



## IV-VE VENDOR EDIT TABLE

The primary purpose of the Vendor Edit (VE) Table is to provide vendor-related information for accounting transactions, especially claim schedule, remittance advice and reportable payments (Federal Form 1099) processes.

### STRUCTURE

The VE Table is divided into two segments: the control key and informational elements. The control key identifies each vendor by Organization Code, Vendor Number and Suffix. The Organization Code is based on the user signon. The Vendor Number identifies the vendor in a transaction. The Suffix is used to identify multiple records for the same vendor, such as additional mailing addresses.

The informational elements segment includes the vendor name, address, vendor related information, and various edit and processing indicators. A thirty-character, optional Sort Sequence field is also included.

### RELATIONSHIP TO OTHER TABLES

During update of the VE Table, the Organization Code in the control key is validated against the Statewide Organization Table (Descriptor Table D01). No other table related editing occurs.

### INPUT CODING

A listing of the fields contained on the VE Entry screen and/or the reports is shown in Exhibit IV-VE-1. It includes explanations of the fields as well as coding instructions.

Data entered on the VE Entry screen is keyed either from the VE Table Entry form (CALSTARS 14) or directly from a Payee Data Record (Std. 204 Form). Departments must receive a Payee Data Record from a vendor prior to processing payment. The Payee Data Record form is available on the Internet at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>. The VE Table Entry form, shown in Exhibit IV-VE-2, is similar to the VE Table screen in format. It is available at <http://www.dof.ca.gov/html/calstars/calsdocs/manual/forms/form014.doc>.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

## VENDOR EDIT SCREEN

The Entry screen shown below is available through Command **I.11**.

```

9990 I.11: Vendor Edit Entry - Vendor/S Order                09-12-2007 10:38 AM

Function:  (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

VENDOR/S> _____  ACTIVE/INACTIVE> _  PURGE> _
NAME> _____  SORT SEQ: _____
TAX NAME FOR 1099: _____  NAME CONTROL: _____

ADDRESS 1: _____
ADDRESS 2: _____
ADDRESS 3: _____  MAILING ADDRESS LINE NBR:
CITY: _____  STATE> _  ZIP: _____  FOREIGN COUNTRY: _____

VENDOR TYPE > _  FEIN: _____  OR SSN: _____  CA RESIDENT > _
FED WITHHOLD> _  ST WITHHOLD> _  MINORITY BUSINESS: _  SMALL BUSINESS: _

CONTACT NAME: _____  PHONE: _____
CREATED DATE: _____  LP DATE: _____  LAST USED DATE: _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Log  List  Dfalt Bkwrđ Frwrđ Clear          Main

```

Most VE Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, **W**=Print Record, can be performed from the Entry screen.

## VENDOR EDIT LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **V**=View, **W**=Print Record, **P**=Print Table, and **R**=Recall Maintenance/Print) may be initiated from the List screen. The List screen gives departments the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is finished.

The List screen consists of two screens. The F10 and F11 keys are used to toggle between Screens 1 and 2.

An example of Screen 1 is displayed below.

```

9999 Vendor Edit List - Vendor/S Order: Screen 1          99-99-9999 99:99 PM
                                                    MORE=>
Function:  _ (P=Print Table)                Go To Vendor/S: _____
          (R=Recall Maint/Print)           Go To Sort Seq: _____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  VENDOR/S      SORT SEQ      VENDOR NAME      CITY      ST
-----
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  Log          Bkwr  Frwr  Clear  Left  Right  Main
    
```

Screen 2 has two screen formats, which is determined by the sort order selected. If the list is displayed in Vendor Number/Suffix order, Vendor/S is displayed in the first column and the Sort Sequence is not present. If the list is displayed in Sort Sequence order, Sort/Sequence is displayed in the first column and the Vendor Number/Suffix is not present.

