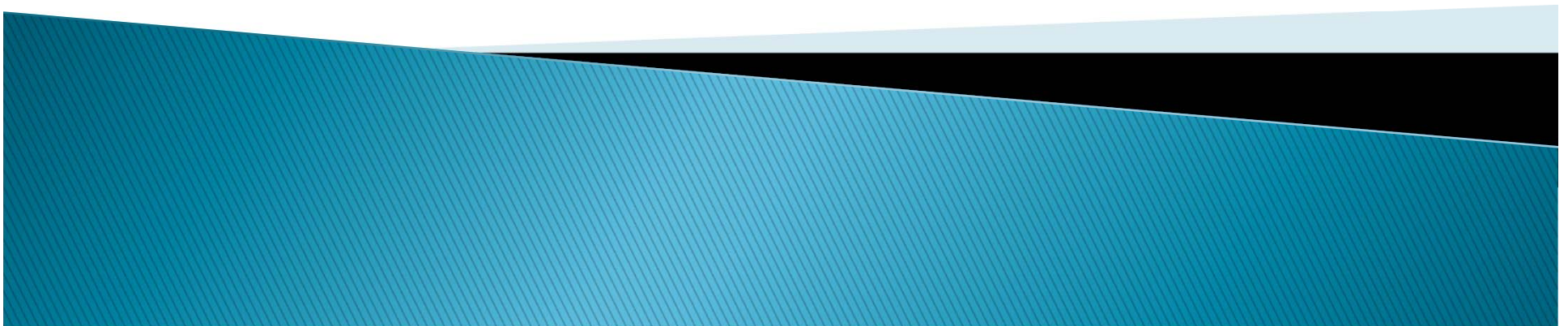


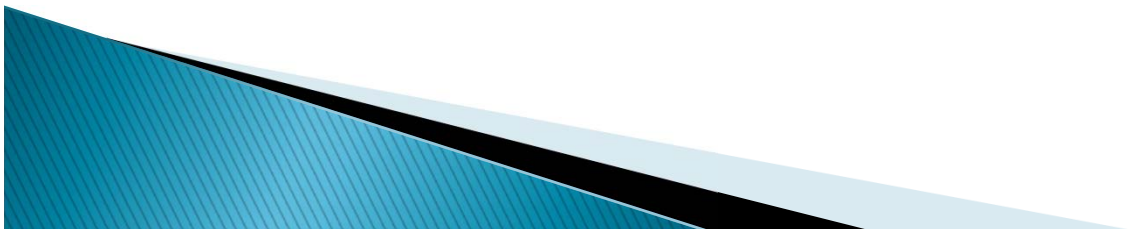
OGC Accounts Receivable Team Talk

Introduction to AR PeopleSoft Grants 9.2



AGENDA

- Introduction to Accounts Receivable
- Incoming Payment Methods
- Clinical Trial/Dept. Invoiced Payments
- Tools to Research Payments Received
- CU Data Reporting Demo
- Contact information for Payments
- On Account Payments
- Payment Pain Points
- Receivable Hot Topics
- Questions



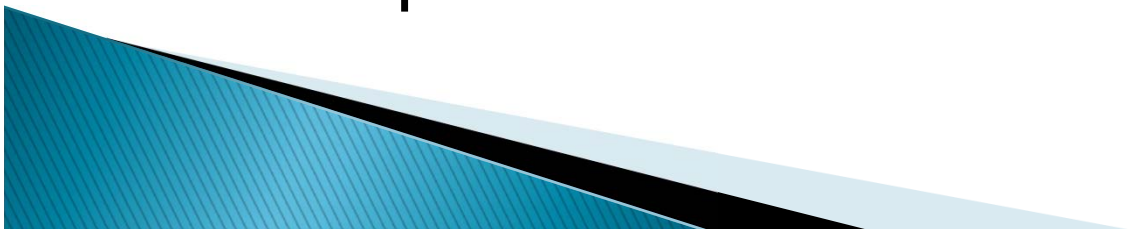
Introduction to Accounts Receivable

- ▶ Accounts Receivable Team Updates
 - Shanelle Roquemore -AR manager
 - Vickie Engels
 - Shannon Maes
 - New position to come soon
- ▶ Cross training, streamlining and reorganizing work load so all can identify and post payments more efficiently.
- ▶ Billing in the system is current and we are now able to consistently apply payments to our billed projects.



