



# ACCOUNTS PAYABLE POLICIES AND PROCEDURES MANUAL

With being a public institution, there is a requirement of much more extensive policies and procedures than generally required at private companies.

## PURCHASING

Admin Specialists, Office Specialists, and any other employee authorized by the Budget Authority may place orders based on the guidelines provided by the Oregon Institute of Technology’s Purchasing Department. Information can be found at <http://www.oit.edu/faculty-staff/purchasing-contracting>. Accounts Payable staff (who approve invoices) are not authorized to make orders and do not have access in Banner to create purchase orders. Likewise, employees that have authorization to place orders and access to create purchase orders do not have access to approve invoices.

### \*\*\*\*\*Creating POs in Banner\*\*\*\*\*

A Purchase Order is created to 1) obtain institutional approval prior to a purchase, 2) post an encumbrance on the system, and 3) place an order with a vendor. A purchase order includes the name and address of the vendor, a description of what is being purchased, and how the purchase will be funded (index the encumbrance will be posted to and the invoice will later be paid from).

<u>FIELD</u>	<u>INSTRUCTIONS</u>
<b>ACCESS</b>	Type <b>FPAPURR</b> in DIRECT ACCESS box and press [Enter]. OR To access this form through the menus - Select the following menu items in the order listed: (1) “Finance/HR System Menu” (2) “FIS Document Creation Forms”, (3) “Purchase Order Creation-FPAPURR”.

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<b>Purchase Order</b>	Leave BLANK and system will assign the next document number. Next to this field is the “COPY” icon. If you want to copy an old PO click this icon. You can then enter a PO to copy from and make changes to your new PO as necessary. Note: The copy function also copies any text attached to the original PO.
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[Next Block]

### Document Information Block

<b>Blanket Order</b>	Not used. Enter through.
<b>Order Type</b>	Defaults to Regular. Leave as is. Enter through.
<b>Order Date</b>	Defaults to current date. Leave as is or enter order date.
<b>Transaction Date</b>	Defaults to current date. Can override. Else, enter through. (This date determines which accounting period the PO will post to. A PO can post to a prior period only if the period is <u>not yet closed</u> .)
<b>Delivery Date</b>	Optional. Enter date if applicable. This date will print on the purchase order.
<b>Comments</b>	Optional. This field is for <b>Internal Use</b> and should be used for special instructions to approvers. Ex: <i>“Will pick up check”, “Need ASAP” or “Send copy of registration form”</i> . This will not print on the purchase order. (30 characters maximum.)
<b>Print Indicator</b>	Defaults unchecked. Leave blank to have PO printed by Business Office batch process and mailed. Check the box if the PO is <u>not</u> to be printed by batch process and mailed.

<b>Document Level</b>	Defaults checked. Uncheck if you need to enter multiple commodities which have one to one relationships
<b>Accounting</b>	with multiple accounting records—this is called “Commodity Level Accounting”. This is necessary if purchasing capital assets and anytime there is more than one commodity being purchased.
<b>Buyer Code</b>	<b>Required.</b> Enter Buyer code- click on the arrow next to the <b>Buyer Code</b> field to select a code from a list.
<b>NSF Checking</b>	Defaults checked. The Non-sufficient Funds checking feature is always active and may not be turned off here.
<b>Deferred Editing</b>	Leave unchecked. This feature defers editing until posting and disables the immediate display of online errors.
<b>[Next Block]</b>	

#### Requestor/Delivery Block

All required information defaults. Email address is optional. Fields can be changed if needed.

**Attention to** Leave as is or enter a specific name.  
**[Next Block]**

#### Vendor Block

**Vendor** Enter the vendor number or click on the search arrow to the right of the **Vendor** field to search for the vendor #. Select **Entity Name/ID Search (FTIIDEN)**. Click in **Last Name** field and enter name of vendor. (It’s case sensitive and you may want to use the “%” wildcard. Ex: %Boise%). **Execute Query** [F8]. Double click on the desired vendor from the list to return it to the form. If no match is found, (email or call AP Office to get help with searching and directions on obtaining a W-9 if needed).

**Important Note:** **A PO# is assigned as soon as either the vendor arrow is selected or the vendor ID is entered & saved. If you decide to cancel or exit at this or any other point prior to completion, you must first delete the record; otherwise it leaves an incomplete PO on the system. To do this, click on the Remove Record icon twice from the Document Information Block. The hint text at the bottom of the page should read “Deletion of Purchase Order is Complete”. Or when on the first screen of PO, hit Shift F6 twice-this will also delete PO.**

**Vendor Address** If defaulting address is incorrect, click on the arrow next to the **Address Type** field. Scroll through the addresses using the up/down arrow keys. Double click on the correct address to return it to the purchase order form. If no match is found, e-mail Fis@oit.edu to have the correct address set up.  
*Note: Be sure the address you select has an address type of VO.*

#### To Add Document Text to the Purchase Order:

**Document Text is required.** Select the **Document Text** option from “Options” in the top toolbar. **[Next Block]** to get to text block. Enter desired text. If you do not want the text printed on the Purchase Order, uncheck the box under **Print** for each line of text. *Note: Text does not wrap. Arrow down to enter more text.* Click [Save], then [Exit].

**[Next Block]**

#### Commodity/Accounting Block

Header information will default.

**Commodity** Not used. Enter through.

**Description** Enter Description of item. A good description explains to both approvers and vendors what is being ordered and why. If more than 50 characters are needed, select the **Item Text** from “Options” in the top toolbar to enter additional text. (Follow same directions above for adding Document Text)

**U/M** Enter “EA” for the Unit of Measure abbreviation or click on the arrow to select from a list.

**Quantity** Enter the number of units to be purchased.

**Unit Price** Enter the price per unit for the commodity.

**Discount Amount** Not used. Enter through. (This should be figured in to price above and entered as the net price).

**Add'l Amount** Not used. Enter through. (This should be figured in to price above and entered as the net price).

To add another commodity record: [Next Record] or arrow down. Repeat the process of entering required information. NOTE: If you are using "Commodity Level Accounting" (see note in Document Information Block above), you must enter your accounting for the first commodity before entering a second commodity.

To delete a commodity record: Use [Clear Record] to remove a commodity line that has **not** been saved; Use [Remove Record] to remove a commodity line that has been saved.

To view a list of all the commodities: select **Review Commodity Information** from "Options" in the top toolbar. [Exit] to return.

[Next Block] to go to **Accounting Block**.

**COA** Defaults to H. Leave as is.

**Index** Enter Index code - will populate all necessary fields except Account.

**Account** Enter Account code.

**Activity** Enter Activity code when applicable. Else, enter through.

**Location** Enter Location code when applicable. Else, enter through.

**Extended Amt** Enter amount to be charged to this Index/Account code combination.

**Discount Amt** Not used. Enter through. (This should be figured in to price above and entered as the net price).

**Add'l Amount** Not used. Enter through. (This should be figured in to price above and entered as the net price).

To add another accounting record: [Next Record] or arrow down. [Save] to update the document accounting total.

To delete an accounting record: Use [Clear Record] to remove an accounting line that has **not** been saved; Use [Remove Record] to remove an accounting line that has been saved.