Examples of both formats are displayed below.

```

9999 Vendor Edit List - Vendor/S Order: Screen 2          99-99-9999 99:99 PM
                                                    <=MORE
Function:  _ (P=Print Table)                Go To Vendor/S: _____
          (R=Recall Maint/Print)           Go To Sort Seq: _____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  VENDOR/S      ADDRESS - LINE 1      ADDRESS - LINE 2      TP A/I
-----
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A
_ 9999999999 99 AAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA A A

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  Log          Bkwr  Frwr  Clear  Left  Right  Main
    
```

```

9999 Vendor Edit List - Sort Sequence Order: Screen 2          99-99-9999 99:99 PM
                                                                <=MORE
Function:  _ (P=Print Table)                                Go To Vendor/S: _____
           (R=Recall Maint/Print)                          Go To Sort Seq: _____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  SORT SEQ          ADDRESS - LINE 1          ADDRESS - LINE 2          TP A/I
-----
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A
-  AAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAA  A  A

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit  Log                Bkwrd Frwrd Clear Left  Right Main
    
```

The list of VE records is displayed in Vendor Number/Suffix order. If the Entry screen is blank when **F5** is pressed, the list of VE records will begin with the first sequential record for the department. Otherwise, it will begin with the VE record shown when **F5** was pressed.

To find a specific record or to change the sort order, enter a Vendor Number in the 'Go To Vendor/S' field or a Sort Sequence in the 'Go To Sort Seq' field and press Enter. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record. The sort order is retained when returning to the Entry screen.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in both the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order by Vendor Number or Sort Seq. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

Refer to the following *Table Maintenance Functions* and *Function (F) Keys* sections to learn how to perform maintenance using the functions and function keys.

## VENDOR EDIT ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4=Log** key on the Entry or List screen is pressed. An example of the screen is displayed below.

```

9990 Vendor Edit Activity Log                                09-06-2007 08:34 AM

Sort: D (D=Date/Time, U=UserID, K=Vendor/S)
-----Go To----- -Go To-- ----Go To-----
      DATE      TIME      USERID      VENDOR/S
F  _____  _____  _____  _____  SORT SEQUENCE
-----
C 08-30-2007 02:13 PM  CSCSPRT  AAAAAAAAAA 10  DOE
A 06-12-2007 01:12 PM  UPLOAD   A500000016 00  SAN BERNARDINO
A 06-12-2007 01:12 PM  UPLOAD   A500000016 01  KERN
A 06-12-2007 01:12 PM  UPLOAD   A500000017 01  SAN FRANCISCO
A 06-12-2007 01:12 PM  UPLOAD   A500000018 00  HUMBOLDT
A 06-12-2007 01:12 PM  UPLOAD   A500000019 00  SAN DIEGO
A 06-12-2007 01:12 PM  UPLOAD   A500000020 00  TULARE
A 06-12-2007 01:12 PM  UPLOAD   A500000025 00  MERCED
A 06-12-2007 01:12 PM  UPLOAD   A500000003 02  LOS ANGELES
A 06-12-2007 01:12 PM  UPLOAD   A500000004 00  YOLO
A 06-12-2007 01:12 PM  UPLOAD   A500000005 00  SACRAMENTO
A 06-12-2007 01:12 PM  UPLOAD   A500000016 00  LASSEN

Command: _____
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit          Dtail          Bkwrdr Frwrdr          Main

```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by Vendor Number/Suffix when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by Vendor Number/Suffix in ascending order beginning with the Vendor Number/Suffix of the record previously on the Entry screen or the Vendor Number/Suffix of the List screen record where the cursor was positioned. If there are multiple activity records for the same Vendor Number/Suffix, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Vendor Number/Suffix column is displayed in white to indicate Vendor Number/Suffix as the sort order.

Activity records may be re-sorted by keying a **D=Date/Time**, **U=UserID**, or **K=Vendor/S** in the Sort field. For example, when **U=UserID** is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, or Vendor Number/Suffix in one of the three 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are

found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all VE Table records can be viewed on the VE Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

## LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a record, place the cursor on any record line and press **F5=Dtail**.

