



Research Administration Forum

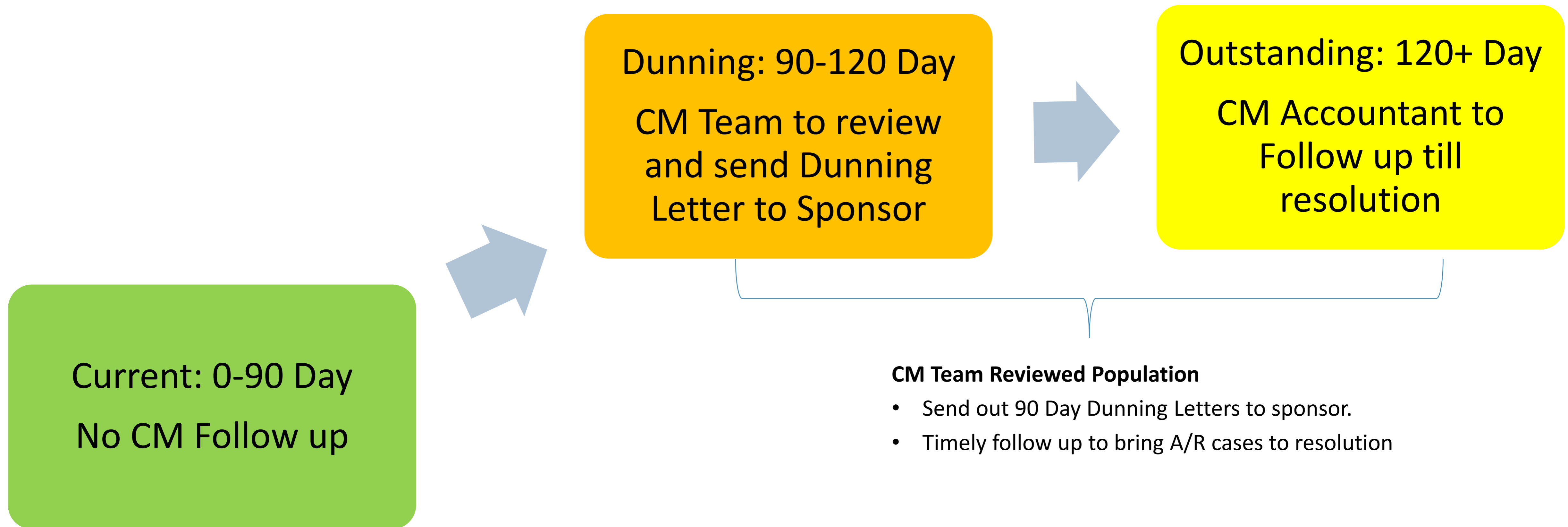
December 10, 2020

PAMS AR Page

Presentation Goals

- Cash Management Outstanding Accounts Receivable Follow up Process
- Navigate the PAMS AR Summary and Detail Page
- How to Find Outstanding AR balance
 - By Fund
 - By PI
- Utilize Search Parameters
 - Search by multiple PI's, Sponsor(s), Department Code(s)
- Review AR Reason Code and Action Owner
- Cash Management Team Accountant Comments and documentation

Cash Management Team AR Follow up



CM Team Reviewed Population

- Send out 90 Day Dunning Letters to sponsor.
- Timely follow up to bring A/R cases to resolution

Previously

- Status of Outstanding Invoices could be reviewed on Financial System
 - Fund
 - AR Account
- CM Team would have to update and maintain the AR Aging to import historical AR Reason, Responsibility and comments in order to produce the latest AR Report
- This report was only used by EFM and Primarily the CM Team
 - Outstanding AR can be a shared responsibility amongst central office and campus

PAMS Accounts Receivable Page



- Worklist
 - Award Overview
 - Financial Deliverables
 - Accounts Receivable**
 - Closeout
 - Management Reports
 - Administration
- Notes Search Sponsor Sites

Notes and Attachments Search

Sponsor Award Number:

Institution Number:

Fund:

PAMS A/R Aging Benefit

AR Aging Summary

Fund Number: Type Fund Number	PI Name: Type PI Name(s)	Department Name (Code): Type Department Code or Title(s)	Date Options: --SELECT--	Operator: --SELECT--
Aging Group: Select Aging Group(s)	Program Type: Select Program Type(s)	Sponsor Name: Type Sponsor Name(s)	Date: [Calendar Icon]	
High Risk?: --SELECT--	Reason Code: Select Reason Code(s)	Sponsor Type: Select Sponsor Type(s)	Ledger Month/Year: 12/2020 [Calendar Icon]	
AR Accounts: Select Accounts(s)	CM Accountant: Select Accountants(s)	[Search] [Clear]		

