

VENDOR TO VOUCHER

Accounts Payable Workshop

University Controller's Office

May 2014



How to Get From Vendor to Voucher

Authorize
Review
Code
Enter

authorize it

Q: What is the Purchase Processing Structure within your department?

Each area must maintain a *Separation of Duties* between employees for each of these purchasing functions:

1. Purchase Authorizations
2. Ordering & Receiving Goods/Services
3. Voucher Processing & Approval
4. Monitoring & Reconciling AP Transactions

Ways to Make a Purchase

Available Purchasing Tools	Responsible Business Unit
Market Place	Purchasing
Purchase Order /Requisition ~over \$5000.00	Purchasing
PCard	Purchasing
Small Purchase Voucher ~Under \$5000.00	Controller's Office/AP

...departmental responsibilities of *Small Purchase Voucher Processing*

- NCSU Spending Guidelines apply
- Document 3 quotes
- Use state term contracts / better pricing options
- Do not split orders over \$5,000 –Process a Purchase Requisition
- Communicate with the vendor the State terms (net 30), exempt tax status, shipping information, and confirm order

Purchases

The Purchasing Department has delegated purchasing responsibility to Campus.

All departments are required by General Statutes to purchase goods and services in accordance with policies and procedures established by the Department of Administration, Purchase and Contracts Division.

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authorize it cont.

Policy Resources

North Carolina Budget Manual
http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf

Basic Spending Guidelines by Fund Source
<http://www7.acs.ncsu.edu/financialsvcs/SpendingGuidelines/Spend.htm>

Purchasing Policies and Procedures <http://www7.acs.ncsu.edu/materialsmgmt/purchasing/guidelines/default2.asp>

As an agency of the State of North Carolina, University polices are derived from, and mandated by, the State of North Carolina. The [Office of State Budget Management](#) provides the manual which lists and defines the State's policies and procedures.

*All funding sources must be able to
...pass the Appearance & Reasonableness Test
...meet documentation requirements*

review it

Review the vendor's invoice for

- Billing Accuracy
- Verify shipment has been received
- Complete Remittance Information
- Payment Terms



No Invoice number?

Use the customer account number

The invoice number field is for the vendor's reference, so the vendor can apply the payment quickly.

Prepaid or Received?

If you have received the merchandise or service, enter the date received. If you have not received the service or merchandise, select prepaid/refund.

Project Summary

200000 thru 249999
State Budget Code Projects
Fund:16030
Follow State Guidelines

250000 thru 299999
Overhead Projects
Fund: 91000
Follow State Guidelines

300000 thru 349999
State Budget Code Projects
Fund: 16030
Follow State Guidelines

350000 thru 359999
Discretionary Receipts
Fund: 91000
Follow State Guidelines, some allow meals

37xxxx
Auxiliary Enterprise, Sales Service and Discretionary Trust
Fund: 91000
Follow State Guidelines, some allow meals

4XXXXX
State Budget Codes Projects
Fund: 16031 & 16032
Follow State Guidelines

5XXXXX
Contracts and Grants Projects
Fund: 91000
Follow State Guidelines, sponsor specific terms

6XXXXX
Foundation Projects
Fund: 91000
Follow restrictions set forth by donor

7XXXXX
Gifts and Miscellaneous Trust Projects
Fund: 91000
Follow restrictions set forth by donor

8XXXXX
Capital Improvement and Debt Projects
Fund: 4XXXX
Follow State Guidelines

9XXXXX
Agency Trust Fund Projects
Fund: 91000
Funds held by the University for accounting purposes. Exempt from University policy

code it

Question to Ask Yourself
...What is the Business Purpose of the Purchased Item or Service?

