

---

**THE CATHOLIC UNIVERSITY OF AMERICA**



# **Finance Orientation**

**October 20, 2009**

---

# ACCOUNTS PAYABLE



# Who We Are – Accounts Payable

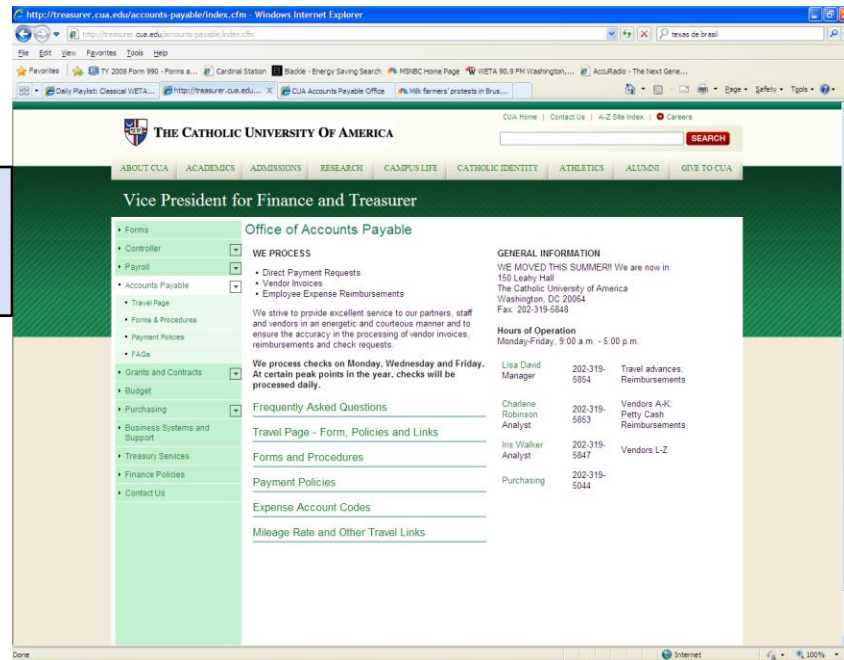
- ❖ **Lisa David**, AP Manager – [fletchel@cua.edu](mailto:fletchel@cua.edu); x5854
  - Travel advances and reimbursements
- ❖ **Charlene Robinson**, AP Analyst – [robinsoc@cua.edu](mailto:robinsoc@cua.edu); x5847
  - Vendors A to K (FY2010 only)
  - Petty cash reimbursements
- ❖ **Iris Walker**, AP Analyst – [walkeri@cua.edu](mailto:walkeri@cua.edu); x5851
  - Vendors L to Z (FY2010 only)



# Accounts Payable

- ❖ Controls the disbursement of all non-payroll University checks
- ❖ Processes employee reimbursements
- ❖ Forms, policies, FAQ, etc. on website:

<http://treasurer.cua.edu/accounts-payable/index.cfm>



# Accounts Payable – Payment Methods

- ❖ Methods of paying for goods or services:
  - Direct pay form
    - Payment of honoraria, contributions, memberships or non-travel employee reimbursements
    - Must be authorized by org financial manager (and supervisor for employee reimbursements)
  - Pay invoice from previously established Purchase Requisition
    - Required for transactions not paid for by Procurement Card or Direct Pay form



# Accounts Payable – Payment Methods

- ❖ Methods of paying for goods or services (cont'd):
  - Travel Expense Report
    - Must be used for all travel expenses
  - American Express for select employees
    - Ensure business purpose of transaction is noted
    - Must be approved by a supervisor
    - Attach supporting documentation
    - No personal expenses
  - Procurement Card
    - Administered by Procurement Services
    - No personal expenses



# Accounts Payable - Travel

## ❖ Travel

- All travel expenditures must be submitted on Travel Expense Form
  - Policy, procedures, form and other travel links on AP website
- Business purpose must be included
- Original receipts must be attached
- Requires traveler's supervisor approval – no exceptions



# Accounts Payable - Travel

- ❖ Important to note:
  - Traveler's responsibility to be familiar with University Travel policy before trip
  - For foreign meals – per diem reimbursement according to federal rates →  
([http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp))
  - Expense reports due 15 business days after travel
  - Trip must be > \$300 to receive travel advance



# Accounts Payable - Website

- ❖ AP Website contains...
  - Frequently Asked Questions section
  - Forms and policies
  - List of expense account number options
  - General info on AP office
  - Useful links – mileage, currency conversion, etc.



# Accounts Payable – Upcoming Projects

- ❖ Watch for further information...
  - ACH payments for vendors and employees
  - New Corporate Card program
  - Other system changes to improve user experience and customer service



# FAQ – Accounts Payable

- ❖ How long should it take to process a disbursement?
  - One week if the submission is done correctly. The following will lengthen that time:
    - Budgetary issues with your org
    - Incorrect or incomplete account coding
    - Insufficient or inappropriately approved supporting documentation
    - No vendor application for a new vendor
    - Submitting a payment on Direct Pay that should be paid through a PO
    - An incomplete or inaccurate purchase order
    - Unusual high volume times (before Christmas break, 1<sup>st</sup> half of May while fiscal year is being closed)

**Your  
Dept  
Can  
Control**



# FAQ – Accounts Payable

- ❖ What if I need an emergency check?
  - We will always try to help but an emergency check cannot be guaranteed.
  - It can only be done if:
    - AP or Controller's Office has determined the situation is a true emergency that could not have been avoided with proper planning - and -
    - A PO has already been created and approved, if necessary - and -
    - There are no budgetary issues with the org being charged



# GENERAL PAYMENT TIPS

Think of your org like a checkbook.

You have bought certain items, such as procurement card purchases, that haven't appeared in your org yet.

However, like a check that hasn't cleared, those funds have been spent and can't be used for other things.

