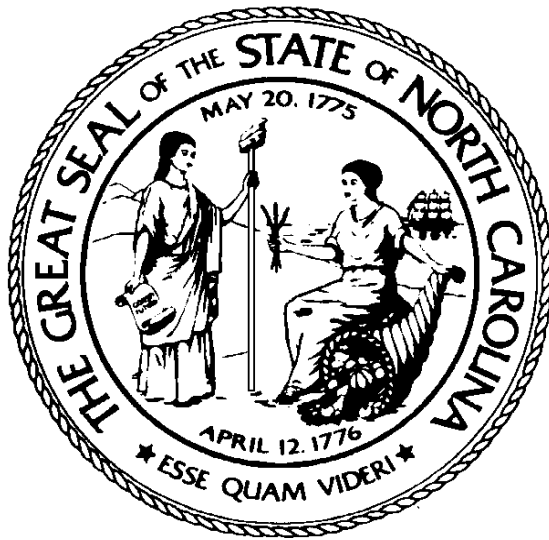


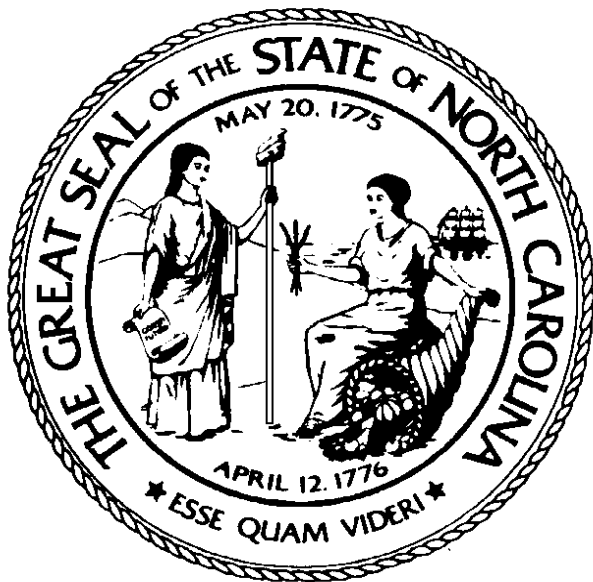
Vendor Processing Training Course



State of North Carolina

NC Accounting System

North Carolina Accounting System
Vendor Processing
Training Course
5th Edition



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State Controller
September 2, 2010

This training was prepared by:

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<http://www.osc.nc.gov>

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Course Overview

This course explains how to use the North Carolina Accounting System (NCAS) and the Accounts Payable (AP) module to set up vendors for payments, 1099 processing, and withholding.

Audience

Accounts payable clerks
Accounts payable management

Length

6 hours

Objectives

Upon successful completion of this course, participants will be able to:

- Set up trade vendors
- Set up employee vendors
- Set up non-trade vendors
- Set up vendors for electronic payment
- Set up vendors for 1099 withholding
- Set up vendors for backup withholding
- Set up factor vendors
- Change existing vendors

Quick Reference Guides

Quick reference guides are job aids that help participants complete the tasks involved with adding and changing vendors. These QRGs are referenced throughout the walkthroughs and activities.

Procedures

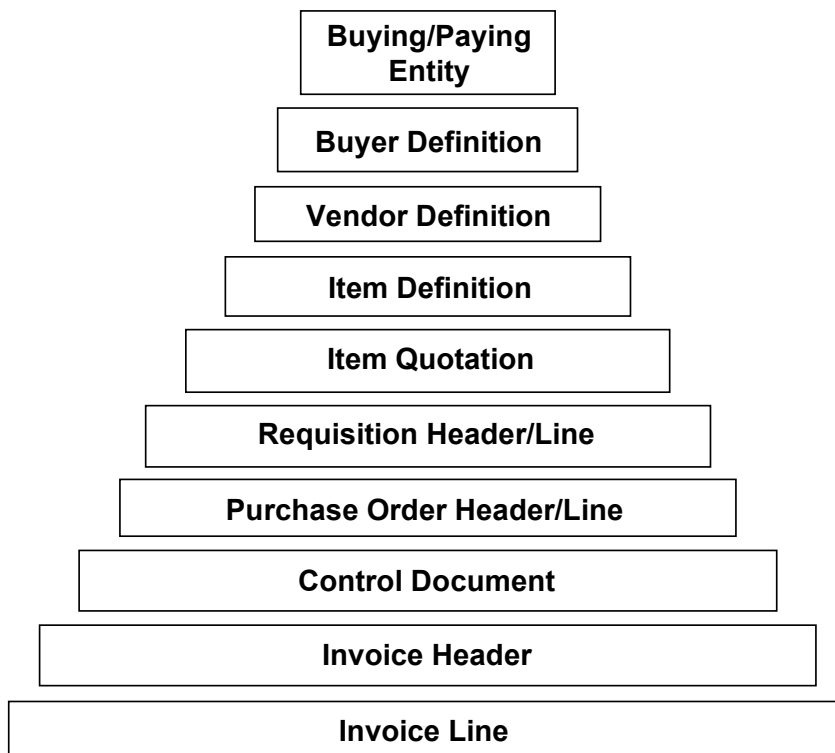
Procedures are detailed process steps that describe how to complete the tasks required for adding and changing vendors. These “step-by-steps” can be used after the training class as a reference in the performance of job functions on the NCAS.

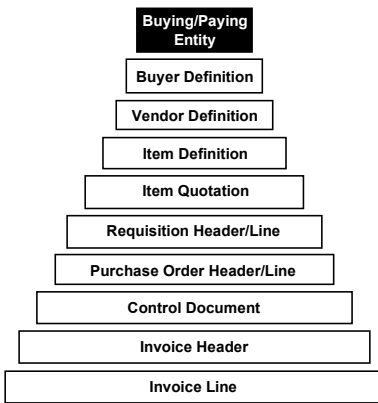
Policy Overview

Policy Hierarchy

A primary benefit of the NCAS is that it allows the state to maintain consistent financial information while simultaneously meeting the needs of individual agencies. To accomplish this, the Office of the State Controller (OSC) has entered standard information in the NCAS that is either general to the state or specific to an agency. Because the system uses this information as a standard, it is considered **policy**. Before an agency can begin to enter information in the NCAS Accounts Payable module, certain policies must be established for the agency.

The NCAS policy carries forward—or **defaults**—information from one screen to the next. This default information conforms to a hierarchy in the NCAS. The **policy hierarchy**, illustrated by the following diagram, represents the levels at which accounts payable policies (including purchasing policies that impact accounts payable) are established and maintained. As you review the policy hierarchy, bear in mind that overall state and agency policies are established at the top of the hierarchy. At the highest level, the buying and paying entities act as an umbrella under which general accounts payable policies are established and maintained. As you progress down the hierarchy, each layer represents an opportunity to override previously established policies with data that is specific to the transaction on which you are working.





Buying Entity

A **buying entity** supplies a set of defaults that will govern the purchasing transactions generated within the entity. The values will default for all transactions created within that buying entity.

The buying entity is a unique code that establishes the agency's address and phone number within NCAS. Buying entities have been established for each agency. XXBG and XXEG have defaults oriented to the purchase of goods; XXBS and XXES have defaults established for purchasing services.

Each agency has at least four buying entities. They have the following structure:

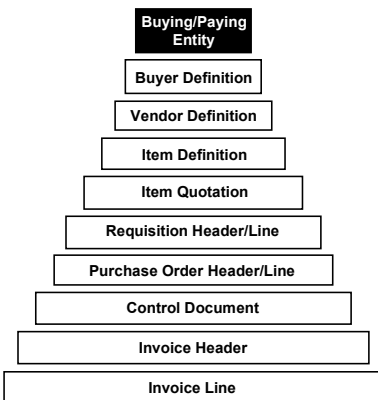
XXBG (XXEG) and XXBS (XXES)

- XX = Agency identification number
- B = Buying --- **OR** --- (E = E-Procurement Buying)
- G = Purchases of goods
- S = Purchases of services

For example,

- DPI uses 08BG and 08EG for purchases of goods.
- OSA uses 06BS and 06ES for purchases of services.

Your agency may use additional buying entities if it has unique business requirements. For example, the Department of Correction established a third buying entity, 42BI, for the purchase of inventory. Additional buying entities must be reviewed and approved by the OSC to ensure compliance with the NCAS business model.



Paying Entity

An agency establishes a **paying entity** to achieve default values for processing invoices, credit memos, employee advances and payment transactions. A paying entity defines the set of rules that will govern the purchasing and accounts payable transactions generated within the entity. The rules default from the policy established for the entity.

A paying entity is a unique code that contains the agency name and address and the type of vendor that will be processed.

Each agency has at least two paying entities. They have the following structure:

XXPT and XXPE

XX	=	Agency identification number
P	=	Paying
T	=	Trade vendor transactions
E	=	Employee vendor transactions

NOTES

An agency is responsible for maintaining vendor information for its employees and non-trade vendors.

For example,

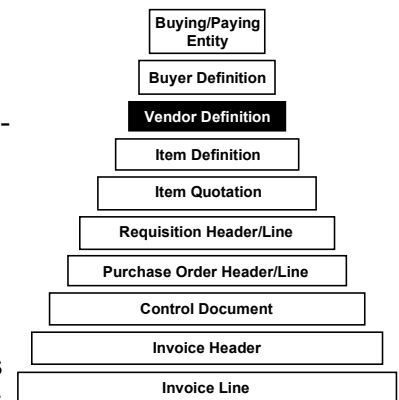
- DOI uses 12PT to pay a trade vendor.
- The OSC uses 14PE to pay employee advances.

Your agency may use additional paying entities if it has unique business requirements. For example, Department of Revenue established a third paying entity, 45PN, to pay non-trade vendors. Additional paying entities must be reviewed and approved by the OSC to ensure compliance with the NCAS business model.

Vendor Definition

Although your agency establishes general vendor policy at the paying entity level, it may be overridden at the vendor definition level. After a vendor is initially added to the Statewide Trade Vendor File, the OSC sends a Vendor Payment Verification form to the vendor. The questionnaire asks the vendor to verify all information. For example, the vendor identifies his or her payment terms, which may be different from the default. This is where a vendor would establish payment terms if different from the entity default. The OSC then makes any changes or additions to the file, ensuring that all information is accurate and current. This process demonstrates how policy established at a higher level—in this case, the paying entity—is more general than the specific information entered at a lower level—in this case, the vendor definition level.

The policies set up in the Purchasing module also impact the accounts payable functions. For example, the controls governing an invoice (such as the allowable variance in the unit price of an item) are established in the Purchasing module. Purchasing policies are generally established at the buying entity level and overridden at the following levels by the buyer.



NOTES

SUMMARY

Having a policy hierarchy provides many benefits to the state and agencies. Because information defaults to all related transactions, less information needs to be entered during data entry and, therefore, fewer mistakes will be made. Two of the main benefits related to vendors include:

- Your agency can automatically and consistently apply general business policies to all transactions.
- Your agency has access to statewide vendor files, which contain statewide policies and defaults.

Vendor Overview

Overview

In the NCAS, a vendor record must exist before documents can be entered. During the payment process, it may be necessary to add and change vendors. There are three types of vendors that may be added or modified:

Trade vendors
Employee vendors
Non-trade vendors

- The Office of the State Controller maintains a Statewide Trade Vendor File. This statewide file allows agencies to share trade vendors and eliminates the need for duplicating vendors.
- Individual agencies maintain their own employee vendor files for travel advances and reimbursements.
- Individual agencies may also need to establish a non-trade vendor file in order to handle non-trade transactions such as scholarships and payments from subsystems.

Vendor Screens

There are six primary screens used in the vendor process. They include the following screens:

The *Vendor Setup (VSU)* screen
The *Vendor General Information (VGN)* screen
The *Vendor Payable Information (VPN)* screen
The *Vendor Short Name Lookup (VSL)* screen
The *Order From Vendor Setup (VOS)* screen
The *Remit To Vendor Setup (VRS)* screen

NOTES

The Vendor Setup (VSU) screen

```

OCP                                VENDOR SETUP                                VSU
NEXT FUNCTION: _____ ACTION: _____                                02/02/2006 10:34:07
REQUEST: _____
=====
PAY ENTITY   : XXPT      VENDOR NO   : 043002439  GROUP      : B
VENDOR NAME  : CABOT SAFETY CORPORATION          VENDOR TYPE : M
SHORT NAME   : CABOTSAFETYCORP                  EDI/FAX CODE :
--- ORDER FROM --- HOLD: _  DEFAULT ADDR: Y  FAX      : 800-488-8007
  ADDR LINE 1: _____  PHONE       : _____
  ADDR LINE 2: _____  STATE CODE  : _____ VAL: _
  ADDR LINE 3: _____  POSTAL CODE : _____
  OPT ADDR 1: _____  OPT ADDR USE: _____
  OPT ADDR 2: _____  OPT STATE CD: _____ VAL: _
  CONTACT    : _____  OPT POSTAL CD: _____
--- REMIT TO --- HOLD: _
  ADDR LINE 1: _____  PHONE       : 800-225-9038
  ADDR LINE 2: PO BOX 18026B _____  STATE CODE : MO VAL: Y
  ADDR LINE 3: ST LOUIS _____  POSTAL CODE : 63160
  OPT ADDR 1: LOCAL PHONE #: 508-764-5500  OPT ADDR USE: _____
  OPT ADDR 2: _____  OPT STATE CD: _____ VAL: _
  CONTACT    : CUSTOMER SERVICE _____  OPT POSTAL CD: _____
PAYMENT TERMS: _____  VENDOR STATUS: _____
CONSL REPORTING INFO - PAY ENTITY: _____ VEND NBR: _____ GROUP NBR: _____
    
```

The VSU screen is the vendor set-up screen for general information such as the federal tax id number, vendor name, address, phone/fax numbers, and contact information.

The Vendor General Information (VGN) screen

```

OCP                                VENDOR GENERAL INFORMATION                                VGN
NEXT FUNCTION: _____ ACTION: _____                                02/02/2006 10:41:08
REQUEST: _____
=====
PAY ENTITY   : XXPT      CABOT SAFETY CORPORATION
SHORT NAME   : CABOTSAFETYCORP          PO BOX 18026B
VENDOR NUMBER: 043002439 GROUP: B      ST LOUIS
                                          MO 63160

CATEGORY CODES      1: _____ 2: _____ 3: _____ 4: _____ 5: _____
DUNS NUMBER         : _____
VENDOR FILING DATE  : _____
D & B RATING        : _____
D & B APPRAISAL     : _____
QUESTIONNAIRE CODE  : Y
NEXT QUEST. MAIL DATE: _____
EST EXPENDITURE     : _____
NC CORPORATE ID NBR : _____ VEND ADD: 02/16/1993
USER FIELD 1        : _____
USER FIELD 2        : _____
    
```

The VGN screen is a general setup screen which includes HUB codes, order from county code, remit to county code, and vendor setup date information.

The Vendor Payable Information (VPN) screen

NOTES

```

OCP                                VENDOR PAYABLE INFORMATION                                VPN
NEXT FUNCTION: _____ ACTION: _____                                02/02/2006 10:39:40
REQUEST: _____
=====
PAY ENTITY      : XXPT                                CABOT SAFETY CORPORATION
SHORT NAME     : CABOTSAFETYCORP                       PO BOX 18026B
VENDOR NUMBER: 043002439  GROUP: B                     ST LOUIS
                                                       MO 63160

DISCOUNT DELAY DAYS : _____                    PAYMENT DELAY DAYS      : _____
DOC ALERT MAX AMOUNT: _____                    COMBINED OR SINGLE PYMT: _____
DIRECT INVC ALLOWED : Y                               PAYMENT PRINT SEQUENCE : _____
FACTOR NUMBER      : _____                    FACTOR GROUP NUMBER    : _____
PAYMENT ROUTE CODE : _____                    VAT INCLUSIVE          : N
SIGN APPROVAL CODES : _____                    USE TAX                : _____
TAX ID NUMBER     : 043002439                       TAX ID EXPIRATION DATE : _____
1099 CODE        : _____                    1099 WITHHOLDING RATE : _____
1099 PAYEE NAME  : _____                    1099 USE NAME         : _____
VENDOR CURR CODE : _____

CORPORATE CREDIT CARD 1: _____ TYPE : _____
CORPORATE CREDIT CARD 2: _____ TYPE : _____
    
```

The VPN screen includes vendor pay information such as 1099 coding. It also displays if the company is "doing business as" another name. This screen also indicates if the vendor is set up for state and/or federal withholding.

The Vendor Short Name Lookup (VSL) screen

```

OCP                                VENDOR SHORT NAME LOOKUP                                VSL
NEXT FUNCTION: _____ ACTION: _____                                04/12/2006 11:27:25
REQUEST: _____
=====
PAY ENTITY: XXPT
SHORT NAME: CABOT@_____ ADDRESS TYPE: B PRIVATE VENDORS : _
                                           SHOW ALL           : _

SHORT NAME      VENDOR NBR  GROUP   NAME
ORDER FROM ADDRESS  REMIT TO ADDRESS

CABOTSAFETYCORP  043002439  B      CABOT SAFETY CORPORATION
P.O. BOX 18026B
ST LOUIS                MO      P.O. BOX 18026B
                                           ST LOUIS                MO
    
```

PAGE NO: 1 SCREEN STATUS: END OF LIST

The VSL screen is an inquiry only screen. You can search for a particular vendor or group of vendors utilizing the SHORT NAME field as a tool.

NOTES

The Order From Vendor Setup (VOS) screen

```

OCP                                ORDER FROM VENDOR SETUP                                VOS
NEXT FUNCTION: _____ ACTION: _____                                02/02/2006 09:47:50
=====
PAY ENTITY      : XXPT
VENDOR NUMBER  : 043002439
GROUP NUMBER   : B
SHORT NAME     : CABOTSAFETYCORP
VENDOR TYPE    : M
ORDER FROM NAME: CABOT SAFETY CORPORATION
  ADDR LINE 1:
  ADDR LINE 2: P.O. BOX 18026B
  ADDR LINE 3: ST LOUIS
  OPT ADDR 1: LOCAL PHONE #: 508-764-5500
  OPT ADDR 2: FAX #: 800-488-8007
CONTACT       : CUSTOMER SERVICE
  EDI/FAX CODE :
  FAX          :
  PHONE       : 800-225-9038
  STATE CODE  : MO
  POSTAL CODE : 63160
  OPT ADDR USE :
  OPT STATE CD :
  OPT POSTAL CD:

  PAYMENT TERMS :          STATUS:          ORDER HOLD:

  --- CONSOLIDATED REPORTING INFORMATION ---
  PAY ENTITY      :          CATEGORY CODE 1:
  VENDOR NUMBER  :          CATEGORY CODE 2:
  GROUP NUMBER   :          CATEGORY CODE 3:
  
```

The VOS screen is an inquiry only screen used to determine the order from address of a vendor. The search can be performed using either the VENDOR NUMBER/GROUP fields or the vendor SHORT NAME field.

The Remit To Vendor Setup (VRS) screen

```

OCP                                REMIT TO VENDOR SETUP                                VRS
NEXT FUNCTION: _____ ACTION: _____                                02/02/2006 09:48:45
=====
PAY ENTITY      : XXPT
VENDOR NUMBER  : 043002439
GROUP NUMBER   : B
SHORT NAME     : CABOTSAFETYCORP
VENDOR TYPE    : M
REMIT TO VENDOR NAME: CABOT SAFETY CORPORATION
  ADDR LINE 1:
  ADDR LINE 2: P.O. BOX 18026B
  ADDR LINE 3: ST LOUIS
  OPT ADDR 1: LOCAL PHONE #: 508-764-5500
  OPT ADDR 2: FAX #: 800-488-8007
CONTACT       : CUSTOMER SERVICE
1099 PAYEE   :
  PAYMENT TERMS :          STATUS:          REMIT HOLD:

  --- CONSOLIDATED REPORTING INFORMATION ---
  PAY ENTITY      :          CATEGORY CODE 1:
  VENDOR NUMBER  :          CATEGORY CODE 2:
  GROUP NUMBER   :          CATEGORY CODE 3:
  
```

The VRS screen is an inquiry only screen used to display the remit to address of a particular vendor. This assists in determining where payments are sent.

Adding and Changing Vendors

NOTES

As previously stated, in the NCAS, a vendor record must exist before documents can be entered. During the payment process, it may be necessary to add and/or change vendors. The three types of vendors that may be added or modified are as follows:

- Trade vendors
- Employee vendors
- Non-trade vendors

Two methods exist allowing the addition or modification of trade vendors. (Remember that non-trade and employee vendors are added and modified at the agency level.)

- To add a new vendor to NCAS, use the pay entity of VADD. The VADD pay entity sends the vendor to a temporary OSC vendor file. After verification from the OSC Help Desk, the vendor file is sent through the overnight production process.
- To change an existing vendor in NCAS, add new vendor information and fax documentation to the OSC Helpdesk at (919) 707-0795.
- Changes to zip code, phone numbers, and contact personnel are allowed. Call OSC Support Service to request the change. **NO** documentation needed.

Trade Vendors

Overview

Trade vendors are people and companies outside of your agency who provide goods and services.

Before entering a document in the NCAS, a trade vendor must exist in the Statewide Trade Vendor File. This file is established and maintained by the Office of the State Controller (OSC). In order to establish a trade vendor, the vendor's federal identification number or social security number must be known.

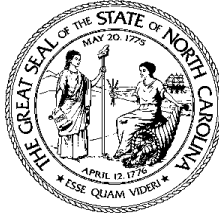
The following are Statewide Trade Vendor File characteristics:

- Acts as a master file that is shared by all agencies
- Contains essential information about vendors (such as a vendor's remit-to address)

After the OSC has added a vendor to the Statewide Trade Vendor File, it sends a Payment Verification Form to the vendor. This form requests the vendor to verify all information. If any information is incorrect or missing, the vendor is requested to correct or supply it. The OSC then makes any changes or additions to the file. This process ensures that all information in the Statewide Trade Vendor File is accurate and up-to-date.

Office of the State Controller

Return to:
Office of the State Controller
NCAS Vendor Payment Verification
1410 Mail Service Center
Raleigh, NC 27699-1410



Payment Verification Form

Telephone: (919)875-HELP
(4357)

FAX: (919)981-5561

Section 6109 of the Internal Revenue Code requires you to furnish your correct TIN to persons who must file information returns with the IRS to report interest and certain other income paid to you. The IRS uses the numbers for identification purposes and to help verify the accuracy of your return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

Federal ID No./Social Security No. for Individuals (9 digits): 123456789

Name of Firm or Individual: TEACHING NCAS

If Sole Proprietorship, owners name: _____

Address for Ordering Goods and/or Services: _____

Fax Number: _____

Toll-Free Phone Number: _____

Area Code & Phone Number: _____

E-Mail Address: _____

County Name: _____

Contact: _____

Remittance Address (if different from above)

Area Code & Phone Number: 888-555-1234

PO Box 1324
Raleigh NC
27609-4567

Toll-Free Phone Number: _____

Fax Number: _____

County Name: _____

Contact: _____

Individual and Business Characteristics: (Please complete both Part I and Part II)

Part I: Check ALL that apply.
(Applicable to both individuals and businesses)

- Minority or Minority Owned
- Woman or Woman Owned
- Handicapped or Handicapped Owned
- None of the Above

Part II: Type of Business Structure
(Check ALL that apply)

- Individual
- Sole Proprietorship
- Government: Federal or State or Local
- School/College/University: Public or Private
- Partnership
- Corporation: (check ALL that apply)
 - Not-for-Profit Corporation
 - Sub-Chapter S Corporation
 - Medical/Health Corporation

Does your business provide: Goods Only Services Only Both Goods and Services

Does your business provide medical services? Yes No

Form Completed By:

Signature: _____ **Title:** _____ **Date:** _____

- **VADD** This is the pay entity utilized for vendor additions and name changes.

NOTES

- For incorrect Federal ID/Social Security numbers and incorrect addresses, you must request the OSC NCAS Help Desk to inactivate the vendor and add a new vendor with the updated information.

