Welcome to the Research Accounts Payable Training Seminar

Fall 2018
AGENDA

- Types of Payment Transactions
  - Purchase Orders
  - Direct Payments
  - Cash Advances
  - Consultant/Lecturer/Independent Contractor payments
  - Participant Stipend Payments
  - Human Subject Payments

- Payment Options
  - Check
  - ACH/Electronic
  - Bank of America (BOA) Vendor ACH
  - Bank of America (BOA) Credit Card
  - Wire Transfers
  - Foreign Draft
  - Special Handling
Types of Payment Transactions

Purchase Orders

Most Purchase Orders are now facilitated through Wolfmart. Campus departments complete a requisition on Wolfmart and submit through the system to create a purchase order. Invoices are entered into Wolfmart for payment, the system performs a 3 way match on the PO, Receipt and Invoice.

If receiving information is not received within 7 days after the invoice is entered or a match exception exists RF Payables contacts the end user through comments in Wolfmart for verification and payment approval.

All invoices over $25,000.00 require department approval in addition to the on-line receiving. The department will be contacted through the comments section in Wolfmart. Once approved the invoice will be processed for payment.

Purchase Orders not processed in Wolfmart include:
  - Sub-contracts
  - Independent Contractors receiving multiple payments
  - Cash Advances
  - Payments in foreign/domestic wires

*These will be processed in Oracle
Types of Payment Transactions

• Change Orders on Purchase Orders

1. For all changes in quantity or price under $500.00, RF Payables will obtain Purchasing’s approval for price changes via a comment in Wolfmart and a formal change order will not need to be generated by the campus department.

2. All changes in quantities and price above $500.00 would require the campus department to request a change order through comments in Wolfmart.

• Departments should contact RF Payables immediately if there are any problems regarding the receipt of goods, so that payment can be held until all discrepancies have been resolved.
Types of Payment Transactions

Blanket Purchase Orders

A specified amount is set up by the department to a specific supplier, and supplies are called in as needed. When invoices are received in RF Payables, a comment requesting approval is sent to the department via Wolfmart. The departments should maintain records of balances left on Purchase Orders to ensure that there are sufficient funds available to pay incoming invoices for items ordered.

Purchase Orders/Electronic Invoicing on Wolfmart

The purchase order is created in Wolfmart and electronically sent to the supplier. The supplier creates an electronic invoice when the order is shipped. Wolfmart performs a three-way match, PO/Invoice /Receipt,

If all prices, items and receiving agree; the transaction is approved through Wolfmart and submitted to Oracle where payment is made. If there are any exceptions the Voucher/Invoice goes to the exceptions folder for an RF Payable staff person to address and resolve with the end user and buyer.
Types of Payment Transactions

Direct Payments to Suppliers

The Non-encumbered payment form is used for direct payments to domestic suppliers, **not** to individuals or employee reimbursements. Only one (1) invoice per Non-encumbered payment form is permitted. A supporting invoice/documentation must be attached to the form before submitting. This process should not be used to bypass the Purchasing requirements, and for items over $10,000.00

**All payment submissions must comply with all Research Foundation and University policies and procedures. This form is used for direct payments to suppliers for items such as the following:**

* Patent Fees
* Federal, State or Local Government payments
* Memberships/Conference Fees
* Postage (Including UPS and FedEx)
* Registration Fees
* Direct Hotel Payments
* Direct Car Service/Limo payments
* Subscriptions
* US Department of Homeland Security payments
Types of Payment Transactions

Cash Advances

- Cash Advances may be processed to Project Directors for the purpose of:
  - Payments to Human Subjects
  - Advance for field expenses

- A Research Foundation paper requisition must be submitted, along with the purpose and amounts requested. This must be sent to OGM for approval. Once a Purchase Order has been created, a check will be issued to the Project Director for field expenses. For Human Subject payments a bank account is established.

- Reconciliation for these Advances should take place within 90 days of the Advance being issued.

- For Human Subjects:
  - Signed receipts from the recipients and Project Director indicating their Social Security number and amounts they received.
Types of Payment Transactions

• **Field Expenses:**
  – A spreadsheet listing the expenses, and supporting documentation. In case where receipts cannot be obtained due to extenuating circumstances, a journal listing of expenses is acceptable.

• If all the funds have not been expended, a check payable to the Research Foundation should be submitted to RF Payables for the balance, along with supporting receipts. Advances must be reconciled before another can be issued.

