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.
Change Vendor to University of North Dakota

Change Address to 95
Under UND’s Vendor Number, 3 new addresses were setup

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>94</td>
<td>RISK MGMT-PAYROLL</td>
</tr>
<tr>
<td>95</td>
<td>OMB-PAYROLL</td>
</tr>
<tr>
<td>96</td>
<td>TAX COMMISSIONER-PAYROLL</td>
</tr>
</tbody>
</table>
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?