

GRANTS ACCOUNTING MANUAL

Part 4: Customer (revenue) Contract Transactional Processing

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Part 4 – Customer (revenue) Contract Transactional Processing

Following is an outline of the billing cycle from the initiation of the source transaction to the application of the deposit to the accounts receivable balance. Each of the steps in this outline will be further explained in later sections of this manual.

1. Financial transactions from Accounts Payable, General Ledger, Payroll, etc. with Project and Activity chartfields are processed (billable source transactions).
2. Temporary bills are created and shown on both the Billing Worksheet and the TN_GR03 query.
3. The TN_GR03 is reviewed to determine which temporary bills are eligible to be drawn.
4. Temporary bills are approved or deleted on the Billing Worksheet.
 - a. Deleting temporary bills will result in them being reprocessed and returned on the next day's Billing Worksheet and TN_GR03 query.
 - b. Approving temporary bills will result in them continuing through the billing process.
5. The TN_BI10 query is generated to review all approved transactions.
6. The Single Action Invoice processing is run.
7. Invoice Items are generated, saved, and printed (if applicable).
8. Nightly batch processing is run, and Project Costing and Customer (revenue) Contract modules are updated. Accounting entries produced are budget checked and are posted to the General Ledger.
9. Federal draws are made using the appropriate/required federal draw system(s).
10. Deposits are created as funds are received and applied to the accounts receivable Invoice Items.

Section 4.1 – Customer (revenue) Contract/Grant Transactions

Section 4.1.1- Transactional Processing Overview

When the Project and Activity chartfields are used, transactions initiated within various modules in Edison are directed to Project Costing and the Customer (revenue) Contract for processing.

Refer to Section 2.3.1 - Analysis Types, which provides information on the combinations of source journals, Analysis Types, Project ID's, and Activity(s) which produce "BIL" transactions for billing.

Section 4.2 – Customer (revenue) Contract Billing

Section 4.2.1 – Customer (revenue) Contract Billing Overview

Transactional billing happens at the Customer (revenue) Contract level and takes place within the Billing

module. The Billing Plan designated for the Customer (revenue) Contract specifies how billing and revenue recognition will occur.

The two types of “Billing Plans” are:

- “As Incurred Billing Plan” - most commonly used billing plan; as costs are incurred, the transactions are processed for billing.
- “Amount Based/Immediate Billing Plan” – generally referred to as a “Prepaid”; used when funds are received in advance. The Amount Based/Immediate Billing Plan is discussed further in the Prepaid part of the Grants Accounting Manual.

The Customer (revenue) Contract status must be “Active”, and the “As Incurred Billing Plan” status must be “Ready or in Process” before billing can occur. When billable source transactions are processed, the temporary bills created populate the Billing Worksheet and the “TN_GR03” query. The Billing Worksheet in the Billing module is where temporary bills are approved or deleted. The “TN_GR03” query provides the billing details of the temporary bills available to bill/draw. At this point, revenue has been recognized and an unbilled accounts receivable has been recorded according to the rate set associated to the Customer (revenue) Contract providing that it is not an interdepartmental Customer (revenue) Contract.

Section 4.2.2 – Review Billing Worksheet - TN_GR03

Before taking action on any temporary bills, the “TN_GR03_BILLING_DETAIL” (or a TN_GR03 specific to the Business Unit) query results should be reviewed to validate the propriety of the “to be invoiced/drawn” amount, timing, etc. This query returns details of the temporary bills available to bill or draw by Customer and by Customer (revenue) Contract. All associated chartfield information is also returned by this query. The Edison Grant and Billing team sends a daily e-mail notification when the “TN_GR03” query can be ran. This query should be “scheduled” when run.

Navigation:

- Click on: Nav Bar> FSCM Reporting Tools> Query> Schedule Query

In order to analyze and review the data, the query results may be placed in an Excel pivot table. The pivot table may be formatted to meet each Agency’s individual needs. A suggested pivot table format would be to include the following in the pivot table as shown below:

- Bill To = Customer number
- Ref Award# or FEIN# = Federal Grant Award number
- Contract = Customer (revenue) Contract
- Invoice = Temporary billing number
- Project ID = Project ID to which transactions have been processed are incurred
- Activity = Funding source (normally only the transactions which come through are billable activities)
- Billing Amount

