

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 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).

Recommendations

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 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: 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 your Business **Unit**.
8. Select the **View Results** button.
9. Review the over the limit rows.
10. To release the OLT rows, refer to QRG [OLT Rows \(Over the Limit\)](#).
11. Close the new window.

CTC_PR_OLT_ROWS - OLT rows in Proj Res

*Unit

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Unit	Project	Activity	GL Unit	Journal ID	Date	Line #	Year	Period	Account	Dept	Fund	Approp	Class	Program	Subsid	State Purpose	Fund Affil	Ledger Grp	An Type	Trans Date	Acctg Date
1	WA040	0000005009	INSTR	WA040			0	0	0	5050020	74009	145		112			N		ACTUALS	OLT	05/04/2023	05/31/2023

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.

- ## Navigation: Reporting Tools > Query > Query Viewer

- 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	Proj
1	WA140	0000004340	INSTR	10815167	VWA140000172681 280410ACCR	0 1 WA140			0	0	0	0	5030021	72366	7140		145	118	
2	WA140	0000004340	INSTR	10815168	VWA140000172691 280410ACCR	0 1 WA140			0	0	0	0	5030021	72366	7140		145	118	
3	WA140	0000004340	INSTR	10830764	VWA140000180141 361850ACCR	0 1 WA140			0	0	0	0	5030021	72366	7140		145	118	
4	WA140	0000004340	INSTR	10830765	VWA140000180281	0 1 WA140			0	0	0	0	5030021	72366	7140		145	118	

💡 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. For more information on analyzing the Project Resource Query results, please see QRG [Managing the Project Resource Query](#).

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

QFS_PC_PROJ_RESOURCE - Query from Project Resource

Unit: WA140

Project ID (Optional): 0000007693

Beginning Acctg Dt: 08/01/2022

Ending Acctg Dt: 08/31/2022

Contract (Optional): 000000000000000003527

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	0000007693	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	0000007693	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	0000007693	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	0000007693	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	3962.65
5	WA140	0000007693	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	0000007693	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

Required Steps

❗ 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: 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 you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA040_CA_BI_INTFC or PROC_AS_INCURRED_BILLING (Business Unit, Process).
3. The **Process as Incurred Billing** page displays.
4. Ensure that 'Always' is selected in the **Process Frequency** drop-down box.
5. In **Contract Options** section, enter or use the lookup tool to enter the following search criteria values:
 - a. Business Unit.
 - b. Contract ID number.
6. Scroll down to the **Billing Options** section and enter or lookup the following values:
 - a. Select the **Date Option**.
 - b. **From Date Option**.
 - c. **From Date** or start of your desired billing period.
 - d. **Through Date** or end of your desired billing period.
 - e. Leave the **Event Date** and **Invoice Date** as 'Current Date' (unless otherwise directed by SBCTC Accounting).

 **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.

7. Select the **Run** button.

[← My Homepage](#) **Process As Incurred Billing**

Process As Incurred Billing

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

Program Name Program Name: CA_BR_INTFC Process Frequency: Always

Process Billing Details

Request Number: 1 + -

Contract Options

Business Unit	WA149	CLARK COLLEGE
Contract Type		
Contract Class		
Sold To		
Contract	XXXXXXXXXXXXXXX-4002	
Cost Plus Fee Type		
Master Contract		
LOC Doc ID		

Project Options

'BUPProjAct Option	All	Project Type	
		Project Manager	

Billing Options

Billing Business Unit		Date Option	Accounting Date
Bill To		From Date Option	Specify Date
Billing Plan		From Date	03/01/2022
Billing Method	As Incurred	Through Date Option	Specify Date
Billing Specialist		Through Date	03/31/2022
Billing Cycle ID		Event Date Option	Current Date
Cycle From Date		Invoice Date Option	Current Date
Cycle To Date			
Billing Authority			
Letter of Credit ID			

☐ Ignore Tolerance Amount

Streamline Processing Options

☐ Process Milestones

Save **Notify** **Add** **Update/Display**

8. The **Process Scheduler Request** page displays.

9. Check the **Contracts to Billing Interface** checkbox.

10. Select **OK**.

[Help](#)

User ID CTC_KEBERT
Run Control ID PROCESS_AS_INCURRED_BILLING

Server Name

Recurrence

Time Zone

Run Date

Run Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	Contracts to Billing Interface	CA_BI_INTFC	Application Engine	Web	TXT	Distribution

11. The **Process Scheduler Request** page disappears. The updated **Process As Incurred Billing** page displays. Note the **Process Instance** number.

12. Select **Process Monitor**. Refer to QRG [Process Scheduler/Process Monitor](#) for more instructions.

Process As Incurred Billing

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

Program Name 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

13. The **Process Monitor** page displays. Select the **Refresh** button until the process runs to Success and Distribution status is Posted.
14. 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 of 1 View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	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

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

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

17. The **Message Log** page displays.
18. Scroll down to view the **INTFC_ID**. Take note of (or copy) this number for it will be used in the next step.

