State of California

The Next Generation

FI$Cal

Financial Information System for California

Vendor Management Desk Manual

July 16, 2013

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1 Introduction

The Vendor Management Desk Manual covers the FI$Cal vendor record procedures for Department Vendor Processor (DVP), Central Vendor Processors (CVP) and Central Vendor Approvers (CVA). It is focused on Pre-Wave support activities. Directions apply mostly to fields/links that are impacted by Pre-Wave.

This manual covers the following topics:

1. Searching for a Vendor
2. Adding a New Vendor
3. Approving a Vendor
4. Denying a Vendor
5. Updating a Vendor
6. Parent/Child Vendor Record Relationships
7. FI$Cal Vendor Record Naming Standards

1.1 General Vendor Record Policies

1. Vendor record processing times are three to five business days.

2. For expedite processing, DVPs must contact the FI$Cal Service Center at

   Phone: 1-855-FISCAL-0 (1-855-347-2250)

   The DVP must provide the Vendor ID and the reason for the expedite processing.

3. All required fields in PeopleSoft are preceded with an asterisk (*).

4. Accurate data entry into FI$Cal is key. Beginning in Wave 1, every FI$Cal vendor Taxpayer ID Number (TIN) and vendor name will be validated against the IRS' information. If the information doesn't match, the (new) vendor record will be denied or the existing record will be placed in unapproved status.

5. Departments must comply with the following vendor record submission requirements:

   a. Every vendor record (except governmental entities) requires a Payee Data Record, STD.204 (Rev. 6/2003)
   b. Government entities must provide their Federal Identification Number (FEIN) in writing by an authorized designee in charge of maintaining the department's FEIN, in order to be established as a vendor in FI$Cal.

c. All submitted STD. 204s must comply with the following:

1) The STD. 204 revision date must be no earlier than 6/2003
2) All sections must be completed
3) The STD. 204 must be signed by an authorized payee's representative
4) The Payee's Legal Name box must have:
   a) The legal entity's name (in the case of a sole proprietorship or individual, the owner's/individual's legal name), **AND**
   b) (For businesses) The legal entity's "doing business as" (DBA) name, if one or more exists (also known as trade name or fictitious business name)

      Example: SMITH INC DBA SMITH'S TIME PIECES

   c) Option 1: A vendor may submit a consolidated STD. 204 identifying all DBAs (providing they all share the same TIN)

      Example: SMITH INC DBA JUST FOR KICKS, DBA BLOOMING DALE'S, DBA APPLE OF MY EYE

      OR,

   d) Option 2: The vendor can submit one STD. 204 for each DBA

      Example:

STD. 204 1) SMITH INC DBA JUST FOR KICKS;
STD. 204 2) SMITH INC DBA BLOOMING DALE'S;
STD. 204 3) SMITH INC DBA APPLE OF MY EYE

      Any vendor with a legal name and a doing business as (DBA) name (also known as trade name or fictitious business name) will have a parent record (for the legal name) and a child record (for each DBA name). Refer to "Parent/Child Vendor Relationships" topic for more information.

6. FI$Cal's Vendor Record Naming Standards must be applied to all vendor records. (Refer to separate Vendor Record Naming Standards document.)

7. Prior to every award or payment, appropriate Department staff **must validate** the primary identifying information in the vendor's record—**legal** name, **legal** address, **legal** contact information, TIN and classification.

    a. If any of the above **(legal)** identifying information has changed, the Department staff person must obtain a new STD. 204 (Rev. 6/2003) from the vendor reflecting the updated information and payee's authorized signature.

    NOTE: The vendor record must be **approved** prior to awarding the procurement/contract (or issuing a payment).

    b. The DVP will update the vendor record, attach the STD. 204 and forward the vendor record through the workflow approval process to the Central Vendor Approver (CVA).

8. State agency vendors

    a. State agency vendors will be entered according to the FI$Cal Vendor Naming Standards (see "FI$Cal Vendor Naming Standards" topic).

    b. While government vendors do not require a STD. 204, their TIN (FEIN) is required to create a new vendor record in FI$Cal. Appropriate state personnel must obtain the agency's TIN in writing prior to procurement/contract award (or issuing a payment), in order to establish the vendor in FI$Cal. This only applies to new vendor records.

9. Non-State government agencies

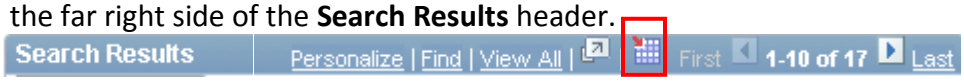
    a. While government entities do not require a STD. 204, their TIN (FEIN) is required to create a vendor record in FI$Cal. Appropriate state personnel must obtain the government entity's TIN in writing prior to procurement/contract award (or issuing a payment), in order to establish the vendor in FI$Cal. This only applies to new vendor records.

2 Searching for a Vendor

While there are multiple ways to search for vendors in FI$Cal, the following procedure describes the three most commonly used search methods—by Vendor Name, Taxpayer Identification Number (TIN) and Vendor Status.

A **Search Results** table is generated when data matches the specified search criteria. A user is able to:

- View the results table.
- Click on the **View Related Links** "" icon for additional actions, including:
  - Vendor Maintenance (For CVPs only. DVPs and CVAs will not have access to this link.)
  - Vendor Conversation
  - Vendor Contact
- Download the search results (into an Excel format) by clicking on the **Download** icon on the far right side of the **Search Results** header.



- Scan through the total number of vendors matching the search criteria. The "**1-## of ##**" indicates the total number of vendors matching the search criteria. The highlighted arrow "" allows the user to advance to more or previous results in the list. "First" and "Last" allows the user to advance to the first or last page in a multiple page results list.

Step	Action
1.	Search for existing vendors by navigating to the **Review Vendors** option. **Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors**. Multiple search options exist. To help refine searches, the **Name** and **Address** fields provide secondary dropdown options, including: • **Equal To** • **Contains** (casts a wider search net) • **Not Equal To** A vendor can also be set up from this page. (Refer to "**Adding a New Vendor**" topic.)
2.	The **SetID** should default to "STATE" as the user is searching from the Statewide Vendor File.

2.1 Search by Vendor Name

Step	Action
3.	Within the **Review Vendors** screen, under the **Name** section, change the dropdown option from "**Equal to**" to "**Contains**" (as preferred).
4.	Enter the vendor name into the **Name** field. TIPS: • This field is not case sensitive. • Partial names may be entered. • To generate more refined search results, avoid using broad single terms like "The."
5.	Click the **Search** button at the bottom of the page.
6.	The **Search Results** table will open the matching vendor record, produce a list of entries that "contains" the name you entered in the **Name** field (if the **Contains** option is used) or display a message, "There are no rows available that meet your search criteria."
7.	Review the list for any existing/duplicate vendors. (See "**Parent/Child Vendor Record Relationships**" topic regarding duplicate vendors.)
8.	Use the **Clear** button to erase previously entered search criteria to begin a new search.
9.	Repeat the name search using various combinations and versions of the vendor name(s).

2.2 Search by ID Type/TIN

The **ID Type** field in the **Review Vendors** screen defaults to **Tax Identification Number (TIN)**. The **TIN** is either a **Federal Employer Identification Number (FEIN)** or a **Social Security Number (SSN)**.

