

# Accounts Payable

All payments processed by Florida Atlantic University are made in accordance with State and University rules. For additional detail on State Statutes, we recommend to visit the State's Reference Guide.

[https://www.myfloridacfo.com/aadir/reference\\_guide/Reference\\_Guide\\_For\\_State\\_Expenditures.pdf](https://www.myfloridacfo.com/aadir/reference_guide/Reference_Guide_For_State_Expenditures.pdf)

Note: Accounts Payable job aids are located within the Workday "FAU Job Aids" application and available at our website: <http://www.fau.edu/controller/accounts-payable/index.php>

## 1. Invoice Processing:

Invoices for supplies, materials or equipment must agree with the purchase order. All invoices should be sent to [accountspayable@fau.edu](mailto:accountspayable@fau.edu) or mailed directly to the Controller's Office at:

Controller's Office  
777 Glades Road  
Boca Raton, FL 33431

For one-time payments without a purchase order (ex. Royalty, stipend, honorarium, etc.), departments should enter a Workday "Supplier Invoice Request." Please review the Payment Types document (in Workday "FAU Job Aids" application and AP website) to ensure the correct payment method is used.

## 2. Add/Update Supplier in Workday:

**To add a new supplier** in Workday, use the "Create Supplier Request" task.

- Attach Vendor Application & W-9, W-8BEN or W-8BEN-E (as applicable)
- Employee/Independent Contractor checklist (as applicable)
  - Note: DO NOT write the Social Security Number on the checklist

**To update an existing supplier** (ex. Bank information, W-9, email address DBA, etc.):

- Email the Settlement Desk with all new, complete information.
  - Denize Grant-Downer ext. 7-3117: [dgrant@fau.edu](mailto:dgrant@fau.edu)
  - Stephanie Jules ext. 7-3308: [jules@fau.edu](mailto:jules@fau.edu)

All Suppliers should be aware that FAU prefers to make payment via ACH. The ACH link will be submitted to the supplier by the Settlement team, upon receipt of all necessary information. Accuracy is **EXTREMELY IMPORTANT** and process will be delayed if correct information is not initially provided.

## 3. Research Supplier Invoice Payments:

To check the status of an invoice in Workday, utilize "View Supplier" or "Find Supplier Invoice." The supplier invoices that have been processed for the said supplier will all be listed (whether Approved, In Progress, Cancelled or Draft).

## 4. Additional Assistance – AP Ticket Request

<https://helpdesk.fau.edu/TDClient/Requests/ServiceDet?ID=9486>