

## e Purchasing Payment Edits

4/8/2004

1	<i>Invoice Number, Date, Total, Payment Amount &amp; V Vendor are required</i>
2	<i>Duplicate Invoice (invoice no. already processed against same V vendor in FMIS)</i>
3	<i>WH Indicator required for taxable subcodes</i>
4	<i>V remittance vendor required (V vendor code selected for remittance must be written on the Receiving Report above the Order Vendor. If the Order Vendor has a V vendor code and is the same as the Remittance Vendor Code, circle the code.)</i>
5	<i>Invoice Total must equal Payment Total (total of the account codes charged)</i>
6	<i>Valid account (security, funds availability, frozen account)</i>
7	<i>If processing a credit memo, the credit memo box must be checked and the 'Submit Credit Memo' action bar clicked.</i>
8	<i>If PO total is &gt; or = \$25,000 and not a price list, payments cannot be made in excess of the PO total. Note: Once PO is recognized as an OP (for lack of a better term) it remains an OP, even if amount drops within FO authority.</i>
9	<i>If PO includes subcodes 4002, 55xx, 59xx, 7521, 7625, and 7628 payments cannot be made in excess of the PO total. Note: Once PO is recognized as an OP (for lack of a better term) it remains an OP, even if subcodes change.</i>
10	<i>If PO is within FO authority, payments in excess of the PO cannot be greater than \$24,999.99.</i>
11	<i>If Price List PO there is no payment tolerance. FO should use their discretion paying amounts over the PO encumbrance.</i>
<p><i>Note: All invoices processed against a PO are summed and verified against the ceilings set in Edits #8, 9, and 10 above.</i></p> <p><i>"Delete remaining encumbrance" and "Close" will only be allowed if no pending payments. If there are payments they must all be Released.</i></p> <p><i>If multiple invoices are being paid against one PO, the system will bring back the previous V vendor selected.</i></p>	