Agency Financial Reporting System

STATEWIDE VENDOR FILE MAINTENANCE

May 2019

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Additional documentation available at:

https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs/afrs-documentation

Statewide Employee File Maintenance

https://ofm.wa.gov/it-systems/statewide-vendorpayee-services

Registration forms to get onto the Statewide Vendor Table

Statewide Vendor Table Entries

1. **Statewide Vendors (SWV) – Maintained by OFM Payee Registration Group.**
   The SWV numbers are considered a **Best Practice** and are for companies or individuals that do regular business with the state of Washington. All vendor types except for employees will be on this table. The payment types that are available within the Statewide Vendor file are:

   A. *Automated Clearing House (ACH also known as EFT) and Inserted Warrants*: These help to save money for the agency in many ways, including labor and postage.
   B. *Inter-Agency Payable (IAP)*: This created a more efficient payment process between state agencies. When you use this process you are <u>not</u> required to send a journal voucher to the treasurer, thus saving paper. It will then clear the in-process automatically after the payment has cleared the Treasurers' office helping to reduce the possibility of errors.

2. **Statewide Vendor Types**
   Vendors found on the table include:
   - Boards and Commission Members (a change implemented in 2018)
   - Service product providers
   - Medical and Legal practices
   - Clients of DSHS and other agencies
   - Landlords and other rental businesses

The purpose of centrally maintained AFRS vendor records is to:
   - Expedite the transaction input process and payment to vendors,
   - Ensure the accurate and consistent application of vendor data to AFRS transactions,
   - Support accurate preparation of IRS 1099-MISC records,
   - Provide a central repository of names with whom the state does business with and employees who work for state agencies.

Using vendor numbers when doing payments and/or corrections to expenditures will help to leave a trail of what happened to a particular payment.

Instructions for Statewide Vendor Maintenance (VE.3)

The Office of Financial Management (OFM) maintains the Statewide Vendor Maintenance screen. OFM has a standard numbering system for statewide vendors. The statewide vendor numbers are easily identifiable with the letters 'SWV' at the beginning of all of its vendor numbers.

Before Payee Registration sets up a new vendor they must receive a completed registration form and W-9 form, these forms are located at:

> https://ofm.wa.gov/it-systems/statewide-vendorpayee-services

Before OFM will set up a new vendor they will require that vendor to fill out both of these forms. On the registration form there is a section for Direct Deposit (ACH) for the vendor to fill out. This is optional to the vendor, so if left blank OFM will set them up as an inserted vendor.

Vendor File Security to the statewide vendor system for agencies is controlled by OFM under the AFRS Security (screen SS.1) Table Maintenance Flag 'SVE'. The security code used for agencies is:

> **Security Code 0** = No access to the screens.
> **Security Code 1** = Screens can be accessed, data can be viewed, and reports can be requested.
> **Security Code V** = Screens can be accessed and, data can only be viewed.

At the "PRIMARY MENU" you will enter your agency number on the AGENCY line and then enter 'VE' into the SELECT FUNCTION line and {ENTER}.

```
=== AFRS ======================= PRIMARY MENU ==================== C105P05A ===
      TM -- TABLES                          IN -- INPUT/CORRECTION

      MI -- MASTER FILE INQUIRY             VE -- VENDOR/PAYMENT/CANCELLATION

      RD -- ON-DEMAND REPORTING             RR -- REPORT REQUEST

      BI -- BATCH INTERFACE LOG             OM -- OMWBE SUB-CONTRACTOR REPORTING

      SS -- SYSTEM SECURITY                 CL -- HELP PHONE LIST




                              AGENCY: ____
                     SELECT FUNCTION: __

                   PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```
You are now at the VENDOR/PAYMENT/CANCELLATION MENU.

