SOP Reference #: SOP-AC003

Operation/Task:	Accounts Receivable Invoicing			Equipment:	N/A	
Owner:	Controller	Date Prepared: Revision History:	6/12/15 See last page	Department Responsibilities:		

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for accounts receivable invoicing.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	**Verify Correct Pricing** • Invoicing staff will make sure Sales/CSR's have completed all of their procedural obligations.		
2	◆	**Job Cost/Job Cost Detail Comparison Brooklyn Park** **St. Paul**	• Job costs are checked against the job cost detail. • A Prebill cannot be processed if the amount to be invoiced on the Prebill is more than $100.00 less than the job cost detail or if the freight of $100 or more is not being invoiced. • If job invoicing is between $100-$700, invoicing personnel can sign off. If $700-$2,000, invoicing lead signs off. • If over $2,000, job can be processed but must be initialed by invoicing lead and added to spreadsheet at V:billing\jobs under cost to be reviewed by controller or CFO at a future date • Invoicing Lead "Materialized Freight Initials" for the freight on the Prebill, if over $50.00. • St. Paul's job cost detail is checked and the process is the same as Brooklyn Park.	

3		AA's & Batch Sheet (BP & SP)	• AA's are checked in thru the Access's Completed Billing Status Program. • But if the job costs of the job is under costs, then a note is made and the AA's are not checked in. • Jobs are entered into a batch, edited, taxed. • Then they are entered into a batch sheet.	
4		Printing	• Invoices are printed out. • Totals are added to Bank Spreadsheet per Brooklyn Park or St. Paul.	
5		Allocation Accuracy Check	• Costs of the batch sheet are compared to the batch allocation for accuracy, ○ (Then they are saved in a monthly file.)	
6		Invoice Filing and Sending	• A Billing Performance is filled in and emailed to appropriate personnel.	

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
	Revised SOP to new format		6/12/15
Rev 1	Change the owner of the SOP to Controller.	Ryan Olson	1/07/16
Rev 2	Changed Step #2 Job Cost/Job Cost Detail Comparison Brooklyn Park	Ryan Olson	2/26/16
Rev 3	Changed Step #2 Job Cost/Job Cost Detail Comparison Brooklyn Park	Jan Hemmelgarn	5/23/16
Rev 4	Removed header page, updated gray header bar, changed font	Cristi Oakvik	3/31/21