PeopleSoft v9.1 Accounts Payable

AP01 - Maintain Vendors Training Manual

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PURPOSE

This document will demonstrate how to enter and maintain vendors in PeopleSoft 9.1.

CHAPTER 1 - ENTER IDENTIFYING INFORMATION

NAVIGATION: Home > Vendors > Vendor Information > Add/Update > Vendor

On the **Vendor Information** page (Figure 1), click on the **Add a New Value** tab.

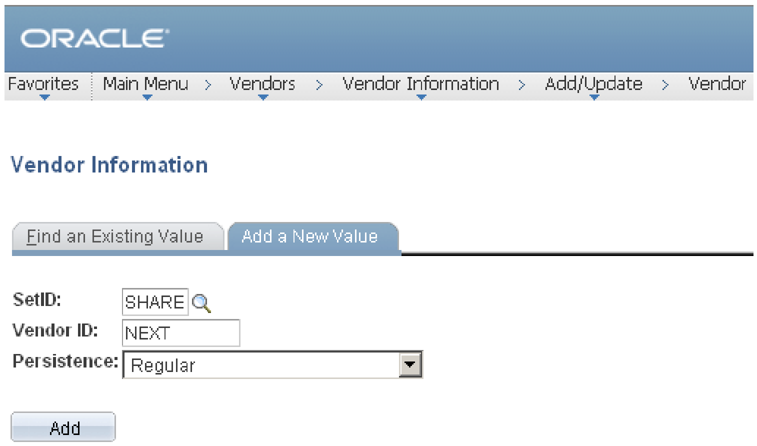

Figure 1

Select a **SetID** and leave **Vendor ID** as *NEXT* to allow the system to assign the next available value. Leave the **Persistence** as Regular.

Click **Add** to display the vendor information pages. The **Identifying Information** page (Figure 2) is displayed.

NAVIGATION: Home > Vendors > Vendor Information > Add/Update > Vendor > Identifying Information

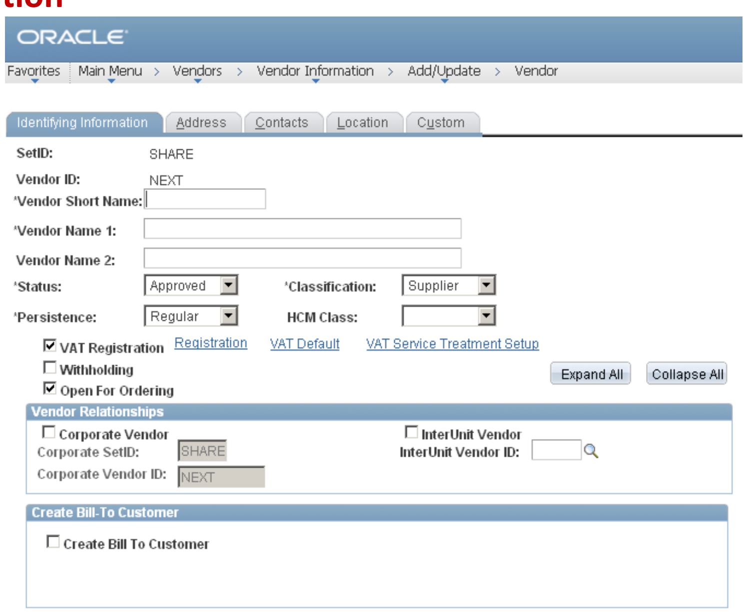

Figure 2

Enter/select the available information. All fields with an asterisk (*) are required.

ShortName: Serves as an alternate search key to access vendor data. If you enter BELL as the short name, the system will make the short name BELL-001 to create a unique short name.

Status: Select one of the following:

- ***Approved***: If you have permission to approve vendors, the system automatically assigns a status of Approved to the vendor.
- ***Inactive***: You cannot enter new vouchers for this vendor.
- ***To Archive***: The vendor will be purged from the system and you can not enter new vouchers.
- ***Unapproved***: Another user with the proper authority needs to approve the vendor before users can enter vouchers for this vendor.

Persistence: Select one of the following:

- ***One-Time***: Only one voucher will be entered for this vendor, after which the vendor status will change to Inactive.
- ***Permanent***: The vendor will always remain in the system even if there is no activity by the As of Date in a Vendor Archive Request. Users can enter unlimited number of vouchers for this vendor.
- ***Regular***: The vendor can be removed from the system by the Vendor Archive Request process if there is no activity for a designated period. Users can enter unlimited number of vouchers for this vendor.

