

QUICK REFERENCE GUIDE

November 1, 2019

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 to identify the billable amount using the "BIL" analysis type, and another row with "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.

Steps to complete:

- Run SWIFT Queries
- Run Contracts to BI Interface Process
- Run Billing Interface Process
- Update Billing Worksheet
- Run the Single Action Invoice Process

Step 1: Review Transactions Pending Reimbursement and Over the Bill Limit

Before running any of the processes described in the upcoming steps, you should run queries to verify transactions that are ready to bill and to view any transactions that have exceeded the grant contract limit. These queries are available in the Grants WorkCenter, as well as the SWIFT Query Viewer. This guide will show you 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. Select one of the **State Query** options listed below.

State Queries Name	Description
Transactions Pending to Billing	Review grant transactions ready for billing. This query includes both billable (BIL) and deferred (DEF) rows. Query Viewer name: M_GM_GBL_PND_CNTRCT_TO_BILL
Over Bill Limit Grant Trans	Review grant transactions that are over the contract limit. Query Viewer name: M_GM_GBL_GRNT_OVER_LIMIT_TRANS

- The *Query parameters* page displays on the right side of WorkCenter. You can collapse the left-menu, by clicking on the Hide («) arrow in the Grants WorkCenter heading.

3. Enter the required parameters. For example, the “Transactions Pending to Billing” query requires the following parameters:

State Queries Name	Description
Business Unit	Enter your <i>Business Unit</i> .
Project	Optionally, enter a specific <i>Project Number</i> (ID) or enter the percent sign “%” wildcard to view all transactions for all grant projects for your Business Unit. You can also enter a partial <i>Project ID</i> with the “%” wildcard; for example, if you enter “G10PROJ%”, the results would include all projects that begin with “G10PROJ”.

4. Press the **View Results** button.

The screenshot displays the Grants WorkCenter interface. On the left, the 'State Queries' menu is expanded, and 'Transactions pending to Billin' is highlighted. The main content area shows the query 'M_GM_GBL_PND_CNTRCT_TO_BILL - Transactions pending to Billin'. Search filters are set for Business Unit 'R3201' and Project 'R32GT0000000133'. A 'View Results' button is visible. Below the button, there are options to download results in Excel Spreadsheet, CSV Text File, or XML File (12 kb). A table of results is displayed with the following data:

Unit	Project	Activity	Account	Fin DeptID	Fund	AppropID	An Type	Source Type	Category	Subcategory
1 R3201	R32GT0000000133	1	410001	R323G032	3000	R32G143	BIL	REIMB		
2 R3201	R32GT0000000133	1	410001	R323G047	3000	R32G143	BIL	REIMB		
3 R3201	R32GT0000000133	1	410001	R323G048	3000	R32G143	BIL	REIMB		
4 R3201	R32GT0000000133	1	410001	R323G046	3000	R32G143	BIL	REIMB		
5 R3201	R32GT0000000133	1	410001	R323G045	3000	R32G143	BIL	REIMB		
6 R3201	R32GT0000000133	1	410002	R323G045	3000	R32G143	BIL	REIMB		

- View the results online or download to Excel by clicking on the *Excel Spreadsheet* link.
- Review the results of both queries (the query that shows grant transactions that are ready to bill and the query that shows grant transactions that are over the contract limit). Any corrections that you notice need to be made should be done in the module where the transaction originated. Follow your agency policies for processing any expenditure corrections.

Note: Corrections will 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.

- 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.

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

Process As Incurred Billing

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Run Control ID

Program Name

Case Sensitive

[Basic Search](#)

- At the *Process As Incurred Billing* page, ensure that the *Process Frequency* field is set to "Always".

Process As Incurred Billing

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

Program Name

Program Name Process Frequency

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- Complete the **Contract Options** section to limit the billing data that is included when running this process.

Note: You should follow your agency instructions and your own reconciliations to determine the parameters for this process. You have the ability to run the process for your entire business unit but you can also run it for an individual contract, project, activity and/or date range.

