

AR AGING RESPONSE SUBMISSIONS

Revised July 7, 2024

OVERVIEW

When EFM-Initiated AR has been unpaid for >120 days, DOM research administrator and PI assistance is requested to follow up with External Stakeholders to recover costs. Research administrators are required to document these assistance efforts via this report **on a quarterly basis**. Department of Medicine research administrators are required to address assigned AR Aging balances via the DOM research administrator's Team Site: [AR Aging](#).

The expectation is for research administrators to communicate these owed balances to their PIs, and encourage them to contact the Sponsor directly. If another office is actively engaged in correspondence with the Sponsor, DOM Administrators need not unnecessarily interfere and may document the efforts taken by other parties on this report; however, if the Sponsor is non-responsive then action is expected by Department of Medicine personnel, and documented on this report.

TIMELINE/DUE DATE

Responses, including MSO and DOM ORA review, are due by **the last working day of each quarter**.
Example: Q3 2024 responses are due September 30, 2024

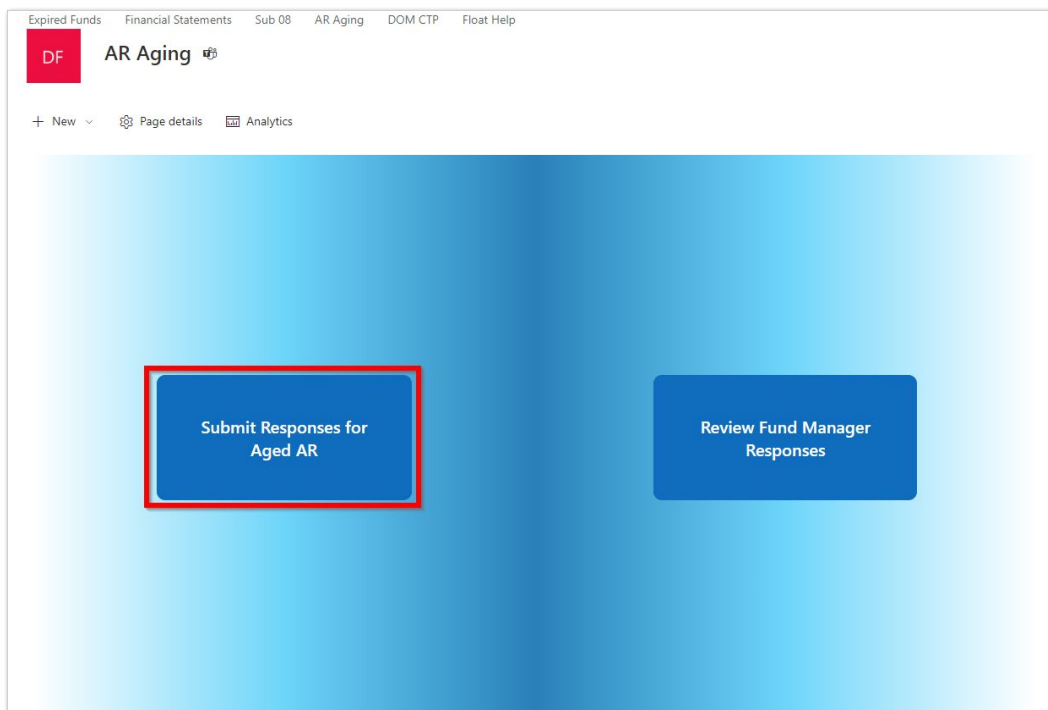
TO REQUEST ACCESS

Method 1: Request Access through the site's built-in request feature. Upon first login, if you have not already been granted access to the site, you will be prompted to request access. If your access request is urgent, or if you have not received access within 1 business day, please prompt Kat (khirayanagi@mednet.ucla.edu) to check for the access request.

Method 2: Email khirayanagi@mednet.ucla.edu with the name, Mednet email, and Division code(s) of the individual(s) requiring access.

TO NAVIGATE THE SITE

From the AR Aging home page, click "Submit Responses for Aged AR"



The left-hand menu will display Funds with AR that have aged 120+ days. Select the Fund the current response needs to be provided for, then select the resolution action from the response screen (right).

Return to Home Screen

Viewing items needing response

Fund Number: 25010
Total AR >120 Days: \$71,327.49
Status: Pending

When AR has gone unrecovered for 120+ Days, Department intervention is requested.

A summary of outstanding AR is provided for your convenience below. To view details, please see **QDB 'Billing & Accounts Receivable'** report, and **PAMS Financial Deliverables**

Communicate the details of outstanding AR to your PI, then return here to document efforts taken to recover payment.

Currently Reviewing AR for Fund: 25010
Total AR: \$112,480.51

0-30	31-60	61-90	91-120
\$9,792.44	\$20,576.51	\$10,784.07	\$0.00

121-150	151-180	181-210	211-240	241-270	271-1Yr	1Yr+
\$10,288.25	\$9,792.48	\$10,784.11	\$10,784.11	\$10,699.01	\$18,979.53	\$0.00

If this is assigned to you in error, please change the assignment here. Assignments are based on FPM by default. Responses stating 'Not Mine' will simply be returned to you for further editing.

Hirayanagi, Kathryn Y.

Were you able to contact the Sponsor regarding these AR this quarter?

- Yes
- No-No Response
- No-No Attempts Made

RESPONSE OPTIONS

Yes: If we were able to connect with the sponsor during the report quarter select this option.

Provide the contact date, a summary of the explanation given, and (if available) the anticipated payment date given by the Sponsor. Attach relevant documentation.

Yes No-No Response No-No Attempts Made

Provide the latest correspondence date, a brief summary of progress made, and anticipated payment date (if discussed). These details will be submitted to EFM so your Accountant may update PAMS.

Date last contacted:

Brief Synopsis:

Anticipated Payment Date:

Attachments

There is nothing attached.

No-No Response: If an attempt to contact the Sponsor was made, but no response received, select this option.

When this option is selected the date contact was last attempted must be provided (if there were multiple, provide the most recent) and a description of efforts taken. ***DOM will expect to see documentation uploaded via the Attachments to support these claims.***

Yes
 No-No Response
 No-No Attempts Made

Provide the date you or your PI attempted to contact the Sponsor and any additional details you would like to submit to EFM to have the latest comment updated in PAMS.

Date contact attempted:

Brief Synopsis:

Attachments

There is nothing attached.

No-No Attempts Made: If there were no attempts made by any parties at UCLA to recover payment, select this option. A **strong** explanation detailing the rationale to not attempt contact must be included.

Supporting documentation will often be requested by Leadership when reviewing these cases and should be uploaded at the time of submission. If the comment field does not provide adequate space to document the justification, include this as an attachment file.

Yes
 No-No Response
 No-No Attempts Made

Provide a justification explaining why contact was not attempted to recover outstanding AR. Your MSO and/or Director may need to contact you to follow up about plans to assist in payment recovery.

Attachments

There is nothing attached.