Invoicing for External Funds Responsibilities

PRIORITY	STATUS		Process /Task	PIs	ORS	Staff Acct.	Sr. Acct	Acct Manager	CBM/GBM	Treasury	Sponsor
							RA		CBM/GBM		
			Federal Grant								
			ORS coordinates quarterly with PI's on expenditure strategy	A	R		C		C		
			Activity on cost reimbursement grant	R	C		A		C		
			Invoicing job ran in BlueSky "B.S."				R	A			
			Production of draft receivables "invoice" from B.S.				R	A			
			Reviews for discrepancies between system draft invoice, historical invoice(s), and grant reports and remedies	C	C		R	c	C		
			Reconciliation of transactions	C			R		C		
			draft receivables are finalized in BS				R	I			
			create a receivable # in BS				R	I			
			switches transactions to invoice in BS				R	I			
	*exceptions NIH/IBHE		Draws down from portals				R	i		I	I

			Receivables list sent to treasury				R	I		I	
			Federal Funds Received				A	I		R	
			Applies cash to receivable #'s				A	i		R	
			Non-Federal or Pass through								
			ORS coordinates quarterly with PI's on expenditure strategy	A	R		C		C		
			Activity on cost reimbursement grant	R	C		A		C		
			Invoicing job ran in BlueSky "B.S."			R		A			
			Production of draft receivables "invoice" from B.S.			R		A			
			Run invoice deliverables process for previous month after month close			R		A			
			Reviews whether there is a Contract delieverable for this month			R	R	A			
			Adds contract deliverables if none			R	R	A			

				Prepares Invoice: reviews previous invoice and runs financial reports and adds accumulative expenses to calculate current expenses to excel invoice file/ verify budget amounts, checks for contractual obligations re invoicing (support docs, templates, etc.)			R		A			
				Reviews draft invoice vs. historical invoice(s) vs. grant reporting			R	C	A			
				Reviews for discrepancies between system draft invoice, historical invoice(s), and grant reports and remedies			R	C	A			
				reconciliation of transactions (mtg. with PI/ORS,CBM)	C	C		R	A	C		
				Confirms draft invoice is complete			R		A			
				PDF of invoice created			R		A			
				Reviews final invoice				R	A			

			Review and Sign off of final invoice and return to RA					R			
			Sends invoice to sponsor with any supporting docs as required	I	I	R	I	A	I		I
			Funds received		I		A	I		R	
			Applies cash to receivable #'s			C	C	I		R/A	