

The Medical College of Georgia

Administrative Policies and Procedures

Office of Primary Responsibility
Controller's Division / Accounts Receivable

Subject:
Campus Invoicing

1.0 Purpose

To centralize invoicing and receivable tracking across campus and to ensure that payments are mailed directly to the Cashier's Office. The Cashier's office is the central collection point for payments on these invoices, and should always have a copy of the invoice on hand.

2.0 Policy

When a department performs services or supplies products to an external location, an invoice should be created using the campus invoice template created by the Accounts Receivable Office. This invoice should be completed in its entirety. One copy should be sent to the customer, and another copy must be sent to Accounts Receivable (Room 2004, Kelly Administration Building) or electronically via GroupWise to Cashiers_Office@mcg.edu, with a copy retained in the departmental file. The invoice clearly states that payment for this invoice should be remitted to the Cashier's Office address. Upon receipt of payment, it will be entered into PeopleSoft Financials with the invoice number clearly entered into the journal description field, and the check number entered into the reference field. This information is visible on the Budget Transaction Detail Report and in PeopleSoft Query.

3.0 Procedure

3.1 Responsibility: User

3.1.1 When invoicing for products or services, prepare the invoice using the standard template located at www.mcg.edu/comptroller/InvoiceTemplate.pdf.

- Date: - Date of Invoice
- Invoice No.: - Invoice number
- Address lines: - Complete name and address of the department providing service or product
- Phone: - Telephone number of the department
- Fax: - Fax number of the department
- Email: - E-mail address of responsible person in the department
- Customer Information To: - Customer name and billing address
- Customer Information Ship To: - Address where the goods/services are supplied
- Account: - Account number in PeopleSoft Financials
- Fund: - Fund in PeopleSoft Financials
- Department: - Department in PeopleSoft Financials
- Program: - Program code (if any) in PeopleSoft Financials
- Class: - Class code in PeopleSoft Financials
- Project/Grant ID: - Project/Grant ID in PeopleSoft Financials
- Quantity: - Quantity of goods/services ordered
- Description: - Description of goods/services ordered
- Unit Price: - Price per unit of goods/services ordered
- Amount: - Number of goods/services ordered
- Subtotal: - Subtotal of Unit Price
- Shipping & Handling: - Cost of shipping and handling
- Total Due: - Total remit amount Due

3.1.2 Keep one copy of the invoice for your files, as well as one copy mailed to the customer, and one copy sent to the Cashier's Office (Room 2004, Kelly Administration Building) or through

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GroupWise (Cashiers_Office@mcg.edu).

- 3.1.3 Preprinted return envelopes are available for pickup at the Cashier's office (Room 2004, Kelly Administration Building), or Cashier's Office will forward a requested amount of envelopes upon request. This ensures that the payments will be received in the Cashier's office.
 - 3.1.4 Payments remitted should include a copy of the invoice, and should be made out to "MCG". Please review your PeopleSoft Chartfield through query or by running the Budget Transaction Detail Report on a regular basis to track your received payments against these invoices.
- 3.2 Responsibility: Accounts Receivable / Cashier's Office

Upon receipt of payment, it will be entered into PeopleSoft Financials with the invoice number clearly entered into the journal description field, and the check number entered into the reference field. This information is visible on the Budget Transaction Detail Report and in PeopleSoft Query.