Welcome to the Procurement FAQ Page!

Payables –

- ### Where should invoices be submitted?
  Invoices should be submitted directly to accountspayable@fau.edu. All invoices must have a unique invoice number, a valid purchase order number, and must follow all the invoice requirements outlined on our FAU Vendor Invoice Requirements.
  Please note that accountspayable@fau.edu is an **unmonitored** email address. There will be no reply, and no information should be entered into the body or subject of the email.

- ### How long do invoices take to be processed?
  Invoices are scanned into Workday as soon as they are emailed to accountspayable@fau.edu. However, FAU payment terms are standard Net 40 from the invoice date per the State of Florida Prompt Pay Act.

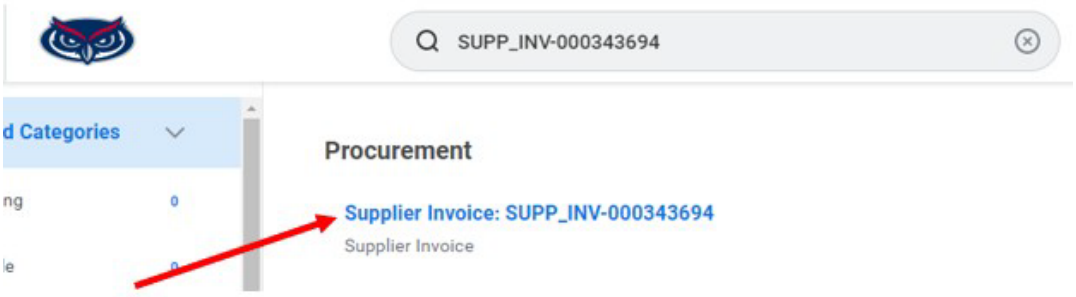
- ### What is Supplier Invoice Request (Direct Pay)?
  Examples of direct payments include postage, honorarium, special assessment, fees, and other non-routine payments like interest, royalties, and license payments.
  These invoices may be processed using the Create Supplier Invoice Request (Job Aid OR Accounts Payable Training Videos)
  Please note that this function is **NOT** for us to pay invoices with Purchase Order Numbers.

- ### Who do I contact to follow up on invoices?
  You may search for invoice status in Workday by typing the supplier invoice number on the search bar (please see below).

  1. Login to Workday
  2. In the search bar, type the supplier Invoice number:



  3. Click on the blue invoice link:



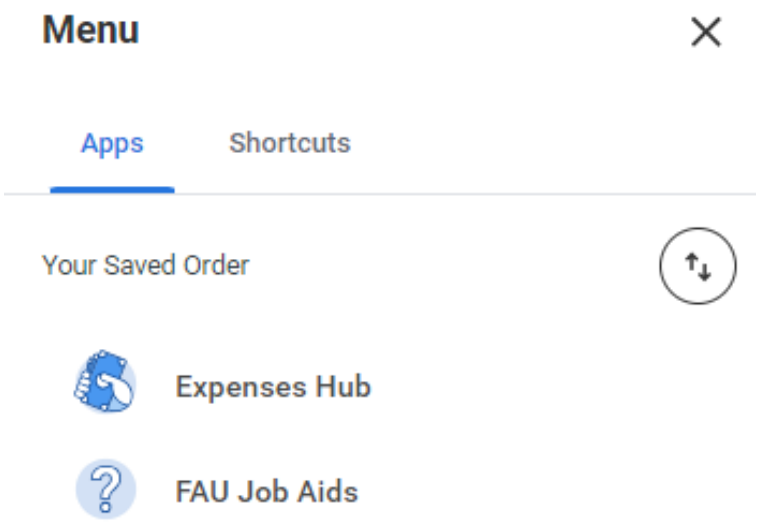
  4. Invoice status / and Payment status will show on top of the supplier invoice screen.

