Welcome BOBCATbuyers & Travel Assistants

Please Sign-In

February 21, 2017

TExAS STATE UNIVERSITY

The rising STAR of Texas
AGENDA

- Purchasing Updates
  - New Staff Introductions
  - Chartwells PO Process
  - Open Encumbrance Report Review Process
  - FS-03 e-NPO Process
  - Miscellaneous Updates and Reminders
  - P-Card Updates
AGENDA

AP Updates
- New Email Process for Invoice Payments
- When You Receive an Invoice from a Vendor...
- Marketplace PO and Invoice Process

Travel Updates
- New Mileage Rate
- T-1, T-11 and T-11M Form Updates
- TRAVELTracks Clean-Up Process
- Travel e-NPOs and Attachments
- Travel with Business Meals for Visiting Guests
- Miscellaneous Topics
- ISOS - International Support for Travelers
Purchasing Updates

Chartwells PO Process

- No PO required if event is at LBJ Student Center.
  - Your account will receive an IDT for charges.

- PO required if event is outside of LBJ.

- Chartwells will ask for the PO number.

- Don’t wait for the invoice to create the PO. It’s OK if the invoice amount doesn’t exactly match the PO amount.
  - AP will apply tolerances.
Purchasing Updates

Chartwells PO Process – Continued:

- On the PO, you can do one AU line for the following based on the order total for each:
  - Food and catering services. GL 731600
  - Alcohol. GL 790101
  - Bar Services ONLY. (NO Alcohol) GL 729900

- Attach itemized Chartwells order with the invoice submission.

- AP will apply tolerances so PO amount doesn’t have to match invoice amount.
Purchasing Updates

- Open Encumbrance Report Review Process
  - SAP T-Code ZOPEN_ENCUMBRANCE
  - Review Open POs and email PS&S to close POs which are complete (i.e. all payments have been processed).
    - Releases encumbered funds back to your account.
    - Clears these and reduces the year-end workload.

- [Open Encumbrance Report Instructions](#)
Purchasing Updates

- **FS-03 e-NPO Process**
  - Can pay Contracted Services as an e-NPO.
  - New FS-03 form coming soon.
    - Watch for RSS announcement or check [PS&S Forms](#).
    - Attach to the e-NPO as supporting documentation.
  - Workflows to PS&S to review and approval.

- **Prepayment Approval Process**
  - Must be authorized by Director of Procurement or Director of GAO.
  - Includes deposits and down payments.
  - Note prepayment request on Req in the Line Text Field.
Purchasing Updates

Framework Limit Requisition Reminder:

- Do not click on the field “No Limit”.
- This field should never be modified and must be blank.
- If checked, it has to be manually unchecked during the PS&S review process which is inefficient.
Purchasing Updates

- **PO Req Text Field**
  - Be sure to include pertinent information which may be helpful for approvals such as:
    - Better description of what is being purchased rather than the vendor product info (PO Line).
    - Time period the PO covers if a FWL.

- **Software Maintenance = GL 726200**
- **Electronic Subscriptions = GL 727600**
- **Computer Software Expensed = GL 738000**
  - Used for Software Purchases.

- **PO Req routes in SAP for approval – including to IT Business Services.**
Purchasing Updates

- P-Card Forms at [Purchasing Forms](#)

- P-Card Waiver Form
  - Waiver to use the P-Card for a purchase from a vendor. This is NOT a waiver on policy requirements.
  - Attach to P-Card Logs as supporting documentation.
    - Check UPPS or FSS/PPS for payment requirements.
    - [FSS PPS 03.01.14 Business Meals Policy](#)
      - P-Card frequently used for meal purchases.
      - Can use the AP-12 form for approvals (including Cabinet Officer if all employees).
    - [AP-12 Form](#) can also be used for alcohol or flower purchases.

- Email Waiver/Questions to p_card@txstate.edu
New Process for PO Invoice Payments

Single Email Request for Action:

- Goods Receipt.
- Service Complete Date.
- Department Approval (service).
- PO correction.
- Invoice Received Date.

