AccountingServices

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> 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

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- Payments for Awards
 - Defining the Award: Prize or Scholarship?
 - Determine Appropriate Payment Type
 - Steps to Requesting a Vendor Code
- Resources and Help

VENDORCODE PROCESSING & PROCEDURES

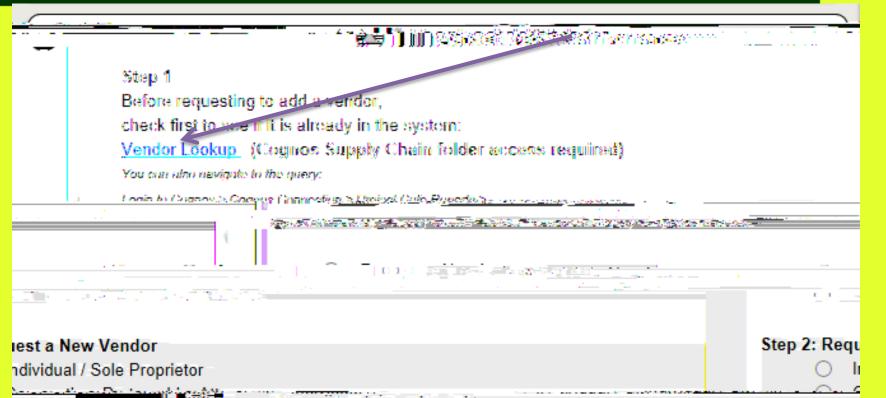
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- Hyperlink on NUPortal
 - section at left
 - tab at top
 - section
 - (under Step 1)

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

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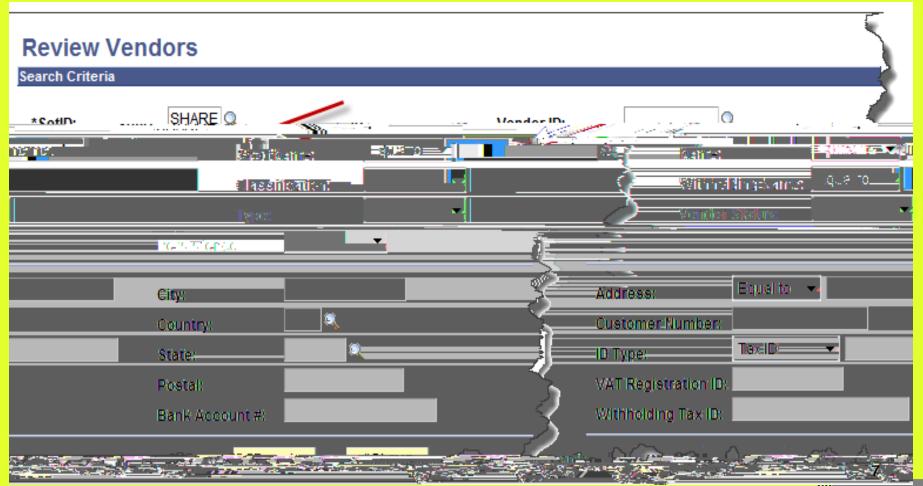
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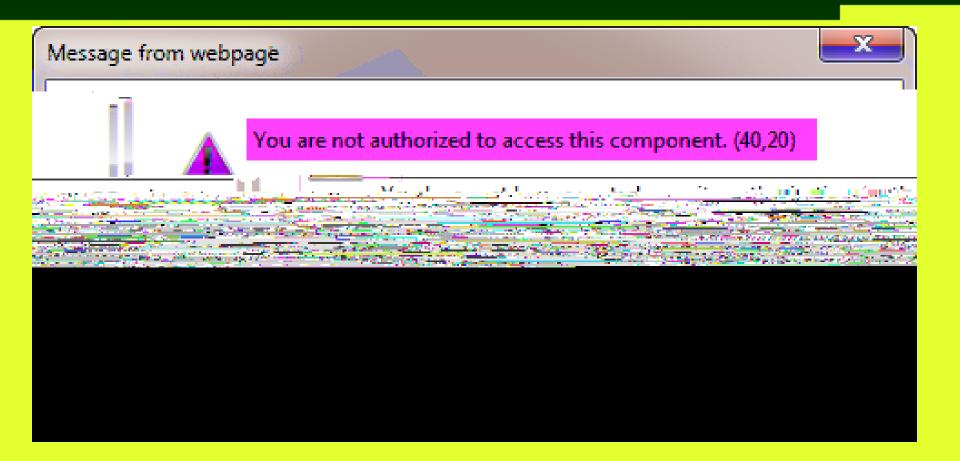
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Portal

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 ممون 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



