Division of Finance
quick reference guide

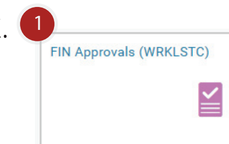
Approving a Vendor Creation (VCC)

Introduction

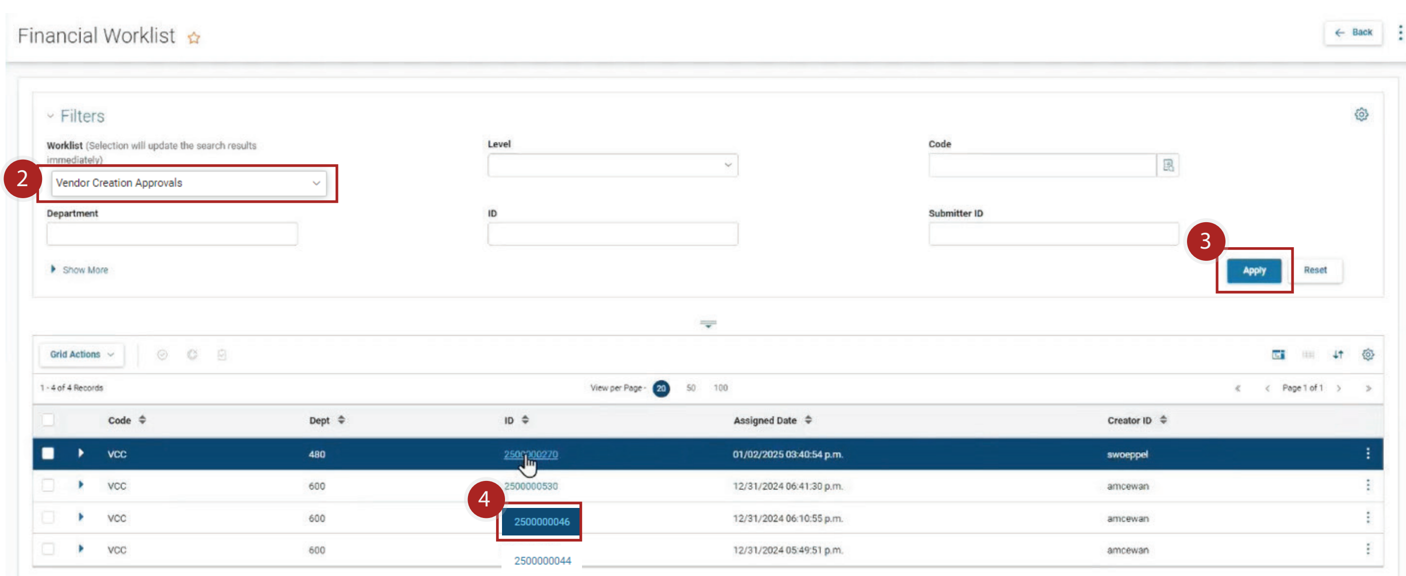
A Vendor Customer Creation **(VCC)** is used to create vendor and customer records. A vendor is paid money by the state in exchange for goods/services received. A customer is an entity or individual that owes money to the State of Utah. We must verify the vendor information entered in FINET matches the W9.

Approving a VCC

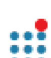
1. From the home page, click on the **FIN Approvals (WRKLSTC)** quick link.

