Welcome
FS Updates Meeting

Tuesday August 7, 2018

Please Sign In

TEXAS STATE UNIVERSITY®

The rising STAR of Texas

AGENDA

- New Employee Introductions
- Fiscal Year 2018 Closing Schedule Reminders
- Open Encumbrances and Purchasing Updates
- Accounts Payable & Travel Updates
- Questions

Staff Introductions

- **Madeline Davila Adams** – Director of Payroll & Tax Compliance
- **Sydney Vogel** – Travel Office Accountant III
- **Renee Neer** - AP/Travel Accountant II
- **Yuan Li** – AP Accountant I
- **Alejandra Zermeno** – PSS Administrative Assistant II

Meeting Reminders

- ❖ Questions are welcome and encouraged at any time.
- ❖ Raise your hand and wait for the microphone – so all can hear. Otherwise you'll just have to repeat it.
- ❖ State your name and department – let's all get to know who each other is. This is a good start.
- ❖ Ask the question.
- ❖ All questions and answers will be included in the final presentation when posted to the PSS website.

FY 2018 Closing Schedule

Materials Management & Logistics

University Distribution Center ▪ Phone: 5-2294

RECEIPT OF GOODS / SERVICES (Submit within 3 working days of delivery)	
Goods Receipts Notification to MM and Z_MIGO Entries by Campus Staff	No later than 5:00 PM on Friday, August 31

FY 2018 Closing Schedule

Purchasing Office
J.C. Kellam 527 ▪ Phone: 5-2521

PURCHASE REQUISITIONS & PURCHASE ORDERS (SAP & TSUS MARKETPLACE)	
Last Day to Approve FY 2018 Requisitions	By 12:00 PM on Friday, August 17
Last Day for FY 2018 Modifications/Cancellations	By 12:00 PM on Friday, August 17
First Day for FY 2019 Creating/Approving Requisitions or Funds Commitments	Monday, August 20

FY 2018 Closing Schedule

Purchasing Office
J.C. Kellam 527 ▪ Phone: 5-2521

PURCHASING CARD	
Transactions posted to the Citibank P-Cards after August 25 will be automatically charged to the FY 2019 budget.	Saturday, August 25

FY 2018 Closing Schedule

Technology Resources (ITAC)
MCS 262 · Phone: 5-4822

INFORMATION TECHNOLOGY PURCHASES	
Last Day to Purchase: Computers, Computer Parts, Printers, Software, and Telephones	By 5:00 PM on Friday, August 10
Requests received after August 10 will be held until FY 19 funds are available, and, per University policy, delivery will be delayed until on or after September 1, 2018.	

FY 2018 Closing Schedule

Accounts Payable

J.C. Kellam 564 · Phone: 5-2775

VENDOR INVOICES and PAYMENT REQUESTS, including CONTRACTED SERVICES, VENDOR UPLOADS, and e-NPOs	
Last Day to Submit 2018 Invoices	By 5:00 PM on Monday, August 20
Last Day to Submit 2018 Vendor and AP-2 Uploads	By 5:00 PM on Monday, August 20
Last Day to Use a FY 2018 Fund on e-NPOs	Transactions must be approved and posted by Friday, August 31 or dept will have to re-enter in FY 2019
First Day to Use a FY 2019 Fund on e-NPOs	Saturday, September 1

FY 2018 Closing Schedule

Travel

J.C. Kellam 564 ▪ Phone: 5-2775

TRAVEL REQUESTS, FUNDS COMMITMENTS (FC), & REIMBURSEMENTS	
Last Day to Create FY 2018 Travel Requests/Funds Commitments (Not applicable for Grants as they are not fiscal year dependent)	Friday, August 17
First day to Create 2019 Travel Funds Commitments (2019 funds)	Monday, August 20
Create FY 2019 Travel Requests in TRAVELTracks	Available now

