

## Daily Itinerary

**Step 1) Respond to e-mail and/or voice mail from end of previous day that you didn't have time to address.**

**Step 2) Go through inbox, unless a student worker (Garrett, Jim, or Jacy) will be available to do that sometime in the morning.** It may look like a student will always be available but there will be weeks where they'll have to cut back their hours due to class workload or illness. **It is also often best to leave the mail that comes in the early afternoon for the students (Garrett, Jim, or Jacy) to go through when they come in that afternoon because you often won't have enough payments prepared to keep them busy just entering payments.** We'll still have to train Jacy on going through the inbox but Garrett and Jim have already been trained on it.

**Online requisition printouts (begin with R3xxxxxx):** If backup isn't attached, look for backup in appropriate folder in the bucket drawer under the fax machine. If no backup is available, file the requisition in the appropriate folder in the bucket drawer. Remember, that departments sometimes print off the requisition and attach it to the front of their backup documentation. Need to be careful that the requisition is both completed and approved. On the requisition printout, there should be a "Y" next to both Complete and Approved.

**Paper requisitions (begin with R5xxxxx):** When they first arrive in the inbox, these need to be added to the Access log. Then, determine if additional approvals are needed.

If the fund starts with a 2xxx(xx)-can be 4 to 6 digits, give the paperwork to Terrie (or Angela if Terrie is on vacation for more than one day-will be noted on the calendar) because these are externally grant funded expenses that have to be reviewed for allowability and to make sure money is available in the grant. When Terrie returns these to your inbox, determine if they need to go to Purchasing for a purchase order to be created or if they are a direct payment.

If the fund on the paper requisition starts with 1501 these are study abroad requisitions. Also, look at the account number. If the account number is 77104, these are individual student study abroad trips.

Per my e-mail dated 1-2-2013, study abroad payments for individual travel will be handled as follows:

1. If there is no stamp on the requisition, campus mail the requisition back to Alci Craig (Department: CIEA, KB114) with a note, "No CIEA confirmation of student payment, returning requisition."
2. If there is a stamp on the requisition, put the requisition in one of the orange folders for Stacey to review. If Amy comes back saying the student hasn't paid in full, bring them to me the first couple of requisitions in order for me to contact Study Abroad immediately. After the first couple of times, we'll campus mail the requisitions back with a note "Student has not paid in full per student accounts, unable to process, so

returning requisition. Contact Stacey in student accounts with questions.” After the first one or two requisitions that are stamped but students haven’t paid, we’ll just mail the requisition back.

These study abroad requisitions that don’t have problems need to be processed within seven to ten business days. Many (but not all) of these require wire payments. For the wire payments you’ll be using the AFEX system, in addition to Banner. If the account number is 77102, these are faculty led travel expenses. Again, Stacey needs to approve that the students have paid enough for us to process the expense payment, but watch these as they come in because many of these need to be given to Purchasing in order to make travel arrangements. Remember to check the SDN list for all foreign vendors prior to payment.

Note: For AFEX, you need to see if the beneficiary is setup. If so, query the beneficiary information to make sure none of the information hasn’t changed. If the beneficiary isn’t setup, look at the documentation to determine if you have all of the necessary information to create a beneficiary. The minimum information usually includes: beneficiary name, beneficiary address, bank name, bank address, IBAN or account and swift/bic. Also, you can use our old wire transfer forms to try to assist with basic information such as the beneficiary’s country. This file is here: W:\Accounts Payable\Wire Transfers\Current Wire Transfer Forms SAMPLE-use this file.doc If the beneficiary is new or edited, you’ll need to wait until the beneficiary is approved by the AFEX staff. If the beneficiary isn’t approved within one business day, e-mail Chris Empett, our AFEX rep, and ask him if they can approve the beneficiary. Then, enter the spot transaction payment, print the spot transaction form, and obtain two of the following three signatures from: Cheryl Cragg, Judy Mullins, or Dave Rector. We try to get Judy and Cheryl’s signatures when possible. If the wire transfer is a US dollar, the invoice payment can be entered in Banner. There should be two Banner IDs involved with the invoice payment. The beneficiary Banner ID and then the check vendor is AFEX. If the wire transfer is a foreign currency, the invoice payment can be entered in Banner but it cannot be completed because the US dollar amount is unknown until the AP Supervisor approves the spot transaction the day of the check runs.

**Travel Expense Reports (begin with Txxxx or NExxxxx): If there are no problems and we have all of the backup documentation then we need to have these paid to the individual within seven business days, or sooner.**

When these come in, look for a fund number that begins with a 2xxxx(xx). These need to be given to Terrie for review just like the paper requisitions. Terrie is only looking at the allowability of the expense to be charged to the grant. Put the other expense report in the orange folder for Stacey or Melissa’s review. When Terrie returns the expense reports, put them in the orange folder for Stacey or Melissa’s review.

