



Payment Academy: Payments on Paper Forms

We'll get started soon...

Do you hear music playing?
If not, take a moment to adjust your audio settings.

PAYMENT ACADEMY: PAYMENTS ON PAPER FORMS

PRESENTED BY

KRISTINA MENDEZ

Finance & Procurement
Learning Specialist



EMILY HAWKINS

Help Desk
Training Consultant





WHY ARE WE HERE?

TECHNICAL STUFF

Q&A Button
Poll Questions
CPE Reminders

PA & NRI FORMS

Completing PA & NRI Forms
Looking up Payment Details in FIN

SSP FORMS

Completing SSP Forms
Looking up Payment in CU-Data

RESOLVING ISSUES

Troubleshooting Tips
Warrant Adjustment Form

RESOURCES

Payment Resource Center
Recording, Handout, & Slides

QUESTIONS?





WE WILL SHARE A
RECORDING

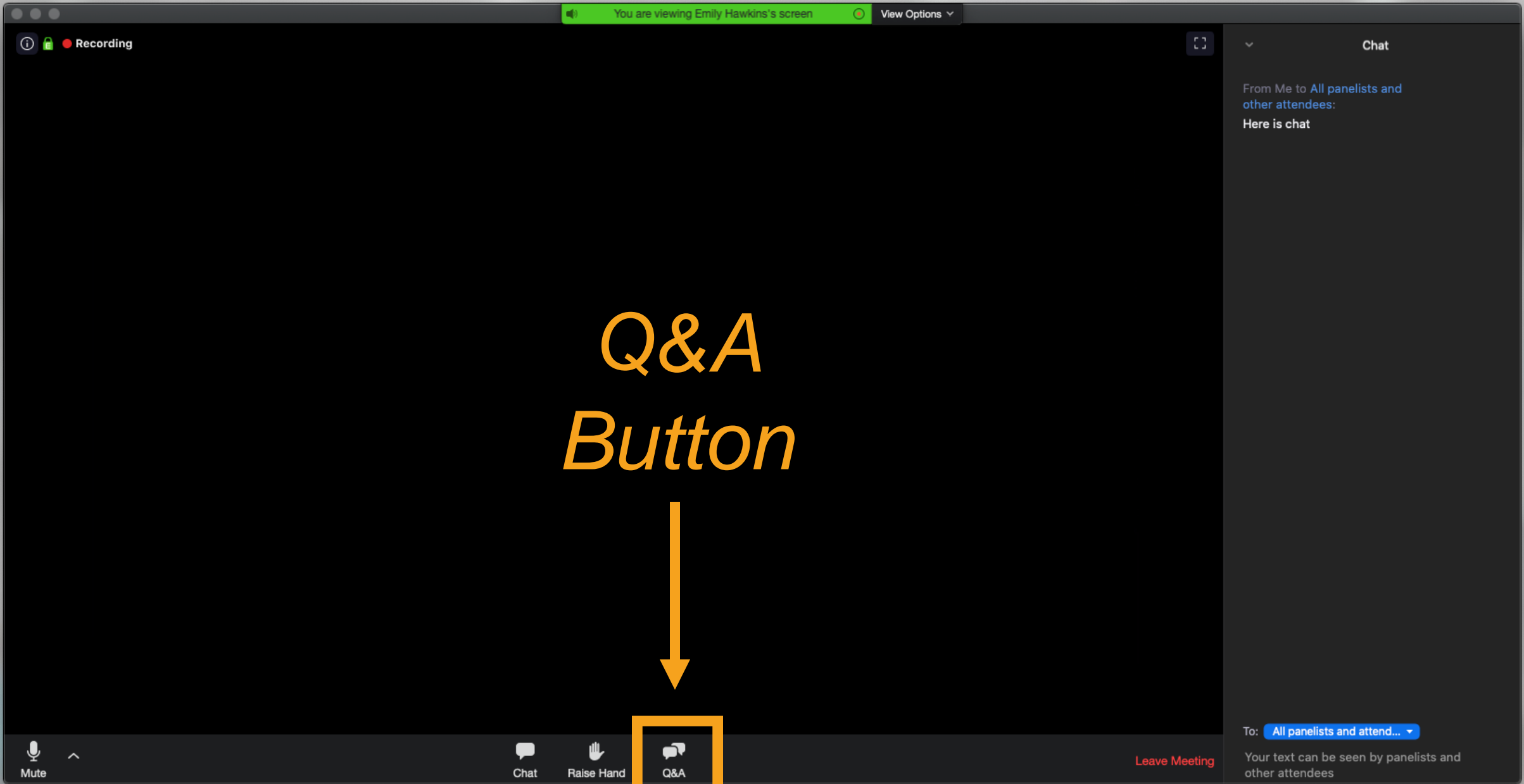
(after the webinar)



