

Accounts Payable Training

Welcome to Accounts
Payable Training



A/P Services

Accounts Payable is the department within the Finance Division that is responsible for the payment of goods and services that University employees procure through purchase orders and encumbrances to conduct University business. We ensure compliance with applicable University policies and government regulations and maintain records of paid transactions for internal and external auditors.



Invoice Requirements

Invoice Date

Invoice Number

Vendor Name (Exact match to W-9 form)

Vendor Address

Description of Goods / Services

Amount of Invoice – Itemized

Date of Service / Date Goods Received

Approval – Stamped and Signed

Encumbrance or Requisition Number

Stamp

**I hereby certify that the items / services listed
have been received and approved for payment**

Printed Name

Signature

Date

Sending Invoice to A/P

Campus Mail

**Send in campus mail
– OM203**

Email

**Send electronically
[acctspayable@marsh
all.edu](mailto:acctspayable@marshall.edu)**

Drop off

**Drop off in person –
Office open Monday-
Friday 8AM – 5PM**

Send Invoices to Accounts Payable ASAP – Timely Payments are Important





How to create an Encumbrance

FGAENCB

Click Green Go Button

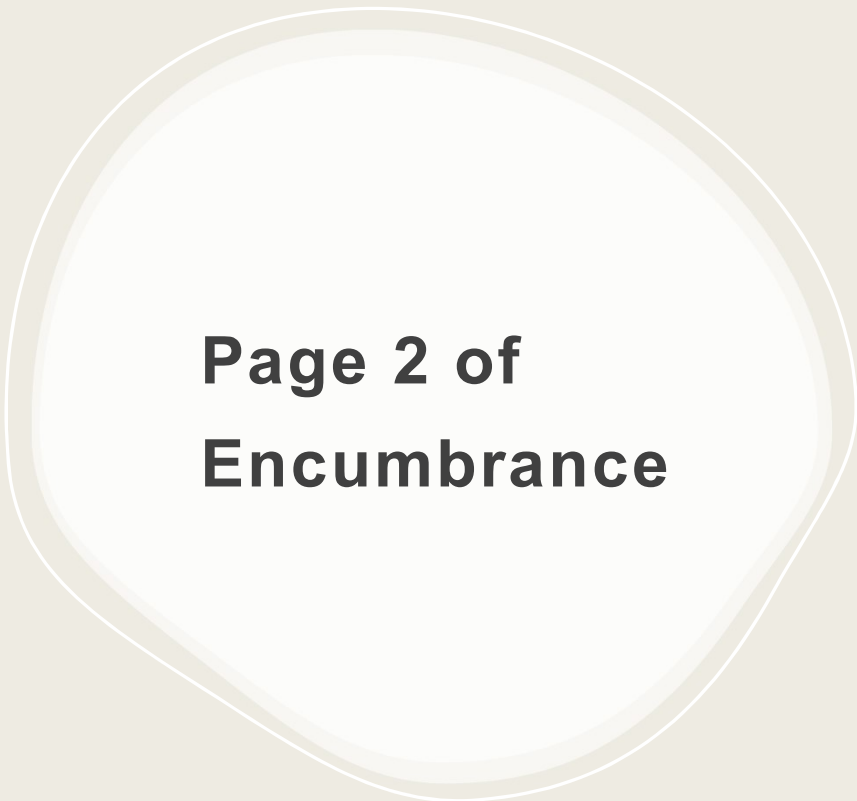
Top Left: Add a Description

Document Total: Total for the encumbrance

Transaction Date: Always use today's date

Vendor ID: 901# or FEIN for Vendor

Arrow Down to Next Page



Page 2 of Encumbrance

Sequence: Tab through

Journal Type: E100 if new, E020 if making a change


Fund, Org, and Account Code

If multiple lines, use the insert tab (to your left)

