

Welcome BOBCATS

Tuesday, October 31, 2017

Please Sign In



The rising STAR of Texas

AGENDA

ACCOUNTS PAYABLE

- Food Purchase Invoice Requirements and PO Numbers
- AP & Travel –PO Adjustments for Budget Error
- e-NPO Correction Email Notifications
- AP-3 Wire Transfer Request Form Requirements
- Bookstore and Other Gift Cards
- Purchase of Shirts for Staff vs Students
- Updates and Reminders

AGENDA

TRAVEL

- LOGI Past Due Email Notification Process
- New Travel Request Approval Email Language
- Enterprise Website and Scrolling Issues
- Citi Travel Cards and Equifax Data Breach
- 2018 New Travel Per Diems
- Updates and Reminders

AGENDA

PROCUREMENT & STRATEGIC SOURCING (PSS)

- Vendor Maintenance Updates
- FS-01 Form Updates and Requirements
- FS-03 Form Updates and Requirements
- Procedures for POs and Goods Receipts Fields
- Business Purpose Requirements
- Recalls tab on the Purchasing Website

FINANCIAL SERVICES UPDATES

- 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.

Staff Introductions

➤ **Procurement & Strategic Sourcing**

- Nicole Francis = Vendor Maintenance and P-Card.

➤ **Accounts Payable**

- Stacy Orona = Accounts Payable Supervisor.
- Brenna Russell = Accountant I.

AP - Food Invoices

- Purchase Orders for food must include a business purpose and identification of attendees (employees, students, etc.).
- When the department receives the related invoice:
 - Write the date the invoice was received on the invoice.
 - Verify PO Number – if not on invoice write it on the invoice.
 - Verify pricing is correct.
- The following vendors typically don't include a PO#:

▪ Fuschacks	Hays County BBQ
▪ Jason's Deli	Newks
▪ Saltgrass	Pizza Vendors

AP/TRAVEL – PO Budget Errors

- AP RSS 101217A and Travel RSS 101217C
- If the PO doesn't have enough money to process the invoice, then creator will receive an email request to adjust the PO.
- Determine the adjustment for the PO and contact Purchasing to increase the encumbrance on the PO line.
- When the PO adjustment is done, creator must email the AP/Travel staff back informing them to proceed with payment.
- Payment will be delayed until that notice is received by the AP/Travel staff who requested the action.

AP e-NPO Dates

- Dates on the e-NPO determine the baseline date.
- Needed for compliance with the Prompt Pay Act.
- **Invoice Date:** date on the vendor invoice.
- **Invoice Received Date:** date department received.
- **Goods/Service Received Date:** when goods were delivered/picked up or service was completed.
- Creator should review dates for accuracy.
- Dates are subject to audit, and creator may need to validate if the document is selected by an Auditor.

AP e-NPO Emails

- AP RSS 101217B and Travel RSS 101217B
- Creator of the e-NPO receives an email for correction or rejection status.
- The time allowed for action is at the bottom of the email.

AP e-NPO Emails

➤ Email Reason and Response Time:

➤ Correction:

- Sent when additional information is needed (e.g. valid business purpose, documentation, Traveler Certification).
- Creator has 7 days to respond.

➤ Rejection:

- Sent if the correction email is not responded to within 7 days.
- Creator has 14 days to react to rejection email and restart the workflow.
- If not complete within 14 days, then the e-NPO is deleted and the document will have to be created again.
- There is no notice sent when e-NPO is deleted.

AP AP-3 Form

- AP RSS 101217C
- [AP-3 Form](#) is the Wire Transfer Request Form.
- Form has been updated (9/28/17).
- Ensure you are using the most current format as content has changed per banking regulations.
- Used for foreign vendors.
 - Exceptions are:
 - ❖ Check payments to Canadian vendors.
 - ❖ Other foreign vendors who confirm their bank will accept a US bank check.
 - Department must obtain that confirmation.
- Make sure the vendor confirms banking info is current.

AP AP-3 Form

- Before you ask the vendor for the AP-3 form, check with PSS first as there may be a form on file.
 - Ask for the date the vendor submitted. If more than 1 year ago, ask vendor for a new form (validates banking info).
- If there is no form or it's outdated:
 - Department obtains the form from the vendor.
 - Make sure the name/address on the form match to the SAP name/address on the vendor record and the invoice.
 - Attach the email from the vendor showing the email address that submitted the form and make sure that matches the email address in SAP. Send to vendorrequests@txstate.edu
- Email the AP-3 form, vendor email and invoice to payables@txstate.edu for the payment to be processed.

