

# ADOA – General Accounting Office AZ360 MANUAL: VENDOR CUSTOMER AND MAINTENANCE



## Vendor Customer and Maintenance

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All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.

## Vendor Customer and Maintenance

The Vendor Customer (VC) manual will assist AZ360, the statewide financial management system, users in examining how to create and maintain vendor/customer records and use the various tables within AZ360 to store these records. Users will utilize transactions to create and modify vendor/customer records as well as review the tables that are updated by these transactions.

## Manual Objectives

- Create and modify vendor/customer records.
- Look up vendor information in tables and transactions.
- Examine the structure of vendor and customer accounts in AZ360.
- Examine the process of using a miscellaneous vendor/customer account.
- Research the updates made to the Vendor/Customer table by the Vendor/Customer Creation transaction.
- Identify the vendor ACH/EFT data in the Vendor/Customer table.

## Vendors and Customers

## Section Objectives

In this section, the following processes are introduced:

- Examine the structure of vendor and customer accounts in AZ360.
- Examine the tables used to maintain vendor and customer accounts in AZ360.

## Section Overview

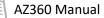
In order for the State of Arizona to conduct business with a specific vendor or customer, the vendor or customer must be active and approved in the AZ360 Vendor/Customer (VCUST) table. One person or business entity may serve as both a vendor and a customer to the State of Arizona. The management of both types of records is done using Vendor/Customer Creation (VCC) and Vendor/Customer Modification (VCM) based transactions.

## **Vendor/Customer Structure Overview**

In AZ360, the same tables and transactions are used to manage both vendors and customers. AZ360 supports both centralized and decentralized maintenance of vendor and customer records. The key types of information captured in the AZ360 VC data model are as follows:

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- Legal name
- Alias/ Doing Business As (DBA)
- 1099 tax information
- Address information (e.g., Payment, Ordering, Billing, etc.)
- Default disbursement options



- ACH information (vendor and address level)
- Prevent new spending control by department

The creation of vendor/customer records on the VCUST table is done using the VCC based transaction codes listed below:

- VCCD1 Vendor/Customer Creation Agency Entry
- VCCIV1– Vendor/Customer Creation Arizona Procurement Portal (APP)
- VCCG1 Vendor/Customer Creation GAO
- VCCE1 Vendor/Customer Creation EFT

The modification of vendor/customer records on the VCUST table is done using the VCM based transaction codes listed below:

- VCMD1 Vendor/Customer Modification Agency Entry
- VCMIV1 Vendor/Customer Modification APP
- VCMG1 Vendor/Customer Modification GAO
- VCME1 Vendor/Customer Modification EFT

For customer records, both the VCC and VCM based transactions may be used to relate the record to a billing profile, and/or to create a customer account. Billing profiles are established by departments on the Billing Profile (BPRO) table. Departments may require multiple billing profiles and a single customer record may have multiple billing profiles associated with it either within a single department and/or across multiple departments. If more than one billing profile needs to be associated with a customer record, or the customer account information was not provided on the VCC or VCM transactions, it is possible to establish the customer account directly on the Customer Account (CACT) table by inserting a new record.

## Vendor/Customer (VCUST) Table

The VCUST table maintains information about all vendors and customers with whom the State of Arizona does business. Users can search for records on the VCUST table to determine if a specific vendor/customer has already been entered or needs to be created. The search results can be narrowed down by entering as much search criteria as is known.

Users can search by:

- Legal Name The name of the person or business entity.
- Alias/DBA Another name for the person or business entity.
- Vendor/Customer Code A unique identifier for the record, typically an alphanumeric or, for AHCCCS vendors, numeric value.
- Taxpayer ID Number (TIN) The Employer Identification Number (EIN) or Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)/Adoption Taxpayer Identification Number (ATIN) number for the record.
- Last Name If the record belongs to an individual, it can be identified using the individual's last name.
- Vendor Active Status Used to search based on vendor status.
- Customer Active Status Used to search based on customer status.

## *Note: It is best practice to search by TIN. This will pull all active and inactive profiles tied to the last 4 digits of the TIN entered.*

≡	😿 🐼 • VCUST		🔍 🏫 ★ 🌲 🕐 🗰 William Halstead	
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The VCUST table contains all of the primary information about the vendor/customer and is broken down into several tabs. Some tabs contain multiple sections that group related fields into an organized structure. Each tab and section can be accessed by looking up the VCUST table using the Global Search field. Within the table's tabs and sections, certain fields are only active based on the information contained in other fields in the table. All of the information contained for a record on the VCUST table can be added to or modified by using the VCC and VCM based transactions by authorized users. Most information can be added decentrally; some information is only maintained centrally.

## **VCUST Table Tabs**

AZ360 Manual

The VCUST table is made up of several tabs. These tabs can be viewed by clicking on the 3-dot menu of the desired Vendor/Customer record and selecting View.

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The Vendor/Customer and Address tabs are discussed below.

#### VCUST Vendor/Customer Tab

The Vendor/Customer tab contains the highest level of information for the currently selected account. It is broken down into several sections:

- AZ360 Manual
  - Vendor/Customer Contains identifying information and high-level options for the account.
  - Account Indicators Contains miscellaneous account and third party customer information.
  - . Headquarters – Contains fields that identify the headquarters account.
  - Tax Information Contains general operational information about the organization, including organization type and 1099 reporting information.
  - Disbursement Options Maintains the information needed to process payments including the ability to prevent new orders against a vendor.
  - Prenote/EFT Maintains the information about the status of a prenote/electronic funds transfer (EFT) at the vendor level.

Vendor/Customer 🗢 🔽											
	Vendor/Customer	Address (1)	Business Type	Authorized Department (1)	Certification (1)						
>	Vendor/Customer				Ø Attachmenta						
>	Account Indicators										
>	Headquarters										
>	Tax Information										
>	Disbursement Options										
>	Prenote/EFT										
>	Remittance Advice										
>	Vendor Terms										
>	Accounts Receivable										
>	Executive Compensation										
>	Change Management										

- Remittance Advice Maintains requirements for remittance advice notices at the vendor level.
- Vendor Terms – Maintains default discount terms as offered by the vendor.
- Change Management – Displays the creation dates, modification dates, approval dates, and comments for the record. While all tabs contain a Change Management section, the Change Management section on the Vendor/Customer tab is the only section to contain a comment field.

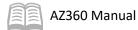
#### **VCUST Address Tab**

The Address tab contains all of the address and contact information for the selected vendor/customer record. A vendor/customer can have multiple addresses configured, each with their own contact information. Each address is assigned an address type (e.g., Ordering, Billing, or Payment), and a vendor/customer can have multiple addresses of the same type (i.e. more than one billing address). If multiple addresses are assigned the same type, one can be selected as the default record for that type. Whenever a vendor is assigned on a transaction the default record is automatically selected.

Addresses and contacts are assigned to a headquarters account and can be originally added on the VCC based transaction or added to or modified using the VCM based transaction. The Address tab is broken down into several sections:

- Blue Vendor/Customer Line – Contains detailed information for the selected address.
- Details – Contains high level options for the address.
- Address Information Contains additional address and contact information for the selected Address ID.
- Prenote/EFT Maintains the information about Prenote/EFT status at the address level.
- Remittance Advice Maintains requirements for remittance advice notices at the address level.
- Contact Information Displays the contact information for the principal contact ID selected.
- Contact Address Information Displays the selected contact's address information.

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#### Other VCUST Tabs

The other tabs on the VCUST table contain additional information for the currently selected record.

- Authorized Department Establishes a list of departments that are authorized to use the vendor/customer.
- Certification Displays the active and approved status for the vendor/customer.

*Note: The Certification tab is important. When a vendor is first established by a VCC transaction, make sure to fill out the Certification tab. This tab displays the vendor's active status.* 

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### **Customer Account Structure**

Customers are individuals or business entities that purchase goods or services from the State of Arizona. Customer accounts are determined by the combination of a customer (vendor/customer) code and a billing profile code. Customer records are created and added to the VCUST table by using VCC based transactions. If a customer record is already created, a customer account can be updated/modified by using a VCM based transaction or through a direct update to the CACT table.



#### Customer Account Options (CACT) Table

The CACT table is used to establish and maintain billing options for customers. On the CACT table, users can view which billing profile codes have been assigned to each customer code. One customer code may have multiple billing profile codes assigned and each combination represents a unique customer account.

Customer accounts can also be assigned to multiple departments in AZ360 by creating a customer account record for each department that needs to use it. Records on the CACT table can be created and modified using the VCM based transactions or directly in the CACT table.

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#### Customer Account Information (CUSTA) Page

The Customer Account Information (CUSTA) query page is used to view balance information for customer accounts. Transactions that reference a customer account by using a combination of the customer code and billing profile update the balance information for that account on the CUSTA page.

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	Deposit Liquidated Rec		Deposit Collected			
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## New Vendor/Customer (VCC) Transactions

## Section Objectives

In this section, the following processes are introduced:

- Examine the components of the VCC transaction.
- Review the data entry requirements for the VCC transaction.
- Create a VCC transaction.
- Examine the process of using a miscellaneous vendor/customer account.
- Research the updates made to the VCUST table by the VCC transaction.

## Section Overview

A VCC based transaction is used to create both new vendors and new customers. In AZ360, a vendor can also be a customer. The VCUST table stores all of the information for both vendors and customers. This topic examines the VCC based transaction tabs and data entry process.

## **VCC Transaction Overview**

The VCC based transactions allow users to add new records to the VCUST table, the 1099 Reporting Information (1099I) table, and the CACT table. Only one vendor/customer record can be entered per transaction. VCC transactions cannot reference any other transaction in AZ360. Also, they cannot be referenced by any other transaction in AZ360.

Vendor/Customer Creation (VCCD1) transactions that are created by departments are routed to workflow for approval at the department level first and then to the General Accounting Office (GAO) for the final review and approval. VCCD1 transactions are in Final phase and Submitted status once GAO approves them. Once a VCC based transaction has been updated to Final phase, it cannot be modified or cancelled. Changes at that point require the creation and submission of a VCM based transaction.

New records cannot be created if the taxpayer number is already in AZ360. An existing vendor can be changed to a customer and an existing customer can be changed to a vendor, but a W-9 is required for that change. Depending on the entity's relationship to the state, the data entry requirements on the VCC based transaction vary in several important ways. For example, ordering and payment address types are used for vendor records, while billing address types are used for customer records.

