Welcome BOBCATbuyers

Monday, July 31, 2017

Please Sign In

TEXAS STATE UNIVERSITY®

The rising STAR *of Texas*

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

PURCHASING CARD	
Transactions posted to the Citibank P-Cards after August 25 will be automatically charged to the FY 2018 budget.	Friday, August 25

FY 2017 Closing Schedule

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

INFORMATION TECHNOLOGY PURCHASES	
Last Day to Purchase: Computers, Computer Parts, Printers, Software, and Telephones	By 5:00 PM on Friday, August 11
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.	

FY 2017 Closing Schedule

Accounts Payable
J.C. Kellam 564 ▪ Phone: 5-2775

VENDOR INVOICES and PAYMENT REQUESTS, including CONTRACTED SERVICES, VENDOR UPLOADS, and e-NPOs	
Last Day to Submit 2017 Invoices	By 5:00 PM on Monday, August 21
Last Day to Submit 2017 Vendor Uploads	By 5:00 PM on Monday, August 21
Last Day to Use an FY 2017 Fund on e-NPOs	Transactions must be approved and posted by Thursday, August 31.
First Day to Use an FY 2018 Fund on e-NPOs	Friday, September 1

FY 2017 Closing Schedule

Travel

J.C. Kellam 564 ▪ Phone: 5-2775

TRAVEL REQUESTS, FUNDS COMMITMENTS (FC), & REIMBURSEMENTS	
Last Day to Close FY 2017 Travel Requests/Funds Commitments: Trips Completed in September-June	Tuesday, August 1
Last Day to Create FY 2017 Travel Requests/Funds Commitments (Not applicable for Grants as they are not fiscal year dependent)	Friday, August 18
TRAVELTracks Expense Reports	Due 30 days after the trip end date

FY 2017 Closing Schedule

Travel

J.C. Kellam 564 ▪ Phone: 5-2775

TRAVEL REQUESTS, FUNDS COMMITMENTS (FC), & REIMBURSEMENTS	
Last Day to Submit FY 2017 Travel Reimbursements via e-NPO	Transactions must be approved and posted by Thursday, August 31
Last Day to Close FY 2017 Travel Requests/Funds Commitments: Trips Completed in July-August	Friday, September 22
Create FY 2018 Travel Requests	Available Now
First Day to Create 2018 Travel FC (2018 Funds)	Monday, August 21

FY 2017 Closing Schedule

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

CASH DEPOSITS / STUDENT ACCOUNTS RECEIVABLE	
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

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

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	Data Plans
Utilities	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)	Leases
Culligan Water Units Rental	Maintenance Agreements
Telephone Land Lines	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 <u>or</u> 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

Summus Industries

TEXAS STATE UNIVERSITY Summus Industries

Step 2: Modify Your Layout Show Proof

- 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

Update Preview

Edit Basic Options | **Edit Fonts and Text Size** | Add and Edit Graphics

Enter the text for your layout below.	Select Font	Select Size
1. IRD	Gothic	7 pt
2. SCD	Gothic	7 pt
3. GRD	Gothic	7 pt
4. Approval	Gothic	7 pt

Tips for AP Payment Processing

Home / Print and Marketing Services / Stamps / **Self Inking Stamps**

‹ Back

Cosco 2000 PLUS Custom Self Inking Stamp with Microban®, Rectangular, 4 Lines, 9/16" x 1 1/2"

Staples Item # 556355 | MFR Item #1SI20P/P20 | Customer Item #556355

Brand Name/Manufacturer: Cosco

$20.08 EA/1

Add to List

TEXAS STATE BES...

Delivery

1 Customize

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

- TSUS MARKETPLACE
- Personal Services Contracts
- 3rd Party Agreements
- Consortium Contracts
- Hotel/Conference Agreements
- Interlocal/Inter-Agency Agreements

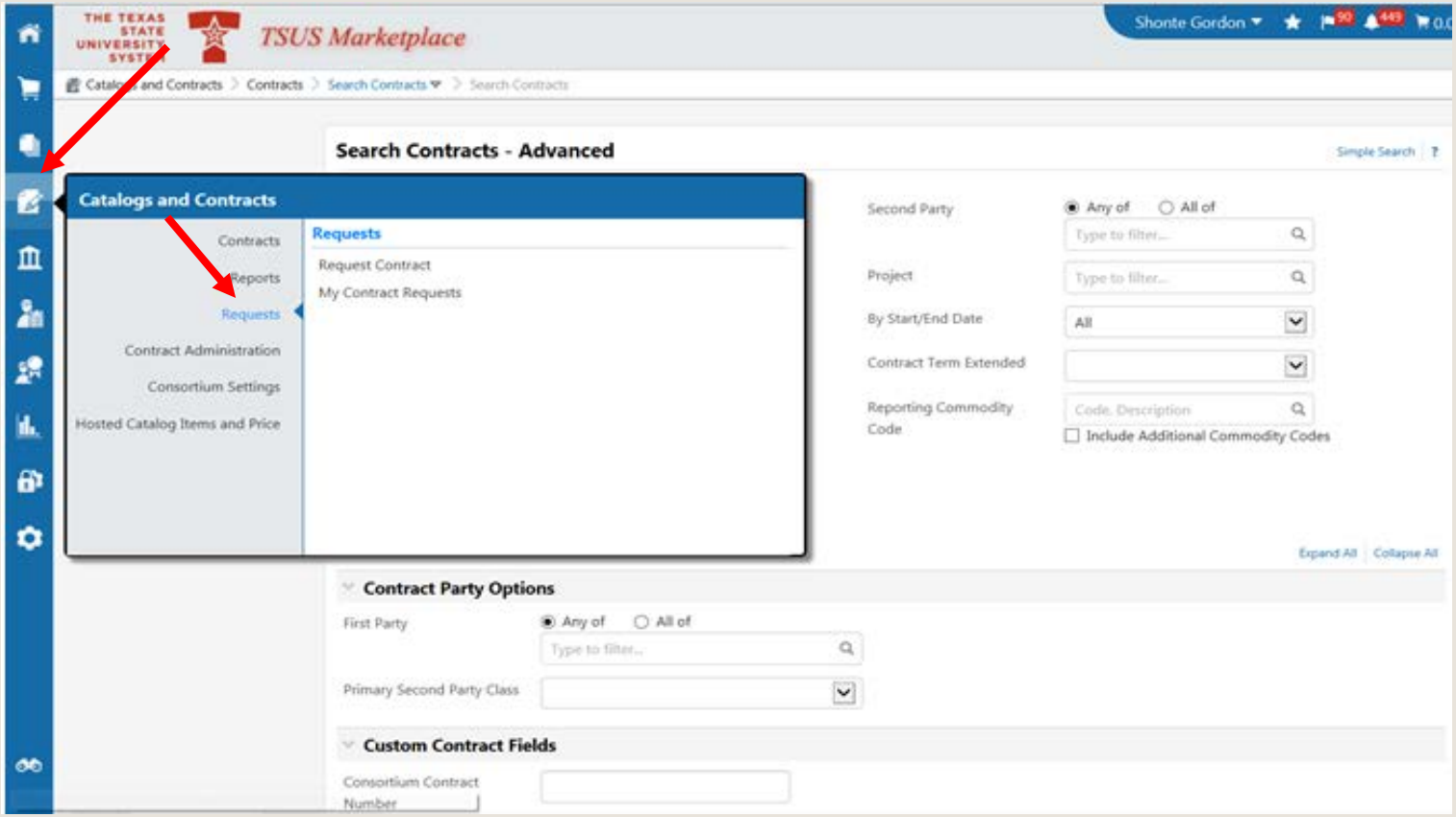
Total Contract Manager

- **All contract requests will go through the Marketplace.**
  - Personal Services Contracts
  - Third Party Agreements
  - Consortium Contracts
  - Hotel/Conference Agreements
  - Interlocal/Inter-agency Agreements

