Single Payment Supplier

Daily Review of SPV Vouchers

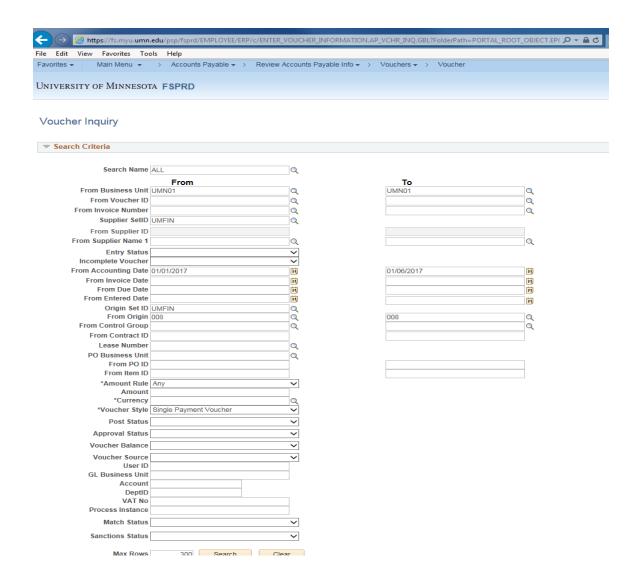
Cluster Directors must review SPV Vouchers on a daily basis. The review is conducted to ensure that vouchers are in compliance with University policies and procedures.

There are two options for reviewing Single Payment Supplier transactions:

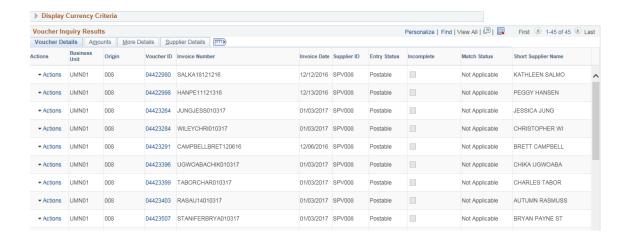
PeopleSoft Public Query - UM_FAP_PAID_SPV_DATE_ORIGIN orPeopleSoft Voucher InquiryNavigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Enter:

- Business Unit
- Date (accounting date, invoice date, due date or entered date)
- Origin Set ID
- From Origin and
- Voucher Style = Single Payment Voucher
- Search
 - Note: Max rows can be increased if rows are > 300.



EFS will return a list of all SPV entries for the day. Click on the *Amount* or the *More Details* tab for additional voucher information. The list can be downloaded to Excel.



High Level Review Steps

The inquiry returns information that can be utilized to conduct a high level review of the SPV entries. The inquiry screen allows users to select a date range to limit the results. The inquiry screen should be used to identify voucher compliance issues or to identify potential fraud. Examples of compliance issues:

- Payee name is equal to an existing supplier
- Payment amount is greater than the amount allowed for SPV
- Payee name is the person entering the voucher
- · Payment is outside of normal trends for the cluster
- Payment to supplier occurs more than one time

This review could indicate that a more detailed review is needed before payment should be released.

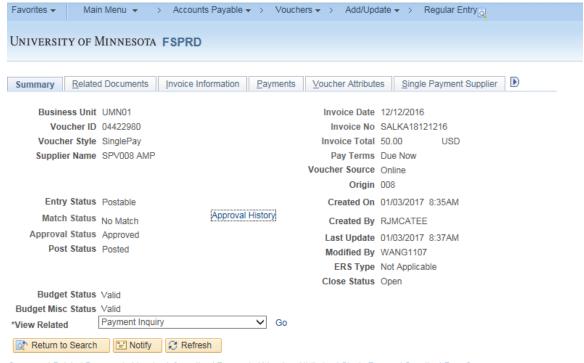
Detailed Review

Additional research should include the following steps:

- Review voucher posting (see steps for Add/Update>Regular entry)
 - Verify approval
 - Verify correct chartfield strings are used
 - Review comments or payment notes
- Review linked document in Perceptive Content
- Review invoices with requester or approver

To review detailed voucher information:

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value and enter the voucher number.



Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

To review the Payee information:

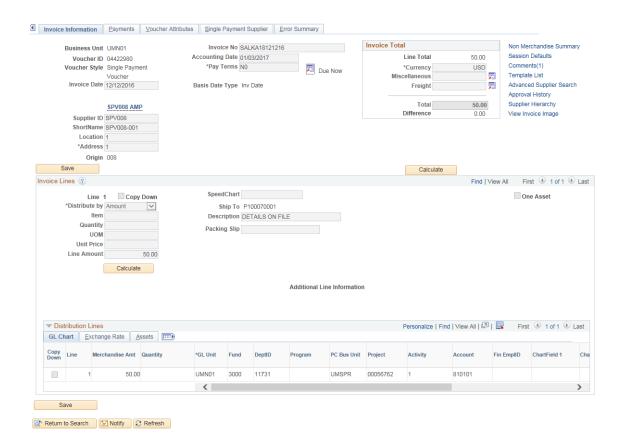
Go to the Single Payment Supplier Tab



Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

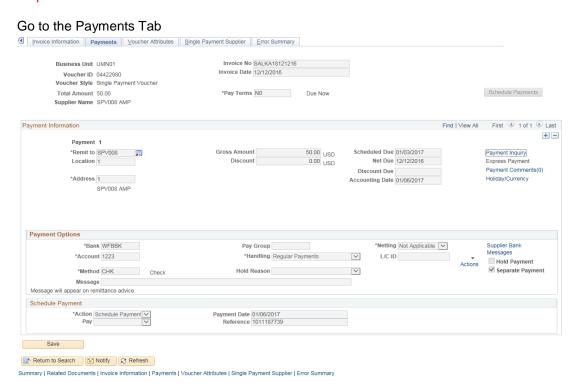
To review voucher comments:

Go to the Invoice Information Tab to review the voucher comments.



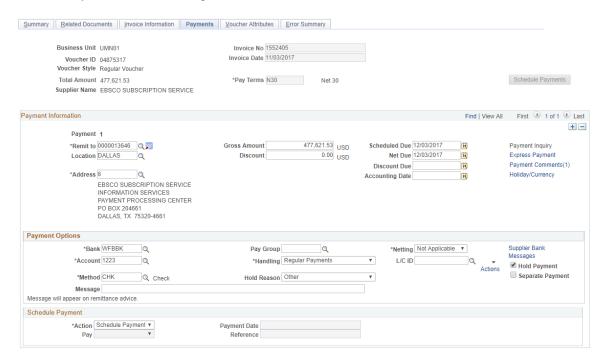
If the review indicates that additional research is needed before the payment is made, the voucher specialist must be instructed to put the voucher on payment hold. SPV payment terms are 3 days and payment will be released if the voucher is not on hold. The voucher must be placed on payment hold until all research is completed.

To place voucher on hold:



Scroll to the bottom of the page and check the "Hold Payment" box. Select OTH as the "Hold Reason" code

Enter a Payment note indicating the reason for the hold, the voucher #, User ID and date of hold.



Research completed – Action needed:

Finding	Status	Action
Voucher is not valid	Voucher is Posted	Close voucher
Voucher is not valid	Voucher is not posted	Delete voucher
Payee information is not correct	Voucher is posted	Unpost the voucher, correct the invalid information and Save.
Payee Information is not correct	Voucher is not posted	Correct the invalid information and Save.
Voucher is Valid	Voucher Posted	Remove payment hold and hold reason. Uncheck Hold Payment. Enter payment comments that research was completed and voucher is valid
No Image in Perceptive Content	Verify invoice is linked to the posted voucher	Link voucher
Research completed and payment has been issued	Paid	Contact Accounting Services (disbsvcs@umn.edu) to determine options for recovering funds.