Accounts Payable 101

Presented by Accounts Payable

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Welcome

➤ The Accounts Payable and Travel offices provide administrative and fiscal support to the campus community and its suppliers. Payments are made in accordance with the laws of the State of California, applicable federal laws, including Internal Revenue Service regulations, and the policies and procedures of the University.

➤ **Our Goal** – to consistently provide efficient and reliable service to all of our customers, including our vendors, fellow employees and the campus community.

➤ Processing time for invoices, direct payment & reimbursement requests, UFSS check requests and Travel Expense Claims are 10 business days.

New - Adobe Sign Workflow

SACRAMENTO STATE

Inside ABA
My Sac State

Administration & Business Affairs ➤ Inside ABA ➤ ABA Forms
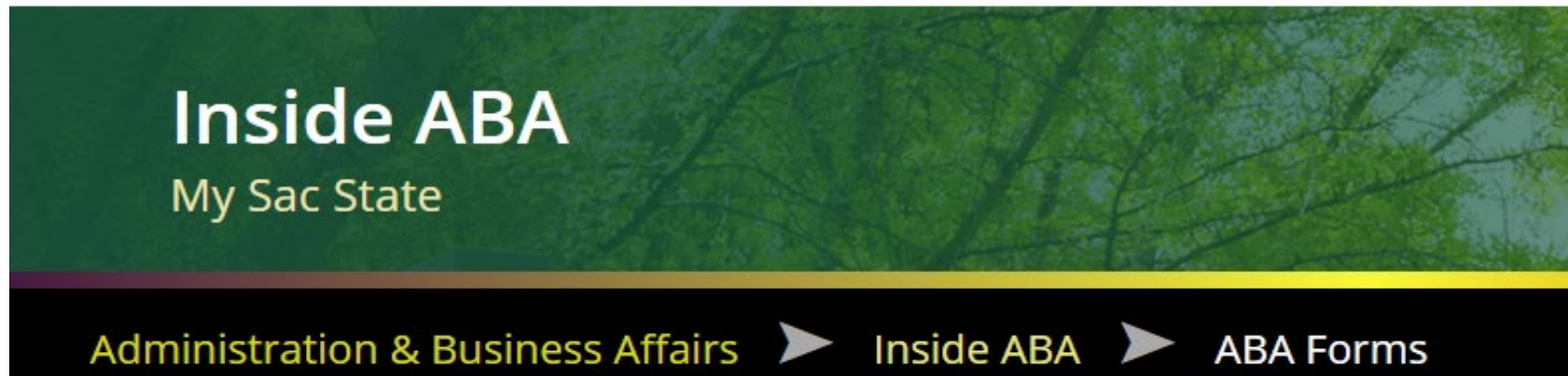
Template & User guides can be found in:

➢ Accounts Payable & Travel

➢ University Foundation at Sac State (UFSS)

Adobe Sign Reminders

➢ Use the correct workflow template accessed from ABA Forms webpage under AP for your payment submission.

➢ UFSS has their own workflow templates for check request and invoice. Look under UFSS on ABA Forms webpage.

➢ Include only one invoice per submission.

➢ Enter in Payee name after Document name type.

Online Document Retrieval

➢ Documents processed by AP, starting with fiscal Year 21/22, are now available within OnBase for campus to access.

➢ If documents are needed for prior fiscal years, please email Accounts Payable with your request.

➢ Guide on how to access documents is available on the AP website.

Payments

➤ Invoices for commodities are processed for payment when stock received is entered – 3-way matching (purchase order, stock received, invoice).

➤ Invoices for services require "Approved for Payment" and submitted by the department upon completion of service.

➤ From Requisition to Check

➤ Stock Received Report

➤ Researching a Payment

Delay in Payments

- Invoice not submitted to Accounts Payable
- Stock Received not posted in CFS
  - Received damage items contact Central Receiving to remove Stock Receipt
- Purchase Order needs to be amended
- Purchases or services rendered without a Purchase Order
  - No after the fact
  - Exception to the policy approval with written justification including plan for future resolution

When to void a check

➢ Check was issued more than 30 days prior.

➢ Check is not in Bursar's (Lassen Hall – Cashier's Office) waiting to be picked up by the vendor/employee.

➢ Check has not been cashed.

➢ Vendor must complete the Check Replacement Application in Adobe Sign.

➢ The stop payment process is initiated by Accounting Services upon receiving the replacement application from the vendor. The entire process may take a minimum of one to two weeks to complete.

➢ Once the replacement application has been received and the stop payment has been confirmed, a new check will be issued and mailed to the vendor.

What are Direct Payment & Reimbursement Requests? (DPR/RR)

➢ Payments to Suppliers when there is no need to obtain a Purchase Order or Procard cannot be used. (DPR)

➢ Allowable vs. Exceptions

➢ Attach supporting documents

  ➢ Invoices whenever possible

  ➢ Agenda or flyer of events

  ➢ Itemized receipts required

  ➢ Small purchased processed by Petty Cash in Bursar's (less than $50)

UFSS Check Request

▶ **SAFDN Purchase Order should be used whenever possible**

▶ **UFSS Check Request is used for all other foundation payments**

▶ **Reimbursement Activity**

  ▶ MDR01 and class code are meant for Procard purchases.

  ▶ Should not be used on a SACST PO, DPR or in Concur

  ▶ UFSS Petty Cash should be used with X fund

Guest Speakers/Honorarium

- Non-resident of California – deduct State tax 7% withholding over $1,500/year for Services

- Non-Resident Aliens of US – may need to deduct Federal tax 30% and State tax 7% withholding

  - Required copies of Passport, Visa and I-94

  - Transmission of Level 1 Confidential information must be done in CSU Data Transfer Service - MoveIt

Business Hospitality Expenses

➤ Approving Official must be on the Delegation of Authority for the DEPT ID, be the supervisor or above of the official host and not have attended the event.

