

Mott Community College  
General Accounts Receivable Procedures

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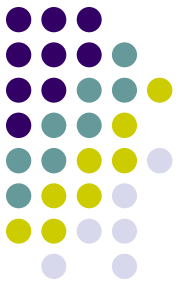
# Overview-General A/R

- What are General Accounts Receivable?
- Examples are:
- Catering, rentals, financial aid billings
- Anything that is not directed toward students themselves

# Agenda



- **Customer number setup/maintenance**
- **Viewing customer balances**
- **A/R codes, types-usage/setup**
- **Billing requests**
- **Account monitoring**
- **Write off Request Form**
- **Refund requests**



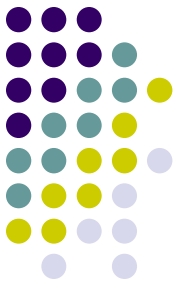
# Invoice Request Form

***Used to bill a customer. Creates new charges in Datatel***

***MUST CONTAIN:***

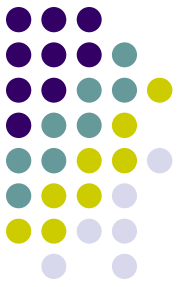
- Date of request
- Customer ID# and Mailing address
- Academic term ( if applicable)
- 12 digit G/L number OR A/R Code
- Description, PO# and/or attachments (no verbals)
- Amount for billing
- Requestor's signature

# Invoice request form

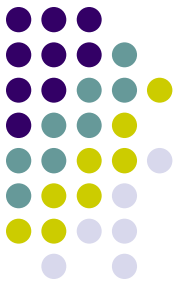


<b>Date:</b>		<b>ACCOUNTING USE ONLY:</b>	
<b>Requestor:</b>		<b>AR TYPE:</b>	
<b>CUSTOMER ID# (if known):</b>			
<b>BILLING NAME &amp; ADDRESS:</b>			
<b>ACADEMIC TERM FOR BILLING:</b>			
<b>ACCOUNTING USE ONLY:</b>	<b>Financial Aid Award #:</b>		
	-or-		
<b>AR CODE</b>	<b>12-DIGIT ACCOUNT #:</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
		<b>INVOICE TOTAL:</b>	\$ -
<b>Requesting Signature:</b>			
<b>Please check all that apply:</b>			
(If not noted original will be mailed and copy sent to initiator)			
		<b>PLEASE SEND ATTACHMENTS (enclosed)</b>	
		<b>NO ATTACHMENTS NEEDED</b>	
		<b>MAIL ORIGINAL INVOICE</b>	
		<b>DO NOT MAIL INVOICE/RETURN TO:</b>	
<b>CUSTOMER PAYING BY CREDIT CARD:</b>			
Name on Card:			
Card Type:			
Card #:			
Card exp date:			
Contact person/telephone no:			

# Customer Number Setup/Maintenance

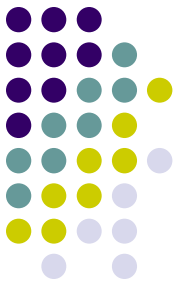


- *To avoid duplicate accounts, the Accounting Office alone is responsible for setting up new customer accounts.*
- *Call Accounting for new accounts or to report any changes to customer accounts.*
- *Use only ORGP to view customer accounts.*



# A/R codes

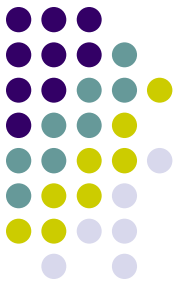
- ***5 character code-Identifies which Datatel account number is utilized when billing a customer.***
- ***Call the Accounting Department if the correct A/R code to use for a billing is not known.***



# A/R Types

- ***3-5 letter code-Used to divide General A/R Accounts and indicates to Datatel which Receivable General Ledger asset account to be used for a billing.***
- ***Contact the Accounts Receivable Department if unsure of which A/R Type to use.***

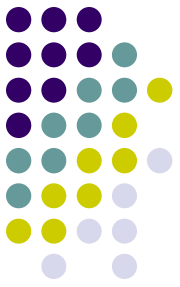
# Invoice Adjustment Forms



- Used to adjust an invoice total after invoice has been created in Datatel.
- Only used for DECREASES
- INCREASES need NEW Invoice Adjustment Form with statement visible to void previous invoice and create a new one.



