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          NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
          FINANCIAL SYSTEMS

03 - GENERAL LEDGER                12 - FOREIGN EXCHANGE
04 - ACCOUNTS RECEIVABLE           13 - PROJECT TRACKING
05 - ACCOUNTS PAYABLE AND          14 - PURCHASING
    PURCHASE ORDER CONTROL          15 - ORDER PROCESSING
06 - ACCOUNTS PAYABLE              17 - SALES FORECASTING / DRP
07 - INVENTORY                     21 - FINANCIAL CONTROLLER
08 - FIXED ASSETS                  22 - EDI
09 - BUDGETARY CONTROL
10 - FORECASTING AND MODELING

          ENTER THE SYSTEM NUMBER YOU DESIRE: 2

ACTION _____ DCI Release 94.01.CF
    
```

2. Type **06** in the ENTER THE SYSTEM NUMBER YOU DESIRE field and press **Enter** to access the *Accounts Payable (APM)* screen.

```

OCP AP                ACCOUNTS PAYABLE                APM
NEXT FUNCTION: 3 ACTION: _____ 01/03/2006 15:06:46
=====
FUNCTIONS                                SETUP/MAINTENANCE
ACTIVITY  DESCRIPTIONS                    ACTIVITY  DESCRIPTIONS
=====  =====                    =====  =====
DEM       DOCUMENT ENTRY                        CPM       COMMON POLICY
DMM       DOCUMENT MAINTENANCE                   CVM       COMMON VENDOR
DIM       DOCUMENT INQUIRY                     SMM       SYSTEM MAINTENANCE
PYM       PAYMENT CONTROLS
BRM       BANK RECONCILIATION
BEM       BUDGETARY EXCEPTIONS
    
```

3. Type **vsl** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Short Name Lookup (VSL)* screen.

NOTES

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OCF                                VENDOR SHORT NAME LOOKUP                                VSL
NEXT FUNCTION: 6 ACTION: _____ 04/12/2006 15:40:56
REQUEST: _____
=====
PAY ENTITY: 4
SHORT NAME: 5 ADDRESS TYPE: _ PRIVATE VENDORS : _
SHOW ALL : _
SHORT NAME VENDOR NBR GROUP NAME ACTIVITY
ORDER FROM ADDRESS REMIT TO ADDRESS

PAGE NO: SCREEN STATUS: _____
    
```

4. Type your **trade paying entity (XXPT)** in the PAY ENTITY field.
5. Type **tec@** in the SHORT NAME field and press to view the VSL screen. The symbol “@” allows you to type part of a vendor name to access all vendors beginning with the letters “t-e-c.”

When the SCREEN STATUS field at the bottom of the screen says **MORE**, additional pages of information exist. Press to scroll to the next page and access this information.

You can scroll up or down on the VSL screen. DOWN is the default direction. To scroll UP, type **UP** in the REQUEST field and press . You are able to scroll up to ten pages at one time. For example, type **DOWN3** or **DN3** in the REQUEST field and press to scroll down 3 pages. To return to the top of the list, type **TOP** or **T** in the REQUEST field and press .

Note that Tectonics is not listed on the VSL screen.

6. Type **vsu** in the NEXT FUNCTION field and press to access the *Vendor Setup (VSU)* screen and request the addition of Tectonics as a vendor.

NOTES

OCP		VENDOR SETUP		VSU	
NEXT FUNCTION: _____		ACTION: _____		01/03/2006 16:48:07	
REQUEST: _____					
=====					
PAY ENTITY :	7	VENDOR NO :	8	GROUP :	_____
VENDOR NAME :	9	VENDOR TYPE :	10	EDI/FAX CODE :	_____
SHORT NAME :	_____				
--- ORDER FROM --- HOLD: _ DEFAULT ADDR: _ FAX : 11					
ADDR LINE 1:	_____	PHONE :	_____		
ADDR LINE 2:	_____	STATE CODE :	_____	VAL: _	
ADDR LINE 3:	_____	POSTAL CODE :	_____		
OPT ADDR 1:	_____	OPT ADDR USE :	_____		
OPT ADDR 2:	_____	OPT STATE CD :	_____	VAL: _	
CONTACT :	_____	OPT POSTAL CD:	_____		
--- REMIT TO --- HOLD: _					
ADDR LINE 1:	_____	PHONE :	12		
ADDR LINE 2:	13	STATE CODE :	14	VAL: _	
ADDR LINE 3:	15	POSTAL CODE :	16		
OPT ADDR 1:	17	OPT ADDR USE :	_____		
OPT ADDR 2:	18	OPT STATE CD :	_____	VAL: _	
CONTACT :	19	OPT POSTAL CD:	_____		
PAYMENT TERMS:	_____	VENDOR STATUS:	_____		
CONSL REPORTING INFO -	PAY ENTITY: _____	VEND NBR: _____	GROUP NBR: _____		