FY 2018 Closing Schedule

Travel

J.C. Kellam 564 · Phone: 5-2775

TRAVEL REQUESTS, FUNDS COMMITMENTS (FC), & REIMBURSEMENTS	
Last Day to Close FY 2018 Travel Requests/Funds Commitments: Expense Reports for Trips Completed in September 2017 – August 2018	Due 30 days after the trip end date
Last day to Submit FY 2018 Travel Reimbursements via e-NPO	Transactions must be approved and posted by Friday, August 31 or dept will have to re-enter in FY 2019

FY 2018 Closing Schedule

Student Business Services
J.C. Kellam 188 ▪ Phone: 5-6412

CASH DEPOSITS / STUDENT ACCOUNTS RECEIVABLE	
Departmental Deposits (Cashier's Window)	By 4:00 PM on Tuesday, September 4

FY 2018 Closing Schedule

Financial Reporting & Analysis
J.C. Kellam 549 ▪ Phone: 5-2541

e-IDTs (EXPENSE CORRECTIONS, INTERDEPARTMENTAL TRANSFERS, and INTERNAL SPONSORSHIPS)	
FY 2018 Corrections: September-July	Monday, August 13
FY 2018 Corrections: August 1-31, 2018 and any other FY 2018 Transfers or Sponsorships	Transactions must be approved and posted by Wednesday, August 29 or dept will have to re-enter in FY 2019

Procurement Updates

Procurement & Strategic Sourcing

J.C. Kellam 527 · Phone: 5-2521

PaymentWorks	Successfully completed single sign on testing. Working on integration into SAP. Expect roll out late summer/early fall.
Contract Management Handbook	The second edition of the TSUS Contract Management Handbook has been posted on our the TSUS website. Click here
Comptroller New Certification	The new course names are: • Certified Texas Contract Developer was: Certified Texas Procurement Manager (CTPM) • Certified Texas Contract Manager (CTCM) If you have the CTP credential, the certification will not transfer over for the new requirements. Individuals with a CTP certification will need to take the Certified Texas Contract Developer course to re-certify. For more info click here.

FY 2018 Encumbrance Reports

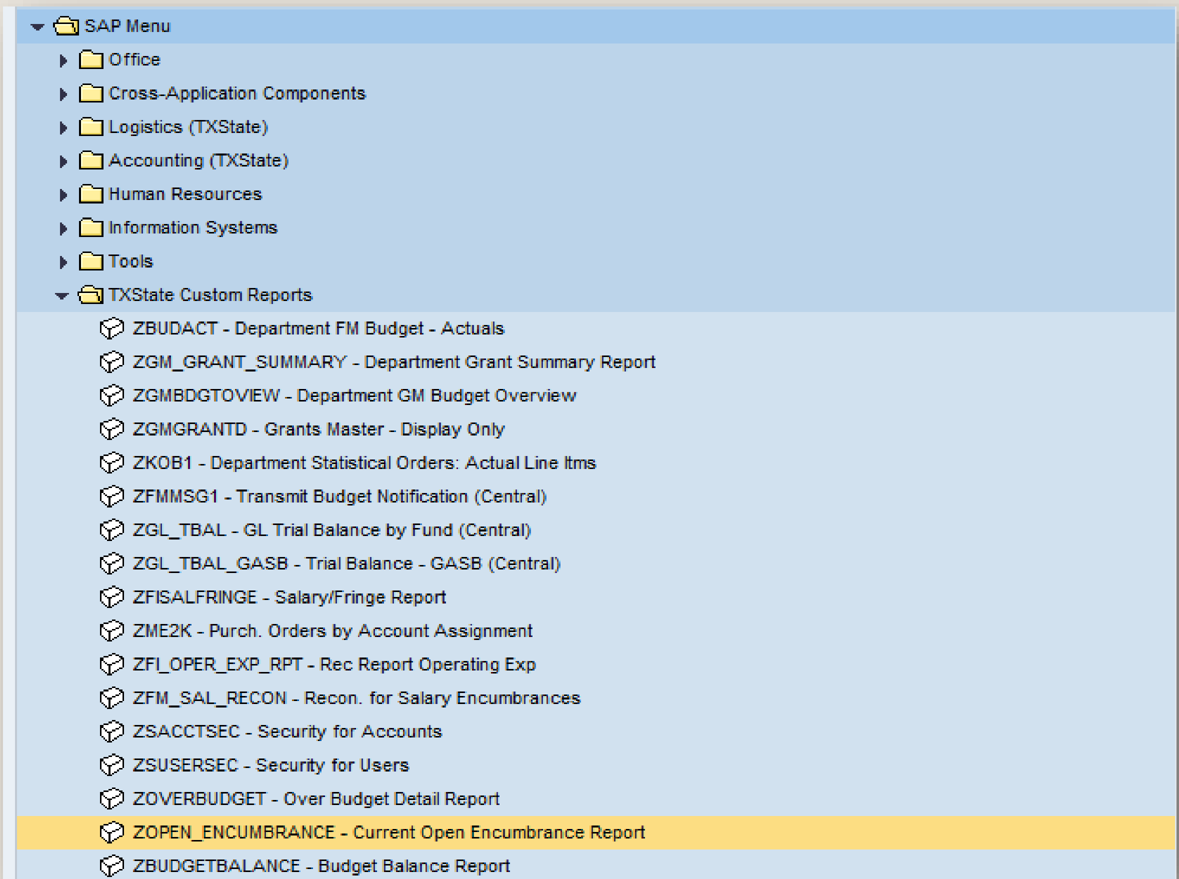
- Please be sure to check your Open Encumbrance Report via the ZOPEN_ENCUMBRANCE transaction in SAP and request closures from the Procurement Office as necessary.