An example of the Log Detail screen is displayed below.

```

9990 Vendor Edit Log Detail - Date/Time Order                09-06-2007 08:37 AM
FUNCTION: C  DATE: 08-30-2007  TIME: 02:13 PM  USER: CSCSKLC

VENDOR/S: AAAAAAAAAA 10  ACTIVE/INACTIVE: 0  PURGE: 2
NAME: JOHN DOE                SORT SEQ: PRINTER
TAX NAME FOR 1099:                NAME CONTROL:

ADDRESS 1: ACCOUNTING OFFICER
ADDRESS 2:
ADDRESS 3:                MAILING ADDRESS LINE NBR:
CITY: SACRAMENTO        STATE: CA ZIP: 95814        FOREIGN COUNTRY:

VENDOR TYPE : 3  FEIN:                OR SSN:                CA RESIDENT   :
FED WITHHOLD:    ST WITHHOLD:        MINORITY BUSINESS:    SMALL BUSINESS:

CONTACT NAME:                PHONE:
CREATED DATE:                LP DATE: 08-30-2007  LAST USED DATE:

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                Bkwr  Frwr  Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

## TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

### A=Add

#### From The Entry Screen:

Key **A** in the Function field and the appropriate values in the table control key and informational data element fields to **Add** a record to the VE Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the VE file. A fresh screen is displayed with blank data fields, and a message confirming that the VE Table record was added successfully is displayed at the bottom of the screen.

#### From The List Screen:

The **Add** function is not available on the List screen.

### C= Change

#### From The Entry Screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key **C** in the Function field of the desired record.
- (2) Key **V** in the Function field, the Vendor Number in the Vendor/S field, and press **Enter** to **View** a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate values in the Vendor Number/S fields, and press **Enter**.

Key over the fields to be changed and press **Enter**. When **Enter** is pressed, the VE record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

#### From The List Screen:

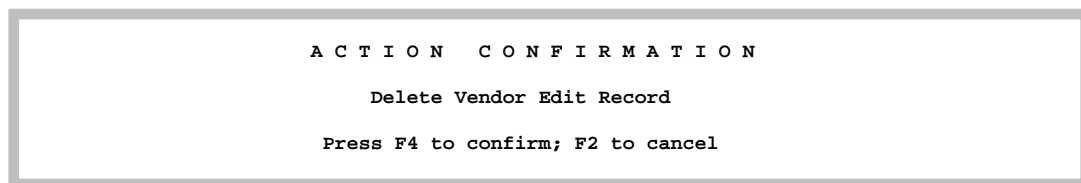
Key **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

**D=Delete**From The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.
- (2) Key **V** in the Function field, the Vendor Number/Suffix in the Vendor/S field, and press **Enter** to **View** a record. Key **D** in the Function field, and press **Enter**.
- (3) Key **D** in the Function field, the Vendor Number/Suffix in the Vendor/S field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. The pop-up screen is shown below.



If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the VE Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

**Note:** A record cannot be deleted if (1) its Vendor Type is C, E, I, or P and (2) its 'Last Used' date field displays a date. This record can only be deleted through the annual purge process (Refer to the *VE Table Automated Purge Process* section).

From The List Screen:

Key **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the VE Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is

selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

### **N=Next**

#### From The Entry Screen:

**Next** performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

#### From The List Screen:

The **Next** function is not available on the List screen.

### **P=Print Table**

The **P** function provides departments the option of generating an electronic report file of the Vendor Edit (VE) Table Listing Report and/or printing the report. The report contains all records within the VE Table and is displayed in Exhibit IV-VE-4.

#### From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```
Print/Report File Selection
Vendor Edit (VE) Table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI930-2.TBL-VE.IQ.D2070912.T1034564
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI930-2.TBL-VE.IQ.D2070912.T1034564
  O=Report Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or F2 to cancel
```

Key one of the following 3 options in the Destination field:

- ✦ **F** – Immediately generates an electronic report file of the Vendor Edit Table Listing Report (CSI930-2)
- ✦ **P** – Immediately generates an electronic report file (CSI930-2) and ROPES the Vendor Edit Table Listing Report (CSI930-2) report to an agency printer
- ✦ **O** - ROPES Vendor Edit Table Listing Report (CSB930-2), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

**Note:** The Output destination for reports is maintained by CALSTARS staff. To request a change, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

### R=Recall Maint/Print

The Recall function is used to delete overnight VE Table maintenance before it is initiated. For the VE Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.

```
Recall Overnight Maintenance/Print Request
Vendor Edit (VE) Table

Enter 'Y' to delete request(s):

_ Remove the request to Print the Table
*** End of Data ***

Press Enter to remove the request(s), or press PF2 to cancel
```

Key a **Y** in the field to the left of the desired maintenance or print request, and press **Enter** to delete the request. A confirmation message is displayed at the bottom of the screen.

