***Accounting SOP 001***

PROCEDURE FOR **CRCI INVOICING**

Prepare the Invoice Form with all the information required by CRCI, in a way that helps us in future billing for balance transfers.

1. Transfer ending balances from last invoice to initial balances of new invoice, and make all necessary changes that apply the period to be billed.
2. Print and/or download the Account Transaction Register Report from the financial system and identify all expenses made during the period to be billed.
3. Print and/or download Available Funds Report to reconcile expense with other reports.
4. Get the evidence from all expenses, such as payroll, stipends, vouchers, suppliers’ invoices, assistance sheets (from special activities), and any other document that CRCI requires.
5. Analyze the expenses from which there is no evidence.
6. Follow up those expenses that need to complete the cycle on the system and/or the proper documentation required.
7. Verify transaction that could be in transit and are not yet registered on the system so they can be included. Ex. American Express.
8. Detail all evidence on a “Detailed Sheet” to attach it to the invoice.
9. Complete the Invoice Form using the total amounts from Detail Sheet.
10. Register and assign an invoice number using our CRCI database.
11. Print on official paper and get the necessary signatures.
12. Make two copies from all the documents, one for CRCI (this one will have the original invoice), and another for the account’s file. Another copy, only of the invoice sheet, goes to the CRCI file. Sometimes scanned documents are required.
13. Send the invoice by e-mail to the contact person at CRCI. Send the original by regular mail.

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