

QUICK REFERENCE GUIDE

Temporary Process for Online Billing

(April 17, 2012) Revised October 20, 2014

Temporary QRG

Process for Online Billing Utilizing a Project and Expense Account Combination

MMB has identified an issue with online billing within the Billing Module that is preventing agencies from successfully processing an invoice that is coded with both an expense account and a project that is required to post to a project budget. This does not impact transactions using revenue accounts.

Until a SWIFT system solution is identified, we are implementing the following business process:

Agency Tasks:

1. Set up a new Revenue Budget using revenue account "511303" (Grant Mgmt Clearing).
2. Enter the bill as you would normally using the *Standard Entry* pages, making sure to do the following:
 - a. On the *Line – Proj Info* page, enter the project coding, including at a minimum the "PC Bus Unit", "Project", "Activity", and "Source Type" fields.
 - b. On the *Acctg – Rev Distribution* page, use the revenue account "511303" instead of the expenditure account and enter the project coding, along with the other required ChartFields.
3. Upon receipt of the funding, process the deposit referencing the invoice as you would normally.
4. Once the deposit has been posted, promptly enter a zero dollar (\$0) AR Direct Journal moving the deposit from revenue account "511303" to the appropriate expenditure account with project ChartField data entered.

MMB Agency Assistance Tasks:

- Monitor the clearing account to ensure the revenue is regularly receipted and the revenue account nets to zero.