Field Name	Field Description
*Business Unit	Click on the Lookup icon and select the <i>Business Unit</i> . This is a required field.
Contract Type	Click on the Lookup icon and select the “Grants” <i>Contract Type</i> .
Contract Class	The State of Minnesota does not use.
Sold To	Typically, you would not use this option.
Contract	Optionally, click on the Lookup icon and select an individual <i>Contract</i> to limit your search.
Cost Plus Fee Type	The State of Minnesota does not use.

Process As Incurred Billing

Run Control ID: Contracts_To_Billing | Report Manager | Process Monitor | Run

Program Name: CA_BI_INTFC | Process Frequency: Always

Process Billing Details: 1 of 1 | View All

Request Number: 1

Contract Options

Business Unit: R3201 | Pollution Control Agency

Contract Type: GRANTS

Contract Class: [Dropdown]

Sold To: [Search]

Contract: [Search]

Cost Plus Fee Type: [Dropdown]

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

Project Options

*BU/Proj/Act Option: Business Unit/Project

PC Business Unit: R3201

Project: R32GT0000000133

Project Type: [Search]

Project Manager: [Search]

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 Manager	Minnesota does not use and can be left blank.

6. The **Billing Options** section can be used to limit the billing data that is included in running this process. If you leave all of the 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 of this information should default in during the CA to BI process unless your agency states otherwise.

Billing Options

<p>Billing Business Unit <input style="width: 100%;" type="text"/></p> <p>Bill To <input style="width: 100%;" type="text"/></p> <p>Billing Plan <input style="width: 100%;" type="text"/></p> <p>Billing Method As Incurred <input type="button" value="v"/></p> <p>Billing Specialist <input style="width: 100%;" type="text"/></p> <p>Billing Cycle ID <input style="width: 100%;" type="text"/></p> <p>Cycle From Date <input style="width: 100%;" type="text"/></p> <p>Cycle To Date <input style="width: 100%;" type="text"/></p> <p>Billing Authority <input style="width: 100%;" type="text"/></p> <p>Letter of Credit ID <input style="width: 100%;" type="text"/></p>	<p>*Date Option All <input type="button" value="v"/></p> <p>From Date <input style="width: 100%;" type="text"/></p> <p>Through Date <input style="width: 100%;" type="text"/></p> <p>Event Date 11/01/2018 <input type="button" value="calendar"/></p> <p>Invoice Date 11/01/2018 <input type="button" value="calendar"/></p> <p>Bill Thru Date 11/01/2018 <input type="button" value="calendar"/></p> <p><input type="checkbox"/> Ignore Tolerance Amount</p>
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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 <i>Date Option</i> to the “Accounting Date” or “Transaction Date”, the process will 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.

- Click on the **Save** button.
- Click on the **Run** button to start the processing. The *Process Scheduler Request* page appears.
- Accept the default selection “**Contracts to Billing Interface (CA_BI_INTFC)**” and click the **OK** button.

Process Scheduler Request

User ID: 00770099 Run Control ID: Contracts_To_Billing

Server Name: Run Date: 11/01/2018

Recurrence: Run Time: 10:08:29AM

Time Zone:

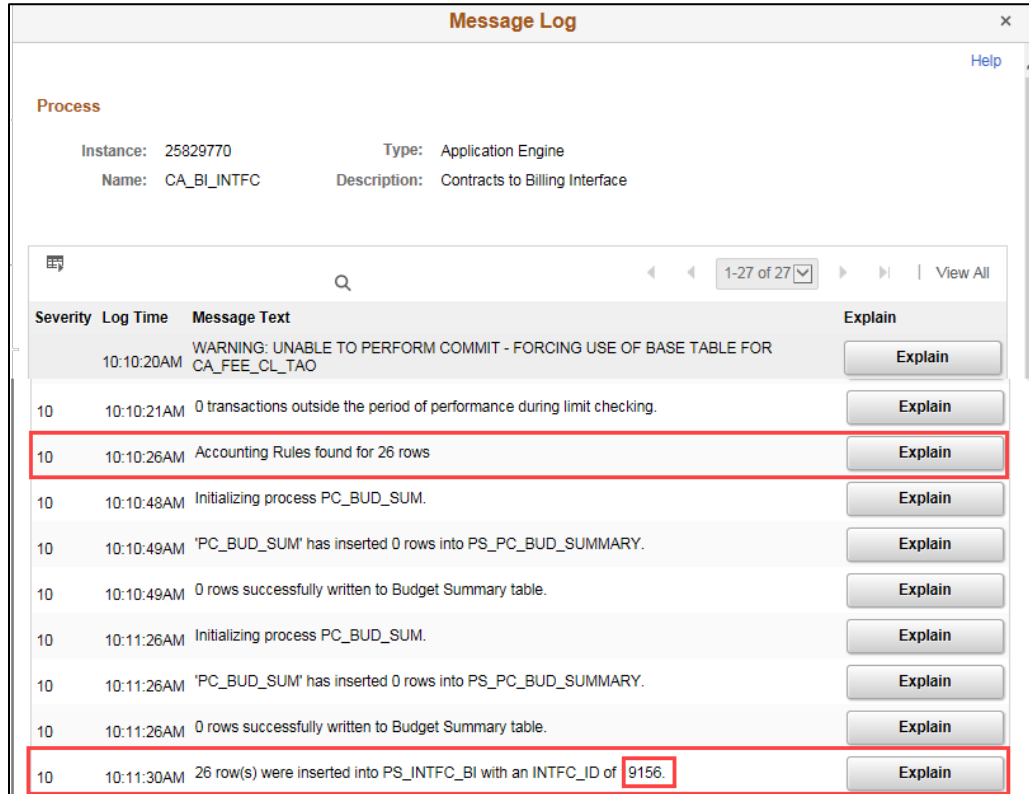
Process List

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

- Click on the *Process Monitor* Link. The *Process List* page displays.
- At the *Process List* page, view whether the process was successful. You can click on the **Refresh** button until the *Run Status* = "Success" and the *Distribution Status* = "Posted".

- For the next step, you will need to make note of the *Interface ID* listed in the **Message Log** for this process. Click on the *Details* link.
- On the *Process Detail* page, click on the *Message Log* link.

- On the *Message Log* page, scroll down and make note of the Interface ID and the number of rows that were created. You will need the Interface Number for the next step when you process the Billing Interface. You will see a number of warnings in the message which you can ignore. The print screen below omits the warnings.



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.

- 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.

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

Process Billing Interface

Run Control ID Process_Bill_Interface [Report Manager](#) [Process Monitor](#) **Run**

*From Interface ID 19156

*To Interface ID 19156

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 click into the <i>To Interface ID</i> field, the ID you entered in the <i>From Interface ID</i> field will be entered automatically. Accept the default or enter a different <i>Interface ID</i> .

- Click on the **Run** button to start the processing. The *Process Scheduler Request* page appears.

Process Scheduler Request

User ID 00770099 Run Control ID Process_Bill_Interface [Help](#)

Server Name Run Date 11/01/2018

Recurrence Run Time 10:33:51AM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIF0001	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

OK

- Accept the “Billing Interface (BIF0001)” process and click the **OK** button.
- Click on the *Process Monitor* Link. The *Process List* page displays.
- Monitor whether the process was successful. You can click on the **Refresh** button until the *Run Status* = “Success” and the *Distribution Status* = “Posted”.

Process List | Server List

View Process Request For

User ID: 00770099 | Type: [] | Last: [] | 1 Days | Refresh

Server: [] | Name: [] | Instance From: [] | Instance To: []

Run Status: [] | Distribution Status: [] | Save On Refresh:

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25829784		Application Engine	BIIF0001	00770099	11/01/2018 10:33:51AM CDT	Success	Posted	Details
<input type="checkbox"/>	25829770		Application Engine	CA_BI_INTFC	00770099	11/01/2018 10:08:29AM CDT	Success	Posted	Details

8. Navigate to the **Message Log** to ensure that the process ran successfully. Click on the *Details* link for the process you ran.
9. On the *Process Detail* page, click on the *Message Log* link.
10. 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.

