

The Accounts Receivable Department in the Controller's Office provides the status of collections activity using the codes listed in the table below. These codes are the first three characters seen in the TEXT field in SAP. Additional notes can be viewed in long text. For questions on any invoices please send an email to the departmental email address [Receivables@jhu.edu](mailto:Receivables@jhu.edu) and we will get back to you within 48 hours.

**Invoice Text Table (S.A.P.)**

<b>Code – Description</b>	<b>Follow-up</b>
A00 – Customer has promised to pay	10 days
A02 - Partial/Short pay of invoice	10 days
B00 – Billings	10 days
<ul style="list-style-type: none"> <li>- late, resend/revise invoice or invoice not in SAP or Oculus</li> <li>- providing detailed info. to customer, working w/dept.</li> </ul>	
C00 – Customer	10 days
<ul style="list-style-type: none"> <li>- researching payment, reviewing docs, disputing</li> <li>- docs, waiting funds from external source, working with</li> <li>- PI/Dept., not responding, invoice requested where none</li> <li>- required in NGA, elevated to customer's upper mgmt.</li> </ul>	
D00 – Department is handling	30 days
D01 – Department is researching, working with customer,	10 days
<ul style="list-style-type: none"> <li>- not responding, received check</li> </ul>	
F00 – Financial Report has not been received by sponsor	10 days
L00 – Referred to legal	14 days
L01 – LOC reduction of overdraw, funds not available from	7 days
<ul style="list-style-type: none"> <li>- agency</li> </ul>	
L03 – Living Legacy	30 days
Lou – Write-off - Lou handling	14 days
SP0 – Sponsored Projects providing detailed information, working	10 days
<ul style="list-style-type: none"> <li>- with Dept., incorrect bill plan</li> </ul>	
R00 – Waiting for signed documents , Research Admin (ORA) working	10 days
<ul style="list-style-type: none"> <li>- with sponsor</li> </ul>	
R01 - Sponsor waiting reports from JHU PI (manuscript, program Report, Scientific, Technical, etc.)	10 days
W00 – Customer contacted for the first time awaiting response	2 days
PD – Paid	
CL - Closed	