

SPO Process/ RAPID Manual	Sponsored Projects Office Advance Invoice Request and AR Review for Funded WFO Non-Federal, Funded Non-Federal User, and Funded CRADA Agreements
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The Advance Invoice process is a pre-award action under management of the Controller/Accounts Receivable (AR) group.¹

The review for [the Non Standard Financial Billing and Payment Terms](#) is a separate action occurring **jointly with** the Advance Invoice Request. This allows AR to exercise better financial and administrative controls over the Advance Invoice process with greater efficiency for both AR and the Sponsored Projects Office (SPO) through the combination of the Advance Invoice request and AR Review into one process.

AR Review also includes Advance_Type setup for new sponsors and when needed for existing sponsors that are Funded Non-Federal, Funded Users or Funded CRADA partners².

Advance Payment

What is Field Management's role in Advance Payments?

There is no change in the Resource Analysts' (RA) role. RAs continue to be responsible for maintaining the advance cash position for the award. The RA will inform the SPO Contracts Officer (SPO CO) of the "Non Federal Advance Amount" following guidance provided by SPO below. If during the course of negotiations for a new award or amendment the Non Federal Advance Amount should change based on funding negotiations, the SPO CO will request the RA recalculate the amount.

What is SPO's role in Advance Payments?

The SPO Contracts Officer's responsibility is two fold:

- 1) Negotiate the correct Non Federal Advance Amount for the funding as determined by the Resource Analyst; and
- 2) Request that AR issue the Advance Invoice based on the SPO Mechanism.

Award_Type

What is SPO's role in requesting Award_Type setup?

The SPO Contracts Officer is responsible for selecting the correct Award Type and Advance Type that reflects the negotiated agreement and entering it into the RAPID proposal

¹ Effective 10/1/2008, the Advance Invoice process moved from SPO to the pre-award actions under the management to the Controller/Accounts Receivable (AR) group. SPO will no longer issue Advance Invoices nor advise on the release of Advance payments as part of the award authorization process.

² Effective 3/11/2009, the Advance_Type setup has moved from the Sponsor Setup Process to the AR Review for Funded WFO Non-Federal, Funded Non-Federal User, and Funded CRADA Agreements.

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Submission panel [LBNL Prop Dist]. If the Award Type/ Advance Type combination for a Sponsor has not been previously setup, AR will include the setup as part of AR Review.

SPO Business Process Change:

The Advance Invoice Request process will be different for Non-Federal WFO and Non-Federal Funded User Agreements.

Non-Federal WFO Agreements Advance Invoice:

SPO COs will email AR a request for an Advance Invoice and AR Review when the award is signed.

Non-Federal User Agreement Advance Invoice:

SPO COs will email AR a request for an Advance Invoice and AR Review when the User Agreement proposal is sent to the User.

Advances for WFO/User Amendments:

These will be treated in the same fashion as the WFO or User new award except there is no AR Review because the billing has already been set up.

Advances for Incremental Funding:

An agreement is incrementally funded when the proposal is approved for the full estimated cost of the agreement but the sponsor authorizes incremental funds increasing the funding periodically (typically yearly) via a contract amendment.

NOTE: This not to be confused with an agreement that has been authorized for full funding but the sponsor releases payments via a schedule as outlined in the contract. This example does not go through the Advance Invoice process and is managed by AR as scheduled payments. There is no amendment required because the award is fully funded.

Change in RAPID:

SPO COs do not enter the Non Federal Advance Amount in RAPID/Proposals. That is the sole responsibility of the RA. SPO COs no longer maintain the Advance Invoice and payment information in RAPID/Awards. That information is now managed by AR in BAR.

Change on the SPAA:

The RAPID advance information no longer appears on the SPAA. Only the Advance Invoice information for AR will be on the SPAA. SPO COs will no longer advise on the release of Advance payments nor distribute checks with the SPAA.

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What is the Controller/Accounts Receivable's Role?

The Controller/Accounts Receivable (AR) is now the primary organization for the management of Advance Invoice process.

