

Payment Academy: Payments on Paper Forms

Payment Authorizations (PAs), Non-Employee Reimbursements - International (NRIs), and Study Subject Payments (SSPs)

Tips for Submitting Forms

For all forms:

- ☐ Ensure the correct form is being used.
 - Remember the PA form has [limited use](#).
 - Use the NRI form for reimbursements to non-U.S. persons or to non-U.S. addresses.
 - Use the SSP form to authorize study subject payments.
- ☐ Use the most current version of the form.
- ☐ Complete all required fields on the form.
- ☐ Include a unique, meaningful invoice number.
- ☐ Pay attention to warrant handling instructions.
- ☐ Include all required signatures.
- ☐ Attach any required documentation (receipts, proof of payment).

For SSPs:

- ☐ Add meaningful details for the description.
- ☐ Protect confidential information on the SSP form
- ☐ The SSP form requires W-9 to be included for a first time payee.

Email forms/back-up materials to apinvoice@cu.edu.**

***For international payees or payees with a foreign address, submit forms and back up materials to international tax (IntlTax@cu.edu) for approval.*

Looking Up PAs and NRIs in the Finance System

1. Navigate to **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**
2. Enter search criteria (e.g. invoice number or supplier name; run using “contains” option)
3. Select the voucher from the resulting list, if applicable
4. Click the **Payments** tab. You’ll find information about the payment and the payee’s address.

Looking Up SSPs in CU-Data

1. Navigate to **Team Content > Finance > m-Fin Finance Detail II**
2. Enter your search criteria on the first search page and click **Next**
3. Click the Account custom range tab. Enter **495/02** - the Study Subject account code - in both the From and To fields. Click **Insert**. Search and insert any other account codes you commonly use to pay Study Subjects. Then, click **Finish**
4. The report displays, showing SSPs processed for the SpeedType and time period specified.

Troubleshooting Tips

Is your form taking longer than expected to process?

Check the submitted form to ensure all fields were completed and ensure all back-up and tax documentation were emailed to apinvoice@cu.edu (or International Tax IntlTax@cu.edu.) Contact FinProHelp for further assistance.

Was the check sent to the wrong address or concerned the check is lost?

For PAs and NRIs: First, make sure the check has not been cashed. Then, complete the Warrant Adjustment form to cancel and reissue the check.

For SSPs: Contact FinPro Help to confirm payment details.

Completing the Warrant Adjustment Form

Use the WA form to cancel and reissue payment if:

- The payee never received the check
- The check was mailed to the wrong address

Use the WA form to only to cancel payment if:

- The payee's name was incorrect on the check
- The check was for the incorrect amount

... Then, submit a new request for payment (*a new invoice in CU Marketplace, expense report in Concur, or paper form.*)

Tips for completing the WA form:

- ☐ Ensure you're using the most current version of the form.
- ☐ Complete all sections of the form.
- ☐ Provide a detailed explanation for the warrant adjustment.
- ☐ Email completed WA forms to apinvoice@cu.edu.

Looking up the required check information:

1. Start by looking up the payment status for your particular payment.
If it has paid, note the check number. In CU Marketplace this is labeled "Check No." In the Finan System, this is called "Reference" or "Ref ID".
For SSPs: Contact FinPro Help to confirm payment details.
2. Now, you'll want to see if the check has been cashed.

In the Finance System, navigate to **Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment**. Enter the check number in the **From Ref ID** field. CI

Search.

Scroll down to the *Payment Inquiry Result* section to see the amount and reconciliation status.

- If the check has not been cashed, the *Reconciliation Status* will show as “Unreconciled”.
- If the check has been cashed, the *Reconciliation Status* will show as “Reconciled” and include the date it was cashed (Reconciliation Date).

3. To complete the warrant information section, you’ll need to know certain details about the check.

Click on the **Payment Reference ID** value. You’ll see the Issue Date (Accounting Date), Invoice #, and Voucher #.

Click on the **Voucher ID** value to see the Supplier ID #.

Resources

To watch the how-to videos for PAs, NRIs, and SSPs, as well as how-to videos for other payment types, visit the Payment Resource Center - <https://www.cu.edu/psc/training/payment-resource-center>

To watch the recording of this webinar and download course resources, visit the course page - <https://www.cu.edu/controller/cpe-cpas/>

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