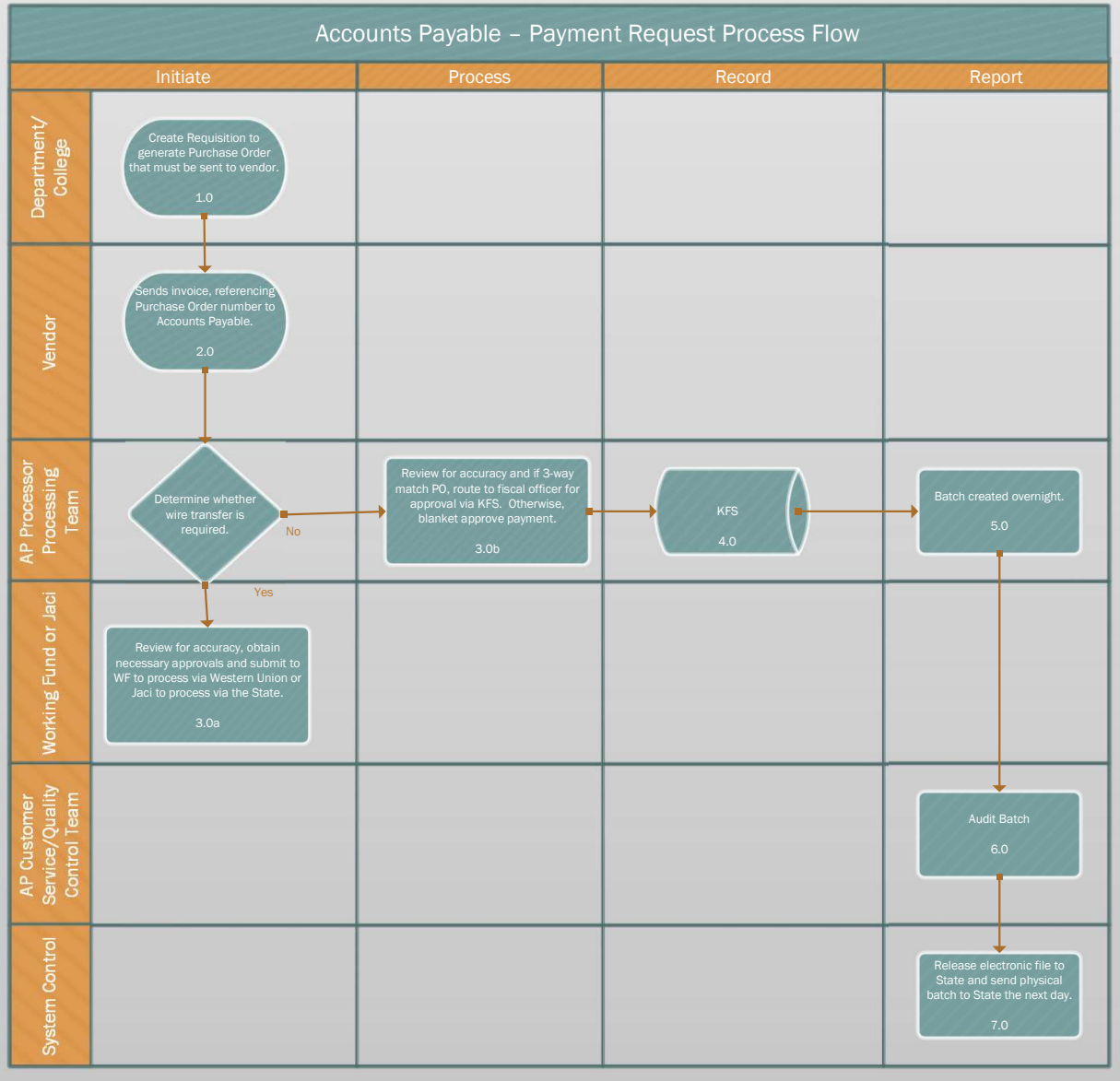
Accounts Payable – Payment Request Process Flow
Initiate
Process
Record
Report
Department/ College
Vendor
AP Processor Processing Team
Working Fund or Jaci
AP Customer Service/Quality Control Team
System Control
Create Requisition to generate Purchase Order that must be sent to vendor.
1.0
Sends invoice, referencing Purchase Order number to Accounts Payable.
2.0
Determine whether wire transfer is required.
No
Yes
Review for accuracy and if 3-way match PO, route to fiscal officer for approval via KFS. Otherwise, blanket approve payment.
3.0b
KFS
4.0
Batch created overnight.
5.0
Review for accuracy, obtain necessary approvals and submit to WF to process via Western Union or Jaci to process via the State.
3.0a
Audit Batch
6.0
Release electronic file to State and send physical batch to State the next day.
7.0