# AP Training



#### When to use PO vs. ePAF?

#### PO

- Services rendered by an independent person or company
- Contact Payroll with questions

#### ePAF

- Current employee being paid for services
- Former employee being paid for services
- Any person providing services under the direction and control of the University
- This includes companies using the social security number of the current or past employees for their Federal ID numbers
- Contact Payroll with questions



### 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



# 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

- Please ensure a PO is communicated to the vendor and they are directed to put the PO on the invoice to expedite payment
- Departments are welcome to have invoices sent directly to them via email or request vendors
  put invoices to their attention so the SUU Post office will deliver them directly to the departments.
   Please forward these to AP with the correct PO number for payment
- For utility payments, invoices are paid from the standing POs communicated to AP by the departments using the services
  - Please communicate any standing POs for utility invoices to AP via email July 1 for the new fiscal year
  - Utility invoices include those for Century Link, Fuelman, Rocky Mountain Power, TDS, city water invoices, etc.
- Ensure there is a W-9 on file (How to look up a W-9 is explained later in the presentation)

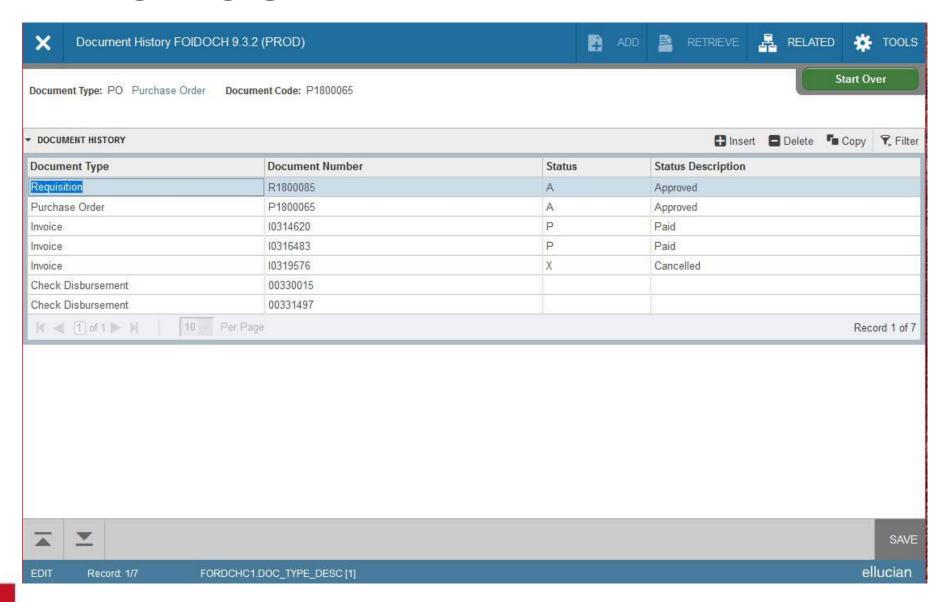


# Looking Up a PO

- FOIDOCH (Document History)
- Document Type
  - REQ, INV, PO, CHK
- Document Code
  - Requisition number, Banner Invoice number, PO number, and Check number
- Next Block
- Select the cell related to the information you want to see and hit F3
- Next block to look at info



### 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: <a href="http://suu.edu/ad/controller/pdf/w9-substitute.pdf">http://suu.edu/ad/controller/pdf/w9-substitute.pdf</a>
  - 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

- Please have the vendor send the W-9 directly to AP and give us a heads-up that it is coming so we can provide a T number to you. If the vendor sends their W-9 to you, either hand deliver it to AP or fax it to us at 865-8064. Due to the sensitive information contained on the form this is a serious security risk and should be treated as such. DO NOT put these in campus mail or send them through Email!!
- W-9 forms can be shared to Accounts Payable via the Secure File Share system. This can be done by going to https://my.suu.edu/secure/upload/accountspayable
- MUST be complete with the payee's Name, Address, Federal ID AND a SIGNATURE for it to be acceptable per IRS requirements.