```
=== AFRS =(VE)======= VENDOR/PAYMENT/CANCELLATION MENU =========== C105P05F ===
  TR: _____
                    1 -- COMBINED VENDOR SELECTION

                    2 -- STATEWIDE EMPLOYEE MAINTENANCE

                    3 -- STATEWIDE VENDOR MAINTENANCE

                    4 -- TIN (FED ID) CONFIRMATION REQUEST

                    6 -- PAYMENT PROCESS CONTROLS

                    7 -- PAYMENT CANCELLATION AND RETURNS

                    8 -- INTER-AGENCY VENDORS

                    9 -- AGENCY RETURN ADDRESS

                          SELECT FUNCTION: 3

                 PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

From this screen you will enter the number three (3) into the SELECT FUNCTION and press {ENTER}. This will bring up the STATEWIDE VENDOR MAINTENANCE screen. You will see the following options:

At the TRANSFER line:
      Y – Online View (IN.1.S)

At the FUNCTION line:
      A – Add *(OFM ONLY)*
      C – Change *(OFM ONLY)*
      D – Delete *(OFM ONLY)*
      V – View
      N – Next
      B – Back
      G – Generate *(OFM ONLY)*

This screen will be used by the agency to view specific vendor files. This screen will be maintained by OFM.

NOTE: If an agency is aware of any address changes or additional information please contact the Payee Help Desk at (360) 407-8180, or send an email to **payeeregistraion@ofm.wa.gov**.

```
=== AFRS =(VE.3)======= STATEWIDE VENDOR MAINTENANCE ============= C105P146 ===
 TR: _____   ORIGINAL ADD: ........ LAST UPDATED: ........    USER AGENCY: 9990
      LAST ACCOUNT CHANGE: ........    LAST USED: ........
     TRANSFER: _  (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
 FUNCTION: _  (A=ADD, C=CHG, D=DEL, V=VIEW, N=NXT, B=BCK, G=GEN)

    VENDOR NO: _____ __            CONTACT: _____
  VENDOR NAME: _____    PHONE          FAX
         ADD1: _____
         ADD2: _____  ___ ___ ____ ___ ___ ____
         ADD3: _____    VENDOR TYPE: _
  CITY/ST/ZIP: _____ __ _____     VENDOR STATUS: _
  E-MAIL ADDR: _____  US/FOREIGN ADDR: U  (U OR F)
          TIN: _____ TAX TYPE: _  NCAGE: _____  PROVIDER: _____
      REMARKS: _____          W-9/8 ON FILE: _
    OMWBE CERT: _____                          LEGAL ADDRESS: _
  CCD/TX-LAYOUT: _ _       VENDOR RA PRINT: Y       EFT AVAILABLE: _
   ABA ROUTING: _____      ABA ACCOUNT: _____    PAYMENT TYPE: _
   PAYMENT DAY: __         ACCOUNT TYPE: _          DUNS: _____
     LU DETAIL: _____          SPECIAL USE: _
  BILLING AGCY: ____  FUND: ___   MULTI-FUND: _____  REVERSAL ALLOWED: _
 PRENOTE SEND: _  STATUS: _    DATE SENT: __ / __ / ____  BLOCK AGENCY VNDR: _
  F1=HELP,F2=EMAIL,F3=RETURN,F4=LAST VE VIEW,F5=AGY LINK,F12=MSG,PAUSE/BRK=EXIT
```

VENDOR NUMBER: Unique Vendor number & suffix generated by the system that begins with the letters "SWV". (Example: SWV1234567-00)

CONTACT: Name of individual who can be contacted if a question comes up regarding their vendor information.

VENDOR NAME: The vendor's name will be entered on this line.

ADD1 *(Address 1)* is used to continue the vendor names, or for the first line of an address.

PHONE NUMBER is an optional field. This field can be helpful if you need to contact a vendor.

FAX NUMBER is an optional field. This field can be helpful if you need to send information to a vendor.

ADD2 *(Address 2)* is used to enter the vendor address.

VENDOR TYPE will need to be entered. There are several vendor types and you will need to enter the appropriate type per the following list (Employees are found on VE.2):

0 = Refunds	4 = Local Government
1 = Employee	5 = Volunteers
2 = Federal Agency	6 = Boards/Councils/Comm Members
3 = State Agency	7 = Tax Exempt Organization
A = Attorneys	N = Clients – Legal Resident
C = Corporation	P = Partnership
M = Corporations – Medical	S = Sole Proprietor/Individual

T = Trust/Estate	Y = Clients–Non Resident Alien
X = Non-Profit Organization	Z = Clients–Resident Alien

Note: Definitions of these vendor types can be found at the OFM IT Systems Documentation site. The title of the document is "Definitions for Vendor Types in AFRS".

