Accounts Payable

AP Review
Overview

1. What causes invoices stop for AP review
2. Actions AP takes
3. AP audits for duplicate payments
Invoice Import Notifications
Invoice Import Notification

1. AP Workflow stop for digital mailroom invoices that do not meet criteria for automatic routing

2. Supplier portal, check request, and electronic invoices do not stop in this workflow for AP review

3. This is AP’s largest workflow
Reasons invoices stop

- No PO
- Possible duplicate
- PO is over-invoiced
- Invalid PO
- Non-PO line added
- Missing invoice number or invoice date
AP actions

- AP researches to determine resolution.
- Comments are sent to the department if we need assistance.
- If resolution is not possible, AP rejects the invoice.
How you can help

1. Make sure your POs are funded

2. Make sure the supplier has the PO and knows they must bill with it on the face of the invoice

3. Check BUY.IU before asking the supplier to resubmit an invoice
Duplicates
Where duplicates are reviewed

1. EDM (digital mailroom) portal rejects
2. Invoice import notifications
3. UCO duplicate audit report
Portal rejects

Invoices are rejected for AP to review in a portal outside of BUY.IU, if the invoice number has been previously entered for the supplier by the digital mailroom.

- If the invoice needs to be processed, AP will request it to be entered into BUY.IU.
- If it is a duplicate, it is deleted in the portal.
Invoice import notifications

Invoices are rejected for AP to review, if the invoice number has been previously entered for the supplier.

These are in a workflow stop in BUY.IU.

Only invoices created by DMR are stopped here, but the rule is triggered if the invoice number was processed against other invoice sources (ex. Electronic or supplier portal).
Example

1. SI0648971 was rejected, because it was a duplicate of an electronic invoice SI0606653.
Daily Duplicate Audit

The audit looks for potential duplicates using the following parameters.

- Same supplier, invoice date, and amount.
- Invoice number, date, and amount.
- Checks KFS payments with the same supplier name and invoice number.
Questions?
The AP team is here to help!

- Tag IUAPHELP in a comment if you need assistance with a BUY.IU document.
- Complete our new support form if you need to contact AP about any other inquiry. [https://purchasing.iu.edu/contact/contact.php](https://purchasing.iu.edu/contact/contact.php)
THANK YOU