This policy covers all of Albert Einstein College of Medicine check requests and inquiries for both restricted and unrestricted funds.

**Invoice Processes**

All invoices should be sent to our Digital Mailroom – EDM at einstein@edmamericas.com for processing. Invoices require a valid PO # in order for the invoice to continue workflow and not get stuck in an error folder. Once the invoice is emailed to EDM, EDM takes 48 to 72 hours to upload in our P2P system.

**P2P Process**

- Requisition is created
- Requisition is approved
- PO is created
- Purchase of Goods/Services is made
- Invoice is sent by Vendor to EDM
- EDM enters invoice
- Invoice is imported to SciQuest by AP Director
- Invoice is receipted
- PO greater than $5000 require 3 way match on all invoices
- Invoice / Transaction is settled
- Invoice is exported to ERP
- Check / ACH is created in Banner through E-Visions
- Banner syncs with MaccaBuy to update payment records

Invoices are scheduled for payment according to vendor terms.........net immediate, 30 or 60 days.
Exception invoices are processed manually.

- Cafeteria Invoices
- Submit Check with Orders

- Utility bills
  - Con Edison
  - Phones – Verizon/AT & T
  - Direct Energy
  - NYC Department of Water Board
  - Cablevision
  - Water Bills – Ready Refresh bills.
  - Cardinal Health – Freight bill

Exception processed as Direct Pay – straight into Banner

- Invoices prior to 09/01/15 should be processed as direct pay in Banner due to no encumbrance. Department would be require to provide and index # and account # to process. In addition, an approval is needed from the department providing the FOAPAL information.
- Use form Banner Direct Payment Request form for special payments that do not fall under the category of a Purchase Order and/or the Employee/Student Payment Request Form. Original invoices, receipts or other supporting documentation must be provided with the form. Incomplete forms will be returned, which will cause delay payments.

(See forms for Banner Direct Payment Request form)

FZRAPAY – Is an electronic submission of batches. A special formatted excel spreadsheet is submitted from the department to Accounts Payable. Accounts Payable uploads the file straight into Banner which then create entry of payment.

- Banner #
- Name
- Total amount
- Index #
- Account #

Used to process
- Student Stipends – See below Stipend Policy
- Employee Garnishments

Refund Checks

Refund checks that are due back to the University are sent to Accounts Payable. The assigned bookkeeper will research the payment and locate the department in which should be refunded to. The department will then provide Accounts Payable with a reference PO, which includes the index and account #. A copy of the check gets uploaded into the referenced PO in SciQuest, for tracking purposes. If a PO doesn’t exist, a copy is saved in our share drive for future findings.
Once Accounts Payable records the check, the check is given to Petty cash with the FOAPAL information to credit the account and deposit.

**Exemption from Sales Tax:**
The University is exempt from paying sales taxes which may appear on invoices. If needed, current Tax Exempt Form will be provided. We will forward them to Purchasing to supply Einstein’s Tax Exempt form.

**Stop Payment/ Cancel Check/ Void Check:**
Occasionally checks may be lost, damaged or simply uncashed for a long period of time. The Accounts Payable Department will process a stop and reissue in Banner on a payment once the check has been researched and confirmed as open/outstanding with the bank. We will not cancel a check before 30 days of being printed.
If a check needs to be cancelled with no reissue, Accounts Payable will do so once the check has been researched and confirmed as open/outstanding.
All Check payment maintenance is done in JP Morgan’s secure banking website.

**Other Forms of Payments**

**ACH Payments** is an electronic payment deposited straight into an institution, corporation or individual’s bank account both foreign and domestic. In order to receive an ACH payment, the recipient needs to submit the necessary documents in order to be set-up for electronic payments. These payments typically take 3-4 days to be received by the vendor’s bank.

**STUDENTS/STAFF/FACULTY**
In order to be set-up to receive payments via ACH, the student/faculty/staff member needs to complete and approve an ACH form. A voided check copy must also be included in order to confirm the banking information.

