

Accounts Payable

OBJECTIVES

- A basic understanding of the AP System
- An understanding of the AP documents and their uses
- Ability to run Accounts Payable Inquiries in Transaction Processing and in Decision Support

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DAFIS USER'S GUIDE

SYSTEM OVERVIEW

What is Accounts Payable?

The DaFIS Accounts Payable (AP) module is a collection of documents used to make payments to vendors, employees, and individuals. The AP module is linked to the DaFIS Purchasing module, providing a complete Purchasing/Payable system. It is important that the information on purchasing documents is complete and correct, in order to ensure that the payments made on the AP documents can be processed efficiently and accurately.

How does the AP process work?

The AP process begins when an AP document is created in the department. Once an AP document has been completed and is routed through the appropriate departmental approvals, it goes to the Accounts Payable department for final approval.

The initiating department must send hardcopy backup documents (i.e. invoices) to AP for each AP transaction. The AP Request for Document Action cover sheet, available at <http://accounting.ucdavis.edu/Forms/>, should be used when sending receipts to AP, but is not required when sending invoices. When the backup documents are received, the Accounts Payable department reviews the DaFIS document. It is checked for tax codes, remit-to vendor, and payment amount. In order to be approved, the total payment on the AP document *must* match the payment due on the vendor's invoice.

If the document is correct, AP approves it for payment. If necessary, AP personnel can make limited changes to these documents in order to ensure accuracy of payment. These changes will not cause any additional routing. If there are corrections that cannot be made by AP, the document is disapproved and a note is attached indicating what changes need to be made.

If a document is disapproved by Accounts Payable, they will retain the hard copy backup. When the initiator creates the new, corrected document they should contact Accounts Payable with the new document number.

How do I pay a vendor not listed in DaFIS?

For all AP documents, payments may only be made to an individual or vendor in the DaFIS vendor table. If you are trying to pay an individual or business with an AP document, and cannot locate them in the vendor table, complete the online New Vendor Request form at <https://accounting.ucdavis.edu/dafis/vendors/vendorreq.cfm>.

How and when does the check get written?

An automated process is used to generate checks. The process is run every night to produce checks from each of the payable documents that have received final approval from AP (document status **A**). The daily check-write process will pay against documents that:

- have an open AP status;
- have a scheduled payment date of today or less; and
- do not have any indication that this payment should be made by another type of disbursement (i.e. bank wire, foreign bank draft).

At this point, a check would generally be processed. There are conditions that would prohibit a payment from being made, such as a levy against the vendor, or an outstanding credit issued by the vendor that is greater than the amount currently owed.

How do I make a correction to an AP Document?

In the event that an error is discovered in the original document, you have several options for making a correction. Depending upon the status of the document at the time the error is discovered, the following options are available:

1. **After routing, but prior to final approval** – re-open the document and attach a Note, with a brief explanation, requesting that AP disapprove the document.
2. **After final approval, but before payment date** – the entire document may be reversed. This is accomplished by reentering the same information that appeared in the erred document, but with the opposite value of the amounts entered in the payment amount field of each detail line. The template function should always be used to insure accuracy. Use the **Reference Document Number** field to indicate the number of the original document. Note: This correction applies only to AP documents where the group code is 2, 5 or 5A.
3. **After the payment date** – the mistake must be corrected by the department using a **Vendor Credit Memo, Distribution of Expense** or **Error Correction** document.

Use the Notes field in any document created to make a correction. Cite the previous document number in the note. It is also advisable to attach a note to the original document, citing the document number for the correction document.

THE ACCOUNTS PAYABLE DOCUMENTS

AP Direct Charge

The **Direct Charge** (DC) document is defined as a payment request, processed through the AP system, for which a specific procurement agreement (purchase order) does not exist. Uses include:

- Utility payments (telephone, electricity, garbage, etc.);
- Reimbursements;
- Memberships; and
- Honoraria.

For details on the DC and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=DC>.

AP Travel Expense Voucher

Most travel and entertainment expenses are processed in MyTravel (<http://mytravel.ucdavis.edu>). A DaFIS **Travel Expense Voucher** (TEV) is required when you have a situation that cannot be accommodated in MyTravel. The most common example is when a vendor bills the university directly (i.e., your department receives an invoice payable to the vendor). In this case, the TEV is used to process a payment directly to the vendor. For details on the TEV and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=TEV>.

