

AP Training

When to use PO vs. ePAF?

PO

- Services rendered by an independent person or company
- Contact Payroll with questions

ePAF

- Current employee being paid for services
- Former employee being paid for services
- Any person providing services under the direction and control of the University
- This includes companies using the social security number of the current or past employees for their Federal ID numbers
- Contact Payroll with questions

When to use a PO vs. a Check Req

PO

- Supplies
- Materials
- Services
- Stipends / Honorariums
- Equipment
- Invoices
- Any contractual agreements
- Reimbursements to Independent Contractors for travel or other expenses
- Contact Purchasing with questions

Check Requisition

- Reimbursements for employee moving expenses
- Volunteer or interview candidate travel
- Wire Transfer Payments
- If it needs to be approved by Purchasing it should be on a PO or paid with a Pcard except for Wire payments
- Contact Purchasing with questions

What Delays Payments

- PO not on invoices received by AP
 - Any invoices received by AP without a correct, current PO are returned to vendors
 - Letters accompany the returned invoices communicating the reason the invoices are being returned and giving them directions to contact the departments that placed the orders for a current SUU PO
- Invoices not received by AP
 - If you have sent an invoice to Purchasing, please ensure it is also sent to AP
 - Please include the PO number in the email
 - Please don't send invoices to us from your office copier – we don't always get these. Scan them to yourself and then forward them onto us.
- W-9 not on file for the vendor
- NOTE: Please provide sufficient time for us to process payments. If we get it the day it is due for payment, we won't be able to pay it that day.

How to Avoid Delays in Payments

- Please ensure a PO is communicated to the vendor and they are directed to put the PO on the invoice to expedite payment
- Departments are welcome to have invoices sent directly to them via email or request vendors put invoices to their attention so the SUU Post office will deliver them directly to the departments. Please forward these to AP with the correct PO number for payment
- For utility payments, invoices are paid from the standing POs communicated to AP by the departments using the services
 - Please communicate any standing POs for utility invoices to AP via email July 1 for the new fiscal year
 - Utility invoices include those for Century Link, Fuelman, Rocky Mountain Power, TDS, city water invoices, etc.
- Ensure there is a W-9 on file (How to look up a W-9 is explained later in the presentation)

Looking Up a PO

- FOIDDOCH (Document History)
- Document Type
 - REQ, INV, PO, CHK
- Document Code
 - Requisition number, Banner Invoice number, PO number, and Check number
- Next Block
- Select the cell related to the information you want to see and hit F3
- Next block to look at info

FOIDDOCH

Document History FOIDDOCH 9.3.2 (PROD) ADD RETRIEVE RELATED TOOLS

Document Type: PO Purchase Order Document Code: P1800065 [Start Over](#)

DOCUMENT HISTORY Insert Delete Copy Filter

Document Type	Document Number	Status	Status Description
Requisition	R1800085	A	Approved
Purchase Order	P1800065	A	Approved
Invoice	I0314620	P	Paid
Invoice	I0316483	P	Paid
Invoice	I0319576	X	Cancelled
Check Disbursement	00330015		
Check Disbursement	00331497		

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EDIT Record: 1/7 FORDCHC1.DOC_TYPE_DESC [1] ellucian



Why do we need a W-9

- Legally mandated IRS requirement to ensure we are providing the correct back-up withholdings
 - There are severe penalties if we do not have the correct back-up withholdings for payees
- Obtain correct payee name
- Obtain correct payee taxpayer ID number
- Ensure we are not duplicating vendors
- When the vendor is adverse to providing a W-9, the Substitute W-9 forms can be used: SUU website: <http://suu.edu/ad/controller/pdf/w9-substitute.pdf>
 - If the vendor refuses to provide a W-9 we have to withhold 28% of their payment to turn over to the IRS
- Please contact AP to verify if we have a W-9 on file
- If you send a W-9 to AP please ensure you let us know it is coming so we know who to communicate the T number to.

