



**BOISE STATE UNIVERSITY**  
**UNIVERSITY FINANCIAL SERVICES**

Attached is the Invoice Template with a few sample lines, please delete them and enter your information. You should place a yellow row between invoices, as this will help to make sure we get multiple lines on one invoice, if that is the case. You can enter as many invoices as you have for the time period on one spreadsheet. Once you have entered all of the necessary information, please name the spreadsheet something that will help you know what week and/or month that it pertains to and maybe your department (i.e. 03202017-Athletics). We ask that you email the spreadsheet to [accountsreceivable@boisestate.edu](mailto:accountsreceivable@boisestate.edu) for processing. Once we have processed the invoice(s) we will email you back your spreadsheet, it will contain the invoice numbers that were mailed out.

We will send a BSU printed invoice (sample attached) via mail to your customer(s), if you want us to. We don't have to have the system assign an invoice number, so if you want to use specific invoice numbers that you have assigned we can do that. All payments for these invoices should be processed by us so we can clear AR and post the revenue to your account. We also have an online link for customers to pay AR via credit cards online.

During the first 10 days of the month you will receive an aging report, showing all invoices that are still outstanding, so you can follow up with any customers that have not paid. We mail statements around the 20<sup>th</sup> of each month, they will include a past due stamp if they are over 30 days past due, and a letter when they are 61-90 days past due stating that they need to be paid or arrangements made as soon as possible to avoid being turned over to a collection company. Your department will have the opportunity to decide if you do not want the invoices that are past due to be sent to a collection company. AR will make every effort to treat the customers you have invoiced in the manner that you want.

If we can be of further assistance, please let us know.  
Thanks so much and have a great day!