» Avoid this email if you write the date when you receive it and before you send it to AP.
AP Updates

- AP will only send ONE email requesting action to pay an invoice.
  - “AP Final Request” in subject line with Vendor name, invoice and PO Numbers.
  - AP will include the invoice in the email body (or attach to email if multiple pages).

- AP enters and posts the invoice (for GR or Service invoices). SAP Payment Block applied.

- Remember, creating the PO does not generate the invoice.
AP Updates

- When requested action is completed, the payment hold will be removed on the SAP invoice document.
- Payment will be released to vendor.
- Lack of response may result in increased interest expense.
- Please respond to the emails – or flag for follow-up.
- Comments?
AP Updates

- Your options for responding to AP’s emails:
  - Continue to use Outlook to reply. Type in the response - examples:
    - Approved.
    - Service Date and Approved.
    - Advise that the action has been completed.

- Use Outlook Voting option for a quicker response option. May save keystrokes on some responses.
  - Can’t use Voting option from a Smart Phone.
  - Can’t use Voting option from Bobcat Mail.
  - Voting Response will be in your Sent items.
Dear TBD:

Please provide the **date services were completed and departmental approval**. Once AP receives the requested information, payment will be released to the vendor. Reply as follows:

- Vote “Approve or Reject” (If Reject, please attach a copy of the dispute letter to the vendor)
- Select “Edit the response before sending”
- Add the completion date.
- Send

The invoice referenced above has been provided in the body of this email or attached to the PO for multiple page invoices.

**This is the only email notice for COMPLETION DATE AND DEPARTMENT APPROVAL** and no follow up notices on this invoice payment will be sent from Accounts Payable. Please respond ASAP to ensure compliance with the Prompt Pay Act. If this is not your invoice, please forward to appropriate department and copy me on the email.

If for any reason you dispute this payment, you must notify the vendor about the dispute within 21 days of the invoice receipt date. This dispute to the vendor must be documented in writing and provided to me so it can be attached to the invoice. Accounts Payable must be notified when the dispute has been resolved and written evidence of the resolution must be provided for the payment to be released to the vendor. AP will direct calls from vendors to your department if the payment is delayed (i.e. no response from department).

Thank you, AP Staff
AP Updates

- Email will include Outlook Voting option for a quicker response option. Example:

  Department receives an email with request stated in the subject line.

  Department votes “Approve” or “Reject” if disputing invoice.
AP Updates

- Email will include Outlook Voting option for a quicker response option. Example:

Choose “Edit” to add completion date or other applicable text.

Add date, then send.

Service Completion Date 01/16/2017
If you receive the invoice from the vendor, what should you do before sending it to AP?

- See AP **RSS 110316A** as reference.
- Write the date the invoice was received on the invoice.
- Verify PO Number included – if not write it on the invoice.
- Verify Vendor Address or Remit Address matches SAP.
- Verify pricing is correct.
- If multiple lines on PO, identify which charges apply where.
- Create GR if PO requires and submit if items received by the department.
AP Updates

CONTINUED:

- If you get a Hand Receipt (HR), check the PO to determine if a GR Notification is required.

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**GOODS RECEIPT SLIP**

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<th>5000371525</th>
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<tr>
<td>Goods Receipt Date:</td>
<td>01/30/2017</td>
</tr>
<tr>
<td>Current Date:</td>
<td>01/30/2017</td>
</tr>
<tr>
<td>Vendor Number:</td>
<td>70003</td>
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<tr>
<td>Vendor Name:</td>
<td>Hand Receipts</td>
</tr>
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<td>Vendor Tel No:</td>
<td>4500059474</td>
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<tr>
<td>Purchase Order No:</td>
<td>JA14</td>
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<table>
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<th>Unit</th>
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<td>K1410130000</td>
<td>947777(9757)</td>
<td>Attention: REPAIR SHOP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby acknowledge receipt for the above items of property, SUBJECT TO COUNT AND VERIFICATION. IT IS REQUIRED THAT CENTRAL RECEIVING BE NOTIFIED OF ANY DISCREPANCY IN ACTUAL COUNT OF MATERIAL OR DAMAGES within 3 working days of delivery. Extensions may be obtained by calling 245-2558.

