Atlas Billing Module

Quick Start Guide

(for UNDP only)
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Introduction

The Billing ‘Quick Start Guide’ provides a brief reference for navigation through the more frequently used Billing functionality and the detailed steps to complete a Billing module process.

The Billing module functionality described, takes into account the new data entry process to be used for the CRN and CRU bill types in 2005. It also highlights the revised page introduced in December 2004 for the CRE bill type.

For other detailed screen shots refer to the Training Guides on the On Demand site which will be updated accordingly.

http://ondemandweb.undp.org/frs.htm
Enter a Standard On-line Invoice

Navigation: Billing > Maintain Bills > Express Billing > Add New Value
Enter: Business Unit; Bill Type Identifier; Bill Source (ONLINE); Customer.

(Note: Enter all other required substantive information required as per Building Block 6 in addition to the pages highlighted below)

I. CRU Bill Type:

A. On the ‘Add New Value’ page, enter:

   Bill Type Identifier: CRU
   Customer: 00012 (for UNDP)

B. If ‘Enter Billing Currency’ page appears, enter: USD and click ‘OK’.

(NOTE: Must always be US dollars since the Universal Price List is in USD.)
C. The ‘Line List’ page appears; enter ‘ID’ in the Table column indicated below:
D. Click the magnifying glass icon under the ‘Identifier’ column:
E. The **Universal Price (UPL)** list table will be displayed. Select the price required:

```
Note:   High Cost – 100001 – 100023  
        Mid-High Cost - 200001 – 200023  
        Mid-Low Cost - 300001 – 300023  
        Low Cost - 400001 – 400023  
        Liaison - 500001 – 500023  
        Other Services - 800001 - 800012  
```
F. On the Line List page, enter the ‘Quantity’ of the service provided and click the Refresh button. This should be updated periodically prior to finalizing the invoice.
G. Click the ‘Projects’ button:
H. Enter the **PCBU**, **Project ID** and **Activity** which are **required data** for successful posting of expenditures to General Ledger and Projects, then click 'OK':

*(NOTE: Ensure that a valid Project ID and Activity as authorized by the UNDP project manager is selected, which would pass budget check.)*

For CRU – select UNDP projects  
For CRE – select Atlas Agency projects  
For CRN – select cost recovery projects with Activity 99
I. Add the next line(s) in the ‘Line List’ page for the other charges by clicking the ‘+’ sign:

Note: In the ‘Purchase Order Reference’ column, enter the agency reference information required to facilitate the UN agencies in identifying the charge (i.e. ULO numbers, Agency Reference numbers etc).
J. Select the ‘Line Notes’ from the drop down menu:
K. The Line Notes page will appear where all pertinent information required to facilitate the UN agencies in identifying the charge (i.e. ULO numbers, Agency Reference numbers etc.) must be entered:
L. Click the ‘Acctg-AR Offset’ option from the drop down menu:
M. At the ‘Acctg- AR Offset’ page, click ‘VIEW ALL’ to display all lines. This refers to the debit side to charge projects. Fill in the full and correct chart field string. Only expenditure accounts should be entered in the Acctg AR Offset page. Ensure that a Project number is entered and that this is the same as the Project number entered in the Line List page (Project button).
N. Click the ‘**Acctg-Rev Distribution**’ option from the drop down menu:
O. At the ‘Acctg- Rev Distribution’ page, click ‘VIEW ALL’ to display all lines. This refers to the credit side to record the operating unit’s extra budgetary income. This page should contain the chart fields crediting the country office extra budgetary income, for which distribution codes have been set up. Click the magnifying glass under the ‘Code’ column.
P. Select the distribution code applicable to your country office.
Q. The full chart field string derived from the pre-configured ‘Distribution Codes’ will be automatically populated. No project ID is required for revenue.
R. Go to the ‘Header Primary’ page and click ‘SAVE’. An invoice number will be automatically assigned:
S. When the invoice is ready to be finalized, the authorized user should change the status from ‘NEW’ to ‘RDY’. Invoices with RDY status will be picked up by the Billing batch processes and will be finalized. (When you ‘Review Billing Information’, you will note that the invoice status will be changed from RDY to ‘INV’):
II. CRN Bill Type:

A. On the ‘Add New Value’ page, enter:

- **Bill Type Identifier:** CRN
- **Customer:** Customer ID number for Non-Atlas UN Agency

B. If ‘Enter Billing Currency’ page appears, enter: **USD** and click ‘**OK**’.

   *(NOTE: Must always be US dollars since the Universal Price List is in USD.)*

C. The ‘Line List’ page appears; enter ‘**ID**’ in the Table column.

D. Click the magnifying glass icon under the ‘**Identifier**’ column.

E. The **Universal Price (UPL)** list table will be displayed. Select the price required.

F. On the Line List page, enter the ‘**Quantity**’ of the service provided and click the Refresh button. This should be updated periodically prior to finalizing the invoice.

G. Click the **Projects** button. Enter your **PCBU**, your **cost recovery Project ID** and **Activity99**, which are **required data** for successful posting of expenditures to General Ledger and Projects, then click ‘**OK**’.
H. Add the next line(s) in the ‘Line List’ page for the other charges by clicking the ‘+’ sign.

I. Click the ‘Acctg-AR Offset’ option then click ‘VIEW ALL’ to display all lines. Fill in the full and correct chart field string.
   - Only **expenditure** ACCOUNTS should be entered.
   - FUND code should be 12000
   - DEPT ID should be your CO department ID
   - Project number is the **same** cost recovery **Project** number entered in the Line ‘List’ page (Project button).

J. Click the ‘Acctg- Rev Distribution’ option, then click ‘VIEW ALL’ to display all lines. This page should contain the chart fields crediting the country office extra budgetary income, for which distribution codes have been set up. Click the magnifying glass under the ‘Code’ column.

K. Select the distribution code applicable to your country office. The full chart field string derived from the pre-configured ‘Distribution Codes’ will be automatically populated. No project ID is required for revenue.

L. Go to the ‘Header Primary’ page and click ‘SAVE’. An invoice number will be automatically assigned.

M. When the invoice is ready to be finalized, the authorized user should change the status from ‘NEW’ to ‘RDY’. Invoices with RDY status will be picked up by the Billing batch processes and will be finalized. (When you ‘Review Billing Information’, you will note that the invoice status will be changed from RDY to ‘INV’).
III. CRE Bill Type:

A. On the ‘Add New Value’ page, enter:

   **Bill Type Identifier**: CRE  
   **Customer**: Customer ID number for ATLAS Agency only (i.e. UNOPS, UNFPA, UNFEM, UNCDF)

B. If ‘Enter Billing Currency’ page appears, enter: **USD** and click ‘OK’.

   *(NOTE: Must always be US dollars since the Universal Price List is in USD.)*

C. The ‘Line List’ page appears; enter ‘ID’ in the Table column.

D. Click the magnifying glass icon under the ‘Identifier’ column.

E. The **Universal Price (UPL)** list table will be displayed. Select the price required.

F. On the Line List page, enter the ‘Quantity’ of the service provided and click the Refresh button. This should be updated periodically prior to finalizing the invoice.

T. Click the **Projects** button. Enter the **PCBU**, **Project ID** and **Activity** which are **required data** for successful posting of expenditures to General Ledger and Projects, then click ‘OK’:

   *(NOTE: Ensure that the Project ID and Activity are as authorized by the Atlas Agency, which would pass budget check.)*
G. Add the next line(s) in the ‘Line List’ page for the other charges by clicking the ‘+’ sign.

