



BILLING eMOU GUIDE

University Hall 365

Phone: (818) 677-6685

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INTRODUCTION

The eMOU module is intended to enhance sustainability by moving paper processes and approvals online. This guide is designed to provide instruction on how to use the eMOU Module for billing which includes the following topics:

- [Billing eMOUs](#)
- [Approving or Denying eMOU Billings](#)

Employees must submit an Application Access Request in the online security module. Select **SOLAR Financials** in the application section and choose the appropriate role(s).

WHO DO I CONTACT FOR HELP?

Create a [Service Request](#) to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

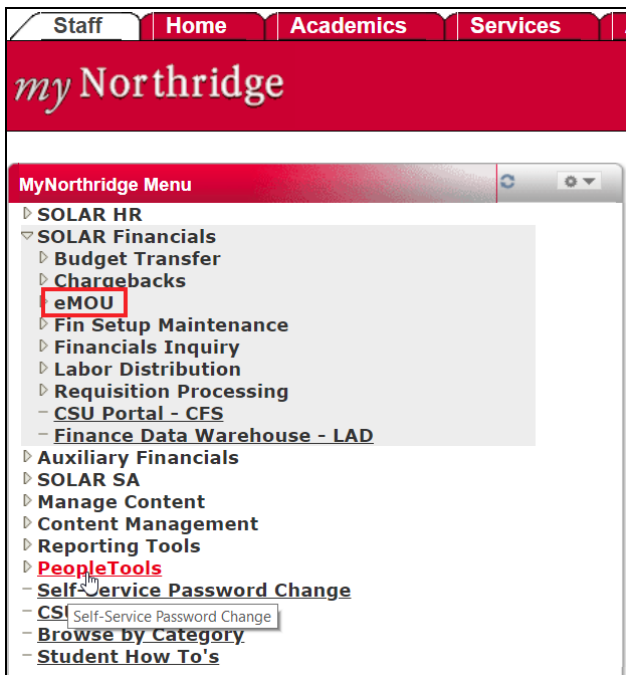
ACCESSING THE CAMPUS WEB PORTAL

SOLAR applications are housed within the campus web portal. Follow the instructions below to access the campus web portal:

1. From an **Internet Browser**, access the **myNorthridge** portal located on the [CSUN](#) home page.



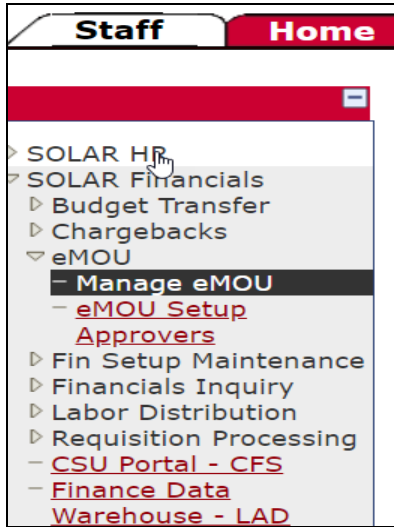
2. Log in using your **CSUN User Name** or **CSUN ID#** and **Password**.
3. Select the **Login** button
4. Applications are located under the MyNorthridge menu section. The menu items listed are based on the employee's current security access. Select eMOU.



BILLING eMOUS

1. To bill an eMOU select the following menu path:

SOLAR Financials > eMOU > Manage eMOU > Create/Update/Bill eMOU



2. Select the **Find an Existing Value** tab and enter the eMOU Reference Number for billed or click **Search** to see a list of eMOUs for your assigned area.

Create/Update/Bill eMOU

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

MOU Reference# begins with

Service Provider Area begins with

Service Recipient Area begins with

Fiscal Year begins with

Approval Status =

MOU Billing Status =

Billing Approval Status =

☐ Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

3. Select the tab titled Billing. The MOU Billing tab only becomes available once the MOU approval status is “Approved.”

MOU BILLING TAB:

MOU Summary

Approvers

Accounting Detail

Attachments

Billing

MOU Reference Number M18023

Fiscal Year 2018-2019

Service Recipient Area TUC The University Corporation

*MOU Billing Status New

Service Provider Area FSV Financial Services

Billing Approval Status Open

Description 2018/2019 Annual Meal Plan MOU Financial Services - The University Corporation

