PAMS AR Page
Presentation Goals

- Cash Management Outstanding Accounts Receivable Follow up Process
- Navigate the PAMS AR Summary and Detail Page
- How to Find Outstanding AR balance
  - By Fund
  - By PI
- Utilize Search Parameters
  - Search by multiple PI’s, Sponsor(s), Department Code(s)
- Review AR Reason Code and Action Owner
- Cash Management Team Accountant Comments and documentation
Cash Management Team AR Follow up

Current: 0-90 Day
No CM Follow up

Dunning: 90-120 Day
CM Team to review and send Dunning Letter to Sponsor

Outstanding: 120+ Day
CM Accountant to Follow up till resolution

CM Team Reviewed Population
- Send out 90 Day Dunning Letters to sponsor.
- Timely follow up to bring A/R cases to resolution
Previously

- Status of Outstanding Invoices could be reviewed on Financial System
  - Fund
  - AR Account

- CM Team would have to update and maintain the AR Aging to import historical AR Reason, Responsibility and comments in order to produce the latest AR Report

- This report was only used by EFM and Primarily the CM Team
  - Outstanding AR can be a shared responsibility amongst central office and campus
# PAMS Accounts Receivable Page

## Notes and Attachments Search

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Award Number</td>
<td></td>
<td>Retrieve</td>
</tr>
<tr>
<td>Institution Number</td>
<td></td>
<td>Retrieve</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td>Latest Institution Number, All Institution Numbers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clear All</td>
</tr>
</tbody>
</table>
### Benefits:
- Searchability: Can search by Fund, PI(s), dept(s), etc
- Financial Information Updated Daily
- User Friendly and easy to Navigate
- View latest CM Team updates and status
AR Aging Summary Search Bar

Various Ways to Search for Outstanding Invoices

Popular Searches
- Fund
- Department Code(s)
- PI(s)
- Sponsor(s)

CM Team Search for A/R Balances
- By CM Accountant
- AR Account
- Specific date parameters
- Reason Code
## AR Aging Summary

### Fund Number:
- 23045

### PI Name:
- Type PI Name(s)

### Department Name (Code):
- Type Department Code or Title(s)

### Date Options:
- SELECT

### Operation:
- SELECT

### Aging Group:
- Select Aging Group(s)

### Program Type:
- Select Program Type(s)

### High Risk?:
- SELECT

### Reason Code:
- Select Reason Code(s)

### Sponsor Name:
- Type Sponsor Name(s)

### Date:
- Enter date

### Sponsor Type:
- Select Sponsor Type(s)

### Ledger Month/Year:
- 12/2020

### AR Accounts:
- Select Account(s)

### CM Accountant:
- Select Accountant(s)

### Search

### Clear

### 1 row(s) found.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Fund Number</th>
<th>Dept Code</th>
<th>Department</th>
<th>PI Name</th>
<th>Sponsor Name</th>
<th>Fund Title</th>
<th>Total AR</th>
<th>0 - 30 Days</th>
<th>31 - 60 Days</th>
<th>61 - 90 Days</th>
<th>91 - 120 Days</th>
<th>121 - 180 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>111200</td>
<td>23045</td>
<td>1948</td>
<td>HEALTH POLICY AND MANAGEMENT</td>
<td>Emmeline Chiang</td>
<td>Dows-dept 3062E-CHANG 09/20 21%</td>
<td>$102,062.62</td>
<td>$102,062.62</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
### AR Aging Summary

| Account | Fund  | Cost Code | Fund Type | PI Name | Sponsor Name | Dept Name | Dept Code | Fund Title | High Risk | Total AR | 0 - 30 Days | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121 - 180 Days | 181 - 270 Days | 271 Days - 1 Year |
|---------|-------|-----------|-----------|---------|--------------|-----------|-----------|------------|-----------|----------|--------------|--------------|--------------|---------------|---------------|---------------|-----------------|-----------------|
| 111501  | 21125 | 1250      | PID      | Kevn B. Terrazano | DOE - Department of Education | EFO-USOE P15140003 | TERRAZANO 3/12 8% | No | $2,790.05 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 112664  | 20639 | 4932      | PID      | Adriane G. Levine | CITY OF LOS ANGELES | CITY/CRDOI, T6376 LA VINE 6/16 4.27% | Yes | $1,165,321.89 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
Search Results
- Provide important award information, aging information as well as CM follow up updates.
- Due to numerous categories please scroll to see all of the pertinent categories.

