

Accounting Services Guide

Payments to Suppliers & Individuals

The mission of accounts payable is to **pay only the University's bills and invoices that are legitimate and accurate**. This means that before a vendor's invoice is entered into the University's accounting system and scheduled for payment, it must reflect:

- what the University had ordered
- what the University has received
- what services have been provided to the University
- the proper unit costs, calculations, totals, terms, etc.

It is important that the accounts payable process be up-to-date and well run so that the University's management and other users of the financial statements receive accurate feedback on the University's performance and financial position.

Departments play an important role in ensuring that properly approved information flows to accounts payable in a timely manner and in sufficient detail such that the entry into the University's financial system is not delayed. Further, if it is not paid on a timely manner we run the risk of jeopardizing the relationship with the vendor.

Period end cut-offs

- Monthly cut-offs
 - All invoices and payment vouchers must be forwarded to Accounts Payable before the second last working day of the month in order to be processed for that month
- Quarterly cut-offs
 - For the periods ending June 30th, September 30th and December 31st financial results are reported to the Board of Regents and therefore these period require a more through cut off than other months.
 - All invoices and payment vouchers must be forwarded to Accounts Payable before the second last working day of the month in order to be processed for the quarter.
 - At the cut-off date, departments are asked to provide to Accounts Payable details of any purchases over \$10,000 for which an invoice has not been received so that consideration can be given to recording the expense as an accrual.

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- Year-end cut-offs
 - Approaching year-end the Executive Director – Financial Reporting will send out a detailed schedule of deadlines that need to be adhered to in order that the year-end process flows efficiently.

Payment preceded by a Purchase Order

If the purchase was made using a University purchase order no further approvals are required as long as:

- The receiving documents have been forwarded to Financial Services, and
- The details on the invoice match to the details on the receiving documents and the details on the purchase order

If there are any discrepancies, a copy of the invoice and any supporting documentation will be emailed to the department for further approval.

To expedite processing, the supplier's invoice should be addressed to Financial Services. Accounts Payable will make best efforts to pay invoices 30 days from the date of invoice unless the invoice specifies different payment terms.

Payments without a Purchase Order

Departments are encouraged to complete a purchase requisition and obtain a purchase order for all purchases of goods and services with the exception of:

- Material for resale by the Bookstore, Food Services;
- Major construction contracts, where project or construction management consultants are engaged;
- Travel, entertainment, honoraria, stipends, subscriptions, memberships;
- Professional and pre-approved services including, but not limited to audit, architectural (structural, mechanical, and electrical), legal, banking, investment management and acquisition of real estate;
- Pre-approved purchases of small-dollar value commodities by authorized individuals using the University Visa Purchasing Card or those approved by way of a Systems Contract;
- Utilities (e.g. heat, power, telephones, cable, cellular phone & internet service);

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- Other exceptions where documented and authorized by the Vice-President (Finance and Administration);
- Purchases specifically approved by the Board of Regents.

Payments from Suppliers Invoices

In those instances Accounts Payable will process original supplier invoices for payment as long as they include the following information:

- Suppliers complete name and mailing address
- Date of invoice and date that the goods were received/services were provided
- Complete details of the goods provided or the services received
- GST registration number
- General ledger coding indicating the department and account that the expense should be assigned to
- Authorized signature(s), according to signing authority limits (see Payment Voucher), from department indicating authorization to charge the goods or services against their department.

Departments are encouraged to direct suppliers of goods and services to direct their invoices to Financial Services for payment. Upon receipt, Accounts Payable will scan and forward an email copy to the department for their review and approval.

In the event that the supplier invoice does not include all of the above information, the department is required to attach a Department Payment Voucher (Appendix A) or Award Payment Voucher (Appendix B).

In the event that the Department wishes to provide special instructions for the distribution of the cheque, once processed, a Payment Voucher is always required. Accounts Payable requests that departments highlight any special instructions so that they are not missed.

Payments to individuals

The University issues payments to University faculty and staff as well as individuals outside of the University for:

- Honorariums
- Contracted services
- Professional services

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- Travel expenditures using personal funds (use of University Visa Card encouraged wherever possible).

University faculty and staff are **not** authorized to pay for any of these services to individuals from their petty cash funds, or from personal funds (for later reimbursement).

Revenue Canada requires that all payments to individuals for honorariums, contracted services and professional services in excess of \$500 (cumulative over the calendar year) receive a T4A. Accounts Payable will not issue payment to an individual for these purposes without first obtaining a Social Insurance Number and complete mailing address. Certain exceptions apply to honorariums to Elders (See Elder Protocols Policy).

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Capital Expenditures

Capital Expenditures are defined as those projects of tangible, non-consumable items which:

- Have a total cost in excess of \$1,000; and
- are intended to have an economic life of more than one year; and
- are necessary, economical and in accordance with overall University priorities and financial capacity

Capital Projects should include realistic time-lines and schedules. Budgets and resources must be established to ensure proper planning and completion of projects on time, on budget, and with due regard to the University's sustainability commitments.

