



Vendor Payment Method Validation Rules

July 25, 2012

Payment Method Definitions

1. **C – Checks:** External, non-payroll
2. **E – ACH:** Non-payroll transfers, CTX format
3. **I – IDT:** Inter-departmental transfers
4. **S – Checks:** Single pay, non-payroll
5. **V – A/P Control:** Credit card, non-payroll
6. **F – Funding Transaction**

Validation Rules

1. **If the Vendor has enrolled with the State Treasurer in the A/P Control program (payment method V),** the agency cannot override the payment method on any invoice.
2. **If the Vendor has enrolled in the electronic payment program with the State Treasurer (payment method E),** the payment method may be overridden with a C or S only.
3. **If the Vendor has not enrolled in any payment program with the State Treasurer (not a V or E),** the default payment method will be either a C or S.
 - a. If the default payment method is a C, the payment method on a specific invoice can be changed to an S only (not an E or V).
 - b. If the default payment method is an S, the payment method on a specific invoice can be changed to a C only (not an E or V).
4. **The Payment Method of F cannot be used by any agency personnel.** This payment method is for specific purposes and specific vendors and will be entered by the State Treasurer or Comptroller General staff only.