



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

# Division of Business Affairs Financial Services Department

## Accounts Payable

## Procedures Manual

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1. **Purpose:**

- 1.1 To serve the State of Texas and Prairie View A&M University by processing payments to vendors in a prompt and efficient manner while ensuring compliance with laws, policies, procedures, rules and regulations.
- 1.2 Provide prompt customer service and on-going education of policies and procedures to the University community and vendors.

2. **Scope:**

- 2.1 The Accounts Payable Procedures Manual contains the procedures, and best practices applicable for the payment of vendors.

3. **Definitions:**

- 3.1 **ATP** – authorization to pay
- 3.2 **DEL** – Voucher delete
- 3.3 **Exempt Document (E-Doc)** - Items exempt from PVAMU and State Comptroller purchasing requirements. The bid process adds no measurable value and in most cases, vendor is pre-determined. Prices are pre-established by contract or standard rate schedule
- 3.4 **FAMIS** – Financial Accounting Management Information System
- 3.5 **MOD** – Modified voucher
- 3.6 **Monthly Recurring Invoices** - telephone invoices, rental, utility and other invoices that are paid on a regular monthly basis.
- 3.7 **PLV** – Prepaid local voucher. A check has already been issued for a payment; and the PLV is used to record that check into the FAMIS system.
- 3.8 **Invoice as Submitted by End User** formerly known as **Ready-To-Pays** – documents such as seminar and conference registration, memberships, subscription renewals, maintenance renewals.
- 3.9 **RPV** – Revolving purchase voucher. Payment made from purchase orders encumbered with state funds, where the payment to the vendor will be made from the local bank and a reimbursement will be sought from the State Comptrollers.

- 3.10 Service Department Reimbursements** – Interdepartmental services that are paid for using state appropriated funding. Payments are reimbursable from the state treasury.
- 3.11 State of Texas Purchase Voucher** – Request for payments submitted by the departments that do not require a purchase order number, i.e. group insurance reimbursement from Payroll Section.
- 3.12 USAS** – Uniform Statewide Accounting System
- 3.13 VCK** – Void check
- 3.14 VHL** – Local voucher
- 3.15 VHS** – State voucher
- 3.16 VIN** – Vendor Identification Number

#### **4. Incoming Mail - Daily**

##### **4.1 Responsibility**

Mail is delivered to the Financial Administration/Financial Services Front Window and sorted by Fiscal Units. Accounts payable mail is picked up by a staff member in Accounts Payable.

##### **4.2 Procedures**

Open and date/time stamp all mail, upon receipt. Forward personally addressed or confidential mail to addressee, unopened.

Sort mail by type (invoices, State of Texas Purchase Vouchers, and Ready-To-Pay's).

- 4.3** Invoices that do not reference a purchase order number or reference an invalid number are to be grouped by alphabet and distributed to the appropriate Accounts Payable Specialist as follows:

(A – I) - A/P Specialist 1, (J – Z) – A/P Specialist 2, and recurring monthly invoices, State of Texas Purchase Vouchers and Ready-To-Pay invoices regardless of the alphabet (A/P Specialist 3).

##### **4.4 Invoices that reference a valid purchase order number**

are sorted into alphabetical groups (A –I), (J-Z), and (recurring monthly invoices, State of Texas Purchase Vouchers and Ready-To-Pay). Invoices are then distributed the same as listed above.

## **5. Invoice Receiving - Daily**

### **5.1 Invoices that do not reference a purchase order number or reference an invalid number**

Each Specialist shall search FAMIS for a valid purchase order number. If a valid purchase order number is found, the purchase order number is written on the invoice and placed in line with other invoices they have received with valid purchase order numbers, to be processed for payment. If a valid purchase order number cannot be identified, invoice shall be logged into the "Vendor Returned Invoice" database file and the department or vendor is contacted to get additional information.

### **5.2 Invoice Receiving - Invoices that reference a valid purchase order number**

Verification for receipt of goods or services is required (except on monthly recurring invoices and State of Texas Purchase Vouchers.

The end using department is responsible verification of receipt of goods. Receiving information for each order has to be entered into FAMIS using screens, 320, 321, 322 and 326.

Invoices that have been entered by Accounts Payable but does not match to a receiving document entered into FAMIS will show "NR" status on the 350 screen. Email notifications are sent to the respective departments instructing them to enter the required receiving information in order for FAMIS to complete the 3-way match and post the payment transaction.

### **5.3 Invoices awaiting department receiving**

Email notifications are sent to the respective departments instructing them to enter the required receiving information in order for FAMIS to complete the 3-way match and post the payment transaction.

### **5.4 Second and subsequent requests, are marked as high priority.**

Email notifications are sent to the respective departments instructing them to enter the required receiving information in order for FAMIS to complete the 3-way match and post the payment transaction.

## **6. Invoice Processing – Daily by AP Specialist**

### **6.1 Invoices that reference a valid purchase order number**

All invoices are subject to the Prompt Payment Guidelines.

