PCGENESIS FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM OPERATIONS GUIDE

2/2/2018

Section C: Vendor File Maintenance, V2.8

Revision History

Date	Version	Description	Author
2/2/2018	2.8	18.01.00 – Update *Topic 3: Update Vendors with Employee Information* with new options.	D. Ochala
04/04/2017	2.7	17.01.00 – Add *Topic 3: Update Vendors with Employee Information*.	D. Ochala
03/04/2016	2.6	16.01.00 – Update *Logo and Footers*.	S. Scrivens
04/10/2014	2.5	14.01.00 – Updated *Topic 4: Vendor Listings and CSV Export*.	D. Ochala
03/27/2013	2.4	13.01.00 – Added PO Output option to *Vendor Maintenance* screen.	D. Ochala
07/06/2012	2.3	12.02.00 – Added option to *Vendor Listing by Vendor Name Sequence – All* for Vendor file export to CSV file. Added e-mail and FAX to *Vendor Maintenance* screen.	D. Ochala
05/25/2011	2.2	11.02.00 – Update documentation to current standards.	D. Ochala
03/19/2008	2.1	08.01.00 – Added 1099 vendor claim deselection when vendor 1099 vendor status changes information and instructions.	C. W. Jones
09/27/2007	2.0	07.03.00 - Added *Topic 3*, inactivate vendor information and instructions.	C. W. Jones

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Overview

Setting Employee Search Criteria

Refer to the <u>*Payroll System Operations Guide*</u>, *Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria* for the instructions on setting search criteria filters to select specific employees for processing.

Maintaining the Vendor File

Maintaining the *VENDOR* file includes the following:

- Adding, displaying, modifying, inactivating, and deleting vendor records.

- Purchase Order processing and claims entry requires the creation of vendor records using these procedures before the vendor's information may be used.

- PCGenesis does not allow the deletion of vendor records when claims exist for the vendor.

- Printing the *Vendor's Report* provides a listing of vendors by name or by vendor number.

Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon ▾ to aid in the entry of field information.

Screen Print: The screen print feature allows the user to obtain a screen print of the *Vendor Maintenance* screens. The screen print feature is available on display/inquiry screens which have the ⊞ button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Updating/Viewing Vendor (Employee) Information: For school districts or systems with employees who are also vendors, PCGenesis allows for easy creation of vendor records within the vendor update modules by providing an employee number, SSN, and name lookup. When the *Vendor Maintenance – Select Employee* screen displays, employee information may be viewed by entering a complete or a partial name, an employee number, or by entering an SSN within the *Input* field. Caution should be exercised when using the *Lookup Employee* feature as it either overwrites the *Vendor Maintenance* screen's entries or populates the vendor (employee) information from the employee's personnel information into the fields.

<u>1099 Vendor Status Changes:</u> As a 1099 vendor's status changes from *Y (Yes – Is a 1099 Vendor)* to *N (No – Is Not a 1099 Vendor),* PCGenesis automatically deselects claims for the vendor during 1099 processing, and displays the *"The 1099 status has been changed from 'Y' to 'N' for vendor ####. Claims for vendor #### in calendar year CCYY will be deselected for 1099 processing."* dialog box for confirmation. Deselecting the vendor's claims prevents 1099 vendor processing errors. Future attempts to select claims for this vendor generates the *"Vendor does not have 1099 flag."* message. Similarly, attempts to print (extract records) for the vendor in PCGenesis produces the *"This vendor does not participate in 1099 program"* message.

Update Vendors with Employee Information: The *Update Vendors with Employee Information* function provides a process that will scan the *Vendor Master File* for employees and identify information on the vendor record that does not match information on the *Payroll Master File* record. The process allows options to either 1) print a report only, or 2) print a report and update the *Vendor Master File* with the payroll data. The following vendor fields will be updated: contact, street address lines, city, state, zip, telephone number, and the name control field. Optionally, the vendor sequence key can also be updated. This procedure facilitates synchronizing the *Vendor Master File* with up-to-date payroll information.

Inactivating Vendor Information by a Specific Year or Date: Selecting *F5 (Inactivate Records in Vendor File by Year/Date Range)* from the *Financial Accounting & Reporting System – Vendor Master Menu* inactivates *I (Inactive)* any active vendors, if the vendor has no activity as of the date entered. Activity in this instance includes the entry of purchase orders, journal entries, or expenditures more recent than the date entered.

Note that vendor records with activity within the prior eighteen (18) months should remain active on PCGenesis.

Topic 1: Adding a Vendor Record

Step	Action
1	From the *Business Applications Master Menu*, select __1__ (**F1 -** Financial Accounting & Reporting System).

The following screen displays:
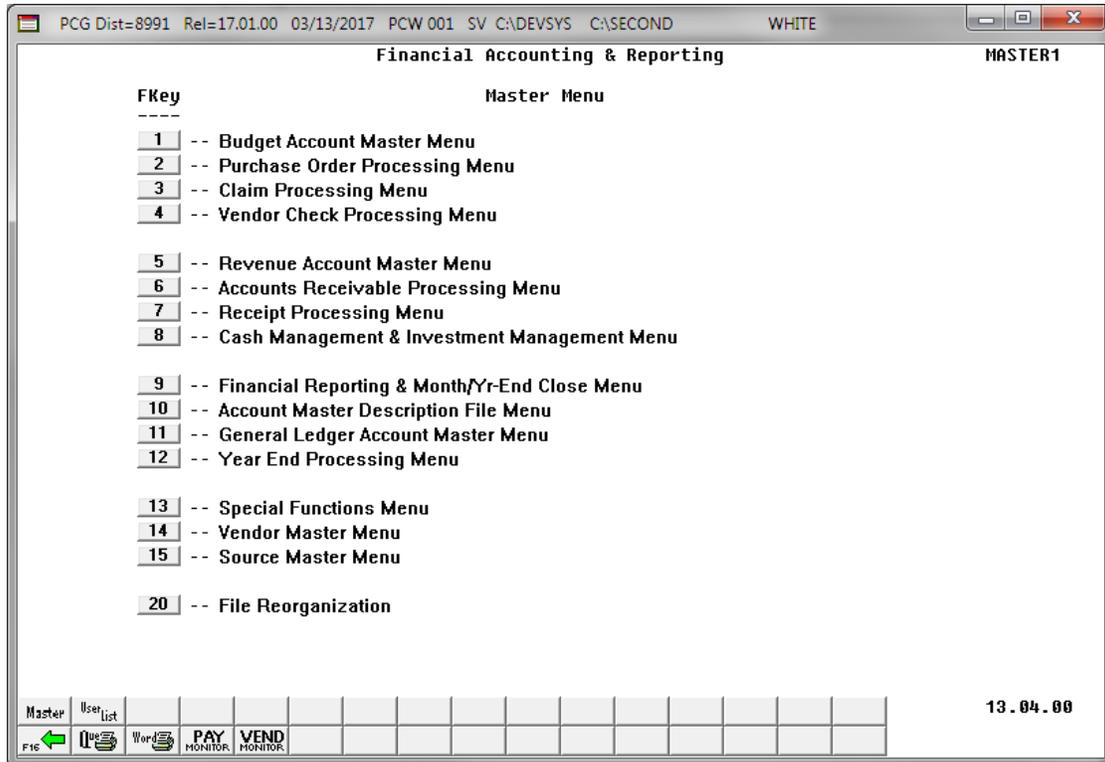
Step	Action
2	Select __14__ (**F14 –** Vendor Master Menu).