- Instructions for running this report are posted on the Purchasing Office's Open Encumbrance Report webpage:
  - *Open Encumbrance Report*

- Don't wait to review these until July or August. Any PO's that you can close now releases unused funds back to your accounts for other uses.

ZOPEN_ENCUMBRANCE

- Close out Purchase Orders using the ZOPEN_ENCUMBRANCE T-code.
- Refer to Slide 38 from the April 26, 2018 meeting: [FS Updates Meeting]
- Don’t close the PO if still waiting for an invoice to be paid against it.



Purchasing Reminders

- ❖ PO’s with Goods Receipts should have the correct quantity for each item – don’t default to “1” and only list one item when purchasing multiple goods.
  - There should be a separate line item for each unique goods purchased – with the correct item count.

- ❖ Do not set up Contract Services PO’s as Local PO which requires a Goods Receipt. These should be set up as a Framework Limit PO – there are no goods involved.

Purchasing - PO Types and Usage

- LOCAL For Goods – GRs are required and both GR boxes need to be checked. Use quantities for each item.
- FRAMEWORK LIMIT – Contract Services, recurring service agreements, non-goods (e.g. maintenance).
- FRAMEWORK – Use for subscriptions and registrations, etc.
- Please use the Req to Check guide to avoid setting up your requisitions (POs) incorrectly.

Purchasing – Sam's Club Memberships

- Two types of memberships are available:
  - $45 Standard membership
  - $100 Plus membership
- If a department chooses to purchase the upgraded $100 Plus membership, a statement must be provided explaining why the upgrade is needed.
- Cash Rewards earned on the Plus membership are to be used only for Texas State purchases.
- Statement explaining upgrade reason will also need to include acknowledgement of Cash Rewards usage understanding.

P-CARD Policy and Use

- Policy and Certification/Test updates are underway.
- Make use of your department's P-Card for small dollar purchases (under $500).
- P-Card usage also can reduce the workload for employee reimbursements – purchase with a P-Card and then there is no e-NPO to be created.
- P-Card transactions post to the GL associated with the vendor.
- Use P-Card for FedEx and UPS shipping.

Travel & Accounts Payable Updates

Travel Updates

- **Get Travel Expense Reports in for trips which have been completed. Need to close out trips and encumbrances.**
  - Use T-Code ZOPEN_ENCUMBRANCE and select the Travel GL numbers in the commitment fields. (Refer to Slide 12 from the January 30, 2018 meeting: FS Updates Meeting).
  - Instructions: Close Travel Encumbrances.
  - This SAP encumbrance listing includes TRAVELTracks, Funds Commitments, and Travel Purchase Orders.
  - Current stats on open items:

➢ TRAVELTracks	$1,549,967.02
➢ Funds Commitments	$ 313,168.51
➢ Travel Purchase Orders	$ 489,426.18
TOTAL ENCUMBRANCES	$2,352,561.71

Travel Updates

❖ Travel – Close out cont.