AP – Gift Cards

- UPPS 04.03.02 prohibits the use of gift cards.
 - Only exception is for Research Human Subject payments.
- Includes Bookstore and any other vendors.
- Gifts cards are considered cash by the IRS and are taxable regardless of the amount.
- Bookstore will no longer sell or IDT the purchase of gift cards to campus staff/departments when payment is from university funds.
- Refer to AP RSS 063017A if your department needs to give a “gift” to an individual.

AP – Shirt Purchases

- PO required for purchase of shirts. Need a valid business purpose.
- IRS treats as a fringe benefit (taxable) unless required as a uniform in the work environment.
- Purchase of shirts (typically T-shirts) for students is allowed. In the business of “student experience”.
 - They are not employees. This includes Student Athletes.
- Purchase of shirts for employees, other than uniforms, typically requires Cabinet Officer approval.
 - Can obtain through the use of the AP-12 form or email.
 - Attach to the purchase requisition.

AP Updates & Reminders



Summus Industries



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	_____
PO #	_____
APPROVAL	_____

Update Preview

Edit Basic Options

Edit Fonts and Text Size

Add and Edit Graphics

Enter the text for your layout below.

1.	IRD_____
2.	SCD_____
3.	GRD_____
4.	PO#_____
5.	APPROVAL_____
6.	_____

Select Font

Select Size


Gothic	▼	7 pt	▼
Gothic	▼	7 pt	▼
Gothic	▼	7 pt	▼
Gothic	▼	7 pt	▼
Gothic	▼	7 pt	▼
Gothic	▼	8 pt	▼


Cancel

Select a different layout


Show Proof


AP Updates & Reminders


Summus Industries

SEARCH 

RECENTLY PURCHASED

BROWSE CATEGORIES 

QUICK ORDER 

YOUR LISTS 


[Home](#) / [Print and Marketing Services](#) / [Stamps](#) / **Self Inking Stamps**

[< Back](#)


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


Staples Item # 556359 | MFR Item #1SI30P/P30 | Customer Item #556359

Brand Name/Manufacturer: Cosco



\$21.06 EA/1

 [Add to List](#)

 [TEXAS STATE BES...](#)

☒ **Delivery**

[Customize](#)

[+ View Larger](#)

PRODUCT DETAILS

AP Updates & Reminders

- Who has gotten the “stamp”?
 - This is an inexpensive investment.
 - Will save time in your office!

- Stamp Layout for maximum benefit:
 - 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.

AP Updates & Reminders

- Prompt Pay Act defines the “baseline date” for determining if payment is in compliance with the act and the 30-day payment rule.
- Baseline date is defined as the later of:
 - The Invoice Receipt Date (IRD) or:
 - The Goods Receipt (GRD) or Service Completion Date (SCD).
- If not in compliance, then interest must be paid to the vendor. Rate is 5.25% for FY 2018.

AP Updates & Reminders

- Prompt Pay Act states the invoice should be sent to the address noted on the PO unless the vendor has been instructed to send elsewhere.
 - If you tell the vendor to send to you rather than AP, then you must have a process in place to track the receipt date.
 - Stamp is easiest method to relay the data needed.
 - Eliminates emails from AP/Travel asking for the dates.
 - If vendor emailed you the invoice, then attach that vendor email and send to AP/Travel and we'll have the IRD.
- If date received is much later than the vendor's invoice date, AP/Travel may contact for the reason.
 - Best to process your invoices within 7 days of receipt.

AP Updates & Reminders

- “Received MMDDYY” on the invoice you send to AP cannot be “assumed” to be both the Invoice Received Date (IRD) and the Goods Received Date (GRD).
- If the PO is for goods, then leave both the GR boxes/fields checked so that you can use ZMIGO to complete the GR information if received by your department. SAP captures that date and AP will not need to ask for it.
- If goods are received by the department and no GR is required on the PO (because you took the flags off), then AP must be informed of the date the goods were delivered/picked up (GRD).

