Welcome
FS Updates Meeting
Tuesday, January 30, 2018
Please Sign In
AGENDA

ACCOUNTS PAYABLE
- Stamp for Efficient Invoice Processing

TRAVEL
- 2018 New IRS Mileage Rate
- Travel Advance Policy
- Embassy Suites Reservations
- Encumbrance Review Process

PROCUREMENT & STRATEGIC SOURCING (PSS)
- Encumbrance Review Process
- Shipping and Freight Process
- HUB Update
- New Payee Substitute W-9 and FS-03 Forms
- Z-Block Process and Vendor Portal Update
- FS-03 Form Updates and Requirements
- Contracted Services GL Numbers

MATERIALS MANAGEMENT
- MIGO and Z_MIGO

Who Do I Call?
RSS Feeds
2018 VENDOR SHOW
Questions
The Bobcat Buyers Meeting has been re-named.

It’s now Financial Services Updates.

Rationale for the change:
- Meeting has a new direction - more focus on training: on how to get your work processed through the Financial Services Departments.
- Attendees are not limited to buyers and travel assistants, but include any staff who deal with Financial Services.

The Financial Services Departments are:
- Procurement & Strategic Sources
- Material Management & Logistics
- Accounts Payable & Travel
- Payroll & Tax Compliance
- Financial Reporting & Analysis

Next meeting invite will use the new meeting name.
ACCOUNTS PAYABLE
How many have purchased the stamp for submitting invoices to AP? Staples report shows about 20 have purchased since the October meeting.

THANK YOU!!!!!!

Stamp will help reduce the number of emails and contacts from AP for:

- IRD = Invoice Received Date
- SCD = Service Completion Date
- GRD = Goods Received Date
- PO# = Purchase Order Number (if not on the invoice)
- Approval = Department approval to process payment.
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.

Enter the text for your layout below.

1. IRD__________________
2. SCD__________________
3. GRD__________________
4. PO#__________________
5. APPROVAL__________________
6. ____________________________

Select Font
- Gothic
- Gothic
- Gothic
- Gothic
- Gothic
- Gothic
- Gothic
- Gothic

Select Size
- 7 pt
- 7 pt
- 7 pt
- 7 pt
- 7 pt
- 7 pt
- 6 pt

[Update Preview]
Cosco 2000 PLUS Custom Self Inking Stamp with Microban®, Rectangular, 6 Lines, 3/4" x 1 7/8"

Staples Item # 556359 | MFR Item #1SI030/P30 | Customer Item #556359
Brand Name/Manufacturer: Cosco

$21.06 EA/1

- TEXAS STATE BUY...
- Delivery

Add to List

View Larger
TRAVEL OFFICE
Travel Mileage Rate for 2018

- New IRS Mileage Rate is $.545 per mile.
  - Effective January 1, 2018.
  - MapQuest Mileage Chart has been updated.
  - T-1 Transportation Cost Equivalency Form and T-3 Daily Mileage Worksheet have been updated with new rate.

[T-1 and T-3 Forms](#)

[Travel Mileage](#)
Travel Advance Policy

- **UPPS 05.06.04**

- Section 1.04 will be changed and the existing workflow approvers will have the responsibility for approving the Research Travel Type and need for advance. This will include the Account Manager(s) or the Supervisor of the Account Manager(s) if the traveler is the Account Manager.

- The AVP for Research and Sponsored Programs will not review these Travel Requests and approve.

- Changes have been submitted to Cabinet for approval. Watch the RSS for the notice when approved.

- Remember: Sections 1.09 and 03.08 discuss the impact to employee earnings if the advances are not cleared by 60 days (added to earnings no later than 120 days after the travel end date).
The San Marcos Embassy Suites Hotel and Conference Center now accepts reservation through a call center hotline. This is a national reservation call center and you will NOT want to book lodging using this service. The hotline staff is not aware of the hotel’s direct bill relationship with Texas State University and will not accept Purchase Orders.

You can call the Embassy Suites Front Desk staff at 512-392-6450 (press 0 to get to the front desk and not 1 for reservations) to make the reservation, but keep in mind that if they are busy and cannot assist you, your call will be routed to the reservation call center hotline. At that point, you should disconnect and contact Deborah Lombardo to make the reservation.

