

Billing Format

Field Definition

Field Name	Description
Billing Format	Determines format and print options for AR invoice.

List of Values

The following table provides definitions for the values for Billing Format.

Value	Description
No Print	No invoice will print; used for cash driven awards or any other event based award where a system invoice is not required.
Print Invoice	Not used.
EDI	Not used.
LOC	Used for awards with an established Letter of Credit. When this option is selected, the following fields must be populated. ▫ LOC Account – Field must be populated with the appropriate dropdown account. ▫ LOC Address – Field is automatically populated with the address defined in the customer file.
Agency Specific Form	Used when a printed invoice is needed; determines format of AR invoice. (See List Below)

Agency Specific Forms

1 – RF Cumulative Form:

Includes current and cumulative billing period costs

2 - RF Fixed Price Invoice:

Used for event-based invoicing; displays the lump sum amount of the event.

3 – RF Current Expenditures Only Invoice:

Used for current expenditures; format similar to Form 1 except excludes cumulative billing costs.

4 – RF Catch All Form:

Used to generate invoice data for special reports; is never sent to sponsor.

5 – Public Voucher (1034):

Used for certain federal awards.

6 – NYS Standard Voucher (AC92):

Used for certain NYS awards.

7 – NYS State Aid Voucher (AAC1171):

Used for certain NYS awards.

8 – Form 6 and Form 1:

Output file produces both the NYS Standard Voucher (AC92) and RF Cumulative Form.

9 – Form 6 and Form 4:

Output file produces both the NYS Standard Voucher (AC92) and RF Catch All Form.