



Office of Financial Management

Better information. Better decisions. Better government. Better Washington.

Agency Financial Reporting System

STATEWIDE VENDOR FILE MAINTENANCE

February 2024

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Additional documentation available at:

Statewide Employee File Maintenance:

<https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs/afrs-documentation>

Registration forms to get onto the Statewide Vendor Table

<https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

Statewide Vendor Table Entries

1. Statewide Vendors (SWV) – Maintained by OFM Payee Registration Group.

The SWV numbers are considered a **Best Practice** and are for companies or individuals that do regular business with the state of Washington. All vendor types except for employees will be on this table. The payment types that are available within the Statewide Vendor file are:

- A. **Automated Clearing House (ACH also known as EFT) and Inserted Warrants:** These help to save money for the agency in many ways, including labor and postage.
- B. **Inter-Agency Payable (IAP):** This created a more efficient payment process between state agencies. When you use this process you are not required to send a journal voucher to the treasurer, thus saving paper. It will then clear the in-process automatically after the payment has cleared the Treasurers' office helping to reduce the possibility of errors.

2. Statewide Vendor Types

Vendors found on the table include:

- Boards and Commission Members (a change implemented in 2018)
- Service product providers
- Medical and Legal practices
- Clients of DSHS and other agencies
- Landlords and other rental businesses

The purpose of centrally maintained AFRS vendor records is to:

- ↳ Expedite the transaction input process and payment to vendors,
- ↳ Ensure the accurate and consistent application of vendor data to AFRS transactions,
- ↳ Support accurate preparation of IRS 1099 records,
- ↳ Provide a central repository of names with whom the state does business with and employees who work for state agencies.

Using vendor numbers when doing payments and/or corrections to expenditures will help to leave a trail of what happened to a particular payment.

Instructions for Statewide Vendor Maintenance (VE.3)

The Office of Financial Management (OFM) maintains the Statewide Vendor Maintenance screen. OFM has a standard numbering system for statewide vendors. The statewide vendor numbers are easily identifiable with the letters 'SWV' at the beginning of all of its vendor numbers.

Before Payee Registration sets up a new vendor, they must receive a completed registration form and W-9 form, these forms are located at:

<https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

Before OFM will set up a new vendor they will require that vendor to fill out both of these forms. On the registration form there is a section for Direct Deposit (ACH) for the vendor to fill out. This is optional to the vendor, so if left blank OFM will set them up as an inserted vendor.

Vendor File Security to the statewide vendor system for agencies is controlled by OFM under the AFRS Security (screen SS.1) Table Maintenance Flag 'SVE'. The security code used for agencies is:

Security Code 0 = No access to the screens.

Security Code 1 = Screens can be accessed, data can be viewed, and reports can be requested.

Security Code V = Screens can be accessed and, data can only be viewed.

At the "PRIMARY MENU" you will enter your agency number on the AGENCY line and then enter 'VE' into the SELECT FUNCTION line and {ENTER}.

```
=== AFRS ===== PRIMARY MENU ===== C105P05A ===
  TM -- TABLES                               IN -- INPUT/CORRECTION

  MI -- MASTER FILE INQUIRY                   VE -- VENDOR/PAYMENT/CANCELLATION

  RD -- ON-DEMAND REPORTING                   RR -- REPORT REQUEST

  BI -- BATCH INTERFACE LOG                   OM -- OMWBE SUB-CONTRACTOR REPORTING

  SS -- SYSTEM SECURITY                       CL -- HELP PHONE LIST

                                     AGENCY: 9990
                                     SELECT FUNCTION: VE

                                     PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

PRIVACY NOTICE:
THE AFRS SYSTEM DOES NOT COLLECT PERSONAL INFORMATION FROM SYSTEM USERS.
THE SYSTEM FILES/PRODUCTS MAY CONTAIN PERSONAL INFORMATION ABOUT CITIZENS.
SAFEGUARDING/DISPOSITION OF AFRS FILES/PRODUCTS MUST COMPLY WITH EXECUTIVE
ORDER 00-03, 4/15/00; RCW 42.17.310; AND THE FEDERAL PRIVACY ACT OF 1974.
```

