

CAMPUS INFORMATION SESSION: SPONSOR INVOICING

Grant & Contract Accounting

August 14, 2024



INTRODUCTIONS

- > **Lily Gebrenegus**
- > **Session Presenter**



- > **Meg Russo**
- > **Session Moderator**



HOUSEKEEPING

- > **Sessions are recorded**
- > **Please enter questions in the Q&A not Chat**
- > **Questions will be answered at the end (**new**)**
- > **Written questions will be posted to the webpage after the session**
- > **SAGE questions can be emailed to sagehelp@uw.edu or brought to [SAGE Office Hours](#)**
- > **Links from today's session are posted [here](#)**



AGENDA

- > **Creating an Invoiceable Award**
- > **GCA Invoicing Process**
- > **Common Problems and Best Practices**
- > **Troubleshooting expenses outside award line dates**
- > **Troubleshooting discrepancy between the R1234 report and a sponsor invoice**
- > **Workday Reports and Resources**
- > **Q&A**



CREATE AN INVOICEABLE AWARD IN WORKDAY

- 1. GCA reviews each award document**
 - Identifies sponsor invoicing requirements
 - Determines if GCA or Campus is responsible for preparing invoices or confirming milestones
- 2. GCA adds invoice requirements to ASR/MOD Comments & History**
- 3. GCA adds invoicing requirements to Workday**
 - Invoicing special conditions
 - Billing schedule
 - Award tasks for milestones and final cost reimbursable invoices
- 4. GCA processes ASR/MOD and notification is sent to Award Preparers**



INVOICING RESPONSIBILITY: GCA

GCA is responsible for invoicing for:

- 1. Standard Cost Reimbursable awards-invoices are based on costs charged to grant worktag**
- 2. Cost Reimbursable awards with installments-sponsor has a payment schedule**
- 3. Fixed Amount awards with installments-sponsor requires milestones to be completed to invoice**
- 4. Letter of Credit awards (not covered today)**



INVOICING RESPONSIBILITY: CAMPUS

Campus is responsible for invoicing for fixed amount awards such as:

- 1. Clinical Trials (OnCore/CTMS)**
- 2. Clinical Studies (OnCore/CTMS)**
- 3. Clinical Studies (non-CTMS)**

As well as:

- 1. Confirming status of milestones**
- 2. Providing back-up documents for GCA-prepared invoices**
- 3. Providing information for special format invoices**



BEST PRACTICES: AT TIME OF AWARD

- > Read award document and ASR/MOD Comments & History for invoicing requirements
- > Review award in Workday and award tasks to see if GCA assigned a task to you
- > Review Billing Schedule and Special Conditions (**new**)
- > Create a calendar for yourself so you don't miss a deadline or the Final Action Date
- > Make sure all the right people are listed as Award Portal contacts
 - Prevents tickets from going unanswered
 - Grant Managers are automatically added
 - Managing Campus Contacts in Award Portal



