

## Down Payment Procedures

If a department receives a check for an award prior to the Internal Order being created they should complete a Deposit Transmittal form. "Down Payment" should be referenced on the SAP DOC line. Procedures for completing a Deposit Transmittal form can be found in the link below:

([http://www.controller.jhu.edu/depts/cash/DEPOSIT\\_TRANSMITTAL\\_FORM.doc](http://www.controller.jhu.edu/depts/cash/DEPOSIT_TRANSMITTAL_FORM.doc))

Once the internal order has been created and the award has been set up by Sponsored Shared Services the department needs to determine the Pay Method and whether it has a Billing Plan. Both of these fields can be found in GM Grant - Display in the Billing Tab.

The link below provides an overview of Billing Plans:

(<http://ssc.jhu.edu/accountsreceivable/DataFiles/Billing%20Plans.pdf>).

- If the Pay Method is "Dept" the department should complete the FV-70 Transaction to create an Open Item. Please document in the Notes tab the check number of the Down Payment.
- If there is a Billing Plan the department should look in FBL5N to see the invoice number. The department should then contact Accounts Receivable with the invoice number so the Down Payment can be moved to the award.
- If there is no Billing Plan and the Pay Method is not "Dept", the department should contact the Accounts Receivable Billing Accountant for the Cost Center.

([http://ssc.jhmi.edu/accountsreceivable/contact\\_bil.html](http://ssc.jhmi.edu/accountsreceivable/contact_bil.html))