

Section 04.03

HOW TO HANDLE A PIP

What is a PIP?

- A PIP is a Purchasing Invoice Problem.
- A PIP is a method of communication from Accounts Payable to the originator of a purchasing document regarding a specific problem with a payment.
- PIP'S are sent directly to the creator (FYI) or to all the creators in a department (FYA).
- PIP'S go to the creators inbox, and FYA PIP'S are routed back to Accounts Payable.

How to Handle a PIP

- When the PIP arrives in your inbox, use the F8 key to select the document for your review.
- After selecting the document for review press the F6 key to see the notes from accounts payable. Ex. NOTES: NEEDS APPROVAL
- Take action on the original document if instructed to by the Accounts Payable Specialist.
- For FYA PIP'S, type "APP" on the action line, if appropriate, to approve the PIP and it will route back to Accounts Payable. That will allow Accounts Payable to pay the vendor.
- For FYI PIP'S review the notes (F6) for possible ways to avoid getting PIP'S in the future, then put "DIS" on the action line to discard the PIP. EX: DIS

If you need any help regarding invoicing issues, you can contact the appropriate accounts payable specialist by vendor name using the following guidelines:

Vendors A-F - EXT #2781

Vendors G-O- EXT #5554

Vendors P-Z - EXT #5956