The Account Code is a 5 digit number used to classify the transaction

- 1xxxx – Assets
- 2xxxx – Liabilities
- 3xxxx – Fund Balance
- 4xxxx – Revenue/Receivables
- 5xxxx – Expenditures /Payables

Expenditures Classified

- 51xxx Personnel Services
- 52xxx Supplies and Materials
- 53xxx Current Services, i.e. Travel, Utilities, Services
- 54xxx Fixed Charges, i.e.. Rental, Maintenance)
- 55xxx Capital Outlay (over \$5,000)
- 56xxx Aids and Grants

Chart of Accounts

http://www.fis.ncsu.edu/controller/accounting_system/expenses_revenues/expense_index.asp

Category ID

<http://materialsmgmt.ofb.ncsu.edu/Sourcing-Procurement/Guidelines.php>

Vendor To Voucher

Step One Vendor Processing

Unallowable Expenses On State Appropriated Funds

- Individual Membership Dues
- Moving Expenses
- Awards to Employees
- Food
- Scholarship
- Promotional Items (exceptions)
- Alcoholic Beverages
- Items for personal use (clothes, cards, gifts)
- Medications
- Microwaves, coffee pots, refrigerators
- Plants and Flowers
- Decorative items (art, framing, diplomas)
- Picnic tables/items
- Portable water dispensers

Account Codes for Food & Alcohol

- 52205**
Loose food purchased for human consumption
- 52209**
Alcohol— Must have prior written approval by Dean
- 53991**
Employee meal reimbursement
Itemized receipt is required
- 53921**
Catered Meal expenses paid directly to the vendor. Itemized receipt, BEO, or contract needed

Adding a New Voucher

Q: Does your vendor already exist?

If **YES** or you are not sure, Search for the vendor under **Add/Update Vendors**.

Add / Update Vendors

Contact Us: vendor_id@ncsu.edu

What would you like to do?
 Update/Search Vendors Add Vendor

Vendor Information
 Vendor ID: Search
 Vendor Name: Clear
 Employee ID:

We found 16 VENDORS that match your search criteria.

Vendor ID	Vendor Name	Class	Empl ID	Department		
0000026763	Johnson C Smith University	Supplier			View Addresses	Update Vendor
0000096192	Johne R Smith	Supplier			View Addresses	Update Vendor
0000130657	John Powell Smith	Supplier			View Addresses	Update Vendor
0000188652	John Ed Smith	Supplier			View Addresses	Update Vendor
0000217979	John R Smith	Supplier			View Addresses	Update Vendor

If the Vendor is not listed in the search results, modify your search or click the 'Add' button.

If **NO**, Search for your vendor. Once verified that the vendor does not already exist, Add your vendor under **Add/Update Vendor**.

**Before a vendor can be added, the vendor's information must be verified.*

For US Citizen - Request W-9 Taxpayer Identification Number and verification

For non-US Citizen – Copy of VISA/PASSPORT required

Complete the required fields on the form **Add Vendor** form and submit the vendor add request.

An email will be sent to Vendor Processing

Once the vendor is added, you will receive a reply email.

Add Vendor

Contact Us: vendor_id@ncsu.edu

Vendor Details
 Class:
 *Name 1:
 Name 2:

Residency
 *US Citizen/Corporation?

Withholding
 Tax ID Type: Tax ID:

Payment Methods Accepted
 ACH/EFT PCard Check

Address Information
 Description:
(e.g. Rent Address, Home Address)
 *Country: United States
 *Address:

 *City:
 *State/Prov: *Postal Code:

Phone
 If Phone/Fax number(s) not provided, leave fields blank.
 Phone: Ext:
(e.g. 919/665-1212)
 Fax:

Vendor Email
 No Email Provided
 Email:

Vendor To Voucher

Step Two Voucher Processing

Adding a New Voucher

- Go to **Voucher & Vendor Maintenance**
→ **Voucher Entry**
→ **Add a Voucher**
- Complete the following fields:
 - Vendor ID
 - Address Sequence Number
 - Invoice Number
 - Invoice Date
 - Gross Invoice Amount
 - Freight Amount
 - Payment Handling
- Click **Add**
- The system will direct you to **Invoice Entry**
- Complete/Review each open field
 - Vendor ID
 - Vendor Address
 - Invoice No.
 - Invoice Date
 - Payment Terms
 - Payment Handling
 - Goods/Services Date
 - Travel Auth. No.
 - Dept. Reference
 - Category ID
 - Description
 - Speed Type (Project)
 - Account
 - Merchandise Amount

- Hit **Save**
- Submit Document Image
 - If **Scanning**, print Bar Code sheet & using a Wolf Copier, scan the invoice with Barcode sheet on top
 - If **Uploading**, go to Invoice Image Tab. Click **Upload Document**. **Browse** & select the file on your computer, and **Upload**.
- Hit **Submit for Approval** to forward to your Campus Approver



Searching Voucher History

- Go to **Voucher and Vendor Maintenance**
→ **Voucher Entry**
→ **Find and Existing Value Tab**
- Search by any of the Criteria listed

TIP: Want to review the voucher's you have entered? Use **Created By** as your search criteria and enter your Unity ID.



