Welcome BOBCATbuyers & Travel Assistants

Please Sign-In

March 11, 2015

TEXAS STATE UNIVERSITY®

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AGENDA

- Welcome
- Avis Rental Car Program
- P-Card Audit and Findings
- Purchase Requisitions – Contact Information
- Travel Updates
- Recent UPPS and FSS PPS Changes
- Accounts Payable Updates
- Questions

Avis Rental Car Program

Avis Rental Car Program

Presented by:

Jeremy Good

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Avis is moving you in the right direction!

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Agenda Texas State University

- Avis Program Highlights
- New Technology and Services
- Account Management
- Follow up and Questions

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Texas State program highlights

Texas State AWD Discount
Avis-TEXAS RATES *

Car Group	Daily Rate In TEXAS/ Out of State
A/B-Sub-Compact/Compact	$33.50/$35.50
C-Intermediate	$35.50/$37.50
D/E-Standard/Full	$37.50/$39.50
G-Premium	$47.50/$49.50
H-Luxury	$51.50/$53.50
V/F-Minivan/small SUV	$47.50/$49.50
W-Standard SUV	$49.50/$51.50
Pickup/12 Pass	$99.00/$101.00

***Daily rates outside of Texas are $2 additional per day (USA only).**

High demand cities such New York areas, Hartford, Pittsburgh, Chicago, Boston, Baltimore, Washington D.C., Detroit, Philadelphia, Los Angeles and the greater San Francisco areas have higher per day charges.

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Texas State Program Details

Rental Details:

- Corporate rate rentals include loss damage waiver (LDW) covering damage to the vehicle as well as liability insurance covering damage to property or injury to persons outside the vehicle.
- **No one-way fees and unlimited mileage for rentals between Austin, Houston and San Antonio** – including locations within the metropolitan areas surrounding these cities.
- Unlimited mileage on all rentals returned to the same city.
- Weekly rates will be calculated at five (6) times the daily rate. Monthly rates will be calculated at twenty (24) times the daily rate.
- **Avis Preferred Service** available for all travelers.
- **Texas State rates may be used for personal rentals.**

** Insurance only included with corporate rate

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Texas State Account Management Team

Holly Ferguson – Dedicated Account Services Representative

800-525-7521 x931695
Fax: 303-824-3089
Email: Holly.Ferguson@avisbudget.com
Hours: Monday-Friday 9:30 am-6:00 pm CST

*** Reservation problems, special reservations**
*** Billing questions**
*** Customer service issues**
***Inquiries about rates and insurance in agreement**

Jeff Pinkerton -Global Account Manager - Contract negotiation & escalated issues
Regional Office: 281-230-2021
Email: Jeff.Pinkerton@avisbudget.com

Coming Soon!-Local Market Sales Manager – Local services in Austin Metro

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Prestige membership for Texas State employees

Complimentary Prestige Status

AVIS Preferred SERVICE

- Complimentary membership
- Counter bypass: skip the lines and go straight to car
- Newest cars
- Designated parking spot
- Special offer emails
- e-Receipt
- Online enrollment

Earned Status

AVIS First

- 12+/35+ or more rental days in calendar year
- Preferred Service benefits
- Free one-car class upgrades
- Free two-day weekend rentals with every 4 qualifying rentals or frequent travel partner credit
- Members-only website
- Exclusive access to promotions

Invitation Only

President's Club AVIS

- Senior executives
- Free upgrades
- Guaranteed car
- Meet and greet service
- Personal return valet

