Process Flow – Accounts Payable Data Entry of an Invoice

**What Can Go Wrong That Could Delay or Prevent Accurate & Timely Payment**

- Vendor or site/address is not setup or active in the vendor database
- Invoice is incomplete or a statement has been sent to be processed
- Invalid PTAEO (Charging Instructions)
- Purchase Order (PO) invalid, PO Closed, Line Item not on PO, Name on PO does not match Name of Invoice, Quantity on PO is wrong vs. Quantity on Invoice
- Invalid Approver/Authorizer
- Illegible Invoice

**What Can Be Done to Ensure a Smooth Process**

- Verify the vendor is active and remit to address is correct in Vendor Database. How? Check in Procurement Inquiry search by supplier, or contact the Yale Shared Service Contact Center
- Be sure invoice includes all necessary information (key elements)
- Verify PTAEO is valid through PTAEO validator before sending invoice to AP for payment [https://www.iisp1.its.yale.edu/onlineval/ptaeoval.asp](https://www.iisp1.its.yale.edu/onlineval/ptaeoval.asp) (For transaction type choose Accounts Payable)
- Do Not Close PO until all invoices have been processed against that specific PO
- Do Not order additional goods against an existing PO. Create new PO through SciQuest
- Verify Approver/Authorizer is a valid disbursement approver in START. Name and signature are legible
Invoice Checklist

- **Key Elements of an Invoice:**
  - ✔ Document contains Name, details and contact address of the supplier/vendor. “Invoice” is sometimes included on the document
  - ✔ Unique number for reference (Invoice number)
    - ▪ If an invoice number is not on the Invoice, the invoice date in ORACLE format is used (i.e. 01-JAN-2013)
  - ✔ Date of issuing invoice (Invoice Date)
  - ✔ Remit to address
  - ✔ Department Name, Name of Purchaser and contact information
  - ✔ Date on which the good or service was sold or delivered
  - ✔ Purchase order number (if applicable)
  - ✔ Sub-award number (if applicable)
  - ✔ Description of the goods or services rendered
  - ✔ Unit price of the good or service
  - ✔ Total amount owed or charged
  - ✔ Terms of payment (i.e. Net 30)
  - ✔ Any other terms and conditions
  - ✔ Use “PTAEO” stamp on all Ok2Pay invoices that are submitted for payment
  - ✔ Legible

**Note:** Accounts Payable will only process the current amount due that is listed on the invoice.
Invoice Example – Purchase Order

Note: To set up Purchase Orders, please go to www.yale.edu/procurement or contact purchasing.helpdesk@yale.edu
Invoice Example – OK-To-Pay Invoice

Note: Please be sure to use “PTAEO” stamp on all Ok2Pay invoices that are submitted for processing. This assists in legibility of PTAEO and names of initiator and approver.
Example of a Statement – NOT to be paid

Note: Reminder - Statements will not be paid by accounts payable. They do not indicate a description of goods or services, or invoice number, etc.