<https://fmx.cpa.state.tx.us/fm/usas/prompay/index.php>

All vendor payments are due on the 30th day after the latest of:

the date the agency receives the goods under the contract,  
the date the vendor completes performing its services for the agency, or  
the date the agency receives an invoice for the goods or services.

In order to take advantage of discounts invoices that offer discounted prices for early payment may be processed before other invoices received within the same time period that do not offer any discounts.

Invoices processed in the FAMIS Purchasing Module require a 3-way match. The 3-way match consists of a purchase order line item (s), receiving of each purchase order line item and an invoice that references the items and the price of the items as listed on the purchase order.

Once the proper receiving and approval to pay has been verified, the invoice is entered into FAMIS using the 340 series of screens.

The correct VIN is chosen to coincide with the invoice remittance address.  
A sufficient description of the items purchased is entered along with the appropriate expenditure object code.

The bank number is reviewed to ensure the expense being paid in the correct appropriation year.

An expenditure object code is assigned for each line item on the invoice. FAMIS expense code listing are located on screen 806, there is also a yellow reference card, or the TAMU Expense Code Search website, <http://apps.system.tamus.edu/objcodes/Default.aspx>, may be used to assist in the selection of the best suited expense code for items purchased.

All invoices are reviewed for Purchasing Compliance (Invoice shall not be dated prior to the purchase order date). If non-compliance is suspected, then a copy of the invoice is sent via email to the Director of Procurement & Contracts for non-compliance review. If invoice is deemed in compliance by Director of Procurement & Contracts then A/P will proceed with payment processing upon written notification from the Director of Procurement and Contracts. If the invoice is deemed as non-compliance the department must satisfy all of the requirements as set forth by the Office of Procurement and Contracts. Once the department has satisfied all of the requirements of the non-compliance, the Director of Procurement and Contracts will forward the notification and supporting documentation to A/P to proceed with payment of the invoice.

All invoices are reviewed for proper appropriation year expenditure coding and prorated if so required. (Appropriation year: September 1, - August 31.)

All invoices must match the purchase order 100%; if there is a discrepancy or price difference the buyer and/or department contact is notified via email to correct the purchase order or advise otherwise.

Receiving is entered into FAMIS 320 series screens by departments receiving the items. See Departmental Receiving Procedures at <http://www.pvamu.edu/include/Procurement/Training%20Slides/Departmental%20Receiving%2020121119.pdf>

Invoices < \$5000.00 are closed by the AP Specialists; invoices > \$5000.00 are batched with a cover sheet and forwarded to the Accounts Payable Supervisor for closing. The Director of Disbursements & Accounts Payable will close invoices > \$5000.00 in the event the Accounts Payable Supervisor is not available. Batches are given back to the appropriate AP Specialist with the closed invoices and any notes and/or required corrections.

Corrected invoices are resubmitted to the Accounts Payable Supervisor along with the copy of the original cover sheet.

## **6.2 Support documentation for paper check disbursement**

Copies of the invoices/payment vouchers that will be entered into FAMIS by the Data Entry department; are scanned before submittal to Data Entry. The scanned invoice copies are forwarded to Treasury Services via email, to be matched to the payments that have paper checks generated.

Data voucher forms are matched to the closed invoices and filed in A/P Voucher File by voucher number on a daily basis.

## **6.3 Invoices (purchase order number was erroneously liquidated)**

Manual vouchers are prepared; all of the information required to process an invoice in the FAMIS 340 series screen, is also placed on the manual voucher. The manual voucher is prepared using an Access program "AP Vouchers". A partial "P" liquidation code is used, requiring the funds to be drawn directly from the designated accounts available balance. A voucher form is printed and signed by an AP Specialist and the Accounts Payable Supervisor or Director of Disbursements & Accounts Payable. The invoices are grouped by bank numbers and a batch header (see forms) form is attached for submittal to Data Entry. Copies of the invoices are scanned before submittal to Data Entry. The scanned invoice copies are forwarded to Treasury Services via email, to be matched to the payments that have paper checks generated. The batch is submitted for entry into FAMIS by the Data Entry section of General Accounting.

Rejected manual vouchers are returned from Data Entry to Accounts Payable Supervisor or Director of Disbursements & Accounts Payable and distributed to the preparer for corrections. The AP Specialist will review reasons for rejection, make necessary corrections, and resubmit to Data Entry in a new batch.

Processed manual voucher batches returned from Data Entry; are reviewed to verify that voucher numbers have been assigned to each voucher. Vouchers are then filed by voucher number in AP Voucher file.

#### **6.4 State of Texas Purchase Vouchers (see attachment A)**

Verify that proper signature authorities have signed the voucher (FAMIS screen 8b or 52b). Vouchers are sorted into groups by bank number.

