

Accounts Payable and Voucher Compliance Desk Manual

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Approver: Dana Thomas, Director

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Texas A&M University

Campus Code 02

Aggie Buy Daily Procedures

Click on My Assigned Approvals

This shows invoices to be worked as assigned by supervisor.

Action Items

My Assigned Approvals


Invoices To Approve

Unassigned Approvals

Unassigned Invoices Needing Approval

Click on Invoice Number

Example:

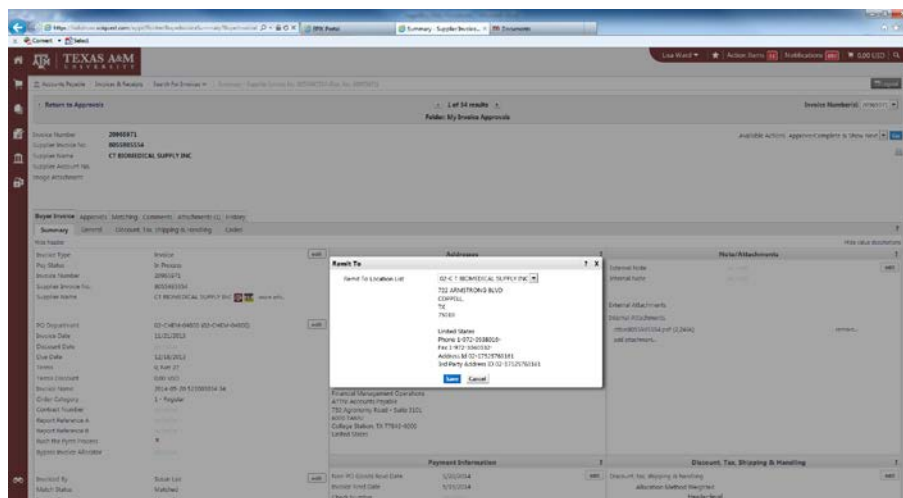
 20965971	8055985554	CT BIOMEDICAL SUPPLY INC	Lisa Ward	5/20/2014 9:02 AM	AB0197090	Matched	530.51 USD
---	------------	--	-----------	-------------------	---------------------------	---------	------------

After Selecting the Invoice Number

- Click on attachments for invoice
- “Invoice Source” indicates whether an invoice is manual or electronic
- Compare the attachments to the invoice and AB#
- Compare the date, invoice number and remit to address to the invoice

If Date, Remit to Address or Invoice Number Needs to be Changed

- Click on the edit tabs beside these areas
- Edit tabs will only show if the invoice is assigned to you
- Make changes and press Save

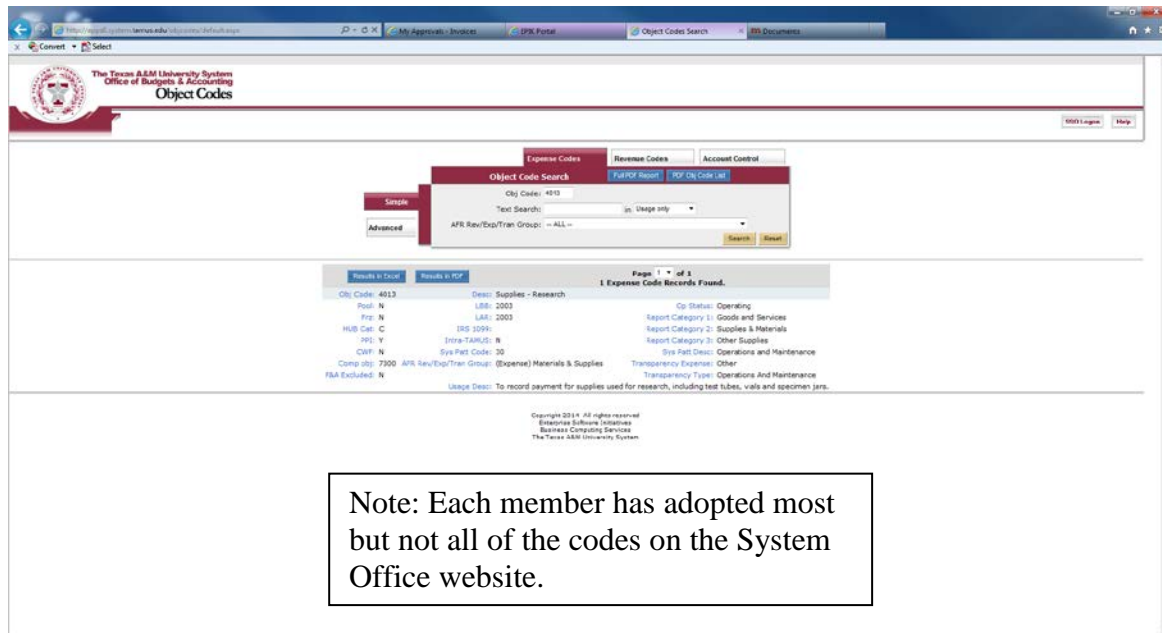


To Check the Account Code and Object Class Codes Section in AggieBuy

- Check the account code in FAMIS
- FAMIS screen 806 for a full listing of class codes
- Check object class codes to the invoice for this purchase
- You can enter class codes or description in the link below to check a description of item in question

Looking up Object Codes

<http://apps6.system.tamus.edu/objcodes/default.aspx>



No PO Number

- If there is not an assigned PO number, the VCAP Accounting Associate can change an object class code.

If AB PO Number is Assigned to the Invoice

SRS VCAP cannot change object codes or account number if an AB PO number is assigned.

On the Comments tab, select the Financial Management Supervisor at FMO. Only this person can change account codes, object codes or add a vendor if not found. Email addresses are located in AB under the Comments tab.

d7af4c21-345b-4	20887354	Search	
Buyer Invoice	Approvals	Matching	Comments
Attachments	History		
Summary	General	Discount, Tax, Shipping & Handling	Codes

Select who the comment is to or Add Email Address by Search

This will add a comment to the document. The user selected will receive an email indicating that a comment has been added to the document.

Email notification(s):

- Anita Luna (Approved) <aluna@bio.tamu.edu>
- Lisa Ward (Approver) <lward@tamus.edu>
- Tammy Stilley (Approved) <tstilley@tamu.edu>
- Will Bailey (Approved) <wbailey@bio.tamu.edu>

[Add email recipient](#)

When adding someone to email. Search by first or last name and press enter

Click on name and press select. Add comments.

****Note: Comments cannot be deleted once entered.**

add comments here

1000 characters remaining

When reviewing invoices in AB, there will be instances where the itemized line (object class code and/or project) may differ from the “header”. Always check the *Codes* tab, and if the message “*same as header*” is present, then keep the itemized line(s) and header the same.

***Caveat* Compliance must still be completed, and the chosen object code in the Header must be appropriate for the invoice.**

Header

Codes ?								
These values apply to all lines unless specified by line item								
LINE	Fiscal Year	Member ID	Department Code	Account Code	Object Code	Special Routing1	Report Reference C	Report Reference D
2013	02	02-IAMCS	02-460069-60000	no value	02-SRS SRS	no value	no value	no value
	Texas A&M University	02-Institute for Applied and Computational	Kaust-Iamcs-Kaust Symposium					

Itemized Line Detail Shown when the Codes tab is Expanded

Buyer Invoice[Approvals](#)[Matching](#)[Comments \(1\)](#)[Attachments \(1\)](#)[History](#)

[Summary](#)[General](#)[Discount, Tax, Shipping & Handling](#)**Codes**?

Codes								
These values apply to all lines unless specified by line item								
LINE	Fiscal Year	Member ID	Department Code	Account Code	Object Code	Special Routing1	Report Reference C	Report Reference D
	2014	02 Texas A&M University	02-CVEN 02-Civil Engineering	02- 462273- 01001 Col: Gulf of Mexico - Socolofsky	8422 Medical and Laboratory Equipment	02-OSRS OSRS	no value	no value

29b054b5-942e-4	21070656		Nav_Approvals	Nav_MyApproval	5
-----------------	----------	--	---------------	----------------	---

Line Item Details							
	PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	2	1 6000m rated 300kHz Workhorse Monitor LADCP w/ WM15, 256 MB Memory more info...	whm300 -LADCP	EA	29,200.00 USD	1 EA	29,200.00 USD
Accounting Codes (same as header)							

Add Attachments to AggieBuy Invoice

- Use the example below for attaching files or comments in AB
- Examples of attachments: justifications from the PA, missing items that need to be attached or comments from the PA or departments.

Invoice Number	20999616	c2914956-12d2-4	20999616	/apps/Router/Buy	
Supplier Invoice No.	SLI12313446		Nav_Approvals	Nav_MyApproval	true
Supplier Name	BIO-RAD LABORATORIES		true	false	1400703982207n
Supplier Account No.			20999616_4	Available Actions	
Image Attachment			Add Comment		

Add Note ?

Buyer Invoice	Approvals	Matching	Comments	Attachments (1)	History
-------------------------------	---------------------------	--------------------------	--------------------------	--	-------------------------

Select the Attachments tab

Add notes in comment field to explain the attached documents.

Attach file to this document (optional):

Attachment Type

File Name Browse for file name and press add

[File](#)

If Everything Matches - [Dates-start and ending date of project, remit to, amount, project numbers, balances/budget, invoice numbers], and Voucher Compliance has been completed, then click OK to approve.

<u>Invoice Number</u>	20723814	924cd8c4-528a--	20723814	/apps/Router/Buy	
<u>Supplier Invoice No.</u>	230-267280-1		Nav_Approvals	Nav_MyApproval	true
<u>Supplier Name</u>	SCIENTIFIC INSTRUMENT SERVICES INC		true	false	1400623911186r
				20723814_4	Available Actions
<u>Supplier Account No.</u>				Approve/Complete & Show	Next

Click this box at the top right hand side

To Release Encumbrances on AggieBuy documents send an email to AggieBuy@tamu.edu and state the following:

- The specific dollar amount to be released and which account/support account
- The purchase order number (AB #) that is to be released
- The reason it needs to be released

Voucher Compliance

Check Project Numbers to FAMIS and Maestro for each AggieBuy Invoice

FAMIS

Screen 69 - enter project number – this shows project information, project balance, and object codes

Screen 51 – enter SL and SA – this shows performance dates for the SA

Screen 8 – Comments from the PA regarding allowables. Do not rely solely on PA comments.

Screen 9 & 52 - shows the PI for the project

Screen 62 - check encumbered vendor invoices

Screen 163 - voucher Inquiry by screen

Screen 295 - References the AggieBuy invoice number. Place “X” beside the document in FAMIS and press enter.

Screen 278 - shows the AggieBuy invoice and what it is for.

Screen 295 - crosswalk the AggieBuy (AB #) invoice to the FAMIS voucher

Verify Project Information in Maestro

<https://maestro.tamus.edu/>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

Account/Invoice Approvals

- Invoices are reviewed by VCAP, date stamped & forwarded to VCAP staff for processing
- Using the Xerox machine scan all invoices which need to be sent to the PI for approval; email to self; Open pdf document in email; Go to Tools/Extract; Extract invoices for PI; Select “Attach to Email;” Send to PI and/or delegated person for approval.
- Log all invoices/vouchers on Excel spreadsheet, “Outstanding Email Approvals” located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS
- After logging, file in the file cabinet labeled “Pending Voucher” located in C116.
- Once approvals are received, update Excel spreadsheet, “Outstanding Email Approvals,” that invoices are ready to be paid. This spreadsheet is located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS

FAMIS Screens Used to Process Email Approvals

- Screen 52 – PI and PA information
- Screen 52b – Delegation information. Also gives ID number of person to use on screen 850 to get email information.
- Screen 51 – Mail Stop and person ID information
- Screen 850 – Person information such as email

```

052 Support Account Attributes 2                                05/22/14 15:19
                                                              FY 2014 CC 99
Screen: ___ Account: 501501 02001      ROLE OF PRODUCE SURFACE  CISNEROS
                                                              SRS: Y
Accountant Resp: 601004764 SWANICK, LOIS A      Funding:
Foreign Per: _ Admin/Clerical: _
Salary Sav. Dist: _____ Pyrl Acct Anal: _____ TE Certify: _
Fac Salary Sav. Dist: _____ Int Exempt: _ Int Exe Reason: _
Fac Savings Form 500: _____ Interest Acct: _____
Fac Savings Form 500: _____ ETravel Fee: _____

Obj Trans  --- Subcode Edits ---
Cat Type   Low   High   Match
Cost Ref 1: _   _   _____
Cost Ref 2: _   _   _____

----- Responsible Persons -----
CP 901006838 CISNEROS-ZEVALL, LUI
PI 218004960 TAYLOR, THOMAS M

```

Screen 52b details the PA's comments

Person ID	Name	Comments
901006838	CISNEROS-ZEVALL,	SEND APPROVALS TO CO PI LUIS CISNEROS-ZEVALL ALL FISCAL MATTERS

Screen 8 also shows PA notes on project under the Comments section

```

Accountant Resp: 614000535 HAVARD, SHERRY M
Title to Equip: AGRILIFE
Comments: AUP#2011-119 6/24/2011-6/23/2014 MICE
          CLASS CMP INVOICES 4700 -THAT'S HOW THEY WERE BUDGETED

```

(AUP protocol and Human Subjects are defined or any special classing notes from PA)

Screen 9: Ensure that invoice/order date is within project performance period by checking against project start and end date; Confirm project sponsor.

```

009 SL Grant/Contract Attributes                                05/22/14 15:29
                                                            FY 2014 CC 99
Screen:  _____ Account: 502171 _____ EFFECTS OF ESTROGEN ON SPORADIC   SRS: Y

Sponsored Project: 5021710000 EFFECTS OF ESTROGEN ON SPORADIC
  Sponsor: 0000029 AMERICAN CANCER SOCIETY                               Total Awarded
  Award Nbr: RSG-11-179-01-TBE                                           718000.00
  90 Day Pre: _ Billing Revenue Object: 0255                               Funding
  Start Date: 07/01/2011 Indirect Expense Object: 9630
  End Date: 06/30/2015 Indirect Revenue Object: 0324
MRF Acct/Proj Nbr: _____ System Member: 06
  CS Acct Link: _____ TE Certify: _ E-Verify: _
  ----- Indirect Cost -----
    Base: _____ 1: _ 417003518 ALLRED, CLINTON D
    Rate: _____ 2: _____
  Distribution: _____ 3: _____
DA Nbr: _____ NSF Category: _____ 4: _____
  Activity: 1A_
  Science/Engineering Field: 2G_ ----- Special Areas of Interest -----
  Character of Work: 4A_ _____
  Selection Process: 5A_ _____
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next CProj AResp

```

Screen 69 to check budget information; scroll down to category of invoice description by pressing enter key.

```

069 SA 11 Digit List with Category Totals                    05/22/14 15:33
                    AMERICAN CANCER SOCIETY EFFECTS OF
                    FY 2014 CC 99
Screen:  _____ Account: 502171 00001 _____ Fiscal Year: 2014
Thru Month: 5_ May FY/PY/IN to Date: IN Zero Balance: N
Resp Person: ALLRED, CLINTON D Bottom Line Exclusion: 0.00
Department: 00514 Flags: D F B C Z G ABR Net Dir BBA: 263536.60
Map Code: 51000 N N Y R N 050 Unprotected Available: 263536.60
Obj Description Budget Actual Encumbrances Available
-----
3510 Domestic Travel 7042 7042
6596 Registration 85 85
**** Total Travel 8000 7127 873
4000 Supplies - Pool 90184 90184
4700 Supplies-Research 77316 77316
**** Total Supplies - Poo 167500 77316 90184
5000 Other Direct Expense 9023 9023
5281 Publications 1900 1900
5999 Other Expenses 2077 2077
**** Total Other Direct E 13000 3977 9023
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Dload Left Right

```

This screen shows if a category is overspent or restricted. See flag indicator field (C=R if restricted / C=N if not restricted)

Email/Fax PI Approval Procedure

Email/fax must be from the PI or delegate and include the “I certify” statement. The email approval request must include the following required invoice details: vendor name, invoice number, invoice amount, invoice date and project account number (SL and SA).

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Regular Invoices

Subject: **Request for Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
Voucher Compliance and Accounts Payable-Sponsored Research Services
chrispbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578
Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Invoice Approval –Project Account XX-XXXXXX

Third Request for Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

Justifications

All SRS invoices are checked for allowable and unallowable cost expenditures.

Justifications are needed on some projects for computers, postage, shipping/freight, and memberships.

Justifications are also requested for purchases that are made near the performance end date, if the available budget balance is low and to determine if purchase is within scope of the project.

Justifications are requested through the PA, as the PA is the liaison between VCAP and the PI for justifications.

Before emailing PA:

- Review project information in OnBase or Maestro to determine if purchase is allowable on project
- In FAMIS, Screen 8, confirm allowable information

Information to include in email to PA for justification:

- Project Number
- Voucher Number
- Vendor Name
- Invoice Number
- Invoice date
- Item requiring justification
- Dollar amount of item
- Attach invoice to email

Once PA sends justification, attach it to the invoice as support documentation

Tarleton State University

Campus Code 04

Voucher Compliance

Account/Invoice Approvals

- Invoices are reviewed by VCAP, date stamped & forwarded to VCAP staff for processing
- Using the Xerox machine scan all invoices which need to be sent to the PI for approval; email to self; Open pdf document in email; Go to Tools/Extract; Extract invoices for PI; Select “Attach to Email;” Send to PI and/or delegated person for approval.
- Log all invoices/vouchers on Excel spreadsheet, “Outstanding Email Approvals” located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS
- After logging, file in the file cabinet labeled “Pending Voucher” located in C116.

- Once approvals are received, update the Excel spreadsheet, “Outstanding Email Approvals,” that invoices are ready to be paid. This spreadsheet is located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS

FAMIS Screens Used to Process Email Approvals

- Screen 52 – PI and PA information
- Screen 52b – Delegation information. Also gives ID number of person to use on screen 850 to get email information.
- Screen 51 – enter SL and SA – this shows performance dates for the SA
- Screen 850 – Person information such as email

```

052 Support Account Attributes 2                                05/22/14 15:19
                                                                FY 2014 CC 99
Screen: ___ Account: 501501 02001          ROLE OF PRODUCE SURFACE  CISNEROS
                                                                SRS: Y
Accountant Resp: 601004764 SWANICK, LOIS A          Funding:
Salary Sav. Dist: _____ Pyrl Acct Anal: _____ Admin/Clerical: _
Fac Salary Sav. Dist: _____ Int Exempt: _ Int Exe Reason: _
Fac Savings Form 500: _____ Interest Acct: _____
Rad Savings Form 500: _____ ETravel Fee: _____

Obj Trans  --- Subcode Edits ---
Cat Type   Low   High   Match
Cost Ref 1:  _   _   _____
Cost Ref 2:  _   _   _____

----- Responsible Persons -----
CP 901006838 CISNEROS-ZEVALL, LUI
PI 218004960 TAYLOR, THOMAS M
  
```

Screen 52b details the PA’s comments

```

Person ID      Name      Comments
-----
901006838 CISNEROS-ZEVALL, SEND APPROVALS TO CO PI LUIS CISNEROS-ZEVALL
ALL FISCAL MATTERS
  
```

Screen 8 also shows PA notes on project under the Comments section

```

Accountant Resp: 614000535 HAVARD, SHERRY M
Title to Equip: AGRILIFE
Comments: AUP#2011-119 6/24/2011-6/23/2014 MICE
CLASS CMP INVOICES 4700 -THAT'S HOW THEY WERE BUDGETED
  
```

(AUP protocol and Human Subjects are defined or any special classing notes from PA)

Screen 9: Ensure that invoice/order date is within project performance period by checking against project start and end date; Confirm project sponsor.

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009 SL Grant/Contract Attributes                                05/22/14 15:29
                                                              FY 2014 CC 99
Screen:  ___ Account: 502171  ___ EFFECTS OF ESTROGEN ON SPORADIC  SRS: Y

Sponsored Project: 5021710000 EFFECTS OF ESTROGEN ON SPORADIC
  Sponsor: 0000029 AMERICAN CANCER SOCIETY Total Awarded
  Award Nbr: RSG-11-179-01-TBE 718000.00
  90 Day Pre:  _ Billing Revenue Object: 0255 Funding
  Start Date: 07/01/2011 Indirect Expense Object: 9630
  End Date: 06/30/2015 Indirect Revenue Object: 0324
MRF Acct/Proj Nbr:  _ System Member: 06
  CS Acct Link:  _ TE Certify:  _ E-Verify:  _
  ----- Indirect Cost ----- ----- Responsible Persons -----
    Base:  _ 1:  _ 417003518 ALLRED, CLINTON D
    Rate:  _ 2:  _
  Distribution:  _ 3:  _
DA Nbr:  _ NSF Category:  _ 4:  _
  Activity: 1A_
  Science/Engineering Field: 2G_ ----- Special Areas of Interest -----
  Character of Work: 4A_
  Selection Process: 5A_
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next CProj AResp

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Screen 69 to check budget information; scroll down to category of invoice description by pressing enter key.

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                                                              AMERICAN CANCER SOCIETY EFFECTS OF
                                                              FY 2014 CC 99
Screen:  ___ Account: 502171 00001  ___ Fiscal Year: 2014
Thru Month: 5_ May FY/PY/IN to Date: IN Zero Balance: N
Resp Person: ALLRED, CLINTON D Bottom Line Exclusion: 0.00
Department: 00514 Flags: D F B C Z G ABR Net Dir BBA: 263536.60
Map Code: 51000 N N Y R N 050 Unprotected Available: 263536.60
Obj Description Budget Actual Encumbrances Available
-----
3510 Domestic Travel 7042 7042
6596 Registration 85 85
**** Total Travel 8000 7127 873
4000 Supplies - Pool 90184 90184
4700 Supplies-Research 77316 77316
**** Total Supplies - Poo 167500 77316 90184
5000 Other Direct Expense 9023 9023
5281 Publications 1900 1900
5999 Other Expenses 2077 2077
**** Total Other Direct E 13000 3977 9023
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
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amount, invoice date and project account number (SL and SA).