The following walkthrough shows the process of requesting the OSC to add a vendor.

WALKTHROUGH: Requesting the Addition of a Trade Vendor

SCENARIO

Your agency wants to do business with Tectonics, Incorporated. Tectonics' federal ID number is XX9876543. The contact person is Randy James. Tectonics' address and phone number are as follows:

148 Elm Street
Suite 1200
Charlotte, NC 27106-2618
Toll-Free: 800-755-9877
Local: 336-967-4531

Before entering any documents, check the Statewide Trade Vendor File to see if the vendor exists.

Remember, you learned how to log on to the system during the *NCAS Basics* (CBT) course.

```
*****  ***  *****  *****  *****  **
***  ***  ***  ***  ***  ***  *****  *****
***  ***  ***  ***  ***  ***  ****  **
***  ***  ***  ***  ***  ***  ****
***  **  ***  ***  *****  **  ****
***  *****  ***  ***  ****  ****  *****
***  ****  *****  ****  ****  ***  ****

NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
MAIN MENU

A - PAYROLL/PERSONNEL
B - FINANCIAL SYSTEMS
C - MANUFACTURING SYSTEMS
D - HEALTH CARE
E - INFORMATION EXPERT

ENTER THE SYSTEM TYPE YOU DESIRE: 1

ACTION _____ DCI Release 94.01.CF
```

NOTES

1. Access the NCAS and type **b** for Financial Systems in the ENTER THE SYSTEM TYPE YOU DESIRE field and press **Enter**.

```

*****  ***  *****  *****  *****  ***
***  ***  ***  ***  ***  *****  *****
***  ***  ***  ***  ***  ***  ***  ***  ***
***  ***  ***  ***  ***  ***  ***  ***
***  **  ***  ***  ***  *****  **  *****
***  *****  ***  ***  ***  ***  *****
***  *****  *****  ***  ***  ***  ***
***  *****  *****  *****  *****  ***  *****

NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
FINANCIAL SYSTEMS

03 - GENERAL LEDGER
04 - ACCOUNTS RECEIVABLE
05 - ACCOUNTS PAYABLE AND
    PURCHASE ORDER CONTROL
06 - ACCOUNTS PAYABLE
07 - INVENTORY
08 - FIXED ASSETS
09 - BUDGETARY CONTROL
10 - FORECASTING AND MODELING
12 - FOREIGN EXCHANGE
13 - PROJECT TRACKING
14 - PURCHASING
15 - ORDER PROCESSING
17 - SALES FORECASTING / DRP
21 - FINANCIAL CONTROLLER
22 - EDI

ENTER THE SYSTEM NUMBER YOU DESIRE: 2

ACTION _____ DCI Release 94.01.CF
    
```

2. Type **06** in the ENTER THE SYSTEM NUMBER YOU DESIRE field and press **Enter** to access the *Accounts Payable (APM)* screen.

```

OCP AP                ACCOUNTS PAYABLE                APM
NEXT FUNCTION: 3 _____ ACTION: _____                01/03/2006 15:06:46
=====
FUNCTIONS                                SETUP/MAINTENANCE
ACTIVITY  DESCRIPTIONS                        ACTIVITY  DESCRIPTIONS
=====
DEM       DOCUMENT ENTRY                          CPM       COMMON POLICY
DMM       DOCUMENT MAINTENANCE                    CVM       COMMON VENDOR
DIM       DOCUMENT INQUIRY                        SMM       SYSTEM MAINTENANCE
PYM       PAYMENT CONTROLS
BRM       BANK RECONCILIATION
BEM       BUDGETARY EXCEPTIONS
    
```

3. Type **vs1** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Short Name Lookup (VSL)* screen.

NOTES

```
OCF                                VENDOR SHORT NAME LOOKUP                                VSL
NEXT FUNCTION: 6 ACTION: _____ 04/12/2006 15:40:56
REQUEST: _____
=====
PAY ENTITY: 4
SHORT NAME: 5 ADDRESS TYPE: _ PRIVATE VENDORS : _
SHOW ALL : _
SHORT NAME VENDOR NBR GROUP NAME ACTIVITY
ORDER FROM ADDRESS REMIT TO ADDRESS

PAGE NO: SCREEN STATUS: _____
```

4. Type your **trade paying entity (XXPT)** in the PAY ENTITY field.
5. Type **tec@** in the SHORT NAME field and press to view the VSL screen. The symbol "@" allows you to type part of a vendor name to access all vendors beginning with the letters "t-e-c."

When the SCREEN STATUS field at the bottom of the screen says **MORE**, additional pages of information exist. Press to scroll to the next page and access this information.


You can scroll up or down on the VSL screen. DOWN is the default direction. To scroll UP, type **UP** in the REQUEST field and press . You are able to scroll up to ten pages at one time. For example, type **DOWN3** or **DN3** in the REQUEST field and press to scroll down 3 pages. To return to the top of the list, type **TOP** or **T** in the REQUEST field and press .

Note that Tectonics is not listed on the VSL screen.

6. Type **vsu** in the NEXT FUNCTION field and press to access the *Vendor Setup (VSU)* screen and request the addition of Tectonics as a vendor.

NOTES

OCP		VENDOR SETUP		VSU	
NEXT FUNCTION: _____		ACTION: _____		01/03/2006 16:48:07	
REQUEST: _____					
=====					
PAY ENTITY :	7	VENDOR NO :	8	GROUP :	_____
VENDOR NAME :	9	VENDOR TYPE :	10	EDI/FAX CODE :	_____
SHORT NAME :	_____				_____
---	ORDER FROM	---	HOLD: _____	DEFAULT ADDR: _____	FAX : 11
	ADDR LINE 1:				PHONE : _____
	ADDR LINE 2:				STATE CODE : _____ VAL: _____
	ADDR LINE 3:				POSTAL CODE : _____
	OPT ADDR 1:				OPT ADDR USE : _____
	OPT ADDR 2:				OPT STATE CD : _____ VAL: _____
	CONTACT :				OPT POSTAL CD: _____
---	REMIT TO	---	HOLD: _____		
	ADDR LINE 1:				PHONE : 12
	ADDR LINE 2:	13			STATE CODE : 14 VAL: _____
	ADDR LINE 3:	15			POSTAL CODE : 16
	OPT ADDR 1:	17			OPT ADDR USE : _____
	OPT ADDR 2:	18			OPT STATE CD : _____ VAL: _____
	CONTACT :	19			OPT POSTAL CD: _____
PAYMENT TERMS: _____		VENDOR STATUS: _____			
CONSL REPORTING INFO - PAY ENTITY: _____		VEND NBR: _____		GROUP NBR: _____	

7. Type **vadd** in the PAY ENTITY field. VADD is a temporary storage area. All new trade vendors are filed here until they are added to the Statewide Trade Vendor File.
8. Type **XX9876543** in the VENDOR NO field. Remember that the vendor number is the vendor's federal ID or social security number.
9. Type **tectonics incorporated** in the VENDOR NAME field. The name prints on the check exactly as it is typed here.
 -  Spell out the name of the vendor as far as the VENDOR NAME field allows. If necessary, use the ADDRESS LINE 1 field for continuation of the name.
10. Type **d** in the VENDOR TYPE field to indicate that Tectonics is a *direct* vendor. In other words, a purchase order will not be issued.

The default for the VENDOR TYPE field is **D** for *direct* vendor. If the vendor is a *matching* vendor (grant, contract, or motor fleet), an **M** must be typed in the VENDOR TYPE field. The agency must then notify the OSC that the vendor is grant, contract, or motor fleet in one of the optional address line fields.

Do not enter any data in the SHORT NAME field. Allow the data from the VENDOR NAME field to default in the SHORT NAME field. Any further modifications to this field will be made by the OSC Help Desk. This is for Trade vendors only. You must type employee vendor's name in reverse order (last name first). It does not default correctly.


NOTES

11. Type **828-345-6789** the FAX field. This field is optional.

It is no longer necessary to enter data in the ORDER FROM fields. The ORDER FROM data is added when an E-procurement vendor is selected for use on a purchase order. The vendor's ORDER FROM data is "pushed" to NCAS from E-procurement.


12. Type **800-755-9877** in the PHONE field of the REMIT TO section. If there is a toll-free number, it should always be entered in the PHONE field.

13. Type **148 elm st ste 1200** in the ADDR LINE 2 field.

 Use standard postal abbreviations wherever appropriate. See the online NCAS System Information Guide (SIG) for a complete listing of postal abbreviations in the Vendors section.

14. Type **nc** in the STATE CODE field.

15. Type **charlotte** in the ADDR LINE 3 field.

 Always type the city in the ADDR LINE 3 field, even if it means that you have to leave the ADDR LINE 1 field blank. Only ADDR LINE 2 and ADDR LINE 3 fields print on the purchase order and check.

Do not use slashes ("/") anywhere in your vendor request. This could cause the vendor record to be corrupted and unusable. For "in care of" recipients, use the REMIT MSG field on the *IWS-17* screen. For telephone numbers, use dashes. If you have any questions regarding the establishment of a vendor request, please call the NCAS Support Services at 919-707-0795.

16. Type **27106-2618** in the POSTAL CODE field.

 The nine-digit zip code is required.

Complete zip code numbers can be located on the United States Postal Services' web site: <http://www.usps.gov/zip4>

17. Type **phone #: 336-967-4531** in the OPT ADDR 1 field. The OPT ADDR fields are used to enter other information about a vendor, such as a second phone number.

NOTES

The code that you enter in the OPT ADDR USE field instructs the NCAS to print certain address lines. You can type one of the following two codes:

- 1** Prints selected address lines:
opt addr 1
opt addr 2
- 2** Prints all address lines:
addr line 1
addr line 2
opt addr 1
opt addr 2
addr line 3

18. Type **your name, full phone number** in the OPT ADDR 2 field.

Example: Jane – 828-358-3546 @DOJ-JA

You must type your name, full telephone number (with area code if outside of Raleigh), and agency-division in the OPT ADDR 2 field. This will ensure that the OSC Support Services Help Desk can reach you if further information is required to process vendor requests.

19. Type **randy james** in the CONTACT field.
20. Press . The following message is displayed on your screen:
VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!!!
21. Press to send your request to the OSC.

You have now requested that the OSC add a vendor to the Statewide Trade Vendor File. The OSC will act on your request as soon as possible. You have two business days to complete the vendor add.

Foreign Vendors

Foreign vendors do not have standard tax identification numbers as vendors in the United States. When adding a foreign vendor, the VADD pay entity should be used, just as when adding trade vendors. However, “foreign” should be typed in the VENDOR NO field as the tax ID number. All Foreign vendor requests must be approved by OSC’s Foreign National Support Section/Team. The OSC Help Desk assigns the vendor number after receiving the added file from the agency.

Be sure to type N in the VAL field for the state code. State codes are only for the United States.

NOTES

```

N23                                VENDOR SETUP                                VSU
NEXT FUNCTION: _____ ACTION: _____                                01/02/2006 13:50:44
REQUEST: _____
=====
PAY ENTITY   : VADD      (VENDOR NO : FOREIGN)  GROUP       : _____
VENDOR NAME  : 49TH WEST GAMES INCORPORATED  VENDOR TYPE : D
SHORT NAME   : 49THWGAMESINCOR              EDI/FAX CODE : -
--- ORDER FROM --- HOLD: _  DEFAULT ADDR: N  FAX         : _____
  ADDR LINE 1: _____                PHONE      : _____
  ADDR LINE 2: _____                STATE CODE : _____ VAL: -
  ADDR LINE 3: _____                POSTAL CODE: _____
  OPT ADDR 1: _____                OPT ADDR USE: -
  OPT ADDR 2: _____                OPT STATE CD: _____ VAL: -
  CONTACT    : _____                OPT POSTAL CD: _____
--- REMIT TO --- HOLD: _
  ADDR LINE 1: _____                PHONE      : _____
  ADDR LINE 2: 18156 69TH AVE           STATE CODE : _____ VAL: N )
  ADDR LINE 3: SURREY CANADA           POSTAL CODE: VES 9C7
  OPT ADDR 1: _____                OPT ADDR USE: -
  OPT ADDR 2: REQ: CAROLYN@DCR 807-1234 OPT STATE CD: _____ VAL: -
  CONTACT    : _____                OPT POSTAL CD: _____
PAYMENT TERMS: _____                VENDOR STATUS: -
CONSL REPORTING INFO - PAY ENTITY: _____ VEND NBR: _____ GROUP NBR: _____
  
```

Contact the OSC NCAS Help Desk at (919) 707-0795 if you have any questions regarding the addition of a foreign vendor.

Employee Vendors

Overview

An **employee vendor** is an employee to whom your agency pays expense reimbursements or travel advances. Each agency is responsible for establishing and maintaining employee vendors. The OSC requires that the employee's social security number be used as the vendor number.

Employee vendors are established under the following paying entity:

XXPE

XX = agency identification number
PE = employee payable

Short names for employee vendors should be set up on the *Vendor Setup (VSU)* screen with the last name first (e.g., Smithjohn). Remember that spaces and punctuation are *not* typed in the SHORT NAME field.

The date the vendor is to be added to the system should be entered on the *Vendor General Information (VGN)* screen in the VEND ADD field. The date for this field must be entered as 8 digits (for example, September 15, 2006 would be entered as 09152006).

After keying in the employee information on the *VSU* screen, the social security ID number needs to be entered on the *Vendor Payable Information (VPN)* screen. The TAX ID NUMBER field must be completed on the *VPN* screen to avoid inadvertent backup tax withholding.

WALKTHROUGH: Adding an Employee Vendor

SCENARIO

Michael Miller will be traveling and receiving expense checks. He needs to be entered into the system as an employee vendor. His social security number is 022-03-0444. His address and phone number are:

180 West State Street
Charlotte, NC 28128-4857
Phone: 704-983-0002

Before entering a travel advance or employee reimbursement, check the employee vendor file to see if the vendor exists.

NOTES

1. Type **vs1** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Short Name Lookup (VSL)* screen.

OCF	VENDOR SHORT NAME LOOKUP	VSL		
NEXT FUNCTION: 5	ACTION: _____	04/12/2006 15:40:56		
REQUEST: _____	=====			
PAY ENTITY: 2	_____			
SHORT NAME: 3	ADDRESS TYPE: _	PRIVATE VENDORS : _		
		SHOW ALL : _		
SHORT NAME	VENDOR NBR	GROUP	NAME	ACTIVITY
ORDER FROM ADDRESS			REMIT TO ADDRESS	
PAGE NO: _____		SCREEN STATUS: _____		


2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type **mill@** in the SHORT NAME field and press **Enter** to view the *VSL* screen. The symbol “@” allows you to type part of an employee’s name to access all employees beginning with the letters “m-i-l-l.”
4. Scroll down the list to find the employee’s name.

Note that Michael Miller’s name is not listed.

5. Type **vsu** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Setup (VSU)* screen and add Michael Miller as a vendor.

NOTES

OCP		VENDOR SETUP		VSU	
NEXT FUNCTION:	17	ACTION:		01/03/2006	11:04:36
REQUEST:	16				
=====					
PAY ENTITY :	XXPE	VENDOR NO :	6	GROUP :	
VENDOR NAME :	7	VENDOR TYPE :	8		
SHORT NAME :	9	EDI/FAX CODE :			
--- ORDER FROM	---	HOLD:		DEFAULT ADDR:	
ADDR LINE 1:		FAX :		PHONE :	
ADDR LINE 2:		STATE CODE :		VAL:	
ADDR LINE 3:		POSTAL CODE :			
OPT ADDR 1:		OPT ADDR USE :			
OPT ADDR 2:		OPT STATE CD :		VAL:	
CONTACT :		OPT POSTAL CD:			
--- REMIT TO	---	HOLD:			
ADDR LINE 1:		PHONE :	10		
ADDR LINE 2:	11	STATE CODE :	12	VAL:	
ADDR LINE 3:	13	POSTAL CODE :	14		
OPT ADDR 1:		OPT ADDR USE :			
OPT ADDR 2:		OPT STATE CD :		VAL:	
CONTACT :		OPT POSTAL CD:			
PAYMENT TERMS:		VENDOR STATUS:			
CONSL REPORTING	INFO	- PAY ENTITY:		VEND NBR:	
				GROUP NBR:	

6. Type **022030444** in the VENDOR NO field.
7. Type **michael miller** in the VENDOR NAME field.
8. Type **e** in the VENDOR TYPE field to indicate that this is an *employee* vendor.
9. Type **millermichael** in the SHORT NAME field.
 -  For trade vendor files, you do not type any data in the SHORT NAME field. Because employee vendor files are not sent to the OSC, you must type a name in the SHORT NAME field that can be used to search for and retrieve the employee vendor file.
10. Type **704-983-0002** in the PHONE field of the REMIT TO section.
11. Type **180 w state st** in the ADDR LINE 2 field.
12. Type **nc** in the STATE CODE field.
13. Type **charlotte** in the ADDR LINE 3 field.
14. Type **28128-4857** in the POSTAL CODE field.
15. Press to complete the entry.
16. Type **g** in the REQUEST field and press to display the vendor record.
17. Type **vgn** in the NEXT FUNCTION field and press to access the *Vendor General Information (VGN)* screen.

NOTES

```

OCP                                VENDOR GENERAL INFORMATION                                VGN
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION: 21      ACTION: _____      01/03/2006  11:20:45
REQUEST: 20
=====
PAY ENTITY      : XXPE
SHORT NAME     : _____
VENDOR NUMBER: 022030444  GROUP: ___

CATEGORY CODES  1: ___  2: ___  3: ___  4: ___  5: ___
DUNS NUMBER    : _____
VENDOR FILING DATE : _____
D & B RATING   : _____
D & B APPRAISAL : _____
QUESTIONNAIRE CODE : _____
NEXT QUEST. MAIL DATE: _____
EST EXPENDITURE : _____

NC CORPORATE ID NBR : _____  VEND ADD: 18
USER FIELD 1       : _____
USER FIELD 2       : _____

```

18. Type today's date in the VEND ADD field to indicate the date you are adding the vendor to your agency's employee vendor file. Be sure to type the date as an 8-digit number. (For example, September 15, 2006 would be typed 09152006.)
19. Press to add the date and to clear the screen. The message **218 - PLEASE ENTER DESIRED REQUEST** is displayed on the screen.
20. Type **g** in the REQUEST field and press to display the vendor record.
21. Type **vpn** in the NEXT FUNCTION field and press to access the *Vendor Payable Information (VPN)* screen.

NOTES

OCP		VENDOR PAYABLE INFORMATION		VPN
218 - PLEASE ENTER DESIRED REQUEST				
NEXT FUNCTION:	_____	ACTION:	_____	01/03/2006 11:31:46
REQUEST:	23	_____		
=====				
PAY ENTITY	: XXPE	MICHAEL MILLER		
SHORT NAME	:	_____		
VENDOR NUMBER:	022030444	GROUP:	__	CHARLOTTE NC 28128-4857
DISCOUNT DELAY DAYS :	_____	PAYMENT DELAY DAYS :	_____	
DOC ALERT MAX AMOUNT:	_____	COMBINED OR SINGLE PYMT:	_____	
DIRECT INVC ALLOWED :	_____	PAYMENT PRINT SEQUENCE :	_____	
FACTOR NUMBER :	_____	FACTOR GROUP NUMBER :	_____	
PAYMENT ROUTE CODE :	_____	VAT INCLUSIVE :	_____	
SIGN APPROVAL CODES :	_____	USE TAX :	_____	
TAX ID NUMBER :	22	TAX ID EXPIRATION DATE :	_____	
1099 CODE :	_____	1099 WITHHOLDING RATE :	_____	
1099 PAYEE NAME :	_____	1099 USE NAME :	_____	
VENDOR CURR CODE :	_____			
CORPORATE CREDIT CARD 1:	_____	TYPE :	_____	
CORPORATE CREDIT CARD 2:	_____	TYPE :	_____	

22. Type **022030444** in the TAX ID NUMBER field and press to complete adding the vendor. The message **218 – PLEASE ENTER DESIRED REQUEST** is displayed on your screen.

You have now added an employee vendor to your agency's employee vendor file.

23. Type **g** in the REQUEST field and press to verify that the tax ID number has been entered correctly.

The *Vendor Setup (VSU)* screen may display the following message when you are trying to add a vendor: **VENDOR ALREADY EXISTS**. If this happens, type **G** in the REQUEST field and press . The vendor information is then displayed on the *VSU* screen.

To change the file for an existing employee vendor, perform the following steps:

1. Type **vsu** in the NEXT FUNCTION field and press to access the *Vendor Setup (VSU)* screen.
2. Type **c** in the REQUEST field.
3. Type **the paying entity (XXPE)** in the PAY ENTITY field.
4. Type **the employee's short name** in the SHORT NAME field and press . (You can also type the first four letters of the employee's last name followed by the @ symbol in the SHORT NAME field or type the employee's social security number in the VENDOR NO field.)
5. Type **your changes** and erase any extra characters.
6. Press to make the change.

Non-trade Vendors

Overview

Non-trade vendors are vendors to whom payments are made for transactions other than purchased goods and services. Your agency may need to pay vendors for non-trade transactions. Each agency decides what is classified as a non-trade transaction. For example, some agencies classify scholarships as non-trade transactions.

A non-trade transaction is handled in a non-trade paying entity. Unlike trade vendors, non-trade vendors are not shared with other agencies.

The OSC requires that the vendor's federal ID number or social security number be used as the vendor number.

Short names for non-trade vendors should be set up on the *Vendor Setup (VSU)* screen. You should set up vendors who are individuals with the last name first (e.g., Smithjohn). Remember that spaces and punctuation are *not* typed in the SHORT NAME field.

Adding a non-trade vendor requires entries on three screens:

- The *Vendor Setup (VSU)* screen is used to set up the vendor's name, short name, address, and telephone information.
- The *Vendor General Information (VGN)* screen is used to indicate the remit-to county information, as well as indicate special characteristics of the vendor (e.g., woman-owned, minority, non-profit, etc.) that are reported statewide.
- The *Vendor Payable Information (VPN)* screen is used to set up 1099 and backup withholding information. The FEDERAL TAX ID field must be completed on this screen to avoid inadvertent backup withholding.

If an individual or company is doing business under another name, you will want to enter both names into the NCAS. On the *VSU* screen, enter the name that should appear on the checks in the VENDOR NAME field. On the *VPN* screen, enter the other vendor name in the 1099 PAYEE NAME field. This will ensure that any applicable reporting is done with the correct name.

For example, you want to add vendor XYZ Incorporated DBA (doing business as) ABC Company. On the *VSU* screen, type **ABC Company** in the VENDOR NAME field and on the *VPN* screen, type **XYZ Inc** in the 1099 PAYEE NAME field.

You cannot delete a non-trade vendor. You can inactivate a non-trade vendor so that this vendor can no longer be used. To inactivate a vendor, type an **I** in the VENDOR STATUS field on the *VSU* screen.

NOTES

WALKTHROUGH: Adding a Non-Trade Vendor

SCENARIO

You need to add Jill Martin to your non-trade paying entity. Ms. Martin lives in Wake County. Her remit-to address and phone number are:

190 Basswood Road
Cary, North Carolina 27513-6235
Phone: 919-380-9995

Her social security number is 033-04-0555. The payment terms for this vendor are NET.

1. Type **vs1** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Short Name Lookup (VSL)* screen.

```

OCP                                VENDOR SHORT NAME LOOKUP                                VSL
NEXT FUNCTION: 4 ACTION: _____ 04/12/2006 15:40:56
REQUEST: _____
=====
PAY ENTITY: 2 E
SHORT NAME: 3 _____ ADDRESS TYPE: _ PRIVATE VENDORS : _
SHOW ALL : _
SHORT NAME      VENDOR NBR  GROUP   NAME      ACTIVITY
ORDER FROM ADDRESS  REMIT TO ADDRESS
=====
PAGE NO: _____ SCREEN STATUS: _____

```


2. Type **your non-trade paying entity (XXPN)** in the PAY ENTITY field.
3. Type **martin@** in the SHORT NAME field and press **Enter** to view the VSL screen. The symbol “@” allows you to type part of a vendor name to access all vendors beginning with the letters “martin.”

