Check Backup Review

Run FWRINVS (Invoice Selection Report with COA) to DATABASE. Fill in the date of the next check run and type in the bank code (20-University, 90-Foundation, 60-Bond Fund, 75-Self Insurance Fund)

Review the following information on the FWRINVS report:

1. Vendor Name and address. Verify there are not multiple addresses on the invoice. If there are multiple addresses listed on the invoice, the REMIT TO address needs to be the one showing on the FWRINVS report.
2. Vendor invoice number. See “Invoice Number procedures for external vendor payments”
3. Vendor invoice date. Sometimes this is not apparent, especially on membership payments. In those cases the requisition date is often used.
4. Transaction Date: For some utility payments, must use the last business day of the previous month so that it is recorded in the proper month. Otherwise, Angela must do an accrual entry. Must view the transaction date through FOIDOCH.
5. Invoice amount. Watch for any mention of possible early pay discounts. If applicable, these are commonly stated near the amount.
6. Accounting string: Fund, Organization (often required), Account, Program (often required), and sometimes an Activity Code. The accounting string should match what was documented on the requisition.
7. 1099 reporting field information. Indicates type of income and entity’s TIN information. These are often associated with service work (account 72119, 72123, 74109, etc.). This review is done in conjunction with the FWRV004 vendor report.
It may sometimes be helpful and necessary to go in to FOIDOCH to see address and/or vendor invoice and amount information, especially for “multiples”, “mult”.
Prevailing wage documentation is needed for professional service work performed on buildings.

All wire payments must be reviewed to be sure the beneficiaries are not on the Specially Designated Nationals List, as required by the United States Treasury. Laura has a stamp that she puts on the requisition indicating that she has verified this.