

SECTION 10: VENDORS

Vendor Detail

INTRODUCTION

Vendor Detail provides procedures for using INQ-VM: VENDOR DETAIL screen to identify detail information on a vendor record in the Vendor Master File (VMF) in AKSAS. Use of the VENDOR DETAIL screen can help determine if an add vendor or change vendor transaction is needed:

```
INQ-VM: VENDOR DETAIL                                DATE: 11/25/2011
VENDOR NUMBER: ADD01023      ACTIVE? YES            DATE LAST ACTIVITY: 10/03/2011

VENDOR LEGAL NAME: ADVANCED DIAGNOSTICS, INC.
DBA NAME/ADDRESS:
  VENDOR ADDRESS: 2440 CINNABAR LOOP
                  CITY: ANCHORAGE                   STATE: AK ZIP: 99507-3138

BUSINESS TYPE: INC GENERAL CORPORATION              VENDOR CLASS: MI
TAX OR EMP ID: ██████████                          1099 REPORTABLE? NO

VENDOR EMAIL/CONTACT:                               EDI STATUS: ENABLED
  PHONE: (907)344-3456 EXT:                          ENABLE DATE: 07/09/2009
                                                         MULTIPLE ADDENDA? NO
                                                         REFS: GEN
                                                         ACCEPTS CREDIT CARD? YES

VENDOR SHORT NAME: ADVANCED DIAGNOSTICS
VENDOR NOTES: ADVANCED DIAGNOSTICS, INC.

                INCORPORATED PER VENDOR
ENTER VENDOR NUMBER FOR NEXT DETAIL==> █
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  QUIT                                WREF                                PFKYS                                HELP
```

VENDOR DETAIL SCREEN INFORMATION

The VENDOR DETAIL screen contains the following information:

Vendor Number:

```
VENDOR NUMBER: ADD01023
```

This field displays a unique eight-character (three alpha, five numeric) identifier assigned by DOA/Finance (DOF) to identify vendors on the Vendor Master File. The exceptions to this rule are QQQ and XXX vendor numbers. QQQ vendor numbers are assigned by the Department of Labor, Division of Vocational Rehabilitation, while XXX vendor numbers are assigned by the Department of Fish and Game, Division of Administrative Services.

Active Status:

```
ACTIVE? YES
```

This field determines if the vendor record is active or not. An active record can be used as the pay vendor on a warrant request transaction or as a reference in an open item transaction.

Date of Last Activity:**DATE LAST ACTIVITY: 10/03/2011**

This field shows how recently the record was used by AKSAS. It is updated when the following transactions process:

- Financial transactions using the vendor as a reporting reference.
- Warrants issued to the vendor.
- Transactions changing the vendor record.

Vendor Legal Name:**VENDOR LEGAL NAME: ADVANCED DIAGNOSTICS, INC.**

This field identifies the name the vendor uses to report taxes to the IRS and to whom the Tax ID is assigned.

DBA Name/Address:**DBA NAME/ADDRESS:**

This field identifies if the vendor is doing business with a name different from the owner or parent company name, or if additional information is needed for the **VENDOR ADDRESS** (e.g., c/o John Doe or a street address for a foreign entity).

Vendor Address, City, State, and Zip:
VENDOR ADDRESS: 2440 CINNABAR LOOP
CITY: ANCHORAGE STATE: AK ZIP: 99507-3138

These fields identify the address to which a warrant or correspondence (e.g., 1099 MISC) is mailed. For foreign entities, the city, province, and postal code are entered in the **VENDOR ADDRESS** field, while the country name is entered in the **CITY** field. The **STATE** and **ZIP** field are blank for a foreign entity.

Business Type:**BUSINESS TYPE: INC GENERAL CORPORATION**

This field identifies the type of business the vendor is in. The business type of the vendor determines the vendor class and 1099 reportable status. The exception to this is Business Type OTH (i.e., Other), as the vendor class and 1099 reportable status fields are open for entry.

Vendor Class:**VENDOR CLASS: MI**

This field identifies the type of vendor by business service. This field is pre-populated based on the business type chosen. The exception to this is when Business Type OTH (i.e., Other) is selected as this field is open for entry.

