

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)