

Notice 12-05
June 28, 2012

Annual Accounts Receivable Report

Every department with an outstanding accounts receivable balance as of June 30, 2012, is required to complete an Annual Accounts Receivable Report. The report form is available through eForms on the Division of Financial Services web page at <http://www.k-state.edu/finsvcs/> or through the KSU Policies and Procedures Manual Chapter 6210 at <http://www.ksu.edu/policies/ppm/6210.html> (instructions are included). Do not use the Monthly Receivables form (KSU DA-32).

Submit the form to the Division of Financial Services, Financial Reporting and Asset Management section no later than July 20, 2012. Contact Julie Huff at 532-1853 or jhuff@ksu.edu, if you have any questions regarding this report.

NOTE: Grant receivables and receivables that have been billed through the Student Information System (iSIS) should NOT be included on the annual accounts receivable report. The information for these receivables is accumulated centrally using the FIS accounting system.