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.

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Address https://finprod.connectnd.us/psp/ndfp845_5/EMPLOYE ESS.GBL?Folder=MYFAV

Select Payment Tab

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

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

Comments

Payee

*Remit to: 0000000869

Location: MAIN *Addr: 1

OMB
600 E BOULEVARD AVENUE
BISMARCK, ND 58505-0400

Payment Method

*Bank: BND
*Account: BND
*Method: CHK Check
Pay Group: PY
*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:

Save | Return to Search | Notify | Refresh | Add | Upd

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Address https://finprod.connectnd.us/psp/ndfp845_5/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES Go Links

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 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 More Addr Lines ..

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

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Discount Due:

Scheduled Due: 03/31/2006

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Payment Options

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Reference:

L/C ID:

Paymt Date:

Save | Return to Search | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes | Accounting Information

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

File Edit View Favorites Tools Help

Address https://finprod.connectnd.us/psp/ndfp845/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

PeopleSoft. 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?