

Welcome to Portland State University Accounts Payable Workshop



April 17, 2012

Objectives

- **Importance of Training**
- **Overview of SAS functions**
 - Purchasing Assistance
 - Invoice Approval
 - Personal Reimbursement Review and Approval
 - Centralized Billing
 - Issue payments to vendors
 - Month/Quarter/Year end close
- **Documentation**
- **Commonly Made Mistakes**
- **Provide Helpful Tools**
- **Question and Answer**

Why is This Important?

- <http://www.youtube.com/watch?v=otiMil1kt1Y>
- Get updates on Accounts Payable policy
- Open up communication between departments and Accounts Payable Office
- Training as a foundation for change



SAS Functions

- Purchasing assistance
 - Purchase Order
 - Vendor Set-up
- Invoice approval
 - Final approval on invoices
- Personal reimbursement review and approval
 - Hosting
 - Other reimbursements
- Centralized billing
 - Create invoice and JV
- Issue payments to vendors
 - Check and Direct Deposit
- Month/Quarter/Year-End Close

Purchasing Assistance

- Plan purchases of operating supplies
- Purchase Order required for \$25,000 or greater
- Vendor Setup
 - Forward all address change requests to vendset@pdx.edu
 - W9 needed for new **vendors-these should be faxed to 503-725-3400 or hand delivered**
 - Forward all bankruptcy/assignment notices to SAS



Invoice Approval

- **What's the big deal with Approval Queues?**
 - Record of approval/Separation of Duties
 - Need to ensure proper people in queues (2+)
 - Review queues to ensure accuracy
 - For changes, fill out FIS Chart of Accounts Request Form
- **Direct pay invoices route through approval queues to a department approver before SAS**
- **Banner invoices referencing PO will route directly to SAS**

See Invoice Quick Guide Handout

Invoice Approval Cont...

- **Items to note on invoice**
 - Banner Invoice #
 - Index Code
 - Account Code
- **What is the deal with payment due date in Banner?**
 - Not necessarily when payment will be generated
 - Plan ahead!
 - Considerations
 - Direct deposit or check payment
 - Approved at department level and SAS
- **Special handling**
 - Does something need to be attached to payment?
 - Does payment need to be picked up? Limit # of checks
 - Is there a rush?
 - Have you selected 1 instead of M on the invoice?
 - Did you attach a special handling form?

Personal Reimbursements Cont...

Hosting

- University Place Hotel
 - Common uses: Lodging for guests, candidates, recruits, consultants, etc.
 - Third party billing form is required-found on BAO website
 - Temporary lift on policy stating hosting in Portland has to take place at UPL
 - Hotel Modera-temporary agreement (must complete PO)
 - Representative: Jacob Parker-- jparker@hotelmodera.com



Personal Reimbursements

New Hosting Rates!

- \$16.25 breakfast
- \$16.25 lunch
- \$32.50 dinner
- **Attach agenda, list of attendees, and original itemized receipt**
 - Good vs. bad hosting
 - Can include 15% tip, but included in rates



See Hosting Handouts

Personal Reimbursements Cont...

- **Reimbursable expenses:**
 - Supplies
 - Workshop registration
 - Institutional Memberships
- **Non-Reimbursable Expenses:**
 - Alcohol
 - Flowers/gifts
 - Personal charges
 - Decorations for office
 - Breaking hosting guidelines
 - Personal memberships



Personal Reimbursements Cont...

Types of Reimbursement

- **Personal Fund**
 - Operating Advance?
- **Departmental Petty Cash**
- **Cash Paid Out**
 - Reimbursed through Cashiers Office
 - Form available on BAO website under 'Cashiers'
 - Expenses under \$60 excluding travel, hosting or meals



Personal Reimbursements Cont...

