

SECTION V	December 2008 REV
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Vendor Edit maintenance transactions are entered and edited directly online at:

- VE.2 - AGENCY VENDOR
- VE.3 - STATEWIDE VENDOR (SWV); or
- IN.1.4 - VENDOR ACCOUNTING TRANSACTION INPUT

Transactions must pass the online edits before they are added to the Vendor Edit (VE) Table and to transactions. Some codes are applicable only to the Statewide Vendor (SWV) Table (VE.3). These edits are also performed during batch edit process each evening to assure the accuracy of Vendor data.

KEY: Agency, Statewide Vendor Number.

Alternate index key: TIN, Statewide Vendor Number

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=== AFRS =(VE.3)===== STATEWIDE VENDOR MAINTENANCE ===== C105P146 ===
TR: _____ ORIGINAL ADD: __/__/__ LAST UPDATED: 12/06/07 USER AGENCY: 0000
      LAST ACCOUNT CHANGE: __/__/__ LAST USED: __/__/__
      TRANSFER: _ (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
FUNCTION: C (A=ADD, C=CHG, D=DEL, V=VIEW, N=NXT, B=BCK, P=PRT, G=GEN, X=GLB CHG)

      VENDOR NO: SWV9999999 99          BLOCKED
      VENDOR NAME: NEW_NAME_26JAN02_____          PHONE: 360 664 7712
      ADD1: TEST_____          FAX: _____
      ADD2: TEST_____          VENDOR TYPE: W
      ADD3: TEST_____          VENDOR STATUS: B
      CITY/ST/ZIP: TEST_____ WA 985043123          US/FOREIGN ADDR: U (U OR F)
      E-MAIL ADDR: EMAILADDRESS@OFM.WA.GOV_____          PROVIDER: _____
      TIN: 99-9999911_          TAX TYPE: T          IRS BOX: 0
      CONTRACT NO: _____          OMWBE PAY FLAG: _          W9 ON FILE: N
      REMARKS: _____          EFT AVAILABLE: N
      CCD/TX-LAYOUT: _ _          VENDOR RA PRINT: E          PAYMENT TYPE: I
      ABA ROUTING: _____          ABA ACCOUNT: _____          DUNS: _____
      PAYMENT DAY: _          ACCOUNT TYPE: _          SPECIAL USE: _
      VENDOR ACCT: _____          REVERSAL ALLOWED: N
      BILLING AGCY: _____          FUND: _____          MULTI-FUND: _____          BLOCK AGENCY VNDR: N
      PRENOTE SEND: N          STATUS: _          DATE SENT: _ / _ / _____
      F1=HELP, F2=EMAIL, F3=RETURN, F4=LAST VE VIEW, F12=MESSAGE, PAUSE/BREAK=EXIT
      VENDOR EDIT RECORD CHANGED
    
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V01 - RECORD EXISTS

Explanation: There is an entry already on the VE or SWV Table for this vendor identification number and suffix. Add transactions must not find a matching record.

Suggestion:

1. If the vendor is unique, use a different vendor number; or
2. Make no entry, since the Vendor Number is already on the file.

V02 - SSN MATCHES VENDOR #, NOT ALLOWED

Explanation: This message will appear on the Agency Vendor Maintenance (VE.2) screen when an attempt is made to add or change a vendor record where the Social Security Number (SSN) matches the vendor number.

Suggestion:

1. If you are adding a new vendor you will need to construct a vendor number that does not include the SSN. You can use one of the following criteria:
 - a. For employees use the Employee Personned Identification number, vendor type 1.
 - b. For outside vendors use alpha and/or numeric
2. If you are changing an existing record to include the SSN and it matches the vendor number you will need to created a new vendor number. You will also need to create a global change to update the vendor number in the associated document file, warrant write file, and disbursement history records.

V10 - PREFIX MUST BE SWV FOR A STATEWIDE VENDOR #

Explanation:

1. The characters entered for the Vendor Number are invalid. Vendor Number must start with the prefix: SWV.

Suggestion: Refer to the explanation of this error. Input the SWVt vendor number prefix.