#### Miscellaneous and Internal Vendor/Customer Accounts

A miscellaneous account does not represent a specific vendor or customer. The miscellaneous account can be used to create a transaction to record a one-time transaction. Selecting an existing vendor/customer code will infer the name and address information to a transaction. When a miscellaneous account is referenced, the name and address information have to be manually entered.

The Miscellanous Account field is located on the VCC based transaction, on the Vendor/Customer tab in the Account Indicators section.

## Note: Miscellaneous account codes are not available for all agencies. Email GAO at finoperations@azdoa.gov for questions on using this code. Also, review State of Arizona

## Accounting Manual (SAAM) Topic 45 Section 53 Proper Uses of MISCPAYVEND and MISCCUSTOM.

### **VCC Transaction Tabs**

The VCC based transaction has many tabs that relay detailed information to the VCUST table. Some tabs are only used when creating a vendor and other tabs are only used when creating a customer. Depending on whether the record is for a vendor or a customer, different information will be required.

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	Header	Vendor/Customer	Address Address Type	Customer Account	1099 Reporting Information	Business Type	Authorized Department	Certification Vendor Active Status	
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#### VCC Header Tab

The Header tab contains fields that allow the user to specify general information that applies to all sections of the transaction. The Vendor W-9 should be attached to the Header Tab using the Attachments button.

#### Header – General Information Section

The General Information section contains the following fields:

- Transaction Name Enter a name for the transaction; this field is optional.
- Transaction Description Enter a clear description of the transaction; this field is required.

	Header Vendor/Customer Legal Name		Address Type Vendor/Customer		1099 Reporting Information	Business Type Business Type						
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	Created By: 184984   Created By Name: William Halstead   Created On: 05/03/2023   Modified By: 184984   Last Modified By Name: William Halstead   Modified On: 05/03/2023   Last Approved By: -   Last Approved By Name: -   Last Approved On: -											
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#### Header – Extended Description Section

The Extended Description section is comprised of the Extended Description field. This field can be used to enter more description if necessary and is an optional field.

#### VCC Vendor/Customer Tab

The Vendor/Customer tab contains fields that allow the user to enter detailed information about the vendor/customer record. It can also specify various account indicators such as a Miscellaneous Account, Third Party Vendor, or Third Party Customer options. The Accounts Receivable section, although it relates to creating a customer record, only needs to be used when it is the intention to bill a customer through the Cost Accounting functionality. In this case a Cost Accounting funding type must be selected. The Disbursement Options tab is used when creating a vendor record. For more information on Cost



Accounting funding, see the "Establish a Funding Profile Hierarchy (FPRFLST)" section of the **AZ360** Manual – Cost Accounting available at <u>https://gao.az.gov/resources/training/gao-training-resources</u>.

The following fields are located on the blue Vendor/Customer line on this tab:

- Generate Vendor/Customer ID After the transaction is validated, AZ360 will auto-assign a value in this field.
- Vendor/Customer This field will be auto-generated for vendors. For customers only and as an alternative to auto-generation, the number can be assigned by the department. This field is required.
- Legal Name This field is auto-populated once the transaction is saved with a name entered in the Company Name field if a company or, if an individual, values entered in the First Name, Middle Name, and Last Name fields on this tab.
- Organization Type Select either Individual or Company; this field is required.

Additional sections are available by clicking the Expand caret on the blue Vendor/Customer line.

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#### *Vendor/Customer – Vendor/Customer Section*

The Vendor/Customer section contains the following fields:

- Alias/DBA Enter an alias for the vendor/customer; this field is optional.
- First Name Required if the organization type selected is Individual; not used for Company.
- Middle Name Optional. Available for use only if the organization type selected is Individual; not used for Company.
- Last Name Required if the organization type selected is Individual; not used for Company.
- Company Name Required if the organization type selected is Company; not used for Individual.
- Active From Select a future date on which the record becomes active or able to be used. If
  left blank this field will default to the current date.

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Alias/DBA			Middle !	Name			Last Name		
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#### Vendor/Customer – Account Indicators Section

The Account Indicators section contains drop down menu fields that turn on and off certain options for the account. One of the options on this tab is the Miscellaneous Account field. *Miscellaneous accounts should not be used by agencies without GAO approval.* When using a miscellaneous-account-flagged vendor or customer account on transactions, the user must manually enter the name and address information for the account.

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Third Pa	rty Customer		~	Restrict L	Jse by Department		~			

Other possible options in this section include Third Party Vendor or Third Party Customer fields. These options are used to specify a vendor or customer as a third party.

#### Vendor/Customer – Headquarters Section

The Headquarters section contains the Headquarters Account Code field. If a valid Vendor/Customer code is entered in this field, it can link the new vendor customer, child record, to a parent record.

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#### Vendor/Customer – Tax Information Section

In the Tax Information section, users enter the necessary taxpayer information into the available fields. This section is required and is closly tied to the Account Indicators and Headquarters sections.

The taxpayer ID number and taxpayer ID number type are entered in this section. The Taxpayer ID Number field is required for vendors, with few exceptions, but not for customer only records. Alternatively, if a value is selected in the Headquarters Account Code field in the Headquarters section, the taxpayer information does not need to be entered as it should be the same as the headquarters account. The W-9 or W-8 received boxes and their corresponding received date fields need to be completed for all vendor setups.



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#### VCC Address Tab

The Address tab contains fields that allow entry of the necessary address information for the vendor/customer. A vendor record requires at a minimum one payment and one ordering address type be entered (which can be the same address). A customer record requires that a billing address type be entered. If a record is both a vendor and a customer, all three address types must be entered. More than one of a particular address type can be entered, if for example, a vendor has more than one payment address. The Address tab also allows users to insert contact information for each address type provided.

To enter a new address a new Address line must first be added. Add a new address line by clicking on the "+" icon in the tab level actions section. A blue Address line then generates. Then select an address type from the drop down menu. Once an address type is selected, the information for that address can then be entered into the Address line. Each Address Type requires that its own Address line be created.

The following fields are required on the Address line:

- Address ID This field is auto-generated if Yes is selected from the Generate Address ID drop down menu.
- Street 1 Enter the street address of the vendor.
- City Enter the city for the vendor.
- State/Province Enter the state or province for the vendor.
- Zip/Postal Code Enter the zip code for the vendor.
- Country Enter the country for the vendor or select from the pick List.

Additional sections are available by clicking the Expand caret on the blue Address line.

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Address – Contact Information Section

The Contact Information section contains fields for specifying the contact information for a principle contact with the vendor or customer. For a customer record, the principal contact ID is auto-generated and the Principle Contact field is required. *For vendor setup, this section is required. There should be an email and/or a phone number.* Additional information for the contact can also be entered if known.

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#### Address – Contact Address Information Section

The Contact Address Information section contains fields that will default based on the information in the Address Information section when the transaction is validated. *Note: An Address ID must be assigned in order for the address information to default in the Contact Address Information section.* 

#### VCC Customer Account Tab

The Customer Account tab is only used when creating a new customer account record by assigning a billing profile, or when overriding billing profile settings. Examples of this practice are suppress billing or specifying any third party information for the customer account. Only one customer account can be established on the VCC based transaction. Alternatively, customer accounts can be directly established on the CACT table.

The following fields are required on blue Customer Account line:

- Billing Profile Enter or select from the pick list the billing profile for the customer account.
- Department Enter the department that will be associated with the customer account.
- Unit Enter the unit code that will be associated with the customer account.

Header Vendor/Customer		Address (1)	Customer Account (1)	1099 Reporting Information	Business Type (1)	Authorized Department	Certification					
	Legal Name	Address.Type	Vendor/Customer		Business Type	Department .	Vendor Active Status	1 ^				
Vendor/Customer Address (1)												
+	ວ											
1 - 1 of 1 Records			View per Page - 🛛 50	100			<pre>« &lt; Page 1 of 1 &gt;</pre>	> >				
Billing Profile	l.	Department	Unit	Vendor/Customer	Address_ID Billin	ng Location	Attachments	,				
	B				Se	ect -	~ <i>(</i>					

#### VCC 1099 Reporting Information Tab

The 1099 Reporting Information tab is only used if required for a vendor. The address listed in this tab is where any tax informaton will be mailed.



#### VCC Authorized Department Tab

The Authorized Department tab is used to specify which department(s) are allowed to use the account. This tab is required if the "Restrict Use By Department" option has been selected on the Account Indicators section of the Vendor/Customer tab.

#### Note: Any inquires on the use of this feature should be directed to vendors@azdoa.gov.

#### VCC Certification Tab

The Certification tab is used to designate the vendor/customer record as active or inactive and to designate the approval status of the vendor/customer. To enter a new certification status a new Certification line must first be added. Add a new Certification line by clicking on the "+" icon in the tab level actions section. A blue Certification line then generates.

On the Certification line users can select a value for the Vendor Active Status, Vendor Approval Status, Customer Active Status, and Customer Approval Status fields. To set a vendor to an active status, the Vendor Active Status field must be updated to Active and the Vendor Approval Status field must be updated to Complete. If the record is for a customer, the Customer Active Status and Customer Approval Status fields must also be set to Active and Complete respectively.

	Header	Vendor/Customer	Address (1)	Customer Account (1)	1099 Reporting Information	Business Type (1)	Authorized Department	Certification		
		Legal Name	Address.Type	Vendor/Customer		Business Type	Department	Vendor Active Status	ą ^	
N	/endor/Customer									
	© ≡ ⊡									
1	- 1 of 1 Records			View per Page - 20 5	0 100			≪ < Page1of1	> >	
	Vendor Active Status	Vendor Approval Status	Vendor Reinstateme	nt Date Customer	Active Status Custo	omet Approval Status	Customer Reinstatement Date	Attachment	ts	
	Inactive	Incomplete	✓ MM/DD/YYYY III	Inactive	~ Inco	mplete ~	MM/DD/YYYY	P	:	

### **Create a VCC Transaction**

VCC based transactions can be created using the Financial Transaction Catalogue, from a Quicklink on the user's homepage, from the Global Search field, or by navigating to the VCUST table and clicking the Create New Record link. Scenarios detailed in this manual utilize the VCUST table method.

#### Create a New VCC Transaction



#### Scenario 1.

The State of Arizona wants to purchase 1,000 new laptop computers from a new computer manufacturer, Dell. In addition, the state will be providing consultant services to Dell.

Prior to creating a subsequent delivery order, Dell must be added to the VCUST table as a vendor. Additionally, prior to receiving services from the state, Dell must be added to the VCUST table as a customer.

