Special Requests

Prepaid & Accrual Payments

For explanations about prepaids and accruals, please visit http://www.usfca.edu/busfin/forms/ and click on the “Prepaid, Accruals & Deferrals” link.

Please provide payment period or date range information in the “Request Name” or “Comments” field of your Concur Invoice request. For example, “Subscription 7/1/14-6/30/15.” This will help us identify payments for FY16 (prepaids).

Beginning June 1st, 2016: when creating invoice requests that should be accrued for FY15, enter “FY15-” followed by an invoice description. Doing so will help us track the accruals that need to be posted.

Petty Cash on Concur

As an alternative to filling out Petty Cash Forms, you can easily submit this payment request in Concur Invoice as a Non-Employee Reimbursement. This method is more cost effective and involves less risk for the University.

Using Concur Invoice will ensure that the correct FOAPs are being charged and that payees receive their payment because it can be direct-deposited into their bank account. When using this method, please use the following invoice format: PETTYCASHMMDDYY where MMDDYY represents the month, day and year of expense.

Disbursements Contacts

Dennis Miller
Assistant Director
millerd@usfca.edu

Anna Kessel
Disbursement Analyst
(Service Payments & Wires)
akessel@usfca.edu

Melissa Melnikoff
Disbursement Analyst
(PO & Vendor Payments)
mmelnikoff@usfca.edu

Morgan Maich
Disbursement Srvs Asst
(Non-Employee & Employee Reimbursements)
mrmaich@usfca.edu

Emmy Moore
Disbursement Srvs Asst
(Check Cancellations & Reissues)
moore@usfca.edu

Office of Accounting & Business Services

Disbursement Services Payment Options

When you receive an invoice, you have three payment options:

♦ **USF P-card:** Pay the invoice using your USF Purchasing Card (P-Card). You will need to reconcile the credit card charges on your monthly expense report in Concur Expense. You will also need to provide a scanned image of the invoice as a receipt. For training on Concur Expense, please contact Morgan Maich at mrmaich@usfca.edu.

♦ **Concur Invoice:** Submit a payment request through Concur Invoice. You will need to provide a scanned image of the invoice as documentation. For training on Concur Invoice, please contact Melissa Melnikoff at mmelnikoff@usfca.edu.

♦ **Purchase Order:** If an invoice has a purchase order associated with it, please write “Okay to pay”, the date and your signature directly on the invoice. Then send it through intercampus mail to Melissa Melnikoff for payment in Lone Mountain North 3rd floor.
**Getting Started**

**Concur Invoice Training**

New staff members need training on Concur Invoice so that they can submit non-PO payment requests. Contact Melissa Melnikoff at mmelnikoff@usfca.edu for details.

**New Vendor Requests**

If a vendor cannot be found in Concur Invoice, please request a new vendor by clicking the "Request New Vendor" button and fill in the required vendor information in red. A W9 is required of all new vendors. Please upload the W9 image to the new vendor request.

If the vendor exists and you only need an address update/change, please check the "Vendor Address Change" box.

**Forgot your Concur password?**

Reset it yourself instantly by going to http://expense.usfca.edu and clicking on the "Forgot Your Password" button! Contact pcard@usfca.edu for additional information.

**Payments**

**Checking Request Status**

Go to "Manage Requests" & "My Requests." Then go to the View button and select "All Requests." You can then search for your submitted request by Vendor Name. Each request will have a "Approval Status" and "Payment Status."

If a vendor needs to check on the status of invoices, please send an email to Melissa Melnikoff at mmelnikoff@usfca.edu to request a vendor invite to our Concur Invoice Supplier Portal.

**Payment Status**

To view payment details in Concur Invoice, first search for your submitted payment request and then open the request. Under "Invoice Details," you will find the fields for the "Check Number" and "Payment Status Date."

Check Number prefixes:
- "A" stands for Paper Check
- "I" stands for Direct Deposit
- "Q" stands for JPM Chase Card Payment

**Check Cancellations & Reissues**

To inquire if a check has been cashed or to submit check cancellations, stop payments or reissue requests, please contact Emmy Moore at moore@usfca.edu.

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**Invoice Basics**

**USF Payment Policies**

For all policies go to: http://www.usfca.edu/policy/

For Accounting and Finance policies go to: https://www.usfca.edu/busfin/policies/

**Concur Invoice Request Types**

When selecting the "Request Type" for your payment request, please refer to the "Concur Invoice Request Types" guide at http://www.usfca.edu/busfin/forms/. Selecting the correct type will route the payment to the correct accounting approver.

**Invoice Number Naming Convention**

Please refer to the updated "Concur Invoice Naming Conventions" document which is posted at http://www.usfca.edu/busfin/forms/ for your convenience. This document will be helpful when an invoice number is not provided.

**Vendor Statements & Credits**

If you receive a statement from a vendor, please review it to ensure that all invoices have been paid and all available credits have been taken. If you need assistance, you can send the statement to the Disbursements Office and we will review it.

Please send credits to the Disbursements Office as soon as possible. If there is no payment to offset the credit, please request a refund check from the vendor so that USF can get its money back as soon as possible.

Please note that Concur cannot except credits or negative amounts or credits. Please send approved credits to the Disbursements Office so we can apply them to the vendor’s account.