Finance | AR

AR 170 Various Sponsor
This course will provide an overview for establishing a Various Sponsor Customer including how to complete the Various Sponsor Billing upload.
Course Introduction

Course Map

Course Introduction

LESSON 1: Establishing A Various Sponsor Customer

LESSON 2: Completing the Various Sponsor Billing Upload

LESSON 3: SSC Accounts Receivable Information

Course Summary
**Course Introduction**

**Rollout Schedule**

- Training on Various Sponsor Enhancements - **Feb - March**
- Units can begin using new upload forms - **April**
- Units submitting invoice on old forms between **April – June** will be contacted and provided with training materials related to new forms/process
- All units billing on Various Sponsor projects will need to use new forms by **July 1**
Course Introduction
What is a Various Sponsor Customer?

A Various Sponsor Customer is also known as **External Recharge Activity**.

A project established to charge for goods or services provided to an entity outside of the university based on an internal rate approved by financial analysis plus the indirect cost rate of 29%. This requires contacting ORSP for a various sponsored project to be established.
Lesson 1: Establishing A Various Sponsor Customer
Lesson 1: Establishing A Various Sponsor Customer

Overview

1. Unit signs agreement with external customer

2. Unit runs query in M-Pathways to see if customer already exists

3. If customer does not exist, unit downloads Various Sponsor Customer Upload form and fills in customer info.

4. Unit sends completed form (Excel) as email attachment to SSC

5. SSC uploads customer in M-Pathways

6. Unit receives customer ID via email from SSC
Lesson 1: Establishing A Various Sponsor Customer

When to establish a Various Sponsor Customer

The unit discovers the need to bill a customer for some good/service. Customers can be established in advance of billing.

The customer can be established when an agreement is established for goods/services to be provided at a future date.
Before establishing a Various Sponsor Customer, it is important to first see if the customer already exists by running a query in M-Pathways.

**Query Name:** M_AR_10_VARIOUS_CUST_LIST
Lesson 1: Establishing A Various Sponsor Customer

Various Sponsor Customer Upload Form

1. Find the **Various Sponsor Customer Upload** file here:
   www.ssc.umich.edu/forms
2. Follow the instructions on the instruction tab
3. Email the completed form to variousbiling@umich.edu

*VIEW THE VARIOUS SPONSOR CUSTOMER UPLOAD FORM*
Lesson 1: Establishing A Various Sponsor Customer

*Establishment of Various Sponsor Customer*

- SSC will establish a new customer within 3 business days of request
- Once customer is established, the unit will receive an email from the SSC with the customer number
- Unit can initiate billing process as soon as customer number is received using the Various Sponsor Billing Upload Form

**NOTE:** All various sponsor customer numbers will begin with N99
Lesson 2:
Completing the Various Sponsor Billing Upload
Lesson 2: Completing the Various Sponsor Billing Upload

Uploading and Emailing the Form

1. Find the **Various Sponsor Billing Upload** form here:
   www.ssc.umich.edu/forms
2. Follow the instructions on the instruction tab
3. Email the completed form to variousbilling@umich.edu
Lesson 2: Completing the Various Sponsor Billing Upload

Processing Turn-Around Times

- SSC will process the invoice within 3 business days of receipt of email
- Unit will receive an email listing the invoice number
- Unit can view the invoice in Webnow imaging
Lesson 2: Completing the Various Sponsor Billing Upload

Demo View
Lesson 3: SSC Accounts Receivable Information
Lesson 3: Accounts Receivable Information

Services Provided

• Various Sponsor Project invoice processing and submission to customer
• Submitted to customers via email, mail and online submission based on agreement terms
• Various Sponsor Project Invoice Collections and Payment Processing
Lesson 3: Accounts Receivable Information

Additional Information

- Unit receives revenue on SOA (Statement of Activity) at invoice processing
- Revenue on SOA does not indicate payment has been received
- Various Sponsor invoices are eligible for payment by customer via credit card if $10K or under.
- Credit card processing fee assessed to project month following payment
- To inquire about collection activities related to outstanding invoice, email spres.coll@umich.edu. P/g and customer number (N99xxxxx) should be in subject line of email.
Lesson 3: Accounts Receivable Information

Additional Information (cont.)

- If unit is made aware of electronic funds transfer to U-M bank account, notify SSC at electronicpmts@umich.edu. Please include name of company/sponsor remitting payment in subject line of email.
- Monthly Reports: There are 3 options for running Statement of Receivable and Aging Reports – all report information updated daily
  - M-Pathways
  - Business Objects
  - M-Reports

NOTE: for more information regarding how to run monthly reports related to AR view the power point presentation for course AR 160
Course Summary

Questions & Wrap up