

Accounts Payable and Procurement 101 Training

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Agenda

Terms Overview

Section 1 - Hospitality

Section 2 - Supplier/Vendor

Section 3 - Direct Pay

Section 4 - Employee Reimbursement

Section 5 - EREQs

Section 6 - Additional Financial Services Information

Section 7 - Contact Information



Questions

- Please feel free to ask questions throughout the presentation



Term Overview

Commodities/Goods – Tangible items that are received

3-Way Match - Commodity/Goods Purchase Orders, Receiving Required.

Services - Any service being provided by an individual or company. i.e., independent contractors, consultants

2-Way Match - Service Purchase Orders, no Receiving Required.

Term Overview Cont.

Chartfield- Account, Fund, Dept and others.

ProCard- Campus procurement credit card provides an alternative procurement method of effecting low-value, business related purchases without the direct involvement of the procurement office.

Direct Pay - Payment request process is used to request a payment to a supplier. Used for low dollar value transactions where no contract is needed.



Term Overview Cont.

EREQ - Electronic Requisition – Requesting a Purchase Order, Service Order, Contract, Agreement, Memorandum Of Understanding, zero dollar/free trial software/database access or any other document requiring a signature including click to accept websites.

Encumbrance – Money is reserved to pay for what is being contracted.



Term Overview Cont.

EBER - Employee Business Expense Reimbursement-
Department ProCard should be utilized whenever possible

Interagency Financial Transaction (IFT) - a process of campuses
to transfer funds internally without cutting a check

Journal Re-Class - Moving an expenditure from one chartfield to
another

Independent Contractor Review (ICR) - a review done by Human
Resources on individuals to ensure compliance with contractual
relationships.

Technology Purchase Review (TPR) – a review done by IT on any
IT related purchase. Formerly known as “IT Cert”



Term Overview Cont.

Fiscal Delegation of Authority– Someone authorized to spend against a chartfield. Required forms must be completed in advance.

Contractual Delegation of Authority- A written delegation by the AVP of Financial Services to Contracts and Procurement.

Term Overview Cont.

- **Franchise Tax Board (FTB) Nonresident Withholding**
7% withheld on payment to out of State vendors conducting services in CA who do not maintain a permanent place of business in CA or listed with the California Secretary of State.
- **US Tax Withholding to Foreign Companies and/or Individuals**
Monetary amount withheld on payment when services conducted inside the US.
- **Use Tax**
Tax applied on purchases made and correct sales tax rate was not charged.



Term Overview Cont.

Acceptable Signature


Actual signature (wet or electronic copy of actual signature-not block, or default program script)

General Payments to Students

Not all payments to students are traditional scholarships, but payments related to the educational pursuits must be processed through the student's account.

Regardless if PO, Direct Pay, or ProCard, payment must be evaluated by SSU Financial Aid Office prior to purchase.

Email scholarships@Sonoma.edu. Include approval with PO, Direct Pay, ProCard. If not approved, do not purchase. Follow Financial Aid guidance.





Section 1- Hospitality

What is Hospitality?

- The reasonable provision of meals(catered or restaurant) or light refreshments(beverages, hor d'oeuvres, pastries, cookies)
- Entertainment Services
- Promotional Items
- Service Recognition
- Awards (tangible such as student athlete plaque)
- Prizes (tangible such as student raffle blender prize)

Hospitality includes expenses for activities that promote the university to the public, with the expectation of benefits accruing directly or indirectly to the university.



Section 1 - Hospitality Policy Objective

Hospitality expenses may be paid when ALL the following criteria are met:

- ✓ Expenses are Necessary
- ✓ Appropriate to the Occasion
- ✓ Reasonable in Amount
- ✓ Serves a purpose with the Mission of the University
- ✓ Cost Effective

Hospitality applies to: Students, Employees, Donors, Guests, Visitors, Volunteers and Other Individuals



