

Use this job aid to:

- Check your billing plan in Grant Display transaction

BEFORE YOU BEGIN

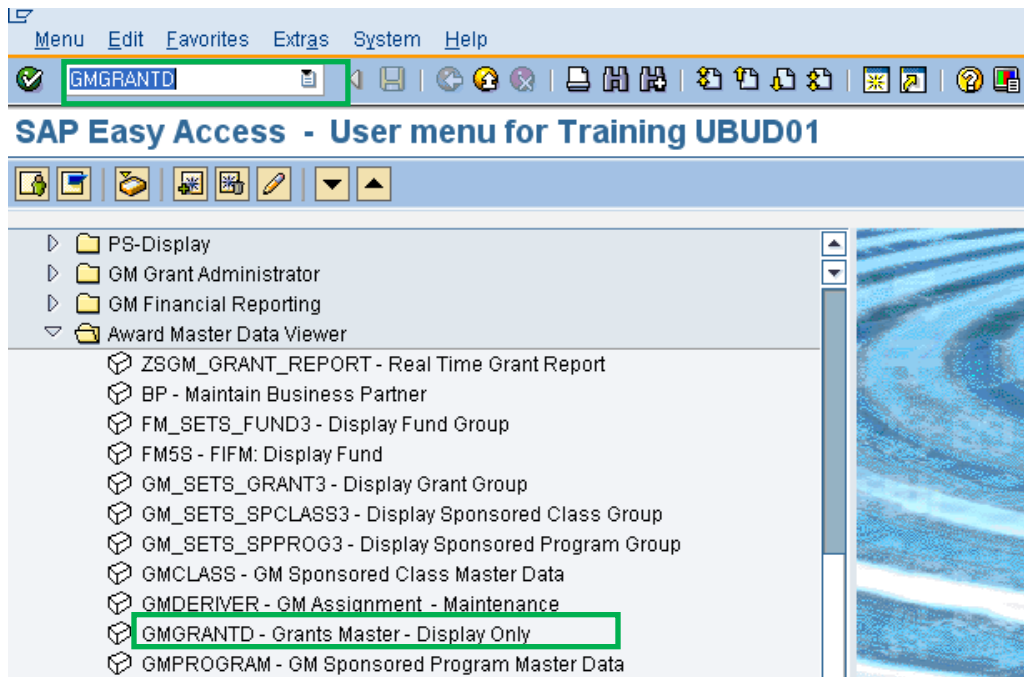
You should have access to transaction GMGrantD and to the grant you're responsible for.

Check the Billing Plan on a Grant Award

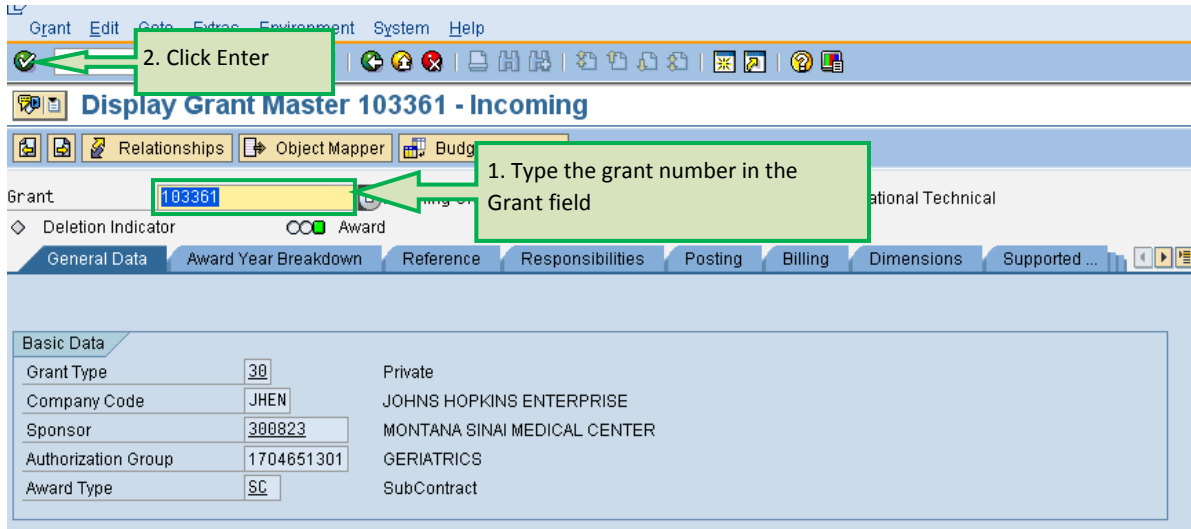
A direct pay award has a billing rule of 5 (direct pay-various amounts), 6 (direct pay-like amounts) or 9 (scheduled billing). The only time a billing plan can be created is if there are defined amounts with a defined schedule (for example, a payment of \$5,000 will be made each month). If the grant has a billing rule of 9, this means that the billing department needs to send an invoice for the flat rate amount. When the billing plan is processed, it creates an open item for the grant. This is an automated procedure and occurs throughout the month.

