



OMNI AR/Billing: Review a Temporary Bill Generated for Sponsored Research Approval

Detailed Business Process Guides – ABILL6

This guide covers how to review bills in “temporary” status (on the temporary bill worksheet) awaiting Sponsored Research approval.

About this Process

Sponsored Research Accounting (SRA) is responsible for reviewing every bill (generated through contracts and/or billing interface, or through manual bills) that is associated with an internal customer paying on a sponsored project.

In order to route these through SRA, the following procedures are followed (and are documented in the respective Business Process Guide):

1. Contracts: Ensure the bill will be sent to a temporary worksheet (temporary status)
2. Billing Interface: Ensure the bill will be sent to a temporary worksheet (temporary status)
3. Standard (online, ad-hoc bill): Leave the bill in NEW status; do not set to RDY. Only SRA can set the bill to RDY.

Please see Business Process Guide SRS1 for a detailed documentation of the process.



To Review Bills that SRA has not yet approved:

1. The best way to view all of the bills in temporary status (or new status) that await SRA’s approval is to use the query: FSU_AUX_SR_BILLABLE_ACTIVITY
2. You may also use the temporary worksheet page. However, this is not preferred:
 - a. It does not include bills that were created online (“ad-hoc,” Standard, and Express bills)
 - b. Security will permit any billing specialist to approve the bill. However, billing specialist activity is monitored and the Controller’s Office will contact any employee that violates this procedure for correction.
3. To review the temporary worksheet page:
 - a. Navigate to: Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet
 - b. Review the header details as desired; click on the lines as needed

