



***Business Matters @ Sac State***

***Topic: 2007/08 Accounts Payable Updates***

DATE: August 10, 2007

TO: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

FROM: Susan L. Johnson, Director of Accounts Payable & Travel

**Accounts Payable Web Updates - <http://www.csus.edu/acpy/>**

The Accounts Payable website is in the process of being revamped with the most up-to-date information available. There will be a volume of information available for you to view on-line or to print out for you to keep at the tips of your fingers. I would like to thank the A/P Committee of campus users for their suggestions and input on the development and the changes to the website. We have added new itemized functions to better serve you in your quest for information. Here is a list of the new functions that have been added to the website.

- **Under AP HOME** (on the left navigation menu) **we have added:**
  - A/P Manual – policies, procedures, and processes of all A/P duties.
  
- **Under Functions** (on the left navigation menu) **we have added:**
  - Invoices – from requisition to a check
  - Payment in Advance – Paying a vendor up front for services or deposit
  - Reimbursements – employees, interviewees, and consultants
  - ProCard Program – statements & CMS reconciliation
  - Cheat Sheets / quick reference guides of most commonly used processes
  
- **Under News & Events** (on the upper right navigation menu) **we have added:**
  - A/P Calendar for FY 07/08

**Contact Information:** If you have any suggestions or ideas you would like to see on our website please email me at [sjohns@csu.edu](mailto:sjohns@csu.edu) or call the Accounts Payable office at 8-6476.

***Please watch for future announcement of Accounts Payable process training.***

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