

Office of Operations
2015 Fall Conference
December 8-9
Partners in Excellence

Voucher, Vendor and Payment Processing – State Expenditures

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Office of Operations

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Division of Contracts and Expenditures

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VENDOR MANAGEMENT

Who are we and what do we do?

Vendor Management Unit

Vendor Audit

Vendor
Maintenance

1099
Reporting



COMPONENTS OF THE VENDOR FILE

Vendor Number

- Who

Location

- How

Address

- Where

Contact

- Authority to Make Changes



SEARCH THE VENDOR FILE

Review Suppliers

Search Criteria

*SetID

Equal to

Equal to

Supplier Status

Name

Withholding Name

Supplier ID

Equal to

Short Name

Classification

Type

Persistence

Equal to

Customer Number

ID Type

VAT Registration ID

Withholding Tax ID

Address

City

Country

State

Postal

Bank Account #

Search

Clear

Add Supplier



VENDOR ADD/REGISTRATION PROCESS

Vendor Information

*Vendor Name1:

Vendor Name2:

*Contact Name:

Vendor Name should denote 'Vendor Legal Name' as shown on W-9.

Name fields are max 40 characters in length.

Name2 field should be used only when Name1 exceeds 40 characters in length.

- ❖ Legal Business Name ONLY
- ❖ Do not enter a Doing Business As (DBA) name
- ❖ Do not use any punctuation except “&” and hyphens (-)
- ❖ Please be careful not to include extra spaces
- ❖ Never use prefix titles such as Dr, Mr, Ms etc.
- ❖ Legal Business name exceeds 40 characters use Name 2
- ❖ Refer to the Agency Vendor Manual for acceptable word abbreviations



VENDOR ADD/REGISTRATION

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City: County *Postal Code:

*State: 

- ❖ Add DBA to Line 1
- ❖ 55 Characters for each line
- ❖ Second address should contain street direction and include Apt or Suite
- ❖ Try not to use address line 3 or 4
- ❖ Please enter Primary Contacts email address and phone number



VENDOR ADD/REGISTRATION

- ❖ IRS Validation of Vendors and the Staging Table procedures
 - Common TIN Name Failures, name's contain “LLC” or “Co”
 - TIN Mis-match Report
 - Email sent to agency contacts contain Staging Table ID
- ❖ Other Vendor Adds
 - Foreign Vendor
 - W-9, W-8 and Foreign Vendor Registration Request Form
 - Single Payment Vendors
 - 0400000002 – Statewide non employee travel
 - 0400000003 – Statewide OSC Approved
 - 0400000004 – Statewide Dual Party Check
 - Special Use Vendors (Land Claim and Advance Accounts)



VENDOR MAINTENANCE

❖ Address/Contact

- Promote eSupplier for adding address
- Only vendors submit change form
- See updated forms
- Stale Dated Report

Office of the State
COMPTROLLER

NEW YORK STATE COMPTROLLER
Thomas P. DiNapoli

Our Office | Newsroom | Resources For... | Find Info About... | Search

OSC Home > Vendor Management

Welcome to the Bureau of State Expenditures Vendor Management Unit (VMU) Site

Welcome to the New York State home page for vendor information within the Office of the State Comptroller. This site provides documents and links that will assist vendors in doing business with the State of New York through the Statewide Financial System (SFS). If problems are encountered while using Vendor Self Service (eSupplier), contact the SFS Help Desk by phone: (855) 233-8363 or email: helpdesk@sfs.ny.gov.

Vendors should:

- Provide their ten-digit vendor number instead of their Federal Tax Identification Number when doing business with New York State. Vendors may contact the New York State agency they do business with for their assigned ten-digit vendor number.
- Create an eSupplier account to maintain address and contact information and view payment/status information for invoices paid after April 1, 2012.
- Enroll in [ePayments](#) to receive payments through the electronic transfer of funds to their bank accounts via Automated Clearing House (ACH).

Self-Service Account Payment Tools:

- [Learn how to access and navigate around eSupplier](#)
- [Learn how to identify what New York State agency is sending payments](#)
- [Learn how to review POs, invoices and payments in eSupplier](#)

Thank you for doing business with New York State!

