_FEE_PR_TAO	Explain
10	4:12:28PM	0 transactions outside the period of performance during limit checking.	Explain
10	4:12:59PM	Accounting Rules found for 20 rows	Explain
10	4:13:40PM	Initializing process PC_BUD_SUM.	Explain
10	4:13:43PM	'PC_BUD_SUM' has inserted 0 rows into PS_PC_BUD_SUMMARY.	Explain
10	4:13:43PM	0 rows successfully written to Budget Summary table.	Explain
10	4:14:10PM	Initializing process PC_BUD_SUM.	Explain
10	4:14:10PM	'PC_BUD_SUM' has inserted 0 rows into PS_PC_BUD_SUMMARY.	Explain
10	4:14:11PM	0 rows successfully written to Budget Summary table.	Explain
10	4:14:16PM	20 row(s) were inserted into PS_INTFC_BI with an INTFC_ID of 6735.	Explain
	4:14:27PM	Published message with ID ca5da172-c1c8-11ec-9999-a034dc64a84c to create entry in folder GENERAL.	Explain
	4:14:27PM	Successfully posted generated files to the report repository	Explain

2. Execute Billing Interface Process

! You must have at least one of these local college managed security roles:

- ZZ Billing Processing
- ZZ Grant Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

i Now that you have successfully run the Contract to Billing Interface, the Billing Interface must be run in order to convert staged data into actual temporary bills in the Billing module.

1. Navigate to the following menu path: **NavBar > Navigator > Billing > Interface Transactions > Process Billing Interface**
2. If a run control already exists, select the **Search** button and select the appropriate run control from the list or create a new run control using the **Add a New Value** tab, then select **Add**.

Process Billing Interface


Find an Existing Value **Add a New Value**

Run Control ID PROCESS_BILLING_INTFC

Add

Find an Existing Value | Add a New Value

3. The **Process Billing Interface** page displays.
4. Enter into the **From Interface ID** and **To Interface ID** fields the INTFC_ID that was created and written down from the previous procedure (Contract to Billing Interface).
5. Select **Run**. Please refer to the [Process Scheduling](#) QRG for more instructions.

 Interface IDs are Global. Although other interface ID's may be available for selection, the Billing Specialist should only select the interface ID related to the billing cycle they are currently processing. Otherwise, if they process all interface ID's it will be more complicated for the other Billing Specialists to locate their respective bills.

Process Billing Interface

Run Control ID: PROCESS_BILLING_INTFC

Report Manager Process Monitor **Run**

Range Selection

☒ Interface ID
☐ Business Unit

From Interface ID: 6735

To Interface ID: 6735

Save Notify Add Update/Display

6. The **Process Scheduler Request** page displays.
7. Select the **Billing Interface** checkbox.
8. Select **OK**.

Process Scheduler Request

User ID: CTC_KEBERT Run Control ID: PROCESS_BILLING_INTFC

Server Name: Run Date: 04/21/2022

Recurrence: Run Time: 4:32:08PM

Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Interface & VAT Defaulting	BIJOBI01	PSJob	(None)	(None)	Distribution

OK Cancel

9. The **Process Billing Interface** page displays. Note the **Process Instance** number.
10. Select **Process Monitor** to confirm that the BIIF0001 process finished with a **Run Status** of 'Success'.

Process Billing Interface

Run Control ID 1

[Report Manager](#)
[Process Monitor](#)
[Run](#)

*From Interface ID

*To Interface ID

Process Instance: 49459

💡 Optional to select the **Details** and then the **Message Log** links to view the number of Bill Lines created.

Billing Interface
Process Monitor

Process List

View Process

User ID C
Server
Run Status

Process List

Select
Instan

20363
20363

Save
N

Process Detail

Process

Instance 2036312
Name BILF0001
Run Status Success

Type Application Engine
Description Billing Interface
Distribution Status Posted

Run

Run Control ID PROCESS_BILLING_INTFC
Location Server
Server PSUNX
Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
☐ Restart

Date/Time

Request Created On 04/21/2022 4:32:53PM PDT
Run Anytime After 04/21/2022 4:32:08PM PDT
Began Process At 04/21/2022 4:33:14PM PDT
Ended Process At 04/21/2022 4:34:14PM PDT

Actions

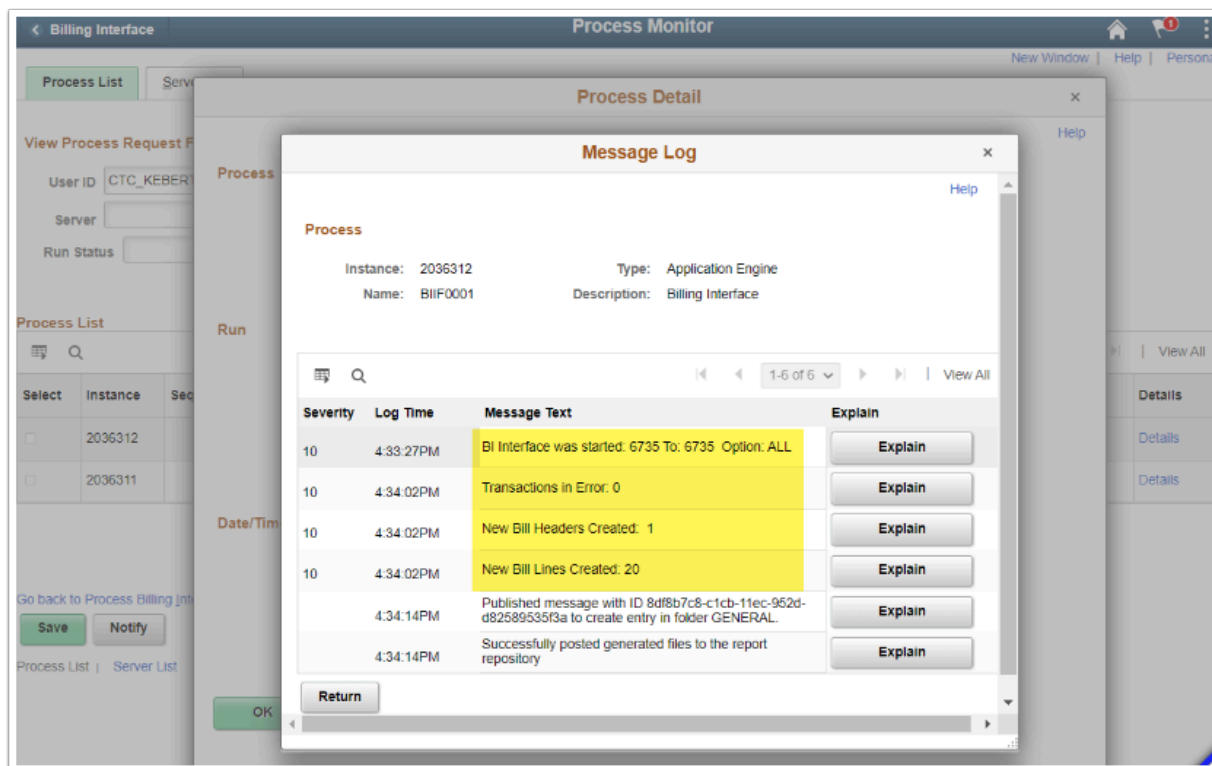
Parameters
Message Log
Batch Timings
View Log/Trace
Transfer
View Locks

