

Volume No. 2 - Classification & Coding Structure	TOPIC NO.	60111
Function No. 60100 - CARS	TOPIC	Vendor Edit Table
	DATE	July 2009

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Overview

Introduction The **Vendor Edit Table** is an optional agency controlled table within the Commonwealth Accounting and Reporting System (CARS). It allows information such as

- vendor name,
- vendor address,
- Employer Identification Number (EIN) or Social Security Number (SSN),
- Federal Information Processing Standards (FIPS), and
- Political Subdivision (PSD)

to be retrieved when a twelve-character Vendor Identification Number (VIN) is entered in the CARS accounting transaction.

A **Vendor Identification Number** is comprised of an

- alpha Vendor Indicator,
- nine-digit Taxpayer Identification Number (EIN or SSN),
- and a two-digit vendor suffix.

When a transaction is entered into CARS with a Vendor Indicator of **T**, CARS accesses the Vendor Edit Table and retrieves the data necessary to process the accounting transaction. Use of the Vendor Edit Table reduces the number of keystrokes required by the agency.

Option 23 on the CARS Master Menu is the Vendor Edit Table.

The Vendor Edit Table is used by the Department of Accounts to identify vendors participating in the Commonwealth's financial EDI program. When a VIN is entered on a CARS accounting transaction that matches a VIN for one of these EDI participating vendors, the funds are disbursed through financial EDI and not by a check.

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Overview, Continued

Policy

If a State agency or control agency chooses to use the **Vendor Edit Table**, it is the agency's responsibility to maintain its Vendor Edit Table. Entries in the Vendor Edit Table are established by documenting each VIN on a **Vendor Edit Table Maintenance Form**, or other similar agency-approved form.

Agency Fiscal Officers should verify that at least two individuals on their fiscal staff have online update capabilities for the Vendor Edit Table. Security access to the table is obtained by submitting an approved *CARS Security Table Maintenance Form* to the Department of Accounts (DOA), Table Maintenance/General Accounting. See CAPP Topic No. 70220—*Security*.

An agency must request in writing that DOA change the vendor table indicator on the **D09 Agency Table** prior to using the vendor table for the input of transactions. Request can be submitted to gacct@doa.virginia.gov.

Agencies within a control agency grouping and designated through the Vendor File Indicator, **R**, in the D09 Agency Table retrieve their vendor payment information from their control agency's Vendor Edit Table.

For an agency to view its control agency's Vendor Edit Table, a separate CARS user ID must be obtained from the Virginia Information Technology Agency. Also, a *CARS Security Table Maintenance Form* must be completed by the agency requesting to view the control agency's Vendor Edit Table. This form is forwarded to the CARS security officer (CSO) at the control agency for approval. Upon approval by the control agency's CSO, the Security Table Maintenance Form is forwarded to DOA, Table Maintenance/General Accounting.

The Vendor Edit Table cannot be used for prepayments, payments to Federal or State agencies, or credit transactions. The vendor information for these payment transactions must be keyed manually.

The Department of Accounts establishes each vendor participating in the financial EDI program in the Vendor Edit Table under **Agency 000**. Whether or not an agency maintains vendor records on the Vendor Edit Table, all Fiscal Officers should verify that at least two staff members have access to view the EDI records on the Vendor Edit Table. Access is needed to research payments made electronically and to resolve payments made in error. Agency staff can determine whether the correct entity was paid and obtain the name and phone number of the contact person at the entity. Agencies may view these table entries but may not make changes.

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General Coding Requirements

Coding

All coding on the Vendor Edit Table Maintenance Form must be accurate and legible. Authorized input forms should be maintained on file at the agency to document the entries appearing on the **CARS ACTR0940, Vendor Edit Table Listing**, as the entries that were approved by the agency's management.

Detailed instructions for data entry are provided in CAPP Topic No. 60112—*Table Maintenance*. Agencies must perform their Vendor Edit Table maintenance online. The instructions to prepare a Vendor Edit Table Maintenance Form follow.

Function codes used to update the Vendor Edit Table are as follows:

A	Add a new Vendor to the table.
D	Delete a Vendor from the table. Note: Agencies participating in DOA's 1099 Adjustment and Reporting Program are not allowed to delete a vendor ID if there are reportable payments or adjustments on file for the reporting calendar year.
C	Change a Vendor in the table.