Missing W-9

- Form W-9
 - Please have the vendor send the W-9 directly to AP and give us a heads-up that it is coming so we can provide a T number to you. If the vendor sends their W-9 to you, either hand deliver it to AP or fax it to us at 865-8064. Due to the sensitive information contained on the form this is a serious security risk and should be treated as such. **DO NOT** put these in campus mail or send them through Email!!
 - W-9 forms can be shared to Accounts Payable via the Secure File Share system. This can be done by going to <https://my.suu.edu/secure/upload/accountspayable>
 - MUST be complete with the payee's Name, Address, Federal ID AND a SIGNATURE for it to be acceptable per IRS requirements.

W-8s for International Vendors

- All international Vendors are required to provide a W-8BEN form. Contact AP for a copy of the W-8BEN form, or find it on the IRS website.

Checking W-9 Status

- FOATEXT (General Text Entry)
- Type in FVD in the “Type” field
- Type in the T number for the entity in the “Code” field
- Next block to look at the info
- Vendors that receive only wires do not have T-numbers. Contact AP if you can't find the vendor.

FOATEXT

General Text Entry FOATEXT 9.0 (PROD) ADD RETRIEVE RELATED TOOLS

Type: FVD Code: T00000108 Default Increment: 10 **Start Over**

GENERAL TEXT ENTRY + Insert - Delete Copy Filter

Text	Print *	Line
W-9 on file	<input type="checkbox"/>	10
Corp	<input type="checkbox"/>	20

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Checking Payment Status

- FAIVNDH (Vendor Detail History)
- Enter T-Number, Federal ID Number, or search using name (see searching for Vendor)
- Next block
- To Narrow your search
 - F7 to clear the screen
 - Use the “Add Another Field” drop down arrow to select what to search for
 - Use % as your wild card in the fields
 - F8 to search
- Open/Paid indicator, dates and check number
 - An “!” indicates the payment was made via Direct Deposit
 - **PCard transactions WON'T show up in this screen**

Check Payments

Vendor Detail History FAIVNDH 9.3.4 (PROD) ADD RETRIEVE RELATED TOOLS

Vendor: T00000141 Jones Paint & Glass Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: [Start Over](#)

▼ VENDOR DETAIL HISTORY + Insert - Delete Copy Filter

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
CCI0021935	I0314598	Y	N	N	P	N	46.98	07/11/2017	11-JUL-2017	00330023
CCI0022011	I0314599	Y	N	N	P	N	209.16	07/11/2017	11-JUL-2017	00330023
CCI0021873	I0314600	Y	N	N	P	N	223.46	07/11/2017	11-JUL-2017	00330023
CCI0021908	I0314601	Y	N	N	P	N	439.44	07/11/2017	11-JUL-2017	00330023
CCI0022162	I0315319	Y	N	N	P	N	63.47	07/26/2017	26-JUL-2017	00330313
CCI0022323	I0315320	Y	N	N	P	N	59.10	07/26/2017	26-JUL-2017	00330313
CCI0022194	I0315321	Y	N	N	P	N	164.34	07/26/2017	26-JUL-2017	00330313
CCI0022441	I0315322	Y	N	N	P	N	1,045.71	07/26/2017	26-JUL-2017	00330313
CCI0022504	I0315323	Y	N	N	P	N	192.54	07/26/2017	26-JUL-2017	00330313
CCI0022508	I0315324	Y	N	N	P	N	42.58	07/26/2017	26-JUL-2017	00330313
CCI0022586	I0315325	Y	N	N	P	N	143.20	07/26/2017	26-JUL-2017	00330313
CCI0022717	I0315500	Y	N	N	P	N	489.45	07/28/2017	28-JUL-2017	00333076
CCI0022786	I0315678	Y	N	N	P	N	95.97	08/01/2017	01-AUG-2017	00333143
CCI0022787	I0315679	Y	N	N	P	N	44.69	08/01/2017	01-AUG-2017	00333143
CCRET200650	I0315680	Y	N	Y	P	N	-44.29	08/01/2017	01-AUG-2017	00333143
CCI0022872	I0315734	Y	N	N	P	N	98.76	08/02/2017	02-AUG-2017	00331192
CCI0022974	I0316004	Y	N	N	P	N	101.69	08/08/2017	08-AUG-2017	00331309
CCI0022975	I0316006	Y	N	N	P	N	101.69	08/08/2017	08-AUG-2017	00331309