Quick Links

- [Login to NYS Vendor Self Service](#)
- [Vendor Guide to the NYS Vendor File](#)
- [Apply for ePayments](#)
- [Forms Used by Vendors](#)
- [NYS Vendor Self Service FAQs](#)
- [Email a Question](#)



www.osc.state.ny.us/vendor_management/index.htm

VENDOR MAINTENANCE

❖ Bank Account Information

- Only one bank account per vendor unless specified in law
- www.osc.state.ny.us/epay/ac3243s_fe.pdf

❖ Name Changes

❖ Business Structure Changes

Forward
Information
to VMU



1099 REPORTING

- ❖ IRS Regulations require to file informational 1099 Forms to vendors/payees and IRS
- ❖ If New York State does not comply with the IRS regulations, the IRS will assess substantial penalties against the State. The Office of the State Comptroller will transfer these penalties to the Business Unit that did not comply with the regulation.
- ❖ Please do not submit Form 1099 on your own
- ❖ 1099-INT- ensure you use correct account code information to report interest paid.



1099 REPORTING

- ❖ Business Units play a vital role in helping New York State comply with these IRS regulations by ensuring vouchers accurately identify whether the amount is subject to 1099 reporting and by classifying the reportable amount for the appropriate withholding class.



VOUCHER – INVOICE TAB

Favorites ▾ Main Menu ▾ > Audit Filters ▾ > Audit Documentation > Regular Entry

Home | Worklist | Add to Favorites | Sign out

ORACLE

| New Window | Help | Personalize Page

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit DOT01 Invoice No [redacted]
Voucher ID [redacted] Accounting Date 10/26/2015
Voucher Style Regular Voucher Pay Terms 30  Net 30
Invoice Date 10/19/2015 Basis Date Type Inv Date
Invoice Received 10/19/2015 Obligation Date 09/15/2015 Tax Exempt
Supplier ID [redacted]
ShortName [redacted]
Location [redacted]
Address 1 [redacted]

Invoice Total	
Line Total	500.00
Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00 
<hr/>	
Total	500.00
Difference	0.00

- Sales/Use Tax Summary
- Non Merchandise Summary
- Session Defaults
- Comments(1)
- Attachments (0)
- Withholding**
- Template list
- Advanced Supplier Search
- Approval History
- Supplier Hierarchy

DOB Approval Code

Spending Indicator

Save

Calculate

Print

► Copy From Source Document



VOUCHER - INVOICE TAB - WITHHOLDING LINK

Withholding Information

[Back to Invoice](#)

Unit:

Invoice:

Vendor:

VAT Entity:

Voucher:

Date: 07/18/2012

Withholding Option

Postpone Withholding

Invoice Line Withhold Information

[Find](#) | [View All](#)

First 1 of 5 Last

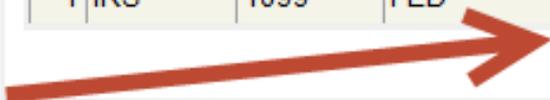
Line	Description	Withholding Code	Withholding Applicable
1	SV12DM6-Data911 Mobile Data Sy		<input checked="" type="checkbox"/>

Withholding Details

[Customize](#) | [Find](#) | [View All](#) |

First 1 of 1 Last

	<u>Entity</u>	<u>Type</u>	<u>Jurisdiction</u>	<u>Class</u>	<u>Withholding Basis Amt Override</u>	<u>Contract Reference</u>	<u>Rule Override</u>	<u>Apply Withholding</u>	<u>Applicable</u>		
1	IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



WHAT IS REPORTABLE

Withholding Class	Definition	Business Use
01	RENTAL PAYMENTS	Payments for rental space and equipment to all entities except corporations.
03	INTEREST-LATE PAYMENT	Payments for interest to all entities except corporations.
03	OTHER INCOME	<ul style="list-style-type: none">• Payments to individuals in shelter workshops.• Payments of punitive damages or other damages for nonphysical injuries/sickness, compensatory damages for nonphysical damages such as employment discrimination/defamation.• Payments for loan forgiveness.• Payments for awards or prizes (not related to scholarship or fellowship) where the payee was selected without personal action, did not render services, and did not transfer money to government or tax-exempt organization.