Embassy Suites is working on getting the in-house reservation position filled so you can call that person directly to place a direct bill reservation. In the mean time you can email Ms. Lombardo at Deborah.Lombardo@jqh.com to place the in-house reservation.
FY 2018 Travel Encumbrances

- February is the 6th month of the fiscal year – good time to get in the habit of reviewing your open encumbrances.

- Use the ZOPEN_ENCUMBRANCE transaction in SAP GUI to review open travel encumbrances.
  
  - Note that this report will display all open encumbrances, not just those related to travel, unless you specify the Travel GL Matrix numbers in the “Commitment” field, and include the estimated cost GLs: 710096, 710097, 710098.

  - The document numbers will begin with “73” for Travel Requests and “2014” for Funds Commitments and 31 or 45 for POs.

- If you use the Travel GL numbers in the Commitment field you will only get encumbered Travel documents.
PROCUREMENT & STRATEGIC SOURCING
Staff Introductions

- Procurement & Strategic Sourcing
  - Donna Bryson
If you get a bounce back email when from any employee within Financial Services, then forward your original email to the department email address.

- purchasing@txstate.edu
- vendorrequests@txstate.edu
- contracts@txstate.edu
- materialsmgt@txstate.edu
- payables@txstate.edu
- payroll@txstate.edu
- financialreporting@txstate.edu
FY 2018 Encumbrance Reports

- Please be sure to check your Open Encumbrance Report via the ZOPEN_ENCODUMBRANCE transaction in SAP and request closures from the Procurement Office as necessary.

- Instructions for running this report are posted on the Purchasing Office’s Open Encumbrance Report webpage.

- Don’t wait to review these until July or August. Any PO’s that you can close now releases unused funds back to your accounts for other uses.
Logistics Update

• Broussard Logistics Update
  – Beginning **February 1, 2018** Broussard Logistics contract ended and will no longer be the exclusive logistic services provider
    • *UPS and Federal Express University account numbers were removed from the purchase orders*
  – Broussard will continue to advise the campus departments on *international* shipments and *hazardous* material shipments
Logistics Update

- Inbound Shipments (ordered by a purchase order)
  - Add a shipping line on to purchase req. for shipping charges
  - Vendor should provide you with a quote (Pre-pay and Add)
    - Notify vendor to include the shipping amount on their quote
  - The GL for the shipping line will be the same GL used for the goods being purchased

Example:

<table>
<thead>
<tr>
<th>Short Text</th>
<th>Qty</th>
<th>UOM</th>
<th>Amount</th>
<th>GL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Top Table</td>
<td>1</td>
<td>ea</td>
<td>$80.00</td>
<td>733400</td>
</tr>
<tr>
<td>Shipping</td>
<td>1</td>
<td>ea</td>
<td>$25.00</td>
<td>73340</td>
</tr>
</tbody>
</table>
Logistics Update

• **Outbound Shipments**
  – Use University account number for UPS and Federal Express Services
    • UPS – 3Y2592
    • Federal Express – 828957303
  – LIMIT Framework should be created for shipping vendor to cover annual estimated shipping expenses
  – Use the GL (General Ledger) – 728600 for the shipping charges
  – **Document the LIMIT Framework PO on the hard copy freight bill or the online form**
  – Researching solutions for

Example:

<table>
<thead>
<tr>
<th>Short Text</th>
<th>Qty</th>
<th>UOM</th>
<th>Amount</th>
<th>GL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18 Outbound</td>
<td>1</td>
<td>AU</td>
<td>$1,200.00</td>
<td>728600</td>
</tr>
</tbody>
</table>
# TXST HUB Results

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 16 HUB Results</th>
<th>FY 17 HUB Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building (Construction/Builders)</td>
<td>20.93%</td>
<td>18.08%</td>
</tr>
<tr>
<td>Special Trade (Plumbing/HVAC/Mech)</td>
<td>20.45%</td>
<td>17.18%</td>
</tr>
<tr>
<td>Prof Services (AE/Design Svcs)</td>
<td>42.23%</td>
<td>57.41%</td>
</tr>
<tr>
<td>Other Service Contracts</td>
<td>9.90%</td>
<td>8.45%</td>
</tr>
<tr>
<td>Commodity Purchases</td>
<td>15.47%</td>
<td>25.00%</td>
</tr>
</tbody>
</table>

