Accounts Payable/Travel Services Updates....some are new some are being repeated.

1. Please be sure to use the Accounts Payable and Travel Services web pages. There is a lot of information on the web pages.
2. Please make note Accounts Payable has a new fax number – If you are faxing paperwork to A/P please use 970-491-3815.
3. Please do not fax Travel Advances to that number. Continue to use the fax number on the Travel Advance form.

Checks: KFS automatically runs a format twice a day for all finaled documents (approximately 7am and 2pm). From those daily formats Accounts Payable has a check run once a week. Checks are cut and dated Wednesdays. DV’s that have the final status prior to 7am on Wednesday should be included in that week’s check run. PREQs do not hit a check run until they have been in final status for at least one daily format. Departments ultimately control when a PREQ will hit a check run.

Receipts: Original receipts are required for all reimbursements to individuals, petty cash, imprest funds and moving expenses payable to the employee. Please be sure to print the Disbursement Voucher coversheet and attach all receipts. Small receipts must be taped to an 8 ½ x 11 sheet of paper. Please do not tape over any pertinent information (if we can’t verify the dollar amount another proof of payment will be required). Please only use one side of paper (do not tape receipts front/back). Please do not highlight over any pertinent information (highlighters can sometimes wipe out the information).

Moving Expenses: Please note there are two moving expense payment reason codes. Select M if your moving expense is payable to the new employee. Select W if your moving expense is payable to the moving company. Please remember that moving expenses payable to an employee are paid through Payroll. You will create a Disbursement Voucher (DV) that will be audited by Travel and then disapproved so that payment may be made through Payroll (this is how we have always handled moving expenses to individuals).

Foreign Drafts/Wire Transfers: If you want a DV to be sent via wire transfer or foreign draft you must select that payment method on the DV. You also must provide the appropriate information requested. For Foreign drafts you will need to complete the foreign draft tab. For wire transfers you must complete the information in the Wire Transfer tab. The Bursar’s Office will send the wire/draft based on the instructions completed on your end. Accounts Payable does not have the ability to request these types of payments in KFS. If you have a PO invoice that needs a wire or draft you can create a DV for that wire/draft. Please input a note in the explanation box that it’s a wire/draft for a PO. Be sure to ask Procurement and Contracting Services to reduce the encumbrance on that PO. Once your DV has been approved please contact the appropriate A/P tech via email to let them know there is a wire waiting to be processed. This is especially important for livestock purchases. You can also choose for A/P to create the DV for the wire/draft….but keep in mind only two people in A/P can create wires/drafts.

Electronic Funds Transfer (EFT/ACH) vendors: Please note if a vendor needs to change their banking information we must have a new Accounts Payable 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 being made.

Vendoring in KFS: Please be sure to print the Vendoring documentation from the Accounts Payable home page. Be sure to use the abbreviations found on our webpage to keep all vendors uniform.

1. When creating a new vendor please select Purchase Order and not Disbursement Voucher for vendor type. Please note you will have to select Purchase Order in the address type as well.
2. Please do not change vendor terms on a new or edited vendor number. Procurement and Contracting Services needs to approve any and all changes to vendor payment terms. Please ad-hoc (approve) any vendor term changes to Sue Butler in Procurement and Contracting Services.

3. If you are creating a new vendor number for an individual and you have their social security number please include that number in the tax number field and forward the W-9 to Accounts payable.

4. When searching for vendors be sure to use the * or % as a wildcard. Please be sure to try the wildcard before and after the name or part of the name you are searching (i.e. *smith*)

5. Please remember that your new vendor will not be available until Accounts Payable has approved the e-Doc.

**Disbursement Vouchers (DVs) – Invoice must be in hand when using a DV.** If you are ordering something and waiting for an invoice the document you need to create is a requisition (under $5000.00 will create an Automatic Purchase Order or better known as an APO – that document does not have to go through Procurement and Contracting Services).

1. Please note that currently only 90 characters from the check stub text will appear on the check. Please use that text for invoice numbers.

2. Please be sure to code phone and utility bills for attachments (if you want a copy to be sent with the check). If you do not code them A/P cannot send an attachment with the check. Please remember every time you code a DV it will print a separate check and will not combine invoices on one check to the vendor.

3. Please remember to click the add button if you are adding notes and/or attachments.

4. Please do not use highlighters on your attachments.

5. Please remember to include the vendor name in the description box – this helps A/P tech identify what DV’s are theirs on our shared action list.

6. Please note if you need an attachment to be sent with a check you must complete the Other Considerations boxes. Attachments would be considered check enclosures. If you need a check to go to your department, that would be an attachment. Make a note in the notes and attachment section (marking the special handling box and completing the tab does not make the DV go to a different address).

7. Do not mark the other considerations box if you do not actually need an attachment to go with the check. If you mark this box your DV will be paid via check (even if it is an ACH vendor). Plus A/P will be looking for an attachment to be sent with the check on Wednesday.

