

Billing for Fixed Award Lines

- Fixed award lines will have a billing schedule that has pre-defined dates. From the Award Line Summary, you can see if something is ready to bill:

Line Amount	Billing Schedule	Scheduled, In Progress, and Ready To Bill Amount	Reim Av
0.00			
143,713.34	BILLING_SCHEDULE-3-2245	0.00	
31,560.92		0.00	
0.00			

- Run the following reports (optional)
 - Award Billing Audit
 - Tasks for My Awards-tasks assigned to you
 - Award Task Status-overview of whole award
 - Award Budget to Actuals by Ledger Account
- From the Award related actions, select Customer Contract>Create Customer Invoice from Billing Installment. Your Award will pre-populate but you will need to enter the Company and Invoice Date.

The screenshot shows the interface for Award AWD-02-00000708. On the left, there is a sidebar with a search bar and a list of actions. The 'Customer Contract' action is highlighted. On the right, the award details are displayed, including the Award Number (AWD-02-00000708), Status (Approved), Version Status (Award In Effect), and Name (True Cost of Custom Desiqr).

Award AWD-02-00000708	
Award Number	AWD-02-00000708
Status	Approved
Version Status	Award In Effect
Name	True Cost of Custom Desiqr

- Select the Invoice to bill. The Invoice Date can be changed. Select OK twice. Refresh as needed until the process completes. View results

Company University of Nevada, Las Vegas
 Invoice Date On or Before 07/03/2018
 Award Contracts Selected AWD-02-00000819: Bench--Scale Testing for Unit 4 Source Area Biorem 09/27/2017 (version 1)
 Total Amount 69250
 Installment Count 1

Billing Installments 1 item | 1 selected

<input type="checkbox"/>	Billing Installment	Invoice Date	Amount	Customer	Billing Schedule
<input checked="" type="checkbox"/>		07/03/2018	69,250.00	Tetra Tech, Inc.	Tetra Tech, Inc. 09/27/2017 Custom

- If you want to print the invoice, click on the Customer Invoice number, use the related actions to select Customer Invoice>Print Customer Invoice. You can find the invoice on the Billing Schedule and print later as well.

Processed Installments 1 item

Billing Installment	Customer Invoice	Company
Billing Installment: University of Nevada, Las Vegas, Tetra Tech, Inc., 07/03/2018, \$69,250.00	CI-02-00000788	University of Nevada, Las V

View Customer Invoice CI-02-00000788 Actions

Invoice Status Approved

Payment Status Unpaid

Invoice Information

Company [University of Nevada, Las Vegas](#)

Bill-To Customer [Tetra Tech, Inc.](#)

Sold-To Customer [Tetra Tech, Inc.](#)

Invoice Number CI-02-00000788

Invoice Type [Award - Installment/Milestone](#)

Invoice Date 07/03/2018

Actions

- Customer Invoice >
- Accounting >
- Customer Payment >
- Favorite >
- Navigate >

Customer Invoice

- Change
- Update Invoice Lines
- Create Adjustment
- Cancel
- Add Note
- Add Attachment
- Edit Approved Invoice
- Maintain Dispute
- Maintain Collection
- Maintain Dunning Letter Exclusion
- Write Off Bad Debt
- Print Customer Invoice