

## 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	D. Ochala
		new options.	
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	D. Ochala
		for Vendor file export to CSV file. Added e-mail and FAX to Vendor	
		Maintenance screen.	
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	C. W. Jones
		status changes information and instructions.	
09/27/2007	2.0	07.03.00 - Added <i>Topic 3</i> , 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 **v** 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.

Georgia Department of Education February 2, 2018 • 11:59 AM • Page 1 of 37 All Rights Reserved. **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 <i>Business Applications Master Menu</i> , select <b>1</b> ( <b>F1</b> - Financial Accounting & Reporting System).

PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 001 SV C:\DEVSYS C:\	SECOND WHITE
Financial Accounting 8	& 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 Managemen	nt Menu
9 Financial Reporting & Month/Yr-End Close M 10 Account Master Description File Menu 11 General Ledger Account Master Menu 12 Year End Processing Menu	lenu
13Special Functions Menu14Vendor Master Menu15Source Master Menu	
20 File Reorganization	
Master         User         End         End	13.94.99

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

PCG Dist=899	1 Rel=17.01.00 03/13/2017 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	_ 0 <b>_ x</b>
	Finanacial Accounting & Reporting System	VMØØP
FK	ey Vendor Master Menu	
1	Vendor Maintenance	
2	I Update Vendors with Employee Information	
5	📃 Inactivate Records in Vendor File by Year/Date Range	
	Vendor Listings and CSV Export:	
1	) by Vendor Name	
	2 by Vendor Number	
M I Hear		17 01 00
master Citst	3. PAY VEND	
Action		
Select	1 (F1 - Vendor Maintenance)	

The following screen displays:



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Step	Action
4	Select 13 (F13 – Create New Vendor Record).

PCG Dist=8991 Rel=17.01.00 0	3/24/2017 PCW 001 SV C:\DEVSYS	C:\SECOND WHITE	- 0 ×
	Vendor Mainte	nance	VENDOR
Lookup Employee Name: Seq key: Address:		Status: <u>A</u>	
City: Remit to - Address:	St	ate: Zip:P	0 Output: <mark>0=Other ▼</mark>
City: Phone: FAX: Email:	St Contact:	ate:Zip:	
Fed ID (Y/N): SSN / Fed ID:	_ Fed W9: N/A	Fed LLC Typ	e: N/A 💌
Emp #:		Authorization Dat	e:
Name control: Foreign indicator:			
one rrem ber cueck:	<u>n</u> (178)		
F3 ENTER to Validate F1	to Print Screen 5 Create from Employee	F16 to ReEnte	r/Exit
F16         F3		CREATE F	ı₅Q 17.01.00

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 <i>Step 8</i> .						
<b>To create a vendor from an employee's personnel information</b> : Selec <b>Lookup Employee</b> (Lookup Employee) or select <b>FIS</b> ( <b>F15</b> - Create from E							
	The <i>Lookup/Create from Employee</i> feature replaces the screen's entries with the employee's payroll information.						

Filter not active       Input:         Fkey Name       Empno         SSN       Loc         Clis Cert Pens ContMo	13 Job Stat Mth
Input:         Fkey Name       Empno       SSN       Loc       Cls Cert Pens ContMx         Input Employee Number or Name or SSN - Press Enter Key         F16 to Exit, F18 Clear employee filter         F1-9       = Choose from Selection Above	13 Job Stat Mth
Fkey Name     Empno     SSN     Loc     Cls Cert Pens ContMx       Input Employee Number or Name or SSN - Press Enter Key       F16 to Exit, F18 Clear employee filter       F1-9     = Choose from Selection Above	13 Job Stat Mth
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above	
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above	
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above	
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above	
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above	
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above	
Y         F1         F2         F3         F4         F3         F6         F7         F8         F3         F10         F6         F15           F16         F15         F10         F1         F2         F10         F1	13.02.00
Action	
Enter the employee's number in the <b>Input</b> field, select <b>Enter</b> (Enter	).
If the employee number/SSN is unknown, enter the employee's complete	

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* 

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

key to select the employee's information.

T PCG Dist=8991 Rel=17.01.00 03/24/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
VENDOR
Name: LETESQUE, MATY Status: A
Seq key: LE7ESQUE, MA7Y
HOOPESS: 3253 MHIM SIREE
Citu: SMITH State: GA Zip: 33333
PO Output: D=Other V
Remit to - Address:
City: State:Zip:
FIDURE: <u>9995552248</u> GONTACT: <u>LE7ESQUE, PH/Y</u> FOX-
Fed ID (Y/N): N Fed W9: N/A v Fed LLC Type: N/A v
Emp #: <u>87786</u>
1899 (Y/N): M Name control - 1676
Foreign indicator: N
· · · · · · · · · · · · · · · · · · ·
One item per check: <u>N</u> (Y/N)
F3 to Print Screen
ENTER to Validate F15 Create from Employee F16 to ReEnter/Exit
PIG
Action
Acton
Ontional

For Step 5- Lookup Employee	/F15 selections:	Modify the	defaulting information	where
appropriate using the instruction	ns beginning at S	Step 8.		