WHAT IS REPORTABLE

06	HOSPITAL/MEDICAL PAYMENTS	Payments to any entity for medical or healthcare service, except payments to a tax-exempt hospital or extended care facility or to a hospital or extended care facility owned and operated by the United States (or its possessions), a state, the District of Columbia or any of their political subdivisions, agencies, or instrumentalities.
07	NON-EMPLOYEE COMPENSATION	Payments for personal services rendered by someone, other than a corporation (except for attorneys), who is not an employee. Non-employee compensation includes fees for services, prizes and awards for services rendered.
14	PAYMENTS TO ATTORNEYS	Gross proceeds paid to an attorney in connection with legal services (for example, as in a settlement agreement) and are not reportable as non-employee compensation.



WHO TO CONTACT

- ❖ GFO – Chapter X

- ❖ SFS Helpdesk
 - 518-457-7717
 - sfs.sm.HelpDesk@sfs.ny.gov

- ❖ Vendor Management
 - vmu@osc.state.ny.us

- ❖ 1099 Reporting
 - fedrep@osc.state.ny.us



VOUCHER AUDIT TEAM

Who are we?

What do we do?

voucherauditmailbox@osc.state.ny.us



VOUCHER AND EXPENSE REPORT PROCESSING

❖ Vouchers

❖ Flow of vouchers

- BU ----> Budget Check ----> OSC ----> Filters ----> Approval/Denial

❖ Status of Pending OSC or Under OSC

❖ Vouchers submitted to OSC

- before 5pm will be approved the next day
- after 5pm will be approved in two days



VOUCHER AND EXPENSE REPORT PROCESSING

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
-------------------------	-----------------------------------	-------------------------------------	--------------------------	------------------------------------	-------------------------------

Business Unit	0F901	Invoice Date	11/05/2015
Voucher ID	80077456	Invoice No	00000000000000000000
Voucher Style	Regular	Invoice Total	1,421.00 USD
Supplier Name	WORLDWIDE TRAVEL STAFFING LIMITED 2829 SHERIDAN DR TONAWANDA, NY 14150-9420	Pay Terms	Net 30
Entry Status	Postable	Voucher Source	Online
Match Status	Matched	Origin	BLK
Approval Status	Pending OSC	Created On	11/05/2015 5:23PM
Post Status	Unposted	Created By	BLKLD
		Last Update	11/06/2015 10:33AM
		Modified By	BATCHADM
		ERS Type	Not Applicable
		Close Status	Open

Approval History

Budget Status Valid
Budget Misc Status Valid

*View Related

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



VOUCHER AND EXPENSE REPORT PROCESSING

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
-------------------------	-----------------------------------	-------------------------------------	--------------------------	------------------------------------	-------------------------------

Business Unit [REDACTED]	Invoice Date 10/04/2015
Voucher ID 712655	Invoice No [REDACTED]
Voucher Style Regular	Invoice Total 116.28 USD
Supplier Name [REDACTED]	Pay Terms Net 30
PO BOX 15124	Voucher Source Online
ALBANY, NY 12212	Origin BLK
Entry Status Postable	Created On 10/20/2015 4:40PM
Match Status No Match	Created By BLKLD
Approval Status Pending OSC	Last Update 10/20/2015 11:13PM
Post Status Unposted	Modified By AUDITED
	ERS Type Not Applicable
	Close Status Open

Approval History

Budget Status Valid
Budget Misc Status Valid

*View Related

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



VOUCHER AND EXPENSE REPORT PROCESSING

❖ Expense Reports

❖ Flow of expense reports

- Traveler submits ----> Budget Check ----> BU Approves -
----> OSC ----> Filters ----> Approval/Denial

❖ Status of Pending OSC Audit or Under OSC Audit

❖ Expense reports submitted to OSC will be approved two business days from the day submitted



OUR WORK

❖ Audit Filters

- About 160 filters
- Constantly changing
- Judgmental selections
- 2-Days!



