EAGLE'S PURCH

AP END-USER GUIDE

NC Central UNIVERSITY

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Introduction

This manual was created to provide faculty and staff with a reference to complete all necessary tasks required by the Accounts Payable office. This manual will focus on end users utilizing AP Director Invoicing solution added into Eagle's Purch. Faculty and staff will also learn about the payables process and how using the invoicing solution as intended can increase the efficiency of payments, improve interdepartmental communications, and provide access to payment related inquiries.

As we pursue fiscal accountability, we are imploring all departments and vendors alike to forward all invoices with current purchase order number to accountspayable@nccu.edu for payment. For invoices that do not have an established PO, please put in an electronic check request in Eagles Purch for payment processing.

We request that departments not 'hold' invoices as they try to determine funding. It is imperative that we have the invoices in Accounts Payable so that Administration and Finance can assist with a solution and payment to vendors.

Vendor Invoices

An invoice that is ready for processing will include the following information and format:

- **Vendor Name**
- **Remit Address**
- **Purchase Order Number (must be on invoice itself)**
- **Invoice Number**
- **Invoice Date**
- **Description of goods or services**
- **Total**
- **PDF file format**
- **Temporary Labor must have invoice and timesheets.**

Types of documents that are **Not** accepted for payment.

- **Pro-Forma Invoice**
- **Quotes**
- **Interim Invoice**
- **Statements**
- **Proposals**

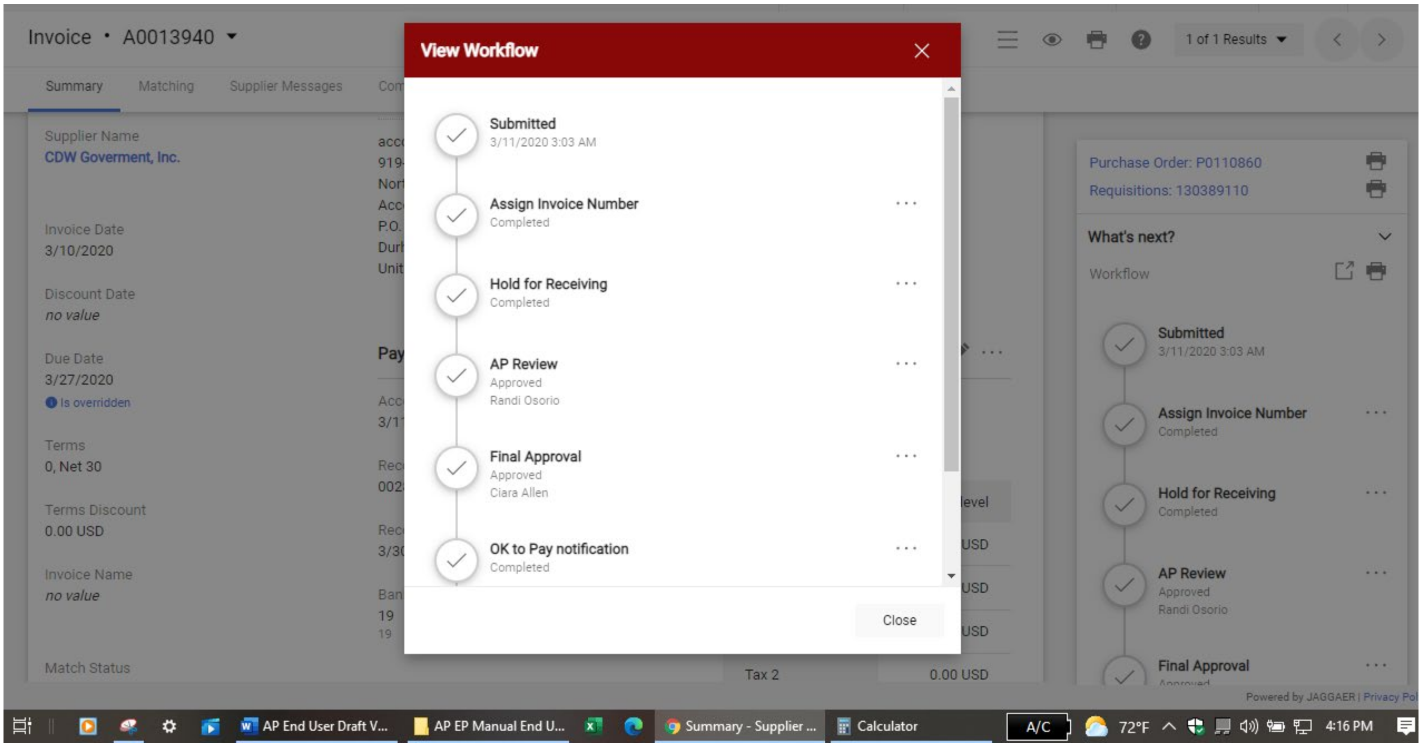
How to submit Invoices & Credit Memos

1. Email—Vendors can email directly to accountspayable@nccu.edu.
    a. Departments can be cc'd.
    b. One invoice per attachment. Invoice upload data limit is 15MB.
    c. Credit Memos must be submitted via email to accountspayable@nccu.edu.

2. Supplier Portal—Vendors can sign up for access to the supplier portal to submit invoices directly into Eagle's Purch.
    a. For additional details contact a member of the Accounts Payable Staff.
    b. Credit memos cannot be processed in the Supplier Portal and must be submitted by email to accountspayable@nccu.edu.

3. **Important Information** -It is the responsibility of the department, or the requestor individually, to maintain purchase orders and communicate changes to the vendor to ensure invoices have the correct purchase order listed.
    a. Invoices received with the incorrect purchase order listed will cause a delay in payment. If a purchase order was in place at the time the invoice was created, it is the department's responsibility to inform the AP Staff of the appropriate purchase order to use by written communication.
    b. Departments will be notified if a PO needs receiving or if the PO is invalid. Please respond in a timely manner in order to avoid forced matching or direct payment of an invoice.
    c. All communication regarding an invoice in process should be submitted in the comments tab of the invoice.

The Invoice Workflow



When an invoice is processed into Eagles Purch for payment it enters a series of reviews referred to as the invoice workflow.

The standard invoice workflow is 4 steps. Accessing the “Approvals” tab in an invoice will provide information of the current status of an invoice and what department or person is currently responsible for reviewing and approval of the invoice.

Hold for Receiving

Once a PO invoice is submitted, Eagles Purch will look for a matching receipt (a receipt created in EP that aligns with the invoice exactly). When a matching receipt is not found, the invoice will trigger the ‘Hold for Receiving’ workflow step. At this time, the requisitioner will receive system generated notifications that an invoice is in process and awaiting a receipt.

Receipt reminder notifications start as follows for varying invoice sources and continue for 15 days:

- Electronic – initial reminder sent 5 days after invoice submission.
- Manual – initial reminder sent 2 days after invoice submission.
- Portal – initial reminder sent 2 days after invoice submission.

Once matched, the invoice will proceed to AP Review for continued payment processing.

AP Review

Once an invoice has completed Holding for Receiving, the invoice is now reviewed by an AP staff member. The submitted invoice is verified against the attached PDF file. Bank codes, remit addresses, accounting dates, and other corrections are typically applied if needed during this step. IF there is an issue with an invoice a comment is noted on the invoice and the staff member will cancel or reject the invoice.

Once the invoice is approved by AP review, it will proceed to Final Approval.

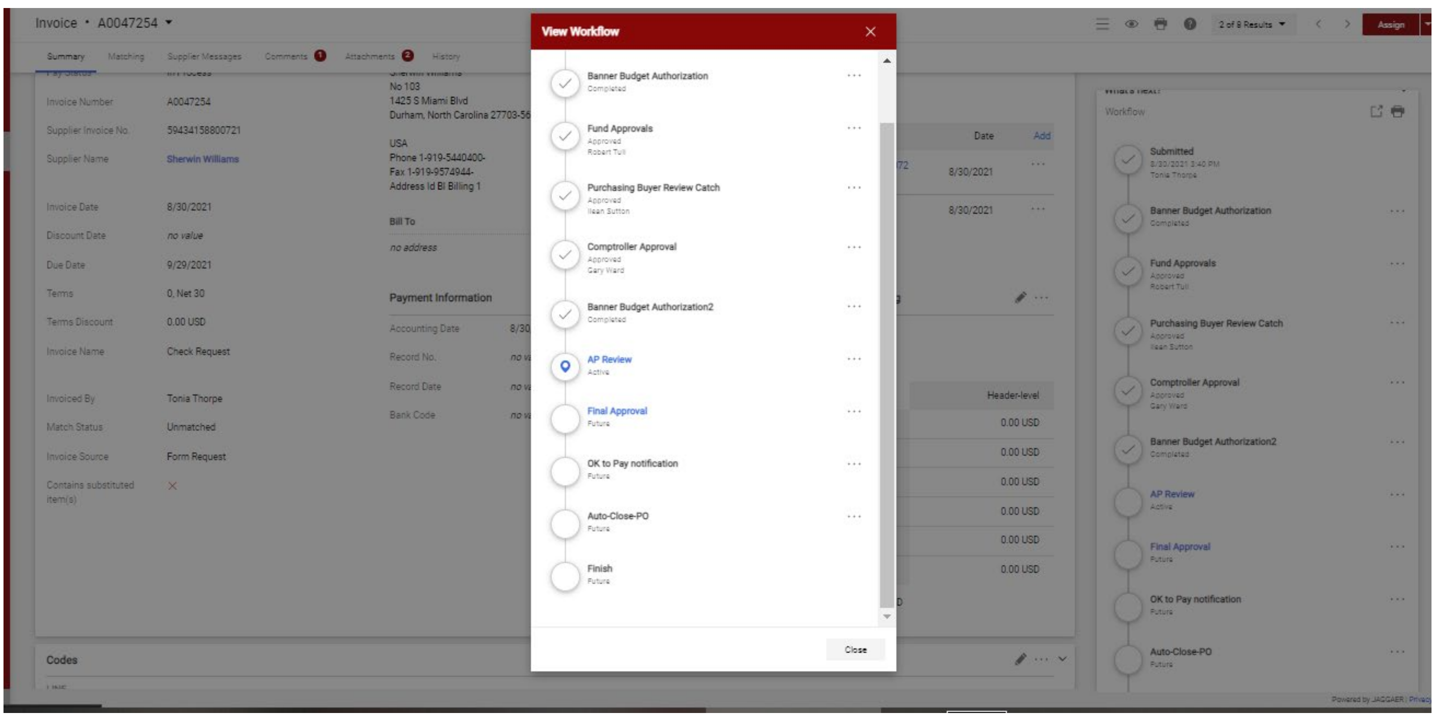
Final Approval

This is the final review by AP Supervisor for payment.

OK to Pay Notification

Once an invoice has been approved it is now queued to have the payment details exported to Banner 9 for the check printing process.

Electronic Form Request



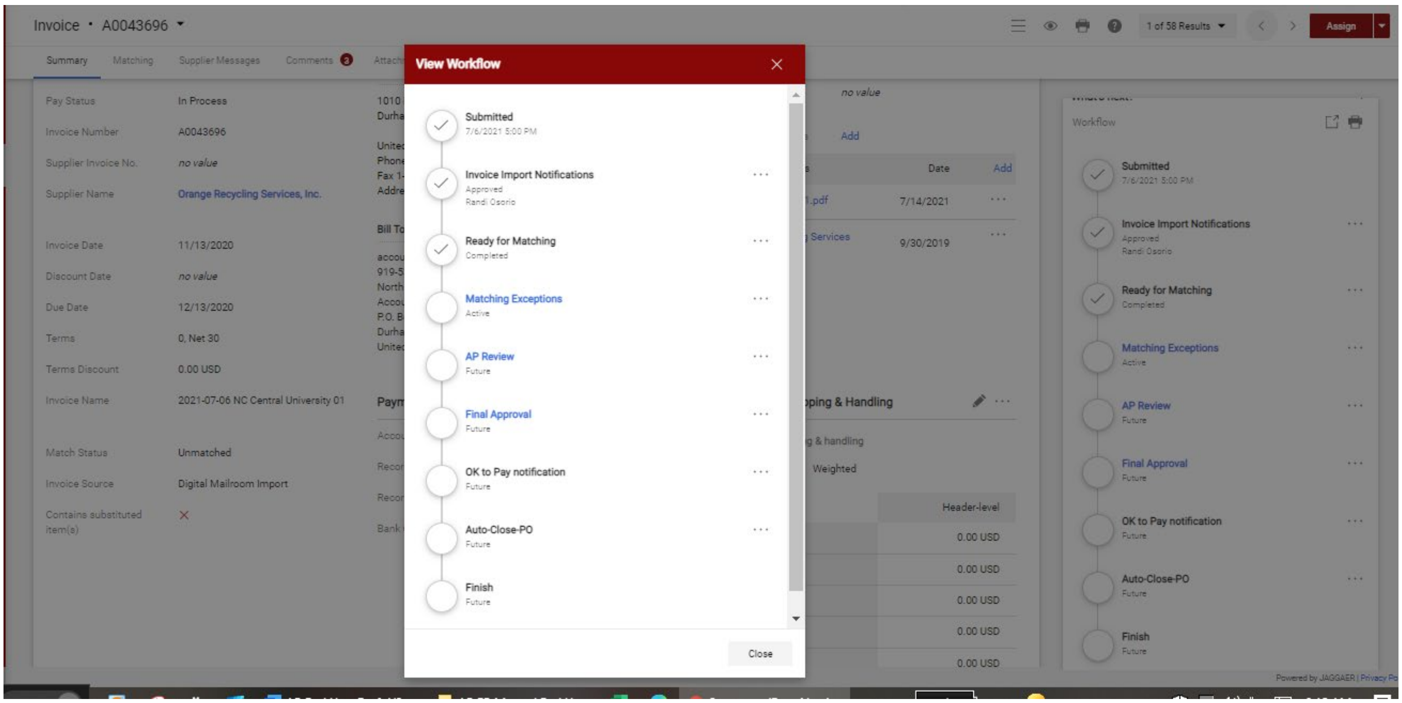
When an invoice is submitted for payment by this method a purchase order is not required but the process to approve a transaction are extensive. The AP Request invoice workflow is 9 steps. The first 5 steps are listed above.

The offices responsible for these approvals include but are not limited to; Department Fund Approvers, Budget Office, Purchasing Department and Comptroller's Office. The approval process for this workflow requires that ALL supporting documents are attached to the request at the time of submission. Each stage in the workflow requires approvals that indicate the transaction meets all standards for payment based on role. Insufficient documentation can result in payment delays or invoice cancelation prior to reaching AP Review.

Once an invoice completes the 5th step it flows into the standard workflow starting with the AP Review.

Delays in the Workflow

HFR, when this step is not completed in the allotted timeframe a new step is added to the workflow.