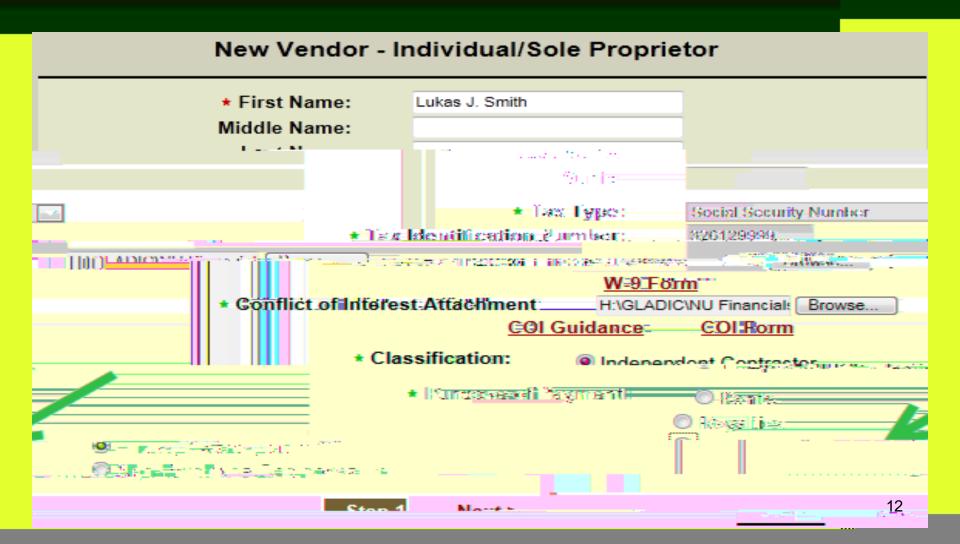


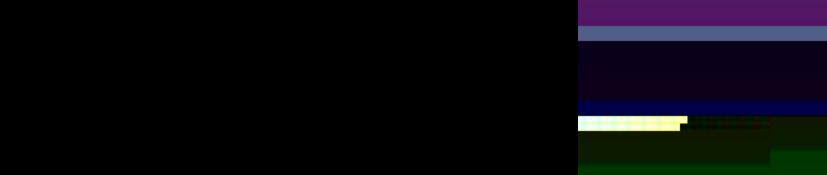
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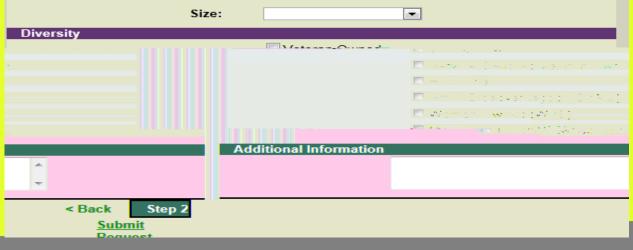
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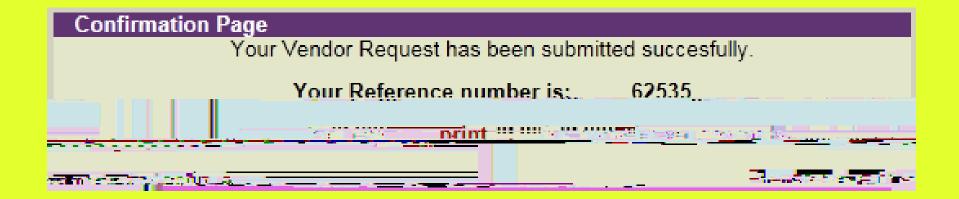


venuer registration Definition.xls



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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

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• Never for services services must be paid



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- 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!

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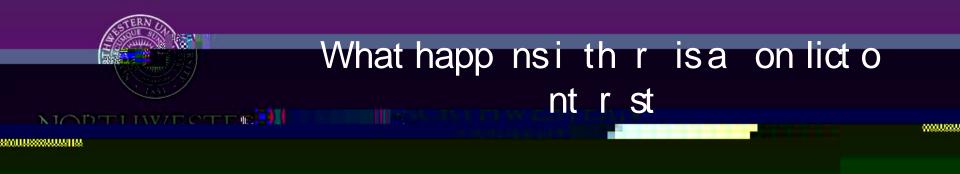
- Individual submitting the form via the NUPortal
 Data entry person
 - Individual (s) who selected or directed the vendor to be added to NUFinancials
 - The person who made the decision to use the vendor PI.
 - Faculty
 - Graduate Student
 - You, the department person



Who answ rsth O qu stions

The state

- - 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.

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 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

• 001



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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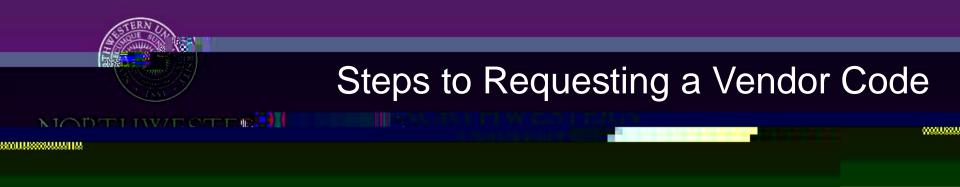
If individual has a current payroll appointment

If individual does not have a current payroll appointment but paid through Payroll less than 12 months ago

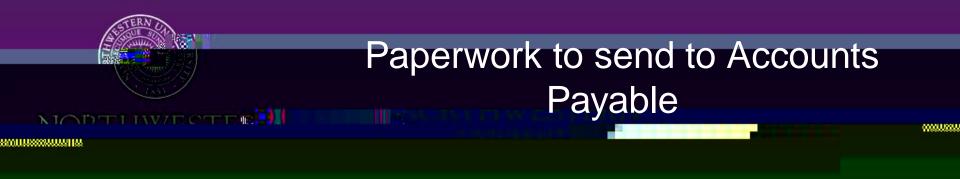


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- Check to see if awardee currently paid through Payroll
- Check to see if vendor code is already on NUFinancials
- Request a new vendor through the NUPortal



- 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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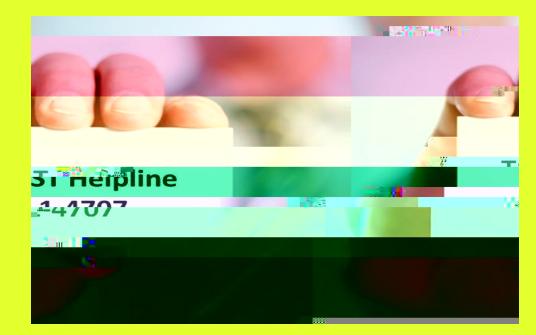


Additional Information

- 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>