Section 1 - Hospitality Roles



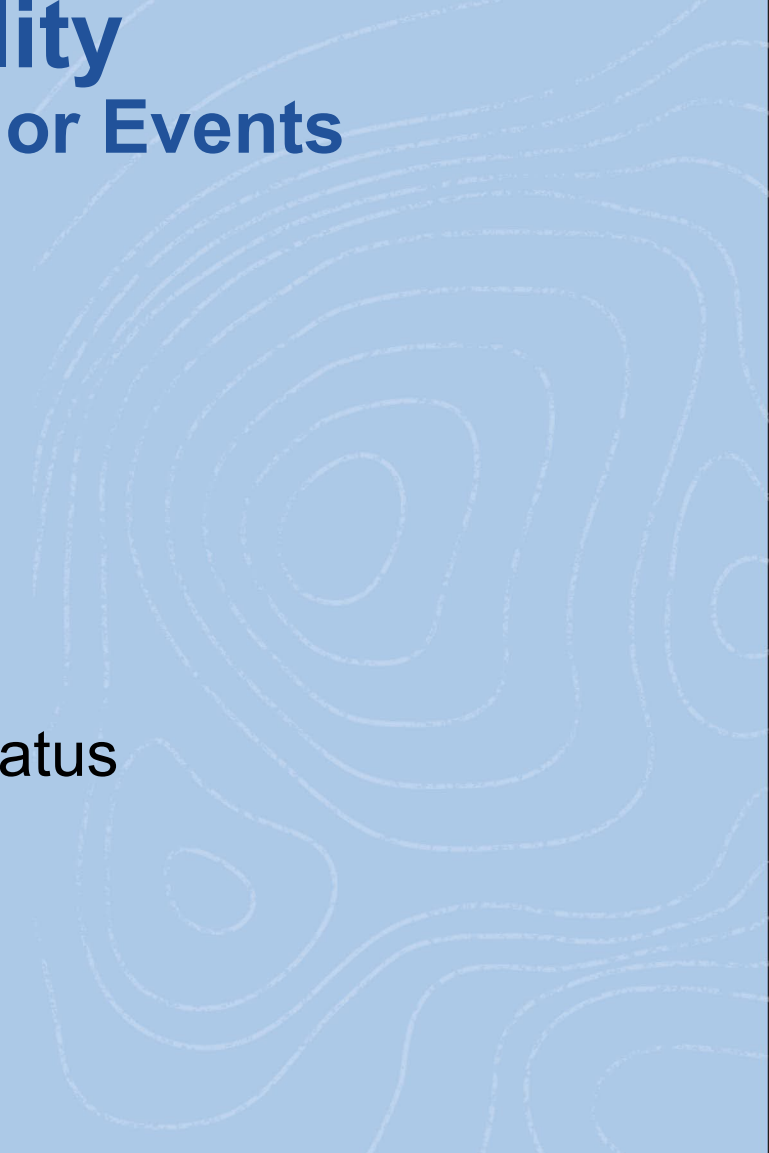
Approving Official - A person whom authority has been delegated in writing to approve expenses.

- Must be approved by approving official (approving authority).
- Approving authority may not approve their own expenses and may not approve their supervisor. Exception: The President's expenditures to be approved by CFO
- Vice President approval or above is required when a spouse or domestic partner of an employee is in attendance and the hospitality is for recreational, sporting or entertainment events.



Section 1 – Hospitality

Employee Only Meetings or Events

- Serves a university business purpose
 - Occurs infrequently per group or committee
 - Is a reasonable amount
 - And ONE of the following are met:
 - ✓ The meeting or event lasts 3 hours or more
 - ✓ The majority of the attendees are on travel status
 - ✓ More than 2 employees are present
- 
- 
- 

Section 1- Hospitality

Unallowed Expenditures

Personal Benefit ❌

Examples include:

- ▶ Employee birthdays, weddings, anniversaries, bridal/baby showers, bereavement or sympathy gifts.
- ▶ Gifts as thank you to consultants, guest speakers, or employees from another campus.

Discrimination ❌

Tobacco Product ❌



HOSPITALITY FORM

Revised 09/2019 v:3.0

Current Date: _____ Date of Event: _____
 Official Host Name: _____ Phone or Email: _____
 Number of Participants: _____ Cost per Participant: _____

Does the hospitality include official guests?
 No Yes (Describe official guest): →

If "No" please include a list of participants and reference the hospitality policy for maximum meal limits.