OCFO Financial Policy References:

[Major Financial Management Roles and Responsibilities Between the Divisions and OCFO Field Operations](#)

[Advance Payment Requirement for Non-Federal Work for Others' \(WFO\) Sponsors](#)

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Non-Federal WFO/CRADA Roles/Processes

1. *Advance Invoice New Awards & Amendments*

(Not Incremental Funding):

(There is no AR Review for Amendments because billing has already been setup.)

	Proposal	Pre Award/ Request Invoice	Pre Award/ Receive Invoice	Award
Field Mgmt	1. Determine Advance Amount and enter into RAPID. 2. Enter Administrative Contact information in RAPID.	5. If Contract Funding amount changes, revise Advance Invoice Amount with Comments in RAPID.		
SPO/CO	3. Use Advance Amount from RAPID in Agreement. 4. Negotiate Funding. If Change in Funding go to #5 Once Contract is signed, go to #6	6. Email AR with Advance Invoice Request w/ copy of first two pages of Agreement (either fully signed or in process for final signature).		10. Authorizes Award in RAPID. 11. Issues SPAA.
AR		7a. AR issues Advance Invoice. 7b. AR sets up Award_Type/Advance Type (Bill_Type/Billing_Type) for the Sponsor.	8. Follows up on invoice payment ~30 days after issued. 9. Emails CO the Advance has been received.	

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2. Non-Federal WFO/CRADA - Advance Invoice - Incremental Funding
(There is no AR Approval for Incremental Funding.)

	Proposal	Pre Award/ Request Invoice	Pre Award/ Receive Invoice	Award
Field Mgmt	1. Determine Incremental Funding Amount and Advance Amount. 2. Send request to SPO CO.	5. If Amendment Funding amount changes, revise Advance Invoice Amount and send new Email to SPO CO.		
SPO/CO	3. Use Advance Amount and Incremental Funding in Amendment. 4. Negotiate Funding. If Change in Funding go to #5 Once Amendment is signed, go to #6	6. Email AR with Advance Invoice Request w/ copy of amendment attached.		10. Authorizes Amendment in RAPID. 11. Issues SPAA.
AR		7a. AR issues Advance Invoice. 7b. AR sets up Award_Type/Advance Type (Bill_Type/Billing_Type) for the Sponsor.	8. Follows up on invoice payment ~30 days after issued. 9. Emails CO the Advance has been received.	

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Non-Federal User Agreement - Advance Invoice

	Proposal	Pre Award/ Request Invoice	Pre Award/ Receive Invoice	Award
Field Mgmt	<p>1. Determine Advance Amount and enter into RAPID.</p> <p>2. Enter Administrative Contact information in RAPID.</p>			
SPO/CO	<p>3. Use Advance Amount in Agreement.</p> <p>4. Email AR with Advance Invoice Request w/ copy of first two pages of User Agreement.</p>		6a. (optional). Informs AR that the Contract has been fully executed (use only if AR has not informed SPO that it has received invoice payment).	<p>8. Authorizes Award/Amendment in RAPID.</p> <p>9. Issues SPAA.</p>
AR		<p>5a. AR issues Advance Invoice.</p> <p>5b. AR sets up Award_Type/Advance Type (Bill_Type/Billing_Type) for the Sponsor.</p>	<p>6b. Follows up on invoice payment ~30 days after issued.</p> <p>7. Emails CO the Advance has been received.</p>	

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SPO Advance Invoice and AR Review Procedure:

New Awards:

When and how will the SPO CO request the Advance Invoice and AR Review?

SPO COs will request the Advance Invoice and AR Review when the Non Federal WFO/CRADA is signed or when User Agreement is sent to the User:

Email Template for [New Awards](#)

To: ARHelp@lbl.gov
Cc: Appropriate Divisional Contact
From: SPO Contracts Officer
Date:
Subject: Advance for Proposal Number

Proposal Number:
LBNL Award No:
Sponsor Reference Number:

Please find attached the first two pages of the Agreement for the subject Proposal. Please send an Advance Invoice at your earliest possible convenience. RAPID has been updated to provide the information for this request. Please let me know when the Advance Invoice has been set.

