

# Step by Step guidelines on how to get something paid through Accounts Payable

## Below are best practices\* and the preferred steps to pay an invoice

- Purchase orders are still encouraged and allowed for invoices of all dollar amounts.\*
- Purchase orders should be created at time of order creation, not invoice receipt.\*
- If no PO has been created when invoice is received and the invoice is under \$5000, not for an independent contractor and the supplier does not have an open contract:
  - the department can utilize the Supplier Invoice Request
  - See “How Invoices Are Handled” below
- For invoices over \$5,000, payments to independent contractors or invoices for suppliers on contract with GVSU, a PO is required. See “How Invoices are Handled.”
- For payments that need to be made that do not have an invoice and for all credit memos, continue to use the Supplier Invoice Request regardless of dollar amount.
  - Includes:
    - Stipends
    - Honorariums
    - Check Request type payments
    - Refunds, etc.
  - Note that Invoices and Credit memos must be entered as separate documents.
- This does not include reimbursements or payments to students (unless refunding for an event not paid for through student accounts). All Reimbursements must be processed on an expense report.

## How to Process Invoices

### Invoices under \$5,000 NOT for an Independent Contractor, associated with a contract or a PO

#### *Department Receives Invoice*

- Department [Creates Supplier Invoice Request \(SIR\)](#)
- Department uses appropriate worktags and SIR routes to AP
- AP reviews for appropriate Supplier, Invoice number, Inv Date, Amounts
- SIR routes for approvals based on worktags
- Once the SIR is approved it routes to AP to become a supplier invoice document (SINV)
- Supplier Invoice pays based on payment terms

#### *Invoices emailed to [payables@gvsu.edu](mailto:payables@gvsu.edu) for departments with a Cost Center Assistant*

- Payables assigns Cost center based on information on the invoice and updates Spend Category to SC0999' Worktags Need to Be Updated'
- The SINV routes to the department Cost Center Assistant (CCA)

- CCA updates Worktags appropriately including the spend category
- Invoice routes for approval based on worktags
- Invoice routes to Accounts Payable for final processing
- Invoice pays based on payment terms

*Invoices emailed to [payables@gvsu.edu](mailto:payables@gvsu.edu) for departments without a Cost Center Assistant*

- Payables assigns Cost center based on information on the invoice and updates Spend Category to SC0999' Worktags Need to Be Updated'
- The SINV routes to the department Cost Center Manager's (CCM) Workday Taskbox
- The CCM updates the 'External PO Reference' field with "See Comments" and then uses 'Send Back', adding the Spend Category and worktags if they need updated to the Send Back Comments to return the invoice to AP
- Invoice routes to Accounts Payable for updating
- Invoice routes for approval based on worktags
- Invoice routes to Accounts Payable for final processing
- Invoice pays based on payment terms

### **Invoices OVER \$5,000, Independent Contractor, Has a PO and/or Contract**

*Department receives Invoice*

- If PO is not already on the invoice, the department adds the PO number to the physical invoice (not in the body of the email)
- Dept forwards invoice to [payables@gvsu.edu](mailto:payables@gvsu.edu) using the appropriate formats
- Reminders for invoices sent to [payables@gvsu.edu](mailto:payables@gvsu.edu) to be processed for payment:
  - PO numbers need to be on invoices not in email body
  - Must include the PO number not the requisition number
  - One attachment per email
  - [payables@gvsu.edu](mailto:payables@gvsu.edu) email box is not monitored for questions, use this only for invoice submission

*Invoices emailed to [payables@gvsu.edu](mailto:payables@gvsu.edu) and PO number is NOT on the invoice*

- Payables assigns Cost center based on information on the invoice and updates Spend Category to SC0999' Worktags Need to Be Updated'
- AP Hits Submit
- The SINV routes to the department Cost Center Assistant (CCA)

- CCA ensures PO number is created and if not, creates one using the [Create Requisition](#) task.
- The CCA updates the 'External PO Reference' field with "See Comments" and uses Send Back, adding the PO number to the Send Back Comments and it will return the invoice to AP
- AP updates invoice with PO number
- The Invoice routes for approval based on worktags
- The invoice routes to AP for final processing
- The Invoice is paid based on payment terms