

Manual Process for Grant Billing Job Aid

Overview

This document will review the INFORMS process for Manually Billing on Grants using the Billing module. The following step by step instructions will provide guidance on the process.

Navigate to: Finance/supply Chain (FSCM) > Credit to Cash Operations > Billing

Step 1 Under My **Billing Invoices**, select **Standard Billing**

My Billing Design ✓
My Customers
My Billing Invoices ↑

- Update Billing Worksheet
- Review Pending Transactions
- Express Billing
- Bill Summary
- Standard Billing**
- Review Contract/Project Bills
- Installment Bill Schedules
- Create Installment Bills
- Recurring Bill Schedules
- Review Interface Completions

Bill Entry

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

Find an Existing Value | Keyword Search | Add a New Value

▼ **Search Criteria**

Business Unit = ▾ BU 🔍

Invoice begins with ▾ 🔍

Bill Status = ▾ ▾

Customer begins with ▾ 🔍

Contract begins with ▾

Bills in Business Unit = ▾ 🔍

Template Invoice Flag = ▾ ▾

Case Sensitive

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

Step 2 Click **Add a New Value** and enter the following information:

Bill Entry

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

Business Unit: CU 1

Invoice: NEXT 2

Bill Type Identifier: GM 3

Bill Source: ONLINE 4

Customer: 0000012695 5

Invoice Received Date: 06/23/2021 6

Accounting Date: 06/23/2021 7

Add 8

Step	Field	Value	Comments
1	Business Unit	Your Departments Billing Business Unit	
2	Invoice	NEXT	This is a system generated value. Leave as defaulted
3	Bill Type Identifier	GM	
4	Bill Source	ONLINE	
5	Customer	Enter the Customer ID to be invoiced	
6	Invoice Received Date	Enter the date	
7	Accounting Date	Enter the Accounting Date	
8	ADD		Click to add the invoice in INFORMS

Step 3 Header – Info 1 page

Most of the information in the Header – Info 1 page will be automatically populated. Verify the data that defaults is correct and add the additional information needed.

Step	Field	Value	Comments
1	Cycle ID	Enter the Billing Cycle	
2	From Date	Enter the From date for the invoice	This is an optional entry
3	To Date	Enter the To date for the invoice	This is an optional entry
4	SAVE		Once you save, the system will automatically generate an invoice number

Step 4 Click on the **Line – Info 1** tab and enter the following information

The screenshot shows a software interface for entering bill line information. The 'Line - Info 1' tab is selected. The interface includes a header section with 'Unit CU', 'Bill To 0000012695', 'Pretax Amt 201.01 USD', and 'Invoice CU00000022'. Below this is a 'Bill Line' section with a search bar and navigation controls. The main form contains several input fields: 'Seq 1', 'Line', 'Table', 'Identifier', 'Quantity 1.0000', 'Unit of Measure EA', 'Unit Price 201.0100', 'Gross Extended 201.01', 'From Date', 'To Date', 'Line Type REV', 'Tax Code', 'Exempt Cert', and 'Description SAMPLE GRANT BILL'. A summary table at the bottom shows 'Less Discount 0.00', 'Plus Surcharge 0.00', 'Net Extended 201.01', 'VAT Amount 0.00', 'Tax Amount 0.00', and 'Net Plus Tax 201.01'. At the bottom left, there are buttons for 'Save', 'Notify', and 'Refresh'. At the bottom right, there are buttons for 'Add' and 'Update/Display'.

Step	Field	Value	Comments
1	Description	Optional	This value will help to identify what the invoice is for and is suggested to be entered.
2	Quantity	Enter the quantity	
3	Unit of Measure	Enter a Unit of Measure	
4	Unit Price	Enter the Unit price for each quantity	
5	Gross Extended	Enter the Gross Amount	
6	From Date	Optional	Defaulted is entered on the Header page. Change as appropriate.
7	To Date	Optional	Defaulted is entered on the Header page. Change as appropriate.
8	SAVE		

Step 5 From the Navigation drop down, select **Header – Info 2**

[Header - Info 1](#) | **Header - Info 2** | [Line - Info 1](#)

Unit CU Bill To 0000012695 Pretax Amt 201.01 USD
 Invoice CU00000022 STATE OF FLORIDA DEPARTMENT OF STATE

Paid Reference
 Paid Amount
 Fwd Balance
 Letter of Credit ID
 Letter of Credit Document ID

[Prepayment Lookup](#)
 Entry Type
 Entry Reason
 Hold Until Date
 Accrue Unbilled

Currency Information

Billing Currency USD Exchange Rate
 Rate Type
 Base Currency USD Rate

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

Summary Bill Search Line Search
 Navigation

[Header - Info 1](#) | [Header - Info 2](#) | [Line - Info 1](#)

Step	Field	Value	Comments
1	Entry Type	IN	
2	Entry Reason	SVC	
3	SAVE		

Step 6 From the Navigation drop down, select **Line – Project Info** and enter the following:
 In addition to the Project and Activity information, you will also need the Customer Contract Number, the Customer Contract Bill Plan ID and the Customer Contract Bill Plan Line number.