If you have any questions, please contact me.

NOTE: For UC Campus Memorandum Agreements, UCOP Special Research Programs (i.e. UC/CIEE, CA BCRP, TRDRP), and CEC, there will be no copy of the agreement and the above Email should be changed to note this.

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Amendment Funding (not Incremental Funding):

How will the SPO CO request the Advance Invoice for Amendment Funding?

SPO COs will request the Advance Invoice when they send the amendment for additional funds. There is no AR Review for an amendment action.

Email Template for [Amendment Funding](#) (Not Incremental)

To: ARHelp@lbl.gov
Cc: Appropriate Divisional Contact
From: SPO Contracts Officer
Date:
Subject: Advance for Award Number; Proposal
Attachment: Amendment

Award Number:
Proposal Number:

Please send the Advance Invoice for this additional funding. SPO expects to authorize the amendment by ___Date___. A copy of the amendment is attached for your information. RAPID has been updated to provide the information for this request. Please let me know when the Invoice has been sent.

If you have any questions, please contact me.

NOTE: For UC Campus Memorandum Agreements, UCOP Special Research Programs (i.e. UC/CIEE, CA BCRP, TRDRP), and CEC, there will be no copy of the agreement and the above Email should be changed to note this.

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Incremental Funding Amendment:

How will the Division RA request Incremental Funding and Advance Invoice action from SPO CO?

The Division RAs will send to the SPO CO an Email request identifying the next increment of funding and the companion Advance Invoice amount. This incremental funding amount and the advance invoice will be used by the SPO CO in setting up the incremental funding amendment.

Email Template for [Incremental Funding](#) Amendment

To: ARHelp@lbl.gov
Cc: Appropriate Divisional Contact
From: SPO Contracts Officer
Date:
Subject: Advance Invoice Request for Award Number:

Award Number: _____
Sponsor Reference Number: _____
Advance Amount \$ _____
Project/Award Title: _____
PI Name: _____
Sponsor Name: _____
Contact Name: _____
Contract Address: _____
Contact Phone: _____
Contact Email: _____

Please send the Advance Invoice for this incremental funding. SPO expects to authorize the amendment by ___Date___. A copy of the amendment is attached for your information.

If you have any questions, please contact me.

NOTE: For UC Campus Memorandum Agreements, UCOP Special Research Programs (i.e. UC/CIEE, CA BCRP, TRDRP), and CEC, there will be no copy of the agreement and the above Email should be changed to note this.

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RAPID Manual: Advance Invoice Process -

The RAPID Guidance below covers the specific actions required by the Resource Analysts and SPO Contracts Officers to assure that Accounts Receivable can issue the Advance Invoice and provide AR Review certification in RAPID. There a number of changes in the RAPID Processes and Data Entry. *This is not used for incremental funding.*

The Advance Invoice depends on two RAPID pages for critical information:

- 1) RAPID Proposal Header/ Additional Information/ Non Federal Advance Amount; and
- 2) RAPID Submit Proposal/Contact.

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RAPID Non Federal WFO, User or CRADA Proposal Header

How is the Advance Invoice Amount determined?

The amount for the Advance Invoice is determined by the Resource Analyst in accordance with OCFO Financial Policy for [Advance Payment Requirement for Non-Federal Work for Others' \(WFO\) Sponsors](#). When the amount is determined, the Resource Analyst enters it into the RAPID Proposal Header/Additional Information/*Non Federal Advance Amount*.

The screenshot shows the RAPID Proposal Header form. The 'Additional Information' section at the bottom contains a dropdown menu for '*Type:' set to 'Non-Federal Advance An' and a 'Comments:' text area. Red arrows point from the text below to these two fields.

The Resource Analyst clicks on the **Details Box** and then complete the **Advance Amount**.

The dialog box titled 'Non-Federal Advance' shows a text input field for 'Advance Amount Requested:' containing the value '100000.00'. Below the field are two buttons: 'OK' and 'Cancel'.