**Important Note: Before proceeding be sure to verify that Document Commodity Total equals Document Accounting Total.**

[Next Block]

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### Balancing/Completion Block

*Note: Make sure status is "balanced" before completing.*

**Note the PO number for future reference.**

Click on **Complete** to finish the Purchase Order. Clicking on **In Process** will leave the Purchase Order incomplete and allow you to return to the purchase order creation form and finish it later. Make sure to note your purchase order number if leaving it incomplete because once you click **In Process**, the purchase order number will no longer be displayed.

*Note: If the PO will not be completed, it must be removed from the system. To delete an incomplete PO, navigate to the Document Information Block and click on the Remove Record icon twice or hit Shift F6 twice. The hint text at the bottom of the page should read "Deletion of Purchase Order is Complete".*

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### SIDE (but important) NOTES:

**Remember that a PO alone does not produce a payment to the vendor.** For a check to be issued, an original vendor invoice (or a registration form, membership application, etc.) must be sent to the Business Office Accounts Payable. On the invoice, note the appropriate Purchase Order number, and date and sign it.

**Forget to write down the PO number? Completed PO numbers can be found using the Open PO by Vendor Form, FPIOPOV, or Open PO by FOAPAL, FPIOPOF.** Enter vendor number or FOAPAL and [Next Block] to see a list of POs. More information on the PO can be viewed by clicking on the desired PO and then selecting the appropriate item in OPTIONS.

**To check the status of a PO:** Use the Document History Form **FOIDoch**. Enter "PO" for document type and the PO number for document code. [Next Block] Status indicators include: (Blank) Incomplete, (C) Complete, (A) Approved, (P) Paid, (X) Cancelled.

**To simply review a PO:** Use the Purchase Order Query Form, **FPIPURR**. Enter the PO number and [Next Block] through the form.

## **BUDGET AUTHORITIES**

Department Chairs and Department Directors are automatically the Budget Authority for their department's indexes. The Accounts Payable Office keeps a list of all indexes and the Budget Authority for each. This list is reviewed and updated on an as needed basis throughout the year. The V.P. of Finance and Administration reviews and approves the accuracy of this list yearly.

As a designated Budget Authority, by signing, these employees are attesting that goods have been received and that prices and quantities are reasonable.

## **PROJECT MANAGERS**

For expenses related to projects, the Project Manager signature is also required in addition to the Budget Authority. The Project Manager signs for the accuracy of hours/materials being charged.

## **NEW VENDOR SETUP**

In order to process a payment for a new vendor, the vendor must provide Oregon Tech with a completed vendor setup packet. See instructions on obtaining this packet below. Also below are instructions for Direct Deposit set up for vendors.

### **Obtaining a Completed Vendor Setup Packet**

If Admin/Office Specialist purchases from a company that is not already set up in Banner as a vendor, they must request a vendor setup packet be completed by the company. This packet can be found on the Oregon Tech website at <http://www.oit.edu/faculty-staff/ba/ap> on the right hand side.

Authorized ways of obtaining vendor setup packets from vendors are by fax or postal mail. Vendors can fax packets directly to the Accounts Payable Office at 541-885-1115 or mail to:

Oregon Institute of Technology  
Attn: Accounts Payable  
3201 Campus Drive  
Klamath Falls, OR 97601

**The current W9 version is required (last updated December 2014). Older versions will NOT be accepted. Name of requestor is REQUIRED on the New Vendor Setup Form. W-9s will not be input into Banner without this information.**

Once the Accounts Payable Office has received the completed vendor setup packet, it is given to the appropriate employee responsible for entering new vendors. AP staff members do not have access to enter new vendors. Once the vendor is created in Banner, an email will be sent to the requestor providing the new vendor id #. Vendor packets are filed in the Accounts Payable Office.

### **Getting a Company Set Up With Direct Deposit**

If a vendor would like to receive payments by direct deposit instead of by check, they must complete an Oregon Tech Vendor ACH Authorization Form. This form can be found on the Oregon Tech website at <http://www.oit.edu/faculty-staff/ba/ap> on the right hand side. A copy of a voided check must also be submitted with the form. Forms may be faxed to Accounts Payable Office at 541-885-1115 or mailed to:

Oregon Institute of Technology  
Attn: Accounts Payable  
3201 Campus Drive  
Klamath Falls, OR 97601

Once the Accounts Payable Office has received a Vendor ACH Authorization Form, it is given to the appropriate employee responsible for entering the information. AP staff members do not have access to enter these. Once it is set up in Banner, an email will be sent to the requestor letting them know about the change. Vendor ACH Authorization Forms are filed in the Accounts Payable Office.

### **Getting a New Vendor Pay Address (VP address code) Added in Banner**

If an invoice has a remit to address that is not already set up in Banner for that vendor, Admin/Office Specialist should send the vendor a new vendor setup packet to complete (and the current remit to address should be included in the completed packet that is returned to Oregon Tech from the vendor).

## **ENCUMBRANCES**

Oregon Tech only uses encumbrances when booking airfare through our contracted travel agent CMT. Employees may use the travel agent to book airfare for business trips. When booking with CMT, an encumbrance number as well as the index and account code to be charged are required to be provided before booking can be completed. Office/Admin Specialists have access to create encumbrances in Banner. They should get a quote from the travel agent first, create the encumbrance, and then provide the encumbrance number upon booking the airfare. AP staff review and approve encumbrances in Banner. See section labeled "Travel Reimbursements" for more information regarding airfare purchases. See below for correct format to use when entering encumbrances into Banner.

### **Format for Creating Encumbrances in Banner**

1. The encumbrance description line should be in the following format: (Last Name of Traveler), (First Initial) (City of Destination) (Date of Departure-XX/XX/XX). EXAMPLE: **White, K Portland 01/20/12**
2. Journal Type should be 2ENC (Original Encumbrance)
3. Document text information needs to include the purpose of the travel (so that we can verify the correct account code is being used in the FOAPAL area of encumbrance) and it should include the traveler's name.

## **INVOICES**

See later in this section for instructions on how to enter direct pay and regular pay invoices into Banner. Office/Admin Specialist should use the provided AP stamps on each invoice. These stamps provide a place to write all the information that invoice hard copies need before being forwarded around for signatures and eventually forwarded to the Accounts Payable Office. The invoice process for each of the different campus locations at Oregon Institute of Technology is as follows:

### **For Klamath Falls Campus:**

1. Invoices are received from vendors in the Business Affairs Office by postal mail or by email to [Baopay@oit.edu](mailto:Baopay@oit.edu) (which is an Accounts Payable designated email folder). Accounts Payable (AP) staff then forwards them to appropriate departments for processing (either by campus mail or by forwarding the email).
2. Department Admin/Office Specialists obtain necessary signatures from Budget Authorities and Project Managers if applicable, enter invoices into Banner, and send via campus mail back to Accounts Payable Office. If more than one Budget Authority and/or Project Manager signature is needed, Admin/Office Specialist should send the invoice to the

Admin/Office Specialist of the first signer with clear instructions of where else the invoice needs to be routed (the final destination being the Accounts Payable Office).