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THE TEXAS A&M UNIVERSITY SYSTEM

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- Invoice date
- Item requiring justification
- Dollar amount of item
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Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

Looking up Object Codes for Classing

<http://apps6.system.tamus.edu/objcodes/default.aspx>

The screenshot shows a web application interface for searching object codes. At the top, there's a navigation bar with 'Expense Codes', 'Revenue Codes', and 'Account Control' tabs. Below this is a search form with a 'Text Search' field containing 'Obj Code: 4013'. There are also buttons for 'Simple', 'Advanced', 'Full PDF Report', and 'PDF Obj Code List'. The search results section shows 'Page 1 of 1' and '1 Expense Code Records Found.' The results table includes the following information:

Obj Code: 4013	Dept: Supplies - Research	Op Status: Operating
Post: N	LBR: 2003	Report Category 1: Goods and Services
Ftr: N	LAR: 2003	Report Category 2: Supplies & Materials
HUB Cat: C	IRS: 1099	Report Category 3: Other Supplies
YPI: Y	Intra-TARLIS: N	Use Post Desc: Operations and Maintenance
CMF: N	Syn Post Code: 30	Transparency Expense: Other
Comp Obj: 7300	APR Rev/Exp/Tran Group: (Expense) Materials & Supplies	Transparency Type: Operations And Maintenance
FSA Excluded: N		

Usage Desc: To record payment for supplies used for research, including test tubes, vials and specimen jars.

NOTE:

All Tarleton paid invoices and vouchers must be emailed to the Tarleton FMO, Manager of Budget Services or the Sr. Manager Disbursements, and copy the VCAP intermediate accountant.

Prairie View A&M University

Campus Code 05

Voucher Compliance

Account/Invoice Approvals

- Invoices are reviewed by VCAP, date stamped & forwarded to VCAP staff for processing
- Using the Xerox machine scan all invoices which need to be sent to the PI for approval; email to self; Open pdf document in email; Go to Tools/Extract; Extract invoices for PI; Select "Attach to Email;" Send to PI and/or delegated person for approval.
- Log all invoices/vouchers on Excel spreadsheet, "Outstanding Email Approvals" located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS
- After logging, file in the file cabinet labeled "Pending Voucher" located in C116.
- Once approvals are received, update the Excel spreadsheet, "Outstanding Email Approvals," that invoices are ready to be paid. This spreadsheet is located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS

FAMIS Screens Used to Process Email Approvals

- Screen 52 – PI and PA information

- Screen 52b – Delegation information and will also give ID number of person to use on screen 850 to get email information.
- Screen 51 – enter SL and SA – this shows performance dates for the SA
- Screen 850 – Person information such as email

```

052 Support Account Attributes 2                                05/22/14 15:19
                                                              FY 2014 CC 99
Screen:  ___ Account: 501501 02001          ROLE OF PRODUCE SURFACE  CISNEROS
                                                              SRS: Y

  Accountant Resp: 601004764  SWANICK, LOIS A          Funding:
                    Foreign Per:  _ Admin/Clerical:  _
  Salary Sav. Dist:  _____ Pysl Acct Anal:  _____ TE Certify:  _
Fac Salary Sav. Dist:  _____ Int Exempt:  _ Int Exe Reason:  _
Fac Savings Form 500:  _____ Interest Acct:  _____
Rad Savings Form 500:  _____ ETravel Fee:  _____

                    Obj Trans  --- Subcode Edits ---
                    Cat Type   Low   High   Match
                    Cost Ref 1:  _   _   _____
                    Cost Ref 2:  _   _   _____

----- Responsible Persons -----
CP 901006838  CISNEROS-ZEVALL, LUI
PI 218004960  TAYLOR, THOMAS M

```

Screen 52b details the PA's comments

Person ID	Name	Comments
901006838	CISNEROS-ZEVALL,	SEND APPROVALS TO CO PI LUIS CISNEROS-ZEVALL ALL FISCAL MATTERS

Screen 8 also shows PA notes on project under the Comments section

```

Accountant Resp: 614000535  HAVARD, SHERRY M
Title to Equip:  AGRILIFE
Comments:  AUP#2011-119 6/24/2011-6/23/2014  MICE
          CLASS CMP INVOICES 4700 -THAT'S HOW THEY WERE BUDGETED

```

(AUP protocol and Human Subjects are defined or any special classing notes from PA)

Screen 9: Ensure that invoice/order date is within project performance period by checking against project start and end date; Confirm project sponsor.

```

009 SL Grant/Contract Attributes                                05/22/14 15:29
                                                              FY 2014 CC 99
Screen:  ___ Account: 502171  _____ EFFECTS OF ESTROGEN ON SPORADIC  SRS: Y

Sponsored Project: 5021710000 EFFECTS OF ESTROGEN ON SPORADIC
Sponsor: 0000029  AMERICAN CANCER SOCIETY          Total Awarded
Award Nbr: RSG-11-179-01-TBE                          718000.00
90 Day Pre:  _          Billing Revenue Object: 0255          Funding
Start Date: 07/01/2011  Indirect Expense Object: 9630
End Date: 06/30/2015   Indirect Revenue Object: 0324
MRF Acct/Proj Nbr:  _____ System Member: 06
CS Acct Link:  _____ TE Certify:  _ E-Verify:  _
----- Indirect Cost -----
Base:  _____ 1:  _ 417003518 ALLRED, CLINTON D
Rate:  _____ 2:  _
Distribution:  _____ 3:  _
DA Nbr:  _____ NSF Category:  _____ 4:  _
                    Activity: 1A_
Science/Engineering Field: 2G_  ----- Special Areas of Interest -----
Character of Work: 4A_
Selection Process: 5A_
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Hmenu Help EHelp Next CProj AResp

```

Screen 69 to check budget information; scroll down to category of invoice description by pressing enter key.

```

069 SA 11 Digit List with Category Totals                                05/22/14 15:33
AMERICAN CANCER SOCIETY EFFECTS OF                                    FY 2014 CC 99
Screen: _____ Account: 502171 00001 Fiscal Year: 2014
Thru Month: 5_ May FY/PY/IN to Date: IN Zero Balance: N
Resp Person: ALLRED, CLINTON D Bottom Line Exclusion: 0.00
Department: 00514 Flags: D F B C Z G ABR Net Dir BBA: 263536.60
Map Code: 51000 N N Y R N 050 Unprotected Available: 263536.60
Obj Description Budget Actual Encumbrances Available
-----
3510 Domestic Travel 7042 7042
6596 Registration 85 85
**** Total Travel 8000 7127 873
4000 Supplies - Pool 90184
4700 Supplies-Research 77316 77316
**** Total Supplies - Poo 167500 77316 90184
5000 Other Direct Expense 9023 9023
5281 Publications 1900 1900
5999 Other Expenses 2077 2077
**** Total Other Direct E 13000 3977 9023
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Dload Left Right
  
```

This screen shows if a category is overspent or restricted. See flag indicator field (C=R if restricted / C=N if not restricted)

Email/Fax PI Approval Procedure

Email/fax must be from the PI or delegate and include the “I certify” statement. The email approval request must include the following required invoice details: vendor name, invoice number, invoice amount, invoice date and project account number (SL and SA).

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Regular Invoices

Subject: **Request for Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
Voucher Compliance and Accounts Payable-Sponsored Research Services
chrisbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578
Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

****For subsequent notices, please change subject line:
Second Request for Invoice Approval –Project Account XX-XXXXXX
Third Request for Invoice Approval –Project Account XX-XXXXXX**

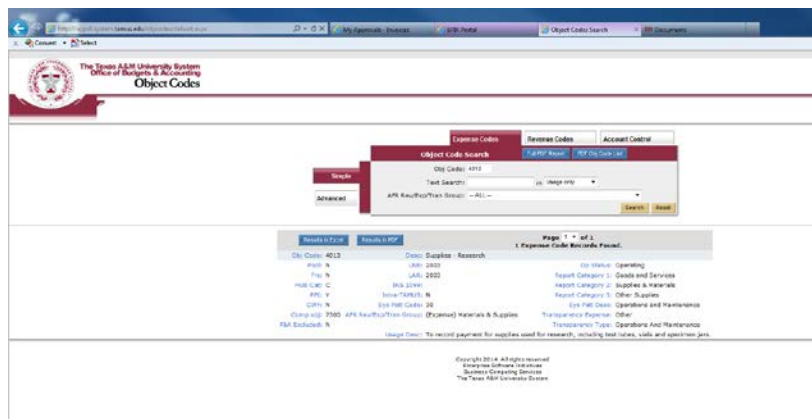
Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

Reviewing and Classing Invoices

Looking up Object Codes for Classing

<http://apps6.system.tamus.edu/objcodes/default.aspx>



Classed invoices are placed on shelf outside of C121 in file labeled “Approved Invoices” or “Pending Approval” if PI approval is needed.

In FAMIS, Screen 278, enter PO doc number, press pf8 and print for voucher back-up. This gives the project account number, and verifies the object code on PO.

Justifications

All SRS invoices are checked for allowable and unallowable cost expenditures.

Justifications are needed on some projects for computers, postage, shipping/freight, and memberships.

Justifications are also requested for purchases that are made near the performance end date, if the available budget balance is low and to determine if purchase is within scope of the project.

Justifications are requested through the PA, as the PA is the liaison between VCAP and the PI for justifications.

Before emailing PA:

- Review project information in OnBase or Maestro to determine if purchase is allowable on project
- In FAMIS, Screen 8, confirm allowable information

Information to include in email to PA for justification:

- Project Number
- Voucher Number
- Vendor Name
- Invoice Number
- Invoice date
- Item requiring justification
- Dollar amount of item
- Attach invoice to email

Once PA sends justification, attach it to the invoice as support documentation

Verify Project Information in Maestro

<https://maestro.tamus.edu/>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

For Invoices Paid on a Purchase Order

```

F2321 Make selection to proceed to screen 279
278 Document Inquiry                                05/23/14  2:35P
                                                    FY 2014 CC 0
Screen: ____ Document: L400145                    Panel: 01 More >
Do +-----+
Rei | F5628 End of accounts on document
    | L L400145 *** Account Distribution ***
    |
    | CC  FY      Account      Description      Amount
    |-----|-----|-----|-----|
    | 05 2014 415650-00001-5813 ARTIFICIAL CELLULASE      400.00
    | 05 2014 415650-00001-4040 ARTIFICIAL CELLULASE      2,600.00
    |                               Total all Accounts *      3,000.00
    |
    | S
    | -
    | -
    | -
    |
    | PF3= Back to 278  PF4=Exit  PF5=BBA
    |
    | F12--
  
```

- In FAMIS go to Screen 340
- Enter doc #, Invoice #
- Enter Invoice Amount and Invoice Date.
- Enter the earliest date stamp on invoice as Receive Dt Invoice:
- Enter Vendor Customer account # on Cust AR Nbr
- Check to see if invoice agrees as marked (p) for partial or (f) for Final and press enter
- Confirm vendor remit address matches between invoice and Screen 103

```

F0013 Please enter desired modifications
340 Invoice Header Create                                05/23/14 14:46
                                                         FY 2014 CC 05

Screen: ___ Doc: K405073 Inv: 4283469891___

Vendor: 19424041107 APPLE COMPUTER INC Vendor ID's
Invoice Amt: 70.00 Cr: _ P O BOX 846095 Tax: 942404110
Invoice Dt: 05/16/2014 DALLAS, TX 75284-6095 St: 19424041101-003
Terms: _____
Due Dt: 05/23/2014
Disc. Due Dt: 05/23/2014
Req Pay Dt: _____ Receive Dt: Invoice: 05/22/2014 Fiscal: _____
Original Inv: _____ SciQuest: Tran Cd: Inv:
Cust AR Nbr: 710080 Enclosure Code: _
Alt.Vendor: _____ IC: _ Reason: _ Wire Transfer: N

PO Liq Ind: P Force Pymt: N Reason: _____
ACH Ovr: _ Cont Wk Force: N

Vchr Amt: 70.00 Other Parts Amt: Dup Inv Ovr: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp ACH Next PIP VSrch Info Notes Accts Cncl

```

Press PF5 to continue

This is where the invoice is liquidated marking quantity and unit price on invoice under the matching line item description (If it is FINAL invoice; match the dollar amounts of each line item- if all agree press pf10 and this will liquidate the entire invoice in one step).

If only a partial invoice match, then enter each line item manually (press enter to continue to next set of invoice line items).

Once all items on the invoice are liquidated, press PF5 to continue.


```

F0013 Please enter desired modifications
342 Invoice Line Create          APPLE COMPUTER INC          05/23/14 14:52
                                FY 2014 CC 05

Screen:  ___ Doc: K405073  Inv: 4283469891  Item: 4.0  ___
                                Pg 2  of 2  Viewed Pg(s)
                                Total quantity
Item      Quantity  Unit Price  UOM  Extended Price  Inv. for PO
4  Ordered: 4.00    17.5000    EA    70.00
   Invoiced: 4.00    17.5000    EA    70.00          4.00
   Desc: MD818ZM/A: LIGHTNING TO USB CABLE (1M)
                                416880-00001-5787
-----
5  Ordered: 4.00    17.5000    EA    70.00
   Invoiced:
   Desc: MD836LL/A: APPLE 12W USB POWER ADAPTER
                                416880-00001-5787
-----
6  Ordered: 4.00    32.0000    KIT    128.00
   Invoiced:
   Desc: HB561ZM/A: BELKIN 6" CHARGESYNC CABLE KIT
         (LIGHTNING/MICRO USB/30-PIN)
                                416880-00001-5787

*** Press ENTER To view more Items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp IAcct Next  PIP  Bkwd Frwd  INote AcScr IDesc

```

Press PF5 again if extended price items are not listed on the invoice (such as freight).

Enter "0" for creating your Voucher

Enter the last 7 digits of invoice number as Dept. Ref. #

Enter your first Initial and last name as State Req Nbr

Press Enter and FAMIS will assign a voucher number for the invoice just liquidated.

Write this voucher number on the invoice. This voucher initiates payment in FAMIS.

```

F0026 Please enter desired modifications
345 Invoice Pending Voucher Create/Modify                                05/23/14 14:54
                                                                                   FY 2014 CC 05
Screen: ___ Doc: K405073 Inv: 4283469891___ Voucher: 0525568
                                                                                   Default Cost Ref: N
Doc Summary: IPAD AIR # MF009LL/A
Vendor: 19424041107 APPLE COMPUTER INC
Type: 0 Dept. Ref. #: 3469891 Enclosure Code: _
Invoice Date: 05/16/2014 Order Date: 05/15/2014 Delivery Dt: _____
State Req Nbr: AZINN_____ GSC Ord: MOSLEY_ Due Date: 05/23/2014
Description: MD818ZM/A; LIGHTNING TO USB CABLE (1M)___ Disc Due Dt: 05/23/2014
                                                                                   Inv Rcvd Dt: 05/22/2014
Cust AR NBR: 710080_____ ACH Ovr: _ Hold Flag: N
Alt.Vendor: _____ W2/SSN: _____ Travel Hotel Zip: _____
USAS Doc Type: _ PCC Code: _ PDT Code: _
LDT Codes: _ _ _ _ _ IC: _ Reason: _
Cont Wk Force: N Confidential: _ Wire Transfer: N
Revolving: N Fund Type: Local
Prepaid Inv: N Check Nbr: _____ Check Dt: _____ Override Bank: _____
                                                                                   Vch Total: 70.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help FHelp ACH Next PIP BVchr Info TNote Desc Mlti

```

Press PF5 to continue until screen 346 appears.

Close Invoice Document: enter “Y”

If Matching Status comes back “No Receiving”, change the “y” to “n” and this will keep the voucher open. The voucher will not pay until closed.

PI approval must be obtained before closing the voucher. Otherwise, if the voucher close status is “Y” the voucher will pay once FAMIS receiving is complete.

****Very Important**** Never close a voucher until all documentation is in place for payment.

On screen 220, note the Contact Person for the PO.

Email this person and cc the PA when asking for FAMIS receiving to be completed.

Include “How to Complete FAMIS Receiving” with the email request. Attach invoices from the PO to the email.

Example email request for receiving:

FAMIS Receiving Requested K405073
Zinn, Angela
Sent: Fri 5/23/2014 11:02 AM
To: 'cawarner@gvamu.edu'
Cc: Mosley, Melissa A; bmjohanson@gvamu.edu'
Message: How to Complete Receiving in FAMIS.pdf (202 KB) Apple 4283427357 5740 K405073.pdf (153 KB) Apple 4283469891 570.00 K405073.pdf (140 KB)

Hello,
I am ready to pay once FAMIS receiving is complete.
Please have the attached received in FAMIS so I may process payment.
Thank you,

Angela Zinn | AP Accounting Associate I
Accounts Payables-Sponsored Research Services

Once all documents and approvals are in place, close the voucher, by entering “y” for “Close Invoice Document,” on Screen 346.

Press enter.

Matching Status: will read “Match Successful”

Press PF10 to pay

Screen 130: Open the Payment batch in FAMIS using bank number 00033 for Prairie View banking to process payments.

At end of day scan all vouchers that have paid in FAMIS for the next morning.

Attach this pdf to the email with a note that the following vouchers will pay and give the following work days date.

Below is a list of email addresses that this email must go to:

At PVAMU:

Staff Accountant

AVP Financial Services

Records Management Specialist

Staff Accountant I

At SRS:

Accountant

Intermediate Accountant

Accounting Associate

Business Support Services Coordinator

Example email to send to PVAMU as alert of vouchers to be paid:

Sent: Friday, April 25, 2014 3:58 PM

To: 'akbaweja@pvamu.edu'; 'pabaughman@PVAMU.EDU'; 'ussmith@pvamu.edu'; 'srredd@pvamu.edu'; bcnaylor@pvamu.edu

Cc: Porch, Joyce; Enrique, Sarah; Nolan, Belinda

Subject: PVAMU 05 to pay Monday 04/28/2014

Good Afternoon,

There are 3 vouchers to pay on Monday, 04/28.

Voucher 0521754 Invoice: AVNET Electronics Inv #72295344, Date 02/28/2014, Amount: \$5,114.64 Account: 415273-00001 Doc #: K405061

Voucher 0524299 Invoice: Apple Computer Inv #4280562992, Date 04/12/2014, Amount: \$12,702.00 Account: 417010-00001 Doc #: K405063

Voucher 0524302 Invoice: Apple Computer Inv #4280875140, Date 04/16/2014, Amount: \$2,206.00 Account: 417010-00001 Doc #: K405063

Thank you,

AgriLife Research

Campus Code 06

SRS VCAP receives invoice in Laserfiche

- Verifies match between invoice, LF template, & audit screens in FAMIS

Voucher Processing Checklist

Laserfiche:

Open to TAMUS-AgriLife\Work In Progress - Disbursements-SRS\TAES\Accounts Payable
Verify: invoice correct, complete; template info matches invoice

FAMIS:

SCR 350 – Use document number for search, then select correct invoice header by invoice number or amount.

SCR 340 – verify: invoice #, address, amount, invoice date, invoice received date (usually stamped), customer #

Check for doc/inv notes

Complete: fiscal (date we rec.)

F5 to progress through screens

NOTE: If “Duplicate Override” is checked proceed to SCR 160 to ensure the actual invoice amount and/or date is unique. Some vendors recycle invoice numbers, and this is the mechanism that allows duplicates in FAMIS.

SCR 342 – match line items to invoice

Use acct #, o/c for voucher compliance check

Review screens 6,8,9,69, and Maestro to ensure allowability

SRS accounts begin with 4, 5, or 6. All others, including splits, send to Ag Disbursements

(TAMUS-AgriLife\Work in Progress - Disbursements-TAES\Accounts Payable – Research)

SCR 344 – used to manually add additional items with proper approval (PIP/signer email)

SCR 345 – verify: order date, delivery date Complete: voucher # (all begin with 1)

F11 – correct o/c, change acct # with approval

SCR 346 – final check all dates; Close=y, check for errors, F10 to post

Laserfiche: enter voucher number on template, save; proceed to next document

- Ensures payment requests are reasonable, allocable and allowable according to System, State, Federal, and sponsor guidelines
- Assigns voucher number and posts in FAMIS
- Add voucher number to LF template and send to Ag Disbursements in appropriate folder

Post-Payment

Ag Disbursement

- Checks and ACH payments are processed at AgriLife Research
- FAMIS report(s) automatically merges into LF voucher
- LF voucher automatically files based on template info

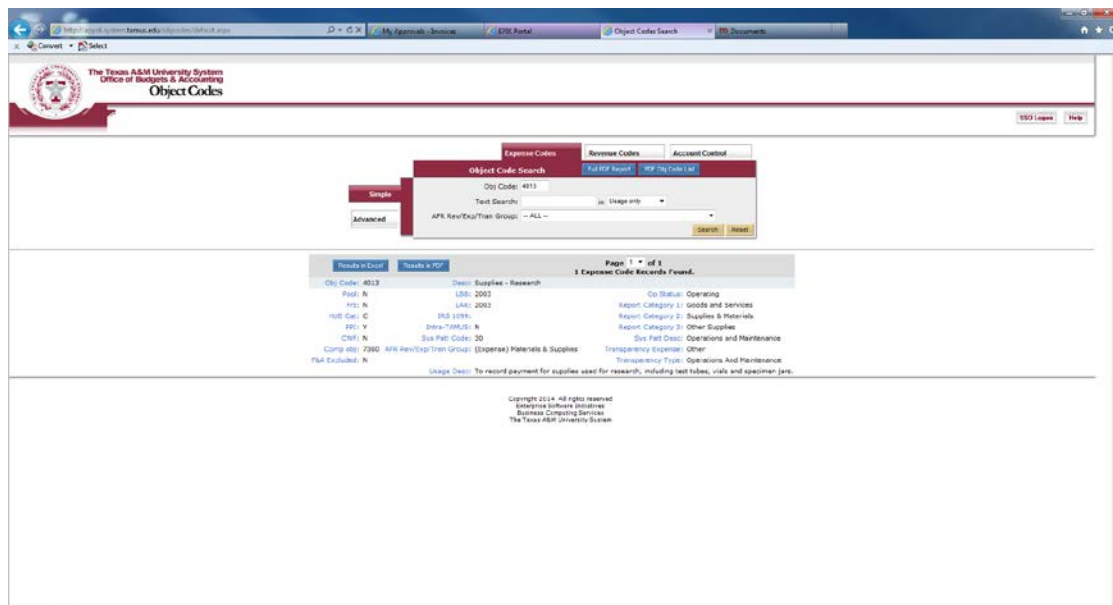
Vouchers

- In LF go to the folder
- TAMUS-Agrilife\Work In Progress -Disbursements-SRS\TAES\Accounts Payable
- Move scan from this folder to the individual’s subfolder desk.

