


# Vendor Name/Address - FIN3000

# Table of Contents

**Vendor Name/Address - FIN3000** ..... i
**Vendor Name/Address - FIN3000** ..... 1

# Vendor Name/Address - FIN3000

***Finance > Maintenance > Vendor Information > Vendor Name/Address***

This tab is used to establish and maintain a file for each vendor doing business with the LEA. You can activate or deactivate a vendor, delete a vendor (if no outstanding transactions are pending), and maintain vendor status or eligibility for doing business with the LEA.

## Retrieve or add a vendor name and address:

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| **Add** | Click to clear all fields and add a vendor. | OR | **Retrieve an existing record.** | In the **Vendor** field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor.<br>Click **Retrieve**. The vendor information is displayed.<br><br>If the vendor number is not known, click **Directory**.<br>The Vendors directory is displayed.<br>Type data in one or more of the search fields.<br>Click **Search**. A list of data that matches the search criteria is displayed.<br>Select a vendor name from the list. Otherwise, click **Cancel**. |

| Field | Description |
|---|---|
| **Vendor Number** | If **Use Automatic Vendor Number Assignment** is selected on the Tables > District Finance Options page, type the vendor's name and click **Save**. A vendor number is automatically assigned to the vendor based on the **Next Available Vendor Number** field on the District Finance Options page.<br>If **Use Automatic Vendor Number Assignment** is not selected on the Tables > District Finance Options page, type a five-digit vendor number to be assigned to the vendor. |
| **Active/Inactive** | Click ⌄ to select whether or not this vendor is active. The default is set to **Active**. If the vendor is set to inactive, the record remains, but you cannot use it in posting data.<br>If the field is set to **Inactive**, you can use the vendor name for transactions that were created prior to setting the flag (e.g., printing checks, reversals, changes). |
| **Vendor Name** | Type the name of the vendor.<br>**Notes**:<br><br>If the **Name** field from the **Remittance Address** section is blank, the **Vendor Name** field is populated to all unprocessed checks within all file IDs, and the checks will contain the newly updated vendor name.<br><br>The **Name** field will replace the **Vendor Name** field unless the **Name** field is blank. |
| **Vendor Sort Key** | The vendor name is displayed unless you overwrite it. |

| Field | Description |
|---|---|
| **Doing Business As** | Type the DBA name if it is different from the vendor name entered above. This field is printed on all checks and 1099s, in addition to the vendor name. The vendor name is not printed on purchase orders if a DBA name exists. |
| **Fed Code (SBIR)** | Type a five-digit numeric code to identify if the vendor is a recipient of a Small Business Innovative Research award and possibly linked to other federal grants for reporting and compliance purposes. |
| **Required Review in Req** | Click if this vendor requires a review by the business office. A message is displayed when selected in the Purchasing application. |
| **Contract Eligible** | Select if this vendor is eligible for contracts. |
| **Last Trans** | The last transaction date is only updated when a PO, PA, or check transaction is created. This field does not normally display on a new vendor entry. |

Under **EIN/SSN**:

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| **Type** | Click to select the EIN (employee identification number) or SSN (social security number). This selection determines the format that is displayed or printed on reports. |
| **Number** | The selected format (XXX-XX-XXXX for SSN or XX-XXXXXXX for EIN) in the **Type** field is displayed. If the field is not populated at the time the 1099-MISC is printed, this vendor is not included. |

**Note**: The vendor can have an EIN or SSN without the **1099 Eligible** flag selected. However, for transactions to be selected and included on the FIN2050 - 1099 Report, the **1099 Eligible** flag must be selected. The **1099 Eligible** flag and the **EIN/SSN** must be populated for a 1099-MISC form to be printed.

Under **Flags**:

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| **1099 Eligible** | Select to not require an EIN/SSN number until printing the 1099 form. This field does not have to be selected before creating transactions as transactions are collected based on 1099 eligibility and the object code table at the time Create 1099 Work File is run. If it is found that a vendor should have a 1099-MISC and the Create 1099 Work File has already been performed, you need to either recreate the 1099 work file or manually enter the transactions in the 1099 Record Maintenance page for the vendor. |
| **Local Vendor** | Select to indicate that the vendor is local. This field is selected by default. |
| **Bid Eligible** | Select to indicate that the vendor is eligible for bid processing. This field is selected by default. |
| **Minority Owned** | Select if the vendor is minority owned. |

Under **W9 Date**:

The W-9 is a federal IRS form required from all vendors with whom the district expects to do business of $600 or more and that qualify for 1099 eligibility within the year.