3. AP staff then reviews invoices, checking for correct Budget Authority, and when applicable Project Manager, signatures. AP staff also checks for accuracy of information entered (i.e. invoice date, vendor invoice number, contract information, remit to address, account code, sufficient document text and commodity description). Account code list can be found on the chart of accounts at <http://www.oit.edu/faculty-staff/business-affairs/chart-of-accounts>.

4. If the invoice is correct, AP staff approves it in their approval queue and it moves on to any other approvals required (Core Check queue, Purchasing queue, NSF queue, or any Department specific queues).

5. If the invoice needs a correction, AP staff disapproves it and emails a message to the Admin/Office Specialist detailing the corrections needed. They will also get a Banner generated email the next morning telling them they have a document in open status. After corrections have been made, and they hit complete again, the invoice will get routed back to the approval queues.

6. The Accounts Payable Office keeps invoices to check against direct deposit run registers (done Thursday mornings by 9:00 a.m.) and check run registers (done Wednesday mornings by 9:00 a.m.).

7. The Oregon Tech Cashier's Office runs checks and ACH (direct deposit runs) and also mails out and/or disburses the checks.

8. AP staff then files invoices in Accounts Payable file cabinet.

#### **For Wilsonville, Boeing, Chemeketa, & LaGrande Campuses:**

1. Invoices are received from vendors in the Business Affairs Office in Klamath Falls by postal mail or by email to [Baoapay@oit.edu](mailto:Baoapay@oit.edu) (which is an Accounts Payable designated email folder). AP staff then emails scanned copies of invoices (or simply forwards email they received) to Admin/Office Specialist at appropriate campus for processing.

2. Admin/Office Specialist obtains necessary signature from Budget Authority and Project Manager if applicable (if signers are located at their campus location and don't have a designated approval queue), then enters invoice into Banner, and sends a scanned copy via email to AP in Klamath Falls at [Baoapay@oit.edu](mailto:Baoapay@oit.edu). If the Budget Authority and/or Project Manager is located in Klamath Falls or at another campus other than their own, the Admin/Office Specialist instead, emails a scanned copy to the Admin/Office Specialist of that area (cc: BAOAPAY@oit.edu) requesting that they obtain the signature and then forward the invoice to the office staff of the next Budget Authority and/or Project Manager for signature (if more than one signature is required). The email should be detailed out with names of all signatures needed and in what order to send the invoice to the different departments. It should specify that the last place should forward the invoice to the Accounts Payable Office once the final signature is obtained.

3. AP staff then reviews invoices, checking for correct Budget Authority, and when applicable Project Manager, signatures. AP staff also checks for accuracy of information entered (i.e. invoice date, vendor invoice number, contract information, remit to address, account code, sufficient document text and commodity description). Account code list can be found on the chart of accounts at <http://www.oit.edu/faculty-staff/business-affairs/chart-of-accounts>..

4. If the invoice is correct, AP staff approves it in their approval queue and it moves on to any other approvals required (Core Check queue, Purchasing queue, NSF queue, or any Department specific queues).
5. If the invoice needs a correction, AP staff disapproves it and emails a message to the Admin/Office Specialist detailing the corrections needed. They will also get a Banner generated email the next morning telling them they have a document in open status. After corrections have been made, and they hit complete again, the invoice will get routed back to the approval queues.
6. The Accounts Payable Office keeps invoices to check against direct deposit run registers (done Thursday mornings by 9:00 a.m.) and check run registers (done Wednesday mornings by 9:00 a.m.).
7. The Oregon Tech Cashier's Office runs checks and ACH (direct deposit runs) and also mails out and/or disburses the checks.
8. Admin/Office Specialist mails original invoices with original Budget Authority Signatures (if signatures from their campus were obtained) to the Accounts Payable Office in Klamath Falls weekly. Please send all invoices for the week in one envelope and make sure to have a note specifying that they are originals to be attached to the copies that we paid from.
9. AP staff will put originals with copies that were paid and then files invoices in Accounts Payable file cabinet.

### **Document Text for Invoices**

Sufficient document text in invoices will include the following:

- A clear description of purchase
  - Which campus the purchase is for
  - Contract number if applicable
  - List the Budget Authority who has authorized purchase
  - Project Manager name if applicable
  - Name and phone number of Admin/Office Specialist who entered the invoice
- If purchase is for a **capital asset or a laptop**, please also include the following (See Special Invoice Section for more detailed instructions):
- Item Description
  - Model
  - Serial Number
  - Manufacturer
  - Department/Office
  - Building and room location of equipment
  - Instructional or administrative use
- If purchase is for **hosting**, please also include the following (See hosting section for more detailed instructions):
- Who: List Names
  - What: Specify which meal was hosted (breakfast, lunch, or dinner)
  - Where: Specify restaurant, building, or other location & city and state of hosting event
  - When: Date of hosting event
  - Why: Brief description of the purpose of the hosting event

### **Location Codes for Invoices**

Location codes are required to be used in invoices (please also enter the location code in the accounting information when creating a PO) when minor equipment or capital asset account codes are used. These

account codes include: 20200 to 20216; 23502, 23505, & 23511; any 4XXXX level or any A8XXX level account codes. **Please use the generic building location code for the building that the equipment is being purchased for (i.e., don't use SN116 if purchasing a computer for the Cashier's Office, use B005 instead-which is the Snell Hall location code).** The location code is entered in Banner in the invoice (and the PO) on the accounting screen in the box labeled "Locn".

### Activity Codes for Invoices

Activity codes are used by some departments to track certain expenses. Office/Admin Specialists need to include activity codes on travel reimbursement paperwork (next to the index and account code) when activity codes are needed so that the Accounts Payable Office can make sure to enter it in the travel reimbursement invoice in Banner. For other AP invoices, Office/Admin Specialist should include the activity code on the hard copy of the invoice, and also enter it in the Banner invoice created. The activity code is entered in Banner in the invoice on the accounting screen in the box labeled "Actv".

### \*\*\*\*\*Entering Direct Pay Invoices in Banner (invoice w/o PO)\*\*\*\*\*

#### FIELD

#### INSTRUCTIONS

#### ACCESS

Type **FAAINVE** in DIRECT ACCESS box, press [Enter].  
OR  
To access this form through the menus, select the following menu items in the order listed: (1) "Finance/HR System Menu", (2) "FIS Document Creation Forms", (3) "Invoice/Credit Memo Creation - FAAINVE".

#### Document #

[Enter] Will populate "NEXT" for system to assign the next document number.

#### Invoice Type

Defaults to "Direct Pay". Leave as is. [Enter]

#### Vendor

Enter the vendor number or click on the search down arrow to the right of the **Vendor** field to search for the vendor #. Select **Entity Name/ID Search (FTIIDEN)**. Click in **Last Name** field and enter name of vendor. (It's case sensitive and you may want to use the "%" wildcard. Ex: %Boise%). **Execute Query** [F8]. Double click on the desired vendor from the list to return it to the form. If no match is found, (email or call AP Office to get help with searching and directions on obtaining a W-9 if needed).

