LOC Invoice/ Drawdown Workflow Process (Expense Based Billing)

- Expenses fed nightly to GL, this includes Accounts Payable, Salary, EB, etc.
- Indirect Costs are recorded in the GL at the 26 Digit Account #.
- Revenue is posted to the General Ledger and Account # is allocated for this Award.
- Invoice: Custom process transfers unbilled AR to the GL. AR is posted to the GL Holding Account (FUND 599999).
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- Invoice Cash: Fed From Receivables: Cash is transferred from the Cash Suspense account to the GL Holding Account (599999).
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- Invoice Cash: Custom process transfers cash receipt from FUND 599999 to FUND created for the Award (000-0034-4-5XXXXX-1220-0000-0000).
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Non-LOC Invoice Workflow Process (Expense Based Billing)

**Feeder**
- Invoice transactions are transferred from Grants Module to Receivables Module.
- Invoices are received and recorded by the GR module.

**Oracle**
- Invoices are processed by the Oracle AR module.
- Invoice transactions are sent to the GL module.

**Wells Fargo Bank Data Warehouse**
- Expenses are fed nightly to the GL system.
- GL records expenses as Unbilled.

**GMS**
- Grant Overhead Recovery process runs (only on Allowable Expense items).

**Invoice Transaction**
- Invoice transactions are transferred from Grants Module to Receivables Module.
- Invoice is manually entered into the Payment System.

**Sponsor**
- Invoices are sent from Sponsor to the bank account or check is mailed.

**Workflow**
- Payments are sent from Sponsor to the bank account or check is mailed.

**Team Leader**
- Reviews and releases Invoice.

**Desk Accountant**
- Runs Fund Summary Report (info from PennERA, BEN, Salary etc).
CTA Account Setup/ Update Process: (Expense Does Not Drive the Invoicing Process)

**Office of Clinical Research (ORS)**
- Phase 1: CTA Agreement is fully executed.
  - CTA Agreement is sent to the Office of Clinical Research (OCR) MGR (RESEARCH FINANCE).
  - Updates PennERA: Request FUND # to be created for the full term of the award (not 3 or 6 months).
  - Issue AIS for the Project.
  - Copy of the Fully Executed Agreement is sent to the Office of Clinical Research (OCR) MGR (RESEARCH FINANCE).
  - Updates PennERA: Email notification is drafted to include all setup data including start date and if unspent funds can be retained by the University or returned to the sponsor.

**Office of Research (ORS)**
- Phase 2: Payment is received from Sponsor, recorded in BBR via the Wells Fargo Interface.
  - ORS Cash Group Updates BBR to record the Invoice and Milestone revenue.
  - Applies the receipt to the newly created Invoice.
  - Forwards a copy of the Invoice to the Sponsor.
  - The Awarded Dollars are increased in BEN via the BBR interface.
  - The Awarded Dollars are increased in BEN via the BBR interface.

**Resp Org**
- Phase 3: Payment is issued to the University of Penn (Check/ACH/Wire transfer).
  - If the Invoice was already sent to ORS and processed, receives the Invoice and forwards a copy into the ORS Account Setup Workflow Process to use as documentation to Update the PennERA Awarded Dollars.
  - The Awarded Dollars are increased in BEN via the interface from PennERA.
  - If there is a new Invoice generated, the process continues.

**Sponsor**
- Phase 4: Payment is issued to the University of Penn (Check/ACH/Wire transfer).
  - If there is a new Invoice generated, the process continues.
  - If the Invoice was already sent to ORS and processed, receives the Invoice and forwards a copy into the ORS Account Setup Workflow Process to use as documentation to Update the PennERA Awarded Dollars.
  - The Awarded Dollars are increased in BEN via the interface from PennERA.

**Office of Clinical Research (ORS)**
- Phase 5: Copy of the Invoice is sent to GCINVOICING @ LIST.
  - ORS then reviews the invoice and updates PennERA: Request FUND # to be created for the full term of the award (not 3 or 6 months).
  - Issue AIS for the Project.
  - Copy of the Invoice is sent to the University of Penn (OCR) MGR (RESEARCH FINANCE).
  - Updates PennERA: Email notification is drafted to include all setup data including start date and if unspent funds can be retained by the University or returned to the sponsor.

**Office of Research (ORS)**
- Phase 6: Payment is received from Sponsor, recorded in BBR via the Wells Fargo Interface.
  - ORS Cash Group Updates BBR to record the Invoice and Milestone revenue.
  - Applies the receipt to the newly created Invoice.
  - Forwards a copy of the Invoice to the Sponsor.
  - The Awarded Dollars are increased in BEN via the BBR interface.
  - The Awarded Dollars are increased in BEN via the BBR interface.

**Resp Org**
- Phase 7: Payment is issued to the University of Penn (Check/ACH/Wire transfer).
  - If the Invoice was already sent to ORS and processed, receives the Invoice and forwards a copy into the ORS Account Setup Workflow Process to use as documentation to Update the PennERA Awarded Dollars.
  - The Awarded Dollars are increased in BEN via the interface from PennERA.
  - If there is a new Invoice generated, the process continues.

**Sponsor**
- Phase 8: Payment is issued to the University of Penn (Check/ACH/Wire transfer).
  - If the Invoice was already sent to ORS and processed, receives the Invoice and forwards a copy into the ORS Account Setup Workflow Process to use as documentation to Update the PennERA Awarded Dollars.
  - The Awarded Dollars are increased in BEN via the interface from PennERA.
  - If there is a new Invoice generated, the process continues.