



## Managing & Reporting Accounts Receivable Procedure

Issue Date: February 1, 2013

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### Objective

To establish and maintain internal procedures for managing all accounts receivable activities.

### General Procedures

| Step | Action  | Responsible Party | Timeline             |
|------|---|-------------------|----------------------|
| 1.   | Divisions with accounts receivable (AR) must complete the Admin Accounts Receivable Internal Procedures form. | Divisions with AR | As appropriate       |
| 2.   | Complete and submit the AR Reports to FMR in the format provided.   | Divisions with AR | As designated by FMR |
| 3.   | Completed AR Reports are submitted by FMR to MMB.   | FMR               | As designated by MMB |

### See Also

MMB Statewide Operating Policy 0501-01, [Managing & Reporting Accounts Receivable](#)

MMB Statewide Operating Policy 0504-01, [Debt Collection Process and Actions](#)

MMB Statewide Operating Policy 0505-01, [Writing-off Uncollectible Accounts](#)

FMR-0501-01, [Managing & Reporting Accounts Receivable Policy](#)

FMR-0504-01, [Debt Collection Process and Actions Policy](#)

FMR-0504-01.1, [Debt Collection Process and Actions Procedure](#)

FMR-0505-01, [Writing-off Uncollectible Accounts Policy](#)

FMR-0505-01.1, [Writing-off Uncollectible Accounts Procedure](#)