Vendors - Input and Maintenance Using PeopleSoft

Prepared by the
Division of School Financial Services

Revised
August 2017
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Vendors – Input and Maintenance Using PeopleSoft

Course Overview

This class provides instructions on creating and maintaining vendors in PeopleSoft.

Participants will be provided with information about Vendor profiles, which includes the creation of a single Vendor profile and the addition of addresses and locations for any Vendor. The class also discusses features and functions for maintaining and managing Vendor information throughout the year.

Course Objectives

Upon completion of this class, participants will be able to:

- Add new Vendors in PeopleSoft
- Understand Vendor Profiles, Addresses, and Locations
- Manage, modify, and maintain Vendor data
- Modify Vendors for ACH-method payment
- Become proficient with Effective-Dating of information
- Establish defaults for use by both Purchasing and Accounts Payable units
PeopleSoft Cheat Sheet

Citrix User Name: ____________________________ (Usually lastname_firstname)

Citrix Password: “citrix” (in all lowercase letters.)

PeopleSoft Operator ID: ________________________

PeopleSoft Password: __________________________

For Help Call: ____________________________ Phone: ______________

Or Call: ____________________________ Phone: ______________

Or Email: ________________________________

PeopleSoft Hotkeys

- F7 – Used to add additional lines.
- F8 – Used to delete lines.
- F4 – Used when in a field that has a list of selectable values. For example, Units of Measure and Category codes.
- % – The percent sign acts as a wildcard. It can be used when searching a field for a specific value. For example, if a user is searching for a vendor with the word “DEPOT” in the name, by typing in “%DEPOT”, PeopleSoft will show all vendors with the letters “DEPOT” in the name.
**Tips**

**Favorites Menu** – PeopleSoft has a menu called “Favorites” that acts a lot like bookmarking a webpage in a web browser. After going into a screen via the regular navigation, users can click on the Favorites menu, then click “Add to Favorites” to add that panel to the Favorites Menu. From then on, users can access that panel simply by clicking Favorites, and selecting the panel name. Below is what the menu looks like after adding several panels.

![Favorites Menu Image](image)

**Recent Menu** – At the bottom of the “Go” Menu is the “Recent” tab. Under the Recent tab are the last 10 screens the user was in, during the current PeopleSoft session. Users can use the “Recent” menu to quickly navigate back to a screen they were in recently.

![Recent Menu Image](image)
Logging into PeopleSoft

To log into PeopleSoft, open your web browser and type in quartz.lacoe.edu into the web address section. Users will be transferred to the Citrix login webpage below.

Citrix User name: Usually it’s LastName_FirstName (not case sensitive)
Password: “citrix” (in all lowercase letters)

NOTE: Users can only use either the Internet Explorer or Mozilla Firefox web browser. Mac users can only use Mozilla Firefox.

After typing in your Citrix username and password, click Log In.
The following screen will appear. Click on the **PeopleSoft_763** Icon.

Users now need to log into PeopleSoft with their PeopleSoft Operator ID and Password.
If the login is successful, a gray PeopleSoft window will appear like the screenshot below.
Adding Vendors in PeopleSoft

From time to time it will be necessary for district Purchasing and Accounts Payable personnel to add vendors to the Vendor tables stored within PeopleSoft. This is because users cannot create Purchase Orders or process Vouchers for anyone who is not listed in the Vendor tables.

PeopleSoft Vendor profiles store as much information as the district requires. It can be as simple as a Vendor name and address; or more detailed information about shipping methods and payment terms, as well as defaults for both Purchase Order creation and voucher processing.

When entering new vendors into PeopleSoft, district staff should gather all the information they want to track for the vendors with whom they do business. This can include:

- Vendor Identifying Information
- Vendor Addresses
- Vendor Locations
- Vendor Procurement Options
- Vendor Payment Options
- Vendor 1099 Control Information

NOTE: It is important to remember that once added to the district vendor table, a vendor cannot be deleted. However, they can be inactivated.

PeopleSoft is organized to enable easy entry, update, and inquiry in four primary Vendor areas:

- Vendor Identification
- Vendor Contacts
- Vendor Conversations
- Vendor Withholding Information

Understanding Effective Dates

The Vendor Panel is Effective Date driven. PeopleSoft’s effective-dating logic enables an accurate history of information in the database. Effective dating allows the system to store historical data, see changes in data over time, and enter future data. For example, you may want to track when a particular vendor changed from warrant payment method to ACH payment method.

When you enter new information that is related to existing data, you do not want to lose or overwrite the data already stored in the database. To retain history, add a data row identified by the date when the information goes into effect: the effective date. You can use the information to track changes over time.

When a user inserts a row in an effective dated panel, the effective date will default to the current date. The user must change the current date to a prior date to cover invoices dated prior to vendor setup. Failure to change the effective date may result in Voucher or Purchase Order error.
Step-by-Step Instructions for Creating New Vendors

Step 1: Enter the Vendor Identifying Information

Navigation Steps

Menu: Go ➔ Administer Procurement ➔ Maintain Vendors ➔ Use ➔ Vendor Information ➔ Identifying Information ➔ Add
Enter Set ID, and Vendor ID number or NEXT

NOTE: When using NEXT, the system will generate the next available 10 digit Vendor ID number.
Alternatively, users can assign a vendor ID of 10 characters or shorter.

On the Identifying Information panel, update the fields as shown in the screen below:

1. Enter the vendor name.
2. Enter short name.

NOTE: Make sure that the vendor name and short name fields are in upper case. Searching for vendors in PeopleSoft must also be in upper case, since PeopleSoft is case sensitive.
3. Select the appropriate vendor Classification from the drop down list by clicking on the arrow:

4. Select the appropriate vendor Status:
   - **Approved:** The system will automatically assign a status of “Approved” to the vendor. This indicates that the vendor is in active status.
   - **Unapproved:** Users cannot enter POs or vouchers into the system for this vendor.
   - **Inactive:** Users cannot enter new POs or vouchers for this vendor.
   - **To Archive:** Users cannot enter new POs or vouchers for this vendor; the vendor will be purged from the system.

   **NOTE:** By default, the vendor’s status remains **active** on the Address, Location, and Contacts panels when a vendor’s status changes to **inactive** on the Identifying Information panel. Users cannot use the vendor on POs or vouchers unless the vendor status is **active** on the Identifying Information panel.

5. Indicate the appropriate Persistence for the vendor:
   - **Regular:** Users can create an unlimited number of POs and vouchers for this vendor.
   - **One Time:** Users can enter only one voucher for this vendor after which the vendor status changes to Inactive.

**Withholding** – The Withholding box is used for 1099 Vendors only. For more information see “Additional Steps for 1099 Vendor Setup” on page 28.