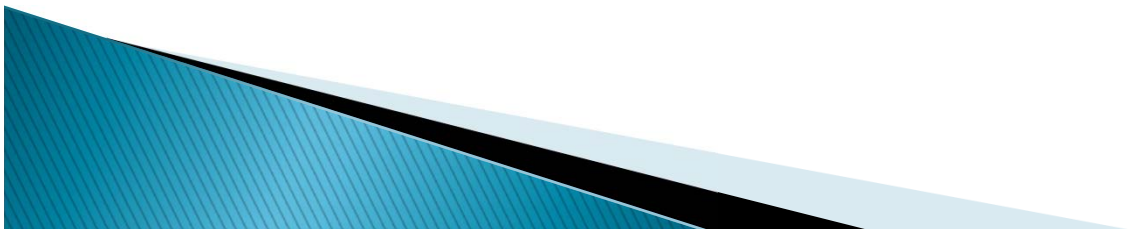
Incoming Payments Methods

- ▶ There are four methods in which OGC receives payments:
 1. **Lockbox:** checks sent to Wells Fargo; Wells Fargo deposit the checks into OGC account and send copy of the checks
 2. **EFT (Electronic Fund Transfer) or Wire Transfers**
 3. **Paper “live” checks**
 4. **Journal Entries from Finance or Other campuses**



Clinical Trial/Dept. Invoiced Payments

- ▶ Recap from billing team talks
 - All payments require a invoice in the system!
 - Billing Team talks slides are on the OGC website under Training link.
- ▶ For Department billed projects – OGC must create an invoice in the system so the payment can be applied.
 - Applying payments to these types of projects are a 2 step system process:
 - Step 1 create event that becomes an invoice during overnight processing
 - Step 2 apply the payment to the created invoice



Tools to Research Payments Received

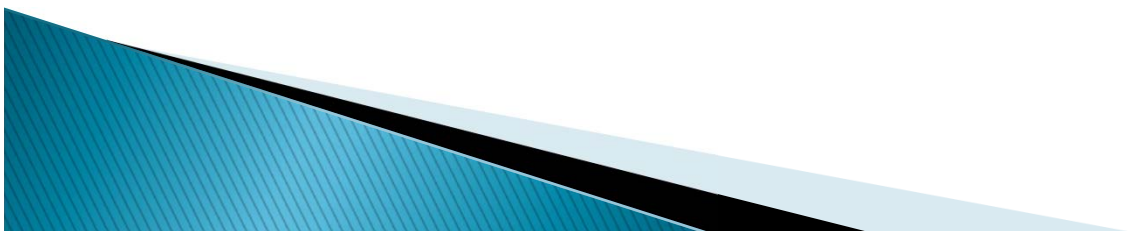
▶ Mfin reports in CU-Data

- **Payments Received report** – This reports only shows payments that were applied via the correct channels by OGC through AR module.
- **Receivables Activity** – In addition to what is on payments received report this report also shows AR entries under a wider net so it will include payments that are posted directly to project in error.

▶ PS Query

- **Billing Inquiry by Project**– Shows invoices, payments, to those invoices

- ▶ Item activity in AR is no longer a good option for departments as our invoices no longer contain project numbers and cannot be searched easily, without already knowing invoice number.