Total Contract Manager

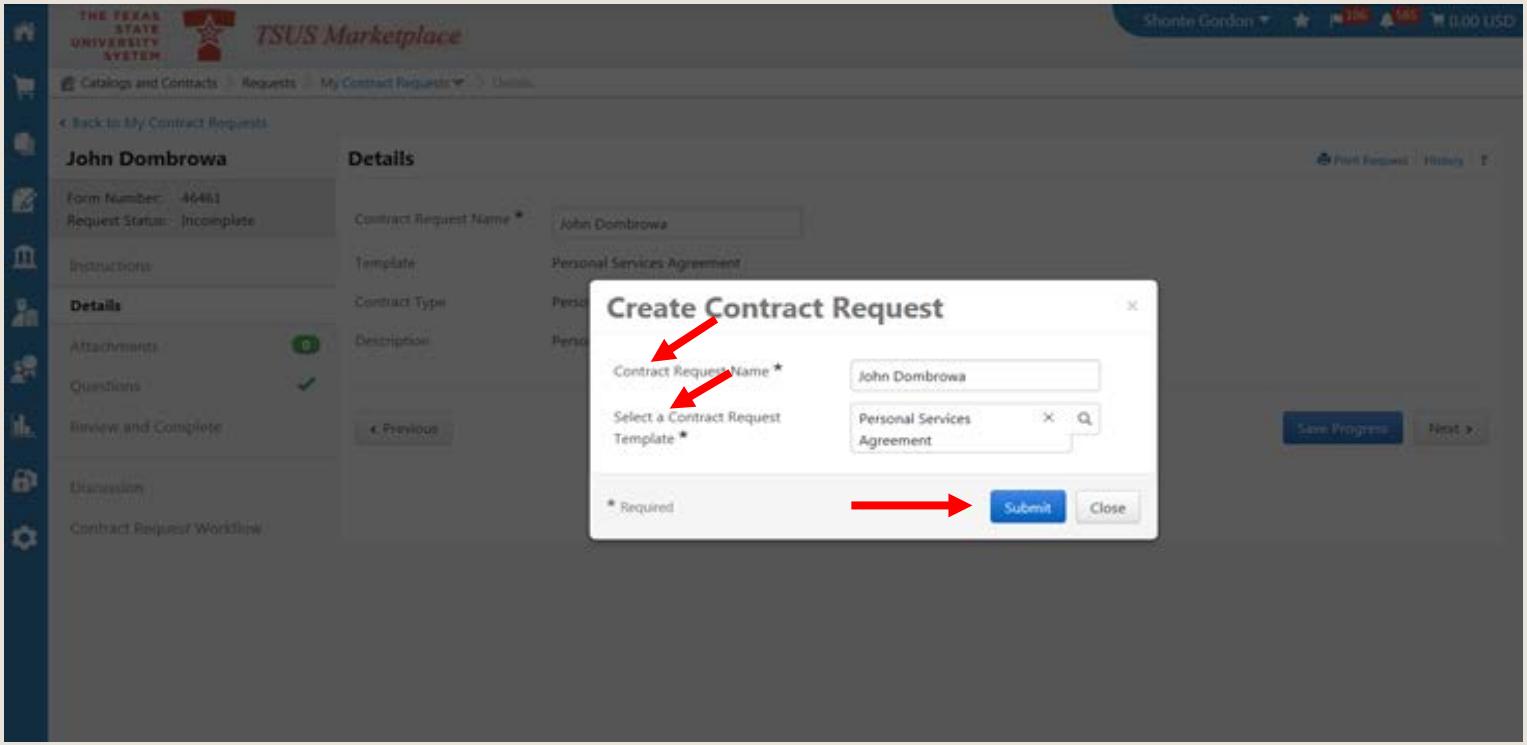
- End user will submit a contract request and attach all unsigned documents, as well as any supporting documents.
- Once the contract is created, the requisition will go through the Marketplace.

Total Contract Manager



Total Contract Manager

Create a Contract Request:



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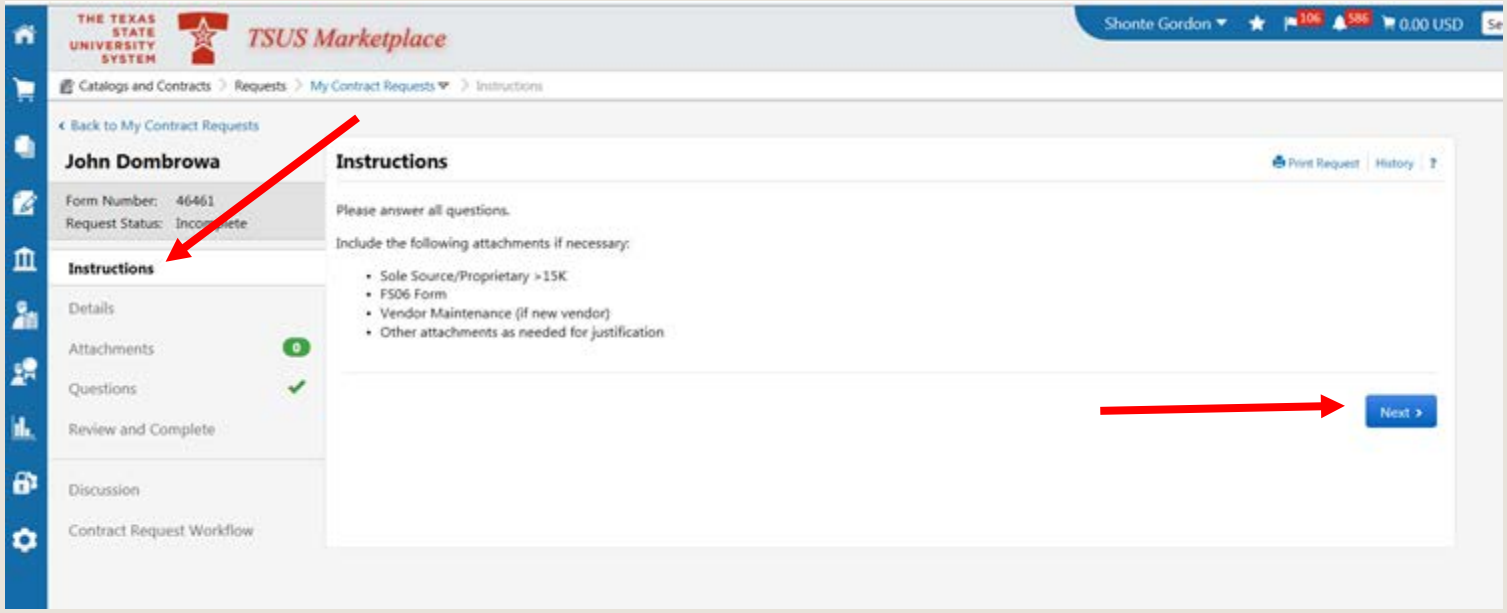

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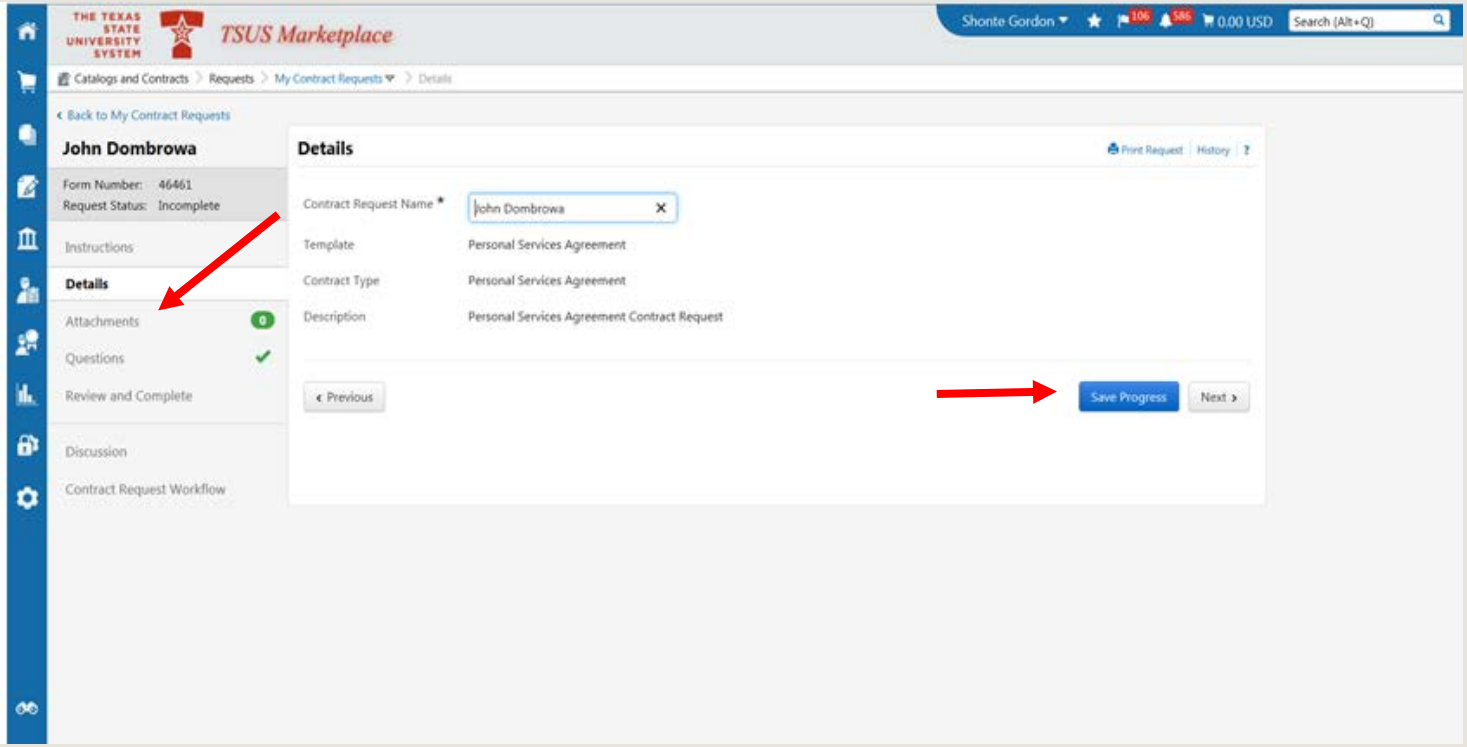