Note that Jill Martin is not listed on the VSL screen.

4. Type **vsu** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Setup (VSU)* screen and request the addition of Jill Martin as a vendor.

NOTES

OCP	VENDOR SETUP		VSU
NEXT FUNCTION: 19	ACTION: _____	01/03/2006 13:17:33	
REQUEST: 18	=====		
PAY ENTITY : 5 N	VENDOR NO : 6	GROUP :	7
VENDOR NAME : 8	VENDOR TYPE :		9
SHORT NAME : 10	EDI/FAX CODE : _		
--- ORDER FROM	HOLD: _	DEFAULT ADDR: _	FAX : _____
ADDR LINE 1:			PHONE : _____
ADDR LINE 2:			STATE CODE : _____ VAL: _
ADDR LINE 3:			POSTAL CODE : _____
OPT ADDR 1:			OPT ADDR USE : _____
OPT ADDR 2:			OPT STATE CD : _____ VAL: _
CONTACT :			OPT POSTAL CD: _____
--- REMIT TO	HOLD: _		
ADDR LINE 1:			PHONE : 11
ADDR LINE 2: 12			STATE CODE : 13 VAL: _
ADDR LINE 3: 14			POSTAL CODE : 15
OPT ADDR 1:			OPT ADDR USE : _____
OPT ADDR 2:			OPT STATE CD : _____ VAL: _
CONTACT :			OPT POSTAL CD: _____
PAYMENT TERMS: 16	VENDOR STATUS: _____		GROUP NBR: _____
CONSL REPORTING INFO -	PAY ENTITY: _____	VEND NBR: _____	GROUP NBR: _____

5. Type the **non-trade paying entity (XXPN)** in the PAY ENTITY field. Your agency and the OSC will determine your agency's non-trade paying entity. For purposes of this course, we will use XXPN as the non-trade paying entity.
6. Type **033040555** in the VENDOR NO field.
7. Type **01** in the GROUP field. The number indicates the vendor's location.
8. Type **jill martin** in the VENDOR NAME field.
9. Type **d** in the VENDOR TYPE field to indicate that Ms. Martin is a *direct* vendor.
10. Type **martinjill** in the SHORT NAME field.
 -  Because non-trade vendors are not added by the OSC, use a name in the SHORT NAME field that can be used to search for and retrieve this non-trade vendor.
11. Type **919-380-9995** in the PHONE field of the REMIT TO section.
12. Type **190 basswood rd** in the ADDR LINE 2 field.
13. Type **nc** in the STATE CODE field.
14. Type **cary** in the ADDR LINE 3 field.
15. Type **27513-6235** in the POSTAL CODE field.

NOTES

Always include the additional four digits in the zip code. Complete zip code numbers can be located on the United States Postal Services' web site: <http://www.usps.gov/zip4>

16. Type **net** in the PAYMENT TERMS field.
17. Press to add this vendor to your non-trade paying entity and to clear the screen.
18. Type **g** in the REQUEST field and press to display the vendor record.
19. Type **vgn** in the NEXT FUNCTION field and press to access the *Vendor General Information (VGN)* screen.

```

OCP                                VENDOR GENERAL INFORMATION                                VGN
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION: 23                ACTION: _____                01/03/2006 13:55:06
REQUEST: 22
=====
PAY ENTITY      : XXPN
SHORT NAME     : _____
VENDOR NUMBER  : 033040555   GROUP: 01

CATEGORY CODES 1: ___ 2: ___ 3: ___ 4: ___ 5: ___
DUNS NUMBER    : _____
VENDOR FILING DATE : _____
D & B RATING   : _____
D & B APPRAISAL : _____
QUESTIONNAIRE CODE : _____
NEXT QUEST. MAIL DATE: _____
EST EXPENDITURE : _____


NC CORPORATE ID NBR : _____ VENDOR ADD: 20
USER FIELD 1       : _____
USER FIELD 2       : _____
    
```

20. Type today's date in the VEND ADD field to indicate the date you are adding the vendor to your agency's non-trade vendor file. Be sure to type the date as an 8-digit number. (For example, September 15, 2006 would be typed 09152006.)


The codes entered in the CATEGORY CODES fields are used to generate reports about vendors used by NC state agencies. The **first three** CATEGORY CODES fields are used to input one or more **vendor characteristics** such as female-owned business, minority owned business, non-profit organization, etc. The codes that you need to enter in these first three fields can be found on the *Description Table (DTL)* screen.

Type **999** in the CATEGORY CODE 5 field to indicate that a vendor is an out of state vendor.

NOTES

21. Press **Enter** to add the vendor add date and to clear the screen. The message **218 - PLEASE ENTER DESIRED REQUEST** is displayed on the screen.
 -  Note that if you change the vendor's city/county address, the VGN screen must be correspondingly changed.
22. Type **g** in the REQUEST field and press **Enter** to display the vendor record.
23. Type **vpn** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Payable Information (VPN)* screen.

OCF	VENDOR PAYABLE INFORMATION	VPN
218 - PLEASE ENTER DESIRED REQUEST		
NEXT FUNCTION: _____	ACTION: _____	01/03/2006 14:02:37
REQUEST: _____		
=====		
PAY ENTITY : XXPN		
SHORT NAME :		
VENDOR NUMBER: 033040555	GROUP: 01	
DISCOUNT DELAY DAYS : _____	PAYMENT DELAY DAYS : _____	
DOC ALERT MAX AMOUNT: _____	COMBINED OR SINGLE PYMT: _____	
DIRECT INVC ALLOWED : _____	PAYMENT PRINT SEQUENCE : _____	
FACTOR NUMBER : _____	FACTOR GROUP NUMBER : _____	
PAYMENT ROUTE CODE : _____	VAT INCLUSIVE : _____	
SIGN APPROVAL CODES : _____	USE TAX : _____	
TAX ID NUMBER : 24 _____	TAX ID EXPIRATION DATE : _____	
1099 CODE : 25 _____	1099 WITHHOLDING RATE : _____	
1099 PAYEE NAME : _____	1099 USE NAME: _____	
VENDOR CURR CODE : _____		
CORPORATE CREDIT CARD 1: _____	TYPE : _____	
CORPORATE CREDIT CARD 2: _____	TYPE : _____	

24. Type **033040555** in the TAX ID NUMBER field.
 -  If there is not a tax ID number in this field, transactions to this vendor may be put on 1099 hold. This would require the AP clerk to release payments.
25. Type **no** in the 1099 CODE field and press **Enter** to complete the addition of the vendor to your non-trade paying entity. The message **218 - PLEASE ENTER DESIRED REQUEST** is displayed on the screen.

E-Pay Vendors

Electronic Payments

The E-payments process for vendors in shared trade entities (XXPT) is handled by the OSC. All non-shared entities, such as employees, are controlled by the agency. The VPY screen is the only additional screen that must be completed for E-payments. **It is absolutely critical that this screen be completed accurately so that payments can be deposited correctly.** With each E-payment, an e-mail or fax is sent to notify the vendor or employee that a payment has been made. Vendors or employees that do not have an e-mail address or fax number must continue to receive paper checks.

Security & Completion of VPY Screen

The VPY screen should be carefully secured within your agency. Only one person and one backup person should have access. The OSC requires a security form completed for each person that has access to this screen. The individuals that have access to the VPY screen are responsible for the correct deposit of money into an employee's or non-trade vendor's bank account. For security purposes, the OSC has developed audit reports that record all additions and changes to this screen and the operator ID that made them.

An example of a completed VPY screen follows:

```

OCP                                VENDOR BANK ACCOUNT PAYMENT METHOD                                VPY
NEXT FUNCTION: _____ ACTION: _____                                01/12/2006 11:45:00
REQUEST: g_____
=====
PAY ENTITY      : XXPE                                RICK PETERSON
SHORT NAME     : EPAYMENT VENDOR                      PO BOX 5555
VENDOR NUMBER  : 123456789  GROUP: _____        RALEIGH
PAYMENT METHOD  : USCK                                BAP CODE: _____

----- DESTINATION BANK INFORMATION OVERRIDE -----
ACCOUNT NUMBER : 444444444444
ACCOUNT NAME   : BANK ACCOUNT NAME
BANK ROUTING NUMBER : 123456789
NAME LINE 1    : BANK NAME 1
NAME LINE 2    : BANK NAME 2
ADDRESS LINE 1 : BANK ADD LINE 1
ADDRESS LINE 2 : BANK ADD LINE 2
ADDRESS LINE 3 : BANK ADD LINE 3
POSTAL CODE    : 27699-1234  SAVINGS ACCT:  N
PRENOTE        : -
STANDARD ENTRY CLASS : _____
E PAY INFO: E RPETERSON@NCOSC.NET

```

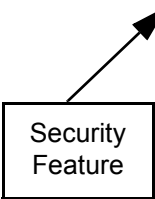
NOTES

The OSC has added a security feature to the NCAS. During nightly processing the bank account number is blanked out from on-line viewing and from the dataframes used for IE reporting. The day after the transaction is entered the phrase BANK ACCOUNT MOVED TO SECURE FILE is placed in the account number field.

```

OCP                                VENDOR BANK ACCOUNT PAYMENT METHOD          VPY
NEXT FUNCTION: _____ ACTION: _____                01/12/2006 14:58:52
REQUEST: G _____
=====
PAY ENTITY      : XXPE                                ROBERT SMITH
SHORT NAME     : SMITHROBERT                          5555 FIFTH AVE N
VENDOR NUMBER  : 333333333 GROUP: A                   RALEIGH
PAYMENT METHOD  : USCK      BAP CODE: _____

----- DESTINATION BANK INFORMATION OVERRIDE -----
ACCOUNT NUMBER : BANK ACCOUNT MOVED TO SECURE FILE
ACCOUNT NAME   : BOB'S CHECKING ACCOUNT
CODE           : 050505050
NAME LINE 1    : XYZ NATIONAL BANK
NAME LINE 2    : _____
ADDRESS LINE 1 : 100 MAIN STREET
ADDRESS LINE 2 : _____
ADDRESS LINE 3 : RALEIGH, NC
POSTAL CODE    : 27613-1234 SAVINGS ACCT: N
PRENOTE        : _____
STANDARD ENTRY CLASS : _____
E PAY INFO: E RSMITH@NCOSC.NET
    
```



Before the *VPY* screen can be completed, the employee/vendor must exist in the NCAS following normal procedures. If the individual is already getting paper checks, the *VPY* screen is the only additional screen to be completed. The information on this screen and an explanation of each field follows:

PAY ENTITY	The employee pay entity or other non-trade entity where your employees or other non-trade vendors are located, i.e. XXPE.
SHORT NAME	The short name that is assigned to the vendor; the employee's short name as it is defined on the <i>VSU</i> screen. May be used to pull up the vendor information when creating this record instead of the vendor number below.
VENDOR NUMBER	The vendor number assigned on <i>VSU</i> . This should be the employee's SS# or the vendor's TIN (Taxpayer Identification Number).
GROUP	A group identifier such as A or B if applicable.
PAYMENT METHOD	Must always be USCK.
BAP CODE	Must be left blank.
ACCOUNT NUMBER	The bank account number of the employee's checking or savings account where the payment is to be deposited. It is also the last group of numbers on the individual's check; the group of numbers following the bank routing code. Do not include any spaces.

ACCOUNT NAME	Name that describes this bank account; the vendor's name.
BANK ROUTING NUMBER	Bank routing code. Found in the encoding at the bottom of all checks. Group of nine numbers. On personal checks, it is the first group of numbers. On the OSC checks, it is the number following the check number.
NAME LINE 1	Name of the employee's bank; i.e., First Union.
NAME LINE 2	Second name of employee's bank, if applicable.
ADDRESS LINE 1	Address line 1 of employee's bank.
ADDRESS LINE 2	Address line 2 of employee's bank.
ADDRESS LINE 3	Address line 3 of employee's bank.
POSTAL CODE	Zip code of employee's bank.
SAVINGS ACCOUNT	If the account is a savings account instead of a checking account, this must be a "Y". "N" defaults and means the account referenced is a checking account.
PRENOTE	Leave this field blank.
STANDARD ENTRY CLASS	Leave this field blank.
E PAY INFO	This is a two-part field. The first position can be either an E, F, or I. An E means the individual wants to be notified of the payment via e-mail and an e-mail address must be entered in the spaces following. An F means the person wants to be notified via FAX and the FAX number must be entered in the fields after the F. When an F is entered in the first field, it forces you to put the fax number in the correct format, XXX-XXX-XXXX. Keying an I in the first position inactivates this record once it has been created. This forces a paper check to be printed rather than an electronic payment.

NOTES

It is the responsibility of each agency to maintain the PE and PN vendors for all epayment information. This includes setting up the epayment as well as maintaining the email address for notification. If a notification is returned to the OSC for a PE or PN vendor, the notification will be returned to the agency for correction.

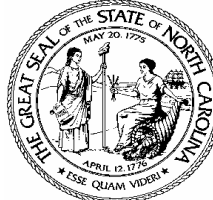
The following walkthrough demonstrates how to complete the *Vendor Bank Account Payment Method (VPY)* screen to set a vendor up for e-payment.

NOTES

WALKTHROUGH: Entering Bank Account Payment Information on the VPY Screen

SCENARIO

You have received documentation (by means of a Vendor Electronic Payment Form) to set up Mike Abrams as an e-pay vendor. Mike has elected to have his electronic payment deposited to his savings account. He has provided all the necessary information to complete this exercise. You need to add Mike as a non-trade vendor and complete the VPY (Vendor Bank Account Payment Method) screen.

<p>Office of the State Controller Return to: NCAS Help Desk Address: 1410 Mail Service Center Raleigh, NC 27699-1410</p>		<p>Vendor Electronic Payment Form</p> <p>Telephone: <u>919-875-4357</u> Fax: <u>919-981-5561</u></p>
---	---	---

For your convenience and benefit, the State of North Carolina offers payees the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you also will be notified of the deposit either by fax or by email. The fax or email will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must print, complete this form, attach a voided check and return both to the address above.

● **PRINT the following information.**

Payee Name Michael R Abrams

Federal ID # / Social Security # 678912345

Bank Name Training Bank

Bank Routing Number 053000219

() Checking Account # _____

(X) Savings Account # 123045607890

Remit Address(es) for Applicable Account(s) 902 Dunwoody Dr, Raleigh, NC 27678

● **FAX or EMAIL ADDRESS for payment notification.** (Place a check mark in front of the method of notification that you prefer.)

() FAX # (_ _ _) _ _ _ - _ _ _ _ _

Or

(X) Email address mikeabrams@nomail.com

Authorized Signature: Michael R Abrams Date: 05-24-06

Title: Landscape Designer

● **ATTACH VOIDED CHECK**

1. Type **vsu** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Vendor Setup Screen (VSU)* screen.

NOTES

OCF	VENDOR SETUP		VSU
NEXT FUNCTION: 15	ACTION: _____	01/12/2006	14:39:58
REQUEST: 14	=====		
PAY ENTITY : 2	VENDOR NO : 3	GROUP :	
VENDOR NAME : 4		VENDOR TYPE : 5	
SHORT NAME : 6		EDI/FAX CODE : _	
--- ORDER FROM ---	HOLD: _	DEFAULT ADDR: _	FAX : _____
ADDR LINE 1: _____			PHONE : _____
ADDR LINE 2: _____			STATE CODE : _ VAL: _
ADDR LINE 3: _____			POSTAL CODE : _____
OPT ADDR 1: _____			OPT ADDR USE : _
OPT ADDR 2: _____			OPT STATE CD : _ VAL: _
CONTACT : _____			OPT POSTAL CD: _____
--- REMIT TO ---	HOLD: _		
ADDR LINE 1: _____			PHONE : 7
ADDR LINE 2: 8			STATE CODE : 9 VAL: _
ADDR LINE 3: 10			POSTAL CODE : 11
OPT ADDR 1: _____			OPT ADDR USE : _
OPT ADDR 2: _____			OPT STATE CD : _ VAL: _
CONTACT : _____			OPT POSTAL CD: _____
PAYMENT TERMS: 12		VENDOR STATUS: _	
CONSL REPORTING INFO -	PAY ENTITY: _____	VEND NBR: _____	GROUP NBR: _____

2. Type **xxpn** in the PAY ENTITY field.
3. Type **678912345** in the VENDOR NO field.
4. Type **michael r abrams** in the VENDOR NAME field.
5. Type **d** in the VENDOR TYPE field.
6. Type **abramsmichaelr** in the SHORT NAME field.
7. Type **919-785-5555** in the PHONE field.
8. Type **902 dunwoody dr** in the ADDR LINE 2 field.
9. Type **nc** in the STATE CODE field.
10. Type **raleigh** in the ADDR LINE 3 field.
11. Type **27678-2040** in the POSTAL CODE field.
12. Type **net** in the PAYMENT TERMS field.
13. Press to process the VSU screen.
14. Type **g** in the REQUEST field and press to display the record.
15. Type **vgn** in the NEXT FUNCTION field.

NOTES

```
OCP                                VENDOR GENERAL INFORMATION                                VGN
NEXT FUNCTION: 19 _____ ACTION: _____                                02/02/2006 10:41:08
REQUEST: 18 _____
=====
PAY ENTITY      : XXPN
SHORT NAME     : ABRAMSMICHAELR_
VENDOR NUMBER  : 678912345 GROUP: __

CATEGORY CODES 1: ____ 2: ____ 3: ____ 4: ____ 5: ____
DUNS NUMBER    : _____
VENDOR FILING DATE : _____
D & B RATING   : ____
D & B APPRAISAL : ____
QUESTIONNAIRE CODE : ____
NEXT QUEST. MAIL DATE: _____
EST EXPENDITURE : _____

NC CORPORATE ID NBR : _____ VEND ADD: 16 _____
USER FIELD 1       : _____
USER FIELD 2       : _____
```

16. Type **today's date** in the VEND ADD field. (Remember that this is an 8-digit field format.)
17. Press to process the VGN screen.
18. Type **g** in the REQUEST field and press to display the record.
19. Type **vpn** in the NEXT FUNCTION field and press to access the *Vendor Payable Information (VPN)* screen.

NOTES

```

OCP                                VENDOR PAYABLE INFORMATION                                VPN
NEXT FUNCTION: 24 ACTION: _____ 02/02/2006 10:39:40
REQUEST: 23
=====
PAY ENTITY      : XXPN                                MICHAEL R ABRAMS
SHORT NAME     : ABRAMSMICHAELR_
VENDOR NUMBER: 678912345 GROUP: __ RALEIGH
                                           NC 27678-2040

DISCOUNT DELAY DAYS : ___ PAYMENT DELAY DAYS : ___
DOC ALERT MAX AMOUNT: _____ COMBINED OR SINGLE PYMT: -
DIRECT INVC ALLOWED : - PAYMENT PRINT SEQUENCE : _____
FACTOR NUMBER      : _____ FACTOR GROUP NUMBER : ___
PAYMENT ROUTE CODE : ___ VAT INCLUSIVE : -
SIGN APPROVAL CODES : _____ USE TAX : ___

TAX ID NUMBER     : 20 TAX ID EXPIRATION DATE : _____
1099 CODE         : 21 1099 WITHHOLDING RATE : _____
1099 PAYEE NAME   : _____ 1099 USE NAME: -
VENDOR CURR CODE  : _____

CORPORATE CREDIT CARD 1: _____ TYPE : ___
CORPORATE CREDIT CARD 2: _____ TYPE : ___

```

20. Type **678912345** in the TAX ID NUMBER field.
21. Type **no** in the 1099 CODE field.
22. Press to process the *VPN* screen.
23. Type **g** in the REQUEST field and press to display the record.
24. Type **vpv** in the NEXT FUNCTION field and press to access the *Vendor Bank Account Payment Method (VPY)* screen.

NOTES

```

OCP                VENDOR BANK ACCOUNT PAYMENT METHOD          VPY
P17 - BANK ACCOUNT PAYMENT METHOD REQUIRED
NEXT FUNCTION:     ACTION:                                     01/12/2006
REQUEST:
=====
PAY ENTITY        : XXPXN
SHORT NAME        : ABRAMSMICHAELR
VENDOR NUMBER     : 678912345      GROUP:  __
PAYMENT METHOD     : 25             BAP CODE:  __

----- DESTINATION BANK INFORMATION OVERRIDE -----

ACCOUNT NUMBER    : 26
ACCOUNT NAME      : 27
BANK ROUTING NUMBER : 28
NAME LINE 1      : 29
NAME LINE 2      :
ADDRESS LINE 1   :
ADDRESS LINE 2   :
ADDRESS LINE 3   :
POSTAL CODE      :                SAVINGS ACCT: 30
PRENOTE         :
STANDARD ENTRY CLASS :

E PAY INFO: 31 32
    
```

25. Type **usck** in the PAYMENT METHOD field.

The BAP CODE field must be left blank when setting up an electronic payment.


26. Type **123045607890** in the ACCOUNT NUMBER field.

27. Type **michael r abrams** in the ACCOUNT NAME field.

28. Type **053000219** in the BANK ROUTING NUMBER field.

29. Type **training bank** (the name of the bank) in the the NAME LINE 1 field.

30. Type **y** (yes) in the SAVINGS ACCT field to indicate the electronic deposit is to go to Mike's savings account.

 The default for the SAVINGS ACCT field is **N** (no), indicating the checking account should be credited with the electronic deposit.

31. Type **e** in the first blank of the E PAY INFO field to indicate how Mike requests to receive his confirmation of the deposit.

The options for the E PAY INFO field are as follows:

- F** Fax
- E** E-mail
- I** Inactivate

The E-mail option is preferred by the OSC.

32. Type **mikeabrams@nomail.com** in the second blank of the E PAY INFO field and press **Enter** to set Mike Abrams up to receive electronic payments.

NOTES

```
OCP                                VENDOR BANK ACCOUNT PAYMENT METHOD          VPY
NEXT FUNCTION: _____ ACTION: _____          06/29/2004  13:55:29
REQUEST: 33 _____
=====
PAY ENTITY       : XXPN
SHORT NAME      : ABRAMSMICHAELR
VENDOR NUMBER   : 678912345   GROUP: ____
PAYMENT METHOD   : 34 _____   BAP CODE: ____

----- DESTINATION BANK INFORMATION OVERRIDE -----
ACCOUNT NUMBER   : _____
ACCOUNT NAME     : _____
BANK ROUTING NUMBER : _____
NAME LINE 1     : _____
NAME LINE 2     : _____
ADDRESS LINE 1  : _____
ADDRESS LINE 2  : _____
ADDRESS LINE 3  : _____
POSTAL CODE     : _____   SAVINGS ACCT: ____
PRENOTE        : _____
STANDARD ENTRY CLASS : _____
E PAY INFO: _____
```


33. Type a **g** in the REQUEST field.
34. Type **usck** in the PAYMENT METHOD field and press **Enter** to display the VPY screen and verify that all data has been correctly entered.

1099 Vendors

Overview

In order to comply with Internal Revenue Service (IRS) tax requirements, all state agencies must report non-employee compensation to the IRS on a calendar-year basis. A **1099 vendor** is a vendor for whom you must report payment for *services* to the Internal Revenue Service (IRS).

This section explains how to establish 1099 vendors in the NCAS.

-  For a more extensive study of 1099 vendors and 1099 processes, you should register for the *1099 Processing* class. Check the *NCAS System Information Guide* for class content, prerequisites, and class availability.

Establishing 1099 Vendors

Establishing vendor 1099 information is the first step in the 1099 process. A 1099 vendor can be a trade or a non-trade vendor. Based on information supplied by a trade vendor, OSC establishes the appropriate 1099 code for that vendor. Agencies are responsible for setting the appropriate 1099 code for non-trade vendors.

The following are categories of 1099 vendors that may need to receive a 1099:

- Individuals
- Sole proprietorships
- Partnerships
- Medical/health corporations

1099 Trade Vendors

From the *Adding and Changing Vendors* section, remember that **trade vendors** are people and companies outside of your agency who provide goods and services to your agency. Trade vendors are primarily engaged in providing the goods and/or services typically purchased by your agency.