The Vendor Edit Table is comprised of three major components:

- **Vendor Table Key**
 - **Vendor Name and Address, and**
 - **Other vendor information.**
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Vendor Edit Table Components

Vendor Table Key The Vendor Table Key consists of four elements. These elements are Agency, Vendor ID, Vendor Suffix, and Vendor Sort Name.

Agency	Required	This is a three digit code that identifies the agency or control agency responsible for maintaining the Vendor Edit Table. Agency codes entered in this field must be established on the Agency Table (D09) before the maintenance will be accepted. Agency '000' records are maintained by the Department of Accounts to identify vendors participating in the financial EDI program.
Vendor ID	Required	DOA requires that agencies use the Taxpayer Identification Number (TIN), either the vendor's EIN or SSN as appropriate. Numbers are the only acceptable values for this field. If the payment recipient is an employee, the Vendor ID must be the employee's Social Security Number (SSN).
Vendor Suffix	Optional/ Default	This is a two position field used for further identification. The Vendor Suffix is typically used to identify multiple locations for a vendor with the same Vendor Number. However, for most payment recipients the Vendor Suffix will be 00 . If this field is left blank, it will default to 00 . Vendors in the financial EDI program under agency 000 that do not have suffix "00" have multiple bank accounts to which payments should be deposited.
Vendor Sort Name	Optional	This is a forty position field used to sort and print the vendor name on the ACTR0940, <i>Vendor Edit Table Listing</i> . For example, "IBM" may be used as a sort name for the vendor name of "International Business Machines."

Vendor Name The Vendor Name is a forty-position field for the business name of a specific vendor or the name of the payee. The name entered in this field will be printed on the check mailed to the payee. The Vendor Name will be used for sorting and subsequent printing on vendor listings when the Vendor Sort Name is left blank.

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Vendor Edit Table Components, Continued

Vendor Remittance Address

Each of the following required components will be incorporated into the accounting transaction and therefore will be printed on the payee's check:

Line 1	Required	This field consists of thirty-two characters for the continuation of the vendor name or the remittance address.
Line 2	Optional	This field consists of thirty-two characters if additional space is needed for the remittance address.
City	Required	This is a seventeen character field to enter the city.
State	Required	This is a two position field in which the state is entered. A foreign mailing address may be specified by entering two asterisks (* *) in the Vendor State field.
Zip	Required	This is a nine position field where the zip code is entered. For a foreign mailing address this field should be blank. Note: The first five positions are required, the remaining four are optional.

1099 Mail to Address

The 1099 Mail to Address field is not valid for foreign entities. If the remittance address and the 1099 mail to address are the same, enter the address in the Vendor Remittance Address fields only.

Each of the following components will print on the reports and forms designed for 1099 Information Returns reporting:

Line 1	This field consists of thirty-two characters for the continuation of the vendor name or the business mailing address.
Line 2	This field consists of thirty-two characters if additional space is needed for the business mailing address.
City	This is a seventeen character field to enter the city.
State	This field is a two position field for the state to which the 1099 will be sent.
Zip	This field is a nine position field for the zip code to which the 1099 will be sent. Note: The first five positions are required, the remaining four are optional.

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Vendor Edit Table Components, Continued

Other Vendor Information The remaining information contained in the Vendor Edit Table consists of twelve data elements. These elements are as follows:

Data Element	Description																																													
Vendor Type	<p>This required field is one position to denote the type of vendor. The values for this field are:</p> <table border="1"> <thead> <tr> <th><u>Value</u></th> <th><u>Definition</u></th> <th><u>Required TIN</u></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Vendor Other/Grantee</td> <td>EIN or SSN</td> </tr> <tr> <td>1</td> <td>State Employee</td> <td>SSN</td> </tr> <tr> <td>2</td> <td>Federal Agency</td> <td>EIN</td> </tr> <tr> <td>3</td> <td>State Agency</td> <td>EIN</td> </tr> <tr> <td>4</td> <td>Local Government</td> <td>EIN</td> </tr> <tr> <td>5</td> <td>Political Subdivision/Reg Jail</td> <td>EIN</td> </tr> <tr> <td>6</td> <td>Corporation</td> <td>EIN</td> </tr> <tr> <td>7</td> <td>Sole Proprietor or Individual</td> <td>EIN, SSN or both</td> </tr> <tr> <td>8</td> <td>Reportable Corporation</td> <td>EIN</td> </tr> <tr> <td>9</td> <td>Non-reportable Individual/ Non-state agency</td> <td>EIN</td> </tr> <tr> <td>A</td> <td>Partnership</td> <td>EIN</td> </tr> <tr> <td>B</td> <td>Estates</td> <td>EIN, SSN or both</td> </tr> <tr> <td>C</td> <td>Trusts</td> <td>EIN</td> </tr> <tr> <td>D</td> <td>LLC</td> <td>EIN</td> </tr> </tbody> </table>	<u>Value</u>	<u>Definition</u>	<u>Required TIN</u>	0	Vendor Other/Grantee	EIN or SSN	1	State Employee	SSN	2	Federal Agency	EIN	3	State Agency	EIN	4	Local Government	EIN	5	Political Subdivision/Reg Jail	EIN	6	Corporation	EIN	7	Sole Proprietor or Individual	EIN, SSN or both	8	Reportable Corporation	EIN	9	Non-reportable Individual/ Non-state agency	EIN	A	Partnership	EIN	B	Estates	EIN, SSN or both	C	Trusts	EIN	D	LLC	EIN
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B	Estates	EIN, SSN or both																																												
C	Trusts	EIN																																												
D	LLC	EIN																																												
EIN	This is a nine position field for the Employer Identification Number.																																													
SSN	<p>This is a nine-position field for the Social Security Number.</p> <p>Note: An EIN or SSN is required for every table entry. For Vendor Types 7 and B you may include both an EIN and a SSN for a single table entry.</p>																																													
Vendor Status	<p>This is an optional one-position field. The values for this field are:</p> <p>I = Inactive vendor. The agency is not currently transacting business with that vendor (i.e., within the last calendar year).</p> <p>Blank = Active. The agency is currently transacting business with that vendor (i.e., within the last calendar year).</p>																																													

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Vendor Edit Table Components, Continued

Data Element	Description
Minority Business Indicator	This is an optional one-position field. The values for this field are: Y = Qualified minority business Blank = Not applicable
Small Business Indicator	This is an optional one-position field. The values for this field are: Y = Qualified small business Blank = Not applicable
FIPS Code	This is an optional three position field to identify a geographic location. The FIPS code must be established in the D21 Descriptor Table to be used in this table. FIPS codes should be entered when the vendor type is equal to "4", local government. Reference <i>CAPP Topic 60104</i> .
PSD Code	This is an optional three position field. The PSD code must be established in the D22 Descriptor Table to be used in this table. PSD codes may be desired when the vendor type is equal to "4," local government, or "5", political subdivision. PSD is not currently used in CARS.

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Data Element	Description
Contact Name	This optional field contains the name of the individual to be contacted when corresponding with the payee.
Phone	This optional field contains the phone number to be used when contacting the payee.
Sole Proprietor Name	This field should contain the individual owner's name in accordance with IRS regulations, and <u>not the company name</u> . This field is required when the vendor type is equal to 7.
Partnership/Estate/Trust/LLC	This field should contain the legal name of the partnership, estate, or trust, and <u>not the business trading name</u> . This field is required when the vendor type is equal to A, B, C, or D.
Last-Update	The last date changes were made to the entity.

Internal Control

General Proper internal control requires a segregation of duties between the individual who performs Vendor Edit Table maintenance and those who process payment transactions.

DOA Contact

Contact Assistant Director, General Accounting
 Voice: (804) 225-2376
 Fax: (804) 225-4250
 Email: gacct@doa.virginia.gov

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Subject Cross Reference

Reference Topic No. 60104, *Agency and FIPS Codes*
 Topic No. 70220, *Security*

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Vendor Edit Table Maintenance Form

Exhibit

The *Vendor Edit Table Maintenance* form follows.

You can photocopy this exhibit for use as an input document.

Once the form has been completed (see the subtopic *General Coding Requirements* for coding instructions) and authorized, the agency should maintain it on file to document the entries appearing on the CARS **ACTR0940, *Vendor Edit Table Listing***.