[Next Block]

### Invoice/Credit Memo Header Block

#### Invoice Date

Defaults to current date. Enter date from vendor's invoice.

#### Transaction Date

Defaults to current date. Can override, if necessary (to expense invoice in a different period).

#### Doc Acctg

Defaults to checked. Leave as is if there is going to be only one commodity line. If there will be two or more commodity lines, uncheck to make invoice Commodity level accounting. [Enter]

#### Check Vendor

Enter through. (Leave blank)

#### Vendor Address

Defaults to payment address assigned on vendor's record. If incorrect, click on the down arrow box next to the **Seq#** field. Scroll through the addresses using the up/down arrow keys. Double click on the correct address to return it to the invoice form. If no match is found, e-mail Fis@oit.edu to have the correct address set up. *Note: Be sure the address you select has an address type of VP (for vendor pay), a BU (for on campus addresses) or a VT (for direct deposit).*

#### Discount Code

Leave blank

#### Payment Due

Enter date, (use today's date-day you are entering invoice).

#### Bank

Defaults to "B1". Leave as is. [Enter]

#### Credit memo

Check box if invoice is a Credit Memo. (If it is a credit memo, note in document text the invoice number it is connected with). Otherwise, leave blank.

#### Vendor Invoice #

Enter the unique number assigned to the invoice by the vendor.

**Dir Dep Status, Dir Dep Override, 1099 Tax ID, 1099 Vendor, Text Exists**All default and cannot be overridden.



[Next Block]

Go to Options at top drop downs, select document text. Enter detailed document text.  
Save, Exit, and then Next Block

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### **Invoice Commodity Information Block**

**Doc Item** System will assign item number.  
**Commodity** Unused at this time (except for Travel Reimbursements-which AP enters). Leave blank.

**Description** Enter description of item purchased.

**Approved Amt** Enter the dollar amount of the invoice or individual item.

**Discount Amt** Leave blank-(discounts should be accounted for in lines above-so just enter the net amount in the approved box).

**Additional Amt** Leave blank-(and shipping, etc. should also be included in approved box above also).

**Net Amount** System calculates net total amount.

**NEXT BLOCK** (if you are entering an invoice with more than one commodity line (so a commodity level accounting invoice), you will now go to accounting screen to enter all accounting information for this commodity line., so skip down to Invoice Accounting Distribution Block steps. After completing accounting steps below for this commodity line, you will hit F11 (previous block) and then:

To add another commodity record: [Next Record] or arrow down Enter description and amount(s). Again, after completing the description and amount for this second commodity record, hit F12 (next block) and complete accounting screen information steps below. Repeat for all commodity records.

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### **Invoice Accounting Distribution Block**

All header information will populate. **COA** and **Yr** default.

**Index** Enter Index code. (Will populate all necessary FOAPAL fields except Account.)  
**Account** Enter Account code.

**Bank** Defaults to B1. [Enter]  
**Income Type** Not used. [Enter]

**Approved, Discount, Additional**  
**Commodity** Automatically populates  
**%** Not used. [Enter]  
**Accounting** Enter applicable amount(s). ***Do this for each accounting record.***

**Indicators** Automatically populates where necessary.

To go to another accounting record (if multiple are needed): [Next Record] or arrow down. The **Sequence Number** will change. If this is a commodity level accounting invoice, remember that you are only entering accounting sequences for a specific commodity line and you will need to go to the previous block (arrow up or down to another commodity record, and then go next block to come back to accounting screen to enter the accounting sequences for that specific commodity record). [Save]

To view list of multiple accounting distributions: select the **Review Accounting Information** option from the menu bar. [Exit] to return.

[Next Block]

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### **Balancing/Completion Block**

Assure all columns are in BALANCED status.

***Write down the system-generated document number and the vendor's number on the vendor's invoice.***

Click on **Complete** to complete Invoice. (Clicking on **In Process** will leave the Invoice incomplete.)

**\*\*\*\*\*Entering Regular Pay Invoices in Banner (invoice w/PO)\*\*\*\*\***

**FIELD**

**INSTRUCTIONS**

**ACCESS**

Type **FAAINVE** in DIRECT ACCESS box, press [Enter].  
OR  
To access this form through the menus, select the following menu items in the order listed: (1) "Finance/HR System Menu", (2) "FIS Document Creation Forms Menu", (3) "Invoice/Credit Memo Creation - FAAINVE".

**Document # Multiple**

[Enter] Will populate "NEXT" for system to assign the next document number. Leave unchecked. [Enter]

**Invoice Type**

Defaults to "Direct Pay". Select "Regular". [Enter]

**Purchase Order**

Enter the Purchase Order number relevant to the invoice.

**\*Choose one:**

**Select PO Items**

Enter "Y" to select items from PO to invoice. Next Block (F12). Will take you to the **Invoice/Credit Memo PO Selection Form-FAQINVP**. Check the add box next to each item that will be paid on this vendor's invoice (make sure box is actually check marked). [Save] [Exit]

**Invoice All**

Enter "Y" if you want to invoice all the items on the PO. Next Block (F12) Otherwise, leave blank.

[Next Block]

**Invoice/Credit Memo Header Block**

**Invoice Date**

Defaults to current date. Enter date from vendor's invoice.

**Transaction Date**

Defaults to current date. Can override, if necessary (to expense invoice in a different period).

**Doc Accting Check Vendor**

Defaults from the purchase order. (This cannot be changed on the invoice.) Enter or tab through. (leave blank)

**Vendor Address**

Defaults to payment address assigned on vendor's record. If address is incorrect, click on the down arrow box next to the **Seq#** field. Scroll through the addresses using the up/down arrow keys. Double click on the correct address to return it to the invoice form. If no match is found, e-mail Fis@oit.edu to have the correct address set up. *Note: Be sure the address you select has an address type of **VP (for vendor pay), a BU (for on campus addresses) or a VT (for direct deposit).***

**Discount Code**

Leave blank

**Payment Due**

Enter date, (use today's date-day you are entering invoice).

**Bank**

Defaults to "B1". Leave as is. [Enter]

**Credit memo**

Credit memos cannot be entered as a regular pay document, so if trying to enter a credit memo (and you have selected regular pay in the first block of document), delete credit memo. Enter as a direct pay and just reference PO number in doctext. (When entering a credit memo, note in document text the invoice number it is connected with).

**Vendor Invoice #**

Enter the unique number assigned to the invoice by the vendor.

**Dir Dep Status, Dir Dep Override, 1099 Tax ID, 1099 Vendor, Text Exists**All default and cannot be overridden.

[Next Block]

Go to Options at top drop downs, select document text. Enter detailed document text.

Save, Exit, and then Next Block

**Invoice Commodity Information Block**

All header information defaults. Commodity Description, Accepted, Invoiced, and Approved lines can be overridden (Accepted, Invoice, and Approved lines should match each other exactly and match the paper invoice you are entering off of-Ordered line is auto filled with information from the PO and cannot be changed). If it is the final payment on the PO item make sure the Final Payment Indicator "F" is filled in. If there is going to be another invoice paid on the PO item, leave final payment box blank.