The vendor's id number is placed on all vouchers (FAMIS screens 101 & 205). An appropriate expenditure object code is assigned for each line item on the invoice. The FAMIS expense code listing on screen 806, the yellow reference card, or the expense code search website: <http://apps.system.tamus.edu/objcodes/Default.aspx> may be used to select the best expense code for items purchased. Bank numbers (FAMIS screen 6) and PCA numbers (FAMIS screen 991) are assigned for vouchers paid from state accounts. Invoices are sorted and batched (30 transactions or less) by bank number. Batches are then submitted to Data Entry to be entered into FAMIS.

Processed State of Texas Voucher batches returned from Data Entry; are reviewed to verify that voucher numbers have been assigned to each voucher. Vouchers are then filed by voucher number in AP Voucher file. Rejected Vouchers are returned from Data Entry to Accounts Payable Supervisor and distributed to the preparer for corrections. Specialist will review reasons for rejects, make necessary corrections, and resubmit to Data Entry, in a new batch.

#### **6.5 Service Department Reimbursements**

Service Department reimbursements are received from General Accounting and logged on an excel spreadsheet. Documents are distributed to the AP Specialist by the Accounts Payable Supervisor. The paying departments VIN number and PVAMU Treasury Services VIN number is also placed on the document as an alternate vendor. VIN# is placed on all vouchers (FAMIS screens 101 & 205).

An appropriate expenditure object code is assigned for each line item of the service department reimbursement. The FAMIS expense code listing on screen 806, the yellow reference card, or the Expense Code Search website: <http://apps6.system.tamus.edu/objcodes/default.aspx> may be used to select the best expense code for items purchased. Bank numbers (FAMIS screen 6) and PCA numbers (FAMIS screen 991) are assigned for vouchers paid from state accounts. Invoices are sorted and batched (30 transactions or less) by bank number. Batches are then submitted to Data Entry to be entered into FAMIS.

Processed batches returned from Data Entry (VHS-Service Department Reimbursement) are filed in batch number order.

#### **6.6 State Scholarship Reimbursements**

State scholarship reimbursements are received from Treasury Services and date and time stamped. Documents are distributed to the AP Specialist by the Accounts Payable Supervisor. The corresponding Prairie View A&M University VIN for each scholarship

code is recorded on the document, bank number, PCA, FY, liquidation codes are also placed on the document. .

All line items are reviewed to verify no SSN that begin with a “9” are listed. If there are invalid or missing SSN, the Financial Aid Office and the respective end using department, are notified via email that those line items cannot be processed for reimbursement.

Account balances are verified, if there is insufficient funding, the Financial Aid Office and the respective ending using departments are notified via email with instructions to submit a DBR or provide an alternate account with sufficient funding.

Reimbursement documents are group according the bank number and the Prairie View A&M University alternate vendor number associated with the respective state scholarship clearing accounts. A/P vouchers are prepared for each group, along with a batch header form with all the viable information.

Batches are forwarded to Data Entry for input into FAMIS. Processed batches returned from Data Entry (VHS-Scholarship Reimbursement) are filed in batch number order.

## **6.7 Accounts Payable Batch Filing**

Processed batches returned from Data Entry (VHL, VHS, RPV, PLV) with the exception of Scholarship and Service Department (VHS) batches; are separated and each individual voucher (processed invoice) is filed in voucher number order .

Processed batches returned from Data Entry (MOD, VCK, DEL) are separated by batch prefix and then filed in batch number order.

## **6.8 Credit Invoices**

### **Credit Invoices that reference a valid purchase order number**

Invoices processed in the FAMIS Purchasing Module.

The correct VIN is chosen to coincide with the invoice remittance address.

A sufficient description of the credit items is entered along with the appropriate expenditure object code.

The bank number is reviewed to ensure the expense being paid in the correct appropriation year.

An expenditure object code is assigned for each line item on the invoice. FAMIS expense code listing are located on screen 806, there is also a yellow reference card, or the Expense Code Search website: <http://apps.system.tamus.edu/objcodes/Default.aspx> may be used to assist in the selection of the best suited expense code for items purchased.

## **6.9 Credit Invoices that do not reference a valid purchase order number**

If a valid purchase order number cannot be identified, the invoice shall be logged into the “Vendor Returned Invoice” database file and the original invoice is returned to the vendor along with a form letter “Returned Invoice” (see forms) instructing the vendor to please provide the purchase order number that is associated with that credit invoice. If there are no other expected debit invoices for that vendor then a refund check is requested.

## **7.0 Exempt document processing**

Exempt documents with supporting documentation (invoice, conference registration, membership renewal form, etc.) shall be processed used the 340 series screens in FAMIS.

The correct VIN is chosen to coincide with the invoice remittance address. A sufficient description of the items purchased is entered along with the appropriate expenditure object code.

The bank number is reviewed to ensure the expense is being paid in the correct appropriation year.

An expenditure object code is assigned for each line item on the invoice. FAMIS expense code listing are located on screen 806, there is also a yellow reference card, or the Expense Code Search website: <http://apps.system.tamus.edu/objcodes/Default.aspx> may be used to assist in the selection of the best suited expense code for items purchased.