Lastly, the user must also determine that an entry does not already exist on the VCUST table prior to adding the entry.

Log in to the AZ360 Home Page. Verify if the vendor is listed on the VCUST table.



- 1. Click the **Expand** caret next to the **Global Search** field.
- 2. Select the Page Code option.
- 3. In the **Global Search** field, enter *VCUST*.

- In the drop down menu that generates, select VCUST Vendor/Customer. The VCUST table will generate.
- Transaction

  Inquiry

  Reference

  Page Code

  VCUST

  VCUST

  VCUST
- 5. In the Legal Name field, enter the legal name for the vendor or customer.

</>
</>
</>
</>
</>

ALL AII

VCUST

- 6. In the **Taxpayer ID Number** field, enter the TIN for the vendor.
- 7. Click Search.
- 8. Verify that no record generates for the vendor.

Note: In this scenario, the vendor is being added to the VCUST table. As a result, the vendor should not appear when initially searching the VCUST table.

	AZ360 Manual												
≡	😥 🐼 - vcust					Q	A	*	۰	?	WH	William Hals Vendor Manage	
	Vendor/Customer 😒									•	- Back	CT Creat	te
	~ Search												0
	Legal.Name		Alias/DBA			Vendor/Customer							
	Taxpayer.ID.Number	R	Last.Name			Vendor Active Status				~			
	Customer. Active. Status	J	VSS.Registered	~									
	Show Less									Sea	irch	Reset	
				<del></del>									
	Grid Actions v												٢
	0 Records		View per Page - 20	50 100						«	< Pag	ge0of0 >	>
	Vendor/Customer 🗢 La	egal.Name 🗢	Alias/DBA 🗢	Vendor Active Status	•	Customer Activ	e Status 🗧	•				Attachme	ents
				No Records Found									

Create a new vendor/customer record.

- 1. At the top right of the VCUST table, click the **Page 3-dot** menu and select **Create New Record**.
- 2. On the Create Transaction page, in the Transaction Code column, select **VCCD1**.
- 3. In the **Transaction Dept** field, enter the user's department 3-digit code.
- 4. Select the **Auto Numbering** check box.
- 5. Click **Continue**.

Create Transaction	1	Continue Cancel
1 - 3 of 3 Records	View per Page - 20 50 100	≪ < Page1of1 > ≫
Transaction.Code	III Transaction Name	Default
VCCD1	Vendor/Customer Creation - Department	Yes
VCCE1	Vendor/Customer Creation - ACH	Yes
VCCG1	Vendor/Customer Creation - GAO	Yes
Transaction.Dept	Transaction Unit JD	
Auto.Numbering		

6. A new VCCD1 transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

← Back	C+ Create							
R	Related Actions							
	Create New Reco	rd						



Complete the **Header** tab of the transaction.

- 1. In the **General Information** section, in the **Transaction Description** field, enter a description for the vendor.
- 2. Click Attachments and attach the W-9 to the VCCD1.

Vendor/Customer ( Repartment: ADA   Unit: -   Transacti			🍾   Draft 🗐   👪	⊘ Validate	🚰 Submit 🛱 Save Save	e & Close
Header	Vendor/Customer	Address Address.Type	Customer Account Vendor/Customer	1099 Reporting Information	^	··· >
Created.By: 184984   Created.By Last.Approved.By.Name: -   Last		kd.On: 05/04/2023   Modified.By Record Date	r: 184984   Last Modified By Nan	ne: William Halstead   Modified. *.Transaction.Description	On: 05/04/2023   Last Approved.By	achments /:

3. Click on the Vendor/Customer tab.

Complete the **Vendor/Customer** tab of the transaction.

- 1. On the blue Vendor/Customer line:
  - a. In the Generate Vendor/Customer ID field, select Yes from the drop down menu.
  - b. In the **Organization Type** field, select the organization type for the vendor or customer from the drop down menu. In this scenario, select **Company**.

Header		Vendor/Customer	Ę	Address Address.Type - E	Customer Account Vendor/Customer	1099 Reporting Information	^				]
© ≡ ≣ ©											
1 - 1 of 1 Recor	rds			View per Page - 20	50 100				« < Paç	ge 1 of 1	>
Generate Vendor/Customer ID		1	Vendor/Customer	Legal Name		Organization	tion Type Atta		tachments	8	
∎ → Yes ~							Company~				

- 2. Click the **Expand** caret on the blue Vendor/Customer line.
- 3. In the **Company Name** field, enter the name of the customer or vendor. In this scenario, enter *Dell Technologies*.



	Generate.Vendor/Customer.ID	Vendor/Customer	Legal.Name	Organization.Type	Attachments
	Yes	× .		Company ~	Ø
	Vendor/Customer Account Indicators	Headquarters Tax Disbu Information Optio	ursement Remittance Vendor Advice Terms	Accounts Receivable	
Alias/DB	A				
First Nan -	ne	Middle.Name	Last -	Name	
Company	r.Name				
Active Fr		Repartment	Unit		R

- 4. Click on the **Tax Information** section.
- 5. In the Tax Information section:
  - a. In the **1099 Classification** field, select the 1099 classification for the vendor or customer. In this scenario, select **Corporation (5A)** from the drop down menu.
  - b. In the **Taxpayer ID Number** field, enter the TIN for the vendor.

## Note: The Taxpayer ID Number field is required for vendors, with few exceptions, but not for customers that are not also vendors.

- c. In the **Taxpayer ID Number Type** field, select the taxpayer ID number type for the vendor or customer. In this scenario, select **EIN** from the drop down menu.
- d. In the **W-9 Received** field, selected **Yes** from the drop down menu.
- e. In the **W-9 Received Date** field, enter the date the W-9 was received.

*Note: If the vendor or customer utilizes a W-8, the W-8 Received and W-8 Received Date would be used instead of the W-9 fields.* 

Genera	ate Vendor/Customer	<u>ID</u>	Vendor/	Customer	Le	gal Name	Organization Type	Attachments
🗖 🖵 Yes		~	VC0000	071967	-		Company~	Ø
Vendor/		ccount I dicators	Headquarters	Tax Information	Disbursement Options	Remitta Advice	nce Vendor Accounts Terms Receivable	
1099 Classification Corporation (5A)		~	Тахрау	er ID Number		R	Taxpayer ID Number Type EIN	~
Detailed TIN Type - Select -		~	W-9 Re No	ceived		~	MM/DD/YYYY	
Foreign Tax ID			W-8 Fo			~	W-8 Received No	~
W-8.Received.Date								

6. Click the Vendor Terms section.



Observe the Vendor Terms section.

1. Review this tab. No data entry is necessary.

Note: Typically, when vendors are added directly in AZ360, payment terms are not entered. When the supplier comes from APP, the payment terms are populated but are view-only for informational purposes.

2. Click the Address tab.

Complete the **Address** tab of the transaction.

- 1. In the **Tab Level Actions** section, click the "+" icon to add an Address line.
- 2. On the blue Address line:
  - a. In the **Generate Address ID** field, select **Yes** from the drop down menu.
  - b. In the **Address Type** field, select the vendor or customer address type from the drop down menu. In this scenario, select **Ordering**.
  - c. In the **Street 1** field, enter the street address for the vendor.
  - d. In the **Street 2** field, enter any suite or unit address information for the vendor (if applicable).
  - e. In the **City** field, enter the address city for the vendor.
  - f. In the **State/Province** field, enter the state abbreviation for the vendor.
  - g. In the **Zip/Postal Code** field, enter the zip code for the vendor.
  - h. In the **Country** field, enter the country for the vendor.

/	Hea	der	Vendor/Customer	Address (	1)	Customer Account		1099 Reporting Information						
			Legal Name	Address.Typ	as I	Vendor/Customer	Ę			^			•	,
	Vendor/	Customer												
Ľ	+ 1		ວ									E		<b>(</b> )
Ι	1 - 1 of 1	Records			View per Page - 20	50 100					«	< Page 1 o	of1 >	*
		Generate Address II	D Address ID	Address Type	Street 1 St	reet 2 City	State	Province	Zip/Postal Co	de	Country		Attacl	bu
		▶ Yes ~	B	- Select - 🛛 🗸				R				R		÷

- 3. Click the **Expand** caret on the blue Address line.
- 4. Click the **Contact Information** section.



- 5. In the **Contact Information** section:
  - a. In the Generate Contact ID field, select Yes from the drop down menu.
  - b. In the **Principal Contact** field, enter the name of the primary ordering contact for the vendor.
  - c. In the **Email** field, enter the email address for the vendor.
  - d. In the **Contact Phone** field, enter the phone number for the vendor.

Note #1: The Principal Contact, Email, and Contact Phone fields are mandatory.

Note #2: Customer profiles only require a billing address. Vendor profiles are required to have an ordering and payment address, and a W-9.

Genera	te Address ID A	ddress ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country	Atta
🗖 👻 Yes	~	R	- Select - 🗸 🗸					Eq.		
General	nformation A	Address Informat	on Contac	t Information	Contact	Address Info	rmation			
* Principal Contact ID		B	Gener	ate Contact ID			~	* Principal Contact		
Correspondence Type		EQ	* Ema	iil			·	* Contact.Phone	Contact Phone Exter	nsion
- Select -		~								

Copy the Address Line.

Note: In this scenario, the payment, ordering, and billing address types are identical. As a result, the ordering address will be copied/pasted and then adjusted to create a payment and billing Address.

1.		following	-				nenu and sel d in yellow: :		Cop	-		÷
+ 1	C ∨€   🗎										2	ŝ
1 - 1 of 1 Records			View	ber Page - 20	50 100					K <	Page 1 of 1 >	*
	Generate Address ID	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Posta	l Code	. vuntry		A
	Yes ~	A0001	Ordering 🗸	8000 S (	Suite 6C	Centenr	co	80112		US/	R	÷
(										1	Сору	
										Î	Delete	

2. In the Tab Level Actions section, click the Paste icon.





- 3. A new Address line has been generated and is an exact copy of the first line.
- 4. On the new **Address** line, in the **Address Type** field, select **Payment** from the drop down menu.

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1 - 2 of 2 Reco	ords			View per Page -	20 50 100	1			« <	Page 1 of 1	> »
	Generate Address ID	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country		Attacl
	Yes	A0001	Ordering	8000 S Chester	Suite 600	Centennial	СО	80112	USA		:
	Yes ~	A0001	Payment 🗸	8000 S (	Suite 6C	Centenni	co 🖪	80112	USA	R	:

- 5. In the **Tab Level Actions** section, click the **Paste** icon again.
- 6. On the new Address line, in the Address Type field, select Billing from the drop down menu.