Step	Action
1.	Within the **Review Vendors** screen, in the **ID Type** field, enter the desired vendor's full 9-digit FEIN or SSN (without any spaces or dashes).
2.	Click the **Search** button at the bottom of the screen.
3.	The **Search Results** table will list any vendor record(s) that match the entered TIN or display a message, "There are no rows available that meet your search criteria."
4.	Use the **Clear** button to erase previously entered search criteria to begin a new search.

2.3 Search by Vendor Status

Step	Action
1.	Within the **Review Vendors** screen, in the **Vendor Status,** choose one the of the following types: • Approved • Denied • Inactive • To Be Archived • Unapproved
2.	Click the **Search** button at the bottom of the screen.
3.	The **Search Results** table displays all the vendors matching the selected status.
4.	Use the **Clear** button to erase previously entered search criteria to begin a new search.
5.	You have successfully searched for a vendor record in FI$Cal. **End of Procedure.**

3 Adding a new vendor

Most vendor records will be created by the Department Vendor Processors (DVPs) and will workflow the request to the Central Vendor Approver (CVA) for approval. This scenario addresses adding a unique (non-existent or non-duplicate) vendor into FI$Cal. Duplicate vendors are addressed under the "**Parent/Child Vendor Record Relationships**" topic.

3.1 Initiating the Add Process (DVP role-based)

Step	Action
1.	DVP receives an internal add vendor request and a supporting "Payee Data Record" (STD. 204, Rev. 6/2003) or a FEIN for government entities.
2.	Ensure that the STD. 204 is complete and signed by an authorized payee's representative. Resolve any STD. 204 issues with the department contact person who submitted the request.
3.	Determine if a vendor record exists in FI$Cal using various search criteria (from the STD. 204) by navigating to the **Review Vendors** menu. (Refer to "**Searching for a Vendor**" topic for further information.) **Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors**
4.	Do a thorough TIN, Name and Address search to rule out the existence of a duplicate vendor that search results should indicate that a vendor record does not exist and a new vendor can be added. (See "**Parent/Child Vendor Record Relationships**" topic regarding duplicate vendors.)
5.	At the top of the screen, re-navigate to menu options: **Add/Update > Vendors** The **Vendor Information** screen will display.
6.	Click on the **Add a New Value** tab.
7.	The **SetID** field should default to "STATE." (No other SetIDs have been established.) The Vendor ID defaults to "NEXT," which assigns the next consecutive Vendor ID# when the record is saved. **NOTE: DO NOT CHANGE the Vendor ID!** If the Vendor ID field happens to be changed, click on any main menu option at the top of the screen; or if the Save message appears, click on **No**. This prevents the Vendor ID from being erroneously assigned. The Persistence defaults to "Regular." (The persistence should remain at Regular for Pre-wave.)

Step	Action
8.	Click the **Add** button. The **Identifying Information** page is displayed. Proceed to "**Identifying Information Tab**" section below.

3.2 Initiating the Add Process (CVP role-based)

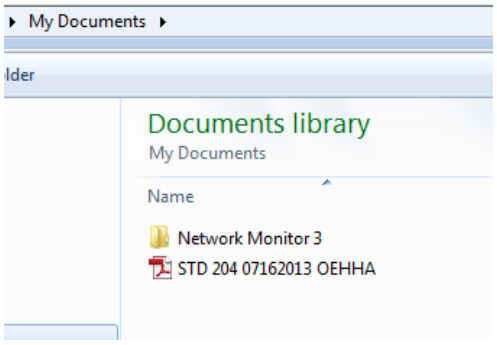
Step	Action
1.	CVP receives a request and a supporting "Payee Data Record" (STD. 204, Rev. 6/2003) from a department end user to add a new vendor.
2.	Ensure that the STD. 204 is complete and signed by an authorized payee's representative. Resolve any STD. 204 issues with the department contact person who submitted the request.
3.	Determine if a vendor record exists in FI$Cal using various search criteria (from the STD. 204) by navigating to the **Review Vendors** menu. (Refer to "**Searching for a Vendor**" topic for further information.) **Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors**
4.	Do a thorough TIN, Name and Address search to rule out the existence of a duplicate vendor. The search results should indicate that a vendor record does not exist and a new vendor can be added. (See "**Parent/Child Vendor Record Relationships**" topic regarding duplicate vendors.)
5.	Use the **Add Vendor** link (next to the **Clear** button in the lower right of the screen). The **Vendor Information** screen will display and it should default to the **Add a New Value** tab.
6.	The **SetID** field should default to "STATE." (No other SetIDs have been established.) The Vendor ID defaults to "NEXT," which assigns the next consecutive Vendor ID# when the record is saved. **NOTE: DO NOT CHANGE the Vendor ID!** If the Vendor ID field happens to get changed, click on any main menu option at the top of the screen; or if the Save message appears, click on **No**. This prevents the Vendor ID from being erroneously assigned. The Persistence defaults to "Regular." (The persistence should remain at Regular for Pre-wave.)

Step	Action
7.	Click the **Add** button. The **Identifying Information** page is displayed. Proceed to "**Identifying Information Tab**" section below.

3.3 Identifying Information Tab

The **Identifying Information** tab accommodates primary information about the vendor, such as their legal and "Doing Business As" (DBA) names, their classification (corporation, partnership, sole proprietorship, etc.), and their Taxpayer Identification Number (TIN).

Step	Action
1.	The **Open for Ordering** checkbox is defaulted to checked; this box must be checked in order to generate a purchase order. Use the STD. 204 to complete the identifying information in the following steps.
8.	In the **Vendor Name 1** field, enter the "Payee's Legal Name." • Use appropriate naming standards as defined in the FI$Cal Vendor Record Naming Standards section • Maximum 40 characters
9.e	In the **Vendor Short Name** field, enter the first 10 characters of the **Vendor Name 1** field (no spaces, all CAPS).
10.	The **Persistence** field indicates how the vendor should be paid. For Pre-Wave, the persistence should always indicate "**Regular**."
11.	Scroll down the page and click "" to expand the **Additional ID Numbers** section.
12.	Click in the **Type** field or on the search "" icon to display the types of ID Numbers.
13.	Click on the **TIN-Tax Identification Number** link. TIN Tax Identification Number
14.	From the STD. 204, "Payee Entity Type" section, enter the appropriate 9-digit Federal Employer Identification Number (FEIN) or Social Security Number (SSN) into the **ID Number** field (no hyphens or spaces). NOTE: SSNs will be masked (for confidentiality) at a later step.
15.	Clicking on the **Check for Duplicate** button prompts the system to validate (by TIN number and vendor name) that the vendor created does not already exist.

Step	Action
16.	If there are no duplicate vendors, the message "**No vendors matching the duplicate check criteria were found in the system**" is displayed. (For duplicate vendors, see "**Parent/Child Vendor Record Relationships**" topic.) Click the **OK** button.
17.	*(EXTERNAL TO FI$Cal.)* Scan the STD. 204 and name the file "**STD 204 00000000** <STD. 204 signed date MMDDYYYY> <**DEPT'S ACRONYM**>" EXAMPLE: STD 204 07162013 OEHHA *(RETURN TO FI$Cal, **Identifying Information** tab.)*
18.	Click the **Attachments (0)** link to activate the attachment upload process. The number within the parentheses indicates the total number of attachments uploaded.
19.	Click the **Add Attachment** button.
20.	Click the **Browse...** button to locate the appropriate file.
21.	Click the appropriate **STD 204** file from the appropriate location. 
22.	Click the **Upload** button. The attachment will appear in the **Vendor Attachment Details** section.
23.	Click the **OK** button.
24.	The **Attachments** link now shows a "(**1**)".
25.	Click on the expand button "" to expand the **Comments** section and add appropriate comments, if any. NOTE: Enter text wisely. All content entered into this field are subject to provisions under the Public Records Act.
26.	Continue to the **Address Tab** section.