CPE Reminder

cu.cpe@cu.edu

Q&A Button



WE WILL HAVE SOME
POLL QUESTIONS

(let's try one now)



POLL QUESTION # 1

TECHNICAL STUFF

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PA & NRI FORMS

Payment Authorizations

&

Non-Employee Reimbursement - International

COMPLETING A FORM



University of Colorado
 Boulder | Colorado Springs | Denver | Anschutz Medical Campus
Procurement Service Center (PSC)

Effective Date: 10/26/2017

Payment Authorization (PA)

Purpose:
 Used, in accordance with the PSC Procedural Statement Payment Voucher/Authorization, to authorize payment for designated invoices when a purchase order or other commitment voucher is not applicable.
Only the items identified in the dropdown list under Payment Type, below, can be paid.

Invoice #:

Invoice Date:

Payment Type
(must be one of the authorized uses of this form - select from the dropdown values, below)

Payment is being authorized for:

Payee Information

Name:

Address:

City, State, ZIP:

Country:

ID #
 (must enter one if payee is an individual):

Vendor ID:

Federal ID:

Employee ID:

CU Student ID:

Payee Type:

Organizational Unit Contact Information

Organizational Unit:

Contact Person:

Campus Phone:

Campus Mailbox:

Email Address:

Warrant Handling Instructions

Warrant Delivery Code:

Warrant Delivery Campus Mailbox:

* If using warrant delivery = wire transfer, see PSC Procedural Statement Wire Transfers for restrictions

Accounting Information (SpeedType or FOPPS plus Account ChartField are required)

Description	Speed Type	Account	Fund	Org	Program	Sub Class	Project/Grant	Amount
Total								-

Business Purpose

Fully describe how the goods or services being purchased will support official university business:

Requestor/Approving Authority Certification & Signature

I certify that the items described above were for official university business and that the information contained in purpose and description is true and correct.
 If being charged to sponsored projects (Fund 30/31 FOPPS), I certify that: all expenses are appropriate to be charged to the sponsored projects receiving the charge, meet the direct cost and other costing criteria, and are within the allowable timeframe.
 If being charged to gifts (Fund 34 FOPPS), I certify that all expenses are appropriate and consistent with donor restrictions.

Requestor Signature

(If payment > \$100, Requestor signature is required.)

Date

Organizational Unit Authorizing Signature

Date

International Tax or Other Approver (if required) - Signature/Title

Date

When all necessary signatures have been obtained:

Scan and email signed, completed form and all required documentation to: APInvoice@cu.edu. Only one PA request per email attachment.
For stipends, awards, and grants: Instead, fax completed PA form along with completed IRS W-9 form to 303-764-3434.
Or, send completed form and all required documentation (tape small receipts to standard-size paper, staple packet once) to: PSC, campus box 005UCA

PAYMENT RESOURCE CENTER

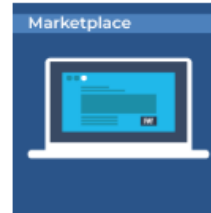
[https://www.cu.edu/psc/training/
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Payment Resource Center

Learn how to look up payment status for invoices, reimbursements, and study subjects -- using CU Marketplace, the Finance System, Concur, and CU-Data.