Amount: Amount of your encumbrance

Arrow Down and Complete

Write your Encumbrance Number Down



Make a Change to Encumbrance

FGAENCB

Encumbrance Number

Document Total: Amount of Change Only

Transaction Date: Today's Date

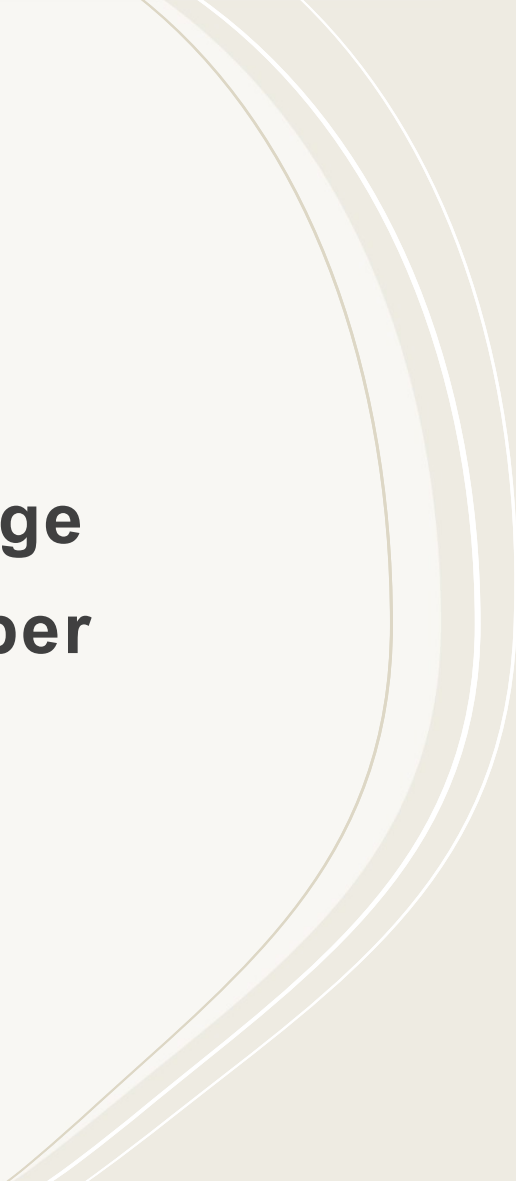
Encumbrance: Change Number

Arrow Down

Journal Type: E020 for a Change

Amount: Amount of Change – Must match Document Total

Arrow Down and Complete



Change Number

**Encumbrance E2202551 – What is
Encumbrance Change Number?**

C2225511

C for Change

22 - Fiscal Year

**2551 – last four digits of the
encumbrance number**

**1 – first change. If second change, it
would be a 2**

Forms used in A/P

Most used:

Invoice

W-9 Form for Vendor Registration

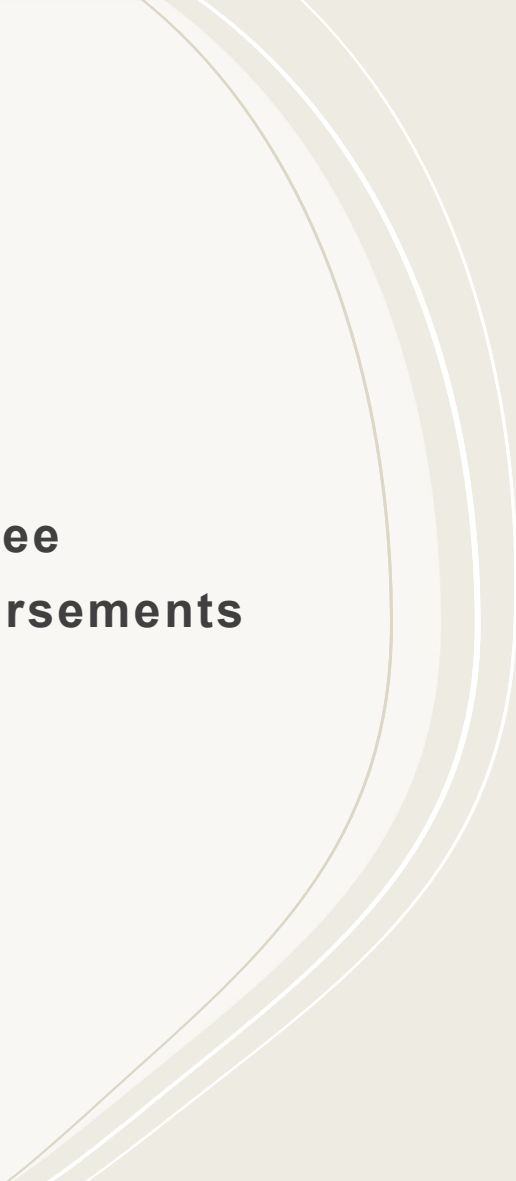
Employee Reimbursement Form

Hospitality Form

All Others:

<https://www.marshall.edu/finance/accounts-payable/>





Employee Reimbursements

No Gift Cards – No Exceptions

No Computers or Tablets without written approval from IT

No Memberships

Must include itemized receipt for goods

Receipt must show a zero-dollar balance due

Backup must show the employee paid for the goods

Hospitality form must be included for Hospitality expenses

Receiving Goods

All Receivers should be requested in Banner within 24 hours after the receipt of commodities.

