

Accounting Services

*Vendor Code Processing & Procedures Class,
including Paying Awards*

April 21 and 22, 2015
Chicago & Evanston Campus



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Today's Session

- Vendor Code Processing & Procedures
 - Vendor Code Look-up (i.e. already exists in the system)
 - Vendor Code Request Process & Types
 - Required Paperwork
- Payments for Awards
 - Defining the Award: Prize or Scholarship?
 - Determine Appropriate Payment Type
 - Steps to Requesting a Vendor Code
- Resources and Help



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VENDOR CODE PROCESSING & PROCEDURES



Vendor Look-Up

- Hyperlink on NUPortal
 - *Financial* section at left
 - *Purchasing* tab at top
 - *Vendor Add/Maintenance* section
 - *Vendor Lookup* (under Step 1)
- COGNOS Report 'SC025'
 - NUPortal > *Financial* section at left
 - *System Login* section
- Login to NUFinancials
 - Vendors>Add/Update>Review Vendors



Vendor Add/Maintenance

Step 1

Before requesting to add a vendor
check first to see if it is already in the system:

[Vendor Lookup](#) (Cognos Supply Chain folder access required)

You can also navigate to the query:

Login to Cognos > Cognos Connection > Project Cafe Reports >

[School or Central] > Supply Chain > SC025 - Vendor Info Query - Expanded Search

- Request a New Vendor
- Modify / Update An Existing Vendor

Step 2: Request a New Vendor

- Individual / Sole Proprietor
- Corporation, Partnership, Attorney
- Refund or Reimbursement

[Submit](#)



COGNOS Report 'SC025' (tip - use the % wildcard)

System Login

[NUFinancials](#)

[Cognos](#)

[InfoEd](#)

[FAMIS Admin](#)

[Help](#)

Vendor Name

Search by entering all or part of a Vendor Name.

Tip: Only the first 300 results can be displayed. Enter more information below and search again to reduce the number of search results.

Keywords:

Type one or more keywords separated by spaces.

[Options](#)

Results:

AMERICAN REGISTRY FOR INTERNET NUMBERS,
ESPN INTERNET VENTURES (DBA ESPN.COM)
GIPPY'S INTERNET SOLUTIONS
INTERNET 2
INTERNET EXCHANGE SA
INTERNET TICKETING SYSTEMS INC
SERVINT INTERNET SERVICES
TDS INTERNET SERVICES

Choices:

[SC025 - Vendor Info Query - Expanded Search](#)



