

## Using PID to Look Up the Supplier ID

To avoid selecting an incorrect supplier when paying employees, students, and affiliates with PIDs, search for the supplier ID first, by following these steps:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Supplier Inquiry**.
2. Choose **UNCCH-PID** from the drop down list for ID Type.
3. Enter the employee, student or affiliate PID number in this field.



The screenshot shows a web form with several input fields. The 'ID Type' dropdown menu is highlighted with an orange border and is currently set to 'UNCCH-PID'. Other fields include 'Address' with a dropdown set to 'Equal to', 'Customer Number', and 'VAT Registration ID'.

4. Click the **Search** button.

**Result:** It will return the correct Supplier ID. If the search returns no results, the supplier will need to be requested through the system.

## Creating the Voucher

After looking up the correct Supplier ID using a PID, follow these steps to create the campus voucher:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Campus Voucher Entry**
2. On the **Add a New Value** tab, complete the fields:
  - Leave the default values for **Business Unit** (UNCCH or UNCGA), **Voucher ID** (NEXT), and **Voucher Style** (Regular Voucher).
  - Look up the Supplier ID you have identified using the **Supplier ID** field.
  - **Supplier Location:** Verify that the address matches that of the individual to be paid.
  - **Invoice Number:** Depending upon the payment type, enter the invoice number based on the following:

- **Reimbursements:** The created reimbursement invoice number is the last name of the payee, the amount (including cents), the three-letter abbreviation of the expense month and the last two digits of the year. For example, if you are reimbursing Mark Smith for a \$20.34 purchase, which was made in September 2019, the invoice number would be **SMITH20.34SEP19**
- **Cash Advance and Petty Cash Reimbursement:** The cash advance invoice number is the last name of the employee, the amount (including cents), the three-letter abbreviation of the payment month, and the last two digits of the year. For example, if you are paying Mark Smith \$560.00 for November 2019 payment, the invoice number would be **SMITH5600.00NOV19**
- **Gross Invoice Amount:** Enter the total amount of the invoice.

3. Then continue to process the campus voucher as normal.

**Important:** If a campus voucher is paid to the incorrect supplier via ACH, accounts payable only has five business days from the date of the voucher to recover the funds. If the voucher is paid by check accounts payable can issue a stop payment, as long as the check has not been cashed.

Otherwise, issuing departments are responsible for covering the payment and other fees or payments related to correcting the error.