

## SD Processing Cheat Sheet May 2012

### PREREQUISITES FOR POSTING AN SD ORDER

#### **Customer Master Record –**

- The customer master record must exist and be extended to the agency sales area.

#### **WBS Element –**

- Must be in the correct status – Released
- Must be flagged as a billing element. If subordinate billing elements exist that need to roll up to this WBS for billing purposes, they cannot be flagged as billing elements.

#### **Derivation Rules –**

- Derivation rules should not be changed once the order has been posted. If a change is required, two options exist:
  1. Stop processing the current line, create a new WBS and a new sales order
  2. Reverse any existing bills and collections, change the derivation rule, rederive the account assignment on the order, confirm that the budget moved to the new account assignment, and reenter the bills and collections

#### **Budget –**

- Anticipated Budget must exist for fund to be cited on the order

### POSTING AN SD ORDER

#### **Contract Start and End Dates –**

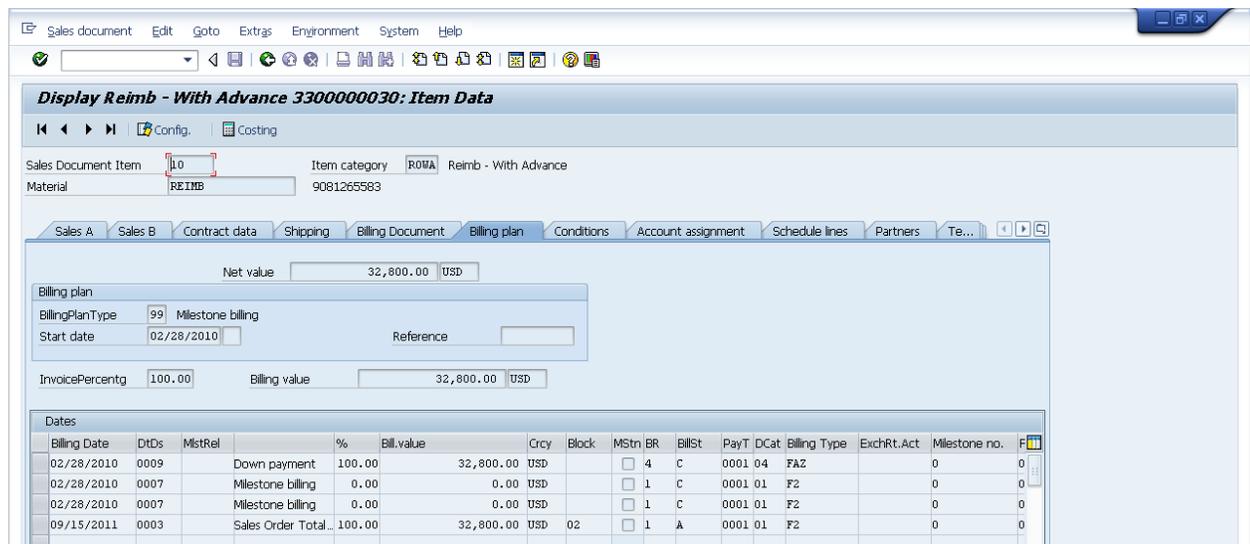
- From a business process perspective, we track the expiration date of the customer's funding and the agreement end date.
  1. The contract end date field is used by the year end closing program to determine if the order should be closed. We should populate these fields with the most restrictive of the two dates. So if the customer's funding expires on 12/31/2012, but the agreement end date is 08/15/2012, this field would be populated with the agreement end date of 8/15/2012.
  2. Period of performance – The least restrictive of the two dates should be entered here. Using the above example, this would hold the expiration of the customer's funding – 12/31/2012.

#### **Purchase Order Number –**

- This field is used as a link on INTR orders to match to the Purchase Order
- Otherwise fill with the customer's obligation number.

## Billing Plan – only for advance and fixed price orders (see screen print)

- Total value line –
  1. Must equal 100% of the sales order value and be blocked. Any block code may be used.
- Down payment lines –
  1. Must be less than or equal to the amount of the sales order.
  2. Down payment requests are generated when these lines are entered and the order is saved.
- Empty Milestone –
  1. A Milestone line must be manually added before running billing to liquidate advance each month. Resource-related billing will issue the error “No dates released in the billing plan” if the order needs a new milestone.



## CHANGING AN SD ORDER

### Reason for Rejection –

- If an order line needs to be zeroed out, the reason for rejection must be set to “Closed – Incorrectly Setup.”

### Total Value Line – Advance Orders

- This line will default into all sales orders with a billing plan during creation and should never be changed. It is set to 100% of the line item value, so any order value changes will be taken care of automatically.

## BILLING AN SD ORDER

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### Billing based on costs –

- Most orders must be billed through “Accounts Receivable=>Sales Order Billing Process=>Create Billing Request” to create a billing request based on posted costs. This billing request is then billed in “Accounts Receivable=>Sales Order Billing Process=>Create Billing Document” to create the billing document and accounting postings.
- There is a fixed price order type PRBL that can be billed directly, but non-PRBL orders are not billed in “Accounts Receivable=>Sales Order Billing Process=>Create Billing Document.”
- Resource related billing allows billing in excess of the order value, so manual checks must be done to avoid this issue. Costs can exceed budget due to Labor postings, etc.

### Billing documents without accounting documents – (A CR is Required to access this functionality. This is not currently available for FMMI users)

- The transaction code VFX3 can be used to find SD bills without accounting postings.
- When reversing an SD bill in “Accounts Receivable=>Sales Order Billing Process=>Cancel Billing Document,” the system will attempt to post the reversal using the posting date of the original invoice. If that period is closed, the accounting documents will not be created.

### Cancelling a Bill –

- When reversing an SD bill in “Accounts Receivable=>Sales Order Billing Process=>Cancel Billing Document,” the system will attempt to post the reversal using the posting date of the original invoice unless a user enters a different Bill date in the overview screen. If that period is closed, the accounting documents will not be created. When one of these documents is found, change the posting date to the current period and select “Release to Accounting.”
- When a bill is cancelled, cancel the debit memo request as well using the reason for rejection “Reject – Temporarily Redetermine.” This will allow the costs to be billed again.