Accounts Payable and Accounting Services Updates and Reminders

Accounts Payable Updates

- AP staffing down - may not get payments, especially travel, as early as you’re used to but will still be within two weeks
- Hospitality Policy – applies not only to travel but also to ProCard and direct payment requests
- Let AP know when a payment is final.
- Include itemized receipts for travel and hospitality
- Travel Advance pick-up authorization form. Use new, updated form on web. Throw away any old ones. New form updated because unpaid advances cannot be offset by payroll – also, we’re moving to a new EFT Travel advance.

Accounting Services Updates

- New University Chargeback policy
  - Effective September 2012
  - Applies mainly to service centers but should result in better oversight on charges
  - Requires review and approval for all new or updated chargeback fees
- Heads up when searching on Sac State web – may pull up out of date documents (e.g. OLD Hospitality Policy). We’re working on this problem but in the meantime, it’s safer to navigate to docs from websites
- Expense Accounts – try to use specific expense accounts rather than 660003.
  - Helps us respond to questions from auditors and CO without bugging you (departments)
  - Helps you respond to questions from your boss
  - Link to document “Expense Account Listing for Departmental Use” is on the Accounting Services website
  - If you’re not sure which account to use, please call Stephen Scalley in Accounting Services