Purpose

The purpose of this job aid is to describe the process for completing the unbilled termed and at-risk account review. Soon after a month financially closes, the Cash Management Team (CMT) prepares a Monthly Cash Report. The Monthly Cash Report is prepared to track the cash position for sponsored projects. Its AMT’s responsibility to review the accounts listed on the Unbilled Accounts Report to ensure the appropriate mechanisms (i.e. ERA deliverable, AR Log) are setup to obtain payment from the sponsor and verify if payment has been requested. The process begins with investigating why the account appears on the Unbilled Accounts Report.

Tools and Resources

* ERA Access
* SharePoint Access
* ACCTG Folder Access
* A/R Database Access

Process

1. Open the Unbilled Accounts report and locate the tab showing your name. The CMT GCO will send an email containing a link to the location of the report however it can also be found at ACCTG > Management Reports > Weekly Cash Management > FY <Year> > <Month Year Closed>. Take note of the due date in the email.
2. Each GCS/GCO will have a tab indicating their accounts. Select the tab that has your name on it.
3. This report contains 2 sections: Unbilled Report and At-Risk. Follow the guidance below to address the accounts listed in each section:

Unbilled Accounts

1. Open the ERA Deliverables and verify the status of the final invoice.
2. For awards where the deliverables show the final invoice was completed:
   1. Locate the final invoice in the Award SharePoint “Submitted Invoices and Financial Reports” folder.
   2. Search the AR database and verify that the final invoice has been entered. If not, email a copy of invoice to [cashmanagement@asu.edu](mailto:cashmanagement@asu.edu) (CMT) and request that the invoice be added to the AR database.
3. For awards where the deliverables show the final invoice was not completed:
   1. Prioritize the completion of the final invoice (see WI-CP-10). The objective is to ensure the final invoice is submitted to the sponsor and logged in the AR Database by the due date specified in the email received from CMT. The AMT AD and the CMT GCO should be notified immediately if issues arise which prevent the submission of the final invoice by the due date.
4. For awards which don’t have a final invoice deliverable item setup:
   1. Review the agreement to verify invoice/payment terms and conditions.
   2. Based on the agreement, setup the deliverable. For scheduled payments, prepare the AR Log template (ACCTG > Financial Reporting and Invoicing > Internal Forms) and email to [cashmanagement@asu.edu](mailto:cashmanagement@asu.edu) for inclusion in the AR Database.
   3. For awards requiring final invoices, return to step 3.
5. For awards listed with previously deemed write-off amounts that have not been written off, prioritize the completion of the write-off to be completed as soon as possible.
6. For all other issues, setup a meeting with the AMT AD to review issues and develop an action plan.

Upon completion of the review of accounts, in the Notes section of the spreadsheet add a brief summary of the issue and when it will be corrected. Save the spreadsheet within the ACCTG folder (ACCTG > Management Reports > Weekly Cash Management Folder). CMT will review the saved notes and provide upper management with a summary update.

At-Risk Accounts

The purpose of the at-risk review is to provide the AMT GCS/GCO a tool to review at-risk accounts that have ended. During the review, the AMT GCO should verify if an award has been made and that a task has been setup to update the account in ERA and Advantage. Alternatively, during the review it may be determined that ERA has already been updated with award information, but the Pre-Award section on the Award “Information” tab has not been cleared. If this is the case, verify all updates have been made to ERA and create a modification to clear the at-risk in ERA (clear the Pre-Award section?). A response to CMT is not necessary, as any significant issues should be discussed with a Team Lead or AMT AD.