

## Welcome to the Procurement FAQ page!

We hope we can help you with your requirements today –

### Payables:

- Where should invoices be submitted?

Invoices should be submitted to [accountspayable@fau.edu](mailto:accountspayable@fau.edu) and should contain all of the requirements listed on the Supplier invoice requirements sheet @ <https://www.fau.edu/procurement/files/fau-invoice-requirements-080922.pdf>

Most importantly the invoice must have a unique invoice number and be marked clearly with the purchase order number. (Please note that [accountspayable@fau.edu](mailto:accountspayable@fau.edu) is an **unmonitored** e-mail address. There will be **no reply and no information should be entered into the body of the e-mail**)

- How long do invoices take to be processed?

FAU terms are standard at Net40, per the State of FL prompt pay act.

- What is direct pay?

Examples of direct pay invoices include postage, honorarium, special assessments, fees, and other non-routine payments like interest payments, royalties, and licenses.

These invoices may be processed using the **Create Supplier Invoice Request** function in Workday. This function is NOT for use to pay invoices with Purchase Order numbers. Invoices with purchase order numbers should be e-mailed to [accountspayable@fau.edu](mailto:accountspayable@fau.edu)

- Who should I contact to update banking information for an existing Supplier?

Banking information can be updated by contacting the settlement team. This also includes updated remit to or ACH information. Please contact @ [settlement@fau.edu](mailto:settlement@fau.edu).

- Who do I contact regarding a lost check or payment?

Contact [supplier@fau.edu](mailto:supplier@fau.edu) to confirm remittance address, if not correct request new W-9 from Supplier. For ACH confirm bank information, if not correct contact [settlement@fau.edu](mailto:settlement@fau.edu)

- Who do I contact to follow up on invoices?

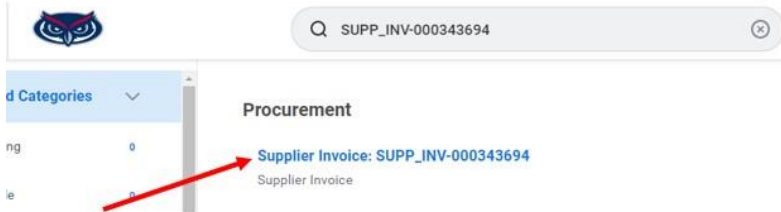
Invoice numbers can be searched in Workday using: **Find Supplier invoices** or just by **typing the invoice number in the Search bar at the top of the screen.**

## For Find Supplier Invoices:

1. Login to Workday
2. In the search bar, type the supplier invoice number:



3. Click on the blue invoice link:



4. Invoice status / and Payment status will show on top of the supplier invoice screen.

If additional assistance is needed, please contact your Accounts Payable Specialist. Please refer to the current assignment @ [www.fau.edu/procurement/files/procurement-staff-contact-info.pdf](http://www.fau.edu/procurement/files/procurement-staff-contact-info.pdf) Please allow 48-72 hours to receive response and send only one inquiry within this time frame. Duplicate e-mails will potentially cause delays.

- **What should be included on a spend authorization?**

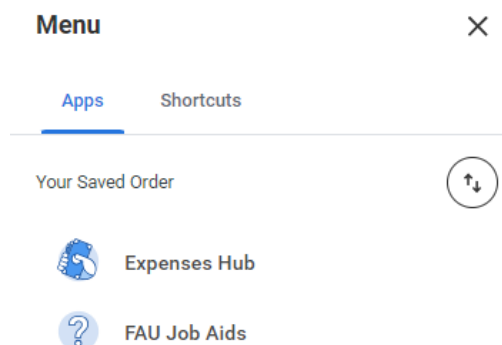
A SA is used for secure approval prior to authorized travel. Please see reference guide for information @ <https://www.fau.edu/controllers-office/documents/travel/travel-expense-reference-guide-for-employees.pdf>

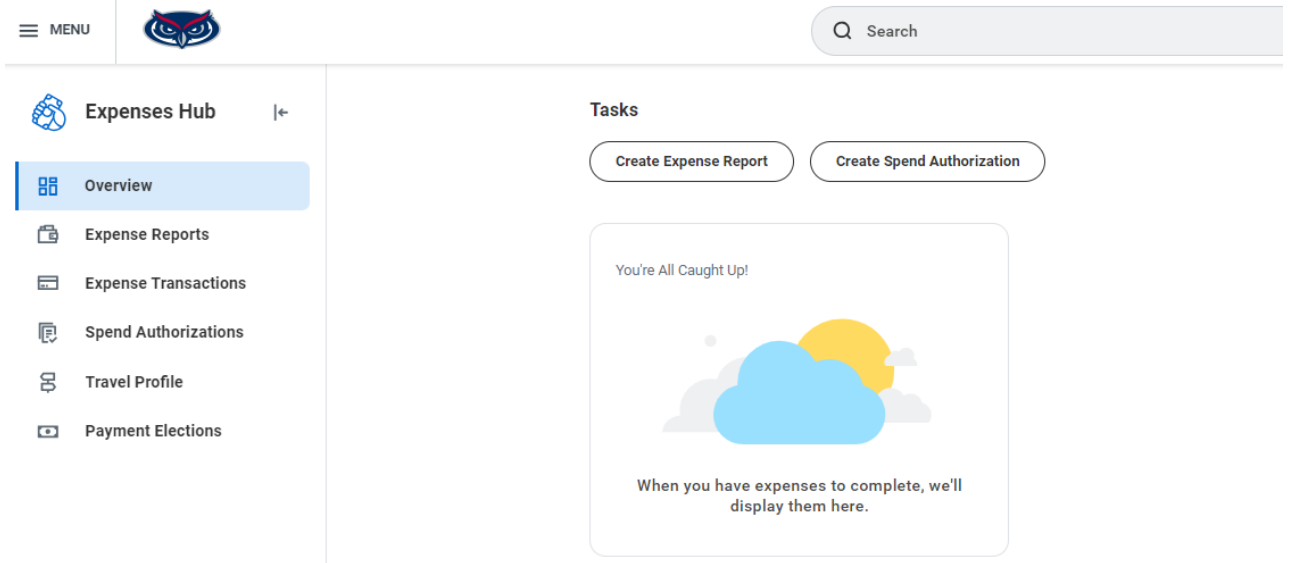
- **What must be included when submitting an Expense report?**

An expense report for travel must be submitted in Workday and link to an approved spend authorization. For information and details regarding expense reports please refer to the guidelines as indicated above and the Accounts Payable Manual @ <https://www.fau.edu/procurement/accounts-payable/>

- **How can I see all open spend authorizations or expense transactions?**

Expenses Hub can be accessed by everyone – here you can see if you have any open spend authorizations or expense transactions. Expenses Hub can be added to your Apps in Workday.





- **How do I repay FAU for an unused portion of cash advance, error on an expense report, accidental credit card mis- use etc.?**

Payments can be made on the **Florida Atlantic University Marketplace** @ [https://epay.fau.edu/C20081\\_ustores/web/store\\_main.jsp?STOREID=116](https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=116)

Once the payment has been made, the employee must e-mail the receipt to Procurement – Payables. You must reference the Expense Report or Spend Authorization transaction number in the e-mail so it can be attached to the transaction for records retention audit purposes.

- **What are allowable expenditures by Fund type?**

For a list by category, please see the link above and choose the FAU Allowable Expenditures link.