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# INVOICE APPROVAL QUICK GUIDE

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- Verify the document is an invoice (not a packing slip, work order, a statement, or email)
  - Billed to PSU
- Verify the following invoice information matches in banner:
  - Invoice amount – if different add text explaining why
  - Invoice number – if different add text explaining why
  - Invoice date– if different add text explaining why
  - Remit Address– if different add text explaining why
    - Make sure that a “VP” address is used
  - Discount code (if applicable) assume net30(03) unless stated otherwise
  - If a credit memo, make sure it’s coded with “Y” and made ‘immediately payable’
    - Verify the original invoice was already processed in banner & is included in FOATEXT
    - Verify the VP address is the same as regular invoices to ensure the credit is used
  - If special handling is required, ensure the ‘grouping code’ is a ‘1’ instead of an ‘M’. If selecting ‘1’ Special Handling Form needs to be completed and sent to SAS
- Verify the accounting information
  - Is the index code or funding correct?
  - Is the correct account code used for the product/service?
    - Frequently used account codes  
[http://www.pdx.edu/sites/www.pdx.edu.bao/files/media\\_assets/BAO\\_sas\\_frequently\\_used\\_acct\\_codes.pdf](http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_sas_frequently_used_acct_codes.pdf) and OUS Link  
[http://www1.ous.edu/owfp/plsql/fpm.index\\_list](http://www1.ous.edu/owfp/plsql/fpm.index_list)
    - Is FOATEXT required?
      - See “P-Card Module additional text (FOATEXT) Guide” for full list  
[https://intranet.bao.pdx.edu/website/system/files/SurvivalGuide\\_fillable.pdf](https://intranet.bao.pdx.edu/website/system/files/SurvivalGuide_fillable.pdf)
      - Text is required on all **fixed asset** purchases. This needs to include all the inventory information.
- Verify the commodity section adequately describes the purchased product/service
  - If not, make sure there is FOATEXT to further explain what was purchased
- If there is a contract needed make sure contract # is listed in text and the contract is fully executed
- Verify the transaction date is backdated for month-end and year-end
- If there is a PO and/or general encumbrance, verify invoice is being paid as a regular pay invoice tied to the encumbering document. (If payment is final payment, make sure ‘final payment flag’ on invoice is flipped to ‘yes’)
- For detailed information see BAO guide -  
[http://www.pdx.edu/bao/sites/www.pdx.edu.bao/files/BAO\\_Department\\_Guide.pdf](http://www.pdx.edu/bao/sites/www.pdx.edu.bao/files/BAO_Department_Guide.pdf)
- For special handling form see BAO website:  
[http://www.pdx.edu/sites/www.pdx.edu.bao/files/media\\_assets/BAO\\_Special\\_Handling.pdf](http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_Special_Handling.pdf)