

PROCEDURE

Effective: April 9, 2013

Approved By: Teresa Hart, Financial Services Director

Authority: [POL-U5320.12](#) Creating and

Maintaining Vendor Account Records

Cancels: PRO-U5320.12C Reviewing Vendor Record Changes
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.
10. **Reviews** weekly activity review packet.
11. **Gives** AS Fiscal Technician III direction to resolve an issue.

AS Fiscal Analyst III
(no maintenance
permissions)

PROCEDURE

- 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
16. **Takes** any action as directed by AS Fiscal Analyst III and documents action taken.
17. **Files** review packet to be retained for six years.