- Select scan to open, go to screen 350 in FAMIS to select, then 340-346 to work.
- Search LF with the Document/Folder name search to find back-up for award
- Enter account # & * for search
- Open the file named the account number agreement

Looking up Object Codes for Classing

<http://apps6.system.tamus.edu/objcodes/default.aspx>



Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

When finished processing drop scans in the folder

TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Posted Vouchers - TAES

IDTS

Look in the folder:

TAMUS-Agrilife\Work In Progress - Disbursements-SRS\TAES\IDT

Select Scan

Complete Rate Check

Complete Voucher Compliance

Stamp approval

Drop scan in the TAMUS-Agrilife\Work in Progress - Accounts Receivable folder

Wire Transfers

In Laserfiche, check the following folder:

TAMUS-Agrilife\Work In Progress - Disbursements-SRS\Wire Transfers

Complete Voucher Compliance for the purchase. The wire transfer form should be included as the first page.

Department will provide a document for the wire fee, or may be the same document. Separate scans & voucher numbers are needed.

Use the Excel spreadsheet, "Wire Transfer Log-SRS" to determine check # and record payment (if in foreign funds add as foreign ex. 350eur)

<K:\Business Support Services\Accounts Payable\SRS Procedures\Forms and Procedures\System Procedures\Ag>

Fill in template with info. Copy it, add a text box/sticky note to wire transfer page with info.

Ensure correct memo bank is used: Research:08855

In FAMIS

Screen 340 ***** Make sure Wire Transfer line is marked Y *****

Screen 345 Enter check # from log and memo bank

Screen 346 Close and post if payment is in \$US

After Posting in FAMIS

Add voucher # to template and move scan to the folder for Cash Management

TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Accounts Payable - Research\A/P - Wire Transfer Invoices\Sent to Cash Mgmt

Send email to the Assistant Financial Manager, the Financial Manager, the Risk and Compliance Manager and the Risk and Compliance Coordinator

Email Subject: W/T sent to cash mgmt (SRS) -06E#####

“The following document has been placed in the TAES W/T folder to Cash Mgmt:

Doc #:

Please let me know once the document is returned to the Disb folder.”

When the member side is completed, a return email will be sent stating that it has been placed in the folder

The scan will be dropped into the folder: TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Accounts Payable - Research\A/P - Wire Transfer Invoices\Return to Disb from Cash Mgmt

Move the scan to the correct folder for the department and FY:

TAMUS-Agrilife\4.0 Fiscal Records\4.2 Documents of Original Entry\4.2.3 Expenditure Vouchers
4.2.3.1.1 TAES

Fee Voucher

Department provides document

Process fee directly to vendor using the part’s fiscal office as Alt vendor

VENDOR ID FOR RESEARCH-35565565560

If the wire is on an SRS account and the fee is on an Ag account, SRS processes the fee also.

In FAMIS, Screen 341, use the Cust AR NBR field to reference the payment doc: WIRE/T: S,L,E# - Vendor name

Upon completion, save scans in the following folder:

TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Posted Vouchers - TAES

Important Laserfiche Folders

Located inside TAMUS-AgriLife\Work In Progress - Disbursements-SRS

\TAES\Accounts Payable

\TAES\IDT

\Wire Transfers

\Subawards

\Return from SRS (for SRS DISB)

\Additional Information Requested – SRS (individual folders are located here)

TAMUS-AgriLife\Work in Progress - Disbursements-TAES\Posted Vouchers – TAES

Documents with Split Funds

Complete Voucher Compliance for SRS accounts

Apply approved stamp

Move scans to the following folder:

TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Accounts Payable – Research

Subaward Processing

- Invoice arrives at SRS
- Approved by SMG
- To Sub Award Accounting Associate to process
- Sub Award Accounting Associate saves documents in the following LF folder:
 - TAMUS-AgriLife\Work In Progress - Disbursements-SRS\Subawards
- Name LF document using format 06S123456 (number provided or verified by SMG)
- Complete LF template

The screenshot shows a software interface for creating an invoice. At the top, there are tabs for 'Fields', 'Links', and 'Versions'. Below these is a dropdown menu labeled 'Template:' with 'Invoice' selected. The form contains several required fields, each with a red label and a right-pointing arrow button:

- Invoice - Agency (required)
- Voucher #
- Invoice - Unit (required)
- FAMIS Document Number (L, E, P) (required)
- Invoice - Invoice Number (required)
- Total Invoice Amount (required)
- Is payment to be split? (If Yes, please fill out split amounts) (required) - Default: No
- Amount to be paid by TAES
- Amount to be paid by TCE
- Amount to be paid by Other
- Delivery Date of Goods/Services (required)
- Comments/notes

- Look up info in FAMIS on Screens 50, 52, 52B using account provided by SMG
 - Voucher: leave blank
 - Unit: 4 letter dept code from Screen 50
 - Doc number: S123456
 - Invoice number: from invoice
 - Invoice amount: from invoice (SMG verified)
 - Delivery date: from invoice or SMG spreadsheet
 - Look up PI on 850, copy email address to Comments field for quick access when sending approval request
- Place in appropriate sub-folder by approved/not approved/problem/etc. status
- Approval copies are stamped with the sub award “I certify” stamp for sub awards.

- 1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).
- 2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.
- 3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Subaward Invoices

Subject: **Request for Subaward Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Billing Period:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above. All deliverables or reports required to date have been received and are acceptable. The work is currently on schedule and I am not aware of any delays or potential delays.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I

Voucher Compliance and Accounts Payable-Sponsored Research Services

chrispbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578

Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Third Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

- Attach document from LF into email

- Attach sticky note to LF doc: “emailed PI for approval; date; initials”
- Enter on FAMIS 112 using info from invoice and SMG
 - All voucher numbers begin with 1
 - Voucher should be closed then re-opened unless everything is ready to post and file
 - Add voucher number to LF template
- When PI replies with approval, print to LF Snapshot and attach to end of original voucher. Move LF voucher to “approved” folder unless posting immediately. Wires now follow Wire Transfer procedures.
- *Recommend adding a separate audit/verification step*
- Close and post on FAMIS 112
- Move LF voucher to TAMUS-AgriLife\Work in Progress - Disbursements-TAES\Posted Vouchers – TAES

Subaward Wires

If wire is on an L or E doc and it needs SMG approval, drop in the following LF folder:

TAMUS-Agrilife\Work in Progress - SRS\Subrecipient Monitoring

Once approved by SMG, it will be placed in the following folder:

TAMUS-Agrilife\Work In Progress - Disbursements-SRS\Return from SRS (for SRS DISB)

This is now ready to process, follow regular wire procedures

Subs on an S-doc go to TAMUS-AgriLife\Work In Progress - Disbursements-SRS\Subawards

Sub Award processor will audit, assign a voucher number and place it in:

TAMUS-AgriLife\Work In Progress - Disbursements-SRS\Wire Transfers

Use the Excel spreadsheet, “Wire Transfer Log-SRS” to determine check # and record payment (if in foreign funds add as foreign ex. 350eur)

<K:\Business Support Services\Accounts Payable\SRS Procedures\Forms and Procedures\System Procedures\Ag>

Fill in template with required information. Copy it, and add a text box/sticky note to wire transfer page with info.

Ensure correct memo bank is used: Research: 08855

In FAMIS, screen 112, pull up voucher number, enter the check number, the date and bank information.

Close (F10) and post (F5) if payment is \$US. If payment is in foreign currency, AR will provide the conversion amount.

After Posting Sub Award in FAMIS

Add voucher # to template and move scan to the Cash Management folder:

TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Accounts Payable - Research\A/P - Wire Transfer Invoices\Sent to Cash Mgmt

Send email to the Assistant Financial Manager, the Financial Manager, the Risk and Compliance Manager and the Risk and Compliance Coordinator

Email Subject: W/T sent to cash mgmt (SRS) -06E#####

“The following document was placed in the TAES W/T folder to Cash Mgmt:

doc #:

Please let me know once you have returned the document to the Disb folder.”

When the member side is completed, a return email will be sent stating that it has been placed in the folder

Scan will be placed back in the folder: TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Accounts Payable - Research\A/P - Wire Transfer Invoices\Return to Disb from Cash Mgmt

Place the scan in the correct folder for department and FY:

TAMUS-Agrilife\4.0 Fiscal Records\4.2 Documents of Original Entry\4.2.3 Expenditure Vouchers
4.2.3.1.1 TAES

For questions, contact the Financial Accountant II at AgriLife

AgriLife Extension

Campus Code 07

SRS VCAP receives invoice in Laserfiche

- Verifies match between invoice, LF template, & audit screens in FAMIS

Voucher Processing Checklist

Laserfiche - open to TAMUS-AgriLife\Work In Progress - Disbursements-SRS\TCE\Accounts Payable

Verify: invoice correct, complete; template info matches invoice

In FAMIS:

SCR 350 – Use document number for search, then select correct invoice header by invoice number or amount.

SCR 340 – verify: invoice #, address, amount, invoice date, invoice received date (usually stamped), customer #

Check for doc/inv notes

Complete: fiscal (date we rec.)

F5 to progress through screens

NOTE: If “Duplicate Override” is checked proceed to SCR 160 to ensure the actual invoice amount and/or date is unique. Some vendors recycle invoice numbers, and this is the mechanism that allows duplicates in FAMIS.

SCR 342 – match line items to invoice

Use acct #, o/c for voucher compliance check

Review screens 6,8,9,69, and Maestro to ensure allowability

SRS accounts begin with 4, 5, or 6. All others, including splits, send to Ag Disbursements (TAMUS-AgriLife\Work in Progress - Disbursements-TCE\Accounts Payable – Research)

SCR 344 – used to manually add additional items with proper approval (PIP/signer email)

SCR 345 – verify: order date, delivery date; Complete: voucher # (all begin with 1)

SCR 345 F11 – correct o/c, change acct # with approval

SCR 346 – final check all dates; Close=y, check for errors, F10 to post

Laserfiche – enter voucher # on template, save; proceed to next document

Ensures payment requests are reasonable, allocable and allowable according to System, State, Federal, and sponsor guidelines

Assigns voucher number and posts in FAMIS

Add voucher number to LF template and send to Ag Disbursements in appropriate folder

Post-Payment

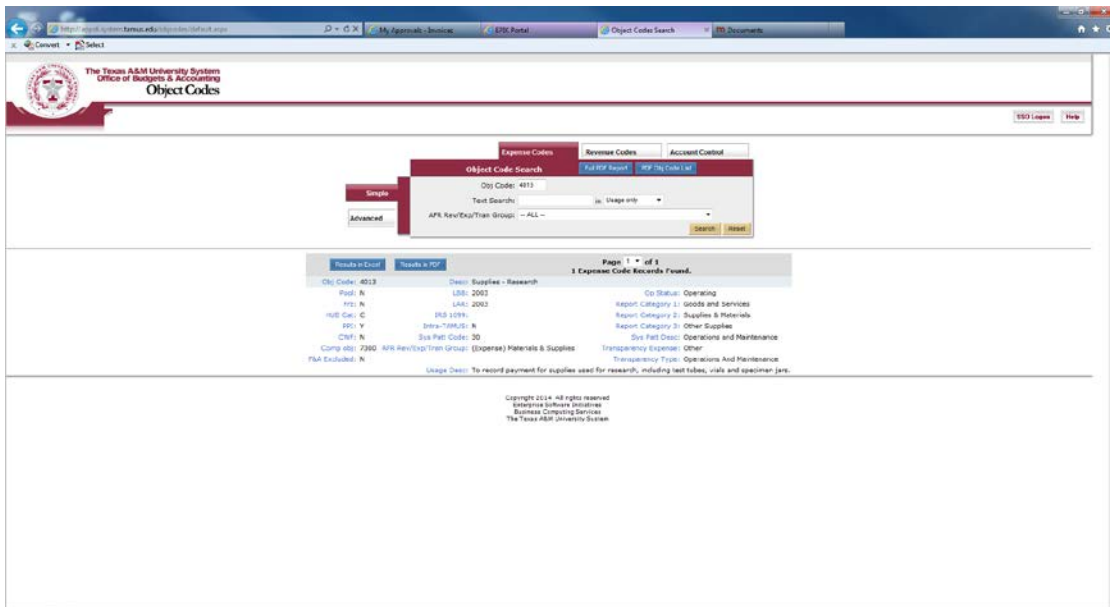
- Ag Disbursement
 - Checks and ACH payments are processed at AgriLife Extension
 - FAMIS report(s) automatically merges into LF voucher
 - LF voucher automatically files based on template info

Vouchers

- In LF go to the folder
- TAMUS-Agrilife\Work In Progress -Disbursements-SRS\TCE\Accounts Payable
- Move scan from this folder to the individual’s subfolder desk.
- Select scan to open, go to screen 350 in FAMIS to select, then 340-346 to work.
- Search LF with the Document/Folder name search to find back-up for award
- Enter account # & * for search
- Open the file named the account number agreement

Looking up Object Codes for Classing

<http://apps6.system.tamus.edu/objcodes/default.aspx>



Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

When finished processing drop scans in the folder

TAMUS-Agrilife\Work in Progress - Disbursements-TCE\Posted Vouchers - TCE

IDTS

Look in the folder:

TAMUS-Agrilife\Work In Progress - Disbursements-SRS\TCE\IDT

Select Scan

Complete Rate Check

Complete Voucher Compliance

Stamp approval

Drop scan in the TAMUS-Agrilife\Work in Progress - Accounts Receivable folder

Wire Transfers

In Laserfiche, check the following folder:

TAMUS-Agrilife\Work In Progress - Disbursements-SRS\Wire Transfers

Work compliance for the purchase, The wire transfer form should be included as the first page.

Dept should provide doc for wire fee-may be same doc. Need separate scans & voucher #'s

Use the Excel spreadsheet, "Wire Transfer Log-SRS" to determine check # and record payment (if in foreign funds add as foreign ex. 350eur)

<K:\Business Support Services\Accounts Payable\SRS Procedures\Forms and Procedures\System Procedures\Ag>

Fill in template with info. Copy it, add a text box/sticky note to wire transfer page with info.

Ensure correct memo bank is used: Extension: 08863

FAMIS

Screen 340 ***** Make sure Wire Transfer line is marked Y *****

Screen 345 Enter check # from log and memo bank

Screen 346 Close and post if payment is in \$US

After posting in FAMIS

Add voucher # to template and move scan to the folder for Cash Management

TAMUS-Agrilife\Work in Progress - Disbursements-TCE\Accounts Payable - Research\A/P - Wire Transfer Invoices\Sent to Cash Mgmt

Send email to the Assistant Financial Manager, the Financial Manager, the Risk and Compliance Manager and the Risk and Compliance Coordinator

Email Subject: W/T Sent to Cash Mgmt. (SRS) -07E#####

"The following document has been placed in the TCE W/T folder to Cash Mgmt:

Doc #:

Please let me know once the document is returned to the Disb folder."

When the member side is completed, a return email will be sent stating that it has been placed in the folder

A scan will be dropped into the folder: TAMUS-Agrilife\Work in Progress - Disbursements-TCE\Accounts Payable - Research\A/P - Wire Transfer Invoices\Return to Disb from Cash Mgmt.

Move the scan to the correct folder for the department and FY:

TAMUS-Agrilife\4.0 Fiscal Records\4.2 Documents of Original Entry\4.2.3 Expenditure Vouchers
4.2.3.1.2 TCE

Fee Voucher

Department should provide doc.

Process fee directly to vendor using the part's fiscal office as Alt vendor

VENDOR ID FOR EXTENSION-3555555555N

If the wire is on an SRS account and the fee is on an Ag account, SRS processes the fee also

In FAMIS, Screen 341, use the Cust AR NBR field to reference the payment doc: WIRE/T: S,L,E# - Vendor name"

Upon completion, save scans in the following folder:

TAMUS-Agrilife\Work in Progress - Disbursements-TCE\Posted Vouchers - TCE

Important Laserfiche Folders

Located inside TAMUS-Agrilife\Work In Progress - Disbursements-SRS

\TCE\Accounts Payable

\TCE\IDT

\Wire Transfers

\Subawards

\Return from SRS (for SRS DISB)

\Additional Information Requested – SRS (individual folders are located here)

TAMUS-Agrilife\Work in Progress - Disbursements-TCE\Posted Vouchers – TCE

Documents with Split Funds

Complete Voucher Compliance for SRS accounts

Apply approved stamp

Move scans to the following folder:

TAMUS-Agrilife\Work in Progress - Disbursements-TCE\Accounts Payable – Research

Subaward Processing

- Invoice arrives at SRS
- Approved by SMG
- To Sub Award Accounting Associate to process
- Sub Award Accounting Associate saves documents in the following LF folder:
 - TAMUS-Agrilife\Work In Progress - Disbursements-SRS\Subawards
- Name LF document using format 06S123456 (number provided or verified by SMG)
- Complete LF template

The screenshot shows a web-based form titled 'Template: Invoice'. At the top, there are tabs for 'Fields', 'Links', and 'Versions'. The form contains the following fields:

- Invoice - Agency (required): A dropdown menu.
- Voucher #: A text input field with a right-pointing arrow button.
- Invoice - Unit (required): A text input field with a right-pointing arrow button.
- FAMIS Document Number (L, E, P) (required): A text input field with a right-pointing arrow button.
- Invoice - Invoice Number (required): A text input field with a right-pointing arrow button.
- Total Invoice Amount (required): A text input field with a right-pointing arrow button.
- Is payment to be split? (If Yes, please fill out split amounts) (required): A dropdown menu with 'No' selected. A note 'Default: No' is visible to the right.
- Amount to be paid by TAES: A text input field with a right-pointing arrow button.
- Amount to be paid by TCE: A text input field with a right-pointing arrow button.
- Amount to be paid by Other: A text input field with a right-pointing arrow button.
- Delivery Date of Goods/Services (required): A date input field with a calendar icon and a right-pointing arrow button.
- Comments/notes: A large text area with a right-pointing arrow button.

- Look up info on FAMIS 50, 52, 52B using account provided by SMG

- Voucher: leave blank
- Unit: 4 letter dept code from 50
- Doc number: S123456
- Invoice number: from invoice
- Invoice amount: from invoice (SMG verified)
- Delivery date: from invoice or SMG spreadsheet
- Look up PI on 850, copy email address to Comments field for quick access when sending approval request
- Place in appropriate sub-folder by approved/not approved/problem/etc. status
- Approval copies are stamped with the sub award “I certify” stamp for sub awards.

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Subaward Invoices

Subject: **Request for Subaward Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Billing Period:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above. All deliverables or reports required to date have been received and are acceptable. The work is currently on schedule and I am not aware of any delays or potential delays.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I

Voucher Compliance and Accounts Payable-Sponsored Research Services

chrispbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578

Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Third Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

This invoice is subject to prompt pay interest which will be an expense to your department.

- Attach document from LF into email
- Attach sticky note to LF doc: “emailed PI for approval; date; initials”
- Enter on FAMIS 112 using info from invoice and SMG
 - All voucher numbers begin with 1

- Voucher should be closed then re-opened unless everything is ready to post and file
- Add voucher number to LF template
- When PI replies with approval, print to LF Snapshot and attach to end of original voucher. Move LF voucher to “approved” folder unless posting immediately. Wires now follow Wire Transfer procedures.
- *Recommend adding a separate audit/verification step*
- Close and post on FAMIS 112
- Move LF voucher to TAMUS-AgriLife\Work in Progress - Disbursements-TCE\Posted Vouchers – TCE

Subaward Wires

If wire is on an L or E doc and it needs SMG approval, drop in the following LF folder:

TAMUS-Agrilife\Work in Progress - SRS\Subrecipient Monitoring

Once approved by SMG, it will be placed in the following folder:

TAMUS-Agrilife\Work In Progress - Disbursements-SRS\Return from SRS (for SRS DISB)

This is now ready to process, follow regular wire procedures

Subs on an S-doc go to TAMUS-AgriLife\Work In Progress - Disbursements-SRS\Subawards

Sub Award processor will audit, assign a voucher number and place it in:

TAMUS-AgriLife\Work In Progress - Disbursements-SRS\Wire Transfers

Use the Excel spreadsheet, “Wire Transfer Log-SRS” to determine check # and record payment (if in foreign funds add as foreign ex. 350eur)

<K:\Business Support Services\Accounts Payable\SRS Procedures\Forms and Procedures\System Procedures\Ag>

Fill in template with required information. Copy it, and add a text box/sticky note to wire transfer page with info.

Make sure correct memo bank is used: Extension: 08863

In FAMIS, screen 112, pull up voucher number, enter the check number, the date and bank information. Close (F10) and post (F5) if payment is \$US. If payment is in foreign currency, AR will provide the conversion amount.

After Posting in FAMIS

Add voucher # to template and move scan to the Cash Management folder

TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Accounts Payable - Research\A/P - Wire Transfer Invoices\Sent to Cash Mgmt

Send email to the Assistant Financial Manager, the Financial Manager, the Risk and Compliance Manager and the Risk and Compliance Coordinator

Email Subject: W/T Sent to Cash Mgmt. (SRS) -07E#####

“The following document was placed in the TCE W/T folder to Cash Mgmt:
doc #:

Please let me know once you have returned the document to the Disb folder.”

When the member side is completed, a return email will be sent stating that it has been placed in the folder

Scan will be placed back in the folder: TAMUS-Agrilife\Work in Progress - Disbursements-TCE\Accounts Payable - Research\A/P - Wire Transfer Invoices\Return to Disb from Cash Mgmt

Place the scan in the correct folder for department and FY:

TAMUS-Agrilife\4.0 Fiscal Records\4.2 Documents of Original Entry\4.2.3 Expenditure Vouchers
4.2.3.1.2 TCE

For questions, contact the Financial Accountant II at AgriLife

Texas A&M Engineering Experiment Station

Campus Code 08

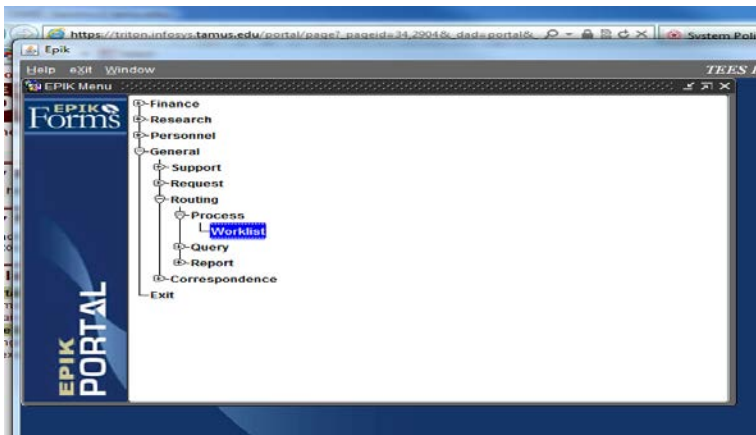
EPIK

Access worklist for TEES vouchers.

Create four to five screens. The form screen is located under the EPIK Portal Page under the EPIK Forms tab located at top right of portal page.

