

QUICK REFERENCE GUIDE

August 15, 2024

Process Grant Bills for Reimbursement

Agencies can optionally create bills for reimbursement of their grant expenditures. The Grants module works with the Customer Contracts, Billing, Commitment Control, and Accounts Receivable modules to enable agencies to create bills for reimbursement.

WARNING! The billing process requires setup and configuration. If your agency would like to start billing for grant reimbursement, contact SWIFT Module Support Unit of MMB at: AgencyAssistance.MMB@state.mn.us.

Grant revenue is recognized during the nightly batch process based upon incurred billable/reimbursable expenditures that have been processed and are posted in a system table called the "Project Costing Resource Table." Agencies define what is billable and reimbursable and the SWIFT Module Support Unit enters the required system configuration. In general, expense transactions must also have passed budget check and have a valid ChartField combination of: Project Costing Business Unit (PC Business Unit), Project ID, Activity, and a Source Type value of "REIMB." Expenditure transactions come from the Accounts Payable or General Ledger modules and are posted to the Project Costing Resource table.

Before the billable/reimbursable transactions are posted to the Project Costing Resource Table, the amount is validated against the Billing Limit on the grant Customer Contract. If the transaction does not exceed the Billing Limit, two rows are posted to the Project Costing Resource table. One row identifies the billable amount using the "BIL" analysis type, and another row uses the "ACT" analysis type to show the actual cost. If the transaction exceeds the contract Billing Limit, the amount of the transaction that exceeds the limit is posted as an "OLT" (Over Limit) analysis type.

Step 1: Run WorkCenter Queries to Review Transactions

Before running any of the processes described in the upcoming steps, you should run queries to verify transactions ready to bill and look for any transactions that have exceeded the grant contract limit. These queries are available in both the Grants WorkCenter and the Query Viewer. This guide demonstrates how to run them from the Grants WorkCenter.

1. Navigate to the Grants WorkCenter, **State Queries** option using instructions below:

Navigation Options	Navigation Path
WorkCenter	Accounting, Grants Management, Grants WorkCenter, left menu, Reports/Processes tab, Queries section, State Queries.

2. It is suggested to run the following two State Queries on a regular basis:
 - a. Transactions Pending to Billing – Query Viewer name: M_GM_GBL_PND_CNTRCT_TO_BILL. This query allows you to review grant transactions ready for billing. It includes both billable (BIL) and deferred (DEF) rows.
 - b. Over Bill Limit Grant Trans – Query Viewer name: M_GM_GBL_GRNT_OVER_LIMIT_TRANS. This query allows you to review grant transactions that are over the contract limit.
3. Enter parameters in the prompts for the queries. Enter the 4-digit Business Unit or PC Business Unit. Some prompts allow you to use “%” wild cards, for example, if you enter “G10PROJ%.” the results would include all projects that begin with “G10PROJ.”
4. Select the **View Results** button. Results display on the right side of the page, just below the View Results button. Optionally, download results in Excel, CSV Text File, or XML File.
5. Look for transactions that require correction. Generally, corrections should be made in the module where the transaction originated. Follow your agency policies for processing any expenditure corrections.

Grants WorkCenter

Main Reports/Processes Help/QRGS

Reports/Processes

Reports
Process Grant Billing
Monitor

Queries

Query Manager

State Queries

Def Trans Pending to Bill

Grant draw detail by contract

Grants Expenditures

Over Bill Limit Grant Trans

PO Open Encumbrance Balance

Trans on Bill Worksheet

Transactions pending to Billing

M_GM_GBL_GRNT_OVER_LIMIT_TRANS - Over Bill Limit Grant Trans

*PC Business Unit E6001

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Row	Unit	Project	Activity	Source Type	An Type	Contract	Account	Fin DeptID	Fund	AppropID	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Year	Period	Acctg Date	Amount
1	E6001	E60GU16	INDC	REIMB	OLT	0000003006	420001	E6033645	3000	E603600					2017	8	02/23/2017	73.570
2	E6001	E60GU17	SALA	REIMB	OLT	0000003007	410001	E6033645	3000	E603600					2018	11	05/01/2018	0.000
3	E6001	E60GU17	SALA	REIMB	OLT	0000003007	410002	E6033645	3000	E603600					2018	11	05/01/2018	0.000
4	E6001	E60GU20	SALA	REIMB	OLT	0000006834	410001	E6033645	3000	E603600					2022	12	06/03/2022	682.950
5	E6001	E60GU20	SALA	REIMB	OLT	0000006834	410001	E6033645	3000	E603600					2022	12	06/03/2022	119.550

Note: Corrections do not display in the results set until the next day because all transactions cost-collect during the overnight batch process.