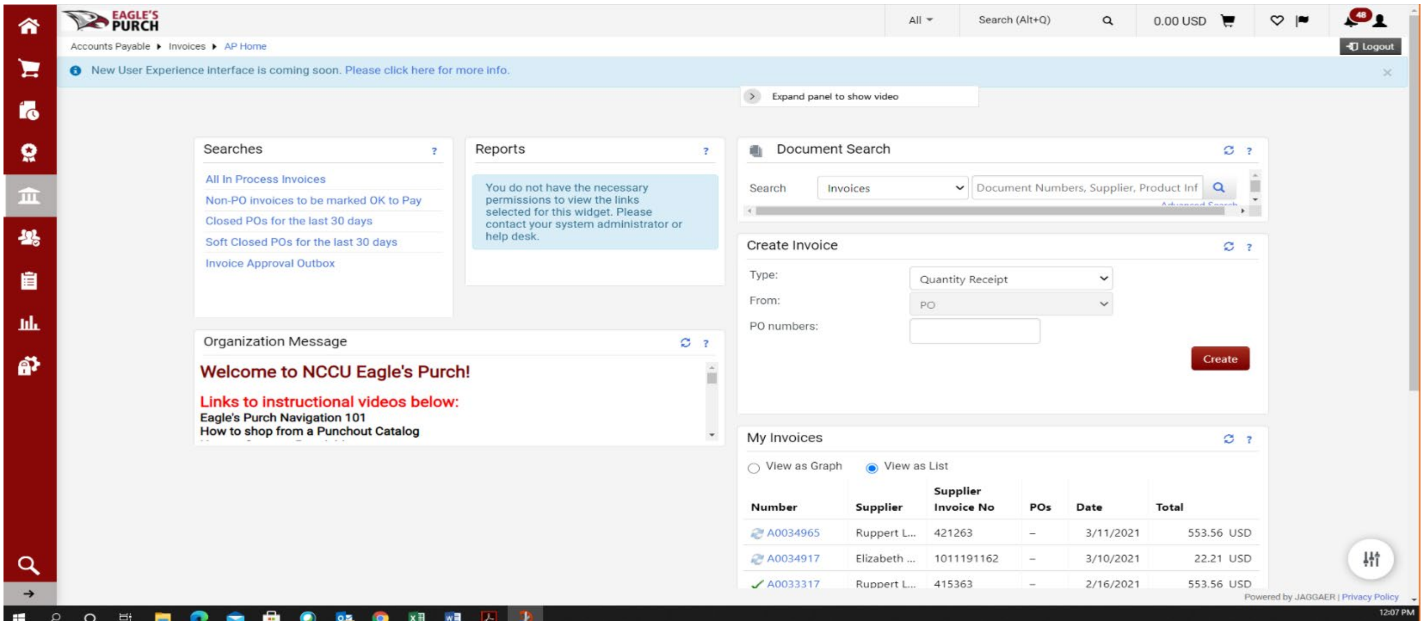
Matching Exceptions

If a matching receipt is not created after 15 days, the invoice will trigger the ‘Matching Exceptions’ workflow step for manual intervention. AP will take the following steps:

- Check the ‘Comments” tab of the invoice for any communication regarding the invoice. Sometimes department contacts will leave a comment to indicate why they have not yet created a receipt (ie. Items/service not yet received, disputing invoice charges, mis key, etc.)
- If no comment is present, AP will leave a comment directed to the requisitioner to create a receipt as to not further delay payment.
  urgentplease create a receipt for this transaction, the invoice will not be approved for payment until this step is complete. IF a dispute is in process please respond by creating a comment to the AP staff with details regarding the issue and contact the vendor for the resolution.
- If after one week since contacting the requisitioner no response is received and/or no matching receipt is created, AP will approve, and force match the invoice.

Once force matched, the invoice will transition to AP Review. When an invoice is rerouted into Matching Exceptions 15 days have passed. The likelihood of a payment taking place on time decrease significantly. Matching Exceptions is a shared responsibility between the requisitioner and the AP staff and communication is required to get the invoice back to the standard workflow.

A best practice to increase payment efficiency is creating the required receipt as soon as possible. When goods or services have been completed delivered or accepted, the receipt can be created. The invoice does not have to be available in the system prior to the receipt being created. The receipt is created and tracked as a function of the purchase order.



Provides quick access to various AP functions and resources that assist in the invoicing process. Please note that this screen can vary based on user access.

a. Searches
   i. These custom searches are created to quickly retrieve documents that meet specific parameters.

b. Reports

   i. This function allows searches to be exported for use by various departments or decision makers

c. Document Search
   i. This feature allows users to search for invoices that have been submitted into Eagles' Purch for payment
   ii. Additional search methods can be used, and additional filters can be added to expand or narrow search results.

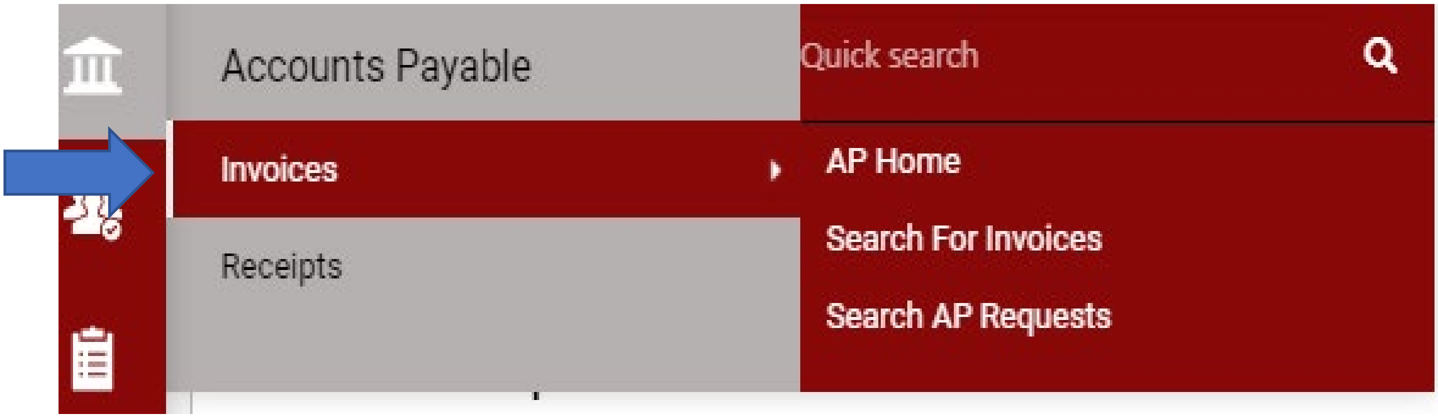
d. Create a Receipt
   i. This feature allows end users to create a quantity or cost receipt using the purchase order number

e. My Invoices
   i. Shows invoices submitted by user and allows quick access to check status or editing.

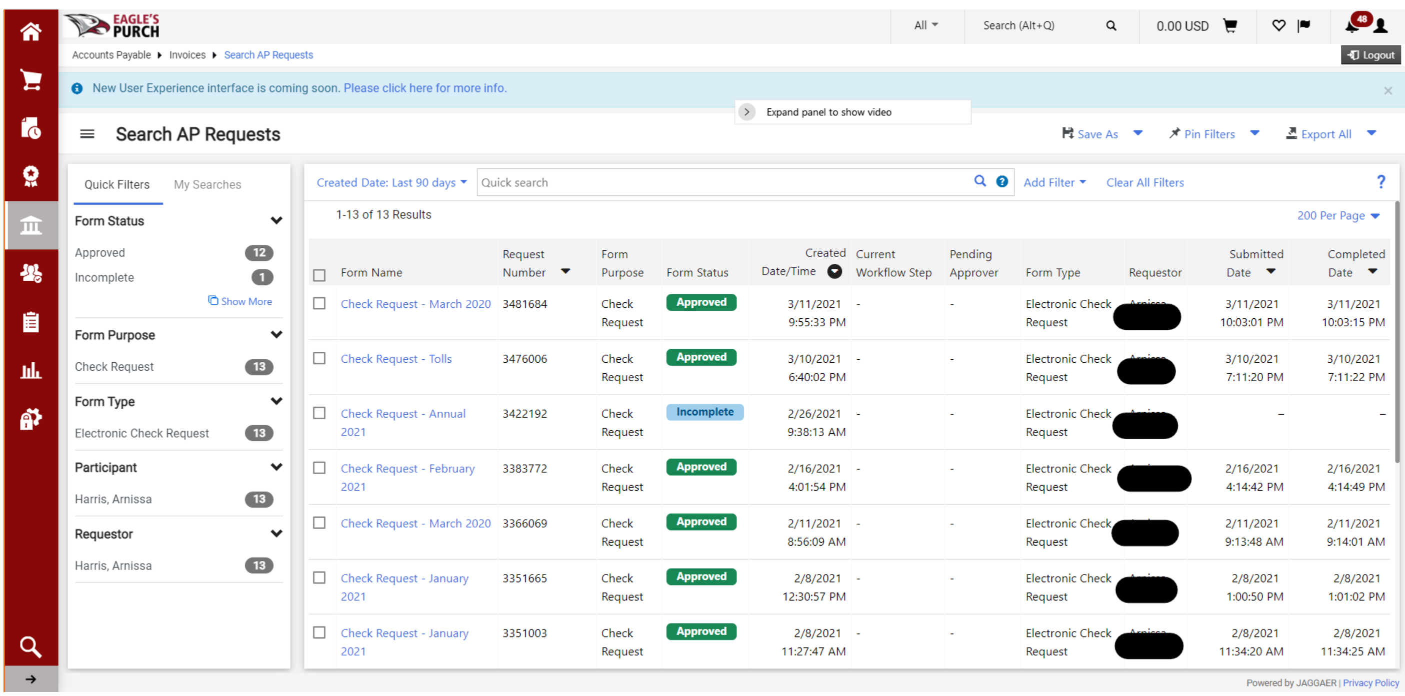
f. Organization Message
   i. This section includes important communication from the Finance Department.
   ii. It includes video guided instructions for completing various tasks needed to make purchases or complete the payment process.
   iii. This section also includes a video and pdf format details of changes to features due to software updates.

AP Shortcuts

The submenu gives quick access to invoices and receipts. Some individuals will have access to approvals.



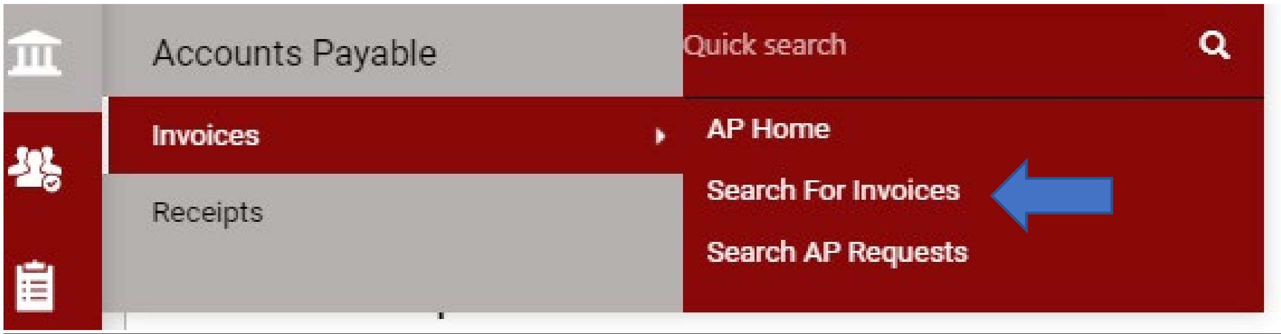
AP Home, Search for Invoices, Search AP Requests



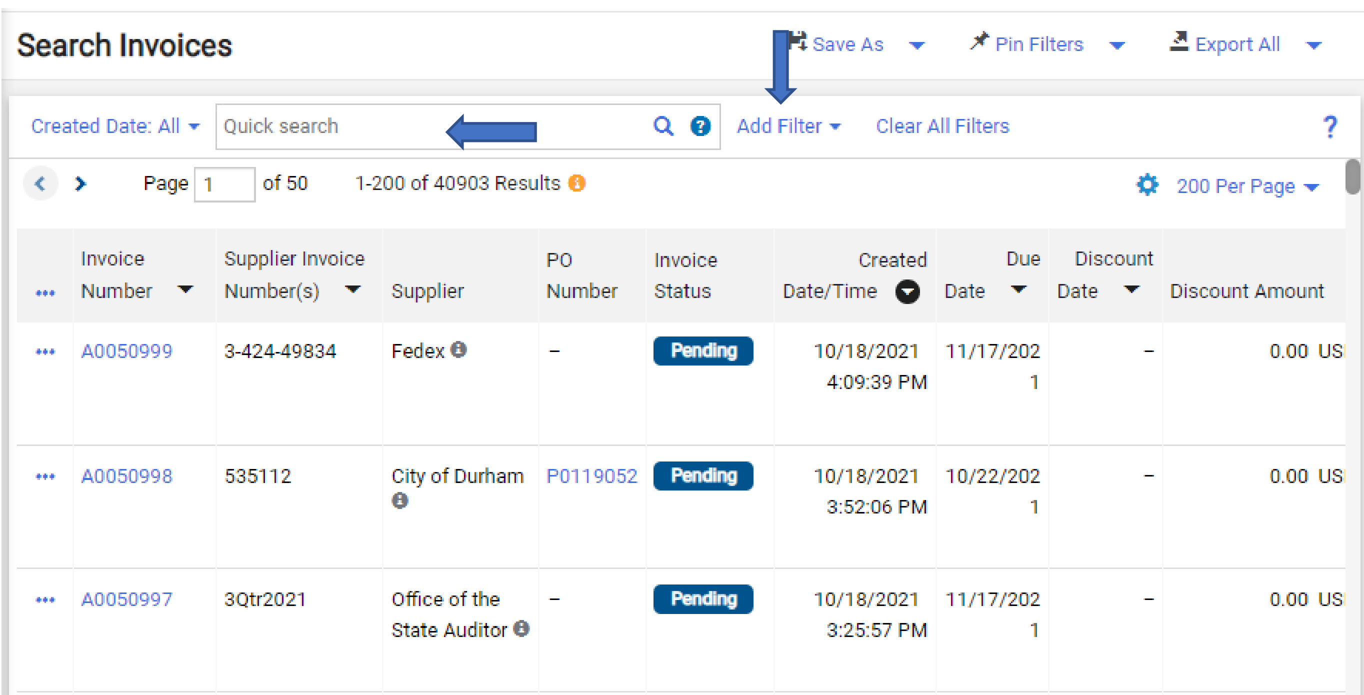
Invoice Search

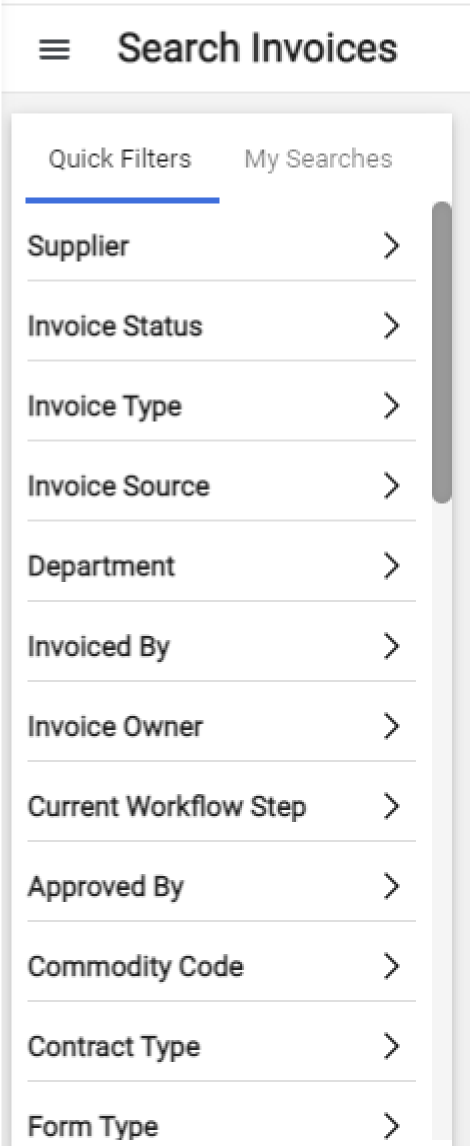
Within the AP Module Tab end users can access the Invoice Search tool. This allows end users to search for invoices by vendor, purchase order number, user, and many other filters. The search results will provide information such as current workflow status and payment status.

