



Keeping Up With Accounts Payable

Currency Conversion

The currency converter tool that is linked on the Accounts Payable Tools website is by transaction date. This means, if you are refunding an individual for an expense paid in foreign currency, you would back date the transaction date to be the date the expense was paid. If you are paying an invoice direct, you would convert the foreign currency to be the payment date. See the tool located at http://www.ouhsc.edu/financialservices/AP/AP_Tools.asp.

Purchase Order Payments

Please remember you must prep your invoice when submitting for payment on a purchase order. In prep you must still check that the vendor matches, ensure the remittance address is in the vendor system, ensure the PO has the remaining funds to cover the payment, remove sales tax, break out the invoice according to GL accounts listed. If there are multiple lines on the PO, please make sure that you specify which line the payment should be made against or attach a transmittal form indicating the payment breakdown.

Returning Checks to Departments

We ask that checks not be requested for return to departments unless absolutely necessary. The more handling there is on a check the more likely it could be misplaced and delayed in payment. If you need additional backup sent with the payment, you can attach the copies noting "please send with check" and Accounts Payable will mail the check and information for you. This expedites the mailing of the payment and saves you a trip to SCB and the postage charges! What a deal!



AP Week Was a Great Success

Accounts Payable celebrated the nationally recognized Accounts Payable Appreciation Week for the first time this year. We had daily activities and "thank you" to all the AP staff. Thanks to all the campus staff and faculty members who recognized the Accounts Payable office this week with your comments and praises.

OSF Downtime

OSF will be down from November 8th–13th for an upgrade of their PeopleSoft system. This will delay payments and vendor requests. For more information, please see the email sent to PS Financials Users on October 22, 2007

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AP September Spotlight Employee

Sheila Williams has been in Accounts Payable since August 2006. She started as an AP Processing Account Clerk III and has recently promoted to the AP Processing Lead Senior Account Clerk. She enjoys watching NCAA football and Meer Cat Manor. Her favorite season is summer and likes to spend it at the lake which is also where she would like to retire! Thanks for all your hard work Sheila!



AP October Spotlight Employee

Diane has been in the Accounts Payable vendor area since October 2006 and has recently accepted a position with the Payroll office. Her favorite TV shows are CSI and Criminal Minds. She is passionate about family and faith and enjoys winter best for family gatherings and hot chocolate. Her dream car is a 67' convertible Camaro. Thanks for all your hard work Diane, we will miss you!

Questions or Comments?

Email us (see AP Staff List at http://www.ouhsc.edu/financialservices/AP/AP_Staff.asp) or call 405-271-2410.