AP Updates & Reminders

- What should I do before I send an invoice to AP?
 - Write the date the invoice was received on the invoice. Best to use the stamp as all required data is listed.
 - Verify PO Number included – if not write it on the invoice.
 - Indicate GRD (if no GR on the PO) or SCD.
 - Verify Vendor Address or Remit Address matches SAP.
 - Verify pricing is correct.
 - If multiple lines on PO, identify which charges apply where.
 - Obtain departmental approval
 - Don't need to print the PO or GR Request and send to AP.

AP Updates & Reminders

- Shipping and Freight General Ledger (GL) Numbers
- If paying the vendor for shipping or freight, use the same GL number as for the item you are buying.
- If paying a shipping company, then use GL 728600.
 - Only exception is if PO relates to a capital asset. Then use the same GL as the asset you are buying regardless of who provides the freight/shipping function.
- Shipping Companies include:
 - FedEx UPS
 - DHL Lone Star
- AP Commonly Used GLs

AP Updates & Reminders

- RUSH Payments - Not all invoices are “RUSH”.
- Prompt Pay Act states payments are due 30 days from the later of:
 - Invoice Receipt Date or
 - Goods Receipt or Service Completion Date.
- If 30 days is approaching, then invoice payment is a RUSH if interest expense will be incurred if not paid.
- Contracts may require accelerated payment.

AP Updates & Reminders

- Final Email Notice for Action
- Recipient needs to respond as payment will be held until AP staff receives response and requested action has been taken.
- Currently there are 69 documents pending but the payments total \$261,167!!!
- Interest is impacted. One of these has accrued interest of \$1,294.11 but that will increase with continued delay. FY 2018 rate is 5.25%.
- Please respond promptly to all AP emails requests.

AP Updates & Reminders

➤ Reimbursements of Personally Paid Expenses

- Employees – comply with [FSS PPS 03.05.01](#) and submit within 60 days of personal payment.
- Student reimbursements go through Financial Aid and if it's not aid, then it will be paid by AP.
- Vendors can be reimbursed for travel expenses as part of the contract.
- Vendors submit invoice for other types of expenses as part of their contract fee.

AP Updates & Reminders

- Software Purchases or Licensing – Requires PO (preferred) or P-Card Waiver.
- Must have Technology Resources approval. Includes renewals, software subscriptions.
- PO Requisitions route through SAP workflow.
- e-NPO should not be used for these since they do not route for approval. Remember a PO is required.
- GL's are:
 - Software Maintenance 726200
 - Electronic Subscriptions 727600
 - Software Purchase/License 738000
- Do not use GL 730000 (Consumables) or 721000 (Fees) for software items.

Travel LOGI Project

- VPFSS Announcement September 13.
- LOGI Project went live October 2.
- Generates automatic emails to traveler and TA at:
 - 31 Days Past Due.
 - 45 Days Past Due – adds Traveler's Supervisor.
 - 52 Days Past Due – adds Next Level Supervisor.
 - 60 Days Past Due – Cabinet Officer Report.
- Travel Office does not require a response to the past-due email.

Travel LOGI Project

- Campus response has been GREAT!
 - THANK YOU – LOGI Team and Campus Staff!
 - Started more than a year ago. More than 2,500 past due expense reports.
 - Currently 150 past due expense reports!!!!
- TA's – review your employee list for completed trips and ensure expense reports are submitted.
 - Fix “Saved not Sent” expense reports.
 - Fix “Reset” expense reports needing correction.
 - Zero-Dollar Trip requires expense report.
- If trip wasn't taken, email travel@txstate.edu. The trip will be canceled and that will close it and stop the past due notices.

Travel Request Approval Email

- Travel RSS 080817A – TRAVELTracks
- New verbiage effective August 16.
- Contains important information for the traveler.
- Added link for [Traveler Pre-Trip Recommendations](#).
- Leads to [Traveler Pre-Trip Reference Guide](#).

Travel Request Approval Email

- Travel RSS 081617A – Funds Commitment
- Process for TA to inform the travelers on a Fund Commitment (FC) – no automatic email on FC.
- TA must send the email to the FC travelers.
 - Send to students and employees only.
 - Contains same link information as above.

Travel – Enterprise Update

- Travel RSS 092917A
- Enterprise Benefits & Program Summary added.
- Data found at [Rental Cars](#)
 - Will need your net ID log in to access.
- Enterprise Reservation Scrolling Issues
 - First try using the down arrow on your keyboard in place of scrolling.
 - If that doesn't work, following instructions at the link above.

