

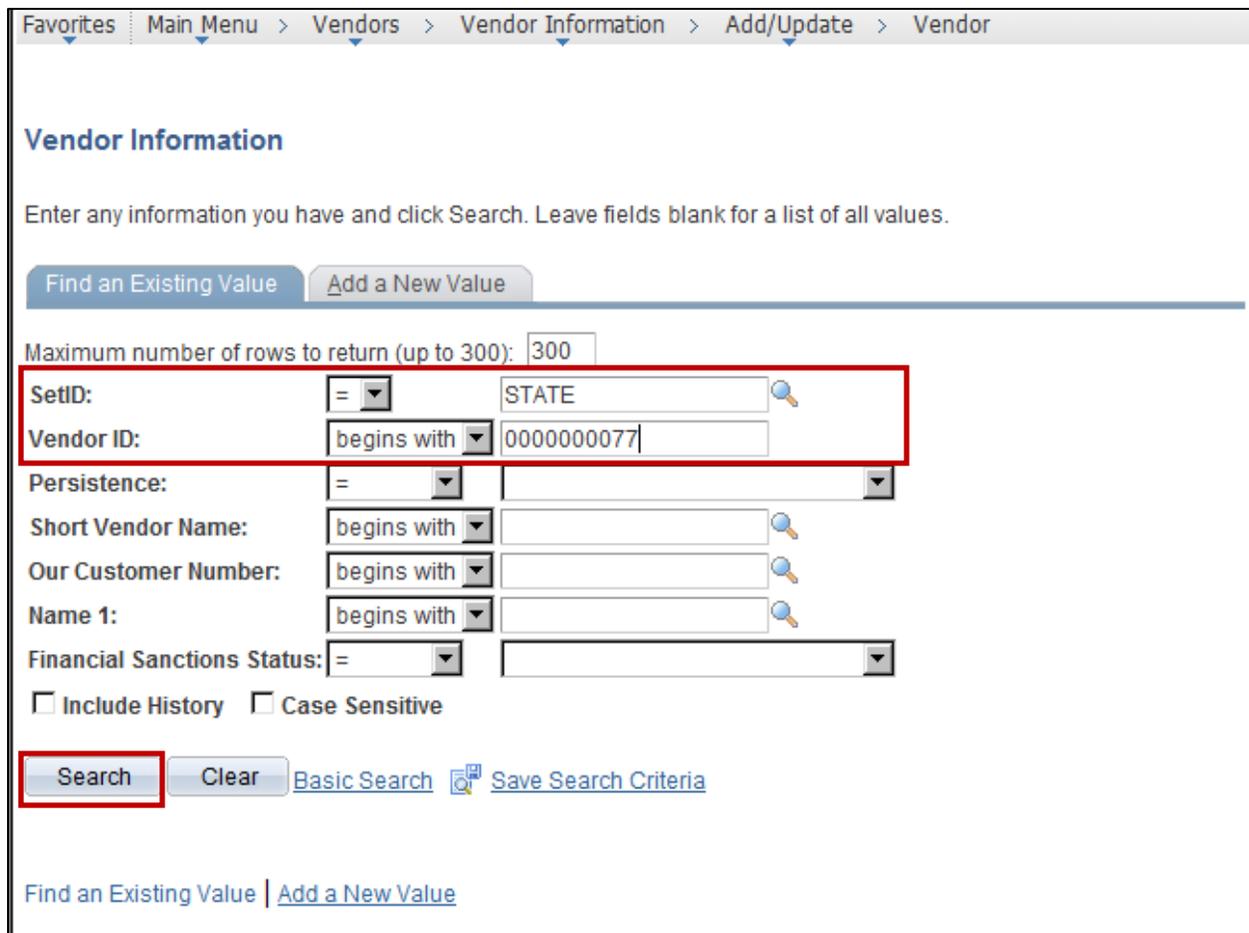
About Updating EDI Information for Vendors

Information about a vendor (name, address, etc.) is stored in the vendor record. Access to the vendor record is limited since some of the information (including EDI information) is sensitive data.

Access to enter and update EDI information is restricted. Those who have access are responsible for handling source documents with care complying with State and agency policies and procedures.