All invoices are reviewed for Purchasing Compliance (Invoice shall not be dated prior to the exempt document order date). If non-compliance is suspected, then a copy of the invoice is sent via email to the Director of Procurement & Contracts for non-compliance review. If invoice is deemed in compliance by Director of Procurement & Contracts then AP will proceed with payment processing upon written notification from the Director of Procurement & Contracts. If the invoice is deemed as non-compliance the department must satisfy all of the requirements as set forth by the Office of Procurement and Contracts. Once the department has satisfied all of the requirements of the non-compliance, the Director of Procurement & Contracts will forward the notification and supporting documentation to AP to proceed with payment of the invoice.

All invoices are reviewed for proper appropriation year expenditure coding and prorated if so required. (Appropriation year: September 1, - August 31.)

All invoices must match the exempt document order 100%; if there is a discrepancy or price difference department contact is notified via email to correct the exempt document order or advise otherwise.

Receiving is entered into FAMIS 320 series screens for each line item of the Invoice and as listed on the exempt document order if the department has not indicated that items have been received when entering the exempt document into FAMIS.

Invoices < \$5000.00 are closed by the AP Specialists; invoices > \$5000.00 are batched with a cover sheet and forwarded to the Accounts Payable Supervisor for closing. The Director of Disbursements & Accounts Payable will close invoices > \$5000.00 in the event the Accounts Payable Supervisor is not available. Batches are given back to the appropriate AP Specialist with the closed invoices and any notes and/or required corrections.

Corrected invoices are resubmitted to the Accounts Payable Supervisor along with the copy of the original cover sheet.

## **8.0 Void Checks**

The Director of Disbursements & Accounts Payable or Accounts Payable Supervisor will receive a request to void a check. Checks that need to be voided for various reasons, i.e. duplicate payment, wrong payment amount, etc. The original check is stamped “VOID” and the signatures are cut away. An explanation as to why the check is being voided is written on the check or check stub if available; along with a void check reason code. (see attachment) A photocopy of the check and a print out of screen 168 from FAMIS for that payment are attached to a batch header form and submitted to Data Entry to be keyed into FAMIS. The original check is attached to the original payment voucher.

## **9.0 Accounts Payable Outstanding Check Review**

An outstanding Accounts Payable check list is forwarded to the Director of Disbursements & Accounts Payable and the Accounts Payable Supervisor from General Accounting. The list is reviewed and researched. If a replacement check has been generated or an alternate form of payment is identified for the expense then the outstanding check is voided. If an alternate form of payment cannot be identified then the vendor is contacted to verify if the expense is outstanding and if so please provide a valid remittance address.

## **10.0 1099 preparation**

This procedure is done by the Accounts Payable Supervisor. In her absence, the Director Disbursements & Accounts Payable takes on the responsibility. The process starts in January.

FAMIS report VBYP101 is reviewed for 1099 compliance items.

- Object code is 5610 -5672, the vendor is an individual, payment is for personal services > \$600.00 total compensation for the calendar year and is not an employee.
- If the vendor has provided medical services (incorporated or not)
- If the vendor has provided legal services (incorporated or not)

Correction of invalid amounts and other invalid information will be corrected, i.e. scholarships are not 1099 reportable.

All report items not deemed as 1099 reportable will be deleted using FAMIS screen 182 or 187.

Final FAMIS VBYR101 report is reviewed for 1099 compliance items.

Manual 1099 forms will be prepared and mailed out for all valid 1099 reportable items not captured in the system automatic 1099 mail out.

Manual 1099 correction forms will be prepared and mailed out; once error has been detected.

Manual duplicate 1099 forms will prepared and mailed out for all requests for duplicate 1099's.

Note: 1099 charges on Procards will be handled by Citi Bank.

#### **11.0 Accounts Payable System Accruals**

This procedure is done by the AP Specialist. The process is done prior to year end in August.

For invoices received but the authorization to pay has not been obtained or some other situation exists that prevents payment at that point, but the good and/or services have been rendered prior to August 31 for that fiscal year; receiving information is entered into the FAMIS system, but the invoice is not closed.

Monthly recurring payments with set monthly due amounts (i.e. copier rental) where an invoice has not been received but the good and/or services have been rendered prior to August 31 for that fiscal year; receiving information is entered into the FAMIS system, but the invoice is not closed.

#### **12.0 Accounts Payable Manual Accruals**

This procedure is done once a year in September by the AP Specialist.

All accrual items for the fiscal year that were not or could not be captured during the automatic system accruals are accrued manually. The original invoices are marked "ACC" on the top portion of the invoice and a copy is made. The encumbrance/account information is recorded on the invoice copy and logged on an excel spreadsheet.

All accrual items for the fiscal year that were not or could not be captured during the automatic system accruals are logged onto an excel spreadsheet with the following information.

