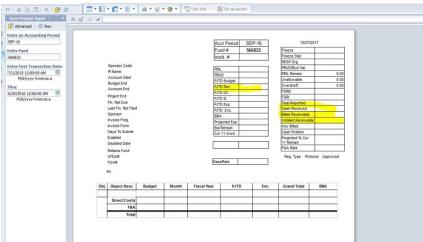
## **Accounts Receivables Reports**

BEN Billings and Receivable Notes:

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



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

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• 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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• 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.

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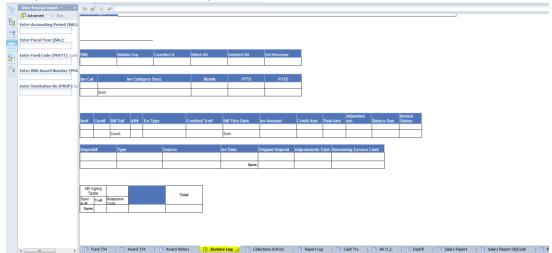
## ORS FUND Summary Report:

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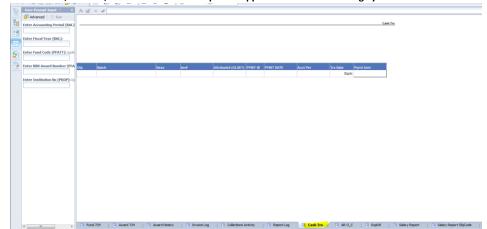
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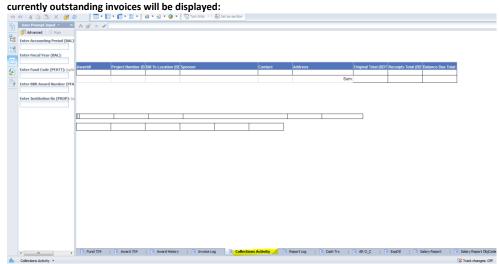
 Invoice Detail: located on the Invoice Log Tab: Includes information associated with each invoice associated with the FUND (Date, dollar amount balance, invoice #)



• 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.



• Accounts Receivable Collection Details: Located on the Collection Activities Tab. Only collection notes related to



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:

