RAS Invoice Payment Reconciliation

UCSF Controller's Office

Purpose of Invoice Payment Reconciliation

Post award financial management of contracts and grants includes the requirement to accurately record and manage revenues, accounts receivable (A/R), and cash transactions for sponsored research. All sponsored research revenue, A/R and cash activity must be recorded in the PeopleSoft Research Administration System (RAS), which passes data to the UCSF financial ledgers. Key PI/Department responsibilities include:
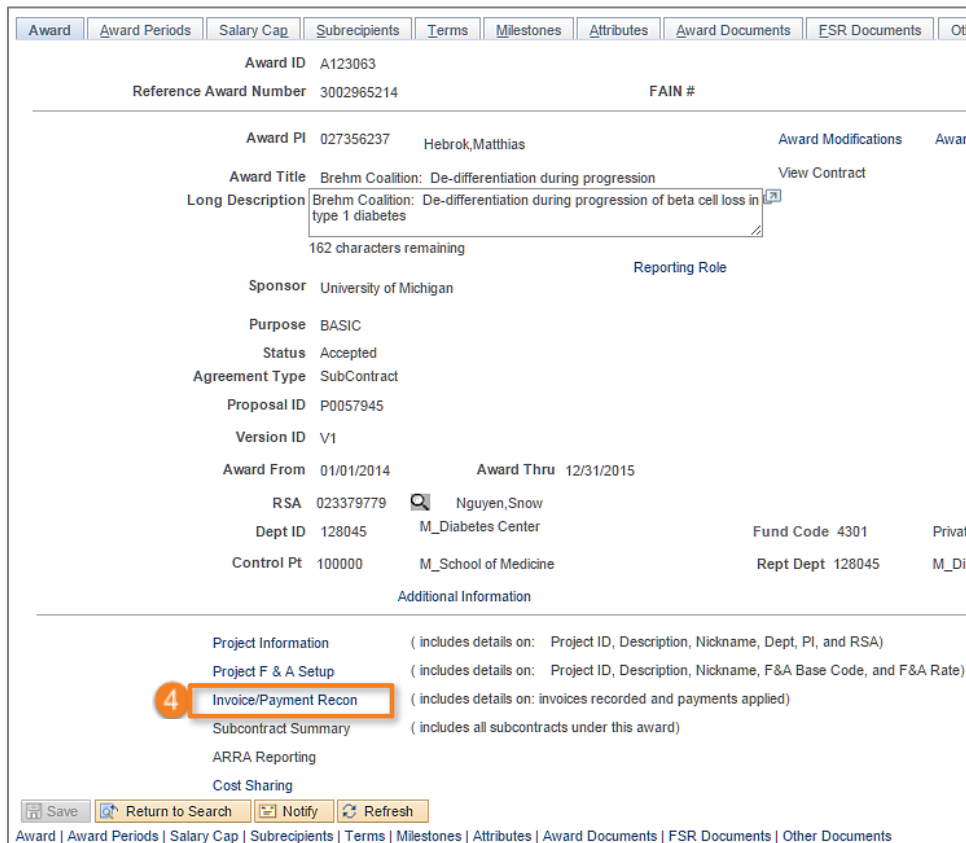
PI/Department Responsibilities

- Submit all required technical and financial reports timely.
- Ensure all payments from sponsors are mailed directly to the Controller's Office for processing.
- ***Review RAS Invoice/Payment Reconciliation Report*** to ensure that billing is complete and payment is received per the terms and conditions of the award.
- Review RAS A/R Aging Report on Controller's Office website for outstanding invoices.
- In coordination with CGA, follow up with sponsor on untimely payments.
- In coordination with CGA, engage UCSF General Counsel for potential uncollectible payments when appropriate.
- Assume responsibility for uncollectible payments that were due to the fault of the PI, department or sponsor.

This job aid outlines the process for accessing the RAS Invoice/Payment Reconciliation Report and reconciling invoices and payments in RAS to ensure that billing is complete and payment is received.

Logging into PeopleSoft RAS and Accessing the Invoice/Payment Reconciliation Report

1. Login to **MyAccess** at https://myaccess.ucsf.edu (not shown). Locate and select **PeopleSoft** from the applications menu. For help using **MyAccess**, see the MyAccess Single Sign-On page.

