

RASR INVOICE TIP SHEET

RASR Rapid Admin Service Request @ UNC-Chapel Hill

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My RASR Form Submissions	
New Forms:	122
Submitted:	3
Returned:	0
Completed:	2

Approver Inbox	
Awaiting Approvals:	17
Re-opened Submissions:	0
On Hold Submissions:	0
Prior Approvals:	17

Routed Submissions by Role	
Processor:	274
Approver:	473
Research Pre-Award:	2
Finance:	22
OPSCA Approval:	2
Approver Level 2:	12
FP Finance:	20
Dept Contract Approval:	5
Contract Processor:	74

Welcome to RASR

School of Medicine UNC-Chapel Hill

Search below for a RASR form that can help you.

Click here for a RASR FAQ for School of Medicine!

i.e. "Request", "Advance", "P-Card", etc

Available Forms

- **Consultants**
 - Independent Contractor Request
- **Deposits**
 - Deposit
- **Employee Reimbursements/Invoice Payments**
 - Employee/Vendor Reimbursements/Invoice Payments
- **External Contracts**
 - OPSCA - Expert Witness Contract Request Form (CRF)
 - **FP Clinical Contracts - External Contracts**
 - UNC FP Clinical Contracts
 - **UNC FP Clinical Contracts - Invoice/Billing**
- **Global Business Unit**
 - Global Business Unit Request to purchase
 - Global Business Unit/UNC Chapel Hill Reconciliation
- **Other Financial Request**
 - Backup Documentation (ie Student Stores, parking, etc)
 - Budget Transfer
 - Journal Entry
 - PAAT ONLY - Wages Funding/Salary Retroactive Change
 - Salary Distribution Change/Funding Swap ONLY
- **P-Card**
 - Submit a P-Card Purchase Receipt
- **Proposal**
 - New Proposal

Navigate to [RASR](#)
 Click link for **Clinical
Contracts - Invoice/Billing**

My Form Name: RASR ID:

Form: UNC FP Clinical Contracts - Invoice/Billing/Financial Form Status:

Creation Date: Submission Date:

Instructions: To submit an invoice to FP Contract Billing for review and processing, please complete this Form, and attach invoice and backup invoice documentation, to FP Contract Billing. Invoices should be submitted as soon as possible to avoid delays.

To facilitate FP Contract Billing review/processing

The department accountant should include the person who is positioned to answer questions from FP Contract Billing about the Agreement. Be as specific as possible when describing the proposed engagement. Include any special instructions (for example, "UNCHA/FP contract", "Dr Jones services for the month of xxx") Ensure that the submission contains the invoice, including any backup data. Once Submitted, the submitter will receive an email confirming submission and processing of the invoice and the AR booked.

Notes: +

Department Information

Department: Department Contact:

Preferred Phone Number:

Counterparty

Counterparty: If Other, Name of Counterparty:

Counterparty Contact Information (Name): What is the Funding Institution/Sponsor for your contract?:

Counterparty Email: Counterparty Address:

1. Form Name is used to Search for forms in RASR. Format should include Contract #, Period of Invoice, and anything else you need to remember what the contract is for (description, etc.). The better you name this field, the easier it will be to replicate the invoice from month to month.
2. RASR ID is the automatically generated unique number for each form. This number will be used in the deposit chartfield.
3. Department ID must be filled out in order for the form to route correctly
4. Counterparty is the organization being invoiced. If it is one of the UNC entities (managed or owned), it will be in the drop down list. If it is an external party, choose "OTHER" and type the name in the next field.

General Information

RASR ID associated with Contract *

UNC Hospital Contract ID (if applicable)

Type of Contract (Check all that Apply)

- All Contract
- New Director
- Service Leader
- Clinic Director
- Expert Witness
- Part Time/Part
- APP
- Retiree
- Clinical Educator
- Other

Previous SCAM (if the contract is not new)

Financial

Amount of Invoice

Invoice Frequency

- Monthly
- Monthly w/ Invoice
- Quarterly
- Annually
- Annually w/ Invoice
- Annual Statement
- One Time
- No Funding
- Other

Invoice Date

Invoice Period Start Date

Invoice Period End Date

Payment Terms and Compensation Structure

Chartfield Columns

Business Unit	Department	Fund Code	Source	Account	Project ID	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Amount

5. This is the RASR ID associated with the contract form you previously entered. In the RARE case that there is no contract and you need to invoice, enter a "0" in this field.

6. Amount of Invoice – Consider the time frame of invoice. Is it monthly, quarterly, annual? If your invoice is not final, this figure may be an estimate based on budget or a previous period. Use the most reasonable estimate as we will be using this figure for accruals

7. Invoice Date – For invoices where you already have actual data to use for invoicing, the invoice date would be today. If the data is not yet ready and you are estimating your invoice, you can use a future date.

8. The start and end dates for the work that was performed for that period

9. Chartfield – You can enter multiple chartfields on this line depending on how the invoice should be deposited. Ensure that the total amount ties to your total amount in #6. If the line turns "red," it is an invalid chartfield. The form will still save even if the chartfield is red, but that may cause you to have to enter correcting journals to move the deposit.