3.4 Address Tab

The **Address** tab has an important role and is used to enter ALL addresses for a vendor. A vendor can have multiple addresses. Each new address has an auto-generated Address ID and has a description field to help identify that location's specific address and any associated phone numbers. The Address tab also establishes the address information for the Contacts and Location tabs.

Note that there is a (description) header for each Address ID and a corresponding Details section displaying the address and phone information, including all historical changes made under that Address ID.

Step	Action
1.	At the top of the page, click on the **Address** tab. Address
2.	In the header **Vendor Address** section, enter the appropriate term in the **Description** field. NOTE: For new vendor records, enter the term "**LEGAL ADDR**" in the **Description** field," which is the "Business Address" on the STD. 204. The "Mailing Address" on the STD. 204 can be an additional address if it is different than the "Business Address."
3.	In the **Details** section, using the appropriate Naming Standards to enter the Business Address from the STD. 204 into the corresponding fields: • **Effective Date** (defaults to the current date, but it can be future-dated if needed) • **Country** • **Address 1** • **Address 2 and 3** (as appropriate) • **City** • **Postal** (Zip Code) (+4, if available, no hyphens) • **State** (enter or select the appropriate state from the list when you place your cursor in the State field) • **Email ID** (enter the Email Address from the "Name and Address" section of the STD. 204)
4.	In the **Phone Information** section, select the appropriate phone description **Type** for that address from the dropdown list.
5.	Enter the country code in the **Prefix** field if the phone number is out of the country.
6.	Enter the 10-digit phone number (area code and phone number, no punctuation, symbols or spaces) from the Authorized Payee's Representative section of the STD. 204 in the **Telephone** field.

Step	Action
7.	Enter an extension number in the **Extension** field, if provided.
8.	To add additional vendor locations in the **Vendor Address** header section, click the **plus sign** "+" at the far right of the header section. NOTE: In the Vendor Address header the address count is displayed and will incrementally increase as more locations are added. Vendor Address Find | View All First 1 of 2 Last
9.	The address information displays on the page as the page is refreshed.
10.	Continue to the **Contacts Tab** section.

3.5 Contacts Tab

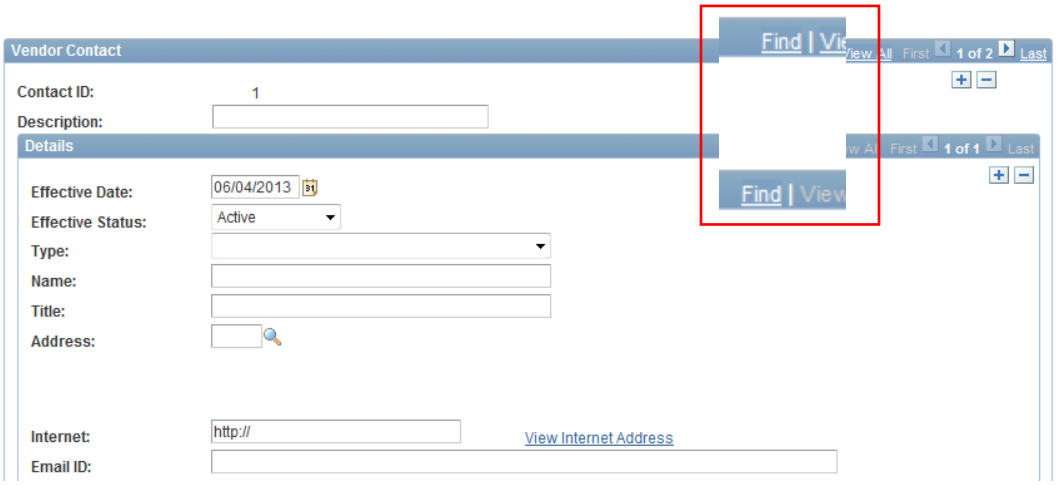
The **Contacts** tab allows departments to identify all of the contact information for a vendor. A Contact ID is auto-generated for each new contact added. The contact's name, address and contact information is captured in this section. Departments have a little more flexibility when describing their contacts.

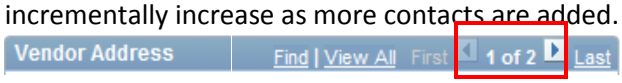
Typically, the first contact entered is the Payee's Authorized Representative's contact information from the STD. 204.

The functionality in the **Contacts** tab works similar to the **Address** tab where a header identifier (**Contact ID**) consolidates one or more related pieces of detailed information (contact **Details**).

Example: Consider a rolodex with American Express (AMEX) as the vendor. Within AMEX they have regional accounting offices (north, south, east, and west). The regional offices can be grouped as north (Contact ID 1), south (Contact ID 2), and so on. Within the north group (Contact ID 1), they have five sub-regional locations with single contact or one sub-regional location can have multiple contacts.

Step	Action
1.	At the top of the page, click on the **Contacts** tab. Contacts

Step	Action
2.	In the **Vendor Contact** header section, enter a term into the **Description** field that helps the department easily identify the contact. **STANDARD ENTRY TIPS**: • To help departments better manage their contact information, we recommend beginning each description field with the department's **Business Unit Number** followed by a description term. Example: 39800 N Regional Sales (39800 is OEHHA's business unit number). • It is recommended that departments use common descriptions for similar contacts for standardized search results. Example: Sales, etc. • It is also recommended that departments maintain a list of their vendor contacts by **Contact ID** as the contacts list can be quite extensive. • The **Find** links in the **Vendor Contact** and **Details** sections allow users to search for specific information within those sections. Example: The **Find** option allows a user to search for **Contact ID** or **Description**. A user can similarly search for the data in the **Details** section fields.  • **Payables** (invoicing and remit to) and **Procurement** (ordering, pricing, returning and ship from) addresses are maintained in the **Location** tab. However, the addresses must be first established within the **Address** tab.
3.	The **Effective Date** field defaults to the current date but it can be future-dated, if needed.
4.	The **Status** field defaults to Active.
5.	Select the appropriate contact **Type** from the dropdown list.
6.	Using the STD. 204's Authorized Payee Representative's information, complete the **Name** and **Title** fields.

Step	Action
7.	In the **Address** field, enter the number "1" to tie this contact's address back to the vendor's first address entered in the Address tab. Since it's a new vendor record, this will likely be the only address listed for the vendor.
8.	Enter the **Email ID** from the STD. 204, Name and Address section.
9.	In the **Phone Information** section, select the appropriate phone description **Type** for that contact from the dropdown list.
10.	Enter the country code in the **Prefix** field if the phone number is out of the country.
11.	Enter the 10-digit **Phone Number** (area code and phone number, no punctuation, symbols or spaces) from the Authorized Payee's Representative section of the STD. 204 in the Telephone field. The phone number will be displayed as XXX/XXX-XXXX when the page is refreshed.
12.	Enter an extension number in the **Extension** field, if provided.
13.	To add additional contacts in the **Vendor Contact** header section, click the **plus sign** " " at the far right of the header section. NOTE: In the Vendor Contact header the contact count is displayed and will incrementally increase as more contacts are added. 
14.	The address information displays on the page as the page is refreshed.
15.	Continue to the **Location Tab** section.