Step 2: Run Contracts to Billing (CA to BI) Interface Process

The first step in billing is running the Contracts to Billing (CA to BI) Interface process. This process sends transactions to the billing staging tables where they are used to create invoices in billing.

1. Navigate to the **Process As Incurred Billing** page using one of the options below:

Navigation Options	Navigation Path
WorkCenter	Accounting, Grants Management, Grants WorkCenter, Reports/Processes tab, Process Grant Billing section, Process As Incurred Billing.

2. Select an existing Run Control ID or add a new Run Control ID for the process.

Grants WorkCenter

Main | Reports/Processes | Help/QRGs

Reports/Processes

Reports

- SEFA Report - Detail
- Process Grant Billing
 - Process As Incurred Billing**
 - Process Billing Interface
- Update Billing Worksheet
- Generate Single Action Invoice
- Reprint Invoices

Monitor

- Process Monitor
- Report Manager

Process As Incurred Billing

Add a New Value

Find an Existing Value

*Run Control ID Default

Program Name CA_BI_INTFC

Add

- Select "Always" in the Process Frequency field in the header area of the **Process As Incurred Billing** dialog page.

Process As Incurred Billing

Run Control ID Default

Report Manager Process Monitor

Run

Program Name

Program Name CA_BI_INTFC

Process Frequency Always

- Complete the **Contract Options** section to limit the billing data that is included when running this process. You should follow your agency instructions and your own reconciliations to determine the parameters for this process. You can run the process for your entire business unit or run it for an individual contract, project, activity and/or date range.

Field Name	Field Description
*Business Unit	Select the Lookup icon and select the Business Unit. This is a required field.
Contract Type	Select the Lookup icon and select the "Grants" Contract Type.
Contract	Optionally, select the Lookup icon and select an individual Contract to limit your search.

Process Billing Details

Request Number 1

Contract Options

Business Unit E6001 Office of Higher Education

Contract Type GRANTS

Contract Class

Sold To

Contract

Cost Plus Fee Type

Master Contract

LOC Doc ID

- The **Project Options** section can be used to further limit the billing data that is included when running the process. Select the BU/Proj/Act Option and then select the related fields.

Field Name	Field Description
*BU/Proj/Act Option	Options Include: - All - Business Unit - Business Unit/Project - Business Unit/Project/Activity
PC Business Unit	Depending on the option, select a PC Business Unit.
Project	Depending on the option, select a Project.
Activity	Depending on the option, select an Activity.
Project Type	Depending on the option, select a Project Type.

Project Options

*BU/Proj/Act Option

Business Unit/Project

▼

PC Business Unit

E6001

Q

Project

E60GU2023

Q

Project Type

Q

Project Manager

Q

6. The **Billing Options** section can be used to limit the billing data that is included in running this process. If you leave all fields blank, the process picks up all the transaction that are available for billing given the other criteria that you have entered. The options on the left column can be left as they are. All information should default in during the CA to BI process unless your agency states otherwise.

Field Name	Field Description
*Date Option	<p>The Date Option field allows you to narrow this process to billing activity that has occurred within a certain time frame.</p> <p>Warning! If you do not change the Date Option to the “Accounting Date” or “Transaction Date.” the process does not use any date range that you enter.</p> <p>There are three options included:</p> <p>All – Run this process for all available billing activity. If you select this option, you do not need to enter a value in the From and Through Date fields.</p> <p>Accounting Date – Run this process for billing activity that occurs within an accounting (general ledger period) date range. You must enter values in the From Date and Through Date fields.</p> <p>Transaction Date – Run this process for billing activity that has occurred within a transaction (system date) date range. You must enter values in the From Date and Through Date fields.</p>
From Date	If the Accounting Date or Transaction Date option was selected, enter a From Date.
Through Date	If the Accounting Date or Transaction Date option was selected, enter a To Date.
*Event Date	Enter the current date if not automatically supplied.
*Invoice Date	The Invoice Date for the bills. Enter the current date if not automatically supplied.
*Bill Thru Date	Enter the current date if not automatically supplied.

