Accounting Services

Vendor Code Processing & Procedures Class, including Paying Awards

April 21 and 22, 2015

Chicago & Evanston Campus

NORTHWESTERN
UNIVERSITY

- 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

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

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

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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.

%internet   Search

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:

Insert →
← Remove

SC025 - Vendor Info Query - Expanded Search

Search in NUFinancials

Review Vendors

Search Criteria

*SetID: SHARE

Name: Contains ▾ internet

Withholding Name: Equal to ▾

Vendor Status: ▾

Vendor ID: 🔍

ShortName: Equal to ▾ 🔍

Classification: ▾

Type: ▾

Persistence: ▾

Address: Equal to ▾

Customer Number:

ID Type: Tax ID ▾

VAT Registration ID:

Withholding Tax ID:

City:

Country: 🔍

State: 🔍

Postal:

Bank Account #:

Don't have access to the NUPortal?

Message from webpage

> ⚠️ **You are not authorized to access this component. (40,20)**
>
> You have not been granted security authorization for the component you are attempting to access. You may have access to the designated component and page, but not in the specified action mode (such as Correction or Update/Display). Contact your system administrator.
>
> OK

- 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

- ◉ 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

Vendor Code Request Process (example)

New Vendor - Individual/Sole Proprietor

★ **First Name:**	Lukas J. Smith
Middle Name:	
Last Name:	
Suffix:	
★ **Tax Type:**	Social Security Number ▼
★ **Tax Identification Number:**	326129999
★ **W-9 Attachment:**	H:\GLADIC\NU Financial: Browse...
	W-9 Form
★ **Conflict of Interest Attachment**	H:\GLADIC\NU Financial: Browse...
	COI Guidance **COI Form**
★ **Classification:**	◉ Independent Contractor
★ **Purpose of Payment:**	○ Rents
	○ Royalties
	◉ Prizes, Awards, etc.
	○ Non-Employee Compensation
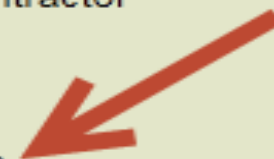
Step 1   **Next** 12

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

Successful Request

Confirmation Page

Your Vendor Request has been submitted succesfully.

Your Reference number is: 62535

You can   **print**   this page for your records.

Please close this window to continue.

- 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.

- Individual/Sole Proprietor

- Corporation / Partnership / Attorney

- Refund / Reimbursement

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

- Payment for Services or Awards

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

- 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

- 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

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 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

- 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

- 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.

- 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.

- Found on NU web pages

- Conflict of Interest Office

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

- Company

- W-9
  - FEIN

- COI

- Refund
  - Return of overpayment

- Reimbursement
  - Travel
  - Hotel
  - Meals

PAYMENTS FOR AWARDS

- 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

- 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

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

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

- 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

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*"

- 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

- 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

RESOURCES AND HELP

Resources

- Policies
- COGNOS Reports
- Business Process Maps
- Payroll Department
  - 1-7362
- TST
  - 1-4S0S
  - 847-491-4707

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).

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Purchasing and Payment Methods Quick Reference

INDEX

Note:
The headings in the left column provide policy guidance.

The Xs link to processing steps.

	Processed By a Dept.	Processed through NUFinancials and paid through Accounts Payable									Processed through Payroll			
	Contact the department, provide chart string	Most purchases of external goods and services start with a standard 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 services 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								

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- Accounting Services has updated our website

- New portlet for vendor requests

- Payroll - Foreign Process
  - Addition of ICQ form to requests
    - Chris Tondini
    - Angie Gwinn

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

Questions?

Presenter

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847-491-5338

General

847.491.5337 (1-5337)

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