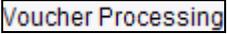
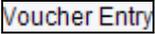
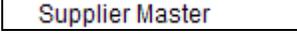
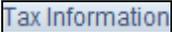


Reviewing Supplier Master and Address Book Information Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Payable link. 
3.	Click the Voucher Processing link. 
4.	Click the Voucher Entry link. 
5.	Click on any of the following: Voucher Entry with PO Voucher Entry without PO Employee Reimbursement Entry Recurring Voucher Entry Multiple Vendor Payment Entry 
6.	Click the Form button. 
7.	Click the Supplier Master menu. 
8.	Click in the Alpha Name field. 
9.	Type the supplier's name in the Alpha Name field in the header. Note: To find the correct spelling of a supplier's name, enter one or more of the first letters of the supplier's name in the Alpha Name field. The system displays all suppliers that meet your search criteria. Note: Use wildcard asterisks (*) before and/or after partial supplier names, as needed. This will display records that are similar to the letters entered in the Alpha Name field.
10.	Click the Display Phone option. 
11.	Click the Display Address option. 
12.	Make sure the Search Type is " V ".
13.	Click the Find button. 

Step	Action
14.	Choose the appropriate supplier by clicking the radio button next to it if it is not defaulted.
15.	Click the Select button. <input checked="" type="checkbox"/>
16.	Credit Message – UDC (Universal Description Code) that describes the order status of the supplier. Some examples are: 2 - Requires Purchase Order (PO) 7 - On Credit Hold per Accounting
17.	Payment Terms – A/P – UDC for the supplier's payment terms. Some examples are: Blank - Net 30 000 - Due Upon Receipt 002 - 2/10 Net 30 Days 015 - Net 15 Days from Invoice date
18.	Payment Instrument – UDC that identifies the method of payment. Blank - Warrant (Check) T - ACH (Automated Clearing House) Z - EDI Note: Payment instrument can be changed from T to Blank ONLY with permission of State Treasurer on a case-by-case basis.
19.	Factor/Special Payee – The default is the Factor/Special Payee entry from the Address Book.
20.	Parent Number – Address Book number of the parent company.
21.	Approver Number – Address Book number of the approver. Note: Used only if voucher logging is used.
22.	Hold Payment – Hold payment codes are N (release payment), Y (hold payment) and 2 (hold payment but allow voucher entry).
23.	Float Days – Number of days the check floats from the bank deposit date to the release date of the check. The default is 0 (zero).
24.	Pre-Note Code – When checked, this option indicates that the supplier will not receive a check from the bank until the pre-note cycle is complete. The default is Blank, indicating that the pre-note cycle is complete and funds can be transferred electronically.
25.	Payment Creation – Options that indicate whether a separate warrant (check) will be issued for each pay item on a voucher. Note: This should be left as " By Supplier "
26.	Note: The Purchasing 1 and Purchasing 2 and EDI tabs are reserved for use by AS Materiel, which establishes procurement limits for agencies and sets up and maintains all Supplier Masters.

Step	Action
27.	Click the Tax Information tab. 
28.	Note: The Tax Information tab is used by State Accounting only.
29.	Review the following: Tax Expl Code – UDC that indicates how a tax is assessed and distributed to G/L revenue and expense accounts, such as AR (billable tax). Tax Rate/Area – Postal state code for the state tax that applies to the purchase. Person/Corporation – Defaults from the Address Book.
30.	Add'l Ind Tax ID – Additional tax ID number assigned to the supplier by the government.
31.	Note: The following are used to withhold income tax for out-of-state residents. Tax Authority – Code that identifies the government agency for which the state fund withholds taxes from supplier payments, if necessary. Percent – Decimal number that identifies the percentage of taxes withheld from supplier payments, if necessary.
32.	Click the Cancel button. 
33.	Click the Close button. 
34.	Click the Close button. 
35.	You have successfully completed this lesson. End of Procedure.