ADD3 *(Address 3)* is used to enter additional vendor address information. (Note: Payee Helpdesk tries to not enter data on Address 3 because of 1099 IRS rules for reporting.)

VENDOR STATUS SWV vendors will have one of the following:
- 'A' = Vendor record is active and is available for use.
- 'B' = Vendor record has been blocked and is not available for use.
- 'F' = Vendor record has been blocked by the Office of Foreign Asset Control List (OFAC).
- 'I' = Vendor record is restricted for use by OFM for IRS payroll payments.
- 'S' = Vendor record is restricted for use by OFM for Savings Bonds Payroll payments from HRMS. *(NOTE: Savings Bonds are no longer provided within HRMS so these vendors have been blocked.)*
- 'V' = Vendor record is restricted for use by OFM for Third Party Payroll payments from HRMS.

CITY/ST/ZIP: There are three lines here. You will see the City, State and Zip for the vendor in these fields.

US/FOREIGN ADDR: The default is 'U' for United States. SWV only adds foreign vendors that have a valid US TIN and will enter 'F' if the address is to a foreign country.

E-MAIL ADDR: This is used to send EFT remittances to the vendor through email.

PROVIDER: This field is restricted to DSHS for their Provider One system that makes payments to service providers. Currently not used.

TIN: This field will always have a Taxpayer Identification Number (TIN) entered. The TIN is verified on a weekly basis with the IRS and again during the 1099-MISC process. There are three TIN types available and they are:

- Social Security Numbers (SSN)
- Employer Identification Numbers (EIN)
- Individual Taxpayer Identification Number (ITIN)

The number will always be nine digits long.

TAX TYPE: One of the following will be present:

- S = Social Security Number
- R = Individual Taxpayer Identification Number
- T = Employer Identification Number

These codes will automatically format the TIN field.

NCAGE: The NCAGE stands for NATO Commercial Government Entity. Currently not used by the Payee Helpdesk.

W-9 ON FILE: If the Payee Unit has a W-9 you will see a 'Y' for yes in this field. The default is 'N' and this should not be on any active SWV number.

REMARKS: This field is used by the Payee Helpdesk to identify agency that owns the information on the vendor, special uses for the vendor, agency use for the vendor, etc.

LEGAL ADDRESS: This field denotes that this vendor is the legal address for sending 1099-MISC forms to for IRS Reporting purposes.

OMWBE CERT: Currently not used by the Payee Helpdesk.

EFT AVAILABLE: If the Vendor selected to have EFT as their primary payment it will have a "Y". This field can have an "N" because the vendor chose to have a paper warrant or notification was received from the bank that the account has been closed.

CCD/TX-LAYOUT: This field relates to how the ACH (EFT) payment will be transmitted to the Bank.

VENDOR RA PRINT: This field determines if the vendor will receive their remittance:
- E = Email remittance
- P = Paper remittance
- N = No Remittance (Currently only used for IRS)

PAYMENT TYPE: This field becomes active when the EFT Box is "N" (no) or when the EFT is going through the EFT Pre-note Process. The different payments types that can be entered are:
- I = Inserted Warrant
- J = Inter-Agency Payment Process (IAP)
- N = No Payment Allowed
- R = Regular Warrant Issued

ABA ROUTING: Data not visible to state agencies.

ABA ACCOUNT: Data not visible to state agencies.

DUNS: DUNS stands for the "Data Universal Numbering System" that is stored with Dun & Bradstreet. The Payee Helpdesk will enter this number if it is supplied by the vendor but it is not required.

PAYMENT DAY: Currently not used by the Payee Helpdesk.

ACCOUNT TYPE: This determines if the payment will go the vendors "S" Savings Account or to their "C" Checking Account.
Note: There are two other account types that are not used and they are "G" for GL Acct and "L" for Loan Acct.

