Invoice Collections Process

Sponsor non-payment/delinquency

Sponsored Accounting works with sponsors to collect funds due to MIT under sponsored project awards. DLCs, in their role of managing the sponsored award, should periodically review amounts paid by the sponsor and coordinate collection efforts with Sponsored Accounting when payments are overdue.

Verify amounts paid to date

The way that invoices show in SAP can give rise to some confusion about amounts received. When Sponsored Accounting generates an invoice, it is posted to the SAP Summary Statement as a credit to revenue. However, the credit to revenue **does not necessarily indicate that MIT has received the cash associated with the invoice.** If the account is set up for the sponsor to receive invoices, this is just booking the revenue against the statement. If the account is automatic payments, this is in fact cash received.

You can tell which it is by clicking on the revenue amount and seeing if SAP lists invoices or cash received.

	BUDGET (Version 0)	CURRENT	FISCAL YTD	CUMULATIVE	UNEXPENDED	COMMITMENT	UNCOMMITTED
Indirect Expense Summary							
600304 – F&A On				75,286.45	75,286.45-		75,286.45-
600316 – Adj F&A On to Spon Base/				6,049.82	6,049.82-		6,049.82-
TOTAL Indirect Expense Summary				81,336.27	81,336.27-		81,336.27-
Travel Expense – Domestic							
420050 – Travel Expenses	4,500.00			768.97	3,731.03		3,731.03
TOTAL Travel Expense – Domestic	4,500.00			768.97	3,731.03		3,731.03
Materials and Services							
420214 – Laboratory Supplies				30,762.54	30,762.54-		30,762.54-
420226 – Materials and Services	38,849.00			120.00	38,729.00		38,729.00
420920 – Postage Mailing and Ship				31.12	31.12-		31.12-
422121 – Budget-Indirect Costs Su	84,118.00				84,118.00		84,118.00
422127 – Budget-EB Cost Summary	17,447.00				17,447.00		17,447.00
TOTAL Materials and Services	140,414.00			30,913.66	109,500.34		109,500.34
Materials and Services – No F&A							
421833 – Equipment Rental-not MTD				214.70	214.70-		214.70-
TOTAL Materials and Services – No				214.70	214.70-		214.70-
Tuition – No F&A							
422310 – Tuition-RA-not MTDC	15,654.00			20,575.22	4,921.22-		4,921.22-
TOTAL Tuition – No F&A	15,654.00			20,575.22	4,921.22-		4,921.22-
TOTAL Expenses	238,810.00			236,566.31	2,243.69		2,243.69
Sponsored Billing Revenue							
800600 – Sponsored Billings				223,418.51-	223,418.51		223,418.51
TOTAL Sponsored Billing Revenue				223,418.51-	223,418.51		223,418.51
TOTAL Expense Net of Revenue	238,810.00			13,147.80	225,662.20		225,662.20

Click on revenue amount

Type	Document Number	Trans Date	Description				Amount	Check Number
			Cost Element 800600 - Sponsored Billings					
RV	90249381	10/05/2015	VUMC38861	230387991	Vanderbilt University Medica		13,626.51-	
RV	90250669	11/04/2015	VUMC38861	230488309	Vanderbilt University Medica		45,055.42-	
RV	90251994	12/03/2015	VUMC38861	230565954	Vanderbilt University Medica		29,861.87-	
RV	90253492	01/05/2016	VUMC38861	230659438	Vanderbilt University Medica		24,411.48-	
RV	90253788	01/07/2016	VUMC38861	230664236	Vanderbilt University Medica		24,411.48	
RV	90254897	01/08/2016	VUMC38861	230679127	Vanderbilt University Medica		24,411.48-	
RV	90256191	02/08/2016	VUMC38861	230755506	Vanderbilt University Medica		18,190.97-	
RV	90257463	03/03/2016	VUMC38861	230829736	Vanderbilt University Medica		29,150.73-	
RV	90258897	04/05/2016	VUMC38861	230930693	Vanderbilt University Medica		25,808.41-	
RV	90260394	05/04/2016	VUMC38861	231032586	Vanderbilt University Medica		20,670.21-	
RV	90261605	06/03/2016	VUMC38861	231110832	Vanderbilt University Medica		16,642.91-	
			TOTAL Cost Element 800600 - Sponsored Billings				223,418.51-	
							223,418.51-	

Invoice numbers begin with either 90 or 21

Type	Document Number	Trans Date	Description			Amount	Check Number
			Cost Element 800600 - Sponsored Billings				
SK	1300946968	10/13/2015	WIRE TRANSFER	SNU R & DB Foundation		66,157.33-	
			TOTAL Cost Element 800600 - Sponsored Billings			66,157.33-	
						66,157.33-	

Cash (check or wire transfer) numbers do not begin with 90 or 21

To see invoices that are showing as paid and unpaid in SAP, it is necessary to look in SAP on the ZFBL5N screen. However, you'll first need to determine the customer number for that particular sponsor. See the steps below:

In order to know what the customer number is, you need to go into the Summary Statement. (ZSTM)

1. In the Summary Statement, click on the cumulative amount in the 800600 Sponsored Billings G/L
2. Invoice numbers begin with either a 90# or a 21#. Click on any invoice number you want.
3. A pop-up box will appear. Just click the green checkmark.
4. you should now see a two-line entry. Double click the line that has the name of the sponsor.
5. You will then see the customer number. Now you are ready to look at the customer number.

Looking at the Customer Number: SAP Transaction ZFBL5N

- Customer Account: Type in the 86# that you retrieved from the steps above
- Line Item Section: Defaults to Open Items. You have 3 options. Open items, Cleared items, or All items.
- Red Dots are the open items. Green squares are the cleared (paid) items. Payments have a document number of 14....
- When an invoice is cleared, SAP assigns a clearing document number.

Coordinate with VPF on collection

MIT Sponsored Accounting has a process for collection of overdue balances [detailed on their website](). However, for certain awards where invoices aren't generated by SAP, Sponsored Accounting relies heavily on DLCs to help them track these types of non-payment issues and follow up directly with the sponsor. Coordinate with Sponsored Accounting on all collection efforts.

Review award terms

If sponsor non-payment persists, review the terms of the award and work with your OSP representative to determine your options for termination, stopping work or dispute resolution.