The following screen displays:
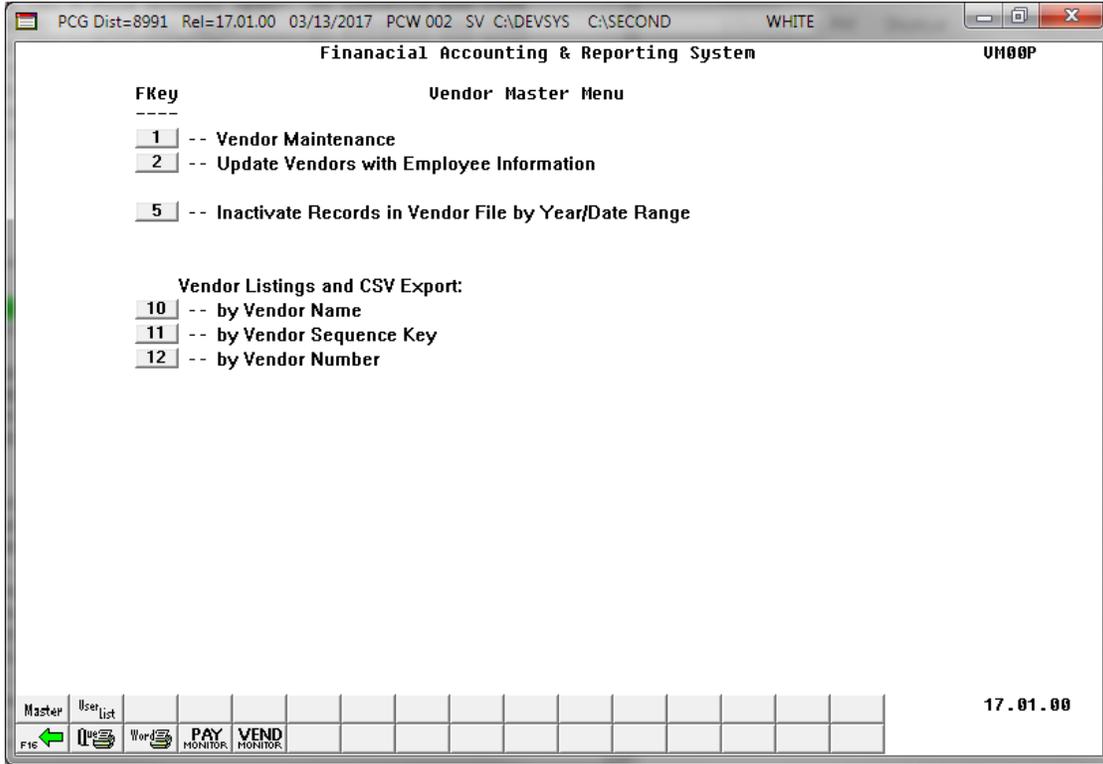
Step	Action
3	Select 1 (**F1 -** Vendor Maintenance).

The following screen displays:
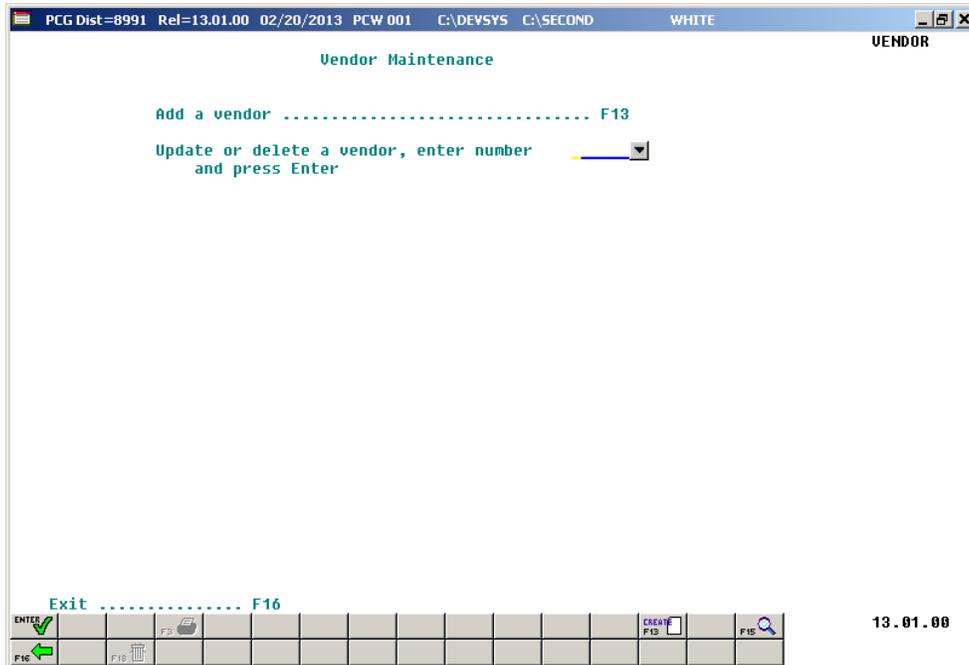
Step	Action
4	Select ☐ 13 (**F13** – Create New Vendor Record).

The following screen displays:

Step	Action
5	**Required:** **To enter the vendor's name manually:** Enter the vendor's name up to thirty (30) characters in the **Name** field and proceed to *Step 8*. **To create a vendor from an employee's personnel information**: Select **Lookup Employee** (Lookup Employee) or select F15 🔍 (**F15** - Create from Employee). The *Lookup/Create from Employee* feature replaces the screen's entries with the employee's payroll information.

For **Step 5-** `Lookup Employee` **/F15** selections, the following screen displays:

Step	Action
6	Enter the employee's number in the **Input** field, select ![ENTER] (**Enter**). *If the employee number/SSN is unknown, enter the employee's complete or partial name in the Input field and select ![ENTER] (Enter). Entering a complete or partial name in the Name field displays results most closely matching the search criteria entered. Continue to select Pg Down until the employee's record is located. Select Enter or the corresponding Function key to select the employee's information.*

The following screen displays:

Step	Action
7	**Optional:** **For Step 5-** Lookup Employee **/F15 selections:** Modify the defaulting information where appropriate using the instructions beginning at *Step 8*. *Modifications to the Vendor Maintenance screen do not affect the employee's payroll information.*
8	**Optional:** Enter the sequential key descriptor, for example the vendor's name, in the **Seq key** (Sequence key) field to be able to perform a search by the identifier entered. *The Seq key field is an optional field that allows a user-defined name to display as report headers, and the use of a different name for alphabetization purposes. For example, by entering "Georgia Department of Education" in the Name field and "Education, Georgia Department of" in the Seq key field, the vendor can be located alphabetically by searching the "E's". PCGenesis identifies "Georgia Department of Education" on all reports in this instance. When leaving the field blank, the Name field's entry automatically defaults in the field.*
9	**Optional:** Enter the mailing address, city, state code, and zip code in the **Address**, **City**, **State,** and **Zip** fields.

Step	Action
10	**Required:** Select the drop-down selection icon ▾ in the **PO Output** field to choose the vendor's preferred method for receiving purchase orders. Select from the list of options in the drop-down box. Valid options: **E** – Email, only valid when using a 3rd party to deliver purchase orders **F** – Fax, only valid when using a 3rd party to deliver purchase orders **O** – Other, valid when PCGenesis is used to print purchase orders
11	**Optional:** Enter the remit to mailing address, city, state code, and zip code in the **Remit to - Address**, **City**, **State,** and **Zip** fields, where applicable. *The Remit to - Address, City, State, and Zip fields entries print on all checks issued for the vendor instead of the entries from Step 9.*
12	**Optional:** Enter the telephone number including the area code in the **Phone** field.
13	**Optional:** Enter the name of the vendor's representative in the **Contact** field.
14	**Optional:** Enter the vendor's FAX phone number in the **FAX** field. Enter the vendor's e-mail address in the **Email** field. The e-mail address is required when the **PO Output** option selected in *Step 10* is '**E**' for E-mail. The FAX phone number is required when the **PO Output** option selected in *Step 10* is '**F**' for Fax.
15	**To enter a Federal ID or Social Security Number:** Enter **Y** (Yes) in the **FED.I.D. (Y/N)** (Federal Identification Yes/No) field, and enter the federal identification in the **S.S.#/FED.I.D.** (Social Security Number/Federal Identification) field. *Or* enter **N** (No) in the **FED.I.D. (Y/N)** (Federal Identification Yes/No) field, and enter the social security number in the **S.S.#/FED.I.D.** (Social Security Number/Federal Identification) field. **If there is not a Federal ID or Social Security Number to enter:** Leave the **S.S.#/FED.I.D.** field blank.