First Screen to form is for the daily worklist. Click on the EPIK Forms tab.

- Select General
- Select Routing
- Select Process
- Double click Worklist
- Click the arrow for drop down menu in the Switch box

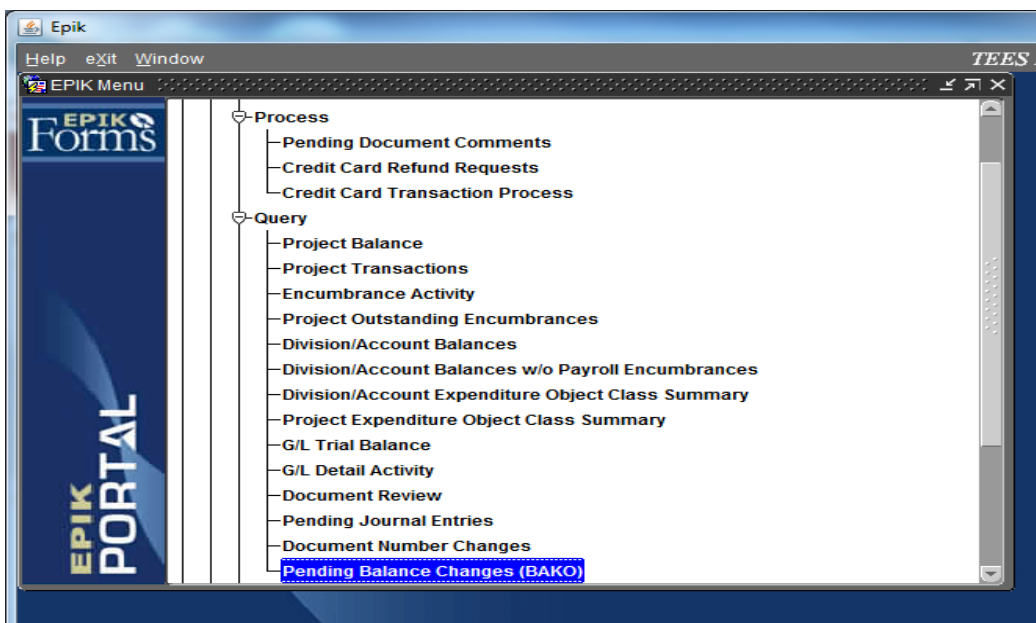


- Select a voucher in the worklist that starts with the letter (R) and numbers after the letter by highlighting the row and selecting “Detail.” Example: **R462123**. The invoice will show at the bottom of your tool bar. Pull it up to the top of the screen and maximize it.
- Compare the dates and information of the invoice to the voucher dates and information.
- Check the object codes under each project listed on the voucher
- Check the start and ending dates of the funding periods on each project listed on voucher
- Click project information button to check balance of project, dates and other information
- To go back to the worklist click on the green door with blue arrow at the top of the screen. ***Note:** If you complete the voucher, you are automatically returned to the worklist.
- Click on contract requirement tab under the project information button for information on project
- Click the attachment tab at bottom right for attachments or PI approvals. When the PI approvals are missing – email the contact person who sent the voucher at the bottom left of the page. Their email will be on the bottom right of the voucher. Do not email the PI.
- **PI Approvals** > The PI approval can be stamped on the invoice or as email attachments. **Do Not approve if missing the PI Approval.**

Second Screen for Pending Balance Transactions (BAKO) this screen is used to look up pending invoices/voucher. Add the project number to the project box and click anywhere in the white spaces.

Look for the voucher number and the amount of the invoice to check.

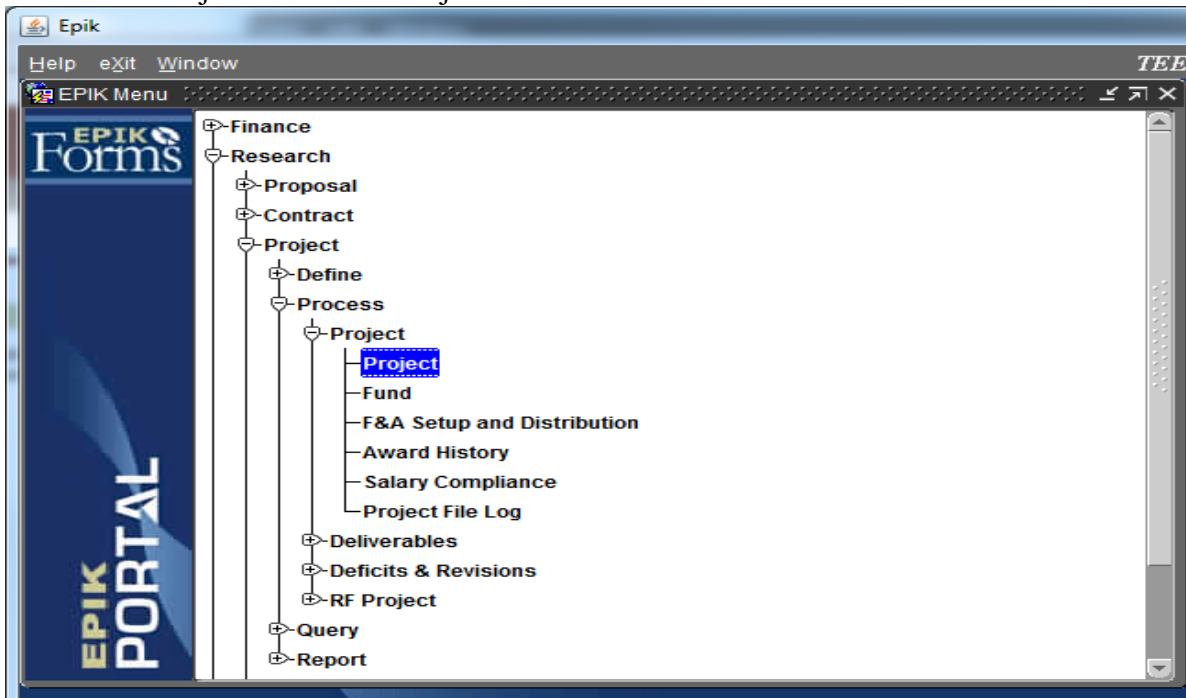
Finance > General Accounting > Process > Query > Pending Balance Changes



Third Screen > Project Maintenance – on this screen enter the project number and click on the Execute Query button at the top of tool bar area. Click on contract info button to the right > document > and then click in the description for the project information. Click View to bring up the contract. Check the Budget to determine allowability of purchase on the project.

The Project File also tab includes budget information.

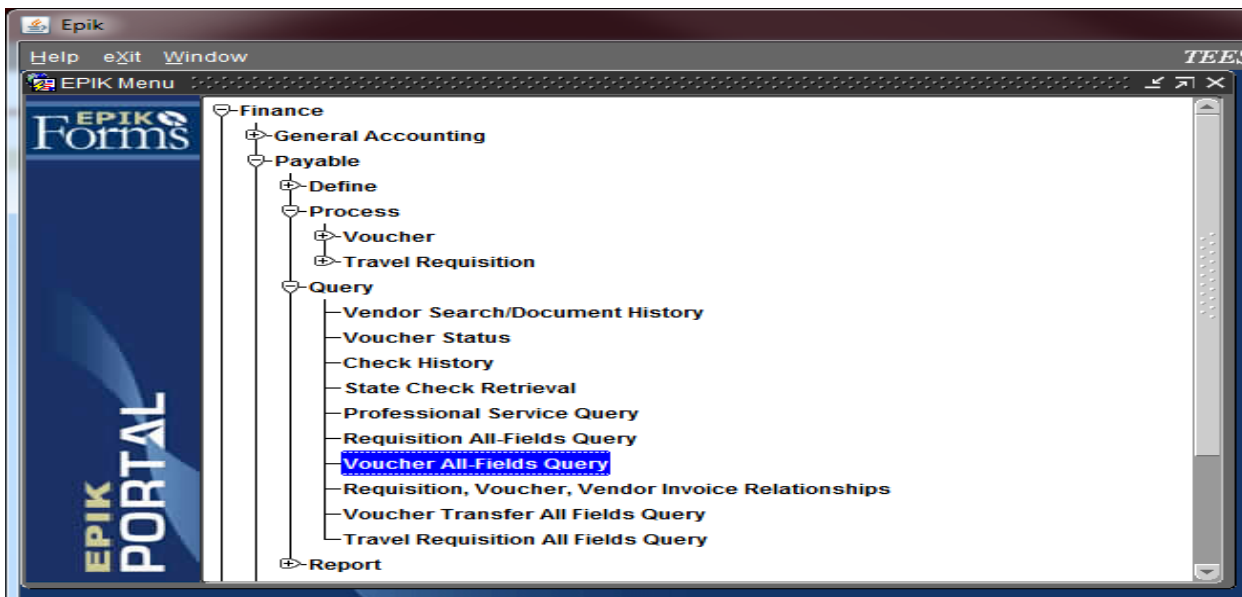
Research > Project > Process > Project



If budget information is not in EPIK > Enter the project number from EPIK into Contract Tracking in Maestro. Most numbers will begin with “M”. Enter these numbers in Maestro in the ID tab space and hit enter.

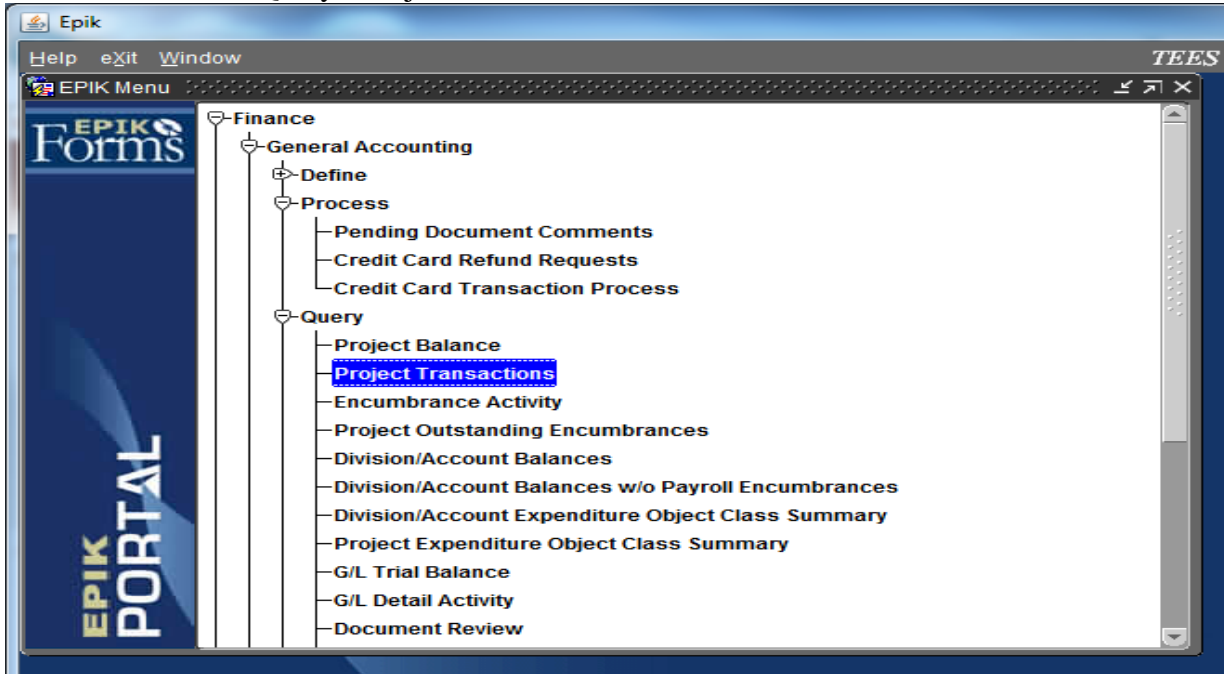
Fourth Screen – Voucher All Query – Use this screen to look up previous vouchers or questions on vouchers, travel requisitions, travel vouchers, etc. Add voucher number and click execute > click detail to look up voucher, routing and the department of the voucher.

Research > Project > Process > Project



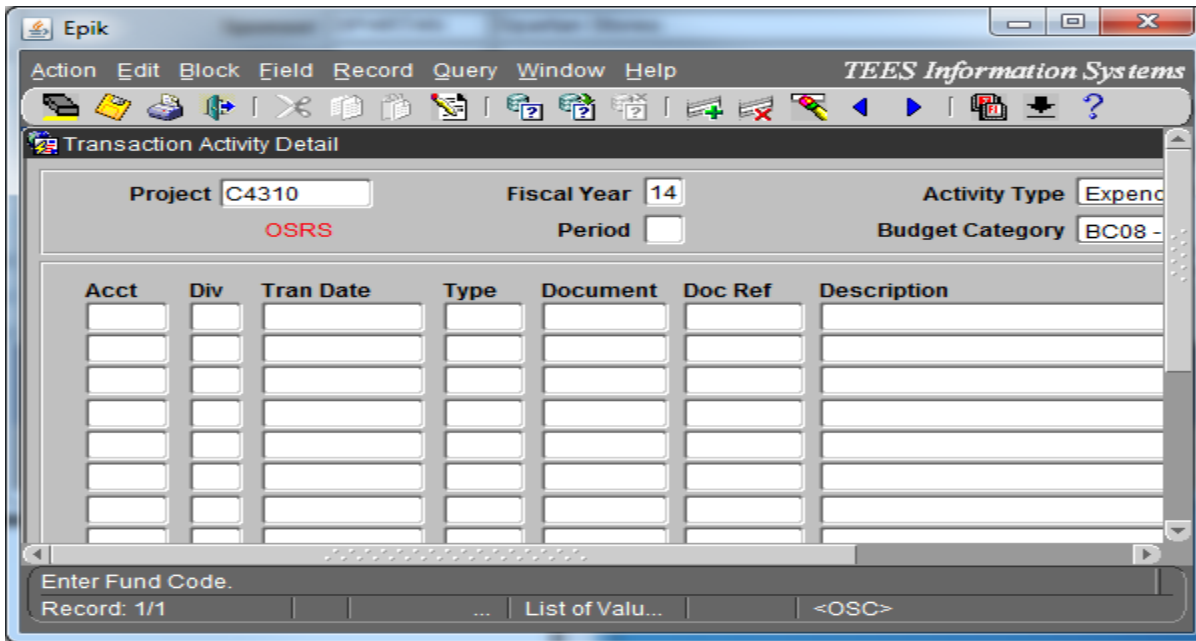
Fifth Screen – Project Transactions – Use this screen to look up historical transactions on the projects for expenditures. Add project number, change the activity type to expenditures and the budget category needed and then click anywhere in the white space. Click on the Doc detail tab at the bottom of the screen to see the voucher.

Finance >Process >Query >Project Transactions



Expenditure Budget Category Codes

- Travel - BC06
- Other - BC08
- Capital Outlay - BC09
- Other IDC - BC 10



Justifications

All SRS invoices are checked for allowable and unallowable cost expenditures.

Justifications are needed on some projects for computers, postage, shipping/freight, and memberships.

Justifications are also requested for purchases that are made near the performance end date, if the available budget balance is low and to determine if purchase is within scope of the project.

Justifications are requested through the PA, as the PA is the liaison between VCAP and the PI for justifications.

Before emailing PA:

- Review project information in OnBase or Maestro to determine if purchase is allowable on project
- In FAMIS, Screen 8, enter account number and confirm allowable information

Information to include in email to PA for justification:

- Project Number
- Voucher Number
- Vendor Name
- Invoice Number
- Invoice date
- Item requiring justification
- Dollar amount of item
- Attach invoice to email

Once PA sends justification, attach it to the invoice as support documentation

Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

Vendor Set-up

Request W-9 from vendor

Complete vendor set up information sheet – located in EPIK Portal
E-mail invoice copy, W-9 & set up sheet to TEES
Foreign vendors TEES will request Glacier or W-8 BEN

Texas A&M University at Galveston

Campus Code 10

Aggie Buy Daily Procedures

Click on My Assigned Approvals

This shows invoices to be worked as assigned by supervisor.

Action Items

My Assigned Approvals


Invoices To Approve

Unassigned Approvals

Unassigned Invoices Needing Approval

Click on Invoice Number

Example:

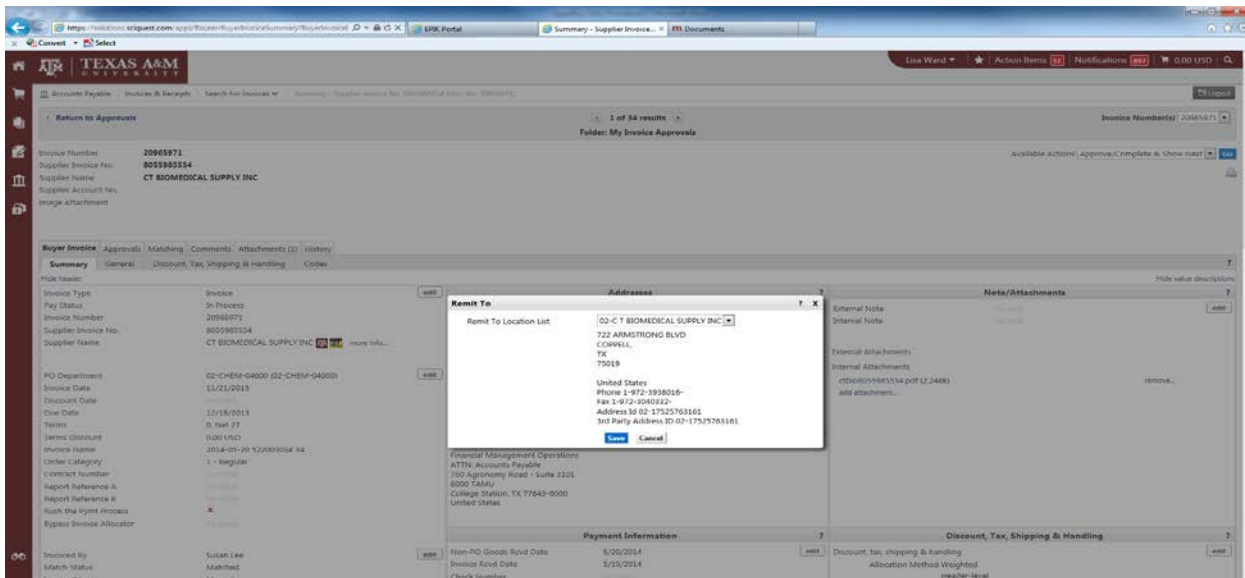
 20965971	8055985554	CT BIOMEDICAL SUPPLY INC	Lisa Ward	5/20/2014 9:02 AM	AB0197090	Matched	530.51 USD
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After Selecting the Invoice Number

- Click on attachments for invoice
- “Invoice Source” indicates whether an invoice is manual or electronic
- Compare the attachments to the invoice and AB#
- Compare the date, supplier invoice number and remit to address to the invoice

If Date, Remit to Address or Supplier Invoice Number Needs to be Changed

- Click on the edit tabs beside these areas
- Edit tabs will only show if the invoice is assigned to you
- Make changes and press Save

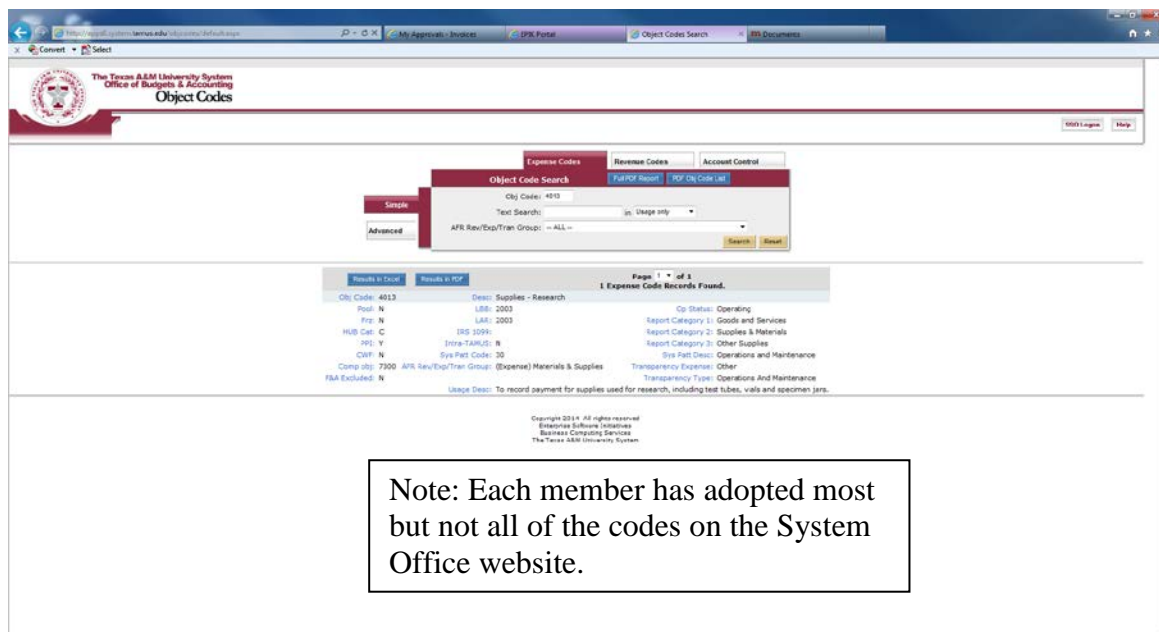


To Check the Account Code and Object Class Codes Section in Aggie Buy (AB)

- Check the account code in FAMIS
- FAMIS screen 806 for a full listing of class codes
- Check object class codes to the invoice for this purchase
- You can enter class codes or description in the link below to check a description of item in question

Looking up Object Codes

<http://apps6.system.tamus.edu/objcodes/default.aspx>



Note: Each member has adopted most but not all of the codes on the System Office website.

No PO Number

If there is not an assigned PO number, the VCAP Accounting Associate can change an object class code.

If AB PO Number is Assigned to the Invoice

SRS VCAP cannot change object codes or account number if an AB PO number is assigned.

On the Comments tab, select the Financial Management Supervisor at FMO. Only this person can change account codes, object codes or add a vendor if not found. Email addresses are located in AB under the Comments tab.

d7af4c21-345b-4	20887354	Search			
<u>Buyer Invoice</u>	<u>Approvals</u>	<u>Matching</u>	<u>Comments</u>	<u>Attachments</u>	<u>History</u>
<u>Summary</u>	<u>General</u>	<u>Discount, Tax, Shipping & Handling</u>		<u>Codes</u>	?

Select who the comment is to or Add Email Address by Search

This will add a comment to the document. The user selected will receive an email indicating that a comment has been added to the document.

