THE UNIVERSITY OF MICHIGAN
STANDARD PRACTICE GUIDE

SECTION:	Business and Financial Services	**Number:**	501.5
		Revised:	9/24/04
SUBJECT:	General Accounts Receivable	**Date Issued:**	
		Review Date:	9/24/09
APPLIES TO:	All Departments and Units of the University	**Attachment(s)**	0
ISSUED BY:	Financial Operations		

Policy

All units on the M-Pathways General Ledger system are eligible to process invoices through the Financial Operations - General Accounts Receivable area. Specific authorization by the Controller and Director of Financial Operations is required to establish and maintain a departments own receivable system. Other central receivable systems are:

- University Hospitals and Health Centers – Patient Care
- Student Financial Operations – Student tuition, housing and miscellaneous fees
- Student Loans – Loan collection

The General Accounts Receivable area handles invoicing and follow-up collections for the sales of all types of goods and services. Invoices must be equal to or greater than $100. Units that do not currently have an alternative process for collecting revenue under $100 may contact Financial Operations at 764-8236 for help in determining an alternative method that will serve their need.

Sponsored research is generally billed by the Sponsored Programs Office within Financial Operations. Questions regarding Sponsored Projects should be directed to your Project Grant Coordinator listed on your monthly Statement of Activity or Financial Operations website http://www.umich.edu/~finops/index_js.htm.

The UM Sales Invoice form and instructions are located at:
http://www.umich.edu/~finops/index_js.htm