

Knoxville Campus Policy: FI00016-K Review of Accounts Receivable Year End	
Version 1	Effective Date: 04/27/2018

Office of Budget and Finance

Procedures for Reviewing Accounts Receivable

YEAR END

Step	Responsible Office	Responsible Position	Frequency	Procedure
1	Each Department	Business Officer	Year End	Send year-end accounts receivable aging report and reconciliation to Budget & Finance.
2	Budget & Finance Office	Financial Specialist	Year End	Review aging reports for reasonableness. Prepare year-end journal entry to record accounts receivable
3	Budget & Finance Office	Assistant Director	Year End	Forward year-end journal entry to Controller's Office for posting.