Welcome to Portland State University
ACCOUNTS PAYABLE POLICY TRAINING

Friday, July 19, 2019
OBJECTIVES

• Overview of CAS functions
• Documentation
• Commonly Made Mistakes
• Provide Helpful Tools
• Question and Answer
CAS FUNCTIONS

• Purchasing Assistance
  • Vendor Set-up
  • Info on Contracts and PSIs
• Invoice and personal reimbursement approval
  • Audit documents
  • Final approval
• Maintain OnBase document retention system
• Centralized billing
  • Create invoice to pay bill
  • Prepare JV to expense appropriate departments
• Issue payments to vendors
  • Checks-only on Wednesdays
  • Direct Deposit-daily
• Month, Quarter, & Year End Close
DO YOU NEED A CONTRACT?

You do IF:

• E-mail contracts@pdx.edu for help
• If you have a contract #, add it in FOATEXT!

The vendor attaches terms, agreements and conditions to a quote or invoice.

The quote or invoice requires a signature by someone with Delegated Signing Authority at PSU

Required for all vendors where PSU purchases over $25,000 in goods/$5,000 in services

Any and All payments to non-US vendors/individuals for SERVICES
The PSC MUST be used:

- For services costing more than $5,000.
- If total payments paid to the contractor by your department in the calendar year exceed $5,000.
- When multiple payments will be made.
- When a contract end date extends more than three weeks into the future.
- For Non-Resident Aliens.

The PSI MAY be used for:

- Services costing less than $5,000
- Services already performed or to be performed within 3 weeks.
- Services for which a single payment is made.
- Where the total payments to the contractor in the calendar year exceed $5,000.

A person performing services under a PSC or PSI must be an Independent Contractor and not have been a PSU Employee within the calendar year.

If you have any questions about PSCs and PSIs, please contact contracts@pdx.edu.
PERSONAL SERVICES INVOICE (PSI)

PSI forms are located at

http://www.pdx.edu/purchasing-contracting/

Always use this link in case form has any updates

COMPLETED AND SIGNED PSIs are to be sent directly to Campus Accounting Services.

Consult the “Personal Service Invoices in Ten (Relatively) Easy Steps” document if you have any questions about the PSI process.


Account Code

24599
PSI - CONTINUED

• Dollar threshold is $5,000 per PSI
• $5K threshold per department, not per index
• No splitting payments to avoid $5K threshold
• One payment only per PSI!
• Service must be performed within 3 weeks of payment
• Must have all appropriate signatures (ex. Payee, Department Authorized Signature)
• No alterations of PSI form of any kind. If vendor needs alterations, CAPS must be involved
PURCHASING ASSISTANCE

• Operating supplies?
  • Check out **ePSU (CAPS)**
    USE P-CARD

• $25,000 or over for goods? Use Purchase Order
• $5,000 or over for services? Use PSC
• Any and all **non-US** vendors/individuals for services? Must go through CAPs!
CHARGING TO A FOUNDATION INDEX?

• 100% Foundation Funded
  • Send all documentation to Foundation (except NRA payments and PSIs now go 100% through PSU using Department Foundation index)

• Split Foundation/PSU Funded
  • Send to Campus Accounting
    • Necessary documentation
  • Send to Foundation
    • Signed and Completed Foundation Check Request Form
    • Copy of Necessary documentation sent to Campus Accounting

W9 & VENDOR SETUP

• Vendor Setup
  • Forward all address change requests to vendset@pdx.edu (may still need new signed W9).
  • **Any banking changes, name changes, Tax ID changes must have new signed W9**
  • W9 needed for new vendors- **these should be faxed to 503-725-3400 or hand delivered**

*For more information about Vendor Setup, please consult: vendset@pdx.edu*
1099 TAX REPORTING

• Annual cumulative services of $600 or more
  - Printing
  - Copying
  - Grading
  - Data Collection
  - Note taking
  - Calligraphy

• Check from PSU directly to Vendor NOT PSU reimbursement to faculty for payment to vendor
1042-S TAX REPORTING

• Foreign Services
  • Services provided by Foreign entities/individuals

Account Code
24998
FREQUENTLY USED ACCOUNT CODES

• Frequently Used Account Code list to determine correct account code.

