

**Address Book FAQs**  
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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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### **Do I use a PP record or a V record for payment?**

There is not a clear concise answer to question, but there are a few simple steps to follow:

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

### **What about the records that have something populated within the long address book number?**

If the long address book number is populated with the "APS", use the record.

If the address book record long address book number is populated with any of the following, do not use (unless you are that designated agency).

DOC	OCIO - Communications
EDU	Department of Education
HRP	Administrative Services, Human Resources, Payroll, State Accounting
IMS	OCIO - IT
MATA, MATB, MATC	AS Materiel
TSB	Transportation Services Bureau
VOY	Department of Roads - Voyager
CSI	Cornhusker State Industries

### **All I can find is an EFT address book number and I use to send my payments out via warrants, what do I do now?**

Use the EFT Address Book number. When the option of paying a vendor via EFT is available we have deleted all other payment choices. Paying vendors via EFT ultimately saves the State money over processing a warrant.

### **What if the EFT account-mailing tab reads, Agency 14 Account Number: XXXX2345?**

When a specific agency is listed, only that agency is authorized to use that bank account. Exception to the rule: If the State Treasurer is currently processing payments on behalf of your agency, you may use the address book record that refers to Agency 12 Account Number: xxxx1234.

### **How do I find my vendor that was set up with an EFT (Electronic Funds Transfer)?**

Using the Alpha Name QBE, query and find the vendor you are looking for.

We have set up the EFT vendors as follows:

Alpha Name: 3M Company

Mailing Name: All Agencies Account Number: xxxx1234

What this example means is: The 3M address book EFT account is available for any agency to use. The bank account number that it is sending monies to ends in 1234.

(e.g. bank account number 45671234)

### **What about all of the duplicates that are in the address book?**

## Training Guide Address Book FAQs



We have tried very hard to eliminate all of the duplicates, but there are still some within the system. We will continue to work on eliminating those duplicates after go live.

In order to accomplish that task, we ask when you find a vendor with multiple listing (same address), to ALWAYS CHOOSE THE FIRST LISTING (or said another way - the lowest address book number).

### **What do I need to enter for foreign vendors?**

The system is capable of accepting all foreign addresses, including those with both alpha and numeric zip codes. We encourage you to complete as much of the address as possible including phone numbers.

You will not need to enter a "made up" tax id number; it is not necessary for processing.

Helpful Hint - Try to get into the habit of using \*vendor\* when querying. This enables the system to pull up any vendors with the name that you are looking for.