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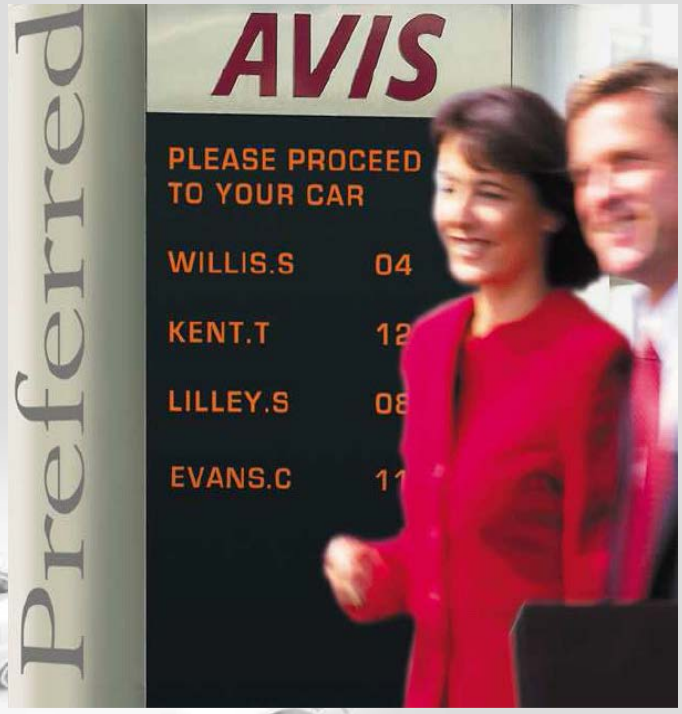
AVIS Preferred SERVICE

Start enjoying extra fast reservations and rentals and all the extra amenities



Counter Bypass

- Your name in lights… go straight to your car.
- Keys and documents in the car.
- Show license and drive away.
- Service available world wide.

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Avis Preferred Select & Go

With **Avis Preferred Select & Go**, we put you in control. We'll pre-assign a vehicle based on your preferences then you'll have three options:

1. **KEEP your pre-assigned vehicle**
2. **EXCHANGE at no extra cost**
3. **UPGRADE for an additional daily charge**

Available in major Texas markets

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The Select & Go Process

Customer plane lands and a rental agreement is generated. An email is sent to the customer with space number.

Customer takes transportation from airport terminal to car rental facility.

Customer may also locate their name and space number for the car on the display board.

Vehicle Selection Options: Customer may keep car assigned, select an exchange or select a vehicle upgrade.

Customer drives to exit area where Avis completes the check out process and provides rental agreement.

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Make a reservation

- When you need a car rental along with a flight segment contact your Travel Management Company or travel arranger.
- **Call toll free reservation line**
  Avis 800-331-2212
- **Go to www.Avis.com and enter Texas State Avis discount code.**
- Direct Bill rentals available through existing departmental GEB numbers.

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Follow Up and Questions

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P-Card Audit

- AUDIT FINDINGS
- REQUIRED CHANGES

P-CARD AUDIT

- **Reconcile on the 15th of each month**
  - Since a lot of departments do not have a date and time stamp, this will alleviate any issues with late statements/reconciliations.
  - This will help you set up a recurring task on Outlook to remind you to reconcile.
  - If this is not done, it will be an audit finding.
- **Use the most current log form**
  - All documents are approved by the System Office and are considered the Official University Document. If the most current form is not used, it will be an audit finding.
  - Someone other than the cardholder MUST initial and date the Received area. If this is not done, it will be an audit finding.

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P-Card Transaction Log

Procurement Card Transaction Log

Print

Office of Procurement and Strategic Sourcing • Procurement Card Program

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PROCUREMENT CARD ACCOUNT INFORMATION

Cardholder Name	Prepared By	Prepared For The Month Of
Department	Procurement Card Number *(last four digits only)*	Fund/Cost Center/Internal Order

TRANSACTION LOG

Date	Vendor Name	Item Description	Amount	Verified Receipt	Date Received	Comments
		TOTAL	$ 0.00			

CARDHOLDER & ACCOUNT MANAGER APPROVAL

By signing below the cardholder and the account manager certify receipt and allowability of goods and materials.

Cardholder Signature Date	Account Manager Signature	Date Approved by Account Manager