Tools to Research Payments Received

▶ CU-Data: m-Fin PAYMENTS RECEIVED



PAYMENTS RECEIVED
 FISCAL YEAR ACCOUNTING PERIOD: **2018 1 -- JUL**
 THROUGH FISCAL YEAR ACCOUNTING PERIOD: **2018 4 -- OCT**
 PROJ: 2527961



* JOURNAL DATE

JOURNAL DATE	JOURNAL ID	LN SEQ	JOURNAL LN REFERENCE CODE	JOURNAL LN DESC	SRCE CODE	FUND CODE	ORG ID	PROJ ID	ACCT CODE	DOLLAR AMT
Jul 1, 2017	ARPAY03909	64		FR003624	AR	30	21270	2527961	012100	(7,751.96)
Jul 1, 2017	ARPAY03909	66		FR003624	AR	30	21270	2527961	012100	(1,555.00)
Jul 1, 2017	ARPAY03909	68		FR003624	AR	30	21270	2527961	012100	(630.00)
Jul 1, 2017	ARPAY03909	70		FR003624	AR	30	21270	2527961	012100	(72.00)
Jul 31, 2017	ARPAY09328	73		FR004065	AR	30	21270	2527961	012100	(12,313.80)
Aug 1, 2017	ARPAY09597	25		FR004065	AR	30	21270	2527961	012100	(5,544.00)
Aug 1, 2017	ARPAY09597	43		FR000578	AR	30	21270	2527961	012100	(630.00)
Aug 1, 2017	ARPAY09597	45		FR000578	AR	30	21270	2527961	012100	(750.00)
Aug 23, 2017	ARPAY13721	38		FR004203	AR	30	21270	2527961	012100	(1,375.00)
Sep 6, 2017	ARPAY17231	23		FR004357	AR	30	21270	2527961	012100	(1,425.00)
Sep 6, 2017	ARPAY17231	25		FR004357	AR	30	21270	2527961	012100	(6,784.00)
Sep 30, 2017	ARPAY24000	111		FR004684	AR	30	21270	2527961	012100	(225.00)
Oct 3, 2017	ARPAY24001	45		FR004764	AR	30	21270	2527961	012100	(504.00)
TOTAL										(39,559.76)

ACCOUNT CODES are highlighted yellow if not in the accounts receivable range (010000 to 0149999).
 Oct 4, 2017 cu-data.cu.edu

SOURCE CODE S01 or AR
 SOURCE CODE DDP with ACCOUNT CODE BETWEEN 010000 and 014999
 SOURCE CODE SC1, SC2, or SC3 with JOURNAL ID starts with AR
 m-Fin PAYMENTS RECEIVED 5:24:20 AM

Tools to Research Payments Received

▶ CU-Data: m-Fin RECEIVABLES ACTIVITY



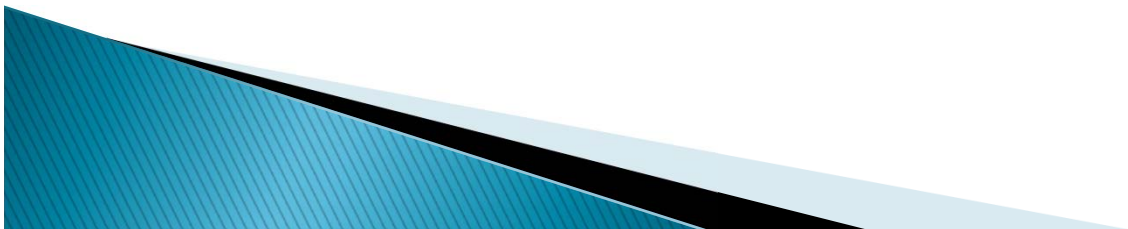
RECEIVABLES ACTIVITY
 FISCAL YEAR ACCOUNTING PERIOD: **2000 1 -- JUL**
 THROUGH FISCAL YEAR ACCOUNTING PERIOD: **2018 4 -- OCT**
 FUND: 30, 31
 PROJ: 2527961