Travel – Citibank Travel Cards

- Travel RSS 101217A
- Citibank monitoring cardholder accounts to determine impact for Equifax data breach.
- No fraud found to date.
- Ensure your travelers with Citi travel cards have current data (telephone number and email address) at Citi should Citi need to contact them.
- Cardholders should monitor their account activity and immediately contact Citi about irregular activity.
- Respond to any Citi alert ASAP!

Travel 2018 Per Diems

- TRAVELTracks 2018 Per Diem rates
 - New rates effective for travel after Dec 31.
 - September rates used for Oct – Dec travel.
- [GSA Per Diem Rates](#)

Travel Updates & Reminders

- What support is needed for airfare when a traveler has **combined business and personal** travel?
- Must get the roundtrip airfare cost from the airport close to the traveler's designated headquarters to the business location before the final airfare is booked.
- Needed to determine the business costs for the trip when personal travel continues to another location.
- Also needed if the traveler is at a personal location and then travels to the business site.
- Rationale – must have the roundtrip airfare from an airport close to designated headquarters as support for the business expense portion of the trip.

Travel Updates & Reminders

- [UPPS 05.06.04 Travel Advances](#)
- Updated with minor changes.
- Advances issued 14 calendars before the travel date.
- Employees may receive if meet one of the following:
 - Travel includes at least one student. Advance of \$200 or more.
 - Travel in a foreign country. Advance of \$500 or more.
 - Travel is for employee research; trip must exceed 5 calendar days and expense must exceed \$500.
- Employees are not eligible if past due on a previous advance or if on state hold.
- Traveler must reconcile within 30 days of the trip end date or past due email will be sent.

Travel Updates & Reminders

- Remember that meals outside of designated headquarters involve Travel.
- Typically happens when the restaurant is outside of designated headquarters.
- Travel Request or Travel Funds Commitment is needed.
- TRAVELTracks expense report – use the Business Meals expense category.
- Funds Commitment expense report - use e-NPO and include the Traveler's Certification Statement. GL is 731600 (Food).

Vendor Maintenance

- Vendor changes that effect Name, Address, E-mail, Banking and/or Tax ID number will require additional validation from vendor.
 - Until this validation is obtained, vendor will be placed on hold awaiting vendor validation.
- Email is sent to vendor when “Sensitive” updates are made notifying them that they need to call the Purchasing Office and verify their changes.
 - Once this has been done, the hold will be lifted.

Vendor Maintenance

- New Vendor Maintenance Form (FS-01) is on the Purchasing web-site. NetID and password are required to access the form.
- The old forms are no longer accepted.
- To ensure that you have the most up today form, always pull it down from the web-site.

FS-03 Contracted Personal Services

- New Form available on Purchasing website.
- Last day we will accept old forms will be December 31, 2017.
- 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.

SECTION II – VENDOR INFORMATION (Complete all information. Ensure the name and address match the SAP vendor record.)				
SAP Vendor No.:		Vendor Name:		
Company Name (if different):				
Mailing Address:				
City:		State:	Zip:	Country:
Phone No.:		Email Address:		

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.

SECTION VI - SPECIAL PAYMENT INSTRUCTIONS: If expenses exceed the amount encumbered on the PO, you will have to adjust the PO and then indicate the distribution below if additional funding is added. Note: Complete this section on the form for a PO. If paying via e-NPO, then you will enter the information on the e-NPO.					
Instructions:					
(6 digits) GL Account	(10 digits) Cost Center	(10 digits) Fund	(10 digits) Internal Order		Payment Amount
					\$
					\$
201201	Blank	9001421000	Blank	Taxes Withheld (if applicable):	
				TOTAL TO BE PAID:	\$ 0
If a check is requested for payment of services due on the day of performance, it will be picked up at the Student Business Service Office at JCK Room 188 by designated university staff. Enter the name and telephone number of the person picking up the check. See FSS/PPS: 03.12 for reference.					
Name and contact no. for pick up:				AP Approval:	

FS-03 Contracted Personal Services

➤ Some things to remember:

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

SECTION VII - CONTRACTOR AGREEMENT											
I understand that I cannot claim reimbursement for services while on regular duty for Texas State University. I understand that these payments are reportable to the IRS. Texas State University is bound by State, Federal, and TSUS rules and regulations as well as the Prompt Payment Act of the State of Texas in regards to this payment. When services are with the scope of the employee's job duties, payment will be made via PCR. See UPPS 03.04.01 sec 05.											
CONTRACTOR SIGNATURE:										DATE:	




- Contracts/AP need to know staff to contact if any issues arise.