OUR WORK

- ❖ Contacts – Information requests and rejection notices
 - Online – Voucher Authorizer
 - Bulkload – previously designated by BU
- ❖ What we are looking for:
 - Pricing criteria
 - Proof of delivery
 - Invoice
- ❖ Follow ups and Site Visits



OUR WORK

❖ Special Audit Processes

- Citibank
- Interest
- Pitney Bowes
- National Grid
- Long Island Power Authority

guide to
FINANCIAL OPERATIONS

❖ Releases

- Vouchers
- Expense Reports



SPECIAL CIRCUMSTANCES

- ❖ Agency Requests:
 - ❖ Expedites – Approve before 2PM Budget Check!
 - ❖ Rejections

voucherauditmailbox@osc.state.ny.us



SPECIAL CIRCUMSTANCES

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit	CPSON	Invoice Date	10/02/2015
Voucher ID	00130744	Invoice No	2001-3872-211 2015-10
Voucher Style	Regular	Invoice Total	39.15 USD
Supplier Name	ROCHESTER GAS & ELECTRC CORP PO Box 847813 Boston, MA 02284-7813	Pay Terms	Due Now
Entry Status	Postable	Voucher Source	Online
Match Status	No Match	Origin	BSC
Approval Status	Pending Batch Processing	Created On	10/29/2015 11:58AM
Post Status	Unposted	Created By	postable
Budget Status	Not Chk'd	Last Update	11/03/2015 12:11PM
Budget Misc Status	Valid	Modified By	modland
ERS Type		Close Status	Open

Approval History

Approval Status Pending Batch Processing

Budget Status Not Chk'd

*View Related Go

[Return to Search](#) [Notify](#) [Refresh](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



VOUCHER AUDIT COMMENTS

Approval History



Help

Business Unit Total 290.00

Voucher ID

Approval Status Pending OSC

Agency Online Approvals

BUSINESS_UNIT= , VOUCHER_ID=00035864:Approved
View/Hide Comments

Agency Online Approvals

Approved

[WF] AP Agency Approver 1
11/06/15 - 11:04 AM

→

Auto Approved

[WF] AP Agency Approver 2
11/06/15 - 11:04 AM

→

Auto Approved

[WF] AP Agency Approver 3
11/06/15 - 11:04 AM

▶ Comment History

OSC Approvals

	Created DateTime	Approved DateTime	Approval Action	OSC Group	Approver	Approver Name	Approver Comments
1	11/5/2015 05:33:50 PM	11/6/2015 07:44:21 AM	Denied	OSC Audit Filter Group	ngranwehr	GRANWEHR,NICHOLAS	11/6/15 - NGranwehr - Returned per request by (BSC)
2	11/6/2015 12:17:28 PM						

Return



SPECIAL CIRCUMSTANCES

- ❖ Lapsing
- ❖ Accounting Periods
- ❖ Fiscal Year End
- ❖ SFS Secure – Operations Data



RESOURCES

- ❖ GFO
- ❖ OSC's Operational Calendar
- ❖ Operational Advisories



AUDIT SERVICES

Who are we and what do we do?

Audit Services

Help
Desk

Payment
Processing

Liens &
Offsets



PAYMENT PROCESSING

- ❖ Special Handling
- ❖ Separate Payments
- ❖ Scheduled Payment Date



PAYMENT PROCESSING

Payment Information

Find | View All First 1 of 1

Payment

*Remit to

Location

*Address

SUSAN P CAMPBELL
17 CORTLAND BOULEVARD
CLIFTON PARK, NY 12065

Gross Amount USD

Discount USD

Scheduled Due

Net Due

Discount Due

Accounting Date

MIR Date 11/30/2015

- Payment Inquiry
- Late Charge
- Express Payment
- Payment Comments(0)
- Holiday/Currency

Payment Options

*Bank

*Account

*Method Check

Message

Pay Group

*Handling

Hold Reason

*Netting

L/C ID

Supplier Bank Messages

Hold Payment

Separate Payment

Message will appear on remittance advice.