Modifications to the Vendor Maintenance screen do not affect the employee's payroll information.

#### 8 **Optional**:

Step

7

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 "<u>E</u>ducation, 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 <b>PO Output</b> 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:
	<b>E</b> – Email, only valid when using a $3^{rd}$ party to deliver purchase orders <b>F</b> – Fax, only valid when using a $3^{rd}$ party to deliver purchase orders <b>O</b> – 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 <b>Remit to -</b> <b>Address</b> , <b>City</b> , <b>State</b> , and <b>Zip</b> fields, where applicable.
	<i>The Remit to - Address, City, State, and Zip fields entries print on all checks issued for the vendor <i>instead of the entries from Step 9.</i></i>
12	Optional:
	Enter the telephone number including the area code in the <b>Phone</b> field.
13	Optional:
	Enter the name of the vendor's representative in the <b>Contact</b> field.
14	Optional:
	Enter the vendor's FAX phone number in the <b>FAX</b> field. Enter the vendor's e-mail address in the <b>Email</b> field.
	The e-mail address is required when the <b>PO Output</b> option selected in <i>Step 10</i> is ' <b>E</b> ' for E-mail. The FAX phone number is required when the <b>PO Output</b> option selected in <i>Step 10</i> is ' <b>F</b> ' for Fax.
15	To enter a Federal ID or Social Security Number:
	Enter <b>Y</b> (Yes) in the <b>FED.I.D.</b> ( <b>Y</b> / <b>N</b> ) (Federal Identification Yes/No) field, and enter the federal identification in the <b>S.S.#/FED.I.D.</b> (Social Security Number/Federal Identification) field.
	<i>Or</i> enter N (No) in the <b>FED.I.D.</b> (Y/N) (Federal Identification Yes/No) field, and enter the social security number in the <b>S.S.#/FED.I.D.</b> (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 <b>Fed W9</b> field to choose the vendor's correct Federal tax classification from the list of options in the drop-down box.
	If the <b>Fed W9</b> field value is <b>L</b> for 'Limited Liability', select the drop-down selection icon in the <b>Fed LLC Type</b> 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 <b>Fed W9</b> field and the <b>Fed LLC Type</b> field are stored on the vendor record for reference only.
17	Optional:
	Enter up to six digits in the <b>E-Verify number</b> field. The <b>E-Verify Number</b> 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 <i>Immigration and Reform Act</i> submission.
	The <b>E-Verify Number</b> and <b>E-Verify Authorization Date</b> on the <i>Vendor Maintenance</i> screen are available for informational purposes only.
18	Optional:
	Enter the E-Verify authorization date in the <b>Authorization Date</b> field in MM/DD/CCYY format. The <b>E-Verify Number</b> and the <b>E-Verify Authorization Date</b> are provided by the Federal government and are required under the provisions for the <i>Immigration and Reform Act</i> submission.
	The <b>E-Verify Number</b> and <b>E-Verify Authorization Date</b> on the <i>Vendor Maintenance</i> screen are available for informational purposes only.
19	<b>If the vendor is an employee:</b> Enter the employee number up to five digits in the <b>Emp#</b> (Employee Number) field to pull <i>CS-1 Expense Report</i> information.
	When entering an employee number in the field, and selecting Enter, the "Refresh Data"
	dialog box displays. If 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 <i>Step 18</i> . <i>The NAME CONTROL field determines how the record will be sorted</i> .
22	If the vendor operates in, or for a foreign county: Enter Y (Yes) in the FOREIGN INDICATOR field.
23	<b>Required:</b> Enter <b>Y</b> (Yes) in the <b>One item per check</b> field to identify the check as payment for an individual expenditure item.
24	Select (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 <b>Lookup Employee</b> (or F15 – Create from Employee) and repeat this procedure beginning at Step 5.
	Select $\mathbf{F3} \bigoplus$ (F3 – Print Screen) to obtain a screen print of the <i>Vendor Maintenance</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.



