Disbursement Services PeopleSoft Transition Job Aid 06/27/08

Process	Change	How does this affect you?
Voucher Entry	Voucher/invoice (payment document) entry will occur in the Clusters. PO related invoices should be mailed directly to the Cluster from the Vendor. Non-PO related invoices should be received by the departments. The departments must indicate the account string to be charged before sending the invoice to the Clusters for processing.	Departments and Cluster are responsible for following established processes to ensure timely and accurate voucher entry and invoice payment.
Foreign Currency or US Dollar Wires to Foreign Destinations	Clusters will scan the invoices (invoices should signed by all required approvers and chart field information included). Clusters will place the scanned image into the DS Special Handling work queue, "F AP Voucher Central Processing", in the Image Now system.	Entry occurs in Disbursement Services, not the Cluster or department.
Invoice Numbering Standards	The invoice number field in PeopleSoft is 30 characters compared to 11 characters in CUFS. The system automatically checks the invoice number/amounts against the vendor's payment history for identifying duplicate invoices. It is very important to follow the invoice numbering standards to avoid duplicate payment. Departments that would normally request that attachments be sent with the check because the entire invoice number could not be entered into CUFS, should no longer need to send attachments when the full invoice number can be entered into PeopleSoft (30 characters or less). ****Important Note:** CUFS payment history has been converted into PeopleSoft for a limited number of vendors. The Clusters must use extreme caution when processing invoices that are dated prior to 7/1/08. Also, it is highly recommended for the Voucher Specialists to check CUFS payment history for payment documents dated prior to 7/1/08, since the invoice numbering convention may be different.	The systems will check the converted CUFS vendor history along with the PeopleSoft history and return a warning message if a duplicate is detected. It is important to follow the new invoice numbering standards to prevent duplicate payments to the vendor going forward. If a duplicate invoice warning is displayed when entering an invoice, do not save the voucher in PeopleSoft. Send the invoice along with a copy of the warning to Disbursement Services for data entry. Refer to training materials for invoice number standards.

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Forms	The following forms that support Vendors and Employee payments are located in the University's Forms Library: • Check Request – used to request "non-invoice" payments (formerly known as the PVA or Payment Affidavit form). Should not be used for employee reimbursements. • Account Distribution/Transmittal Form – An optional form-to accompany payment documents when additional space is needed for documenting account distribution information, business justification, etc., for voucher processing. • Vendor Authorization Form & Substitute W9 – used to request new vendor set up or changes to an existing vendor record. • Employee/Independent Contractor Determination Checklist – used in conjunction with new vendor set up for Individuals and Sole Proprietors. • Check Handling – used to request special routing, specific pay date or express checks and stop payments. • Employee Expense Worksheet – used to document expense detail for Employee Reimbursements. • Statement in Lieu of Receipt – used to substantiate an expense when the receipt is lost or missing. • Single Payment Vendor Request – For Cluster Director – used to request a single payment vendor number. • Authorization to Travel – optional form used to document approval prior to travel. • Vendor Set-Up Rush Request – to request quick turn-around for Vendor set-up. • ZBA Single Payment Vendor Request – used to request a vendor account in order to load payment information into the financial system for ZBA accounts.	The Check Request Form has been programmed to automatically generate a unique document (invoice) number, derived from other key information entered on the form. As a result, it is recommended that the form be completed on-line to take advantage of these features.
Vendor Check Deposits	All checks received (in departments or clusters) from a University vendor that are related to their Accounts Payable/Purchasing activity should be forwarded to Disbursement Services for identification, application against vendor account, deposit and accounting purposes.	If a check is received in your department (or cluster) from a vendor it should not be deposited with the Department Deposit process. It should be sent immediately to Disbursement Services for proper application.