SPECIAL USE: Currently not used by the Payee Helpdesk.

LU DETAIL: This field is used by the Payee Helpdesk to identify changes to the vendor information based on an updated form, W-9, or no longer matching with the IRS.

REVERSAL ALLOWED: Currently not used by the Payee Helpdesk.

BILLING AGCY: This field identifies the Inter-Agency Payments (IAP) state agency number. This number will be used to send the payment directly to the state treasurer.

FUND: This field identifies the Inter-Agency Payments (IAP) state agency Fund (Account) that the IAP Payment will be applied to. This number will be used to send the payment directly to the state treasurer.

MULTI-FUND: This field identifies the Inter-Agency Payments (IAP) that has more than one Fund (Account) that the IAP Payment will be applied to. This number will be used to send the payment directly to the state treasurer.

Agencies that need to have more than one fund can set up the multi-fund on the TM.3.4.B – IAP Multi Fund Breakout Screen. You will need to have a security of a 2 on the DT (Descriptor Tables). You will create a four character name and enter it in the Multi-Fund field. You will then enter the biennium and the funding breakdown of up to five funds and percentages. It must equal 100%.

BLOCK AGENCY VNDR: This is no longer used and will be removed at a later date. This was used to block agency vendors from being used when a Statewide Vendor Number with the same TIN existed.

PRENOTE SEND: This is tells the system when a Prenote needs to be processed for a statewide vendor. You will see one of the following:
- Y = Choosing this will start the prenote process and is the default for the new Vendor unless they opt not to receive payment by ACH/EFT. The Payee Helpdesk can also change it to a "Y" if they are entering new Banking Information per the request of the vendor.
- N = Means that the prenote process has completed or that the vendor has chosen not to have ACH/EFT.

STATUS: This fields shows where the verification of the prenote is and you can see three values and they are:
- I = Prenote process has begun.
- C = The prenote process has been completed
- E = Vendor's bank has sent a Notice of Rejection (NOR) and EFT may be turned off depending on the severity of the Error.

DATE SENT: This field shows when the banking information is:
> IN-PROCESS for prenote,
> COMPLETE the prenote process or
> ERROR has occurred through the Notice of Rejection.

SPECIAL DATES at the top of each Statewide Vendor

ORIGINAL DATE: This is date that the Vendor was added to the table. Note: Blank dates are vendor's added prior to 1999.

LAST UPDATED: This date shows the last time that the Payee Helpdesk made a modification to a vendor record.

LAST ACCOUNT CHANGE: This is the last time that the banking information modified. This date lets you know that the vendor would have to go back through the Prenote process and payments during this time would not be ACH/EFT.

LAST USED: This was the last time that a payment or Journal Voucher used this vendor number.

Features available on the VE.3 screen

View a single vendor record
> On the VE.3 type 'V' in the function.
>> Then type in the specific vendor number or name of the record to be viewed and press 'ENTER'. The record will appear if the vendor number entered is valid.

View the next vendor record in the file from the vendor currently being viewed
> On the VE.3 type 'N' in the function.
>> Then press 'ENTER' to display the next vendor record in vendor number sequence.

View multiple vendor records by vendor number, vendor name, zip code or TIN (Federal ID)
> On the VE.3 type 'Y' in the TRANSFER field.
>> Then press 'ENTER' to access the IN.1.S screen.
>>> *NOTE: Refer to instructions for IN.1.S.*

Statewide Selection Screen – IN.1.S
(Find Vendor Records by Number, Name, TIN, or Zip Code)

This screen provides agencies with on-line views of statewide vendor records by vendor number, vendor name, TIN or zip code. Statewide vendor records found through this screen can be viewed in detail by use of the 'select' feature. You can also view Blocked Statewide Vendors using this screen.

This screen provides quick and easy access to the statewide vendor records. It is always up-to-date with the latest addition, change or blocking of vendor records.

