

Vendor Maintenance Quiz

(May 22, 2014)

- T F 1. My request to create a new vendor was disapproved by Disbursing and so I should look in the Notes and Attachments tab for the disapproval reason.
- T F 2. Attachments on all vendor eDocs, e.g., create new, edit, etc., can be viewed by anyone with access to KFS because KFS is an open system.
- 3. A volleyball game was cancelled due to weather and to refund the ticket price, I need to create a new vendor number for the fan.
 - T F a. If I don't have the fan's tax number (e.g., SSN), I should select the vendor type "Refund".
 - T F b. If I have the fan's tax number (e.g., SSN), I should select vendor type "Disbursement Voucher".
- T F 4. For vendor type "Disbursement Voucher", a tax number is required for all requests to create new US individuals and US company vendors.
- T F 5. Except for Refund vendors, when creating a new vendor, I should attach, for individuals an UH WH-1, *Statement of Citizenship and Federal Tax Status*, or for business entities, IRS Form W-9, *Request for Taxpayer Identification Number*.
- T F 6. When creating a new vendor, if I click the Save button before I add the attachments, KFS will delete the attachments.
- T F 7. If I have a new address for an existing vendor, I can Edit the vendor and overwrite the old address with the new address.
- T F 8. I would create a vendor division when the tax number is the same as an existing vendor number but the name is different.
- T F 9. A vendor number is required for RCUH employees, student employees, and business entities. UH employees, i.e., faculty and staff, don't require a vendor number because their information is fed nightly from Peoplesoft into KFS.
- T F 10. I ad hoc routed for approval a request for a new vendor. The ad hoc person must approve the eDoc first before Disbursing can approve and create the new vendor number.
- T F 11. If KFS says the zip code is invalid or inactive, I should create a trouble ticket, and request the zip code be added to KFS for this city and state.
- T F 12. I can search for "International Association of Campus Law Enforcement Administrators" by using wildcards in the search criteria such as Intern*, or *Assoc of C*, or *Law Enfor*.
- T F 13. On requisition or purchase order eDocs, I selected a vendor record with a correct remit address but no order address. If I want to use an order address, I can manually overwrite the remit address with desired order address. And add (Edit) the order address to the vendor record later.

1. False. For only PVEN (vendor) eDocs, the disapproval reason will only found in the Route Log. For requisition, purchase order, and payment request eDocs, the disapproval reason is found in both the Notes and Attachments AND Route Log tabs.
2. False. Because of sensitive data and KFS is an open system, PVEN attachments are hidden from everyone including the initiator. Only the Vendor Reviewers in the Disbursing Office can view PVEN attachments.
- 3a. True. Refund vendor types do not require a tax number. (Foreign vendors also don't require a tax number but if available, enter in the Tax Number field for possible tax exemption purposes.)
- 3b. True. If you have the SSN, you may create a Disbursement Voucher vendor type which is more flexible than a Refund vendor type. A DV vendor type can be selected for refund and other payments.
4. True. Tax numbers are required for all US entities. Tax numbers are not required for refund and foreign vendors.
5. True. Disbursing requires certification of an entity's tax number in case of IRS inquiries.
6. True. This is a bug. But a fix is coming that will keep the attachments attached to the PVEV even if the Save button is clicked before you add the note or attachment. If you clicked the Save button before adding the attachments, close the PVEN eDoc, reopen, and then add the attachments.
7. False. Users should add the new address as a separate address for audit trail purposes. NEVER overwrite the "old" address in the PVEN eDoc.
8. True. KFS will not allow you to create a new vendor number called a Division when a vendor already exists with the same tax number.
9. True. Users can only search for UH employees while in the Disbursement Voucher eDoc. You will not find UH employees if you search in the Vendor Search Lookup screen.
10. True. If you ad hoc route, please verify your ad hoc person has approved your PVEN eDoc before calling Disbursing on the status of your vendor request.
11. True. Even though KFS stores over 43,000 zip codes, it doesn't have "all" the zip codes. So zip codes need to be added using a trouble ticket.
12. False. Because Disbursing abbreviates certain words, users may not find their vendors on their first search. In this example, certain words are abbreviated, e.g., INTL for "international", ASSN for "association", etc. So if you searched for "Intern*" or "Assoc of C*" or *Law Enfor*", you wouldn't find this vendor. Disbursing abbreviated "enforcement" as "Enf" to fit the vendor's name within KFS' 45 space limitation. To make it easier to find this vendor, an alias should be created, e.g., "International Association of Campus Law Enforcement Administrators". KFS will then search not only the vendor name fields but also in the alias field. There is a list of 30 name and address abbreviations you should be aware of at www.hawaii.edu/kualifinancial/Training/KFS/Vendor/Working With Vendors - Training Manual (Appendix A).
13. True. The remit address can be manually changed by the user on the Requisition and Purchase Order eDocs. The Order address may be added later to the vendor record. The Remit address would be selected at the payment request stage.

For more information on vendor maintenance: go to <http://www.hawaii.edu/kualifinancial> and view Tips of the Week/Vendor and Training/KFS/Vendors.