Sum of Billing Amount							
Bill To	Ref Awd #	Invoice	Contract	Project	Activity	Acctg Date	Total
GR0000000000054	2015-JF-FX-0018	TMP-01121893	FFG2015	CYFFGTGTF000015	FEDERAL	2/28/2018	\$4,057.71
	2016-JF-FX-0014	TMP-01120951	FFG2016	CYFFGTGTF000016	FEDERAL	2/15/2018	\$1,892.07
			FFG2016	CYFFGTRAS000016	FEDERAL	2/23/2018	\$1,175.00
			FFG2016			2/26/2018	\$1,175.00
		TMP-01121165	FFG2016	CYFFGTRAS000016	FEDERAL	3/2/2018	\$135.00
Grand Total							\$8,434.78

Each business unit/agency may use the information from TN_GR03 differently to review and determine draws for each day. It is highly recommended that notations of the bills to be approved are annotated on the TN_GR03 in order to reconcile to the TN_BI10_GR_INV_B4_SINGLE_ACT query results discussed later in this section.

It is also recommended that the agency save each day's results of the TN_GR03_BILLING_DETAIL query for audit trail purposes.

Section 4.2.3 – Customer (revenue) Contract’s Billing Process

Section 4.2.3.1 - Approve or Delete Temporary Bills/Lines

After analyzing the billing data, agency personnel must decide which of the temporary bills are eligible to be drawn (selected). This will be done through the section “Update Billing Worksheet Action.”

If the temporary bill is not eligible to be drawn, it should be deleted (e.g. an AP voucher was charged to a grant in error and needed to be reallocated). Deleting a temporary bill will result in the following:

- It will reprocess in Project Costing and will appear as a new temporary bill on the TN_GR03 the next day.
- The deleted transaction is removed from the Billing Worksheet list.
- There is no accounting impact on the general ledger.
- In Project Costing, the Analysis type will remain “BIL” (billable).

If the temporary bill is eligible to be drawn, it should be approved. The approval and processing of the temporary bills produces the following:

- An Invoice Item ID is assigned for each temporary bill approved.
- Once a temporary bill is selected for approval and saved, the approved transactions will no longer be returned by the TN_GR03 query.
- An accounts receivable invoice item is created and an entry is posted to the general ledger that is a credit entry to unbilled accounts receivable and a debit entry to record the accounts receivable.
- In Project Costing, the Analysis Type of the “BIL” (billable) transaction lines become “BLD” (billed).
- The Invoice Item ID along with the billed date and amount are returned to the Customer (revenue) Contract’s billing history.

Section 4.2.3.2 - Update Billing Worksheet Action

To begin approving and deleting temporary bills, the Worksheet Header should be accessed.

Navigation:

- Click on: FSCM> Billing> Manage Billing Worksheet>Update Billing Worksheet

There is flexibility when entering the search criteria. If the process times out, the search criteria should be narrowed by selecting the Customer or Customer (revenue) Contract.

Example 1: The search from the Update Billing Worksheet page will be limited by Customer (revenue) Contract, FFG2016 for Business Unit 31601.

- Click on Set Filter Options to select search criteria.

- Click Search

Continuing with Example 1, the following temporary bills were returned.

The decision was made to delete temporary bill TMP-01121165 and to approve temporary bill TMP-01120951 and draw these funds.

Worksheet Headers		Line Details	
Business Unit 31601			
To change your search criteria, click Set Filter Options.			
Header Level Detail		Billing Worksheet	
Contract	Project	Letter of Credit ID	LOC Doc ID
<input type="checkbox"/> FFG2016			
<input type="checkbox"/> FFG2016			

Contract	Pretax Invoice Amount	Currency	Add To Bill	Header Info 1
<input type="checkbox"/> FFG2016	4,242.07	USD	<input type="checkbox"/>	TMP-01120951
<input type="checkbox"/> FFG2016	135.00	USD	<input type="checkbox"/>	TMP-01121165

- Click in the box to the left of the Contract to produce a check mark selecting the bill(s) to be deleted.

