Current State Mapping AP Invoice Payment Process

Vendor

eRequester

Contract

Voucher Dist.

Credit Card

Invoice in AP

Within 24 hours

AP Date Stamp

Within 48 hours

AP - Verifies that:

Invoice and Source Data Matches

Receiving Signatures

Description

Budget #/ code/ $ in line item

Amount

Taxes/freight/Use Tax /other

Departments

24 hours to 2 months

Purchasing

24 hours to 1 week

Within 24 hours to 14 days

Input in access database

Date entry to FMS

Print and compile stamp (prep for data entry in FMS)

Currently Using "aging" system to enter Into FMS **** batching by vendor

Within 24 hours

Check Arrives

Check sent to vendor

Optimum Time:

5 Calendar days - MIN / Number of touches = 5

20 Calendar days – MAX / Number of touches = 18

If Incomplete

***add time**

Current time:

6 Calendar Days – MIN/Number of touches = 11 per min

76 Calendar days – MAX/ Number of touches = 7 touches for black hole loops to resolutions

Send Back

Contact made with Originator

Begin Hunt for documents needed to complete Invoice payment Process

July 2012 Accounts Payable Invoice Payment Process Lean Event