

AP Vendors

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| Document Summary | |
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| Lesson Objectives | |
|  | On completion of this lesson you should be able to:     * Navigate to the Vendor (VND) in KFS * Know the process to create a new Vendor * Know how to create banks for Vendors in PDP * Know how to change personal information of Vendor * Know how to make a Vendor inactive * Know how to create a division * Know how to make an inquiry on a Vendor |

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| Lesson Scenario | |
|  | * As an existing staff member you will be able to create a Vendor. * You will also be able to attach relevant documentation and be able to submit Vendor e-doc in order for it to route for final approval. |

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| Lesson Prerequisites | |
|  | * You need to be a NWU staff member that is registered on KFS as a user. |

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## How to Manage a Vendor

## Business rules

* The KFS Vendor module allows users to create and maintain a Vendor table to track businesses or other entities your institution has done or plans to do business with. Each record in this table maintains all information pertinent to a vendor, including tax ID, addresses, contacts and other details required for the management of your institution's procurement process.
* The Vendor module also provides a lookup function that allows the Purchasing/Accounts Payable user to quickly identify vendor contracts by description, by vendor, and even by payment terms.
* Finally, this module provides maintenance e-docs that allow users to update the Vendor attributes used in Vendor records.
* End-users are allowed to initiate a Vendor, no KFS role needed.
* In case of Individuals birthday and Id number is compulsory.
* Employees are not created as Vendors but are created in the Administration Menu as persons where employee personal information is maintained.
* Disbursement Voucher and Prepayment Disbursement Voucher can be used to pay both a DV and a PO Vendor. In the case no Po number can be used.
* Purchase Orders can only be created against a Purchase Order Vendor and not against a Disbursement Voucher Vendor.

1. **How to create a new Vendor**
   1. **Navigation to Vendors**

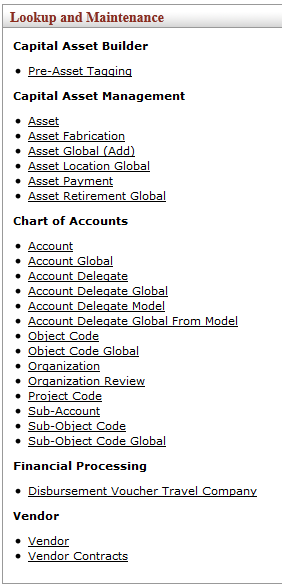


Figure 1

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| 1. | **KFS navigation:** **Main Menu >** **Lookup and Maintenance** **>** **Vendor** |

* 1. **Create a new Vendor**

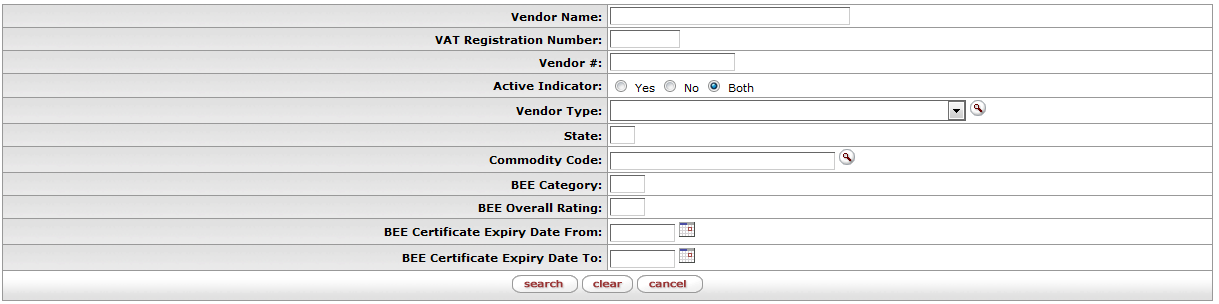




Figure 2

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| 1. | Click on the tinybutton-createnewbutton. |