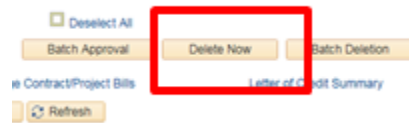
Worksheet Headers | Line Details

Business Unit 31601

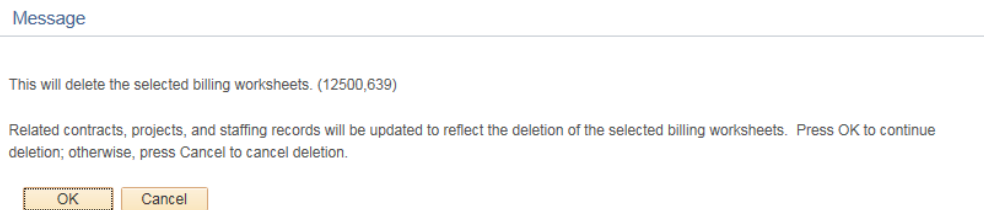
To change your search criteria, click Set Filter Options. [Set Filter Options](#)

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"/> FFG2016				4,242.07	USD	<input type="text"/>	TMP-01120951		
<input checked="" type="checkbox"/> FFG2016				135.00	USD	<input type="text"/>	TMP-01121165		

- Click on Delete Now.



The following message is returned.



- Click OK.

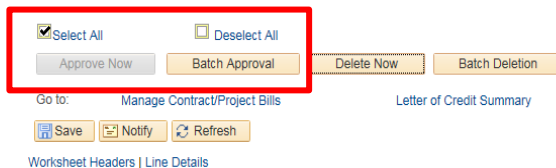
Clicking OK returns the user to the Worksheet Headers page leaving the Customer (revenue) Contract temporary bill(s) to be approved. If an additional Customer or Contract is needed, click on the Set Filter Options hyperlink to select the Customer or Contract needed for approval.

Worksheet Headers | Line Details

Business Unit 31601

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"/> FFG2016				4,242.07	USD	<input type="text"/>	TMP-01120951		

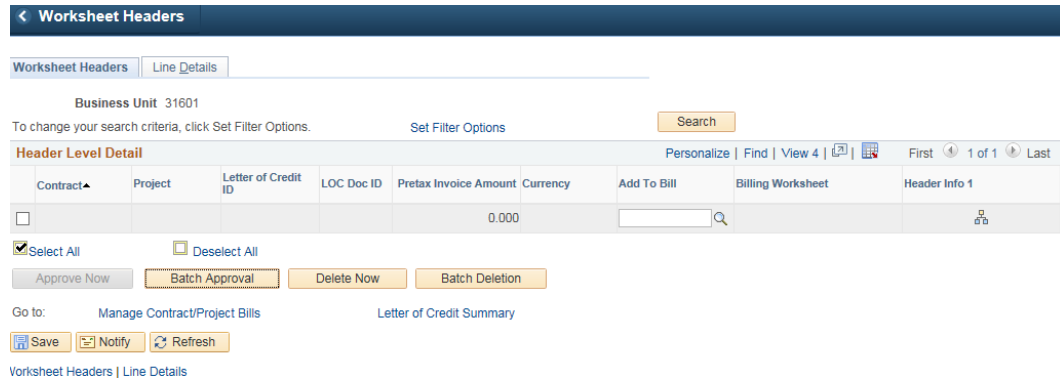


- Click in the box to the left of the Contract to produce a check mark selecting the bill(s) to be approved. If all temporary bills are to be selected, click in the box to the left of Select All.

Note: When the Worksheet Headers screen appears, by default, the Select All box will show a check mark.

- Click “Batch Approval.”

When approved, the Worksheet Headers page is returned blank as follows:



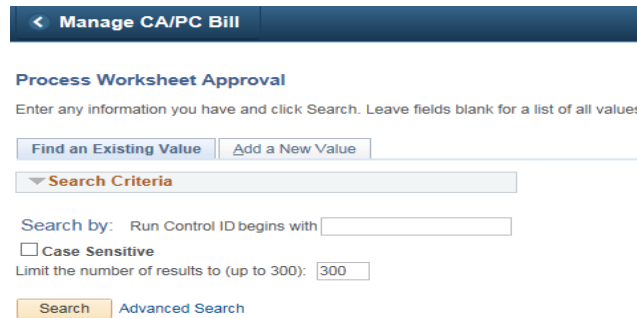
Complete the Batch Approval process:

Navigation:

FSCM> Billing> Manage Billing Worksheet> Process Worksheet Approval

A Run Control ID is needed for the Process Worksheet Approval page.

Note: A Run Control ID only needs to be created once and can be used daily after it is created.



- To create a new Run Control ID, click on “Add a New Value” and create the Run Control ID name and Click “Add.”

Manage CA/PC Bill Process Worksheet Approval

Process Worksheet Approval

Find an Existing Value | Add a New Value

Run Control ID:

Find an Existing Value | Add a New Value

- Verify that the Group Billing Worksheet box in the Approval Option is blank (not checked) on the Process Worksheet Approval. Processing with this box checked may result in unintended negative consequences.

