



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.



Financial Worklist ☆

← Back

Filters

Worklist (Selection will update the search results immediately)

Vendor Creation Approvals

Department

Level

ID

Code

Submitter ID

Apply Reset

Grid Actions

1 - 4 of 4 Records

View per Page: 20 50 100

	Code	Dept	ID	Assigned Date	Creator ID
☐ ▶	VCC	480	2500000020	01/02/2025 03:40:54 p.m.	sworppel
☐ ▶	VCC	600	2500000530	12/31/2024 06:41:30 p.m.	amcewan
☐ ▶	VCC	600	2500000046	12/31/2024 06:10:55 p.m.	amcewan
☐ ▶	VCC	600	2500000044	12/31/2024 05:49:51 p.m.	amcewan

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.

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.

Vendor/Customer Creation (VCC) ☆ Pending |

Department: 650 | Unit: - | Transaction ID: 2500000046 | Version: 1

ALL 1 of 9: Password is not required to activate this account in VSS. (A5166) < >

Header	Vendor/Customer	Address (2)	Customer Account	1099 Reporting Information	1042-S Reporting Information for Foreign Vendors
	Legal Name ML Wines	Address Type Payment	Billing Profile		

Grid Actions ▾

1 - 1 of 1 Records View per Page - 20 50 100 < < Page 1 of 1 > >

Vendor/Customer	Legal Name	Organization Type	Attachments
VC0000279705	ML Wines	Company	

< Vendor/Customer Headquarters Tax Information Disbursement Options Prenote/EFT Remittance Advice Accounts Receivable Additional Information Account Indicators General Information >

3 1099 Classification
LLC filing as Partner

Foreign Ownership Interest
No

Taxpayer ID Number
274800600

Taxpayer ID Number Type
EIN

Detailed TIN Type

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

Vendor/Customer	Legal Name	Organization Type	Attachments
VC0000279705	ML Wines	Company	

< Vendor/Customer Headquarters Tax Information Disbursement Options Prenote/EFT Remittance Advice Accounts Receivable Additional Information Account Indicators General Information >

4 Verify My Locations by
No Password Required

Prevent Transmission of Mod PO
No

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.'

Vendor/Customer Creation (VCC) ☆ Pending

Department: 650 | Unit: - | Transaction ID: 2500000046 | Version: 1

1 of 9: Password is not required to activate this account in VSS. (A5166)

Header	Vendor/Customer	Address (2)	Customer Account	1099 Reporting Information	1042-S Reporting Information for Foreign Vendors
	Legal Name ML Wines	Address Type Ordering	Billing Profile -		

Vendor/Customer

Grid Actions

1 - 2 of 2 Records View per Page: 20 50 100 Page 1 of 1

	1	2	3	4	5	6	7	8	9	10
	Generate Address ID	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Default Record	Attachments
	Yes	AD001	Payment	21112 River Road	-	Geyserville	CA	95441	Yes	

General Information Address Information Prenote/EFT Remittance Advice Contact Information Contact Address Information

Default Currency
USD - US Dollar

Show More

	Yes	AD002	Ordering	21112 River Road	-	Geyserville	CA	95441	Yes	

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**

General Information	Address Information	Prenote/EFT	Remittance Advice	Contact Information	Contact Address Information
Principal Contact ID PC001	Generate Contact ID Yes	Principal Contact	Correspondence Type Email		
Email	Contact Phone	Contact Phone Extension	Alternate Phone	Alternate Phone Extension	Fax Fax Extension
Alternate Fax	Alternate Fax Extension				

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**

Vendor/Customer Creation (VCC)  Pending  

Department: 650 | Unit: - | Transaction ID: 2500000046 | Version: 1

ALL   1 of 9: Password is not required to activate this account in VSS. (A5166)   

Header	Vendor/Customer	Address (2)	Customer Account	1099 Reporting Information	1042-S Reporting Information for Foreign Vendors
	Legal Name ML Wines	Address Type Payment	Billing Profile -		

Vendor/Customer

Grid Actions   

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

	Taxpayer ID Number	Taxpayer ID Number Type	Name	1099 Reportable	Attachments
	274800600	EIN	ML Wines	No	

 Taxpayer Information  1099 Backup Withholding  Certification

Detailed TIN Type	Names	Address	City
-	-	-	-
State	ZIP Code	Bypass Address Validation	
-	-	No	

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.'

Vendor/Customer Creation (VCC) ☆ Pending

Department: 650 | Unit: - | Transaction ID: 2500000046 | Version: 1

ALL 1 of 9: Password is not required to activate this account in VSS. (A5166)

Address (2) Customer Account 1099 Reporting Information 1042-S Reporting Information for Foreign Vendors W-8 Form Certification

Address Type Payment Billing Profile W-8 Form Type Vendor Active Status Active

Vendor/Customer

Grid Actions

1 - 1 of 1 Records View per Page 50 100 Page 1 of 1

Vendor Active Status	Vendor Approval Status	Vendor Reinstatement Date	Customer Active Status	Customer Approval Status	Customer Reinstatement Date	Attachments
Active	Complete	-	Inactive	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.

Vendor/Customer Creation (VCC) ☆ Pending

Department: 650 | Unit: - | Transaction ID: 2500000046 | Version: 1

ALL 1 of 9: Password is not required to activate this account in VSS. (A5166)

Address (2) Customer Account 1099 Reporting Information 1042-S Reporting Information for Foreign Vendors W-8 Form

Address Type Payment Billing Profile W-8 Form Type

Vendor/Customer

Grid Actions

1 - 1 of 1 Records View per Page 20 50 100

Vendor Active Status	Vendor Approval Status	Vendor Reinstatement Date	Customer Active Status	Customer Approval Status	Customer Reinstatement Date	Attachments
Active	Complete	-	Inactive	Incomplete	-	

Primary Actions

- Unapprove
- Take Task
- Return Task
- Bypass Approvals
- Change Priority
- Manual Route
- Recall from Workflow
- Override
- Remove Override
- Collaborate
- Comments**
- Copy
- Reassign

Other Actions

- Additional Transaction Information
- Future Transaction Triggering
- Schedule
- Send Page
- Print
- View PDF
- Download Transaction

Research

- Transaction History
- Forms
- Posting Line Inquiry

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

5

Version

Date/Time

User

Phase

4

*Subject

Attachments

1

01/03/2025 06:54 PM EST

efrost

Pending

Transaction ID
2500000046

Transaction Code
VCC

6

Transaction Dept. Code
650

* Comment

0/1500

Standard Comment Code

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			