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PURCHASE ORDER

Header Notes

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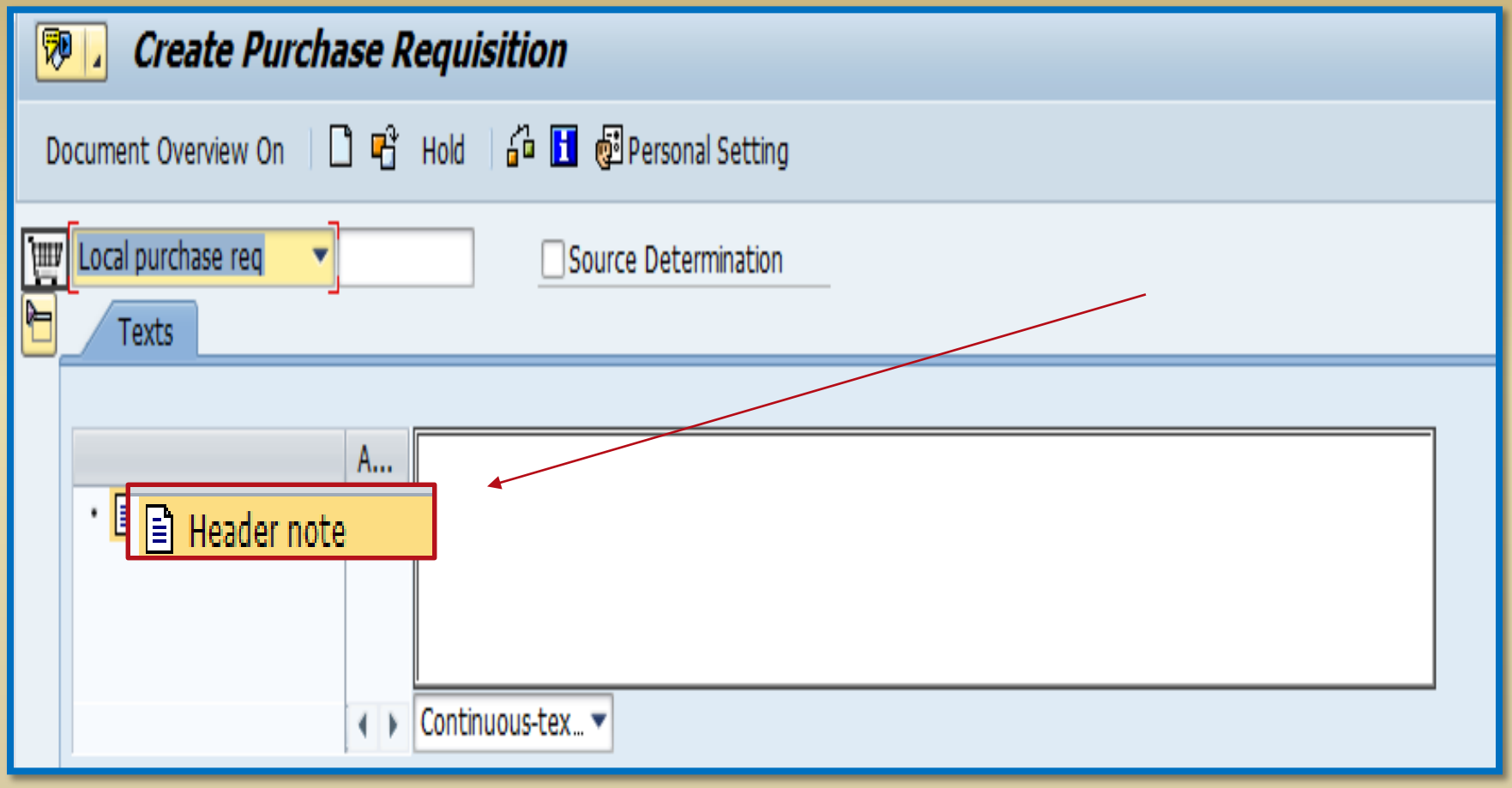
Purchase Order Header Notes



What to add in the Header Notes

- State purpose of request
- Dates of Service e.g. conference dates, contract dates (beginning and end date)
- Vendor payment schedule request or request for prepayments/deposits
- CONTRACT/CONSORTIUM - Name and Contract Number
- **Name and telephone number of who to contact if any issues or questions regarding the request**
- Any other pertinent information regarding requests - e.g. if lodging- name of lodger, dates of stay, faculty or staff, prospective employee coming from in state or out of state

VENDOR MAINTENANCE

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Vendor Maintenance is now under Procurement & Strategic Sourcing

- Marketa Willis maintains our Vendor Database.
- Send requests to vendorrequests@txstate.edu.
- Call X5-2521 for assistance.

