AR Billing & Receipts Overview Process

Customer (Schools, Dpeartments,Retirees, Employees, etc.)

- No
- Invoice is ignored by MCPS Customer
- Payment is sent
- Does Customer Pay Invoice? — Yes
- AR Customer Receives or Reviews Invoice

DOC-AR Receipts (see Receipts Process Flow)

- Receives remittance
- Open mail /give to Cash Receipt clerk
- Within 1 business day, apply Payment on Invoice
- Deposit Funds Daily (remote check deposit)
- Was Payment paid by Check or Cash? — Yes / No / No
- Payment Received by Ach, Credit Card, or Wire
- Is Payment an ACH or Wire? — Yes / No
- Apply Payment by Account on Invoice
- Process other ACH receipts & Credit Card Payments
- End
- iReceivable Payment Processed by School. Payment Applied to Invoice
- Transmit NACHA File to Bank
- Next Business Day, Match Bank Statement to iReceivable Amount

FMS-AR Billing (See Benefits Process Flows)

- Receivable Collection team meets (see AR Aging Analysis & Collection Process)
- End
- Is request to run a billing interface? — Yes / No
- Run Interface for Creating Invoices
- Interfaces includes:
  -Lawson EBP
  -Field trip
  -Food service
  -P-Card purchases for IAF account
  -PO for IAF account
- Process Manual Invoice Request
- Was the invoice for a MCPS school? — Yes / No
- Invoice available for MCPS Schools to access with iReceivables
- Paper Invoice is printed
- Invoice mailed to AR customer

MCPS School or Office

- Start
- Request for Billing