Manage CA/PC Bill Process Worksheet Approval

Process Worksheet Approval

Run Control ID: ProcessWorksheetApproval | Report Manager | Process Monitor |

Approval Option

Group Billing Worksheets

Select to group billing worksheets to append to existing bills that match bill-by criteria, or to create a new bill if a matching bill does not exist. If an existing bill was specified in the online update, that bill will be used regardless of your selection here.

Worksheet Selection Criteria

Manage CA/PC Bill Process Worksheet Approval

Process Worksheet Approval

Run Control ID: ProcessWorksheetApproval | Report Manager | Process Monitor |

Approval Option

Group Billing Worksheets

Select to group billing worksheets to append to existing bills that match bill-by criteria, or to create a new bill if a matching bill does not exist. If an existing bill was specified in the online update, that bill will be used regardless of your selection here.

Worksheet Selection Criteria

*Business Unit:

Bill To Customer	From: <input type="text"/>	Through: <input type="text"/>
Accounting Date	From: <input type="text"/>	Through: <input type="text"/>
Invoice Date	From: <input type="text"/>	Through: <input type="text"/>
Billing Type	From: <input type="text"/>	Through: <input type="text"/>
Bill Source	From: <input type="text"/>	Through: <input type="text"/>
Contract Type	From: <input type="text"/>	Through: <input type="text"/>
Contract	From: <input type="text"/>	Through: <input type="text"/>
Project	From: <input type="text"/>	Through: <input type="text"/>
Billing Specialist	From: <input type="text"/>	Through: <input type="text"/>
Billing Worksheet	From: <input type="text"/>	Through: <input type="text"/>
Letter of Credit	From: <input type="text"/>	Through: <input type="text"/>
LOC Doc ID	From: <input type="text"/>	Through: <input type="text"/>
Pretax Invoice Amt	From: <input type="text"/>	Through: <input type="text"/>
Added Within Days	<input type="text"/>	
Date Added	From: <input type="text"/>	Through: <input type="text"/>
User 1	From: <input type="text"/>	Through: <input type="text"/>

- Click Save. (Only if it was the first time you created the Run Control ID.)
- Click on the Billing Worksheet icon which will bring up the temporary bills being processed.

Process Worksheet Approval

Run Control ID ProcessWorksheetApproval Report Manager Process Monitor Run



The Process_Worksheet_Approval run control for the Billing Worksheet Batch Update will return the temporary bills approved that day.

Bills To Be Processed

Business Unit	Invoice	Customer
31601	TMP-01120951	GR0000000000054

Return

- Click Return.
- Click Run.

Process Worksheet Approval

Run Control ID ProcessWorksheetApproval Report Manager Process Monitor Run



By clicking on “Run”, the Process Scheduler has kicked off the Process Worksheet Approval job.

- Click OK.

Process Scheduler Request

User ID jilm0204001 Run Control ID Process_Workseet_Approval

Server Name [dropdown] Run Date 02/27/2018 [dropdown] [Reset to Current DateTime]

Recurrence [dropdown] Run Time 9:29:04AM

Time Zone [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Worksheet Batch Update	BI_WRKSHSTUPD	Application Engine	Web	TXT	Distribution

OK Cancel

- Click on Process Monitor hyperlink and “Refresh” until the process “BI_WRKSHSTUPD” has run to “Success” and “Posted.”

Process Worksheet Approval

Process List | Server List

View Process Request For

User ID: jilm0204001 x | Type: [] Last [] 7 Days | Refresh

Server: [] Name: [] Instance From: [] Instance To: []

Run Status: [] Distribution Status: [] Save On Refresh

Process List Personalize | Find | View All | First 1-42 of 42 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	30252161		Application Engine	BI_WRKSHTUPD	jilm0204001	02/27/2018 9:29:04AM CST	Success	Posted	Details

- Click on the Details hyperlink and Message Log to review that the batch worksheet update has created the billing. The value returned as “New Bill Headers Created” should equal the number of new billed Invoice Item(s) approved on the TN_GR03 query applicable to the agency. To continue from Example 2 – there is one new Billing Header created.

