Vendor Maintenance Form – FTMVEND

Use form to:

- Find vendor code
- Confirm W9 is on file so vendor can be paid
- Determine if vendor is set up to receive ACH payments
- Verify correct vendor payment address

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Vendor Maintenance FTMVEND 8.6.1.1 (MSTR) (BZ)			i × ≥
Vendor: Generate	ID: 😰		
Last Name:	Eirst Nam	e. Middle Nan	ae:
Vendor Maintenance Additional Information Vendor Types	Address	Taxes Collected	
Start Date: Termination Date:		Last Activity Date:	
Address Defaults	Contact:		
Procurement Accounts Pavable		Area Code Phone Number	Extension
Sequence: Sequence:	Collects Taxes		
	concers ruxes		
Owner ID:			
Check Vendor:			
Discount Code:			
Order Hold Code:			
Vender Text:			
Enter Vendor Code, LIST is Available.			
Record: 1/1 List of Valu <0SC>			

Vendor Codes:

In most cases, the naming convention for vendor codes is the first three letters of the first name plus the first three letters of the second name. Ex: (Reporters Office Plus = REPOFF).

To query on a vendor code, click on the drop down arrow to the right of the Vendor box.

Vendor Maintenance (cont)

st Name:	ientific Company LLC		Eirst Name:	Middle	Name:
idor Maintenance 🛛 🗛	dditional Information	Vendor Types	Address	Taxes Collected	
art Date: 01-JUL-200	6 🛄 Т	ermination Date:		Last Activity Date: 30-3	UL-2008
ddress Defaults rocurement ype Code: MA V equence: 3	Accounts Paya Type Code: VP Sequence: 1	able	Contact: Ar Collects Taxes:	ea Code Phone Number	Extension
				_	
owner ID: heck Vendor: viscount Code:	•				

On the Vendor Maintenance tab – look for a VP address

endor: FISSCI	*	Generate ID: 🗳	1			
orporation: Fisher Sc	ientific Company LLC	120102030000000000000000				
ast Name:			First Name:		Middle Name:	
ndor Maintenance	ditional Information	Vendor Types	Address Ta	axes Collected		
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099 Information						
ay ID:			Address Default	s		
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ax ID: ncome Type: ederal Withholding: tate Withholding: ase Currency: lame Type:			Address Default Type Code: Sequence: SSN/SIN/TIN:	s 		
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ax ID: ncome Type: ederal Withholding: tate Withholding: ase Currency: lame Type: arrier Type:	Domestic Carrier	C Fareign Carrier	Address Default Type Code: Sequence: SSN/SIN/TIN: None	s •		
ax ID: ncome Type: ederal Withholding: tate Withholding: ase Currency: ame Type: arrier Type: tate Indicator:	Domestic Carrier In State Vendor	⊂ Foreign Carrier ■ Out of State Vend	Address Default Type Code: Sequence: SSN/SIN/TIN: None	•		
ax ID: ncome Type: ederal Withholding: tate Withholding: ase Currency: lame Type: arrier Type: tate Indicator:	Domestic Carrier In State Vendor	Foreign Carrier • Out of State Vend	Address Default Type Code: Sequence: SSN/SIN/TIN: None			
ax ID: ncome Type: ederal Withholding: tate Withholding: ase Currency: lame Type: arrier Type: tate Indicator: nvoice Grouping:	Domestic Carrier In State Vendor (1) One invoice per check	Foreign Carrier • Out of State Vend	Address Default Type Code: Sequence: SSN/SIN/TIN: None or None	•		

On the Additional Information tab – look for ******* in the SSN/SIN/TIN area Go to Options – Text [FAOTEXT] to see when W9 was requested/received

Vendor Maintenance (cont)

orporation: Fisher ost Name:	Generate ID:	First Name		Middle Name:	
ndor Maintenance	Additional Information Vendor Types	Address	Taxes Collected	<u></u>	
rom Date:	To Date:		🗆 Inactivate Address		
ddress Type:	VE Vendor Email		Source:		
equence Number:					
	and the second second		Delivery Point:		
treet Line 1:	ar.ach@thermonsher.com	-8	Correction Digit:		
treet Line 2:		-	Carrier Route.		
deet line 5.			Registi atton Number.		
ity:	Chicago		LastUndate		
tate or Province:	IL Illinois		Last Opdate		
IP or Postal Code:	60693		User:	BSHAFER	
ounty:			Activity Date:	16-APR-2013	
ation:					
test and the second		Area Code	Phone Number	Extension	-
elephone Type:					3
	Fax Numbe	r:			

On the Address tab - 'VE' vendor address type indicates that the vendor is set up to receive ACH payments

endor: FISS orporation: Fishe ast Name:	CI 🛛 🐨 Generate r Scientific Company LLC	ID: 💇 First Name		Middle Name:	
ndor Maintenance	Additional Information Vendor Types	Address	Taxes Collected		
rom Date:	To Date:		🗆 Inactivate Address		e
ddress Type:	VP Vendor Pay		Source:		
sequence Number:			Delivery Point		
treet Line 1:	2000 Park Lane		Correction Digit:	-	
street Line 2:			Carrier Route:		
Street Line 3:			Registration Number:		
ity:	Pittsburgh		Last Update		1
state or Province:	PA Pennsylvania				
IP or Postal Code:	15275		User:	LHENDRIC	
county:			Activity Date:	30-JUL-2008	
vacion:		Area Code	Phone Number	Extension	1
elephone Type:					
	Fax M	Number:			

