



**University of Maine System
Financials**

Vendor Create and Maintenance Manual

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Introduction

The Vendor Records in the new Financials System will only have one Vendor file system wide for all the Vendors we are currently using. The Campus specific information will be housed under the Location Tab as we will see later in this manual. A process was run to convert the Vendors from the Legacy System into our new system. All vendors were converted except for Duplicate Vendors, Vendor Alias Names and Vendors that were archived to history. This reduces redundancy, maintenance and data integrity problems since all the information is entered into one system. We will go over adding a new Vendor following the tabs across the top of the vendor file and also how to make changes to an existing Vendor Records.

Process Assumptions:

- The **SetID** for all vendors will be **UMSYS**.
- All Vendor Information will be entered in **Upper Case** system wide except for the URL and Email addresses.
- There are two addresses converted from every unique legacy vendor. One **ORDER FROM** address and one **REMIT TO** address. A vendor may have multiple Addresses but in the new system only one **Vendor Number**.
- The **UMS Standard Abbreviations and Vendor Names** nomenclature will still be used in the new vendor files.

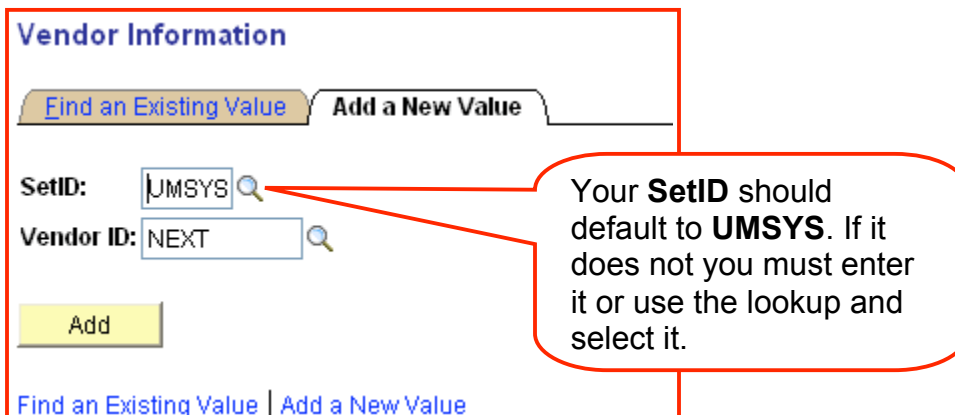
I. Adding a New Vendor

There will be only a few people on each Campus with the Create a New Vendor role. The Vendor Create role is the only role with vendor approval status. A number of other folks will be able to Maintain Vendors which is having the ability to upgrade and Add new vendor information.

1. Navigation

Access to the Vendor Set-up and Maintenance page is as follows: **Vendors > Vendor Setup/Maintenance > Vendor Information**

The following page will appear when you click the Add a New Value Tab:



Vendor Information

[Find an Existing Value](#) **Add a New Value**

SetID:

Vendor ID:

[Find an Existing Value](#) | [Add a New Value](#)

Your **SetID** should default to **UMSYS**. If it does not you must enter it or use the lookup and select it.

Click the button.

2. Vendor Identifying Information Page

The Identifying Information page will appear as follows:

There are a number of required fields on this page. The required fields are: **Name 1, Short Name and Open for Ordering**. The Name 1 is where you enter the Vendor Name and you can also use the Name 2 box for additional space. The Short Name should be the first eight letters or characters of the Vendor Name. The Open for Ordering checkbox must be checked for the Vendor to be used.

In the Vendor Classification Box you have a number of options.

The options available in the classification drop down are **Supplier, Attorney or Employee. Note:** Employees will **not** be entered as Vendors as a rule. Employees will be reimbursed for travel and purchases in the Travel and Expense module. Supplier will be our default. Set the status to **Approved**. In the **Persistence** box you have a number of options: They are **Permanent** if this Vendor should never be purged from the vendor file. **Regular** if the vendor should be purged if the status is ever set to inactive. And **One-Time** if this vendor should be set to inactive by the system after processing one payment. The default is **Regular**.

