

Vendor Miscellaneous - FIN3000

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This tab is used to record bank information for each vendor doing business with the local education agency (LEA). If a vendor has bank information on file, the vendor can receive electronic payments via an electronic funds transfer (EFT). This information is also used for employee travel reimbursements.

Additionally, this tab allows you to assign category codes to specific vendors making it easy to sort and group vendors to meet your LEA's needs. The information listed on this tab is optional.

The vendor's assigned category codes are automatically populated in the **Bid Category** drop-down field on the Purchasing > Maintenance > Create/Modify Requisition and Warehouse > Maintenance > Create/Modify Inventory Restock Requisitions pages when a requisition is created for the vendor.

Retrieve or add vendor information:

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. Click **Retrieve**. The vendor information is displayed. If the vendor number is not known, click **Directory**. The Vendors directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click **Cancel**.

❑ Under **Bank Information**:

Bank	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the Finance > Tables > Bank Codes tab. Select a bank code. If the bank code or name is not known, click ⋮ to select a bank from the Banks lookup or press the SPACEBAR to view a list of banks.
Bank Acct Nbr	Type the corresponding bank account number for the selected bank.
Bank Acct Type	Select the account type for the selected bank and bank account number. *2 Checking account* *3 Savings account*
PreNote	Select to generate a prenote to the bank.

❑ Click **Copy from Payroll** to copy the employee's bank information from the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab.

Note: The **Copy from Payroll** functionality uses the Finance bank code and not the Payroll bank code. If the bank record (routing number) from Payroll does not exist in Finance, a new bank

record will be automatically added to the Finance > Tables > Bank Codes > Bank Codes tab. The bank record in Finance may be added with a different bank code than Payroll as it uses the next available bank code when adding the new record. If the employee does not have a bank record in Payroll, an error message is displayed.

- The vendor must have an **EFT Email** listed on the Vendor Name/Address tab to save the record.
- The bank information must have a zero **Bank Acct Amt**.
- This button only displays if the vendor and employee SSN records match. On the Finance > Maintenance > Vendor Information > Vendor Name/ Address tab, under **EIN/SSN**, the **Type** must be *SSN* and the **Number** must match the employee's **SSN** on the Personnel > Maintenance > Staff Demo > Demographic Information tab.

❑ Under **Category Information**:

The fields in this section are display only with the exception of the **Category Code**, but can be edited on the Tables > Vendor Categories page.

Category Code	Type the category code, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a category code. The category code must exist on the Tables > Vendor Categories page. If the category code is not known, click ⋮. The Category Codes lookup is displayed. Select a category code from the list. Otherwise, click **Cancel**.
Category Description	The description of the selected category code is displayed.
Bid Category	Selected if the category code is identified as an active bid category.
Begin Date	The beginning effective date for the bid is displayed.
End Date	The ending effective date for the bid is displayed.

❑ Under **HUB Information**:

HUB Code	Type the three-digit HUB category code. Or, click ⋮ to select a code from the HUB Codes lookup. Only HUB codes with the **HUB** field selected on the Tables > Vendor Categories page are displayed.
HUB Description	The HUB category code description from the Tables > Vendor Categories page is displayed.

❑ Click **Save**.

Other functions and features:

Documents	View or attach supporting documentation.


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