

Reviewing Supplier Master and Address Book Information
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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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Reviewing Supplier Master and Address Book Information

Reviewing Supplier Master and Address Book Information Overview

Refer to Address Book and Supplier Master information as part of voucher entry and invoice inquiry tasks. For example, you can verify whether a new vendor needs to be set up in EDGE, as well as validate mailing information.

Note: AS Materiel establishes procurement limits for agencies. State Accounting sets up and maintains basic Supplier Master and Address Book information for suppliers who serve state agencies.

The search types for suppliers are:

- **PP** Vendor Payments Only
- **V** Vendor Payments and Pos
- **VP** Political Subdivisions

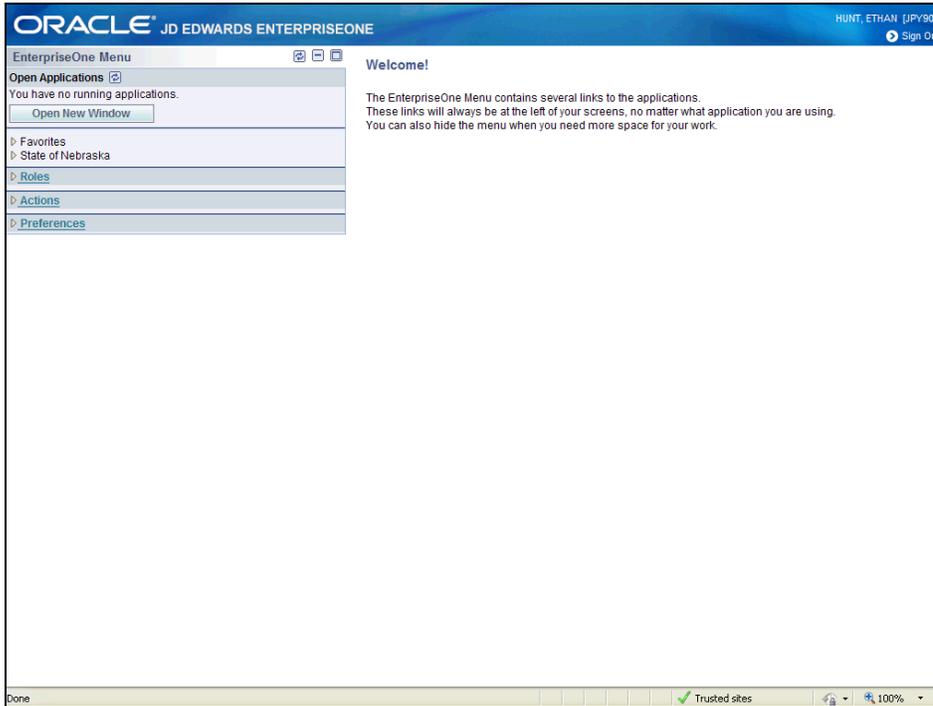
Reviewing Supplier Master and Address Book Information Lesson

Procedure

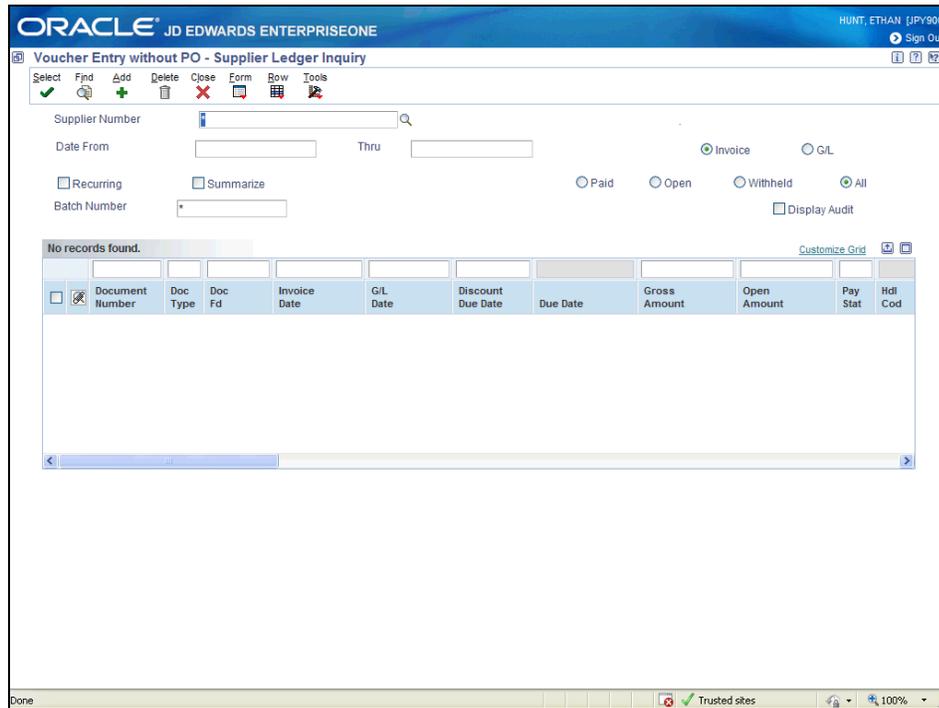
In this lesson you will learn how to review the Supplier Master and Address Book Information.