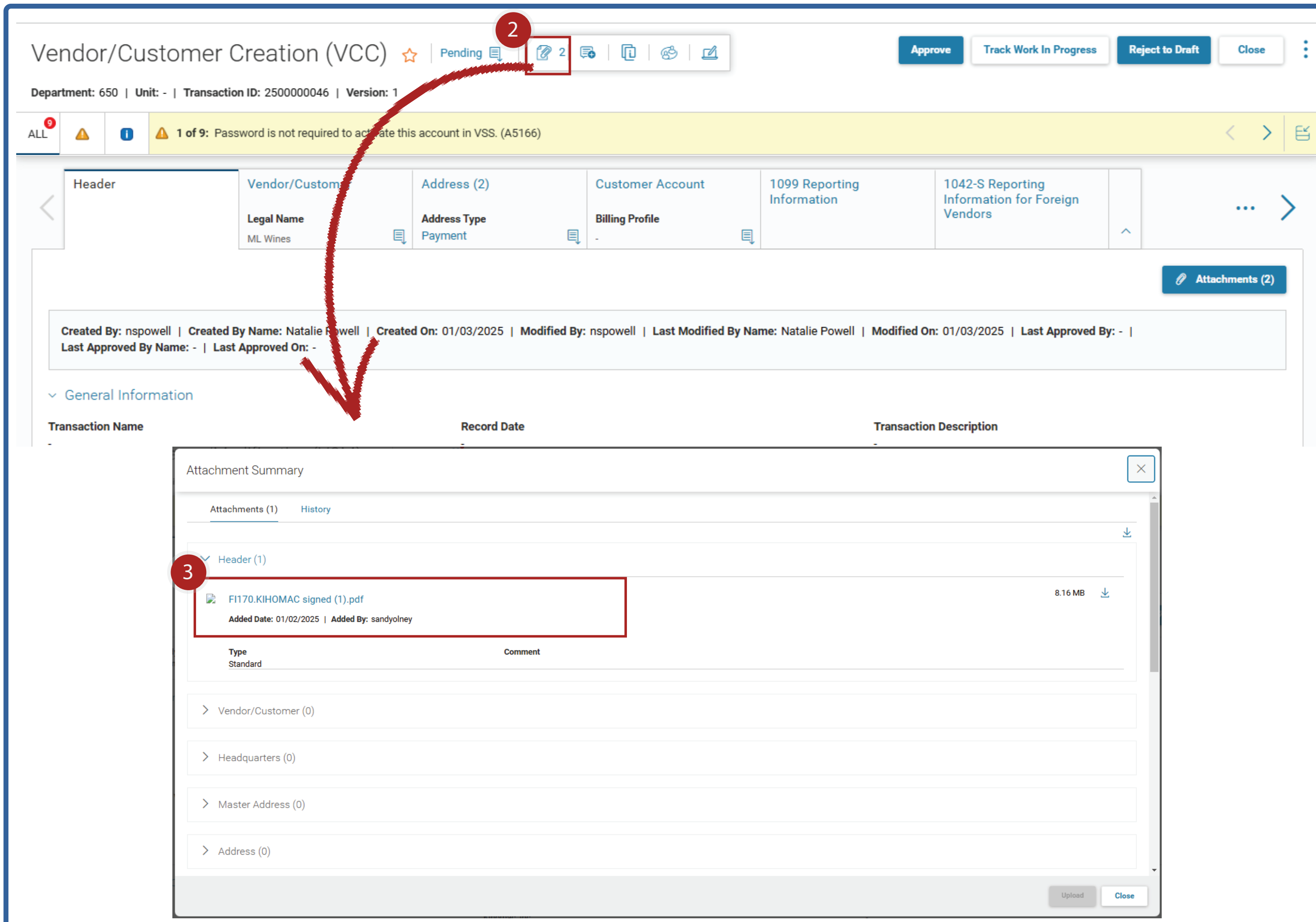


2. Under **Worklist**, select "Vendor Creation Approvals" from the drop-down.
3. Click **Apply**.
4. Select the **ID** number.



VCC screen

1. Click on the **Smart Menu**. 
2. Select the **Attachments**. 
3. From the **Attachment Summary** pop-up, open the attachment. (it should be the F170 & W9)
4. Copy the **TIN** number from the W9.