**Open for Ordering** – Open for Ordering box should always be checked.

**Tax ID Number** – (Optional). This field does not apply to the 1099 Withholding vendor set-up. The 1099 Withholding vendor set-up is discussed in a separate section (see Table of Contents).

**Vendor Relationships** – The Corporate Vendor box and drop down list fields are not used.
Step 2: Add the Addresses

Click the Address tab in the Vendor Information panel group.

Fill in the Address Description, Effective Date, Country, Address 1, City, State, and Postal Code fields. There are additional address fields for optional information.

NOTE: Backdate the effective date to guarantee that transactions dated prior to current date are accommodated.

Notice that the panel has two scroll bars. The outer scroll bar represents the address identifier and description. The inner scroll bar represents address information (street address) associated with the address identifier.

Difference between Address Panel and Location Panel

Addresses are the physical addresses of the vendor. Vendors can have multiple addresses.

For example, Company A has several addresses. It has a main or corporate address (Address 1 Main) and a remit address (Address 2 Remit). There will be one Location (i.e., labeled Location 1) created and it will default to (Address 1 Main) as the main or corporate address and (Address 2 Remit) as the remit address.

Location is not the physical site of the vendor, but a table of defaulting information for a vendor’s various transaction types. LACOE recommends that a location is setup for each payment method. For example, a vendor who is paid through the warrant payment method will have one location. When
this vendor changes to the ACH payment method, the vendor will have two locations: Location 1 for the warrant payment method and location 2 for the ACH payment method.

**Add additional addresses as needed**

To add an additional address, click the Description field and press F7 or select the ‘Insert Row’ icon to add an additional address.

The panel below will create another address identifier for the user. Enter the information for the additional address. Make sure to backdate the effective date (e.g., 01/01/1900). The outer scroll bar becomes active when there is more than one address.
Step 3: Add Telephone and Fax Information for the Address

Click the Telephone Button on the Address panel to enter the phone information for each address. Select the Type of phone (e.g., business, fax, or cell) and enter the number in the Telephone column (Prefix is only for country codes).

**NOTE:** Use F7 to insert rows and to add additional phone information. Use F8 to delete rows or information. Each address has a separate phone information section to setup.
**Payment Alternate Names**

In PeopleSoft, an option to override the vendor name on a warrant is available. This is referred to as the **Payment Alternate Name**. If there is an alternate payment name in the vendor panel set-up, this name takes precedence over the vendor name on commercial warrants. Any voucher processed to a vendor with an alternate payment name will generate/print a warrant using the alternate payment name.

The Payment Alternate Name feature can also be used if the vendor has specified a different payee name on a specific payment to this vendor.

A common use for alternate name would be construction vendors that request the retention payment be made out to a second party such as a financial institution or escrow company.

Since this may be a one-time payment to the alternate payment name, the user must remember to remove the alternate payment name after the warrant has printed. Otherwise, subsequent payments made to the same vendor will continue to print the alternate payment name on the warrant.

PeopleSoft provides two lines for the Alternate Payment Name. A maximum of 40 characters can be entered on each line.

Click on the Alternate Button and type in the Alternate Name. Click the OK Button.
Step 4: Default Vendor Location Setup

The Location tab is used to store default vendor information for purchase orders and accounts payable vouchers.

Enter a location identifier and a description. Enter a prior date (e.g., 01/01/1900) in the Effective Date field. There should only be one location for all non-ACH (Automated Clearing House) vendors.

Navigation

Click the Location tab in the Vendor Information panel group.
Step 5: Procurement Options Button and the Sales Tax Button

The Procurement Options Button and the Sales Tax Button sets up the default settings for purchase orders for that vendor (applicable to Business Units using the Purchase Order Module).

Click the Procurement Options Button to setup the default Match rule if orders to this vendor will use Matching. Click the Matching checkbox and then the drop down to select the appropriate rule.
Choose either TWO_WAY or THREE_WAY Matching.

Next, click the Sales Tax Button to setup the vendor as a sales tax vendor, if needed. By doing so, purchase orders created for this vendor will automatically calculate sales tax. The sales tax default can be overridden on the purchase order if needed.

On the Sales/Use Tax Options panel, change the Sales/Use Tax Code to Sales if the majority of orders to this vendor will have sales tax.
Step 6: Save the Vendor

If the vendor was initially entered with “NEXT” in the Vendor ID field instead of a user assigned vendor ID, the SAVE action will assign the next available Vendor ID (0000015114 in the example below).

The SAVE action will allow the user to set up the default addresses for ordering, invoicing, remitting, and returning.
Step 7: Set the Default Addresses (Multiple Address Vendors)

Change the default Ordering, Invoicing, Remitting, and Returning addresses as needed.

The panel now displays Address 2 as the default remitting address. When an accounts payable voucher is created for this vendor, the vendor’s address will default to the address selected on the Remitting line above. The default address can be changed as needed on each voucher.
Step 8: Add Vendor Contact Information

This panel is used to enter and maintain vendor contact information. Entering vendor contact information is optional.

Navigation
Click the Contacts tab in the Vendor Information panel group.

![Vendor Contact Information Panel]

Additional telephone information can be stored for a vendor contact.
Global Vendors

Understanding Global Vendors

A vendor designated as a Global vendor is exempt from the LACOE School Financial Services (SFS) Commercial Claims hold restrictions. Designation of a vendor as Global/Audit exempt is generally limited to payments using specific Fund/Object Code combinations (for K-12 school districts). For a list of those valid Fund/Object Code combinations, see the Global Vendor Forms G1 and G2 on the following pages. The most recent forms are posted on the LACOE website at the following address:

www.lacoe.edu/sfs

Please see “Documents & Forms” under the heading “Resources” on the right side of the screen, then use the “Search” function in the upper right corner to locate the specific document.

Global Vendor Overrides Panel

In PeopleSoft, the list of valid Fund/Object Code combination can be accessed on the Global Vendor Overrides Panel (New).

Navigation:  GO→Administer Procurement→Enter Voucher Information Inquire→Global Vendor Overrides
The Business Unit number is defaulted to your business unit.

The Threshold amount appears to the right of the panel. This is an inquire panel and no changes can be made.

Payment will be exempt from Audit and Amount Hold as long as the following criteria are met:

- Vendor is designated as “Global”
- Voucher uses the designated Fund/Object combination (please see above)
Global Vendor Setup

Only LACOE can change a vendor’s classification to “Global”. To request that classification, follow these procedures:

1. Districts must first set up the vendor as a supplier vendor as shown in the “Step-by-Step Instructions for Creating New Vendors” section of this manual.

