Welcome
BOBCATbuyers
&
Travel Assistants

*Please Sign-In*
January 23, 2014

TEXAS STATE UNIVERSITY

*The rising STAR of Texas*
AGENDA

- SciQuest Changes
- E-NPO Update and Reminders
- 30-Day Prompt Pay and Payment Scheduling
- Other AP Initiatives
- Travel Funds Commitment Process
- Travel App and Expense Report Reminders
- TRAVELTracks Reminders
- Questions
SciQuest Changes

Jacque Allbright

Director of Procurement and Strategic Planning
e-NPO

• More than 1,100 e-NPO documents since October 9th!!!!!

• Thank you for the acceptance of this process enhancement.

• Vendor Payments – every effort should be made to follow procurement requirements (i.e. PO or FC).
e-NPO

- Sales Tax is allowed for food purchases paid with cash or personal credit card (and approved by Acct Mgr).

- If Texas State makes payment, exemption form must be given to vendor to avoid sales tax billing.

- Acct Mgr Substitution – Remind them to complete the delegation process for e-NPO like done for Travel, PCR, Requisition, etc. (see Page 33 of the Training Materials).
e-NPO

- Employee Reimbursements:
  - Verify scanned attachments are readable.
  - Itemized receipts required.
  - Review attachments and balance to the amount requested.
e-NPO

• Employee Reimbursements:
  
  ▪ Invoice number - mm/ddReimb (see Page 10 of the Training Materials).
  
  ▪ Customer Number - only 25 digits so make it meaningful to the payee:
    ➢ Enter what they are being paid for – not their name and reimbursement.
  
  ▪ Business Purpose – description of the items.
e-NPO

- Monitoring Report (ZNOPO2)
  - Shows e-NPO documents you created and the status.
  - If you aren’t sure the document was created, ALWAYS check the Monitoring Report first. DO NOT re-enter.
  - That creates two documents (and in some cases Acct Mgrs are approving both!).
e-NPO

• Monitoring Report (ZNOPO2)

  ▪ If you notice a duplicate, select the document and then select the Trash Can icon to delete.

  ▪ Attachments can be added or deleted if on the Report.

  ▪ See Page 19 of the Training Materials for more details.

  ▪ http://www.txstate.edu/gao/ap/resources.html
30-Day Prompt Pay and Payment Scheduling

• State law requires payment at 30 days from the Baseline Date.

• Tx State has been paying as received – often prior to 30 days.

• Payment Scheduling will establish a payment due date based on the Baseline Date.
30-Day Prompt Pay and Payment Scheduling

• Procurement will be able to establish discounts and negotiate price points for accelerated payment terms.

• Project expected to start during the first quarter.

• More information as this develops. Should have minimal impact but you may receive calls from vendors.
OTHER AP Initiatives

• Paperless Invoice Process.

• Behind the scenes for the campus, but AP requests:
  ▪ When an email for Acct Mgr approval is sent, don’t print the attached invoice, sign and mail back to AP. Just respond to the email.
  ▪ AP accepts electronic approval on payments.

• Fast responses to email will help ensure vendors get paid and we comply with the Prompt Pay Act.
Travel Funds Commitment Process

- The Paper Travel Application process will be discontinued March 31, 2014.
- Microsoft XP operating software will no longer be supported after that date - that is what runs the Travel App program.
- SAP Travel Funds Commitment is in development.
Travel Funds Commitment Process

- Process is for non-employees; TRAVELTracks is used for employees.
- Training Procedures will be developed and placed on the Travel website for reference.
- Will include the SAP T-Codes, GL accounts, workflow.
- Will allow for attachments to the FC document.
Travel Funds Commitment Process

• When workflow approval has been completed by Travel, creator will receive an email notice (and airline fares can be booked).

• Will have COPY functionality.

• Acct Mgr substitution process will be allowed.

• Campus communication before it goes live.

• Demo for a Prospective Employee – Out of State.
Travel App Reminders

• Used for non-employee travelers.

• Non-employee and non-student travelers who will not seek reimbursement do not need to complete the Travel App (no funds encumbered or paid).

• Be sure to obtain proper pre-approvals when:
  ▪ Traveling TO or FROM an out-of-state destination.
  ▪ Traveling TO or FROM a foreign destination.

• T-4 Foreign Risk Assumption from is ONLY needed for Employee or Student travelers.
Travel App Reminders

• Use the correct vendor number.

• Employee numbers start with 3 – use TRAVELTracks.

• Contractors start with 5 – use Travel App.

• One-time payment – use 700001 (student or prospective employee).

• Blanket Travel – use 700035 on the Travel App but must use actual vendor number on the Expense Report.
Paper Expense Report
Reminders

• T-11, T-12, T-13 and Multi-fund forms.

• Updated for January 1, 2014 rate of $.56 per mile.

• Use the drop down to select the correct mileage rate.

• Use the drop down list to select the correct GL account.

• Complete the “Benefit” section on the Back or 2nd Page.
TRAVELTracks Requests

- Be sure you are using a current fiscal year fund (14).
- Change the default cost center to the correct cost center.
- You may want to add a day to the start and end date of the trip to accommodate any change in time when traveling to and from a foreign destination.
TRAVELTracks Requests

• Record the entire trip date range and all the destinations including any personal time that may be taken along with business travel.
  ▪ Reduce the meal and lodging per diem for the personal travel on the Travel Request if applicable.

• Only record Additional Destinations if the overnight stay is in a different Trip/Region per the gsa.gov lodging per diem table.

• Do not make airfare reservations until the Travel Request has been approved by all levels.
TRAVELTracks
Expense Reports

• Scan and attach all receipts/documentation.

• Attach proof of payment when requesting airfare reimbursement.

• The itinerary or confirmation is not sufficient unless it shows the payment information.
• Lodging Reduction is the ONLY expense category that needs a “negative” sign before the amount.

• Do not include any tips paid for services because the gsa.gov Meal & Incidental Expense (M&IE) includes a $5 daily allowance for incidentals.
TRAVELTracks
Expense Reports

• Airfare flight insurance, early bird check-in, or preferred seating expenses are not reimbursable and are considered the traveler’s preference.

• Separate the Room Rate and Room Tax on Lodging costs.

• Attach historical OANDA documentation if foreign funds.
CONGRATULATIONS

• Brenda Bush will be retiring March 31, 2014 😊 😞

• Thank you Brenda for:
  ➢ Your years of Service in AP and Travel.
  ➢ The thousands of Travel Apps and Expense reports you have processed.
  ➢ Your commitment to helping University Travelers.

• We wish you Fun and Enjoyment in the coming years.
Questions and Answers
Thank you for coming!

Accounts Payable & Travel Offices
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