APPENDICES

170. A  CSU Fullerton ASC Invoice.
170. B  Request for Invoice
170. C  Aging Report

170.1 Policy

To outline the procedures in the accounts receivable function and ensure that invoices are recorded, that invoices are maintained in the accounts receivable ledger, and that funds are collected in an accurate and timely manner.

170.2 Invoicing procedures.

a. ASC uses a centralized accounts receivable system for the creation of invoices. All invoices are systematically numbered. All system numbers are in sequence and assigned to the invoice after the batch is posted.

b. Depending on the nature of the operation, each Unit prepares a request for invoice (Appendix 170. B) or work order. Except for the bookstore operations, which have an independent invoicing process (see AR170.4 below), each request for invoice should have:

   1. Proper documentation such as date, unit, price, quantity, account number, description, extended amount, contractual agreements, work orders, POs. etc.

   2. An authorized signature on the request for invoice form.

c. The request for invoice work orders are given to the Accounts Receivable Technician to review for accuracy and revenue recognition. After the batch is reviewed it is sent to the Senior Accountant for posting. After posting, the MIS technician will print the invoices and the Accounting Technician will distribute them as set forth below.

d. The original invoice and yellow duplicated copies are sent to the customer. One copy is sent
to the originating unit for campus programs, and an additional copy is kept in accounting with the backup documentation. The request for invoice is filed.

e. Collection of all invoices is the responsibility of the Accounts Receivable Technician. After 60 days, however, collection becomes the responsibility of the Project Director(s)/Project Manager who requested the invoice.

f. Void invoices are marked “void” and returned to the Accounts Receivable Technician to be filed.

170.3 Revenue Recognition

a. Auxiliary transactions are accounted for on an accrual basis. Therefore, revenues are recognized when transactions occur and are invoiced. The Accounts Receivable Technician verifies:

1. When the sale of goods or services took place; and

2. If the sale transaction has taken place, The Accounts Receivable Technician determines the appropriate period for revenue recognition.

b. All invoice adjustments must specify the invoice number, customer I.D. (PEID), reason for adjustment. In addition, they must contain an authorized signature approving the adjustment(s). The adjustment form is then sent to the ASC Accounts Receivable Technician for processing.

170.4 Titan Shops Accounts receivables.

MBS Accounts Receivables are the sales completed through Titan Shops. These sales are recorded through the MBS system. The following are the steps that take place prior to Accounting receiving invoices created through Customer Service at Titan Shops.

a. A customer account is open by Accounts Receivable Corporate office upon the request from Titan shops. An account number is assigned according to the type of account to be charged (consignment, outside sales, veterans, controller’s, etc.). The account limit is set based on the purchase orders, contracts, agreements, or authorizations. Once an amount is authorized, only Accounting has access to change the authorized figure in the system. Management has authorizations to make exceptions if necessary.

b. The customer completes the purchase transaction through Customer Service register and a four-part invoice is created.

c. The sale is recorded and inventory is released through the MBS system.

d. At the end of the day, sales are posted, reports are ran and the Vault Room reconciles and sales recorded though the daily sales download.
e. Accounts Receivable person receives the hard copies of the invoices, and A/R MBS report. The hard copies are reconciled to the report and the vendor number, name, amount, sales taxes, discounts, and payments are verified with the actual hard copy of the report.

f. Invoices are mailed as requested or agreed upon. Consignments are due to be paid or returned within 60 days. Veterans, Rehabilitation, Athletic Scholarships, and President’s Scholars are summarized and invoiced at the end of the semester. Employee accounts are paid off by the end of the fiscal year or if they are computer loans payments are made every pay period. Accounts Receivable work closely with the Titan Shops Managers in order to complete the collection process (see collection).

g. Cash receipts are received by Accounts Receivable, coded, batch, and deposited via A/R Bitech System. A cash receipt is created and filed with the batch of invoices paid. The MBS System is relieved via payment or credit adjustments to reconcile both systems on a monthly basis.

h. Other receivables that could not be recorded through the P.O.S. system such as (Buyback) should be invoiced though Bi-tech accounts receivable modulo.

170.5 Catering AR procedure:

a. Catering work orders are printed in numerical sequence.

b. Once the catering work order is completed for the requirements of the event and an estimated cost is available, a purchase order number (ASC, UPF, ASI, or CSUF) and complete "bill to" information must be obtained from the customer and written on the work order.