Need access to these systems? Check out our [Access and Training Requirements guide](#).

Looking Up Invoices Processed in CU Marketplace



[Looking Up Invoices](#)

Look up invoices (vouchers) in CU Marketplace to see payment status and invoice images.

Looking Up Payments Processed on Paper Forms



[Looking Up PA and NRI Forms](#)

Look up payments processed on the Payment Authorization (PA) and Non-Employee Reimbursement - International (NRI) forms using the Finance System.

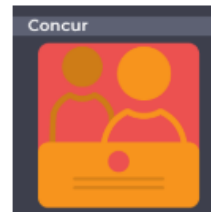


[Looking Up Study Subject Payments](#)

Look up payments processed on the Study Subject Payment (SSP) form using CU-Data.

Looking Up Reimbursements Processed in Concur

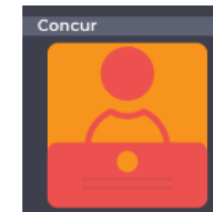
Reimbursements to Non-Employees



[Looking Up Non-Employee Reimbursements](#)

Look up non-employee reimbursements in Concur if you processed the reimbursement and just want to know if it has paid.

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[Looking Up Employee Reimbursements](#)

Look up employee reimbursements in Concur if you are the report owner, their delegate or their approver.

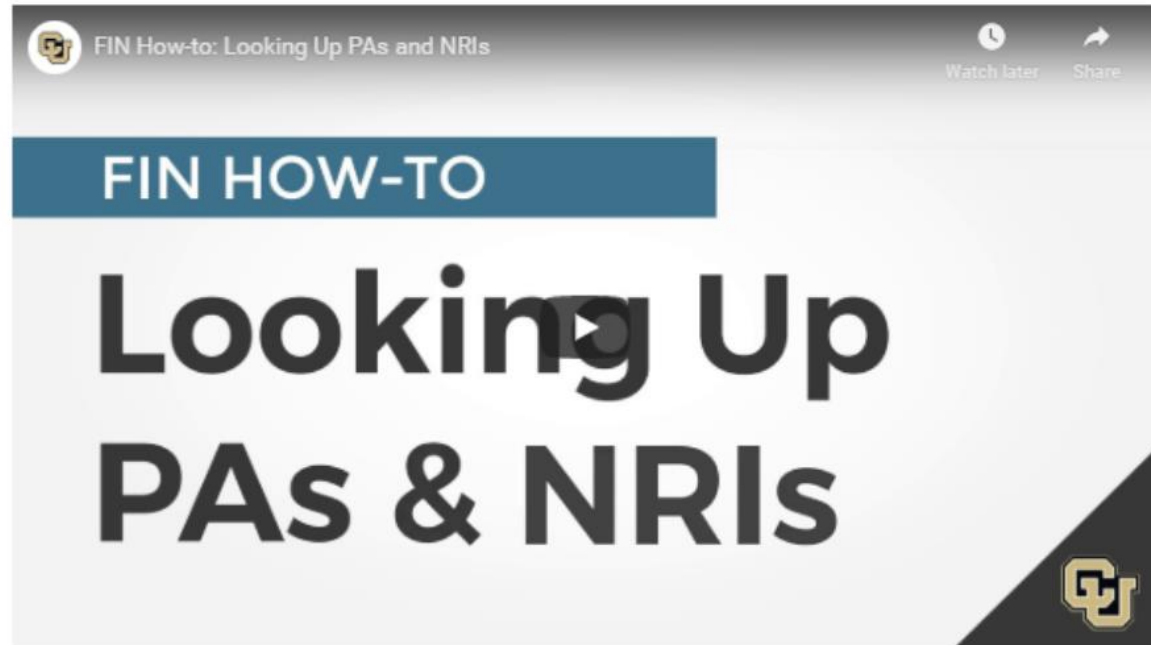
Looking Up PAs & NRIs

FIN How-to: Looking Up PAs and NRIs

You can look up the status of Non-Employee Reimbursement-International (NRI) forms and Payment Authorization (PA) forms in the Finance System (FIN). You'll also follow these procedures for Non-Employee Reimbursements processed for the old Non-Employee Reimbursement (NR) form.