H. Click the ‘Acctg-AR Offset’ option then click ‘VIEW ALL’ to display all lines. The Due To/Due From ACCOUNT for the Atlas Agency should default. (15010=UNCDF; 15020=UNOPS; 15025=UNFPA)
I. Click the ‘Acctg – Interunit Exp/Inc option and fill in the full and correct chart field string as authorized by the Atlas Agency.

   a. Only expenditure ACCOUNTS should be entered.
   b. Project number is the same Atlas Agency Project number entered in the Line List page (Project button).
J. Click the ‘Acctg-Interunit Payables’ option, click VIEW ALL and confirm that the UNDP Due To/Due From ACCOUNT 15005 defaults for all lines.
K. Click the ‘**Acctg- Rev Distribution**’ option, then click ‘VIEW ALL’ to display all lines. This page should contain the chart fields crediting the country office extra budgetary income, for which distribution codes have been set up. Click the magnifying glass under the ‘Code’ column.

L. Select the distribution code applicable to your country office. The full chart field string derived from the pre-configured ‘Distribution Codes’ will be automatically populated. No project ID is required for revenue.
M. Go to the ‘Header Primary’ page and click ‘SAVE’. An invoice number will be automatically assigned.

N. When the invoice is ready to be finalized, the authorized user should change the status from ‘NEW’ to ‘RDY’. Invoices with RDY status will be picked up by the Billing batch processes and will be finalized. (When you ‘Review Billing Information’, you will note that the invoice status will be changed from RDY to ‘INV’).
Review Billing Information
(to review status of bills – read only)

Navigation: Billing > Review Billing Information > Details
Enter: Business Unit and Invoice Number

I. Header - Info 1 will be displayed
II. Select Line List:
III. Select Acctg – AR Offset:

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IV. Select Acctg Rev Distribution:

![Image of Atlas Finance interface]

- **Unit:** UN010
- **Bill To:** 20012
- **Invoice Date:** 05/01
- **Invoice Amount:** 10.00 USD

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
<th>Not Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accreditation Government</td>
<td>15.00</td>
<td>15.00</td>
</tr>
</tbody>
</table>

- **Code:** VUS_BU_10
- **Account:** VNE
- **Department:** 55001
- **Percent:** 100.00
- **Gross Extended:** 16.00

[More information and options available in the interface]
Review Entries by Invoice
(to obtain GL JE ID)

Navigation:
Billing > Review Billing Information > Review Entries by Invoice
Enter: Business Unit and Invoice Number

I. Accounting Entries page will be displayed:
II. Select **Journal Information** (to obtain GL Journal ID number)
Correct Staged Acctg Errors
(to correct invoiced bills which failed preload)

Navigation: Billing > Maintain Bills > Correct Staged Acctg Errors
Enter: Business Unit, click Search and select an Invoice Number

I. Staged AE Summary will be displayed:
II. Select page requiring correction and make necessary chart field modifications:
III. Click ‘Apply Corrections’ and ‘SAVE’ (the weekly billing batch processes will re-process the corrected bill):
Correct Budget Check Errors
(to modify bills which failed budget check)

Navigation: Billing>Maintain Bills>Correct Budget Check Errors
Enter: Business Unit, click Search and select an Invoice Number

1. Accounting Entries Summary will be displayed, click 'Budget Check' link to check the reason for the budget error:
II. This will drill down to the Commitment Control module; a warning will appear but click OK:
III. Click the **Go to Transactions Exceptions** link:
IV. The Transactions detail screen of the Commitment Control module is displayed; click on ‘Line Exceptions’:
V. The ‘Transaction Lines with Budget Exceptions’ will be displayed; click the icon indicated below:
VI. The ‘Exception Details’ will be displayed indicating the lines in error; click the icon below to expand the screen:
VII. The reasons for the budget error is displayed:

If Error is:

1. ‘No Budget Exists’ - cannot override nor re-run budget check; need to revise the budget;
2. ‘Budget Date out of Bounds’ – can do a budget override; then re-run budget check;
3. ‘Exceeds Tolerance’ – can do a budget override then re-run Budget Check.
VIII. If budget error is due to ‘No budget exists’, the project budget will need to be revised, or another project budget will be charged. If it is decided to charge another project budget, the chart field string can be modified by clicking the OK button:
IX. On the next screen, click the icon with the red arrow:
The original ‘Correct Budget Check Errors’ screen will appear. Select the revenue or the expenditure page that will be modified:
XI. Modify the chart fields pertaining to the correct project budget:

United Nations Development Programme
XII. Once the corrections to the chart fields are entered, click ‘Apply Corrections’, then SAVE. The invoice will be reprocessed for budget check:

<table>
<thead>
<tr>
<th>Seq</th>
<th>Line</th>
<th>Identifier</th>
<th>Description</th>
<th>Not Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>10010</td>
<td>Payment</td>
<td>98.80</td>
</tr>
</tbody>
</table>

**Invoice**

- **Unit:** UNOPS
- **Invoice No.:** 04425
- **Invoice Amount:** 150.05 USD

**Bill Line Distribution - IU Expense**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Item</th>
<th>Description</th>
<th>Account</th>
<th>Grant</th>
<th>Project</th>
<th>Grant Project</th>
<th>Donor</th>
<th>IU Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td>716015</td>
<td>HQDG</td>
<td>JU07</td>
<td>00608</td>
<td>00608</td>
<td></td>
</tr>
</tbody>
</table>
XIII. If the budget error indicates ‘Exceeds Tolerance or Budget Date out of bounds’, an over ride may be performed by an authorized user. ([The security roles enforced applies.]) Click OK from the following screen:
XIV. On the next screen, click ‘Override Transaction’ and the invoice will be re-processed for budget check.
Copy Billing Invoice
(to copy an existing bill for recurring charges)

Navigation: Billing > Maintain Bills > Copy Single Bill
Enter: Business Unit and Invoice Number

1. Click ‘Copy Bill’ radio button:
II. Click ‘SAVE’ and the new invoice number will be assigned:
III. Click ‘Go to Bill Header – Gen Info’ link
IV. The ‘Header Primary’ page of the new bill will be displayed (Note that the status of the bill is ‘NEW’):

Navigate to the different pages to modify any data (as required), then go back to the ‘Header Primary’ to change the status to ‘RDY’.
Adjust Entire Bill – Credit Entire Bill
(to credit an original bill)

Navigation: Billing > Maintain Bills > Adjust Entire Bill
Enter: Business Unit and Invoice Number

I. Click ‘Credit Entire Bill’ radio button:
II. Click ‘SAVE’ button and a new invoice number will be assigned:
III. Click ‘Header Info 1’ link for the Credit bill:
IV. The ‘Header Primary’ page will be displayed:
Note that the status of the credit bill will be ‘RDY’ and will be picked up by the billing batch processes and posted to General Ledger, Commitment Control and Projects.

**Adjust Entire Bill – Credit and Rebill**

(to credit an original bill and create a new bill)
Navigation: Billing>Maintain Bills>Adjust Entire Bill
Enter: Business Unit and Invoice Number

I. Click ‘Credit and Rebill’ radio button:
II. Click ‘SAVE’ and the new invoice numbers will be assigned for the credit bill and the rebill:
III. Click ‘Header Info 1’ link for the Credit Bill option will display the credit bill Header Primary page with status of ‘RDY’ as mentioned in the ‘Credit Entire Bill’ section above. While ‘Header Info 1’ link for the Rebill Bill option will display the Header Primary page for the Rebill.
IV. The ‘Header Primary’ page for the Rebill has status of ‘NEW’:

Navigate to the pages to modify any data (as required).

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_Adjust Selected Bill Lines_
(to create reverse accounting entries for selected lines of bills that have been posted to General Ledger. Do not use for invoices that failed batch processes and were not posted to GL.)
Navigation: Billing>Maintain Bills>Adjust Selected Bill Lines
Enter: Business Unit and Invoice Number

I. At the ‘Adjust Selected Bill Lines’ tab, click the Adjust Selected Lines radio button and the ‘Sel’ box:

II. The following screen will appear but click CANCEL:
III. Then select “Create Reversal and Rebill” option:
IV. Then click the line to be adjusted:
V. Click the SAVE button and a new Invoice number will be automatically assigned:
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VI. Click ‘Header Info 1’ to navigate to the new invoice created:
VII. The new invoice will have status of ‘NEW’.