NOTE: For ASI only, account numbers may be accepted instead of P.O. numbers. The “bill to” information must be completed with the name of the group or club and the function. If billing information (i.e. P.O. number, account number) is not provided in a timely manner, the event may be cancelled at the discretion of the Director of Food and Vending.

c. The customer must sign the work order to confirm that the information is correct and to assume financial responsibility.

d. On the day of the event, the customer must sign for receipt of the items to avoid disputes later on that certain items were not received.

e. After the event is completed, actual costs are entered on the work order.

f. The next business day following the catering event, the completed work order is forwarded to the ASC Accounts Receivable Technician for invoicing.

g. If payment has not been received after 60 days for campus accounts, and 40 days for all others, no other catering events will be provided for that particular customer/group until payment is received in full for past due events, or consent is given by the Director of Food and Vending or the Director of Finance and Administration.
170.5A Special Requirements for Non-Campus Sponsored Events

a. Once the catering work order is completed for the requirements of the event and an estimated cost is available, a 50% deposit must be obtained from the customer at least one week prior to the event. The remaining balance is due and payable at least 3 business days prior to the event. Special payment schedules are authorized in writing on the work order solely by the Director of Food and Vending. The "bill to" information must be completed on the work order. The customer must sign the work order to confirm that the information is correct.

NOTE 1: The following information is needed for credit card payments:
Type of credit card (VISA, MC, etc.)
Credit card number
Expiration Date
Amount of transaction
Name on the Card
Signature of the person whose name is on the card

NOTE 2: If the customer is a well-established company (or school/school district), they may follow the purchase order process as stated in the section above. A copy of the purchase order must be obtained from outside companies and attached to the work order sent to the corporate accounting department.

b. The deposit must be forwarded immediately to the Accounting Department with a copy of the work order. The deposit may be used to defray the costs in the event of a late cancellation.

c. On the day of the event, the customer must sign for receipt of the items ordered to avoid disputes later on that certain items were not received.

d. Payment in full is due at least three business days prior to the event. Actual costs are entered onto the work order. Payment is forwarded immediately to the accounting office with a copy of the completed work order.

e. Any additions to the items ordered on the day of the event must be paid for on the day of the event.

170.5B Event Cancellation/Adjustments

a. Cancellation must be made at least six (6) business days prior to the day of the event for full refund. Cancellations made five (5) or four (4) business days prior to the day of the event will receive a refund of 75% of the deposit. The remaining 25% will be used to cover the cost of time spent on preparation of the event. If cancellation is made three (3) business days or less prior to the day of the event, the total deposit amount will be kept to offset costs already incurred. Work orders requesting refund must be submitted to the Accounting Department for processing.
b. All work orders are required to be accounted for. A voided work order is processed and accounted for the same as all other work orders. All voids must have explanations and reference related work order numbers, if any.

c. Adjustments to work orders already processed by the ASC Accounting Department must be made on a new work order. The client information section of the new work order should reflect the identical information as is on the work order being adjusted. The menu portion of the new work order will contain the work order number being adjusted. A brief explanation for the adjustment and the items being adjusted is required. The total section of the new work order will show the negative or positive amount from each category being adjusted. The signature of the Director of Food and Vending is required before any adjustments are forwarded to the ASC Accounting Department for processing.

170.6 Account Receivable Aging Report

a. After month-end closing or by the third Friday of the following month, whichever is earlier, an Account Receivable Aging Report (Appendix 170.C) is generated by the Accounts Receivable Specialist and a copy is sent to the Project Director/Project Manager, the Controller, and the Director of Finance and Administration. A fourth copy is maintained by the Accounts Receivable Technician.

b. The Account Receivable Aging Report is reconciled monthly by the Accounts Receivable Specialist to the general ledger accounts receivable object code (1211), and (1217) for bookstore operation.

170.7 Collections Allowance & Write-Off of Accounts Receivable Invoices

Collection efforts for accounts receivable invoices are the responsibility of the Accounts Receivable Technician for the first 60 days. After 60 days, however, collection becomes the responsibility of the Project Director(s)/Project Manager who requested the invoice.

a. Monthly, the Accounts Receivable Technician, with the prior written approval of the Project Manager(s), will send all new invoices over 93 days past due to the collection agency for collection. Monthly, the Accounts Receivable Specialist will also provide the Controller with a list of those past due invoices that were not sent to the collection agency per the Project Manager(s) instructions.

b. All invoices which have been outstanding for longer than one year will be: (1) recorded in an allowance for doubtful accounts; or (2) written-off within the first or second year, with the prior written approval of the Project Director, and the Controller or Director of Finance and Administration, and the Executive Director.
# Request for Invoice (RFI)

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<th>Qty</th>
<th>Unit Price</th>
<th>Project-Object</th>
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**LESS DEPOSIT**

**Total Invoice**

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<table>
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(Appendix 170.B)
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<th>DATE</th>
<th>P.O. / W.O. / R.F.I. No.</th>
<th>Customer No.</th>
<th>Project No.</th>
<th>Due Date</th>
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**PLEASE REMIT TO:**
CSUF ASC
2600 Nutwood Ave, suite 275
Fullerton, CA 92831-3137

Please reference invoice number on your remittance.

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Total Due:
## Appendix 170.C

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Total for CSU, Los Angeles: 58,091.79
Total for CSU, Fullerton: 70,520.20

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Total for CSU, Los Angeles: 88,000.00
Total for CSU, Fullerton: 88,000.00

Total: 156,091.79