

# Welcome to Portland State University

Specialized Accounting Services: Accounts Payable



# AGENDA

- WELCOME/INTRODUCTIONS
- Centralized Billings
- Reimbursements
  - Hosting
  - Personal
- Subscriptions/Memberships
- University Place
- ACH/Direct Deposit
- Dates/Month/Quarter/Year-End Closing
  
- Fixed Assets



## Specialized Accounting Services (SAS) Staff

- Manager, 503-725-4731
- Cindy Waugh, 503-725-3098
- Lisa Sablan, 503-725-3109
- Tami Nguyen, 503-725-4382
- Marissa de Leon, 503-725-3733
- Laurel Tracy, 503-725-4918
- Mary Milner, 503-725-4372



### Departmental Accounting

- Asli Berhane, 503-725-4351
- Margaret Hernandez, 503-725-3238
- Linda Troupe



# FIDUCIARY RESPONSIBILITY

- Institution Funds
- Appropriate use
- Accountability
- Ethics



## APPROVALS:

- Program
- Budgetary
- Compliance

# Segregation of Duties

- Purchase of items
- Receiving equipment
- Invoice Payment
- Department Approval
- Annual Inventory

No ONE person is to be doing  
all of the above!!!



## RETIREMENT & STAFF PARTIES, PERSONAL ITEMS

- PSU can not pay for any gifts or parties for retirees/staff recognition/going away. This includes plaques, flowers, cards, and refreshments.
- No Tissues, Aspirin/Tylenol for department use. First Aid kits only.



# Updates

Airfare Authorization – Departments approve airfare through the agency-please keep current

Volunteers – Must complete form on HR forms site

New P-card process coming soon....invoices, no more JVs!!

Gift Card Policy coming soon.....

All Reimbursements to SAS within 60 days of charge/trip/etc. After 60 days, late justification letter required.

## STAFF MEETINGS

- Institutional Funds may not be used to provide refreshments for staff meetings.
- Includes all employees (faculty, student and classified).
- Faculty/staff all day retreats – account code 28611



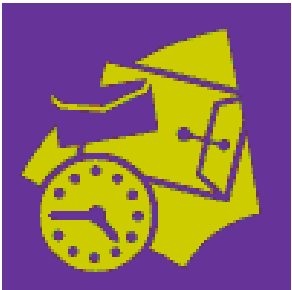
# PURCHASING OPTIONS

- Review purchasing options with staff
- Purchase Order required for \$5000 or greater
- Plan purchases of operating supplies
- Use Centralized Vendors
- Use Contracted Vendors
- Minority Owned Business Initiative
- VISA Procurement Card

# INVOICES



- Must have Vendor name and address
- Must have PSU as the bill to address
- Should have Department Name
- Vendor invoice date
- Transaction date – month that expense is posted
- Vendor Invoice Number
- Payment dates – net 30, unless otherwise noted
- Department Approvals



## Invoices (cont)

- Note date goods were received
- Text to include PSU Contract Number
- PSCs require dates of service
  
- Pay timely-take discounts
  
- You may use the VISA P-card for payment –  
supplies, subscriptions, registrations  
NO Services on P-card!!

# CENTRALIZED BILLINGS

- Airfare/Travel – Azumano, Journeys, Uniglobe
- B & B Print Source (Business Cards)
- Office Max
- Clean Copy
- Corporate Express/Office Depot
- Costco
- Enterprise Rent-A-Car
- Kinkos
- Oregonian
- PSU Bookstore
- Aramark
- Staples
- VISA Purchasing Card

## Centralized (cont)

- Discounts
- Large order – bigger discount
- No invoice to input for payment
- Overnight delivery of office supplies
- No personal reimbursement to process

## CASH PAID OUT

- Taken directly to cashiers
- Forms must be complete
- Allowable expenses only (no grants or travel)
- Less than \$50



# PERSONAL REIMBURSEMENTS

- Claimant's Name, PSU ID#, Current Address and Department name
- Contact name and phone number
- **Original Itemized Receipt**
- **BUSINESS PURPOSE** – Benefit to PSU
- Accounting information
- Reimbursement of expense/ownership transfers to PSU
- Dates
- Signatures (no stamps or forgeries)
- Form needs to be complete prior to sending to SAS

## REIMBURSEMENTS (cont.)

Should not be used for items

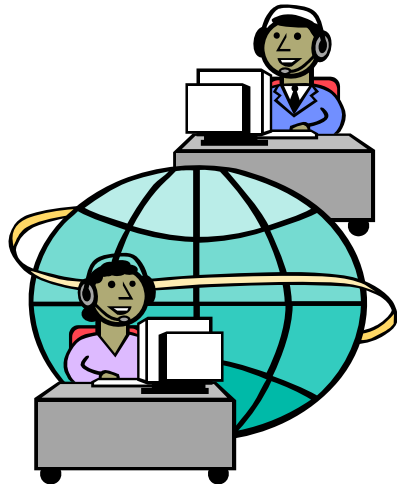
- Available with Centralized Vendors
- Which can be directly invoiced/billed to PSU
- When a PSU/State contract is available
- When the department procurement card can be used.