Search Results: Fund 21225

Search Results: Fund 21225  Continued
AR Aging Detail Page

- Page to provide details at the Fund Level
- Aging Summary for AR Balance
- List of Historical CM Follow up, Reason Code, Action Owner and saved documentation.
# AR Reason Code

**Standardize the Reason for Non-Payment**

## AR REASON CODES

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process</td>
<td>EFM is in the process of finding sponsor’s basis for delay in payment.</td>
</tr>
<tr>
<td>reasons why sponsor is not paying us</td>
<td></td>
</tr>
<tr>
<td>Invoice: Errors to be corrected</td>
<td>Sponsor rejected invoice, corrected invoice needs to be resubmitted</td>
</tr>
<tr>
<td>Invoice: Supporting Documents Required</td>
<td>Sponsor rejected invoice or holding off payment, requiring additional documentation.</td>
</tr>
<tr>
<td>Invoice: Not Received</td>
<td>Sponsor does not have record of receiving invoice from UCLA, invoice needs to be resubmitted to sponsor</td>
</tr>
<tr>
<td>Invoice: Late Submission</td>
<td>Sponsor does not approve invoice because invoice was submitted after the due date</td>
</tr>
<tr>
<td>Dispute on Non-Financial Deliverable</td>
<td>Sponsor and UCLA are in the process of confirming all program deliverables have been satisfied for payment</td>
</tr>
<tr>
<td>Partial Payment Withholding per T&amp;C</td>
<td>Sponsor’s Terms withhold certain percentage of payments until award closeout</td>
</tr>
<tr>
<td>Sponsor Financial Issues</td>
<td>Sponsor has communicated financial difficulty in completing payment of invoice.</td>
</tr>
<tr>
<td>Sponsor Unresponsive</td>
<td>Sponsor has not provided a response to A/R inquiry.</td>
</tr>
<tr>
<td>Other</td>
<td>Other, Unique cases</td>
</tr>
<tr>
<td>Paid Amount is Confirmed, UCLA to resolve</td>
<td></td>
</tr>
<tr>
<td>Wire Fee / Exchange Rate</td>
<td>Payment received is the net of Wire fee or loss in currency exchange, difference will need to be transferred to Dept Unrestricted. If there is a cash surplus as a result of currency exchange rate will be transferred to Dept</td>
</tr>
<tr>
<td>Pending Transfer to Dept Fund</td>
<td>Conclusion has been made that the department will be responsible for A/R and in the process of transferred.</td>
</tr>
<tr>
<td>Payment: Lost / Missapplied</td>
<td>Payment was sent to wrong entity or applied to wrong fund</td>
</tr>
<tr>
<td>Payments: Approved and Forthcoming</td>
<td>Sponsor confirmed payments and in the process of sending payment.</td>
</tr>
<tr>
<td>Payments Recorded to Fund</td>
<td>EFM Applied payment to corresponding fund, record of payments will be recorded to General Ledger overnight</td>
</tr>
<tr>
<td>EFM Responsibility and quick fixes</td>
<td></td>
</tr>
<tr>
<td>A/R Incorrectly Setup</td>
<td>A/R is incorrectly set up and needs to be reversed, Reversal Journal Entry will be recorded to General Ledger over night</td>
</tr>
<tr>
<td>Small Balance Transfer</td>
<td>Cash Surplus / Deficit is small, balance will be transferred out.</td>
</tr>
</tbody>
</table>
ACTION OWNER

Who is the EFM Group responsible for the next AR action?

- CM Team
- FM Team 1
- FM Team 2
- FM Team 3
- RFC Team
- EFM Leadership
COMMENT PROCESS

- Upon CM Action, CM Team will update Comment
  - Required information
    - AR Reason Code
    - AR Action Owner
    - Comment
      - Refer Specific Invoice Number and Amount with a brief update
    - Ability to upload and save pertinent documentation.
Any Questions?

Contact information:

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