To find the Bill Plan ID and Bill Plan Line (BP Line):

- 1) Navigate to: *Finance/supply Chain (FSCM) > Customer Contracts > Customer Contracts*
- 2) Search for the Customer Contract
- 3) On the General Page, click on **Billing Plans**.

- 4) The **Bill Plan** is listed on the Assign Billing Plan page under the Plan column.
- 5) The **Bill Plan Line (BP Line)** is listed under the Line column.

Assign Billing Plan

Contract CU207201 BLACK BOX LITTLE HAVANA
 Sold To Customer STATE OF FLORIDA DEPARTMENT OF STATE

Contract Lines to be Assigned / Unassigned

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
2	GRANT_MANUAL_BILL	Grants Manual Billing		Rate	B102	As-Incurred Bill Plan	As Incurred	Ready

Select All Clear All

Once you have gathered the Customer Contract details, enter the following information:

Step	Field	Value	Comments
1	PC Bus Unit	Enter the Project Costing Business Unit for Line	
2	Project	Enter the Project to be used on the line	
3	Activity	Enter the Activity to be for the line	
4	Source Type	Optional	**This must be entered when using a Capital Project that is GOB funded
5	Analysis type	BLD	Enter Billed (BLD) for the Analysis Type
6	Contract	Enter the Contract Number	For the Billing Plan ID to be available, you must enter the Contract number first.
7	Billing Plan ID	Enter the Billing Plan on the Customer Contract	The billing plan can be found on the customer contract > Billing plan (see screenshot below for an example)
8	BP Line	Enter the Billing Plan Line number	The Line number can be found on the Customer Contract. Please note 1 billing plan can have many lines
9	Contracts Business Unit	Enter the Customer Contract Business Unit	
10	SAVE		

Step 7 From the Navigation drop down, select **Line – Info 2** and enter the following

The screenshot shows the 'Line - Info 2' tab in a software application. At the top, there are tabs for 'Header - Info 1', 'Line - Info 1', and 'Line - Info 2'. Below the tabs, there are fields for 'Unit CU', 'Invoice CU00000024', 'Bill To 0000012695 STATE OF FLORIDA DEPARTMENT OF STATE', 'Pretax Amt 20.01 USD', and 'Max Rows 100'. The main section is titled 'Bill Line' and contains a table with one row: Seq 1, Line (empty), Net Extended 20.01, Description SAMPLE GRANT BILL. Below the table are various input fields: Purchase Order, Contract No (CU207201), Contract Date, SubCustomer 1, SubCustomer 2, System Source, Entry Type, Entry Reason, and Revenue Recognition Basis (Invoice Date). There are also navigation links like 'Go to: Notes', 'Summary', 'Bill Search', 'Line Search', 'Accounting', 'AR Level', 'AR Option', and 'GL Level'. A 'Navigation' dropdown menu is set to 'Line - Info 2'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Field	Value	Comments
1	Contract No	This value should default	Verify this value defaults on the page.
2	Line	Enter the Contract Line number	
3	SAVE		

Step 8 Click on the Accounting link at the bottom of the page. This will take you to the Revenue Distribution page. Enter the following information

The screenshot shows the 'Revenue Distribution' page. At the top, there are tabs for 'Header - Info 1', 'Line - Info 1', and 'Revenue Distribution'. Below the tabs, there is a header section with fields for Unit (CU), Invoice (CU00000022), Bill To (000012695), Pretax Amt (201.01 USD), and Max Rows (100). The 'Bill Line' section shows 'Seq 1' and 'Net Extended 201.01'. Below this is the 'Bill Line Distribution - Revenue' table. The table has columns for Fund, Dept, Account, Grant, PC Business Unit, Project, Activity, and Source Type. The values entered in the table are: Fund: S2001, Dept: CU05020000, Account: 4347000001, Grant: CU207201, PC Business Unit: CU, Project: CU207201, Activity: ARTISTS_FEES, Source Type: (empty). Below the table, there are buttons for 'Accounting', 'Save', and 'Return to Search'.