Refresh

Report Manager

1-2 of 2
View All

Run Status	Distribution Status	Details
Success	Posted	Details
Success	Posted	Details



3. Review Billing Worksheet

! You must have at least one of these local college managed security roles:

- ZZ Billing Entry
- ZZ Grant Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Billing > Manage Billing Worksheet > Update Billing Worksheet

i The purpose of the Billing Worksheet is to allow a user to verify some of the information that would appear on an invoice before an invoice is generated. At this stage, the invoice is a temporary invoice and will have a prefix of TMP. In addition to this page PeopleSoft provides functionality that allows you to produce a Pro Forma invoice before approving the billing worksheet. This process allows you to produce an invoice for those individuals who may not have access to the billing worksheet or the

ability to run billing processes. The pro-forma invoice shows how the real invoice will look and shows the demographic data that will appear on invoice.

The user can then return to the Billing Worksheet(s) on this page and either approve or delete each worksheet and save the page. After the page is saved, all Billing Worksheets that had an action value of Approved or Delete disappear from the page. The user will need to navigate to the Manage Contract/Project Bills. If the user needs to modify the temporary invoice, the invoice should be deleted and the billing process should be run from the beginning again to capture whatever changes occur within the PeopleSoft source systems once the changes are completed.

1. The **Worksheet Headers** tab displays.
2. Select **Set Filter Options**.

Manager Self Service | Update Billing Worksheet

Worksheet Headers | Line Details

Business Unit WA170
To change your search criteria, click Set Filter Options. [Set Filter Options](#)

Header Level Detail

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input type="checkbox"/>					0.000		<input type="text" value=""/>		

☒ Select All ☐ Deselect All

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

Worksheet Headers | Line Details

3. The **Set Filter Options** window displays.
4. Confirm that the **Business Unit** field is populated.
5. Enter other search values as you wish.
6. Select **Save Search**.
7. Select **Search**.

Note: Using the **Set Filter Options** page, the user can search for a specific Billing Worksheet or a group of worksheets to be reviewed. This is a one-time setup step. The other fields can be used (i.e Contract #) in the future on the ad hoc basis to filter the worksheets displayed.

Update Billing Worksheet

Filter Options

Enter your search criteria, then click the Search button to display new results.

*Business Unit: WA140

Bill To Customer: From [] Through []

Accounting Date: From [] Through []

Invoice Date: From [] Through []

Billing Type: From [] Through []

Bill Source: From [] Through []

Contract Type: From [] Through []

Contract: From [] Through []

Project: From [] Through []

Billing Specialist: From [] Through []

Billing Worksheet: From [] Through []

Letter of Credit: From [] Through []

LOC Doc ID: From [] Through []

Pretax Invoice Amt: From [] Through []

Added Within Days: []

Date Added: From [] Through []

User 1: From [] Through []

☐ Include Approve Later Bills

☐ Include Delete Later Bills

Search **Save Search** Clear Search Return

8. The **Set Filter Options** window disappears.
9. The contracts that match the criteria entered on **Set Filter Options** page appear in the **Header Level Detail** section of the page.
10. Select **Header Info 1** button to view the header information for a particular bill.

Worksheet Headers | Line Details

Business Unit: WA140

To change your search criteria, click Set Filter Options. [Set Filter Options](#) **Search**

Header Level Detail

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input type="checkbox"/>	00000000000000001482				3,587.33	USD	[]	TMP-0000006878	

☒ Select All ☐ Deselect All

Approve Now **Approve Later** **Delete Now** **Delete Later**

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

Save **Notify** **Refresh**

Worksheet Headers | Line Details

11. The **Worksheet Header information** for all awards that have expenses to be billed will be displayed.
12. Review the fields and links on this page to identify any incorrect values for the Sponsor.
13. Select **Save** to save changes. (This step is suggested on initial billings of a sponsor to ensure that the correct setup has occurred for both the sponsor and awards. Any incorrect information can be updated from these pages; however the Billing Specialist should also update the Sponsor data as well as contact the Grants Manager for Award setup problems.)
14. Select the **Worksheet Headers** back button to return the main worksheet page.

- ❗ Leave **Invoice Date** and **Accounting Date** BLANK. The system will auto-fill with the Current Date on the Pro Forma and Finalized Invoice. This avoids the invoice being 'stuck' in a prior period.

- 💡 Optional to use the Navigation drop down arrow to navigate to **Header Note** page to add additional custom details.

Worksheet Headers Standard Billing

Header - Info 1 | Line - Info 1

Unit WA140 Invoice TMP-000006878 Pretax Amt 3,587.33 USD

Status TMR Invoice Date Cycle ID ON-DEMAND

*Type CA Source CONTRACTS *Frequency Once

*Customer FIN00107 SubCust1 SubCust2

*Invoice Form XMLPUB From Date To Date

Accounting Date Pay Terms NET30 Pay Method Check

Remit To 140BA Bank Account BAC1

Sales SALES Bill Inquiry Phone 360-992-2286

Credit CRAN Collector GENERIC

Billing Specialist BISPEC Billing Authority BISPEC

Go to: Notes Header Info 2 Express Entry Address Worksheet Copy Address Attachments

Summary Bill Search Line Search Navigation Header - Note Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

- Optional to add a customized **Header Note** in the Note Text box.
- Select **Save** to save changes.
- Select the **Worksheet Headers** back button to return to the main Worksheet Header page

Worksheet Headers Standard Billing

Header - Info 1 | Line - Info 1 | **Header - Note**

Unit WA140 Bill To FIN00107 Pretax Amt 3,587.33 USD
 Invoice TMP-0000006878 State Board for Comm & Tech Colleges

Customer Notes

Bill Header Notes 1 of 1 View All

☐ Standard Note Flag Std Note

☐ Internal Only Flag Note Type CUSTNOTE

Note Text:
 Header Note ...
 Customize your invoice by putting your ChartString or Contract ID number
 This can help your AR process the payment or attach documentation at the time of deposit
 77 characters remaining

Go to: Notes Header Info 2 Express Entry Address Worksheet Copy Address Attachments

Summary Bill Search Line Search Navigation Header - Note Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Header - Note

18. The **Worksheet Headers** main page displays. Select **Search** to view pending TMP billing worksheets.
19. Select the **TMP-000000XXXX** Billing Worksheet to navigate to the Billing Worksheet and review billable lines.