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1 - 3 of 3 R	ecords	3		V	'iew per Page - 20	50 100				≪ < Page	1 of 1 >	*
		Generate Address ID	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country	At	ta
	•	Yes	A0001	Ordering	8000 S Chester	Suite 600	Centennial	СО	80112	USA		:
	•	Yes	A0001	Payment	8000 S Chester	Suite 600	Centennial	СО	80112	USA		:
	Þ	Yes ~	A0001 🖪	Billing 🗸	8000 S (	Suite 60	Centenni	со	80112	USA		:

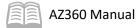
7. Ensure that the blue Billing line is selected, and then click the **Customer Account** tab.

*Note: Selecting the Ordering or Payment line and the completing the Customer Account tab will cause the transaction to error upon validation.* 

Complete the **Customer Account** tab of the transaction.

Note: The Customer Account tab only needs to be completed for account receivable activities.

- 1. In the **Tab Level Actions** section, click the "+" icon to add an Address line.
- 2. In the **Billing Profile** field, enter a value or select from the pick list. Notice that once a Billing Profile has been selected, the Department field defaults to the user's department 3-digit code and the Unit field defaults to All.
- 3. In the **Billing Location** field, select **Customer Only** from the drop down menu.



Header		Vendor/Customer		Address (3)	Customer Acc	ount (1)	1099 Reporting Information						,
		Legal Name Dell Technologies	Ę	Address.Type Billing	Vendor/Custome	Ę		^					. ,
Vendor/Custo	omer Address (3) ~												
+		ວ									Ŀ		\$
1 - 1 of 1 Record	ds			View per Page - 20	50 100					« <	Page 1 of	1 >	»
	Billing.Profile	Department		Unit Vendor/0	Customer	Address I	D Billing Location				Attachm	ents	
		R		-		-	- Select -		-			Ø	:

4. Click the **1099 Reporting Information** tab.

Complete the **1099 Reporting Information** tab of the transaction.

- 1. Click the **Expand** caret on the blue Vendor/Customer line.
- 2. Click the Taxpayer Information section.
- 3. In the **Taxpayer Information** section:
  - a. In the Address field, enter the street address for the vendor.
  - b. In the **City** field, enter the address city for the vendor.
  - c. In the **State/Province** field, enter the state abbreviation for the vendor.
  - d. In the **Zip/Postal Code** field, enter the zip code for the vendor.

<	Header	Vendor/Customer	Address (3) Address Type Billing	Customer Account (1) Vender/Customer vc0000071880	1099 Reporting Information	Business Type Business Type -	· ·· · >
	Vendor/Customer						
	C' ∨€						<b>_</b> = ©
	1 - 1 of 1 Records		Vie	iew per Page - 20 50 100			<pre>« &lt; Page 1 of 1 &gt; »</pre>
	Taxpayer.ID.Numb	Taxpayer.ID.N.	unber.Type Na	ame	Names	1099.Reportabl	le Attachments
	Confidentia	a) Ein	D	Dell Technologies		Yes	~ Ø
	Taxpayer Informatic	on					
	Detailed.T.IN.Type	_	Last.Name -			Name.Control DELL	
	Address		<u>City</u>			State	R
	ZIP.Code						

4. Click the **Certification** tab.

Complete the **Certification** tab of the transaction.

1. In the **Tab Level Actions** section, click the "+" icon to add a Certification line.



- 2. In the Vendor Active Status field, select Active from the drop down menu.
- 3. In the Vendor Approval Status field, select Complete from the drop down menu.
- 4. In the **Customer Active Status** field, select **Active** from the drop down menu.
- 5. In the **Customer Approval Status** field, select **Complete** from the drop down menu.
- 6. Click Save.

,[	Address (3)		Customer Account (1)		1099 Reporting Information	Busines	ss Type	Authoriz	ed Department	Certifica	tion						
`	Address Type Billing	l	Vendor/Customer VC0000071880	Į		Business	Туре					^					
Ve	ndor/Customer																
+	- i   0 ii   🕞 🗸		C												E		٢
1-	1 of 1 Records				View	per Page -	20 50 100							< <	Page 1 of 1	>	>
	Vendor Active Status		Vendor Approval Status		Vendor Reinstatement Date		Customer.Active.Status		Customer Approval Sta	tus	Customer Reinstate	ement	Date		Attachme	nts	
C	- Select - V		- Select -	~	MM/DD/YYYY		- Select -	~	- Select -	v	MM/DD/YYYY					1	:

Validate and submit the transaction for approval.

- Click Validate to check for errors. If any errors exist, fix the errors and click Validate again. If the validation is successful, the following message is displayed: Transaction validated successfully.
- 2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully Pending Approval**.
- 3. Click Close.
- 4. Click **Home** icon to return to the home page.

### **Miscellaneous Vendor/Customer Record**

When using a defined vendor/customer on transactions, the information for that record will be carried forward from the VCUST table entry. If users are required to manually enter the vendor/customer information on a transaction, they can use a miscellaneous account that has been set up in AZ360.

A miscellaneous account is used for a record that does not represent a specific vendor or customer. For example, it would be used for entities that are not 1099 reportable and, more than likely, only paid once. When using a miscellaneous-account-flagged vendor or customer account on transactions, the user must manually enter the name and address information for the account. AZ360 contains existing miscellanous vendor and customer accounts that should be used on payment transactions and no additional miscellaneous vendors should be added.

- MISCCUSTOM code Miscellaneous Customer legal name
- MISCPAYVEND code Miscellaneous Vendor legal name

Note: Refer to SAAM 4553 – Proper Uses of MISCPAYVEND and MISCCUSTOM for more guidance on when to use these codes. Effective January 1, 2020, users must have approval from GAO prior to using MISC codes.

## Addition of Vendors from Arizona Procurement Portal (APP)

When vendor records are created or updated in APP, an interface transaction (VCCIV1) is created which will update the information on the VCUST table in AZ360. All vendors who are registered in APP must make all of their changes in APP and not directly in AZ360. The vendor/customer code assigned in AZ360 will be the same as the supplier ID in APP.

Note: Vendors who do not finish the Submit for Due Diligence profile section to fully complete their registration in APP will not have an active vendor profile created on the VCUST table in AZ360.

### **Research Updates**

The VCUST table stores all of the records for both vendors and customers used in AZ360. The information entered on any of the VCC based transactions can be seen in the sections and fields on the VCUST table.

Research a New Vendor on the VCUST Table

Scenario 2.

A user created a new vendor record in AZ360 and now wants to verify that the record has been successfully added to the VCUST table.

Log in to the AZ360 Home Page. Navigate to the VCUST table.

1. Complete the steps from the "Create a New VCC Transaction" to navigate to the VCUST table.

Locate the new vendor record.

- 1. In the Legal Name field, enter the legal name for the vendor or customer.
- 2. In the **Taxpayer ID Number** field, enter the TIN for the vendor.
- 3. Click Search.
- 4. The VCUST table displays the record.
- 5. Click the 3-dot menu of the Vendor/Customer record and select View to open the record.

x vcust				۹ 🕈 🖈	÷ 0	WH W	Villiam Halstead /endor Management
Vendor/Customer 😭					ŀ	t Back	] Create
<ul> <li>Search</li> <li>Legal Name</li> </ul>	_	Alias/DBA		Vendor/Customer			۲
DELL TECHNOLOGIES		2311111111212112					
.Taxpayer. ID. Number	R						
Show More					Se	👁 View	
						🖉 Edit	
Grid Actions 🗸						Copy	
1 - 1 of 1 Records		View per Page	e- <b>20</b> 50 100		«	Related A	Actions >
Vendor/Customer \$	Legal Name 🗢	Alias/DBA 🗢	Vendor Active Status 🗢	Customer Active Status \$		Related P	ages >
PZ000062858	Dell Technologies		Active	Inactive			« Y

Review the new vendor record.

AZ360 Manual

- 1. In the **Vendor/Customer** tab:
  - a. Click the **Vendor/Customer** section and observe the Company Name field value.

Ve	ndor/Custor	mer 🗢					
Vend	or/Customer: PZ0000628	358   Legal.Name: Dell Technolo	gies   Alias/DBA: -				
	Vendor/Customer	Address (2)	Business Type (1)	Authorized Department	Certification (1)		
						^	
~	Vendor/Customer						
	ndor/Customer 2000062858		Legal Name Dell Technologies			Alias/DBA -	
	ganization Type ompany						
Fil	rst Name		Middle.Name			Last Name	1
	empany.Name Il Technologies						

b. Scroll down and click the **Tax Information** section and observe the Organization Type value.



	ndor/Cust		ę: Dell Technologies   <b>Ali</b> ą	s/DRA+ -		
		552656 T <u>A</u> kgwi.iXwiii	. Den reenhologies - Ann	RIWWO.		
	Vendor/Custom	er Addr	ress (2)	Business Type (1)	Authorized Department	Certification (1)
>	Vendor/Custom	ier				
> ,	Account Indicato	ors				
>	Headquarters					
~	Tax Information					
	anization.Type npany			<b>1099 Classification</b> Corporation (5A)		

#### 2. Click the **Address** tab and observe the address types that exist for the record.

or/Customer: PZ000062858	Legal.Name: Dell Technologies	Alias/DBA: -					
MANNAMA, 1 200002000 1	Anguita Millin Don Footnioogico	1 100000.0000					
Vendor/Customer	Address (2)	Business Type (1)	Authorized Depart	ment Certificatio	n (1)		
					^		
							Add New Ad
							Add New Ad
			=	-			Add New Ad
Grid Actions 🗸			=	-			Add New Ad
Grid Actions ~			/iew per Page - 20 50	100			
	Address Type	Street.1			State/Proxince	Zip/Postal.Code	<b>5</b> 88
- 2 of 2 Records	Address.Type Payment		/iew per Page - 20 50	100	State/Province CO	Zip/Postal.Code 80112	C ■ ■

3. Click **Home** icon to return to the home page.

## Vendor/Customer Modification (VCM) Transactions

## Section Objectives

In this section, the following processes are introduced:

- Examine the components of the VCM transaction.
- Review the data entry requirements for the VCM transaction.
- Create a VCM transaction.
- Examine the APP interface process for vendor modification.
- Research the updates made to the VCUST and CACT tables by the VCM transaction.