* JOURNAL DATE														
JOURNAL DATE	JOURNAL ID	JOURNAL LN SEQ	JOURNAL LN REFERENCE CODE	JOURNAL LN DESC	SRCE CODE	FUND CODE	ORG ID	PROJ ID	ACTIVITY ID	ACCT CODE	PAYMENT ID	DOLLAR AMT	PAYMENT ID CUMULATIVE DOLLAR AMT	m-Fin PAYMENTS RECEIVED DOLLAR AMT
Jul 13, 2015	ARPAY29513	46	IGNYTA	2527961-00U	AR	30	21270	2527961	1	012100	C#406896	(15,722.00)	(15,722.00)	(15,722.00)
Aug 10, 2015	ARPAY36268	41	IGNYTA	2527961-00U	AR	30	21270	2527961	1	012100	C#407588	(505.00)	(16,227.00)	(505.00)
Oct 30, 2015	ARPAY56164	130	IGNYTA	2527961-00U	AR	30	21270	2527961	1	012100	T 3019U	(21,349.80)	(37,576.80)	(21,349.80)
Dec 30, 2015	ARPAY66618	7		2527961-00U	AR	30	21270	2527961	1	012100	T 3087C	(3,160.00)	(40,736.80)	(3,160.00)
Feb 29, 2016	ARPAY83146	115		2527961-00U	AR	30	21270	2527961	1	012100	T 3134B	(57,061.80)	(97,798.60)	(57,061.80)
Mar 31, 2016	ARPAY86448	51		2527961-00U	AR	30	21270	2527961	1	012100	T 3188D	(14,421.60)	(112,220.20)	(14,421.60)
Sep 9, 2016	ARPAY28430	182		2527961-00U	AR	30	21270	2527961	1	012100	T3267C	(6,784.00)	(119,004.20)	(6,784.00)
Sep 12, 2016	BI01228793	99		FR000578	BI	30	21270	2527961	1	012100		7,414.00		
Sep 15, 2016	ARPAY32024	22		FR000578	AR	30	21270	2527961	1	012100	T 3324D	(630.00)	(119,634.20)	(630.00)
Dec 1, 2016	ARPAY52322	11		FR001529	AR	30	21270	2527961	1	012100	T 3410G	(14,199.76)	(133,833.96)	(14,199.76)
Dec 1, 2016	ARPAY54811	1		FR001799	AR	30	21270	2527961	1	012100	T 3404CC	(96,056.10)	(229,890.06)	(96,056.10)
Dec 20, 2016	BI01251886	35		FR001529	BI	30	21270	2527961	1	012100		14,199.76		
Dec 27, 2016	BI01253133	19		FR001582	BI	30	21270	2527961	1	012100		655.00		
Dec 28, 2016	ARPAY53403	93		FR001582	AR	30	21270	2527961	1	012100	C#422181	(655.00)	(230,545.06)	(655.00)
Dec 30, 2016	BI01253864	116		FR001685	BI	30	21270	2527961	1	012100		5,250.00		
Dec 31, 2016	ARPAY54812	225		FR001685	AR	30	21270	2527961	1	012100	C# 422346	(5,250.00)	(235,795.06)	(5,250.00)
Dec 31, 2016	ARPAY54812	471		FR001734	AR	30	21270	2527961	1	012100	C# 422543	(10,242.00)	(246,037.06)	(10,242.00)
Jan 3, 2017	BI01253865	79		FR001734	BI	30	21270	2527961	1	012100		10,242.00		
Jan 5, 2017	BI01254818	12		FR001799	BI	30	21270	2527961	1	012100		96,056.10		
Mar 8, 2017	BI01269184	455		FR002528	BI	30	21270	2527961	1	012100		1,855.00		
Mar 23, 2017	ARPAY72923	120		FR002528	AR	30	21270	2527961	1	012100	C# 424665	(655.00)	(246,692.06)	(655.00)
Mar 23, 2017	ARPAY72923	122		FR002528	AR	30	21270	2527961	1	012100	C# 424666	(1,200.00)	(247,892.06)	(1,200.00)
Mar 31, 2017	ARPAY76516	25		FR002782	AR	30	21270	2527961	1	012100	C# 425215	(504.00)	(248,396.06)	(504.00)
Mar 31, 2017	BI01275656	63		FR002782	BI	30	21270	2527961	1	012100		504.00		
Apr 28, 2017	BI01282671	59		FR003108	BI	30	21270	2527961	1	012100		7,657.20		
May 15, 2017	ARPAY85626	39		FR003108	AR	30	21270	2527961	1	012100	C#426297	(7,657.20)	(256,053.26)	(7,657.20)
Jun 23, 2017	BI01296579	79		FR003624	BI	30	21270	2527961	1	012100		11,563.96		