AP Entertainment Expense Voucher

Most travel and entertainment expenses are processed in MyTravel (<http://mytravel.ucdavis.edu>). As with the TEV, the **Entertainment Expense Voucher** (EEV) document should be used to pay a vendor who directly bills the university. For details on the EEV and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=EEV>.

AP Vendor Credit Memo

The **Vendor Credit Memo** (CM) document is used to record a credit from a vendor for a returned item which was previously paid for. Departments should always secure a credit memo from a vendor when a credit is being issued to their account

Discounts and rebates are not handled through the Vendor Credit Memo document. They should be processed through the Vendor Invoice document by inserting item lines and using appropriate commodity codes.

Departmental users can enter a new credit memo for a vendor or adjust a previously entered credit memo. Once approved, the credit memo appears in the system until it is applied against an outstanding payment to the vendor (via the Check-write), or it is manually reversed. The credit memo is manually reversed by the AP department if the vendor sends a check, or the credit is written off.

For details on the CM and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=CM>.

AP Vendor Invoice

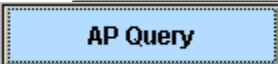
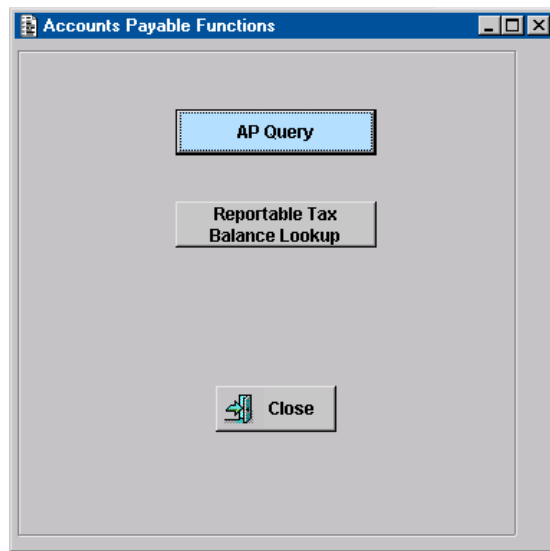
The **Vendor Invoice** (VI) document is defined as a request to initiate a payment to a vendor based on order information already existing in DaFIS, generally in the form of a purchasing document. Information entered on a purchase order is automatically brought forward to the **Vendor Invoice**, reducing the amount of processing time. Multiple **Vendor Invoice** documents can be processed against one purchasing document. For more details on the VI and its uses, go to the Online Reference Manual at: <http://dafis.ucdavis.edu/olrm/index.cfm?doc=VI>.

ACCOUNTS PAYABLE INQUIRIES

The **Accounts Payable Lookup** allows you to query the system for information about Accounts Payable documents. You can see the status of the payable and other related information (e.g., **PO Number**, **Check Number**, etc.). Through various inquiry screens, you can view accounting and item information. You can also see the electronic document that created the payable, or the original purchasing document by double-clicking on the corresponding document numbers.

The **Accounts Payable Functions** screen is accessed by selecting **Accounts Payable** from the **Inquiries** drop-down menu.

Only documents that have been approved by AP are accessible through the AP Query.



Clicking the **AP Query** button brings you to the **Accounts Payable Lookup**.

Accounts Payable Lookup

Search Criteria:


Check Number: Document Num:
 Vendor Invoice Num: Document Type: All
 Vendor Invoice Dt: Payment Status: All
 PO Number: Scheduled Print Date:
 Employee: All Check Date:
 Vendor Number:
 Remit-To Name:

Search Results:

Check Num	Vendor Inv Num	Vendor Inv Date	PO Num	Vendor Num	Remit-to Name	Document Num	Type	Status	Scheduled Print Dt	Check Dt	More
90008	86120-012C-539	04/14/1997	3665070832	000000002	ACE MA	01 000037163	VI	C	04/30/1997	05/12/1997	
90002	0124	05/01/1997	TDANI70010	000000001	INSIGHT	01 000039885	VI	C	06/06/1997	05/12/1997	
90005	123456	03/31/1997	TRECS70022	000000016	AT & T	01 000036132	VI	C	04/28/1997	05/12/1997	
90001	456	04/01/1997	TRECS70035	000000002	ACE MA	01 000036513	VI	C	05/01/1997	05/12/1997	
90007		02/05/1997		DICKSON	DAVE DI	01 000020063	EEV	C	03/19/1997	05/12/1997	
90006		05/06/1997		RANDIE	T BROO	01 000039450	TEV	C	05/06/1997	05/12/1997	
90004		05/06/1997		LIASCOTT	LIA SCC	01 000039740	TEV	C	05/07/1997	05/12/1997	
90003		05/08/1997		000000032	MARRIO	01 000040419	EEV	C	05/08/1997	05/12/1997	

Return Open Document Close

Search parameters can be entered to locate a particular document(s). Once a document is located, you have the following inquiry options:

- Double-click on the **PO number** (in the search result field) to access the **PO Inquiry** screen and view the order details;
- Double-click on the **Document Number** to open the document for viewing; or
- Click on the  for the **Accounts Payable Inquiry** screen.

