Accounts Payable

Office Location

W. R. Banks Building
Room 149

http://www.pvamu.edu/pages/4472.asp
Financial Services-Department Mission

Financial Services is dedicated to supporting the University’s mission to achieve its first class status in teaching, research, and services, by providing effective, efficient, and impeccable service for the receipt and disbursement of university funds while ensuring compliance with laws, policies regulations, and rules.
The Accounts Payable Department is responsible for accurate and timely invoice processing within the guidelines of the University procedures.
Payment Processing

- Payment must be made only after authorized personnel have certified that the goods or services for which payment is being made have been received.
- In those instances where there is an authorized statue, authorization is not required.
- Original invoices should always be submitted to Accounts Payable and a copy kept in the department files.
Prompt Pay Law

According to the State of Texas Prompt Payment Law, a state agency’s payment is due by the 30\textsuperscript{th} calendar day after the latest of the following:

- The day PVAMU receives the goods;
- The day services were completed by the vendor; or
- The day after the agency received the invoice for the goods or services.
Rush Documents

• For all documents requiring “Rush” processing in Accounts Payable must be accompanied with appropriate backup to include:
  – Receipts
  – Invoices or proper pay vouchers
  – Appropriate signatures
Rush Documents Con’t

• All “Rush” documents must be stamped rush and all supporting documents must be attached.

  Mail to Attn:

  Financial Services/Accounts Payable Department
  P.O. Box 519, Mail Stop 1311
  Prairie View, TX 77446
  Or delivered to the W.R. Banks Building Suite 149
General Information

• The only documents that should be rushed are items involving any payment due date prior to the 30 day net.
• The deadline for all “Rush” items is 3:00pm.
• Any invoice received after 3:00pm will be counted as the next day.
FAMIS screen navigation

- **Screen 164: Voucher Inquiry by PO Number**
  - to verify payment of a purchase order number
- **Screen 102: Vendor Name Search**
  - to search for a vendor by name
- **Screen 19: SL 6 Digit List with Category Totals**
  - to check account balances
- **Screen 69: SA 11 Digit List with Category Totals**
  - to check account balances for an account that has a support account tied to it
FAMIS screen navigation cont.

• **Screen 23: Transaction Inquiry by Account**
  – to see all transactions processed against an account

• **Screen 63: Transaction Inquiry by Support Account**
  – to see all transactions processed against an account that has a support account tied to it

• **Screen 21: OC File List**
  – to see encumbrances processed against an account

• **Screen 61: Support Account OC File List**
  – to see encumbrances processed against an account that has a support account tied to it

• **Screen 290: Document Tracking Inquiry**
  – to see if a requisition has been turned into a purchase order
FAMIS screen navigation cont.

F6080 Screen M08 as entered is not available
001 FRS Main Menu

Screen: ___ Account: 181250 ___

FAMIS APPLICATION

Active Processing Month: 2 February

* ---- Financial Accounting ---- *  * -------- Purchasing --------- *
M01 Account Information  M20 Purchasing System Menu
M02 FA Transactions  * ---- Routing and Approval ---- *
M03 Inquiry - Dollar Information  M90 Routing and Approval Menu
M05 Support Accounting  * -------- Payroll -------- *
M07 Departmental Planning Budgets  M70 Payroll System Menu
M08 Entire Connection Download  * -------- Other Menus -------- *
M09 Entire Connection Print  M58 Budget Preparation Module
M52 Departmental Budget Requests

* ---- Accounts Payable ---- *
M10 Accounts Payable System Menu  S01 FA/AP System Tables
M21 Vendor Information Menu  S02 Miscellaneous Tables

* ---- Accounts Receivable ---- *
M61 Accounts Receivable  S03 Miscellaneous Tables Continued
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Pers SOR

