

UNIVERSITY OF HAWAII
REQUEST TO MAINTAIN DETAIL ACCOUNTS RECEIVABLE
TRANSACTIONS IN A DEPARTMENTAL SYSTEM

Detail accounts receivable transactions shall be recorded in the KFS AR system, unless exception has been given by the Financial Management Office to record details in a departmental system which meets the following requirements. See Administrative Procedures AP 8.651, Non-Student Accounts Receivable and Delinquent Financial Obligations, for more details.

ACCOUNTING

Accounts receivable are accurate and complete.

Receipts are reconciled to their related billings.

Internal controls, such as, separation of duties are in place.

REPORTING

Accounts receivable and allowance for doubtful accounts are recorded in UH and departmental financial statements.

Monthly summaries of aged accounts receivable shall be submitted upon request. A detailed listing for the summarized aged receivables will be available.

COLLECTION

Accounts receivable are aged, and collection pursued in accordance with AP 8.651.

CERTIFICATION/REQUEST

We certify that our departmental accounts receivable system meets the accounting, reporting and collection requirements outlined above and in AP 8.651, and request that AR details be maintained in our system.

Organization Name: _____

FO# Fiscal Administrator Name (Print) Signature Phone Date

Dean / Director Name (Print) Signature Phone Date

(Send request to the General Accounting
& Loan Collection Office)

APPROVED/DISAPPROVED

Financial Management Office Date