- Type **vadd** in the PAY ENTITY field. VADD is a temporary storage area. All new trade vendors are filed here until they are added to the Statewide Trade Vendor File.
- Type **XX9876543** in the VENDOR NO field. Remember that the vendor number is the vendor's federal ID or social security number.
- Type **tectonics incorporated** in the VENDOR NAME field. The name prints on the check exactly as it is typed here.
 - Spell out the name of the vendor as far as the VENDOR NAME field allows. If necessary, use the ADDRESS LINE 1 field for continuation of the name.
- Type **d** in the VENDOR TYPE field to indicate that Tectonics is a *direct* vendor. In other words, a purchase order will not be issued.

The default for the VENDOR TYPE field is **D** for *direct* vendor. If the vendor is a *matching* vendor (grant, contract, or motor fleet), an **M** must be typed in the VENDOR TYPE field. The agency must then notify the OSC that the vendor is grant, contract, or motor fleet in one of the optional address line fields.

Do not enter any data in the SHORT NAME field. Allow the data from the VENDOR NAME field to default in the SHORT NAME field. Any further modifications to this field will be made by the OSC Help Desk. This is for Trade vendors only. You must type employee vendor's name in reverse order (last name first). It does not default correctly.


NOTES

11. Type **828-345-6789** the FAX field. This field is optional.

It is no longer necessary to enter data in the ORDER FROM fields. The ORDER FROM data is added when an E-procurement vendor is selected for use on a purchase order. The vendor's ORDER FROM data is "pushed" to NCAS from E-procurement.


12. Type **800-755-9877** in the PHONE field of the REMIT TO section. If there is a toll-free number, it should always be entered in the PHONE field.

13. Type **148 elm st ste 1200** in the ADDR LINE 2 field.

 Use standard postal abbreviations wherever appropriate. See the online NCAS System Information Guide (SIG) for a complete listing of postal abbreviations in the Vendors section.

14. Type **nc** in the STATE CODE field.

15. Type **charlotte** in the ADDR LINE 3 field.

 Always type the city in the ADDR LINE 3 field, even if it means that you have to leave the ADDR LINE 1 field blank. Only ADDR LINE 2 and ADDR LINE 3 fields print on the purchase order and check.

Do not use slashes ("/") anywhere in your vendor request. This could cause the vendor record to be corrupted and unusable. For "in care of" recipients, use the REMIT MSG field on the *IWS-1T* screen. For telephone numbers, use dashes. If you have any questions regarding the establishment of a vendor request, please call the NCAS Support Services at 919-875-HELP (4357).

16. Type **27106-2618** in the POSTAL CODE field.

 The nine-digit zip code is required.

Complete zip code numbers can be located on the United States Postal Services' web site: <http://www.usps.gov/zip4>

17. Type **phone #: 336-967-4531** in the OPT ADDR 1 field. The OPT ADDR fields are used to enter other information about a vendor, such as a second phone number.

NOTES

The code that you enter in the OPT ADDR USE field instructs the NCAS to print certain address lines. You can type one of the following two codes:

- 1** Prints selected address lines:
opt addr 1
opt addr 2
- 2** Prints all address lines:
addr line 1
addr line 2
opt addr 1
opt addr 2
addr line 3

18. Type **your name, full phone number, and agency-division** in the OPT ADDR 2 field.

Example: Jane – 828-358-3546 @DOJ-JA

You must type your name, full telephone number (with area code if outside of Raleigh), and agency-division in the OPT ADDR 2 field. This will ensure that the OSC Support Services Help Desk can reach you if further information is required to process vendor requests.

19. Type **randy james** in the CONTACT field.
20. Press . The following message is displayed on your screen:
VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!!!
21. Press to send your request to the OSC.