SECTION VIII - REQUESTOR CONTACT INFORMATION			
Requestor's Name:		Department:	
Telephone No:		Email:	


FS-03 Contracted Personal Services

➤ 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.			
	SIGNATURE	PRINTED NAME	DATE:
ACCOUNT MANAGER:			
OSP (Required for Grants):			
PROCUREMENT AND STRATEGIC SOURCING:			

FS-03 Contracted Personal Services

 TEXAS STATE UNIVERSITY <i>The rising STAR of Texas</i>		CONTRACTED PERSONAL SERVICES SUBSTITUTE INVOICE		FORM FS-03
<i>Texas State University is a member of the Texas State University System</i>				
SECTION I - Contract & Purchase Order No. (if applicable)		Contract No.:		PO No.:
SECTION II - VENDOR INFORMATION (Complete all information. Ensure the name and address match the SAP vendor record.)				
SAP Vendor No.:		Vendor Name:		
Company Name (if different):				
Mailing Address:				
City:	State:	Zip:	Country:	
Phone No.:	Email Address:			
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
SECTION VI - SPECIAL PAYMENT INSTRUCTIONS: If expenses exceed the amount encumbered on the PO, you will have to adjust the PO and then indicate the distribution below if additional funding is added. Note: Complete this section on the form for a PO. If paying via e-NPO, then you will enter the information on the e-NPO.				
Instructions:				
(5 digits) GL Account	(10 digits) Cost Center	(10 digits) Fund	(10 digits) Internal Order	Payment Amount
				\$
				\$
201201	Blank	9001421000	Blank	
Taxes Withheld (if applicable):				
TOTAL TO BE PAID:				\$ 0
If a check is requested for payment of services due on the day of performance, it will be picked up at the Student Business Service Office at JCK Room 188 by designated university staff. Enter the name and telephone number of the person picking up the check. See FSSPPS: 03.12 for reference.				
Name and contact no. for pick up:				AP Approval:
SECTION VII - CONTRACTOR AGREEMENT				
I understand that I cannot claim reimbursement for services while on <u>regular duty</u> for Texas State University. I understand that these payments are reportable to the IRS. Texas State University is bound by State, Federal, and TSUS rules and regulations as well as the Prompt Payment Act of the State of Texas in regards to this payment. When services are with the scope of the employee's job duties, payment will be made via PCR. See UPPS 03.04.01 sec 05.				
CONTRACTOR SIGNATURE:				DATE:
SECTION VIII - REQUESTOR CONTACT INFORMATION				
Requestor's Name:		Department:		
Telephone No.:		Email:		
SECTION IX - APPROVALS - Signature approvals are required unless processed via e-NPO. Approvals will be obtained through the workflow process for the e-NPO.				
SIGNATURE		PRINTED NAME		DATE:
ACCOUNT MANAGER:				
OSP (Required for Grants):				
PROCUREMENT AND STRATEGIC SOURCING:				
Contacts Office Use Only:				
Approver's Initials:	Non-Employment Verification:	YTD Spend:	Date:	
Notes:				

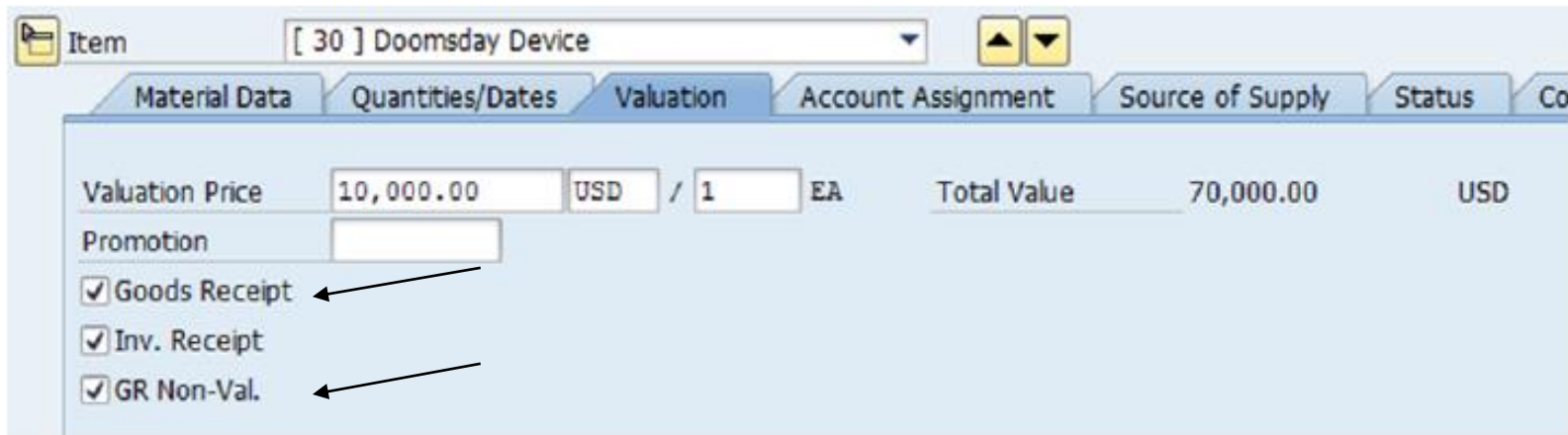
- Only one page.
- Available online now on Purchasing website.