Vendor To Voucher

Step Two Voucher Processing Cont.

Deleting/Closing a Voucher

*Not Sure? Let the System Guide you. View available options under View Related

Unposted vouchers can be **Deleted**—no Accounting entries are recorded
 Posted vouchers must be **Closed**—Accounting entries recorded with each unpost

- Go to **Voucher Entry** and enter voucher number
Invoice Information Tab
View Related (at the bottom of the page)
- From drop down, select **Voucher Delete** or **Voucher Close**
 Hint: review Post Status right above view related
- The system will direct you to the **Voucher Delete** page or **Voucher Close** page
- Select **Delete** or **Close**
- Review warning

Editing a Posted Voucher

*If a voucher has not been AP approved, you can make a change to the voucher.

- Go to **Voucher Entry and enter**
Invoice Information Tab
View Related (at the bottom of the page)
- From drop down, select **Voucher Unpost & Go**
- The system will direct you to the **Voucher Unpost** page
- Hit **Unpost**
- Review warning messages
- Hit **Transfer to Voucher**
- Proceed with Changes

Checking Payment Status from Voucher Entry

- Go to **Voucher Entry** and enter voucher number
Payments
- View **Payment Information** for **Scheduled Due Date**
- View **Scheduled Payments** for **Payment Date & Reference**
 Reference is the Check or EFT No.

Schedule Payment			
Action:	Schedule Payment	Payment Date:	02/08/2012
Pay:		Reference:	3611394



Need to Dig Deeper? Try These Helpful Queries Available in Reporting

Q_Vchr_Pending
 College_by_OUC
*Listing of vouchers that need
 College approval*

Q_Vchr_Incomplete_by_OUC
Listing of incomplete vouchers

Q_Voucher_List_Not
 _Paid_by_OUC ^
Listing of unpaid vouchers

Q_Vchr_List_Not
 _PD_2DIGIT_OUC
*Listing of unpaid vouchers by 2-
 digit department id*

Q_MKTPL_PO
 ENCUMBRANCES
*Listing of open balances on
 MarketPlace Purchase Orders*

Q_NON_MKTPL_PO
 _ENCUMBRANCES
*Listing of open balances on Non-
 MarketPlace Purchase Orders*

Payments

Scheduled Payment Dates are calculated 21 days from the vendor's invoice date to meet the State's terms

Express Check Request—Checks are printed in the Controller's Office

System Check Writing.— Checks are printed at our bank in Winston-Salem and then mailed from that location.

Foreign & Domestic Wire Transfers - Contact Kimberly Martin at komartin@ncsu.edu

NC State Agency Payments
 Contact Sonya Goddard at sjgoddard@ncsu.edu



Wolfe Industries

PO Box 220, Jamesville, NC 27846

Date
January 12, 2014

Bill To
NCSU-Biology Dept.
248 David Clark Labs
Campus Box 7617

Ship To
NCSU-Biology Dept.
248 David Clark Labs
Campus Box 7617

Terms Net 30
Shipping Method: UPS

Ship Date 01.23.14

Quantity	Description	Unit Price	Total
200	Zebra Fish	\$1.00 ea	\$200.00
1	16'x8'x3' Tank	\$3600.00	\$3600.00



Subtotal \$3800.00

Sales Tax \$0.00

Shipping & Handling \$25.00

Total due by February 28, 2014 \$3825.00

Thank you for your business!

Tel 919.555.0123

Email JoeCool@Wolfe.com

Fax 919.555.0133

Web www.WolfeIndustries.com

Invoice #0520-USER NO.