* 1. **General and Corporate Information**

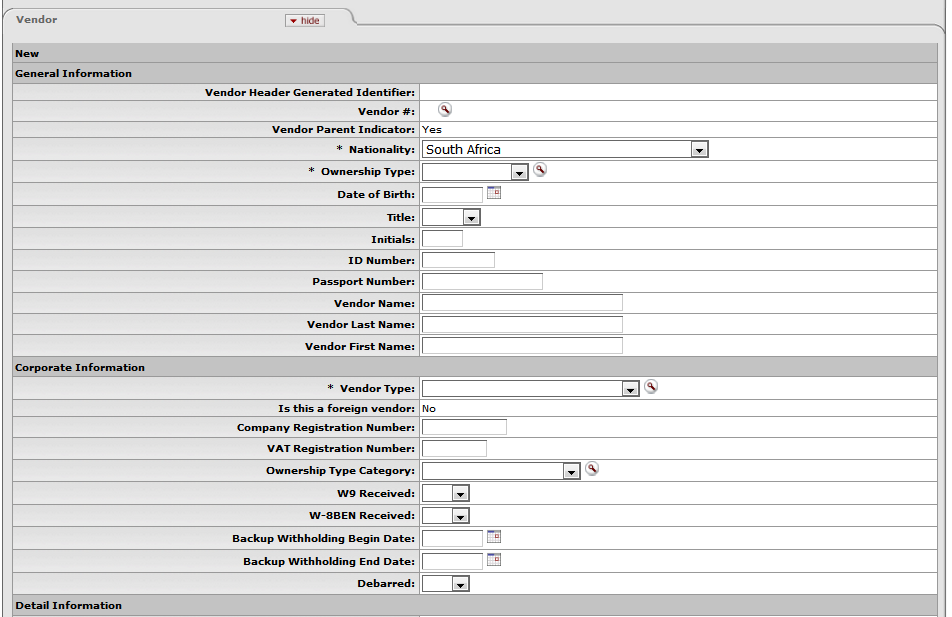


Figure 3

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| 1. | No need to complete the **Description** field. |
| 2. | Complete the **Vendor Name** field if it is a Company. |
| 3. | Complete the **Vendor Last & First Name** field only if it is an Individual. In case an Individual **Date of Birth, Title, Initials, Id Number** must be completed. |
| 4. | Navigate to **Vendor Type** and search or select the Vendor from the drop-down list for example **PO - Purchase Order**. |
| 5. | Complete the **VAT Registration Number** if applicable-vat number will be validated for correctness, when the e-doc is submitted. |
| 6. | Select the **Ownership Type Category** from the drop-down list for example **Company**. |

* 1. **Vendor Detail Information**

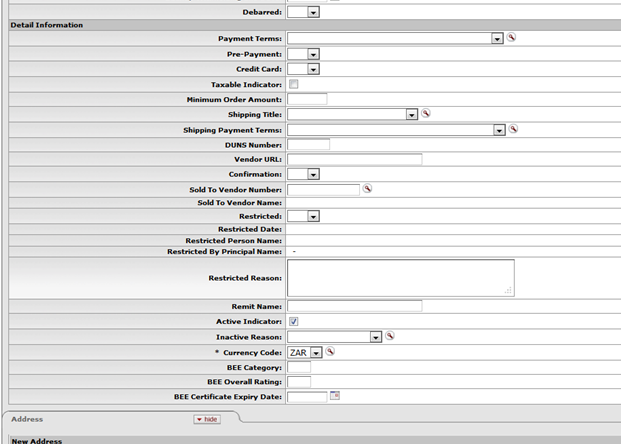


Figure 4

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| 1. | Complete the **Payment Terms** field by selecting payment terms from the drop-down list. |
| 2. | **Taxable Indicator** - the tick must be on if the Vat Registration nr is applicable. |
| 3. | Complete the fields for **BEE Category, BEE Overall Rating** and **BEE Certificate Expiry Date** if applicable. |

