

E-Payables

SUSAN PORTE, PRINCIPAL ACCOUNT
YVONNE BEINGESSER, ACCOUNTING TECH II

E-PAYABLES

Agenda:

- ✘ What is E-Payables
- ✘ How you can identify E-Payables vendors
- ✘ Difference between ACH and E-Payables
- ✘ Benefits of E-Payables
- ✘ Timeliness of E-Payables voucher processing
- ✘ Key points about E-payables
- ✘ Supporting Documentations
- ✘ Fun facts

WHAT IS E-PAYABLES?

- ✘ E-Payables
 - An alternative payment mechanism implemented with Commerce Bank to pay participating County vendors electronically through their financial institution.
 - The agreement was approved by the Board of Supervisors on May 1, 2012 (Agenda Item 3.5).
- ✘ Vendor Payments by Visa Credit Card

IDENTIFY E-PAYABLES VENDORS

Payment Method

*Bank: Pay Group:

*Account: *Handling:

*Method: ACH *Netting:

Message: [Messages](#)

Vouchers For a Payment

[Back to Payment Inquiries](#)

Bank Name: Commerce Bank Pymnt Ref ID: 0000002357

Bank Account #: 41590 Accounting Date: 08/09/2012

Pay Cycle: EPAY Seq Num: 34 Payment Date: 08/09/2012

Vendor Name: P & R Paper Supply Company Days Outstanding: 11

Address: 1888 East Colton Ave Payment Clear Date:

PO Box 590 Redlands CA 92373 USA Reconcile Date:

Payment Amount: 8,309.97 USD Payment Method: ACH Value Date: 08/09/2012

Description:

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
09ARC	60274328	1	07/20/2012	719612-00	8,387.82	8,309.97	USD		77.85	Accounts Payable Vouchers

DIFFERENCE FROM ACH

- ✘ ACH transactions post directly to the vendors bank account (direct deposit).
- ✘ E-Payables – vendor received remittance advice via email. In the email is the credit card number for the vendor to process the payment.

BENEFITS OF E-PAYABLES

- ✘ Benefits in participation in the E-Payables program
 - + It provides a new source of revenue for the General fund.
 - + It improves the timeliness of payments mailing time, reduce the labor, other expenses, and risk associated with paper warrants.

TIMELINESS OF E-PAYABLES

- ✘ E-Payables payments **CANNOT be efficient If voucher processing and approval are not TIMELY.**
- ✘ **For example:** If the voucher processing turn-around is not timely, saving a few days due to E-Payables is not good enough incentive for vendors to pay a fee.
- ✘ To ensure this revenue generating program is effective and successful.
 - + Departments need to make sure the turnaround time for voucher processing is within 2-3 business days.
 - + ACO is committed to processing vouchers with a turnaround time of 2 - 3 business days starting when the vouchers and documentation are received.

TIMELINESS OF E-PAYABLES

- ✘ To ensure compliance, we will analyze monthly reports to monitor the progress of voucher processing timeliness at both the Department level and the ACO Central Approver level

KEY POINTS

- ✘ Pay Terms should be “DUE NOW”
 - + Unless a discount is being taken
- ✘ Departments account number should either be in the invoice field or the message line
- ✘ The remittance advice contains the same information as a regular advice

KEY POINTS

- ✘ Once a vendor code is established as an E-Pay vendor, no overnight warrants will be given.
- ✘ Vendor agreed not to accept paper warrants any longer.
- ✘ E-Payments generally are processed within 3 days.

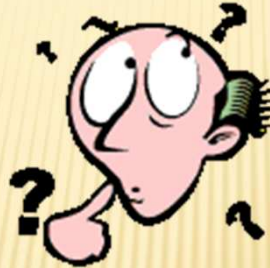
SUPPORTING DOCUMENTATION

- ✘ All supporting documentation is to be sent by the departments.
- ✘ ACO will only assist vendors with processing their payment
- ✘ Medical EOB's and CPT Codes need to be sent to the vendors in a timely manner. The ACO cannot provide your vendor with patient information.

FUN FACTS

- ✘ Vendors enrolled as of August – 613 vendors
- ✘ Payments Processed
 - + June \$1.4 million
 - + July \$2.7 million
 - + August \$1.6 million (as of August 20th)
 - + August \$1.5 million – open payments

QUESTIONS OR COMMENTS



CONTACT INFORMATION

Susan Porte, Principal Accountant
(951) 955 - 3850

Yvonne Beingesser, Account Tech II
(951) 955 - 9460

aco_epayables@co.riverside.ca.us