AR 170: VARIOUS SPONSOR CUSTOMER BILLING INFORMATION

ESTABLISHING A VARIOUS CUSTOMER SPONSOR

- Establish customer once agreement to provide services is finalized
- Check if customer already exists by running M_AR_10_VARIOUS_CUST_LIST query in M-Pathways
  - Short name of customer should equal your project grant number
- If a new customer is needed, the *Various Sponsor Customer Upload* template is located at www.ssc.umich.edu/forms
  - Follow the instructions tab within the template
- Attach completed upload file to the *Various Sponsor Customer Request* eForm
  - Please include the words Various Sponsor Billing and the project grant number associated with the activity in the title field

COMPLETING THE VARIOUS SPONSOR BILLING UPLOAD

- The *Various Sponsor Billing Upload* template is located at www.ssc.umich.edu/forms
  - Follow the instructions tab within the template
- Attach completed upload file to the *Various Sponsor Billing Request* eForm
- Please include only *1 invoice per file* if support is required
  - Support must be in pdf format
- The invoice will be available in *Webnow* imaging immediately upon email confirmation which includes invoice number

SSC ACCOUNTS RECEIVABLE INFORMATION

- Revenue on SOA does not indicate payment has been received
- Various Invoices ≤ $10k are eligible to be paid via credit card
- Credit card fees assessed to the p/g
- To inquire about collection activities, email arcollections@umich.edu and provide p/g and customer number (N99)
- Email electronicpmts@umich.edu if notified of electronic funds transfer to U-M bank account
- For more info on Aging Reports view the course AR 160