MOU Total Amt

Submit for Billing Approval

Billed

Personalize | Find |

First 1 of 1 Last

	Fiscal Year	Last Change Date	Acct Type	Account	Fund	Department	Program	Class	Project	Billed Amt	Billing Dt	Account Date	Bill Description	Oprid last updt
1										0.00				

Total Billed 0.00 Remaining Amount

Reimbursement: Service Provider

Provider Approval: ☐ Approve ☐ Deny

Salaries

Personalize | Find |

First 1 of 1 Last

	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Billing Amount	Bill Description	Oprid Last Updt	Last Change Date
1	2018-2019	580825	48541	10337	1176	99992					06/19/18 12:00:00AM

Salaries Bill Total

Benefits

Personalize | Find |

First 1 of 1 Last

	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Billing Amount	Bill Description	Oprid Last Updt	Last Change Date
1	2018-2019	580826	48541	10337	1176						06/19/18 12:00:00AM

Benefits Bill Total

Operating Expenses

Personalize | Find |

First 1 of 1 Last

	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Billing Amount	Bill Description	Oprid Last Updt	Last Change Date
1	2018-2019	580824	48541	10337	1176						06/19/18 12:00:00AM

Operating Expenses Total

Reimbursement Bill Grand Total

Expenses: Service Recipient

Recipient Approval: ☐ Approve ☐ Deny

Customer ID C000000004 SeqNum 0

The University Corporation

General Accounting

Attn: Stacey Lord

18111 Nordhoff Street

Northridge

CA 91330-8309

Expenses

Personalize | Find |

First 1 of 1 Last

	*Fiscal Year	*Account	*Fund Code	*Department	Program Code	Class Field	Project	Billing Amount	Bill Description	Oprid Last Updt	Last Change Date
1	2018-2019	625100	G0010	22520	X						06/19/18 12:00:00AM

Expenses Bill Grand Total

AR/BI Review: ☐ Approve ☐ Deny

Save

Return to Search

Previous in List

Next in List

4. Select the MOU Billing Status

- **New**- This MOU is ready for billing. Allows data entry, not submitted for approval.
- **Partial**- Indicates only a portion of the MOU to bill. Allows data entry. Display Only once approval process begins until batch process is complete.
- **Final**- Indicates the entire MOU to bill. Allows data entry. Display Only once approval process begins until batch process is complete.

MOU Summary

Approvers

Accounting Detail

Attachments

Billing

MOU Reference Number M18023

Fiscal Year 2018-2019

Service Recipient Area TUC The University Corporation

*MOU Billing Status New

Service Provider Area FSV Financial Services

Billing Approval Status

Description 2018/2019 Annual Meal Plan MOU Financial Services - The University Corporation

MOU Total Amt

ing Approva

5. Complete **Reimbursement: Service Provider** Section:

- All chartfields and billing amounts automatically transfer to the Billing tab from the Accounting Detail tab.
 - i. These can be changed if necessary, but are restricted based on category.
- **DO NOT DELETE BILLING ROWS. IF YOU ARE NOT BILLING ONE OF THE LINES, CHANGE THE AMOUNT TO ZERO.**
 - i. This is vital for partial bills, if the row is deleted, you will not see it the next time you process a bill. All zero dollar lines are retained for future billings.
- Input a bill description, this will transfer to the General Ledger.
- All billing data from Service Provider section is retained in the Billed section.
- Click **SAVE**.

Reimbursement: Service Provider

Provider: ☐ Approve ☐ Deny

Approval:

Salaries

	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Billing Amount	Bill Description	OprID Last Updt	Last Change Date
1	2018-2019	580825	48541	10337	1176	99992					06/19/18 12:00:00AM

Salaries Bill Total

Benefits

	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Billing Amount	Bill Description	OprID Last Updt	Last Change Date
1	2018-2019	580826	48541	10337	1176						06/19/18 12:00:00AM

Benefits Bill Total

Operating Expenses

	*Fiscal Year	*Account	*Fund Code	*Department	*Program Code	*Class Field	Project	Billing Amount	Bill Description	OprID Last Updt	Last Change Date
1	2018-2019	580824	48541	10337	1176						06/19/18 12:00:00AM

