



FLORIDA ATLANTIC  
UNIVERSITY

## ACCOUNTS PAYABLE MANUAL

BY:

FLORIDA ATLANTIC UNIVERSITY  
ACCOUNTS PAYABLE DEPARTMENT

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## **General**

It is the policy of Florida Atlantic University to process all payments in accordance with university and state rules. All payments made from E&G, Grant, Auxiliary and Concession funds are made in accordance with [FAU Allowable Expenditures](#) and the [Florida Reference Guide for State Expenditures](#).

## **Accounts Payable Responsibilities**

- Enter a valid/complete invoice into Workday after being received at the Controller's Office.
- Review Workday aging reports regularly and follow up with approvers on any aging invoices.
- Work with suppliers and employees on disputes or other invoice issues.

## **Department's Responsibilities**

- Review and approve invoices timely when routed to you via the Business Process defined in Workday.
- If problems occur (i.e. damaged product, short shipments, item not received, merchandise returned, overpricing), notify Accounts Payable to assist with the issue.
- Invoices may not be paid with a personal credit card and then submitted on an expense report.

## **New Supplier Setup**

To have a new domestic supplier setup, go to "Create Supplier Request" in Workday, complete the required fields and attach a completed and signed [New Supplier Application](#). If the supplier is an individual or sole proprietor, they will also need to complete the [Independent Contractor Checklist](#). For foreign suppliers, contact Victoria Thomas in the Tax Department for setup requirements.

You can instruct new suppliers to go to <http://www.fau.edu/controller/purchasing/vendorinfo/> to find the forms and details on the full application process.

Once all required information is received, the Settlement Team will setup the supplier and work with them to enroll for ACH payments using the Workday Supplier Portal.

## **Invoice Submission**

Have suppliers send invoices directly to Accounts Payable. If a department receives an invoice from the supplier, the invoice should be sent immediately to Accounts Payable. The invoice due date will be based on when a complete invoice is received by Accounts Payable.

- The preferred method of submitting invoices is by email to [accountspayable@fau.edu](mailto:accountspayable@fau.edu).
- To submit by mail, have suppliers send invoices to:

Florida Atlantic University  
Controller's Office  
777 Glades Rd, ADM 10, #146  
Boca Raton, FL 33431

## **Invoice Number**

The invoice number identifies the supplier invoice that is being paid, and is usually assigned by the supplier. If the supplier does not provide an invoice number, the invoice date and total dollar amount

are used. For example, an invoice for \$25,125.50 with an invoice date of February 1, 2019 would have an invoice number of 020119\$25125.50.

### **Direct Payments (Invoices without a Purchase Order)**

Purchases should generally have a requisitions and purchase order. A requisition should be submitted for approval before the goods or services are ordered. See the [Purchasing Manual](#) for more details.

Invoices without a Purchase Order are called Direct Payments. Accounts Payable will not pay any invoice over \$1,000 unless it has been authorized via a Purchase Order. See **Exhibit A** for a list of exceptions

Invoices over \$1,000 without a Purchase Order that are not on Exhibit A must be submitted with an [After the Fact Purchase](#) Justification form signed by a Dean or Director or above.

### **Payments to a Supplier When There is No Invoice**

When a payment needs to be made and there is no invoice, a Supplier Invoice Request needs to be completed in Workday. Appropriate documentation justifying the amount and reason for the payment must be attached. Accounts Payable will use the same invoice number sequence (see "Invoice Number" section) unless an alternative is provided in the Supplier Invoice Request.

### **Prepaid Invoices**

When an invoice is received for \$2,500 or more and it is for a product or service that covers a time period that crosses fiscal years, it will be setup as a prepaid invoice and amortized over the covered time period. For example, an invoice with a software provider for \$12,000 that covers a one year period will be setup as a prepaid and will amortize \$1,000 per month for 12 months.

Invoices under \$2,500 or for a period that does not cross into another fiscal year will be fully expensed when approved. Exceptions can be made with approval by Accounts Payable management.