You are now at the VENDOR/PAYMENT/CANCELLATION MENU.

```
=== AFRS =(VE)===== VENDOR/PAYMENT/CANCELLATION MENU ===== C105P05F ===
TR: _____
      1 -- COMBINED VENDOR SELECTION
      2 -- STATEWIDE EMPLOYEE MAINTENANCE
      3 -- STATEWIDE VENDOR MAINTENANCE
      4 -- TIN (FED ID) CONFIRMATION REQUEST
      6 -- PAYMENT PROCESS CONTROLS
      7 -- PAYMENT CANCELLATION AND RETURNS
      8 -- INTER-AGENCY VENDORS
      9 -- AGENCY RETURN ADDRESS

      SELECT FUNCTION: 3

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

From this screen you will enter the number three (3) into the SELECT FUNCTION and press {ENTER}. This will bring up the STATEWIDE VENDOR MAINTENANCE screen. You will see the following options:

At the TRANSFER line:

Y – Online View (IN.1.S)

At the FUNCTION line:

- A – Add (*OFM ONLY*)
- C – Change (*OFM ONLY*)
- D – Delete (*OFM ONLY*)
- V – View
- N – Next
- B – Back
- G – Generate (*OFM ONLY*)

This screen will be used by the agency to view specific vendor files. This screen will be maintained by OFM.

NOTE: If an agency is aware of any address changes or additional information please contact the Payee Help Desk at (360) 407-8180, or send an email to payeeregistraion@ofm.wa.gov.

```

=== AFRS =(VE.3)===== STATEWIDE VENDOR MAINTENANCE ===== C105P146 ===
TR: _____ ORIGINAL ADD: ..... LAST UPDATED: ..... USER AGENCY: 0000
    LAST ACCOUNT CHANGE: ..... LAST USED: .....
    TRANSFER: _ (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
FUNCTION: _ (A=ADD, C=CHG, V=VIEW, N=NXT, B=BCK, G=GEN)

VENDOR NO: _____ CONTACT: _____
VENDOR NAME: _____ PHONE _____ FAX _____
ADD1: _____
ADD2: _____ VENDOR TYPE: _
ADD3: _____ VENDOR STATUS: _
CITY/ST/ZIP: _____ US/FOREIGN ADDR: U (U OR F)
E-MAIL ADDR: _____ PROVIDER: _____
TIN: _____ TAX TYPE: _ W-9/8 ON FILE: _
REMARKS: _____ LEGAL ADDRESS: _
CCD/TX-LAYOUT: _ _ VENDOR RA PRINT: Y PAYMENT TYPE: _ EFT AVAILABLE: _
ABA ROUTING: _____ ABA ACCOUNT: _____ ACCOUNT TYPE: _
LU DETAIL: _____ DUNS: _____ OFAC BLOCK FLAG: _