PAYMENT PROCESSING

Payment Information

Find | View All First 1 of 1 Last

Payment 1
*Remit to 1000001361
Location MAINEPAY
*Address 1
GENEVA WORLDWIDE INC
256 W 38th Street
10th Floor
NEW YORK, NY 10018

Gross Amount 9,886.29 USD
Discount 0.00 USD

Scheduled Due 10/28/2015
Net Due 09/18/2015
Discount Due
Accounting Date
MIR Date 09/18/2015

Payment Inquiry
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

Payment Options

*Bank 10001
*Account 1001
*Method ACH
Message

Pay Group
*Handling Send to Payee
Hold Reason

*Netting Not Applicable
L/C ID

Supplier Bank
Messages
Layout
Actions
 Hold Payment
 Separate Payment

Lien ID

Message will appear on remittance advice.



LIENS & OFFSETS

- ❖ Mechanic's Lien
- ❖ Restraining Notice
- ❖ Administrative Offset
- ❖ Sheriff's Execution
- ❖ Department of Labor Lien
- ❖ Federal Tax Lien
- ❖ Federal Tax Levy
- ❖ Department of Labor Levy
- ❖ Department of Taxation and Finance Lien



LIENS & OFFSETS

Payment Information

Find | View All First **1 of 1** Last

Payment 1

*Remit to 1000013491

Location OSCOFSET02

*Address 2

ELECTRONIC EYES INC SECURITY
110 STATE ST MAILDROP 10-4
ALBANY, NY 12236

Gross Amount 203.40 USD

Discount 0.00 USD

Scheduled Due 11/05/2015

Net Due 11/05/2015

Discount Due

Accounting Date 10/01/2015

MIR Date 10/05/2015

Payment Inquiry
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

Payment Options

*Bank 10001

*Account 1001

*Method MAN Manual

Message

Pay Group

*Handling Send to Payee

Hold Reason

Lien ID 000000000012696

*Netting Not Applicable

L/C ID

Actions

Supplier Bank Messages
 Hold Payment
 Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action Record a Payment
Pay Full Amount

Payment Date 10/23/2015
Reference L529600



LIENS & OFFSETS

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit UCS04				Invoice Date 10/15/2015	
Voucher ID A0038CFF				Invoice No A0038CFF	
Voucher Style Regular				Invoice Total 962.25	USD
Supplier Name JOSEPH R DONOHUE 427 WEST 256TH ST BRONX, NY 10471				Pay Terms Net 30	
Entry Status Postable				Voucher Source Online	
Match Status No Match				Origin BLK	
Approval Status Approved		Approval History		Created On 10/19/2015 5:14PM	
Post Status Posted				Created By BLKLD	
				Last Update 10/22/2015 8:13AM	
				Modified By ddaley1	
				ERS Type Not Applicable	
				Close Status Open	
Budget Status Valid					
Budget Misc Status Valid					
*View Related	Payment Inquiry			Go	



LIENS & OFFSETS

Payment Information

Find | View 1 First 1-2 of 2 Last

Payment 1

*Remit to 1100017525

Location MAINEPAY

*Address 1

JOSEPH R DONOHUE
427 WEST 256TH ST
BRONX, NY 10471



Gross Amount 380.38 USD
Discount 0.00 USD

Scheduled Due 10/19/2015

Net Due 11/16/2015

Discount Due

Accounting Date 10/22/2015

MIR Date 10/15/2015

- Payment Inquiry
- Late Charge
- Express Payment
- Payment Comments(0)
- Holiday/Currency

Payment Options

*Bank 10001

Pay Group

*Netting Not Applicable

*Account 1001

*Handling Send to Payee

L/C ID

*Method ACH ACH

Hold Reason

Message

Lien ID

- Supplier Bank Messages Layout
- Actions
 - Hold Payment
 - Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment

Payment Date 10/26/2015

Pay

Reference 2709031



LIENS & OFFSETS

Payment 2

*Remit to 1100017525

Location OSCOFSET02

*Address 2

JOSEPH R DONOHUE
110 STATE ST MAILDROP 10-4
ALBANY, NY 12236

Gross Amount 581.87 USD

Discount 0.00 USD

Scheduled Due 11/16/2015

Net Due 11/16/2015

Discount Due

Accounting Date 10/01/2015

MIR Date 10/15/2015

Payment Options

*Bank 10001

Pay Group

*Netting Not Applicable

*Account 1001

*Handling Send to Payee

L/C ID

*Method MAN

Manual

Hold Reason

Message

Lien ID 000000000014022

Message will appear on remittance advice.





