



## Cleaning up Vendor Files in USAS

### Common problems to look for:

1 – An entry in the Country or Check Country field stops USAS from verifying the format of zip code and allows more than 2 characters to be entered in the State field.

Ex: US, USA, U.S. – should **NOT** be entered in the Country field

2 – Entries in State field can be spelled out if Country is not blank.

Ex: Ontario instead of ON

3 – Misspellings.

Ex: Cicinnati, Cincinanti, Cincinnat

4 – Missing information such as Tax ID's, email addresses and fax numbers or, info entered in the wrong field.

Ex: zip code in the State field

5 – Same zip code for 2 or more cities (may be acceptable; see #3 of how to correct section).

6 – Duplicate vendors – some “duplicates” may be needed, as in these examples:

Ex: Payroll vendors

Ex: multiple locations frequently used by the district, such as a pizza chain restaurant

Ex: a large organization with multiple divisions, such as Scholastic

### How to correct?

1 – Create Safari or D.U.C.K. query of your vendor file in Excel.

2 – Make simple corrections on the spreadsheet for common problems #1-4 listed above. Find errors by sorting (by Country, by State, by Zip, by City, for each the general and the check addresses) or by using filters.

3 – Go to <https://tools.usps.com/go/ZipLookupAction!input.action> to look up zip codes and city names you have questions about.

Ex: find a zip code where that field may be blank for a vendor

Ex: find the correct spelling for a city listed with same state & zip on your records

4 – Use the spreadsheet to find duplicate vendors by sorting in various ways, by name, by address, by tax ID, etc. Flag them by highlighting each line with color, and insert a column next to the vendor number column where you could indicate which vendor you plan to merge to which. The “sort to” vendor would be the one with most recent activity or the most complete file. Or, to determine which vendor to keep or to clear up differences between addresses, etc., pull out the last payment voucher(s).

5 - Send spreadsheet to HCCA to ask us to **update** the vendor file with the spreadsheet.

6 – Before merge, make sure duplicate vendors both:

- a. Are **Active**
- b. Share the **same Tax ID**
- c. Have the **same 1099Type** and **same SSN/EIN flag** (found in Venscn) indicated
- d. Have **same Override** flag, when used

7 – After spreadsheet update is completed, use VENCHG in PowerTerm to merge vendors. See steps for VENCHG below.

**NOTE:** Each district must merge its own vendors.

#### Consider using the following:

- a. Multi-Vendor – create only a few.  
**NOTE:** Once a vendor is created, the Multi-Vendor flag cannot be changed.
- b. Create “New Vendor” (memo vendor type) for requisitioners to use when they cannot locate the vendor they want or are unsure which to choose – A/P will change requisition or PO to correct vendor per paperwork received or communication with building staff.
- c. Add info to an individual’s Account Number field, which prints on check stubs  
  
Ex: Staff Member or Athl Official
- d. For professional organizations, include both the acronym and the full name in the vendor name field(s).  
Ex: OAPSA – Ohio Assoc of Pupil Svcs Administrators  
OSPA – Ohio School Psychologists Assoc
- e. For large organizations with several divisions, call the accounts receivables department to verify which vendor addresses you have on file are still valid.
- f. Make use of vendor defined fields, including Category.

**When should you inactivate a vendor?** - *only* if no activity during last 3 years.

**Who gets a 1099?** Remember: **when in doubt, give a 1099.**

- a. Individuals & Partnerships - **always**
- b. LLC's - **usually** (whenever any type of *service* is involved – **yes, always**)
- c. Corporations (Inc. not LLC), Government, Non-Profit and 501(c)3's - **never**

- IF THE VENDOR USES A DIFFERENT NAME FOR 1099 REPORTING, THE DISTRICT MAY ENTER THE 1099 REPORTABLE NAME ON THE "2<sup>ND</sup> NAME" FIELD.
- ENTER THE DIGITS 1099: FOLLOWED BY THE IRS-1099 NAME.
- THE F1099 PROGRAM WILL STRIP OFF THE "1099:" AND USE THE NAME FOLLOWING IT AS THE PRIMARY NAME ON THE 1099 REPORTING FORM AND SUBMISSION FILE