Employees from another CSU work location
 Donors
 Sponsored Program participants
 Members of the community
 Students
 Volunteers
 Recruitment candidates
 Other (Describe): _____

Business Purpose:
 (Please be detailed, agenda required for employee only meeting)

Business Unit	Account	Fund	Dept	Program	Project	Class	\$ Amount

Operating Fund – GM1##, SO##, RN##, RT##, and for the purposes of this policy QZ##
 Self-Support Student Fee Funds – RC##, RD##, RM##, RO##, RQ##, RU##, RV##
 Private Support – Co##, GM2/3##, NT##, Q### (other than QZ##), RY##

Type of Hospitality Expense (Mark all that apply):	Operating Fund	Self-Support Student Fee	Private Support
Gifts to employees		Not allowed	
Birthday, wedding, anniversary, bridal/baby showers, bereavement gifts to employees		Not allowed	
Tobacco products		Not allowed	
Meals and light refreshments for meetings and events			
Employee awards/prizes, service recognition, or employee morale functions			
Employee farewell gatherings (\$750 maximum)			
Employee farewell awards			
Promotional items for official guests			
Promotional items for university employees (Tangible personal property up to \$75)			
Gifts to official guests	Not Allowed	Not Allowed	
Stoles or equivalent	Not Allowed	Not Allowed	
Memberships in social organizations	Not Allowed		
Alcoholic beverages	Not Allowed		
Entertainment services (VP approval or higher required)	Not Allowed		
Other (Describe):			

The hospitality policy can be found at <https://www.sonoma.edu/policies>

AUTHORIZED SIGNER (APPROVING AUTHORITY):
Expenses are in accordance with the SSU Hospitality Policy.

 Print Name: _____ Date: 09/24/19

 Signature: _____

ADDITIONAL APPROVING OFFICIAL, if required:
 (Required when authorized signer and official host are the same person or when official host is the authorized signer's supervisor)

 Signature: _____

Section 1 – Hospitality Policy Information

It is the responsibility of all employees to comply with hospitality policy, please make sure to read the entire policy.

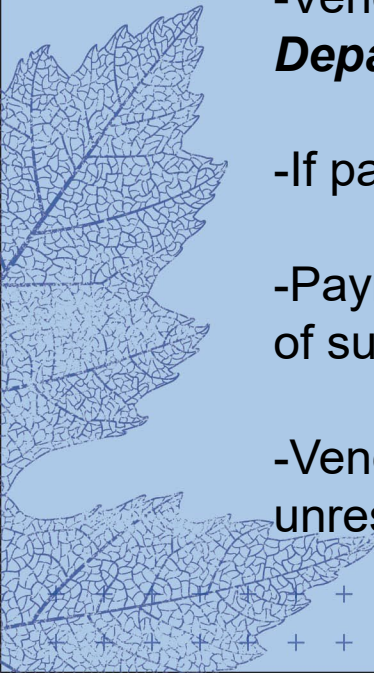
<http://www.sonoma.edu/policies/hospitality-expenses-effective-oct-1-2019>

<http://www.sonoma.edu/policies/hospitality-faq>



Section 2- Vendor Data Record (204)

- Required in order for Sonoma State to make any payment
No substitutions. (ProCard is exempt)
- CSU or State Employees cannot be paid outside of Payroll
Retirees cannot be paid until at least 6 months after separation, check with HR
- Form contains Level 1 data- do not email or accept email
Must be uploaded by data owner <http://finance.sonoma.edu/accounts-payable/secure-upload>
- Vendor name on 204, invoice, PO, Direct Pay, must all match
Department is responsible for looking up vendor ID in CFS
- If payment not issued to vendor within 3 years, a new 204 required
- Payment request or EREQ where a 204 has not been received, if not received within 30 days of submission, request will be returned to department to obtain and resubmit
- Vendor Modification (new remit) AP must verify. Unable to process off an invoice. If vendor unresponsive, request will be returned to department



Section 3- Direct Pay

- Direct Pay Procedure Guide Available
- Commodity/Goods under \$500 (inclusive of tax, etc)
 - Obtain a Quote
 - Place Order
- Non-Contractual Service under \$2500
 - One-time non-contractual service
 - Services must be rendered to agreed upon terms
 - For non-CA residents, notate where services performed (in state or out of state)
 - Individual vendor invoice must be signed by vendor
 - Invoice must include description of services (class/event/date)
- Refund-Money paid to the university, being returned (cancelled show, etc)
- Other (Membership, Regulatory Fee)

Vendor Payment Request Direct Pay Payment Type *

Invoice must be upload to the File Upload box below. One invoice per request. Ineligible direct pay expense items include: IT hardware, software, payments to CSU or state employees and service payments to students without HR approval.