You have now requested that the OSC add a vendor to the Statewide Trade Vendor File. The OSC will act on your request as soon as possible.

WALKTHROUGH: Requesting the Change of a Trade Vendor *Before* It Has Been Added

SCENARIO

You entered all information for Tectonics correctly on the *VSU* screen, with the exception of the city. Instead of typing Greensboro, NC, you typed Charlotte, NC. Before requesting the change, you need to check the Statewide Trade Vendor File to determine whether the OSC has added this vendor.

1. Type **vs1** in the NEXT FUNCTION field and press to access the *Vendor Short Name Lookup (VSL)* screen.


NOTES

```

OCP                                VENDOR SHORT NAME LOOKUP                                VSL
NEXT FUNCTION: _____ ACTION: _____                                04/12/2006 15:40:56
REQUEST: _____
=====
PAY ENTITY: 2 D
SHORT NAME: 3 _____ ADDRESS TYPE: _ PRIVATE VENDORS : _
SHOW ALL : _
SHORT NAME      VENDOR NBR  GROUP      NAME      ACTIVITY
ORDER FROM ADDRESS      REMIT TO ADDRESS
                                                                 4
PAGE NO:          SCREEN STATUS: _____

```

2. Type **vadd** in the PAY ENTITY field.
3. Type **the Julian date of your request** and "**@**" in the SHORT NAME field. Press **Enter** to display the vendors you have requested to be added.

 The Julian date is the numerical day of the calendar year. For example, the date January 3 has a Julian date of 003. The date December 31 has a Julian date of 365. Be sure to use three digits when entering the Julian date.

Julian date calendars (both perpetual and leap year) can be found in the *Quick Reference Guide* chapter of this book under **QRG 15: Julian Date Calendars**.

4. Type **vsu** in the ACTIVITY field of Tectonics and press **Enter** to access the *Vendor Setup (VSU)* screen.

Note that the paying entity and vendor number for Tectonics defaults to the *VSU* screen.

NOTES

```

OCP                                VENDOR SETUP                                VSU
NEXT FUNCTION: _____ ACTION: _____                                01/03/2006 09:39:53
REQUEST: 5
=====
PAY ENTITY   : VADD      VENDOR NO   : 239876543  GROUP       : ____
VENDOR NAME : _____          VENDOR TYPE : ____
SHORT NAME  : 174TECTONICSINC          EDI/FAX CODE : ____
--- ORDER FROM --- HOLD: _  DEFAULT ADDR: _  FAX         : _____
ADDR LINE 1: _____          PHONE        : _____
ADDR LINE 2: _____          STATE CODE   : ____ VAL: ____
ADDR LINE 3: _____          POSTAL CODE  : _____
OPT ADDR 1: _____          OPT ADDR USE : ____
OPT ADDR 2: _____          OPT STATE CD : ____ VAL: ____
CONTACT     : _____          OPT POSTAL CD: _____
--- REMIT TO --- HOLD: _
ADDR LINE 1: _____          PHONE        : _____
ADDR LINE 2: _____          STATE CODE   : ____ VAL: ____
ADDR LINE 3: 6 _____          POSTAL CODE  : _____
OPT ADDR 1: _____          OPT ADDR USE : ____
OPT ADDR 2: _____          OPT STATE CD : ____ VAL: ____
CONTACT     : _____          OPT POSTAL CD: _____
PAYMENT TERMS: _____          VENDOR STATUS: ____
CONSL REPORTING INFO - PAY ENTITY: _____ VENDOR NBR: _____ GROUP NBR: _____
    
```

5. Type **c** in the REQUEST field and press to indicate you are *changing* information about Tectonics.
6. Type **greensboro** over Charlotte in the ADDR LINE 3 field in the REMIT TO section.
7. Press to complete the change request.

You have now corrected the information for Tectonics. When the OSC adds Tectonics to the Statewide Trade Vendor File, the correct address will also be added.

You can also make changes to vendors already existing in the Statewide Trade Vendor File.

WALKTHROUGH: Requesting the Inactivation and Change of a Vendor *After* It Has Been Added

SCENARIO

The H. M. Smith Company, Inc. has been bought out by Hi-Five Industries. You need to request the OSC to inactivate H. M. Smith Company. H. M. Smith Company's federal ID number is XX0000004. You will then need to add Hi-Five Industries as a new vendor. Hi-Five's vendor number is XX1234567.