CANCEL & REISSUE PAYMENTS

- Check Cancellation
- Check Reissue
- GFO Chapter XII
 - Section 9.C.



CANCEL & REISSUE PAYMENTS



New York State Department of Taxation and Finance
Division of the Treasury

Request for Stop Payment, Replacement Check, Photocopy of Check, or Forgery Affidavit

Agency information — All fields must be completed.

Agency code or business unit (5 digits)	Telephone number () ()	Fax number () ()
Agency name	Printed name of agency representative	
Agency street address	Signature of agency representative	
City State ZIP code	E-mail address of agency representative	

Check information — All fields must be completed.

Check number (8 digits)	Check date	Check amount
Payee name		

Voucher information — Identify the voucher(s) your agency is requesting to be changed.

Voucher ID	Payment amount
Voucher ID	Payment amount

Payee has reviewed previously provided photocopy, send forgery affidavit.

Vendor checks

Mark an **X** in the applicable box: Regular vendor* Single vendor**

Prior to making any requests, first refer to the Statewide Financial System (SFS) State Report (NYTR1652) to determine if the check has been returned to Treasury, and why it was returned.

- Payee lost check or check is damaged** — Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. Refer to the voucher for reissuance information. If cashed, provide photocopy.
- Payee not entitled to all or part of payment** — Cancel check and close vouchers specified in the *Voucher information* section. Agency must create a new voucher for the portion that the payee is entitled to. If cashed, provide photocopy.
- Payee never received check** — Address was correct. Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. Refer to the voucher for reissuance information. If cashed, provide photocopy.
- Payee never received check** — Address was incorrect. See *Regular vendor* or *Single vendor* instructions below as appropriate.

Regular vendor — Reissue with correct address (provide correct address below). Prior to submitting request, the agency or vendor **must** update the New York State (NYS) Vendor File. The original check will be stopped and a new check will be issued with a new check number and the correct address. Refer to the voucher for reissuance information. If cashed, provide photocopy.

Street address
City State ZIP code

Single vendor — Cancel check and close related vouchers. The original check will be stopped and the agency must create a new voucher with correct address. If cashed, provide photocopy.

*A *Regular vendor* is a vendor that is registered to do business with NYS. They are approved, managed, and assigned a unique 10-digit vendor identification (ID) number by the Office of the State Comptroller's Vendor Management Unit.

**A *Single vendor* is a vendor whose specific information is not managed by the Office of the State Comptroller's Vendor Management Unit.

Payroll checks

- Cancel check and reissue** — The original check will be stopped and a replacement check will be issued with the same check number. If cashed, provide photocopy.

Fax this completed form to the NYS Division of the Treasury — Depository Control Unit (518) 435-8625. If you have questions call the Division of the Treasury at (518) 486-1268 or (518) 402-4123.

TD-346 (11/13)



CANCEL & REISSUE PAYMENTS



New York State Department of Taxation and Finance
Division of the Treasury

Request for Stop Payment, Replacement Check, Photocopy of Check, or Forgery Affidavit

Agency information — All fields **must** be completed.

Agency code or business unit (5 digits)		Telephone number ()	Fax number ()
Agency name	Printed name of agency representative		
Agency street address	Signature of agency representative		
City	State	ZIP code	E-mail address of agency representative

Check information — All fields **must** be completed.

Check number (8 digits)	Check date	Check amount
Payee name		

Payee has reviewed previously provided photocopy, send forgery affidavit.

Voucher information — Identify the voucher(s) your agency is requesting to be changed.

Voucher ID	Payment amount
Voucher ID	Payment amount

Vendor checks

Mark an X in the applicable box: Regular vendor*

Single vendor**



CANCEL AND REISSUE PAYMENTS

Vendor checks

Mark an X in the applicable box:

Regular vendor*

Single vendor**

Prior to making any requests, first refer to the Statewide Financial System (SFS) State Report (NYTR1652) to determine if the check has been returned to Treasury, and why it was returned.

- Payee lost check or check is damaged** — Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. Refer to the voucher for reissuance information. If cashed, provide photocopy.
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Street address		
City	State	ZIP code

Single vendor — Cancel check and close related vouchers. The original check will be stopped and the agency must create a new voucher with correct address. If cashed, provide photocopy.

