



Keeping Up With Accounts Payable

ATTENTION ALL BUDGET CHECKERS

In order to address a recent Office of State Finance (OSF) audit finding pertaining to properly documenting that goods and/or services have been received and the invoice accurately reflects an obligation to the University, AP will start printing the final budget check approver's name and date of approval on the claim jacket. This means that AP will no longer be able to re-budget check a voucher after changes are made by AP. Therefore, instead of AP e-mailing the voucher creator to let them know changes have been made to the voucher, AP will e-mail the original voucher approver to notify them of the change(s) made to the voucher and request the voucher be re-budget checked. The voucher creator will be copied on the e-mail so they are also aware of the change(s) made. This procedural change will allow us to be compliant with OSF policy without requiring every direct pay invoice have a departmental signature.

Not Budget Checked and Budget Check Errors

AP is receiving a lot of vouchers that have not been budget checked and/or have budget checking errors. Prior to sending vouchers to AP for processing, please ensure the budget checking has been performed and was valid. You can verify the unchecked and erred vouchers on the voucher search page. Instructions are in the [AP Approval Functions manual](#).

New Policy! Foreign National Taxation

A new Foreign National Taxation policy has been added to the Administrative Policies. The new section 556 is located at <http://www.ouhsc.edu/policy/#Section556>.



Please Don't Forget to Report

This is a reminder that the second quarter Participant Logs are due to AP by July 15th. The logs must contain all qualified participant payments distributed April 1st to June 30th that are required by policy to be reported. These requirements are

outlined in the links below. Please send the logs to the AP-Management email group that is cc'd in this message.

For the original announcement, please see Keeping up with Accounts Payable Volume 2, Issue 2, March 2009.

If you need assistance, please contact the AP-Management email group or myself for more information.

Volume 2, Issue 3, June 2009

June AP Spotlight Employee

Melanie Templer is an AP processing clerk currently working on vouchers and invoices with vendors beginning with F - O. Melanie enjoys spending time with her grandchildren on weekends and listens to country and western music. Her favorite television shows are Brothers & Sisters and Desperate Housewives. She is passionate about working around the house and yard work. When she retires, she would like to travel but Oklahoma is her home. Her dream car is a Lexus. Seeing the finished work is what Melanie likes most about accounting. Thanks for all your hard

Insurance and License Reimbursement Documentation

Please note, all reimbursements require two main components. First, documentation describing the item requested for reimbursement. Second, proof that the claimant incurred the expense. If a receipt cannot meet requirement two, then a Notarized Form 3 can be submitted in lieu of proof of payment.

Reimbursements for insurance and licenses are very often missing the first component. It is important that this be submitted with requests for reimbursement. This information can be a paper form, printed online form, website information, etc. The documentation needs to explain the insurance/license that was purchased and the cost of the purchase. This is necessary to show the amount paid matches the required amount and that the costs are a valid business expense.



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Mileage Claims

We have added a new mileage log on the AP Forms website to assist you with documenting the business miles driven in the State of Oklahoma. The log contains places for the beginning/ending odometer readings, purpose of the trip, and other important information. Please see the new [Travel Mileage Log](#) and the [Travel Mileage Log Example](#) completed form.

Traveler Flyer

This new flyer is a summary of some of the important travel items incurred for reimbursement as well as the location of the State and OUHSC Travel Polices. This flyer has been provided to Human Resources and the Provost Office for distribution to new staff and faculty members. Please distribute this flyer to all your travelers and preparers. It is also now located on the front of the new Traveler Envelope.

Fiscal Year End 2009

The Office of State Finance (OSF) fiscal year-end voucher processing cutoff date/time is Monday, June 29th, at 1:00PM. Vouchers processed by the Accounts Payable Section after OSF's cutoff through June 30th will be transmitted to OSF for payment on Wednesday morning, July 1st, with warrants scheduled to print on Thursday, July 2nd. Emergency payment requests during OSF's short downtime will be reviewed on a case by case basis for on-demand payment processing. Please keep the following information in mind when entering vouchers into PeopleSoft after June 30th to be paid against FY2009 budgets:

The accounting date for all vouchers must be dated within the fiscal year processed. The budget date for each distribution line on a voucher will normally be dated the same as the accounting date unless payment is being made on an invoice pertaining to a prior budget year. If this is the case, the budget date must be changed to June 30th of the previous year to decrement the prior year budget appropriately. These rules are applicable only to the following funds: EDWCH, STATE, SPNSR, MISCD, HSPRM, RSOKC and FEDLN. All other funds should be paid against the current budget year.

Questions concerning year-end voucher processing can be directed to the Accounts Payable Section at ext. 1-2410.

Website Updates

Policies Updated:

⇒ Research Incentive Petty Cash Policy

Tools Added:

⇒ Traveler Flyer

Forms Updated:

⇒ Travel Form 19 Examples

⇒ Foreign Vendor Form

Vendors Added:

⇒ Links to IRS Revenue Codes, 90 Day Grace Period and Contested Liabilities

⇒ Original W-8 Requirement

OUHSC Faculty Honorarium/Travel

Please note, when faculty members travel to present at other institutions and receive reimbursement from those facilities for travel or other related expenses, those reimbursed expenses should not be reimbursed through the Travel Form 19 process. Generally the payment received by the faculty member is inclusive of an honorarium payment and expenses. Those checks are deposited within the University and the expense portion is refunded through the Honorarium/Travel reimbursement form. This form should be completed and submitted with the deposit voucher to the Bursar Office. After the deposit is processed, the form is forwarded to Accounts Payable to process the refund.