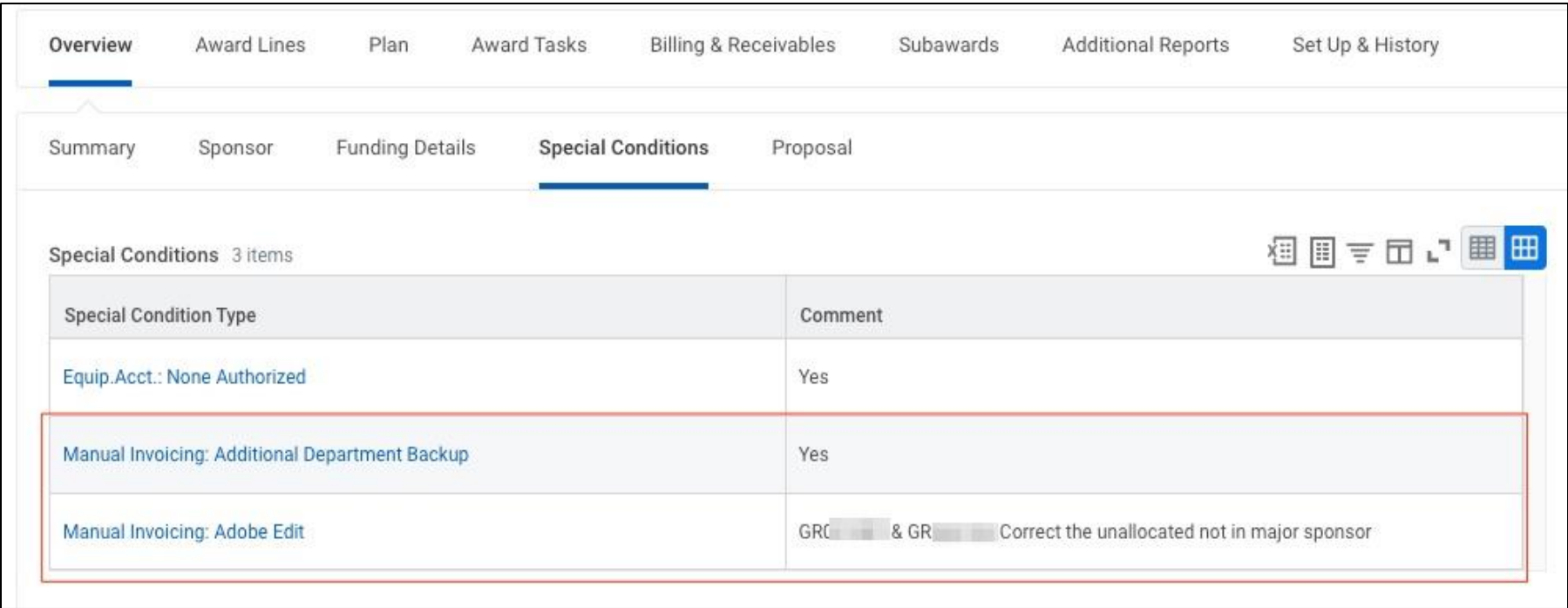
INVOICING SPECIAL CONDITIONS

- > **GCA adds special conditions to Workday for:**
 - **Manual Invoicing: Additional Department Backup**
 - GCA creates invoice and sends Award Portal ticket to campus
 - **Manual Invoicing: Adobe Edit**
 - GCA creates invoice but must edit the PDF (e.g. Award end date for Temporary Internal Extensions)
 - **Manual Invoicing: Department Invoicing**
 - Campus is responsible for invoicing
 - **Manual Invoicing: Foreign (currency)**
 - GCA creates invoice in sponsor's currency
 - **Manual Invoicing: Other**



INVOICING SPECIAL CONDITIONS: WD

See special conditions in Workday




The screenshot shows the 'Special Conditions' tab in a Workday interface. The table lists three items, with the last two highlighted by a red border. The first item is 'Equip.Acct.: None Authorized' with a 'Yes' comment. The second item is 'Manual Invoicing: Additional Department Backup' with a 'Yes' comment. The third item is 'Manual Invoicing: Adobe Edit' with a comment: 'GRC [redacted] & GR [redacted] Correct the unallocated not in major sponsor'.





| Special Condition Type | Comment |
|--|---|
| Equip.Acct.: None Authorized | Yes |
| Manual Invoicing: Additional Department Backup | Yes |
| Manual Invoicing: Adobe Edit | GRC [redacted] & GR [redacted] Correct the unallocated not in major sponsor |