Step	Action
16	**Optional:**
	Select the drop-down selection icon ▼ in the **Fed W9** field to choose the vendor's correct Federal tax classification from the list of options in the drop-down box.
	If the **Fed W9** field value is **L** for 'Limited Liability', select the drop-down selection icon ▼ in the **Fed LLC Type** field to choose the vendor's correct Limited Liability Company Type from the list of options in the drop-down box.
	The Federal tax classification information can be obtained from the W-9 Form filled out by the vendor. The W-9 Form should be obtained from the vendor prior to sending payments to the vendor.
	The **Fed W9** field and the **Fed LLC Type** field are stored on the vendor record for reference only.
17	**Optional:**
	Enter up to six digits in the **E-Verify number** field. The **E-Verify Number** must be between 4 and 7 numerical digits only. This number is provided by the Federal government and is required under the provisions for the *Immigration and Reform Act* submission.
	The **E-Verify Number** and **E-Verify Authorization Date** on the *Vendor Maintenance* screen are available for informational purposes only.
18	**Optional:**
	Enter the E-Verify authorization date in the **Authorization Date** field in MM/DD/CCYY format. The **E-Verify Number** and the **E-Verify Authorization Date** are provided by the Federal government and are required under the provisions for the *Immigration and Reform Act* submission.
	The **E-Verify Number** and **E-Verify Authorization Date** on the *Vendor Maintenance* screen are available for informational purposes only.
19	**If the vendor is an employee:** Enter the employee number up to five digits in the **Emp#** (Employee Number) field to pull *CS-1 Expense Report* information.
	When entering an employee number in the field, and selecting Enter, the "Refresh Data" dialog box displays. If Yes [Yes] *is selected, PCGenesis will populate the appropriate entries in the fields. These entries will* <u>replace</u> *any existing entries.*
20	**Required:**
	Enter **Y** (Yes) or **N** (No) in the **1099 (Y/N)** (1099 Vendor Yes/No) field.
	Entering Y (Yes) identifies the vendor as such, and causes PCGenesis to automatically generate a 1099 statement for the vendor when the statements are processed. Make a corresponding entry in the S.S.#/FED.I.D.

Step	Action
21	**If the vendor is a 1099 vendor:** Enter the first four characters of the employee's last name, or the company's name in the **NAME CONTROL** field if the vendor has been identified as a 1099 vendor in *Step 18*. *The NAME CONTROL field determines how the record will be sorted.*
22	**If the vendor operates in, or for a foreign county:** Enter **Y** (Yes) in the **FOREIGN INDICATOR** field.
23	**Required:** Enter **Y** (Yes) in the **One item per check** field to identify the check as payment for an individual expenditure item.
24	Select ![ENTER] (**Enter**) twice. *If the vendor's information already exists, the "Vendor sequence key already on file, Enter to add anyway", message displays. In this instance, select Enter.* *"***Processing Request, Please Wait***" briefly displays.* To select a different employee's information, select **Lookup Employee** (or F15 – Create from Employee) and repeat this procedure beginning at Step 5. Select ![F3] (**F3** – Print Screen) to obtain a screen print of the *Vendor Maintenance* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
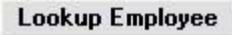
The following screen displays:

```
  PCG Dist=8991  Rel=13.01.00  02/20/2013  PCW 001   C:\DEVSYS  C:\SECOND        WHITE              _|8|X|
                                                                                           VENDOR
                              Vendor Maintenance


              Add a vendor .............................. F13

              Update or delete a vendor, enter number      5328   ▼
                  and press Enter

















       Exit ............. F16
  ENTER ✓              F3 🖨                                           CREATE F13    F15 🔍       13.01.00
  F16 ⬅             F18 🗑
```
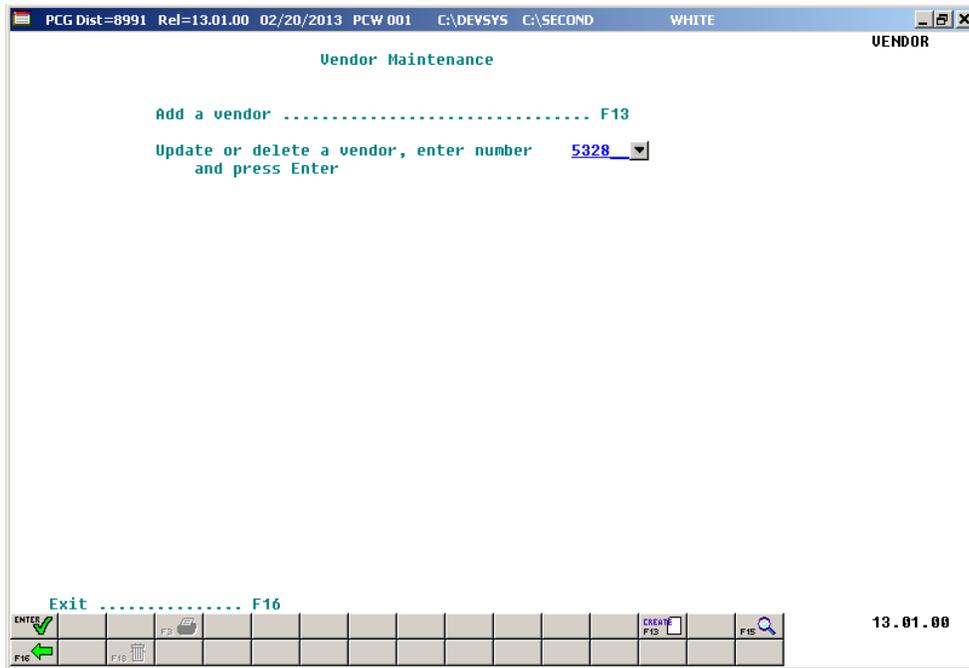
Step	Action
25	Select [F16] (**F16 – Exit**) to return to the *Financial Accounting & Reporting System – Vendor Master Menu*.

The following screen displays:

Step	Action
26	Select [F16] (**F16 -Exit**) to return to the *Financial Accounting & Reporting Master Menu* or select [Master] (**Master**) to return to the *Business Applications Master Menu*.

Topic 2: Displaying/Updating/Deleting a Vendor Record

```
PCG Dist=8991  Rel=17.01.00  03/13/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE                    ___ □ ✕

                           Financial Accounting & Reporting                                    MASTER1
        FKey                             Master Menu
        ----
          1  -- Budget Account Master Menu
          2  -- Purchase Order Processing Menu
          3  -- Claim Processing Menu
          4  -- Vendor Check Processing Menu

          5  -- Revenue Account Master Menu
          6  -- Accounts Receivable Processing Menu
          7  -- Receipt Processing Menu
          8  -- Cash Management & Investment Management Menu

          9  -- Financial Reporting & Month/Yr-End Close Menu
         10  -- Account Master Description File Menu
         11  -- General Ledger Account Master Menu
         12  -- Year End Processing Menu

         13  -- Special Functions Menu
         14  -- Vendor Master Menu
         15  -- Source Master Menu

         20  -- File Reorganization


                                                                                       13.04.00
   Master  User
          List
   F16   Que     Word   PAY     VEND
                       MONITOR MONITOR
```

Step	Action
1	Select **14** (**F14** – Vendor Master Menu).

The following screen displays:

Step	Action
2	Select ___1___ (**F1 -** Vendor Maintenance).

