Welcome to Portland State University
Accounts Payable Policy Training
Objectives

- Overview of CAS functions
  - Purchasing Assistance and info on Contracts
  - Invoice Approval
  - Personal Reimbursement Review and Approval
  - Centralized Billing
  - Issue payments to vendors
- Documentation
- Provide Helpful Tools
- Question and Answer
Do You Need a Contract?

You do IF:

- If you have a contract #, add it in FOATEXT!
- E-mail contracts@pdx.edu for help
PERSONAL SERVICES CONTRACT (PSI)

PSI forms are located at

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

Always use this link in case form has any changes to it

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

- Invoice approval
  - Audit Invoices
  - Final approval on invoices
- Personal reimbursement review and approval
  - Hosting
  - Other reimbursements
- Centralized billing
  - Create invoice to pay bill
  - Prepare JV to expense appropriate departments
- Issue payments to vendors
  - Checks-only on Wednesdays
  - Direct Deposit-daily
- Maintain OnBase document retention system
- Month, Quarter, & Year End Close
- Purchasing assistance-Vendor Set-up
FOIDOCH is your friend!
FAIVNDH...ANOTHER FRIEND

VENDOR HISTORY

<table>
<thead>
<tr>
<th>Vendor Invoice</th>
<th>Invoice</th>
<th>Approval</th>
<th>VC</th>
<th>Memo</th>
<th>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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<tbody>
<tr>
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<td>08021234</td>
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<td>N</td>
<td>P</td>
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<td>27-AUG-2014</td>
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<td>O</td>
<td>N</td>
<td></td>
<td>$300.00</td>
<td>29-SEP-2014</td>
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<td></td>
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</table>

Total:            |          |          |     |      |      |        |                   |              |            |              |
Invoice Approval

• Approval Queues
  • Record of approval/Separation of Duties
  • Need to ensure proper people in queues (2+)
  • Review queues to ensure accuracy

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

• **Regular pay invoices** will route directly to CAS (because PO has already been approved by department)
Still not approved? Check your queues!

<table>
<thead>
<tr>
<th>Queue ID</th>
<th>Queue Description</th>
<th>Queue Level</th>
<th>Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAY</td>
<td>BAO DIRECT PAY INVOICE AUDIT</td>
<td>1</td>
<td>+</td>
</tr>
<tr>
<td>Z28D</td>
<td>CAHN GRANTS DPAY</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

+ Indicates what will be approved

- In suspense: ☐
- Detail: 
- Approve: ✔️
- Disapprove: ☐

<table>
<thead>
<tr>
<th>Queue</th>
<th>Level</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAY</td>
<td>1</td>
<td>Ashley Dohr</td>
</tr>
<tr>
<td>DPAY</td>
<td>1</td>
<td>Corazon Alloway</td>
</tr>
<tr>
<td>DPAY</td>
<td>1</td>
<td>Alan Finn</td>
</tr>
<tr>
<td>DPAY</td>
<td>1</td>
<td>Jason Abbott</td>
</tr>
<tr>
<td>DPAY</td>
<td>1</td>
<td>Jared Trapp</td>
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<tr>
<td>DPAY</td>
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<td>Beth King</td>
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<tr>
<td>DPAY</td>
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<td>Marissa De Leon</td>
</tr>
<tr>
<td>DPAY</td>
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<td>Noor Delaughn</td>
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<td>DPAY</td>
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<td>DPAY</td>
<td>1</td>
<td>Sarah Wiemerson</td>
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<tr>
<td>DPAY</td>
<td>1</td>
<td>Laurel Tracy</td>
</tr>
<tr>
<td>DPAY</td>
<td>1</td>
<td>Linda Troupe</td>
</tr>
</tbody>
</table>
Invoice Approval Cont...

- Items to note on invoice
  - Banner Invoice #
  - Index Code
  - Account Code

- 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?
  - Does something need to be attached to payment?
    - ACH vendors should have attachments scan to them
    - Documentation can be sent in with cut check
  - Does payment need to be picked up?
  - Have you selected 1 instead of M on the invoice?
  - Did you attach a special handling form?
OnBase

OnBase is our new document retention system. When invoices arrive to FAST-CAS they are date stamped in and then scanned into the OnBase system. Once in the system they are audited by the FAST-CAS accountants.
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.
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
- Make sure the person signing for departmental approval:
  - Has filled out a signature authorization form
  - Is able to sign for the index code provided
- Index and (non-taxable) account code section is filled out
- If on a grant, a third signature from SPA should be included
- All original signatures

Should be received by FAST-CAS within 60 days of purchase
**Personal Reimbursements**

**Hosting Rates!**
- $16.25 breakfast
- $16.25 lunch
- $32.50 dinner

(These rates apply to reimbursements and invoices)

- Attach agenda, list of attendees, and original itemized receipt
- Allowable vs. Unallowable hosting
- Hosting rates include up to 20% tip

You may use the Pcard for hosting charges.

Being able to charge hosting on the Pcard should dramatically reduce Personal Reimbursements! We are providing one more avenue to not have to use personal funds for PSU purposes.
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
Personal Reimbursements Cont...

- **Reimbursable expenses:** *hint hint, Pcard can be used on all below!!*
  - Supplies
  - Workshop Registration
  - Memberships
  - Hosting with-in 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:
  - Aramark-Billed weekly-hosting rules still apply
  - Clean Copy-Billed monthly
  - Oregonian-Billed monthly
  - FedEx Office-Billed monthly
  - Stevens IS-Billed monthly
  - Emma-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

Problems with Payment

- Lost/stolen checks
  - Lost check statement
  - Notify Cindy Waugh at Waugh@pdx.edu
Closings

- Monthly, quarterly, and year end
- Approval queues should be staffed
- Departments may back date invoices as long as deadlines are met and department approval occurs
- 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
Purchasing Assistance

- Operating supplies? Check out ePSU (CAPS)
  USE P-CARD
- $25,000 or over? Use Purchase Order
- 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 CAS
Commonly Made Mistakes

• Incorrect individuals signing forms (check out new signature authorization form)
• Missing signatures on forms
• Signing on behalf of someone else
• Selecting a VO or CU address for invoices instead VP
• Incomplete backup documentation for hosting expenses
• Incorrect Account codes
• Selecting different VP addresses with credit memo
Helpful Resources

All found on UFS website

www.pdx.edu/financial-services

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

- Contact Dan Weiss at fishelp@pdx.edu
- Banner Training Opportunities online
  - Intro to Banner
  - Direct Pay Invoicing
  - Purchase Orders
  - Regular Pay Invoicing
We are Here to Help

- Payables email - campusaccounting@pdx.edu
- Vendor setup email - vendset@pdx.edu
- Laurel - tracyl@pdx.edu 5-4918
- Geoff – wishart@pdx.edu 5-4372
- Beth - king4@pdx.edu 5-9825
- Maria – mvk@pdx.edu 5-3733
- Dan – dweiss@pdx.edu 5-3750
Welcome to Portland State University
Accounts Payable Policy Training

Thank you for attending!