Classification: Select Supplier, Attorney, Employee, or HCM (Human Capital Management)

HR Class: Only required if you select HCM as the classification for this vendor. Select one of the following:

- ***Garn Pay***: Garnishment Payee
- ***Gen Deduct***: General Deductions
- ***Gen Prov***: General Provider
- ***Ins Prov***: Insurance Provider
- ***Nat'l Prov***: National Provider
- ***Part Prov***: Partner Provider
- ***Tax Col***: Tax Collector

Withholding: If you will be entering withholding or 1099 information for this vendor, select this checkbox.

Open for Ordering: Select to designate the vendor open for purchasing goods and services. If this field is unchecked, users will be unable to enter purchase orders for this vendor.

Corporate Vendor ID: Select to associate the vendor that you are creating with a corporate vendor. Select a corporate vendor ID.

InterUnit Vendor: Select to identify this vendor as an InterUnit vendor. Specify the business unit that represents this vendor and select an InterUnit vendor ID.

Create Bill To Customer: Select this check box if you want the system to automatically create a bill to customer upon saving the vendor.

NAVIGATION: Home > Vendors > Vendor Information > Add/Update > Vendor > Identifying Information > Additional ID Numbers

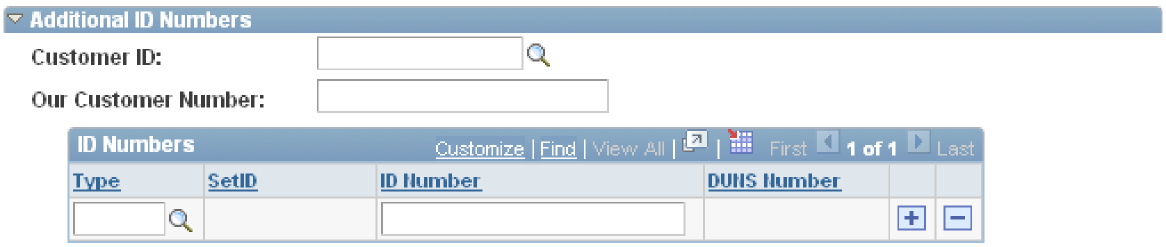

Figure 1

Use this page to enter additional IDs associated with the vendor. These IDs are not used elsewhere in the system.
Customer ID: Select if this vendor is also a customer in Receivables.

Our Customer Number: Enter the number by which this vendor identifies you as a customer.

Enter additional IDs, such as a Tax Identification Number or a Dun & Bradstreet Number, by first selecting the **Type**. To enter more than one type of ID, click the + to insert additional input rows.

NAVIGATION: Home > Vendors > Vendor Information > Add/Update > Vendor > Identifying Information > Duplicate Invoice Settings

This section contains options that are the same as those defined by the PeopleSoft Payables module for the business unit. Ignore this link to accept the defaulted options for this vendor. Click the link to override them.

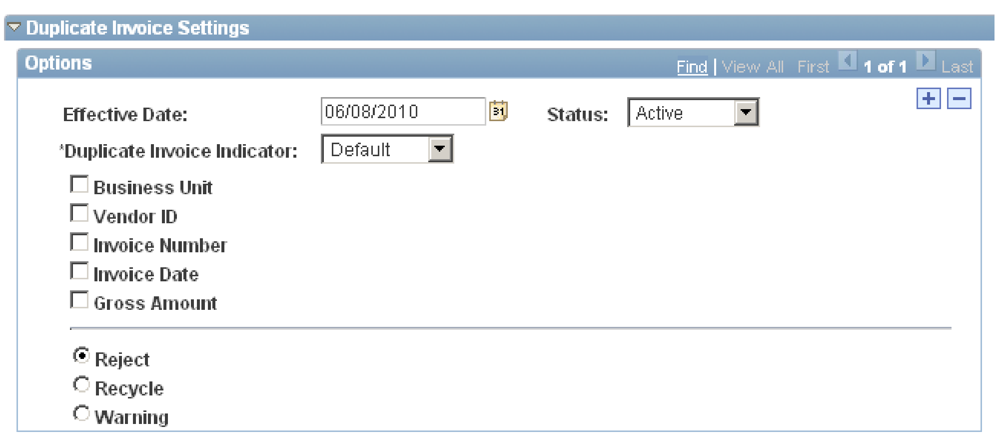

Figure 4

NAVIGATION: Home > Vendors > Vendor Information > Add/Update > Vendor > Identifying Information > Government Classifications

The information on this page (Figure 5) will be used for reporting purposes.

