***Accounts Payable Batch***

***Checklist***



**FY 2018**

***Prepared by***

***Office of the City Comptroller***

***The City Comptroller’s office in conjunction with the City Treasurer’s office makes every attempt to pay departmental invoices in an accurate and timely manner. In order to ensure that your department’s invoices are paid promptly, please remember the key day and times listed below:***

* **Weekly Warrant** – **Batches must be received in Comptroller’s by 4:00 p.m. Friday**. Checks will be mailed by the City Treasurer’s a week from the following Monday.

Example: Batch is received on Friday October 17, 2014; checks will be mailed on Monday October 27, 2014.

* **Special Warrant** – **Batches must be received in Comptroller’s by 11:00 a.m. Tuesday**. Checks will be mailed by the City Treasurer’s office on Friday. If Monday is a holiday, deadline is extended until Wednesday at 11:00 a.m. Checks will be mailed on Friday.

Note: The Special Warrant to be used for emergency payments and to avoid late charges only.

Example: Batch is received on Tuesday October 14, 2014; checks will be mailed Friday October 17, 2014.

**City of Springfield Bills:**

* + **Original Invoices:**
* **Payments will NOT be made on copies, estimates or statements.**
* **Invoice numbers should be entered exactly as shown.**
* **DO NOT add or delete spaces, letters, and dashes.**
* **DO NOT alter Invoice amount due.**

**Exceptions:**

DPW - *Uses Carto graph system – Invoice # assigned automatically*

Veteran’s Department – *Required by State to use DOC# -*

Police Department – *Police Outside detail uses a work detail program auto assigns Invoice #’s*

* **Be consistent - Pay Current Charges on Invoices.**
  + **Invoice “remit to” address**:
* **When entering your invoice into a batch in Munis - Make sure the remit address on the invoice matches the remit address in Munis.**

**If it does not match - contact the Office of Procurement. They may need to add or change the Vendor profile.**

* **All payments in Munis are tracked using Vendor number/Invoice number. Therefore, Every Invoice number must be unique, otherwise Munis will reject it.**

* + Lost or missing Invoice:
* **Must submit a Department head signed affidavit to Comptroller’s**.
  + ERROR Message – “Duplicate Payment”:

*Note: Munis will display a “duplicate invoice warning” when the same invoice number was used in a prior year.*

* **Verify a payment has not already been made**
* Invoice numbers can be 19 Characters long
* With the exception of utility bills, the single check box is “N”, unless requesting a check for certain payments
* Make sure the correct ORG is being charged and that funds are available in that line ORG.
* When paying off a P.O.(Purchase Order) - you can pay up to 10% over the PO amount, not including shipping charges.
* When paying an invoice, make sure that the contract is valid and that there are funds available in the contract.
* The amounts entered on a batch must equal the amount listed on invoices.

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**Examples**

**Please use the following formats for select Invoice Numbering:**

**Travel Reimbursement *: (Note: Travel Reimb. form located in Comptroller’s forms on Intra-web)***

John Smith

Travel Date or First day of travel: June 15, 2018

Invoice# = SMITHJ\_061518T

* Use Capital Letters
* Use last name first, followed by first Initial of first name.
* Enter an Underscore “\_”
* Date: MMDDYY – Use Travel date or First day of Travel
* Add a Capital **T** after the Date (Note: T=Travel)

**Vendor reuses the same vendor # : “Duplicate Warning” appears in Munis:**

* + Verify a payment has not already been made.
  + Put in a separate Batch and send to Comptroller’s: Att: Leslie

Invoice# = 89547\_063018D

* Use the original Invoice #
* Enter an Underscore \_
* Date: MMDDYY – (Note: If date not specified use last day of Month)
* Add a Capital D after the date (Note: D = Duplicate)

PO Amount is not enough to cover payment with the 10% Rule:

* Issue: Departments pay off a PO and create a second batch for the same invoice using

Straight expenditure, to bypass 10% Rule, therefore creating a need to alter the

Invoice # on the straight expenditure payment to get it paid.

Example: Invoice to be paid – total $1,000:

P.O. for Invoice = $ 900

10% of P.O. = $ 90

Total = $ 990 (P.O. + 10%, not enough to pay invoice)

* Solution:
* If over the 10% - You must increase the PO amount through a change order.

**Payments are split between Departments:**

* Department does not have enough money on one P.O. – uses multiple P.O.s: (Most Common)

* Choose one of the following:

- Department MUST do a Change order – INC or DEC or

- Require a new PO or

- Use a PO with sufficient funds to pay the invoice

* Department has One (1) PO – And Multiple payments must be made against various departments funds
* Solution:

- Pay-GO expenditures – contact Comptroller’s.

* Batch separately – ATT: Leslie
* Department Pays One(1) Invoice off of Multiple P.O.s: i.e. (Vendor sends 1 invoice for multiple projects):

- Invoice# = 12345S

* Enter an **S** = (Split) at the end of the Invoice number:

***Please refer to the City Comptroller’s Accounts Payable Policy -***

[***http://cosinfo.springfield-ma.gov/portal/index.php?id=comptroller***](http://cosinfo.springfield-ma.gov/portal/index.php?id=comptroller)