A large, stylized white torch with a yellow flame is positioned on the left side of the slide. The torch is set against a light gray circular background. The flame is composed of several pointed, flame-like shapes. The torch's handle is a simple vertical line.

E-Invoices and Explanation of Cut Off Dates for Fiscal Year End

Presented by

Keri Fearon

Accounts Payable

Let's start at the beginning...

1. You obtain a quote - place the order 2. Goods are shipped



**Don't forget
your PO!!!!**



4. Invoice is sent from the vendor



3. You physically receive the goods



Here's where Accounts Payable comes in...

Invoices can reach Accounts Payable from either:

The vendor

Or

The end user



Quick and Easy



If the vendor is providing your department with the invoices, there is a quick and easy way for invoices to get from you to US.....

...Right from your desktop

Email or Scan invoices to the Accounts Payable inbox which is set up specifically for the processing of invoices.

invoices@rowan.edu

Exclusion

Reimbursements:

Per policy Accounts Payable will need the **original receipt** if you have paperwork for a reimbursement. Prepare the document by taping it on a 8 1/2 x 11 sheet of paper verifying all the information is visible. Please send receipts and back up documentation via interoffice mail for processing.

Our auditors require itemized receipts. We are unable to process reimbursements from a credit card transaction receipt.

This does not include reimbursements for purchases made online.

Note – please do not use a highlighter on receipts



Don't forget your PO....

Please remember to provide your PO number if the vendor has not done so already.



- Accounts Payable processes payments using the PO numbers; without them we are unable to process payments.
- If you only have Req. number please do not send the invoice until you have an approved PO.
- Don't forget to contact your vendors and inform them of your Standing Order POs that were encumbered for the current year.

What's the difference?

Bert's Books

450 Cedar Drive
Chicago, IL 060675
1-800-896-1563

INVOICE NO. 100056
DATE 7/18/2016
CUSTOMER ID Row4226

BILL TO:

Rowan University
201 Mullica Hill Rd
Glassboro, NJ 08028

SHIP TO:

Rowan University
42 E. Laurel Road
Stratford, NJ 08084

Order # 3666589

PAYMENT TERMS - Net 30

PO # Joe



SHIP DATE - 7/19/16

Bert's Books

450 Cedar Drive
Chicago, IL 060675
1-800-896-1563

INVOICE NO. 100056
DATE 7/18/2016
CUSTOMER ID Row4226

BILL TO:

Accounts Payable
Rowan University
201 Mullica Hill Rd
Glassboro, NJ 08028

SHIP TO:

Joe Smith
Rowan University
42 E. Laurel Road
Stratford, NJ 08084

Order # 3666589

PAYMENT TERMS - Net 30

PO # P1700026

SHIP DATE - 7/19/16

DESCRIPTION

QUANTITY

AMOUNT

TOTAL

- ✓ Who is Joe ??
- ✓ What department should I contact ??
- ✓ How do I process ??



- ★ Perfect!
- ★ Ready to process!



UPLOADED TO SHERV.NET

Reminders:

Helpful tips when emailing invoices

- Include your PO number
- Add vendor name on subject line
- Send in PDF format
- Send one email per vendor
- Send all pages of the invoice
- Do not email invoices directly to AP personnel
- Only send invoices to AP once

Please only send invoices for processing



What is an invoice?



Invoice

Definition: An invoice is a document submitted to a customer, identifying a transaction for which the customer owes payment to the issuer. This document represents an asset of the issuer and a liability of the customer.

An invoice should be transmitted electronically but could also be a paper document.

A PDF is considered a legal document and should not be altered in ANY way.

What is an invoice?



An invoice typically identifies the following information:

- Invoice number
- Name and address of the seller
- Name and address of the buyer
- Date of shipment or when services were provided
- Remit to address

What is an invoice?