## Total Expenditure per Category

- **Building (Construction/Builders):** $89,761,454 (18%)
- **Special Trade (Plumbing/HVAC/Mech):** $7,253,864 (17%)
- **Prof Services (AE/Design Svcs):** $7,140,870 (57%)
- **Other Service Contracts:** $38,573,470 (8%)
- **Commodity Purchases:** $35,328,762 (25%)
Upcoming HUB Events

• **TSUS System of Schools HUB Fair**
  – March 2\textsuperscript{nd} (9am – 12pm) at Lamar University – LIT (Beaumont, TX)
  – Hosted by: Lamar Univ. Beaumont, Sam Houston State Univ., Texas State University, Lamar- LIT, Lamar-Port Arthur, and Sul Ross University

• **“Marketing for Success” HUB Vendor Fair**
  – April 18, 2018 (9am – 4pm) Austin, TX
  – Hosted by: Texas Department of Motor Vehicle

• **“Doing Business Texas Style” Spot Bid Fair**
  – May 7\textsuperscript{th} & 8\textsuperscript{th} Irving, TX
  – Hosted by: Senator Royce West
Z-Payment Block

- Additional Verification is required for a change of:
  - Name
  - Address
  - Email
  - Tax ID
  - Banking

- Vendor will receive an email to contact the Purchasing Office to verify these changes.

- When verification has occurred, the z-payment block will be removed and AP will be advised to move forward with payment.
Vendor Forms

New Forms are listed on the Purchasing Website.

- Forms
  - General Purchasing
    - Justification for Proprietary or Sole Source Procurement
    - Emergency Purchase Justification
    - Request for New or Existing Wireless Service
  - Vendor Maintenance
    - Please click the link below to access our Vendor Maintenance page.
      Vendor Maintenance
      
      Login to www.institute.info
      For security reasons, please Log Out and exit your web browser when you are done accessing services that require authentication.

      Vendor Maintenance
      Please click the link below to download the Payee Substitute W-9 and Direct Deposit Authorization forms.
      Payee Substitute W-9 Form
      Direct Deposit Authorization Form
      Individual Foreign Vendor Packet
      Entity Foreign Vendor Packet
      *Please note that these forms are subject to change at any time.
Quality Check
Substitute W-9 & Direct Deposit Authorization

- Notary Requirements
  - Individual – NO notary is necessary
  - Entity – Notary IS required
Substitute W-9 & Direct Deposit Authorization

**Required**

- Voided Check or Letter from Bank Stating Direct Deposit Information

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Direct Deposit Authorization

This form may be used by vendors to setup direct deposit or to change existing direct deposit information. In order for this request to be processed, supporting documentation is required. Please include a voided check or deposit slip to verify banking information. The form must also be notarized prior to being processed.

Version 101, Revised 12/2017
Older versions are not valid.
Substitute W-9 & Direct Deposit Authorization

- Review form
- Verify that the Name and Address on the form will match what is listed on the invoice.
New Foreign Vendor Packets

- New Foreign Vendor Packets can be found on our website.

Vendor Maintenance

Please click the link below to download the Payee Substitute W-9 and Direct Deposit Authorization forms.

- Payee Substitute W-9 Form
- Direct Deposit Authorization Form
- Individual Foreign Vendor Packet
- Entity Foreign Vendor Packet

*Please note that these forms are subject to change at any time.*
Individual Foreign Vendor Packet

- Includes:
  - W-8BEN
  - Foreign National Information Form
    - Email is required
  - AP-3
  - Copy of Passport & Visa (when services are rendered in the US)
Entity Foreign Vendor Packet

- W-8BEN-E
- Foreign Business Information Form
- AP-3
FS-03 Contracted Personal Services

- New Form available on Purchasing website.
- Old forms are no longer accepted.
- FS-03 forms can be submitted via eNPO or be tied to a Purchase Order (PO). **NOT BOTH!!!**
  - You cannot split a payment between a PO and e-NPO payment document.
FS-03 Contracted Personal Services

Some things to remember:

- Vendor information has to match exactly what is in SAP. AP and Purchasing are not allowed to make any changes to the information.
- Vendor information has to be complete with Vendor #, Name, and Address.