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Finanacial Accounting & Reporting System     UH00P       FKey     Uendor Master Henu       1     Vendor Maintenance       2     Update Vendors with Employee Information       5     Inactivate Records in Vendor File by Year/Date Range       Vendor Listings and CSV Export:     10       10     by Vendor Name       11     by Vendor Sequence Key       12     by Vendor Number	PCG Dist=8	8991 Rel=17.01.00	03/13/2017 PCW 002	SV C:\DEVSYS C:\S	ECOND	WHITE	- 0 <b>- X</b>
Fkey       Uendor Master Henu         1       Vendor Maintenance         2       Update Vendors with Employee Information         5       Inactivate Records in Vendor File by Year/Date Range         Vendor Listings and CSV Export:         10       by Vendor Name         11       by Vendor Sequence Key         12       by Vendor Number			Finanacial Ac	counting & Repo	orting System		VMOOP
Vendor Maintenance         2 Update Vendors with Employee Information         5 Inactivate Records in Vendor File by Year/Date Range          Vendor Listings and CSV Export:         0 by Vendor Name         11 by Vendor Sequence Key         12 by Vendor Number          12 by Vendor Number          17.81.80          Action		FKey	Ven	dor Master Menu	I		
2       Update Vendors with Employee Information         5       Inactivate Records in Vendor File by Year/Date Range         Vendor Listings and CSV Export:       0         10       by Vendor Name         11       by Vendor Sequence Key         12       by Vendor Number         Imate:       Image: Imag		 _1 Vendor	Maintenance				
5       Inactivate Records in Vendor File by Year/Date Range         Uendor Listings and CSV Export:         10       by Vendor Name         11       by Vendor Sequence Key         12       by Vendor Number		2 Update	Vendors with Employ	yee Information			
Vendor Listings and CSV Export: 10 by Vendor Name 11 by Vendor Sequence Key 12 by Vendor Number 12 by Vendor Number 17.01.00 Action		5 Inactiva	ite Records in Vendo	r File by Year/Dat	e Range		
Vendor Listings and CSV Export: 10 by Vendor Name 11 by Vendor Sequence Key 12 by Vendor Number Naster terms to be ready to b							
10         by Vendor Name           11         by Vendor Sequence Key           12         by Vendor Number		Vendor List	ings and CSV Export:	:			
II       by Vendor Sequence Key         I2       by Vendor Number         Masker       Uset list         II       by Vendor Number         17.01.00		10 by Vend	lor Name				
Master User List       17.01.00         re Wer B RONALDE WONDE       17.01.00		12 by Vend	lor Sequence Key lor Number				
Master       Usetlist       17.01.00         Pre       TES       Words       MANNER         Action       Image: Contemport       Image: Contemport							
Master       User       User       17.91.99         Free       User       MONITOR       MONITOR         Action							
Master Userlist FIG DE MONTOR MONTOR MONTOR Action							
Master       Userlist       17.01.00         Pro       Pro       Monton         Action							
Master     User     17.01.00       Pre     User     MONITOR     MONITOR       Action							
Master       User       User       17.01.00         Pric       User       Words       MONITOR       17.01.00         Action       Image: Control of the second sec							
Master         User         User         International         17.01.00           Pre         Wer         MANNER         MENNER         MENNER         International         Interna         Interna         Interna <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>							
Master         User         User         Master         17.81.89           Pric         Wei Wort         MENDR         MENDR         17.81.89							
Master         User List         17.01.00           Pic         Words         PAY         VEND         17.01.00							
	Master UserList						17.01.00
Action							
	Action						
	Action						

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 03/13/2	2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
		Financial Accounting & Reporting	]	MASTER1
	FKey 	Master Menu		
	1 Budget Accour 2 Purchase Orde 3 Claim Process 4 Vendor Check	nt Master Menu er Processing Menu ing Menu Processing Menu		
	5 Revenue Acco 6 Accounts Rece 7 Receipt Proces 8 Cash Manager	unt Master Menu sivable Processing Menu ssing Menu nent & Investment Management Menu		
	9 Financial Repu 10 Account Maste 11 General Ledge 12 Year End Proc	orting & Month/Yr-End Close Menu r Description File Menu r Account Master Menu essing Menu		
	13 Special Functi 14 Vendor Master 15 Source Master	ons Menu ' Menu ' Menu		
	20 File Reorganiz	ration		
Mas F16	ter Userlist PAY MONITOR			13.04.00

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

	PCG Dist=8991	Rel=17.01.00	03/13/2017 Einan	PCW 002 SV	C:\DEVSYS	C:\SECOND	WHI	IE man man	
	ГКа		i Inan	uciai neco	u Master I	Manu	Jysten		011001
		-		venuo	r Master	henu			
	1	Vendor	Maintenan	ce					
	_2	Update	Vendors w	ith Employe	e Informatio	Π			
	5	📕 Inactiva	ate Records	s in Vendor F	ile by Year	/Date Range			
		Vendor List	ings and C	SV Export:					
	10	by Vend	dor Name	K					
	12	by Vent	dor Sequen dor Numbe	r r					
		-							
Mast	er <sup>User</sup> list								17.01.00
F16	<b>-</b> (P3 Torg	PAY VEND							
<u></u>									
	Action								

	PCG Dist=8991 Rel=17.01.00 03/24/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Vendor Maintenance	VENDOR
	Add a vendor F13 Update or delete a vendor, enter numberM and press Enter	
EN	Exit	17.01.00
p	Action	
5	Enter the vendor's number in the field and select <b>ENTER</b> (Enter).	
	If the vendor's number is unknown, select the drop-down selection is (F15 - Search). Within the PCG Select Value dialog box, enter the covendor name in the "Enter complete or partial Vendor name and select Enter. The entry of a partial name in the field displays the rest	con 👤 or select 🖬 complete or partial ect Enter" field, a sults most closely