- PO number
- A description of the items purchased
- Quantities and total costs of the items purchased
- Any sales taxes owed
- Grand total owed
- Payment terms

Examples

Quote

Bert's Books

Date: July 1, 2016
 Quote #: 5555556
 Customer ID: Row4226
 Expiration Date: July 10, 2016

To: Joe Smith
 Rowan University
 42 E. Laurel Road
 Stratford, NJ 08084

Salesperson	Job	Shipping Terms	Delivery Date	Payment Terms	Due Date
Mark			7/19/16	Net 30	

Qty	Item #	Description	Unit Price	Discount	Line Total
1.00	223659	Marshall Deposit Register			\$ 30.00
2.00	235642	Notary Public Record Book			\$ 35.00
1.00	125832	Canvas Account Journal			\$ 35.00

Total Discount

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below:
 (Describe any conditions pertaining to these prices and any additional terms of the agreement.
 You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

Subtotal 135.00
 Sales Tax
 Total 135.00

Thank you for your business!

450 Cedar Drive, Chicago IL 080675, 1-800-896-1563

CONFIRMATION

Bert's Books

Date: July 2, 2016
 Order #: 3666589
 Customer ID: Row4226

To: Joe Smith
 Rowan University
 42 E. Laurel Road
 Stratford, NJ 08084

Ship to: Joe Smith
 Rowan University
 42 E. Laurel Road
 Stratford, NJ 08084

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Mark				7/19/16	Net 30	

Qty	Item #	Description	Unit Price	Discount	Line Total
1.00	223659	Marshall Deposit Register			\$ 30.00
2.00	235642	Notary Public Record Book			\$ 35.00
1.00	125832	Canvas Account Journal			\$ 35.00

Total Discount

Subtotal \$ 135.00
 Sales Tax
 Total \$ 135.00

Make all checks payable to Bert's Books

Thank you for your business!

Cannot process



More Examples

PACKING SLIP

Bert's Books

450 Cedar Drive
Chicago, IL 060675
1-800-896-1563

DATE July 19, 2016
CUSTOMER ID Row4226

SHIP TO: Joe Smith
Rowan University
42 E. Laurel Road
Stratford, NJ 08084

BILL TO: Keri Fearon
Rowan University
201 Mullica Hill Rd
Glassboro, NJ 08028

[illegible]

Please contact Customer Service at with any questions or concerns.
THANK YOU FOR YOUR BUSINESS!

STATEMENT

Bert's Books

450 Cedar Drive
Chicago, IL 060675
1-800-896-1563

STATEMENT NO.: 23656
DATE: 08/01/16
CUSTOMER ID: Row4226

BILL TO: Keri Fearon
Rowan University
201 Mullica Hill Rd
Glassboro, NJ 08028

COMMENTS:

DATE	DESCRIPTION	BALANCE	AMOUNT
6/8/16	Invoice 100047	\$ 200.00	\$ 200.00
6/10/16	Invoice 100049	\$ 50.00	\$ 50.00
7/18/16	Invoice 100056	\$ 100.00	\$ 100.00
</			




REMITTANCE

Statement #	23656
Date	
Amount Due	\$350.00

Make all checks payable to Bert's Books
THANK YOU FOR YOUR BUSINESS!









Invoice details

- ✓ The invoice number 
- ✓ Bill to name and address 
- ✓ Ship to name and address 

INVOICE	
Bert's Books	
450 Cedar Drive Chicago, IL 060675 1-800-896-1563	
INVOICE NO. 100056	DATE 7/18/2016
CUSTOMER ID Row4226	
BILL TO: Accounts Payable Rowan University 201 Mullica Hill Rd Glassboro, NJ 08028	SHIP TO: Joe Smith Rowan University 42 E. Laurel Road Stratford, NJ 08084

Invoice details

- ✓ PO number 
- ✓ Payment terms 
- ✓ Date of shipment 
- ✓ A description of the items purchased 
- ✓ Quantities and total costs of the items purchased 
- ✓ Any sales taxes owed
- ✓ Grand total owed 

Order # 3666589		PAYMENT TERMS - Net 30	
PO # P1700026		SHIP DATE - 7/19/16	
DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Marshall Deposit Register	1.00	\$30.00	\$30.00
Notary Public Record Book	2.00	\$35.00	\$70.00
Canvas Account Journal	1.00	\$35.00	\$35.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL DUE			\$135.00

Invoice details

Where is this check going?



✓ Remittance Address



Make all checks payable to Bert's Books, PO Box 200, Philadelphia, PA 19148

THANK YOU FOR YOUR BUSINESS!

