CLINICAL TRIALS – ACCOUNTS RECEIVABLE Revised March 7, 2022

Overview

Accounts receivable (A/R) should be well managed to ensure timely and appropriate payments made by sponsor. A/R can be maintained by running QDB general ledger reports and reconciled routinely by the Fund Manager.

Fund managers should carefully review the payment terms of the contract to determine the payment schedule and and any events that trigger payments (Tip: review start-up, net, final payments and milestones within payment terms). Payments are often initiated upon invoicing or when protocol-related events occur and activates auto-payments as contracted. It is best practice to review and update the A/R at least monthly or more frequently as indicated by payment schedule in contract-payment terms.

How to Generate an Accounts Receivable Report

1. Open Excel > Add-ins > QDB/GLPPP FPM Adhoc Reporting

8	ნ- ⊜-	Ŧ	Book1 - Excel								
File	Home	Insert	Page Layout	Formulas	Data	Review	View	Add-ins	Help	ACROBAT	${igodoldsymbol Q}$ Tell me what you want to do
Dean'	's Office Pro	grams									
QDB/	GLPPP FPM	Adhoc Rep	porting								

2. FS General Ledger Custom Reports – Detail-All > Next

ODB/FPM Gustom Reports - Main Menu													
General Ledger Custom Reports Most Recent 202201	Payroll Expense Distribution PPQDB 202201 - UCPath BW 20220219 MO 202202												
Summary of Funds Summary - By Sub Non-Salary Expense Projection by Month (all fund types) Expense by Month Summary - By Sub Object Sales & Service Summary Detail - Closed Detail - Open Detail - All	UCPath Salary by Month UCPath Salary & Benefits by Month UCPath Salary & Percentage by Month UCPath Employee Sum UCPath Admin Salary UCPath Payroll After Fund End Date UCPath ERS Detail Report (11/12 Academic and Non Academics) UCPath ERS Detail Report (9/12 Academics)												
Salary Cap Flag Billing & Accounts Receivable Financial Reporting Application TOF Zero Out Accounts/Subs Detail Adjustments Link to Financial Web Reports (OFSR) Link to download RAPID Closeout Tool	PPP QDB REPORTS Salary by Month Salary & Benefits by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo												

3. Enter Fund # (keep Cost Center blank) > select "Find Accounts" > select appropriate <u>Revenue</u> <u>Account</u> (note: typically 257000/258000 for Clinical Trials Contracts & Grants) > OK > Next

FAU for Detail - All		\times											
Enter the components of an FAU to report on. To enter multiple values, separate the values with commas. To specify all possible values, use an ¹⁵⁴ .													
Account:	257000												
CC:													
Fund:	FFFFF Find Accounts												
Project:	×												
Non-Sal. Sub Sub:													
Object:													
Source Code:	119800- 257000-												
Dept:													
Batch Processing	Choose an Account Number from the list and press OK. Ok Cancel												

4. Select [X] ITD > Next

Date for Detail - All		×
	MOST RECENT CLOSED LEDGER MONTH	
	JANUARY, 2022	
c c	🔿 Date Range 💽 ITD (i.e. Contract & Grants) 🕤 YTD	102
1	Since April 🔻 2021 💌	5 6 3 6 10 10 5 6 5 6 8 10 10
1		18 20 21 22 23 24 25 26 27 18 28 29 27

5. Select [X] Appropriations & [X] Expenses > Next



6. Finish

Order of Columns & SubTotals for Detail - All	×
Arrange the fields in the box, from top to bottom, in the order you want your report so a field in the box, and click the Up or Down button to move the field accordingly in the Trans Ref GL Ledger Year Month Project Object Account CC Fund Sub-Object Title Source Code TE Trans ID GL Trans Doc Date Trans. Eff, Date Description	arted. Select he box. Sub-Obj Sort
How many levels of subtotals do you need?	
Go to ADHOC Cancel C Back Nex	xt > Finish

- 7. Revenue report will generate
 - a. Select column 'N' Trans. Eff. Date
 - b. Select 'A Z \downarrow ' to sort by chronological order
 - c. Sort