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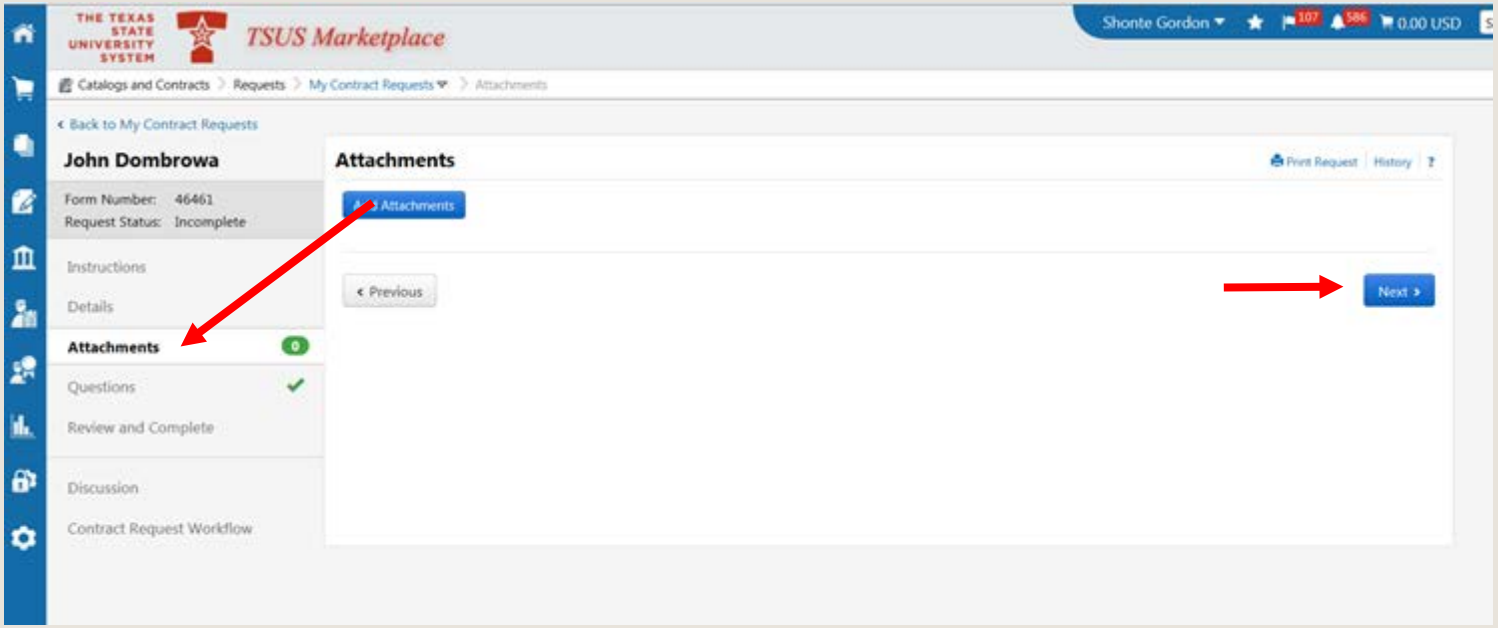

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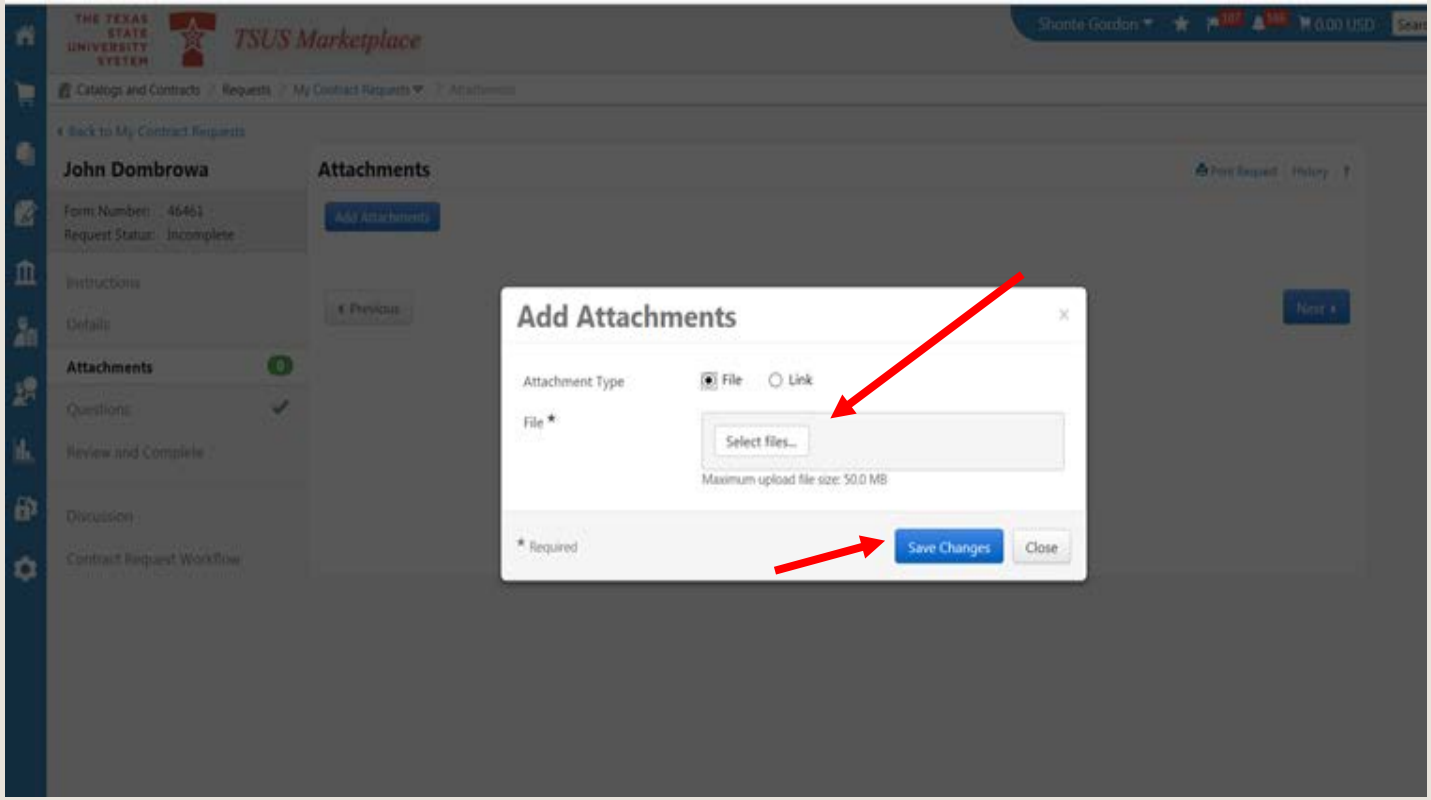