*Link to RF Requisition form below*

Types of Payment Transactions

Consultant/Lecturer/Independent Contractor

• A Consultant/Lecturer/Independent Contractor receiving a fee must be sent to the Office of Human Resource Services for review and signature. Consultant payments on sponsored programs also require Office of Grants Management signature. This includes: U.S. citizens, resident aliens and non-resident aliens.

• Consultants reimbursed for travel expenses only do not require the approval of Human Resource Services.

Consultant Lecturer payments require the following documentation in order for payment to be processed:

- U.S. Citizen and Resident Aliens require a signed and completed W-9 form. If travel expenses are claimed in addition to fees, original receipts must be provided so that these expenses will not be reported as taxable income.

- Non-Resident Aliens require a completed W-8 Ben form, and must indicate if a tax treaty exemption is applicable. All Non-resident aliens must have a TIN number in order to be paid a fee.

Link to Independent Contractor form below

Types of Payment Transactions

Participant Stipend Payments

- Participant Stipend payments are made through Research Accounts Payable. Participant Stipends include payment for participation in vocational training, secondary school training, and other non-academic programs. Stipends cannot be paid for services.

- U.S. citizen or resident aliens must complete and submit a W-9 along with their stipend form. In addition, resident aliens must provide a copy of their resident alien card. These payments are coded 1099. If payments are over $600.00 per year a 1099 form will be sent to the participant.

- Non-resident aliens must provide a completed W-8 Ben and have a TIN number in order for payments to be processed. These payments are reported on form 1042S, and must have withholding deducted at the time of payment. All non-resident aliens receive a 1042S form regardless of amount.

  * There is a 30% withholding tax to every Non-resident alien being paid a participant stipend.
  * Tax treaty exemptions do not apply to these payments.

Link to Participant Stipend form below

http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/2876ac3cdf24a58885256ad200699ac7/4011354db59bbf1585256ad3005ad837?OpenDocument
Types of Payment Transactions

Human Subject Payments

Payments to Human Subjects can be processed by direct payment. Campus departments submit the signed Human Subjects payment form attached to a Research Foundation paper Purchase requisition.

A Social Security/TIN number is required for processing.

U.S. citizens/resident aliens payments over $600.00 per year receive a 1099 form.

Non-resident aliens will receive a 1042S form and 30% withholding will apply.

* Tax treaty exemptions do not apply to these payments.

Link to RF Requisition form below

http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/f232d3967f29b79d85256e1600106088/838378aceb8f9fa9852577d6004f20f7/$FILE/PROC0065.pdf
Payment Options Available

- **Checks**: Printed and mailed Monday-Friday by The Research Foundation Central Finance Office in Albany New York.

- **ACH/Electronic**: Direct deposit of reimbursements available for employees.

- **Bank of America(BOA) Vendor ACH**: Direct deposit for suppliers.

- **Bank of America(BOA) Credit Card**: Direct deposit for suppliers.

- **Wire Transfers**: Payments by wire transfer may be completed to foreign and domestic banking institutions. Wires may be requested in USD and foreign currency. The minimum payment amount for a wire transfer is $100.00.

- **Foreign Draft**: This payment option is a bank check drawn on a bank outside the USA in a foreign currency. Operating locations will be charged a foreign draft fee by RF SUNY Central Finance Office.

- **Special Handling**: Campus departments may request a RF check to be mailed to its destination through UPS overnight mail or Federal Express. Campus department must provide a valid UPS or FedEx account number to charge.
Invoice Disputes

• If a department disputes an invoice amount they should notify Research Accounts Payable immediately to hold payment, and provide a brief explanation of the issue

• Accounts Payable will add a note to the file and contact the Purchasing buyer to assist the department in resolving the discrepancy with the vendor

• Once the issue has been resolved, the department should notify Research Accounts Payable so payment can be processed
Termed Awards

**Sponsored Awards**

Research Accounts Payable works with the Office of Grants Management to insure the timely close out of open purchase orders on sponsored awards that are terming. We ask that the departments respond to requests for approvals to pay outstanding invoices, and close out any open encumbrances that will no longer be needed.

**IDC Awards**

We ask that departments review their account balances, and respond to our requests to pay any open invoices. Departments should contact Procurement to close out any remaining balances on purchase orders not in use.
RF Payables Contacts:

Porshia Russell          2-6019
William La Cascia        2-6001
Philip Brown             2-1767
Ben Etkin                2-2118
Tracey McBrier           2-1527
Palma Garrison           2-1417
Linda DeCilla            2-6295
RESEARCH ACCOUNTS PAYABLE

Questions?

Thank you for attending