Updating EDI information on a vendor record:

- 1 Navigate to **Main Menu > Vendors > Vendor Information > Add/Update > Vendor.**



- 2 The **Vendor Information** search page displays. Enter **STATE** as the **SetID**.
- 3 Enter the **Vendor ID** (identified on form).
- 4 Click the **Search** button.

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | Identifying Information | Address | Contacts | **Location** | Custom Related Information

SetID: STATE
 Vendor ID: 000000077
 Vendor Short Name: INFINITY Q INFINITY Q-001
 Vendor Name: Infinity Quality Services Corp

Order: INFINITY Q-001 Remit To: INFINITY Q-001
 P.O. Box 1635 P.O. Box 1635
 Covina, CA 91722 Covina, CA 91722

Status: Approved Last Modified By: AA_CARDINAL_BATCH_AP
 Persistence: Regular Last modified date: 10/02/2012 6:21AM
 Classification: Supplier Created By: V_CONV_LOAD
 HCM Class: Created Date/time: 11/10/2011 7:33PM
 Open for Ordering: Yes Last Activity Date: 10/02/2012
 Withholding: No

Save Return to Search Notify Add Update/Display Include History

Summary | Identifying Information | Address | Contacts | Location | Custom

5 Click on the **Location** tab.

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | Identifying Information | Address | Contacts | **Location** | Custom Related Information New Win

SetID: STATE
 Vendor ID: 000000077 Short Vendor Name: INFINITY Q-001 Name: Infinity Quality Services Corp

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All | First 1 of 1 Last

*Location: MAIN Default RTV Fees Attachments (0) + -

Description: EDI-00

Details Find | View All | First 1 of 1 Last

*Effective Date: 09/29/2012 Effective Status: Active + -

Options: Payables Procurement Sales/Use Tax Global/1099 Withholding

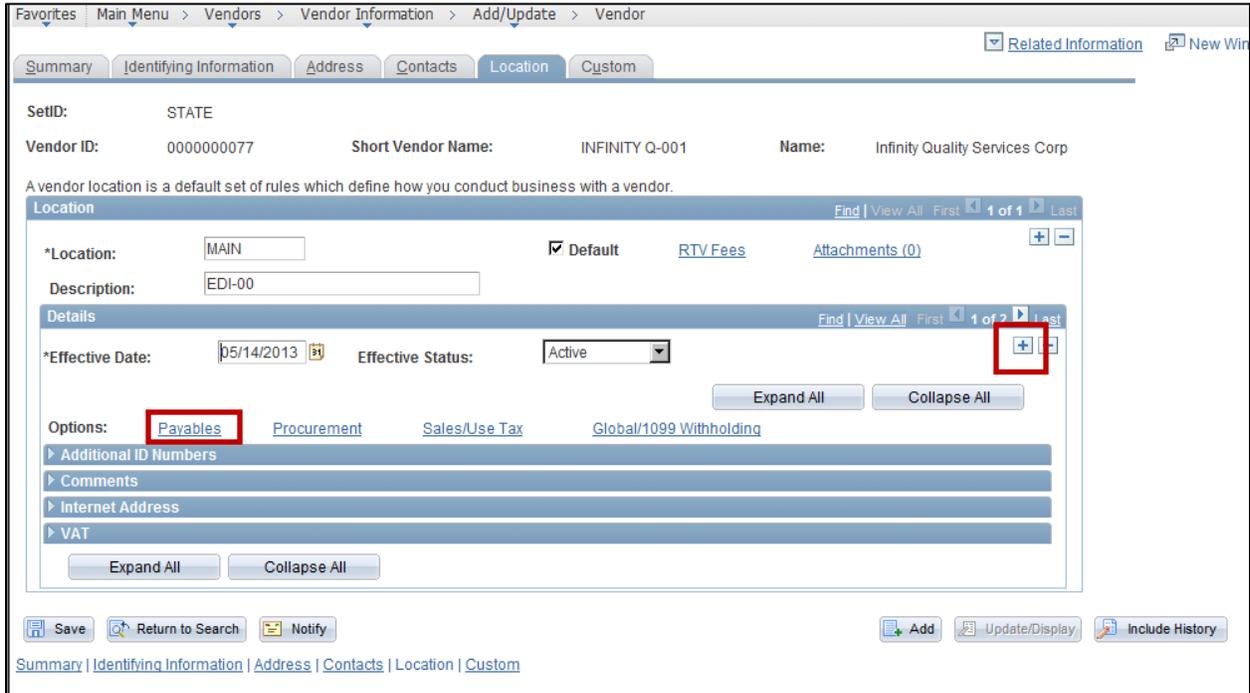
Additional ID Numbers
 Comments
 Internet Address
 VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History

