Good morning,

This email highlights some areas that directly affect our ability to process payments quickly. Please note the following, as it relates to processing payments in PantherMart:

WAYS TO NOTIFY DISBURSEMENTS OF INVOICE SUBMISSION

NON-CATALOG PO (Includes Consultant Contracts, Sub-Contracts, and Construction Contracts, etc).

When an invoice for a Non-Catalog Purchase Order is scanned into PantherMart, Disbursements will not know that the invoice has been attached, unless we are notified.

INVOICE DELIVERY (to avoid payment delay): Email:
- Email accounts payable@gsu.edu to report that an invoice is attached to the (PO) PMXXXXXXX, and is available for payment processing.

OR

- Email a scanned copy of the invoice to accounts payable@gsu.edu.

When Invoice is In Hand:
- Place the invoice in the interoffice mail to: Disbursements, Sparks Hall, PO Box 4030. (We prefer hand-delivery/inter-office mail delivery of invoices for Consultant Contracts, Sub-Contracts, and Construction Contracts, as we find this helps us manage these invoices more efficiently).

Vendor Invoice – not received (for transactions other than Consultant Contracts, Sub-Contracts, and Construction Contracts):
- Vendor Invoices should be mailed directly to Disbursements, at:
  Georgia State University
  Office of Disbursements
  PO Box 4030
  Atlanta, GA 30302-4030

ISSUES WITH “COST” RECEIVING
“Cost Receipts” are to be entered by a designated department representative for certain transactions (generally services, for example, Consultant Contracts, Sub-Contracts, and Construction Contracts).

Failure to enter a cost receipt will delay the payment process.
Steps for entering a Cost Receipt
- Open the Purchase Order
- On the right hand side of the screen, under *Available Actions*, Select “Create Cost Receipt”
- Select GO
- Scroll down to the bottom of the screen and enter the amount you wish to receive

Cost receipts are only available for category codes that begin with 9.

**ACCOUNT CODES MUST BE EDITED**

PantherMart requires the entry of a category code. A category code may be tied to multiple account codes. A category code will automatically populate the account code field, however, it is imperative for departments to edit an account code after entering a category code.

An incorrect account coding can delay the payment.

How?

PantherMart is set-up to direct a voucher to a specific “folder” based on account code. Disbursements staff audit expenditures based on account code. A folder may become full of expenditures coded to 714100, office supplies, when perhaps these expenditures are actually direct reimbursements to non-employees. In this situation the staff person who works the 714100 folder will have to re-assign transactions to the 752100 folder. This re-assignment may take several days, because we work on transactions based on the date a transaction was entered. Payment would then be processed within 7-10 business days “after” the date of re-assignment.

To avoid payment delays, we encourage proper expense coding. Below, we’ve listed some account codes which are frequently miscoded.

Please pay close attention to these account codes and “edit” the account field when entering transactions into PantherMart:

- 714119 Food (May be 783110 if project related, or 727142 if associated with the Summary - Meals for Employee Food Policy)
- 715102 Repair and Maintenance
- 727131 Relocation and Moving Expense (Do not scan these documents into PantherMart)
- 727132 Conference Expense (Do not code non-employee expense reimbursement here)
- 727142 Other Non-Employee Expense (Payment to a 3rd Party or payment on behalf of a non-employee)
  This includes transportation and hotel expense for a non-employee.
742130  Photocopy Charges
751103  Direct Payment for Personal Services (WCRQ FORM)
751115  Direct Payment for Personal Services (services identified on the CIPC FORM)
751108  Honorarium - Speaker Fees Only (See 751115 for Lecturer, etc.)
752100  Direct Reimbursement to a non-employee (expense)
753100  Contracts
771300  Telecommunications - Cellular
771800  Telecommunications - Data
781100  Scholarship (Please note - Pre-approval from Fin. Aid may be required)
782100  Fellowship (Please note - Pre-approval from Fin. Aid may be required)
783100  Stipend - DO NOT CODE EXPENDITURES TO 783100 until discussed with Disbursements
783110  Project Participant Support - Reimb & Expense
783120  Project Participant Support-Services
539100  Salary Expense (Employee Compensation Between Institutions)

**TRAVEL EXPENSE STATEMENTS**

Travel Expense Statements are to be “delivered” to Disbursements (hand-deliver or send through inter-office mail).

Travel voucher/requisitions are never to be entered into PantherMart.

*Employee/ Student Travel Expense Statements entered into PantherMart by departments, will be rejected.* This is necessary to ensure that sensitive data is not subject to public access, and to ensure that the Travel Expense Statement transaction (which must be entered by Disbursements staff) relieves the encumbrance established by the Travel Authorization entry (PO).