#### W-8s for International Vendors

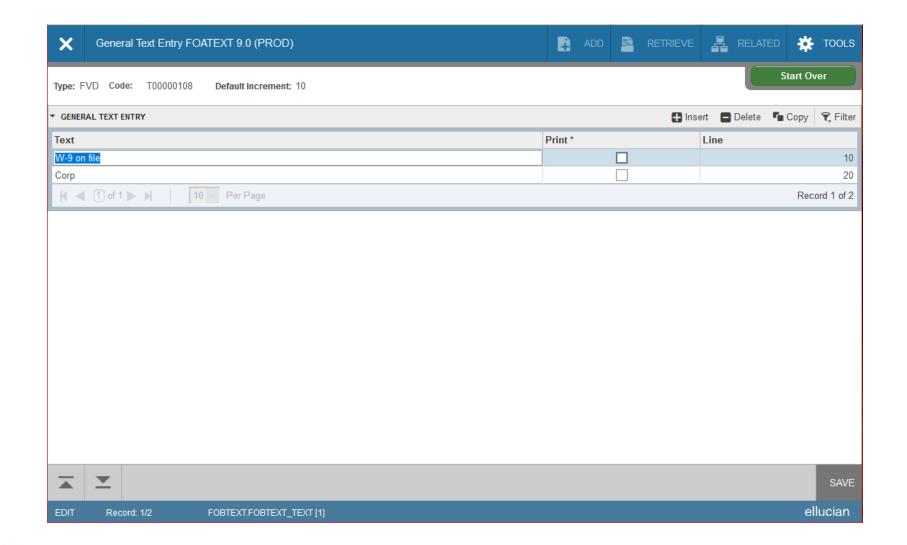
 All international Vendors are required to provide a W-8BEN form. Contact AP for a copy of the W-8BEN form, or find it on the IRS website.