Worksheet Headers Line Details

Business Unit WA140
 To change your search criteria, click Set Filter Options

Search

Header Level Detail

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input type="checkbox"/>	00000000000000001482				3,587.33	USD	<input type="text"/>	TMP-0000006878	

☒ Select All ☐ Deselect All


Approve Now Approve Later Delete Now Delete Later


Go to: Manage Contract/Project Bills Letter of Credit Summary

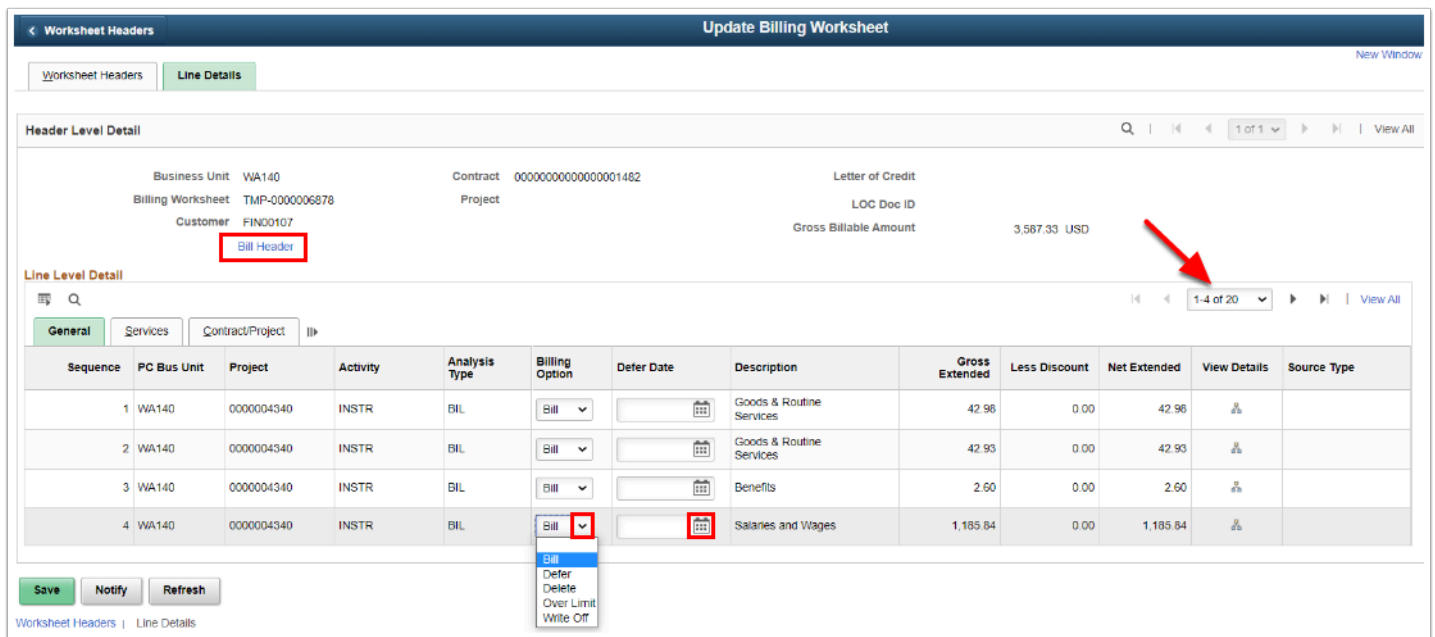
Save Notify Refresh

Worksheet Headers | Line Details

20. The Billing Worksheet **Line Details** page displays.
21. Optional to select **Defer** from the **Billing Option** drop-down box. A Defer Date must be entered if Defer is selected. Click on the calendar icon to select a date in the Defer Date field. Best Practice is to defer a few days and this line will be visible after the Defer Date.
22. Select **Save**.
23. Select the **Bill Header** hyper link.

 The **Lines Detail** page shows all of the transaction lines to be billed that are associated with every Billing Worksheet that appeared on the previous page.

 Notice your line level detail are visible by "chunks" of 20 lines or rows. Select the forward/back arrows or the View All link.



Update Billing Worksheet





Worksheet Headers | **Line Details** New Window

Header Level Detail 1 of 1 View All

Business Unit: WA140 Contract: 00000000000000001482 Letter of Credit
Billing Worksheet: TMP-000006878 Project: LOC Doc ID
Customer: FIN00107 Gross Billable Amount: 3,587.33 USD

Line Level Detail 1-4 of 20 View All

General | Services | Contract/Project | 11

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Billing Option	Defer Date	Description	Gross Extended	Less Discount	Net Extended	View Details	Source Type
1	WA140	0000004340	INSTR	BIL	Bill		Goods & Routine Services	42.96	0.00	42.96		
2	WA140	0000004340	INSTR	BIL	Bill		Goods & Routine Services	42.93	0.00	42.93		
3	WA140	0000004340	INSTR	BIL	Bill		Benefits	2.60	0.00	2.60		
4	WA140	0000004340	INSTR	BIL	Bill		Salaries and Wages	1,185.84	0.00	1,185.84		

Save **Notify** **Refresh**

Worksheet Headers | Line Details

Billing Option dropdown menu:
Bill
Defer
Delete
Over Limit
Write Off

24. The **Header - Info 1** page displays.
25. Select the **Pro Forma** icon to review the draft temp invoice.

Worksheet Headers

Standard Billing

Header - Info 1

Line - Info 1

Unit

WA140

Invoice

TMP-0000006878

Pretax Amt

3,587.33

USD

Status

TMR

Invoice Date

Cycle ID

ON-DEMAND

*Type

CA

Source

CONTRACTS

*Frequency

Once

*Customer

FIN00107

SubCust1

SubCust2

State Board for Comm & Tech Colleges

▼View Activity

*Invoice Form

XMLPUB

From Date

To Date

Accounting Date

Pay Terms

NET30

Pay Method

Check

Remit To

140BA

Bank Account

BAC1

Sales

SALES

Bill Inquiry Phone

360-992-2286

Credit

CRAN

Collector

GENERIC

Billing Specialist

BISPEC

Billing Authority

BISPEC

Go to:

Notes

Header Info 2

Express Entry

Address

Worksheet

Copy Address

Attachments

Summary

Bill Search

Line Search

Navigation

Header - Info 1

Page Series

Prev

Next

Save

Return to Search

Notify

Refresh

Add

Update/Display

Header - Info 1 | Line - Info 1

💡 The **Pro Forma** displays. Review as needed and close out the page. Return to **Worksheet Header** main page or navigate back to **Update Billing Worksheet**.

CLARK COLLEGE

PRO FORMA

Invoice No:

TMP-0000006878

Invoice Date:

4/21/22

Page:

1 of 2

Remit To:

1933 Fort Vancouver Way

Attn to:

Vancouver, WA, 98663

Customer Number:

FIN00107

Payment Terms:

Net 30

Due Date:

5/21/22

Bill To:

State Board for Comm & Tech Colleges

Grant Coordinator

PO Box 42495

PO BOX 42498

Olympia WA 98504-2495

United States

AMOUNT DUE:

3,587.33

USD

Net 30

Amount Remitted

For billing questions, please call 360-992-2286

CLARK COLLEGE

PRO FORMA

Invoice No:

TMP-0000006878

Invoice Date:

4/21/22

Page:

2 of 2

Header Note ...

