

Pay Non PO Related Invoice via ACH

Last Updated: 3/15/07

	What to Do	Who	How to Do It
1	<p>Prepare invoice voucher.</p> <ul style="list-style-type: none"> • If vendor is currently an ACH vendor, no additional paperwork is necessary • If new ACH payment, go to next step. 	Departmental Business Office	<ul style="list-style-type: none"> • Prepare invoice voucher in accordance with the instructions. • Send invoice voucher and any necessary original receipts/back-up documentation to Central Disbursements Desk.
1a	<ul style="list-style-type: none"> • If vendor is new, provide ACH Authorization Agreement and W-9 to Vendor • If the vendor is currently receiving checks and wishes to receive payments via ACH provide ACH Authorization Agreement and W-9 to Vendor 	Departmental Business Office	<ul style="list-style-type: none"> • Print and mail, or email vendor Authorization Agreement (LINK)
1b	Complete ACH Authorization Agreement and W-9		<ul style="list-style-type: none"> • Provide bank details and sign agreement • Return original to Business Office
2	Receive, sort, review, and distribute documents.	Central Disbursements Desk	<ul style="list-style-type: none"> • Receive, sort, and review documents against Vendor Master Record and for authorized signatures. • Execute transaction XK03, Display All Vendor Master Record Data. For information on how to execute this transaction, go to the Finance and Accounts Payable section of the OnePurdue Help. • Review Vendor Master file to ensure existence of the record. (If vendor does not exist or maintenance is required, contact the Master Data Team; if correct, forward documents to Accounts Payable.) • Hold original documents at the Central Disbursements Desk. • Forward to Accounts Payable after notification from Master Data Team of appropriate updates.

3	Establish and update vendor files.	Master Data Team	<ul style="list-style-type: none"> Execute Transaction XK01, Create Vendor Master or Execute Transaction XK02, Change Vendor Master. <p>For information on how to execute these transactions, go to the Finance and Accounts Payable section of the OnePurdue Help.</p> <ul style="list-style-type: none"> Notify Central Disbursements staff when the updates are complete.
4	Audit and enter invoice voucher for payment.	Accounts Payable	<ul style="list-style-type: none"> Audit documents received for accuracy. <ul style="list-style-type: none"> Audit invoice voucher against invoice. Execute transaction FB60, Enter a Non PO Related Invoice. For information on how to execute this transaction, go to the Finance and Accounts Payable section of the OnePurdue Help.
5	Set up payment run.	Accounts Payable	<ul style="list-style-type: none"> Execute Transaction F110, Payment Program. For information on how to execute this transaction, go to the Finance and Accounts Payable section of the OnePurdue Help.
6	Print checks.	Production Control	<ul style="list-style-type: none"> IT staff will print checks overnight, create check log, verify usage by inventory control numbers and attach system generated check summary to the log. Central Disbursements staff will pick up checks from IT.
7	Verify check log.	Central Disbursements Desk	<ul style="list-style-type: none"> Verify check log and check summary. Printing Services will pick up the checks.
8	Mail checks.	Printing Services	<ul style="list-style-type: none"> Printing Services will fold, stuff, and mail checks to payee.
9	Retain records.	Accounts Payable	<ul style="list-style-type: none"> Forward invoice voucher and all back-up documentation to Central Files for scanning and storage.
10	Verify correct posting.	Departmental Business Office	<ul style="list-style-type: none"> Review online inquiry (Transaction FB03 Display_Document (LINK) and/or monthly statements for accurate posting.)