

Accounts Payable Guidance for Quali Payment Documents

*Help process prompt payments to our
vendors for the services and goods
they provide to CSU*

Presented by Accounts Payable



Business and Financial Services

To deliver efficient and effective business and financial services to our customers in support of the University's mission of education, research, public service and extension.

<http://busfin.colostate.edu/default.aspx>



Overview

- Vendor create and edits
- Payment Documents
 - Disbursement Voucher (DV)
 - Payment Request (PREQ)
- Receiving Document (LIR)
- Check runs



Vendor Create and Edits

How to Set up new vendors and edit existing vendor files



Vendor set up

- Vendor must be set up in Kuali before payment documents, requisitions, or PO's can be created
- All new vendor documents route to A/P for approval
- FYI sent to initiator action list when approved by A/P



Vendor Abbreviations

- There are a limited number of characters in the vendor name and address fields. Please note special characters in the vendor name can cause problems (which is why we do not allow them)



Vendor Abbreviations

- Examples

University = UNIV

School = SCH

Enterprise = ENT

*Handout shows most abbreviations used



Special Characters

- **Do not substitute “and” with ampersand “&”**
 - Lewan & Associates = Lewan and Assoc
 - Notice the abbreviation Assoc is also used

- **Use a space for hyphens, periods, commas, or slashes**
 - I.B.M = I B M
 - 4-H Clover Shop = 4 H Clover Shop



Special characters

- **Omit apostrophes and prefixes**
 - Jean's Plants = Jeans Plants
 - Dr. Mary Sue O'Connell = Mary Sue OConnell
- **Initials Used as Vendor name – Separate each initial with a space**
 - IEEE = I E E E
 - AMF Bowling = A M F Bowling



Special characters

- **Do not abbreviate vendor names containing directions**
 - Northern Colorado Paper
 - South Coast Electronics



Addresses

- Street addresses should be spelled out as clearly as possible
- Use one letter abbreviations for directions preceding street names : N S E W
- Use two letter abbreviations for directions preceding street names : NE SW SE NW
- Spell out direction if actual street name
 - 121 North Street



Addresses

- Do not use punctuation or extra spaces between street and building information in one field
 - 14 Smith St Bldg 12
- If both street address and PO box are included the address should be on line 1 and the PO on line 2
- Do not use a space between P and O or use punctuation for PO box addresses



Address Abbreviations

- Examples

Avenue = AVE

Lane = LN

Route = RTE

*Handout shows most abbreviations used



Vendor Edit

- Edit vendors files for following reasons:
 - Edit/Update vendor name
 - Add/Edit additional addresses
 - Change or add contact information
 - Email
 - Fax
 - Contact Information



Vendor Edit

- On Kuali Main Menu select Vendor under Lookup and Maintenance
- In vendor lookup screen search by entering full vendor name or use wildcards
- Once Vendor has been retrieved click edit or create division



Vendor Edit

- To add new address select remit as address type from dropdown menu
- Input the address, city, state, postal code, and country
 - Make sure to click add
- **Please do not change the default address unless instructed to do so by Procurement or Accounts Payable**



Vendor Edit

- Notice after adding the address is shown to the right with yellow asterisks showing new information
- Click submit – If successfully submitted with no errors the document will route to A/P for approval
- Once approved you will receive a notification in your action list



Vendor Create

- New vendors will not be approved without a W9 attached to the vendor or sent to A/P.
- An email address and/or a fax number must be provided before a vendor will be approved (needed for Procurement to distribute the PO to the vendor)



Vendor Create

- On Quali Main Menu select Vendor under Lookup and Maintenance
- In vendor lookup screen click on the “create new” button in the upper right hand corner
- Make sure to add a description in the document overview tab
 - Description should be **VENDOR NAME**



Vendor Create

- Use only the Vendor Name Field we do not use the First and Last Name fields even for individuals
- Vendor type needs to be PO – Purchase Order
- Other required fields on the Vendor tab are
 - Foreign Vendor, Tax Number, Tax Number Type, Ownership Type (from W-9), W-9 received, and the W-9 Signed Date



Vendor Create

- Address Type in Address Tab should always be PO
- Other required fields in Address tab are
 - Address 1, City, State, zip code, fax number, email address, and make sure to change default to “Yes”
- Fax number or email must be added so Procurement is able to distribute PO to Vendor
- Don't forget to click the add button



Vendor Create

- The Notes and Attachments tab is where you will need to attach the W-9 and **Invoice if available**
- A/P will not approve vendor document without signed W-9
 - If W-9 has SSN A/P will delete before approving
 - Do not destroy W-9 until vendor has been approved and FYI in action list has been received
- Copy of Invoice can help ensure the vendor name has been added correctly



Vendor Create – Individual

- Employees will not be found in a vendor search. You can find employees when creating a Disbursement voucher under employee id.
- Adding individuals for service payments W9 required
- Adding individuals for reimbursements only (W9 not required – note must be added in the Notes and Comments section, so it is a permanent part of the vendor record)



Vendor Create – Individual

- Use Vendor Name field on vendor document
 - Enter First Name, then Last Name
 - Do not use First and Last Name Fields
- Adding CSU affiliates (CSU affiliates will not be found as an employee they have to be added as an individual vendor)



Disbursement Voucher (DV)

A check request document - created by the department



Disbursement Voucher (DV)

- Should only be created when you have an invoice in-hand and/or required backup documentation (i.e., Authorized Business Function Form, proof of payment)
- A DV cannot be used in place of a purchase order (PO) when one is required (Please see Procurement Services policies)
- Do not use Special Handling tab. This information prints on a check stub and can confuse vendors. Special handling instructions should be included in notes and attachments section of the DV.