Accounts Payable Submenu

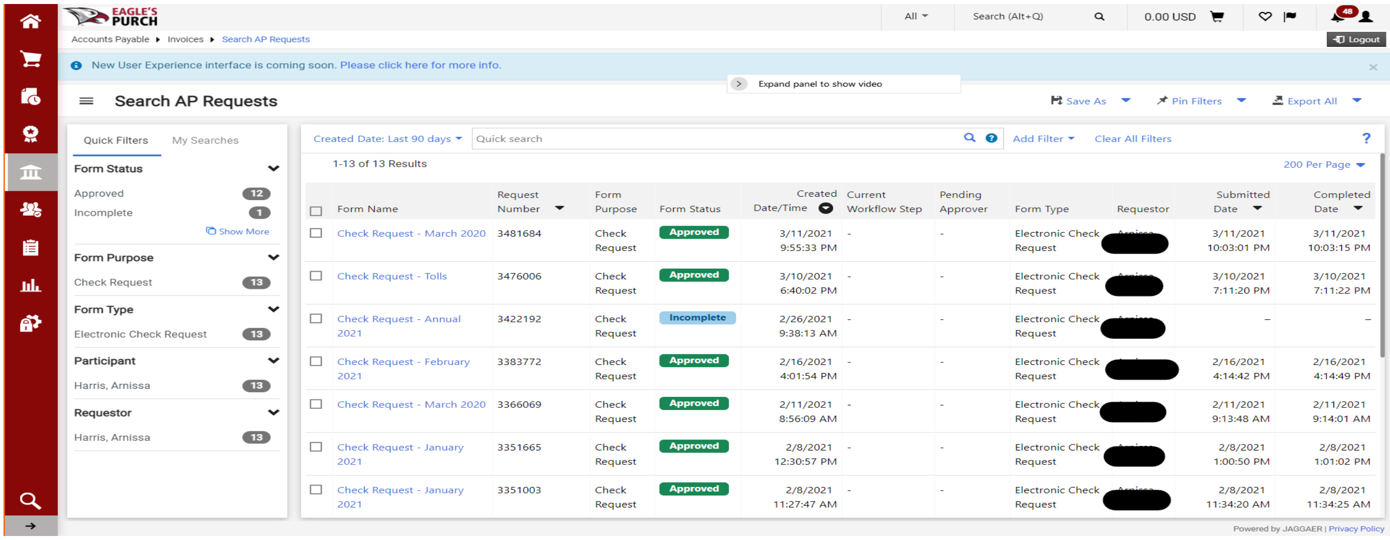


1. Enter the **Invoice number (A#)**, **Supplier Invoice Number, or Vendor**. You can also narrow down search using purchase order number.
2. "Add filters" allow a user to search for documents using various types of information.
   - **Identifiers**- Invoice Name, PO Numbers, etc.
   - **Dates**- Due Date, Accounting Date, etc.
   - **General Info**- Department, Invoice Owner, etc.
   - **Item Details**- Item Type, Product Description, etc.
   - **Properties**- Pay Status, Invoice search, etc.
   - **Custom Fields**-Account Number, Fund, etc.




Search Invoices
Quick Filters
My Searches
Supplier
Invoice Status
Invoice Type
Invoice Source
Department
Invoiced By
Invoice Owner
Current Workflow Step
Approved By
Commodity Code
Contract Type
Form Type

<u>Search for AP Request</u> (electronic check request).

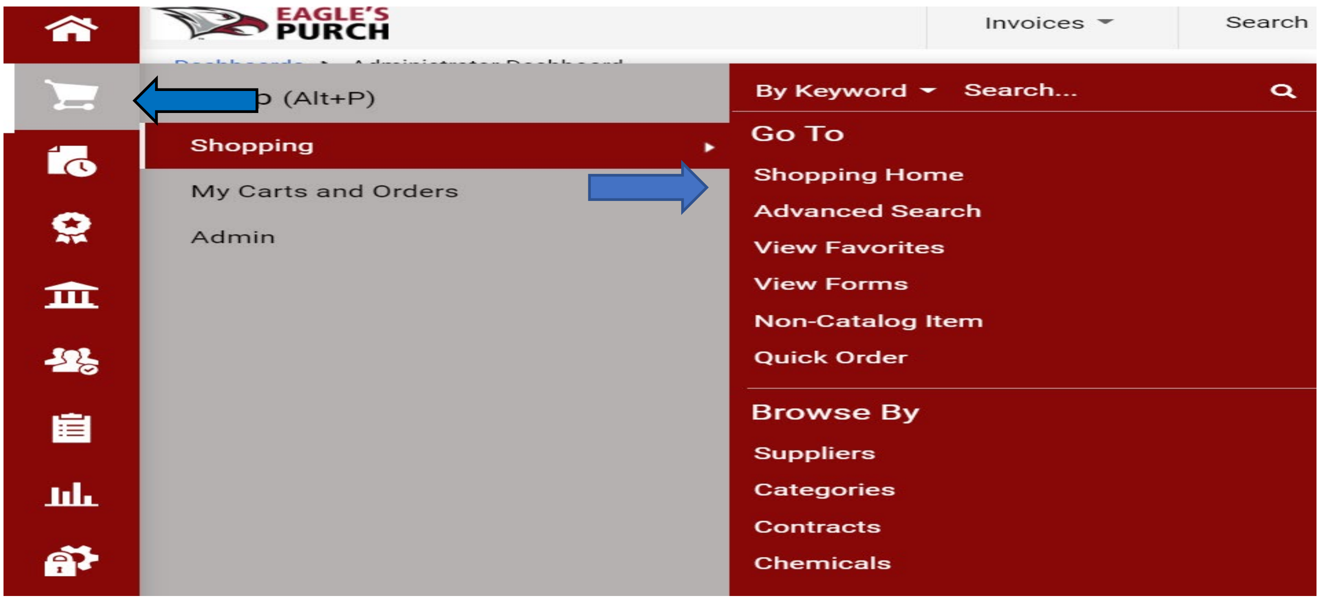


Creating Check Request

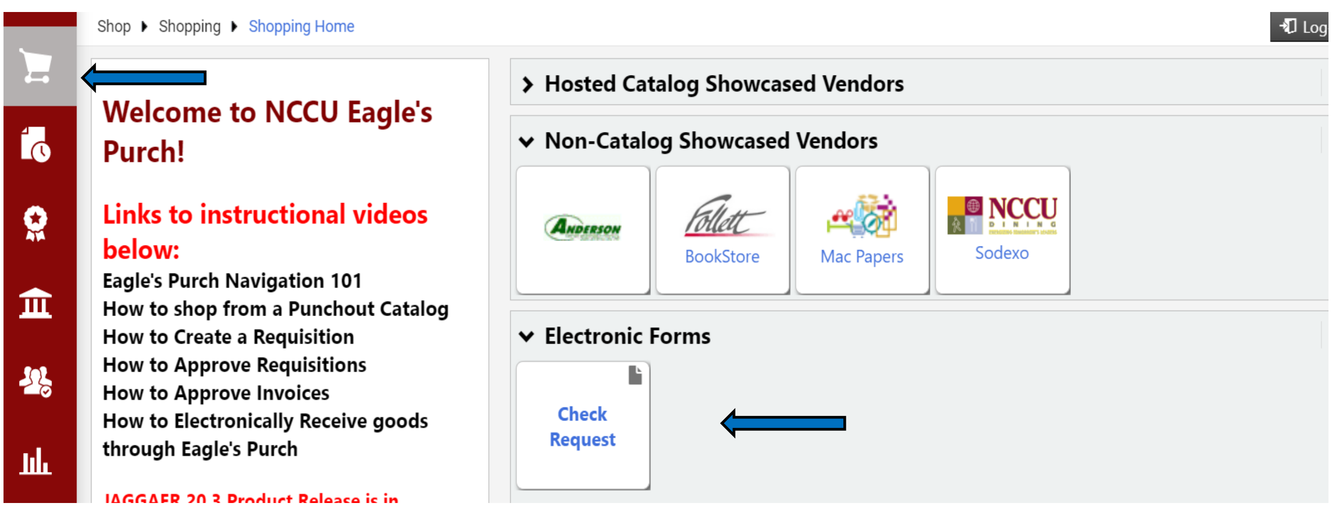
North Carolina Central University uses purchase orders as our primary method of procurement. A check request is used when you do not have a purchase order in place, or the purchase order has been closed, or the vendor does not accept Purchase orders.

Speakers and Entertainers, require a 4% tax withholding for out of state vendors with invoices over $1,500.00.

From Eagle Purch Home Page (Admin Dashboard), Select Shopping Cart, then select Shopping Home.



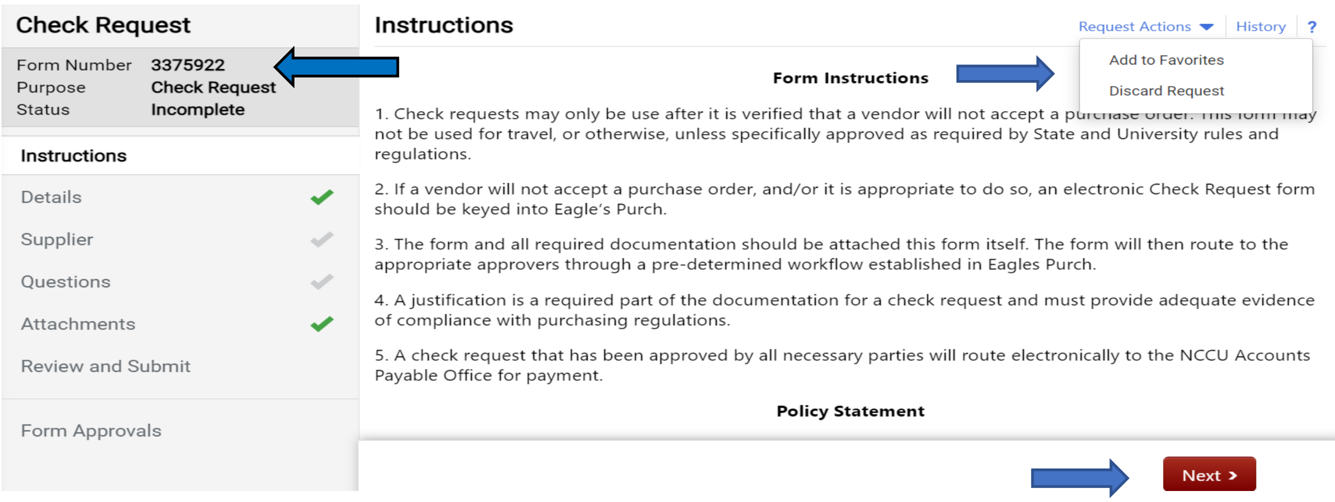
From the Shopping Home Page (**Shopping Cart Icon**), under **Electronic Forms**, select **Check Request**.



Instructions

1. **Form Instructions**-Please read to ensure that your submission meets the requirements.
   a. If No, **Disregard Request**. If Yes, select **Next**.

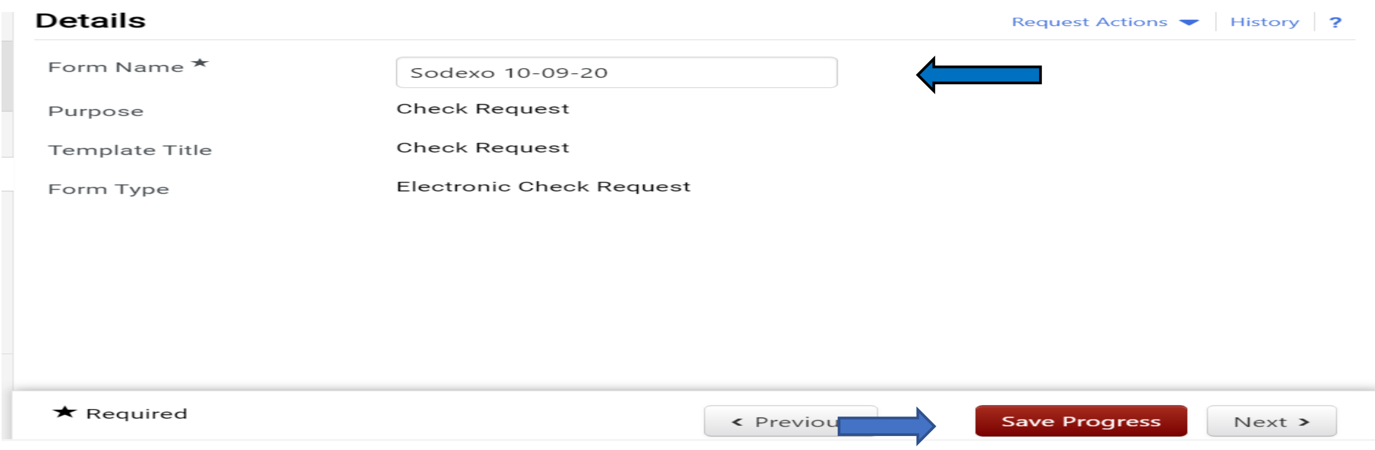
Form Number-Assigned to each submission, once **status** changes to complete will generate Invoice number (A….).



Details

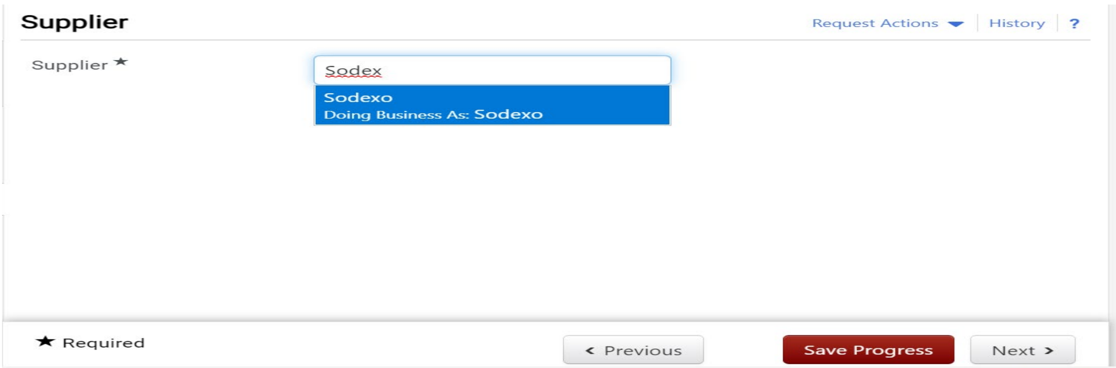
Required Field ★

2. **Form Name**-Assign a name to your draft, Select **Save Progress** (successfully saved)**, then Next** (required actions).

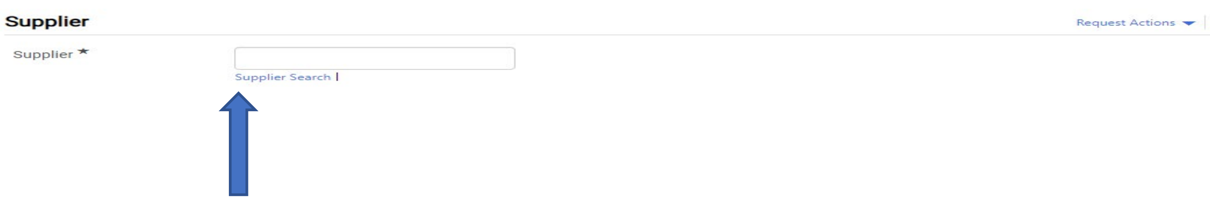


Supplier Search

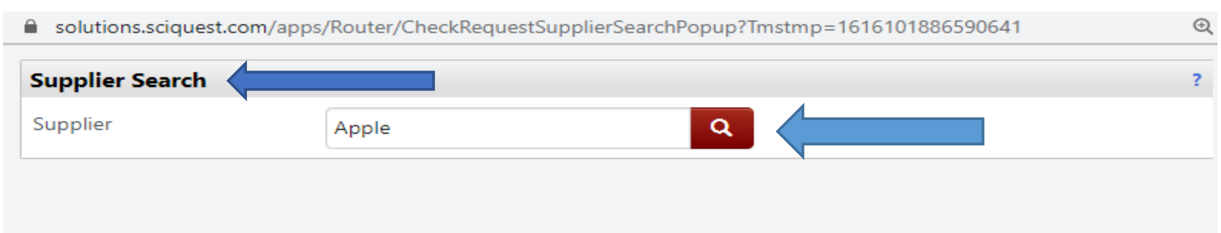
3. **Supplier**-There are several "**Search**" criteria's



b. Another search is **Supplier Search** feature

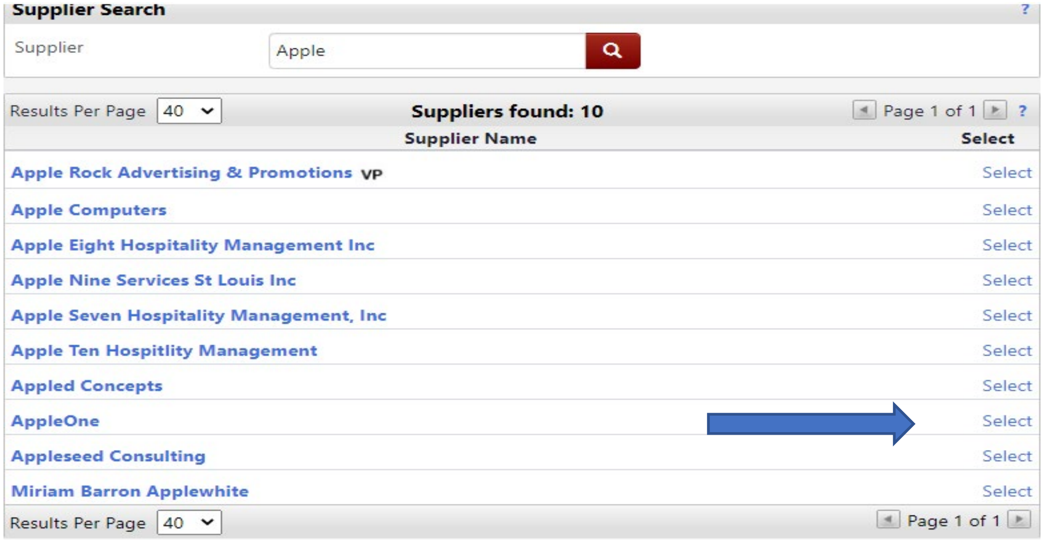


i. You will be directed to **Supplier Search Page**, Type **vendor name** example "**Apple**", then click on the magnifying glass.