Summary | Identifying Information | Address | Contacts | Location | Custom

6 Change the MAIN Location **Description** from **Main Location** to **EDI-XX**, where **XX** equals the CARS suffix value.



The screenshot shows the 'Vendor Information' page for 'INFINITY Q-001'. The 'Location' section is active, showing a location named 'MAIN' with description 'EDI-00'. The 'Details' section is expanded, showing an 'Effective Date' of '05/14/2013' and an 'Effective Status' of 'Active'. A red box highlights a '+' sign in the top right corner of the Details section. Below the Details section, the 'Options' section is visible, with 'Payables' highlighted in a red box. Other options include 'Procurement', 'Sales/Use Tax', and 'Global/1099 Withholding'. The page includes navigation tabs at the top and bottom, and a toolbar at the bottom right with buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include History'.

- 7 Click on the **+** sign in the **Details** section of the page to add an additional **Details** line. This effective dates or records the date the EDI information was updated in the **Effective Date** field.
- 8 Click on the **Payables** hyperlink to access **Payables Options**, including the vendor banking information.

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

▶ Matching/Approval Options

▶ **Electronic File Options**

Pre-Notification

Status: New Prenotification Required

Date:

Fund Transfer Details

Payment Format:

Transaction Handling: Payment Instruction 1:

Domestic Costs: Payment Instruction 2:

Correspondent's Costs: Payment Instruction 3:

Bank Check Drawn On: Payment Instruction 4:

Check Forwarding:

Payment Instruction Ref 1:

Payment Instruction Ref 2:

Bank Charge Options

*Transfer Cost Code:

Bank Charge source:

Amount: Currency:

▶ Self-Billed Invoice Options

▶ Vendor Bank Account Options

▶ Vendor Type Options

▶ HIPAA Information

▶ Debit Memo Options

▶ Payment Notification

- 11 Click the **Electronic File Options** section and check the box next to **Prenotification Required**.
- 12 If Prenoting has already been completed in CARS and is successful, click the **Confirm** button. The record is updated with the EDI Prenotification confirmation date.

Note: Prenoting will occur in CARS until it has been decommissioned.

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Payment Instruction Ref 2:

Bank Charge Options

*Transfer Cost Code:

Bank Charge source:

Amount: Currency:

Self-Billed Invoice Options

Vendor Bank Account Options

Vendor Bank Accounts Find | View All First 1 of 1 Last

Default

Description:

Country: United States

Bank Name:

Branch Name:

Bank ID Qualifier: United States Bank Account Type:

Bank ID:

Bank Account Number:

DFI Qualifier: Transit Number DFI ID:

IBAN:

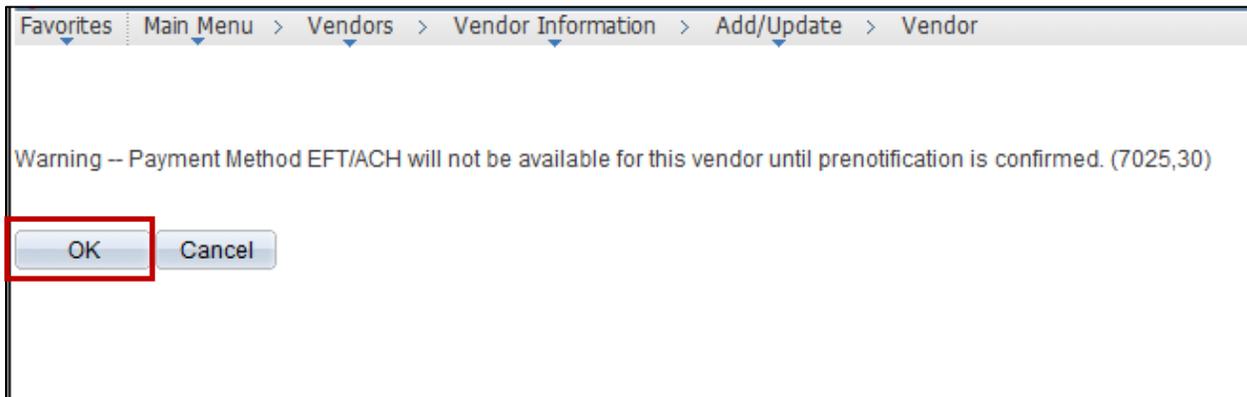
Vendor Type Options

HIPAA Information

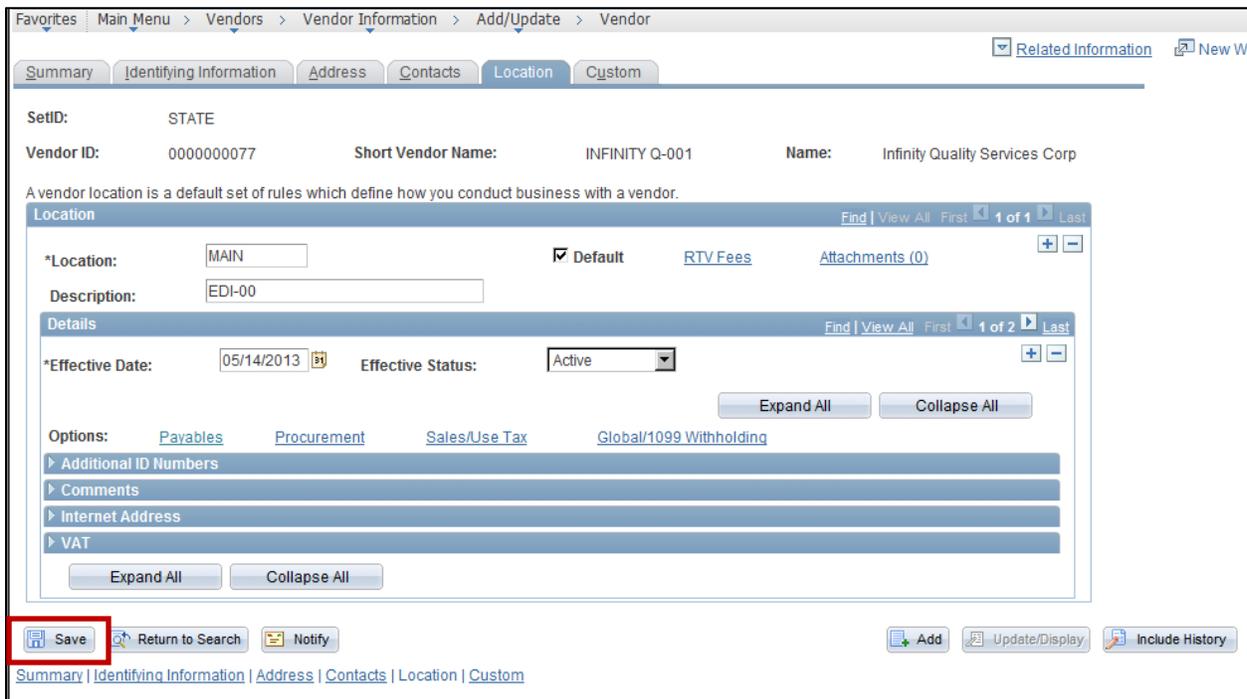
Debit Memo Options

Payment Notification

- 13** Click the **Vendor Bank Account Options** section and update the following fields with the bank information provided on the Vendor Electronic Payment Information Form.
- Description** - enter the CARS Suffix number.
 - Bank Name**
 - Branch Name** - same as Bank Name
 - Bank ID Qualifier** - 001
 - Account Type** - select **Check Acct** or **Savings**
 - Bank ID** – enter based on the information on the ACH Transit Routing Number off the form
 - Bank Account Number** – the Account Number off the form
 - DFI Qualifier** - 01
 - DFI ID** - enter based on the ACH Transit Routing Number off the form
 - Default box** – verify that the box is checked. This is required for the location/bank to be selected on the voucher.
- 14** Click the **OK** button.

