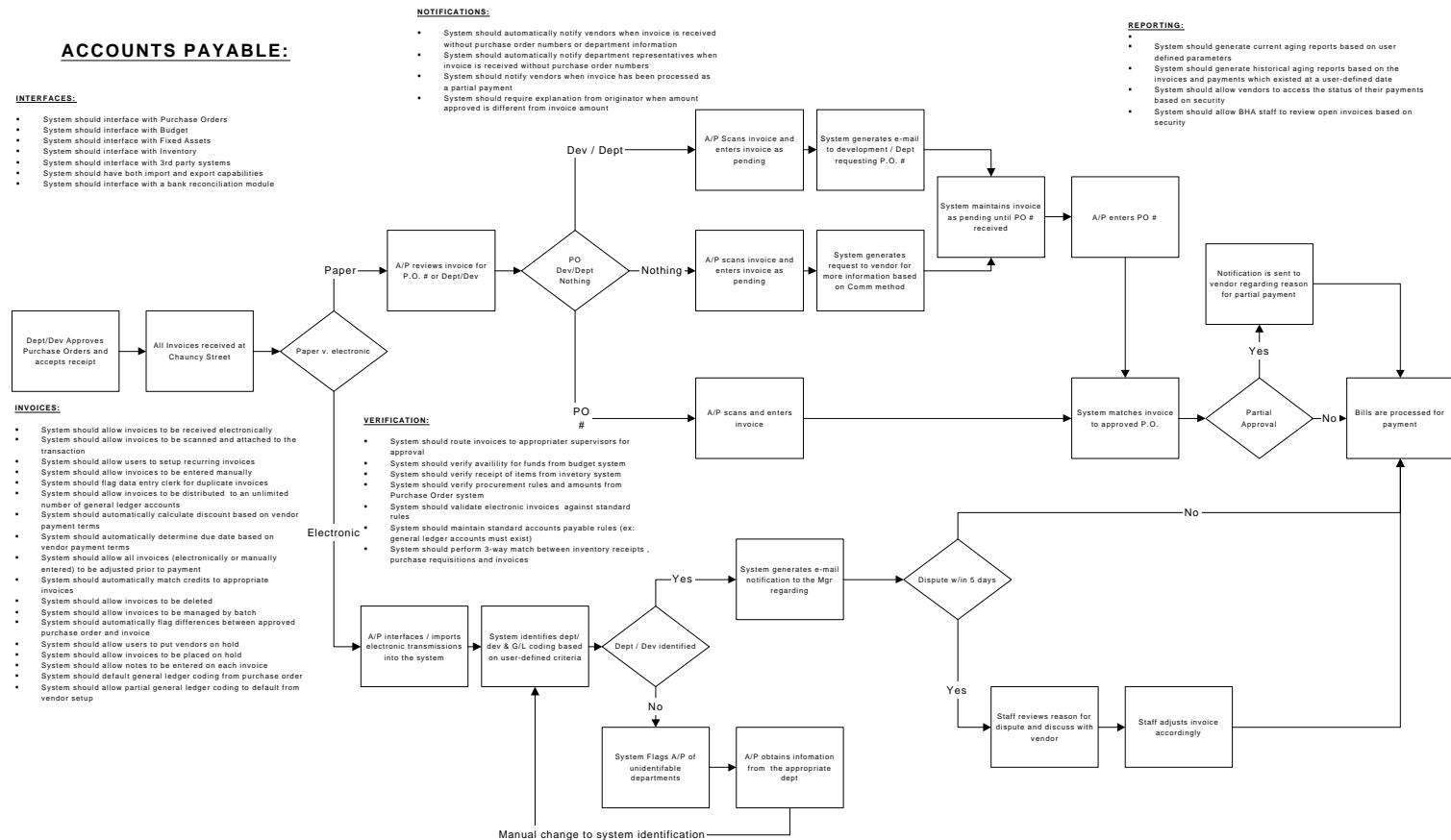


# Accounts Payable:

## Overview

Currently, the BHA processes over 12,000 AP transactions per year. Invoices, packaging slips and purchase order information are submitted to the Accounts Payable Department in paper format. Because the Accounts Payable Department does not input the invoices into the system until all documents are received, the system does not have the ability to generate an aged receivables report and overdue invoice report. Additionally, the BHA's reliance on paper results in delays in processing and vendor shutoffs. Our redesigned processes focus on reducing the paper dependency and data input redundancy and increasing on-line approvals and notification. This should decrease the amount of time spent by BHA staff to track paper and reduce vendor calls for overdue payments.

## Future Workflow Process Maps:



No.	Process	Requirement Description	P*	Comments
1.	Invoices:	System should allow invoices to be received electronically	2	
2.	Invoices:	System should allow invoices to be scanned and attached to the transaction	2	
3.	Invoices:	System should allow users to setup recurring invoices	1	
4.	Invoices:	System should allow invoices to be entered manually	1	
5.	Invoices:	System should flag data entry clerk for duplicate invoices based on user defined criteria (ex: invoice #, amount, development, delivery date, PO#, etc)	1	
6.	Invoices:	System should allow invoices to be distributed to an unlimited number of general ledger accounts	1	
7.	Invoices:	System should automatically calculate discount based on vendor payment terms	1	
8.	Invoices:	System should automatically determine due date based on vendor payment terms	2	
9.	Invoices:	System should allow all invoices (electronically or manually entered) to be adjusted prior to payment	1	
10.	Invoices:	System should automatically match credits to appropriate invoices	2	
11.	Invoices:	System should allow invoices to be deleted	1	
12.	Invoices:	System should allow invoices to be managed by batch	2	
13.	Invoices:	System should automatically flag differences between approved purchase order and invoice	1	
14.	Invoices:	System should allow invoices to be placed on hold	1	
15.	Invoices:	System should allow notes to be entered on each invoice	1	
16.	Invoices:	System should default general ledger coding from purchase order	1	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