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Texas State University
Vendor Show

Wednesday, April 15, 2015

10 AM - 1 PM

LBJ Student Center Ballroom (3-16.1)

Presented by the Office of Procurement & Strategic Sourcing

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2-DAY BASIC PURCHASING TRAINING DATES

March 24-25, 2015

April 7-8, 2015

April 28-29, 2015

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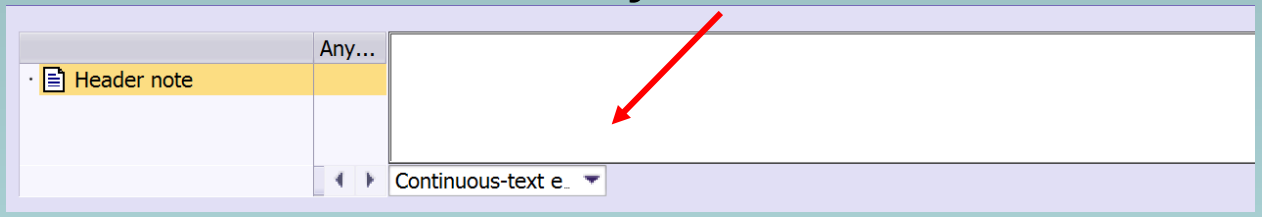
Invoice Contact Information on SAP Purchase Requisitions

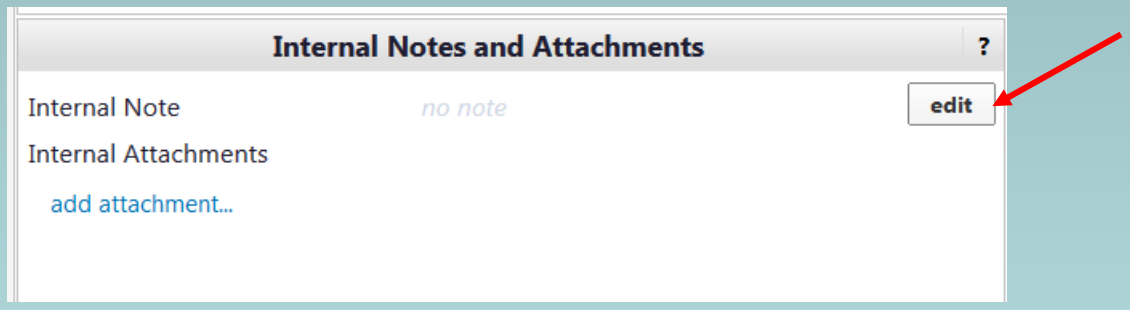
- In the Header Note area On the SAP Purchase Requisition enter:
  - The contact person's name
  - Net ID
  - Telephone extension
- It must be the first entry in this note area.



- AP will check the Header Note for routing invoices requiring approval or actions (e.g. GR, PO Adjustments).

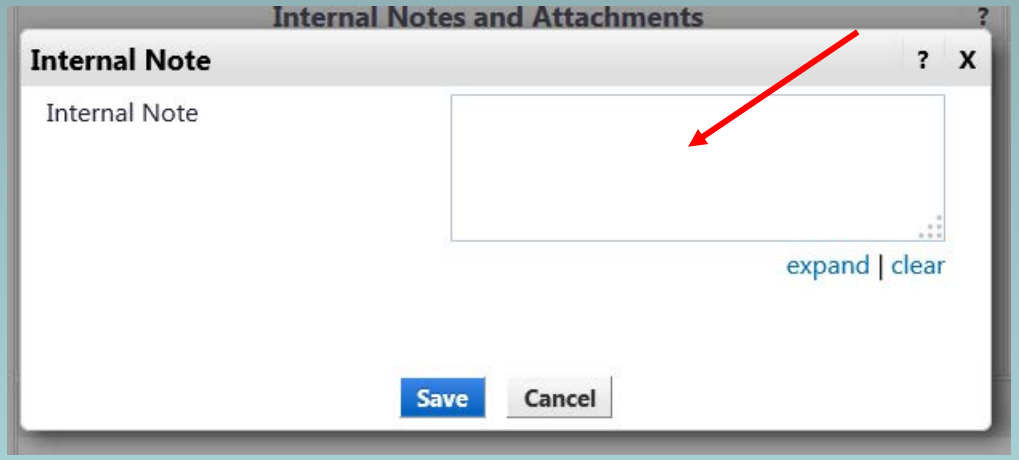
Invoice Contact Information on TSUS Marketplace Orders

- On the TSUS Marketplace (BOBCATalog) Purchase Requisition, after you have proceeded to checkout, enter the contact information in the Internal Notes and Attachments section.
- The Internal on the left hand side. Click on the “edit” button.



