![MN.IT Services logo]

Invoice Processing Procedures

Effective Date: July 1, 2013

Background

Two policies control the invoicing processing procedures. The Electronic Documentation Policy requires the use of electronic records for documenting the receipt of IT purchases and the payment of invoices. The Invoice Payment Policy identifies what information is needed to make payment. Payments are made automatically where there is a three way match between the purchase order, the packing slip and the invoice. Additional review and approval is required only if there is a problem with the three way match.

The following interim manual procedure describes the responsibilities of MN.IT receivers and accounts payable staff regarding invoice processing. Please note there is a standard procedure and an exception procedure for cases when no packing slip is available.

These procedures apply to all departments, agencies, offices, councils, boards, commissions and other entities in the executive branch of Minnesota State Government whose IT finances have been consolidated under MN.IT Services as of July 1, 2013. These procedures will remain in effect until the Centralized Procurement Requisition System (CPRS), MN.IT's requisition system, is upgraded to manage this process electronically.

Invoice Processing: Standard Procedure

Accounts Payable will:

- Receive invoice from vendor
- Attach invoice to the requisition in CPRS

  Exact Match

  ☐ If there is an exact match between the purchase order, the packing slip and the invoice, initiate payment in SWIFT

  No Exact Match

  ☐ If there is NOT an exact match between the purchase order, the packing slip and the invoice email all documents to the manager or designee identified on the Authorization List Form for approval
  ☐ Initiate payment in SWIFT when approval is received

  Regularly Occurring Payments or Expenses

  ☐ Initiate payments for regularly occurring monthly or quarterly expenses for the exact dollar amount identified in the purchase order

Agencies will:

- If an agency receives an invoice from a vendor, they will forward it to MN.IT Accounts Payable.

Creator will:

- Reply by email to any requests from Accounts Payable for receipt information within 3 business days

Approver will:

- Reply by email to any requests from Accounts Payable for invoice approval within 3 business days

Invoice Processing: Exception Proceedure No Packing Slip Available

Accounts Payable will:

- Contact the creator for receipt information if invoices received do not have a corresponding packing slip in CPRS
- Upon receipt of information, attach to CPRS and follow "Invoice Processing: Standard Proceedure" above

Related Documentation

- Electronic Documentation Policy
- Invoice Payment Policy
- Receipt Form
- Receiving Procedures
- MMB Prompt Payment Policy
- M.S.16A.124 Prompt Payment of State Agency Bills Required