





## External Invoicing & FAST AR



## Session Objectives


At the end of this session, you will be able to:

- Understand the External Invoicing process
- Learn about policies, procedures, roles and responsibilities, collection, tax implication
- Create an invoice to a customer
- Copy a previously created invoice
- Print and email your invoices with ease
- Monitor the status of all your invoices




## Benefits of FAST AR

- Easy to navigate = USER friendly! 😊
  - Fabulous invoice functionality
  - Ability to copy
  - Print multiple invoices at once
  - Send invoices by email
  - Add attachments to your invoice




## Benefits of FAST AR

- Allows you to record revenue when earned, before payment is received
- Makes the budget reconciliation process easier
- Great visibility/communication
- Real time reports
  - Variety of reports at your fingertips
  - Easy to use
- Offers approval functionality



## External Invoicing

- Occurs when the University provides a good/service to an external organization or individual (customer)
- Examples:
  - Funding agency for a research grant
  - Salary sharing agreement Billing tenants for monthly lease payments
  - Laboratory Tests/ Analysis
  - Technical Service Agreement
  - Conferences/ Workshops




## External Invoicing

- Roles & Responsibilities detailed in the ***“Invoicing and Collections”*** policy and procedures documents
  - Details responsibilities of Financial Services (RCGA) and the Faculties/Units

**Familiarize yourself with the policy & procedures**


[http://umanitoba.ca/admin/governance/governing\\_documents/financial/387.html](http://umanitoba.ca/admin/governance/governing_documents/financial/387.html)



## Roles & Responsibilities

Faculties/Units:


- Obtain training on FAST Accounts Receivable
- Assess credit risk of customer prior to sale
- Provide goods or service to customer
- Understand revenue recognition principle –
  - Do not invoice before goods are transferred/ service provided
  - Bill on time! – in the month when the revenue is earned
  - Pay attention to specific deadlines for contract-related billings



## Roles & Responsibilities

*Faculties/Units cont'd...*

- Record, print and mail/email invoice to customer
  - **Insure accuracy of the accounting entries on your invoice (FOAP)**
- Assess and assign correct taxes on invoice
  - **UofM is a GST & PST registrant**
- Discuss any invoice discrepancies/issues with customer
- Request cancellation/adjustment to an invoice if necessary
- Review the **AR Aging** report on a regular basis




## Roles & Responsibilities

*Faculties/Units cont'd...*

- Follow up with customers regarding outstanding invoices
- Inform RCGA of any collection issues that may exist
- Accept the subsequent costs of all collection activities

Examples:


- Bad debt expense (if written off)
- Collection agency/legal fees



## Roles & Responsibilities

Financial Services:

- Administer the FAST Accounts Receivable system
- Apply customer payments to invoices
- Issue statement/reminders to customers
- Work with units & Legal Counsel on pursuing further collection efforts if required
- Assist units with collection of old outstanding invoices
- Write off invoices deemed uncollectable




## \*New\*: FFSA & TSA

- What is FFSA? Read the guidelines from VP Research:  
[http://umanitoba.ca/research/media/Fee-For-Service\\_Activities\\_Guideline.pdf](http://umanitoba.ca/research/media/Fee-For-Service_Activities_Guideline.pdf)


Highlights related to billing:

- TSA must be in place when doing business with External Organisations (overhead 40%)
- Institute to Institute disclaimer must be in place when doing business with External Post-Secondary Institutions (no overhead)
- No TSA is required for Internal University of Manitoba Clients (no overhead, ID charge)



## \*New\*: FFSA & TSA


- Invoices must be issued through FAST AR for all Fee-For-Service Activities with external parties
- Assess Sales Taxes similarly to any other sales & services invoices depending on the commodity provided under the agreement
- Include the 40% overhead charge in the price of the service(s) being delivered – not separately in the description block of the invoice
- Ensure to split the funds between FUND A (Direct Costs 60%) & FUND B (Institutional Costs 40%) in the FOAP block



## \*New\*: FFSA & TSA


- New revenue accounts:
 

<b>External</b>	<b>Post-Secondary</b>	<b>Internal</b>
<p><b>522023</b> External TSA FFSA (60%)</p> <p><b>524524</b> External Overhead (40%)</p>	<p><b>522024</b> Post-Secondary FFSA (100%)</p>	<p><b>532017</b> Internal-Fee for Service</p>



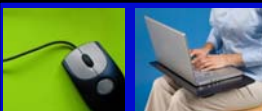
## Payments

- We accept:
  - Cheques
    - *UofM Remit-to Address:*  
University of Manitoba  
Revenue, Capital and General Accounting  
315 Administration Bldg.  
Winnipeg, Manitoba R3T 2N2
  - Cash
  - Interact (can be made at the Cashiers' Offices)
  - If cheque/ cash received by the department,  
send it to Cashiers' Office referencing Invoice #



## Payments

- We do not accept Credit Card Payment centrally
- Units may be set up with a Merchant Account
  - Learn about requirements and regulations:  
[http://umanitoba.ca/admin/financial\\_services/media/new\\_merchant\\_FAQ\(2\).pdf](http://umanitoba.ca/admin/financial_services/media/new_merchant_FAQ(2).pdf)
  - Consider fees (charged to the unit)
  - Consider Administration
  - Contact Alicia Bressani at 9574 for more information
- When sending your payment information to RCGA reference the *Invoice number* for accurate payment application (where applicable)



## Payments

- Wire Transfers
- Direct Deposits
  - Remittance Advises can be directed to  
[Accounts\\_Receivable@umanitoba.ca](mailto:Accounts_Receivable@umanitoba.ca)
- Currency:
  - CAD & USD
- Currency exchange gain or loss is absorbed by the billing unit





## FAST AR Assistance

- **Revenue Accounting**  
204-474-8362  
[accounts\\_receivable@umanitoba.ca](mailto:accounts_receivable@umanitoba.ca)
- **Aurora Finance Customer Service**  
204-480-1001 → Ext 3 - Access & Assistance  
[aurora\\_finance@umanitoba.ca](mailto:aurora_finance@umanitoba.ca)



Thank you!



**AURORA**  
Finance