➤ [FS-03 Form](#)

Purchase Orders and Goods Receipts

Goods = Local PO

GR and GR Non-Val boxes must both be checked.



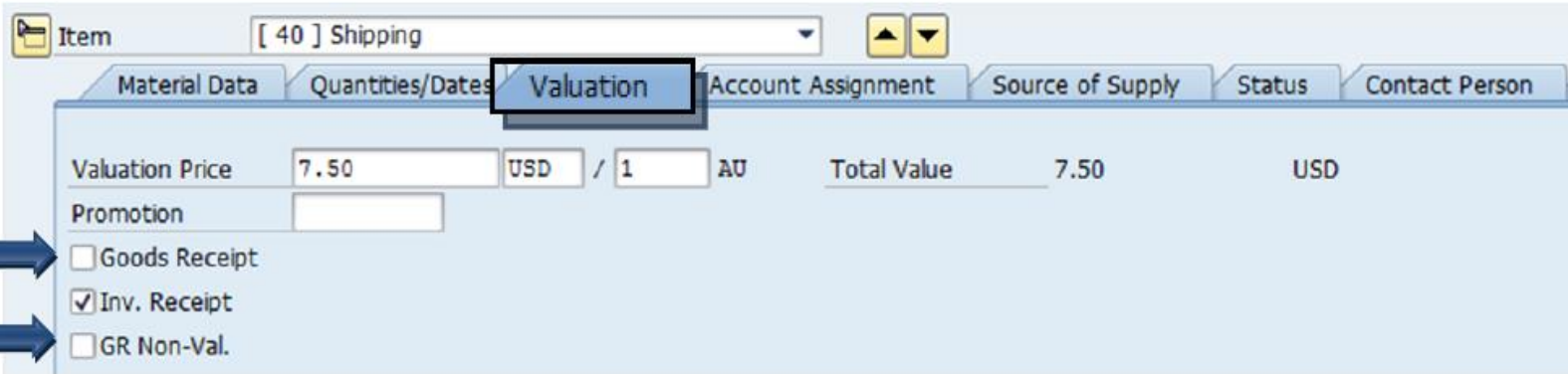
The screenshot shows the 'Item' data tab in SAP, specifically the 'Valuation' sub-tab. The item is '[30] Doomsday Device'. The 'Valuation Price' is 10,000.00 USD, and the 'Total Value' is 70,000.00 USD. The 'GR' (Goods Receipt) and 'GR Non-Val.' (Goods Receipt Non-Valuation) checkboxes are both checked, as indicated by arrows. The 'Inv. Receipt' (Inventory Receipt) checkbox is also checked.

Material Data	Quantities/Dates	Valuation	Account Assignment	Source of Supply	Status	Co
Item [30] Doomsday Device						
Valuation Price		10,000.00	USD	/ 1	EA	Total Value 70,000.00 USD
Promotion						
<input checked="" type="checkbox"/> Goods Receipt		←				
<input checked="" type="checkbox"/> Inv. Receipt						
<input checked="" type="checkbox"/> GR Non-Val.		←				

Purchase Orders and Goods Receipts

Services = Framework PO

Clear GR and GR Non-Val boxes.



