

Accounts Payable Workshop

Fall 2021

Slide 1

SM1

Sandy Miller, 11/10/2021

AP Housekeeping

Checks are processed every Tuesday and Friday ONLY unless you make arrangements with me that a rushed payment is needed. If that is the case please make it obvious in your email subject heading and file name or give me a call.

i.e. **RUSH, City of Walla Walla VO413222**

Business Office Website

UPDATE & REMINDER

Payment forms: Performance Contract and Personal Services Contracts are getting updated. Please use up-to-date forms.

TME Form – Please fill out the “Explanation” box in addition to gathering two signatures.

Travel, Meals and Entertainment Expense				Whitman College Business Office			
Special handling needed by: _____ Receipts verified by: _____ BUDGET YEAR: _____				V# Voucher Number		TME DATE SUBMITTED: November 11, 2021	
PAYEE INFORMATION Payee Name: _____ Payee ID number: _____ Payee address: _____ Place or destination: _____ Business Purpose: _____				Payment Type: <input type="checkbox"/> cash <input type="checkbox"/> paper <input type="checkbox"/> electronic Purchasing employee: _____ Payment delivery instructions: _____			
EXPENSE DETAIL				GENERAL LEDGER DESIGNATION			
Dates: See attached				General ledger code: _____ Amount: _____ General ledger code: _____ Amount: _____ General ledger code: _____ Amount: _____ General ledger code: _____ Amount: _____ Total to pay/reimburse payee: 0.00			
Lodging					0.00		0.00
Breakfast					0.00		0.00
Lunch					0.00		0.00
Dinner					0.00		0.00
Primary transportation					0.00		0.00
General food supplies					0.00		0.00
Credit or prepaid					0.00		0.00
Other					0.00		0.00
Entertainment					0.00		0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE CERTIFICATIONS By my signature below I certify that to the best of my knowledge: 1) the expenses detailed above have not been nor will not be reimbursed by any entity other than Whitman College. 2) the expenses detailed above were necessary to the business purposes of Whitman College and were appropriate and reasonable in nature.				EXPLANATION Use this space to document that the costs per person for entertainment and non-travel meals are reasonable. This space may also be used for any further explanation necessary to document that costs are incurred for the business purposes of the College.			
EMPLOYEE SIGNATURE _____ Purchasing employee				DEPARTMENT OR DIVISION APPROVAL _____ BUDGET OFFICER APPROVAL _____ SIGN FOR CASH RECEIVED _____			

WHITMAN COLLEGE

New Vendor: Our United Villages

2 messages

Ruth A. Ladderud <ladderra@whitman.edu>
To: payables <payables@whitman.edu>

Name: Our United Villages
Business Name: The ReBuilding Center
3625 N Mississippi Ave
Portland, OR 97227

w9 hand delivered
business purpose: Perf C

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Ruth Ladderud - she/her pronouns - Senior Academic Asst.
Whitman College is located on the traditional Cayuse, Umat

James Sandy Miller <millerj@whitman.edu>
To: "Ruth A. Ladderud" <ladderra@whitman.edu>
Cc: payables <payables@whitman.edu>

Our United Villages - 0629548

The ReBuilding Center
3625 N Mississippi Ave
Portland OR 97227

Vendor requests

- Email request to payables.
- W9, W-8BEN: Hand deliver or send securely; Sharefile is preferred. **DO NOT EMAIL**
- Please include name, address, business purpose.
- Name may already be in Colleague. Important to verify address and other information. **Use VENI to check prior to request.**
- Foreign vendors: Contact business office.

VP FORM AND PDF STAMPS

BON APPÉTIT MANAGEMENT COMPANY

food services for a sustainable future®

WHITMAN-CLEVELAND CM
345 Boyer Ave
Walla Walla WA 99362

Invoice Number: 1574204708
Invoice Date: Oct 28, 2021
Department: Catering
Customer Number: F157420002

Invoice

Bill To: Whitman College
345 Boyer Ave.
Walla Walla WA 99362
Peter Harvey 509-527-5993

Remit To: Bon Appetit
PO Box 417632
Boston MA 02241-7632

Note: Catering Charges for dates 10/22-10/28/21

Event Date	Event	Location	Description	Quantity	Unit Price	Amount
10/28/2021	On Campus		Catering	1.00	\$10,198.8000	\$10,198.80

Dept. _____

GL Acct.# 3-00-82-40153-2162

Kiroen Kitamura Nov 9, 2021

(Departmental Approval)

Voucher ID VO413561

Darlene Wilson Nov 3, 2021

(Cabinet Officer approval if total exceeds \$5,000)

- Vendor payment forms are no longer required if you submit an invoice from a business vendor with PDF stamp clearly displaying the necessary information. VP forms are still needed for payments including performance or personal services contracts. This does not effect continued use of TME forms

Examples and creation of PDF Stamps

Adding a stamp to a PDF

<https://helpx.adobe.com/acrobat/using/adding-stamp-pdf.html>

This website covers stamp creation and application in Adobe.
Please let me know if you need help.

