1. On the Checkout page, click on the "Billing" tab, then on the "edit" link to the right of "Billing Options". This will open the available Billing Options for selection.

2. Accounting Date
   The Accounting Date will default to the date on which you place the order. This is appropriate for most orders. If you need to select a date during a different open accounting period, you may do it here by using the calendar link or simply typing the date in the field provided. Accounting periods are open for expenditures for the current month and four months following the current month.
3. **Hold For Invoice Approval**

Hold For Invoice Approval may be selected by checking the box to the right of this option. Selecting this option will require that an invoice is approved by an individual with GFA on the activity or project on the order before payment of the invoice can be made, regardless of the dollar amount on the PO. It allows the user time to review and approve an invoice before it is paid. It is important to understand that this option places responsibility on the department because payment cannot be made until the invoice is approved. This option is selected per order and should be used with great discretion.

![Billing Options](image)

4. **Handling Code Override**

Click on arrow to open the dropdown menu.

![Billing Options](image)

The dropdown menu displays several accounting codes which are available but not commonly used:

- **FO** = Foreign Mail
- **HP** = Hold for Pickup
- **SH** = Special Handling
- **ST** = Stuffer (this refers to a Stuffer provided by the user to be sent with the payment to the supplier)
- **US** = US mail
- **WT** = Wire Transfer (The Wire Transfer Form must also be completed and sent to the email address on that form)
5. **Separate Payment Override**
   Click on the dropdown menu to the right of Separate Payment Override.

Supplier payments usually include the payment of multiple invoices on a single check. If you have a business reason for having a check issued to include your invoice only, you may select "Y" for yes from this dropdown menu.

6. **Payment Message**
   To add a message to the supplier which will appear on the check, type the message in this field. Be aware that this message will only be seen if the supplier receives a hard copy check in the mail, not on direct deposits or SUA (Single use account) payments. If this option is selected, you should also select Separate Payment Override.
7. **Require to Exact PO-to-Invoice match**

Accounts Payable has a default tolerance level when matching the dollar amount of a PO to an Invoice. This tolerance level is $1000.00 and comes into play to pay for slight discrepancies in cost, added shipping fees, etc. This is generally seen as an advantage to allow invoices to be paid in a timely fashion.

However, you may have orders for which you have agreed with the supplier on a very specific price. In this case you may want to select the Exact PO-to-Invoice Match option, by checking the box to the right of it. When you select this option an invoice will not be paid that is even one penny over the amount of the PO without approval from the department.

As with all Billing Options, this option is selected per order and should be used with great discretion.

![Billing Options](image)

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8. **Prevent automatic PO distribution. Check box to manually distribute PO.**

If you want to prevent the automatic distribution of your PO to the supplier, check this box. This can be done either when the supplier does not need a PO, or when you want to take the responsibility to send the PO to the supplier yourself.

![Billing Options](image)