## Reimbursements (cont)

### DO NOT include:

- Registrations on out-of-state conferences (pay w/ Department VISA)
- 1099 Reportable – services and repairs
- Capitalized Equipment
- Tuition/student support payments

# INTERNET PURCHASES



- Itemized order
- Proof of payment
- Proof of goods received
- Delivery to PSU

# HOSTING

- ORIGINAL Itemized Receipt
- BUSINESS Purpose/Agenda
- Names of attendees (identify non-employees)
- NO ALCOHOL
- Signatures
- Aramark - hosting, meeting rules apply –  
Keep on file within the Department for audit



# SUBSCRIPTIONS

- Dates of subscription
- One year unless documented savings
- Not beyond funding dates
- Must have Name/Department Address
- Account Number
- Pay Direct from Invoice
- All information is required on reimbursements



## MEMBERSHIPS & DUES

- Should be institutional. Department name & address
- Only one individual membership per employee.
- Benefit to PSU
- Department is responsible to maintain the information/status.
- Professional/social generally are NOT allowable (CPA, Legal).

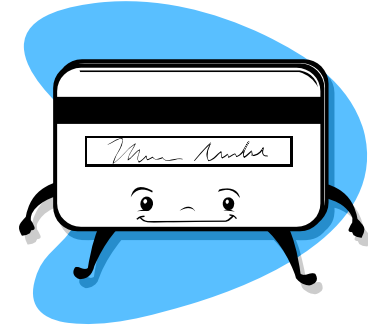


# DEPARTMENT MEETINGS

- Includes all PSU Faculty, staff, student employees
- Not allowed on E & G funds
- Formal Agenda, more than two hours
- Working Lunch (catered in)/part of the agenda (employees are required to attend)
- Account code 28611



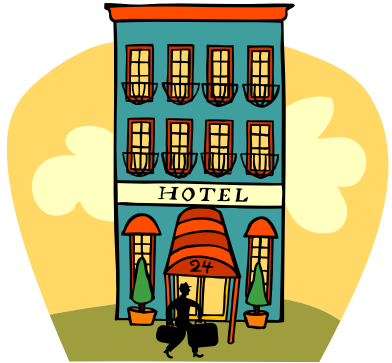
## VISA P-CARD



- Supplies
- Allowable subscriptions – add text names and dates
- Minor equipment <\$5000 add text serial number and location
- Allowable memberships – add text name and dates
- You do not have to input an invoice and get banner approvals

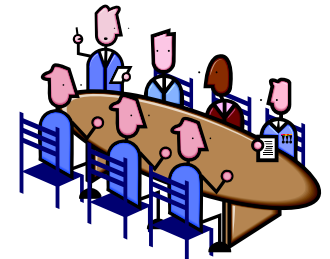
## VISA P-CARD EXPENSES

- Must be JVed to appropriate account code
- Description to match with account code
- Additional text if required by transaction
- Name and phone number of contact in text
- Must be done monthly
- Account code 28995 at zero \$\$ monthly, quarterly and as of June 30, 2008



# UNIVERSITY PLACE

- 1<sup>st</sup> meeting/lodging option exception must be requested in advance
- Business meetings
- Conferences
- JVed to department
- Must complete Third Party Agreement
- [www.uplace.pdx.edu](http://www.uplace.pdx.edu)



# ACCOUNT CODES

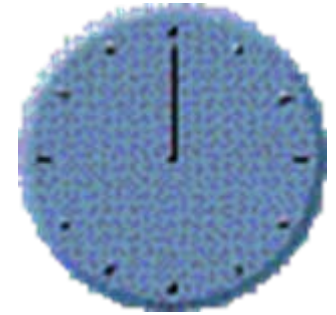


- Recycling/shredding paper – 23370  
(Iron Mountain)
- Bottled Water – 23011



- PSU Sponsored Conference & Workshops
  - 28602, 28603, etc.
- Conference registration fees
  - 28601

# ACH – DIRECT DEPOSIT



- Timely, processed daily
- Saves Money
- Saves the employee time
- E-mail notice is sent
- Personal Reimbursement Checks are not to be picked up



# Payment Options

ACH

Checks Mailed

Reimbursements – ACH or  
Mailed NO PICK UPS

Special Handling – Send  
attachment to be mailed



# WIRELESS COMMUNICATION

- Cell Phone Policy
  - Maximum allowance UP TO \$40
  - Employee Taxable Benefit



# SIGNATURES



- Claimant
- Department Approval
  - Supervisor or higher
  - If given authority to sign, use your name
  - You cannot sign for your supervisor!!
  - NO RUBBER STAMPS!
  - Form must on File with SAS



## DELEGATED SIGNATURE

- Form available on the BAO website
- Must be completed with change and annually
- Return to SAS
- This does not allow a person to sign their supervisor's reimbursements.

