## Incoming Payment Notification Form (Accounts Receivable)

## Form Location

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

```
ANMISSIONS ACADEMICS STILLS
```

## Notification of Invoice vs. Payment Notification

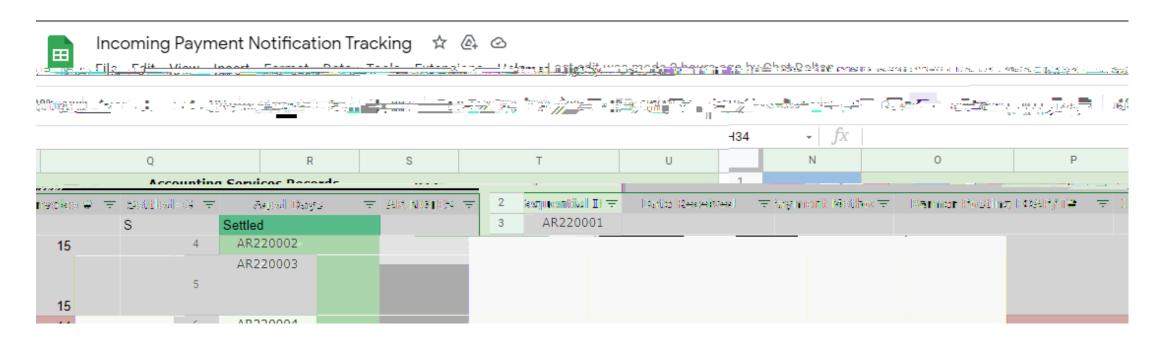
• Notification of Invoice: The submitter has submitted an invoice to a vendor for payment. [Generally, Accounting Services will no longer be generating invoices – an invoice template will be provided with instructions to use this Notification of Incoming Payment process. Exceptions exist because some 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



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.)