3.6 Location Tab

The **Location** tab houses the purchase order, shipping, and remittance information by vendor location. DVPs typically enter this information. A vendor location is not a physical address. Each vendor can have only one default location (which will be shared statewide), but there can be multiple locations.

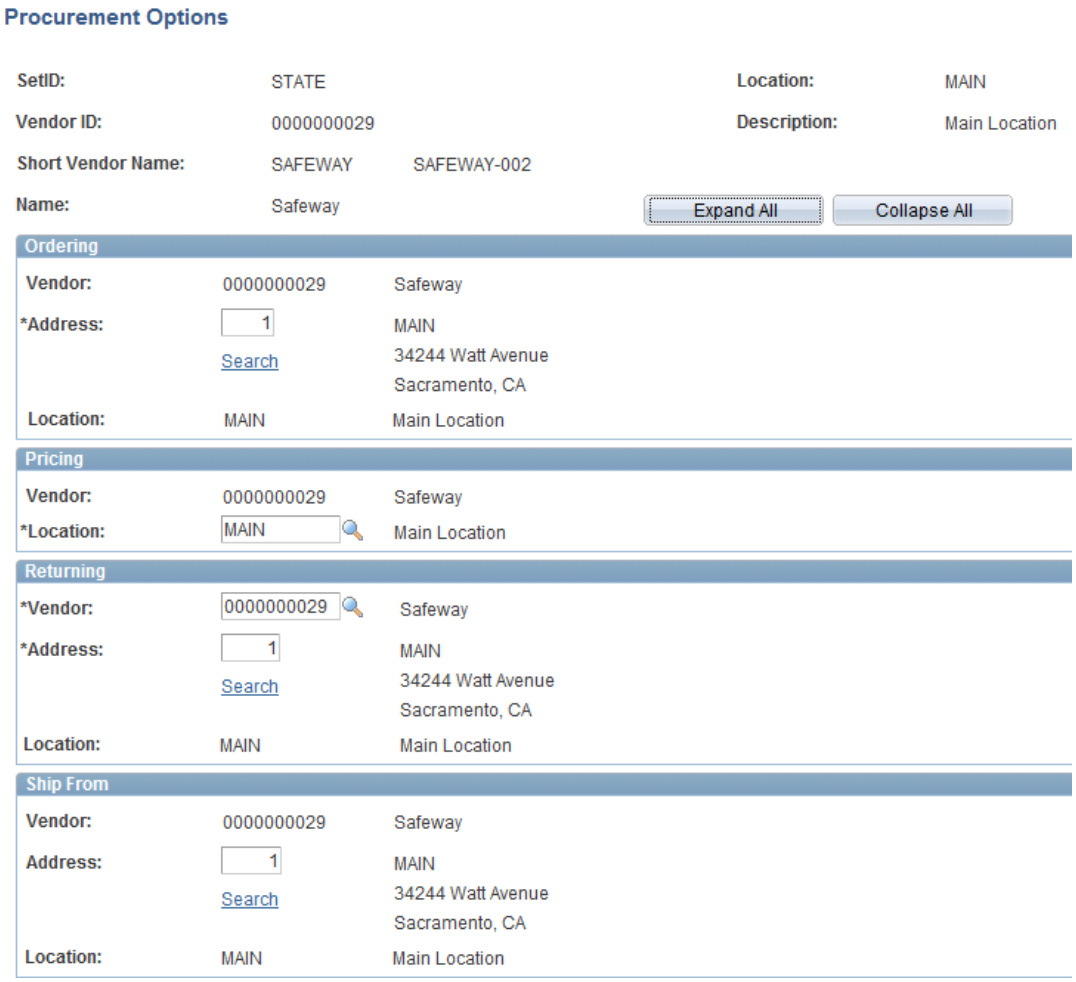
The **Location** tab also facilitates the classification of a **TIN** as a **SSN** (via the default Location's **1099** link). This designation confidentially masks all but the SSN's last four digits from those that do not have the appropriate viewing privileges.

The **Location** tab also establishes if and whether to apply sales tax to purchase orders and must be designated for every vendor location.

The information for the default location appears on all payables and procurement documents for the vendor, but users can change the location when necessary. Departments can add as many locations as they choose.

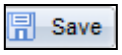
Step	Action
1.	At the top of the page, click the **Location** tab.
2.	Enter an identifier label into the **Location** header field, such as "**MAIN**."
3.	A longer description can be entered in the **Description** field. This is not a required field.

Step	Action
4.	In the **Details** section, click on the **Procurement Options** link to enter that location's procurement-related information. The **Procurement Options** page is displayed (sample below) with **Address 1** and Address 1's **Location** defaulted in the listed procurement options.



Step	Action

5.	Update each procurement option's information as needed.
	• **Ordering** – In the **Address** field, enter the **Address ID** (if known) or click on the **Search** link to locate and select an existing **Vendor Address**.
	• **Pricing** – In the **Location** field, enter the **Location** label (if known) or click on the **Search** icon " " to locate and select an existing **Location**.
	• **Returning**
	  ○ In the **Vendor** field, enter the **Vendor ID** (if known) or click on the **Search** icon " " to locate and select an existing **Vendor**.
	  ○ In the **Address** field, enter the **Address ID** (if known) or click on the **Search** link to locate and select an existing **Vendor Address**.
	• **Ship From** - In the **Address** field, enter the **Address ID** (if known) or click on the **Search** link to locate and select an existing **Vendor Address**.

6.	Click the **OK** button at the bottom of the page to save the changes.
7.	On the **Default Location**, click on the **Sales/Use Tax** link.
8.	In the **Tax Options** screen, **Sales/Use Tax Applicability** section, click on the **Sales/Use Tax Applicability** dropdown option and select **Sales Tax**.
9.	Click the OK button at the bottom of the page to save the changes and to return to the **Location** tab, **Default Location** screen.
10.	On the **Default Location** only, click the **1099 Options** link to update the TIN classification to FEIN or SSN.
11.	In the **1099 Reporting Information** section, click the **Search** icon " "to locate the appropriate withholding entity.
12.	Click the **IRS Internal Revenue Service** link.
13.	In the **Address** field, enter the number "1" to tie this address back to the vendor's first address entered in the Address tab .
14.	Click on the **TIN Type Search** icon " " to indicate whether the **TIN** is a **FEIN** or **SSN**.
15.	Click the **OK** button.
16.	Click the **Save** button. 

Step	Action
17.	FI$Cal assigns the vendor record a new **Vendor ID** with the next consecutive system-generated number.
18.	Continue to the **Summary Tab** section.

3.7 Summary Tab

The Summary tab provides a summary of the vendor's key identifying, contact and procurement- and payables-related information.