Email notification(s):

- Anita Luna (Approved) <aluna@bio.tamu.edu>
- Lisa Ward (Approver) <lward@tamus.edu>
- Tammy Stilley (Approved) <tstilley@tamu.edu>
- Will Bailey (Approved) <wbailey@bio.tamu.edu>

[Add email recipient](#)

[When adding someone to email. Search by first or last name and press enter](#)

[Click on name and press select. Add comments.](#)

****Note: Comments cannot be deleted once entered.**

add comments here

1000 characters remaining

When reviewing invoices in AB, there will be instances where the itemized line (object class code and/or project) may differ from the “header”. Always check the *Codes* tab, and if the message “*same as header*” is present, then keep the itemized line(s) and header the same.

***Caveat* Compliance must still be completed, and the chosen object code in the Header must be appropriate for the invoice.**

Header

Codes

?

These values apply to all lines unless specified by line item

LINE

<u>Fiscal Year</u>	<u>Member ID</u>	<u>Department Code</u>	Account Code	<u>Object Code</u>	Special Routing1	<u>Report Reference C</u>	<u>Report Reference D</u>
2013	02 Texas A&M University	02-IAMCS 02-Institute for Applied and Computational	02-460069-60000 Kaust-Iamcs-Kaust Symposium	no value	02-SRS SRS	no value	no value

Itemized Line Detail Shown when the Codes tab is Expanded

Buyer Invoice	<u>Approvals</u>	<u>Matching</u>	<u>Comments (1)</u>	<u>Attachments (1)</u>	<u>History</u>
<u>Summary</u>	<u>General</u>	<u>Discount, Tax, Shipping & Handling</u>		Codes	?

Codes

?

These values apply to all lines unless specified by line item

LINE

<u>Fiscal Year</u>	<u>Member ID</u>	<u>Department Code</u>	Account Code	<u>Object Code</u>	Special Routing1	<u>Report Reference C</u>	<u>Report Reference D</u>
2014	02 Texas A&M University	02-CVEN 02-Civil Engineering	02-462273-01001 Col: Gulf of Mexico - Socolofsky	8422 Medical and Laboratory Equipment	02-OSRS OSRS	no value	no value

29b054b5-942e-4	21070656		Nav_Approvals	Nav_MyApproval	5
-----------------	----------	--	---------------	----------------	---

Line Item Details

?

	PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	1	6000m rated 300kHz Workhorse Monitor LADCP w/ WM15, 256 MB	whm300-LADCP	EA	29,200.00 USD	1	29,200.00 USD	<input type="checkbox"/>
	2	129200119				EA		
		37991290						

Memory

[more info...](#)

Accounting Codes (same as header)

Add Attachments to Aggie Buy Invoice

Use the example below for attaching files or comments in AB

Examples of attachments: justifications from the PA, missing items that need to be attached or comments from the PA or departments.

<u>Invoice Number</u>	20999616	c2914956-12d2-	20999616	/apps/Router/Buy	
<u>Supplier Invoice No.</u>	SLI12313446		Nav_Approvals	Nav_MyApproval	true
<u>Supplier Name</u>	BIO-RAD LABORATORIES		true	false	1400703982207n
<u>Supplier Account No.</u>				20999616_4	Available Actions
<u>Image Attachment</u>				Add Comment	▼

Add Note ?

- [Buyer Invoice](#)
- [Approvals](#)
- [Matching](#)
- [Comments](#)
- [Attachments \(1\)](#)
- [History](#)

Select the Attachments tab

Add notes in comment field to explain the attached documents.

Attach file to this document (optional):

Attachment Type

File Name Browse for file name and press add

File

If Everything Matches -[Dates-start and ending date of project, remit to, amount, project numbers, balances/budget, invoice numbers], and Voucher Compliance has been completed, then click OK to approve.

<u>Invoice Number</u>	20723814	924cd8c4-528a-	20723814	/apps/Router/Buy	
<u>Supplier Invoice No.</u>	230-267280-1		Nav_Approvals	Nav_MyApproval	true
<u>Supplier Name</u>	SCIENTIFIC INSTRUMENT SERVICES INC		true	false	1400623911186n
<u>Supplier Account No.</u>				20723814_4	Available Actions
				Approve/Complete & Show Next	▼

To Release Encumbrances on Aggie Buy Documents Send an Email to AggieBuy@tam.u.edu and State the Following

- The specific dollar amount to be released and which account/support account
- The purchase order number (AB #) that it is to be released
- The reason it needs to be released
-

Voucher Compliance

Check Project Numbers to FAMIS and Maestro for each AggieBuy Invoice

FAMIS

SCR 69 - enter project number – this shows project information, project balance, and object codes

SCR 8 – Comments from the PA regarding allowable items. Do not rely on PA comments.

SCR 51 – enter SL and SA – this shows performance dates for the SA

SCR 9 & 52 - shows the PI for the project

SCR 62 - check encumbered vendor invoices

SCR 163 - voucher Inquiry by screen

SCR 295 - References the Aggie Buy invoice number. Place “X” beside the document in FAMIS and press enter.

SCR 278 - shows the Aggie Buy invoice and what it is for.

Use SCR 295 - crosswalk the Aggie Buy (AB #) invoice to the FAMIS voucher

Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

Account/Invoice Approvals

- Invoices are reviewed by VCAP, date stamped & forwarded to VCAP staff for processing
- Using the Xerox machine scan all invoices which need to be sent to the PI for approval; email to self; Open pdf document in email; Go to Tools/Extract; Extract invoices for PI; Select “Attach to Email;” Send to PI and/or delegated person for approval.
- Log all invoices/vouchers on Excel spreadsheet, “Outstanding Email Approvals” located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS
- After logging, file in the file cabinet labeled “Pending Voucher” located in C116.
- Once approvals are received, update the Excel spreadsheet, “Outstanding Email Approvals,” that invoices are ready to be paid. This spreadsheet is located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS

FAMIS Screens Used to Process Email Approvals

- SCR 52 – PI and PA information
- SCR 52b – Delegation information. Also gives ID number of person to use on SCR 850 to get email information.
- SCR 51 – Mail Stop and person ID information
- SCR 850 – Person information such as email

```

052 Support Account Attributes 2                                05/22/14 15:19
                                                                FY 2014 CC 99
Screen:  ___ Account: 501501 02001      ROLE OF PRODUCE SURFACE  CISNEROS
                                                                SRS: Y
  Accountant Resp: 601004764  SWANICK, LOIS A      Funding:
                    Foreign Per:  _ Admin/Clerical:  _
  Salary Sav. Dist:  _____  _____  _____  Pysl Acct Anal:  _____  TE Certify:  _
Fac Salary Sav. Dist:  _____  _____  _____  Int Exempt:  _ Int Exe Reason:  _
Fac Savings Form 500:  _____  _____  _____  Interest Acct:  _____  _____
Rad Savings Form 500:  _____  _____  _____  ETravel Fee:  _____  _____

                    Obj Trans  --- Subcode Edits ---
                    Cat Type   Low   High   Match
                    Cost Ref 1:  _   _   _____  _____  _
                    Cost Ref 2:  _   _   _____  _____  _
----- Responsible Persons -----
CP  901006838  CISNEROS-ZEVALL, LUI
PI  218004960  TAYLOR, THOMAS M

```

Screen 52b details the PA’s comments

```

Person ID      Name      Comments
-----
901006838  CISNEROS-ZEVALL,  SEND APPROVALS TO CO PI LUIS CISNEROS-ZEVALL
                ALL FISCAL MATTERS

```

Screen 8 also shows PA notes on project under the Comments section

```

Accountant Resp: 614000535 HAVARD, SHERRY M
Title to Equip: AGRILIFE
Comments: AUP#2011-119 6/24/2011-6/23/2014 MICE
CLASS CMP INVOICES 4700 -THAT'S HOW THEY WERE BUDGETED

```

(AUP protocol and Human Subjects are defined or any special classing notes from PA)

Screen 9: Ensure that invoice/order date is within project performance period by checking against project start and end date; Confirm project sponsor.

```

009 SL Grant/Contract Attributes                                05/22/14 15:29
                                                                FY 2014 CC 99
Screen:  Account: 502171  EFFECTS OF ESTROGEN ON SPORADIC  SRS: Y

Sponsored Project: 5021710000 EFFECTS OF ESTROGEN ON SPORADIC
Sponsor: 0000029 AMERICAN CANCER SOCIETY Total Awarded
Award Nbr: RSG-11-179-01-TBE 718000.00
90 Day Pre:  Billing Revenue Object: 0255 Funding
Start Date: 07/01/2011 Indirect Expense Object: 9630
End Date: 06/30/2015 Indirect Revenue Object: 0324
MRF Acct/Proj Nbr: System Member: 06
CS Acct Link: TE Certify: E-Verify:
----- Indirect Cost ----- Responsible Persons -----
Base: 1: 417003518 ALLRED, CLINTON D
Rate: 2:
Distribution: 3:
DA Nbr: NSF Category: 4:
Activity: 1A_
Science/Engineering Field: 2G_ ----- Special Areas of Interest -----
Character of Work: 4A_
Selection Process: 5A_
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next CProj AResp

```

Screen 69 to check budget information; scroll down to category of invoice description by pressing enter key.

Obj	Description	Budget	Actual	Encumbrances	Available
3510	Domestic Travel	7042	7042		
6596	Registration	85	85		
****	Total Travel	8000	7127		873
4000	Supplies - Pool	90184			90184
4700	Supplies-Research	77316	77316		
****	Total Supplies - Poo	167500	77316		90184
5000	Other Direct Expense	9023			9023
5281	Publications	1900	1900		
5999	Other Expenses	2077	2077		
****	Total Other Direct E	13000	3977		9023

This screen shows if a category is overspent or restricted. See flag indicator field (C=R if restricted / C=N if not restricted)

Email/Fax PI Approval Procedure

Email/fax must be from the PI or delegate and include the “I certify” statement. The email approval request must include the following required invoice details: vendor name, invoice number, invoice amount, invoice date and project account number (SL and SA).

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Regular Invoices

Subject: **Request for Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
Voucher Compliance and Accounts Payable-Sponsored Research Services
chrispbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578
Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Invoice Approval –Project Account XX-XXXXXX

Third Request for Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

Justifications

All SRS invoices are checked for allowable and unallowable cost expenditures.

Justifications are needed on some projects for computers, postage, shipping/freight, and memberships.

Justifications are also requested for purchases that are made near the performance end date, if the available budget balance is low and to determine if purchase is within scope of the project.

Justifications are requested through the PA, as the PA is the liaison between VCAP and the PI for justifications.

Before emailing PA:

- Review project information in OnBase or Maestro to determine if purchase is allowable on project
- In FAMIS, Screen 8, confirm allowable information

Information to include in email to PA for justification:

- Project Number
- Voucher Number
- Vendor Name
- Invoice Number
- Invoice date
- Item requiring justification

- Dollar amount of item
- Attach invoice to email

Once PA sends justification, attach it to the invoice as support documentation

Texas A&M Transportation Institute

Campus Code 12

Voucher Compliance

Account/Invoice Approvals

- Invoices are reviewed by VCAP, date stamped & forwarded to VCAP staff for processing
- Invoices are emailed to appropriate department for preparation of the State of Texas Purchase Voucher. Once completed the department returns the invoice along with the State of Texas Purchase Voucher to VCAP.
- VCAP Accounting Associate audits the voucher to ensure the following is complete: object class code, account number, invoice date, date invoice received, date goods/services acceptable, amount, vendor name and address, PI signature and voucher preparer's signature.
- Using the Xerox machine scan all invoices which need to be sent to the PI for approval; email to self; Open pdf document in email; Go to Tools/Extract; Extract invoices for PI; Select "Attach to Email;" Send to PI and/or delegated person for approval.
- Once approvals are received, update the Excel spreadsheet, "Outstanding Email Approvals," that invoices are ready to be paid. This spreadsheet is located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS

Check Project Numbers to FAMIS and Maestro for each Invoice

FAMIS

Screen 69 - enter project number – this shows project information, project balance, and object codes

Screen 8 – Comments from the PA regarding allowables. Do not rely solely on PA comments.

Screen 51 – enter SL and SA – this shows performance dates for the SA

Screen 9 & 52 - shows the PI for the project

Screen 62 - check encumbered vendor invoices

Screen 163 - voucher Inquiry by screen

Screen 295 - References the AggieBuy invoice number. Place "X" beside the document in FAMIS and press enter.

Screen 278 - shows the AggieBuy invoice and what it is for.

Screen 295 - crosswalk the AggieBuy (AB #) invoice to the FAMIS voucher

Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter

- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

FAMIS Screens Used to Process Email Approvals

- Screen 52 – PI and PA information
- Screen 52b – Delegation information. Also gives ID number of person to use on screen 850 to get email information.
- Screen 51 – Mail Stop and person ID information
- Screen 850 – Person information such as email

```

052 Support Account Attributes 2                                05/22/14 15:19
                                                                FY 2014 CC 99
Screen: ___ Account: 501501 02001      ROLE OF PRODUCE SURFACE      CISNEROS
                                                                SRS: Y
  Accountant Resp: 601004764 SWANICK, LOIS A      Funding:
  Salary Sav. Dist: _____ Pyrl Acct Anal: _____ TE Certify: _
Fac Salary Sav. Dist: _____ Int Exempt: _ Int Exe Reason: _
Fac Savings Form 500: _____ Interest Acct: _____
Fac Savings Form 500: _____ ETravel Fee: _____

                                Obj Trans  --- Subcode Edits ---
                                Cat Type   Low   High   Match
                                Cost Ref 1:  _   _   _____ _____ _
                                Cost Ref 2:  _   _   _____ _____ _

----- Responsible Persons -----
CP 901006838 CISNEROS-ZEVALL, LUI
PI 218004960 TAYLOR, THOMAS M
  
```

Screen 52b details the PA’s comments

```

Person ID      Name      Comments
-----
901006838 CISNEROS-ZEVALL, SEND APPROVALS TO CO PI LUIS CISNEROS-ZEVALL
          ALL FISCAL MATTERS
  
```

Screen 8 also shows PA notes on project under the Comments section

```

Accountant Resp: 614000535 HAVARD, SHERRY M
Title to Equip: AGRILIFE
Comments: AUP#2011-119 6/24/2011-6/23/2014 MICE
          CLASS CMP INVOICES 4700 -THAT'S HOW THEY WERE BUDGETED

```

(AUP protocol and Human Subjects are defined or any special classing notes from PA)

Screen 9: Ensure that invoice/order date is within project performance period by checking against project start and end date; Confirm project sponsor.

```

009 SL Grant/Contract Attributes                                05/22/14 15:29
                                                            FY 2014 CC 99
Screen: 000 Account: 502171 EFFECTS OF ESTROGEN ON SPORADIC SRS: Y

Sponsored Project: 5021710000 EFFECTS OF ESTROGEN ON SPORADIC
  Sponsor: 0000029 AMERICAN CANCER SOCIETY Total Awarded
  Award Nbr: RSG-11-179-01-TBE 718000.00
  90 Day Pre: _ Billing Revenue Object: 0255 Funding
  Start Date: 07/01/2011 Indirect Expense Object: 9630
  End Date: 06/30/2015 Indirect Revenue Object: 0324
MRF Acct/Proj Nbr: _____ System Member: 06
  CS Acct Link: _ _ _ _ _ TE Certify: _ E-Verify: _
  ----- Indirect Cost -----
    Base: _____ 1: _ 417003518 ALLRED, CLINTON D
    Rate: _____ 2: _
  Distribution: _____ 3: _
DA Nbr: _____ NSF Category: _____ 4: _
    Activity: 1A_
    Science/Engineering Field: 26_ ----- Special Areas of Interest -----
    Character of Work: 4A_
    Selection Process: 5A_
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next CProj AResp

```

Screen 69 to check budget information; scroll down to category of invoice description by pressing enter key.

```

069 SA 11 Digit List with Category Totals                                05/22/14 15:33
          AMERICAN CANCER SOCIETY EFFECTS OF                          FY 2014 CC 99
Screen:  ___ Account: 502171 00001  ___ Fiscal Year: 2014
Thru Month: 5_ May          FY/PY/IN to Date: IN          Zero Balance: N
Resp Person: ALLRED, CLINTON D          Bottom Line Exclusion: 0.00
Department: 00514 Flags: D F B C Z G ABR          Net Dir BBA: 263536.60
Map Code: 51000          N N Y R N 050          Unprotected Available: 263536.60
Obj      Description          Budget          Actual          Encumbrances  Available
-----
3510 Domestic Travel          7042          7042
6596 Registration              85           85
**** Total Travel            8000          7127          873

4000 Supplies - Pool          90184
4700 Supplies-Research        77316          77316
**** Total Supplies - Poo    167500          77316          90184

5000 Other Direct Expense     9023
5281 Publications             1900          1900
5999 Other Expenses           2077          2077
**** Total Other Direct E    13000          3977          9023
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp          Dload Left  Right

```

This screen shows if a category is overspent or restricted. See flag indicator field (C=R if restricted / C=N if not restricted)

Note: TTI allows payment even if the project is overspent.

Email/Fax PI Approval Procedure

Email/fax must be from the PI or delegate and include the “I certify” statement. The email approval request must include the following required invoice details: vendor name, invoice number, invoice amount, invoice date and project account number (SL and SA).

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Regular Invoices

Subject: **Request for Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
Voucher Compliance and Accounts Payable-Sponsored Research Services
chrispbacon@tamus.edu

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Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu
THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Invoice Approval –Project Account XX-XXXXXX

Third Request for Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

Justifications

All SRS invoices are checked for allowable and unallowable cost expenditures.

Justifications are needed on some projects for computers, postage, shipping/freight, and memberships.

Justifications are also requested for purchases that are made near the performance end date, if the available budget balance is low and to determine if purchase is within scope of the project.

Justifications are requested through the PA, as the PA is the liaison between VCAP and the PI for justifications.

Before emailing PA:

- Review project information in OnBase or Maestro to determine if purchase is allowable on project
- In FAMIS, Screen 8, confirm allowable information

Information to include in email to PA for justification:

- Project Number
- Voucher Number
- Vendor Name
- Invoice Number
- Invoice date

- Item requiring justification
- Dollar amount of item
- Attach invoice to email

Once PA sends justification, attach it to the invoice as support documentation

Paper Invoice Processing

Inputting Invoices in FAMIS

- Screen 130: Open a batch session
- Screen 104: Input voucher
- Doc Summary = INV
- Vendor: Type name of vendor then press enter
- Screen 43 opens; Select a vendor name; Ensure the address matches the remit on the invoice. Press F10 for the address, if the address does not appear place an X in front of the vendor name and press enter.
- Screen 103 to get detail address information
- After screen 103 go back to screen 104 and input information provided it is the correct vendor
- Enter valid prefix for voucher number: "4". The full number will be automatically assigned after final acceptance.
- Type: 9 for invoices and 1 for wire transfers
- Dept. Ref: Last seven digits of invoice #
- Invoice Date: Do not use dashes or slashes in between the date. Format: mmddyy
- State Reg Nbr: First initial and last name. Example: mkeller
- Description: Detail information on items purchased. If account is frozen, rejected, waiting on PI approval, or the reason the voucher has been cancelled; input detail in this field
- Press enter
Project Account: Example: 555555 00001 6442
- Item amount: Example: 100.00
- Inv: Enter invoice number; if too long enter last seven digits
- Cost Ref 1: This code is the Expending Program Code on the State of Texas Purchase Voucher form
- Date: Inv. Rec: This is the date stamp on the invoice, use the earliest date
- Press enter; write the voucher number created on top of the invoice

Press enter again to return to the first page

Screen 168:

It is helpful to print a copy of screen 168 prior to posting as a last check for accuracy.

- Key in the voucher number; press enter
- Next press print
- Attach the voucher print screen to invoice.
- If the invoice requires PI approval, attach the email approval from PI or delegated person behind the invoice.

- Double check voucher, invoice, and approval before paying.

Cancel Payment

Reasons for cancelling a voucher: the PI changed the project number; the PI previously paid the invoice with another account; or the PA has stated that there are no funds in the account.

If there are no funds, the invoice is returned to the department for processing.

A voucher can be corrected before the state voucher or check cycle has been run. This is usually done on a daily basis.

Screens 105 or 125 are used to modify vouchers

Vouchers that require correction, but have already completed the state voucher or check cycle, must be deleted and re-entered.

Check for Invoice/ Voucher Payment

- Screen 167
- Put invoice number in Dept. Ref field then enter.
- Review status to confirm it is paid

Accounts: Frozen or in Deficit

- If the account is in deficit or is frozen, contact the Project Administrator for instructions on how to proceed

Payments

- Checks are processed at the member location

*****Notes*****

- All vouchers/ invoices over \$99,999.99 must be emailed to the Financial Accountant at TTI. This person will prepare a manual check, and then emails the information back to the SRS VCAP Accounting Associate to enter the manual check information on Screen 109.
- Wire Transfers are completed at TTI. SRS VCAP emails voucher copy and invoice to the Assistant Financial Manager at TTI.

This person will complete the wire transfer and email a copy of the voucher back to SRS VCAP.

SRS VCAP enters wire transfer on Screen 109 using Bank: 04673; Check Dt = Wire Date; Wire: Y

Print Screen 168 and attach to packet.

Subaward Processing

VCAP sends sub award invoices (one invoice per folder) to SMG for classing and approval

A/P inputs approved sub invoices into FAMIS using State of Texas Purchase Voucher:

- Verify screen 66 & 62 to see if there is an encumbrance on the S#
- Identify vendor by using screen 167 enter S#
- Check screen 103 to verify correct remit to address for vendor
- Screen 130: Open a batch session
- Screen 104: Input voucher
- Doc Summary = INV
- Vendor: Type name of vendor then press enter
- Screen 43 opens; Select a vendor name; Ensure the address matches the remit on the invoice. Press F10 for the address, if the address does not appear place an X in front of the vendor name and press enter.
- Screen 103 to get detail address information
- After screen 103 go back to screen 104 and input information provided it is the correct vendor
- Enter valid prefix for voucher number: "4". The full number will be automatically assigned after final acceptance.
- Type: 9 for invoices and 1 for wire transfers
- Dept. Ref: Last seven digits of invoice #
- Invoice Date: Do not use dashes or slashes in between the date. Format: mmddy
- State Reg. Nbr: First initial and last name. Example: mkeller
- Description: Detail information on items purchased. If account is frozen, rejected, waiting on PI approval, or the reason the voucher has been cancelled; input detail in this field
- Press enter
- Project Account: Example: 555555 00001 6442
- Item amount: Example: 100.00
- Inv: Enter invoice number; if too long enter last seven digits
- Cost Ref 1: This code is the Expending Program Code on the State of Texas Purchase Voucher form
- Date: Inv Rec: This is the date stamp on the invoice, use the one with the earliest date
- Press enter; write the voucher number created on top of the invoice; Press enter again to return to the first page
- Always use S-doc# as the Dept. Ref. field
- Description is current billing period mm/dd/yy-mm/dd/yy & S-doc#
- Use vendor invoice # in the Invoice field
- Confirm that current billing total is the amount entered in FAMIS
- Voucher includes 168 screen print, invoice & backup & excel spreadsheet
- File vouchers in the appropriate system part file

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Subaward Invoices

Subject: **Request for Subaward Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Billing Period:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above. All deliverables or reports required to date have been received and are acceptable. The work is currently on schedule and I am not aware of any delays or potential delays.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
Voucher Compliance and Accounts Payable-Sponsored Research Services
chrisbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578
Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Third Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

This invoice is subject to prompt pay interest which will be an expense to your department.

