

Symposium for Research Administrators

University of Wisconsin-Madison
September 26th, 2018

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Five Things Post-Award Research Administrators Will Want to Know About Sponsor Invoice Collections

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College of Engineering

Five Things...

1. Concepts: Accrual-Basis Accounting, Revenue, and Accounts Receivable
2. Role of Revenue Management Team, Life-cycle of invoice
3. Role of the division/deans offices, How to reduce financial risk
4. Tools: Division dashboard SPAR report and WISDM/WISER
5. Communications with Revenue Management Team



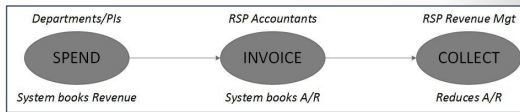
Accrual Basis Accounting Concepts

Contract → Budget
Expenses → Revenue
(Revenue ≠ Cash)
Invoices → Accounts Receivable
Payment → Reduces the A/R





Accrual Basis Accounting Concepts



#1 Accrual Basis Accounting Concepts



Why DO you want to know this?

Contract → Budget
Expenses → Revenue
(Revenue ≠ Cash)
Invoices → Accounts Receivable
Payment → Reduces the A/R



Roles of Revenue Management

Two key roles:

Process **incoming** payments

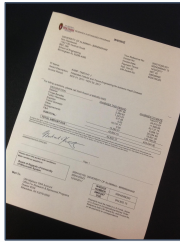
Follow up on **outstanding** payments



We're going to focus on this part.



Life-cycle of an invoice





Life-cycle of an invoice

- Invoice -> First request for payment
- Aged 75-104 days -> Second request (Level 1)
- Aged 105-134 days -> Third Request (Level 2)
- Aged 135-164 days -> Final Request (Level 3)
- 165+ days, nothing worked -> Collections Notice (Level 4)

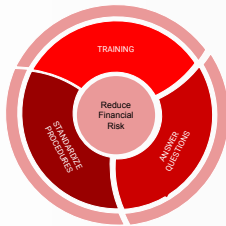
#2 Life-cycle of an invoice



Why do we send you an email
when we send a Level 2 or Level 3
collection notice to the sponsor?
What do you do with it?

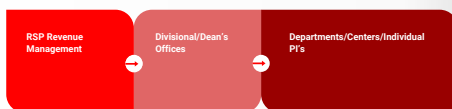


The Role of Division/Dean's office





The Role of Division/Dean's office





Reduce Financial Risk

CoE Case Study -

What happened in the past to get us to where we are today



#3 Reduce Financial Risk



We can't completely eliminate risk, but we can take steps to limit it.
Has anyone stopped spending on a project with late payments?
Vetted potentially risky sponsors?
Decided not to contract with one?



Tools for A/R information

SPAR Report - Sponsored Program Account Receivable Report

CoE conversion of the SPAR to an Aging Accounts Receivable Report



Cost-Reimbursable
Example

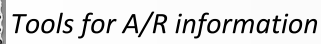
Previous Previous Funding Alerts Requirements Edit Cost Share Schedule Cost Share Operations Associated Docs HELP											
To access project summary from before July 2006 click here											
Account Type	Expense	Budget	Funding		Program		Account		Period		Balance
			Summed	Current	Accepted	Rejected	Program	Account	Month	Year	
EXPENSES											
	-Travel Expenses										
	-Training		0.00	0.00	505.00				0.00	0.00	445.00
	-Village Expenses		0.00	0.00	221.21				0.00	0.00	277.17
	-General Travel		0.00	0.00	163.53				0.00	0.00	141.66
	-Travel Transport		0.00	0.00	0.00				0.00	0.00	0.00
	-Other Travel Expenses		0.00	0.00	0.00				0.00	0.00	0.00
	-Transportation and Rental of Vehicle		0.00	0.00	0.00				0.00	0.00	0.00
	SUBTOTAL, DIRECT PAYABLE ACCOUNT		0.00	0.00	689.54				0.00	0.00	586.73
	SUBTOTAL, DIRECT PAYABLE ACCOUNT		0.00	0.00	689.54				0.00	0.00	586.73
	-FICA		1,830.80	238.89	4,198.12				0.00	0.00	767.77
	SUBTOTAL, INDIRECT EXPENSES		1,830.80	238.89	4,198.12				0.00	0.00	767.77
	EXPENSES (Grand Total)		1,830.80	238.89	5,487.66				0.00	0.00	1,354.50
	UNRECORDED ASSAULTS PROJECTS										
	UNRECORDED ASSAULTS PROJECTS										
	UNRECORDED ASSAULTS PROJECTS										
	TOTAL CALCULATED CASH REQUIRED				6,532.91						