BILLING AGCY: _____ FUND: _____ MULTI-FUND: _____
PRENOTE SEND: _ STATUS: _ DATE SENT: ___ / ___ / _____
F1=HELP, F2=EMAIL, F3=RETURN, F4=LAST VE VIEW, F5=AGY LINK, F12=MSG, PAUSE/BRK=EXIT

```

VENDOR NUMBER: Unique Vendor number & suffix generated by the system that begins with the letters “SWV”. (Example: SWV1234567-00)

CONTACT: is an optional field. Name of individual who can be contacted if a question comes up regarding their vendor information.

VENDOR NAME: The vendor’s name will be entered on this line.

ADD1 (Address 1): is used to continue the vendor names, or for the first line of an address.

PHONE NUMBER: is an optional field. This field can be helpful if you need to contact a vendor.

FAX NUMBER: is an optional field. This field can be helpful if you need to send information to a vendor.

ADD2 (Address 2): is used to enter additional vendor address information.

VENDOR TYPE: will need to be entered. There are several vendor types and you will need to enter the appropriate type per the following list (Employees are found on VE.2):

0 = Refunds

1 = Employee

2 = Federal Agency

3 = State Agency

4 = Local Government

5 = Volunteers

6 = Boards/Councils/Comm Members

7 = Tax Exempt Organization

8 = Foreign Vendor

A = Attorneys

C = Corporation

D = In-Home Caregivers for Vulnerable populations

L = Community members for Class-1 work group

M = Corporations – Medical

N = Clients – Legal Resident

P = Partnership

S = Sole Proprietor/Individual

T = Trust/Estate

X = Non-Profit Organization

Y = Clients–Non Resident Alien

Z = Clients–Resident Alien

Note: Definitions of these vendor types can be found at the OFM IT Systems Documentation site in the document titled “Definitions for Vendor Types”.

ADD3 (Address 3): is used to enter additional vendor address information. (Note: Payee Helpdesk tries to not enter data on Address 3 because of 1099 IRS rules for reporting.)

VENDOR STATUS: SWV vendors will have one of the following:

- 'A' = Vendor record is active and is available for use.
- 'B' = Vendor record has been blocked and is not available for use.
- 'F' = Vendor record has been blocked by the Office of Foreign Asset Control List (OFAC).
- 'T' = Vendor record is restricted for use by OFM for IRS payroll payments.
- 'S' = Vendor record is restricted for use by OFM for Savings Bonds Payroll payments from HRMS. (**NOTE: Savings Bonds are no longer provided within HRMS so these vendors have been blocked.**)
- 'T' = Vendor record is restricted for use by OFM for out of State Payroll Tax payments from HRMS.
- 'V' = Vendor record is restricted for use by OFM for Third Party Payroll payments from HRMS.

CITY/ST/ZIP: There are three lines here. You will see the City, State and Zip for the vendor in these fields.

US/FOREIGN ADDR: The default is 'U' for United States. SWV only adds foreign vendors that have a valid US TIN and will enter 'F' if the address is to a foreign country.

E-MAIL ADDR: This is used to send EFT remittances to the vendor through email.

PROVIDER: This field is restricted to DSHS for their Provider One system that makes payments to service providers. Currently not used.

TIN: This field will always have a Taxpayer Identification Number (TIN) entered. The TIN is verified on a weekly basis with the IRS and again during the 1099 process. There are three TIN types available and they are:

- Social Security Numbers (SSN)
- Employer Identification Numbers (EIN)
- Individual Taxpayer Identification Number (ITIN)

The number will always be nine digits long.

TAX TYPE: One of the following will be present:

- S = Social Security Number
- R = Individual Taxpayer Identification Number
- T = Employer Identification Number

These codes will automatically format the TIN field.

NCAGE: The NCAGE stands for NATO Commercial Government Entity. Currently not used by the Payee Helpdesk.

W-9 ON FILE: If the Payee Unit has a W-9 you will see a 'Y' for yes in this field. The default is 'N' and this should not be on any active SWV number.

REMARKS: This field is used by the Payee Helpdesk to identify agency that owns the information on the vendor, special uses for the vendor, agency use for the vendor, etc.

LEGAL ADDRESS: This field denotes that this vendor is the legal address for sending 1099 forms to for IRS Reporting purposes.

OMWBE CERT: Currently not used by the Payee Helpdesk.

EFT AVAILABLE: If the Vendor selected to have EFT as their primary payment it will have a "Y". This field can have an "N" because the vendor chose to have a paper warrant or notification was received from the bank that the account has been closed.

CCD/TX-LAYOUT: This field relates to how the ACH (EFT) payment will be transmitted to the Bank.

VENDOR RA PRINT: This field determines if the vendor will receive their remittance:

- E = Email remittance
- P = Paper remittance
- N = No Remittance (Currently only used for IRS)

PAYMENT TYPE: This field becomes active when the EFT Box is “N” (no) or when the EFT is going through the EFT Pre-note Process. The different payments types that can be entered are:

- I = Inserted Warrant