# APPROVALS

- Check your approval queue daily.
- Verify that someone is available in the queue if you are out, add staff to approval queues if necessary.
- Reimbursements are input daily- these route to the department for approval.
- **Do not approve reimbursements when you are the payee or completed the invoice!!!!**



## SCREENS TO KNOW

- *FOIDOCH* – Check payment status
- *FOADOCU* – Disapprove your document
- *FOATEXT* – Add additional information
- *FAIVNDH* – Verify vendor payments
- *FOAUAPP* – Documents waiting your approval

## A/P SUMMARY

- Plan your departmental purchases.
- Pay invoices timely (60 days).
- Take discounts.
- Department approvals daily.
- Have original invoices to A/P timely.
- Reimbursements – timely (60 days), form complete with Original Itemized Receipts.

# Department Responsibilities

- Follow Purchasing Guidelines
- Maintain receipt/proof of Goods Purchased
- Pay invoices timely includes input to Banner w/index and appropriate account code
- Banner approvals
- Original Banner Invoices to BAO-SAS

# Department Responsibilities (Continued)

Add additional information for Inventoried Items.

Have Reimbursement Forms complete.

Monitor Approval Queues –

Reimbursements route to department.

Safekeeping of PSU equipment

# SAS RESPONSIBILITIES

- Request Additional Information
- Process Invoices Timely
- Verify Appropriate Account Codes
- Verify that the information is complete, request additional information
- Put the Payment in the Mail

## SUMMARY (cont)

- Check for Banner disapproval messages.
- Verify that documents have been approved.
- Let us know when there is a discount.
- Respect deadlines, remember that we process thousands of documents per month.



# CLOSING DATES

## **MONTH END CLOSE**

- The 7<sup>th</sup> working day of the following month
- Department deadline generally 4<sup>th</sup> working day

## **QUARTERLY CLOSE**

- September, December, March, and June

## **YEAR END CLOSE**

- dates coming soon



## MONTHLY CLOSE

- ALL invoices received are to be input by the posted deadline date (4<sup>th</sup> working day).
- ALL department approvals completed by the deadline date (4<sup>th</sup> working day).
- ALL original documents to SAS-Payables by the deadline date.

## MONTHLY CLOSE (Cont.)

- Reimbursement & Travel have an earlier date for processing time.
- Department Approvals are required on Banner for invoice payment and personal reimbursements. Check approvals regularly.
- Departments need to have someone that can correct and approve documents available through 5:00 p.m. on closing days.

## QUARTERLY CLOSE

- Financial Reporting to OUS Board.
- All Expense activity for the quarter is to be processed by given deadline.
- Processing the same as month end.
- Includes all Expense Documents, Funds 28995 account code is to be at zero \$\$.

## YEAR-END CLOSING

- All FY08 Expenses are to be processed by the deadline dates.
- Someone needs to be available through July for processing, correcting and approving documents.
- You may need to contact vendors to receive invoices for June.

## Policies and Procedures can be found at:



- [http://www.pdx.edu/media/b/a/BAO\\_purchasingguide.pdf](http://www.pdx.edu/media/b/a/BAO_purchasingguide.pdf)
- [http://www.pdx.edu/media/b/a/BAO\\_sas-travel-policy.pdf](http://www.pdx.edu/media/b/a/BAO_sas-travel-policy.pdf)
- <http://www.pdx.edu/bao>

[http://www.pdx.edu/media/b/a/BAO\\_visa\\_procurement\\_card\\_user\\_guide.pdf](http://www.pdx.edu/media/b/a/BAO_visa_procurement_card_user_guide.pdf)

- <http://www.ous.edu/cont-div/fpm/>

**Questions - Email - [sasap@pdx.edu](mailto:sasap@pdx.edu)**

# RECONCILIATIONS

- Run reports after each month end closing
- Verify transactions
- JV corrections timely
- Expense where the activity/  
program fits, not where the  
money is
- Expense/revenue within same fund  
(05, 09, 1x)

# Fiscal Irregularities Policy

Contact:

[http://www.pdx.edu/media/f/a/fadm\\_financial\\_irregularities\\_policy.pdf](http://www.pdx.edu/media/f/a/fadm_financial_irregularities_policy.pdf)