V11 - VENDOR NUMBER INVALID

Explanation:

1. The characters entered for the Vendor Number are invalid. Vendor Number must be twelve (12) alphanumeric characters; it cannot be all zeros or spaces or contain any special characters.
2. The Vendor No. could NOT be found on the VE or SWV file.

Suggestion: Refer to the explanation of this error. Input the correct vendor number for the vendor.

V12 – PSEUDO VENDOR NO. INVALID

Explanation: Use of the pseudo Vendor Numbers ‘V0D0’ or ‘V0D1’ are NOT allowed as a Vendor Record.

Suggestion: When creating an agency or SWV vendor record, use a non-pseudo vendor number.

V13 - VENDOR TYPE INVALID

Explanation: Vendor Type must be one of the following:

0 = Vendor
 1 = Employee
 2 = Federal Agency
 3 = State Agency
 4 = Local Government
 A = Attorney
 C = Corporation
 M = Corp receiving medical payments
 P = Partnership
 S = Sole Proprietorship
 U = LLC – Sole Proprietorship
 V = LLC – Partnership
 W = LLC - Corporation
 X = Other

Suggestion: Input a valid Vendor Type.

V14 – ‘SWV’ USED FOR STATEWIDE VENDORS ONLY

Explanation: Use of SWV prefix in a VE Table for an Agency Vendor Number is NOT allowed.

Suggestion: The SWV prefix is used for Statewide Vendors only.

V15 – BLOCKED SWV VENDOR SWITCH INVALID

Explanation: The valid values for this switch are Y = Yes or N = No.

Suggestion: Enter valid values.

V17 - VENDOR ADDRESS INVALID

Explanation: Vendor Address Lines 1, 2 or 3 are invalid. Vendor address formatting (ADD1, ADD2, ADD3, CITY, STATE, ZIP+4) is controlled by the US/FOREIGN ADDR field.

Suggestion: If US/FOREIGN ADDR FIELD IS ‘U’: the following edits are enforced for fields in Address Lines 1, 2 and 3 (ADD1, ADD2, ADD3), City, State and ZIP.

1. ADD1: must not be blank and a valid letter or number must be in position 1 and also in either position 2 or 3. (If DBA is used - see V18 error). For example if there is a letter or number in the first position, position 2 may be blank only if position 3 is used.

2. ADD2: at least one position of the field must be a letter, a number, or a special character if the first position of ADD3 is not blank.
3. ADD3: any position of the field is optional for a letter, a number, or a special character but must be blank if ADD2 is blank.
4. CITY: the first position of the field must be a letter, a number, or a special character.
5. STATE: the standard two letter state abbreviation (eg. WA=Washington) per US Postal Service national five digit zip code and post office directory.
6. ZIP+4: the first 5 positions must be numbers; the last 4 positions must be either numbers or blanks.
7. Although it is not enforced by an edit, the last address line used must be the mailing address according to US Postal guidelines.

NOTE:

A valid deliverable address is essential for satisfactory mail delivery. US Postal Service addressing standards may be found in the US Postal Service website.

If US/FOREIGN ADDR FIELD IS 'F' for foreign vendor the edits are relieved for fields in Address Lines 1, 2 and 3, City, State and ZIP.

1. ADD1 – the first position in the field must be a letter, a number, or a special character.
2. ADD2 –at least one position of the field must be a letter, a number, or a special character if the first position of ADD 3 is not blank.
3. ADD3 – any position of the field is optional for a letter, a number, or special character.
4. CITY – optional; however, if any position of the field is not blank, the first position must be a letter, a number, or a special character.
5. STATE – optional, either or both positions of the field can be blank, a letter, a number, or a special character.
6. ZIP+4 – optional, both positions of the field may be blank, alphanumeric, or a special character.
7. It is suggested to enter the city, providence and zip code on line 3 with the name of the country on the last line.