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

- ZZ Billing Entry

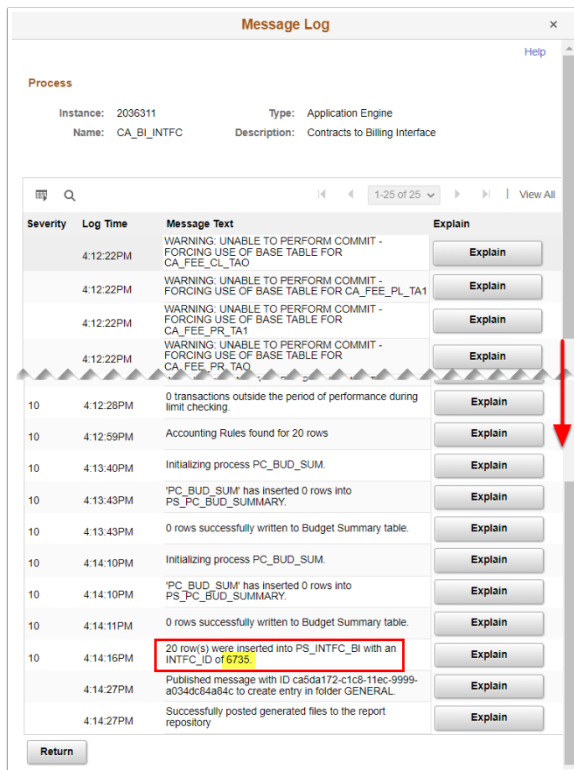
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 **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: 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.

Navigation: Billing > Interface Transactions > Process Billing Interface

1. The **Process Billing Interface** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that [Run Control IDs](#) cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA040_PROCESS_BIL_INTERFACE (Business Unit, Process Name).
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 the **Run** button. Please refer to QRG [Process Scheduling/Process Monitor](#) for more instructions.

 Interface IDs are Global. Although other interface ID's may be available for selection, the Billing/Grant 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 WA040_PROC_BILLING_INTFC
 Report Manager Process Monitor Run

Range Selection
☒ Interface ID
☐ Business Unit
☐ Bill Source

From Interface ID
To Interface ID

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

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution
☐	Interface & VAT Defaulting	BIJOBI01	PSJob	(None)	(None)	Distribution

OK

Cancel

9. The **Process Billing Interface** page displays. Note the **Process Instance** number.
10. Select the **Process Monitor** link to view and confirm that the BIIF0001 process finished with a **Run Status** of 'Success'. For more information on this process, please see QRG [Process Scheduler/Process Monitor](#).

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

Process Monitor

Process Detail

Process

Instance: 2036312 Type: Application Engine

Name: BIIF0001 Description: Billing Interface

Run Status: Success 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

Process Monitor

Message Log

Process

Instance: 2036312 Type: Application Engine

Name: BIIF0001 Description: Billing Interface

Severity Log Time Message Text Explain

10 4:33:27PM BI Interface was started: 6735 To: 6735 Option: ALL Explain

10 4:34:02PM Transactions in Error: 0 Explain

10 4:34:02PM New Bill Headers Created: 1 Explain

10 4:34:02PM New Bill Lines Created: 20 Explain

4:34:14PM Published message with ID 8df8b7c8-c1cb-11ec-952d-d82589535f3a to create entry in folder GENERAL Explain

4:34:14PM Successfully posted generated files to the report repository Explain

Return

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: Billing > Manage Billing Worksheet > Update Billing Worksheet

 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. Optional to select specific search criteria by selecting the **Set Filter Options** link.
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 the **Save Search** or **Search** button.

 **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.

Process List

Worksheet Headers

Line Details

Business Unit WA030

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
☐				0.000

☒ 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

Filter Options

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

Business Unit WA030

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

From

Through

Date Added

From

Through

User 1

From

Through

☐ Include Approve Later Bills
 ☐ Include Delete Later Bills

Search

Save Search

Clear Search

Return

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

Worksheet Headers

Line Details

Business Unit: WA140

Set Filter Options

Search

To change your search criteria, click 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
☐ 00000000000000001482				3,587.33	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

10. The **Worksheet Header information** for all awards that have expenses to be billed will be displayed.

11. Review the fields and links on this page to identify any incorrect values for the Sponsor.
12. 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.)
13. Select the **Navigation** drop down menu arrow to select **Header - Note**.

! 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.

