Accounts Payable Training Sessions

I would like to take this opportunity to thank you for attending the Accounts Payable Training Sessions that the AP office hosted during the month of September. We hope that you found the training informative and worthwhile. Our primary goal is to provide you an opportunity to have a conversation with us regarding the Accounts Payable procedural changes in response to the Procurement Business Process Changes. Again, thank you for participating. As promised, below please find a list and responses of the many questions asked by the attendees during our presentations.

But first, let’s clarify a few processes:

**Hotel Direct Bills**
The AP office has been receiving numerous hotel direct bills with charges that exceed the allowable rate with missing approvals. You need to remember that lodging payments are subject to travel rules even when direct bill to the College.

The application of the rule is as follows:
- Department designee is authorized to approve reimbursement **in advance**, for lodging up to 50% over the guidelines when circumstances warrant.
- For lodging expenses exceeding the 50% over the guidelines only the University Comptroller may grant exceptions. Request for such exceptions must include sufficient documentation showing alternative cost comparison justifying the exception. The cost comparisons must include the name and complete address of the hotels, including zip code, used for the comparison. These requests must be reviewed by the travel office and approved by the University Comptroller **in advance** of travel.
- Additionally, direct billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is **not** permitted.

Hotel Direct Bills that are not properly documented or have disallowed items charged will be reduced by the corresponding amounts before being paid to the vendor unless you have provided an Agency Fund to charge the difference.

**Vendor Payment Request Form (VPRF) - Vendor Type Information Section**
This section of the VPRF is often overlooked. This part is the most significant section of the form for IRS reporting purposes. The AP office will start sending vouchers back to the departments that do not complete this section.
Gift Cards Purchases
Gift cards cannot be purchased for student/faculty/staff. According to the IRS, any payment that has cash value and can be transferred to income is reportable. Human Subject participants are the only group on campus who can receive gift cards; a procedure was developed to account for each card disbursed and meet required IRS compliance.

Request to Expedite Payments
The Accounts Payable Office is mandated under Prompt Pay Compliance to pay invoices within 30 calendar days after the:

1. Receipt of the goods, receipt of services or receipt of invoice whichever is later,
2. Or the due date specified in the vendor’s contract.

Request to expedite payments to vendors will only be honored if they fall under one of the categories above; otherwise the payment will be processed in compliance with Prompt Pay. If language in the contract is in accordance to Prompt Pay Compliance, the AP office cannot pay earlier. Please ensure contract language reflects the desire payment terms.

Student Awards
Please remember that students that are also employees of the College will have all payments processed in the Accounts Payable Office directly deposited into their payroll primary bank account. The accounts Payable Office cannot override this process at the time of data entry. If you are offering an award to a student, you must understand and be aware of this process.
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Q. What if a faculty is in another state and need to ship something?

Q. How can a department set up a billing account with amazon so that all department employees charge one account?

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**Vendors**

Q. How do we know if the vendor charges additional amount for processing transactions?

It is the department’s responsibility to contact the vendor. They should ask if they accept credit cards; and if so, ask them if they also charge an additional amount for the transaction. The vendor typically will share this information upfront.

Q. Is the documentation from the vendor showing they do not accept credit cards needs to be original or a note on the voucher sufficient?

The note does not have to be original, but the vendor must provide the information via memo or email. A note on the vendor payment form is not sufficient, but the “Vendor Does Not Accept Credit Cards” option must be checked on the Vendor Payment Request Form (VPRF).

Q. Can you still use the Vendor Payment Request Form (VPRF) if the vendor charges a fee? Can this be discretionary to the department?

Yes, this would be discretionary; so you can still use the form.

Q. What if the vendor is an individual, do I still need to verify whether they accept credit cards?

The majority of individuals are not able to accept credit cards and we will allow the VPRF. However, we would expect you inquire about credit card usage for a sole proprietor operating under a trade name. For example, Michael Wayne dba Mike’s Towing & Recovery or Melanie Doebler dba MK Doebler Coaching & Consulting. Both vendors submit invoices using their trade names.