2. Fill out a request form “Request for Global/Exempt Vendor Set-Up (Form G1)” and send it to the Commercial Claims unit of SFS for review. When the request is approved, SFS will change the classification of the vendor from Supplier to Global.

   The information in the Vendor panels will “gray” out once the classification has been changed to “Global.” District Users will not have access to make any changes to a Global vendor.

3. Fill out a request form “Request for Action on Global/Exempt Vendors (Form G2)” if the vendor is already classified as “Global” and the district would like to make changes to the vendor information (i.e., address change, name change).

4. Fill out a request form “Request for Action on Global/Exempt EFT Vendors (Form G3)” if the vendor is already classified as “Global” and the district would like to Associate, Confirm, Change, or Un-Confirm the vendor for EFT processing.

5. Copies of all three forms are included (on the following pages).
# REQUEST FOR GLOBAL/EXEMPT VENDOR SET-UP

(Form G1)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DISTRICT NUMBER</th>
<th>DISTRICT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VENDOR ID</th>
<th>VENDOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please establish the above vendor as Global/Exempt: *(Provide exact description as entered in PeopleSoft)*

<table>
<thead>
<tr>
<th>NAME 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHORT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| VENDORS may be established as Global ONLY for payment of any of the following (Choose one): |

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Fund Code</th>
<th>Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe Benefits</td>
<td>All Funds</td>
<td>3400-3499/3700-3799</td>
</tr>
<tr>
<td>Fringe Benefits Offsetting Accounts</td>
<td>All Funds</td>
<td>9525-9589</td>
</tr>
<tr>
<td>Utilities</td>
<td>All Funds</td>
<td>5500-5539/5550-5599/5900-5999</td>
</tr>
<tr>
<td>Employee Benefits (Self Insurance Funds)</td>
<td>67.x</td>
<td>5800-5899</td>
</tr>
<tr>
<td>Associated Student Trust Fund</td>
<td>71.x</td>
<td>5800-5899</td>
</tr>
<tr>
<td>Withholding/Payroll Liabilities</td>
<td>76.0</td>
<td>9511-9518</td>
</tr>
</tbody>
</table>

| PRINTED NAME AND TITLE OF AUTHORIZED SIGNATORY |
| DISTRICT AUTHORIZED SIGNATURE |
| DISTRICT CONTACT NAME | DISTRICT SECTION/CONTACT NUMBER | DISTRICT CONTACT EMAIL ADDRESS |
|                       |                               |                               |

| For Commercial Claims Unit use only |
| PROCESSED BY |
| SIGNATURE | DATE |
| APPROVED BY: ASST. DIRECTOR, ACCOUNTING OR DESIGNEE | SIGNATURE | DATE |

| For HRS-Operations Unit use only |
| PROCESSED BY |
| DATE |
| DATE SENT TO DISTRICT |

Send completed form with proof of vendor name and address (i.e. letter or bill from vendor) to:

Division of School Financial Services
Commercial Claims Unit
Los Angeles County Office of Education
9300 Imperial Highway, Downey, CA 90242
Fax: (562) 922-6385

FORM NO. 503-927 Rev 06/06/2013
Los Angeles County Office of Education
Division of School Financial Services
REQUEST FOR ACTION ON GLOBAL/EXEMPT VENDORS
(Form Q2)

<table>
<thead>
<tr>
<th>DISTRICT NUMBER</th>
<th>DISTRICT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR ID</td>
<td>VENDOR NAME</td>
</tr>
</tbody>
</table>

**A. Inactivate Vendor**

| Effective Date: |

**B. Vendor Name Change**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name 1:</td>
<td></td>
</tr>
<tr>
<td>Name 2:</td>
<td></td>
</tr>
<tr>
<td>Alternate Name:</td>
<td></td>
</tr>
<tr>
<td>Short Name:</td>
<td></td>
</tr>
</tbody>
</table>

**C. Vendor Address Change**

<table>
<thead>
<tr>
<th>For Address#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactivate Address</td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>Address 1:</td>
</tr>
<tr>
<td>Address 2:</td>
</tr>
<tr>
<td>Address 3:</td>
</tr>
<tr>
<td>Address 4:</td>
</tr>
<tr>
<td>State, ZIP Code:</td>
</tr>
</tbody>
</table>

**D. Other Changes**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Terms</td>
<td></td>
</tr>
<tr>
<td>Other (Please describe)</td>
<td></td>
</tr>
</tbody>
</table>

PRINTED NAME AND TITLE OF AUTHORIZED SIGNATORY

DISTRICT AUTHORIZED SIGNATURE

DATE

DISTRICT CONTACT NAME

DISTRICT SECTION/CONTACT NUMBER

DISTRICT CONTACT EMAIL ADDRESS

**For Commercial Claims Unit use only:**

PROCESSED BY

SIGNATURE DATE

APPROVED BY ASSISTANT DIRECTOR-ACCOUNTING DESIGNEE

SIGNATURE DATE

**For HRS-Operations Unit use only:**

PROCESSED BY

DATE

DATE SENT TO DISTRICT

Send completed form with proof of vendor name and address (i.e. letter or bill from vendor) to:

Division of School Financial Services
Commercial Claims Unit
Los Angeles County Office of Education
9300 Imperial Highway, Downey, CA 90242
Fax: (562) 922-8365

Form No. 503-926 Rev 05/06/2013
**REQUEST FOR ACTION ON GLOBAL/EXEMPT EFT VENDORS**
(Form G3)

<table>
<thead>
<tr>
<th>DATE</th>
<th>BANK CODE</th>
<th>ACCOUNT CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DISTRICT NUMBER</th>
<th>DISTRICT NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VENDOR ID</th>
<th>VENDOR NAME</th>
</tr>
</thead>
</table>

### A. Associate the ACH Bank Account for the Global Vendor above:
(Attach completed Form 503-913)

<table>
<thead>
<tr>
<th>Bank Account established (by District) in PeopleSoft for this Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK NAME</td>
</tr>
<tr>
<td>DESCRIPTION (SHOULD MATCH VENDOR NAME)</td>
</tr>
</tbody>
</table>

### B. Confirm Global Vendor Bank Account (only if the setup in Step A is completed earlier):
(Attach copy of the original approved "Association" request Form G3)

<table>
<thead>
<tr>
<th>BANK CODE</th>
<th>ACCOUNT CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>BANK ACCOUNT NUMBER</th>
</tr>
</thead>
</table>

### C. Un-Confirm Global Vendor Bank Account (the default payment method for this Vendor will revert back to Warrant Payment Method)
(Attach copy of the original approved "Confirmation" request Form G3)

