Managing Transactions and Billing

Out of Award Line Period Activity Summary report

Run this report bi-weekly to review expenses that fall outside Grant activity dates in order to correct before monthly billing

1. Search for or use your Favorites to run the Out of Award Line Period Activity Summary report
2. Click prompt icon and select Company
3. Click prompt icon and select Year
4. Click OK
5. Click the Filter icon, and filter by your User Name in Award Portfolio Specialist
6. Click blue links to determine if the Budget Date for Supplier Invoices need to be corrected. Make note of the Supplier Invoice number

<table>
<thead>
<tr>
<th>Operational Transaction</th>
<th>Award Line (Latest Approved)</th>
<th>Grant</th>
<th>Start Date for Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice</td>
<td>SP0000002050</td>
<td>AM00523176</td>
<td>Sponsored Awards Revenue (RC 0700) (PR 1)</td>
</tr>
</tbody>
</table>

6. Select See in New Tab
7. Click Related Action on Supplier Invoice
8. Select Budget Date > Edit Budget Date
9. Click checkbox next to the line(s) that need to be updated

Note: Or click the checkbox next to Select All and enter the new Budget Date for all lines

10. Use Calendar icon to select the correct Budget Date

11. Click OK and click Done

Create Journal

1. Search for or use Favorites to select Create Journal
2. In Ledger, enter Company
3. Use Calendar icon to select the Accounting Date
4. In Journal Source, enter Manual
5. Enter Balancing Fund

Note: Only required when there are crossing funds within Journal lines

6. Enter Header Memo
7. Click Continue

Journal Lines

8. Company auto-populates from Header

Note: For Intercompany journals, use prompt icon to select a different Company on subsequent lines
9. Enter Ledger Account
10. Enter Debit/Credit amount
11. Enter Line Memo (* Required field)

12. Use Calendar icon to enter Budget Date; date the activity was performed or expense was incurred

13. Enter FAO in Worktags
14. Enter Spend/Revenue Category in Worktags, if needed
15. Use the plus sign (+) to add a new line, if needed, repeat steps 8 – 14

Attach Documentation and Submit

16. Click Attachments tab
17. Click +, then click Attach button
18. Locate file(s) and click Open
19. Click Submit

Creating Single Installment Customer Invoice

1. Search for or use Favorites to select Create Customer Invoices for Billing Installments
2. Enter Company
3. Click Calendar icon and select Invoice Date On or Before
4. Search for and select appropriate Award
5. Click OK
6. Click checkbox in Select column for the Invoice to create
7. If necessary, use Calendar icon to select a new Invoice Date
8. Click OK. Use Refresh button until Invoice is created

UR Financials

UNIVERSITY of ROCHESTER
Creating Single Cost Reimbursable Customer Invoice

1. Search for and view the appropriate Award
2. Click Related Actions and select Award > Create Customer Invoice for Award Grant Transactions
3. Click OK
4. Use Calendar icon to select Invoice Date
5. Click OK
6. Click checkbox in Select column for the Invoice to create
7. Click OK. Use Refresh button until Invoice is created

Letter of Credit Draw Down Process

Generating Payment for Letter of Credit Draw Down

1. Click Inbox, and click View Inbox to see the Generate Payment for LOC Draw Down task
2. Type the amount of the draw as provided by the UR Cash Specialist in Amount Received
   a. If the Amount Received matches the amount of the draw, click Approve
   b. If the Amount Received does not match the amount of the draw, click Send Back. This will route the task back to the UR Post Award Billing Specialist who will revise the LOC Draw Down request and resubmit the task

Recording and Applying Payment for non-LOC payments

1. Receive check from Sponsor
2. Use Find Customer Invoices report to locate the Customer Invoice
   a. Customer (Sponsor) name
   b. Payment Status = Unpaid
   c. Payment Type = Check Manual
   d. Click OK
3. On Customer Invoice, click Related Actions and select Customer Payment > Record
4. Enter payment in Total Payment Amount
5. Click checkbox next to Create Deposit
6. Click prompt icon and choose UR Concentration in Bank Accounts for Customer Payments
7. Type Check # in Deposit Reference
8. Type payment in Amount to Pay
9. Click Save and Apply Payment
10. Click Submit

Reports Frequently Used

- Active Awards Needing Attention
- Award-Budgeting Balance Summary
- Find Award-Prompt
- Out of Award Line Period Activity Summary
- Expiring Award Term List
- View FAO by Grant Attributes (Grant Only)
- Transaction Details by Reg Grant Attributes (Data Extract)