



Accounts Payable Overview

Managing Invoices & Payments

Overview

Accounts Payable (AP) is responsible for processing all invoice and non-payroll payments. There are 5 distinct payment categories.

- **Vendor Invoices:** These are typically payments for supplies, equipment, service agreements, and other purchases made to vendors. Invoices are paid against a BuzzMart PO.
- **AP Payment Request Form:** These payments typically are made to non-trade vendors or for situations where there is not a standard 'invoice' (conference registrations, refunds, training stipends, utilities)
- **AP Recurring Payment Request Form:** These are payments for rents, training stipends, or fellowships where 3+ payments are needed on a recurring schedule.
- **AP Honoraria Request Form:** This form is used to request an honorarium payment to an individual who performed an activity for Georgia Tech where an honorarium payment would be customary, such as a guest speaker, advisory board member, or mentor.
- **Wire Transfer/Foreign Currency Check Request:** This form is used for any international payment that must be sent via wire transfer or foreign currency.

Standard Best Practices

- All vendor invoices should be sent directly to Accounts Payable from the vendor, with the PO# referenced by the vendor
- POs should initiate the procure-to-pay process and should have sufficient open encumbrance balance to cover any outstanding invoices. If additional funding is required, a BuzzMart PO Change Request should be processed first
- Vendor invoice processing is prioritized to ensure that aged invoices are processed first to minimize past-due payments
- Do not submit multiple copies of the same invoice

- Vendors can register for ACH payments to improve security and speed of payments. US mail is the standard delivery method for all non-ACH payments
- Standard payment terms are net 30 days for trade vendors, unless alternate terms are negotiated and approved by the Georgia Tech procurement officer

Vendor Invoices Received in Your Department:

When you receive paper invoices from your supplier, they should be scanned individually to a pdf format and attached to an email addressed to apinvoices@gatech.edu. Make sure the BuzzMart PO is noted on the invoice prior to submission. This process will put the invoice images into ImageNow/WebNow. This email address is an automated process for moving invoice images to a work queue for processing. Do not use this email address to make inquiries or request special processing.

If you receive an invoice that is not associated with a PO and the invoice is **less than \$10,000**, use the Confirming Order Only Form in BuzzMart. No PO will be sent to the vendor. Write that PO number on the invoice and route to AP as noted above. If you receive an invoice that is not associated with a PO and the invoice is **\$10,000 or more**, use the Non Contract Form in BuzzMart and include the invoice number and the words “Unauthorized Purchase” on the line description. A contract officer will review and create a PO to encumber the funds, but no PO will be sent to the vendor. Write that PO number on the invoice and route to AP as noted above.



Department writes BuzzMart PO on invoice.



Scan and e-mail to: apinvoices@gatech.edu



Accounts Payable enters BuzzMart voucher and links voucher to invoice in WebNow

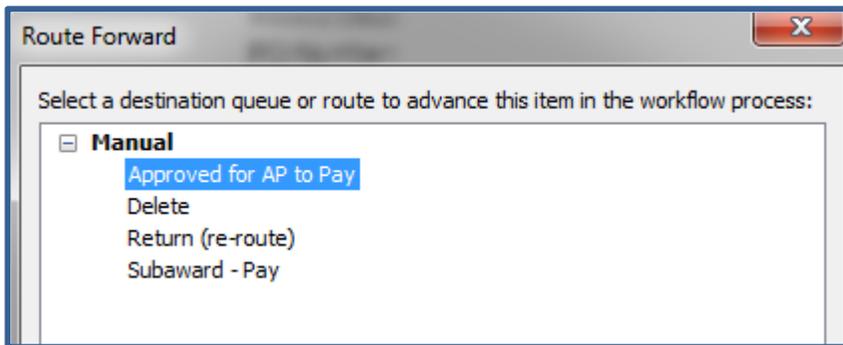
Vendor Invoices Sent Directly to Accounts Payable:

Invoices with a BuzzMart PO will be routed directly to the AP pay desk for processing without additional departmental approval. Invoices less than \$3,000 will be matched to the PO (2-way match process). Invoices \$3,000 or greater will be matched to both the PO and the departmental receipt (3-way match process). Departmental financial approvers will review and approve any match exceptions.

Invoices that do not reference a BuzzMart PO, but have a ship-to address or other indication that references the department that placed the order, will be routed to that department's WebNow queue for approval.