Message Log

Process

Instance: 25829784 | Type: Application Engine
Name: BIIF0001 | Description: Billing Interface

Severity	Log Time	Message Text	Explain
10	10:35:23AM	BI Interface was started: 19156 To: 19156 Option: ALL	Explain
10	10:35:40AM	Transactions in Error: 0	Explain
10	10:35:40AM	New Bill Headers Created: 1	Explain
10	10:35:40AM	New Bill Lines Created: 26	Explain
10	10:35:50AM	Report Repository URL is: http://g10pwl856reports01.mnapps.state.mn.us:7010/SchedulerTransfer/fmsap (63,68)	Explain
10	10:35:51AM	Transferred file: /opt/oracle/psreports/FMS/FMSAP/20181101/23538957/AE_BIIF0001_25829784.stdout file size: 0KB (63,53)	Explain
10	10:35:51AM	File transfer successful. Success (63,52)	Explain
10	10:35:51AM	Successful Http Reply Code: 200 - OK (63,57)	Explain
10	10:35:51AM	Published message with ID cfeef600-ddeb-11e8-bb15-ab65dfbbb938 to create entry in folder GENERAL.	Explain
10	10:35:51AM	Successfully posted generated files to the report repository	Explain

Return

11. Click on the **Return** button to return to the *Process Detail* page.

12. Click on the **OK** button to return to the *Process Monitor* page.

Note: 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, you will 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 delete a bill from the worksheet. Deleting a bill will reset field values on Project Costing Resource Table so the transactions can be re-sent to the billing interface tables in the future.
- You also have the ability to defer individual bill lines to a later date. **WARNING!** Use this option with caution and ensure that the date you enter is correct. You will not be able to 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 *Update Billing Worksheet* page displays with the **Worksheets Headers** tab selected.

The screenshot shows the 'Update Billing Worksheet' interface. At the top, there are two tabs: 'Worksheet Headers' (selected) and 'Line Details'. Below the tabs, the 'Business Unit' is set to 'R3201'. A message states: 'To change your search criteria, click Set Filter Options.' There are two buttons: 'Set Filter Options' and 'Search'. Below this is the 'Header Level Detail' section, which includes a search bar and a table. The table has columns: Contract, Project, Letter of Credit ID, LOC Doc ID, Pretax Invoice Amount, Currency, Add To Bill, Billing Worksheet, and Header Info 1. The 'Pretax Invoice Amount' column shows '0.000'. Below the table are buttons for 'Select All', 'Deselect All', 'Approve Now', 'Approve Later', 'Delete Now', and 'Delete Later'. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh', along with links for 'Manage Contract/Project Bills' and 'Letter of Credit Summary'.

3. Determine the bills you want to work with:

- Accept the default Business Unit and click on the **Search** button to bring in all transactions for your Business Unit; or
- Click the *Set Filter Options* link to change the Business Unit and enter additional search parameters.
 - Verify the Business Unit. This is a required field. 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.

- **Note:** the Project option does not work as expected. You can use the Contract option instead.

Filter Options x

Help

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

*Business Unit

Bill To Customer	From	<input style="width: 90%; border: 1px solid red;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Accounting Date	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Invoice Date	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Billing Type	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Bill Source	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Contract Type	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Contract	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Project	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Billing Specialist	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Billing Worksheet	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Letter of Credit	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
LOC Doc ID	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Pretax Invoice Amt	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
Added Within Days		<input style="width: 90%;" type="text"/>		
Date Added	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>
User 1	From	<input style="width: 90%;" type="text"/>	Through	<input style="width: 90%;" type="text"/>

Include Approve Later Bills
 Include Delete Later Bills

[Return](#)

- You can click on the *Return* link to return to the **Worksheet Headers** tab without entering any additional search parameters.

4. Click on the **Search** button on the *Filter Options* page or the **Worksheet Headers** tab. The *Worksheet Headers* page displays with entries that meet your criteria.

Worksheet Headers

Line Details

Business Unit R3201

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

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"/>	R320000133				9,397.12	USD	<input style="width: 50px;" type="text"/>	TMP00163143	<input type="button" value="⌵"/>

Select All
 Deselect All

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

5. Review the entries on the **Worksheet Headers** tab.

Field Name	Field Description
Contract Link	Click the <i>Contract</i> link to view the Contract pages for the related grant. Close the window to return to the <i>Update Billing Worksheet</i> page.
Project	The <i>Project ID</i> will display 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 you use the Letter of Credit (LOC) fields.
Pretax Invoice Amount	Amount of the Invoice.
Add to Bill	State of Minnesota does not use.
Billing Worksheet	Click on 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 click on the Header Info 1 icon to view Standard Billing Information; however, you'll need to navigate to the <i>Update Billing Worksheet</i> page again and re-enter your search information to process the worksheet.

