Collection Actions in the BAR System

Charges are posted to BAR

The Collection Process

1st Month
Students are sent a statement with charge detail.
Non-students are sent invoices with charge detail.

2nd Month
Student sent a balance forward statement, charged a delinquent fee & hold is placed.
Non-student is sent balance forward invoice

3rd Month
Student sent balance forward stmt & delinquent fee posted. Student assessed $12 collection cost charge & 1st collection letter sent on the first Thursday after the 20th following this stmt.
Non-student sent balance forward invoice.

4th Month
Student sent a balance forward statement, assessed delinquent fee & sent 2nd collection letter.
Non-student has balance forward invoice sent, delinquent fee posted. A $12 collection cost charge is posted & 1st letter sent on the first Thursday after the 20th following this invoice.

5th Month
Student sent balance forward statement, delinquent fee posted, & 3rd collection letter sent.

6th Month
Student and non-student unpaid charges are written off and assigned to our collection agency. BAR credits the University receivable account and debits the department’s income and campus Bad Debt Reserve accounts. Amounts < $25 are written off @ 100% to billing departments & not assigned.

BILLING AND ACCOUNTS RECEIVABLE SYSTEM

BAR credits
DEPT Income Account
BAR debits
BAR Receivable Account

BAD DEBT RESERVE

80% of unpaid amount debited -- 100% if -- Bal<$25
20% of unpaid amount debited -- 0% if -- Bal<$25
100% of unpaid amount credited Regardless of Bal

On line

Or by batch using FTP