Step	Action
1.	At the top of the page, click the **Summary** tab.
2.	Click the **Approval History** link to view the vendor record approval path. It should display the new vendor record being submitted to the CVA for approval.
3.	Click the **Return** button to return to the **Summary** tab.
4.	You have successfully entered a new vendor record into FI$Cal. **End of Procedure.**

4 Approving a Vendor (For CVAs only)

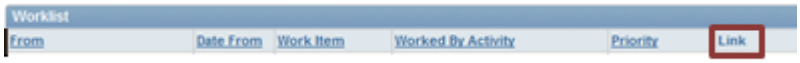
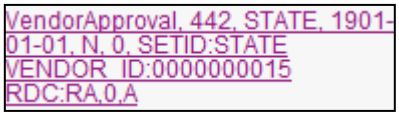
The Central Vendor Approver (CVA) must review the new or edited vendor record data entered by the Department Vendor Processor (DVP) or Central Vendor Processor (CVP) before the record can be approved (or denied).

The vendor data is compared to an attached support document, including the Payee Data Record (STD. 204, Rev. 6/2003) and any notes referenced in the **Identifying Information's Comments** section. The DVP and CVP must ensure that the STD. 204 is complete and signed.

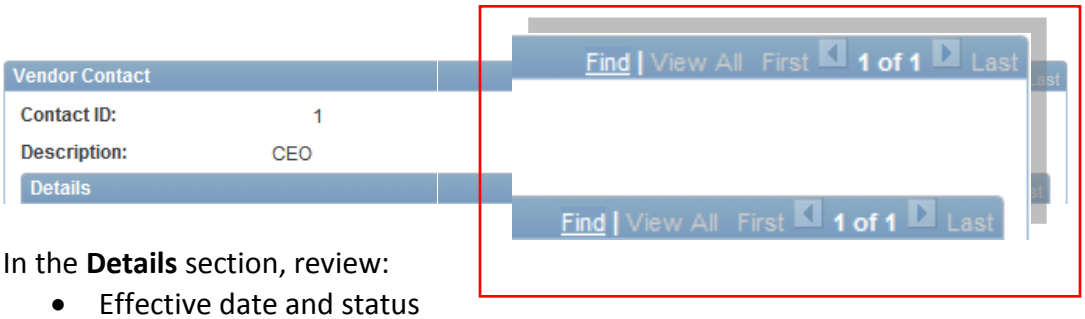
When checking for duplicate vendors, the CVA must determine whether a duplicate is a true duplicate (exact same vendor) or if the duplicate Taxpayer ID Number (TIN) is tied to a related vendor; specifically, the vendor has a "Doing Business As" (DBA) name. (See "Parent/Child Vendor Relationships" topic regarding duplicate vendors.)

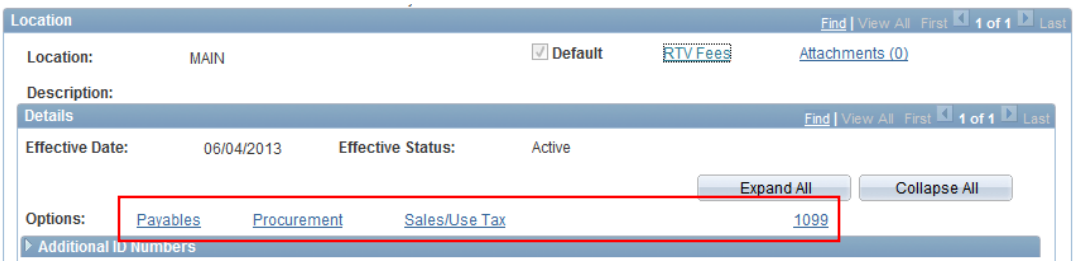
For Pre-Wave, the Vendor Support Unit will work with the departments to resolve any minor discrepancies. Vendor records will be denied if the vendor request is a true duplicate and/or if the STD. 204 is incomplete and/or unsigned. (See "Denying a Vendor" topic for more information.)

Step	Action
1.	From the Main Menu, click on the **Worklist** link in the upper right corner of the screen. The **Worklist** screen is displayed, listing the user's tasks routed through workflow and pending review and approval. The number of transactions is viewable in the Worklist header label at the far top right of the screen.
2.	Click on the **Detail View** link under the user's name to view additional information about the worklist, such as instance numbers and transaction numbers. The following column headers represent: • **From** = the work item originator • **Date From** = the date the work item was created • **Worked By Activity** = the type of activity that must be completed on the item
3.	Most column headings have sort functions. Click on the **Priority** header to prioritize items as desired.

Step	Action
4.	Click a specific link to navigate directly to a work item to review.  Below the **Link** column, click on the **VendorApproval** link that needs to be reviewed.  The vendor's **Identifying Information** page is displayed with an **Unapproved Vendor Status**. The CVA is only able to **Approve** or **Deny** and update the **Approval Comments**.
5.	Scroll down the page and click on **Comments** section. Review any available comments that may require additional research or impact the approval decision.
6.	Check for duplicate vendors. The CVA must switch from the **Vendor Approval** view to the **Add/Update Vendor** view to activate the **Check for Duplicate** button. Navigate to: **Vendor Information > Add/Update > Vendor** The vendor's **Identifying Information** page is displayed.
7.	Click on the **Attachments** link to open the vendor's STD. 204 (or any other support documentation).
8.	Using the STD. 204 (or any other attached support documentation, verifying for completeness and signature), begin reviewing the vendor data for accuracy and proper format: • Vendor Name 1 • Vendor Short Name • Classification • Taxpayer ID Number
9.	Click on the **Check for Duplicate** button. In this unique vendor situation, the **"No vendors matching the duplicate check criteria were found in the system"** message should appear.
10.	Click the **OK** button.

Step	Action
11.	Return/Navigate to the **Approve Vendor** view to validate other vendor record edits. **Vendor Information > Approve > Approve Vendor** The vendor's **Identifying Information** page is displayed (with only the **Approval** section available for editing).
12.	Review the TIN information by clicking the "▶" button to expand the **Additional ID Numbers** section. When the ID Number is a SSN, only the last 4 digits are displayed. When necessary, check the **Display Unmasked** checkbox to view the entire ID Number. ☐ Display Unmasked
13.	Expand the **Comments** section at the bottom of the page to view any relevant notes by clicking the"▶" button.
14.	Review each new or updated address and phone number information under the **Address** Address tab for accuracy and completeness. The information in the far right **Vendor Address** and **Details** header indicates whether additional addresses exist. Vendor Address Address ID: 1 Description: Mailing Details Find | View All First 1 of 2 Last Find | View All First 1 of 1 Last In the **Details** section, review: • Effective date and status • Country • Address 1, 2, 3 • City, Postal, State • Email ID • Phone Information

Step	Action
15.	Review the contact information under the **Contacts** Contacts tab for completeness. The information in the far right **Vendor Contact** and **Details** header indicates whether additional addresses exist. Note: The CVP and CVA will not have access to this information so accuracy has to be maintained at the Department level.  In the **Details** section, review: • Effective date and status • Contact type • Name • Title (optional) • Address ID • Internet address (optional) • Email ID (optional) • Phone Information

Step	Action
16.	Review the payables, procurement, sales/use tax and withholding information (1099) under the **Location** Location tab, **Details** section, for completeness. Note: The CVP and CVA will not have access to this information so accuracy has to be maintained at the Department level.  Payables: (N/A in Pre-wave) • Invoicing and Remittance Procurement: • Ordering • Pricing • Returning • Ship From Sales/Use Tax: • Sales/Use Tax Applicability
17.	Return to the **Identifying Information** tab. Identifying Information
18.	Enter in the **Approval Comments** field any comments regarding the approval (or denial) of the vendor. Include any additional notes documenting any other actions taken to complete the process, e.g., contacted DVP to clarify address spelling; CVA updated the MAIN address, etc.
19.	Click the **Approve** button. Approve The **Vendor Status** "Approved" is displayed.
20.	Remove the completed approved item/task from the worklist. Click on the **Worklist** link. Locate the item/task in the worklist. Click on the **Mark Worked** button.

