

# ACCOUNTS PAYABLE

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Year-end and Payment Processing

# Year-End Information

- **Under GAAP (Generally Accepted Accounting Principles) expenses must be recorded in the period in which they are incurred.**
- **Last check run in the month of June will be **June 28, 2024****
- **Send Invoices to [apstaff@uca.edu](mailto:apstaff@uca.edu) by **4:30 pm June 25<sup>th</sup>****
- **Last check run of the fiscal year **July 8, 2024****
  - **Item must be physically received on or before June 30**
  - **The receiving transaction date should be June 30, 2024 or before**
  - **The invoice should be dated June 30, 2024 or before**
  - **Items received after 4:30 on June 25<sup>th</sup> and before June 30<sup>th</sup> by 4:30 will be paid on July 8<sup>th</sup>**

# Year-End Information Cont.

Things that could cause an invoice(s) **not** to be processed in the last Check run (July 8<sup>th</sup>) for the fiscal year, with the current year budget

- **Invoice(s) not sent to the [apstaff@uca.edu](mailto:apstaff@uca.edu) email by June 30, 2024**
- **Emails received with incomplete documentation ( No Invoice, Po-Purchase order number, and approval if approving department)**
- **Incomplete receiver(s) and not physically received by June 30, 2024**
- **Receiver(s) & invoice dates after June 30, 2024**

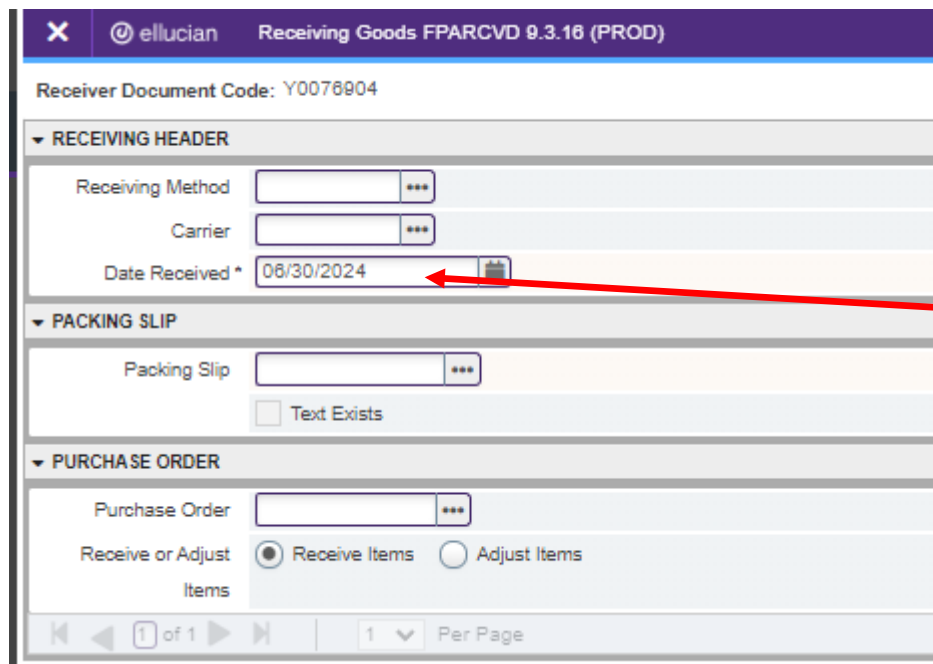
# Year-End Information Cont.

Things that help ensure an invoice(s) can be processed in the last Check Run (July 8<sup>th</sup>) for the fiscal year, with the current year budget

- **Invoice(s) sent to the [apstaff@uca.edu](mailto:apstaff@uca.edu) email by June 30, 2024**
- **Emails received with complete documentation ( Invoice, Po- Purchase order number, and approval if approving department)**
- **Complete receiver(s) and physically received by June 30, 2024**
- **Receiver(s) & invoice dates on or before June 30, 2024**
- **The process is used for Grants and Computers received in IT by June 30.**