# Welcome to Portland State University

Fixed Assets & Minor Equipment



# AGENDA

- Inventory
- Inventory process
- Purchase orders & invoices
- Depreciation
- Equipment tracking
- Equipment loan
- Gifts & donations
- Grant-funded equipment
- Risk management
- Equipment disposal



# INVENTORY

## ➤ **Inventory minimum**

- \$2500
- High-risk minor equipment

## ➤ **Minor equipment**

- *Minor Equipment Guidelines*
- Account code: 20219
- Valued at less than \$5000
- Not capitalized
- **REQUIRED FOR ALL GRANT FUNDS**

## Inventory – cont'd



### ➤ High-risk minor equipment

- Digital cameras, PDAs, printers, scanners, musical instruments, etc.
- IT-related equipment
  - Use appropriate account code
  - Laptop/notebook computers, tablets, desktop computers - 20201



### ➤ Fixed assets equipment

- Account code: 40101
- Proprietary funds account code: A8011
- Value greater than \$5000
- Capitalized

# INVENTORY PROCESS

## ➤ **Minor Equipment:**

- Inventory record in minor equipment database
- Inventory form to department for equipment labeling
- Biennial Inventory by department

## **Fixed assets:**

- Origination tag generated in Banner
- Inventory record in fixed assets database
- Inventory form to department for equipment labeling
- Depreciates
- Biennial Inventory by department

# PURCHASE ORDERS

- Required for equipment purchases over \$25,000
- One accounting line per item
- Do not list equipment parts as separate items

# INVOICES



## ➤ Invoices:

- It's all about **TEXT!**
- Serial number
- Make
- Model
- Manufacturer
- Location (bldg name + room #)
- Date received
- Custodian + ext #
- Dept. contact + ext #



# DEPRECIATION

## ➤ **Straight-line depreciation**

- Useful life depending on the type of asset

## ➤ **Non-proprietary funds:**

- Depreciation is recorded on investment-in-plant fund 890000

## ➤ **Auxiliary & service departments:**

- Depreciation is recorded on proprietary funds (type 13, 20-29, funds starting with 090xxx & 1xxxxx)

# EQUIPMENT TRACKING

- **PSU asset tags**
  - High-risk minor equipment (all values)
  - Equipment over \$2500
- **Departments are to track equipment in their custody**
  - Notify Property Control when equipment location changes
  - *Fixed Assets Transfer Maintenance Form*
- **Biennial inventory of fixed assets & minor equipment**
- **Biennial supplies inventory based of FTE**
- **Old equipment disposed through PSU Surplus**
  - Contact Surplus @ 503-725-4921
- **PSU-owned equipment is NOT for personal use!**



# EQUIPMENT LOAN



## ➤ *Equipment Loan Agreement*

- PSU-owned equipment used off-campus
- Releases borrower from personal liability in case of loss or theft
- Does NOT cover negligence!

## ➤ **Equipment is for educational or research purposes ONLY!**

- Not for personal gain

## ➤ **Equipment must be returned to PSU at the end of loan term**

- Borrower's responsibility to notify Property Control of any changes in loan term (i.e. early termination or extension.)



# GIFTS & DONATIONS

## ➤ *Donated Equipment & Gifts Guidelines*

- Fair market value
- Letter of acknowledgement to donor
- Form on BAO web page
- BAO acceptance required

## ➤ *Report of Gift or Grant*

## ➤ **Inventory**

- Value is greater than \$2500
- Insurance purposes



# GRANT-FUNDED EQUIPMENT

- **Additional Required information**
- Ownership of equipment at the end of grant/contract
  
- **Disposal:**
  - Research Accounting @ 503-725-3667
  - Property Control @ 503-725-3109





# RISK MANAGEMENT

- **Insurance deductible: \$2500 per incident**

**In case of theft or accident involving state property contact:**

- Campus Safety Office @ 503-725-4407
  - Complete incident report
- Don Johansen, Risk Management Officer
  - @ 503-725-5340
  - Submit copy of report, copy of invoice(s)
- Property Control
  - Lisa Sablan, 503-725-3109
  - Provide PSU asset tag number

# EQUIPMENT DISPOSAL

**All  
equipment  
must go  
through  
surplus!**



➤ **Notify Property Control**

- Provide description
- PSU asset tag number
- Serial number

➤ ***Property Disposition Request***

- Submit original to Surplus
- Submit copy to Property Control

➤ **New Surplus guidelines**

- Dept must house equipment until Surplus is ready to pick up
- Need more info...contact Surplus @ 503-725-4291



Contact:

Lisa Sablan

503-725-3109

sablan@pdx.edu

mail code: BO-SAS

All forms are available on the BAO website:

<http://www.pdx.edu/bao>

Under 'forms & policies'



Questions????????????????????

Thank you for attending