

Virtual Payables

A Payment Method in TeamWorks

An efficient government project effort
between DOAS and SAO

12/13/2018

For best print view and to save resources, please print in the pure black and white printer setting.



What is Virtual Payables?

Virtual Payables: An AP payment solution that enables payers to convert certain payments to electronic credit card payments with minimal changes to the internal AP process.

High-Level Process Summary:

1. A voucher is processed at the agency. (Defaults location to 000999 and voucher is put on hold.)
2. An SAO payables disbursement file is submitted to bank. (This does not impact ledger or cash).
3. A virtual, unique credit card account number for every virtual payable vendor is electronically generated at the bank.
4. Bank delivers an associated e-mail remittance advice to suppliers.
5. Payment is processed by the supplier as any other credit card account number and receives settlement within 24-48 hours.
6. Bank transmits an electronic file to the State for reconciliation.
7. Agency monitors and continues performing monthly bank reconciliations.

Who is Impacted?

- **State Entities on TeamWorks Financials**
 - Procurement/purchasing methods are NOT different
 - Impacts how suppliers are paid within AP module
 - Participating suppliers will default to 000999 location code automatically
- **Statewide Contract Suppliers**
 - Nine (9) Suppliers are under 000999 location code:

• DG Investment (Convergint) #0000197410	• GC&E Systems Group #0000056907
• Visual Systems Group #0000195713	• Motorola Solutions #0000008244
• GT Distributors Inc. #0000010762 (EDX)	• Gulf States Distribution #0000015475 (EDX)
• OFS Brands Inc. #0000211198 (EDX)	• The Hon Company #0000008852
	• Exemplis LLC. #0000008086

NOTE: These suppliers have agreed to NET30 terms. Please do not change terms in TeamWorks unless you have a separate agency contract with these suppliers that adjusts the terms.

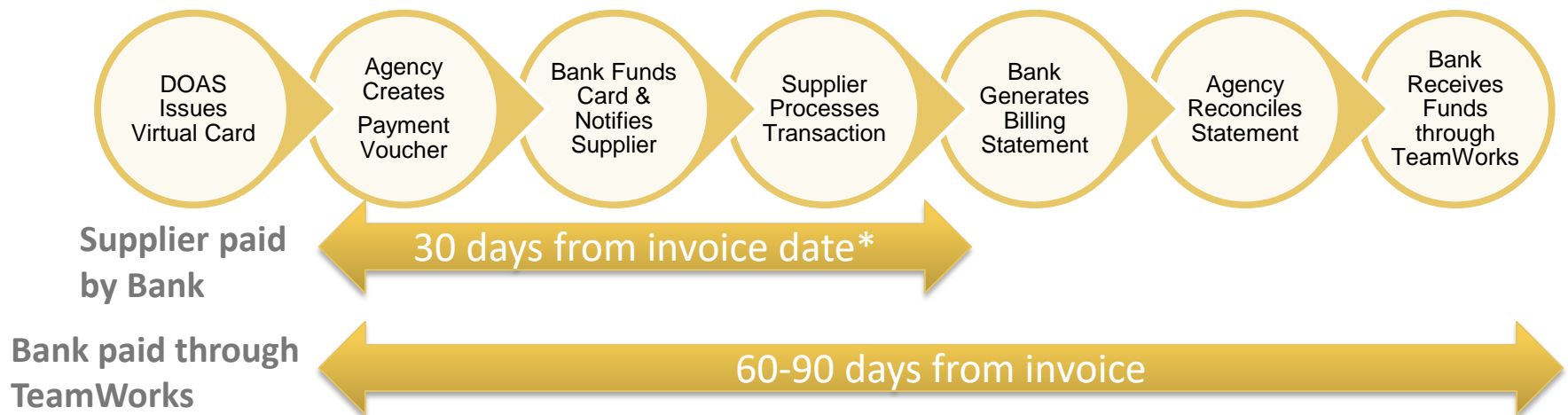
How Does VP Work?