Disbursement Voucher (DV)

- Create dv from Quali main menu under Financial Processing
- In document description enter all or part of payee name, this helps A/P staff determine who should approve the document
- Use magnifying glass in the payee id field to search for vendor



Disbursement Voucher (DV)

- On payee lookup screen the payment reason code needs to be selected.
- When searching for vendor name be sure to use wildcards and abbreviations to narrow search
- If vendor number or tax id is known this can also be used
- When searching for employee first, last or both names can be used



Disbursement Voucher (DV)

- Many vendors will have multiple addresses
 - Make sure correct address is selected
 - Should match address on the invoice (Can be remit or PO)
- When available please provide Invoice number
 - Not a required field but should be entered if known
 - Helps avoid duplicate payments
 - Do not leave blank – Vendor references to payment
- Provide Invoice date
 - Should be date printed on the invoice



Disbursement Voucher (DV)

- Enter the check amount
 - Should match the amount on the attached receipt or invoice
- Payment Method must be selected
 - Typically will be P/ACH
- Check stub text is required field
 - Information will print on the check
 - Helps vendor know what the payment is for
 - Typically we want the invoice number entered here



Disbursement Voucher (DV)

- Due date is a required field
 - The due date will automatically populate
 - This date should **NOT** be changed
 - If altered the payment can be delayed to vendor
- Other Considerations
 - Check enclosure
 - W-9 W-8BEN completed



Disbursement Voucher (DV)

- Check Enclosure
 - When this box is checked a physical check will be printed
- Check Enclosure box should be checked when:
 - A copy of the invoice or form should be included (mailed with the check)
 - If you would like to pick up the check or have it mailed in Campus mail
 - Please provide name of individual picking up check or campus mailing address in the notes and attachments section



Disbursement Voucher (DV)

- Accounting Lines
 - Accounting lines need to be added to every dv
 - Enter CO for the chart code
 - Input account and any applicable subaccounts (optional)
 - Enter object code and sub object code (optional)
 - Enter amount – Total amount must match payment amount entered in Payment Information tab
 - Multiple accounts can be added but total should agree to total payment amount
 - Don't forget to click the add button



Disbursement Voucher (DV)

- Notes and Attachments
 - Make sure that copy of invoice or proof of payment is scanned and attached in pdf format
 - Do not include sensitive information such as SSN or banking information
 - Attachment needs to be legible for A/P, avoid highlighting before scanning
 - Keep original receipts on file – do not need to be sent to A/P
 - Provide any additional information regarding payment
 - Enter special handling instructions here if “check enclosure” was selected



Disbursement Voucher

Searching for payment information

- Once document is Final the payment information can be found on the Pre-Disbursement Processor Status Tab
- There will be “disbursement info” button when you click “show”
 - When this is clicked the payment details will be displayed
 - Will show if the payment was made by ACH or check
 - Check will have 7 digit disbursement number ACH will have 6 digit number
- Once reconciled by FRA the payment status will read Check Cleared



Payment Request (PREQ)

A payment document that Accounts Payable enters for invoices billed against a Purchase order (PO) or automatic purchase order (APO).

- Purchase orders and automatic purchase orders are created after submission and approval of requisition document
- Invoice cannot be processed if requisition and PO have not been approved



Payment Request (PREQ)

- Invoices are sent to Accounts Payable by vendor or University departments.
- Invoices can be sent via campus mail, fax or email to a specific A/P staff member.
- Invoices are opened centrally and distributed to each A/P staff member according to the vendors that are assigned to them.
- The invoices are processed in the order they are received so it is crucial to send invoices to A/P so not to delay timely payment.



Payment Request (PREQ)

- Please be sure the PO number is on the invoice.
 - When PREQ document is initiated this is required information
- Accounts Payable enters the PREQ then the document routes to department and fiscal officer for approval
 - Document should be reviewed for accuracy and then approved
- Approvers can place a hold on the PREQ or request a PREQ to be cancelled
 - IF PREQ is requested to be cancelled please ad hoc acknowledge A/P (initiator) or send an email. A/P will close but we are not automatically notified



Payment Request (PREQ)

- Some PREQ documents also require verification of items received before payment is issued to vendors
 - If your PO is over \$5,000 and for items ordered and not for services, Receiving document is required.
 - Receiving can be added to any requisition
 - If there is a delay in the receiving please add a note to the PREQ so that Accounts Payable can view the information



Payment Request (PREQ)