Q. How do I find out which vendors have already notified the college that they do not accept credit cards or charge a fee?

The AP office runs a Discovery report on a weekly basis. We are exploring the possibility of making the list available to the campus at large. Until then, all AP techs have access to the information, so please check with the AP office.

Q. Do we have a list of direct pay vendors in the area?

A direct pay occurs when an item or service is purchased outside the Procurement system and an invoice is presented to Accounts Payable for payment. Examples would be local hotels and restaurants.

Q. Are we allowed to continue paying Verizon by check?

Until all cardholders are able to pay their bills online, we will continue to accept Verizon payments submitted on a VPRF.

Q. What happens when a professional license renewal must be paid directly by the employees? Can the employee be reimbursed?

Yes, the reimbursement will be allowed, but an explanation must be provided.
Accounts Payable Voucher Documentation

Q. Do we need to attach the contract to the Vendor Payment Request Form? Is there a speaker honorarium form and contract form? Can you explain the difference?
The honorarium form would be used for one-time payment for an event or activity where payment is not expected (a gift to show appreciation). A contract form would be used if payment is expected and negotiated (a contractual agreement is made). You must attach whichever form applies to your payment request as back-up.

Q. What are the steps to pay an international person an honorarium?
The answer depends to whether the services provided by the foreign national is the US or in their country of Residence.

If services are provided in the US: A tax assessment must be performed by the Payroll office. The foreign national payment may be subject to withholding taxes ranging from 14%-30% of the total payment depending of their country of origin tax treaties with the United States.

If the services are provided in their country of Residence, US taxation does not apply. You must complete form Foreign Source Statement and attach it to VPRF.

Q. Why is AP requesting W-9s for vendors that already exist in Banner?
The assignment of a banner ID does not mean the W-9 tax form was collected. W-9s are required for ALL vendor payments; so a W9 will be requested if we currently do not have one on file or if the vendor is requesting a name or TIN change.

Q. When is it necessary for a vendor to send a W-9?
Any time a department engages in a business transaction with a new vendor, a W9 is required. The W9 is also required for vendor name changes and vendor TIN changes.

Q. Can a vendor sign a W-9 Form electronically?
No. This is a self-certification form. Electronic signatures are not appropriate.

Q. Vendor Default addresses in Banner, how they get updated?
A vendor default address is updated when the AP office receives a new W9, a Vendor Update form, or if the new address is noted on the vendor invoice or VPRF.

Q. Do I need to have the independent contractor form every time?
No, the independent contractor form is only needed if the vendor does not have an appropriate invoice.

Q. What is the Sodexo Process for obtaining their per-diem menu?
All menu options can be found at https://wm.catertrax.com/

If you want to exceed the per diem, then use an “8” index number for your on-line order charge. This will alert the system to offer you the meal rates that exceed the standard per diem rates. Before you submit the paperwork for payment, you can cross out the “8” index and use the correct index.

Q. Can we pay Sodexo by check instead of SPCC?
Yes, because many cardholders have food restrictions.

Q. Do Parking payments have to be in a check or can a JV be prepared?
A JV must be prepared.
Q. When is it appropriate to write a check payable to William and Mary?
Petty Cash transactions or transactions between charts (for example CWM and VIMS or CWM and Foundation)

Q. Meetings held out of premises (at chair's and dean's home) what type of documentation is required?
Business Meal Reimbursement form with the itemized receipt and all other required components of the business meal (business reason for the meal, number and names attendees and affiliation, type of meal, per diem spent, if meal exceeds per diem allowance, justification for 50% and signature from approver).

Q. Previously faculty members paid for printing materials are they allow to continue to do so?
Yes, if printing is less than $50 or if out of town, then submit on a TERV.

Q. What if I hire a student for a one-time event, how do we pay them? What signatures are required on the student employment form?
Yes the student form is in the process of being revised and the one-time payment for a one-time event is still an hourly job – they will need to submit the total hours worked and hourly rate.