<table>
<thead>
<tr>
<th>SECTION II – VENDOR INFORMATION (Complete all information. Ensure the name and address match the SAP vendor record.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Vendor No.:</td>
</tr>
<tr>
<td>Company Name (if different):</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Phone No.:</td>
</tr>
</tbody>
</table>
FS-03 Contracted Personal Services

Some things to remember:

- Received date (NEW) – This is just like date stamping on a vendor submitted invoice. Prompt Pay Act.
- Always need a description of services. Please don’t leave blank or it can’t be processed.
- Work performance dates - These dates need to be prior to the received date, unless it is a pre-payment (which requires prior approval).

| SECTION III - RECEIVED DATE: Enter the date this form was first received by the university. | Received Date: |
| SECTION IV - DESCRIPTION OF SERVICES: Enter the complete description of work performed. |
| SECTION V - WORK PERFORMANCE DATES: Enter dates of work performed including start and end dates. |
| Start Date: | End Date: | FINAL PAYMENT: YES NO |
FS-03 Contracted Personal Services

Some things to remember:

- Make sure you are using the appropriate GL for the service.
- If you complete the form electronically, the total will automatically add for you.
- If it is a foreign vendor, it needs to be processed differently and may take additional time.
- AP needs 3 - 5 days to process a check for pick-up or day of performance payments.
Some things to remember:

- The vendor must sign and date the form in order for it to be valid.

- Contracts/AP need to know staff to contact if any issues arise.
Some things to remember:

- Approvals can happen two ways.
  1. Manual or e-signatures – less effective, take more time, don’t know where your form is in the process.
  2. e-NPO electronic workflow – more effective, takes less time, know exactly who is holding up your payment. Use the e-NPO Monitor Report (T-Code ZNPO2) to see where it’s at in the electronic workflow.

SECTION IX - APPROVALS - Signature approvals are required unless processed via e-NPO. Approvals will be obtained through the workflow process for the e-NPO.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>PRINTED NAME</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT MANAGER:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSP (Required for Grants):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROCUREMENT AND STRATEGIC SOURCING:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FS-03 Contracted Personal Services

- Only one page.
- Available online now on Purchasing website.

FS-03 Form
AP Contract Services GLs

GL 725200 – Lecturers in Higher Education

- Visiting professors, distinguished individuals or artists presenting lectures for a course/class.

- Includes (not limited to):
  - Artists presenting lectures
  - Guest Instructors
  - Lecturers
  - Recitals
  - Seminars/Workshops
  - Speeches
  - Temporary Classroom Instructor
  - Visiting Professors
AP Contract Services GLs

- GL 725300 – Other Professional Fees
  - Services provided by individual or company possessing high degree of learning.
  - Examples:
    - Employee Assistance Programs
    - Counselors for Employees
    - Surveying Services
    - Guest lecturers when event is open to the public
AP Contract Services GLs

- GL 729900 – Purchased Contracted Services
  - Other Contracted services
  - Examples:
    - Interpreters
    - Movers
    - Exterminators
    - Security Guard/Police Officer Services
    - Photographers
    - Framing or Engraving of Awards
  - Does not include:
    - Consulting Services for information technology (724200)
    - Information Services – Programming (727500)
AP Contract Services GLs

Refer to the following links for more contracted services GLs, descriptions and examples.

- AP Commonly Used GLs
- Texas Comptroller Manual of Accounts
  - Click on Expenditures
  - Enter a key word or enter the first 4 digits of TX State’s GL account number in the Search box.
  - Click on the Search icon.
MATERIALS MANAGEMENT
We have been finding that Document Dates have been entered in the future of the GR posting date. This is not good. This has been happening in MIGO and Z_MIGO. Besides being wrong it has been messing up interest posting reports. So we are fixing this with a hard stop notice.
MIGO and Z_MIGO

- So a hard stop message will be displayed saying (not what is in this box” BUT it will say --- “Date item Received cannot be > than today’s date” and you will have to fix the date before you save the Z_MIGO transaction.
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/)

Common questions for these departments are located on each department’s homepage on the website.
RSS Feeds

- Who’s using?? Stay informed on process and form changes that affect these functions.

