Invoicing Technicians Guide
Part 1: Work To-Do List in Cognos. *In FileMaker, this would be your Task Log

Used to find all projects/awards currently in routing after Project Set-Up has been completed

1. Log into Cognos QA Environment: [https://rptqa.dev.cu.edu](https://rptqa.dev.cu.edu) *select UCB Directory

1.1. Enter your identikey and password
1.2. Select Directory ‘UCB Active Directory’
1.3. Click ‘OK’

2. Click on the eRA Folder
3. Click on **CU Boulder** Folder

![CU Boulder Folder](image1)

4. Click on **Proposal and Award Tracking** Folder

![Proposal and Award Tracking Folder](image2)

5. Select **Boulder Workflow Data** Report

![Boulder Workflow Data](image3)
5. The first prompt below allows the user to select the desired output of the report and then Click ‘Run’. The Next Prompt is for testing only. Select the Connection: eRA_LIVE_Stage and Click OK at the bottom left of the screen (This step will no longer be need once we go live).

6. Choose a Functional Role (Invoicing Review), then use drop down to choose specific Billing Tech. Click FINISH.
# 7. Work To-Do List Report

<table>
<thead>
<tr>
<th>RUSH</th>
<th>Proposal #</th>
<th>Award #</th>
<th>Mod #</th>
<th>Mod Amount</th>
<th>Mod Type</th>
<th>Sponsor</th>
<th>PI Last Name</th>
<th>PI First Name</th>
<th>MI</th>
<th>PT Award Increment Status</th>
<th>PT Status Update Date</th>
<th>Billing Tech</th>
<th>Redirect [YES/NO]</th>
<th>Redirect Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0104.12.0091BE</td>
<td>DTM-3250-01 (Phase E)</td>
<td>01</td>
<td>0</td>
<td>Converted</td>
<td>Carnegie Institute of Washington</td>
<td>McClintock</td>
<td>William E</td>
<td>Invoicing Review Needed</td>
<td>May 26, 2015</td>
<td>Janet Hildebrand</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0106.06.0066BE</td>
<td>OCG33691BE</td>
<td>01</td>
<td>20,000</td>
<td>Converted</td>
<td>Various Oil Companies</td>
<td>Stodell</td>
<td>Louis S</td>
<td>Invoicing Review Needed</td>
<td>May 13, 2015</td>
<td>Sonya Lee</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0111.12.019770</td>
<td>UGA-0-41026-11</td>
<td>01</td>
<td>70,000</td>
<td>Converted</td>
<td>National Renewable Energy Laboratory/DOE</td>
<td>Smolyukh</td>
<td>Ivan I</td>
<td>Invoicing Review Needed</td>
<td>May 5, 2015</td>
<td>Sonya Lee</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0113.12.0117BE</td>
<td>340404-555800</td>
<td>01</td>
<td>0</td>
<td>Converted</td>
<td>Stroud Water Research Center</td>
<td>Anderson</td>
<td>Suzanne</td>
<td>Invoicing Review Needed</td>
<td>May 5, 2015</td>
<td>Sonya Lee</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. RUSH
2. Proposal # - Boulder eRA/InfoED Proposal Auto Assigned Number
3. Award # - Sponsor Award Number
4. Mod # - Displays the Modification Number
5. Mod Amount – The funding amount of the modification action
6. Mod Type – The following list define the modification(s).

- Initial
- Funding and Extension
- Funding Extension
- COP Reduction
- Deobligation
- Carryforward
- Supplement
- Key Personnel Change
- Admin
- Internal Correction
- Internal Transfer
- Internal PV/CoI Change
- Internal Change Org Number
- Internal Change Department
- Internal Other

7. Sponsor
8. PI Last Name
9. PI First Name
10. MI
11. PT Award Increment Status
12. Billing Tech
13. Redirect [YES/NO]
14. Redirect Comment
8. Highlight and copy Proposal No. and then paste this number into eRA.

*This is the way you will need to search for your award in InfoED

![ERA Reporting System](image)

9. Log onto the eRA System at [https://erastaging.dev.cu.edu](https://erastaging.dev.cu.edu)
Part 2: Locate and Review the Award in the eRA System

From Step #9 under Part I:

1. Click on My Proposals Box then Search For

- Proposals are the basis for the InfoEd system.
- All proposals are connected to one award number.
- Master is usually the earliest proposal.
- All master proposals have their own award number.
- If the same award number is assigned to a proposal, then that proposal is the child.

*For the conversion, all proposals with the same award number are grouped together.*
2. Paste the Proposal NO. into the Proposal Number Box under **My Proposals Tab**

NOTE: You can also use the Sponsor Award Number. Enter Sponsor Award Number from the To Do Workflow into ‘Award Number’ below.

*You copied the Proposal NO. in step #9, part 1

3. Click **Locate** in the upper right hand corner of the page

Your Proposal will populate under the results

If you don't know all the numbers in your proposal or award, you can start with the first couple digits followed by a * sign (Wildcard). Example: 0215*. Every proposal or award with those starting digits will come up in the search and you can click the one you need.
• You can also use the award number in the workflow to-do list to locate your award.
• Click on the "show additional search options" drop down in the middle of the page. Shows “additional search fields.” Populate the award number in the award number box.