**DEBIT ACCOUNT#**

F  
P

(#)	ACCOUNTS/SUPP ACCTS	EXPENSE CODES	TC	P.O.#	N	AMOUNT	CREDIT ACCT#	DESCRIPTION
1	1-10306-00004	5530	061	P904304	N	\$33,449.49	0-11000-2101	Alpha Building Corp.
2	1-10306-00004	5530	061	P904183	N	\$17,961.79	0-11000-2101	Alpha Building Corp.

The finished spreadsheet sorted in ascending account number order, reviewed and signed by the preparer and the Director of Disbursements & Accounts Payable or Accounts Payable Supervisor. A soft copy is forwarded to the Director of Accounting Service as well as the signed hard copy. The sign hard copy is accompanied by supporting invoice copies for each line item.

**13.0 Accounts Payable Warrant Distribution**

Invoice payments processed from state appropriated funds that were not paid RPV (Revolving Payment Voucher) and payments processed from mixed funding sources (state appropriated funds and local funds); the payment/warrant is generated by the State Comptrollers and is either sent directly to the vendor via ACH or mailed to Prairie View A&M Reconciliations Section and then forwarded to Accounts Payable. The AP Specialist or Accounts Payable Supervisor matches the warrant to a copy of the invoice and the check is mailed to the vendors remittance address. The date the warrant was mailed is recorded on a copy of the warrant and the copy is retained in an alpha file in Accounts Payable Supervisor’s Office.

**14.0 W9 Form - maintenance and filing**

W9 forms submitted for vendor set up are filed in alpha order within the Accounts Payable Section. W9 forms are reviewed and purged every 3 fiscal years. All W9 forms older than 3 years old at the time of the review are shredded.

W9’s are input in the system by a Pro Card Specialist or Financial Associate.

**15.0 Direct Deposit Authorization Form - maintenance and filing**

Direct Deposit Authorization forms submitted for ACH set up are filed in alpha order in a locked file cabinet in the Accounts Payable Supervisor’s office. All personnel with direct deposit set up capabilities are to forward the hard copy form to the Accounts Payable Supervisor once the information has been set up in FAMIS; to be filed in secured file.

**16.0 USAS IT file review**

USAS IT file is reviewed on a daily basis. All Accounts Payable “500” electronically fed batches and any batches keyed directly in to USAS by Accounts Payable are reviewed for errors and compliance to state guidelines.

Any errors detected by the Accounts Payable Supervisor during their review will be forwarded for correction to the AP Specialist that either keyed the invoice into FAMIS or submitted the batch to Data Entry to be keyed.

Once the correction is complete, the Accounts Payable Supervisor is notified to perform a final review. Once all corrections are complete and the batch has been recomputed and balanced; notification is given to the Director of Disbursements & Accounts Payable to release the batch. In the absence of the Director of Disbursements & Accounts Payable the Travel Supervisor will release the batches.

#### **17.0 Refund of State Expenditures**

Modifications that change the funding source from local funding to state appropriated funding on revolving payments that have already been processed and a reimbursement has been received; will prompt FAMIS to preform background accounting to produce a refund check to the State Comptroller's Office.

Multiple transaction document sheet is prepared with all applicable legal cites and text. A USAS batch header is prepared and a USAS batch number is obtained from the Data Entry area. The batch is entered into USAS to record the refund transaction; batch must be balanced and released by the Directory of Disbursements & Accounts Payable.

A deposit slip is also prepared and a copy is placed with the USAS refund batch. Original deposit slip and actual check/s are mailed to the State Comptroller's Office.

#### **18.0 Deposits Placed in Default Fund Account**

Deposits sent to the State Comptroller's that have been placed in the default fund account for various reasons, will need to be transferred to the correct appropriation and fund account.

Multiple transaction document sheet is prepared with all applicable legal cites and text. A USAS batch header is prepared and a USAS batch number is obtained from the Data Entry area. The batch is entered into USAS to record the transfer transaction; batch must be balanced and released by the Directory of Disbursements & Accounts Payable.

## ACH Returns

- Processed by the Procard Specialist
- ACH Delete Account Request Form is received from Treasury Services
- Verify Banking Information is included in backup
- Proceed to Screen 207 in FAMIS. Do a Vendor Search; verify last 3 digits of Social
- Verify Bank information is correct; i.e. Routing Number and Bank Account Number
- Once Verified – clear the following information:
  - Routing Number
  - Account Number
  - Transaction Type
  - Account Type
  - Pre-note Override
  - ACH Override
- Do a Screen Print of the changes and attach it to the backup.
- Sign and File the original in the ACH Returns Binder. (In Mrs. Spivey's Office)

# Procedures for Setting up Vendors into FAMIS

## Procedure done by the Pro Card Specialist or Financial Associate

In order for a vendor or individual to be paid we **MUST** have a W-9 or W8BEN. This information is needed for any vendor that contracts with a state agency. This is to make sure that the vendor or individual is not on state hold. The State of Texas prohibits making payments to any vendor on state hold. After you receive the W-9 or W8BEN you must determine if they are a business or an individual. Below are the instructions for entering all into the FAMIS system.

