

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officer
All Agencies

DATE: March 14, 2011

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: RIFANS Open Invoice Report CFO 11-05

It is the responsibility of each agency to ensure that there are no past due invoices pending in RIFANS. The State is legally required to make all vendor payments within 30 days. Therefore, unless there are extenuating circumstances, agencies should not allow invoices to become past due.

Each week the Open Invoice Report is posted on the Controller's website for agency review. Invoices listed on this report are in pending status and cannot be paid without further action. The report is sorted by agency and date, with all past due invoices highlighted. The following should be completed by each agency on a weekly basis:

1. Go to the Controllers' website: <http://controller.admin.ri.gov/Communications/index.php>
2. Click on "Open Invoice Reports" (updated first business day of each week)
3. Open "RI Open Invoice Report" (Excel file)
4. Review all invoices for your agency and take action as follows:

- **"Next Approver"** lists a name if the invoice is pending approval. This person needs to approve the document in RIFANS in order for it to be paid.
- **Hold Reason "Qty Rec"** means the agency has not received enough to cover the invoice. The agency must receive against the PO in order for the invoice to be paid. Once the receiving has been processed, notify the person listed in the "Full Name" column and tell them you have resolved the issue.
- **Hold Reason "Qty Ord"** means the invoice is for more than the PO has remaining. Either a change order must be completed to increase the PO or the invoice must be reduced to the approved quantity. In either case, please notify the person listed in the "Full Name" column to let them know how the invoice hold will be resolved.
- **Hold Reason "Insufficient Funds"** means there are not enough funds available in the account(s) being used to cover the invoice. Once corrected, notify the person listed in the "Full Name" column and tell them you have resolved the issue.
- **Hold Reason "RI SFA-12 Missing Hold"** - a capital asset account has been used, but no SFA-12 form has been electronically attached to the invoice. Please email the completed form (in Excel format) to the person listed in the "Full Name" column; the form is available on the Controller's website under "Capital Assets".

● **“Rejected” under “Approval Status” with no other hold listed** – these invoices need to be reviewed by the person listed in the “Full Name” column to determine the reason for the rejection.

Your cooperation in addressing all outstanding invoices on this weekly report is necessary for the State to make timely payments.

If you wish to run the report on your own, you may find it under any invoice responsibility - "RI Open Invoice Report - Agency".

If you have questions about the report or how to access it, please call my office at 222-2704.

Thank you for your cooperation.

Louise M. Anderson
Associate Controller – Operations