**Regular Maintenance Accounts Payable**

1. An Accounts Payable invoice must be fully processed in order to be correctly recorded in Projects and the General Ledger (GL). An invoice needs to be fund reserved in order for it to record in budget control.

1. For non-purchase order invoices **(non-PO invoices)**, a fully processed invoice is one that is approved, has a validated status (i.e. has successfully been fund-reserved), and is posted to the General Ledger (GL). For **PO matched invoices**, a fully processed invoice is one that is approved and validated. Matching is a process in Quantum where an invoice is traced and matched with the related PO and a receipt entered in Quantum to ensure the integrity of the payment being disbursed. A fully matched invoice has a valid budget status, and is posted. Once a payment is effected through a fully matched invoice, the payment is referred to as a disbursement. Please note that in instances where only purchase order and invoice is matched, only a 2-way match is required to effect a payment and record a disbursement, e.g. DSA or travel related that amount more than USD5k.

**Objective of Accounts Payable (AP) regular maintenance**

1. The objective of AP data-cleaning is to ensure that expenses in the General Ledger, Budget Control and Projects are accurate, complete and recorded in the correct accounting period. This is important to ensure that the resources are not held up, that they are used efficiently and that the donor reports are accurate. The regular maintenance process must include POs and invoices that have been prepared on behalf of other agencies.

1. Country Offices and HQ units must ensure that:
   * All invoices with an accounting date on or before the monthly accounting period date are either fully processed or are cancelled or closed;
   * All fully processed invoices have valid Chart Fields.
   * Aged held –up payments are rectified , resolved and paid
   * The POs that are receipted but not invoiced are reviewed and actions taken in time.

**Common errors**

1. This section sets out common types of problems in AP where Country Offices and HQ units need to take regular maintenance action. Specifically, issues with invoices that are not fully processed (either “pending approval” or “rejected” or “invoices on hold” or “instalments on hold”) are:
   * Funds could not be reserved for invoice line;
   * Total of invoice distributions does not equal invoice amount;
   * The attributes failed business rule and transaction control validations;
   * Billed quantity exceeds ordered or received quantity;
   * Amount billed exceeds amount ordered;
   * Invoice price exceeds purchase order price for PO;
   * Potential Duplicate Invoice for the supplier, invoice date and Invoice amount combination is identified.