Select

Commodity

Service (Only submit invoice after service is rendered)


Refund

Participant

Other



Section 3-Direct Pay Submission

- Once goods are received and inspected, or services rendered payment request can be submitted
 - Prior to submitting, verify No Past Due Balance
 - Payment Terms are Net 30 based off of invoice date
 - Invoice business unit must match payment business unit
 - For speakers or services the date cannot precede the service
 - AP processes payment requests based on date received
 - Pay-cycle happens on Tuesdays and Thursdays, please note checks are mailed next business day
- 

Section 3- Direct Pay Submission

Submitted through Smartsheet:

<https://app.smartsheet.com/b/form/f9a8f565b4b9447dacc98cc269811edd>

- Direct Pay approval workflow mirrors EREQ- if it's built in EREQ, it's built in Direct Pay.
- Submit Direct Pay when all required approval(s) are obtained and upload to the form file upload section. **If submitted without required approvals or incomplete documentation, request will be returned to the department.**
- One payment request per form. Do not combine multiple payment requests in one form.

SONOMA STATE
UNIVERSITY

Accounts Payable Payment Request Form

Please submit **one invoice** per form and do not combine business unit. This form can be used for the following Request Types:

1. **Direct Pay** - Vendor Payment Request Direct Pay
2. **PO/Contract PMT** - Vendor Payment Request for PO/Contract
3. **Wireless Device & Service** - Authorization for business related wireless device and service
4. **Procard Report** - Monthly procard report submittal. Must obtain all signatures before submitting

Business Unit *

Check the appropriate Business Unit below.

Department Name and Number *

Requester Name *

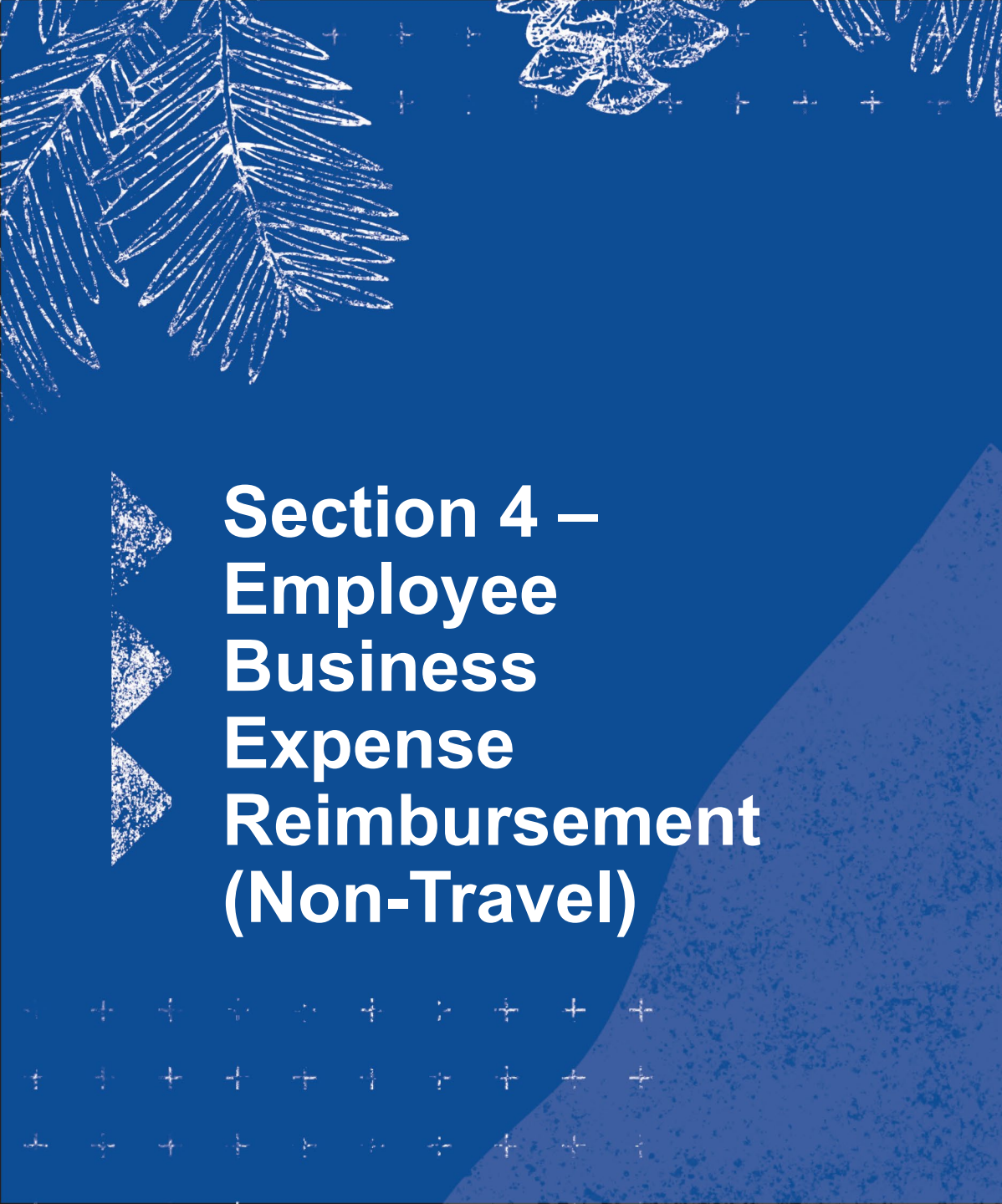
If you don't see your name in the list, select "Other" and type in your name in the box below. Email Carrie Schmidt at carrie.schmidt@sonoma.edu to add your name to Requester Name list.

