

## Address Book Definitions

### Payables

PP - Payee	Used to send vendor payments to. All ACH/electronic fund transfer address book records are a search type "PP" (with the exception of those that are sent to a "VP" search type - see description below)
V - Vendor	1. May be used to create a purchase order AND 2. May also be used to send payment to the vendor - if the accounts receivable department has the same address as the purchase order department
VP - Political Subdivision	Used to pay Counties, States, Cities, Schools, Public Institutions

### Accounts Receivable

C - Customer	Used to bill customers of the State that are <b>NOT</b> part of a State Agency
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### IBT's

F - Facility AG - Agency	Used to "bill" all State agencies for services/materials; this includes bills that are sent to the University of Nebraska. Is also used as a "ship to" address for Procurement functions.
S - Send Invoice To	Used to "pay" IBT  Is <b>ONLY</b> used in conjunction with the "F" search type. A facility maybe the ship to location, but the invoices need to go to a centralized billing department - in that case, an "S" search type would be added to "F" record. State Accounting and NIS are the only authorized users to add an "S" to a "F" address book record.

### Human Resources

A - Applicants	Currently not being used - but will eventually be used to capture information on all State job applications
E - Employees	Employees that are employed by the State of Nebraska
N - Non Employees	Contractors, Board Members, Consultants. Those people who need access to NIS, but will NEVER receive a vendor payment from the State.
Q - Dependent/Beneficiary	Used in conjunction with E search type - those dependents and beneficiaries of State employees
X - Ex-Employees	Employees that were previously employed by the State of Nebraska. After termination all "E" search types should be changed to an "X" search type. Note: security business unit would need to be changed to S0012345678 to allow other agency HR staff to view the "X" search type.

### Specialized

O - One Time Refunds	Used <b>ONLY</b> by the State Treasurer's office (no 1099)
SC - State College	Used <b>ONLY</b> by the State Colleges
Z - System use only	Used by NIS & State Accounting to block access to address book records

## Address Book Definitions

### Procurement & Inventory

B - Buyer	Used to route Procurement documents
W - Warehouse	Used in conjunction with Inventory - location of the agency warehouses

### Misc

D - Deposit Location	Deposit locations of agencies that deposit monies
FD - Funds	Fund Numbers of all State Funds

### Agency Specific

CL - HHS Labs	HHSS Lab - used to bill their customers
PH - HHS HEA	HHSS - used to process Home Energy Assistance Payments
PM - HHSS Medicaid	HHSS - used to process Medicaid Payments
PW - HHSS Nfocus	HHSS - used to process Welfare Payments
R - Retirees	Retirement - used to process retiree payments
TR - Taxpayer Refunds	Revenue - used to process tax payer refunds
UN - University	University - used to process University vendor payments
UX - University	Unviersity - used to process University refunds (no 1099)