

## Invoice Payment

This procedure is to explain how an invoice payment is processed for the purchase of goods and/or services. An invoice is the supplier's notification that a charge is pending against the University. The purchase order is the basis on which the supplier is paid for material and services furnished. The invoice is audited against the purchase order (e.g., items, prices, quantities, terms of the purchase order).

Accounts Payable is responsible for monitoring the electronic invoice process and manually entering invoices into KFS. As stated on the purchase order, all vendors not enrolled in electronic invoicing, are instructed to submit invoices with purchase order reference via email to:

**Cornell University**  
**Accounts Payable**  
**341 Pine Tree Rd.**  
**Ithaca, NY 14850**  
Email: [dfa-4040\\_invoice@cornell.edu](mailto:dfa-4040_invoice@cornell.edu).

Additionally, the vendor should indicate the purchase order number on the invoice. Invoices received by the end user/unit need to be immediately sent to Accounts Payable at East Hill Office Building, 341 Pine Tree Road or via email to [DFA-4040\\_invoice@cornell.edu](mailto:DFA-4040_invoice@cornell.edu).

Invoices are entered into KFS to be processed for payment. Before the invoice is paid, the payment request may require that the *End User/Unit/BSC* verify receipt and/or acceptance of the goods or services or that the Fiscal Officer review the invoice and approve the payment request.

After the invoice is entered in KFS, the invoices are scanned for the *End User/Unit/BSC* to compare to the purchase order. If the payment request (PayReq) requires that a receipt be entered, the *End User/Unit/BSC* can confirm the receipt by entering a note in the Notes and Attachment tab after the invoice is entered.

If the invoice is greater than \$5,000, the ASC/BSC must confirm physical receipt of goods and or services with the unit and document receipt in the PayReq e-doc notes and attachments sections before processing the payment. See the Controller's [Guidelines for Receiving in KFS](#).

The end user/unit/BSC should check their KFS Action List daily to determine if there are any tasks in the queue.

### Vendor Relations

Payments of invoices should not be delayed beyond the due dates as determined by the terms of the purchase order, unless Procurement and Payment Services, the end user/unit/BSC, and the Supplier are aware of extenuating circumstances that would preclude payment. Failure to pay invoices promptly results in poor vendor relations, lost early payment discounts, interest charges, and potential credit holds.