### Setting up Individuals

Go to screen 203 and on the vendor line place a “2” in front of the social security number and a “0” behind and hit enter. This will let you know if the individual is in the system or not. If not then the following steps will need to be done.

```

203 Vendor Add/Modify                                03/27/09 15:1
                                                    FY 2009 CC 0
Screen:  ___  Vendor:  _____                    Page: 1  <More>>>

Name:  _1_____                               PIN:  _2_____ _3_____
Send New Setup to TINS:  _  Send Changes to TINS:  _  Tax-ID:  _4_____
----- Purchasing Bid To -----* *----- Accounts Payable Remit To -----
Address:  _5_____                               Address:  _____
                                                _____
                                                _____
City:  _6_____ State:  _7_____                City:  _____ State:  ___
Zip:  _8_____ Country:  _____                Zip:  _____ Country:  ___
Phone:  _9_____ Ext:  _____                Phone:  _____ Ext:  _____
FAX:  _10_____                               FAX:  _____ Zone:  _____
Contact:  _____                            Contact:  _____
-----
Vendor Type:  _11  Ownership cd:  12            1099:13            W9 Date:  _14_____

```

1. Name: Example: John A\*Doe. There is no need for a period after the middle initial. There is no space between the middle initial and the asterisk. The asterisk is placed in front of the last name so the system will alphabetize by the last name. If the individual has a suffix such as: Jr, Sr, II, etc., then enter as such: John A\*Doe Jr. **Do not** use Mr., Mrs., Dr., etc.
2. Pin: Enter a “2” then the social security number. The check digit will be assigned automatically.
3. Mail code. Enter 000 if not already assigned a mail code in USAS.
4. Tax ID: Enter just the social security number.
5. Address: Enter address provided on form. If remit address is different then enter it on the “Accounts Payable Remit to” side.
6. City
7. State 2 digits (Texas=TX)
8. Zip Code
9. Phone
10. Fax (if applicable)
11. Vendor Type: IN (individual)
12. Ownership Code: I (individual); if the vendor is a foreign vendor than use “R”

13. 1099: I (individual); if the vendor is a foreign vendor than use “2” for 1042
14. W9 Date: Date on the form beside the signature. If date is not on the form assume today’s date.

If you are not sure what to put on lines 11, 12, or 13 place a “?” and a list will pop up for you to choose from. Place an “X” by the one that best describes what you are looking for and hit enter and it will take you back to screen 203 and the field will be filled in for you. Once you have entered everything in all the fields hit enter and you are finished.

## Setting up US Vendors and State Agency’s

For Texas State Agency go to screen 203 and on the vendor line place a “3” in front of the vendor number and a “0” behind and hit enter. For vendors place a “1” in front of the vendor number and a “0” behind and hit enter. This will let you know if the vendor or agency is in the system or not. If not the following steps will need to be done.

```

203 Vendor Add/Modify                                03/27/09 15:1
                                                    FY 2009 CC 0
Screen: ___ Vendor: _____ Page: 1 <More>>>>

Name:  _15_____ PIN:  _16_____ _17_
Send New Setup to TINS: _ Send Changes to TINS: _ Tax-ID:  _18_____
----- Purchasing Bid To -----* *----- Accounts Payable Remit To -----
Address:  _19_____ Address: _____
_____
_____
City:  _20_____ State:  _21_____ City: _____ State:  ___
Zip:  _22_____ Country:  _____ Zip: _____ Country:  ___
Phone:  _23_____ Ext:  _____ Phone: _____ Ext:  _____
FAX:  _24_____ FAX: _____ Zone: _____
Contact: _____ Contact: _____
-----
Vendor Type:  _25_ Ownership cd:  26 1099:27 W9 Date:  _28_____

```

15. Name: Enter vendor name example: National Accounting Council. There is no need for an asterisk in the vendor name. Do not use periods or commas.
16. PIN: Enter a “1” then the vendor number. The check digit will be assigned automatically.
17. Mail code. You will need to get from USAS in TINS.
18. Tax-ID: Enter just the vendor number.
19. Address: Enter address provided on form. If remit address is different then enter it on the “Accounts Payable Remit To” side.
20. City
21. State (2 digit)
22. Zip Code
23. Phone
24. Fax (if provided)
25. Vendor Type: Place a “?” for the list to pop up to see which one will best describes the vendor.
26. Ownership Code: Place a “?” for the list to pop up to see which one will best describes the vendor.
27. 1099: Place a “?” for the list to pop up to see which one will best describes the vendor.
28. W9 Date: Date on the form beside the signature. If date is not on form assume today’s date.

Once all the information has been entered hit enter and then you are finished.