### Section Overview

The VCM based transaction is used to add to, change, or delete existing vendor and customer information stored in AZ360. Only one vendor/customer can be updated by the VCM transaction. This topic examines the VCM transaction tabs and data entry process.

## **VCM Transaction Overview**

VCM based transactions allow users to modify or add to an existing vendor or customer record. Changes submitted through a VCM based transaction only apply to a single record. Some examples of when a VCM based transaction should be used include the following:

- Modifying organization or Prenote/EFT information GAO Use Only.
- Adding a new address for an existing vendor/customer record.
- Modifying an existing address. Only used for spelling or minor corrections.
- Modifying a vendor's legal address or other 1099 information.
- Updating 1099 reporting information for a TIN.
- Modifying an existing record's legal name or TIN.
- Creating an active vendor when an active customer already exists, or vice versa.

To create or change a customer account record, make changes directly in the CACT table. In the CACT users can:

- Add a new customer account record.
- Modify an existing customer account record.

Like the VCC based transactions, the VCM based transactions, with the exception of the VCMIV1, are routed to workflow for approval by the department and by GAO. Additionally, they cannot reference or be referenced by any other transaction in AZ360. The VCM based transactions cannot be copied, nor can they be modified once their phase is Final.

09/20/2024

#### Line Action

Within the VCM based transaction itself, the information is slightly different from the VCC based transaction. On each line, the Line Action drop down menu allows users to choose what type of action is being done, whether it is modifying or deleting information on a record.

Line Action
- Select - 🗸 🗸 🗸
 - Select -
 Modify
Delete

The sections and fields available for data entry on the transaction depend on which line action is selected. For example, if a new address is being entered, the Line Action field is set to New, the Add New Address section is used, and the fields on the Modify Existing Address section are grayed out.

Note: Customer profiles only require a billing address. Vendor profiles are required to have a payment, ordering address, and a W-9.

### **VCM Transaction Tabs**

The VCM based transaction has many tabs that relay detailed information to the VCUST table. Depending on the type of information that requires modification, only certain tabs may be used. Additionally, dependent on whether the record is for a vendor or a customer, different information will be required.

For each tab except the Header, users must click the "+" icon in the tab level actions. This will insert a new line and users can then select a line action that determines how the vendor/customer record is being modified. The most common modifications are changes to address, status, and creation of additional addresses.

#### VCM Header Tab

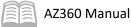
The Header tab contains fields that allow the user to specify general information that applies to all sections of the transaction. The vendor/customer that is selected in the General Information section is the vendor/customer whose information is being modified by the transaction. The Header tab is used to change the legal name associated with the record.

1	AZ)	😿 - VCMD1					Q 🔒	* #	WH William Halstead Vendor Management	
\ ג			Modification - D		1D1) ☆   Draft 🖳   🚦		⊘ Validate	🕃 Sub	mit 🛱 Save Save & Close	:
1		Header	Headquarters (1) Line Action Delete	Vendor/Customer (1)	Master Address (1) Line Action Modify	Address (1)	Contact Line Action		)	>
1									Attachments	
	Y	reated By: 184984   Created I ast Approved On: - General Information	By.Name: William Halstead   Cro	ated.Qn: 05/04/2023   Last.Mo	diffied,By: 184984   Last,Modified	.By.Name: William Halstead	Modified.Qn: 05/04/2023   Last	Approved By:	-   Last.Approved.By.Name: -	
	>	Legal Name Change								
	>	Extended Description								-

#### Header – General Information Section

The General Information section contains the following fields:

- Vendor/Customer The field will be populated with the vendor/customer code if the transaction is created by clicking the Modify Existing Record link at the bottom of the VCUST table. Otherwise, select the vendor/customer code using the pick list.
- Transaction Name Enter a name for the transaction; this field is optional.
- Transaction Description Enter a clear description of what is being changed (e.g. new remit to address, updating legal name or contact) on the transaction; this field is required and is a key way to communicate the reason for the modification to GAO.



Header	Headquarters (1)		Vendor/Customer (1)	Master Address (1)		Address (1)		Contact					
	Line Action Delete		Line Action Delete	Line Action Modify	Ę	Line Action Modify	Ę	Line Action	Ę	^			
											01	Attachments	
Created By: 184984   Created B	ated.By.Name: William Halstead	. Greates	d.Qn: 05/04/2023   Last.Medif	ed.By: 184984   Last.Modif	ied By	.Name: William Halstead	Modi	fled.On: 05/04/2023   Last	Appr	oved	By: -   Last.Approved.	By.Name: -	
<ul> <li>General Information</li> </ul>		_											
<ul> <li>General Information</li> <li>Xendor/Customer</li> </ul>	(B)	1	Legal.Name				Hea -	dquarters					
	R	1					•	dquarters ansaction Description					

#### Header – Legal Name Change Section

The Legal Name Change section is used in combination with the Headquarters tab when modifying either a vendor or a customer name. When modifying a company, the Company Name field is used. When modifying an individual, the other name fields can be used.

<	Header	Headquarters (1) Line Action Delete	Vendor/Customer (1) Line Action Delete	Master Address (1)	Address (1) Line Action Modify	Contact		~~ >
								Attachments
	Created By: 184984   Created By. Last Approved On: -	Name: William Halstead   Creat	ted.Qn: 05/04/2023   Last.Modifi	ed.By: 184984   Last.Modified.B	y.Name: William Halstead	Modified.Qn: 05/04/2023	Last.Approved.By: -   Last.Ap	aproved.By.Name: -
3	General Information							
	Legal Name Change				_			
- 0	Arganization.Type - Select -	~	Company.Name					
, F	inst.Name		Middle.Name			Last.Name		

#### Header – Extended Description Section

The Extended Description section is comprised of the Extended Description field. This field can be used to enter more description if necessary and is an optional field.

#### VCM Headquarters Tab

The Headquarters tab contains fields that allow the user to modify information for the headquarters record associated with the vendor/customer record. The taxpayer ID and type are entered here. Alternatively, a valid vendor/customer code can be provided in the Headquarters Account Code field to link the new vendor/customer, child record, to a parent record.

While the Headquarters tab is required, it infers values from the Vendor/Customer code so users do not have to take any action unless they are specifically making modifications on this tab.

#### Note: The Headquarters tab should only be used when modifying a TIN.



	leader	Headquarters (1)	Vendor/Customer Line Action	Master Address Line Action	Address Line Action	Contact Line Astion	Customer Account Billing Profile .	1099 Reporting Information Line Action	^			>
												÷
He	dquarters: -											
+	1   8 - 1   B+-	c								5	. (	8)
1-1	of 1 Records			View per P	age - 🥶 50 100				۲	< Page 1 of 1 ;	>	>
	Line Action		Headquarte	rs Legal Name						Attachments		
	- Select -		✓ -							1		
	General Informatio	ı										
Le No	gal Name Changed											
	anchise Account											
N	0	~										
10 No	99 Reportable			Taxpayer ID Number	R		Taxpayer ID Number Type Select -	v				
C	N Updates All Locations Select -	~										

#### *Headquarters – General Information Section*

To modify the name of a vendor or customer insert a new line by clicking on the "+" icon in the tab level actions section. On the new line, in the Line Action field select Modify from the drop down menu. Lastly, select Load Values by clicking the tab 3-dot menu. This enables the Header Legal Name Change modification.

Header	Headquarters (1) Line Action -	Vendor/Customer Line Action -	Master Address Line Action -	Address Line Action	Contact Line Action	Ę	Customer Account Billing.Profile .	1099 Reporting Information Line Action	^	~~ >
Headquarters: - +		→ Headquarte	View per Irs.Legal.Name	Pege- 🗃 50 100						Related Actions Load Values C3 III (0) Page 1 of 1 > > Attachmenta
Franchise Account No 1099 Reportable No TIN Updates All Locations - Select -	×		Taxpayer ID Namber				Taxpayer ID Number Type - Select -	~		
								$\square$		:
Line Actio	n							Related	Action	is
Modify					~			Load Val	ues	

#### VCM Vendor/Customer Tab

The Vendor/Customer tab contains fields that allow the user to modify detailed information on the vendor/customer record, as well as specify various account indicators such as a miscellaneous account option. To modify the detailed information of a vendor, insert a new line by clicking on the "+" icon in the tab level actions section.



_	Header	Headquarters (1)	Vendor/Customer (1)	Master Address (1)	Address (1)	Contact						、
<		Line Action	Line Action	Line Action	Line Action	Line Action	^					>
												:
2	Vendor/Customer: -   Legal.Name	9: -										
Ŀ	+ 1 1 1 1	C								E.		33
1	- 1 of 1 Records		View	per Page - 20 50 100				«	<	Page 1 of 1	> >	>
	Line Action	M	endor Active Status	Cus	omer. Active. Status					Attachmen	ts	
	- Select -	× .		-						6	'	

#### Vendor/Customer – Account Indicators Section

The Account Indicators section is used in combination with the Authorized Department tab when restricting a vendor's use to certain departments. By selecting Yes in the Restrict Use by Department field, the vendor can only be used by departments listed in the Authorized Department tab.

Note: The Restrict Use by Department field will only be used in very special circumstances; almost all vendors should be available for statewide use. For clarification on the proper use of this feature contact vendo

Restrict Use by Department	
Yes	~
rs@azdoa.gov.	



#### VCM Master Address Tab

The Master Address tab is used to make minor modifications to multiple address types on an existing Address ID. Users can modify either vendor or customer account master addresses for minor spelling corrections or updates. For example, an address suite number change on Address ID A001 for a particular vendor would update all assocated Address Types under that Address ID.

To modify a master address, insert a new line by clicking on the "+" icon in the tab level actions section, and then select the appropriate option from the Line Action field drop down menu. Once a line action is selected, the sections for modifying an existing master address are used to specify a master address code. The address details can then be entered on the blue Master Address line.

Users should never create a new Master Address on the Master Address tab. New Master Addresses are created when a user creates a new Address on the Address tab along with its required Address Type. The new Master Address is then inferred from the new Address.

## Note: Attempting to create a new Master Address on the Master Address tab will create an invalid address as the Address Type cannot be assigned at the Master Address tab level. Additionally, users should never delete a Master Address.



To access the sections to modify a master address, click the Expand caret on the blue Master Address line.