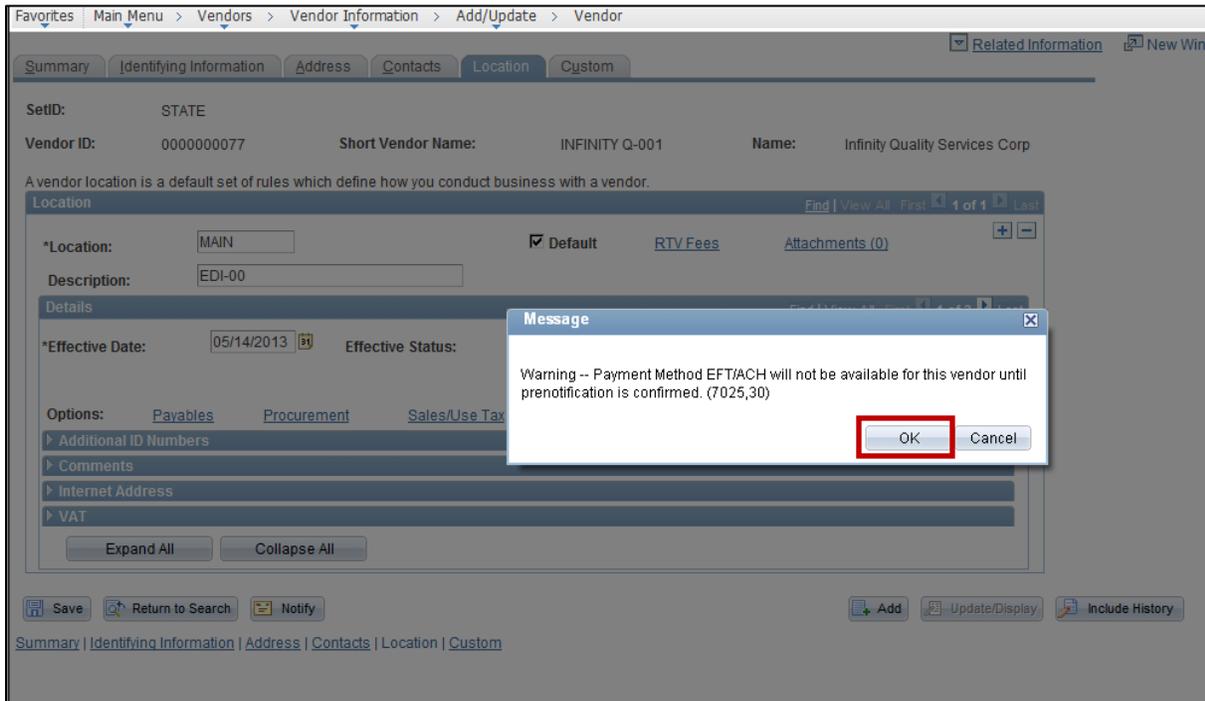


15 If prenotification is not marked confirmed, this message will display. Click the **OK** button.

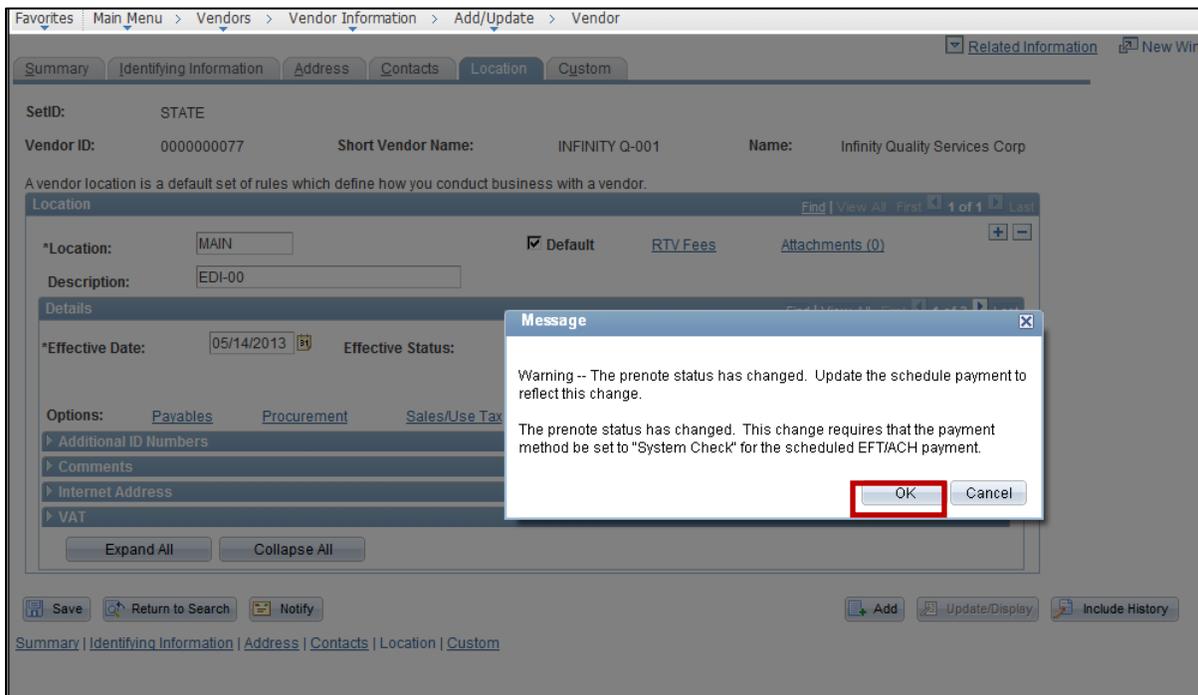


16 The **Location** tab displays. Click the **Save** button.

If prenotification has been confirmed, the vendor is saved with the new effective dated EDI information.



- 17 If prenotification has not been confirmed, a warning message displays. Click the **OK** button in the message box.