Remember the address on the top of the invoice?

Bert's Books

450 Cedar Drive
Chicago, IL 060675
1-800-896-1563

INVOICE

INVOICE NO. 100056
DATE 7/18/2016
CUSTOMER ID Row4226

Altered documentation

New Jersey and Florida state sales tax are the only charges we are able to deduct from an invoice. If the invoice total is incorrect or a shipping charge was added in error we will need an adjusted invoice or credit memo from the vendor.

Document security is paramount to businesses sharing information over a network. For an electronic document to be admissible in a court of law, it must be created in a file format that cannot be altered without leaving an electronic footprint.

“Falsifying documents” involves altering, changing, or modifying a document for the purpose of deceiving another person. It can also involve the passing along of copies of documents that are known to be false. In many states, falsifying a document is a crime punishable as a felony.

Quote

Date: July 1, 2016
Quote #: 5555556
Customer ID: Row4226
Expiration Date: July 10, 2016

Sales Order

Date: July 2, 2016
Order #: 3666589
Customer ID: Row4226



STATEMENT

STATEMENT NO.: 23656
DATE: 08/01/16
CUSTOMER ID: Row4226

Quote # 5555556
Order # 3666589
Statement # 23656
Invoice # 100056

Orders can have multiple identification numbers

All invoices & credit memos must be processed



Accounts Payable **will** receive an invoice for all products shipped.

In the case of damaged items, returns, double shipments, etc. invoices need to be processed in order to be removed from our accounts. First the vendor should be contacted by the end user and made aware of the issue. Then the vendor will send a credit memo which is processed to remove the charge from your account.

All documents need to be processed in order to have a paper trail of all products coming and going.

*The vendor will keep sending them
and sending them and sending them*



Important:

When you enter receiving in Banner, an invoice is not posted immediately. Make sure all invoices for your purchase orders have been processed by AP before requesting a close out of the purchase order.

Purchasing Department – closeouts@rowan.edu

Accounts Payable – invoices@rowan.edu

Fiscal Year End Information

- ❑ All documents need to be processed
- ❑ We get a large volume of documents starting around May therefore:
 - Please check your POs and accounts to verify there is money available to pay the invoices you are sending.
 - Send only invoices or credit memos.
 - Check to make sure the invoice has not been paid already.
 - If an invoice does not get processed before the cut off date the funds will come out of your budget for the new fiscal year.
- ❑ Purchasing is also working with a high volume this time of year. Make sure you send your requests with ample time.

Helpful information

Change order required information:

Please provide the following information when requesting a change order this will help complete the CO faster:

PO#	-
Original Amount of PO	-
Increase/decrease PO by	-
New PO amount	-
Reason for CO	-

Remember to check your budgets before sending your change order request!

Email:

PO increase – changeorders@rowan.edu

Close PO – closeouts@rowan.edu

Email invoices – invoices@rowan.edu

Banner Screen:

FGIENCD – Current total of PO

FGIBAVL – Budget screen

FOIDOC – Additional information

Important dates:

June 14, 2019	Last day to process requisitions or change orders for FY19 goods and services. Please place your requisition with appropriate documentation and required approvals to allow conversion to PO. Goods and/or services physically received by the close of the fiscal period June 30, 2019 will be charged to FY19 budget.
June 21, 2019	Last day for using a University Purchasing Card (UPC). ** Cards usage will be suspended from this date until 7/1/19.**
June 28, 2019	Any open purchase orders at the close of FY19 (6/30/19) will be charged against FY20 budget if the item hasn't been physically received.
June 28, 2019	Goods to be charged against FY19 budget must be physically and electronically received (in banner) by the close of business day.
July 01, 2018	The Banner Finance System will be available for FY20 processing.

Common questions:

What if I have a purchase order that has not been paid but should have been?

- Check to see if receiving has been completed in Banner
- Check to see if an invoice has been sent to Accounts Payable

If both of these steps are complete, check FOIDDOCH to see if there is an issue with the invoice. If there is not an "Invoice" under Document Type, and you have completed Receiving in Banner, check with AP for further assistance.

What if Accounts Payable is waiting for receiving to be completed, but I see that a Receiver Code has been issued?