* 1. **Vendor Address Information**

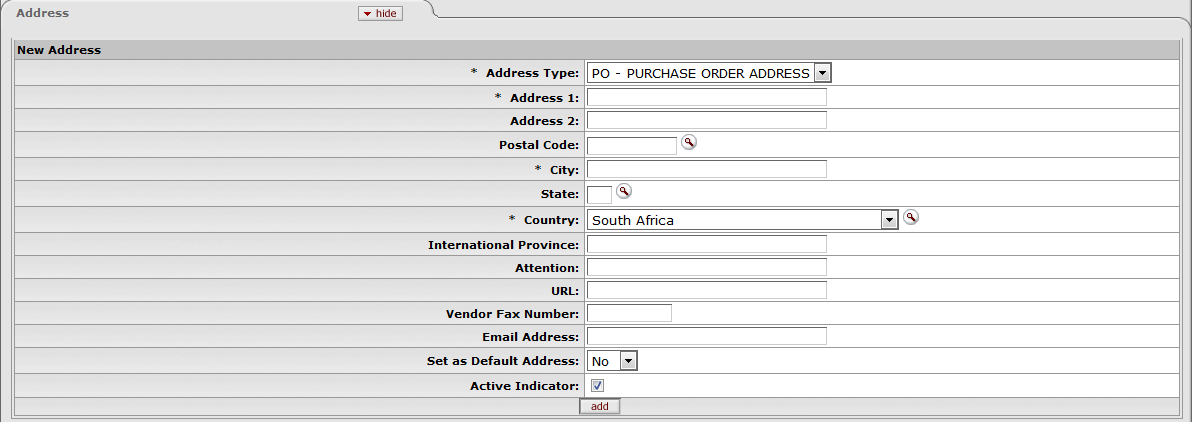


Figure 5

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| 1. | Select **Address Type** from drop-down list, for example **PO – PURCHASE ORDER ADDRESS**. |
| 2. | Complete **Address 1**. |
| 3. | Select **Postal Code** from drop-down list, **City** and **State** must default automatically. The Country will default to South Africa. |
| 4. | Complete **Vendor Email Fax Number/Email Address** and select **yes** from drop down list for default address. |
| 5. | Click on **add** to add the address information. |

* 1. **Vendor contact information**

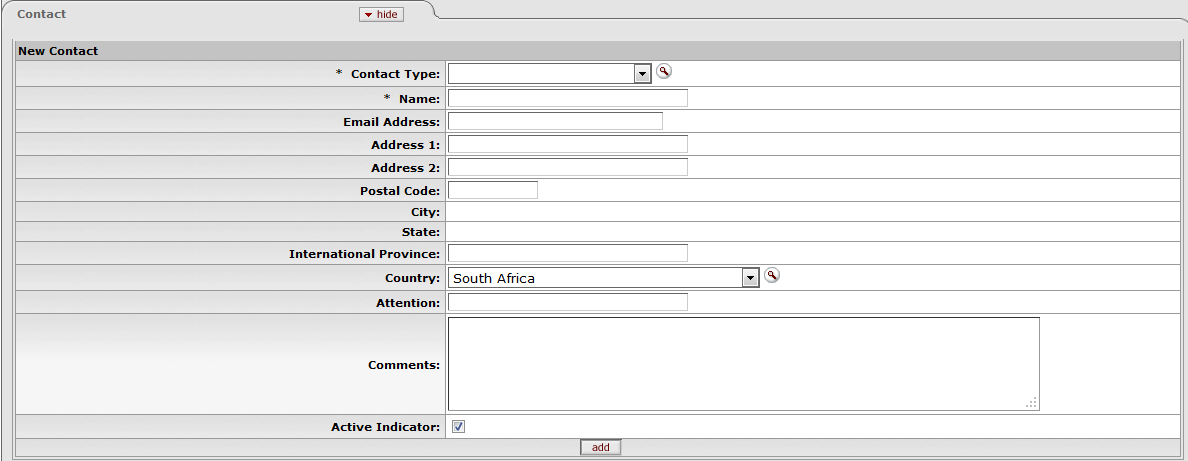


Figure 6

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| 1. | Select **Contact Type** from the drop-down list. |
| 2. | Complete the **Name** of the **Contact Person** and fields for **Email Address, Address 1** and **Postal Code**. |
| 3. | Click on **add** to add the contact information. |
| 4. | The field for new phone number will open, complete the fields and click on **add**. |