Tax or Emp ID:**TAX OR EMP ID:**

Based on the vendor's business type, this field can either be a social security number (SSN), tax identification number (TIN), or an employee identification number for a state employee. It is used for tax reporting and the owner of this ID is identified in the **VENDOR LEGAL NAME** field.

1099 Reportable?:**1099 REPORTABLE? NO**

This field identifies whether a vendor is 1099 reportable or non-reportable based on the vendor's business type according to Internal Revenue Service (IRS) regulations. This field is pre-populated based on the business type chosen. The exception to this is when Business Type OTH (i.e., Other) is selected as this field is open for entry.

The vendor's 1099 reportable status is used in conjunction with the 1099 status of an account code used on warrant transactions paid to the vendor. The combination of the two determines whether the payment must be reported to the IRS on a 1099-MISC. For additional information on 1099 reporting, refer to the [Accounting Procedures Manual, Section 14: Special Processes, 1099-MISC Tax Reporting](#).

Vendor Email/Contact, Phone, and Ext:

VENDOR EMAIL/CONTACT:
PHONE: (907)344-3456 EXT:

These fields identify an individual who may be contacted for information.

Vendor Short Name:**VENDOR SHORT NAME: ADVANCED DIAGNOSTICS**

This field identifies the name of the vendor as it should appear on reports. This field is also beneficial when searching for a vendor who happens to have multiple records due to the parent company to which it is tied (e.g., Alaska Airlines):

```

INQ-VL: VENDOR NAME LIST - WORD SEARCH
SEARCH WORD(S): ALASKA AND AIRLINES
  
```

NUMBER	DESC SHORT	VENDOR NAME
1	AAC05024 AK AIR CARGO	ALASKA AIRLINES INC
2	AAI08199 AKAIR-CORP REAL	ALASKA AIRLINES INC
3	AAR03100 AK AIR BOARDROO	ALASKA AIRLINES INC
4	ALA84921 AK AIRLINES	ALASKA AIRLINES INC.
5	ALA85241 AK AIRLINES	ALASKA AIRLINES, INC.

Vendor Notes:

VENDOR NOTES: ARCTIC BUSINESS PARK III
 PARTNERSHIP PER VNDR
 DO NOT ALTER USED FOR DOA/DGS LSE PYMTS

This field provides additional information about the vendor. For example, it can document:

- If a vendor is used for lease payments.
- If a levy was issued or released.
- If a change in ownership occurred.
- If another vendor record should be used.
- Petty cash/change fund information
- Business type (if Business Type OTH [OTHER] is used)

*NOTE: The fields below, **EDI STATUS**, **ENABLE DATE**, **MULTIPLE ADDENDA?**, and **REFS**, relate to the financial electronic data interchange process (i.e., EDI). For more information about the EDI process, refer to the Electronic Payments website at <http://doa.alaska.gov/dof/epay/index.html>.*

EDI Status:

EDI STATUS: ENABLED

This field identifies whether a vendor can be paid electronically by EDI. There are five types of EDI STATUS messages:

EDI STATUS:	What it means:
DISABLED	The ability to pay the vendor electronically via EDI has been disabled.
ENABLED	The vendor can be paid electronically via EDI.
NOT SET UP	The vendor has never been set up for EDI.
PRENOTE	The vendor's bank account is going through a 10-day prenote test to verify the accuracy of bank account information before "live" payments are sent.
RE-PRENOTE	The vendor record, once inactive but contains the vendor's bank account information, has been re-activated. A 10-day prenote test runs again to make sure the account information is still accurate.
REQUIRED	This vendor MUST be paid electronically via EDI.

NOTE: A message will appear on the VENDOR DETAIL screen if payments made to an EDI vendor are restricted to a particular AKSAS RD Code and its lower levels. An example of this message is noted below:

RESTRICT EDI PMTS TO RD 2692 & LOWER LEVELS

Enable Date:

ENABLE DATE: 07/09/2009

This field identifies the date the vendor can begin to receive payments electronically via EDI.

Multiple Addenda?:

MULTIPLE ADDENDA? NO

This field identifies if a vendor elected to combine multiple payments into one deposit with multiple addenda (remittance) records for each payment in the deposit.

Refs:

REFS: GEN

This field identifies the appropriate EDI references to use when entering reference information on a general warrant request transaction.

Accepts Credit Card?:

ACCEPTS CREDIT CARD? YES

This field identifies if a vendor accepts payment by credit card.