

HOW TO REVIEW & UNDERSTAND THE REVENUE ACCOUNT & THE ACCOUNTS RECEIVABLE REPORT

Revised June 12, 2009

What Is a Revenue Account?

Definition: Account numbers within the 200000-299999 range that record income for a fund. When the actual income is received from the sponsor, the income is recorded in the Revenue Account. The Revenue Account is also used to record invoices (Accounts Receivable), both outstanding and paid, sent to the sponsoring agency by EFM.

For a list of Revenue Account numbers by fund group, please see the Reference section of the Fund Manager Manual.

Why Do I Need To Review the Revenue Accounts?

Example: Dr. Joseph Bruin receives an American Heart Association (AHA) grant for \$60,000 total cost for the project period of July 1, 2007 – June 30, 2008. When EFM establishes the award at the beginning of the project period, EFM will issue a new fund number, and appropriate the entire \$60,000 budget into the new fund number via a Transfer of Funds (TOF). **Even though EFM appropriated the \$60,000 budget into Dr. Bruin's Acct/Cc/Fund, it does not mean that the University has actually received the \$60,000 from the AHA.** In fact, the University has probably not received any monies from the agency at this point.

Depending on the Payment Method and Payment Frequency agreed upon with the sponsoring agency at the time of the award, the University should receive payments throughout the course of the project period. If at the end of the project period, the University has not received any part of the monies owed, and if for any reason the sponsoring agency refuses to pay, EFM will deappropriate the PI's Acct/CC/Fund for the outstanding amount. **If the PI has already spent the money, the overdraft created by the deappropriation will have to be covered from an unrestricted fund.**

It is, therefore, **EXTREMELY** important to ensure that the total amount of the actual payments received from the sponsoring agency matches the amount budgeted and appropriated into the expense accounts. This is especially true for non-federal funds where the payments are not automatic. If the actual payments from the sponsor do not match the total amount budgeted, **follow-up with EFM and/or the sponsor is required.**

For clinical trial funds, it is important to review the Revenue Account to ensure the following:

1. Checks from the sponsor have been received and processed for outstanding invoices/income earned.
2. The appropriate amount has been charged by the University for IRB processing fee.
3. All revenue received has been transferred to the PI's linked expense account (4413xx).
4. The income received actually belongs to the clinical trial in question.

What are the Payment Methods, How Do I Know Which Payment Method Applies to the Award, & Why are They Important?

Definition of commonly used Payment Methods

Automatic Advanced Payment: The sponsor provides payment to UCLA at the onset of the award. No action is required by UCLA to initiate payment submission from the Sponsor.

Automatic Milestone Payment: The sponsor provides payments to UCLA based upon the completion of a milestone, as defined in the Award document. No action is required by EFM/OCGA to initiate payment submission from the sponsor.

Automatic Scheduled Payment: The sponsor provides a series of payments to UCLA over the life of the award as defined in the Award document. No action is required by UCLA to initiate payment submission from the sponsor. Example: AHA grants.

EFM Designated: Payment terms to be determined by EFM. Action may be required by UCLA to request payment. Review the Award documentation to determine the agreed upon method.

IRR: UCLA requests payment from other UC campuses using this form. Payment is made via the Inter-Campus Journal transfer for multi-campus awards where the other campus is the recipient of the award and UCLA is a subrecipient.

Letter of Credit: The sponsor provides payment electronically via the US Treasury. UCLA is required to submit drawdown requests and periodic financial reports as defined in the Sponsor terms. Example: NIH grants.

Milestone Invoice: The sponsor provides payment to UCLA based upon the completion of a milestone, as defined in the award document. UCLA is required to generate an invoice indicating that the milestone has been completed to initiate payment from the sponsor.

None: Payment is not required on this R-Net record, e.g. MTAs. Loan Agreements, etc.

PVTINV: The sponsor provides payments to UCLA based upon the expenditures incurred. Sponsor does not have an invoice format specified, therefore, EFM uses the standard UCLA invoice template.

RAR: Request for Advance or Reimbursement (SF270 form), when the sponsor submits payment based upon cost estimations or actual costs provided by UCLA. Standard Federal Form SF270 is required for all non-construction programs when electronic funds transfer or predetermined advance methods are not used.

