



Business Matters at Sac State

Topic: 07/08 Accounts Payable Updates

DATE: August 10, 2007
TO: Campus Community
FROM: Susan L. Johnson, Director of Accounts Payable & Travel

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

The Accounts Payable website has been revamped with the most up-to-date information available. There is 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 we have 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 – Important monthly dates.

If you have any suggestions or ideas you would like to see on our website please feel free to email Susan Johnson at 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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