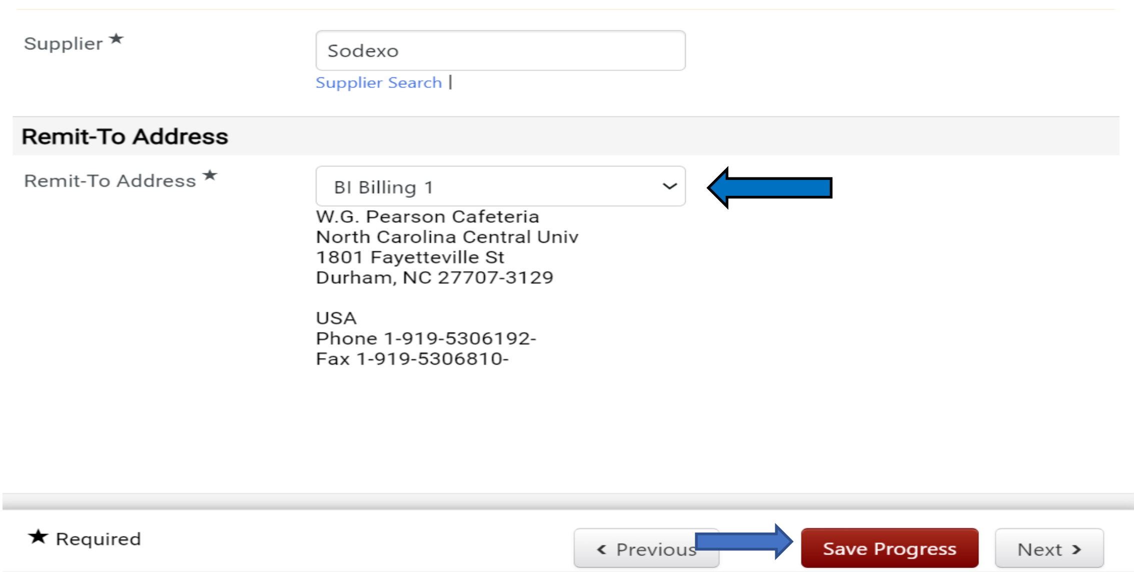
ii. You will be directed to a list of Suppliers that have "**Apple**" in their name. From this list, you will **Select** the correct **Vendor**, once selected the **Vendor** and **Remit to Address** will populate in **Supplier** field.

- Please note, if you are unable to locate your **Vendor**, contact Purchasing (Purchasing@nccu.edu) for further instructions.



Remit to Address

4. Select BI Billing 1 (Primary Remittance) from drop down box, **Save Progress**, then **Next**. "When the Invoice is reviewed by Accounts Payable, we will select the correct address on **Supplier** Invoice".

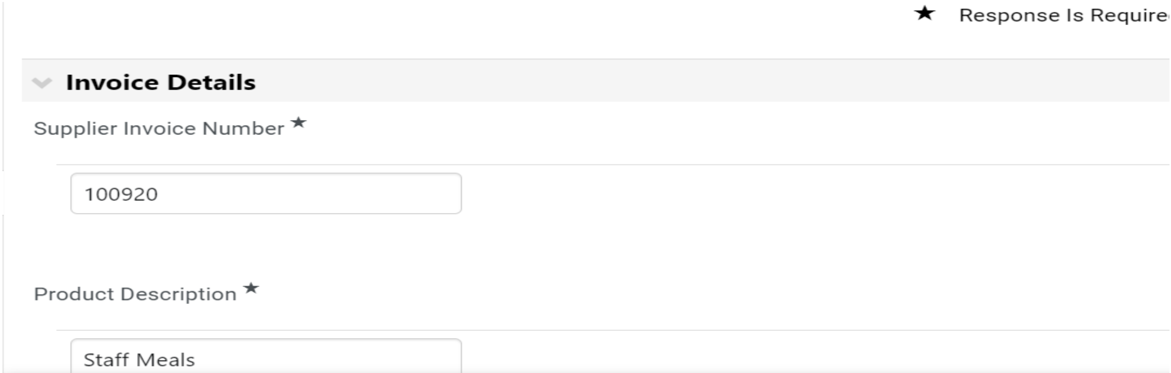


Questions-Check Request Information

5. **Invoice Details (**All fields must be completed in this section, then **Save Progress**, **Next).**

Supplier Invoice Number- Maximum characters in this field is 15 (spaces included).

Product Description-What is being purchased or reimbursed.

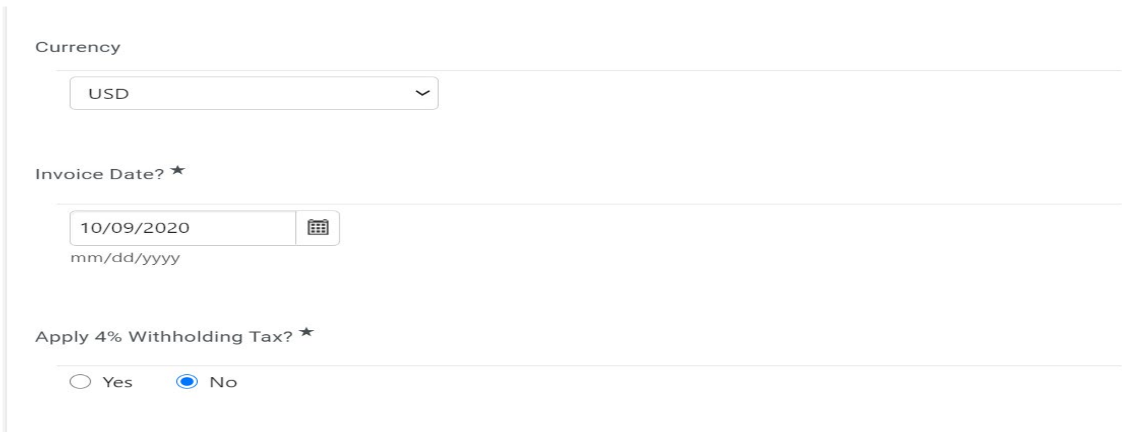


Currency-USD

Invoice Date-Supplier Form

Apply 4% Withholding Tax

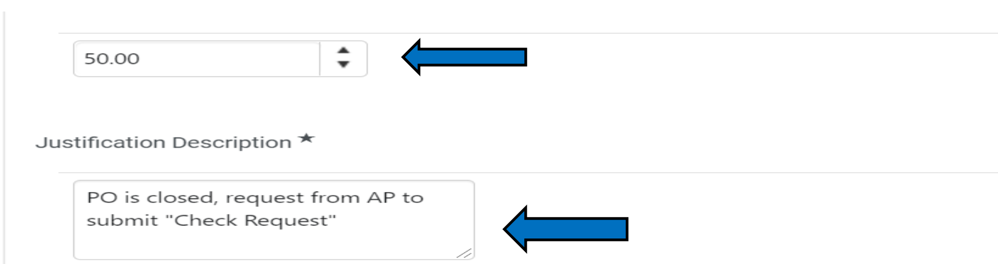
Yes - Required by North Carolina for Out of State (Entertainment, Speakers) Vendor payment(s) greater than $1,500.00 as stated on Contract.



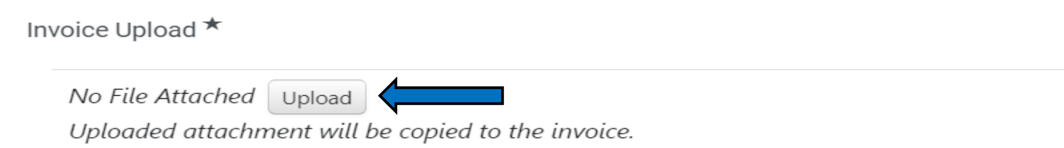
Check Amount-Total amount minus Taxes (NCCU Tax exempt).

Justification Description-Why a check request is being submitted instead of a requisition.

a. "**Check Request**" should only be used for non-recurring purchases when a PO will not be accepted by vendor.



Invoice Upload - Select Upload

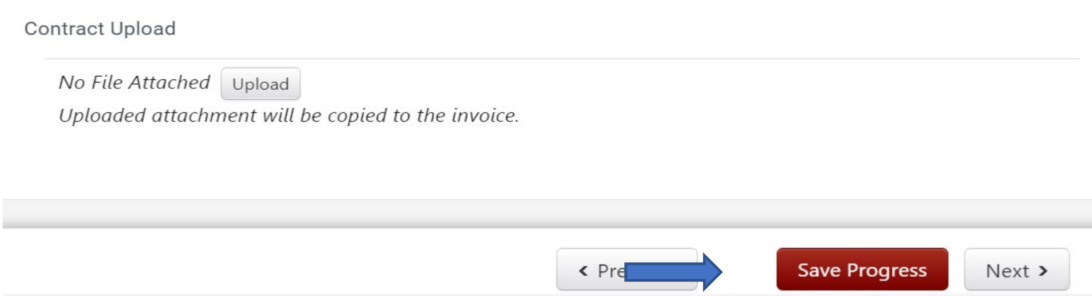


Title-Without, file will not upload.

File-Upload Invoice (attachment)

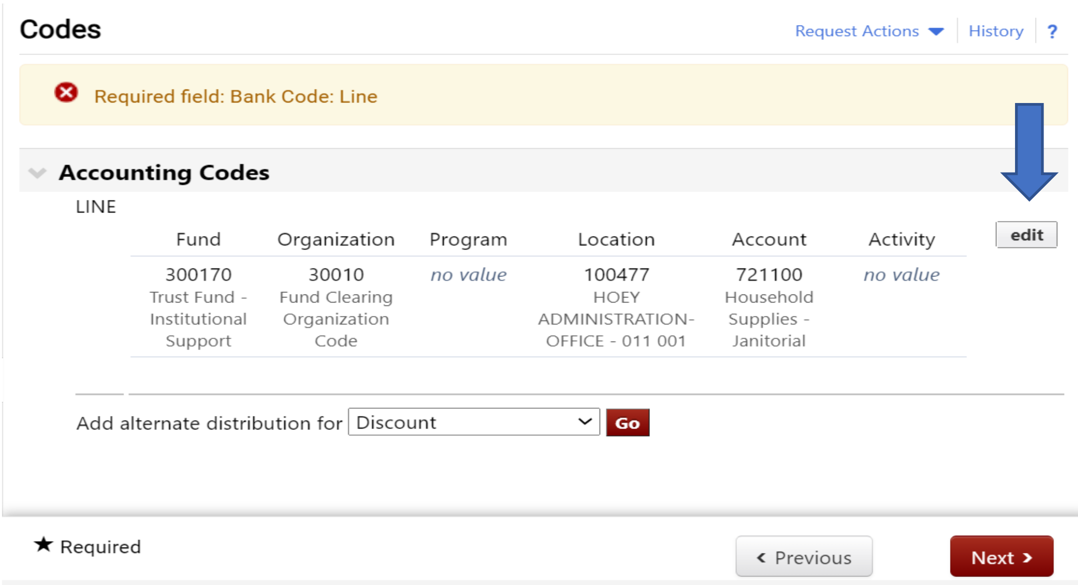
> **a.** Can only upload "**One**" Invoice in this section. Please note, you cannot submit multiple invoices for payment, each invoice will have to be entered separately with their own system generated invoice number (A....) Once invoice is uploaded, **Save Changes.**

Contract Upload-Only signed contracts are to be uploaded. This is the last field, if all questions have been answered, Select **Save Progress** Then **Next**.

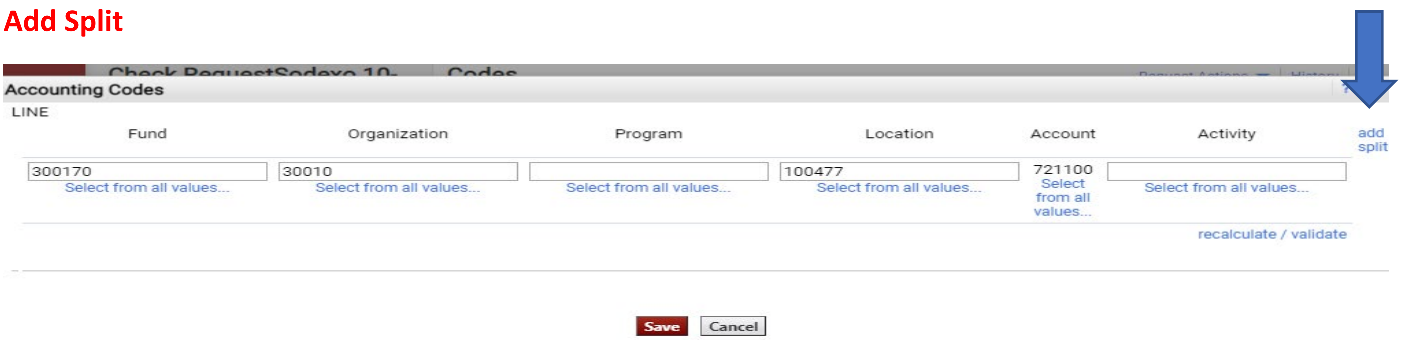


Codes

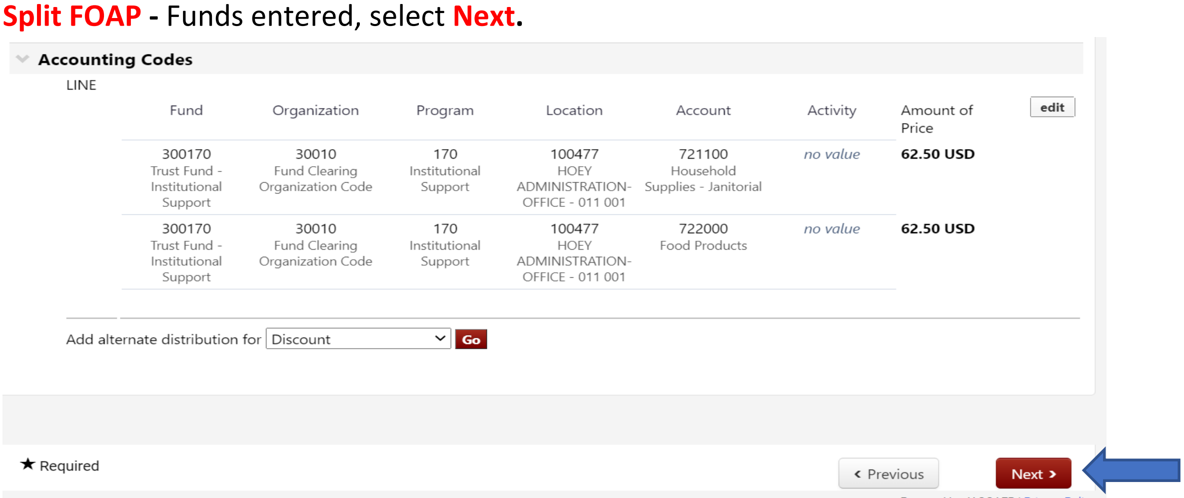
6. **FOAP -** Insert **funding** and **location code (required)**, **Completed**, select **Next**.
    a. **Split FOAP -** Two or more funds, Select **Edit**.



