



Entering a 1099/Withholding Vendor

Script Description

This script demonstrates the entry of a regular 1099 Vendor.

Process Assumptions

- Operators, Business Units, and SETID's are configured for the database.
- All ChartFields are configured.
- Vendor Address and phone information is available for data entry.
- Vendor is a withholding vendor.

Process Flow Steps

A. A new vendor is being made available for Purchasing, Vouchers, and Payments. One of the team members enters the vendor information into the system.

B. Access Vendor Information:

GO	Administer Procurement
	Maintain Vendors
USE	Vendor Information
	Add

1. Click on

C. Enter the name Portion of Vendor Panel Information

1. Name 1: (Vendors Payment Name)
2. Name 2: Additional identifying information(Optional)
3. ShortName: This field is provided for search lists and it must be unique across all vendors. Use the first four letters of last and first name.
4. Classification: Select classification by clicking on the classification drop down list the Valid Classifications are:
 - Supplier
 - Employee
 - Attorney

5. Status is defaulted to 'approved' if the Operator has Approval authority based on their Operator Preferences. Valid drop down items are:

- Approved
- Inactive - Not available for purchasing, voucher entry, or payments.
- Archived
- Unapproved- can be used if a Vendor approval process is implemented.

6. Persistence- Defaults to Regular. Leave as a regular vendor. Valid values are:

- Regular
- Permanent- Cannot be archived off
- One time- Becomes inactive after one use.

7. Open for Ordering: check box to allow ordering. Uncheck to stop additional Purchase Orders from being entered against this vendor.

8. Withholding: Status for a 1099 Vendor - click on the withholding flag. This change allows access to the 1099 information and blanks out the Tax ID number.

9. Click the Withholding button on the top left portion of the panel.

10. Hit the drop down for the withholding entity. Select IRS.

11. Click the 1099 mailing address button.

12. Enter the address to which the 1099 will be mailed. If this address is the same as the address on the default location, then you can leave it blank. It will be automatically populated by the address you enter on the address panel. If there is a special address for sending the 1099, enter it here.

13. Click

D. Update Vendor Address Information:

Many Addresses may be entered for a vendor. The first address entered defaults for all location addresses. These include an Order Address, Invoicing, Remitting, and Returning Addresses.

You can enter Additional Addresses by hitting the *F7* key to insert a row, or by pressing the icon.

1. If the vendor has an alternate Payment Name, Click on the Alternate Payment Address Button . This can be used to create checks to an alternate name.

2. Enter Phone Numbers by clicking the icon.

3. Select the Phone Type from the drop down list
4. Enter the Prefix, Phone number and extension. Hit the *F7* key to add additional phone numbers.
5. Click the OK button when after entering all relevant phone numbers.
6. Description Enter an Address Description.
7. Effective Date: Enter the first date the Vendor is used in processing or could be used in processing.
8. Status: Defaults to Active.
9. Country: Defaults to USA.
10. Address1: Enter the first line of the Street Address field is required
11. Address2: Enter the second line of the Street Address- field is optional.
12. Address 3: Enter the third line of the Street Address- field is optional.
13. Address 4: Enter the fourth line of the Street Address (optional).
14. NBR 1: Leave blank
15. City: Enter the City Name
16. County: Enter County if available (field is optional).
17. State: Enter two-digit state code.
18. Postal Code: Enter the zip code

