

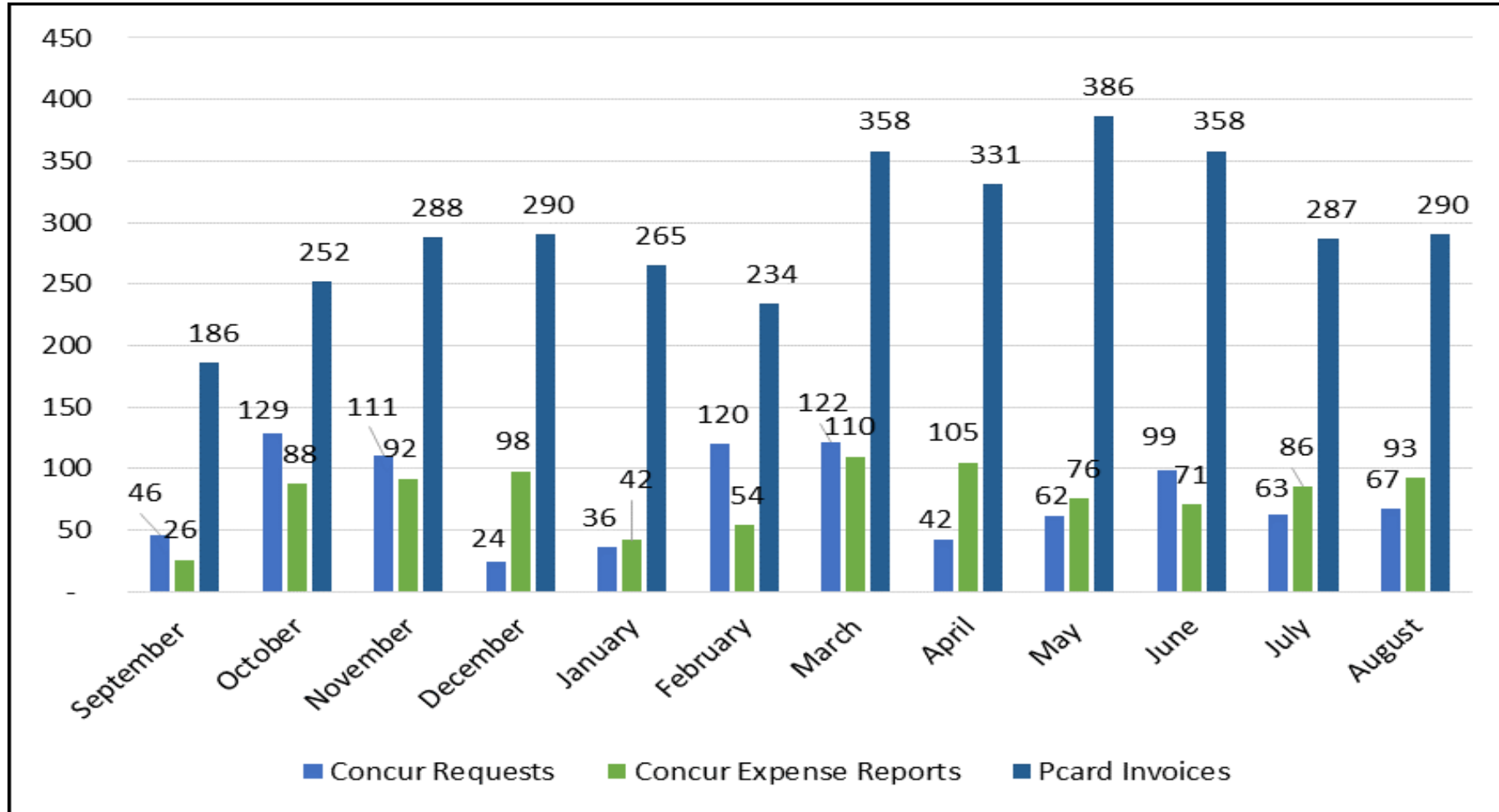
Accounts Payable Training

December 12, 2019

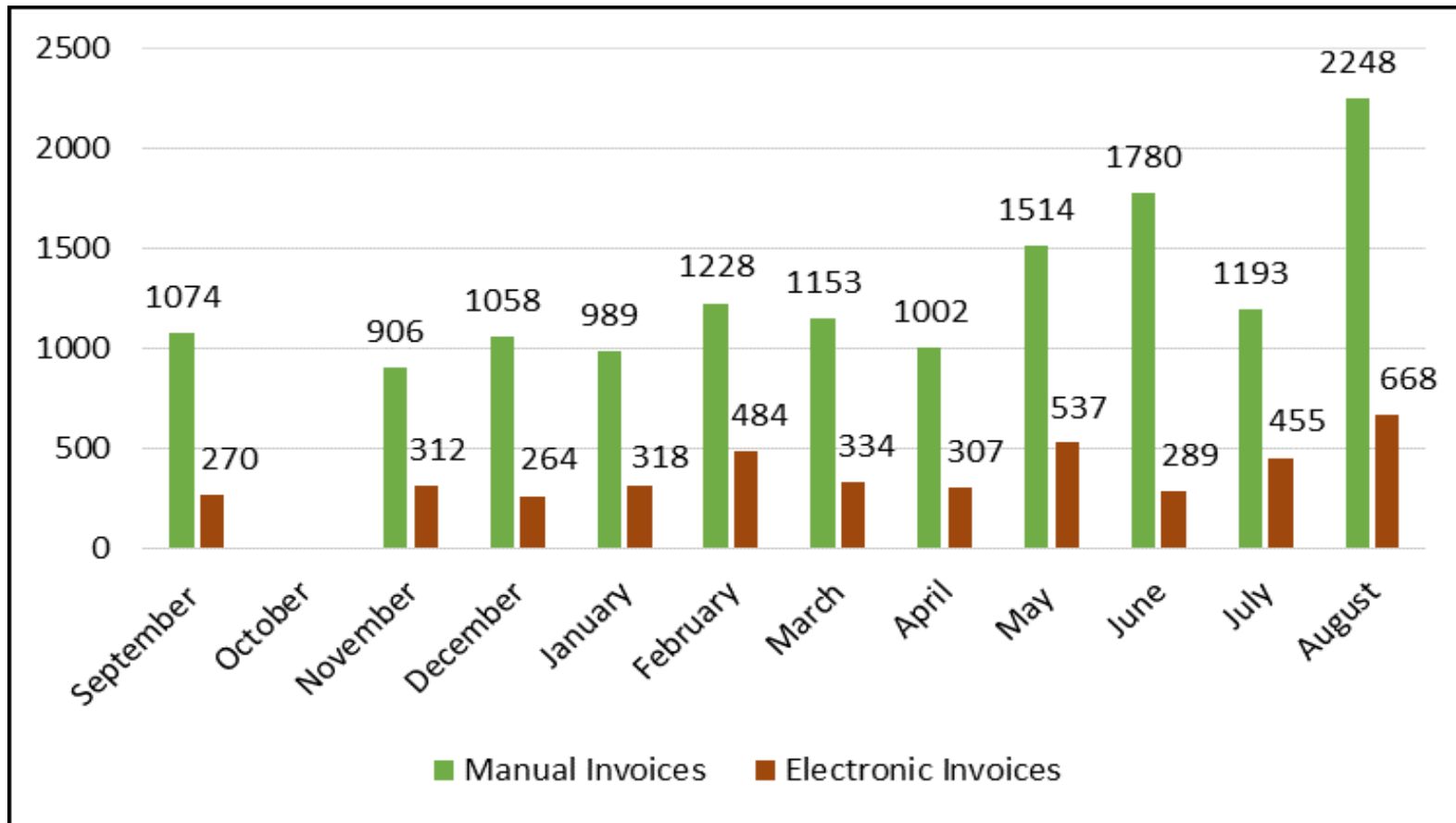
Accounts Payable Mission Statement

The mission of our Accounts Payable Department is to consistently provide efficient, reliable, and superior customer service to the Collin College Community, as well as our many vendors, while facilitating the colleges goals and objectives.