Access 'View Vendor Edit Summary' screen
> On the VE.3 type 'Y' in the TRANSFER field.
>> Then press 'ENTER' to access the IN.1.S screen.

```
=== AFRS =(VE.3)======= STATEWIDE VENDOR MAINTENANCE ============= C105P146 ===
 TR: _____    ORIGINAL ADD: ........ LAST UPDATED: ........   USER AGENCY: 9990
      LAST ACCOUNT CHANGE: ........    LAST USED: ........
      TRANSFER: Y  (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
 FUNCTION: _  (A=ADD, C=CHG, D=DEL, V=VIEW, N=NXT, B=BCK, G=GEN)

   VENDOR NO: _____ __         CONTACT: _____
  VENDOR NAME: _____       PHONE        FAX
        ADD1: _____   ___ ____ ____ ___ ___ ____
        ADD2: _____   VENDOR TYPE: _
        ADD3: _____   VENDOR STATUS: _
   CITY/ST/ZIP: _____ __ _____   US/FOREIGN ADDR: U  (U OR F)
   E-MAIL ADDR: _____   PROVIDER: _____
        TIN: _____ TAX TYPE: _ NCAGE: _____ W-9/8 ON FILE: _
     REMARKS: _____   LEGAL ADDRESS: _
   OMWBE CERT: _____                EFT AVAILABLE: _
 CCD/TX-LAYOUT: _ _         VENDOR RA PRINT: Y    PAYMENT TYPE: _
  ABA ROUTING:            ABA ACCOUNT:                  DUNS: _____
  PAYMENT DAY: __           ACCOUNT TYPE: _        SPECIAL USE: _
    LU DETAIL: _____        REVERSAL ALLOWED: _
 BILLING AGCY: _____ FUND: ____   MULTI-FUND: ____ BLOCK AGENCY VNDR: _
 PRENOTE SEND: _ STATUS: _    DATE SENT: __ / __ / ____
  F1=HELP,F2=EMAIL,F3=RETURN,F4=LAST VE VIEW,F5=AGY LINK,F12=MSG,PAUSE/BRK=EXIT
```

Partial search for vendor records
> Type 'P' in the Function.
> Type a partial (one or more characters) or complete *vendor number, vendor name, TIN, or zip code* in the appropriate field. Do not use more than one field.
> Press 'ENTER'
>> The search will find and display up to 8 records that are equal to or greater than the partial or complete vendor number, vendor name, TIN, or zip code entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence; if the search was on zip code, the records will be displayed in zip code sequence; etc.