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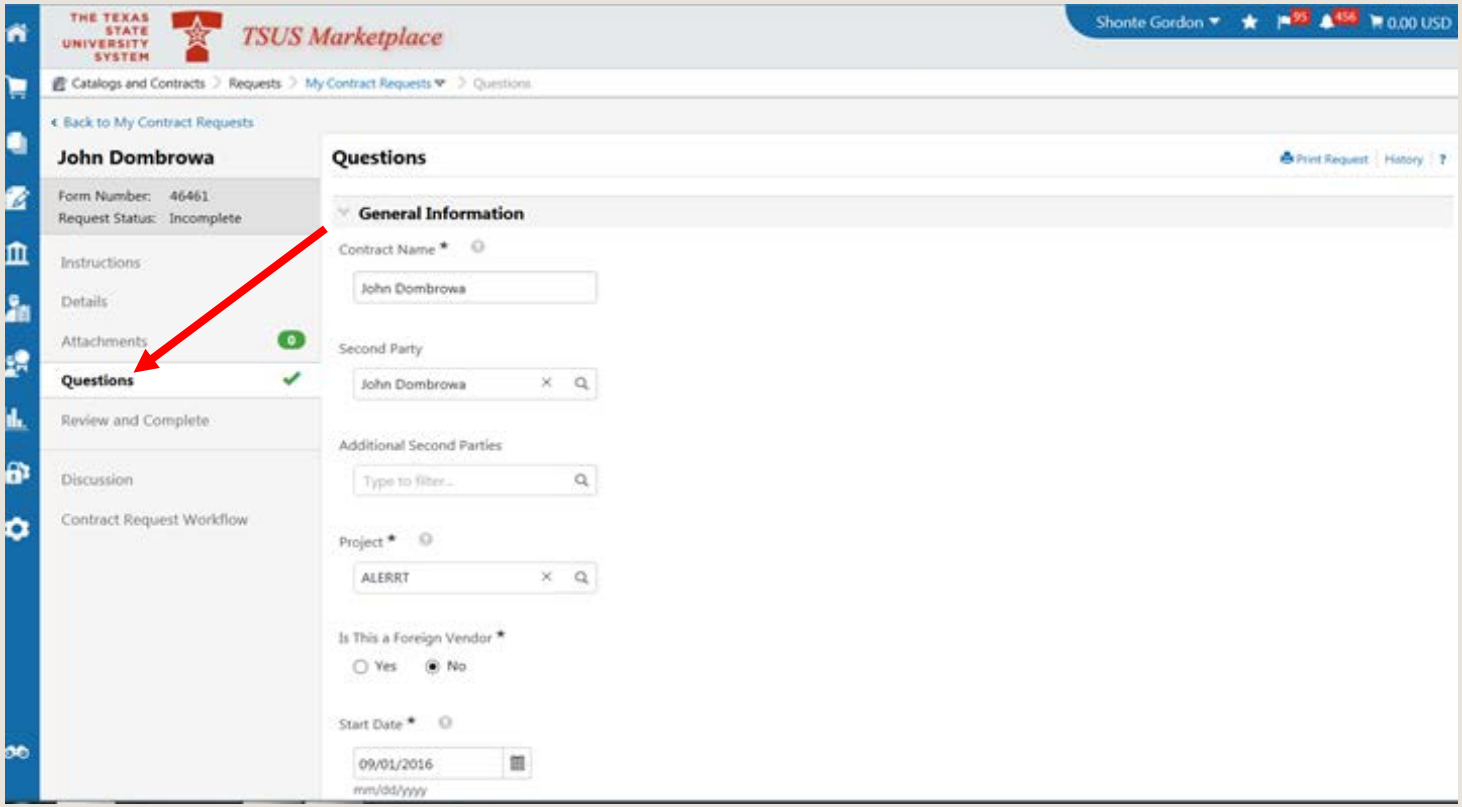

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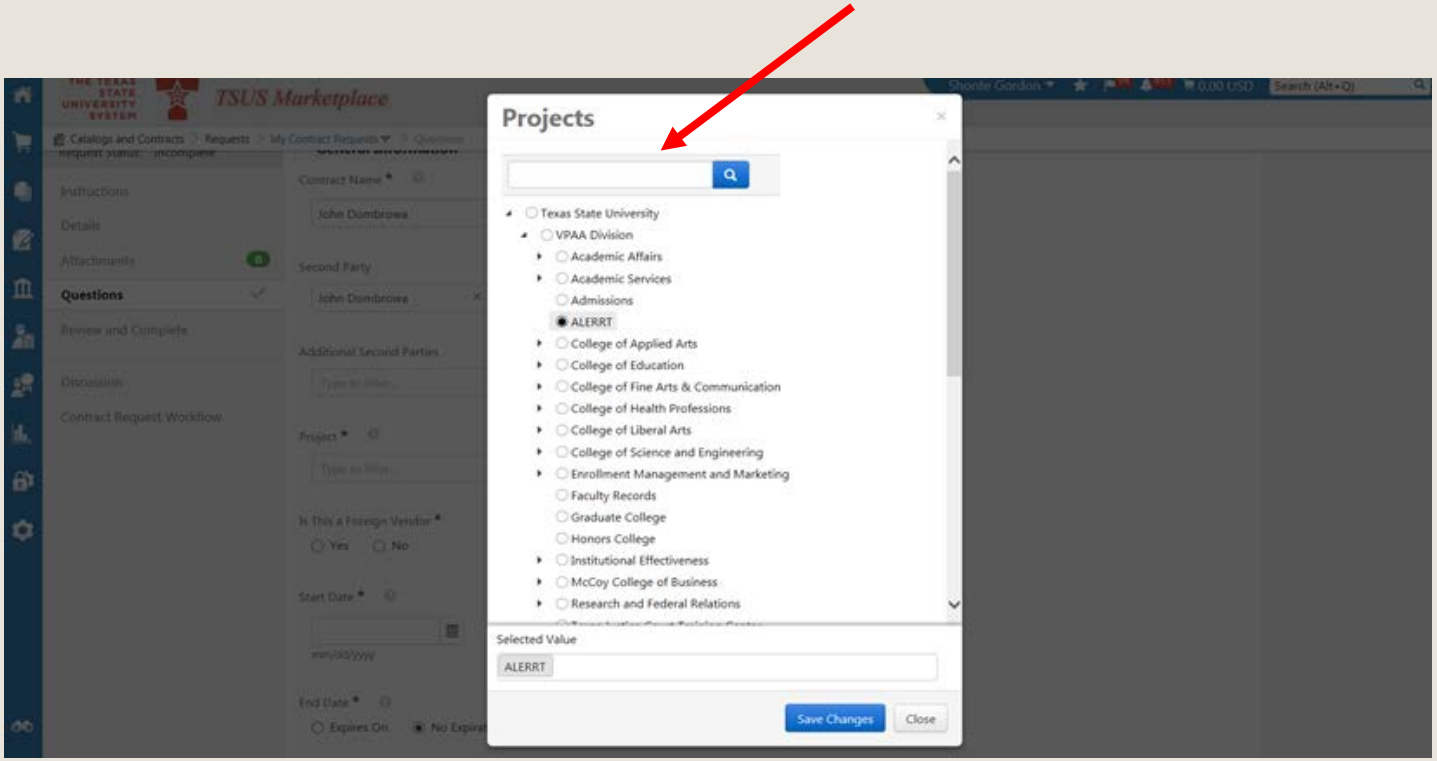