/	Header	Headquarters		Vendor/Customer	Ma	aster Address (1)	)	Address						
		Line Action	Ę	Line.Action	Lin -	e.Action	Ę	Line Action	Ę	^				
	Joodenastava.   Hoodenastava	and Nama												
	Headquarters: -   Headquarters L	egal.Name: -												
	+ 1   1 1   1 +~	D D												ŝ
1	- 1 of 1 Records			View per Pag	je - <b>20</b> 50	100					«	< Page 1 of 1	>	>
	Headquarters	Line Action	Address	D Street 1	Street 2	City	State/Pro	vince	Zip/Postal Code		Country		Attac	
1	<b>→</b> •	- Select -~	-					R				R		:

#### Master Address – Modify Existing Master Address Section

To modify an existing Master Address, select Modify from the blue Master Address line. Then navigate to the Modify Existing Master Address section and in the Address ID field, choose the master address code from the pick list. Lastly, click the tab 3-dot menu and select Load Values.

On the blue Master Address line, update the address fields with the correct information for the address ID selected on the Modify Existing Master Address section.

	Headquarters: 10555301   Headquarters.Legal.Name: UNIVERSITY PHYS. INCCO												
+ 1 - 1 of 1 Records											uge1of1 >	ي ج	
	Headquarters	Line Action	Address ID	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country		Attachme		
<b>•</b> •	10555301	Modify 🗸	A0001	DEPT 1(		DENVEF	со	802561061	USA	R	ť	÷	
Add	New Master Addre	ss Modify	Existing Master	Address	Address I	nformation							
Address.ID A0001		R											

#### VCM Address Tab

The Address tab is used to add a new address type or modify information associated with an existing address type for a vendor/customer record. It is also used to add to or modify contact information for the record.

To enter a new address type or to modify an existing address type a new Address line must first be added. On the new blue Address line, use the Line Action drop down field to either create a new address type or modify an existing address type. The address details can then be entered in the blue Address line.

Additional sections are available by clicking the Expand caret on the blue Address line.



Header		Headquarters	Ven	dor/Customer	Master Add	ress (1)	Address (1)						
		Line Action	Line.	Action	Line Action Modify	Ę	Line Action	Ę	^				••••
/endor/Custo	mer: 00002401   J	Legal Name: O'TOO	LE DORRIS/KATHLEEN	M									
-													
+		5											
- 1 of 1 Record	s			View per Page -	20 50 100					«	< Page	1 of 1	> >>
	Line.Action	Address ID	Address Type	Street 1	Street 2 City	State/Pro	ovince	Zip/Postal Code		Country		A	ttac
	- Select -~	-	-				R				R		:
	- Select - New												

#### Address – Add New Address Section

The Add New Address section is used to add a new address type for the vendor. An example would be adding a new billing address and associating it with a new address ID.

## Note: If a new address is added to a vendor, the Contact Information section also needs to be completed.

	Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country	Att
	- Select -~	-	-						EQ	
	Add New Address	Modify Existing Address	Address Informat		Other Address Information		Remittance Advice	Contact Information	Contact Address Information	
New Addro	ess Type			New Address	ID			Generate Address II	2	
- Select -			~				R	No		~

#### Address – Modify Existing Address Section

The Modify Existing Address section is used to modify address information for an existing address type. An example would be updating contact information for an existing billing address.

	Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country	Att
• •	- Select -~	-	-				B			:
	Add New Address	Modify Existing Address	Address Informat		Other Address Information		Remittance Advice	Contact Information	Contact Address Information	
Existing Ad	dress Type			Existing Addr	ess ID					
- Select -			~				R			

#### Address – Address Information Section

The Address Information section is used to view additional address information for the existing address ID selected on the Modify Existing Address section. The user cannot update the physical address on this tab and the fields are not editable. The physical address associated with an ID is updated on the Master Address tab.



	Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Pe	ostal Code 0	Country	Attachm	nents	
	- Select	-	Billing					R		R		0	÷
	Add New Address	Modify E	xisting Address	Address Information	Other Addr	ess Information	Remittance Advice	Contact Information	n Contact Addre	ss Information			
Countr	y Phone Code			Phone	ę	Phone Extension							
County	(		良	Count	ly Name								

#### Address – Other Address Information Section

The Other Address Information section contains address active dates as well as fields to restrict use of the address.

## Note: If the address is no longer valid, then the user should modify the active to date for the vendor.

	Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country	Att
	- Select -~						B		B	
	Add New Address	Modify Existing Address	Address Information	Other A Informa		Remittance Advice	Contact Information	Contact Address Information		
Active From MM/DD/YY	YY 🔛	Active To MM/DD/YYYY		Default Record			~	Active Address No		
Division/Dep	artment			Additional Addr	ess.Informatio	20				
Prevent New	Spending			Mail Returned						
No			~	No			~			

#### VCM Contact Tab

The Contact tab is used to add a new contact or modify/delete an existing contact for the headquarters record.

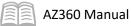
#### VCM Customer Account Tab

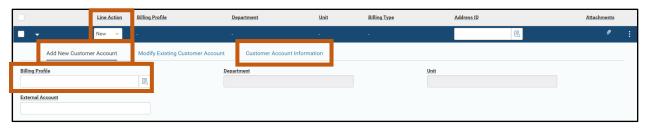
The Customer Account tab is used only when adding information to an existing customer or vendor account. A new Customer Account line can be added to the record by clicking on the "+" icon in the tab level actions section. A blue Customer Account line then generates. Additional sections are available by clicking the Expand caret on the blue Customer Account line.

Header	Headquarters	Vendor/Customer	Master Address (1)	Address (1)	Contact		Customer Account (1)					
x	Line Action	Line Action	Line Action Modify	Line Action Modify	Line Action	Q	Billing Profile	<b>"</b> ^				>
												:
Vendor/Customer: 00002401   Lee	aal Name: O'TOOLE DORRIS/KAT	HLEEN M										
	Incomments											
+	C											0
1 - 1 of 1 Records			View per Page - 20 5	i0 100					<	< Page 1 of 1	>	>
	Line Action Billing Profile	Depa	rtment	Unit	Billing Type	Addre	RO.ID			Attachmen	đa	
	- Select - v -	-		-						6	•	:

#### Customer Account – Add New Customer Account Section

The Add New Customer Account section is used to add a new customer account to the record. A new customer account is added by updating the Line Action in the blue Customer Account line to New, selecting a Billing Profile from the picklist, and completing the Customer Account Information section.





#### Customer Account – Modify Existing Customer Account Section

The Modify Existing Customer Account section is used to modify or delete an existing customer account. A customer account can be modified by updating the Line Action in the blue Customer Account line to either Modify or Delete, selecting a Billing Profile from the picklist, and completing the Customer Account Information section.

	Line Action	Billing Profile	Department	Unit	Billing Type	Address ID		Attachments	
• •	- Select - 🗸	-					R	Ø	÷
Add New Custom	er Account	Modify Existing Customer A	ccount Customer Account	Information					
Billing Profile		R	Department			Unit			
External Account									

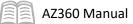
#### VCM 1099 Reporting Information Tab

The 1099 Reporting Information tab is used to add to or modify existing taxpayer information for the vendor/customer record. A new 1099 Reporting Information line can be added to the record by clicking on the "+" icon in the tab level actions section. A blue 1099 Reporting Information line then generates. Additional sections are available by clicking the Expand caret on the blue 1099 Reporting Information line.

	Vendor/Customer: -   Legal.Name: -	Vendor/Customer: -   Legal.Name: -	Line Action     Line Action     Billing Profile     Line Action       ·     ·     ·     ·     ·       Vendor//Customer: -   Legal Name: -     ·     ·     ·	3	Vendor/Customer: -	Legal Name	: -												
--	------------------------------------	------------------------------------	---	---	--------------------	------------	-----	--	--	--	--	--	--	--	--	--	--	--	--

#### 1099 Reporting Information – Add New Taxpayer Section

The Add New Taxpayer section is used to update the legal name for a vendor's 1099 reporting information. To update this information a new line must be added by clicking on the "+" icon in the tab level actions section. On the new line, the Line Action needs to be updated to Modify and Load Values needs to be selected. Load Values is located by clicking the tab 3-dot menu. This section should always match the 1099 address section on the latest W-9 received.



Vendor/Customer: -	- :emeN.lege.l   C ~←2   =							Related Act	
1 - 1 of 1 Records			View per Page - 20 50	100			« <	Page 1 of 1 >	*
	Line Action	Taxpayer ID Number	Taxpayer ID Number Ty	pe	1099 Reportable	Name		Attachments	
	Modify ~		-		Yes 🗸			Ø	÷
Add Ne	ew Taxpayer	Modify Existing Taxpayer	Taxpayer Information	Certification	Summary of Approval Mod	ifications			
Create Taxpayer ID			Re-Enter Taxpayer ID						
- New.Taxpayer.ID.Nu -	umber.		- New.Taxpayer.ID.Number.Type -		New Detailed TIN - Select -	Type		~	

### 1099 Reporting Information – Modify Existing Taxpayer Section

The TIN that requires modification is selected on the Modify Existing Taxpayer section before navigating to the Taxpayer Information section.

Line.Action	Taxpayer.ID. Number	Taxpayer ID Number T	ype	1099 Reportable	Name	Attachment	ŝ
Modify ~				Yes	~	0	:
Add New Taxpayer	Modify Existing Taxpayer	Taxpayer Information	Certification	Summary of Appro-	val Modifications		
Existing Taxpayer ID Number		Existing Taxpayer ID Number Typ	ie.	Existing.	Detailed TIN Type		
	良	- Select -	~	- Select	:-	~	

### 1099 Reporting Information – Taxpayer Information Section

When the legal name change is applied to the 1099 reporting information and Load Values is selected, the Names field on the Taxpayer Information section will update.

	Line Action	Taxpayer ID Number	Taxpayer ID Numbe	r Type	1099 Reportable	Name	Attachments
	✓ Modify ∨	-	-		Yes	~	Ø :
	Add New Taxpayer	Modify Existing Taxpayer	Taxpayer Information	Certification	Summary of Appr	oval Modifications	
Names			Address		City		
State			ZIP.Code		Bypass Ad	dress Validation	
		R			No		~
Affects P	revious Year Reporting						
No		~					

### VCM Authorized Department Tab

The Authorized Department tab is used to restrict the use of a vendor to specific departments. Prior to navigating to this tab, the Restrict Use by Department field on the Vendor/Customer tab, Account Indicators section needs to be set to Yes. Then on the Authorized Department tab a user needs to add a new line. On the blue Authorized Department line, in the Line Action field, select New from the drop down menu. Click the tab 3-dot menu and select Load Values. Click the Expand caret on the blue Authorized Department line. In the Add New Department section, select the Department being allowed access to the vendor and enter the user's system User ID in the Authorized By field.

