County of Riverside
OPERATING ACCOUNTS RECEIVABLE
As of June 30, 2025
Due July 18, 2025

SCHEDULE C
(Refer to Year-end Closing Manual, Chapter 4, Topic #5)

Fund No.: _____ Fund Name: _____ JE Number: _____

Business Unit: _____ JE Reversal Number: _____

Dept ID: _____ Dept. Name: _____ JE Source: YE

Page _____ of _____

Note: Line items MUST have an aggregate amount due equal to or greater than $5,000

Operating Accounts Receivable Detail:

(a) JE #	(b) Revenue Account	(c) Fund	(d) Dept ID	(e) Amount Due ≥$5,000	(f) Name of Individual, Business or Organization	(g) Description of Services	(h) Date of Service - From/To	(i) Estimated Date of Receipt

Schedule C Total $ 0.00 -

Questionnaire:

(a) Does this department utilize the PeopleSoft Billing Module? ☐ YES ☐ NO

(b) If answer is NO, please check one of the following questions:

- ☐ NO A/R for this department
- ☐ Interdepartmental Billing ONLY
- ☐ Other Software Used. Name of other software: _____
- ☐ Do you maintain an A/R Aging Report? ☐ YES ☐ NO

Prepared By: _____ Phone Number: _____

Approved By: _____ Date: _____

Revised 03/10

(a) JE #	(b) Revenue Account	(c) Fund	(d) Dept ID	(e) Amount Due ≥$5,000	(f) Name of Individual, Business or Organization	(g) Description of Services	(h) Date of Service - From/To	(i) Estimated Date of Receipt

Schedule C Total $ 0.00 -

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County of Riverside

OPERATING ACCOUNTS RECEIVABLE

Accounts Receivable Procedures

1. Requirements and Documentation needed:

   (a) Items included in this Schedule **MUST** have an amount greater ≥ $5,000.

   (b) Attach Year-End Journal Entry of FY 2025. This is the journal entry created to recognize revenue.

   (c) Attach Year-End Reversal Journal Entry for FY 2026. This entry will reduced revenue posted in FY 2025.

   (d) Attach Invoices or any other documentation supporting the receivable.

   (e) For Government Funds not expecting revenue within 3 months,

   (12 months for Reimbursement Type Grants) complete Schedule L-2 (Unavailable)

2. Operating Accounts Receivable Detail:

   (a) JE # - (Journal Entry Number). This is the journal entry created to recognize revenue, accrual.

   (b) Revenue Account - This is the account number that you will use to recognize revenue.

   (c) Fund - This is the Fund number of the department that provided the service.

   (d) Dept ID - This is the Department that provided the service.

   (e) Amount Due ≥$5,000 - The service fee amount for services provided to private individuals, businesses or organizations for goods and services equal to/greater than $5,000

   (f) Name of Individual, Business or Organization to whom we provided services to.

   (g) Description of Services - What type of service was provided

   (h) Date of Services - From/To- The date range when services were rendered.

   (i) Estimated Date of Receipt - The date when funds are anticipated to be received.

3. Questionnaire. Please answer the following questions.

   (a) Does this department utilize the PeopleSoft Billing Module? Please click "YES" or "NO".

   (b) If the answer to (a) is "No" please check one of the options listed in the schedule.