

PRAIRIE VIEW A&M UNIVERSITY

Financial Services Department-Accounts Payable

Accounts Payable



Accounts Payable

Office Location

W. R. Banks Building
Room 149

<http://www.pvamu.edu/pages/4472.asp>

PRAIRIE VIEW A&M UNIVERSITY

Financial Services-Department Mission

Financial Services is dedicated to supporting the University's mission to achieve it's 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.

Accounts Payable Department



The Accounts Payable Department is responsible for accurate and timely invoice processing within the guidelines of the University procedures.

PRAIRIE VIEW A&M UNIVERSITY

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 30th 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

PRAIRIE VIEW A&M UNIVERSITY

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.

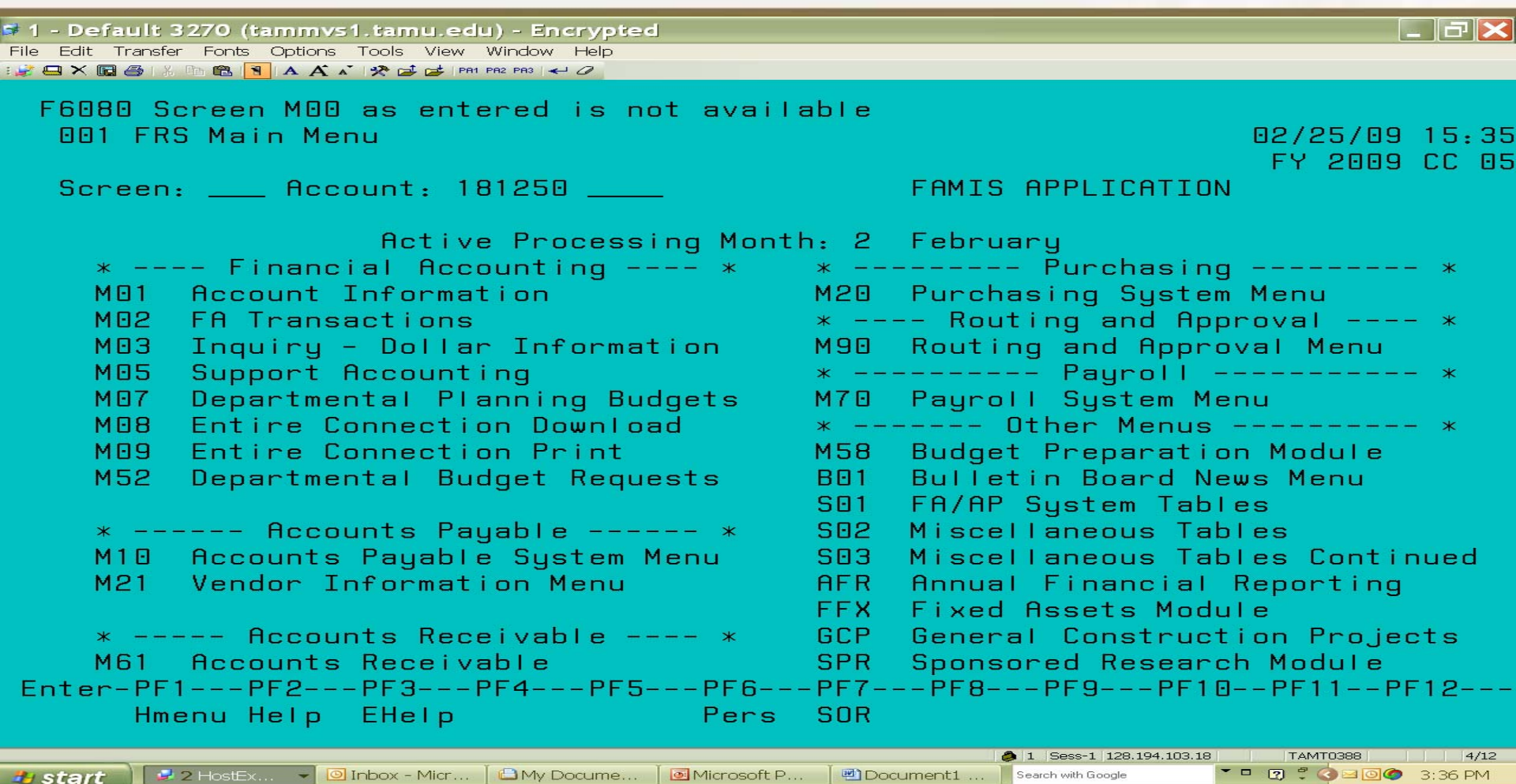
FAMIS screen navigation

- **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.