PRAIRIE VIEW A&M UNIVERSITY
Enter purchase order number in PO Nbr field and press enter. If the purchase order number appears in the list below then place an “x” by the desire PO# and press enter. The screen progression will take you to screen 168.
F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor:</td>
<td>17460001260</td>
</tr>
<tr>
<td>Alt Vndr:</td>
<td></td>
</tr>
<tr>
<td>Due Date:</td>
<td>12/04/2008</td>
</tr>
<tr>
<td>Inv Date:</td>
<td>11/17/2008</td>
</tr>
<tr>
<td>Divr Date:</td>
<td>10/09/2008</td>
</tr>
<tr>
<td>Dept Ref:</td>
<td>00000</td>
</tr>
<tr>
<td>Cont Work Force</td>
<td></td>
</tr>
<tr>
<td>Tran Cd:</td>
<td>140</td>
</tr>
<tr>
<td>Check Nbr:</td>
<td>581408</td>
</tr>
<tr>
<td>St Warrant Nbr:</td>
<td></td>
</tr>
<tr>
<td>Vchr Total:</td>
<td>85.00</td>
</tr>
<tr>
<td>Bank Trace:</td>
<td></td>
</tr>
<tr>
<td>S Itm</td>
<td>1</td>
</tr>
<tr>
<td>Account</td>
<td>210300</td>
</tr>
<tr>
<td>Net Amount</td>
<td>85.00</td>
</tr>
<tr>
<td>PO No.</td>
<td>P900896</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>902134A</td>
</tr>
</tbody>
</table>

Payment voucher number for P900896

PRAIRIE VIEW A&M UNIVERSITY
To verify payment of an invoice.

Proceed to screen 102 (Vendor name search).

Enter the name of the vendor in the “Vendor:” field.
Verify payment of an invoice cont.

Check the address by pressing the F9 key. Place an “x” by the appropriate address and press enter.
Verify payment of an invoice cont.

Enter the invoice number
Place a “y” in the All: field

<table>
<thead>
<tr>
<th>Name</th>
<th>Vendor</th>
<th>Drop Alias</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| CUS02123710382 | 1,039.24 | 021287 | 038463 | 0782332 | 53501 | 1,039.24 | 121887 |
| PM102105V | 1,994.96 | 018696 | 0603266 |
| 463 | 5,234.80 | 0119963 | 033665 | 0603338 | 517489 | 5,240.24 | 082886 |
| 4763 | 298.00 | 032098 | 0343347 | 0603841 | 521475 | 298.00 | 041486 |
| 4764 | 1,920.00 | 032098 | 0343247 | 0604662 | 521518 | 1,920.00 | 041786 |
| 4765 | 3,361.35 | 032098 | 0343192 | 0604913 | 529976 | 3,361.35 | 041806 |
| 4766 | 3,546.50 | 032796 | 0343353 | 0604452 | 521534 | 3,546.50 | 041806 |
| 4767 | 20.96 | 032796 | 044328 | 0603739 | 522774 | 20.96 | 060806 |
| 4768 | 81.89 | 032796 | 044319 | 0603913 | 522775 | 81.89 | 060806 |
| 4771 | 2,656.86 | 033686 | 0345751 | 0603797 | 524877 | 2,656.86 | 085806 |
| 4772 | 2,292.26 | 033686 | 0344363 | 0603798 | 522875 | 2,292.26 | 085806 |
| 4773 | 1,733.23 | 033186 | 0345963 | 0603268 | 524877 | 1,733.23 | 085806 |
| 4774 | 1,529.02 | 033186 | 0344358 | 0603263 | 522875 | 1,529.02 | 085806 |
| 4775 | 25.16 | 033186 | 0344334 | 0603263 | 523147 | 25.16 | 085806 |

**End Of List - 05 Campus Vendor(s) Found**

Enter PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12-----Hmenu Help EHelp Addr
Verify payment of invoice cont.

