Appendix D

Accounts Receivable (non-NSF) Flow Chart

- Document from outside Institution is received
  - Grants Officer (GO) inputs the contract into Carina and sends a request for new account number to accounting.
  - Accounts Receivable (AR) Accountant: Sets up the acc't # in USL
  - When the account number is created, it automatically flows into CASNET and Reqless
  - Grants Officer loads budget into BudMan Software to be uploaded into CASNET. Spending on the new receivable can begin
  - Signature authority is assigned to each PI in Reqless based on the account number. The PI is authorized up to $25K; the Head of Program Office of Science is authorized up to $50K; and the Associate Director is authorized for any expenditures in excess of $50K.
  - Data is collected through the billing cycle → Billing cycle could be monthly or quarterly
  - The billing cycle is closed → Approximately 12 to 15 business days after month end
  - AR database generates invoices for mailing, fax or email depending upon agreements → Payment terms are net 30.
  - AR Accountant reviews all receivable accounts for delinquency issues on a regular basis
  - Collection communications are made as warranted