

12 de julio de 2016

Circular de Finanzas 17-01

DIRECTORES DE FINANZAS Y DIRECTORES DE CONTABILIDAD

**RESERVA DE CUENTAS INCOBRABLES Y ELIMINACION DE CUENTAS INCOBRABLES (WRITE OFF)**

Oficina de Finanzas

Se adjunta la tabla matriz con las guías para el desarrollo y actualización de las reservas de cuentas incobrables.

El propósito de estas guías es asegurar que en los procesos establecidos exista uniformidad en la manera en que se calcula la reserva de cuentas incobrables y que haya un método efectivo y transparente en el análisis periódico del cobro de cuentas por cobrar.

Cabe destacar que un análisis, por separado, que considere los cobros subsiguientes o algún otro plan de repago, puede prevalecer sobre las guías que aquí se exponen. De igual manera, se informa que para deudas declaradas incobrables se debe cumplir con el Reglamento para el Cobro de Deudas en la UPR y la Circular de Finanzas Núm. 06-05.

Cordialmente,



Norberto González, CPA  
Director

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Anejo

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A separate analysis prepared based on individual accounts and collections can prevail over the general rule.

For accounts receivable from federal awards, if a separate analysis by program is prepared and it shows that the University is in compliance with the federal grant or contract and the University has billed the amount to the federal agency, no allowance should be provided. Otherwise, the general rule applies.

For due from Commonwealth of Puerto Rico established through joint resolutions with the Office of Management and Budget of the Commonwealth, no allowance should be provided.

For significant accounts receivable from entities in which the University exchanges services (for example patient services) and the right to offset exists or historically the University has settled its accounts receivable with its accounts payable with the entity (for example due from Servicios Médicos Universitarios, Inc. (SMU) and from the Puerto Rico Medical Services Administration (ASEM), the allowance general rule should be applied to the excess of the accounts receivable balance over the accounts payable balance.

As part of the University's annual financial statement closing process (FSCP), each University's campus/unit must review the activity in their receivable accounts and establish an estimate for an allowance for doubtful balances and record the corresponding journal entries (including any reversing entry from prior year). Then, the Central Administration Finance Director, Associate Director or Accounting Director review the allowance estimates to determine its reasonableness and adequacy. If after their review an adjustment is deemed necessary, it is recorded by the Accountant.