Message Log

Process

Instance: 30318228 Type: Application Engine
Name: BI_WRKSHTUPD Description: Billing Worksheet Batch Update

Personalize | Find | View All | First 1-11 of 11 Last

Severity	Log Time	Message Text	Explain
10	10:00:40AM	Billing Worksheet Approval Process started.	Explain
10	10:00:40AM	Processing state 010: BI records locked.	Explain
10	10:00:40AM	Processing state 050: Invoice Numbers Assigned.	Explain
10	10:00:42AM	Processing state 100: BI records updated.	Explain
10	10:00:42AM	New Bill Headers Created: 1	Explain
10	10:00:42AM	Existing bills added to: 0	Explain
10	10:00:42AM	New Bill Lines Created: 12	Explain
10	10:00:42AM	Transactions in Error: 0	Explain
10	10:00:42AM	Billing worksheets partially processed: 0	Explain
	10:00:50AM	Published message with ID 8a4c2a1a-2157-11e8-acee-dc3b48ba568a to create entry in folder GENERAL.	Explain
	10:00:50AM	Successfully posted generated files to the report repository	Explain

[Return](#)

Make sure the amount of new bills created equals what was approved and that no transactions are in error. If errors exist, contact the Edison Help Desk for assistance.

- Click Return.

Section 4.2.3.3 – Verify that the approved Invoice Items will be billed

Run the TN_BI10_GR_INV_B4_SINGLE_ACT query. The results of this query contain all Invoice Items that have been approved and are ready to be generated.

Navigation:

- Nav Bar> FSCM Reporting Tools> Query> Schedule Query

An example of TN_BI10_GR_INV_B4_SINGLE_ACT query results are as follows:

	A	B	C	D	E	F	G	H	I	J	K
1	Unit	Invoice	Inv Amt	Bill To	Contract	Dtime Add	Source	Status	Ref Awd #	Fed Awd ID#	CFDA #
2	31601	833167	4242.07	GR00000000000054	FFG2016	03/06/2018 10:00:41AM	GRANTS	RDY	2016-JF-FX-0014		

Section 4.2.3.4 – Single Action Invoice Processing

The Single Action Invoice process creates the Customer (revenue) Contracts Invoice Items which an individual has approved for the day.

- Navigation:
 - FSCM> Billing> Generate Invoices> Non-Consolidated> Single Action Invoice.
- Click on search.
- In the Invoice Date Option box, select “Processing Date”.
- In the Posting Action box, select “Batch Standard”.
- In the Range Selection box, select “Bill Source”.
- Click in the Business Unit field and populate with the GL Business Unit/Agency.
- Click in the Source field and populate with “Grants.”
- Click Save.

- Click the “Bills To Be Processed” Icon located next to “Run.”

Single Action Invoice | Print Options

Run Control ID PP_Sngl_Act_1 | Report Manager | Process Monitor

Language English | Specified Language | Recipient's Language

Run

Selection Parameters | Find | View All | First | 1 of 1 | Last

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 31601
Source GRANTS

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Single Action Invoice | Print Options

- It returns the following screen. Verify the Invoice Items that were on the TN_BI10_GR_INV_B4_SINGLE_ACT query are equal to those listed in the “Bills To Be Processed.”
- Click Return.

Bills To Be Processed

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
31601	0000833167	RDY	GR00000000000054	GM_GEN	P	Print Copy

Return

- Click Run.

Single Action Invoice | Print Options

Run Control ID PP_Sngl_Act_1 | Report Manager | Process Monitor

Language English | Specified Language | Recipient's Language

Run

The Single Action job in the Process Monitor running is entitled “TBIJOB3.”

- Click OK.

Process Scheduler Request

User ID: jillm0204001 Run Control ID: PP_Sngl_Act_1

Server Name: Run Date: 03/06/2018 Recurrence: Run Time: 10:12:53AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Tenn Single Action w/Comm Cntl	TBIJOB3	PSJob	(None)	(None)	Distribution

- Click the Process Monitor hyperlink.

Process List Server List

View Process Request For

User ID: jillm0204001 Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	30318654		PSJob	TBIJOB3	jillm0204001	03/06/2018 10:12:53AM CST	Processing	N/A	Details

- Click Refresh until the process has reached "Success" and "Posted". The time for this particular job to finish, TBIJOB3, is highly dependent upon the number of similar jobs running simultaneously and could take anywhere between a few minutes to a couple of hours. If the Run Status goes to "No Success," contact the Edison Help Desk for assistance.