Note - If the Non-Employee Reimbursement was processed in the Concur Travel & Expense System (Concur), you can [look it up in Concur](#) or [look it up in FIN](#) following some different procedures.

Watch the video



Read the Procedures

Troubleshooting

1. Use the Main Menu dropdown to navigate to **Accounts Payable → Vouchers → Add/Update → Regular Entry**.

Note: Vouchers are forms or supplier invoices that have been entered for payment.

RELATED LINKS

- [Non-Employee Reimbursement International Form](#)
- [Payment Authorization Form](#)
- [Warrant Adjustment](#)

NEED HELP?

Finance & Procurement Help Desk

- Email: FinProHelp@cu.edu
- Voice: 303.837.2161
- Manager: [Leslie Nittoli](#)

Finance & Procurement Help Chat

POLL QUESTION # 2

POLL QUESTION # 3

QUESTIONS?

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SSP FORMS

Study Subject Payments

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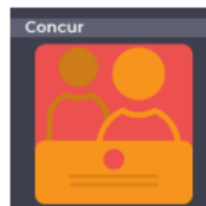


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Look up payments processed on the Study Subject Payment (SSP) form using CU-Data.

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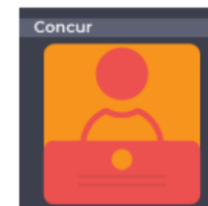
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[Looking Up Non-Employee Reimbursements](#)



[Looking Up Employee Reimbursements](#)

Looking Up SSPs

m-Fin How-to: Looking Up Study Subject Payments

You can look up Study Subject Payment (SSP) forms in CU-Data. They'll appear on your m-Fin Financial Detail and m-Fin Financial Detail II reports under your commonly used *Study Subject Payments* accounts.

Watch the video



RELATED LINKS

- [How-To: Running a Report in CU-Data](#)
- [m-Fin Financial Detail II video](#)
- [PSC Procedural Statement: Study Subject Payments](#)
- [Study Subject Payment \(SSP\) Form](#)
- [Warrant Adjustment Form](#)

NEED HELP?

Finance & Procurement Help Desk

- Email: FinProHelp@cu.edu
- Voice: 303.837.2161
- Manager: [Leslie Nittoli](#)

Finance & Procurement Help Chat

Read the Procedures

Troubleshooting

You can look up Study Subject Payments by running the m-Fin Financial Detail II report for commonly used Study Subject Payments account codes.

1. In CU-Data, click the **Team content** folder and select **Finance**. A list of reports will appear in alphabetical order - select *m-Fin Financial Detail II*.
2. Enter your search criteria on the first search page:

TIPS FOR STUDY SUBJECT PAYMENTS



University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FINANCIAL DETAIL II SPDTYPE