>> *NOTE: Use the IN.1.S to view vendors that have been blocked as they will not appear on the IN.1.V, Combined Vendor Selection search screen.*
>> *NOTE: The preferred searches are Vendor Number or Vendor Name.*

```
=== AFRS ==(IN.1.S)=== STATEWIDE VENDOR SELECTION ================= C105P2VE===
 TR: _____   FUNCTION: p  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)     9990
  VND NUMB: _____      VND NAME: bob_____
     TIN: _____    ZIP CODE: _____         PAGE: ....  OF  ....
 S *--NUMBER--* *---------NAME-----------* EFT  *-ZIP+4-* *--ACCOUNT NUMBER--*
     *------ADDRESS 1-------*  *------ADDRESS 2--------* *----CITY----**STATUS
 _ ............ ......................... .  ......... ........................
     ......................... .........................  ...............   .
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     ......................... .........................  ...............   .
                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
 NO RECORDS FOUND FOR DISPLAY
```

```
=== AFRS ==(IN.1.S)=== STATEWIDE VENDOR SELECTION ================= C105P2VE===
 TR: _____   FUNCTION: N  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)     9990
  VND NUMB: _____      VND NAME: BOB_____
     TIN: _____    ZIP CODE: _____         PAGE: 0001  OF  0030
 S *--NUMBER--* *---------NAME-----------* EFT  *-ZIP+4-* *--ACCOUNT NUMBER--*
     *------ADDRESS 1-------*  *------ADDRESS 2--------* *----CITY----**STATUS
 _ SWV006576700 BOB__SIANNA_N_____  N   982269244 DES/BLOCK_PER_DSHS__
     C/O_LATOYA_S_WILKINSON__ 3294_LIGHTNING_BIRD_LANE  BELLINGHAM____   B
 _ SWV013191100 BOB_A_GISCLAIR_&_ASSOC_INC  N   708100000 DES/BLOCK_PER_L&I___
     10101_SIEGEN_LN_BLDG_2_S _____  BATON_ROUGE___   B
 _ SWV013191101 BOB_A_GISCLAIR_&_ASSOC_INC  N   708104982 BM/COMBINE_ADDR_LINE
     10101_SIEGEN_LN_BLDG_2_S _____  BATON_ROUGE___   A
 _ SWV016043000 BOB_BAIRD-LEVINE_ATTORNEY_  N   982254728 _____
     LAW_PLLC_____ 103_E_HOLLY_ST_STE_415__   BELLINGHAM____   A
 _ SWV000404500 BOB_BARKER_CO_INC_____  Y   282890885 KT/CHG_EM_PER_VEND__
     PO_BOX_890885_____ _____  CHARLOTTE_____   A
 _ SWV009091600 BOB_BRIDGE_AUTO_CENTER____  N   98057____ JC/BLOCK_NO_W9_____
     PO_BOX_1055_____ _____  RENTON_____   B
 _ SWV009513900 BOB_FAMILY_ENTERPRISES_INC  N   926182710 TH/BLK_PER_DNR_____
     DBA_EASI_FILE_____ 6_WRIGLEY_____   IRVINE_____   B
 _ SWV011194900 BOB_FEIL_BOATS_&_MOTORS_IN  N   98802____ TC/+W-9_CONT_092413_
     2131_SUNSET_HWY_____ _____  EAST_WENATCHEE   A
                  PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
 238 RECORD LIMIT REACHED, MORE RECORDS MAY EXIST ON DATABASE
```

NAVIGATING WITHIN THE STATEWIDE SELECTION SCREEN

Move to page 1 (First page) of the displayed records
    Type 'F' in the function
    Press 'ENTER'
        Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

        Type 'N' in the function.

        Press 'ENTER'

                The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

        Type 'B' in the function.

        Press 'ENTER'

                The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the entire vendor record

        Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

        Press 'ENTER'.

                The selected vendor record (screen VE.3) will be displayed. After viewing the record you can then return to screen IN.1.S by pressing the F4 key. (If you have left the VE.3 screen you will need to start over.)

Inter-Agency Vendor Screen – IN.1.I (VE.8)
(Find State Agency Vendor Records by Billing Agency)

This screen provides agencies with on-line views of inter-agency vendor records by billing agency. The records displayed on the Inter-Agency Vendor Selection screen will also show you the billing fund detail. Vendor records found through this screen can be viewed in detail by use of the 'select' feature.

This screen provides quick and easy access to state vendors. It is always up-to-date with the latest additions, changes or deletions.

Access 'Inter-Agency Vendor' screen
On the VE type '8' in the SELECT FUNCTION field.
Then press 'ENTER' to access the IN.1.I screen.

```
=== AFRS =(IN.1.I)==== INTER-AGENCY VENDOR SELECTION ============= C105PIVD ===
 TR: _____                                                          9990
      FUNCTION: _  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
 BILLING AGENCY: ____

 LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL
     VENDOR                                                        BILL MULTI
 S   NUMBER           VENDOR NAME                     DBA          FUND FUND
 _  ...........  ............................    ...........................  ...  ....
 _  ...........  ............................    ...........................  ...  ....
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 _  ...........  ............................    ...........................  ...  ....
             F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
 NO RECORDS FOUND FOR DISPLAY
```

Partial search for vendor records
Type 'P' in the Function.
Type a partial (one or more characters) or complete *billing agency* in the appropriate field.
Press 'ENTER'
The search will find and display all records that are equal to or greater than the partial or complete billing agency entered. The displayed records will be in sequential order.

```
=== AFRS =(IN.1.I)==== INTER-AGENCY VENDOR SELECTION ============= C105PIVD ===
 TR: _____                                                          9990
       FUNCTION: P  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
BILLING AGENCY: 1790

 LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL
     VENDOR                                                       BILL MULTI
 S   NUMBER          VENDOR NAME                 DBA              FUND FUND
 _ ...........  ........................   ..........................  ...  ....
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 _ ...........  ........................   ..........................  ...  ....
            F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