Search in NUFinancials

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Review Vendors

Search Criteria

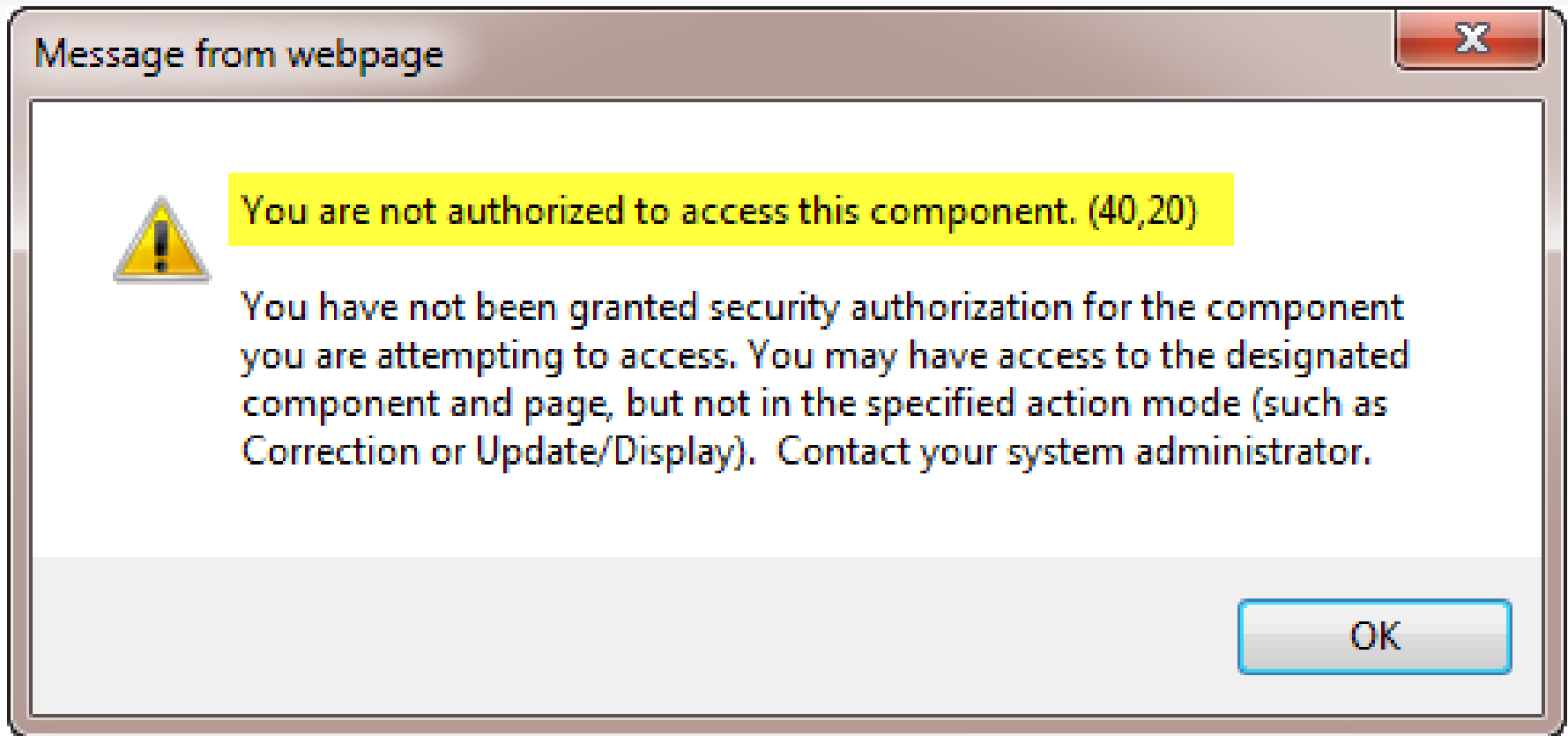
*SetID:	<input type="text" value="SHARE"/>	Vendor ID:	<input type="text"/>
Name:	<input type="text" value="internet"/> Contains	ShortName:	<input type="text" value="Equal to"/>
Withholding Name:	<input type="text" value="Equal to"/>	Classification:	<input type="text"/>
Vendor Status:	<input type="text"/>	Type:	<input type="text"/>
		Persistence:	<input type="text"/>
Address:	<input type="text" value="Equal to"/>	City:	<input type="text"/>
Customer Number:	<input type="text"/>	Country:	<input type="text"/>
ID Type:	<input type="text" value="Tax ID"/>	State:	<input type="text"/>
VAT Registration ID:	<input type="text"/>	Postal:	<input type="text"/>
Withholding Tax ID:	<input type="text"/>	Bank Account #:	<input type="text"/>

Search



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Don't have access to the NUPortal?





Don't have access to the NUPortal?

The screenshot shows the NUPortal interface with a navigation menu on the left and a main content area with several sections. A purple arrow points from the 'Financial' menu item to the 'Security Access Forms' link in the 'Financial Resources and Forms' section.

Go to myNU Page

- myNU
- News and Events
- Facilities
- Financial**
- Human Resources
- Research
- Services
- Athletics and Recreation
- NUPortal Help

Financial | Accounting | Budgeting | Purchasing | Payments

Financial News

[System Status/Issues](#)
Be sure to check our [Status](#) page.

To see all news items, click icon at left.

Financial Related Links

Budget Details	Financial Policies & Procedures
Budget Error Explanations	Monthly Close Calendar
Budget Overview	Office of Budget Planning
Budget Policies & Procedures	Recharge Center & Cost Studies Guidelines
Dept Deposits / CRT	Request Asset Disposal or Transfer
Deposit & Bank Transactions	Sponsored Project Accounting

Financial Resources and Forms

Budget Forms	Report Inventory
ChartField Request Form	Security Access Forms
Deposit Paper Form	Tree Viewer



Vendor Code Request Process

- All Requests through the NUPortal
- 48 hours to process as long as all docs valid and complete
 - You'll receive an email or phone call when request is completed
- Use "Additional Information" field
 - "This is payment of an award"
 - "This is to pay a person working outside of the U.S."



Vendor Code Request Process (NUPortal)

Vendor Add/Maintenance

Step 1

Before requesting to add a vendor,
check first to see if it is already in the system:

[Vendor Lookup](#) (Cognos Supply Chain folder access required)

You can also navigate to the query:

Login to Cognos > My Home > Public Folders > Finance Facilities and Research Administration >

[School or Central] > Supply Chain > SC025 - Vendor Info Query - Expanded Search

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Step 2: Request a New Vendor

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[Submit](#)



Vendor Code Request Process (example)

New Vendor - Individual/Sole Proprietor

* **First Name:**
Middle Name:
Last Name:
Suffix:

* **Tax Type:** ▼

* **Tax Identification Number:**

* **W-9 Attachment:** H:\GLADIC\NU Financial:

[W-9 Form](#)

* **Conflict of Interest Attachment** H:\GLADIC\NU Financial:

[COI Guidance](#)

[COI Form](#)

* **Classification:** Independent Contractor

* **Purpose of Payment:** Rents

Royalties

Prizes, Awards, etc.

