

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Vendor Setup/Maintenance  
Date: 7/27/05  
Time: 8:30am  
Location: SR207  
Participants: Entire Finance Team  
Session Lead: Tina Burlew-BPA, Dave Megregian-Narrative

**Narrative/Desc:** Currently keep more than one address for a vendor. Multiple addresses can be active at the same time. Receive a document that indicates Vendor action is required? The initiating document comes from the field and the document either goes to accounting and then to purchasing. If it comes into accounting, the accountant will verify the vendor information. Accounting does not 'enter' any information (needs to be verified). Accounting verified information comes into Purchasing. Purchasing first verifies that the vendor exists in the current system. If a W9 comes in, the Finance is notified and updates the 1099 indicator in the system. If the vendor does exist, purchasing will create the vendor in the system. Accounting will still need to create the 1099 information only. Accounting keeps the W9 but does not forward a copy to Purchasing for address change. Currently using the vendor Federal ID as the Vendor ID. The vendor is called on the phone and asked what the Federal ID is if it is not provided. Have to update the State system (TINS). An arbitrary decision is made as to whether or not a vendor is going to be put into TINS if they are not paid out of state funds. All vendors being paid out of state funds must be in the TINS system. If they are being paid out of non-state funds, they do not have to be in the TINS system. Notifications could come in from various offices and even end users that a vendor change has occurred. Three different departments 'could' check for existence of a vendor, Purchasing, Business Operations or Accounting. If it is Accounting or Business operations that gets the vendor setup request, they create a vendor setup request form to purchasing. If Business operations gets the information, they update fields on an online requisition. If the vendor is an employee traveling, then they need to be set up as a vendor for reimbursement. If a vendor is to be set up in the TINS system, the mail code is checked (address checked). If there is a new address, then a new mail code and address is added. If the vendor does not exist, then SRSU creates a new vendor in the TINS system. If it is a foreign vendor, then Purchasing calls the state controllers office who assigns a vendor ID. The state vendor ID is calculated by the state system.

**Electronic Inputs:**

Manual/Paper Inputs: Form comes in from the field indicating a vendor has been used or is being used for a purchase.

**Key Decision Points** (list all):

**Related Policy(s):**

Interface to Other Systems: Must manually enter information into TINS for the vendors being paid out of state funds.

**Web Features:**

**Electronic Outputs:**

**Manual/Paper Outputs:**

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Customer(s): Anyone in the field buying something where they receive an invoice.

**Regulatory Items:**

**Frequency/Volume:** 400-500/year

**Potential Break Points:**

**Automation:**

**Issues:**

- Not 100% sure exactly how the 1099 update gets recorded. If a vendor fills out a W9 different than what is in the system, there is a gap in making sure that purchasing gets/verifies the address.
- Not all vendors being paid with out-of-state funds are checked and entered into TINS. **Non-consistent**.