The screenshot shows the 'Standard Billing' interface with the 'Header - Info 1' tab selected. The interface is divided into several sections for data entry:

- Unit:** WA140
- Invoice:** TMP-000006878
- Pretax Amt:** 3,587.33 USD
- Status:** TMR
- *Type:** CA
- *Customer:** FIN00107
- *Invoice Form:** XMLPUB
- Accounting Date:** (blank)
- Remit To:** 140BA
- Sales:** SALES
- Credit:** CRAN
- Billing Specialist:** BISPEC
- Invoice Date:** (blank)
- Source:** CONTRACTS
- SubCust1:** (blank)
- From Date:** (blank)
- Pay Terms:** NET30
- Bank Account:** BAC1
- Bill Inquiry Phone:** 360-992-2286
- Collector:** GENERIC
- Billing Authority:** BISPEC
- Cycle ID:** ON-DEMAND
- *Frequency:** Once
- SubCust2:** (blank)
- To Date:** (blank)
- Pay Method:** Check

At the bottom, there is a 'Navigation' dropdown menu with 'Header - Note' selected, highlighted by a red box and a red arrow. To the left of this menu is a 'Save' button, also highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

14. The **Header - Note** page displays. Add information within the **Note Text** box.
15. Select **Save** to save changes.
16. Select the **Worksheet Headers** back button to return to the main Worksheet Header page

💡 Use the **Header Note** page to add additional custom details, such as Grant Name, Billing Period, or ChartString data. This can help when applying payments and month and/or year end reconciliation.

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

17. The **Worksheet Headers** main page displays. Select **Search** to view pending TMP billing worksheets.
18. 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
☐	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

19. The Billing Worksheet **Line Details** page displays.
20. 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. For more information, please see QRG [Deferring a Reimbursable Grant Line](#).
21. Select **Save**.
22. Select the **Bill Header** hyper link.



23. The **Header - Info 1** page displays.

24. 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

*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

State Board for Comm & Tech Colleges

View Activity

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**.



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

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	GRANT_SVC	Benefits	1.00		673.92	673.92
2	GRANT_SVC	Benefits	1.00		3.56	3.56



PRO FORMA

Invoice No:

TMP-0000006878

Invoice Date:

4/21/22

Page:

2 of 2

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
18	GRANT_SVC	Salaries and Wages	0.36	UNT	3,259.67	1,173.48
19	GRANT_SVC	Salaries and Wages	0.36	UNT	3,294.00	1,185.84
20	GRANT_SVC	Salaries and Wages	1.00		12.36	12.36
Subtotal:						3,587.33
Amount Due:						3,587.33

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: Billing > Manage Billing Worksheet > Update Billing Worksheet

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

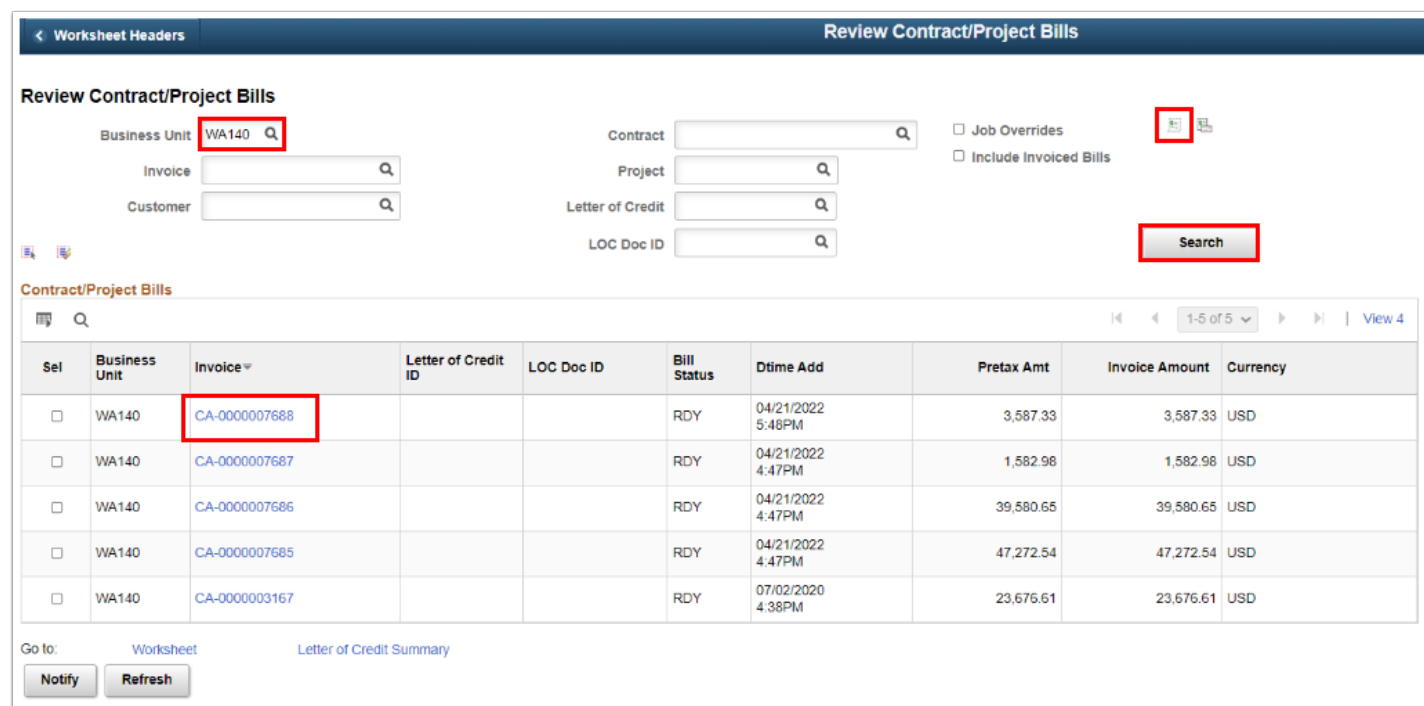
Navigation: Billing > Manage Billing Worksheet > Review Contract/Project Bills

(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.



