

# SOUTHERN UNIVERSITY

## COMPTROLLER'S OFFICE

DRAFT AP-421

### **POLICIES AND PROCEDURES GOVERNING REVIEW AND CORRECT 085 REPORT**

#### **PURPOSE**

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that the PBD085 Report is reviewed and corrected in a timely manner. This policy sets forth guidelines to ensure that the vendor payments are processed in a timely manner. The vendor payments should be monitored and loaded into the accounting system on a daily basis to ensure accurate record keeping and to validate that the vendor payments are in compliance with university regulations.

#### **OVERVIEW**

The Disbursement Operations Section of the Comptroller's Office has the vested responsibility for the financial administration of obtaining the required signatures to validate receiving and process invoices in a timely manner. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accounting personnel within these sections function as the financial liaisons between vendors, faculty, staff, and other campus administrative offices on financial matters related to ensuring that the PBD085 report is reviewed and that errors are corrected to ensure vendor payments are processed in a timely manner.

#### **DEFINITION**

PBD085 Report – This report is entitled, "Invoices not transferred to accounts payable. These transactions are pending because of some reason that needs to be resolved (i.e. university employee's signature validating receiving,

#### **AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION**

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Disbursement Operations Section through the Associate Comptroller for Financial Accounting and Disbursement Operations and the Associate Vice Chancellor for Financial Operations and Comptroller.

## **RESPONSIBILITY FOR NOTIFICATION OF CHANGES**

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Associate Comptrollers.

## **DUTIES AND RESPONSIBILITIES**

The Accounting Specialist Supervisor within the Accounts Payable Section, Comptroller's Office, is responsible for the reviewing and correcting the PBD085 report and attaching any and all other supporting documentation used and keeping in a file.

## **PROCEDURES FOR REVIEWING AND CORRECTING THE PBD085 REPORT:**

1. The Chief Disbursement Officer (CDO) obtains the PBD085 report (both hardcopy and electronic copy) by sending a service request to ISD (exhibit 1).
2. The CDO downloads the PBD085 report into a excel spreadsheet and adds a column for comments (exhibit 2).
3. The CDO emails the PBD085 excel spreadsheet to the Accounts Payable Specialists Supervisor to determine why the transactions remain on the PBD085. Usually the comments includes one of the following (exhibit 2):
  - a. Need Signature to validate receiving on 2 way matches;
  - b. Need Receiving Section to validate receiving on 3 way matches;
  - c. Need to be released by Account Payable Supervisor;
  - d. Need documentation – documentation is required to complete the payment process.
  - e. Dropped – Keying error
4. The transactions that carry forward to the next day are reviewed and an explanation is requested by the CDO to the Accounts Payable Specialist Supervisor. This report should never exceed 2 pages. The general and auxiliary fund transactions should have a purchase order number beginning with the current fiscal year (P7XXXXX). Grant transactions can cross fiscal years.

☐ Approved  
☐ Disapproved

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Mrs. Gwendolyn A. Bennett  
Associate Vice Chancellor for Financial Operations/Comptroller

☐ Approved  
☐ Disapproved

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Mr. Flandus McClinton, Jr.  
Vice Chancellor for Finance and Administration

