

Accounts Payable Procedures and Form guidance

Invoices

Invoices should only be submitted to Accounts Payable electronically and should NOT be sent via internal post or be hand delivered. With hybrid working in place, sending invoices through internal post will cause delays in processing and potentially lead to late payments as well as increased work.

Most departments have a designated folder to save copies of GR'd invoices in: [M:\FO\Accounts Payable\Cop of department GR'd invoices](#)

- For those departments that do not, please email your GR'd invoices to accountspayable@warwick.ac.uk.
- If access to your departmental folder for someone additional needs to be or you would like a folder created for invoice submissions, please contact Christina Eades and/or Ben Reece

The deadline for invoice submissions to be included in that week's payment run (if due) is **Tuesday 12:30pm**. Any invoices saved in departments' Copy of GR'd invoices folders or, for those departments without a folder, emailed to accountspayable@warwick.ac.uk after this deadline cannot be guaranteed to be processed in time for the payment run that week.

Invoices must be saved by **INVOICE DATE** (and not e.g. processing date or date added to the department's folder) in the following format:

YYYY.MM.DD PO NUMBER SUPPLIER NAME

For example:

2021.12.01 450123456 Banner

For departments who park their invoices, please file in the following format:

YYYY.MM.DD SAP INVOICE NUMBER SUPPLIER NAME

For example:

2021.07.01 511181234 Banner

Please note that

- If they are not named with the invoice date in that format and at the start of the name, the invoices could be missed for processing that week and therefore miss their due dates, as invoices are sorted and processed by invoice name/date with AP concentrating on processing invoices submitted before the deadline and due before the next payment run.
- File name lengths should be kept to a minimum with only the above necessary information included. If required, PO line numbers can be added to the file name.
- Accounts Payable clerks may add notes to file names, please do NOT remove these. If you are unsure, please get in touch with your departmental AP contact.

- Invoice scans should be clear and readable. If AP come across any with missing information or illegible contents, these will be rejected and you should contact the vendor to ask for a new, more legible copy.
- Prior to submission, please ensure the corresponding Purchase Order has been correctly GR'd and, if applicable, any relating credit notes, submitted alongside the invoice.

ONE-OFFs (FP15a) / Requests For Payment (FP15c) / Multi Request Forms

All manual slips should be completed in full. Please check that the correct GL and cost centre/Project code including WBS element/Internal Order number (as applicable) have been included on the slip and that you use the correct slip.

These requests should be sent to accountspayable@warwick.ac.uk

ONE-OFF payments coding slips should be accompanied by an invoice. These should be used for genuine one-off, low value purchases that cannot be paid by purchasing card where the department has no expectation of using the supplier again and neither an approved supplier nor SAP vendor exists. You will need approval from a departmental authorised signatory for coding slips, as well as approval from one of the following depending on value:

- AP Clerks/AP Manager – approve **up to** £200
- Finance Operations Manager – approve **up to** £500
- Financial Controller – approve **over** £500

For payments to students, we ask that they complete an AP2 form which **must** be sent by them to AP2@warwick.ac.uk. If they are current students of the University, the forms must come from their Warwick.ac.uk email address.

Unless physically signed and scanned, these requests should have email authorisation directly from a departmental authorised signatory for coding slips. Ideally the authorised signatory should include accountspayable@warwick.ac.uk in their approval email but if not, the authorisation email should be sent as an **attachment** as

- AP do not solely accept electronic signatures as these can be copied and pasted to and from various documents and
- AP cannot accept forwarded email authorisations as they can be amended

MDR2s (Create vendor master records)

MDR2 requests to set up a new supplier must be sent to accountspayable@warwick.ac.uk with the following required for a successful submission:

- A fully completed MDR2 form including all questions answered.

- An accompanying company letterhead which should include all company information where applicable i.e.:
 - Name
 - Address
 - Bank details
 - Company Registration number
 - VAT Registration number

- Unless physically signed and scanned, the request should have email authorisation directly from a departmental authorised signatory for MDR2 forms. Ideally the authorised signatory should include accountspayable@warwick.ac.uk in their approval email but if not, the authorisation email should be sent as an **attachment** as
 - AP do not solely accept electronic signatures as these can be copied and pasted to and from various documents and
 - AP cannot accept forwarded email authorisations as they can be amended

If the above is not adhered to, the MDR2 will be rejected which will lead to a delay in set up and creates further work for the dept and the AP team

You should allow 2 weeks from submission of correctly completed form, letterhead and departmental approval for a supplier to be set ups as a vendor in SAP so please submit MDR2s at your earliest convenience and certainly before any commitment or order is made to a supplier.