VIII. Click on Line List page and lines with negative and positive amount will be displayed, resulting in the invoice amount to be zero.
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IX. Click on the Acctg-AR Offset page (or the Acctg-Rev Distribution) and ‘View All’. Modify the second line with the positive amount which need the correct chart fields:
(Note: The line with the negative amount should not be changed. This line reverses the incorrect line of an invoice that has been posted to General Ledger)

X. Go back to the Header Primary page to change the status to ‘RDY’, then Save:
## Annex I - Revised 2005 Billing Data Clean Up Cheat Sheet

<table>
<thead>
<tr>
<th>CRE-</th>
<th>CRU</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCOUNT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15010 - UNCDF</td>
<td>15015 - UNFEM</td>
<td>15020 - UNOPS</td>
</tr>
<tr>
<td>or 15025 - UNPFA</td>
<td>60000/70000 series</td>
<td>your service provided</td>
</tr>
<tr>
<td><strong>OPERATING UNIT</strong></td>
<td>NOT NEEDED</td>
<td>of UNDP project</td>
</tr>
<tr>
<td></td>
<td>of your unit</td>
<td></td>
</tr>
<tr>
<td><strong>FUND</strong></td>
<td>NOT NEEDED</td>
<td>of UNDP project</td>
</tr>
<tr>
<td></td>
<td>12000</td>
<td></td>
</tr>
<tr>
<td><strong>DEPT ID</strong></td>
<td>NOT NEEDED</td>
<td>of UNDP project</td>
</tr>
<tr>
<td></td>
<td>your CO Dept ID</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT</strong></td>
<td>NOT NEEDED</td>
<td>VALID UNDP PROJ</td>
</tr>
<tr>
<td></td>
<td>your Cost Recov Proj</td>
<td></td>
</tr>
<tr>
<td><strong>IMPLEMENTING</strong></td>
<td>NOT NEEDED</td>
<td>of UNDP project</td>
</tr>
<tr>
<td></td>
<td>*001981</td>
<td></td>
</tr>
<tr>
<td>AGENCY</td>
<td>DONOR</td>
<td>PROJECT DONOR</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>Acctg-Rev Distribution</td>
<td></td>
<td>54015</td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>54015</td>
<td>54015</td>
</tr>
<tr>
<td>OPERATING UNIT</td>
<td>your CTY code</td>
<td>your CTY code</td>
</tr>
<tr>
<td>FUND</td>
<td>11300</td>
<td>11300</td>
</tr>
<tr>
<td>DEPT ID</td>
<td>your DEPT ID</td>
<td>your DEPT ID</td>
</tr>
<tr>
<td>PROJECT</td>
<td>NOT NEEDED</td>
<td>NOT NEEDED</td>
</tr>
<tr>
<td>IMPLEMENTING AGENCY</td>
<td>*001981</td>
<td>*001981</td>
</tr>
<tr>
<td>DONOR</td>
<td>CUSTOMER ID</td>
<td>NOT NEEDED</td>
</tr>
</tbody>
</table>

| Acctg- Interunit Exp/Inv | | 60000/70000 series | NOT APPLICABLE |
| ACCOUNT | NOT APPLICABLE | NOT APPLICABLE |
| OPERATING UNIT | only for UNDP/UNFEM | NOT APPLICABLE |
| FUND | from Atlas Agency | NOT APPLICABLE |
| DEPT ID | from Atlas Agency | NOT APPLICABLE |
| PROJECT | from Atlas Agency | NOT APPLICABLE |
| IMPLEMENTING AGENCY | from Atlas Agency | NOT APPLICABLE |

| Acctg- Interunit Payables | 15005 - UNDP | NOT APPLICABLE |
| ACCOUNT | NOT APPLICABLE |

| Header- Primary | RDY | RDY | RDY |
| Set Status | | | |
| Invoice Date should be | dd/mm/2005 | dd/mm/2005 | dd/mm/2005 |

| Line List | enter Project No. | enter Project No. | enter Project No. |
| Click 'Project' button after entering line data. | | |

Atlas Billing Team
OIST/BOM
July 15, 2005