On the Address tab - 'VP' is the address to put on your BPA, even if the vendor is set up for ACH

Vendor Detail History Form – FAIVNDH

Use to view all payments made to a particular Vendor

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Vendor: Fiscal Year: 06 ▼	•					Selection: All	•		
Vendor Invoice	Invoice] Approval VIC	Indicato Credit Memo	ors Open/ Paid Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number	
				Tota	:				•
ter vendor code and pres	38 NXTFLD. LI	ST & COUNT HITS fo	r Entity Nar	ne/ID Search; DUP I	TEM for Alternate ID Search	n			

If you need to find the Vendor Code -

Click on the drop box next to the Vendor field:

The following form appears: Click on Entity Name/ID Search (FTIIDEN)

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Vendor:	Entity Name/ID Search (FTIIDEN)
Fiscal Year: 06	Alternate ID Search (GUIALTI)
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Vendor Search (Cont)

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Banner is now ready for a query. Enter your query in the Last Name field.

Z Vendors	🗆 Grant Pers	onnel 🔲	Financial M	anagers		[Agenc	ies				
Terminate	d Vendors 🛛 🗆 Proposal P	ersonnel 🔲	Terminated	Financial	Managers	[All					
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CAUTION: queries in this form are case sensitive.

Use the wildcard search character % to maximize your search results.

Press F8 to execute the query.

Vendor Search (Cont)

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BIGAIR01	Big Sky Airlines			C	I	Y	N	N	N	N		
BIGASP	Big Sky Asphalt			С		Y	Ν	N	N	N		
BIGBMW	Big Sky BMW-Kawasaki			С		Y	N	N	N	N		
BIGBAG	Big Sky Bagel Bakery			С		Y	N	N	N	N		
SKYBAG	Big Sky Bagel Bakery			C	I	Y	N	N	N	N		
BIGBEA	Big Sky Beauty Supply			С		Y	N	N	N	N		
BIGBEE	Big Sky Beeper			С		Y	Ν	N	N	N		
BIGBEE001	Big Sky Beetle Works			С		Y	N	N	N	N		
BUSLIN	Big Sky Bus Lines			С		Y	N	N	N	N		
BIGBUS	Big Sky Business Journal			С		Υ	N	N	N	N		
BIGBUS001	Big Sky Business Ventures			С		Y	N	Ν	N	Ν		
BIGCAR001	Big Sky Carpet Cleaning			C		Y	N	N	N	N		
BIGCAR01	Big Sky Carpet Cleaning			С	Ι	Y	Ν	N	N	N		
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). Press Edit to (change Ordering of Records.											
ecord: 14/?		<08C:	•									

Double click on the vendor name you want. This will select the vendor code and return you to the vendor history screen.

ndor: BIGBU cal Year: 05 🛡	S •Big Sl	ky Business Journal				Selection: All	•	
endor Invoice	Invoice	Approval VIC	Indicato Credit Memo	ors Open/ Paid Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number

Vendor Search (Cont)

Tab to the Selection drop down box where you can chose from all invoices, credit memos, open invoices or paid invoices. Then perform a Next Block (Ctrl + PgDn)

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Eil	e Edit Options Bloc	k Item Reco	rd Query <u>T</u>	ools	<u>W</u> indow	Help							
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	Vendor: BIGBUS Fiscal Year: 05 💌	S 🛡 Big Sl	(y Business Jo	urnal						Selection: All	۲		
	Vendor Invoice	Invoice	Approval	1 VIC	Indicato Credit Memo	ors Open/ Paid	Cancel		Vendor Invoice Amt	Due Date	Check Date	Check Number [▼]	
	08010407	10456387	Y	N	N	P	Ν		264.00	10-AUG-2004	10-AUG-2004	00421656	
	9/15/04MICHELS	10466572	Y	N	N	Р	N		28.00	24-SEP-2004	24-SEP-2004	00430852	
		10468924	Y	N	N	Р	N		411.00	30-SEP-2004	30-SEP-2004	00432567	
		I0469415	Y	N	N	Р	N		411.00	04-0CT-2004	04-0CT-2004	00433323	
		I0491799	Y	N	N	Р	N		28.00	28-DEC-2004	28-DEC-2004	00452176	
	030105CPSLL	10503634	Y	N	N	Р	N		28.00	15-FEB-2005	15-FEB-2005	00462482	2
		10525635	Y	N	N	Р	N		190.40	19-MAY-2005	19-MAY-2005	00481109	1
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				\Box									•
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Use the scroll bars to view more information.

CAUTION:

- This form does not indicate which of the four MSU campuses made the vendor payments. It is therefore helpful if you know the vendor invoice number.
- The check number listed at the far right is not the check number the vendor receives. The Department of Administration in Helena prints our vendor checks for us and assigns their own check numbers. Contact the UBS for information on vendor checks.

You can query on the following fields:

- Vendor Invoice: This is the invoice that appears on the vendor's bill.
- Invoice: This is the document number that Banner automatically assigns to the payment.

You can further drill-down on a particular invoice by clicking Options on the menu bar and the *View Invoice Information* link.