Print Name: ___________  PH#: 245-____ Dept: _____ Ref: _____

Accepted by: ___________  Date: _____  Time: AM/PM

(signature)
CONTINUED:

- Materials Management doesn’t do GR on HR item. This is the department’s responsibility.

  - **Goods Receipt Notification**

- Use the date the items were first received at the University. This could either be the GR date on the HR or the date the VENDOR delivered the items to your department.

- If the PO does not require a GR (i.e. no GR boxes checked) for the items, write the date the items were received on the invoice.
AP Updates

CONTINUED:

- Obtain department approval if for a service.
  - Note date services were completed on the invoice.
- Don’t need to print a PO and send to AP.
- Don’t need to print your GR request and send to AP.
- Remember: Scan invoices separately not as a batch.
AP Updates

Marketplace (MP) PO and Invoice Processing

- NOTE – not all MP vendors send e-invoices.

- If you get an invoice – (MP or SAP PO) it needs to be emailed to payables@txstate.edu for payment.

- Note date the invoice was received on the invoice.

- Ensure the PO number is on it.

- Approve as appropriate if no GR. If a service, include the completion date.

- PO is not used for payment. Correct invoice required.

- You can’t create an after the fact PO in MP. Do an e-NPO.
Travel Updates

- New IRS Mileage Rate is $.535 per mile.
  - Effective January 1, 2017.
  - MapQuest Mileage Chart has been updated.
  - Travel Mileage

- Travel Form Updates at Travel Forms
  - T-1 form updated: Transportation Cost Equivalency Form.
  - T-11 and T-11M are now ONLY used for Travel Funds Commitments (FC) with a Travel Advance.
    - If traveler has a FC advance, complete the T-11 form and send to the Travel Office – cannot use e-NPO process when an advance is involved.
    - All other FC reimbursements use the e-NPO process.
Travel Updates

TRAVELTracks Clean-Up Process

- Refer to RSS 011817A
- Need to review each employee for old trips.
- Change default from 12 months to ALL.
- Must complete expense report for any trip taken.
  - Includes zero dollar trips.
- If trip wasn’t taken, contact the Travel Office to handle.
- When review completed, can change the default back.

EMAIL Notification Process

- Automatic email notices sent when past due 30, 45 and 52. Day 60 generates a report for Cabinet review.
- Will escalate and include supervisor, Chair, Dean.
- Goal is to clean up the old trips before this starts.
Travel Updates

➢ Travel e-NPO
  ▪ Visiting Guests with only Direct Bill Lodging:
    ❖ Must do the $.01 Funds Commitment for approval.
    ❖ Process local hotel invoice as an e-NPO.

➢ Travel e-NPO Supporting Attachments:
  ▪ Traveler's Certification Statement
    ❖ Save as a template for future reference.
  ▪ Wire Form if a foreign vendor with reimbursement.
  ▪ GSA rates for per diems.
  ▪ Travel Office will reject e-NPO if no support for expenses or if the Traveler’s Certification is not attached.
    ❖ Refer to RSS 121916A and 010317A
Travel Updates

➢ Travel – Business Meals for Guests
  ▪ Are you planning to go out of town for meals?
  ▪ If yes, do a TRAVELTracks Travel Request for approval.
    ❖ Pre-Approval needed if outside of headquarters.
    ❖ Include estimated expenses-mileage, parking, meal.
    ❖ Covered by Worker’s Comp with pre-approval.

