

# Incoming Payment Notification Form

(Accounts Receivable)



# When to use this form?

- Any time information of an incoming payment from an external entity is received (even if it is not guaranteed and is potential/&/or/hypothetical). **[Submitting this form does not result in a banner entry or AR booking, it is informational only]**
- Any time an invoice is submitted, other than interdepartmental.

# What is the purpose of this form?

- Proper and timely allocation of payment in the banner system when payment is received.
- *This form is used to notify Accounting Services of a forthcoming payment from an external entity. After submission a submission ID# will be assigned, the appropriate parties will be notified and document the request. When payment is received it will be allocated according to the information provided from this form submission. If an invoice has been submitted by the department please select "Notification of Invoice Sent" for type of notification. If no invoice was sent, but the department is aware of an incoming payment please select "Payment Notification".*



# Form Location

https://www.suu.edu/accountingservices/incoming-payment.html

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This form is used to submit invoices for processing or notification of invoices independently sent by SUU departments.

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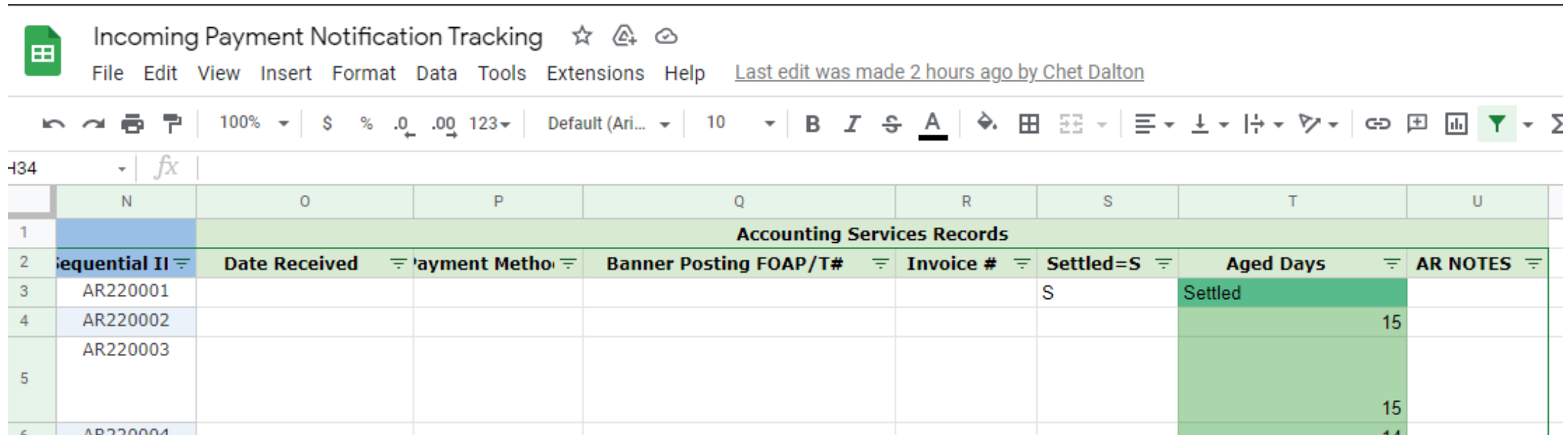
# Notification of Invoice vs. Payment Notification

- Notification of Invoice: The submitter has submitted an invoice to a vendor for payment.  
**[Generally, Accounting Services will no longer be generating invoices – an invoice template will be provided with instructions to use this Notification of Incoming Payment process. Exceptions exist because some vendors have additional requirements for payments, such as grants, those exceptions are approved by Accounting Services.]**
- Payment Notification: This would be used when SUU becomes aware of a forthcoming payment with no invoice required. This would be the case with an incoming, promised donation, or money from the state for a specific program or scholarship.

# After Submission

The information is fed to a google sheet which is maintained by Accounting Services. Anyone can access the sheet for viewing and comments:

<https://docs.google.com/spreadsheets/d/1DDmxMbf0Ei286tfKK7F7wWF411HJZX-Vv2qr1iX2lzQ/edit?usp=sharing>



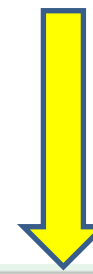
The screenshot shows a Google Sheet interface. The title bar reads "Incoming Payment Notification Tracking" with a star icon, a share icon, and a refresh icon. Below the title bar is a menu bar with "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Extensions", and "Help". A status bar indicates "Last edit was made 2 hours ago by Chet Dalton". The toolbar includes various icons for undo, redo, print, copy, paste, zoom (100%), currency, percentage, decimal, thousandths, font color, background color, text color, bold, italic, strikethrough, underline, link, unlink, insert table, insert chart, insert image, and a filter icon. The spreadsheet grid shows columns N through U. Row 1 is a header for "Accounting Services Records". Row 2 contains the following headers: "Sequential ID", "Date Received", "Payment Method", "Banner Posting FOAP/T#", "Invoice #", "Settled=S", "Aged Days", and "AR NOTES". Rows 3, 4, and 5 contain data for AR220001, AR220002, and AR220003 respectively. The "Settled=S" column for AR220001 and AR220003 contains the letter "S". The "Aged Days" column for AR220002 and AR220003 contains the number "15". The "AR NOTES" column is empty for all rows.

	N	O	P	Q	R	S	T	U
1	<b>Accounting Services Records</b>							
2	<b>Sequential ID</b>	<b>Date Received</b>	<b>Payment Method</b>	<b>Banner Posting FOAP/T#</b>	<b>Invoice #</b>	<b>Settled=S</b>	<b>Aged Days</b>	<b>AR NOTES</b>
3	AR220001					S	Settled	
4	AR220002						15	
5	AR220003						15	
6	AR220004							

Accounting Services staff will update these fields as payments are received. (It may take a few business days for payment to show in banner funds.)



# Aged Days



Accounting Services Records							
Date Received	Payment Method	Banner Posting FOAP/T#	Invoice #	Settled=S	Aged Days	AR NOTES	
					15		

- After the form is submitted Accounting Services will track how much time has passed since the invoice submission. If payment has not been received within 60 days of the notification the submitter will receive a notification comment in the google sheet.
- **It is the responsibility of the submitter/department to follow up on the payment.** If the vendor states they have made the payment please obtain as much information as possible (check #, dates, etc.) and send to the Accounts Receivable staff to trace.

# What to do if the department receives the paper check...

- Fill out the incoming payment notification form (if that hasn't already been done).
- Make a copy of the check and send to: [accountsreceivable@suu.edu](mailto:accountsreceivable@suu.edu)  
(Please include the ARXXXX number from your invoice submission)
- Take to the Cashier's Office.