For Example:

ADD1: DBA_ABC _MARKETING _____ ADD2: 1234_MERCHANT_RD _____ ADD3: BRENTWOOD_BAY_BC _V8M_IG5 _____ CITY/ST/ZIP: CANADA _____
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V18 – DBA NAME INVALID

Explanation: If the name in Address line 1 (ADD1) is a Doing Business As (DBA) name, the initials 'DBA' must begin in position one through three of the ADD1 field, followed by a space, then the DBA name must begin in position 5. The following is an example: DBA_JONES BAKERY”.

Suggestion: Enter valid name as shown above.

V20 - VENDOR CITY INVALID

Explanation: Vendor City must not be blank for a U.S. vendor and a valid character must be in field 1. Valid characters are Alphanumeric and the Special characters identified in the Note to V34 and a \$ sign.

Suggestion: Enter the Vendor City in the Vendor City field.

V21 - VENDOR STATE INVALID

Explanation: Vendor State must not be blank for a U.S. vendor and a valid state must be entered. If United States address switch is set to “U”, then state entered must be an IRS approved abbreviation. If set to “F”, the state can be anything.

Suggestion: Enter the Vendor State in the Vendor State field.

V22 - VENDOR ZIP INVALID

Explanation: Vendor Zip must not be blank for U.S. vendors. Requires 5 or 9 numeric characters, greater than all ZERO's and a valid character must be in field 1. If the switch is set to Foreign vendor, anything can be entered in the field.

Suggestion:

1. Enter the Vendor Zip in the Vendor Zip field using the numeric characters.
2. Check existing Vendor record to fix, OR if no vendor record, use error correction process.

V24 - VENDOR PHONE INVALID

Explanation: Vendor Phone must be a number or blank. Requires 10 characters. Must be greater than all zero's. First field of area code must be greater than zero.

Suggestion: Enter the correct Vendor Phone(including Area Code) in the Vendor Phone field or leave blank.

V25 - VENDOR STATUS INVALID

Explanation: An invalid character was entered in the Vendor Status. Valid characters are the letters: 'A' = Active or 'B' = Blocked, 'I' = IRS Payroll payments,

Suggestion: 'S' = Savings Bonds Payroll payments, or 'V' = Third Party payroll payments. Enter a valid character in the Vendor Status field. A Blocked vendor can NOT be used in a new transaction.

V26 - LAYOUT INDICATOR INVALID

Explanation: (SWV file only) The layout indicator defines the format that will be used for an addenda record (an addenda record provides detail about the payment) on a formatted ACH file. Type the appropriate function character in the field:

Suggestion: CCD/TX-LAYOUT box is controlled by the Office of Financial Management Statewide vendor group.

1. 'C' for CCD - does not allow an addenda* record

1. 'D' for CCD+ - allows one addenda record of 70 characters max for each entry detail record.

V27 - LAYOUT INDICATOR NOT ALLOWED

Explanation: (SWV file only) The layout indicator defines the format that will be used for an addenda record on a CCD+ formatted ACH file. This field can only have a value entered if the CCD/TX indicator is D (CCD+ format).

Suggestion: Ensure the CCD/TX indicator is correct by checking the vendor information to find out if this vendor is to receive CCD or CCD+ ACH files. If CCD (CCD/TX indicator = C), leave this field blank. If CCD+, correct the CCD/TX indicator and enter a valid layout indicator.

V33 - VENDOR NAME REQUIRED

Explanation: A valid vendor name maybe required by the Transaction Code.

Suggestion: Enter valid characters in the Vendor Name field. A broad set of standard characters are allowed.

V34 - VENDOR NAME INVALID

Explanation: Invalid characters were entered in Vendor Name. Position 1 must be alphanumeric, no special characters. Position 2 must be alphanumeric, space or certain special characters such as a period. Position 3 must be non-space, if position 2 is a space.

Suggestion: Refer to the explanation for this error. Enter the correct information in the Vendor Name field.