Vendor Address Information			
Vendor Number	85 Active		
Name	JONES COMPANY		
2nd Name	1099:KARA JONES	Check 2nd Name	
Address	123 MAIN STREET	Check Address	
2nd Address		Check 2nd Address	
City	SAMPLEVILLE	Check City	
State	OH	Check State	
Postal Code	55555	Check Postal Code	
Country		Check Country	
Phone	(888) 555 - 1111	Check Phone	() -
Fax	() -		

To display the individual's name on the 1099 but keep the business name as the first name on the PO, you can enter **1099:individual's name** on the 2<sup>nd</sup> name field of the vendor record.

1099 will display:  
KARA JONES  
123 MAIN STREET  
SAMPLEVILLE, OH 55555

The **TIN Type** is used to determine whether the Taxpayer Identification Number (TIN) is an SSN or an EIN so that the identification number can be formatted correctly on printed 1099's. The **SSN/EIN** field is found **only** in PowerTerm, on USASCN/VENSCN, not in USASWEB.

**The TIN Type is required for all 1099 vendors.** You will be unable to print any 1099 forms if there are any vendors without a TIN Type. *An error message will be printed on the F1099.TXT file* if a 1099 vendor does not have a TIN type filled in. Please look for this before running your final F1099. Example: **\*\*\* ERROR \*\*\* MISSING OR INVALID TIN TYPE**

See **IRS Publication 2108A – TIN Matching Program** (link is on HCC Accounting page) and the "USAS 2017 CYE Procedures Full" document for more details.

## Merging Vendors:

VENCHG allows the user to change vendor numbers in the vendor master file. When changing a vendor, all associated transaction file records will be changed accordingly.

VENCHG may be used to collapse one vendor into another vendor. The information from the old vendor will be merged with the new vendor. The YTD, FYTD totals and user money fields of the old and new vendors will be added together. However, VENCHG will issue warning messages if the old and new vendors contain different 1099 information, check address information or if merging a memo vendor with a non-memo vendor.

### NOTE:

**Vendor merges cannot be reversed.**

In USAS, at the Menu prompt:

Type: **VENCHG**

Do you have the correct program?( Y/N <Y>): Y

```
** Main Menu Options: **
I - Input vendors to change
E - End this session and update files
H - Hold update for processing at a later time
Q - Quit (no file updates)

Enter your choice (I/E/H/Q <Q>) I
I

Enter OLD vendor 3350
Enter <CR> if no more Vendors to change
3350

Old vendor is 003350 BIGG'S
(Y/N)<Y> Y
Y

Enter NEW vendor 2345
2345

NEW vendor is 002345
(Y/N)<Y> Y
Y
```

After answering **Y** to confirm the merge-to vendor number, you'll be shown some information to verify the merge request.

You'll receive an error message if the 2 vendors you entered have different tax ID's or status, in which case, the merge will not be performed for that pair of vendors.

If the check addresses for the 2 vendors are different, you'll be warned but the merge will be performed.

```
(Y/N)<Y> _
Y

This 'new' Vendor is already in the current file.

Do you want to merge vendor 003350 BIGG' S
with vendor                002345 BIGG' S
(Y/N <N>?) _
Y

The check addresses for these vendors are different

OLD VENDOR                NEW VENDOR
003350                    002345
                           BIGG' S
                           SUPERVALU
                           BIGG' S SV REF#70008405
                           PO BOX 958844
                           ST. LOUIS
                           MO
                           63195-8844

Do you wish to continue with this change?( Y/N <Y>): _
```

Answer **Y**, and you'll be prompted for your next pair of vendor numbers to merge. When you have entered all you wish to input, press Enter and you'll be returned to the Main Menu Options.

Choose "**E** – End this session and update files" if you are ready to perform the merge.