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Invoice ID	Entry Type	Invoice	Class	Qtr	Balance	Acct Payable	Due Date	Orig. Status	Import. Status	Dispute Status	Collector
MM00045000	Invoice	Open	Closed	C	24.24	0.00	8/4/2015	5/4/2016	1/9/2016		Angela Stenti (RSPS21)
MM00045138	Invoice	Open	Closed	C	62.71	0.00	7/6/2016	8/4/2016	7/26/2016		Angela Stenti (RSPS21)
MM00045192	Invoice	Open	Closed	C	85.61	0.00	10/2/2016	11/13/2016	10/15/2016		Angela Stenti (RSPS21)
MM00045168	Invoice	Open	Closed	C	144.73	0.00	1/4/2017	2/29/2017	1/17/2017		Angela Stenti (RSPS21)
MM00045202	Invoice	Open	Closed	C	126.50	0.00	1/26/2017	2/29/2017	1/26/2017		Angela Stenti (RSPS21)
MM00045262	Invoice	Open	Closed	C	174.96	0.00	4/26/2017	5/4/2017	4/27/2017		Angela Stenti (RSPS21)
MM00045272	Invoice	Open	Closed	C	39.80	0.00	10/3/2017	11/2/2017	10/16/2017		Angela Stenti (RSPS21)
MM00045267	Invoice	Open	Open	C	344.64	344.66	4/3/2018	5/3/2018	4/3/2018		Angela Stenti (RSPS21)

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SEARCH CRITERIA

Award ID

Invoice Nbr

Payment / Check Nbr

Payment Method

Payment Account & Equal To

Accounting Date Between -

P# or Co PI Name

Sponsor Name

Contractor Name

Records Per Page



Payment ID	Payment Amt	Award ID	Invoice ID	Sponsor Name
3005	-827.51	MSN191380	MSN091136	ACURE MEDICAL
3006	-249.24	MSN191380	MSN048596	ACURE MEDICAL
3008	-564.71	MSN191380	MSN041491	ACURE MEDICAL
3010	-1,448.73	MSN191380	MSN051104	ACURE MEDICAL
3016	-270.53	MSN191380	MSN045093	ACURE MEDICAL
3016	-574.99	MSN191380	MSN060662	ACURE MEDICAL
3017	-397.80	MSN191380	MSN078712	ACURE MEDICAL

[illegible]



Tools for A/R information

WISER:

Financials	AR	Personal	Award Modifications	Requirements	Cost Share	Documents	WISER		
<input checked="" type="radio"/> Open <input type="radio"/> Closed									
Award ID	Agency	Entry Type	Status	Amount	Balance	Accounting Date	Due Date	Last Activity	Accountant
0100000000	Indiana (IN)	Invoice (I)	Closed (C)	\$208.54	\$0.00	5/24/2016	5/24/2016	5/24/2016	Angela Davis (APR023)
0100001100	Indiana (IN)	Invoice (I)	Closed (C)	\$802.37	\$0.00	5/19/2016	5/19/2016	5/19/2016	Angela Davis (APR023)
0100001800	Indiana (IN)	Invoice (I)	Closed (C)	\$264.71	\$0.00	10/26/2016	11/02/2016	11/02/2016	Angela Davis (APR023)
0100001900	Indiana (IN)	Invoice (I)	Closed (C)	\$1,448.79	\$0.00	5/16/2017	5/25/2017	5/25/2017	Angela Davis (APR023)
0100004000	Indiana (IN)	Invoice (I)	Closed (C)	\$279.93	\$0.00	5/25/2017	5/25/2017	5/25/2017	Angela Davis (APR023)
0100004200	Indiana (IN)	Invoice (I)	Closed (C)	\$217.96	\$0.00	5/19/2017	5/25/2017	5/25/2017	Angela Davis (APR023)
0100007000	Indiana (IN)	Invoice (I)	Closed (C)	\$207.88	\$0.00	10/25/2017	11/02/2017	11/02/2017	Angela Davis (APR023)
0100007800	Indiana (IN)	Invoice (I)	Open (O)	\$550.86	\$0.00	5/25/2018	5/25/2018	5/25/2018	Angela Davis (APR023)



Tools for A/R information

WISER:

Financials	AR	Personal	Award Modifications	Requirements	Cost Share	Documents	WISER
<input checked="" type="radio"/> Open	<input checked="" type="radio"/> Closed						
Sponsor Billing Invoices							
Award ID	Agency	Status	Amount	Balance	Accounting Date	Due Date	Last Activity
0100000000	Indiana (IN)	Closed (C)	\$208.54	\$0.00	5/24/2016	5/24/2016	5/24/2016
0100001100	Indiana (IN)	Closed (C)	\$802.37	\$0.00	5/19/2016	5/19/2016	5/19/2016
0100001800	Indiana (IN)	Closed (C)	\$264.71	\$0.00	10/26/2016	11/02/2016	11/02/2016
0100001900	Indiana (IN)	Closed (C)	\$1,448.79	\$0.00	5/16/2017	5/25/2017	5/25/2017
0100004000	Indiana (IN)	Closed (C)	\$279.93	\$0.00	5/25/2017	5/25/2017	5/25/2017
0100004200	Indiana (IN)	Closed (C)	\$217.96	\$0.00	5/19/2017	5/25/2017	5/25/2017
0100007000	Indiana (IN)	Closed (C)	\$207.88	\$0.00	10/25/2017	11/02/2017	11/02/2017
0100007800	Indiana (IN)	Open (O)	\$550.86	\$0.00	5/25/2018	5/25/2018	5/25/2018

Below are the award documents are listed below under "Other Documents" after 11/02/2017, some can be found by following the link under "Award Documents".

Award ID	Agency	Status	Amount	Balance	Accounting Date	Due Date	Last Activity
0100000000	Indiana (IN)	Closed (C)	\$208.54	\$0.00	5/24/2016	5/24/2016	5/24/2016
0100001100	Indiana (IN)	Closed (C)	\$802.37	\$0.00	5/19/2016	5/19/2016	5/19/2016
0100001800	Indiana (IN)	Closed (C)	\$264.71	\$0.00	10/26/2016	11/02/2016	11/02/2016
0100001900	Indiana (IN)	Closed (C)	\$1,448.79	\$0.00	5/16/2017	5/25/2017	5/25/2017
0100004000	Indiana (IN)	Closed (C)	\$279.93	\$0.00	5/25/2017	5/25/2017	5/25/2017
0100004200	Indiana (IN)	Closed (C)	\$217.96	\$0.00	5/19/2017	5/25/2017	5/25/2017
0100007000	Indiana (IN)	Closed (C)	\$207.88	\$0.00	10/25/2017	11/02/2017	11/02/2017
0100007800	Indiana (IN)	Open (O)	\$550.86	\$0.00	5/25/2018	5/25/2018	5/25/2018



Tools for A/R information

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Payment/Check ID

PO/CA Item Name

Payment Method

Sponsor Name

Payment Amount

Accountant Name

Find



Tools for A/R information

WISER:

Find Accounts Receivables Search Results

Invoice ID	Date	Amount	Due Date	Invoice Status	Invoice Type	Invoice ID	Invoice Status
1000000001	2019-01-01	100.00	2019-01-01	PAID	1000000001	PAID	PAID
1000000002	2019-01-01	100.00	2019-01-01	PAID	1000000002	PAID	PAID
1000000003	2019-01-01	100.00	2019-01-01	PAID	1000000003	PAID	PAID
1000000004	2019-01-01	100.00	2019-01-01	PAID	1000000004	PAID	PAID
1000000005	2019-01-01	100.00	2019-01-01	PAID	1000000005	PAID	PAID
1000000006	2019-01-01	100.00	2019-01-01	PAID	1000000006	PAID	PAID
1000000007	2019-01-01	100.00	2019-01-01	PAID	1000000007	PAID	PAID
1000000008	2019-01-01	100.00	2019-01-01	PAID	1000000008	PAID	PAID
1000000009	2019-01-01	100.00	2019-01-01	PAID	1000000009	PAID	PAID
1000000010	2019-01-01	100.00	2019-01-01	PAID	1000000010	PAID	PAID

Invoice M5M02/5712

Accounting Date: 2019-01-01, Invoice Date: 2019-01-01, Invoice Status: PAID, Invoice Type: 1000000001

#4 Tools for A/R information



What tips or tools did you learn here that you might take back to use in your work?



Communicate with us



Five Things...Three Things!

- ✓ WE CAN UNDERSTAND THE PROCESS
 1. Concepts: Accrual-Basis Accounting, Revenue, and Accounts Receivable
 2. Role of Revenue Management Team, Life-cycle of invoice
- ✓ WE CAN REDUCE FINANCIAL RISK
 3. Role of the division/deans offices, How to reduce financial risk
 4. Tools: Division dashboard SPAR report and WISDM/WISER
- ✓ WE CAN COMMUNICATE PROACTIVELY
 5. Communicate with RSP, Revenue Management Team, Dean's Office

Thank You!