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5.4 Request an Exemption from Using Banner Accounts Receivable (Banner AR)

Policy Statement

Units must process all receivable transactions through Banner Accounts Receivable (Banner AR), the University of Illinois System's centralized billing system. Some units may request an exemption due to their unique billing requirements.

Reason for the Policy

Properly requesting an exemption from using Banner AR to process a receivable transaction.

Applicability of the Policy

All requests to exempt a receivable transaction from being processed through Banner AR.

Procedure

To request an exemption from using Banner AR:

1. Consult with University Bursar, who will help evaluate whether any unique billing requirements can be served by Banner AR. University Bursar will guide units through the process of requesting an exemption if warranted.

Units are eligible for an exemption if:

[5.2.4 Determine Whether a Student Charge](#)

Qualifies as a Receivable**5.2.5 Process (Assess) Student (SAR) Charges in Banner AR****5.2.6 Process (Assess) Study Abroad Charges in Banner AR****5.3.1 Calculate Your Allowance for Uncollectible Receivables****5.3.2 Collect Delinquent Accounts Receivable****5.4 Request an Exemption from Using Banner AR****Accounts Receivable Resources****Responsibilities****Definitions****University Bursar Who to Ask****5.4 Request an Exemption from Using Banner AR - Business & Finance**

- The unit generates a small number of receivable transactions each month.
- All of the unit's receivables are paid within 30 days of providing the good or service.
- The unit's unique billing requirements cannot be served by Banner AR. For example, patient/customer privacy laws or other regulations require or warrant a specialized billing system.
- The unit's billing system performs the processes required by state and the system receivables regulations outlined in [5.1 Managing Receivables](#).

2. Complete and submit a

 [Banner AR Exemption Request form](#)

Policy Information**First Published**

March 2010

Last Updated

January 2025

Last Reviewed

January 2025

Related Policies and Procedures

[5.1 Managing Receivables](#)

Forms Used in this Procedure

 [Banner AR Exemption Request](#)

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