

Payment Processing

Resources:

- [FINET training modules](#)
- [Data Warehouse](#)
- [State Finance Quarterly Expenditure Audits](#)
- State Finance Accounting Policies and Procedures: [FIACCT 04-13.00](#) **Note:** If the information doesn’t display on the screen, a new tab has opened.
- [Division of Purchasing, State Contracts and Commodity Information](#)
- Refer to [State Finance forms](#) for the SA8 Finet Access and Warrant Cancellation form FI 27; Lost Check Replacement Form FI 12
- See [07 Purchasing Section](#)
- Section 08-02 00 Forms and Instructions for Instructional documents for preparing various FINET documents such as: [PRC](#), [GMA](#), and a practical [Flow Chart](#) to help distinguish differences. See also: “How to check for an [Agency Contract](#)” and “How to Check for a [State Contract](#)”.
- Section 16-03 Budget & Fixed Asset Forms to access forms such as [Two Digit Payable & Location Codes](#)
- [Section 01-01.00 Records Retention](#)
- [Section 02-07.00 Transfers](#) (Relating to Budget/expense transfers)

Purpose:

The Courts will use FINET, (the State’s on-line system) via Internet Explorer or Mozilla Firefox, to generate payments for court expenses. Using FINET in Google Chrome may create a host of FINET performance issues.

Effective July 1, 2006: The majority of payables are entered and approved locally, not submitted centrally to the Administrative Office of the Courts.

Policy:

1. Those making purchases on behalf of the State Courts must not in any way split purchases over more than one invoice; separate components of a multiple component purchase, or otherwise modify evidence of a purchase in order to avoid compliance with statute or Council Rule.

2. The employee/department that receives purchases must account for the items recorded on shipping documentation. Examine the quantity and quality of goods received; sign and date the shipper or original invoice. Any problems with shortages and damaged materials should be noted.
3. The employee/department that received services must verify the service agrees with the requisition and performance expectations such as level agreements, contract terms, and vendor performance.
4. Any discrepancies should be reported to the purchaser for rectification as well as the payment processor.
5. Appropriate court staff should indicate in writing that the bill is ready for payment.
6. Each court shall have an individual and an alternate designated to input payments into FINET. To be given access, the state form SA-8 is to be completed. Contact the AOC Finance Director for assistance.
7. All documents such as claims filed with the vendor/carrier should be scanned and attached into FINET.
8. It is recommended that a rolling 12 months of original receipts be retained in order to facilitate any returns, purchase issues, or audit questions. See also [Section 01-01.01 Records Retention](#).
9. Process and approve payables within two weeks of receipt.
10. In the accounts payable process, the State level Court Administrators and Court Executives are responsible to ensure that
 - a. purchasing policies and procedures are followed;
 - b. proper coding for posting expenses is used;
 - c. correct and valid contract numbers are used when appropriate;
 - d. correct and valid vendor numbers are used;
 - e. invoice number matches data entry exactly
 - f. State Court Budget guidelines are followed; and
 - g. standards of 'Separation of Duties' are met.
9. Court Executives are responsible to develop internal procedures, which will comply with the policies in this section, giving particular attention to the standards of "separation of duties."
10. Those designated to authorize the following payable documents in FINET should not approve payment for purchases, which they themselves have made.
 - a. GAX: General Accounting Expenditure for non-contract payments;
 - b. PRC: Commodity Based Vendor Payment from
 - i. Delivery Order [DO] referencing an agency level Master Agreement [MA],
 - ii. Purchase Order [PO] referencing an agency level MA, or
 - iii. Directly referencing an agency level MA;
 - iv. DO referencing a State level MA
 - v. PO referencing a State level MA
 - c. GMA: General Master Agreement from
 - i. directly referencing a State level MA

11. Electronic approval of Travel Reimbursements or FINET payables certifies all policy and procedure guidelines as provided by the Utah State Court's Accounting Manual and secondarily by the State of Utah Accounting Policies and Procedures have been complied with.
12. Invoices that must be sent to the AOC for processing (i.e. education, interpreter payments, bailiff invoices, jury & witness meals, should have all applicable information indicated (payment stamp/coding information/approval signature) necessary to complete the transaction.
13. When a payment must be remitted with additional paperwork or when a physical check is required (e.g. the address for the employee EIN number is incorrect) a hold code "3", and "*Single check*" is selected in the FINET payment screen. These checks are returned to the AOC to be matched with backup and then mailed or delivered to the payer.