# Year-End Information Cont.

## Receiving for June 30



The screenshot shows a software window titled "ellucian Receiving Goods FPARCVD 9.3.16 (PROD)". Below the title bar, it displays "Receiver Document Code: Y0076904". The main content is organized into sections: "RECEIVING HEADER", "PACKING SLIP", and "PURCHASE ORDER". In the "RECEIVING HEADER" section, there are three fields: "Receiving Method" (empty), "Carrier" (empty), and "Date Received" (set to "06/30/2024"). A red arrow points to the "Date Received" field. The "PACKING SLIP" section has a "Packing Slip" field (empty) and a "Text Exists" checkbox (unchecked). The "PURCHASE ORDER" section has a "Purchase Order" field (empty) and "Receive or Adjust Items" radio buttons, with "Receive Items" selected. At the bottom, there are navigation controls including "1 of 1" and "Per Page".

**Receiving Goods:  
The date must be  
manually changed  
to June 30, 2024 if  
receiving is  
completed in July.**

**Reminder:  
Complete  
receivers as items  
are received**

# Helpful Information

The first check run for FY25 will be on  
July 12, 2024

# YEAR-END INFORMATION

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TWELVE MONTH PAYMENTS TO VENDORS, ROLLING PO'S AND  
OPEN PO REPORT

# Twelve Month Payments

- **Accounts Payable makes twelve payments per year on vendors that invoice monthly.**
  - **Examples are Rock-Doc, SBS, and AT&T Mobility**
- **AT&T Mobility is a service that if not canceled before **May 21<sup>st</sup>**, a June bill will be received and you must have a PO-Purchase order in the next fiscal year.**
- **New Year SBS (Standard Business Systems) and AT&T Mobility PO's should be set up as soon as Procurement allows new year requisitions. June 27, 2024.**



# Rolling Pos-Purchase Order

- **Must notify Accounts Payable by email [rollpurchaseorder@uca.edu](mailto:rollpurchaseorder@uca.edu) if you want a PO to roll by July 9<sup>th</sup> @ 4:00 pm.**
- **When a PO is rolled, the budget **does NOT** roll with it.**
- **Most standing PO's **do NOT** roll.**
- **Be sure to roll all PO's that did not pay out in the current Fiscal Year and are expected to pay out in the new Fiscal Year. Otherwise, a new year PO will need to be created.**

# Open PO Report

- **An open PO report will be sent and should be reviewed for the following:**
  - **Items or services that have been received and not paid**
    - **Send the invoice to Accounts Payable for processing**
  - **Items or services that will not be received**
    - **Complete POCO-Purchase order change order to close PO on or before June 3<sup>rd</sup>**
  - **Items or services that will be received after June 30<sup>th</sup>**
    - **Email Accounts Payable at [rollpurchaseorder@uca.edu](mailto:rollpurchaseorder@uca.edu) to request the PO to be rolled over to FY25**

# PAYMENT PROCESSING

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Accounts Payable

# How Invoices Should be sent to Accounts Payable

- **Each invoice should include a current Purchase Order Number, current Tax Rate, and Approval if the invoice is from a department that requires approval.**
- **All Invoices should be sent to Accounts Payable at [apstaff@uca.edu](mailto:apstaff@uca.edu), not to individual analysts to ensure timely processing.**
- **Make sure vendor(s) have/reference the current/valid PO number on invoices**
- **Make sure PO's have enough encumbrance before sending the invoice to Accounts Payable for payment.**

# Banner Screens

- **FOIDOCH (Document History) can be used to check if the department has completed receiving on invoices.**
  - **Completed receiving provides Accounts Payable with a Y-number for processing.**
  - **This is an extremely helpful tool that can be used by Accounts Payable and departments.**
- **This screen (FOIDOCH) is an extremely helpful tool that lets us know that invoice items have been confirmed as received once completed by departments.**

# Banner Screens Cont.

- **FGIENCD (Detail Encumbrance)** is used to look at current funds on a certain PO and is used to look at the history of transactions in a PO.

ellucian Detail Encumbrance Activity FGIENCD 9.3.21 (PROD) ADD RETRIEVE RELATED TOOLS