**Commodity**

Not used.

**Description** Defaults from PO. Can override (and should make very specific-including time period we are paying for if there is one).  
**U/M** Defaults "EA" from the purchase order.  
**Add** Not used.  
**Quantity Ordered** Defaults. Cannot be overridden.  
**Prev Invc Accepted** Defaults. Cannot be overridden.  
 Fill in to match invoiced and approved lines, so enter the number of items included on this vendor's invoice and the unit price.  
**Invoiced** Defaults. Enter the number of items included on this vendor's invoice.  
**Approved** Enter the number of items to be paid on this vendor's invoice if different from the defaulting value. Do this for each commodity record.

*Note: If Approved Quantity is changed, the "F" disappears on the **Final Payment Indicator** and will need to be reentered if it is the final payment on the PO item.*

**Unit Price** Defaults from the purchase order. Can be changed if necessary.  
**Extended Price** System will calculate from Quantity Approved and Unit Price.

**Tol Override** [Enter] (This is only necessary if items purchased exceed PO amount.) (You will get an error if this is the case and will not be able to complete the invoice. Please email [Fis@oit.edu](mailto:Fis@oit.edu) requesting a tolerance override if this happens).  
**Hold** Defaults "N".

**Final Payment Ind** Banner defaults "F" for each commodity selected if the **Select PO Items** option was chosen and defaults "F" for all commodities if the **Invoice All** option was chosen (as long as the Approved Quantity equals the Ordered Quantity.) If Approved Quantity is changed and/or does not equal Ordered Quantity, the "F" disappears. **The Final Payment Indicator is to be left blank only if there is still quantity remaining and this is NOT the final payment on the PO item.** This is the case for each commodity record.

*Note: If a portion of a commodity was previously invoiced and it is now determined that the remaining portion will never be invoiced, the encumbrance will need to be liquidated and the PO closed. (Email [Fis@oit.edu](mailto:Fis@oit.edu) requesting PO liquidation if needed.)*

**Discount Amt** Leave blank-(discounts should be accounted for in lines above-so just enter the net amount in accepted, invoiced, and approved lines).

**Additional Amt** Leave blank-(and shipping, etc. should also be included in lines above).

**Net Amount** System calculates net total amount.

To view another commodity record (if multiple exist): [Next Record] or arrow down (using arrows on keyboard).

(Next, uncheck Access Completion box first and then)

[Next Block]

**Invoice Accounting Distribution Block**

All header information will populate. **COA** and **Yr** default.

**Index** Defaults from PO. (Can be overridden. If so, will populate all necessary FOAPAL fields except Account.)  
**FOAPAL** Defaults from PO. (Can be overridden.)

**Bank** Defaults to B1. [Enter]  
**Income Type** Not used. [Enter]

**Approved, Discount, Additional**

**Commodity** Automatically populates

**%** Not used. [Enter]

**Accounting** Enter the amount to be charged to this Index/Account code combination if the defaulting value is different than the Approved Commodity amount. Approved Commodity must equal Approved Accounting.

**Net** System Calculates  
**Currency Code** Not used.  
**Indicators** Enter through - automatically populates where necessary

To view list of multiple accounting distributions: select the **Review Accounting Information** option from the menu bar. [Exit] to return.

[Next Block]

## **Balancing/Completion Block**

Assure all columns are in BALANCED status.

**Write down the system-generated document number and the vendor's number on the vendor's invoice.** Click on **Complete** to complete Invoice. (Clicking on **In Process** will leave the Invoice incomplete.)

## **Special Invoice Section**

### **Invoices for Capital Asset Purchases**

Invoices for capital asset purchases (purchases of equipment that are \$5,000, or more per piece of equipment or system) require special documentation. Document text for the invoice in Banner must include the normal document text information plus the following:

- Item Description
- Model
- Serial Number
- Manufacturer
- Department/Office
- Building and room location of equipment
- Instructional or administrative use

Account codes to be used for expenses for capital assets include all 4XXXX series account codes (these should be used with all index codes except XXX3XX and XXX2XX level indexes) or A8XXX series account codes (these account codes should be used for indexes that are auxiliary or service center indexes- XXX3XX or XXX2XX level indexes). Also, a location code must be used on the accounting screen of the invoice for any capital asset purchases (see above under location codes section for more information).

### **Personal Reimbursements (also called Business Expense Reimbursements)**

Due to audit and policy guidelines, the Business Affairs Office (BAO) prefers to pay vendors direct whenever possible. Direct vendor pays avoid the extra work involved for everyone on campus in approving and documenting reimbursement requests.

Sometimes direct vendor pays are not practical. When amounts are paid by a staff member, either on behalf of Oregon Tech or for expenses incurred in connection with Oregon Tech business, an approved Reimbursement Request should be submitted to the BAO for payment. Some types of expenses, such as Travel and Hosting, must be approved prior to being incurred and require specific types of documentation. (See specific Travel and Hosting sections below.)

The BAO uses two types of reimbursement request forms: Travel and Personal Reimbursement Requests; and two types of pre-approval forms: Travel Authorization Requests and Approvals Form for Hosting Groups/Guests. All of these forms are accessible on the BAO website in fill-able form at <http://www.oit.edu/faculty-staff/ba/ap>. Also on the BAO website there are Vicinity Mileage and Moving Expense Reimbursement Request forms (which should be used for those specific instances instead of the regular Travel Reimbursement Request form). See more info for Travel and Hosting below in those specific sections.

Reimbursements incurred in connection with student functions have slightly different requirements. If a student club advisor or someone who will be traveling with students on Oregon Tech sponsored programs have questions or need assistance with these types of reimbursements, please refer them to Cindy Childers, (before the event outing).

The approval process for all personal reimbursements is somewhat different than for regular invoices paid to an outside vendor. The difference being that in addition to the Budget Authority sign off requirement, sign off by the Vice President/Provost of the department is required also.

The Admin/Office Specialist of the department will fill out a Personal Reimbursement Request form, get all necessary signatures, and enter the reimbursement as an invoice in Banner. For any personal reimbursements, other than hosting, 28994 (Reimbursement S&S-Employees) is the correct account code that should be used. If departments would like expenses to be classified by the specific items purchased, they need to do a Journal Voucher to move the expense to the appropriate account code. See below, in Hosting section, for instructions on invoice format in Banner for personal reimbursements for hosting.

Because of the additional time required across campus to process personal reimbursements as compared to other types of invoices, personal expense reimbursements should be kept to a minimum. The Admin/Office Specialists can provide help to faculty and other employees in procuring what is needed in an efficient manner both in terms of time and costs. On those rare occasions when expenses are incurred for the benefit of Oregon Tech by an employee, a Personal Reimbursement Request form should be submitted <http://www.oit.edu/faculty-staff/ba/ap> (Personal Reimbursement Request form on the right hand side) with original documentation. The request must be approved by:

- **Budget Authority** responsible for the index that will fund the expenses
- **VP/Provost** overseeing the department.

Excessive reimbursement requests will be referred to the VP/Provost.

