

2012 Business Office Workshop "Voucher Timesavers" Recap Accounts Payable Coordinator

I have been asked to speak to you today about tips and tricks on voucher payment timesavers to help speed up the vendor payment process.

Vendor Payments and TME's are most commonly delayed by missing or incorrect information or approvals on the forms. It is important to use the most current forms as listed on the website. This will give you the correct label on each field to remind you what information goes where. It also gives you access to the notes that pop up with information on the fields. The revision date at the bottom of the form can be verified by selecting print preview.

Always ensure the correct vendor number is listed on the form using Datatel VEND to see all possible vendors. If the one you need shows that it is inactive, e-mail the Whitman id # and their name and address to Cindy Dickson and copy Kathy Yeager and ask us to activate them.

TME's forms are required for all travel expenses, meals, food for meetings and parties, office food supplies such as coffee, and entertainment expenses. Entertainment is considered non-travel food or tickets to sporting events for individuals, not things such as movies or musical performances for groups or the public. A TME requires both the Budget Officer and Employee's signatures. The purpose of the TME form is to gather information that is required by the IRS such as business purpose, i.e. location, attendees, reason for meeting.

Vendor payments are to be paid from an invoice, not a statement, packing slip, quote, or order confirmation as these most likely will not show all the detail we need for tax or the correct invoice number. If you have waited and it has not come in the mail, call the company and have them fax/email you the invoice to pay.

A vendor payment form is not used when paying from an invoice. The definition of an invoice is any payment request that identifies the vendor clearly and details what they are billing for. If tax is required, it must show that detail. Use the purchasing stamp on these to code for payment. There will be times when the vendors don't provide a formal invoice. For example, some payments for registration or membership do not have invoice numbers on them but they are ok to use as an invoice.

The vendor payment form is to be used when no invoice is provided. Examples would be an email for refund and receipts for reimbursement.

The following steps speed up the vendor payment process for all TME, VP and invoice payments:

- Include the invoice number as listed on the invoice with spaces, dashes, and letters as they are shown. Entering the exact invoice number provides Datatel the correct information to detect duplicate payments and generate an error message.

Examples: Copiers Northwest shows Invoice # INV1234 so use INV1234.

L&G shows a preprinted letter before the number so include it.

FedEx invoice numbers have dashes so enter them as shown.

- Include the account number or customer number in the description field if it is listed on the invoice. This field is used to give the vendor the exact information on what we are paying for. If no account number is shown, use whatever makes that order unique: order #, purchase order #, item description, etc. Do not use "Whitman College" as that's already on the check. If you need to make notes for yourself for the future, use the comment field in screen one of voucher entry.

- The invoice date should be the date listed on the invoice as the invoice date, not the date the invoice is entered into the system.

- Take care to use the correct remittance address. If the correct remittance address is not available, e-mail Patty Mayberry and copy Kathy Yeager to add it for you. Do not change the address in Datatel; some vendors have multiple addresses and we need to keep them all.

- Remember to change the "pay voucher" field from "Y" to "N" (no) and note the voucher number on the front of the paperwork.

Rush payments - Make a note of when they are needed and attach a flag extending past the edge of the paper so that it stands out from the stack or hand deliver directly to Cindy. Please be sure to note special

delivery instructions that are needed: when you need a check in a hurry, we want it to go where it needs to go as soon as possible.

New vendors – To request a new vendor set up, send the request by e-mail to Cindy Dickson and copy Kathy Yeager (in case Cindy is out). This is an internal control procedure to ensure only legitimate vendors are being set up by accounts payable. Listing the vendor's name, address and other information in the body of the email is the best method. The e-mail from you serves as documentation and is maintained for auditor review.

Cash reimbursements – Personal reimbursements for expenses and refunds for small amounts (maximum of \$100 for employees and \$200 for students) have the option of being reimbursed in cash rather than waiting for a check. **This is not mandatory, i.e. the department or individual has the choice of receiving a check or cash.** This service is available through the Student Accounts Business Office in Memorial Room 233. Personal services can't be reimbursed in cash as this does not properly record the payment for 1099s. The same paperwork and signatures that are required for checks are required. For example, TME's will require a budget officer's signature. Remember to note the delivery instructions on the TME paperwork that the request comes back to you after being approved or have it forwarded directly to Student Accounts. When that is completed:

- Request that the documentation is returned to you so that:
 - You can pick up the cash for the student or employee, or
 - Give it to the student or employee so they can pick up their own cash.
- OR
- Request that Student Accounts Business Office hold the documentation for cash pickup by the student or employee. You must notify the student or employee (by email or phone) that their cash is ready for pickup. Student Accounts will follow up with the preparer and/or student/staff if it is not picked up in a timely manner.

Allow for extra time for processing vendor payments with special situations: those that require budget officer approval, or that must be mailed and have a close due date, are past due with a possibility of finance charges, or with special discounts for prompt payment. Checks are issued every day, usually within two days of receipt in accounts payable. It is best to not batch invoices. Send whatever you have completed to Accounts Payable every day. With USPS substation closings planned all over the nation, it is even more important to allow at least two weeks for these types of rush vendor payments.

Please feel free to contact Cindy in accounts payable by phone (Ext. 5593) or email at dicksoca@whitman.edu anytime if you have a question. Thank you!