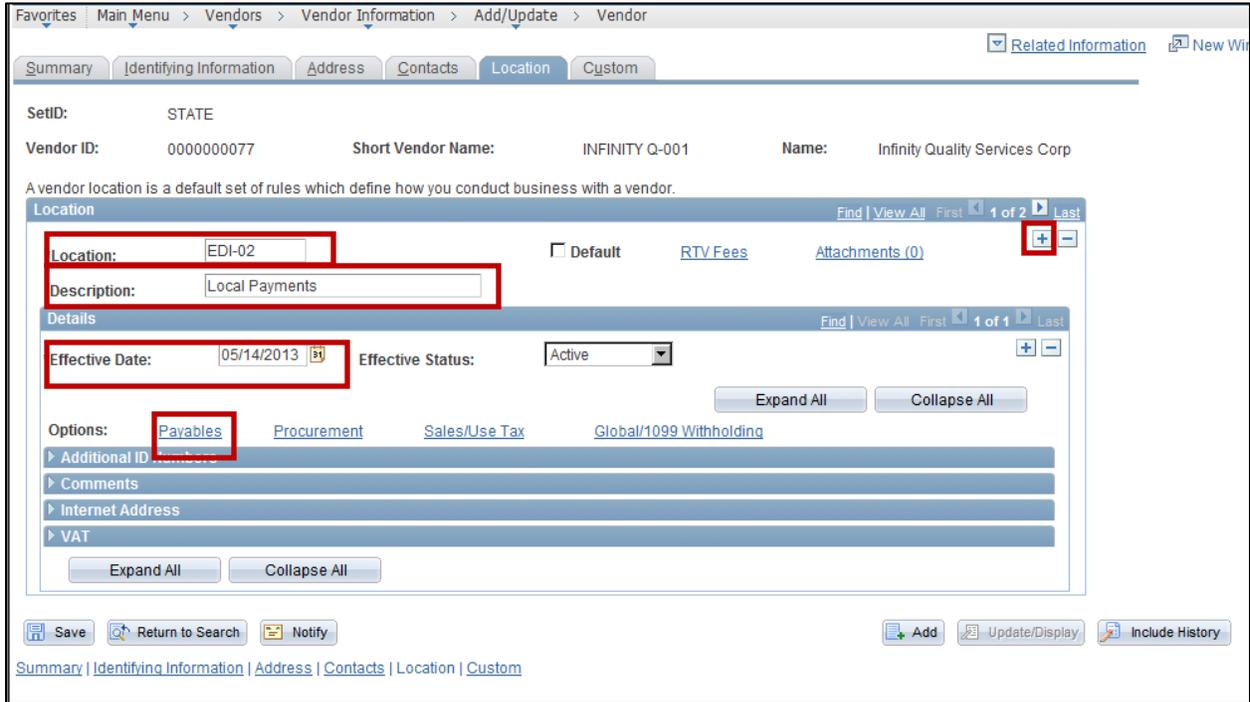


- 17 A second warning message displays. Click the **OK** button in the message box.
- 18 After clicking **OK** on the second warning message, the vendor is saved with new effective dated EDI information.

Updating EDI when one vendor has multiple sets of banking information:

Complete the steps below if you have multiple sets of banking information for one vendor. A new location is set up for each vendor bank.

- 1 Complete steps 1-6 in the **Updating EDI Information on a vendor record** section of this job aid.