The	foll	owing	screen	displays	:
		0		1 2	

PCG Dist=8991 Rel=17.01.00 0	3/24/2017 PCW 001 SV C:\DEVSYS	C:\SECOND WHITE	
	Nondow Mainte		VENDOR
	Venuur Matinte	enance	
Number: 5537 Name:	AB3EU, MO3TY	Status: <u>A</u>	
Address:	3680 MAIN STREET		
City:	SMITH St	ate: GA Zip: 33333	
Denit to Addusce		PO Out	put: O=Other 💌
City:	St	ate: Zip:	
Phone :	9995552672 Contact: AE	BBEU, MOBTY	
Email:	vnd.005537@Vendor.Web		
Fed ID (Y/N):	N/A Fed W9: N/A	▼ Fed LLC Type: N	/A 🔽
SSN / Fed ID:	<u>999087366</u>	E-Verify number:	
Emp #:	87366 Refresh	Authorization Date:	
1800 (V/N)-	N		
Name control:	AB3E		
Foreign indicator:	N		
One item per check:	<u>N</u> (Y/N)		
F3	to Print Screen		
ENIER TO VALIDATE F1	& VETECE F12 KEFLEZU F	Gata F10 to ReENTER/EX1	t 17.01.00
F16 F18 T			

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 <b>Refresh</b> (Refresh) and <b>FIS</b> (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 $\mathbf{F3} \bigoplus (\mathbf{F3} - \text{Print Screen})$ to obtain a screen print of the <i>Vendor Maintenance</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

Step	Action
5	To modify the vendor's record: Make the appropriate entries within the available fields, and select $(Enter)$ (Enter) twice.
	For 1099 vendor status changes: Enter Y (Yes) or N (No) in the 1099 (Y/N) field, and select $\underbrace{Enter}_{Enter}$ (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:

1099 Sta	1099 Status Change 🛛 🔀				
(į)	The 1099 status has been changed from 'Y' to 'N' for vendor 4291.				
	Claims for vendor 4291 in calendar year 2007 will be deselected for 1099 processing.				
	Select OK to save changes anyway. Select CANCEL to redisplay the screen.				
	Cancel				

Step	Action
6	Review the provided information, and select $OK$ (OK), select $IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII$
	field, and select (Enter) <u>twice</u> .
7	To delete the vendor's record: Select 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.

PCG Dist=8991	Rel=17.01.00 03/24/2	2017 PCW 001 SV C	DEVSYS C:\SECON	D WHITE	
		Vendor Mainte	nance		VENDOR
	Add a vendor			. F13	
	Update or delet	e a vendor, ent	er number <u>5</u>	537	
	and press E	nter			
Exit	F16				
	F3 🍎			F13	F15 Q 17.01.00
F16					
Action					
Select FI	<b>(F16</b> – E:	xit) to return	to the Finar	ncial Accounti	ng & Reporting Sys
Vendor M	Aaster Menu.	,			0 1 0 2

C	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 002 SV C\\DEVSYS C\\SECOND WHITE	
	Finanacial Accounting & Reporting System	VMOOP
	FKey Vendor Master Menu	
	1 Vendor Maintenance	
	2 Update Vendors with Employee Information	
	5 Inactivate Records in Vendor File by Year/Date Range	
	Vendor Listings and CSV Export:	
	10 by Vendor Name 11 by Vendor Sequence Key	
	12 by Vendor Number	
	Master Userlist	17.01.00
	Action	
	ACUON	
	Select <b>FIG</b> -Exit) to return to the <i>Financial Accounting &amp; Rev</i>	porting Master M
		14
	or select (Master) to return to the Business Applications Maste	er 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.

FKey 		Mast	er Menu				
1 Buda	et Account Master N	Menu					
2 Purch	ase Order Process	ing Menu					
<u>3</u> Claim	Processing Menu						
_4 Vende	or Check Processin	g Menu					
5 Dava	nua Account Masta	r Manu					
6 Accou	ints Beceivable Pro	r Michu Incessing Mi	PDU				
Recei	pt Processing Men	u					
8 Cash	Management & Inv	estment Ma	inagement	t Menu			
0 5							
<u> </u>	cial Reporting & Mi	ontny yr-End ion File Me	Close Me	nu			
11 Gene	ral Ledger Account	Master Mei	11u 111				
12 Year	End Processing Me	enu					
	-						
<u>13</u> Speci	al Functions Menu						
14 Vendo	or Master Menu						
<u>13</u> Sourc	e Master Menu						
20 File F	leorganization						
. Hen I		1	1 1	1	1 1	1 1	13 04 00
ter vierlist	JD						10.04.00
A _4							
Action							

Ste

E	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
	Finanacial Accounting & Reporting System	VMOOP
	FKey Vendor Master Menu	
	<ul> <li>1 Vendor Maintenance</li> <li>2 Update Vendors with Employee Information</li> </ul>	
	5 Inactivate Records in Vendor File by Year/Date Range	
	Vendor Listings and CSV Export: 10 by Vendor Name 11 by Vendor Sequence Key 12 by Vendor Number	
	Aaster User <sub>List</sub>	17.01.09
	Action	
	Select 2 (F2 – Update Vendors with Employee Information).	