Customize your invoice by putting your ChartString or Contract ID number

This can help your AR process the payment or attach documentation at the time of deposit

Navigation: NavBar > Navigator > Billing > Manage Billing Worksheet > Update Billing Worksheet

- 26. The **Update Billing Worksheet** or main **Worksheet Headers** page displays.
- 27. Select the **check box** corresponding to the appropriate contract and select the **Approve Now** button.
- 28. **Select Save.**

! Only approve the worksheet if you are sure that it is correct, otherwise you should delete the worksheet and start the process over again.

Process List | Update Billing Worksheet

Worksheet Headers | Line Details

Business Unit: WA140
To change your search criteria, click Set Filter Options. | Search

Header Level Detail

Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input checked="" type="checkbox"/>				3,567.33	USD		TMP-0000006876	

Select All | Deselect All

Approve Now | Approve Later | Delete Now | Delete Later

Go to: Manage Contract/Project Bills | Letter of Credit Summary

Save | Notify | Refresh

Worksheet Headers | Line Details

4. Search, Select, Print Pro Forma, or Generate Invoice

! You must have at least one of these local college managed security roles:


- ZZ Billing Contracts
- ZZ_AWE_BI_APPR_060
- ZZ_AWE_BI_APPR_060_HI
- ZZ_AWE_BI_APPR_062
- ZZ_AWE_BI_APPR_063
- ZZ_AWE_BI_APPR_064
- ZZ_AW_BI_INV

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Billing > Manage Billing Worksheet > Review Contract/Project Bills

(OR select the **Manage Contract/Project Bills** link from the Update Billing Worksheet page)

1. The **Review Contract/Project Bills** page displays.
2. Enter **Business Unit**.
3. Enter appropriate values in any of the fields in the top portion of the page and click the **Search** button. Copy or write down the invoice number(s) to be finalized.

 **Note:** Specifying multiple values will help you to limit the number of results returned.

Also note the **Pro Forma icon** is available to review the invoice as it will be printed.

Worksheet Headers

Review Contract/Project Bills

Review Contract/Project Bills

Business Unit

WA140

Invoice

Customer

Contract

Project

Letter of Credit

LOC Doc ID

☐ Job Overrides

☐ Include Invoiced Bills

Search

Contract/Project Bills

1-5 of 5

View 4

Sel	Business Unit	Invoice	Letter of Credit ID	LOC Doc ID	Bill Status	Dtime Add	Pretax Amt	Invoice Amount	Currency
<input type="checkbox"/>	WA140	CA-0000007688			RDY	04/21/2022 5:48PM	3,587.33	3,587.33	USD
<input type="checkbox"/>	WA140	CA-0000007687			RDY	04/21/2022 4:47PM	1,582.98	1,582.98	USD
<input type="checkbox"/>	WA140	CA-0000007686			RDY	04/21/2022 4:47PM	39,580.65	39,580.65	USD
<input type="checkbox"/>	WA140	CA-0000007685			RDY	04/21/2022 4:47PM	47,272.54	47,272.54	USD
<input type="checkbox"/>	WA140	CA-0000003167			RDY	07/02/2020 4:38PM	23,676.61	23,676.61	USD

Go to:

Worksheet

Letter of Credit Summary

Notify

Refresh

 You must have at least one of these local college managed security roles:

- ZZ Billing Entry
- ZZ Grant Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

4. If a run control already exists, select the **Search** button and select the appropriate run control from the list or create a new run control using the **Add a New Value** tab. In this example, we'll create a new run control ID.

Single Action Invoice

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Single Action Invoice** page displays.
6. Select the **Print Options** tab.
7. In the **Summarization Options** section, select **Print Both Summarized & Detail**.
8. Select **Save**.
9. Return to the **Single Action Invoice** tab.

💡 Once you have set your preferences for **Print Options**, the system will remember your select for future billings!

Single Action Invoice

Print Options

Selection Parameters

Seq Nbr1

+

-

Print Invoice Sort By

☒ Country, Postal
 ☐ Customer, Invoice
 ☐ Bus Unit, Invoice

Summarization Options

For Invoices associated with Summarization Template:

☐ Print Detail
 ☐ Print Summarized
 ☒ Print Both Summarized & Detail

*EDI Invoice Options

EDI Only

*Email Notification Options

Email Only

*Email Invoice Options

Email Only

*Federal Highway File Options

File Only

*Elec Invoice File Options

Xml Only

Currency Shown on GL Report

Transaction Currency

☒ Print Only Unprinted Invoices
 ☒ Print Listing

Save

Notify

Add


Update/Display

[Single Action Invoice](#) | [Print Options](#)

10. The **Single Action Invoice** tab displays. Select the following selection parameters:
 - a. Select the Posting Action to **Batch Standard**.
 - b. Select **Invoice ID**.
 - c. Enter **Business Unit**.
 - d. Enter **From Invoice** and **To Invoice**.
11. Select the **Yellow Folder Icon** to review what Bills are to be processed.

Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: SINGLE_ACTION_INVOICE | Report Manager | Process Monitor | **Run** | 

Language: English | Specified Language | Recipient's Language


Selection Parameters


Seq Nbr: 1


Invoice Date Option:
☒ Processing Date
☐ User Defined

Posting Action:
☐ Do Not Post | ☒ Batch Standard

Range Selection:
☐ All | ☒ Invoice ID
☐ Bill Cycle | ☐ Cust ID
☐ Date Bill Added | ☐ Bill Type
☐ Range ID | ☐ Bill Source
☐ Public Voucher Number

