

# Accounts Payable Basics Class

**From Requisition to Check** – We will take you through the process from a requisition to the payment of the order. We will cover the following areas:

- Requisition
- Purchase Order
- Stock Receive Report
- Invoice
- Payment

**Direct Payment Request (DPR)** – We will explain the DPR process which includes the following areas:

- Completed Payee Data Record (204 Form)
- Signature Authorization / CMS Financial Request
- Business Hospitality Expense Policy
- Guest Lecturer / Honorarium
- Student Stipends

**Payment in Advance (PIA)** – We will explain the PIA process from start to finish.

**Petty Cash** – We will explain the petty cash process and what is needed to receive a petty cash reimbursement.

**Year End Schedule of Deadlines** – We will go through the calendar to show you the important dates that you need to remember.

# **Hands on Accounts Payable Navigation**

**Looking up a Purchase Order (PO) using a Requisition number** – We will show you how to navigate from the requisition to the PO.

**Purchase Order Activity Summary** – We will show you how to navigate from the PO activity summary to the payment of the order. We will also take you through the payment information to see if the check has cleared the bank.

**Looking up a payment using a voucher** – We will show you how to navigate through the Accounts Payable voucher portion on the CMS menu.

**Signature Authorization** – We will show you how to search your department is Dept ID or employee name to see who has authority to sign for expenditures or an approving official.

**Query Lookup** – We will show you Accounts Payable queries and how to run them.

**Process Monitor** – We will show you how to navigate to the process monitor and print a report.

# Accounts Payable Programs

## ProCard & Travel

**ProCard Program** – We will take you through the A/P portion of the ProCard process. The following areas will be covered:

- 09/10 ProCard Calendar
- Frequently Asked Questions
- CMS Inquiry

**Travel @ CSUS** – We will take you through the travel programs, processes, policies and procedures. The following areas will be covered:

- Travel Programs
  - American Express Business Credit Card
  - American Express Business Travel Account (BTA)
  - SWABIZ
  - Enterprise Rent A Car/National/Alamo
- CSUS Travel Policy
- Travel Advances
- Travel Claims
- Year-end Travel
- Moving & Relocation Claims