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Direct Deposit Payments

Vendor Detail History FAIMNDH 9.3.4 (PROD) ADD RETRIEVE RELATED TOOLS

Vendor: T00000108 Dominion Energy Vendor Hold: Selection: All Fiscal Year: 18 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY Insert Delete Copy Filter

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
P1800358	I0314943	Y	N	N	P	N	1,572.68	07/18/2017	18-JUL-2017	I0089397
P1800024	I0314944	Y	N	N	P	N	109.38	07/18/2017	18-JUL-2017	I0089397
P1800025	I0314945	Y	N	N	P	N	1.24	07/18/2017	18-JUL-2017	I0089397
P1800147	I0314946	Y	N	N	P	N	12.81	07/18/2017	18-JUL-2017	I0089397
2769438 7/17	I0315271	Y	N	N	P	N	8.32	07/26/2017	26-JUL-2017	I0089538
5300860 7/17	I0315272	Y	N	N	P	N	7.16	07/26/2017	26-JUL-2017	I0089538
0554340 7/17	I0315326	Y	N	N	P	N	7.16	07/26/2017	26-JUL-2017	I0089538
3122669 7/17	I0315327	Y	N	N	P	N	7.57	07/26/2017	26-JUL-2017	I0089538
4495923 7/17	I0315328	Y	N	N	P	N	70.97	07/26/2017	26-JUL-2017	I0089538
1094211	I0315329	Y	N	N	P	N	7.39	07/26/2017	26-JUL-2017	I0089538
7075120 7/17	I0315375	Y	N	N	P	N	16.65	07/27/2017	27-JUL-2017	I0089570
6519772107	I0315420	Y	N	N	P	N	13.00	07/27/2017	27-JUL-2017	I0089570
6604553379	I0315421	Y	N	N	P	N	30.74	07/27/2017	27-JUL-2017	I0089570
2840362 7/17	I0315465	Y	N	N	P	N	407.63	07/28/2017	28-JUL-2017	I0089595
1773130 7/17	I0315466	Y	N	N	P	N	6.75	07/28/2017	28-JUL-2017	I0089595
4364580 7/17	I0315467	Y	N	N	P	N	6.75	07/28/2017	28-JUL-2017	I0089595
1131065 7/17	I0315550	Y	N	N	P	N	94.00	07/29/2017	31-JUL-2017	I0089608
3909260 7/17	I0315602	Y	N	N	P	N	61.32	08/01/2017	01-AUG-2017	I0089645

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Searching for Vendors

- FAIVNDH (Vendor Detail History)
 - Type in their Social/FEIN in the vendor field
 - Vendor name will automatically populate (if they are set up unless there are multiple names for the same Social or FEIN, i.e. State of Utah)
 - To search using the name
 - Select the “...” box in Vendor field (or Press F9 with your curser in that field)
 - Select Entity Name/ ID Search (FTIIDEN)
 - Vendor Search is Case Sensitive
 - For individuals, use the “Last Name” and “First Name” fields by clicking on the drop down arrow next to “Add Another Field”
 - For companies, use the “Last Name” field only
 - The “%” is the wild card
 - When a search parameter is selected from the drop down box, another “Add Another Field” box will automatically appear. This is normal and this box does not need to be used unless it is required to complete the search.
 - If you can't find them, or they have multiple T-numbers, contact AP

FAIVNDH

Vendor Detail History FAIVNDH 9.3.4 (PROD)

ADD RETRIEVE RELATED TOOLS

Vendor: ...

Selection: All

Invoice Date From:

Vendor Hold:

Fiscal Year: 18

Invoice Date To:

Go

Get Started: Fill out the fields above and press Go.

EDIT Record: 1/1 KEY_BLOCK.FAIVNDH_VEND_CODE [1] ellucian



Individual Name Search

Entity Name/ID Search FTIIDEN 9.3.4 (PROD) ADD RETRIEVE RELATED TOOLS 1

ENTITY NAME/ID SEARCH Insert Delete Copy Filter

Vendors Financial Managers
 Terminated Vendors Terminated Financial Managers
 Grant Personnel Agencies
 Proposal Personnel All

DETAILS Insert Delete Copy Filter

Last Name Contains Smith
First Name Contains Del%
Add Another Field ...

