# AP Training

# When to use PO vs. ePAF?

PO

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# When to use a PO vs. a Check Req

## PO

- Supplies
- Materials
- Services
- Stipends / Honorariums
- Equipment
- Invoices
- Any contractual agreements
- Reimbursements to Independent Contractors for travel or other expenses
- Contact Purchasing with questions

## Check Requisition

- Reimbursements for employee moving expenses
- Volunteer or interview candidate travel
- Wire Transfer Payments
- If it needs to be approved by Purchasing it should be on a PO or paid with a Pcard except for Wire payments
- Contact Purchasing with questions

SUU

SOUTHERN UTAH UNIVERSITY

# What Delays Payments

- PO not on invoices received by AP
  - Any invoices received by AP without a correct, current PO are returned to vendors
  - Letters accompany the returned invoices communicating the reason the invoices are being returned and giving them directions to contact the departments that placed the orders for a current SUU PO
- Invoices not received by AP
  - If you have sent an invoice to Purchasing, please ensure it is also sent to AP
    - Please include the PO number in the email
    - Please don't send invoices to us from your office copier – we don't always get these. Scan them to yourself and then forward them onto us.
- W-9 not on file for the vendor
- NOTE: Please provide sufficient time for us to process payments. If we get it the day it is due for payment, we won't be able to pay it that day.

# How to Avoid Delays in Payments

# Looking Up a PO

- FOIDOCH (Document History)
- Document Type
  - REQ, INV, PO, CHK
- Document Code
  -

# FOIDOCH

# Why do we need a W-9

- Legally mandated IRS requirement to ensure we are providing the correct back-up withholdings
  - There are severe penalties if we do not have the correct back-up withholdings for payees
- Obtain correct payee name
- Obtain correct payee taxpayer ID number
- Ensure we are not duplicating vendors
- When the vendor is adverse to providing a W-9, the Substitute W-9 forms can be used: SUU website: http://suu.edu/ad/controller/pdf/w9-substitute.pdf
  - If the vendor refuses to provide a W-9 we have to withhold 28% of their payment to turn over to the IRS
- Please contact AP to verify if we have a W-9 on file
- If you send a W-9 to AP please ensure you let us know it is coming so we know who to communicate the          T number to.

# Missing W-9

- Form W-9
  -

# W-8s for International Vendors

- All international Vendors are required to provide a W-8BEN form. Contact AP for a copy of the W-8BEN form, or find it on the IRS website.

# Checking W-9 Status

- FOATEXT (General Text Entry)

- Type in FVD in the "Type" field

- Type in the T number for the entity in the "Code" field

- Next block to look at the info

- Vendors that receive only wires do not have T-numbers. Contact AP if you can't find the vendor.

# FOATEXT

# Checking Payment Status

- FAIVNDH (Vendor Detail History)

- Enter T-Number, Federal ID Number, or search using name (see searching for Vendor)

