Topic: Purchasing Updates  Presenter: Michael Davidson

P.O. Close lists are going out this afternoon.

For FY 2013 if you close them, the money will be returned to the state. You can use the money still if you need like items from the same vendor but you need to be sure the vendor invoices using the original P.O. Number.

For Non-Lapsable and FY 2014 if you close these the money reverts back to the budget they were encumbered against and you can reuse the money. Check that there’s no payment in process.

There are a number of zero dollar Travel P.O.’s in the system. Purchasing is going to close the ones out there now but in the future, please request these to be closed as they bog down the system.

Contracts and Travel need to have activity in the Fiscal Year you’re booking the funds in, otherwise these need to be processed as prepaid (Account 132110 for Prepaid Travel and 132100 for other Prepaid Expenses).

Category codes that end in 00 are category headings and not intended to be used as category codes. Most have been disabled in Panther Mart so we won’t accidentally use them. The only exceptions are for some equipment purchases. Make sure when you are selecting your category codes that you are selecting them from the correct group. For example, Category Group 204 is for computer equipment and Category 205 is for computer equipment that’s been Environmentally Certified.

Category Code 200000 is reserved just for Payment Requests. Payment Requests do not issue a Purchase Order. Where a Purchase Order is needed, a non-catalog order should be used.

Everify is required for every new contract (not on amendments) however it is no longer required for State Agencies in Georgia including the Units of the University System of Georgia. For individuals the Everify requirement is satisfied with a driver’s license as long as the license is issued by a state where the immigration status of the driver has been verified. In states where immigration status is not verified then a passport or other Federal ID is required. Affidavits are not required on subcontracts.

Contracts go to Purchasing except as noted on the contract routing form.

Topic: Disbursements Updates  Presenter: Jonathan Williams
Receiving is very important. Receiving allows Disbursements to pay invoices. Comments help if there is a problem.

When you attach an invoice to a Non-Catalog P.O. you need to also notify Disbursements at accountspayable.gsu.edu. That’s the only way Disbursements knows that an invoice has been received.

Receipt reminders begin sending on the 1st day after a manual invoice is entered and on the 5th day after an electronic invoice is entered. Receipt reminders continue daily for 9 days and then stop. If you haven’t received your items by then it is imperative that you enter a receipt promptly when you receive the items. There are a number of queries we’ve created for Departments to use to keep an eye on issues requiring their attention. In Panther Mart use the Document Search feature to View Saved Searches.

Click on Department Queries as indicated below:
Click Go next to the query you wish to run (to see receipts that still need to be entered, select the one names Fully invoiced POs Missing Receipts):

These queries will return all for the whole university. You’ll need to limit the results. Generally Department is the best to use to limit the search. The only time Department might be a problem is when your Department Number changes. Click [more] if you don’t see your department.

If you still don’t see your department click [show all filter options] as indicated below and you’ll see all the departments who have Invoiced Items missing receipts. You may also see some labeled No Department. These are ones where the department couldn’t be determined likely because a department number changed.
Employee Reimbursements – we need proof of how the item was paid for. This can be a bank statement or credit card statement showing just the transaction in question or for cash purchases an itemized receipt.

Account Codes – keep in mind that 714100 is not always appropriate for example food should be 714119.

Non-employee Reimbursements need to answer the who, what when and where. An invoice is preferable but a Memo will do.

Valencia Lewis in the College of Law was honored as an outstanding Business Manager for her clarity in documenting items to be sent to Disbursements.

**Topic: Disbursements Updates**  **Presenter: Jean Pearson**

Non-Employee Travel

Estimate your airfare in Concur or by calling Travel, Inc. at (770) 291-5190 or Toll-Free (877) 548-2996.

Specifics of Non-Employee Travel are documented in the attachment.

**Topic: Comptroller’s Presentation**  **Presenter: Bruce Spratt**

Georgia State was given the award for Excellent Financial Reporting in Fiscal Year 2013 by the State Department of Audits. This is a great achievement. Without the efforts of your staff, we could not have received this award. Without the efforts of many people on campus, we could not have received this award. Thank you everyone for you hard work and devotion.
The Spectrum (PeopleSoft) Financial System will be undergoing an upgrade over the next few months.

Why?

1. 8.9 is no longer supported by Oracle
2. The university collaborates with BOR ITS and this would no longer be possible as they are upgrading too.
3. The version we’re going to (9.2) offers many exciting new features such as work centers.

When?

We will go live in October 2015

How Long?

The project has actually already begun. We’ve given Oracle a copy of our database minus any sensitive information and they are going to return it to us by April 1st with reports telling us what our modifications are to help us determine what we need to keep and what we can eliminate. We’ve set aside a total of 20 months for the project.

More specific timelines will come later.