Procedure:	Policy:		Number:
Creating a Receivable Invoice	**GP1900 Drawdowns and Reimbursement Requests**		**GP1900.7**
	( ) Complete Revision	Supersedes:	
	( ) Partial Revision	**n/a**	**Page 1 of 6**
	(**X**) New		

Overview of Procedure

The District receives grant funds in multiple ways. Most funding agencies, federal and non-federal, specify the method required for requesting grant funds. To avoid funding delays (or potentially penalties or funding withdrawal), the District must abide by the grantor's rules and regulations.

The Uniform Grants Guidance 2 C.F.R. 200.305 states that, for payments that apply to federal grants awarded on or after 12/26/14, payment methods must minimize the time between the transfer of funds from the United States Treasury and the disbursement of such funds.

This procedure outlines the steps taken by Grant Budget Analysts (GBAs) to create receivables invoice transactions and add/modify invoice lines for various accounts receivables scenarios.

These scenarios include:

1. **Lump sum payments**: Lump sum payments occur when the total award payment is received from the grantor either electronically (wire transfer) or via check. Sometimes there is a confirmation of the amount sent prior to the funding arrival.

2. **Scheduled payments**: Scheduled payments are customarily received monthly and reported quarterly. The District must complete online reimbursement forms (referred to as 105 Forms) via the Pennsylvania Department of Education (PDE) website according to the grantor's requirements.

3. **Drawdowns**: Drawdowns are requests made by the District for cash payments from the grantor. Many federal grants funds are disbursed through drawdown procedures which facilitate the disbursement of funds for program needs. The Grant Budget Analyst (GBA) is responsible for monitoring program cash flow needs and submitting drawdown requests in a timely manner and according to the grantor's requirements to assure adequate coverage of program needs.

Procedure Detail

Responsible Position	Step	Action Taken
Grant Budget Analyst (GBA)	PRE	**Accounts Receivable notifies GBA of incoming payment.** A copy of the check or document outlining the expected payment (i.e. FAI screen print) is required to complete this procedure.
Grant Budget Analyst	1	**Create the Transaction**. Sign into the application by using your Single Sign On (SSO) through the Employee Portal and select the ERP Finance Icon. Navigate to the **Receivables** menu and select **Billing**. Scroll down and click **Receivables** to expand the section. Select the **Billing** option and **Navigate to Tasks** >From the **Navigate to Tasks** menu, select **Create Transaction.** A new page will open with the following options: ● Under Transaction Source, select "Manual." ● Select Transaction Type (i.e. Federal) ● Enter Transaction Date. (Choose a future date from FAI if for future schedule pay) ● Enter Accounting Date. If creating a Manual Invoice, these fields will be entered manually rather than selecting from a pre-populated dropdown menu. If you are not adding attachments, skip to step 4. If adding attachments, proceed to step 3.

Responsible Position	Step	Action Taken

Grant Budget Analyst	2	**Add / Remove Attachments**
		
		Navigate to the **Attachments** window by clicking the plus sign (+) next to **Attachments** to add supporting documentation to the transaction.
		
		The Attachments window will open.
		
		a) Select the Type of attachment: The default is "File". Do not select "Repository File/Folder".
		
		b) Select the Category: "Customer Transaction" is the default.
		
		c) For attachment Type of "File": click **Browse** under File Name or URL.
		
		    a. Locate and select the file to attach.
		    b. Double click the file or click Open.
		
		d) For attachment Type of "Text": enter the text under File Name or URL.
		
		e) For attachment Type of "URL": enter the URL address under File Name or URL.
		
		Enter a Title for the attachment. The Title will default if the Type is "File." You may change the title as needed.
		
		Enter a Description. (optional)
		To allow others to access the attachment, click the box for **Shared**.
		
		To add additional attachments, click the plus icon (+) or **Actions** then repeat this step for additional attachments.
		
		To remove attachments, select the row for that attachment to be removed and click **X** or **Actions** > **Delete**. (optional)
		
		Click **OK** when you are done.

2

Responsible Position	Step	Action Taken
Grant Budget Analyst	3	**Enter Customer Information** **Bill-to Name**. If you know the customer's name or account number, you may search for existing customer information from a list. If you do not know the existing customer's information, use the Advanced search with limiters like 'starts with' or 'contains' for best results. Click **Show More** next to **General Information** in the upper left. Notice the header expands and now has additional fields and tabs to view. Complete all relevant fields. *Note: When you search and select a customer, the default Bill-to site is automatically selected. You may accept this selection or may change to another site from the customer account.*
Grant Budget Analyst	4	**Enter Payment Information** There are 4 sections: 1. Customer tab (enter customer info); 2. Payment tab (select exempt from late charges); 3. Miscellaneous (Select the Generate Bill option. If "Yes" is selected, the invoice is available to be printed manually or by scheduled process. (optional) Default is set to YES. Not currently using this functionality yet, selecting no.); 4. Invoice lines (select memo line and amount). For all invoice lines: ● Select the **Memo Line.** Search by typing "GR" then the source number separated by a space. ● Update the **Description** as needed ● Enter **Quantity** (Enter quantity as "1".) ● Enter **Unit Price** Click **Save** to save the information entered. The **Transaction Number** is now generated by the system for this transaction. *Note: Late charges are not used by SDP so the Exempt from late charges option is not applicable.*

3

Responsible Position	Step	Action Taken
Grant Budget Analyst	5	**Confirm / Edit Distributions** To confirm or edit the distributions, click **Actions > Edit Distributions**. The **Edit Distributions** window will open. A warning message will appear indicating to save the transaction before proceeding, click **Yes**. Review the distributions for the revenue lines**, add project code** and update as needed. Do not update the receivable line. It will be updated when the *Create Accounting* process runs.
Grant Budget Analyst	6	**Save / Submit Invoice** If changes are made to the revenue lines, click **Save and Close**. If no changes are made, click **X** or **Cancel**. Click the dropdown arrow next to **Save** and select **Save and Close** to save the transaction and return to the **Billing** work area. System will display a message indicating the transaction has been saved. Click **OK**. *Note: Simply selecting **Save** does not complete the receivables invoice process. You must declare the completion of data entry information by selecting **Save and Close** after saving the record.*
Grant Budget Analyst	POST	**Notify AR of Transaction Added to Approval Queue** If this transaction is urgent or requires timely approval, an email requesting, "Completion" step by A/R (accountsreceivable@philasd.org) must be sent to alert them of a pending approval in their queue.

4

Create Transaction from Existing Transaction (duplicate)

Note: The transaction to be duplicated must be in "Completed" status in order to duplicate.

Responsible Position	Step	Action Taken
Grant Budget Analyst	1	**Locate And Duplicate Transaction** From the **Task** menu, navigate to **Manage Transactions** page. Enter the search criteria for the transaction and click **Search**. For example, enter the **Transaction Source** and **Transaction Type** or use **Bill-to-customer** to search for customer, i.e. PA Department of Education). Click **Advanced** to search for transactions using additional fields. Additional search fields can also be added by clicking **Add Fields** and selecting one of the available fields like **Entered Amount**. Click **Actions > Duplicate**. *Note: Duplicate can also be done from the search page or after opening the completed invoice.*

Policy:
GP1900: Drawdowns and Reimbursement Requests

Forms:
None

Definitions:
None

Contacts:
Accounts Receivable Staff

Related Information:
None

History:
None

Issue Date: November 1, 2021	Effective Date: November 1, 2021	Approved by: Deputy Chief of Grant Compliance and Fiscal Services