8. Please do not use the copy button unless your DV has been disapproved.

9. **If you are not scanning and attaching an invoice you must put a note in the notes and attachment section indicating what you are going to do with the invoice (i.e. invoice being sent to A/P via campus mail).** If we do not receive the invoices within a week we will disapprove the DV with the assumption that you really meant to create a requisition.

**Payment Request (PREQ):** A Payment Request is the document Accounts Payable uses to pay a purchase order (PO) or automatic purchase order (APO). Those invoices are sent to Accounts Payable by the vendor (sometimes by a department). Those invoices are opened centrally and distributed to each A/P tech according to the vendors they handle. The A/P techs process those invoices in the order they are received so please make sure any invoices received by the department are sent to A/P as soon as possible to avoid a delay in payment. Do not scan and attach your invoice to the PO as A/P will not see them. If you get an invoice send it to A/P.

**Travel:** Is processed the same way you have always processed it – Travel Services will create the Disbursement Vouchers to pay travelers in KFS.

1. Beginning October 1st the Avis and Budget rental fleets will be 100% smoke-free. If one of their rental cars is returned and it smells of smoke a $250.00 cleaning fee will be charged to the renter. Please note those fees are not a reimbursable travel expense.

2. Please tape any small receipts to an 8 ½ x 11 sheet of paper.

3. Please do not tape over any pertinent information (if the receipt cannot be verified we will request another type of receipt).
4. Please only use one side of the paper (do not tape receipts front/back). Do not staple the receipts as staples cannot go through the scanner. Page one and two of the pre and post trip vouchers may not be copied front/back – they need to be on separate pages.

5. Please be sure to download the latest version of the travel form from the Travel Services section of the BFS website as it will have the new object codes.

6. Please be sure to update your travelers default accounts to include the extra digit of the Kuali account format.

7. Please be sure to use the traveler’s employee ID number (82 number). The payee ID for employees in KFS is that 82 number. This will prevent Travel from selecting the wrong person if there are two vendors with the same name.

8. If you are looking for a Disbursement voucher number… follow these instructions. From the Main Menu – Custom Document Searches – Financial Processing – Disbursement Vouchers. Under Payee ID enter the traveler’s vendor number or employee id number and click search. This search will bring up all DV’s paid to that individual. If it is a travel voucher you will see the T#.

International Travel Procedures: Effective September 1, 2009 the Office of Risk Management and Insurance will use an online application/registration system for all international travel by CSU faculty and staff traveling on CSU business. The online system will generate an Approval Notice to be printed and attached to the complete Pre-Trip Travel Voucher. It is important for travelers to understand that they will not be covered by CSU’s insurance policies if their Pre-trip Travel Voucher is not completed and approved (all required signatures including the Provost’s Office) before travel takes place.

1. Please note that since April 1, 2009, all international Pre-Trip Travel Vouchers require Provost’s Office approval. In academic units, the Dean’s signature is required and in administrative units the relevant Vice Provost/Vice President’s signature is required before it is sent to the Provost’s Office.

2. You must log in to register for International Travel from now on with your eID and password at: https://wsnet.colostate.edu/cwis86/WRisk/TravelInternational/Auth/login.aspx

3. Under this online system, the four to six-week notice period has been reduced to a five to seven-day notice period EXCEPT when students are traveling. Any traveler who is a student will be referred to the Office of international Programs to ensure that all safety and liability issues are appropriately addressed. If students are included in the proposed travel, an e-mail from the Office of International Programs certifying they have received the necessary information, MUST be attached to the Pre-Trip Travel Voucher.

4. If any destination is subject to a U.S. State Department travel advisory (Travel Warning and/or Travel Alert), the trip is not approved until the Office of Risk Management and Insurance has received a signed and completed Travel Advisory Waiver. If the application has indicated a U.S. State Department travel advisory destination, the online system will automatically send the traveler a waiver to be completed. The traveler must then send a signed and completed waiver to Sally Alexander or Mona Steinke in the Office of Risk Management and Insurance. A faxed copy of this waiver is acceptable (970-491-4804). Upon receipt of the Travel Advisory Waiver for each traveler, the trip will be approved as an Approval Notice will be sent to the initiator. The Approval Notice MUST be attached to the Pre-Trip Travel Voucher. Please allow enough time for the waivers to be completed, signed and acknowledged by the Office of Risk Management and Insurance. The current list of destinations subject to a U.S. State Department travel advisory can be found at the following website.

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

5. If you have any problems using the online system, please contact Sally Alexander in the Office of Risk Management and Insurance at Sally.Alexander@colostate.edu or 970-491-7726. You may also access the International Travel Flow Chart (PDF) for assistance in determining the international travel process.

If you have any questions regarding this information, please do not hesitate to contact us.

Jackie
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Accounts Payable Supervisor
6003 Campus Delivery
phone - 970-491-1363
fax - 970-491-7752