

Accounts Payable Process

Process Summary:

1. MCPS School or Office staff orders supplies by creating requisitions in the Financial Management System (FMS) iProcurement module.
2. Departments or Offices place orders directly with the supplier, by passing the requisition process and will have account manager approve when invoice/item arrives.
3. The Procurement Staff approves the requisition and a purchase order is created. The purchase order is sent to the supplier.
4. The supplier receives the order.
5. The supplier ships goods to the school or office within 30 days.
6. The supplier prepares the invoice.
7. The school or office receives the order from the vendor. Staff will verify the order and take note of items that are not received such as incorrect or defective orders.
8. School or office staff will receive the items in FMS iProcurement module.
9. Invoices are sent to the DOC via mail, email, faxed or uploaded through the iSupplier module. Invoices for the direct orders (off-PO) are sent to the Department or Office that placed the order.
10. The Department office account manager approves the off-PO invoices and indicates the account(s) to charge.
11. The approved Off-PO invoices are sent to DOC for processing.
12. DOC Accounts Payable staff opens and sorts the mail.
13. Off-PO Invoices are audited, verified for accuracy, and scanned post review. PO invoices go directly to scanner.
14. DOC AP staff scans the invoices to Fortis document imaging system.
15. DOC AP staff indexes the scanned invoices in the Fortis document management system.
16. DOC AP staff enters the invoices from un-prepped Fortis documents into the Financial Management System (FMS).
17. Vendor invoices are matched to the approved purchase order and validated.
18. Existing or duplicated invoices are deleted or cancelled from FMS
19. Invoices in Fortis with a document status changed to delete, are moved to the deleted folder in Fortis.
20. The FMS system performs a 3 way match between the purchase order, invoice and receiving process. Items can be placed on hold because the price

- doesn't match the PO, the items ordered on the invoice don't match the PO or the items on a PO have not been received in the FMS iProcurement module.
21. DOC AP staff resolves any invoices on hold by contacting the buyer, accountant, supplier or requestor.
 22. Invoices are validated through the invoice validation process and accounting processes.
 23. Next, the Check Run process begins which creates the final check register for ACH and Check payments. Checks are sent to the printer for printing.
 24. A scheduled job interface is run connecting the FMS payment information with the Fortis Imaging System for the invoices that were processed and paid.
 25. The following morning, checks are available for pickup in the print room.
 26. The AP supervisor or assistant picks up the checks
 27. DOC staff reconciles the previous business day payments between FMS and Fortis. Checks with discrepancies will be removed from the mail out pile and NACHA file corrections will need to be corrected by faxing a form to M&T to retrieve the funds.
 28. DOC staff transmits the ACH NACHA and positive pay files to the bank.
 29. When the reconciliation is complete, DOC staff communicates to AP staff that checks can be released and mailed to the suppliers.
 30. Checks scheduled for pickup are set aside and an AP staff member will contact the individual who is scheduled to pick up the check. The individual provides a signed documentation upon receipt.
 31. Checks that require inserts are done by hand by the AP staff.