TeamWorks Financials Entity

- DOAS to handle issuing & maintaining Suppliers' cards
- SAO to provide reports and reconciliations for all TeamWorks Entities
- Minimal changes to AP Process

Supplier

- Supplier is notified by bank when payment is available
- Remittance Advice will be similar to what is received when they accept an ACH payment



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*TeamWorks will default to Net30. An agency will need to change payment terms ONLY if an executed agency contract requires different terms.

Voucher Entry – Main Screen

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/U
TeamWorks FSCMTST

Voucher

Find an Existing Value | Add a New Value

Business Unit: 46600 🔍
Voucher ID: NEXT
Voucher Style: Regular Voucher ▾
Short Vendor Name: CONVERGINT-001 🔍
Vendor ID: 0000197410 🔍
Vendor Location: 000999 🔍
Address Sequence Number: 1 🔍
Invoice Number: 456789
Invoice Date: 10/20/2017 📅
Gross Invoice Amount: 5.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Location defaults to 000999

Be sure the invoice date is correct.

Add

Voucher Entry – Invoice Information

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

TeamWorks FSCMTST

Invoice Information

Business: [Blank] Invoice No: 456789 Action: [Blank] Run

Voucher No: [Blank] Invoice Date: 10/20/2017 [31]

Voucher Style: [Blank] Accounting Date: 10/31/2017 [31]

Vendor ID: 0000197410 [Magnifying Glass] DG INVESTMENT INTERMEDIATE HOLDINGS 2

ShortName: CONVERGINT-001 [Magnifying Glass] 1555 OAKBROOK DRIVE STE 165

Location: 000999 [Magnifying Glass] NORCROSS, GA 30093-6242

*Address: 1 [Magnifying Glass]

Advanced Vendor Search

Control Group: [Blank] [Magnifying Glass]

*Pay Terms: N30 [Magnifying Glass] Net 30

Invoice Lines: 5.00 Basis Date Type: Inv Date Withholding Print Invoice

*Currency: USD [Magnifying Glass] Non Merchandise Summary

Miscellaneous: [Blank] [Magnifying Glass]

Freight: [Blank] [Magnifying Glass]

Total: 5.00

Difference: 0.00 Calculate

Copy From Source Document

PO Unit: [Blank]

PO Number: [Blank] Copy PO

Copy From: None [Magnifying Glass] Go

Invoice Lines

Line: 1 Item: [Blank] [Magnifying Glass] UOM: [Blank] [Magnifying Glass]

*Distribute by: Amount [Magnifying Glass] Unit Price: [Blank]

Ship To: AP_0000001 [Magnifying Glass] Line Amount: 5.00 Quantity: [Blank]

SpeedChart: [Blank] [Magnifying Glass] Description: test voucher

WO Unit: [Blank] [Magnifying Glass] Work Order ID: [Blank] [Magnifying Glass]

Task Number: [Blank] [Magnifying Glass] Resource Type: [Blank] [Magnifying Glass] Line: [Blank] [Magnifying Glass] One Asset

Calculate Copy WO Dist

This will change to Bank after supplier picks up their payment.

000999

Should be NET30

Voucher Entry – Payments Tab

Summary Related Documents Invoice Information **Payments** Voucher Attributes Error Summary

Business Unit: 46600
Voucher ID: 00378870
Voucher Style: Regular Voucher
Total Amount: 5.00
Vendor Name: CONVERGINT TECHNOLOGIES LLC

Invoice No: 456789
Invoice Date: 10/20/2017
*Pay Terms: N30 Net 30

Action:

Run

Do NOT Change NET30 terms unless an agency contract defines the terms differently.

Still supplier and at location 000999.

