Welcome
BOBCATbuyers
Monday, July 31, 2017
Please Sign In
AGENDA

- Fiscal Year 2017 Closing Schedule Reminders
- Open Encumbrances
- Accounts Payable & Travel Updates
- Contracted Services FS-03 Form
- Total Contract Manager
- Questions
## FY 2017 Closing Schedule

Materials Management & Logistics  
University Distribution Center · Phone: 5-2294

### RECEIPT OF GOODS / SERVICES
(Submit within 3 working days of delivery)

| Goods Receipts Notification | No later than 5:00 PM on Thursday, August 31 |
## FY 2017 Closing Schedule

Purchasing Office  
J.C. Kellam 527 · Phone: 5-2521

| PURCHASE REQUISITIONS & PURCHASE ORDERS  
(SAP & TSUS MARKETPLACE) |
|--------------------------------------------------|
| **Last Day to Approve FY 2017**  
Requisitions | By 12:00 PM on  
Friday, August 18 |
| **Last Day for FY 2017**  
Modifications/Cancellations | By 12:00 PM on  
Friday, August 18 |
| **First Day for FY 2018**  
Creating/Approving Requisitions or  
Funds Commitments | Monday, August 21 |
## FY 2017 Closing Schedule

**Purchasing Office**

J.C. Kellam 527 • Phone: 5-2521

<table>
<thead>
<tr>
<th>PURCHASING CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transactions posted to the Citibank P-Cards after August 25 will be automatically charged to the FY 2018 budget.</strong></td>
</tr>
<tr>
<td><strong>Friday, August 25</strong></td>
</tr>
</tbody>
</table>
## FY 2017 Closing Schedule

Technology Resources (ITAC)
MCS 262 · Phone: 5-4822

<table>
<thead>
<tr>
<th>INFORMATION TECHNOLOGY PURCHASES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Day to Purchase:</strong></td>
</tr>
<tr>
<td>Computers, Computer Parts, Printers, Software, and Telephones</td>
</tr>
<tr>
<td>Requests received after August 11 will be held until FY 18 funds are available, and, per university policy, delivery will be delayed until on or after September 1, 2017.</td>
</tr>
<tr>
<td><strong>VENDOR INVOICES and PAYMENT REQUESTS, including CONTRACTED SERVICES, VENDOR UPLOADS, and e-NPOs</strong></td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td><strong>Last Day to Submit 2017 Invoices</strong></td>
</tr>
<tr>
<td><strong>Last Day to Submit 2017 Vendor Uploads</strong></td>
</tr>
<tr>
<td><strong>Last Day to Use an FY 2017 Fund on e-NPOs</strong></td>
</tr>
<tr>
<td><strong>First Day to Use an FY 2018 Fund on e-NPOs</strong></td>
</tr>
</tbody>
</table>
## FY 2017 Closing Schedule

**Travel**

J.C. Kellam 564 • Phone: 5-2775

<table>
<thead>
<tr>
<th>TRAVEL REQUESTS, FUNDS COMMITMENTS (FC), &amp; REIMBURSEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Day to Close FY 2017 Travel Requests/Funds Commitments: Trips Completed in September-June</strong></td>
</tr>
<tr>
<td><strong>Last Day to Create FY 2017 Travel Requests/Funds Commitments (Not applicable for Grants as they are not fiscal year dependent)</strong></td>
</tr>
<tr>
<td><strong>TRAVELTracks Expense Reports</strong></td>
</tr>
</tbody>
</table>
## FY 2017 Closing Schedule

### Travel

J.C. Kellam 564 · Phone: 5-2775

<table>
<thead>
<tr>
<th>TRAVEL REQUESTS, FUNDS COMMITMENTS (FC), &amp; REIMBURSEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Day to Submit FY 2017 Travel Reimbursements via e-NPO</strong></td>
</tr>
<tr>
<td><strong>Last Day to Close FY 2017 Travel Requests/Funds Commitments: Trips Completed in July-August</strong></td>
</tr>
<tr>
<td><strong>Create FY 2018 Travel Requests</strong></td>
</tr>
<tr>
<td><strong>First Day to Create 2018 Travel FC (2018 Funds)</strong></td>
</tr>
</tbody>
</table>
## FY 2017 Closing Schedule