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Electronic FedEx Billing –	Each electronically billed FedEx account has been assigned a default account (chart field string). If you wish to override the default by entering a Fund, DeptID and Program into the Internal Billing Reference Information field on airbills, the new chart string must be in the **exact** format required (16 digits including dashes, XXXX-XXXXX-XXXXX). If the format is not followed, the charges will go to the default account.	The department will need to do a journal entry to change the account charged when needed.
Special Handling/Express Check	Departments complete this form when special routing, express payments or specific pay dates are needed. The forms are sent to the appropriate Cluster along with the related payment document for processing. Clusters scan and process the voucher, sending a scanned copy of the payment document and Special Handling Form to the "F AP Voucher Central Processing" queue in ImageNow. The appropriate handling code must be entered when processing the payment document. Cash Advance Requests or Employee Expenses that require special handling of the check (pick up in Disbursement Services or bursar locations) will be entered into PeopleSoft in the department and the printed Expense Report and Special Handling forms must be faxed to Disbursement Services, 612-624-4149 (immediately).	Vouchers must go through budget checking and the approval process before any Special Handling instructions are executed. The appropriate handling code must be entered when processing the payment document.
Stop payment/Void Check	Departments or clusters will initiate the stop payment/void by completing a Check Handling Request form (Section 3) available in the University Forms Library. If the stop is initiated in the department, the form must be sent to their cluster to be scanned into the "F AP Voucher Central Processing" queue.	The Special Handling requests of Stop Payments/Voids must to be sent via ImageNow workflow to the F AP Voucher Central Processing work queue.
Disbursement Services Internal Document Entry	Disbursement Services will no longer enter internal transfer documents. Entry will occur in the appropriate clusters.	Journal entries (funds transfer, expense redistribution, general ledger entry correction, balance sheet transactions) are processed in the clusters.
Vendor Requests	When requesting a new vendor set up or changes to an existing vendor, departments must send the vendor a Vendor Authorization form and Substitute W9. The vendor is to return the form to the department for their review. After ensuring the form is complete, the department faxes the Vendor Authorization form to 612-624-9562. If the vendor indicates that they are a Sole Proprietor/Individual under the "Type of Business" section, the Employee/Independent Contractor Determination Checklist must be completed by the department and faxed to Disbursement Services along with the Vendor Authorization form. Disbursement Services will create the vendor and send the requester the vendor number. Anticipated turnaround time for vendor set up or changes is 3-5 days. ****Important Note**: The cut-off for setting up new vendors in CUFS is 6/20/08. If there is an emergency (that would put the University at risk) need to set up a new vendor faster than the normal turn-around, the department will need to complete a "Vendor Set-Up RUSH Request" form and fax it to 612-625-2844. Also, not all vendors set up in CUFS during calendar '08, were set up in PeopleSoft.	The department is responsible for obtaining the vendor information and faxing it to Vendor Maintenance.
Vendors not open for ordering	On the PS Vendor File, some vendors have been flagged as "Not Open for Ordering". There are two reasons for this designation: 1. Items purchased from the vendor do not require a purchase order, e.g., Utilities (also see policy). **OR** 2. Vendors that did not complete a Vendor Authorization Form or we do not have a fax # or email address for dispatching purchase orders. In the case of #1, no PO is required; the department codes the invoice and forwards the invoices to the Cluster for processing. For #2, the department must send the vendor a	Researching the vendor file, determining if a PO is required for a purchase. The department is responsible for obtaining the vendor information and faxing it to Vendor Maintenance. Accurately coding non-PO related invoices and sending to the

	Vendor Authorization Form; have the vendor return the completed form to the department. The department ensures the form is complete and faxes it to 612-624-9562.	Cluster.

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Single Payment Vendors	Clusters that will process vouchers for human subject or refund payments, the Cluster Director must request that a Single Payment Vendor number be established for their Cluster. This vendor number will be assigned to the Cluster by Disbursement Services and should only be used when it is known or anticipated there will be no other payments to the payee. The payment must be less then $600.00 and may not be a royalty payment. The single payment vendor number is used ONLY for refunds of deposits, human subject payments or as directed by Disbursement Services. The Single Vendor Number should <u>not</u> be used if there is an existing vendor number for the payee.	The department does not need to request a Vendor Authorization form for human subject or refund payments. The Check Requisition form must be checked for Single Payment and submitted to the Cluster. The Cluster will use the Single Payment Vendor number assigned to their Cluster. The cluster management and Disbursement Services will monitor single payment vendor payments to ensure proper use.
ZBA Single Payment Vendors	Departments that have ZBA accounts will need to request a "ZBA Single Payment Vendors" account be established on the Vendor File. The purpose of this account is to facilitate the loading of the check/payment information into the financial system.	
Imaging - Voucher/Invoices	All transactions processed in CUFS will be imaged in Docuware. PeopleSoft transactions will be in ImageNow. The Clusters will image invoices processed in PeopleSoft. Electronic transmission (Remote Imaging process) of voucher/invoice (payment documents) will not be supported, as of 7/1/08, for documents entered into PeopleSoft. Access to Docuware to view documents processed in CUFS will be available post 7/1/08.	Vouchers/invoices will be scanned and indexed in the clusters.
Imaging – Pcard Purchase Detail and Employee Expense Reports	Purchase Detail Reports and Employee Expense Reports will be imaged centrally in Disbursement Services.	Printed Purchase Detail Reports and Expense Reports and all backup documentation will be manually sent from departments to Disbursement Services for scanning into Image Now.