Encumbrance: Encumbrance Period: All Start Over

**ENCUMBRANCE INFORMATION** Insert Delete Copy Filter

Description	Billy's Trophies & Awards	Date Established	05/17/2023
Status	C	Balance	0.00
Type	P	Vendor	B01261210 Billy's Trophies & Awards

**ENCUMBRANCE DETAIL** Insert Delete Copy Filter

Item	0 Document Accounting Dis	Orgn	
Sequence	1	Acct	
Fiscal Year	23	Prog	
Status	C	Actv	
Commit Indicator	U	Locn	
COA	U	Proj	
Index		Encumbrance	200.00
Fund		Liquidation	-200.00
		Balance	0.00

Record 1 of 1

**TRANSACTION ACTIVITY** Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
05/17/2023	PORD			200.00	200.00
06/23/2023	INEI			-130.50	69.50
06/23/2023	INEI			-48.94	20.56
06/23/2023	ICEI			130.50	151.06
06/23/2023	INEI			-16.31	134.75
06/23/2023	INEI			-130.50	4.25
06/30/2023	E032		T	-4.25	0.00

Record 1 of 7

# Receivers

- **FPARCVD (Receiving Goods) must be completed after items are received.**
- **Receivers can be completed for all purchase items and/or individual items in a purchase order.**
- **Steps are the following:**

Log in to Banner and go to **FPARCVD**.

Type the receiver code in the “Receiver Document Code” box. This is normally a “Y” number but may be “ADD”, “NEW” or a combination of letters and numbers.

Click “Go”



The screenshot shows a web application interface for 'Receiving Goods FPARCVD 9.3.3 (PROD)'. At the top, there is a blue navigation bar with icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below this, there is a form with a 'Receiver Document Code' field containing the value 'Y0062566'. To the right of the field is a green 'Go' button, which is highlighted by a red arrow. Below the form, there is a grey instruction box that reads 'Get Started: Fill out the fields above and press Go.'

# Receivers Cont.

- Steps are the following:

Receiving Goods FPARCVD 9.3.3 (PROD)

