

FLORIDA INSTITUTE OF TECHNOLOGY
POLICY ON
INVOICING AND PAYMENT PROCEDURES
FOR SPONSORED PROGRAMS

POC: Asst. Vice Provost for Research
Date: Nov 9, 2009

Approved by:
T. Dwayne McCay
Provost and Executive Vice President

1. The invoice is prepared by a Staff Accountant (SA), based on current period expenditures or other contract terms. Check Fringe and indirect costs (IDC) calculations for accuracy. Review of the grant expenditures and previously billed is necessary to prepare every invoice. A saved excel format is used to print the invoice. Quarterly financial reports are prepared along with the invoice for some grants.
2. The invoice is logged into the Access reports maintained in the shared folder and generates a unique invoice number. The Access report tracks invoice numbers, accounts receivable, and payments. The invoice is also updated in the Master Grants spreadsheet maintained in the shared folder, and updated in the monthly Balance Sheet report.
3. A journal voucher (JV) is prepared to record the invoice in Banner (accounting software).
4. A copy of the invoice is filed into the grant folder along with all necessary supporting documents.
5. A monthly accounts receivable (AR) aging report is created from the Access report. Any grant outstanding for 30 days from issuance, a collection comment is noted.
6. Upon receipt of payment by wire or check:
 - a. The invoice is noted as 'PAID' in the Access report and a copy of the wire or check is attached to the invoice and placed in the grant folder. An ACH Deposit Form is completed and forwarded to the Cashier's office along with a copy of the wire/invoice.
 - b. If the amount paid is different from the invoice amount, the reason should be noted on the invoice.
 - c. If an overpayment is made due to interest, only the amount of the invoice is posted to the grant; the interest is recorded in interest income in the general fund.
 - d. Any other overpayment or underpayment should have written correspondence sent to the agency immediately. The correspondence should be filed in the grant folder.

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- e. Overpayments not due to interest income should be posted to a clearing account and cleared within 30 days.
- f. Underpayments will be reflected as an amount remaining open in the aging report. The PI should be notified and necessary actions should be taken to collect full amount.
- g. Overpayment from a federal agency needs to be returned within three business days.

Create Invoice in Access:

Debit - 13710 Billed Grants (Paid)
Credit - 13230 Federal Unbilled (earned) or
 13330 State Unbilled (earned) or
 13520 Private Unbilled (earned)

When Check is received:

Credit - 13710 Billed Grants
Debit - Bank account