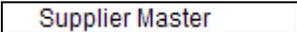
Training Guide

Reviewing Supplier Master and Address Book Information



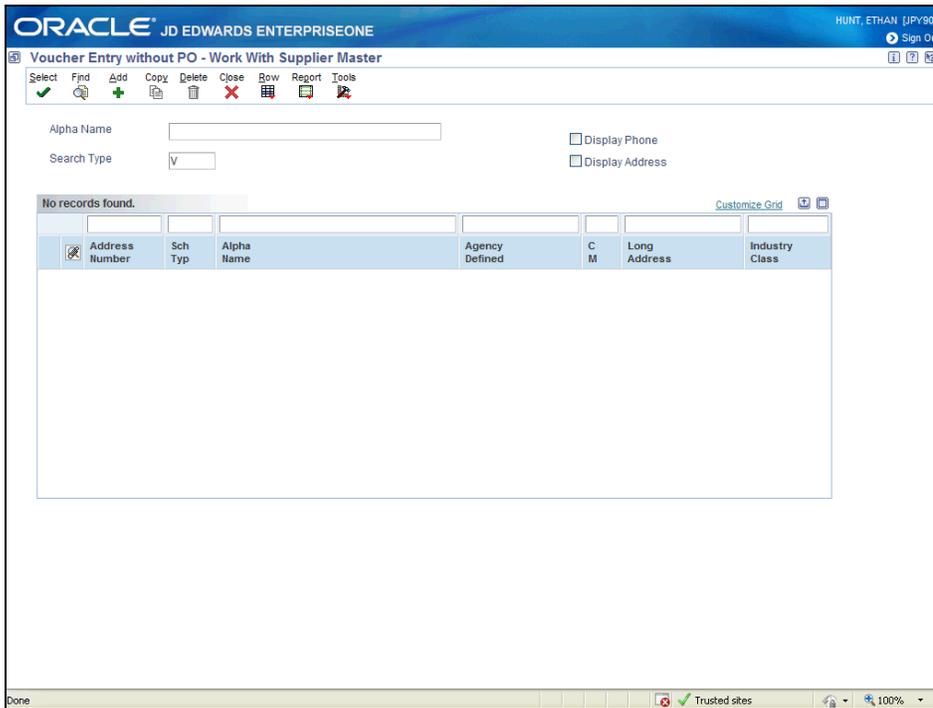
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounts Payable link. Accounts Payable
3.	Click the Voucher Processing link. Voucher Processing
4.	Click the Voucher Entry link. Voucher Entry
5.	Click on any of the following: Voucher Entry with PO Voucher Entry without PO Employee Reimbursement Entry Recurring Voucher Entry Multiple Vendor Payment Entry Voucher Entry without PO



Step	Action
6.	Click the Form button. 
7.	Click the Supplier Master menu. 

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Reviewing Supplier Master and Address Book Information



Step	Action
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. <input type="checkbox"/>
11.	Click the Display Address option. <input type="checkbox"/>
12.	Make sure the Search Type is " V ".
13.	Click the Find button. 
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"/>

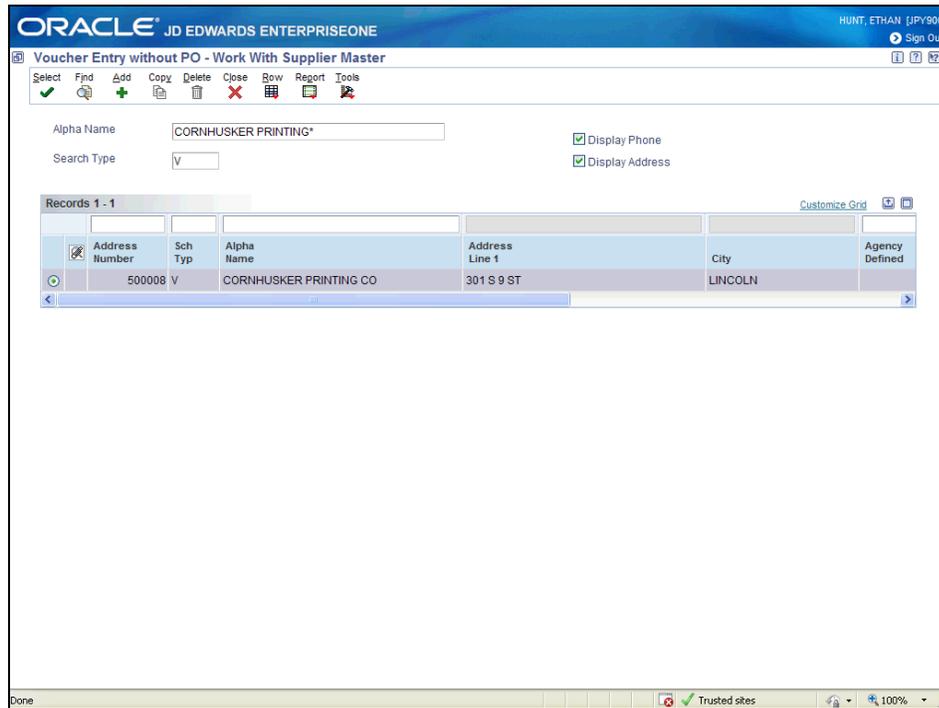
Step	Action
16.	<p>Credit Message – UDC (Universal Description Code) that describes the order status of the supplier. Some examples are:</p> <p style="margin-left: 20px;">2 - Requires Purchase Order (PO) 7 - On Credit Hold per Accounting</p>
17.	<p>Payment Terms – A/P – UDC for the supplier's payment terms. Some examples are:</p> <p style="margin-left: 20px;">Blank - Net 30 000 - Due Upon Receipt 002 - 2/10 Net 30 Days 015 - Net 15 Days from Invoice date</p>
18.	<p>Payment Instrument – UDC that identifies the method of payment.</p> <p style="margin-left: 20px;">Blank - Warrant (Check) T - ACH (Automated Clearing House) Z - EDI</p> <p>Note: Payment instrument can be changed from T to Blank ONLY with permission of State Treasurer on a case-by-case basis.</p>
19.	<p>Factor/Special Payee – The default is the Factor/Special Payee entry from the Address Book.</p>
20.	<p>Parent Number – Address Book number of the parent company.</p>
21.	<p>Approver Number – Address Book number of the approver.</p> <p>Note: Used only if voucher logging is used.</p>
22.	<p>Hold Payment – Hold payment codes are N (release payment), Y (hold payment) and 2 (hold payment but allow voucher entry).</p>
23.	<p>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).</p>
24.	<p>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.</p>
25.	<p>Payment Creation – Options that indicate whether a separate warrant (check) will be issued for each pay item on a voucher.</p> <p>Note: This should be left as "By Supplier"</p>
26.	<p>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.</p>