<table>
<thead>
<tr>
<th>BANK CODE</th>
<th>ACCOUNT CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>BANK ACCOUNT NUMBER</th>
</tr>
</thead>
</table>

### D. Change Global Vendor Bank Account (follow-up with a pre-confirm payment):

#### From:

<table>
<thead>
<tr>
<th>BANK CODE</th>
<th>ACCOUNT CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>BANK ACCOUNT NUMBER</th>
</tr>
</thead>
</table>

#### To:

<table>
<thead>
<tr>
<th>BANK CODE</th>
<th>ACCOUNT CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>BANK ACCOUNT NUMBER</th>
</tr>
</thead>
</table>

PRINTED NAME AND TITLE OF AUTHORIZED SIGNATORY
DISTRICT AUTHORIZED SIGNATURE
DATE

DISTRICT CONTACT NAME
DISTRICT SECTION/CONTACT NUMBER
DISTRICT CONTACT EMAIL ADDRESS

**For Commercial Claims Unit use only**

<table>
<thead>
<tr>
<th>PROCESSED/DENIED BY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

REASON FOR DENIAL

APPROVED BY: ASST. DIRECTOR/ACCOUNTING OR DESIGNEE

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

**For HRS-Operations Unit use only**

<table>
<thead>
<tr>
<th>PROCESSED BY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

DATE MAILED TO DISTRICT

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

Send completed form to:
Division of School Financial Services
Commercial Claims Unit
Los Angeles County Office of Education
9300 Imperial Highway, Downey, CA 90242
Fax: (562) 922-6365

**FORM NO. 503-928 Rev. 08/08/2013**
1099 Vendor Setup

Step 1: 1099 Vendor Withholding Information

The following steps apply only to 1099 vendors.

Navigation
Click the Identifying Information tab.

Click the Withholding checkbox to mark the vendor as a 1099 vendor. Marking the vendor as withholding activates the Withholding Information icon. Click the Withholding icon.
Step 2: Withholding Information Panel

Enter the following Information:

**Withholding Entity:** District Business Unit  
**Effective Date:** 01/01/1900 or beginning of calendar year  
(e.g., 01/01/20xx)  
**Status:** Active  
**Taxpayer Id Number**

Tax ID Number (TIN) that will be reported on the “1099 Misc. Form” provided to the IRS at the end of the calendar year. This is a numeric field with nine digits entered with no spaces and no dashes (e.g., 123456789)

![Withholding Vendor Information](image)

Next, click on the Withholding Name and Address Button (Envelope icon) to verify/change the vendor’s withholding address.
Step 3: Verify/Change the Withholding Name and Address

The name and address information on this panel will default to the name and address on the main vendor panels. Update the withholding information on this panel only when needed. This screen should reflect the vendor’s information on the submitted W9 form.

The Address Information panel contains the withholding name of the business owner or vendor as it is associated to the Tax Identification Number provided. The withholding address is the vendor’s address as recorded with the IRS.

Q. What is the difference between the address in the Vendor Address panel and the address in the Withholding Address panel?

A. The address found on the Address panel is the information that prints on POs and on commercial warrants. The address found on the Withholding Address panel is the information that is recorded with the IRS for tax purposes. This is the address that prints on the 1099 Misc Form.

Q. What is the difference between the name in the Identifying Information panel and the name in the Withholding Address panel?

The name found on the Identifying Information panel is the information that prints on POs and on commercial warrants. This is the ordering/payee name. The name entered on the Withholding Information panel is the name that is officially reported to the IRS in the 1099 Misc. Form.

Some Examples:

Vendor Name: BAKER OFFICE SUPPLY
Withholding Name: BAKER, JOHN

Or

Vendor Name: BAKER OFFICE SUPPLY
Withholding Name: BAKER, JOHN
Step 4: Update the Payment Options on the Location

Navigation
Click the Location tab. Then click the Payment Options Button.

Enter “W” (or select the appropriate Withholding Code) in the Withholding Code field below.

Note that “W” is the withholding code for Non-Employee Compensation which is the reportable withholding class for the majority of 1099 vendors.
List of applicable withholding codes for school districts:

W    Non-Employee Compensation
W1   Rents
W2   Royalties
W3   Other Income
W4   Federal Income Tax Withheld
W6   Medical and Health Care Payments
W13  Excess Golden Parachute Payments
W14  Gross Proceeds to an Attorney

The following withholding codes are also available, but are NOT applicable for school districts:

W5   Fishing Boat Proceeds
W8   Substitute payments in lieu of Dividends or Interest
W9   Direct sales of $5,000 or greater
W10  Crop Insurance Proceeds
EFT (ACH) Vendors

This section will go over the steps necessary to update a vendor for payment via the Automated Clearing House (ACH) method. **Only ACH districts are allowed to use this feature.** To utilize this feature, a district must have:

- been designated by LACOE as an ACH district,
- all appropriate system setups in place,
- security classes assigned to the various authorized district users, and
- district staff trained on the procedure.

Districts wishing to take advantage of this feature need to contact the PeopleSoft Accounts Payable Unit at SFSGL+APGroup@lacoe.edu for details and requirements.

### Add a Vendor Bank

**Navigation Steps**

**Menu:**  
Go ➔ Define Business Rules ➔ Define Banks/Counterparties  
Use ➔ Banks/Counterparties ➔ Add

![Add Banks/Counterparties](image)

The new Bank Code is user-defined and can be up to five characters in length (alphanumeric). LACOE recommends that the new Bank Code be something meaningful to the user entering the code (i.e., CHASE for Chase Manhattan Bank or JPM for JP Morgan).
Click OK, the following panel will appear.

![Bank/Counterparties Panel]

On the **Bank/Counterparties** panel, enter the following:

1. **Description** – The Bank Name
2. **Location** – LACOE recommends using the District Office location (e.g., 99999)
3. **Short Desc** – Enter a Short Name for the bank
4. **Bank ID** – This is the Routing Transit Number (RTN) – a nine character numeric field uniquely identifying the bank. This information is found on the vendor’s EFT Payment Enrollment Form (see pages 51-52).

Click SAVE.

**NOTE:** There is an internal validation of Routing Transit Numbers stored in PeopleSoft.

If the RTN is invalid or nonexistent, a message will be displayed and the user will not be able to save the information. If the number entered on the panel is the one provided on the EFT form, the vendor will need to be contacted to verify the information.
Below is an example of the message that will be displayed when attempting to save the panel with an invalid RTN in the BANK ID field.

```
The Bank ID Number has an invalid check digit (9450,59)
```

**Add the Vendor’s Bank Account**

**Navigation Steps**

**Menu:**  
*Go* → Administer Procurement → Maintain Vendors  
*Use* → Vendor Bank Accounts

Click SEARCH.