PCG Dist=8991 Rel=17.04.00 02/02/2018	PCW 003 SV C:\DEVSYS C:\SECOND W	'HITE
Update Ve	ndors with Employee Information	PR15RPT1
Select update option:	<ul> <li>Print report only</li> <li>Print report and update VENDOR File with employ</li> </ul>	oyee information
Select vendor name option:	• Vendor name in First Middle Last order	
	C Vendor name in Last, First Middle order	
Update Vendor Sequence Key: Select vendor seq key option:	N • Vendor Sequence Key in First Middle Last order	
	Vendor Sequence Key in Last First Middle order	-
The following vendor fields will state, zip, telephone, and name	be updated: Vendor name, contact, str control. Optionally, the vendor seque	reet address lines, city, ance key can be updated.
E	NTER = Continue, F16 = Exit Program	
ENTER		17.03.01
F16		

Step	Action
4	Select the radio button to the left of the desired <b>Select update option</b> . To print only print a report, select ' <i>Print report only</i> '. To print the report <u>and</u> to update the VENDOR file with employee information, select ' <i>Print report and update VENDOR file with employee information</i> '.
	It is recommended that the <i>Update Vendors with Employee Information</i> procedure is run in <i>'Report only'</i> mode first. When the procedure is run in <i>'Report only'</i> mode, reports are produced so that the user can view results, but the <i>Vendor Master File</i> is <u>not</u> updated.
	Once the administrator verifies the results in ' <i>Report only</i> ' mode, the procedure can be run in ' <i>Print report and update VENDOR file with employee information</i> ' mode, and the Vendor Master File will be updated.
5	Select the radio button of the left of the desired <b>Select vendor name option</b> .
	To update the <b>Vendor Name</b> field in first, middle, last name order, select 'Vendor name in First Middle Last order'.
	To update the <b>Vendor Name</b> 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 <b>Vendor Sequence Key</b> field is optional. To replace the contents of the <b>Vendor Sequence Key</b> with the employee's name from the <i>Payroll</i> file, enter <b>Y</b> (Yes).
7	Select the radio button <sup>O</sup> to the left of the desired <b>Select vendor seq key option</b> .
	To update the <b>Vendor Sequence Key</b> field in first, middle, last name order, select 'Vendor Sequence Key in First Middle Last order'.
	To update the <b>Vendor Sequence Key</b> field in last, first, middle name order, select 'Vendor Sequence Key in Last, First Middle order'.
8	Select <b>Enter</b> ) to continue.

If **'Print report and update VENDOR file with employee information'** was selected, the following screen displays:

PCG Dist=8991	Rel=17.01.00	03/13/2017	PCW 002 SV C:\DEVSYS	C:\SECOND	WHITE	
		Update	Vendors with Emplo	yee Information		PR15RPT1
TOTAL VENDO	IR RECORDS	UPDATED:	00000801			
	PRESS	ENTER KEY	Y TO CONTINUE PROGR	AM		
						17.01.00

Step	Action
9	Review the message displayed, and select Enter to continue.

PCG Dist=8991 Rel=17.01.00	03/13/2017 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
	Finanacial Accounting & Reporting	g System	VMUUP
FKey 	Vendor Master Menu		
1 Vendor	Maintenance		
2 Update	Vendors with Employee Information		
_5 Inactiva	ate Records in Vendor File by Year/Date Ran	ge	
		-	
Vendor List	ings and CSV Export:		
10 by Vend	lor Name		
11 by Ven	lor Sequence Key		
12 by Ven	Jor Number		
Manakan User			17.01.0

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 <u>Technical System Operations Guide</u> , 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 <b>F16</b> ( <b>F16</b> -Exit) to return to the <i>Financial Accounting &amp; Reporting Master Menu</i> or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .							

### <u>3A. Update Vendors with Employee Information Report -</u> <u>Example</u>

REPOR REPORT	AT ID: DATE:	PR15RPT1 03/13/17	UPDATE VENDORS WITH EMPLOYEE	INFORMATION	PAGE	49
VENDOR	EMPNO	FIELD	ORIG VALUE	NEW VALUE		
5871	87516	Contact Phone	00 000 00 000	AS5CRAFT, GE5ALD 09995552521		
5872	87832	Contact Phone	00 000 00 000	PE2SE, GI2O 09995552201		
5873	87589	Contact Phone	00 000 00 000	BU8L, EL8 09995552448		
5879	89128	Contact Phone	00 000 00 000	PE 6RYMAN, LY6NA 09995550887		
5896	89598	Contact Phone	00 000 00 000	RO6ENTHAL, SE6ASTIAN 09995550408		
5907	88523	Contact Phone	00 000 00 000	BO4DS, KO4TNEY 09995551500		
5913	89407	Contact Phone	00 000 00 000	WAGEFIELD, BEGNIE 09995550603		
5916	87965	Contact Phone	00 000 00 000	RI6LEY, LA6ENYA 09995552067		
5919	87432	Contact Phone	00 000 00 000	CI2TRON, RO2 09995552605		
5927	87955	Contact Phone	00 000 00 000	WI6LEY, BA6TON 09995552078		
5928	89783	Contact Street 2 Phone	00 000 00 000	LU4SFORD, WI4LIAMS 1219 MAIN STREET 09995550218		
801	VENDOR 1	RECORDS				