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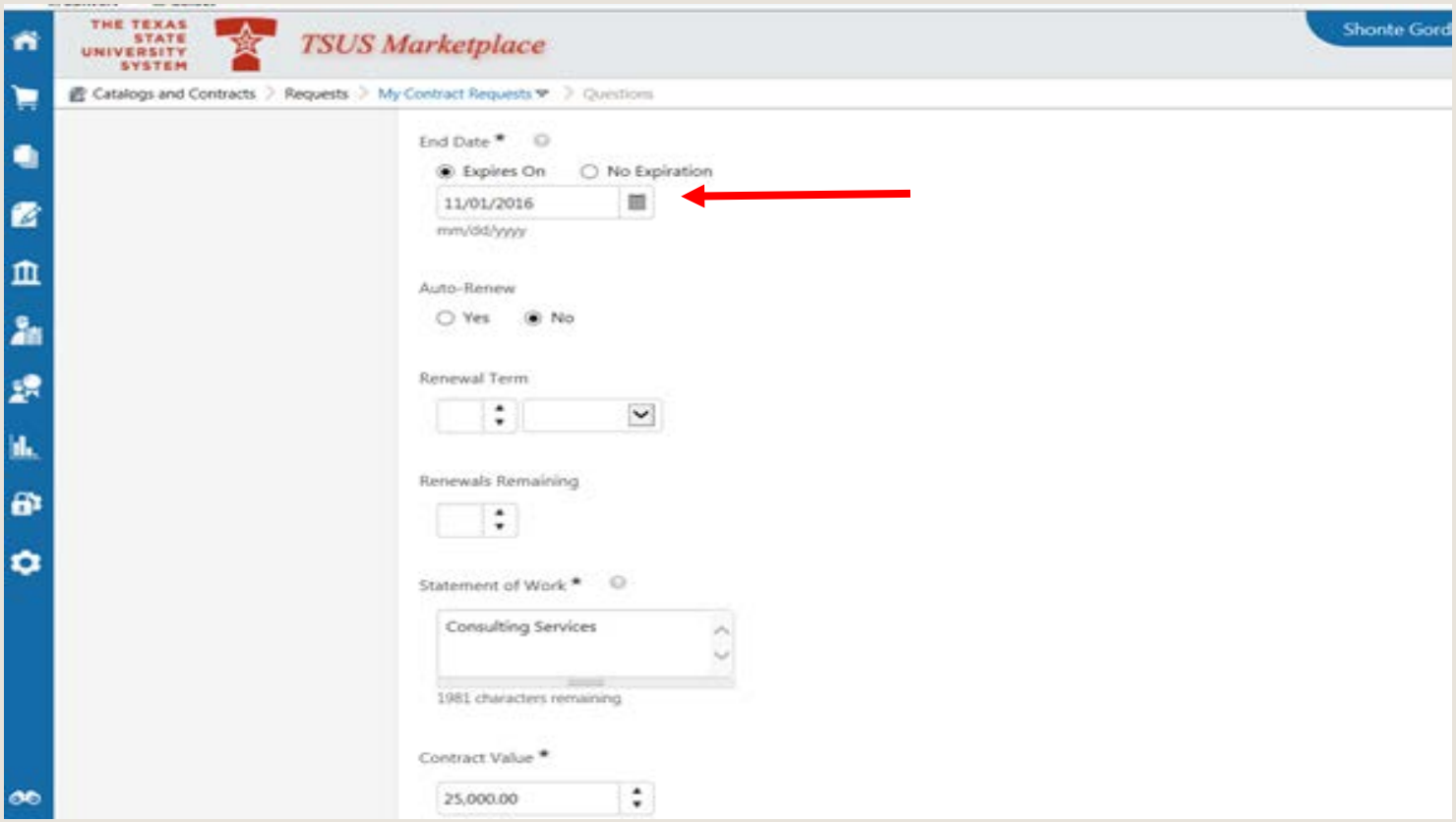

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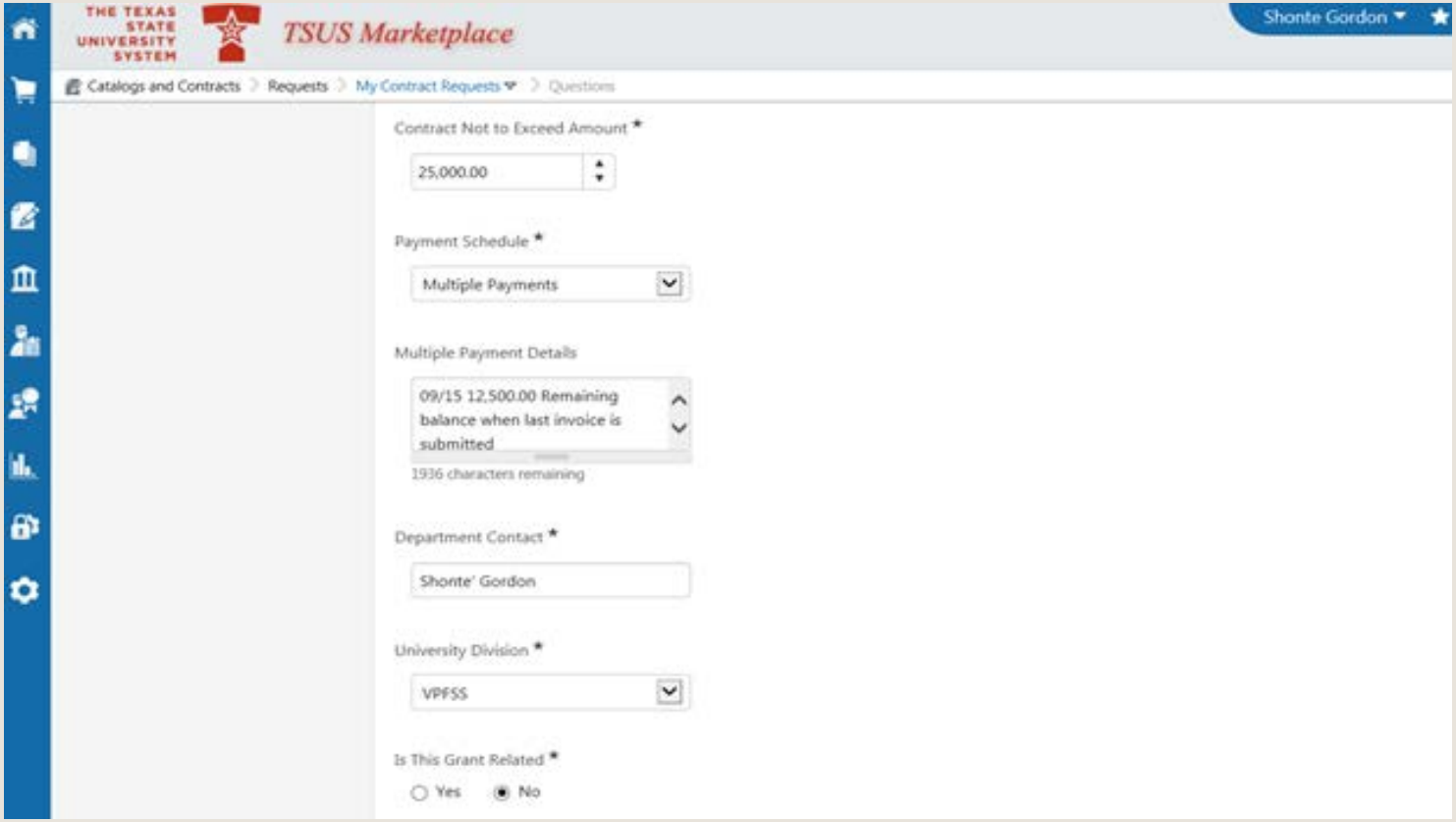

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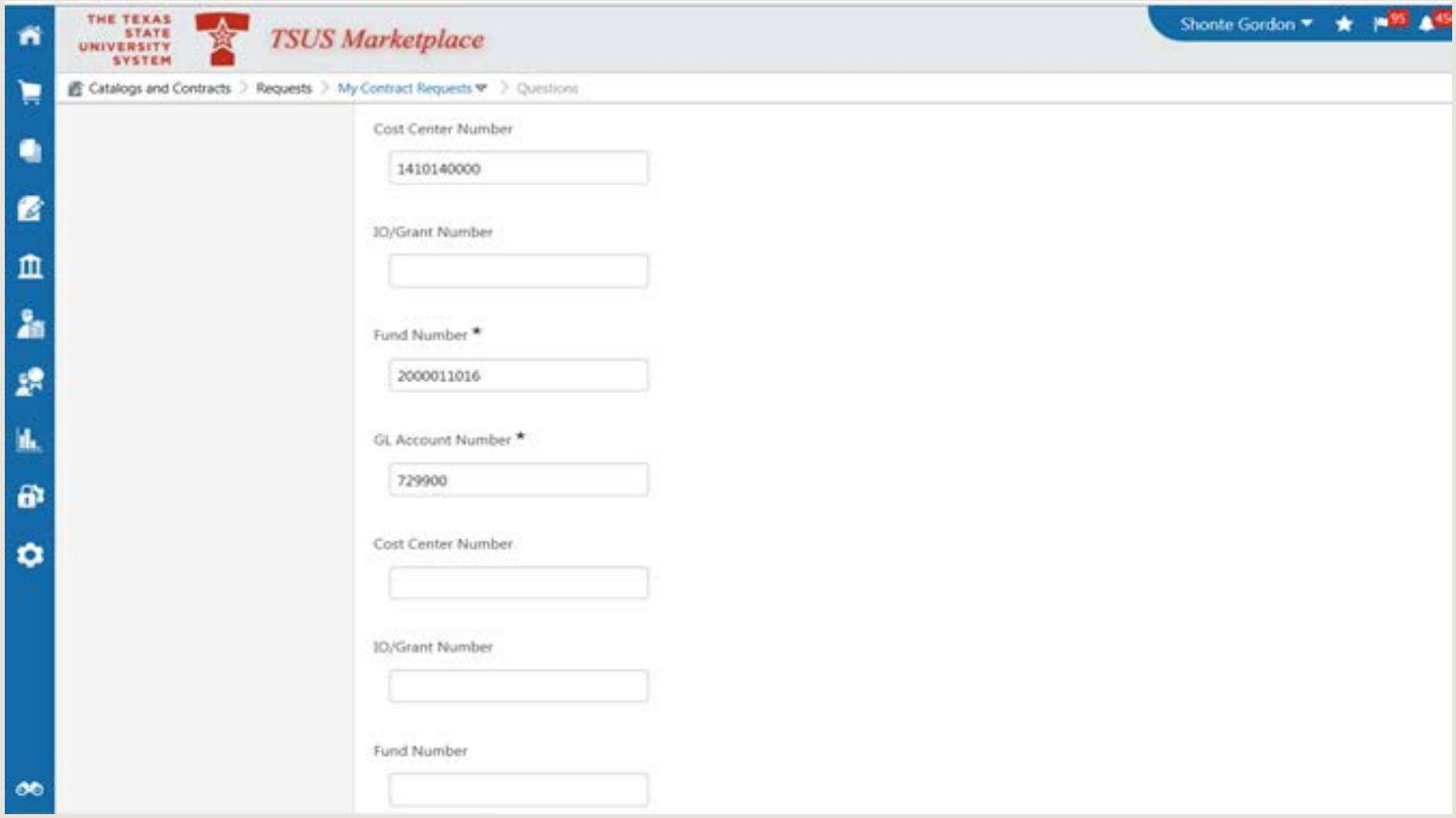

