



Keeping Up With Accounts Payable

Budget Checking

Please remember to run a search on your budget checking results after you complete a batch of voucher budget checking. We have many voucher payments that are delayed for payment simply because they are not budget checked. For instructions on how to run a search on your budget checking results see the **Approver Functions: Vouchers** manual page 5 located at http://www.ouhsc.edu/financialservices/Training/AP_Approval.pdf.

Who Can Sign?

The question often arises as to “who” can sign an invoice before submitting for payment against a purchase order (PO). The signature should be one of budget authority because the vouchers are then entered and budget checked in Accounts Payable which means there is not a department budget authority approval in addition to necessary verification of receipt of goods/services. Also, note, it is important that this signature is legible so Accounts Payable as well as auditors can tell who authorized the payment. SPNSR fund budget authority should be an individual that has first hand knowledge of the sponsored program in which they are authorizing payment.

ADVANCED ACCOUNTS PAYABLE (AP) TRAINING

The next Advanced AP training session is Monday, September 24th from 12:30–4:30 pm. Sign up now! This class is not technical (PeopleSoft). It is simply details of the policies and procedures to show you “where” it states that and help brighten your AP experience.

Refunds Don't Require Vendors

If you need to refund a payment then you do not have to set the person/company up as a vendor in PeopleSoft so you do not have to request all those burdensome forms. True refunds would be where someone has paid your department for goods/services (i.e. conference registration, fees, etc) and for some reason you need to return those funds (i.e. cannot attend the conference/meeting).

In those cases you would have documentation showing the original deposit made into the university funds with a copy of the check and a note as to what the situation was and why you needed to refund the individual. You can use that information to enter an ondemand voucher through the **Ondemand Check Entry** navigation. Your refund payment should be from the same funds that the original payment was deposited in.

The refund entry is separate from the regular voucher entry screen, but all users that have voucher entry access also have Ondemand Check Entry access. There is a separate manual available if you have a need for this function please contact Sarah Washam, Accounts Payable Assistant Manager, x46560, for a copy of the training manual.

Note, there is not a budget checking approval for Ondemand Check Entry, therefore, you will need a budget authority signature on the paperwork for those payments.

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PLEASE NOTE:

Please do not click Enter in your voucher comments. The system allows you to Enter and create multiple paragraphs, but when the information is captured in a query, it skips lines in Excel and is hard to decipher. Therefore, we ask that you not use Enter in the voucher comments.

Thanks for your help!



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Travel

Package Internet Travel Arrangements

For reimbursement of travel expenses incurred via arrangements made through internet sources, such as Travelocity, where airfare and hotel cost are combined in a package payment, the Travel Group in Accounts Payable will need the following information to comply with State of Oklahoma and University travel policy requirements:

- Verification of the designated hotel single room rate charge.
- Airfare quote from a University authorized travel agency.

This information will be used as the basis for determining the maximum reimbursable amount for airfare and hotel. If the designated hotel single room rate documentation cannot be obtained or there is not a designated hotel then the GSA lodging rate will be used. See examples below.

INTERNET TRAVEL BOOKING WHEN GSA RATE IS INVOLVED:

Amount of package deal which includes airfare and lodging for traveler	<u>\$940.45</u>	
Compared to GSA hotel rate(there was no designated lodging involved in travel)	\$196.00	
Nights of lodging attributed to University travel	7	
Total allowable lodging expense	\$1,372.00	
Total allowable airfare expense based on contracted airfare quote	<u>\$308.10</u>	
Total maximum reimbursement cost	<u>\$1,680.10</u>	
 The lesser amount would be used for reimbursement	 <table border="1" style="float: right;"><tr><td style="text-align: center;">\$940.45</td></tr></table>	\$940.45
\$940.45		

INTERNET TRAVEL BOOKING WHEN LODGING RATE IS INVOLVED:

Amount of package deal which includes airfare and lodging for traveler	<u>\$479.85</u>	
Compared to designated lodging rate(least expensive used if traveler's lodging is not designated)	\$133.88*	
Nights of lodging attributed to University travel	3	
Total allowable lodging expense	\$401.64	
Total allowable airfare expense based on contracted airfare quote	<u>\$432.10</u>	
Total maximum reimbursement cost	<u>\$833.74</u>	
 The lesser amount would be used for reimbursement	 <table border="1" style="float: right;"><tr><td style="text-align: center;">\$479.85</td></tr></table>	\$479.85
\$479.85		

*This amount should include taxes