To enter Tax ID numbers, click the [Additional ID Numbers](#) link towards the bottom of the page. The following page will appear:

Additional ID Numbers

Customer ID:

Our Customer Number:

Type	SetID	ID Number	D+B Number
TIN	UMSYS	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Select TIN Type using the Lookup!

Enter the Tax Number of the Vendor in the ID Number field!

Click the button when finished to complete this page. This also completes the Identifying Information page for the vendor.

3. Vendor Address Page

Click on the **Address** Tab.

The following page will appear:

The screenshot shows the 'Vendor Address' page with the following callouts:

- Set the Status to Active.** (Points to the Status dropdown menu)
- Use these arrows to view more than one address.** (Points to the navigation arrows at the top right)
- The country should default in.** (Points to the Country field showing 'USA')
- Enter the Effective Date to allow this address to be utilized.** (Points to the Effective Date field showing '06/08/2005')

The page includes tabs for Identifying Information, Address, Location, Contacts, and 1099. The main form contains fields for Vendor (NEXT), Address (001), Description, Effective Date (06/08/2005), Status (Active), Country (USA), Address 1-4, City, County, Postal, State, and Email ID. A bottom toolbar contains buttons for Save, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

There are a number of required fields on this page also, they are as follows:

Required Fields	
Description	Enter a description of the Address
Effective Date	The date the address is to be effective
Country	Select the country.
Address1	Address of the Vendor
City	City of the Vendor
State	State of the vendor
Postal	Zip code of the vendor

Within the Vendor record you can add multiple vendor addresses. The addresses will be numbered sequentially beginning with 001. Enter a **Description** for this address such as home office, warehouse address, but remember the whole University System will be using these addresses and descriptions. The **Effective Date** must be entered to enable this address to be used. The remainder of the required fields on this page is the Address Information. If there is not enough room for the vendor name you can use the **Address 2** area also. When making a change to a vendor address detail click on the **+** button **insert the new effective date**, make the changes and click **Save**. If the Vendor requires a different name to appear on checks and 1099 withholding reports, click the **Payment/Withholding Alternate Names** link towards the bottom of the page.

The following page will appear:

Simply enter the Payment/Withholding name and click the **OK** button. To enter Phone numbers for your vendor click the **Telephone** link towards the bottom of the address page. The following page will appear.

When entering phone numbers for the vendor all ten digits are entered in the **Telephone** field. You do not need any dashes or parentheses during entry because this field is self-formatting. This is where the FAX number is entered for this address. The **Prefix** box is only used for international phone numbers. This is **NOT** for the area code. Click the **OK** button when finished.

II. Adding Location Information

The **Location** page in the Vendor record is the place where campus specific information is held within the file. The Location and Description will start with your Campus Identifying Number (1 for Augusta, 2 for Farmington, etc.). This page enables you to setup your file with alternative addresses for Ordering, Remit to, Pricing, Returning and Invoicing. It also allows the user quicker campus specific search criteria. To enter your information, click the [Location](#) tab at the top of the page.

The following page will appear:

The screenshot displays the 'Vendor Location' page for Vendor 'NEXT'. The 'Location' field is empty, and the 'Descr:' field is also empty. The 'Eff Date' is set to 08/24/2004 and is marked as 'Active'. The 'Pricing' section shows 'Vendor: NEXT' and 'Location:' with a search icon. The 'Doc Type' section has 'Default' selected. The 'Ordering' section shows 'Vendor: NEXT' and 'Location:' with a search icon, and 'Address: 1' with a search icon. The 'Invoicing' section shows 'Vendor: NEXT' and 'Location:' with a search icon, and 'Address: 1' with a search icon. The 'Remitting' section shows 'Vendor: NEXT' with a search icon, 'Location:' with a search icon, and 'Address: 1' with a search icon. The 'Returning' section shows 'Vendor: NEXT' with a search icon, 'Location:' with a search icon, and 'Address: 1' with a search icon. At the bottom, the 'Payment Options' link is circled in red. A callout box points to the 'Address' fields with the text: 'If you need to change an address for these functions simply use the lookup button and select the proper address from the list.'