```
=== AFRS =(IN.1.I)==== INTER-AGENCY VENDOR SELECTION ============= C105PIVD ===
 TR: _____                                                          9990
        FUNCTION: N  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
 BILLING AGENCY: 1790

 LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL
     VENDOR                                                       BILL MULTI
 S   NUMBER          VENDOR NAME                 DBA              FUND FUND
 _ SWV009811708 DES_ADMIN_SVC_DIVISION___  _____ 422  ____
 _ SWV009811706 DES_BUILDINGS_&_GROUNDS__  _____ 422  ____
 _ SWV009811723 DES_CAPITAL_COURT_PARKING  _____ 422  ____
 _ SWV009811712 DES_CAPITAL_PROJECTS_SURC  _____ 289  ____
 _ SWV009811721 DES_CAPITAL_PROJECTS_057_  _____ 057  ____
 _ SWV009811722 DES_CAPITAL_PROJECTS_289_  _____ 289  ____
 _ SWV009811707 DES_CONSOLIDATED_MAIL_SER  _____ 422  ____
 _ SWV009811715 DES_DIV_OF_PROPERTY_MANAG  _____ 422  ____
 _ SWV009811714 DES_DIV_OF_REAL_ESTATE_SE  _____ 422  ____
 _ SWV009811716 DES_EAS_ENERGY_SERVICES__  _____ 422  ____
 _ SWV009811717 DES_EAS_PROJ_MGT_057____   _____ 057  ____
 _ SWV009811726 DES_EAS_PROJECT_MGMT_422_  _____ 422  ____
 _ SWV009811713 DES_FACILITIES_&_SERVICES  _____ 422  ____
 _ SWV009811710 DES_FEDERAL_SURPLUS_____   _____ 422  ____
             F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
 PRESS ENTER TO VIEW MORE RECORDS
```

NAVIGATING WITHIN THE INTER-AGENCY VENDOR SELECTION

Move to page 1 (First page) of the displayed records
> Type 'F' in the function
> Press 'ENTER'
> > Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.3) will be displayed. This will allow you to see additional information on a particular vendor. You can then return to screen IN.1.I by pressing the F3 key.

View Combined Vendor Selection Screen – IN.1.V (VE.1) (Find Vendor Records by Number, Name, TIN, or Zip Code)

This screen provides agencies with on-line view capability for all agency and statewide vendor records by vendor number, vendor name, zip code, or TIN. Vendor records found through this screen can be viewed in detail by use of the 'select' feature.

> *NOTE: Use the VE.2.3 or VE.1.S to view vendors that have been blocked as they will not appear on the IN.1.V, Combined Vendor Selection search screen.*

This screen provides quick and easy access to all active vendor records. It is always up-to-date with the latest addition, change or blocking of vendor records. It also provides a quick view of the vendor TIN, Pay Flag, and Zip.

Access 'Combined Vendor Selection' screen
> On the VE screen type '1' in the SELECT FUNCTION field.
> > Then press 'ENTER' to access the IN.1.V screen.

```
=== AFRS =(IN.1.V)======== COMBINED VENDOR SELECTION ============= C105P2VC ===
 TR: _____                                                             9990
  FUNCTION: _   (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
  VND NAME: _____     VND NUMB: _____
     TIN: _____                          ZIP CODE: _____
 LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL      P
           A=1099 IR.2                                                    A
 S VENDOR NO          VENDOR NAME                   TIN         ZIP+4    Y
 _ ............  ..............................  ............  ......... .
 _ ............  ..............................  ............  ......... .
 _ ............  ..............................  ............  ......... .
 _ ............  ..............................  ............  ......... .
 _ ............  ..............................  ............  ......... .
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 _ ............  ..............................  ............  ......... .
 _ ............  ..............................  ............  ......... .
 _ ............  ..............................  ............  ......... .
            F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
 NO RECORDS FOUND FOR DISPLAY
```

Partial search for vendor records.
> Type 'P' in the Function.
> Type a partial (one or more characters) or complete *vendor number, vendor name, zip code or TIN (Taxpayer Identification Number)* in the appropriate field. **Do not use** more than one field.
> Press 'ENTER'
> > The search will find and display up to 999 records that are equal to or greater than the partial or complete vendor number, vendor name, zip code, or TIN entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence; if the search was on zip code, the records will be displayed in zip code sequence; etc.

