

Enter or Update Supplier Information

Scope

This procedure covers how to enter supplier (vendor) information manually into the SFA FMS.

This procedure will be used primarily by Direct Loan Servicing (DLS) personnel to manually enter students and/or lenders as suppliers and issue manual refunds. By entering the supplier information, you can create, approve, and pay an invoice in AP.

Other personnel may also use this procedure to enter supplier information into SFA FMS. While the example detailed in this procedure relates to DLS, the procedure steps are standard for entering supplier information.

NOTE: This procedure does not cover conversion of existing supplier information from legacy/feeder systems into SFA FMS.

System References

N/A

Policy

N/A

Responsibility

SFA (Program) Vendor User

SFA Invoice Manager

Distribution

N/A

Ownership

N/A

Activity Preface

This activity is performed whenever SFA needs to enter or update supplier information in SFA FMS.

Enter or Update Supplier Information-SFA (Program) Vendor User, SFA Invoice Manager

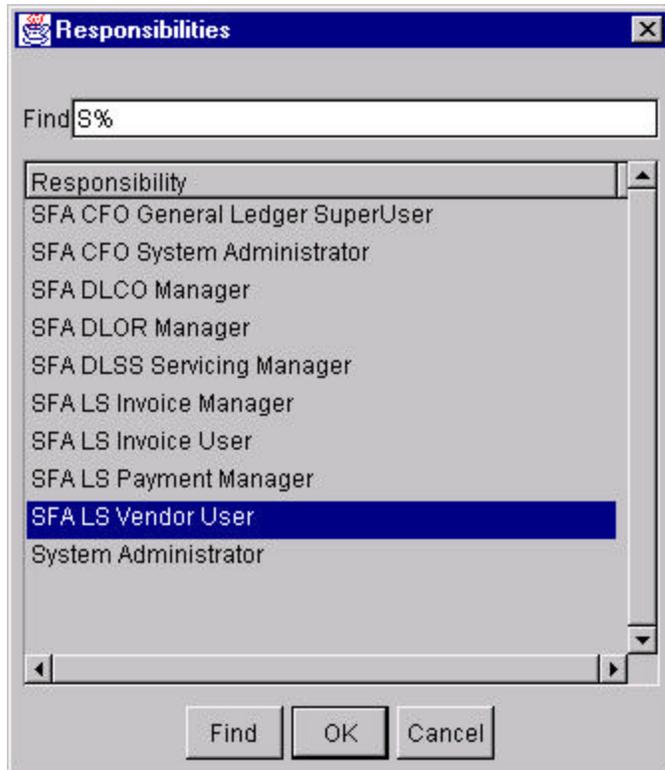
This procedure details how to enter new supplier (vendor) information manually into SFA FMS. You may also use this procedure to review and update existing supplier information.

This procedure uses Direct Loan Servicing (DLS) as an example, since DLS must manually enter supplier information to issue RO, EDS, and LC refunds.

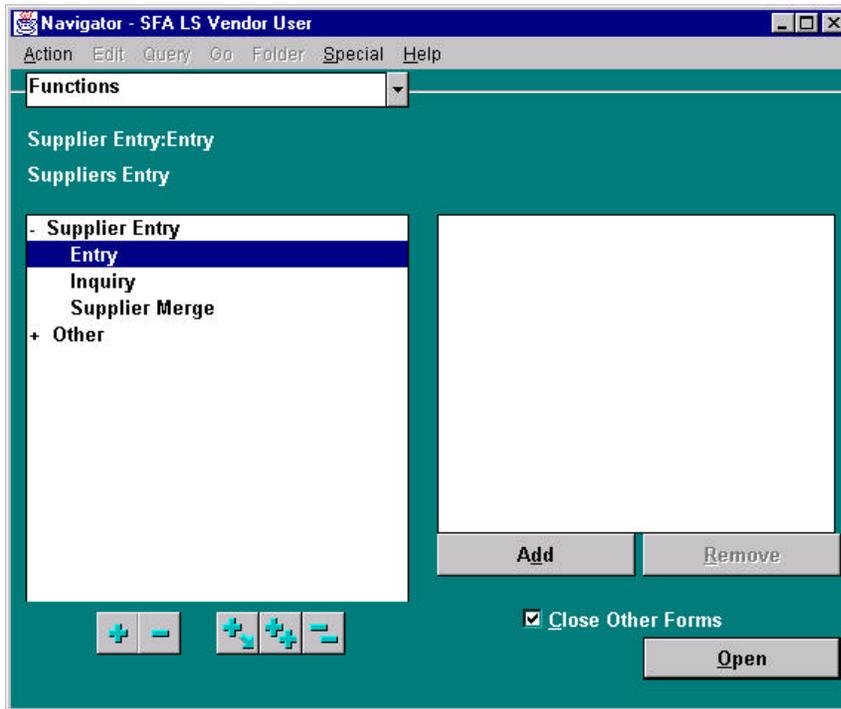
Before you can issue a refund to a student or lender, they must be listed as a supplier in SFA FMS. Therefore, you must confirm whether or not the supplier information is listed in SFA FMS. You do not have to re-enter a student or lender as a supplier if it has already been done once in the past. However, if the student or lender exists, confirm the address and other supplier information and update as necessary.

