Accounts Payable and Purchasing Office

Workflow Overview

Presented by: Mike Walsh, Director of APPO
Agenda

- APPO Overview
  - Allowable, Allocable, Reasonable, Consistent
  - Types of Requests
- Workflow Overview
  - History
  - Importance
- Workflow Submission
APPO Overview

All payments are subject to audit by numerous entities such as the federal government, state government, private sponsors, Research Foundation, etc.

The standard criteria is that all payments must be:

- **Allowable** – Costs must conform to any limitation or exclusions set forth in the sponsored agreement and/or the Federal Cost Principles of the OMB Uniform Guidance
- **Allocable** – Costs are incurred solely to support or advance the work of a specific sponsored research award
- **Reasonable** – Costs would be deemed appropriate by an objective and prudent individual
- **Consistent** – Costs receive consistent treatment appropriate for the circumstance
Requests received by APPO fall into the following general categories:

- **Payment Request/Reimbursement** – Request for payments for costs typically incurred using personal funds.
- **BOA P-Card Reconciliation** – Assignment of funds for costs incurred using the P-Card.
  - Must be submitted within 30 days of receipt of statement.
  - Must cover the entire value of the statement.
Requests received by APPO fall into the following general categories:

- **Purchase Order** – Request for the creation of a purchase order to a vendor for products or services.
  - Must be used when purchasing equipment
  - Can be used when vendor will not accept other purchasing vehicles

- **Travel** – Reimbursement of costs while performing activities away from campus such as lodging, transportation, meals, etc.
  - ***Travel reimbursements are NOT handled via the Workflow system at this time. Submit via hard copy or the rftravel@Binghamton.edu address only***
History

- Prior to 2020, the Accounts Payable reimbursement process was almost exclusively paper-based.
- The arrival of COVID-19 drove everyone from the office and eliminated the ability to continue using a paper-based model.
- The BU IT team quickly developed the Workflow system in order for business to continue.
- Today, the Workflow system remains the front-end system for the transition to an all-electronic process.
Workflow Overview

The APPO process continues to move from a paper-based model to an exclusively electronic process. An electronic process helps to ensure:

- Better tracking of requests.
- Real-time status availability.
- Stronger chains of documentation.
- Faster issue resolution.

As with any system, there are some deficiencies. But we continue to work with the IT team to identify issues so they can be addressed and the system can improve.
Workflow Submission

How to create a workflow submission:
• From the My Dashboard site, move cursor over “Other” to activate pull down, select “RF APPO E-Forms.”
• Select the type of form you need.
Workflow Submission

How to create a workflow submission:

• Select the type (Invoice or Reimbursement) and add your information in “Payable to” section
Workflow Submission

How to create a workflow submission:

- “Total Dollar Amount Requested” – Must equal the total of all line items.
- “PI/Delegate” – Only people authorized to charge an award.
- The correct Project, Task and Award numbers must be included.
Workflow Submission

How to create a workflow submission:

- “+” under “Item” creates a new line item.
- “+” under “Assigned To” creates the ability to included multiple projects for the same line item. Used when a line item charge is split among multiple projects.
Workflow Submission

How to create a workflow submission:

- This is an example of a line item being charged to two projects.
Workflow Submission

How to create a workflow submission:
• Attach Receipt – Click on the drop down to upload the receipt/invoice to the workflow record.
• The box also allows for dragging and dropping files into the workflow.
• When finished, click the green “Submit” button
Workflow Submission

Once submitted, follow your submission:

• Click on the bell to take you to your Workflow page. The number in the red dot indicates how many Workflow records require your action.
• My Workflow – Records you have submitted
• My Assignments – Records that require your action
• My History – All records you have interacted with (submitted, approved, etc).
Workflow Submission

Once submitted, follow your submission:

- Inside the My Workflow tab, select the workflow to review.
- The left side shows the current status. In this case, approvals are needed.
- Available Actions – shows what steps can be taken. “Hints” explains each action.
- Submission ID – Also known as “Workflow number.” Number to reference when asking about a particular record.
Workflow Submission

Once submitted, follow your submission:

• This shows the PI Approver’s view, which includes their options.
• NOTE – Once the PI approves the record, it will return to the originator to be submitted to RF for action.
Workflow Submission

The BOA P-Card Reconciliation Form:
• Same principles as the Reimbursement form, just a different set up.
Workflow Submission

The Purchase Order Form:

- Same overall principles, but some different questions.

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