The following screen displays:

Step	Action
3	Enter the vendor's number in the field and select ![ENTER] (**Enter**). *If the vendor's number is unknown, select the drop-down selection icon ▼ or select ![F15] (F15 - Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the "Enter complete or partial Vendor name and select Enter" field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record. When the Vendor Master Menu redisplays with the vendor's information populated within the field, select Enter.*

The following screen displays:
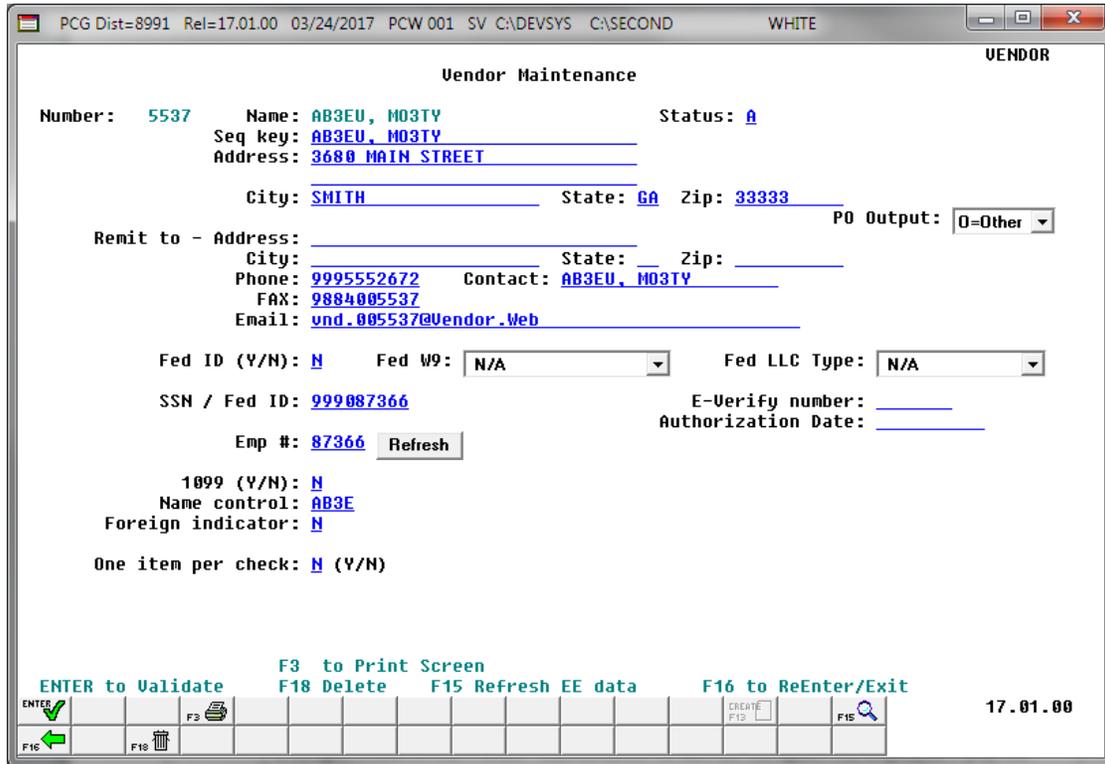
PCGenesis does not allow modifications to vendor names.

Step	Action
4	Verify the information displayed is correct or modify the information as needed.
	Changes made on the Vendor Maintenance screen do not affect the employee's payroll information.
	Selecting **Refresh** *(Refresh) and* ⌕ *(F15 - Refresh EE data) displays such information as the Sequence Key, Address and Phone field entries from the employee's personnel information.*
	If the vendor's SSN differs from the employee's personnel information, the "Vendor's SSN does not match Payroll SSN" message displays, and the data does not refresh.
	Select 🖨 (**F3** – Print Screen) to obtain a screen print of the *Vendor Maintenance* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Step	Action
5	**To modify the vendor's record:** Make the appropriate entries within the available fields, and select [ENTER ✓] (**Enter**) <u>twice</u>.
	For 1099 vendor status changes: Enter **Y** (Yes) or **N** (No) in the **1099 (Y/N)** field, and select [ENTER ✓] (**Enter**) <u>twice</u>.
	To delete the vendor's information, proceed to Step 7.

When changing the vendor's 1099 status from 'Y' to 'N', the following dialog box displays:

Step	Action
6	Review the provided information, and select [OK] (**OK**), select [ENTER ✓] (**Enter**) <u>twice</u>, and proceed to *Step 8*.
	To discontinue processing, select [Cancel] *(Cancel), enter Y (Yes) in the "1099 (Y/N)" field, and select* [ENTER ✓] *(Enter)* <u>*twice*</u>.
7	**To delete the vendor's record:** Select [F18 🗑] (**F18** - Delete), and [F18 🗑] (**F18** - Confirm Delete).
	If the vendor has financial activity, PCGenesis does not allow the deletion of the vendor's record. In this instance, the "Delete not allowed – claims exist for this vendor" message displays.
	*"***Processing Request, Please Wait***" briefly displays.*
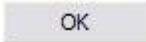
The following screen displays:
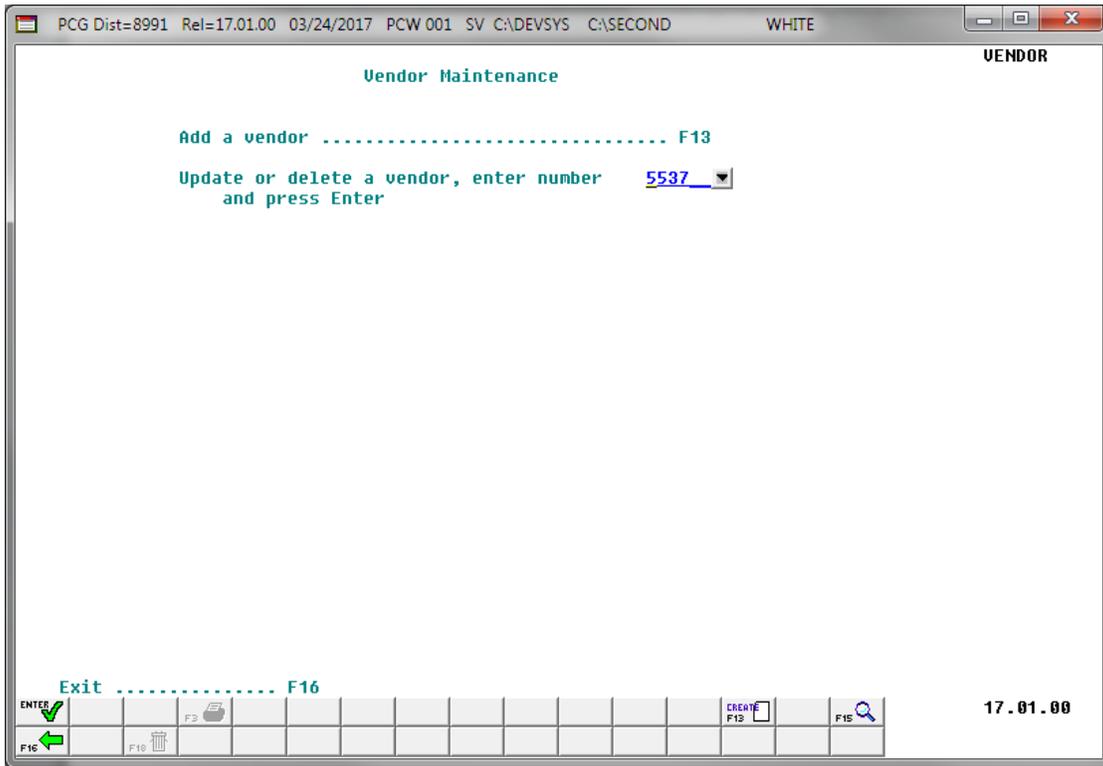
Step	Action
8	Select (**F16** – Exit) to return to the *Financial Accounting & Reporting System – Vendor Master Menu*.

The following screen displays:

Step	Action
9	Select F16 (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

Topic 3: Update Vendors with Employee Information

The *Update Vendors with Employee Information* function provides a process that will scan the *Vendor Master File* for employees and identify information on the vendor record that does not match information on the *Payroll Master File* record. The process allows options to either 1) print a report only, or 2) print a report and update the *Vendor Master File* with the payroll data. The following vendor fields will be updated: contact, street address lines, city, state, zip, telephone number, and the name control field. Optionally, the vendor sequence key can also be updated. This procedure facilitates synchronizing the *Vendor Master File* with up-to-date payroll information.

Step	Action
1	Verify a Financial Accounting & Reporting (FAR) system backup exists before beginning this procedure.

Step	Action
2	Select __14__ (**F14** – Vendor Master Menu).

The following screen displays:

Step	Action
3	Select ___2___ (**F2** – Update Vendors with Employee Information).