1
*Remit to: 0000197410
Location: 000999
*Address: 1
CONVERGINT TECHNOLOGIES LLC
1555 OAKBROOK DRIVE STE 165
NORCROSS, GA 30093-6242

Gross Amount: 5.00 USD
Discount: 0.00 USD
Scheduled Due: 12/20/2017
Net Due: 11/19/2017
Discount Due:
Accounting Date:

Payment Inquiry
Express Payment
Payment Comments(0)
Holiday/Currency

Payment Options


*Bank: 1100 Pay Group: Vendor Bank
*Account: 1001 *Handling: RP Messages Layout
*Method: ACH ACH *Netting: Not Applicable
L/C ID: Hold Reason: Virtual Payables
Message: VP
Message will appear on remittance advice.

Automatically on Hold

Schedule Payment

*Action: Schedule Payment Payment Date:
Pay: Reference:

Voucher Entry – Attributes Tab

<u>Summary</u>		<u>Related Documents</u>	<u>Invoice Information</u>	<u>Payments</u>	Voucher Attributes	<u>Error Summary</u>
Business Unit:	46600	Invoice No:	<input type="text" value="456789"/>	Action:		
Voucher ID:	00378870	Invoice Date:	<input type="text" value="10/20/2017"/>	<input type="text"/>		
Voucher Style:	Regular Voucher			<input type="button" value="Run"/>		
Total:	5.00					
Voucher Processing						
<input checked="" type="checkbox"/> Post Voucher	Packing Slip:	<input type="text"/>	<input type="checkbox"/> Close Voucher			
<input checked="" type="checkbox"/> Revalue Voucher			<input type="checkbox"/> Delete Voucher			
Accounting Instructions						
Account At:	<input type="text" value="Net"/>	*Template:	<input type="text" value="VIRTUALPAY"/>			
Match Action						
Match Due Date:	<input type="text"/>	*Status:	<input type="text" value="Not Applicable"/>	<input type="checkbox"/> Pay UnMatched		
Transaction Currency						
*Source:	<input type="text" value="Tables"/>	Rate Type:	<input type="text" value="CRRNT"/>			
*Currency:	<input type="text" value="USD"/>	Exchange Rate:	<input type="text" value="1.00000000"/>			
Tax Group		Workflow Approval				
Tax Group:	<input type="text"/>	*Approval:		<input type="text" value="Pre-Approved"/>		
Tax Pymnt Type:	<input type="text"/>					
Letter of Credit		Self Billing Invoice				
L/C ID:	<input type="text"/>	*SBI:		<input type="text" value="Individual Voucher (Auto-Num)"/>		
		SBI Number:				
Prepayment						
Prepaid Ref:	<input type="text"/>	<input checked="" type="checkbox"/> Automatically Apply Prepayment		<input type="checkbox"/> Postpone Wthd		

Funding File – Summary Tab

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

TeamWorks

FSCMTST

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit:	46600	Invoice Date:	10/20/2017
Voucher ID:	00378870	Invoice No:	456789
Voucher Style:	Regular	Invoice Total:	5.00 USD
Contract ID:		Pay Terms:	Net 30
Vendor Name:	DG INVESTMENT INTERMEDIATE HOLDINGS 2 1555 OAKBROOK DRIVE STE 165 NORCROSS, GA 30093-6242	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	12/20/2017
Approval Status:	Approved	Created By:	LWILDER2
Post Status:	Posted	Modified:	12/20/2017
		Modified By:	LWILDER2
Doc Tol Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		
*View Related	Payment Inquiry ▾	Go	

Still supplier

Save Return to Search Notify Refresh

Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Funding File to Bank– Payments Tab

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	46600	Invoice No.:	456789	Action:	
Voucher ID:	00378870	Invoice Date:	10/20/2017	▼	
Voucher Style:	Regular Voucher			Run	
Total Amount:	5.00			Schedule Payments	
Vendor Name:	CONVERGINT TECHNOLOGIES LLC	*Pay Terms:	N30	Net 30	