PRAIRIE VIEW A&M UNIVERSITY

Screen 164 Sample

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.

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Fonts Options Tools View Window Help

F2321 Make selection to proceed to screen 168
164 Voucher Inquiry by PO Number

12/15/08 14:46
FY 2009 CC 05

Screen: PO Nbr: P900896 Fiscal Year: 2009

S	PO Nbr	Voucher	Vch Lns	First Account	Vendor Name	Stat	Net Amount	Dept Ref
—	P900896	0407043	1	210300-00000	TEXAS STATE LIBR	PAID	85.00	0000
—	P900897	0403936	1	222214-00000	TEXAS A&M RESEAR	RECN	41,406.21	0001
—	P900897	0405885	1	222214-00000	TEXAS A&M RESEAR	RECN	39,328.26	0001
—	P900897	0407310	1	222214-00000	TEXAS A&M RESEAR	PAID	40,417.10	0001
—	P900898	0404067	1	227710-00000	AT&T	RECN	177.87	00000
—	P900898	0404069	1	227710-00000	AT&T	RECN	51,769.43	00000
—	P900898	0405700	1	227710-00000	AT&T	RECN	177.87	00000
—	P900898	0406837	1	227710-00000	AT&T	PAID	49,961.63	00000
—	P900898	0407418	1	227710-00000	AT&T	PAID	177.87	00000
—	P900901	0406773	2	222196-00000	JP MORGAN CHASE	PAID	374.50	00000
—	P900902	0404400	6	212115-00000	MARIMON BUSINESS	PAID	1,996.10	00000
—	P900904	0406907	1	222260-00000	SYMPPLICITY	PAID	3,815.00	00000
—	P900905	0404299	3	115207-50001	HORACE*HODGE	RECN	742.64	50001
—	P900909	0407264	2	222230-00000	JP MORGAN CHASE	PAID	794.40	00000

*** Press ENTER to view more accounts ***

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

1 Sess-1 128.194.103.18 TAMT3131 4/12
Search with Google 2:46 PM

PRAIRIE VIEW A&M UNIVERSITY

Screen 164 has now changed to screen 168.

Payment voucher number
for P900896

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Fonts Options Tools View Window Help

F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry

Screen: ____ Voucher: 0407043 Fiscal Year: 2009

Vendor: 17460001260 TEXAS STATE LIBRARY & ARCHIVES
Alt Vndr:
Due Date: 12/04/2008 Desc: REGISTRATION FOR VPBA TO
Inv Date: 11/17/2008 Cust AR Nbr:
Divrvy Date: 10/09/2008 GSC Ord: Pending: Chg Src: N
Dept Ref: 0000 Cont Work Force: Conf: ACH: ACH Ovrd:
Tran Cd: 140 Check Nbr: 581408 St Warrant Nbr:
St Req Nbr: Check Date: 12/05/2008 Warrant Date:
Vchr Total: 85.00 Check Recon: N USAS Doc Type: PCC:
Bank Trace: IC: Reason: Orig Dist Date:
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef

1	210300	000000	5215	85.00	P900896	902134A	00033	N	N
---	--------	--------	------	-------	---------	---------	-------	---	---

*** End of line items ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc Corr Addr Det

1 Sess-1 128.194.103.18 TAMT3131 4/12

start Juliette Spivey... 1 - Default 32... Microsoft Pow... Search with Google 2:52 PM

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.

```
1 - Default 3270 (tammvs1.tamu.edu) - Encrypted
File Edit Transfer Fonts Options Tools View Window Help
PR1 PR2 PR3

F0043 Mark Vendor with an 'X' to select
102 Vendor Name Search

Screen: ____ Vendor: CUSTOM PRIN

                                02/25/09 14:40
                                FY 2009 CC 05

Name      Vendor      Drop Alias      City      State
-  CUSTOM PRINTING      25672374120      N      Y      AUSTIN      TX
-  CUSTOM PRINTING      12021457740      N      N      AUSTIN      TX
-  CUSTOM PRINTING/DO NOT USE      21136489930      N      N      SUGARLAND      TX

** End Of List - 3 05 Campus Vendor(s) Found **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help      EHelp      Addr

1 Sess-1 128.194.103.18 TAMT0368 3/55
start 2 HostEx... Inbox - Mic... My Docume... Microsoft P... Document1 ... Search with Google 2:40 PM
```


Verify payment of an invoice cont.