### **V=View**

#### From The Entry Screen:

Key a **V** in the Function field, the Vendor Number/Suffix in the Vendor/S field, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

#### From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

### **W=Print Rec**

The **W** function immediately prints a single record report (CSI930-2) and generates a single record report file from the VE Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI930-2.TBL-VE.IQ.Dcyymmdd.Thhmmss.

#### From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the Vendor Number/Suffix in the Vendor/S field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

#### From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

## FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Vendor Edit Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

- ✪ Field look-up assistance is available for fields that display a “>” (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a “>” and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

**NOTE:** When table look-up assistance is used with the Vendor Edit or Title fields, the entire record is displayed when a selection is made.

- ✪ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

**F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

**Next**—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

**F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is executed. All data entered on the screen, but not accepted for processing, is lost.

**F4=Log**—Displays the VE Log Activity screen.

**F5=List or Log Detail**—The following two functions are available for the F5 key.

**List**—Displays the VE List screen.

**Log Detail**—Displays the VE Log Detail screen.

**F6=Dfalt (Default)**—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

**F7=Bkwrđ** (Backward)—Go to the previous record (page of records).

**F8=Frwrđ** (Forward)—Go to the next record (page of records).

**F9=Clear**—Erases all keyed fields except any fields locked by **F6=Dfalt**.

**F10=Left** —Go to the left to display additional record information.

**F11=Right**—Go to the right to display additional record information.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## VE TABLE AUTOMATED PURGE PROCESS

If a VE Table record has a vendor type of C, E, I and P and the record has a 'Last Used' date, it cannot be deleted through table maintenance. It may only be deleted during the automated purge process. This prevents a VE record used for potentially reportable payments from being inadvertently deleted prior to the creation of the Form 1099 in December.

The Purge Indicator controls the VE Table automated purge process. This indicator allows departments to establish the length of time a VE Table record is maintained before it is purged. Each year in late December, CALSTARS purges VE Table records after creation of the Federal Form 1099s. The specific date is announced on the CALSTARS News.

Records with a Purge Indicator of 1 are purged during the next annual purge process. Records with a Purge Indicator between 2 and 6 are subject to purge, if (1) the 'Last Used' date is blank and the 'Changed' date is outside the time frame specified by the purge indicator; or (2) the 'Last Used' date is outside the time frame specified by the purge indicator. When VE records are identified as subject to purge, the system searches the Document File for records with those vendor numbers. If the vendor number is found on a Document File record, the record is not purged. If the vendor number is not in the Document File, the VE Table record is purged.

## VE TABLE REPORTS

The following reports are system generated:

- ☛ Vendor Edit (VE) Table Activity Report (CSB930-1) - This report displays all transactions successfully entered on-line during the work day. It is produced during overnight processing whenever on-line table maintenance has been entered. The report is displayed in Exhibit IV-VE-3.
- ☛ Vendor Edit (VE) Table Upload Activity Report (CSB930-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is shown in Exhibit IV-VE-5.

The following reports are produced upon request by the department:

- ☛ Vendor Edit (VE) Table Listing Report (CSB930-2/CSI930-2) - This report is produced when function **P=Print Table** or **W=Print Rec** (1 record only) is entered on the VE screen. The report lists all vendors in Vendor Number order. The report is displayed in Exhibit IV-VE-4. For more sort options or to limit the vendor listing to certain Vendor Types, an X01 may be ordered.
- ☛ X01, Alphabetic List of Vendor Edit Table – This report may be ordered from the **G.3** Request Standard Reports screen. The report is a Vendor Number listing that is sorted by Vendor Type and sort sequence or by sort sequence only.