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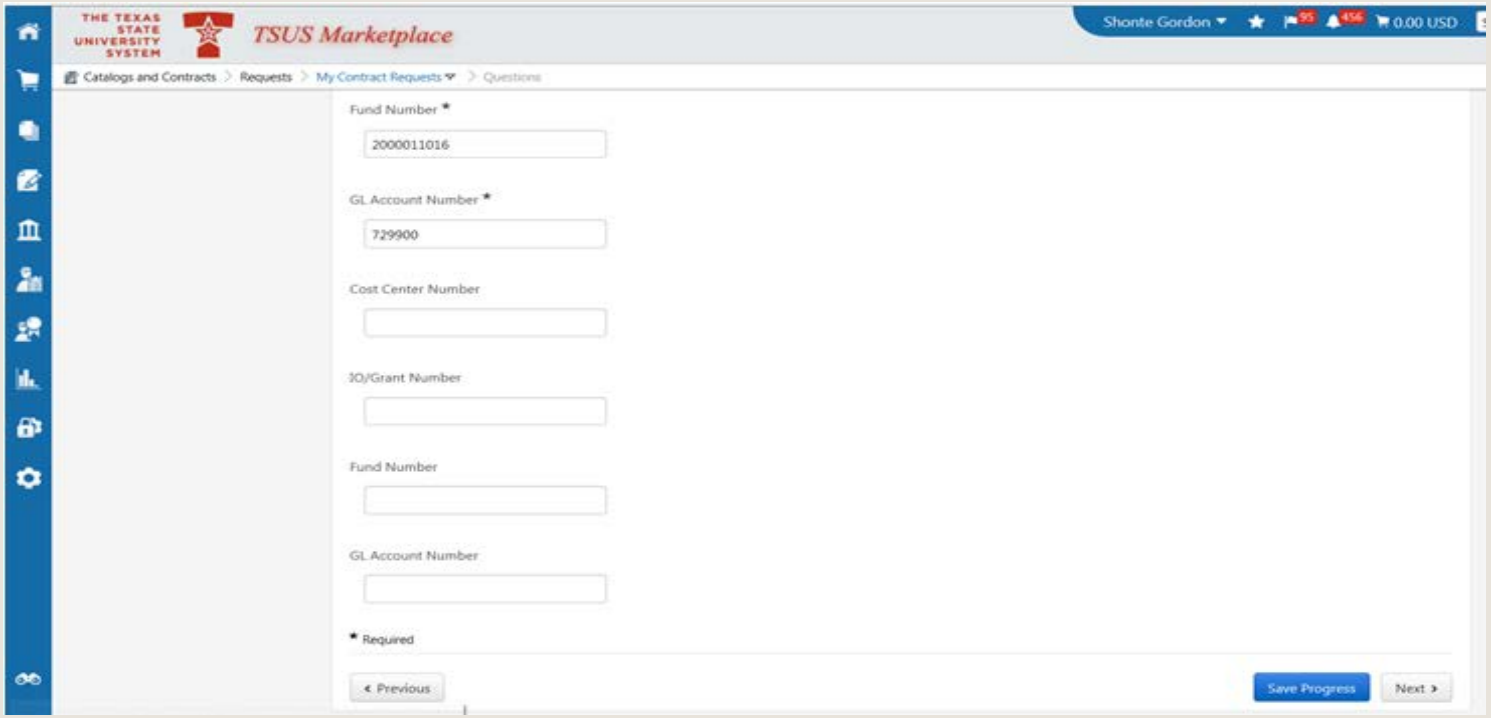

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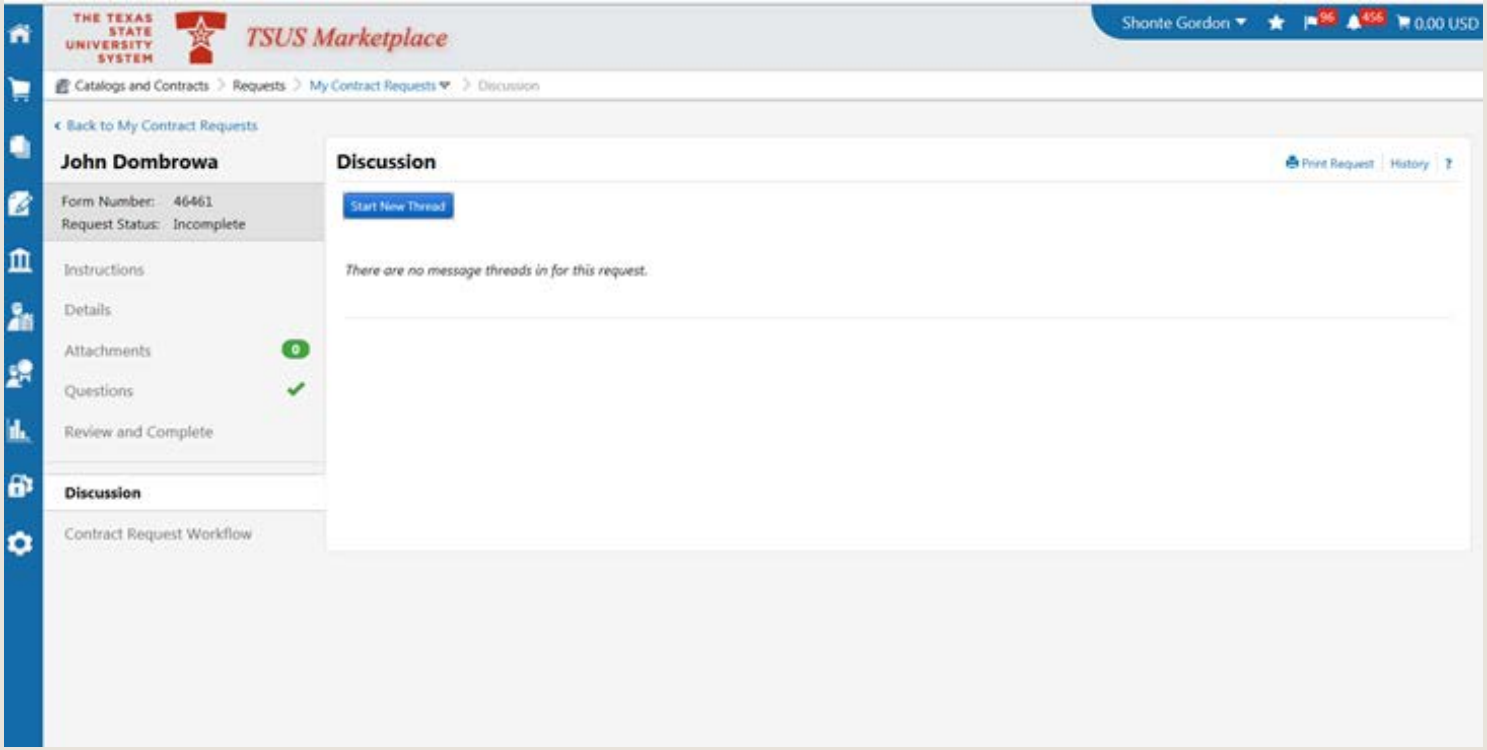