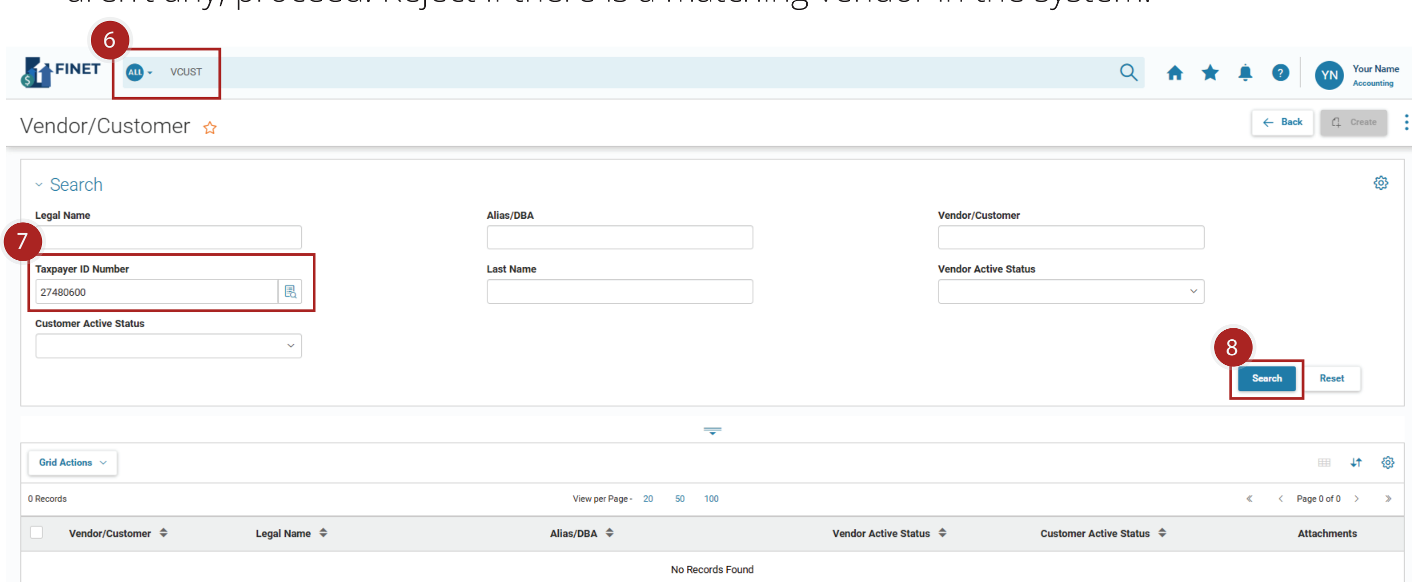


5. Open another FINET tab in a new window.

6. From the search bar, under the **Page Code** search option, enter **VCUST**.

7. Paste the copied TIN numer in the **Taxpayer ID Number** field.

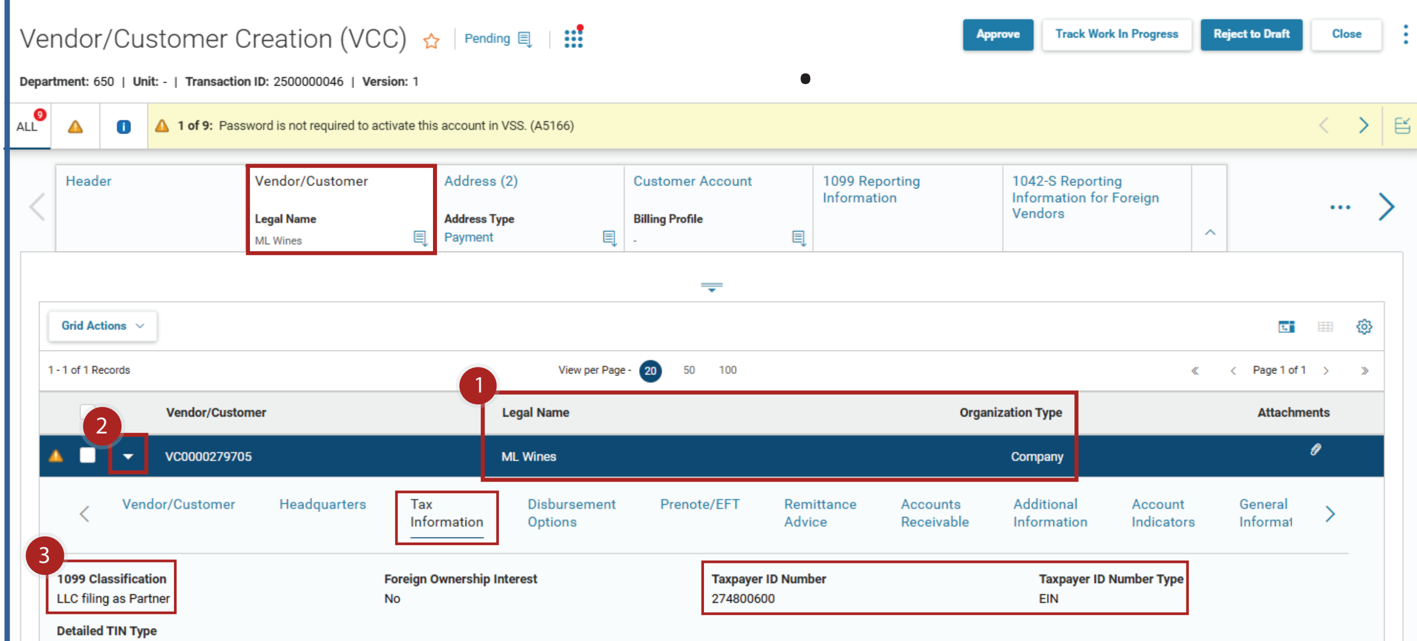
8. Click **Search**. Check to verify there are no existing Vendors using that TIN. If there aren't any, proceed. Reject if there is a matching vendor in the system.



