

Off-Campus Receivable Plan

Student Financial Services

Brigham Young University

Department Name:

Who should we send aging reports to?

Name:
Campus Address:
Email Address:
Phone:

Name:
Campus Address:
Email Address:
Phone:

Name:
Campus Address:
Email Address:
Phone:

Who is your Department Controller?

Name:
Campus Address:
Email Address:
Phone:

Invoice Prefix Currently In Use:

If no prefix is being used, we can assign you a block of H invoice numbers for use. We will keep track of the H invoice numbers. Otherwise it is your responsibility to track your invoice numbers.

Additional Special Instructions:

Who should we direct our questions to?

Name:	Specifics of when to contact this person:
Campus Address:	
Email Address:	
Phone:	
Access to PSSF: Student:	

Name:	Specifics of when to contact this person:
Campus Address:	
Email Address:	
Phone:	
Access to PSSF: Student:	

Name:	Specifics of when to contact this person:
Campus Address:	
Email Address:	
Phone:	
Access to PSSF: Student:	

**These must be people who can answer specific questions regarding invoicing.*

Monthly Statements of Account are sent to all Off-Campus Receivables Customers. These statements are different from an invoice. They list all current outstanding items on the customers account along with the associated aging category.

- Send Monthly Statements of Account to our customers
- Never send Statements of Account to our customers

BYU can send an account to an outside collection agency. These accounts are first sent as Pre-Collection accounts. A formal letter is sent to the customer by the agency. The customer has 30 days to pay before any fees or credit reporting consequences apply. If they have not paid within the 30 days, they are then placed in active collections status where these consequences apply.

- Send account to a collection agency at _____ days past due.
- Ask _____ if accounts should be sent to an agency.

Accounting Codes for Invoices & the Description to appear with each:

Keep descriptions generic enough for all customers. More detail can be included on your invoice.	Chartblock to be Credited		
Description	Operating Unit	Account	Class

Allowance for Bad Debt Account:

Description	Operating Unit	Account	Class
Write-Off of Bad Debt			

Define the responsibility of Off-Campus Receivables vs. your department:

Current Receivables:	
1-30 Days Past Due	
31-60 Days Past Due	
61-90 Days Past Due	
91-120 Days Past Due	
121+ Days Past Due	