### **Payments <sup>(a)</sup> and Expense Reimbursements to Non-Employee Individuals <sup>(b)</sup>**

See the following 3 scenarios and instructions on how to process.

**Exceptions:** If the individual is already setup as a Contingent Worker, these scenarios will not apply. If the individual is already setup as Contingent Worker, a Spend Authorization and Expense Report will need to be created on their behalf Workday to reimburse travel expenses.

- 1) An individual who will be reimbursed for travel expenses only.
  - Set the individual up as an External Committee Member in Workday.
    - Click [here](#) for instructions on how to setup an External Committee Member and create Spend Authorizations and Expense Reports on their behalf.
  - Create a Spend Authorization on behalf of the individual (required).
  - Create an Expense Report on behalf of the individual.
- 2) An individual who will receive a payment, and get travel expense reimbursements.
  - Set the individual up as a Supplier in Workday.
    - See above for New Supplier Setup procedures.
  - Create a Spend Authorization for the Individual's travel (required).

- Have the Individual submit an invoice with appropriate description of services and travel expense receipts or submit a Supplier Invoice Request in Workday with documentation of payment amount and appropriate travel expense receipts. The Spend Authorization Number must be referenced. *Please note, the same FAU travel policies for employees apply to non-employees.*
- 3) An individual who will receive a payment, with no travel expense reimbursements.
- Set the individual up as a Supplier in Workday.
    - See above for New Supplier Setup procedures.
  - Have the Individual submit an invoice with appropriate description of services or submit a Supplier Invoice Request in Workday with documentation of payment amount.

**(a)** Payments include stipends, honorariums, royalties, consulting fees, or other similar types of payments.

**(b)** Individuals include students, independent contractors, interviewees, research participants, speakers, performers, or similar types of individuals.

### **ACH and Check Processing**

Accounts Payable will generate ACH and check payments every Tuesday and Thursday. Exceptions may occur as a result of holidays or other special circumstances.

## **Exhibit A**

### **Allowable Unencumbered Payments (Purchase Order Not Required)**

- Accreditation fees
- Athletics NCAA conference fees, game officials, game guarantees
- Background checks by Florida Law Enforcement agencies
- Bond payments
- Building Leases / Rentals
- Collection Agencies
- Conference registrations
- Dues, fees for professional, occupational or other licenses required for a person to perform his/her official duties & specifically authorized by law.
- Federal and state agencies and local municipalities
- Health Insurance
- Homeland Security fees as required by the Federal Government
- Hotels' Direct Billings
- Insurance payments to other Florida state agencies
- Legal services as approved by General Counsel's office
- Max Planck Florida Corp. payments
- Medical services for student athletes
- Merchant credit card charge fees
- Memberships & Registrations (fees for professional organizations and events)
- Non-employee Stipends/Scholarships/Fellowships/Honorariums
- Notary/insurance/stamp services for benefit of the University
- Payroll deduction pass-throughs
- Postal services via the FedEx, UPS and US Postal Services (stamps, meters, packaging, etc.)
- Purchasing card, Travel card and Fleet Gas card transactions
- Settlement Agreements for settlements with vendors or employees as outlined in the agreement, approved by the appropriate Vice-President
- Special event independent contractors (police officers, paramedics, security, etc.)
- Ticket providers (ex: University Tickets, Ticketmaster)
- Utilities (water, electric, sewer, gas, refuse disposal, telephone, data services, etc.)
- Vehicle tags for University vehicles, to include tags or licenses for boats, cars, vans, and trucks.
- When a contract is in place with a specific scope and cost, that will be made with a single payment that matches the invoice. A copy of the contract must be submitted.

#### Notes:

During year-end and beginning of year processing in June and July, additional exceptions can be made to expedite payment processing as Purchase Orders may have been closed or not opened yet.

There may be incidents where unencumbered payments are necessary, including emergency situations, which are not detailed above. Those occurrences will be discussed between Accounts Payable and Purchasing on a case-by-case basis.

In all cases, applicable bid and quote policies and laws must be adhered to.