

## **Airgas Update February 2015**

### **Business & Financial Services – Accounts Payable**

#### **Historically...**

Years ago Airgas cycle transactions were loaded directly to the general ledger in an “as-is” format, with little to no input from Fiscal Officers (FOs) prior to the upload. This process did not provide departments with an opportunity to review and make changes to accounts associated with a particular cylinder before the upload, thus causing additional work for FOs who subsequently needed to submit error correcting documents.

More recently Airgas cycle transactions were loaded to the Business & Financial Systems Campus Portal and FOs were granted access to make updates to accounts associated with cylinders utilized in their department or unit. These account updates were saved in the Account Lookup detail and were subsequently written, or assigned, to that cylinder for each cycle going forward. This means that any account number on file with Airgas for that particular cylinder would be overwritten with the saved change in account, even if Airgas had not been contacted by the department to make the same update on their records.

In a recent review, several account numbers on file with Airgas were identified as closed in KFS which prompted Business & Financial Services – Accounts Payable (BFS-AP) to reassess the current system for processing the Airgas invoices. A joint effort between BFS-AP, FOs and Airgas is now needed to aid in the transition to ensure timely and accurate processing of cylinder charges; therefore a change has been initiated to provide both an opportunity for FO input on charges before they hit accounts and avoid potentially unwanted account overrides.

After the Airgas invoice is received by BFS-AP and responses are collected and manual entries for last-minute requested updates or adjustments to cylinders that either have no identified account or an inaccurate account are conducted, cycle transactions will be loaded to the Business & Financial Systems Campus Portal.

#### **Instructions**

Once the Airgas cycle detail is loaded to the Business & Financial Systems Campus Portal, an auto generated email will be sent to the FOs on each account tied to a particular cylinder. FOs will, in most cases, have five business days to review and respond to the email with updates as needed.

BFS-AP will update cylinder accounts if one is provided by the FO before the deadline, if no response is received by BFS-AP or the FO contests the account and fails to provide a replacement before the deadline the account’s departmental continuation account may be applied. For the initial files launched in this new process (Sept 2014 - Dec 2014) a Lookup/Overwrite Account may be used in place of the continuation account; BFS-AP will rely on FOs to report back on which account they prefer to use. Detailed instructions will be provided in each of the emails distributed for September-December 2014.

BFS-AP will only update account numbers on the batch upload to KFS; FOs are responsible for contacting Airgas directly to update their cylinder records and to resolve any outstanding issues with contested cylinders so future invoices will be correct. Be aware that manual updates will need to be communicated to BFS-AP each month that Airgas has incorrect information in their system; this could

potentially cause delays in billing so it is critical that FOs contact Airgas as soon as they identify a problem.

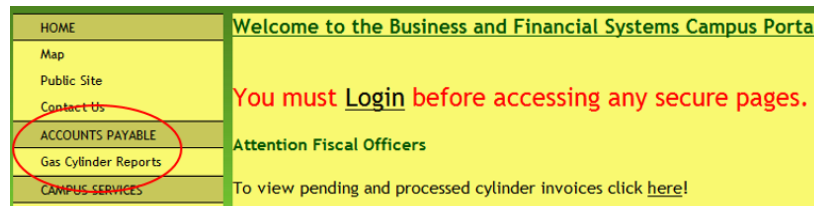
If the account/cylinder charge is disputed and the FO has been unable to clear the issue with the Airgas representative before the billing data feeds to KFS then the account’s department continuation account will be used in the interim; subsequent GEC(s) can be processed to move charges to the correct account once one is identified.

**Guidance**

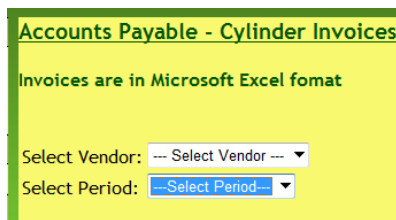
FOs can examine the most recent period transactions before they see activity post to their account(s) by reviewing the auto generated email distributed each month. Departments and FOs can also review this information by pulling reports on the Business & Financial Systems Campus Portal; reports in **Pending** status have yet to be loaded to KFS and all other reports contain transactions that have already posted to accounts in KFS. Reports are separated by period, sorted by unit/college, and will be available for up to six billing cycles.

To visit the Business & Financial Systems Campus Portal select <http://bfsapp.colostate.edu/>

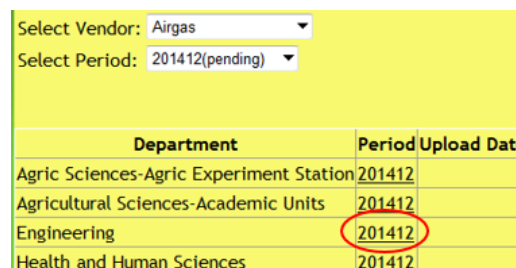
- To access transaction reports click the **Gas Cylinder Reports** option from the menu on the left.



- Make selections from the drop-down menus for **Vendor** and **Period**; example: Airgas and 201412(pending).



- Reports in Excel format can be accessed by clicking the Period next to the appropriate Department.



- Cylinder Invoice transaction reports include the department name, department number, fiscal officer, account, period, cylinder number and amount.

<b>Contact Information</b>	<b>Resource</b>	<b>Phone</b>
Airgas	Cylinder billing information, invoices, primary contact for account updates, detail and explanation of specific cylinder charges	(970) 484-3680 Todd Stesen <a href="mailto:Todd.stesen@Airgas.com">Todd.stesen@Airgas.com</a>
Accounts Payable	Limited detail information for charges, secondary contact for account updates	(970) 491-1363 Jackie Riba (970) 491-2040 Genevra Scott