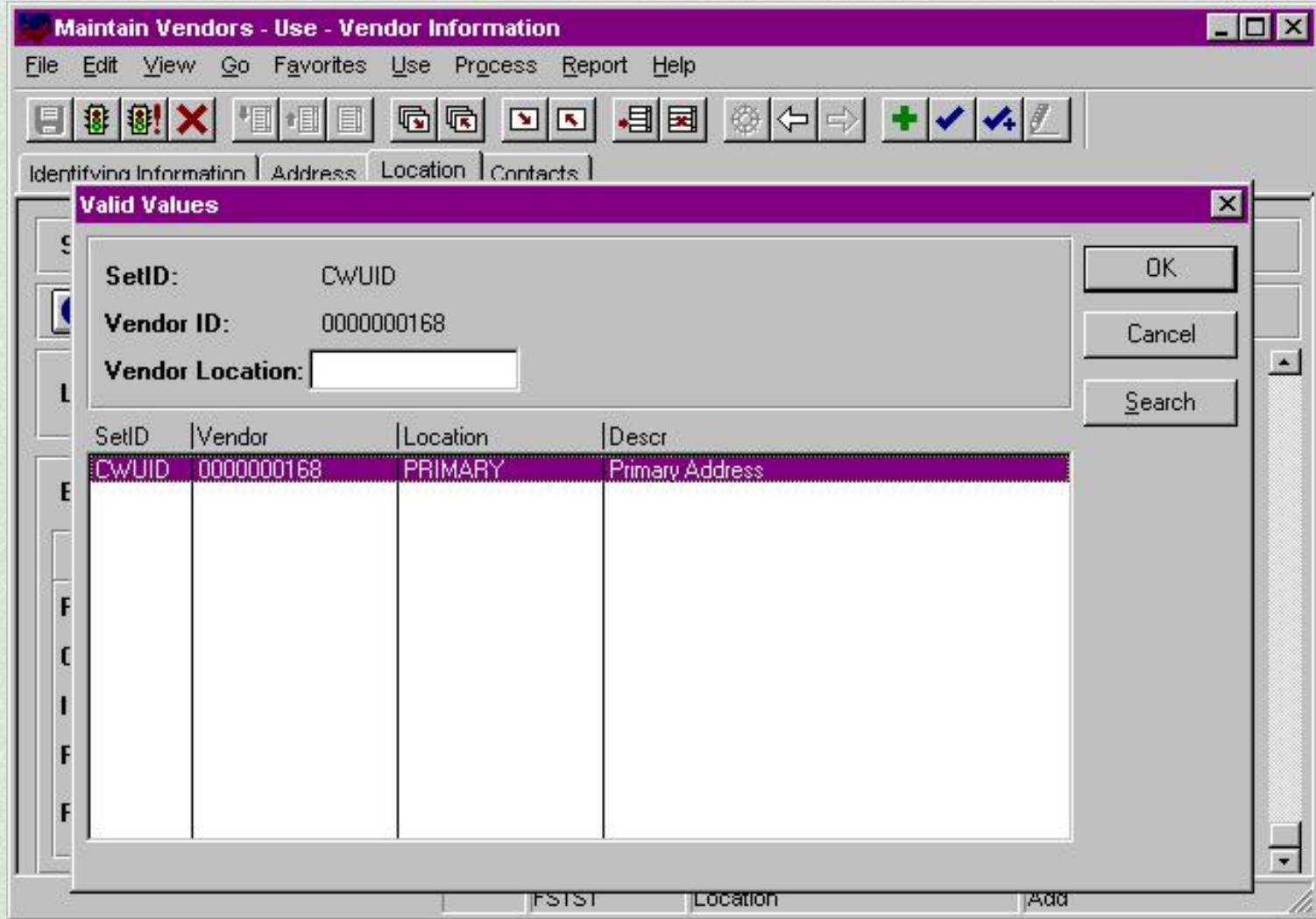
To add a second address to this vendor, insert a row by hitting the *F7* key on the description line. For example:

Hit the *F2* key to move to the next Panel. You can also use the mouse and click the location folder tab.

E. Enter the Location Information:


NOTE: This panel is used to designate which address to use for the Vendor. The first address entered will default to all vendor locations.

1. **Location:** Enter a location description for the Vendor.
2. **Description:** Enter a description for the location.
3. **Default** is set to on if only one address for the vendor is present. If this is the **Primary Location** for the vendor click on the default check box.
4. **Effective Date:** Enter the date this information is first effective.
5. **Effective Status:** defaults to active. User can mark the information inactive.
6. **Doc Type:** Leave as Default.
7. **Pricing Location:** Can be used to change the default location for item pricing.
8. **Ordering Location:** Identifies the address that will be used in ordering. For this example we changed it to Address 2.




9. You can change the address location for any of the remaining fields.
10. If you have multiple locations, you must hit **Save** in order to access the other addresses to

assign to the other locations.


11. For a 1099 vendor, you must assign a default Withholding Code to the vendor. Click the Payment Options  icon to enter the default withholding code.
12. Select the default withholding code. The system will use this when processing vouchers for that vendor.
13. Other fields that may be used are:
 - Hold Payments: click this to suspend all payments to a vendor. This will still allow you process Purchase Orders and Vouchers.
 - Separate Payments: the system will create one check per voucher instead of combining them onto a single check.
 - Payment Handling Flag: you can assign a vendor to a different payment handling flag other than the default.
14. Click OK. You will be back on the Location Panel.
15. Other icons on the Vendor Location tab you should use are:

1. Vendor Types


Pressing the  icon will display the Vendor Types panel that will allow you to track certain kinds of vendors like Contractors or Minority vendors.

You can specify the preferred language for the vendor and the vendor type for EFT reporting. Several Vendor Types can be listed by inserting additional values. Only one type can be marked as the Primary type.

2. Procurement Options

Pressing the  icon will display the Procurement Options panel.

3. SIC Codes

Pressing the  icon will allow maintenance of the Standard Industry Codes for this vendor location.



You may choose one or more Valid SIC types. For each type you may choose the SIC code related to this vendor location.