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A8.800 Disbursing/Accounts Payable and Payroll

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A8.807 Encumbrance and Payment Electronic Feeds to FMIS

1. Purpose

To provide policies and procedures for the electronic processing of encumbrance and payment transactions on electronic feeds from various subsystems to the Financial Management Information System (FMIS).

2. Responsibilities

- a. Fiscal Officers and Program Managers (Approving Authority) are responsible to ensure that all encumbrance and payment transactions are in compliance with applicable Federal and State laws, rules, regulations, and University policies and procedures. Appropriate supporting data are to be maintained in subsystem files and/or hard copy supporting documentation are to be maintained in office files. Fiscal Officers and Program Managers are responsible for fiscal transactions processed on all accounts under their purview.

VAX Fiscal System Fiscal Officers will be responsible to ensure that all encumbrance transactions are in compliance with detailed rules, procedures, and policies, as electronic feeds will be initiated directly into FMIS on a daily basis.

- b. The Disbursing Office is responsible to ensure that all payment transactions processed directly under FMIS have passed a limited review (post-audit of UHGA checks to certified reports) and are processed in a timely manner. Disbursing is responsible for the retention of original invoices for procurement transactions processed centrally under FMIS.

The Disbursing Office will rely on the certification of the hard copy reports by the Program Manager (Approving Authority) and the Fiscal Officer for assurance of propriety/legality and compliance with detailed rules, procedures, and policies.

### 3. Guidelines

a. During the transition period until the FMIS Purchasing module is distributed to field users, VAX Fiscal users will assume full responsibility for the processing of encumbrance transactions directly into FMIS (same level of responsibility as projected under the FMIS Purchasing module). Electronic encumbrance feeds from VAX Fiscal to FMIS will be executed on a daily basis. The Disbursing Office will not conduct a review on these encumbrances (within the Fiscal Officers' purchasing authority). The Disbursing Office will conduct pre-auditing review on payment transactions.

b. Electronic payment feeds will be allowed for the following units:  
# Financial Aid Offices on each campus (Student scholarships/grants/loans)  
# Bookstore (Resale purchases)  
# Hamilton/Sinclair Library and the Law Library (Book purchases)

Detailed data from each of the subsystems will be used to prepare electronic feeds of relevant payment data. A corresponding hard copy report will be prepared and certified by the Program Manager and the Fiscal Officer.

Certification of the hard copy reports by the Program Manager (Approving Authority) and the Fiscal Officer will be accepted as assurance of propriety/legality and compliance with detailed rules, procedures, and policies. Appropriate detailed data are to be retained in subsystems and/or supporting hard copy documentation are to be maintained in Fiscal Officer files and made accessible to auditors upon request.

### 4. VAX Fiscal Electronic **Encumbrance** Transaction Procedures

a. Program Manager (Approving Authority)

- 1) Initiate requests for the procurement of goods/services in the VAX Fiscal system.
- 2) Ensure that the requests are appropriate and valid for the funding sources.

b. Campus/Department Business Office

- 1) Review requests and convert to purchase orders or hard copy direct payment documents. Ensure that all transactions are proper, legal, and in compliance with all applicable Federal and State

laws, rules, regulations, and University policies and procedures.

Note: Transmit all purchase orders and contract requests above the Fiscal Officers' purchasing authority to the Office of Procurement, Property and Risk Management (OPPRM) for processing.

- 2) Ensure that all required forms, supports, justifications, and approvals are maintained in office files as required by Federal and State laws, rules, regulations, and University policies and procedures.

- 3) **Electronic Encumbrance Transaction Feeds**

Electronic encumbrance transaction feeds will be automatically generated for purchase orders within the Fiscal Officers' purchasing authority entered into the VAX fiscal subsystem and transmitted to FMIS on a daily basis.

Note: In the future, under the Purchasing module, purchase order encumbrance transactions will also be electronically transmitted in real time.