- ✪ X02, Vendor Edit Table By Vendor Number – This report may be ordered from the **G.3** Request Standard Reports screen. The report is a vendor number listing that is sorted by Vendor type and Vendor Number or by Vendor number only. The **P** Report Period option allows departments to limit the report to certain Vendor Types or groups of Vendor Types.
- ✪ X03, Listing of FEIN-SSNs with Multiple Vendor Numbers - This report may be ordered from the **G.3** Request Standard Reports screen. The report is an exception analysis report that helps departments identify Federal Employee Identification Number/Social Security Numbers listed under more than one vendor number. A "null" report is produced when no records meet the selection criteria.

For more information and samples of the X01, X02 and X03 reports, refer to Volume 6, Chapter III-X, Vendor Edit Table Reporting.

**NOTE:** CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

## CONTROL

The VE Table Activity Report (CSB930-1) and the VE Table Upload Report (CSB930-4) should be proofread to ensure that all changes and additions are made correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-VE-1  
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b>Control Key:</b>		
ORGANIZATION CODE (ORG CODE)	4	The <b>Organization Code</b> is automatically set based on the signon used. It cannot be altered.
VENDOR NUMBER & SUFFIX (VENDOR/S)	10+2	<p><b>Enter the Vendor Number and Suffix.</b></p> <p>The following vendor numbers are reserved and must be established by each department:</p> <p><b>AAAAAAAAAA-00 Prints the department's Name, Address, City, State, Zip Code, and Phone Number</b> on the remittance advice and on the Form 1099. The required Phone Number is for vendor questions on remittance advice and Form 1099 data.</p> <p><b>AAAAAAAAAA-10 Prints the Accounting Officer's Name, Title, and City</b> where executed ('Title' is entered on ADDRESS1) for the Certification for Year-end reports.</p> <p><b>AAAAAAAAAA-20 Prints the Head of Department's Name, Title and City</b> where executed ('Title' is entered on ADDRESS1) for the Certification for the Year-end CSTARB06 report.</p> <p><b>AAAAAAAAAA-70-79 Prints the agency's bank account number</b> on claim schedule face sheet for ORF replenishment claims.</p> <p>Enter the vendor name exactly as shown below:</p> <p style="text-align: center;">AGENCY CHECKING ACCT NBR: XXX</p> <p>XXX is the agency's bank account number.</p> <p>Establish a different vendor suffix in the AAAAAAAAAA 70-79 range for each bank account.</p> <p><b>AAAAAAAAAA-90 Prints the department's Name and address data on the report distribution flagsheets.</b> Use the following format:</p> <p>NAME: Office Name</p> <p>ADDRESS 1: Organization Name</p> <p>ADDRESS 2: Delivery address</p> <p>ADDRESS 3: (if needed)</p> <p>CITY, STATE, ZIP: (As shown)</p> <p>CONTACT NAME: Person receiving reports. "US MAIL" if reports to be mailed.</p> <p>PHONE: Contact person's area code and phone number or 'CNET' and number).</p> <p><b>NOTE:</b> All vendor-number <b>AAAAAAAAAA</b> records must use Vendor Type 3.</p>