NOTE: SPECIAL CHARACTERS ALLOWED. Period, Quote, '@', '#', '&', '*', '-', '_', ':', '+', and '/'.

V36 - US/FOREIGN ADDRESS SWITCH INVALID

Explanation: The US/Foreign address switch must be entered. The only valid values are 'U' for US address or 'F' for foreign address.

Suggestion: Enter the correct US or foreign address code.

V38 - FED ID AND TAX TYPE MUST BE ENTERED TOGETHER

Explanation: If either FED ID or TAX TYPE is entered, both must be entered.

Suggestion: Enter both the Fed ID and Tax Type, if one of these fields is entered.

V39 - TAX TYPE MUST BE S, T OR R

Explanation: If TAX TYPE is entered, valid values are 'S' for social security number, 'T' for federal ID number AND 'R' for individual taxpayer. A "Blank" maybe entered only if the "W-9" is N = NO.

Suggestion: Enter the correct Tax Type character.

V40 – TIN FORMAT INVALID

Explanation: If TAX TYPE is equal to 'T', TIN must be in an approved federal ID format of 'nn-nnnnnnnn' or 'nnnnnnnnn'. If TAX TYPE is equal to 'S' or 'R', FED ID must be in an approved social security format of 'nnn-nn-nnnn' or 'nnnnnnnnn'. Enter without the dash; the Tax Type will format the TIN.

Suggestion: Refer to the explanation for this error code and enter the correct TIN.

V41 - UBI INVALID

Explanation: If entered, UBI must be 10 or 12 CHARACTER numeric for prefix & suffix.

Suggestion: Enter the correct numeric UBI prefix/suffix or leave blank.

V42 – AGENCY FLAG INVALID

Explanation: If entered, the valid code edits would be made against the D94 table maintained by agencies. A valid flag is '0-9', 'A-Z' and "BLANK".

Suggestion: Enter valid data on the D94 table.

V43 - IRS CROP MUST BE Y OR N

Explanation: IRS crop insurance, if entered, must be 'Y' = Yes ; 'N' = No. or Blank.

Suggestion: Enter the correct code for the IRS crop insurance or leave blank.

V44 - IRS RESALE MUST BE Y OR N

Explanation: IRS resale, if entered, must be 'Y' = Yes or 'N' = No. or Blank.

Suggestion: Enter the correct IRS resale information or leave blank.

V45 - W-9 INDICATOR INVALID

Explanation: VE ONLY: W-9 indicator field must be Y, N, 1 or 2. Valid codes are:
 Y = IRS FORM W-9 has been obtained by agency and is on file.
 N = Form not on file.
 1 = First IRS required annual solicitation completed or first 'B' backup withholding notice completed.
 2 = Second IRS required annual solicitation completed or second 'B' backup withholding notice completed.
SWV ONLY: Allows Y = YES or N = NO.

Suggestion: Enter the correct IRS W-9 information.

V46 – W-9 NOT ON FILE

Explanation: If W-9 = NO; then the EFT AVAILABLE cannot be YES.
Suggestion: Set EFT AVAILABLE to NO. (SWV ONLY)

V48 - IRS BOX INVALID

Explanation: An invalid values for the IRS box has been used.
Suggestion: Enter the correct IRS Box information .

- 1' RENTS
- 2' ROYALTIES
- 3' OTHER INCOME
- 4' FEDERAL INCOME TAX WITHHELD
- 5' FISHING BOAT PROCEEDS
- 6' MEDICAL AND HEALTH CARE PAYMENTS
- 7' NON-EMPLOYEE COMPENSATION
- 8' SUBSTITUTE PAYMENTS IN LIEU OF DIVIDENDS OR INTEREST
- A' (WHICH DESIGNATES BOX 10) CROP INSURANCE PROCEEDS
- C' (WHICH DESIGNATES BOX 14) GROSS PROCEEDS PAID TO AN ATTORNEY

V49 - FED ID REQ FOR PAY FLAG

Explanation: When an OMWBE PAY FLAG has an E, S, N or K, you are required to enter a valid FED ID.