Review Contract/Project Bills

Business Unit: WA140

Invoice:

Customer:

Contract:

Project:

Letter of Credit:

LOC Doc ID:

☐ Job Overrides ☐ Include Invoiced Bills

Contract/Project Bills

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

Go to: [Worksheet](#) [Letter of Credit Summary](#)

 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.

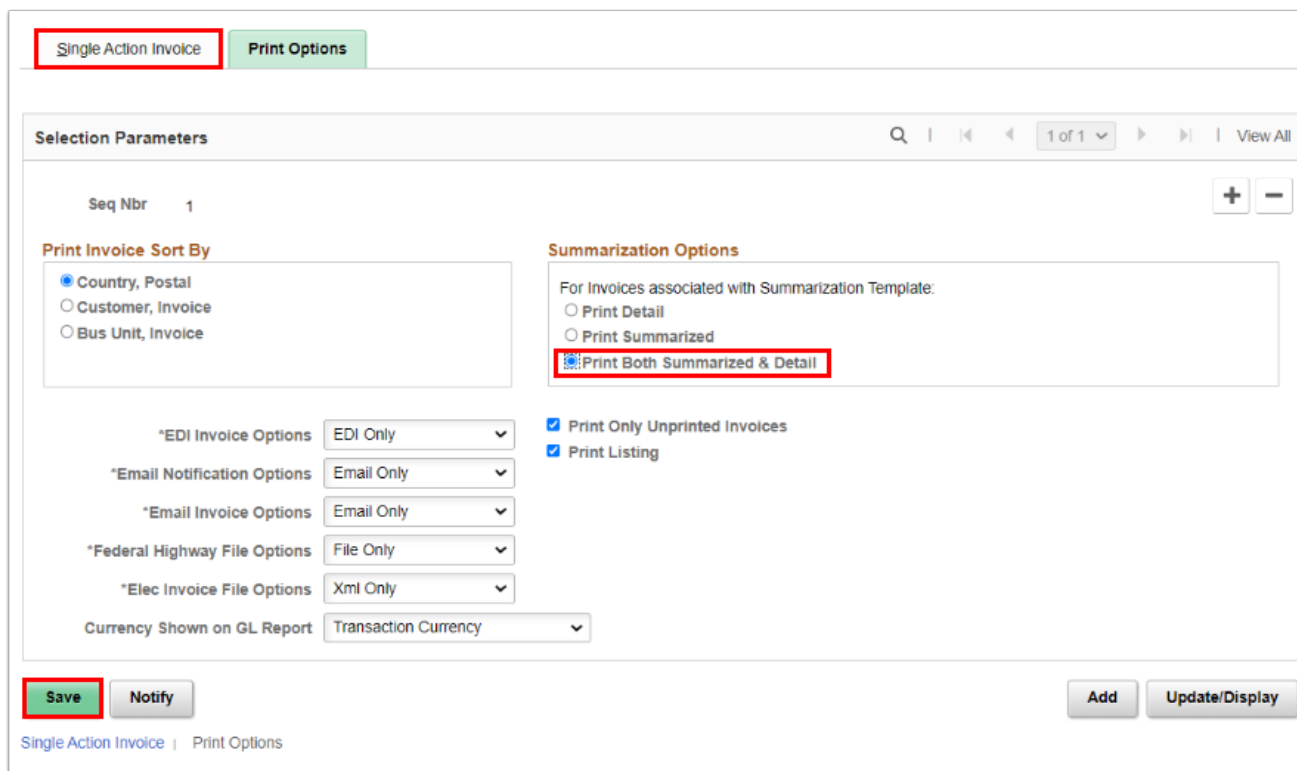
Navigation: Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

4. The **Single Action Invoice** search page displays.
5. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.

- NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA040_SINGLE_ACTION_INV (Business Unit, Process).

6. The **Single Action Invoice** page displays.
7. Select the **Print Options** tab.
8. In the **Summarization Options** section, select **Print Both Summarized & Detail**.
9. Select **Save**.
10. 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!



The screenshot shows the 'Single Action Invoice' page with the 'Print Options' tab selected. The 'Summarization Options' section is visible, showing the option 'Print Both Summarized & Detail' selected. The 'Save' button is highlighted with a red box.

