

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1180535
Vendor Name: IDES-Magnetic Media Unit
Invoice Number: 808655 Q2 2020
Invoice Date: 06/21/21
PO Number:
Check Number: D21642
Check Amount: \$ 18,221.00
Check Date: 06/23/2021
Department ID: 00835
Reviewer Name:
Voucher Number: V0688062
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 6/21/2021
Vendor ID: 1180535

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
2nd Qtr 2020 Unemployment	01	90	00835	5204001	Unemployment Insurance Exps	\$ 18,221.00
Grand Total						\$ 18,221.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

- ☒ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Illinois Dept of Employment Security
Payee Address: P.O. Box 19299 Springfield, Illinois 62794-9300

Other Instructions: DO NOT SEND CHECK - PAID BY BANK DEBIT This check request is to book difference between IDES billings and amount paid for 2nd quarter 2020.

Description on Check:

2nd Qtr 2020 Unemployment

Approvals:

Prepared By: Eugene Refakes
Signature: Eugene Refakes
Payment Due:
Board Approved Date:

Approved By: **APPROVED** By David P Virgilio at 9:21 pm, Jun 22, 2021 Date:
Signature:
Approved By: Date:
Signature:
Approved By Division VP: Date:
Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wed Jun 23 09:31:34 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: IDES CHECK REQUEST 18221.pdf

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, June 23, 2021 9:19 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: IDES CHECK REQUEST 18221.pdf

Hi Bethany,

See below. Please append these to the IDES payment I sent you earlier today.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Virgilio, David <virgiliod@cod.edu>
Sent: Wednesday, June 23, 2021 7:31 AM
To: Refakes, Eugene <refakese@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: IDES CHECK REQUEST 18221.pdf

Hi Joyce, here is a copy with my approved stamp on it you can keep for your records. The attached email string would also serve as good backup.

Thx!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Refakes, Eugene <refakese@cod.edu>
Sent: Tuesday, June 22, 2021 5:32 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Marek, Robert <marekr@cod.edu>; Vosicky, Judith <vosicky@cod.edu>; Virgilio, David <virgiliod@cod.edu>
Subject: IDES CHECK REQUEST 18221.pdf

Hi Joyce,

Please process. Also, mark this voucher paid with a virtual check number. This is not PO related.

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Financial Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

Disclosure Statement:

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[attachment: IDES CHECK REQUEST 18221.pdf]

[attachment: message.eml]

[attachment: IDES PAYMENT RECONCILIATION.pdf]

College of DuPage - Accounts Payable

Check Request Form

Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

From: "Virgilio, David" <virgiod@cod.edu>
To: "Refakes, Eugene" <refakese@cod.edu>
CC: "Vosicky, Judith" <vosicky@cod.edu>, "Sekerka, Joyce" <sekerkaj@cod.edu>, "Marek, Robert" <marekr@cod.edu>, "Brady, Scott" <bradys310@cod.edu>
Subject: Re: payment from earlier this year RE: unemployment
Date: Sat, 19 Jun 2021 02:56:34 +0000
Message-ID: <8788EB71-1CC7-438E-AC80-8E412C9EB485@cod.edu>

Ok thank you! Please let us know once it's posted.

Thx!

-DV

On Jun 18, 2021, at 7:57 PM, Refakes, Eugene <refakese@cod.edu> wrote:

Hi Dave,

I prefer option 1. I think that reflects best what happened. I apologize for figuring the \$14,668 into the equation. IDES records show that payment as posted and then reversed, and it didn't register to me that the money actually cleared our bank. I will enter the check request under option 1 accordingly.

Date	Description		Amount	Payment Number Recorded in Colleague	Result
9/11/2020	V0643971 - 2nd qtr 3/15-6/30/20	A	178,779.00	IM*D21559	Payment Rejected by IDES
2/4/2021	Direct Payment to IDES		99,000.00		Payment Successful
2/4/2021	Direct Payment to IDES		98,000.00		Payment Successful
	Total Direct Debits	B	197,000.00		
	Difference Between Vouchers and Actual Payments	B-A	18,221.00		
	Amount to Be Vouchered Before Year-End	B-A	18,221.00		

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Financial Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

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From: Virgilio, David <virgilio@cod.edu>

Sent: Friday, June 18, 2021 12:38 PM

To: Refakes, Eugene <refakes@cod.edu>; Vosicky, Judith <vosicky@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Marek, Robert <marekr@cod.edu>; Brady, Scott <bradys310@cod.edu>

Subject: RE: payment from earlier this year RE: unemployment

Hi Eugene, based on our understanding, the options should be one of the three below. Take a look at our reasoning and let us know your preferred approach. Thanks!

1. **Issue a voucher and "dummy" payment to the IDES vendor for \$18,221.** The \$14,668 that Eugene referenced was debited from the bank on 7/16/20 but not vouchered until 2/9/21 (attached). That is not an open item, so that should not be considered in his equation. However, voucher V0643971 for \$178,779 never left the bank; **so we're just taking the February payments out the door (\$197,000) less what was vouchered and not actually paid (\$178,779) to get us to the difference of \$18,221 to be vouchered.** I would just need Kevin to double-check that the \$178,779 is still showing as unpaid in his bank rec.
2. **Void V0643971 for \$178,779 and enter two separate vouchers for \$98,000 and \$99,000,** to match the actual payments out the door. This is the cleanest, but I don't know what backup Eugene would want to use for the check requests.
3. **Void V0643971 for \$178,779 and enter one voucher for \$197,000,** to match the two payments that went out the door in February.