The following screen displays:

Step	Action
4	Select the radio button ⊙ to the left of the desired **Select update option**. To print only print a report, select '*Print report only*'. To print the report <u>and</u> to update the VENDOR file with employee information, select '*Print report and update VENDOR file with employee information*'.
	It is recommended that the *Update Vendors with Employee Information* procedure is run in '*Report only*' mode first. When the procedure is run in '*Report only*' mode, reports are produced so that the user can view results, but the *Vendor Master File* is <u>not</u> updated.
	Once the administrator verifies the results in '*Report only*' mode, the procedure can be run in '*Print report and update VENDOR file with employee information*' mode, and the *Vendor Master File* will be updated.
5	Select the radio button ⊙ to the left of the desired **Select vendor name option**.
	To update the **Vendor Name** field in first, middle, last name order, select '*Vendor name in First Middle Last order*'.
	To update the **Vendor Name** field in last, first, middle name order, select '*Vendor name in Last, First Middle order*'.

Step	Action
6	Enter **Y** (Yes) or **N** (No) in the **Update Vendor Sequence Key** field. Updating the **Vendor Sequence Key** field is optional. To replace the contents of the **Vendor Sequence Key** with the employee's name from the *Payroll* file, enter **Y** (Yes).
7	Select the radio button ⦿ to the left of the desired **Select vendor seq key option**. To update the **Vendor Sequence Key** field in first, middle, last name order, select '*Vendor Sequence Key in First Middle Last order'*. To update the **Vendor Sequence Key** field in last, first, middle name order, select '*Vendor Sequence Key in Last, First Middle order'*.
8	Select (**Enter**) to continue.

If **'Print report and update VENDOR file with employee information'** was selected, the following screen displays:
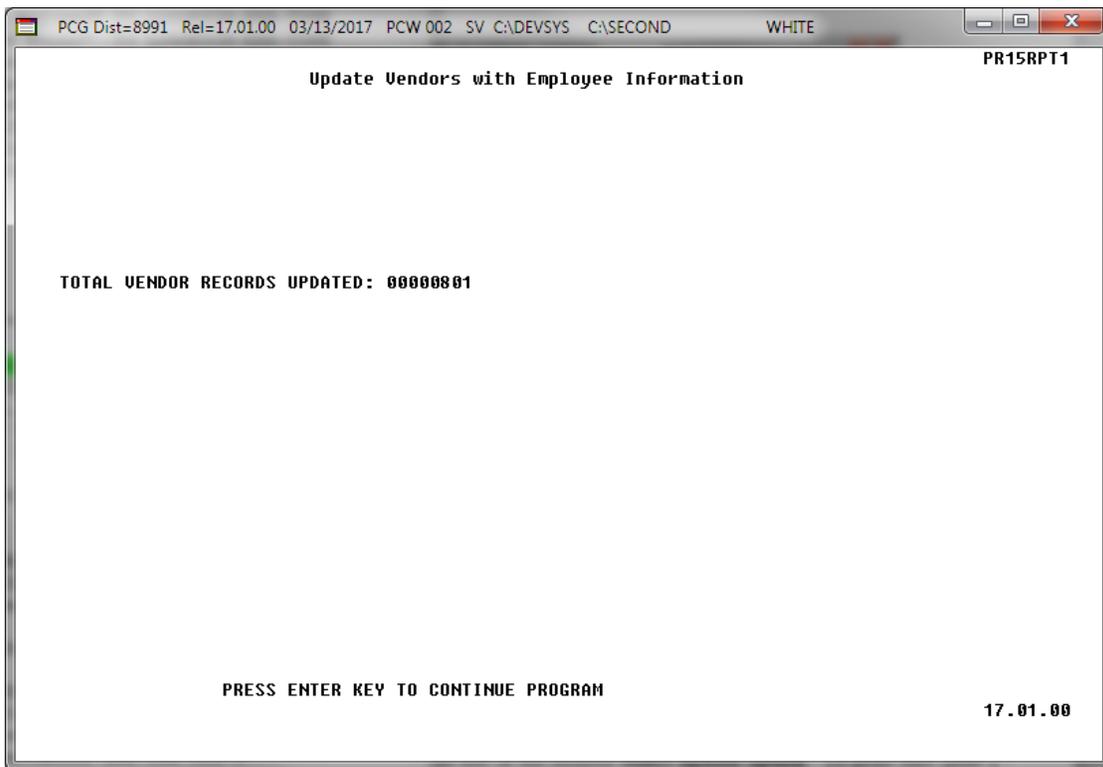
Step	Action
9	Review the message displayed, and select **Enter** to continue.

The following screen displays:

Step	Action
10	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
11	Select (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu* or select (**Master**) to return to the *Business Applications Master Menu.*

3A. Update Vendors with Employee Information Report - Example

```
  REPORT ID:  PR15RPT1           UPDATE VENDORS WITH EMPLOYEE INFORMATION                        PAGE   49
  REPORT DATE:  03/13/17

VENDOR    EMPNO  FIELD            ORIG VALUE                       NEW VALUE

  5871    87516  Contact                                           AS5CRAFT, GE5ALD
                 Phone            0000000000                       09995552521

  5872    87832  Contact                                           PE2SE, GI2O
                 Phone            0000000000                       09995552201

  5873    87589  Contact                                           BU8L, EL8
                 Phone            0000000000                       09995552448

  5879    89128  Contact                                           PE6RYMAN, LY6NA
                 Phone            0000000000                       09995550887

  5896    89598  Contact                                           RO6ENTHAL, SE6ASTIAN
                 Phone            0000000000                       09995550408

  5907    88523  Contact                                           BO4DS, KO4TNEY
                 Phone            0000000000                       09995551500

  5913    89407  Contact                                           WA6EFIELD, BE6NIE
                 Phone            0000000000                       09995550603

  5916    87965  Contact                                           RI6LEY, LA6ENYA
                 Phone            0000000000                       09995552067

  5919    87432  Contact                                           CI2TRON, RO2
                 Phone            0000000000                       09995552605

  5927    87955  Contact                                           WI6LEY, BA6TON
                 Phone            0000000000                       09995552078

  5928    89783  Contact                                           LU4SFORD, WI4LIAMS
                 Street 2                                          1219 MAIN STREET
                 Phone            0000000000                       09995550218


    801 VENDOR RECORDS
```

Topic 4: Inactivating Vendor Record Information

Step	Action
1	<u>Verify a Financial Accounting & Reporting (FAR) system backup exists before beginning this procedure.</u>
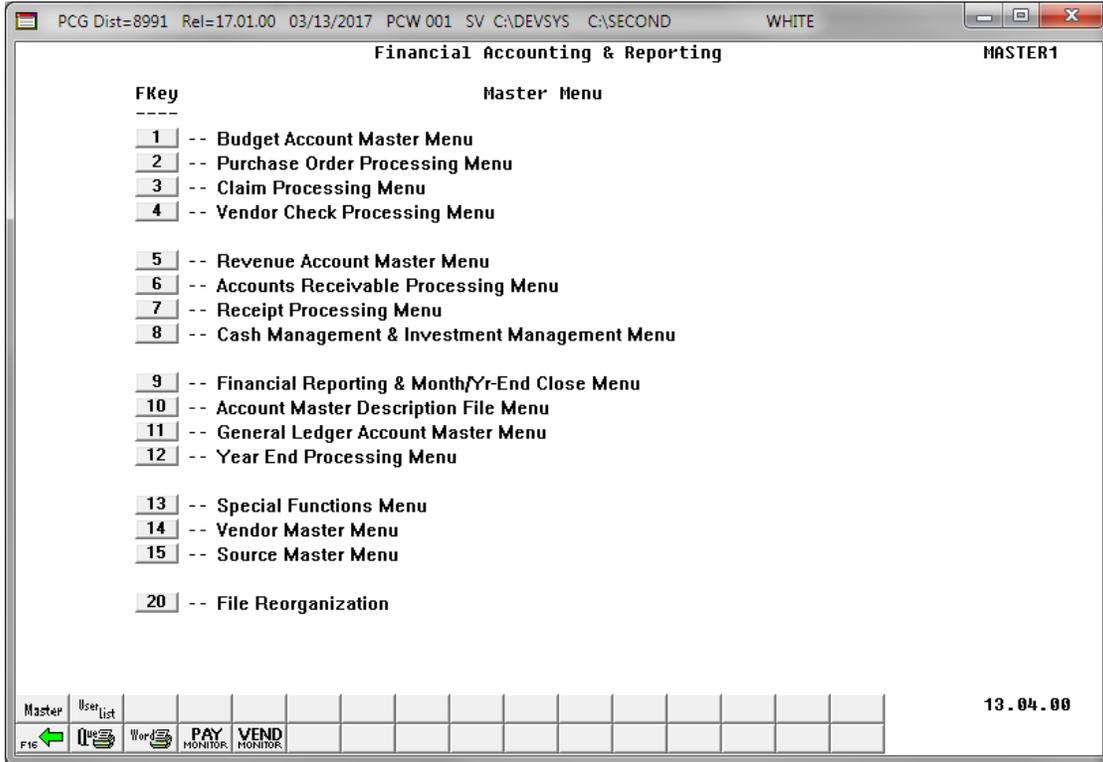
Step	Action
2	Select **14** (**F14** – Vendor Master Menu).