- Click on the **Line Details** tab to view additional information and, optionally, defer or delete an entry.
 - The *View All* link and Arrow keys options in the **Line Level Detail** section can be used to scroll through the entries.
 - The “Chunk” Arrow Keys located in the **Header Level Detail** section, can be used to display chunks of 40 entries.

Header Level Detail

Business Unit R3201 Contract R320000133 Letter of Credit
 Billing Worksheet TMP00163143 Project LOC Doc ID
 Customer GMR3200004 Gross Billable Amount 9,397.12 USD
[Bill Header](#)

Line Level Detail

General Services Contract/Project ⓘ

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Billing Option	Defer Date	Description	Gross Extended	Less Discount	Net Extended
3	R3201	R32GT0000000133	1	BIL	REIMB	Bill <input checked="" type="checkbox"/>	<input type="text"/>	HR Payroll Journals	930.01	0.00	930.01
1	R3201	R32GT0000000133	1	BIL	REIMB	Bill <input checked="" type="checkbox"/>	<input type="text"/>	HR Payroll Journals	990.67	0.00	990.67
2	R3201	R32GT0000000133	1	BIL	REIMB	Bill <input checked="" type="checkbox"/>	<input type="text"/>	HR Payroll Journals	132.99	0.00	132.99
4	R3201	R32GT0000000133	1	BIL	REIMB	Bill <input checked="" type="checkbox"/>	<input type="text"/>	HR Payroll Journals	124.68	0.00	124.68

Save Notify Refresh

- Transaction detail for the individual bill lines display, including ChartFields, amounts and transaction dates.

Field Name	Field Description
Analysis Type	You will see “BIL” for billable lines.
Billing Option	Accept the default “Bill” or click on the drop-down to select a different option. Options include: Defer - You must also enter a Defer Date. Deferred bill lines cannot be viewed again in the Worksheet until the Deferred Date is reached. Delete – This option only deletes the bill line from the worksheet. The bill line can be re-sent to the billing interface tables in the future. Other options displayed are not used in Minnesota.
Defer Date	WARNING! You will not be able to see the deferred transaction on the Worksheet again until the date you select here. You will be able to see deferred bill lines on the Pending Contracts to Billing query. Refer to the “Run SWIFT Queries” guide for instructions.

7. Click the **Worksheet Headers** tab.

8. First, select the bills you want to work with. You will select the action to be taken in the next step.

- You can use the *Select All* or *Deselect All* links or click on the box for each temporary bill you want to work with.

9. Click on the button for the action you want to perform for your selection.

Button	Action
Approve Now	When you approve a worksheet bill, it disappears from the worksheet grid and the system copies the lines to be billed into a final bill.
Approve Later	State of Minnesota does not use this option.

Button	Action
Delete Now	Select the Delete Now option to delete the whole selected bill immediately. You are only deleting the bill from the worksheet and it will be available to select and process on your next Contracts to Billing (CA to BI) process.
Delete Later	State of Minnesota does not use this option.

- In this example, we will approve the bill. After approving, the entry disappears from the list.

Worksheet Headers | Line Details

Business Unit R3201
To change your search criteria, click Set Filter Options. [Set Filter Options](#)

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

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

10. You can click on the *Manage Contract/Project Bills* **Go To** link to see the Bills that were approved on the *Review Contract/Project Bills* page.

Review Contract/Project Bills

Business Unit Contract

Invoice Project

Customer Letter of Credit

LOC Doc ID

Job Overrides Include Invoiced Bills

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"/>	R3201	00000491486			RDY	11/01/2018 11:30AM	9,397.12	9,397.12	USD

Go to: [Worksheet](#) [Letter of Credit Summary](#)

11. You can click on the *Invoice* number link to view the *Header* of the bill.

Step 5: Run the Single Action Invoice Process

After a bill is created and the *Status* set to “RDY” (Ready) the Single Action Invoice process is run. 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.