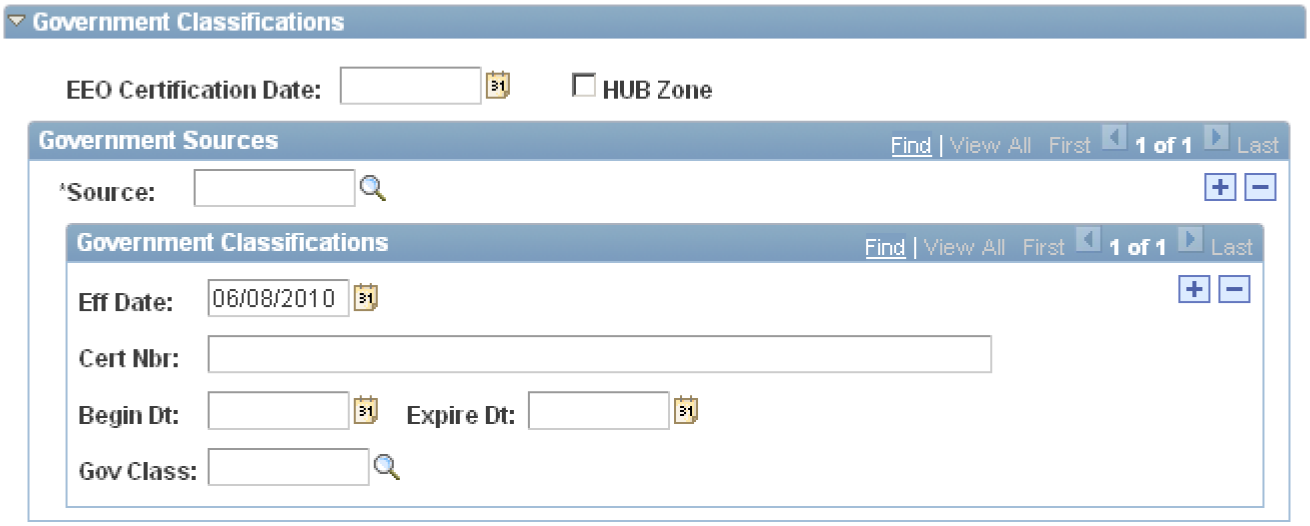

Figure 5

EEO Certification Date: Equal Employment Opportunity Certification Date. Not Required.
HUB Zone: Historically Underutilized Business Zone.
Source: Select the vendor's certification source. You must provide a source before entering the Government Classifications information.

Enter the remaining Government Classifications information.

To add more sources, click the + to the right of the **Source** field.

To add an additional effective-dated row for a source, click the + located to the right of the **Eff Date** field. The previously effective-dated row is stored as historical data for the source.

NAVIGATION: Home > Vendors > Vendor Information > Add/Update > Vendor > Identifying Information > Standard Industry Codes

The information in this section (Figure 6) will be used for Standard Industrial Code purposes.

Figure 6

SIC Type/Code: Select codes appropriate for the vendor. Click the + to add more codes.

NAVIGATION: Home > Vendors > Vendor Information > Add/Update > Vendor > Identifying Information > Additional Reporting Elements

The information in this section (Figure 7) relates to additional reporting elements.