- Once the approval is received, match with the pending voucher & pay.
- If SMG or the PA notifies A/P to delay payment or to cancel the invoice indicate the reason in the description area of the voucher in FAMIS.
- Wire transfers for sub awards are processed by appropriate Accounting Associate not the sub award processor.

Vendor Set-up

- Request W-9 from vendor

- E-mail invoice copy, W-9 & set up sheet to member
- Foreign vendors: Member will request Glacier or W-8 BEN

Corrections

Expenditure revisions are completed on SRS administrated accounts only. Complete the form and submit to the Financial Analyst for processing.

For revision from an SRS account to a non-SRS account, the *Rebiling Request form must be completed and sent to the department for processing.

Sample forms are located in [Resource](#) section.

Audit

The following audit must be performed, prior to payment, for each voucher, ACH, or check. Confirm:

- Invoice date
- Received date
- Payment due date
- Vendor name and address on voucher match the attached invoice
- Invoice number on voucher matches the attached invoice.
- Invoice dollar amount on the voucher matches the attached invoice.
- Project number and the sub code on the voucher matches classing information on the attached invoice.
- PI (or delegate) signature - required
- PA signature if applicable
- VCAP Accounting Associate's initials are required by the dollar amount and PI signature

After verification and approval, the voucher packets for the member are organized in the same order as the check register to be scanned into FMO Imaging.

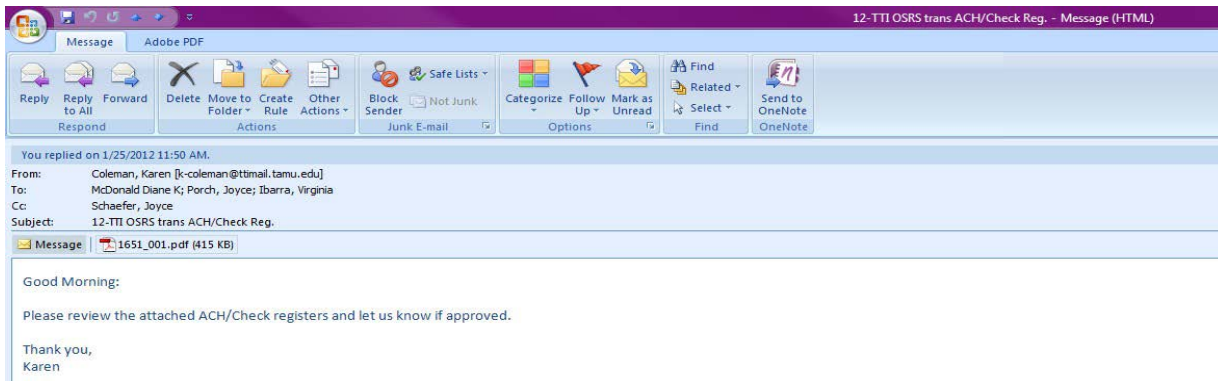
ACH/Check Procedures

Once VCAP vouchers are posted in FAMIS the Accounting Associate reviews and approves.

TTI sends an email to Accounting Associate, Accountant, and VCAP Coordinator to notify them of any TTI vouchers pending release for payment upon the approval of the Accounting Associate.

A PDF printout of TTI's check register is attached to the email, and lists all ACH (electronic payments) and regular vouchers (printed check) paid that day.

Example Email:



Example Check Register

VSCR072		TEXAS TRANSPORTATION INSTITUTE				01/24/2012 17:16	
FY 2012 CC 12		ACH Unapproved Transaction Register				PAGE: 1	
		By Check Limit, Bank, FAMIS Trace Number for 01/25/2012					
		ACH Under Hand Sign Limit					
Bank: 08215							
FAMIS Trace Number	Voucher Number	Item Number	Fiscal Year	SL Account	ACH Amount	Vendor ID	Vendor Name
A008188	1203380	1	2012	190680	29.99		MICHELLE*BENOIT
A008189	3200878	1	2012	191640	85.58		MICHELLE*BENOIT
A008190	1203381	1	2012	190680	179.96		LINDA*CHERRINGTON
A008191	3200879	1	2012	409121	44.60		LINDA*CHERRINGTON
A008191	3200879	2	2012	409121	5.00		LINDA*CHERRINGTON
A008191	3200879	3	2012	409124	27.44		LINDA*CHERRINGTON
Total for A008191					77.04		
A008192	6200052	1	2012	600241	244.26		LINDA*CHERRINGTON
A008192	6200052	2	2012	600241	15.30		LINDA*CHERRINGTON
A008192	6200052	3	2012	600241	176.50		LINDA*CHERRINGTON
Total for A008192					436.06		

The check register lists the ACH/Check number, voucher number, amount, and name of vendor(s) to be paid.

TTI Purchases must be verified for correctness by the VCAP Accounting Associate.

After determining that all vouchers are correct, reply to TTI's email stating that "All vouchers are approved."

For vouchers that cannot be processed because of an error, make note of it in the email to TTI, and return it to the VCAP Accounting Associate for correction.

After verification and approval, vouchers are scanned (without 168 screen print) and emailed to the appropriate person.

Attach the print out of FAMIS screen 168 to the voucher packets, put all in the same order as the check register and place stack at the OnBase station to be uploaded

Scanning

All manually processed invoices are scanned into OnBase once posted and paid.

Texas A&M Veterinary Medicine Diagnostic Laboratory

Campus Code 20

SRS VCAP receives invoice in Laserfiche

Verify match between invoice, LF template, & audit screens in FAMIS

Voucher Processing Checklist

Laserfiche - open to TAMUS-AgriLife\Work In Progress - Disbursements-SRS\VMDL\Accounts Payable
Verify: invoice correct, complete; template info matches invoice

In FAMIS:

SCR 350 – Use document number for search, then select correct invoice header by invoice number
or amount.

SCR 340 – verify: invoice #, address, amount, invoice date, invoice received date (usually stamped),
customer #

 Check for doc/inv notes

 Complete: fiscal (date we rec.)

 F5 to progress through screens

NOTE: If “Duplicate Override” is checked proceed to SCR 160 to ensure the actual invoice amount
and/or date is unique. Some vendors recycle invoice numbers, and this is the mechanism that allows
duplicates in FAMIS.

SCR 342 – match line items to invoice

 Use acct #, o/c for voucher compliance check

Review screens 6,8,9,69, and Maestro to ensure allowability

 SRS accounts begin with 4, 5, or 6. All others, including splits, send to Ag Disbursements
 (TAMUS-AgriLife\Work in Progress - Disbursements-TAES\Accounts Payable – Research)

SCR 344 – used to manually add additional items with proper approval (PIP/signer email)

SCR 345 – verify: order date, delivery date; Complete: voucher # (all begin with 1)

SCR 345 F11 – correct o/c, change acct # with approval

SCR 346 – final check all dates

 Close=y, check for errors, F10 to post

Laserfiche – enter voucher # on template, save; proceed to next document

- Ensure payment requests are reasonable, allocable and allowable according to System, State, Federal, and sponsor guidelines
- Assigns voucher number and posts in FAMIS
- Add voucher number to LF template and send to Ag Disbursements in appropriate folder

Post-Payment:

Ag Disbursement

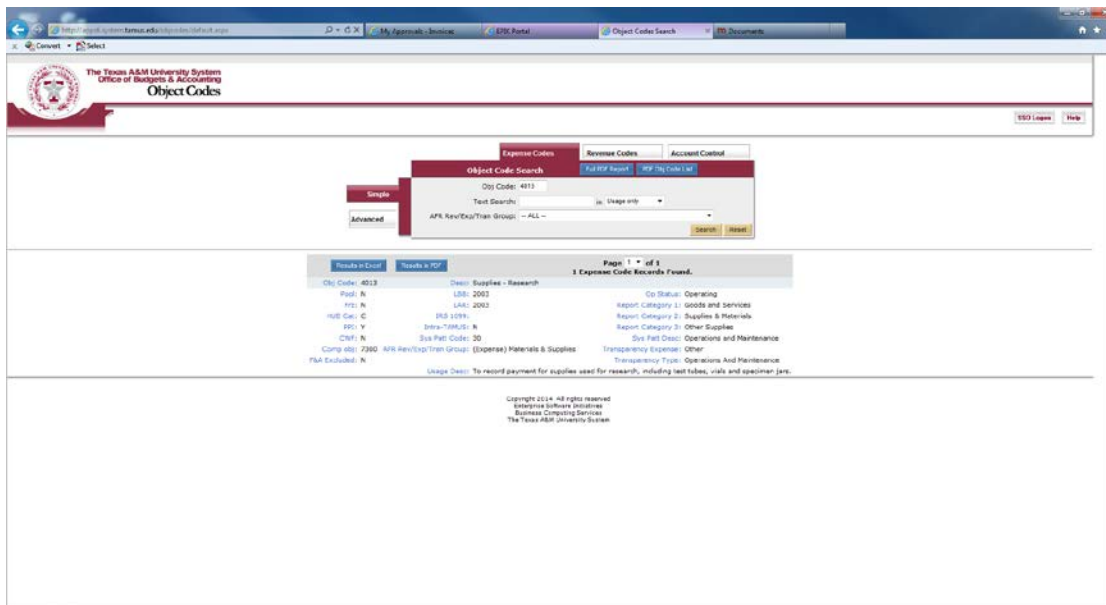
- Checks and ACH payments are processed at AgriLife
- FAMIS report(s) automatically merges into LF voucher
- LF voucher automatically files based on template info

Vouchers

- In LF go to the folder
- TAMUS-Agrilife\Work In Progress -Disbursements-SRS\VMDL\Accounts Payable
- Move scan from this folder to your own subfolder desk.
- Select scan to open, go to screen 350 in FAMIS to select, then 340-346 to work.
- Search LF with the Document/Folder name search to find back-up for award
- Enter account # & * for search
- Open the file named the account number agreement

Looking up Object Codes for Classing

<http://apps6.system.tamus.edu/objcodes/default.aspx>



Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter

- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

When finished processing drop scans in the folder

TAMUS-Agrilife\Work in Progress - Disbursements-VMDL\Posted Vouchers - VMDL

IDTS

Look in the folder:

TAMUS-Agrilife\Work In Progress - Disbursements-SRS\VMDL\IDT

Select Scan

Complete Rate Check

Complete Voucher Compliance

Stamp approval

Drop scan in the TAMUS-Agrilife\Work in Progress - Accounts Receivable folder

Important Laserfiche Folders

Located inside TAMUS-Agrilife\Work In Progress - Disbursements-SRS

\VMDL\Accounts Payable

\VMDL\IDT

\Wire Transfers

\Subawards

\Return from SRS (for SRS DISB)

\Additional Information Requested – SRS (individual folders are located here)

TAMUS-Agrilife\Work in Progress - Disbursements-TAES\Posted Vouchers – VMDL

Documents with Split Funds

Complete Voucher Compliance for SRS accounts

Apply approved stamp

Move scans to the following folder:

TAMUS-Agrilife\Work in Progress - Disbursements-VMDL\Accounts Payable – Research

Subaward Processing

- Invoice arrives at SRS
- Approved by SMG
- To Sub Award Accounting Associate to process
- Sub Award Accounting Associate saves documents in the following LF folder:

- TAMUS-AgriLife\Work In Progress - Disbursements-SRS\Subawards
- Name LF document using format 20S123456 (number provided or verified by SMG)
- Complete LF template

- Look up info on FAMIS 50, 52, 52B using account provided by SMG
 - Voucher: leave blank
 - Unit: 4 letter dept. code from 50
 - Doc number: S123456
 - Invoice number: from invoice
 - Invoice amount: from invoice (SMG verified)
 - Delivery date: from invoice or SMG spreadsheet
 - Look up PI on 850, copy email address to Comments field for quick access when sending approval request
- Place in appropriate sub-folder by approved/not approved/problem/etc. status
- Approval copies are stamped with the sub award “I certify” stamp for sub awards.

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Subaward Invoices

Subject: **Request for Subaward Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Billing Period:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above. All deliverables or reports required to date have been received and are acceptable. The work is currently on schedule and I am not aware of any delays or potential delays.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
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Second Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Third Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

This invoice is subject to prompt pay interest which will be an expense to your department.

- Attach sticky note to LF doc: “emailed PI for approval; date; initials”
- Enter on FAMIS 112 using info from invoice and SMG
 - All voucher numbers begin with 1
 - Voucher should be closed then re-opened unless everything is ready to post and file
 - Add voucher number to LF template
- When PI replies with approval, print to LF Snapshot and attach to end of original voucher. Move LF voucher to “approved” folder unless posting immediately. *Recommend adding a separate audit/verification step*
- Close and post on FAMIS 112
- Move LF voucher to TAMUS-AgriLife\Work in Progress - Disbursements-VMDL\Posted Vouchers – VMDL

Texas A&M Health Science Center

Campus Code 23

Voucher Compliance

Check Project Numbers to FAMIS and Maestro for each Invoice

FAMIS

Screen 69 - enter project number – this shows project information, project balance, and object codes

Screen 8 – Comments from the PA regarding allowables. Do not rely solely on PA comments.

Screen 51 – enter SL and SA – this shows performance dates for the SA

Screen 9 & 52 - shows the PI for the project

Screen 62 - check encumbered vendor invoices

Screen 163 - voucher Inquiry by screen

Screen 295 - References the AggieBuy invoice number. Place “X” beside the document in FAMIS and press enter.

Screen 278 - shows the AggieBuy invoice and what it is for.

Screen 295 - crosswalk the AggieBuy (AB #) invoice to the FAMIS voucher

Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.

- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

Account/Invoice Approvals

- Invoices are reviewed by VCAP, date stamped & forwarded to VCAP staff for processing
- Using the Xerox machine scan all invoices which need to be sent to the PI for approval; email to self; Open pdf document in email; Go to Tools/Extract; Extract invoices for PI; Select “Attach to Email;” Send to PI and/or delegated person for approval.
- Log all invoices/vouchers on Excel spreadsheet, “Outstanding Email Approvals” located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS
- After logging, file in the file cabinet labeled “Pending Voucher” located in C116.
- Once approvals are received, update the Excel spreadsheet, “Outstanding Email Approvals,” that invoices are ready to be paid. This spreadsheet is located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS

FAMIS Screens Used to Process Email Approvals

- Screen 52 – PI and PA information
- Screen 52b – Delegation information. Also gives ID number of person to use on screen 850 to get email information.
- Screen 51 – Mail Stop and person ID information
- Screen 850 – Person information such as email

```

052 Support Account Attributes 2                                05/22/14 15:19
                                                                FY 2014 CC 99
Screen:  ___ Account: 501501 02001      ROLE OF PRODUCE SURFACE  CISNEROS
                                                                SRS: Y
  Accountant Resp: 601004764  SWANICK, LOIS A      Funding:
    Foreign Per:  _ Admin/Clerical:  _
  Salary Sav. Dist:  _____  Pyrl Acct Anal:  _  TE Certify:  _
Fac Salary Sav. Dist:  _____  Int Exempt:  _  Int Exe Reason:  _
Fac Savings Form 500:  _____  Interest Acct:  _____
Rad Savings Form 500:  _____  ETravel Fee:  _____

                                Obj Trans  --- Subcode Edits ---
                                Cat Type   Low   High   Match
                                Cost Ref 1:  _   _   _____  _____  _
                                Cost Ref 2:  _   _   _____  _____  _
----- Responsible Persons -----
CP  901006838  CISNEROS-ZEVALL, LUI
PI  218004960  TAYLOR, THOMAS M

```

Screen 52b details the PA’s comments

Person ID	Name	Comments
901006838	CISNEROS-ZEVALL,	SEND APPROVALS TO CO PI LUIS CISNEROS-ZEVALL ALL FISCAL MATTERS

Screen 8 also shows PA notes on project under the Comments section

```

Accountant Resp: 614000535 HAVARD, SHERRY M
Title to Equip: AGRILIFE
Comments: AUP#2011-119 6/24/2011-6/23/2014 MICE
          CLASS CMP INVOICES 4700 -THAT'S HOW THEY WERE BUDGETED

```

(AUP protocol and Human Subjects are defined or any special classing notes from PA)

Screen 9: Ensure that invoice/order date is within project performance period by checking against project start and end date; Confirm project sponsor.

```

009 SL Grant/Contract Attributes                                05/22/14 15:29
                                                              FY 2014 CC 99
Screen:  ___ Account: 502171  ___ EFFECTS OF ESTROGEN ON SPORADIC  SRS: Y

Sponsored Project: 5021710000 EFFECTS OF ESTROGEN ON SPORADIC
  Sponsor: 0000029 AMERICAN CANCER SOCIETY                      Total Awarded
  Award Nbr: RSG-11-179-01-TBE                                     718000.00
  90 Day Pre:  _ Billing Revenue Object: 0255                      Funding
  Start Date: 07/01/2011 Indirect Expense Object: 9630
  End Date: 06/30/2015 Indirect Revenue Object: 0324
MRF Acct/Proj Nbr:  _ System Member: 06
  CS Acct Link:  _ TE Certify:  _ E-Verify:  _
  ----- Indirect Cost -----
    Base:  _ 1:  _ 417003518 ALLRED, CLINTON D
    Rate:  _ 2:  _
  Distribution:  _ 3:  _
DA Nbr:  _ NSF Category:  _ 4:  _
    Activity: 1A_
  Science/Engineering Field: 2G_ ----- Special Areas of Interest -----
    Character of Work: 4A_
    Selection Process: 5A_
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
  Hmenu Help EHelp Next CProj AResp

```

Screen 69 to check budget information; scroll down to category of invoice description by pressing enter key.

Obj	Description	Budget	Actual	Encumbrances	Available
3510	Domestic Travel	7042	7042		
6596	Registration	85	85		
****	Total Travel	8000	7127		873
4000	Supplies - Pool	90184			90184
4700	Supplies-Research	77316	77316		
****	Total Supplies - Poo	167500	77316		90184
5000	Other Direct Expense	9023			9023
5281	Publications	1900	1900		
5999	Other Expenses	2077	2077		
****	Total Other Direct E	13000	3977		9023

This screen shows if a category is overspent or restricted. See flag indicator field (C=R if restricted / C=N if not restricted)

Email/Fax PI Approval Procedure

Email/fax must be from the PI or delegate and include the “I certify” statement. The email approval request must include the following required invoice details: vendor name, invoice number, invoice amount, invoice date and project account number (SL and SA).

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Regular Invoices

Subject: **Request for Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

- Vendor Name:**
- Project #:**
- Date:**

Invoice #:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
Voucher Compliance and Accounts Payable-Sponsored Research Services
chrispbacon@tamus.edu

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THE TEXAS A&M UNIVERSITY SYSTEM

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Second Request for Invoice Approval –Project Account XX-XXXXXX

Third Request for Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

Justifications

All SRS invoices are checked for allowable and unallowable cost expenditures.

- Justifications are needed on some projects for computers, postage, shipping/freight, and memberships.
- Justifications are also requested for purchases that are made near the performance end date, if the available budget balance is low and to determine if purchase is within scope of the project
- Justifications are requested through the PA, as the PA is the liaison between VCAP and the PI for justifications.

Before emailing PA:

- Review project information in OnBase or Maestro to determine if purchase is allowable on project
- In FAMIS, Screen 8, confirm allowable information

Information to include in email to PA for justification:

- Project Number
- Voucher Number
- Vendor Name
- Invoice Number

- Invoice date
- Item requiring justification
- Dollar amount of item
- Attach invoice to email

Once PA sends justification, attach it to the invoice as support documentation

Looking up Object Codes for Classing

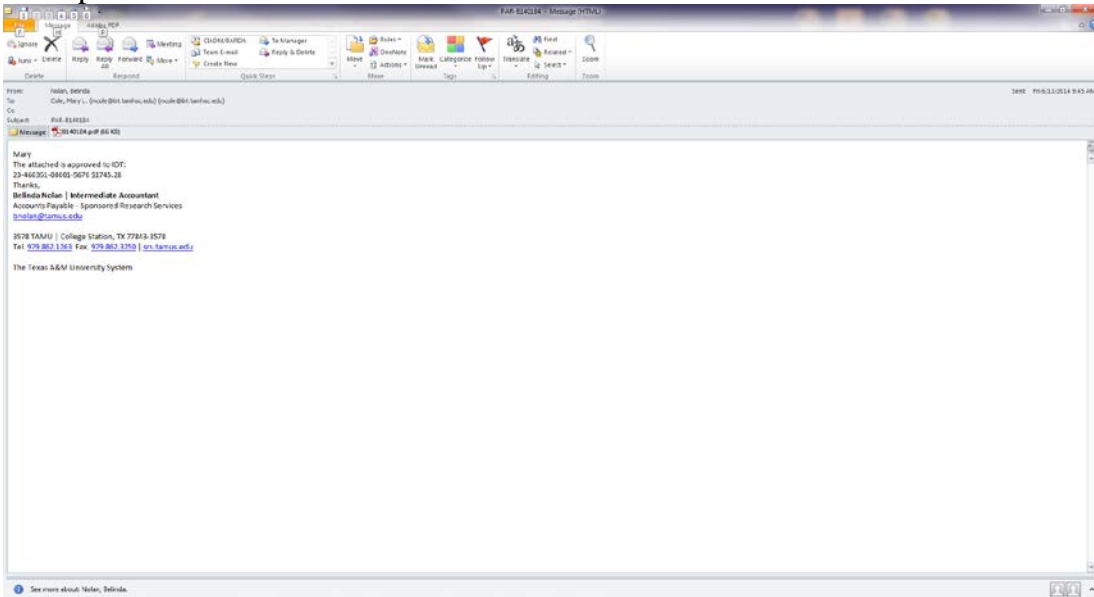
<http://apps6.system.tamus.edu/objcodes/default.aspx>

IDT

Invoices are received via e-mail for review and approval

- Stamp Invoices/IDT bills with IDT approval stamp
- Complete compliance
- Once approved, scan approval documents
- Email approval to the appropriate member department for posting in FAMIS

Example of PAR IDT B140184 \$1745.28 23-460351-00001



IDT

Program for Animal Resources "PAR"

TERMS: NET 30 DAYS

INVESTIGATOR INVOICE

REMIT TO: Texas A&M Health Science Center
Office of Finance and Admin
200 Technology Way
Suite 2079
College Station State Texas ZIP 77845

Date: May 13, 2014-RV00
IBT Inv No.: B140184
Center: CCSCB
Investigator: Liu
Month: April
Year: 2014

mice
12030

Please include invoice number with all payments.