Student Business Services  
J.C. Kellam 188 • Phone: 5-6412

| Departmental Deposits (Cashier’s Window) | By 4:00 PM on Friday, September 1 |
## FY 2017 Closing Schedule

**Financial Reporting & Analysis**  
J.C. Kellam 549 • Phone: 5-2541

<table>
<thead>
<tr>
<th>e-IDTs (EXPENSE CORRECTIONS, INTERDEPARTMENTAL TRANSFERS, and INTERNAL SPONSORSHIPS)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY 2017 Corrections: September-July</strong></td>
<td>Monday, August 14</td>
</tr>
<tr>
<td><strong>FY 2017 Corrections: August 1-31, 2017 and any other FY 2017 Transfers or Sponsorships</strong></td>
<td>Must be approved by Account Managers by 5:00 PM on August 29, or will be entered in FY 2018</td>
</tr>
</tbody>
</table>
ZOPEN_ENCUMBRANCE

- Close out Purchase Orders using the ZOPEN_ENCUMBRANCE T-code.

- Refer to Slide 24 from the June 21, 2017 meeting: BOBCATBuyers Presentations
Accounts Payable & Travel Updates
Travel Updates

- Get Travel Expense Reports in for trips which have been completed. Need to close out trips and encumbrances.
  - Use T-Code ZOPEN_ENCUMBRANCE and select the Travel GL numbers in the commitment fields. (Refer to Slide 22 from the June 21, 2017 meeting: BOBCATBuyers Presentations)
  - This listing includes TRAVELTracks, Fund Commitments, and Travel Purchase Orders.
  - Use the e-NPO Monitor Report for all e-NPOs including Travel.

- Travel for new FY can be created using 2018 funds.

- New Travel Policies and Procedures on the Travel website.
  - Travel Policies & Procedures
Travel Updates

TRAVEL EXPENSE REPORT PAST DUE NOTIFICATIONS

- No change – expense reports have always been due 30 days after the trip end date.

- We are at the final steps for an effective date of September 1 to launch this process – may implement in stages before then. SAP will send automatic email notifications to the Traveler and Travel Assistant on Day 31 that the expense report is past due.

- If not completed, then escalation occurs:
  - Day 45, the Supervisor will be copied on the email.
  - Day 52, the next level will be copied on the email.
  - Day 60 and up will generate a report for the Cabinet Officer of those that are still past due. No email will be sent.

- Note that when this goes live, those who are past due may receive their reminder notice at the same time as supervisors, etc.
Accounts Payable Year End Tips

- **AP MONITOR REPORTS** – Review to clear before year end.
  - e-NPO Documents T-code = ZNOPO2
  - e-IDT Documents T-code = ZIDT2

- **Get e-NPOs in now (Aug 31 deadline for 2017).**
  - If not approved through the workflow and to AP by August 29, the document may not be posted by August 31.
  - If not posted, AP will have to delete and you will have to re-enter with an FY 2018 fund.

- **Cost Corrections** – review your Budget to Actuals and get the corrections in. If not approved by your Account Manager by August 29, will have to delete the document and recreate in FY 2018 and use 2018 funds.
  - Remember, when the last Account Manager approves, the cost correction will post. This is different than the e-NPO approval/posting process.
New FY Tips for AP Payment Processing

❖ Create FY 2018 Fund Commitments starting on August 21 and complete ASAP before first invoices come in. Examples include:

  - Telephone Land Lines
  - Utilities
  - Data Plans
  - Grande Cable Services

❖ Create FY 2018 Framework Limit PO’s for recurring monthly services starting on August 21 and complete ASAP before first invoices come in. Examples include:

  - Cleaning Services (SSC)
  - Culligan Water Units Rental
  - Telephone Land Lines
  - Leases
  - Maintenance Agreements
  - Ready Refresh (formerly Ozarka)

• Remember to follow the format for Ready Refresh that you used for 2017 POs. The prior format works for any of these.
Tips for AP Payment Processing

- If your department is going to “invest” in a stamp for the data needed by AP to pay an invoice:
  - The stamp should include lines for the following dates:
    - IRD (Invoice Received Date)
    - GRD (Goods Received Date) if delivered to your department and then PO did not have a GR requirement on it.
    - SCD (Service Completion Date)