# 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**



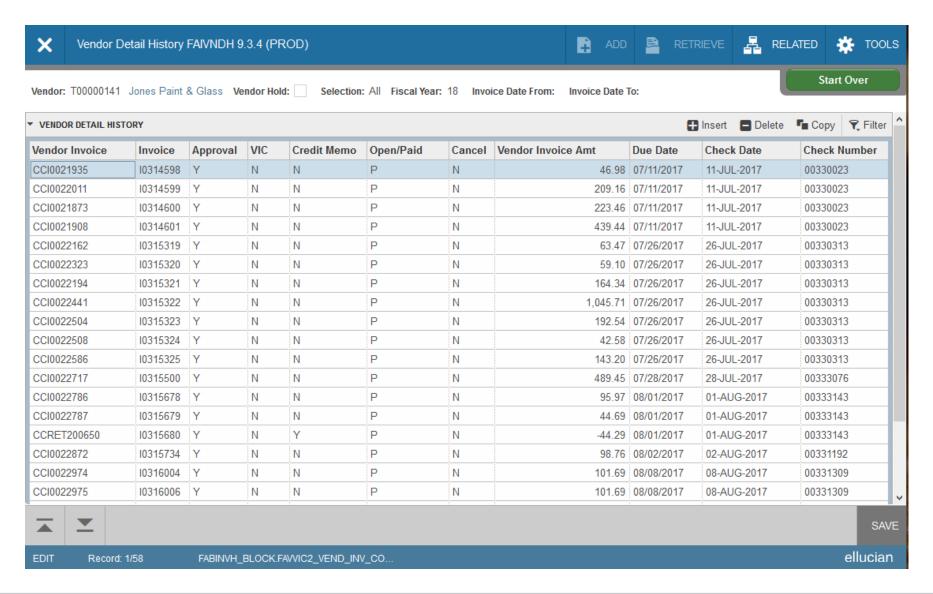


# Checking Payment Status

- 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

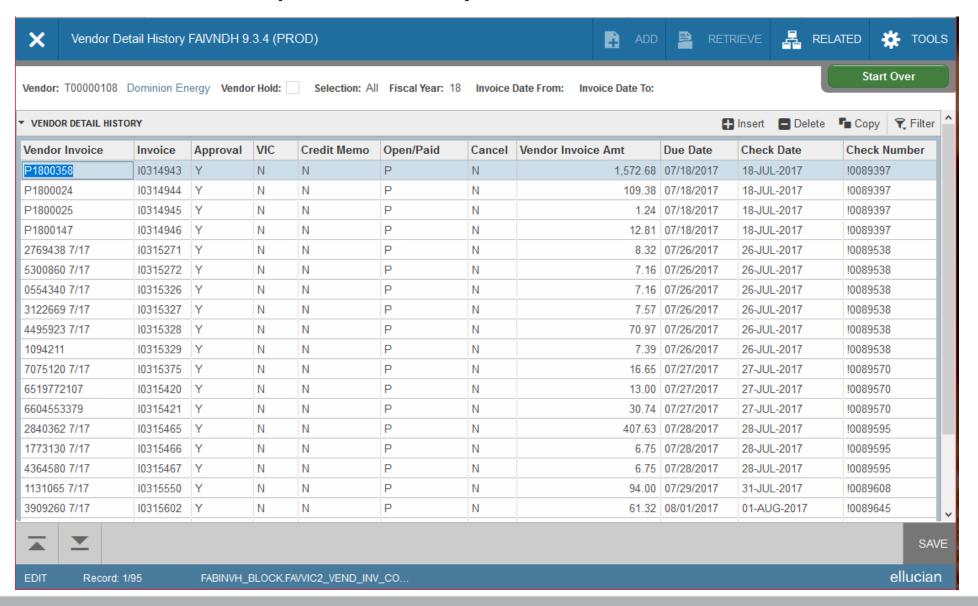


# Check Payments





# Direct Deposit Payments



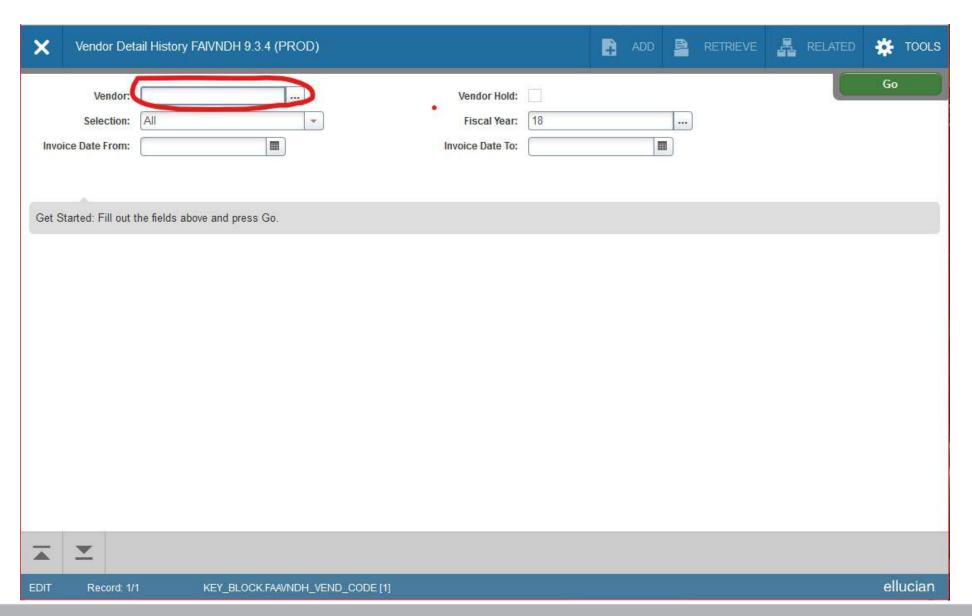


# Searching for Vendors

- FAIVNDH (Vendor Detail History)
  - Type in their Social/FEIN in the vendor field
    - Vendor name will automatically populate (if they are set up unless there are multiple names for the same Social or FEIN, i.e. State of Utah)
  - To search using the name
    - Select the "..." box in Vendor field (or Press F9 with your curser in that field)
    - Select Entity Name/ ID Search (FTIIDEN)
    - Vendor Search is Case Sensitive
      - For individuals, use the "Last Name" and "First Name" fields by clicking on the drop down arrow next to "Add Another Field"
      - For companies, use the "Last Name" field only
      - The "%" is the wild card
      - When a search parameter is selected from the drop down box, another "Add Another Field" box will automatically appear. This is normal and this box does not need to be used unless it is required to complete the search.
    - If you can't find them, or they have multiple T-numbers, contact AP

