

Search Type "V" vs "PP"

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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"V" vs. "PP" Address Book Search Types

When there is a vendor with both a "V" and a "PP" record, always choose the "PP" record for payment. When there is just a "V" record available, it is acceptable to process the payment using the "V" record.

There is a function within the Address Book record, called the factor special payee, that will allow you to create a purchase order using a "V" search type address book record and then automatically pay the vendor using an alternate "PP" address book record.

When should this function be used?

1. When a vendor requires that purchase orders are to be sent to one address - "V" search type and the vendor requires that the all payments/accounts receivables go to a different address - "PP" search type
2. When a vendor requires that the purchase orders are to be sent to one address - "V" search type and the payment of that purchase order will be over \$25,000 and an ACH payment will need to be processed - "PP" search type

The "V" record and the "PP" record need to be tied together manually. This function can only be completed by either State Accounting or EnterpriseOne. When a "V" record and a "PP" record should be tied together, please send an email to State Accounting via the following steps:

1. Navigate to the State Accounting website. (<http://www.das.state.ne.us/accounting/> (<http://www.das.state.ne.us/accounting/>))
2. Click Agency Contacts.
3. Scroll down to the Mail-in Database Links and click "Link V & PP Search Types."