Manual Financial Procure-to-Pay Process Comparison

(Contract in Place)

Current Procure-to-Pay Process

- Determine existing contract/vendor for commodities/services (internal records or county purchasing Intranet site)

- Review & approval by manager or supervisor

- Place order with vendor (e-mail or phone call)

- Receive goods/services

- Receive vendor invoice

- Prepare manual payable voucher (attach receiving document & vendor invoice)

- Approved document is delivered to Central Finance (Hand carry, interoffice mail, etc.)

- Central Finance does additional reviews & prepares documents for data entry (Assign batch number, etc.)

- Data is entered & data files are sent to financial application

- Document is delivered to Central Finance for correcting data entry & coding errors

Corrections (If needed)

- Financial Application processes data files overnight

- Document is filed

- Process payment/ generate warrants

- Mail warrants to vendor

Future Procure-to-Pay Process

- Create online requisition (system knows vendors & pricing)

- Online review & approval by agency

- Automated purchase order created & sent to vendor

- Receive goods/ services & enter online receiving confirmation

- Enter vendor invoice

- Process payment

- Generate electronic payment transaction

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