m-Fin

FY PERIOD 2016 8 THROUGH 2016 8 (Feb 29, 2016)
SPEEDTYPE STATUS I

495102

ACCT CODE	EMP ID	EMP	DESC	BUDGET	ACTUALS	ENCUMB	BAE CODE	SPDTYPE CODE	PO	INV ID	INV DATE	VNDR	SRC	LN#	JRNL ID	JRNL DATE	FY	PD
495102 -- STUDY SUBJECTS																		
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	89	AP01172695	Feb 4, 2016	2016	8
495102			STUDY SUBJ PMT		200.00		ACTUALS						AP	106	AP01172695	Feb 4, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		100.00		ACTUALS						AP	93	AP01173268	Feb 8, 2016	2016	8
495102			STUDY SUBJ PMT		50.00		ACTUALS						AP	61	AP01173667	Feb 9, 2016	2016	8
495102			STUDY SUBJ PMT		200.00		ACTUALS						AP	75	AP01173667	Feb 9, 2016	2016	8
495102			STUDY SUBJ PMT		50.00		ACTUALS						AP	86	AP01173667	Feb 9, 2016	2016	8
495102			STUDY SUBJ		200.00		ACTUALS						AP	91	AP01173667	Feb 9, 2016	2016	8
495102			STUDY SUBJ PMT		200.00		ACTUALS						AP	87	AP01174886	Feb 15, 2016	2016	8
495102			STUDY SUBJ PMT		200.00		ACTUALS						AP	88	AP01174886	Feb 15, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	109	AP01174886	Feb 15, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	110	AP01174886	Feb 15, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	35	AP01175106	Feb 16, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	36	AP01175106	Feb 16, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	41	AP01175311	Feb 17, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	106	AP01175881	Feb 19, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		(200.00)		ACTUALS						AP	6	AP01176179	Feb 22, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	70	AP01176177	Feb 22, 2016	2016	8
495102			STUDY SUBJ PMT		50.00		ACTUALS						AP	124	AP01176599	Feb 23, 2016	2016	8
495102			STUDY SUBJ PMT		200.00		ACTUALS						AP	125	AP01176599	Feb 23, 2016	2016	8
495102			STUDY SUBJ PMT		200.00		ACTUALS						AP	126	AP01176599	Feb 23, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	126	AP01176881	Feb 24, 2016	2016	8
495102			STUDY SUBJECT PAYMENT		200.00		ACTUALS						AP	96	AP01177238	Feb 25, 2016	2016	8
495102			STUDY SUBJ PMT		200.00		ACTUALS						AP	46	AP01177815	Feb 29, 2016	2016	8
495102			STUDY SUBJ PMT		200.00		ACTUALS						AP	57	AP01177815	Feb 29, 2016	2016	8
495102 -- STUDY SUBJECTS					3,850.00													
TOTAL					3,850.00		(3,850.00)											

Purpose:

Used to authorize study subject payments, in accordance with PSC Procedural Statement Study Subject Payments.

Invoice #: 003_Week 18

Today's Date: 12/13/2019

Payee & Organizational Unit Information

In all cases, payment will be issued directly to the individual study subject. However, the individual's name will not appear on financial reports. Instead, study payments will appear on reports as being paid simply to "Study Subjects." The PSC will maintain the necessary 1099 reporting capability. Unique identifier information can be entered in the journal line Description field for reconciliation to department records. *Caution:* Do not enter any personal identifying information in the Description if the study is confidential.

Payee Information

Study Subject Name: Juan L. Guerra

If you have not previously paid this study subject, attach completed W-9 form.

Exception: To pay CU employee/student, provide Empl ID/Student ID # below (no W-9 needed).

Address: 1090 N Ogden St

Address:

City, State, ZIP: Denver, CO 80218

Country: United States

Vendor ID:

Federal ID: 519820647

ID # (must enter one):

Employee ID:

Student ID:

W-9 Attached: Yes

Organizational Unit Contact Information

Organizational Unit: Pediatrics

Contact Person: Kristina Mendez

Campus Phone: 303-837-2156

Campus Mailbox:

Email Address: kristina.mendez@cu.edu

Organization #: 20027

Warrant Handling Instructions

Warrant Delivery Code: Regular Mail

Warrant Delivery Campus Mailbox:

Accounting Information (SpeedType or FOPPS plus Account ChartField are required)

Note: The information below will appear on financial statements.

Description (For confidential studies: do not include personally identifiable information.)	Speed Type	Account	Fund	Org	Program	Sub Class	Project/Grant	Amount
JLG-Week 18 - 12/13/2019	63011462	495102	30	20027			3495235	\$ 55.00
Total								\$ 55.00

Requestor/Approving Authority Certification & Signature

I certify that the payment described above is for official university business and that the information provided is true and correct. If this is a clinical trial or health-related/human subject research payment, I certify that COMIRB or an appropriate IRB designated by COMIRB has approved this study. If being charged to sponsored projects (Fund 30/31 SpeedType), I certify that all expenses are appropriate to be charged to the sponsored projects receiving the charge, meet the direct cost and other costing criteria, and are within the allowable timeframe.