Clear All Go

SEA... Record: 1/1 SPRIDEN.SPRIDEN_ID [1] ellucian



Company Name Search

Entity Name/ID Search FTIIDEN 9.3.4 (PROD) ADD RETRIEVE RELATED TOOLS 1

▼ ENTITY NAME/ID SEARCH + Insert - Delete Copy Filter

<input checked="" type="checkbox"/> Vendors	<input type="checkbox"/> Financial Managers
<input type="checkbox"/> Terminated Vendors	<input type="checkbox"/> Terminated Financial Managers
<input type="checkbox"/> Grant Personnel	<input type="checkbox"/> Agencies
<input type="checkbox"/> Proposal Personnel	<input type="checkbox"/> All

▼ DETAILS + Insert - Delete Copy Filter

Last Name Contains Tink%s%

Add Another Field ...

Clear All Go

SEA... Record: 1/1 SPRIDEN.SPRIDEN_ID [1] ellucian



Looking Up Travel Payments

- FGITRND (Detail Transaction Activity) – Shows encumbrances with the corresponding Travel numbers, but doesn't have the travel number with the name for the travel reimbursements that have been paid.
 - If you click in the payment line for the Travel reimbursement, you can drill down using F3 to see what travel it corresponds to.
- FAIVNDH (Vendor Detail History) – Shows the Travel payment number in the Vendor Invoice column – very useful if you have someone who is traveling frequently and you are looking for a specific Travel reimbursement payment.

FGITRND

✕

 ADD
 RETRIEVE
 RELATED
 TOOLS

COA: T Fiscal Year: 17 Index: Fund: 000100 Organization: 66000 Account: 7560 Program: 60 Activity: Location: Period: Start Over

Commit Type: Both

DETAIL TRANSACTION ACTIVITY
 Insert
 Delete
 Copy
 Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Comm
7560	66000	60	YTD	-128.65	-	JE16	J1700839	Joslin, Benjamin Adam.	U
7560	66000	60	YTD	257.30	+	INNI	I0312998	Joslin, Benjamin Adam.	U
7560	66000	60	ENC	-257.80	-	INEI	I0307688	Louder, Derek J.	U
7560	66000	60	YTD	514.07	+	INEI	I0307688	Louder, Derek J.	U
7560	66000	60	ENC	257.80	+	E117	TR172949	TR172949 Louder, Derek	U
7560	66000	60	ENC	0.00	-	INEI	I0304605	Joslin, Benjamin Adam.	U
7560	66000	60	ENC	0.00	+	E117	TR172435	TR172435 Joslin, Ben	U
			Total	642.72	+				

< >
< >

1 of 1
Record 1 of 7

Activity Date 06/23/2017 09:09:01 AM

CANCEL
SELECT

EDIT
Record: 1/7
FGVTRND.DISPLAY_ACCT_CODE [1]
ellucian



FAIVNDH

X Vendor Detail History FAIVNDH 9.3.4 (PROD) ADD RETRIEVE RELATED TOOLS

Vendor: T00155416 Joslin, Benjamin A. Vendor Hold: Selection: All Fiscal Year: 17 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY Insert Delete Copy Filter Filter Again

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
TR174656	I0312998	Y	N	N	P	N	257.30	06/13/2017	13-JUN-2017	10088570
Total							257.30			

1 of 1 | 10 Per Page | Record 1 of 1


SAVE

EDIT Record: 1/1 FABINVH_BLOCK.FAWIC2_VEND_INV_CO... ellucian



Check Req

- Check Reqs are not for requesting a physical check
- Our procedure is to direct deposit or mail checks depending on the preference established by the vendor
- We do not hold checks to be picked-up except in extenuating circumstances
- Contact Accounts Payable with any questions

CHECK REQUISITION	To: ACCOUNTS PAYABLE	
	Date: _____	

INSTRUCTIONS:

1. This form is NOT to be used in lieu of a purchase order requisition, travel advance/reimbursement or for items that could be interpreted as wages.
2. Any payment made to a business or individual for services must include the taxpayer identification or Banner T-number in the space provided and a completed W-9 from the vendor if one is not on file.
3. The check will be mailed to the payee at the address shown (an address is required). If you want the check to be held at the Controllers Office, to be picked up by the payee, mark an "X" in the hold box.
4. If you have any communication or attachments to accompany the check, attach them to this form.
5. Documentation MUST be attached to this form.