Below are instructions on how to look at the billing plan information and determine whether or not a billing plan was created for a direct pay award.

- 1. Accessing Grants Master – Display Only Transaction.** From the SAP Easy Access menu, you can access the Grant Display transaction by typing GMGRANTD in the Command field and clicking the Enter button, or by expanding the Award Master Data folder and double-clicking Grants Master – Display Only.

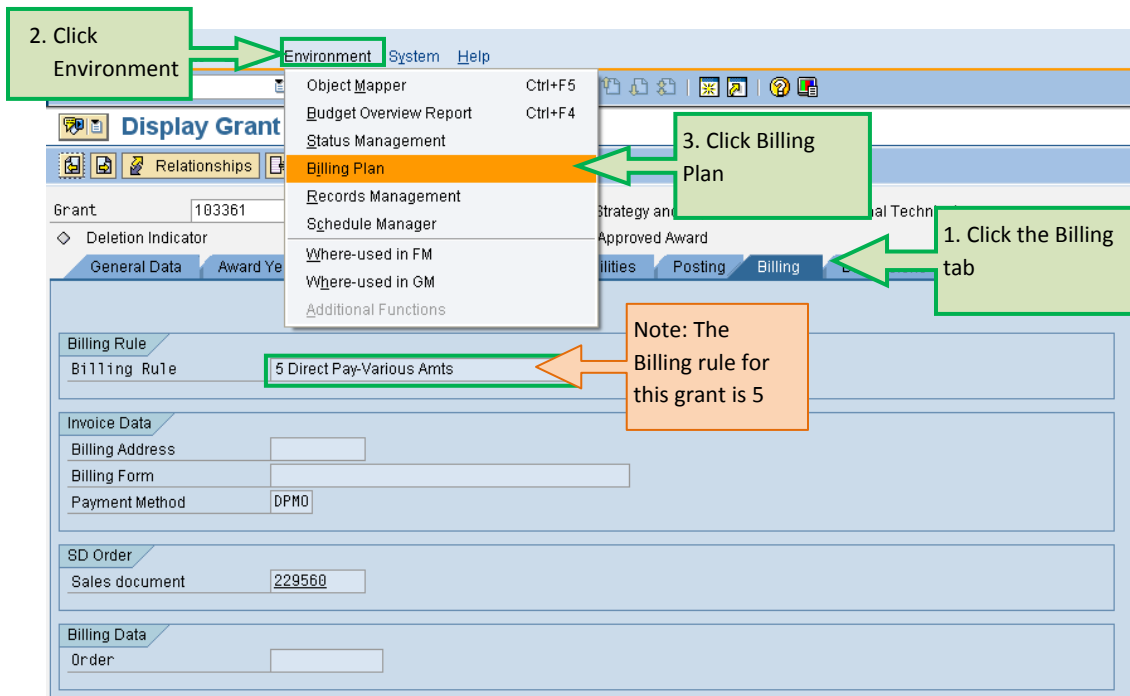


2. **Getting to the Grant Billing Information.** In the Grant field, (1) type in the grant number and (2) click the Enter button.



3. **Calling Up the Billing Information.** (1)Click on the Billing tab to look at the Billing Rule which for this grant is 5 Direct Pay – various Amounts.

Now, let's look at the billing plan. (2)Click Environment in the SAP menu bar. From the drop-down list, (3) click Billing Plan.



4. **Displaying Details on Billing Plan.** The billing plan displays all the line items that will become open items once the billing due date has arrived. Once the billing plan line item goes into C status, you will be able to view the open item on the customer by using transaction FBL5N – Customer Line Items.

Sales document 10 Edit Goto Extras Environment System Help

Display Grant Milestone 229560: Item Data

Sales Document Item 10 Item category ZMIL Milestone - Billing
Material 6000001 Generic Sponsored

Sales A Sales B Shipping Billing Document **Billing plan** Conditions Account assignment Partners Texts Order Data Status

Net value 71,030.00 USD

Billing plan
BillingPlanType 01 Milestone Billing
Start date 01 Today's Date Reference

InvoicePercentg 0.00 Billing value 71,030.00 USD

Dates

Billing Date	DtDs	MistRel	%	Bill.value	Crcy	Block	MStn	BR	BillSt
06/14/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/15/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/16/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/17/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/18/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/19/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/20/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/21/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/22/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/23/2008	0003		Contract Conclu...	5,916.00	USD			2	C
06/24/2008	0003		Contract Conclu...	5,916.00	USD			2	C

Billing status for the billing plan/invoice plan data

Billing stat...	Short Descript.
	Not Relevant
A	Not yet processed
B	Partially processed
C	Completely processed

4 Entries found