### Grants Management – Approving Grant Transactions for Billing/Draw

**Business Process**

1. Approving grant transactions for billing/draw.

**Navigation**

1. Main Menu > Finance Navigation > Project Costing > Interactive Reports > Manager Transaction Review

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**Process 1: Approving Grant Transactions for Billing/Draw**

Use the following navigation to approve grant transactions for billing. Every reimbursable transaction, included on a bill or draw, will need to be approved on this page in order to be processed to Billing. When a transaction is set to ‘Reviewed’, the system logs who approved it and when. So it is important that these approvals are completed with care.

1. From the portal Menu page, select Finance Navigation > Project Costing > Interactive Reports > Manager Transaction Review.

![Manager Transaction Review](image)

2. **Project Business Unit** – 62500 (should default from your user preferences).

3. Select an existing grant project ID in the Project field.

4. Click the Search button. The system will bring you to the Cost Review tab.
5. The search results will return all reimbursable transactions both with the Reviewed checkbox checked and un-checked. Initially, searching by 'All' will help you understand the page and the transactions that are hitting your particular grant project. As you get more comfortable you can click the ‘Not Reviewed’ field on the Manager Transaction Review tab to reduce the number of rows you see on the Cost Review tab.

6. Click the Manager Transaction Review tab.
7. Click the **Not Reviewed** field. By selecting this you will only see reimbursable transactions that have not been checked as reviewed.

8. Click the **Search** button.
9. Notice, only the un-approved transactions display on screen. Validate the transaction rows are correct and should be approved.

10. Optionally, use query `SD_GM_MANAGER_TRANS_REVIEW` to review the chartfield details if need be. Below is a screen shot of those details. In order to run the query you need to navigate to the following:

   a. Reporting Tools > Query > Query Viewer or Query Manager (depending on your security access)
11. The query prompts on Project ID just like the online page. It’s not required that the query be used but allows you the ability to see details that cannot be seen on the online page.

12. Once the transactions have been validated be sure to navigate back to the Manager Transaction Review page.
   a. Finance Navigation &gt; Project Costing &gt; Interactive Reports &gt; Manager Transaction Review

13. Select the Project

14. Click on the Not Reviewed field. This will only display the transactions that have not been approved/reviewed.

15. Click the Search button.
16. If you want to approve all of the rows on the page at once, click the ‘Select All Reviewed’ field. The system checks the Reviewed field for all transactions displayed, given the search criteria.

17. You can optionally approve individual rows by clicking the check box to the left of each transaction row in the Reviewed column.

18. Once you have clicked the necessary rows to approve, click the Save button.
   
   a. If you find that you clicked the Reviewed field for a row that should not be approved, uncheck the row and click Save.

   b. If you want to uncheck all rows that have been set to Reviewed, but have not been sent to Billing, you can click the ‘Clear All Reviewed’ field to uncheck all the rows given the current search criteria.

   c. Further, it should be noted that you cannot uncheck a row that has already been sent to Billing. The system locks those rows so they cannot be changed.

19. Click the Billing Review tab.
20. Click the **Streamline Billing** button. This sends the selected rows to the **Billing** module so accounting staff can review and finalize the grant bills.

21. Click the **Yes** button to continue with the process.

22. Click the **Process Monitor** link.
23. Click the **Refresh** button off and on until the process completes. The **Run Status** should say 'Success' and the **Distribution Status** should read 'Posted'.

24. Click the **Details** link.

25. Click the **Message Log** link.
26. Scroll to the bottom of the page and look for a message similar to the following. If you don’t see a number of rows processed or
and INTFC_ID go back to the Manager Transaction Review page and ensure the approvals were saved then re-run the
process from step number 20 above.

| 8 row(s) were inserted into PS_INTFC_BI with an |
| INTFC_ID of 31. |

27. The number of rows will change when you run the process, as well as the INTFC_ID number. You want to ensure the number
of rows processed matches what you just approved on the Manager Transaction Review page. Also ensure the process
gives you an INTFC_ID number. This will be used by the accounting team to push the rows to billing and create invoices.