Tools to Research Payments Received

▶ PS Query: BILLING_INQUIRY_BY_PROJECT

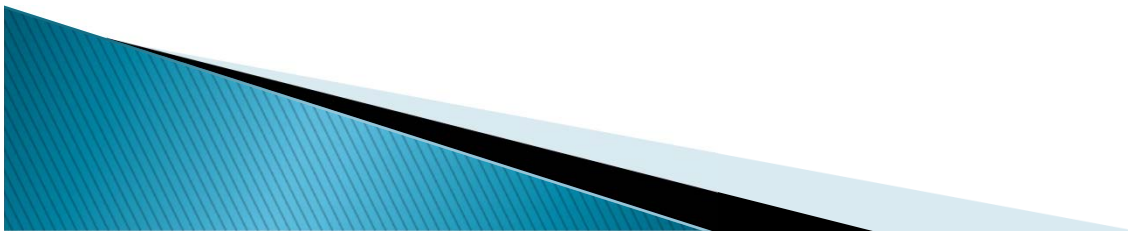
Sponsor	Project	Item ID	Sequence	Entry Type	Status	Acctg Date	Invoice Date	Period From	Period To	Invoice Amt	Payment Amt	Payment ID	Maintenance	On Account	Item Balance
ICF	25A5337	GC003865	1	IN	Closed	3/7/2017	3/7/2017	9/15/2016	2/28/2017	5977.23	0.00		0.00	0.00	0.00
ICF	25A5337	GC003865	2	PY	Closed	5/14/2017				0.00	-5977.23	C#3410408	0.00	0.00	0.00
ICF	25A5337	GC004222	1	IN	Closed	4/7/2017	4/7/2017	3/1/2017	3/31/2017	6570.59	0.00		0.00	0.00	0.00
ICF	25A5337	GC004222	2	PY	Closed	5/31/2017				0.00	-6570.59	C#3412226	0.00	0.00	0.00
ICF	25A5337	GC004571	1	IN	Closed	5/8/2017	5/8/2017	4/1/2017	4/30/2017	7352.73	0.00		0.00	0.00	0.00
ICF	25A5337	GC004571	2	PY	Closed	6/30/2017				0.00	-7352.73	C#3414196	0.00	0.00	0.00
ICF	25A5337	GC005070	1	IN	Open	6/6/2017	6/6/2017	5/1/2017	5/31/2017	715.45	0.00		0.00	0.00	715.45



CU-Data Reporting and PS Query Demo

▶ DEMOS

- CU-Data Payments Received
- CU-Data Receivables Activity
- PS Query BILLING_INQUIRY_BY_PROJECT

