

*FYI PIPs*

## How to Handle FYI PIPs in Your Inbox

In order to improve communication between Accounts Payable and your department/unit, the following process for handling Purchase Invoice Problems (PIPs) has been developed. If there is a problem with your document, an FYI notification of that Purchase Invoice Problem (PIP) arrives in your inbox Screen 910. An FYI PIP is created by an Auditor in Accounts Payable and sent just to the creator of the document. It is For Your Individual Action. Discarding or rejecting a FYI PIP is not recommended, since this action does not provide enough information to assure the Accounts Payable auditor that the action was completed and that the document should be paid. In addition, departmental/unit personnel should frequently check the inboxes of document creators that are on vacation or work part-time by going to Screen 911 and typing the last name of the employee and choosing the correct name from the drop-down menu.

### ***How to Handle a FYI PIP***

1. Select the PIP from your inbox. Press F6. Read the FYI **PIP**.
2. Research/handle the problem.
3. Type **NOT** in the action line on the Invoice Problem Cover Sheet. <enter>.
4. Type your response in the PIP note section. <enter>. Your note will capitalize. F4 brings you back to the Invoice Problem Cover Sheet screen.
5. Type **FYI** in the action line on the Invoice Problem Cover Sheet. <enter>.
6. Type the name of the auditor that sent the **PIP** to you – Last name, first name and press <enter>.
7. NEVER discard the **PIP** without adding the notes and routing back to the Accounts Payable Auditor, unless the auditor tells you that you can discard after reading.

Please contact the auditor that sent the PIP if you have any questions or need further assistance.