Post Award Process Guide – Resource Related Billing (RRB) Cost Reimbursement/Letter of Credit (LOC) Billings - Remote

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| **Step** | **Task** | **Completed By\*** | **Frequency** |
| 1 | Identify grants to be billed, via creation and use of LOC Billings Template | Funding Administrator, Post Award | Bi-Weekly – No less than monthly |
| 2 | **Cost Reimbursement Billing (RRB’s) LOC:**   * Execute ZGMRRB   + No grant #   + Select LOC account   + Enter current date range (5/1/19-XX/XX/XX)   + Cost Center = 4601000000   + G/L = 541810 * Save report   + List – Save/Send – Local File – Save as Text w/ tabs (save in LOC monthly folder) * Print report | Funding Administrator, Post Award | Bi-Weekly – No less than monthly or as indicated by sponsor payment terms |
| 3 | Request draw/payment via LOC payment system (ACM$, PMS, ASAP, G5, DOJ) | Funding Administrator, Post Award | Bi-Weekly – No less than monthly or as indicated by sponsor payment terms |
| 4 | Execute ZGMV23   * Run by LOC * Reject never bill as appropriate * Ensure total matches expected RRB total from report created in Step 1 | Funding Administrator, Post Award | Bi-Weekly – No less than monthly or as indicated by sponsor payment terms |
| 5 | Create PDF of each draw request and save in shared drive - K:\\_DeptAll\POSTAWARD\Account Management\(1) Cash\Letter of Credit  Notify Senior Manager that files are ready for review and signature | Funding Administrator, Post Award |  |
| 6 | Review and approve LOC draws by attaching electronic signature | Senior Manager, Post Award | Within 48 hours of receipt |
| 7 | Review/Post LOC draws received on daily wires | Funding Administrator, Post Award | Within 72 hours of receipt |