Invoice Payment

This procedure is to explain how an invoice payment is processed for the purchase of goods and/or services. An invoice is the supplier’s notification that a charge is pending against the University. The purchase order is the basis on which the supplier is paid for material and services furnished. The invoice is audited against the purchase order (e.g., items, prices, quantities, terms of the purchase order).

Invoice Processing is responsible for entering the invoice into KFS. As stated on the purchase order, all vendors are instructed to send invoices directly to:

Cornell University
Invoice Processing
P.O. Box 4040
Ithaca, NY 14852-4040

Additionally, the vendor should indicate the purchase order number on the invoice. Invoices received by the end user/unit need to be immediately sent to Invoice Processing at East Hill Plaza.

Invoices are date-stamped when they are received in Invoice Processing to record the “Invoice Received Date”. Invoices are then entered into KFS to be processed for payment. Before the invoice is paid, the purchase order may require that the End User/Unit/FTC/BSC verify receipt and/or acceptance of the goods or services or that the Fiscal Officer review and approve the payment request.

After the invoice is entered in KFS, the invoices are scanned for the End User/Unit/FTC/BSC to compare to the purchase order. If the purchase order requires that a receipt be entered, the End User/Unit/FTC/BSC can enter the receipt before or after the invoice is entered.

If the invoice is entered against a recurring order, a receipt must be entered for every invoice.

The end user/unit/FTC/BSC should check their KFS Action List daily to determine if there are any tasks in the queue.

Vendor Relations
Payments of invoices should not be delayed beyond the due dates as determined by the terms of the purchase order, unless Procurement Services, the end user/unit/FTC/BSC, and the Supplier are aware of extenuating circumstances that would preclude payment. Failure to pay invoices promptly results in poor vendor relations, lost early payment discounts, interest charges, and potential credit holds.