Select (highlight) the vendor’s Bank and associated Bank ID Number and click OK.
The following **Vendor Bank Accounts** panel will appear.

![Vendor Bank Accounts panel](image)

On the **Vendor Bank Accounts** panel, enter the following:

1. **Bank Account** – This is the four character user-defined alphanumeric field that serves as an identifier, or Mask, to the vendor’s bank account. This Mask will hide the vendor’s account number from all other panels in PeopleSoft. **LACOE recommends using all numeric characters beginning with 1001.**

2. **Type** – Select the “Check Acct” option.

3. **Description** – Enter the vendor’s name for easy identification.

4. **Account #** – Enter the vendor’s actual bank account from the EFT form.

5. **Location** – Defaults to 99999 (District Office). **Do not change.**

6. **Short Desc** and **Branch ID** – Optional fields (user may leave blank).

Click SAVE after entering all required information.
To add additional vendor accounts within the same bank, click on the **Insert Row** icon or (F7 key) and follow the same procedures listed on the previous page.

The next **Bank Account** ID for a vendor using this bank will be 1002.
NOTE: After the setup for the vendor’s bank account has been completed, LACOE recommends that the following procedures be observed by the district for all GLOBAL vendors.

- On the EFT Enrollment Form – write in Bank ID (e.g., JPM)
- Write in the Bank Account Identifier (e.g., 1001)
- Make a copy of the EFT Enrollment Form and attach it to Form A3 (page 49) or G3 (page 21). Retain the original EFT Enrollment Form for your district’s files.

Changing a Vendor from Warrant to ACH Payment Method

After a vendor’s bank and bank account information has been entered in PeopleSoft, the following updates are performed to link the vendor to its bank and bank account as well as change its method of payment from warrant to ACH.

A new LOCATION will need to be created for the vendor.

Navigation Steps

Menu:  
**Go** ➔ Administer Procurement ➔ Maintain Vendors ➔ Use ➔ Vendor Information ➔ Location ➔ Update/Display All
To add a new location to the vendor, click on the Location Identifier field and insert a row by pressing the F7 key or by clicking on the **Insert Row Button**.

The information entered in the new location (*below*) needs to be exactly as displayed.
Make sure that:

- the new location is labeled “ACH,”
- the description reads “ACH Payment Location,” and
- the default box is checked – if ACH processing will be the default payment method

DO NOT SAVE AT THIS TIME.

Click on the **Bank Account** Pushbutton.

Check the **Default** box, click on the **Bank** field, and then click on the bank drop down to select a bank.
The bank drop down will list all the banks. Select the designated Bank for the vendor and click OK.

NEXT - click on the **Account** field and click on the account drop down to select the vendor’s account.
Important

- Notice that the Account panel does not display the vendor’s actual bank account number (generally the 10 digit number assigned by the bank). Instead, it displays the four digit bank account identifier (i.e., 1001, 1002) from the Vendor Bank Account setup performed earlier.

- It is therefore important to write down the Bank Code (e.g., JPM) and the Bank Account (e.g., 1002) on the EFT form after the initial Bank Account setup is completed. These two pieces of information are very important at this stage of the vendor setup.

![Bank Account Setup](image)

**DO NOT SAVE AT THIS TIME.**

NEXT - click on the Payment Options Pushbutton.

![Payment Options](image)
On the Payment Options panel, enter the following:

1. **Bank** – Select Specify
2. **Bank** – Select CITI3
3. **Account** – Select the District’s Bank Account (i.e., TRNG – example only)
4. **Optional** - Check the Separate Payment box
5. **Payment Method** – Select Specify
6. **Payment Method** – Select ACH

Click OK - DO NOT SAVE AT THIS TIME.

**Important**

- **Checking the Separate Payment box** ensures that there is one ACH payment for every voucher. However, please be aware that since the separate payment box is checked, **credit memos will not be applied**.
  - The invoice ID entered on the voucher will be transmitted on the ACH electronic file (LACOE transmits the invoice ID from the voucher).
  - Not all banks transmit the invoice ID to the vendor.
• NEXT – Click on the **EFT Options** Pushbutton.

On the **EFT Payment Options** panel, enter the following:

- Check the **Preconfirmation Reqd** box
- Validate that the **Status** displays **New**

Click OK. This will take you back to the Location panel. Click the SAVE icon to save the changes.
NOTE: Creating and maintaining Non-Global EFT vendors requires the participation of up to three distinct authorized district users (see table below for a definition of each of these security classes). To assist districts with the process, the following two forms (pages 49-50) have been included for tracking and monitoring the steps required to complete/maintain the setup. Fill out the form and route it to all authorized district users for completion. The completed form, and accompanying signatures, will also serve as a historical document to be filed.

ACH Security Classes

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Security Description</th>
<th>Recommended Staff Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH01</td>
<td>User in this class sets up the Bank Account and the vendor.</td>
<td>A designated person in General Ledger.</td>
</tr>
<tr>
<td>ACH02</td>
<td>User in this class links the Bank Account (set up by ACH01) to the vendor.</td>
<td>A designated person who is assigned to vendor setup. This will not be the same person with the ACH01 class.</td>
</tr>
<tr>
<td>ACH03</td>
<td>User in this class will confirm the EFT vendor (to enable regular EFT transactions). User in this class has the ability to authorize EFT rejections.</td>
<td>A designated person with a position equivalent to Voucher Approver.</td>
</tr>
</tbody>
</table>
ACH NOTICES

A Return Items Processed (RIP) file is sent to LACOE by the disbursing bank that contains payments either rejected and/or needs correction. The list will contain a reason code for each rejected/corrected payment.

There are two types of reason codes.

- **Rejection (R) Notice Reason Code** – Payment is not transmitted to vendor for reason indicated:
  
  - R01 – Insufficient Funds
  - R02 - Account is Closed
  - R03 - Unable to locate Account
  - R04 - Invalid Account Number

When an ACH payment is rejected, PeopleSoft will automatically void the payment and close the associated vouchers. Cancellation entries and closure entries will be posted reversing the accrual and payment entries. Be aware that a rejection will result in non-payment to your vendor.

- **Correction (C) Notice Reason Code** – Payment is received by the vendor. However, vendor information is not current per National Automated Clearing House Association (NACHA)/Bank Records.

A Notification of Change (“C” Notice) is created when previously valid information has become outdated or erroneous and should be changed. For example, bank mergers or bank name changes will trigger a Notification of Change. ACH payments go through NACHA, therefore, payment to the vendor will still process and the vendor’s account will receive their funds. The vendor’s bank account information should be updated to prevent additional “C” notices from being generated.

