## AccountingServices

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> April 21 and 22, 2015 Chicago & Evanston Campus



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# TERN CALL

#### 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

TROM

- 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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# VENDORCODE PROCESSING & PROCEDURES

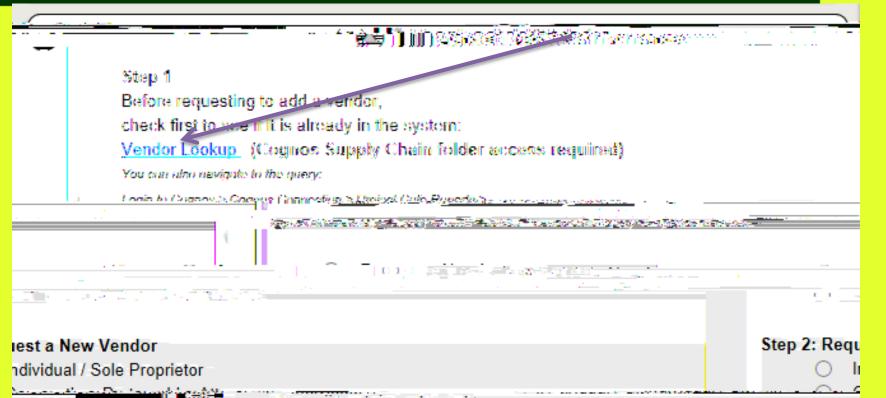
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- Hyperlink on NUPortal
  - section at left
  - tab at top
  - section
  - (under Step 1)

- NUPortal > section at left
  - section
- Login to NUFinancials
  - Vendors>Add/Update>Review Vendors

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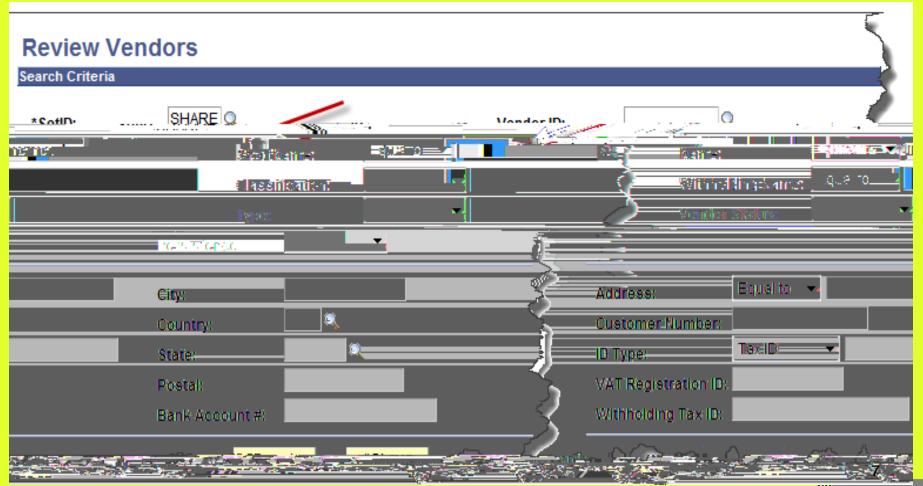
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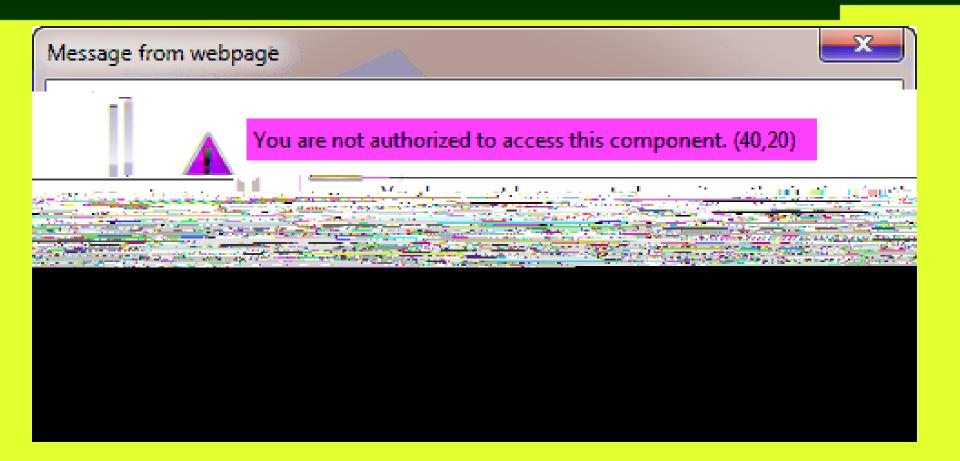
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Portal

