The Procure to Pay Tool Kit (formerly known as the Accounts Payable Tool Kit) has been created to serve as a reference tool for business offices.

This tool kit contains reference information such as:

- Best practices to ensure a smooth accounts payable process
- High-level process reviews to help business offices understand the flow of work throughout the procure to pay process, data entry of invoices and check requests, study participant advance, study participant replenishment/clearing, holds release processes, and Yale Shared Service’s Service Level Agreement
- Checklists against which to review your submissions
- Common Vendor and Accounts Payable Terminology
- Examples of how to appropriately fill out forms, or what components are required for a payable invoice
- Reference guides
- Contact information to verify the status of a vendor, invoice, check request, payment, or to stop payment on a check
- Contact information for reporting service issues
- Please refer to [www.yale.edu/procurement](http://www.yale.edu/procurement) (Revised February, 2015) or contact purchasing.helpdesk@yale.edu for any questions concerning:
  - Purchase Orders and/or Commitments
  - SciQuest
  - Single Use Accounts
  - Professional Service Agreements
  - Competitive Bidding
- Additional Resources and Links
Best Practice Guide to Accounts Payable at Yale University

- In preparing to purchase goods/services work with Procurement to determine best process at www.yale.edu/procurement or purchasing.helpdesk@yale.edu.
  - Work with Yale “approved” vendors at www.yale.edu/procurement using the Buying Guide @ http://buying-guide.yale.edu/

- Enroll Supplier/Vendor in ACH/EFT

- Ensure that all key/required elements for invoices and check requests are present at the time of submission

- Be aware of, and follow, all Yale University Policies and Procedures

- Adhere to the central receipt of invoice policy. Avoid submitting an invoice that the vendor is responsible for submitting

- Avoid OK2Pay invoices whenever possible.
  - Minimize direct orders from vendors without a PO (often called OK2Pay)
  - If you are ordering goods or services without a PO, instruct the vendor to include the name of the department and the individual’s name who did the ordering on the invoice. Send the invoice directly to AP to ensure timely entry and payment
  - If you must submit an OK2Pay invoice, please be sure to use the OK2Pay PTAEO stamp.
  - To discuss options to avoid OK2Pay invoices, please contact the Yale Procurement at purchasing.helpdesk@yale.edu or 203-432-9955. They will connect you with someone who can review your invoices with you and help outline your options

- Use your tools!
  - AP Worklist – identifies transactions on hold
  - Accounts Payable Holds Tool – provides information as to why a hold occurred, what needs to be done to release it, and how to avoid the hold in the future
  - Procurement Inquiry – Research specific transactions
Process Overviews: The Procure to Pay Process

Legend

<table>
<thead>
<tr>
<th>Department</th>
<th>Vendor</th>
<th>Procurement</th>
<th>Accounts Payables</th>
<th>Vendor Compliance Unit</th>
<th>Treasury Services</th>
<th>Controller/General Counsel</th>
</tr>
</thead>
</table>

Identify Need to purchase Good or Service
Select Vendor and Purchasing Method
Purchase Goods or Services via Purchase Order
Deliver goods and services
Receive and Inspect Goods or Services
Process Invoice
Authorize Invoice
Process Payment
Keep records according to retention policy

Support with vendor selection
Establish preferred vendor list
Establish and Maintain Vendor Data Base
Grant access to AP worklist
Transfer money and reconcile bank accounts
Establish record retention policy