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Process	Change	How does this affect you?
Procurement Card - Reconciling and approving transactions.	Transactions are reconciled individually, rather than as a monthly statement. Certified approvers must approve sponsored transactions before the regular pcard approver. Email notification of transactions to approve goes only to the certified approvers for transactions on sponsored accounts. Level III merchant data will be available from Merchants. Reconcilers will have until the 10th of the month following the activity to reconcile and approve transactions. Disbursement Services will force reconcile transactions that are not approved by the 10th on the 15th of the month following the activity.	You may reconcile and approve transactions, as they are loaded. Reconciler will want to route the Purchase Detail Report to the certified approver 1st and the card approver 2nd. The reconciler and regular approver will need to check their work lists in the Procurement module daily or as they choose, for transactions to reconcile and approve. More time to work the transactions.
Procurement Card - Purchase Detail Reports	Reconcilers are responsible to print the Purchase Detail Reports showing all transactions for the month, at the end of the billing cycle (refer to the Pcard Policy's calendar). Run the report the day after the Billing Cycle end date using the date listed in the "End Cycle or Billing Date column", showing all transactions for the month. Signed Purchase Detail Reports with supporting documentation (receipts, etc.) are due to Disbursement Services for imaging by the end of the month following the card activity.	Printing of the reports is done by the reconcilers rather than the system creating the reports This gives a couple of extra weeks to get reports and documentation to DS.
Procurement Card - Application	Procurement Card default accounts must be non-sponsored. Application must include at least one reconciler, approver, and certified approver (if sponsored accounts will be used for any transaction.) However, the new form allows for up to 3 reconcilers, 3 approvers, and 2 certified approvers. Applications are not being processed in June. New Cardholder Orientations are suspended until August, 2008.	Cards with sponsored accounts need to be changed to non-sponsored accounts or need to be canceled. Use the new application form (UM 1656) in the Uwide Forms Library. Submit new applications after July 1. Orientations for new cardholders resume August 13, 2008. Orientations will be held on the 2nd and 3rd Wednesdays of each month at 2:00 p.m. in room 538 WBOB. No registration is necessary.
Procurement Card - Conversion Readiness	Reconciler (preparer), approver, and default changes will be suspended from June 17-June 30, 2008 in readiness for data clean up and conversion.	Please email changes to the pcard staff after July 2, 2008.
Procurement Card -	Reconcilers and approvers must take the appropriate training courses before July 1, 2008. Call Training	If the reconcilers and approvers don't have access to EFS to do their work, the transactions

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Training for EFS Access	Services for information at 612-626-1373.	will go to the card default chartfields and then they will have to do a journal entry to the appropriate account.

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Employee Expense Processing	When an expense report or Travel Authorization is completed and submitted for approval, the Dept. Approver, and Certified approver (if sponsored) are notified by email in parallel. The employee will receive email notification when the expense report or cash advance has been approved. Employees will not receive notice of the check or direct deposit in OneStop, as they do currently. Both a travel authorization and a cash advance request are needed to obtain a cash advance. The start date on the TA (Date from field) must be no more than 30 days in the future. Disbursement Services is the only approval needed on the cash advance. Cash advances will pay out as soon as the advance is approved by Disbursements.	Dept. approver and certified approver can approve in any order. The report and supporting documentation will need to be faxed to the 3rd level approver in Accounting Services. If the employee does not have system access, you may need to look up check information for them. Ensure an approved authorization number is referenced on the cash advance request. Cash advance requests referencing TAs with start dates more than 30 days in the future will be returned to the preparer to resubmit later. Print the cash advance report, obtain the employee's signature, and fax to Disbursement Services @ 612-626-0876 for approval. Disbursement Services will route to imaging after approval. There is no delay in paying the cash advance.
Employee Expenses-Conversion Readiness	Disbursement Services begins closing all TAs without cash advances in June. Cash advances cannot be processed in CUFS after June 25 All CUFS TAs with cash advances will pay out before conversion regardless of the trip/study start dates.	Expenses can still be reimbursed but without referencing the TA number. TAs and cash advances can be processed in PS beginning July 1, 2008. Cash advances will force pay on June 26, 2008.