- 4) **Disbursing Copy of Purchase Order**

Vax Fiscal users are not to transmit the Disbursing Office hard copy (white copy) of purchase orders to the Disbursing Office for encumbrance processing. Retain the Disbursing Office hard copy in the field office to ensure that encumbrances are not double entered into FMIS.

- 5) **Encumbrance Rejections in FMIS**

The FBDU010 Report (Attachment 1) will be generated for each batch of transactions reflecting any rejected encumbrance transactions. Fiscal Officers are to determine the reason for the rejection and initiate corrective action.

A copy of the FBDU010 Report with the appropriate rejected transaction highlighted and the Disbursing copy of the payment document are to be sent to the Disbursing Office for direct processing of the encumbrance into FMIS.

Note: Rejections should not occur very frequently due to the account code/object code and funds edits maintained in the VAX Fiscal systems.

c. Disbursing Office

- 1) Electronically fed encumbrance transactions are not reviewed by the Disbursing Office. VAX Fiscal Officers will be responsible to ensure that all encumbrance transactions are in compliance with detailed rules, procedures, and policies.
- 2) **Encumbrance Rejections in FMIS**  
For rejected electronic encumbrance transactions, Disbursing will review the submitted FBDOU010 Report and the Disbursing copy of the purchase order to support the direct entry of the encumbrance into FMIS.

d. Program Manager/Fiscal Officers

Review all encumbrance and expenditure reports to ensure that only appropriate transactions (no unauthorized charges) have been processed against accounts within their purview. Refer to the General Accounting Office APM A8.661 - Funds Control.

5. Financial Aid / Bookstore / Manoa Library - Electronic Payment Transaction Procedures

a. Department/Program Manager (Approving Authority)/Fiscal Officer

- 1) **Vendor Coding of Payment Transactions**  
Transactions are entered into the subsystems. Each payment transaction is vendor coded.

Financial Aid

Financial aid electronic payment feeds include vendor create records (SXXXXXXXXX0 vendor codes). If existing records exist, vendor data will be overwritten.

Bookstore / Manoa Library

Bookstore and Manoa Library electronic payment feeds require assignment of vendor codes to each payment transaction. FMIS vendor inquiry screens 102 and 205 are used by these field users to select vendor codes and verify vendor names and remittance addresses (Detailed screen instructions - Attachment 2).

# The Vendor/Payee Name as established in the vendor files (limited to 30 characters) will be the exact wording used in the printing of the vendor name on the UHGA checks. Disbursing abbreviates words in a consistent manner based on the Vendor Name/Address Conventions (Attachment 3).

# It is critical that field users, initiating vendor searches understand the naming conventions to find existing records. If you have dealt with a vendor before but cannot find the record, call the Disbursing Office for assistance.

2) **Vendor Maintenance Form (FMIS-12) - Bookstore and Manoa Library**

If a vendor cannot be found, Bookstore and Manoa Library staff will prepare the Vendor Maintenance Form (FMIS-12 - Attachment 4) and fax to the Disbursing Office - Clerical Section. Only the Remittance Address needs to be reflected, not the order address.

# Whenever available, attach documentation displaying the vendor name and order/remittance address (e.g., copy of driver's license, order form, catalog, flyer, etc.). With this documentation, the vendor name and address need not be typed/printed on the Vendor Maintenance Form. Instead, indicate "See Attached" in the Vendor/Payee Name Field.

Note: Continue to provide the full vendor name and remittance address without regard for the 30 character limitation (Disbursing will abbreviate as required on the centrally maintained Vendor Master).

# Vendor Maintenance Forms are processed within 24 hours with a daily deadline of 12:00 Noon (i.e. Documents date stamped before 12:00 noon at the Disbursing Office will be established by 12:00 Noon of the next working day).

# Multiple order addresses to the same vendor are established separately on the Vendor Master with a different last digit of the vendor code. If the vendor is on file with a different order or

remittance address, submit a request to add the new location as a new vendor record.

# Social Security Numbers (SSN) are required for all individuals, including employees and students, unless the individual is an alien with no SSN.

# Enter the Remittance Address on the Vendor Maintenance Form for a direct payment vendor, employee, or student. A campus address may be used for employees and students.

