



Managing & Financial Reporting of Accounts Receivable Procedure

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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 FMR 05-01.1F1 Admin Accounts Receivable Internal Procedures form.	Divisions with AR	As appropriate
2.	Establish new Accounts Receivable set up in SWIFT at the request of the division.	FMR	As appropriate
	Distribute AR Reports to divisions upon receipt from MMB.	FMR	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
4.	Admin expects to collect 100% of outstanding accounts within 365 days.	Divisions with AR	

See Also

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

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

FMR-0602-01, [Recording and Depositing Receipts Policy](#)