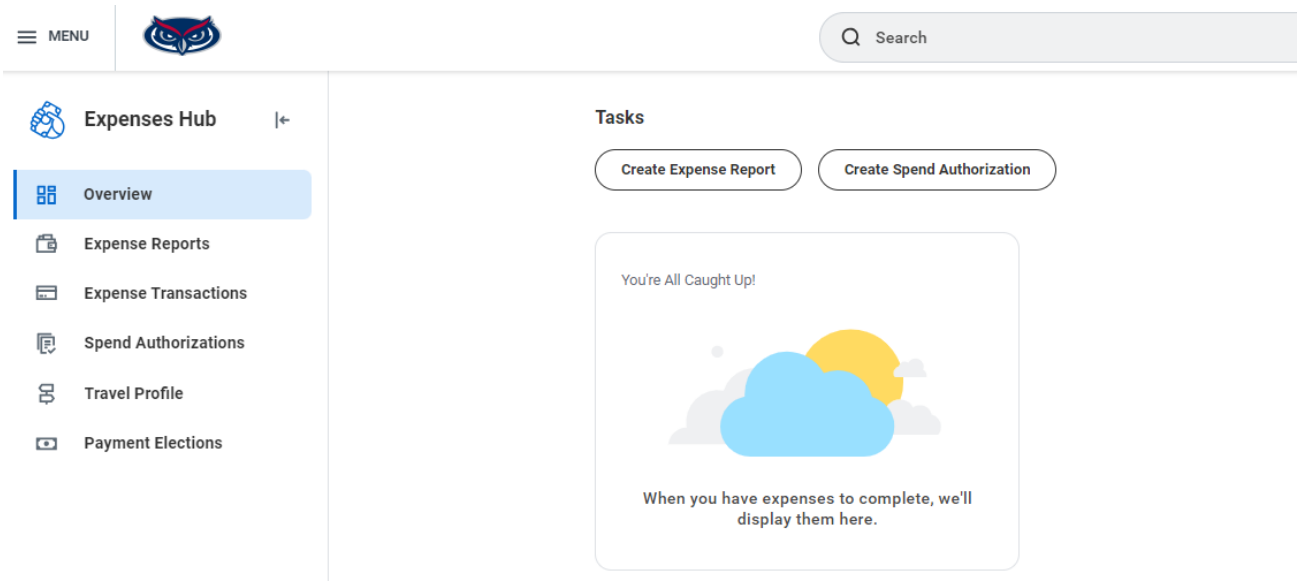
  If additional assistance is needed, please contact the Accounts Payable Specialist based on the current letter assignments. Please allow up 48-72 hours to receive response and only send one inquiry within this time frame. Duplicate emails will potentially cause delays.

- Who should I contact to update banking information for an existing supplier?
  Banking information can be updated by contacting the Settlement team. This includes remit-to and ACH information. Please contact settlement@fau.edu or visit Settlement's website for more information.
- Who do I contact regarding a lost check or payment?
  Contact supplier@fau.edu to confirm remittance address. If not correct, request a new W-9 form from supplier. For ACH payments, reach out to settlement@fau.edu to confirm the bank information. If not correct, request a new ACH Authorization Form.

Travel/Reimbursement –

- What should be included on a Spend Authorization?
  A Spend Authorization is used to secure approval **prior** to any travel related transactions are made. Please reference our Travel/Expense Reference Guide or our Accounts Payables Training Videos.
- What must be included when submitting an Expense Report?
  All travel related Expense Reports must be submitted in Workday and linked to an approved Spend Authorization. Some important items needed are itemized receipt/invoice, benefit to the university, and business purpose.
  For more information regarding expense reports, please reference our Travel/Expense website, our Accounts Payable Manual, or our Accounts Payables Training Videos..
- How can I see all open Spend Authorizations or Expense Transactions?
  Expense Hub can be accessed by everyone – here you can see if you have any open Spend Authorizations, Expense Reports, and/or PCard transactions. We strongly recommend adding this to your Apps in Workday.

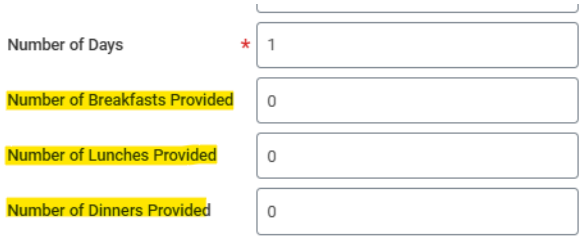




- When can I request a cash advance?
  Cash advances should be requested no earlier than 10 business days from the start of the trip. These must be done prior to making any travel related purchases.

- What should I do on spend authorization with per diem meal cash advance?
  Although per diem meal does not require receipt, it should be added in the expense report. Unreported per diem meal will result in employee having an outstanding cash advance. Cash advances must be expensed or repaid prior to requesting more.

- What does "Number of Breakfast/Lunch/Dinner Provided" in per diem domestic meal Expense Report mean?
  Whether you do not qualify for a meal reimbursement, or the conference you attended provided the meal, you must fill out the fields highlighted below to ensure you are being reimbursed correctly.



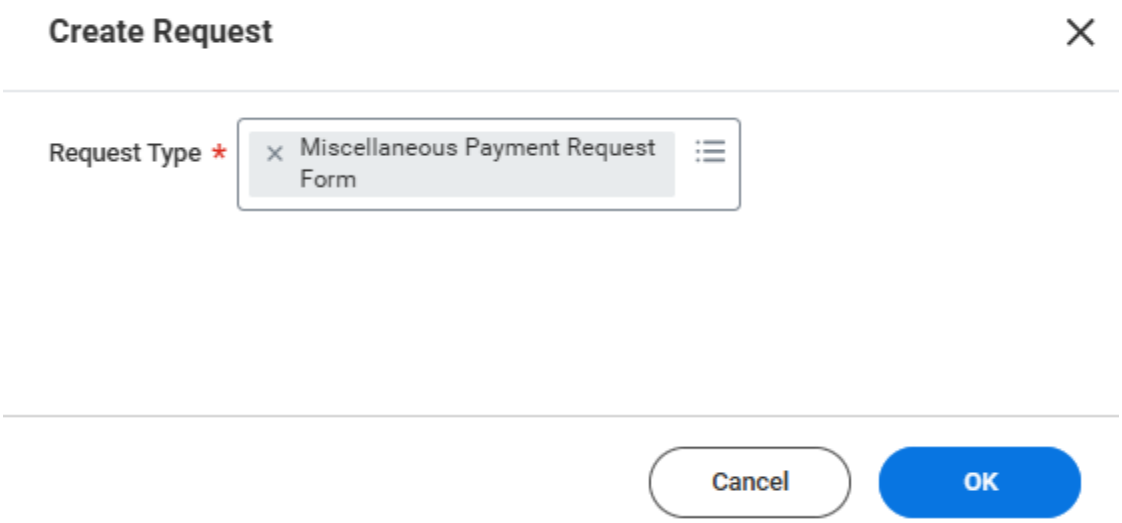
For example, if you travelled at 10am, you do not qualify for breakfast. Therefore, you must include a 1 under Number of Breakfasts Provided so your per diem amount for the day will automatically calculate $30.
Please refer to Travel/Expense Reference Guide for the reimbursable per diem meals criteria. If you require further assistance, please reach out to Travel@fau.edu.