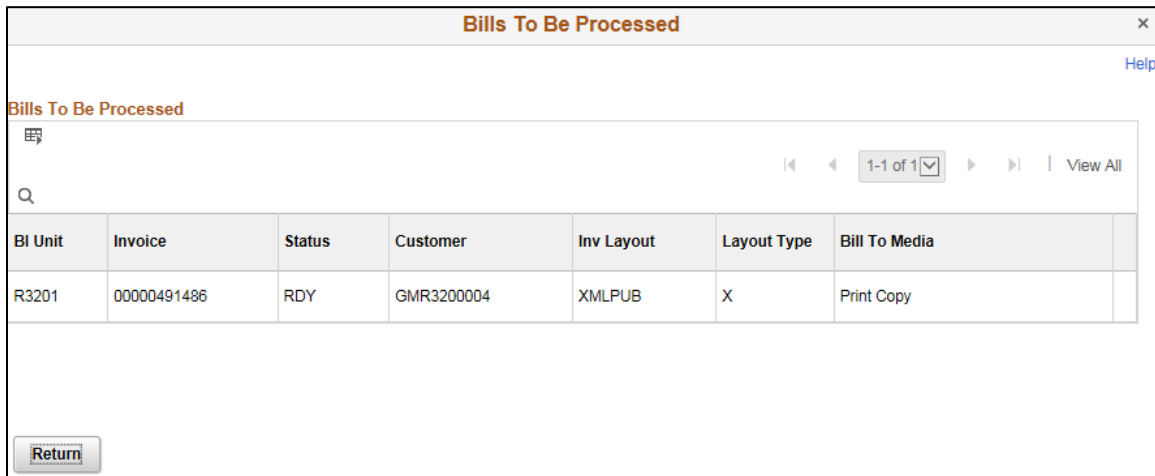
2. Search for an existing *Run Control ID* or create a new *Run Control ID*. The *Single Action Invoice* page appears.

3. Select the *Single Action Invoice* page options as described below:

Option	Description
Invoice Date	<p>Processing Date: The default selection is Processing Date. If you accept this selection, SWIFT will use the date on which the Single Action Invoice process is run as the invoice date as long as the invoice date field was left blank when creating the bill during bill entry. If an invoice date is not blank, this process will NOT override it with the processing date. If you entered the “Invoice Date” field when the Contract-To-Billing process was run, or you left the default value in the field, the invoice date is already set.</p> <p>User Defined: You can select a different date by selecting the <i>User Defined</i> option. When this option is selected, SWIFT displays a <i>Date</i> field. You can use that field to indicate the date that should appear on the Invoice.</p>
Posting Action	<p>WARNING! The “Batch Standard” <i>Posting Action</i> must be selected so that the pending items created by the Single Action Invoice process will be posted to the customer's account the next time the ARUpdate process runs.</p>
Range Selection	<p>Commonly used options are described below:</p> <ul style="list-style-type: none"> -All: all bills for the Business Unit/Location -Invoice ID: enter one Invoice ID or a range of invoices -Bill Type: select “GM” for Grant Management to process all grant bills for the Business Unit/Location

Option	Description
*Business Unit	Accept the default <i>Business Unit</i> or click on the Lookup button to select the <i>Business Unit</i> .
*Location ID	Enter the <i>Location ID</i> or click on the Lookup button to select the <i>Location ID</i> .

- Click on the yellow **Bills To Be Processed** icon at the top-right of the page. The *Bills to Be Processed* page displays listing bills that have been selected to be processed given the criteria that you have entered.



WARNING! If no bills are listed, the criteria you selected didn't pick up on any bills to run. You'll need to revise your criteria.

- Click on the **Return** button to go back to the *Single Action Invoice* page.
- Click the **Save** button.

- Click on the **Run** button to start the processing. The *Process Scheduler Request* page appears.
- IMPORTANT! Make sure to select the **Single Action w/Comm Cntl (BIJOB03K)** process.

Process Scheduler Request

[Help](#)

User ID 00770099
Run Control ID SingleActionInvoice

Server Name

Recurrence

Time Zone

Run Date

Run Time

[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	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Jobs for PC	BI_4_PC	PSJob	(None)	(None)	Distribution

- Click the **OK** button and you will be returned to the *Single Action Invoice* page.
- Make note of the **Process Instance** number listed below the *Process Monitor* link.
- Click on the **Process Monitor** link. The *Process List* page displays.