# **Topic 4:** Inactivating Vendor Record Information

1 Varify a Einspeiel Assounting &	
<u>procedure.</u>	Reporting (FAR) system backup exists before beginning this

		Financ	ial Account	ing & Repo	orting	MASTER1
	FKey		Master	Menu		
	 1 Budget / 2 Purchas 3 Claim Pr 4 Vendor (	Account Master M e Order Processin rocessing Menu Check Processina	enu ng Menu Menu			
	5 Revenue 6 Accounts 7 Receipt 8 Cash Ma	e Account Master s Receivable Proc Processing Menu anagement & Inve	Menu cessing Menu stment Mana	ı gement Men	ıu	
	9 Financia 10 Account 11 General 12 Year En	I Reporting & Mor Master Descriptio Ledger Account N d Processing Mer	nth/Yr-End Clo on File Menu Master Menu 1u	ose Menu		
	13 Special 14 Vendor I 15 Source I	Functions Menu Master Menu Master Menu				
	20 File Reo	rganization				
Mast F16	er User <sub>list</sub> e PAT Monitor					13.04.00
	Action					
	Select 14 (F14 -	- Vendor M	aster Mer	<u>, , , , , , , , , , , , , , , , , , , </u>		

	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 002 SV C:\DEVSYS C:\SECOND WHITE								
	Finanacial Accounting & Reporting System VM00P								
	FKey Vendor Master Menu								
	1 Vendor Maintenance								
	2 Update Vendors with Employee Information								
	5 Inactivate Records in Vendor File by Year/Date Range								
	Vendor Listings and CSV Export:								
	11 by Vendor Sequence Key								
	12 by Vendor Number								
Mas	ster Userlict 17.01.00								
F16									
	Action								

	PCG Dist=899	1 Rel=13.	01.00	02/20	/2013	PCW 00	1 C	:\DEVSY	S C:\	SECOND	)	W	HITE			_B×
		*** 10	anti	usto	Dooou	de in	llond	low Eil	la hu	lloon	(Date	Bang			CLEA	RUEN
	*** Inactivate Records in Vendor File by Year/Vate Range ***															
	This procedure will inactivate records in the VENDOR file if the vendor does															
	than the ending date entered below. Please be sure that you have a current															
	backup of the Financial System before starting this process.															
			Ente	r END	ING d	ate of	rec	ords t	to in	activ	ate:					
					(M	IM/DD/C	CYY)									
						т пг с	HADE	D DUD	LNC T	ште п	поего	шог				
		IE VENDU	n FI	LC WI	LL NU	I DE S	пнке	U DOK		n13 P	NUGED	UNE.				
F	NTER = Cont	tinue. F	16 =	Fxit	with	out in	acti	uatin	1 rec	ords						
ENTE									,						12.0	4.00
F16																

Step	Action
4	Enter the appropriate date (MM/DD/CCYY) in the field and select (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.

Step 5

PCG Dist=8991 Rel=13.01.00 02/20/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	×
*** Inactivate Records in Vendor File by Year/Date Range ***	CLEARVEN
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:	
<u>6/30/2007</u> (нм/dd/ccyy)	
ARE YOU SURE?	
ENTER = Continue, F16 = Reenter	12.04.00
ction	
lect <b>ENTER</b> (Enter – Continue) in response to the Are you sure	? prompt

Step

6

PCG Dist=8991	Rel=13.01.00	02/20/2013	PCW 001	C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
							CLEARVEN
	SORTIN	G PUKCHASE	URDER F	ILE			
			88889568	1			
			00001500				

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

PCG Dist=8991	l Rel=13.01.00 02/20/2013 PCW 00	01 C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>
	*** Inactivate Records in	Vendor File by Year/Dat	te Range ***	CLEARVEN
	7 records were inactiu	uated in the UENDOR fil	<b>P</b> _	
Pleas	e press 'RETURN' to continu	ue.		12.04.00
-15				
tion				

The following screen displays:	