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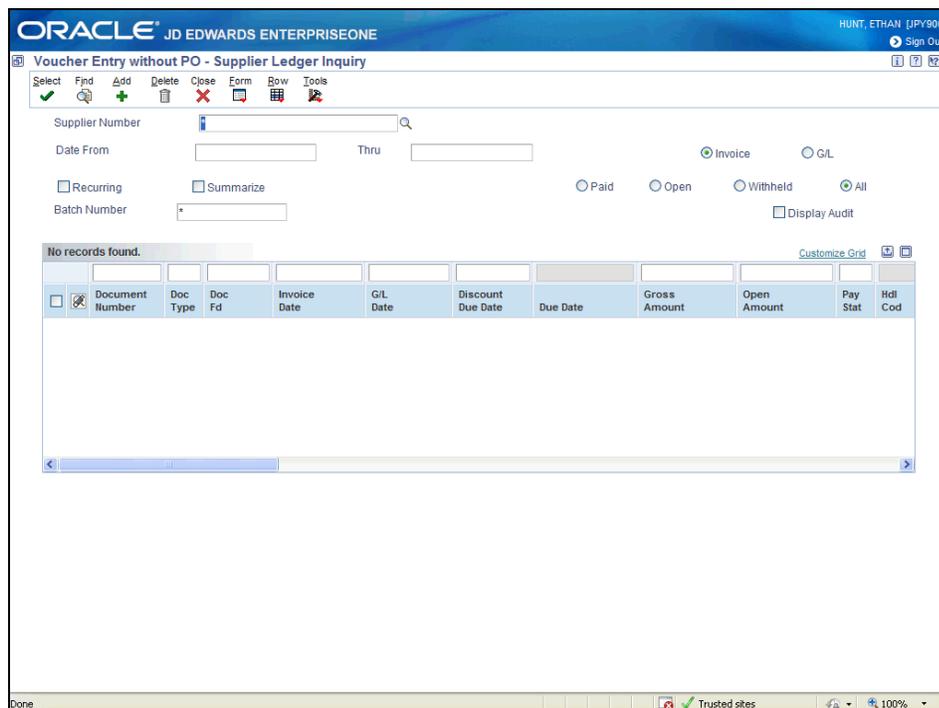
Reviewing Supplier Master and Address Book Information



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.



Step	Action
33.	Click the Close button. 



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Reviewing Supplier Master and Address Book Information

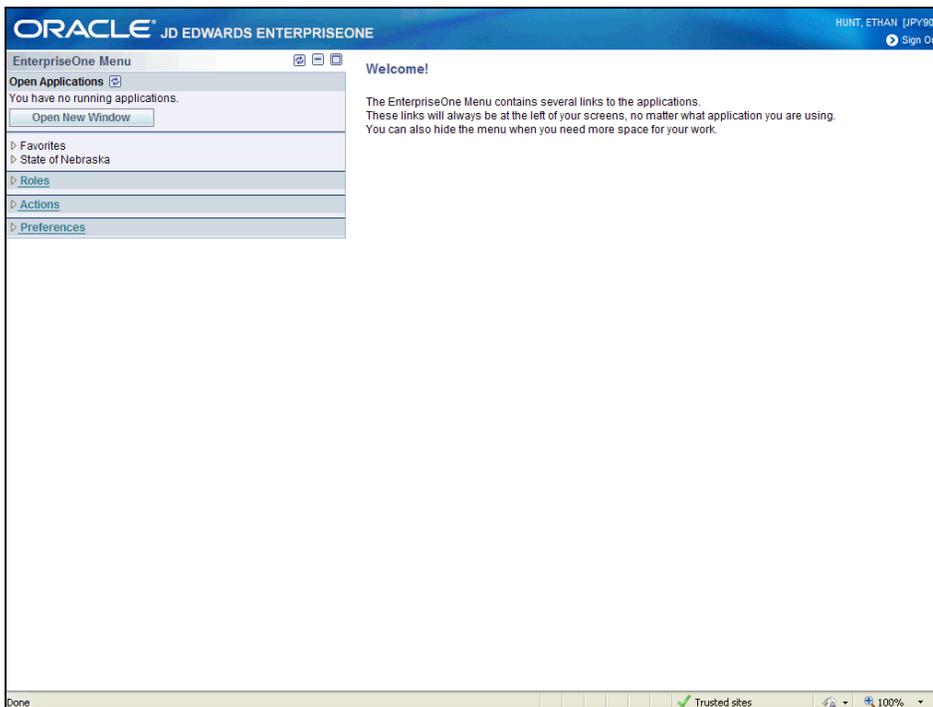


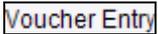
Step	Action
34.	Click the Close button. 
35.	You have successfully completed this lesson. End of Procedure.

