



## Policy 2.29

### General Accounts Receivables

**Responsible Official:** Vice President for Finance/Chief Finance Officer

**Administering Division/Department:** General Accounts Receivable

**Effective Date:** May 01, 2008

**Last Revision:** February 12, 2009

#### Policy Sections:

- I. Overview
- II. Applicability
- III. Policy Details
- IV. Definitions
- V. Related Links
- VI. Contact Information
- VII. Revision History

#### Overview

To provide general guidelines regarding general receivables for the University.

#### Applicability

All employees

#### Policy Details

##### 2.29.1 Steps Required to Set Up Billing

Departments who wish to set up billing through Finance must have a revenue/income account on FAS. If not, then a "Request To Create An Account" form must be submitted by the sponsor to the Controller's Office. You can obtain this form at the [Finance Division website](#).

##### 2.29.2 Department Receivables

Departments are able to submit invoices to General Accounts Receivable for various services such as physician services, patent agreements and research supplies, etc. The department prepares the invoices and sends the original to the customer. A copy is then sent to our office for processing by the 25th day of the current month. The department receives credit throughout the month as processing occurs in their FAS account. Departments are responsible for providing a valid FAS account number on each invoice. All invoices must be submitted to General Accounts Receivable by the 25th day of the month. If the 25th falls on a weekend or university holiday, invoices must be submitted the preceding business day.

Payments are directed to General Accounts Receivable office for posting to the customer account. We accept payment in the form of cash, check and wire transfer. Wiring instructions can be obtained by calling Student Financial Services.

Monthly statements are generated and sent to customers having an outstanding balance. Past due accounts are reviewed monthly and follow-up collection efforts are made. Departments are provided Aged Receivable reports monthly for their review. Once an account becomes 6 months past due, the invoice is charged back to the department.

### 2.29.3 Clinics and Hospital Related Charges

For the purposes of billing, clinic and hospitals owned by the University system should follow these guidelines for general receivables.

#### Definitions

*Receivables:* Monies accepted by the University as payments for goods and services.

#### Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.29>
- [General Accounts Receivable](https://www.finance.emory.edu/external/deptpages/brs/arhome.cfm) (https://www.finance.emory.edu/external/deptpages/brs/arhome.cfm)

#### Contact Information

Subject	Contact	Phone	Email
Accounts Receivable	Sonya Hearn	404-727-4024	slhearn@emory.edu

#### Revision History

- Version Published on: Mar 28, 2007 (*General Revision of March 2008 Policy.*)
- Version Published on: Mar 28, 2007 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*