FINANCE PROCEDURE MANUAL	TITLE: Accounts Payable Invoicing - Standard Purchase Order	
	NUMBER: FIN-ACP-001	VERSION: 03
	ISSUED DATE: **9/8/2009**	REVISION DATE: 12/14/2023

➢ Purpose:

To efficiently process supplier payments in a timely manner, pursuant to Florida Statute 215.422, Accounts Payable Office will follow the guidelines on invoicing and payment practices. Payments made to suppliers should be initiated from an invoice provided by the Supplier to the Accounts Payable Office.

➢ Definitions:

EFT (Electronic Funds Transfer): EFTs encompass several types of electronic payments, the most common one used by the College is ACH (Automated Clearing House). ACH payments are submitted through a secured file submission to our bank based on bank account and routing information.

Invoice: Non-negotiable commercial instrument issued by a seller to a buyer. Also called a bill of sale or contract of sale, it identifies both trading parties and lists, describes, and quantifies the items sold, shows the date of shipment and mode of transport, prices and discounts (if any), and delivery and payment terms.

Workday: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Receiving Record: An electronic record in Workday that reflects the quality, quantity, and condition of incoming goods and services..

Requisition: An electronic document, which requires accurate accounting information for the commitment, a description of material and/or service, the quantity, date, and estimation of cost.

Standard Purchase Order: Term used to signify a three-way match process (Purchase Order, Receiving, and Invoice) that must take place for invoices to be paid.

➢ Responsibility:

Accounts Payable: Responsible for accurate and timely payments.

Check Processor: Responsible for proofing and printing checks, mails checks to vendors or sets up check for pick up. Also responsible for the cancelation of checks.

Treasury, Payables, and Disbursements Manager: Responsible for the direct supervision of the Accounts Payable Department.

College Departments: Responsible for conveyance of details of goods/services delivered/performed for approved College activities to Finance.

Finance Department/Accounts Payable/Bookkeeping: Responsible for the processing, printing, and cancellations of checks.

Information Technology: Generates associated transactions/integrations and reports.

Purchasing: Responsible for the maintenance of the vendor database and issuance of Purchase Orders.

Receiving Department: Responsible for verification of delivery and completion of the Receiving Record for goods and services.

Requester: Responsible for the entire Purchase Order Lifecycle process including delivery status, receiving of goods or services and ensuring invoice is received and payment is complete.

➢ Procedure Details:

1. The overall process requires separation of duties based on Account Payable industry standard. The documents necessary for the overall process are comprised of the following: Ordering Process (Requisition), Receiving Process (Receipt), Invoicing (Supplier Invoice) and Matching (Supplier Accounts Match).
    a. This procedure is related mainly to the Supplier Invoice process.
2. Ordering Process (Requisition)
    a. College Departments initiates the request for goods/services through the creation of a Requisition. This should occur before services are rendered or before goods are ordered.

b. Once necessary approvals are obtained through Workday business process, the Purchasing Department will issue a Purchase Order (See Purchasing Procedures).

3. **Receiving Process (Receipt)**

   a. Receiving Department reviews incoming shipments for accuracy based on Purchase Order information.

   b. Receiving Department or requester completes the Receiving Record in Workday

4. **Supplier Invoice Processing (Supplier Invoice)**

5. The College requires all supplier invoices received via the payables@palmbeachstate.edu email address and should contain the following elements legibly printed on the invoice:

   1. Supplier name and address and references Palm Beach State College;
   2. Unique invoice number;
   3. Invoice date;
   4. Purchase order number;
   5. Description of goods or services provided to the College;
   6. Invoice amount;
   7. The College may return any invoice not meeting these specifications to the supplier.

6. The College will only accept invoices in portrait orientation in .TIF; .TIFF; .PNG; .JPG; .DOC; .DOCX and .PDF file formats. The College will accept multiple invoices attached to a single email; however, each attachment must contain only one, unique invoice. The College will return emails to suppliers that do not conform to this procedure.
7. Accounts Payable will enter invoice numbers exactly as referenced on the supplier's invoice.
8. The Cost Center Manager, Grant Manager or Project Manager will review and submit an approval in Workday as acknowledgement the goods or services have been rendered.
9. Once all documents are matched (Purchase Order, Receiving Record, and Invoice), Supplier invoices are completed in Workday.
10. Workday Matching Process will perform matching based on rules.

    a. Purchase Orders for Goods or Services require match rules for a Supplier Invoice to be processed. The match rules evaluate the Purchase Order, Receipt, and Invoice. A Supplier Invoice is in Match Exception if matching rules do not match and no payment is processed until all discrepancies are resolved.
    b. Items in Match Exception could be based on dollar, quantity or no receiving and the Supplier Invoice will be in a Match Exception Status in Workday.

c. The requester will receive a Workday inbox item “Supplier Accounts Match Event for Supplier Invoice” if the Supplier Invoice is complete, and no receiving has been entered.

d. Once all documents are matched (Purchase Order, Receipt, and Invoice), Workday matching is complete, and the Supplier Invoice is available for payment and settlement.

11. Workday Supplier Invoice Settlement Process

a. When payment is processed, a check or EFT will be generated from Workday and the Check Processor mails the check (when applicable) to the vendor.

b. If checks have been set up for pickup, then the department/vendor is called when checks are ready. The checks are sent to the Cashier’s Office where pickup takes place.

➢ References:

Accounting Manual for Florida’s College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf

Florida Statutes: Chapter 1010.04 and 215.422

http://www.flsenate.gov/Statutes

SBE Rules: 6A-14.0734

https://www.flrules.org/gateway/RuleNo.asp?ID=6A-14.0734