Operating Expenses Total

Reimbursement Bill Grand Total

Save Return to Search Previous in List Next in List

6. Complete **Expenses: Service Recipient** section:

- All chartfields and billing amounts automatically transfer to the Billing tab from the Accounting Detail tab.
 - i. These can be changed if necessary, but are restricted based on category for internal service recipients only. Chartfields are not restricted when an auxiliary is the recipient.
- **DO NOT DELETE BILLING ROWS. IF YOU ARE NOT BILLING ONE OF THE LINES, CHANGE THE AMOUNT TO ZERO.**
 - i. This is vital for partial bills, if the row is deleted, you will not see it the next time you process a bill. All zero dollar lines are retained for future billings.
- For Auxiliaries: Select the appropriate sequence from the dropdown list
- Input a bill description, this will appear in the General Ledger for non-auxiliary recipients.
- Billing data from Service Recipient section is not retained in the Billed section.
- Click **SAVE**.

Expenses: Service Recipient

Recipient Approval: ☐ Approve ☐ Deny

Customer ID C00000004 SeqNum 0 The University Corporation General Accounting 18111 Northhoff Street Northridge CA 91330-8309

Expenses

	*Fiscal Year	*Account	*Fund Code	*Department	Program Code	Class Field	Project	Billing Amount	Bill Description	OprID Last Updt	Last Change Date
1	2018-2019	625100	G0010	22520	X						06/19/18 12:00:00AM

Expenses Bill Grand Total

Save Return to Search Previous in List Next in List

7. Upon completion of both Service Provider and Recipient billing sections, select *Submit for Billing Approval* located in the header section.

MOU Summary				Approvers	Accounting Detail	Attachments	Billing
MOU Reference Number M18023				Fiscal Year 2018-2019			
Service Recipient Area TUC The University Corporation				*MOU Billing Status Partial ▾			
Service Provider Area FSV Financial Services				Billing Approval Status Open			
Description 2018/2019 Annual Meal Plan MOU Financial Services - The University Corporation				MOU Total Amt [REDACTED]		Submit for Billing Approval	

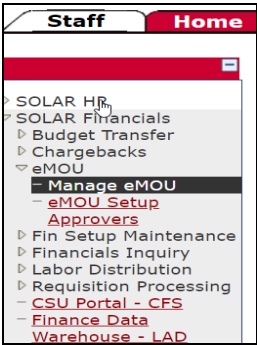
8. By clicking submit, this triggers the approval workflow as follows:
- 1st: Service Recipient Billing Approver (based on area approver setup)
 - 2nd: Service Provider Billing Approver (based on area approver setup)
 - 3rd: ARBI Billing Approver or Financial Accounting Billing Approver (based on Service Recipient area).
 - i. Auxiliaries (external): requires ARBI approval
 - ii. Campus Departments(onternal) requires Financial Accounting approval

APPROVING OR DENYING MOU BILLINGS

The approval workflow within eMOU always flows through the same path. The service recipient approves first followed by the service provider. The workflow will require recipient approval first before advancing to the provider. The last approval is either Accounts Receivable or Financial Accounting; this depends on the recipient area. As the workflow passes each stage, the appropriate approval command button *will become* available to the next approver. Email notifications are sent at each approval level.

- 1. To approve or deny an eMOU select the following menu path:

SOLAR Financials > eMOU > Manage eMOU > Create/Update/Bill eMOU



- 2. Click search on the **Find an Existing Value** page or enter the MOU Reference number Click Search:

A screenshot of the 'Create/Update/Bill eMOU' search criteria form. The form has a title bar 'Create/Update/Bill eMOU' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values'. Below the subtitle are two buttons: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. The form contains several search criteria fields: 'MOU Reference# begins with', 'Service Provider Area begins with', 'Service Recipient Area begins with', 'Fiscal Year begins with', 'Approval Status', 'MOU Billing Status', and 'Billing Approval Status'. Each field has a dropdown menu and a search icon. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- 3. The search results will be restricted based on the user’s access.
- 4. Select the eMOU that is ready for approval, you will be brought to the MOU Summary page.
- 5. Select the tab titled Billing