➢ TRAVELTracks Expense Report for Business Meals
  ▪ Reimbursement for mileage, parking and meal expenses.
  ▪ Don’t process as e-NPO – TRAVELTracks is easier.
    ❖ No Certification statement, no workflow routing for approval.
  ▪ Traveler must “Save and Send for Approval” which is their electronic signature.
Travel Updates

- **Rental Car Early Pick Up Fee**
  - Fee for picking up the day before.
  - Fee is less than a full daily rental.
  - Some branch offices charge – but not all.
  - Fee is reimbursable as it’s less than a full day’s rental.
  - RSS 012717A for more details.

- **Embassy Suites Reservations**
  - Using a National Call Center now.
  - Center doesn’t have TX State Direct Bill Info.
  - Call Bridget at 512-805-5345 instead.
  - RSS 111616A for more details.
Travel Updates

- Hertz Rental Car Program
  - New State of Texas Contract.
  - Will be setting up rental process – SAP Portal.
  - Traveler can set up profile record.
  - Gold Plus Rewards Program for “perks”.
  - Travel Office will add “How To Book” procedures.
  - Watch for more info, future updates and roll out info (Travel RSS).
Travel Updates

- **International SOS**
  - New program for assistance while traveling abroad.
    - Covers employees (and their guests) and students.
  - Provides direct access to medical professionals AND security advisors.
  - Traveler will receive Medical and Security Alerts specific to the area in which they are traveling.
  - Training will be occurring soon – watch for invite.

  - [Travel](https://www.internationalsos.com/#) has training links and Membership Number.
    - [https://www.internationalsos.com/#](https://www.internationalsos.com/#)
    - Dedicated help line: 1-215-942-8478
Travel Updates

International SOS – Continued:

- However, if you have a traveler leaving soon:
  - Traveler obtains a membership card (for important #s).
  - Traveler must create a Profile at: [https://MyTrips.travelsecurity.com/Login.aspx?ci=VEwFi%2fVBG8k%3d](https://MyTrips.travelsecurity.com/Login.aspx?ci=VEwFi%2fVBG8k%3d)
  - Traveler must use their TxState email as user name.
  - Traveler forwards their travel itinerary to [mytrips@travelsecurity.com](mailto:mytrips@travelsecurity.com) or enter details manually. Sending email address must match the email address in the profile.
  - Traveler downloads APP to stay informed on alerts, etc. or to contact International SOS (but not if domestic travel – would call 911 for assistance).
Travel Updates

International SOS – Continued:

- In the future, Travel Agencies (e.g. Ascot and CTP) will provide data feed with trip itinerary information.

- Allows for Duty of Care Reporting and Communications for travelers – both domestically and internationally.

- Used to quickly identify and communicate with travelers who may be in a “situation”.

- Traveler can “Check In” to inform that they are OK.
Who do I call?

- Procurement & Strategic Sourcing 5-2521
  - [http://www.txstate.edu/gao/procurement/](http://www.txstate.edu/gao/procurement/)
- Materials Management/Central Receiving 5-2294
  - [http://www.materialsmgt.txstate.edu/](http://www.materialsmgt.txstate.edu/)
- Accounts Payable 5-2777
  - [http://www.txstate.edu/gao/ap/](http://www.txstate.edu/gao/ap/)
- Travel Office 5-2775
  - [http://www.txstate.edu/gao/ap/travel/](http://www.txstate.edu/gao/ap/travel/)

- Look for this link on the home page of these departments:

  [Frequently Asked Questions - Who Should I Call?](#)
April 11th Vendor Fair

SAVE THE DATE!!

2017 Vendor Show
Tuesday, April 11th, 2017

Don’t miss this chance to meet with vendors, sample food, and participate in raffles!

10 AM – 1 PM
LBJ Student Center Ballroom
Sponsored by Procurement & Strategic Sourcing
Meeting Housekeeping

- New Name: e.g. “Bobcats FS Updates”
  - Submit any suggestions to gao@txstate.edu.
  - Depending on response, may send out a ballot.

