Automatic Payment of Interdepartmental Invoices (ID’s)

Overview:
Any ID document in an “open” or “sent” status created by the Vending Departments listed below and are more than 30 days outstanding at the monthly process date will have its charge applied to a default account and the document will be completed.

The default account will be defined as follows: the Ledger Class is 12, the Department number is the ordering department, and the Fund is 91299. An appropriate Budget Object code will be assigned based on the table below.

Each department should review fund 91299 monthly and create the necessary journal to reclassify any balance to the correct account(s). The reclassification journal should credit the exact same budget object code combination as charged. It is imperative that departments monitor this fund and reclassify activity to the appropriate account monthly, as it will be required at fiscal yearend that fund 91299 have a zero balance.

As the automatic payment process expands this on-line list will be updated and a message will be posted on the AISSystem message board. If you have any questions related to this process call Alan Mehringer (935-4036) in Accounting Operations.

Vending Departments Participating in AutoPay Process:

<table>
<thead>
<tr>
<th>CFU</th>
<th>AutoPay Default Budget-Object:</th>
</tr>
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<tbody>
<tr>
<td>Dept 0153 = Danforth University Center</td>
<td>BUOB 3507 On Campus Rental of Space</td>
</tr>
<tr>
<td>Dept 0247 = Mail Center</td>
<td>BUOB 3512 Postage</td>
</tr>
<tr>
<td>Dept 0250 = Publications – Public Affairs (Fund 94250)</td>
<td>BUOB 3513 Printing &amp; Binding Services</td>
</tr>
<tr>
<td>Dep. 0286 = WashU IT – Med School Network Engineering</td>
<td>BUOB 4006 Network Services</td>
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<tr>
<td>Dept 0336 = IS&amp;T - Software Licensing</td>
<td>BUOB 3577 NTS - Software Licensing</td>
</tr>
<tr>
<td>Dept 0339 = Human Resources</td>
<td>BUOB 3605 Registration Fees</td>
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<tr>
<td>Dept 0349 = Resource Management</td>
<td>BUOB 3420 Minor Equipment</td>
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<tr>
<td>Dept 6600 = Food Services</td>
<td>BUOB 3553 Social Purchases</td>
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<thead>
<tr>
<th>Medical School</th>
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<tbody>
<tr>
<td>Dept 3003 = Human Resources</td>
<td>BUOB 3540 Advertising</td>
</tr>
<tr>
<td>Dept 3008 = Human Research Protection Office</td>
<td>BUOB 3588 Services, Other</td>
</tr>
<tr>
<td>Dept 3017 = Mail Services</td>
<td>BUOB 3512 Postage</td>
</tr>
<tr>
<td>Dept 3021 = Anatomy &amp; Neurobiology (Fund 92379)</td>
<td>BUOB 3405 Human Body Parts</td>
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<tr>
<td>Dept 3021 = Anatomy &amp; Neurobiology (Fund 93215)</td>
<td>BUOB 3580 Lab Services – Research</td>
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<tr>
<td>Dept 3030 = Biochemistry &amp; Molecular Biophys (Fund 93505)</td>
<td>BUOB 3210 Biochemistry Stockroom</td>
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<tr>
<td>Dept 3410 = WU Physician Billing Service (Fund 92630A)</td>
<td>BUOB 3513 Printing &amp; Binding Services</td>
</tr>
<tr>
<td>Dept 3221 = Developmental Biology (Fund 93465)</td>
<td>BUOB 3580 Lab Services – Research</td>
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<tr>
<td>Dept 3427 = Ctr Adv Cellular Genetic Tec (Fund 91343)</td>
<td>BUOB 3204 Tissue Culture Center</td>
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<tr>
<td>Dept 3416 = Division of Comparative Medicine</td>
<td>BUOB 5700 Animal Expenses</td>
</tr>
<tr>
<td>Dept 3486 = MSCITS - Networking Services</td>
<td>BUOB 3543 Med Network Service</td>
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<tr>
<td>Dept 3487 = MSCITS - Networking Services</td>
<td>BUOB 3536 Med Computer Service</td>
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<tr>
<td>Dept 3533 = Genome Center</td>
<td>BUOB 3485 Genome Sequencing Services</td>
</tr>
<tr>
<td>Dept 3548 = Microarray Facility</td>
<td>BUOB 3422 Microarray Facility</td>
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</tbody>
</table>
Dept 3943 = Center for Genome Services (Fund 92300)  BUOB 3483 CGS Sequencing Recharge Center
Dept 3943 = Center for Genome Services (Fund 92400)  BUOB 3470 CGS Cluster Recharge
Dept 3970 = MPB–Protein Nucleic Acid Chemlab (Fund 92300)  BUOB 3230 DNA Sequencings