Additional Functions and Options Lesson

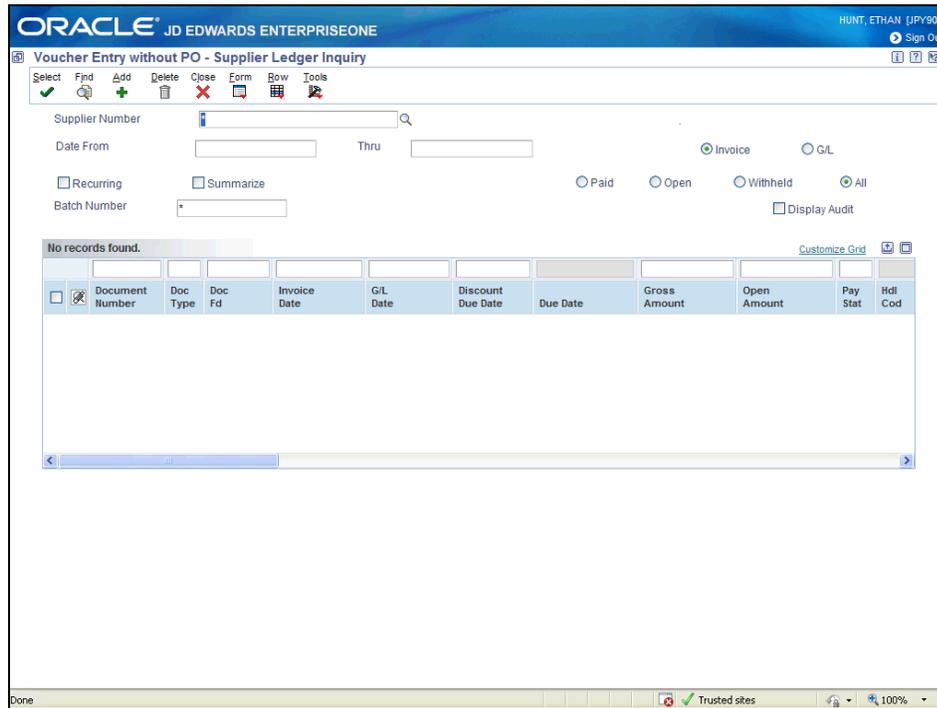
Procedure

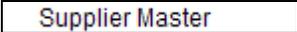
In this lesson you will learn some additional functions and options available to you when reviewing Supplier Master and Address Book information



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. 

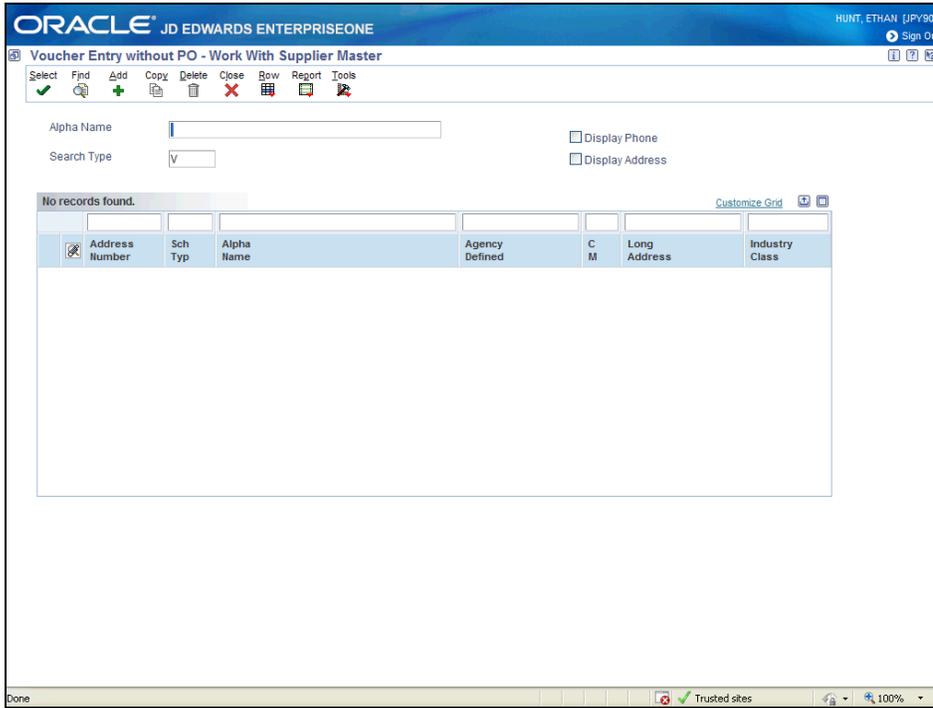
Step	Action
5.	<p>You can click:</p> <ul style="list-style-type: none"> Voucher Entry with PO Voucher Entry without PO Employee Reimbursement Entry Recurring Voucher Entry Multiple Vendor Payment Entry <u>Voucher Entry without PO</u>