Step	Action
21.	You have successfully reviewed and approved a vendor request in FI$Cal. **End of Procedure.**

5 Denying a Vendor (For CVAs only)

The Central Vendor Approver (CVA) must review the new or edited vendor record data entered by the Department Vendor Processor (DVP) or Central Vendor Processor (CVP) before the record can be approved or denied.

The vendor data is compared to an attached support document, including the Payee Data Record (STD. 204, Rev. 6/2003) and any notes referenced in the **Identifying Information's Comments** section.

When checking for duplicate vendors, the CVA must determine whether a duplicate is a true duplicate (exact same vendor) or if the duplicate Taxpayer ID Number (TIN) is tied to a related vendor; specifically, the vendor has a "Doing Business As" (DBA) name. (See **"Parent/Child Vendor Record Relationships"** topic.)

For Pre-Wave, vendor records will be denied if the vendor request is a true duplicate and/or if the STD. 204 is incomplete and/or unsigned.

Step	Action
1.	From the Main Menu, click on the **Worklist** link in the upper right corner of the screen. The **Worklist** screen is displayed, listing the user's tasks routed through workflow and pending review and approval. The number of transactions is viewable in the Worklist header label at the far top right of the screen.

Step	Action
2.	Click on the **Detail View** link under the user's name to view additional information about the worklist, such as instance numbers and transaction numbers. The following column headers represent: • **From** = the work item originator • **Date From** = the date the work item was created • **Worked By Activity** = the type of activity that must be completed on the item
3.	Most column headings have sort functions. Click on the **Priority** header to prioritize items as desired.
4.	Click a specific link to navigate directly to a work item to review it before approving it. For this scenario, the **Vendor ID: 0000000011** needs to be reviewed and approved. Click the **VendorApproval** link. VendorApproval, 392, STATE, 1901-01-01, N, 0, SETID:STATE VENDOR_ID:0000000011 RDC:RA,0,A The vendor's **Identifying Information** page is displayed with an **Unapproved Vendor Status**. The CVA is only able to **Approve** or **Deny** and update the **Approval Comments**.
5.	Check for duplicate vendors. The CVA must switch from the **Vendor Approval** view to the **Add/Update Vendor** view to activate the **Check for Duplicate** button. Navigate to: **Vendor Information > Add/Update > Vendor** The vendor's Identifying Information page is displayed.
6.	Click on the **Attachments** link to open the vendor's STD. 204 (or any other support documentation). Review the supporting document(s) for completeness and signature.
7.	Using the STD. 204 (or any other attached support documentation), begin reviewing the vendor data for accuracy and proper format: • Vendor Name 1 • Vendor Short Name • Classification • Taxpayer ID Number
8.	Scroll down to the **Comments** section at the bottom of the page. Review the comments, if any.

Step	Action
9.	Click on the **Check for Duplicate** button. The **"Duplicate Vendor Identification Number has been detected."** message appears when there is a duplicate vendor. If there are no duplicates, the **"No vendors matching the duplicate check criteria were found in the system"** message should appear. See the "**Approving a Vendor**" topic.
10.	Click the **OK** button.
11.	Determine if the vendor record is a true duplicate (e.g., same TIN, name, address) or if the duplicate is a result of the vendor having a DBA name. If the vendor record is a true duplicate, proceed to next step. If the duplicate is a DBA name situation, follow the "**Parent/Child Vendor Record Relationships**" topic.
12.	Enter any comments in the **Approval Comments** field regarding the denial of the vendor. Click the **Deny** button. Deny
13.	Remove the completed approved item/task from the worklist. Click on the **Worklist** link. Locate the item/task in the worklist. Click on the **Mark Worked** button.
14.	You have successfully reviewed and denied a vendor request in FI$Cal. **End of Procedure.**

6 Updating a Vendor Record

Updating a vendor record occurs when either the Department Vendor Processor (DVP) or Central Vendor Processor (CVP) receives a request to change a vendor's record. Once a vendor record is updated, the vendor status goes from Approved to Unapproved and it workflows to the Central Vendor Approver (CVA) for approval.

What Constitutes a Vendor Change?

For Pre-Wave, any change in the vendor record will require the CVA to approve the change.

Updated Payee Data Record (STD. 204, Rev. 6/2003)

When any of the following changes occur (to non-government vendors), DVPs must attach to an updated vendor record, a new STD. 204 (completed and signed by the payee's authorized representative):

- Payee's legal business name
- Payee's **legal** business address (For all other address changes, see "Address Change Support Documentation" section below.)
- Payee entity type (Corporation, partnership, sole proprietorship/individual, etc.)
- The payee's FEIN or SSN (See "**Vendor TIN Change**" section below)
- The payee's California residency status
- The payee's authorized representative

NOTE: The CVA will not approve an updated vendor record without a completed STD. 204 in this situation (including using the correct 6/2003 version). FI$Cal will also not accept a W-9 or any other documents in lieu of the STD. 204 for Pre-wave.

Vendor TIN Change

If a Vendor changes there TIN a new vendor record will be created and the old vendor record will be inactivated. DVPs must attach to the new vendor record a new STD. 204 (or for government entities, a written declaration by an authorized designee in charge of maintaining the department's FEIN. (Refer to "**Adding a New Vendor**" topic.)

Vendor Address Change Support Documentation

When a vendor's address changes (other than their legal address), DVPs must attach to the updated vendor record **any one** of the following supporting documents:

- Letterhead with the payee's new address,
- USPS change of address postcard,
- Payee Data Record (STD. 204, Rev. 6/2003) (optional)

6.1 Vendor Record Update Procedure

Initiate this procedure for all vendor record changes. Special types of updates are covered in this document. For more detailed tab-specific procedures, refer to "**Adding a Vendor Record**" topic.

Vendor Processors must only add or edit and not delete any data. They must also specify in the vendor's Identifying Information tab, Comments section, what exactly was updated or needs updating. For all address changes, be sure to indicate the Address ID impacted by the change request.

Option 1 (For CVPs only)

Step	Action
1.	Review the Identifying Information tab, Comments section to determine what vendor information needs updating. Ensure any appropriate support documents are attached to the request. Resolve any update or support document issues with the requesting department's DVP as needed.
2.	Determine if the requested vendor exists. Navigate to the **Review Vendors** option. **Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors** The **Review Vendors** page is displayed.
3.	Search for the vendor that needs updating. The vendor record will be displayed.
4.	Select the vendor record by clicking on the **View Related Links** icon " " next to the selected Vendor ID. (This option is only available to the CVP and CVA.) Three addtional options/links is displayed. Vendor Maintenance Vendor Conversation Vendor Contact Click the **Vendor Maintenance** link.
5.	Select the appropriate vendor record tab and make the appropriate updates. Only the open (non-greyed out) fields can be modified.
6.	Click **Save**.