# Sponsor Statement Request Form



*Used to bill a customer when charges already appear in Datatel*  
***MUST CONTAIN:***

- **Date of request**
- **Customer ID# and Mailing Address**
- **Academic term (if applicable)**
- **Sponsorship number**
- **Attachments with class/student detail**
- **Amount for billing**
- **Requestor's signature**

# Mott Community College Sponsor Statement Request



Sponsor ID#:

Request Date:

Sponsor Name:

Billing Adress:

Sponsor ID:

Term (semester):

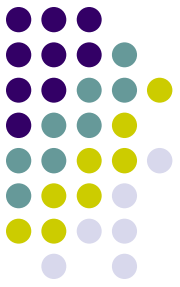
Statement Amount:

Requested by:

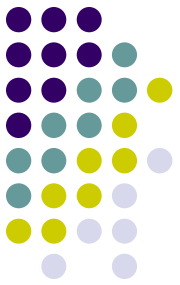
Send Additional Attachments

Do not send Aditonal Attachments

# Recordkeeping side of sponsor billings



- Keep sufficient records on anything entered into a sponsorship
- Keep invoice copies sent to you for future reference
- Put proper “statement” dates on or with sponsor billing request form
- Attach copies of any attachments to go with invoice



# Customer Statements

- All customers with account balances receive a statement on a monthly basis with the exception of sponsorship customers
- Customers with balances over 90 days receive an additional letter and/or a telephone call from Accounting

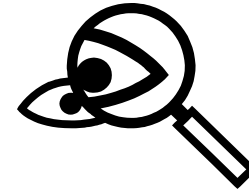
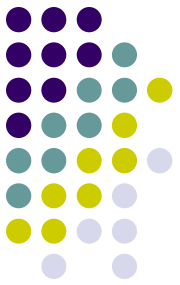
# Account Monitoring



- Review Open Invoice report received from Accounting..shows open invoices over 90 days.
- Fill in “Response Column” with requests for re-billings or write offs
- Send report back to Accounting with responses
- Accounts may be viewed in Datatel to assist in monitoring

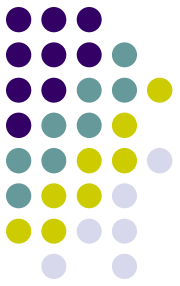


# Viewing Customer Balances



- *ARAI-Account Inquiry-enter A/R type*
- *ARTI-Term Summary Inquiry-enter A/R type (displays by term)*
- *ARSI-Summary Inquiry-displays all types*
- *ARII-Invoice Inquiry –displays invoice*





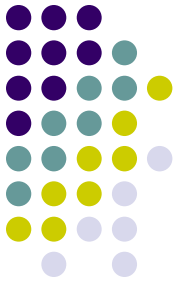
# Write Off Request Form

*Used to remove charges from an account*

***MUST CONTAIN:***

- Customer ID# and name
- Amount
- Name/title of requestor
- Academic term(if applicable)
- Reason for write-off
- Required signatures

# MOTT COMMUNITY COLLEGE GENERAL ACCOUNTS RECEIVABLE WRITE-OFF REQUEST



Campus Location	date
Department	Name/Title of Requestor
Customer/Company name	Customer id#

The above referenced account is an accounts receivable account that has proven to be uncollectible. Detail to support the write-off is filed in my department. The reasons for write-off are summarized below:

<u>JUSTIFICATION FOR WRITE-OFF</u>	<u>TOTAL FROM ATTACHMENTS</u>
No support documentation for invoice(s)	\$ _____
Accounts over seven years old	_____
Accounts returned by a collection agency	_____
Bankruptcy of the debtor legally declared	_____
Company no longer exists	_____
Other (please explain) _____	_____

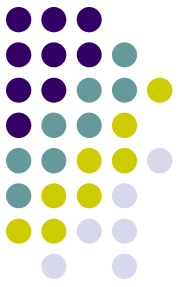
\_\_\_\_\_

TOTAL DOLLAR VALUE OF WRITE-OFF \$ \_\_\_\_\_

Approved by Cost Center Manager	Date
Approved Executive Director of MIS & Business Operations	Date
Approved by Vice President	Date
Reviewed by and authorized by Chief Financial Officer	Date

THE ORIGINAL FORM AND A COPY OF THE ACCOUNTS TO BE WRITTEN OFF SHOULD BE SENT TO THE ACCOUNTING OFFICE.

# Customer Refund Request Form



*Used to refund customer that overpaid*

***MUST CONTAIN:***

- Date of request
- Customer ID# and Mailing Address
- Academic term (if applicable)
- Amount of refund
- Reason for refund
- Student name or original invoice # ( if applicable)
- Signature of requestor



# Have a great day!

Thank you for  
attending!



The Accounting  
Department