Before entering a document in the NCAS, a trade vendor must exist in the Statewide Trade Vendor File. This file is established and maintained by the Office of the State Controller (OSC). In order to establish a trade vendor, the vendor's tax identification number (TIN) must be known.

NOTES

After the OSC has added a trade vendor to the Statewide Trade Vendor File, OSC sends a *Payment Verification Form* to the vendor. The vendor indicates whether he or she is a 1099 vendor and returns the questionnaire to the OSC. If the vendor is a *possible* 1099 vendor, the OSC sets the 1099 code on the *Vendor Payable Information (VPN)* screen to “NO.” The “NO” code indicates to the agency that the vendor may be a 1099 vendor and prompts the agency to enter an appropriate 1099 code for each 1099 reportable invoice line. For all invoices for this vendor, the 1099 “NO” code defaults to the 99 field on the *Invoice Worksheet 1 (IWS-1T)* screen. Also, the message **076-VENDOR MAY BE 1099 ELIGIBLE** is displayed at the top of the screen.

- If an invoice line *is* a 1099 transaction, you must override the default code “NO” with the appropriate 1099 code. The codes identifying these transactions are listed on the *1099 Codes List (TNL)* screen or in **QRG 3: 1099 Codes List**.
- If the invoice line is *not* a 1099 transaction, do not override or delete the “NO.”

1099 Non-Trade Vendors

A **non-trade vendor** is a vendor to whom payments are made for other than purchased goods or services. For example, awards are typically made to non-trade vendors. As with a trade vendor, a non-trade vendor must exist in the NCAS before a transaction can be entered. Since non-trade vendors are not shared with other agencies, each agency is responsible for correctly setting up its non-trade vendors. 1099 information for non-trade vendors is set up using the *VPN* screen.

For a non-trade vendor, a 1099 code can be entered on the *VPN* screen. If entered, the 1099 code defaults to every transaction for that vendor. You can also enter a “NO” on the *VPN* screen to flag the vendor as a *possible* 1099 vendor.

- If the invoice line *is* a 1099 transaction, you must override the default code “NO” on the invoice screen with the appropriate 1099 code.
- If the invoice line is *not* a 1099 transaction, do not override or delete the “NO.”

There are some cases where an individual or partnership is doing business under another name. For example, John Smith may call his sole proprietorship Smith Company. Both names would be entered in the NCAS. The company name is entered in the *VENDOR NAME* field on the *Vendor Setup (VSU)* screen which means this name would print on the check. The individual’s name is entered in the 1099 *PAYEE NAME* field on the *Vendor Payable Information (VPN)* screen. This will ensure correct 1099 reporting and prevent possible fines from the IRS.

The following walkthrough demonstrates how to designate a non-trade vendor as a 1099 vendor.

WALKTHROUGH: Adding a Non-Trade 1099 Vendor


NOTES

SCENARIO
<p>Add the following vendor to your non-trade paying entity.</p> <p>Dr. Barbara Laker 831 West Morgan St. Raleigh, NC 27611-2863</p> <p>This vendor is a 1099 vendor. You need to indicate that she will receive medical payments. She would like the name of her clinic, Laker Medical Office, to print on the checks.</p> <p>Her social security number is 333-44-5555.</p>


1. Type **VSU** in the NEXT FUNCTION field and press Enter to access the *Vendor Setup (VSU)* screen.

OCP	VENDOR SETUP	VSU
NEXT FUNCTION: 16 _____	ACTION: _____	01/12/2006 11:34:20
REQUEST: 15 _____		
=====		
PAY ENTITY : 2 _____	VENDOR NO : 3 _____	GROUP : 4 _____
VENDOR NAME : 5 _____	VENDOR TYPE : 6 _____	
SHORT NAME : 7 _____	EDI/FAX CODE : _	
--- ORDER FROM --- HOLD: _ DEFAULT ADDR: _	FAX : _____	
ADDR LINE 1: _____	PHONE : _____	
ADDR LINE 2: _____	STATE CODE : _____	VAL: _
ADDR LINE 3: _____	POSTAL CODE : _____	
OPT ADDR 1: _____	OPT ADDR USE : _____	
OPT ADDR 2: _____	OPT STATE CD : _____	VAL: _
CONTACT : _____	OPT POSTAL CD: _____	
--- REMIT TO --- HOLD: _		
ADDR LINE 1: _____	PHONE : 8 _____	
ADDR LINE 2: 9 _____	STATE CODE : 10 _____	VAL: _
ADDR LINE 3: 11 _____	POSTAL CODE : 12 _____	
OPT ADDR 1: _____	OPT ADDR USE : _____	
OPT ADDR 2: _____	OPT STATE CD : _____	VAL: _
CONTACT : _____	OPT POSTAL CD: _____	
PAYMENT TERMS: 13 _____	VENDOR STATUS: _____	
CONSL REPORTING INFO - PAY ENTITY: _____ VEND NBR: _____ GROUP NBR: _____		

2. Type **your non-trade paying entity (XXPN)** in the PAY ENTITY field.
3. Type **333445555** in the VENDOR NO field.
4. Type **A** in the GROUP field. The letter indicates the vendor's location.
5. Type **laker medical office** in the VENDOR NAME field.

 Laker Medical Office is the name Dr. Laker wants to display on the check. For 1099 purposes, your agency needs to report the information under the name Barbara Laker, since it is her social security number. Her name will be entered on another screen.

NOTES

6. Type **D** in the VENDOR TYPE field to indicate that Ms. Laker is a *direct* vendor.
7. Type **lakermedicaloff** in the SHORT NAME field.
8. Type **919-715-3253** in the PHONE field of the REMIT TO section.
9. Type **831 w morgan st** in the ADDR LINE 2 field.
 Because this is not a matching vendor, you need to enter the address information in the REMIT TO section of the screen.
10. Type **NC** in the STATE CODE field.
11. Type **raleigh** in the ADDR LINE 3 field.
12. Type **27611-0831** in the POSTAL CODE field.
13. Type **n30** (or a calculated payment due date) in the PAYMENT TERMS field.
14. Press to add this vendor to your non-trade paying entity and to clear the screen.
15. Type **g** in the REQUEST field and press to display the vendor record.
16. Type **VGN** in the NEXT FUNCTION field and press to access the *Vendor General Information (VGN)* screen.

The system may pull in an incorrect short name for this record. The correct short name is being stored for this record. Delete the incorrect short name and proceed with processing the vendor.


```

OCP                                VENDOR GENERAL INFORMATION                                VGN
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION: 20                ACTION: _____                01/12/2006  11:53:50
REQUEST: 19                _____
=====
PAY ENTITY      : XXPN                                LAKER MEDICAL OFFICE
SHORT NAME     : LAKERMEDICALOFF
VENDOR NUMBER: 333445555 GROUP: a



CATEGORY CODES  1: ____  2: ____  3: ____  4: ____  5: ____
DUNS NUMBER    : _____
VENDOR FILING DATE : _____
D & B RATING   : ____
D & B APPRAISAL : ____
QUESTIONNAIRE CODE : _____
NEXT QUEST. MAIL DATE: _____
EST EXPENDITURE : _____

NC CORPORATE ID NBR : _____ VEND ADD: 17 _____
USER FIELD 1      : _____
USER FIELD 2      : _____
    
```

NOTES

17. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.
 The year must be typed as a four-digit year, ie., 02262006.
18. Press to add the vendor add date and to clear the screen.
19. Type **g** in the REQUEST field and press to display the vendor record.
20. Type **VPN** in the NEXT FUNCTION field and press to access the *Vendor Payable Information (VPN)* screen.

OCF	VENDOR PAYABLE INFORMATION	VPN
218 - PLEASE ENTER DESIRED REQUEST		
NEXT FUNCTION: _____	ACTION: _____	01/12/2006 11:59:45
REQUEST: _____		
=====		
PAY ENTITY : XXP	LAKER MEDICAL OFFICE	
SHORT NAME : LAKERMEDICALOFF		
VENDOR NUMBER: 333445555	GROUP: A	RALEIGH
		NC 27611-0831
DISCOUNT DELAY DAYS : _____	PAYMENT DELAY DAYS : _____	
DOC ALERT MAX AMOUNT: _____	COMBINED OR SINGLE PYMT: _____	
DIRECT INVC ALLOWED : _____	PAYMENT PRINT SEQUENCE : _____	
FACTOR NUMBER : _____	FACTOR GROUP NUMBER : _____	
PAYMENT ROUTE CODE : _____	VAT INCLUSIVE : _____	
SIGN APPROVAL CODES : _____	USE TAX : _____	
TAX ID NUMBER : 21 _____	TAX ID EXPIRATION DATE : _____	
1099 CODE : 22 _____	1099 WITHHOLDING RATE : _____	
1099 PAYEE NAME : 23 _____	1099 USE NAME: 24 _____	
VENDOR CURR CODE : _____		
CORPORATE CREDIT CARD 1: _____	TYPE : _____	
CORPORATE CREDIT CARD 2: _____	TYPE : _____	


21. Type **333445555** in the TAX ID NUMBER field to identify Dr. Laker's social security number.
22. Type **NO** in the 1099 CODE field.
 By typing **NO** in the 1099 CODE field on the *VPN* screen, you have flagged the vendor as a *possible* 1099 vendor. This means that whenever a transaction for this vendor is entered in the NCAS, the system displays the following warning message: **076 - VENDOR MAY BE 1099 ELIGIBLE.**
23. Type **Barbara Laker** in the 1099 PAYEE NAME field.
24. Type **Y** in the 1099 USE NAME field.
 This field is required when the 1099 PAYEE NAME field is filled in. You receive an error message if you do not complete this field.
25. Press to process the information and clear the screen.

NOTES

With 1099 reporting, it is very important to match the vendor's name with his or her federal identification number or social security number. The IRS may fine your agency for each 1099 that is issued incorrectly.

1099 Employee Vendors

An employee that has been established under an employee paying entity should not be a 1099 vendor. However, an employee established as a trade or non-trade vendor may be a 1099 vendor. (Expense reimbursements that are not related to an employee's job should be reported in a trade or non-trade paying entity.)

-  For example, an employee in your agency provides catering services to other agencies. If this employee has been established as a non-trade vendor in order to receive expense reimbursements, he or she may be 1099 reportable for payment of catering services.

Some agencies include their board members in their employee paying entity. Board members may need to be issued 1099's and should be marked accordingly.

Backup Withholding Vendors

Backup Withholding

Under certain circumstances, your agency is required to withhold taxes from vendor checks.

State Withholding

The state requires 4% withholding of any amount paid for personal services provided by a nonresident contractor in connection with a performance, entertainment, an athletic event, a speech or the creation of a film, radio, or television program.

Compensation of more than \$1500 during a calendar year paid to a nonresident contractor performing the above services shall be subject to the law. Withholding is not required if a nonresident entity obtains a certificate of authority from the Secretary of State.

Federal Withholding

The Internal Revenue Service requires 28% withholding from vendor payments under certain circumstances. The most common one that an AP clerk would encounter is the refusal to supply a Taxpayer Identification Number (TIN). If a vendor is unwilling to provide you with a valid federal identification number or social security number, you are required to withhold 28% on every payment to that vendor.

Withholding on payment controls are established at the vendor level. The OSC sets the controls for trade vendors. It is the responsibility of each agency to notify NCAS Support Services if an out-of-state vendor requires flagging for withholding due to the type of services they offer.

Agencies are responsible for setting the controls for non-trade vendors. To initiate withholding for a non-trade vendor:

- Type **yesterday's date** in the TAX ID EXPIRATION DATE field on the *Vendor Payable Information (VPN)* screen.
 - 📁 This date *must* be entered in MM/DD/YYYY format.
- Type the **withholding percentage** in the 1099 WITHHOLDING RATE field on the *VPN* screen. The rates are:
 - **28%** for federal withholding only
 - **4%** for state withholding only
 - **32%** for both state and federal withholding

NOTES

- Type the **appropriate mini-chart indicator** in the 1099 WITHHOLD field on the *Vendor Default Distribution (VDD)* screen. The mini-chart indicator determines how the accounting entries post. The indicators are:
 - **950** for federal withholding only
 - **951** for state withholding only
 - **952** for both state and federal withholding

OCP		VENDOR DEFAULT DISTRIBUTION		VDD	
218 - PLEASE ENTER DESIRED REQUEST					
NEXT FUNCTION: _____		ACTION: _____		02/02/2006 14:47:35	
REQUEST: _____					
=====					
PAY ENTITY	:	_____			
SHORT NAME	:	_____			
VENDOR NUMBER:		_____	GROUP:		_____
DISTRIBUTION INDICATORS		EXPENSE	:	_____	PAYABLES : _____
		DISCOUNT	:	_____	FREIGHT : _____
		TAX/VAT	:	_____	VARIANCE : _____
		ADD COST	:	_____	1099 WITHHOLD: _____
		BNK ACCT PYMT	:	_____	EMP ADVANCE : _____
		CURR GAIN/LOSS:		_____	ACCOUNT RULE : _____
GL EXPENSE DISTRIBUTION		COMPANY	:	_____	
		ACCOUNT	:	_____	
		CENTER	:	_____	
		VALIDATE OPT	:	-	
PROJECT ACCOUNTING INFORMATION . .		REQUIRED	:	-	
		COMPANY	:	_____	
		NUMBER	:	_____	

Withholding is only applied to those invoice lines that are flagged with a 1099 code. Any of the usual 1099 codes cause withholding to occur, if the vendor record has been appropriately flagged. Because state withholding applies to some corporations, there are times when state withholding must occur on transactions that are not reported on a 1099. For these transactions, the **ST** code must be used. Invoice lines marked with ST incur withholding and state reporting, but are not included in federal 1099 processing.

The following form is an example of the NCAS Backup Withholding Form to be completed for trade vendors for whom backup withholding is to be activated.

NCAS Backup Withholding Form Trade Vendors		
Agency Name: _____		
Vendor Name: _____		Vendor Number: _____
<input type="checkbox"/> Start Federal Backup Withholding (28%)	<input type="checkbox"/> Stop Federal Backup Withholding	
<input type="checkbox"/> Start State Backup Withholding (4%)	<input type="checkbox"/> Stop State Backup Withholding	
<input type="checkbox"/> Start Non Resident Alien Withholding (30%)	<input type="checkbox"/> Stop Non Resident Alien Withholding	
Please check the appropriate Box to Start Backup Withholding:		
<input type="checkbox"/> Vendor will not provide their taxpayer identification number (TIN).		
<input type="checkbox"/> B Notice returned because of undeliverable address.		
<input type="checkbox"/> No receipt of W-9 form by date on First B Notice.		
<input type="checkbox"/> No receipt of IRS letter 147C or SSA form 7028 by date on Second B Notice.		
<input type="checkbox"/> Non Resident Alien.		
Please check the appropriate Box to Stop Backup Withholding:		
<input type="checkbox"/> Vendor provided a taxpayer identification number (TIN).		
<input type="checkbox"/> Vendor provided a deliverable address.		
<input type="checkbox"/> Receipt of current W-9 form.		
<input type="checkbox"/> Receipt of IRS letter 147C or SSA 7028 form.		
<input type="checkbox"/> No longer a Non Resident Alien.		
Please attach any documentation to support the above request.		
_____ Signature	_____ Printed Name	_____ Date
OSC Use Only		
Date Received: _____	<input type="checkbox"/> Verify Files	<input type="checkbox"/> Withholding On
	<input type="checkbox"/> Update System	<input type="checkbox"/> Withholding Off
Date Completed: _____	Completed by: _____	
If you have any questions about this form, contact the OSC NCAS Support Services at 875-HELP (4357) Fax # (919)981-5561		
Revised: 11/04		

NOTES

WALKTHROUGH: Setting up a Vendor for Backup Withholding

SCENARIO

You have been notified that Barbara Laker's clinic, Laker Medical Office, is subject to federal withholding.

You will need to set her up for backup withholding.

1. Type **VPN** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Payable Information (VPN)* screen.

```

OCP                                VENDOR PAYABLE INFORMATION                                VPN
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION: _____ ACTION: _____                                01/17/2006  14:50:59
REQUEST: 5
=====
PAY ENTITY      : 2
SHORT NAME     : 3
VENDOR NUMBER  : 4          GROUP: __




DISCOUNT DELAY DAYS : _____          PAYMENT DELAY DAYS      : _____
DOC ALERT MAX AMOUNT : _____          COMBINED OR SINGLE PYMT : _____
DIRECT INVC ALLOWED  : _____          PAYMENT PRINT SEQUENCE : _____
FACTOR NUMBER       : _____          FACTOR GROUP NUMBER    : _____
PAYMENT ROUTE CODE  : _____          VAT INCLUSIVE          : _____
SIGN APPROVAL CODES : _____          USE TAX                 : _____
TAX ID NUMBER       : _____          TAX ID EXPIRATION DATE : _____
1099 CODE           : _____          1099 WITHHOLDING RATE  : _____
1099 PAYEE NAME     : _____          1099 USE NAME         : _____
VENDOR CURR CODE    : _____

CORPORATE CREDIT CARD 1: _____          TYPE : _____
CORPORATE CREDIT CARD 2: _____          TYPE : _____
    
```

2. Type **XXPN** in the PAY ENTITY field.
3. Type **lakermed@** in the SHORT NAME field.
4. Delete any data that has defaulted into the VENDOR NUMBER and/or GROUP fields.
5. Type **C** in the REQUEST field and press **Enter** to obtain the vendor information in the *change* mode.

NOTES

OCP		VENDOR PAYABLE INFORMATION		VPN
NEXT FUNCTION:	10	ACTION:	_____	01/17/2006 14:50:59
REQUEST:	9	_____		
=====				
PAY ENTITY :	XXPN	WAKE PEDIATRIC CLINIC		
SHORT NAME :	LAKERMEDICALOFF			
VENDOR NUMBER:	333445555	GROUP: A	RALEIGH	
			NC 27611-0831	
DISCOUNT DELAY DAYS :	___	PAYMENT DELAY DAYS :	___	
DOC ALERT MAX AMOUNT:	_____	COMBINED OR SINGLE PYMT:	_	
DIRECT INVC ALLOWED :	Y	PAYMENT PRINT SEQUENCE :	_____	
FACTOR NUMBER :	_____	FACTOR GROUP NUMBER :	_	
PAYMENT ROUTE CODE :	___	VAT INCLUSIVE :	N	
SIGN APPROVAL CODES :	_____	USE TAX :	_	
TAX ID NUMBER :	333445555	TAX ID EXPIRATION DATE :	6	_____
1099 CODE :	NO	1099 WITHHOLDING RATE :	7	___
1099 PAYEE NAME :	BARBARA LAKER	1099 USE NAME:	Y	
VENDOR CURR CODE :	___			
CORPORATE CREDIT CARD 1:	_____	TYPE :	_	
CORPORATE CREDIT CARD 2:	_____	TYPE :	_	

6. Type **02282006** in the TAX ID EXPIRATION DATE field.
 -  This date *must* be entered in MM/DD/YYYY format.
 -  Normally you enter yesterday's date in the TAX ID EXPIRATION DATE field. For purposes of the training environment today, use the set date of 02132006.
7. Type **28.00** in the 1099 WITHHOLDING RATE field to set the withholding percentage at 28%.
 -  To withhold state taxes only, type **4.00**. To withhold both state and federal, type **32.00**.
8. Press to complete entry and process the changes.
9. Type **g** in the REQUEST field and press to display the vendor record.
10. Type **VDD** in the NEXT FUNCTION field and press to access the *Vendor Default Distribution (VDD)* screen.

NOTES

```

OCP                                VENDOR DEFAULT DISTRIBUTION                                VDD
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION: _____ ACTION: _____                                01/17/2006 15:02:25
REQUEST: _____
=====
PAY ENTITY      : XXPN
SHORT NAME     : _____
VENDOR NUMBER: 333445555  GROUP: A


DISTRIBUTION INDICATORS . . . . EXPENSE      : _____ PAYABLES      : _____
                                DISCOUNT   : _____ FREIGHT       : _____
                                TAX/VAT      : _____ VARIANCE      : _____
                                ADD COST     : _____ 1099 WITHHOLD: 11
                                BNK ACCT PYMT : _____ EMP ADVANCE   : _____
                                CURR GAIN/LOSS: _____ ACCOUNT RULE  : _____

GL EXPENSE DISTRIBUTION . . . . COMPANY      : _____
                                ACCOUNT      : _____
                                CENTER       : _____
                                VALIDATE OPT : _____

PROJECT ACCOUNTING INFORMATION . . . . REQUIRED   : _____
                                COMPANY     : _____
                                NUMBER      : _____

```

11. Type **950** in the 1099 WITHHOLD field and press to indicate that you are withholding federal taxes from this vendor.

 If you are withholding state taxes, type **951** in the 1099 WITHHOLD field. If you are withholding both state and federal taxes, type **952** in the 1099 WITHHOLD field. This indicator controls the account to which the withheld amount is posted.

You have now set Barbara Laker for Federal withholding.

Factored Vendors

The OSC Policy for Payment Factoring/ Assignment

It is the policy of the State to accept invoices from the party with whom the State has contracted, either via a formal contract or through a formal purchase order. Invoices sent from a third party will not be processed for payment.

With sufficient authorization (proof of assignment), the State will issue payments to a third party to whom the contractor has assigned or factored the transaction receivable(s). A clause in a signed contract assigning payment to a third party is considered sufficient justification, as in a formal letter, on the contractor's letterhead, authorizing third-party payment, and signed by a company executive. In addition, agencies can accept from a legal entity recognized by the State, a written request for third-party payment, citing the legal proceeding that requires the State to factor payments from one entity to another.

NCAS Procedures for Payment Factoring/ Assignment

A **factor** vendor for NCAS purposes is a vendor who receives a payment on behalf of another vendor. **Both vendors must exist in the NCAS for a payment to be factored.**

For trade vendors (XXPT) and other shared entities, the OSC NCAS Help Desk sets up the vendor as a factor payment. Official notice of proof of assignment as stated in the OSC Policy on Payment Factoring/Assignment must be given to the OSC Help Desk by the contracted vendor or by the requesting agency on behalf of the contracted vendor. The OSC Help Desk keeps the original document of all proof of assignments for trade vendors. The proof of assignments must be on hand before a factor vendor will be added.

For non-trade vendors (XXPN), XXPE and other non-shared entities, each agency is responsible for adding the factor vendors and must keep the original document of all proof of assignments. Agencies should contact the OSC NCAS Help Desk at (919) 707-0795 for help adding the factor vendor.

There are two methods available for factoring payments to vendors. Both methods require that the factor vendor be set up as a factor vendor in the NCAS. To set up a factor vendor in NCAS, follow normal procedures for setting up a vendor. The only additional step is to enter an **F** in the VENDOR STATUS field on the *Vendor Setup (VSU)* screen for the vendor receiving the payment.

NOTES

The first method for factoring payments is used when **ALL** payments going to the contracted vendor must go to the factor vendor. The NCAS term used for this is a “permanent factor.” The permanent factor vendor is tied to the contracted vendor by entering the permanent factor’s vendor number and group code on the *Vendor Payable Information (VPN)* screen. Once the vendor has been set up in this manner, all payments going to the vendor are sent to the factor vendor. The *Vendor Permanent Factor Lookup (VFL)* screen below displays vendors that have been set up as permanent factors. In the example below, both D & L Equipment, Inc and Family Home & Garden are sending their payments to Farm Plan.

```

OCP                                VENDOR PERMANENT FACTOR LOOKUP                                VFL
NEXT FUNCTION: _____ ACTION: _____                                02/02/2006 10:19:30
=====
PAY ENTITY      : XXPT
FACTOR SHORT NAME: FARMPLAN
FACTOR NUMBER  : 362927535 GROUP: A
=====
      SHORT NAME      VENDOR NBR  GROUP  NAME AND ADDRESS      ACTIVITY
-----
DLEQUIPMENTINC   561417853  A      D & L EQUIPMENT INC      -
                                     ROXBORO,              NC
FAMILYHOMEGARDE 561554368  C      FAMILY HOME & GARDEN INC  -
                                     500 CORPORATE CENTER DR
                                     RALEIGH,              NC
=====
PAGE NO:          SCREEN STATUS:
    
```

The second method of factoring payments is used when some payments are paid to the factored vendor and some are paid to the contracted vendor. The factor’s vendor number is recorded on each individual invoice when the factored vendor is to be paid. The *Invoice Worksheet 1 (IWS-1T)* screen is completed as normal. The only difference is that on the *Invoice Worksheet 2 (IWS-2T)* screen, the factor’s vendor number is entered into the FACTOR NUMBER field.

