

## Accounts Receivable Invoices (Texas A&M AgriLife AgriLife Research)

Accounts receivable invoices are prepared by billing units 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. Invoices are submitted directly to the customer from the unit. Invoices should be issued within one week of the date of delivery of the goods or the date the services were performed. All payments are due within thirty days of invoice date.

- A. Invoice Numbers
  - a. Invoice numbers are to be unique with a consecutive number sequence.
  - b. Receivables maintained by units should be kept on some computerized system for Accounts Receivable (QuickBooks, Quicken, etc.).
  - c. At a minimum, reports should be prepared and maintained detailing the total amount due by invoice and the age of any outstanding balance.
    - B. Requests to maintain departmental receivables manually must be approved by the Chief Financial Officer (CFO).
- C. Past Due Amounts
  - a. Overdue invoices should be handled as follows:
    1. 30 days past due: Mail past due notice to customer.
    2. 90 days past due: Mail past due notice and copy of invoice to customer.
    3. 120 days past due: Contact invoice customer by phone.
    4. Billing unit is often contacted for assistance in collecting the overdue invoice.
    5. Agency CFO is notified.
    6. For more information refer to system policy <http://policies.tamus.edu/21-01-04.pdf>
  - b. Write -Off Procedures
    1. A write-off is a request to remove any uncollectible revenue from the sale of a good or services that is at least one year old from a department's account and re-class it as a bad debt expense.
    2. At no time is a department allowed to waive an uncollectable debt without submitting a write-off request.
    3. Departments may not reduce or cancel payments due from customers.
    4. Invoice write-offs may 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. For more information, refer to

<http://agrillifeas.tamu.edu/documents/write-off-procedures.pdf>

- Invoices may only be written –off when the customer is an external customer. External customers are not members of the TAMU System.

AG-219 Example (6/10)

Texas A&M AgriLife  
 Administrative Services – Cash Management

**Select one Agency**  
 06 AgriLife Research     07 AgriLife Extension Service     20 TVMDL

**Request for Accounts Receivable Write-Offs**

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

The  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       Business Contact Person  
 Contact Person

Department/Unit Approval:  Authorized Signer on listed account

Invoice Date	Invoice Number	Customer Name	Amount
	<input type="text" value="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."/>		<input type="text" value="Total of write off if multiple invoices are attached, otherwise list invoice amount"/>

**Collection efforts pursued:**

**Additional Information:**

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Fiscal Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 General Counsel Approval: \_\_\_\_\_ Date: \_\_\_\_\_