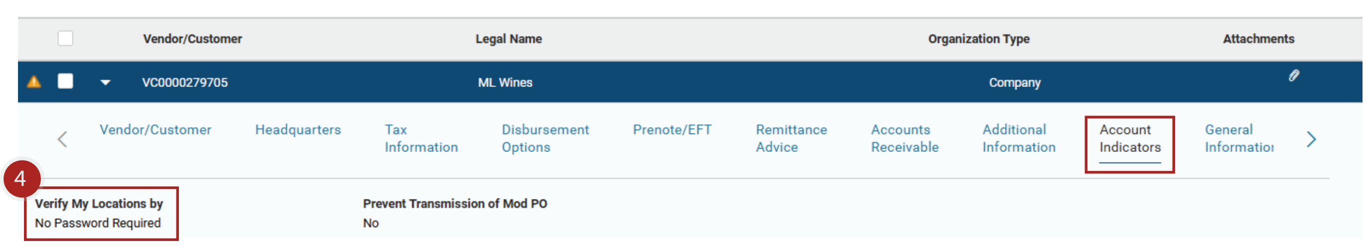
9. Verify the FI 170 and the W9 are filled out correctly (a W9 needs a tax classification and a signature).
10. An authorized user needs to verify the legal name and TIN from the IRS website.

Vendor/Customer tab

1. You must verify a few things from the line:
    - Legal Name and TIN is listed and matches the IRS information.
    - Organization Type is either Individual or Company.
2. Expand the line.
3. Under the **Tax Information** sub section:
    - Verify the **1099 Classification** matches the W9.
    - Verify the **Taxpayer ID Number** is entered.
    - Verify the **Taxpayer ID Number Type** is entered.