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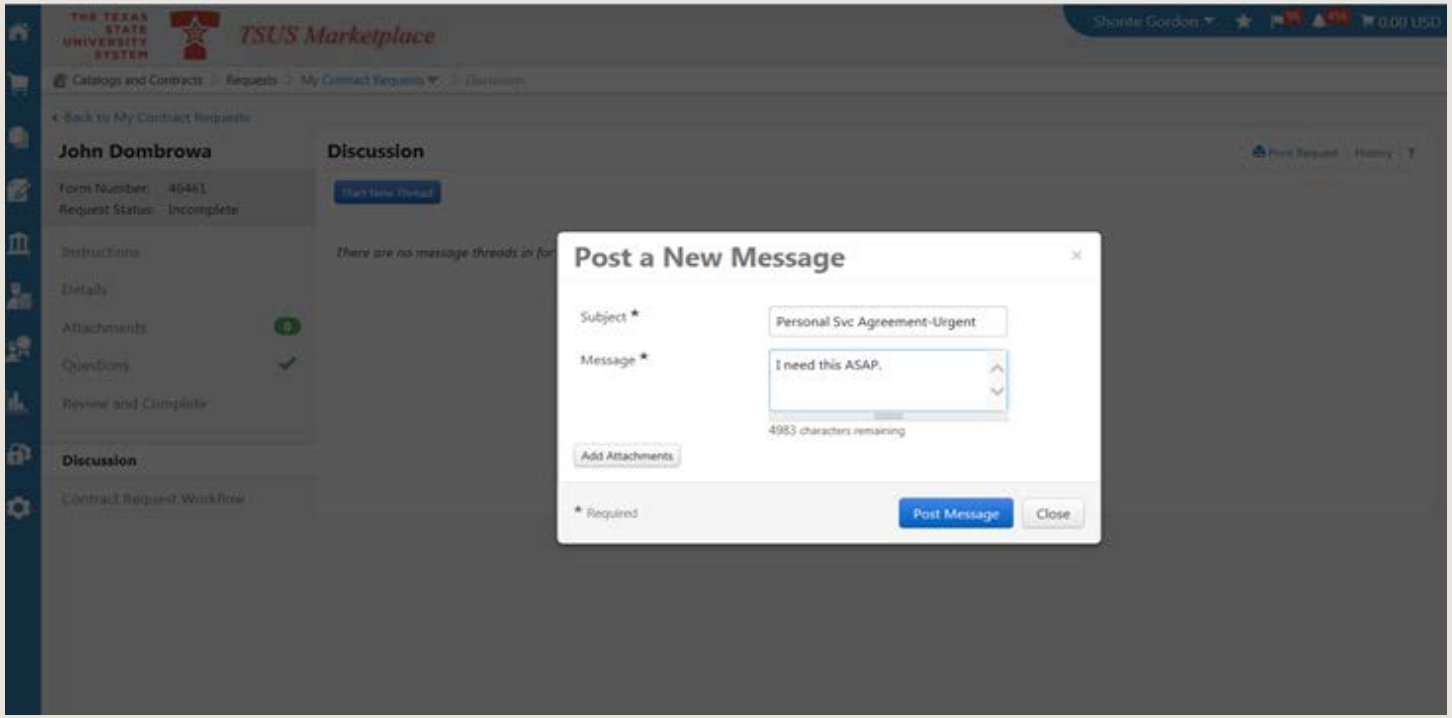

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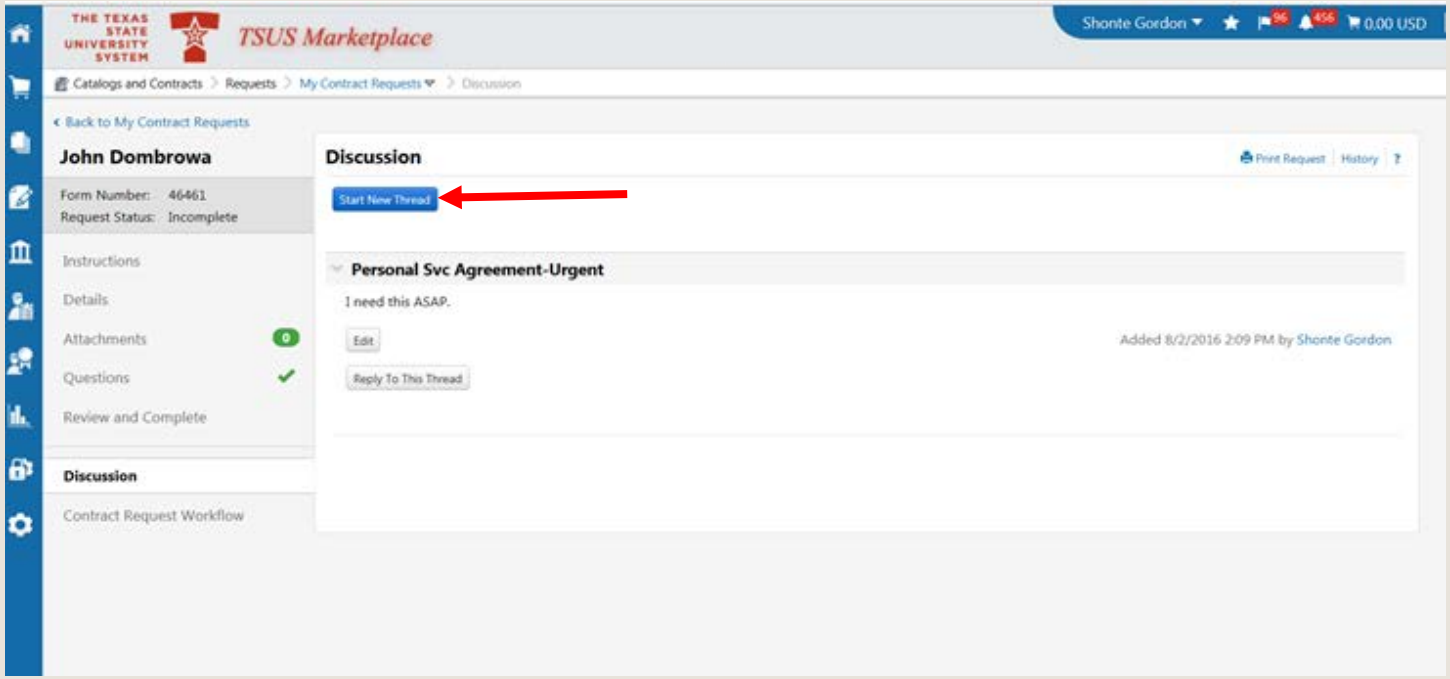