- Instructions for setting up an RSS feed can be found at the following office links:

  How to Add RSS Feed for AP

  How to Add RSS Feed for Travel

  How to Add RSS Feed for Purchasing
The
Texas State University
2018 Vendor Show
is coming soon!

Join us on Tuesday, April 10, 2018.

The show will be held at the LBJ Student Center Ballroom (Room 3-16.1) 10 a.m. - 1 p.m.

Network with vendors, taste foods from, and enter free raffles for prizes!

We can’t wait to see you there!

For more information, please contact:
Lauren Clawson
Phone: 512.245.2521 | Email: purchasing@txstate.edu

If you require accommodations due to a disability in order to participate, please contact 512-245-2521 at least 72 hours in advance of the event.
Texas State University is a tobacco-free campus.
Questions and Answers
Questions and Answers

- If you have a PO for Broussard shipping encumbered for $0.01, can you increase it for the new shipping changes?
  - Yes, you can increase your PO. To increase your PO, please send an email to purchasing@txstate.edu.

- Should shipping charges have good receipts (GRs)?
  - Shipping is a service. Good receipts are not needed for services.

- What if the vendor email is incorrect when the vendor verification email is sent?
  - Our office only knows the information that is provided to us. We do get bounce back emails, and we try our best to follow up on them.

- Is there another way of contacting vendors if emails bounce back?
  - Our office will follow up with a call or will contact the department that the vendor is working with.

- Are there any second email reminders for vendors?
  - No, SAP only sends out one email verification to vendors. We encourage departments to inform vendors of keeping an eye out for the email.

- What is the timeline for getting a vendor portal?
  - It may be a matter of weeks till we get a vendor portal.
Who does the vendor verification email come from?
- The email will come from purchasing@txstate.edu.

Do you have to have the original vendor form with the notary?
- No, we do not have to have the original form with the notary. We can accept a copy.

Where should vendors go to get form notarized?
- Financial institutions are a good place to start in finding a notary.

Is there a process of blocking one vendor number when a tax ID changes and a new vendor number has to be created?
- Our office works closely with Accounts Payable to find out if there are any pending invoices on the original vendor number. Depending on the circumstances, i.e. if there are any pending invoices and open POs on the old vendor number, we may need to have the old vendor number still open.

Are FS-06 forms for businesses?
- No, FS-06 forms are for individuals and DBAs.

Why can’t Chartwells be set up in Bobcatalog (TSUS Marketplace)?
- Chartwells is available as a Non-Catalog vendor on Marketplace. Chartwells can be found by doing a non-catalog item search in Marketplace.
Questions and Answers

- If vendor form is not processed to create vendor in a timely manner after vendor has performed service, how will this affect the invoice (or substitute invoice) not being paid within 30 days of completion of service?
  - Accounts Payable has 30 days from the day the invoice is received to pay in compliance with the Prompt Pay Act however, services should never be performed prior to the vendor being set up. A vendor quality check is performed when a vendor is initially set up to ensure the vendor is acceptable for the University to use. This safeguard is in place to protect the University and it is imperative that this occurs prior to services being performed.

- What do we do if a vendor wants ½ down or prepay?
  - All prepayments have to be approved prior to payment by the Director of Purchasing and Director of Accounting as per UPPS 05.02.02.11.

- Should it be best practice to always attach proposal and/or quote to a requisition? If so, can it be a hard stop until an attachment has been added?
  - Yes, backup documentation should always be part of a requisition regardless of the amount. There is no hard stop at this time.

- What about typos in SAP vendor file holding payment up?
  - If the typo is found to be an error of the University, it is fixed and the block is immediately removed. There should not be a holdup in payment.
Questions and Answers

- Please give an example of Foreign Vendor Maintenance form highlighted with what needs to be filled out.
  - We will provide this in a separate email.
- When a new vendor has been created, do they receive a confirmation email with their vendor number?
  - No, the department contact is the only confirmation email sent out at this time.