Once the payment information has been entered into FINET, the "Hold Check" Google form must be fill out, backup documentation uploaded and form submitted. AOC Finance will automatically be notified and will match checks with backup documentation and remit payment. For a link to the form, contact AOC Finance.

To comply with separation of duties, these checks should be returned to someone other than the person who entered the FINET payment information.
14. Court districts will apply for vendor numbers as needed prior to placing an order with any new vendor.
15. The State level Court Administrators and Court Executives, or their designees, will have the capability to make corrections to expenditure postings within their respective districts.
16. The AOC Finance Department will have the capability to make corrections to expenditure postings within and among all units associated with the State Courts, upon receipt of written (including email) request from the affected Department Head or designee. Backup documentation to all IET's should be scanned.
17. Court districts are authorized to request copies of paid warrant checks directly from State Finance. Email: CheckCopy@utah.gov
18. If the check is lost and needs to be cancelled and reissued, State Form FI12 "Lost Check Replacement Form" is to be completed. Forms can be emailed to: FI_Disbursements@utah.gov
19. If an overpayment is discovered, ensure a letter is sent to request reimbursement or credit applied.
20. Court Executives may authorize AOC Finance to process payment and to charge direct-billed lodging expenses to their respective districts by sending a memo of authorization to the AOC Finance Department.
21. Monthly, the AOC Finance Department will review payable documentation on a random sample basis for proper coding, compliance with Finance and Purchasing policy (State of Utah and State Courts) and accuracy of input. Supervisors of document preparers will be notified of any errors discovered.
22. The above policies apply equally to all divisions and subdivisions of the Judicial Branch.

Procedures:

Responsible Action

Appellate/District/Juvenile Courts Payment Processor

1. Obtain proper and adequate receiving documents on all items purchased, and subsequently match those receiving documents to the purchase order (if applicable) and vendor invoice.
2. Prepare a FINET payable (GAX, PRC, or GMA [see policy section 10 above for when to utilize each document]) in Internet Explorer or Mozilla Firefox,
 - a. Ensuring the vendor account number and any other applicable appropriate information is entered in the 'line description' field. Do not include sensitive information (social security numbers, juvenile names, medical information, etc.) as that information could potentially be released to the public.
3. All digits (including preceding zeros) of the invoice number must be entered.
4. When an invoice number is not available, the following process should be used to assign an invoice number:
 - a. The first two digits correspond to the appropriate location code
 - b. The following two numbers correspond to the calendar month
 - c. The next two numbers correspond with the calendar year
 - d. The final numbers should be the auto-number associated with the document ID created for the payable within FINET.
5. In order to avoid duplicate payments, anytime an error message indicating an invoice number exists or has been paid, it is the responsibility of the person entering the data to research and verify the document before continuing with data entry.
6. Scanning the following supporting documentation (where applicable) to the HEADER Screen:
 - b. Original Vendor invoice
 - c. Copies of state court purchase orders or other documents authorizing purchase.
 - d. Telephone quotation sheets,
 - e. Packing slip/receiving report, initialed and signed by the receiver.
 - e. Supporting documentation where food purchases are to be paid
 - i. Copy of meeting agenda
 - ii. List of attendees
 - iii. Case number for payment of jury meals

FINET Authorizer

1. Prior to approving the payment, review the scanned documents to ensure accuracy.

Payments processed by the AOC Finance Department

1. To initiate payments as outlined policy #13, forward invoices that cannot be processed locally to the AOC Finance Department, ensuring the following information is provided:
 - a. Vendor #
 - b. Unit
 - c. Approp Code
 - d. Object Code
 - e. Contract # (If applies)
 - f. Approved signature
2. “Hold checks” that are to be sent back to the district/department shall be given to a different individual than the person entering the FINET payable.