### **Hosting**

Requirements:

- Written Pre-Authorization (Approvals Form for Hosting Groups/Guest found at <http://www.oit.edu/faculty-staff/ba/ap/hosting>)
- Original Receipts (showing payment type-and if by credit card, it should show the last four of the credit card number; if by check, a copy of the cancelled check needs to be attached.)
- Meets the Who, What, Where, When, & Why Questions
- Subject to University reasonable guidelines

Meals, entertainment and other hosting expenses are another type of expense subject to close scrutiny by outside agencies. Oregon Tech has very specific and limiting criteria for the reimbursement of these expenses. The Admin/Office Specialists are very familiar with the criteria and can assist other employees with the pre-approval and submission process for hosting expenses. As a general rule, meals for staff or others are not reimbursable unless the occasion meets one of the following criteria:

#### **Hosting expenses of official guests of the institution can be paid with university funds.**

- These include candidates to fill employee positions, visiting scholars/scientists/artists, seminar speakers, advisory board members.
- Prospective students, prospective student athletes within appropriate athletic association guidelines, and other guests whose visit provides a clear benefit to the institution.

#### **Business-related group functions can be paid with university funds.**

- Conferences, workshops, departmental staff retreats, training sessions. An agenda must be provided and the event must be for a period in excess of 2 hours.

- Employee working meals that are provided on site, with a clear business purpose that due to scheduling conflicts could not be transacted at any other time. There should be an agenda or project schedule supporting that the above criteria was met.
- Student recruitment and orientation, non-employee and student recognition events, official graduation recognition, and volunteer appreciation.

Hosting events sponsored by student clubs are subject to different criteria. Reimbursements incurred in connection with student functions have slightly different requirements. If student club advisors have questions, please have them contact Cindy Childers. Club advisors will be provided a handout and training specific to club activity reimbursements.

Oregon Tech has an adopted policy that hosting expenses must be pre-approved. Prior to the hosting event, an Approval Form for Hosting Groups/Guests <http://www.oit.edu/faculty-staff/ba/ap/hosting> should be filled out and approved by:

- **Budget Authority** responsible for the index that will fund the expenses
- **VP/Provost** overseeing the department.

With the exception of group hosting on campus (where food is brought in for a group event (food is only allowed to be brought on campus at Portland/Wilsonville/Seattle Boeing/Chemeketa/La Grande campuses-Klamath Falls campus must use Sodexo) or large group off-campus hosting where vendor direct pay is used, hosting expenses must be paid for by the individual host and submitted for reimbursement using a Personal Reimbursement Request Form located at <http://www.oit.edu/faculty-staff/ba/ap> (on the right hand side) with the pre-approved Hosting Form and original receipt/s attached. An Oregon Tech purchase card may not be used for hosting except in limited circumstances. (See the Procurement Card section that follows.)

All receipts should be original and clearly indicate how many people were served, what was served (food vs. alcohol), the date of the purchase, how it was paid for (if paid by a credit card it needs to have some identification as to the card charged-last four of credit card number; if by check, a copy of the cancelled check needs to be attached), and the amount of any tip. By Oregon Tech policy tips in excess of 15% and alcohol may not be reimbursed.

In addition to the documentation, the requests should clearly indicate who was present at the meal/event, what the occasion was (meal, event, etc.), where the meal/event took place, when including the time of day (breakfast, lunch or dinner) and why it was for business or the benefit of Oregon Tech.

For more detailed information on what are allowable hosting expenses, please visit the OUS website at <http://www.ous.edu/dept/cont-div/fpm/genl-56-100>.

#### **Personal reimbursements for hosting format to be used in Banner**

Office/Admin Specialists enter personal reimbursement invoices into Banner. Here are instructions for the proper invoice format in Banner for personal reimbursements for hosting:

1. The invoice date should be the date of the receipt, and if there is more than one receipt being reimbursed on one Business Expense Reimbursement form, the invoice date should be the date of the oldest receipt.
2. The vendor invoice number should be in the following format (**EXACTLY**):  
REIMB. XX/XX/XX (with the date being the same as the invoice date (receipt date)).

3. Document text should have all of the following information:
  - Who:** names of who ate at the hosted event (and descriptions of who they are-a candidate or extern student, faculty member, etc.).
  - What:** we want to know what meal was hosted-breakfast, lunch, or dinner
  - Where:** restaurant name and city name, or room location if on campus, etc.
  - When:** date of hosted event
  - Why:** why the hosting took place-something like “Hosted Public Affairs candidate as part of interview process”
  
4. The account code used for personal reimbursements for hosting should be either 28610, 28611, 28612, or 28613.

### **Travel Reimbursements**

Requirements:

- Preapproved Travel Authorization Form (with all necessary signatures)
- Original Receipts
- Subject to University Travel Rates

Travel expenses are often subject to closer scrutiny by various government auditors and agencies than other types of expenses, as travel is often seen as a discretionary expense. Oregon Tech has developed travel reimbursement procedures to ensure compliance with state requirements and federal/state grant regulations.

The Office/Admin Specialists are very familiar with the travel reimbursement procedures. They assist faculty and other staff with the preparation and approval process of travel authorizations and travel reimbursements.

### **Prior to Travel**

Prior to the date of travel, a Travel Authorization Request form needs to be filled out. The form can be found on the right hand side of the Oregon Tech travel page <http://www.oit.edu/faculty-staff/ba/ap/travel-reimbursements>. This form is an estimate of what it will cost to complete the travel and should include per diems, lodging, transportation and any other travel related costs. Once the form is completed, it is signed by the traveler who is to be reimbursed and circulated for approval by the following:

- **Traveler’s Department Head** (for budget and for time release approval)
- **Budget Authority** for the index that will fund the expense (if different than the department head )
- **VP/Provost** (for those who are under a Dean, Dean signs instead of the Provost)

Once the authorization form has been approved, it is held by the Office/Admin Specialist for submittal to the BAO with the Travel Reimbursement Request.

### **Receipts**

While traveling, receipts must be retained for submittal with the reimbursement request. Receipts should be for the actual expense incurred and should clearly indicate that the receipt is from a commercial establishment, what was paid for including the name of the traveler if for lodging or air/train travel, how it was paid (if paid by a credit card it needs to have some identification as to the

card charged-last four of the card number; if by check, a copy of the cancelled check needs to be attached), and the date the expense was incurred. Types of receipts that should be retained are:

- **Motel/Hotel**
- **Parking, taxi, shuttle**
- **Baggage fees**
- **Fuel (if traveling with a rental vehicle)**
- **Registration fees (we prefer to pay registration fees as vendor direct or with a procurement card)**
- **Airfare**
- **Any other miscellaneous expense that will be reimbursed**

Per Diems are paid to reimburse for meals and other incidental travel expenses. Per Diem rates vary depending on the travel destination (receipts for meals are not required as they are paid as a set Per Diem rate). All tips are expected to be paid from the Per Diem (not reimbursable separately).

#### Personal Vehicle Use

Mileage for personal use of auto is reimbursed at a rate of \$0.54 per mile. See Oregon Tech's Travel Reimbursement Rates Sheet <http://www.oit.edu/faculty-staff/ba/ap/travel-reimbursements> (on the right hand side) for all travel reimbursement rates.