Instructions and examples for factoring an individual payment are as follows:

1. Verify that the vendor receiving the payment is established as a factor vendor in the vendor file. The status of a factor vendor is **F** on the *VRS* screen.
2. Complete the *Invoice Worksheet 1 (IWS-1T)* screen as usual with one exception. Enter the factor’s vendor number in the FACTOR NUMBER field on the *Invoice Worksheet 2 (IWS-2T)* screen.

Once this is completed, the payment is automatically issued to the factor vendor in lieu of the original contracted vendor.

For a payment to be factored, both vendors **must** exist in the system.

NOTES

LINE	IND	SALES TAX/VAT	IND	OPTIONAL AMNT	1099 USE I	'REC AR	PROJ-CO	NUMBER
		FREIGHT	ADDITIONAL COST		DESCRIPTION		PRORATE(T F A D)	
0001								Y
0002								
0003								
0004								
SALES TAX 2		:	SALES TAX 3		:			
			GROSS AMOUNT		:			

WALKTHROUGH: Factoring Vendor Payments

SCENARIO

This invoice is in control group 124 is for Wake County. The payment has to be factored to the Office of the State Treasurer. (Only this payment needs to be factored. All Wake County payments do not need to be factored.)

Wake County and the Office of the State Treasurer both exist in the system. The vendor number for Wake County is 566000347 D and the vendor number for the Office of the State Treasurer is 561545517 B.

You need to access Control Group 124.

1. Type **CGS** in the NEXT FUNCTION field and press to access the *Control Group Status (CGS)* screen.

NOTES

OCP AP		CONTROL GROUP STATUS			CGS	
NEXT FUNCTION: _____		ACTION: _____		01/18/2006 10:06:33		
REQUEST: 3		=====				
PAY ENTITY: _____						
PAY ENTITY	--- DATE	CONTROL NUMBER	CONTROL AMOUNT	NBR OF DOCS	DATE ENTERED	S
XXPE	02/20/2002	1001	750.00	1	02/20/2002	-
XXPT	04/10/1999	0001	195,000.00	3	04/10/1999	-
XXPT	04/12/1999	0001	400.00	15	04/12/1999	-
XXPT	04/25/2000	0001	4.56	1	04/20/2000	-
XXPT	04/26/2000	0002	1,000.00	1	04/26/2000	-
XXPT	04/29/2002	0003	3,196.50	4	04/29/2000	-
XXPT	02/16/2002	0001	16.00	1	02/16/2002	-
XXPT	02/16/2002	1001	16.90	1	02/16/2002	-
XXPT	02/19/2002	1001	750.00	1	02/19/2002	-
XXPT	07/28/2006	0001	18,000.00	2	07/28/2002	-
XXPT	07/07/2006	0124	3,891.50	4	07/07/2006	2
PAGE: 2 STATUS: END OF LIST						

- Type **S** in the s field next to Control Group 124 and press to select Control Group 124 and access the *Control Entry Status (CES)* screen.
- Type **3** in the REQUEST field and press to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

Invoice: Wake County Dept. of Social Services Raleigh, NC 27602		Invoice Number: 984657351 Invoice Date: 03/11/2006 Terms: Net	
Description:	Quantity:	Unit Price:	Total Price:
payment for services			500.00
		Freight:	
		Tax:	
		Total:	500.00

NOTES

LINE	AMOUNT/PERCENT	EXP	CO	ACCOUNT	CENTER	PROJ-CO NUMBER
VAT	QUANTITY	UNIT	ITEM NUMBER	DESCRIPTION	PRORATE (T F A D)	USE 99 I'RC
0001						
0002						
0003						
0004						

OCP INVOICE WORKSHEET 1 IWS-1T
 NEXT FUNCTION: _____ ACTION: _____ 01/18/2006 16:06:57
 REQUEST: 17
 =====
 INVOICE NUMBER : 4 _____ DATE: 5 _____ MODEL: _____
 VENDOR SHORT NM: _____ CURR : _____
 VENDOR NUMBER : 6 _____ 7 _____ RALEIGH CM/DM : _____
 PO REFERENCE : _____ COUNTY CODE: _____ MULTI PYMT: _____
 TERMS CODE: 9 _____ PYMT DUE DATE: _____ DISCOUNT AMT/PCT: _____
 REMIT MSG: _____ SIGNATURE APPR CD: _____
 LINE AMOUNT/PERCENT EXP CO ACCOUNT CENTER PROJ-CO NUMBER
 VAT QUANTITY UNIT ITEM NUMBER DESCRIPTION PRORATE (T F A D) USE 99 I'RC
 0001 10 _____ 11 _____ 12 _____ 13 _____
 _____ 14 _____
 0002 _____
 0003 _____
 0004 _____
 SALES TAX/VAT : _____ FREIGHT : _____
 ADDITIONAL COST: _____ GROSS AMOUNT: 15 _____

4. Type **984657351** in the INVOICE NUMBER field.
5. Type **031106** in the DATE field.
6. Type **566000347** in the first blank of the VENDOR NUMBER field.
7. Type **D** in the second blank of the VENDOR NUMBER field and press to retrieve the vendor information. The system displays the following message: **VENDOR IS NORMALLY A MATCHING VENDOR.**
8. Press to override the message.
9. Verify that your payment terms are **net** in the TERMS CODE field.
10. At the 0001 line, type **500.00** in the AMOUNT/PERCENT field.
11. Type your **company number (XX01)** in the CO field.
12. Type **533150** in the ACCOUNT field.
13. Type **10001000** in the CENTER field.
14. Type **payment to st treas** in the DESCRIPTION field.
15. Type **500.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.
16. Press to process the information.
17. Type **R** in the REQUEST field and press to access the *Invoice Worksheet 2 (IWS-2T)* screen.

NOTES


```

OCP AP                               INVOICE WORKSHEET 2                               IWS-2T
NEXT FUNCTION: _____ ACTION: _____                               01/18/2006 16:16:41
REQUEST: 20
=====
HANDLING CODE : _____ REASON CODE : _____
GL EFFECTIVE DATE: _____ FACTOR NUMBER : 18 19
PROVISIONAL DATE : _____ IND: _____ SIGNATURE APPR CD: _____
PAYMENT ROUTE CD : _____ BANK PYMT: 06D ACCT RULE : 01 VAT INCL : N
IND - PAYABLES : _____ DISCOUNT : 001 INTER PAY : _____ 1099 TAX CODE: _____
EXPENSE : 001 CO: XX01 ACCT: 99999999899 _____ CENTER: 99999999998

LINE IND SALES TAX/VAT IND OPTIONAL AMNT 1099 USE I'REC AR PROJ-CO NUMBER
FREIGHT ADDITIONAL COST DESCRIPTION PRORATE ( T F A D )
0001 _____ _____ _____ _____ PAYMENT_TO_ST_TREAS_ Y Y Y Y
0002 _____ _____ _____ _____ _____
0003 _____ _____ _____ _____ _____
0004 _____ _____ _____ _____ _____
SALES TAX 2 : _____ SALES TAX 3 : _____
GROSS AMOUNT : _____ 500 .00
    
```

18. Type **561545517** (the factor's vendor number) in the FACTOR NUMBER field.

19. Type **B** in the second blank of the FACTOR NUMBER field and press to process the information.

 Note that if the vendor's factor file does not have a factor status, the following error message will display:
162 - VENDOR ENTERED IS NOT A FACTOR.

20. Type **N** in the REQUEST field to balance the document and press to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

The payment has been factored to the Office of the State Treasurer. The NCAS makes the check payable to the factor vendor.

Nonresident Alien Processing

Overview

The Taxation of Nonresident Aliens (NRA) is a Federal legal requirement set forth in Internal Revenue Code (IRS) Section 1441.

The Office of the State Controller (OSC) manual [Policy and Procedures Pertaining to Payments and Compensation of Foreign Nationals, Governments and Corporations](#), dated August, 2004 sets forth procedures that must be followed in making payments to NRA's to ensure proper tax withholding occurs. The web link to OSC Policy and Procedures Pertaining to Payments and Compensation of Foreign Nationals, Governments, and Corporations is as follows:

http://www.ncosc.net/Foreign_Nationals/Foreign_National_Index.html

For purposes of the North Carolina Accounting System (NCAS) Accounts Payable system, payments to Independent Contractors, honoraria, and travel expenses are the primary payments we will address. Payments to Contractors that meet the common law definition of employee should be paid through Central Payroll, not the NCAS.

For additional information on NRA taxation, please refer to IRS Publication 515 [Withholding of Tax on Nonresident Aliens and Foreign Entities](#). The IRS web link is as follows:

www.irs.gov/publications/p515/

Identifying NRAs

For purposes of Accounts Payable transactions, a NRA is identified as follows:

- Individual does not have SSN - withhold at 28% backup withholding rate or 30% NRA tax rate. Agency must follow up with vendor to determine under which system to tax vendor.
- If ID number furnished by vendor starts with a 9, the vendor is probably a NRA and subject to 30% withholding.
- If remit-to address is outside the US, vendor may be a NRA subject to 30%. Further inquiry must be made.
- The vendor may voluntarily identify themselves as an NRA - withhold 30%.

NOTES

Publication 515 defines the types of entities eligible for NRA withholding and their reporting requirements. If an agency determines that payments will be made to an entity other than a NRA individual for labor or personal services performed in this country, or if the individual claims a treaty benefit, call the OSC Help Desk at (919) 707-0795 to determine withholding and reporting requirements.

Withholding Process

The withholding process works identically to the current process for both State and Federal 1099 withholding. A 1099 indicator, **NR**, has been added to identify nonresident aliens. For statewide (trade) vendors, the OSC attaches this indicator to the vendor, per instruction from the agency adding the vendor, so that NR will default to every invoice processed. For non-trade vendors, each agency will be responsible for setting up this code when adding the vendor. NR codes display on the 1099 error report, just as the NO codes display, for easier identification. These transactions will not post on a 1099, but will be posted by OSC into Windstar, Tax Navigator System for the required 1042-S reporting. In addition, a new liability account **211953** and a mini-chart indicator **953** are used to track the withheld amounts for these payments. This account and indicator functions the same as the 28% Federal withholding account 211950, the 4% State withholding 211951, and the 32% Federal and State withholding combined account 211952. The NRA withheld amounts are available in the same reports currently in place for the State and Federal withholdings.

Displayed below are examples of the *VPN* screen and the *VDD* screen:

N23		VENDOR PAYABLE INFORMATION		VPN
NEXT FUNCTION:	_____	ACTION:	_____	01/18/2006 09:18:43
REQUEST:	_____			
=====				
PAY ENTITY	: XXPN			
SHORT NAME	: CITIZENNADA			
VENDOR NUMBER:	FOR0000001_GROUP: 01			
DISCOUNT DELAY DAYS :	___	PAYMENT DELAY DAYS :	___	
DOC ALERT MAX AMOUNT:	_____	COMBINED OR SINGLE PYMT:	___	
DIRECT INVC ALLOWED :	___	PAYMENT PRINT SEQUENCE :	_____	
FACTOR NUMBER :	_____	FACTOR GROUP NUMBER :	___	
PAYMENT ROUTE CODE :	___	VAT INCLUSIVE :	___	
SIGN APPROVAL CODES :	___ ___ ___ ___	USE TAX :	___	
TAX ID NUMBER :	_____	TAX ID EXPIRATION DATE :	10/07/2006	
1099 CODE :	NR	1099 WITHHOLDING RATE :	30.00	
1099 PAYEE NAME :	_____	1099 USE NAME :	___	
VENDOR CURR CODE :	___			
CORPORATE CREDIT CARD 1 :	_____	TYPE :	___	
CORPORATE CREDIT CARD 2 :	_____	TYPE :	___	

NOTES

N23	VENDOR DEFAULT DISTRIBUTION	VDD
NEXT FUNCTION: _____	ACTION: _____	10/08/2004 09:21:50
REQUEST: _____	=====	
PAY ENTITY : XXPN		
SHORT NAME : CITIZENNADA		
VENDOR NUMBER: FOR000001_GROUP: 01		
DISTRIBUTION INDICATORS	EXPENSE : _____	PAYABLES : _____
	DISCOUNT : _____	FREIGHT : _____
	TAX/VAT : _____	VARIANCE : _____
	ADD COST : _____	1099 WITHHOLD: 953
	BNK ACCT PYMT : _____	EMP ADVANCE : _____
	CURR GAIN/LOSS: _____	ACCOUNT RULE : _____
GL EXPENSE DISTRIBUTION	COMPANY : _____	
	ACCOUNT : _____	
	CENTER : _____	
	VALIDATE OPT : _____	
PROJECT ACCOUNTING INFORMATION	REQUIRED : _____	
	COMPANY : _____	
	NUMBER : _____	

As with all withholding, the agency must complete the **NCAS Backup Withholding form**, ensuring that the appropriate box for NRA withholding is checked. This form must be completed for starting and stopping the withholding process.

Deposit Requirements

IRS Form 1042 (<http://www.irs.gov/pub/irs-pdf/f1042.pdf>) contains complete instructions for the reporting of withheld tax. The instructions on this form must be followed.

The Federal Tax Deposit Coupon Form 8109-B (<http://www.irs.gov/pub/irs-pdf/f8109b.pdf>), for initial filing, and Form 8109 thereafter, will be used for making deposits. All instructions on the form must be followed.

Generally, the following rules apply.

- 1. If at the end of any quarter-monthly period the total amount of unde-
posited taxes is \$2,000 or more**, you must deposit the taxes within 3 banking days after the end of the quarter-monthly period. (A quarter-monthly period ends on the 7th, 15th, 22nd, and last day of the month.) To determine banking days, do not count Saturdays, Sundays, legal holidays, or any local holidays observed by authorized financial institutions.

The deposit rules are considered met if:

- You deposit at least 90% of the actual tax liability for the deposit period **and**
- If the quarter-monthly period is in a month other than December, you deposit any underpayment with your first deposit that is required to be made after the 15th day of the following month.

Any underpayment of \$200 or more for a quarter-monthly period ending in December must be deposited by January 31.

NOTES

2. **If at the end of any month the total amount of undeposited taxes is at least \$200 but less than \$2,000**, you must deposit the taxes within 15 days after the end of the month. If you make a deposit of \$2,000 or more during any month **except December** under rule 1 above, carry over any end-of-the-month balance of less than \$2,000 to the next month. If you make a deposit of \$2,000 or more during December, any end-of-December balance of less than \$2,000 should be paid directly to the IRS along with your Form 1042 by March 15, 2004.
3. **If at the end of a calendar year the total amount of undeposited taxes is less than \$200**, you may either pay the taxes with your Form 1042 or deposit the entire amount by March 15, 2004.

--SEE FORMS FOR COMPLETE FILING AND DEPOSIT REQUIREMENTS--

There is no penalty for paying small amounts early, so the agency may decide to make deposits monthly within the 15 days allowed to facilitate ease in reporting. However, if the withholding ever exceeds the \$2,000.00 threshold, the 3 banking days must be followed.

Special Considerations

As with all payments that require withholding, no payments should be entered through the *Manual Process Entry (MPE)* screen. The withholding process requires that payments go through overnight processing.

Step-by-step instructions requesting the addition of a vendor to the system are located in the *Procedures* section of this training manual. These procedures instruct users how to set up vendors and invoices for NRA backup withholding. The procedures for processing NRAs are listed below:

Procedure 12: Adding a Trade NRA Vendor

Procedure 13: Adding a Non-Trade NRA Vendor

Procedure 14: Setting Up a NRA Vendor for Withholding

**Procedure 15A: Processing a 1099 Applicable NRA Payment
(Direct Invoice)**

**Procedure 15B: Processing a 1099 Applicable NRA Payment
(Matched Invoice)**

The requirements for State and Federal withholding still apply, and 1099 codes are required on all invoice lines subject to any type of backup withholding, as well as the proper set-up of the vendor.

It is each agency's responsibility to ensure that the "NR" code has defaulted, remains on the invoice for all applicable payments made to NRA's, and that payments have been appropriately withheld.

NOTES

Regarding trade vendors, if the status of the vendor changes from nonresident alien to resident alien, the agency must advise the OSC to change the withholding status so that the NR 1099 code will not default to the invoice. The NCAS Backup Withholding form must be completed and received by the OSC Help Desk so withholding can be stopped. On non-trade vendors, the agency must change the withholding status themselves. The NR default code can be changed on the invoice line, if appropriate, to change or eliminate the withholding process, regardless of whether the vendor default has been adjusted.

Withheld amounts cannot be adjusted after the payments have been disbursed. It is important to verify all withholdings to ensure their accuracy prior to payments being sent.

Contact the OSC NCAS Help Desk at (919) 707-0795 if you have any questions regarding the addition of trade, non-trade, and NRA vendors.

Summary

Forms

Non-resident Aliens (Foreign Nationals) are not eligible to receive 1099's. However, they do receive a 1042 or 1042S form which is similar to the 1099 form.

Payments to Nonresident Aliens

No payments should be made to NRAs without receiving all of the documentation (visa, passport, green card, refugee card, resident alien documents, etc.) from the individual regarding their residency/tax status. These documents will determine any applicable withholding for payments for that person. If no documentation is received, then the maximum amount (30%) should be withheld from the payment. (The individual can file for taxes in the US to get this or any portion of this withheld amount back, if applicable, as per their current documented residency/tax status.) All completed/signed documentation should be housed at the agency in a secure file for audit purposes.

General

If you have any doubts or questions regarding the individual's residence/tax status when working with any vendor for payments, do not hesitate to call the OSC Help Desk at (919) 707-0795 or email the Foreign Nationals Team at OSC at Foreign.National.Team@ncosc.net.

Failure to properly withhold the correct amounts for these payments or comply with the policies and procedures mandated by the IRS will result in steep fines by the IRS to your agency.

Additional Practice

The following pages present additional exercises in adding and changing various types of vendors. All necessary information is given for the completion of each exercise. "Hints" have been given to assist the completion of each exercise. Please ask your instructor if you have any questions.

EXERCISE #1

SCENARIO

Your agency wants to do business with Regal Office Corporation (ROC Inc) Their federal ID number is XX8765432. The contact person is John Adamson. ROC's address and phone number are as follows:

1474 Owen Drive
Suite 101
North Charleston, SC 29418-1474
Toll-Free: 888-755-9877
Local: 843-987-4569
Fax: 843-987-4570

Hints:

- What type? (direct, matched, employee?)
- Pay entity?
- What screens are required for completion?
- Chapter: *Trade Vendors*

NOTES

EXERCISE #2

SCENARIO

You received an invoice from Nowland Neurological Office. You need to set Nowland up as a non-trade vendor. Nowland's federal ID number is XX7654321. Checks should reflect the office's name. 1099 information should be captured for Roger L Nowland, III. The contact person is Carolyn Allen. Nowland's address and phone number are as follows:

Post Office Box 37943
Charlotte, NC 28222-7943
Toll-Free: 800-662-8844
Local: 704-345-7114
Fax: 704-345-7021

This is a medical corporation. Nowland is subject to both State and Federal withholding.

Hints:

- What type? (direct, matched, employee?)
- Trade or Non-trade?
- What pay entity?
- 1099 vendor?
- Withholding? (2%, 28%, 32%)
- Chapters: *1099 Processing / Backup Withholding*

EXERCISE #3

NOTES

SCENARIO

You have received a request for reimbursement from Ed Manning, a new employee in your agency. You need to add him to your agency's employee vendor file.

Edward E Manning
7009 Sawmil Road
Raleigh, NC 27609-4648
Phone: 919-846-2526
SS #: XX4-23-2345

Hints:

- What type? (direct, matched, employee?)
- What pay entity?
- 1099 vendor?
- Withholding? (2%, 28%, 32%)
- Chapter: *Employee Vendors*

NOTES

EXERCISE #4

SCENARIO

You have received an invoice from EduGames, Inc for educational games ordered with educational funds from a grant your agency received. EduGames desires invoice payments to go through Allied Funding Corporation. You need to set them up in the Statewide Trade Vendor file.

EduGames, Inc
1012 State Street
Orlando, FL 32807-5352
Toll Free: 800-564-3384 (EDU4)
Local: 407-222-2500
Fed ID#: XX5343456

Allied Funding Corporation
5821 Bayshore Avenue, Suite 230
Tampa, FL 33614-5821
Toll Free: 800-897-3863 (FUND)
Local: 813-333-3654
Fed ID#: XX9787890

Hints:

- What type? (direct, matched, employee?)
- What pay entity?
- 1099 vendor?
- Withholding? (2%, 28%, 32%)
- Permanent Factored?
- Further action needed beyond adding to Statewide Trade Vendor File?
- Chapter: *Factored Vendors*

EXERCISE #5

NOTES

SCENARIO


You received notification with an invoice sent to you that KaMar Products has changed its phone number, fax number and added a contact person. You need to send these changes to the OSC Help Desk.

KaMar Products
Toll Free: same
Local: 914-591-4700
Fax: 914-591-4747
Contact Person: Kameron Martin



Hints:



- Be sure to select the vendor beginning with your operator ID (XX.)
- What type? (direct, matched, employee?)
- What pay entity?
- Further action needed beyond making changes to Statewide Trade Vendor File?
- Chapter: *Trade Vendors*


Procedure 1: Requesting the Addition of a Trade Vendor


-  Before entering any invoices, you must first check the Statewide Trade Vendor File to see if the vendor exists. If it does not, then you must request the Office of State Controller to add the vendor to the file.


After accessing the Accounts Payable module:


1. Type **VSL** in the NEXT FUNCTION field and press  to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type **part of the vendor name followed by the @ symbol** in the SHORT NAME field and press  to view the *VSL* screen.



 The symbol “@” allows you to type part of a vendor name to access all vendors beginning with the specified letters.
4. Type **VSU** in the NEXT FUNCTION field if a vendor is not listed on the *VSL* screen.
5. Press  to access the *Vendor Setup (VSU)* screen and to request the addition of a vendor.
6. Type **VADD** in the PAY ENTITY field.

 VADD stores vendor names temporarily until they are added to the Statewide Trade Vendor File.
7. Type the **vendor number** (federal ID or social security number) in the VENDOR NO field. (Do not type the hyphens.)
8. Type the **vendor name** in the VENDOR NAME field.
9. Type a **valid vendor type code** in the VENDOR TYPE field. The following are the valid codes:
 - D** = direct vendor (no purchase order issued)
 - M** = matching vendor (only grants, contracts, and Motor Fleet vendors)
10. Type the **vendor's fax number** in the FAX field, if available.

 This field is *not* required.
11. Type the **vendor's address** in the ADDR LINE 2 and ADDR LINE 3 fields of the REMIT TO section.

 Verify that the city is typed into ADDRESS LINE 3 for 1099 reporting purposes.

-
- 12.** Type the **vendor's phone number** in the PHONE field if applicable.
 -  If the vendor has a toll-free number, type that number in the PHONE field and the vendor's regular phone number in the OPT ADDR 1 field.
 - 13.** Type the **vendor's state** in the STATE CODE field.
 - 14.** Type the **vendor's zip code** (including the "plus 4" zip) in the POSTAL CODE field.
 - 15.** Type **additional vendor information** in the OPT ADDR 1 and OPT ADDR 2 fields. Additional information might include:
 - Second phone number
 - Company status
 - 16.** Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the vendor request.


Example: Jane – 828-358-3546 @ DOJ/JA
 - 17.** Type the **contact person's name** in the CONTACT field.
 - 18.** Press  to add the vendor.
 - 19.** If the vendor has been entered correctly, the system validates the entry. The following message is displayed: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!**
 - 20.** Press  to send your request to the OSC.