Add Split



Split FOAP - Funds entered, select **Next**.

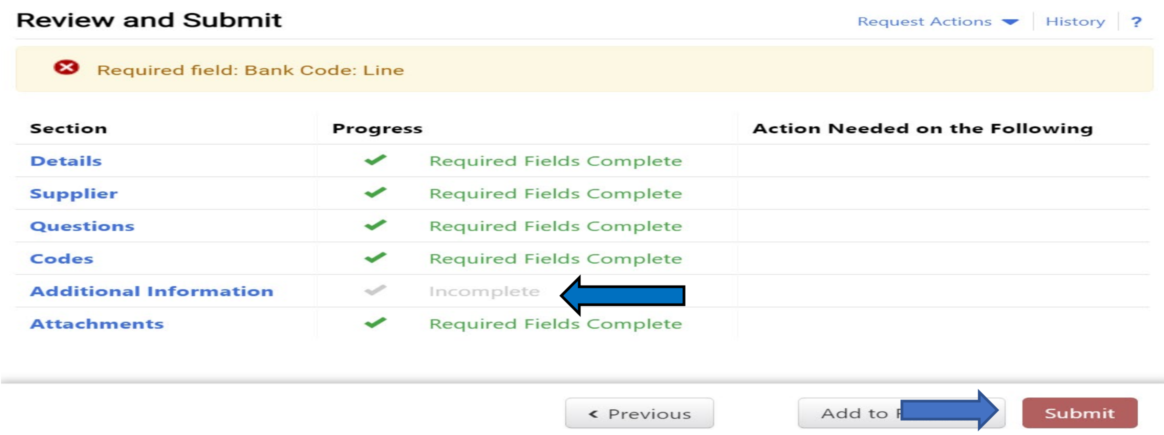


Attachments

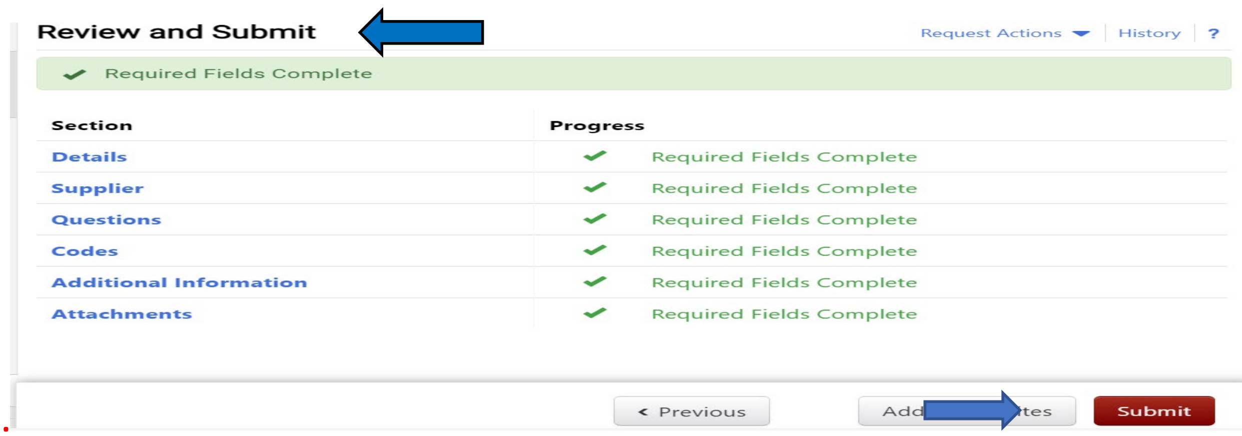
7. **Additional Attachments**-Purchasing Check Request Justification and other documents deemed pertinent. Once uploaded, Select **Save Progress,** then **Next**.

Review and Submit

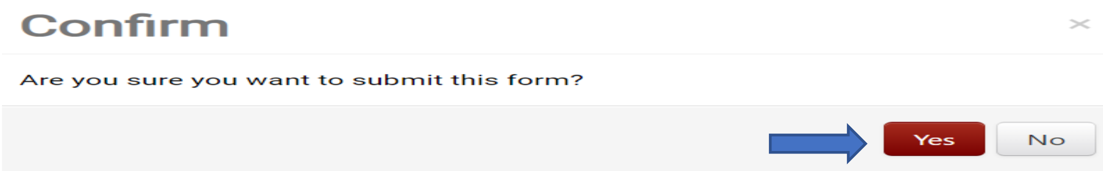
8. **Action Needed**-Field Incomplete, make revisions in the section highlighted. Once completed, Select **Submit**.



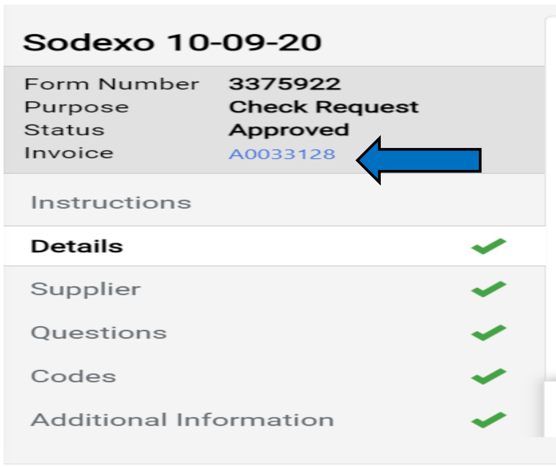
Required Fields Complete – **Submit.**



9. **Confirm-**Last opportunity to cancel request. When the form is ready to be submitted confirm by selecting **Yes**.



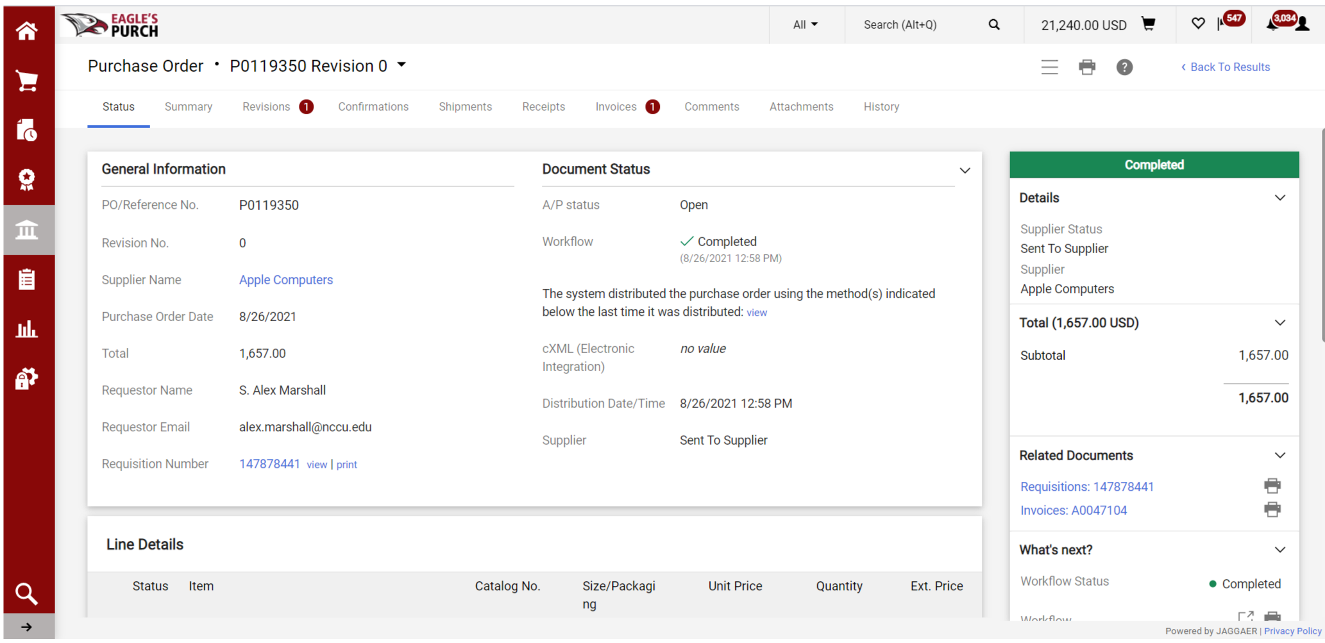
10. **Invoice Number** is generated by the System-A0033128, Status has changed to Approved.



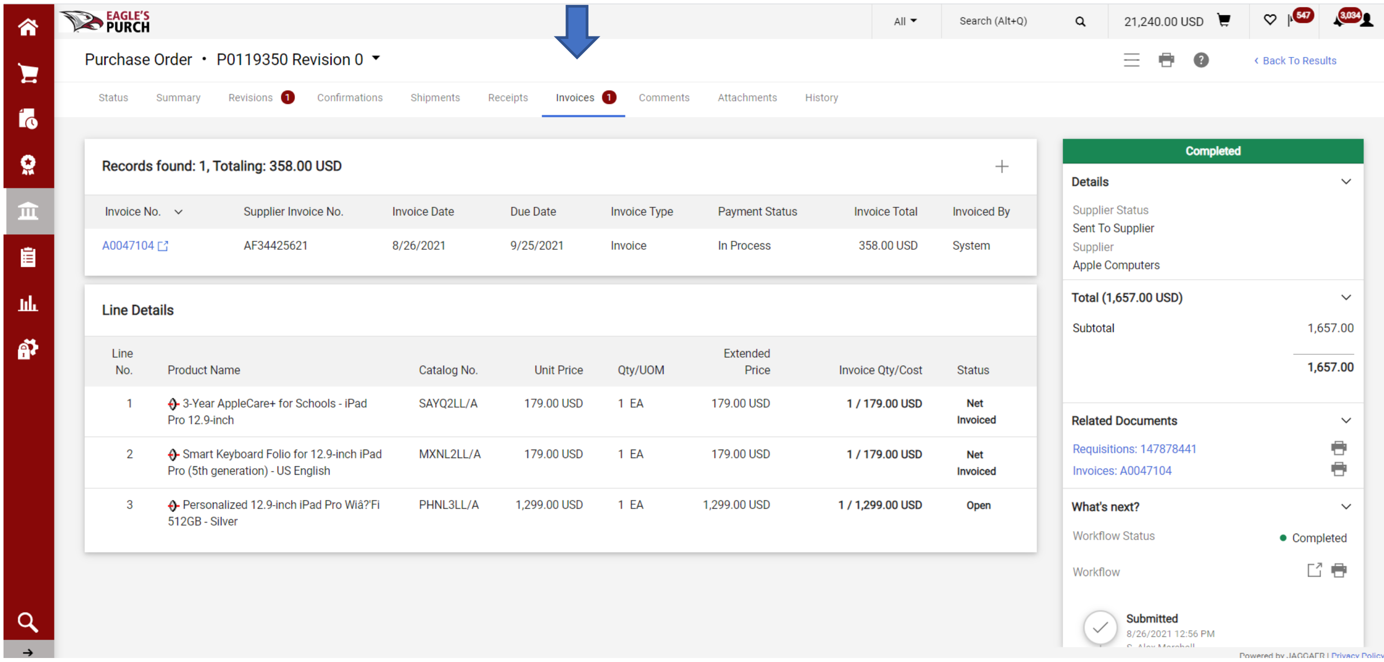
Creating Receipts

Receipts are created to verify that items, or services “landscaping, temporary employment service, repairs to machinery, etc.” have been received or rendered. All invoices need receipts before invoice can move forward to AP review stage and payment can be rendered. Please create receipt when you receive good or service rendered.

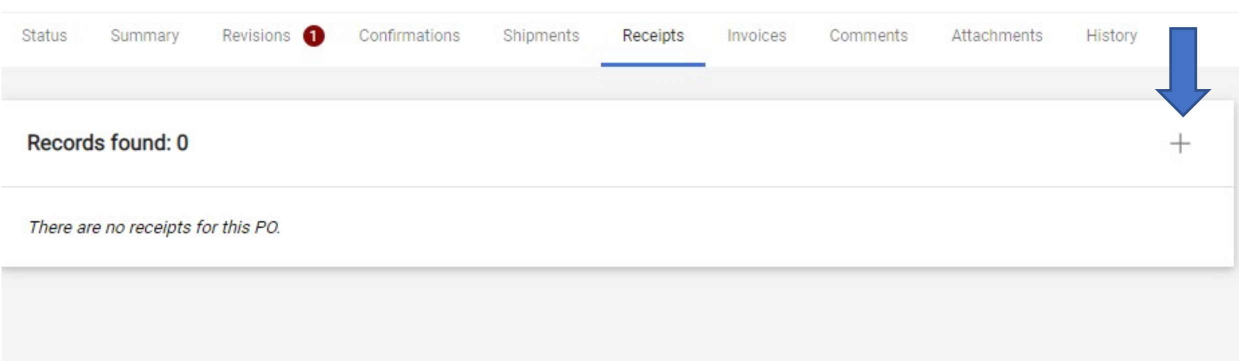
Creating a Qty Receipt



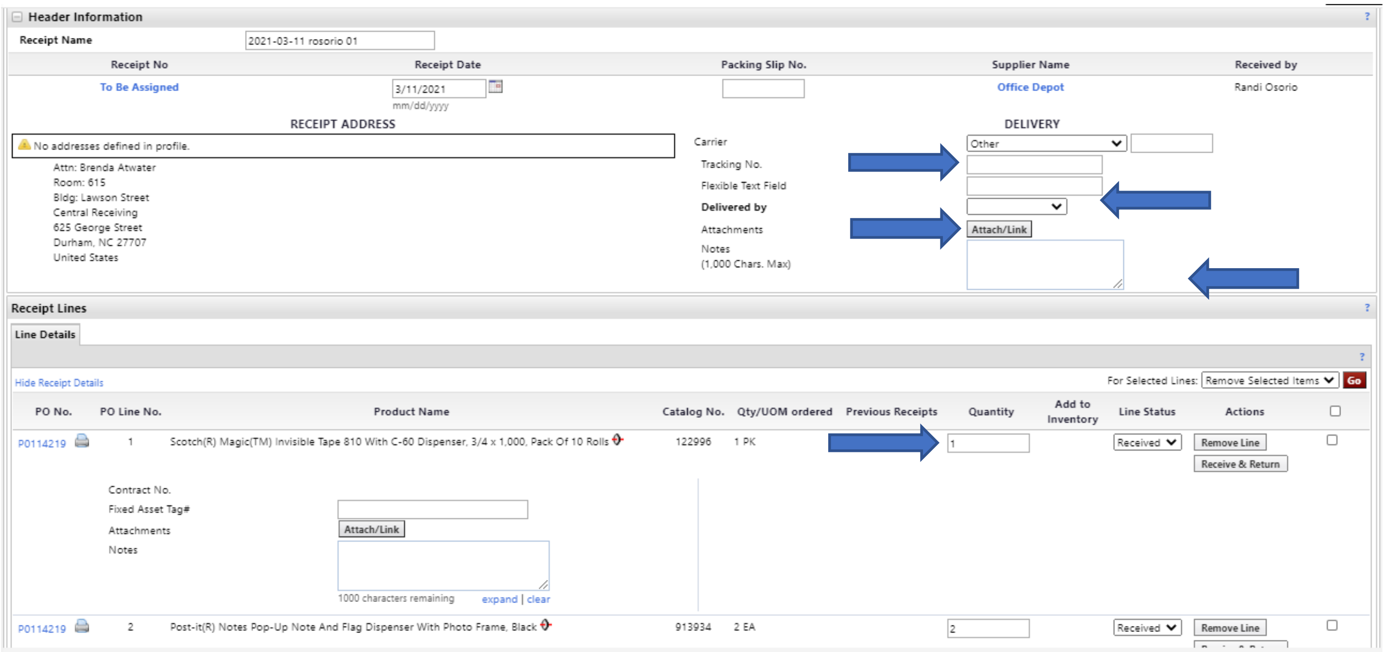
2. Select **Invoice Tab**. Verify Invoiced Amount.