#### Rental Vehicles

Oregon Tech has two contracted vehicle rental car companies: Enterprise and Hertz. For both contracted companies, the rental is charged directly to Oregon Tech's credit card that is on file with them, and a copy of the final rental receipt **must** be attached to the Travel Reimbursement Request. If the traveler rents a vehicle through a company other than the University contracted options, costs will be reimbursed at the long trip personal vehicle use plus mileage rates or the short trip mileage only rates (whichever is applicable per Oregon Tech travel policy).

#### Airfare

Oregon Tech currently has a contract with Azumano Travel for airfare. Jackson Travel is no longer on the state contract and having flights billed through the encumbrance process for Jackson is no longer an option. When booking flights with Azumano Travel, please continue to create encumbrances as normal. See "Encumbrance" section above for instructions on booking through Azumano Travel.

Effective immediately, obtaining a quote from the travel agency prior to purchasing a flight elsewhere is no longer required. Azumano is the suggested vendor however when purchasing international flights, refundable flights, city pairs (see more info about city pair airfare below), or last minute flights.

#### **CITY PAIR AIR FARES:**

The State of Oregon's City-Pair agreements offer discounted, fully refundable, fully transferable fares with no penalties or restrictions and last seat availability and significant savings over the same class ticket sold to the general public. City-Pair cost savings are greatest on purchases made 14 days or less before travel.

When purchasing flights through vendors other than Azumano, traveler may purchase the flight and be reimbursed after travel concludes, or department procurement cards may be used (as long as flight is



for business only travel). In the event that personal time will be taken during the trip, a quote for dates the traveler would have traveled without personal time is **REQUIRED**. The quote should be from the same vendor that is used to purchase the flight. It should be done at the same time the flight is purchased (same lead time) and should be to and from the same cities. If the quote for business only dates is less than the flight purchased that includes personal time, the traveler will be responsible for the difference (flight will only be reimbursed at rate quoted for business only travel). Department procurement cards **MAY NOT** be used to purchase airfare if the traveler is taking personal time while on trip (even if the flight purchased is equal to or less than the rate quote for business only travel dates). Quotes need to be attached to both Travel Reimbursement Request **AND** procurement card reconciliation packet (when airfare charged on procurement card).

#### At Conclusion of Travel

Upon completion of travel, a Travel Reimbursement Request Form is filled out and circulated for approval. This form can be found on the right hand side of the Oregon Tech travel website <http://www.oit.edu/faculty-staff/ba/ap/travel-reimbursements>. Original receipts should be attached to the request for every expense for which reimbursement is requested (other than Meals & Incidentals Per Diems) (quotes, reservation confirmation or receipts showing only totals are not acceptable in place of a receipt). The submitted documentation should show the expense was actually incurred **by and for** the traveler, was paid **by** the traveler and was incurred on the dates traveled. The maximum amount reimbursed without a receipt but which is deemed reasonable by all approving parties including the Director of the BAO is \$25.00. Because it is easy to forget or misplace information and receipts, the BAO prefers reimbursement requests be submitted as timely as possible. Budget Authorities also appreciate timeliness as it makes it easier for them to track budget status.

**If the traveler hosts a meal while traveling, a separate Personal Reimbursement Request form for the hosting expenses will need to be submitted as the approval process for hosting expenses differs from that for travel expenses.**

Please keep in mind that the purpose of the reimbursement process is to ensure that the amounts expended are for the benefit of Oregon Tech and are not double paid in error. *No one in the BAO assumes that the traveler is trying to be paid for something that was not incurred.* But it is not all that rare for an expense to be paid with an Oregon Tech procurement card or by a direct vendor pay invoice and then have the same expense submitted for reimbursement, because people forget. That is what the process is about, people forget, and we need to be able to provide documentation that a process is in place to prevent: 1) the payment of amounts not approved by responsible Oregon Tech Budget Authorities; and, 2) the double payment of expenses.

Once the reimbursement request is completed and signed by the traveler, it must also be circulated for approval to:

- **Traveler's Department Head** (for budget and for time release approval)
- **Budget Authority** for the index that will fund the expense (if different than the Department Head )
- **VP/Provost** (for those who are under a Dean, Dean signs instead of the Provost)

After the final signature, Travel Reimbursement Requests should be forwarded to the Accounts Payable department for processing.

#### **Entering a Travel Reimbursement into Banner-*NOTE, THIS IS DONE BY THE ACCOUNTS PAYABLE***

Once travel reimbursement request forms are filled out and signed off by all the necessary approvers, they are forwarded to the Accounts Payable Office for auditing and processing in

Banner. **Travel reimbursements are different from other types of invoices in that the travel auditor or accounts payable staff enters them into Banner instead of the Admin/Office Specialist.** Any travel reimbursements that have had corrections to the dollar amount paid will be scanned (just the front sheet where corrections are shown) to the department's Office/Admin Specialist and the traveler (for their records). A copy of the front page of travel reimbursements with account codes 28502 (taxable meals) and 10790 or 10780 (moving expenses) will be given to the Payroll Office (by Accounts Payable).

When reviewing travel reimbursements, the travel auditor will be verifying that all policy was followed, correct rates and account codes were used, all documentation needed is attached (receipts, conference agendas, approved Travel Authorization Form, etc.), required approvers have signed, and that calculations are correct. Account codes used should be either 28601, 29040, or in the 394XX-397XX level series. When entering travel reimbursements in Banner, follow the below steps:

1. If the Admin/Office Specialist has noted a purchase order number on the Travel Reimbursement Request Form, use the PO# to enter a regular pay invoice. If there is not a PO noted, enter the travel as a direct pay invoice.
2. If there is only one account code on the travel reimbursement, leave the document accounting box checked on the invoice/credit memo header screen. If there are two or more account codes, uncheck the box (making the invoice a commodity level invoice). See more information on the differences between the two under the "Entering Invoices in Banner" section.
3. Use the start date of the travel as the invoice date.
4. Use TRAVEL XX/XX/XX as the vendor invoice number (with the date being the start date of the trip also).
5. Enter document text describing dates of travel, location/s traveled to, purpose of travel, and then detailed totals of what is being reimbursed (i.e. Meals \$104, Lodging \$222, Lodging Tax \$22.20, Fuel for rental vehicle \$20). This detailed list should total to the same amount as the total amount being reimbursed (and will be entered later on the commodity and accounting screens). Also in document text, note any changes made to the travel reimbursement request (i.e. if an amount was removed or reduced as to follow allowable reimbursement rates per policy). Lastly, note anything that may not be included in the amount being reimbursed because they were paid for directly by the University (i.e.: Enterprise rental vehicle charged to Oregon Tech's visa or airfare though Azumano Travel (and then note the encumbrance number in the following format EXXXXXX)).
6. After saving document text, move to the commodity information screen. For all travel reimbursements only (we do not use this "commodity box" on any other types of invoices), enter in the commodity box: 00TXXXXX (Xs represent account code to be used. i.e. 39415-for in state employee program travel-and this will auto fill in the account code section on the accounting screen). When using the commodity box, the commodity description box to the right is auto-filled. Leave the description that automatically appears. Tab down and enter the amount of reimbursement for that commodity/account code in the approved amount box.
7. Next go to the accounting screen and fill in FOAPAL information.
8. If there is more than one commodity/account code for the travel reimbursement, go back to the commodity screen, hit the down arrow on your keyboard, and then complete steps 5 and 6 again. (If there is more than one commodity/account code on a travel, the best way to enter the invoice is to uncheck the document accounting box on the first screen of the invoice (the invoice/credit memo header screen)-making it a commodity level invoice. This step should be completed in the beginning of entering the invoice.