2. Navigate to the **Award Profile** page: **Main Menu > Grants > Awards > Award Profile** (not shown)

3. Enter the Award search criteria and click **Search.** The ⟳ symbol may display on the top right corner of the screen to indicate the search is in progress (not shown; for assistance see the RAS User Reference).

4. On the **Award Profile** screen, click on the hyperlink '**Invoice/Payment Recon**' to open the reconciliation report.

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Understanding the Invoice/Payment Reconciliation Report

5 On the **Invoice/Payment Reconciliation** report, a summary section at the bottom provides a quick overview of the total amount invoiced, the total payments received, and any outstanding balance due.

Invoice/Payment Reconciliation

Award ID:	A123063	Begin Date: 01/01/2014	Sponsor:	10802	University of Michigan
Fund:	4301	End Date: 12/31/2015	Type:	COST REIMBUR	

Invoice/Payment Recon Details Personalize | Find | View All | 🗗 | 🔳 |< ◀ < 1-14 of 14 > ▶ >|

Invoice	Invoice Dt	Invoice Amt	Status	Balance	Group Type*	Payment ID	Payment Dt	Payment Amt	Dt Applied	AU/AO	WU/WO	Remaining Amount
INV00209741	06/10/2014	34,837.82	C	0.00	P	3293433	07/21/2014	-34,837.82	07/22/2014			0.00
					P	3293433	07/21/2014	0.00	07/22/2014		WU-3082	0.00
INV00213104	08/31/2014	28,468.97	C	0.00	P	3389327	12/10/2014	-28,468.97	12/12/2014			0.00
INV00215736	12/16/2014	19,633.72	C	0.00	P	3442872	02/26/2015	-19,633.72	02/26/2015			0.00
INV00215745	12/17/2014	35,878.42	C	0.00	P	3442872	02/26/2015	-35,878.42	02/26/2015			0.00
					P	3442872	02/26/2015	0.00	02/26/2015		WU-3773	0.00
INV00217556	02/12/2015	3,864.07	C	0.00	P	3445816	02/28/2015	-3,864.07	03/04/2015			0.00
					P	3445816	02/28/2015	0.00	03/04/2015		WO-2828	0.00
INV00222245	06/30/2015	35,723.86	C	0.00	P	3553403	07/31/2015	-35,723.86	08/05/2015			0.00
					P	3553403	07/31/2015	0.00	08/05/2015		WU-4412	0.00
INV00224430	09/23/2015	11,113.83	C	0.00	P	3605048	10/20/2015	-11,113.83	10/20/2015			0.00
					P	3605048	10/20/2015	0.00	10/20/2015		WU-4665	0.00
INV00226075	11/17/2015	56,463.82	C	0.00	P	3634183	12/10/2015	-56,463.82	12/14/2015			0.00
					P	3634183	12/10/2015	0.00	12/14/2015		WU-4804	0.00

5 | Total Invoiced: 225,984.51 Total Payment: -225,984.51 Balance: 0.00 Billing Limit: 268,629.00 |

*Group Type code: P=Payment Applied; U=Unposted Payment; M=AR Adjustment

The **Invoice/Payment Recon Details** section provides a history of billing transactions through the life of the award, displaying all invoices, payments, and remaining balances. Use this report to reconcile invoices and payments to confirm that billing was completed correctly and that payments were received timely and applied to the correct invoices.

6 **Invoice Information** is displayed in the first five columns of the report:
- **Invoice** – RAS invoice #
- **Invoice Dt** – Date expenses were invoiced
- **Invoice Amt** – Amount billed
- **Status** – Invoice status (C=closed/paid; O=open/ unpaid)
- **Balance** – Unpaid invoice amount

7 **Payment & Adjustment Information** is displayed in the balance of the report:
- **Group Type** – Invoice payment status (P=payment applied; U=unposted (reversal of pymt); M=A/R adjustment
- **Payment ID** – Check number or Wire ID
- **Payment Dt** – Date of payment or adjustment
- **Payment Amt** – Payment or adjustment amount
- **Dt Applied** – GL posting date
- **AU/AO** – AR item created due to over or under payment (AU=underpayment; AO=overpayment)
- **WU/WO** – Write-off item (WU=write-off underpayment; WO=write-off overpayment)
- **Remaining Amount** – Remaining balance due after the payment/adjustment was applied

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For additional Contracts & Grants Training & Job Aids, see the Controller's Office website.