Job Aid: Creating and Editing a Vendor

**Purpose:** The purpose of this job aid is to help you create a **Vendor** in order to process new and recurring Disbursement Vouchers. In this job aid, you will learn about:

- **Timing of Vendor Creation**
- **Creating a Vendor Division**
- **Foreign Vendor**
- **Avoid Common Mistakes:**
  - **Before Starting:**
  - **Creating a Vendor – Naming:**
  - **Creating a Vendor – Address:**
  - **Creating a Vendor – Attachments:**
- **Creating a Vendor Attributes**
- **Creating a New Vendor**
- **Editing a Vendor**

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**Timing of Vendor Creation**

Since the Controller’s Department must approve a vendor prior to you using it, submit the Vendor eDoc as soon as you have added supporting attachments in the **Notes and Attachments** tab, i.e. Independent Personal Services (IPS) form or other tax information rather than waiting for the time to make payment. Your Vendor will likely be ready when you need it.

**Creating a Vendor Division**

When Editing a Vendor, you can also use **Create Division** button to group entities under the same tax ID or add information about a separate division of a parent company without duplicating information.

**Foreign Vendor**

If the **Vendor Address** is a non-US address, then the vendor is considered a **Foreign Vendor**. In this case, select “Yes” in the required field “Is this a foreign vendor”. Some **Foreign Vendors** have US addresses. In this case, the Controller’s Department will match the tax ID with the **Vendor Name** and make the **Foreign Vendor** selection.

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Avoid Common Mistakes:

Before Starting:
1. Review the Processing a Payment Job Aid to make sure the payment is allowed on a Disbursement Voucher.
2. Check the KFS Vendor File to see if the vendor already exists.
3. Do not set up a vendor record if you are only reimbursing a non-employee for expenses. Instead, this should be reimbursed on a Simple DV without setting up a vendor.

Creating a Vendor – Naming:
4. When creating or editing a vendor, use all CAPS for both the vendor name and address.
5. When creating a vendor, enter the vendor name only in the Vendor Name field. Do not enter anything in the Vendor Last Name or Vendor First Name fields.
6. When creating a vendor for an individual, use the last name first (e.g. DOE JANE)
7. Do not use special characters (periods, commas, slashes, etc) in the vendor name. Dashes and ampersands are allowed.
8. If the vendor exists but the vendor name is different from what the invoice requests, instead of creating a new vendor:
   - Edit the existing vendor record if you know the payee name has changed due to a marriage, merger, etc.
   - Create a division of the existing vendor to allow the check to the division to be in a different name from the parent.

Creating a Vendor – Address:
9. The Address tab must have exactly one Default Address.
   - When creating a vendor, you must select Yes for the Set as Default Address field.
   - When adding a Remit address to an existing vendor, you cannot make the new address the default address unless you de-select the current default address.
10. When adding an address, you must click the Add button in the Address tab. Clicking Save or Submit before clicking Add will result in an error message.
11. If the vendor exists, but the vendor address is different from what the invoice requests, instead of creating a new vendor:
    - Edit the existing vendor record by typing over the existing address if you know the vendor has moved.
    - Edit the existing vendor record by adding an additional address if the vendor name is correct, but you need to add a Remit address

Creating a Vendor – Attachments:
12. When creating a new vendor, you usually must attach a document with the payee’s taxpayer identification number. Examples include an Independent Personal Services form, Research Participant Receipt form, a W-9 form, or a vendor invoice that includes the taxpayer identification. Otherwise, the vendor setup will be delayed while the Accounting Office requests this information directly from the payee.
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**Creating a Vendor Attributes**
The tabs you will need to create a **New Vendor** include the **Document Overview tab**, **Vendor tab**, **Address tab**, and **Notes and Attachments** tab. Most of these tabs will open each time you enter the **Vendor** screen. A new tab will open only if additional **Vendor** information is required. Remember to use the Lookup and Search feature to see if a vendor already exists before creating a new one.