Scheduled Payment Invoice: The sponsor provides payment based upon a request from UCLA on the sponsor's form. Formats vary and are identified in the sponsor terms.

SF1034: The federal sponsor provides payments based upon actual expenditures incurred. Standard Federal Form 1034 is required for all federal contracts.

Special Handling: The sponsor submits payment to UCLA based upon special criteria, as identified in the sponsor terms. Action may be required by UCLA to request payment. Review the award documentation to determine the agreed upon method.

Items highlighted in **RED** require action (submission of invoice) from EFM in order to initiate payment from the sponsor.

Items highlighted in **BLUE** may require action from EFM to initiate payment depending upon the agreed upon method of payment. Check the award documentation from the sponsor.

Where can I find the Payment Method?

Review the Award Synopsis (see sample below with the payment information circled in Blue).

Also review the award documentation from the sponsor for additional information/instructions.

ed.resadmin.ucla.edu - UCLA -- Award Synopsis - Microsoft Internet Explorer

University of California, Los Angeles
Award Synopsis

UCLA L-Fund No: 4-58492 Inst. No: 00125159 Award Status: ACTIVE Action Type: ADMIN CHANGE
Principal Investigator: Q115 Qu, Zhilin Admin. Unit: 1553 MEDICINE-CARDIOLOGY

Sponsor: AMERICAN HEART ASSOCIATION - NATIONAL
Sponsor Award/Modification No: 0130171N:
Prime Sponsor:
Project Title: EFFECTS OF PRE-EXISTING AND INDUCED HETEROGENEITIES ON THE INITIATION OF REENTRANT ARRHYTHMIAS
Type of Award: GRANT Activity Type: BASIC ORG RES Program Type: Regular

Project Period Start: 1/1/2001 Budget Period Start: 1/1/2004
Project Period End: 12/31/2004 Budget Period End: 12/31/2004

AWARD AMOUNTS

Previous Cumulative Total			260,000.00
Direct This Period, This Action:	0.00		
F & A This Period, This Action:	0.00		
Subtotal:		0.00	
Unobligated Funds from Prior Years: (off-set)		0.00	
Total, This Period, This Action			0.00
Cumulative Total All Years:			260,000.00

F&A Rate **F&A Type** **FY Ending 6/30** **Campus**

10.00	03 TOTAL DIRECT COST	2004	On
10.00	03 TOTAL DIRECT COST	2005	On

SUBAWARDS, COST SHARING AND SPECIAL REVIEWS

Subaward Data
- No Subawards

Cost Sharing Type
- No Cost Sharing

	<u>FY Ending 6/30</u>	<u>Amount</u>
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Special Review

Animal Subjects	<u>Approval Status</u>	<u>Protocol No.</u>	<u>Begin Date</u>	<u>End Date</u>
	Approved	001205	7/1/2003	6/30/2004

REPORTING AND PAYMENT DATA

LOC No: CFDA No: **Payment Basis: 2 COST REIMB**
Fiscal Report Type: 56 PVTRPT **Payment Method: 17 AUTO SCHED PMT**
Fiscal Report Frequency: **Payment Frequency: 3 QUARTERLY (3 months)**

<u>Report Due</u>	<u>Report Class</u>	<u>Report Type</u>	<u>Frequency</u>
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Why is the Payment Method Important?

Anytime the Payment Method requires action from EFM in order to initiate payment from the sponsor (versus automatic payments), the use of the Revenue Account changes. Therefore, we have to understand the payment method in order to understand what the information contained in the Revenue Account represents. When the Payment Method requires EFM to submit an invoice to the sponsor, the Revenue Account now becomes the account where invoices are recorded, **NOT** where actual payments from the sponsor are recorded. In these cases, it is extremely important to review the Accounts Receivable report in addition to reviewing the Revenue Account. Please see the last section of this chapter on how to review the Accounts Receivable report.

