

Procedure: Oracle Salary Billing Agreement Pilot

Reason for the Procedure

This pilot will assess the feasibility using the Oracle Accounts Receivable (A/R) module for affiliate billing related to incoming salary billing agreements.

The pilot will continue until enough information has been gathered to assess its impact.

Procedure Summary

This pilot is open to interested departments but is limited in scope to agreements that meet the following criteria:

- Incoming agreements from an affiliate institution
- For salary and fringe only
- Have a duration of one year or less
- Are for a single employee

The agreements will not be entered into GMAS. Once the agreement is reviewed and signed by your SPA AD, request an account from OFS using the pilot form. Send the completed documents to OSP, who will bill via Oracle A/R.

Related Documents

[Oracle AR Customer Setup Form](#)
[New Billing Agreement Account Request Form](#)

Questions? Contact:

To join the pilot:
[Kristie Froman](#), 617-432-8141

Account setup:
[Casey Paliulis](#), 617-432-8081

Billing questions:
Your OSP Financial Analyst

Guidance

This pilot will track the effectiveness of maintaining billing agreements as employment agreements rather than sponsored agreements and will be evaluated in the future.

Only a subset of billing agreements is included in this pilot. Incoming agreements, not outgoing, are within the scope of the pilot and must come from one of the closely affiliated institutions:

- Brigham and Women's Hospital
- Massachusetts General Hospital
- Beth Israel Deaconess Medical Center
- Boston Children's Hospital
- Dana-Farber Cancer Institute
- The Broad Institute

Incoming agreements mean the individual is a Harvard employee working in affiliate space on an affiliate project. Agreements must also be for salary and fringe only, not for trainee stipends or other line items.

The account set up for pilot agreements has been predefined. One fund will be used for all billing agreements in the pilot (032010), and each affiliate is designated by a unique activity value. As an affiliate is added to the pilot for the first time, an activity value will be created for them with the A-21 code of A04. Subactivities will be assigned to each agreement with the naming convention of: *SubAct #_ Agreement Reference #_ PI Name_ Agreement End Date*. Departments will use their own org. The root value of the individual will be used. If the employee does not have a root value, SPA Operations will create one upon request.

Salary charges to this string cannot exceed the amount of salary specified in the agreement. Salary charges must be commensurate with effort contributed. Amendments are only allowed to change percent effort, salary or fringe amounts, or to terminate the agreement early; extensions are not allowed. Requests for amendment should be sent to the affiliate institution’s administrative contact named in agreement.

Quarterly invoicing amounts will be based on the agreement amount divided by the number of quarters in the agreement. The final invoice will be manually updated based on the Final Figure (cumulative expenditures) from the department.

Business Process Steps

Proposal Stage

| Step | Role | Task/Activity |
|------|------|--------------------------------------------------------------------------------------------------------------|
| 1 | Dept | No GMAS entry necessary. However, please plan for the potential impact on effort in effort management tools. |

Award Stage

| Step | Role | Task/Activity |
|------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Dept | Forward agreement received from affiliate institution to Sponsored Research Administrator (SRA) for review. |
| 2 | SRA & AD | SRA reviews the agreement for any needed corrections or deviations from the agreed-upon standards. Once finalized, Associate Director (AD) signs the agreement and returns the agreement to department. |
| 3 | Dept | Send signed agreement to affiliate institution. |
| 4 | Dept | Complete New Billing Agreement Account Request Form . Email completed form and a fully signed copy of the agreement to Casey Paliulis in the SPH Office of Financial Services (OFS) to obtain new coding string. |
| 6 | OFS | Upon receipt of the form and agreement, set up <ul style="list-style-type: none"> • new activity (if needed), and • new sub-activity for agreement. Ensure new coding string is valid and adjust CVRs if needed. Email department the form with new coding string information included. |

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| 5 | Dept | Complete Oracle Customer Setup and Maintenance Form . Email completed form to Accounts Receivable . |
| 6 | Dept | Email the following to OSP Research Finance : <ul style="list-style-type: none"> • copy of fully signed agreement • completed account setup form |
| 7 | Dept | Enter the new account string in Wasabi account maintenance module. Process a Wasabi Job Data Change (SPH Action/Costing change) to allocate effort. |
| 8 | Dept | Add agreement account to PI Dashboard (Admin>Add Account) |
| 9 | OSP | Enter the agreement into Oracle A/R and establish the quarterly invoicing schedule. |

Award Maintenance

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|---|---------------|----------------------------------------------------------------------------------------------------------------------|
| 1 | Dept | Change costing in Wasabi if agreement is amended. |
| 2 | Dept | Reviews the account on a regular basis to ensure income has been received. Notify OSP of any problems that arise. |
| 3 | OSP & Dept | Reconcile account quarterly. |
| 4 | OFS | Monitor the status of unreconciled agreement accounts to ensure timely close-out. |

Closeout

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|---|------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Dept | Process a Wasabi Job Data Change to move payroll costing off account. This should be done in advance to avoid the need for a correction journal later. |
| 2 | Dept | Ensures agreement account income matches expenses. Once the account has a zero balance, email Casey Paliulis to disable subactivity. |
| 3 | OFS | Disable the subactivity per department request. |

Revision history

- 05/08/2019: First version published