• OUS Fiscal Policy Manual which provides brief descriptions of the account codes.
  • http://www1.ous.edu/owfp/plsql/fpm.index_list
BANNER TRAINING

• Contact Dan Weiss at fishelp@pdx.edu
• Banner Training Opportunities online

• Intro to Banner
• Direct Pay Invoicing
• Purchase Orders
• Regular Pay Invoicing
FOIDOCH IS YOUR FRIEND!

Status Indicators FOIDOCH 9.3.2.A.PA (oprd):

- (A) Approved
- (C) Completed
- (F) Final Reconciliation
- (P) Paid
- (R) Receipt Required
- (S) Suspended
- (O) Open
- (X) Cancelled
- (V) Void
- (H) Hold
- (T) Tagged Permanently

Cancel
<table>
<thead>
<tr>
<th>Vendor Invoice</th>
<th>Invoice</th>
<th>Approval</th>
<th>VIC</th>
<th>Credit Memo</th>
<th>Open/Paid</th>
<th>Cancel</th>
<th>Vendor Invoice Amt</th>
<th>Due Date</th>
<th>Check Date</th>
<th>Check Number</th>
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<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>28.81</td>
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<td>N</td>
<td>P</td>
<td>N</td>
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<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
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<td>10/17/2018</td>
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<td>N</td>
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<td>N</td>
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<td>10/31/2018</td>
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<td>10/31/2018</td>
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<td></td>
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<td>N</td>
<td>O</td>
<td>N</td>
<td>177.23</td>
<td>10/31/2018</td>
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<td>N</td>
<td>O</td>
<td>N</td>
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<td>11/07/2018</td>
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<td><strong>Total</strong></td>
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<td><strong>74,714.93</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record 21 of 26
INVOICE APPROVAL

• Regular pay invoices will route directly to CAS (because PO has already been approved by department)

• Direct pay invoices route through approval queues to a department approver before CAS

• Before approving, we:
  • Verify accuracy & appropriateness of account codes and business purposes
  • Check to see the person inputting, is different than the approver
  • Make sure CAS, has the original documents
<table>
<thead>
<tr>
<th>Queue ID</th>
<th>Queue Description</th>
<th>Queue Level</th>
<th>Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>659D</td>
<td>WALKER GRANTS DPAY</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>DPAY</td>
<td>CAS DIRECT PAY INVOICE AUDIT</td>
<td></td>
<td>1 +</td>
</tr>
</tbody>
</table>

*+ Indicators what will be approved*

<table>
<thead>
<tr>
<th>Queue</th>
<th>Level</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>659D</td>
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<td>Nicole Braman</td>
</tr>
<tr>
<td>659D</td>
<td>1</td>
<td>Janet Walker</td>
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<td>659D</td>
<td>1</td>
<td>Jennifer Williams</td>
</tr>
<tr>
<td>659D</td>
<td>1</td>
<td>Kerry Taylor</td>
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<tr>
<td>659D</td>
<td>1</td>
<td>Mary Oschwald</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>In suspense</th>
<th>Detail</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
</table>

Record 1 of 2

Record 1 of 5
INVOICE APPROVAL CONT...

• Items to note on invoice
  • Banner Invoice #
  • Index Code
  • Account Code
    • If applicable, Purchase Order and PSU Contract numbers

• Payment due date in Banner
  • Please take into consideration
    • Is payment direct deposit?
    • Is it printed check?
      • Only cut Wednesdays
      • Plan ahead
  • Approved at department level and CAS
FINAL NOTES ON INVOICE APPROVAL

• Special Handling Requests
  • Does something need to be attached to payment?
  • Does payment need to be picked up?

  • Fill out the Special Handling Form and change the status indicator from “M” to “1” in Banner.
  • To change the status indicator while entering your invoice go to “Tools” in the Toolbar and then click “Status Indicator”. Change from “M” to “1” and then Save.

• Be sure to include the special handling form and documentation the vendor request along with the invoice.
ONBASE

OnBase is our document retention system.

When invoices arrive to FAST-CAS they are scanned into the OnBase system within 24 hours of receipt.

Once in invoice is in the system they are audited by the FAST-CAS team.
ONBASE CONT.

