

## **New Customer and A/R Invoice Setup**

### **New Customer Setup**

- For TAMUS Components and Employee customers, fill out the [New Customer Setup Request Form \(for TAMUS Components & Employee Customers\)](#).
- For Non-TAMUS Components and Employee customers, fill out the [New Customer Information Form](#). (Part of this form needs to be filled out by your customer).
- Email completed form to [pcadena@tamhsc.edu](mailto:pcadena@tamhsc.edu). Once set up in FAMIS, department will be notified of customer number by email so that the A/R invoice setup form can be completed.

### **A/R Invoice Setup**

- Complete [Accounts Receivable Setup Form](#) and email to [pcadena@tamhsc.edu](mailto:pcadena@tamhsc.edu)
- Department will mail their standard invoices to customers. Please number with the invoice number sequence provided to your department by Finance & Administration.
- Revenue codes can be found on screen 806 in FAMIS.
- Department will receive Aged A/R Report and Past Due Letters each month. Please send collection status on any A/R over 90 days past due to Paula Cadena at [pcadena@tamhsc.edu](mailto:pcadena@tamhsc.edu). Distribute the past due letters to your customers as you deem appropriate.

### **A/R Invoice Changes**

- **Reduce or Cancel** an Invoice: Request needs to be approved by the supervisor.
  - For request sent through email, the email message needs to be routed through supervisor from preparer.
  - For request sent through Laserfiche or campus mail, the request needs to be signed by the preparer and their supervisor.