Managing invoice in WebNow

Invoices and credit memos that cannot be entered in BuzzMart are routed to the department's WebNow queue for review/action. If the invoice or credit memo is valid, complete the 'Invoice Payment Approval' form in WebNow (including the valid PO#) and route the invoice forward to 'Approved for AP to Pay' for processing. When selecting options from the Route Forward dialog box, you are advancing documents in the workflow process. Options include:

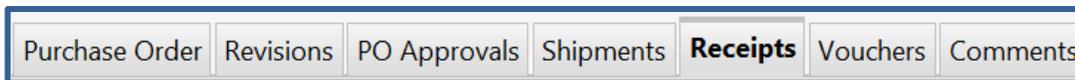


Note: Invoices that are routed to the 'Delete' queue should always include a text note to describe the reason (for example, "paid with PCard 1/5/15" or 'duplicate invoice')

e-Invoices:

Many BuzzMart catalog vendors, such as Dell, Staples, Fisher Scientific and VWR, send an electronic invoice file to Georgia Tech. These are automatically converted to e-Invoices, entered as vouchers into BuzzMart and rendered invoice images are created in WebNow once the voucher is in 'payable' or 'paid' status. No approval is required for these invoices, however a BuzzMart receipt is still required for any PO that is \$3,000 or greater. In rare cases, vendors that typically send an e-invoice may send a paper invoice for substituted items. In those cases, the payment is manually entered by AP.

Receiving in BuzzMart:



A receipt must be entered for all goods/services associated with a BuzzMart PO that is \$3,000 and greater. Please review BuzzMart Training Resources/Receipts in TechWorks for additional information. **If a BuzzMart Requester checks 'Receipt Required' for a requisition < \$3,000, payment will be held until a receipt is entered.** Shoppers and Requestors will receive an email notification when an invoice has been entered that requires a Receipt.

Match Exceptions:

Match exceptions are generally caused by:

- A Missing or insufficient Receipt (orders \$3,000 or greater)
- PO: Invoice amount mismatch that exceeds system tolerance (5%, up to \$500 for the PO)
- 'Hold Payment for Receiving' Box has been selected (2-Way Match or 3-Way Match)
- Additional quantity or line on an invoice, not on PO
- Creating a *negative* Quantity Receipt to reverse the *original* Quantity Receipt entry and *now* creating a Cost Receipt. Although this change/adjustment will update the data, a Matching Exception will exist once the Cost Receipt is created

Please review BuzzMart Training Resources/Procure-to-Pay in Techworks for additional information. Match Exceptions are managed and approved by department financial approvers and are resolved by either authorizing a Force Match, entering a Receipt and Force Match, or contacting ap.ask@business.gatech.edu for voucher correction.

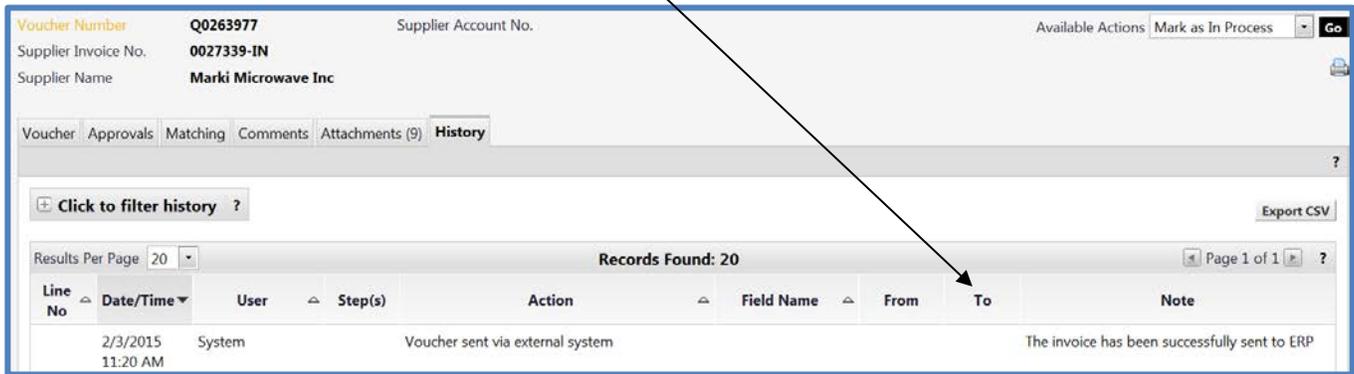


Accounts Payable Invoice Entry

Accounts Payable will enter the invoice directly into BuzzMart which creates a voucher. If additional action is required, an email notification will be sent to the requestor or approver. POs \$3,000 or greater require that a receipt be entered in BuzzMart (Receipts tab). Departmental financial approvers will manage and approve any match exceptions.

