# TASK

Authority: POL-U5320.12

Effective Date: April 9, 2013

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Creating and Maintaining
Vendor Account Records

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.

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