There are many tools in Spectrum and Panther Mart to help with your year-end clean-up. The one highlighted today was the Saved Searches in Panther Mart. From Document Search, click on View Saved Searches.

From there you’ll see a link for DEPARTMENT QUERIES. Click there.

You should run each query for your department and take the appropriate action. For example, Fully Invoiced P.O.’s missing receipts. Will tell you which items are still pending a receipt being entered. When you initially click on it, it will return all. Use the filters on the left to narrow your search. Generally Department is the most efficient filter.
The departments with the most outstanding will come to the top. If you don’t see your department, Click More.

If you still don’t see your department click Show all Filter Options

Check off your department(s) and click Save

The results will show you all the orders pending where the vendor has already sent us an invoice but the items haven’t been received in Panther Mart. If the goods have been received a receipt needs to be entered so that Disbursements can pay the invoice.
**Topic: Purchasing Updates**  
**Presenter: Harrice Moore**

Before closing Purchase Orders, be sure that all the assets have been received in Spectrum. This is a function of Property Control. For non-scientific equipment contact Todd Davis at 404-413-8749. For scientific equipment contact Joseph Massey at 404-413-3180. As both are off-campus you must dial the whole number.

**Topic: Disbursements Updates**  
**Presenter: Jonathan Williams**

Receiving is very important. Receiving allows Disbursements to pay invoices. Comments help if there is a problem.

Jonathan reviewed an exported spreadsheet of missing receipts. Pay particular attention to those that are more than a month old.

Some colleges have early fiscal year end deadlines for Payment Requests. Pay close attention to the deadlines in your area. When attaching invoices, be sure and attach all pages of the invoice. For Non-catalog orders email accountspayable@gsu.edu when the invoice has been received. There is no electronic notification to Disbursements when a non-catalog order is ready for payment.

Pay special attention that orders are not shipped directly to an employee’s home address. Have items shipped to the office if possible. A memo of justification will be required for approving exceptions. These memos should be signed by someone in authority, for example, a CAO, CFO or a unit head.

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

We’re always looking to improve efficiency and one way we can accomplish this if for users to provide enough information in advance to reduce the additional questions that might arise. Jean handed out a Frequently Asked Questions document (attached) that illustrates the information that Disbursements is looking for in emails to accountspayable@gsu.edu.

There’s a new Travel Expense Statement on-line. To find it, go to [www.gsu.edu](http://www.gsu.edu) and hover over Faculty and Staff at the top. Click on Finance and Administration. Click on Disbursements, Accounts Payable and Travel. Scroll down to the Disbursements section. The new Travel Expense Statement is under the Forms link. There are also many more valuable links here including the Travel Policy and the Fiscal Year End Checklist.

Under Travel you’ll find a link “Per Diem Rates (Lodging, Meals and Incidentals)”. That is the federal GSA link for out of state travel.

Note the lodging and meals limits. Note also that while the allowable meal and incidental expenses lists $46 (in the example below) GSU will not allow the incidental expenses amount for meals. Therefore in this example, the meals would be $41. Also the 1st and last day of travel only allow 75% and if meals are included as part of the conference those should also be excluded from the per diem.
Exceptions to the lodging per diem rate will require a memo of justification signed by someone in authority, for example, a CAO, CFO or a unit head.

**FY 2014 Per Diem Rates for Oklahoma**

(October 2013 - September 2014)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

The following rates apply for Oklahoma

<table>
<thead>
<tr>
<th>Primary Destination (1)</th>
<th>County (2, 3)</th>
<th>Max lodging by Month (excluding taxes)</th>
<th>Meals &amp; Inc. Exp. **</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2013 Oct</td>
<td>Nov</td>
</tr>
<tr>
<td>Standard Rate</td>
<td>STANDARD RATE</td>
<td>83</td>
<td>83</td>
</tr>
</tbody>
</table>

**$46** | **$7** | **$11** | **$23** | **$5**

Checks are processed on Tuesday’s and Friday’s (schedule will be adjusted for holidays) and EFT’s are processed every week day except bank holidays.

Receipts for travel and other items should include the Payee, last four digits of the card number (for credit cards), type of card and amount. Bank Statements are also accepted. If Paid in Cash a memo of justification signed by someone in authority, for example, a CAO, CFO or a unit head should be submitted.

The name on the payment should be the employee’s name but in some cases a parent may authorize reimbursement to a child/student with a memo.

Relative to payables to a 3rd party (excluding travel engagements), GSU prefers to make payments directly to the vendor (as opposed to reimbursing an individual for having made payment). In rare occasions where an individual must make a payment and seek reimbursement, payment must have been made in full, must be accompanied by a vendor’s invoice (itemized, with full details), and include payment details (including method of payment). Payment by an individual does not preclude the requirement for an agreement or non-catalog PO.
Travel advances are generally not allowed. A few exceptions include study abroad and \textbf{Coaches traveling with their teams}. To help reduce the out of pocket expenses for travelers consider prepaying the hotel and booking the air through Travel, Inc./Concur.

Travel, Inc. is paid directly through a credit card that’s billed to AP through AirPlus. They receive payment twice a month. You can tell if the air has been paid for as there will be a voucher that begins with C00.

Payment Statuses in Panther Mart include Paid, Payable (will pay with the next checkrun) and In Process.

Please watch for duplicate payments. When invoice numbers aren’t put in properly the system may not catch it. Sharp eyes in Disbursements have seen a few lately.

Payment Requests are only appropriate for services that have already been rendered.

\textbf{Topic: Auxiliary Services Presentation \hspace{2cm} Presenter: Chris Connelly}

Call Travel, Inc. if you want assistance in booking your reservations. The fee is a little higher that with Concur but you will only incur one charge per reservation even if you need to call back.

For Portal Problems, please submit a helpdesk ticket to \texttt{help@gsu.edu} or by calling 3-HELP. Chris and Mary have been added to the que so tickets can be routed to them or the Spectrum Team as appropriate.

Training is available. The web address is travel.gsu.edu/info. There are training videos and other resources available. There’s also a form for requesting group training.

We’ve had a few reports of Name problems in Concur. Names are fed from ADP. The names on your Driver’s License, Social Security Card and Passport should all match what’s in ADP (including Middle Name versus Middle Initial and Suffix, where appropriate). Payroll has an obligation to the Internal Revenue Service for the name on the Social Security Card to be the name used in ADP. Depending on the type of travel you are doing, a Driver’s License may suffice but international travel requires a passport.