Accounts Payable

How to Get Your Invoices Paid
Accounts Payable Team and Process

- Three processors
- Student Employees
- Lawson: Clinical invoices
- Banner: Academic invoices
Purchasing and A/P: Teamwork

- Any questions regarding purchasing items BEFORE invoicing should be addressed to purchasing.
- Patty Owsley is a great resource for purchasing questions.
- **Procurement Manual** on Purchasing website outlines basic rules of procurement of goods and services for the University.
- Remember that purchasing MUST approve all documents with contractual language to ensure compliance with University policy.
How to Purchase and Pay

- Items Under $5,000 should be paid by departmental p-card if possible
- P-card exclusions: hospital inventory, medical devices/small equipment, radioactive items, lab items with protocol numbers, services requiring insurance liability, consulting contracts, service/maintenance of software/equipment
- When in doubt, ask purchasing
Direct Pays

- Must have requestor and approver, supporting documentation, correct index/fund and account
  - Account code definitions are available on the Controller’s website
- Examples of acceptable direct pay requests: fees, dues, conference registrations, honorariums, royalties, government payments, cash advance, UT Foundation payments, taxes, legal services, clinical rotations, advertising, post office costs
- Reimbursements:
  - Employee: Use module
  - Student Non-Employee: Use IRR form (available on website)
  - Non-employee, non-student: Use direct pay form
Travel and Expense

- New report in Web Report Library to review
  - Public Folders\Finance\Departments\Travel and Expense
- Document Summary
- When setting up new user, create profile tab first
- Make sure report date is in the correct period
Requesting Payment

- Preferred method:
  Send invoice to APInvoices@utoledo.edu
  Can send via intercompany mail

- For questions and journal entries:
  Send inquiry to acctspayable@utoledo.edu

- If vendor payment can be sent ACH or wire, send completed direct pay form with bank information to ACHWirePaymentRequests@utoledo.edu

- ACH Payment is a preferred payment method in Banner
Is My Invoice Paid?

- Expect a three week turnaround for payment
- See if the expense has hit your index/fund
  - Via WRL
  - Via Banner (FGIBDST, FGITRND, FGITBAL)
  - Via SSB
  - Via MySP (for grants)
Banner and Lawson Screens

- Invoices for a vendor:
  - Banner: FAIVNDH
  - Lawson: AP90

- Check Information:
  - Banner: FAICHKH
  - Lawson: AP90.5

- Invoices on a PO:
  - Banner: FOIDOCH
  - Lawson: PO54

- Invoice Information:
  - Banner: FAINVNE
  - Lawson: Drill on invoice in AP90
Questions?

- Contact Megan Lindsey
- Contact Patty Owsley