Travel Questions

Q. Explain the Airline Travel Card (ATC).
The Airline Travel Card (ATC) is a College credit card that is only used by Travel Agents on contract with the College, to charge CWM or VIMS business related air & rail tickets.

Q. If we use the SPCC to purchase travel activities do we have to upload the TA for each transaction related to the guest's visit?
Guests do not require a TA unless their lodging will exceed the allowance, their travel is grant-funded, or for international travel. If a TA is required, it must be uploaded to the SPCC. Important Note: Lodging that exceeds 150% of the allowance cannot be charged to the SPCC.

Q. What is the appropriate justification for a business meal over the allowance?
The department is able to approve up to 50% over the per-person allowance for business meals. The justification for the overage is specific to the department but could include reasons such as "needed to stay close to College due to time constraints”.

Q. How can book purchases during travel be reimbursed?
Purchases of education supplies and other supplies during travel should be included on the TERV for the travel period. Purchases must include an explanation of what was purchased (book titles, posters, etc.) and the business purpose for the purchase (what were items for or how will they be used?).

Q. Do we need to attach a Travel Authorization (TA) to the Moving and Relocation charges on the SPCC?
A TA is not required for Moving & Relocation (M&R). All M&R vouchers (direct payments and reimbursements) should include the M&R Summary and the Tenure Agreement. The Tenure Agreement must be signed/dated prior to M&R expenses being incurred. If the Tenure Agreement was signed after expenses were incurred, a copy of the signed/dated Letter of Intent (Offer Letter) must also be attached.

Q. What type of documentation supports the conference registration?
Conference Registration reimbursements must include a copy of the Conference Registration Receipt. The receipt must indicate proof of payment.

Q. Expand on when Lodging is allowable on the SPCC
Lodging cannot be charged to the SPCC except for the first night to hold the reservation.
Q. Are Travel Authorization (TA) required for non-employees of the CWM?
State guidelines mandate the TA for employees only. However, if the non-employee's hotel will exceed the allowance or the travel is grant-funded or international, a TA must be prepared for the additional approvals required for these travel expenses.

Q. There is a signature on the SPCC business meal form what is this for?
The SPCC Business Meal Upload Form includes a place to add the justification for & approval signature for meals that exceed the per-person meal allowance up to 50%.

Q. Do we use the SPCC business meal form for all Travel meals to include the reimbursement request through the Travel Office?
No. The SPCC Business Meal Upload Form was created for the SPCC only. For local business meals, the standard Business Meal Form should be used. Business meals during travel must be included on the TERV that's submitted for the travel period.

Q. Would you need to upload Oanda.com conversion sheets for international transactions charged to the SPCC?
No. The transaction is converted to US dollars on the SPCC when the transaction is posted. Transaction fees may also be charged.

Q. For Business Meals such as Charter Day & Homecoming, do food expenditures have to be within per diems?
Yes. All business meals must follow State per-person per diem guidelines for the meal and location. Should the meal exceed the allowance, justification and department approval for meals up to 50% over the allowance is required. Important Note: Meals that exceed 150% of the allowance cannot be charged to the SPCC.

Procurement
Q. How do we document international transaction fees?
The bank imposes a 1% international transaction fee for international orders. Cardholders are not required to upload any additional documentation to the transactions. It is a best practice for cardholder to add a comment to these transactions to make the approver aware of the situation.

Q. Do we have to upload the IT approval document to the SPCC works system?
Yes, please upload the email confirmation of the IT approval to the SPCC transaction as well as any other needed supporting documentation.

Q. If my credit card was compromised and I have pending transactions yet to post on credit card, or some have rejected, should I try to pay with the vendor payment form or should I call the vendor?
Contact the SPCC Program Administrators (Dave Zoll djzoll@wm.edu, Marra Austin maaustin@wm.edu, or Nina Earl nearl@wm.edu) and we can work with BOA to get your replacement SPCC expedited.

Q. Sometimes I place an order for goods, and I get a notice from BOA before the goods are received, should I wait to complete the allocation until I receive the goods?
No. Complete the reconciliation as transactions become available in Works 4. The transaction can still be disputed even if the goods are not received.

