CASSS / Department of XX Invoice Payment Processing Workflow

	Invoice Payment Submission	Invoice Processing	Approvals	Payment Processed and Received

Payee

Payee receives payment and sends receipt to CASSS

Payee receives payment

Department

Dept submits Invoice Payment webform
Webform

Dept approves Invoice Payment in Ariba
Ariba

Dept reconciles budget
Payment Net report, invoice, and/or invoice voucher

CASSS Staff

CASSS reviews webform

If under direct buy limit, CASSS enters payment in Ariba system
Ariba

If over direct buy limit, CASSS enters PO in PAS and prepares Invoice Voucher

CASSS sends Invoice Voucher and Invoice to AP and attaches copies to RT ticket
Invoice voucher and invoice

If credit card is the only payment option, CASSS contacts vendor for procard payment

CASSS reconciles procard payment and sends Payment Net report to dept admin
Payment Net

Accounts Payable

Accounts Payable processes payment