- Use T-code ZNPO2 to review your e-NPO Monitor Report to determine the status for any pending e-NPOs including expense reports for Travel.
- Use T-code ZTFC_INIT to review your Travel Funds Commitment Monitoring Report. Identify and close completed trips to release encumbrances. Notify the Travel Office to close any that have no more expense reports to be applied.
- Let Purchasing know to close any POs.
- FYI – for new invoice payments, the Travel Office will close POs when an invoice has been applied and a small amount remains. Always advise if the invoice is the "Final Invoice". RSS 073018A

Travel Updates

- UPPS 05.06.04 for Travel Advances has been updated:
  - Section 1.04 was changed to eliminate the approval of the Associate Vice President of Research and Federal Relations.
  - SAP workflow for TRAVELTracks complies with this.
  - Remember advances are paid out within 14 calendar days prior to the trip start date.

- National Travel Systems RSS 070318A
  - Airfare Travel can no longer be booked through this vendor.
  - Change was effective 07/03/2018.

Travel Updates

- Non-Reimbursable Air Travel Expenses [RSS 072618A]
  - Coach fares only. Traveler can pay for additional fare upgrades personally.
  - Early Bird Check In, TSA Pre-check, fare service and similar fees are not reimbursable. Can be paid for personally.
  - Applies to all traveler types, including perspective employees and students.
  - Non-employee contractor travel expenses – include travel in the contractor fee to avoid Texas State Travel approval, travel reservations and reimbursement processing.

Travel Updates

- InfoType 17 Errors for new employees.
  - SAP restricted use in TRAVELTracks for this error.

- IT has installed a process to identify new employees.

- The IT0017 record in SAP is updated through this process.

- You should no longer receive a "hard-stop" when trying to create a Travel Request in TRAVELTracks.

- Clean up process for existing employees needing the update for InfoType 17 is underway. Until this is complete, if you get the error, contact travel@txstate.edu .

Travel Updates

- Single Travel Management Company RFP was completed.
- Corporate Travel Planners (CTP) was selected.
- Test Pilot with CTP has been in process for almost two years.
- Roll-Out plan is in the works and transition may start this fall.
- More information will be made available in the coming months.

Travel Updates

- ❖ **Travel Training RSS 081318A**

- ❖ Class room training has been discontinued.
  - Review the TRAVELTracks Training information – scroll to the bottom of the webpage.
  - Request the TRAVELTracks test from travel@txstate.edu.
  - 100% required on the test (open book) and a signed Employee Confidentiality Agreement.
  - Email back to travel@txstate.edu. Travel will advise of your test score.

Travel Updates

- Travel Training RSS 081318A
  - Then complete and obtain approval for the TA Role on the SAP FI Dept Security Form located at SAP Financial - Department Services Security Authorization Form.
  - Return the form to travel@txstate.edu for approval/processing.
  - ITAC will advise when the role has been assigned.
  - Professional Development Travel Policies and Procedures will be offered this fall. Until then, review the link for this data.

Accounts Payable Year End Tips

- **AP MONITOR REPORTS – Review to clear before year end.**
  - e-NPO Documents T-code = ZNOPO2
  - e-IDT Documents T-code = ZIDT2
- **Get e-NPOs in now (Aug 31 posting deadline for 2018).**
  - If not approved through the workflow and to AP by August 29, the document may not be posted by August 31.
  - If not posted, AP will delete and you will have to re-enter with an FY 2019 fund.
- **Cost Corrections – review your Budget to Actuals and get the corrections in. If not approved by your Account Manager by August 29, will have to delete the document and recreate in FY 2019 and use 2019 funds.**
  - Remember, when the last Account Manager approves, the cost correction will post. This is different than the e-NPO approval/posting process.