# Search vendor file after the 24 hour time period to select the newly created vendor and vendor code appropriate transaction.

3) **Electronic Payment Feeds**

Prepare electronic feeds of relevant payment data from the subsystem.

4) **Certification Reports**

Corresponding hard copy certification report that reflects data presented in the electronic feed is to be prepared and certified by the Program Manager (Approving Authority) and the Fiscal Officer.

Ensure that all required forms, supports, justifications, and approvals are maintained in office files as required by Federal and State laws, rules, regulations, and University policies and procedures.

5) **Hard copy certification report with original invoices** are transmitted to the Disbursing Office - Pre-Audit Section for post-audit review on UHGA checks.

b. Disbursing Office

1) **Vendor Maintenance**

Receives Vendor Maintenance Forms from administering unit. Conducts a vendor search to ensure that the vendor does not exist.

Establishes the vendor on the FMIS vendor master. No confirmation correspondence will be initiated as the requester will search the vendor master file after the 24-hour time period.

2) **Pre-Audit Review**

Hard copy certification report with original invoices are reviewed. Invoices are examined and approving signatures on the certification report are audited.

Electronically fed payment transactions are processed through FMIS and UHGA checks are produced.

3) **Post-Audit Review**

Certification reports are post-audited against UHGA checks produced. Vendor/Payee names, remittance addresses, and payment amounts are verified for accuracy.

If any vendor coding errors are detected, checks are voided and reissued. Fiscal Officer is contacted and informed of necessary correction to the vendor code.

4) **Payment Rejections in FMIS**

The FBDU010 Report (Attachment 5) will be generated for each batch of transactions reflecting any rejected payment transactions.

- a) Disbursing will line out rejected transactions on the Certification Report and change the control totals at the end of the report. Disbursing will extract invoices associated with the rejected payment transaction.
- b) Disbursing will transmit the FBDU010 Report - Rejected Transactions Section and the rejected transaction invoices to the Fiscal Officers, who are to determine the reason for the rejection and initiate corrective action.
- c) A (i) copy of the FBDU010 Report with the appropriate transaction highlighted, (ii) hard copy payment document, and (iii) original invoices are to be sent to the Disbursing Office for direct processing of the payment transaction into FMIS after corrective action has been initiated.

d) For rejected electronic payment transactions that are being resubmitted, Disbursing will review FBDU010 and hard copy payment document and the original invoices to process the payment transaction directly into FMIS.

c. Program Manager/Fiscal Officers

Review all encumbrance and expenditure reports to ensure that only appropriate transactions (no unauthorized charges) have been processed against accounts within their purview. Refer to the General Accounting Office APM A8.661 - Funds Control.



UNIVERSITY OF HAWAII - MANOA  
DAILY UPDATE  
INDEXED LISTING OF BATCHES PROCESSED

FB0010  
FY 1996 CC MA

Batch Ref	Batch Date	Rejected Count	Batch Description	Report Page	Destination	Diagnostic Message
S18001	19960522	69	ISIS ACCOUNTING FEED	1	Real Time	F0017 Session closed
S18002	19960522	3	ISIS ACCOUNTING FEED	3	Real Time	F0017 Session closed
S18003	19960522	1	FINAID CHECK REQUEST	4	Real Time	F0017 Session closed
S18004	19960522	1	FINAID CHECK REQUEST	5	Real Time	F0017 Session closed
S18005	19960522	35	FINAID CHECK REQUEST	6	Real Time	F0017 Session closed

Total Receipt Amount: .00  
 Total Disbursements: 57,590.60  
 Total Batches Read: 5  
 Total Records Read: 1,352

