



Research and Sponsored Programs

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
UNIVERSITY OF WISCONSIN-MADISON

BILLING ROLES & RESPONSIBILITIES

This document outlines invoicing roles and responsibilities and clarifies which invoicing functions remain with Award Portfolio Team accountants. In short, the Sponsored Invoicing Team is responsible for all interim invoicing and final Letter of Credit (LOC) draws. All non-LOC final invoices will be prepared by the award portfolio team accountants at the time of final review and award closeout with the sponsor. If you have any questions regarding interim invoicing or LOC draws, please contact the Sponsored Invoicing Team (sponsored.invoicing@rsp.wisc.edu).

GLOSSARY

- **Award Portfolio Team:** Team that handles traditional central research administration duties. At RSP there are four teams tied to specific sponsors: DHHS; Science, Energy, and Defense; Miscellaneous Federal; and Non-Federal.
- **Central Grant Accountant:** Accountant in UW's central research administration office (RSP) that handles research administration responsibilities for a portfolio of awards.
- **Cost reimbursable billing:** Invoicing mechanism by which UW submits invoices based on recorded allowable expenses incurred during a project.
- **Letter of Credit (LOC) draw:** Invoicing mechanism by which UW draws down funds from one of several federal draw systems rather than submitting individual invoices for reimbursement. Amounts drawn are tied to billable expenses, making LOC awards a subset of cost reimbursable awards.
- **Prepaid/Lump-Sum/Scheduled billing:** Invoicing mechanism where invoices and sponsor payments are tied to specific deliverables or a set schedule defined in the terms of the grant agreement.
- **Final invoice:** The last invoice submitted for a particular grant, generally not processed until the final financial review for the project has been completed. Marked 'Final' to differentiate from interim invoices.
- **Interim invoice:** Any non-final invoice.
- **LOC Document ID:** Reference number used to identify specific projects within federal draw systems; name and format varies between systems.

SPONSORED INVOICING TEAM ACCOUNTANTS

BILLING SCHEDULE

- Identifies updates that are needed for the sponsor profile *i.e.*, Address and Bill to Contacts. Updates Bill to Contacts. Contacts the RSP Admin Team to update addresses as needed.
- Reviews billing schedules for accuracy following award setup.
- Reviews the Missing Billing Schedules and Billing Schedule Types (UW) reports prior to invoicing

INVOICING

- Generates Workday billing population reports to identify transactions ready for invoicing. *Please note: the invoicing team accountants do not remove expenses from ready to bill or place expenses on hold.*



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- Prepares, generates, and submits interim cost reimbursable invoices per sponsor requirements, including any required backup documentation.
- Prepares, generates, and submits interim installment invoices per sponsor requirements, including any required backup documentation.
- Conducts all LOC draws (interim and final) for sponsored programs. Reviews generated invoices for completeness and accuracy.
- If a billing error is identified before payment is received, cancels and reissues the invoice.
- For invoices that require cost share information as backup documentation, runs the relevant reports as they would for any required backup documentation.

COMMUNICATION AND COORDINATION

- Responds to sponsor inquiries and provides additional requested backup documentation (sponsor-facing). The invoicing team will pass along questions that are relevant to award lifecycle management to the central award accountant. (Please note that some communication will still fall outside this division. For example, if the sponsor requires certain forms to be submitted along with an invoice, the invoicing team will work directly with the department to prepare those).
- Sends emails to RSP accountants communicating timing of LOC draws.
- Sends emails to RSP accountants communicating timing of interim installment invoices.
- If invoices are continuously unpaid or short paid, informs Revenue Management.
- At the request of award accountant, processes credit invoices during the life of the award.

AWARD PORTFOLIO TEAM ACCOUNTANTS

BILLING SCHEDULE SETUP AND MAINTENANCE

- Sets up billing schedule in Workday.
- Updates Workday award lines to allow spending on awards with restricted carryover or multiple billing schedules.
- Reviews LOC document ID information after award lines are opened, updates temporary statuses as needed, and contacts WEST (Workday Enterprise Solutions Team) to add new ID numbers when needed.
- Places expenses and/or billing schedules on hold prior to the invoicing team generating invoices.
- Ensures that back up documentation requirements (e.g., cost share, receipts, forms) are included in billing schedule descriptions.
- Utilizes billing limits for awards that must meet cost-share percentages before being billed and awards with carryover or multiple years of funding as needed.

FINAL INVOICES

- Prepares and submits final cost reimbursable invoices.
- Prepares and submits final installment invoices, including running consumption invoice if needed.



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COMMUNICATION AND COORDINATION

- In response to Invoicing team installment email notifications, updates installment billing schedules as needed. Examples include removing a hold, marking billing milestone award tasks as complete, and updating installment invoice dates.
- Reaches out to the department if milestones are required from the PI for interim or final installment invoicing.
- Responds to College/School inquiries related to invoicing (campus-facing). CGAs will continue to communicate directly with the sponsor for award management tasks.