11. 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**.
12. 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 | 1 of 1 | View All

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 | 

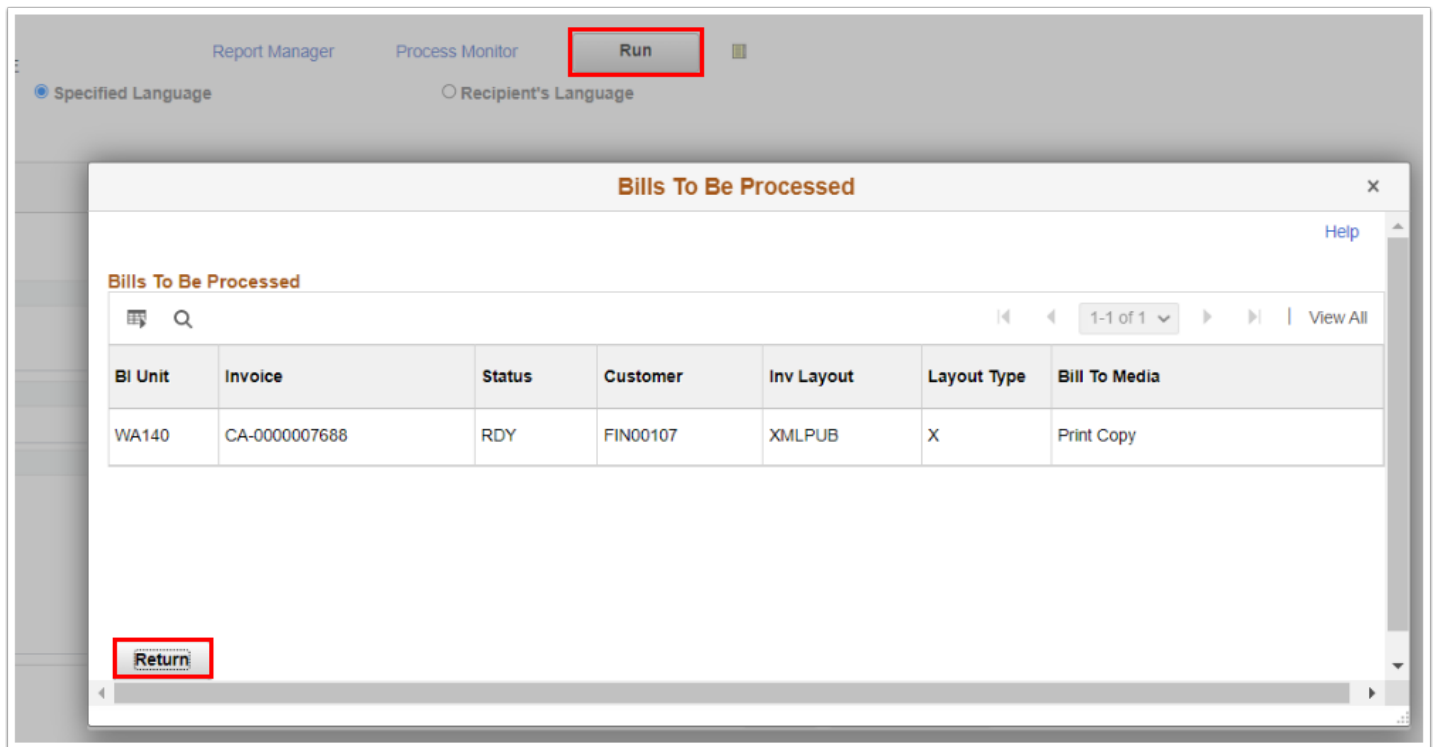
Save | Notify | Add | Update/Display

Single Action Invoice | Print Options

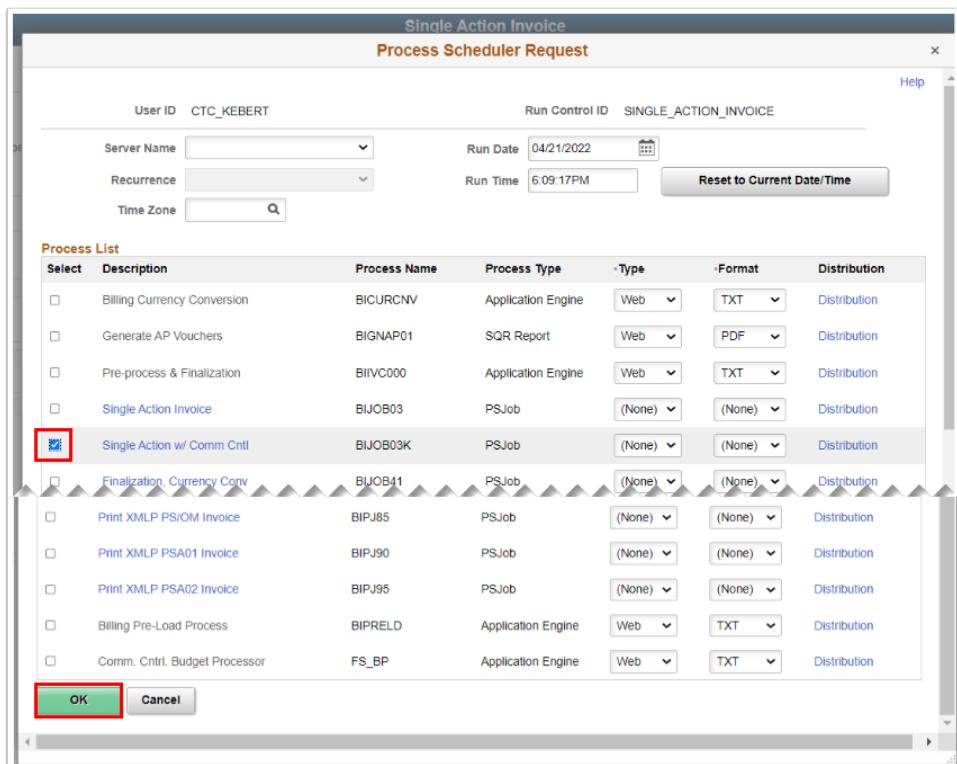
13. The **Bills To Be Processed** window displays. Review as needed.
14. Select **Return**.
15. Select **Run**.