- These are the dates AP needs for the University to comply with the Texas Prompt Pay Act. The Act states the baseline date is the LATER of the Invoice Received Date or the Goods Received Date or Service Completion Date.
  - A stamp that only says “RECEIVED” does not address all the date information needed and AP cannot “assume” what it’s for.
  - If your department already has a stamp that addresses the above then that should be used and the fields completed with the correct dates and approval.
Tips for AP Payment Processing

❖ What’s the benefit of “investing” in a stamp?
  • When you send the invoice to AP for processing, you will have already provided all the dates needed for compliance.
  • If AP has all the information for compliance, then you will not receive another email asking for them.
  • It’s the “touch it once” and “be done” principle.
  • Provides the supporting detail for the baseline date on the payment. This is very important during an audit on compliance with the Texas Prompt Pay Act. Audits happen two – three years after the payment was issued. We need the support to stand for itself at that time.

❖ Where can you get a stamp and what’s the cost?
  • We did a quick review at Staples and found it would take about a week for delivery and here are some examples/pricing.
  • Your department will have to decide if this small cost is worth the time-saving benefits.
Tips for AP Payment Processing

Step 2: Modify Your Layout

- Use the options below to customize your layout. To view your changes, click 'Update Preview'.
- To view the final layout, click 'Show Proof'.
- To return to the 'Select a Layout' page, click 'Select a Different Layout'. Any changes will be lost.
- To exit this process and continue shopping, click 'Cancel'. Any changes will be lost.

```
IRD
SCD
GRD
Approval
```

Enter the text for your layout below.

Select Font
- Gothic

Select Size
- 7 pt
Accounts Payable Reminders

- Do not change from non-valuated to valuated on the requisition/PO lines for goods.
  - Both boxes checked for goods; both boxes unchecked for services, freight and other non-tangible purchases.

- Provide the vendor with the PO# and remind them that it must be included on the invoice or it will be disputed until the vendor provides a revised invoice with the PO#.
  - Remember, POs must be created before ordering goods/services.
    - It is non-compliant to create a PO after-the-fact. Process as an e-NPO.
Accounts Payable Reminders

- Departments cannot alter vendor invoice data (except for taxes and tips) or they will have to get another invoice from the vendor.

- For multi-line PO’s, put the total to be paid for each line on the invoice so that AP will know how much to pay against each line.
  - Be sure the total of the lines equals the total on the invoice.

- Buyers – If creating a PO for another department, please put that department’s contact information on the Requisition to ensure AP inquiries are directed to the correct department.

- For a PO with Account Manager approval (no GR on the PO), anyone in the department can approve the invoice unless the invoice pricing varies from the PO pricing.
Accounts Payable Reminders

PROMPT PAY ACT COMPLIANCE

- 5.25% interest rate on past due invoices for FY 2018.
- On the invoice, indicate the date the invoice was received in your department if the vendor sent it directly to you.
- If a good was received but no GR on the PO, you must indicate on the invoice the date the item was received.
- On service invoices, you must indicate the date the service was completed.
- If an invoice is in dispute, must notify vendor within 21 days of the FIRST invoice received date.
  - Dispute in written form (email is allowed). AP needs a copy of the dispute letter.
  - When resolved, send the resolution correspondence to AP for inclusion with the payment document.
  - The person initiating the dispute should confirm the resolution.
Accounts Payable Reminders

- On Framework PO’s, advise AP when a line is final so it can be closed.
  - NOTE: AP can only close a line on a PO when entering an invoice payment on that PO line. If you want a line closed and payment is not involved, you must contact Procurement.

- Catering PO’s
  - Must have valid business purpose on the PO.
  - Attach the list of attendees if 19 or fewer. Always classify attendees as internal or external on the PO. If internal only, need Cabinet Officer Approval if meal is not allowed under policy. Can attach email approval or use the AP-12 form.
Contracted Services FS-03 Form

- Don’t need to use if there is an invoice AND a PO was created.
  - Form is used when there is no invoice (substitute invoice) or no PO.
  - Make sure the vendor address on the form matches the SAP Vendor record. If not, correct as needed.
  - If there is a vendor invoice, make sure you attach the invoice to the FS-03 form when a PO wasn’t obtained.
    - Do not send the invoice separately to AP to process for payment and send the FS-03 to Procurement to avoid duplicate payment.

