

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 the NIS System, as well as validate mailing information.

 DAS 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

This work instruction shows how:

[Review Supplier Information in the Supplier Master](#)

This work instruction includes [Additional Functions and Options](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Accounts Payable.
(Citrix users – right click on the menu, choose Apply Roles, choose Accounts Payable.)

Payables > Voucher Processing > Voucher Entry > any of the following:

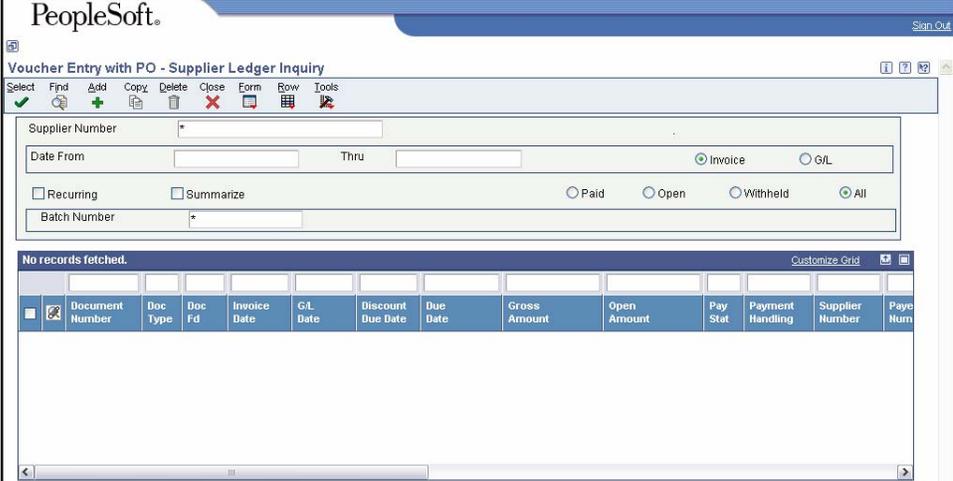
- Voucher Entry with PO
- Voucher Entry without PO
- Employee Reimbursement Entry
- Recurring Voucher Entry
- Multiple Vendor Payment Entry

Steps

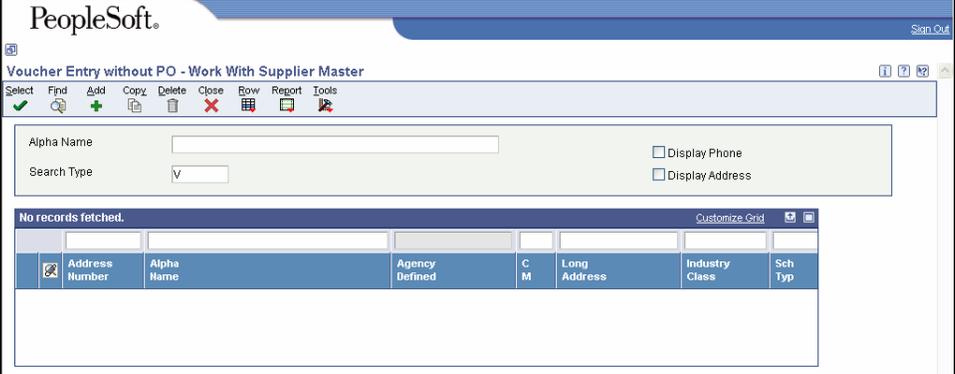
Review Supplier Information in the Supplier Master

Payables > Voucher Processing > Voucher Entry > Voucher Entry without PO

Start this instruction from the Supplier Ledger Inquiry window of the type you selected in the navigation above.

