Accounts Payable

Year-End Review
AP Topics

• Before Year End
  – Invoices
  – Voucher Exceptions
  – Force Receipts
  – Document Management

• New Fiscal Year 2024
  – Payment Requests
Invoices

• Send to Invoices@admin.fsu.edu

• Invoices must include valid FSU PO numbers
  – Invoices without the PO # are rejected from being scanned into OnBase

• Create a receipt in OMNI once the item(s) have arrived and been properly inspected.
Voucher Exceptions

• **Budget Exceptions**
  – Insufficient budget or no budget exists

• **Match Exceptions**
  – Missing Receipt
  – Amount(s) on the voucher do not match PO
  – Duplicate Invoice # and payment amount

FSU_CTRL_AP_VCHR_BCM_ERRORS

FSU_CTRL_AP_MATCH_EXCEPTION_SQ
Force Receipts

• All items under $1K will be forced after 10 days of receiving the invoice in OnBase if the department has not done so already.
• Due to the large volume, departments will no longer receive email reminders.
• If the department has not received the items or there are issues with the item(s), please contact accounts payable@fsu.edu.
Document Management

• Accounts Payable cannot process an invoice on a closed PO.
• Review POs with receipts without Vouchers.
• Check Document Management for invoice(s).
• Request an invoice from the supplier
Payment Request (eprf) Criteria

• Departments will be able to enter payment requests (ePRF) in OMNI in the new Fiscal Year, starting July 5th through August 31st for invoices referencing closed POs due to year-end.
Payment Request (eprf) Criteria

Payment Request Must Include:

• PO #
• Receipt #
• Invoice must Match the PO
• Sufficient Funds

Payment Requests not meeting these criteria will be denied and the department will need to work with Procurement Services to obtain a new PO.
Year-End Calendar

• Year-End Calendar | Controller's Office (fsu.edu)