INVOICING SPECIAL CONDITIONS: AP

See special conditions in Award Portal

Grant Information 

| | |
|------------------------------|--|
| Grant ID: | GR[REDACTED]  |
| Award Number: | AWD-[REDACTED]  |
| Award Group: | Converted Award |
| Award Line Is Primary Grant: | True |
| Prior Grant: | |
| Continuation Grant: | |
| Award Line Lifecycle Status: | Open |
| Award Lifecycle Status: | Open |
| Cost Center Name: | CC [REDACTED] [REDACTED]  |
| PI Name: | [REDACTED]  |
| Award Contract Owner: | [REDACTED] |
| Special Conditions (Grant): | |
| Special Conditions (Award): | Equip.Acct.: None Authorized : Yes |
| | Manual Invoicing: Additional Department Backup : Yes |
| | Manual Invoicing: Adobe Edit : GR[REDACTED] & GR[REDACTED] Correct the unallocated not in major sponsor |



BILLING SCHEDULE

Access the Billing Schedule in two ways:

- 1. Workday award > Overview > Summary > Billing Schedule hyperlink**
- 2. Workday award > Billing & Receivables > Schedules > Billing Schedule hyperlink**

What to review on a Workday billing schedule:



- 1. Bill-To Address**
- 2. Bill-To Contacts**
- 3. PO Number**
- 4. Invoice Type**



BILLING SCHEDULE IN WORKDAY

View Billing Schedule


Schedule Status
Approved

Billing Schedule  Billing Schedule ID JDE-CONTRACT- Billing Type Installment

▼ Billing/Invoice Information

Company UW1861 University of Washington

Bill-To Sponsor Institute for Systems Biology

1 Bill-To Address 

2 Bill-To Contact Central Email, invoices@isbscience.org

Billing Cycle SPN | Final Sponsor Invoice

▼ Invoice Header Defaults

Payment Terms Net 30

Payment Type Check

3 PO Number (empty)

4 Invoice Type SPN-Cost Reimbursable-Email

Invoice Memo (empty)



WHERE TO REVIEW AWARD TASKS

1. **Award Tasks tab in the Workday award**
2. **Open Tasks section of the award in Award Portal**
3. **Cost Center Reports in Award Portal**
4. **Workday Award Tasks R1228 report**



REVIEW COST REIMBURSABLE AWARD TASKS

- 1. Award Task Type**
- 2. Due Date**
- 3. Completed On**
- 4. Role Assignments**
- 5. Status**



COST REIMBURSABLE AWARD TASKS

Award Tasks

Maintain Award Tasks

Award Tasks 5 items 1

| Award Task | Award Task Type | Task Type Group | Award Line | Billing Milestone | Closeout Task | Start Date | End Date | Due Date | Completed On | Role Assignments | Status |
|------------|------------------------|-----------------|------------|-------------------|---------------|------------|------------|------------|--------------|---|-------------|
| Q | Final Invoice Due Date | Invoicing | Line 1 GR | | Yes | 06/16/2019 | 06/30/2020 | 08/29/2020 | 07/09/2020 | 2 | Complete |
| Q | Final Invoice Due Date | Invoicing | Line 2 GR | | Yes | 06/16/2020 | 06/15/2021 | 08/14/2021 | 08/10/2021 | 2 | Complete |
| Q | Final Invoice Due Date | Invoicing | Line 3 GR | | Yes | 06/16/2021 | 06/15/2022 | 08/14/2022 | 07/11/2022 | 2 | Complete |
| Q | Final Invoice Due Date | Invoicing | Line 4 GR | | Yes | 06/16/2022 | 06/15/2023 | 08/14/2023 | 06/30/2023 | 2 | Complete |
| Q | Final Invoice Due Date | Invoicing | Line 5 GR | | Yes | 06/16/2023 | 06/15/2024 | 08/14/2024 | | 2 | Not Started |



AWARD TASK ROLE ASSIGNMENTS

Click on the Role Assignments number to see who the award task is assigned to

The screenshot shows a modal window titled '1' with a '1 item' header. It contains a table with two columns: 'Assigned To' and 'Workers'. The 'Assigned To' column has one row with the text 'Grant/Grant Manager'. The 'Workers' column contains a list of names, with one name highlighted in blue. A purple arrow points from the '1' in the 'Role Assignments' column of the background table to the highlighted worker in the modal window.