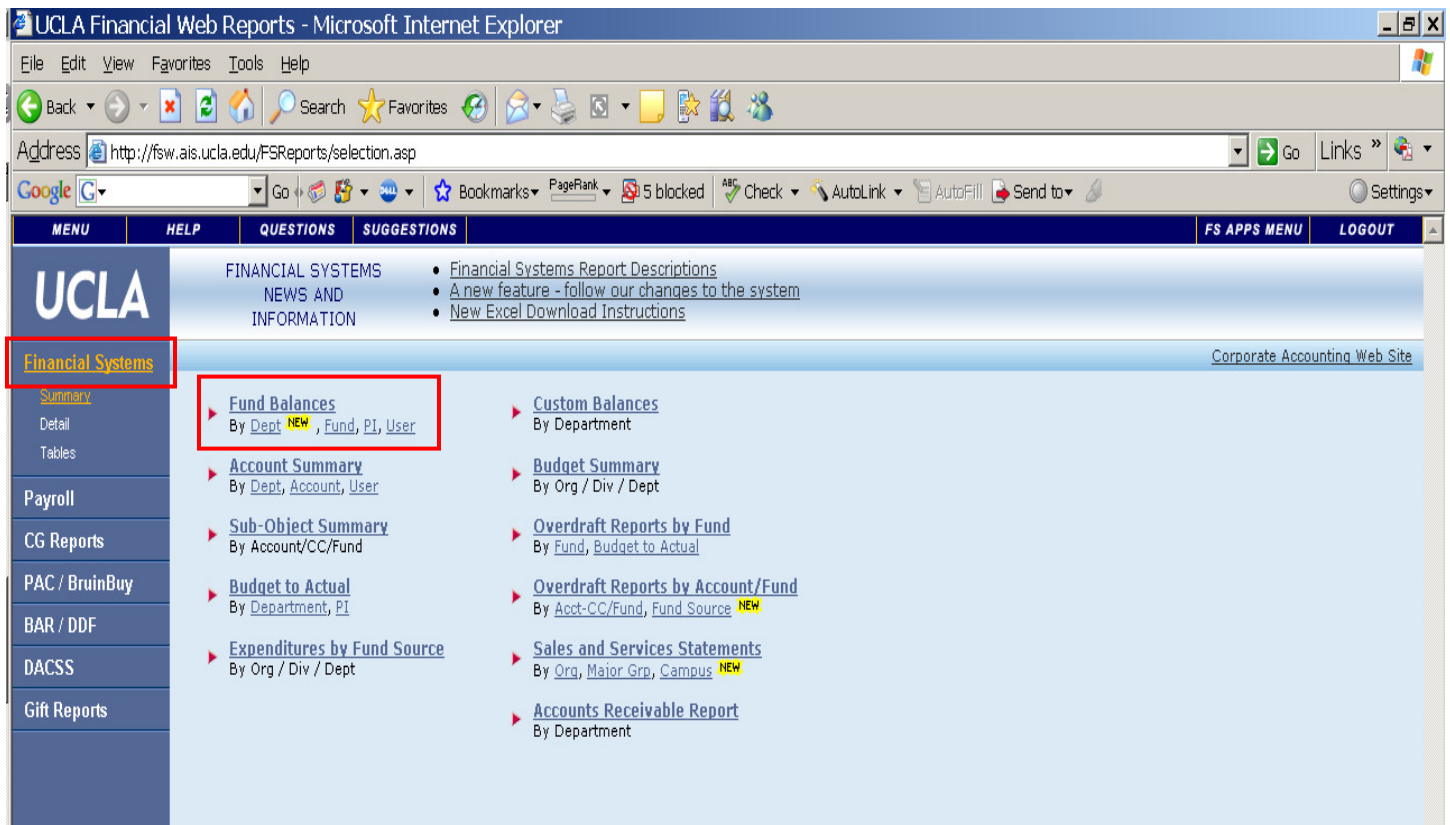
How Do I Review the Revenue Account Using the Online Financial System Reports (OFSR)?

NOTE: The Revenue Account information can also be accessed using the SOM QDB/FPM. This How-To will only cover the OFSR.

Login to the OFSR using either your AIS or QDB login and password.



Click on the UCLA Financial Web Reports link.



Under Financial Systems/Summary, Choose the Fund Balances by Fund link.

Report Parameters for Fund Balances

Enter the Full Accounting Unit (FAU)

Location Code:

Fund: — Select —

Account: — Select —

Cost Center:

[Help with output type](#)


Get Report

Type only the fund number in the Fund field, and click on the Get Report button.

