Navigating the UCT Research Invoicing Process

This guide outlines how to invoice correctly at UCT, ensuring compliance and avoiding delays.

WHO:

- The Debtors Department manages invoice processing and debt collection, with support from project teams if needed. Note: Only Debtors Department can issue valid UCT Research invoices.
- For assistance with invoicing contact Faculty Finance or FHS Research Finance (for Health Sciences)

WHEN: Only invoice once contractual obligations are met, as payments are due 30 days from the invoice date.

Step-by-Step

How to process UCT Research Invoices

A quick reference guide

01. Check Customer Details

1. Ensure the funder is listed as a customer in SAP and the contact person details are current and correct
2. If not, complete the SD004 form and submit it to Faculty Finance / FHS Research Finance
3. Upload the signed form to the "Invoice Information" tab in UCT eRA to notify Debtors

02. Gather Supporting Documents

1. Required documents depend on the invoicing type:
   - **Payment on contract signature:** Proof of payment + confirmation funds are in UCT's account
   - **Pre-loaded sales order:** Funder confirmation that deliverables are met
   - **Spend and claim:** Financial/scientific report showing completed work
2. Email all supporting documents to Faculty Finance or FHS Research Finance

Note: Always double-check funder details to prevent delays

3. Keep copies of documentation for reference.

03. Request finance to submit invoice requisition

1. Faculty Finance / FHS Research Finance confirms deliverables and completes:
   a. **SD006** UCT Research invoice requisition process
   b. **SD007** UCT Research receipt requisition process
2. Forms and documents are uploaded to UCT eRA for record keeping

   Note: Project must be in "Project in Progress" stage on UCT eRA

04. Invoice issued by Debtors

Invoicing occurs at key points in the research project lifecycle, such as:

- *Upfront (in terms of the contract)*
- *Ongoing (as project milestones are reached, based on contract terms)*

1. Ensure SAP customer info is correct and up to date
2. Add extra recipients in SD006's special requests section
3. Debtors send invoices to funder (using contact details from SAP)
4. PI's / Admins can share copies with other funder contacts if needed
5. Invoice is linked to the project record in UCT eRA for tracking