| Start Date | End Date | Due Date | Completed On | Role Assignments | Status | |
|------------------------------|------------|------------|--------------|------------------|----------|-------------|
| 12/03/2021 | 12/02/2022 | 03/02/2023 | 02/24/2023 | 1 | Complete | |
| 80-0724 - 2021 | No | 12/03/2022 | 12/02/2023 | 01/31/2024 | 1 | Pending |
| P - 80-0719 - 2021 (Primary) | Yes | 12/03/2021 | 12/02/2024 | 01/31/2025 | 2 | Not Started |
| 80-0726 - 2021 | Yes | 12/03/2023 | 12/02/2024 | 01/31/2025 | 1 | Not Started |



REVIEW FIXED AMOUNT AWARD TASKS

- 1. Award Task Comments (*for Invoicing Milestones*)**
- 2. Award Task Type**
- 3. Due Date**
- 4. Completed On**
- 5. Role Assignments**
- 6. Status**



FIXED AMOUNT AWARD TASKS



Overview Award Lines Plan **Award Tasks** Billing & Receivables Additional Reports Set Up & History

Award Tasks Due Next 90 Days **Award Tasks** Award Tasks Due Next 90 Days or Overdue

Award Tasks

Maintain Award Tasks

1

2










3

4

5

6

Award Tasks 3 items

| Award Task | Award Task Type | Task Type Group | Award Line | Billing Milestone | Closeout Task | Due Date | Completed On | Role Assignments | Status |
|---|-------------------|-----------------|---|-------------------|---------------|------------|--------------|---|-------------|
|  | Invoice Milestone | Invoicing | Line 1 GR  (Primary) | Yes | No | 12/01/2023 | 12/14/2023 |  1 | Complete |
|  | Invoice Milestone | Invoicing | Line 1 GR  (Primary) | Yes | No | 06/30/2024 | 06/28/2024 |  1 | Complete |
|  | Invoice Milestone | Invoicing | Line 1 GR  (Primary) | Yes | No | 12/01/2024 | |  1 | Not Started |



FIXED AMOUNT AWARD TASK COMMENTS

View Award Task

Award Task

Award Task Type Invoice Milestone - Invoicing

Award Contract Line AWD- [redacted] Grant Revenue (RC1054) (Line 1)

Billing Milestone Yes

Start Date (empty)

End Date (empty)

Due Date 12/01/2024

Completed On (empty)

Security Group Grant Manager

Comments Draft and final final report. Includes the work undertaken on tasks 1-5, 8-11 in the timeframe of July 1, 2024 through December 31, 2024. Anticipated cost \$33,000.

Role Assignments 1 item

| Assigned To | Workers |
|---------------------|--------------------------|
| Grant/Grant Manager | [redacted] [redacted] |



GCA'S INVOICING PROCESS

Invoicing process differs based on invoicing basis

- > Standard cost reimbursable-some invoices are generated automatically, some require manual intervention**
- > Cost reimbursable with installments-GCA manually confirms that deliverable is complete**
- > Fixed amount with installments-Campus confirms that deliverable is complete**



INVOICING PROCESS FOR STANDARD COST REIMBURSABLE AWARDS

- 1. GCA waits until month-end close (interims) or Final Action Date (finals) to prepare invoice**
- 2. Determine if outreach is needed**
 - Backup documents, expenses outside award line dates for final invoices
- 3. GCA sends Award Portal ticket with the request and deadline**
- 4. Once we receive a response, or if no outreach is needed, GCA submits the invoice to sponsor**
- 5. Completed invoice is posted on Award Portal**



INVOICING PROCESS FOR COST REIMBURSABLE AWARDS W/INSTALLMENT

- 1. GCA monitors a report of upcoming installment dates**
- 2. GCA reviews the award document to confirm what is needed to create the invoice**
- 3. GCA sends Award Portal ticket with the request and deadline**
- 4. GCA submits the invoice to sponsor**
 - Award Task status changes to "Complete"
- 5. Completed invoice or receivable is posted on Award Portal**



