

Accounts Payable: College Payment Queue

Purpose: College Payment Queue is used for anything that should be paid directly by the college. Primarily, this means anything coded with Local Funds and all PCOs.

| <u>Institution Responsibilities</u> | <u>FAQ</u> | <u>Tips</u> |
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| <ul style="list-style-type: none">• Making sure each invoice gets paid, is appropriately documented, and filed with other completed invoices.• Generally, you will push the invoice out to your end users who will then pay with a check from Local Funds or a PCard. In these cases, it is up to you to follow up with your end user concerning when the payment was made and (if applicable) the voucher number. This information should be documented in the appropriate fields in Perceptive Content, before sending the invoice to the Complete queue. There is no longer a need to forward the invoice to the SSC before sending it to Complete.• If you find an invoice that you would prefer the SSC pay, exceptions can be made but do <i>require documentation</i>. Please note your approval in the Notes section of Perceptive explaining why you are requesting the invoice be processed in AP. The SSC <u>cannot</u> process Local Fund payments at this time. If you would like to use a different PO or provide different coding, we will be happy to process the invoice according to the notes you provide in the Comments section. (We still need a PO for transactions that require a PO, and please remember to check that it has been received in eVA.) | <ul style="list-style-type: none">• Where can I find out if a PO is Local Funds?<ul style="list-style-type: none">○ In eVA, go to the main PO page and click the gray box labeled Detail on the right of any given line. That will open a new window that will list the coding about halfway down.○ In AIS, go to the Purchase Order and click the little page with the clock on the bottom right to get to the Schedule. Then click the page with the three arrows on the far right to get to the Distributions/Chartfields. The coding will be about halfway down your screen• Why do we have to pay PCO's?<ul style="list-style-type: none">○ When creating a PO in eVA, selecting EP allows for vouchered payments and PCO's are reserved for PCard payments.• My end user won't pay the invoice, or at least won't tell me if they did. What can I do?<ul style="list-style-type: none">○ Create a Salesforce case by emailing our Customer Engagement Team at help@ssc.vccs.edu. | <ul style="list-style-type: none">• Remember, this is still a Workflow queue and all payments need to be made timely for prompt payment purposes.• If you send anything back to us for payment, please be sure it has been received in eVA. We know how frustrating it is to see the exact same invoice in your exceptions queue the very next day for something so small, and we want to make sure we can process ASAP! This is a collaborative effort and we thank you for your assistance. |



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Approved by: AP Supervisor,
Ops Line Manager, Senior
Manager