* 1. **Submit Vendor**

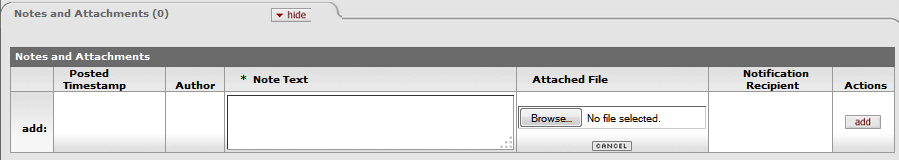


Figure 7

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| 1. | Click on **Notes and Attachments (0)** to attach relevant documentation (banking details etc.) and then **submit** if all the fields are completed a message will appear – **successfully submitted**. |

**2.7.1 Creation of Vendor Number**

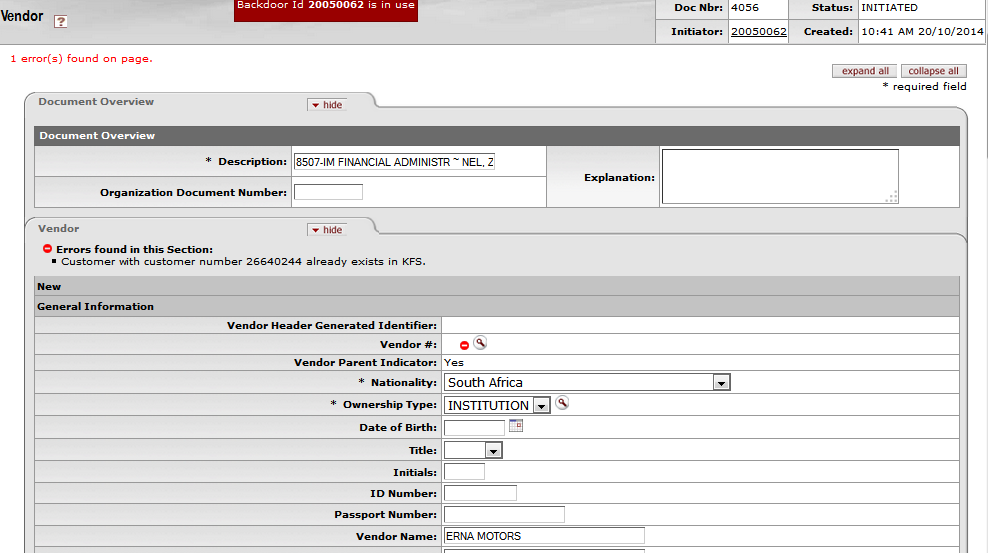


Figure 7.1

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| 1. | If you click on **submit** and it is not an existing Vendor, a new number for the Vendor will be creates from Party. For example 26640244. |
| 2. | If you click on **submit** and the Vendor already exist, you will receive the following error message: **“Vendor with vendor number 26640244 already exist in KFS”**. |
| 3. | If Vendor already exists you will have the click on Vendor search button en chooses Vendor from list already exist. |
| 4. | If you want to create a Vendor for an existing employee (10051945), it will allow you to return the record in order to create a Vendor with the same number (10051945-0). |

* 1. **Route log for Vendor creation**

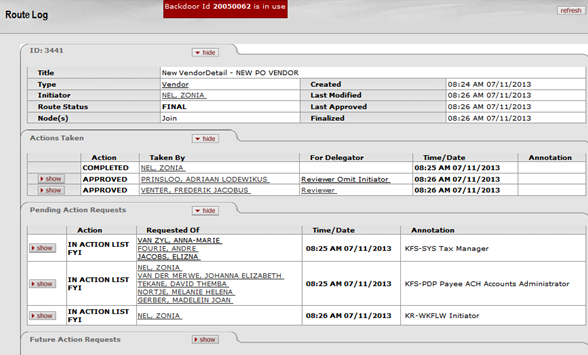


Figure 8

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| 1. | * Click on show button for Route log to see the routing of this e-doc must route to **Contract Manager** and **AP Manager** for final approval if a PO Vendor is created In case of a DV Vendor status will change to final id submitted and **AP Manager** will only receive a FYI * If the Vendor is registered for Vat, the Vendor E-doc will also route to the **Tax Manager** only to see (FYI). * It will also route to **Limited AP Manager** to remind them to create banking details (FYI). * It will also send (FYI) to **initiator** to inform that Vendor is created. Staff members who received a FYI will see it in their action list. * They can open the e-docs in the action list and navigate to route log to see more detail regarding the FYI. * If the **AP Manager** or **Contract Manager** disapproves the creation of the Vendor, an acknowledgement will be send to the **initiator**. |