Process List Server List

View Process Request For

User ID: jillm0204001 Type: Last: 1 Days

Server: Name: TBIJOB3 Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	30318654		PSJob	TBIJOB3	jillm0204001	03/06/2018 10:12:53AM CST	Success	Posted	Details
<input type="checkbox"/>	30305931		PSJob	TBIJOB3	jillm0204001	03/05/2018 10:35:31AM CST	Success	Posted	Details

Section 4.2.3.5 – Print/Save Invoice Items

To obtain a "PDF" copy of the invoice:

- Click on the Process Name "TBIJOB3" which is a hyperlink in the Process Monitor.
- Click on the "BIGIVCPN" job within this process.

Process Detail

Process Name TBJJOB3 Refresh

Main Job Instance 30318654

Left | Right

- 30318654 - TBJJOB3 Success
 - 30318655 - BIIVC00 Success
 - 30318657 - BI_IVCEXT Success
 - 30318658 - BI_PRNXP01 Success
 - 30318659 - BIGIVCPN Success
 - 30318660 - BICURCNV Success
 - 30318661 - BIPRELD Success
 - 30318662 - BILDGL01 Success
 - 30318663 - FS_BP Success
 - 30318664 - BILDAR01 Success

Return

- Click on View Log/Trace under the Actions section.

Process Detail

Process

Instance 30318659 Type SQR Report

Name BIGIVCPN Description Grants Print Portrait Invoices

Run Status Success Distribution Status Posted

Run

Run Control ID PP_SngL_Act_1

Location Server

Server PSUNX

Recurrence

Date/Time **Actions**

Request Created On 03/06/2018 10:14:13AM CST [Parameters](#) Transfer

Run Anytime After 03/06/2018 10:12:53AM CST [Message Log](#)

Began Process At 03/06/2018 10:15:10AM CST [Batch Findings](#)

Ended Process At 03/06/2018 10:15:25AM CST [View Log/Trace](#)

OK Cancel

- Click on the PDF file to be able to see the invoice(s) to print/save:

View Log/Trace

Report

Report ID 24657108 Process Instance 30318659 [Message Log](#)

Name BIGIVCPN Process Type SQR Report

Run Status Success

Grants Print Portrait Invoices

Distribution Details

Distribution Node fsprd Expiration Date 04/06/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_BIGIVCPN_30318659.log	1,758	03/06/2018 10:15:25.130052AM CST
bigivcpn_30318659.PDF	11,086	03/06/2018 10:15:25.130052AM CST
bigivcpn_30318659.out	400	03/06/2018 10:15:25.130052AM CST


Distribute To

Distribution ID Type *Distribution ID

User jillm0204001

Return

From the previous example, the following invoice would be available to print, scan, or save.

	INVOICE Tennessee Commission on Children and Youth																													
	Please Remit To: Tennessee Commission on Children and Youth Andrew Jackson Building, 9th Fl, 502 Deaderick St NASHVILLE TN 37243	Page: 1 Invoice No: 0000833167 Invoice Date: 03/06/2018																												
Customer: US DEPARTMENT OF JUSTICE 810 7TH ST NORTHWEST WASHINGTON DC 20001	Customer Number: GR0000000000054 Payment Terms: Net 30 Due Date: 04/05/2018																													
Sponsor Award: 2016-JF-FX-0014	Federal Project:																													
Contract: FFG2016 FY 2016 Title II Formula Grant Program	Bill Type: Grants Management																													
	AMOUNT DUE:	4,242.07																												
For billing questions, please call Billing Services at 615-532-3150																														
<table border="1"> <thead> <tr> <th>Project</th> <th>Phase Type</th> <th>Description</th> <th>Bill Amount</th> </tr> </thead> <tbody> <tr> <td>CYFFGTCMF000016</td> <td></td> <td>Employee Benefits</td> <td>661.93</td> </tr> <tr> <td>CYFFGTCMF000016</td> <td></td> <td>Salary and Wages</td> <td>1,230.14</td> </tr> <tr> <td colspan="3" style="text-align: right;">SUBTOTAL:</td> <td>\$ 1,892.07</td> </tr> <tr> <td>CYFFGTRAS000016</td> <td></td> <td>Grants and Subsidies</td> <td>2,350.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">SUBTOTAL:</td> <td>\$ 2,350.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL AMOUNT DUE :</td> <td>\$ 4,242.07</td> </tr> </tbody> </table>	Project	Phase Type	Description	Bill Amount	CYFFGTCMF000016		Employee Benefits	661.93	CYFFGTCMF000016		Salary and Wages	1,230.14	SUBTOTAL:			\$ 1,892.07	CYFFGTRAS000016		Grants and Subsidies	2,350.00	SUBTOTAL:			\$ 2,350.00	TOTAL AMOUNT DUE :			\$ 4,242.07		
Project	Phase Type	Description	Bill Amount																											
CYFFGTCMF000016		Employee Benefits	661.93																											
CYFFGTCMF000016		Salary and Wages	1,230.14																											
SUBTOTAL:			\$ 1,892.07																											
CYFFGTRAS000016		Grants and Subsidies	2,350.00																											
SUBTOTAL:			\$ 2,350.00																											
TOTAL AMOUNT DUE :			\$ 4,242.07																											

Printing invoices could also be done by Customer or Customer (revenue) Contract.

