

# Payroll Vouchers

## Work-around for Payday

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The following Payroll Vouchers were put on hold as they were due quarterly or annually:

- ND Office of State Tax Commissioner – remitted quarterly
- Unemployment – Remitted quarterly
- Risk Management – remitted annually

# Placing the voucher on hold caused the following issues:

- When it was time to take the hold off of the vouchers, the voucher was too large and kept timing out and we had difficulty removing the hold.
- Some of the vouchers would not be paid for over a year and the Grant And Contract project number may have ended several months ago.
- It was difficult to explain to departments that their cash balance wasn't what they had to spend as they had to reduce the corresponding payables.
  - The payables were:
    - Account # 223026 – Payroll Withholdings
    - Account # 223076 – Accrued Fringes Payable
    - Account # 201001 – Accounts Payable

# UND's Solution:

- Payroll Vouchers are no longer put on hold.
- The vendor on the voucher is changed on the payment tab to the University of North Dakota.

Regular Entry - Microsoft Internet Explorer

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Address [https://finprod.connectnd.us/psp/ndfp845\\_5/EMPLOYEE](https://finprod.connectnd.us/psp/ndfp845_5/EMPLOYEE) [ESS.GBL?Folder=MYFAV](#)

# PeopleSoft.

**Invoice Information** | **Payments** | [Voucher Attributes](#) | [Accounting Information](#)

Unit: UND01    Voucher ID: P0085362    \*Pay Terms: Now    [Schedule Payment](#)

**Payment Information** Find | View All    First 1 of 1

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**Payee**

\*Remit to: 0000000869    OMB  
Location: MAIN    \*Addr: 1    600 E BOULEVARD AVENUE  
BISMARCK, ND 58505-0400

Payment Method	Payment Details	Payment Options
*Bank: BND	Gross Amt: 13,590.58 USD	*Action: Schedule
*Account: BND	Discount: 0.00 USD	Pay: [Dropdown]
*Method: CHK Check	Net Due: 03/31/2006	Reference: [Text]
Pay Group: PY	Discount Due: [Text]	L/C ID: [Text]
*Handling: RE	Scheduled Due: 03/31/2006	Paymt Date: [Text]
*Netting: N	Acctg Date: [Text]	
Hold Payment <input type="checkbox"/>		
Hold Reason: [Text]		
Separate Payment <input type="checkbox"/>		

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Select Payment Tab



Unit: UND01 Voucher ID: P0085362 \*Pay Terms: Now Schedule Payment

Payment Information Find | View All First 1 of 1 Last

Payment Inquiry Holiday/Currency Options Express Payment Vendor Banks Messages Drafts

Comments

Payee

\*Remit to: 0000000383 UNIVERSITY OF NORTH DAKOTA  
Location: MAIN \*Addr: 95 OMB  
GRAND FORKS, ND 58202

**Payment Method**

\*Bank: BND  
\*Account: BND  
\*Method: CHK Check  
Pay Group:  
\*Handling: RE  
\*Netting: N  
Hold Payment   
Hold Reason:  
Separate Payment

**Payment Details**

Gross Amt: 13,590.58 USD  
Discount: 0.00 USD  
Net Due: 03/31/2006  
Discount Due:  
Scheduled Due: 03/31/2006  
Acctg Date:

**Payment Options**

\*Action: Schedule  
Pay:  
Reference:  
L/C ID:  
Paymt Date:

Change Vendor to University of North Dakota

Change Address to 95

# Under UND's Vendor Number, 3 new addresses were setup

Regular Entry - Microsoft Internet Explorer  
Address: https://finprod.connectnd.us/psp/ndfp845/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.VCHR\_EXPRESS.GBL?Folder=MYFAVORITES

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Home Worklist Add to Favorites Sign out

57	STUDENT FINANCIAL OFFICE
58	CAMPUS POSTAL SERVICE
59	SCHOOL OF LAW
60	COMPUTER CENTER
61	BUSINESS OFFICE TILL #400
62	BUSINESS OFFICE TILL #1000
63	BUSINESS OFFICE TILL #100
64	BUSINESS OFFICE TILL #300
65	BUSINESS OFFICE TILL #200
66	DINING SERVICES
67	FACILITIES
68	HARLEY E FRENCH LIBRARY OF THE
69	CHESTER FRITZ AUDITORIUM
70	FINANCE & OPERATIONS
71	DEPARTMENT OF COUNSELING
72	CHEMICAL ENGINEERING
73	ANTHROPOLOGY CLUB
76	HOUSING
77	ATHLETIC DEPT
78	CONNECTND COST ALLOCATION
79	DUPLICATING SERVICES DEPT
80	CHEMICAL ENGINEERING GRANTS
81	COLLEGE OF EDUCATION & HUMAN D
82	ODIN
83	MINOT CENTER FOR FAMILY MED
84	MEMORIAL UNION
85	ART DEPARTMENT
86	ANTHROPOLOGY RESEARCH
87	SOCIAL SCIENCE RESEARCH INST
88	SOCIETY FOR ENERGY ALTERNATIVE
89	PRINTING CENTER
90	NORTHERN GREAT PLAINS CENTER
91	ND ASSN OF FAMILY PHYSICIANS
92	RESEARCH FOUNDATION
93	RAY RICHARDS GOLF COURSE
94	RISK MGMT-PAYROLL
95	OMB-PAYROLL
96	TAX COMMISSIONER-PAYROLL
97	EPSCOR
98	BIOLOGY DEPARTMENT
99	ANTHROPOLOGY DEPARTMENT
100	POLITICAL SCIENCE
101	PARKING OFFICE
102	REMIT-OIP-OFFICE OF INTL PROG

94 [RISK MGMT-PAYROLL](#)

95 [OMB-PAYROLL](#)

96 [TAX COMMISSIONER-PAYROLL](#)

Local intranet

# Deposits to Clearing Fund

- Checks are issued to UND
- Three clearing funds were set up:
  - ND State Tax
  - ND Workers' Compensation
  - Unemployment
- One check is issued for each deduction
- Checks are deposited in clearing funds, based on type of deduction

# Payment of Deductions

- On the Due Date
  - Voucher created and A/P check issued for correct amount
- Reconciliation
  - Clearing funds need to be reconciled, as they were in legacy.
- Manual work-around creates more work – but necessary to eliminate payables from Grant funds to allow them to close.
- Prepay payables are still an issue.

Questions?