New FY Tips for AP Payment Processing

- Can create FY 2019 Fund Commitments starting on August 20 and complete ASAP before first invoices come in. Examples include:

  Data Plans Utilities Grande Cable Services

- Can create FY 2019 Framework Limit PO's for recurring monthly services starting on August 20 and complete ASAP before first invoices come in. Examples include:

  Cleaning Services (SSC) Leases

  Culligan Water Units Rental Maintenance Agreements

  Telephone Land Lines Ready Refresh

  - Remember to follow the format for Ready Refresh that you used for 2018 POs. PSS email coming on 2019 pricing and PO requisition format.

SAP Email Notices for GRs

- New process coming soon for GR notification requests.
- Invoice will be entered in SAP against the PO and attached to the PO for any “blocked for payment” invoice.
- If the PO requires a GR, SAP will track the status on the GR completion. This includes service and freight lines on the POs with GR boxes checked.
- If the GR is not done within 10 calendar days, SAP will generate an email to the Account Manager for the account used on the PO. The email will request the GR be completed.

SAP Email Notices for GRs

- ❖ If the GR is not completed, then another email will generate after 5 more calendar days and Account Manager's Supervisor will be included.
- ❖ This process will continue every 5 calendar days until the GR is completed. Account Manager and Supervisor will receive.
- ❖ What to do?
  - If the department receives the goods, do the Z_MIGO step ASAP.
  - Watch the date received field – warning for prior FY date.
  - Take action now on any GR's should have been done already.
  - Materials Management will continue to do the GRs for items received at UDC.
- ❖ Watch for the upcoming campus communication and RSS announcements when this process rolls out. Target: Sept 1.

Tips for AP Payment Processing

- **If your department is going to "invest" in a stamp for the data needed by AP to pay an invoice:**
  - The stamp should include lines for the following dates:
    - **IRD** (Invoice Received Date)
    - **SCD** (Service Completion Date)
    - **GRD** (Goods Received Date) if delivered to your department and then PO did not have a GR requirement on it.
    - **PO#** (Always needed to pay a vendor invoice)

- **These are the dates AP needs for the University to comply with the Texas Prompt Pay Act. The Act states the baseline date is the LATER of the Invoice Received Date <u>or</u> the Goods Received Date or Service Completion Date.**
    - A stamp that only says "**RECEIVED**" does not address all the date information needed and AP cannot "assume" what it's for.
    - If your department already has a stamp that addresses the above then that should be used and the fields completed with the correct dates and approval.