- Next block

- To Narrow your search

  - F7 to clear the screen

  - Use the "Add Another Field" drop down arrow to select what to search for

  - Use % as your wild card in the fields

  - F8 to search

- Open/Paid indicator, dates and check number

  - An "!" indicates the payment was made via Direct Deposit

  - **PCard transactions WON'T show up in this screen**
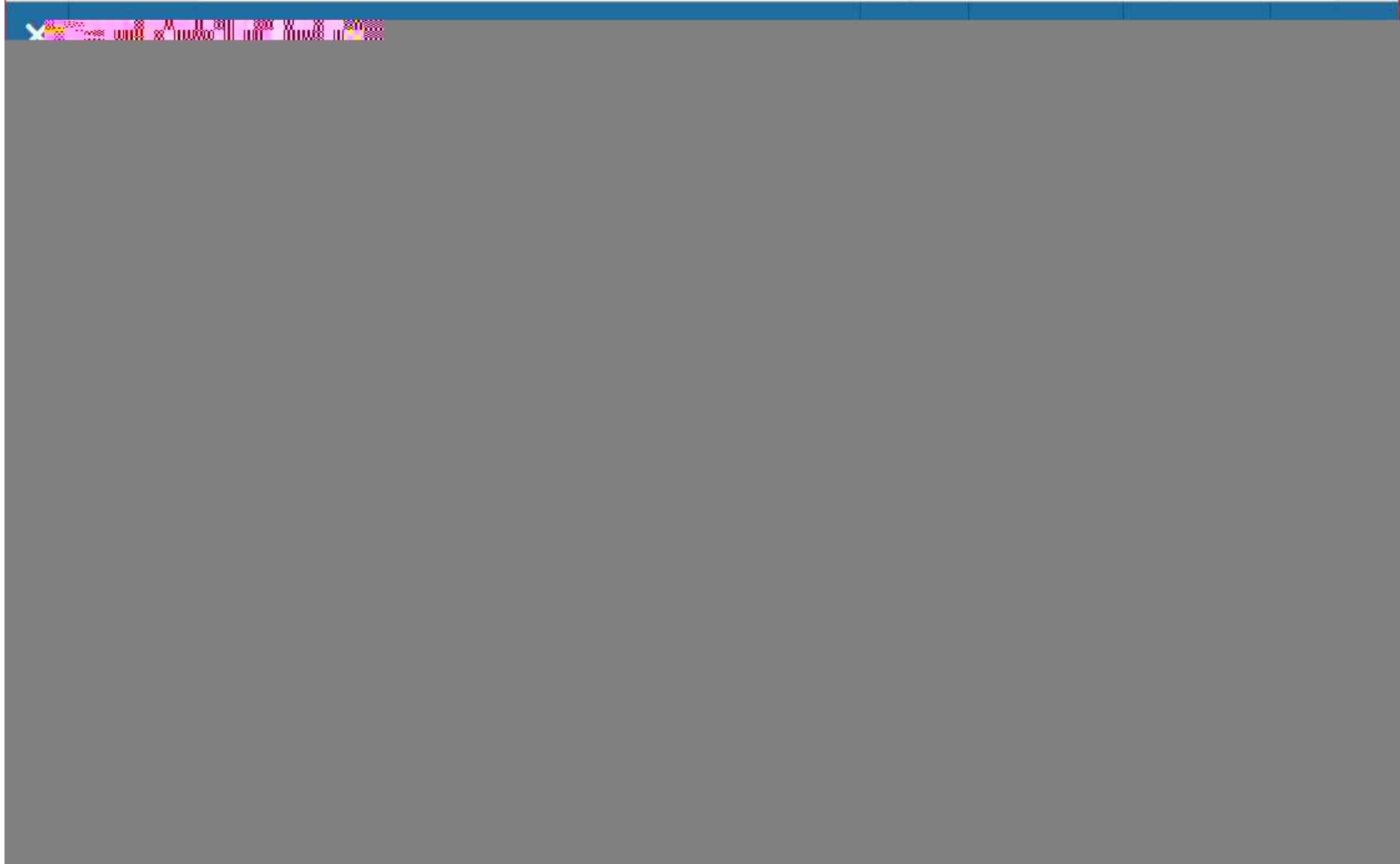
# Check Payments
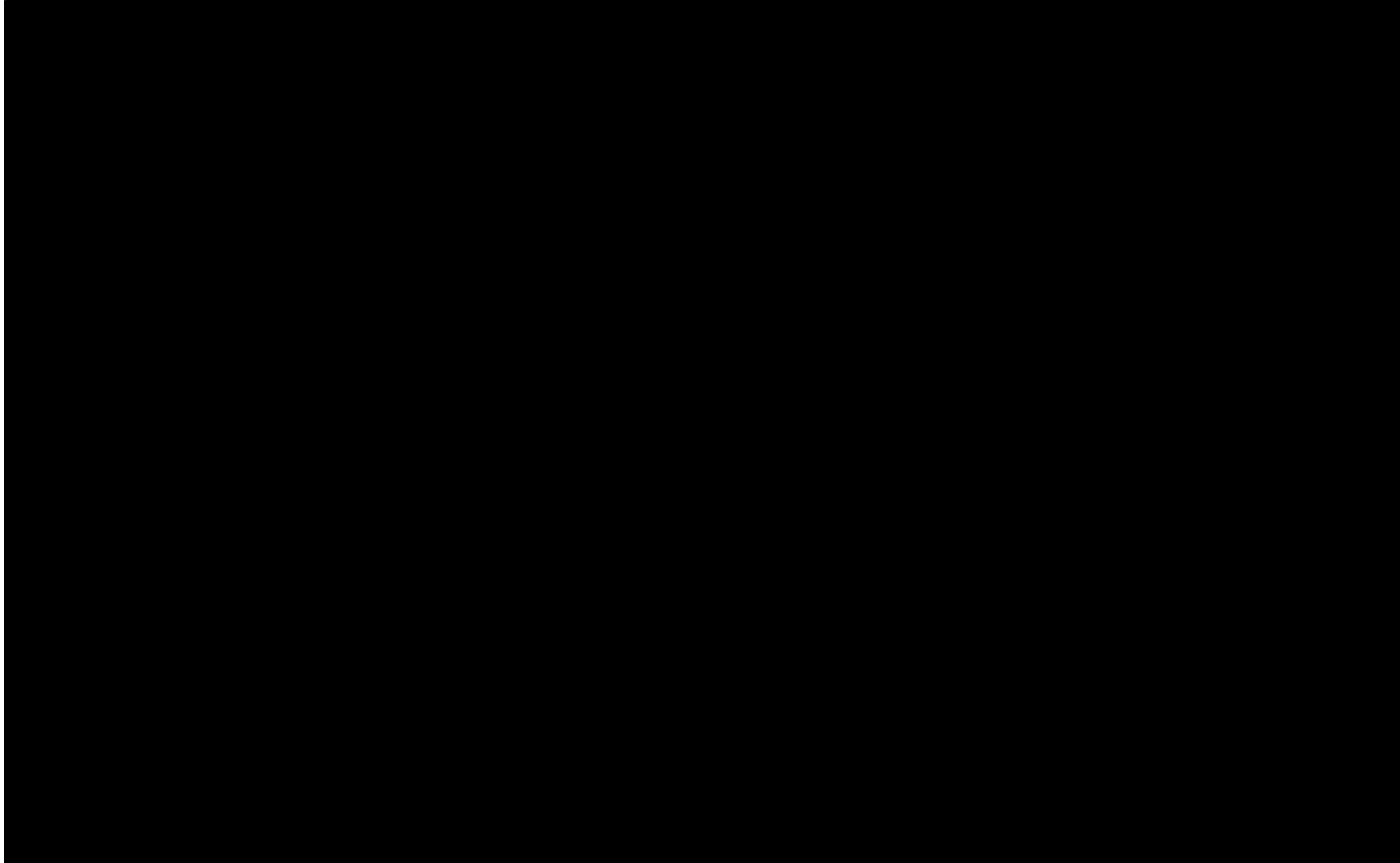
# Direct Deposit Payments
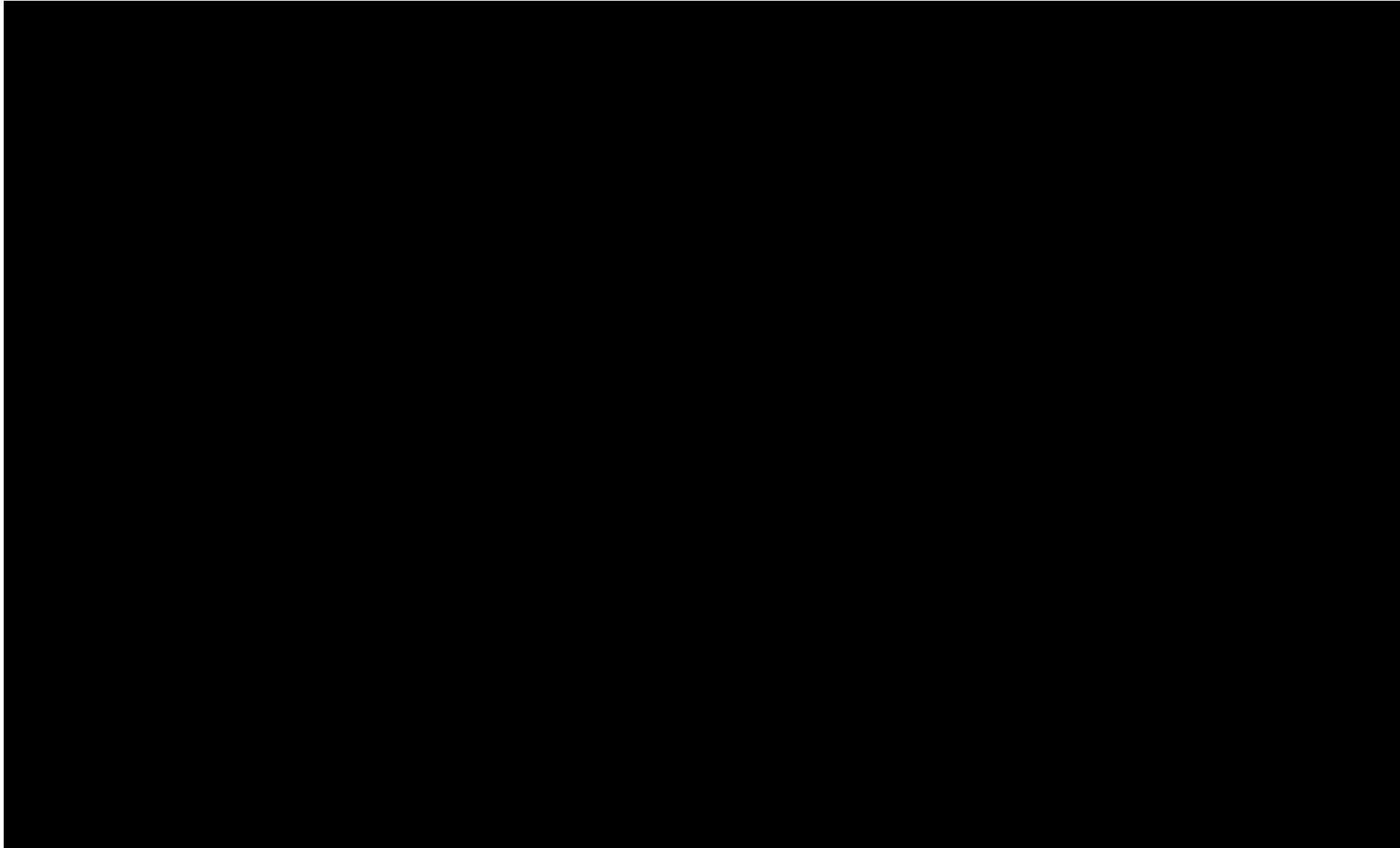
# FAIVNDH

