

CLINICAL TRIALS – ACCOUNTS RECEIVABLE

Revised March 7, 2022

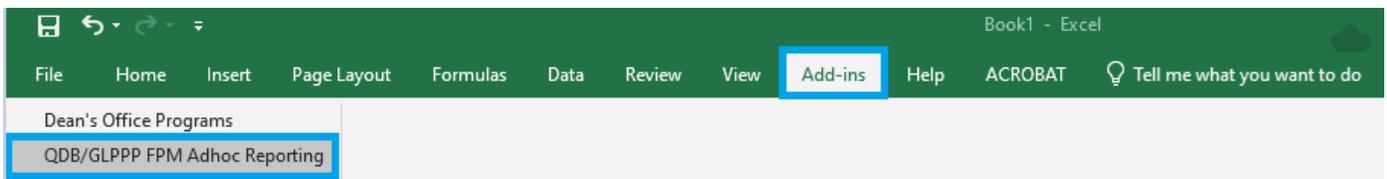
Overview

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 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

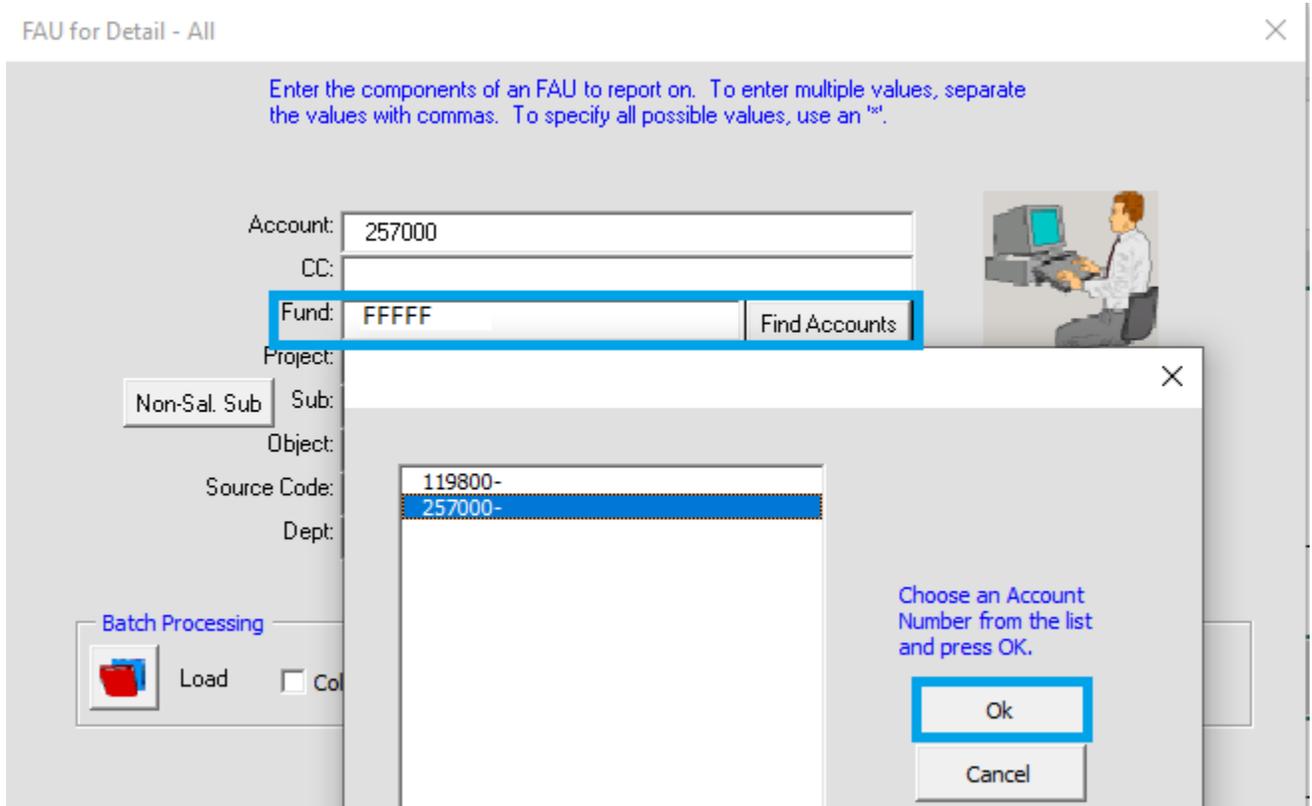


2. FS General Ledger Custom Reports – Detail-All > Next

QDB/FPM Custom Reports - Main Menu

FS General Ledger Custom Reports Most Recent 202201	PP Payroll Expense Distribution QDB 202201 - UCPath BW 20220219 MO 202202
<ul style="list-style-type: none"> 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 <li style="background-color: #0070c0; color: white;">Detail - All 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 	<ul style="list-style-type: none"> 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) ----- 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 [Revenue Account](#) (note: typically 257000/258000 for Clinical Trials Contracts & Grants) > OK > Next



4. Select [X] ITD > Next



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

Detail - All

Check the types of transactions you would like to see on your report.
You must select at least one field.

Appropriations Include Reapprop.
 Expenses
 Encumbrance and Memo Lien



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 sorted. Select a field in the box, and click the Up or Down button to move the field accordingly in the box.

- Sub
- 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

Move Selected Field

Up

Down

Sub-Obj Sort



How many levels of subtotals do you need? 1

Go to ADHOC Cancel < Back Next > Finish

7. Revenue report will generate

- a. Select column ‘N’ Trans. Eff. Date
- b. Select ‘A Z ↓’ to sort by chronological order
- c. Sort

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	GL: 257000--FFFFF SINCE APRIL 2021 (ITD) Date: 03/04/2022																
2	Sub	Trans Ref GL	Ledger Year Month	Project	Object	Account	CC Fund	Sub-Object Title	Source Code	Trans ID TE GL	Trans Doc Date	Trans. Eff. Date	Description	Appropriation	Expense		
3	20		202111	CT	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:		14 12345	11/23/21	11/23/2021	ACH-83435 PM	27,722.00			
5	20	12/17/21	202201	CT	6000	257000	FFFFF	REVENUE-PRIVATE GIFT:		53 67890	1/12/22	1/12/2022	ACH-83435 PM		1,008.00		
6	20		202201		6000	257000	FFFFF	REVENUE-PRIVATE GIFT:		14 23456	1/24/22	1/24/2022	ACH-83435 PM	1,008.00			
7	20	01/10/22	202201	CT	6000	257000	FFFFF	REVENUE-PRIVATE GIFT:		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	ACH-83435 PM	945.00			
9	Sub 20														29,675.00	29,675.00	
10	Sub Grand Total														29,675.00	29,675.00	

Notes

1. 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 [EFM Accountant of Cash Management Team](#) to check status of payment/appropriation to fund. Follow-up with EFM weekly as needed.
2. 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 [EFM Accountant of Cash Management Team](#) to check status of payment/appropriation to fund. Follow-up with EFM weekly as needed.

Contacts & Resources

[EFM Staff Directory](#) – EFM Accountant, Cash Management Team

[CT Calc Template](#) – A/R maintenance and reconciliation

[EFM FAQs](#) – Fund Closeout Procedures & Sponsor Invoicing