EXHIBIT IV-VE-1 (CONTINUED)  
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b><u>Informational Elements:</u></b>		
ACTIVE/INACTIVE	1	<p><b>Enter the code to specify whether the Vendor is active or inactive:</b></p> <p><b>0 - Active</b> - transactions referencing this VE Table record will post after passing the normal edits.</p> <p><b>1 - Inactive</b> - transactions referencing this VE Table record will <u>not</u> post unless the Modifier = <b>I</b> (Ignore) in the transaction (to override an inactive table).</p>
PURGE	1	<p><b>Enter the purge process indicator:</b></p> <p><b>1</b> - Purge on next purge process.  <b>2</b> - Purge if not used during last year.  <b>3</b> - Purge if not used during last 2 years.  <b>4</b> - Purge if not used during last 3 years.  <b>5</b> - Purge if not used during last 4 years.  <b>6</b> - Purge if not used during last 5 years.  <b>9</b> - Do not purge.</p> <p><b>NOTE:</b> The purge process will not purge vendor records when the vendor number is present on any Document File records.</p>
NAME	30	<b>Enter the Vendor Name as it is used for payee or payor;</b> e.g., company name, DBA, etc.
SORT SEQUENCE (SORT SEQ)	30	<i>(Optional)</i> <b>Enter up to thirty positions of the Vendor's name</b> , or use another sorting convention. This field determines the sequence of vendors on the CSTARX01 Report ,and is a "Go To" and sorting option on the VE List screen
TAX NAME FOR 1099	40	<i>(Optional)</i> <b>Enter up to forty positions of the owner's (NOT BUSINESS) name</b> as found on Form 204. For Vendor Type I, if the OWNER'S name is NOT in the Vendor Name field, it MUST be entered in this field.  <b>NOTE:</b> Having the owner's name in this field or in the Vendor Name field will avoid Tax ID/Name mismatch notices from the IRS.
NAME CONTROL	4	<b>Enter the first four characters of Vendor's Last Name for Vendor Type I</b> ("OWNER" on the Std Form 204). Not allowed for all other Types.  <b>NOTE:</b> Having the first four characters of the owner's name in this field will avoid Tax ID/Name mismatch notices from the IRS.
ADDRESS 1	30	<b>Enter Line 1 of Vendor Address.</b>  <b>NOTE:</b> For Type 1: Employee--Address 1, City, State and ZIP are optional.
ADDRESS 2	30	<i>(Optional)</i> <b>Enter Line 2 of Vendor Address.</b>
ADDRESS 3	30	<i>(Optional)</i> <b>Enter Line 3 of Vendor Address.</b> Must be blank if ADDRESS 2 is blank.
MAILING ADDRESS LINE NUMBER (NBR)	1	<b>Enter the number of address line that contains the street address or the PO Box for the Form 1099 Process.</b> Required if more than one address line is used.

EXHIBIT IV-VE-1 (CONTINUED)  
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
CITY	15	<b>Enter the Vendor City.</b>  See Note under Foreign Country below.
STATE	2	<b>Enter the Vendor State or territory abbreviation.</b>  See Note under Foreign Country below.
ZIP	5 or 5+4	<b>Enter the Vendor Zip Code.</b> Zip Code must be numeric, but not 00000. Positions 6-9 may be blank or must be numeric, but not 0000.  See Note under Foreign Country below.
FOREIGN COUNTRY	12	<i>(Optional)</i> <b>Enter the Foreign Country.</b> <u>DO NOT ENTER</u> U.S., US, USA or US Territories such as Guam or Puerto Rico that have state abbreviations.  <b>NOTE:</b> If a Foreign Country is entered, the City, State, Zip and Foreign Country fields become free form, formatted as a continuous field. Spaces and punctuation must be entered. Any combination of alpha, numeric, special characters or blanks is allowed.
VENDOR TYPE	1	<b>Enter the Vendor Type from Std Form 204:</b>  <b>C</b> - Corporation (all types of corporations); <b>I</b> - Individual or Sole Proprietor; <b>P</b> - Partnership; <b>E</b> - Estate or trust; <b>1</b> - Employee; <b>2</b> - Federal Agency; <b>3</b> - State Department (Including <b>AAAAAAAAAA</b> vendor numbers); <b>4</b> - Local Government; and <b>5</b> - Other Governmental Entities.  <b>NOTE:</b> For C, I, P and E, vendor type cannot be changed after VE record has been used in a transaction.
FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	2+7	<b>Enter the Federal Employer Identification Number</b> (Required for Types <b>C, E, P</b> and Vendor Number <b>AAAAAAAAAA-00</b> ; not allowed for all others.)
SOCIAL SECURITY NUMBER (SSN)	3+2+4	<b>Enter the Social Security Number</b> (Required for Vendor Type <b>I</b> , optional for Vendor Type <b>1</b> [one]; not allowed for all others.)
CALIFORNIA RESIDENT (CA RESIDENT) (CA RES)	1	<b>Enter the residency status from Std Form 204; Box 5-Vendor Residency Status:</b>  <b>Y</b> - Vendor is a California resident <b>N</b> - Vendor is a <u>non</u> -resident  (Required for Vendor Types <b>C, I, P</b> and <b>E</b> .)

