PROCEDURE

Effective: April 9, 2013
Approved By: Teresa Hart, Financial Services Director

Authority: POL-U5320.12 Creating and Maintaining Vendor Account Records

PROCEDURE

Cancels: PRO-U5320.12C
See Also: PRO-U5320.12C

Procedures

Reviewing Vendor Maintenance Activity

See Also: PRO-U5320.12C

Correcting Duplicate Vendor Records

PRO-U5320.12D

REVIEWING VENDOR MAINTENANCE ACTIVITY

Action by:

Accounting Services (AS)
Fiscal Technician III
(no maintenance permissions)

Action:

Verifies that each week’s Vendor Maintenance Activity meets authorization and maintenance support standards.

1. Runs FWRVACT with the following parameters:
   a. Start date equal to Sunday of the audit week.
   b. End date equal to Saturday of the audit week.
   c. UserID blank.

2. Verifies users’ transactions are consistent with the Authorized Vendor Maintenance User List.
   a. Notes any inconsistencies on AP Vendor Review spreadsheet for the audited week. (See #6 below.)

3. Selects a 25% of vendors with “CK” address modifications listed for each UserID.
   a. Chooses variety of dates and check address sequences (CK1, CK2, etc.).

4. Retrieves the following for the identified sample:
   a. Address and check number from FAIVNDH or FOIDOCH.
   b. Any relevant E-Form # using either:
      • FOATEXT – FVD (type) and W# (code), or
      • FTMVEND – Options = Text.
   c. Hard copy documentation from Accounts Payable staff for any change with no check issued.
**PROCEDURE**

**Action by:** AS Fiscal Tech III (cont.)

**Action:**

5. **Reviews** request and supporting documentation and confirms:

   a. For newly created vendors, a W-9 exists (or in some circumstances a signed agreement with SS# for individuals).

   b. For check address additions/modifications, documentation from the vendor such as:
      - Vendor Maintenance e-form with attached address documentation
      - An invoice/statement
      - Order with attached address documentation
      - Deposit or payment receipt that includes address
        i. If request for refund is made in person, payee signs
        ii. If request for refund is made via telephone, payee confirms address by sending email
      - Notification from vendor on letterhead
      - Email from the vendor
      - Official notice of address change from U.S Postal Service

   This process may require pulling file copy of check to review attached backup. **Exception:** As a last resort for employees and students, verify check address matches an active W-2 address or active PA, MA, DL address.

6. **Contacts** the staff member who made the record change if needed for better documentation, clarification or to make a correction to entry.

7. **Completes** the AP Vendor Review spreadsheet for the audited week including any issues found and action taken.

8. **Prints** and **certifies** review with written signature and date.

9. **Attaches** FWRVACT, Vendor Change Logs, relevant documentation and **submits** review with attachments to Accounting Services (AS) Fiscal Analyst III.

AS Fiscal Analyst III (no maintenance permissions)

10. **Reviews** weekly activity review packet.

11. **Gives** AS Fiscal Technician III direction to resolve an issue.
AS Fiscal Analyst III  
(cont.)

12. **Reports** any unresolved or non-compliant issue(s) to the Accounting Services (AS) Manager.

13. **Documents** any corrective action(s) and certifies the review with signature and date.

AS Manager  
(no maintenance permissions)

14. **Takes** any necessary action which may include reporting issues to Director of Financial Services if issue continues.

AS Fiscal Analyst III

15. **Returns** packet to AS Fiscal Technician III with any necessary direction.

AS Fiscal Tech III


17. **Files** review packet to be retained for six years.