Open Invoices at Conversion to Oracle Receivables

1. Each Department must prepare a list of all open (unpaid) invoices as of January 10, 2010. At a minimum, include Invoice Date, Customer Name, and Amount Due. Email a copy of this list to Brian Looby using the contact information below.

2. Continue to process payments on these invoices as you have in the past (i.e., deposit revenue with Cashier in OBO). In addition, mark them paid on your copy of the list created in Step 1.

3. Continue to follow-up on these invoices if they become past due, as you have in the past.

4. On April 1, 2010, provide an updated copy of this open invoices list, along with copies of the invoices remaining unpaid, to Brian Looby using the contact information below.

5. These open invoices will then be added to Oracle Receivables. **<u>Once added to Oracle Receivables, all payments must be forwarded to the Cashier for processing.</u>** In addition, collection activity will be performed through Oracle Receivables at this time.

   Send the items requested above to:

Brian Looby
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