The **Accounts Payable Inquiry** provides an overview of the payment detail for the selected document.




Accounts Payable Inquiry



Document Num:	01 000041409	Check Nbr/Date:	1001223 06/11/1997	PO Discount Term Code:	01 NET 30
Doc Type:	VI AP Vendor Invoice	Invoice Paid Amt:	155.51	Discount Term Code:	01
PO Num:	1940970005	Payment Status/Check Amt:	C 155.51	Discount Term Text:	NET 30
Partial/Final Ind:	N	Non Check Ind:	N	FOB Code:	01 FOB DESTINATK
Ref Doc Num:		Attachment:	N	Payment Group Code:	2 Multiple payme
Create Date:	05/12/1997	Scheduled Payment Dt:	06/11/1997		

Vendor Num:	000000002 ACE OFFICE SUPPLY INC.	Vendor Invoice Num:	12345
Employee:	N State Resident: Y	Vendor Invoice Date:	05/05/1997
Remit to Name:	ACE MANUFACTURING INC.	Invoice Received Date:	05/08/1997
Address:	666 Davis St. Suite 1	Goods Received Date:	05/12/1997
		Advance Date:	
City:	Sacramento	Payment Purpose:	
State:	CA Zip: 95826	Discount Payment Date:	06/11/1997
	Country: US	Shipping State/Zip:	95616 CA

Accounting Detail PO Items Close

From this screen there are options for viewing further details of the AP document.

Clicking on  will return the account and distribution information for the document.

Clicking the  button will return a list of the items paid for by the AP document. (this option only applies to VI documents). Click on the  button on the **Accounts Payable PO Items** screen to return the **Accounting Detail** for a specific item.

AP DECISION SUPPORT QUERIES

In addition to the AP inquiries in Transaction Processing, there are several useful queries in Decision Support. These include:

- **Check Lookup (105)** – This query is helpful if you need to get additional information on a check that has been processed, such as the date it was cashed. You can search on a date range, on a specific **Check Number**, or for a specific vendor.
- **Credit Card Payment Lookup (252)** – If your department has a Central Travel System (CTS) Card or a Purchasing Card, this query gives you information on specific transactions and ledger posted dates. You can search by **Cardholder Name**, **Merchant Name**, **Organization Code**, and **Account**. Note: Only CTS transactions arranged *outside* of Connexus will appear on this report. Transactions and payments made on the Visa Corporate Card *cannot* be viewed using this query.
- **Purchase Order Payment History (232)** – This query gives a list of all the payments posted against a specific purchase order. This can be helpful for finding out if a specific VI has been applied against a purchase order. In addition to the payment information, this query also gives commodity code and item descriptions that were used on the original purchase order.
- **Payment/Credit Lookup (112)** – This query can give you specific information on payments and credits made by a vendor. The query allows you to search by **Account** or **Organization Code** and also allows you to specify the type(s) of documents you want to view. The **Payment/Credit Lookup (112)** can also tell you if credit memos have been posted to your account.

APPENDIX – ACCOUNTS PAYABLE RESOURCES

Entertainment Expense Help:

- <http://travel.ucdavis.edu/entertainment/> (includes definition of “entertainment”, reimbursable limits, process of requesting reimbursement, entertainment policy links)

Accounts Payable Forms:

- <http://accounting.ucdavis.edu/Forms/#AP>

Accounts Payable staff:

- <http://accounting.ucdavis.edu/AP/staff.cfm> (staff listed by specific topic area, including Vendor Invoices and Direct Charges)

Travel Expense Help:

- <http://travel.ucdavis.edu/> (includes travel arrangement information, travel reimbursement limits, and information on the Corporate Card)

Accounts Payable Policies:

- <http://accounting.ucdavis.edu/AP/> (includes policies on disbursements)

Accounts Payable Online Reference Manuals:

- <http://dafis.ucdavis.edu/help/olrm/#ap>