CURRENT BATCH: S18005 19960522 FINAID CHECK REQUEST

Trans Code	Vendor	Account	Object	Doc #
F0015	Session opened for processing			
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S60550432200	103034265006601898	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S5769882600	03034665006601837	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57698366000	0303365006601828	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57690608900	03033465006601975	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57678959600	03033965006601618	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57678123400	03033965006601905	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57670886300	03034765006601796	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57668527600	03033965006601612	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S5765507400	03033965006602250	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S00662741000	03033965006601673	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S30680589900	03033965006602255	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S24298378700	03033965006602213	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57625876400	03033965006601953	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57621515300	03033965006602192	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57606699200	03033765006602020	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57592187300	03034165006602327	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57582637000	03033965006601722	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57582448000	03033865006601985	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57582312900	03035365006602089	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57566565600	03034765006602259	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57553820700	03035365006601802	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57529967400	03033965006601909	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57523387800	03035365006602240	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57519259600	03033965006601966	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57517968000	03033965006602239	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57515163500	03034165006601810	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57511971600	03035365006602120	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S57293114200	03033965006602107	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S56747763300	03033465006602320	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S54088022400	03034265006602230	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S52823641300	03035365006602276	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S52171718000	03034265006602369	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S50992353200	03033965006602145	
RF6127	Invalid account control - not 1xxx, 2xxx, 4	140S35474141900	0303565006602237	

COUNTS	AMOUNTS	READ IN	REJECTED	PROCESSED
413	510,325.30	0	0	0
378	500,292.40	413	35	378
0				
*****				
* BANK = 00030				
* MAINTENANCE RECORDS				
* DOLLAR RECORDS				
* EXPECTED BY USER				
* PROCESSED BY SYSTEM				
* DIRECTED TO SUSPENSE				
* BATCH TOTALS				
*****				
* VOUCHER GROSS: 500,292.40 DISCOUNT: .00 NET: 500,292.40				
*****				
F3006 Expected and processed totals disagree				
F0017 Session closed				

## VENDOR NAME/ADDRESS CONVENTIONS

### A. Name Field

1. Vendor/Payee names are established according to order forms, invoices or other documentation. Vendor name is limited to 30 characters. Common words are abbreviated rather than words crucial to recognizing the official business name.

Common words are uniformly abbreviated even if the full vendor name is within the 30 character limitation.

Refer to the attached listing of common word abbreviations for vendor names.

Note: In some exceptional situations, when the vendor name is extremely long, additional word abbreviations may be required to meet the 30 character limitation.

2. If a vendor name begins with "a", "an", or "the", these words are omitted:

Reflected as:

The Durham Print Shop . . . . . Durham Print Shop

3. If "a", "an", "the" are within a name that exceeds 30 characters, these words are omitted:

American Association of the Lab Animal Science . .

Reflected as:

. . . . Am Assn of Lab Animal Science

4. Asterisks (\*) are used to mark the last name for name rotation purposes. Vendor search will be based on a "Last name First Name" basis while UHGA checks will be issued on a "First Name Last Name" basis.

Reflected as:

Tom K. Combes . . . . . Tom K\*Combes

Daniel Fernandes Florist Inc . . Daniel\*Fernandes Florist Inc

Note: Check will be issued to "Tom K Combes" but vendor searching and reports will be listed and sorted as "Combes Tom K".

5. Commas, apostrophes, periods, and slashes are not used in the name field.

Reflected as:

A/1 Hydraulic Co . . . . .	A1 Hydraulic Co
Al's Carpet Center . . . . .	Als Carpet Ctr

Hyphenated Names are entered as two units. A space is used in place of the hyphen.

Reflected as:

Mary Case-Brown . . . . .	Mary*Case Brown
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6. Ampersand "&" is used in place of "and":

Reflected as:

Air and Flight Inc . . . . .	Air & Flight Inc
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7. Acronyms and initials of the vendor are established if directed by the vendor's remittance invoice. Spaces are not used to separate acronyms and initials.

Reflected as:

American Telephone and Telegraph . .	AT & T
International Business Machines Corp	IBM
W W Granger . . . . .	WW*Granger

8. Prefixes such as De, Du, La, Los, Mac, Mc, San, Van, O, are included as part of the last name with no space separation.