If the **Bills To Be Processed** is blank or missing information, then no Bills are ready to be processed, you may need to have your invoice 'Submit for Approval' or have an issue.



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



19. The Process Scheduler page disappears.

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

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

The screenshot displays the 'Process Monitor' window. At the top, there are tabs for 'Process List' and 'Server List'. Below these, a 'View Process Request For' section contains filters for User ID (CTC_KEBERT), Type, Last, Days (1), and a 'Refresh' button. A 'Report Manager' button is also visible. The main 'Process List' table shows three processes, with the first one, 'BIJOB03K', highlighted by a red box and a red arrow pointing to its 'Details' link. On the right, a 'Process Detail' panel shows the 'Process Name' as 'BIJOB03K' and 'Main Job Instance' as '2036316'. It lists a series of sub-processes, all marked as 'Success', including '2036316 - BIJOB03K Success', '2036317 - BIIVC000 Success', '2036318 - BI_IVCEXT Success', '2036319 - BISPJ00 Success', '2036320 - BIXPJ00 Success', '2036321 - BISLSUM Success', '2036322 - BIGIVCPN Success', '2036323 - BICURCHV Success', '2036324 - BIPRELD Success', '2036325 - BILDGL01 Success', '2036326 - FS_BP Success', '2036327 - BILDAR01 Success', '2036328 - BISF108X Success', and '2036329 - BIGNAP01 Success'. A 'Return' button is at the bottom of the detail panel.

23. The **Reporting Manager** page is displayed.
24. Select the **Administration** tab.
25. Select the **BI_PRNXPNO1-BI_PRNXPNO1.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

Status

Folder

Instance to

Report List

☐ ☐
1-19 of 19
View All

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
☐	1855095	2036342	BIXCLSUM - BIXCLSUM.pdf	04/21/2022 6:16:10PM	Acrobat (*.pdf)	Posted	Summary Details
☐	1855094	2036333	BI_PRNXP01 - BI_PRNXP01.pdf	04/21/2022 6:13:39PM	Acrobat (*.pdf)	Posted	Detail Details
☐	1855093	2036343	Invoice Bursting Program	04/21/2022 6:11:14PM	Text Files (*.txt)	Posted	Details
☐	1855082	2036332	Print Portrait style invoices.	04/21/2022 6:11:14PM	Acrobat (*.pdf)	Posted	Details

SBCTC recommends to use the **PeopleSoft Invoice** (i.e. **CA-574** or **CA-0000000574**) number as your **OBIS Invoice Number** or **G5 Drawdown description**. This will help with month/year end reconciliation as well as future audits. For more information, please see [SBCTC Memo_OBIS Invoice Number](#).

Reimbursable Grant/Contract Billing

Page 25

		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																																																			
<table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Quantity</th> <th>UOM</th> <th>Original</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Client Svs/F&A</td> <td>26.00</td> <td></td> <td></td> <td>238.55</td> </tr> <tr> <td>2</td> <td>Employee Benefits</td> <td>6.00</td> <td></td> <td></td> <td>189.00</td> </tr> <tr> <td>3</td> <td>Goods and Services</td> <td>10.00</td> <td></td> <td></td> <td>248.77</td> </tr> <tr> <td>4</td> <td>Salary and Wages</td> <td>5.00</td> <td></td> <td></td> <td>130.00</td> </tr> <tr> <td>5</td> <td>Travel</td> <td>5.00</td> <td></td> <td></td> <td>60.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Subtotal:</td> <td>866.32</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Amount Due:</td> <td>866.32 USD</td> <td></td> </tr> </tbody> </table>				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	
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.																																																			

24. 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](#)

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. This video includes audio and closed captioning. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Reimbursable Grant/Contract Billing](#). This link will open in a new tab/window.

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: Billing > Review Billing Information > Details

1. The **Bill Inquiry** search page displays.
2. Enter **Business Unit**.
3. Enter **Invoice**.
4. Select **Search**.
5. The **Header-Info 1** tab displays.
6. Select the Line-Info 1 tab.