PAYEE

Name _____

Address _____

City & State _____

Zip Code _____ Banner T # _____

(T# REQUIRED)

EXPLANATION:

Amount \$ _____

Index _____ Acct _____ Actv _____

Department _____ Fund _____ Org _____ Acct _____ Prog _____

Authorized by _____ Print Name _____

Dean or Dept. Head _____ Print Name _____

Vice President _____ Print Name _____

Purchasing Agent _____


Copies 1 & 2 to Accounts Payable

Copy 3 to Issuing Department



Check Req Required Info

- Name and complete address
- T number
- Explanation
- Amount
- Complete Accounting Info
- Department
- Signatures and printed names – if this requires a Purchasing signature, this should be on a PO or on a Pcard unless it is for a Wire Transfer

CHECK REQUISITION	To: ACCOUNTS PAYABLE Date: _____	
INSTRUCTIONS:		
<ol style="list-style-type: none"> 1. This form is NOT to be used in lieu of a purchase order requisition, travel advance/reimbursement or for items that could be interpreted as wages. 2. Any payment made to a business or individual for services must include the taxpayer identification or Banner T-number in the space provided and a completed W-9 from the vendor if one is not on file. 3. The check will be mailed to the payee at the address shown (an address is required). If you want the check to be held at the Controllers Office, to be picked up by the payee, mark an "X" in the hold box. 4. If you have any communication or attachments to accompany the check, attach them to this form. 5. Documentation MUST be attached to this form. 		
PAYEE		
Name _____		
Address _____ _____		
City & State _____		
Zip Code _____		Banner T # _____
(T# REQUIRED)		
EXPLANATION:		
Amount \$ _____		
Index _____ Acct _____ Actv _____		
Department _____	Fund _____	Org _____ Acct _____ Prog _____
Authorized by _____	Print Name _____	
Dean or Dept. Head _____	Print Name _____	
Vice President _____	Print Name _____	
Purchasing Agent _____		

Copies 1 & 2 to Accounts Payable

Copy 3 to Issuing Department



“Green Slips”

(Items that require us to return Check Reqs)

- Missing signature(s)
- Missing Accounting info (Index or FOAPAL)
- Missing Payee info (Address) – Please ALWAYS provide a current address on all check reqs
- Missing T#
 - Please do NOT include the payee's social security number or federal ID
 - If a W-8 or W-9 is required please hand deliver the check req with the attached form to the Accounts Payable in box located in the Controller's office student work area.
- Missing Explanation
- Missing receipts
- Missing supporting documentation
- Should be processed as a PO
- Should be processed as an EPAF
- Should be paid as a Travel Reimbursement

Missing Signature

- Must have at least two different signatures
 - Payee cannot be one of the signatures
 - If this is for payment to a Department Head, use the 1-Up rule and have the person they report to sign it.
- Authorized by
 - Always required, no exceptions
- Dean or Department Head
 - Always required, no exceptions
- Vice President
 - If amount is \$50,000 or more
- Purchasing Agent
 - If this requires a Purchasing signature, should be done on a PO or with a Pcard unless it is a Wire Transfer
 - Employee reimbursements should have been done on a Pcard or through a PO in the first place

Missing Documentation

- Receipts
 - IRS and State Auditor requirement
 - Copies are fine, but MUST be legible – NO credit card or bank statements
- Documentation
 - Showing proof of obligation to pay
 - Proof the event took place

Pcard Charges

- Pcard charge notifications will be emailed automatically
- Departments are responsible to move Pcard charges to the correct account
- There should be no Pcard charges in the 7361 account
- If the Pcard charge needs to be moved by someone without access to that FUND, ORG, PROG, please send an email to calebpaulson@suu.edu as soon as you get the email notification with the following info:
 - T number of the person whose Pcard has the charge on it
 - Vendor the charge is from
 - Amount of the charge
 - The FOAPAL the charge needs to be moved to
- Any charges not moved before the Pcard info is finalized in Banner will need to be moved via an expenditure transfer request sent to ctrladmin@suu.edu