Note: The Restrict Use by Department field will only be used in very special circumstances; almost all vendors should be available for statewide use. For clarification on the proper use of this feature contact vendors@azdoa.gov.

<	Contact Line Action	Customer Account Billing Profile	1099 Reporting Information Line Action	Business Type	Authorized Department (1) Line Action New	Certification Vendor Active Status -	<b>a</b>	··· >
	Vendoz/Gustomer: GM94356   Lee							Related Actions
	1 - 1 of 1 Records		View	per Page - 20 50 100			« <	Page 1 of 1 > >
		Line Action Departm	nent	Authorized.By	Authorized on			Attachments
		New 🗸 -						e :
	Add New Departmer	nt Delete Existing Depa	artment					
	Department	B	Authorized By		B			

#### VCM Certification Tab

The Certification tab is used to modify the vendor/customer record certification status as active or inactive and to modify the approval status of the vendor/customer. To modify a vendor/customer record's certification status, insert a new line, click the tab 3-dot menu and select Load Values, and update the Vendor Active Status, Vendor Approval Status, Customer Active Status and Customer Approveal Status fields as needed.

### Note: Choose either Vendor or Customer (or both if they are both a vendor and a customer).

,	Contac	ct	Customer Account	1099 Reporting Information	Business Type	Authorized D (1)	epartment Certification (	1)	>
	Line Act		Billing Profile	Line Action	Line Action	Line Action New	Vendor Active St	atus 📃 🔨	/
									:
у	/endor/Ci	Istomer: GM94356	Legal.Name: Ricoh USA, In	ic.					Related Actions
									Load Values
	+	■ 📋   🕒 ~	C D						C
1	- 1 of 1 Rec	cords			View per Page - 20 50	100		<	< Page1of1 > ≫
C		Line Action	Vendor Active Status	Vendor Approxal Status	Vendor Reinstatement Date	Customer Active Status	Customer.Approval.Status	Gustomer.Reinstatement Da	te Attachments
C		Modify	Inactive ~	Incomplete ~	MM/DD/YYYY	Inactive $\sim$	Incomplete ~	MM/DD/YYYY	ø :

## **Modify a Vendor/Customer Record**

When a request is received to modify the information on a vendor/customer record, the VCUST table can be used to locate the record and create the VCMD1 transaction by clicking the Modify Existing Record link. The most common modifications made to a vendor/customer record are to update an address. This process to modify a vendor/customer address is detailed below but for additional information on vendor/customer record modifications, see the quick reference guide (QRG) **Modify a Vendor** available at <a href="https://gao.az.gov/resources/training/gao-training-resources">https://gao.az.gov/resources/training/gao-training-resources</a>.

Note: Due to the complexity in updating a vendor/customer legal name and/or TINs, users are to email vendors@azdoa.gov to have these changes completed.



### Modify a Vendor/Customer Record

#### Scenario 1.

The State of Arizona wants to purchase 1,000 new laptop computers from the computer manufacturer, Dell. Dell is already an established vendor in AZ360 and requires updates for new address details. Before creating a delivery order, the vendor's new payment address needs to be added. Using the VCUST table, locate the record and create a VCMD1 transaction to make the necessary updates to the account.

Log in to the AZ360 Home Page. Navigate to the VCUST table.

1. Complete the steps from the "Create a New VCC Transaction" to navigate to the VCUST table.

Locate the vendor record.

- 1. In the **Legal Name** field, enter the legal name for the vendor or customer.
- 2. In the Taxpayer ID Number field, enter the TIN for the vendor.
- 3. Click Search.
- 4. The VCUST table displays the record.

Create a vendor customer modification transaction.

 Click the 3-dot menu of the Vendor/Customer record, click Related Actions, and select Modify Existing Record. The Create Transaction screen will populate.

Alias/

transaction.		🖉 Edit		
Vendor/Customer		🗐 Сору		
s, and select Modify		Delete		
Transaction screen will	Modify Existing Record	Related	Actions	>
		Related	Pages	>
			0	
		26	☞ View	
-			🖉 Edit	
			🗐 Сору	
			Delete	
View per Page - 20 50 100		Modify Existing Record	Related Actions	>
/DBA   Vendor.Active.Status	Customer Active Stars 🗢		Related Pages	>

View

- On the Create Transaction screen, ensure that the Target Transaction Code selected is VCMD1.
- 3. In the **Transaction Dept** field, enter the user's department 3- digit code.
- 4. Check the Auto Numbering check box.

Legal Name 🗢

Dell Tech

Grid Actions ~

Vendor/Customer 🗢

PZ000062858



Create Transaction		Continue Cancel
1 - 3 of 3 Records	View per Page - 80 50 100	≪ < Page1of1 > ≫
.Transaction.Gode	Transaction Name	Default
VCMD1	Vendor/Customer Modification - Department	Yes
VCME1	Vendor/Customer Modification - ACH	No
VCMG1	Vendor/Customer Modification - GAO	No
Transaction Dept Auto.Numbering	Transaction Unit JD	
Transaction.Code		
VCMD1		

5. A new VCMD1 transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section, in the **Transaction Description** field, enter a reason for the vendor customer modification transaction. In this scenario, enter *New Address*.

									1
Header	Headquarters Line Action	Vendor/Customer (1) Line Action Modify	Master Address	Addi Line A	Action	Contact Line Action	Customer Account Billing Profile		
Greated By: 184984   G	zreated By Name: William Halstead   Cree	nted.On: 05/08/2023   Last.Moo	lified By: 184984   Last Modifi	fied By Name	19: William Halstead   M	dified On: 05/08/2023   Last.	Approved By: -   Last Approved	d.By.Name: -	Attachments
Greated By: 184984   C General Informatio	zeated.By.Name: William Halstead   Crea	ated On: 05/08/2023   Last Mod		ified By Name	19: William Halstead   M	dified.Qn: 05/08/2023   Lest. Headquarters	Approved By: -   Last Approved	d.By.Name: -	

2. Click on the **Address** tab.

Complete the **Address** tab of the transaction.

- 1. In the **Tab Level Actions** section, click the "+" icon to add an Address line.
- 2. On the blue **Address** line:
  - a. In the Line Action field, select New from the drop down menu.



- b. In the **Street 1** field, enter the street address for the vendor.
- c. In the **City** field, enter the address city for the vendor.
- d. In the **State/Province** field, enter the state abbreviation for the vendor.
- e. In the **Zip/Postal Code** field, enter the zip code for the vendor.
- f. In the **Country** field, enter the country for the vendor.
- 3. Click the **Expand** caret on the blue Address line.
- 4. In the Add New Address section:
  - a. In the New Address Type field, select Payment from the drop down menu.
  - b. In the Generate Address ID field, select Yes from the drop down menu.

,	Master Address (1)		Address (1)		Contact		Customer Account		1099 Reporting Information	Busines	s Type	Authorized (1)	Department	
•	Line Action	Ę	Line Action New	Ę	Line Action	Ę	Billing Profile	Ę	Line Action	Line Actio	en 🗐	Line Action New		∎ ^
v	endor/Customer: -   L	agal Name												
	anaon againmi. The	- gwilliamits												
Н		[ <b>b</b> ]	5											
1	1 of 1 Records						View per Page - 20	50	100					
		Line A	tion Address ID	,	Address Type	Street 1	Street 2	C	ty State/Province		Zip/Postal Code	C	ountry	
C		New	× .							R				R
	Add New A	ddress	Modify Existing Ad	ldress	Address Inf	ormation	Other Address Informa	ition	Remittance Advice	Contac	t Information (	Contact Addre	ess Information	n
	<b>New Address Type</b> Payment		×			New Addr	ress ID		R		Generate Address	D		~

- 5. Click the **Contact Information** section.
- 6. In the **Contact Information** section:
  - a. In the Generate Contact ID field, select Yes from the drop down menu.
  - b. In the **Principal Contact** field, enter the name of the primary ordering contact for the vendor.
  - c. In the **Email** field, enter the email address for the vendor.
  - d. In the **Contact Phone** field, enter the phone number for the vendor.

Note: The Principal Contact, Email, and Contact Phone fields are mandatory.



	Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Provinc	e Zip/Postal.Co	de <u>Country</u>	Attachments	
	New 🗸	-	-					B			:
	Add New Address	Modify Existing Address	Address Informa		Other Address Information		Remittance Advice	Contact Information	Contact Address Information		
Principal C	ontact ID		B	Generate C	ontact.ID		~	Principal Contact	t		
Correspond	dence Type		~	Email				Contact Phone	Contact Ph	one Extension	
Show M	lore										

Validate and submit the transaction for approval.

- 1. Click Validate to check for errors. If any errors exist, fix the errors and click Validate again. If the validation is successful, the following message is displayed: Transaction validated successfully.
- 2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully Pending Approval**.
- 3. Click Close.
- 4. Click **Home** icon to return to the home page.

## **Modification of Vendors from Arizona Procurement Portal (APP)**

When vendor records are created or updated in APP, an interface transaction (VCMIV1) is created which will update the information in the VCUST table in AZ360. All vendors who are registered in APP must make all of their changes in APP and not directly in AZ360. The only modifications within AZ360 to an APP vendor allowed are to activate the customer side of the profile and to add or update the billing address information.

## **Research a Vendor/Customer Record**

Updates made by modification transactions can be researched on the VCUST and CACT tables.

Research	a \	/endor/	'Customer	Record
----------	-----	---------	-----------	--------

#### Scenario 2.

After applying an update to a customer account record, verify the change has been made on the VCUST and CACT tables in AZ360.

Log in to the AZ360 Home Page. Navigate to the VCUST table.

1. Complete the steps from the "Create a New VCC Transaction" to navigate to the VCUST table.

Locate the customer account record.



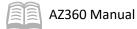
- 1. In the **Legal Name** field, enter the legal name for the customer.
- 2. In the **Taxpayer ID Number** field, enter the TIN for the customer.
- 3. Click Search.
- 4. The VCUST table displays the record.
- 5. Click **the 3-dot** menu of the Vendor/Customer record and select **View** to open the record.

Explore the sections and tabs for the record on the VCUST table.

 Click on the Vendor/Customer tab, click on the various sections to observe the Legal Name, Company Name and other fields related to the status of the vendor. Note that the Last Usage Date reflects the last time the record was used.