- Send to Procurement – not AP. Can’t pay until approved by Procurement.

- Do not submit the paper FS-03 form to Procurement and also create an e-NPO. The e-NPO will route to Procurement for approval.
  - Always try to submit an e-NPO for these – much easier with auto workflow!
  - Attach the FS-03 form (or invoice) to the e-NPO.
Total Contract Manager

- All contract requests will go through the Marketplace.
  - Personal Services Contracts
  - Third Party Agreements
  - Consortium Contracts
  - Hotel/Conference Agreements
  - Interlocal/Inter-agency Agreements
End user will submit a contract request and attach all unsigned documents, as well as any supporting documents.

Once the contract is created, the requisition will go through the Marketplace.
Total Contract Manager
Total Contract Manager

Create a Contract Request:
Total Contract Manager
Total Contract Manager
Total Contract Manager
Total Contract Manager
Total Contract Manager

[Image of a screenshot from the TSUS Marketplace system, showing a form with sections for 'General Information' and 'Questions'.]
Total Contract Manager
Total Contract Manager

End Date
- Expires On
- No Expiration

Auto-Renew
- Yes
- No

Renewal Term

Renewals Remaining

Statement of Work
- Consulting Services

Contract Value
- 25,000.00
Total Contract Manager
Total Contract Manager
Total Contract Manager
Total Contract Manager
Total Contract Manager
Total Contract Manager
Total Contract Manager
Total Contract Manager
Total Contract Manager
## CONTACTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Accounting Office</td>
<td>5-2541</td>
<td><a href="mailto:gao@txstate.edu">gao@txstate.edu</a></td>
<td>Procurement &amp; Strategic Sourcing</td>
<td>5-2521</td>
<td><a href="mailto:purchasing@txstate.edu">purchasing@txstate.edu</a></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>5-2777</td>
<td><a href="mailto:payables@txstate.edu">payables@txstate.edu</a></td>
<td>Travel Office</td>
<td>5-2775</td>
<td><a href="mailto:travel@txstate.edu">travel@txstate.edu</a></td>
</tr>
<tr>
<td>Financial Reporting &amp; Analysis</td>
<td>5-2541</td>
<td><a href="mailto:financialreporting@txstate.edu">financialreporting@txstate.edu</a></td>
<td>Student Business Services</td>
<td>5-2544</td>
<td><a href="mailto:cashier@txstate.edu">cashier@txstate.edu</a></td>
</tr>
<tr>
<td>Materials Management &amp; Logistics</td>
<td>5-2294</td>
<td><a href="mailto:materialsmgt@txstate.edu">materialsmgt@txstate.edu</a></td>
<td>Technology Resources (ITAC)</td>
<td>5-4822</td>
<td><a href="mailto:itac@txstate.edu">itac@txstate.edu</a></td>
</tr>
</tbody>
</table>
QUESTIONS

1. On day 45, who is the supervisor being notified that an expense report is past due?
   - The Traveler’s supervisor will be notified.

2. Is the information in this presentation covered in the New Hire Faculty Orientation?
   - No

3. What do we do if we have a volunteer speaker who is not being paid, but their travel is
   being reimbursed?
   - Be sure to note this arrangement on the T-10 Funds Commitment prior to travel
     and the travel receipts are required for reimbursement.

4. What is an FS-03 form?
   - The FS-03 form is a payment voucher for contracted services, not a contract. It takes
     the place of an invoice if the vendor does not provide one.

5. When are contracted services paid?
   - These are paid only after the services have been fulfilled, unless other
     arrangements are documented in the contract.

6. Do all contracts have to be entered into Total Contract Manager (TCM)?
   - Yes.
   - Please note, FS-03 forms do not go into TCM. Although some departments consider
     them to be contracts, these do not have terms and conditions and, therefore, are
     not official university contracts.

7. In TCM, between how many different accounts can the funding be split?
   - Two
Thank you for coming!