

# Incoming Payment Notification Form

(Accounts Receivable)



# Form Location

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



# 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>

The screenshot shows a Google Sheet interface. At the top, the title bar reads "Incoming Payment Notification Tracking" with a star icon, a share icon, and a refresh icon. Below the title bar is a menu bar with options: "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Extensions", "Help". The main content area displays a spreadsheet with columns labeled Q, R, S, T, U, N, O, P. The spreadsheet has a header row with the text "Accounting Services Records". Below the header, there are several rows of data. The first row has a green background and contains the word "Settled" in column S. The second row has a grey background and contains the number "4" in column R and the text "AR220002" in column S. The third row has a grey background and contains the number "5" in column R and the text "AR220003" in column S. The fourth row has a grey background and contains the number "6" in column R and the text "AR220004" in column S. The spreadsheet also shows a status bar at the bottom with the value "-134" and a formula bar with "fx".

	Q	R	S	T	U	N	O	P
	Accounting Services Records							
	S		Settled					
15		4	AR220002					
			AR220003					
15		5						
			AR220004					

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.)



