# FWRINVS – Review Prior to Check Run
## (Check runs normally occur Wednesday and Friday mornings, so this process is often completed Tuesday and Thursday afternoons)

**FWRINVS** – **Invoice Selection w COA** (This runs an Invoice Statement Report, which lists the invoices to make checks and includes COA, FOAPAL and 1099 information)
- Printer:  mc1062l
- Parameter 1:  Check Date (defaults to current date; change to next check run date)
- Parameter 2:  Bank Code 20 (University-General), 90 (Foundation), 60 (Bond), 75 (Self Insurance)
- Save (F10)

**Review Invoice Selection Report against individual invoice paperwork for accuracy.**

**Vendor Name:  needs to match remit to name on invoice**
**Vendor Address:**  payments to a foreign address require that we've reviewed the Specially    Designated Nationals List, as required by the United States Treasury.  There should be a stamp        on the requisition indicating that Laura or Purchasing has reviewed this.  If the stamp isn't   present, then confirm that SDN list was reviewed and note that on the requisition.
**Invoice Number/Date:  needs to match information on vendor invoice (more details below)**
**Invoice Amount:  needs to match information on vendor invoice**
**Accounting String:  needs to match information on requisition/voucher**
- Accounting String is reviewed for accurate fund, organization, program, and activity code and for appropriate expense account code for the goods/services being paid for.
- Watch for multiple lines of accounting; make sure they are being charged properly.  Sometimes the system splits the payments between multiple accounting lines when the payment should all be applied to only one of the accounting lines.

**payment from Truman State University Foundation to Truman State University must be expense account number 82112 and the description is to list the Fund-Orgn-58116-Prog.

**Invoice Number procedures for external vendor payments:**

1. Enter the invoice number exactly as it appears, except omit any blank spaces
2. If not enough room (greater than 15 characters)-drop off any special characters & then any leading characters
3. For utilities or other vendors where the account number is available instead of an invoice number, enter right-most characters and add three character month and two-digit year with no spaces (ex. 8348663458**JUN08**); this applies to annual or monthly payments.
4. For payments with no account number or invoice number enter the invoice as **DATEDMMDDYYYY** based on the invoice date (i.e. DATED07232010).
5. For payments with no account number, no invoice number, and no invoice date enter the requisition number (starts with R), travel expense report number (starts with T), voucher number (Foundation only- starts with V)
6. For non-employee travel expense payments enter the expense report number (starts with NE)
7. For duplicate invoice numbers do the following:
   a. Verify this is not a duplicate payment or that the invoice is just being applied to multiple Pos.
   b. Briefly note the reason for the duplicate invoice
   c. Add a letter, beginning with A, to the end of the invoice

**Invoice Number procedures for internal vendor payments (usually reimbursements to individuals-staff, faculty, students):**

8. Enter requisition number (starts with R), travel expense report number (starts with T), voucher number (Foundation only-starts with V), non-employee travel expense report number (starts with NE)

**If invoice number is unclear, go to FAIVNDH, type in the vendor ID number, and click next block.  May need to remove fiscal year to see enough history.**

**Prevailing Wage Rates/Payroll logs and signed affidavit**

We need to watch for prevailing wage information for projects that are under the Purchasing domain (not campus planning).  It should be indicated on the purchase order if Prevailing Wage is applicable.  We want to watch anytime we are paying for **labor associated with a construction- type project.**  This may include a project as small as installing a window or a door.  You  sometimes have to read the description of what is being paid because it might say "supplies inclusive of <u>labor</u>." **If we are just paying supplies, we don't need the prevailing wage forms,  but if we are paying for labor we do need the forms.**  If it is determined that prevailing wage is not needed, Kim needs to document that on our paperwork before payment is to be processed.

NOTE:  The Missouri affidavit form:  http://www.labor.mo.gov/dls/forms/pw-4-AI.pdf  does have a section for a notary, and therefore, it should be notarized.  However, some vendors may use a substitute affidavit form, and there is no mention in the regulations about notarizing an affidavit, so notarizing is only required on the state forms.

**1099 Vendor Status**

professional services for non-corporations; all medical and legal vendors; review contractual agreements-reportable for non-corporations for the contract amount less mileage amount-if entire amount is marked as 1099 reportable, make note to adjust 1099 amount  on FAA1099 after check run is complete
*1099 indicator needs to be unchecked for straight reimbursements*

**IRS Form W-9**

Review to verify if we have a signed W-9 on file by running FWRV004 and reviewing contact field or looking in FTMVEND at contact field.  Payment may be made for non-1099 reportable items if  the vendor's invoice includes the TIN on it, but a request letter and blank W-9 form should be  mailed with the check.  Otherwise, payment should not be processed until a signed W-9 is  received from the vendor.