If during the course of negotiations the Advance Amount changes, the SPO CO will request the Resource Analyst is to

Update the Non-Federal Advance Amount and provide **Comments** recording the reason for the revision.

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RAPID Submit Proposal/Contact

Non Federal WFO, User or CRADA Contact

The address for the Advance Invoice comes from the Contact Navigation Page in RAPID. The SPO CO will determine which contact is to receive the Advance Invoice by adding the **Advance Invoice** (ADINV) role. If it is new contact, the SPO CO will add the new contact and assign the **Advance Invoice** role.

Sponsor ID PL600 LOCKHEED MARTIN CORPORATION

Scroll Area Find | View All First 1 of 1 Last

Contact Location

Salutation Code MR *First Name Bob Middle Initial

*Last Name Patterson Title SUVI Subcontract Administrator

Roles Find | View 1 First 1-2 of 2 Last

*Contact Role	ADMIN	Administrative Contact	<input type="button" value="+"/> <input type="button" value="-"/>
	ADINV	Advance Invoice Address	<input type="button" value="+"/> <input type="button" value="-"/>

Address Line 1 Lockheed Martin Advanced Technology Center

Address Line 2 Org. ADBS, Bldg. 252 Add/Update Contact

Address Line 3 3251 Hanover Street Add/Update Location

City Palo Alta State CA Zip Code 94304

Country USA United States

Mailing Address Telephone 650 4242503 [Comments](#)

Cell Phone Fax

SPO COs are to follow the steps outlined for both Advance Invoice and AR Review for Non Federal WFO, User or CRADA awards. The RAPID Guidance for AR Review follows. Once the two processes are completed, AR can issue the Advance Invoice and provide AR Review approval.

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SPO Process: AR Review:

Accounts Receivable has implemented the AR Review control in RAPID that requires their review of financial sections of the Non Federal WFO, User and CRADA agreements to assure that appropriate Contract and Billing structures are set up in BAR.

Awards cannot be generated from these proposals until the AR Review has been completed. There is RAPID/BAR system edits to prevent the action.

When does SPO send the Non Federal WFO, User and CRADA agreements to AR?

When the SPO Contracts Officer sends the Advance Invoice Request to ARHelp@lbl.gov they also include the financial sections of the agreement for review. There is no AR Review on amendments.

When will AR complete AR Review?

AR will review and approve each AR Review Request at the same time as the Advance Invoice Request. AR will let the SPO CO know if there is problem or the review will take longer.

Which proposals will be reviewed?

The chart below represents the Non Federal WFO and User proposals that will be reviewed by Accounts Receivable (AR) to assure that Billing setup is correct:

Type of Award	Award Type
NonFederal Award Types:	
NonFederal Agreement (Contract).	C1
NonFederal Co-Funded CRADAs	C2
NonFederal 100% Funds-CRADAs	C3
NonFederal USIC CRADA	C4
NonFederal Proprietary User Agreement	C5
NonFederal NonProprietary User Agreement	C6
NonFederal Training and Fellowship	C7
NonFederal UC Discovery CRADAs	C8

NOTE: Proposals associated with these Award Types listed above cannot be generated into an award until AR has completed AR Review which automatically updates the RAPID Certificate panel.

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RAPID Manual: AR Review

Certification Panel

Proposal Certification Navigation Page

Header	Projects	Resources	Location	Reports	Documents	Certification	Related B+R	▶	
Proposal ID:	000005414	Business Unit:	LBNL	PI Name:	Gullikson, Eric M				
Version ID:	V1								
Title:	EUV Optics Characterization in Support of the Solar Ultr								
Proposal Project						Find View All			First ◀ 1 of 1 ▶ Last
Proposal Project ID:		M80029 EUV Optics Characterization in Support of the Solar Ultr							
Certification						Customize Find			First ◀ 1-8 of 8 ▶ Last
Certification Info		Review and Status							
*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Assurance Number	Exemption Number			
AN	09/02/2008	N/A	Gullikson, Eric M	09/02/2008			+	-	
AR		AR Pending					+	-	
COI	09/11/2008	No	Ford, Angela R	09/11/2008			+	-	
DOEAG		SPO Hold					+	-	
DOECO	09/16/2008	Yes	Byrd, Jacolyn L	09/16/2008			+	-	
DOEWW	09/11/2008	N/A	Ford, Angela R	09/11/2008			+	-	
HS	09/02/2008	N/A	Gullikson, Eric M	09/02/2008			+	-	
NEPA	09/10/2008	Yes	Johnson-Benjamin, Quanit	09/10/2008			+	-	

How is the AR Review Certification Indicator set up?

