I. PURPOSE

Research Administration Services (RAS) units manage the invoicing reconciliation process for the following types of sponsored awards (grants or contracts), as indicated by the “contract type” field in Emory’s PeopleSoft financials (Compass):

i. Cost Reimbursable, Non-Letter of Credit (CR_NON_LOC)
ii. Scheduled Payment by Task (SCHED_PAY_TASK)
iii. Hybrid (HYBRID)

II. INTRODUCTION

The Post-Award Administrator will review award expenditures for appropriateness, reconcile the expenses and prior payments, and notify Finance: Grants and Contracts (FGC) if the award is not ready for invoicing. FGC will generate invoices on a schedule required by the grant/contract terms, and send invoices to the sponsor. FGC will be responsible for receiving payments from sponsors, applying payments to the proper awards, and following-up with sponsors and PIs on late payments. Payment terms are defined by Sponsor/Award terms in the Notice of Award (NOA). FGC will set up financial milestones in the FSR Milestone page and update the status of the milestones to document progress towards completion of the milestone.

III. PROCEDURE

The RAS Unit’s role in Invoicing is outlined below. The process is separated into a process for Cost Reimbursable Awards and for Scheduled Pay by Task Awards, which are the types of awards the RAS unit plays a role in invoicing.

**Cost Reimbursable, Non-Letter of Credit (CR_NON_LOC) and Cost Reimbursable portion of Hybrid (HYBRID) Awards:**

1) The Post Award Administrator will run a Compass Query (EU_GM_BP_HOLD) each month to identify all contracts set to a “hold” status in Compass. This is to identify awards that were placed on hold during the last billing cycle.
   a. Confirm that the reason the award was placed on hold has been resolved and if it has, the Post Award Administrator emails the FGC Help Desk asking FGC to remove the bill plan hold in Compass.

2) At the beginning of each month, the Post Award Administrator runs the Invoice Milestone Report in Compass to
determine which cost reimbursable awards will have an invoice sent at the end of the month. (See Associated Documents 2. Job Aid: Reporting On Invoice Milestone CR_NON_LOC)

**Repeat steps 3 – 9 for every award that appears on the Invoice Milestone Report**

3) Post Award Administrator reviews the charges that have posted to the award for allowability, based on transactions that have posted to the award as of the end of the prior month. The charges can be found on the following Compass reports: SPP2242, Project Resources Query and Labor Reports, as well as Budget Position Summary & Detail and Labor Transaction Detail reports in EBI. (See Reconciling Expenditures SOP #2008 and Associated Documents 3. Job Aid: Running the Transaction Detail Query, 4. Job Aid: Running the SPP2242: Sponsored Projects Detail Report, and 5. Job Aid: Running a Labor Distribution Report)

4) The Post Award Administrator removes any charges that do not belong on the award by completing Journal Entries including Retroactive Salary Transfers through Compass.

5) If there are any material charges that do not belong on the award, the Post Award Administrators emails the FGC team assigned to award to request line item(s) to be deferred.
   a. Material charges could include items such as an expensive piece of equipment or another charge of significant dollar value that is not appropriate for the award; these charges should still be removed with a Journal Entry (JE) or Retroactive Salary Transfer (RST), but in the instance that the JE or RST does not clear before the invoice is run, this will prevent these large charges from appearing on the invoice.

6) **FOR NEW AWARDS ONLY:** The Post Award Administrator confirms Facilities and Administration cost (F&A) has properly posted; if not, review award setup to ensure setup is correct. If setup is correct and F&A is not posting properly, contact FGC to resolve discrepancy. (See Associated Document 6. Job Aid: Confirming F&A and Fringe Rates)

7) **FOR NEW AWARDS ONLY:** The Post Award Administrator confirms fringe benefits have properly posted for personnel charges; if not, review payroll record to ensure setup is correct. If setup is correct and fringe rate is not posting properly, contact FGC to resolve discrepancy. (See Associated Document 6. Job Aid: Confirming F&A and Fringe Rates)

8) If award is not ready for invoicing, Post Award Administrator emails the FGC Help Desk asking FGC to place Compass bill plan on hold prior to FGC’s batch invoicing run date each month. Batch invoicing typically runs 5 days after month close.
   a. Post-Award Administrator will only request to place bill plan on hold on a limited basis, and will only be for rare exceptions including issues with F&A and fringe rate posting. Awards are expected to be monitored, reconciled and projected (See SOP #2008 Reconciling Expenditures) on a regular basis and this will limit the need for situations where bill plan hold would be required.
   b. When requesting to place bill plan on hold, Post-Award Administrator must provide justification detailing the reason for the hold, corrective action underway, and expected timeframe to reinstate bill plan.

9) If Post-Award Administrator requests bill plan on hold in current month, Post Award Administrator must review the award at the beginning of the following month (after month-end close) to determine if bill plan can be reinstated and will email FGC Helpdesk to remove hold as soon as award is ready to resume invoicing.

10) The Post-Award Administrator will update the relevant milestone on the FSR Milestone page, as per the referenced job-aid when a set of actions are completed.

FGC will run a batch invoicing process through Compass every month to generate invoices and send to sponsors. Invoices sent to the sponsor will be uploaded into Compass by FGC. Additionally, FGC will mark the invoicing milestone as complete on the Invoicing Milestone Page.

**Scheduled Payment by Task Awards:**

1) At the beginning of each month, the Post Award Administrator runs the Invoice Milestone Report to determine which
scheduled payment by task awards have a pending event in this month or previous months. (See Associated Documents 8 Job Aid: Reporting On Invoice Milestone SCHED_PAY_TASK).

2) The Post Award Administrator will email the PI to determine if the project milestone, as outlined by the sponsor, has been met
   a. If milestone has been met, Post Award Administrator will respond to FGC email requesting confirmation of deliverables.
   b. If milestone has not been met, Post Award Administrator will follow up with PI the following month until milestone has been met in order to complete invoicing

FGC will then generate an invoice and send to the sponsor. Invoices sent to the sponsor will be uploaded into Compass by FGC.

For the final invoice associated with a project, see Prepare Final FSR/Invoice # 2021.

IV. RESPONSIBILITY

Post Award Administrator:

- Requesting that FGC place the Bill Plan on hold if the award is not ready for invoicing.
- For all awards, reviewing award expenditures for allowability before the invoicing time period
- Submitting journal entries and RSTs to remove expenses from awards that should not be there
- Reviewing all awards on hold and the reason they were placed on hold has been resolved.
- For new awards, confirming F&A and Fringe rates are posting correctly
- Requesting that FGC defer line item charges, as necessary
- Changing events from pending to ready when invoice milestones have been met (for Scheduled Payment by Task awards)

Finance, Grants and Contracts (FGC):

- Generating invoices in the Compass system
- Receiving payments from sponsor and posting to the correct account
- Collecting outstanding payments from sponsors or escalating to higher authority as needed
- Uploading completed invoices into Compass for record retention purposes
- Marking that the invoicing milestone is complete on the Invoicing Milestone Page

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