Option 2 (For CVPs and DVPs)

Step	Action
1.	Navigate to the **Add/Update Vendor** option. **Main Menu > Vendors > Vendor Information > Add/Update > Vendor** The **Vendor Information** page is displayed. The **SetID** defaults to "STATE."
2.	Select the **Find an Existing Value** tab (if not already displayed) to search for the vendor.
3.	Enter the applicable search term(s) into any of the available search criteria fields. • **Vendor ID** • **Short Vendor Name** • **Name 1** (Vendor Name 1)
4.	If desired, refine the search by selecting a filter option from the dropdown list next to each of the corresponding search criteria. • Begins with • Contains • = • Not = • < • < = • >> • > = • Between • In
5.	Click on the **Search** button. One of the following results are displayed: 1. The matching vendor record 2. A list of vendors matching the search criteria, or 3. A "**No matching values were found**" message
6.	Select the appropriate vendor record tab and make the appropriate updates. Only the open (non-greyed out) fields can be modified.

6.2 Identifying Information Tab

Step	Action
1.	On the **Identifying Information** page, header section, a record change switches the **Vendor Status** from **Approved** to **Unapproved**. Edit all appropriate open (non-greyed out) fields using established FI$Cal standards.
2.	If the TIN number has changed, verify if the change is due to a typo or if the vendor's classification (business structure, e.g., from a sole proprietorship to a corporation, etc.). If the vendor's classification has changed, a new vendor record must be created and the existing one is inactivated. A new STD. 204 must be attached to the new vendor record.
3.	Click **Save**.
4.	See the end of this document for further close-out steps associated with the **Identifying Information** tab.

6.3 Address Tab

Common **Address** tab changes include:

- Add a new location (**Address ID**)
- Edit an existing **Address ID**'s header description or **Details** section
- Deactivate an existing address/location

Step	Action
1.	Within the vendor's **Address** tab, to add a new Address/Location, see "**Adding a New Vendor, Address Tab**" for detailed procedures.
2.	To edit an existing Address ID's description, select the appropriate **Address ID** and update the **Description** field as needed.
3.	To edit the details of an existing address (within a specific Address ID), you must first add a new **Details** screen (with a new effective date) and the previous address(es) will remain in the system for historical purposes. Select the **Address ID** being updated.
4.	Click the **plus sign** "+" at the far right of that Address ID's **Details** section. A new **Details** screen will be displayed and the **Effective Date** will display the current date.
5.	Enter the "new" address information in the appropriate fields and if necessary, update the **Effective Date** (if it's other than the current date). The previous address will remain in effect until the new Effective Date arrives.
6.	To deactivate an existing address (within a specific Address ID), you must first add a new **Details** screen so that former addresses will remain in the system for historical purposes. Select the **Address ID** being deactivated.
	Click the **plus sign** "+" at the far right of the Address ID's **Details** section. A new **Details** screen will be displayed and the **Effective Date** will display the current date.
7.	Change the **Effective Status** from **Active** to **Inactive**.
8.	Click **Save.**

6.4 Contacts Tab

Common **Contacts** tab changes include:

- Add a new contact (**Contact ID**)
- Edit an existing **Contact ID**'s header description or **Details** section
- Deactivate an existing contact

Step	Action
1.	Within the vendor's **Contacts** tab, to add a new Contact, see "**Adding a New Vendor, Contacts Tab**" for detailed procedures.
2.	To edit an existing Contact ID's description, select the appropriate **Contact ID** and update the **Description** field as needed.
3.	To edit the details of an existing contact (within a specific Contact ID), you must first add a new Details screen (with a new effective date) and the previous contact(s) will remain in the system for historical purposes. Select the Contact ID being updated.
4.	Click the plus sign "+" at the far right of that Contact ID's **Details** section. A new **Details** screen will be displayed and the **Effective Date** will display the current date.
5.	Enter the "new" contact information in the appropriate fields and if necessary, update the Effective Date (if it's other than the current date). The previous contact information will remain in effect until the new Effective Date arrives.
6.	To deactivate an existing contact (within a specific Contact ID), you must first add a new **Details** screen so that former contacts will remain in the system for historical purposes. Select the **Contract ID** being deactivated.
	Click the plus sign "+" at the far right of the Contact ID's **Details** section. A new **Details** screen will be displayed and the Effective Date will display the current date.
7.	Change the **Effective Status** from **Active** to **Inactive**.
8.	Click **Save**.

6.5 Location Tab

Common **Location** tab changes include:

- Edit an existing **Location** header location and/or description
- Add a new Location
- Add new or edit (including deactivate) existing Location information relating to payables, procurement, and 1099 and withholding.

Step	Action
1.	Within the vendor's **Location** tab, select the appropriate **Location** and/or **Details** screen and update all necessary fields. (See "**Adding a New Vendor, Location Tab**" for detailed procedures.)
2.	To deactivate an existing Location within a **Contact ID**, click the **plus sign** "+" at the far right of the details section of the location which needs to be deactivated. Note that the new row has the effective date set to the current date.. Change the **Effective Status** from **Active** to **Inactive**.
3.	Click **Save**.

6.6 Update Comments in Identifying Information Tab

Step	Action
1.	Click on the **Identifying Information** tab at the top of the page.
2.	Click on the expand button "▶" to expand the **Comments** section and enter a summary of all the changes made to the vendor record for that specific occurrence. NOTE: Enter text wisely. All content entered into this field are subject to provisions under the Public Records Act.
3.	Click **Save**.

6.7 Summary Tab

The Summary Tab provides a view-only summary of the vendor record. A user can also view the approval history here.

Step	Action
1.	Click on the **Approval History** link to view the vendor record approval history.
2.	You have successfully updated a vendor record in FI$Cal. **End of Procedure.**

7 Parent/Child Vendor Record Relationships

In Pre-Wave, any vendors with a "Doing Business As" (DBA) name will have their vendor record set up with a parent vendor record (for their "legal entity" name) and a child record for each DBA or subsidiary. Because the parent and child records will have duplicate Taxpayer ID Numbers (TINs), FI$Cal will accept these duplicate vendor records to accommodate various procurement functionality needs. Each record (both parent and child) will have a unique vendor ID and both the vendors will be available for procurement-related functionality (Purchase Orders, Requisitions). Duplicate vendors in all other cases are not allowed. Most of this process requires a thorough analysis of comparing vendor information and determining or eliminating the existence of duplicate records.

How to Identify a DBA Name Situation

The following scenarios suggest a DBA name situation exists:

- The duplicate vendor TIN warning message is displayed when the **Check for Duplicate** button is clicked during the "Add" or "Update" vendor process.
- The DBA name is specified on the Payee Data Record (STD. 204) or other support documentation.
- The Department Vendor Processor (DVP), Central Vendor Processor (CVP) or Central Vendor Approver (CVA) knows the DBA situation exists through available documentation or has had prior experience with the vendor(s).

How to Handle a DBA Name Situation

Either the DVP or CVP will encounter duplicate vendors during the "Add or "Update" a vendor record process. A thorough search prior to adding or editing the vendor record with the TIN of the vendor will either return a list of matching vendors with the same TIN if they exist in the system or not. If there are no matches, the vendor record can be added or updated through the normal protocols.

When a Parent or Child Vendor Record Exists

DVPs and CVPs may encounter situations where a parent or child record may already exist in FI$Cal because there were no obvious status indications at the time the record was created, e.g., the STD. 204 only had the corporate name or it only had the DBA name. In these cases, the existing record will have to be updated to reflect the appropriate parent or child record status.