Procedure 2: Requesting the Change of a Trade Vendor Before It Has Been Added




After accessing the Accounts Payable module:



1. Type **VSL** in the NEXT FUNCTION field and press to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **VADD** in the PAY ENTITY field.
3. Type the **Julian date of your request** and “@” (e.g., 254@) in the SHORT NAME field and press to display the vendors you have requested to be added.
4. Type **VSU** in the ACTIVITY field of the requested vendor and press to access the *Vendor Setup (VSU)* screen.
5. Type **C** in the REQUEST field and press to indicate that you are *changing* information about the vendor.
6. Type the **changed information** over the existing information for all fields that need to be corrected.
7. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the change request.
Example: Jane – 828-358-3546 @ DOJ/JA
8. Press to complete the change request.


Procedure 3: Requesting the Change of a Trade Vendor After It Has Been Added

 If the vendor cannot be found under the paying entity VADD or vendor information needs to be changed, this procedure should be used.


After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press  to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your paying entity** (XXPT) in the PAY ENTITY field.
3. Type **part of the vendor name followed by the @ symbol** in the SHORT NAME field and press  to display the vendors you have requested starting with those letters.
4. Type **VSU** in the ACTIVITY field of the requested vendor and press  to access the *Vendor Setup (VSU)* screen.
5. Type **CHGE** over your paying entity in the PAY ENTITY field to indicate a *change* to the file.
6. Type the **name of the vendor** in the VENDOR NAME field.
7. Type **any new or changed information** over the existing information for all fields that need to be corrected or changed. Type the changed information in the correct fields.
 - New or changed information may include:
 - phone numbers
 - zip codes (including the “plus 4” zip)
 - contact information
8. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the change request.



Example: Jane – 828-358-3546 @ DOJ/JA
9. Press  to process the change request. The system displays the following message:
VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!
10. Press  again to complete the change request.




 If the vendor’s address, company name, or federal tax ID number needs to be changed, please submit the change as a VADD pay entity.



Procedure 4: Adding an Employee Vendor

-  Before entering a travel advance or employee reimbursement, check the Employee Vendor File to see if the vendor exists.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press  to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type **part of an employee name followed by the @ symbol** in the SHORT NAME field and press  to view the VSL screen. (Enter the last name first, e.g., millermike@.)


 The symbol “@” allows you to type part of an employee name to access all employees beginning with the specified letters.
4. Type **VSU** in the NEXT FUNCTION field if a vendor is not listed on the VSL screen.
5. Press  to access the *Vendor Setup (VSU)* screen and to request the addition of an employee as a vendor.
6. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
7. Type the **employee’s social security number** in the VENDOR NO field. (Do not type the hyphens.)
8. Type the **employee’s name** in the VENDOR NAME field.
9. Type **E** in the VENDOR TYPE field to indicate that this is an *employee* vendor.
10. Type the **employee’s last name** and **first name** in the SHORT NAME field. (Do not type any spaces between the names.)
11. Type the **employee’s address** in the ADDR LINE 2 and ADDR LINE 3 fields of the REMIT TO section. ADDR LINE 3 is always the city (e.g., Raleigh.)
12. Type the **phone number** in the PHONE field.
13. Type the **employee’s state** in the STATE CODE field.
14. Type the **employee’s zip code** (including the “plus 4” zip) in the POSTAL CODE field.
15. Press  to complete the entry and clear the screen.

 If the employee vendor has been entered correctly, the system validates the entry.
16. Type **g** in the REQUEST field and press  to display the vendor record.


-
- 17.** Type **VGN** in the NEXT FUNCTION field and press to access the *Vendor General Information (VGN)* screen.
 - 18.** Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.
 - 19.** Press to process the *VGN* screen.
 - 20.** Type **g** in the REQUEST field and press to display the vendor record.
 - 21.** Type **VPN** in the NEXT FUNCTION field and press to access the *Vendor Payable Information (VPN)* screen.
 - 22.** Type the **employee's federal tax ID number** in the TAX ID NUMBER field and press to complete the entry.

Procedure 5: Changing an Employee Vendor







After accessing the Accounts Payable module:





1. Type **VSL** in the NEXT FUNCTION field and press to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type **part of an employee name followed by the @ symbol** in the SHORT NAME field and press to view the VSL screen. (Enter the last name first, e.g., millermike@.)
 The symbol "@" allows you to type part of an employee name to access all employees beginning with the specified letters.
4. Type **VSU** in the ACTIVITY field of the requested vendor and press to access the *Vendor Setup (VSU)* screen.
5. Type **C** in the REQUEST field and press to indicate that you are *changing* information about the employee vendor.
6. Type the **employee's short name** in the SHORT NAME field and press .
7. Type the **changed information** over the existing information for all fields needed to be corrected.
8. Press to complete the change request.

Procedure 6: Adding a Non-Trade Vendor

 Non-trade vendors are not shared with any other agencies.






After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press  to access the *Vendor Setup (VSU)* screen.
2. Type the **non-trade paying entity (XXPN)** in the PAY ENTITY field.
 Your agency and OSC determines the non-trade paying entity code.
3. Type the **vendor's federal ID number** or the **social security number** in the VENDOR NO field. (Do not type the hyphens.)
4. Type the **vendor's group letter** in the GROUP field, if applicable.
5. Type the **vendor's name** in the VENDOR NAME field.
6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.
7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)
8. Type the **vendor's street address** in the ADDR LINE 2 field of the REMIT TO section.
9. Type the **vendor's phone number** in the PHONE field.
10. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.
11. Type the **vendor's state** in the STATE CODE field.
12. Type the **vendor's zip code** (including the "plus 4" zip) in the POSTAL CODE field.
13. Type a **contact name** at the vendor's company in the CONTACT field.
14. Press  to add this vendor to your non-trade paying entity and to clear the screen.
15. Type **g** in the REQUEST field and press  to display the vendor record.
16. Type **VGN** in the NEXT FUNCTION field and press  to access the *Vendor General Information (VGN)* screen.
17. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.
18. Press  to process the *VGN* screen.

-
19. Type **g** in the REQUEST field and press  to display the vendor record.
 20. Type **VPN** in the NEXT FUNCTION field and press  to access the *Vendor Payable Information (VPN)* screen.
 21. Type **the vendor's tax identification number (TIN)** in the TAX ID NUMBER field to add the tax ID number.
 -  If there is no TIN in this field and this vendor has a 1099 transaction, an automatic 30% is withheld from that transaction.
 22. Press  to add the vendor as a non-trade vendor.



Procedure 7: Designating a Non-Trade 1099 Vendor

After accessing the Accounts Payable module:

1. Type **TNL** in the NEXT FUNCTION field and press  to access the *1099 Codes List (TNL)* screen.
2. Press  to view the 1099 codes. Scroll down the list until you find the correct 1099 code for the vendor. (For example, M7 identifies the vendor as a miscellaneous non-employee compensation vendor.)
3. Type **VPN** in the NEXT FUNCTION field and press  to access the *Vendor Payable Information (VPN)* screen.
4. Type the **non-trade paying entity** (XXPT) in the PAY ENTITY field.
5. Type the **vendor's short name@** in the SHORT NAME field.
6. Type the **vendor's social security number** or **federal ID number** in the TAX ID NUMBER field.
7. Type the **valid 1099 code** in the 1099 CODE field. You could also type **NO** in this field.
 Typing **NO** in the 1099 CODE field alerts the AP clerk of possible 1099 transactions. It is then the clerk's responsibility to determine the appropriate 1099 code for each transactions.
8. Press  to process the information.



Procedure 8: Setting Up a Non-trade Vendor for Withholding

This procedure outlines the steps for setting up the vendor for backup withholding. However, a 1099 code is still required on all invoice lines subject to backup withholding.

1. Type **VPN** in the NEXT FUNCTION field and press to access the *Vendor Payable Information (VPN)* screen.
2. Type **XXPN** in the PAY ENTITY field.
3. Type the **vendor's federal ID number** or the **social security number** in the VENDOR NO. field.
4. Type **C** in the REQUEST field and press to indicate that you are changing information about the vendor.
5. Type **yesterday's date** in the in the TAX ID EXPIRATION DATE field.
6. Type the **appropriate percentage** in the 1099 WITHHOLDING RATE field.
 -  To withhold federal taxes only, type **28.00**. To withhold state taxes only, type **4.00**. To withhold both state and federal, type **32.00**.
7. Press to complete entry and process the changes.
8. Type **g** in the REQUEST field and press to display the vendor record.
9. Type **VDD** in the NEXT FUNCTION field and press to access the *Vendor Default Distribution (VDD)* screen.
10. Type the **appropriate withholding indicator** in the 1099 WITHHOLD field and press to complete the entry.
 -  If you are withholding federal taxes only, type **950** in the 1099 WITHHOLD field. If you are withholding state taxes only, type **951** in the 1099 WITHHOLD field. If you are withholding both state and federal taxes, type **952** in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.


Procedure 9: Adding a Vendor on the VPY Screen

After accessing the Accounts Payable module:

1. Type **your pay entity** in the PAY ENTITY field.
2. Type the **vendor number** in the VENDOR NUMBER field.
3. If necessary, type the **vendor group number** in the GROUP field.
4. Type **usck**, for US check, in the PAYMENT METHOD field.
 The payment method for the VPY screen is always **usck**.
5. Type the **individual's account number** in the ACCOUNT NUMBER field.
6. Type the **individual's name on the account** in the ACCOUNT NAME field.
7. Type the **bank routing number** in the BANK ROUTING NUMBER field.
8. Type the **name of the bank** in the NAME LINE 1 field.
9. Type **y** in the SAVINGS ACCT field to indicate the electronic deposit is to go to the individual's savings account.
 **N** is the default for the SAVINGS ACCT field. If the electronic deposit is to go to an account other than savings, leave this field blank to allow the N to default.
10. Type the **desired option** for receipt of confirmation in the first (one character) blank in the E PAY INFO field.


The options for the E PAY INFO field are as follows:

F	Fax
E	E-mail
I	Inactivate


The E-mail option is preferred by the OSC.
11. Type either a fax number or an e-mail address in the second blank in the E PAY INFO field.
12. Press  to process the E payment set-up request.

Procedure 10: How to Get HELP

Follow these steps to access HELP for the current screen:

1. Type **help** or **?** in the ACTION field.
2. Press to access the Help screen.
 -  The system displays the first pages of Help text available for the screen and positions the cursor at this message: **“ENTER NEXT PAGE NO. BLANK (NEXT PAGE) ‘END’ TO TERMINATE HELP”**.
3. To view the next page of help text, press .
4. To view a specific page, type the **page number** in the BLANK (NEXT PAGE) field and press .
5. To exit Help, type **end** in the BLANK (NEXT PAGE) field and press to return to the screen.

Procedure 11: Accessing the Practice Region

-  The practice region resides in the “O” CICS region (SCCOCICS, CICSSCCO). To obtain practice region operator IDs or any other information regarding this region, contact your agency’s NCAS System Administrator or Training Coordinator.



After the CICS region banner is displayed:

1. Type **your RACF ID** in the USERID field.
2. Ignore the BILL-CDE field. (Nothing needs to be entered in this field.)
3. TAB twice and type **your password** in the PASSWORD field.
4. Press .
5. On the blank screen, type **msas** and press .








Once the NCAS screen is displayed:

6. Type **your assigned user ID** in the OPERATOR ID field. (You may obtain a user ID from your Agency System Administrator or Training Coordinator.)
7. Type **password** in the PASSWORD field (do not change the password).
8. Press .

Procedure 12: Adding a Trade NRA Vendor

-  Complete the NCAS Backup Withholding form and forward to the OSC Help Desk.
-  Before entering any invoices, you must first check the Statewide Trade Vendor File to see if the vendor exists. If it does not, then you must request the Office of State Controller to add the vendor to the file.

After accessing the Accounts Payable module:







1. If the vendor is not listed on the *VSL* screen, type **VSU** in the NEXT FUNCTION field and press  to access the *Vendor Setup (VSU)* screen to request the addition of a NRA trade vendor.
2. Type **VADD** in the PAY ENTITY field. VADD stores vendor names temporarily until they can be added to the Statewide Trade Vendor File.
3. Type the word **foreign** in the VENDOR NO field.
 -  When a NRA vendor is added to the NCAS, they will not have a standard tax identification number (TIN) as do US vendors.
4. Type the **vendor name** in the VENDOR NAME field.
5. Type a **valid vendor type code** in the VENDOR TYPE field.
 -  The following types are valid codes:
 - D** = Direct vendor (no purchase order issued)
 - M** = Matching vendor
6. Type the **vendor's fax number** in the FAX field, if available.
 -  This field is *not* required.
7. Type the **vendor's phone number** in the PHONE field in the REMIT TO section of the screen.
8. Type the **vendor's address** (PO box or street address) in the ADDR LINE 2 field.
9. Type the correct **state code** in the STATE CODE field.
 -  If this address is located outside the US, leave this field *blank*.
10. Type the **correct code** in the VAL field.
 -  For US addresses, type a Y. For foreign addresses, type an N.
11. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.
 -  If the address is located outside of the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.



- 12.** Type the **postal code** (zip) in the POSTAL CODE field.
- 13.** Type the message **VENDOR IS A NON RESIDENT ALIEN** in the OPT ADDR 1 or OPT ADDR 2 field to notify the OSC Help Desk that the *VGN* and *VPN* screens need to be completed to begin the withholding for this trade vendor.
- 14.** Press . The following message is displayed on your screen: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!!!**
- 15.** Press to send your request to the OSC Help Desk for further processing.

Procedure 13: Adding a Non-Trade NRA Vendor













When a NRA vendor is added as a non-trade vendor, the addition is similar to adding a trade vendor, except that the agency is responsible for completing the withholding information required for the NRA. The agency must complete the information for non-trade vendors in the same manner that the OSC does for trade vendors. Non-trade vendors are not shared with other agencies.



After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press  to access the *Vendor Setup (VSU)* screen to add a NRA non-trade vendor.
2. Type the **non-trade paying entity (XXPN)** in the PAY ENTITY field.
3. Type the **numbering scheme** utilized by your agency for non-trade NRA vendors in the VENDOR NO field.
 -  When a NRA vendor is added to the NCAS they will not have a standard tax identification number (TIN) as our US vendors. The OSC suggests using a ten-digit numbering scheme such as FOR0000001, FOR0000002, etc.
4. Type the **vendor group number** in the GROUP field.
5. Type the **vendor's name** in the VENDOR NAME field.
6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.
7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)
 -  For an individual, type the last name first.
8. Type the **vendor's fax number** in the FAX field, if available.
 -  This field is *not* required.
9. Type the **vendor's phone number** in the PHONE field.
10. Type the **vendor's address** (PO box or street address) in the ADDR LINE 2 field of the REMIT TO section.
11. Type the correct **state code** in the STATE CODE field.
 -  If the address is located outside the US, leave this field *blank*.
12. Type the correct **validation code** in the VAL field.
 -  For US addresses, type a Y. For foreign addresses, type an N.

13. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.
 -  If the address is located outside of the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.
14. Type the **postal code** (zip) in the POSTAL CODE field.
15. Type a **contact name** at the vendor's company in the CONTACT field.
16. Press  to add this vendor to your non-trade paying entity and to clear the screen.

Agencies may be required to report expenditures with vendors by county. If you know the county, you can locate the corresponding code on the *Description Table (DTL)* screen. Once you have located the appropriate code, access the *Vendor General Information (VGN)* screen to add the code.









17. Type **g** in the REQUEST field and press  to display the vendor record.
18. Type **VGN** in the NEXT FUNCTION field and press  to access the *Vendor General Information (VGN)* screen.
19. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.
 -  This date must be entered in MM/DD/YYYY format.
20. Press  to process the *VGN* screen.
21. Type **g** in the REQUEST field and press  to display the vendor record.
22. Type **VPN** in the NEXT FUNCTION field and press  to access the *Vendor Payable Information (VPN)* screen.
23. To initiate withholding for a non-trade vendor, type **yesterday's date** in the TAX ID EXPIRATION DATE field.
 -  This date must be entered in MM/DD/YYYYY format.
24. Type **30.00** in the 1099 WITHHOLDING RATE field.
 -  This is the rate (30%) for NRA withholding.
25. Type the **1099 code** in the 1099 CODE field.
 -  The code for NRA withholding is **NR**.
26. Press  to process the *VPN* screen.
27. Type **g** in the REQUEST field and press  to display the vendor record.
28. Type **VDD** in the NEXT FUNCTION field and press  to access the *Vendor Default Distribution (VDD)* screen.

- 29.** Type the appropriate **mini-chart indicator** in the 1099 WITHHOLD field.
-  The mini-chart indicator determines how the accounting entries will post. The indicator for NRA withholding is **953**.
- 30.** Press  to process the *VDD* screen.

Procedure 14: Setting Up a NRA Vendor for Withholding

Processing NRA withholding in the NCAS is similar to both State and Federal backup withholding. NRA withholding requires that the *Vendor Payable Information (VPN)* screen and the *Vendor Default Distribution (VDD)* screen be set up. The only differences are the withholding rates and the mini-chart indicators.




After accessing the Accounts Payable module:

1. Type **VPN** in the NEXT FUNCTION field and press  to access the *Vendor Payable Information (VPN)* screen.
2. Type **XXPN** in the PAY ENTITY field.
3. Type the **vendor's number** in the VENDOR NUMBER field (if it does not default.)
4. Type the **vendor's group** in the GROUP field, if applicable. (Do NOT press  here!)
5. Type **yesterday's date** in the TAX ID EXPIRATION DATE field.
6. Type the **appropriate percentage** in the 1099 WITHHOLDING RATE field.
 To withhold NRA taxes only, type **30.00**.
7. Type the **NR code** in the 1099 CODE field.
8. Press  to complete the entry and process the changes.
9. Type **g** in the REQUEST field and press  to display the vendor record.
10. Type **VDD** in the NEXT FUNCTION field and press  to access the *Vendor Default Distribution (VDD)* screen.
11. Type the **appropriate withholding indicator** in the 1099 WITHHOLD field.
 If you are withholding NRA taxes, type **953** in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.
12. Press  to complete the entry.

Procedure 15A: Processing a 1099 Applicable NRA Payment (Direct Invoice)

After accessing the Accounts Payable module:

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
 -  This date is used to determine the payment due date based on the payment terms code.
3. Type the **vendor short name@** in the VENDOR SHORT NM field and press .
-  If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press to *return* to the *IWS-1T* screen.
4. If any messages display, read the messages and press to override the messages and continue entering the invoice.
5. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.
 -  You can access the *Payment Terms Code List (PTL)* screen to obtain a list of payment terms and their corresponding codes.
6. Type **BACK** in the NEXT FUNCTION field and press to return to the *IWS-1T* screen.
7. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing (or enter the message directly on the *IWS-1T* screen and press . Then skip to Step 11.)
8. Type **your paying entity (XXPT)** in the PAY ENTITY field and press to review the remit message.
9. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press to *return* to the *IWS-IT* screen.
10. Type the **three-character code** that corresponds to the message in the first (small) REMIT MSG field.
11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
12. Type your **company number** in the CO field.

13. Type the **account number** in the ACCOUNT field.

14. Type the **center number** in the CENTER field.

If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 11 through 14 and then proceed with Step 15.

Once the NRA vendor has been setup for withholding a 1099 code of NR should default automatically to the 99 field.

15. Ensure that all payments to NRA's are coded with the NR 1099 code so withholding will occur. Otherwise, override the 1099 code with the appropriate code from the *TNL* screen.

16. Type **TNL** in the NEXT FUNCTION field and press to access the *1099 Codes List (TNL)* screen.

17. Press to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

18. Type **R** in the NEXT FUNCTION field and press to *return* to the *Invoice Worksheet 1(IWS-IT)* screen.











19. Type the **total invoice amount** in the GROSS AMOUNT field.


20. Type **next** or **N** in the REQUEST field and press to balance the document.



Procedure 15B: Processing a 1099 Applicable NRA Payment (Matched Invoice)

After accessing the Accounts Payable module:

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
 -  This date is used to determine the payment due date based on the payment terms code.
3. Type **part of a vendor name@** in the VENDOR SHORT NAME field.
 -  If you know the vendor number, type the **vendor** and **group number** in the VENDOR NUMBER field and press  to return the vendor number and address to the *IMP* screen. Then skip to step 8.
4. Press  to return the vendor number and address to the *IMP* screen.
 -  If the short name is unique to a vendor, the vendor name and address are returned to the *IMP* screen. In this case, skip to Step 8. If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen is displayed with a list of all vendors that match the requested short name.
5. Type **B** in the ADDRESS TYPE field to display *both* the order-from and the remit-to address.
6. Press  to scroll through the list until you locate the required vendor.
7. Type **R** in the ACTIVITY field for the required vendor and press  to *return* the vendor number and address to the *IMP* screen.
8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press  to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.
9. Type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Matching (IMP)* screen.
10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
11. Type the **purchase order number** in the PO NUMBER field and press  to process the information.
12. If a PO is not referenced, type **F** in the REQUEST field and press  to access the *PO Finder (POF)* screen.

 The *POF* screen lists open purchase orders by vendor within a buying entity.



13. View the listed purchase orders and the corresponding purchase order. Type **S** in the SEL field next to the required PO and press  to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
14. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.
15. Type the **total amount of the invoice** in the GROSS AMOUNT field.
16. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the *Invoice Line Audit (ILA)* screen:

17. Verify that the correct accounting distribution is being used.
18. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
 - If the UOP and the UOI are the same, skip to Step 21.
 - If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 20a or Step 20b.
19. Type the **Unit of Invoice (UOI)** in the UOP field if:
 - the UOI is defined on the *Units of Measure List (UML)* screen and
 - the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

OR

Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 20a is not satisfied.

20. Compare the PO line quantity in the QUANTITY field to the invoice quantity.
 - If they are the same, skip to Step 22.
 - If the values are not the same, type the **invoice quantity** in the QUANTITY field.
 - If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 20 that applies to change the UOI.
21. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 23. If the values are not the same, type the **invoice amount** in the AMOUNT field.
22. Type **A** in the REQUEST field to tag a line. Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press . If all lines are to be paid, type **S** in the REQUEST field and press .

-
- 23.** Press to process the information.
 - 24.** If the invoice is a 1099 transaction, type **3** in the REQUEST field and press to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 28.) Once the NRA vendor has been setup for withholding a 1099 code of **NR** **should default automatically to** the 99 field. Ensure that all payments to NRA's are coded with NR 1099 code so withholding will occur. Otherwise, override the 1099 code with the appropriate code from the *TNL* as listed in Steps 26 - 27.
 - 25.** Type **TNL** in the NEXT FUNCTION field and press to access the *1099 Codes List (TNL)* screen.
 - 26.** Press to scroll down the possible 1099 codes until the correct code is located.
 - 27.** Type **R** in the NEXT FUNCTION field and press to *return to the Invoice Worksheet (IWS-IT)* screen.
 - 28.** Type **N or next** in the REQUEST field and press to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.

QRG 1: NCAS Standard Vendor Short Name Abbreviations

Common Abbreviations

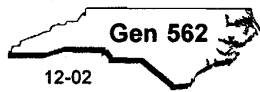
FULL NAME	SHORT NAME
America/American	AMER
Association/Associated	ASSN
International	INTRNTL
National	NATL
North Carolina	NC
Northeast/Northeastern	NE
Northwest/Northwestern	NW
Southeast/Southeastern	SE
Southwest/Southwestern	SW
United States	US
University	UNIV

Two-Letter State Abbreviations

Abbrev	State	Abbrev	State	Abbrev	State
AL	Alabama	KY	Kentucky	ND	North Dakota
AK	Alaska	LA	Louisiana	OH	Ohio
AZ	Arizona	ME	Maine	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
CA	California	MA	Massachusetts	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	District of Columbia	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NE	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming

**QRG 2: Post Offices and Incorporated Cities or Towns
(GEN 562)**

See the following County Code sheet.