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CANCEL & REISSUE PAYMENTS

- Summary
- Related Documents**
- Invoice Information
- Payments
- Voucher Attributes
- Error Summary

Business Unit DOT01
 Voucher ID CP11746
 Voucher Style Regular Voucher
 Supplier ID 1000018489

Invoice No N0000005601
 Invoice Date 08/08/2014
 *Invoice Received Date 10/14/2014 Obligation Date 08/08/2014

▼ Payment Details

Personalize | Find | View All | First 1-2 of 2 Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	Paid	10/15/2014	03323658	SHARE	1000018489		1 CHK	57,000.00	57,000.00	USD
▼ Actions	Canceled	10/15/2014	03056355	SHARE	1000018489		1 CHK	57,000.00	57,000.00	USD

► Voucher Line - PO Information



CANCEL & REISSUE PAYMENTS

- Summary
- Related Documents**
- Invoice Information
- Payments
- Voucher Attributes
- Error Summary

Business Unit TDA01

Voucher ID FA01NU3B

Voucher Style Regular Voucher

Supplier ID 1000000342

Invoice No F262555 R-2800010195*

Invoice Date 05/03/2015

*Invoice Received Date 05/01/2015

Obligation Date 05/01/2015

Payment Details

Personalize | Find | View All | First 1-2 of 2 Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	Closed	05/04/2015		SHARE	1000000342		1 CHK	625.00		USD
▼ Actions	Canceled	05/04/2015	03569815	SHARE	1000000342		1 CHK	625.00	625.00	USD



CREDIT MEMO

Vendor owes BU a credit based on good/services already paid for.





CREDIT MEMO

- Vendor Owes BU a Credit
 - Process an Adjustment Voucher
 - Enter Negative Amount
 - Reference Related Voucher
 - Enter Distribution Line to restore funds



CREDIT MEMO

Summary

[Related Documents](#)

[Invoice Information](#)

[Payments](#)

[Voucher Attributes](#)

[Error Summary](#)

Business Unit OPD01

Voucher ID 00575533

Voucher Style Adjustment

Supplier Name RIVERSTONE SENIOR LIFE SERVICES INC
99 FORT WASHINGTON AVE BASEMENT
NEW YORK, NY 10032

Entry Status Postable

Match Status Matched

Approval Status Pending

Post Status Unposted

Budget Status Not Chk'd

Budget Misc Status Valid

***View Related**

[Go](#)

Invoice Date 11/20/2015

Invoice No test CM

Invoice Total -500.00 USD

Pay Terms Due Now

Voucher Source Online

Origin ON2

Created On 11/30/2015 1:57PM

Created By kgavigan2

Last Update 11/30/2015 2:13PM

Modified By kgavigan2

ERS Type Not Applicable

Close Status Open

[Preview Approval](#)



CREDIT MEMO

▼ Copy From Source Document

Voucher ID

Copy to Voucher

Copy From Worksheet

Invoice Lines ?

Find | View All First 1 of 1 Last

Line 1

*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

Calculate

SpeedChart

Ship To

Description

Related Voucher

Packing Slip

Contract Info

Contract ID

Contract Line Nbr

Purchase Order

One Asset

Sales/Use Tax

OPD01|0000064831|1|1
Associate Receiver(s)

Amount Only

Adjust Mtch Values/Encumbrance

▼ Distribution Lines

Personalize | Find | View All | First 1 of 1 Last

GL Chart Exchange Rate Statistics Assets

Line	PO Percent	Percent	Merchandise Amt	Quantity	Adjust Mtch Values/Encumbrance	*GL Unit	Dept	Program	Fund	Account
1			-500.00	1.0000	<input checked="" type="checkbox"/>	OPD01	3660244	38068	21907	60301



CREDIT MEMO

- After Credit Memo is Processed:
 - Vouchers Processed by ANY BU to the Vendor will Combine With the Credit Memo
 - Reduce Disbursement to Vendor