Reflected as:

Michael Van Sickle . . . . .	Michael*VanSickle
Paul Mc Adams . . . . .	Paul*McAdams
Mary O'Hara . . . . .	Mary*OHara

9. Mr., Mrs., Ms., Miss, Dr. or professional credentials are not reflected.

Reflected as:

Mrs. Jane Long . . . . .	Jane*Long
Dr. Ryan Iwamoto . . . . .	Ryan*Iwamoto
David Logan M D . . . . .	David*Logan
Maryann Ishikane R N . . . . .	Maryann*Ishikane

Exception: Professional credentials are used if it is part of the corporate name.

Reflected as:

David Q. Post M D Inc . . . . .	David Q*Post MD Inc
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10. Alias names may be established when a vendor is recognized under more than one name. Vendor search can be performed on either name to locate the record.

International Business Machines Corporation . . . . .

Reflected as:

. . . . . Intl Business Machines Corp

Alias

. . . . . IBM

Alias names may also be established if a vendor name is extremely long and the abbreviated version appears difficult to recognize (need to abbreviate words not normally abbreviated). The alias name will be reflected using the list of common word abbreviations, then truncated at the 30 character limit.

National Federation of Community Broadcasters . . .

Reflected as:

. . . . . Natl Fed of Commu Brdcstr

Alias

. . . . . Natl Federation of Community B

**B. Address Field**

1. Order and remittance addresses are established according to order forms, invoices or other documentation. Four (4) address lines are available, each limited to 30 characters. Common words are abbreviated rather than words crucial to recognizing the official order and remittance addresses.  
Common words are uniformly abbreviated even if the full vendor address is within the 30 character limitation.  
Refer to the attached listing of common word abbreviations for vendor addresses.
  
2. Commas, apostrophes, and periods are not used in the address field.  
Reflected as:  
P.O. Box 398 . . . . . PO Box 398
  
3. The Post Office reads an address from bottom to top. Therefore, the lower lines will include the most important address information (i.e. PO Box, street address). Attention, in care of, suite number, room number, apartment number, Doing Business As (DBA), and other designations (schools, departments) will be reflected on the top address line.
  
4. City, state, country, and zip codes are separate fields.
  - a. Standard two-letter state abbreviations are used.  
Reflected as:  
Hawaii . . . . . HI
  
  - b. Standard two-letter foreign country abbreviations are used.  
Reflected as:  
. . . .  
Canada . . . . . CA
  
  - c. 9-digit zip codes will be used whenever available, otherwise 5-digit zip codes will be used.

## **COMMON ABBREVIATIONS**

### **A. Name**

american - AM

associates - ASSOC

and - &

association - ASSN

building - BLDG

center/centers - CTR

committee - COMM

company - CO

corporation - CORP

council - COUN

department - DEPT

division - DIV

incorporated - INC

institute - INST

institution - INSTN

international - INTL

journal - JRNL

laboratory/laboratories - LAB

limited - LTD

manufacturing - MFG

national - NATL

service/services - SRVC

society - SOC

United States - US

university - UNIV

**B. Address**

apartment - APT

attention - ATTN

avenue - AVE

boulevard - BLVD

building - BLDG

center - CTR

circle - CIR

court - CT

department - DEPT

drive - DR

floor - FLR

highway - HWY

in care of - C/O

lane - LN

loop - LP

number - # or NO

parkway - PKWY

place - PL

post office box - PO Box

road - RD

room - RM

route - RTE

rural route - RR

station - STN

street - ST

suite - STE



## SELECT VENDOR CODE FOR PAYMENT TRANSACTIONS

Bookstore and Manoa Library electronic payment feeds require assignment of vendor codes to each payment transaction. FMIS vendor inquiry screens 102 and 205 are used by these field users to select vendor codes and verify vendor names and remittance addresses. Screen 205 is used for vendors with one remittance address while screen 102 is used in conjunction with screen 205 to select vendor codes for vendors with multiple addresses.

### 1) Select Vendor Code (Single Remittance Address)

#### **SCREEN 205**

Enter 205 on screen field.