Navigation:

- FSCM> Billing>Locate Bills> Bills Invoiced

Enter business unit in the Unit field. If **all** Invoice Items for a particular Customer are to be printed, enter the Customer ID in the ID field. If a particular Customer (revenue) Contract's Invoice Items are to be printed, change the "Bill To" field to "Contract" and enter the Customer (revenue) Contract name in the ID field instead of the Customer ID.

Bills Invoiced

*Unit 31601 *Currency Option Transaction Currency

*Bill To Customer *ID GR0000000000054

0.000 / 0.00

Bill Search Results Personalize | Find | View All | First 1 of 1 Last

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>							0.000		

Summary Header Info 1 Address Copy Address Header Notes
 Line Info 1 Tax Accounting Discount/Surcharge Line Notes Line Search

Notify Refresh

- Click on Search and the most recent Invoice Items for the customer will appear. Using a check mark in the Select field, choose Invoice Items to be printed. For the example, all invoice items for Customer GR0000000000054 for Invoice Date 01/11/2019 are selected:

Bills Invoiced

*Unit 31601 *Currency Option Transaction Currency *Bill To Customer *ID GR0000000000054 Search

1 To 40 Of 368 1,029,085.43 / 10,860,603.60

Bill Search Results Personalize | Find | View All | First | 1-9 of 40 | Last

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input checked="" type="checkbox"/>	GM	INV	GRANTS	0000912975	N	01/11/2019	148.88 USD		jillm0204001
<input checked="" type="checkbox"/>	GM	INV	GRANTS	0000912974	N	01/11/2019	419.34 USD		jillm0204001
<input checked="" type="checkbox"/>	GM	INV	GRANTS	0000912973	N	01/11/2019	20,394.35 USD		jillm0204001
<input checked="" type="checkbox"/>	GM	INV	GRANTS	0000912960	N	01/11/2019	34,751.89 USD		jillm0204001
<input type="checkbox"/>	GM	INV	GRANTS	0000912011	N	01/07/2019	225.00 USD		jillm0204001
<input type="checkbox"/>	GM	INV	GRANTS	0000912010	N	01/07/2019	64,383.11 USD		jillm0204001

- Click on the printer icon which brings up this screen and click OK.

Invoice Reprint Overrides

Custom Label Duplicate

Print Invoice Sort By Customer, Invoice

Server Name

Output Destination

Web File Printer

*Output Destination

OK Cancel Refresh

Next, navigate to Report Manager to retrieve the Invoice.

Navigation:

- Nav Bar > FSCM > FSCM Reporting Tools > Report Manager.

Click on the Administration tab/page then click on the description “Grants Print Portrait Invoices” to download the Invoice Items printed in a PDF format.

List Explorer **Administration** Archives

View Reports For

User ID maryID117001 Type Last 5 Days Refresh

Status Folder Instance to

Report List Personalize | Find | View All | First | 1-27 of 27 | Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	27274665	33623027	Grants Print Portrait Invoices	03/05/2019 8:14:16AM	Acrobat (*.pdf)	Posted	Details

Processing of Invoice Items should be verified through the following:

Navigation:

- FSCM> Billing > Review Billing Information> Summary. Business Unit should default in the field.
- Click on the Invoice field and populate with an Invoice Item number from the listing received from running the TN_B110_GR_INV_B4_SINGLE_ACT.
- Click on search.

Bill Summary

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 = 31601

Invoice begins with 0000833167

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

Limit the number of results to (up to 300): 300

[Basic Search](#)

- Click the Bill Summary Info 2 tab (page).

