Keeping Up With Accounts Payable

Quarterly Participant Payment Reporting

Don’t Forget

Reporting for cash and gift card participant payments distributed are due every quarter. The report is required within 2 weeks of each quarter’s end. The Excel spreadsheet for reporting is located at http://www.ouhsc.edu/financialservices/Downloads/AP/Participant%20Log.xls. The formatting requirements are explained on the second and third tab within the spreadsheet. Also, the new additional columns requiring payment type and quarter distributed. These reports are to be sent via email to AP-Management email group. The reports should contain ONLY payments made from a research incentive petty cash fund OR gift cards distributed by the department. Payments made through PeopleSoft are tracked by Accounts Payable and do not require department reporting. For more information, please refer to the Participant Payment Policy located at http://admin-scb.ouhsc.edu/policy/#Section557 and the Participant Payment Matrix located at http://www.ouhsc.edu/financialservices/Downloads/AP/Participant%20Matrix.pdf.

Website Updates

Policies:

⇒ Refunds—Jul 2009
⇒ Late Fees—Jul 2009
⇒ Check Pick-up Procedures—Jul 2009

Tools:

⇒ Category/Item List—Aug 2009
⇒ Checklist Voucher—Jul 2009
⇒ Checklist PO Invoice—Jul 2009—NEW!

Forms:

⇒ Participant Payment Request Form—Oct 2009

Vendors:

⇒ Individual Vendor Form—Oct 2009
⇒ Domestic Company—Oct 2009

Manuals:

⇒ AP Approval—Aug 2009

New Fax Number AP Processing & Travel

AP processing and travel groups have a new fax number. If you need to send voucher, requisition, or travel documentation to AP, please fax it to (405) 271-3981. The Vendor’s section fax number remains (405) 271-2496 and File’s section fax remains (405) 271-3082.

Policies:

⇒ Refunds
⇒ Late Fees
⇒ Check Pick-up Procedures

Tools:

⇒ Category/Item List
⇒ Checklist Voucher
⇒ Checklist PO Invoice—NEW!

Forms:

⇒ Participant Payment Request Form

Vendors:

⇒ Individual Vendor Form
⇒ Domestic Company

Manuals:

⇒ AP Approval

Travel Reimbursements—Employees vs. Non-Employees

7XXXXX—Travel codes used on reimbursements through the OSF Form 19 process only. Must comply with Travel policies. (expense will be charged to the travel category on SPNSR funds)
821600—Travel reimbursements for non-employees through the Form 3 process with original receipts. (expense will be charged to the other category on SPNSR funds).

Participants

821600—Accountable (original receipts provided) reimbursements for non-employees submitted on Form 3.
921200—Payment made directly to participant, not evidenced with original receipts.
921210—Replenish Research Incentive Participant Petty Cash fund.

Questions or Comments?
Email us (see AP Staff List at http://www.ouhsc.edu/financialservices/AP/AP_Staff.asp) or call 405-271-2410.
Keeping Up With Accounts Payable

Mike is our newest addition to Accounts Payable. He generally spends his weekends hanging out with family, but says football season is a different story. His favorite show is Lie to Me, but he sometimes likes to “kick it old school” and watch Saved by the Bell. He is most passionate about his family and working with youth. Thanks for all your hard work Mike!

Omie has been working in the AP Vendors area since October. Omie enjoys spending time with her friends and family. In her spare time, she enjoys writing, traveling and watching Heroes on television. Omie enjoys R&B music and winter is her favorite season. She would like to retire to Italy. She is passionate about God, family and making her dreams come true. Thanks for all your hard work Omie!

### Upcoming AP Training

<table>
<thead>
<tr>
<th>Class</th>
<th>Prerequisite</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Please Pay Voucher (Entry)</td>
<td>Intro to Peoplesoft, Vendor Module</td>
<td>Tues, 02/16 9:00 am - 12:30 pm</td>
<td>Tues, 03/23 9:00 am - 12:30 pm</td>
</tr>
<tr>
<td>Approver Function:Vouchers</td>
<td>Intro to Peoplesoft, Vendor Module</td>
<td>Fri, 02/19 9:00 am - 10:30 am</td>
<td>Fri, 03/26 9:00 am - 10:30 am</td>
</tr>
<tr>
<td>Advanced AP</td>
<td>AP Please Pay Voucher or Advanced AP</td>
<td>No Class Scheduled</td>
<td>Fri, 03/26 12:30 pm - 4:30 pm</td>
</tr>
</tbody>
</table>

- **Travel**  
  - N/A  
  - Tues, 02/09 9:00 am - 12:30 pm  
  - Weds, 02/10 9:00 am - 12:30 pm  
  - *Must attend both sessions to receive credit*  
  - Tues, 03/11 9:00 am - 5:00 pm

- **Advanced Travel**  
  - Travel  
  - No Class Scheduled  
  - Tues, 03/30 12:30 pm - 4:30 pm

- **Vendor Module**  
  - Intro to Peoplesoft  
  - Mon, 02/15 1:00 - 4:00 pm  
  - Mon, 03/22 1:00 - 4:00 pm

- **Advanced Vendors**  
  - Vendor Module  
  - No Class Scheduled  
  - Thurs, 03/25 1:00 pm - 4:00 pm

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