Q. I placed an order for Office Depot and they taxed me, how do you handle that?
You may reach out to Nina Earl (nearl@wm.edu) in the Procurement Office to issue you a tax exempt certificate and contact the vendor to request the tax be credited to your SPCC.
Q. What is the deadline for submitting SPCC transactions to approver?
The closing of the cycle for all users and approvers is the 23rd of each month. All transactions must be approved and submitted by this date. Cardholders should be reconciling transactions as they become available so the approver has enough time at the end of the cycle to sign off on all transactions.

Q. If I use the SPCC for an encumbrance transaction, and I use the SPCC to pay the invoices for transactions under $5K, what happens to the encumbrance?
Send Marra Austin (maaustin@wm.edu) or Lynnette Jenkins (lhjenk@wm.edu) an email with the PO number to close the encumbrance.

Q. For purchases funded through grants, what type of documentation should we upload if OSP has already approved it?
Only documents with PI signature. Upload the itemized receipt and OSP approval.

Q. How do we get the restriction lifted from the card?
Send email to your SPCC approver and copy the PA with the request for the restriction lift (meal/food, gas, or lodging). NOTE: SPCC may only be used to reserve hotel rooms – not to pay for a person’s stay. Be sure to include the following:
• Business justification for the restriction lift
• Whether the lift is to be permanent or temporary (if temp, please be sure to include date to revert to original SPCC profile)
Ask your SPCC approver to reply all to the email with approval and the PA will process and respond back with confirmation that the restriction has been lifted.

Q. If my supervisor is out of the office and they cannot approve the SPCC card Transactions in works?
If your SPCC approver is out of the office and unable to approve transactions remotely, please contact the PA with a request to add a temporary approver and the timeframe for the changes. You will also need to follow up when your primary approver returns to have the temporary approver removed from your account.

Q. What happens if the charges are not approved by September 23rd?
A cardholder’s ability to allocate transactions locks on the 24th of the month. The transactions will post to the Banner index and account codes listed on the transactions. Any changes needed must be submitted to Data Control using the Journal Voucher form. In addition, the funds for the unreconciled transactions will not be restored, recurring violations and extended delays on sign off from either cardholder or SPCC approver will result in card suspension.

Q. Other cardholders are charging my department accounts, how would I reconcile my index?
Contact the PA to see if a custom report can be created to show all transactions posting to your budget or department.

Q. Who can sign a contract in my department?
In order to have contract signatory authority, an individual must have written authority from the Dean or VP level AND have completed the signatory authority training. Procurement will soon have and maintain an up to date list of those with contract signatory authority as delegated by senior administration.

Q. If a contract is over $5K, and I placed it in eVa and I sent it to procurement, what is my turn around time?
Depends on the complexity of the procurement and the workload on the particular buyer responsible for the procurement. The higher the dollar value and the longer the contract, the more time it is likely to take. If you have a specific deadline in mind, please note it on the eVA order. The more lead time we have the more likely the procurement will proceed smoothly.
Q. Can departments continue to use their departmental contracts?
Any contract being used by the College should be reviewed by either Procurement or Legal Counsel to insure that the contract meets College requirements and does not contain language that contradicts existing contracts or policies. Please forward any needing review to Greg Johnson at gwjohnson@wm.edu.

Q. Can Verizon payments be done on-line?
Yes, using your SPCC. Contact Nina Earl at nearl@wm.edu or 221-3954 if you require assistance setting this up.

Q. What if a faculty is in another state and need to ship something?
If the department has a UPS or FEDEX account, please use those to ship the package. If a UPS or FEDEX account is not available, the expense can be reimbursed. If the item or items are large and require handling as freight, please contact the procurement office to make arrangements.

Q. How can a department set up a billing account with amazon so that all department employees charge one account?
Each department can set up their own account on Amazon. Create a separate on for the department (do not use a personal account), submit a tax exempt form which is available from Nina Earl at nearl@wm.edu or 221-3954 and then attach a SPCC for payment on the account.