	CG Dist=8991 Rel=17.01.00 03/13/2017 PCW 002 SV C\\DEVSYS C\\SECOND WHITE	
	Finanacial Accounting & Reporting System VM00P	
	FKey Vendor Master Menu	
	1 Vendor Maintenance	
	5 Inactivate Records in Vendor File by Year/Date Range	
	Vender Listings and CSV Expert	
	10 by Vendor Name	
	11 by Vendor Sequence Key	
	<u>12</u> by vendor Number	
	Master Userlist 17.01.00	
p	Action	
7	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 <i>Technical System Operations Guide</i> , User Int	terfa
	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printin	ig to
	create the macro necessary to use the feature where appropriate.	0
	✓ <u>11</u>	
}	Select <b>F16</b> ( <b>F16</b> - Exit) to return to the <i>Financial Accounting &amp; Reporting Master</i>	Men
;	Select <b>FIG</b> ( <b>F16</b> -Exit) to return to the <i>Financial Accounting &amp; Reporting Master</i>	Men

### **4A. Inactivated Vendor Listing - Example**

REPORT NUMBER	DATE 02/20/13 VENDOR NAME	INACTIVATED VENDOR ADDRESS	R LIST	PHONE NUMBER	STATUS	PAGE 1 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 56-5844444	1 HOME DEPOT DRIVE			I	HOME DEPOT
		ATLANTA, GA	30000			

# Topic 5: Vendor Listings and CSV Export

	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 2 3 4	<ul> <li>Budget Account Master Menu</li> <li>Purchase Order Processing Menu</li> <li>Claim Processing Menu</li> <li>Vendor Check Processing Menu</li> </ul>				
	5        Revenue Account Master Menu         6        Accounts Receivable Processing Menu         7        Receipt Processing Menu         8        Cash Management & Investment Management Menu					
	9 10 11 12	<ul> <li> Financial Reporting &amp; Month/Yr-End Close Menu</li> <li> Account Master Description File Menu</li> <li> General Ledger Account Master Menu</li> <li> Year End Processing Menu</li> </ul>				
	13 14 15	Special Functions Menu Vendor Master Menu Source Master Menu				
	_20	File Reorganization				
Mast F16	ter <sup>User</sup> list DUG Word	MONITOR         MONITOR <t< th=""><th>13.04.00</th></t<>	13.04.00			

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

E	PCG Dist=8991 Rel=17.01.0	0 03/13/2017 P	CW 002 SV C:\DEVSYS	C:\SECOND	WHITE	
		Finanac	ial Accounting 8	Reporting Sys	stem	VMØØP
	FKey		Vendor Master	Menu		
	 1 Vendo	r Maintenance				
	2 Updat	e Vendors with	Employee Informat	ion		
	5 Inacti	vate Records in	n Vendor File by Ye	ar/Date Range		
			,			
	Vendor Lis	stings and CSV	Export:			
	10 by Ve	ndor Name				
	<u>11</u> by Ve 12 by Ve	ndor Sequence ndor Numher	Key			
M	aster <sup>User</sup> list					17.01.00
F16						

Step	Action
2	Select the appropriate <b>Fkey:</b>
	<b>10</b> ( <b>F10</b> - (by Vendor Name)
	<b>11</b> ( <b>F11 -</b> (by Vendor Sequence Key)
	[12] (F12 - (by Vendor Number)

PCG Dist=8991 Rel=14.01.00 04	4/08/2014 PCW 005 SV C:\DEVSYS C:\SECOND WHITE	
Ven	dor Listing by Vendor Name	PR15RPT3
Select vendor listing opti	on : 💿 Print Active Only	
	O Print Inactive Only	
	O Print All	
	ENTER - Continue E16 - Evit Brogram	11. 01. 00
	Enten - Goncende, FIU - EXIC Frugram	14.01.00
Action		
Select the radio butt	on 💿 to the left of the desired Salast yand	lor listing option to
Sciect the fault but		or insuing option to

	PCG Dist=8991 Rel=14.01.00     04/08/2014     PCW 005     SV C:\SECOND     WHITE    X       Uendor Listing by Vendor Name     PR15RPT3       Uendor File Export     PR15RPT3	
	Create Vendor File to Load in Excel? No O Yes	
<u>9</u>	Enter the Export file Path and Name (e.g. C:\EXPORT\UNDFILECYMD.CSU or F10 to Browse for File <u>C:\EXPORT\UNDFILE201404088.CSU</u> NOTE: DIRECTORY Must Already Exist	
EN F1	Enter=continue, F10=Browse, F16=Exit 14.01.00	
Step	Action	
4	Select the radio button to left of the appropriate response in the <b>Create Vendor</b> <b>Load in Excel?</b> field. In order to produce a comma separated data file with the dat the report, select ' <b>Yes</b> '. Otherwise, select ' <b>No</b> '.	<b>File to</b> ta from
5	If creating an export file: Verify the C:\EXPORT folder exists, or create the where appropriate.	folder
6	If creating an export file: Enter C:\EXPORT\VNDFILEccyymmdd.csv in the File Name and Path for Export File field, or select F10 (F10 - to Browse for locate the file manually.	Enter file) to
7	Select (Enter - Continue).	
	If the filename is invalid, the "UNABLE TO OPEN VNDFILE.CSV FILE $35 = F$ Found" error message displays. In this instance, return to Step 4 to enter the information.	Tile Not correct
	"Processing Request" briefly displays where appropriate.	