The following screen displays:
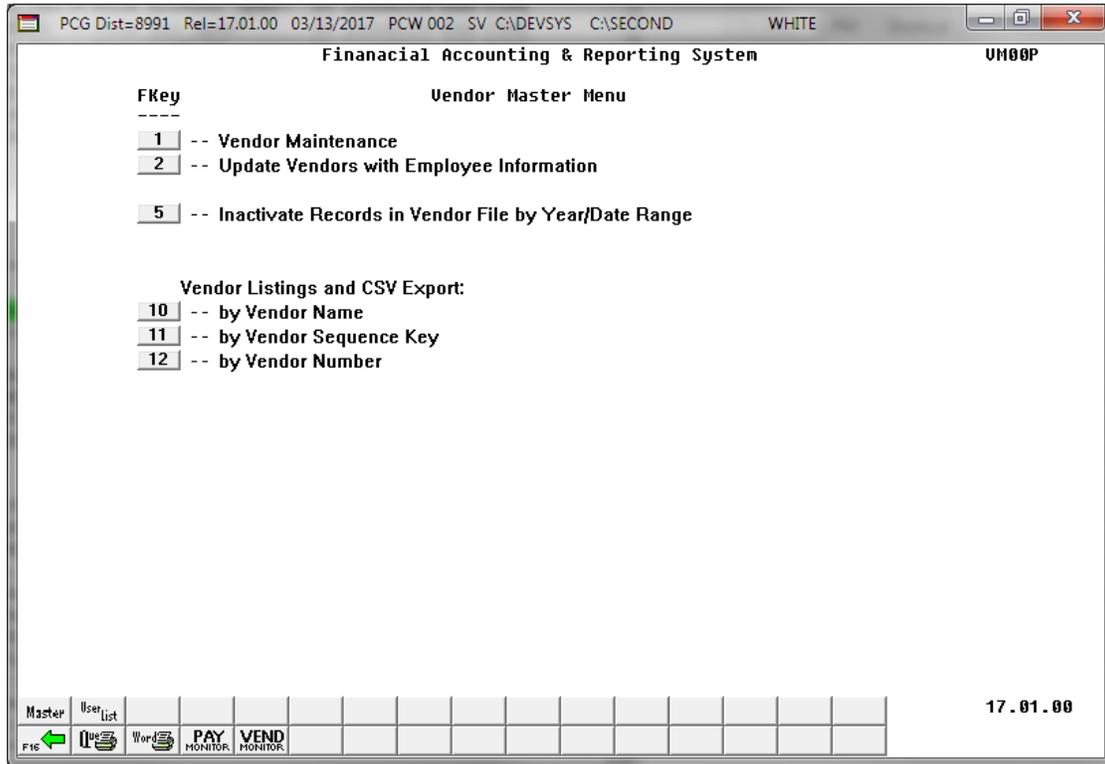
Step	Action
3	Select **5** (**F5** – Inactivate Records in Vendor File by Year/Date Range).

The following screen displays:

```
 PCG Dist=8991  Rel=13.01.00  02/20/2013  PCW 001    C:\DEVSYS  C:\SECOND        WHITE              _ |8| X
                                                                                               CLEARVEN
                 *** Inactivate Records in Vendor File by Year/Date Range ***


          This procedure will inactivate records in the VENDOR file if the vendor does
          not have any activity (no purchase orders, journals, or expenses) more recent
          than the ending date entered below.  Please be sure that you have a current
          backup of the Financial System before starting this process.

                         Enter ENDING date of records to inactivate:

                         _____
                         (MM/DD/CCYY)

              THE VENDOR FILE WILL NOT BE SHARED DURING THIS PROCEDURE.












          ENTER = Continue, F16 = Exit without inactivating records
 ENTER /                                                                             12.04.00
      V
 F16
```

Step	Action
4	Enter the appropriate date (MM/DD/CCYY) in the field and select [ENTER ✓] (**Enter**). *As of the date entered, PCGenesis inactivates all vendor records without activity. The amount of time required for the procedure to run is system-specific, and depends upon the amount of vendor information requiring processing.*

The following screen displays:


```
 PCG Dist=8991  Rel=13.01.00  02/20/2013  PCW 001    C:\DEVSYS  C:\SECOND        WHITE                    _ | @ | X |
                                                                                              CLEARVEN
                 *** Inactivate Records in Vendor File by Year/Date Range ***


         This procedure will inactivate records in the VENDOR file if the vendor does
         not have any activity (no purchase orders, journals, or expenses) more recent
         than the ending date entered below.  Please be sure that you have a current
         backup of the Financial System before starting this process.

                        Enter ENDING date of records to inactivate:

                                      6/30/2007
                                     (MM/DD/CCYY)




                                   ARE YOU SURE?










         ENTER = Continue, F16 = Reenter
       ENTER                                                                             12.04.00
        ✓
       F16
        ⇐
```

Step	Action
5	Select (**Enter** – Continue) in response to the **Are you sure?** prompt.