The table below lists and describes the requirements for **Creating a New Vendor**:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Overview Tab</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Description* and Explanation* | Description: Create New Vendor – VENDOR NAME  
Explanation: Type in business purpose of transaction. Although completing the Explanation field is not required in KFS, it is required by the Controller’s Department. |
| Organization Document Number  | This item is not needed to edit a Vendor but can be used for departmental reference. |
| **Vendor Tab**                |                                                                           |
| Vendor Parent Indicator*      | This should be “Yes” by default.                                           |
| Vendor Name*                  | Name of the Vendor on the Account in ALL CAPS.                             |
| Vendor Last Name              | DO NOT USE. LEAVE THIS SPACE EMPTY.                                        |
| Vendor First Name             | DO NOT USE. LEAVE THIS SPACE EMPTY.                                        |
| **Corporate Information**     |                                                                           |
| Vendor Type*                  | Always use “Disbursement Voucher”.                                         |
| Is This a Foreign Vendor*     | This drop down menu shows “No” by default. Select “Yes” if Vendor has a non-US address and identified as foreign. See Foreign Vendor section below. |
| Ownership Type*               | Select “NOT CODED”. The Controller’s Department will update this field during approval. |
| **Address Tab**               |                                                                           |
| Address Type*                 | Use “Remit” for the Address Type list or the lookup feature.              |
| Address 1*                    | Enter business address in Address 1. This line can be used for second business name (DBA) if needed. |
| City*                         | Required for all vendors.                                                 |
| State*                        | Required for US addresses only.                                           |
| Postal Code*                  | Required for US addresses only.                                           |
| Country*                      | Use the Country list or the lookup feature.                               |
| Set as Default Address*       | Select “Yes”. Every Vendor must have one and only one default address. Do NOT Change this setting when editing the Vendor. |
| Active Indicator*             | Select the Active Indicator box if address is active.                     |
| Add Button                    | Always click the Add button to save the Address information before clicking save or submit. |
| **Notes and Attachments**     |                                                                           |
| Attach Document               | Attach supporting documentation, i.e. IPS form, Professional Services Contractual Agreement, or other documents containing the taxpayer number. |
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Creating a New Vendor
Use the following steps to create a new Vendor. This is necessary when you need to pay an entity not currently in the KFS Vendor file. Use the Lookup and Search feature to see if a vendor already exists before creating a new one.

Note: An asterisk (*) denotes a required field. Refer to Creating and Editing a Vendor Job Aid for more details and descriptions.

1. Select the Vendor link at the bottom of the Lookup and Maintenance box.

2. Click Create New box in upper right corner.
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3. Enter the vendor’s name as the Description in the Document Overview Tab Type in the business purpose for the document in the Explanation field.

Note: While Explanation is not marked with an asterisk (*), this field is required by the Controller’s Department.

4. Enter the Vendor’s name in the Vendor Name field on the Vendor Tab, using all caps.

Note: ISU is not using the Vendor Last Name or Vendor First Name fields. See Job Aid for more information.

5. Select “Disbursement Voucher” from the Vendor Type drop-down box.

6. Select “Yes” from the Is this a foreign vendor drop-down box if this is a Foreign Vendor.

7. Select “Not Coded” from the Ownership Type drop-down box.
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8. Scroll down to the Address Tab.

*Note:* Use Address 1 for an alternate or second business name if needed. See Creating and Editing a Vendor Job Aid for more details.

9. Select Remit from the Address Type drop down box.

10. Type Vendor’s Address in the Address 1 and Address 2 spaces (enter in ALL CAPS).

11. Type in the City, State, Postal Code and Country for all US addresses (enter in ALL CAPS).

12. Select “Yes” from the Set as Default Address drop-down box.

13. Select Active Indicator box if address is active.

14. Click the Add button.

15. Click on the Show button on the Notes and Attachments tab.

16. Click Attach Document and attach your supporting documentation, i.e. Independent Personal Services (IPS) form, Professional Services Contractual Agreement, or other documents containing the taxpayer number.
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17. Click Submit to route to the Controller’s Department.

Editing a Vendor

To edit a Vendor, enter KFS from the Main Menu under Lookup and Maintenance then select Vendor as you would to create a New Vendor.

1. Enter the Vendor Name or type part of the Vendor Name (e.g., at least the first three characters) and an asterisk.

2. Search to display a table of vendors beginning with these characters.

3. Click Edit to view a split screen to display the old Vendor information on the left and new Vendor information on the right.
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4. Make changes in the Document Overview above as well as to the Address tab.

5. Save the document. A yellow asterisk will appear in places where changes were made.