Header - Info 1

Line - Info 1

Unit	WA240	Invoice	CA-0000012286	Invoice Amt	10,123.44	USD	
------	-------	---------	---------------	-------------	-----------	-----	--

Status	INV	Invoice Date	03/23/2023	Cycle ID	ON-DEMAND
Type	CA	Source	CONTRACTS	Frequency	Once
Customer	FIN00102	SubCust1		SubCust2	
Invoice Form	XMLPUB	From Date		To Date	
Accounting Date	03/23/2023	Pay Terms	NET30	Pay Method	Check
Remit To	240US	Bank Account	CHCK		
Sales	SALES	Bill Inquiry Phone	360-596-5400		
Credit	CRAN	Collect	GENERIC		
Billing Specialist	BISPEC	Billing Authority	BISPEC		
	Billing Specialist		Billing Specialist		

Go to:
Summary

Header Info 2
Commit Cntrl

Address

Copy Address

Notes

View Invoice Image

Page Series
Prev Next

Bill Search
Line Search

Header - Info 1

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 WA240 Bill To FIN00102 Invoice Amt 10,123.44 USD
Invoice CA-0000012286 US Department of Education Max Rows 20

Bill Line

1 of 16

View All

Seq 1	Line 14	Net Extended 3,760.00
Identifier GRANT_SVC	Description Goods & Routine Services	
Quantity 0.1900	From Date 01/05/2023	
Unit of Measure EA	To Date 01/05/2023	
Unit Price 19,789.4700	Line Type REV	☒ Accumulate
Gross Extended 3,760.00	Tax Code	☐ Tax Exempt
	Exempt Cert	
Less Discount 0.00		
Plus Surcharge 0.00		
Net Extended 3,760.00		
VAT Amount 0.00		
Tax Amount 0.00		
Net Plus Tax 3,760.00		

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Commit Cntrl

Summary Bill Search Line Search

Line - Info 1

Page Series

Prev

Next

Return to Search

Notify

Refresh

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: 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.

- The **Accounting Entries by Invoice** search page displays.
- Enter **Business Unit**.

3. Enter **Invoice**.
4. Select **Search**.
5. The **Accounting Entries** tab displays.

Review Entries by Invoice

Unit WA240 Bill To FIN00102 Invoice Amt 10,123.44 USD
 Invoice CA-0000012286 US Department of Education

Accounting Entries

1-4 of 32 | View All

Acctg Information Transaction Accounts Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Business Unit	Project	Activity
WA240	03/23/2023	Accounts Receivable	1010100	7240	145	CRI	26012	181	N	WA240	0000007715	CARP1
WA240	03/23/2023	Unbilled Acct Receivables	1010050	7240	145	CRI	26012	181	N	WA240	0000007715	CARP1
WA240	03/23/2023	Accounts Receivable	1010100	7240	145	CRI	26012	181	N	WA240	0000007715	CARP1
WA240	03/23/2023	Unbilled Acct Receivables	1010050	7240	145	CRI	26012	181	N	WA240	0000007715	CARP1

Total Debits 10,123.44 USD Total Credits -10,123.44 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: Billing > Locate Bills > Bills Not Invoiced

i 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.

Bills Not Invoiced

*UnitWA140

*Currency OptionTransaction Currency

*Bill ToCustomer

*IDFIN00107

Search

113,376.89 / 113,376.89

1 To 4 Of 4

Bill Search Results

DetailsReferences

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
☐	CA	TMR	CONTRACTS	TMP-0000004835	N		47,272.54	USD	101023343
☐	CA	TMR	CONTRACTS	TMP-0000004834	N		39,580.65	USD	101023343
☒	CA	TMR	CONTRACTS	TMP-0000002807	N		2,847.09	USD	101012862
☐	CA	RDY	CONTRACTS	CA-0000003167	N		23,676.61	USD	101012862

SummaryLine Info 1

Header Info 1Tax

AddressAccounting

Copy AddressDiscount/Surcharge

Header NotesLine Notes

Line Search

Notify

Refresh

6. Enter the information you would like displayed on the invoice in the **Note Text** section of page.
7. Select **Save**.

Billing GeneralHeader - Notes

UnitWA140

Bill ToFIN00107

Pretax Amt2,847.09 USD

InvoiceTMP-0000002807

State Board for Comm & Tech Colleges

Customer Notes

Bill Header Notes

☐ Standard Note Flag

Std Note

☐ Internal Only Flag

Note Type

Note Text:

Billing for March 2023
BEDA MASTER GRANT
145-118-12345-0000005678-BEDAM

183 characters remaining

Go to:Summary

Copy AddressStandard Entry

Header NotesBill Search

Accounting DistributionsLine Search

Attachments

NavigationHeader - Note

Page SeriesPrevNext

Save

Return to Search

Notify

Refresh

Billing General | Header - Notes

Correct Interface Errors from CA to BI Interface Process



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.