Business Unit: WA140 | 


From Invoice: CA-0000007688 | 

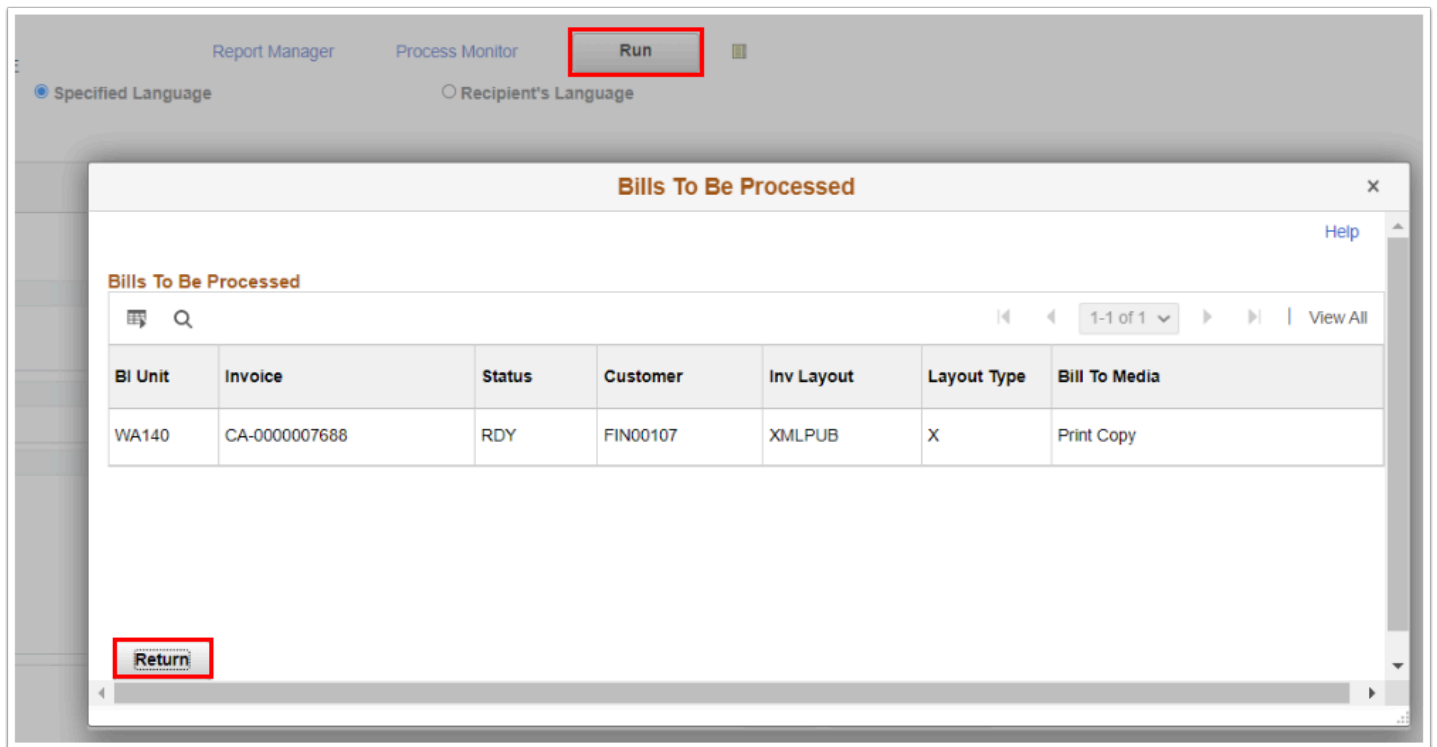
To Invoice: CA-0000007688 | 

Save | Notify | Add | Update/Display

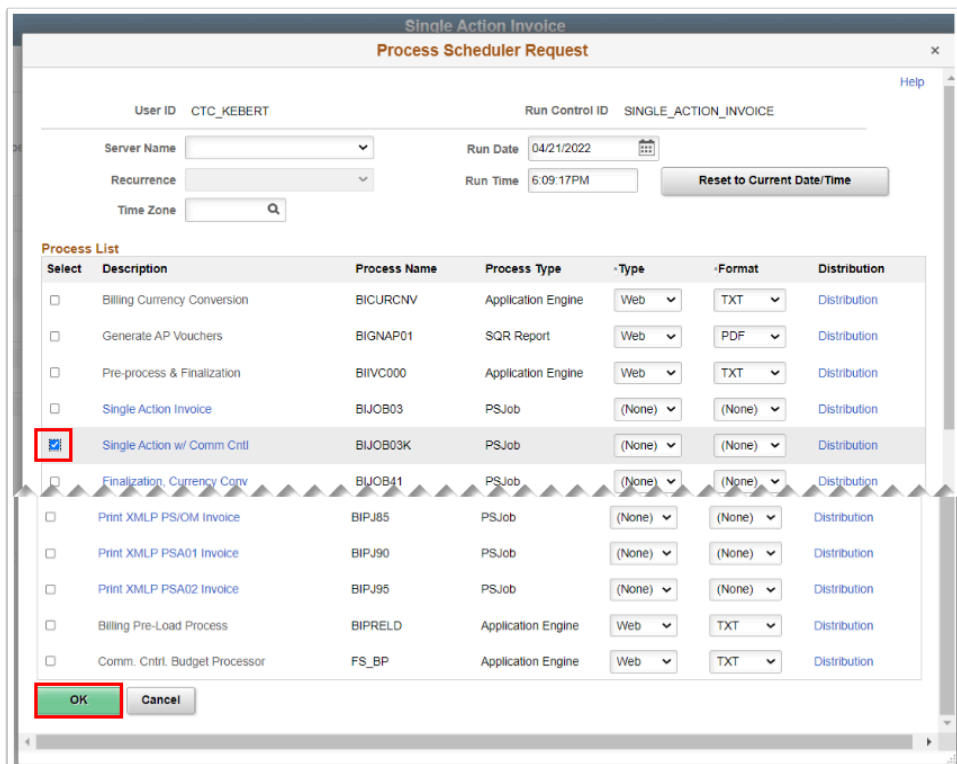
Single Action Invoice | Print Options

12. The **Bills To Be Processed** window displays. Review as needed.
13. Select **Return**.
14. Select **Run**.

 If no Bills are ready to be processed, you may need to have your invoice 'Submit for Approval' or have an issue.



15. The **Process Scheduler Request** page displays.
16. **Select** the process **Single Action w/ Comm Cntl** or **BIJOB03K** and also verify that the type and format are set as shown below.
17. Select **OK**.



18. The Process Scheduler page disappears.

19. Note the Process Instance number and select the **Process Monitor** link OR navigate to the Process Monitor: **NavBar > Navigator > Peopletools > Process Scheduler > Process Monitor**.
20. Refresh the page until the Run Status is **Success** and Distribution Status is **Posted**.
21. Select the **Report Manager** link OR navigate to **NavBar > Navigator > Reporting Tools > Report Manager**

💡 Optional to select the **BIJOB03K** hyperlink to view the status of the process.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters like User ID, Type, Last, Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. There are 'Refresh' and 'Report Manager' buttons highlighted with red boxes. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row is highlighted with a red box around the 'Process Name' 'BIJOB03K'. A red arrow points from this row to the 'Process Detail' panel on the right. The 'Process Detail' panel shows the 'Process Name' 'BIJOB03K' and 'Main Job Instance' '2036316'. It lists several sub-processes, all with a status of 'Success'. A 'Return' button is at the bottom of the panel.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2036316		PSJob	BIJOB03K	CTC_KEBERT	04/21/2022 6:09:17PM PDT	Success	Posted	Details
<input type="checkbox"/>	2036312		Application Engine	BIIF0001	CTC_KEBERT	04/21/2022 4:32:08PM PDT	Success	Posted	Details
<input type="checkbox"/>	2036311		Application Engine	CA_BI_INTFC	CTC_KEBERT	04/21/2022 4:10:18PM PDT	Success	Posted	Details

22. The **Reporting Manager** page is displayed.
23. Select the **Administration** tab.
24. Select the BI_PRNXP01-BI_PRNXP01.pdf description hyperlink to view or print the invoice.

💡 **Note:** The general ledger accounting entries and AR tables will be loaded as a part of the nightly batch process. If the Sponsor requires the bill to be completed in a format they provide, provide a copy of the completed Sponsor Invoice to be scanned into image now in the Business office once bill is sent out.

