

Accounts Payable E-Payables Vendor Codes

Working Efficiently and Accurately

Presented by:
Andrew Johnson
Christopher Reid
Tanya Harris

Central Email Accounts

- E-Payables or ACH
aco_epayables@RIVCO.ORG
- Accounts Payable
aco_ap@RIVCO.ORG
- Vendor Codes or ACH
acovendorprocessing@RIVCO.ORG
- RM-1 Record Requests
aco-records@RIVCO.ORG



Vendor Code Updates

- Discontinue fax # (951) 955-5480 on June 1st
- Email PDF documents to central email address. Include any pertinent documents that will substantiate the nature of the payment.
- Central Phone # (951) 955-3841



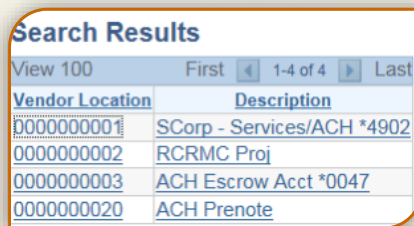
Customer Service Improvements

- Electronically organize paperwork to ensure timely follow up
- Reply email when items have been completed



ACH Pre-Note Process

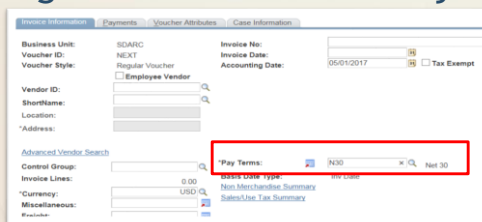
- April 2017 delivered functionality
- Include last 4 digits of the account #
- ACH Prenote - DO NOT USE



Vendor Location	Description
0000000001	SCorp - Services/ACH *4902
0000000002	RRCMC Proj
0000000003	ACH Escrow Acct *0047
0000000020	ACH Prenote

Discounts

- Modified pay cycle processing to include weekends.
- Discounts are now being picked up.
- No longer need to do a line adjustment.



Business Unit: SDARC
Voucher ID: NEXT
Voucher Style: Regular Voucher
 Employee Vendor

Vendor ID:
ShortName:
Location:
Address:

Invoice No:
Invoice Date: 05/01/2017
Accounting Date:
 Tax Exempt

Advanced Vendor Search
Control Group:
Invoice Lines: 0.00
Currency: USD
Miscellaneous:

***Pay Terms: N30 Net 30**

Other links: Non-Merchandise Summary, Sales/Use Tax Summary

Sales & Use Tax Adjustments

- Pay only what is listed on the invoice
- Complete form for any increase and decrease to tax amount
- Submit to Jim Voss

AUDITOR CONTROLLER'S OFFICE
USE TAX ADJUSTMENT FORM

Complete this form if you need to apply use tax to a purchase which has been approved and/or paid up to adjust incorrect amounts. Indicate the sales tax charged on the invoice or use the amount of the sales tax amount.

USE TAX ADJUSTMENT INFORMATION

Vendor ID	Invoice Date	Invoice Date	Today's Date	Account ID	Vendor Name	Program Name	Program	Class	Project	Activity	Gross Amount	Phone Number	Adj. Code	Comments

Accounts Payable Workflow

- Original invoice and supporting documentation to be retained by department as of July 1, 2017
- Submit only
 - P-Cards
 - Employee Reimbursements
 - Revolving Funds



APWF Reminders



- Attachments
 - Naming Convention ACARC_12345678_A
 - Incorrect attachment - notate in the comment field it was attached in error.
 - Use comments to justify why a lower dollar amount is being paid or notate on the invoice.
 - Acceptable format PDF and TIFF

APWF Reminders



multiple invoices into one voucher.
Each invoice stands alone.

Duplicate Invoice Criteria

Vendor Code
Invoice Number
Invoice Date
Amount



AP Efficiencies

- 56% of vouchers approved by ACO are less than \$400.00
- Top 20 are E-Payable and ACH vendors or in the process of converting to electronic payments
- 7/1/2017 - Voucher less than \$400.00 will bypass ACO approval and be picked up in the next pay cycle after department approval

$$\text{Productivity} = \frac{\text{Value}}{\text{Cost}}$$

Questions