Step	Action
6.	<p>Click the Form button.</p> 
7.	<p>Click the Supplier Master menu.</p> 

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Reviewing Supplier Master and Address Book Information



Step	Action
8.	If you want to find a specific vendor type their name in the Alpha Name field.
9.	Click the Find button. 
10.	To review a list of phone numbers for a supplier click the Row button. 
11.	Click the Phone menu. 
12.	You can review the Phone Numbers.

Voucher Entry without PO - Phone Numbers

Address Number: 500008 CORNHUSKER PRINTING CO
Who's Who Line: 0 CORNHUSKER PRINTING CO

Prefix	Phone Number	Phone Type	Phone Type Description	Line Number
300	476-6211		OFFICE	1
402	476-6754	FAX	FAX	2

Step	Action
13.	Click the Cancel button.

Voucher Entry without PO - Work With Supplier Master

Alpha Name: CORNHUSKER PRINTING*
Search Type: V

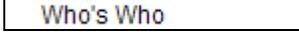
Display Phone
 Display Address

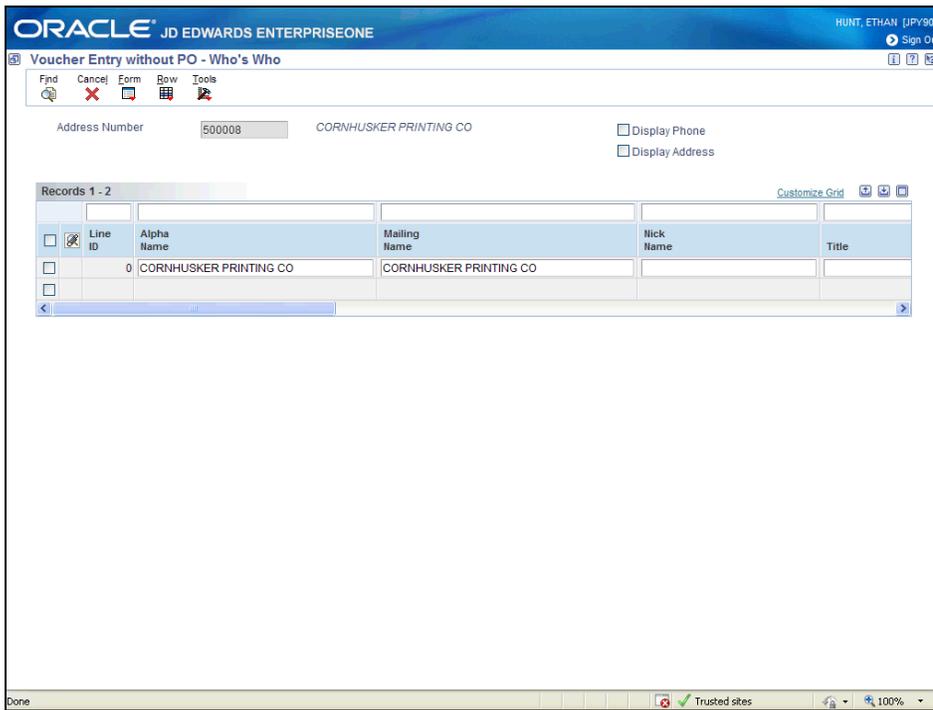
Address Number	Sch Typ	Alpha Name	Agency Defined	C M	Long Address	Industry Class
500008	V	CORNHUSKER PRINTING CO			APS1000	

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Reviewing Supplier Master and Address Book Information



Step	Action
14.	To review a list of important points of contact for a supplier, as well as salutation information click the Row button. 
15.	Click the Who's Who menu. 



Step	Action
16.	Click the check box of the supplier. 
17.	Click the Row button. 
18.	Click the Detail menu. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Voucher Entry without PO - Who's Who Detail

Cancel Tools

Address Number 500008 CORNHUSKER PRINTING CO

Who's Who Line 0

Detail Additional Category Codes 1 - 10 Category Codes 11 - 20

Mailing Name CORNHUSKER PRINTING CO

Alpha Name CORNHUSKER PRINTING CO

Title

Type Code

Contact Type

Function Code

Preferred Contact Method

Primary Contact

Done Trusted sites 100%

Step	Action
19.	Click the Cancel button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Voucher Entry without PO - Who's Who

Find Cancel Form Row Tools

Address Number 500008 CORNHUSKER PRINTING CO Display Phone Display Address

Records 1 - 2 Customize Grid

<input type="checkbox"/>	Line ID	Alpha Name	Mailing Name	Nick Name	Title
<input checked="" type="checkbox"/>	0	CORNHUSKER PRINTING CO	CORNHUSKER PRINTING CO		
<input type="checkbox"/>					