< List
Report Manager

List Explorer Administration Archives

View Reports For

User ID: Type: Last: 1 Days: Refresh

Status: Folder: Instance: to:

Report List

1-19 of 19
View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1855095	2036342	BIXCLSUM - BIXCLSUM.pdf	04/21/2022 6:16:10PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1855094	2036333	BI_PRNXPN01 - BI_PRNXPN01.pdf	04/21/2022 6:13:39PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1855093	2036343	Invoice Bursting Program	04/21/2022 6:11:14PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1855082	2036332	Print Portrait style invoices.	04/21/2022 6:11:14PM	Acrobat (*.pdf)	Posted	Details

**TACOMA
COMMUNITY
COLLEGE**

INVOICE

Invoice No: CA-0000000574

Invoice Date: 11/16/17

Page: 1 of 1

Please Remit To:

Tacoma Community College
Attn to: Accounts Receivable
6501 S 19 St
Financial Services Bldg #14
Tacoma, WA 98466

Customer No: FIN00107

Payment Terms: Immediate

Due Date: 11/16/17

Bill To:

State Board for Comm & Tech Colleges
1300 Quince Street
PO Box 42495
Olympia WA 98504
United States

AMOUNT DUE: 866.32 USD

Amount Remitted

For billing questions, please call 425-555-1212

Line	Description	Quantity	UOM	Original	Net Amount
1	Client Svs/F&A	26.00			238.55
2	Employee Benefits	6.00			189.00
3	Goods and Services	10.00			248.77
4	Salary and Wages	5.00			130.00
5	Travel	5.00			60.00
Subtotal:					866.32
Amount Due:					866.32 USD

Note: Lines with no QTY / UOM means summarized bill lines have different or blank Unit of Measures.

25. Process complete.

CRC Billing Checklist

- 💡 After you understand the processes above, the following resource provides a quick 1 page checklist to print out or reference when running the Cost Reimbursable Contract Billing process.

[CRC Grant Billing Checklist](#)

VII. Appendix

Review Billing Details

- ❗ You must have at least one of these local college managed security roles:

- ZD Billing Inquiry
- ZZ_AWE_BI_APPR_060
- ZZ_AWE_BI_APPR_060_HI
- ZZ_AWE_BI_APPR_062
- ZZ_AWE_BI_APPR_063
- ZZ_AWE_BI_APPR_064
- ZZ_AW_BI_INV

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Billing > Review Billing Information > Details

1. The **Bill Inquiry** search page displays.
2. Enter **Business Unit**.
3. Enter **Invoice**.
4. Select **Search**.

Manage CA/PC Bill
Bill Inquiry

Bill Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit
=
WA170

Invoice
begins with
CA-0000000060

Bill Status
=

Customer
begins with

Contract
begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

5. The **Header-Info 1** tab displays.
6. Select the Line-Info 1 tab.

Header - Info 1
Line - Info 1

Unit WA170

Invoice CA-0000000060

Invoice Amt 2,656.75 USD

FILE

Status INV

Type CA

Customer FIN00107

State Board for Comm & Tech Colleges

Invoice Form XMLPUB

Accounting Date 02/11/2016

Remit To BOFA

Sales SALES

Credit CRAN

Billing Specialist BISPEC

Billing Specialist

Invoice Date 02/11/2016

Source CONTRACTS

SubCust1

From Date

Pay Terms IMMED

Bank Account CHCK

Bill Inquiry Phone 509-434-5227

Collect GENERIC

Billing Authority BISPEC

Billing Specialist

Cycle ID ON-DEMAND

Frequency Once

SubCust2

To Date

Pay Method

View Invoice Image

Go to:

Header Info 2

Address

Copy Address

Notes

Summary

Commit Cntrl

Header - Info 1

Page Series

Prev

Next

Bill Search

Line Search


Return to Search

Notify

Refresh

Header - Info 1 | Line - Info 1

7. The **Line-Info 1** tab displays.

 **Note:** Additional information about the bill can be displayed by clicking the hyperlinks and drop-down menu options at the bottom of the page.

Header - Info 1 | Line - Info 1

Unit WA170 Bill To FIN00107 Invoice Amt 2,656.75 USD
Invoice CA-0000000060 State Board for Comm & Tech Colleges Max Rows 20

Bill Line Find | View 1 First 1-13 of 13 Last

Seq 1	Line 1	Net Extended 2.97
Identifier GRANT_SERVICES		Description Billing
Quantity	1.0000	From Date 08/31/2015
Unit of Measure	NTE	To Date 08/31/2015
Unit Price	2.9700	Line Type REV <input checked="" type="checkbox"/> Accumulate
Gross Extended	2.97	Tax Code <input type="checkbox"/> Tax Exempt
Less Discount 0.00		Exempt Cert
Plus Surcharge 0.00		
Net Extended	2.97	
VAT Amount	0.00	
Tax Amount	0.00	
Net Plus Tax	2.97	

Seq 2	Line 2	Net Extended 843.78
Identifier GRANT_SERVICES		Description Billing
Quantity	0.2500	From Date 07/01/2015
Unit of Measure	YRS	To Date 07/01/2015
Unit Price	3,375.1200	Line Type REV <input checked="" type="checkbox"/> Accumulate
Gross Extended	843.78	Tax Code <input type="checkbox"/> Tax Exempt

Review Accounting Entries in Billing by Invoice


 You must have at least one of these local college managed security roles:

- ZD Billing Inquiry

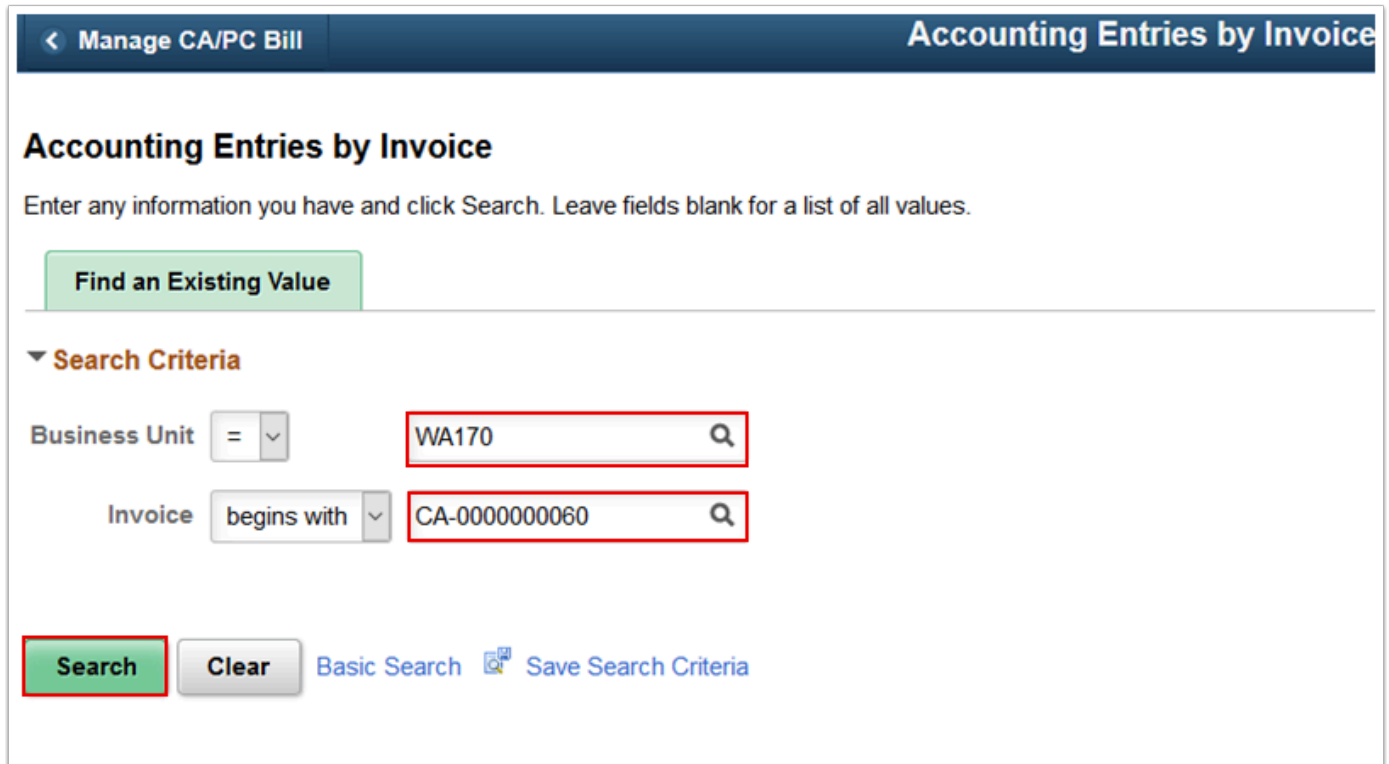
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Billing > Review Billing Information > Review Entries by Invoice