* 1. **Navigation to Pre-Disbursement Processor to create Banks**

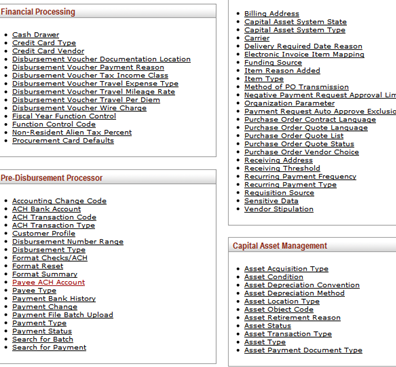


Figure 9

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| 1. | AP Manager with role PDP Payee ACH Accounts Administrator navigates to **Maintenance Menu** Navigate to **Pre-Disbursement Processor** and click on **Payee ACH Account.** |

* 1. **Payee ACH Lookup Screen**

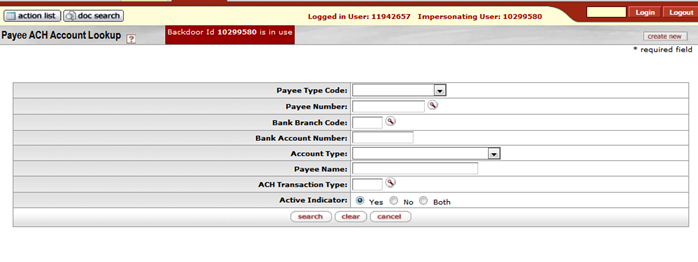


Figure 10

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| 1. | Payee ACH Account Lookup will appear on screen click on create new button on the top right corner. |

* 1. **Create new Bank Information**

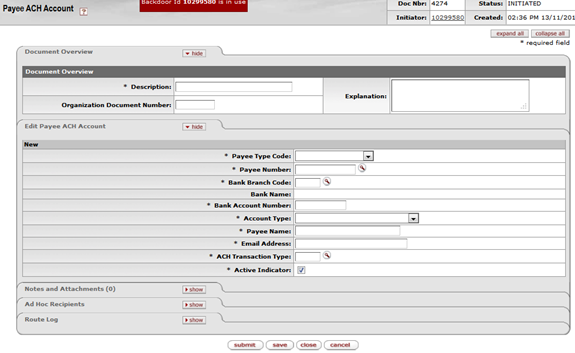


Figure 11

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| 1. | Click on **Description** field and complete for Example Bank information Employee 10000666. |
| 2. | Click on **Payee Type Code** and select from drop-down List - for example Employee ID. |
| 3. | Click on **Payee Number** Search Button-Payee Lookup Screen will appear- Click on Person last name and fill in as follows: % Venter%. Click on search. In case of Vendor click on “Vendor Name”. Select relevant Employee and click on return value Button. Payee name will default from Payee number. |
| 4. | Payee ACH Account screen will show again-complete **Branch Code** field or use search Button to find Branch code. |
| 5. | Click on **Bank Account Number** and fill in relevant bank account number. |
| 6. | Click on **Account Type** and select relevant type from Drop Down List. |
| 7. | Click on **E-mail Address** and fill in e-mail address Vendor-e-mail address for remittance advices. |
| 8. | Click on **ACH Transaction Type** and enter **PRAP** or click on search and then on **return value**. |

* 1. **Submit to Create banking details**

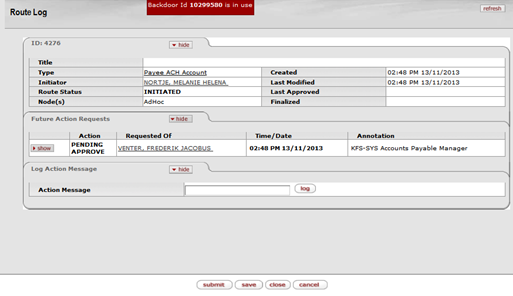


Figure 12

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| 1. | Click on **submit** and if the document is successfully submitted, it will route to the **AP Manager** for final approval. |