**External Vendors**
Dept 6000 = Bon Appetit  BUOB 3550 Entertainment Services
Dept 3412 = Aramark – Medical School  BUOB 3550 Entertainment Services
Dept 8630 = Whittemore House  BUOB 3550 Entertainment Services
Dept 5210 = Campus Store  BUOB 3575 Books
Dept 5600 = Barnes/Noble Bookstore  BUOB 3575 Books
Dept 3432 = Med Pic  BUOB 3404 Medpic
Dept 9594 = Aramark – Danforth Campus  BUOB 3550 Entertainment Services
Dept 9596 = WWF Facilities Service  BUOB 3550 Entertainment Services
Dept 9597 = Aramark – Knight Center  BUOB 3550 Entertainment Services

**Telecom**
TELE33 = Long Distance Credit  BUOB 3531 Telephone Toll Calls
TELE35 = Equipment Credit  BUOB 3530 Telephone Monthly Service
TELE37 = Long Distance Charges  BUOB 3531 Telephone Toll Calls
TELE39 = Equipment Charges  BUOB 3530 Telephone Monthly Service

**Barnes**
BRN002 = Infection Control Expenses  BUOB 3506 General Services
BRN004 = Patient Testing Services  BUOB 4105 Outpatient Costs
BRN005 = To Record CRC B/O Chgs  BUOB 4101 Hospitalization- Inpatient
BRN007 = Emergency Room - Software Fees  BUOB 3539 Taxes and Licenses
BRN008 = Minor Equipment  BUOB 3513 Printing & Binding Services
BRN009 = Interpreter Services  BUOB 3506 General Services
BRN010 = Notes Receivable - Principal - Interest  BUOB 3529 Off-Campus Rental
BRN011 = Plaza Shop Charges  BUOB 3529 Off-Campus Rental
BRN017 = Pharmacy  BUOB 3427 Drugs and Medications
BRN029 = Radiology Services  BUOB 3506 General Services
BRN030 = Physician Services - Resident Rebilling  BUOB 4600 Special Salaries
BRN032 = Physician Services - Credentialing Fees  BUOB 3518 Publication in Professional Journals
BRN034 = Salary Transfer - Other  BUOB 4601 Salary Reimbursements - Affiliate Institution
BRN040 = Plant Ops - CAM  BUOB 3588 Services, Other
BRN041 = Plant Ops - SWT  BUOB 3588 Services, Other
BRN042 = Utilities - CAM  BUOB 3520 Utilities
BRN044 = Housekeeping - CAM  BUOB 3561 Housekeeping/Janitorial Service
BRN045 = Salary Expenses - Ctr for Advanced Med  BUOB 4601 Salary Reimbursements - Affiliate Institution
BRN046 = Salary Expenses - South West Tower  BUOB 4601 Salary Reimbursements - Affiliate Institution
BRN047 = Security/Guest Relations  BUOB 3595 Security Services
BRN048 = Parking - CAM  BUOB 3604 Local Parking & Mileage
BRN049 = Valet Services - CAM  BUOB 3604 Local Parking & Mileage
BRN050 = Rental Fees - Barnes-Jewish Hospital  BUOB 3529 Off-Campus Rental
BRN060 = Parking  BUOB 3604 Local Parking & Mileage
BRN061 = Parking
BRN063 = Parking
BRN064 = Parking
BRN065 = Transportation - Shuttle Expenses
BRN070 = Sign Shop Expenses
BRN071 = Postage Recharge
BRN075 = Housekeeping - Groundskeeping Charges
BRN076 = Utilities
BRN080 = Dispatch
BRN081 = Central Sterile and Supply Charges
BRN085 = Catering - Queeney Tower
BRN087 = Cafeteria Charges
BRN097 = Telephone Tolls
BRN098 = Telephone Work Orders
BRN099 = Telephone Rentals
BRN100 = Heart Care Institute Services
BRN101 = Vision Center Services
BRN103 = Independence Center
BRN104 = Cancer Information Center
BRN105 = GCRC
BRN107 = A/R & B/O
BRN108 = Salary Reimbursement
BRN120 = Facilities Engineering
BRN130 = Property Insurance
BRN145 = Lab Charges - List
BRN146 = Lab Charges - Discount from List
All other Barnes

*Last update: 07/30/18*