and the second sec	PCG Dist=8991 Rel=17.01.00 03/13/2017 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
	Finanacial Accounting & Reporting System	VMOOP
	FKey Vendor Master Menu	
	1 Vendor Maintenance	
	2 Update Vendors with Employee Information	
	5 Inactivate Records in Vendor File by Year/Date Range	
	Vendor Listings and CSV Export:	
	10 by Vendor Name	
	11 by Vendor Sequence Key 12 by Vendor Number	
M	ister Userlist	17.01.00
FI		
	Action	y
	To print the report via the Uqueue Print Manager: Select	(Uanene)
	To print the report that the equeue rinter thanager, solder	(equeue).
	To print the report via Microsoft® Word: Select (MS WO	<b>RD</b> ).
	<b>To print the report via Microsoft® Word:</b> Select (MS WO) Follow the instructions provided in the <i>Technical System Operations</i> (	<b>RD</b> ). Guide, User Int
	<b>To print the report via Microsoft® Word:</b> Select (MS WO) Follow the instructions provided in the <u>Technical System Operations</u> ( Procedures, Creating the Microsoft®-PCGenesis OWORD Macro for	<b>RD</b> ). <u>Guide</u> , User Int Report Printin
	<b>To print the report via Microsoft® Word:</b> Select (MS WO) Follow the instructions provided in the <u>Technical System Operations</u> ( <i>Procedures, Creating the Microsoft</i> ®- <i>PCGenesis QWORD Macro for</i> create the macro necessary to use the feature where appropriate	<b>RD</b> ). <u>Guide</u> , User Int Report Printin
	<b>To print the report via Microsoft® Word:</b> Select (MS WO) Follow the instructions provided in the <u>Technical System Operations</u> ( <i>Procedures, Creating the Microsoft</i> ®- <i>PCGenesis QWORD Macro for</i> create the macro necessary to use the feature where appropriate.	<b>RD</b> ). <u>Guide</u> , User Int Report Printin
	To print the report via Microsoft® Word: Select (MS WO) Follow the instructions provided in the <u>Technical System Operations</u> ( Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for create the macro necessary to use the feature where appropriate.	<b>RD</b> ). <u>Guide</u> , User Int Report Printin
	To print the report via Microsoft® Word: Select (MS WO) Follow the instructions provided in the <u>Technical System Operations</u> ( <i>Procedures, Creating the Microsoft</i> ®- <i>PCGenesis QWORD Macro for</i> create the macro necessary to use the feature where appropriate. Select <b>F16</b> ( <b>F16</b> -Exit) to return to the <i>Financial Accounting &amp; Rep</i>	<b>RD</b> ). <u>Guide</u> , User Int Report Printin Porting Master 1

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

REPORT REPORT I	ID: PR15RPT6 ATE: 04/08/14	VENDOR MASTER - BY VENDOR NAME				PAGE 1	
NUMBER	VENDOR NAME FED ID/SSN EMPNO Fed W9 / LLC	ADDRESS		PHONE NUMBER FAX NUMBER	STATUS 1099	SEQ KEY /REMIT ADDRESS	
005150	AD2OCK, AL2ONZO 999-08-8175 88175	2852 MAIN STREET	33333		(988)400-5150	A N	AD2OCK, AL2ONZO
		SMITH, GA vnd.005150@Vendor.Web				PO OUTPUT: Other	
003547	AD4IR, HE4MA	3482 MAIN STREET		(000) 400, 05 47	A	AD4IR, HE4MA	
	333-08-1991 81991	(988)400-3 SMITH, GA 33333 vnd.003547@Vendor.Web		(988)400-3547	IN	PO OUTPUT: Other	
004041	AD4IR, MI4HAELE 999-08-8757 88757	2256 MAIN STREET	33333	(988)400-4041	A N	AD4IR, MI4HAELE	
		SMITH, GA vnd.004041@Vendor.Web				PO OUTPUT: Other	
000346	AD9ISON, HU9TER	SON, HUSTER 3512 MAIN STREET		A	AD9ISON, HU9TER		
	999-08-7528 87528	SMITH, GA vnd.000346@Vendor.Web	33333	(988)400-0346		PO OUTPUT: Other	
004413	AG9ILERA, DO9OVAN 999-08-9664 89664	1339 MAIN STREET		(988)400-4413	A N	AG9ILERA, DO9OVAN	
		SMITH, GA vnd.004413@Vendor.Web	33333			PO OUTPUT: Other	
005036	AG9ILERA, DO9OVAN 999-08-9664 89664	1339 MAIN STREET		(988)400-5036	A N	AG9ILERA, DO90VAN	
		SMITH, GA vnd.005036@Vendor.Web	33333			PO OUTPUT: Other	

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