Enter voucher on screen 168 to view check number or ACH information

Status “C” for complete

<table>
<thead>
<tr>
<th>Number</th>
<th>Invoice Amount</th>
<th>Date</th>
<th>Number</th>
<th>Voucher Number</th>
<th>Check/State Voucher</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5507</td>
<td>236.88</td>
<td>091708</td>
<td>0403139</td>
<td>P005763</td>
<td>578145</td>
<td>2,389.64</td>
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<tr>
<td>5508</td>
<td>96.00</td>
<td>091708</td>
<td>0403437</td>
<td>P000247</td>
<td>578083</td>
<td>96.00</td>
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<tr>
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<td>429.00</td>
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<td>P005861</td>
<td>580832</td>
<td>429.00</td>
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<tr>
<td>5510</td>
<td>155.50</td>
<td>091708</td>
<td>0402899</td>
<td>P005548</td>
<td>578027</td>
<td>155.50</td>
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<tr>
<td>5511</td>
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<td>091708</td>
<td>0403135</td>
<td>P005696</td>
<td>578145</td>
<td>2,389.64</td>
</tr>
<tr>
<td>5512</td>
<td>1,900.84</td>
<td>091708</td>
<td>0403137</td>
<td>P005699</td>
<td>578145</td>
<td>2,389.64</td>
</tr>
<tr>
<td>5513</td>
<td>155.50</td>
<td>091708</td>
<td>0403136</td>
<td>P005991</td>
<td>578145</td>
<td>2,389.64</td>
</tr>
<tr>
<td>5550</td>
<td>37.50</td>
<td>111208</td>
<td>0405925</td>
<td>P000444</td>
<td>580791</td>
<td>37.50</td>
</tr>
<tr>
<td>5551</td>
<td>275.50</td>
<td>111208</td>
<td></td>
<td>P000545</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5552</td>
<td>44.50</td>
<td>111208</td>
<td>0409846</td>
<td>P001886</td>
<td>582329</td>
<td>44.50</td>
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<tr>
<td>5559</td>
<td>2,238.40</td>
<td>121708</td>
<td>0409277</td>
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<td>582072</td>
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<tr>
<td>5584</td>
<td>2,535.40</td>
<td>012909</td>
<td>0411679</td>
<td>P001942</td>
<td>584964</td>
<td>2,535.40</td>
</tr>
</tbody>
</table>

*** End of voucher list for vendor ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Addr Left Right

Prairie View A&M University
NTA – Non-Travel Advance

- Vendor will not accept purchase orders
- If <$2000.00 and vendor does not accept credit cards.

Submit a requisition and forward the signed NTA form to Purchasing.
Complete a State of Texas Voucher, attach the receipts and submit to Accounts Payable to clear the advance.
Accounts

- State accounts begin with “1” or “801”
- Indirect Cost (IDC) accounts begin with “224”
  - “241” - no food purchases
- Maintenance & Operations (M & O) accounts begin with “21”
Accounts

• Local accounts
  – All other “2” account sequences
  – “3”
  – “4” Grant accounts: managed by Office of Sponsored Programs (OSP)
  – “5” Gift accounts
Q: What screen do I use to check my account Balance?
A: Screen 19, Screen 69 for accounts w/support accounts.

Q: Has my requisition been turned into a Purchase order?
A: enter req.# on screen 290

Q: Has a check printed for a purchase order?
A: enter po# on screen 164
Helpful Websites

For help with object codes
• [http://apps.system.tamus.edu/objcodes/](http://apps.system.tamus.edu/objcodes/)

Prompt payment interest calculator
• [https://fmx.cpa.state.tx.us/fm/usas/prompay/ppicalc.php](https://fmx.cpa.state.tx.us/fm/usas/prompay/ppicalc.php)

State of Texas Policies and Procedures guide
• [https://fmx.cpa.state.tx.us/fm/pubs/purchase/08/purchase_guide_08.pdf](https://fmx.cpa.state.tx.us/fm/pubs/purchase/08/purchase_guide_08.pdf)

Texas State Comptroller
• [http://www.window.state.tx.us/](http://www.window.state.tx.us/)
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