



# ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

## TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

### Policy No., FIN 8.01, Vendor Invoice Processing

#### EXECUTIVE SUMMARY OF UPDATE

#### POLICY ISSUE(S)

Revisions; delete sections that are no longer applicable; namely, Invoice Error, Invoice Batching, and Terms of Payment; give an in-depth explanation of appropriate advance payment usage; note requirement of an employee data record to set up a vendor on the vendor master file; and clarify vendor 1099-MISC and BOE reporting requirements.

#### Significant Revisions

1. Section 6.1, Paragraph 1, notes the existing requirement of a Payee Data Record to uniformly input vendors in the Phoenix vendor master file. The Payee Data Record (in lieu of IRS W-9) form was added to 7.0, Associated Documents.
2. Section 6.1, Paragraph 4, Item f, regarding Form 1099 Misc; additional text was added following, “a copy must be sent to the IRS by February 28 of each year **following the payments if filing paper forms and March 31 if filing electronic forms**”.
3. Sub-section 6.3.5, Invoice Error, was deleted because the SAP system allows for no tolerances in processing invoices.
4. Sub-section 6.3.7, Invoice Batching, was deleted because batching is no longer a part of the invoice payment process.
5. Section 6.5, Paragraph 1, Item e, Sub-item i, was extensively rewritten to read, “The prepayment was for event registration, the registered employee must submit evidence to accounts payable that he or she attended the event in order to close the advance. Courts should, subject to any obligation to meet and confer, include language in their personnel

policies that provide that, if an employee does not attend the event for which registration was pre-paid, he or she must repay the amount of the advance payment as soon as practicable. The policy should provide for any exceptions.”

6. Section 6.6, Terms of Payment, was deleted because it dealt with county payment cycles.