

OFFICE OF ACCOUNTS AND CONTROL

OAC-RIFANS OPEN INVOICE REPORT

OFFICE OF ACCOUNTS & CONTROL

**RIFANS OPEN INVOICE REPORT
POLICY A-72**

Division Contact:
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Effective 2/1/2018

1. Purpose

This policy provides guidance for State agencies that utilize the RIFANS system regarding the use of the Open Invoice Report to manage their accounts payable.

2. Applicability

It is the responsibility of each agency that utilizes the RIFANS system to ensure that there are no past due invoices pending. The State is legally required to make all vendor payments within 30 working days from receipt of an invoice or the date the goods or services were received, whichever is later. Therefore, unless there are extenuating circumstances, agencies should not allow invoices to become past due.

3. Procedures for Compliance

Each week the Open Invoice Report is posted on the Controller's website for agency review. It can also be run at any time by any RIFANS user with an invoice responsibility; the report name is "RI Open Invoice Report - Agency". Invoices listed on this report are in pending status and cannot be paid without further action. The report is sorted by agency and date, with all past due invoices highlighted. The following should be completed by each agency on a weekly basis:

- a. Go to the Controller's website:
<http://controller.admin.ri.gov/Communications/index.php>
- b. Click on "Open Invoice Reports" (updated first business day of each week)
- c. Open "RI Open Invoice Report" (Excel file)
- d. Review all invoices for your agency and act as follows:
 - **"Next Approver"** lists a name if the invoice is pending approval. This person needs to approve the document in RIFANS for it to be paid.
 - **Hold Reason "Qty Rec"** means the agency has not received enough to cover the invoice. The agency must receive against the PO for the invoice to

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be paid. Once the receiving has been completed, notify Central Accounts Payable that the invoice can be processed.

- **Hold Reason “Qty Ord”** means the invoice is for more than the PO has remaining. Either a change order must be completed to increase the PO or the invoice must be reduced to the approved quantity. In either case, please notify the person listed in the “Full Name” column to let them know how the invoice hold will be resolved.

- **Hold Reason “Insufficient Funds”** means there are not enough funds available in the account(s) being used to cover the invoice. Once corrected, notify Central Accounts Payable that the invoice can be processed.

- **Hold Reason “RI SFA-12 Missing Hold”** - a capital asset account has been used, but no SFA-12 form has been electronically attached to the invoice. Please email the completed form (in Excel format) to Central Accounts Payable; the form is available on the Controller’s website under “Capital Assets”.

- **“Rejected” under “Approval Status” with no other hold listed** – these invoices need to be reviewed by Central Accounts Payable to determine the reason for the rejection.

If there are outstanding issues regarding any invoice on the Open Invoice Report, including but not limited to overbillings, items not received or disputed invoices, please notify Central Accounts Payable so these issues can be noted in the system. Agencies may also contact Central Accounts Payable for assistance with vendor disputes.

4. Repercussions for Noncompliance

The Office of Accounts & Control runs reports monthly to evaluate the timeliness of payments issued. Agencies are notified regarding items that have been paid beyond the 30 days allowable by the law and are expected to take corrective action to ensure future payments are made in a timely manner.

State of Rhode Island
Department of Administration

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5. Signatures



State Controller

6/8/18
Date



Director of Administration

6/8/18
Date