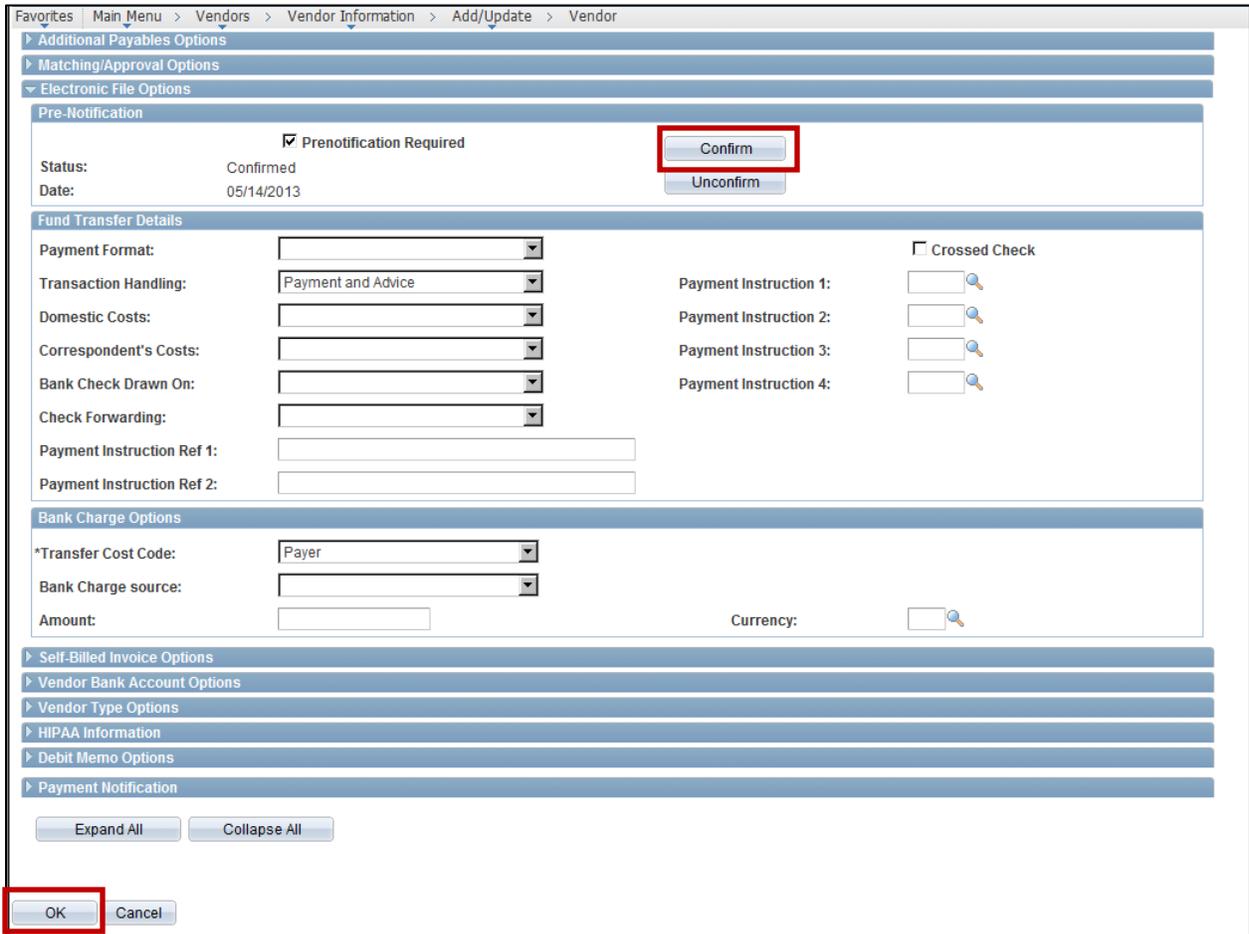


The screenshot shows the 'Vendor Information' system interface. The 'Location' tab is selected, and a new location entry is being added. The 'Location' field contains 'EDI-02', the 'Description' is 'Local Payments', the 'Effective Date' is '05/14/2013', and the 'Effective Status' is 'Active'. The 'Payables' option is highlighted under the 'Options' section. The interface includes navigation tabs, search filters, and action buttons like 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include History'.

- 2 Click the **+** sign in the **Location** section of the page and add an additional location to the vendor. This effective dates or records the date the EDI information is added in the **Effective Date** field.
- 3 Name the Location **EDI-XX** where **XX** equals the CARS suffix value.
- 4 Enter a meaningful description in the Location **Description** field which describes the purpose of the location.
- 5 Click on the **Payables** hyperlink to access **Payables Options**, including vendor banking information.
- 6 Complete steps 11-18 in the **Updating EDI Information on a vendor record** section of this job aid.

Update Prenotification Status when Vendor has confirmed receipt:

- 1 Navigate using the following path:
Vendors > Vendor Information > Add/Update > Vendor
- 2 The Vendor Information Search page displays. Enter the **SetID** as **STATE** and the **Vendor ID** (identified on form) on the **Find an Existing Value** tab.
- 3 Click the **Search** button.
- 4 Click the **Location** Tab. If there is more than one location for the vendor, scroll through to find the appropriate location for confirmation.
- 5 Click the **Payables** hyperlink.
- 6 Click on **Electronic Payments Options**.



Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Additional Payables Options

