

**Texas A&M University System  
Office of Budgets and Accounting (SOBA)  
Accounts Receivable Procedures**

**I. Accounts Receivable Invoices**

Accounts receivable invoices are prepared by SAGO departments to bill for goods and/or services rendered. This allows revenue to be recognized at the time goods or services are rendered, instead of when the payment is received. Invoices are submitted to SOBA for entry into the FAMIS Accounts Receivable (AR) module. When an invoice payment is received, SOBA posts the payment to the appropriate invoice in the AR module.

**A. Invoice Number**

Invoice numbers are seven (7) digits in length, including an alphabetic prefix assigned by SOBA. The 1<sup>st</sup> digit, the assigned alphabetic prefix, is unique for each department. The 2<sup>nd</sup> and 3<sup>rd</sup> digits of the invoice number represent the fiscal year, such as “03” for fiscal year 2003. A consecutive numbering sequence is used for the last 4 digits. For example, Q030001 represents the first SOBA invoice of fiscal year 2003.

To request an invoice prefix for your department, please contact SOBA or email [receipts@tamu.edu](mailto:receipts@tamu.edu).

**B. Invoice Form**

An electronic version of an invoice form may be obtained from SOBA. An example is included in this section. Invoices should include the following information:

- |    |                        |  |
|----|------------------------|--|
| 1) | <u>Invoice #</u>       | 7 digits (1 alphabetic, 6 numerical)   |
| 2) | <u>Date</u>            | Billing date   |
| 3) | <u>Department</u>      | Name of department creating invoice  |
| 4) | <u>Department Code</u> | 3-4 letter FAMIS abbreviation for department name (example: System Aircraft abbreviation is SAIR)  |
| 5) | <u>Account #</u>       | Departmental FAMIS account number, including support account if applicable.  |
| 6) | <u>Customer #</u>      | 13-digit assigned number<br>Use FAMIS Screen 632 to search for an existing customer number. If no number exists for the customer, contact SOBA for assistance. |
| 7) | <u>Customer Name</u>   | Name of individual, business, or agency  |

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- |     |                         |   |
|-----|-------------------------|---|
| 8)  | <u>Customer Address</u> | Address for mailing the invoice and/or past due notices. It is also very helpful to provide a contact person's name and phone number. |
| 9)  | <u>Description</u>      | Brief description of goods/services provided  |
| 10) | <u>Object Code</u>      | FAMIS revenue object code (Expense object codes should not be used)   |
| 11) | <u>Amount</u>           | Invoice amount; if numerous object codes are being used, list amounts separately next to each code                                    |
| 12) | <u>Prepared by</u>      | Invoice preparer  |
| 13) | <u>Phone No.</u>        | Contact person's phone number   |

**C. Accounts Receivable FAMIS Inquiry**

- Screen 635      Invoice Display  
To view setup; if an invoice was submitted but does not appear on this screen, please contact SOBA for assistance.
  
- Screen 636      Invoice Line Item Display  
To view payments, adjustments, corrections, etc.
  
- Screen 632      Invoices by Customer  
Enter customer account number, or search by customer name, to view a customer's account and a listing of all outstanding invoices.  
*HINT:* To view a history of all invoices billed to this customer, change the *Include Invoices with Zero Balance* option field to Y.

**D. Invoice Changes**

- Reduce or Cancel an Invoice: A written memo is required and must be signed by the invoice preparer and their supervisor.
  
- Change an Object Code or Account Number: Submit a written memo to SOBA Accounts Receivable (MS1170) requesting the change(s) and attach a copy of the original invoice.

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**E. Past Due Invoices**

At the beginning of each month (after previous month is closed), FAMIS generates a list of all past due invoices. SOBA reviews the list and mails past due notices to the overdue invoice customers. Overdue invoices are handled as follows:

- 30 days past due Mail past due notice to customer
- 60 days past due Mail past due notice & copy of invoice to customer
- 90 days past due Contact invoice customer by phone. At this point, the billing department is often contacted for assistance in collecting the overdue invoice.

**THE TEXAS A&M UNIVERSITY SYSTEM**

INVOICE # \_\_\_\_\_

DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

DEPARTMENT CODE \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_

CUSTOMER ADDRESS \_\_\_\_\_

Attention: \_\_\_\_\_

Description	Obj Code	Amount
<b>TOTAL</b>		0.00

Prepared by \_\_\_\_\_ Phone No. \_\_\_\_\_

**\*\*\*Please forward a copy of this invoice with payment within 30 days to:\*\*\***

**VID # 3710710710**  
The Texas A&M University System  
System Administration and General Offices  
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