



# Keeping Up With Accounts Payable

### Staff Changes in AP?

Richard Nix has left the University for retirement after several years of service. The new AP Manager is Sarah Washam, Brandi Green is now AP Assistant Manager, and Dianna Rustin was promoted to the AP Supervisor position.

Sheila Williams has left the University. Sheila's replacement, the new processing lead, is Kelli Yohey-Dyer who has been working at the AP front desk handling clocking in vouchers, warrant reissues, stop payment requests, and many other things. Kelli's extension number 46559.

### Post Audit Reminders

- **Invoice Numbering:**
  - ⇒ It is crucial that invoices are entered into the AP system with the number provided by the vendor without adding extra information.
  - ⇒ If an invoice number was not provided by the vendor, use the vendor account number with the month/year (MMYY) at the end.
  - ⇒ For additional invoice standards, please see the AP Please Pay Vouchers manual, pages 6 & 7. Incorrect or inconsistent invoice numbering can lead to duplicate payments.
- **Vehicle Tag Numbers:**
  - ⇒ Anytime mileage is claimed on travel reimbursements, the claimants tag number must be included on the Travel Form 19.
- **Conference Brochures:**
  - ⇒ Conference brochures should be included with travel reimbursement requests for confirmation of travel dates and meal verification.

### RUSHES

Please ensure all RUSH vouchers sent to AP are valid rushes. By writing or stamping RUSH on a voucher that is not truly a rush delays other payments. Some examples of valid rushes include, but are not limited to:

- ⇒ Payment is more than 45 days past due.
- ⇒ Services are subject to being cutoff.
- ⇒ Professional license renewals.

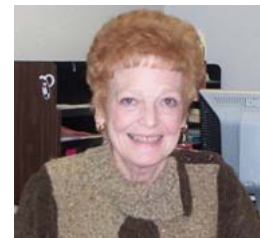
Thanks for helping us be more efficient!

Volume 1, Issue 4, March 2008



November AP Spotlight Employee

If you have had a question about a Form 3, you have probably spoken to Frances Scott, AP's Spotlight Employee for November. Frances has been in Accounts Payable since November 2001. She spends her weekends having fun, resting, and going to church. She is passionate about her faith, politics, and grandchildren. Her favorite TV show is Boston Legal and she enjoys country music. She would like to retire in Texas near her children and grandchildren. Thanks for all of your hard work Frances!



January AP Spotlight Employee

Sue Ford has been with Accounts payable for six years. Sue's favorite television show is Desperate Housewives and she likes to listen to country music. Her favorite season is summer. She is passionate about her grandson and would like to retire wherever her family is near. Her dream car is a car that will get her where she needs to go without a payment. Thanks for all your hard work Sue!



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## NEW Group Email Addresses

We have new group email addresses that you can find in the "All Groups" listings in the campus Outlook address book. Using these emails will ensure your questions will be answered regardless of who is in/out of the office.

### AP-Files (HSC)

- ⇒ Questions on paid invoices (have claim numbers)
- ⇒ Voucher/Claim request forms
- ⇒ Documentation requests

### AP-Processing (HSC)

- ⇒ Questions on unpaid invoices (PO or please pay) that have been submitted to AP

### AP-Travel (HSC)

- ⇒ All travel questions
- ⇒ Status of travel reimbursement requests

We still also have the AP-Vendor Office (HSC) email that is located in the All-OUHSC listing in the campus Outlook address book that you should continue to use for any vendor related questions.

## Common GL Codes

### Hotel Direct Payments:

Meeting Rooms—Rent Other Building Space 905070

NOTE: These are non-sleeping rooms. Sleeping rooms are lodging direct.

Equipment for Meeting—Rent Equipment 905030

NOTE: This includes any of the extra charges for miscellaneous items provided by the conference center or hotel.

Food for Meeting—Svc Food/Catering 830500

NOTE: Must be within food and beverage policy amount per person. Calculation includes cost of food and service charges. Total divided by number of attendees is the per person cost.

Employee Sleeping Rooms—Lodging Direct 701212

NOTE: Employees cannot have any other expenses paid direct on the hotel bill.

Non-Employee Sleeping Rooms—Lodging Direct 701212

NOTE: Personal meals and miscellaneous incidentals of visitors are coded with the same 701212 gl code. If there is a business meal that includes attendees other than the visitor, then the payment would have to follow the food and beverage policy to include business purpose, number of attendees, and per person cost. This portion would be separated from the gl account 701212 and instead coded at you would a business meal 830500 (Svc food/catering).

### Other:

Pager Rent vs. Utility

NOTE: If the invoice does not state "rent" it is considered a utility and must be coded 860100. If the invoice indicates "rent" it should be coded 905080 (Rent-Pagers).

## Website Updates

Training Updated:

- ⇒ Travel
- ⇒ AP Please Pay Voucher
- ⇒ Vendor
- ⇒ Approval Functions: Acct Pay

Forms Updated:

- ⇒ Pre/Post Travel Approval
- ⇒ Voucher/Claim Request
- ⇒ Transmittal form
- ⇒ Foreign Vendor Form

Tools Added:

- ⇒ General Ledger Fund Listing

## Moving Requests Reminders

- ⇒ One form per payment
- ⇒ Do not mark through and reuse prior forms. All forms must have a new original signature.
- ⇒ Use the bottom of the form to reference previous related payments.
- ⇒ Examples of payments that require a moving form:
  - \* House Hunting
  - \* Temporary Living
  - \* Personal Transportation
  - \* Property Transportation