The screenshot shows the SAP Purchase Order (PO) interface, specifically the 'Valuation' tab. The 'Item' field is set to '[40] Shipping'. The 'Valuation' tab is highlighted with a black box. Below the tabs, the 'Valuation Price' is 7.50 USD, and the 'Total Value' is 7.50 USD. The 'Promotion' field is empty. The 'Goods Receipt' checkbox is unchecked, the 'Inv. Receipt' checkbox is checked, and the 'GR Non-Val.' checkbox is unchecked. Two blue arrows point to the 'Goods Receipt' and 'GR Non-Val.' checkboxes, indicating they should be cleared.

Field	Value
Item	[40] Shipping
Valuation Price	7.50 USD
Total Value	7.50 USD
Goods Receipt	<input type="checkbox"/>
Inv. Receipt	<input checked="" type="checkbox"/>
GR Non-Val.	<input type="checkbox"/>

Purchase Requisitions and Business Purposes

- All Purchase requisitions must have a **valid** business purpose in the Header note box.
- Needed for either a Local or Framework PR.

The screenshot displays the 'Create Purchase Requisition' window in SAP. At the top, the title bar reads 'Create Purchase Requisition'. Below the title bar, there is a shopping cart icon and a dropdown menu currently set to 'Local purchase req'. To the right of this is a checkbox labeled 'Source Determination'. Below these elements is a tab labeled 'Texts'. Under the 'Texts' tab, there is a table with two columns: the first column contains a document icon and the text 'Header note'; the second column contains 'A...'. To the right of this table is a large, empty text area for entering the header note. At the bottom of the text area, there is a small navigation bar with left and right arrows and a dropdown menu labeled 'Continuous-tex...'.

Recalls

Purchasing Office Announcements

Posted On Thu 7/13/2017 9:14 AM

Feed Purchasing Office Announcements

Recalls 071317A

We have added a Recall tab to our website. Please make sure to visit our new tab often. We recently received letters from vendors regarding recalls on items. Below is the link to access the recall letters. We will continue to update this tab as needed and will also make an announcement on our RSS feed.

[Recalls](#)

Recalls

Financial Services

Purchasing Office

About Us	How to Purchase	Resources	Forms	University Purchases (Sourcing)	Historically Underutilized Business (HUB) Outreach Program	Recalls	Purchasing Office Announcements	Feedback
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Recalls

Below are recalls that we have received from vendors. Please click on the link to read the letters from the vendors. If you have any questions or concerns, please feel free to call our office.

[Ready Refresh - HB215-3G and HW215-3G Filtration Dispensers 7/13/2017](#)

[Staples Hazen Mesh Task Chair, Staples #1058246 7/13/2017](#)

Recalls

Important Safety Notice

Concerning Your Nestlé Waters AccuPure Floor Standing Filtration Dispenser

Dear Texas State University

In cooperation with the U.S. Consumer Product Safety Commission, Nestlé Waters North America Inc. is notifying you of a potential safety issue associated with our AccuPure Floor Standing Filtration Dispensers. You may have already received a phone call from a Nestlé Waters customer service specialist about this matter. There have been 14 reports indicating the dispenser might overheat, causing the unit to emit smoke or catch fire. No injuries have been reported. Customer safety is our number one priority at Nestlé Waters North America and, effective immediately, we will be recalling all HB215-3G and HW215-3G Floor Standing Filtration Dispensers. These two models are pictured below.

ACTION REQUIRED: Immediately unplug the unit(s) from the outlet and stop using the unit(s). Please note water will no longer dispense from the unit itself once unplugged. Filtered water lines connected to other devices, like coffee makers or faucets, will remain unaffected.

A Nestlé Waters customer service specialist will be reaching out to you confirm whether you have a recalled unit and, if so, to schedule pickup of the recalled unit(s) and provide a replacement unit. If a replacement unit is not readily available, Nestlé Waters will provide a selection of options for continued service until a replacement unit is available, with no incremental cost over your cost of service today.

If you have any questions in the meantime, please feel free to reach out to us at 844-895-9691 Monday through Friday from 8 a.m. to 9 p.m. (ET) and Saturday from 8 a.m. to 4 p.m. (ET).

Who do I call?

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



RSS Costume Contest

- Thanks to those who read the RSS about the contest and are participating.
- Vote for your favorite.
- And the winner is: Mary Poppins (Karlie Beach) 😊
- Remember to sign up for the RSS announcements!!
 - There's always important data related to Financial Services and "opportunities" like the RSS invite to participate in the contest.



