

Billing and AR Module Grants/Billing Steps

1. Approve/Delete Bills on the Billing Worksheet

- a. For all Bills use FSCM> Billing> Update Billing Worksheet
- b. Delete temporary bills as needed
- c. Approve temporary bills by selecting Batch Approval

2. Complete Batch Approval process

- a. For all Bills use FSCM> Billing> Manage Billing Worksheet> Process Worksheet Approval
- b. Verify that the Group Billing Worksheet box in the Approval Option is blank (not checked) on the Process Worksheet Approval
- c. Verify the bills needing to be approved by clicking on Billing Worksheet icon and then click Run
- d. Verify that the **BI_WRKSHTUPD** job is run to success and posted
- e. Check the Message log has created the billing and no errors exist

3. Run the **TN_BI10_GR_INV_B4_SINGLE_ACT** query

- a. This query lists the invoices that will be processed when the single action invoice process is run
- b. The 'Dtime Add' field on this query tells you the date the bill was approved on the billing worksheet
- c. This query can be used to determine your draw amount prior to printing the actual invoices.

4. Run the Single Action Invoice process (**TBIJOB3**)

- a. A Receivable or Invoice/Item is created as part of this process
- b. To see the invoices that were created as a part of this process:
 - i. Click on the TBIJOB3 hyperlink in the Process Monitor
 - ii. Click on the BIGIVCPN job within this process
 - iii. Click on View Log/Trace under the Actions section
 - iv. Find the .PDF document under the File List
- c. Triggers the Nightly Batch Process to update Projects/Grants with items that have been billed
- d. Triggers the Nightly Batch Process to update GL with a BI journal that credits Unbilled Accounts Receivable and Debits Accounts Receivable

5. Draw Money from Federal System(s)

- a. Use the **TN_BI10_GR_INV_B4_SINGLE_ACT** query or refer to the PDF file that is generated with the Single Action Invoice Process was run

(View Log/Trace File on the **BIGIVCPN** job within the TBIJOB3 process) to determine the amount(s) to draw.

6. Money is Received – Invoices are Paid

- a. Key the ACH/WIRE deposit in Edison or process the cash/check deposit in iNovah
- b. Use the query generated in Step 2
(TN_BI10_GR_INV_B4_SINGLE_ACT) to determine what invoices to attach to deposit
- c. Wires hit bank code 00001, account 0605
- d. ACH's hit bank code 99999, accounts vary (use the 3140 report to determine which account needs to be used)