- Verify that the Receiver Code on FOIDDOCH is complete (has a "C")
If not, go to FPARCVD and complete receiving.

PO increased vs. Insufficient Funds Error (NSF)

When you are notified by Accounts Payable that there is not enough funding to complete payment:

- “the PO needs to be increased” – a shortage based on the total available for the purchase order
 - Make sure the funds are in your account if you are sending a change order request to Purchasing
- “NSF” – the funding deficiency is due to a shortage in the budget line

Helpful screens:

FGIENCD – how much money is left on your PO

FGIBDST – check your budget for the specific **account** line to make sure there is enough money left to cover the payment you are trying to process.

"Insufficient funds error!"



But my PO has already been approved!

Aren't the funds encumbered when the PO is issued?"

- Account for automatic charges that will hit your account without POs – ex: supplies, postage, catering
- Freight charges
- Purchase orders still open upon the completion of FY19 will be carried forward to FY20 and charged against the FY20 budget

Not accounting for these POs can cause your NSF error

Helpful screens:

FGIENCD – how much money is left on your PO

FGIBDST – check your budget for the specific **account** line to make sure there is enough money left to cover the payment you are trying to process.



Good Received / Services Performed

To be charged to the FY19 budget, the goods or services must be received and invoiced on or before 6/30/19.

This means that the goods must be physically received or the services performed (backdating in Banner is not acceptable) in order to be paid from a FY19 purchase order. “Invoiced” in this context means the vendor must provide the documentation required by Accounts Payable to process payment.

Goods & services received/performed on or after 7/1/19 will be charged to the FY20 budget.

This means that if for some reason the vendor cannot provide the requested product or service prior to the end of FY19, cancel the PO and wait for the opening of the FY20 budget to enter a new requisition.



UPDATE ...

The following is a workflow message from Banner which is automatically generated once Accounts Payable processes an invoice.

Standing Order automated message

FYI and/ or Action required:

Accounts Payable has received an invoice from **DocuVault Delaware Valley** for Standing order number **P1800214**. This invoice has been processed in Banner by our department. Below are the details for the invoice:

Vendor:	DocuVault Delaware Valley
PO #:	P1800214
Receiver Document #:	Verify Receiving
Vendor Invoice #:	71797
Commodity Description:	RowanSOM Marketing - UDP 1600
Amount:	\$ 16.50
Credit Memo:	N
Due Date:	11-29-2017
Banner internal #:	I1824164
User Name:	Keri Fearon 256-4330 fearon@rowan.edu



Regular Order automated message

FYI and/ or Action required:

Accounts Payable has received an invoice from **Academy Express LLC** for purchase order number **P1809895**. This invoice has been processed in Banner by our department. Below are the details for this invoice:

Vendor:	Academy Express LLC
PO #:	P1809895
Receiver Document #:	ENTER RECEIVING
Vendor Invoice #:	1778252
Commodity Description:	BB REG SEASON TRANSPORTATION - BB REG SEASON TRANSPORTATION - BB REG SEASON TRANSPORTATION - BB TOURN TRANSPORTATION, BUS - BB TOURN TRANSPORTATION, BUS
Payment Amount:	\$ 2,650.00
Approved Amount:	\$ 2,650.00
Added Amount:	\$.00
Credit Memo:	N
Payment Due Date:	03-20-2018
Banner internal #:	I1851343
User Name:	Deborah DiPietroantonio NA dipietrod2@rowan.edu



Vendor:	Academy Express LLC
PO #:	P1809895
Receiver Document #:	ENTER RECEIVING
Vendor Invoice #:	1778252

Regular Order automated message

FYI and/ or Action required:

Accounts Payable has received an invoice from **Adorama Inc** for purchase order number **P1815608**. This invoice has been processed in Banner by our department. Below are the details for this invoice:



Vendor:	Adorama Inc
PO #:	P1815608
Receiver Document #:	Y1824600
Vendor Invoice #:	21723877
Commodity Description:	IFJ56XF Fuji X-F 56mm (85mm) F1.2 lens - US 971477 fuji x-f 16/1/4
Payment Amount:	\$ 1,700.00
Approved Amount:	\$ 1,609.00
Added Amount:	\$ 91.00
Credit Memo:	N
Payment Due Date:	04-04-2018
Banner internal #:	I1853841
User Name:	Deborah DiPietroantonio NA di Pietrod2@rowan.edu

Receiving Instructions

****If receiving was completed in Banner (9 Administrative Pages), the vendor payment will be processed according to the scheduled " Due Date " listed above.**

Otherwise, in order for the invoice to be paid, **Receiving must be completed in Banner (9 Administrative Pages) in screen FPARCVD by the end-user.** This action should only be performed once the goods/services have arrived and/or have been achieved.