Suggestion:

V50 - USE TAX INVALID

Explanation: Valid values for the USE TAX box are:

1. "Blank" = not used; or
2. "T" = Use Tax applied.

V51 - IRS SWV OVERRIDE INVALID

Explanation: Provision has been made during the 1099 Summarization Process to default to the SWV FED ID when at least one record exists. An override of this default has been supplied in this field. Valid values for the IRS SWV OVERRIDE field are:

1. Y = Yes; the default to the SWV will be ignored for this Vendor; or
2. N = No; the default to the SWV will be used.

V52 - OMWBE PAY FLAG INVALID

Explanation: The OMWBE PAY FLAG used on the transaction is invalid. The valid code is "Blank"; A-Z; and 0-9. Only the characters E, S, N, and K will influence the OMWBE reporting exceptions to the reporting base.

Suggestion: Determine correct code and input.

V53 - VENDOR CONTRACT NO. INVALID

Explanation: The Vendor Contract No. used is NOT alpha/numeric. A Contract is required when the OMWBE PAY Flag is equal to "K".

Suggestion: Enter a valid alpha/numeric Contract Number.

V54 – DRS GENERATED INVALID

Explanation: The DRS GENERATED field is automatically created by the System. HOWEVER, the change function on TM.6 allows an agency to over ride the value in the field. Caution is advised.

Suggestion: The valid values are: Y = YES, generated by the DRS system; and N = NO, not generated by DRS.

V55 – PERCENT “%” INVALID IN SORT SEQ

Explanation: The “%” is NOT valid in the Sort Seq. field.

Suggestion: Enter other values.

V6 – VENDOR TYPE MUST BE 1 IF EMPLOYEE EFT IS Y

Explanation: The EMPLOYEE EFT field is only used for agency employee’s payments by EFT. The EMPLOYEE TYPE field should be “1” for employees.

Suggestion: If this is an employee vendor record, enter “1” in the EMPLOYEE TYPE field. If this is NOT an employee vendor record, enter “N” = NO in the EMPLOYEE EFT field.

V61 – SSN MUST BE ENTERED IF EMPLOYEE EFT IS Y

Explanation: The SSN of the employee is required for the employee to receive EFT payments, as noted in the EMPLOYEE EFT field.

Suggestion: If the employee has requested payment by EFT, enter the employee’s SSN in the Federal ID field and enter ‘S’ in the TAX TYPE field.

V62 – EMPLOYEE EFT INFO NOT FOUND

Explanation: Employees who wish to have AFRS payments made by EFT must also receive their payroll by EFT (direct deposit). EMPLOYEE EFT field cannot be ‘Y’ if employee’s banking information cannot be found in the employee banking file.

Suggestion: There are three possible causes for this error:

1. The SSN on the vendor record could be entered incorrectly so the employee’s payroll record cannot be located. Check the entered SSN against the employee authorization form. If vendor file SSN is incorrect, update it. If vendor file SSN matches the authorization form, verify SSN with employee or your agency payroll office.
2. The employee is not currently set up to receive EFT for payroll – either because employee has chosen not to be paid by direct deposit or the employee’s bank account is in a prenote status (verification process which takes approximately 2 weeks). Check with the employee or your agency payroll office to see if employee currently receives or has requested to receive paycheck by EFT. If not, employee cannot receive AFRS reimbursements by EFT.
3. If employee recently requested payroll EFT or recently changed banks, the account is probably in a prenote status. Wait a few days and try again. It takes one business day to build an AFRS file for an Employee EFT, after creating a valid vendor employee record with a vendor type ‘1’.

V64 – EMPLOYEE EFT INVALID

Explanation: The only acceptable entries for the EMPLOYEE EFT field are:

- Y = Yes, pay by EFT
- N = No, do not pay by EFT

Suggestion: Change the entry in this field to one of the above valid options.

V71 - ABA ROUTING INVALID

Explanation: ABA ROUTING field has invalid data.