Things to note in OnBase:

• Departments/auditors can retrieve invoices through OnBase

• Ensure invoices are approved by dept. Those who are audited and not yet approved get put in 5 day hold

• FAST-CAS accountants can add notes and append documentation to already uploaded documentation in OnBase.

• This application has sped up monthly/quarterly/year end closes, we are also able to give definitive answers if documentation has been received by FAST-CAS.
We are currently working with OIT to launch a solution that will allow departments to upload their own invoices directly into OnBase.

So keep in eye out for more information FAST-CAS regarding the launch of this solution.
PERSONAL REIMBURSEMENT STEPS

1. Fill out forms and attach all original receipts
2. Get Authorized Departmental Signatures
3. Send to CAS

New signature authorization forms should be sent to Tami Nguyen, thien@pdx.edu
Things to note on personal reimbursements

- Vendors address should not be their work address
- Clear business purpose
- Index and (non-taxable) account code section is filled out
- All original signatures
- Make sure the person signing for departmental approval:
  - Has filled out a signature authorization form
  - Is able to sign for the index code provided
- If on a grant, a third signature from SPA should be included

Should be received by FAST-CAS within 60 days of purchase
PERSONAL REIMBURSEMENTS

Hosting Rates!
• $17.00 breakfast
• $17.00 lunch
• $34.00 dinner

• Attach agenda, list of attendees, and original itemized receipt
  • Allowable vs. Unallowable hosting
  • The above rates include a 15% tip; Hosting rates can include up to 20% tip.
DOCUMENTATION FOR PERSONAL REIMBURSEMENTS:

Documentation provided should show two things: Items purchased and proof of payment

<table>
<thead>
<tr>
<th>Proof of items purchased</th>
<th>Proof of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Bank statement</td>
</tr>
<tr>
<td>Itemized receipt</td>
<td>Charge card tear slip</td>
</tr>
<tr>
<td>Web purchase confirmation</td>
<td>Credit card statement</td>
</tr>
<tr>
<td>Itemized receipt showing method of payment</td>
<td></td>
</tr>
</tbody>
</table>

• What is invalid documentation?
  • Quote
  • Invoice
  • Charge card tear slip
If all measures to obtain a required missing receipt have been exhausted, the “Personal Reimbursement Missing Receipt Memo” should be completed.

- These memo should be completed by the claimant who incurred the expense.
- The claimant must provide proof of payment such as a credit card statement.

These memos may not be completed on a routine basis and overuse may revoke the privilege of providing this memo in lieu of a receipt.
PERSONAL REIMBURSEMENTS CONT...

- Reimbursable expenses: hint hint, Pcard can be used on all below!!
  - Supplies
  - Hosting within guidelines

- Non-Reimbursable Expenses:
  - Alcohol
  - Flowers/gifts
  - Personal charges
  - Decorations for office
  - Breaking hosting guidelines
  - Services
CENTRALIZED BILLING THROUGH CAS

- Make sure to provide accurate information to vendors and to FAST-CAS upon request.

- Vendors:
  - Chartwell’s-Billed weekly-hosting rules still apply
  - Pacific Office Automation-Billed monthly
  - Ricoh-Billed monthly
  - FedEx Office-Billed monthly
  - Stevens IS-Billed monthly
  - Emma-Billed monthly
Thank you for partnering with us to pay Ricoh through centralized billing. This process will not only save your department time but also streamline payments and possibly provide future savings to PSU on centralized contracts.

August Centralized Billing Spreadsheet

As a courtesy, we have provided a pdf version of last month’s Ricoh Journal Voucher. Please use this document for your personal reconciliation and documentation purposes.

PDF of July’s Ricoh Journal Voucher
Thank you for partnering with us to pay Pacific Office Automation through centralized billing. This process will not only save your department time but also streamline payments and possibly provide future savings to PSU on centralized contracts.

**August Centralized Billing Spreadsheet**

With any new process, we are expecting a few hiccups every now and again, thus if you happen to receive an invoice directly from Pacific Office Automation please be sure to email us before entering it into Banner.

As a courtesy, we have provided a pdf version of last month’s Pacific Office Automation Journal Voucher. Please use this document for your personal reconciliation and documentation purposes.