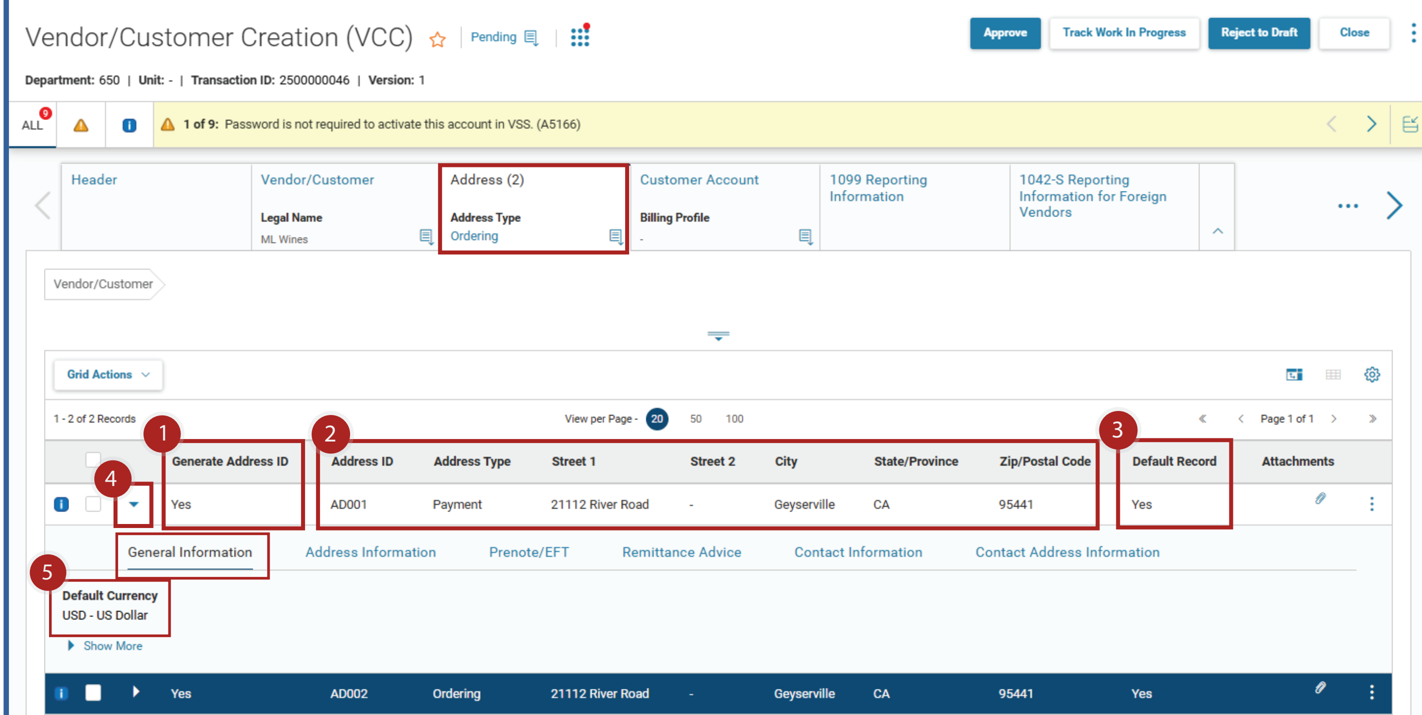


4. Under the **Account Indicators** sub section:
    - Verify the **Verify My Location** says 'No Password Required.'

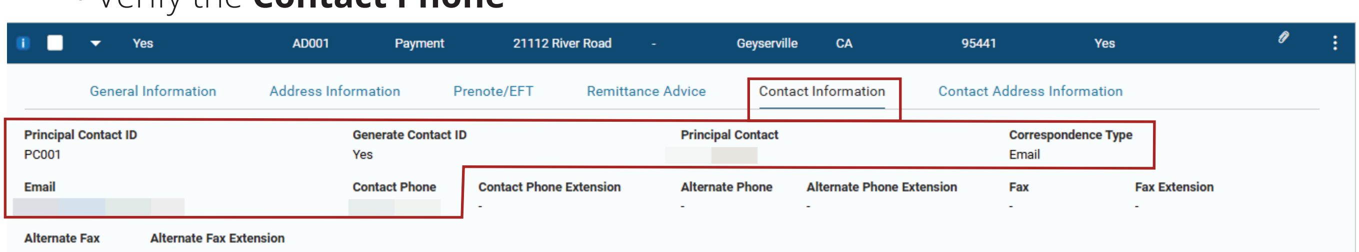


Address tab

1. Verify **Generate Address ID** is set to 'Yes.'
2. Make sure there is an **Address Type** entered. It needs to have two lines:
    - Payment
    - Ordering
   - Verify the **City**
   - Verify the **State**
   - Make sure there is a **Zip/Postal Code** entered.
3. Make sure the **Default Record** is set to 'Yes.'
   - Ensure spelling looks accurate in all fields.
4. Expand the line.
5. Verify the **Default Currency** is set to 'US Dollars.'

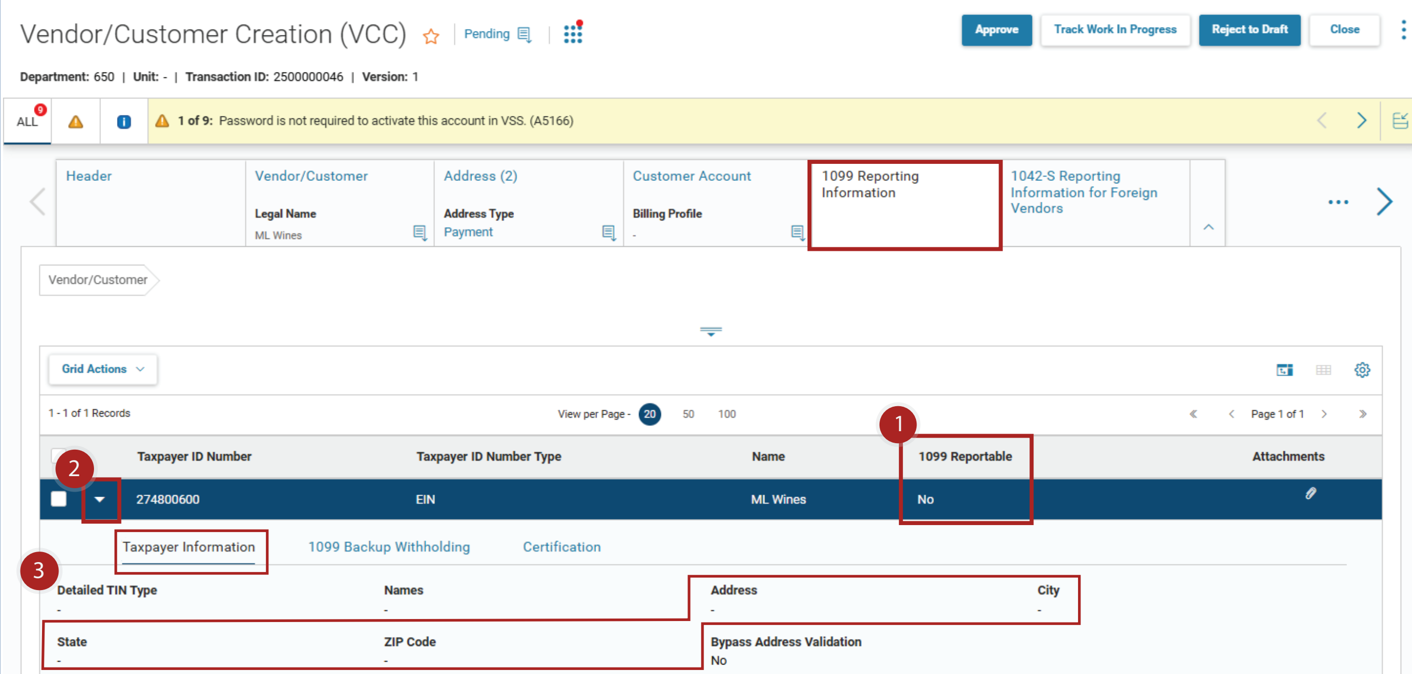


6. Under the **Contact Information** sub section, verify the contact information is entered.
   - Verify there is a **Principal Contact ID**
   - Verify the **Generate Contact ID** is selected
   - Verify the **Principal Contact**
   - Verify the **Email**
   - Verify the **Contact Phone**