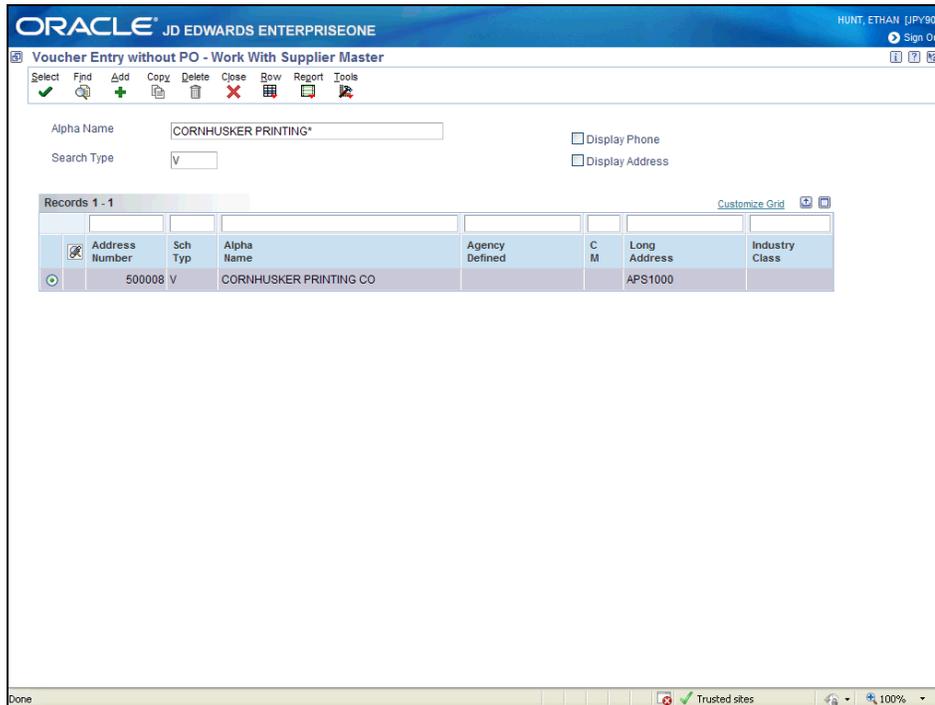
Done Trusted sites 100%

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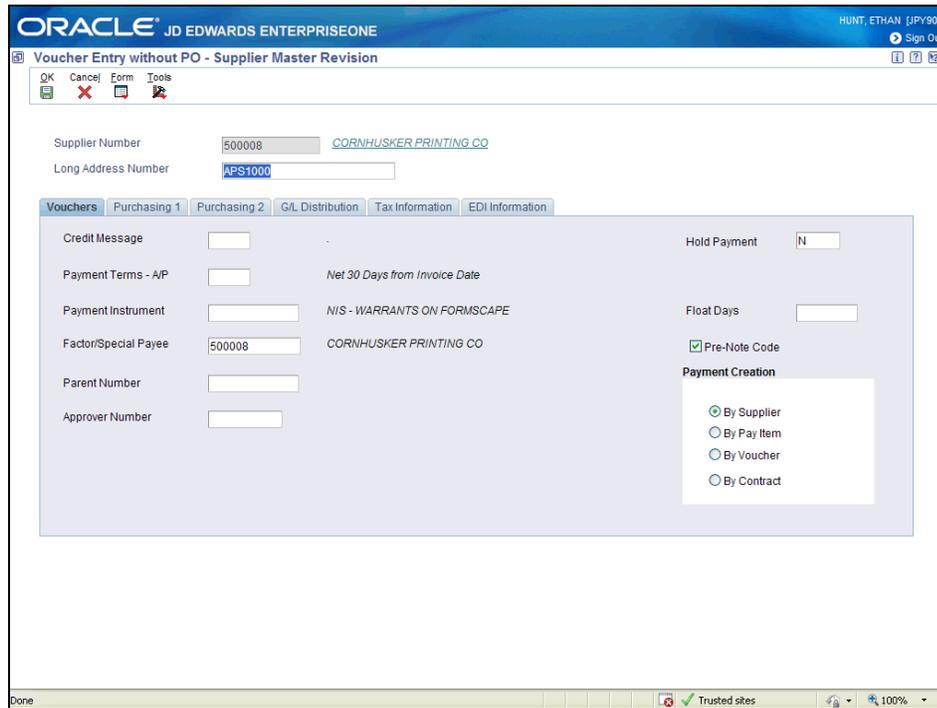
Reviewing Supplier Master and Address Book Information

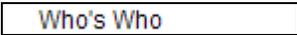


Step	Action
20.	Click the Cancel button. 