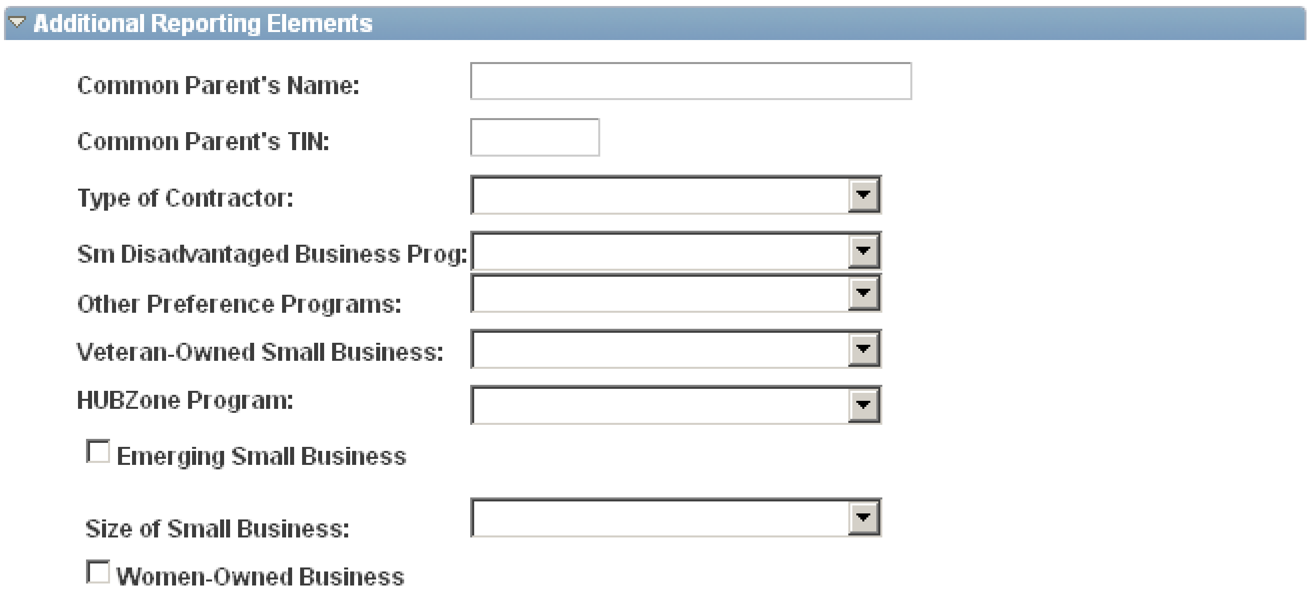

Figure 7

Enter or select any additional information as needed.

CHAPTER 2 - ENTER ADDRESS INFORMATION

NAVIGATION: Home > Vendors > Vendor Information > Add/Update > Vendor > Address

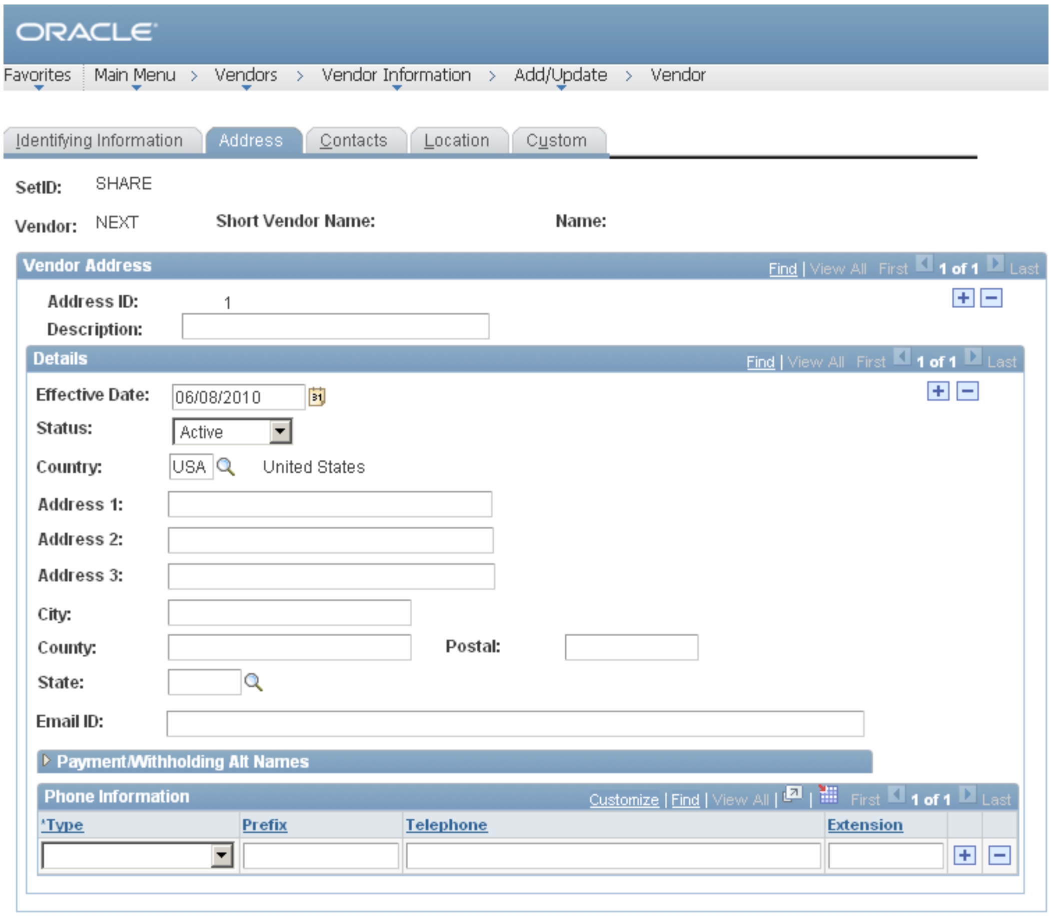

Figure 8

Each vendor must have at least one valid address before the vendor can be saved into the system. You can enter multiple addresses with multiple effective-dated rows for each address.

To insert another complete address for the vendor, click the + at the Vendor Address level and repeat the instructions above.

To insert another effective-dated row for an address (for example, when the MAIN address changes) click the + at the Address Detail level. Select the date when the address becomes effective and enter the rest of the information. You must re-enter "Payment/Withholding Alternate Names and Telephone" information, if necessary.

Repeat until all addresses for the vendor are entered.