# Company Name Search

# Looking Up Travel Payments

- FGITRND (Detail Transaction Activity) – Shows encumbrances with the corresponding Travel numbers, but doesn't have the travel number with the name for the travel reimbursements that have been paid.

  - If you click in the payment line for the Travel reimbursement, you can drill down using F3 to see what travel it corresponds to.

- FAIVNDH (Vendor Detail History) – Shows the Travel payment number in the Vendor Invoice column – very useful if you have someone who is traveling frequently and you are looking for a specific Travel reimbursement payment.

# FGITRND

# FAIVNDH

# Check Req

- Use forms obtained from the Controller's Office with pre-printed check req numbers on them
- Use **ONLY** for:
  - Reimbursements for employee moving expenses
  - Volunteer or interview candidate travel reimbursements
  - Payments made via Wire Transfer
  - If it must be approved by purchasing, it should be paid using a PO or Pcard unless it is for a wire transfer payment
  - Contact Purchasing with Questions

CHECK    To: ACCOUNT
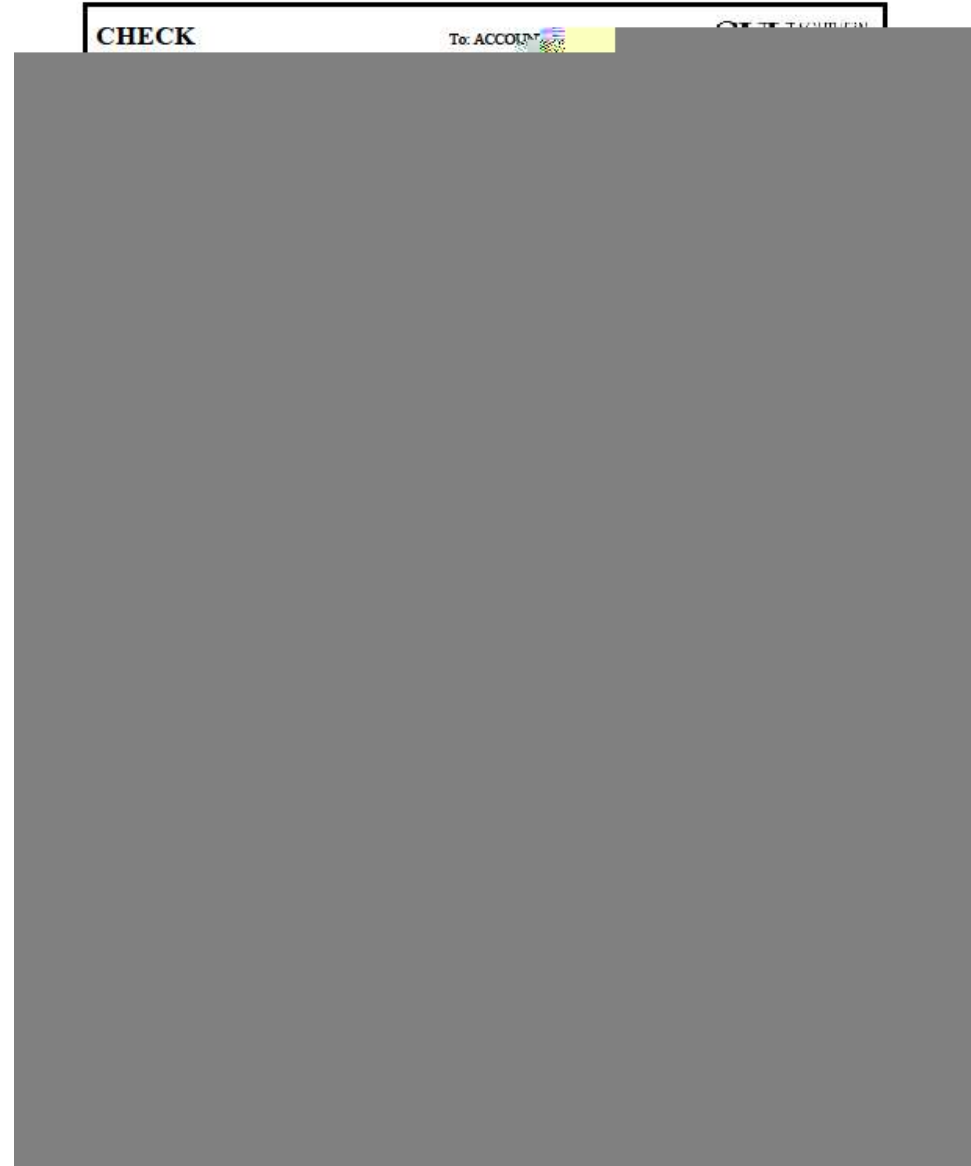
# Check Req

- Check Reqs are not for requesting a physical check

- Our procedure is to direct deposit or mail checks depending on the preference established by the vendor

- We do not hold checks to be picked-up except in extenuating circumstances

- Contact Accounts Payable with any questions

**CHECK**      To: ACCOUN

# Check Req
## Required Info

- Name and complete address
- T number
- Explanation
- Amount
- Complete Accounting Info
- Department
- Signatures and printed names – if this requires a Purchasing signature, this should be on a PO or on a Pcard unless it is for a Wire Transfer

# "Green Slips"
## (Items that require us to return Check Reqs)

- Missing signature(s)

- Missing Accounting info (Index or FOAPAL)

- Missing Payee info (Address) – Please ALWAYS provide a current address on all check reqs

- Missing T#
  - Please do NOT include the payee's social security number or federal ID
  - If a W-8 or W-9 is required please hand deliver the check req with the attached form to the Accounts Payable in box located in the Controller's office student work area.

- Missing Explanation

- Missing receipts

- Missing supporting documentation

- Should be processed as a PO

- Should be processed as an EPAF

- Should be paid as a Travel Reimbursement

# Missing Signature

- Must have at least two different signatures
  - Payee cannot be one of the signatures
  - If this is for payment to a Department Head, use the 1-Up rule and have the person they report to sign it.
- Authorized by
  - Always required, no exceptions
- Dean or Department Head
  - Always required, no exceptions
- Vice President
  - If amount is $50,000 or more
- Purchasing Agent
  - If this requires a Purchasing signature, should be done on a PO or with a Pcard unless it is a Wire Transfer
  - Employee reimbursements should have been done on a Pcard or through a PO in the first place

# Missing Documentation

- Receipts
  - IRS and State Auditor requirement
  - Copies are fine, but MUST be legible – NO credit card or bank statements
- Documentation
  - Showing proof of obligation to pay
  - Proof the event took place

# Pcard Charges

- Pcard charge notifications will be emailed automatically

- Departments are responsible to move Pcard charges to the correct account

- There should be no Pcard charges in the 7361 account

- If the Pcard charge needs to be moved by someone without access to that FUND, ORG, PROG, please send an email to calebpaulson@suu.edu as soon as you get the email notification with the following info:

  - T number of the person whose Pcard has the charge on it

  - Vendor the charge is from

  - Amount of the charge

  - The FOAPAL the charge needs to be moved to

- Any charges not moved before the Pcard info is finalized in Banner will need to be moved via an expenditure transfer request sent to ctrladmin@suu.edu