INVOICING PROCESS FOR FIXED AMOUNT AWARDS

- 1. GCA sends Award Portal ticket before anticipated milestone completion date to check its status**
- 2. Once we receive confirmation that milestone is complete, GCA submits the invoice to sponsor**
 - GCA or Grant Manager can change the Award Task status to "Complete"**
- 3. Completed invoice is available in Award Portal**



INVOICING PROCESS FOR DEPARTMENT-PREPARED INVOICES

- > **All sponsor invoices require a Workday invoice number (begins with "CI-")**
- > **OnCore invoices create a Workday invoice through an integration-no GCA action required**
- > **For awards not billed through OnCore, GCA must create a Workday Invoice**
- > **Step-by-step guidance is available on the "When Department Action is Required" section of our [Invoicing Sponsors](#) webpage**



WORKDAY INVOICING ISSUES

Current Issues

- > Deficit amount is overstated on cost reimbursable invoices (temporary problem)
- > Billing Period Start Date is blank on the first invoice of an award with an advance
- > Awards with pre-award spending will show the pre-award start date not the official start date

What to Do

- > Visit our [For Sponsors](#) for more details
- > Forward sponsors' questions to gcahelp@uw.edu



COMMON PROBLEMS

GCA uses the "Pending" and "On Hold" status when there is a reason to stop the invoicing process

Top reasons include:

- 1. Expenditures are not posted by FAD ("late charges")**
- 2. Expenditures not in "Ready to Bill" status**
- 3. Milestones need to be confirmed before billing**



LATE CHARGES

- > **Charges that don't post by the Final Action Date are not included in the final invoice**
- > **GCA can submit a revised final invoice or supplemental invoice if campus gets sponsor approval**
 - **Revised final – original final invoice is canceled**
 - **Supplemental final – original final is paid**
- > **Other considerations:**
 - **Sponsor reimbursement for late charges**
 - **Audit risk, loss of future funding**



BEST PRACTICES: PREVENT LATE CHARGES

- > **Send reminders to subrecipients before their final invoice due date**
- > **Monitor Workday reports to ensure all expenses are posted by Final Action Date**
 - **Procurement Services How to Pay**
- > **Keep GCA informed of the late charge's status via Award Portal**



EXPENSES AREN'T "READY TO BILL"

- > **Expenses must be in "Ready to Bill" status to be included in a cost reimbursable invoice**
 - Expense must be Approved, Matched, Paid to be "Ready to Bill"
- > **Common reasons why an expense is in another status:**
 - "Pending Award Line Date Review" - expense's Budget Date is outside the award line dates
 - "Awaiting Settlement" - expense is Approved, Matched, and Unpaid. It will become "Ready to Bill" after the settlement run is complete.



BEST PRACTICES: EXPENSES AREN'T "READY TO BILL"

- > **Check monthly for expenses posted outside award line dates**
 - **Two ways to check:**
 - **Cost Reimbursable Line Status Report**
 - **Award Line Summary tab**
- > **Check Procurement Services Invoicing webpage for guidance**
- > **GCA will reach out if there are expenses outside award line dates when preparing a final invoice. Please respond to Award Portal ticket as soon as possible so we can meet the sponsor's deadline.**



MILESTONES AREN'T CONFIRMED

- > **Department must confirm that a milestone is complete before we can invoice the sponsor**
- > **If a milestone is not confirmed and the award is in closeout, any unreimbursed expenses become the department's responsibility to cover**



BEST PRACTICES: MILESTONE AWARDS

- > **Complete the milestone award task in Workday when a milestone is complete**
- > **Reply timely to our Award Portal ticket asking for confirmation**
- > **Communicate delays to us via Award Portal so we can adjust our communication accordingly**



BEST PRACTICES: GENERAL

- > **Reconcile expenses monthly**
- > **Maintain cost share expenses quarterly**
- > **Reply to Award Portal tickets by stated deadline**
- > **Make sure expenses are posted by Final Action Date**
- > **Provide deficit worktag when GCA posts final invoice**