Directions on how to complete the Receiving process in Banner (9 Administrative Pages) can be found in the following link: <https://irt.rowan.edu/services/training/resources.html> under Receiving - Training Resources called: " Quick Reference Guide"

After Receiving in Banner(9 Administrative Pages) , please go to screen **FOIDOCH** of Banner (9 Administrative Pages) to confirm that your Receiving Code is complete. All completed Receiving Codes will have a status of " C "

1. Go to FOIDOCH (Document History Screen).
2. The Receiving Code should have a status of " C " indicating it is complete.
3. If the status of your Receiving Code is blank, it is an incomplete receiving. See **Find and Remove an Incomplete Receiving Code** at <https://irt.rowan.edu/services/training/resources.html>.
4. The Invoice field should have a status of " A " for approved.
5. If the Invoice field has an " R " next to it, you need to complete receiving.

Incomplete Receiving Documents

The following email is automatically generated and sent to the end user when a receiving code has not been completed in FPARCVD.

Subject: Incomplete Receiving Documents

Dear Julie,

You have one incomplete receiving document in Banner that either needs to be deleted or completed. To assist in the process, we have provided some steps and the Banner form names for guidance.

Document	Date
----------	------

-------	--

Y1830779	21-MAY-2018
----------	-------------

Incomplete Receiving Documents

Subject: Incomplete Receiving Documents

Dear Julie,

You have one incomplete receiving document in Banner that either needs to be deleted or completed. To assist in the process, we have provided some steps and the Banner form names for guidance.

Document	Date

Nxet	21-MAY-2018

Other Examples:

Document	Date

R1815891	21-MAY-2018

Document	Date

P1817521	21-MAY-2018

Document	Date

Y18121	21-MAY-2018

Incomplete Receiving Documents

What do I do ?



Steps to delete an incomplete receiving document:

1. Please begin by logging into Banner 9 Administrative Pages.
2. Open the form FPARCVD (Receiving Goods screen).
3. Instead of the word NEXT, enter the document number (Y-number) from this email into the key block.
4. Then select Go.
5. Then select Delete.
6. Then select Delete a second time.

Steps to complete an incomplete receiving document:

1. Open the form FPARCVD (Receiving Goods screen).
2. Instead of the word NEXT, enter the document number (Y-number) from this email into the key block.
3. Complete the receiving steps.

NOTE: Keep in mind, there are some instances in which there is no Purchase Order associated with an incomplete receiving code. This usually occurs because the word NEXT was entered into FPARCVD, generating an automatic receiving code. If you do not continue down the rest of the form and enter the purchase order number, then no purchase order will be associated with that receiving code.

Incomplete Receiving Documents

More helpful tips!



More steps are provided below to assist in the research and determination of incomplete receiving documents:

1. Open the form FOIDOCH (Document History screen).
2. In the "Document Type" box, enter the word RCV.
3. Tab over to the "Document Code" box to the right of the screen.
4. In "Document Code" box, enter your incomplete receiving code (Y-number) from above.
5. Click on Go.
6. If there is a Purchase Order number associated with this receiving code, it will appear on this FOIDOCH form.
7. After researching the Purchase Order information, the end user will decide whether to complete the incomplete receiving or delete the incomplete receiving code.

For more information about this, and how to delete an incomplete receiving code, watch the short video here:

<https://irt.rowan.edu/services/training/resources.html>

Questions

Concerns



THANK YOU FOR ATTENDING

E-Invoices and Explanation of Cut Off Dates for Fiscal Year End

Please complete our survey
We appreciate your feedback



Keri Fearon
Accounts Payable
Fearon@rowan.edu
856-256-4330