Tips for AP Payment Processing

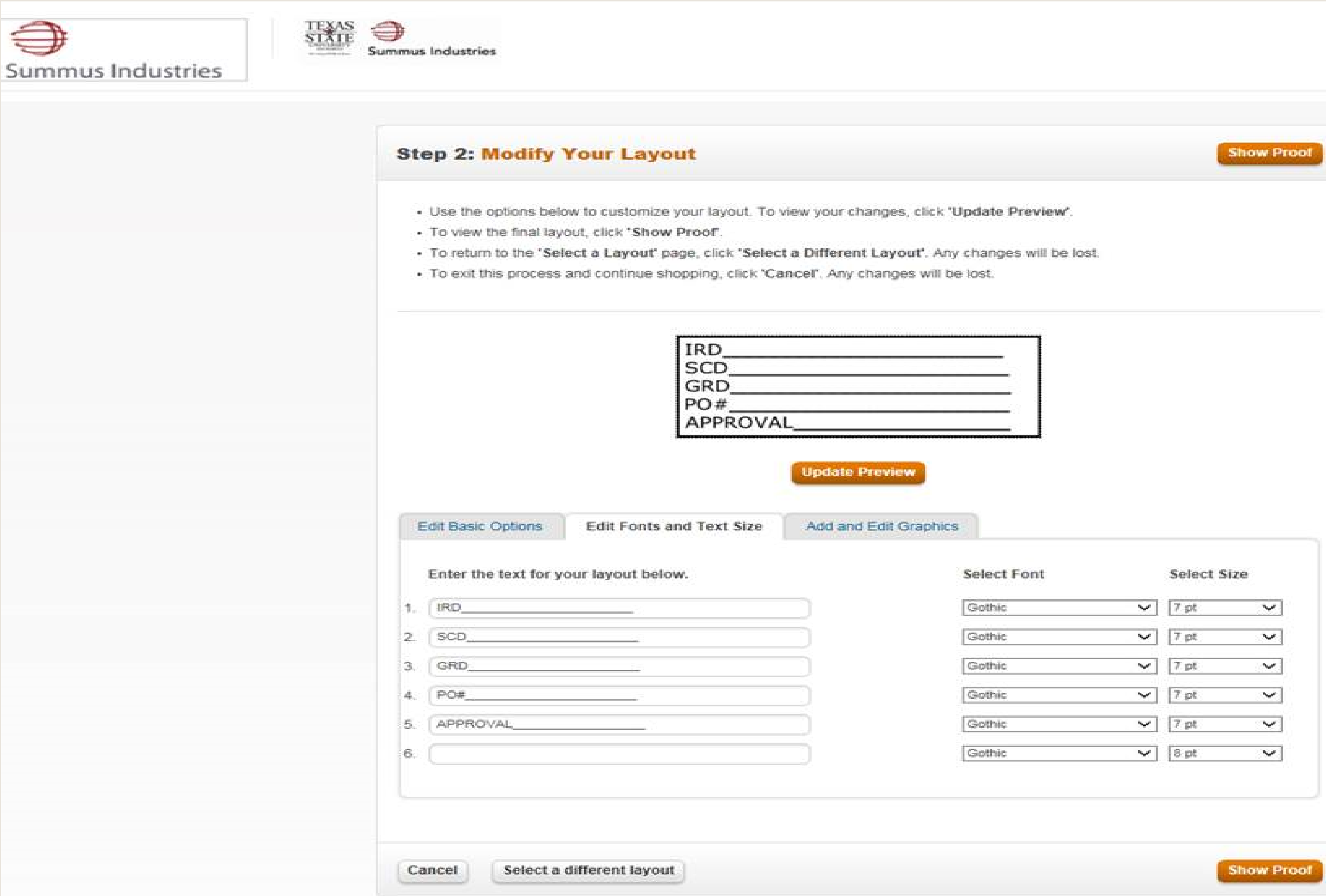
❖ What's the benefit of "investing" in a stamp?

- When you send the invoice to AP for processing, you will have already provided all the dates needed for compliance.
- If AP has all the information for compliance, then you will not receive another email asking for them.
- It's the "touch it once" and "be done" principle.
- Provides the supporting detail for the baseline date on the payment. This is very important during an audit on compliance with the Texas Prompt Pay Act. Audits happen two – three years after the payment was issued. We need the support to stand for itself at that time.

❖ Where can you get a stamp and what's the cost?

- We did a quick review at Staples and found it would take about a week for delivery and here are some examples/pricing.
- Your department will have to decide if this small cost (<$25) is worth the time-saving benefits.

Tips for AP Payment Processing



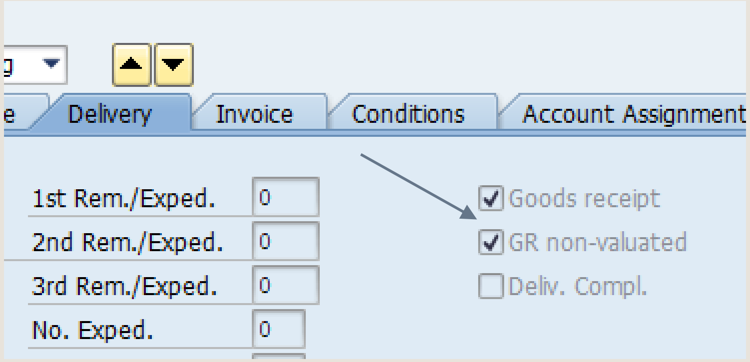
Accounts Payable Reminders

- **The purchase of over the counter medical supplies and remedies, bug spray, suntan lotion, other topical items or ingestible items, etc. are not allowable purchases for use with a human unless:**
  - The items will be dispensed by a medical professional.
  - The items are to be used for research and the Research Project has been approved.
    - Best practice would be to state the research purpose and intended use of the item on the PO.
- Exceptions require the department's **Cabinet Officer approval**.
- **WHY?** There is a risk to the university if non-medical staff dispense these items to a human and there is any kind of reaction.

