

Accounting Services Guide

Invoicing

There are a number of University revenue sources that are billed and collected by individual departments. It is important that each department create an invoice to record and report ALL external revenue sources for goods and services. Having invoices produced and recorded in a timely manner is essential to ensuring the financial reports prepared for internal and external users are correct and reflect the most current financial position of the University possible.

Departments are required to use the U of W branded Invoice. The template can be requested from Hilda Malchuk in Financial Services.

You can choose one of two invoices. The invoices are identical in content except that one provides the ability to pay by credit card (See appendix A), and one does not. If you do not have a credit card machine, and are therefore unable to process credit cards, please use the invoice that does not ask for credit card information.

Invoicing requirements

There are a few key aspects to each invoice:

- The date for which the goods or services were provided.
- A unique invoice number which includes your department identifier (your department identifier will be provided along with the invoice template).
- Complete name and address of the recipient
- A description of the goods or services provided and the amount, including any applicable taxes
- The general ledger coding that is applicable

In addition, it is important that you provide:

- Any documentation available to further support the invoice
- Your department name

The University is registered to charge GST and PST on taxable sales. In a University setting GST applies to most sales of goods and services that do not relate to a degree related course, student residency or goods sold for less than or equal to cost in non-commercial sales. PST applies to most goods sold, but not to the sale of most services.

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When the invoice is sent to the vendor, a copy (marked “copy”) should be forwarded to Financial Services for input into the USL Financial System. When payment is received, the deposit should reference the invoice number.

Coding

Debit

Typically your invoice will be debited to a receivable account. If you create an average of 3 or more invoices per month Financial Services will set up a designated receivable account for your department. Some departments may already have a designated account even though they create less than 3 invoices per month. If you do not already have a designated account and you create less than 3 invoices per month you can debit account 0-00-0000-12500-000.

Credit

The credit should be assigned to the revenue account that most logically describes the goods or service provided.

Any applicable GST will need to be broken out separately and coded to account 0-00-0000-30200-000.

Payment on account

- Payments of invoices should be directed to the department that initiated the invoice
- Cheques received should be deposited using the “Deposit to Financial Services” form within 1 (one) business day of receipt
- *Credit card information, if collected, must be destroyed as soon as it is used.*

Follow-up of overdue invoices

- It is the departments responsibility to follow up and collect invoices generated by their department
- Invoices outstanding over 30 days should normally be considered overdue.
- Problems with collection of long overdue invoices should be referred to the Executive Director – Financial Reporting.