TROUBLESHOOTING: EXPENSES OUTSIDE AWARD LINE DATES

Problem: Expenses outside the award line dates

Steps:

- 1. Review the Cost Reimbursable Line Status report or the Award Line Summary**
- 2. Check the Budget Date for each expense**
- 3. Correct the budget date if able or tell GCA that the expense is allowable**




CHECK THE AWARD LINE SUMMARY

Click on the hyperlinked dollar amount to see a list of transactions

Award Lines Plan Award Tasks Billing & Receivables Additional Reports Set Up & History

Overview **Award Line Summary** Award Lines

Summary 5 items

| Line Number | Grant | Revenue Category | Line Type | Line Status | Line Amount | Billing Schedule | Billed Amount | Cost Reimbursable Spend Outside Award Line Dates | From Date | Cost Reimbursable Scheduled, In Progress, and Ready To Bill Amount | To Date |
|-------------|----------------|------------------------|-------------------|-------------|-------------|-------------------------|---------------|--|------------|--|------------|
| 1 | GR: [redacted] | Grant Revenue (RC1054) | Cost Reimbursable | Active | [redacted] | JDE-CONTRACT-[redacted] | 64,896.01 | 0.00 | 06/16/2019 | 0.00 | 06/30/2020 |
| 2 | GR: [redacted] | Grant Revenue (RC1054) | Cost Reimbursable | Active | [redacted] | JDE-CONTRACT-[redacted] | 67,814.00 | 0.00 | 06/16/2020 | 0.00 | 06/15/2021 |
| 3 | GR: [redacted] | Grant Revenue (RC1054) | Cost Reimbursable | Active | [redacted] | JDE-CONTRACT-[redacted] | 68,346.20 | 0.00 | 06/16/2021 | 0.00 | 06/15/2022 |
| 4 | GR: [redacted] | Grant Revenue (RC1054) | Cost Reimbursable | Active | [redacted] | JDE-CONTRACT-[redacted] | 73,206.60 | 0.00 | 06/16/2022 | 0.00 | 06/15/2023 |
| 5 | GR: [redacted] | Grant Revenue (RC1054) | Cost Reimbursable | Active | [redacted] | JDE-CONTRACT-[redacted] | 45,259.85 |  4,106.91 | 08/16/2023 | 12,865.92 | 06/15/2024 |



CHECK THE BUDGET DATES

List of transactions appears in a new window

15 items PDF X []

| Billable Transaction | Billing Type | Transaction Source | Transaction Line | Budget Date | Currency | Billable Amount | Status |
|----------------------|--------------|-------------------------------|--|-------------|----------|-----------------|--------------------------------|
| | Transaction | Payroll Accounting Adjustment | Operational Accounting Details: UW1861 University of Washington - 04/01/2024, 50030:Salaries and Wages - Graduate Student Appointments, Debit:0, Credit:-1642.5 Activity | 07/15/2023 | USD | 1,642.50 | Pending Award Line Date Review |
| | Transaction | Payroll Accounting Adjustment | Operational Accounting Details: UW1861 University of Washington - 04/01/2024, 50030:Salaries and Wages - Graduate Student Appointments, Debit:0, Credit:1642.5 Activity | 07/15/2023 | USD | (1,642.50) | Pending Award Line Date Review |
| | Transaction | Payroll Accounting Adjustment | Operational Accounting Details: UW1861 University of Washington - 04/01/2024, 50100:Salaries and Wages - Hourly, Visiting Scientists, and Overtime, Debit:1642.5, Credit:0 | 07/15/2023 | USD | 1,642.50 | Pending Award Line Date Review |