Billing Options

Billing Business Unit	<input type="text"/>	*Date Option	All
Bill To	<input type="text"/>	From Date Option	Accounting Date
Billing Plan	<input type="text"/>	From Date	All
Billing Method	As Incurred	Through Date Option	Specify Date
Billing Specialist	<input type="text"/>	Through Date	08/12/2024
Billing Cycle ID	<input type="text"/>	Event Date Option	Specify Date
Cycle From Date	<input type="text"/>	Event Date	08/12/2024
Cycle To Date	<input type="text"/>	Invoice Date Option	Specify Date
Billing Authority	<input type="text"/>	Invoice Date	08/12/2024
Letter of Credit ID	<input type="text"/>	Bill Thru Date Option	Specify Date
	<input type="checkbox"/> Ignore Tolerance Amount	Bill Thru Date	08/12/2024

7. Select the **Run** button to start the processing. The Process Scheduler Request page appears.
8. Accept the default selection “**Contracts to Billing Interface (CA_BI_INTFC)**.”
9. Select the **OK** button.

Process Scheduler Request

User ID: TRAINER_TRN3 Run Control ID: Default

Server Name: Run Date: 08/12/2024

Recurrence: Run Time: 4:20:19PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Contracts to Billing Interface	CA_BI_INTFC	Application Engine	Web	TXT	Distribution

OK **Cancel**

10. You are returned to the Process As Incurred Billing page. Select the **Process Monitor** Link.

Process As Incurred Billing

Run Control ID: Default [Report Manager](#) [Process Monitor](#) [Run](#)

Program Name

Program Name: CA_BI_INTFC Process Frequency: Always

Process Instance: 45548407

11. The Process List page displays. At the Process List page, view whether the process was successful. You can select the Refresh button until the Run Status = “Success” and the Distribution Status = “Posted.”

Process List

1-1 of 1 View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	45548407		Default	Application Engine	CA_BI_INTFC	TRAINER_TRN3	08/12/2024 4:20:19PM CDT	Success	Posted	Details	<ul style="list-style-type: none"> Update Process Details Parameters Message Log Batch Timings View Log/Trace

Go back to Process As Incurred Billing

Save Notify

Process List | Server List

12. The Message Log window displays. Review the information.

- You should see messages indicating that rows have been successfully inserted into the “PC” Project Costing and Commitment Control modules. Make sure the number of rows listed equal the number of Budget Items you are processing.
- You may see numerous warning messages that you can ignore.
- If errors exist, refer to the [Correct Commitment Control \(Budget Check\) Errors](#) guide for assistance.

Message Log

10	4:22:34PM	0 transactions from Accounts Payable have not been paid and were excluded from processing.	Explain
10	4:22:34PM	0 transactions from Expenses have not been paid and were excluded from processing.	Explain
10	4:22:34PM	0 transactions outside the period of performance during limit checking.	Explain
10	4:22:48PM	Accounting Rules found for 368 rows	Explain
10	4:23:40PM	Initializing process PC_BUD_SUM.	Explain
10	4:23:42PM	'PC_BUD_SUM' has inserted 0 rows into PS_PC_BUD_SUMMARY.	Explain
10	4:23:42PM	0 rows successfully written to Budget Summary table.	Explain
10	4:25:08PM	Initializing process PC_BUD_SUM.	Explain
10	4:25:08PM	'PC_BUD_SUM' has inserted 0 rows into PS_PC_BUD_SUMMARY.	Explain
10	4:25:08PM	0 rows successfully written to Budget Summary table.	Explain
10	4:25:22PM	368 row(s) were inserted into PS_INTFC_BI with an INTFC_ID of 33574.	Explain
	4:25:23PM	Published message with ID 623bab26-58f1-11ef-b8b4-cb985b9e348 to create entry in folder GENERAL.	Explain
	4:25:23PM	Successfully posted generated files to the report repository	Explain

Return

Step 3: Run the Billing Interface Process

The Process Billing Interface process creates a temporary invoice (Bill Status = TMP Ready) and places the transactions on the billing worksheet for selection and approval to process. If you receive an error during this process, contact the SWIFT Helpdesk.

WARNING! Do not change invoice information on these pages or the temporary invoices that are created. Any corrections that you notice should be done in the module where the transaction originated from. Follow your agency policies for processing any expenditure corrections. If you need additional assistance with this, please contact the SWIFT Helpdesk.

1. Navigate to the Process Billing Interface page using one of the options below:

Navigation Options	Navigation Path
WorkCenter	Accounting, Grants Management, Grants WorkCenter, Reports/Processes tab, Process Grant Billing section, Process Billing Interface.