**PDF of July’s Journal Voucher**
CHARTWELL’S

If you are charging a Chartwell’s Expense to a Departmental Foundation Index, be sure to send your Foundation Check Requests to Foundation
ISSUE PAYMENTS TO VENDORS

Payment Methods

• Check
  • Run once a week (Wednesdays) Also, next Friday June 29
  • Mailed out

• Direct Deposit (ACH)
  • Run every day
  • Notification
  • Efficient
  • Forms w/ HR

Problems with Payment

• Lost/stolen checks
  • Lost check statement
  • Notify Cindy Waugh at Waugh@pdx.edu
CLOSINGS

• Monthly, quarterly, and year end

• Important dates
  • Documentation (invoices and reimbursements) to FAST-CAS by 3rd working day of the month
  • Closing is on the 5th working day of the month

• Approval queues should be staffed

• Departments may back date invoices as long as deadlines are met and department approval occurs
COMMONLY MADE MISTAKES

• Incorrect individuals signing forms
• Missing signatures on forms
• Signing on behalf of someone else
• Selecting a VO or CU address for invoices instead of VP
• Selecting different VP addresses with credit memo
• Incomplete backup documentation for hosting expenses
• Incorrect Account codes
HELPFUL RESOURCES

All found on UFS website
www.pdx.edu/financial-services

- W/9
- Frequently Used Account Codes
- 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 - campusaccounting@pdx.edu
• Vendor setup email - vendset@pdx.edu
• Laurel - tracyl@pdx.edu 5-4918
• Tami (for Chartwells)– thien@pdx.edu 5-4351
• Beth - king4@pdx.edu 5-9825
• Dan – dweiss@pdx.edu 5-3750
SHORT QUIZ
Why has a check not been generated for my invoice?

Look in FOIDOCH (Document History) and determine the payment status. If the Invoice status shows “C” (complete) determine in FOAUAPP (Approval History) who still needs to approve. If the Invoice status shows “A” (approved) the payment will be processed in the next ACH/check run.
SHORT QUIZ

When will my check be issued?

Checks are cut each Wednesday. ACH (bank transfers) are processed every day. You can look into FAIVNDH and see the date the check/ACH should be processed.
When I am entering an invoice into Banner which address should I select?

All vendor payments must have a VP address selected within the invoice. It cannot have a VO or CU address selected. If you do not see a VP address in Banner that matches where the payment should be remitted to, please contact vendset@pdx.edu.
SHORT QUIZ

Who do I contact to update a vendor’s address or add a new vendor to Banner?

Contact vendset@pdx.edu with the updated address. If a new vendor needs to be entered into Banner, have the vendor complete a PSU Substitute W9 form and send to 503-725-3400. A copy of the form can be found on the Financial Services website at: PSU Substitute W-9/ ACH (Direct Deposit) Form
SHORT QUIZ

Who should be signing personal reimbursement forms in my department?

Forms should be signed by the Claimant and by the Department Authorized Signer.

A copy of authorized signers should be in the department to refer back to. If you are unsure of who your department’s authorized signers are, please contact Tami Nguyen. If changes need to take place for the authorized signers, a new form will need to be completed.
If I have hosting expenses what do I need to do to ensure a payment is issued to cover the expenses?

Hosting must be within the hosting rate limits per person:
- $17.00 Breakfast
- $17.00 Lunch
- $34.00 Dinner

Alcohol expenses will not be reimbursed.

In addition, an agenda, a list of attendees, and an itemized original receipt must be attached.
SHORT QUIZ

When do you need a contract?

If an invoice includes terms, conditions, agreements or requires a signature contact contracts@pdx.edu. As well as, if PSU does $25,000 worth of business with the vendor.
SHORT QUIZ

What is the threshold on Personal Service Invoices?

They have a threshold of $5,000. The threshold is per department, not per index and they cannot be split into multiple Personal Service Invoices to avoid the threshold.
SHORT QUIZ

What three pieces of information must you write on an invoice before you send it to CAS for approval?

Note the Banner Document Number, Index, and Account Code somewhere easy to locate on the invoice.
QUESTION AND ANSWER
WE ARE HERE TO HELP

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• Tami (for Chartwells)– thien@pdx.edu  5-4351
• Beth - king4@pdx.edu  5-9825
• Dan – dweiss@pdx.edu  5-3750
Welcome to Portland State University
ACCOUNTS PAYABLE POLICY TRAINING

Thank you for attending!