TASK

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

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

Cancels:
See Also:

PRO-U5320.12C Correcting Duplicate Vendor Records
PRO-U5320.12A Requesting Accounting Services to Create a New Record
POL-U5320.12 Creating and Maintaining Vendor Account Records
TSK-U5320.12A Creating Vendor Record Accounts in Financial System

TSK – U5320.12B UPDATING VENDOR RECORDS IN FINANCIAL SYSTEM

After receiving a Vendor Record Creation and Maintenance Request e-form requesting a change to an existing vendor record -or- after receiving documentation directly from the vendor indicating a needed change to the record, the Accounts Payable Staff and authorized staff in other University departments:

1. Ensures that written documentation is received directly from the vendor and is attached to the e-form.

   Exception: When Accounting Services A/P staff receives documentation directly from the vendor no e-form is used but a hard copy of the documentation is retained to be filed.

2. Determines whether a record already exists in the financial system (Banner) for vendor, and

   a. If duplicate record(s) are detected, ensures the duplicate is removed later 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.

   c. If no W# exists, instructs the University Department to follow the Requesting Accounting Services to Create a New Vendor Record procedure (PRO-U5320.12A). This task is then complete.

3. Updates vendor record in system with new vendor account information.

4. Inputs vendor’s Western ID# on e-form and locks e-form.

   Exception: For Accounting Services A/P staff, when notice for change is via a payment vehicle,

   a. Documents information in the Vendor Change Log, and

   b. Files all related documentation in hard copy file.