Or, choose "**H**- Hold update for processing at a later time" if you have more vendors to add before performing the merge.

```
** Main Menu Options: **

I - Input vendors to change
E - End this session and update files
H - Hold update for processing at a later time
Q - Quit (no file updates)

Enter your choice (I/E/H/Q <Q>) _
                                     e

You may perform the updates in batch overnight, or you
can perform the updates now. Running the updates in batch
will help avoid conflicts with any other users who may be
currently using the files.

Do you want to run the updates in batch? (Y/N) <N> _
                                                    y

Enter the batch queue: <SYS$BATCH> _____

Enter the time to start the update: <23:00> _____
                                     21:00
```

If you answer **N** to “...run the updates in batch,” the update will run immediately. If anyone else in your district is in USAS, **that may cause the update to fail**. The vendors you input for merge will be held, waiting for the next VENCHG to be run.

It is better to **answer Y and update at a scheduled time**, as shown above, ***NO LATER THAN*** 21:00 hours.

The next day, go to your PTR and view the VENCHG report. You may want to email a PDF version to yourself and save it on your district server or your pc. The report can be quite long, depending on the number of vendors merged and how many transactions for each were in history.

**NOTE:** The vendor merge program can accept a vendor merge only for pairs within each VENCHG run. So, if you have 3 vendors, A, B, C, and wish to merge all three together, you’ll have to first merge vendor A to C and then, in the next run, merge vendor B to C.

## Sample Run of VENCHG:

VENCHG \*\*\*\*\*

This program allows the user to change the vendor numbers. All associated files will change accordingly  
Do you have the correct program?(Y/N <Y>):   

<CR>

Main Menu Options: \*\*

I - Input vendors to change  
E - End this session and update files  
H - Hold update for processing at a later time  
Q - Quit (no file updates)  
Enter your choice (I/E/H/Q <Q>)   

I

Enter OLD vendor           

Enter <CR> if no more Vendors to change

270

Old vendor is 000270 SCHOLASTIC, INC.

(Y/N)<Y>   

<CR>

Enter NEW vendor           

396

NEW vendor is 000396

(Y/N)<Y>   

<CR>

This 'new' Vendor is already in the current file.  
Do you want to merge vendor 000270 SCHOLASTIC, INC.  
with vendor 000396 SCHOLASTIC INC.

(Y/N <N>?   

Y

Enter OLD vendor           

Enter <CR> if no more Vendors to change

321

Old vendor is 000321 THE STATE UNIV.

(Y/N)<Y>   

<CR>

Enter NEW vendor           

953

NEW vendor is 000953

(Y/N)<Y>   

<CR>

This 'new' Vendor is already in the current file.  
Do you want to merge vendor 000321 THE STATE UNIV.  
with vendor 000953 THE STATE UNIVERSITY

(Y/N <N>?   

Y

Enter OLD vendor           

Enter <CR> if no more Vendors to change

<CR>

Main Menu Options: \*\*

I - Input vendors to change  
E - End this session and update files  
H - Hold update for processing at a later time  
Q - Quit (no file updates)  
Enter your choice (I/E/H/Q <Q>)   

E

You may perform the updates in batch overnight, or you

can perform the updates now. Running the updates in batch will help avoid conflicts with any other users who may be currently using the files.

Do you want to run the updates in batch? (Y/N) <N> Y  
<CR>

Searching VENDOR.IDX file, Please wait...  
Searching ARCUST.IDX file, Please wait...  
Searching AUDITS.IDX file, Please wait...  
Searching AR.IDX file, Please wait...  
Searching CHECK.IDX file, Please wait...  
Searching INAMNT.IDX file, Please wait...  
Searching INVPAY.IDX file, Please wait...  
NO RECORD FOR INVEST FILE  
Searching POHIST.IDX file, Please wait...  
Searching RECEIT.IDX file, Please wait...  
Searching REQ.IDX file, please wait.  
Searching USPCKHIS.IDX file, please wait.  
Searching DEDNAM.IDX file, please wait.  
Searching EISACQ.IDX file, please wait.  
Searching EISITM.IDX file, please wait.  
Searching batch processing files, please wait.  
Report name is VENCHG.TXT

**NOTE:** We strongly recommend on the last question that you answer 'Y' to run the process in batch.

It is better to answer Y and update at a scheduled time, as shown above, **NO LATER THAN** 21:00 hours.