FYI: To update existing supplier information, Follow *Steps 6-24*.

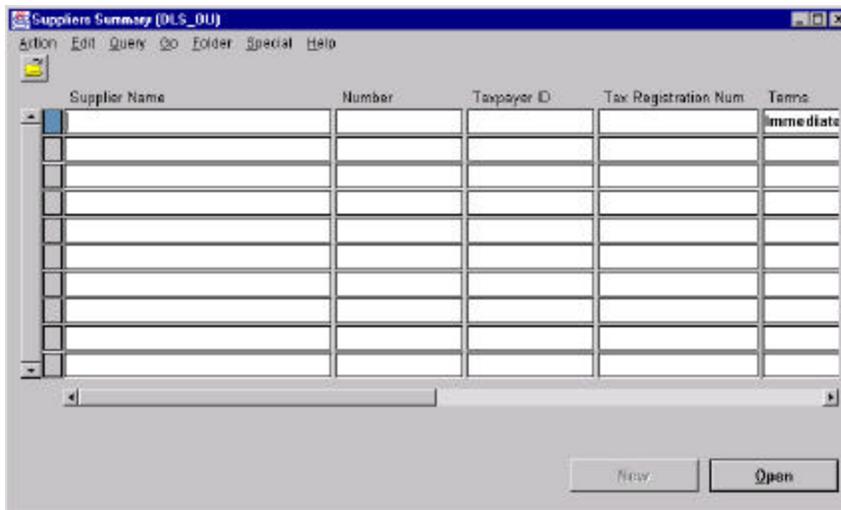
The following procedures detail the steps to search for and add a student borrower or lender as a supplier/vendor in SFA FMS.



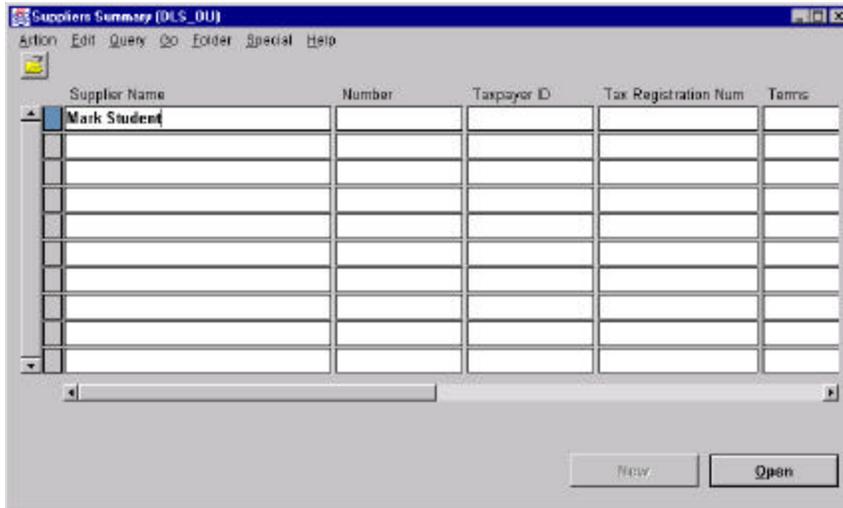
1. From the Responsibilities window, Select the responsibility (*SFA DLS Vendor User for Direct Loan Servicing, and SFA (program) Invoice Manager for all other programs*) and Click on the OK button. The Navigator window opens.