Payment Status

Check # or Wire Transfer ID

Check # or Wire Transfer ID

Partial or Full Payment

- Partial Payment
- Full Payment
- Overpayment

Deposit ID

Deposit ID

Date Payment is Issued

Payment received

Amount of Check Received

Amount of Check Received

Attachments

Form Attachments: Attachments associated with this submission

File Name	Uploaded By	Upload Date	Type	Area	NOTE

10. The payment information section will be used when checks or wires are received. If the check is received in the department, the department is responsible for including the RASR Invoice ID in the deposit and then adding the deposit #/journal ID to RASR and marking it paid. If it is a contract that FP receives centrally, we will use your information in RASR to apply to a chartfield. FP will then log into RASR and add the wire journal ID and mark whether it was full/partial/over payment.

11. Attachments are required. If you have a finalized invoice, you should attach that. If you are using an estimate for accruals, attach something justifying your figure.

Copying Forms:

It will become very helpful to copy forms as you replicate invoices monthly/quarterly. To do so:

1. Go to your previously submitted forms
2. Find the form that you wish to copy and click the 2 pieces of paper in the right corner
3. Click "OK" to duplicate the form.
4. It will automatically open a copied version of the form. Edit as needed and submit

RASR Rapid Admin Service Approval | UNC HealthCare | Logged in as Suzanne Scott (Admin)

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My RASR Form Submissions

New Forms	119
Submitted	3
Returned	0
Completed	2

Submitted Submissions Submissions awaiting approval

Name Search: Form Data Search: Form Name: Clear Filters

View Default: Showing 1 - 3 Records of 3 Total Records

RASR ID	Name	Form	RASR Status	Submitted On	Processing Type	Processing Date		
125706	Expert Witness Test	UNC FP Clinical Contracts - Invoice/ Billing	In Routing/Finance	07/22/2021				
122628	Alexander Joshua Expert Witness-G&E	UNC FP Clinical Contracts - Invoice/ Billing	In Routing/Approver	07/21/2021				
122625	Alexander Joshua Expert Witness-G&E	UNC FP Clinical Contracts - Invoice/ Billing	In Routing/Approver	07/21/2021				

Showing 1 - 3 Records of 3 Total Records

Approver Roles

Awaiting Approvals	16
Re-opened Submissions	0
On Hold Submissions	0
Prior Approvals	16

School of Medicine

Tracked Submissions by Role

Processor	268
Approver	476
Research Pre-Award	2
Finance	12
OPSCA Approval	2

Invoice Routing:

The routing for invoicing is different than the routing for contracts. For contracts, we want visibility across multiple roles. For invoicing, we want different stops for accruing.

- Submitter ->
 - School of Medicine: Approver ->
 - School of Medicine: Contracts Processor ->
 - ♦ School of Medicine: Finance ->
 - School of Medicine: FP Finance

The type of contract and invoice timing depends on where contracts sit for accruals.

- Submitter: Person who submits contract and usually the individual who puts invoice together
- Contracts Processor: Stopping point for invoices without actual data. Used to estimate contracts. Will accrue from this role
- Finance: Actual data is available and has been used to generate an invoice. Invoice is sent but no payment has been received yet (or not in full). Will accrue from this role.
- FP Finance: Marked complete when paid in full and invoice becomes un-editable

Monthly/quarterly/annual invoices where actuals are not yet available and you are using an estimate:

- Beginning of period, submit an invoice for estimate of period. Approval to SOM: Contracts Processor
- At end of period, edit form to correct amount and add real, calculated invoice as attachment and submit. Approval to SOM: Finance
- Copy prior period form to create Invoice form estimate for next period. Approval to SOM: Contracts Processor
- Repeat

Invoices where actual data is available and NOT a flat amount

- Calculate invoice amount
- Submit invoice form with invoice attached by 2nd business day of the month by 12 pm
- Approval to SOM: Finance

Flat dollar contracts (medical director, service leader, clinical director, etc.)

- No invoice form is needed AS LONG AS YOU MARKED "MONTHLY NO INVOICE" IN CONTRACT FORM IN RASR

Contracts with annual payments and settlement (Pre-Transplant, 1605, etc.)

- Submit 1 invoice form for annual amount at beginning of fiscal year with no attachment. Approval to SOM: Contracts Processor
- Once settlement has been completed, edit form to correct amount and add real, calculated invoice as attachment and submit. Approval to SOM: Finance

Once you receive payment, add wire #, journal ID, etc. to form. Approval to FP Finance. FP Finance will only mark as complete once "Paid in Full".

Check Depositing:

*When depositing a check, please include the Invoice Form RASR ID in the “Reference 1” Field. This is achieved by selecting “Journal Reference Information” in the deposit in Connect Carolina and editing the “Ref” field. Please only include the RASR ID in this field.

Direct Journal x
Help

Accounting Entries
Deposit Control

Unit CHSTR
Deposit ID 1229927
Payment BLAHBLAH
Seq 1

Currency Details

Amount
10.00 USD
\$

Complete
 Entry Event

Budget Status

Distribution Lines

1-1 of 1
View All

ChartFields
Currency Details
Budget
Journal Reference Information
Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Ref		
1	1 UNCCH <input style="width: 20px;" type="text"/>	Speed Type	<input style="width: 50px;" type="text"/>	USD	1229927	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>

Total

Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
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OK
Cancel
Apply

Refresh

Accounting Entries | Deposit Control

Next Steps:

The Contract Committee has set a goal of September 30th to have all invoices in RASR. That means that all Quarter 1 invoices should be in RASR and all invoices for September 1 – 30th should be in RASR.