Requester phone *

Requester Email *

Request Type *

- Direct Pay
- PO/Contract PMT
- Wireless Device & Service
- Procard Report




Section 4 – Employee Business Expense Reimbursement (Non-Travel)



- ProCard should always be used first
- When a purchase needs to be made out in the field
- Commodities/Goods up to \$500.00 (inclusive of tax, etc)
 - Must be shipped to the University
 - Subject to tax/use tax
- Only one itemized with proof of payment receipt is allowable per request (transaction receipt only without itemization will be returned)
- If hospitality, completed hospitality form required

Not allowable: **✘**

Services, Software or Hardware purchases
Students making purchases on behalf of the University, Third-Party reimbursements or service payments



Section 4 –
Employee Travel
Reimbursement



- Accounts Payable audits travel documents against CSU Travel Policy & Procedure requirements
 - Domestic
 - International (requires insurance and additional approvals)
- All employees traveling on behalf of university business are required to adhere to CSU travel policy and familiarize themselves with the CSU policy prior to traveling
- Travel information is available at on the Accounts Payable website including a FAQ section

Section 4-Employee Reimbursement Submission

- **What is Concur....**

- A comprehensive web based tool that integrates travel requests, travel reservations (air, hotel, and car rental) and expense reporting, including an automated approval workflow process all in one system.

- **Provides an efficient way to request travel or EBER reimbursements**

- **Setup is linked to employee profile and routed for DOA**

- **Access from Campus Portal**

- Requires LDAP sign on but is not a tile

- **Available to all active employees**

- **Open office hours**

- **Guides available**



Section 4-Employee Reimbursement Submission

The screenshot shows the SAP Concur website for Sonoma State University. The URL in the browser is finance.sonoma.edu/sap-concur. The page has a dark blue header with 'Explore' and 'Apply' buttons. A left-hand navigation menu lists various financial services, with 'Accounts Payable and Travel' highlighted. The main content area is titled 'SAP Concur' and features a sub-section for 'Concur Travel Request & Expense'. This section includes introductory text, a link to the 'Concur Mobile App', and contact information for questions. At the bottom, there are 'Attend Open Office Hours' details for Monday and Wednesday, each with a 'Join Zoom Meeting' link and a meeting ID. A yellow button labeled 'SAP Concur Login' is positioned at the bottom center.

finance.sonoma.edu/sap-concur

Explore Apply

Financial Services

- Financial Services Home
- About the Departments
- Accounting & Reporting
- Accounts Payable and Travel**
- Accounts Receivable & Cashiering
- Auxiliary Financial Services
- Procurement
- Property Management
- Tax and Compliance
- All Forms & Policies
- COVID-19 Communication
- Contact Financial Services

Financial Services Home >

SAP Concur

Concur Travel Request & Expense

Currently only available for SOCMP travel.

Travel is managed through a program powered by SAP Concur. It provides faculty and staff an easy way to efficiently arrange travel. Click link below to request, complete and approve expense reports whether on the road or on campus. This program helps guide travelers to make in-policy travel decisions, gain access to negotiated contract rates, and also simplifies the request and reimbursement process by reducing reconciliation burdens and improper payments requests.