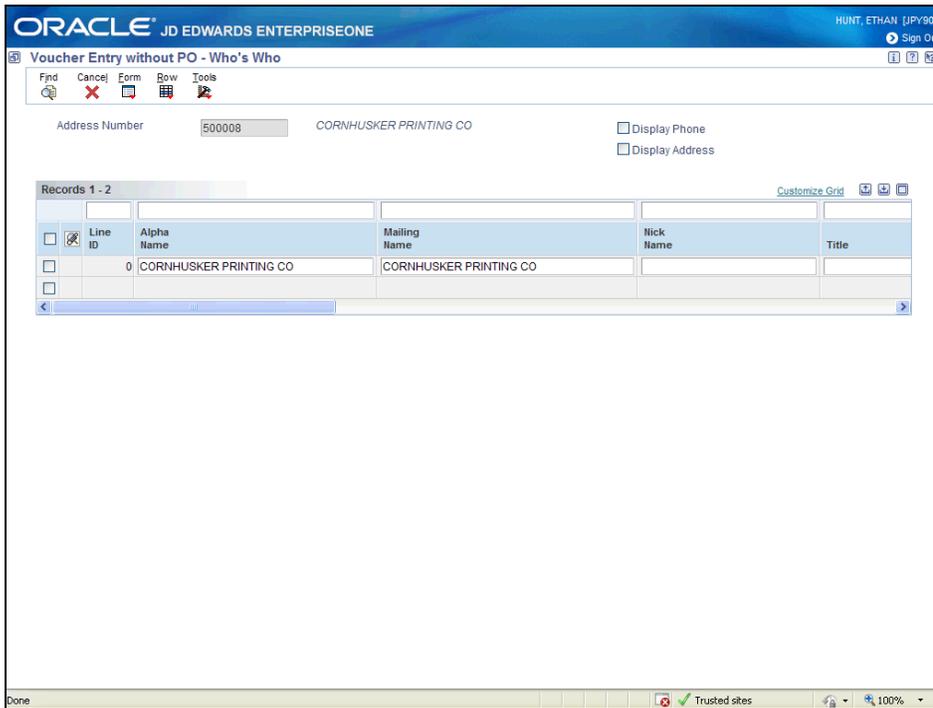
Step	Action
21.	Click the Select button. 



Step	Action
22.	To review a list of important points of contact for a supplier, as salutation information click the Form button. 
23.	Click the Who's Who menu. 

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Reviewing Supplier Master and Address Book Information



Step	Action
24.	Click the check box of the supplier. <input type="checkbox"/>
25.	Click the Row button.
26.	Click the Detail menu. <input type="text" value="Detail"/>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Voucher Entry without PO - Who's Who Detail

Cancel Tools

Address Number 500008 CORNHUSKER PRINTING CO

Who's Who Line 0

Detail Additional Category Codes 1 - 10 Category Codes 11 - 20

Mailing Name CORNHUSKER PRINTING CO

Alpha Name CORNHUSKER PRINTING CO

Title

Type Code

Contact Type

Function Code

Preferred Contact Method

Primary Contact

Done Trusted sites 100%

Step	Action
27.	Click the Cancel button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Voucher Entry without PO - Who's Who

Find Cancel Form Row Tools

Address Number 500008 CORNHUSKER PRINTING CO Display Phone Display Address

Records 1 - 2 Customize Grid

<input type="checkbox"/>	Line ID	Alpha Name	Mailing Name	Nick Name	Title
<input checked="" type="checkbox"/>	0	CORNHUSKER PRINTING CO	CORNHUSKER PRINTING CO		
<input type="checkbox"/>					

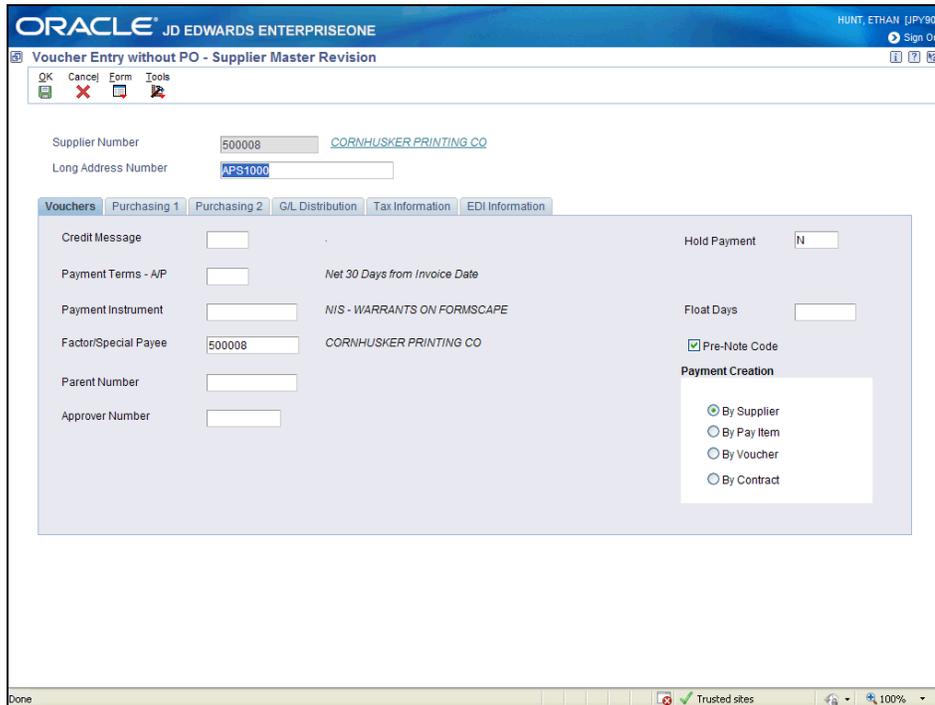
Done Trusted sites 100%

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Reviewing Supplier Master and Address Book Information



Step	Action
28.	Click the Cancel button. 



