## Introduction

### Description

This report lets you see Accounts Receivable (money owed to BU from a Sponsor) on Grants. Report data includes total budget, expense, revenue and open AR on an award for the sponsor portion only. However, this report is not designed to review the revenue or "funding" on the program income and/or cost share portion of the award.

The report is useful to Department Administrators when they are reviewing the health of an account. It gives DA's a tool to see open AR (awaiting payment) on Grants, and reduces risk associated with accounts because it's possible to check that the sponsor is paying BU the invoiced funds so we don't spend more than we are being compensated for.

### Prerequisites

None

### Menu Path

**BUworks Central portal → Reporting → Accounting (FI) → Grants Management (Distributed) → GM Master Data – Revenue & AR**

### Tips and Tricks

- This report was developed to work correctly when viewing data at the grant level; not the I/O level. If you have a need to view data by I/O, contact your PAFO Research Administrator.
- A non-zero **AR Balance** Key Figure amount represents an amount due from sponsor.
- **Cum Billed** represents the total amount invoiced to the sponsor. **Cum Billed** less the **AR balance** therefore indicates the amount received from the sponsor.
- Suggested: add **Fund** from free characteristics and filter out cost share (2000001082, 2000001083 or 2000001086) and program income (2000000013). (Can't see *Cum Billed* on these; GL is excluded and will only show GL 460010 – Sponsored Research Revenue. Program income is booked to 460020 or 460030)
- Additional information about the AR report is available on this PAFO web page: https://www.bu.edu/researchsupport/project-lifecycle/managing-an-award/manage-an-award-faqs/. This page also contains a detailed example of how one might use the report.

## Procedure – Executing the Report

**Enter selection criteria via the displayed Variable Entry screen**

| General Variables | | | |
|---|---|---|---|
| | Variable | Current Selection | Description |
| * | Period/Fiscal Year | 010/2019 | 010/2019 |
| | Fund | | |
| | Sponsor Award Number | | |
| | Award Status | | |
| | Sponsor | | |
| | LOC | | |
| | Sponsored Program | | |
| | Grant Type | | |
| | PAFO | | |
| | Sponsored Program Type | | |
| | Funds Center | | |
| | Business area | | |
| | Partner | | |
| * | Key due date | 04/03/2019 | 04/03/2019 |
| | PI/CO-PI | | |
| | Grant | | |
| | PI/CO-PI | | |

OK   Check

Data for the grant(s) selected (or which your security permissions allow you to view, if no grant is specified) will be shown from their start date through whatever you specify for **Period/Fiscal Year**. The default value prepopulating this variable is the current fiscal period and fiscal year.

**Key due date** is the date as of which you want to see the Accounts Receivable balance. This typically is the date that you run the report in order to get the most up-to-date information.

### Sample Output

| Funds Center | Grant | Sponsor Award Number | Grant Valid from | Grant Valid to | Project Start Date | Project End Date | Sponsor |
|---|---|---|---|---|---|---|---|
| | | | 08/01/2014 | 07/31/2019 | 08/01/2014 | 07/31/2019 | National Scienc |

| | Cum Budget | Cum Commitments (excluding salary, fringe and F&A) | FY 2019 Cum Expenditures Per. 10 | Total(Exp+Comm) | % Budget(Exp+Comm) | Available Budget (Exp+Comm) | FY 2019 Period Expenditures- Per. 10 | Cum Billed | AR Balance |
|---|---|---|---|---|---|---|---|---|---|
| rd Status | $ | $ | $ | $ | % | $ | | $ | $ |
| proved Award | 895,000.00 | 6,522.70 | 671,386.73 | 677,909.43 | 75.74 | 217,090.57 | | 670,450.99 | 0.00 |

[Highlight added to emphasize unique Key Figures within report]

### Key Figure Definitions[1]

| Key Figure | Description |
|---|---|
| Cum Billed | Represents the total revenue booked to the grant account. Revenue is booked when an invoice is sent out to a sponsor. |
| AR Balance | Represents the amount billed to the sponsor* that is unpaid as of the **Key Due Date** entered into the variable screen<br><br>*Please note that there is a small population of awards where Boston University does not need to invoice the sponsor in order to receive payment. In these instances, revenue is booked in order to reflect that a payment has been received. |

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[1] Many of the Key Figures and Characteristics used in this report are defined in the FM/GM Glossary. Only the Key Figures unique to this report are included in this list.