- How do I repay FAU for an unused portion of cash advance, error on an expense report, accidental credit card misuse, etc.?
  Payments can be made on the Florida Atlantic University Marketplace.
  You will need to have the Expense Report or Spend Authorization information when completing the repayment. For Expense Reports, please attach the confirmation/proof of repayment to the expense report and resubmit for approval. For cash advance payments, General Accounting will attach the receipt for the employee once the repayment is completed.
- What are allowable expenditures by Fund Type?
  For a list by category, please visit the FAU Allowable Expenditures. Please review the list to ensure your funds allow the type of purchase you are making.
- Are food purchases allowed?
  FAU has an exclusivity contract with Chartwells through our Business Services for our Jupiter and Boca campuses. If you wish to bring food on either campus, please refer to Food Waiver Request Application. Once approved, this form must be included in your Requisition or Expense Report. Please reach out to bizservices@fau.edu or visit https://www.fau.edu/business-services/ for more information on their policies and guidelines.
- Where can I view the Procurement Training Videos?
  All available trainings can be found at https://www.fau.edu/training/workday/ and can be accessed by everyone. Please enroll in each course to obtain multiple modules of training videos in Canvas.

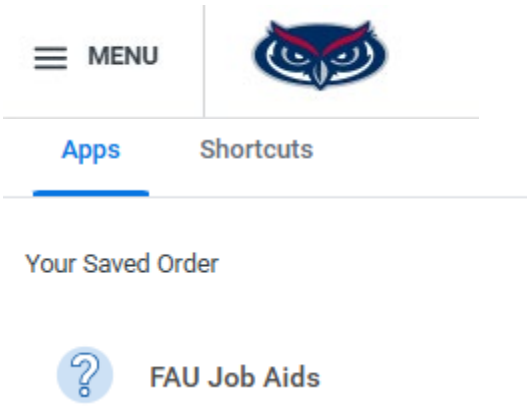
Procurement - pCard	Our new Procurment - PCard Training Module is now live on Canvas! Master essential skills in modifying and creating PCard requests to ensure compliance and efficiency. Start learning today! The registration link below is restricted to FAU employees only: **Click here to enroll.**
Procurement - Purchasing	Our new Procurment -Purchasing Department Training Module is now live on Canvas! Enhance your skills in creating requisitions, change orders, non-catalog item requests, supplier punchouts, and more within Workday. Start learning today! The registration link below is restricted to FAU employees only: **Click here to enroll**.
Procurement Training - Accounts Payable	Our new Procurment -Accounts Payable Training Module is now live on Canvas! Enhance your skills in creating expense reports, spend authorizations, supplier invoice requests, and more. Start mastering accounts payable tasks today! The registration link below is restricted to FAU employees only: **Click here to enroll**.

Miscellaneous Payment Request-

- How do I submit the request?



- Where is the job aid located?



Specific Area of Focus	FAU Workday Job Aid Description	Click here to access the Job Aid (Document)
AP(Accounts Payable)	Create Request Misc Payment Form	Workday Create Request Misc Payment Form Jan 25.pdf

- In what payment type will the person be paid?

The payment request is only payable via check. Payment method other than check should be processed in Workday invoicing.

- How long does miscellaneous payment request take to be processed?
  The document current date at the time of processing is similarly the due date.

- What if the payee is going to be used more than once?
  If the intention is to use the payee on multiple occasions, the payee should be established as supplier in the system. The process is intended strictly to make one-time payment.
- Should I use the new option for payment to reimburse travel expenses of non-university employee?
  The current Workday process should be utilized, establish the individual as ECM, obtain Spend Authorization approval, submit expense report for payment processing. For more information and details regarding travel and expense report please refer to the guidelines Travel website or contact travel@fau.edu

- Can the payment request be submitted if the payee is currently set up as supplier?
  Any person that has active supplier set up should be processed in the current method. Misc. payment request is not a replacement of any current process in place.

- Can it be used to pay foreign individuals if they would like to be paid via check?
  Payment request can be accommodated provided will accept check.