

Accounts Payable Quick Reference



Accounts Payable Basics

This information is required to help receivers, payers and approvers process payments accurately and timely in accordance with statute 16A.124 [prompt pay](#). The directive states that agencies should be meeting [prompt pay](#) by 98% or higher. By including all required information at the time an invoice is submitted to Accounts Payable (AP), this will avoid unnecessary delays with payments - and help us to help you meet your [prompt pay](#) goal!

1. Required dates
2. PO and/or funding information
3. Invoice approval

How is prompt pay calculated? 30 days past the invoice received date or goods/services received date, whichever is later!

Required Dates

All agencies are required to provide two dates for each invoice submitted: the invoice received date and the goods/service received dates. Both of these dates are entered in SWIFT during the payment process.

| Date | Description | What this is NOT |
|-----------------------------|---|---|
| Invoice received date | This is the date that the agency first receives the invoice. This can be indicated on the invoice with a standard payment authorization stamp, written on the invoice, or an attached email stating the date invoice was received. | <ul style="list-style-type: none">● Approval date● "Today's" date● Date invoice submitted for payment |
| Goods/service received date | This is the date that goods are received or services are completed for the agency. This can be indicated on the standard payment authorization stamp, a stamped/itemized packing slip, or attached email indicating date goods/services received and by whom. | <ul style="list-style-type: none">● Approval date● "Today's" date● Invoice received date● Date invoice submitted for payment |

Purchase Order/Funding Information

Each invoice must indicate the purchase order or funding information on how the invoice should be paid. Items that do not require a purchase order/encumbrance include the following:

- Per diem payments, employee expense reimbursements, workers comp, unemployment, or expenditures charged to salary related account codes
- Agency indirect costs and statewide indirect costs
- Attorney general services
- Auction clearing payments
- Refunds

For items that do not require encumbrance, the complete funding string needs to be indicated on the invoice.

| Fund | Fin DeptID | Appropriation ID | Account |
|------|------------|------------------|---------|
|------|------------|------------------|---------|

*Other account information if applicable include PC Business Unit, Project, Activity, Source Type, etc.

Invoice Approval

Authorized approvers should include the following information on the invoice. A digital stamp can be provided to assist with capturing all of the information.

- Signature authorizing payment (handwritten, digital signature or Adobe comments)
- Partial or final payment (if applicable)

LATE INVOICE? Share the reason why! If an invoice is contested, audited, or vendor issues were experienced, it does not have to count against prompt pay. Provide as much information to AP as possible to ensure the appropriate late pay reason is entered in SWIFT.

| PAYMENT AUTHORIZATION – ADMIN/FMR/SMART | |
|--|--|
| 1/31/24 <small>Goods/Svcs Rec'd Date</small> | Jane Smith <small>Goods/Svcs Rec'd By</small> |
| Bob Anderson <small>Signature Authorizing Payment</small> | 2/5/24 <small>Date</small> |
| <input type="checkbox"/> Partial | 2/1/24 <small>Invoice Rec'd Date</small> |
| <input checked="" type="checkbox"/> Final | |
| Receipt: | PO: 3-1234 |
| Voucher: | Entered By: |
| Sch Pay Date: | Date Entered: |

EXAMPLES

Invoice received: 2/1/24
Service received: 7/1/23
Direct pay (no PO) using funding
1201/H7B30000/H7B1111/410709
OK to pay
Bob Anderson

Ready for payment?

Email the invoice with the complete approval (see examples above) and/or funding information (when applicable) to:

Accountspayable.admfmr@state.mn.us