FMS AR Billing & Receipts Overview Process

Purpose*:*

To document the processes for AR billing and payment with using the Financial Management System (FMS). There are many different types of billing requests from MCPS Departments and Schools (ex: ERSC for Health Care Cost or Overused Leave, Field Trips from Transportation, Non-Resident Tuition, Manual Request, etc.) Below is an overview of the process.

Process Summary:

1. The Accounts Receivable Specialist receives a billing request from the end user. The request could be a manual request or a request to run an interface.
   Requests include:
   a. ERSC request for Insurance health care premium billing for retirees.
   b. ERSC request for billing of overused leave by employees.
   c. Transportation request for billing of field trips and extracurricular trips.
   d. School Counseling, Residency and Int'l Adm. Office billing for Non-Resident tuition. Billings for MCPS employees are coordinated with ERSC as a payroll deduction and Out of County Tuition billing is due before each semester.
   e. Interface for reimbursement of purchase card charges paid by schools from the Independent Activity Funds (IAF).
   f. Various billing requests from MCPS Schools, Departments or Divisions (ex: Outdoor Ed).
2. AR Unit staff runs the interface or manually enters invoice billing data.
3. An invoice is generated. Invoices are made available for schools to pay through a paperless process. Paper invoices are prepped and mailed to the organization or person.
4. MCPS AR Customer receives invoice. The Customer chooses to pay the invoice.
5. Payment is received. Payment methods are:
   a. From Schools with online payment through iReceivable.
      i. For iReceivables, run FMS Remittances Summary to auto create the National Automated Clearing House Association (NACHA) file and post receipt.
      ii. Transmit NACHA file to M&T bank
      iii. Next business day, match M&T cash receipt on the daily cash report to the FMS remittances amount.
   b. From ACH or wire receipts from local government, state and other payees.
   c. Paper check payments or cash.
   d. Credit card payment.
6. Payments are matched to an invoice and processed through the Cash Receipts module.
7. Paper checks are deposited using remote check deposit. Cash payments are deposited to the bank.
8. Receivable Collection Team Meets to review unpaid invoices.