FACULTY/STAFF - Once the form is completed and signed, submit the ACH form to Karen Rosenthal/Mery Chang in the Finance Department for approval and set-up.

STUDENTS – Student completes the ACH form and forwards to the Department that is submitting the ACH form. The department approves and submits the ACH form to Karen Rosenthal/Mery Chang in the Finance Department for approval and set-up.

**VENDORS**
Vendors submit the ACH form, including banking instructions to Accounts Payable. Accounts Payable reviews and confirms the information is correct.
Once Accounts Payable verifies the information is valid, the documents are submitted to the Purchasing department for approval. Purchasing Department approves and sends it to the Finance Department for approval and set-up.

**Note:** For initial Banner Student/Vendor set-up, please contact Purchasing.
**Note:** Changes to email addresses should be sent to Finance.

(See forms for ACH Procedure for Vendors and Students)

**Wires** - A Wire Transfer is a method of electronic payments from one bank account to another. Wires are usually sent to international vendors. All wires are submitted and requested by the department. A Purchase Order needs to be created. Once the Purchase Order is generated, a completed wire form and an invoice copy with the PO #, should get sent to Accounts Payable Department. Accounts Payable will request approval from the Associate Vice President of Business Services, then sent to the Treasury Department for processing.

Once the wire is processed by the Treasury Department, a confirmation and summary is sent to Accounts Payable to post into SciQuest and Banner.

(See forms for Wire check list)

**All Checks Will Be Mailed Directly To the Payee**

To provide for an appropriate level of segregation of duties, all checks will be mailed directly to the payee.
The actual documents that are required to be mailed with the check to the payee, must be inserted by the requesting department in the *Special Payment Instructions* in Request for Payments section.

**Disbursements Procedure**

The Accounts Payable Department runs a check cycle once a week, typically on Wednesday morning. Payments are also made electronically via ACH on Tuesday morning. Foreign disbursements are paid via Wire Transactions when requested. Wires need to be approved by the requestor, Administrator, Associate Vice President of Business Services and the Treasury Department.

Payments will be made in accordance with the payment terms established for the vendor by the Purchasing Manager.

For questions on payments, contact the Accounts Payable Department at ap@einstein.yu.edu.
Reimbursement Request Form

A Reimbursement Request Form should only be used for Einstein students and staff members. Reimbursement Requests for Einstein employees and students should be submitted via SciQuest, using the new Reimbursement Request form. All other reimbursements should be on a Request for Payment. Approvals will be routed accordingly through workflow.

In order to expedite processing of these requests, please remember the following:

- All fields are on the Reimbursement Request form are mandatory.
- All facsimile receipts and applicable documentation are to be scanned and uploaded to the form. (Hold on to your original receipts for audit purposes)
- If request total is over $5,000, it requires additional approval from your Departmental Finance Administrator prior continuing to Accounts Payable.
- Please fill out all fields as applicable. Incomplete forms, including those with missing documentation, will be returned back to the department for correction/adjustment thus causing a delay processing payment.

When submitting a Reimbursement for an employee or student it is the responsibility of the department to complete the form accurately with the business purpose clearly indicated. All corresponding paperwork must be included and the expense must conform to all College and Sponsored research guidelines.

Departments will have to submit the reimbursement via SciQuest for Students with no SciQuest Access. If students require access to submit their reimbursement, they will need to request shopper access. Please contact the Help Desk and put in a ticket.

Important information to know:

Submission Time Limit: Since we are no longer accepting original receipts, expenses must be submitted in a timely manner. Any expense that is reported more than 90 days after it was incurred will NOT be reimbursed. This is to avoid duplicate receipt reimbursement!

Reimbursements are paid within 30 days from requisition date (Provided all documents are included)

(See Travel section for detailed guidelines)

Submit Check with Orders

Submit Checks with Orders typically come at the request of the Purchasing Department. The request needs to be sent to Accounts Payable by 12pm for the check to be processed on the scheduled check run date, regardless of terms. Every request needs to be approved by the Associate Vice President of Business Services and the Director of Accounts Payable. Normally a Blanket Order or a Non-Catalog PO is created.