Enter the invoice
number

Place a "y"
in the All:
field

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Fonts Options Tools View Window Help

F0039 Vendor selected successfully
102 Vendor Name Search CUSTOM PRINTING 02/25/09 14:47
4710 EVERGLADE DRIVE FY 2009 CC 05
Screen: 160 Vendor: 12021457740

Name	Vendor	Drop Alias	City	State
------	--------	------------	------	-------

** End Of List - 0 05 Campus Vendor(s) Found **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Addr

1 Sess-1 128.194.103.18 TAMT0388 4/25

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Fonts Options Tools View Window Help

F0030 Please press <ENTER> to continue
160 Invoices by Vendor Inquiry 02/25/09 14:53
CUSTOM PRINTING FY 2009 CC 05
Screen: ___ Vendor: 12021457740 Invoice Nbr: 5507 All: y

----- Invoice -----			Vchr	PO	*-- Check/State Voucher --*		
Number	Amount	Date	Number	Number	Number	Amount	Date
CUS02120710382	1,038.24	021207	0304763	P702332	563501	1,038.24	121807
PM102INV	1,994.96	010606		P603266			
4693	5,234.00	011906	0338659	P603330	517409	5,240.24	022806
4763	298.00	032006	0343347	P603841	521475	298.00	041406
4764	1,920.00	032006	0343427	P604662	521518	1,920.00	041706
4765	3,361.35	032006	0343192	P604043	520978	3,361.35	041206
4766	3,546.50	032706	0343353	P604452	521534	3,546.50	041806
4767	28.96	032706	0344320	P603793	522774	28.96	050806
4768	81.09	032706	0344319	P603913	522775	110.05	050806
4771	2,656.06	033006	0345751	P603797	524077		060506
4772	2,292.26	033006	0344363	P603798	522875		051006
4773	1,733.23	033106	0345963	P603260	524077		060506
4774	1,529.02	033106	0344350	P603263	522875		051006
4775	25.16	033106	0344334	P603266	523147	7,124.92	051506

*** Press <ENTER> to view more vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Addr Left Right

1 Sess-1 128.194.103.18 TAMT0388 4/25

PRAIRIE VIEW A&M UNIVERSITY

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

Verify payment of invoice cont.

Status "C" for complete

```

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted
File Edit Transfer Fonts Options Tools View Window Help
PR1 PR2 PR3

F0007 End of valid data reached
  160 Invoices by Vendor Inquiry                                02/25/09 15:01
                                CUSTOM PRINTING                  FY 2009 CC 05
Screen:      Vendor: 12021457740 Invoice Nbr: 5507 All: Y

*----- Invoice -----* Vchr      PO      *-- Check/State Voucher --*
   Number      Amount    Date   Number    Number  Number      Amount    Date St
5507      236.80    091708  0403139  P805763  578145      2,389.64  092908  C
5508       96.00    091708  0403437  P900247  578803       96.00    100308  C
5509      429.00    091708  0405974  P805861  580832      429.00    111908  C
5510      155.50    091708  0402899  P805548  578027      155.50    092408  C
5511       96.50    091708  0403135  P805696  578145      2,389.64  092908  C
5512     1,900.84    091708  0403137  P805699  578145      2,389.64  092908  C
5513      155.50    091708  0403136  P805991  578145      2,389.64  092908  C
5550       37.50    111208  0405925  P900444  580791       37.50    111808  C
5551      275.50    111208                P900545                P
5552       44.50    111208  0409846  P901006  582329       44.50    012109  C
5569     2,238.40    121708  0409277  P901815  582072     2,238.40    010909  C
5584     2,535.40    012909  0411679  P901942  584964     2,535.40    021809  C

*** 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

Frequently Asked Questions

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/>

Prompt payment interest calculator

- <https://fmx.cpa.state.tx.us/fm/usas/prompay/picalc.php>

State of Texas Policies and Procedures guide

- https://fmx.cpa.state.tx.us/fm/pubs/purchase/08/purchase_guide_08.pdf

Texas State Comptroller

- <http://www.window.state.tx.us/>

Accounts Payable Staff

Jullette Spivey
Accounts Payable Manager
936-261-1974
jmspivey@pvamu.edu

Tiffinee Moore
AP Specialist
936-261-1931
trmoore@pvamu.edu

Annie Qiang
AP Specialist
936-261-1963
anqiang@pvamu.edu

Donna Bean
Accounts Payable Supervisor
936-261-1928
dbean@pvamu.edu

Amory Chamberlain-Hill
AP Specialist
936-261-1737
amchamberlain@pvamu.edu

Accounts Payable email address
payables@pvamu.edu

Home page
<http://www.pvamu.edu/pages/4472.asp>