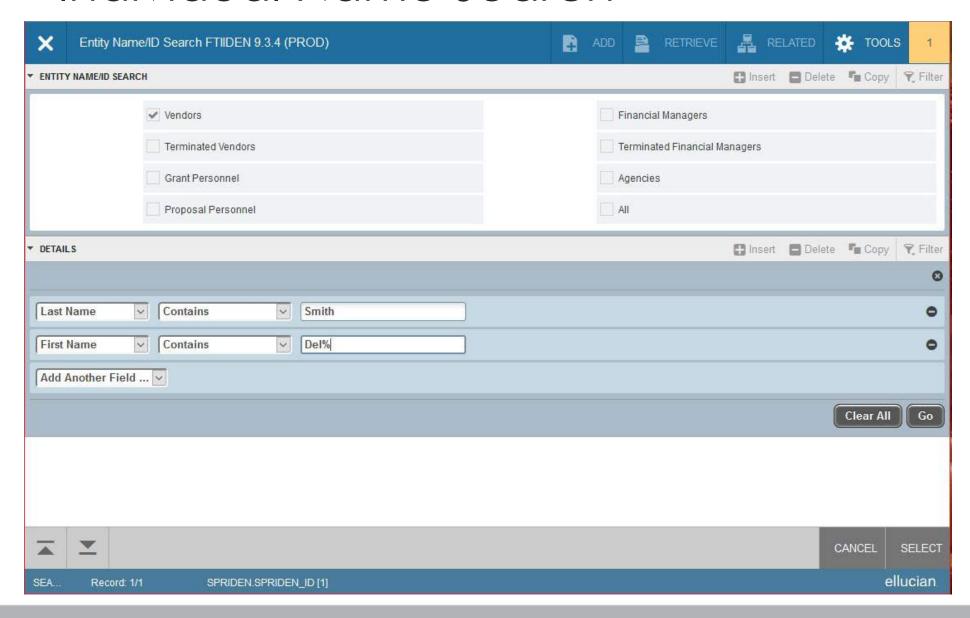


### FAIVNDH



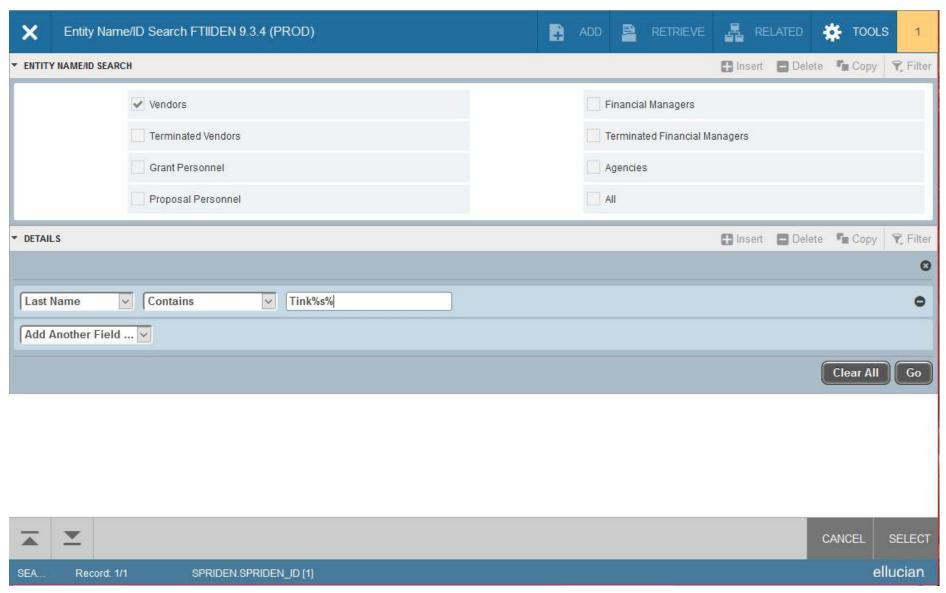


### Individual Name Search





# Company Name Search

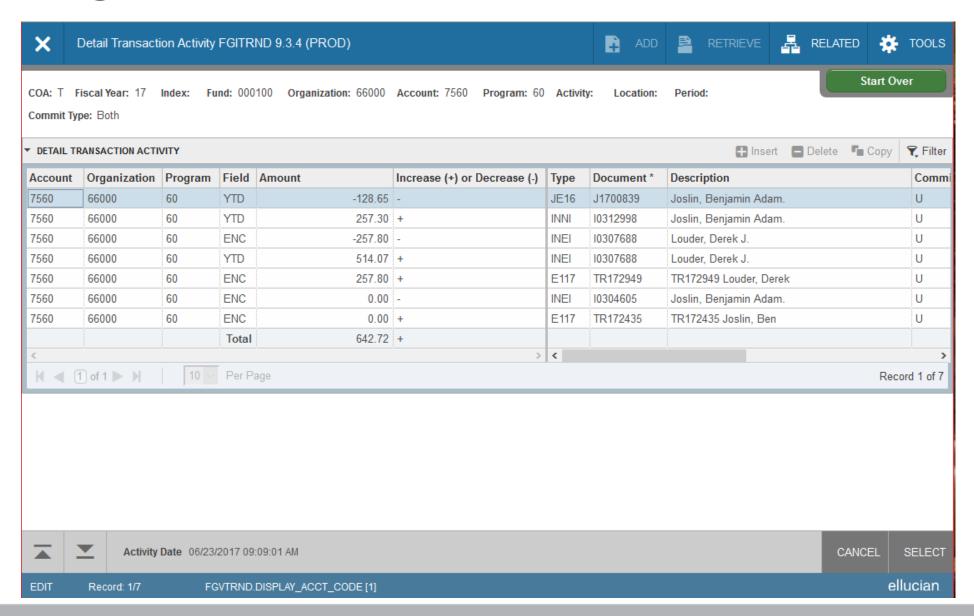




# Looking Up Travel Payments

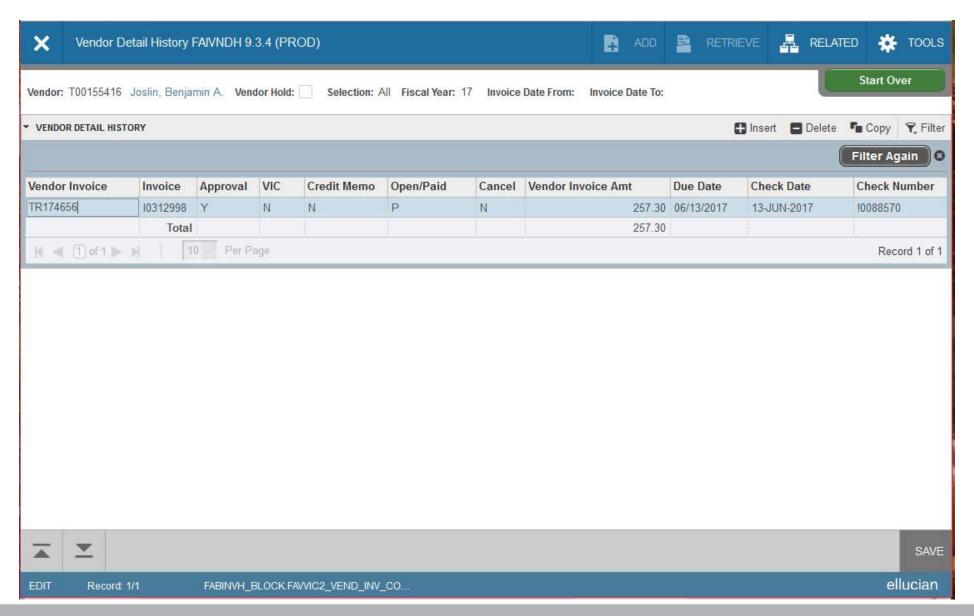
- FGITRND (Detail Transaction Activity) Shows encumbrances with the corresponding Travel numbers, but doesn't have the travel number with the name for the travel reimbursements that have been paid.
  - If you click in the payment line for the Travel reimbursement, you can drill down using F3 to see what 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 preprinted 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