```
=== AFRS =(IN.1.V)======== COMBINED VENDOR SELECTION ============= C105P2VC ===
 TR: _____                                                        9990
 FUNCTION: P  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
 VND NAME: BOB_____      VND NUMB: _____
     TIN: _____                            ZIP CODE: _____
 LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL      P
            A=1099 IR.2                                                   A
 S VENDOR NO          VENDOR NAME                     TIN         ZIP+4   Y
 _ ...........  ...............................  ...........  ......... .
 _ ...........  ...............................  ...........  ......... .
 _ ...........  ...............................  ...........  ......... .
 _ ...........  ...............................  ...........  ......... .
 _ ...........  ...............................  ...........  ......... .
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 _ ...........  ...............................  ...........  ......... .
 _ ...........  ...............................  ...........  ......... .
 _ ...........  ...............................  ...........  ......... .
 _ ...........  ...............................  ...........  ......... .
           F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
 NO RECORDS FOUND FOR DISPLAY
```

```
=== AFRS =(IN.1.V)======== COMBINED VENDOR SELECTION ============= C105P2VC ===
 TR: _____                                                        9990
 FUNCTION: N  (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
 VND NAME: BOB_____      VND NUMB: _____
     TIN: _____                            ZIP CODE: _____
 LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL      P
            A=1099 IR.2                                                   A
 S VENDOR NO          VENDOR NAME                     TIN         ZIP+4   Y
 _ SWV002032002  BOBAGGINS_DAYCARE_INC_____  42-1633326_  98324____ E
 _ SWV002032000  BOBAGGINS_DAYCARE&_LRNG_CT_DBA__  42-1633326_  98362____ E
 _ SWV014847000  BOBB__ANDREA_TERRI_____  ***-**-2165  989200014 E
 _ SWV014555500  BOBB__MARY_ELLEN_____  ***-**-9820  98951____ E
 _ SWV006762300  BOBBIES_BEAUTY_BAR_____DBA__  ***-**-7445  98586____ I
 _ SWV011500300  BOBBITT__SHIRLEY_F_____  ***-**-3004  98513____ E
 _ SWV014339400  BOBBY_CARPENTER_____  51-0549761_  98685____ E
 _ SWV010410400  BOBBY_JAYZ_OB2_CAFE_____DBA__  91-1672109_  98516____ I
 _ SWV008942200  BOBBY_WOLFORD_TRUCKING_&_SALVA__ 91-1333261_  98072____ I
 _ SWV016638100  BOBCAT_BOOSTER_CLUB_____  91-1337050_  98520____ E
 _ SWV004825800  BOBCHINSKAYA__OLGA_____  ***-**-7335  98034____ E
 _ SWV007502500  BOBEK_ENTERPRISES_____  93-1230570_  97103____ I
 _ SWV015456000  BOBLICK__RAYMOND_____  ***-**-4075  99003____ I
 _ SWV005612500  BOBO__BRENDA_____  ***-**-0545  98092____ E
           F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
 PRESS ENTER TO VIEW MORE RECORDS
```

NAVIGATING WITHIN THE COMBINED VENDOR SELECTION

Move to page 1 (First page) of the displayed records

Type 'F' in the function

Press 'ENTER'

Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

     Type 'N' in the function.

     Press 'ENTER'

          The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

     Type 'B' in the function.

     Press 'ENTER'

          The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the entire vendor record

     Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

     Press 'ENTER'.

          The selected vendor record (screen VE.3) will be displayed. Any necessary changes to Agency records can now be made to the vendor record. You can then return to screen IN.1.V by pressing either the F3 or F4 key.