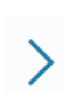


1099 Reporting Information tab

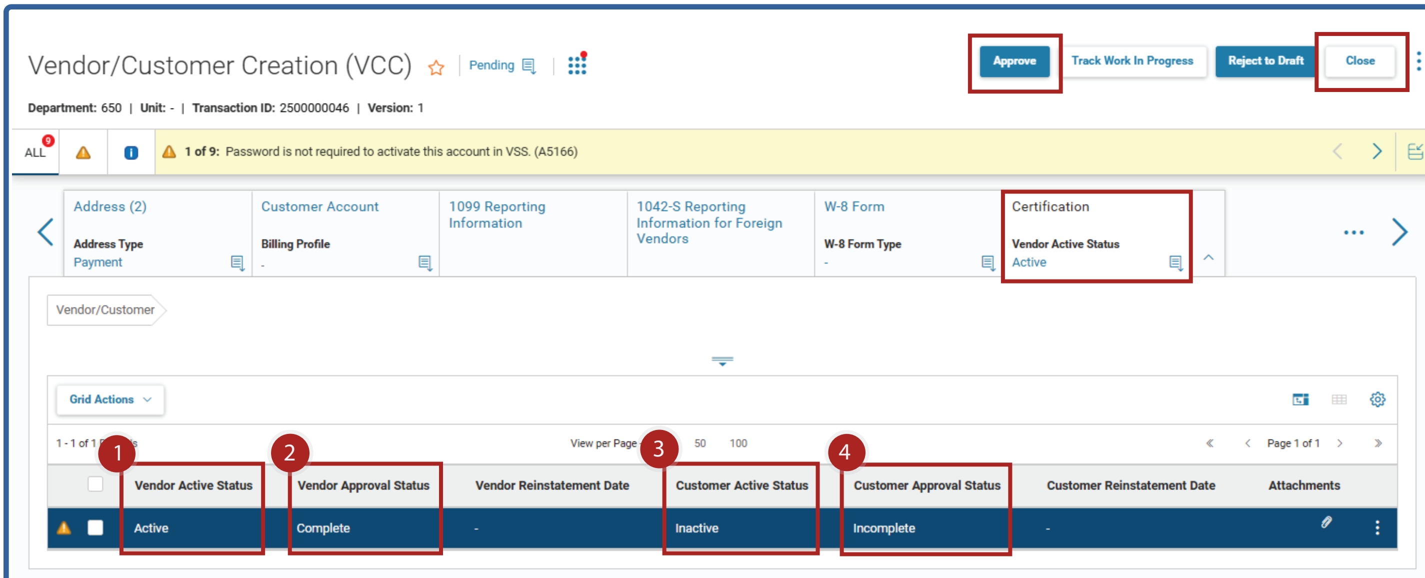
1. Verify the 1099 Reportable field
    - If the Org type is **Individual**, it uses a SSN. The 1099 Reportable must be set to 'Yes.'
    - If the Org type is **Company**, it uses an EIN. The 1099 Reportable depends. (see the 1099 classification options table on last page)
2. Expand the line. 
3. If they are 1099 Reportable, you must go to the **Taxpayer Information** sub section. Verify the contact information includes:
    - **Address**
    - **City**
    - **State**
    - **Zip Code**



Certification tab

You may need to select **Next** icon  near the right of the tabs to locate the Certification tab.

