

## Sponsored Project Invoicing:

In an effort to more effectively track outstanding receivable balances associated with Sponsored Projects ORS has establish a new e-mail address which should be used to send any invoices or supporting documents that have been generated and forwarded to a sponsor by Business Administrators/ grants managers/ Clinical coordinator or investigators . This includes:

- Any invoice generated by department Business Administrator / Grants Manager / Clinical Coordinator (including but not limited to clinical trial agreements and sponsored research agreement)
- Completion of a milestone(s) associated with a 5-FUND that will result in payment.
- Any technical reports that have been submitted that will result in payment being sent to the University.

The use of this e-mail address does not replace the interaction between department BA/grants managers with the ORS Post Award group related to invoicing. If the department BA/grants manager is supplying information to an ORS desk accountant to facilitate the submission of an invoice to a sponsor by ORS then that should continue. This e-mail address should only be used to forward an invoice or other documents to ORS when the department BA /grants manager responsible for a 5 FUND is submitting documents or information directly to a sponsor that will result in payment. ORS will use this information to record the receivable balance in the University financial systems (BEN Financial Billing and Receivables System and General Ledger). This data will be used to properly age outstanding receivables and in time be used to send out automated collection notices to sponsors when payment is not received in a timely manner. Also, for Clinical Trail agreements, this information will be used as documentation to increase the awarded dollars (PBUD/PBIL) for a FUND.

The message(s) forwarded to [GCINVOICING-L@lists.upenn.edu](mailto:GCINVOICING-L@lists.upenn.edu) should include a copy of the invoice or if an actual invoice/bill document is not submitted then the expected dollar amount of the payment. **Please include the FUND, PennERA Proposal #, PI Name and Invoice # (when appropriate) in the subject line of the e-mail. Also, if the invoice is a revision of a previously submitted bill please make a note on the invoice and in the subject line of the email.**

**Please note that not supplying this information will result in delays in posting payments to 5-funds in the general ledger and will increase the possibility of cash application errors.**

## Common Questions and Answers:

- Question 1: Will ORS send out the invoices forwarded to [GCINVOICING-L@lists.upenn.edu](mailto:GCINVOICING-L@lists.upenn.edu) to a sponsor. Answer : **NO, ORS will not be sending out these invoices to the sponsors. The [GCINVOICING-L@lists.upenn.edu](mailto:GCINVOICING-L@lists.upenn.edu) should be used to notify ORS when an invoice or supporting documents that have been generated by Business Administrators/ grants managers/ Clinical coordinator or investigators have been sent to a sponsor that will result**

in payment being sent to the University. As noted this information will be used to record the receivable balance in the University financial systems (BEN Financial Billing and Receivables System and General Ledger).

- Question 2: How do we let ORS know about payments earned and due on clinical trials, but for which we do not invoice – i.e., the study pays based upon receipt of case report forms and not invoices? Answer: If you are not submitting an invoice just include the amount of the expected payment in your e-mail to along with the FUND # etc. “or if an actual invoice/bill document is not submitted then the expected dollar amount of the payment. Please include the FUND, PennERA Proposal #, PI Name and Invoice # (when appropriate) in the subject line of the e-mail. Also, if the invoice is revising a previously submitted bill please make a note on the invoice and in the subject line of the email.
- Question 3: Instead of forwarding invoicing information to the ORS desk accountant the information should be sent to [GCINVOICING-L@lists.upenn.edu](mailto:GCINVOICING-L@lists.upenn.edu): Answer: No, The use of this e-mail address does not replace the interaction between department BA/grants managers with the ORS Post Award group related to invoicing. If the department BA/grants manager is supplying information to an ORS desk accountant to facilitate the submission of an invoice to a sponsor by ORS then that should continue. This e-mail address should only be used to forward an invoice or other documents to ORS when the department BA /grants manager responsible for a 5 FUND is submitting documents (such as an invoice) or other information directly to a sponsor that will result in payment
- Question 4: ORS has received a few questions related to payments received for invoices that were forwarded to the [GCINVOICING-L@lists.upenn.edu](mailto:GCINVOICING-L@lists.upenn.edu) email address. To determine if an invoice has been paid a user simply needs to run the most current version of the FUND Summary (WITH Date Range) Report. Information related to invoices generated and cash received are displayed on the Invoices and Payments tab. This information is pulled from the BEN Billings and Receivables System (BBR)

Example:

Invoice #	Int Ref #	Invoice Date	Age	Billable thru date	Date Applied	Payment ID	Invoice Amt	Payments Applied	Balan
0001	158576	10/9/15	0	10/8/15	10/9/15	122418049	11,230.72	11,230.72	
0002	167037	11/4/15	0	11/3/15	11/4/15	126469778	3,973.12	3,973.12	
0003	182616	12/18/15	0	12/17/15	12/18/15	127290180	7,458.56	7,458.56	
0004	194486	1/29/16	0	1/28/16	1/29/16	122183368	1,461.76	1,461.76	
0005	203532	2/24/16	0	2/23/16	2/24/16	120152915	814.08	814.08	
0006	211969	3/18/16	0	3/17/16	3/18/16	124523252	4,760.32	4,760.32	
0007	226567	4/30/16	131	4/29/16			500.00	0.00	
0008	238087	6/4/16	0	6/2/16	6/3/16	120272131	15,427.84	15,427.84	
0009	249344	7/7/16	0	7/5/16	7/6/16	124058490	131.84	131.84	
0010	253397	7/21/16	49	7/19/16			1,565.44	0.00	
0011	263787	8/24/16	0	8/23/16	8/24/16	129901068	3,020.80	3,020.80	
							<b>50,344.48</b>	<b>48,279.04</b>	<b>2,065.44</b>

**Information related to the Ben Billings and Receivable Information available via Business Objects:  
Invoice Detail From BEN Billing and Receivable System (BBR):**

I'm very pleased to announce that invoice detail information from the BEN Billings and Receivable system (BBR) is now available in the data warehouse. The BusinessObjects universe used to access this data is called BEN Billings and Receivables. Any staff member currently with access to the General Ledger data collection (via the FINQUERY universe) has been granted access to the BEN Billing and Receivables Universe as well. ORS and ORSS have updated the fundsummary (w date range) report in the Multiple Data Sources public folder / Grants Management category to include the BBR invoice detail. A separate tab identifies Invoices and Payments. An update to the Aged Receivables - Resp Org report will be updated ASAP. An additional notification will be sent out once these reports have been updated.

University staff in the field will now have access to the information associated with the invoices that have been generated by ORS in the BEN Billing and Receivables system, including the original amount of the invoice, the amount of any adjustments, and the amount of the cash applied. This also includes the invoices/information recorded in BBR that was sent to [GCINVOICING-L@lists.upenn.edu](mailto:GCINVOICING-L@lists.upenn.edu). Accounts Receivable collection information will be available in the future from BBR. In the meantime you can still see the collection effort detail for an award in the PennERA Activity log.

Any questions regarding this data should be directed to Keith Dixon ([kdixon@upenn.edu](mailto:kdixon@upenn.edu) 898-1966) or Bob Speakman ([bspeakma@upenn.edu](mailto:bspeakma@upenn.edu) 898-2345)

Link to general Information associated with the BEN Billing and Receivables System:  
[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)