



Vendor Customer Creation (VCC) FINET quick reference guide

Introduction

Vendor Customer Creation (**VCC**) are 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.

Creating a VCC

From the Search bar, under the **Page Code**  search option, enter **VCUST**. Enter the known information.

- **Legal Name**
- **Alias/DBA**
- **Vendor/Customer**
- **Taxpayer ID Number** - if you have a W9 you will have the entire EIN or SSN. You can search using those numbers and known parts of the name. Use the * in place of any information you are unsure of.

Once you enter the criteria, click the **Search**  button to return search results.

1. From the home page, click on the **Transaction Catalog** quick link.



2. Click the **Create** button  in the upper-right corner.

3. Enter the following:

- **Transaction Code:** VCC
- **Transaction Dept:** The department number for which this VCC is being created.
- **Transaction Unit:** Optional but used for routing purposes.
- **Transaction ID:** Prefix for transaction number. It may start with the last two digits of the current fiscal year.

4. Check **Auto Numbering** checkbox.

5. Click the **Continue** button to move to Draft phase.

3

* Transaction Code: VCC

* Transaction Dept: YOUR DEPT

Transaction Unit: YOUR UNIT

* Transaction ID: 2 DIGIT YEAR + YOUR CODING

4 Auto Numbering

Show More

Header tab

Enter the **Transaction Description**, this helps the approver understand what you are trying to accomplish.

Header tab navigation: Vendor/Customer, Address, Customer Account, 1099 Reporting Information, 1042-S Reporting Information for Foreign Vendors, W-8 Form

General Information:

Transaction Name: []

Record Date: MM/DD/YYYY []

Transaction Description: []

Never Archive:

Vendor/Customer tab

1. Create the line by clicking the insert button +

Complete highlighted areas using the W9. Expand the Vendor Line to view additional options.

2. Enter:

- Vendor Customer
- Organization Type
- 1099 Classification
- Taxpayer ID Number
- Verify My Location by: always enter "No Password Required"
- Generate Vendor/Customer ID: select "Yes"
- First Name
- Middle Name
- Last Name
- Company Name

Vendor/Customer tab navigation: Vendor/Customer, Address, Customer Account, 1099 Reporting Information, 1042-S Reporting Information for Foreign Vendors, W-8 Form

Vendor/Customer: VC0000274563

Legal Name: Vendor Training 2024

Organization Type: Company

1099 Classification: Corporation

Taxpayer ID Number: 123654987

Verify My Locations by: No Password Required

Generate Vendor/Customer ID: Yes

First Name: [] Middle Name: [] Last Name: []

Company Name: Vendor Training 2024

Location Name: []

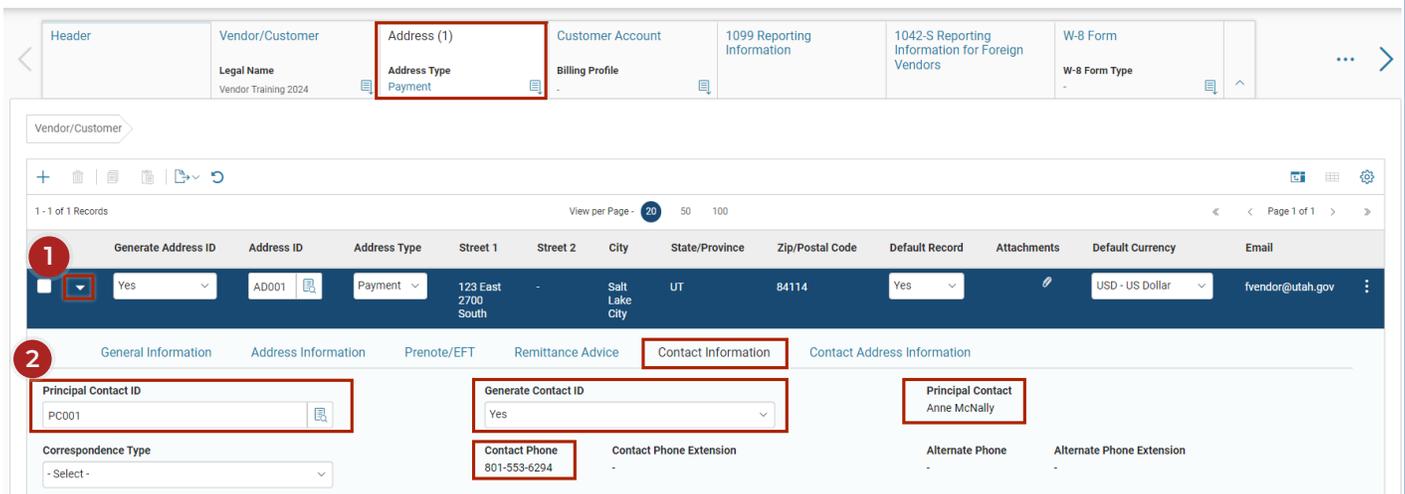
Address tab

1. Create the line by clicking the insert button. +

Complete highlighted areas using the FI170 form. Expand  the line to view additional options. Contact Information is required.

2. Enter:

- **Generate Address ID**
- **Address ID**
- **Address Type**
- **Street 1 and 2**
- **City**
- **State/Province**
- **Zip Code**
- **Default Record:** always "YES" on a VCC
- **Default Currency:** always "USD-US Dollar"
- **Generate Contact ID:** enter **Yes**
- **Principal Contact**
- **Contact Phone**



Vendor/Customer

Legal Name: Vendor Training 2024

Address (1)

Address Type: Payment

Customer Account: Billing Profile

1099 Reporting Information

1042-S Reporting Information for Foreign Vendors

W-8 Form: W-8 Form Type

1 - 1 of 1 Records

| Generate Address ID | Address ID | Address Type | Street 1 | Street 2 | City | State/Province | Zip/Postal Code | Default Record | Attachments | Default Currency | Email |
|---------------------|------------|--------------|---------------------|----------|----------------|----------------|-----------------|----------------|-------------|------------------|------------------|
| Yes | AD001 | Payment | 123 East 2700 South | - | Salt Lake City | UT | 84114 | Yes | | USD - US Dollar | fvendor@utah.gov |

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

Principal Contact ID: PC001

Generate Contact ID: Yes

Principal Contact: Anne McNally

Correspondence Type: -Select-

Contact Phone: 801-553-6294

Contact Phone Extension: -

Alternate Phone: -

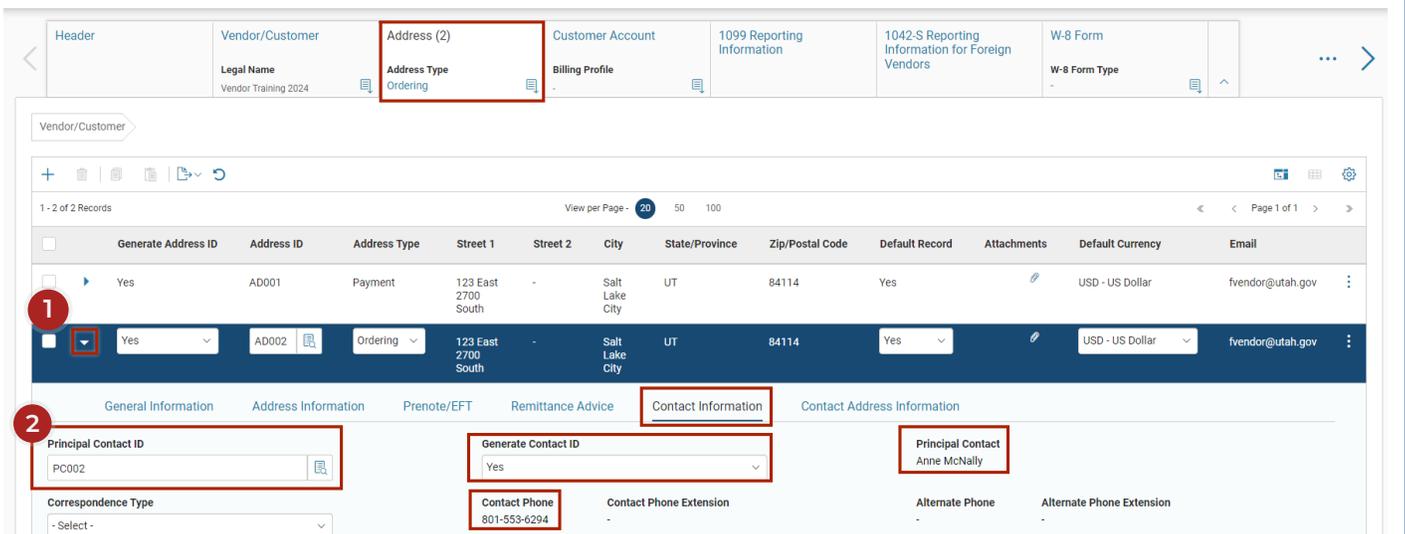
Alternate Phone Extension: -

All vendors must have at least one Payment and one Ordering address, so you will always enter at least two address lines for vendors.

Vendor/Customer Creation (VCC)   

 Validate  Submit  Save  Save & Close

Department: 150 | Unit: - | Transaction ID: 24V0000206 | Version: 1



Vendor/Customer

Legal Name: Vendor Training 2024

Address (2)

Address Type: Ordering

Customer Account: Billing Profile

1099 Reporting Information

1042-S Reporting Information for Foreign Vendors

W-8 Form: W-8 Form Type

1 - 2 of 2 Records

| Generate Address ID | Address ID | Address Type | Street 1 | Street 2 | City | State/Province | Zip/Postal Code | Default Record | Attachments | Default Currency | Email |
|---------------------|------------|--------------|---------------------|----------|----------------|----------------|-----------------|----------------|-------------|------------------|------------------|
| Yes | AD001 | Payment | 123 East 2700 South | - | Salt Lake City | UT | 84114 | Yes | | USD - US Dollar | fvendor@utah.gov |
| Yes | AD002 | Ordering | 123 East 2700 South | - | Salt Lake City | UT | 84114 | Yes | | USD - US Dollar | fvendor@utah.gov |

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

Principal Contact ID: PC002

Generate Contact ID: Yes

Principal Contact: Anne McNally

Correspondence Type: -Select-

Contact Phone: 801-553-6294

Contact Phone Extension: -

Alternate Phone: -

Alternate Phone Extension: -

If you have a vendor you would also like to be a customer you can add the Billing Address and Billing Profile under the **Customer Account Tab.

1099 Reporting tab

This tab is where the information for their tax documents will be sent. Please use either the Payment address or the address on their W9 to complete this section.

If you have questions on what determines if a vendor is 1099 reportable, we attached a guide to the end of this document

The line automatically populates on a VCC however, if it is greyed out or no information is present, the vendor may be in a feeder system and modifications cannot be made to the 1099 Reportable Table. The VCC can still be created and submitted as we are counting on agencies to have the information correct in their system.

*** If it's grey on a VCM it could mean the vendor is already in FINET, and they need to verify the TIN in VCUST before proceeding***

1. Create the line by clicking the insert button. +
2. Expand  the line to view additional options. Contact Information is required.
3. Enter **Taxpayer Information:**

- **Address**
- **City**
- **State**
- **Zip Code**

Vendor/Customer Creation (VCC)    

[Track Work In Progress](#) [Close](#) 

Department: 150 | Unit: DISB | Transaction ID: 24V0000205 | Version: 1

| Header | Vendor/Customer | Address (2) | Customer Account | 1099 Reporting Information | 1042-S Reporting Information for Foreign Vendors | W-8 Form |
|--------|------------------------------------|-------------------------|----------------------|----------------------------|--|--------------------|
| | Legal Name Vendor Training 2024 | Address Type Payment | Billing Profile . | | | W-8 Form Type . |

| Taxpayer ID Number | Taxpayer ID Number Type | Name | 1099 Reportable | Attachments |
|--------------------|-------------------------|----------------------|-----------------|-------------|
| 123654987 | EIN | Vendor Training 2024 | No | |

| Taxpayer Information | | 1099 Backup Withholding | Certification |
|------------------------|-------------------------------------|---------------------------------|----------------|
| Detailed TIN Type . | Names . | Address . | City . |
| State . | ZIP Code . | Bypass Address Validation No | Last Name . |
| Name Control VEND | 1099 Backup Withholding Status . | | |

Certifications tab

Mark the Vendor **Active** & complete as seen below.

Vendor/Customer Creation (VCC) ☆ | Final | [Grid Icon] | [Track Work In Progress] [Close]

Department: 150 | Unit: DISB | Transaction ID: 24V0000205 | Version: 1

| Header | Vendor/Customer | Address (2) | Customer Account | 1099 Reporting Information | 1042-S Reporting Information for Foreign Vendors | W-8 Form | Certification |
|--------|------------------------------------|-------------------------|------------------|----------------------------|--|---------------|--------------------------------|
| | Legal Name Vendor Training 2024 | 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: 20 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 | | |

If you have entered Customer information you will also mark the Customer Active & Complete under this tab.

Backup VCC Documents require the new FI170 form along with a new W9. Please DO NOT attach any banking information to your VCC or VCM documents, it should be emailed to fvendor@utah.gov.

When you are in the **Header** tab click **Attachments**, you can then choose your backup from a file or drag and drop it.

| Header | Vendor/Customer | Address (2) | Customer Account | 1099 Reporting Information | 1042-S Reporting Information for Foreign Vendors | W-8 Form | Attachments (2) |
|--------|------------------------------------|-------------------------|------------------|----------------------------|--|---------------|-----------------|
| | Legal Name Vendor Training 2024 | Address Type Payment | Billing Profile | | | W-8 Form Type | |

To complete the transaction click **Validate** and **Submit** buttons, located in the upper-right corner of the transaction.



If the document is rejected, we use the comment feature to communicate with you and ask that you respond the same way. Comments are located in the 9-dot menu.

Vendor/Customer Creation (VCC) ☆ | Draft | [Grid Icon] | [Comment Icon]

Department: 150 | Unit: DISB | Transaction ID: 24V0000205 | Version: 1

Vendor/Customer Creation (VCC) ☆ | Final | [Grid Icon] | [Comment Icon]

Department: 150 | Unit: DISB | Transaction ID: 24V0000205 | Version: 1

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 | | | |