In addition to following all of the relevant instructions noted above, requests to purchase items of a capital nature that are in excess of \$25,000 must be accompanied by a Capital Expenditure Authorization Form (Appendix C).

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Research & Designated Expenditures


The information required by Financial Services to process research and designated expenditures is no different than that required for all other expenditures, except that:

- It is incumbent on the researcher or authorized signing authority for the designated account to ensure that funds are spent only on those expenditures authorized by the grant or designated account.
- The Research Accountant will do a final check to ensure that there are funds available in the account and that they are been spent for the intended purpose before processing for payment.

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Appendix A



**THE UNIVERSITY OF
WINNIPEG**
Financial Services

DEPARTMENT PAYMENT VOUCHER

Date 11/23/2017

To Financial Services
I hereby authorize payment of the under-noted amount chargeable to the departmental budget indicated.

Receipt Items	Reason/Purpose	Reimbursement Amount (tax included)	Coding		
			Account (5 Digits)	Department (4 Digits)	Sub-Department (4 Digits) if required
Total		\$0.00			


Pay to (Name):	Pay to (Address):
Cheque Delivery Method: <input type="checkbox"/> To be mailed to address above <input type="checkbox"/> Picked up at Accounting Office <input type="checkbox"/> Returned to Department Head <input type="checkbox"/> Phone # when ready	

Authorized Signing Authority Name (PLEASE PRINT):	Authorized Signing Authority Signature: <small>Signing approval for payment up to \$5,000</small>
Director/Supervisor/Manager Name (PLEASE PRINT):	Director/Supervisor/Manager Signature: <small>Second signature required. Signing approval for payment in excess of \$5,000 OR when payment is being made to oneself</small>

Link: <http://www.uwinnipeg.ca/financial-services/docs/WEB-payment-voucher-department.xlsx>

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Appendix B



THE UNIVERSITY OF
WINNIPEG
Financial Services

**AWARD
PAYMENT VOUCHER**

Date 11/23/2017

To Financial Services
I hereby authorize payment of the under-noted amount chargeable to the departmental budget indicated.

Receipt Items	Reason/Purpose	Reimbursement Amount (tax included)	Coding		
			Account (5 Digits)	Award (5 Digits)	Project (4 Digits) if required
Total		\$0.00			

Pay to (Name): _____ **Pay to (Address):** _____

Cheque Delivery Method:

To be mailed to address above

Picked up at Accounting Office

Returned to Department Head

Phone # _____ when ready

Authorized Signing Authority Name (F/L/Last Initial):

Authorized Signing Authority Signature:
Signing approval for payment up to \$5,000

Chair/Dean Name (F/L/Last Initial):


Chair/Dean Signature:
Second signature required for approval of payment in excess of \$5,000 OR when payment being made to oneself

Link: <http://www.uwinnipeg.ca/financial-services/docs/WEB-payment-voucher-award.xlsx>

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Appendix C



**THE UNIVERSITY OF
WINNIPEG**
PURCHASING SERVICES
(204)786-9175 (204)786-9702

CAPITAL EXPENDITURE AUTHORIZATION

FURNISHINGS/EQUIPMENT & RENOVATIONS

FOR ALL FURNISHINGS/EQUIPMENT PURCHASES AND RENOVATION PROJECTS EXCEEDING **\$25,000** AND WHERE THE ECONOMIC LIFE OF THE PURCHASE IS IN EXCESS OF ONE (1) YEAR.

Date:

Equipment or Project Name:

Budget Year: Requisitioning Department:

New Replacement

Detailed description of Furnishings/Equipment or Project:

Reason for expenditure:

Life Expectancy of the Equipment or Project: Year(s)

A) Base Cost (CDN Funds): \$

B) PST (if applicable): \$

C) GST (if applicable): \$

D) Delivery/Freight (or indicate if included in base cost): \$

E) Annual Maintenance Cost (if applicable): \$

Operating Funds Available YES NO

Total Landed Cost in CDN Funds (Total lines A through E): \$

Funds available YES NO Budget Account #

REQUISITIONING DEPARTMENT

Director/Manager/Supervisor/Chair
Date (mm/dd/year)

APPROVALS

Faculty Dean or Associate VP
Date (mm/dd/year)

Vice President, Finance and Administration
Date (mm/dd/year)

ORIGINAL TO BE SUBMITTED TO PURCHASING SERVICES ATTACHED TO THE REQUISITION AND ANY SUPPORTING DOCUMENTATION (QUOTATIONS, ETC.). A PURCHASE ORDER WILL NOT BE ISSUED WITHOUT THIS COMPLETED FORM.

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Link: <http://www.uwinnipeg.ca/financial-services/docs/capital-expenditure-auth-form.doc>