Suggestion: The routing number must have a 0, 1, 2 or 3 in the first field, be numeric and have no spaces. The full field must be filled (NINE CHARACTERS) to have a valid number.

V72 - ABA ACCOUNT INVALID

Explanation: ABA ACCOUNT field has invalid data.

Suggestion: The account number must be alphanumeric, left justified, and dashes are allowed. Spaces are allowed at the end of the valid record. This is a seventeen-character field.

V73 – E-MAIL ADDRESS INVALID

Explanation: An edit is supplied to assure valid data is entered. The edit covers the use of a single “@” at sign and that data exists just before the sign.

Suggestion: Review input to assure the validity of the E-Mail address.

V74 - EFT AVAILABLE INVALID

Explanation: The EFT AVAILABLE indicator can be marked N=No or Y=Yes when entering a new statewide vendor. If ‘N’ is entered, the switch will be changed to Y=Yes by an automated Prenotification process; EFT is then available for payment. If STATUS = E, then EFT AVAILABLE will automatically be set to NO unless Prenote Send = O (Override).

Suggestion: The indicator can start with the NO or a YES. The automated process will release the record for use in the EFT PAYMENT PROCESS when approval is received from the Bank.

If the RDFI sends a return with an incorrect return code, an automated process may set the pre-note status to E=Error and EFT Available to N=No. In these cases, where the account is valid and EFT Available needs to be reset to Yes without sending another pre-note, enter O (Override) in the Pre-note Send field and enter Y (Yes) in the EFT Available field.

V75 - CCD/CTX MUST BE C OR D

Explanation: (SWV file only) The valid indicators for the CCD/CTX field are C (ACH file will be sent in CCD format with no addenda record) or D (ACH file will be sent in CCD+ format with a single addenda record).

Suggestion: Determine the correct format and enter that value. The standard value is C.

V76 - VENDOR RA INVALID

Explanation: This field will be designated: P = Paper if the Vendor is to receive a paper Remittance Advice in the mail; E = Remittance Advice is sent by E- Mail (EFT & IAP) and N = No Remittance Advice is sent.

Suggestion: Mark the field accordingly.

V77 – EFT REVERSAL INVALID

Explanation: Only the SWV screen permits the entry of an EFT Payment Reversal to an entry.

Suggestion: Currently, the system does NOT accept a reversal. Only an “N” = NO can be entered.

V78 - PAYMENT DAY INVALID

Explanation: This field is optional, but should be left blank at this time.

Suggestion: Expectation for a future use is the prospect of a negotiated payment plan for each SWV to allow a monthly payment on a certain date. Valid values are “01-31”.

V79 – ACCOUNT TYPE FLAG INVALID

Explanation: The valid values for this field are C, G, L, S or blank.

Suggestion: Change the value in the field to C = Checking, G = General Ledger, L = Loan, or S = Savings. If EFT = Y or Pre-Note Send = Y, THEN Account Type must be one of these 4 values. Otherwise, blank is valid.

V80 – PRENOTE FLAG INVALID

Explanation: The valid values for this field are Y, N or O.

Suggestion: Change the value in the field to Y = Yes, N = No or O = Override. Override is only allowed if the Status = E.

V81 - ABA ROUTING CHECK DIGIT INVALID

Explanation: Check digit is used to assure the accuracy of the ABA routing number.

Suggestion: Review vendor documentation, contact vendor or contact bank to assure an accurate number.

V82 - CANNOT SEND PRENOTE

Explanation: A prenote will not be sent when:

1. Vendor status is B (blocked)
2. Banking information is not complete

- Suggestion:**
- a. Verify that you need to send a prenote for this vendor. If so, change VENDOR STATUS to A (active) and/or be sure you have complete banking information.
 - b. If you determine that you do not want to send a prenote for this vendor, change SEND PRENOTE to N (no).

