Personal Service Agreement (PSA) Payments

- A PSA payment is similar to a PO payment with exceptions noted below:
    - Pay from object code of 6603 first, then 6604 if these are the object codes being used
    - If account is expired and object codes are 6603 and 6604 you have to adhoc the PREQ to the PI on the account
    - If wiring funds you have to have the PI signature on the invoice before requesting the wire.
    - Then you need money added to the PSA/PO you have to contact the FO & OSP (Latasha Towles) if Grant funded.
- Instructions on how to enter the PREQ
    - Select the Main Menu tab in KFS, locate the Transactions box and under Purchasing/Accounts Payable open Payment Request.
    - Enter the PO number assigned to the PSA on the PREQ Initiation screen along with the:
        - Invoice Number (Compare the invoice number with past payments as there may be an invoice standard you need to follow)
        - Invoice Date
        - Invoice Amount
        - Do not fill in Special Handling if the vendor is ACH or if you will be doing a Vendor Credit Memo to go with the PREQ, i.e. when taking the 6.99 A&E tax.
            - The Jorgensen payments usually need the A&E tax taken. Because of this you will have to do a Vendor Credit memo. You cannot fill in special handling even though they want to pick up the check, because the credit will not match up with the debit.
            - Solution: give a copy of the PSA and the CT-592 tax form to the check distribution person with the due date written on top so they can pull the check for Special Handling the day it cuts.
        - Fill in Special Handling with the word "Wire" if the payment is being wired
        - Click Continue
    - On the Document Overview tab fill in the explanation box with the period being billed if applicable
    - Verify that the address is accurate with the vendor invoice. If it isn't select the correct address. If the correct address isn't available put in a vendor edit edoc and save your PREQ edoc until the new remit is approved.
    - Verify the correct information populated the invoice info tab
        - If doing a wire payment select "wire" for the payment method code.

- With PSA payments you always exhaust the object code of 6603 first. Then use the funds in the 6604 object code. The other object code that you may see is 6638. If there is an object code for travel, make sure you apply charges for travel, meals, and other non-service charges to the Consultant Travel subcode of 7650 or Non-Employee Reimbursement object code of 7645.
    - If you are getting a message that the account is expired & the object code is 6603 or 6604 make sure you ad hoc approve to the PI. The PI is the "Acct Supervisor Principal Name" when you are looking up the acct#.
- Do not click the Close PO box on the PREQ if all the monies are being exhausted. There are always release of funds that come in to increase the PSA/PO or they change the expiration date. The best practice would be not to close the PREQ.
- Attach the vendor invoice.
    - If it's a Jorgensen or Student Activities PSA for Entertainment the backup will be the front page of the signed PSA which is used as the invoice.
- Calculate and submit.
- Stamp invoice with the process stamp and file in the review folder for the next day's review of PO/PSA invoices.