### **Moving Expense Reimbursements**

There are specific rates, policies, and tax classifications for moving expense reimbursements that vary from regular travel reimbursements. See OUS moving expense summary table [http://ous.edu/files/cont-div/forms/frin66200moving\\_expense\\_summ\\_table\\_010114.xls](http://ous.edu/files/cont-div/forms/frin66200moving_expense_summ_table_010114.xls) for information on what expenses are allowed to be reimbursed and for the tax impact. Also, see the full OUS moving expense policy at <http://www.ous.edu/dept/cont-div/fpm/frin-66-200> for more detailed information on moving expense reimbursements. To be reimbursed for moving expenses, the employee or their department's Office/Admin Specialist must fill out Oregon Tech's Moving Expense Reimbursement Request Form found on the right side of the travel page of the website <http://www.oit.edu/faculty-staff/ba/ap/travel-reimbursements>. **ONLY AMOUNTS DETERMINED AT TIME OF HIRE WILL BE REIMBURSED FOR MOVING EXPENSES-MUST BE PART OF JOB OFFER.**

### **Entering a Moving Expense Travel Reimbursement into Banner**

Once the form has been filled out and signed by the required approvers, the request gets forwarded to the AP Office. The Travel Auditor or Accounts Payable staff then audits the moving expense reimbursement request checking for the same things as when auditing normal travel reimbursement requests. For the account codes on moving expense reimbursements, either 10790 (for the non-taxable portions) or 10780 (for the taxable portions) should be used instead of the normal travel account codes. A copy of the front page of the Moving Expense Travel Reimbursement form needs to be given to Payroll (Accounts Payable staff does this).

The Travel Auditor or Accounts Payable staff enters moving expense reimbursements into Banner **(not the Office/Admin Specialists)**, the same as with regular travel reimbursements. Use the same steps as above (under Entering a Travel Reimbursement in Banner) when entering moving expense reimbursements except change the format on # 4 (for the vendor invoice number) to be MOVING EXPENSE XX/XX/XX (with the date being the start date of the moving trip). One other difference is, in document text, it should be noted beside each expense item being reimbursed whether it is taxable or non-taxable.

### **Vicinity Mileage Reimbursements**

Vicinity Mileage reimbursements follow the same policies, procedures, and processes as normal travel reimbursements for the most part. One difference is that it is not required to do a travel authorization prior to travel for travel within the local vicinity. Vicinity mileage reimbursements should be turned in on a **monthly basis (with one month's worth of mileage per form)**. Vicinity Mileage Reimbursement Request Forms can be found on the right side of the travel page of the website <http://www.oit.edu/faculty-staff/ba/ap/travel-reimbursements>

### **Entering a Vicinity Mileage Travel Reimbursement into Banner**

Once the form has been filled out and signed by the required approvers, the request gets forwarded to the AP Office. The Travel Auditor or Accounts Payable staff then audits the vicinity mileage reimbursement request, checking for the same things as when auditing normal travel reimbursement requests. For the account codes on vicinity mileage reimbursements, 394XX-397XX level series should be used.

The Travel Auditor or Accounts Payable staff enters vicinity mileage reimbursements into Banner **(not the Office/Admin Specialists)**, the same as with regular travel reimbursements. Use the same steps as above (under Entering a Travel Reimbursement in Banner) when entering vicinity mileage reimbursements except change the format on # 4 (for the vendor invoice number) to be TRAVEL XXXXX MILEAGE (with the date format being 3 letter month and two digit year). One other difference is, in document text, simply putting the date of the first trip and the

date of the last trip, followed by vicinity mileage for the month of....., and then entering mileage with the total dollar amount, and parking fees (if there were any) with the total dollar amount, is sufficient for the description of travel. You should still note any changes made to the reimbursement form if there were any.

## **STATEMENTS**

Statements from vendors are mailed directly to the Accounts Payable Office in Klamath Falls, OR, or emailed to [Baopay@oit.edu](mailto:Baopay@oit.edu). Accounts Payable staff reconciles accounts against statements on a monthly basis. If there are missing invoices, AP staff contacts vendor to request invoice. After obtaining missing invoice, AP staff forwards it to the appropriate department for processing.

### **Cheat sheet list of vendor invoice # formats to be used in Banner.**

Because there isn't always a provided vendor invoice number with all invoices entered, here is a list of the vendor invoice number formats that should be used for each different type of invoice entered into Banner. It is very important that these formats are followed exactly. Banner will not let a duplicate vendor invoice number be entered for a specific vendor (preventing possible duplicate payments), but if the vendor invoice number is entered different by even just one character, it won't catch the duplicate.

1. Direct Pay or Regular Pay Invoices (for regular outside vendors): Use the actual invoice number they provide on the invoice. Don't change it, i.e. enter all periods, spaces, dashes, zeros, etc.

2. Personal Reimbursements: Use REIMB. XX/XX/XX (with the date being the date of the receipt-or date of the oldest receipt if more than one receipt per reimbursement is being reimbursed).

**EXAMPLE: REIMB. 12/01/12**

3. Conference (or other types of) Registrations: REG (Last name of attendee) (First initial of attendee) XX/XX/XX (with date being the date the conference starts).

**EXAMPLE: REG JOHNSON T 05/01/12**

4. Memberships: MEM (Last Name) (First Initial) XX/XX/XX (with date being the date the membership starts).

**EXAMPLE: MEM JOHNSON T 05/01/12**

5. Subscriptions: SUBSCRIPTION XXXX-XX (with the dates being the years the subscription covers).

**EXAMPLE: SUBSCRIPTION 2012-13**

6. Travel Reimbursements (other than vicinity mileage and moving expense reimbursements): Use TRAVEL XX/XX/XX (with the date being the start date of the trip).

**EXAMPLE: TRAVEL 01/01/12**

7. Vicinity Mileage Travel Reimbursements: Use TRAVEL XXXXX MILEAGE (with the date format being 3 letter month and two digit year).

**EXAMPLE: TRAVEL JAN12 MILEAGE**

Vicinity mileage reimbursements are supposed to be one month's worth per each travel form filled out. If an employee turns in a form with more than one month though, use TRAVEL XXX-XXXXX MILEAGE (with the date format being 3 letter month-3 letter month and 2 digit year).

**EXAMPLE: TRAVEL FEB-MAY12 MILEAGE**

8. Moving Expense Reimbursements: Use MOVING EXPENSE XX/XX/XX (with the date being the date the move trip started).

**EXAMPLE: MOVING EXPENSE 02/12/12**