**PRESS <ENTER>.**

F6575 Please enter a Vendor number		03/07/96 11:00	
205 Vendor Payables Maintenance		FY 1996 CC MA	
Screen: ___ Vendor: _____			
Name: _____	Tax ID: _____		
Purchasing Order From	Accounts Payable Remit To		
Address: _____	Address: _____		
_____	_____		
_____	_____		
City: _____ State: ___	City: _____ State: ___		
Zip: _____ Country: ___	Zip: _____ Country: ___		
Phone: _____ Ext: _____	Phone: _____ Ext: _____		
Fax: _____	Fax: _____ FOB: _____		
Disc Pay	Limit: _____ Vendor Type: _____		
Terms Perct Days Ind Days	Schedule: _____ Hold Payment: N		
Vendor: _____	Retain Mths: 24 Commodity: _____		
Payment: _____	Category: _____ B Notice/Year: _____		
FIS VC: _____	1099/1042: _____ WH Ind: _____		
Drop: N Delete: N Freeze: N	TIN Name: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
HELP Notes Exit		Alias Stats Forgn	

- A. Enter vendor name or partial vendor name in **Vendor** field in the action line.  
**PRESS <ENTER>**.

```

F7288 7 Campus MA Vendor(s) found
205 Vendor Payables Maintenance
03/07/96 11:06
FY 1996 CC MA

Screen: ___ +-----Vendor Name Search-----+
Name: _____
Purchasing Or _____
Address: _____
_____
_____
City: _____
Zip: _____
Phone: _____
Fax: _____

Terms Pe _____
Vendor: _____ Search: R_____
Payment: _____
FIS VC: _____
Drop: N Delete: N Freeze: N TIN Name: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Exit

```

- Select the appropriate vendor by placing an "X" next to the vendor name.  
**PRESS <ENTER>**

- B. Verify Vendor Remittance Address and enter vendor code on payment transaction.

```

F0026 Please enter desired modifications
205 Vendor Payables Maintenance
03/07/96 11:07
FY 1996 CC MA

Screen: ___ Vendor: V0000000370 R&C TRUCKING

Name: R&C TRUCKING_____ Tax ID: _____
Purchasing Order From _____ Accounts Payable Remit To
Address: 229-A HAULANI ST_____ Address: 229-A HAULANI ST_____

_____
_____

City: PUKALANI_____ State: HI City: PUKALANI_____ State: HI
Zip: 96768 _____ Country: _____ Zip: 96768 _____ Country: _____
Phone: _____ Ext: _____ Phone: _____ Ext: _____
Fax: _____ Fax: _____ FOB: _____

Disc Pay Limit: _____ Vendor Type: _____
Terms Perct Days Ind Days Schedule: _____ Hold Payment: N
Vendor: _____ Retain Mths: 24 Commodity: _____
Payment: _____ Category: _____ B Notice/Year: _____
FIS VC: _____ 1099/1042: _____ WH Ind: _____
Drop: N Delete: N Freeze: N TIN Name: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP Notes Exit Alias Stats Forgn

```

- 2) **Select Vendor Code (Multiple Remittance Addresses)**

**SCREEN 102**

Enter 102 on screen field.

**PRESS <ENTER>.**

```
F0043 Mark Vendor with an 'X' to select
102 Vendor Name Search                                06/12/96 10:55
                                                    FY 1996 CC MA

Screen:  ___ Vendor:  _____

      Name                Vendor  Drop Alias  City      State
_ # 1 APPAREL             V0000000010 N    N    ORANGE CITY  IA
_ A & A ENTERPRISES      V0000000020 N    N    HONOLULU    HI
_ A & A MFG CO INC       V0000000030 N    N    MILWAUKEE   WI
_ A & A STORAGE CO       V0000000040 N    N    HILO        HI
_ A & B ELECTRIC CO INC  V0000000050 N    N    HONOLULU    HI
_ A & E APPLIANCE INC    V0000000060 N    N    HONOLULU    HI
_ A & E EQUIPMENT RENTALS V0000000070 N    N    HONOLULU    HI
_ A & I REFRIG SALES & SRVC INC V0000000080 N    N    KAHULUI     HI
_ A & K AUTO REPAIR      V0000000090 N    N    KAHULUI     HI
_ A & K NURSERY           V0000000100 N    N    WAIMANALO   HI
_ A & L CORELDRAW 5 UPGRADE V0000000110 N    N    SALINAS     CA
_ A & L WESTERN AGRICUL LAB V0000000120 N    N    MODESTO     CA
_ A & M MULTIGRAPHICS    V0000000130 N    N    AIEA        HI
_ A & P LAUNDRY           V0000000140 N    N    HONOLULU    HI
_ A & P POWER SYSTEM LTD V0000000150 N    N    KAILUA      HI
  ** More Entries **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  Notes Exit                                Addr
```

