

<b>STANDARD OPERATING PROCEDURE</b>	<b>CODE: AR - 011</b>		<b>PAGE: 1 of 2</b>
	<b>EFFECTIVE:</b>		<b>UPDATE NO.: 0</b>
	<b>INITIATED BY: PRIMA CONSULTANT CO., LTD.</b>		<b>DEPT./SECTION:</b>
	<b>REVIEWED BY:</b>		
	<b>APPROVED BY:</b>		
	<b>SUBJECT:</b>	<b>DIRECT BILLING</b>	

**OBJECTIVE:**

**POLICY:**

Accounts Receivable items represent uncollected revenue. Therefore, it is essential that the billing cycle is performed daily in order to maximize cash flow and minimize write-offs

**PROCEDURE:**

Guest Ledger accounts must be reviewed on a daily basis by the Front Office and Credit Manager/AR Supervisor to ensure that accounts are maintained in a current status.

Whenever possible, master group accounts should be reviewed with the Tour/Banquet co-ordinator prior to departure. Preferably, the tour/banquet co-ordinator should meet daily with the group's organizer and go over the previous day's charges.

All accounts must be transferred to the City Ledger from the Guest Ledger the day following check-out or at the end of the non-room function. Billing is to occur immediately after Accounting reviews the bill. Transfer of Guest Ledger accounts should always be to the City Ledger

The Financial Controller must ensure that all accounts being transferred to the City Ledger are accurate and fully documented.

Financial Controller must ensure that regular direct billing is to be sent to the customer within 3 working days after departure.

Subsequent statements are to be processed and mailed at least monthly and on an ageing basis for slow payees.

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\_\_\_\_\_  
Chief Accountant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Controller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Date