R1234 REPORT VS COST REIMBURSABLE INVOICE

- > **R1234 includes Journal Status = "Posted"**
- > **Cost Reimbursable invoices Billing Status = "Ready to Bill" (Approved, Matched, Paid)**
 - **Billing Statuses**
 - **Pending Award Line Date Review**
 - **Awaiting Settlement**
 - **On Hold**
 - **Unbillable**
 - **Ready to Bill**
 - **Partially Billed**
 - **Billed**



TROUBLESHOOTING: R1234/CR INVOICE

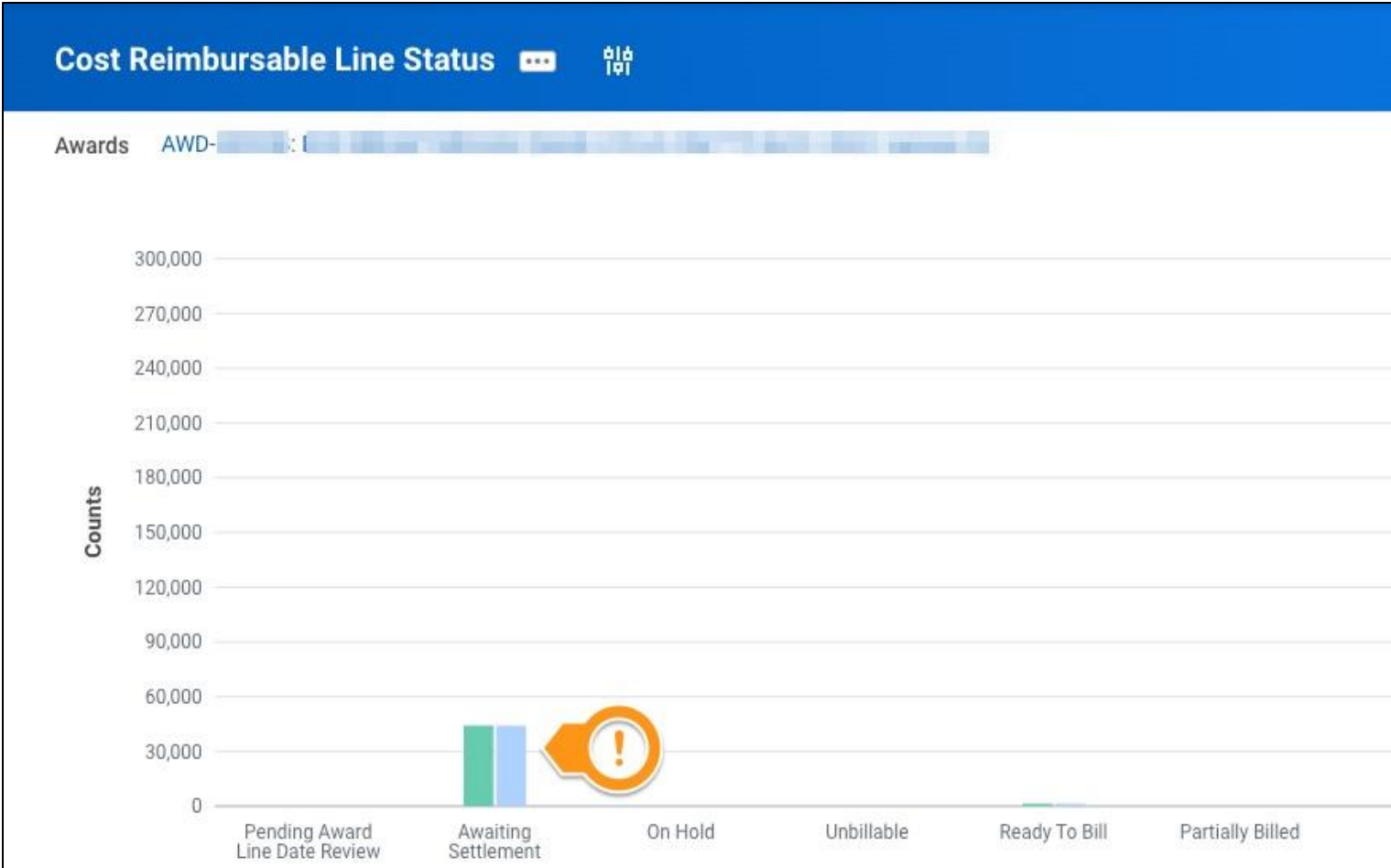
Problem: An expense appears on the July 2024 R1234 but not on the July 2024 cost reimbursable sponsor invoice.