CREDIT MEMO

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit DOC01

Voucher ID 00225918

Voucher Style Adjustment

Supplier Name SHERWIN WILLIAMS COMPANY
101 PROSPECT AVE NW
CLEVELAND, OH 44115

Entry Status Postable

Match Status No Match

Approval Status Approved

Post Status Posted

Budget Status Valid

Budget Misc Status Valid

*View Related Go

Invoice Date 12/16/2014

Invoice No 8629-4

Invoice Total -1,904.00 USD

Pay Terms Due Now

Voucher Source Online

Origin ONL

Created On 04/17/2015 12:00AM

Created By weavers1

Last Update 04/24/2015 12:00AM

Modified By twilcox1

ERS Type Not Applicable

Close Status Open

 Return to Search

 Notify

 Refresh

 Add

 Upc



CREDIT MEMO

| New Windo

- Summary
- Related Documents
- Invoice Information
- Payments
- Voucher Attributes
- Error Summary

Business Unit DOC01

Invoice No 8629-4

Voucher ID 00225918

Invoice Date 12/16/2014

Voucher Style Adjustments

*Invoice Received Date 02/05/2015

Obligation Date 12/16/2014

Supplier ID 1000031328

Payment Details

Personalize | Find | View All | First 1-2 of 2 Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	Paid	04/17/2015	2419304	SHARE	1000031328		3 ACH	-770.84	-770.84	USD
▼ Actions	Paid	04/17/2015	2417573	SHARE	1000031328		3 ACH	-1,133.16	-1,133.16	USD

Save



CREDIT MEMO

Vouchers For a Payment

Bank Name Key Bank

Bank Account # 000329681090026

Pay Cycle GCVACH Seq Num 757

Supplier Name SHERWIN WILLIAMS COMPANY

Address 101 PROSPECT AVE NW

CLEVELAND OH 44115 USA

Payment Amount 0.00 USD Payment Method ACH

Description

[Back To Payment Inquiry](#)

Pymnt Ref ID 2417573

Accounting Date 04/24/2015

Payment Date 04/28/2015

Days Outstanding

Payment Clear Date 04/28/2015

Reconcile Date

Value Date 04/28/2015

Details

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Dis Ta
DOC01	00225918	1	12/16/2014	8629-4	-1,133.16	-1,133.16	USD	
DOH01	2XS55485	1	04/14/2015	5168-2	809.40	809.40	USD	
DOH01	2XS55484	1	04/06/2015	5041-1	323.76	323.76	USD	



CREDIT MEMO

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name Key Bank

Pymnt Ref ID 2419304

Bank Account # 000329681090026

Accounting Date 04/27/2015

Payment Date 04/29/2015

Pay Cycle GCVACH Seq Num 758

Days Outstanding

Supplier Name SHERWIN WILLIAMS COMPANY

Payment Clear Date 04/30/2015

Address 101 PROSPECT AVE NW

Reconcile Date 04/30/2015

Value Date 04/29/2015

CLEVELAND OH 44115 USA

Payment Amount 1,585.16 USD

Payment Method ACH

Description

Details							
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency
CNY01	J0004810	1	04/13/2015	1822-9	2,356.00	2,356.00	USD
DOC01	00225918	2	12/16/2014	8629-4	-770.84	-770.84	USD



CREDIT MEMO

- What Goes Wrong
 - Vendor Does Not Use E-Supplier
 - Agency Processes Credit Memo and ROA





CREDIT MEMO

- What Should You Do
 - Communicate With Vendor
 - Controls Over Processing Credit Memos/ROA
 - Contact State Expenditures Helpdesk



CONTACTING US

❖ voucherauditmailbox@osc.state.ny.us

- To request a rejection or an expedite
- To determine why a voucher or expense report has not paid yet
- To find out what information we need to approve something we're auditing
- To find out when a voucher or expense report will be approved
- To request approval to use the One Time OSC Approved and the Emergency Vendor ID
- Any questions on why we rejected a voucher or expense report

❖ stexpend@osc.state.ny.us

- To change a scheduled payment date
- If a vendor claims to not have received payment, to verify address and bank account
- Special handling (handling codes, payment methods, etc)
- Status of payments (cancelled checks, returned ACHs, etc)
- Credit Memo issues

❖ vmu@osc.state.ny.us

- Any vendor related issue or question

❖ offset_unit@osc.state.ny.us

- Any lien related issue or question



QUESTIONS?

