PO Invoice Processing

Presenters:
Jerald Kimble, Coordinator, Payment Operations
Angela Bensyl, Payment Operations
UPAY & POPs by the numbers …

- UPAY serves UIUC, UIC, UIS; hospital facilities in Chicago, Peoria & Rockford; UI extension units, etc.
- POPs receives on average 1,200 invoices per day.
- POPs receives on average 6,000 invoices per week.
UPAY & POPs by the numbers

- 5 full-time POPs staff with dedicated letter assignments who process the bulk of the invoices/credits we receive.
- 5 full-time POPs staff who are assigned a variety of other tasks, including Special Payment Request form processing, monitoring SUA payments, monitoring our email inbox, handling recurring payments, assisting with the letter queues, cross-training in TEM, etc.
Vendor Selection

- Banner FTMVEND
- Verify vendor is established in Banner
- Verify remit address is available under vendor ID
- Selecting an incorrect vendor ID can affect 1099 reporting and/or delay payment
- For assistance, contact Vendor Maintenance at uivendor@uillinois.edu
Purchase Order Invoices

- Vendors mail invoices to:
  University of Illinois
  Invoice Processing Center
  P.O. Box 820
  Rantoul, IL 61866

- OR, email invoices to obfsupay@uillinois.edu

- Invoices must contain the following information:
  Purchase Order Number
  Unique Vendor Invoice Number
  Invoice Date
  Remit Address
  Detailed Billing
Banner Document Management (BDM)

- Search using multiple fields
  - Banner transaction number (I number)
  - Purchase order number
  - Invoice number
  - Invoice amount
- Review invoice image and status
- Instructions on website, [www.obfsuillinois.edu](http://www.obfsuillinois.edu), Payments to Vendors & Students > Vendor Invoice Payment Process
## Query Criteria for Application ‘UI-F-INV’

**Show Index Name**
- BANNER_INV_nbr
- BANNER_INV_TYPE
- BANNER_INV_TRANS_DATE
- VENDOR_ID
- VENDOR_UNAME
- VENDOR/Framework
- VENDOR_INV_nbr
- VENDOR_INV_DATE
- VENDOR_INV_AMT
- ATTACHMENT_TYPE
- ATTACHMENT_LOAD_DATE
- STATUS
- BANNER_PDINV_nbr
- COA
- ORGN
- PO_CLASS
- PO_POB_COST
- DISCOUNT_TERM
- BUYER_NAME
- BUYER_PHONE
- REQUESTOR_NAME
- REQUESTOR_EMAIL
- URIF1
- URIF2
- URIF3
- PMT_DATE
- NOTES

**Search Value**

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**Current Query:** New Query
Unit Action

- Check Banner FOIDOCH for status:
  - Invoice on hold?
  - Receiving report required?
  - Check/payment issued?
- Check Banner FAIVNDH for vendor payment history
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<th>Vendor Invoice</th>
<th>Invoice</th>
<th>Approval</th>
<th>VIC</th>
<th>Credit Memo</th>
<th>Open/Paid</th>
<th>Cancel</th>
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Total: 81,756.12
Purchase Order Invoice Holds

- Invoices may be placed on hold for:
  - Over-tolerance (D-OVRTOL)
  - Non-conforming (D-NONCONF)
  - Item add (D-ITMADD)
  - Over $50K approval (D-OVR50K)
  - Remit address/vendor issues (U-P&D)
  - Incomplete information (line item detail)

- Automated emails sent to unit contact
Over Tolerance

- 10% or $150, whichever is triggered first
  - Standing PO’s
    - Requires no quantity or unit price; “as required” or “as needed” basis
    - Tolerance calculated on total of PO
  - Regular PO’s
    - One-time procurement of commodity or service
    - Multi-year agreements, fixed assets, leases
    - Tolerance calculated on the PO line
- No tolerance on quantity or bid orders
- Banner FGIENCD
Rejected Purchase Order Invoices

- Payables is unable to determine the owner of the invoice and unable to return invoice to vendor
- Current technology doesn’t allow for notification of rejected invoices
- Search for rejected invoice using invoice number and/or invoice amount
Rejected Invoice in BDM (example)

<table>
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<tr>
<th>Document</th>
<th>BANNER_INV_NBR</th>
<th>BANNER_INV_TYPE</th>
<th>BANNER_INV_TRANS_DATE</th>
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Special Payment Request forms

- Possible business purposes:
  - Prepayment or deposit
  - Summary invoice
  - Recurring payments
  - Check attached
  - Enclosures
  - Check pickup
Special Payment Request forms:

- Deposits & prepayments:
  - Payment terms of a PO can be broken if there is a PO line specifically for the deposit.
  - Deposit can be paid at Net with the SPR; however, the final payment will be paid as Net 30.
  - If a unit needs escalated payment terms or terms other than Net 30, a Banner PO should be used.
Special Payment Request forms:

- Note: the UI is following the best business practice of mailing payments directly to vendors.
  - Avoids lost checks.
  - Avoids duplicate payments.
  - Reduces fraud opportunities.
  - University auditing purposes.
Special Payment Request forms:

- Unless there is a valid business reason as to why a check cannot be mailed, we are not granting requests for check pickup.
- Current or overdue invoices submitted with an SPR form … PO payment terms take precedence over such a request.
For More Information:

- Please visit our website: [www.obfs.uillinois.edu](http://www.obfs.uillinois.edu)
- Payments to Vendors and Students > Vendor Invoice Payment Process
- Job Aid: Payables Queries (AP 101)