2. Select an existing Run Control ID or add a new Run Control ID for the process.
3. On the Process Billing Interface page, enter the process parameters.

Field Name	Field Description
From Interface ID	Enter the Interface ID that you made note of in the previous step.
To Interface ID	When you select into the To Interface ID field, the ID you entered in the From Interface ID field is entered automatically. Accept the default or enter a different Interface ID.

4. Select the **Run** button.

The screenshot shows the Grants WorkCenter interface. On the left, the 'Reports/Processes' tab is selected, and the 'Process Billing Interface' option is highlighted in the left-hand menu. The main area displays the 'Process Billing Interface' form. It includes fields for 'Run Control ID' (set to 'Default'), '*From Interface ID' (33574), and '*To Interface ID' (33574). A 'Run' button is highlighted with a red box, and a 'Process Request Dialog' is visible next to it.

5. The Process Scheduler Request page appears. Accept the “Billing Interface (BIIF0001)” process and select the **OK** button.

The screenshot shows the 'Process Scheduler Request' page. It includes fields for 'User ID' (TRAINER_TRN3), 'Run Control ID' (Default), 'Server Name', 'Run Date' (08/14/2024), 'Recurrence', 'Run Time' (11:05:27AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is also present. Below these fields is a 'Process List' table with the following data:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution

At the bottom, the 'OK' button is highlighted with a red box, and the 'Cancel' button is also visible.

- You are returned to the Process Billing Interface page. Select the **Process Monitor** Link.
- At the Process List page, select the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.
- You must access the **Message Log** to ensure that the process was successful. Select the **Actions** drop-down list and select "Message Log."

The screenshot shows the 'Process List' interface. At the top, there's a 'Process List' header with a search icon and a 'View All' link. Below this is a table with columns: Select, Instance, Seq., Run Control ID, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The first row shows Instance 45548434, Process Name BIIF0001, User TRAINER_TRN3, Run Date/Time 08/14/2024 11:05:27AM CDT, Run Status Success, and Distribution Status Posted. The Actions dropdown menu is open, showing options: Update Process, Details, Parameters, Message Log (highlighted), Batch Timings, and View Log/Trace. Below the table, there are buttons for 'Save' and 'Notify', and links for 'Go back to Process Billing Interface', 'Process List', and 'Server List'.

- On the Message Log page, confirm that the correct Interface ID was used and note the number of Bill Headers and Bill Lines that were created. The number of Bill Lines should match the number of rows on the Contract to Billing Interface process.
- Select the **Return** button to return to the Process Detail page.

The screenshot shows the 'Message Log' interface. At the top, there's a 'Message Log' header with a close button and a 'Help' link. Below this is a 'Process' section with fields for Instance (45548434), Name (BIIF0001), Type (Application Engine), and Description. Below the process details is a table with columns: Severity, Log Time, Message Text, and Explain. The table contains six rows of messages. The first row is 'BI Interface was started: 33574 To: 33574 Option: ALL'. The second row is 'Transactions in Error: 0'. The third row is 'New Bill Headers Created: 1'. The fourth row is 'New Bill Lines Created: 368'. The fifth row is 'Published message with ID d05e635c-5a57-11ef-b8b4-cb9885b9e348 to create entry in folder GENERAL'. The sixth row is 'Successfully posted generated files to the report repository'. At the bottom left, there is a 'Return' button highlighted with a red box.

- Select the **OK** button to return to the Process Monitor page. At this point, temporary bill(s) with a status of "Temporary Ready Bill" have been created in the Billing Module.

Step 4: Update Billing Worksheet

After running the Billing Interface process, navigate to the Billing Worksheet to review and approve temporary bills. After approving a temporary bill, a real bill is created in a "Ready" status which makes the bill eligible to be invoiced. You can also choose to:

- Delete a bill from the worksheet. Deleting a bill resets field values on Project Costing Resource Table so the transactions can be re-sent to the billing interface tables in the future.
- Defer individual bill lines to a later date. Use this option with caution and ensure that the date you enter is correct. You cannot process this bill until the Deferred Date you have entered.

1. Navigate to the **Update Billing Worksheet** page using the instructions below:

Navigation Options	Navigation Path
WorkCenter	Accounting, Grants Management, Grants WorkCenter, Reports/Processes tab, Process Grant Billing section, Update Billing Worksheet.