**GENERAL INQUIRY – PANTHERMART TRANSACTIONS**

When making an inquiry about a PantherMart transaction, please note the following:

**How To Identify a PantherMart Transaction**

Every PantherMart requisition creates a Purchase Order, (PMXXXXXXXX).

A Requisition generated from a Payment Request Form creates a PO, and also creates a voucher, P00XXXXXX.

- When providing information or inquiring about a non-catalog PO, please reference the PO number (PM) in your email.

- When providing information or inquiring about a Payment Request Form, please reference the voucher number (P) in your email.
Payment Processing Schedule
Disbursements “strives” to process payments within the following timeframe (provided all documentation is valid, approved, and complete). Occasionally, when volume is heavy, payment processing may take a bit longer.

**Travel Expense Reimbursement/Settlement** – 10 to 14 business days after document receipt.

**All Other payment types** – 7 to 10 business days after complete documentation is provided.

Business days are Monday through Friday, excluding University holidays and bank holidays.

If a payment is not provided within the stated timeframe, please first check the “comments” tab on the PantherMart transaction for communications about the payment.

For payments not processed within the stated timeframe, please email: accountspayable@gsu.edu for an update.

HOW TO LOCATE PAYMENT INFORMATION for PantherMart Transactions

Disbursements spends a great deal of time answering emails regarding payment status. **PantherMart users can check payment status by following these steps:**

