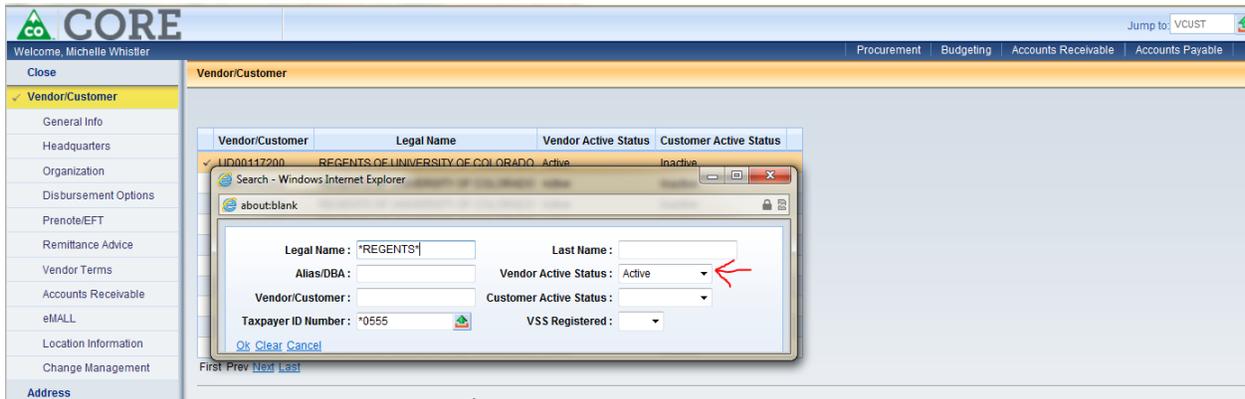


Job Aid

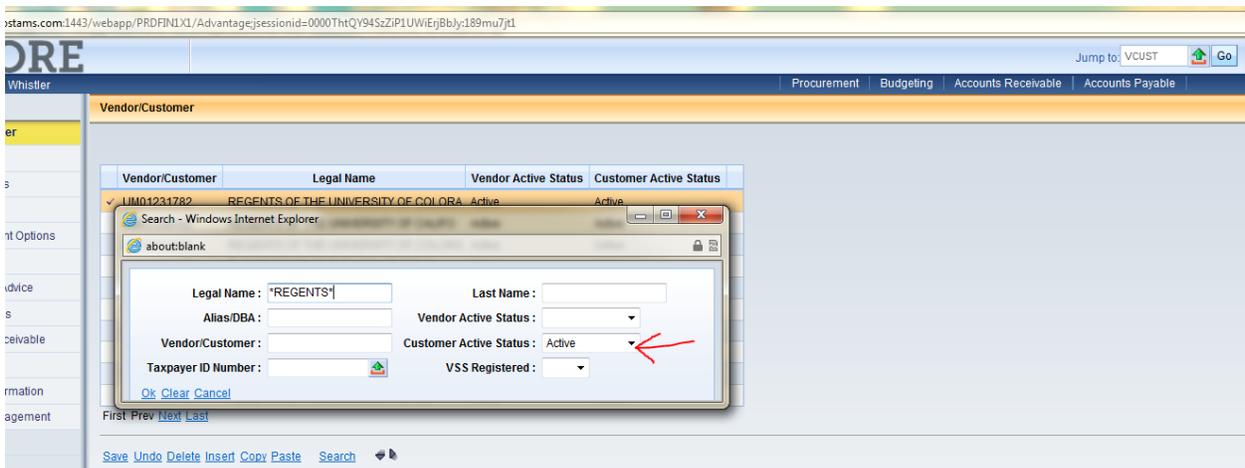
How to Further Narrow VCUST Searches

To ensure that you are selecting an account that is active as a **Vendor** for Procurement and Accounts Payable purposes – In the VCUST search box-Put a known portion of the legal name with wild cards before and after, as much of the Taxpayer ID as you know and include Vendor active status: Active

If you do not find the record that you need with an active vendor status, the record will need to be entered as usual with a VCC document. We will not be able to convert a customer only account into a vendor/customer account due to the lack of vendor information in the customer only accounts.



To search for **Customer** accounts for Accounts Receivable documents – Put a known portion of the legal name with wild cards before and after, do not put anything in the Taxpayer ID number field and select Customer Active status: Active



Many records are active as both a Vendor and a customer. These records can be used on Procurement, Accounts Payable and Accounts Receivable documents.