To further simplify travel reconciliation, utilize [Concur Mobile App](#) allowing you to manage expenses by snapping a photo of your receipt to access later when assigning to a line item in your expense report.

If you have questions please contact: apinvoice@sonoma.edu

Attend Open Office Hours:

Monday 2:00 p.m. - 3:00 p.m.
[Join Zoom Meeting](#)
Meeting ID: 837 7176 9088

Wednesday 10:00 a.m. - 11:00 a.m.
[Join Zoom Meeting](#)
Meeting ID: 894 2284 7051

[SAP Concur Login](#)

Section 5- EREQ

Quote/Bid Requirement (Information can be found at Procurement website)

	Goods	Services	IT Related Goods and Services
\$0 - \$49,999	One Quote	One Quote	One Quote
\$49,999 - \$99,999	Three Quotes with detailed specifications	Three Quotes with written scope of work	Three Quotes with written scope of work
\$99,999 - \$499,999 Longer process time is needed. Dept should reach out to Procurement as early as possible	Formal Competitive Solicitation	Formal Competitive Solicitation	Three Quotes with written scope of work
\$499,999 and up Longer process time is needed. Dept should reach out to Procurement as early as possible	Formal Competitive Solicitation	Formal Competitive Solicitation	Formal Competitive Solicitation

Section 5 –EREQ

Financial Services Home

About the Departments

Accounting & Reporting

Accounts Payable

Accounts Receivable & Cashiering

Auxiliary Financial Services

Procurement

Contact Us

Department Resources

CFS EREQ

MISC EREQ

ORSP Review

CSUBuy/MarketPlace

Preferred Vendor

Financial Services Home > Procurement >

Department Resource

This section is designed to assist Campus departments with the following processes:

- Place order through CSUBUY Marketplace via department procard
- Submit CFS EREQ
- Submit ORSP EREQ (This is for ORSP office use only)
- Submit MISC EREQ
- Look up preferred vendors

Please click on the sub tabs at the left panel for details.

If you have questions regarding the status of an EREQ or any of the processes please contact EREQ@sonoma.edu.

SONOMA STATE UNIVERSITY EREQ

A. Department Information

Business Unit *

Check the appropriate Business Unit below.