MENU HELP QUESTIONS SUGGESTIONS										
OFFICIAL FINANCIAL REPORT OF THE UNIVERSITY OF CALIFORNIA AT LOS ANGELES										
Fund Summary										
As of September 16, 2008										
Location : 4										
Fund : 59082 AHA 0665016Y CHANFREAU 6/08 10%										
Department : 1553 MEDICINE-CARDIOLOGY										
Account/CC	Sub	Curr Month Financial	Fiscal Year		Inception to Date		Encumbrance	Ledger Balance	Memo-Lien	Operating Balance
			Appropriation	Financial	Appropriation	Financial				
119800 FUND BALANCES UNEXPENDED-GIFTS & GRANTS										
	16					26,399.64	26,399.64			
119800		0.00	0.00	0.00		26,399.64	26,399.64	0.00	0.00	0.00
258000 PRIVATE GRANTS										
	20		9,471.46	9,471.46	70,000.00	70,000.00				
258000		0.00	9,471.46	9,471.46	70,000.00	70,000.00	0.00	0.00	0.00	0.00
441357/2 MED-CARDIO-FAC RES/C.CHANFREAU-COFFINIER										
	00		(9.78)		24,110.25	24,120.03		(9.78)		(9.78)
	02		(16,309.50)	1,824.12		18,133.62		(18,133.62)		(18,133.62)
	03		31,546.84	1,057.12	58,832.98	28,343.26	532.60	29,957.12		29,957.12
	06		(6,617.50)	201.72	4,692.44	11,511.66		(6,819.22)		(6,819.22)
	9H		861.40	308.26	8,763.97	8,210.83		553.14		553.14
441357/2		0.00	9,471.46	3,391.22	96,399.64	90,319.40	532.60	5,547.64	0.00	5,547.64
Fund Balance		0.00	0.00	0.00	26,399.64	26,399.64	0.00	0.00	0.00	0.00
Revenue		0.00	9,471.46	9,471.46	70,000.00	70,000.00	0.00	0.00	0.00	0.00
Expenditure		0.00	9,471.46	3,391.22	96,399.64	90,319.40	532.60	5,547.64	0.00	5,547.64
TOTAL		0.00	0.00	6,080.24	0.00	6,080.24	532.60	5,547.64	0.00	5,547.64

The Fund Summary report shows all of the Account/CCs linked to the fund. Click on the link to the Revenue Account (the account that begins with a 2xxxxx).

MENU HELP QUESTIONS SUGGESTIONS



OFFICIAL FINANCIAL REPORT OF THE UNIVERSITY OF CALIFORNIA AT LOS ANGELES

Expenditure - Sub/Object Summary

As of September 16, 2008

Location : 4
 Account/CC : 258000 PRIVATE GRANTS
 Fund : 59082 AHA 0665016Y CHANFREAU 6/08 10%
 Department : 9925 CONTROL-C&G ACCOUNTING

[Click here to go to Detail General Ledger for account transactions](#)


Fin Class	Description	Estimated	Realized	Unrealized
		()=Credit	()=Debit	()=Excess
206000	REVENUE-PRIVATE GIFTS/GRANTS/CONTRACTS	70,000.00	70,000.00	
***	4-258000-59082	Incept to Date	70,000.00	70,000.00
	UC Fiscal YTD		9,471.46	9,471.46

ADMINISTRATIVE INFORMATION SYSTEMS
 FSW03A
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Location	4	Account	258000	CC		Fund	59082	Get Report
Period	September		2008					
Output	Web Report NEW							

Click on the Fin Class link.

MENU HELP QUESTIONS SUGGESTIONS



OFFICIAL FINANCIAL REPORT OF THE UNIVERSITY OF CALIFORNIA AT LOS ANGELES

Detail General Ledger

For the period from September 1, 2008 to September 16, 2008

Location : 4
 Account/CC : 258000 PRIVATE GRANTS
 Fund : 59082 AHA 0665016Y CHANFREAU 6/08 10%
 Department : 9925 CONTROL-C&G ACCOUNTING
 Sub Object : 206000 REVENUE-PRIVATE GIFTS/GRANTS/CONTRACTS

Sub Object	Source	Project	TE	Effective Date	Trans No	Doc Date	Description	Reference	Estimated ()=CREDIT	Realized ()=DEBIT
Total	0.00	0.00								

ADMINISTRATIVE INFORMATION SYSTEMS
 FSW001A
 9/17/2008 4:07:58 PM

Location	4	Account	258000	CC		Fund	59082	Get Report
From	July		2007			Current Month		
To	September		2008					
Output	Web Report NEW							

Recharge Activity

Change the From date to the project period begin date, and click on the Get Report button.