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| **Mailed** | Type the date in the MMDDYYYY format on which the W-9 form was mailed. |
| **Received** | Type the date in the MMDDYYYY format on which the vendor W-9 data is entered. |

Under **Local Use**:

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| **1** | Type any vendor information or comments. The field can be a maximum of 25 characters. |
| **2** | Type any vendor information or comments. The field can be a maximum of 25 characters. |

Under **CIQ**:

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| **Form Received** | Select if the Conflict of Interest Questionnaire (CIQ) form has been received. |
| **Received Date** | Type the date in the MMDDYYYY format on which the CIQ form was received. |

Under **Order Address**:

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| **Address Line 1** | Type the vendor point of contact or other address information. |
| **Street Nbr/Name** | Type the vendor's mailing or physical address. Use the apartment abbreviation (APT) or the suite abbreviation (STE) and number, if known. |
| **City/State** | Type the name of the city where the vendor's address is located. Click ⌄ to select the two-character state code. |
| **Zip Code** | Type the five-digit postal code for the delivery area. |
| **+4** | Type the four-digit code for the designation of the delivery route, if known. |
| **Country** | Type the country where the vendor's address is located. The field is optional and can be a maximum of 35 characters. |

**Notes**:

- If a remittance address exists, it is used as the 1099 address; if there is no remittance address, the order address is used as the 1099 address.
- Click **Duplicate** to copy the data from **Order Address** to **Remittance Address**, all **Remittance Address** fields (except the **Name** field) must be blank.

Under **Remittance Address**:

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| **Name** | Type the remittance vendor name that may be different from the actual vendor name. The field is optional and can be a maximum of 35 characters. |
| **Address Line 1** | Type the vendor point of contact or other address information. |
| **Street Nbr/Name** | Type the vendor's mailing or physical address. Use the apartment abbreviation (APT) or the suite abbreviation (STE) and number, if known. |
| **City/State** | Type the name of the city where the vendor's address is located. Click ⌄ to select the two-character state code. |
| **Zip Code** | Type the five-digit postal code for the delivery area. |
| **+4** | Type the four-digit code for the designation of the delivery route, if known. |
| **Country** | Type the country where the vendor's address is located. The field is optional and can be a maximum of 35 characters. |

**Note**: If the **Name** field is blank, the **Vendor Name** field is populated to all unprocessed checks within all file IDs, and the checks will contain the newly updated vendor name. The **Name** field

will replace the **Vendor Name** field unless the **Name** field is blank.

Under **Numbers**:

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|---|---|
| **Phone** | Type the phone number in the standard format of (000) 000-0000. A six-digit extension is also allowed. |
| **Fax** | Type the fax number in the standard format of (000) 000-0000. A six-digit extension is also allowed. |

Under **Links**:

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| **E-mail** | Type the vendor's e-mail address in order to send information to the contact person as needed. The field can be a maximum of 45 characters. |
| **E-mail** | Click to send an e-mail using your default e-mail client. The To: e-mail address is populated if the **E-mail** field contains an e-mail address. |
| **Internet** | Type the vendor's web address. The field can be a maximum of 45 characters. |
| **Internet** | Click to go to the specified website using your default Internet browser. |
| **EFT E-mail** | Type the vendor's email address to send the vendor EFT payment information. The field can be a maximum of 45 characters. |
| **EFT E-Mail** | Click to open a new email message using your default email provider. |

**Note**: The vendor's EFT email address is required prior to adding the vendor's bank information on the Vendor Miscellaneous page.

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| **Comments** | Click to open the Comments pop-up window.<br>•<br>Type your notes or other information that relates to the particular vendor on the page.<br>•<br>Click **OK** to save the comments and close the page, or click **Cancel** to close the page without saving the comments. A paperclip icon is displayed on the **Comments** button if comments exist for the selected vendor. |

❑ lick **Save**.

## Other functions and features:

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| **Add** | Click to add a vendor. |
| **Delete** | Click to delete a vendor. |
| **Documents** | View or attach supporting documentation. |