Receiver Document Code: Y0062566

Start Over

RECEIVING HEADER

Receiving Method

Carrier

Date Received \* 05/10/2018

Received By PG/BLT

Text Exists

Insert Delete Copy Filter

PACKING SLIP

Packing Slip

Bill of Lading

Text Exists

Insert Delete Copy Filter

PURCHASE ORDER

Purchase Order

Buyer

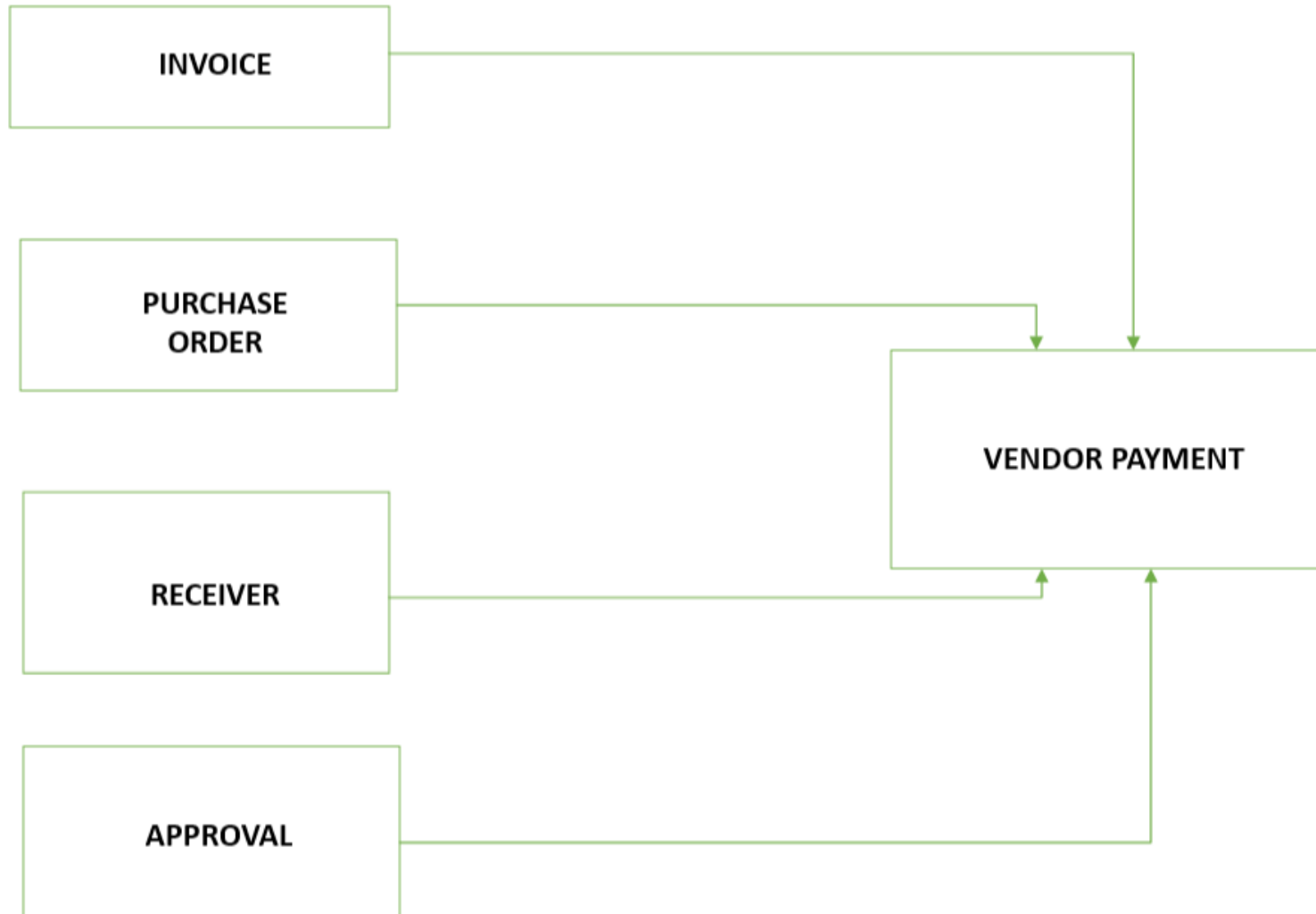
Vendor

Receive or Adjust Items  Receive Items  Adjust Items

Record 1 of 1



# DOCUMENTS NEEDED TO PROCESS A PAYMENT



# Steps In The Invoice Process

- **AP Receives Invoice**
- **Current Year PO with Encumbrance**
- **Vendor Name and Address matches PO**
- **Item description and Quantity matches PO**
- **Taxed at Current Rate**
- **Approval**
- **Receiver**
- **Vendor Payment**
- **Completed Wire Form**
- **Contract name matches the vendor name**
- **Vendor name and remit address provide on the invoice**

# Things That Delay Payment

- **No approval**
- **POCO-Purchase order change order needed**
- **Invoice doesn't match items on PO-Purchase order**
- **Vendor name doesn't match on PO-Purchase order**
- **Incorrect Address**
- **Incorrect ACH (Direct Deposit) Information**
- **Incorrect Tax Rate**
- **Incomplete Receiver**
- **Accounts Payable didn't receive an invoice**
- **Vendor name don't match the contract**
- **Incomplete Wire form**

# Contact Information

**Demetrice Woods**

**450-3182**

**Project Coordinator AP**

**Adrian Juarez**

**450-3245**

**Fiscal Support Analyst – Vendors A-C**

**Crystal Knights**

**450-5023**

**Fiscal Support Analyst – Vendors D-M**

**Diana Van Allen**

**450-5025**

**Fiscal Support Analyst – Vendors N-Z**

**Shannon Lucey**

**N/A**

**Fiscal Support Analyst**

**Send invoices and other AP correspondence to [apstaff@uca.edu](mailto:apstaff@uca.edu)**

# QUESTIONS?

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Please send questions to [apstaff@uca.edu](mailto:apstaff@uca.edu)

Thank you!

# FAQS ON THE ACCOUNTS PAYABLE WEBSITE

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<https://uca.edu/financialaccounting/faq/>