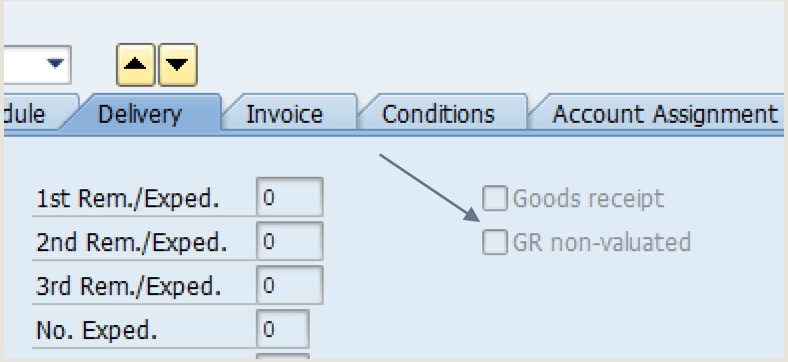
Accounts Payable Reminders

- On requisition/PO lines for goods/service – Delivery Tab.
  - Both boxes checked for goods; both boxes unchecked for services, freight and other non-tangible purchases.

GOODS



SERVICES



- Provide the vendor with the PO# and remind them that it must be included on the invoice or it will be disputed until the vendor provides a revised invoice with the PO#.
  - Remember, POs must be created before ordering goods/services.
    - *It is non-compliant to create a PO after-the-fact. Process as an e-NPO.*

Accounts Payable Reminders

- ❖ Departments cannot alter vendor invoice data (except for taxes and tips) or they will have to get another invoice from the vendor.
- ❖ For multi-line PO's, put the total to be paid for each line on the invoice so that AP will know how much to pay against each line.
  - Be sure the total of the lines equals the total on the invoice.
- ❖ Buyers – If creating a PO for another department, please put that department's contact information on the Requisition to ensure AP inquiries are directed to the correct department.
- ❖ For a PO with Account Manager approval (no GR on the PO), anyone in the department can approve the invoice unless the invoice pricing varies from the PO pricing.

Accounts Payable Reminders

PROMPT PAY ACT COMPLIANCE

- 5.25% interest rate on past due invoices for FY 2019 but the rate may increase soon.
- On the invoice, indicate the date the invoice was first received in your department if the vendor sent it directly to you.
- If a good was received but no GR on the PO, you must indicate on the invoice the date the item was received.
- On service invoices, you must indicate the date the service was completed.

Accounts Payable Reminders

PROMPT PAY ACT COMPLIANCE

- **If an invoice is in dispute, must notify vendor within 21 days of the FIRST invoice received date.**
  - Dispute in written form (email is allowed). AP needs a copy of the dispute letter.
  - When resolved, send the resolution correspondence to AP for inclusion with the payment document.
  - The person initiating the dispute should confirm the resolution.
  - Disputing and Invoice

Accounts Payable Reminders

- **On Framework PO's, advise AP when a line is final so it can be closed.**
  - NOTE: AP can only close a line on a PO when entering an invoice payment on that PO line. If you want a line closed and payment is not involved, you must contact Procurement.

- **Catering PO's**
  - Must have valid business purpose on the PO.
  - Attach the list of attendees if 19 or fewer. Always classify attendees as internal or external on the PO. If employees only, need Cabinet Officer Approval if meal is not allowed under policy. Can attach email approval or use the AP-12 form.