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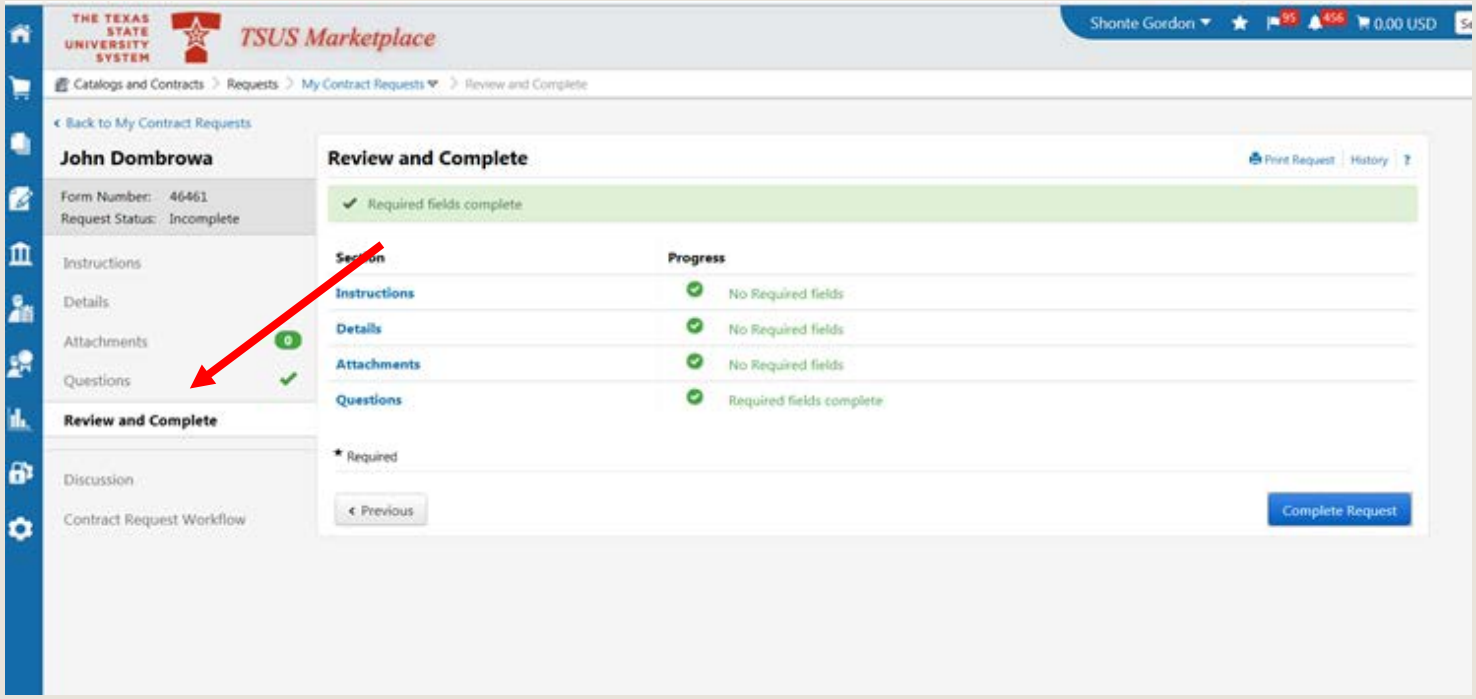

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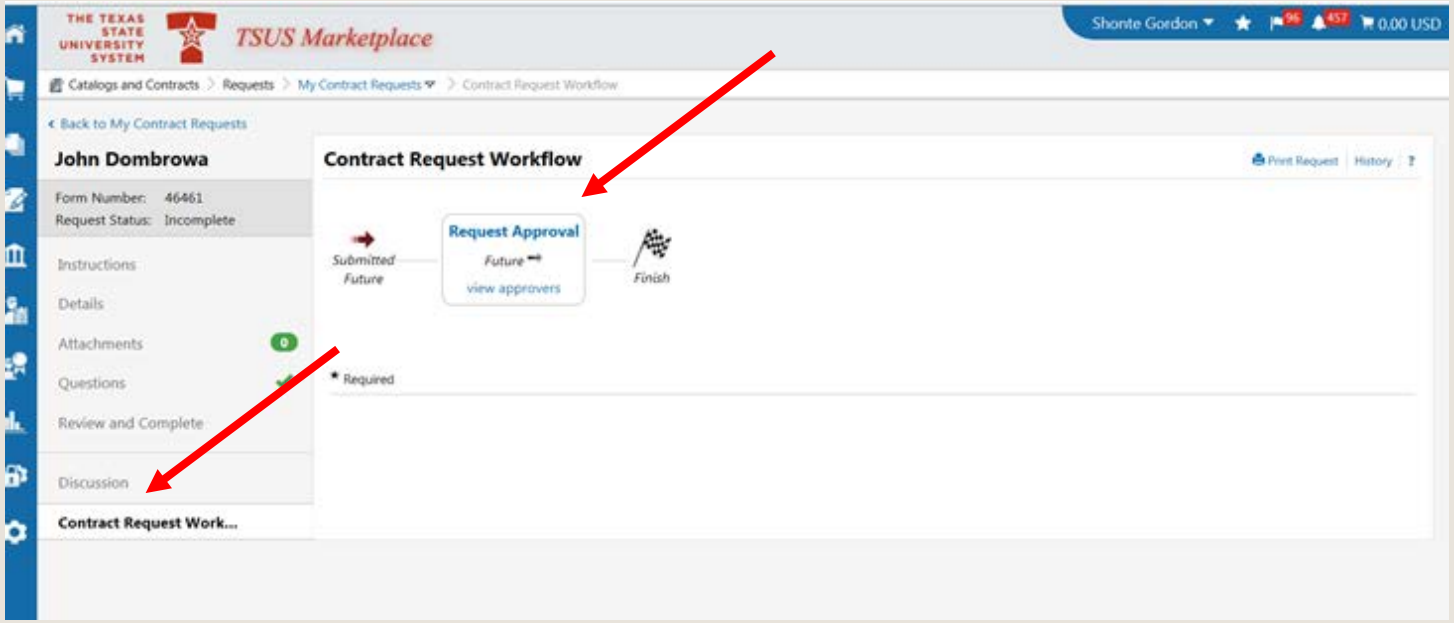

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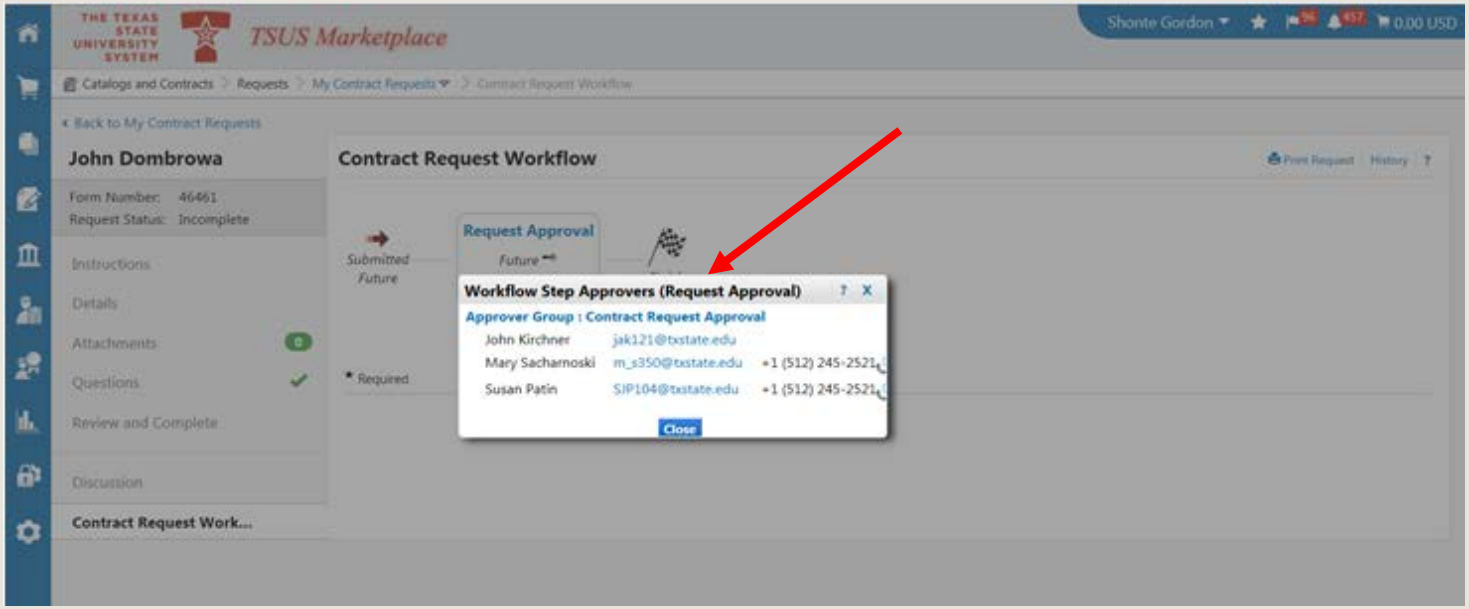

CONTACTS

General Accounting Office 5-2541 gao@txstate.edu	**Procurement & Strategic Sourcing** 5-2521 purchasing@txstate.edu
Accounts Payable 5-2777 payables@txstate.edu	**Travel Office** 5-2775 travel@txstate.edu
Financial Reporting & Analysis 5-2541 financialreporting@txstate.edu	**Student Business Services** 5-2544 cashier@txstate.edu
Materials Management & Logistics 5-2294 materialsmgt@txstate.edu	**Technology Resources (ITAC)** 5-4822 itac@txstate.edu

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!