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPV900] Sign Out

Voucher Entry without PO - Supplier Master Revision

OK Cancel Form Tools

Supplier Number: 500008 CORNHUSKER PRINTING CO

Long Address Number: APS1000

Vouchers Purchasing 1 Purchasing 2 G/L Distribution Tax Information EDI Information

Credit Message:

Payment Terms - A/P: Net 30 Days from Invoice Date

Payment Instrument: NIS - WARRANTS ON FORMSCAPE

Factor/Special Payee: 500008 CORNHUSKER PRINTING CO

Parent Number:

Approver Number:

Hold Payment: N

Float Days:

Pre-Note Code

Payment Creation

- By Supplier
- By Pay Item
- By Voucher
- By Contract

Done Trusted sites 100%

Step	Action
29.	To review year-to-date (YTD) vouchered amounts for a supplier click the Form button. 
30.	Click the Additional Info menu. <input type="text" value="Additional Info"/>

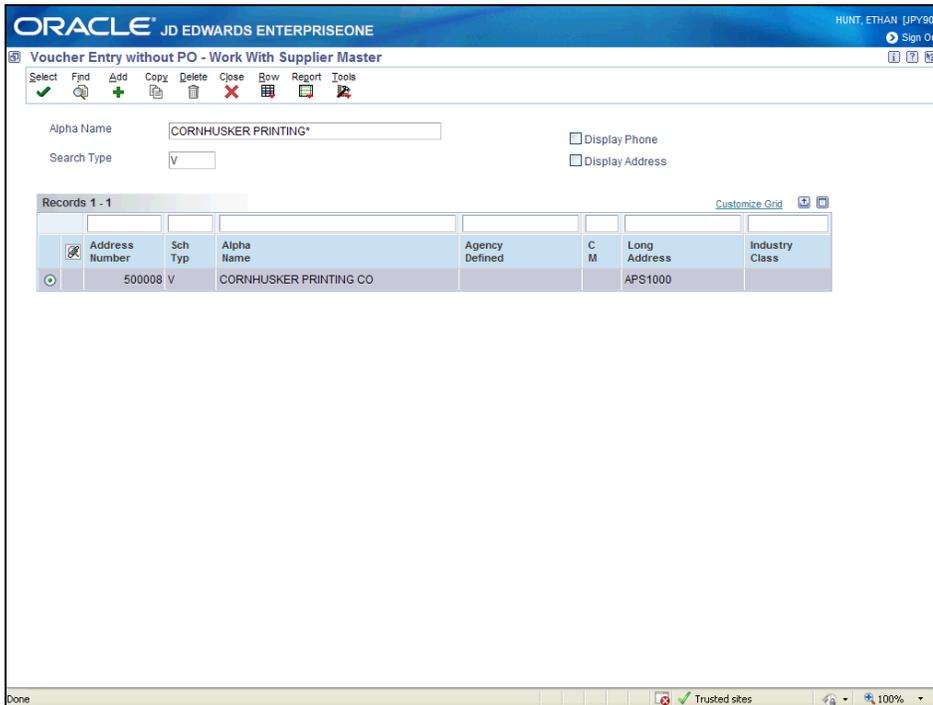
Step	Action
31.	Click the Cancel button. 

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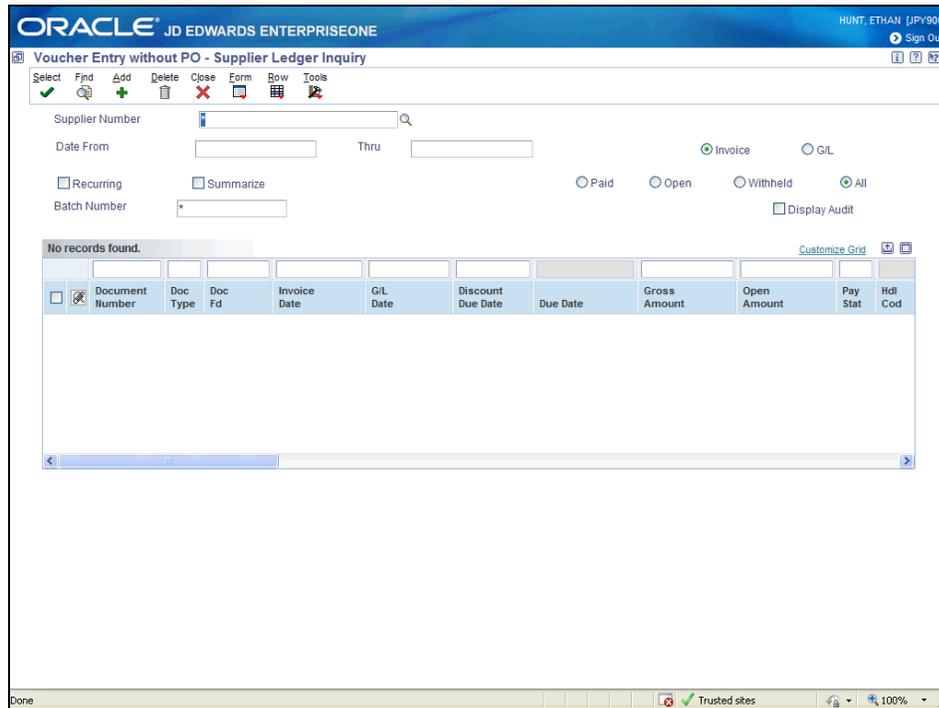
Reviewing Supplier Master and Address Book Information



Step	Action
32.	Click the Cancel button. 



Step	Action
33.	Click the Close button. 



Step	Action
34.	Click the Close button. 
35.	You have successfully completed this lesson. End of Procedure.