EXHIBIT IV-VE-1 (CONTINUED)  
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
FEDERAL WITHHOLDING: (FED WITHHOLD) (FED W)	1	<b>Enter the Federal Withholding value:</b>  <b>0</b> - Not subject to Federal Backup Withholding. <b>1</b> - Subject to Federal Backup Withholding. See IRS rules and State government requirements before using this code.
STATE WITHHOLDING: (ST WITHHOLD) (ST W)	1	<b>Enter the State Withholding value based on the Std Form 204; Box 5- Vendor Residency Status:</b>  <b>0</b> - If California Resident Box is checked (California Withholding <u>not</u> required). <b>1</b> - If Non-Resident Box is checked and neither of the lower level boxes is checked (California Withholding <u>is</u> required). <b>0</b> - If Non-Resident Box is checked and either of the lower level boxes is checked (California Withholding <u>not</u> required).
MINORITY BUSINESS (M BUS)	1	<i>(Optional)</i> <b>Enter Minority Business Indicator code.</b> Use agency-specific codes or Department of General Services (DGS) recommended codes.
SMALL BUSINESS (S BUS)	1	<i>(Optional)</i> <b>Enter Small Business Indicator code.</b> Use agency-specific codes or Department of General Services (DGS) recommended codes.  <b>NOTE:</b> The Minority Business and Small Business indicators are used on the H12 Report - Minority/Small Business Transaction Analysis - to help departments produce data for periodic reports required by DGS.
CONTACT NAME	40	<i>(Optional)</i> <b>Enter the name of the Vendor Contact,</b> or use this space to record notes about this vendor record. (This will not print on the remittance advice or Form 1099.)
PHONE	3+3+4	<i>(Optional)</i> <b>Enter the Vendor Area Code and Telephone Number.</b> <b>REQUIRED</b> for Vendor Number AAAAAAAAAA-00 (this will print on Remittance Advice and Form 1099 for vendors to contact the department with questions). DO NOT USE PARENTHESIS OR DASHES IN THIS FIELD.
CREATED DATE	2+2+4	The Created Date is the date the record was created. If blank, the record was created prior to the addition of the 'Created Date' field.
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance.
LAST USED DATE	2+2+4	The Last Used Date is the last date the record was accessed by CALSTARS to validate an accounting transaction. If blank, the record has not been used on an accounting transaction.
THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.		
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

EXHIBIT IV-VE-2

<b>CALSTARS 14</b> <small>(revised 10-07-2004)</small>	<b>VENDOR EDIT TABLE ENTRY FORM</b>	ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____
<b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, V= View, W=Print Record) (P=Print Table, R=Recall Maint/Print)		
<b>VENDOR/S</b> <input type="checkbox"/>	<b>ACTIVE/INACTIVE</b> <input type="checkbox"/>	<b>PURGE</b> <input type="checkbox"/>
<b>NAME</b> <input type="text"/>		
<b>SORT SEQ</b> <input type="text"/>		
<b>TAX NAME FOR 1099</b> <input type="text"/>	<b>NAME CONTROL</b> <input type="text"/>	
<b>ADDRESS 1</b> <input type="text"/>		
<b>ADDRESS 2</b> <input type="text"/>		
<b>ADDRESS 3</b> <input type="text"/>		
<b>CITY</b> <input type="text"/>	<b>STATE</b> <input type="text"/>	<b>ZIP</b> <input type="text"/>
		<b>FOREIGN COUNTRY</b> <input type="text"/>
<b>VENDOR TYPE</b> <input type="checkbox"/>	<b>FEIN</b> <input type="text"/>	<b>OR SSN</b> <input type="text"/>
<b>FEDERAL WITHHOLDING</b> <input type="checkbox"/>	<b>STATE WITHHOLDING</b> <input type="checkbox"/>	<b>MINORITY BUSINESS</b> <input type="checkbox"/>
		<b>CA RESIDENT</b> <input type="checkbox"/>
		<b>SMALL BUSINESS</b> <input type="checkbox"/>
<b>CONTACT NAME</b> <input type="text"/>		<b>PHONE</b> <input type="text"/>
<b>REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED</b> <input type="checkbox"/> (F=Report File only, P=Printer Output and Report File, O=Overnight Printer Output)		