## Setting up Foreign Vendors on W8BEN

Foreign Vendors will require contact information from someone in the University. Once all information is received from the University, it is forwarded to Payroll Services for input into Glacier. Glacier determines if we can do business with the company. Information obtained through Glacier will determine the amount of their tax withholdings and how they are to be set up in the Financial Accounting System (FAMIS). See <http://www.pvamu.edu/fsrv/payroll-services/glacier-general-information/> for Glacier General Information.

When information is received enter the vendor following the same steps as for US Vendors and when you get to the line for Country place a “?” and place an “X” for the correct country and hit enter and it will take you back to screen 203 and the line will be filled in for you.

Copies of vendor set up for vendors, individuals, and entities on W8BEN are attached for your reference.

## Setting up Sole Proprietor, Partnerships, & Texas Corporations

When setting up a Sole Proprietor, Partnerships, and a Texas Corporation the steps are the same as for setting up US vendors. They are steps 15 thru 28.

**Sole Proprietors** you will need the social security number for the owner.

**Partnerships** you will need the names and social security numbers from at least two of the owners.

**Texas Corporations** you will need the charter number. However, this information is not required on the W-9 form. This information can be obtained thru the USAS system in TINS.

## Setting up Alias, Name Changes and Other Information

**Alias:** If an individual changes their name due to getting married, divorced, etc. then go to screen 120 and place their previous name as such: Abby A\*Doe. A new W-9 is **required**.

**Vendor name change:** If a vendor changes their name and **not** their federal tax ID number then change their name on screen 203 and then put their previous name on screen 120. If the vendor **has** changed their federal tax ID then we will need a new W-9 from the vendor. A new W-9 is **required**.

**All** information in regards to name changes needs to come from the vendors or individuals themselves in writing, email, or fax. This is so we can attach it to the W-9's we have on file. We will **not** accept this information over the phone.



# Prairie View A&M University Substitute Form W-9

### Part 1 - Tax Status (complete only one row of boxes)

Individual Name: (First name, middle initial, last name) not owning a business <small>(Fill out this row)</small>	Social Security Number
A sole proprietorship may have a "doing business as" trade name, but the legal name is the name of the business owner.	
Business Owner's Name: (REQUIRED)	Business or Trade Name (OPTIONAL)
(First Name)	
(Last Name)	Employer ID Number
Name of Partnership:	Partnership's Employer Identification Number
Partner's Name (s) on IRS records & SSN/FEI (REQUIRED)	Partner's Name (s) on IRS records & SSN/FEI (REQUIRED)
Name:	Name:
SSN/FEI:	SSN/FEI:
Name:	Name:
SSN/FEI:	SSN/FEI:

**Corp. or Tax-Exempt**  
Entity: fill out this row

A corporation may use an abbreviated name or its initials, but its legal name is the name on the articles of incorporation.

Name of Corporation or Entity: \_\_\_\_\_ Employer Identification Number: \_\_\_\_\_

### Part 2 Exemption: If exempt from Form 1099 reporting, check your qualifying exemption reason below:

Corporation

Tax-Exempt Entity under 501 (b) (includes 501 © (3), or IRA for medical & health care payment/or payments for legal services

The United States or any of its agencies or instrumentalities

A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies

A foreign government or any of its political subdivisions or an international organization in which the United States participates under a treaty or act of Congress

### Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified me that I am no longer subject to backup withholding and I am a U.S. person (including a U.S. resident alien).

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

### Part 3 - Certification

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Tax correspondence address: \_\_\_\_\_

Remit To Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Date: \_\_\_\_\_

Please mail to: **Prairie View A&M University, Procurement Services-Accounts Payable, P. O. Box 248, Prairie View, Texas 77446**  
Phone: (936) 857-2323 Fax: (936) 857-2799

C

The following are the list of reasons for check voids

- |   |                           |
|---|---------------------------|
| A | Amount incorrect on check |
| D | Duplicate payment         |
| I | Incorrect Vendor address  |
| L | Lost/Stolen/Destroyed     |
| S | Stale dated check/reissue |
| U | Unclaimed property        |
| W | Wrong Vendor Name         |
-

D

<b>PRAIRIE VIEW A&amp;M UNIVERSITY</b> <b>Data Session Control Form</b>
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Date: \_\_\_\_\_  
Session Screen Number: \_\_\_\_\_  
Session Reference: \_\_\_\_\_  
Bank Number: \_\_\_\_\_  
Session Description \_\_\_\_\_  
Special Process: \_\_\_\_\_  
Transaction Type: \_\_\_\_\_

Originator: **Donna Bean**

Entered By: \_\_\_\_\_  
Date Entered: \_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