A screenshot of the 'MOU Summary' page. The page has a tabbed interface with tabs for 'MOU Summary', 'Approvers', 'Accounting Detail', 'Attachments', and 'Billing'. The 'Billing' tab is selected and highlighted with a red box. Below the tabs, the page displays MOU details: 'MOU Reference Number M18023', 'Fiscal Year 2018-2019', 'Service Recipient Area TUC The University Corporation', 'Service Provider Area FSV Financial Services', 'Description 2018/2019 Annual Meal Plan MOU Financial Services - The University Corporation', '*MOU Billing Status Partial', and 'Billing Approval Status Open'. A button 'Submit for Billing Approval' is visible at the bottom right.

- 6. Review billing information for accuracy.

7. If approving, check the appropriate *Approve* box and click **Save**. You must click save to retain the approval action.

- **Service Providers** approve the *Reimbursement* section.

Reimbursement: Service Provider Provider Approval: ☒ Approve ☐ Deny 11/02/18 2:37PM

Salaries

Fiscal Year	Account	Fund Code	Department	Program Code	Class Field	Project	Billing Amount	Bill Description	OpriD Last Updt	Last Change Date
1 2018-2019	580825	48541	10337	1176	99992					11/02/18 9:26:49AM

- **Service Recipients** approve the *Expenses* section.

Expenses: Service Recipient Recipient Approval: ☒ Approve ☐ Deny 11/02/18 2:35PM

Customer ID C000000004 SeqNum 0 The University Corporation General Accounting Attn: Stacey Lord
18111 Nordhoff Street Northridge CA 91330-8309

Expenses

Fiscal Year	Account	Fund Code	Department	Program Code	Class Field	Project	Billing Amount	Bill Description	OpriD Last Updt	Last Change Date
1 2018-2019	625100	G0010	22520	X						11/02/18 9:27:03AM

Expenses Bill Grand Total 10,000.00

*When the approval checkbox is selected, the system will populate a date and time stamp with your user ID.

8. If denying, check the appropriate *Deny* box and click a MOU Comment box will appear. This is a required field, you must indicate why you are denying the transaction. Then click **Save**. You must click save to retain the denial action.

- **Service Providers** deny the *Reimbursement* section.

Reimbursement: Service Provider Provider Approval: ☐ Approve ☒ Deny 12/06/18 10:25AM
SERVICE PROVIDER DENIES

Salaries

Fiscal Year	Account	Fund Code	Department	Program Code	Class Field	Project	Billing Amount	Bill Description	OpriD Last Updt	Last Change Date
1 2018-2019	580825	48541	10222	1546	99992					11/02/18 9:42:30AM

Salaries Bill Total

Benefits

Fiscal Year	Account	Fund Code	Department	Program Code	Class Field	Project	Billing Amount	Bill Description	OpriD Last Updt	Last Change Date
1 2018-2019	580826	48541	10222	1546						11/02/18 9:42:50AM

Benefits Bill Total

Operating Expenses

Fiscal Year	Account	Fund Code	Department	Program Code	Class Field	Project	Billing Amount	Bill Description	OpriD Last Updt	Last Change Date
1 2018-2019	580824	48541	10222	1546						11/02/18 9:42:38AM

Operating Expenses Total

Reimbursement Bill Grand Total

MOU Summary | Approvers | Accounting Detail | Attachments | Billing

- **Service Recipients** deny the *Expenses* section.

Expenses: Service Recipient Recipient Approval: ☐ Approve ☒ Deny 12/06/18 10:23AM
Service Recipient Denies

Customer ID C000000004 SeqNum 0 The University Corporation General Accounting Attn: Stacey Lord
18111 Nordhoff Street Northridge CA 91330-8309

Expenses

Fiscal Year	Account	Fund Code	Department	Program Code	Class Field	Project	Billing Amount	Bill Description	OpriD Last Updt	Last Change Date
1 2018-2019	211120	G0010	20200	X						11/02/18 9:43:57AM
2 2018-2019	211120	G0010	20400	X						11/02/18 9:44:15AM

Expenses Bill Grand Total

*When the approval checkbox is selected, the system will populate a date and time stamp with your user ID.