- In PantherMart, perform a document search using “All Documents”
- Enter any one of 3 available reference numbers: P00XXXXX, PMXXXXXXXX, or the requisition number.
- Click on your document number -
  - If you click on the P number – see Payment Information.
    - If no payment information provided,
      - Click on Approval tab for approval status.
        - Fully approved voucher should be paid in the next check/EFT run. If no payment in 5 business days after approval, please e-mail accountspayable@gsu.edu.
      - Click on Comments tab for comments.
      - Click History tab to trace actions.
  - If you click on the PM number,
    - Click on Invoices (on the bar). Under Invoicing Summary, click on the voucher number (P00XXXXX). See Payment Info.
<table>
<thead>
<tr>
<th>ACTION / PAYMENT TYPE</th>
<th>Examples of Purchases/Transaction(s)</th>
<th>VENDOR TYPES</th>
<th>PANTHERMART ENTRY</th>
<th>SPECIAL NOTES</th>
<th>DOCUMENTS TO BE ATTACHED TO PANTHERMART TRANSACTION (at point of entry)</th>
<th>HOW IS THE PAYMENT PROCESS INITIATED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOPPING ON-LINE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOODS</td>
<td>Tangible Goods and Equipment</td>
<td>CATALOG VENDOR or PUNCH-OUT VENDOR</td>
<td>SHOPPING-ON-LINE directly with vendor</td>
<td>None Required</td>
<td>Enter Quantity Receipt. Vendor to send (MAIL) invoice &quot;Directly&quot; to Office of Disbursements (Accounts Payable), PO Box 4030, Atlanta, GA 30302. If dept. receives invoices (mistake) email invoice to <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a> (follow-up with vendor to advise that invoices are to be sent directly to Disbursements).</td>
<td></td>
</tr>
<tr>
<td>GOODS</td>
<td>Tangible Goods and Equipment</td>
<td>NON-CATALOG VENDOR</td>
<td>Non-Catalog PO (Requisition)</td>
<td>Quote or Related Documentation</td>
<td>Enter Quantity Receipt. Vendor to send (MAIL) invoice &quot;Directly&quot; to Office of Disbursements (Accounts Payable), PO Box 4030, Atlanta, GA 30302. If dept. receives invoices (mistake) email invoice to <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a> (follow-up with vendor to advise that invoices are to be sent directly to Disbursements).</td>
<td></td>
</tr>
<tr>
<td>NON-CATALOG PO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACTS (Service/License)</td>
<td>IE Hotel/Conference Expenses, Maintenance Agreements, License Agreements.</td>
<td>(Generally) Non-Catalog Vendor</td>
<td>Non-Catalog PO (Requisition)</td>
<td>Contract/Contract Routing Form/Quote/Related Documentation</td>
<td>Enter Cost Receipt. Vendor to send (MAIL) invoice &quot;Directly&quot; to Office of Disbursements (Accounts Payable), PO Box 4020, Atlanta, GA 30302. If dept. receives invoices (mistake) email invoice to <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a> (follow-up with vendor to advise that invoices are to be sent directly to Disbursements).</td>
<td></td>
</tr>
<tr>
<td>CONSULTING CONTRACTS</td>
<td>Personal Services</td>
<td>(Generally) Non-Catalog Vendor</td>
<td>Non-Catalog PO (Requisition)</td>
<td>Non-catalog PO (still) required for engagements costing $5,000 or more. Also, non-catalog PO for amounts less than $5,000 may be advisable, based on situation. When in doubt, discuss with Purchasing Unit</td>
<td>Contract/Scope of Work/Contract Routing Form/ WCRQ or GCPC</td>
<td>Enter Cost Receipt into PantherMart, then Send or Email Invoice (directly through Outlook, with CPA Form, attached) to <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a> or to Alvina Jefferson (consultant contracts)</td>
</tr>
<tr>
<td>SUB-CONTRACTS</td>
<td>Sub-Contracts</td>
<td>(Generally) Non-Catalog Vendor</td>
<td>Non-Catalog PO (Requisition)</td>
<td>Non-catalog PO (still) required for engagements costing $5,000 or more. Also, non-catalog PO for amounts less than $5,000 may be advisable, based on situation. When in doubt, discuss with Purchasing Unit</td>
<td>Contract/Related Documentation</td>
<td>Enter Cost Receipt into PantherMart, then Send or Email Invoice (directly through Outlook) (authorized signer to sign invoice indicating ok to pay) to <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a> or to Alvina Jefferson (sub-contracts)</td>
</tr>
<tr>
<td>CONSTRUCTION CONTRACTS</td>
<td>Capital Projects</td>
<td>(Generally) Non-Catalog Vendor</td>
<td>Non-Catalog PO (Requisition)</td>
<td>Non-Catalog PO Always Required</td>
<td>Contract/Contract Routing Form/Quote/Related Documentation</td>
<td>Enter Cost Receipt into PantherMart, then Send Invoice and related documents to Disbursements or to Alvina Jefferson (construction contracts)</td>
</tr>
<tr>
<td>FORMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYMENT or REIMBURSEMENT</td>
<td>Reimbursement for supplies purchased/Reimbursement for registration paid</td>
<td>Employee/Student</td>
<td>PAYMENT REQUEST FORM (On-Line Entry)</td>
<td>Personal/sensitive info on employee/students should not be scanned into PantherMart. Scholarship/Fellowship payments must be made through Student Accounts or have approval from Financial Aid, attached. Some payment to students must be made through Student Accounts. &quot;Reportable&quot; payments must be made through Payroll.</td>
<td>ATTACH invoice into PantherMart during transaction entry. (Important Note: Disbursements will reject transaction if non-catalog PO required. Food purchases require justification based on BOR Food Policy at <a href="http://www.gsu.edu/accounting/disbursements-policies-procedures.html">http://www.gsu.edu/accounting/disbursements-policies-procedures.html</a>) Attach listing of participants. Allowable per person expense based on job/available per item</td>
<td>- Automatic -</td>
</tr>
<tr>
<td>ACTION / PAYMENT TYPE</td>