County Sales and Use Tax Rates For Incorporated Cities and Towns

Tax rates in counties denoted with ** are effective January 1, 2003; all other county tax rates are effective as of December 1, 2002.
 Qualifying sales of food are subject to the 2% county rate in all counties.

City or Town	County	Code	Rate	City or Town	County	Code	Rate	City or Town	County	Code	Rate
Abbottsburg	Bladen	9	2.5%	Bessemer City	Gaston	36	2.5%	Catawba Heights	Gaston	36	2.5%
Aberdeen	Moore	63	2%	Bethania	Forsyth	34	2.5%	Ca-Vel	Person	73	2.5%
Advance	Davie	30	2.5%	Bethel	Pitt	74	2.5%	Cedar Falls	Randolph	76	2.5%
Ahoskie	Hertford	46	2.5%	Bethlehem	Catawba	18	2.5%	Cedar Grove	Orange	68	2.5%
Alamance	Alamance	1	2.5%	Beulaville	Duplin	31	2.5%	Cedar Island	Carteret	16	2.5%
Albemarle	Stanly	84	2%	Biltmore Forest	Buncombe	11	2.5%	Cedar Mountain	Transylvania	88	2.5%
Albertson	Duplin	31	2.5%	Biscoe	Montgomery	62	2.5%	Cedar Point	Carteret	16	2.5%
Alexander	Buncombe	11	2.5%	Black Creek	Wilson	98	2.5%	Cedar Rock	Caldwell	14	2.5%
Alexander Mills	**Rutherford	81	2.5%	Black Mountain	Buncombe	11	2.5%	Centerville	**Franklin	35	2.5%
Alexis	Gaston	36	2.5%	Bladenboro	Bladen	9	2.5%	Central Falls	Randolph	76	2.5%
Alliance	Pamlico	69	2%	Blanch	Caswell	17	2%	Cerro Gordo	Columbus	24	2.5%
Almond	**Swain	87	2.5%	Blounts Creek	Beaufort	7	2.5%	Chadbourn	Columbus	24	2.5%
Altamahaw	Alamance	1	2.5%	Blowing Rock	*Watauga &	95	2.5%	Chapel Hill	*Orange &	68	2.5%
Anderson	Dare	28	2.5%		Caldwell	14	2.5%	Durham		32	2.5%
Andrews	**Cherokee	20	2.5%	Blue Ridge	Buncombe	11	2.5%	Charlotte	**Mecklenburg	60	3%
Angier	Harnett	43	2.5%	Boardman	Columbus	24	2.5%	Cherokee	**Swain	87	2.5%
Ansonville	Anson	4	2.5%	Boger City	Lincoln	55	2.5%	Cherry Point	**Craven	25	2.5%
Apex	Wake	92	2.5%	Bogue	Carteret	16	2.5%	Cherryville	Gaston	36	2.5%
Apple Grove	Ashe	5	2.5%	Boiling Springs	Cleveland	23	2.5%	Chimney Rock Village	**Rutherford	81	2.5%
Aquone	Macon	56	2%	Boiling Spring Lake	Brunswick	10	2.5%	China Grove	Rowan	80	2.5%
Araphahoe	Pamlico	69	2%	Bolivia	Brunswick	10	2.5%	Chinquapin	Duplin	31	2.5%
Ararat	Surry	86	2.5%	Bolton	Columbus	24	2.5%	Chocowinity	Beaufort	7	2.5%
Archdale	*Randolph &	76	2.5%	Bonlee	Chatham	19	2.5%	Claremont	Catawba	18	2.5%
Arcola	**Guilford	41	2.5%	Bonnie Doone	Cumberland	26	2.5%	Clarendon	Columbus	24	2.5%
Arden	Warren	93	2.5%	Boomer	Wilkes	97	2.5%	Clarkton	Bladen	9	2.5%
Arlington	Buncombe	11	2.5%	Boone	Watauga	95	2.5%	Clayton	Johnston	51	2%
Arlington	Yadkin	99	2.5%	Boonville	Yadkin	99	2.5%	Clemmons	Forsyth	34	2.5%
Ash	Brunswick	10	2.5%	Bostic	**Rutherford	81	2.5%	Cleveland	Rowan	80	2.5%
Asheboro	Randolph	76	2.5%	Bowdens	Duplin	31	2.5%	Cliffside	**Rutherford	81	2.5%
Asheville	Buncombe	11	2.5%	Brasstown	Clay	22	2%	Climax	**Guilford	41	2.5%
Ashford	McDowell	59	2.5%	Brevard	Transylvania	88	2.5%	Clinton	Sampson	82	2.5%
Askewville	Bertie	8	2.5%	Bridgeton	**Craven	25	2.5%	Clyde	Haywood	44	2.5%
Assembly	Haywood	44	2.5%	Broadway	**Lee	53	2.5%	Coats	Harnett	43	2.5%
Atkinson	Pender	71	2.5%	Brookford	Catawba	18	2.5%	Cofield	Hertford	46	2.5%
Atlantic	Carteret	16	2.5%	Brookside	Wayne	96	2.5%	Coinjock	**Currituck	27	2.5%
Atlantic Beach	Carteret	16	2.5%	Browns Summit	**Guilford	41	2.5%	Colerain	Bertie	8	2.5%
Aulander	Bertie	8	2.5%	Brunswick	Columbus	24	2.5%	Coleridge	Randolph	76	2.5%
Aurora	Beaufort	7	2.5%	Bryson City	**Swain	87	2.5%	Colfax	**Guilford	41	2.5%
Autryville	Sampson	82	2.5%	Buies Creek	Harnett	43	2.5%	Collettsville	Caldwell	14	2.5%
Avon	Dare	28	2.5%	Bullock	Granville	39	2.5%	Colon	**Lee	53	2.5%
Ayden	Pitt	74	2.5%	Bunn	**Franklin	35	2.5%	Columbia	Tyrrell	89	2.5%
Aydlett	**Currituck	27	2.5%	Bunneville	Harnett	43	2.5%	Columbus	Polk	75	2.5%
Badin	Stanly	84	2%	Burgaw	Pender	71	2.5%	Comfort	Jones	52	2.5%
Bahama	Durham	32	2.5%	Burlington	Alamance	1	2.5%	Como	Hertford	46	2.5%
Bailey	Nash	64	2.5%	Burnsville	Yancey	100	2.5%	Concord	Cabarrus	13	2%
Bakersville	Mitchell	61	2.5%	Butner	Granville	39	2.5%	Conetoe	Edgecombe	33	2.5%
Bald Creek	Yancey	100	2.5%	Butters	Bladen	9	2.5%	Conover	Catawba	18	2.5%
Balfour	Henderson	45	2%	Buxton	Dare	28	2.5%	Connelly Springs	Burke	12	2.5%
Balsam	Jackson	50	2.5%	Bynum	Chatham	19	2.5%	Conway	Northampton	66	2.5%
Balsam Grove	Transylvania	88	2.5%	Cajah Mountain	Caldwell	14	2.5%	Cooleemee	Davie	30	2.5%
Banner Elk	Avery	6	2.5%	Calabash	Brunswick	10	2.5%	Corapeake	Gates	37	2.5%
Barber	Rowan	80	2.5%	Calypso	Duplin	31	2.5%	Cordova	Richmond	77	2.5%
Barco	**Currituck	27	2.5%	Camden	Camden	15	2.5%	Cornelius	**Mecklenburg	60	3%
Barlum Springs	Iredell	49	2.5%	Cameron	Moore	63	2%	Corolla	**Currituck	27	2.5%
Barnardsville	Buncombe	11	2.5%	Camp Lejeune	**Onslow	67	2.5%	Cottonade	Cumberland	26	2.5%
Barnesville	Robeson	78	2.5%	Candler	Buncombe	11	2.5%	Council	Bladen	9	2.5%
Bat Cave	Henderson	45	2%	Candor	Montgomery	62	2.5%	Cove City	**Craven	25	2.5%
Bath	Beaufort	7	2.5%	Cane River	Yancey	100	2.5%	Cramerton	Gaston	36	2.5%
Bayboro	Pamlico	69	2%	Canton	Haywood	44	2.5%	Cranberry	Avery	6	2.5%
Bear Creek	Chatham	19	2.5%	Cape Carteret	Carteret	16	2.5%	Creedmoor	Granville	39	2.5%
Bear Poplar	Rowan	80	2.5%	Cape Fear	New Hanover	65	2%	Creston	Ashe	5	2.5%
Beagrass	Martin	58	2.5%	Caroleen	**Rutherford	81	2.5%	Creswell	Washington	94	2.5%
Beaufort	Carteret	16	2.5%	Carolina Beach	New Hanover	65	2%	Crisp	Edgecombe	33	2.5%
Beech Mountain	Avery &	6	2.5%	Carolina Hills	Henderson	45	2%	Crossnore	Avery	6	2.5%
Belcross	**Watauga	95	2.5%	Carolina Shores	Brunswick	10	2.5%	Crouse	Lincoln	55	2.5%
Beliefs Creek	Forsyth	34	2.5%	Carrboro	Orange	68	2.5%	Crumpler	Ashe	5	2.5%
Belhaven	Beaufort	7	2.5%	Carthage	Moore	63	2%	Culberson	**Cherokee	20	2.5%
Belknap	Pitt	74	2.5%	Cary	Wake	92	2.5%	Cullowhee	Jackson	50	2.5%
Belmont	Gaston	36	2.5%	Casar	Cleveland	23	2.5%	Cumberland	Cumberland	26	2.5%
Belvidere	Perquimans	72	2.5%	Cashiers	Jackson	50	2.5%	Cummock	**Lee	53	2.5%
Belville	Brunswick	10	2.5%	Castalia	Nash	64	2.5%	Currie	Pender	71	2.5%
Belwood	Cleveland	23	2.5%	Castle Hayne	New Hanover	65	2%	Currituck	**Currituck	27	2.5%
Bennett	Chatham	19	2.5%	Casville	Rockingham	79	2%	Dallas	Gaston	36	2.5%
Benson	Johnston	51	2%	Caswell	Lenoir	54	2.5%	Dana	Henderson	45	2%
Bermuda Run	Davie	30	2.5%	Caswell Beach	Brunswick	10	2.5%	Danbury	Stokes	85	2.5%
				Catawba	Catawba	18	2.5%	Davidson	**Mecklenburg	60	3%

City or Town	County	Code	Rate	City or Town	County	Code	Rate	City or Town	County	Code	Rate
Davis	Carteret	16	2.5%	Franklinville	Randolph	76	2.5%	Hiddenite	Alexander	2	2.5%
Deep Gap	Watauga	95	2.5%	Freeland	Brunswick	10	2.5%	High Point	Davidson	29	2.5%
Deep Run	Lenoir	54	2.5%	Fremont	Wayne	96	2.5%		**Guilford &	41	2.5%
Delco	Columbus	24	2.5%	Frisco	Dare	28	2.5%		Randolph	76	2.5%
Denton	Davidson	29	2.5%	Fuquay Varina	Wake	92	2.5%	High Rock	Davidson	29	2.5%
Denver	Lincoln	55	2.5%	Gamewell	Caldwell	14	2.5%	High Shoals	*Gaston &	36	2.5%
Derita	**Mecklenburg	60	3%	Garland	Sampson	82	2.5%		Lincoln	55	2.5%
Dillsboro	Jackson	50	2.5%	Garner	Wake	92	2.5%	Highfalls	Moore	63	2%
Dobson	Surry	86	2.5%	Garysburg	Northampton	66	2.5%	Highlands	Jackson &	50	2.5%
Dortches	Nash	64	2.5%	Gaston	Northampton	66	2.5%		*Macon	56	2%
Dover	**Craven	25	2.5%	Gastonia	Gaston	36	2.5%	Hildebran	Burke	12	2.5%
Drexel	Burke	12	2.5%	Gates	Gates	37	2.5%	Hillsborough	Orange	68	2.5%
Dublin	Bladen	9	2.5%	Gatesville	Gates	37	2.5%	Hobbsville	Gates	37	2.5%
Duck	Dare	28	2.5%	George	Northampton	66	2.5%	Hobgood	Halifax	42	2.5%
Dudley	Wayne	96	2.5%	Germanton	Stokes	85	2.5%	Hobucken	Pamlico	69	2%
Dunn	Harnett	43	2.5%	Gerton	Henderson	45	2%	Hoffman	Richmond	77	2.5%
Durants Neck	Perquimans	72	2.5%	Gibson	Scotland	83	2.5%	Holden Beach	Brunswick	10	2.5%
Durham	Durham	32	2.5%	Gibsonville	**Guilford &	41	2.5%	Hollister	Halifax	42	2.5%
Eagle Rock	Wake	92	2.5%		Alamance	1	2.5%	Holly Ridge	**Onslow	67	2.5%
Eagle Springs	Moore	63	2%	Gilkey	**Rutherford	81	2.5%	Holly Springs	Wake	92	2.5%
Earl	Cleveland	23	2.5%	Glade Valley	Alleghany	3	2.5%	Holster	Halifax	42	2.5%
East Arcadia	Bladen	9	2.5%	Glen Alpine	Burke	12	2.5%	Hookerton	Greene	40	2.5%
East Bend	Yadkin	99	2.5%	Glen Raven	Alamance	1	2.5%	Hope Mills	Cumberland	26	2.5%
East Fayetteville	Cumberland	26	2.5%	Glendale Springs	Ashe	5	2.5%	Horse Shoe	Henderson	45	2%
East Flat Rock	Henderson	45	2%	Glendon	Moore	63	2%	Hot Springs	**Madison	57	2.5%
East Lake	Dare	28	2.5%	Glennville	Jackson	50	2.5%	Hubert	**Onslow	67	2.5%
East Laurinburg	Scotland	83	2.5%	Glenwood	McDowell	59	2.5%	Hudson	Caldwell	14	2.5%
East Rockingham	Richmond	77	2.5%	Gloucester	Carteret	16	2.5%	Huntersville	**Mecklenburg	60	3%
East Spencer	Rowan	80	2.5%	Godwin	Cumberland	26	2.5%	Hurdle Mills	Person	73	2.5%
Eden	Rockingham	79	2%	Gold Hill	Rowan	80	2.5%	Husk	Ashe	5	2.5%
Edenton	Chowan	21	2.5%	Goldsboro	Wayne	96	2.5%	Icard	Burke	12	2.5%
Edgemont	Caldwell	14	2.5%	Goldston	Chatham	19	2.5%	Idlewild	**Mecklenburg	60	3%
Edneyville	Henderson	45	2%	Graham	Alamance	1	2.5%	Indian Beach	Carteret	16	2.5%
Edward	Beaufort	7	2.5%	Grandfather Village	Avery	6	2.5%	Indian Trail	Union	90	2.5%
Efland	Orange	68	2.5%	Grandy	**Currituck	27	2.5%	Ingalls	Avery	6	2.5%
Elizabeth City	Pasquotank	70	2.5%	Granite Falls	Caldwell	14	2.5%	Ingold	Sampson	82	2.5%
Elizabethtown	Bladen	9	2.5%	Granite Quarry	Rowan	80	2.5%	Iron Station	Lincoln	55	2.5%
Elk Park	Avery	6	2.5%	Grantham	Wayne	96	2.5%	Ivanhoe	Sampson	82	2.5%
Elkin	*Surry &	86	2.5%	Grantsboro	Pamlico	69	2%	Jackson	Northampton	66	2.5%
	Wilkes	97	2.5%	Grassy Creek	Ashe	5	2.5%	Jackson Hill	Davidson	29	2.5%
Ellenboro	**Rutherford	81	2.5%	Grayson	Ashe	5	2.5%	Jackson Park	Cabarrus	13	2%
Ellerbe	Richmond	77	2.5%	Green Mountain	Yancey	100	2.5%	Jackson Springs	Moore	63	2%
Elm City	Wilson	98	2.5%	Greenevers	Duplin	31	2.5%	Jacksonville	**Onslow	67	2.5%
Elon	Alamance	1	2.5%	Greenlevel	Alamance	1	2.5%	James City	**Craven	25	2.5%
Emerald Isle	Carteret	16	2.5%	Greensboro	**Guilford	41	2.5%	Jamestown	**Guilford	41	2.5%
Emerson	Bladen	9	2.5%	Greenville	Pitt	74	2.5%	Jamesville	Martin	58	2.5%
Encas	Wilson	98	2.5%	Gregory	**Currituck	27	2.5%	Jarvisburg	**Currituck	27	2.5%
Enfield	Halifax	42	2.5%	Grifton	*Pitt &	74	2.5%	Jefferson	Ashe	5	2.5%
Engelhard	Hyde	48	2.5%		Lenoir	54	2.5%	Jonas Ridge	Burke	12	2.5%
Enka	Buncombe	11	2.5%	Grimesland	Pitt	74	2.5%	Jonesville	Yadkin	99	2.5%
Ennice	Alleghany	3	2.5%	Grover	Cleveland	23	2.5%	Julian	**Randolph &	76	2.5%
Enochville	Rowan	80	2.5%	Guilford	**Guilford	41	2.5%		**Guilford	41	2.5%
Emul	**Craven	25	2.5%	Guilford College	**Guilford	41	2.5%	Kannapolis	*Cabarrus &	13	2%
Erwin	Harnett	43	2.5%	Gulf	Chatham	19	2.5%		Rowan	80	2.5%
Ether	Montgomery	62	2.5%	Gumberry	Northampton	66	2.5%	Kelford	Bertie	8	2.5%
Etowah	Henderson	45	2%	Half Moon	**Onslow	67	2.5%	Kelly	Bladen	9	2.5%
Eure	Gates	37	2.5%	Halifax	Halifax	42	2.5%	Kenansville	Duplin	31	2.5%
Eureka	Wayne	96	2.5%	Hallsboro	Columbus	24	2.5%	Kenly	*Johnston &	51	2%
Everetts	Martin	58	2.5%	Hamilton	Martin	58	2.5%		Wilson	98	2.5%
Evergreen	Columbus	24	2.5%	Hamlet	Richmond	77	2.5%	Kernersville	Forsyth	34	2.5%
Fair Bluff	Columbus	24	2.5%	Hampstead	Pender	71	2.5%	Kill Devil Hills	Dare	28	2.5%
Fairfield	Hyde	48	2.5%	Hamptonville	Yadkin	99	2.5%	King	Stokes	85	2.5%
Fairmont	Robeson	78	2.5%	Harbinger	**Currituck	27	2.5%	Kings Mountain	*Cleveland &	23	2.5%
Fairview	Buncombe	11	2.5%	Harkers Island	Carteret	16	2.5%		Gaston	36	2.5%
Fairview	Union	90	2.5%	Harmony	Iredell	49	2.5%	Kingstown	Cleveland	23	2.5%
Faison	Duplin	31	2.5%	Harrells	*Sampson &	82	2.5%	Kinston	Lenoir	54	2.5%
Faith	Rowan	80	2.5%		Duplin	31	2.5%	Kipling	Harnett	43	2.5%
Falcon	Cumberland	26	2.5%	Harrellsville	Hertford	46	2.5%	Kittrell	Vance	91	2.5%
Falkland	Pitt	74	2.5%	Harris	**Rutherford	81	2.5%	Kitty Hawk	Dare	28	2.5%
Fallston	Cleveland	23	2.5%	Harrisburg	Cabarrus	13	2%	Knightdale	Wake	92	2.5%
Farmer	Randolph	76	2.5%	Hassell	Martin	58	2.5%	Knotts Island	**Currituck	27	2.5%
Farmerville	Pitt	74	2.5%	Hatteras	Dare	28	2.5%	Kure Beach	New Hanover	65	2%
Fayetteville	Cumberland	26	2.5%	Havelock	**Craven	25	2.5%	La Grange	Lenoir	54	2.5%
Ferguson	Wilkes	97	2.5%	Haw River	Alamance	1	2.5%	Lafayette	Cumberland	26	2.5%
Flat Rock	Henderson	45	2%	Hayesville	Clay	22	2%	Lake Junaluska	Haywood	44	2.5%
Fleetwood	Ashe	5	2.5%	Hays	Wilkes	97	2.5%	Lake Lure	**Rutherford	81	2.5%
Fletcher	Henderson	45	2%	Hazelwood	Haywood	44	2.5%	Lake Park	Union	90	2.5%
Fontana Dam	Graham	38	2.5%	Hemby Bridge	Union	90	2.5%	Lake Santeetlah	Graham	38	2.5%
Forest City	**Rutherford	81	2.5%	Henderson	Vance	91	2.5%	Lake Toxaway	Transylvania	88	2.5%
Forest Hills	Jackson	50	2.5%	Hendersonville	Henderson	45	2%	Lake View	Moore	63	2%
Fort Bragg	Cumberland	26	2.5%	Henrico	Northampton	66	2.5%	Lake Waccamaw	Columbus	24	2.5%
Fountain	Pitt	74	2.5%	Henrietta	**Rutherford	81	2.5%	Landis	Rowan	80	2.5%
Four Oaks	Johnston	51	2%	Henry River	Burke	12	2.5%	Lansing	Ashe	5	2.5%
Foxfire Village	Moore	63	2%	Hertford	Perquimans	72	2.5%	Lasker	Northampton	66	2.5%
Frank	Avery	6	2.5%	Hickory	*Catawba &	18	2.5%	Lattimore	Cleveland	23	2.5%
Franklin	Macon	56	2%		Burke	12	2.5%	Laurel Hill	Scotland	83	2.5%
Franklinton	**Franklin	35	2.5%	Hickory Grove	**Mecklenburg	60	3%	Laurel Park	Henderson	45	2%