In the **Location Field** enter your campus identifying number as the first character and the remainder of field is your choice. Enter a **Description** for this location starting with your campus number. The **Effective Date** is a required field that signifies when the locations should be active in the system, enter your date or use the calendar lookup and select it. The status must to be set to **Active**.

IMPORTANT!! If orders are to be faxed to this vendor, make sure that the Address that contains the correct FAX number is associated with the **Ordering** box on the Location for your campus. (You need to test this with the FAX software.) Click the [Save](#) button.

You do not need to do anything with the Doc Type box or any of the [Hyperlinks](#) at the bottom of the page.

There are some options on the [Hyperlinks](#) pages at the bottom that may be useful. The following is the **Payment Options** [Hyperlink](#):

Payment Options	
Payment Control Pay Group: <input type="text"/> <input type="button" value="Q"/> <input type="checkbox"/> Hold Payment <input type="checkbox"/> Complex Routing <input type="checkbox"/> Always take discount <input type="checkbox"/> Separate Payment <input type="checkbox"/> Factoring <input type="checkbox"/> Apply Netting	Bank Default <input type="button" value="Q"/> Bank: <input type="text"/> <input type="button" value="Q"/> Account: <input type="text"/> <input type="button" value="Q"/> Currency: <input type="text"/> <input type="button" value="Q"/> Rate Type:
Delay Days *Delay Days: Default <input type="button" value="Q"/> Discount: <input type="text"/> 0 Net: <input type="text"/> 0	Payment Method Default <input type="button" value="Q"/> Method: <input type="text"/>
Draft Sight Code *Draft Sight: Default <input type="button" value="Q"/> Draft Sight Code: <input type="text"/> <input type="button" value="Q"/>	Payment Handling <input type="checkbox"/> Payment Handling: Default <input type="button" value="Q"/> Handling: <input type="text"/> <input type="button" value="Q"/>
Draft Rounding *Draft Rounding: Do Not Use <input type="button" value="Q"/> Rounding Position: <input type="text"/> *Remaining Amount Action: Do not issue Draft <input type="button" value="Q"/> *Payment Method: <input type="text"/> <input type="button" value="Q"/> Check	Holiday Processing Options *Holiday Processing: Default <input type="button" value="Q"/> Holiday Options: <input type="text"/> Days: <input type="checkbox"/> <input type="checkbox"/> Allow due date in next month
Draft Optimization *Draft Optimize: Do Not Use <input type="button" value="Q"/> Max Number of Drafts: <input type="text"/>	
Split Condition Options Payment Split ID: <input type="text"/> <input type="button" value="Q"/>	




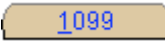
Note: Most options on this page you may never change. The **Bank** information should **NEVER** be changed. In the future this page could become useful for such options as setting defaults for your specific location to generate separate payments or payment handling codes. But initially we will be leaving this page set to the system defaults.

The following page is the [Procurement Options](#) Hyperlink page:

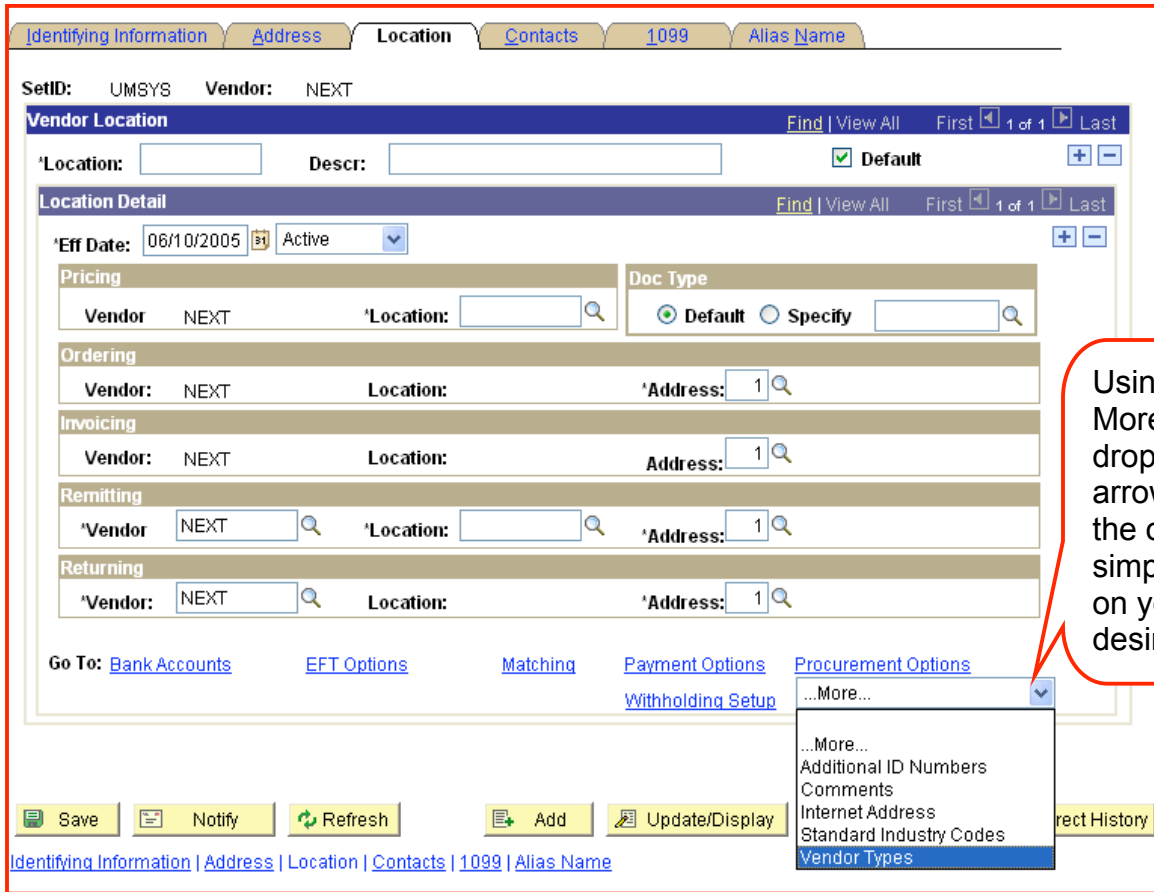
Procurement Options	
Accounting Template Default	Consignment <input type="checkbox"/> Consign Voucher: []
Freight Terms Code Default	Shipping Method Default
Buyer Default	
Payment Terms ID Default	*Basis Dt Type: Default
Currency Information Default Currency: [] Rate Type: []	
Dispatch Methods *PO: [] [] *RFQ: [] [] *Transmit Change Orders: Default [] *RTV: [] [] *Contract: [] []	
Advanced Shipment Receipt <input type="checkbox"/> Advanced Shipment Receipt	Vendor UPN Ready <input type="checkbox"/> UPN Ready

Note: Most options on this page will never change. There may be a need by Location to set defaults. An example on this page is the Payment Terms ID. Now that Vendors will be shared, the need for a specific vendor that one campus or department may have different payment terms then other campuses or departments and want to set those payment terms here for the correct value to be defaulted in when using the vendor.

2. Making Changes

When making changes to a Vendor Address Detail, Location Detail, and Contacts, click on the  button, Insert the New Effective Date where indicated, make your changes and click the  button. To make changes to 1099 information, click the  button on the Location Detail box first, Add the Effective Date, then go to the  Tab and enter the new 1099 information.

The **More** dropdown menu on the Location page:



The **More Dropdown** menu allows you more options on the location page. This is where you would enter vendor types, internet types, and vendor comments. The Additional ID Numbers (tax related) should have been added on the Vendor Identifying Information page and we will **NOT** be using the Standard Industry Codes for our vendors.

To enter a **Vendor Type** select the Vendor Types from the dropdown menu.

The following page will appear:

Vendor Types

Preferred Language:

Customize | Find | View All | First 1 of 1 | Last

Primary	Type	Service Type
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Find"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

OK Cancel Refresh

To Add or Delete More Vendor Types use these buttons.

Use the Type Lookup to select the Vendor Type. Click the OK button when finished.

