

**FY 2022-2023
AP 101 TRAINING
May 22, 2023**



Who We Are

- Robert Garcia – Accounting Technician II
- Marisela Lopez – Auxiliary Accounting Technician
- Sandeep Sudwal – Accounting Technician III
- Kara Waycasy – Interim AP Supervisor

What we do

- Process payment requests for internal and external vendors
- Provide support and training to internal and external customers regarding the payment process
- Help ensure the University stays in compliance with campus, Chancellor's Office, State Controller's Office, and IRS procedures, policies, and regulations.
- To date this FY, we have processed 6,822 vouchers. That breaks down to 625 per month and 150 per week.

How to Submit Payment Requests

- **Invoices, check requests, Business Expense Claim forms (BEC) and Travel Expense Claim forms (TEC)**
 - Adobe Sign – using the AP-Invoice Processing Workflow
 - Drop Box - Placed in the signer's approved folder

Each invoice, Check Request, TEC, and BER should be submitted individually

- **Travel Expense Claims, and some Business Expense Claims**
 - Certify

Detailed training for Certify can be found at [Certify Travel System Frequently Asked Questions \(FAQ\) - Procurement and Contract Services - CSU Channel Islands](https://www.csuci.edu/financial-services/procurement/travel/faq.htm) ([csuci.edu](https://www.csuci.edu))

<https://www.csuci.edu/financial-services/procurement/travel/faq.htm>

What to Include With Payment Requests

➤ Invoices

- Invoice with current (or past) date
 - ❖ We can only pay from actual invoices. Contracts, POs, Confirmations, etc. are not allowable.
- PO Number
- Funding string
- Signed by approver with appropriate SA on file.

➤ Check Request Forms

- All form fields completed
 - This includes the description box and supplier ID number
- All backup documents noted on form based on payment category
- Signed by approver with appropriate SA on file.

What to Include With Payment Requests, cont.

➤ Business Expense Claims

- Use current form
- All form fields completed
 - This includes the description box and supplier ID number
- Receipts for each expense listed
- Depending on the type of expense:
 - Event flyers, Agendas, Attendance lists

➤ Travel Expense Claims

- Use current form
- All form fields completed
 - This includes the description box and supplier ID number
- Receipts for each expense listed that is over \$75
- Agendas, Event flyers, any exceptions received, ITA for International travel

The CSUCI Travel Policy can be found at [Travel Policies - Procurement and Contract Services - CSU Channel Islands \(csuci.edu\)](https://www.csuci.edu/financial-services/procurement/travel/travel-policies.htm)

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Additional Items to Note

- **When payment is being made from a PO**
 - Please be sure PO has been issued. Payment cannot be made from an RGS
 - When requesting **POs** for a service that won't be billed in even increments, please set the quantity as the dollar amount and the price as 1. This allows us to pay any amount without additional work.

PO Qty	Price	Merchandise Amount	
3037.0800	1.00000	3,037.08	USD

- Please note the line(s) to be used for multi-line POs
- If a receiver is required, please make sure items have been received in PeopleSoft. If not, there will be a match exception
- Please be sure POs have sufficient funds for the payment request

Additional Items to Note, cont.

➤ **Miscellaneous Payment information**

- Payments for services performed by non-corporations for more than \$1500 requires FTB withholding if the recipient is located outside of CA. Please note in the description box of the BER/Check request if this is a one-time (per calendar year) payment or if further payments will be requested. If we are not notified that further payments are expected, we will remove the FTB withhold for amounts \$1500 and under. This could result in future payments being reduced significantly (CA has a 7% tax of the total paid per year.)
- Processing timeline is; complete payment requests submitted through Friday of a given week are vouchered (entered in CFS) by the following week.
- Direct Deposit (EFT/ACH) are disbursed on Tuesdays and Thursdays, with checks cut on Wednesdays.

Resources

➤ Forms and Tutorials

- Forms and Tutorials - Financial Services - CSU Channel Islands (csuci.edu)

➤ Travel

- Travel Policies - Procurement and Contract Services - CSU Channel Islands (csuci.edu)
- Certify Travel System Frequently Asked Questions (FAQ) - Procurement and Contract Services - CSU Channel Islands (csuci.edu)

➤ Fiscal Services

- Financial Services - CSU Channel Islands (csuci.edu)

Questions?

➤ CIAP

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