THE UNIVERSITY OF MEMPHIS

Capital Projects Management

02/20/18

Regional Consultants Pay

Regional Consultants
Pay

Invoices sent to **CPD**

↓

SBC Project Manager
Receives, and date stamps and adds approval stamp
on Designer Payment Screen enters tasks that the payment should be assigned to
Regional consultants / task, and reimbursable
enters into **PITS** as Basic Services
Enters **SBC #, Charge to Campus, Charge to SBC Project**

↓

SBC Project Manager
Confirms $ amount and invoice task assignment in **PITS** approves

↓

SBC Project Manager
Enters /up loads invoice and enters **Project Managers** approved dates into **PITS**
and
Enters sent to date

↓

Accounting
Acknowledges adjustments, if any; re-audits; makes appropriate entries in **Edison**
and sends register to **TSSBA** or **F&A Accounts** requesting disbursement
enters warrant date
into **PITS** for
Designer Pay

↓

F&A Accounts
Issues payment though Automated Clearing House or by warrant

↓

Campus
Business Office creates **LGIP** draw down when **Institution** funds are involved
Creates **LGIP** draw down from **Edison Account Receivable** module **Treasury**
performs the recharge of Funds between **Funds 31** and **Campus LGIP** account
No **Accounts Receivable** is created when funding is **State on Bond $**