III. Adding Contacts

To Add **Vendor Contacts** click the **Contacts** tab. The following page will appear:

Identifying Information | Address | Location | **Contacts** | 1099 | Alias Name

SetID: UMSYS Vendor: NEXT

Vendor Contact Find | View All | First 1 of 1 | Last

Contact: 1 Description:

Contact Detail Find | View All | First 1 of 1 | Last

Eff Date: 06/10/2005 Status: Active

Contact Name: Type:

Title:

URL: http://

Description:

Email ID:

Address:

Save Notify Refresh Add Update/Display Include History Correct History

Identifying Information | Address | Location | **Contacts** | 1099 | Alias Name

Multiple Contacts can be entered for vendors they will be numbered sequentially starting with number 1.

Enter a description for the Contact beginning with your Campus Identifying number.

To finish the Contacts page you must enter the **Date** and set the **Status** to **ACTIVE**. Enter a **Contact Name** and **Title**. Other options available for entry are the **URL**, **Detail Description**, **Email Address** and if applicable **Vendor Address** for this vendor along with **Contact Type**.

IV. Adding 1099 Information

If the Vendor needs **1099 Information** set up, this is the page in the vendor record to input the information. When the vendor file is selected the information transfers to for example the voucher, the [Withholding](#) Hyperlink will show up on the voucher header because the vendor had been set up here. It is very important to have the proper 1099 information in the vendor record.

To **Add 1099 Information** for the vendor, click the [1099](#) tab. The following page will appear:

The screenshot shows the '1099' tab selected in a vendor record. The page includes sections for 'Vendor Location', 'Location 1099 Detail', and '1099 Reporting Information'. Three callouts are present:

- 1099 Information**: Points to the '1099 Information' section, which contains a table with columns: Entity, Type, Jurisdiction, Default Jurisdiction, Default Class, and 1099 Status.
- 1099 Reporting Information**: Points to the '1099 Reporting Information' section, which contains a table with columns: Entity, Address, TIN Type, Taxpayer Identification Number, Gender, Date of Birth, Birth Location, Number of children, Company, and Tax District Reference.
- Click the Save button when finished.**: Points to the 'Save' button at the bottom of the page.

To complete the **1099 Information** section we need to complete the following fields. Use the lookup for each field if needed.

Entity – **IRS**

Type – **1099**

Jurisdiction - **Fed** - Check the **Default Jurisdiction** checkbox.

Select the appropriate **Default Class**

1099 Status – **RPT**

To complete the **1099 Reporting Information** we need to complete the following fields. Use the lookup for these fields if necessary.

Entity – **IRS**

Select the appropriate **Address** for 1099 reporting.

Set the **TIN Type** to **S** for an individual or **F** for an organization.

Enter the vendor's **Taxpayer Identification Number**. Click the  **Save** button.

V. Adding Alias Name Information

When we converted the vendors from the legacy system the vendor alias names did not convert. We have to add the alias names to the records as we use them and when we create new vendors. This is a very simple process in the new financials system.

To add a Vendor Alias Name click on the **Alias Name** Tab.

The following page will appear:

The screenshot shows a software interface for adding a Vendor Alias Name. At the top, there are tabs for 'Identifying Information', 'Address', 'Location', 'Contacts', '1099', and 'Alias Name'. Below the tabs, the 'SetID' is 'UMSYS' and the 'Vendor' is '0000000007'. The main section is titled 'Vendor Alias' and contains a text input field labeled 'Vendor Alias Name'. To the right of the input field are '+' and '-' buttons. At the bottom of the screen is a toolbar with buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Three callout boxes provide instructions: one points to the '+' and '-' buttons, another points to the input field, and a third points to the 'Save' button.

To Add or Delete more Vendor Alias Names use these Buttons.

Enter the Vendor Alias Name In the box provided. Reminder: use all upper case!

Click the **Save** button

VI. Vendor Searching and Vendor Alias Searching

The Vendor Search screen is similar to other search screen in the financial system. You have five different fields that you may search by, including two different files, Vendor File and Vendor Alias File. To conduct a Vendor search use the following path.