**E-Mail Notification**

When a RIP file is sent to LACOE and processed in PeopleSoft, a process will trigger an e-mail notification to the affected district. The district will need to contact the vendor for the corrected data and update the changes in PeopleSoft.

The e-mail notification will contain information such as the ACH advice number, Payee Name, Return Date, Paid Amount, Return Code and a description of what the Return code means.

In this example, the payment was rejected - “R02” because the vendor’s account was closed. The District needs to contact the vendor to obtain the vendor’s new bank account information.
RIP Email Notification Panel

The ACH RIP Email Notification Panel provides the districts with an option to add, delete, or change district users that need to receive the notification. The procedure to use this panel is described below.

Navigation:
Go ➔ Administer Procurement ➔ Create Payments.
Use ➔ ACH RIP E-mail Notification
Click on the Insert Row icon to add more e-mail addresses. Click on the Delete Row icon if an e-mail address needs to be removed. Select the e-mail address to make any changes on a particular address as needed.

**Click the Save Button.**
REQUEST FOR ACTION ON NON-GLOBAL EFT VENDORS
(Form A3)

Action Requested

| Add | Change |

District No.: [ ] District Name: ________________________________

Vendor ID: [ ] Vendor Name: ________________________________

(ACH01)

A. **Set-up** Bank Information and Vendor Bank Account

Bank Code: [ ] Bank Name: ________________________________

Bank Acct: [ ]

Bank Routing Number/DFI: [ ]

Completed by: ________________________________ Date: ____________

(Signature ACH01)

E-mail Address: ________________________________ Phone Number: ____________

(ACH02)

B. **Associate** the ACH Bank Account for the Vendor above:

Loc ID: __________ Bank Acct. [ ] Payment Options [ ] Payment Verification [ ]

(Set as Default, recommended = ACH)

C. [ ] **Pre-Confirm** Vendor Bank Account (only if the setup in Step B is completed earlier)

Completed by: ________________________________ Date: ____________

(Signature – ACH02)

E-mail Address: ________________________________ Phone Number: ____________

(ACH03)

D. [ ] **Confirm** Vendor Bank Account

Completed by: ________________________________ Date: ____________

(Signature – ACH03)

E-mail Address: ________________________________ Phone Number: ____________
Los Angeles County Office of Education
Division of School Financial Services
REQUEST FOR UN-CONFIRMATION OF NON-GLOBAL EFT VENDORS
(Form A4)

District No. □□□□  District Name: ________________________________

Vendor ID: □□□□□□□□  Vendor Name: ________________________________

(This portion to be filled out by ACH02)

Please un-confirm ACH for the aforementioned Vendor for reason(s) cited below:

☐ (1) Vendor requests non-participation in district EFT payment

☐ (2) Vendor Bank Account Closed

☐ (3) Vendor has new bank account

☐ (4) Others (see below)

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Completed by:__________________________________________  Date ________________

(Signature – ACH02)

E-mail Address: _________________________________________  Phone Number: __________

☐ Un-confirm Vendor Bank Account (the default payment method for this Vendor will revert back to Warrant Payment Method)

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Completed by:__________________________________________  Date ________________

(Signature – ACH03)

E-mail Address: _________________________________________  Phone Number: __________
Electronic Funds Transfer (EFT) Payment Enrollment Form

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment related information processed through the PeopleSoft Financial System by the Los Angeles County Office of Education. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

**PRIVACY ACT STATEMENT**

The following information is provided to comply with Privacy Act of 1974. All information collected on this form is required under the provision of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Los Angeles County Office of Education to transmit payment data, by electronic file transfer to vendor’s financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

**ACCOUNT VALIDATION**

For the purpose of EFT payments, vendors are requested to ensure the account specified on this enrollment form remains active. Vendors shall notify the appropriate party(s) for any changes related to the ability of the specified account to receive ACH payment.

- Vendors complete Sections I and II.
- Financial Institutions complete Section III.
- Local Educational Agencies complete Section IV.

**Section I** - Please check appropriate box(es).

- [ ] New EFT Account
- [ ] Change in Bank Account or Mailing Address or Contact
- [ ] Delete EFT Account

**Section II**

**PAYEE/COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF PAYEE/COMPANY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS OF PAYEE/COMPANY (NUMBER, STREET, CITY, STATE, AND ZIP CODE)</td>
<td></td>
</tr>
<tr>
<td>NAME OF CONTACT PERSON</td>
<td>TELEPHONE NUMBER</td>
</tr>
</tbody>
</table>

I hereby authorize the Los Angeles County Office of Education to initiate credit entries for vendor payments to the account indicated below, and the depository named below is authorized to credit such account. Pursuant to the National Automated Clearing House Association rules, the Los Angeles County Office of Education may initiate a reversing entry or reversing file to recall a duplicate or erroneous entry or file which they previously initiated. If the reversal attempt fails, the Los Angeles County Office of Education may employ other appropriate means to correct the error.

AUTHORIZED SIGNATURE ________________________________ DATE SIGNED ____________

**Section III**

**FINANCIAL INSTITUTION INFORMATION**

| NAME OF FINANCIAL INSTITUTION |  |
| ADDRESS (NUMBER, STREET, CITY, STATE, AND ZIP CODE) |  |
| NAME OF ACH COORDINATOR (PLEASE PRINT) | TELEPHONE NUMBER |
| NINE DIGIT ROUTING TRANSIT NUMBER: | TYPES OF ACCOUNT |
| DEPOSITORY ACCOUNT NUMBER (NOT TO EXCEED 17 DIGITS) | SAVINGS | CHECKING |

FORM NO. 503-913 Rev. 09-01-2006
INSTRUCTIONS FOR COMPLETING ENROLLMENT FORM

1. **Section I - Desired Activity**
   Payee checks the box indicating the desired action, e.g. ADD, MODIFY, or DELETE

2. **Section II - Payee/Company Information Section**
   Payee prints or types the name of the payee/company and address that will receive ACH vendor payments, Federal Employer ID (FEIN), designated contact person and assigned telephone number.

3. **Section III - Financial Institution Information Section**
   Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. The financial institution also enters type of account to be used, e.g. checking or savings into the appropriate box.

   Footnote - A voided check or savings deposit slip may be required by the Local Educational Agency for the verification of bank account and routing transit numbers. An example of a voided check, shown below, indicates where to locate the routing transit number for your bank and your bank account number. Remember to mark the word "VOID" across the front of your check or savings deposit slip.

