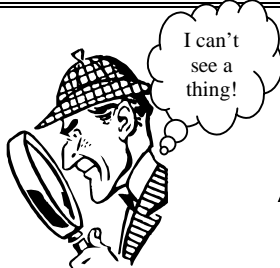


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The Case of the Invoice Ahead of the Order

It was a dark and dreary night... Wait, that's not right. It was really a sunny January day in Accounts Payable. An unexpected invoice was just received from a major campus food vendor. To preserve anonymity, let's call the food vendor -- "Marriott." During the last week of December, Marriott dutifully provided a food service and served up a delectable array of *hors d'oeuvres* (which is French for "a lot more than cheese and crackers"). The second week of January, Marriott sent the *hors d'oeuvres* invoice to the ordering department (let's call it the Department of Thermography). Marriott also sent a copy of this invoice to Accounts Payable ("AP"). Now as they say in mysteries, the plot thickens...

The Thermography Department, despite its name, was never really "hot" when it came to filling out paperwork. In fact, it was the middle of January and Thermography hadn't created a Purchase Order ("PO") for the December feast. But Thermography applied itself and produced a PO ready for signature. This PO went through a few departmental approvals, took a three-desk tour and arrived in Purchasing sometime in early February. Better late than never, right?

Purchasing noted there wasn't a Meal & Light Refreshment form attached to the PO so they contacted Thermography. This form was provided about two weeks later. (It is supposed to be approved 10 days prior to the event, but who's counting?) AP finally received the approved PO, with appropriate attachments, during the last week of February. It took the AP technician two days to approve the invoice for the delectable *hors d'oeuvres* (which is French for "that's pretty fast!") and payment was scheduled on March 9th.

The first week of March, Marriott called Thermography and said "Whassup with December's *hors d'oeuvres*? Was something amiss?" Thermography replied, "We *loved* the *hors d'oeuvres* (which is French for "Does anyone even remember what we ordered?") *but it looks like AP is taking their sweet time paying the invoice.*" *Sacre bleu!* A closer examination showed AP just received the PO – over two months after the invoice! Indeed, that is the Big Mystery... So please remember this parable, fill out your paperwork before an event, and maybe start the approval process early. "Invoices ahead of the order" just

cause a lot of paperwork and phone calls. Please fill out your purchase orders before you get the invoice, and send them to Purchasing immediately. The dollar amount does not need to be exact. The amount will be adjusted to the actual invoice by AP. If you are concerned that you may be overcharged, write "not to exceed" on the purchase form... *Merci!!!*



Notice from University Budget Office Position Control Forms



It's hard to believe we are already through February and it's time to start preparing for the fiscal year close. One step in the process will be establishing the budget baseline for FY2002. Part of establishing that baseline is the processing of Personnel Action/Position Control Forms (PA/PCF). Due to the many "behind the scenes" actions necessary to have the baseline ready to go we need to stop processing PA/PCFs by April 30, 2001. Please process your PA/PCF forms as soon as possible. This provides the best chance of getting your permanent changes into the baseline for FY2002 and helps alleviate the huge backlog of forms we have experienced the past two fiscal years. If you have any questions, please call Steve Ludemann at X/3029 or Steven.Ludemann@wwu.edu.

Happy St. Patrick's Day!

Topics This Issue

1. Invoice Ahead of the Order
1. Position Control Forms
2. Questions and Answers
2. Doc Ref Contact List





Questions and Answers

Question: What is the difference between the two invoice notices that you send to us?

Answer: The “**blue**” colored INVOICE/CREDIT MEMO APPROVAL FORM indicates that the Accounts Payable department has received an invoice from a vendor. This invoice will be processed for payment on the date noted. If the goods have been received in acceptable condition and the account coding is correct, *no action is required*. But if there are problems (e.g. wrong item, incorrect pricing), please indicate them in the “Invoice Problems” section and return the form to Accounts Payable. The form should be returned as soon as possible but to avoid an overpayment to the vendor, it needs to be (1) sent to the Accounts Payable department at least three days prior to the Payment Due Date, *or* (2) faxed to X/7724 to insure stopping the payment process in time.

The “**salmon**” colored INVOICE/CREDIT MEMO APPROVAL FORM indicates that the Accounts Payable department has received an invoice for payment which requires the department’s confirmation that the goods were acceptable and the account coding is correct. Payment for this invoice will be made after return of this confirmation is made to Accounts Payable, MS 1420. Signing, dating, and returning the salmon “invoice notification” will confirm payment. If there are problems, please use the Invoice Problems section to identify them. In order for us to meet the State mandate for timely payments, it is necessary to have the signed form returned as soon as possible. A form returned at least three days prior to the “Payment Due Date” noted on the form will allow the necessary lead time for timely payment.

Do you have any questions that you would like answered in the next *Finance Footnotes*?
If so, please forward them to George Edward at the Help Desk X/5890, Fax X/7724,
George.Edward@wwu.edu or MS 1420.



“Were it offered to my choice, I should have no objections to a repetition of the same life from its beginning only asking the advantages authors have in a second edition to correct some faults of the first.” — Benjamin Franklin

Document Reference Contact List – March 2001

Listed below are document reference numbers which may appear on your transaction detail report under “Document Number.” These references refer to accounting documents processed by Accounting Services, or to documents processed by other departments using sub-systems which are not directly related to Banner Finance. Sub-system and recharge documentation is not retained by Accounting Services. For detailed information on these transactions, please contact the person referenced on the following list:

**This space reserved for March 2001
Document Reference Contact List**

For other questions on whom to call or help with Finance Reports, contact George Edward at the Accounting Services Help Desk X5890. * For HR