#### Budgeting Purchasing Accounting Payments Financial Go to myNU Page Financial News ⇔ System Status/Issues Be sure to check our Status page. al Financi Human Resources Resear ch o see all news items, click icon at left. Service . . . . and the second second and the second second 9 NILU Perioal Filesipo Financial Policies & Procedures Budget Details 🖛 Pudgat ExercExplanatio Monthly Close Calendar Sec. 12. Sec. 6. 1111085(); 2017 - 2016 Budget Overview 💁 Office of Budget Plannin and the second The second s 1.00 م<del>م</del>ون المتحد كرجر ، و تكبك 12 and the other and a state of the 10 t Forms Report Inventory Budge Security Access Forms Chart Field Request Form sit Paper Form 🕿 Tree Viewer -Depos



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- All Requests through the NUPortal
- 48 hours to process as long as all docs valid and complete

completed



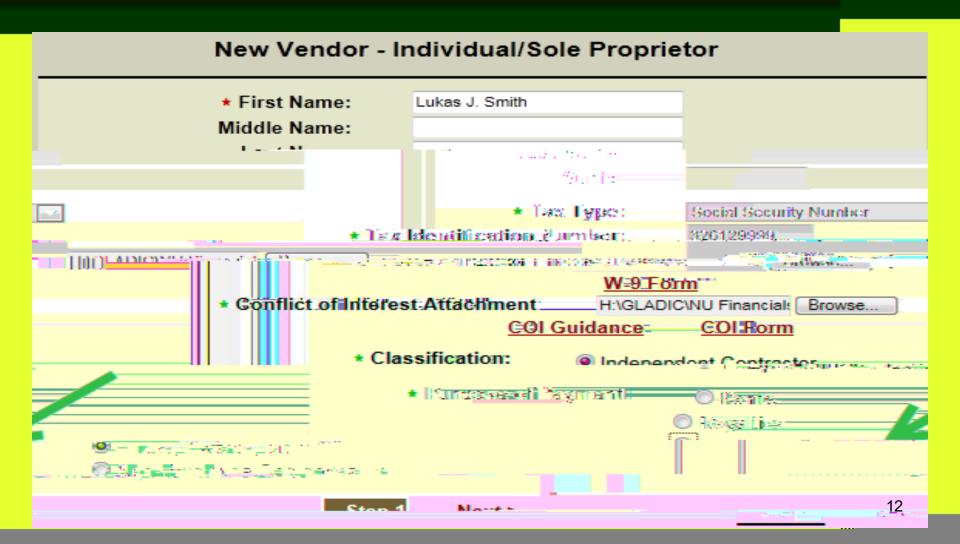


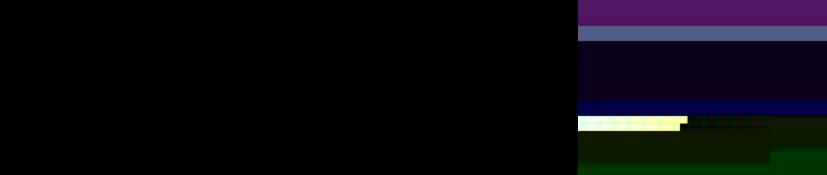
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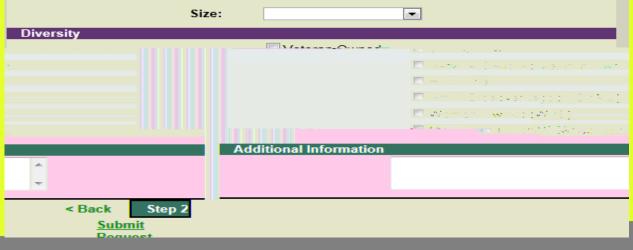
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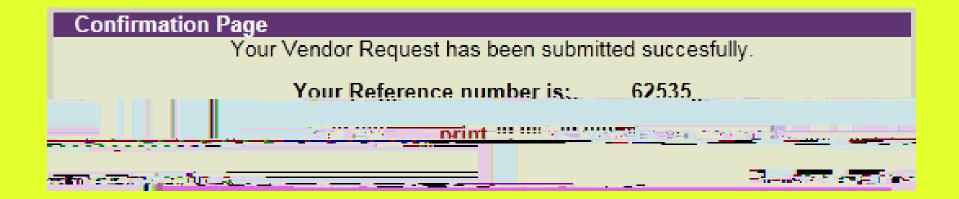
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- Effective January, 2014
- All vendor code request for individuals, companies, refund/reimbursement or updates to existing vendor codes must be run through Visual Compliance prior to processing the request.