Invoice Contact Information on TSUS Marketplace Orders

- In the dialog box enter the contact information and click the “Save” button.



- AP will check the Internal Note field for routing invoices requiring approval or actions (e.g. GR, PO Adjustments).

Travel Updates

- Travel Approval Workflow Changes:
  - No Longer need additional approvals for:
    - ✓ Out-of-State Travel.
    - ✓ Excess Lodging.

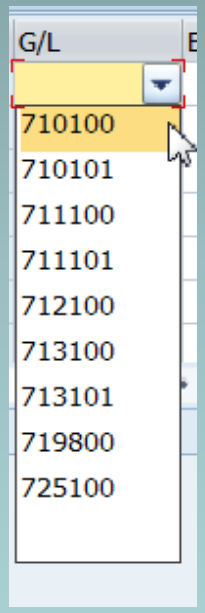
- Still need to report Excess Lodging on the Travel Request and Expense Report.

TRAVELTracks Expense Type Modifications

- The TRAVELTracks Expense Report list of ‘Expense Types’ have been modified.
  - The Expense Types are located on the ‘Enter Receipts’ page.
- The Expense Types are still in alphabetical order but the names have been changed so they are grouped in like categories. Examples are:
  - Company paid
  - Grant participant
  - Incidentals
  - Public transportation expenses
- The Travel Policies & Procedures have been updated and are available on the Travel website. Refer to page 43, 44 for the Expense Type Modifications.
  - Travel Policies & Procedures

Travel Update

- Fund Commitments – Participant Travel GL Accounts



710100 - Travel I/S Public Transportation Fares for FACUL, STAFF, STUDT.

710101 - Travel I/S Public Transportation Fares Grant Participant for FACUL, STAFF, STUDT, PARSU, CONTRA, CONSU, GUSPE.

711100 - Travel O/S Public Transportation Fares for FACUL, STAFF, STUDT.

711101 - Travel O/S Public Transportation Fares Grant Participant for FACUL, 1AS STAFF, STUDT, PARSU, CONTRA, CONSU, GUSPE.

712100 - Foreign Travel – Only GL for any Foreign Travel regardless of Traveler Type.

713100 - Travel I/S Prospective State Employees for PROEM.

713101 - Travel O/S Prospective State Employees for PROEM.

719800 - Travel Bobcat Athletic Association for PSATH.

725100 - Professional Services/Travel Reimbursement- for CONTR, CONSU, GUSPE.

Travel Update

- New Travel Agency:
  - Corporate Travel Planners (CTP)
  - Special Training Meeting – TBD

- LaQuinta Direct Bill Account:
  - National account no longer exists.

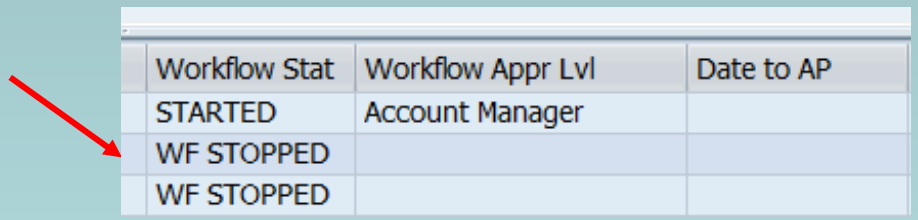
Recent Policy Changes

- UPPS 03.01.03: Purchase of Awards, Flowers, Food or Refreshments
- UPPS 03.01.18: Purchase of Alcohol
- FSS/PPS 03.05.04: Moving and Relocation Expenses
- Forms AP 12, AP16: Forms : Accounts Payable

AP Process Updates

- Rush Checks - Mark as “RUSH” on an email subject line. If it is received after 3:00 it will be processed the next day.

- E-NPO Workflow Status on the Monitor Report:
  - Shows workflow status as STARTED or WF STOPPED. If a document has been rejected, the Workflow Stat will be “WF STOPPED”.