SUBMITTED	PROCESSED	REJECTED
#		
\$		

Comments: \_\_\_\_\_  
\_\_\_\_\_

Rejects/Corrections Re-submitted on Batch#: \_\_\_\_\_

Batch Corrects Rejects From #: \_\_\_\_\_  
\_\_\_\_\_

E

**Vendor Direct Deposit Authorization**

**TRANSACTION TYPE**

**For further instructions see the next page of this form**

<b>SECTION 1</b>	<input type="checkbox"/> New Setup (Section 2, 3, & 4)	<input type="checkbox"/> Change Financial Institution (Section 2, 3, & 4)
	<input type="checkbox"/> Cancellation (Section 2, 3, & 4)	<input type="checkbox"/> Change Account Number (Section 2, 3, & 4)
	<input type="checkbox"/> Interagency Transfer (Section 2 & 3)	<input type="checkbox"/> Change Account Type (Section 2, 3, & 4)

**PAYEE IDENTIFICATION**

<b>SECTION 2</b>	<b>1. Social Security or Federal Employer Identification Number (FEIN)</b>		<b>2. Mail Code (If not known, will be completed by paying State Agency)</b>	
	<b>3. Name</b>		<b>4. Phone Number</b>	
	<b>5. Mailing Address</b>	<b>6. City</b>	<b>7. State</b>	<b>8. Zip Code</b>

**AUTHORIZATION FOR SETUP, CHANGE OR CANCELLATION**

<b>SECTION 3</b>	<p><b>9. Pursuant to Section 403.016, Texas government Code, I authorize the Comptroller of Public Accounts and/or applicable as designated by Texas A&amp;M University to deposit by electronic transfer payments owed to me by the State of Texas and if necessary, debit entries and adjustments for any amounts deposited electronically in error. The Comptroller shall deposit the payments in the financial institution and account designated below. I Recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically. I consent to and agree to comply with the National Automated clearing House Association Rules and Regulation and the Comptroller's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.</b></p>		
	<p><b>Will these payments be forwarded to a financial institution outside the United States? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>		
	<b>10. Authorized Signature</b>	<b>11. Printed Name</b>	<b>12. Date</b>

**FINANCIAL INSTITUTION**

<b>SECTION 4</b>	<b>13. Name</b>	<b>14. City</b>	<b>15. State</b>
	<b>16. Routing Transit Number</b>	<b>17. Customer Account Number</b>	<b>18. Type of Account</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings
	<b>19. Representative Name</b>	<b>20. Title</b>	
	<b>21. Representative Signature</b>	<b>22. Phone Number</b> ( )	<b>23. Date</b>

**CANCELLATION BY AGENCY**

<b>SEC 4</b>	<b>24. Reason</b>	<b>25. Date</b>
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**AUTHORIZATION FOR NOTIFICATION SETUP**

<b>SECTION 5</b>	<p><b>26. By completing this section, I authorize Prairie View A&amp;M University to send notification via e-mail address prior to payment being available in my account. I understand that notification may include payment information that is considered confidential and therefore exempt from public disclosure.</b></p>
	<p>Email _____</p>

## INSTRUCTIONS FOR VENDOR DIRECT DEPOSIT AUTHORIZATION

### SECTION 1: Check the appropriate boxes

- NEW SETUP – If payee is not currently on direct deposit with the state.
  - Complete Sections 2, 3, & 4)
- Cancellation - If payee wishes to stop direct deposit with the state
  - Complete Sections 2, 3, & 4)
- Interagency Transfer – For state employees only who transfer from one state agency to another.
  - Employee completes Sections 2 & 3
  - Employee should submit form to the new paying agency .
- Change Financial Institution
  - Payee completes Sections 2 & 3.
  - Section 4 is recommended to be completed by financial institution.
- Change Account Number
  - Payee completes Section 2 & 3
  - Section 4 is recommended to be completed by financial institution
- Change Account Type
  - Payee completes Sections 2 & 3
  - Section 4 is recommended to be completed by financial institution

### Section 2: PAYEE IDENTIFICATION

Item 1 Enter you 9-digit Social Security Number or your Federal Employer's Identification Number (EIN)

Item 2 If your 3 digit mail code is not known, it will be assigned by the paying agency.

### Section 3: AUTHORIZATION FOR SETUP, CHANGE OR CANCELLATION

Item 10, 11 & 12 The individual authorizing must sign, print their name and date the form.

\*\*\*No alterations to this section will be allowed.

### Section 4: FINANCIAL INSTITUTION

Section 4 is recommended to be completed by Financial Institution

Note: Alterations to routing and/or account number must be initiated by the financial institution representative or the payee.

### Section 5: CANCELLATION BY AGENCY

Section 6 must be completed by the state agency

Submit the completed form to PVAMU-Accounts Payable, P.O. Box 519, MS 1131, Prairie View, TX 77446.  
936-261-1902 office or 936-261-1958 Fax

## **References**

State Comptrollers Purchase Policies and Procedures Guide  
<https://fmx.cpa.state.tx.us/fm/pubs/purchase/index.php>

(TAMU) Guidelines for the Disbursement of Funds  
[http://purchasing.tamu.edu/media/64789/disbursement\\_manual.pdf](http://purchasing.tamu.edu/media/64789/disbursement_manual.pdf)