Accounts Payable Process Overview:

1. Mail - Accounts payable documents are time and date stamped according to received date by student assistance. Then, it will be segregated and given to AP staff for processing.

2. Vendor Invoice process by type:
   (A) Purchase Order Invoices
   - three way matching - purchasing order, receipts and vendor invoices. Will contact vendor for all invalid/incorrect charge on invoice.
   - review PO or budget have sufficient fund to cover the to be paid invoice
   - review sales and use tax if it is appropriately charged
   - review PO or budget have sufficient fund to cover the to be paid invoice
   - forward invoice to division for payment authorization
   - add new vendor and update information for existing vendors before payment process
   - approved document are schedule for payment by AP staff

   (B) Non PO document invoices including business payment forms, expense reimbursement requests and Payment to individual and employee advance are to be processed through Direct pay and repeat the above steps 3 to 7.
   Note: payments to individual/sole proprietor/LLD/LLP are tax reportable as income and should be flagged for 1099.

3. Payment of Approved documents
   - check cycles are generated three time weekly on Monday, Tuesday and Thursday
   - ACH cycles for electronic payment are generated twice weekly on Tuesday and Thursday.
   - FARINVS report will run prior to ACH/Check process to ensure accuracy
   - AP staffs are responsible for the generation of the payment file
   - ACH and Check file are being uploaded to County and Union bank to prevent fraud.

4. Document retention
   All documents are being scanned and images are retrievable via WebXtender (a web-based application)