Questions and Answers

Questions and Answers

- I can't enter dates in the past on an e-NPO? What is the solution?
 - You are receiving a warning error (yellow which is a soft stop vs a red error which is a hard stop). You can hit the ENTER key until the error is gone and continue. Remember you can not use any prior year funds on the e-NPO.
- I have an invoice but didn't do a PO. What should I use for the PO number?
 - If there was no PO, then you would pay e-NPO. PO should be created before requesting service or goods from a vendor, and not after the fact.
- What date is used to determine the 30-days for payment?
 - The **later** of the invoice received date or goods/services received date. See Slide 19.
- Can we buy T-Shirts for a fundraiser when we will be selling the shirts?
 - Yes, but check with Tax Compliance first to ensure there are no tax issues. The GL for this expense would be 739300.

Questions and Answers

- Do I need to request a new invoice if my service is for a future date but the invoice date is current?
 - No, the invoice date can be earlier than the service date as some business bill that way. We pay after the service is complete.
- What is the AP turnaround time now for paying an invoice?
 - Currently we are at two weeks, but some invoices are paid later than that depending on if additional follow up is needed. Rush invoices impact this as well. They are given priority if interest may accrue or there is a contractual requirement.
- Why does AP contact me to send in invoices?
 - There may be some confusion on this. AP does not contact departments to obtain invoices to process. AP does contact departments for additional information on invoices they have received.
- Can our department buy shirts for staff and have them pay us back?
 - No. Instead collect the money for the shirts from those who want one and place an order outside of the University process.

Questions and Answers

- Can my department just receive the invoice directly from the vendor rather than having it go to AP as my Account Manager wants to see and approve every invoice?
 - Yes this is allowed, but your department must have a process to date stamp the invoice when received. See Slide 20.
- If AP and the department are both emailed the invoice from the vendor, what do I need to do?
 - You don't need to do anything unless AP contacts you about the invoice.
- Is there a way for me to see which invoices are on hold waiting for action or information from my department?
 - Kathy Wallace from IT will check to see if there is an SAP report that shows hold items. These would have an H block on them.
 - If there is a way to do this, an RSS announcement will be published.
 - Note these invoices have been posted but the payment has not been issued and the encumbrance on the PO has been hit and any extra funds released. The charge shows on your Budget to Actual Report.

Questions and Answers

- If the traveler is combining personal and business travel, I need to get the airfare quote as if for a business trip only. See Slide 35. Do I have to select the cheapest fare or can I select the time I would normally go and use that quote?
 - Yes, you can select the fare that coincides with how you would normally book the flight. You don't have to use a "red-eye" flight for the quote.
- Why can't the Travel Office just close a Zero-Dollar Trip out?
 - The **Travel Assistant** can process the expense report if there are no expenses.
 - If there are expenses, the traveler will have to "Save and Send" the expense report.
 - If the Travel Office processed a zero-dollar expense report and there were actually expenses, an e-NPO would have to be created for the expense, the Traveler Certification would be required and the e-NPO would route for approval. This is much less efficient than the TRAVELTracks expense report process.

Questions and Answers

- What is the waiting time on a new vendor set-up?
 - The waiting time is around 10-14 days. If a vendor set-up is needed immediately, please call or email our office to rush vendor set-up.
- Does the new VMR form have an email button?
 - No, the new VMR form does not have an email button. This is due to the fact that vendors were having issues opening up the form.
- How are vendors sending the FS-01 forms?
 - Vendors are sending the form to Vendor Maintenance using:
 - Email: vendorrequests@txstate.edu
 - Fax: 512-245-2393
 - Mail: Texas State University
Procurement & Strategic Sourcing JCK 527
601 University Dr. San Marcos, TX 78666
 - Vendors should NOT send the form to a campus department due to the sensitive information contained on the form.
 - Inform the vendors this requirement is in place to protect their info.

Questions and Answers

- Can there be communication with departments to know when vendor verifications are completed?
 - Departments will be notified only if our office cannot get in touch with the vendor or when there is a problem with IRS matching.
- What if the address on FS-03 doesn't match the vendor profile?
 - The vendor will have to make the change to their profile.
- Should departments be sending the FS-03 and FS-06 forms to vendors to fill out?
 - Departments can fill out the forms, but the vendor must sign the forms.