The \$3,553 mentioned takes into account the \$14,668, but should not, since that is not an open item.

Thanks to everyone working on this one... I know it's a bit of a messy situation, but I believe we are almost there, if we can address it by using one of these three options.

Thanks!

David P. Virgilio, C.P.A.

Interim Controller / Assistant Financial Controller – Financial Affairs

College of DuPage – Glen Ellyn, IL

phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Refakes, Eugene <refakes@cod.edu>

Sent: Thursday, June 17, 2021 4:19 PM

To: Vosicky, Judith <vosicky@cod.edu>; Virgilio, David <virgilio@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Marek, Robert <marekr@cod.edu>; Brady, Scott <bradys310@cod.edu>

Subject: RE: payment from earlier this year RE: unemployment

Hi Judy,

So the two vouchers were expensed for \$193,447.00. We recorded payments in AP for that amount. That would have zeroed the AP liability. However, the actual cash outflow from our bank account at the time did not happen due to the bank rejecting my debit requests to pay IDES. I then did two debit requests again (for \$98k and \$99k) and those

cleared, so we ended up paying \$3,553.00 too much. I propose entering a check request to expense the \$3,553.00 until we officially sort out what we owe IDES.

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Financial Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

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From: Vosicky, Judith <vosicky@cod.edu>

Sent: Thursday, June 17, 2021 2:48 PM

To: Virgilio, David <virgiliiod@cod.edu>; Refakes, Eugene <refakese@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Marek, Robert <marekr@cod.edu>; Brady, Scott <bradys310@cod.edu>

Subject: RE: payment from earlier this year RE: unemployment

Hi Eugene,

I am confused. You need to voucher the bank debits of \$99,000 and \$98,000 for both of these payments. We can record a JE for a receivable. Was this your intention?

Judy

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Virgilio, David" <virgiliiod@cod.edu>

Date: 6/17/21 2:37 PM (GMT-06:00)

To: "Refakes, Eugene" <refakese@cod.edu>, "Sekerka, Joyce" <sekerkaj@cod.edu>

Cc: "Vosicky, Judith" <vosicky@cod.edu>, "Marek, Robert" <marekr@cod.edu>, "Brady, Scott" <bradys310@cod.edu>

Subject: RE: payment from earlier this year RE: unemployment

Thanks Eugene -- Judy and/or Bobby.... Can you confirm this matches up with what you were expecting?

Thx!

David P. Virgilio, C.P.A.

Interim Controller / Assistant Financial Controller – Financial Affairs

College of DuPage – Glen Ellyn, IL

phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Refakes, Eugene <refakese@cod.edu>

Sent: Thursday, June 17, 2021 2:34 PM

To: Virgilio, David <virgiliiod@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Vosicky, Judith <vosicky@cod.edu>; Marek, Robert <marekr@cod.edu>; Brady, Scott <bradys310@cod.edu>

Subject: RE: payment from earlier this year RE: unemployment

Here is what I believe should be the handling of these payments. Please review and confirm if you agree. I will then enter the voucher.

Date	Description		Amount	Payment Number Recorded in Colleague	Result
2/9/2021	V0661301 - 1ST QRT 1/1/20-3/31/20		14,668.00	IM*D21579	Payment Rejected by IDES
9/11/2020	V0643971 - 2nd qtr 3/15-6/30/20		178,779.00	IM*D21559	Payment Rejected by IDES
	Total Vouchers Booked to GL	A	193,447.00		
2/4/2021	Direct Payment to IDES		99,000.00		Payment Successful
2/4/2021	Direct Payment to IDES		98,000.00		Payment Successful
	Total Direct Debits	B	197,000.00		
	Difference Between Vouchers and Actual Payments	B-A	3,553.00		
	Amount to Be Vouchered Before Year-End	B-A	3,553.00		

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Financial Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

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From: Virgilio, David <virgiliiod@cod.edu>

Sent: Wednesday, June 16, 2021 2:38 PM

To: Refakes, Eugene <refakese@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Vosicky, Judith <vosicky@cod.edu>; Marek, Robert <marekr@cod.edu>; Brady, Scott <bradys310@cod.edu>

Subject: payment from earlier this year RE: unemployment

Importance: High

Hi Eugene - - regarding the payments we've made earlier this year in February to IDES for unemployment (which has come up during the bi-weekly open items meetings), can you let us know whether or not this can get vouchered prior to June 30 so that it is recorded on the GL? We do not want this item to be an open item as of June 30.

Please let me know when you have a chance,

Thanks!

David P. Virgilio, C.P.A.

Interim Controller / Assistant Financial Controller – Financial Affairs

College of DuPage – Glen Ellyn, IL

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Date	Description		Amount	Payment Number Recorded in Colleague
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	Total Direct Debits	B	197,000.00	
	Difference Between Vouchers and Actual Payments	B-A	18,221.00	
	Amount to Be Vouchered Before Year-End	B-A	18,221.00	

Result
Payment Rejected by IDES
Payment Successful
Payment Successful
This difference will be figured into reconciliation of billings COD and IDES are addressing.