NCDENR

NORTH CAROLINA DEPARTMENT OF
ENVIRONMENT AND NATURAL RESOURCES

Internal Operating
P O L I C Y

Number: AP-4

Section: Office of the Controller

Subject: Payment Due Date

Approved By: DENR Secretary

Eff. Date: July 7, 1995
Revised: February 6, 2013
Page 1 of 2

Policy   The policy of DENR is to have all vendor and employee payments paid in a timely manner in order to avoid incurring late fees or other delinquent charges. To accomplish this goal, all payments in the pay entities

16PT (trade vendors)

16PC (contract vendors)

16PN (non-trade vendors)

16PE (employees)

should be issued *three (3) days prior to the Payment Due Date* when possible. By allowing for check preparation and mail time, we are able to ensure that the payment is received by the vendor on the Payment Due Date.

Each division should make every effort to alert their vendors to the availability of electronic payment processing and its cost effectiveness.

Procedures   The payment of each invoice requires payment information. The **Payment Due Date** is the date on which the invoice is due to be paid. The **Terms Code** indicates the payment terms that are established and listed on the *Payment Terms List (PTL)* screen. All pay entities will follow the normal procedures for using the Payment Due Date or the Terms Code.

Because the system calculates the date to reflect the required three (3) days, each User may allow the system to default the Terms Code for each vendor.

For example: *N30* now states ***pay in 30 days***, but the system will calculate a due date in ***27 days***.

Discount dates have also been changed so that a due date of ***10 days*** will calculate using 7 days.

Any invoice *due upon receipt* should be entered using Net or *N10*. *N10* states due in ***10 days***, but the system will calculate a due date in ***7 days***. This is deemed to be a reasonable amount of time to make the payment.

On the *IWS-1T* screen, the **TERMS CODE** field defaults from the system. The screen will appear as follows:

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OCP                      INVOICE WORKSHEET 1                    IWS-1T


NEXT FUNCTION: _____  ACTION: _____            04/01/2011  15:38:48
REQUEST: _____
 ==============================================================================
INVOICE NUMBER   : _____123456    DATE: __03/16/11    MODEL: _ _____
VENDOR SHORT NM: RALEIGHOFFICESUP    RALEIGH OFFICE SUPPI    CURR      : ____
VENDOR NUMBER   : _560677225 A_       RALEIGH, NC           CM/DM       : _
PO REFERENCE       : ____ _____ ____   COUNTY CODE: _____    MULTI PYMT : _
TERMS CODE: N30    PYMT DUE DATE: _____    DISCOUNT AMT/PCT: _____
 REMIT MSG: ___ _____

                                            SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT        CENTER          BID  PROJECT
 QUANTITY UNIT  ITEM NUMBER  DESCRIPTION PRORATE (T F A D) USE   99   NCG   FED
0001 _____    ___ ____ _____ _____ ____ _____
 _____ ____ _____ _____ _ _ _ _ _____ ____ ____ _____
0002 _____    ___ ____ _____ _____ ____ _____
 _____ ____ _____ _____ _ _ _ _ _____ ____ ____ _____
0003 _____    ___ ____ _____ _____ ____ _____
 _____ ____ _____ _____ _ _ _ _ _____ ____ ____ _____
0004 _____    ___ ____ _____ _____ ____ _____
 _____ ____ _____ _____ _ _ _ _ _____ ____ ____ _____

SALES TAX/VAT    : _____ _____    FREIGHT        : ___ _____
ADDITIONAL COST: _____ _____      GROSS AMOUNT:    _____
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