2. The Worksheets Header page displays for the Billing Worksheet. Select the bills you want to work with.
 - a. Accept the default **Business Unit** and select **Search** button to bring in all transactions for the Business Unit; or

Worksheet Headers Line Details

Business Unit E6001

To change your search criteria, click Set Filter Options.

Set Filter Options Search

Header Level Detail

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill
<input type="checkbox"/>					0.000		<input type="text"/>

☒ Select All ☐ Deselect All

Approve Now Approve Later Delete Now Delete Later

Go to: Manage Contract/Project Bills Letter of Credit Summary

- b. Select the **Set Filter Options** link to change the Business Unit and/or enter additional search parameters.
 - i. Verify or enter the **Business Unit**. This is a required field.
 - ii. All other fields listed on the **Filter Options** page are optional. For example, you could filter the Billing Worksheet to only show transactions related to a specific **Bill to Customer** or **Contract**. Do not use Project as an option. It does not work as expected.

- iii. Select the **Search** button to narrow results. Select the **Return** hyperlink to return to the previous page.

×
Help

Enter your search criteria, then click the Search button to display new results.

*Business Unit E6001 Q

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"/>	Q	Through	<input type="text"/>
<u>Project</u>	From	<input type="text"/>	Q	Through	<input type="text"/>
Billing Specialist	From	<input type="text"/>	Q	Through	<input type="text"/>
Billing Worksheet	From	<input type="text"/>	Q	Through	<input type="text"/>
Letter of Credit	From	<input type="text"/>	Q	Through	<input type="text"/>
LOC Doc ID	From	<input type="text"/>	Q	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"/>

☐ Include Approve Later Bills
☐ Include Delete Later Bills

Search

Save Search

Clear Search

Return

3. The Worksheet Headers page displays with entries that meet your criteria. Review the entries on the **Worksheet Headers** page.

Field Name	Field Description
Contract Link	Select the Contract link to view the Contract pages for the related grant. Close the window to return to the Update Billing Worksheet page.
Project	The Project ID displays on the Line Details tab, rather than the Worksheet Headers tab.
Letter of Credit ID	Use of this field is agency specific. Discuss with your agency whether to use the Letter of Credit (LOC) fields.
Pretax Invoice Amount	Amount of the Invoice.
Currency (Display Only)	Always “USD” for the US Dollar.
Billing Worksheet	Select the temporary Bill Number and the Lines Details tab displays showing the detailed information about the lines. The Line Details tab is described in next step.
Header Info 1	You can select the Header Info 1 icon to view Standard Billing Information; however, you’ll need to navigate back to the Update Billing Worksheet page again and re-enter your search information to process the worksheet.

4. Select the **Line Details** tab to view additional information and, optionally, defer or delete an entry.
 - a. Select the **View All** link or arrow keys to scroll through the entries in the Line Level Detail section.
 - b. Select the **Get Chunk** arrow keys to display chunks of 40 entries (First, Next, Previous, and Last) in the Header Level Detail section.

Header Level Detail

Business Unit: E8001 Contract: 0000006240 Letter of Credit
 Billing Worksheet: TMP00308004 Project: LOC Doc ID
 Customer: GME6000001 Gross Billable Amount: 1,579,964.97 USD

Line Level Detail

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Billing Option	Defer Date	Description	Gross Extended	Less Discount	Net Extended	View Details
41	E8001	E60GU2023	OTHR	BIL	REIMB			Bil		GR Stud Success Schola 8/29	13,000.00	0.00	13,000.00	
42	E8001	E60GU2023	OTHR	BIL	REIMB			Bil		GR Stud Success Schola 8/29	48,000.00	0.00	48,000.00	
43	E8001	E60GU2023	OTHR	BIL	REIMB			Bil		GR Stud Success Schola 8/29	4,000.00	0.00	4,000.00	
44	E8001	E60GU2023	OTHR	BIL	REIMB			Bil		GR Stud Success Schola 8/29	24,000.00	0.00	24,000.00	

4. On the **General** tab for the **Line Level Detail** section, review information. Notice “BIL” in the Analysis Type signifying a billable line.
5. Accept the default of “Bill” or select another option from the drop-down menu for **Billing Option**. Valid options used by the State of Minnesota include “Bill,” “Defer,” and “Delete.”
 - a. Select “Defer” – when you select Defer, you also are required to enter a date in the **Defer Date** field. Deferred bill lines cannot be viewed on the Worksheet until the Deferred Date is reached.
 - b. Select “Delete” – This option only deletes the bill line from the current worksheet. The bill line can be re-sent to the billing interface tables in the future.

