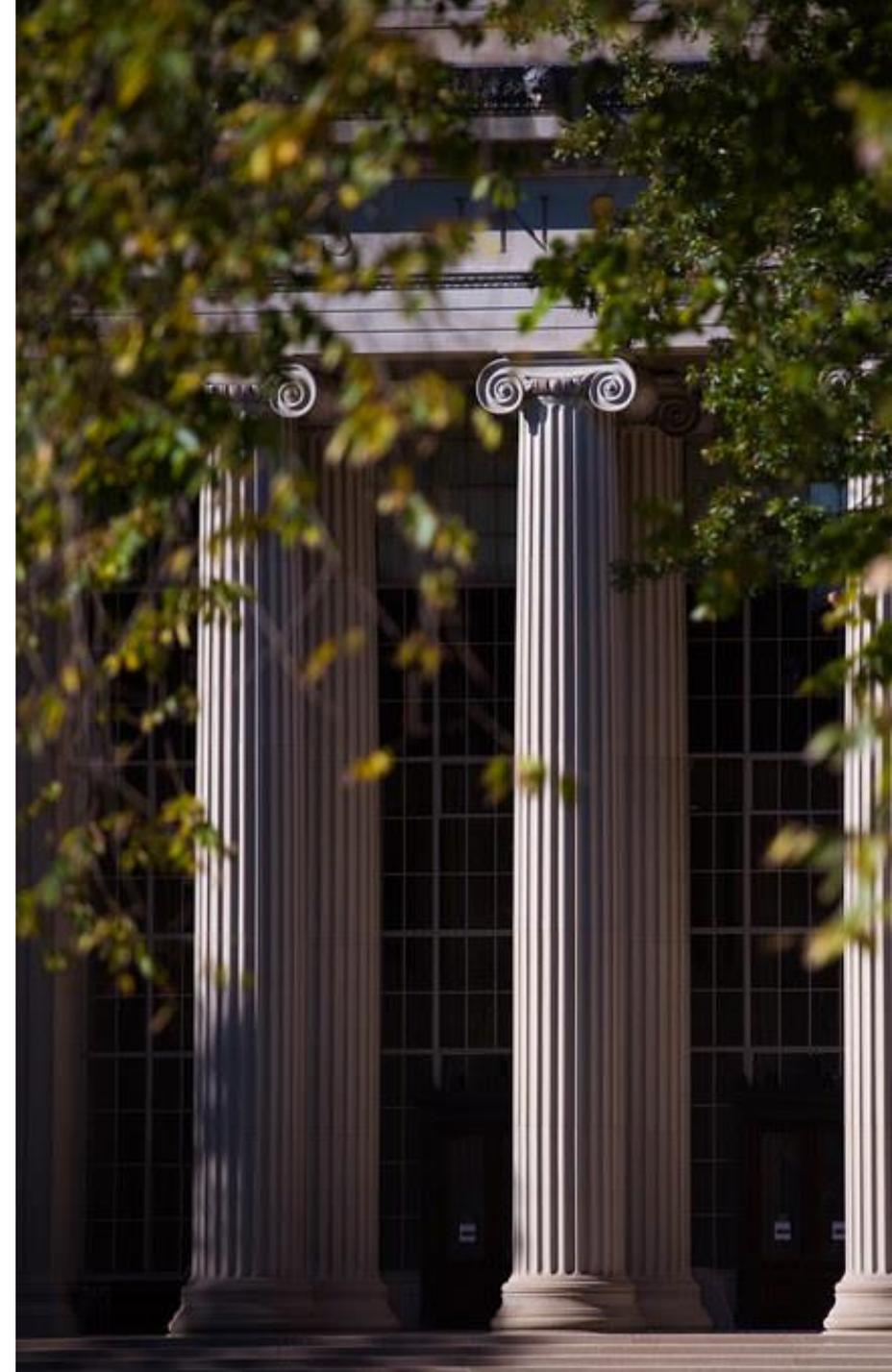


VPF Controllership 101

Accounts Receivable

General and Sponsored

**What we do,
Who we are,
How we can help you.**



What We Do

General Accounts Receivable

Responsible for Internal Orders and Cost Centers

We generate invoices for DLCIs

- Salary Billing agreement – based off of monthly expenses posted in SAP by the DLCI
- Material and Services Charges and Ad hoc invoicing
- Scheduled Billing
- Membership Revenue Agreements, which can be quarterly or yearly

Sponsored Accounts Receivable

Responsible for WBS Research Accounts

We generate invoices for sponsored research accounts covering:

- Cost Reimbursable – based off of monthly expenses posted in SAP by the DLCI
- Federal SF1034 – Cost Reimbursable invoicing format used by many federal agencies
- Scheduled Billing – based on fixed amounts at predetermined times
- SF270 and Letters of Credit – used by federal government agencies when required



What We Do

General and Sponsored Accounts Receivable

Cashier Services

- Post payments
- ACH / Wires
- Checks (non gift)
- Credit Card payments

Collections for both General and Sponsored Invoicing

- Invoices that are over 60 days aged

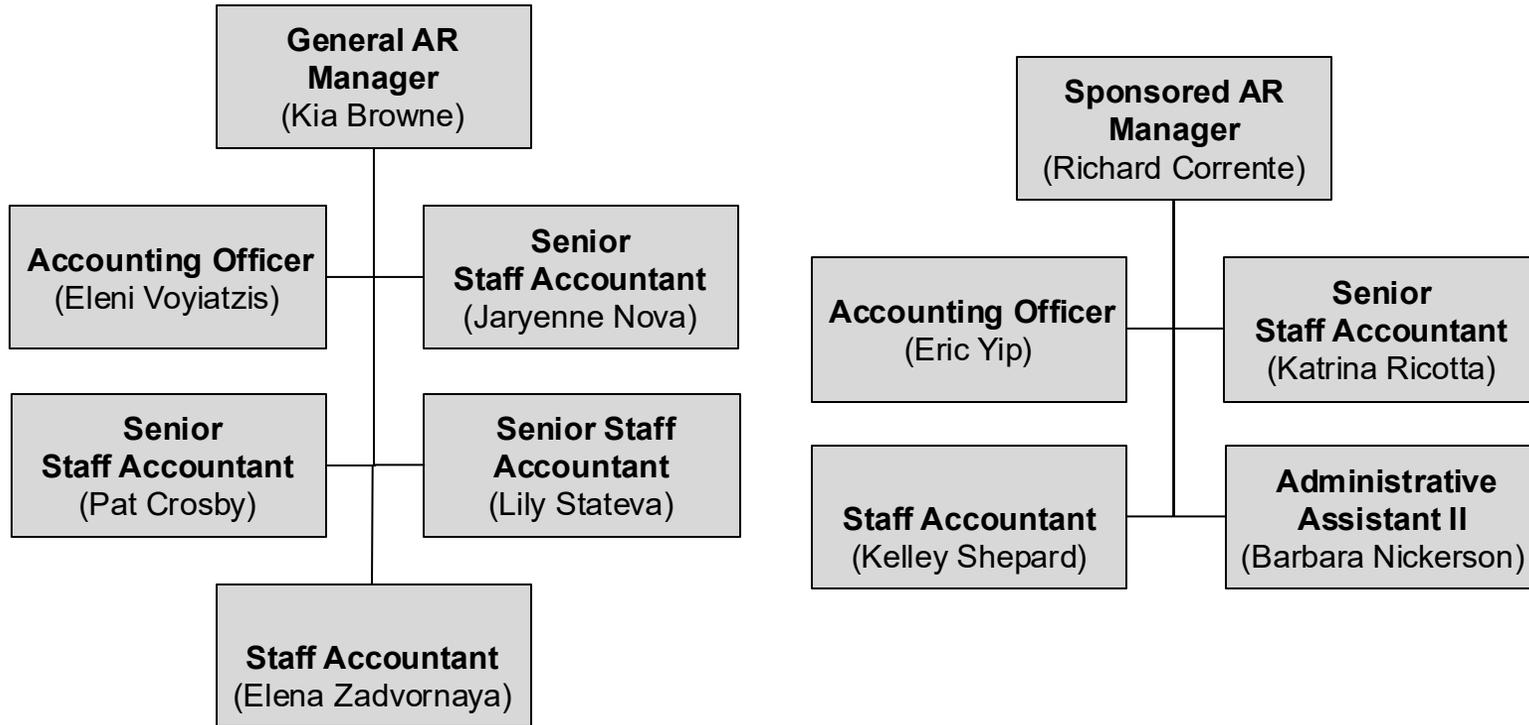
Invoicing Support

- Answer questions related to invoicing and coordinating efforts with DLCIs, RAS, and Sponsors



Who We Are

Our teams report to **Assistant Controller Rachel Arons**



How We Can Help You

Contacts for common questions

- General Invoicing → accounts-receivable@mit.edu
- Sponsored Research Invoicing → billing-issues@mit.edu
- ACH/ Wire payments → wires-transfer@mit.edu
- Checks → cashier-services@mit.edu