Bill Summary Info | **Bill Summary Info 2**

Unit	Invoice	Invoice Date
31601	0000833167	03/06/2018

Gross Extended Amount	4,242.07	Customer	GR0000000000054 US DEPARTMENT OF JUSTICE
Total Discounts	0.00	Invoice Type	Regular
Total Surcharges	0.00	Bill Type	GM Grants Management
<hr/>		Bill Source	GRANTS Grants Bill Source
Total VAT Amount	0.00	Bill Status	INV
Total Taxes	0.00	Template	No
<hr/>		Consol Hdr	No
Total Invoice Amount	4,242.07	Bill By ID	GM_CASH
Forward Bal	0.00	Invoice Media	Print Copy
Paid Amount	0.00	Due Date	04/05/2018
<hr/>			
Total Due	4,242.07 USD		

to: Header Info 1 Address Copy Address Notes
 ill Search Line Search

[Summary Info](#) | [Bill Summary Info 2](#)

- Validate the budget check status is “Valid.”
- Validate that the following checkboxes are selected: Invoice Printed, Currency Converted, GL Entries Created, and AR Pending Item Created.

Bill Summary Info | Bill Summary Info 2

Unit 31601 Invoice 0000833167

GL Level BI Creates GL Acct Entries
 AR Level Header is AR Open Item
 AR Option Use Line for Distribution

Pre-Load Status Done

Budget Check Status Valid

Payment Status

Approval Status Not Required
 Date Bill Added 03/06/2018 10:00AM
 Created By jillm0204001 Jill M Hatleberg
 Created By Process Worksheet Batch

VAT Defaults Applied
 Invoice Printed
 EDI Sent
 Currency Converted
 Email Sent
 GL Entries Created
 AR Pending Item Created

Go to: Header Info 1 Address Copy Address Notes
 Bill Search Line Search

If user is unable to validate as above, an Edison Help Desk ticket needs to be requested for assistance.

Section 4.2.3.6 – Updates to Project Costing, the Customer (revenue) Contract, and the General Ledger

When temporary bills are approved and the “Single Action” process is run, the following updates automatically occur during the nightly batch process:

1. A BI (Billing) journal that debits Accounts Receivable and credits Unbilled Accounts Receivable is posted to the General Ledger. These Billing (BI) journals will not have the Project ID and Activity in the chartfield string. An example of a billing journal is as follows:

Journal Inquiry Details

▶ Ledger Criteria

Go To: Journal Criteria

Journal Header

Journal ID:	BI01838216	Date:	01/15/2015	Schedule:	
Ledger Group:	ACTUALS	Original Date:	01/15/2015	Process:	No Request
Source:	BI	Date Posted:	01/15/2015	Total Lines:	2
Journal Status:	Posted	Reversal Date:		User ID:	ERP_BATCH
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	32701
Doc Seq:		Budget Status:	Valid		View Attachment (0)

Long Description: Billing

All Lines
 From/To From Line: To Line: [Query Journal Lines](#)

Totals by Currency

Currency:	USD	Debit Amount:	894,957.59	Credit Amount:	894,957.59	Net:	0.00
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Journal Line

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Fund	Dept	Account	Project	Activity
	1	Billing	-894,957.59	USD	11000		11120001		
	2	Billing	894,957.59	USD	11000		12000001		

2. For the billing transaction lines in Project Costing, the following updates are made:

- Analysis type changes from “BIL” to “BLD” on each priced /billing transaction line.
- Invoice Item number is added to the “BLD” priced/billing transaction line.
- Invoice Item billed date is added to the “BLD” priced/billing transaction line.

3. For billing transaction lines in the Customer (revenue) Contract, the following updates are made:
 - Invoice Items are generated.
 - The total amount of each Invoice Item is added to the Billing Plan's history.
 - Integration with Accounts Receivable to establish the accounts receivable for the Customer (revenue) Contract occurs.
 - Invoice Items are reflected on the Customer (revenue) Contract's Contracts Workbench and Review Contract Summary pages.

The nightly processes will post the invoices to the AR module and update Project Costing and the Customer (revenue) Contracts modules.

Section 4.3 – Grant Accounts Receivable and Draw Overview

Each Federal Agency maintains a system where grantees initiate draws. It is recommended as a best business practice to make these draws only after invoice generation has occurred and using the Invoice Item amounts. Payments can be received via ACH, wire, or check. Regardless of how the payment is received, in most cases the deposit should be matched to the accounts receivable open Invoice Item using the Payment Predictor method.

Refer to the Accounts Receivable module's manuals in Edison for recording deposits and payments.

If amounts received are less than the Invoice Item amounts and amounts requested from the Federal drawdown site, contact the Division of Accounts for further instructions.