Invoice and Payment Process

Invoices and Payments

When a supplier payment needs to be generated, the recording of the invoice received from the supplier (or other payment request documentation such as a check request) is approved and entered as an invoice into the accounts payable module in Oracle. Invoices can be entered prior to the date the check is to be produced. Based on the payment terms entered (for example, Immediate, Net 30) the invoice is selected to be included in the payment process, which is done overnight by RF central office. The payment process generates the check.

Types of Payments

In addition to payments to vendors, an invoice must be processed for the following types of payments:

- Human Subjects - If a project director is using a checking account to make cash payments to human subjects, the project director must be on the
  Supplier File to draw a check to fund the checking account. Refer to Paying Human Subjects for more information.
- Participant Stipend (see Participant Stipend Payments for more information)
- Reimbursement of Employee Expenses (see Out-Of-Pocket Expenses Reimbursement for more information)
- Honoraria
- Independent Contractor
- Wire Transfers
- Subrecipients
- Central Stores and Service Center
- Petty Cash - An invoice must be processed to generate a check to fund petty cash. The payee must be on the Supplier File.

Types of Invoices

There are several type of invoices such as

- Recurring Invoices - A recurring invoice is an invoice for an expense that occurs regularly and is usually not invoiced. For example, a recurring
  invoice could be set up for a one year lease once and the system would automatically create the invoices necessary and produce the checks
  each month.
- PO Matched - The invoice is matched to a purchase order and must meet defined tolerances. The invoice is matched by item not by total
  amount. A system hold will be placed on an invoice that does not meet defined tolerances. Refer to "Tolerances" and "Invoice Holds" for
  more information.
- Direct Payment - Direct payment invoices are not matched to a purchase order.

Multiple Invoices for One Supplier Site

Multiple payments processed in a payment batch for one supplier site are automatically included in one check unless individually coded otherwise in the Supplier File. The supplier site, payment alternative region contains a 'Pay Alone' field. If coded, pay alone, all payments processed using that supplier site will produce a separate check.

Equipment Purchases

Equipment purchase that require property reporting are identified by designation of an appropriate expenditure type. There are 33 application expenditure types that may be assigned.

Process

The following table outlines the invoice/payment process:

Step	Action
1	Receive an invoice or request for payment from a supplier.
2	Manually approve invoice/payment.
3	Determine if the supplier is on the Supplier File. If not, request that supplier is added and/or campus site information is added to the Supplier File. Refer to "Supplier File Updates" for more information.
4	Enter the invoice information into the accounts payable module.
5	Review invoice information.
6	If invoice is matched to a purchase order, perform the match to P.O. on-line.
7	Approve invoice online.
8	Review invoices on hold and take appropriate action. Refer to "Invoice Holds" for more information.
9	Checks are generated for approved invoices when central office performs the batch payment run. Refer to "Check Production and Distribution" for more information.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.