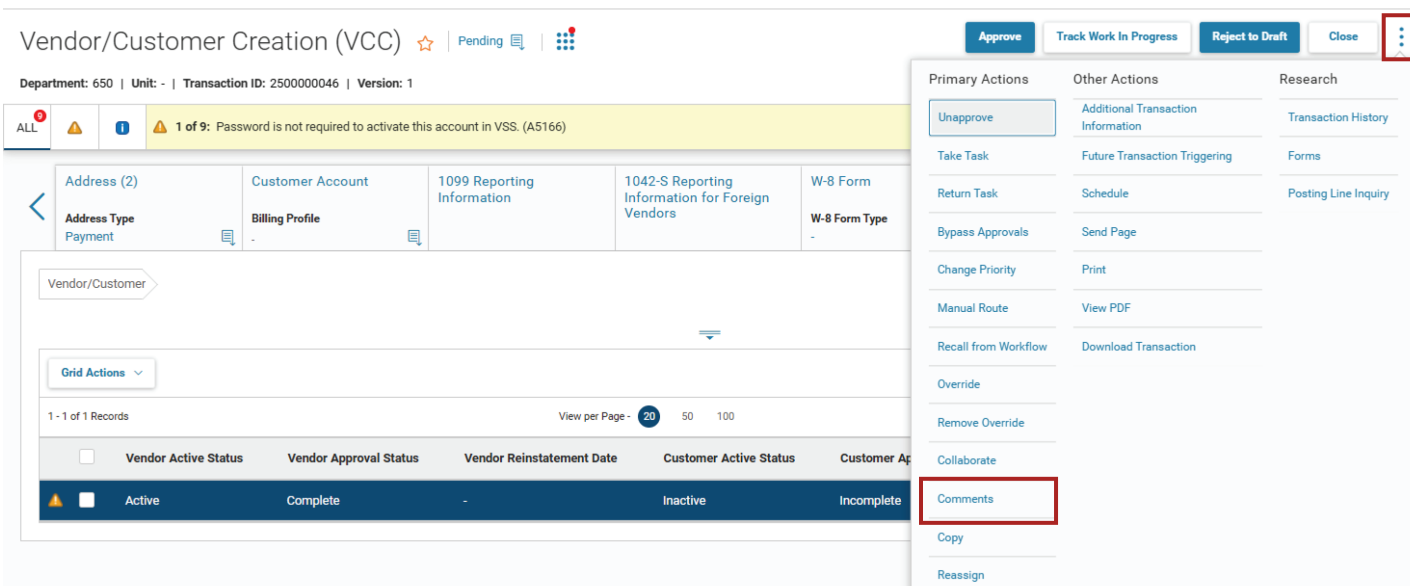
1. Verify **Vendor Active Status** is set to 'Active.'
2. Verify **Vendor Approval Status** is set to 'Complete.'
3. Verify **Customer Active Status** is set to 'Inactive.'
4. Verify **Customer Approval Status** is set to 'Incomplete.'



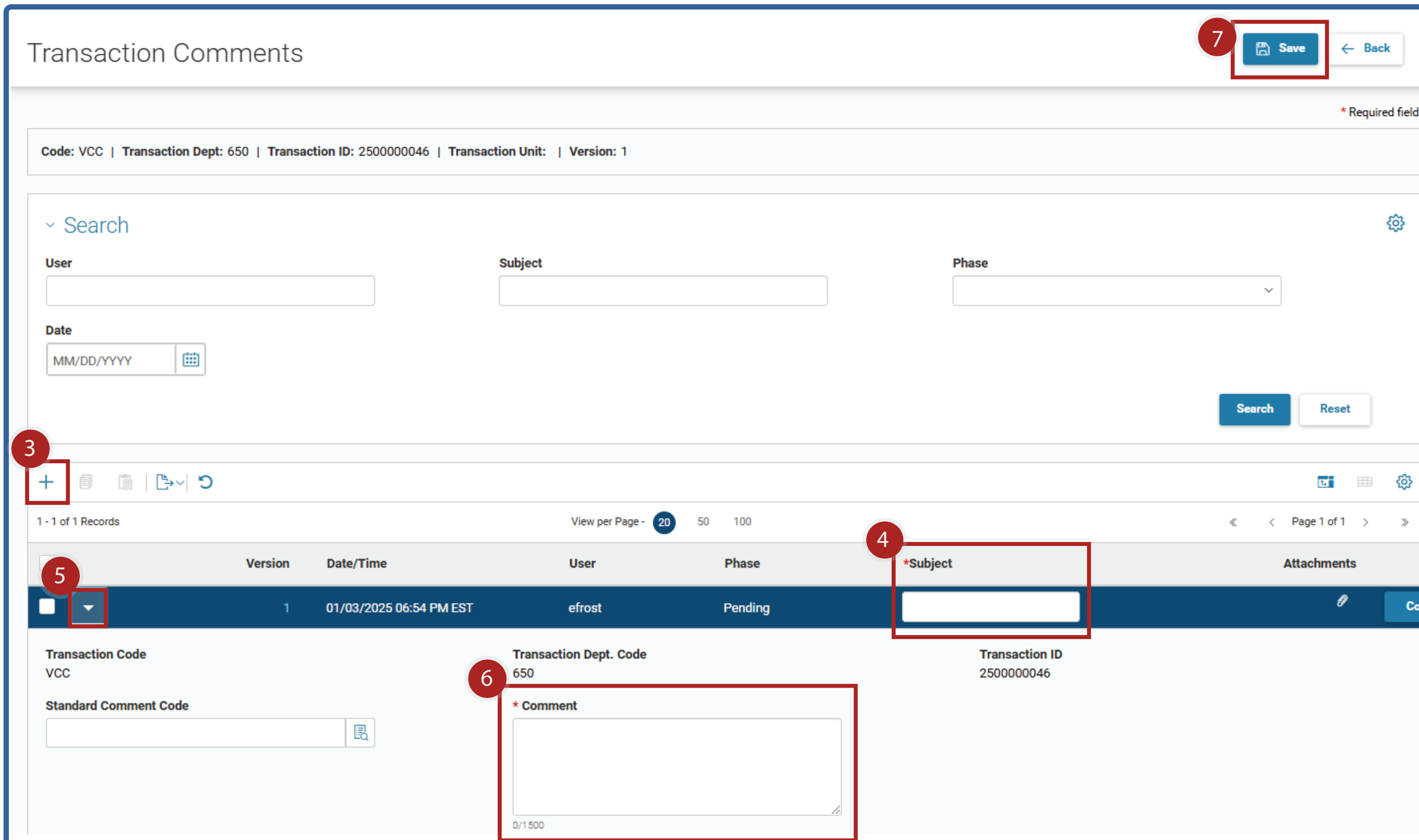
5. If there are no errors, click the **Approve** button.
6. Click the **Close** button.