The following screens display:

```
 PCG Dist=8991  Rel=13.01.00  02/20/2013  PCW 001    C:\DEVSYS  C:\SECOND        WHITE              _ □ X
                                                                                        CLEARVEN




                          SORTING PURCHASE ORDER FILE


                                  00009560
```
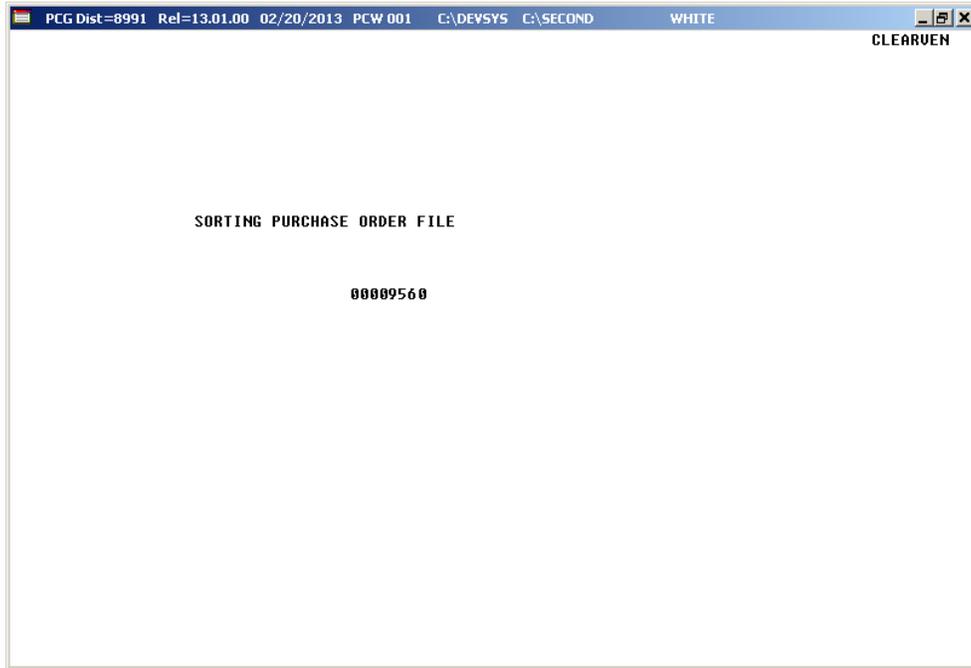
PCGenesis displays the record counter in increments of ten (10).

```
 PCG Dist=8991  Rel=13.01.00  02/20/2013  PCW 001    C:\DEVSYS  C:\SECOND        WHITE              _ □ X
                                                                                        CLEARVEN
                    *** Inactivate Records in Vendor File by Year/Date Range ***




                      7 records were inactivated in the VENDOR file.













              Please press 'RETURN' to continue.
     ENTER✓                                                                              12.04.00
     F16←
```
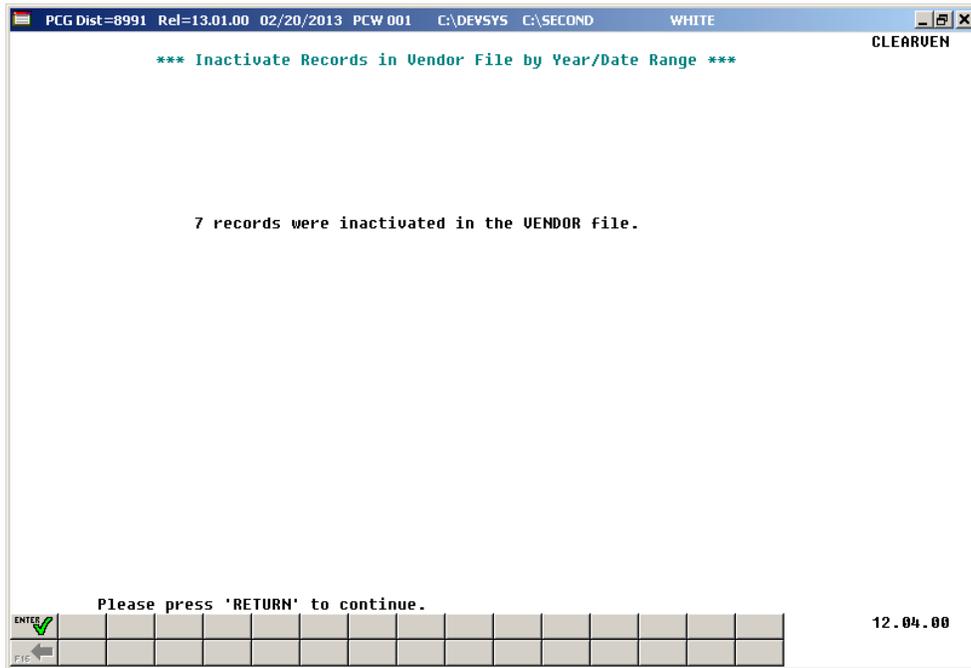
Step	Action
6	Review the message displayed, and select **ENTER ✓** (**Enter**) to continue.

The following screen displays:

Step	Action
7	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![MS Word icon] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
8	Select ![F16 icon] (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu* or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu.*

4A. Inactivated Vendor Listing - Example

```
REPORT DATE 02/20/13                       INACTIVATED VENDOR LIST                                    PAGE   1
NUMBER  VENDOR NAME                      ADDRESS                      PHONE NUMBER  STATUS  SEQ KEY /REMIT ADDRESS


         ----------------------------------------

005309  VENDOR 005309                   3048 VENDOR STREET                            I      VENDOR 005309

                                         SMITH, GA           33333

         ----------------------------------------

005312  VENDOR 005312                   3051 VENDOR STREET                            I      VENDOR 005312

                                         SMITH, GA           33333

         ----------------------------------------

005323  VENDOR 005323                   3062 VENDOR STREET                            I      VENDOR 005323

                                         SMITH, GA           33333

         ----------------------------------------

005325  VENDOR 005325                   3064 VENDOR STREET                            I      VENDOR 005325

                                         SMITH, GA           33333

         ----------------------------------------

005327  HOME DEPOT                      1 HOME DEPOT DRIVE                            I      HOME DEPOT
        56-5844444
                                         ATLANTA, GA         30000

         ----------------------------------------
```

Topic 5: Vendor Listings and CSV Export
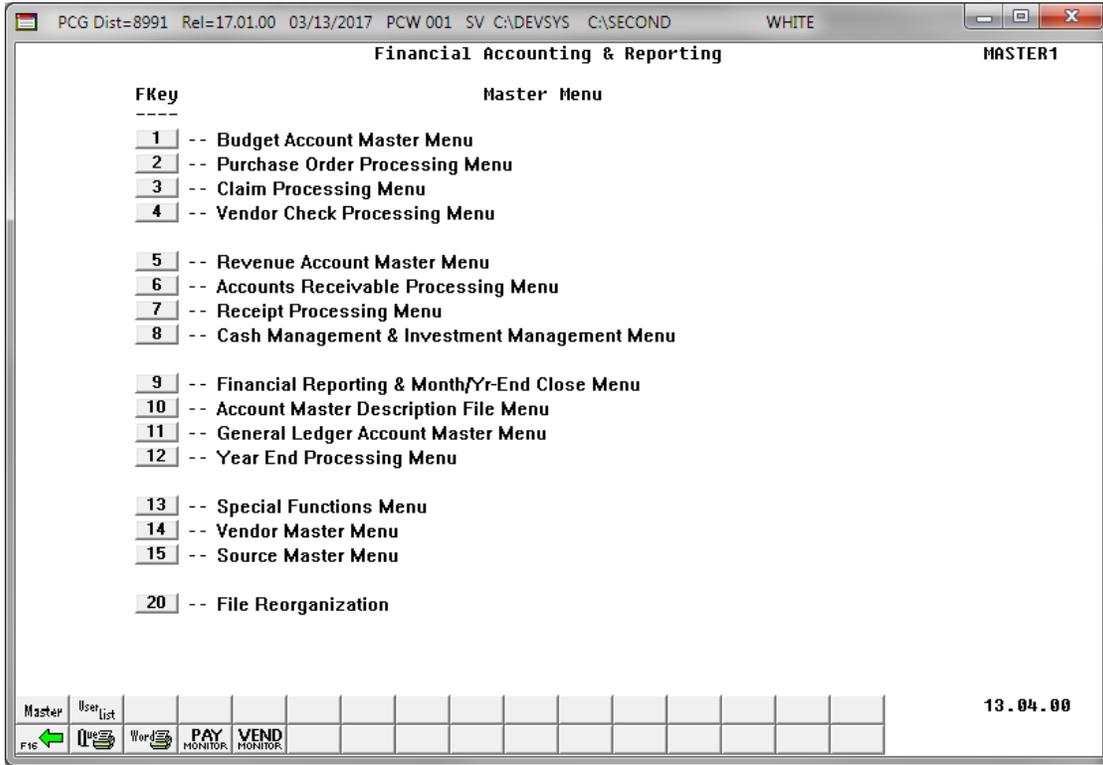
Step	Action
1	Select **14** (**F14** – Vendor Master Menu).

