

## Processing Invoices - Checklist

1. **There must be 3 copies of the invoice, or 4 copies for prepays, or 1 copy original only for Blackwell & Harrassowitz music approval**
  - copy 1 **MUST** be an original. We can use a fax or sent as email attachment. This copy is sent to Accts Payable. If it has been verified with the vendor that they do not supply original invoices, this information should be on the vendor screen
  - copies 2 & 3 can be any form of a copy. Copy 2 is returned to the vendor with payment & copy 3 is the Libraries' file copy
  - Do **NOT** write on the original. All processing information should be on the copy 3
  - **Prepays** should have "**PREPAY**" entered in the purchase order note, invoice note & a note attached to the voucher that reads "**PREPAY**"
2. Vendor name/remit to address & UGA Libraries name/address should be on all copies
3. Any change in the addresses should be done in **RED** ink on all 3 copies
4. **Check the vendor payment address in GIL before processing & approving the invoice.** The 1<sup>st</sup> screen of the vendor record is the ordering address & the 2<sup>nd</sup> is the remittance address. If the vendor **REMIT TO** address on the invoice does not match the GIL vendor record, change the GIL information & document what the address was changed **from** with your initials & the date on the **NOTES** tab of the GIL vendor record. If there is no **Remit To** address in GIL, add the address as given on the invoice. Each line will take up to 36 characters

**NOTE: IT IS IMPORTANT THAT YOU NOT APPROVE THE INVOICE BEFORE MAKING CHANGES TO THE PAYMENT ADDRESS**

5. **Expensive purchase approval forms**
  - If the total for any one item is \$500 or more, an expensive purchase approval form must accompany the invoice before payment is made. There should be a note that one is on file on the purchase order. See file in Receiving Unit. Pull & attach form to copy 3 of the invoice. If there is no note or approval form, refer invoice to Unit Head or Receiving Library Associate

## 6. Foreign currency conversion

- If the invoice is not in US\$, create the invoice without entering charges. **Add the conversion code, *hldg/conversion + your initials & date* (macro = ctrl+K), to the invoice note.** Complete a conversion request form & attach it to the invoice. Take it to the Business Office along with invoices that have been approved. It will be returned for processing. ***DO NOT REMOVE THE CONVERSION CODE BEFORE APPROVAL***

## 7. Tax charges - State institutions are tax exempt

- If tax has been charged on an invoice, line through this charge & adjust the total in red. Stamp the invoice with the "State institutions are exempt" stamp in red. Do this on all 3 copies of the invoice

## 8. Insufficient funds

- Near the end of a fiscal year, subject areas may spend out their budgets. At this time, the system may display an insufficient funds error message on a specific fund when approving an invoice. The invoice cannot be approved until this shortfall is corrected. Print this error message. Add the ***insufficient funds code - hldg/funds/"fund name" + your initials & date*** (macro = ctrl+F) **to the invoice note.** Give the error message print out & the invoice to the unit head for a budget adjustment. The invoice will be returned for approval. ***DO NOT REMOVE THE INSUFFICIENT FUNDS CODE BEFORE APPROVAL***

## 9. Free purchase orders

- If a purchase order is supplied free of charge, place the following note with initials & date in the purchase order line item note(s) and place book(s) on truck to be received. Give a printout of the purchase order(s) to the unit head to complete the order

**"Title supplied free of charge per vendor. (2001.09.19 jmw)"**