Steps:

- 1. Identify the specific expense**
- 2. Review the Cost Reimbursable Line Status report**
- 3. Check for expenses in billing statuses besides "Ready to Bill" or "Billed"**
- 4. View expense detail (e.g. "View Supplier Invoice") to look at the status**



CHECK COST REIMBURSABLE LINE STATUS REPORT



VIEW SUPPLIER INVOICE

View Supplier Invoice



Supplier Invoice

Invoice Number SI-0000

Status **Approved**

Match Status **Matched**

Payment Status **Unpaid**

> Invoice Information

> Terms and Taxes

> Invoice Reference Information

Invoice Lines

Invoice Line Details

Tax

Matching Summary

Process History

Invoice Line Details 3 items



| Line | Company | Item Description | Business Document | Spend Category | Quantity | Unit Cost | Extended Amount | Allocated Non-Recoverable Tax | Gross Amount |
|----------------------|------------------------|------------------|-------------------|-----------------------|----------|-----------|-----------------|-------------------------------|--------------|
| <input type="text"/> | SOM School of Medicine | | - Line 1 | Lab Supplies (SC1092) | 1 | 258.40 | 258.40 | 26.74 | 285.14 |
| <input type="text"/> | SOM School of Medicine | | - Line 2 | Lab Supplies (SC1092) | 2 | 64.80 | 129.60 | 13.41 | 143.01 |
| <input type="text"/> | SOM School of Medicine | | - Line 3 | Lab Supplies (SC1092) | 1 | 223.20 | 223.20 | 23.11 | 246.31 |



WORKDAY REPORTS AND RESOURCES

Workday Reports

- > Recommended Report: Award Tasks R1228
- > Recommended Report: Cost Reimbursable Line Status Report

Resources

- > GCA Invoicing Sponsors
- > Workday Award Task Statuses
- > Workday Invoice Types
- > Budget Date in Workday Job Aid



PRE-SESSION QUESTIONS

- > **Supplier Invoices** are taking a long time to process. What status do they need to be in to appear on the invoice to the sponsor? If they are not appearing, what can we do? *Supplier Invoice must be approved, paid, and settled to be included in a sponsor invoice.*
- > What is the cutoff date for transactions appearing on the sponsor invoices. IE if we get something paid out on Friday and the invoice is generated on Monday, will the charge appear? What if it is paid at 9am? Is it possible for it to appear on the invoice the same day? *We'll have to take these questions back for testing!*
- > What is the process for getting invoices updated if there is incorrect information on them? *Send an Award Portal ticket using topic "Sponsor Billing".*
- > What do we do when we need to ask process questions and am on a tight turn around? There are times when I need timely advice on how to proceed with an invoice. Response time on Award Portal vary and when I've tried calling, I am told to submit a ticket. *Send an email to gcahelp@uw.edu with "Urgent" in the subject line.*



LIVE QUESTIONS

Time to answer questions from the audience

Please put your questions into the Q&A



COMING SOON

- > **Updates to GCA's Invoicing Sponsors webpage and new Frequently Asked Questions based on today's session**
- > **Intercompany problems and how to resolve them**



WRAP UP

- > **Session recording, slides, links, Q&A will be posted within 2 business days on the Campus Information Sessions webpage**
- > **Please fill out our survey**
 - Link is available in the Chat and the CIS webpage
 - Deadline: EOD Wednesday, August 21, 2024
- > **Additional questions? Email gcahelp@uw.edu**
- > **Next session is Wednesday, August 28 on Closing Sponsored Program Awards**
 - Submit questions ahead of time using this form

