Fig Meeting

December 18, 2014

apDoc
Better Tracking of Documents
APDOC Daily Schedule

• **8:00 AM**: move all document images from the drop box to the Accounts Payable workflow.

• **1:00 PM**: move all document images from the drop box to the Accounts Payable workflow.

• Alice and Brandi will have them available in their work lists for processing within 1 hour after moving the documents.
SUMMARY

When to use apdocs vs Claim Voucher:

• **Apdocs Drop Box:**
  - Invoice payments that are on purchase orders.
  - Invoice payments that are direct paid to a budget.
  - Invoice payments coming directly from the vendors.

  • **ACCTPAY@UIDAHO.EDU**
    - New Vendor Setups
    - New Addresses
    - Responses to CV questions.
    - St101/Credit applications

  • **APDOCS@UIDAHO.EDU**
    - For Vendors to email invoices directly to Accounts Payable.

• **Claim Vouchers**
  - Payments to Individuals – Consultants and contractors Services/ Honoraria
  - Non Employee Payments
  - Reimbursement for Expenses
  - Entertainment & Business Expenses
  - Memberships & Dues/ Subscriptions
  - Non Procurement such as: Utilities/Freight Charges/ Postage
  - Registration Fees paid to vendor
  - Emergency Repairs
  - Various Fees
  - Recurring Communication Stipends
  - Rents etc.
Upcoming Class