 View specific accounting entry information about the invoice selected.

 **Note:** The remaining steps are executed as part of the nightly batch processes, but are included in this document so the end user understands the entire bill creation lifecycle.

1. The **Accounting Entries by Invoice** search page displays.
2. Enter **Business Unit**.
3. Enter **Invoice**.
4. Select **Search**.



< Manage CA/PC Bill Accounting Entries by Invoice

Accounting Entries by Invoice

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit = WA170

Invoice begins with CA-0000000060

Search Clear Basic Search Save Search Criteria

5. The **Accounting Entries** tab displays.

Review Entries by Invoice


Unit: WA170 Bill To: FIN00107 Invoice Amt: 2,656.75 USD
 Invoice: CA-0000000060 State Board for Comm & Tech Colleges

Accounting Entries: Personalize | Find | View All | First | 1-4 of 25 | Last

GL Unit	Acctg Date	Type	Oper Unit	Account	Alt Acct	Fund	Dept	Class	Program	Bud Ref	Project
WA170	02/11/2016	Accounts Receivable	7171	101330		145	11648	164			0000001022
WA170	02/11/2016	Unbilled Acct Receivables	7171	101318		145	11648	164			0000001022
WA170	02/11/2016	Accounts Receivable	7171	101330		145	11648	164			0000001022
WA170	02/11/2016	Unbilled Acct Receivables	7171	101318		145	11648	164			0000001022


Total Debits: 2,656.75 USD Total Credits: -2,656.75 USD

[Return to Search](#) [Notify](#)

 **Note:** The entries can be further validated by clicking the **Transaction Amounts** and **Journal Information** tabs.

Enter Bill Header Notes

Navigation: NavBar > Navigator > Billing > Locate Bills > Bills Not Invoiced

 Header notes apply to the entire bill. To select a predefined note (one that you have already defined on the Standard Note page in General Options), select Standard Note Flag and select a note code in Std Note (standard note). Once you press Tab to exit the Std Note field, the note type ID is displayed in the Note Type field, and the predefined text for that note is displayed in the Note Text field. To create a note, do not select Standard Note Flag. Select a note type, and in the Note Text field, enter the text to appear on the invoice. Select 'Internal Flag Only' if you do not want the note to appear on the actual invoice.

1. The **Bills Not Invoiced** page displays.
2. Enter Business **Unit**.
3. Select from "Customer" or "Contract" in the **Bill To** field.
4. Select **Search**.
5. Select the check box next to the invoice and select the **Header Notes** hyperlink to go to the Notes page.

1. The **Review Interface-Errors** search page displays.
2. Enter the **Interface ID** (INTFC_ID) generated from the Contracts to Billing Interface process. See CA to BI interface procedure for the steps required to find the INTFC_ID.
3. Select **Search**.

← Express Review Interface - Errors

Review Interface - Errors

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Interface ID =

Interface Line Number =

Transaction Type =

Transaction Type Seq =

Error Status =

Business Unit

Customer

Bill Source

Bill Type Identifier

[Basic Search](#)

4. The rows in error during the **CA to BI process** display in the Search Results section of the page.
5. Select one of the rows.

Express

Review Interface - Errors

Review Interface - Errors

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Interface ID

=

1069

Q

Interface Line Number

=

Transaction Type

=

Transaction Type Seq

=

Error Status

=

Business Unit

begins with

Customer

begins with

Bill Source

begins with

Bill Type Identifier

begins with

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Error Status	Business Unit	Customer	Bill Source	Bill Type Identifier
1069	1	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	2	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	3	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	4	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	5	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	6	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	7	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	8	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	9	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	10	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA
1069	11	Charge	1	Err in Row	WA220	FIN00677	CONTRACTS	CA

- The **Billing Interface - 1** tab displays.
- Populate the missing value.
- Select **Save**.
- Select **Return to Search** and repeat these steps for each row in error.

Express

Review Interface - Errors

Billing Interface - 1

Billing Interface - 1

Interface ID

1069

Line Number

3

Transaction Type

LINE

Seq No

Load Status

ERR 0599

Error in PS_INTFC_BI_AEDS row

Process Instance

464775

Business Unit

WA220

Customer ID

FIN00677

GL Business Unit

WA220

Header Fields Key

Letter of Credit ID

Header Fields Bill By

Letter of Credit Document ID

Adjust Trans Type

Sequence Number

Create New Bill:

Sold To Customer

Temporary Bill:

Sold To Address Seq Number

Entry Type

Credit Analyst

Deferred Seq Number

Invoice Form

Contract Asset Seq Number

Asset Identification

OM Business Unit

Asset Profile ID

Order Number

User Text 5

Ship Via Code

User Text 6

Ship From INV BU

User Text 7

Item Shipping Date

User Text 8

Ship Time

User Text 9

Packing Slip Number

SetID

Customer Deposit ID

Date Time Added

Point of Sale Flag:

Last Update Timestamp

Group With Line

Save

Return to Search

Previous in List

Next in List

Notify

Note: The Load Status displays the error associated with the row. Often the message will not provide enough detail to understand the issue. The **PS_INTFC_BI_AEDS** tab may also contain on the row some additional detail about the error.