Line Level Detail

General Services Contract/Project ID

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Billing Option	Defer Date	Description	Gross Extended	Less Discount
41	E6001	E60GU2023	OTHR	BIL	REIMB			Bil		GR Stud Success Schola 8/29	13,000.00	0.00
42	E6001	E60GU2023	OTHR	BIL	REIMB			Bil		GR Stud Success Schola 8/29	48,000.00	0.00
43	E6001	E60GU2023	OTHR	BIL	REIMB			Bil		GR Stud Success Schola 8/29	4,000.00	0.00
44	E6001	E60GU2023	OTHR	BIL	REIMB			Bil		GR Stud Success Schola 8/29	24,000.00	0.00

6. Select the **Worksheet Headers** tab.
7. Select the **checkbox** next to each bill you want to work with.
8. Select the action button for the selected bill(s) as appropriate. Valid options used by the State of Minnesota include “Approve Now” or “Delete Now.”
 - a. Select “Approve Now” – When you approve a bill on the worksheet, it disappears from the worksheet grid and the system copies the lines to be billed into a final bill.
 - b. Select “Delete Now” – When you delete a bill, it is deleted from the current worksheet. You can select it later for the next Contracts to Billing (CA to BI) process.

Worksheet Headers Line Details

Business Unit E6001

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

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 checked="" type="checkbox"/>	0000009249				1,878,964.97	USD	<input type="text"/>	TMP00309004	

☒ Select All ☐ Deselect All

[Approve Now](#) [Approve Later](#) [Delete Now](#) [Delete Later](#)

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

9. After approving, the bill(s) are removed from the Worksheet Headers page. You can select the **Manage Contract/Project Bills** link in the **Go to:** section to view the approved bills.

Worksheet Headers Line Details

Business Unit E6001

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

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"/>					0.000		<input type="text"/>		

☒ Select All ☐ Deselect All

[Approve Now](#) [Approve Later](#) [Delete Now](#) [Delete Later](#)

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

[Save](#) [Notify](#) [Refresh](#)

10. The Review Contract/Project Bills page displays. You can select the Invoice number link to view the Header of the bill.

Review Contract/Project Bills

Business Unit [Q](#)

Invoice [Q](#)

Customer [Q](#)

Contract [Q](#)

Project [Q](#)

Letter of Credit [Q](#)

LOC Doc ID [Q](#)

☐ Job Overrides

☐ Include Invoiced Bills

[Search](#)

Contract/Project Bills

Sel	Business Unit	Invoice	Letter of Credit ID	LOC Doc ID	Bill Status	Dtime Add	Pretax Amt	Invoice Amount	Currency
<input type="checkbox"/>	E6001	00000786578			RDY	08/15/2024 11:12AM	1,878,964.97	1,878,964.97	USD
<input type="checkbox"/>	E6001	00000786579			RDY	08/15/2024 11:51AM	1,397,983.81	1,397,983.81	USD

11. The Header – Info 1 page displays. Notice “RDY” (Ready) in the **Status** field.

Step 5: Run the Single Action Invoice Process

After a bill is created and the Status is set to “RDY” (Ready), you must run Single Action Invoice process (SAIP). This guide provides basic instructions to run this process. More detailed information is contained in the Billing module guides: [Run Single Action Invoice Process](#) and [Troubleshoot Single Action Invoice Process](#).

1. Navigate to the Single Action Invoice page using the instructions below:

Navigation Options	Navigation Path
WorkCenter	Accounting, Grants Management, Grants WorkCenter, Reports/Processes tab, Process Grant Billing section, Generate Single Action Invoice.

2. Search for an existing Run Control ID or create a new Run Control ID.

3. From the Single Action Invoice page, choose parameters for running the process as described below:

Option	Description
Invoice Date	<p>You can use the Invoice Date Option section to indicate the date that appears on the invoice(s).</p> <p>Processing Date: The default selection is Processing Date.</p> <ul style="list-style-type: none"> - If the Invoice Date is left blank on the bill, the invoice date is populated with the current date when running SAIP. - If a date was entered during bill entry. SAIP does NOT override it with the processing date. <p>User Defined: You can select a different date by selecting the User Defined option. When this option is selected, SWIFT displays a Date field where you can enter a date to appear on the invoice(s).</p>
Posting Action	WARNING! Make sure the Batch Standard Posting Action is set so that the pending items can be picked up by the ARUpdate process and post to the customer's account.
Range Selection	<p>Typically, users select the Invoice ID, Date Bill Added, or All Range. Options used by State of MN include:</p> <ul style="list-style-type: none"> - All. Any bill with a RDY status within the business unit. - Bill Cycle. For example, "Daily." - Date Bill Added. For example, current date. - Invoice ID. Can enter a single Invoice ID or a range of IDs. - Cust ID. Can look up a specific customer. - Bill Type. Options set up for your agency. - Bill Source. Options set up for your agency.
*Business Unit	Accept the default Business Unit or select the Lookup button to select the Business Unit.
*Location ID	Enter the Location ID or select the Lookup icon to select the Location ID.

