**SWIFT** STATEWIDE INTEGRATED
FINANCIAL TOOLS

# 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](mailto: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.



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.

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



4. 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. |



5. 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:<br>- All<br>- Business Unit<br>- Business Unit/Project<br>- 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 | Project Type | Q |
| PC Business Unit | E6001 Q | Project Manager | Q |
| Project | E60GU2023 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 | The Date Option field allows you to narrow this process to billing activity that has occurred within a certain time frame.<br>**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.<br>There are three options included:<br>**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.<br>**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.<br>**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. |
| 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. |

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.



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



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."

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

   a. 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.

   b. You may see numerous warning messages that you can ignore.

   c. If errors exist, refer to the Correct Commitment Control (Budget Check) Errors guide for assistance.



## 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.



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

6. You are returned to the Process Billing Interface page. Select the **Process Monitor** Link.

7. At the Process List page, select the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.

8. You must access the **Message Log** to ensure that the process was successful. Select the **Actions** drop-down list and select "Message Log."



9. 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.

10. Select the **Return** button to return to the Process Detail page.



11. 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.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

## 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



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.



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.



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.



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.

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.



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

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** | You can use the Invoice Date Option section to indicate the date that appears on the invoice(s).<br><br>**Processing Date**: The default selection is Processing Date.<br><br>- If the Invoice Date is left blank on the bill, the invoice date is populated with the current date when running SAIP.<br>- If a date was entered during bill entry. SAIP does NOT override it with the processing date.<br><br>**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). |
| **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** | Typically, users select the Invoice ID, Date Bill Added, or All Range. Options used by State of MN include:<br>- **All**. Any bill with a RDY status within the business unit.<br>- **Bill Cycle**. For example, "Daily."<br>- **Date Bill Added**. For example, current date.<br>- **Invoice ID**. Can enter a single Invoice ID or a range of IDs.<br>- **Cust ID**. Can look up a specific customer.<br>- **Bill Type**. Options set up for your agency.<br>- **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.



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

| 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**   P̲rint Options

Run Control ID  Default        Report Manager   Process Monitor    Run

Language  English   ● Specified Language      ○ Recipient's Language

**Selection Parameters**                 1 of 1   View All

Seq Nbr        1

**Invoice Date Option**
● Processing Date
○ User Defined

**Posting Action**
○ Do Not Post      ● Batch Standard

**Range Selection**
○ All               ● Invoice ID
○ Bill Cycle        ○ Cust ID
○ Date Bill Added   ○ Bill Type
○ Range ID          ○ Bill Source
○ Public Voucher Number

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

**Process List**

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|--------|-------------|--------------|--------------|-------|---------|--------------|
| ☑ | Single Action w/ Comm Cntl | BIJOB03K | PSJob | (None) | (None) | Distribution |
| ☐ | 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 |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | 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

Refresh

**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

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

```
                                                    PeopleSoft BI
Report ID:  BILDAR01                                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


                                                  ENTRY ENTRY  ENTRY
GROUP ID         Seq #  CUST ID          ITEM (INVOICE)     LINE  TYPE  RSN   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_PRNXPN01 - PRNXPN01.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.)



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