View related documents tab

- This tab lists other documents that correspond with the PREQ
- Other documents listed in this section will include:
 - PO – Purchase Order
 - POA – Purchase Order Amendment
 - POC – Purchase Order Close
 - REQ – Purchase Requisition
 - LIR – Line Item Receiving
 - PREQ – Payment Request if multiple payments made
 - CM – Credit Memo



Payment Request (PREQ) Searching for payment information

- Once document is Final the payment information can be found on the Invoice Info tab
- There will be “disbursement info” button
 - When this is clicked the payment details will be displayed
 - Will show if the payment was made by ACH or check
 - Check will have 7 digit disbursement number ACH will have 6 digit number
- Once reconciled by FRA the payment status will read Check Cleared



Route Log

- Route log (all Quali documents) shows all actions that have been taken on a document and the approvals remaining
- Approvals required depend on amounts and object codes
 - Fiscal Officer approval needed anytime account is used
 - ORG approval is needed if document is => \$1,000 (dv)
 - DIV approval is need if document is => \$10,000 (dv)
 - HOSP approval is needed for Official Function approval (6649)
 - HOSP approval is needed for every line in the document
 - KFS USER? – On PREQ documents this means the LIR document has not been completed
 - Disbursement Manager – A/P (last on the dv document)
 - Ad hoc approvals can be added to any document



Line Item Receiving

- The Line Item Receiving document is used to acknowledge the receipt of goods on a purchase order line item for which a quantity was given.
- A Receiving document is required on Purchase orders that are for goods > \$5000 or for any document where the user has designated on the requisition that receiving is required.



Line Item Receiving

- Line Item – used to record quantities of items received, damaged, returned or unordered on a purchase order
- If there are multiple PREQs for the same PO, a single receiving document can be done that matches the sum of the invoiced quantities.



Line Item Receiving

- Email sent to requisition document initiator
- This process was created by BFS – Operates only by using information from Kualu, not within Kualu
 - Not uncommon for email to be sent to former employees
 - Good idea to check for PREQ documents that need receiving



Line Item Receiving

- Create new LIR document from Kualu Main Menu under Purchasing/Accounts Payable
- To begin document you need to enter the PO number and the date received
- Packing Slip, Bill of Lading, and Carrier are not required



Check Runs

- KFS automatically runs a format twice a day for all documents in final status (approximately 7 a.m. and 2 p.m.). Accounts Payable has a check run twice a week on Tuesday and Thursday mornings.
- DV's that have final status prior to 7 a.m. on Tuesday/Thursday should be included in that check run.
- TEM and PREQ documents do not hit a check run until they have been in final status for at least 2 daily formats.



Check Runs

- Departments ultimately control when a PREQ will hit a check run by approval and/or having done a Receiving document
- DV payments rely on the approval from A/P as we are the last approval in the route log
- If you need payment in a specific check run, you need to contact the appropriate A/P tech directly by email or phone for that vendor. We will do our best to accommodate your request.



Check Runs

- Electronic Fund Transfers (ACH payments) – paid on Tuesday will be in payee's bank on Thursday; paid on Thursday will be in payee's bank the following Monday. If there is a federal holiday, payment will be delayed a day.
- Electronic Funds Transfer (EFT/ACH) Vendors – Please note if a vendor needs to change any of their banking information, Accounts Payable must have a new EFT form (available on our website under Forms). We cannot change the banking information from an email or phone call due to the risk of fraudulent requests a copy of their canceled check would also be appreciated to reduce the risk of fraud.



Electronic Invoices

- Accounts Payable is currently receiving e-invoices from Bio Rad Laboratories, Dell, Fisher, Grainger, OfficeMax and VWR.
- Please note that these Payment Requests (PREQS) have cxml invoice attachments as their backup. This is the only invoice received by Accounts Payable.
- Credits are not sent electronically. Departments expecting a credit for a returned item(s) need to send an email with actual credit memo or vendor credit information to the appropriate A/P tech to apply to your PO.



Credit Memo (CM)

Accounts Payable enter credit memos that are to be applied to PO's. The credit will not be released until there is a payment of invoice(s) over the amount of the credit amount for the vendor.



Who do I contact

Colorado State University

Area of Expertise	Staff member	phone
Vendors B-F and Petty Cash	Parvin Naysary Parvin.naysary@colostate.edu	491-5019
Vendors G-O, General Air, Spok, 77 funds	Leigh Cooper Leigh.cooper@colostate.edu	491-1373
Vendors A, P-Z, Fisher Scientific, Telecomm	Cherie Akin Cherie.akin@colostate.edu	491-1372
Foreign vendors, livestock, independent contractors, non-travel individual reimbursements, 1099s	Beth Fritzler Beth.fritzler@colostate.edu	491-2097
Incoming mail, Vendor approvals, TEM customer forms	Tricia Cochran Patricia.Cochran@colostate.edu	491-1429
Accounts Payable Supervisor, Vendor approvals, TEM Customer Forms	Jackie Riba Jackie.riba@colostate.edu	491-1363
Accounts Payable Manager	Grant Polzer Grant.polzer@colostate.edu	491-2040