Accounts Payable Processing Fiscal Year Ending 2018-19



Accounts Payable Invoice Processing 2018-19



Check Request/Other

- ▶ New Check Request Demo/CougarMart
 - ▶ New Request is to help automate the process, expediate approvals, less interoffice mail, employees are familiar with Cougarmart.
 - ▶ At this time it is a work in progress
 - ▶ Sign up for new Check Request Training January 9th or 10th, 2020
 - ▶ Show Example (Click on Invoice Numbering System)
- ▶ Local Travel
 - ▶ <http://inside.collin.edu/businessoffice/travel.html>
 - ▶ Information also on new check request
- ▶ Contract Labor
 - ▶ <http://inside.collin.edu/businessoffice/pdfs/ContractLabor.pdf>
 - ▶ Information on new check request
- ▶ Tuition Reimbursement goes to HR
 - ▶ Send to Justina Conley
- ▶ Student Field Trip
 - ▶ http://inside.collin.edu/businessoffice/pdfs/StudentFieldTripProcedures_11_2018.pdf

CougarMart

Invoicing, Receiving, Unmatched

- ▶ Invoices on a Purchase Order
 - ▶ Unmatched invoices Demo
 - ▶ Cost vs Quantity-What type of PO did you set up
 - ▶ Use the Purchasing Guidelines for choosing correct type PO.
 - ▶ Is the PO set up correctly for receiving? Declining/Open, Line Item or Contract
 - ▶ Is there shipping on the PO
 - ▶ Receiving should be done one to one not a combined total
 - ▶ All invoices should come to AP (Exceptions- plant ops for Lowes, Home Depot, etc.)
 - ▶ Quantity should match number of invoices
 - ▶ If you have an invoice/receipt, attach to receipt area with a comment. Do not attach to PO
- ▶ Receiving in a timely manner is important to keep AP efficient and to pay our vendors on time
- ▶ Electronic or Manual Invoices
- ▶ Do not receive all on monthly PO's. Receive each month

CougarTravel

▶ Upcoming Changes

- ▶ Add Concur Mobile CougarTravel to your phone (Sending your information to CougarTravel with your personal card). Taking pictures of receipts goes to CougarTravel
- ▶ Pcards for travelers
- ▶ No more deduct commute, will be from campus not home
- ▶ No cash advance for registration. Use Pcard or your own personal credit card
- ▶ GSA rates for all states including Texas. 75% on first and last day.
- ▶ Credit card charges will flow into Concur if you are using a Collin Pcard. You will no longer need to use CougarMart.
- ▶ Removing travel segments and giving travelers the option to sign up for a Pcard or use your personal credit card for booking hotel, air, etc. (No more Book Button)
- ▶ No travel summary
- ▶ Testing available for New CougarTravel January 16th & 17th if you would like to try the new system. We will contact you if space available.
- ▶ Travel Website-Cougarweb-Sign In-My Workplace-Business Office-Accounts Payable-Travel

CougarTravel

Detect- APPZEN

- ▶ Automate the expense report auditing process
- ▶ Concur Detect by AppZen works with Concur Expense to uncover policy compliance errors by using AI (Artificial Intelligence) to analyze receipts, credit card transactions, and bookings.
- ▶ With Concur Detect, you can:
 - ▶ Reduce expense report errors by up to 66%
 - ▶ Capture 10 times the amount of errors and fraud by
 - ▶ Shorten auditing time by as much as 90%*
 - ▶ Audit 100% of expense reports
 - ▶ * Based upon SAP Concur internal testing



Coming Soon: CougarTravel Request

- ▶ Simple Request (demo)
 - ▶ Airfare
 - ▶ Car Rental
 - ▶ Hotel
 - ▶ Train
 - ▶ Other Travel Expense (Include all other expenses)
 - ▶ Example: baggage, transportation, tolls, etc
 - ▶ Daily Meal Per Diem
 - ▶ Registration Fee
 - ▶ Add Agenda
 - ▶ Justification (COE only)
 - ▶ No other documentation required



Segments
Removed

Coming Soon: CougarTravel Expense

-Travel

-Non Travel

- ▶ Expense Report Demo
- ▶ Mileage calculated from Work not Home
 - ▶ No more Ghost Card for Hotel
 - ▶ GSA Daily Meal Per Diem (Texas Included)
 - ▶ No more agency booking fee (Added to airfare only if using travel agency)
- ▶ Credit Card Demo
 - ▶ Credit card transactions added to CougarTravel not CougarMart

Accounts Payable Team Contact Information

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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