Step	Field	Value	Comments
1	Fund	Enter the Fund for the Revenue Accounting line	
2	Department	Enter the Department for the Revenue Accounting line	
3	Account	Enter the Account for the Revenue Accounting line	
4	Grant	Enter the Grant Chartfield for the Revenue Accounting line	
5	PC Business Unit	Enter the Project Costing Business Unit	
6	Project	Enter the Project	
7	Activity	Enter the Activity	
8	Source Type	Optional	**This must be entered when using a Capital Project that is GOB funded
9	SAVE		

Step 9 Click on the Header – Info 1 Page and set the Status to RDY and Save

Header - Info 1 | Line - Info 1

Unit CU Invoice CU00000022 Pretax Amt 201.01 USD

Status RDY **2** Invoice Date 06/23/2021 Cycle ID MONTHLY-1

*Type GM Source ONLINE *Frequency Once

*Customer 0000012695 [View Activity](#) SubCust1 SubCust2

STATE OF FLORIDA DEPARTMENT OF STATE

*Invoice Form STANDARD From Date To Date

Accounting Date 06/23/2021 Pay Terms NET30 Pay Method Check

Remit To WELLS Bank Account W001

Sales TEAM Bill Inquiry Phone

Credit ANALYST Collector COL

Billing Specialist Billing Authority

Step 10 Once the Status is set to RDY, an Approvals link will appear at the bottom of the page. Click on the link to enter Approvals

Header - Info 1 | Line - Info 1

Unit CU Invoice CU00000022 Pretax Amt 201.01 USD

Status RDY Invoice Date 06/23/2021 Cycle ID MONTHLY-1

*Type GM Source ONLINE *Frequency Once

*Customer 0000012695 [View Activity](#) SubCust1 SubCust2

STATE OF FLORIDA DEPARTMENT OF STATE

*Invoice Form STANDARD From Date To Date

Accounting Date 06/23/2021 Pay Terms NET30 Pay Method Check

Remit To WELLS Bank Account W001

Sales TEAM Bill Inquiry Phone

Credit ANALYST Collector COL

Billing Specialist Billing Authority

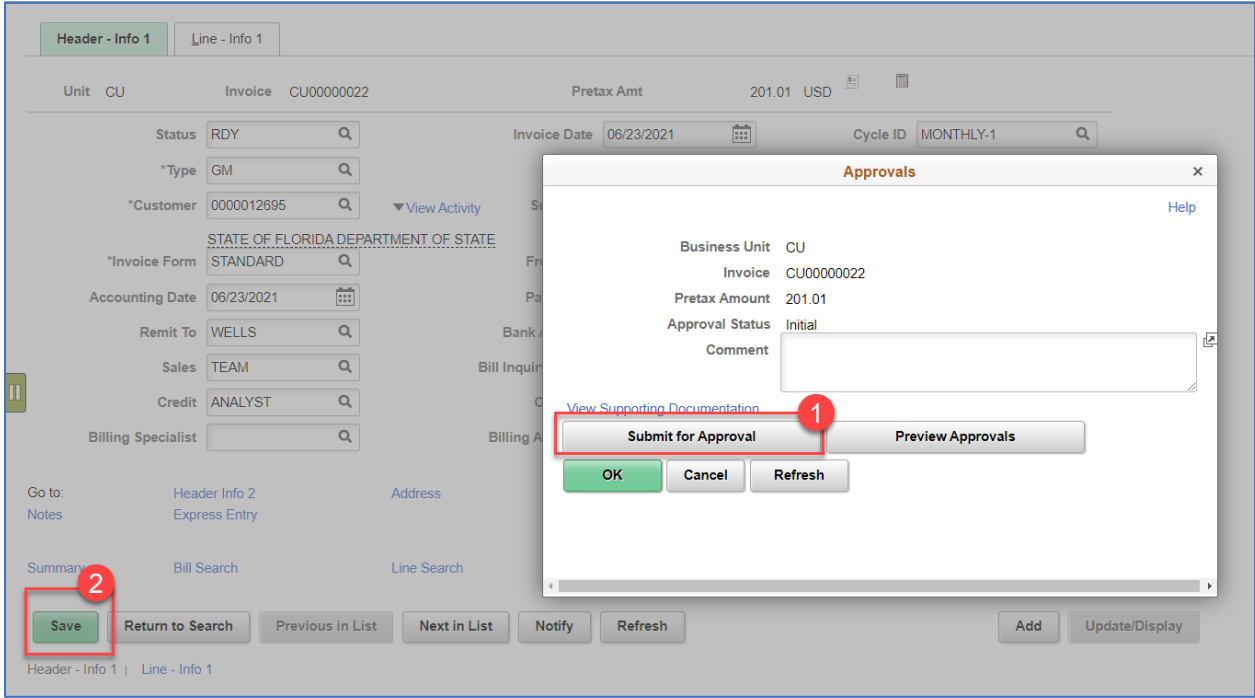
Go to: Header Info 2 Address Copy Address **Approvals** 1

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1 Page Series Prev Next

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

Step 11 On the Approvals box, click Submit for Approval then click Save.



The invoice is now ready to be further processed by the system!

END PROCESS