EXHIBIT IV-VE-4

CSB930-2 *****		DEPARTMENT OF AIR QUALITY				*****				ORG NUMBER:	9990			
03/26/2004 (17:59) *****		CALSTARS				VENDOR EDIT (VE) TABLE LISTING				REPORT	ORG PAGE:	1		
VENDOR/S F		NAME				SORT SEQUENCE		ACTIVE/INACTIVE				PURGE	RUN PAGE:	1
-----		TAX NAME FOR 1099				NAME CONTROL		-----						
-----		ADDRESS 1			ADDRESS 2		ADDRESS 3			MAIL ADDRESS LINE				
-----		CITY	STATE	ZIP	FOREIGN COUNTRY	VENDOR TYPE	FEIN/SSN	CA RES	FED W	ST W	M BUS	S BUS		
-----		CONTACT NAME				PHONE		CREATED DATE		LP DATE		LAST USED DATE		
-----		-----				-----		-----		-----		-----		
AAAAAAAAAA	20	JOHN DOE DEPUTY DIRECTOR SACRAMENTO CA 95814-				3	0	2						
AAAAAAAAAA	90	ACCOUNTING OFFICE DEPT OF AIR QUALITY SACRAMENTO CA 95814-				3	0	2		07-15-1998		07-15-2003	2	
0000122234	00	JOHN DOE ADOBE CUSTOMERFIRST MEMBER SER 2000 SECOND AVENUE, STE 2200 SEATTLE WA 98104-2046				C	916-445-9999	3		11-20-1998		11-20-2003		
0000122678	00	AIRTOUCH CELLULAR P.O. BOX 7304 SAN FRANCISCO CA 94120-7304				P	ADOBECUTS0	3		01-30-1998		01-29-2004	1	
0000034596	00	TIME CLOCKS OF AMERICA JOHN DOE 1103 BROWN STONE ROAD RANCHO CORDOVA CA 95670-				I	77-0019677	1		03-25-1998		03-25-2004		

EXHIBIT IV-VE-5

VENDOR/S		F	NAME	SORT SEQUENCE	ACTIVE/INACTIVE	PURGE							
TAX NAME FOR 1099		NAME CONTROL											
ADDRESS 1			ADDRESS 2		ADDRESS 3			MAIL ADDRESS LINE					
CITY	STATE	ZIP	FOREIGN COUNTRY	VENDOR TYPE	FEIN/SSN	CA RES	FED W	ST W	M BUS	S BUS			
CONTACT NAME			PHONE	FEIN/SSN IND	ERROR CODES								
0000001234	00	D											V03-DELETE/NO MATCH ERR
0000030860	00	D	CITY OF HOPE NATIONAL MED CNTR	SOCIETY FOR HOPE AND CARE	0	9							
			LAB SERVICES	ATTN: JOHN DOE	1500 W. DUARTE STREET							3	
			DUARTE	CA	91220-3000	4							
			008	818-333-3333									
0000004567	00	A	CA ORS/STATE ARCHITECT	CA/ARCHITECT/REGULATION SVCS.	0	1							
			1300 I STREET, 7TH FLOOR										
			SACRAMENTO	CA	95814	3							
0000004568	00	A	SOFTWARE SPECTRUM	SOFTWARE SPECTRUM	0	3							
			P.O. BOX 910866										
			DALLAS	TX	75391-0866	C	12-3456789	N	0	0			
			800-222-2222		0								
0000030860	00	A	CIVIL WAR MEMORIES		0	2							
			2110 GRANT AVENUE										
			HARPERS FERRY	CA	90090-	C	98-7654321	Y	0	0			
			JOHN DOE	230-555-5555		0							
0000044593	00	A	JOHN DOE PRINTING	DOE, JOHN	0	2							
			2110 2ND STREET										
			MANHATTAN BEACH	CA	90266-	P		Y	0	0			
			JOHN DOE	615-555-5555									
			U32-FEIN REQUIRED										
0000054596	00	A	TIME CLOCKS OF AMERICA	TIME CLOCKS OF AMERICA	1	0	1						
			JOHN DOE	SMIT									
			1103 BROWN STONE ROAD										
			RANCHO CORDOVA	CA	95670-	I	999-99-9999	Y	0	0			