1. Type **vs1** in the NEXT FUNCTION field and press to access the *Vendor Short Name Lookup (VSL)* screen.

NOTES

```

OCP                                VENDOR SHORT NAME LOOKUP                                VSL
NEXT FUNCTION: _____ ACTION: _____                                04/12/2006 15:40:56
REQUEST: _____
=====
PAY ENTITY: 2
SHORT NAME: 3 _____ ADDRESS TYPE: 4 PRIVATE VENDORS : _
SHOW ALL : _
SHORT NAME      VENDOR NBR  GROUP      NAME      ACTIVITY
ORDER FROM ADDRESS      REMIT TO ADDRESS
                                                    5
PAGE NO: _____ SCREEN STATUS: _____

```

- 2. Type **your trade paying entity (XXPT)** in the PAY ENTITY field.
- 3. Type **hmsmith@** in the SHORT NAME field and press **Enter**. Do not type spaces in the short name.
- 4. Type **b** in the ADDRESS TYPE field and press **Enter** to display *both* the order-from and remit-to addresses.

If you want to display *either* the order-from *or* the remit-to address, use the following codes in the ADDRESS TYPE field:

O	<i>Order-from</i> address
R	<i>Remit-to</i> address

- 5. Type **vsu** in the ACTIVITY column next to HM Smith Company Inc (XX0000004) and press **Enter** to access the *Vendor Setup (VSU)* screen.

NOTES

```

OCP                                VENDOR SETUP                                VSU
NEXT FUNCTION: _____ ACTION: _____                                01/03/2006 10:39:04
REQUEST: _____
=====
PAY ENTITY   : 6 T      VENDOR NO   :   XX0000004   GROUP       :   A
VENDOR NAME  : 7 _____ VENDOR TYPE :   -
SHORT NAME   : HMSMITH   EDI/FAX CODE :   -
--- ORDER FROM --- HOLD: _   DEFAULT ADDR: _   FAX           : _____
  ADDR LINE 1: _____ PHONE          : _____
  ADDR LINE 2: _____ STATE CODE    : _____ VAL: _____
  ADDR LINE 3: _____ POSTAL CODE   : _____
  OPT ADDR 1: _____ OPT ADDR USE  : _____
  OPT ADDR 2: _____ OPT STATE CD  : _____ VAL: _____
  CONTACT    : _____ OPT POSTAL CD: _____
--- REMIT TO --- HOLD: _
  ADDR LINE 1: 8 _____ PHONE          : _____
  ADDR LINE 2: 9 _____ STATE CODE    : _____ VAL: 10
  ADDR LINE 3: _____ POSTAL CODE   : _____
  OPT ADDR 1: 11 _____ OPT ADDR USE  : _____
  OPT ADDR 2: _____ OPT STATE CD  : _____ VAL: _____
  CONTACT    : _____ OPT POSTAL CD: _____
PAYMENT TERMS: _____ VENDOR STATUS: 12
CONSL REPORTING INFO - PAY ENTITY: _____ VEND NBR: _____ GROUP NBR: _____
    
```

6. Type **chge** over your paying entity in the PAY ENTITY field to indicate a *change* to the file.

A maximum of 15 characters can be used in the SHORT NAME field. When searching for a vendor using the short name, note that these abbreviations are used for the following words:

<u>Full Name</u>	<u>Short Name</u>
America/American	AMER
Association/Associated	ASSN
International	INTRNTL
National	NATL
North Carolina	NC
Northeast/Northeastern	NE
Northwest/Northwestern	NW
Southeast/Southeastern	SE
Southwest/Southwestern	SW
United States	US
University	UNIV

Additional abbreviations are listed on **QRG 1: NCAS Standard Vendor Short Name Abbreviations.**

7. Type **h m smith company incorporated** in the VENDOR NAME field.
8. Type **vendor bought out by hi-five** in the ADDR LINE 1 field of the REMIT TO section of the screen.
9. Type **industries -- vend# XX1234567** in the ADDR LINE 2 field.

Use the ADDR LINE fields to communicate why the inactivation of the vendor is necessary and, if necessary, the name and vendor.