   ![Voided Check Example]

   **ABC Business**
   **Address** 1001
   **Pay to the Order of** $ ________
   **Any Bank**
   **Memo:**
   **(1) 1:133404567**
   **(2) 1:1234561304 111**
   **(3) 1001**
   **(2) Bank Account Number**
   **(3) Check number**
   **(1) 9-digit Routing Transit Number**
   **(2) Not Negotiable**

4. **Section IV - Local Educational Agency Information Section**
   Local Educational Agency types or prints name and address of the agency and provides contact information.
Updating Existing Vendors

Start Here for all Changes

Navigation Steps

Menu:  
Go → Administer Procurement → Maintain Vendors
Use → Vendor Information → Address → Update/Display All

Type in the Vendor ID, or search by Vendor Name and click OK.

Most changes to a Vendor’s Profile can be accomplished by utilizing the Effective Dating function in PeopleSoft. The next page explains how effective dating works. The following pages provide instructions for making the needed changes.

Below are the most common changes made to a vendor. These topics are covered on the following pages:

- Changing the Address, Telephone, or Alternate Name Information.
- Adding a new vendor address.
- Changing the Sales Tax, Match Rule, and/or default Addresses used by Purchasing and Accounts Payable.
- Inactivate and reactivating vendors.
- Converting a regular vendor to a 1099 vendor.
- Updating a vendor for ACH payment method.
Changing the Address, Telephone, or Alternate Name Information

Navigation Steps
Click on the Address Tab.

To make any changes to an existing address, telephone, or alternate name first click in the Effective Date field and press F7 or click the Insert Row Button to add a new address record. Make sure to backdate the Effective Date field on the new record.

Users can now modify the address, telephone, and alternate name information for the new address record. The old address information is still retained and users can scroll down on the inner scroll bar to view the old information.

Click the Telephone Button to bring up the Phone Information subpanel. Change the telephone information if needed. Press F7 to add a new line or F8 to delete a line.
Click the **Alternate Name Button** to change the Alternate Payee Name for the REMIT address. When finished, click OK.

![Payment Alternate Names](image)

When finished updating the vendor’s REMIT information, click SAVE to save the changes. In this example, effective July 1, 20xx, the vendor’s remitting address has changed. The record with the later date will supersede the previous records for this address.

![Maintain Vendors - Use - Vendor Information](image)
Adding a New Vendor Address

Navigation Steps
Click on the Address Tab.

Suppose the vendor, PIONEER STATIONERS, acquired another address for remitting payment. Users do not want to overwrite the existing address because it is still a valid address. In this situation, it is necessary to add a new address.

Click in the Description field and press F7 or click the Insert Row Button to add an additional address.
Enter the description of the new address (i.e., REMIT), backdate the effective date (e.g., 07/01/20xx), type in the Country code, and press Tab to open the other fields. Enter the new address information in the address lines below.

NOTE: The address label has changed from 001 to 002.

Click the Telephone Button to bring up the Phone Information subpanel. Add the telephone information if needed. Press F7 to add a new line or F8 to delete a line.

Click the Alternate Name Button to change the Alternate Payee Name for the REMIT address. When finished, click OK.

Make sure to save any changes/updates.
Changing the Default Settings

Navigation Steps
Click on the Location Tab.

Click in the Effective Date field and press F7 or click the Insert Row Button to update the existing Location.

Make sure to back-date the effective date for the new Location settings. Notice the scrollbar is active so the user can view the old Location settings if needed.
Default PO/AP Addresses

The bottom half of the Location tab (screenshot on previous page) is used to set the default addresses used in the other modules in PeopleSoft. The “Ordering” line is used to set the default address used on purchase orders and the “Remitting” line to set the default address used on accounts payable vouchers. The default address can always be changed on a purchase order or accounts payable voucher when needed.

Click the drop down arrow on the “Remitting” line to change the remitting address to address 2. The subpanel below will appear. Select address 2 and click OK.

Make sure to save the changes. The default address for payments will now default to address 2.
Sales/Use Tax Options

On the Sales/Use Tax Options panel, change the Sales/Use Tax Code to Sales if the majority of orders to this vendor will have sales tax.

![Sales/Use Tax Options Panel]

Procurement Options (Matching Settings)

At the vendor level a user may select “No match,” “Two_way,” or “Three_way” match as the default when creating purchase orders. To turn on matching for this vendor, click on the matching checkbox and select the match rule that applies.

![Procurement Options Panel]

In the drop down box, users can select either “Two_way” or “Three_way” match rules. “Two_way” matching compares the unit price on the voucher against the unit price on the PO for correctness, while “Three_way” compares the voucher against the PO and the receiver. If there’s a difference between the documents of more than 10%, the voucher will have a “Match Exception” error that will need to be corrected before processing can continue.

First click the matching box then click the drop down to select the match rule.
Vendor Conversations

The Vendor Conversations panel can be very useful in tracking conversations with a vendor contact. This information can be easily referenced and used as a tool for buyers.

Navigation Steps

**Menu:**  Go → Administer Procurement → Maintain Vendors → Use → Conversations → Update/Display

Use the Conversations panel to record any important or valuable information.
ACTIVITY

Vendor Entry

Your instructor will assign you one of the following Vendors to ADD:

*** Vendors with Federal Tax IDs or SSNs need to be 1099 Vendors ***

<table>
<thead>
<tr>
<th>Vendor Classification:</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name:</td>
<td>John Brown Orpheum Educational Group</td>
</tr>
<tr>
<td>Vendor Address:</td>
<td>13114 Malaprop Drive</td>
</tr>
<tr>
<td>City, State, Zip, Zip-Rte:</td>
<td>Weston, Virginia 07894-1675</td>
</tr>
<tr>
<td>Vendor Short Name:</td>
<td>J. Brown Orph</td>
</tr>
<tr>
<td>Telephone No:</td>
<td>212-349-8798</td>
</tr>
<tr>
<td>Ext.:</td>
<td>421</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>212-742-6782</td>
</tr>
<tr>
<td>SSN:</td>
<td>876-14-3986</td>
</tr>
</tbody>
</table>

2. Vendor Classification: Medical

| Vendor Name:           | Dr. Peter Willinghaus, M.D. |
| Vendor Address:        | Gaynes Medical Building |
| City, State, Zip, Zip-Rte: | South Pasadena, CA 90675-1476 |
| Vendor Short Name:     | Dr. Willin |
| Telephone No:          | 818-467-8723 |
| Fax Number:            | 818-467-8723 |
| SSN:                   | 876-54-5406 |