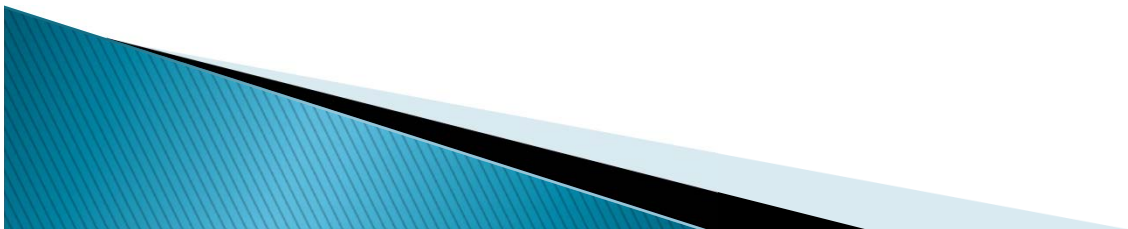


Contact Information for Payments

OGC.4payments@ucdenver.edu

Please provide as much details as possible to help research!

- ✓ Amount
- ✓ Project number
- ✓ Proposal number
- ✓ Award/Protocol number
- ✓ Check number
- ✓ PI Name
- ✓ Sponsor name
- ✓ Invoice number
- ✓ Title of project
- ✓ Date of when the payment was sent
- ✓ How the payment was sent (check, EFT, wire or Lockbox)



On Account Payments (OA)

- ▶ **On Account (OA) Payments are payments processed but not yet applied to a system invoice.**
 - If project is identified the payment will be applied to the project's AR Misc. (013100) account code, and does show in CU data payments received report.
 - If the project is not identified it will remain in OGC Holding in the AR Misc. account code.
 - PS Query to review what OGC is holding
UCD_AR_OA_HOLDINGS
- ▶ **Possible reasons for On Account payments**
 - OGC not able to tie payment to an award/project/invoice.
 - Payment received before routing or award setup.
 - Department invoiced for a project that was setup as OGC billed, and payment received as a result of Dept Invoice.



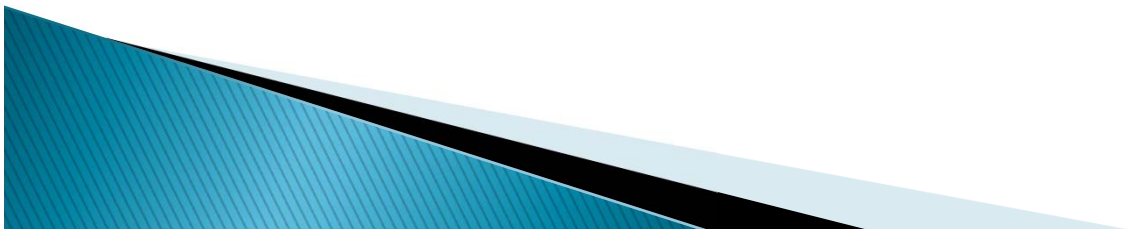
On Account Payments (OA)

