

Business Process	Navigation
1. Approving grant transactions for billing/draw.	1. Main Menu > Finance Navigation > Project Costing > Interactive Reports > Manager Transaction Review

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.

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

Manager Transaction Review | [Cost Review](#) | [Billing Review](#) | [Sharing Review](#)

- Project Business Unit** – 62500 (should default from your user preferences).
- Select an existing grant project ID in the **Project** field.
- Click the **Search** button. The system will bring you to the **Cost Review** tab.

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Interactive Reports](#) > [Manager Transaction Review](#)

[Manager Transaction Review](#) | [Cost Review](#) | [Billing Review](#) | [Sharing Review](#)

Project: PA00000099 **Description:** Foundation Grant2 **Currency:** USD

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Reviewed	Activity	Analysis Type	Amount	Adjust	Target
☒	2013	ACT	\$3,746.00	☐	Target
☒	2013	GLE	\$3,200.00	☐	Target
☒	2013	ACT	\$6,000.00	☐	Target
☒	2013	ACT	\$3,000.00	☐	Target
☒	2013	ACT	\$-3,000.00	☐	Target
☒	2013	ACT	\$-3,746.00	☐	Target
☐	2013	ACT	\$-6,000.00	☐	Target
☒	2013	ACT	\$4,000.00	☐	Target
☒	2013	ACT	\$300.00	☐	Target
☒	2013	GLE	\$3,200.00	☐	Target

☒ [Select All Reviewed](#) ☐ [Clear All Reviewed](#)

Total Cost Amount: \$71,100.00 USD

[Adjust](#)

[Save](#)

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javascript:submitAction_win0(document.win0,'PC_PM_WRK_SELECT_ALL_PB');

- 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.
- Click the **Manager Transaction Review** tab.

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Select

*Project Business Unit: 62500 *Project: PA00000099

Activity: [Select Project Activities](#)

Analysis Type: Employee ID: Revenue Distribution Status: Billing Distribution Status:

View Type: ☒ Detail [Transaction Summary Template](#) ☐ Summary Template ID:

Reviewed: ☐ All ☐ Reviewed ☒ Not Reviewed

Date Type: From Date: Through Date:

Search Reset

Manager Transaction Review | [Cost Review](#) | [Billing Review](#) | [Sharing Review](#)

- Click the **Not Reviewed** field. By selecting this you will only see reimbursable transactions that have not been checked as reviewed.
- Click the **Search** button.

[Favorites](#) | [Main Menu](#) > [Project Costing](#) > [Interactive Reports](#) > [Manager Transaction Review](#)

[Manager Transaction Review](#) | [Cost Review](#) | [Billing Review](#) | [Sharing Review](#)

Project: PA00000099 **Description:** Foundation Grant2 **Currency:** USD

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Reviewed	Activity	Analysis Type	Amount	Adjust	Target
☐	2013	ACT	\$-6,000.00	☐	Target
☐	2013	GLE	\$3,200.00	☐	Target
☐	2013	GLE	\$2,000.00	☐	Target
☐	2013	GLE	\$1,200.00	☐	Target
☐	2013	GLE	\$3,000.00	☐	Target
☐	2013	GLE	\$4,000.00	☐	Target
☐	2013	GLE	\$2,400.00	☐	Target
☐	2013	GLE	\$1,500.00	☐	Target

Total Cost Amount: \$11,300.00 USD

☒ [Select All Reviewed](#) ☐ [Clear All Reviewed](#)

[Adjust](#)

[Save](#)

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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)