“The date the commodities were received” means the actual date on which the commodities were received by the authorized individual.

If a receiver is not already placed in Banner by the department or Receiving, A/P will request the date received before the invoice will be processed for payment.



**Frequent
Account
Codes
approved by
A/P**

Employee Reimbursements - Varies

Stipends - 70430

Shipping / receiving - 70534

Association Dues - 70310

Postage - 70533

Utilities - Varies

Inter-library loan charges - 70376

How do I know if need Encumbrance or Requisition?

Encumbrances:

No Terms or Conditions. An Essential Service cannot conflict with the WV-96 form.

Requisitions:

**Any invoice that has terms or conditions.
Labor on campus, any quote / agreement
requiring a signature, software, advertising,
licenses, and maintenance agreements.**

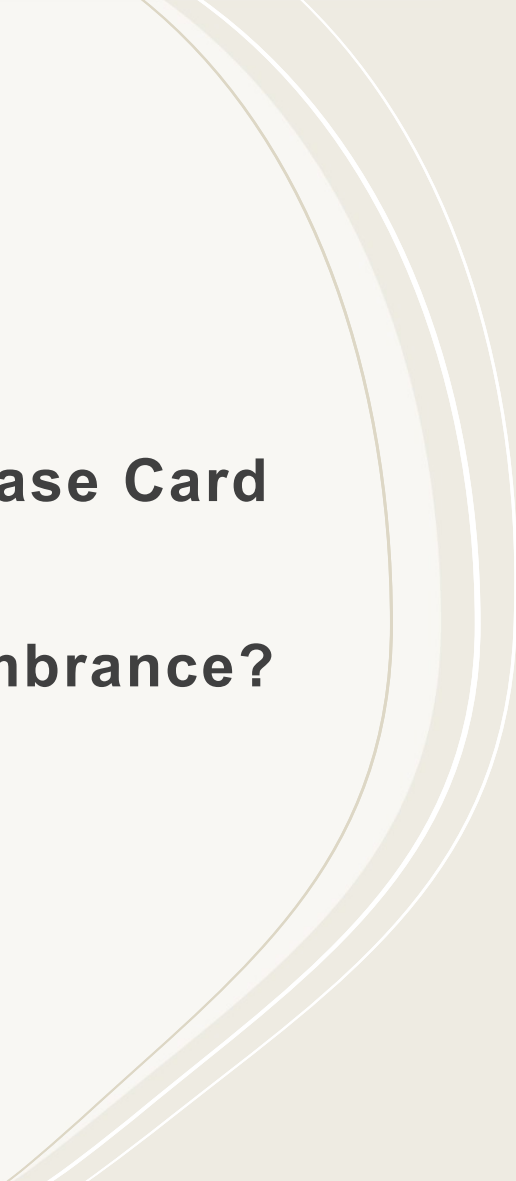


Has my Invoice been Paid?

Check Banner – FGIENCD- See if liquidated. If liquidated in Banner, call our office so that we can check the disbursement in Oasis.

Our office can provide copies of all checks disbursed, or if EFT payment, all payment details.





Purchase Card or Encumbrance?

Purchase Card is always the preferred payment method when possible. “Possible” means within your purchase card limit, no terms or conditions apply, and no on-site labor.

How to pay a Membership

Must be an Institutional Membership

Must be on the HEPC Approved Expenditure Schedule

If not, Must complete a Questionnaire for Membership in Associations Form and send to A/P – Cara Eskins

Create an Encumbrance using Account Code 70310

Send all documentation to A/P and once approved by A/P, you will receive an e-mail from the A/P office giving your department permission to pay by Pcard.

Contacts in Accounts Payable

Melody Freeman – Manager Sr.
304-696-2221
freeman70@marshall.edu

Cara Eskins – Encumbrance Approvals, Memberships, Essential Services – 304-696-2211
eskins4@marshall.edu

Nina Barrett – Utilities and Leases
304-696-2216
barrett@marshall.edu

Debbie Ratliff – Contracts and Maintenance Agreements 304-696-2219
ratliffde@marshall.edu

Jesse Baldwin – Front Desk Contact – Deposits and Redeposits - 304-696-6488
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