NOTES

10. Type **n** in the VAL field to disable state code validation.
11. Type **your full name** (or at least first name and last initial), **full phone number**, and **agency-division** in the OPT ADDR 1 field.
(ie, *James Doe – 828-555-1234 @ DOC-Fiscal*)
12. Type **i** in the VENDOR STATUS field and press .
13. The system displays the following message: **VENDOR HAS BEEN ADDED TO THE SYSTEM, HIT ENTER!!**
14. Press to complete the change request.

You have now requested that the OSC inactivate the vendor, H. M. Smith Company, Inc. At this point, you need to add Hi-5 Industries as a new vendor using the VADD pay entity.

OCF	VENDOR SETUP		VSU
NEXT FUNCTION: _____	ACTION: _____	02/02/2006 10:29:18	
REQUEST: _____	=====		
PAY ENTITY : 15	VENDOR NO : 16 17	XX0000004	GROUP : 18
VENDOR NAME : 19	_____		VENDOR TYPE : _
SHORT NAME : 20	MITH	EDI/FAX CODE : _	
--- ORDER FROM ---	HOLD: _	DEFAULT ADDR: _	FAX : 21
ADDR LINE 1: _____	_____		PHONE : _____
ADDR LINE 2: _____	_____		STATE CODE : _____ VAL: _
ADDR LINE 3: _____	_____		POSTAL CODE : _____
OPT ADDR 1: _____	_____		OPT ADDR USE : _
OPT ADDR 2: _____	_____		OPT STATE CD : _____ VAL: _
CONTACT : _____	_____		OPT POSTAL CD: _____
--- REMIT TO ---	HOLD: _	_____	
ADDR LINE 1: _____	_____		PHONE : 22
ADDR LINE 2: 23	_____		STATE CODE : 24 VAL: _
ADDR LINE 3: 25	_____		POSTAL CODE : 26
OPT ADDR 1: 27	_____		OPT ADDR USE : _
OPT ADDR 2: 28	_____		OPT STATE CD : _____ VAL: _
CONTACT : 29	_____		OPT POSTAL CD: _____
PAYMENT TERMS: _____	_____		VENDOR STATUS: _____
CONSL REPORTING INFO -	PAY ENTITY: _____	VEND NBR: _____	GROUP NBR: _____

15. Type **vadd** in the PAY ENTITY field.
16. Delete any data in the VENDOR NO field.
17. Type **XX1234567** in the VENDOR NO field.
18. Delete any data in the GROUP field.
19. Type **hi5** (no hyphen) **industries** in the VENDOR NAME field.
20. to the SHORT NAME field and type **hi5industries**.

You can also let the vendor name default after pressing later when you create the record.



We skipped the **VENDOR TYPE** field. You can either type a **D** in the field for direct vendor or you can allow the system default of **D** to fill the field after pressing **Enter** later when you create the record.

NOTES

21. Type **336-218-1323** in the **FAX** field.
22. Type **888-347-0667** in the **PHONE** field of the **REMIT TO** sections.
23. Type **4409 w wendover ave** in the **ADDR LINE 2** field.
24. Type **nc** in the **STATE CODE** field.
25. Type **greensboro** in the **ADDR LINE 3** field.
26. Type **27407-3242** in the **POSTAL CODE** field.
27. Type **phone: 336-286-8587** in the **OPT ADDR 1** field.
28. Type your requestor's information in the **OPT ADDR 2** field using the following format:
Example: *James Doe-828-555-1234@DOC-Fiscal*
29. Type **david phelps** in the **CONTACT** field.
30. Press **Enter**. The system displays the following message: **VENDOR HAS BEEN ADDED TO THE SYSTEM, HIT ENTER!!**
31. Press **Enter** to complete the change request.

At this point, you need to forward documentation provided by Hi-5 Industires confirming their buyout of HM Smith Company Inc. to the OSC Help Desk. Any time a vendor is inactivated in NCAS, documentation must be sent to the OSC Help Desk for audit purposes. Documentation consists of letterhead from the company confirming the buy out.

Foreign Vendors

Foreign vendors do not have standard tax identification numbers as vendors in the United States. When adding a foreign vendor, the **VADD** pay entity should be used, just as when adding trade vendors. However, "foreign" should be typed in the **VENDOR NO** field as the tax ID number. The OSC Help Desk assigns the vendor number after receiving the added file from the agency.

Be sure to type **N** in the **VAL** field for the state code. State codes are only for the United States.