4. Select the yellow **Bills To Be Processed** icon to view bills that have been selected to be included when running SAIP.

The screenshot shows the 'Single Action Invoice' page with a 'Print Options' link. Below the header, there are several controls: 'Run Control ID' set to 'Default', a 'Language' dropdown set to 'English', and radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. In the top right, there are links for 'Report Manager' and 'Process Monitor', and a prominent yellow 'Run' button. To the right of the 'Run' button is a yellow icon with a speech bubble that says 'Bills To Be Processed icon'.

5. A pop-up window displays listing the invoices ready for processing. Select the **Return** button to go back to the Single Action Invoice page.

Bills To Be Processed

Help

Bills To Be Processed

1-1 of 1 View All

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
G1001	00000774602	RDY	0000000001	XMLPUB	X	Print Copy

Return

6. Select the **Run** button to start the processing.

Single Action Invoice Print Options

Run Control ID Default Report Manager Process Monitor **Run**

Language English Specified Language Recipient's Language

Selection Parameters

Seq Nbr 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☐ Do Not Post ☒ Batch Standard

Range Selection

☒ Invoice ID

☐ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

☐ Cust ID

☐ Bill Type

☐ Bill Source

*Business Unit G1001 Location ID 001

From Invoice 00000774602

To Invoice 00000774602

Save Return to Search Notify Add Update/Display

7. The Process Scheduler Request page displays. It is important to select the **Single Action w/Comm Cntl (BJOB03K)** process.

8. Select the **OK** button.

Process Scheduler Request

User ID Run Control ID Default

Server Name Recurrence Time Zone Run Date 03/04/2024 Run Time 3:50:41PM Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Single Action w/ Comm Cntl	BJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Jobs for PC	BI_4_PC	PSJob	(None)	(None)	Distribution

OK Cancel

9. You are returned to the Single Action Invoice page. A Process Instance number has been assigned. Select the **Process Monitor** link.

Single Action Invoice

Print Options

Run Control ID Default

Report Manager

Process Monitor

Run

Language English

Specified Language

Recipient's Language

Process Instance:44857298

10. The Process List page displays. In the Name column, select the **BIJOB03K** link for the running SAIP.

Process List										
Select	Instance	Run Control ID	Process Type	Process Name	Run Date/Time	Run Status	Distribution Status	Details	Actions	
<input type="checkbox"/>	44857298	Default	PSJob	BIJOB03K	03/04/2024 4:00:44PM CST	Processing	N/A	Details	Actions	

11. The Process Detail page displays. You can select the **Refresh** button to refresh the page and see whether a process was successful. Refreshing from the Process Detail page allows you to identify the process step where an error occurs. If one of the processes was not successful, refer to the [Troubleshoot Single Action Invoice Process](#) guide.

Process Detail

Help

Process Name BIJOB03K

Main Job Instance 44857286

Left | Right

44857286 - BIJOB03K Processing

44857287 - BIIVC000 Success

44857288 - BI_IVCEXT Success

44857289 - BIXPJ00 Success

44857290 - BICURCNV Success

44857291 - BIPRELD Success

44857292 - BILDGL01 Success

44857293 - FS_BP Success

44857294 - BILDAR01 Success

44857295 - BIGNAP01 Pending

Return

Refresh

12. If SAIP is successful, An AR Pending Item is created. The AR Update process posts the pending item to the customer's (sponsor's) account. If you want to view the [AR Pending Items](#) that have been created, you can view the "Load AR Pending Items" report by selecting the **BILDAR01 Success** process link, select the **View Log/Trace** link, and the BILDAR01XXXXX.pdf

Report ID: BILDAR01				PeopleSoft BI LOAD AR PENDING ITEMS				Page No. 1 Run Date 08/15/2024 Run Time 13:50:39					
Range Option:		BILL ADDED DATE											
Starting Date:		08/15/2024											
Business Unit:		E6001											
Post Action:		Post Later											
GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS

