TASK

Effective Date: April 9, 2013
Approved By: Teresa Hart, Financial Services Director

Authority: POL-U5320.12
Creating and Maintaining Vendor Account Records

Cancels:

See Also:
PRO-U5320.12A Requesting Accounting Services to Create A New Vendor Record
PRO-U5320.12C Correcting Duplicate Vendor Records
TSK-U5320.12B Updating Vendor Records in Financial System

TSK – U5320.12A CREATING A VENDOR RECORD

After receiving a Vendor Record Creation and Maintenance Request form that is requesting to create a vendor record, an authorized Accounting Services employee:

1. **Confirms** that the following required information is attached and sufficient:
   a. Completed W-9 form, and
   b. Written documentation of vendor service (i.e. invoice or contract).

2. **Determines** whether the vendor already has a W# in the financial system (Banner), and
   a. If duplicate record(s) detected, **ensures** the duplicate is later removed by following the Correcting Duplicate Vendor Records procedure (PRO-U5320.12C) beginning with step 5, and
   b. If the vendor already has a W#, **goes to** step 3 below, or
   c. If no W# currently exists for vendor, **goes to** step 4 below.

3. **Verifies** information in system is consistent with e-form and attached documents, and
   b. If address in system is consistent with received documents, **goes to** step 5, or
   c. If address in system is different, **updates** vendor record.

4. **Creates** vendor record in financial system (Banner) and **enters** e-form #, date and accounting services staff initials in FOATEXT.

5. **Inputs** vendor's Western ID# on e-form.

7. **Returns** to step 7 on the Requesting Accounting Services to Create a New Vendor Record procedure (PRO-U5320.12A)