

# PAYMENTS FOR INVOICES

## AP Check

When an invoice is received, verify it is not for an order placed using a purchase order (purchase requisition) or [P-Card](#). If the invoice is for an order placed using a purchase order, forward the invoice to the [Accounts Payable Department](#). If the invoice is for an order placed using a P-Card, the invoice is already paid – the invoice should be attached as original itemized documentation to the corresponding cardholder P-Card statement. If the invoice is not related to either of these methods of purchase, proceed with creating a for payment only (FPO) requisition, which is created only to generate payment and is not sent to the supplier.

- **Description**

Itemized original invoices or receipts must be used as documentation for all payments. Statements and packing slips may NOT be used as backup documentation; statements do not provide a breakdown of the invoice or goods ordered and packing slips do not always include shipping charges or possible discounts (see the [Archives](#) section of this manual).

Pre-payments to suppliers must include an accompanying order form, as well as accurate pricing and shipping charges. Pre-payments are not recommended and should only be used when no other option is available.

**NOTE:** *You should enter detailed descriptions for all invoices to allow for accurate on-screen research, as well as ease in tracking expenses on APS GL Transaction History (M352) reports and APS GL Transactions History Download XML (M367) reports.*

**Original itemized documentation** (invoices, receipts, etc.) must be scanned and attached to the requisition in Oracle - see the [Archives](#) section of this manual). Once an iProcurement for payment only (FPO) requisition has been entered and approved in Oracle, Purchasing will assign a purchase order number. The individual who created the requisition will be notified of the PO number and must receive the lines in iProcurement. Purchase orders must be received before the [Accounts Payable Department](#) will print the checks. Sites are required to keep original documentation for three years, unless originals are required to accompany check (keep copies of the documentation for your files if you surrender originals). Accounts Payable will mail payment to the supplier.

The budget authority must approve expenditures before checks are issued and mailed.

AP checks will show up on APS GL Transaction History (M352) reports and APS GL Transaction History Download XML (M367) reports under the budget codes for which they were entered.

**NOTE:** *If you are aware that an invoice already entered into Oracle for payment is no longer valid and will not be paid, please contact the Accounts Payable Department to request the invoice be canceled in Oracle.*

Please see the [Accounts Payable](#) web pages on the intranet for more helpful information.

## • Procedure

To inquire whether an invoice has already been paid:

- See Oracle help sheet [Invoice Inquiry or PO – Payment, Invoice and Receipt Details \(coming soon!\)](#).

To pay an invoice with an **AP check** by creating an iProcurement For Payment Only (FPO) requisition in Oracle:

- See Oracle iProcurement help sheet [Creating a Requisition for Pay Only](#).