➤ Include printed name and title of the approving official.

➤ Provide an agenda/program of the event and a statement of justification that the event serves a bona fide business purpose.

➤ List of attendees with a description of their relationship to the university (faculty, staff, student, or guest)

➤ Gift Cards – Prior approval from Procurement and disbursement log required

➤ Refer to Appendix A & B for help.

Vendor Data Record (204 Form)

➢ Required in lieu of IRS W-9 when doing business with the State of California

➢ Online 204 form needs to be completed by an authorized vendor representative or individual. Campus employees cannot complete the form for them.

➢ An email will be sent to the address provided with the supplier number when processing is completed. Please ask the vendor or individual to forward the email to you.

➢ Processing time is 3-5 business day.

➢ Requests must have supplier numbers before submitting to Accounts Payable.

➢ Vendordatarecordform@csus.edu For all vendor 204 form related questions.

Payment in Advance (PIA)

➢ A payment issued to a vendor before the service is performed or the commodity is received.

➢ Examples: services, hotel deposits, catering services, and Guest Lecturers.

➢ Non-Resident Aliens are **not** allowed. See the Procedures for Payment to NRA Individuals and the Non-Resident Taxation page.

➢ Request through the Procurement & Contract Services office noted on the **requisition**. Contact Procurement Services for any questions regarding PIAs.

➢ Once Procurement & Contract Services authorizes a PIA, the Accounts Payable office will process payment.

➢ Cannot be done on a direct payment request.

Delegation of Authority and Reports To (DART)

Delegation Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

SetID	= ▼	SACST 🔍
Employee ID	begins with ▼	🔍
Division	begins with ▼	🔍
Program Center	begins with ▼	🔍
Department ID	begins with ▼	48100 × 🔍
Reports To	begins with ▼	
CARS Request ID	begins with ▼	

Travel Approval ☐
Direct Pay/Petty Cash/Paper PO ☐
Expenditure Transfer Approval ☐
Budget Transfer Approval ☐
Procurement Card Approval ☐
Other Approval ☐

☐ Case Sensitive

[Search]   [Clear]   Basic Search 📋 Save Search Criteria

UFSS doesn't use DART for DOA. DOA is by fund and can be found on the funds specification sheet

Search Results

View All   First ◀ 1-14 of 14 ▶ Last

SetID	Employee ID	Name	Division	Program Center	Department ID	Description	Reports To	CARS Request ID	Travel Approval	Direct Pay/Petty Cash/Paper PO	Expenditure Transfer Approval	Budget Transfer Approval	Procurement Card Approval	Other Approval
SACST	101020188	Ming-Tung Lee	45000	47700	48100	Accounts Payable	218616438	(blank)	Y	Y	Y	Y	Y	Y
SACST	101040000	Kendal Chaney-Buttleman	45000	47700	48100	Accounts Payable	101052220	(blank)	Y	Y	Y	Y	Y	Y
SACST	101047527	Stacy Hayano	45000	47700	48100	Accounts Payable	101020188	7034	Y	Y	Y	Y	Y	Y
SACST	101052220	Regina Curry	45000	47700	48100	Accounts Payable	101020188	(blank)	Y	Y	Y	Y	Y	Y
SACST	101058408	Elena Compo	45000	47700	48100	Accounts Payable	(blank)	(blank)	Y	Y	Y	Y	Y	Y
SACST	102095784	Bena Arao	45000	47700	48100	Accounts Payable	101020188	(blank)	Y	Y	Y	Y	Y	Y
SACST	210817699	Loc Vu	45000	47700	48100	Accounts Payable	101059526	(blank)	N	N	N	N	N	N
SACST	211173158	Yavette Hayward	45000	47700	48100	Accounts Payable	102095784	7035	Y	Y	Y	Y	Y	Y
SACST	211254941	Elisa Chohan	45000	47700	48100	Accounts Payable	102095784	(blank)	Y	Y	Y	Y	Y	Y
SACST	213257006	John Guion	45000	47700	48100	Accounts Payable	101052220	(blank)	Y	Y	Y	Y	Y	Y
SACST	217449051	Naashun Varner	45000	47700	48100	Accounts Payable	219576514	(blank)	N	N	N	N	N	N
SACST	218651720	Denise Morgan	45000	47700	48100	Accounts Payable	219576514	(blank)	Y	N	N	N	Y	N
SACST	218661912	Daria Cardoza	45000	47700	48100	Accounts Payable	218616438	8936	Y	Y	Y	Y	Y	Y
SACST	219576514	Daljit Khangura	45000	47700	48100	Accounts Payable	213257006	(blank)	Y	Y	Y	Y	Y	N

University Foundation at Sac State

- **UFSS Student Payments**
  - Where to send the payments for processing?
    - **AP**- Contest Winnings & Reimbursements (all types)
      - Supplier IDs are required (must submit a 204 Form)
    - **Bursar's**- Student Stipends & Emergency Grants
      - Check box for Student & provide Student ID#
- **Travel Expense Claim**
  - Follows CSU travel policy
  - Travel to banned states is allowed with X funds only
  - Submit to SacStateTravel@csus.edu

Travel Requisitions for UFSS

Questions?

- ABA-FIN-ap-travel@csus.edu For campus inquiries and questions.

- SacStateAP@csus.edu For suppliers to submit invoice and correspondence

- SacStateTravel@csus.edu For all travel related questions

- Vendordatarecordform@csus.edu For all vendor 204 form related questions.