- J = Inter-Agency Payment Process (IAP)
- N = No Payment Allowed
- R = Regular Warrant Issued

ABA ROUTING: Data not visible to state agencies.

ABA ACCOUNT: Data not visible to state agencies.

DUNS: DUNS stands for the “Data Universal Numbering System” that is stored with Dun & Bradstreet. The Payee Helpdesk will enter this number if it is supplied by the vendor but it is not required.

PAYMENT DAY: Currently not used by the Payee Helpdesk.

ACCOUNT TYPE: This determines if the payment will go the vendors “S” Savings Account or to their “C” Checking Account.

Note: There are two other account types that are not used and they are “G” for GL Acct and “L” for Loan Acct.

SPECIAL USE: Currently not used by the Payee Helpdesk.

LU DETAIL: This field is used by the Payee Helpdesk to identify changes to the vendor information based on an updated form, W-9, or no longer matching with the IRS.

REVERSAL ALLOWED: Currently not used by the Payee Helpdesk.

BILLING AGCY: This field identifies the Inter-Agency Payments (IAP) state agency number. This number will be used to send the payment directly to the state treasurer.

FUND: This field identifies the Inter-Agency Payments (IAP) state agency Fund (Account) that the IAP Payment will be applied to. This number will be used to send the payment directly to the state treasurer.

MULTI-FUND: This field identifies the Inter-Agency Payments (IAP) that has more than one Fund (Account) that the IAP Payment will be applied to. This number will be used to send the payment directly to the state treasurer.

Agencies that need to have more than one fund can set up the multi-fund on the TM.3.4.B – IAP Multi Fund Breakout Screen. You will need to have a security of a 2 on the DT (Descriptor Tables). You will create a four character name and enter it in the Multi-Fund field. You will then enter the biennium and the funding breakdown of up to five funds and percentages. It must equal 100%.

BLOCK AGENCY VNDR: This is no longer used and will be removed at a later date. This was used to block agency vendors from being used when a Statewide Vendor Number with the same TIN existed.

PRENOTE SEND: This tells the system when a Prenote needs to be processed for a statewide vendor. You will see one of the following:

- Y = Choosing this will start the prenote process and is the default for the new Vendor unless they opt not to receive payment by ACH/EFT. The Payee Helpdesk can also change it to a “Y” if they are entering new Banking Information per the request of the vendor.
- N = Means that the prenote process has completed or that the vendor has chosen not to have ACH/EFT.

STATUS: This field shows where the verification of the prenote is and you can see three values and they are:

- I = Prenote process has begun.
- C = The prenote process has been completed
- E = Vendor’s bank has sent a Notice of Rejection (NOR) and EFT may be turned off depending on the severity of the Error.

DATE SENT: This field shows when the banking information is:

IN-PROCESS for prenote,
COMPLETE the prenote process or
ERROR has occurred through the Notice of Rejection.

SPECIAL DATES at the top of each Statewide Vendor

ORIGINAL DATE: This is the date that the Vendor was added to the table. Note: Blank dates are vendor’s added prior to 1999.

LAST UPDATED: This date shows the last time that the Payee Helpdesk made a modification to a vendor record.

LAST ACCOUNT CHANGE: This is the last time that the banking information was modified. This date lets you know that the vendor would have to go back through the Prenote process and payments during this time would not be ACH/EFT.

LAST USED: This was the last time that a payment or Journal Voucher used this vendor number.

Features available on the VE.3 screen

View a single vendor record

On the VE.3 type ‘V’ in the function.

Then type in the specific vendor number or name of the record to be viewed and press ‘ENTER’. The record will appear if the vendor number entered is valid.

View the next vendor record in the file from the vendor currently being viewed

On the VE.3 type ‘N’ in the function.

Then press ‘ENTER’ to display the next vendor record in vendor number sequence.

**View multiple vendor records by vendor number, vendor name, zip code or TIN
(Federal ID)**

On the VE.3 type 'Y' in the TRANSFER field.

Then press 'ENTER' to access the IN.1.S screen.

NOTE: Refer to instructions for IN.1.S.

Statewide Selection Screen – IN.1.S (Find Vendor Records by Number, Name, TIN, or Zip Code)

This screen provides agencies with on-line views of statewide vendor records by vendor number, vendor name, TIN or zip code. Statewide vendor records found through this screen can be viewed in detail by use of the 'select' feature. You can also view Blocked Statewide Vendors using this screen.

This screen provides quick and easy access to the statewide vendor records. It is always up-to-date with the latest addition, change or blocking of vendor records.

Access 'View Vendor Edit Summary' screen

On the VE.3 type 'Y' in the TRANSFER field.

Then press 'ENTER' to access the IN.1.S screen.

