What does AP do with a Purchase Order?

1 Vendor sends invoice to Accounts Payable <u>OR</u> in some cases, to the department.

2 AP creates invoice in UGAmart.

> If it is sent to the department, the department should email the invoice to ugamartinvoices@uga.edu for creation in UGAmart.

3 Auto-matching occurs in UGAmart.

> If there are matching exceptions (i.e. quantity is more, price in for more, different items are invoiced vs what was ordered, etc), AP must manually review and contact end user department for verification and/or Procurement for revision.

3a
- If PO is for goods only and less than $2500, it will match with no receipt required.
- If the PO is for goods for $2500 or higher, a receipt must be created.

3b
- If the PO was set up to be delivered to Receiving Services, Receiving Services will complete the receiving report.
- If the PO was set up to be delivered directly to the department, then the **department has to create a receiving report.**
- If the PO is for services, regardless of dollar amount, the **department has to create a receiving report.**

4 **The invoice exports to the Financial Management System,** once the PO, invoice, and receipt (when applicable) occur.

5 **At the end of the day, AP builds vouchers from the invoice data and budget checks them.**

> Successful budget checking debits the departments account and reduces the PO encumbrance.

5a
- If no budget errors exist, the voucher will be processed in the next paycycle.

5b
- If budget errors exist, the **department has to resolve them before the invoice can be paid.**

6 **After paycycle is complete, the payment file is exported UGA's banking institution the next day .**

7 UGA's bank disburses payment to the supplier's bank.

> If supplier noted a payment notification email during the supplier registration process, a notification is sent at this time.

7a
- **If supplier receives check payment, the check is processed in the next check paycycle run.**
- Normally, this is daily, but during remote work, this is on Tuesdays and Thursdays.

8 **After paycycle is complete, AP runs voucher posting and payment posting to move the transactions to the General Ledger.**