Invoice Certification

Brief

<table>
<thead>
<tr>
<th>Title:</th>
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<tbody>
<tr>
<td>Publication date:</td>
<td>1/10/2018</td>
</tr>
<tr>
<td>Effective date:</td>
<td>12/1/2017</td>
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</table>

BRIEF

Policy Summary

This policy defines requirements and procedures for certifying vendor invoices at Lawrence Berkeley National Laboratory (Berkeley Lab). Approval of procurement costs (i.e., commitment of funds) should take place during the requisition process. Berkeley Lab's policy is to pay all invoices timely, accurately, and in accordance with the terms and conditions of the applicable subcontract and all other applicable regulations.

Who Should Read This Policy

Any employee involved in reviewing and/or certifying vendor invoices at Berkeley Lab, including buyers, technical representatives, and requestors.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page.

Contact Information

Accounts Payable Manager

Policy

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POLICY

A. Purpose

This policy defines requirements and procedures for certifying vendor invoices at Lawrence Berkeley National Laboratory (Berkeley Lab). Approval of procurement costs (i.e., commitment of funds) should take place during the requisition process.

B. Persons Affected

Any employee who reviews and/or certifies vendor invoices at Berkeley Lab, including buyers, technical representatives, and requestors.

C. Exceptions

Not applicable.

D. Policy Statement

1. General
   a. Berkeley Lab's policy is to pay all invoices timely, accurately, and in accordance with the terms and conditions of the applicable subcontract and all other applicable regulations.
2. Invoice Certification Requirements
   a. An invoice certifier is required to certify that goods were received or services were satisfactorily performed per purchase order/subcontract requirements and that the invoice adheres to the terms of the purchase order/subcontract. This may require the certifier to consult with the technical representative and/or requester.
   b. The certification must be performed in a timely manner to ensure that the vendor is paid within the payment terms of the purchase order/subcontract. Failure to provide timely certification may result in a late payment, which could affect Berkeley Lab’s ability to comply with the purchase order/subcontract and/or U.S. Department of Energy requirements.
   c. When a vendor invoice is received at Berkeley Lab’s Accounts Payable department, it is entered into the FMS. If certification is required, a system-generated e-mail is sent to the designated certifier for approval, and a copy of the invoice is attached to the online invoice certification screen.
   d. If for any reason it is determined that any portion of the invoice should not be certified, the certifier is responsible for notifying Accounts Payable and the buyer for resolution.
   e. For purchase orders/subcontracts over $1 million, any invoice over $100,000 requiring certification must also receive:
      i. Approval from an employee authorized in the Laboratory’s Signature Authorization System (SAS) database for the amount of the invoice.
      ii. Concurrence from the buyer for the amount of the invoice. The buyer will receive a system notification that their concurrence is required. The purpose of the buyer concurrence is to ensure that the invoice conforms to the terms and conditions of the purchase order/subcontract.
   f. If the buyer has indicated in the FMS that the invoice requires review of travel costs, the system will route the invoice to Travel for review. Travel will notify the invoice certifier if there are issues to be resolved.

E. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Requisition preparer</td>
<td>• Works with the requester to identify the scope of the procurement.</td>
</tr>
<tr>
<td></td>
<td>• Identifies the invoice certifier, as necessary.</td>
</tr>
<tr>
<td>Certifier</td>
<td>• Uses the online certification system to certify in a timely manner that</td>
</tr>
<tr>
<td></td>
<td>services have been performed and/or goods have been received and</td>
</tr>
<tr>
<td></td>
<td>include all required supporting detail. For example, a T&amp;M subcontract</td>
</tr>
<tr>
<td></td>
<td>would require labor cost detail including names, positions, job</td>
</tr>
<tr>
<td></td>
<td>classifications, hourly rates and materials used.</td>
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<tr>
<td></td>
<td>• Ensures that invoices conform to all purchase order/subcontract</td>
</tr>
<tr>
<td></td>
<td>requirements.</td>
</tr>
<tr>
<td></td>
<td>• Consults with the technical representative and/or requester as</td>
</tr>
<tr>
<td></td>
<td>necessary to confirm the above.</td>
</tr>
<tr>
<td></td>
<td>• Notifies the vendor and the buyer of any discrepancies to resolve them</td>
</tr>
<tr>
<td></td>
<td>in a timely manner.</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>• When the invoice is received, enters the invoice information in the FMS</td>
</tr>
<tr>
<td></td>
<td>to create a voucher.</td>
</tr>
<tr>
<td></td>
<td>• Makes adjustments based on vendor credit memos or similar documentation.</td>
</tr>
<tr>
<td></td>
<td>• Accrues all invoices not yet certified at month end and year end.</td>
</tr>
<tr>
<td>Procurement buyer</td>
<td>• Works with the division to determine if certification is required on a</td>
</tr>
<tr>
<td></td>
<td>purchase order/subcontract and assists the division in identifying a</td>
</tr>
<tr>
<td></td>
<td>certifier other than the requester, if appropriate.</td>
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<tr>
<td></td>
<td>• For invoices over $100,000 on subcontracts over $1 million, ensures</td>
</tr>
<tr>
<td></td>
<td>that the invoice conforms to the terms and conditions of the purchase</td>
</tr>
<tr>
<td></td>
<td>order subcontract.</td>
</tr>
<tr>
<td>Signature Authorization System (SAS)</td>
<td>• For any invoices over $100,000 on purchase order/subcontracts over $1</td>
</tr>
<tr>
<td>approver</td>
<td>million, provides approval of the invoice amount.</td>
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<tr>
<td></td>
<td>• Ensures that any required funding approvals are made in accordance</td>
</tr>
<tr>
<td></td>
<td>with the Signature Authority for Financial Transactions Policy.</td>
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F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</table>

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
<table>
<thead>
<tr>
<th>Certifier</th>
<th>A Berkeley Lab employee designated to review and certify invoices, and to validate the receipt of goods or services prior to payment. Certification does not authorize the commitment of funds.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition preparer</td>
<td>The person who enters the requisition into the FMS and who works with the requester to identify the certifier.</td>
</tr>
<tr>
<td>Voucher</td>
<td>An invoice that has been entered into the FMS.</td>
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G. Recordkeeping Requirements

None

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.01.013.001</td>
<td>Certification Instructions</td>
<td>Procedure</td>
</tr>
</tbody>
</table>

I. Contact Information

Accounts Payable Manager

J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>1/2/2012</td>
<td>1</td>
<td>M.A. Bothe</td>
<td>Rerformat for wiki</td>
<td>All</td>
<td>Minor</td>
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<tr>
<td>11/30/2017</td>
<td>1.1</td>
<td>M.A. Bothe</td>
<td>Clarify when certification is required; clarify that procurement buyer has a concurrence role</td>
<td>D</td>
<td>Minor</td>
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<tr>
<td>1/10/2018</td>
<td>1.2</td>
<td>T. Carlson</td>
<td>Update link to &quot;Certification Instructions&quot; implementing document.</td>
<td>H</td>
<td>Editorial</td>
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DOCUMENT INFORMATION

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<td>Next review date:</td>
<td>12/1/2020</td>
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<tr>
<td>Policy Area:</td>
<td>Accounting</td>
</tr>
<tr>
<td>RPM Section (home)</td>
<td>Financial Management</td>
</tr>
<tr>
<td>RPM Section (cross-reference)</td>
<td>11.31</td>
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<tr>
<td>Functional Division</td>
<td>OCFO</td>
</tr>
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<td>Prior reference information (optional)</td>
<td>RPM, Chapter 11, Section 11.31</td>
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Source Requirements Documents

- LBNL Procurement Standard Practices Manual, SP 32.1, Payments

Implementing Documents
### Other References

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