- A. Enter vendor name or partial vendor name in Vendor field in the action line.  
**PRESS <ENTER>.**  
**PRESS <PF9>** to view first line of address field, city and state.

```
102 Vendor Name Search                                06/12/96 10:57
                                                    FY 1996 CC MA

Screen:  ___ Vendor:  AB_____

      Name                Address                City      St
_ ABA CONVENTION TRADE   383 MAIN AVE          NORWALK   CT
_ ABA CONVENTION & TRADE 1100 SUMMER ST       STAMFORD  CT
_ ABA INTL               W MICHIGAN UNV       KALAMAZOO MI
_ ABACUS CONCEPTS     1918 BONITA AVE      BERKELEY  CA
_ ABAD CAROLYN KEHAUNAN 15 ILIAHI ST APT 8   HONOLULU  HI
_ ABAD ONOFRE            94-360 NAHOKUPA PL   MILILANI  HI
_ ABAGNALE MICHIKO      PO BOX 22646         HONOLULU  HI
_ ABALOS ROBERT WAYNE   222 NANIAKEA ST     HILO      HI
_ ABANDOND DEBRA        A208                 HONOLULU  HI
_ ABARA FLORENTINO      PO BOX 934           LANAI CITY HI
_ ABARCA SUSAN R        84-1000 B FARRINGTON HW WAIANAE  HI
_ ABBASZADEGAN MORTEZA 3906 BENINGTON DR   SWANSEA   IL
_ ABBEY CAMERA INC      1417 25 MELON ST    PHILADELPHIA PA
_ ABBEY CARPET OF HAWAI 99-1305 A KOAHA PL  AIEA      HI
_ ABBEY PRESS           PO BOX 216           ST MEINRAD IN
  ** More Entries **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  Notes Exit                                Addr
```

- After determining which vendor to select,  
**PRESS <PF3>** to return to the basic 102 screen.
- B. Select the appropriate vendor by placing an "X" next to the vendor name.

**PRESS <ENTER>**

```
F0039 Vendor selected successfully
102 Vendor Name Search      ABACUS CONCEPTS          06/12/96 10:58
                             1918 BONITA AVE             FY 1996 CC MA
Screen:  ___ Vendor: V0000000950

Name          Vendor      Drop Alias   City          State

** End Of List - 0 MA Campus Vendor(s) Found **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  Notes Exit                               Addr
```

C. Go to screen 205 to verify Vendor Remittance Address

**SCREEN 205**

Enter 205 on screen field.

**PRESS <ENTER>**.

Verify Vendor Remittance Address and enter vendor code on payment transaction.

```
F0026 Please enter desired modifications
205 Vendor Payables Maintenance          06/12/96 11:06
                                           FY 1996 CC MA
Screen:  ___ Vendor: V0000000950  ABACUS CONCEPTS

Name: ABACUS CONCEPTS_____ Tax ID: _____
Purchasing Order From _____ Accounts Payable Remit To
Address: _____ Address: 1918 BONITA AVE_____
_____
_____

City: _____ State:  ___      City: BERKELEY_____ State: CA
Zip: _____ Country:  ___      Zip: 94704 _____ Country:  ___
Phone: _____ Ext:  _____ Phone: _____ Ext:  _____
Fax: _____ Fax: _____ FOB:  _____
Disc Pay Limit: _____ Vendor Type: _____
Terms Perct Days Ind Days Schedule: _____ Hold Payment: N
Vendor: _____ Retain Mths: 24 Commodity: _____
Payment: _____ Category: _____ B Notice/Year:  ___
FIS VC: 38329_____ 1099/1042: _____ WH Ind:  ___
Drop: N Delete: N Freeze: N TIN Name: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  Notes Exit                               Alias Stats Forgn
```

