Year End Accounts Receivable, Pledges, & Accounts Receivable Write-offs

**DEADLINE:** September 2, 2015

**ACCOUNTS RECEIVABLE**

What do I do if I sold a service or product by 8/31/15, and have not received payment by 8/31/15?

These must be reported in FAMIS as an accounts receivable. If not already in FAMIS, report them on Form 2 (attached below). The accounts receivable should be reported at gross, inclusive of all write-offs. If your department is using the FAMIS A/R module, an Accounts Receivable Setup Form should be prepared and submitted, along with a copy of the invoice that has been sent to the customer; you will not need to complete Form 2. The Accounts Receivables are to be submitted to Sales and Receivables by **September 2, 2015.**

**PLEDGES**

What do I do if I have a donor pledge funds to our department by 8/31/15, but I haven’t received their payment by 8/31/15?

These must be reported in FAMIS. Any pledges outstanding need to be reported as a receivable on Form 2. **PLEASE DISCUSS PLEDGES WITH YOUR DEVELOPMENT OFFICES.**

**ACCOUNTS RECEIVABLE WRITE OFFS**

What do I do if I have a customer who has owed us money for over a year and I don’t think we will ever collect the funds?

Requests for accounts receivable write-offs should be reported on Form 3. Please include a detailed list of collection dates and procedures that have been taken in an effort to collect these funds. Please submit to HSC Sales and Receivables by **September 2, 2015.**

For questions, please contact Paula H. Cadena at (979) 436-9236 or Kristin Nace at (979) 436-9228.