```

=== AFRS =(VE.3)===== STATEWIDE VENDOR MAINTENANCE ===== C105P146 ===
TR: _____ ORIGINAL ADD: ..... LAST UPDATED: ..... USER AGENCY: 0000
      LAST ACCOUNT CHANGE: ..... LAST USED: .....
TRANSFER: Y (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
FUNCTION: _ (A=ADD, C=CHG, V=VIEW, N=NXT, B=BCK, G=GEN)

VENDOR NO: _____ CONTACT: _____
VENDOR NAME: _____ PHONE _____ FAX _____
ADD1: _____
ADD2: _____ VENDOR TYPE: _
ADD3: _____ VENDOR STATUS: _
CITY/ST/ZIP: _____ US/FOREIGN ADDR: U (U OR F)
E-MAIL ADDR: _____ PROVIDER: _____
TIN: _____ TAX TYPE: _ W-9/8 ON FILE: _
REMARKS: _____ LEGAL ADDRESS: _
CCD/TX-LAYOUT: _ _ VENDOR RA PRINT: Y PAYMENT TYPE: _ EFT AVAILABLE: _
ABA ROUTING: _____ ABA ACCOUNT: _____ ACCOUNT TYPE: _
LU DETAIL: _____ DUNS: _____ OFAC BLOCK FLAG: _

BILLING AGCY: _____ FUND: _____ MULTI-FUND: _____
PRENOTE SEND: _ STATUS: _ DATE SENT: ___ / ___ / ___
F1=HELP, F2=EMAIL, F3=RETURN, F4=LAST VE VIEW, F5=AGY LINK, F12=MSG, PAUSE/BRK=EXIT
  
```

Partial search for vendor records

Type 'P' in the Function.

Type a partial (one or more characters) or complete *vendor number, vendor name, TIN, or zip code* in the appropriate field. Do not use more than one field.

Press 'ENTER'

The search will find and display up to 8 records that are equal to or greater than the partial or complete vendor number, vendor name, TIN, or zip code entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence; if the search was on zip code, the records will be displayed in zip code sequence; etc.

NOTE: Use the IN.1.S to view vendors that have been blocked as they will not appear on the IN.1.V, Combined Vendor Selection search screen.

NOTE: The preferred searches are Vendor Number or Vendor Name.

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.3) will be displayed. After viewing the record you can then return to screen IN.1.S by pressing the F4 key. (If you have left the VE.3 screen you will need to start over.)

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.3) will be displayed. This will allow you to see additional information on a particular vendor. You can then return to screen IN.1.I by pressing the F3 key.

View Combined Vendor Selection Screen – IN.1.V (VE.1) (Find Vendor Records by Number, Name, TIN, or Zip Code)

This screen provides agencies with on-line view capability for all agency and statewide vendor records by vendor number, vendor name, zip code, or TIN. Vendor records found through this screen can be viewed in detail by use of the 'select' feature.

NOTE: Use the VE.2.3 or VE.1.S to view vendors that have been blocked as they will not appear on the IN.1.V, Combined Vendor Selection search screen.

This screen provides quick and easy access to all active vendor records. It is always up-to-date with the latest addition, change or blocking of vendor records. It also provides a quick view of the vendor TIN, Pay Flag, and Zip.

Access ‘Combined Vendor Selection’ screen

On the VE screen type ‘1’ in the SELECT FUNCTION field.

Then press ‘ENTER’ to access the IN.1.V screen.

```

=== AFPS =(IN.1.V)===== COMBINED VENDOR SELECTION ===== C105P2VC ===
TR: _____ 9990
FUNCTION: _ (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
VND NAME: _____ VND NUMB: _____
TIN: _____ ZIP CODE: _____
LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL P
A=1099 IR.2 A
S VENDOR NO VENDOR NAME TIN ZIP+4 Y
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- .....
- .....
- .....
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
NO RECORDS FOUND FOR DISPLAY

```

Partial search for vendor records.

Type ‘P’ in the Function.

Type a partial (one or more characters) or complete *vendor number*, *vendor name*, *zip code* or *TIN (Taxpayer Identification Number)* in the appropriate field. **Do not use** more than one field.

Press ‘ENTER’

The search will find and display up to 999 records that are equal to or greater than the partial or complete vendor number, vendor name, zip code, or TIN entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence; if the search was on zip code, the records will be displayed in zip code sequence; etc.

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.3) will be displayed. Any necessary changes to Agency records can now be made to the vendor record. You can then return to screen IN.1.V by pressing either the F3 or F4 key.