Department:	_____	Voucher:	_____	RGR / 10/19/2021
GL Account:	_____			
Dept. 1 Sign:	_____	Date:	_____	
Dept. 2 Sign:	_____	Date:	_____	
Budget Sign:	_____	Date:	_____	

(Budget Officer Approval required if total is over \$5,000)

Dept. _____

GL Acct.# _____

(Departmental Approval)

Voucher ID _____

(Cabinet Officer approval if total exceeds \$5,000)

DEPT:	WCTS/Academic Replacement
GL ACCOUNT:	1-00-24-60020-5511
DEPT	
APPROVAL:	
VOUCHER ID:	V413509
	<i>Dan M Terrio</i>
	APPROVAL OVER \$5,000
	FY 2021-2022



It's easy to use & extremely helpful.

Naming Convention:

Vendor name, Voucher #, Amount

EXAMPLE OF DESIRED FILE NAME

City of Walla Walla - VO413567 - \$50,250.67

Kitamura, Kirsten - VO413568 - \$35.00

- SignRequest: 1 invoice per file with new naming convention. I receive 1 copy.
- Multiple invoices is very possible and I can provide instruction if desired.
- Monitor “My Documents” – **Don’t delete anything**

Document settings

Send documents as email attachments

- Don’t send anything for a Signature to a group email. Payables, jpmc, journalentries, etc. Only people can sign. Group emails can only “receive a copy”

Start by adding the signer information

CI Support V413805.pdf + Add file

CI Support V413805.pdf

millerj@whitman.edu
 I need to sign myself

+ Add contact

Message

File Name: CI Support V413805.pdf replace

Email subject: Enter email subject

Expire after: Never

Send automatic reminders

+ Add attachment

Save as template

Help Sign Settings

Invoice

RECEIVED
 By Ronnelle Partlow at 3:30 pm, Nov 05, 2021

CI Information Management
 PO Box 7346
 Kennewick, WA 99336
 (509)586-6090
 Billing@CI-InfoManagement.com

Date: 10/31/2021
 Invoice #: 0125958
 Customer #: 2422

Terms: Net 30 Days
 Total Amount Due: \$43.32

Total Enclosed:

Onsite Destruction

	RATE	QUANTITY	Fuel & Environmental	FEE
Onsite 32 Gallon - Recurring Shred Service	38.0000	1.00	Y	\$38.00
SUB-TOTAL				\$38.00
Fuel & Environmental				\$5.32
INVOICE TOTAL				\$43.32

WO Code - Service Date
 0218352 - 10/14/2021

Colleague Review

- Mnemonics: Favorite's list
- VOUM – Voucher Maintenance
- VOUI – Voucher Inquiry
- VENI – Vendor Inquiry
- AHST – GL Account History Inquiry

VOUM, screen #1

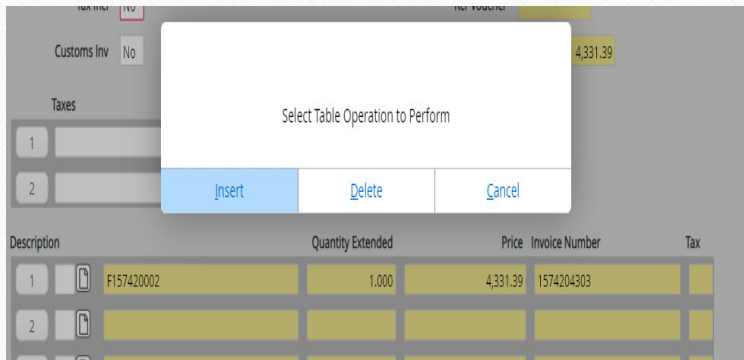
- A packing list, order confirmation, or statement is not an invoice, please do not voucher
- Invoice Number: Entire number, exactly as appears on invoice. If no number provided, be consistent with your numbering.
- Vendor ID: search by number or name (Can use ...)
- Address: Use correct address. Very easy for me to update or add to a vendor master profile.

The screenshot displays the 'VOUM - Voucher Maintenance' interface. At the top, it shows 'Voucher ID: V0413762' and 'Status Date:'. Below this, there are several input fields and dropdown menus:

- Voucher Date:** 11/10/21
- PO Number:** (empty)
- Maintenance Date:** (empty)
- Invoice Number:** (empty)
- Invoice Date:** (empty)
- Invoice Totals:** (empty)
- Vendor ID:** (empty)
- Name:** 1
- Address:** 1
- City/Zip:** (empty)
- Country:** (empty)
- Terms:** (empty)
- Due Date:** (empty)
- Take Discount:** (checkbox)
- Types:** 1
- Currency:** (empty)
- Cash Discount:** (empty)
- Check Group:** (empty)
- Rcr Voucher:** (checkbox)
- Approvals:** 1
- Comments:** 1
- AP Type:** (empty)
- Line Items:** (checkbox)
- Voucher Done:** Yes
- Reference No:** 1
- Pay Voucher:** No
- Assoc. Emps:** (checkbox)

VOUM, screen #2

- Move between screens, tabs across the top.
- Delete a line. Must have closed 3rd screen.
- Please note invoice number.