Process Flow of Invoice Vouchers Entered in BuzzMart to PeopleSoft:

Vouchers entered in BuzzMart will not export to PeopleSoft until successfully matched to the PO and Receipt (if \$3,000 or greater). Invoice vouchers that are in the ‘In Process’ status will not be processed until the match exception is resolved by the department. Voucher # in BuzzMart=Voucher# in PeopleSoft. All vouchers initiated in BuzzMart will be in the format Qxxxxxx. Vouchers that have successfully transferred to PeopleSoft will have a note on the voucher’s ‘History’ tab “the invoice has been successfully sent to ERP” (PeopleSoft).



OSP Subcontracts and Subagreements:

Invoices for OSP Subcontracts and Subagreements are sent directly to OSP by the subcontract vendor and will be routed to each department’s WebNow queue for approval. Complete the Invoice Payment Approval Form (Worksheet) within the image in WebNow and route the invoice forward to the ‘Subaward Pay’ queue for processing. Subcontract payments are processed directly in PeopleSoft, rather than BuzzMart, so voucher detail will not be available in BuzzMart. Your electronic signature approval on the WebNow approval form certifies that the goods were received and/or services performed, so no additional ‘Receipt’ is required in BuzzMart and vouchers should not create a match exception.

Non-BuzzMart Payments Processed from Paper Request Forms

Specific payment types, outlined below, are initiated via completion of the appropriate form and inclusion of supporting documentation. The payee (vendor) should be set-up prior to submission of the payment request by having any first-time payees complete the e-Vendor Profile Form. The process will establish the vendor ID used at time of payment request. A link to the user-friendly e-Vendor Profile Form is on the ‘VENDORS’ tab of the Procurement website. Payments for refunds, reimbursements, and research participants do not require submission of the e-Vendor Profile Form.

AP Payment Request Forms:

The paper AP Payment Request Form process is used to initiate payments for all transaction types that are listed on the form. An encumbrance in BuzzMart is only required for vendors that require an e-Verify affidavit for services greater than \$2,499.00.

AP Recurring Payment Request Form:

The paper AP Recurring Payment Request Form process is used to request recurring payments for stipends and participant payments, monthly leases, non-GT student fellowships and other recurring payments that are not supported by a vendor invoice. This form should only be used if the payee is scheduled to receive three or more payments. An encumbrance in BuzzMart is not required nor recommended.

AP Honorarium Request Form:

The paper AP Honorarium Request Form process is used to pay non-employee individuals for a short-term activity that benefits Georgia Tech. Please review the definition and requirements as specified on the form.

Wire Transfer Request Form:

International wire transfers are customarily restricted to international payees, due to additional administrative cost and bank fees. Wires can be requested via the Wire Transfer Request Form in the currency requested on the vendor invoice. Transactions are posted after the wire has been confirmed by the bank and funds have been converted to US \$. Domestic vendors can be paid electronically through establishment of a Bank of America PayMode ACH account.

Document Viewing / Searching in ImageNow/WebNow:

PeopleSoft and BuzzMart link to our Imaging system, ImageNow/WebNow. Images of all invoices, AP Payment Requests, AP Recurring Payment form and PO's are stored in ImageNow/WebNow.



Researching Payment Status:

All payments (check, ACH, or EFT) are made through PeopleSoft and can be researched through the AP Payment Inquiry website: <https://reports.gatech.edu/POIInquiry/index1.jsp>
Once a PeopleSoft voucher is created, the payment should release on the scheduled due date, per the payment terms associated with the vendor (net 30 days from invoice date for trade vendors and 'next day' terms for non-trade vendor payments).

Tools/Forms and Web Resources

Visit the AP website for additional resources: <http://www.procurement.gatech.edu/payables>

Some forms are only available to Georgia Tech employees and students, so login with GT credentials may be required.

Questions/Issues/Extra Assistance:

ap.ask@business.gatech.edu is used for all questions related to AP policies, procedures, or payment status

apinvoices@gatech.edu is an automated invoice routing email used for initial receipt of invoices from vendors or campus customers. A valid PO# must be referenced on all invoices.

apaccounting.ask@business.gatech.edu is used for inquiries related to expense adjustments, stop payments, refunds and deposits, international payments including Glacier initiation and wire transfers, and 1099 and 1042 tax reporting.

purchasing.ask@business.gatech.edu is used for issues related to purchasing, BuzzMart requisitions, and contract review