

Accounts Payable

PERSONA DESCRIPTION



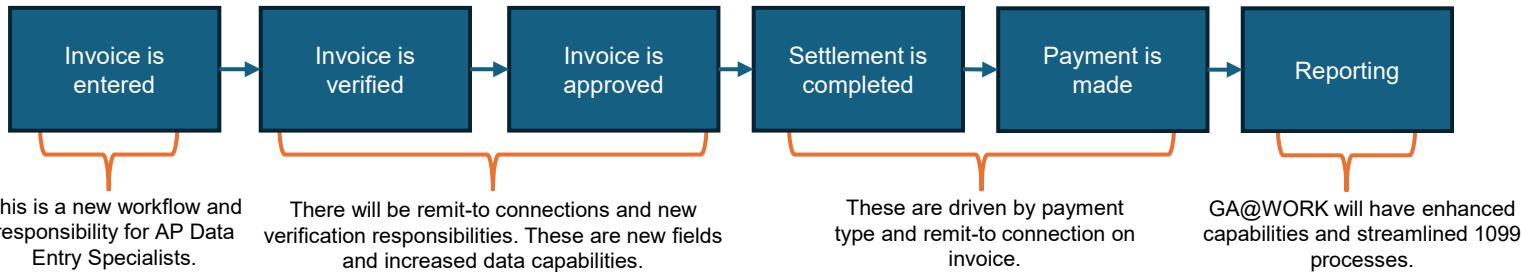
- The change impacts described here are most applicable to Accounts Payable (AP) Data Entry Specialists, 1099 Specialists, AP Analysts, Accountants, and AP Operation Leads.
- This information is not exhaustive, and users are reminded to complete applicable training & review Job Aids.

KEY CHANGES

- AP users will need to carefully select and verify remit-to connection details on supplier invoices to avoid errors and delays in payments. This includes ensuring the correct remit-to connection (including banking information for ACH, payment type, address for check payments) is identified.
- AP Data Entry Specialists will need to select the correct payment type, such as check or ACH, as it will have different impacts on integrations and business processes.
- Matching of supplier invoices to POs and receipts of goods received will occur automatically, making the process seamless for the end user and saving time and effort in ensuring PO closure and matching.
- Approvals will occur in GA@WORK.
- For agencies utilizing vendors in the Virtual Payables program, the process is undergoing a change. Once a vendor processes their payment, instead of altering the original approved Supplier Invoice, an integration will automatically generate a second Supplier Invoice to facilitate payment to Bank of America.
- SAO will send the agencies the Airplus bill and agencies will be responsible for paying Airplus directly. Agencies will code the invoice to the expense and will require worker Worktags. SAO will be still be responsible for reconciling Airplus invoices.

SAMPLE WORKFLOW IN ACCOUNTS PAYABLE

- This is a basic overview of a workflow in Accounts Payable.
- Work with your agency and in GA@WORK for any specifics to your agency.



ZERO-DOLLAR INVOICE

- Users with the Accountant role will have the capability to create accounting adjustments, allowing them to update the Worktags on the invoice. This will replace zero-dollar invoices.

1099

- Copy B Distribution: The transition to GA@WORK will streamline 1099 Copy B distribution, sending one form to the supplier's default address and enhancing tracking.
- Spend categories will drive the 1099 reporting, either from the paid supplier invoice or from a 1099 adjustment.

What are benefits for Accounts Payable in GA@WORK?

- Automated matching of supplier invoices and POs streamlines the AP process and reduces manual effort.
- There are increased data capabilities and real-time reporting that provide better insights and tracking.
- There are new approval workflows and standardized procedures that will improve consistency and reduce errors.
- Simplified distribution and tracking of 1099 forms enhance compliance and efficiency.

What could be a challenge for Accounts Payable to adopt GA@WORK?

- AP users must adapt to new roles and responsibilities, such as selecting correct remit-to connection and managing new fields.
- Adapting to new views, workflows, and processes will require training.
- Users will need to learn how to effectively utilize Worktags for enhanced tracking and reporting in GA@WORK.

What is not changing?

- The commitment to ensuring timely payments to suppliers remains unchanged.
- The approval process for payments continues to be a critical step, ensuring accuracy and compliance.