Quantity	Species	Location	Description	Unit Price	TOTAL
1	850 Mice	223A-1	Small Mouse	\$0.48	\$ 408.00
2	2588 Mice	223A-2	Small Mouse	\$0.48	\$ 1,242.24
3	198 Mice	223A-8	Small Mouse	\$0.48	\$ 95.04

RATE CHECKED
IDT APPROVED FOR PROCESSING
OSRS VOUCHER COMPLIANCE
 CAMPUS CODE 23 OCC 5670
 PROJECT 460351-00001
 APPROVED BY: [Signature] DATE: 6/13/14

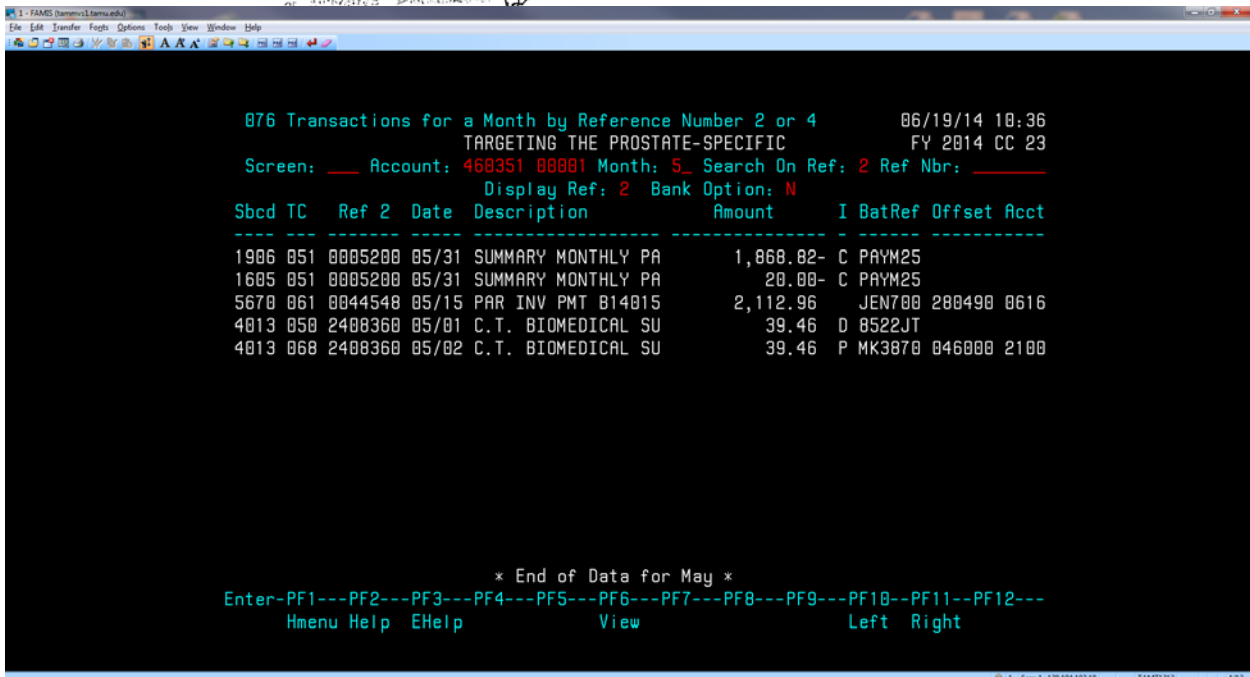
2014 JUN 11 PM 2 21
SRS PURCHASING

* Days x Cage(s) \$ 1745.28
** Charge per box per day
PLEASE PAY THIS AMOUNT

FOR INVESTIGATOR:
Account # Amount: \$
Account # Amount: \$
Account # Amount: \$
Account # Amount: \$

APPROVED FOR PAYMENT: 20 - Date:
If you have any questions regarding this invoice, please contact Neeraj Patel at 713-577-7452

460351-00001
[Signature]



Texas A&M Research Foundation

Voucher Compliance

Note: VCAP processes payments for both project expenses and administrative expenses for the Research Foundation.

Check Project Numbers to FAMIS and Maestro for each Invoice

FAMIS

Screen 69 - enter project number – this shows project information, project balance, and object codes

Screen 8 – Comments from the PA regarding allowables. Do not rely solely on PA comments.

Screen 51 – enter SL and SA – this shows performance dates for the SA

Screen 9 & 52 - shows the PI for the project

Screen 62 - check encumbered vendor invoices

Screen 163 - voucher Inquiry by screen

Screen 295 - References the AggieBuy invoice number. Place “X” beside the document in FAMIS and press enter.

Screen 278 - shows the AggieBuy invoice and what it is for.

Screen 295 - crosswalk the AggieBuy (AB #) invoice to the FAMIS voucher

Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

Account/Invoice Approvals

- Invoices are reviewed by VCAP, date stamped & forwarded to VCAP staff for processing
- Using the Xerox machine scan all invoices which need to be sent to the PI for approval; email to self; Open pdf document in email; Go to Tools/Extract; Extract invoices for PI; Select “Attach to Email;” Send to PI and/or delegated person for approval.

- Log all invoices/vouchers on Excel spreadsheet, “Outstanding Email Approvals” located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS
- After logging, file in the file cabinet labeled “Pending Voucher” located in C116.
- Once approvals are received, update the Excel spreadsheet, “Outstanding Email Approvals,” that invoices are ready to be paid. This spreadsheet is located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS

FAMIS Screens Used to Process Email Approvals

- Screen 52 – PI and PA information
- Screen 52b – Delegation information. Also gives ID number of person to use on screen 850 to get email information.
- Screen 51 – Mail Stop and person ID information
- Screen 850 – Person information such as email

```

052 Support Account Attributes 2                                05/22/14 15:19
                                                                FY 2014 CC 99
Screen: ___ Account: 501501 02001      ROLE OF PRODUCE SURFACE  CISNEROS
                                                                SRS: Y
  Accountant Resp: 601004764  SWANICK, LOIS A      Funding:
                                                                Foreign Per: _ Admin/Clerical: _
  Salary Sav. Dist: _____ Pyrl Acct Anal: _____ TE Certify: _
Fac Salary Sav. Dist: _____ Int Exempt: _ Int Exe Reason: _
Fac Savings Form 500: _____ Interest Acct: _____
Rad Savings Form 500: _____ ETravel Fee: _____

                                                                Obj Trans  --- Subcode Edits ---
                                                                Cat Type   Low   High   Match
                                                                Cost Ref 1: _ _ _ _ _
                                                                Cost Ref 2: _ _ _ _ _
----- Responsible Persons -----
CP 901006838  CISNEROS-ZEVALL, LUI
PI 218004960  TAYLOR, THOMAS M
  
```

Screen 52b details the PA’s comments

```

Person ID      Name      Comments
-----
901006838  CISNEROS-ZEVALL, SEND APPROVALS TO CO PI LUIS CISNEROS-ZEVALL
ALL FISCAL MATTERS
  
```

Screen 8 also shows PA notes on project under the Comments section

```

Accountant Resp: 614000535  HAVARD, SHERRY M
Title to Equip:  AGRILIFE
Comments:  AUP#2011-119 6/24/2011-6/23/2014 MICE
CLASS CMP INVOICES 4700 -THAT'S HOW THEY WERE BUDGETED
  
```

(AUP protocol and Human Subjects are defined or any special classing notes from PA)

Screen 9: Ensure that invoice/order date is within project performance period by checking against project start and end date; Confirm project sponsor.

```

009 SL Grant/Contract Attributes                                05/22/14 15:29
                                                              FY 2014 CC 99
Screen:  _____ Account: 502171 _____ EFFECTS OF ESTROGEN ON SPORADIC   SRS: Y

Sponsored Project: 5021710000 EFFECTS OF ESTROGEN ON SPORADIC
  Sponsor: 0000029 AMERICAN CANCER SOCIETY                               Total Awarded
  Award Nbr: RSG-11-179-01-TBE                                           718000.00
  90 Day Pre: _____ Billing Revenue Object: 0255                     Funding
  Start Date: 07/01/2011 Indirect Expense Object: 9630
  End Date: 06/30/2015 Indirect Revenue Object: 0324
MRF Acct/Proj Nbr: _____ System Member: 06
  CS Acct Link: _____ TE Certify: _____ E-Verify: _____
  ----- Indirect Cost -----
  Base: _____ 1: _____ 417003518 ALLRED, CLINTON D
  Rate: _____ 2: _____
  Distribution: _____ 3: _____
  DA Nbr: _____ NSF Category: _____ 4: _____
  Activity: 1A_
  Science/Engineering Field: 2G_ ----- Special Areas of Interest -----
  Character of Work: 4A_
  Selection Process: 5A_
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next CProj AResp

```

Screen 69 to check budget information; scroll down to category of invoice description by pressing enter key.

```

069 SA 11 Digit List with Category Totals                    05/22/14 15:33
                                                              AMERICAN CANCER SOCIETY EFFECTS OF
                                                              FY 2014 CC 99
Screen:  _____ Account: 502171 00001 _____ Fiscal Year: 2014
Thru Month: 5_ May FY/PY/IN to Date: IN Zero Balance: N
Resp Person: ALLRED, CLINTON D Bottom Line Exclusion: 0.00
Department: 00514 Flags: D F B C Z G ABR Net Dir BBA: 263536.60
Map Code: 51000 N N Y R N 050 Unprotected Available: 263536.60
Obj Description Budget Actual Encumbrances Available
-----
3510 Domestic Travel 7042 7042
6596 Registration 85 85
**** Total Travel 8000 7127 873

4000 Supplies - Pool 90184
4700 Supplies-Research 77316 77316
**** Total Supplies - Poo 167500 77316 90184

5000 Other Direct Expense 9023
5281 Publications 1900 1900
5999 Other Expenses 2077 2077
**** Total Other Direct E 13000 3977 9023
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Dload Left Right

```

This screen shows if a category is overspent or restricted. See flag indicator field (C=R if restricted / C=N if not restricted)

Email/Fax PI Approval Procedure

Email/fax must be from the PI or delegate and include the “I certify” statement. The email approval request must include the following required invoice details: vendor name, invoice number, invoice amount, invoice date and project account number (SL and SA).

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Regular Invoices

Subject: **Request for Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

Vendor Name:

Project #:

Date:

Invoice #:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
Voucher Compliance and Accounts Payable-Sponsored Research Services
chrispbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578
Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Invoice Approval –Project Account XX-XXXXXX

Third Request for Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

Justifications

All SRS invoices are checked for allowable and unallowable cost expenditures.

Justifications are needed on some projects for computers, postage, shipping/freight, and memberships.

Justifications are also requested for purchases that are made near the performance end date, if the available budget balance is low and to determine if purchase is within scope of the project.

Justifications are requested through the PA, as the PA is the liaison between VCAP and the PI for justifications.

Before emailing PA:

- Review project information in OnBase or Maestro to determine if purchase is allowable on project
- In FAMIS, Screen 8, confirm allowable information

Information to include in email to PA for justification:

- Project Number
- Voucher Number
- Vendor Name
- Invoice Number
- Invoice date
- Item requiring justification
- Dollar amount of item
- Attach invoice to email

Once PA sends justification, attach it to the invoice as support documentation

Looking up Object Codes for Classing

<http://apps6.system.tamus.edu/objcodes/default.aspx>

Paper Invoice Processing

For Members 02/04/05/10/23/99

Voucher Compliance

Check Project Numbers to FAMIS and Maestro for each Invoice

FAMIS

Screen 69 - enter project number – this shows project information, project balance, and object codes

Screen 8 – Comments from the PA regarding allowables. Do not rely solely on PA comments.

Screen 51 – enter SL and SA – this shows performance dates for the SA

Screen 9 & 52 - shows the PI for the project

Screen 62 - check encumbered vendor invoices

Screen 163 - voucher Inquiry by screen

Screen 295 - References the AggieBuy invoice number. Place “X” beside the document in FAMIS and press enter.

Screen 278 - shows the AggieBuy invoice and what it is for.

Screen 295 - crosswalk the AggieBuy (AB #) invoice to the FAMIS voucher

Looking up Object Codes for Classing

<http://apps6.system.tamus.edu/objcodes/default.aspx>

Verify Project Information in Maestro

<https://maestro.tamus.edu>

- Click on Administrator
- Click Project – enter project number in the Billing Project field. The contract number or assigned Maestro number can also be entered under the I.D. tab. Press enter
- The I.D. number populates and most documents will start with “M”
- If project is not in Maestro - contact the PA for questions regarding project information
- Click on the document number taking care to select the correct one, if more than one displays, for the project
- Click on “Documents” in the box on the left hand side
- Click on “Compliance” under the Control heading for AUP#s (protocols)
- Select the contract to read what is allowable on project.
- A pop-up window opens asking “Do you want to open or save M#####.pdf from maestro.tamus.edu.” Click on Open button.
- Look up the project and check the project budget/contract.
- Click Project tab on menu bar to return to the search field to check another project.

Inputting Invoices in FAMIS

- Screen 835: shows which prefix the voucher should begin with
- Screen 130: Open a batch session
 - Session Ref: first and last initial of name plus last 4 digits of UIN
 - Session Status: ‘O’ = Open ‘C’ = Closed
 - Bank:

TAMU:	06000	TAMUG:	07008
TSU:	00020	HSC:	04100
PVAMU:	00033	TAMURF:	00010

- Screen 111: input voucher
 - Doc Summary = INV
 - Vendor: type name of vendor then press enter
 - Select a vendor name; make sure the address matches the remit on the invoice. Press F10 for the address, if the address does not appear place an X in front of the vendor name and press enter.
 - Screen 103 to get detail address information
 - After screen 103 go back to screen 111 and input information provided it is the correct vendor

- Type: 0 for invoices and 6 for wire transfers
- Dept. Ref: Last seven digits of invoice #
- Invoice Date: Do not use dashes or slashes in between the date. Format: mmddyy
- State Reg Nbr: First initial and last name. Example: jtodd
- Description: Detail information on items purchased. If account is frozen, rejected, waiting on PI approval, or the reason the voucher has been cancelled; input detail in this field
- Customer AR NBR: Customer number other than the project account number or use PI's name if customer number is not available
- Press enter; a new screen opens
Project Account: Example: 555555 00001
- Invoice amount: Example: 100.00
- Inv: Enter invoice number; if too long enter last seven digits
- Date: Inv Rec: This is the date stamp on the invoice, use the one with the earliest date
- Press enter; Voucher #is created; write the voucher number on top of the invoice
Press enter again to return to the first page
- Press F10 to close voucher.

Screen 168:

It is helpful to print a copy of screen 168 prior to posting as a last check for accuracy.

- Key in the voucher number; press enter
- Next press print
- Attach the voucher print screen to invoice.
- If the invoice requires PI approval, attach the email approval from PI or delegated person behind the invoice.
- Double check voucher, invoice, and approval before paying.

Expense items

- Screen 111
- Key in voucher number; push Enter
- Press F5 [if a batch is not currently open, a window will open to enter Batch information].
- For the active campus enter a Batch Number, which is the Accounting Associate's first and last initial plus the last four digits of the UIN; Status: O, for "open" to open Batch; Bank: See table below:

TAMU: 06000	TAMUG: 07008
TSU: 00020	HSC: 04100
PVAMU: 00033	TAMURF: 00010

- After the batch number is entered the first time, it remains populated.

- Upon changing an active campus, the Expense screen will open. Enter the letter C in the Status field to close the batch.

Wire Transfers*

If the wire is for a foreign entity, before it is processed, ensure that the W-8Ben form has been completed by the vendor. This form is located on the IRS website: www.irs.gov

Copy of the invoice and Tax form are sent to the member for set up

If the invoice is in a foreign currency go to www.oanda.com to convert the amount into US Dollars. Enter USD amount into FAMIS but add the Foreign Currency amount on the Wire Transfer Form.

*Most wire transfers are to foreign entities.

FAMIS

Follow steps listed under “Inputting invoices in FAMIS”

- Type: Enter 6 for wire transfer
- GSC Ord.: Enter current date
- Wire Transfer: Enter Y
- Prepaid Inv: Enter Y
- Override Bank: Enter Bank Code (see bank table on previous page)
- Enter

Second Screen Opens

- Enter Account Number
- Enter Invoice amount. (U.S. Dollar amount)
- Enter invoice number
- Dates: Inv Rec: Enter invoice received date
- Close Voucher (F10)

Complete Wire Transfer form (k drive; Business Support Services/Accounts Payable/Wire Transfer Forms)

Wires are emailed to the member. Packets are held in “Pending Wire Transfer” folder for all members except Research Foundation, which goes to Cash Management

Once the wire is sent to the bank, the member will notify AP. At that time complete the process:

FAMIS

- Screen 111: Re-Open your Voucher (PF9)
- If the US Dollar amount has changed due to the rate press PF11 to return to the second screen and change the amount. Press PF12 to return to first screen
- Tab down to CHECK DATE enter the Current date
- Close document PF10 – This encumbers the funds

- Before paying the invoice make sure all is correct.
- Pay voucher PF5

Put the completed packet in the Wire Transfer box located in the Pay area.

Account/Invoice Approvals

- Invoices are reviewed by VCAP, date stamped & forwarded to VCAP staff for processing
- Using the Xerox machine scan all invoices which need to be sent to the PI for approval; email to self; Open pdf document in email; Go to Tools/Extract; Extract invoices for PI; Select “Attach to Email;” Send to PI and/or delegated person for approval.
- Log all invoices/vouchers on Excel spreadsheet, “Outstanding Email Approvals” located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS
- After logging, file in the file cabinet labeled “Pending Voucher” located in C116.
- Once approvals are received, update the Excel spreadsheet, “Outstanding Email Approvals,” that invoices are ready to be paid. This spreadsheet is located at K:/Business Support Services/Accounts Payable/AP INV Tracking/APPROVALS

FAMIS Screens Used to Process Email Approvals

- SCR 52 – PI and PA information
- SCR 52b – Delegation information. Also gives ID number of person to use on SCR 850 to get email information.
- SCR 51 – Mail Stop and person ID information
- SCR 850 – Person information such as email

```

052 Support Account Attributes 2                                05/22/14 15:19
                                                                FY 2014 CC 99
Screen: ___ Account: 501501 02001      ROLE OF PRODUCE SURFACE  CISNEROS
                                                                SRS: Y
  Accountant Resp: 601004764  SWANICK, LOIS A      Funding:
    Foreign Per: _ Admin/Clerical: _
  Salary Sav. Dist: _____ Pyrl Acct Anal: _____ TE Certify: _
Fac Salary Sav. Dist: _____ Int Exempt: _ Int Exe Reason: ___
Fac Savings Form 500: _____ Interest Acct: _____
Rad Savings Form 500: _____ ETravel Fee: _____

                                Obj Trans  --- Subcode Edits ---
                                Cat Type   Low   High   Match
                                Cost Ref 1:  _   _   _____
                                Cost Ref 2:  _   _   _____

----- Responsible Persons -----
CP 901006838  CISNEROS-ZEVALL, LUI
PI 218004960  TAYLOR, THOMAS M

```

Screen 52b details the PA’s comments

Person ID	Name	Comments
901006838	CISNEROS-ZEVALL,	SEND APPROVALS TO CO PI LUIS CISNEROS-ZEVALL ALL FISCAL MATTERS

Screen 8 also shows PA notes on project under the Comments section

```
Accountant Resp: 614000535 HAVARD, SHERRY M
Title to Equip: AGRILIFE
Comments: AUP#2011-119 6/24/2011-6/23/2014 MICE
CLASS CMP INVOICES 4700 -THAT'S HOW THEY WERE BUDGETED
```

(AUP protocol and Human Subjects are defined or any special classing notes from PA)

Screen 9: Ensure that invoice/order date is within project performance period by checking against project start and end date; Confirm project sponsor.

```
009 SL Grant/Contract Attributes 05/22/14 15:29
FY 2014 CC 99
Screen: Account: 502171 EFFECTS OF ESTROGEN ON SPORADIC SRS: Y

Sponsored Project: 5021710000 EFFECTS OF ESTROGEN ON SPORADIC
Sponsor: 0000029 AMERICAN CANCER SOCIETY Total Awarded
Award Nbr: RSG-11-179-01-TBE 718000.00
90 Day Pre: Billing Revenue Object: 0255 Funding
Start Date: 07/01/2011 Indirect Expense Object: 9630
End Date: 06/30/2015 Indirect Revenue Object: 0324
MRF Acct/Proj Nbr: System Member: 06
CS Acct Link: TE Certify: E-Verify:
----- Indirect Cost ----- Responsible Persons -----
Base: 1: 417003518 ALLRED, CLINTON D
Rate: 2:
Distribution: 3:
DA Nbr: NSF Category: 4:
Activity: 1A_
Science/Engineering Field: 26_ ----- Special Areas of Interest -----
Character of Work: 4A_
Selection Process: 5A_
ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next CProj AResp
```

Screen 69 to check budget information; scroll down to category of invoice description by pressing enter key.

```

069 SA 11 Digit List with Category Totals                                05/22/14 15:33
                                AMERICAN CANCER SOCIETY EFFECTS OF      FY 2014 CC 99
Screen: _____ Account: 502171 00001 _____ Fiscal Year: 2014
Thru Month: 5_ May              FY/PY/IN to Date: IN          Zero Balance: N
Resp Person: ALLRED, CLINTON D    Bottom Line Exclusion:          0.00
Department: 00514 Flags: D F B C Z G ABR      Net Dir BBA:          263536.60
Map Code: 51000                 N N Y R N   050      Unprotected Available:    263536.60
Obj      Description              Budget      Actual      Encumbrances  Available
-----
3510 Domestic Travel              7042        7042
6596 Registration                  85          85
*** Total Travel                  8000        7127
                                     873
4000 Supplies - Pool              90184
4700 Supplies-Research            77316        77316
*** Total Supplies - Poo         167500        77316
                                     90184
5000 Other Direct Expense          9023
5281 Publications                 1900        1900
5999 Other Expenses               2077        2077
*** Total Other Direct E         13000        3977
                                     9023
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                     Dload Left Right

```

This screen shows if a category is overspent or restricted. See flag indicator field (C=R if restricted / C=N if not restricted)

Email/Fax PI Approval Procedure

Email/fax must be from the PI or delegate and include the “I certify” statement. The email approval request must include the following required invoice details: vendor name, invoice number, invoice amount, invoice date and project account number (SL and SA).