Matching/Approval Options

Electronic File Options

Pre-Notification

Prenotification Required

Status: Confirmed

Date: 05/14/2013

Confirm

Unconfirm

Fund Transfer Details

Payment Format: [Dropdown]

Transaction Handling: [Dropdown: Payment and Advice]

Domestic Costs: [Dropdown]

Correspondent's Costs: [Dropdown]

Bank Check Drawn On: [Dropdown]

Check Forwarding: [Dropdown]

Payment Instruction Ref 1: [Text]

Payment Instruction Ref 2: [Text]

Payment Instruction 1: [Text]

Payment Instruction 2: [Text]

Payment Instruction 3: [Text]

Payment Instruction 4: [Text]

Crossed Check

Bank Charge Options

*Transfer Cost Code: [Dropdown: Payer]

Bank Charge source: [Dropdown]

Amount: [Text]

Currency: [Text]

Self-Billed Invoice Options

Vendor Bank Account Options

Vendor Type Options

HIPAA Information

Debit Memo Options

Payment Notification

Expand All

Collapse All

OK

Cancel

- 7 Click the **Confirm** button. The record is updated with the **EDI Prenotification** confirmation date.
- 8 Scroll to the bottom of the page and click the **OK** button.

Updating EDI Information for Vendors

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID: STATE
Vendor ID: 0000000077 Short Vendor Name: INFINITY Q-001 Name: Infinity Quality Services Corp

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 2 Last

*Location: MAIN Default RTV Fees Attachments (0)

Description: EDI-00

Details Find | View All First 1 of 2 Last

*Effective Date: 05/14/2013 Effective Status: Active

Expand All Collapse All

Options: Payables Procurement Sales/Use Tax Global/1099 Withholding

Additional ID Numbers
Comments
Internet Address
VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History

Summary | Identifying Information | Address | Contacts | Location | Custom

- 9 The Location page displays. Click the **Save** button and the vendor record is updated.