Create Billing Schedule

1. Select Award > Create Billing Schedule from Related Action on Award Header

2. Select Billing Type. May default if only one available for the Award.

3. Click OK

4. Click prompt icon and select Schedule Type

5. Type a Schedule Description (optional)

6. Check to make sure Payment Terms and Payment Type are correct. If not, use prompt icons to select correct ones.

   Note: Payment Type must include word “Manual”

7. If this an Inbound SubAward, enter PO Number of Sponsor

8. Click prompt icon and select Invoice Type

9. If sponsor certification statement is not standard, enter certification statement in Invoice Memo to display on printed invoice.

10. Click checkbox next to each Award Line to include in this Billing Schedule

For Installment Billing fill in the Generate Installment Information section, otherwise skip to step 11

a. Click prompt icon and select Billing Method

b. Click prompt icon and select Billing Frequency

c. Click Calendar icon and select From Date. This is when first Installment will be scheduled.

d. Click radial button for To Date and use Calendar icon to select when last installment will be scheduled or click radial button for Number of Installments and select how many total installments to be created.

e. Click radial button next to appropriate Invoice Date Options

11. Click Save and Continue

   Note: Billing Schedule is still in Draft

   Generate Installment Information
   - Billing Method
   - Billing Frequency
   - From Date
   - To Date
   - Number of Installments
   - Invoice Date Options

12. For Installment Billing only, click Generate Installments button, click OK

13. Click Submit

Change Billing Schedule

1. Navigate to the Schedules tab on the Award

2. Use Related Action next to Schedule and select Billing Schedule > Change

Note: Cannot change an Installment Billing Schedule if there are installments in progress

3. Click OK to confirm. To not make a change, click Cancel.

   Note: This will reset the schedule status to ‘Draft’. If you elect not to make any changes, you still must submit the Billing Schedule for approval.

4. Click Edit Schedule Header to edit information in the header. See steps 4 – 8 in previous section. Click OK.

5. Click Manage Lines

   a. To add lines, click checkbox next to Award Lines in Add Lines section

   b. To remove lines, click checkbox next to Award Lines in Remove Lines section

   c. Click OK

6. Click Manage Milestones

   a. Click minus sign (-) to remove a Milestone

   b. Click plus sign (+) to add a Milestone

      i. Click prompt icon in Milestone for Transaction Billing Schedule

      ii. Select Create > Create Date Milestone

      iii. Click prompt icon and select Customer

      iv. Click prompt icon and select Milestone Type

      v. Enter a Date Milestone Name

      vi. Click Calendar icon and choose an Estimated Completion Date

      vii. Click OK

7. Click Submit. Click OK.
Create Budget Template

1. Either search for or use your Favorites to select Create Budget Template
2. Click prompt icon to select Company
3. Click prompt icon in Budget Structure and select Available Award Schedule Budget Structures > Award Budget
4. Click prompt icon in Budget Name to search for Award
5. Click prompt icon in Default Budget Type and select Award
6. Click OK
7. From the blue budget link, click Related Actions and select Budget > Maintain Budget
8. Click prompt icon in Years and select the current budget year
Note: Periods will automatically populate
9. Click prompt icon in Worktag Types and select all three Valid Types. (Fund, Grant and Object Class)
10. Click OK

Add Budget Information

a. Click prompt icon and select a Ledger Account/Summary account
   Note: There should be at least one line for Direct Expenses and only one line for Indirect Costs for every Grant, if applicable
b. Click prompt icon in Fund Worktag and select Fund Hierarchy > Sponsored Program Reporting > Fund Hierarchy: Sponsor Funded
c. Click prompt icon in Grant Worktag and select Grant. Choose the Grant this budget line represents.
   i. Click prompt icon in Object Class Worktag and select Object Class
      Note: Indirect Costs do not need an Object Class
   ii. Select Standard Object Class Set or NonStandard Object Class Set as appropriate
   iii. Select the Object Class for this budget line
d. Enter the Amount for this Budget Period
e. To add a new line, click the plus sign (+) and repeat steps 1 – 4
f. Click Submit. Click OK.

Amending Awards

1. Click Related Actions icon from the magnifying glass on the Award Header and select Award > Amend Award
2. In the Amendment Information section, click prompt icon in Reason and select the most appropriate reason code for this amendment
3. Click Calendar icon in Effective Date. Select the date this amendment is effective.
4. If the amendment information came from ORPA, type the Mod # in Number. This field is optional.
5. Make all required changes
6. Click Submit

Note: Once the Amendment has been approved, Change Billing Schedule and Maintain Budget as appropriate

Editing the Award Schedule

1. From the Award Calendar section of the Award, right-click on the Award Schedule and select See in New Tab
2. Click the Related Actions icon and select Award Schedule > Edit
3. Make any changes to the Schedule Name, Year Name, Start Date and End Date as needed to any Budget Period
   Note: Once a budget has been established to the period, you will not be able to edit the Start Date or End Date of the Budget Period where those expenses were posted
4. Click OK and click Done