



## Center for Research in Reproduction

May, 2006

Dear RSB-Approved Ligand Assay & Analysis Core Laboratory Users,

In an effort to streamline our billing practices, and to afford more payment options to our users, we will be implementing new billing procedures.

The major change is that billing and collections will no longer be done manually and solely within the Center for Research in Reproduction. Rather, we will now do billing through the University of Virginia's Accounts Receivable system, part of the Integrated Systems Project at UVA using Oracle software. This means that all collections will now be handled by the Accounts Receivable team within the University of Virginia's Office of Financial Administration.

The major benefit to our users is that Accounts Receivable is equipped to receive payment by credit card for invoices created in the Accounts Receivable system. Instructions on payment will be included on each invoice automatically generated by Oracle once the billing information is keyed into the system.

The major drawback to our users is that the flexibility that accompanied our manual system will be curtailed. We will no longer be able to honor Purchase Order numbers given to us after the billing information has been entered into Oracle. Therefore, if you will be using a PO number to pay for assays, including standing PO numbers, they **must** be sent in with each submission of samples.

Another impact of this change is that the 'Bill To' information on our Financial Data Form must be accurate, as this information will be entered into Oracle, and all subsequent invoices generated by Oracle will be sent to that address. Thus if you anticipate paying with Purchase Orders, the Fiscal Contact should be your institutions' Accounts Payable department. If you will be paying with credit cards, or by demand payments (also commonly known as payment vouchers) entered into your institution's procurement system, you may give your department's fiscal administrator as the Fiscal Contact.

Please also be aware that with this change, the leeway given in the past to overdue invoices will no longer apply. Rather, Accounts Receivable has an automated dunning system to deal with overdue invoices and delinquent accounts. Therefore it is critical that correct 'Bill To' information is given to avoid initiation of a collections process for invoices over 90 days past due.

It is also important to be aware that the customer being billed in Oracle will always be the Primary Investigator designated on the Financial Data Form, and the PI thus assumes responsibility for work submitted to the Ligand Core by junior researchers. The contact information for the PI will be entered into the 'Ship To' area of the Oracle record created for billing purposes.

In order to make sure we have the most current and accurate information possible for the transition to the new billing system, we are attaching a revised Financial Data Form to this letter and ask all PI's to submit their own contact information in the 'Ship To' field, and the correct information in the 'Bill To' field, whether it be your institution's Accounts Payable department or your department's fiscal administrator responsible for paying invoices. In addition to this information, I also require the tax identification number for your institution, because I cannot process credits without such information, should I need to issue one.

Once the new billing practices have been put into practice, two invoices will be generated. There will be the traditional internal invoice created by the Center for Research in Reproduction's billing database, used to track the work we perform. This invoice will be for informational purposes only and will be sent to the PI along with the data from the assays performed. This invoice will give itemized information of the assays that were completed. The second invoice will be the actual billing invoice created by Oracle and sent to the 'Bill To' Fiscal Contact. It will not itemize the assays performed, but will only give a bottom-line figure of the amount due for laboratory services provided. The former invoice will clearly note that it is for your records only in order to avoid double payment.

We hope to institute this change for the May 2006 billing cycle. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

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