ACCOUNT RECEIVABLES

1. Has the unit received permission from the Office of Business and Financial Services to maintain a separate accounts receivable system?
   
   ___ Yes  ___ No  ___ Not Applicable

2. Are duties related to accounts receivable delegated so that no one individual can collect funds, update accounts receivable records, and reconcile accounts receivable details to Banner?
   
   ___ Yes  ___ No  ___ Not Applicable

3. Is the total of unit accounts receivable outstanding reconciled to Banner periodically?
   
   ___ Yes  ___ No  ___ Not Applicable

4. Are accounts receivable aged regularly, with older accounts receiving appropriate follow-up including collection and write-off of delinquent accounts?
   
   ___ Yes  ___ No  ___ Not Applicable

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