3. Vendor Classification: Service/Maintenance

| Vendor Name:           | Cerritos Valley Heating & Air Conditioning |
| Vendor Address:        | 87654 Katella Avenue |
| City, State, Zip, Zip-Rte: | Cerritos, CA 90786-3241 |
| Pay Address:           | 402 Geraldo Way, Cerritos, 90786 |
| Contact Name:          | Alfred Doolittle |
| Telephone No:          | 562-866-6071 |
| Fax Number:            | 562-439-7876 |
| Federal Tax ID:        | 95-3360987 |
4. **Vendor Classification:** Rentals  
**Vendor Name:** A-One California Mini Trucks, Inc.  
**Vendor Address:** 4002 E. State Street  
**City, State, Zip, Zip-Rte:** Montclair, CA 89706-4521  
**Vendor Short Name:** A-One Mini Tks  
**Contact Name:** James Lee Chan  
**Telephone No:** 909-622-1381  
**Ext.:** 4621  
**Fax Number:** 909-821-2143  
**Federal Tax ID:** 95-6984301

5. **Vendor Classification:** Supplier  
**Vendor Name:** Brown & Sons Instructional Supplies  
**Vendor Address:** 9424 Main Street  
**City, State, Zip, Zip-Rte:** Pasadena, CA 90825-1489  
**Vendor Short Name:** Brown & Sn  
**Telephone No:** 909-876-4321  
**Ext.:** 3429  
**Fax Number:** 909-876-4980  
**SSN:** 954-32-9876

6. **Vendor Classification:** Rentals  
**Vendor Name:** Halcourt Daine Educational Media  
**Vendor Address:** 3472 Alameda Street  
**City, State, Zip, Zip-Rte:** Los Angeles, CA 90654-3478  
**Vendor Short Name:** Hallcourt  
**Telephone No:** 213-766-4372  
**Ext.:** 8571  
**Contact Name:** Roosevelt Jones  
**Fax Number:** 213-780-5829  
**Federal Tax ID:** 95-4867809

7. **Vendor Classification:** Publications  
**Vendor Name:** Marcus Jameson Company  
**Vendor Address:** 3561 Arlington Way, Suite 64  
**City, State, Zip, Zip-Rte:** Los Angeles, CA 90654-3371  
**Pay Address:** 85672 Dunbarton Way  
**City, State, Zip, Zip-Rte:** Wilmington, CA 90341-6529  
**Contact Person:** Marjorie Channing  
**Vendor Short Name:** M. Jameson  
**Telephone No:** 213-825-9186  
**Ext.:** 4325  
**Fax Number:** 213-714-6232  
**SSN:** 540-48-7620
| 8. | **Vendor Classification:** | Catering/Food Services |
|    | **Vendor Name:**           | Camino Real Foods, Inc. |
|    | **Vendor Address:**        | 5785 Corporate Avenue  |
|    | **City, State, Zip, Zip-Rte:** | Cyprus, CA 90619-3268 |
|    | **Vendor Short Name:**     | Camino RFD             |
|    | **Pay Address:**           | 4546 Glen Coe Blvd.    |
|    | **City, State, Zip, Zip-Rte:** | Kaiser City, CA 90361-3298 |
|    | **Vendor Short Name:**     | Camino Real Foods, Inc. |
|    | **Vendor Name 2:**         | Mexicali Rose Distributors |
|    | **Vendor Address:**        | 10405 Raymond Avenue   |
|    | **City, State, Zip, Zip-Rte:** | Fullerton, CA 90621-3621 |
|    | **Vendor Short Name:**     | Hot Hot Ch             |
|    | **Contact Person:**        | Maria Warren           |
|    | **Telephone No:**          | 714-521-3874           |
|    | **Ext.:**                  | 3090                   |
|    | **Fax Number:**            | 714-868-3420           |
|    | **Federal Tax ID:**        | 95-0897643             |

| 9. | **Vendor Classification:** | Catering/Food Services |
|    | **Vendor Name:**           | Camino Real Foods, Inc. |
|    | **Vendor Name 2:**         | Mexicali Rose Distributors |
|    | **Vendor Address:**        | 10405 Raymond Avenue   |
|    | **City, State, Zip, Zip-Rte:** | Fullerton, CA 90621-3621 |
|    | **Vendor Short Name:**     | Hot Hot Ch             |
|    | **Contact Person:**        | Maria Warren           |
|    | **Telephone No:**          | 714-521-3874           |
|    | **Ext.:**                  | 3090                   |
|    | **Fax Number:**            | 714-868-3420           |
|    | **Federal Tax ID:**        | 95-0897643             |

| 10. | **Vendor Classification:** | Construction Contractor |
|     | **Vendor Name:**           | Golden West Equipment, Inc. |
|     | **Vendor Address:**        | 1000 S. Euclid Avenue     |
|     | **City, State, Zip, Zip-Rte:** | La Habra, CA 90834-3872   |
|     | **Pay Address:**           | P.O. Box 82189, La Habra, CA 90834-3872 |
|     | **Contact Person:**        | Gerald Olson             |
|     | **Vendor Short Name:**     | Golden Wst               |
|     | **Telephone No:**          | 909-372-8921             |
|     | **Ext.:**                  | 34689                   |
|     | **Fax Number:**            | 909-868-3922             |
|     | **SSN:**                   | 551-94-6321             |

<p>| 11. | <strong>Vendor Classification:</strong> | Employee |
|     | <strong>Vendor Name:</strong>           | Shirley Snelgrove       |
|     | <strong>Vendor Address:</strong>        | 3422 Nutwood Avenue     |
|     | <strong>City, State, Zip, Zip-Rte:</strong> | Fullerton, CA 90634-7698 |
|     | <strong>Contact Information:</strong>   | School Location 1150000 |
|     | <strong>Daytime Telephone No:</strong>  | 909-594-6237            |
|     | <strong>Home Telephone No:</strong>     | 714-532-7784            |
|     | <strong>SSN:</strong>                   | 543-99-8702             |</p>
<table>
<thead>
<tr>
<th>Vendor Classification</th>
<th>Vendor Name</th>
<th>Vendor Address</th>
<th>City, State, Zip, Zip-Rte</th>
<th>Vendor Short Name</th>
<th>Telephone No</th>
<th>Fax Number</th>
<th>SSN</th>
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<tbody>
<tr>
<td>14. Medical</td>
<td>Taylor Jones, Ph.D.</td>
<td>P.O. Box 23</td>
<td>Trabuco Canyon, CA 92678-8945</td>
<td>Jones Tay</td>
<td>313-431-8791</td>
<td>313-526-7689</td>
<td>763-88-9784</td>
</tr>
<tr>
<td>15. Construction Contractor</td>
<td>Anderson Plumbing Contractor</td>
<td>4242 Candlelight Way</td>
<td>Brea, CA 90623-7865</td>
<td>Anderson PC</td>
<td>909-875-3426</td>
<td>909-875-3581</td>
<td>95-7690832</td>
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