Payment Information		Find	View All	First	1 of 1	Last
Payment:	1					
*Remit to:	0000216623	Gross Amount:	5.00	USD	Payment Inquiry	
Location:	VIR_PAY	Discount:	0.00	USD	Express Payment	
*Address:	1	Scheduled Due:	12/20/2017		Payment Comments(0)	
BANK OF AMERICA NA		Net Due:	11/19/2017		Holiday/Currency	
P O BOX 15731		Discount Due:				
MINGTON, DE 19886-5731		Accounting Date:				

Payment Options		Vendor Bank
Payment Method:	ACH	Messages
Pay Group:	1100	Layout
*Handling:	1001	<input checked="" type="checkbox"/> Hold Payment
*Netting:	ACH	<input type="checkbox"/> Separate Payment
*Handling:	RP	
*Netting:	Not Applicable	
Hold Reason:	Virtual Payables	
Message:		
Message will appear on remittance advice.		

Schedule Payment	
*Action:	Schedule Payment
Pay:	
Payment Date:	
Reference:	

Remit to has automatically changed to Bank. Do NOT change back to supplier.

All participating suppliers and the bank are set to ACH.

Still on Hold
Do NOT take off Hold!

Reconciliation File to SAO – Payments Tab

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit:	46600	Invoice No:	456789	Action:	<input type="text"/>
Voucher ID:	00378870	Invoice Date:	10/20/2017		<input type="button" value="Run"/>
Voucher Style:	Regular Voucher				
Total Amount:	5.00				
Vendor Name:	CONVERGINT TECHNOLOGIES LLC	*Pay Terms:	N30 Net 30		<input type="button" value="Schedule Payments"/>

Payment Information

Find | View All | First 1 of 1 Last

Payment:	1				
*Remit to:	0000216623	Gross Amount:	5.00 USD	Payment Inquiry	
Location:	VIR_PAY	Discount:	0.00 USD	Express Payment	
*Address:	1	Scheduled Due:	01/16/2018	Payment Comments(0)	
BANK OF AMERICA NA P O BOX 15731 WILMINGTON, DE 19886-5731		Net Due:	11/19/2017	Holiday/Currency	
		Discount Due:			
		Accounting Date:			

Scheduled Due date is automatically changed to generate payment to the Bank. (Bank has previously paid the supplier.)

Payment Options

*Bank:	1100	Pay Group:		Vendor Bank	
*Account:	1001	*Handling:	RP	Messages	
*Method:	ACH	*Netting:	Not Applicable	Layout	
L/C ID:		Hold Reason:	Virtual Payables	<input checked="" type="checkbox"/> Hold Payment	
Message:	1234567890123456			<input type="checkbox"/> Separate Payment	

Message will appear on remittance advice.

Payment Message Field is Auto-Populated

Automatically Off Hold

Schedule Payment

*Action:	Schedule Payment	Payment Date:	
Pay:		Reference:	

Virtual Payables TeamWorks ReCap

- I. TeamWorks Generates Payment Funding File
 - Non-Cash File
 - Exact Authorization
 - Vendor “Remit To” Change
- II. Supplier Picks up Payment
 - Supplier will receive three (3) separate emails about picking-up their payment: 1) Upon initial payment, 2) 5 days after payment, and 3) 15 days after payment
- III. Bank Generates Reconciliation File (Statement ends 27th of Month)
 - State receives statement on 29th
 - Schedule Due Date Changed to 20 days from the 29th
 - Voucher Taken Off Hold
 - Payment Message Populated
- IV. TeamWorks Generates ACH Payment File
 - Payment to Bank
- V. Agency Reconciles New Payable Account
 - Payable Chart of Account 200013

Additional Questions?