Rejecting a VCC

1. If you find errors, select the **3-dot menu** ⋮ in the upper-right corner.
2. Select **Comments** from the **Primary Actions** section.



3. Click on the **plus** icon. +
4. Enter the **Subject**.
5. Expand the line.
6. Enter the reason why you're rejecting the VCM in the **Comments** box.
7 Click **Save** when complete.


Transaction Comments
7
Save
Back
* Required fields
Code: VCC | Transaction Dept: 650 | Transaction ID: 2500000046 | Transaction Unit: | Version: 1
Search
User
Subject
Phase
Date
MM/DD/YYYY
Search
Reset
3
1 - 1 of 1 Records
View per Page - 20 50 100
Page 1 of 1
4
5
Version
Date/Time
User
Phase
*Subject
Attachments
1
01/03/2025 06:54 PM EST
efrost
Pending
Transaction Code
VCC
Transaction Dept. Code
650
Transaction ID
2500000046
6
Standard Comment Code
* Comment
0/1500

1099 Classification options in FINET

Org Type	1099 Classification in FINET	SSN / EIN	1099 Reportable	Notes
Individual	Individual	SSN	YES	
Company	Individual	EIN	YES	
Company	Partnership	EIN	YES	
Company	Corporation	EIN	NO / *Yes	This includes C Corp and S Corp *If this is for a medical or legal
Individual	Nonresident Alien	Green Card	YES	
Individual	Trust	SSN	YES	
Company	Foreign Business Entity	Foreign TIN W8	NO	
Company	State Government	EIN	NO	
Company	Other Government	EIN	NO	
Don't use	Other			This option should never be used
Company	Joint Venture	EIN	NO / *Yes	No - if Copr / Yes - If it's a Partnership
Company	Other Non-Profit Org	EIN	NO	
Individual	Employee	NO TIN	NO	Employee profiles are for reimbursements ONLY. If an employee is being paid for services they should use a separate vendor profile
Company	Estate	EIN	YES	
Company	Local Government	EIN	NO	
Company	LLC filing as Partner	EIN	YES	
Company	LLC Filing as Corp	EIN	NO	This includes C Corp and S Corp
Company	LLC Filing as Sole Prop	EIN	YES	
Company	Church/Religious Org	EIN	NO	
Don't use	Personal Service Corp			
Company	Sole Prop/Small Business	EIN	YES	
Don't use	Federal Government			
Don't use	Resident Alien			
Don't use	Foreign Partnerships			
Don't use	Nonwithhold Foreign Part.			
Don't use	Nonqualified Intermediary			
Don't use	Qualified Intermediary			
Don't use	Withholding Foreign Part.			
Don't use	Withholding Foreign Trust			
Don't use	Dual Status Alien			
Don't use	Married to US Citizen			
Don't use	Resident of US Poss			
Don't use	Foreign PVT. Foundation			
Don't use	US Branches of Fgn Pers.			
Don't use	Beneficial Owners			