RSS Feeds

- 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]

CONTACTS

General Accounting Office 5-2541 gao@txstate.edu	**Procurement & Strategic Sourcing** 5-2521 purchasing@txstate.edu
Accounts Payable 5-2777 payables@txstate.edu	**Travel Office** 5-2775 travel@txstate.edu
Financial Reporting & Analysis 5-2541 financialreporting@txstate.edu	**Student Business Services** 5-2544 cashier@txstate.edu
Materials Management & Logistics 5-2294 materialsmgt@txstate.edu	**Technology Resources (ITAC)** 5-4822 itac@txstate.edu

Questions????

Thank you for coming!

Meeting Questions and Answers

➢If I currently have the Travel Assistant role, do I have to retake the TRAVELTracks test and go through the process outlined?

- No, that process is for staff that want to become a Travel Assistant. It is a one-time process.

➢If we are moving to CTP, will we be still be able to book flights through Ascot?

- Ascot can be used to book travel until the CTP campus roll out is complete. Once your department has been trained, you then only use CTP. The relationship with Ascot will be terminated when all areas are on CTP.

➢Will the FY19 POs generate starting Sept 1 or when?

- FY19 POs will be created starting August 20. SAP will auto date them September 1 and no payments can be made on them until September 1 or later. If you receive any invoices on these POs that need to be paid immediately in early September, please send over with RUSH in the subject line so they are identified.

➢Is there a cutoff after August 20 to send in FY18 invoices that arrive after that date?

- Send them over as soon as received so AP can try to get them processed before the year-end close.

➢If an invoice for FY18 is received after September 1, does a new PO or PO line have to be created to pay it?

- No, the invoice can be applied to the FY18 PO for payment.

➢Why would a department do Z_MIGO if Materials Management already did it?

- There is no GR (Z_MIGO step) to do if MM has already done the GR. If you try to do the GR and nothing comes up on Z_MIGO, that signifies that the GR has already been done. This can apply to the hand-receipts that MM delivers with goods and the receipt has a PO# on it.

Meeting Questions and Answers

➢Will the creator on the PO also get the SAP GR email about completing the GR?

- Not at this time. The email is going to the Account Manager (AM) and will escalate to include the AM Supervisor if not done in 5 more calendar days. This topic will be re-visited at the October FS Updates meeting to see if it is necessary to email the creator.

➢Some of the chemist researchers buy over the counter "medical" items. Will the purchase be delayed?

- The rationale for the purchase should be included on the PO along with a statement of which research project this products relate to – and the project has been properly approved. The research project submitted through the proper channels should have addressed the requirement for the items and stated how they will be used.

➢What if a department has been instructed to purchase over-the-counter medical items? This could include sunscreen, band aids, first-aid kits (e.g. Res Life move-in weekend, band-aids in Res Life, Alkek Library, LBJ Student Center). How far does this go and when are the purchases allowed for "contingency" in areas with high student traffic?

- Clarification is needed on this and Purchasing and AP will work with the Cabinet to obtain. In the interim, it is best to seek your Cabinet Officer's approval on the purchase. Be sure to include all the facts and the rationale on why the items are needed, how they will be controlled and dispensed. Watch for the email update to the FS Updates attendee list on this.

➢Does this include hand-sanitizer?

- That will be part of the clarification request.

➢Should First Aid kits be locked up so there is no access?

- That will be part of the clarification request.

Meeting Questions and Answers

➢Can I buy these things personally and dispense if I don't seek reimbursement?

- You are acting as a representative of the University, so unless you are medically approved to dispense these items and deal with any reaction, this practice should not be followed. Best to avoid this.

➢Should these types of supplies be withheld from students? Employees who are "cut on the job while installing equipment"?

- Students can be referred to the Student Health Center. Employees should seek their own medical attention. Both of these will also be part of the clarification request to the Cabinet.

➢The Commonly Used GL's on the Purchasing website is outdated and doesn't have the complete list. It was last updated in 2014. What can be done?

- The AP website http://www.txstate.edu/gao/ap/resources/GL-Codes.html has the most current expense account listing and the Purchasing website will be linked to that resource page for all GL references. The current information at http://www.txstate.edu/gao/procurement/resources/GENERAL-PURCHASING.html for GL/Asset Reference Guide is not complete and should be used as the sole source for creating POs.