

## Accounts Receivables Reports

BEN Billings and Receivable Notes:

[http://www.finance.upenn.edu/ben/benfin/documentation/Notes\\_BEN\\_Billing\\_Receivables.shtml](http://www.finance.upenn.edu/ben/benfin/documentation/Notes_BEN_Billing_Receivables.shtml)

**Data Warehouse Reports:** These reports contain summary and detailed information and balances related to Billed, Unbilled and Deferred revenue totals posted to 5-funds at the University of Penn. These reports are can be run by any user with access to the Finquery Universe of the data warehouse and are available in the Public Folders:

- Fund Summary By Date Range:
  - o Balance of O/c 1220 (billed AR)
  - o Balance of o/c 1222 (unbilled AR)
  - o Balance of o/c 2630 (Deferred revenue). This object records the liability associated with invoicing in advance of expense being posted to a FUND.
  - o Revenue Total

Obj	Object Desc	Budget	Month	Fiscal Year	P/UTD	Enc	Grand Total	BBA
	Direct Costs							
	F&A							
	Total							

- o **Invoice Detail:** located on the Invoices and Payments Tab: Included information associated with each invoice associated with the FUND (Date, dollar amount balance, invoice #)

Inv #	Int Ref #	Collection Status	Contact Date	Notes	Entered By

- o **Accounts Receivable Collection Details:** Located at the bottom of the Invoice and Payments Tab. Only collection notes related to currently outstanding invoices will be displayed:

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trix  
and Payments  
:  
.og activity

Inv #	Int Ref #	Collection Status	Contact Date	Notes	Entered By

- o **Cash Received Details:** includes information related to the cash receipt posted to the FUND. Date, amount, and invoice # the receipt was applied to in the ORS Billing System.



- **Invoice Detail:** located on the Invoice Log Tab: Includes information associated with each invoice associated with the **FUND (Date, dollar amount balance, invoice #)**

The screenshot shows the 'Invoice Log' tab selected in the bottom navigation bar. The main window displays several data entry fields on the left and multiple tables on the right. The tables include:

- Table 1:** Columns: FUND, Billable Exp, CashRec'd, Billed AR, Unbilled AR, Def Revenue.
- Table 2:** Columns: Inv Cat, Inv Category Desc, Month, FYTD, PJTD.
- Table 3:** Columns: Inv#, Cust#, Bill To#, AR#, Trx Type, Credited Trx#, Bill Thru Date, Inv Amount, Credit Amt, Paid Amt, Adjustments, Balance Due, Invoice Status.
- Table 4:** Columns: Deposit#, Type, Source, Inv Date, Original Deposit, Adjustments Total, Remaining Excess Cash.
- Table 5 (AR Aging Table):** Columns: Open, Tral, Response, Total.

- **Cash Received Details:** Located on the Cash Trx Tab: includes information related to the cash receipt posted to the **FUND. Date, amount, and invoice #** the receipt was applied to in the ORS Billing System.

The screenshot shows the 'Cash Trx' tab selected in the bottom navigation bar. The main window displays data entry fields on the left and a table on the right. The table has columns: Inv#, Batch, Date, Amount, Attributed (GL, DT), P1967 ID, P1967 DATE, Acct Per, Trx Date, Pymt Amt.

- **Accounts Receivable Collection Details:** Located on the Collection Activities Tab. Only collection notes related to currently outstanding invoices will be displayed:

The screenshot shows the 'Collections Activity' tab selected in the bottom navigation bar. The main window displays data entry fields on the left and a table on the right. The table has columns: Award#, Project Number (B, Bill To Location, SC, Sponsor), Contact, Address, Original Total (BD), Receipts Total (BD), Balance Due Total.

- **School Report:** Information included on each Tab of the Report

Fund Summary Report: This report provides a summary of all your funds. It is broken out by your School/Center's Org.

Overdrafts on Expired Accounts: This report provides a summary of all accounts which have a Report due date less than the last day of the prior month and currently have overdrafts. The department is responsible for removing overdrafts on these accounts. The responsible ORS Accountant should be contacted regarding any questions related to these overdrafts.

Overdrafts on Non-Expired Accounts: This report provides a summary of all accounts which have not ended and currently have overdrafts. The department is responsible for removing overdrafts on these accounts. If these overdrafts are due to delays in receiving continuation funding, a Continuation Request Form must be completed and submitted to ORS. These forms are available from ORS.

Receivables on Expired Account: This report provides a summary of all accounts which have a receivable balance and have expired. Upon expiration of an award, we do expect full payment. The department should contact the sponsor regarding any issues relating to the delay in payment. The department should respond to these issues as appropriate forwarding any outstanding technical reports or contacting their ORS accountant regarding any delinquent financial reporting.

Receivables on Non-Expired Accounts: This report provides a summary of all accounts which have a receivable balance and have not expired. For awards which are cost reimbursement, it is expected that the account will have a receivable during much of the life of the award. If the balance remains unpaid for over 60 days, the department should contact the sponsor regarding the delay in payment. Any information obtained should be forwarded to the responsible ORS Accountant.

Due to Freeze within 3 Months: This report provides a summary of all reports due to freeze within three months. These accounts require immediate attention by the department as there is only a short period remaining which adjustments and charges to the account will be allowed. Please see <http://www.upenn.edu/researchservices/pdfs/clock.pdf> for further guidance regarding the department's responsibilities in the closeout process.

Non Awarded/Future Awards: This report provides a list of all accounts that were in advance/Pending FCOI as of the last day of the prior month. Departments should closely monitor these accounts and be aware of the status of the pending notice of award. ORS personnel should be contacted to resolve any delays in removal from Advance Status.

Outstanding Invoices by School Cost: This report provides a summary of all fund/projects invoiced on a cost basis.

Outstanding Invoices by School Scheduled Base payment: This report provides a summary for scheduled base payments.

Collection Activities related to the Outstanding Invoices.

Cost Transfers Count: This report provides the number of Cost Transfers done in the previous month and also for the fiscal year.

The School Report is located in the Webi Public folder:

neworganize...More ActionsDetails

Documents

ers

General Ledger

Grad Funding

JSC Billing

Multiple Data Sources

Payroll

Public

Research

Schools and Centers

Central Administration

Audit Compliance and Privacy (OAC)

Business Services

Development and Alumni Relations

Division of Finance

Gifts and Investment Services

Office of Research Services (ORS)

AUDIT FOLDER

Direct Cost and F&A

ORACLE GP&R

PCI Reports

PennERA Integrity Reports

Post Award

PreAward

Research Operations and Ca

SCHOOL AND CENTERS REPORT

Executive Vice President (EVP)

Title

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Type

Web Intelligence

Instances

0

School Summary Reports

Web Intelligence

0