All expenses that are reimbursed through this process should be deducted from any Form 19 travel reimbursement that is subsequently processed. This can be accomplished by using the adjustment line on the form 19 to deduct the amount already refunded through the Honorarium/Travel reimbursement process. Adjustments on travel Form 19s require justification, so you should attach a justification explaining the portion already refunded and cross reference the payment.

For further information on Honorarium/Travel refunds, please contact AP-Management.



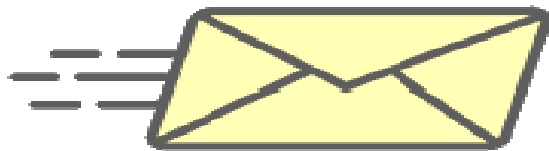
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Travel ListServ

Accounts Payable has created a new list serv to distribute travel update information to all travel reimbursement preparers. You can add yourself to the list according to the instructions below. Once you join, a confirmation email will be sent to you confirming your addition and advising you on how to remove yourself from the list. If you are a travel preparer and need to receive the most up to date information, please join!

TO JOIN THE LIST

Write to LISTSERV@SPEEDY.OUHSC.EDU and, in the text of your message (not the subject line), write: SUBSCRIBE HSCTRAVEL



New Traveler Envelope

A team of individuals from across campus have created a new Traveler Envelope. It is a 9 x 12 white envelope that has a travel flyer on the front side of the envelope that gives the location of the travel policies and some of the more common travel issues encountered. The back (flap) side of the envelope has a short checklist designed to assist the traveler in capturing information that will be needed for reimbursement. All in one handy envelope that the traveler can take with them, stuff their receipts inside, and return to the preparer.

You can now order these envelopes from OU Printing Services as form HSC-350. A package of 25 is \$3.50.

PLEASE NOTE: These envelopes are for the traveler to give the required receipts to their preparer. These envelopes are not for submitting your claims to AP. Please make a copy of the checklist side and submit it with the claim Form 19 and other required supporting documentation.

REVISED Travel Form 19

The OSF Travel Form 19 has been revised. Please use the new form which is now available on the Accounts Payable website. The following is a summary of the changes:

1. Added more OUHSC Relationships. It is important that the relationship adequately indicates why the University is paying travel expenses on behalf of the claimant.

- * EOM - End of Month employee
- * Student - an OUHSC Student (Note: If student travel, must be business related to be on the Form 19. If education related, must be processed as a scholarship payment on a Form 3.)
- * Trainee - pertains to an individual appointed as a trainee under a sponsored programs agreement (i.e., Grants and Contracts).
- * Special Pay - temporary OUHSC employee receiving Special Pay compensation through Payroll
- * Volunteer - individual working for the University not receiving compensation.
- * Affiliate - OUHSC Affiliate employee
- * Participant - research and/or clinical participant not receiving compensation being reimbursed for the travel costs
- * Other* - any other relationship (NOTE: This requires justification explaining the business relationship.)

2. Expanded Purpose box - per departmental requests, the "purpose box" has been expanded to accommodate full business purpose being detailed.

3. Adjustment - an adjustment field was added so that cost comparisons and budget restrictions can be reduced on the calculated form in lieu of being handwritten after printing. Adjustments must be entered as negative amounts and requires a justification/ explaining the reason(s) for the adjustment.



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W-8 Vendor Form Instructions

The OUHSC Substitute W-8 Vendor Form has been updated with an instruction coversheet. This sheet does not dictate what to put in each cell, but simply explains their purposes so they can make better informed decisions as what should be in each cell.

When forwarding a W-8 to a person/company, please send them the link to the most updated form on the AP website. Also, please note in your communications that the form may be returned by fax to expedite the process, but an original is also required to be mailed. If an original is not received within 90 days, the University may begin backup withholding per federal law.

Vendor Search Enhancement

The Vendor Information search screen has been enhanced by adding a "9" at the beginning of the vendor number field. The "9" is to enhance your search results. Starting in 2003 the vendors were all inactivated and new forms were required from all vendors that continued to do business with OUHSC. This was in order to obtain IRS required W-9 forms. All the new vendor numbers were added beginning with 9s. Employees begin with "90" and the non-employees/suppliers begin with "91".

For more vendor search tips, please see the [Vendor Module](#) training manual.



NOTE: Changes in TSA Regulations

Due to recent changes in TSA regulations, travel agents are now required to have the passengers correct name and spelling as it appears on their government issued ID (driver license, passport, etc.) along with birth date and gender.

Also, please note that if the name on the identification is different than the employee name on file in the HR/Payroll system, you will need to explain the difference when submitting travel for reimbursement.



April AP Spotlight Employee

If you have called or e-mailed the vendor area in the past year, chances are you've encountered Margie. Margie likes to spend her weekends at the library reading, or if the weather is nice, walking. Her favorite season is Summer and she generally listens to country music. In her spare time, she enjoys watching "Bones" and "House" on television. Her dream car is a 1966 Dodge Coronet. Margie would like to retire to Australia someday.



March AP Spotlight Employee

If you have come to pick up a check, chances are you've met Marty. He enjoys accounting because numbers don't lie. Marty loves playing music in a band and listening to Country, Old Time Rock n Roll, Bluegrass, Jazz and Blues Music. His dream car is a 1961-1963 Corvette. He enjoys spending his weekends working in the yard, playing golf, going to the movies and watching Westerns. After retirement, Marty wants to get an RV and follow the seasons around the country.