Post Award Process Guide – Resource Related Billing (RRB) Cost Reimbursement/Non-LOC Billings

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Task** | **Completed By\*** | **Frequency** |
| 1 | Identify grants to be billed, via creation of billings report or use of the cash deficit report. | Funding Administrator | After the month has closed  |
| 2 | **Cost Reimbursement Billing (RRB’s):*** Execute ZGMRRB
* Execute ZGMV23
* Print Invoices via ZGM\_INV

**Periodic and Milestone Billing:*** Execute VF04
* Print Invoices via ZGM\_INV

**Manual Invoices:*** Execute FB70 (using G/L = 415000, Payer, SP, Fund)
* Print invoices via ZGM\_INV

*Note:* *Final Bills/Individual invoices should be done throughout the month as needed.* | Funding Administrator | Monthly or as indicated by sponsor payment terms |
| 3 | Prepare Required Back-up Documentation to support invoices | Funding Administrator | Monthly  |
| 4 | Forward Invoices with all necessary back-up documentation to appropriate individual for review and signature | Funding Administrator |  |
| 5 | Review and approve invoices | Senior Manager | Within 48 hours of receipt |
| 6 | Submit invoices with supporting documentation to sponsor | Funding Administrator | Upon approval |
| 7 | Maintain Billing Books | Account Management Area | Daily |
| 8 | Follow-up on outstanding A/R | Funding Administrator | As needed |
| 9 | Forward accounts to Collections | Senior Manager | As needed |