Typically the error will be caused because a required field wasn't populated during award setup. The following fields are required fields by Billing Type:

Cost Reimbursable	Fixed Price	Cost Reimbursable (LOC)
Address Sequence Number	Address Sequence Number	Address Sequence Number
Billing Specialist	Billing Specialist	Bill Source
Billing Cycle Identifier	Billing Cycle Identifier	Contracts Business Unit
Bill Inquiry Phone	Contracts Business Unit	Contract
Contract	Contract	Invoice Date
From Date	From Date	Invoice Form
Invoice Date	Invoice Date	Letter of CreditID
Invoice Form	Invoice Form	Letter of Credit Document ID
To Date	To Date	


Review Billing History

! You must have at least one of these local college managed security roles:

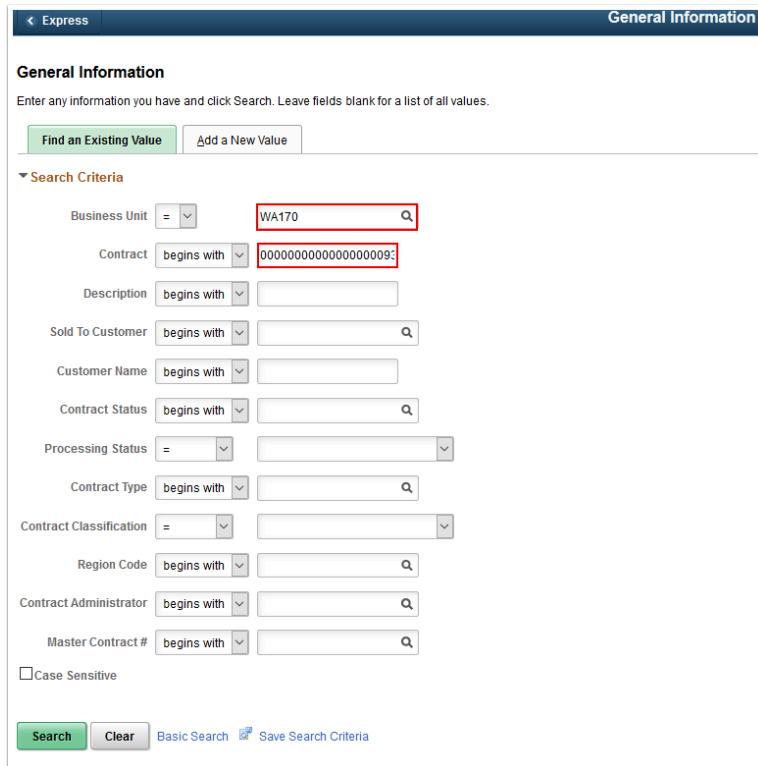
- ZC Contracts Processing
- ZZ Contract Maintenance
- ZZ Contract Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Customer Contracts > Create and Amend > General Information

 The Billing History can be reviewed after the nightly batch processes have been run. Complete the steps below to review the history.

1. The **General Information** search page displays.
2. Enter **Business Unit**.
3. Enter **Contract**.
4. Select **Search**.



General Information

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

Business Unit = WA170

Contract begins with 000000000000000009

Description begins with

Sold To Customer begins with

Customer Name begins with

Contract Status begins with

Processing Status =

Contract Type begins with

Contract Classification =

Region Code begins with

Contract Administrator begins with

Master Contract # begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

5. The **General** tab displays.
6. Select **Billing Plans**.

Express

General Information

General

Lines

Amendments

Contract Number

00000000000000000093

Sold To Customer

State Board for Comm & Tech Colleges

Amendment Number

000000002

*Contract Status

ACTIVE

Amend Contract

Add to My Contracts

Description

WORKFIRST SCC

Contract Admin

Region Code

Contract Type

GRANT

Currency Code

USD

Exchange Rate Type

CRRNT

Contract Signed

07/01/2015

Contract Role

Revenue Profile

Use Project ChartFields

Processing Status

Active

Amendment Status

Complete

Business Unit

COMMUNITY COLLEGES OF SPOKANE

Contract Classification

Standard

Last Amended

06/29/2017

Start Date

07/01/2015

End Date

06/30/2018

Last Update Date/Time

06/29/2017 11:14:40AM

Last Update User ID

101004005

Separate Fixed Billing and Revenue

Separate As Incurred Billing and Revenue

Other Information

Summary of Amounts

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To

More

Save

Return to Search

Notify

7. The **Assign Billing Plan** page displays.
8. Select **Plan**.

General

Assign Billing Plan

Assign Billing Plan

Contract

00000000000000000093

WORKFIRST SCC

Sold To Customer

State Board for Comm & Tech Colleges

Contract Lines to be Assigned / Unassigned

	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description
<input type="checkbox"/>	1	GRANT_SERVICES	Reimbursable Grant Services		Rate	B101	As Incurred Rev & Bill Plans

Select All

Clear All

Bill Plan to Assign / Unassign

Billing Plan

NEXT

Billing Method

Description

Billing Plan Template

Bill Plan Detail Template ID

Assign

Assign selected Lines/Sequences to Billing Plan

Unassign

Unassign selected Lines/Sequences from Billing Plan

Return to General Information

Return to Search

Notify

9. The **Billing Plan General** tab displays.
10. Select the **History** tab to see all invoices created.

Define Billing Plan

Billing Plan General | Events | Tax Parameters | **History**

Contract 00000000000000000093 BI Unit WA170
 Sold To Customer FIN00107 State Board for Comm & Tech Colleges Bill To FIN00107 State Board for Comm & Tech Colleges
 Billing Plan B101 As Incurred Rev & Bill Plans Currency USD

Description As Incurred Rev & Bill Plans *Billing Status In Progress Actions Cancel
 Billing Method As Incurred Hold

Customer Information
 BI Unit WA170 COMMUNITY COLLEGES OF SPOKANE
 *Bill To Customer FIN00107 State Board for Comm & Tech Colleges
 Addr Num 1 Bill To Contact

Billing Options
 Bill Type CA Pre Approved
 Bill Source CONTRACTS Direct Invoice
 Summarization Template ID
 Purchase Order

Transaction Options
 Bill Currency Contract Currency
Retainage Options
 Items previously held as Retainages
☐ Bill ☐ Write-off ☒ Hold

Tolerance Options
 Minimum Bill Amount 0.00
☐ Final Bill

Billing Default Overrides
 Invoice Form XP_PS/CA View Customer Defaults
 Cycle ID DAILY
 Bill By ID CONTRACT Contract
 Payment Method Check Due in 30 Days
 Payment Terms NET30
 Billing Inquiry 509-434-5227
 Billing Specialist BISPEC Billing Specialist
 Billing Authority BISPEC Billing Specialist

Return to Assign Billing Plan

Save Return to Search Notify Add Update/Display

11. The **History** tab displays.

Define Billing Plan

Billing Plan General | Events | Tax Parameters | **History**

Contract 00000000000000000093 BI Unit WA170
 Sold To Customer FIN00107 State Board for Comm & Tech Colleges Bill To FIN00107 State Board for Comm & Tech Colleges
 Billing Plan B101 As Incurred Rev & Bill Plans Currency USD

Amount Details
 Total Net Extended Amount 0.00

Contract Billing History Personalize Find First 1 of 1 Last

Source	Billing	Contracts	Projects	*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
				1	Finalized	PCA		03/19/2019 10:40:52	CTC_BRA	0.000	0.000		0.000	0.000

Return to Assign Billing Plan

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | Tax Parameters | History

12. Process complete.