



### Form 5: Accounts Receivable

Sales that are recorded in the department's records, but have not been posted to FAMIS by August 31st, 2017, should be reported as accounts receivables and listed on Form 5. These sales are normally in departments that maintain their own set of books for receivables and prepare a financial statement, but it does not exclude those departments that use FAMIS or iPayments.

Any outstanding receivable reversed by FMO that has not been collected by the selling department should be reported on this form. Any current invoices that were not submitted to FMO via iPayment or file feed by August 31, 2017 should also be included. Checks that have been returned as unpaid for deposits and have not been collected should also be included on this form. Form 5 should be submitted for all accounts with outstanding receivables regardless of the ending account balance at year end.

A separate form is required for each account/support account. Pledge receivables should not be included on this form. They must be submitted on the PLEDGE FORM. Accounts receivables that are to be written off must be submitted on Form 3.

Attached is supporting documentation (invoice copies, donor letters, contracts, etc.) showing the department is owed the funds from the listed customers. Attached is the State Hold Form for each External customer with invoices 120 days past due owing a total of \$100.00 or more not placed on State Hold prior to the completion of this form.

Account-Support Account: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Internal Customers

Enter total amount for each different revenue code.

| All TAMU System Member Customers | Revenue Code | Total Amount Due |
|----------------------------------|--------------|------------------|
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |
| 0000000000001                    |              |                  |

Total \_\_\_\_\_

#### External Customers

Enter total amount for each different revenue code.

| All Non-TAMU System Members including SOFC & TAMU Foundation | Revenue Code | Total Amount Due |
|--|--------------|------------------|
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |
| 6800000000000  |              |                  |

Total \_\_\_\_\_

If there are no accounts receivables to report, please indicate so by writing NONE across the top of this page.

\_\_\_\_\_  
Date Head Signature

\_\_\_\_\_  
Date FMO Approval