

## Patent Costs Reimbursement Processing

**Effective Date:** June 5, 2015  
**Function:** Innovation & Partnerships  
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### Basis for Procedure

The Research Foundation (RF) at central office or at an operating location may receive a payment that is a reimbursement for patent expenses that already have been charged to another award. These payments are related to specific terms of a technology transfer agreement negotiated by a technology transfer officer and a third party. Patent expenses include any costs related to the filing and/or maintenance of a patent application.

### Procedure Summary

#### Crediting Cash Receipts for Patent Costs Reimbursement

The process for crediting the appropriate expense is a two-part process.

#### Post the Cash Receipt

The first part is the actual posting of the cash receipt to campus specific patent reimbursement awards in the Accounts Receivable (AR) module of Oracle. Refer to the work instruction "."

When patent cost reimbursement funds are received, the Finance Office at central office will identify which campus the funds belong to and will post it to that campus' patent cost reimbursement award. If the check is received at the campus, the campus must either forward the check to central office or deposit the check with campus daily deposits. If the check is deposited at the campus, the campus must notify central office of the patent cost reimbursement being part of the day's deposit.

An accounts receivable invoice is issued in the Oracle Accounts Receivable module for the amount of the funds received. A billing and a revenue event equal to the amount of the invoice are created in the Oracle Grants module. Once completed the cash received related to the patent cost reimbursement can be applied to the applicable accounts receivable invoice.

#### Move the Posting

The second part of the process is for the campus location to input a zero clearing invoice clearing invoice in the Accounts Payable (AP) module. Refer to the work instruction "Enter an AP Invoice." The zero invoice created in AP debits the campus specific patent cost reimbursement award and credits the appropriate award and expenditure category (i.e., PTAE0) for the amount of the reimbursement. No check is generated in AP because it is processed as a "Clearing" payment type.

## Procedure for Handling Patent Costs Reimbursement

The following table describes the steps that should be taken when processing a reimbursement:

Step	Who Does It	Action
1	Centralized and Decentralized Operating Locations	Review the check or wire transfer. Be sure that it is made payable to the Research Foundation of SUNY. If the check is not made payable to the RF, decide whether or not it should be handled by the RF and, if so, have the appropriate endorsement stamped on the back of the check.
2	Centralized and Decentralized Operating Locations	Write the award number and expenditure type on the back of the check or on the front of the check in the notes area. Doing this ensures a correct identification of the check if the bank returns it as non-negotiable.
3	Centralized and Decentralized Operating Locations	<p>Obtain the following information from the vendor or supplier:</p> <p>correct name and address of company or person so that the supplier file can be queried to be sure the vendor/supplier or person is in the supplier file with an appropriate site (i.e., location site coded as a pay site)</p> <p>the company's EIN or the person's SSN for verification in the supplier file that the supplier or person is the appropriate one to be used when the "Zero Invoice" is processed in the AP module</p> <p>RF check number that the reimbursement is being processed against or the purchase order number (i.e., PO number) that the check is being processed against, if appropriate</p>
4	Centralized and Decentralized Operating Locations	Query the supplier file in AP. Refer to the work instruction "Review and Modify a Supplier Record." If the supplier and site do not exist, have the appropriate operating location office enter the new supplier or site. Refer to the AP work instruction "Create a Supplier Record."
5	Centralized and Decentralized Operating Locations	<p>Complete the "Transmittal for Deposit" form, available in both "PDF" and "." For information on how to complete this form, refer to the "Transmittal for Deposit Instructions."</p> <p>For patent reimbursements, include the following information on the form:</p> <p>PTAEO (expenditure date must be within the award period)</p> <p>Supplier (Payer) and site</p> <p>Amount of the check or cash</p>
6	Centralized and Decentralized Operating Locations	Send the reimbursements along with the Transmittal for Deposit form to RF central office or to the appropriate operating location office for deposit.

7	Central Office Cash Receipts Area and Decentralized Operating Locations	Enter the patent reimbursement into the AR module, Receipts window, as part of the day's cash receipts.
8	Centralized and Decentralized Operating Locations	Create a "zero invoice" in AP (refer to the work instruction "Enter an AP Invoice" to debit the campus patent reimbursement award and credit the appropriate PTAE0 and expenditure date for the recording of the credit against the expenditures.

## Related Information

### Patent Cost reimbursement Awards/Project numbers

The following table lists the patent reimbursement awards/project numbers by location:

Location	Award Number	Project Number
010	61195	1102813
011	61197	1102821
020	61200	1102827
030	61201	1102829
050	61202	1102831
100	61206	1102840
110	61208	1102842
150	61209	1102845
160	61210	1102847
170	61211	1102849
180	61213	1102852
190	61215	1102856
200	61216	1102859
210	61220	1102866
220	61221	1102868
230	61222	1102870
240	61223	1102873
250	61224	1102876

260	61226	1102879
270	61229	1102885
280	61230	1102887
350	61231	1102889
360	61232	1102891
370	61233	1102893
380	61235	1102896
390	61236	1102898
400	61239	1102902
550	61241	1102906
570	61243	1102910
580	61244	1102912
655	61245	1102914
660	61246	1102916

## Forms

The "Transmittal for Deposit" form should be used to submit patent reimbursements to central office for deposit. Decentralized locations may create their own form to monitor deposits. The form is available in PDF and XLS (spreadsheet) formats. For information on how to complete this form, refer to the "Transmittal for Deposit Instructions." For more information on submitting cash receipts, refer to the procedure "Preparing Cash Receipts for Deposit."

Campus Zero Patent Reimbursement forms can be used by the operating location to provide the appropriate information for input to the AP module. Forms can be modified by operating locations as needed.

## Monitoring

The campuses will be responsible for monitoring their patent reimbursement awards to ensure that the appropriate expenditures are being made. It is suggested that at least monthly reviews are conducted to ensure there is no unauthorized account activity. If unauthorized account activity is identified then CO should be notified immediately so the appropriate corrective action should be taken.

## Change History

Date	Summary of Change
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June 5, 2015	New document.
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**Feedback**

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