2. From the Navigator window, Double-Click on **Supplier Entry**. Double-Click on **Entry**. The Supplier Summary window appears.



3. Select **Query** → **Enter** from the Menu Bar List.
4. Enter the name of the student or lender in the Supplier Name field.



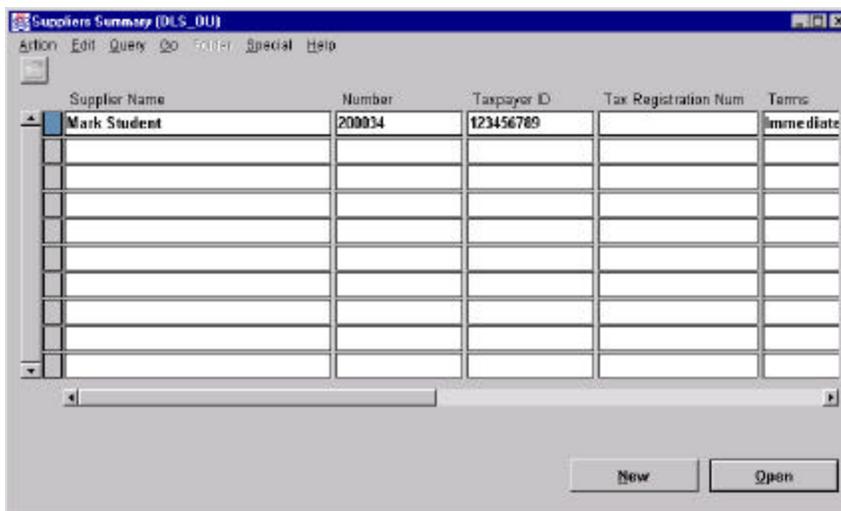
5. Select **Query** → **Run** from the Menu Bar List.

NOTE: If the name you entered does not exist in the SFA FMS: No results will be found. The Suppliers Summary window will continue to display. In the Oracle Toolbar, you will see a message that reads: **Query caused no records to be retrieved. Re-enter.**



To enter the student or lender as a new supplier, Click on **Query** → **Cancel** from the Menu Bar of the Find Suppliers window and Proceed directly to the next step (Step 6).

NOTE: If the name you entered exists in the SFA FMS: The Suppliers Summary window appears with the Name, Number, and Taxpayer ID fields populated.



If the Supplier Name populates with the correct Supplier Name and Taxpayer ID, you **DO NOT** need to enter a new supplier for this student or lender. If you do not want to review and/or update the existing supplier information. To review and update existing supplier information, Proceed directly to the next step (Step 6).

FYI: Some students and lenders may have the same name. Use the Taxpayer ID field to differentiate between suppliers with the same Supplier Name.

6. From the Suppliers Summary window, Enter the following:
 - Supplier Name – use the name of the student borrower or lender.
 - Taxpayer ID – use social security number or another valid taxpayer ID. The Taxpayer ID use be left blank for Supplier Names that are Lenders paying multiple students at the same Lender location.
7. Click on the Open button. The Suppliers window appears.

8. From the Suppliers window, Click on the Type field and select the Type from the LOV icon located in the standard Oracle toolbar. The above selection shows Direct Loan Servicing **LS LO** (for Students) or **LS LC** (for Lenders). Click the OK button in the LOV icon window to display the selected value in the Type field.
9. Click on the One Time checkbox.

