



Quality Assurance Work Instruction

CP-00-3000-06

Approved:

Date: 25 May 2004

Title: Billing Process

REV
NC

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1.0 POLICY/PURPOSE

Santa Barbara Applied Research, Inc. (SBAR) prepares, evaluates, and maintains complete financial records of the company's business activities. The purpose of this work instruction (WI) is to document how SBAR conducts the monthly billing function.

2.0 SCOPE

This WI applies to all Santa Barbara Applied Research, Inc. business units.

3.0 REFERENCES AND DEFINITIONS

3.1 References

- CP-00-3000-07 – Accounts Receivable

3.2 Definitions

Billing Cycle: The cycle during which costs are collected and compiled for a given period of time. SBAR typically issues billings in the form of Public Vouchers or DD-250. The billing cycle may vary depending on the specific contract.

Form DD-250: A general-purpose form defined in the Federal Acquisition Regulations that is used to document delivery of a product or service to the Government. On certain types of contracts, DD-250 may also be used to bill the Government.

DELTEK's GCS Premiere (GCS). GCS is a computer-based accounting system used by SBAR.

Public Voucher (Form 1034): A general-purpose form defined in the Federal Acquisition Regulations that is used to document delivery of a product or service to the Government. On certain types of contracts, DD-250 may also be used to bill the Government.

Public Voucher (Form 1035): A detailed presentation of costs including labor, other direct costs, indirect costs, and fee or profit supporting the costs presented in the Form 1034.

4.0 RESPONSIBILITIES

4.1 Accounting Manager

The Accounting Manager is responsible for ensuring that all billing is conducted in accordance with Section 5.0.



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5.0 REQUIREMENTS/PROCEDURES

5.1 General

Billing occurs in accordance with the following steps.

5.2 WIP/COGS

After all work in process (WIP) has been processed for the month, it is transferred to the Cost of Goods Sold (COGS).

5.3 Voucher Processing

The Accounting Manager reviews the preliminary unposted vouchers (Forms 1034/1035 or DD-250) from GCS for each project to determine if there are any errors. If errors are detected, the cause of the error is determined and corrections made. When satisfied that the preliminary vouchers are accurate, the vouchers are posted to the General Ledger. Posting appropriately charges to Revenue and Accounts Receivable.

5.4 Voucher Distribution

The accounting office manually prepares the voucher cover (Form 1034) sheet for each voucher (Form 1035). The vouchers are then distributed with the original being sent to the approving or paying authority and internal and external copies being sent to the appropriate parties, as indicated by the contract.

5.5 Billing Review

Billing review is conducted concurrently with the billing process, as discussed in CP-00-3001-006.



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