



GENERAL INFORMATION

This procedure describes how to approve a payment for Services.

PROCEDURE

Accounts Payable

1. Receive vendor invoice.
2. Create Banner Invoice document, save as "in process" status.
3. Scan the vendor's invoice into Xtender and index the vendor's invoice to the Banner Invoice .
4. In Xtender, send email notification requesting review of the pending invoice to the appropriate department, with the scanned invoice included.

Receiving Department:

5. Review invoice by opening the file attached to the e-mail.
6. Reply to the AP e-mail with information:
 - a. Okay to pay, **OR**
 - b. Not okay because...(state reason).

Accounts Payable

7. Open email from a receiving department.
8. Check email for all required information about services received.
 - a. If all required information is **not** received, reply to the Departmental email requesting additional information.
 - b. If all information **is** received and the Receiving Department has indicated it is okay to pay, re-open the Banner Invoice and complete it.
9. Print out and scan the departmental e-mail in Xtender and index it to the Banner Invoice number. (Page two of the vendor's invoice.) Process any and all other documents (received subsequently) that pertain to this invoice the same way.

**** END ****