Unlike the other RAPID certifications, the AR Review Indicator setup is automated within the RAPID system. SPO COs do not change the AR Review Certification Indicator in case of certain exceptions.

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How does the AR Review Certification Indicator automatically change from SPO Hold to AR Review?

Maintain WFO/Federal/Federal
Proposals/Submit Federal Proposal/LBNL Prop
Dist

Award Type: Advance Type:

When the SPO CO enters the

Enters the **Award Type**
Enters the Advance Type
Updates the Proposal Status to Approved
And Saves . . .

The AR Review Certification Indicator on the Certification page will automatically update to AR Review.

Maintain WFO/Federal/Federal
Proposals/Submit Federal Proposal/Approvals

*Proposal Status:

Award Type

What happens if there is a new Award_Type (Bill_Type) setup required?
If the bottom of the RAPID "LBNL Prop Dist Page" is not "filled in", the Award_Type/Advance Type (Bill_Type/Billing_Type) setup will be completed by AR as part of the AR Review control activity.

Approvals		Submission		Contact		LBNL Prop Dist		Proposal Burdens	
Proposal ID:	000005936	Business Unit:	LBNL	PI Name:	Tindall,Craig S				
Version ID:	V1								
Title:	Silicon Detectors with a Thin Entrance for Neutron Detec								
Customer ID:	PH601	HONEYWELL AEROSPACE							
Award Type:	<input type="text" value="C1"/> <input type="button" value="Q"/>	Advance Type:	<input type="button" value="v"/>						
Bill-To Customer:									
Cost Dist:									
Fund Code:	B +R:		MARS Code:						

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Award/Advance Type Changes

What happens if I have to change the Award (Bill) and/or Advance (Billing) Types based on negotiations or if AR disapproves the selection of Award (Bill) and/or Advance (Billing) Types?

When the SPO CO changes the Award (Bill) and/or Advance (Billing) Type, the **AR Certification Indicator** will revert back to **AR Pending** and the Proposal is reverted back to the **Proposal Status "Approved by Division"**. The SPO CO and AR will repeat the process.

AR Approval

Where does AR enter its approval?

AR has its own review panel in BAR. Once their review is complete, AR will approve and the RAPID **AR Review Certification Indicator** is updated to **YES**.

The image shows a search bar interface with several input fields. From left to right, the fields contain: 'AR', a search icon, '07/11/2008', a calendar icon, 'Yes', a dropdown arrow, 'Lee, Judy F.W', a search icon, and '07/11/2008' with a calendar icon.

How will I know AR has approved without going into RAPID?

The SPO CO noted in Maintain WFO/Federal/Federal Proposals/Submit Federal Proposal/ Approvals will receive an automated approval e-mail.

At the same time, the **RAPID Certification Indicator** is updated to **Yes**.

When I can generate the award?

As soon as the AR review is complete and the **AR Certification Indicator** has been flipped to **Yes**. If AR has not approved the Accounting Setup, then the RAPID Award Generation functionality will not work and the **RAPID Generate Award error message** indicates that AR Review is still pending. If you are having problems about the AR Review, please contact ARHELP@lbl.gov.

Generate Award

From Proposal: 000005098 To Award: LB08005098

From Version: SDJ Award Category: FEDRL

Windows Internet Explorer

Lack of AR Approval Precludes Award Generation (24000,8)
The primary proposal project must contain an AR Certification with the Complete/Not Complete Indicator set to YES

OK

Budget		
	From Budget	To Activity
<input checked="" type="checkbox"/>	INITIAL	0

MOVE