1516	1	GME6000001	00000786578	1	IN		IT-01	624.89	USD	624.89	USD	2024-08-12	NET30
	2	GME6000001	00000786578	2	IN		IT-01	615.25	USD	615.25	USD	2024-08-12	NET30
	3	GME6000001	00000786578	3	IN		IT-01	1,800.00	USD	1,800.00	USD	2024-08-12	NET30
	4	GME6000001	00000786578	4	IN		IT-01	4,925.00	USD	4,925.00	USD	2024-08-12	NET30
	5	GME6000001	00000786578	5	IN		IT-01	1,473.27	USD	1,473.27	USD	2024-08-12	NET30
	6	GME6000001	00000786578	6	IN		IT-01	63.18	USD	63.18	USD	2024-08-12	NET30
	7	GME6000001	00000786578	7	IN		IT-01	1,286.48	USD	1,286.48	USD	2024-08-12	NET30
	8	GME6000001	00000786578	8	IN		IT-01	964.86	USD	964.86	USD	2024-08-12	NET30

13. You can print the invoice(s) that were generated by navigating to the **Report Manager – Administration** tab and selecting on the **BI_PRNXP01 - PRNXP01.pdf** link in the Description column for the Single Action Invoice process you ran. The PDF invoice file displays in a new window. (**Navigation:** From the Process Detail page, select the **Return** button, on the Process List page, select the Report Manger link under the **Refresh** button, on the Report Manager page, select the **Administration** tab.)

Grants WorkCenter		List Explorer Administration Archives									
Main Reports/Processes Help/QRGs											
Reports/Processes											
Reports		View Reports For									
SEFA Report - Detail		User ID <input type="text" value="TRAINER_TRN3"/> Type <input type="text"/> Last <input type="text"/> 1 Days <input type="text"/>									
Process Grant Billing		Status <input type="text"/> Folder <input type="text"/> Instance <input type="text"/> to <input type="text"/>									
Process As Incurred Billing											
Process Billing Interface											
Update Billing Worksheet											
Generate Single Action Invoice											
Reprint Invoices											
Monitor		Report List									
Process Monitor											
Report Manager											
Query Viewer											
Queries											
Query Manager											
State Queries											
Def Trans Pending to Bill											

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	41469549	45548465	BI_PRNXP01 - BI_PRNXP01.pdf	08/15/2024 1:49:45PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	41469548	45548466	Invoice Bursting Program	08/15/2024 1:49:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	41469546	45548464	Generate AP Vouchers	08/15/2024 1:49:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	41469545	45548463	Load AR Pending Items	08/15/2024 1:49:16PM	Acrobat (*.pdf)	Posted	Details

Note: You can also view the Load AR Pending Items report from the Administration tab of the Report Manager.

14. You can search for and view the finalized bill(s) in the Billing Module. They should have a Bill Status of “INV.” (**Navigation:** Accounting, Billing, Billing WorkCenter, Bill Summary opens by default.) You can also print the invoice from this page by selecting on the **View Invoice Image** link.

Bill Summary Info		Bill Summary Info 2	
Unit	E6001	Invoice	00000786578
Gross Extended Amount		1,878,964.97	
Total Discounts		0.00	
Total Surcharges		0.00	
Total VAT Amount		0.00	
Total Taxes		0.00	
Total Invoice Amount		1,878,964.97	
Forward Bal		0.00	
Paid Amount		0.00	
Total Due		1,878,964.97 USD	
Invoice Date		08/12/2024	
Customer		GME6000001 US Department of Education	
Invoice Type		Regular	
Bill Type		GM Grants Management	
Bill Source		GRANTS Grants Management	
Bill Status		INV	
Template		No	
Consol Hdr		No	
Bill By ID		GM_CASH	
Invoice Media		Print Copy	
Due Date		09/11/2024	
View Invoice Image		Copy Address	
Go to:	Header Info 1	Address	Notes
Bill Search	Line Search	View Audit Logs	

Note: a deposit cannot be applied to the grants bill until the grants management (GM) journal has been posted to the general ledger with a valid budget check.

After the bills have been successfully processed by ARUpdate, other processes run in the nightly batch that update the related modules and system tables:

- Customer Contract module is updated with the finalized bill information.
- Project Costing Resource table is updated to show that the transaction is now billed (“BLD” Analysis Type).