UCD_AR_OA_HOLDINGS Query results

UCD_AR_OA_H	232													
Customer	Name	Entry Type	Deposit ID	Payment ID	Item ID	Item Balance	Orig Item Amt	User	Last Activ Dt	Bill Type	Project	Account	Account Descr	Distrib Amt
AALAS	American Association f	OA	LB 3551	C#1052	C#1052OA-1349	-20413.000	-20413.000	ENGE000175	5/23/2017		2539967	013100	AR-Miscellaneous	-20413.000
AANA	Arthroscopy Associati	OA	PS 2820	C#28079	C#28079OA-1499	-7300.000	-7300.000	ENGE000175	8/22/2017		2539967	013100	AR-Miscellaneous	-7300.000
AARS	American Acne and Ros	OA	LB 3565	C#1321	C#1321OA-1368	-5000.000	-5000.000	ENGE000175	5/31/2017		2539967	013100	AR-Miscellaneous	-5000.000
AATS	American Association FO	OA	PS 2816	C#79	C#79OA-1470	-50000.000	-50000.000	ENGE000175	8/8/2017		2539967	013100	AR-Miscellaneous	-50000.000
ABB	AbbVie Inc	OA	LB 3608	C#630566	C#630566OA-1495	-11333.060	-11333.060	ENGE000175	8/16/2017		2539967	013100	AR-Miscellaneous	-11333.060
ABB	AbbVie Inc	OA	LB 3608	C#630568	C#630568OA-1494	-937.440	-937.440	ENGE000175	8/16/2017		2539967	013100	AR-Miscellaneous	-937.440
ABB	AbbVie Inc	OA	LB 3608	C#630571	C#630571OA-1493	-308703.860	-308703.860	ENGE000175	8/16/2017		2539967	013100	AR-Miscellaneous	-308703.860
ACS	American Cancer Socie	OA	ACC1256357	ACC1256357L2	ACC1256357L2OA-135	-15000.000	-15000.000	ENGE000175	5/26/2017		2539967	013100	AR-Miscellaneous	-15000.000
AHA	American Heart Associ	OA	T 3601	T 3601T	T3601ROA-1483	-231825.000	-231825.000	ENGE000175	8/11/2017		2539967	013100	AR-Miscellaneous	-231825.000
ALS	Alex's Lemonade Stand	OA	PS 2816	C#11877	C#11877OA-1472	-50000.000	-50000.000	ENGE000175	8/8/2017		2539967	013100	AR-Miscellaneous	-50000.000
AMER-GAS	American Gastroentero	OA	LB 3313	C#82373	C#82373OA-134	-90000.000	-90000.000	ENGE000175	8/18/2016		2539967	013100	AR-Miscellaneous	-90000.000
AMERLARA	American Laryngologic	OA	PS 2814	C#1005	C#1005OA-1440	-10000.000	-10000.000	ENGE000175	6/30/2017		2539967	013100	AR-Miscellaneous	-10000.000
AMERLARA	American Laryngologic	OA	PS 2817	C#1009	C#1009OA-1485	-5000.000	-5000.000	ENGE000175	8/11/2017		2539967	013100	AR-Miscellaneous	-5000.000
ASRM	American Society of Re	OA	PS 2818	C#55445	C#55445OA-1509	-40000.000	-40000.000	ENGE000175	8/31/2017		2539967	013100	AR-Miscellaneous	-40000.000
ATHN	AMERICAN THROMBO	OA	PS 2821	C#5341	C#5341OA-1520	-450.000	-450.000	ENGE000175	9/16/2017		2539967	013100	AR-Miscellaneous	-450.000
BMS	Bristol Myers Squibb P	OA	LB 3531	C#23375	C#2723375OA-1299	-1779.110	-1779.110	ENGE000175	4/30/2017		2539967	013100	AR-Miscellaneous	-1779.110
BOEHINGEPHAR	Boehringer Ingelheim P	OA	LB 3591	C#5345484	C#5345484OA-1503	-914.360	-914.360	ENGE000175	8/22/2017		2539967	013100	AR-Miscellaneous	-914.360
BOEHINGEPHAR	Boehringer Ingelheim P	OA	LB 3612	C#5346448	C#5346448OA-1479	-3818.650	-3818.650	ENGE000175	8/11/2017		2539967	013100	AR-Miscellaneous	-3818.650
BOETT	Boettcher Foundation	OA	BOETT1231027	BOETT1231027L5	BOE1231027L5OA-135	-36266.000	-36266.000	ENGE000175	5/28/2017		2539967	013100	AR-Miscellaneous	-36266.000
BOETT	Boettcher Foundation	OA	LB 3524	C#29249	C#29249OA-1285	-5000.000	-5000.000	ENGE000175	3/31/2017		2539967	013100	AR-Miscellaneous	-5000.000
BOETT	Boettcher Foundation	OA	LB 3589	C#29477	C#29477	-113148.000	-113148.000	ENGE000175	6/30/2017		2539967	013100	AR-Miscellaneous	-113148.000
BOETT	Boettcher Foundation	OA	LB 3589	C#29485	C#29485OA-1414	-113148.000	-113148.000	ENGE000175	6/30/2017		2539967	013100	AR-Miscellaneous	-113148.000
BOETT	Boettcher Foundation	OA	LB 3589	C#29487	C#29487OA-1413	-113148.000	-113148.000	ENGE000175	6/30/2017		2539967	013100	AR-Miscellaneous	-113148.000
BOETT	Boettcher Foundation	OA	LB 3589	C#29488	C#29488A-1415	-113237.000	-113237.000	ENGE000175	6/30/2017		2539967	013100	AR-Miscellaneous	-113237.000
BOETT	Boettcher Foundation	OA	LB 3589	C#29489	C#29489	-113148.000	-113148.000	ENGE000175	6/30/2017		2539967	013100	AR-Miscellaneous	-113148.000
BOSTONSC	Boston Scientific	OA	PS 2778	C#101828736	C#101828736OA-104	-25000.000	-25000.000	ENGE000175	9/22/2016		2539967	013100	AR-Miscellaneous	-25000.000
BRIGHAMHOSP	Brigham And Womens	OA	LB 3526	C#5653434	C#5653454OA-1322	-41651.120	-41651.120	ENGE000175	4/30/2017		2539967	013100	AR-Miscellaneous	-41651.120
BSC	Boston Scientific Corpo	OA	BSC#101862397	C#101862397	C#101862397OA-1417	-15000.000	-15000.000	ENGE000175	6/30/2017		2539967	013100	AR-Miscellaneous	-15000.000
BWI	Biosense Webster, Inc	OA	PS 2822	C#2000120518	OA-1526	-50000.000	-50000.000	ENGE000175	9/18/2017		2539967	013100	AR-Miscellaneous	-50000.000

