Single Payment Supplier Review of Daily Entries

PRODUCTION SPV REVIEW - Cluster Directors should review this daily.

Review of Single Payment by Entered Date (can be used for a range of dates)

Navigation: Accounts Payable>Review Accounts Payable>Vouchers>Voucher
Enter
    Business Unit
    Entered date
    Origin Set ID
    Origin Number
    Voucher Style = Single Payment Supplier
    Search – Increase Max Rows if the number of vouchers entered is greater than 300
The system will return a list of all SPV entries for the day. For additional voucher information click on the Amount or More Details tab. The list can also be downloaded to excel.

Review Steps
This inquiry returns limited information that can be utilized to conduct a high level review of the SPV entries for a specific period of time. It should be used to identify voucher anomalies and identifying potential fraud. Examples:

- Payee name is equal to a existing supplier
- Payment amount is greater then the amount allowed for SPV
- Payee name is the person entering the voucher
- Payment is outside of normal trends for cluster

The high level 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
  - Check chartfields
  - Review comments or payment notes
- Review linked document in ImageNow
- Review invoices with requester or approver

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

Go to the Single Payment Supplier Tab

Go to the Invoice Information Tab to review the voucher comments.
If the review indicates that additional research needs to be completed before the payment is made, the voucher specialist should 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.

Navigation: Accounts Payable>Vouchers>Add>Update>Regular Entry>Find an Existing Value and enter the voucher number.
Go to Payments Tab
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 Action

<table>
<thead>
<tr>
<th>Finding</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher is not valid</td>
<td>Voucher is Posted</td>
<td>Close voucher</td>
</tr>
<tr>
<td>Voucher is not valid</td>
<td>Voucher is not posted</td>
<td>Delete voucher</td>
</tr>
<tr>
<td>Payee information is not correct</td>
<td>Voucher is posted</td>
<td>UnPost the voucher, correct the invalid information and Save.</td>
</tr>
<tr>
<td>Payee Information is not correct</td>
<td>Voucher is not posted</td>
<td>Correct the invalid information and Save.</td>
</tr>
<tr>
<td>Voucher is Valid</td>
<td>Voucher Posted</td>
<td>Removed Payment hold and Hold check. Enter payment note that research was completed and voucher is valid</td>
</tr>
<tr>
<td>No Image in ImageNow</td>
<td>Verify invoice is linked to the posted voucher</td>
<td>Have voucher linked.</td>
</tr>
<tr>
<td>Research completed and payment was already issued</td>
<td>Paid</td>
<td>Contact Disbursement services to determine options for recovering funds.</td>
</tr>
</tbody>
</table>