- SOCMP SOSSE SOASI SOFDN

Department ID and Name *

Select

Request Type *

Select one of the following

- New Request
 Change to Pending EREQ
 Change to an existing PO or Contract

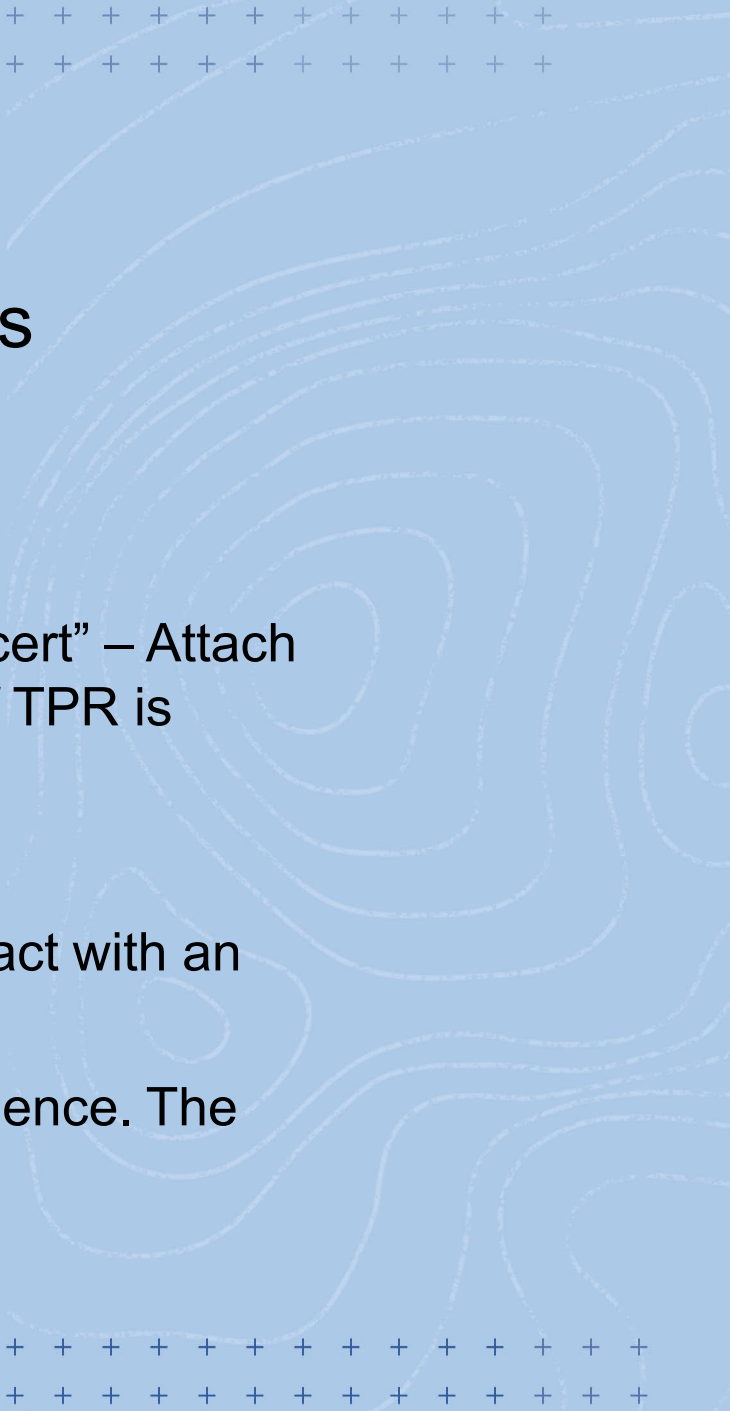


Department Internal Reference

For department internal use



Section 5 – EREQ


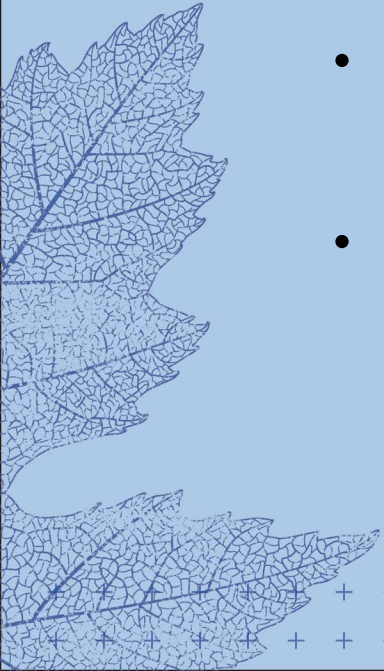
Required Submittal/Conditional Purchases

- Vendor quote/proposal or website link
 - Detailed Scope of Work
 - Technology Purchase Review (TPR) formerly known as “IT cert” – Attach the approval email from IT and TPR to Smartsheet EREQ. If TPR is waived by IT, attach the waiver email from IT.
 - Signed Hospitality Form – Hospitality Policy
 - Signed Independent Contractor Review (ICR) Form – Contract with an individual (John Smith) not a company (Google, GE....)
 - Supplies to be shipped directly to employee’s personal residence. The employee’s appropriate administrator’s approval is required
- 
- 
- 



Section 5 –EREQ

Required Submittal/Conditional Purchases

- Submit EREQ when all required submittal and approval(s) are obtained and upload all to the EREQ form file upload section.
 - One EREQ per form. Do not combine multiple EREQs in one form.
 - **EREQ submitted without required submittal or information will not be processed and will be returned to the department.**
- 
- 

Section 5- EREQ

What happens to my EREQ once I click submit?

1. Requestor will receive 2 emails from Smartsheet – one confirming EREQ is received and one with assigned EREQ number.
2. Verify Fiscal of Delegation of Authority (DOA) and review of required submittals and information.
3. Other Reviews: Asset, Budget, Trust, ORSP and Labor Relation.
4. Assign to a Buyer
5. Contract executed/Purchase Order issued
6. Order can be placed/Service can begin

Section 5- EREQ

Do not submit invoice with EREQ. ❌

Do not submit 204 with EREQ. ❌

Departments to manage PO/Contracts and invoice

An EREQ must be submitted indicating the change prior to any action being made.