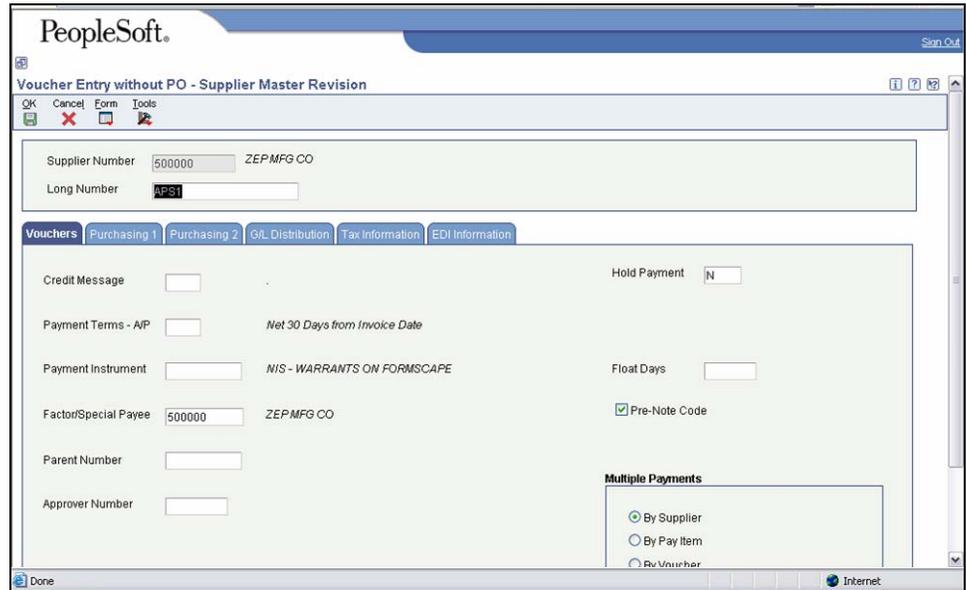


1. Click **Form, Supplier Master**. The Voucher Entry without PO – Work With Supplier Master window appears.



2. Type the **supplier's name** in the Alpha Name field in the header.
 -  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.
 -  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.
3. Choose the **Display Phone** and **Display Address** header options.
4. Search Type should be "V."
5. Click **Find**.
6. Choose the **appropriate supplier**.

- Click **Select**. The Voucher Entry without PO – Supplier Master Revision window appears.



- Review the following on the **Vouchers** tab:
 - Credit Message – UDC (Universal Description Code) that describes the order status of the supplier. Click on the Visual Assist to view the acceptable codes for this field. Some examples are:

Code	Description
2	Requires Purchase Order (PO)
7	On Credit Hold per Accounting

- Payment Terms – A/P – UDC for the supplier’s payment terms. Some examples are:

Code	Description
Blank	Net 30
000	Due Upon Receipt
002	2/10 Net 30 Days
015	Net 15 Days from Invoice date

- Payment Instrument – UDC that identifies the method of payment.

Code	Description
Blank	Warrant (Check)
T	ACH (Automated Clearing House)
Z	EDI

-  Payment instrument can be changed from T to Blank ONLY with permission of State Treasurer on a case-by-case basis.
- Factor/Special Payee – The default is the Factor/Special Payee entry from the Address Book.
- Parent Number – Address Book number of the parent company.
- Approver Number – Address Book number of the approver.
-  Used only if voucher logging is used.
- Hold Payment – Hold payment codes are **N** (release payment), **Y** (hold payment) and **2** (hold payment but allow voucher entry).
- Ledger Inq Seq – Account Ledger sequence code that identifies the display sequence of the default ledger in Ledger Inquiry programs. The default is **6**.
- 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).
- 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.
- Multiple Payments – Three options that indicate whether a separate warrant (check) will be issued for each pay item on a voucher:
 - Yes – Create separate warrant for each pay item
 - No – Issue one warrant for the supplier, regardless of the number of pay items. This is the default.
 - Contract – Create one warrant per contract and collate the warrants by number.
-  The Purchasing 1 and 2 and EDI tabs are reserved for use by DAS Materiel, which establishes procurement limits for agencies and sets up and maintains all Supplier Masters.

9. Click the **Tax Information** tab.

The screenshot shows the 'Voucher Entry without PO - Supplier Master Revision' window in PeopleSoft. The 'Tax Information' tab is active. The form contains the following fields:

- Supplier Number: 500000 (ZEP MFG CO)
- Long Number: APS1
- Tax Expl Code 2: [Empty]
- Tax Rate / Area: [Empty]
- Person/Corporation: [Empty]
- Agency Defined: [Empty]
- Tax Authority: [Empty]
- Percent: [Empty]

 This tab is used by State Accounting only.

10. Review the following:

- Tax Expl Code 2 – 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.
- Add'l Ind Tax ID – Additional tax ID number assigned to the supplier by the government.

 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.

11. Click **Cancel** to return to the Work With Supplier Master window.
12. Click **Close** to return to the Voucher Entry without PO - Supplier Ledger Inquiry window.
13. Click **Close**.

Additional Functions and Options

Navigation: Payables > Voucher Processing > Voucher Entry:

- Voucher Entry with PO
- Voucher Entry without PO
- Employee Reimbursement Entry
- Recurring Voucher Entry
- Multiple Vendor Payment Entry

Click **Form, Supplier Master**.

Enter or **Find** Vendor

Choose Vendor

You can do the following from the Work With Supplier window:

To	Do This
Review a list of phone numbers for a supplier.	Click Row, Phone to display the Phone Number window.
Review a list of important points of contact for a supplier, as well as salutation information.	<ol style="list-style-type: none"> 1. Click Row, Who's Who to display the Who's Who window. 2. Choose the supplier in the detail area. 3. Click Row, Detail to display the Who's Who Detail window.

or

Navigation: Payables > Voucher Processing > Voucher Entry:

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Click **Form, Supplier Master**.

Enter or **Find** Vendor

Choose Vendor

Click **Select**

You can do the following from the Supplier Master Revision window:

To	Do This
Review a list of important points of contact for a supplier, as well as salutation information.	<ol style="list-style-type: none"><li data-bbox="894 281 1406 338">1. Click Form, Who's Who to display the Who's Who window.<li data-bbox="894 352 1393 386">2. Choose the supplier in the detail area.<li data-bbox="894 401 1406 457">3. Click Row, Detail to display the Who's Who Detail window.
Review year-to-date (YTD) vouchered amounts for a supplier.	Click Form, Additional Info to display the Additional Supplier Information window.