Favorites | Main Menu > Reporting Tools > Query > Query Manager

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Project = PA00000099

View All | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-8 of 8 Last

	Unit	Project	Fund	Dept	Account	Program	Product	Class	An Type	Trans Date	Acctg Date	Amount
1	62500	PA00000099	29	005	6320	640	599	4631	BIL	01/01/2013	05/06/2013	-6000.000
2	62500	PA00000099	29	005	6820	640	599	4631	BIL	05/02/2013	05/02/2013	3200.000
3	62500	PA00000099	29	005	6401	640	599	4631	BIL	05/02/2013	05/02/2013	2000.000
4	62500	PA00000099	29	005	6401	640	599	4631	BIL	05/02/2013	05/02/2013	1500.000
5	62500	PA00000099	29	005	6401	640	599	4631	BIL	05/02/2013	05/02/2013	3000.000
6	62500	PA00000099	29	005	6401	640	599	4631	BIL	05/02/2013	05/02/2013	4000.000
7	62500	PA00000099	29	005	6401	640	599	4631	BIL	05/02/2013	05/02/2013	2400.000
8	62500	PA00000099	29	005	6401	640	599	4631	BIL	05/02/2013	05/02/2013	1200.000

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 > Project Costing > Interactive Reports > Manager Transaction Review

Favorites | Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review | Cost Review | Billing Review | Sharing Review

Select

*Project Business Unit: *Project:

Activity: [Select Project Activities](#)

Analysis Type: Employee ID:

Revenue Distribution Status:

Billing Distribution Status:

View Type

☒ Detail [Transaction Summary Template](#)

☐ Summary Template ID:

Reviewed

☐ All ☐ Reviewed ☒ Not Reviewed

Date Type: From Date: Through Date:

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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.

Favorites Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Manager Transaction Review Cost Review Billing Review Sharing Review

Project: PA00000099 Description: Foundation Grant2 Currency: USD

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General Transaction Detail Contract Information

Reviewed	Activity	Analysis Type	Amount	Adjust	Target
☒	2013	ACT	\$-6,000.00	☐	Target
☒	2013	GLE	\$3,200.00	☐	Target
☒	2013	GLE	\$2,000.00	☐	Target
☒	2013	GLE	\$1,200.00	☐	Target
☒	2013	GLE	\$3,000.00	☐	Target
☒	2013	GLE	\$4,000.00	☐	Target
☒	2013	GLE	\$2,400.00	☐	Target
☒	2013	GLE	\$1,500.00	☐	Target

Total Cost Amount: \$11,300.00 USD

☒ [Select All Reviewed](#) ☐ [Clear All Reviewed](#)

[Adjust](#)

[Save](#)

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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.

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Project: PA00000099 **Description:** Foundation Grant2 **Currency:**

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Reviewed	Activity	Analysis Type	Amount	Source Type	Category	Subcategory	Source
☐			\$0.000				Source

Total Billing Amount: \$0.00

[Streamlined Billing](#) | [Process Monitor](#)

[Manager Transaction Review](#) | [Cost Review](#) | [Billing Review](#) | [Sharing Review](#)

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.

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Project: PA00000099 **Description:** Foundation Grant2 **Currency:**

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Reviewed	Activity	Analysis Type	Amount	Source Type	Category	Subcategory	Source
☐			\$0.000				Source

Total Billing Amount: \$0.00

[Streamlined Billing](#) | [Process Monitor](#)

[Manager Transaction Review](#) | [Cost Review](#) | [Billing Review](#) | [Sharing Review](#)

Message

Streamlined Billing will process all eligible transactions for BU 62500, Project PA00000099. Continue? (13130,13)

[Yes](#) [No](#)

21. Click the **Yes** button to continue with the process.
22. Click the **Process Monitor** link.

Favorites Main Menu > Project Costing > Interactive Reports > Manager Transaction Review

Process List Server List

Actions

User ID VP1 Type Last 1 Days Refresh

Server Name CA_BI_INTFC Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	705545		Application Engine	CA_BI_INTFC	VP1	06/26/2013 6:02:04PM CDT	Success	Posted	Details

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.

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Process Detail

Process

Instance 705545 Type Application Engine

Name CA_BI_INTFC Description Contracts to Billing Interface

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID PCDIR0024

Location Server

Server PSNT

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time Actions

Request Created On 06/26/2013 6:02:26PM CDT Parameters Transfer

Run Anytime After 06/26/2013 6:02:04PM CDT Message Log View Locks

Began Process At 06/26/2013 6:02:44PM CDT Batch Timings

Ended Process At 06/26/2013 6:03:14PM CDT View Log/Trace

OK Cancel

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.