Workflow Stat	Workflow Appr Lvl	Date to AP
STARTED	Account Manager	
WF STOPPED		
WF STOPPED		

AP Process Updates

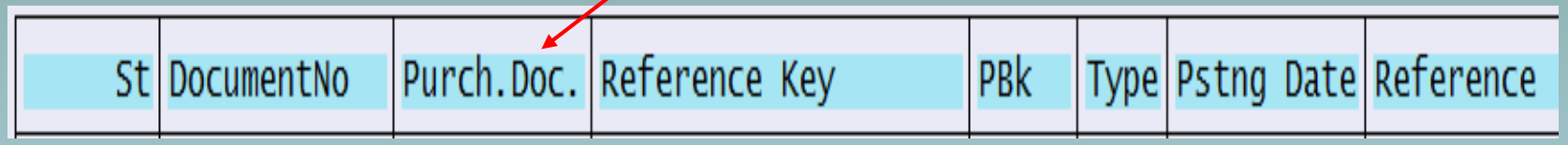
- e-NPO Email Address Change
  - e-NPOpayables@txstate.edu has been discontinued.

- Email payables@txstate.edu with any e-NPO questions or concerns.
  - Include the document number in the Subject Line.
  - Include any other information in the Subject Line which may be helpful.
    - ✓ (e.g. Rush Payment or the AP staff name who you are in contact with).

AP Process Update

- The Purch. Doc. Field has been activated on the Vendor History – FBL1N screen layout.

- The data located in the field is the PO number.



- For instructions on How to Look Up Vendor History using transaction code FBL1N, select the following link: How to Look Up Vendor FBL1N

RSS Feed

- RSS feeds are an efficient way to receive updates from the Accounts Payable and Travel Office.

- You do not have to access the website to check for new messages. New messages are delivered directly into your reader.

Instructions for Setting up the RSS Feed

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

  http://www.txstate.edu/gao/ap/resources/How-to-Add-an-RSS-Feed.html

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

  http://www.txstate.edu/gao/ap/travel/procedures/How-to-Add-an-RSS-Feed.html

AP Staff Introductions

- Sandra Tobias — Accountant III
- Renee Neer — Accountant I
- Dawn Kiger — Accounts Payable Coordinator

Questions and Answers

QUESTIONS & ANSWERS

- We have a Repair Shop and they receive the goods purchased on the P-Card. They sign the packing slip and we attach that to the P-Card log. Will that suffice as a Receiving Signature on the log?
  - **Yes, as it pertains to the computer repair.**
- Do I fill out the log every time I purchase an item on the P-Card.
  - **Yes, then complete the Receiving info when that is completed**.
- What do I use for the receiving date for on-line registrations, memberships, subscriptions, etc.?
  - **Print the online confirmation and use that as the receiving date and obtain the signature.**
- What can verify the receipt request? Does it have to be the Account Manager or my Supervisor?
  - **Any employee (including student workers) other than the employee whose name is on the P-Card can complete the receiving information.**
- Did my Vendor list go away?
  - **Yes. We will talk with Joyce Munoz about this issue.**

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QUESTIONS & ANSWERS cont'd.

- What browser should be used to view the FS-02 form?
  - **The FS-02 is no longer used. When opening the FS-01 (Vendor Maintenance Form) any browser can be used. The settings in the browser are causing the form to be un-viewable. Most people are able to open it in Internet Explorer (IE).**

- What is the fax number for Vendor Maintenance?
  - **Please send all requests to the Vendor maintenance email vendorrequests@txstate.edu, *if* you must send a fax, please use the purchasing fax number 512-245-2393.**

- Who do I call for questions pertaining to which GL to use?
  - **AP has a list of commonly used GL's. The link is: http://www.txstate.edu/gao/ap/resources/GL-Codes.html**
  - **Travel has a list of Travel GL's. The link is: http://www.txstate.edu/gao/ap/travel/procedures/Travel-GL-Matrix.html**
  - **Procurement provides a card with commonly used GL's list at the 2-day training course.**
  - **You are always welcome to call us if you have questions regarding GLs.**

CONTACTS

ACCOUNTS PAYABLE

TEL: 512-245-2777

payables@txstate.edu

TRAVEL OFFICE

TEL: 512-245-2775

travel@txstate.edu

PROCUREMENT & STRATEGIC SOURCING

TEL: 512-245-2521

purchasing@txstate.edu

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