- Webinar vs Meeting?
  - Benefits:
    - No Parking Issues.
    - No manual sign in sheets.
    - Don’t have to leave your work area.
    - Submit questions electronically.
    - Time savings.
    - May improve attendance.
  - Hand vote now.
RSS Feeds

- Instructions for setting up an RSS feed for AP Office Announcements can be found on the AP Resources webpage.
  How to Add RSS Feed for AP

- Instructions for setting up an RSS feed for Travel Office Announcements can be found on the Travel Procedures webpage.
  How to Add RSS Feed for Travel

- Watch for info on new PS&S RSS Feed.
Questions and Answers
Questions and Answers

- FS03-Why do we need to fill out paper form and then submit an e-NPO? Wouldn’t it be easier to just submit the paper form?
  - e-NPO is faster as the document moves along electronically for approvals. It also allows for the creator to track where the document is in workflow. (Use your e-NPO Monitor Report.) The new FS-03 form will be condensed to one page and less data is required on the form so the e-NPO will capture the other data required to bill the department. Some of the information on the FS-03 is required to comply with the “substitute invoice” requirements, i.e. vendor name and address. The e-NPO process is not used when a PO exists for the contractor services.

- FS03- Is there a dollar limit on e-NPO?
  - Yes. If more than $15,000 you will need to do a PO.
Questions and Answers

• Why can’t a former employee be paid on a FS03?
  ▪ Each situation is different and the best way to determine if the former employee can be paid via the FS03 or on a PCR is to contact PS&S. There is an Independent Contractor form (FS-06) which is used to determine employment status for contractors. Each case is different, so contact PS&S.

• What is the AP-12? Why do we need an AP12 and a P-Card waiver?
  ▪ The AP-12 is used to capture information related to food purchases. It includes business purpose, attendee information and required approval. The form is also used for flower purchases and also can be used for alcohol purchases approval. Remember, cabinet officer approval is required for all employee meals and for alcohol purchases.
  ▪ The P-Card waiver is a waiver to use the P-Card for a purchase of something normally not allowed to be purchased with the P-Card. The waiver does not provide authorization to purchase outside of any UPPS or other University policy statements.
Questions and Answers

• Do we send the P-Card waiver to the P-Card mailbox or Purchasing?
  ▪ You can send to either but it’s preferable to email p_card@txstate.edu for less handling and quicker response

• When AP receives an invoice how do they know who to send the email to regarding approval of the invoice if there is more than one name on the PO?
  • Most POs have a Requisitioner, Creator and Approver. AP will refer to their contact list (cheat sheet) based on the account assignment on the PO. Also, if the Account Manager does not object to receiving inquiries on the PO/Invoice, AP will send to them directly.
    ▪ It is helpful if the requisition includes the “Contact” data in the header text field of the PO when it is being created. Then AP can communicate directly with that person rather than having to make several attempts to find the correct person to take action or address questions.
Questions and Answers

• Will AP let the invoice go past 30 days?
  ▪ AP will pay the invoice when the department has completed the action that has been requested. If the department neglects to respond in a timely manner, the invoice could be paid after the 30-day requirement, resulting in interest expense.

• What if the PO is setup with a different department’s account (funding source) and the Admin. Doesn’t know anything about the purchase until A/P emails them wanting additional information or approval?
  • Most POs have a Requisitioner, Creator and Approver. AP will refer to their contact list (cheat sheet) based on the account assignment on the PO. Also, if the Account Manager does not object to receiving inquiries on the PO/Invoice, AP will send to them directly.
  ▪ It is helpful if the requisition includes the “Contact” data in the header text field of the PO when it is being created. Then AP can communicate directly with that person rather than having to make several attempts to find the correct person to take action or address questions.
Questions and Answers

• Does the invoice approval need to be done by the Account Manager?
  ▪ The Account Manager can approve the invoice, but AP will accept any departmental staff approval. The theory/rationale for this is that the Account Manager approved the PO and if the invoice matches the PO detail, etc. then departmental staff can confirm either receipt of the goods or completion of the services.

• Can I have individual attachments in one email?
  ▪ Yes you can attach multiple invoice attachments and send to AP as one email. However, you cannot put ALL of the invoices in one attachment.