**As you are looking through the paperwork, ensure there is a requisition/expense report and an invoice/receipt at a minimum.  For payments involving a purchase order, there should also be a purchase order and sometimes a receiving report.  For large dollar purchase orders (over $5,000) there should be additional information with the purchase order such as a bid tabulation that justifies the bid process.  Sometimes this isn't needed if the vendor is already on contract.**

**Confirm that someone other than the person initiating the requisition/voucher approved the document.  Also, confirm that the person being paid is not also the person that approved the document.  If an approver needs to be reimbursed, the document must be approved by his/her supervisor.**

**Receiving Report**

- Negative Receiving:  Invoices less than $1,000 that match the terms of the purchase order will be paid without  a receiving report from the department, approximately 30 days from receipt of the invoice or per vendor discount terms, unless Accounts Payable is advised by the department not to pay.

The negative receiving process will not be used for the following, so a receiving report is required for the following:

- Invoices of $1,000 or more.

- Expenses charged to an equipment/capital expenditure account, excluding 73201 (Library Acquisitions).  Equipment/capital expenditures start with 73xxx.  Equipment/capital expenses will still require receiving information be e-mailed/campus mailed by the  department to Accounts Payable.

- Expenses charged to external grant funds (ex.  NSF, MFH, DOE, etc) will still require the department to submit receiving information.  These are expenses with a fund number that begins with 2.  Grant funded expenses will still require receiving information be e-mailed/campus mailed by the department to Accounts Payable.

- If an invoice exceeds 20%, or over $500, of the initially approved purchase order amount, then, regardless of funding source, receiving information will need to be e-mailed/campus mailed by the department to Accounts Payable and Purchasing will have to do a change order.

**Receiving Reports are not needed for:**
Maintenance Contracts
Memberships
Registrations
Licenses (i.e. software, physical plant, etc.)
Prepaids (i.e. high school newspaper ads, subscriptions to library websites, etc.)
Confirmation Orders
Partial Payments against a PO, receiving report is only required for the last payment when the PO is to be closed.

**Reviewer is to initial each invoice line as having been approved. A reviewer cannot approve an invoice that they have entered. The userID of the person that entered the invoice is listed on the FWRINVS report.**

All wire transfer payments (these are made payable to Bank of Kirksville or AFEX) should be reviewed by Carolyn or Angela.

When invoice information needs to be edited, if information is missing, or there is a question, make a note on a post-it and attach it at the top of the paperwork. Also, make a note on the FWRINVS report. Common corrections needed include: wrong address, accounting split incorrectly, amount wrong, etc.

Then, take all paperwork with questions/edits to Laura. Any changes needed are to be given to Laura to have the changes made by the AP Clerk originating the entry.

The paperwork is returned to the reviewer with the post-it notes on them.
The reviewer re-runs the FWRINVS report to database and reviews that the updates have been made.
Paperwork is then given to Carolyn or Angela to process check batches.

*From:* Carron, Angela
*Sent:* Wednesday, August 08, 2012 7:46 AM
*To:* Murphy, Kimberly
*Cc:* Cragg, Cheryl
*Subject:* FW: repairs & maintenance

*Hi Kim,*

*Just to be clear on things, I've relabeled account 72125 from Building Repairs to be Building M & R (non-capital). We still want to be careful about capitalizing expenses when appropriate, as described below. Also, Physical Plant can/should still use account 71239 Building Materials when they are purchasing parts only and the labor is being performed by University personnel. Building Materials is an account that gets pulled into the M & R audit schedule.*

*Again, the intent of this is that the auditors are looking to see if we've expensed an asset's (ex. building/vehicle/equipment) maintenance & repair cost when we should have capitalized it or vice versa. I can't find those M&R expenses easily when they are buried among the other professional service expenses in account 72119.*

*A simplistic way of looking at it is that we "expense" costs by charging them to the 72xxx account codes. We "capitalize" them when we charge it to a 73xxx account code (except when the cost is under $5,000 and it isn't part of a larger project).*

*Thank you for your assistance with this.*

*Angela*

*From:* Carron, Angela
*Sent:* Friday, August 03, 2012 1:30 PM
*To:* Murphy, Kimberly

**Cc:** *Cragg, Cheryl*
**Subject:** *repairs & maintenance*

*Hi Kim,*

*For audit schedules we need to be careful how campus repairs and maintenance expenses are charged.  These should not be charged to Professional Services account 72119.*

*There is the Building Repairs account 72125 and Vehicle Repairs account 72159 that should be used unless the work is part of a renovation project (ex. Centennial) or the work is adding to the value of the building/equipment, and in that case please use a capital/equipment account 73xxx.*

*Thanks, Angela*

**Angela Carron**
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