Non-Employee Compensation



New Vendor - Individual/Sole Proprietor

Vendor Order Information

* **Address 1:** 9006 MAIN STREET
Address 2:
* **City:** EVANSTON
* **State:** IL
* **Zip:** 60203

Fax No. to place order:

The standard PO dispatch method is fax. Check box if the vendor prefers to receive PO via email instead and provide email address below:

Email Address to place order:
[Note: If Fax No. or Email is not provided, PO will be mailed]
Telephone No.:

Vendor Remit Information

Same as Order [Skip to next section]:

Address 1:
Address 2:
City:
State:
Zip:

Department Information

* **Department:** Accounting Services
* **Contact Person:** Elizabeth D. Gladic
* **Extension:** 1-5338
Campus Mail:
* **Email Address:** e-gladic@northwestern.edu

[Vendor Registration Definition.xls](#)

Size:

Diversity

- Veteran Owned
- Service Disabled Veteran Owned
- HUBzone
- Small Disadvantaged - SBA 8(a)
- Women Owned (WBE)
- Minority Owned (MBE)

Additional Information

< Back

Step 2

Submit
Request



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Successful Request

Confirmation Page

Your Vendor Request has been submitted successfully.

Your Reference number is: 62535

You can [print](#) this page for your records.

Please close this window to continue.



Visual Compliance

- Effective January, 2014
- All vendor code request for individuals, companies, refund/reimbursement or updates to existing vendor codes must be run through Visual Compliance prior to processing the request.



Vendor Request Types

- Individual/Sole Proprietor
- Corporation / Partnership / Attorney
- Refund / Reimbursement



Individual/Sole Proprietor

- Person
- Not paid by NU
 - Within last 12 months
 - Within current calendar year
- W-9
- ICQ
- COI



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Individual/Sole Proprietor cont'd.

- Payment for Services or Awards

Payment of \$600 and above in a calendar year receives a 1099 from Northwestern University



Foreign Vendors - Individuals

- Never for services – services must be paid through Payroll
- Awards must be paid through Payroll
- <http://www.northwestern.edu/hr/policies-forms/forms/foreign-nationals/PrizeAward.pdf>
- <http://www.northwestern.edu/hr/policies-forms/forms/foreign-nationals/CSFpacket.pdf>



- Individual/Sole Proprietor
 - W-9
 - Independent Contractor Questionnaire
 - Conflict of Interest



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W-9 Form

- Only for U.S. persons
- Used to obtain correct taxpayer identification number
- Must be signed and dated
- We require a W-9 that has been signed within the last 12 months to insure up-to-date information



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Independent Contractor Questionnaire

- Form provides information to help HR determine whether individual is independent contractor or whether employer/employee relationship exists
- Required with all independent contractor vendor code requests
- Scan along with W-9 form and attach to vendor request



Conflict of Interest Form

- Conflict of Interest form to be included with new vendor code requests
 - Individual/Sole Proprietor
 - Corporation, Partnership, Attorney

–Do not give this form to the vendor!



Who signs the COI?

- Individual submitting the form via the NUPortal
 - Data entry person
- ▶ Individual (s) who selected or directed the vendor to be added to NUFinancials
 - The person who made the decision to use the vendor
 - ▶ P.I.
 - ▶ Faculty
 - ▶ Graduate Student
 - ▶ You, the department person



Who answers the COI questions?

- The person who selected the vendor is the person who attests to their relationship with the vendor
 - If this is an award decided upon by a committee, have one person from the group sign and attest to their relationship with the payee



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What happens if there is a Conflict of Interest?

- Transaction Processing Supervisor will review form & make sure that the COI manager has signed the form.
- Email about the COI will be sent to the employee, the school/unit's administration (level 3 or higher), the Controller, Purchasing Resource Services Director and a Human Resources (HR) representative.



FSM Conflict of Interest

- For all Feinberg faculty, the appropriate academic supervisor (or Vendor Conflict of Interest (VCOI) Manager) is Dr. Robert M. Rosa, Vice Dean for Regulatory Affairs. In other words, if a conflict is noted by a faculty member who selected or directed that a vendor be added to the vendor database, Dr. Rosa's signature would be the third signature required on the form for faculty members.



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NU Conflict of Interest Policy

- Found on NU web pages
- Conflict of Interest Office

<http://www.northwestern.edu/hr/policies/conflict.pdf>



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Corporation, Partnership/Attorney

- Company
- W-9
 - FEIN
- COI



Refund or Reimbursement

- Refund
 - Return of overpayment
- Reimbursement
 - Travel
 - Hotel
 - Meals



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PAYMENTS FOR AWARDS



What kind of award is this?

