

APPENDIX 17

Yellow Medicine County
Vendors – New/Changes
Narrative
FYE 12/31/2009

Updated by: Michelle May, Finance Manager, 11/08/2013

New or Changed Vendor Process

The Finance & Administration (F&A) Deputy in charge of payables, the Human Services Fiscal Supervisor, and the Human Services Accounting Technician have the ability to enter new vendors or change vendors as needed. The F&A Deputy in charge of payables enters new or changes previous vendors for all funds except Human Services.

The individual adding a new vendor or changing a previous vendor enters or changes the vendor number, name, address, 1099 code, whether vendor is an individual or organization, and the vendor's social security or employer identification number if the 1099 code is marked yes.

At the end of each quarter the Finance Manager prints a 'Vendor Add/Change Listing' using Menu option 5025 in the IFS system. She/he reviews the list and chooses at least 5% of the new or changed vendors added or changed by the F&A Deputy in charge of payables. This 5% sample is to be tested by the Administrative Secretary. The Human Services Fiscal Supervisor reviews the list and tests at least 5% of the new or changed vendors added or changed by the Human Services Accounting Technician. The Human Services Accounting Technician does the same process with the new or changed vendors added or changed by the Human Services Fiscal Supervisor.

The individual reviewing the list checks for misspelled names, repeated use of an address or anything that looks unusual for that IFS user to be entering. The individual testing the 5% sample will either try to locate the name and address in the phone book or on the internet. If they are unable to locate the vendor using the above methods they will look at the invoice for a phone number and contact the vendor to verify the address. Upon completion of the review and testing the County Finance Manager, the Human Services Fiscal Supervisor, the Human Services Accounting Technician and the Administrative Secretary will sign and date the bottom of the list to document they have reviewed and/or tested the list.

Annually

At the end of each even numbered year the Human Services Fiscal Supervisor will review the vendor list for duplicate vendors with the same address and old vendors that are no longer used and verify her findings with the F&A Deputy in charge of payables. On odd numbered years the F&A Deputy in charge of payables will follow the same process and inform the Human Services Fiscal Supervisor. If they both agree the Human Services Fiscal Supervisor will merge any duplicates and mark old, no longer used, vendors as inactive. Each year the County Finance Manager will run the Vendor Purge menu option 9810. This will eliminate any inactive vendors that no longer have history.