A screenshot of the "VOUM - Voucher Item List" screen. The title bar shows "VOUM - VOIL - Voucher Item List". The page has a breadcrumb "Line Items" and a sub-header "Adding Value 2".

Fields include:

- Voucher ID: V0413762
- Status Date:
- Status:
- Debit: 5.00
- Credit: 0.00
- Net: 5.00
- Vendor: 1 BON APPETIT
- PO Number:
- Tax Incl: No
- Rcr Voucher:
- Customs Inv: No
- Invoice Total: 5.00

Summary table:

Taxes	Invoice Amount	Calculated Amount
1		
2		

Main table:

Description	Quantity Extended	Price	Invoice Number	Tax
1	F157420002	1,000	5.00	TEST
2				
3				
4				
5				
6				
7				
8				
9				

Item Total: 5.00

VOUM, screen #3

- Description: Line 1 is the only line on the check stub.
- Save & Cancel to go back to VOIL(2nd screen)

COLLEAGUE LIVE | VOUM: Voucher Maintenance | servin | Log Out

No Active Context. Search for People or open Favorites to get started

VOUM - VOIL - VOUD - Voucher Item Maintenance | New Record | Save | Save All | Cancel | Cancel All

Element GL Account Window | Value 1/1

Voucher ID: V0385695 | Voucher Date: 10/25/19 | Status: | Debit: 0.00 | Credit: 0.00 | Net: 0.00

Vendor: 1 BON APPETIT | PO Number: | Rcr Voucher: | Qty Accepted: | Fixed Asset: | Vendor Part: | Form/Box/Loc: | Invoice No: 1574204303 | Invoice Date: 10/25/19 | Comments: 1

Cmdty: | Desc: 1 F157420002 | Price: 4,331.3900 | Quantity: 1,000 | Unit of Issue: | Trade Disc Amt: | Trade Disc Pct: | Cash Discount: | Extended Price: 4,331.39 | Tax Codes: 1

GL Account No	Percent	Quantity
1 3-00-82-40153-5200		

GL Amt: | Proj ID: | GL Funds Availability: FS - Bon Appetit reimb | Bgt: 4275000.00 | Exp: 1267925.15 | Enc: 0.00 | Req: 0.00 | Bal: 3007074.85

VOUI for invoice inquiry

The screenshot displays the 'VOUI: Voucher Inquiry' interface in the COLLEAGUE LIVE system. A 'Vouchers LookUp' dialog box is overlaid on the main form, featuring a search input field and buttons for 'Ok', 'Cancel', 'Finish', and 'Help'. The background form includes fields for Voucher ID, Status Date, Status, Voucher Dt, Due Date, Total Amt, Vendor ID, Name, Address, City/State/Zip, AP Type, Bank Code, Pay Voucher, Approvals, Dates, PD No, Rcr Vou, Comments, Check No/Date, Paid Amount, Financial Exports ID, and a table for Line Items with columns for Description, Quantity Extended, Price, Invoice Number, and Tax. A summary row shows 'Item Total' as 0.00 and a 'Currency' field.

- Voucher inquiry
- Voucher number works best
 - Will take Vendor name not ID

VENI (Vendor Inquiry)

Les Schwab Tire Center - 0063017

Phone: BirthDate:
Phone: Prefix:
Email: SSN:

VENI - Vendor Activity Inquiry ☆

2 of 310 Vouchers Value 5/1237

Requisitions Number	Date	Amount	Status	Req YTD	Count/Amount
1					
2				YO YTD	Count/Amount

Purchase Orders

Number	Date	Amount	Status	bu YTD	Count/Amount
1					
2				1,231	340,077.80
3					
4				Check YTD	Count/Amt
5				385	338,715.08

Vouchers

Number	Date	Net	Status	Check No/Date
5 V0412599	10/12/21	505.89	Outstanding	
6 V0411642	09/17/21	108.86	Reconciled	CF*0222140 09/21/21
7 V0411648	09/17/21	1,855.16	Reconciled	CF*0222140 09/21/21
8 V0410809	08/30/21	195.90	Reconciled	CF*0222140 09/21/21

Most useful for determining a check status or previous GL used.

Outstanding = Not paid

Paid=Sent

Reconciled=Cleared our bank

Excel icon allows export

e-checks (ACH)

- If faculty, staff or student signed up for **direct deposit ADD LINK** this is the preferred way to receive money from the college for payroll, reimbursements, etc.
- Student paper checks go to Eddie at Reid Post Office. He emails students for pickup.

Other:

- **Recurring voucher** update: Several departments are using the system. For example, internship grant payments are entered by Marisol at beginning of program. Student receives payment each month. Voucher entry done one time.
- Other payment types: Rent payments. Contract payments. Business office works with admin's to enter data and explain system that initiates monthly payments.
- Please contact payables if you would like to set up a recurring voucher.