

Accounts Payable Frequently Asked Questions

How are invoices processed?

As of the Jan 2, 2013 Banner and MaccaBuy (SciQuest) implementation, all requisitions for payments for goods or services are to be processed through MaccaBuy. This includes catalogue and non-catalogue orders, guest lecturers, request for payments (only used for an emergency when a PO or a P-card cannot be utilized), consultants, utilities and other service providers.

The process starts with a requisition in MaccaBuy which goes through budget checks and appropriate departmental reviews. Once all approvals are gathered in MaccaBuy, a PO is issued and subsequent invoices can be processed against it.

The only expense not to be processed in MaccaBuy is employee and student payments. Currently they will be handled through the use of a manual form that can be accessed on the procurement services website. [Click here](#) to access the Employee Student payment request form.

Whether approved in MaccaBuy or signed on the employee/student payment form, the department assumes the responsibility that the charge is an appropriate business expense.

Travel advances will not be available. With the implementation of P-cards, all travel related expenses should go through that mechanism. In the rare occasion that an advance is needed, approval is needed by the office of the CPO.

Has my invoice/reimbursement request been processed?

Requisition workflow status and payment information can be obtained by searching directly in Banner and/or MaccaBuy. Click on the following link to access the appropriate training page for more information.

[Banner Knowledge Center](#)

Vendors – to obtain payment information please go to the Accounts Payable Online Portal (APOP). APOP is accessed on the Accounts Payable tab on the Procurement Services page. [Click here](#) to be taken directly to payment inquiry form. You must include the Purchase Order number related to your request.

Where do vendors send invoices to be processed?

All original vendor invoices associated with a valid Purchase order must be sent directly to the Yeshiva University Accounts Payable office in order to track receipt.

The Yeshiva University Accounts Payable office located at the following address:

Yeshiva University
Accounts Payable Office
Belfer Educational Center for Health Sciences, Room 111
Jack and Pearl Resnick Campus
1300 Morris Park Avenue
Bronx, NY 10461

Once received, all original invoices are date/time stamped, reviewed and prioritized. Unless specified by department, an individual Invoice with valid PO that is less than \$5,000 dollars in total will be processed without additional authorization.

How do employee and student payments get processed?

Payment requests for employees or students will not be processed through MaccaBuy.

This is the only payment request not to be processed in MaccaBuy. Currently they will be handled through the use of the Employee and Student Payment Request form. Please [click here](#) to access that form.

Fill out all information as indicated, attach all receipts and get the appropriate approver signature. In order to expedite processing of these requests, please remember the following:

- Attach all receipts and applicable documentation by taping them to a letter size page.
- If request is to be paid by Sponsored Research funding, it requires additional approval from the office of Sponsored Research: Resnick Campus, Belfer Room 1108.
- If request is over \$5,000, it requires additional approval from your Departmental Finance Administrator.
- Forward the form to the nearest Accounts Payable office located at the Resnick or Wilf Campus **after** all required approvals have been obtained.
- Please fill out all fields as applicable. Incomplete forms, including those with missing documentation, will be returned and delay processing.
- We encourage employees to utilize their P-card so as to minimize personal reimbursements. Contact the E-commerce department, within Procurement Services, for P-card information: ecommerce@yu.edu.
- This form is not to be used for Travel Advances.

Once the form is completed it should be forwarded with all related back up documentation to either the Accounts Payable office at the Resnick or Wilf campuses depending upon location of your department.

Since these forms travel by campus mail, there may be delay in receipt because they are in transit. Once received, they are date/time stamped and processed accordingly.

If the form and associated documentation is inaccurate or missing, it is sent back to the originating department for review and additional authorization which will cause delays in processing.

What causes delays in getting my invoice/payment request paid?

Delays in payment are related to the following circumstances:

- 1) Invoice has not been approved

In the current MaccaBuy invoice workflow, all invoices over \$5,000 dollars requires a receipt in order to obtain a three way match (PO, invoice and Receiving confirmation). The receiving requirement is completed by the requesting department in MaccaBuy.

