

## Address Book Search Types

Search Type	Description
<b>Financial and Procurement Search Types</b>	
V – Vendor	<ul style="list-style-type: none"> <li>• Create a Purchase Order</li> <li>• Send payment to the vendor (if Supplier accounts receivable department has the same mailing address as the PO Department)</li> <li>• Procurement Commodity Codes are associated with Vendors</li> </ul>
PP – Payee	<ul style="list-style-type: none"> <li>• Send Vendor Payments if different than PO or Supplier Address</li> <li>• All ACH/Electronic Fund Transfers (excluding Search Type “VP”) payments</li> </ul>
VP – Political Subdivision	<ul style="list-style-type: none"> <li>• Payments to: Counties, States, Cities, Schools, Public Institutions</li> </ul>
F – Facility	<ul style="list-style-type: none"> <li>• Bill State Agencies for services/materials through IBT process</li> <li>• Bill University of Nebraska and State Colleges</li> <li>• “Ship To” address for Procurement functions – delivery address for commodities and services</li> <li>• “Delivery” address for AS Materiel – State Print Shop</li> <li>• Physical Address of State Buildings, used to associate Employees with physical work address (Human Resources)</li> </ul>
C – Customer	<ul style="list-style-type: none"> <li>• Bill external customers of the State (Receivables)</li> </ul>
AG – Agency	<ul style="list-style-type: none"> <li>• Must be used by Agencies to make payments through IBT process</li> </ul>
N – Non-Employee	<ul style="list-style-type: none"> <li>• Board or Commission Member – Reimbursements made through the Accounts Payable module</li> <li>• System User (requires E1 User ID through E1 Security), includes consultants and contractors</li> </ul>
Z – System Use Only (Inactive Record)	<ul style="list-style-type: none"> <li>• Used by EnterpriseOne and State Accounting</li> <li>• Block access to existing Address Book records</li> </ul>
<b>Human Resources Search Types</b>	
E – Employee	<ul style="list-style-type: none"> <li>• Individuals employed by the State of Nebraska</li> <li>• Employee Master exists and payment through Payroll</li> </ul>
Q – Dependent/Beneficiary	<ul style="list-style-type: none"> <li>• Used in conjunction with Search Type “E” for benefits</li> <li>• Dependent and/or beneficiary of State employee</li> </ul>
X – Ex-Employee	<ul style="list-style-type: none"> <li>• Previous State of Nebraska Employee</li> <li>• After termination, Search Type “E” is changed to “X”</li> <li>• <i>Note:</i> Security Business Unit <u>must</u> be changed to S0012345678 to allow other agency HR staff to view Search Type “X”</li> </ul>
<b>Specialized Search Types</b>	
B – Position User ID Buyer	<ul style="list-style-type: none"> <li>• EnterpriseOne User ID required by position, not by “employee”</li> <li>• System User (requires E1 User ID through E1 Security)</li> </ul>
I – Interface User ID	<ul style="list-style-type: none"> <li>• EnterpriseOne User ID required by Interface</li> </ul>
W – Warehouse	<ul style="list-style-type: none"> <li>• Location of Agency warehouse used in Inventory module</li> </ul>
D – Deposit Location	<ul style="list-style-type: none"> <li>• Deposit Locations of Agencies that deposit monies</li> </ul>
FD – Funds	<ul style="list-style-type: none"> <li>• Fund Numbers of all State Funds</li> </ul>

## Address Book Search Types

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Agency Specific Search Types	
BV – Blind & Visually Impaired Clients	<ul style="list-style-type: none"> <li>• Commission for Blind &amp; Visually Impaired</li> <li>• Process payments to Blind &amp; Visually Impaired Clients</li> </ul>
CL – DHHS Labs	<ul style="list-style-type: none"> <li>• DHHS</li> <li>• Bill Customers</li> </ul>
PH – DHHS HEA	<ul style="list-style-type: none"> <li>• DHHS</li> <li>• Process Home Energy Assistance Payments</li> </ul>
PM – DHHS Medicaid	<ul style="list-style-type: none"> <li>• DHHS</li> <li>• Process Medicaid Payments</li> </ul>
PW – DHHS Welfare	<ul style="list-style-type: none"> <li>• DHHS</li> <li>• Process NFOCUS Payments</li> </ul>
R – Retirees	<ul style="list-style-type: none"> <li>• Retirement Systems</li> <li>• Process Retiree Payments</li> </ul>
SC – State Colleges	<ul style="list-style-type: none"> <li>• State Colleges</li> </ul>
O – One Time Refunds	<ul style="list-style-type: none"> <li>• State Treasurer’s Office (no 1099 generated)</li> <li>• Unclaimed Property</li> </ul>
TR – Taxpayer Refunds	<ul style="list-style-type: none"> <li>• Revenue</li> <li>• Process taxpayer refunds</li> </ul>
UN – University	<ul style="list-style-type: none"> <li>• University</li> <li>• Process University vendor payments</li> </ul>
US – University	<ul style="list-style-type: none"> <li>• University</li> <li>• Process Student refunds (no 1099 generated)</li> </ul>
UX – University	<ul style="list-style-type: none"> <li>• University</li> <li>• Process University refunds (no 1099 generated)</li> </ul>
NC – Nebraska Colleges	<ul style="list-style-type: none"> <li>• State Colleges</li> </ul>
Y – Out of Business	<ul style="list-style-type: none"> <li>• AS Materiel, State Purchasing Bureau</li> </ul>