

Accounts Receivable Invoices (Texas A&M AgriLife Extension Service)

Accounts receivable invoice requests are prepared by billing departments to bill for goods and/or services rendered. This allows revenue to be recognized at the time goods or services are rendered, instead of when the payment is received. Invoice requests are submitted to Accounts Receivable for entry into the FAMIS Accounts Receivable (AR) module. When an invoice payment is received, the payment is posted to the appropriate invoice.

I. Invoice Number

- a. Invoice numbers are seven (7) digits in length, including an alphabetic prefix assigned by Accounts Receivable.
- b. The first digit of the invoice number represent the fiscal year, such as "5" for fiscal year 2015. A consecutive numbering sequence is used for the last 5 digits. For example, A500001 represents the first invoice of fiscal year 2015.

II. Invoice Form

- a. Form AG-209A - Request for Accounts Receivable Invoice
 - i. A fully completed form AG-209A is to be submitted for all items that credit has been extended. Requests should be submitted to Accounts Receivable within one week of the date of delivery of the goods or the date the services were performed.
 - ii. The AG-209A can be submitted to Work in Progress – Accounts Receivable & E-Commerce in Laserfiche.
- b. Form AG-209B - Memorandum - Requests for Accounts
 - i. Receivable – (optional) A fully completed form AG-209B can be submitted listing all invoice requests (AG-209A) that are being submitted.
 - ii. Invoice numbers will be added to this document and it will be returned to the department when invoices have been issued as confirmation.

III. Accounts Receivable FAMIS Inquiry

- a. Screen 632 Invoices by Customer
 - i. Enter customer account number, or search by customer name, to view a customer's account and a listing of all outstanding invoices.

- b. Screen 633 Invoice by Billing Department
 - i. Listing of all invoice by billing department, includes paid invoices if change N to Y on “include invoices with zero balances”
 - c. Screen 634 Invoices by Account
 - i. This screen lists all open invoices by a specific account number.
 - d. Screen 635 Invoice Display
 - i. To view invoice, if an invoice was submitted but does not appear on this screen, please contact Accounts Receivable for assistance.
 - e. Screen 636 Invoice Line Item Display
 - i. To view payments, adjustments, corrections, etc.
- IV. Invoice Changes
- a. Reduce or Cancel an Invoice
 - i. Email notification is required by invoice preparer and/or departmental supervisor.
 - ii. If payment was applied to departmental account, include Cdoc reference as justification for cancellation of invoice.
 - b. Change an Object Code or Account Number
 - i. Email notification with a copy of the invoice and justification for change.
- V. Past Due Invoices
- a. At the beginning of each month (after previous month is closed), FAMIS generates a list of all past due invoices. Accounts Receivable will review the list and mail past due notices to the overdue invoice customers. For more information refer to system policy <http://policies.tamus.edu/21-01-04.pdf>
 - b. Overdue invoices are handled as follows
 - i. 30 days past due - mail past due notice to customer
 - ii. 90 days past due - mail past due notice & copy of invoice to customer
 - iii. 120 days past due - contact invoice customer by phone
 - 1. Billing department is contacted for assistance in collecting the overdue invoice.
 - 2. Agency CFO is notified and next steps are determined.

VI. Write –Off Procedures

- a. A write-off is a request to remove any uncollectible revenue from the sale of a good or services that is at least 1 year old from a department’s account and re-class it as a bad debt expense. For more information refer to <http://agrilifeas.tamu.edu/documents/write-off-procedures.pdf>.
 - i. At no time is a department allowed to waive an uncollectable debt without submitting a write-off request.
 - ii. Departments may not reduce or cancel payments due from customers.
 - iii. Invoice write-offs may only be requested at fiscal year-end after one year of collection efforts or the receipt of a bankruptcy notice. The [Accounts Receivable Write-Off Request](#) (AG-219 – example below) form is due to Accounts Receivable via Laserfiche Work in Progress – Accounts Receivable & E-Commerce Folder, and reviewed by Chief Financial Officer.
 - iv. Invoices may only be written –off when the customer is an external customer. External customers are not members of the TAMU System.
 - v. Write-offs must be submitted by fiscal office to General Counsel for approval.
 1. Upon General Counsel approval, write off is entered into account system and unit is notified.

AG-219 Example (6/10)

Texas A&M AgriLife
 Administrative Services – Cash Management

Select one Agency

Request for Accounts Receivable Write-Offs

06 AgriLife Research 07 AgriLife Extension Service 20 TVMDL

Return Completed Forms to: Texas A&M AgriLife Cash Management
 2147 TAMU
 College Station, TX 77843-2147

The Name of Department or Unit requesting write-off department/center requests that the following accounts receivable be charged off as uncollectible accounts. Every collection effort has been made and no further collection is foreseen. It is understood that invoices may only be written off when they are one year old or older or if the customer has filed for bankruptcy. Attached is supporting documentation (invoice copy, past due letters, etc.) showing the collection efforts made by this department/center.

FAMIS Account for Receivable
 FAMIS Account

Business Contact Person
 Contact Person

Department/Unit Approval: Authorized Signer on listed account

Total of write off if multiple invoices are attached, otherwise list invoice amount

Invoice Date	Invoice Number	Customer Name	Amount
	List each invoice to be written off on a separate form. If multiple invoices to the same customer are requested, type "Multiple" and attach a listing.		

Collection efforts pursued:
Indicate any and all collection efforts made.

Additional Information:
Indicate any additional information to back up your request.

Fiscal Office Approval: _____ Date: _____
 General Counsel Approval: _____ Date: _____