SCC Accounts Payable Process

Thursday, March 05, 2015

Accounts Payable Invoice Process - A

Assumption / Prerequisites:

1. Departments have entered contracts, if applicable.
2. Departments have entered POs, if applicable.
3. The Vendor has been setup and is active.

Processing Steps:

1. Department enters an AP invoice (claim)
   a. Extracting a PO
   b. As a direct pay (no PO)
2. Department scans required backup documents and attaches to the invoice.
3. The invoice goes through online department approvals per Onesolution workflow rules.
4. The invoice routes to Auditor Claims section, to specific personnel based on workflow rules.
5. Claims performs pre-audits against the PO and contract.
6. Claims applies approvals (for payment)
7. Approved invoice is validated and posted.
8. Journal transactions are created.
   a. Unencumbering transaction
   b. Expense transaction.
9. Invoice is ready for payment processing.

Accounts Payable Invoice Process - B

Departments that will use:

- Property Taxes
- Probation
- Elections
- Payroll Attachments
- Payroll Dependant Care

Processing Steps:

- Department creates file to import into OneSolution.
- Department sends required paper backup to Auditor Claims.
3. Claims runs import interface into OneSolution.
4. A batch of non-posted invoices is created.
5. Claims checks the batch against amounts in paper backup.
6. Claims self-approves the invoice batch.
7. Claims validates and posts the batch.
8. Invoice is ready for payment processing.
9. Control is notified to process checks selected.

Accounts Payable Payment Processing:

1. Claims opens the Select Invoices for Payment screen in OneSolution.

2. Claims selects general invoices for payment and submits them. Note, claims selects all of the general invoices that are ready to pay.
3. The system changes the status of the invoices to Selected for Payment.
4. Claims prints two reports:
    a. Open Hold Paid Selections
        i. Provides information about invoices.
        ii. Sorts by vendor.
    b. Claims over $5,000.
5. Claims reviews for completeness and correctness.
6. Claims notifies Control that batch of invoices has been selected for payment (how?)
7. Control prints & signs checks.
8. Control delivers checks to Claims.
9. Claims runs checks through folder/sealer.
10. Claims delivers envelopes to mail room.
11. Mail Room applies postage and sets aside for US Mail.
12. Mail man picks up.