These documents relate to the Accounts Receivable process for Sponsored Research. The Accounts Receivable module in SAP facilitates the billing of invoices to Sponsors by the Office of Sponsored Programs (OSP), as well as the billing and collections of invoices by Duke Clinical Research Institute (DCRI). In addition, the Corporate Accounts Receivable (A/R) department was created to handle cash posting and collection activity for sponsored research at Duke.

Revenue is posted on a Sponsored Project / WBS Element at the time that OSP creates the invoice to send to the Sponsor, as opposed to when the payment is actually received from the Sponsor. When the bill is created and sent, these A/R documents are created and may be seen from the drill-down of various reports to the line item detail reports. The documents contain an attachment of the

Revenue is posted on the Parent and Sub level of projects / WBS Elements (if applicable), instead of being posted at only at the Parent level. The Corporate A/R department collects and posts cash for Sponsor invoices, and monitors the outstanding receivables. Departments and OSP don’t have to be as involved in the collection process.

The ability to drill-down from SAP reports and see these A/R related revenue documents, including copies of the invoices sent to Sponsors, helps departments monitor the billing of projects. The Accounts Receivable process and these documents provide all areas involved in the management of post-award activities with full transparency around the billing and cash receiving processes, while also enhancing the efficiency of OSP, DCRI, and A/R in conducting these activities.

**Highlights of the Business Process:**

- In the past, revenue was posted as a credit on a project when the payment for the invoice was received by OSP from the Sponsor, and was only posted at the Parent level of related Sponsored Projects. Now, revenue is posted as a credit on a project when the invoice is created by OSP, and is posted at the Parent and Sub levels of the related Sponsored Projects, as applicable.
• OSP handles the billing/invoicing to the Sponsor through the Accounts Receivable module in SAP, and the newly created Corporate A/R team is responsible for managing the collection of the cash for those invoices issued through SAP.

• DCRI will use the new Accounts Receivable module in SAP to handle all billing and collections activity for their entity.

• When drilling down to the line item report detail, several new documents have been created to identify the posting of revenue to Projects/WBS Elements when OSP bills the Sponsor. Those Document types are outlined below:
  - **Document Type YI** = cost reimbursement invoices, created in SAP, and billed to Sponsors (document numbers begin with 22).
  - **Document Type DR** = manual invoices, created in SAP, and billed to Sponsors (document numbers begin with 18).
  - **Document Type DG** = credit memos (document numbers begin with 16).
  - **Document Type DZ** = payments received from Sponsors (document numbers begin with 14).

Two of these document types, YI and DR, will allow Grants Managers and others reviewing financial statements to identify the Accounts Receivable postings of revenue (posted at the time of billing) and to drill-down from reports and view these revenue posting documents.

For Document Types YI and DR, images of the invoices sent to the sponsors are available for viewing in SAP. Once in the documents from the drill-down of a report, the attached rendered invoice may be displayed, similar to Accounts Payable Documents (example YD, KN, and RN Document Types). Previously, departments had no easy way to determine if invoices had been billed to the Sponsor, so now the process is more transparent.

These documents are similar to the accounting documents created from invoice payments, such as Document types KN and RN. The documents contain the debit and credit postings related to the reimbursement or payment.
1. In the Display Actual Cost Line Items for Projects report (the drill-down from the ITD Project report), review the line item transactions of detailed amounts that were posted to the revenue G/L Account. For Accounts Receivable items, the revenue for the invoice billed to the Sponsor is posted with one of the two Document Types listed below:

- **Document Type YI** = cost reimbursement invoices to Sponsors (document numbers begin with 22).
- **Document Type DR** = manual invoices to Sponsors (document numbers begin with 18).

2. Double click on a line item for a document (like Document Type YI) to display the details of the original document or any supporting documents.

   **Note:** Click on the desired option on the Choose Report dialog box (e.g. Actual Line Items or Plan Line Items). Once in the line item report, review the columns of information available.
3. Once in the Document Type YI or DR, click on the drop-down portion of the Services for Objects button located on the Title Bar of the screen (does not pertain to Document Types DG or DZ).

4. Click on the Attachments list option in the resulting callout box.

5. In the resulting Services: Attachment List window, double click on the line for the Sponsored Research Invoice to display the invoice.

   Note: If a SAPGUI Security window prompts to grant access to the file, use the Drop-down in the field to select Always Allow and click OK to view the invoice.
6. Review the attached invoice and the information displayed as outlined below:

- In the upper left section, the Sponsor name and billing address is listed in the BILL TO section.
- In the upper right section, the details of the invoice, such as invoice number, billing period, and amount due are displayed.
• In the middle left section, the Award details are displayed, such as the Project name, the seven digit WBS Element (Duke Reference field), and the Principal Investigator’s name.

• In the bottom section, a breakdown of the current billing and cumulative billing is displayed by Cost Element group (salaries, supplies and materials, etc.) for that Sponsored Project.

7. Note that the invoice may be printed or downloaded per your web browser options as desired.

8. Click on the  Back  button as many times as needed to exit the drill down and return to previous report screens.

   Note:  If a dialog box prompts to exit the line item report, click the Yes button, unless otherwise preferred. If a dialog box prompts to save an extract, click the No button.