Introduction

The Vendor/Customer (VCUST) table allows you to maintain the primary information about a vendor/customer. The information contained in this page determines how Accounts Receivable, Accounts Payable, and EFT (Electronic Funds Transfer) transactions are handled. This page also contains the Discount Terms for Prompt Payment that the Vendor/Customer may offer.

Vendor/Customer records are made active and inactive using this table. The Active Status of a Vendor/Customer record controls the use of that Vendor/Customer on certain documents.

To easily create the VCC and VCM documents, you can click Create New Record or Modify Existing Record links at the bottom of this table. You can also create these documents from the Document Catalog.

Please refer to the 402 VCUST training materials for more information about this topic.

Searching for a Vendor or Customer

1. Log in to AdvantageME.
2. Select the **Vendor/Customer** workspace.
3. Select **Vendor Customer Tables** from the Secondary Navigation panel.
4. Select **Vendor Customer Inquiry** table from the main screen and click Vendor Customer table.
5. The VCUST table opens to the first record contained in the table.
6. Click Search. An additional window opens.
7. You can search on the fields below. It is best to search on as many fields as possible in order to narrow your search.

- **Vendor Customer (#)**
- **Vendor Active Status**
- **Customer Active Status**
- **VSS Registered?**
- **Legal Name**
- **Alias/DBA**
- **Last Name**

NOTE: To see if a vendor/customer exists, the best way to find this is to search on the **Legal Name** field.

NOTE: The asterisk "*" is used as a "wild card" to narrow your search. It can be used before or after the data.

8. Once you enter your search criteria, click OK.
9. Your record will be displayed. If many records display, select each record by highlighting the record line in the grid. View the specific information to find the record for which you are looking.

A Description of the Search fields

- **Vendor Customer:** The unique identifier assigned to the vendor/customer. In AdvantageME, a vendor can also be a customer, allowing you to enter information only one time when a particular contact is both a vendor (payable) and a customer (receivable).
- **Vendor Active Status:** The active status of the record. Valid values are: *Active*, *Inactive*, *Suspended*, *Discontinued*, *Debarred*, *Delete*, and *VSS Rejected*. Default is *Inactive*.
- **Customer Active Status:** The active status of the record. Valid values are: *Active*, *Inactive*, *Suspended*, *Discontinued*, *Debarred*, *Delete*, and *VSS Rejected*. Default is *Inactive*.
- **Taxpayer ID Number:** The taxpayer identification number from the1099 Reporting Information page. If a valid code is not available on the 1099 Reporting Information page, one must be added.
- **VSS Registered:** Select either Yes or No, depending on whether the vendor is registered through Vendor Self Service (VSS)
- **Legal Name:** The legally defined name of the company or individual represented by this record. The field is used for reporting, if record is defined as not Alias/DBA.
- **Alias/DBA:** The alternate name, alias or operating name (doing business as) used to identify the account.
- **Last Name:** The last name of the contact. If the **Organization Type** field is *Company*, then this field must be blank. However, this field can be populated if the **Organization Type** is *Individual* or if it is blank and the **Company Name** field is blank.

A Description of the Support links

There are 7 links at the bottom of the VCUST table that can be utilized by the user. They are the following:

- Master Contacts: This page allows you to establish a list of contacts for a specific Vendor/Customer location. Contacts can then be selected as Primary Contacts on address records on the Address Information table. When a Primary Contact is selected on Address Information, all information about that contact on the Vendor Contacts table is carried forward to the Vendor Address table for that address record.
- Master Addresses: This page allows you to search through all vendor addresses entered into AdvantageME.
- Vendor Commodity: This page allows you to search through all vendors that have registered for commodities in AdvantageME. If your security allows it, you will be able to view this page.
- Vendor Addresses: This page allows you to maintain the current contact and address information for use by the automated processing functions of Advantage Procurement for a Vendor/Customer. There are three main **Address Types** (*Procurement*, *Payment*, and *Billing*).
- Vendor Business Types: This page allows you to search through all vendors that have registered for business types in AdvantageME. It is helpful to know your business type code before searching.
- Vendor Service Areas: This page allows you to search through all vendors that have registered for service areas in AdvantageME. At this time, this page is not used but it may be used in the future.
- VCM Query: This query allows you to search by either Vendor or document-specific information to locate a specific VCM document.

If you access one of the links, then you can return to the VCUST table by clicking Vendor/Customer Detail.

State of Maine Policies

When a VCC document is created and submitted, it must be approved before the vendor becomes active. There is only one level of approval for VCC documents.
OSC Accounting will do all approvals for VCC documents that contain Vendor or Vendor/Customer combination accounts.
VCC documents that are for Customers only will not require approval.

State of Maine Resources

For immediate assistance, contact the Help Desk at (207) 624-7700.

Advantage

Financial Management System

VCUST—An explanation about Searching for a Vendor or Customer

Quick Reference Card