Payment Pain Points

- ▶ **Increased workload due to 9.2 requirements**
 - Conversion issues
 - We are seeing this stabilize
 - AR team creating invoices for dept. billed project
 - Oncore may address this concern in the future
- ▶ **Payments directed to incorrect location**
 - Often we have issues with sponsors who cross campuses
 - Shared Tax ID
- ▶ **Sponsor providing incorrect or prior years information**
- ▶ **Expired Payment**
 - All payments need to be deposited to University Bank account within 48 hours
- ▶ **Correction of errors**
 - Process is cumbersome and lots of research is required
 - Our streamlining efforts should address this, please be patient

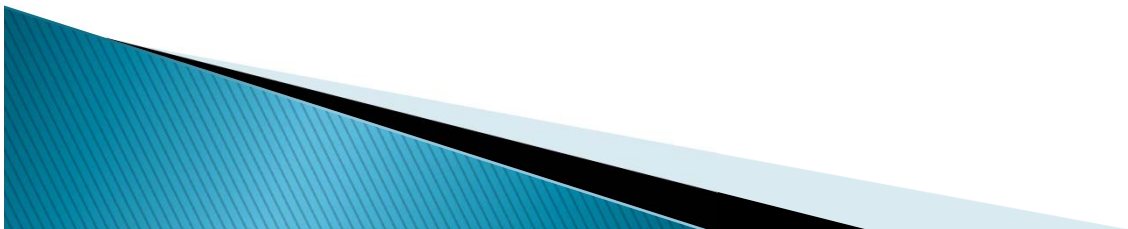


AR Hot Topics

- ▶ New Tools
 - PS Query to research payments in OGC holding
 - UCD_AR_OA_HOLDINGS

- ▶ Central OGC AR contact information
 - OGC.4Payments@ucdenver.edu

- ▶ Payments for Clinical Trials
 - NEW BACKUP REQUIREMENTS
 - Backup needed to support deposit request for department billed projects.
 - Cash Receipt or Memo (that includes data similar to cash receipt)
 - Invoice to sponsor, or any backup that shows why sponsor submitted a payment.
 - Check stub
 - This backup will become a requirement in January 2018. Please provide as much as you can to get used to this requirement in advance.



QUESTIONS