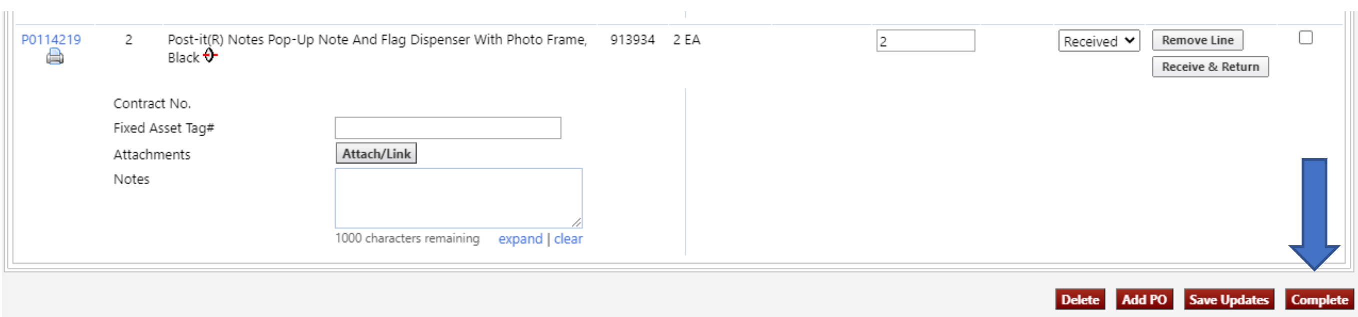
3. Click **Receipts tab** select Plus (**+**) sign on top right of screen.



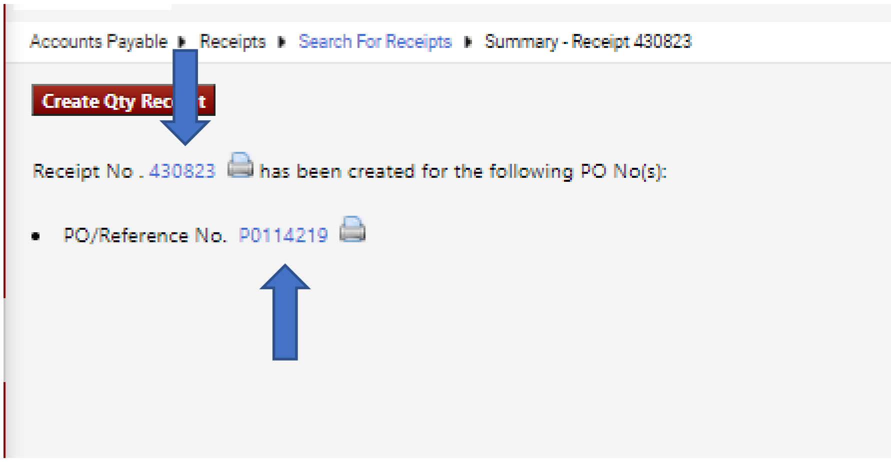
4. Header Information is Optional for department. You can fill in **Delivered By**, **Notes**, **Date of Delivery**, and **Add Attachments**. Ex. Packing slips, Tracking info.
5. Enter **Quantity received**.



6. Select Save updates
7. Select **Complete**.

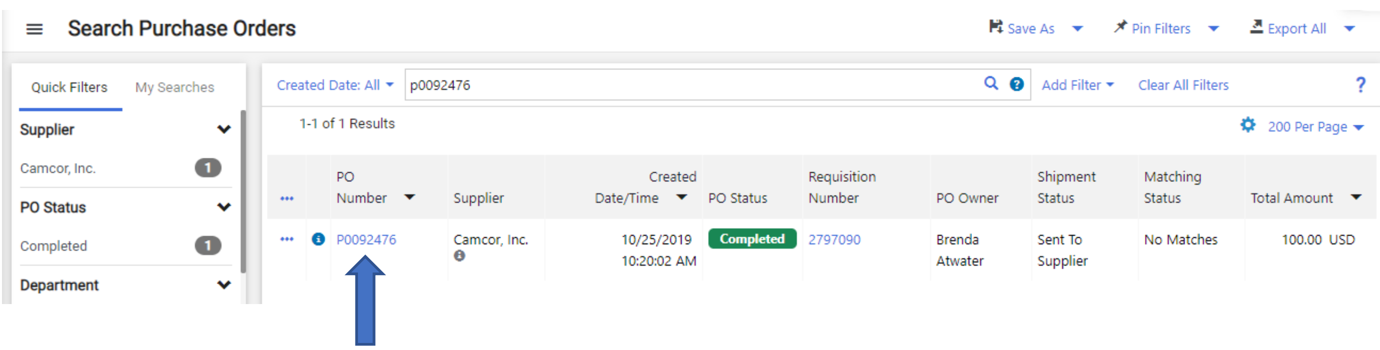


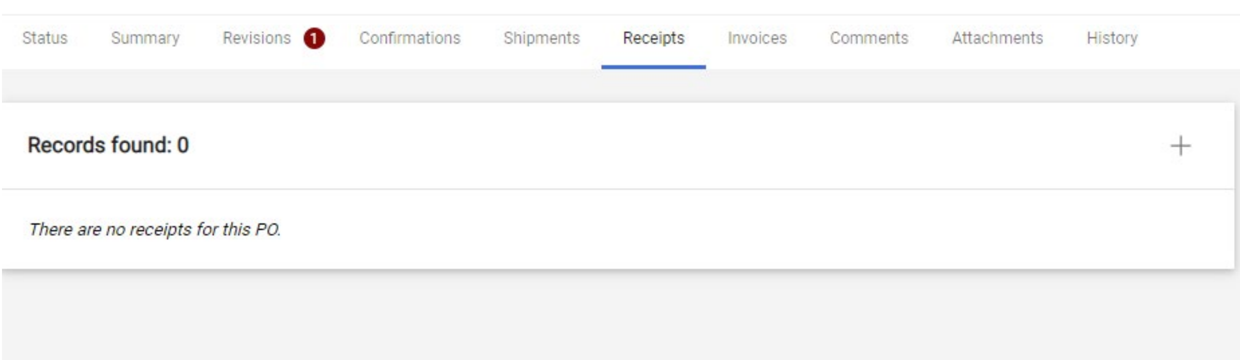
8. Receipt No. provided once complete.
9. You have the option to print receipt or click on PO number below to return to Purchase order.



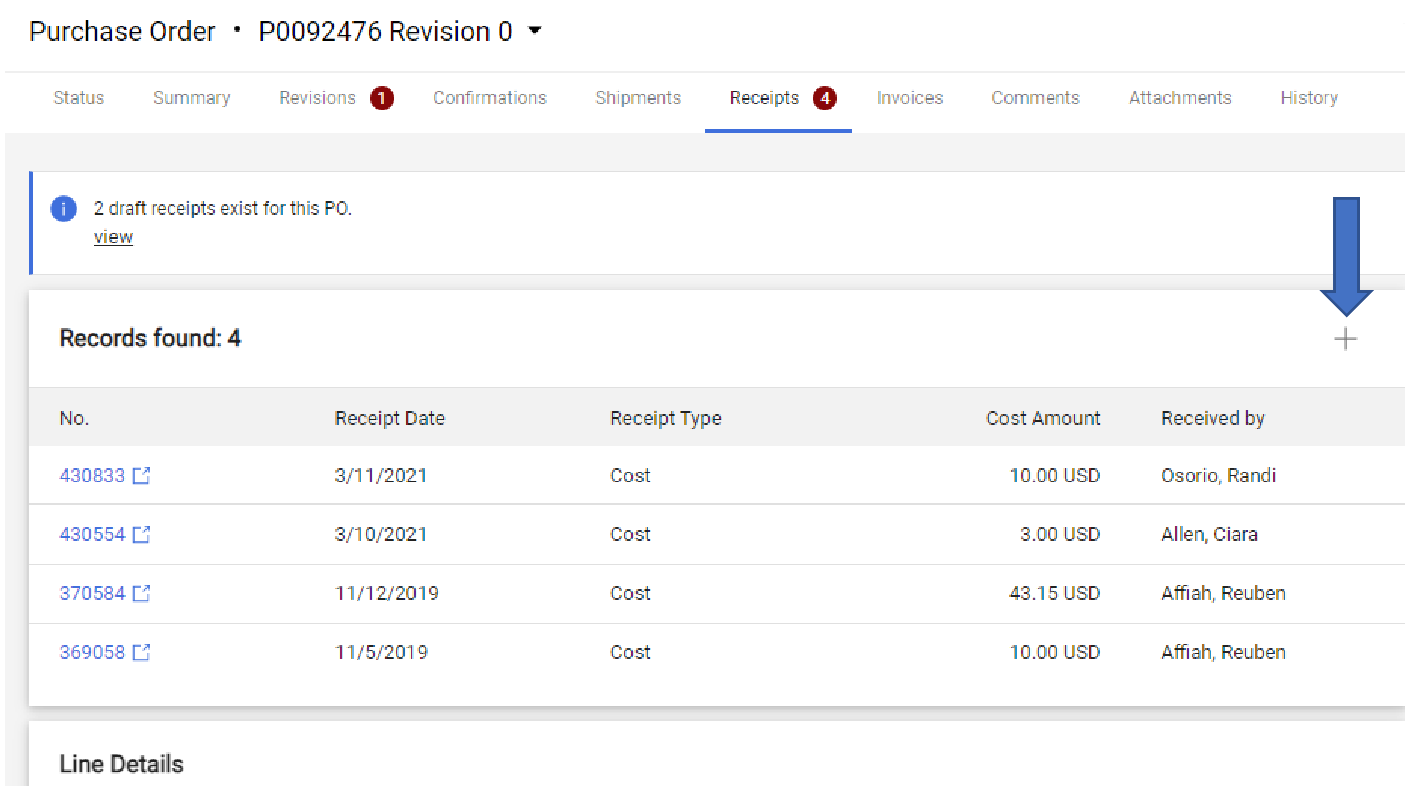
Creating a Cost Receipts (Standing PO's)

1. Open PO by clicking on **PO number**.

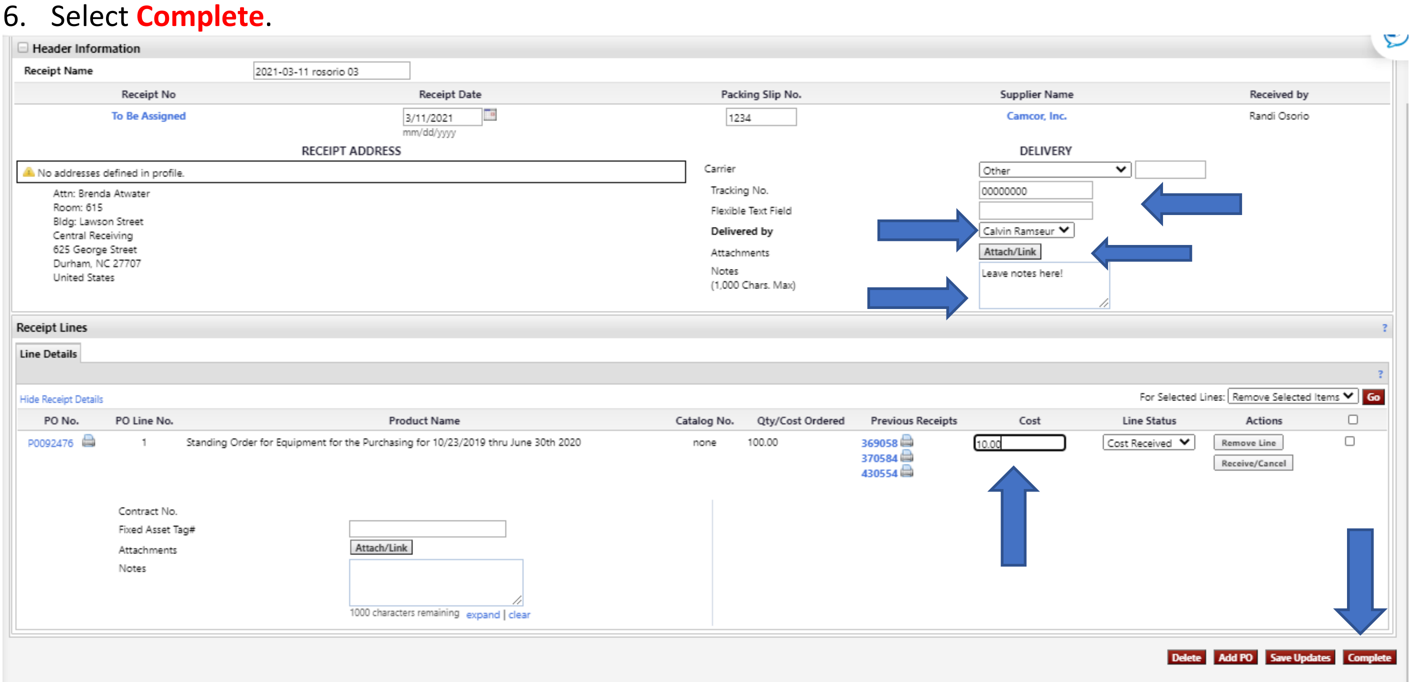




3. Click **Receipts tab** select Plus (**+**) sign on top right of scree



4. Header Information is Optional for department. You can fill in **Delivered By**, **Notes**, **Date of Delivery**, and **Add Attachments**. Ex. Packing slips, Tracking info.
5. Enter **Approved Invoice Amount**.
6. Select **Complete**.