• Individual/Sole Proprietor

Corporation / Partnership / Attorney

• Refund / Reimbursement

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- Person
- Not paid by NU

-Within las(ua6o/12)-374S>MOD 0>> BDC q0 0.



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• Payment for Services or Awards

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

#### or i n V ndors ndividuals

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#### • Never for services services must be paid



#### quir d Pap rwork

- 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

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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

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- 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!

#### Whosinsth O



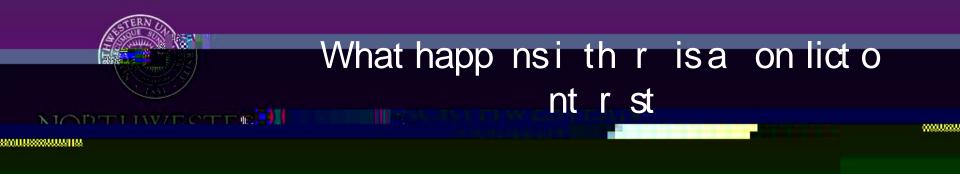
- Individual submitting the form via the NUPortal
  Data entry person
  - Individual (s) who selected or directed the vendor to be added to NUFinancials
  - The person who made the decision to use the vendor PI.
    - Faculty
    - Graduate Student
    - You, the department person



#### Who answ rsth O qu stions

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- - 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

Controller, Purchasing Resource Services Director and a Human Resources (HR) representative.

## SM on lict o nt r st



 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



- Found on NU web pages
- Conflict of Interest Office

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



### Corporation, Partnership/Attorney

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Company

• W-9 - FEIN

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### Refund or Reimbursement

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



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# 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\*

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• \* 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
    - •
    - Receipts are required

### Decisions to make (cont'd.)



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- 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.)



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



## How to Pay an Award to Individual Currently on Payroll

• Additional/Special Pay form

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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

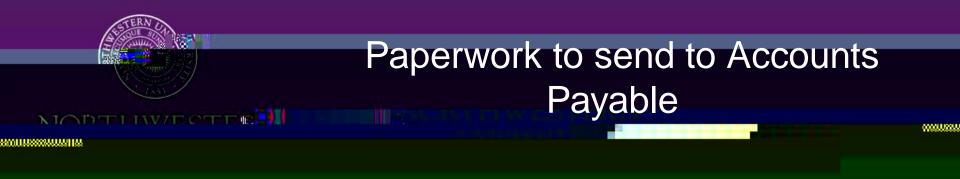


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- Check to see if awardee currently paid through Payroll
- Check to see if vendor code is already on NUFinancials
- Request a new vendor through the NUPortal



- 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**



### Resources

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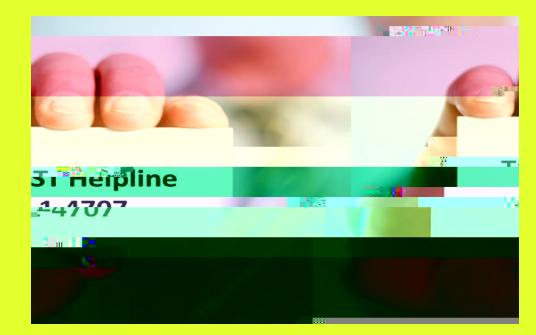


## Additional Information

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

### For More Information

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



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# Questions?

Elizabeth D. Gladic Supervisor, Transaction Processing Accounting Services <u>e-gladic@northwestern.edu</u> 847-491-5338

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847.491.5337 (1-5337) <u>accounting@northwestern.edu</u> <u>http://www.northwestern.edu/financial-operations/controller/accounting-</u> <u>services/index.html</u>