Also, invoices whose corresponding PO's have been coded against the following account codes will also require departmental sign off in MaccaBuy regardless of dollar amount:

70750	Electrical Supplies and Services
70755	Locksmith Supplies and Services
70760	Painting Supplies and Services
70765	Cleaning & Hskpng Suppl and Serv
70770	Laundry & Linen Supplies and Serv
70775	Plumbing Supplies and Services
70780	Carpentry Supplies and Services
70785	Engineering Supplies and Services
70790	Refrigeration Supplies and Services
70795	Other Maint Supplies and Services
73000	Architects/Engineers External
73200	Repair & Maintenance
73205	Custodial Services
73210	Exterminating Services
73215	Licenses and Permits
73220	Security Services
77715	General Contractors
77720	Asbestos Contractors
77725	Carpet Contractors
77730	Commissioning Contractors
77735	Electrical Contractors
77740	Material Testing Contractors
77745	Mechanical Contractors
77750	Moving Contractors
77755	Printing Contractors
77760	Signage Contractors
77765	Special Inspector Contractors

77770	Survey Contractors
77775	Architects Fees
77780	Alterations and Renovations
77785	Construction Consulting

2) Invoice has not been received by the Accounts Payable Office

Original invoices submitted for payment must be sent directly to the nearest Accounts Payable office for processing – not to the requesting department.

3) Incomplete or inaccurate information/documentation

When submitting a payment request for an employee or student it is the responsibility of the department to complete the form accurately with the business purpose clearly indicated. All back up must be included and the expense must conform to all University and Sponsored research guidelines.

Transactions that are submitted to the Accounts Payable department without the appropriate approvals and documentation will be returned causing delays and also increase processing costs to the University.

What happens if I lost an original receipt for a reimbursement?

There are unforeseen instances when receipts are lost or unavailable. If an original receipt is missing for whatever reason, the requestor must first contact the vendor to request a replacement.

If the vendor will not provide a replacement receipt or an affidavit verifying the purchase or payment, Missing Receipt Affidavit form must be filled out by the requestor and signed by the Department Head/Chairperson.

The Department Head/Chairperson affirms that the amounts were expended for an appropriate Yeshiva University business purpose and original receipts have not been or will not be submitted for reimbursement.

Repeated lack of documentation could result in disciplinary action.

The Missing Receipt Affidavit Form that can be accessed on the procurement services website under the AP tab on the right side of the page.

What are my responsibilities as an approver of a reimbursement or purchase of a non PO item?

When approving an invoice or payment request, your approval indicates that you have performed all of the following procedures, and deemed all requirements met including:

- Adequate supporting documentation exists for every charge
 - Receipt includes:
 - Business name/logo (no generic receipts accepted, no adding tape)
 - Proof of payment exists (says paid or shows credit card number used – no order screens accepted)
 - Business Purpose is clearly documented
- Reasonableness of Expense
 - Type of expense reviewed makes sense for the function and job description
 - Dollar amount of expense reviewed makes sense for the function and job description
 - Timeframe of the expense deemed reasonable
 - Location of the expense deemed reasonable
 - Quantity of the expense deemed reasonable
 - Price of the expense deemed reasonable
 - Expense clearly for business, not personal, expense
 - Expense not previously submitted/paid
- Mathematical accuracy of invoice confirmed
 - Foot and Cross-foot all invoices
- Departmental Approval of expense
 - Department head has approved the invoice indicating the validity of the invoice, invoice price, delivery of order or service
 - The correct and complete FOAPAL is provided.
 - The expense is in compliance with all funding designations and departmental/University and Sponsored Research Guidelines.

Transactions that are submitted to the Accounts Payable department without the correct information, approvals and documentation will be returned causing delays and increasing processing costs to the University.

When is submission of an IRS W9, W8 and 8233 form required?

To ensure Yeshiva's compliance with IRS tax reporting and withholding requirements, appropriate tax documentation must be gathered for all non-employee payments or reimbursements before payment is released by the Account Payable department.

Compliance with these IRS rules has taken on greater importance since the IRS has identified vendor payments, especially payments to non-U.S. persons, as an area of high risk for noncompliance and potential audit.

In addition, failure to comply with the data gathering requirements may also impact our relationships with our vendors, because, if the proper documentation is not received prior to payment, Yeshiva may be required to withhold a percentage of the amount otherwise due to a vendor.

For detailed explanation of these tax compliance requirements or to schedule a departmental training, please contact Alan Kluger, Director of Taxation at (212) 960-5400 X6394 or by email: akluger@yu.edu.

What Is The Reimbursable Mileage Rate?

Beginning on Jan. 1, 2013, the mileage reimbursable rate for the use of a personal car will be 56.5 cents per mile for business miles driven.

I Did Not Know Yeshiva University's Travel Policy. Where Do I Get A Copy?

The Yeshiva University travel policy is available to view by visiting the Procurement Services webpage. Please [click here](#) to access that link.