City or Town	County	Code	Rate	City or Town	County	Code	Rate	City or Town	County	Code	Rate
Laurel Springs	Alleghany	3	2.5%	Mill Spring	Pok	75	2.5%	Parnele	Martin	58	2.5%
Laurinburg	Scotland	83	2.5%	Millers Creek	Wilkes	97	2.5%	Patterson	Caldwell	14	2.5%
Lawndale	Cleveland	23	2.5%	Milton	Caswell	17	2%	Patterson Springs	Cleveland	23	2.5%
Lawsonville	Stokes	85	2.5%	Milwaukee	Northampton	66	2.5%	Paw Creek	**Mecklenburg	60	3%
Leasburg	Caswell	17	2%	Mineral Springs	Union	90	2.5%	Peachland	Anson	4	2.5%
Leggett	Edgecombe	33	2.5%	Minneapolis	Avery	6	2.5%	Peletier	Carteret	16	2.5%
Leicester	Buncombe	11	2.5%	Minnesott Beach	Pamlico	69	2%	Peiham	Caswell	17	2%
Leland	Brunswick	10	2.5%	Minpro	Mitchell	61	2.5%	Pembroke	Robeson	78	2.5%
Lemon Springs	**Lee	53	2.5%	Mint Hill	**Mecklenburg	60	3%	Pendleton	Northampton	66	2.5%
Lenoir	Caldwell	14	2.5%	Misenheimer	Stanly	84	2%	Penland	Mitchell	61	2.5%
Lewiston-Woodville	Bertie	8	2.5%	Mocksville	Davie	30	2.5%	Penrose	Transylvania	88	2.5%
Lewisville	Forsyth	34	2.5%	Momeyer	Nash	64	2.5%	Pensacola	Yancey	100	2.5%
Lexington	Davidson	29	2.5%	Moncure	Chatham	19	2.5%	Pfafftown	Forsyth	34	2.5%
Liberty	Randolph	76	2.5%	Monroe	Union	90	2.5%	Pike Road	Beaufort	7	2.5%
Lilesville	Anson	4	2.5%	Montezuma	Avery	6	2.5%	Pikeville	Wayne	96	2.5%
Lillington	Harnett	43	2.5%	Montreat	Buncombe	11	2.5%	Pilot Mountain	Surry	86	2.5%
Lincolnton	Lincoln	55	2.5%	Mooreboro	Cleveland	23	2.5%	Pine Hall	Stokes	85	2.5%
Linden	Cumberland	26	2.5%	Mooreville	Iredell	49	2.5%	Pine Hill	Lenoir	54	2.5%
Linville	Avery	6	2.5%	Moravian Falls	Wilkes	97	2.5%	Pine Knoll Shores	Carteret	16	2.5%
Linville Falls	Burke	12	2.5%	Morehead City	Carteret	16	2.5%	Pine Level	Johnston	51	2%
Linwood	Davidson	29	2.5%	Morgans Corner	Pasquotank	70	2.5%	Pinebluff	Moore	63	2%
Little Switzerland	McDowell	59	2.5%	Morganton	Burke	12	2.5%	Pinehurst	Moore	63	2%
Littleton	Halifax	42	2.5%	Morrisville	Wake	92	2.5%	Pineola	Avery	6	2.5%
Locust	Stanly	84	2%	Morven	Anson	4	2.5%	Pinetops	Edgecombe	33	2.5%
Long View	*Catawba &	18	2.5%	Mount Airy	Surry	86	2.5%	Pinetown	Beaufort	7	2.5%
	Burke	12	2.5%	Mount Gilead	Montgomery	62	2.5%	Pineville	**Mecklenburg	60	3%
Longhurst	Person	73	2.5%	Mount Holly	Gaston	36	2.5%	Piney Creek	Alleghany	3	2.5%
Longisland	Catawba	18	2.5%	Mount Mourne	Iredell	49	2.5%	Pinkney	Gaston	36	2.5%
Longwood	Brunswick	10	2.5%	Mount Olive	*Wayne &	96	2.5%	Pinnacle	Stokes	85	2.5%
Louisburg	**Franklin	35	2.5%		Duplin	31	2.5%	Pisgah Forest	Transylvania	88	2.5%
Love Valley	Iredell	49	2.5%	Mount Pleasant	Cabarrus	13	2%	Pittsboro	Chatham	19	2.5%
Lowell	Gaston	36	2.5%	Mount Ulla	Rowan	80	2.5%	Pleasant Garden	**Guilford	41	2.5%
Lowgap	Surry	86	2.5%	Mount Vernon Springs	Chatham	19	2.5%	Pleasant Hill	Northampton	66	2.5%
Lowland	Pamlico	69	2%	Mountain Home	Henderson	45	2%	Plumtree	Avery	6	2.5%
Lucama	Wilson	98	2.5%	Moyock	**Currituck	27	2.5%	Plymouth	Washington	94	2.5%
Lumber Bridge	Robeson	78	2.5%	Murfreesboro	Hertford	46	2.5%	Point Harbor	**Currituck	27	2.5%
Lumberton	Robeson	78	2.5%	Murphy	**Cherokee	20	2.5%	Polkton	Anson	4	2.5%
Lynn	Pok	75	2.5%	Nags Head	Dare	28	2.5%	Polkville	Cleveland	23	2.5%
Macclesfield	Edgecombe	33	2.5%	Nakina	Columbus	24	2.5%	Pollocksville	Jones	52	2.5%
Mackeys	Washington	94	2.5%	Naples	Henderson	45	2%	Pope Air Force Base	Cumberland	28	2.5%
Macon	Warren	93	2.5%	Nashville	Nash	64	2.5%	Poplar Branch	**Currituck	27	2.5%
Madison	Rockingham	79	2%	Navassa	Brunswick	10	2.5%	Potecasi	Northampton	66	2.5%
Maggie Valley	Haywood	44	2.5%	Nebo	McDowell	59	2.5%	Powells Point	**Currituck	27	2.5%
Magnolia	Duplin	31	2.5%	Neuse	Wake	92	2.5%	Powellsville	Bertie	8	2.5%
Maiden	Catawba	18	2.5%	Neuse Forest	**Craven	25	2.5%	Princeton	Johnston	51	2%
Mamers	Harnett	43	2.5%	New Bern	**Craven	25	2.5%	Princeville	Edgecombe	33	2.5%
Mamie	**Currituck	27	2.5%	New Hill	Wake	92	2.5%	Proctorville	Robeson	78	2.5%
Manns Harbor	Dare	28	2.5%	New Holland	Hyde	48	2.5%	Prospect Hill	Caswell	17	2%
Manson	Warren	93	2.5%	New Hope	Wake	92	2.5%	Providence	Caswell	17	2%
Manteo	Dare	28	2.5%	New London	Stanly	84	2%	Purlear	Wilkes	97	2.5%
Maple	**Currituck	27	2.5%	Newell	**Mecklenburg	60	3%	Rae ford	Hoke	47	2.5%
Maple Hill	Pender	71	2.5%	Newland	Avery	6	2.5%	Raleigh	Wake	92	2.5%
Marble	Cherokee	20	2.5%	Newport	Carteret	16	2.5%	Ramseur	Randolph	76	2.5%
Margarettsville	Northampton	66	2.5%	Newton	Catawba	18	2.5%	Randleman	Randolph	76	2.5%
Marietta	Robeson	78	2.5%	Newton Grove	Sampson	82	2.5%	Ranlo	Gaston	36	2.5%
Marion	McDowell	59	2.5%	Niagra	Moore	63	2%	Ranlo Smyre	Gaston	36	2.5%
Marshall	**Madison	57	2.5%	Norlina	Warren	93	2.5%	Ransomville	Beaufort	7	2.5%
Marshallberg	Carteret	16	2.5%	Norman	Richmond	77	2.5%	Raynham	Robeson	78	2.5%
Mars Hill	**Madison	57	2.5%	North Asheboro	Randolph	76	2.5%	Red Cross	Stanly	84	2.5%
Marshville	Union	90	2.5%	North Belmont	Gaston	36	2.5%	Red Oak	Nash	64	2.5%
Marston	Richmond	77	2.5%	North Topsail Beach	**Onslow	67	2.5%	Red Springs	Robeson	78	2.5%
Marvin	Union	90	2.5%	North Wilkesboro	Wilkes	97	2.5%	Reidsville	Rockingham	79	2.5%
Matthews	**Mecklenburg	60	3%	Northside	Granville	39	2.5%	Relief	Mitchell	61	2%
Mauzy	Greene	40	2.5%	Northwest	Brunswick	10	2.5%	Rennert	Robeson	78	2.5%
Maxton	*Robeson &	78	2.5%	Norwood	Stanly	84	2%	Research Triangle			
	Scotland	83	2.5%	Oak City	Martin	58	2.5%	Park (RTP)	*Durham &	32	2.5%
Mayodan	Rockingham	79	2%	Oak Island	Brunswick	10	2.5%		Wake	92	2.5%
Maysville	Jones	52	2.5%	Oak Ridge	**Guilford	41	2.5%	Rex	Robeson	78	2.5%
McAdenville	Gaston	36	2.5%	Oakboro	Stanly	84	2%	Rhodhiss	*Caldwell &	14	2.5%
McCain	Hoke	47	2.5%	Ocean Isle Beach	Brunswick	10	2.5%		Burke	12	2.5%
McDonald	Robeson	78	2.5%	Ocracoke	Hyde	48	2.5%	Rich Square	Northampton	66	2.5%
McFarlan	Anson	4	2.5%	Old Fort	McDowell	59	2.5%	Richfield	Stanly	84	2%
McGrady	Wilkes	97	2.5%	Old Trap	Camden	15	2.5%	Richlands	**Onslow	67	2.5%
McLeansville	**Guilford	41	2.5%	Olin	Iredell	49	2.5%	Ridgecrest	Buncombe	11	2.5%
Mebane	*Alamance &	1	2.5%	Olivia	Harnett	43	2.5%	Ridgeway	Warren	93	2.5%
	Orange	68	2.5%	Oriental	Pamlico	69	2%	Riegelwood	Columbus	24	2.5%
Merritt	Pamlico	69	2%	Orum	Robeson	78	2.5%	River Bend	**Craven	25	2.5%
Merry Hill	Bertie	8	2.5%	Ossipee	Alamance	1	2.5%	Rivermont	Lenoir	54	2.5%
Mesic	Pamlico	69	2%	Oteen	Buncombe	11	2.5%	Roanoke Rapids	Halifax	42	2.5%
Micaville	Yancey	100	2.5%	Otto	Macon	56	2%	Roaring Gap	Alleghany	3	2.5%
Micro	Johnston	51	2%	Overhills	Harnett	43	2.5%	Roaring River	Wilkes	97	2.5%
Middleburg	Vance	91	2.5%	Oxford	Granville	39	2.5%	Robbins	Moore	63	2%
Middlesex	Nash	64	2.5%	Pactolus	Pitt	74	2.5%	Robbinsville	Graham	38	2.5%
Middletown	Hyde	48	2.5%	Palmyra	Halifax	42	2.5%	Robersonville	Martin	58	2.5%
Midland	Cabarrus	13	2%	Pantego	Beaufort	7	2.5%	Rockford	Surry	86	2.5%
Midway	Cabarrus	13	2%	Parkton	Robeson	78	2.5%	Rockingham	Richmond	77	2.5%
Midway Park	**Onslow	67	2.5%	Parkwood	Durham	32	2.5%	Rockwell	Rowan	80	2.5%

City or Town	County	Code	Rate	City or Town	County	Code	Rate	City or Town	County	Code	Rate
Rocky Mount	*Nash & Edgecombe	64	2.5%	Spindale	**Rutherford	81	2.5%	Viewmont	Catawba	18	2.5%
Rocky Point	Pender	71	2.5%	Spot	**Currituck	27	2.5%	Vilas	Watauga	95	2.5%
Rodanthe	Dare	28	2.5%	Spring Hope	Nash	64	2.5%	Waco	Cleveland	23	2.5%
Roduco	Gates	37	2.5%	Spring Lake	Cumberland	26	2.5%	Wade	Cumberland	26	2.5%
Rolesville	Wake	92	2.5%	Spruce Pine	Mitchell	61	2.5%	Wadesboro	Anson	4	2.5%
Ronda	Wilkes	97	2.5%	St. James	Brunswick	10	2.5%	Wagram	Scotland	83	2.5%
Roper	Washington	94	2.5%	Stacy	Carteret	16	2.5%	Wake Forest	Wake	92	2.5%
Roseboro	Sampson	82	2.5%	Staley	Randolph	76	2.5%	Wakula	Robeson	78	2.5%
Rose Hill	Duplin	31	2.5%	Stallings	Union	90	2.5%	Walkertown	Forsyth	34	2.5%
Rosman	Transylvania	88	2.5%	Stanfield	Stanly	84	2%	Wallace	*Duplin & Pender	31	2.5%
Rougemont	Durham	32	2.5%	Stanley	Gaston	36	2.5%	Wallburg	Davidson	29	2.5%
Rowan Mill	Rowan	80	2.5%	Stantonsburg	Wilson	98	2.5%	Walnut	**Madison	57	2.5%
Rowland	Robeson	78	2.5%	Star	Montgomery	62	2.5%	Walnut Cove	Stokes	85	2.5%
Roxboro	Person	73	2.5%	State Road	Surry	86	2.5%	Walnut Creek	Wayne	96	2.5%
Roxobel	Bertie	8	2.5%	Statesville	Iredell	49	2.5%	Walstonburg	Greene	40	2.5%
Ruffin	Rockingham	79	2%	Stedman	Cumberland	26	2.5%	Wanchese	Dare	28	2.5%
Rural Hall	Forsyth	34	2.5%	Stella	Carteret	16	2.5%	Warne	Clay	22	2%
Ruth	**Rutherford	81	2.5%	Stern	Granville	39	2.5%	Warrensville	Ashe	5	2.5%
Rutherford College	Burke	12	2.5%	Stokes	Pitt	74	2.5%	Warrenton	Warren	93	2.5%
Rutherfordton	**Rutherford	81	2.5%	Stokesdale	**Guilford	41	2.5%	Warsaw	Duplin	31	2.5%
Saint Helena	Pender	71	2.5%	Stoneville	Rockingham	79	2%	Washington	Beaufort	7	2.5%
Saint Pauls	Robeson	78	2.5%	Stonewall	Pamlico	69	2%	Washington Park	Beaufort	7	2.5%
Salemberg	Sampson	82	2.5%	Stony Point	Alexander	2	2.5%	Watha	Pender	71	2.5%
Salisbury	Rowan	80	2.5%	Stovall	Granville	39	2.5%	Waves	Dare	28	2.5%
Salter Path	Carteret	16	2.5%	Stumpy Point	Dare	28	2.5%	Waxhaw	Union	90	2.5%
Saluda	Pok	75	2.5%	Sugar Grove	Watauga	95	2.5%	Waynesville	Haywood	44	2.5%
Salvo	Dare	28	2.5%	Suitt	**Cherokee	20	2.5%	Weaverville	Buncombe	11	2.5%
Sandy Creek	Brunswick	10	2.5%	Summerfield	**Guilford	41	2.5%	Webster	Jackson	50	2.5%
Sandy Ridge	Stokes	85	2.5%	Sunbury	Gates	37	2.5%	Weddington	Union	90	2.5%
Sandyfield	Columbus	24	2.5%	Sunset Beach	Brunswick	10	2.5%	Weeksville	Pasquotank	70	2.5%
Sanford	**Lee	53	2.5%	Supply	Brunswick	10	2.5%	Welcome	Davidson	29	2.5%
Sapphire	Transylvania	88	2.5%	Surf City	Pender	71	2.5%	Weldon	Halifax	42	2.5%
Saratoga	Wilson	98	2.5%	Swannanoa	Buncombe	11	2.5%	Wendell	Wake	92	2.5%
Sawmills	Caldwell	14	2.5%	Swan Quarter	Hyde	48	2.5%	Wentworth	Rockingham	79	2%
Saxapahaw	Alamance	1	2.5%	Swansboro	**Onslow	67	2.5%	Wesley Chapel	Union	90	2.5%
Scaly Mountain	Macon	56	2%	Sweepsonville	Alamance	1	2.5%	West Concord	Cabarrus	13	2%
Scotland Neck	Halifax	42	2.5%	Sylva	Jackson	50	2.5%	West End	Moore	63	2%
Scotts	Iredell	49	2.5%	Tabor City	Columbus	24	2.5%	West Jefferson	Ashe	5	2.5%
Scottville	Ashe	6	2%	Tapoco	Graham	38	2.5%	Westfield	Surry	86	2.5%
Scranton	Hyde	48	2.5%	Tar Heel	Bladen	9	2.5%	Whispering Pines	Moore	63	2%
Seaboard	Northampton	66	2.5%	Tarboro	Edgecombe	33	2.5%	Whitakers	*Edgecombe & Nash	64	2.5%
Seagrove	Randolph	76	2.5%	Taylorsville	Alexander	2	2.5%	White Lake	Bladen	9	2.5%
Sealevel	Carteret	16	2.5%	Taylorstown	Moore	63	2%	White Oak	Bladen	9	2.5%
Sedalia	**Guilford	41	2.5%	Teachey	Duplin	31	2.5%	White Plains	Surry	86	2.5%
Selma	Johnston	51	2%	Terrell	Catawba	18	2.5%	Whitehead	Alleghany	3	2.5%
Semora	Caswell	17	2%	Thomasville	Davidson	29	2.5%	Whiteville	Columbus	24	2.5%
Seven Devils	Avery & Watauga	6	2.5%	Thurmond	Wilkes	97	2.5%	Whitnel	Caldwell	14	2.5%
Seven Springs	Wayne	96	2.5%	Tillery	Halifax	42	2.5%	Whitsett	**Guilford	41	2.5%
Severn	Northampton	66	2.5%	Timberlake	Person	73	2.5%	Whittier	*Jackson & Swain	87	2.5%
Seymour Johnson Air Force Base	Wayne	96	2.5%	Toast	Surry	86	2.5%	Wilbar	Wilkes	97	2.5%
Shady Forest	Brunswick	10	2.5%	Tobaccoville	Forsyth	34	2.5%	Wildwood	Carteret	16	2.5%
Shalotte	Brunswick	10	2.5%	Todd	*Ashe & Watauga	5	2.5%	Wilkesboro	Wilkes	97	2.5%
Shannon	Robeson	78	2.5%	Tomahawk	Sampson	82	2.5%	Willard	Pender	71	2.5%
Sharpsburg	*Nash & Edgecombe	64	2.5%	Topsail Beach	Pender	71	2.5%	Williamston	Martin	58	2.5%
Shawsboro	**Currituck	27	2.5%	Topton	**Cherokee	20	2.5%	Williston	Carteret	16	2.5%
Shelby	Cleveland	23	2.5%	Townsville	Vance	91	2.5%	Willow Springs	Wake	92	2.5%
Sherrills Ford	Catawba	18	2.5%	Traphill	Wilkes	97	2.5%	Wilmington	New Hanover	65	2%
Shiloh	Camden	15	2.5%	Trenton	Jones	52	2.5%	Wilson	Wilson	98	2.5%
Siler City	Chatham	19	2.5%	Trent Woods	**Craven	25	2.5%	Wilson's Mills	Johnston	51	2%
Siloam	Surry	86	2.5%	Trinity	Randolph	76	2.5%	Windsor	Bertie	8	2.5%
Simpson	Pitt	74	2.5%	Triplet	Watauga	95	2.5%	Winfall	Perquimans	72	2.5%
Sims	Wilson	98	2.5%	Troutman	Iredell	49	2.5%	Wingate	Union	90	2.5%
Skyland	Buncombe	11	2.5%	Troy	Montgomery	62	2.5%	Winnabow	Brunswick	10	2.5%
Sloop Point	Pender	71	2.5%	Tuckasegee	Jackson	50	2.5%	Winston-Salem	Forsyth	34	2.5%
Smithfield	Johnston	51	2%	Turkey	Sampson	82	2.5%	Winterville	Pitt	74	2.5%
Smyrna	Carteret	16	2.5%	Turnersburg	Iredell	49	2.5%	Winton	Hertford	46	2.5%
Sneads Ferry	**Onslow	67	2.5%	Tuxedo	Henderson	45	2%	Wise	Warren	93	2.5%
Snow Camp	Alamance	1	2.5%	Tyner	Chowan	21	2.5%	Woodland	Northampton	66	2.5%
Snow Hill	Greene	40	2.5%	Unaka	**Cherokee	20	2.5%	Woodfin	Buncombe	11	2.5%
Sophia	Randolph	76	2.5%	Union	Hertford	46	2.5%	Woodleaf	Rowan	80	2.5%
South Mills	Camden	15	2.5%	Union Grove	Iredell	49	2.5%	Woodsdale	Person	73	2.5%
Southern Pines	Moore	63	2%	Union Mills	**Rutherford	81	2.5%	Woodville	Bertie	8	2.5%
Southern Shores	Dare	28	2.5%	Unionville	Union	90	2.5%	Worthville	Randolph	76	2.5%
Southmont	Davidson	29	2.5%	Valde	Lincoln	55	2.5%	Wrightsville Beach	New Hanover	65	2%
Southport	Brunswick	10	2.5%	Valle Crucis	Watauga	95	2.5%	Yadkinville	Yadkin	99	2.5%
Sparta	Alleghany	3	2.5%	Vanceboro	**Craven	25	2.5%	Yanceyville	Caswell	17	2%
Speed	Edgecombe	33	2.5%	Vandemere	Pamlico	69	2%	Youngsville	**Franklin	35	2.5%
Spencer	Rowan	80	2.5%	Varnamtown	Brunswick	10	2.5%	Zebulon	Wake	92	2.5%
Spencer Mountain	Gaston	36	2.5%	Vass	Moore	63	2%	Zionville	Watauga	95	2.5%
				Vaughan	Warren	93	2.5%	Zirconia	Henderson	45	2%
				Verona	**Onslow	67	2.5%				

*Use this county if unsure of the county in which the business is located.

**County tax rate effective January 1, 2003.

QRG 3: 1099 Codes List

<u>1099 CODE</u>	<u>ABBREVIATED DESCRIPTION</u>	<u>DESCRIPTION</u>
B1	1099-M-ATT	1099-GROSS PAYMENTS TO ATTORNEYS
G1	1099-G-UNEMPLOY	1099-GOVERNMENT-UNEMPLOYMENT COMPENSATION
G2	1099-G-T REFUND	1099-GOVERNMENT-STATE OR LOCAL TAX REFUNDS
G4	1099-G-TAX WHLD	1099-GOVERNMENT-FEDERAL INCOME WITHHELD
G5	1099-G-INDEBTED	1099-GOVERNMENT-DISCHARGE OF INDEBTEDNESS
G6	1099-G-GRANTS	1099-GOVERNMENT-TAXABLE GRANTS
G7	1099-G-AGR PMTS	1099-GOVERNMENT-AGRICULTURE PAYMENTS
I1	1099-I-INT EARN	1099-INTEREST INCOME-EARNINGS FROM SAVINGS & LOAN ASSN., CR. UNION, BANK DEPOSITS, BEARER CERTIFICATES OF DEPOSIT, ETC.
I2	1099-I EARLY WD	1099-INTEREST INCOME-EARLY WITHDRAWAL PENALTY
I3	1099-I-US BONDS	1099-INTEREST INCOME-US SAVING BONDS, ETC
I4	1099-I-TAX WHLD	1099-INTEREST INCOME-FEDERAL INCOME TAX WITHHELD
I5	1099-I-FOREIGN	1099-I-FOREIGN TAX PAID
I6	1099-I-US POSSN	1099-INTEREST INCOME-FOREIGN COUNTRY OR U.S. POSSESSION
M0	1099-M-CROP INS	1099-MISCELLANEOUS-CROP INSURANCE PROCEEDS
M1	1099-M-RENTS	1099-MISCELLANEOUS-RENTS
M2	1099-M-ROYALTY	1099-MISCELLANEOUS-ROYALTIES
M3	1099-M-PRIZE/AW	1099-MISCELLANEOUS-PRIZES AND AWARDS
M4	1099-M TAX WHLD	1099-MISCELLANEOUS-FEDERAL TAX WITHHELD
M5	1099-M-BOAT PRO	1099-MISCELLANEOUS-FISHING BOAT PROCEEDS
M6	1099-M-MED HLTH	1099-MISCELLANEOUS-MEDICAL AND HEALTH CARE PAYMENTS
M7	1099-M-NON-EMP	1099-MISCELLANEOUS NONEMPLOYEE COMPENSATION
M8	1099-M-SUBS PMT	1099-MISCELLANEOUS-SUBSTITUTE PAYMENTS IN LIEU OF DIVIDENDS AND INTEREST
NO	NOT 1099	NOT APPLICABLE TO 1099
ST	STATE WITHHOLD	CODE USED TO IDENTIFY PAYMENTS SUBJECT TO STATE REPORTING & WITHHOLDING, BUT NOT SUBJECT TO FEDERAL REPORTS
99	0 DOLLAR CODE	0 DOLLAR CODE FOR OFFSET ENTRY

QRG 4: Frequently Used Acronyms

AFF	Available Funds File
AIM	Agency Implementation Methodology
AIT	Agency Implementation Team
BC	Budgetary Control
BPM	Budget Preparation Module
BPS	Budget Preparation System
BRS	Budget Revision System
CAFR	Comprehensive Annual Financial Report
CBT	Computer-Based Training
CFDA	Catalog of Federal Domestic Assistance
CFF	Core Financial Functions
COA	Chart of Accounts
CPMS	Construction and Property Management System
DASD	Data Access Storage Device
DSS	Decision Support System
FA	Fixed Assets
FC	Financial Controller
FCP	FOUNDATION for Cooperative Processing
FMS	Facilities Management System
FRC	Federal Reimbursement Code
FSMP	Financial Systems Master Plan
GEAC	GEAC Software
GL	General Ledger
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
IE	Information Expert
IRM	Information Resources Management
IRMC	Information Resources Management Commission
JE	Journal Entries
JV	Journal Voucher
MARS\G	GEAC Government Package
NCAPS	North Carolina Automated Purchasing System
NCAS	North Carolina Accounting System
OSBM	Office of the State Budget and Management
OSC	Office of State Controller
P&C	Purchase and Contract Division
PMIS	Personnel Management Information System
RCC	Responsibility Cost Center
RFP	Request for Proposal
RFQ	Request for Quotation
SBM	Suspended Batch Master
ITS	Information Technology Services
SRS	Salary Reserve System

QRG 5: Julian Date Calendars

PERPETUAL

DAY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

LEAP YEAR

DAY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		080	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31