- **Benefits:**
 - Searchability: Can search by Fund, PI(s), dept(s), etc
 - Financial Information Updated Daily
 - User Friendly and easy to Navigate
 - View latest CM Team updates and status

AR Aging Summary Search Bar

Worklist | Award Overview | Financial Deliverables | **Accounts Receivable** | Closeout | Management Reports | Administration

AR Aging Summary | AR Aging Detail | AR Assignments

AR Aging Summary

Fund Number: Type Fund Number	PI Name: Type PI Name(s)	Department Name (Code): Type Department Code or Title(s)	Date Options: --SELECT--	Operator: --SELECT--
Aging Buckets: Select Aging Bucket(s)	Program Type: Select Program Type(s)	Sponsor Name: Type Sponsor Name(s)	Date:	
High Risk?: --SELECT--	Reason Code: Select Reason Code(s)	Sponsor Type: Select Sponsor Type(s)	Ledger Month/Year: 09/2020	
AR Accounts: Select Accounts(s)	CM Accountant: Select Accountants(s)	Search	Clear	

Various Ways to Search for Outstanding Invoices

Popular Searches

- Fund
- Department Code(s)
- PI(s)
- Sponsor(s)

CM Team Search for A/R Balances

- By CM Accountant
- AR Account
- Specific date parameters
- Reason Code

Summary Page: Search by Fund

AR Aging Summary

Fund Number: -25045	PI Name: Type PI Name(s)	Department Name (Code): Type Department Code or Title(s)	Date Options: --SELECT--	Operator: --SELECT--
Aging Group: Select Aging Group(s)	Program Type: Select Program Type(s)	Sponsor Name: Type Sponsor Name(s)	Date: [Calendar Icon]	
High Risk?: --SELECT--	Reason Code: Select Reason Code(s)	Sponsor Type: Select Sponsor Type(s)	Ledger Month/Year: 12/2020 [Calendar Icon]	
AR Accounts: Select Accounts(s)	CM Accountant: Select Accountants(s)	Search	Clear	

1 fund(s) found.

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Account Number	Fund Number	Dept Code	Department	PI Name	Sponsor Name	Fund Title	High Risk	Total AR	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 180 Days
111500	25045	1940	HEALTH POLICY AND MANAGEMENT	Emmeline Chuang	DOVA-DEPARTMENT OF VETERANS AFFAIRS (INCL VA MEDICAL CENTERS)	DOVA-DEPT 36C24E CHUANG 09/20 26%		\$162,062.62	\$162,062.62	\$0.00	\$0.00	\$0.00	\$0.00

Summary Page: Search by PI(s)

AR Aging Summary

Fund Number:
PI Name:
Department Name (Code):
Date Options:
Operator:

Aging Buckets:
Program Type:
Sponsor Name:
Date:

High Risk?:
Reason Code:
Sponsor Type:
Ledger Month/Year:

AR Accounts:
CM Accountant:

15 fund(s) found.

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Account Number	Fund Number	Dept Code	Department	PI Name	Sponsor Name	Fund Title	High Risk	Total AR	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 180 Days	181 - 270 Days	271 Days - 1 Year
111501	21125	1250	LATIN AMERICAN INSTITUTE	Kevin B. Terraciano	DOED-Department of Education	FDP-USDOE P015A140023 TERRACIANO 3/19 8%	No	\$2,799.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112664	20639	4952	OID INSTRUCTIONAL IMPROVEMENT	Adrienne G. Lavine	CITY OF LOS ANGELES	CITYLA/DOL T6376 LAVINE 6/19 4.17%		\$118,521.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Summary Page: Search Results

- Search Results

- Provide important award information, aging information as well as CM follow up updates.
- Due to numerous categories please scroll to see all of the pertinent categories.

- Search Results: Fund 21225

1 fund(s) found.

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Account Number	Fund Number	Dept Code	Department	PI Name	Sponsor Name	Fund Title	High Risk	Total AR	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 180 Days	181 - 270 Days	271 Days - 1 Year
111501	21125	1250	LATIN AMERICAN INSTITUTE	Kevin B. Terraciano	DOED-Department of Education	FDP-USDOE P015A140023 TERRACIANO 3/19 8%	No	\$2,799.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Search Results: Fund 21225 Continued

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Over 1 Year	Reason Code	Action Owner	Project Begin Date	Project End Date	Budget Begin Date	Budget End Date	Payment Basis	Payment Method Code	Sponsor Type	EFM Team	EFM Accountant	Last Updated Date
\$2,799.95	In Process	CM Team	08/15/14	03/29/19	08/15/18	03/29/19	Cost Reimb	90	US Federal Government Agency	FM Team 3	Stephanie Perez	06/30/20

AR Aging Detail Page

- Page to provide details at the Fund Level
- Aging Summary for AR Balance
- List of Historical CM Follow up, Reason Code, Action Owner and saved documentation.