<td>Examples of Purchases/Transaction s</td>
<td>VENDOR TYPES</td>
<td>PANTHERMART ENTRY</td>
<td>SPECIAL NOTES</td>
<td>DOCUMENTS TO BE ATTACHED TO PANTHERMART TRANSACTION (at point of entry)</td>
<td>HOW IS THE PAYMENT PROCESS INITIATED?</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------</td>
<td>--------------</td>
<td>-------------------</td>
<td>--------------</td>
<td>-------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>PAYMENT or REIMBURSEMENT</td>
<td>Non-Employee Travel/Reimbursement or Per diem payment/Payment for (Common) Personal Services/Payment of Honorarium</td>
<td>Non-Employee</td>
<td>PAYMENT REQUEST FORM (On-Line Entry)</td>
<td>Non-employee travel regulated by State of Georgia Travel Regulations. Pre-paid travel not allowed. Auto rental to GSU account not allowed. Attach Memo and/or receipts into PantherMart during transaction entry. (Scan and attach Memo to identify reason for payment and/or receipts (showing method of payment) into PantherMart during transaction entry). IMPORTANT VOTE RELOCATION and MOVING EXPENSE DOCUMENTS SHOULD NOT BE SCANNED INTO PANTHERMART. Indicate the Req # on the top document, then Hand-Deliver the packet to Disbursements.</td>
<td></td>
<td>- Automatic -</td>
</tr>
<tr>
<td>PAYMENT for Goods/Some ServicesAlready Delivered</td>
<td>Direct payment to hotel for lodging/Vendor’s invoice for order phoned in/Vendor’s invoice for food purchase</td>
<td>Vendor</td>
<td>PAYMENT REQUEST FORM (On-Line Entry)</td>
<td>Use Payment Request Form only in situations where non-catalog PO is not required. Attach Invoice or Memo and/or receipts into PantherMart during transaction entry. Attach INVOICE or Detailed Memo to identify reason for payment. Attach Receipts (itemized receipts, showing method of payment). Non-employee travel limited to allowable per diem rates for reimbursement. Attach Program agenda when available. Attach CPC or WCRQ Form for payment for &quot;services&quot;. Important: Vote. Disbursements may reject transaction if non-cat PO required. Disbursements may request statement of &quot;Scope of Work&quot;, or additional documentation. Payment for services must be infrequent. May require payment through Payroll.</td>
<td></td>
<td>- Automatic -</td>
</tr>
<tr>
<td>EMPLOYEE and STUDENT TRAVEL</td>
<td>Authorization / Fund Encumbrance for Employee and Student travel.</td>
<td>Employees &amp; Students, Only</td>
<td>TRAVEL AUTHORIZATION FORM (On-Line Entry)</td>
<td>Travel Authorization serves &quot;ONLY&quot; to encumber funds for Travel. No payment will be generated from this entry. (Non-employee travel reimbursement to be requested using the PRF). Personal/sensitive info for employees/students should not be scanned into PantherStart. Optional documents that &quot;may&quot; be scanned into the Travel Authorization: Program Agendas/ Brochure/Registration/ Justification for Travel and/or for exceeding allowable per diem rates.</td>
<td>DELIVER Travel Expense Statement (Hand-delivery or InterOffice Mail) to Disbursements - Deliver original document with original signatures - on return from travel engagement (within 30 days). DO NOT SCAN the TES into PantherMart. Note the PO number on TES. Attach receipts (itemized receipts including method of payment). Attach memos of justification, where applicable.</td>
<td></td>
</tr>
<tr>
<td>STUDENT TRAVEL ADVANCE</td>
<td>Student Travel Advance</td>
<td>Students Only (Some exceptions apply).</td>
<td>TRAVEL AUTHORIZATION FORM (On-Line Entry)</td>
<td>Travel Advance may be secured for student travel (or for employee/faculty when accompanying a student group)</td>
<td>DELIVER the completed TRAVEL ADVANCE FORM (Hand-delivery or InterOffice Mail). Travel Advance Form (original signatures) must reference the Travel Authorization Req or PM (PO) number on top. Disbursements will make the entry and process the advance payment.</td>
<td></td>
</tr>
<tr>
<td>STUDY ABROAD CASH ADVANCE</td>
<td>Faculty/Staff Cash Advance specifically for Study Abroad Travel</td>
<td>Generally Faculty/Staff Advisors (Some exceptions Apply)</td>
<td>TRAVEL AUTHORIZATION FORM (On-Line Entry)</td>
<td>Study Abroad Cash Advance may be secured for Study Abroad Travel when accompanying a student group</td>
<td>DELIVER the completed STUDY ABROAD CASH ADVANCE AGREEMENT (Hand-delivery or InterOffice Mail). Attach the Agreement to the TRAVEL ADVANCE FORM. Form must require original signature. Must reference the Travel Authorization Req or PM (PO) number on top. Disbursements will make the entry and process the advance payment.</td>
<td></td>
</tr>
</tbody>
</table>
PantherMart users can check payment status by following these steps:

- Perform a document search using “All Documents”

- Enter any one of 3 available reference numbers:
  - P00XXXXX (Voucher #)
  - PMXXXXXXXX (PO #)
  - Requisition number

- Click on your document number -
  - If you click on the P number – see Payment Information.
    - If no payment information provided,
      - Click on Approval tab for approval status.
        - Fully approved voucher should be paid in the next check/EFT run. If no payment in 5 business days after approval, please e-mail accounts payable@gsu.edu.
      - Click on Comments tab for comments.
      - Click History tab to trace actions.
  - If you click on the PM number,
    - Click on Invoices (on the bar). Under Invoicing Summary, click on the voucher number (P00XXXXX). See Payment Info.
    - If no invoices exist, you’ll see a message, “There are no vouchers for this PO”.
  - If you only have the Requisition number, enter the requisition number, then scroll down to the Supplier/Line Item Details. You’ll see the PM number on the right hand side. Proceed to inquire on the PM number.

Users can also check “History” to trace actions.