- PRIZE = achievement, merit or contest winner
 - Paid through Accounts Payable
 - Taxable
 - 1099 issued for \$600 and greater
- SCHOLARSHIP = aid for studying, training or research
 - Paid through Payroll
 - Reportable by individual
 - No W-2 issued



Payroll or Accounts Payable?

- Is the individual a non-resident for tax purposes?
 - Must be paid through Payroll
- Has the individual been paid through Payroll in the past?
 - Paid more than 12 months ago?
 - Pay through Accounts Payable with vendor code
 - Paid less than 12 months ago?
 - Pay through Payroll*
 - *If the individual only received/receives a scholarship/fellowship then the award can be paid through Accounts Payable



Decisions to make

- Aid for studying, training, research
 - Reimbursement of travel expenses?
 - No pre-payment
 - Paid through Expenses Module if payroll presence
 - Paid through AP via Visitor's Expense report if no payroll presence
 - Receipts are required



Decisions to make (cont'd.)

- Aid for studying, training, research
 - Flat \$ amount to help with future expenses?
 - Paid through Payroll
 - Scholarship
 - Reportable on Income Tax
 - No W-2 issued



Decisions to make (cont'd.)

- Accomplishment
 - Paid through Payroll or AP
 - Taxable
 - Reportable



How to Pay an Award to Individual Currently on Payroll

- Additional/Special Pay form
 - ▶ If individual has a current payroll appointment
 - ▶ If individual does not have a current payroll appointment but paid through Payroll less than 12 months ago



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Why do I need a vendor code?

A vendor code is necessary in order to pay an individual an award through Accounts Payable



Steps to Requesting a Vendor Code

- Check to see if awardee currently paid through Payroll
- Check to see if vendor code is already on NUFinancials
- Request a new vendor through the NUPortal
 - Choose *“Request a New Vendor”*
 - Choose *“Individual/Sole Proprietor”*



How to Pay an Award to a Non-Employee

- Forms needed:
 - W-9
 - Independent Contract Questionnaire
 - Only complete the first page of the form
 - Conflict of Interest Form
 - Check that no vendor code exists
 - Request new vendor through NUPortal



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Paperwork to send to Accounts Payable

- Process Online Voucher
- Attach a Contracted Services Form
 - ▶ If no Contracted Services form, a letter from department chair stating that the individual is receiving an award
 - ▶ No emails, a formal letter with signature



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RESOURCES AND HELP



- Policies
- COGNOS Reports
- Business Process Maps
- Payroll Department
 - 1-7362
- TST
 - 1-4SOS
 - 847-491-4707



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Purchasing and Payments Methods Quick Reference

The Financial Operations website has been updated to include the “Purchasing and Payments Methods Quick Reference”. This guide, which can be found at <http://www.northwestern.edu/financial-operations/policies-procedures/purchasing/PurchasingandPaymentMethodsQuickReference.pdf>, provides information on the policies and procedures for paying awards to individuals (including vendors (non-employees), faculty/staff, and students).



Purchasing and Payments Methods Quick Reference

INDEX Paying Companies/Departments Paying People <ul style="list-style-type: none">AdvancesAwards & PrizesEmployee ContractorsHonorariaReimbursementsResearch Subject FeesRoyalty Payments Paying Students Note: The headings in the left column provide policy guidance. The Xs link to processing steps.	Purchasing and Payment Methods Quick Reference											
	Processed By a Dept.	Processed through NUFinancials and paid through Accounts Payable							Processed through Payroll			
		Most purchases of external goods and services start with a <u>standard</u> requisition		Other procurement methods					Pay for hours worked via Kronos	Additional Pay Special Pay	Other Pos. Appt. Form	Payment Packet for Non-Resident Indep. Contractor, Royalties, Prizes and Awards
iBuyNU Requisition	Purchase Order (PO) Requisition	Blanket PO Requisition	On-Line Voucher: Direct Payment Request - only <u>services</u> or Visitor Expense Report	On-Line Voucher: Contracted Services Form	Petty Cash Reimburse for use of Personal Funds *Personal funds cannot be used for research subject fee payments.	Expense Module: Reimburse for use of Personal Funds, Advances	Procurement Card : overseen by the dept. or Acctg Services (subject to department/unit-specific transaction limits)					
Awards & Prizes – Departmental; Non-Exempt Employees									X			
Awards & Prizes – Non-Employee, Non-Resident:												X
Awards & Prizes – Non-Employee, Resident:					X							45



- Accounting Services has updated our website
- New portlet for vendor requests
- Payroll - Foreign Process
 - Addition of ICQ form to requests
 - Chris Tondini
 - Angie Gwinn



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For More Information

- Call the Transaction Support Team Help Line
@ 847-491-4707





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Questions?

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General

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<http://www.northwestern.edu/financial-operations/controller/accounting-services/index.html>