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template – Notice for PI/Delegate approval of Regular Invoices

Subject: **Request for Invoice Approval –Project Account XX-XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

- Vendor Name:**
- Project #:**
- Date:**

Invoice #:

Amount:

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above.” Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I
Voucher Compliance and Accounts Payable-Sponsored Research Services
chrispbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578
Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Invoice Approval –Project Account XX-XXXXXX

Third Request for Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

Justifications

All SRS invoices are checked for allowable and unallowable cost expenditures.

- Justifications are needed on some projects for computers, postage, shipping/freight, and memberships.
- Justifications are also requested for purchases that are made near the performance end date, if the available budget balance is low and to determine if purchase is within scope of the project.
- Justifications are requested through the PA, as the PA is the liaison between VCAP and the PI for justifications.

Before emailing PA:

- Review project information in OnBase or Maestro to determine if purchase is allowable on project
- In FAMIS, Screen 8, confirm allowable information

Information to include in email to PA for justification:

- Project Number
- Voucher Number
- Vendor Name
- Invoice Number
- Invoice date

- Item requiring justification
- Dollar amount of item
- Attach invoice to email

Once PA sends justification, attach it to the invoice as support documentation

Cancel Payment

Reasons for cancelling a voucher: the PI changed the project number; the PI previously paid the invoice with another account; or the PA has stated that there are no funds in the account.

If there are no funds, the invoice is returned to the department for processing.

Steps for Cancelling a Voucher in FAMIS

- Screen 111
- Key in voucher number and enter
- F9 opens voucher
- Type the reason for the cancellation on the description line. Include processor's first initial and last name with the date the voucher was cancelled
- F8 to close the voucher
- Screen 168 check to make sure the voucher is closed
- Key in the voucher number on screen 168 and press enter. Look at the status column on the right hand side of the screen to ensure it is listed as P-CN. That means the voucher is cancelled
- After you have closed the voucher, file the paper work in the file cabinet on the aisle behind cubicle # 119.

Check for Invoice/ Voucher Payment

- Screen 167
- Put invoice number in Dept. Ref field then enter.
- Review status to confirm it is paid

Accounts: Frozen or in Deficit

- If the account is in deficit or is frozen, contact the Project Administrator for instructions on how to proceed

Payments

- Checks are processed at the member location with exception of TAMRF which are processed at TAMU FMO daily, and delivered to Accounting Associate via courier. The Accounting Associate will perform one last review of check information, acquire signatures for checks over \$25,000, and will place payments into outgoing mail.

Subaward Processing

VCAP sends sub award invoices (one invoice per folder) to Sub Monitoring Group (SMG) for classing and approval

A/P inputs approved sub invoices into FAMIS:

- Verify screen 66 & 62 to see if there is an encumbrance on the S#
- Identify vendor by using screen 167; Enter S# in Dept. Ref field
- Check screen 103 to verify correct remit to address for vendor
- Input on screen 111 (no encumbrance) or 112 (encumbrance) Invoices input on screen 112 can only be viewed on screen 160, 162, 163, 164 & 168. Encumbrances release only when the invoice is paid
- Always use S-doc# as the Dept. Ref. field
- Description is current billing period mm/dd/yy-mm/dd/yy & S-doc#
- F11 Mlti to advance to second screen of 111
- Use vendor invoice # in the Invoice field
- Confirm that current billing total is the amount entered in FAMIS
- F12 Exit back to first screen of 111
- F10 to Close
- F5 to Post

Voucher packet includes 168 screen print, invoice, supporting documentation & spreadsheet from SMG File vouchers in the appropriate system part file

Approval copies are stamped with the sub award “I certify” stamp for sub awards.

1st notice: VCAP will send email to the PI/delegate (FAMIS screen 52b or 860) requesting approval for invoice payment. (A few PIs request hardcopies mailed to them rather than email).

2nd notice: If one week after initial email there has been no response from the PI/delegate, VCAP will send a second notice to the PI and also include the Academic Business Administrator (ABA) to aid in securing PI approval.

3rd notice: If two weeks after initial email there still has been no response from the PI/delegate, VCAP will send a third notice to the PI and also include the ABA, PA (Project Administrator), CFO, BSS Coordinator, and BSS Director to aid in securing PI approval.

Template for email approval:

Subject: **Request for Subaward Invoice Approval –Project Account XX XXXXXX**

Please find attached invoice(s) requiring your approval for payment to:

- Vendor Name:**
- Project #:**
- Date:**
- Invoice #:**
- Billing Period:**
- Amount:**

If you approve of the charges, please reply to this email with the following response:

“I certify these costs were incurred to conduct research and are properly chargeable to the project listed above. All deliverables or reports required to date have been received and are acceptable. The work is currently on schedule and I am not aware of any delays or potential delays.”

Once your approval is received, we will process payment to the vendor. If there is a reason this invoice should not be paid, please let us know as soon as possible the reason for the delay.

Thank you,

Chris P. Bacon | VCAP Accounting Associate I

Voucher Compliance and Accounts Payable-Sponsored Research Services
chrispbacon@tamus.edu

3578 TAMU | College Station, TX 77843-3578
Tel. 979.458.4321 | Fax: 979.862.3250 | srs.tamus.edu

THE TEXAS A&M UNIVERSITY SYSTEM

**For subsequent notices, please change subject line:

Second Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Third Request for Subaward Invoice Approval –Project Account XX-XXXXXX

Beginning with the second request: Insert the following statement in between the “I certify...” line and the “Once your approval...” line. Add this for all accounts except RF and those where the payee is another state agency:

“This invoice is subject to prompt pay interest which will be an expense to your department.”

- Once the approval is received, match with the pending voucher & pay.
- If SMG or the PA notifies A/P to delay payment or to cancel the invoice indicate the reason in the description area of the voucher in FAMIS.
- Wire transfers for sub awards are processed by appropriate Accounting Associate not the sub award processor.

Vendor Set-up

TAMU and HSC require completed Vendor Set-Up forms.

Link for TAMU FMO vendor set up form:

<http://fmo.tamu.edu/accounts-payable/vendor-setup/>

- Request W-9 from vendor
- Complete vendor set up information sheet – if required for member
- E-mail invoice copy, W-9 & set up sheet to member
- Foreign vendors: Member will request Glacier or W-8 BEN

Corrections

Expenditure revisions (cost transfers) are completed on SRS administrated accounts only. Complete the form and submit to the Financial Analyst for processing.

For revision from an SRS account to a non-SRS account, the *Rebiling Request form must be completed and sent to the department for processing.

Sample forms are located in [Resource](#) section.

Audit

The following audit must be performed, prior to payment, for each voucher, ACH, or check. Confirm:

- Invoice date
- Received date
- Payment due date

- Vendor name and address on voucher match the attached invoice
- Invoice number on voucher matches the attached invoice.
- Invoice dollar amount on the voucher matches the attached invoice.
- Project number and the sub code on the voucher matches classing information on the attached invoice.
- PI (or delegate) signature - required
- PA signature if applicable
- AP Accounting Associate’s initials are required by the dollar amount and PI signature

After verification and approval, the voucher packets for the member are organized in the same order as the check register to be scanned into FMO Imaging.

Scanning

- All manually processed invoices are scanned once posted and paid:

Member Scans are electronically filed accordingly:

TAMU:	FMO Imaging	TAMUG:	FMO Imaging
TSU:	OnBase	HSC:	Laserfiche
PV:	OnBase	TAMRF:	OnBase

Hardcopies of check and ACH packets are kept in compliance with Texas A&M University System Regulation 61.99.01 Retention of State Records.

Resources

Definitions

AB

Aggie Buy

AUP

Animal Use Protocol

Classing

The process of applying object codes to purchases prior to payment.

DCR

Departmental Correction Request – Submitted when account or object code corrections are needed.

FMO

Financial Management Office

Interdepartmental Transfer (IDT)

An Interdepartmental Transfer is an invoice, a bill, or a charge to another department within the same agency as the selling department.

Object Code

Used to categorize expenses into categories that describe the nature of the goods and services purchased.

PI

Principal Investigator

PA

Project Administrator

PO

Purchase Order

Prompt Payment

- a. Invoices *not* paid in 30 days of receipt of goods & (*or*) invoice received date whichever is the later date, will be used to calculate interest
- b. *Exceptions:* disputed invoices, payments to state employee or student & payments to state agents.

UIN

Universal Identification Number

Voucher Compliance

The process by which purchases are scrutinized to determine if said purchase is compliant with the requirements of specific grants.

DCR

Department Correction Request

SRS – FAMIS Screen InformationAccount Balances

FRS 019 – Shows Revenue and Expenses for a Project

Shows the total of all subaccounts with the same beginning 6 digit account

Example: 99-120010 (includes project #120010-00001 through 120010-00004)

FRS 069 – Shows Revenue and Expenses for an 11 Digit Project

Example: 99-120010-00001 is RF Administration

FAMIS FRS Screens:

FRS 006 – Basic Information about Project

FRS 008 – Gives PA for the Project and lists a code for Accounts Receivable Clerks

PA = Accountant Responsible

FRS 009 – Shows Revenue Code for project

Also shows Start and End Dates

Shows IDC Base, Rate and Distribution

Shows Sponsor Name

Shows Sponsor Award Number

FRS 010 – Annual/Monthly Budgets

FRS 10B – Input Budget and Budget Adjustments

FRS 012 - Receipts

FRS 014 – Journal Entries

FRS 018 – General Ledger Account by Sub code Totals

FRS 019 – Shows Revenue Received on Project – Amount shown will include invoices which may not be paid yet

FRS 021 – Encumbrances by Account

FRS 023 – General Ledger Account Transactions

FRS 025 – Compound Journal Entries

FRS 034 – SL Summary by Budget Pool

FRS 044 – SL Flag Maintenance

FRS 046 – Search account transactions by month and Ref 2

FRS 048 – Transaction by Account, Sub code and Month
Use for Unapplied Remittances for Deposit Corrections

FRS 049 – Detail Account Statement
Insert R for Revenue – Shows Income Outstanding on project

FRS 051 - Shows performance dates for the support account

FRS 052 and 52B – Approval Authority Information

FRS 054 – Support Account Flag Maintenance

FRS 055 – Support Account 15 Digit Maintenance

FRS 062 – Open PO by Account Number

FRS 063 – Shows Previous Deposits for Income and Expense Payments only (No Invoice Payments)

FRS 074 – Summary by Budget Sub code

FRS 076 - Transactions for a Month by Reference Number 2 or 4

FRS 077 – Transaction Inquiry on Reference Number 2 or 4

FRS 080 – Inquiry by Sub code (payments)

FRS 081 – Detail Transaction by Sub code

FRS 101 – Vendor Search

FRS 103 – Vendor Look Up

FRS 104 – Voucher Create

FRS 105 – Voucher Header Modify

FRS 109 – Prepaid Voucher

FRS 110 – Void Local/Revolving Check

FRS 111 – Pending Voucher Create/Modify (non-encumbered)

FRS 112 – Pending Voucher Create/Modify (encumbered)

FRS 119 – Prepaid Voucher Amount Modify

FRS 160 – Accounts Payable by Vendor and Invoice Number

FRS 162 – Accounts Payable by Vendor

FRS 163 – Accounts Payable by Account
Must be 11 Digit Project Number
Screen FRS 068 gives SL (11 Digit Project Number) for SA (6 Digit)

FRS 167 – Accounts Payable by Invoice Number

FRS 168 – Accounts Payable by Voucher
Gives Accounts Payable Requesting Check

FRS 177 – Accounts Payable by Check Number
RF – WF is bank 00010

FRS 186 – Accounts Payable by Check Number if check is not reconciled

FRS 221 – PO Shipping and Text

FRS 277 – Document Inquiry by Campus

FRS 278 – P O Document

FRS 282 - Document Browse by Account

FRS 295 – FAMIS to AggieBuy Crosswalk
FRS 321 – Receiving Information
FRS 615 – Invoice Payments
FRS 632 – Invoices by Customer Name
FRS 634 – Invoices by Project Number
FRS 635 - Invoices by Invoice Number
FRS 636 – Shows Deposit Numbers for Invoices
FRS 637 – Additional Invoice Information
FRS 804 – Shows Allowable sub codes for ABR (project based on ABR rule entered on FRS screen 06)
FRS 805 – GL Account Control Descriptions
FRS 806 – Description of Sub code
FRS 850 – Person Information
 Dept.
 Mail Stop
 Phone Number
 Email Address
FRS 860 - Business Administrator Identification (Alt APO ID)
FRS 882 – Change Fiscal Year or Campus Code
FRS 910-919 – Document Routing

Sample Forms
Rebilling Request for Corrections - Originated by the PA

TAMUS SPONSORED RESEARCH SERVICES
SRS - ACCOUNTS PAYABLE
CORRECTIONS BETWEEN MEMBERS' SRS ACCOUNTS ONLY

PAY THE INVOICE(S) FROM (SYSTEM): 12-Texas Transportation Institute

SRS ACCOUNT #:	<u>12</u>	<u>603801</u>	<u>00001</u>	<u>3045</u>	<u>11.00</u>
	<small>MBR</small>	<small>SL</small>	<small>SA</small>	<small>SUBCODE</small>	<small>AMOUNT</small>
SRS ACCOUNT #:					
	<small>MBR</small>	<small>SL</small>	<small>SA</small>	<small>SUBCODE</small>	<small>AMOUNT</small>
SRS ACCOUNT #:					
	<small>MBR</small>	<small>SL</small>	<small>SA</small>	<small>SUBCODE</small>	<small>AMOUNT</small>

MAKE CHECK PAYABLE TO: _____

AP TO ASSIGN: SYSTEM MEMBER THAT PAID INVOICE IN ERROR W/VENDOR #

INVOICE #: _____

CUSTOMER AR #: 12 190040 00016 3045

DEPOSITS TO CREDIT AS FOLLOWS:

ORIGINAL INVOICE WAS PAID BY: 12-Texas Transportation Institute
SYSTEM MEMBER THAT PAID INVOICE IN ERROR

ORIGINAL VENDOR(S) NAME: John Epps (DESCRIPTION FIELD)

ORIGINAL SRS ACCOUNT #:	<u>12</u>	<u>190040</u>	<u>00016</u>	<u>3045</u>	<u>11.00</u>
	<small>MBR</small>	<small>SL</small>	<small>SA</small>	<small>SUBCODE</small>	<small>AMOUNT</small>
ORIGINAL SRS ACCOUNT #:					
	<small>MBR</small>	<small>SL</small>	<small>SA</small>	<small>SUBCODE</small>	<small>AMOUNT</small>
ORIGINAL SRS ACCOUNT #:					
	<small>MBR</small>	<small>SL</small>	<small>SA</small>	<small>SUBCODE</small>	<small>AMOUNT</small>

SubCode
CANNOT Be

ORIGINAL VOUCHER #: _____ USE 'VARIOUS' IF MOVING MULTIPLE VOUCHERS ON SAME SUBCODE

ORIGINAL CHECK / ACH #: _____ USE 'VARIOUS' IF MOVING MULTIPLE CHECKS ON SAME SUBCODE

ORIGINAL DATE PAID: _____

ATTACH COPIES OF ORIGINAL INVOICES FOR BACKUP ON REIMBURSEMENT CHECK/ACH AND LISTING OF ALL VOUCHER #s BEING MOVED - FAMIS TRANSACTION SCREENS OR MANUAL LIST

Justification For Rebilling: _____

ORIGINATOR / DATE: _____

DIRECTOR APPROVAL / DATE: _____

SYSTEM APPROVAL / DATE: _____

ONLY ON EXPENSES OVER 90 DAYS

SRS Cost Transfer

TAMUS SPONSORED RESEARCH SERVICES JOURNAL ENTRY / COST TRANSFER WITHIN SAME SYSTEM

MBR ID # _____ **BANK:** _____ **DATE:** _____ **Z** _____
REF 4

DEBIT COST REF 1. _____ 2. _____ 3. _____ ORIGINATED BY: _____
 CREDIT COST REF 1. _____ 2. _____ 3. _____ REQUIRED FOR IOOP & TTI INPUT: _____ OVER 90 DAYS - DIRECTOR APPROVAL / DATE
OVER 90 DAYS - SYSTEM APPROVAL / DATE

TRANSACTION PURPOSE/JUSTIFICATION: _____

DEBIT ACCOUNT SL SA OBJ	TYPE	PO #	DESCRIPTION / VENDOR	INVOICE #	\$\$ AMOUNT	CREDIT ACCOUNT SL SA OBJ	VOUCHER OR REF 2	ORIGINAL TRANSACTIONS DATE	REF3

UPDATED 08-31-2014

SRS Voucher Compliance

Payment requests to sponsored projects must be incurred during the project period. Expenditures are not allowed outside of the project period, unless expressly approved in writing from the sponsor. **Expenditures may be direct costs, indirect costs, or unallowable costs.*

Allowable Costs

Expenditures that are allowed by Sponsored Research Services (SRS) are coded according to whether the federal government considers the expenditure allowable or unallowable on sponsored research projects. Expenditures may be appropriate and permissible for University purposes, yet unallowable on the sponsored project according to Government. Allowable expenditures are considered appropriate and reasonable, and are eligible for cost reimbursement by the federal government. Unallowable expenditures are not eligible for cost reimbursement by the federal government.

Direct Costs

- Can be easily traced to a project
- Required to successfully complete the scope of work
- Ex: Equipment, materials and supplies, travel, animals, etc.

Allowable Costs

- Allocable
- Reasonable
- Treated Consistently

Allowable

- The costs are allocable to the specific project
- The costs are reasonable
- The costs are treated consistently in like circumstances
- The costs conform to any limitations of the cost principles or the sponsored agreement

***Allocable**

A cost is allocable to a project if goods or services involved are chargeable or assignable in accordance with the relative benefits received by the projects. In order to be allocable a cost must be treated consistently in like circumstances.

Levels of Allocability

- First level: Cost is incurred solely to advance work under the agreement.
- Second level: Cost benefits both the agreement and other work within the institution; the government should only pay its fair share of the expense.
- Third level/Indirect Cost: costs necessary for the overall operation of the institution although a direct relationship to a particular cost objective cannot be shown.

Reasonable

Circular A-21 defines a cost as “reasonable” if:

- The nature and amount of the goods or services acquired or applied reflect the action that a prudent person would have taken.
- Adhere to Federal & State Laws/Regulations
- The cost is of a type generally recognized as necessary for the performance of the agreement

Treated Consistently

- A cost may not be assigned to a federal award as a direct cost if another cost incurred for the same purpose, in similar circumstances, has been allocated to the award as an indirect cost.
- A-21 requires institutions to establish a policy on which types of costs are treated as direct costs and indirect costs.

Expenditure Codes

SRS Voucher Compliance/Accounts Payable (VCAP) researches Circular A-21 as well as the Uniform Grant Management Standards (UGMS) to ensure compliance on purchases that require sponsored project funding.

- Payment request/encumbrance to a sponsored project must be incurred within the dates of the project period and must be reasonable, allocable, and allowable.
- To be reasonable, allocable, and allowable the cost must be necessary, consistent with institutional policies, procedures and practices, and must benefit and advance the research work being done under the sponsored agreement

- Expenses/requisitions will be compared against the budget plus the terms and conditions for the project. If the expense agrees with the points above, the expense/encumbrance will be approved with SRS Accounts Payable Department.
- If the expense/requisition request cannot be deemed compliant, the voucher preparer and/or the Principal Investigator may be contacted for additional supporting explanation. If no response is received or if the additional justification is insufficient, the expense/requisition may be returned to the preparer of EPIK, Laserfiche, AggieBuy or department explaining the reason for rejection.
- Unallowable direct and indirect costs to sponsored funds are charged to alternate discretionary funds, such as fixed price balance projects, incentive distribution, and PI startup funds.

Equipment: Equipment purchased by a project must be used in the conduct of the research for that project.

- General-purpose equipment is generally unallowable unless it is primarily used in the actual conduct of the research.
- Non-budgeted equipment must be approved by the Project Administrator and Sponsor. This approval should be sought before the item is purchased.
- Non-budgeted equipment purchases in the last three months of a project are questioned for additional justification. Generally, the research effort is nearing completion and it is unclear if the sponsor will fully benefit from the equipment purchased at this time in the project's life

Tuition/Stipends: Neither tuition or stipends payments will be paid directly to the student, but only to the academic institution's respective student financial aid office.

- Each voucher must have proof that the tuition has already been paid. With TAMU payments, the AR # (Q....) as well as the fee sheet must be presented to support the payment. Only regular fees and tuition may be reimbursed.
- Fees for parking, bus passes, Aggie Bucks, sports passes, diplomas, and late registration for example, will not be permitted.

Food/Meals: Business meals between the principal investigator and his employees will not be allowed on research, even if business is being discussed.

- Food will be allowed for business meetings with the sponsor. Food for participants or for meetings involving visiting professors or professionals must be budgeted.
- SRS, EPIK, Laserfiche or AggieBuy Business Meals/Food Collaboration Reimbursement Documentation must be completed and attached to the voucher or invoice. Food/Meal costs should show prudence. Otherwise, they can be viewed as entertainment costs which will not be an allowable expenditure.

Supplies: Research and laboratory supplies are allowable.

- Office supplies are allowable if they are specifically stated in the proposal budget that was approved by the sponsor, and for large-scale center activities. There are some cases when small office supply purchases will be allowed on a project.
- An example might be a notebook with paper used in a research lab. In most cases, office supplies should be charged to non-sponsored sources.

- OMB Circular A21, Section J, Allowable Costs is utilized to determine whether costs can be direct expenses on sponsored funds or should be considered an indirect expense.

Express Mail and Postage: Will be allowed if direct relatedness to the project can be shown.

- Some allowable charges would be: returning a lab item to a manufacturer for repair, sending reports to the project's sponsor, mailing papers which disseminate research results for publication, mailing surveys.

Membership Dues: Membership in a professional or scientific organization will be allowed if the reason for joining directly benefits the research objectives.

- A principal investigator may have to join an organization to obtain their journals or periodicals that might contain information beneficial to the project. A membership letter must have approvals.