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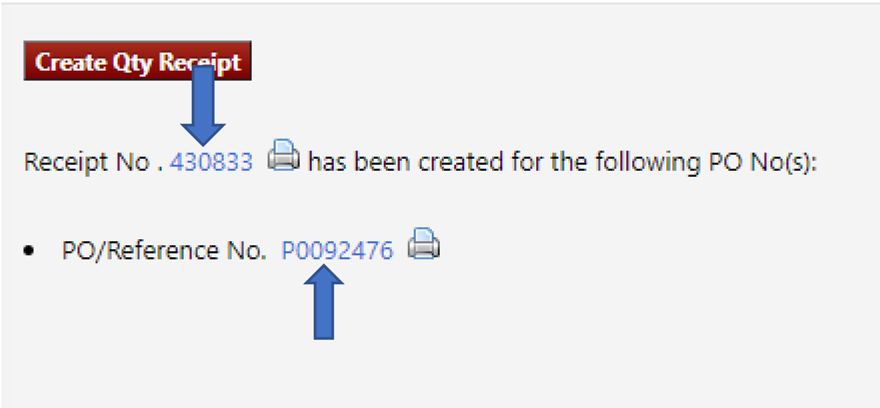
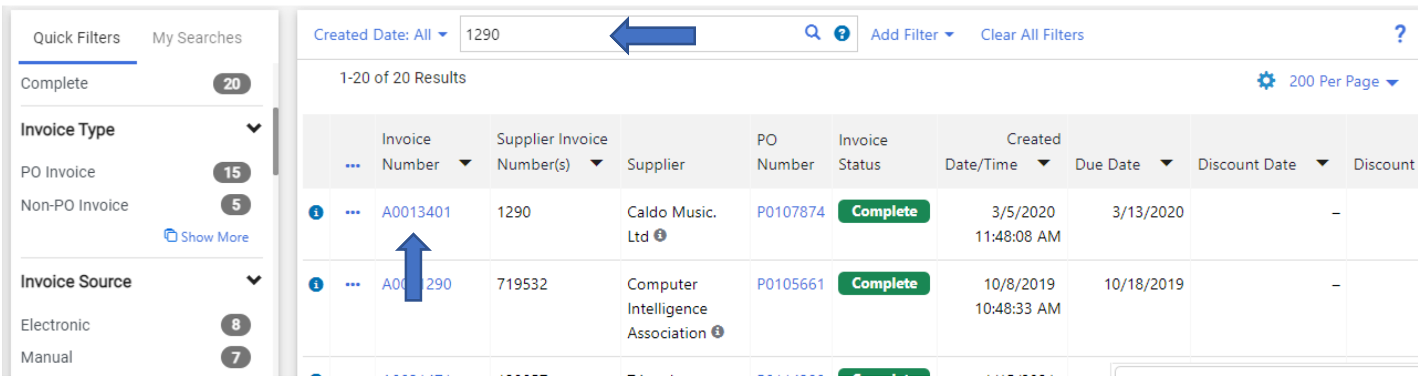


Leaving Comments

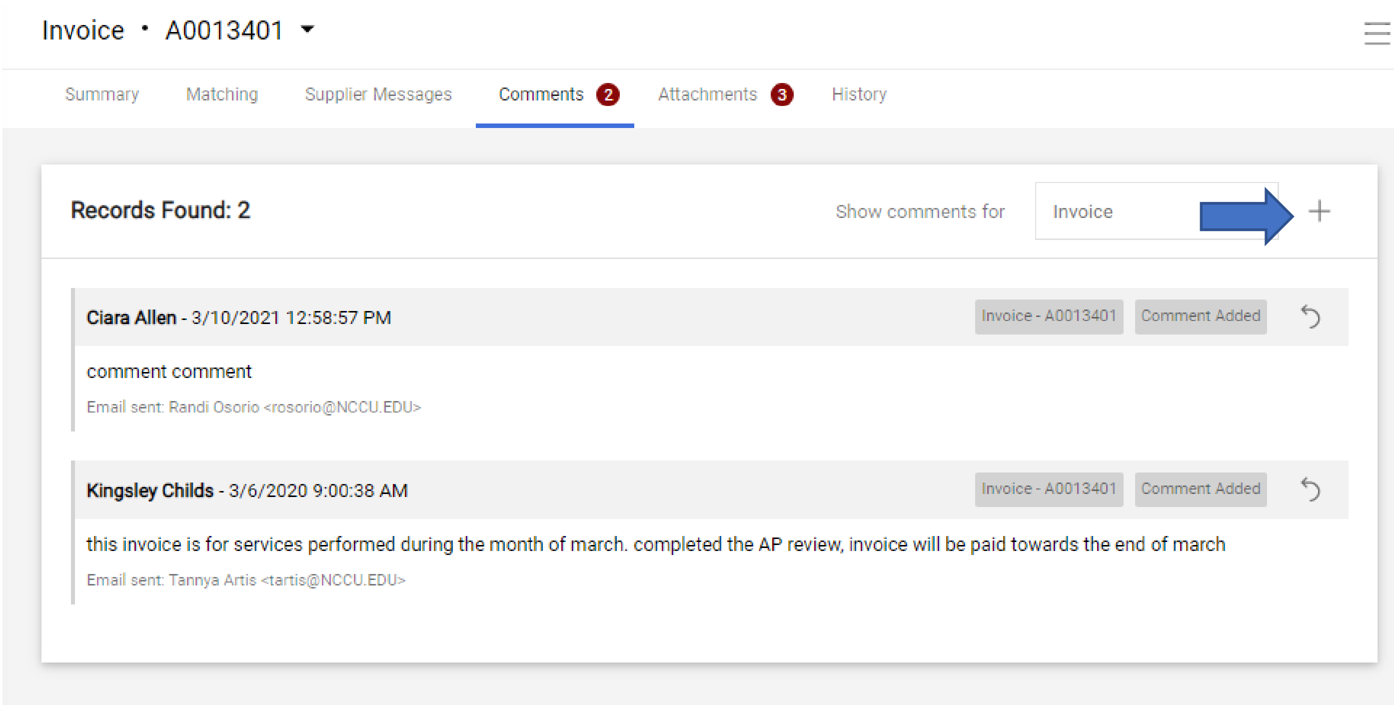
Open and effective communication is the most productive way of resolving invoice issues. Using comments in Eagle's Purch is the preferred method of communication. It provides direct communication between the AP staff, and participants involved in the invoicing process. Comments can also be used to add details and provide useful information that explains the history of an invoice. Comments also allow users to add attachments such as supporting documents or requested materials.

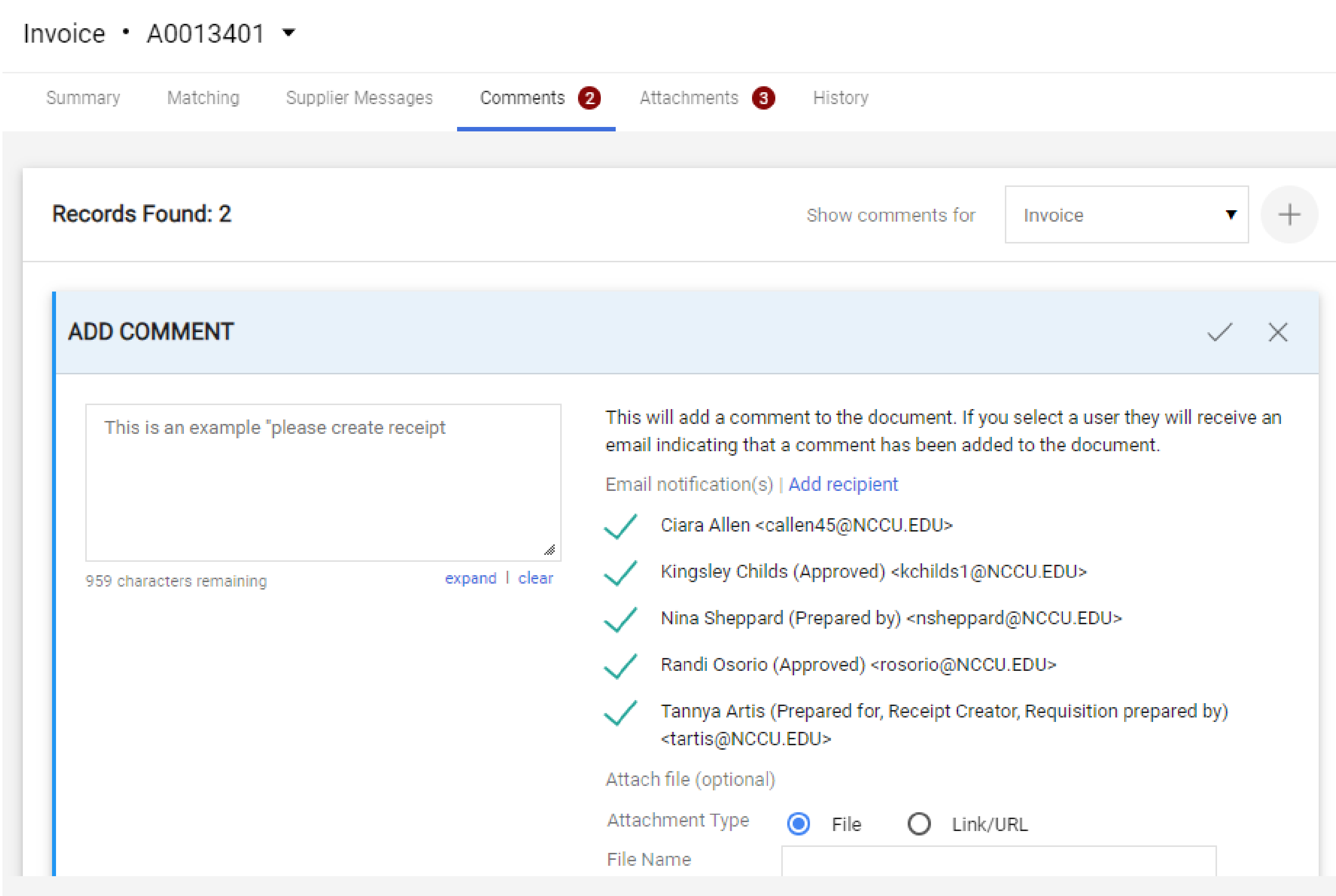
1. Open Invoice.



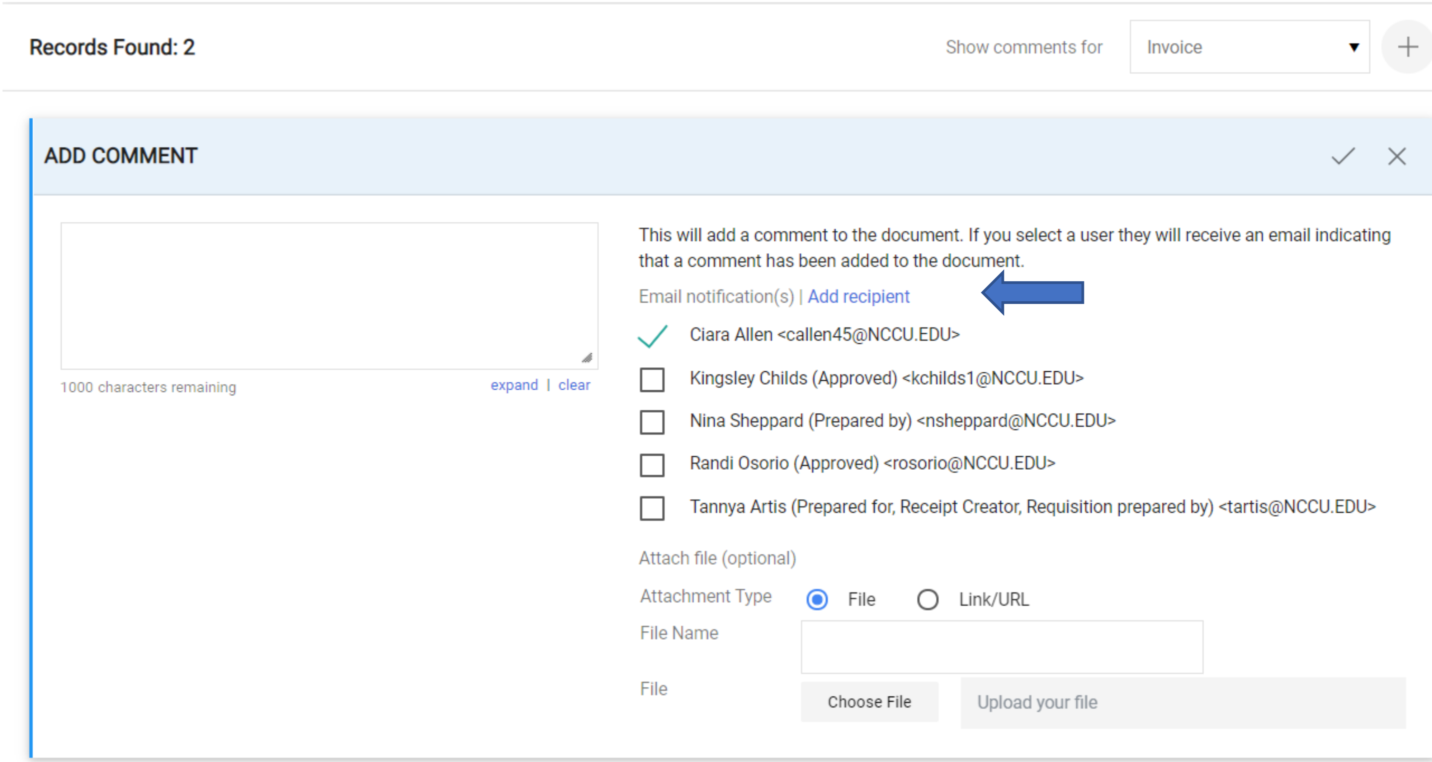
2. Select on the **Tab** that says **Comments**.

3. Click the + plus sign.

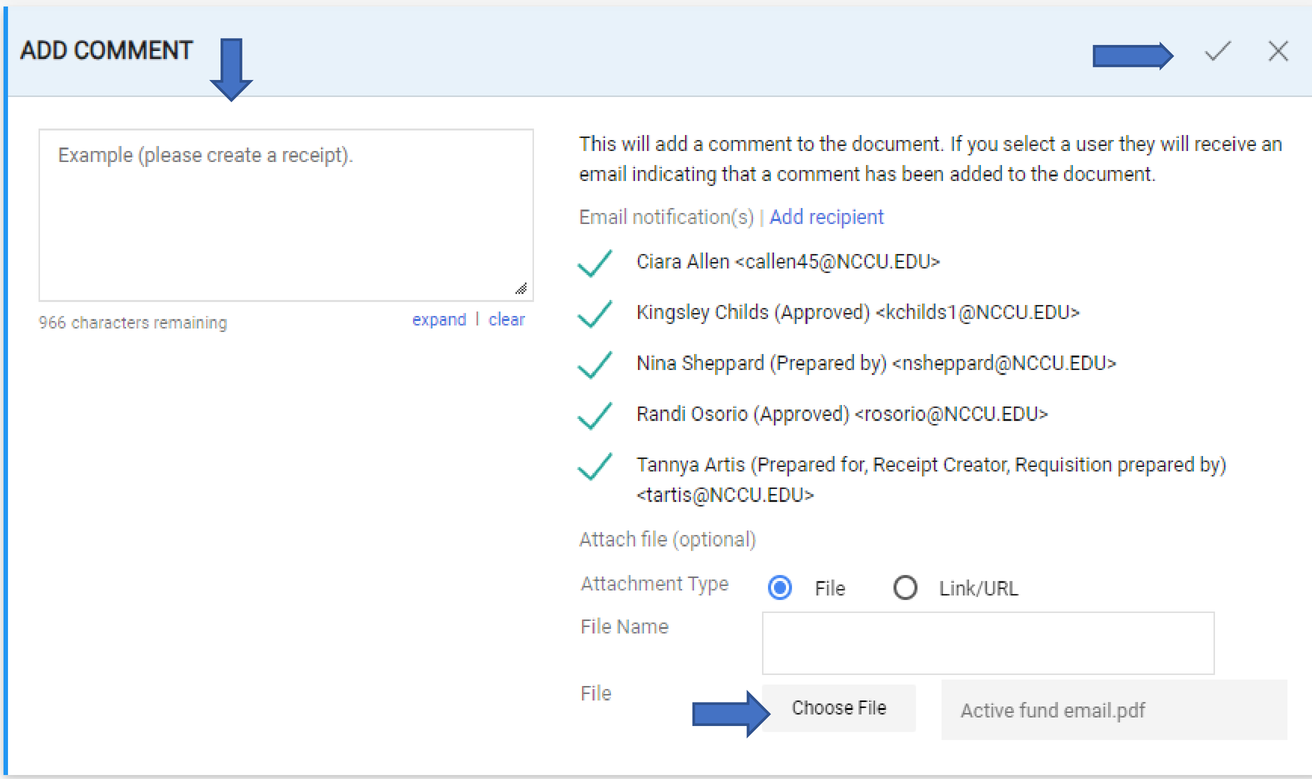




5. If the recipient, you want is not available **Click Add Email Recipient.** You can search using "Last Name, First Name, Email, Department, Role (pulls a listing of employees in specified area), etc".



6. Enter your comment in the **Comment Field**.
7. Attachments (optional) Select **Choose File**.
8. Select **Add Comment**.

