



ESTABLISHING ACCOUNTS RECEIVABLE PROCEDURE (ACC-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of creating invoices and mailing statements within the Finance Department of Clarksville-Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Accounting Section

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Amount to be billed is received by the Accounting Section.
 - 5.1.1 Methods of receiving amounts to be billed include hand delivery, e-mail request, and spreadsheet created by Accounting Section, i.e. phone bills.
- 5.2 Amount, location, account code, etc. are keyed into computer system.
- 5.3 A batch is opened for invoice entry.
 - 5.3.1 Customer number, description and charge code are entered.
 - 5.3.2 General Ledger account numbers reviewed and changed, if necessary.
- 5.4 Invoices are printed by accounting personnel.
- 5.5 Invoices and necessary back up are forwarded to locations.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Invoices

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Invoices	Current & previous fiscal years kept in Accounting Office, then moved to storage areas	6 years	Recycled	Secured building, vault & storage room



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/10/04		Initial Release
4/12/07	A	Update procedure and flowchart to MUNIS

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

Establishing Accounts Receivable Flowchart