Ex: extending term, increasing scope of work and/or cost, chartfield update or change







Section 5- EREQ

Turnaround Expectations

- ProCard - 3 to 4 business days to place the order
- Purchase Order/Service Order – 2 to 3 weeks
- Contract (non-IT) - 3 to 4 weeks
- IT related - 8 to 10 weeks
- Out to Bid - up to 6 months, based on complexity

Contingent upon - EREQ submittals are complete and accurate and the suppliers are being responsive with 204's, insurance, other required documentation, negotiations and signature.



Section 5- EREQ

AP Payment Submission
through Smartsheet-

<https://app.smartsheet.com/b/form/f9a8f565b4b9447dacc98cc269811edd>

Service

- ▶ Make sure the correct PO/Contract Number is referenced on the invoice and approve that services have been completed by sending payment to AP
- ▶ Confirm service dates align with PO
- ▶ Confirm rate charged aligns with PO
- ▶ For artists, checks can be ready for distribution the night of a show based on contractual agreement. Check pickup must be an SSU employee

Commodities/Goods

Commodity/Goods- Make sure the correct and functional items are received, correct PO/Contract Number is indicated on the invoice

- ▶ Confirm invoice aligns with PO
 - ▶ Item, quantity, rate, sales tax (sales tax must be accurately charged)
- ▶ Email Nick Powers prior to sending invoice to AP
 - ▶ Only receive the quantity and PO line(s) that are received and accepted by the Department. **Do not ask to receive the entire PO if not all items are received.**



Section 6 - Additional Financial Services Information



Section 6 – Additional Financial Service Information

- ProCard Submission through Smartsheet- <https://app.smartsheet.com/b/form/f9a8f565b4b9447dacc98cc269811edd>
- Request type- ProCard Report
- Must obtain all signatures and approvals before submission
- Upload in one pdf-CFS reconciliation page first, followed in numerical order your receipts and other documents with the correct number corresponding to that purchase

4. Procard Report - Monthly procard report submittal. Must obtain all signatures before submitting

Business Unit *

Check the appropriate Business Unit below.

Department Name and Number *

Requester Name *

If you don't see your name in the list, select "Other" and type in your name in the box below. Email Carrie Schmidt at carrie.schmidt@sonoma.edu to add your name to Requester Name list.

Requester phone *

Requester Email *

Request Type *

Procard - Report Year *

Procard - Report Month *

Procard Holder Name *

Procard Report Upload *

Please check the box confirming all receipts, additional required documentation and all signatures are completed and part of the report submittal in the File Upload Box.

Notes to Account Payable

Section 6 – Additional Financial Service Information

Cash Handling

Departments submit invoice with payment authorization after services rendered or commodities/goods received to agreed upon terms.

AP practice is to mail ALL vendor payments directly to vendor.

Special consideration is if the PO outlined check needed night of event.

Once department accepts the check, the department is responsible for appropriate cash handling.

- ▶ Check in locked department safe
- ▶ Dept hands check to vendor night of event after services rendered
 - ▶ If services not rendered, event canceled Due to Acts of God, dept immediately returns check to Accounts Payable with reason check is returned.

Section 6 – Additional Financial Service Information

Payment Options

Check

Primary form of vendor payment

Checks are printed on Tuesday and Thursday and mailed next day

- ▶ Employees mailed to home address

International vendors are issued check

Direct Deposit (payroll direct deposit is separate)

Employees may receive travel or business reimbursement Direct Deposit (SOCMP)

Direct Deposit is run daily (excluding holiday)

[Direct Deposit for University Employee Reimbursements](#)

ACH-Domestic Vendor Electronic Payments

Current 204

Electronic Payment Request Form

Letter from bank on bank letterhead or company voided check

Must be doing continued business with the university - Not one-time payment

WIRE-International

Current 204

Electronic Payment Request Form

Letter from bank on bank letterhead

Vendor bank has direct banking relationship with Wells Fargo

Infrequent included in contractual agreement

Section 6 – Additional Financial Service Information

What happens if an Expense posted to an incorrect chartfield?

- Submit journal reclass form to journal.reclass@sonoma.edu
- Include supporting documentation of original transaction along with delegation of approval for updated Chartfield.



Section 7 - Contact Information

- Financial Services Contacts

<http://finance.sonoma.edu/contact>

- Financial Services Forms can be found at

<http://finance.sonoma.edu/forms>

What's Next.... P2P





Thank you for participating

Please send any feedback to
Jenifer.Barnett@Sonoma.edu