10. Click on the dropdown list box (DDL) arrow and Select Sites. The Suppliers window stays open.

Supplier Name: Number:

Taxpayer ID: Tax Registration Number:

Inactive After:

Site Name	Address
LS_REFUNDS	123 Main Street, Town, TX, 01234, United States

New Open

11. From the Suppliers window, Click on the Open button. The Supplier Site window appears.

Name: Country:

Address:

City: State: Postal Code:

Province: County: Language: Inactive On:

Site Uses and Telephone

Site Uses

Pay Site Purchasing Site

RFI Only Site Procurement Card Site

Telephones

Voice: Area Code: Number: Telex:

Fax:

12. From the Supplier Sites window, Tab through and Enter the following fields:

- Name – Enter **LS_REFUNDS** (remember to include the underscore between “LS” and “REFUNDS”)
- Country – Use LOV icon (default is United States)

- Address

- City

- State

- Postal Code

- Descriptive Flexfield – After you enter the postal code, tab through the Province, Country, Language, and Inactive On fields to the descriptive flexfield. This will open the Vendor Sites window. Enter the applicable value of **RO STUDENT, RO LENDER, UN STUDENT, UN LENDER, EDS STUDENT** or **EDS LENDER** into the Institution field. Leave all other fields in the Vendor Sites window blank. The institution field values are also available in the LOV icon.

13. Click the OK button in the Vendor Sites window. The Supplier Sites window returns.

FYI: If you are unable to Tab to the Descriptive Flexfield, try Clicking on the field with your mouse. This should also open the Vendor Sites window.

14. Uncheck Purchasing Site

15. Enter Area Code and Number in the Voice fields (optional).

16. Select Accounting from the DDLB.

Supplier Sites (DLS_DU) - Mark Student, 200034

Action Edit Query Go Printer Special Help

Name

Country

Address

City State Postal Code

Province County

Language Inactive On

Site Uses and Telephone

- Site Uses and Telephone
- Bank Accounts
- Accounting
- Invoice Tax
- Tax Reporting
- Control
- Payment
- Electronic Data Interchange

Purchasing Site

Procurement Card Site

Voice Telex

Fax

17. Verify the information in the Liability and Prepayment fields.

Supplier Sites (DLS_DU) - Mark Student, 200034

Action Edit Query Go Printer Special Help

Name

Country

Address

City State Postal Code

Province County

Language Inactive On

Accounting

Distribution Set

GL Accounts

Liability

Prepayment

NOTE: The Liability and Prepayment fields represent the GL Account information for this supplier.

FYI: Both the Liability and Prepayment fields contain the following accounting segments:

- Fund

- Fund Category
- Budget Fiscal Year
- Account
- Organization
- Limitation
- Object Class
- Activity
- CFDA
- Cohort Year
- Sector
- Source Code
- Cost Code
- Institution

NOTE: For all DLS suppliers, you may use the default values for all the accounting segments except Budget Year, Limitation, and Institution.

The Budget Year should reflect the current budget (fiscal) year.

The Limitation accounting segment should be **A11** for EDS and **A10** for all other refunds. The default value for the Limitation is **A10**.

18. Click the LOVs icon and select the appropriate Institution.

NOTE: To update the accounting segments, you may change it directly in the Liability and/or Prepayment fields. You may also place the cursor in these fields and Click on the LOV icon. This will bring up the Account window, where you can adjust the accounting information. Be sure you update both the Liability and Prepayment fields.

19. Click on the OK button to close the Account window. The Supplier Sites window returns.

20. Select Payment from the DDLB.

21. From the Supplier Sites window, Enter the Pay Group – **LS LC Pay Group** (for Lenders) and **LS LO Pay Group** (for Students). LS LO Pay Group is the default value.

The screenshot shows the 'Supplier Sites (DLS_OU) - Mark Student, 200034' window. The 'Payment' section is expanded, showing the following fields and values:

Terms	Immediate	Invoice Currency	USD
PayGroup	LS LO Pay Group	Payment Currency	USD
Payment Priority	99		
Terms Date Basis	Invoice	<input type="checkbox"/>	Always Take Discount
Pay Date Basis	Due	<input type="checkbox"/>	Exclude Freight From Discount
Payment Method	Check	<input checked="" type="checkbox"/>	Pay Alone
		<input type="checkbox"/>	Attention AR

22. Verify that the Payment Method is Check.
23. Verify that the Pay Alone checkbox is checked.
24. Click on the Save icon in the toolbar to save your changes.
25. Close out all windows to return to the Navigator window.

End of activity.