FAQs: <https://sao.georgia.gov/business-process-policies#virtual>

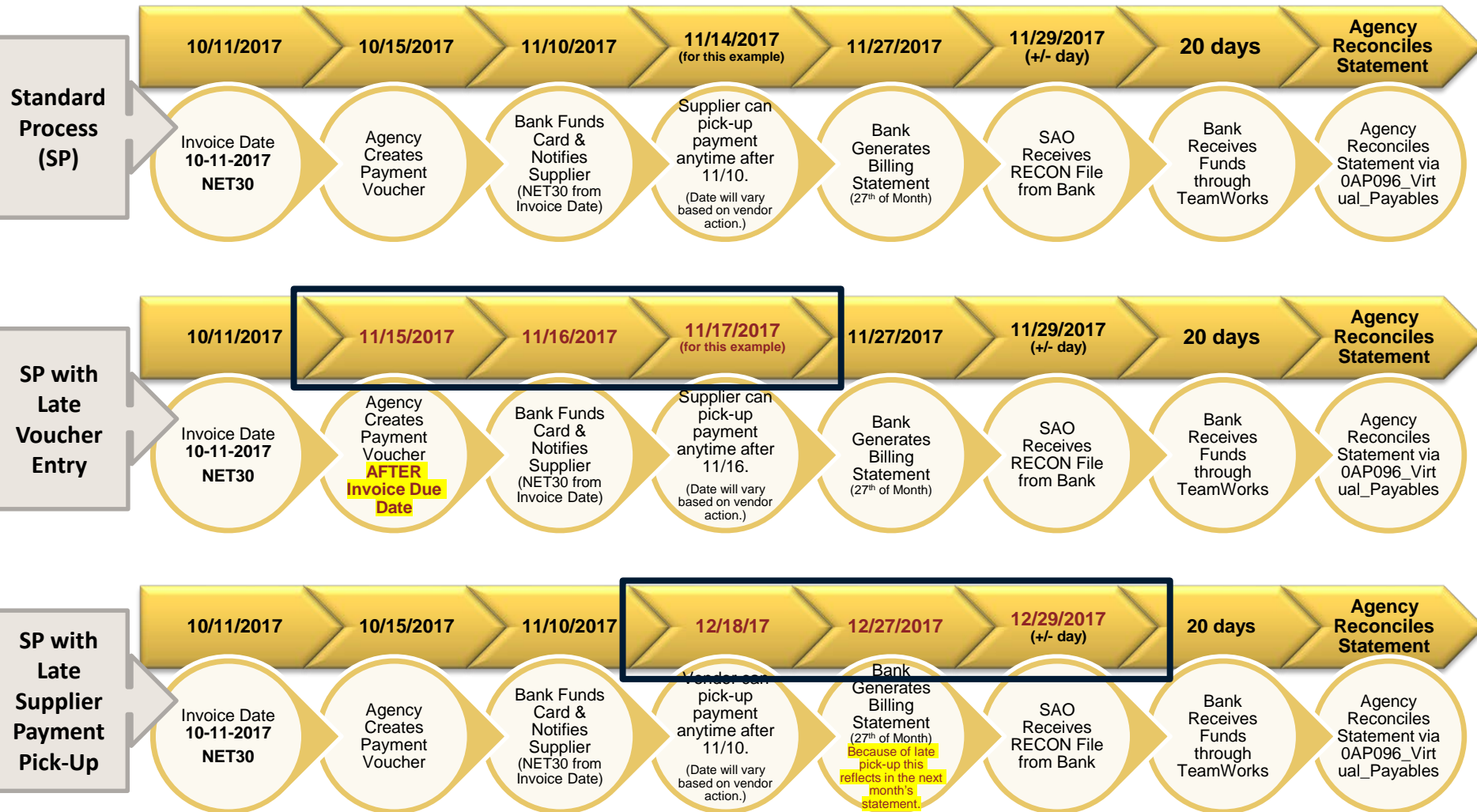
For payment processing related assistance, agencies should call the SAO TeamWorks Help Desk Monday-Friday 8AM-5PM:

404-657-3956 or 888-896-7771

Select Option #2,
then Option #3 for Virtual Payables

For non-payment related supplier assistance, vendors should contact DOAS at virtual.payables@doas.ga.gov

VP Lifecycle - Samples



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NOTE: All scenarios may vary dependent on the invoice date (on or near the statement end date), when the agency enters the voucher into TeamWorks, the contractual payment terms and when the supplier picks up their payment.