Worklist | Award Overview | Financial Deliverables | **Accounts Receivable** | Closeout | Management Reports | Administration

AR Aging Summary | **AR Aging Detail** | AR Assignments

AR Aging Detail Fund Number: Ledger Month/Year:

Institution Number:	20145599	PI:	Kevin B Terraciano	Dunning Site:	No Associated Dunning Site
Award Snapshot:		Sponsor:	DOED-Department of Education	CM Contact:	Robert Scott
Fund Number:	21125	Dept Title (Code):	Latin American Institute (1250)	EFM Contact:	Stephanie Perez
Sponsor Award:	P015A140023	Project Period:	08/15/14 - 03/29/19	Dept Contact:	Patricia A Betancourt
Outstanding A/R:	\$2,799.95	Payment Basis:	Cost Reimb		
High Risk:	No	Method of Pay:	90		

Aging Summary for fund 21125 as of 09/01/2020

Account	0-90 Days	91-120 Days	121-180 Days	181-270 Days	271 Days - 1 Year	Over 1 Year
111501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,799.95

Cash Management Follow-up

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Follow-up Date	Staff	High Risk	Reason Code	Action Owner	Comment	Document	History
06/30/2020 12:00 AM	Robert Scott	No	In Process	CM Team	Please see July A/R Aging Report for Historical Details Prior to 8/31/2020.		Edit Delete

Deleted Cash Management Follow-up

AR Reason Code

Standardize the Reason for Non-Payment

AR REASON CODES

Reason Code	Definition
In Process	EFM is in the process of finding sponsor's basis for delay in payment.
reasons why sponsor is not paying us	
Invoice: Errors to be corrected	Sponsor rejected invoice, corrected invoice needs to be resubmitted
Invoice: Supporting Documents Required	Sponsor rejected invoice or holding off payment, requiring additional documentation.
Invoice: Not Received	Sponsor does not have record of receiving invoice from UCLA, invoice needs to be resubmitted to sponsor
Invoice: Late Submission	Sponsor does not approve invoice because invoice was submitted after the due date
Dispute on Non-Financial Deliverable	Sponsor and UCLA are in the process of confirming all program deliverables have been satisfied for payment
Partial Payment Withholding per T&C	Sponsor's Terms withhold certain percentage of payments until award closeout
Sponsor Financial Issues	Sponsor has communicated financial difficulty in completing payment of invoice.
Sponsor Unresponsive	Sponsor has not provided a response to A/R inquiry.
Other	Other, Unique cases
Paid Amount is Confirmed, UCLA to resolve	
Wire Fee / Exchange Rate	Payment received is the net of Wire fee or loss in currency exchange, difference will need to be transferred to Dept Unrestricted. If there is a cash surplus as a result of currency exchange rate will be transferred to Dept
Pending Transfer to Dept Fund	Conclusion has been made that the department will be responsible for A/R and in the process of transferred.
Payment: Lost / Missapplied	Payment was sent to wrong entity or applied to wrong fund
Payments: Approved and Forthcoming	Sponsor confirmed payments and In the process of sending payment.
Payments Recorded to Fund	EFM Applied payment to corresponding fund, record of payments will be recorded to General Ledger overnight
EFM Responsibility and quick fixes	
A/R Incorrectly Setup	A/R is incorrectly set up and needs to be reversed, Reversal Journal Entry will be recorded to General Ledger over night
Small Balance Transfer	Cash Surplus / Deficit is small, balance will be transferred out.

AR Action Owner

Designate Appropriate EFM Group for next Action

ACTION OWNER

Who is the EFM Group responsible for the next AR action?



- CM Team
- FM Team 1
- FM Team 2
- FM Team 3
- RFC Team
- EFM Leadership

AR Details Page Comments



Designate Appropriate EFM Group for next Action

COMMENT PROCESS

- Upon CM Action, CM Team will update Comment
 - Required information
 - AR Reason Code
 - AR Action Owner
 - Comment
 - Refer Specific Invoice Number and Amount with a brief update
 - Ability to upload and save pertinent documentation.

Cash Management Follow-up   [Add Follow-up](#)

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Follow-up Date	Staff	High Risk	Reason Code	Action Owner	Comment	Document	History		
06/30/2020 12:00 AM	Jonathan Wong	No	Payment Approved	CM Team	Payment Approved for AR #3, \$2,799.95, to be received on 9.1.2020.			Edit	Delete

Any Questions?



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