СНЕСК	To: ACCOUNTS PAYABLE	SUU SOUTHERN GTALL UNIVERSITY
REQUISITION	Date:	CAPS NO LINES FOREVER

#### INSTRUCTIONS

- This form is NOT to be used in lieu of a purchase order requisition, travel advance/reimbursement or for items that could be interpreted as wages.
- Any payment made to a business or individual for services must include the taxpayer identification or Banne T-number in the space provided and a completed W-9 from the vendor if one is not on file.
- The check will be mailed to the payee at the address shown (an address is required). If you want the check to be held at the Controllers Office, to be picked up by the payee, mark an "X" in the hold box.
- 4. If you have any communication or attachments to accompany the check, attach them to this form
- Documentation MUST be attached to this form

Address	<u>2</u> 0			
City & State				
Zip Code	B	anner T#		
	(T# REQUIRE	0)		
EXPLANATION:				
	Amount S			
		Acct_		tv
Department	Index_		Ac	V. * <del>V.</del>
	IndexFund	Acct	Acct_	Prog
authorized by	IndexFund	Acct_	Acct_	Prog
Department Authorized by Dean or Dept. Head Vice President	IndexFund	OrgPrint NamePrint Name	Acct_	Prog

Copies 1 & 2 to Accounts Payable

Copy 3 to Issuing Department



# 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
REQUISITION

To: ACCOUNTS PAYABLE

ite: \_\_\_\_\_



#### INSTRUCTIONS

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- Any payment made to a business or individual for services must include the taxpayer identification or Banner T-number in the space provided and a completed W-9 from the vendor if one is not on file.
- 3. The check will be mailed to the payee at the address shown (an address is required). If you want the check to be held at the Controllers Office, to be picked up by the payee, mark an "X" in the hold box.
- . If you have any communication or attachments to accompany the check, attach them to this form.
- Documentation MUST be attached to this form.

Department	IndexFund_	Acct Org Print Name	Acct	Prog
Department	Index_	Acct		2004
	122447155	77.50	A	ctv
	Amount \$			
EXPLANATION:				
	(T# REQUIRED	0)		
Zip Code	В	anner T#		
City & State				
Address				

Copies 1 & 2 to Accounts Pavable

Copy 3 to Issuing Department



# Check Req Required Info

- Name and complete address
- I 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

CHECK
REQUISITION

To: ACCOUNTS PAYABLE

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#### INSTRUCTIONS:

- This form is NOT to be used in lieu of a purchase order requisition, travel advance/reimbursement or for iten that could be interpreted as wages.
- Any payment made to a business or individual for services must include the taxpayer identification or Banner T-number in the space provided and a completed W-9 from the vendor if one is not on file.
- . The check will be mailed to the payee at the address shown (an address is required). If you want the check to be held at the Controllers Office, to be picked up by the payee, mark an "X" in the hold box.
- 4. If you have any communication or attachments to accompany the check, attach them to this form.
- Documentation MUST be attached to this form

Address				
City & State				
Zip Code	B	lanner T#		
	(T# REQUIRED	D)		
EXPLANATION:				
	Amount S			
	Amount S	Acc		_ Actv
Department	Index			Actv_
	Index	Acct	Acct_	_ Actv Prog_
Authorized by	IndexFund	Acct	Acct_	ActvProg_
Department Authorized by Dean or Dept. Head Vice President	IndexFund	OrgPrint Name	Acct	ActvProg_

Copies 1 & 2 to Accounts Payable

Copy 3 to Issuing Department



# "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