The following screen displays:
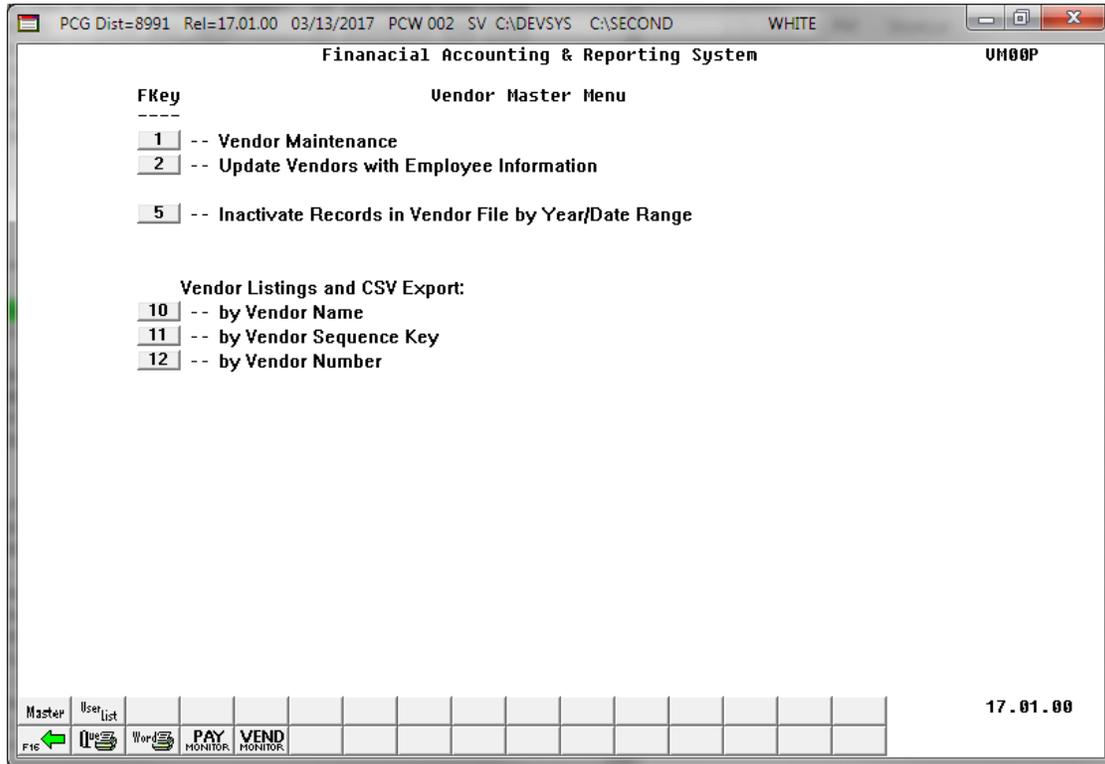
Step	Action
2	Select the appropriate **Fkey:** **10** (**F10 -** (by Vendor Name) **11** (**F11 -** (by Vendor Sequence Key) **12** (**F12 -** (by Vendor Number)

The following screen displays:
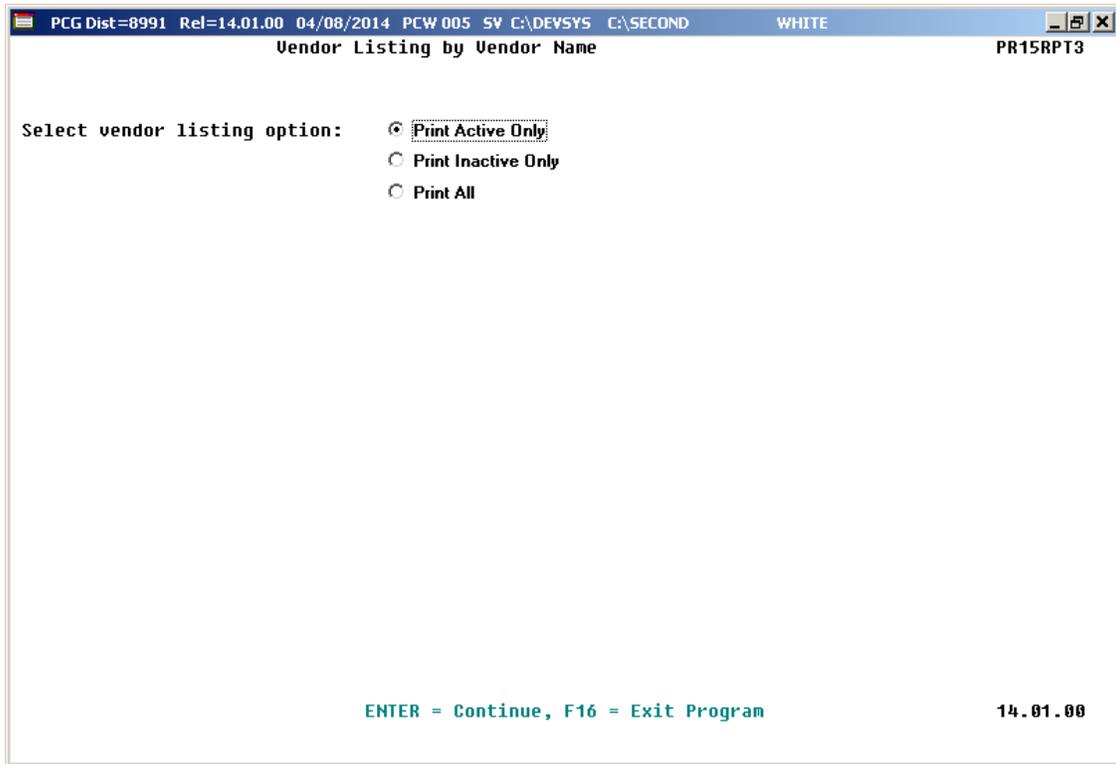
Step	Action
3	Select the radio button ⊙ to the left of the desired **Select vendor listing option** to identify the desired contents of the report.

The following screen displays:

Step	Action
4	Select the radio button ⦿ to left of the appropriate response in the **Create Vendor File to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'.
5	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
6	**If creating an export file:** Enter **C:\EXPORT\VNDFILEccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select F10 (**F10** - to Browse for file) to locate the file manually.
7	Select ENTER✓ (**Enter -** Continue). *If the filename is invalid, the "UNABLE TO OPEN VNDFILE.CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 4 to enter the correct information.* *"Processing Request" briefly displays where appropriate.*

The following screen displays:

Step	Action
8	**To print the report via the Uqueue Print Manager:** Select ⬛ (**Uqueue**).
	To print the report via Microsoft® Word: Select ⬛ (**MS WORD**).
	Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
9	Select ⬛ (**F16 -**Exit) to return to the *Financial Accounting & Reporting Master Menu* or select ⬛ (**Master**) to return to the *Business Applications Master Menu.*

5A. Vendor Master Listing (All) – Vendor Name Sequence

```
REPORT ID:  PR15RPT6          VENDOR MASTER -  BY VENDOR NAME                              PAGE    1
REPORT DATE: 04/08/14

NUMBER  VENDOR NAME                 ADDRESS                      PHONE NUMBER  STATUS  SEQ KEY /REMIT ADDRESS
        FED ID/SSN    EMPNO                                      FAX NUMBER    1099
        Fed W9 / LLC

005150  AD2OCK, AL2ONZO             2852 MAIN STREET                            A     AD2OCK, AL2ONZO
        999-08-8175   88175                                     (988)400-5150   N
                                    SMITH, GA            33333
                                    vnd.005150@Vendor.Web                              PO OUTPUT: Other
        -----------------------------------------------------------------------------------------------------

003547  AD4IR, HE4MA                3482 MAIN STREET                            A     AD4IR, HE4MA
        999-08-7557   87557                                     (988)400-3547   N
                                    SMITH, GA            33333
                                    vnd.003547@Vendor.Web                              PO OUTPUT: Other
        -----------------------------------------------------------------------------------------------------

004041  AD4IR, MI4HAELE             2256 MAIN STREET                            A     AD4IR, MI4HAELE
        999-08-8757   88757                                     (988)400-4041   N
                                    SMITH, GA            33333
                                    vnd.004041@Vendor.Web                              PO OUTPUT: Other
        -----------------------------------------------------------------------------------------------------

000346  AD9ISON, HU9TER             3512 MAIN STREET                            A     AD9ISON, HU9TER
        999-08-7528   87528                                     (988)400-0346
                                    SMITH, GA            33333
                                    vnd.000346@Vendor.Web                              PO OUTPUT: Other
        -----------------------------------------------------------------------------------------------------

004413  AG9ILERA, DO9OVAN           1339 MAIN STREET                            A     AG9ILERA, DO9OVAN
        999-08-9664   89664                                     (988)400-4413   N
                                    SMITH, GA            33333
                                    vnd.004413@Vendor.Web                              PO OUTPUT: Other
        -----------------------------------------------------------------------------------------------------

005036  AG9ILERA, DO9OVAN           1339 MAIN STREET                            A     AG9ILERA, DO9OVAN
        999-08-9664   89664                                     (988)400-5036   N
                                    SMITH, GA            33333
                                    vnd.005036@Vendor.Web                              PO OUTPUT: Other
        -----------------------------------------------------------------------------------------------------
```