V83 - PAYMENT TYPE INVALID

Explanation: PAYMENT TYPE field is used to determine payment type when vendor is not paid by EFT. Valid codes are:

1. SWV "I" = Inserted Warrant; "J" = Inter Agency Payment; "R" = Regular Warrant; or "N" = NO Payment. If EFT AVAILABLE = Y, Payment Type cannot be "J."
2. VE (agency) – "I" = Inserted Warrant; "R" = Regular Warrant; or Blank.

Suggestion: Enter the appropriate value.

V84 - DUNNS NO. INVALID

Explanation: DUNNS NO. is being used to further identify SWV vendors for use with TUPS. Valid values are nine (9) numeric characters or Blank.

Suggestion:

V85 - SPECIAL USE INVALID

Explanation: The values entered in the Special Use field are invalid. Valid values used on the SWV record are:

1. Y = Yes
2. N = NO

Suggestion:

V86 - PRENOTE IN PROCESS- CHANGES INVALID

Explanation: If Prenote Status = I and Prenote Send = N, changes can not be made to the fields below. These fields are used to automatically update the EFT Available flag and changing them will prevent this update.

1. Vendor Name
2. Routing Number
3. Account Number

Suggestion: Wait for completion of the Prenote process before changing any of the 3 fields noted above. Or, change the Prenote Send to Yes and make the changes. The latter alternative will delay the completion of the prenote process because the ten days allowed for the RDFI to respond to the prenote starts over.

V87 - VENDOR NO. FORMAT INVALID

Explanation: The Vendor Number format is incorrect.
Correct format is “SWVnnnnnnnn nn” for SWV table.

Suggestion:

V88 - TIN REQ FOR IRS BOX

Explanation: The entry in the IRS BOX will require the input of a valid TIN and Tax Type for this vendor. This requirement is provided to support 1099 Reporting.

Suggestion:

V89 - EMAIL ADDRESS REQUIRED

Explanation: An EMAIL address is required when the “VENDOR RA PRINT” field is set to ‘E = Email’ for SWV records only.

Suggestion: Obtain vendor EMAIL address and enter; OR change VENDOR RA PRINT to N = NO.

V90 - IAP INFORMATION INVALID OR MISSING

Explanation: When entering a statewide vendor for an Inter Agency Payment (Payment Type = J), a valid Billing (IAP) Agency, a valid Billing Fund / Multi-Fund and a valid email address are required.

Suggestion: Enter the required fields as noted above.

V91 - BILLING AGENCY INVALID

Explanation: The agency entered is NOT an active agency on the D53 table. An Inter Agency Payment requires a valid agency.

Suggestion: Examine the D53 table to assure an active agency is selected.

V92 - BILLING FUND INVALID

Explanation: The Billing Fund is NOT valid for an Inter Agency Payment. The fund must be Cash Type 1 or 2 (Treasury or Treasury Trust) as noted on the D22 table.

Suggestion: Examine the D22 to determine eligibility for IAP.

V93 - EITHER ABA OR BILLING PER PAY TYPE, NOT BOTH

Explanation: The information on the SWV record must be consistent with the type of payment the vendor will receive. An SWV cannot be set up to receive both EFT and IAP; therefore, both ABA information AND Billing Agency/Fund information cannot be present on the same SWV.

Suggestion: Check the type of payment this vendor should be receiving and enter the applicable fields. For EFT enter ABA Routing and Account; For IAP enter Billing Agency and Fund/Multi-Fund. If vendor will be paid only by warrant, these fields should all be blank.

V94 - BOTH FUND AND MULTI-FUND NOT ALLOWED

Explanation: When creating a SWV for an IAP vendor, do not enter both a Billing fund and a Billing Multi-fund.

Suggestion: Determine whether agency uses a single fund or multiple funds to receive IAP payments and enter in appropriate field.

V95 - MULTI-FUND RECORD NOT FOUND ON D48

Explanation: The Multi-fund entered on the SWV record is invalid because it is not found on the D48 table. The vendor agency will need to update the D48 table (IAP Multi-fund breakout using AFRS screen TM.B) before a SWV can be established.