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# VENDOR CHECK DISTRIBUTION (PAY-W046)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This work instruction is applied to distribute vendor checks when a payroll runs.

## 2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician I

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Authorized Signature on File

## 4.0 DEFINITIONS:

- 4.1 Attach Deduction Vendor Register reports to corresponding check and send in the mail the day before the payroll date.

## 5.0 WORK INSTRUCTION:

- 5.1 Once a payroll runs, Information Services and Education Technology (ISET) Department prints vendor checks and the deduction reports to include with the checks.
- 5.2 Check the vendor report to ensure it matches the dollar amount of the check.
- 5.3 Verify that the correct address has printed on the check to the Tax Shelter Annuity (TSA) vendor listing.
  - 5.3.1 If address is incorrect, contact the Accounts Payable Department via e-mail to update vendor address. In the e-mail, provide the vendor name, vendor number (assigned by the District), and new address.
  - 5.3.2 Make a copy of the Vendor Deduction Register.
  - 5.3.3 When notification is received from Accounts Payable that the address change has been completed, retrieve copy of Vendor Deduction Register.
  - 5.3.4 Log into Escape, selecting the Personnel module.
  - 5.3.5 Search for employee by hitting <F3>.
  - 5.3.6 Enter employee's SSN and hit <F3>.
  - 5.3.7 Hit <Enter> to select employee.
  - 5.3.8 Hit <Ctrl A> to go to Employee Payroll Set-up Records.
  - 5.3.9 Select TSA Miscellaneous deduction record for appropriate vendor and hit <Enter>.
  - 5.3.10 Enter in the last day of previous month for end date and hit <F3> to save.
  - 5.3.11 Hit <F4> to copy record. The start date will automatically be populated with the first day of the current month.
  - 5.3.12 Tab to the "Pay to Vendor" section of record to correct address.

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5.3.13 Hit <Shift Enter> to bring up list of addresses.

5.3.14 Use arrow key to highlight correct address and hit <Enter> to select.

5.3.15 Hit <F3> twice to save record.

5.3.16 Repeat steps 5.3.5 through 5.3.15 for each employee listed on Vendor Deduction Register.

5.4 Fold check and report and place in envelope.

5.5 Place in outgoing U.S. Mail the morning of date on check.

## 6.0 ASSOCIATED DOCUMENTS:

6.1 Vendor Warrant

6.2 Vendor Deduction Register

6.3 Vendor Listing with Address

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vendor Warrant	File cabinet in office	Two years, current and previous fiscal year. After two years, sent to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Secured work area.
Vendor Deduction Register				
Vendor Listing with Address				

## 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/01/04	A	Initial Release
7/16/07	B	Added 7.0 Record Retention Table

**\*\*\* End of procedure \*\*\***