Vendor/Customer	Address (3)	Business Type	Authorized Department (1)	Certification (1)	
					^
				<ul><li>Attachments (2)</li></ul>	:
<ul> <li>Vendor/Customer</li> </ul>					
Vendor/Customer AD8660002330		Legal Name CITY OF AVONDALE	Alias/DBA -		
Organization Type -					
First Name		Middle Name	Last Name		
Company Name CITY OF AVONDALE					
Active From 01/01/1980	Active To	Department -	<u>Unit</u> -		
Last Usage Date 05/09/2023					
Vendor Active Status Inactive		Vendor Approval Status Incomplete			
Customer Active Status Active		Customer Approval Status Complete			

- 2. Click on the Address tab.
- 3. Observe the addresses that appear in the grid. Click on the **Expand** caret on the Address lines to observe when the addresses were added in the system.



Vendor/Customer	Address (3)	Busine	ss Type	Authorized Department (1)	Certification (1)						
						^					
										Add Nev	v Address
					-						
Grid Actions $$										C.	
1 - 3 of 3 Records				View per Page - 20 50	100				«	< Page 1 of 1	> >
Address ID	Address Type	Street 1		Street 2		g	City	State/Province	Zip/Postal Code	Country	
A0001	Billing	11465 W CIVIC C	CENTER DR., STE. 290	FINANCE DEPARTM	ENT - ACCOUNTS PAYABLE	A	AVONDALE	AZ	85323	USA	
A0002	Billing	11465 W CIVIC C	CENTER DR	#250		A	AVONDALE	AZ	85323	USA	÷
- A0003	Payment	123		-		N	Main Street	AZ	85323	USA	:
Details A	ddress Information	Prenote/EFT	Remittance Advice	Contact Information	Contact Address Informatio	n (	Geographic Design	ation Change I	Management		
Active From 05/09/2023	Active To	Default I No	Record		Active Address Yes						
Show More											
Active Fro	m										
••••••											
05/09/202	23										

4. Click on the **Authorized Department** tab. Observe that only 1 department has been authorized to use this vendor.

Note: Restricting a vendor to 1 department has been done for training display purposes only. This configuration is only used in very special circumstances; almost all vendors should be available for statewide use.

Vendor/Cus	istomer	Address (3)	Business Type (1)	Authorized Department (1)	Certification (1)	
					-	Add New Departments
Grid Actions	~					a 🍥
1 - 1 of 1 Records				View per Page - 20 5	0 100	≪ < Page1of1 > ≫
	Department		Authorized By		Auti	norized On
	peparamens					
	ABA		184984			19/2023 11:38 AM :
						99/2023 11:38 AM :
	АВА	partment				99/2023 11:38 AM

5. Click on the **Certification** tab. Observe the values on the blue Certification line.

Vendo	r/Customer	Address (3)	Business Type	Authorized Department (1)	Certification (1)	^		
Grid Acti	ions 🗸				<b>-</b>			s 🖩 👳
1 - 1 of 1 Rec	cords			View per Page - 20 50	100		« <	Page1of1 > ≫
	Vendor Active State	is Vendor Approv	al Status	Vendor Reinstatement Date	Customer Active Status	Customer Approval Status	Customer Reinstatement D	ate
	Inactive	Incomplete			Active	Complete	•	:



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6. Click **Home** icon to return to the home page.

Navigate to the CACT table and locate the customer record.

- 1. Click the **Expand** caret next to the **Global Search** field.
- 2. Select the Page Code option.
- 3. In the **Global Search** field, enter *CACT*.

- In the drop down menu that generates, select CACT Customer Account Options. The CACT table will generate.
- 5. In the **Customer** field, enter the code for the vendor.
- 6. Click Search.

AZ CACT		۹ 🕯	* * *	WH William Halstead     Vendor Management
Customer Account Options 😒				← Back Ct Create
<ul> <li>Search</li> </ul>				۵
Department	Unit	Customer	E.	
Billing.Profile				
► Show More				Search Reset

CACT

</>

ALL AII

</>
</>
</>
</>
</>

Transaction

Inquiry

Reference

 $\checkmark$ 

Q

🏹 Page Code

CACT

CACT Customer Account Options

7. Click **the 3-dot** menu of the Vendor/Customer record, click **View**. The Vendor/Customer record will open.

E ACT CACT					৫ 🔒	* * •	William Halstead Vendor Managemen
Customer Account C	)ptions 😭						← Back (1 Create
8 x Search							۵
Department		Unit		Customer AD8660002330		B	
Billing Profile	E						
Show More							👁 View
			-				🖉 Edit
Grid Actions ~							Delete
1 - 1 of 1 Records	Name	View per Page - 20 5 Billing Profile 🗢	0 100 Department	Unit	Billing.Type	< Addre	Related Actions >
AD8660002330	CITY OF AVONDALE	QPNBK	ADA	ALL	Invoice	A0002	

Observe the changes made to the Vendor/Customer record on the CACT table.

- 1. In the General Information section, observe the various details for the customer record.
- 2. In the Change Management section, observe the creation and modification details for the customer record.

Customer Account Options 🗢		Edit Cancel
		Required fields
<ul> <li>General Information</li> </ul>		
Customer AD8660002330 CITX.0F.AVONDALE	Address.JD A0002	Billing Profile OPNBK OPENBOOKS INVOICE
Department ADA	Unit ALL	Billing Location Customer Only
Minimum Billing Amount \$0.00	Collection Cycle	Electronic Eile.Type
File.Profix -	Bankruptcy No	Suppress Billing No
Suppress Past Due Billing No	Suppress Auto Fin Charge No	Dispute No
Dispute Reason -	Bill Parent No	Customer Relations Activity No
<ul> <li>Change Management</li> </ul>		
Created By 23336 Michelle Huchabey	<u>Created On</u> 03/23/2017 08:47 AM	Last Approved By 23336 Michelie Huskebey
Last.Approved.On 03/23/2017 08:47 AM	Last Modified By 23336 Michelle Hustalay	Last Medified.On 03/23/2017 08:47 AM

3. Click **Home** icon to return to the home page.

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## Vendor ACH Data

## Section Objectives

In this section, the following process is introduced:

• Identify the vendor ACH/EFT data in the VCUST table.

## Section Overview

Vendors can provide original or updated ACH/EFT data to GAO by submitting Form GAO-618 (ACH Authorization) to GAO for data entry on a VCCE1 transaction or VVCME1 transaction. Form GAO-618 is available at <u>https://gao.az.gov/publications/forms</u>.

# Note: Only authorized users at GAO are able to use the VCCE1 or VCME1 transactions or see the fields that these transactions update on the VCUST table.

## **Identify Vendor ACH/EFT Data**

On the VCUST table, for a selected vendor, the Vendor/Customer tab's Prenote/EFT section will display the bank account and routing information used for payments. The bank account number will be masked.

Prenote/EFT		
Generate EFT Payment No	ABA Number -	Bank Name -
Account Type	Account Number	Routing ID Number
EFT Format	EFT Format Description	EFT Status N/A
Last Status Change -	EFT Status Notes	

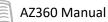
## **Resource Section**

## Appendix A – Terminology

Table 1 lists some terms used throughout this manual.

### Table 1: Terminology

Term	Description
ABA Number	American Bankers Association number, also known as a bank routing number.
AZ360	Statewide Financial Management System
Electronic Funds Transfer (EFT)	The electronic movement of data between banks which results in a fund transfer between bank accounts.
Global Search	Used to navigate directly to a specific page within AZ360.
Grid	A list of records displayed in a table format. Up to 20 records are typically displayed at one time.
Parent	Also referred to as the Headquarters account, the parent is set up on the VCUST table. The Headquarters or parent represents the legal entity or ownership entity of an organization. Multiple vendors or customers can be associated with one parent.
Record	Individual entries in tables that contain the related information for the entry.
Reference Table	Used to store information within the system.
Taxpayer ID Number (TIN)	The number used by the Internal Revenue Service to identify taxpaying entities.
Vendor/Customer	In AZ360, vendors and customers are established and maintained within the same Vendor/Customer (VCUST) table. A vendor can also be a customer allowing a user to enter information only one time when a particular contact is both a vendor (payable) and a customer (receivable).
Vendor/Customer Code	The unique identifier assigned to the vendor/customer.
Vendor/Customer Creation (VCC) Transaction	A transaction used to add new records to the Vendor/Customer (VCUST) table, 1099 Reporting Information (1099I) table, and the Customer Account Options (CACT) table. The VCC based transactions (e.g., VCCD1, VCCE1, and VCCG1) that are created in AZ360 are routed through workflow for approval. The vendor records created in APP will integrate to AZ360 to create a final VCCIV1 transaction.
Vendor/Customer Modification (VCM) Transaction	The VCM based transaction is used to modify or add to an existing vendor or customer record. This transaction is used to update Vendor/Customer (VCUST) table information, Customer Account Options (CACT) table information, and 1099 Reporting Information (1099I) table information. The VCM based transactions (e.g., VCMD1, VCME1 and VCMG1) that are created in AZ360 are routed through workflow for approval. The vendor records modified in APP will integrate to AZ360 to create a final VCMIV1 transaction.



Term	Description
Vendor/Customer (VCUST) table	The primary repository for vendor and customer information. Records may be defined for use as a vendor, a customer, or both. Records are added to this table through a Vendor Customer Creation (VCC) based transaction and modified through a Vendor Customer Modification based (VCM) transaction. Multiple VCC and VCM transactions are available depending on the user establishing the vendor or customer.

## Appendix B – List of Acronyms

Table 2 lists the acronyms used in this manual.

#### Table 2: Acronyms

Acronym	Definition
10991	1099 Information Table
ACH	Automated Clearing House
BPRO	Billing Profile Table
CACT	Customer Account Options Table
CUSTA	Customer Account Information Table
DBA	Doing Business As
EFT	Electronic Funds Transfer
GAO	General Accounting Office
RE	Receivable Transaction
TIN	Taxpayer Identification Number
VCCD1	Vendor Customer Creation – Department Transaction
VCCE1	Vendor Customer Creation – EFT Transaction
VCCG1	Vendor Customer Creation – GAO Transaction
VCCIV1	Vendor Customer Creation – Arizona Procurement Portal (APP) Transaction
VCMD1	Vendor Customer Modification – Department Transaction
VCME1	Vendor Customer Modification – EFT Transaction
VCMG1	Vendor Customer Modification – GAO Transaction
VCMIV1	Vendor Customer Modification – Arizona Procurement Portal (APP) Transaction
VCUST	Vendor Customer Table