# VENDOR MAINTENANCE FORM

( Shaded items represent information to be completed by Central Vendor Maintenance Group. See reverse side for instructions )

CAMPUS: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM/DD/YY)

1. ACTION:  ADD

CHANGE

Existing Vendor Code No : \_\_\_\_\_

Reason for Change: \_\_\_\_\_  
\_\_\_\_\_

2. VENDOR/PAYEE NAME: \_\_\_\_\_

3. TAX ID: \_\_\_\_\_

Indicate Employer Identification Number (EIN) if available. Social Security Number (SSN) required for all individuals except for aliens.

4. ORDER ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. REMITTANCE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_

FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_

FAX: \_\_\_\_\_

NOTE: Please type or print legibly. Whenever available, attach documentation displaying vendor name and order/remittance address (e.g. Order form, copy of driver's license, etc.) The vendor name and address need not be typed/printed on the form (indicate "see attached" in vendor/payee name field).

PREPARED BY: \_\_\_\_\_

NAME

USER ID

DEPARTMENT

PHONE

Deliver or Fax completed form to : Central Vendor Maintenance Group, 1402 Lower Campus Road, Room 16, Honolulu, HI 96822

FAX: 956-9145 Telephone No : 956-6873

UNIVERSITY OF HAWAII  
FORM INSTRUCTIONS  
VENDOR MAINTENANCE FORM (FMIS-12)

PURPOSE: To maintain accurate vendor information and to expedite entry of vendors for purchasing and payment documents.

DATA ITEM COMPLETION INSTRUCTIONS

All fields must be completed unless noted as optional. Shaded items represent information to be completed by Central Vendor Maintenance Group.

CAMPUS Enter campus code. Refer to Table A12.099.

DATE Enter date form prepared.

ACTION Check one of the following boxes:  
If Add, complete all items, beginning with VENDOR/PAYEE NAME.  
If Change, enter the existing vendor code number and reason for change. Also, complete all changed items and the SIGNATURES section.

VENDOR/PAYEE NAME Enter vendor/payee name.

TAX ID Enter the Employer Identification Number (EIN) or Social Security Number (SSN), whichever applies.

ORDER ADDRESS Enter order address, city, state, zip code, country, telephone and fax number.  
ADDRESS/CITY  
STATE/ZIP  
COUNTRY  
PHONE/EXT/FAX

REMITTANCE ADDRESS Enter remittance address, city, state, zip code, country, telephone and fax number.  
ADDRESS/CITY  
STATE/ZIP  
COUNTRY  
PHONE/EXT/FAX

SIGNATURES Enter preparer's name, user ID, department, and phone number.



Enter new vendor code (if applicable).

UNIVERSITY OF HAWAII - M  
DAILY UPDATE  
INDEXED LISTING OF BATCHES PROCESSED

Batch Ref	Batch Date	Rejected Count	Batch Description	Report Page	Destination	Diagnostic Message
S18001	19960522	69	ISIS ACCOUNTING FEED	1	Real Time	F0017 Session closed
S18002	19960522	3	ISIS ACCOUNTING FEED	3	Real Time	F0017 Session closed
S18003	19960522	1	FINAID CHECK REQUEST	4	Real Time	F0017 Session closed
S18004	19960522	1	FINAID CHECK REQUEST	5	Real Time	F0017 Session closed
S18005	19960522	35	FINAID CHECK REQUEST	6	Real Time	F0017 Session closed

Total Receipt Amount: .00  
 Total Disbursements: 57,590.60  
 Total Batches Read: 5  
 Total Records Read: 1,352