Keep in mind the timeframe for paying the expense reports. If Stacey is on vacation and/or Melissa is unavailable we don’t wait for days for them to pickup and look at the reports. If they don’t pick up the reports at the end of a given day, you’ll need to audit them entirely the next day to keep them moving. Stacey looks for reasonableness of the mileage amount documented and makes sure the attached receipts match the amounts indicated on the travel expense

report. She will check off each amount that has a receipt with a red checkmark. If Stacey didn't checkmark an expense that means she didn't see a receipt for the expense.

Melissa is much more thorough and looks for things like: Are expenses exceeding the meal limits? Is there more than one person at each meal? Were the meals part of the provided conference meals?

When you get the expense report back, look at the signatures. If the reimbursement is over \$1,000 make sure more than the department chair has signed off. If the expense report is for chart F, or has a Foundation fund (190042, 2xxxx1, 6xxxx1, 410021) look to make sure Mark Gambaiana has signed off on the expense report. Look at the accounting. Make sure proper documentation, such as an agenda or e-mail invite are attached, meal limits, etc. All of the expenses need to be in accordance with all aspects of the travel expense policy.

If you begin to fall behind on meeting the seven business day turnaround time for expense reports, notify the AP Supervisor, so her and/or the AP Specialist can assist with auditing.

### **Foundation Vouchers (begin with Vxxxxx)**

These are handled the same way as the online requisitions in terms of direct payments or giving to Purchasing to create purchase orders. The same backup documentation is required, too. Really, the only unique thing is checking the available balance which is in the separate instructions provided.

### **Other common paperwork that comes in:**

Identify if it is backup for a requisition. If so, look to see if the requisition has been approved. If not, log the backup and put it in the appropriate folder in the bucket drawer. It could be the department wrote the requisition number on the paperwork, but the requisition has already been turned into a purchase order. You can find this out by typing the requisition number in FOIDCH or looking at View Document in TruView.

Vendor Invoices: look for a PO number on the invoice and look for paperwork in file cabinet. The invoice goes on the front of the paperwork. Likely need to move paperwork to another folder (ex. have invoice, waiting on receiving (if applicable) or ready for payment).

If you don't find the PO paperwork, look in FOIDCH to see if the payment has already been processed and that the PO has been closed. If you cannot identify the purchase order number look at FPIOPOV-purchase orders by vendor. First by open POs, then by all POs. Also, look at vendor history FAIVNDH. It may be that we've received a duplicate invoice from the vendor and the vendor has already received payment.

Receiving Reports: same process as with vendor invoices. Receiving information goes on the back of the paperwork. Likely need to move paperwork to another folder (ex. have receiving, waiting on invoice or ready for payment).

Non-employee contractual agreements: require President's Staff approval (Provost, Dean of Student Affairs, Athletic Director, etc.) and payroll's review to ensure payee isn't an employee

**Step 3) Check the Procurement inbox (shared mailbox) once before lunch time and then once towards the end of the day** to see if there are any e-mails pertaining to Accounts Payable: direct payments, receiving, etc. I'm having ITS inactivate the Accounts Payable inbox so don't worry about checking it.

**Step 4) Audit direct payment/purchase order paperwork and make notations for students to enter payments and/or enter payments yourself.** Always keep in mind that payments for Wednesday's check run need to be entered by Tuesday at 1pm and payments for Friday's check run need to be entered by Thursday at 1pm. You need to keep Jacy, Jim, and Garrett's work schedules in mind with these deadlines.

### **Recommendations:**

**Take notes as you ask questions and receive answers.** Save e-mails with any useful information for future reference. Each person learns differently, so take notes that make sense to you.

**Check e-mail at least once every two hours but not more than once an hour to keep your focus on auditing and reviewing payments.** If I need something addressed right away, I'll come out and let you know. If other people need something right away, they'll call you about it.

**Don't forget about Foundation payments.** They are equally important to the University payments.

**Don't let things set aside without having addressed the problem or notified the department within a week that a problem exists.** Written documentation is often best when there is a problem because people forget discussions.

Please, please notify AP Supervisor if you need help juggling all of the paperwork or the auditing workload.

When the phones are ringing and people are stopping by, address the needs of the person in the office first. The person calling can leave a message or they can call someone else. You may need to ask another AP member to help field phone calls during really busy times.

**Follow-through, don't over multi-task;** complete what you're doing with each payment's paperwork (ex. e-mailing for receiving, calling with a question, calling for an invoice, etc.), make notes, and move on to the next item. It's easier than making notes on a whole bunch of different items and then going back and trying to figure out what you were doing with the paperwork.