Fig Meeting

December 18, 2014

apDoc

Better Tracking of Documents

KRECtalbright121814-VerWir.pdf	12/18/2014 9:25 AM	Adobe Acrobat D...	631 KB
KRECtalbright121814-SprHea.pdf	12/18/2014 9:22 AM	Adobe Acrobat D...	622 KB
KRECtalbright121814-SoiFar1.pdf	12/18/2014 9:21 AM	Adobe Acrobat D...	582 KB

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