**2.13 Search for existing bank details**

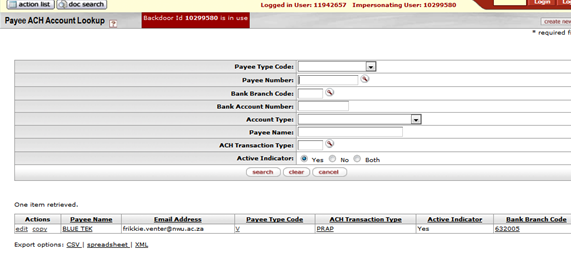


Figure 13

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| 1. | Navigate too **Pre-Disbursement Processor – Payee ACH** account again. |
| 2. | Click on **search** button if you want to see al payees with banks. If you are looking for a certain payee, click on **payee number**, to search for relevant Vendor or employee. |

1. **How to Change Personal Information.**
   1. **Navigate to Vendor Lookup**

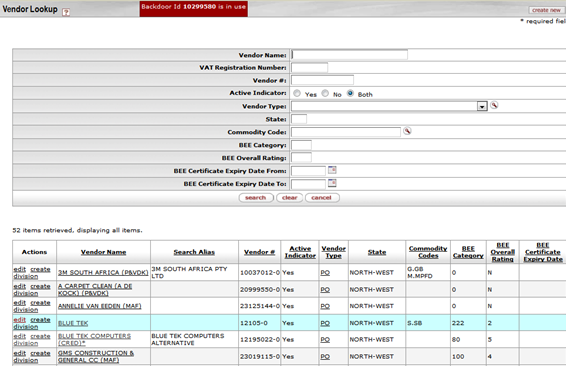


Figure 14

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| 1. | Click on **Main Menu** then navigate to **Lookup and Maintenance** then click on **Vendor**. |
| 2. | Then click **Vendor name** and put name in for example % Blue Tek% - then click on **search**. |
| 3. | Information of Blue Tek will show on the screen-click on **edit**. |

* 1. **Old and new information for editing**

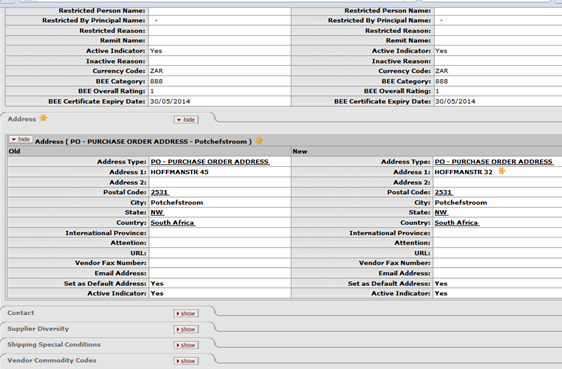


Figure 15

|  |  |
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| 1. | Complete the **Description** field for example update address Blue Tek. |
| 2. | Click on **Address** fields to change information to new address. |
| 3. | Click on **submit** button-see message on top left Document was successfully submitted. |
| 4. | Click on **Route Log** to see who must next approve and who is going to receive a FYI (For Your Information). |
| 5. | The **AP Manager** and **Purchase Manager** must approve the change of information in their action lists. |
| 6. | The Employees who received FYI’s in their action list must take notice of the changes. |