TIPS FOR STUDY SUBJECT PAYMENTS



University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FINANCIAL DETAIL

SPDTYPE 63011462

FY PERIOD 2020 6 THROUGH 2020 6 (Dec 31, 2019)
63011462 - PED QR7.K TROMB/TIC.CT
495102

ACCT CODE	EMP ID	EM	DESC	BUDGET	ACTUALS	ENCUMB	BAE CODE	SPDTYPE CODE	PO	INV ID
495102			JLG-WEEK 18 - 12/13/2019		55.00		ACTUALS	63011462		
495102 - STUDY SUBJECTS					55.00					
TOTAL					55.00		(55.00)			

POLL QUESTION #4

TECHNICAL STUFF

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QUESTIONS?





TROUBLESHOOTING

TROUBLESHOOTING TIPS

If the form is taking longer than usual...

- Was the form complete?
- Was any required documentation attached?
- Has it been 10 business days?

If the check was lost/sent to the wrong address...

- Has the check been cashed?
- Are other changes required?

WARRANT ADJUSTMENTS

WARRANT ADJUSTMENT FORM

The WA form is always used to:

- To cancel a check

The WA form can be used to reissue payment:


- When the payee name and payment amount remain the same.
- If the payment requires a new address only

Submit a new payment request for processing if:

- the payee name changes
- the payment amount changes

TIPS FOR THE WA FORM

Effective Date: 01/06/2020



University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
Procurement Service Center (PSC)

Warrant Adjustment (WA)

Purpose:

- To cancel a check (i.e., warrant).
- To request reissue of the payment when the payee name and payment amount remain the same.
- To request reissue when the payment requires a new address only (provide the new address below and Payables will process the new payment).
- Note:** If either the payment amount or the payee name changes from the original check, submit a WA to cancel the payment, and submit a new payment request for processing.

All sections of the form must be completed. Incomplete forms will be returned to the department from Payable Services.

Today's Date: May 12, 2020

Warrant Information

Warrant (check) #:	Supplier ID #:
Issue Date:	Invoice #:
Amount:	Voucher #:

Action Requested: ▼

Confirmation:

Cancel check - I have confirmed with the payee/supplier that the payment is no longer owed. ☐ YES

Reissue check - I have confirmed the correct remittance address with the payee/supplier to ensure the reissued check does not stale date. ☐ YES

New Warrant Handling Instructions

Warrant Delivery Code: ▼

Warrant Delivery Campus Mailbox:

Payee Information

Payee:

Address:

Address:

City, State, ZIP:

Country:

Organizational Unit Contact Information

Organizational Unit:

Contact Person:

Campus Phone:

Campus Mailbox:

Email Address:

Is the above a new address for this warrant? ☐ YES ☐ NO

Explanation is required for the Warrant Adjustment (WA) Request

Provide a detailed explanation for the WA request. You can check in the Finance System to verify the WA has been processed. If you have the original check, shred it.

Requestor Signature

Phone

Date

When form is complete and signed:

Send to APInvoice@cu.edu

POLL QUESTION #5

POLL QUESTION #6

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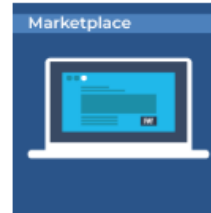
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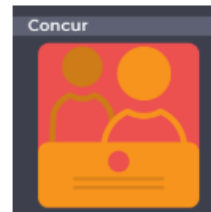


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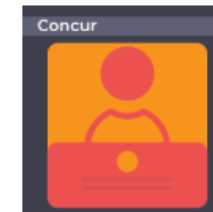
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COURSE RESOURCES

WEBINAR SLIDES
HANDOUTS
RECORDING

cu.cpe@cu.edu

CPE for CPAs

CPE is great for managers.
Watch the video below to find out why.



CPE Commercial - Susan



Watch later



Share



CPE Commercial - Mark



Watch later



Share



Program Overview

Course Catalog

Instructor Biographies

Policies

Program Information

Schedule & Registration

[Schedule & Registration](#)

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Thank you!

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