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
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

6. 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

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