NOTES

```
N23                                VENDOR SETUP                                VSU
NEXT FUNCTION: _____ ACTION: _____                                01/02/2006 13:50:44
REQUEST: _____
=====
PAY ENTITY   : VADD      (VENDOR NO : FOREIGN )  GROUP       : _____
VENDOR NAME  : 49TH WEST GAMES INCORPORATED  VENDOR TYPE : D
SHORT NAME   : 49THWGAMESINCOR              EDI/FAX CODE : _____
--- ORDER FROM --- HOLD: _  DEFAULT ADDR: N  FAX         : _____
  ADDR LINE 1: _____  PHONE          : _____
  ADDR LINE 2: _____  STATE CODE    : _____ VAL: _
  ADDR LINE 3: _____  POSTAL CODE   : _____
  OPT ADDR 1: _____  OPT ADDR USE  : _____
  OPT ADDR 2: _____  OPT STATE CD  : _____ VAL: _
  CONTACT    : _____  OPT POSTAL CD: _____
--- REMIT TO --- HOLD: _
  ADDR LINE 1: _____  PHONE          : _____
  ADDR LINE 2: 18156 69TH AVE  STATE CODE  : _____ VAL: N )
  ADDR LINE 3: SURREY CANADA  POSTAL CODE  : VES 9C7
  OPT ADDR 1: _____  OPT ADDR USE  : _____
  OPT ADDR 2: REQ: CAROLYN@DCR 807-1234  OPT STATE CD: _____ VAL: _
  CONTACT    : _____  OPT POSTAL CD: _____
PAYMENT TERMS: _____  VENDOR STATUS: _____
CONSL REPORTING INFO - PAY ENTITY: _____ VEND NBR: _____ GROUP NBR: _____
```

Contact the OSC NCAS Help Desk at (919) 875-4357 if you have any questions regarding the addition of a foreign vendor.

Employee Vendors

Overview

An **employee vendor** is an employee to whom your agency pays expense reimbursements or travel advances. Each agency is responsible for establishing and maintaining employee vendors. The OSC requires that the employee's social security number be used as the vendor number.

Employee vendors are established under the following paying entity:

XXPE

XX = agency identification number
PE = employee payable

Short names for employee vendors should be set up on the *Vendor Setup (VSU)* screen with the last name first (e.g., Smithjohn). Remember that spaces and punctuation are *not* typed in the SHORT NAME field.

The date the vendor is to be added to the system should be entered on the *Vendor General Information (VGN)* screen in the VEND ADD field. The date for this field must be entered as 8 digits (for example, September 15, 2006 would be entered as 09152006).

After keying in the employee information on the *VSU* screen, the social security ID number needs to be entered on the *Vendor Payable Information (VPN)* screen. The TAX ID NUMBER field must be completed on the *VPN* screen to avoid inadvertent backup tax withholding.

WALKTHROUGH: Adding an Employee Vendor

SCENARIO

Michael Miller will be traveling and receiving expense checks. He needs to be entered into the system as an employee vendor. His social security number is 022-03-0444. His address and phone number are:

180 West State Street
Charlotte, NC 28128-4857
Phone: 704-983-0002

Before entering a travel advance or employee reimbursement, check the employee vendor file to see if the vendor exists.

NOTES

1. Type **vs1** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Short Name Lookup (VSL)* screen.

```

OCP                                VENDOR SHORT NAME LOOKUP                                VSL
NEXT FUNCTION: 5 ACTION: _____ 04/12/2006 15:40:56
REQUEST: _____
=====
PAY ENTITY: 2
SHORT NAME: 3 ADDRESS TYPE: _ PRIVATE VENDORS : _
SHOW ALL : _
SHORT NAME      VENDOR NBR  GROUP      NAME      ACTIVITY
ORDER FROM ADDRESS  REMIT TO ADDRESS
=====
PAGE NO: _____ SCREEN STATUS: _____

```

2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type **mill@** in the SHORT NAME field and press **Enter** to view the *VSL* screen. The symbol “@” allows you to type part of an employee’s name to access all employees beginning with the letters “m-i-l-l.”
4. Scroll down the list to find the employee’s name.

Note that Michael Miller’s name is not listed.

5. Type **vsu** in the NEXT FUNCTION field and press **Enter** to access the *Vendor Setup (VSU)* screen and add Michael Miller as a vendor.