4. Hover over the "New" folder and Click Edit

You are now in PT (Proposal Tracking) Module.
GENERAL INFORMATION ABOUT THE FOLDERS ARE LISTED BELOW:

**Submissions Folder** (Yellow Folders = PT Module) you can access the following information about the proposal:

- **Submissions Folder:** Click on main folder and see list of all proposals.
  - From this list you can click on PT under open and see specific proposal page

**Summary Folder:** Department and Dept. Org number, College, PI, Co-PI, NSF Report Code, Cost Share, Associated - ICR%

**Sponsor Folder:** Sponsor, Sponsor Type & Sponsor Contact, Award # & Award Type, CFDA #

**Personnel:** Contact information for PI, Co-PI and Dept Contact

**Budget:** Proposal Budget

**Attachments:** All attachments related to the Proposal

**Approvals:** All approvals related to the Proposal

**Status History:** List of all possible statuses used for Proposal. Can look at proposal status

*There are links between all 3 folders or modules

**TIPS:**

1. **Folder color:**
   - Proposal Tracking Module include Proposal information and Award
   - Award Tracking Module include Award information and workflow
   - Financial Tracking Module include Project information and speedtype

**Awards Folder** is where the Invoicing Technicians will be able to change status or redirect

- To change your status, you will be in PT Mode (yellow folder)
- To re-direct, you will be in AT Mode (blue folder)
5. Click on the Award Folder in PT Module

- **Award Folder** in PT Mode shows award increments (Mods), Summary, Terms & Conditions, and a Blue Award Folder (AT Mode). The blue folder indicates that an award record has been created in the Award Tracking Module.

After clicking on the main **award folder**, key information you can find:

a. **Award Summary** (Project total) = **Current Funding** in FM

b. **Other Award Details**: Payment Method, Award Comments, Converted Records

**Other Award Details**

<table>
<thead>
<tr>
<th>Total Anticipated</th>
<th>12,000,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Method</strong> (and AR Type)*</td>
<td></td>
</tr>
</tbody>
</table>

- **Award Comments** = Remarks in FM
- **Converted Records** show **Corresponding Project Numbers**

**Attachments Folder** (yellow folder in PT module)

This is where you will find all the award attachments for your review
6. Change your status under **Award Information**

a. **Click on the main Awards Folder in PT Mode (Yellow Folder)**

![Folder screenshot]

b. **Click on the blue type under Status column**, based on which award date you are reviewing.

   A new window will open, **Status History Screen**

   ![Status History window]

   c. **Change status to Billing/Payment Complete** (or other appropriate status) using the drop down arrow

   ![Status change screenshot]

   d. **Click ADD**. This will take the proposal off your Work To-Do list in Cognos

   e. **Under Award Information**, the status has now been updated
7. **Redirect** by changing **Award Increment Status History** in AT Module (Blue Folder)

   a. Click on the **Blue Award Folder** and a new window will be displayed in **AT Mode**

   - Opens in the **Summary Folder**

   b. Click on the **Award Increment folder**

   c. Click on the **Increment you are working with**. Choose from the dropdown list below the main award increment folder (each increment is the award MOD).

   d. Go to **Award Increment Status History**

   e. In the **status box** change to **WF_Redirect** or **WF_Redirect Remove All**

      - **WF_Redirect** = Redirect to one person and award will stay on everyone’s work list
      - **WF_Redirect Remove All** = Take award off everyone’s work list to make change

   f. Select person to redirect to in the box below "Status" using the drop down arrow to the right of the box

   g. Click the "Save" at the top, left of the screen

   *If you don’t need to redirect, you don’t change the status in this mode/folder
8. **Financials Folder** (Gray folder, FT Module) **Project Level Information**

**Used to locate Projects and SpeedTypes for an Award**

- Financial folders display all projects associated to the award.
- Hover over the Account (project) number and Speedtype, PI and Sponsor is shown.
- Operating Budget will be used under transactions.
- In Award Folder, **Other Award Details** will also show corresponding projects.

![Financials Folder](image)

a. Click on the **Account** folder you need to view

b. In Account folder, click on **Summary** folder to see project start & end date and available funds

![Account 1552097 Summary](image)

- **Available Funds** = “balance” column reflects dollars received thus far for project

c. Expand **Awards** folder and click on blue award folder to get to AT mode

![Account 1552097 Awards](image)

c. Expand **Setups** and click **Attributes**. (This is where most of the converted data can be found)

![Setups Attributes](image)

- **General under Attributes** shows you project number, authorized start & end date for project, SpeedType, PI, Dept/Org.

![Attributes General](image)

- **Other Project Attribute details:**
  - Converted Mod History
  - Converted Project setup status - Historical Task Status
  - Project F&A Rate (Project indirect rate only listed if different than award)
You can also search for a project/award under **My Financials**

1. Account Title = Speedtype
2. Account Number = Project
3. Responsible = PI
4. Charge to = Sponsor
5. Department = Org Number & Department
Awards Folder is where the Grant Accountants will be able to change status or redirect.

Financials Folder is where you will find the project level information.

Attachments Folder is where you will find all the award attachments.

Submissions Folder is where you can access all information about the proposal.