Process List
Server List

View Process Request For

User ID Type Last 1 Days [Refresh](#)

Server Name Instance From Instance To [Report Manager](#)

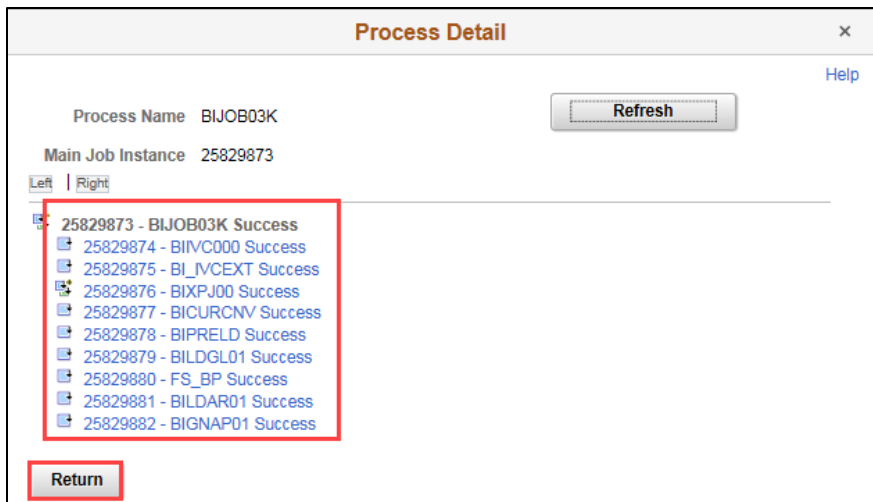
Run Status Distribution Status Save On Refresh

Process List

1-3 of 3 | [View All](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25829873		PSJob	BIJOB03K	00770099	11/01/2018 1:28:25PM CDT	Processing	N/A	Details
<input type="checkbox"/>	25829784		Application Engine	BIIF0001	00770099	11/01/2018 10:33:51AM CDT	Success	Posted	Details
<input type="checkbox"/>	25829770		Application Engine	CA_BI_INTFC	00770099	11/01/2018 10:08:29AM CDT	Success	Posted	Details

- In the *Name* column, click on the **BIJOB03K** link for the Single Action Invoice process that you ran.
Note: It is a best practice to click on the process link to *Refresh* rather than remaining on this page. That way, if there are Warnings, you will see which job has the problem.
- At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the page. If the process was successful, proceed to the next step.



- If you selected the Batch Standard Posting Action on the *Single Action Invoice* page, an AR Pending Item will be created and the invoice will be posted to your customer’s (sponsor’s) account when the ARUpdate batch runs several times during the day. **Note:** You can optionally print the “Load AR Pending Items Report” by clicking on the BILDAR01 successful process link, View/Log/Trace link, and the BILDAR01XXXX.pdf. A print screen of the report is provided below.