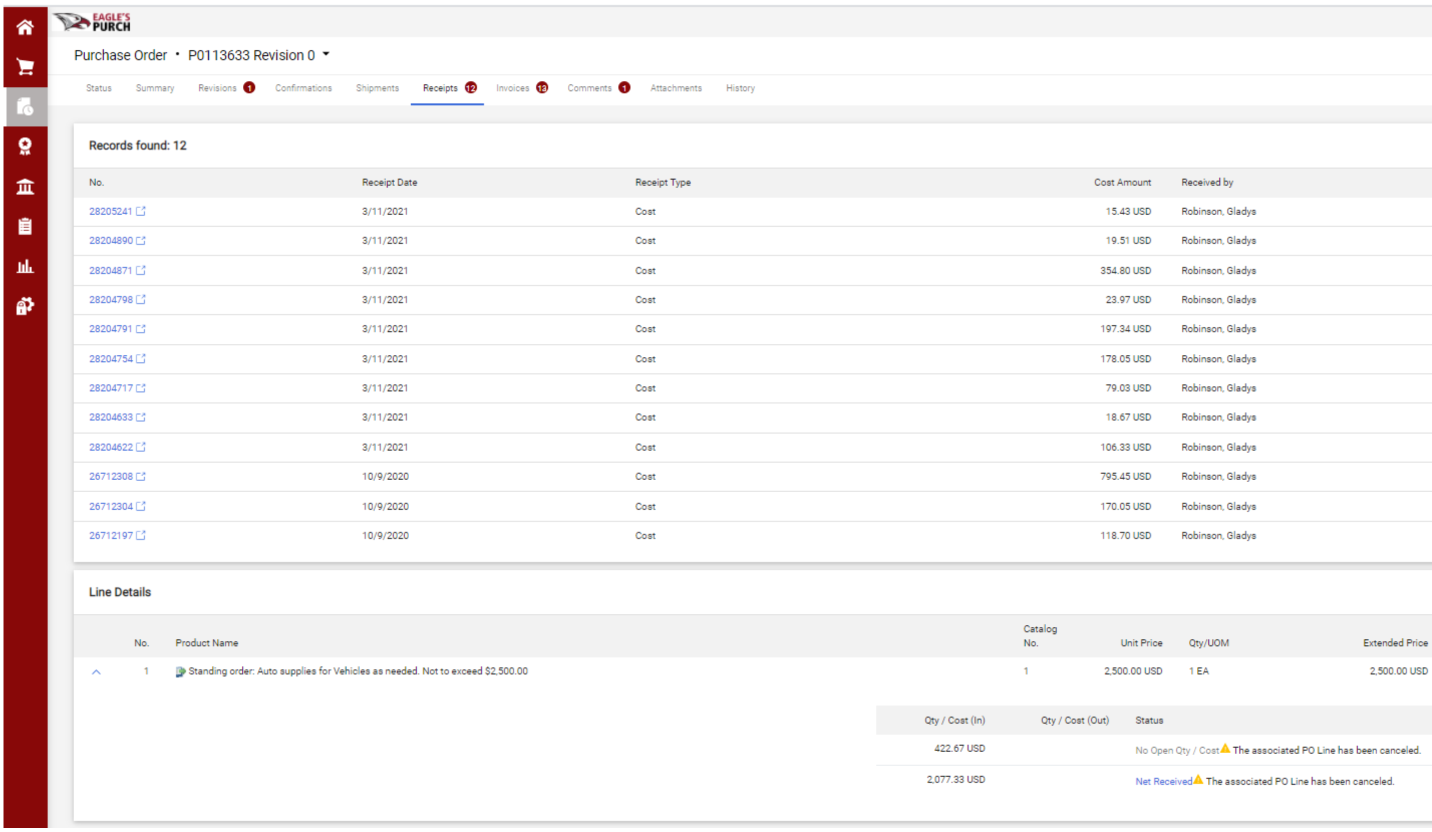


Troubleshooting

There are several situations that can lead to problems in processing invoices. End users can use the information provided by Eagle's Purch to manage, identify, and resolve most issues. Not managing invoice balances on a purchase order can lead to invoices being delayed for payment or open encumbrances that delay end of year closing processes. Effective management of receipts can maintain timely processing of invoices helping us meet net 30 terms.

Receipts

Using Eagle's Purch to research receipts created against a purchase order.



EAGLE'S PURCH

Purchase Order • P0113633 Revision 0

Status | Summary | Revisions 1 | Confirmations | Shipments | Receipts 12 | Invoices 13 | Comments 1 | Attachments | History

Records found: 12

No.	Receipt Date	Receipt Type	Cost Amount	Received by
28205241	3/11/2021	Cost	15.43 USD	Robinson, Gladys
28204890	3/11/2021	Cost	19.51 USD	Robinson, Gladys
28204871	3/11/2021	Cost	354.80 USD	Robinson, Gladys
28204798	3/11/2021	Cost	23.97 USD	Robinson, Gladys
28204791	3/11/2021	Cost	197.34 USD	Robinson, Gladys
28204754	3/11/2021	Cost	178.05 USD	Robinson, Gladys
28204717	3/11/2021	Cost	79.03 USD	Robinson, Gladys
28204633	3/11/2021	Cost	18.67 USD	Robinson, Gladys
28204622	3/11/2021	Cost	106.33 USD	Robinson, Gladys
26712308	10/9/2020	Cost	795.45 USD	Robinson, Gladys
26712304	10/9/2020	Cost	170.05 USD	Robinson, Gladys
26712197	10/9/2020	Cost	118.70 USD	Robinson, Gladys

Line Details

No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
1	Standing order: Auto supplies for Vehicles as needed. Not to exceed $2,500.00	1	2,500.00 USD	1 EA	2,500.00 USD

Qty / Cost (In)	Qty / Cost (Out)	Status
422.67 USD		No Open Qty / Cost The associated PO Line has been canceled.
2,077.33 USD		Net Received The associated PO Line has been canceled.

EAGLE'S PURCH

All | Search (Alt+Q)

Purchase Order • P0113633 Revision 0

Status | Summary | Revisions 1 | Confirmations | Shipments | Receipts 12 | Invoices 13 | Comments 1 | Attachments

Records found: 12

No.	Receipt Date	Receipt Type	Cost Amount	Received by
28205241	3/11/2021	Cost	15.43 USD	Robinson, Gladys
28204890	3/11/2021	Cost	19.51 USD	Robinson, Gladys
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28204798	3/11/2021	Cost	23.97 USD	Robinson, Gladys
28204791	3/11/2021	Cost	197.34 USD	Robinson, Gladys

Line Details

No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
1	Standing order: Auto supplies for Vehicles as needed. Not to exceed $2,500.00	1	2,500.00 USD	1 EA	2,500.00 USD

Qty / Cost (In)	Qty / Cost (Out)	Status
422.67 USD		No Open Qty / Cost The associated PO Line has been canceled.
2,077.33 USD		Net Received The associated PO Line has been canceled.

ii. **Open cost**— the amount available to be invoiced against the purchase order.

iii. **Net received**— the total value of the received goods or services that have been received by an end user.

iv. **Purchase Order value** – Net received = Open cost.

Invoices

Using Eagle's Purch to research invoices that have been submitted against a purchase order.

Purchase Order • P0113633 Revision 0

Status | Summary | Revisions 1 | Confirmations | Shipments | Receipts 12 | Invoices 13 | Comments 1 | Attachments | History

Records found: 13, Totaling: 2,174.26 USD

Invoice No.	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
A0034510	295821	2/4/2021	3/12/2021	Invoice	Payable	15.43 USD	Osorio, Randi
A0034447	295210	1/25/2021	3/12/2021	Invoice	Payable	88.93 USD	Osorio, Randi
A0034445	294910	1/19/2021	3/12/2021	Invoice	Payable	23.97 USD	Osorio, Randi
A0034444	294909	1/19/2021	3/12/2021	Invoice	Payable	19.51 USD	Osorio, Randi
A0034443	294649	1/14/2021	3/12/2021	Invoice	Payable	354.80 USD	Osorio, Randi
A0034442	294524	1/12/2021	3/12/2021	Invoice	Payable	197.34 USD	Osorio, Randi
A0034441	294144	1/5/2021	3/12/2021	Invoice	Payable	178.05 USD	Osorio, Randi
A0034440	291895	11/18/2020	3/12/2021	Invoice	Payable	79.03 USD	Osorio, Randi
A0034438	289447	10/5/2020	3/12/2021	Invoice	Payable	18.67 USD	Osorio, Randi
A0034437	289275	10/1/2020	3/12/2021	Invoice	Payable	106.33 USD	Osorio, Randi
A0026142	288343	9/16/2020	10/16/2020	Invoice	Paid	118.70 USD	Osorio, Randi
A0026141	288259	9/15/2020	10/23/2020	Invoice	Paid	178.05 USD	Osorio, Randi
A0026140	288030	9/10/2020	10/16/2020	Invoice	Paid	795.45 USD	Osorio, Randi

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	Standing order: Auto supplies for Vehicles as needed. Not to exceed $2,500.00	1	2,500.00 USD	1 EA	2,500.00 USD	n/a / 325.74 USD n/a / 2,174.26 USD	**No Open Qty / Cost** The associated PO Line has been canceled. **Net Invoiced** The associated PO Line has been canceled.

a. Invoicing Summary- contains details for each processed invoice such as:

- Invoice no. (EP reference)
- Supplier invoice number (vendor reference)
- Due date
- Invoice type
- Payment status
- Invoice status
- Invoice total
- Invoiced by (typically AP staff).

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	Standing order: Auto supplies for Vehicles as needed. Not to exceed $2,500.00	1	2,500.00 USD	1 EA	2,500.00 USD	n/a / 325.74 USD n/a / 2,174.26 USD	**No Open Qty / Cost** The associated PO Line has been canceled. **Net Invoiced** The associated PO Line has been canceled.

i. **Open cost**- is the amount remaining to be invoiced from a purchase order.

ii. **Net invoiced**- is the total value of all processed invoices.

iii. Purchase Order Value – Net invoiced = Open cost.

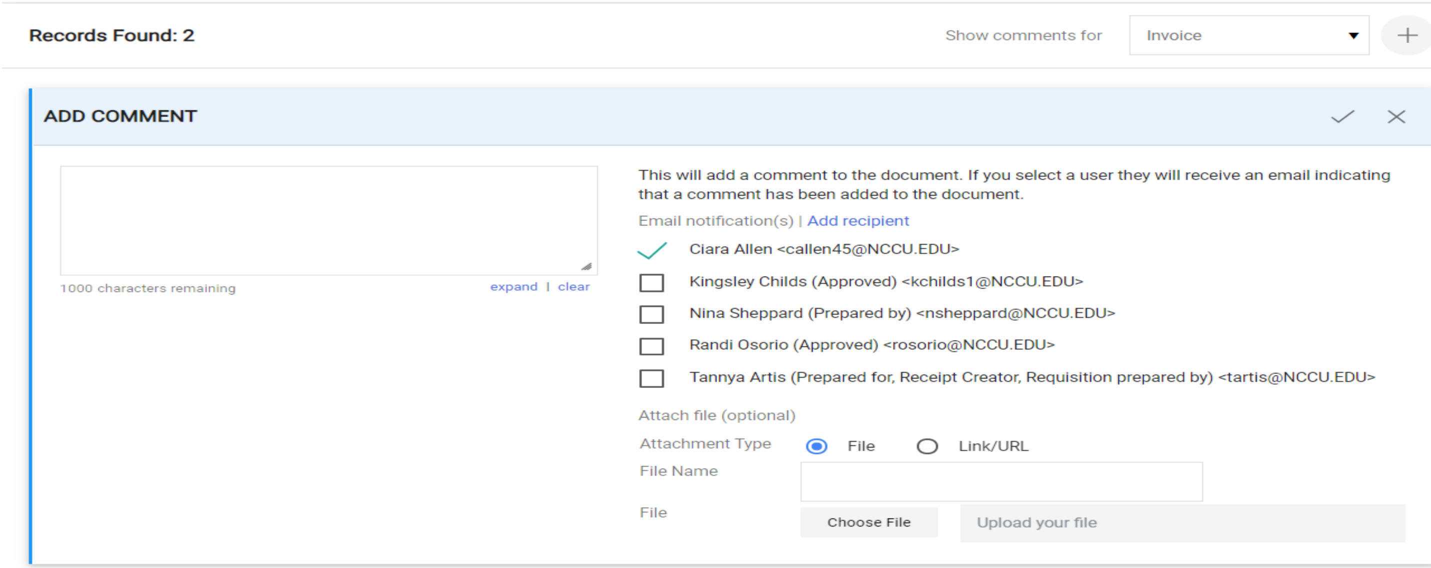
Reconciling Receipts with Invoices

2. Reconciling the receipts with invoices makes the payment process more efficient. It decreases delays in the invoicing workflow and helps maintain timely payments. When **Net Invoiced** = **Net Received** = **Purchase Order Value**, the purchase order will close at the appropriate time. Using the information from the receipts tab and the invoice tab a user can determine if an invoice is missing, a receipt needs to be created, or items or service have yet to be provided.

When the Net Invoiced does not equal Net Received

1. Use the Invoice tab to view what has been billed.
2. Use the Receipts tab to review what has been received.
    a. Review the quantity receipted matches the quantity invoiced:
    Ordered 8 pens @ $3.99 each but received and invoiced for 2 pens @ $3.99 each.
    In this situation contact the vendor about the shipment.

3. Contact the AP department if there are any questions or issues by leaving a comment on the invoice. If there is no invoice to leave a comment email an AP staff member and please contact the vendor and have the invoice forwarded to accountspayable@nccu.edu.

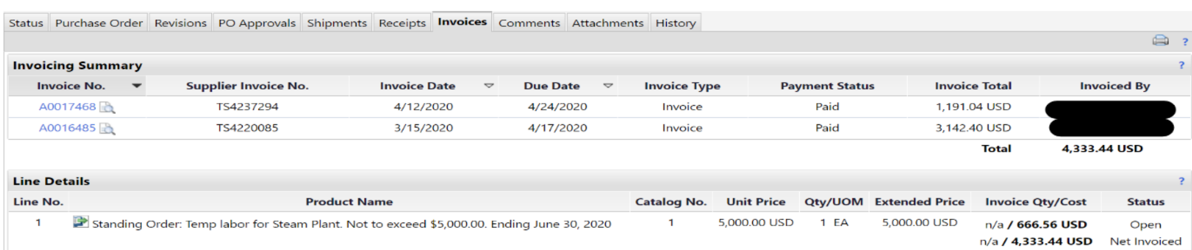


Open Encumbrances

Every purchase order may not end fully exhausted. Open encumbrances can occur after all invoices for a purchase order may have paid but there is still a balance on the purchase order.

When your purchase order has not been paid out fully.

1. Use the Invoice tab to view what has been billed.
    a. Review the net invoiced to determine the total invoiced.
    b. Review the open cost.


Status | Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Invoices | Comments | Attachments | History

Invoicing Summary

Invoice No.	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
A0017468	TS4237294	4/12/2020	4/24/2020	Invoice	Paid	1,191.04 USD	[redacted]
A0016485	TS4220085	3/15/2020	4/17/2020	Invoice	Paid	3,142.40 USD	[redacted]
						Total	4,333.44 USD

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	Standing Order: Temp labor for Steam Plant. Not to exceed $5,000.00. Ending June 30, 2020	1	5,000.00 USD	1 EA	5,000.00 USD	n/a / **666.56 USD** n/a / **4,333.44 USD**	Open Net Invoiced

2. Use the Receipts tab to review what has been received.
3. If there are no additional invoices expected to be billed against this purchase order, please contact the Purchasing Department to close purchase order after all invoices applied are paid.
4. If additional invoices are expected to be billed.
    a. If there is another purchase order already in place. Contact the vendor and update the purchase order number for the additional invoices.
    b. If there is **NOT** another purchase order in place; an electronic check request will need to be submitted for payment.

AP Contacts

Should you have questions please contact the Purchasing Office (purchasing@nccu.edu) with questions related to purchase requisitions/orders and Accounts Payable (accountspayable@nccu.edu) for questions related to invoices and payments.

Joyce Worthy| Accounts Payable Supervisor
Phone: 919-539-6249
Email: jworthy8@NCCU.EDU

Randi Osorio| Lead Accounts Payable Technician
Phone: 919-530-7866
Email: rosorio@NCCU.EDU
Reconciliation of statements, discrepancies, past due invoices

Nina Sheppard| Accounts Payable Technician
Phone: 919-530-7044
Email: nsheppard@NCCU.EDU
Vendors (#-J)

Kingsley Childs| Accounts Payable Technician
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Vendors (K-Z)

Lisa Melvin| Accounts Payable Technician
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Check request, Utilities, Capital Projects