UR Financials Project
Accounts Payable Special Interest Group

June 26, 2014
Agenda

• Project Update
• Configuration Status
• Settlement
• Q&A
• Key Dates
Project Updates
### Configuration Status

#### Validations

- **Company for FAO must equal Company**
- **Supplier Invoice Line Company must equal Award Line Company**
- **Multiple FAO's on a transaction are only allowed in Cost Sharing situation. Please delete and re-select your FAO.**
- **Related worktags cannot be changed, please re-select your FAO**
- **If a payment type of Check Separate is selected, please select a handling code.**
- **Subcontractor Not Equal to Supplier**
- **Supplier Category and Payment Type must match - AMEX BIP**
- **The control total amount must be entered.**
- **This Spend Category cannot be used, please choose a different Spend Category.**
## Configuration Status

### Business Process routing

<table>
<thead>
<tr>
<th>Order</th>
<th>If</th>
</tr>
</thead>
<tbody>
<tr>
<td>aa</td>
<td>Spend Category needs approval by UR Award Portfolio Specialist?</td>
</tr>
</tbody>
</table>
| ab/ac | If Supplier Invoice Adjustment?  
         | Change to Supplier Invoice or Ad Hoc Payment? |
| b     | Not company 50. Not cost center CC11155.  
         | Construction, Trackable Spend Categories and Non-Capitalized Equipment Transactions >25K to be reviewed by UR Asset Manager? |
| c     | Not company 50. Not cost center CC11155.  
         | Invoice has at least one trackable line, is not tagged by capital project/plan phase/task, is not an Adjustment, has not been reviewed, and has no associated Receipt event in progress.? |
| d     | Only CM050. Trackable and Non-capitalized Equipment Transaction is >25K? |
| e     | Only CM050. Invoice has at least one trackable line, is not tagged by capital project/plan phase/task, is not an Adjustment, has not been reviewed, and has no associated Receipt event in progress.? |
| f     | Payment type is ACH Manual or Wire Manual? |
Settlement

• Compared to FRS it requires a lot more effort and coordination
• Checks are grouped and selected in a certain order to better ensure control in the process
• Other payment types are separate to ensure proper file creation and transmissions according to schedule
  – ACH payment file goes to bank
  – AMEX BIP payment file goes to AMEX
  – For Checks, Positive Pay file(s) go to bank
Coming Soon

- Banking/Depositor SIG meetings
  - Open to all depositors: ANYONE that prepares, delivers or reconciles deposits to one of the cashiering locations
    - Multi-part form updates
    - Banking Entry form
    - When will deposits be posted
      - FRS vs UR Financials timing
      - Plan for 12/31 year end
    - Credit Card changes
Key Dates

- AP SIG meetings
  - July 24th then TBD for the rest of FY2015
  - 1:00-2:00pm Alumni and Advancement Ctr Seminar Rm
  - Please continue to reach out with questions and share project information with your Department
- Banking/Depositor SIG meetings
- Demo Days

- Visit UR Financials Project website for additional information and materials from other meetings
  - http://www.rochester.edu/adminfinance/urfinancials/

*Remember to sign in and correct your division and department info as appropriate*