	ile	н	ome	Insert Pag	e Layout	Form	nulas	Data	Re	view	View Add-	-ins I	Help	A	CROBAT	Q Te	ll me what y	you want to do		
Get & Transform Data							Cueries & Connections Cueries & Connections Cueries & Connections					Z A A Z Sort	Filter	To To To Ilter	Clear Image: Flash Fill Reapply Image: Flash Fill Advanced Image: Flash Fill Columns Data Validation				I • □ Consolidate	What-If F Analysis = Foreca
N	1		*	: × ✓	f _x											а		_		
1	2 3	1	A	В	с	D	Е	F	G	н	1		J	к	L	м	N	o	Р	Q
		1	GL: 2	57000FFFFF SIN	CE APRIL :	2021 (ITD)	Date: 03	3/04/2022												
		2	Sub	Trans Ref GL	Ledger Year Month	Project	Object	Account	сс	Fund	Sub-Object Title		Source Code	TE	Trans ID GL	Trans Doc Date	Trans. Eff. Date	Description	Appropriation	Expense
Γ	F ·	3	20		202111		6000	257000		FFFFF	REVENUE-PRIV	ATE GIFT		14	12345	11/23/21	11/23/2021	APPROP FUNDS	27,722.00	
	.	4	20		202201		6000	257000		FFFFF	REVENUE-PRIV	ATE GIFT		14	23456	1/24/22	1/24/2022	APPROP FUNDS	1,008.00	
	·	5	20		202201		6000	257000		FFFFF	REVENUE-PRIV	ATE GIFT		14	34567	1/28/22	1/28/2022	APPROP FUNDS	945.00	
	·	6	20	01/10/22	202201	СТ	6000	257000		FFFFF	REVENUE-PRIV	ATE GIFT		53	45678	1/25/22	1/25/2022	ACH-83435 PM		945.00
	·	7	20	10/27/21	202110	СТ	6000	257000		FFFFF	REVENUE-PRIV	ATE GIFT:		53	56789	11/8/21	10/31/2021	ACH-83435 PM		27,722.00
	Ŀ	8	20	12/17/21	202201	СТ	6000	257000		FFFFF	REVENUE-PRIV	ATE GIFT		53	67890	1/12/22	1/12/2022	ACH-83435 PM		1,008.00
	-	9	Sub 2	20								_							29,675.00	29,675.00
-		10	Sub (Grand Total								Sort Warning ? × 29,675.00 2								29,675.00
		11							_			Microsoft Evel found data next to your selection. Since you have not								
		12	<u> </u>						-			selecte	d this d	ata,	it will no	t be sorted	d.			
		13	-						-			What do you want to do?								
		14	-						-			OB	(pand th	ne se	election					
		15							-			00	ontinue	wit	h the cur	rent select	ion			
		10							-							C				
		18							-								<u>S</u> ort	Cancel		

8. Once sorted, appropriations (column P) and expenses (column Q) should appear staggered

	Α	В	С	D	E	F	G	н	I.	J	К	L	М	N	0	Р	Q
1	1 GL: 257000FFFFF SINCE APRIL 2021 (ITD) Date: 03/04/2022																
			Ledger Year							Source		Trans ID	Trans	Trans. Eff.			
2	Sub	Trans Ref GL	Month	Project	Object	Account	СС	Fund	Sub-Object Title	Code	TE	GL	Doc Date	Date	Description	Appropriation	Expense
3	20	10/27/21	202110	СТ	6000	257000		FFFFF	REVENUE-PRIVATE GIFT		53	56789	11/8/21	10/31/2021	ACH-83435 PM		27,722.00
4	20		202111		6000	257000		FFFFF	REVENUE-PRIVATE GIFT	1	14	12345	11/23/21	11/23/2021	APPROP FUNDS	27,722.00	
5	20	12/17/21	202201	СТ	6000	257000		FFFFF	REVENUE-PRIVATE GIFT	1	53	67890	1/12/22	1/12/2022	ACH-83435 PM		1,008.00
6	20		202201		6000	257000		FFFFF	REVENUE-PRIVATE GIFT	1	14	23456	1/24/22	1/24/2022	APPROP FUNDS	1,008.00	
7	20	01/10/22	202201	СТ	6000	257000		FFFFF	REVENUE-PRIVATE GIFT	1	53	45678	1/25/22	1/25/2022	ACH-83435 PM		945.00
8	20		202201		6000	257000		FFFFF	REVENUE-PRIVATE GIFT		14	34567	1/28/22	1/28/2022	APPROP FUNDS	945.00	

<u>Notes</u>

- Expense (column Q) = payment received by sponsor Appropriation (column P) = payment appropriated to fund
 - If expense is reported/payment received but missing appropriation, contact your assigned <u>EFM Accountant of Cash Management Team</u> to check status of payment/appropriation to fund. Follow-up with EFM weekly as needed.
- Description (column O) = typically indicates payor (sponsor/CRO) name or type of payment (ACH/EFT)

- 3. Trans Ref GL (column B) = check number or date of ACH/EFT payment
- 4. Payment amounts reflect total costs (includes overhead).

FAQs

- 1. What if the payment is late?
 - Review the payment terms of the contract to determine possible cause (i.e. milestone not met, incomplete data/action, invoice missed, delayed payment due to pending amendment, etc.)
 - Communicate directly with sponsor during 1st attempt then involve PI/Study Team for following attempts or as needed.
- 2. What do I do if the sponsor initiated payment (i.e. received a payment notice) but the payment hasn't been received by UCLA?
 - Contact sponsor and request payment details (i.e. payment/check number, issued date, amount) then contact EFM accountant to track payment.
- 3. What do I do if payment has been received (expensed to ledger) but not appropriated to the fund?
 - Typically payments are appropriated in a week (~5 business days). Contact your assigned <u>EFM Accountant of Cash Management Team</u> to check status of payment/appropriation to fund. Follow-up with EFM weekly as needed.

Contacts & Resources

<u>EFM Staff Directory</u> – EFM Accountant, Cash Management Team

<u>CT Calc Template</u> – A/R maintenance and reconciliation

EFM FAQs – Fund Closeout Procedures & Sponsor Invoicing