

Quick Guide (revised 12/2021)

Accounts Payable Vendor Invoice Process

This guide outlines the general considerations in processing vendor invoices originating from POs (aka, DAPOs and Purchase Orders). The Accounts Payable unit processes over one hundred thousand vendor invoices annually. Campus departments applying the below simple considerations will ensure these invoices are processed routinely, accurately, completely, and timely.

Considerations

1. Vendor/Supplier invoices should be emailed directly from the supplier to: apinvoice@ucr.edu (note: this does not apply to Transcepta vendors). A unique PDF is required per invoice, however, multiple pdfs can be included in the same email.
2. Invoices should have a valid UCR PO number; therefore, departments must provide suppliers with a valid PO in advance of services being performed or goods being received.
3. The PO should match the vendor invoice lines, amounts, freight, taxes, and any applicable credits. This is best accomplished via the use of eBuy eCatalogs (when available) and vendor quotes. This information is also critical for releasing PO encumbrance correctly
4. The PO number presented on the vendor invoice should be Received/OK to Pay in the eBuy system
5. With the exception of POs having structured invoice payments (e.g., leases, consultant agreements, and other agreements) each vendor invoice should have its own unique UCR PO number

Important Tips and Other Points

1. Vendor invoices attached to eBuy payment requests DO NOT route to Accounts Payable. All vendor invoices (and payment requests) should be emailed from the vendor directly to the Accounting Office
2. Vendor invoice payments will be delayed when:
 - a. eBuy Payment Requests is not complete and signed
 - b. POs do not match vendor invoice (note the agreement for goods and services should be done in advance and documented via the PO)
 - c. POs are not marked Received/OK to Pay
 - d. POs do not have a sufficient remaining balance
3. Certain vendor invoices over \$10,000 require authorize payment signature
4. Vendor invoices sent directly to departments tend to get lost and prevent timely vendor payment. Vendors/Suppliers should be instructed to email invoices directly to: apinvoice@ucr.edu (note: this does not apply to Transcepta vendors). A unique PDF is required per invoice, however, multiple pdfs can be included in the same email.
5. Reusing PO numbers should be avoided
6. Invoice copies can be retrieved via the eBuy Payment History screen
7. POs having excessive change orders, FAU changes, and multiple payments tend to have encumbrance release issues. Typically, a vendor invoice must match PO exactly to release encumbrance correctly
8. Always confer with your unit's Chief Financial and Administrative Officer for other questions regarding FAU use, PAN reviews, encumbrance balance resolution, and eBuy use