Navigation: Billing > Interface Transactions > Correct Interface Errors

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

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

=

11289

Interface Line Number

=

Transaction Type

=

Transaction Type Seq

=

Error Status

=

Business Unit

begins with

WA230

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
11289	1	Charge	1	Inv Cntct	WA230	FIN00682	CONTRACTS	CA
11289	2	Charge	1	Inv Cntct	WA230	FIN00682	CONTRACTS	CA
11289	3	Charge	1	Inv Cntct	WA230	FIN00682	CONTRACTS	CA

6. The **Billing Interface - 1** tab displays.
7. Review the Load Status or Errors. For more information on Interface Error Codes, please see QRG [Correcting Interface Errors](#).

8. If able, populate the missing value. Select **Save**.
9. Select **Return to Search** and repeat these steps for each row in error.

< Bills Not Invoiced
Correct Interface Errors

Billing Interface - 1

Billing Interface - 1

Interface ID	11289	Line Number	1	Transaction Type	LINE	Seq Num	1
Load Status	ERR 0080	Invalid Bill-To Contact		Process Instance	3657560		
Business Unit	WA230	Customer ID	FIN00682				
GL Business Unit	WA230						

Header Fields Key

Header Fields Bill By

Adjust Trans Type

Create New Bill: ☐

Temporary Bill: ☒

Entry Type

Entry Reason

Entry Event

*Business Unit

GL Business Unit

Customer ID

Bill To Location

Number of Copies

Contact Seq Number

Name

Letter of Credit ID

Letter of Credit Document ID

Sequence Number

Sold To Customer

Sold To Address Seq Number

PC Bus Unit

Project

Activity

Source Type

Category

Subcategory

Analysis Type

Billing Plan ID

Bill Plan Line Number

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 Grant 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: 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 or lookup **Contract ID** number.
4. Select **Search**.
5. The **General** tab displays.
6. At the bottom of the page, please select the **Billing Plans** link.

GeneralLinesAmendments

Contract Number000000000000000003895

Sold To CustomerState Board for Comm & Tech Colleges

Amendment Number0000000000

Contract StatusACTIVE

Amend Contract

Add to My Contracts

Description2022-23 BEDA Special Projects

Processing StatusActive

Contract Admin

Amendment StatusComplete

Region Code

Business UnitSOUTH PUGET SOUND COMM COLLEG

Contract TypeGRANT

Contract ClassificationStandard

Currency CodeUSD

Start Date07/01/2022

Exchange Rate TypeCRRNT

End Date08/31/2023

Contract Signed07/01/2022

Last Update Date/Time02/14/2023 4:12:16PM

Contract Role

Last Update User ID101052421

Revenue Profile

Separate Fixed Billing and Revenue:

Use Project ChartFields:

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

GeneralLinesAmendments

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

8. Select the **Plan** link.

Assign Billing Plan

Contract0000000000000000038952022-23 BEDA Special Projects

Sold To CustomerState Board for Comm & Tech Colleges

Contract Lines to be Assigned / Unassigned

	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description
☐	1	GRANT_SVC	Reimbursable Grant Services		Rate	B101	As Incurred Rev & Bill Plans

☒ Select All

☐ Clear All

Bill Plan to Assign / Unassign

Billing PlanNEXT

Billing Plan Template

Billing Method

Bill Plan Detail Template ID

Description

AssignAssign selected Lines/Sequences to Billing Plan

UnassignUnassign 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.

11. In the **Contract Billing History** section, select the **Billing** tab to review the Billing history.

Billing Plan General
Billing Plan Lines
Events
Tax Parameters
History

Contract 00000000000000001658
BI Unit WA030
Sold To Customer FIN00107
State Board for Comm & Tech Colleges
Bill To FIN00107
State Board for Comm & Tech Colleges
Billing Plan B101
Fixed Price Contract
Currency USD

Amount Details

Negotiated Amount	33,300.00
Total Net Extended Amount	28,304.74

Contract Billing History
Personalize
Find
First
1-6 of 6
Last

Source
Billing
Contracts
Projects

*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date		Billing Currency	Net Extended Amt	Gross Extended	
1	WA030		CA-0000007608	REG	04/22/2022	AR Item Info	USD	6,006.14	6,006.14	+
2	WA030		CA-0000007610	REG	04/22/2022	AR Item Info	USD	861.23	861.23	+
3	WA030		CA-0000008177	REG	06/01/2022	AR Item Info	USD	3,130.26	3,130.26	+
4	WA030		CA-0000008375	REG	06/16/2022	AR Item Info	USD	6,348.73	6,348.73	+
5	WA030		CA-0000008947	REG	06/30/2022	AR Item Info	USD	4,217.72	4,217.72	+
6	WA030		CA-0000009371	REG	07/15/2022	AR Item Info	USD	7,740.66	7,740.66	+

Return to Assign Billing Plan

Save
Return to Search
Notify
Add
Update/Display

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

12. Process complete.