7.1 Search for Duplicate Vendors

Step	Action
1.	Prior to adding a new or updating an existing record, search the system to ensure a duplicate vendor doesn't exist. Navigate to: **Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors**
2.	Using the vendor record source document (e.g., STD. 204), enter the vendor's TIN in the **ID Type** field. (The adjacent dropdown search option defaults to **Tax Identification Number**.) Click the **Search** button. If there is no TIN match, a "**There are no rows available that meet your search criteria.**" message is displayed. Advance to Step 3. If there's a TIN match, the **Search Results** will produce a list of vendors that match the TIN entered. Advance to "**Search Results with Matching Vendors**" section below.
3.	Perform a secondary vendor name and/or address search. Adjacent to the **Name** (and **Address**) label, switch the search option dropdown list from **Equal to** to **Contains**.
4.	Enter the vendor's name in the **Name** field (and/or address in the **Address** field).
5.	Click the **Search** button. If there is no match, a "**There are no rows available that meet your search criteria.**" message is displayed. Continue with the normal protocol of adding or editing a vendor record. (See "**Adding a Vendor**" or "**Updating a Vendor**" topics.) If there's a match, the **Search Results** will produce a list of vendors that match the search criteria entered. (See "**Search Results with Matching Vendors**" section below.)
6.	Repeat the name (and/or address) search (Steps 3 to 5 above) using different naming combinations and/or use the other available search criteria as necessary and until the search process is deemed thorough and complete.
7.	Continue with the normal protocol of adding or editing a vendor record. (See "**Adding a Vendor**" or "**Updating a Vendor**" topics.)

7.2 Search Results with Matching Vendors

A search for duplicate vendors may uncover "matching" vendors where some of the information matches and not necessarily just the TIN. The vendor processor wants to determine if a "true" duplicate relationship exists or if the matching is coincidental.

Step	Action
1.	From the **Search Results** list, select the vendor that has the most visible characteristics that suggest it could be a duplicate vendor. Note the **Vendor ID**(s).
2.	DVPs/CVAs: Navigate to the **Add/Update Vendors** screen by clicking on the menu options at the top of the screen: **Add/Update > Vendors** The **Vendor Information** page is displayed. Click on **Find an Existing Value tab** if it's not already open. CVPs: Click on the **Add Vendor** link in the lower right bottom corner of the screen. The **Vendor Information** page is displayed. Click on **Find an Existing Value tab** if it's not already open.
3.	Enter the selected **Vendor ID** in the **Vendor ID** field. Click **Search**. The matching vendor's record is displayed.
4.	Review the selected vendor record and compare its data with the vendor record being added or edited, analyzing for similarities and differences; particularly the TIN, name, classification and address(es). The goal is to see if the duplication is because the vendors are identical or if one is a DBA. If the vendors are deemed identical, the vendor record should not be added and the requestor should be directed to the existing vendor. If the request is a vendor record update, the vendor processor should work with the requestor to ensure the correct vendor record is being updated and make any appropriate edits and notify the requestor. If the duplicate vendor is discovered during the CVA's approval review, the CVA should deny the vendor record. In the **Approval Comments**, enter "**Duplicate vendor. See Vendor ID <XXXXXXXXXX> as a potential option.**" Click the **Save** button. (See "Denying a Vendor" topic.)

7.3 Setting Up the Parent Record

The parent vendor set-up process is the exact same as adding/editing a regular vendor. All vendor records are considered "parent" until a relationship between vendor records occurs. The child(ren) record(s) has Vendor Relationship information to tie it to the parent/corporate vendor.

Step	Action
1.	Start the "**Add a Vendor**" process. Navigate to the new vendor record's **Identifying Information** page. (See "**Adding a New Vendor**" topic.) In the **Vendor Name 1** field, enter the vendor's "Payee's Legal Name." This is the parent company's name, e.g., **SMITH INC** • Use appropriate naming standards as defined in the FI$Cal Vendor Record Naming Standards • Maximum 40 characters
2.	Follow the entire procedure for "**Adding a New Vendor**" until the record is saved and a Vendor ID is assigned, e.g., **Vendor ID 0000000789**. NOTE: If the **"Duplicate Vendor Identification Number has been detected."** message appears during the process (if the DBA was entered prior to the Parent), click on **OK**.
3.	You have successfully created a parent vendor record. **End of Procedure.**

7.4 Setting Up the Child Record

The overall child vendor set-up process is the same as adding/editing a regular vendor. The difference is designating the child as a "subsidiary" record.

Step	Action
1.	Start the "**Add a Vendor**" process. Navigate to the new vendor record's **Identifying Information** page. (See "**Adding a New Vendor**" topic.) In the **Vendor Name 1** field, enter the vendor's "Doing Business As" (DBA) name, e.g., **JUST FOR KICKS**. • Use the appropriate naming standards from the FI$Cal Vendor Record Naming Standards • Maximum 40 characters
2.	Follow the entire procedure for "**Adding a New Vendor**" until the record is saved and a Vendor ID is assigned, e.g., **Vendor ID 0000012345**. NOTE: The **"Duplicate Vendor Identification Number has been detected."** message will appear during the process. Click on **OK**.
3.	Return to the **Identifying Information** tab/page.
4.	In the **Vendor Relationships** section, check the **Corporate Vendor** box. The fields in that section will go from grey to black and become editable. Leave the **Corporate SetID** default to "STATE."
5.	In the **Corporate Vendor ID** field, enter the parent's Vendor ID, e.g., **Vendor ID 0000000789**. This ties the child record **Vendor ID 0000012345** to corporate record **Vendor ID 0000000789**.
6.	You have successfully created a child vendor record and established the relationship to a parent record. **End of Procedure.**

7.5 Updating Child/Parent Vendor Records

The following situations identify when child/parent vendor record designation changes can occur.

Situation	Action
1. A new vendor is a parent vendor to an existing vendor.	1. Add the new (parent) vendor using the normal add vendor process. a. Ensure the new vendor's **Vendor 1 Name** is the "Payee's Legal Name." 2. Update the existing (child) vendor record to make it a child record-**Identifying Information** tab/page, **Vendor Relationships** section: a. Ensure the (child) **Vendor 1 Name** is the DBA/subsidiary's name. b. Check the **Corporate Vendor** box c. Enter the parent's Vendor ID in the **Corporate Vendor ID** field.
2. A new vendor is a child to an existing vendor.	1. Add the new (child) vendor using the normal add vendor process. a. Ensure the new (child) vendor's **Vendor 1 Name** is the DBA/subsidiary's name. b. Check the **Corporate Vendor** box c. Enter the parent's Vendor ID in the **Corporate Vendor ID** field. 2. In the existing (parent) vendor's **Identifying Information** tab/page, ensure the **Vendor 1 Name** is the "Payee's Legal Name."
3. An existing vendor is a parent to an existing child vendor, or vice versa—an existing vendor is a child to an existing parent vendor.	1. Update the (existing) parent record, if needed. Ensure the parent vendor's **Vendor 1 Name** is the "Payee's Legal Name." 2. Update the now-child (formerly a parent) vendor-**Identifying Information** tab/page: a. Ensure the (child's) **Vendor 1 Name** is the DBA/subsidiary's name. b. In the **Vendor Relationships** section, check the **Corporate Vendor** box c. Enter the parent's Vendor ID in the **Corporate Vendor ID** field.