

Change a Vendor/Customer Address

A Vendor Customer Creation Department (VCCD1) document is used to create both new vendors and new customers. In AFIS, a vendor can also be a customer. Vendor/Customer Creation (VCCD1) documents that are created by Departments are routed through workflow for approval at the department level and at the GAO level before being submitted to Final. Once a VCCD1 document has been submitted to Final it cannot be modified or cancelled. Changes at that point require the creation and submission of a Vendor/Customer Modification (VCMD1) document.

Procedure

- A. Log into New AFIS
- B. **Navigate** to the Vendor/Customer table.
 1. In the **Jump to** field, enter **VCUST**.
 2. Click **Go**. The VCUST table opens. A search popup window opens.
- C. Search for the vendor/customer record that requires updating.
 1. In the Search window, enter the **Vendor/Customer, Legal Name, or other search values**
 2. Click **Ok**. The Vendor/Customer table opens with the record displayed
- D. On the **Vendor/Customer** section and create a VCMD1 document.
 1. At the bottom of the screen, click **Modify Existing Record**.
 2. In the Create Document window, select the VCMD1 Document on the grid, in the **Document Department Code** field, enter **your department code**.
 3. Check the **Auto Numbering** check box.
 4. Click **Create Document**. The VCMD1 document opens.
- E. Complete the **Header** component.
 1. At a minimum, enter the following:
 - Document Description
- F. Complete the **Master Address** component.
 1. In the Document Navigation Panel, click **Master Address**
 2. Click **Insert New Line**
 3. Select **Modify** from the **Line Action** drop down menu
 4. Click **Load Values**
 5. Click the **Modify Existing Master Address** tab
 6. In the **Address ID** field, enter or select the address to be modified, or use the picklist to find it
 7. Click the **Address Information** tab, make the necessary changes to the address

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G. **Validate** VCMD1 document.

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.

H. **Submit** VCMD1 document.

Note: The document will be handled through workflow and will be pending the Approver.

Researching Vendor/Customer

The Vendor Customer (VCUST) table stores all of the records for both vendors and customers used in New AFIS. The information entered on the Vendor Customer Creation (VCCD1) documents can be seen in the sections and fields on the VCUST table upon final approval.

A. Navigate to the **Page Search** table

- In the **Description** field enter – Vendor/Customer

B. Select Vendor/Customer - VCUST

- Click **Search**
- Enter the applicable **Legal Name**

C. Review the sections and tabs associated with selected Vendor