Personal Reimbursement Form

- Required if reimbursement is needed
- Turned in within 60 days
 - Tighter turn around for FYE Close
 - If late, 60 day late justification is required
- Two/three signatures required
- Complete business purpose

See Sample of PR Form

Centralized Billing Through SAS

- What's the process? Make sure to provide accurate information.
- Vendors:
 - Aramark-Billed weekly-hosting rules still apply
 - If over \$5,000 prepare PO
 - Clean Copy-Billed monthly
 - Costco-Billed monthly
 - Obtain Costco card from Purchasing
 - Oregonian-Billed monthly
 - FedEx Office-Billed monthly
 - Stevens IS-Billed monthly



Issue Payments to Vendors

Payment Methods

- Check
 - Run once a week (Wednesdays)
 - Mailed out
- Direct Deposit (ACH)
 - Run every day
 - Notification
 - Efficient
 - Forms w/ HR vs. AP

Problems with Payment

- Lost/stolen checks
 - Lost check statement

Month/Quarter/Year-End Close

Deadlines are critical

- Inter-institutional JVs, P-Card, Reimbursements, Invoices, and JVs: 3rd working day of the month
(see BAO website for new complete closing schedule)

Approval queues are staffed

- People are here and approving
- Proactive-start early

Original documents are in SAS for approval

- Documents must be in our office by deadline
- Documents have already been approved by dept by deadline

Year-End Close Considerations

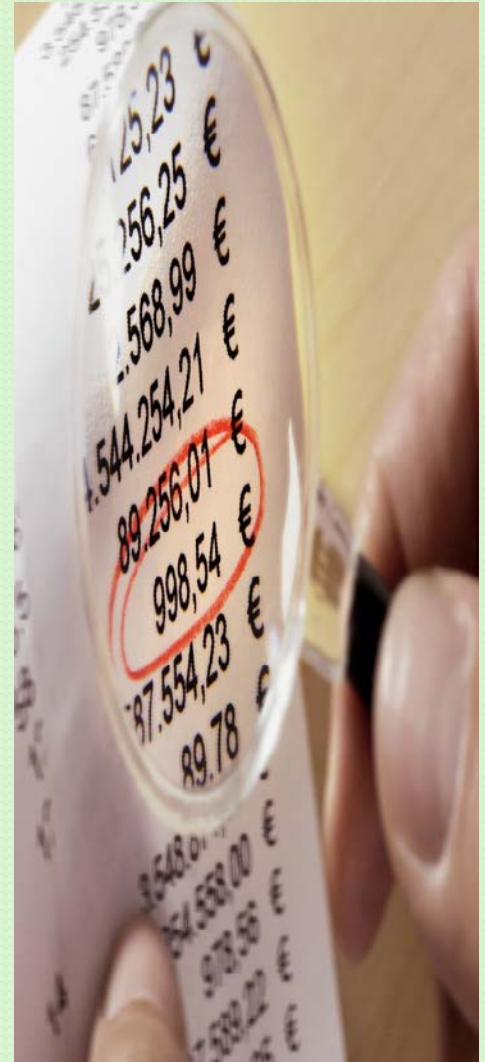
Pre-Paid Expenses

Normal Program Code	Pre-paid Program Code
0xxxx	99602
1xxxx	99620
2xxxx	99630
3xxxx	99640
4xxxx	99650
5xxxx	99660
6xxxx	99670

****Do not use pre-paid program codes for foundation index codes (FOUxxx), Restricted funds (2xxxxx,3xxxxx,4xxxxx) & Research Grants**

Documentation

- What is invalid documentation?
 - Quote
 - Invoice
 - Charge card tear slip
- What is valid documentation?
 - Original itemized original receipt
 - Bank statement as proof of payment
 - Web purchase confirmation



Commonly Made Mistakes

- **Incorrect individuals signing forms (check out new signature authorization form)**
- **Missing signatures on forms**
- **Selecting a VO or CU address for invoices**
- **Incomplete backup documentation for hosting expenses**
- **Incorrect Account codes**
- **Selecting different VP addresses with credit memo**

Helpful Resources

All found on BAO website www.pdx.edu/bao

- PSU Substitute W/9
- Authorized Signature Form
- Personal Reimbursement Form
- Special Handling Form
- Hosting Guidelines
- Personal Reimbursement Guideline
- Invoice Approval Quick Guide
- AP FAQs



We are Here to Help

- Payables email – sasap@pdx.edu
- Vendor setup email- vendset@pdx.edu
- Laurel- tracyl@pdx.edu 5-4918
- Xi- xi@pdx.edu 5-4372
- Noor – nsukhun@pdx.edu 5-9825
- Laura- lparras@pdx.edu 5-3750