17.	Invoices:	System should allow partial general ledger coding to default from vendor setup	3	
18.	Verification:	System should route invoices to appropriate supervisors for approval	2	
19.	Verification:	System should verify availability for funds from budget system	1	
20.	Verification:	System should verify receipt of items from inventory system where applicable	1	
21.	Verification:	System should verify procurement rules and amounts from Purchase Order system	3	
22.	Verification:	System should validate electronic invoices against standard rules	2	
23.	Verification:	System should maintain standard accounts payable rules (ex: general ledger accounts must exist)	1	
24.	Verification:	System should perform 3-way match between inventory receipts , purchase requisitions and invoices	1	
25.	Notifications:	System should automatically notify vendors when invoice is received without purchase order numbers or department information	3	
26.	Notifications:	System should automatically notify department representatives when invoice is received without purchase order numbers	2	
27.	Notifications:	System should notify vendors when invoice has been processed as a partial payment	2	
28.	Notifications:	System should require explanation from originator when amount approved is different from invoice amount	2	
29.	Reporting:	System should generate current aging reports based on user defined parameters	1	
30.	Reporting:	System should generate historical aging reports based on the invoices and payments which existed at a user-defined date	1	
31.	Reporting:	System should allow vendors to access the status of their payments based on security	3	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
32.	Reporting:	System should allow BHA staff to review open invoices based on security	2	
33.	Interfaces:	System should interface with Purchase Orders	1	
34.	Interfaces:	System should interface with Budget	1	
35.	Interfaces:	System should interface with Fixed Assets	1	
36.	Interfaces:	System should interface with Inventory	1	
37.	Interfaces:	System should interface with 3rd party systems	3	
38.	Interfaces:	System should have both import and export capabilities	2	
39.	Interfaces:	System should interface with a bank reconciliation module	1	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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