Vendors > Vendor Setup/Maintenance > Vendor Information

Choose the **Find an Existing Value** tab. The screen will look as follows:

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

SetID: =

Vendor ID: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Vendor Alias Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

To view history you must check the **Include History** checkbox!

The **SetID** for all the Vendor files is **UMSYS**. To search for a vendor using **Vendor ID, Our Customer Number, or Name 1**, enter the appropriate information or a portion of the information in the space provided and click the **Search** button. If the results of the search show only one match, the system will bring you directly into the Vendor file. If there is more than one match they will be listed and you can select the correct vendor. These searches are performed against the Vendor file **Not** the Vendor Alias file.

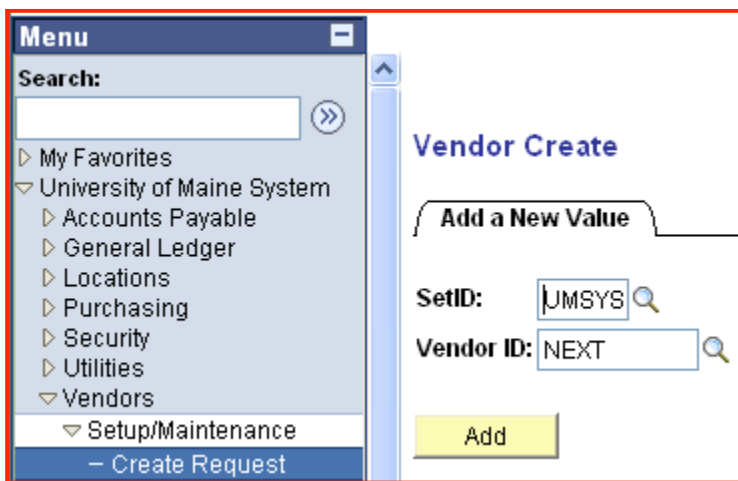
Note: When searching for a vendor by name do a **Short Vendor Name** search first. If **no** matches are found then perform a **Vendor Alias Name** search. **Vendor and Vendor Alias are two separate files.** A Short Vendor Name search does not pull up any vendor aliases that match the search criteria and likewise a Vendor Alias search will not pull up any Vendor name matches. The only search performed against the Vendor Alias file is the Vendor Alias Name search.


VII. Vendor Create/Modify Request Function

When departments on the campus need a new vendor created, they are able to enter their request on-line using this new functionality. Once the requester enters the information the request is sent to the Worklist of the Campus Vendor Create person to be finished and approved.

The navigation for the Requester is as follows:

University of Maine System > Vendors > Setup/Maintenance > Create Request



The Requestor will click the **Add** button and fill in the following two pages in the vendor file and click the  **Save** button. These two pages are the **Identifying Information** and **Address** pages in the Vendor file.

Identifying Information | **Address**

SetID: UMSYS Vendor: NEXT

Vendor Name

*Name 1:
Name 2:
*ShortName:

Vendor Classification

*Classification: HR Class:
*Status: **Use the dropdown arrow and select the **Approved** status.**
*Persistence: Withholding Open For Ordering

Vendor Relationships

Corporate Vendor
 InterUnit Vendor

[Additional ID Numbers](#) [Duplicate Invoice Settings](#) [Government Classifications](#) [Std Industry Codes](#)

[Identifying Information](#) | [Address](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

Identifying Information | **Address**

SetID: UMSYS Vendor: NEXT

Vendor Address Find | View All First 1 of 1 Last

Addr: 001 Descr:


Address Detail Find | View All First 1 of 1 Last

Effective Date: Status:
Country: United States
Address 1:
Address 2:
Address 3:
Address 4:
City:
County: Postal:
State:
Email ID:

[Payment/Withholding](#) [Alternate Names](#) [Telephone...](#)

[Identifying Information](#) | [Address](#)

After the requester clicks the Save button a workflow item is sent to a campus person with the Create Vendors role. The Vendor Create person will then verify that it needs to be created, change the **Status** to **Approved** (as seen above), fill in the Location tab information and if applicable complete the 1099 tab

information. Click the  Save button to create the approved vendor. The vendor file is now created and ready for use in the system.