

Controller's Office

UNIVERSITY OF MINNESOTA

Non-Sponsored Accounts Receivable Year-End Cluster Site Visit

Agenda

Areas Needing Attention	
Unapplied EFT's (ACH & Wire)	
Foundation Transfers	
Data Clean-Up	
Review Aging Report	See Training Services Job Aid AR Aging Report Attached
Review Incomplete Departmental Deposits	See AR Services Procedure Sheet
Review Incomplete Bills	See AR Services Procedure Sheet
Review Merchant Activity/Aging	AR Aging Report Attached
Aged Accounts Receivable Form	
Review FY08 Aged Receivable Form	Attached (if applicable)
Discuss changes in AR/BI that occurred in FY09	
Review FY09 Aged Accounts Receivable Form	FY09 form will be published in Year-End Memo.
Year End Deadlines	Deadlines will be published in Year-End Memo.
Foundation Transfers	
Customer Maintenance Requests	
Bill Entry	
Cash/Check Deposits	
Aged Accounts Receivable Form	