Below is an example of a detailed report for an **Auto Scheduled Payment Revenue Account**:

Sub Object	Source	Project	TE	Effective Date	Trans No	Doc Date	Description	Reference	Estimated ()=CREDIT	Realized ()=DEBIT
206000			12	7/1/2008	FS0815	010108	REAPPROPRIATION		9,471.46	
206000			14	7/1/2007	010140	062007	APPROPRIATE AWARD		70,000.00	
206000			35	10/31/2007	04E126	110507	ACH-AHA 0665016Y	10/16/07		17,500.00
206000			35	1/30/2008	07E073	013008	ACH-AHA 0665016Y	01/15/08		17,500.00
206000			35	8/19/2008	02E058	081908	ACH-AHA 0665016Y	07/15/08		17,500.00
206000			53	4/22/2008	101070	042208	ACH-AHA 0665016Y	04/15/08		17,500.00
206000			53	6/30/2008	14D51	063008	FYE INCOME ACCRUAL	FS0825		8,028.54
206000			53	7/1/2008	14D51	063008	FYE INCOME ACCRUAL			(8,028.54)
20 **									79,471.46	70,000.00
Total									79,471.46	70,000.00

You can get more detail about the transaction, including who in EFM processed the transaction, by clicking on the blue Trans No hyperlink. This will allow you to know who to contact in case there is an issue with the transaction.

Note: For purposes of reviewing the Revenue Accounts, please ignore the lines that indicate Reappropriation.

For this particular Revenue Account, the **Realized** column indicates the actual payments received from the sponsor. The **Estimated** column indicates the monies that have been appropriated to the PI's linked expense account (Example: 4413xx).

Note the following in the above example:

- 1) The Estimated column (budgeted amount – ignoring the Reappropriation) and the Realized column (actual payments received) are equal (\$70,000). This indicates that the University has received all of the payments due from the agency.
- 2) The date of the Appropriate Award is 07/1/2007, but the first actual payment was not received from the sponsor until 10/16/07.
- 3) For the payments received, the Description field indicates the name of the sponsor and the award number. This allows you to assure the payments received in the Revenue account actually belong in this Revenue account. If you find payments that do not belong to the fund, follow up with EFM to have the payment deappropriated.

Items to watch out for:

- 1) If the award project period spans more than one year, and the award is issued a new fund number for each budget period, be sure that each payment received is credited to the appropriate year/fund number.
- 2) Sometimes the sponsor does not send enough detailed information along with the payment in order for EFM to determine the correct Revenue Account in which to deposit the payment. Therefore, it is really important to review the Revenue Accounts to assure the appropriate payments have been deposited.

Below is an example of a detailed report for a **PVTINV Revenue Account**:

<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> MENU HELP QUESTIONS SUGGESTIONS </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div> <p>OFFICIAL FINANCIAL REPORT OF THE UNIVERSITY OF CALIFORNIA AT LOS ANGELES</p> </div> </div>										
<h3>Detail General Ledger</h3>										
For the period from September 1, 2006 to September 23, 2008 -- Up to Final										
Location : 4 Account/CC : 257000 PRIVATE CONTRACTS Fund : 57676 HEALTHEFFECTS 03112 DIAZ-SANCHEZ 12/6 30 Department : 9925 CONTROL-C&G ACCOUNTING Sub Object : 206000 REVENUE-PRIVATE GIFTS/GRANTS/CONTRACTS										
Sub Object	Source	Project	TE	Effective Date	Trans No	Doc Date	Description	Reference	Estimated ()=CREDIT	Realized ()=DEBIT
206000			12	7/1/2007	FS0815	070107	REAPPROPRIATION		80,440.59	
206000			12	7/1/2008	FS0815	070108	REAPPROPRIATION		366.50	
206000			53	10/20/2006	040715	102006	PVTINV1	57676		22,011.73
206000			53	11/9/2006	050417	110906	PVTINV1	57676		1,847.98
206000			53	12/12/2006	060920	121206	PVTINV2	57676		1,846.75
206000			53	1/22/2007	071055	013007	REVERSE DUPL	FJ# 060920		(1,846.75)
206000			53	1/22/2007	071055	013007	REVERSE DUPL	FJ# 050417		(1,847.98)
206000			53	1/26/2007	070873	012607	PVTINV2	57676		5,549.76
206000			53	5/11/2007	110412	051107	PVTINV3 FINAL	57676		225,498.57
206000			53	6/30/2007	14D51	063007	FYE INCOME ACCRUAL	FS0825		22,559.35
206000			53	7/1/2007	14D51	063007	FYE INCOME ACCRUAL			(22,559.35)
206000			53	6/30/2008	14D51	063008	FYE INCOME ACCRUAL	FS0825		102,633.44
206000			53	7/1/2008	14D51	063008	FYE INCOME ACCRUAL			(102,633.44)
20 **									80,807.09	253,060.06
Total									80,807.09	253,060.06

Note, in this case, because EFM must submit an invoice to the sponsor in order to initiate payment, the items in the Realized column now represent the actual invoices EFM has submitted to the sponsor. The items do **NOT** represent the actual payments received from the sponsor.

In any instance where EFM is required to submit an invoice to the sponsor in order to initiate payment, it is extremely important to assure the invoices have actually been paid by the sponsor. In order to check if the invoices have been paid or are still outstanding, please see the last section of this chapter on reviewing the Accounts Receivable report.

Below is an example of a QDB report for a **Clinical Trial Revenue Account**:

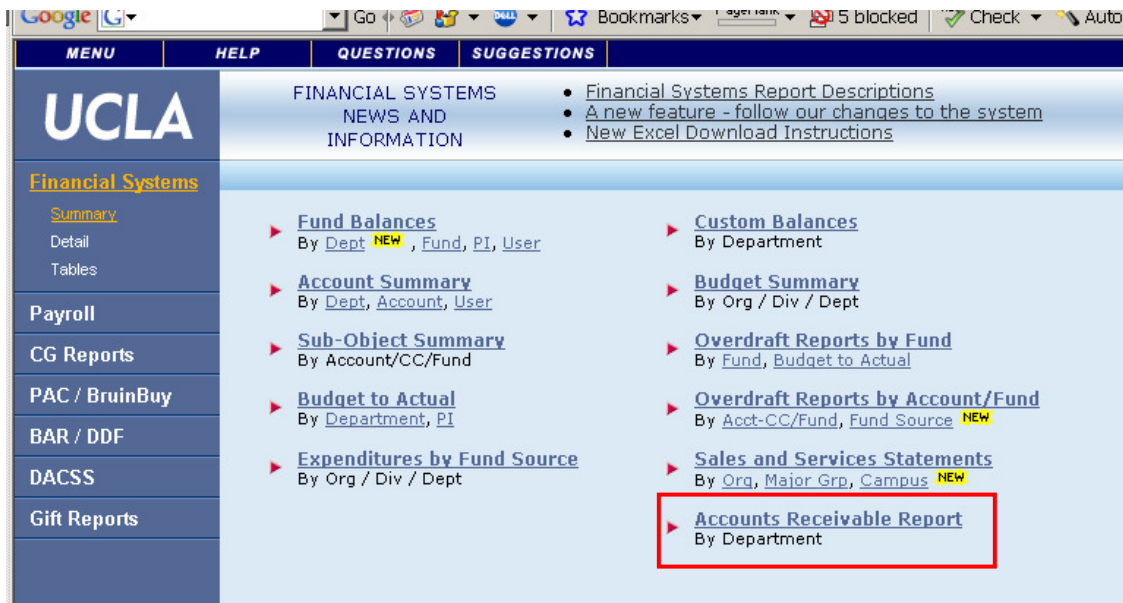
Account/CC : 257000 PRIVATE CONTRACTS										
Fund : 84506 CT-NOVARTIS CRAD001A23 KOBASHIGAWA4/1026										
Department : 9925 CONTROL-C&G ACCOUNTING										
Sub Object : 206000 REVENUE-PRIVATE GIFTS/GRANTS/CONTRACTS										
Sub Object	Source	Project	TE	Effective Date	Trans No	Doc Date	Description	Reference	Estimated ()=CREDIT	Realized ()=DEBIT
206000			12	7/1/2008	FS0815	070108	REAPPROPRIATION		0.01	
206000			14	10/16/2006	041273	101606	APPROP FUNDS		4,600.00	
206000			14	1/31/2007	073914	020707	APPROP FUNDS		59,500.98	
206000			14	2/27/2007	082297	022707	APPROP FUNDS		30,039.00	
206000			14	4/12/2007	100814	041207	APPROP FUNDS		55,725.57	
206000			14	6/29/2007	124151	062907	APPROP FUNDS		39,977.00	
206000			14	8/1/2007	020045	080107	APPROP FUNDS		21,035.97	
206000			14	8/23/2007	021582	082307	APPROP FUNDS		78,416.91	
206000			14	10/24/2007	042497	102407	APPROP FUND		89,360.30	
206000			14	10/29/2007	043152	102907	APPROP FUNDS		19,593.00	
206000			14	1/28/2008	072531	012808	APPROP FUNDS		59,995.37	
206000			14	2/7/2008	080232	020708	APPROP FUNDS		41,671.00	
206000			14	4/4/2008	100158	040408	APPROP FUNDS		68,929.48	
206000		CT	53	10/11/2006	040207	101106	NOVARTIS/8854/84506			6,100.00
206000			53	10/16/2006	040368	101606	T:61245 IRB FEE YR 1	61245		(1,500.00)
206000		CT	53	1/31/2007	071755	020607	NOVARTIS/5134/84506			59,500.98
206000		CT	53	2/22/2007	080805	022207	NOVARTIS/8760/84506			30,039.00
206000		CT	53	3/31/2007	091805	040407	NOVARTIS/9938/84506			55,725.57
206000		CT	53	6/26/2007	121294	062607	NOVARTIS/5382/84506			39,977.00
206000		CT	53	7/25/2007	010301	072507	NOVARTIS/7166/84506			21,035.97
206000		CT	53	8/20/2007	020180	082007	NOVARTIS/5526/84506			78,416.91
206000		CT	53	10/16/2007	040440	101607	NOVARTIS/6562/84506			89,710.30
206000			53	10/24/2007	040877	102407	T:61245 IRB YR 2	61245		(350.00)
206000		CT	53	10/25/2007	040984	102507	NOVARTIS/0690/84506			19,593.00
206000		CT	53	1/9/2008	070103	010908	NOVARTIS/8581/84506			42,159.07
206000		CT	53	1/15/2008	070369	011508	NOVARTIS/3464/84506			17,836.29
206000		CT	53	1/31/2008	071648	020408	NOVARTIS/7472/84506			42,021.00
206000			53	2/7/2008	080085	020708	T:61245 IRB YR 3			(350.00)
206000		CT	53	4/3/2008	100047	040308	NOVARTIS/3752/84506			68,929.48
206000		CT	53	4/23/2008	101189	042308	BI USA/5047/84606			6,469.65
206000		CT	53	4/30/2008	101645	043008	T: 257000-84606			(6,469.65)
206000		CT	53	7/18/2008	010320	071808	NOVARTIS/2397/84506			57,676.19
206000		CT	53	8/12/2008	020096	081208	NOVARTIS/9071/84506			43,001.00
20 **									568,844.59	669,521.76
Total									568,844.59	669,521.76

Note the following:

- 1) The Total of the Estimated column (\$568,844.59) is less than the Total of the Realized column (\$669,521.76). In this case, this means that the University has received checks from the sponsor that have NOT been appropriated into the PI's expense account (e.g. 4413xx). Note that the difference between the two amounts, \$100,677.18 (not including the reappropriation), is equal to the last two checks received from the sponsor (\$57,676.19 plus \$43,001.00). Please contact EFM in order to have the difference appropriated into the expense account.
- 2) Note that in this example there was a check for "BI USA" (Trans No 101189) that was mistakenly deposited into this revenue account for a Novartis study. Luckily, in this case, the mistake was quickly corrected (7 days later – Trans No 101645). Please make sure to review all deposits into the revenue accounts to assure all of the income in the revenue account actually belongs to the project.
- 3) Note the deductions for the UCLA mandatory IRB fees (\$1,500 for year 01, and \$350 for each subsequent year).