1. **How to make a Vendor Inactive**

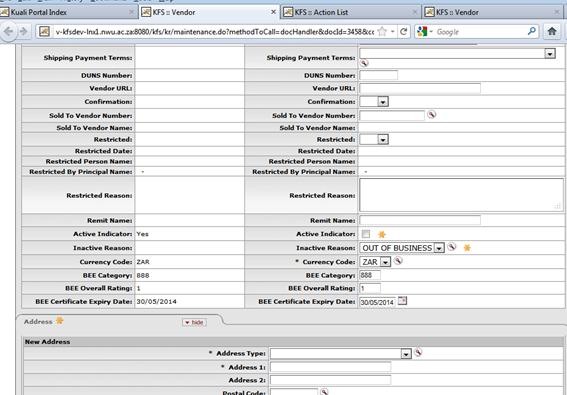


Figure 16

|  |  |
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| 1. | Click on **Main Menu >** **Lookup and Maintenance** **> Vendor** |
| 2. | Then click on **Vendor Name** and type for example %Blue Tek% and then click on search. |
| 3. | Information of Blue Tek will be retrieved and click on edit. The Screen will reflect old information and new information. |
| 5. | Complete the **Description** field. |
| 6. | Remove the **Active Indicator** and select the **Inactive Reason** from drop-down list. |
| 7. | Click on **submit** and if the document was successfully submitted it will reflect in the left top corner. |
| 8. | Click on **Route Log** and the AP Manager and Purchase Manager must approve and a (FYI) is send to certain employees. |

1. **How to Create a Vendor Division**

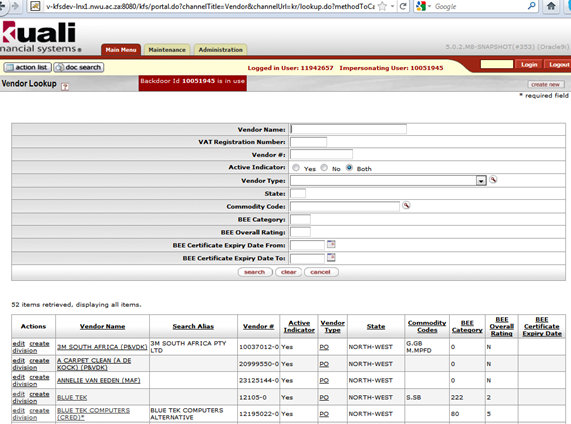


Figure 17

|  |  |
| --- | --- |
| 1. | Click on **Main Menu >** **Lookup and Maintenance** **> Vendor** |
| 2. | Then click on **Vendor Name** and type for example %Blue Tek% and then click on search. |
| 3. | Information of Blue Tek will be retrieved. |
| 4. | Click on create division and follow the procedure to create a new Vendor with banking details as already explained. Remember to complete the field for currency code. |
| 5. | Vendor Parent Indicator must be “**NO**” for division. 12105-0 is parent; division will be 12105-1. Option to create division will especially be used when Vendor is registered for Vat, because the Vat nr can only be used once. |
| 6. | Creating of a Division must route to the AP Manager and Contract Manager (Purchase Manager) for final approval. |

1. **How to make an inquiry on a Vendor**

* Click on Main Menu; go to Look up and Maintenance-click on Vendor.
* Click on Vendor Name and put in the name of the Vendor you are looking for: % Waltons Stationery%.
* If the Vendor already exists on the system, the Information will appear on the screen.

1. **Frequent asked questions**
   1. **What happens if the AP Manager or Contract Manager disapproves the creation of the Vendor?**

* An acknowledgement will be send to the initiator’s action list. When the Initiator opens the e-doc it will show a message in notes and attachments indicating the reason for the disapproval.
* The AP Manager has the option to save the e-doc instead of disapprove it, especially if he/she just need for example the application form for the new creditor.
  1. **What happens if a Vendor is inactive? Will it still be possible to view the Vendor?**
* When one search for an inactive Vendor, it will still be retrieved.
* It will only show inactive in the column for Active Indicator.
  1. **Is it possible to make an inactive Vendor active again?**
* Yes it is possible, only click on edit and then tick the active indicator.
* The e-doc will again route to the AP Manager and Purchase Manager for approval, also a FYI

will be send to certain staff members according to the route log.

* 1. **Must a Vendor Division also be approved?**
* Yes, the same approvals applied to a Vendor Division as in the case of a new Vendor.

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| **Lesson Summary** | |
|  | Having completed this lesson you should be able to:   * Navigate to the Vendor (VND) in KFS * Know the process to create a new Vendor * Know how to create banks for Vendors in PDP * Know how to change personal information of Vendor * Know how to make a Vendor inactive * Know how to create a division * Know how to make an inquiry on a Vendor |