Report ID: BILDAR01

PeopleSoft BI
LOAD AR PENDING ITEMS

Page No. 1
Run Date 11/01/2018
Run Time 13:33:55

Range Option: INVOICE ID
Starting Id: 00000491486
Ending Id: 00000491486
Business Unit: R3201
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
10184	1	GMR3200004	00000491486	1	IN		IT-01	990.67 USD	USD	990.67 USD 2018-11-01	NET30	
	2	GMR3200004	00000491486	2	IN		IT-01	132.99 USD	USD	132.99 USD 2018-11-01	NET30	
	3	GMR3200004	00000491486	3	IN		IT-01	930.01 USD	USD	930.01 USD 2018-11-01	NET30	
	4	GMR3200004	00000491486	4	IN		IT-01	124.68 USD	USD	124.68 USD 2018-11-01	NET30	
	5	GMR3200004	00000491486	5	IN		IT-01	578.18 USD	USD	578.18 USD 2018-11-01	NET30	
	6	GMR3200004	00000491486	6	IN		IT-01	77.53 USD	USD	77.53 USD 2018-11-01	NET30	
	7	GMR3200004	00000491486	7	IN		IT-01	1,281.20 USD	USD	1,281.20 USD 2018-11-01	NET30	
	8	GMR3200004	00000491486	8	IN		IT-01	171.78 USD	USD	171.78 USD 2018-11-01	NET30	
	9	GMR3200004	00000491486	9	IN		IT-01	135.62 USD	USD	135.62 USD 2018-11-01	NET30	
	10	GMR3200004	00000491486	10	IN		IT-01	18.17 USD	USD	18.17 USD 2018-11-01	NET30	
	11	GMR3200004	00000491486	11	IN		IT-01	499.99 USD	USD	499.99 USD 2018-11-01	NET30	
	12	GMR3200004	00000491486	12	IN		IT-01	182.25 USD	USD	182.25 USD 2018-11-01	NET30	
	13	GMR3200004	00000491486	13	IN		IT-01	1,114.34 USD	USD	1,114.34 USD 2018-11-01	NET30	
	14	GMR3200004	00000491486	14	IN		IT-01	339.97 USD	USD	339.97 USD 2018-11-01	NET30	
	15	GMR3200004	00000491486	15	IN		IT-01	860.26 USD	USD	860.26 USD 2018-11-01	NET30	
	16	GMR3200004	00000491486	16	IN		IT-01	320.03 USD	USD	320.03 USD 2018-11-01	NET30	
	17	GMR3200004	00000491486	17	IN		IT-01	95.71 USD	USD	95.71 USD 2018-11-01	NET30	
	18	GMR3200004	00000491486	18	IN		IT-01	39.13 USD	USD	39.13 USD 2018-11-01	NET30	
	19	GMR3200004	00000491486	19	IN		IT-01	153.37 USD	USD	153.37 USD 2018-11-01	NET30	
	20	GMR3200004	00000491486	20	IN		IT-01	54.70 USD	USD	54.70 USD 2018-11-01	NET30	
	21	GMR3200004	00000491486	21	IN		IT-01	502.13 USD	USD	502.13 USD 2018-11-01	NET30	
	22	GMR3200004	00000491486	22	IN		IT-01	170.16 USD	USD	170.16 USD 2018-11-01	NET30	
	23	GMR3200004	00000491486	23	IN		IT-01	153.37 USD	USD	153.37 USD 2018-11-01	NET30	
	24	GMR3200004	00000491486	24	IN		IT-01	54.70 USD	USD	54.70 USD 2018-11-01	NET30	
	25	GMR3200004	00000491486	25	IN		IT-01	306.75 USD	USD	306.75 USD 2018-11-01	NET30	
	26	GMR3200004	00000491486	26	IN		IT-01	109.43 USD	USD	109.43 USD 2018-11-01	NET30	

OF INVOICES IN GROUP: 1
OF AR ENTRIES IN GROUP: 26
ACCOUNTS RECEIVABLE AMOUNT: 9,397.12 USD

- You can print the invoice(s) that were generated by navigating to the **Report Manager – Administration** tab and clicking 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, click on the **Return** button, on the *Process List* page, click on the *Report Manger* link under the **Refresh** button, on the *Report Manager* page, click on the **Administration** tab.)

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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 clicking on the *View Invoice Image* link.

Bill Summary Info		Bill Summary Info 2	
Unit	R3201	Invoice	00000491486
		Invoice Date	11/01/2018
Gross Extended Amount	9,397.12	Customer	GMR3200004 Training Customer
Total Discounts	0.00	Invoice Type	Regular
Total Surcharges	0.00	Bill Type	GM Grants Management
<hr/>		Bill Source	GRANTS Grants Management
Total VAT Amount	0.00	Bill Status	INV
Total Taxes	0.00	Template	No
<hr/>		Consol Hdr	No
Total Invoice Amount	9,397.12	Bill By ID	GM_CASH
Forward Bal	0.00	Invoice Media	Print Copy
Paid Amount	0.00	Due Date	12/01/2018
<hr/>			
Total Due	9,397.12 USD		
Go to:		View Invoice Image	
Bill Search	Header Info 1	Copy Address	Notes
Line Search	Address	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 and validly budget checked.

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).