

CENTRAL SERVICES PROCEDURE—ACCOUNTING

INVOICING/BILLING

Purpose: To provide guidelines to YCCD employees for creating and processing District invoices.

Procedure:

1. Billing originator completes a YCCD Invoice (a supply can be requested from Lori Williams at x6588 or via e-mail). The information required on the invoice is:
 - Name and address of entity being billed (Please use block caps, as the address will appear through a window envelope, no comma between city and state.)
 - Date
 - Description
 - Dollar amount
 - Account # and Accounts Receivable account # (19160)

Note: The invoice number at the bottom left hand corner is to be left blank; the number will be assigned by Accounting.

2. Send the completed YCCD Invoice with supporting documentation to Jeremy Salazar for review. If the party being billed requires a cover memo, a claim form, etc., send this along with the YCCD Invoice to Jeremy.
3. After review, Jeremy gives the invoice and all backup documentation to Lori Williams.
4. Lori will:
 - Assign the YCCD Invoice a unique invoice number from the YCCD control log
 - Mail the original and canary copy of the YCCD invoice, with back-up, and
 - Distribute the pink copy of the invoice to originating department with date sent and initials noted below the invoice number:

Columbia Vice President – Administration, forwards to issuing department
MJC College Administrative Services, forwards to issuing department
Central Services Issuing department/Responsibility Code manager

Note Invoices are booked into our Datatel accounting system weekly.

A statement of all unpaid invoices will be forwarded to Responsibility Code Managers on a monthly basis.

Comments: Departments will effectively receive revenue at the time the invoice is posted into Datatel. If an invoice remains unpaid for an extended period it is the departments' responsibility to contact the customer.

To request a copy of an invoice and/or statement contact Jeremy Salazar.

Effective: 11/1994

Updated: 06/2010

Questions: Jeremy Salazar, Sr. Accountant (X6932)