Reviewing the Accounts Receivable Report

From the OFSR Main Menu, under Financial System/Summary select the Accounts Receivable Report.



Type in the FS Code for your Division, and then click on the Get Report Button.

Contracts and Grants Account Receivable Balance Report

Search by

Department Code

Department Code

1566

Choose a time period

September 2008

Choose an output type

Web Report


Get Report

Choose one or more fund groups

- select all -
- CLINICAL DRUG TRIALS
- FEDERAL CONTRACTS
- FEDERAL GRANTS & COOPERATIVE AGRMT
- LOCAL APPRO. CONTRACT, GRANTS, COOP
- PRIVATE, GRANTS - RESTRICT
- PRIVATE RESTRICTED CONTRACTS
- STATE CONTRACTS, GRANTS & COOP

Choose one or more account groups

- select all -
- Federal Government
- Other Government and Private
- State of California

MENU HELP QUESTIONS SUGGESTIONS				
 OFFICIAL CONTRACTS & GRANTS REPORT OF THE UNIVERSITY OF CALIFORNIA AT LOS ANGELES				
Contracts and Grants Account Receivable Balance Sheet				
As of September 17, 2008				
Department : 1566 MEDICINE-CIA				
Fund	Fund Title	Account/CC	Account Title	Assets (-) = Credit
57272	HEI 03113 DIAZ-SANCHEZ 05/08 30%	112679	A/R-PRIVATE GRANTS, CONTRACTS & AGRMTS	128,716.63
TOTAL	57272 HEI 03113 DIAZ-SANCHEZ 05/08 30%			128,716.63
57676	HEALTHEFFECTS 03112 DIAZ-SANCHEZ 12/6 30	112679	A/R-PRIVATE GRANTS, CONTRACTS & AGRMTS	225,498.57
TOTAL	57676 HEALTHEFFECTS 03112 DIAZ-SANCHEZ 12/6 30			225,498.57
58087	USC/NIH H30615 RIEDL 10/8 54%	112678	A/R-PRIV GRNTS CONTR AGRMTS	47,101.19
TOTAL	58087 USC/NIH H30615 RIEDL 10/8 54%			47,101.19
59412	USC/EPA H31517 RIEDL 10/8 54%	112678	A/R-PRIV GRNTS CONTR AGRMTS	8,550.29
TOTAL	59412 USC/EPA H31517 RIEDL 10/8 54%			8,550.29
Total 1566 MEDICINE-CIA				409,866.68

To find out more detail about the invoice transaction, including who in EFM prepared the invoice, and when the invoice was prepared, click on the blue Account/CC hyperlink.

This report shows the Accounts Receivable for your division, i.e. invoices that have been sent to the sponsor by EFM, but have not yet been paid by the sponsor. If necessary, follow up with EFM and/or the sponsor on the status of the payment. **If the University does not receive payment, the PI's expense account will be deappropriated.**

Be On The Lookout: Occasionally, when a payment is received from the sponsor, EFM may post the payment directly to the Revenue Account in error, instead of the Accounts Receivable account. When this happens, the Accounts Receivable account may show an outstanding invoice that has actually been paid. If you find this, please contact EFM to correct the transaction.

Warning: The amounts that appear in the Accounts Receivable Report will also appear in your Revenue Accounts for the fund numbers indicated. Please be aware that when these amounts appear in the Revenue Account, they do **NOT** indicate income actually received, but rather, they only indicate invoices sent to the sponsor.

Frequency: The fund manager should run the Accounts Receivable Report for the division at least every other month, and follow up with any outstanding issues with EFM and/or the sponsor.

Additional Resources:

Link to the Accounts Receivable PowerPoint Presentation by Maurice Taylor from EFM, during the June 2009 RAF Meeting:

<http://www.research.ucla.edu/ora/training/documents/June-09/maurice.pdf>