**EJF’s Invoice Payment Process**

**Vendor requirements**

COI

W-9

**Contracts**

-Will the association enter into a formal written contract

-Contract need legal review?

-Board signs contract which should spell out payment terms, scope of work, and dates

-Contract is saved to the appropriate folders

-If new vendor, submit information to set up the new vendor in our system (see requirements above)

**Receiving Invoices from vendors**

-when work is complete or at certain points as laid out in the contract, payments are due

-vendors email invoices directly to [payables@ejfrealestate.com](mailto:payables@ejfrealestate.com) (fastest) or mail (slowest)

-if vendor mails in the invoice, it is opened and then scanned into the payables system

-vendors can sign up for ACH payments

**Invoice format essentials**

-Invoices should have these six essential characteristics:

1) Name of the vendor (with address and phone and email address)

2) Name of the client (association)

3) Invoice date

4) Unique invoice number

5) Description of the work being billed for

6) Invoice amount

**Preventing Duplicates**

-the accounting system automatically compares the invoice number to the prior invoices from this vendor to prevent duplicates

**Approving Invoices**

-the PM (or Financial APM) should review the invoice and approve it if all items are correct

-the PM should verify the invoice is coded to the correct general ledger code and has a proper description

-if the invoice has an issue or needs correcting, the PM should contact the vendor and attempt to work out a solution

-if the invoice is improperly coded, the PM requests a reclass

-EJF’s stated goal is to approve all invoices within 7 working days

-if the invoice is all correct, the manager should approve the invoice

**Paying invoices**

-once approved the invoice is mover to either Pay or Future Pay status

-the Pay status indicates an approved invoice, and a check will usually be cut within 1-2 working days

-Future Pay status means the bill is approved, but the invoice date is in the future; these bills sit in a different “que”; once the invoice date arrives, the invoice switches to the Pay status and will be paid

**Board access to invoices**

-the new Board portal allows a Board to follow an invoice at all steps

**Researching open and closed invoices**

-the new Board portal provides a powerful new tool for researching prior invoices

-searches can be done by invoice number, vendor name, or dollar amount

-searches of prior invoices is easy and all reports can be exported to Excel